

# Duty Race Officer Guidelines



## Preparation

- Read the Sailing Instructions in the yearbook.
- Arrange to bring at least 2 helpers;
- Check the weather forecast;
- **Bring**
  - These Guidelines
  - The Yearbook.
  - A watch, a ballpoint pen
  - A hand held VHF in case the battery radio is not functioning properly.
  - A pair of binoculars

## Arrival at the Club

- You will need to arrive at the Club no later than:
  - ❖ **6-00 pm** on Wednesdays and Thursdays
  - ❖ **12.30 pm** on Saturdays
  - ❖ **11.30 am** for Saturday mini series dates

**Bad Weather?**

**See end of document**



**SAFETY:** Keep a sharp lookout for any boats in trouble and notify the principal safety boat by VHF CH37 if you see any problems. You must keep track of all starters and check with the safety boat if any boats go missing that you have not seen retiring from racing.

## GETTING OUT TO THE BATTERY

The orange Whaly will be left on the pontoon for you to take out to the Battery. **Collect the keys from the safe beside the wet entrance – the code is emailed to you in your Duty Reminder email. The battery hut keys now have a key to the Strangford 16 padlock (should you need to go and get the Whaly) and one for the Whaly mooring padlock. Please also take a hand-held radio and the stainless steel wind direction indicator.** The limit mark O, with mooring warp and weight, can be dropped upon request by the rescue boat (via radio) should you wish or you can do it yourself.

## SETTING THE OUTER LIMIT MARK

Before landing on Trasnagh set the limit mark O so that the line from the Battery flagpole to mark O is at right angles to the wind.

Mark O should be a sufficient distance from the shore to provide room for all boats in a class.

**From a downwind position and using the stainless steel wind direction indicator, motor slowly directly upwind past the battery. When the side arm of the wind direction indicator is pointing at the battery mast, drop the mark weight.**

#### **ON ARRIVING AT THE BATTERY**

1. Secure the Walley, lift the engine and remember to move it from time to time during your duty as the tide rises or falls.
2. Use the **red key** on the Battery Key bunch to turn the switch on the grey box inside the hut to "On" to power the Radio and Automatic Timer Unit.
3. The Automatic Timer Unit works as follows:
  - (a) Test the light and sound system by pressing the **MANUAL button** on the box beside the window.
  - (b) Turn the switch below to **AUTOMATIC** to start the automatic timer when needed. It will sound immediately and every 5 minutes thereafter until switched off from Automatic.
4. Check the VHF is tuned to channel M1 (37). The battery VHF is designated "**Trasnagh Battery**" not "Whiterock Battery". After a few mins the radio emits an alarm due to no GPS input – hit any button to silence it.
5. Carry out a radio check with the principal safety boat ("Whiterock Rescue"). **If it is not operating, hoist the red flag on the battery flagpole (the flags are kept in the cupboard behind the notice board on the back wall of the hut) and on Wednesdays and Saturdays do not provide a start for**



#### **RESETTING THE OUTER LIMIT MARK**

Check that mark O is positioned to give a start line at 90 degrees to the wind direction and is a sufficient distance from the shore. If it requires adjustment your helpers can move it with the Strangford 16.

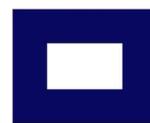
#### **SETTING THE COURSES**

1. Identify the wind direction using the battery's portable wind indicator at the top of the high ground behind the battery.
2. Take the binoculars with you and visually check, so far as you can, that all the racing marks are in position. Initially **only** marks A -T are laid. The outer marks 1 – 5 are not presently in position so do not include these in your course.
3. Normally the first leg should be a beat but if the wind is from the west or north-west, which gives only a very short beat to H, J or K, you can if you wish, provide a dead run start.
4. With the help of the chart on the desk in the battery hut and the Course Setting Guide, you should set a course with true windward legs and a minimum of reaching.
5. **DO NOT set any courses for the Elite class on Thursday nights – they will sail their own course but DO provide them with a start**

### The Course Board

1. Courses for the first round for the Sonata, Flying Fifteens, River and Glen classes will be displayed on the top row of the course frame.
2. Courses for the Cruiser and Dinghy classes will be displayed on the bottom row of the course frame.
3. Courses for subsequent rounds for the above classes will be displayed alongside the class flag on either row of the course frame.
4. **Please remember that it is incorrect to display the course board O at the end of your course. Boats should automatically cross the S/F line from the direction of the last set mark.**

**Set up the flip board** on the battery wall where it can be seen by boats approaching the starting line. All the plates should be on the **upper side** and held in place by the plastic rod. Secure the **Blue Peter** and **code flag X** to the halyards on the battery flagpole. The results sheet should have the cardboard section under the top 2 sheets (**white** and the **green** copy sheet). Tick off all the starters in each class. Write in the sail numbers of any starters not on the printed list.



### STARTING THE RACES

1. Do not hesitate to delay the starting sequence for a few minutes in order to complete the above preparations properly.
2. At **10 minutes** before the first race switch the timer to **AUTOMATIC** to make the first sound and light signal and display the appropriate flag on the flip board. On **Wednesdays** the first flip board to show is **Flag F**, on **Thursdays** code **flag 6** and on **Saturdays** code **flag J**. The timer will make signals every 5 minutes.
3. At **5 minutes** before the first race hoist the blue peter and drop the next plate on the board. Keep the Blue Peter hoisted until the start of the last race.
4. At the **first** and **subsequent** starts drop the next plate on the flip board and check for premature starters by sighting along the line of the flag pole to the limit mark O.
5. If any boats are over the line at the start, press **MANUAL button** on the box located either on the flag pole or in the hut to give a second sound and light signal (this will not affect the automatic timer for subsequent starts) **and hoist flag X**. If possible use the VHF to call out sail numbers of boats OCS.
6. **Keep flag X hoisted** until all premature starters have come back across the starting line or for about 4 minutes if any premature starter does not return.
7. **For the Cruiser class it is essential to record on the results sheet the actual start time of the class even if these are identical to the published start times in the sailing instructions.**

**\*\*IF YOU MAKE A MISTAKE with the Flipboard or Timer\*\*** You **MUST** do the following: Turn the timer to manual and hoist flag AP with two sound signals. When ready - lower AP with one sound signal. One minute later switch to Automatic to give a 10-minute warning signal and display the class flag on the flip board. You do not need to start at the beginning of the flip board if some classes have already correctly started.

- After all the classes have started put away flag X and the blue peter and turn **AUTOMATIC** to **Manual** on the hand-held box.
- You may wish to bring the limit mark O closer in to the battery, keeping the line at right angles to the wind. This makes it easier for you to read sail numbers and for the approaching boats to read the course for any subsequent round.

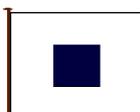
## SUBSEQUENT ROUNDS

1. When deciding whether to give a second or third round you should aim to finish the leading boat in each class within the following time brackets:

<b>Saturdays</b>	<b>4-15 to 4-45pm</b>
<b>Wednesdays and Thursdays when the time limit is 9-25pm</b>	<b>8-50 to 9-10pm</b>
<b>Wednesdays and Thursdays when the time limit is 9-00pm</b>	<b>8-30 to 8-45pm</b>

**Late in the season be aware that the light goes early and the limits are just that. Use discretion to finish in time to allow boats to make it back to moorings with light.**

2. Display courses and class code flags for subsequent rounds on the course frame most easily read by approaching boats. Try not to set a course that involves a sharp turn at mark O.
3. If conditions deteriorate to the extent that you think racing should not continue you should finish the race at the end of the round irrespective of the time.
4. If the wind dies away and it looks as if the boats will not finish before the time limit you can finish them at any mark of the course from the Strangford 16. This option can be particularly useful if the boats have not been able to finish their first round.



Code Flag "S"

### Shorten Course

- Take Flag 'S' with you along with the results sheet and a hooter or whistle.
- Make your way to the next mark the boats will be rounding and display Flag S and give a sound signal to make approaching boats aware of the finish line.
- If it is a starboard rounding mark you should position yourself on the **PORT side** of the mark to create a finish line i.e. boats finishing will leave the mark to starboard and the Strangford 16 to Port and vice versa. (Use the anchor if possible so that you stay in the same position)
- **NB! Boats should not have to turn round the mark to go through your finish line. This is called a hook finish and is not allowed.**
- Ensure that the finish times and/or places are recorded accurately.

## RECORDING AND FINISHING

1. **During racing, record on the results pad, boats that retire.**
2. At the end of each round note on the results sheet the order of the boats in the one design classes and the times (hour:minute:second) of the boats in the Cruiser class. **RS Elites do not require a finish signal or place to be recorded.**
3. At the end of the final round give a sound signal to each finisher by pressing MANUAL button either of the timer boxes.
4. If there are no finishers in one or more classes when the time limit is reached, give 2 sound signals in quick succession but continue to finish boats in any class where the first boat has finished. If any boats are still racing 15 minutes after the time limit, give 3 sound signals in quick succession and record those boats as DNF.

## LEAVING THE BATTERY

1. Turn the red power key switch on the grey box wall to "Off" and lock the Battery door.
2. Bring ashore the top results sheet (to be put on the racing notice board) and return the hut key and the stainless-steel wind direction to the Race Officer's cupboard. The limit mark O should be left in the Whaly.
3. **Please put your crew ashore on the pontoon and then lock the Whaly to the mooring nearest the Flag Pole marked "Whaly". John Hagan will then pick you and the fuel tank up.**

## Weather Conditions

Consider the weather conditions and decide whether racing can go ahead as normal. If in doubt you can consult experienced sailors, but it is your decision. There are 3 possible decisions:

- (a) Racing should proceed as normal (the most usual decision);
- (b) Racing should be cancelled (generally when wind speeds exceed Force 6) and in this case you should hoist flag N on the Clubhouse flagpole; or
- (c) Postpone your decision for up to an hour if there is a reasonable chance of conditions improving and in this case you should hoist flag AP on the Clubhouse flagpole.



Flags are kept in the Race Officer's cupboard in the room behind the wet room where the rest of the Race Officer gear is kept. You should aim to make your decision by 1810 on Wednesdays and Thursdays and by 1330 on Saturdays. Remember that if you decide to provide racing and conditions subsequently deteriorate, or are worse than you thought, you can still cancel racing by flying flag N at the Battery flagpole.