

## **RACE TEAM CHECKLIST & GUIDANCE ON RACE DUTIES**

These notes are for guidance only. Race procedures are governed by the clubs Sailing Instructions. You should use common sense and if in any doubt consult with an experienced OOD and/or class captain.

Remember that whilst you must not bring forward a start time, you can delay it whilst any issues or mistakes are dealt with.

### **Before the duty**

- One or two weeks before the **duty OOD** should contact team members well before duty date/time to ensure they know the date, time and exact nature of their duties and what equipment they should bring.
- Make sure that alternative arrangements have been made and agreed if anyone is unable to do their duty.
- Make sure you know which classes will be racing and whether there are any Veterans and Ladies races scheduled.

### **On the day**

- **All members of the duty team** must check that they have the equipment and information they need to perform the duty. Re-read the detailed notes for race duties as a refresher.
- **Everyone leave for the club in good time** – it's best to get there early.
- At the club, **Duty OOD Organise duty team members to**
  - Get the keys you need from the committee room:
    - Race hut
    - Clubhouse computer cabinet
    - Rescue shed
    - Petrol store
    - Course board
- Raise the club flag on the race hut main mast
- In the race hut set up the computer and race clock(s) for race starts
- Sort out the flags you might need:
  - Class flags
  - Preparatory flag
  - Individual recall flag
  - General recall flag (hopefully you won't need it)
  - Black flag (you would only need it after a general recall)
  - Postponement flag AP (your best friend if things go wrong)
  - Shortened course flag
- Attach the flags to the halyards ready for the start sequence
- Open the clubhouse computer cabinet and set up the computer for the relevant race session.
- Check the wind direction and strength

- Set start and finish line (same line for both)
- Ensure that the black and white start line pole is located in the correct position so that the transit from the race hut main mast through the start line pole is the same as the start line indicated on the course board.
- Set a course
  - Usually this will be a standard course
  - If not, get agreement for the course from the Sailing Secretary or a Class Captain
  - Remember that the club racing notes say that the Pacer, Topper, Heron, Mirror and any other boats with a PY of 1190 or more will normally race one less lap than the other boats where there is 4 or more laps. In theory this could include the Comets, but the reality is that they can, and generally wish to, do the full number of laps.
- Mark up the course, start/finish line, number of laps and 10 minute signal times on the course board at least 20 minutes before the 10 minute signal of the first start.
- Set up the course board kept in the race hut in front with the turning marks (P or S) and the full number of laps (not the reduced number for the slow boats).
- Although many clubs use a 5-4-1-start sequence for starts, the sailing committee has decided that a 10-5-start is simpler and more familiar for CSC members.
- **Always remember that if you are running late or you have a problem during the start sequence you can easily postpone the start until you are ready. That is better than having a disputed start.**
  - **To Postpone:** Make one sound signal. Raise answering pennant 'AP'.
  - **To restart:** Make one sound signal. Lower 'AP'.
  - **1 minute later:** make one sound signal, raise appropriate class flag as 10 minutes signal.
- **Patrol boat crews:**
  - Ensure you are properly dressed for your duty and the weather
    - Remember that one of the patrol boat crew in each boat should be dressed for the possibility of having to enter the water.
  - Prepare the 2 patrol boats / RIB for launch
    - Make sure they are fully equipped and fuelled
    - Ensure the engines are securely fixed
  - Launch the boats using the winch
  - Ensure the engines are running properly
  - Confirm the radios are working
  - Be afloat at least 15 minutes before the first start
  - The OOD may ask you to check that the buoys are in the proper positions and to move them if necessary.
  - Make sure that both ends of the lake are patrolled and that the area between is observed by both patrol teams
  - Your main concern is people not boats
  - When assisting, at all costs avoid propeller contact with people and trailing ropes

- **Starting the race**
  - Make sure that the race team know the sequence of raising and lowering the flags
  - It is vital that the flags are raised and lowered on time
  - Remember that the race starts on the flags – the sound signals are to bring the competitors attention to the flags
  - Watch for and record OCS (on course side – i.e. over the line) boats
  - **Individual Recall:** When you can identify all the boats over the line at the start then:
    - Sound a signal and raise Flag 'X'.(Competitors will hear 2 signals including the start signal)
    - Tick-off early starters as they return and re-cross line.
    - Mark non-returning starters on race sheet as “OCS” (on course side), they are disqualified.
    - 4 minutes later, or once all OCS boats have re-crossed the start line; lower 'X' (prepare for next start).
    - As a courtesy, and if possible, call out the numbers of the OCS boats as soon as possible as Flag X has been raised and call each boat clear when it has properly re-crossed the line.
  - **General Recall:** If you cannot identify all the premature starters then: 2 sound signals and raise “First Substitute” ('FS').
  - (Competitors will hear 3 signals including the start signal).
  - The recalled class restarts “at the end of the queue” 5 minutes after the last normal start.
  - One minute rule will apply to the restart, with disqualifications.
  
- **During the Race**
  - Print off lap sheets immediately after the race has started. Strictly speaking these should not be printed until after the 5-minute signal for the race and may be all together after the race sequence, however it is the practice at CSC to do this after the start.
  - As each boat completes a lap, note positions/ times on lap sheets. If you have “lost” a boat, radio the patrol boats and check foreshore for retirements.
  - Check weather, wind and lap times. Estimate finishing times for race leaders and tail-enders and consider need to shorten course.
  
- **Shortening**
  - Leader should race for approximately 75 minutes.
  - Selective Shorten Course: for specific classes only, 2 sound signals, raise 'S' and class flag(s).
  - Leading boat in each fleet will finish at the next crossing of the finishing line in the starting direction when continuing to sail the prescribed course.
  - General Shorten Course: for all classes racing, 2 sound signals and raise 'S'.
  - Grand Prix Finish (all CSC races are now finished this way)
    - Once the leading boat of a fleet has finished all other boats in that fleet should be finished even if they have been lapped. Make sure you know which boats have been lapped and their finishing order.

- For handicap fleets note the number of laps each boat has completed for entry into the club computer for results calculation.
- **Finishing**
  - As boats pass through the finish line, note winner's elapsed times from the race computer and their finish order against the respective sail numbers. For Handicap Classes race time in seconds must be recorded for all boats.
- **Protests**
  - In the event of a protest the protesting helm must advise the OOD of his intention to protest immediately on coming ashore and complete the protest form within 30 minutes of the last boat finishing the race.
  - The protesting party is responsible for assigning someone to organise the protest hearing.
- **Results**
  - Enter the times exactly as recorded into the club computer. – you do not need to adjust manually to allow for offset start times.
  - General recalled fleets will require manual calculation.
  - Enter number of laps completed for handicap fleets
  - Check results for accuracy and perform a 'sanity check' to make sure they make sense against your observation of the race.
  - If there are any Veterans and Ladies races scheduled, refer to the Sunday Morning Helpful Hints
- Complete the log book entry for your duty
- If you are the last duty team of the day make sure that everything is packed away properly:
  - Patrol boats
  - Race hut
  - Race board
  - Computers
- If you are a morning duty team, make sure you leave everything as you would wish to find it.

**Remember, the racing is for enjoyment, so do everything possible to make the race a pleasant experience for competitors. Open and friendly but firm communication with competitors before, during and after the race is most helpful towards this objective.**

**AT ALL TIMES BE PREPARED TO ASK FOR HELP AND ADVICE. THERE ARE ALWAYS MANY HELPFUL PEOPLE AROUND AT THE CLUB AND ON THE PHONE.**