

HELPFUL HINTS FOR SUNDAY MORNING 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. Also read the Guidance for Race Officers published as part of this package.

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

- There are 2 fleets, Laser/Laser radial and Sunday Handicap and they have 2 races each for an A series and a B series.
- The A series race for Laser / Laser radial starts at 10.30 and the A series race for the Sunday Handicap starts at 10.35.
- The B series races for these 2 classes are to be raced as soon as reasonable after the last boat of the A series race has finished.
- In order to allow time for any competitors and members of race management team to prepare for their own afternoon activities the morning OOD should aim to finish the morning races by 12.30.
- Thus the A series races should be finished on a 'grand prix' basis by 11.15. **You should look to be finishing the leading boats in the A series races after around 35-40 minutes in order to let the slower boats finish in time for you to get set up for the B series races.**

You have the option to finish the slower boats first. If the slower boats are passing after 30 – 35 minutes, then elect a group, shorten the course and finish all boats from this time. Try not to leave the slow boats to finish a whole lap when the leaders are approach the finish line, they may be able to finish another lap by the time the last slow boat would finish.

- The B series races should start around 11.30 and finish 'grand prix' style around 12.15 thus giving the race management team 15-20 minutes to get the results for the 4 races calculated and published.
- In all normal circumstances you will set the same course for both the A and B series races. In the unlikely circumstance that you choose to change the course for the B series races don't forget to notify the competitors by flying the appropriate flag together with a sound signal to draw their attention to the change of course on the course board. A verbal announcement would also be helpful.

- On opening the clubhouse race results computer in the morning for schedules Sunday AM races all 4 races will pop up and competitors will have to sign in for each race they intend to do. You will input times / positions for the 4 races in the normal way.
- You must check to see if there are Veterans and Ladies races scheduled for your duty day. These are special races, so cannot be set-up for sign-in on the race computer at the same time. You will need to ask Competitors to sign-in on a separate sheet. For Veterans, you will need to ask for their age as well.
- The race hut computer will need to be set up for 2 races initially and then once the last A series boat has been timed in, it will have to be reset for another 2 races for the time you intend to get the first B series race started.
- Make sure that you notify all competitors of the start time for the B race and of any course changes you have made.
- If there are Veterans and Ladies race results to be awarded, make sure that in addition to the finishing times for the Handicap fleet, **you also take the finishing times for the Laser fleet**
- After printing of the race, you must score the series results before exiting the results sheet.

Be very strict on the times otherwise you will find yourself under pressure to free up the results computer from sailors wanting to sign on for the afternoon races.

Veterans and Ladies races

You need to check if there are Veterans and Ladies races in the programme for the date Sunday morning of your duty. It will be run as part of the B series.

The results are to be extracted from the second Sunday morning handicap races on the specified dates.

You will need to set up the race entry computer with the normal A and B series races, but the computer does not allow the set-up of the Special Races - Veterans and Ladies at the same time. So you will have to put out hand written sheets for the Veterans and Ladies races and on the Veterans entry sheet include a column for the veterans ages. Competitors need to sign in for all the races they wish to enter.

When producing the results the Special Races - Vets and Ladies, you can call up results sheets for both races as special events and then the OOD must enter the **elapsed times from the results sheets** of the B races onto the elapsed times of the relevant Vets and/or Ladies results sheets. The system will then do the rest.

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.

If there are issues with the results or Race Computer, please leave a copy of the working and results in the Race log beside the Race Computer cabinet. Also, please send an email to results@chipsteadsc.org.uk with details of the problem. If possible include images of the races results.