# Initial Guide to being a Race Officer

**What do I need**
**Setting a Course**
**Light System / Flag System**
**Recording**

## What do I need

**Keys / Codes**

| | | |
|---|---|---|
| Race box code | : | CX1984 |
| Isolating Switch | : | Behind the race box door, to turn on electricity to Race Box |
| Office Key | : | to the left in the Race Box |
| Fuel Store Key | : | In the key box in the office or Race Box |
| Marina Gate Code | : | Found in the top of the kegs for the safety boats |
| Winch code | : | 1918 – Inside the winch box is the key for the white power box on the balcony |
| Emergency Coastguard | : | 999 |

Race Officer has overall authority over event and is to coordinate Rescue boats on water to recover persons and boats. Patrol boat crew have authority to call off race/expedition if conditions on sea deteriorate. Patrol boat Skipper should have RYA PB2 and 4s, and /or attended Upskilling sessions.

**VHF radios** are fitted to rescue boats for ability to communicate for assistance. Handhelds also on larger dinghies. Instructions for use are clearly labled in the race box.
**Club working channel is CH37A or CH N1 or M1**
Newhaven Marina is CH12
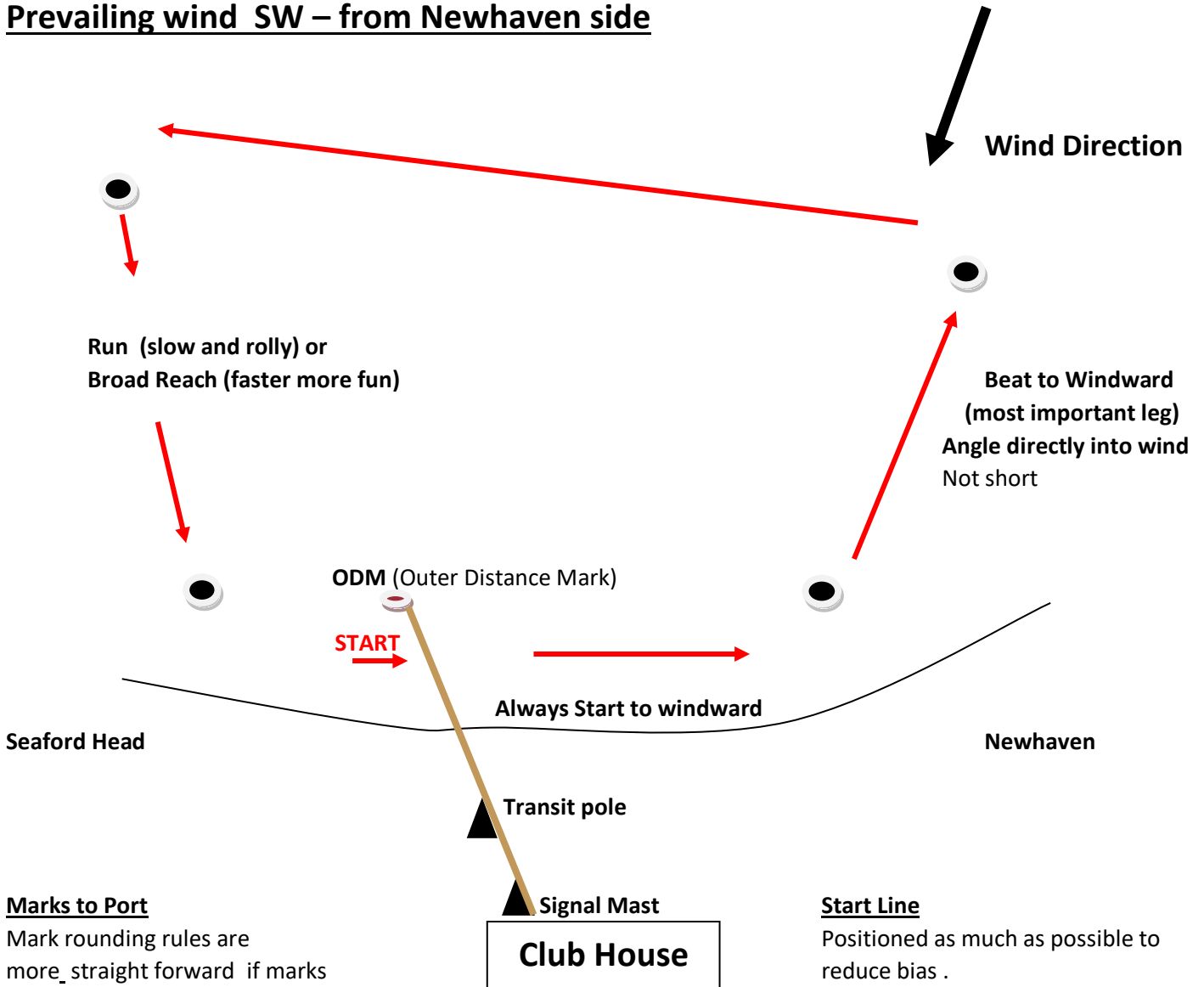Coastguard/ Lifeboat CH16 or CH67

## Paperwork and Gadgets needed

| | | |
|---|---|---|
| 1. Signing on sheet | : | Found in the Race Box, Put by wet entrance for competitors to sign on |
| 2. Results sheets | : | In the Race Box , **Don't forget to note actual start time for each fleet** |
| 3. Starting system | : | Lights or Flags |
| | | Light system on desk at front of race box |
| | | Flags and crates at back of race box |
| 4. Clock | | |
| 5. Horn / loud hailer | : | Attach outside to the 2 bolts on the corner of the race box.  Put the plug through the |
| | | Side of the race box and plug into socket |
| 6. Transit pole | : | Found by bosun's shed door |
| | | Line up with Signal Mast (Traingle on Race Box) and ODM (Outer Distance Mark |
| 7. Winch Cones | : | Spread both sides of the winch rope and track as a Hazard warning. |
| | | Found with beach arrow |
| 8. Radio | : | Do not change frequency |
| | | Arrow = Race box |
| | | Ark, Grey Rib, Orange Rib |
| 9. Flags | : | Club Burgee |
| | | Red Ensign – in marked cubby hole |
| | | Green – marks to starboard flag or Red – marks to port flag |
| | | All other flags in the pigeon holes in the race box.  If used please roll and replace. |
| 10. No. of laps board | : | Put up board top right of window,  if you are using it. |
| 11. letters of Course | : | Along the top of the window put up the letters indicating the course |
| 12. Race Log | : | Complete and file a Race Officer Report Sheet if required. |
| | | Anything that goes amiss or isn't working |
| 13. Electronic Race Control Instructions | : | Gives full operating instructions for the light starting system. |

**There are prompt / advice sheets all around the Race Box to give extra assistance**
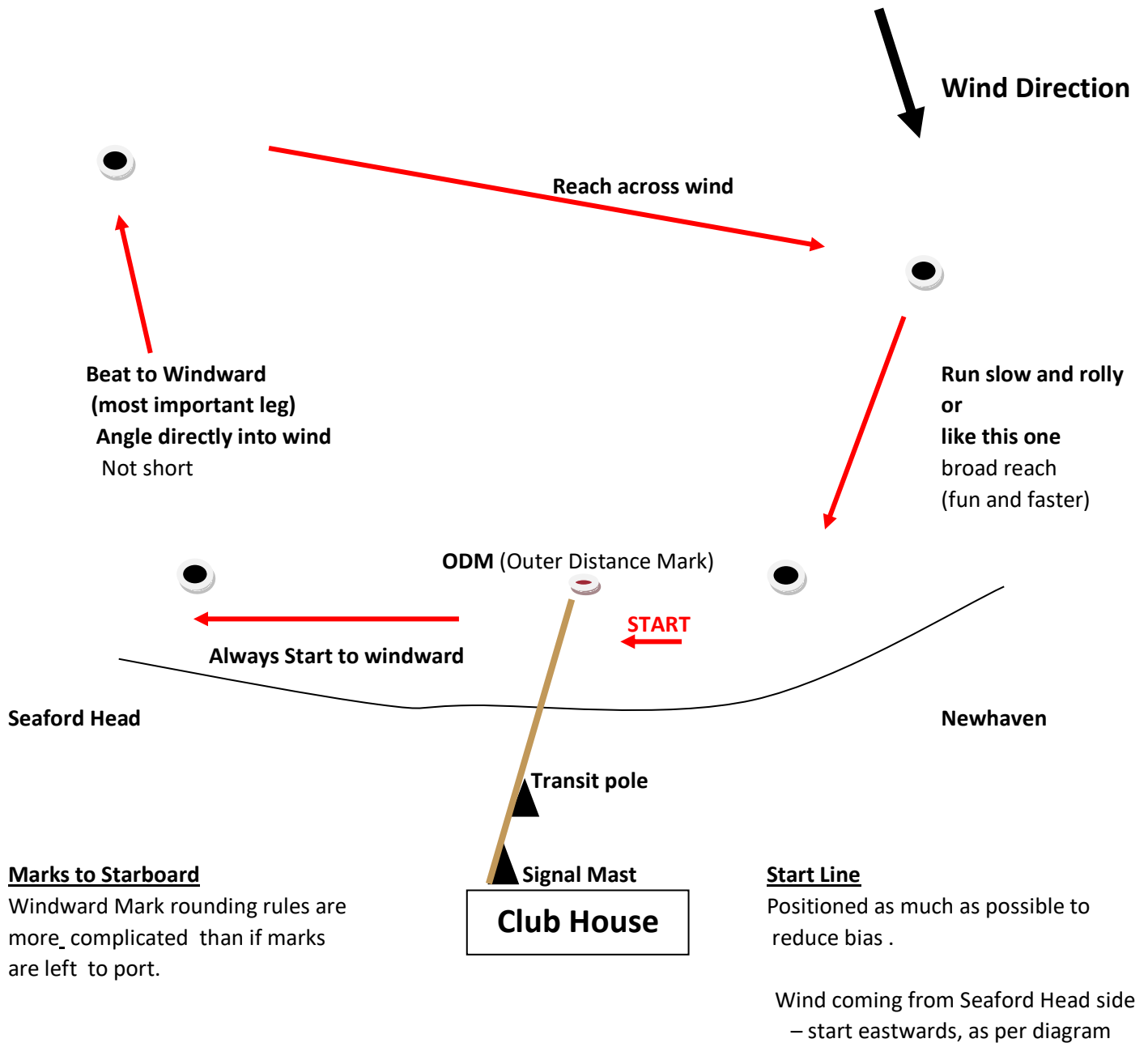
# SETTING THE COURSE

## Prevailing wind  SW – from Newhaven side

**Wind Direction**

**Run  (slow and rolly) or
Broad Reach (faster more fun)**

**Beat to Windward
(most important leg)
Angle directly into wind**
Not short

**ODM** (Outer Distance Mark)

**START**

**Always Start to windward**

Seaford Head

Newhaven

**Transit pole**

**Signal Mast**

**Club House**

**Marks to Port**
Mark rounding rules are
more straight forward  if marks
are left  to port.

**Start Line**
Positioned as much as possible to
reduce bias .

Wind coming from Newhaven side
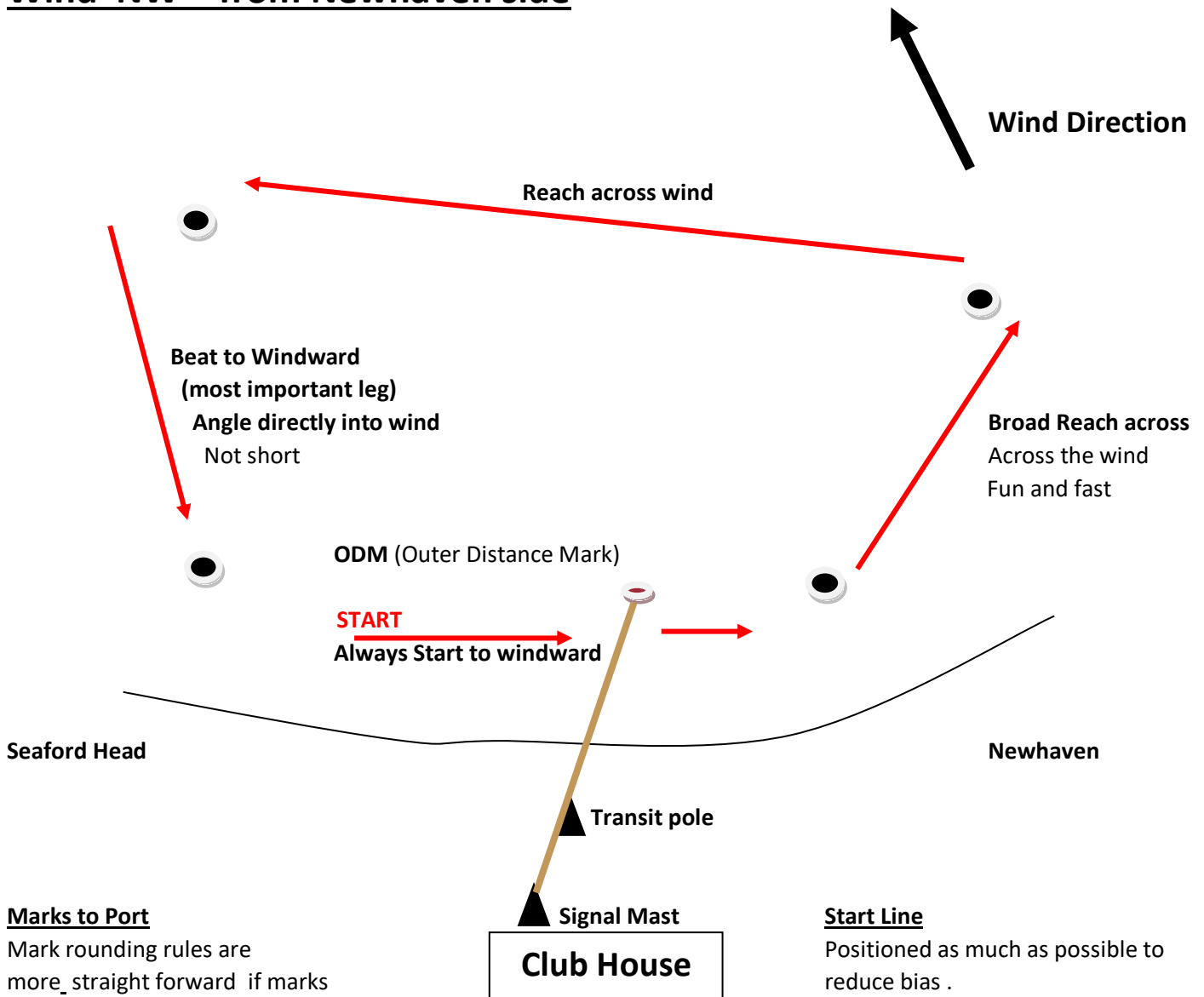 – start westwards, as per diagram

| | | |
|---|---|---|
| **Ideal start line** | : | **Perpendicular (right angle) to the wind** |
| **Influences on this start line** | : | **starting inshore,  boats have to sail closer to the wind and are therefore slower  than those further out.** |
| **To reduce this bias** | : | **Angle line further back by moving the transit pole West** |
| **Last buoy before the Finish Line** | : | **in line with finish mark, lines the fleet up and makes recording times easier a reasonable distance makes recording times easier** |
| **ODM (Outer Distance Mark)** | : | **usually known as A and marks the outer end of the start line Ask the rescue boat to drop the ODM and then position the transit to line up with the ODM.** |

# SSE – Wind from Seaford Head Side

**Wind Direction**

**Reach across wind**

**Beat to Windward
(most important leg)
Angle directly into wind**
Not short

**Run slow and rolly
or
like this one**
broad reach
(fun and faster)

**ODM** (Outer Distance Mark)

**START**

**Always Start to windward**

Seaford Head

Newhaven

**Transit pole**

▲ **Signal Mast**

**Club House**

**Marks to Starboard**
Windward Mark rounding rules are
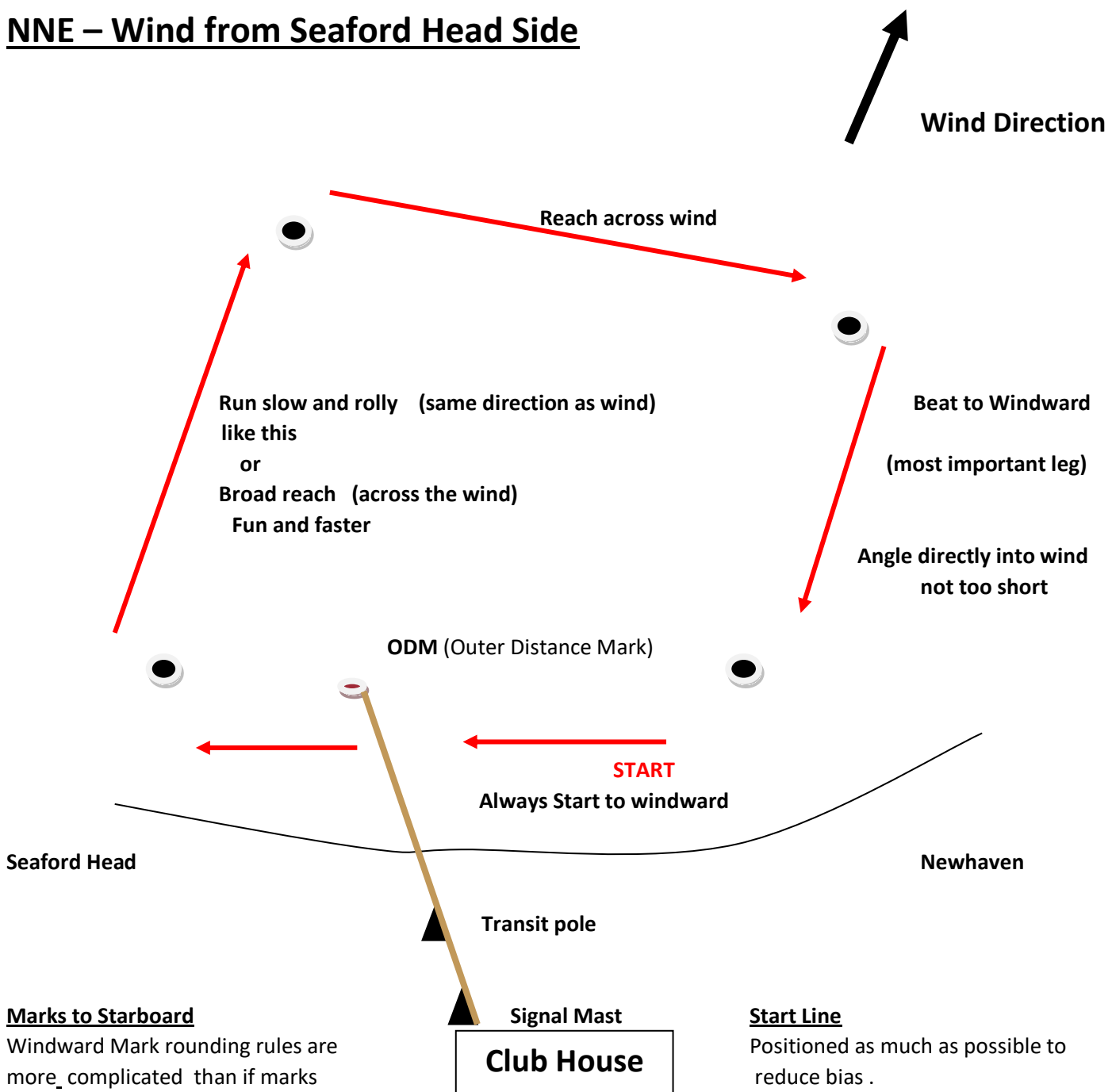more  complicated  than if marks
are left  to port.

**Start Line**
Positioned as much as possible to
 reduce bias .

Wind coming from Seaford Head side
 – start eastwards, as per diagram

| | | |
|---|---|---|
| **Ideal start line** | : | **Perpendicular (right angle) to the wind** |
| **Influences on this start line** | : | **starting inshore,  boats have to sail closer to the wind and are therefore slower  than those further out.** |
| **To reduce this bias** | : | **Angle line further back by moving the transit pole East** |
| **Last buoy before the Finish Line** | : | **in line with finish mark, lines the fleet up and makes recording times easier a reasonable distance makes recording times easier** |
| **ODM (Outer Distance Mark)** | : | **usually known as A and marks the outer end of the start line Ask the rescue boat to drop the ODM and then position the transit to line up with the ODM.** |

# Wind  NW – from Newhaven side

**Wind Direction**

**Reach across wind**

**Beat to Windward**
**(most important leg)**
**Angle directly into wind**
Not short

**Broad Reach across**
Across the wind
Fun and fast

**ODM** (Outer Distance Mark)

**START**
**Always Start to windward**

**Seaford Head**

**Newhaven**

**Transit pole**

**Signal Mast**

**Club House**

**Marks to Port**
Mark rounding rules are
more straight forward  if marks
are left  to port.

**Start Line**
Positioned as much as possible to
reduce bias .

Wind coming from Newhaven side
– start westwards, as per diagram

| | | |
|---|---|---|
| **Ideal start line** | : | **Perpendicular (right angle) to the wind** |
| **Influences on this start line** | : | **starting inshore,  boats don't have to sail as close to the wind.** **May be faster than those further out.** |
| **To reduce this bias** | : | **Angle line further back by moving the transit pole East** |
| **Last buoy before the Finish Line** | : | **in line with finish mark, lines the fleet up and makes recording times easier** **a reasonable distance makes recording times easier** |
| **ODM (Outer Distance Mark)** | : | **usually known as A and marks the outer end of the start line** **Ask the rescue boat to drop the ODM and then position the transit to line up with the ODM.** |

# NNE – Wind from Seaford Head Side

**Wind Direction**

Reach across wind

Run slow and rolly   (same direction as wind)
 like this
   or
Broad reach   (across the wind)
   Fun and faster

**Beat to Windward**

**(most important leg)**

**Angle directly into wind
   not too short**

**ODM** (Outer Distance Mark)

**START**
**Always Start to windward**

**Seaford Head**

**Newhaven**

**Transit pole**

**Marks to Starboard**
Windward Mark rounding rules are
more complicated  than if marks
are left  to port.

**Signal Mast**

## Club House

**Start Line**
Positioned as much as possible to
 reduce bias .

Wind coming from Seaford Head side
 – start eastwards, as per diagram

| | | |
|---|---|---|
| **Ideal start line** | : | **Perpendicular (right angle) to the wind** |
| **Influences on this start line** | : | **starting inshore,  boats don't have to sail as close to the wind.** **May be faster than those further out.** |
| **To reduce this bias** | : | **Angle line further back by moving the transit pole West** |
| **Last buoy before the Finish Line** | : | **in line with finish mark, lines the fleet up and makes recording times easier** **a reasonable distance makes recording times easier** |
| **ODM (Outer Distance Mark)** | : | **usually known as A and marks the outer end of the start line** **Ask the rescue boat to drop the ODM and then position the transit to line up with the ODM.** |

# THE BAY AND WHERE THE BUOYS SHOULD BE POSITIONED

Lighthouse

HARBOUR

E

D

F

C

G

A

E3    E2    E1    ODM    W1    W2    W3

B    H

Transit pole

Signal Mast
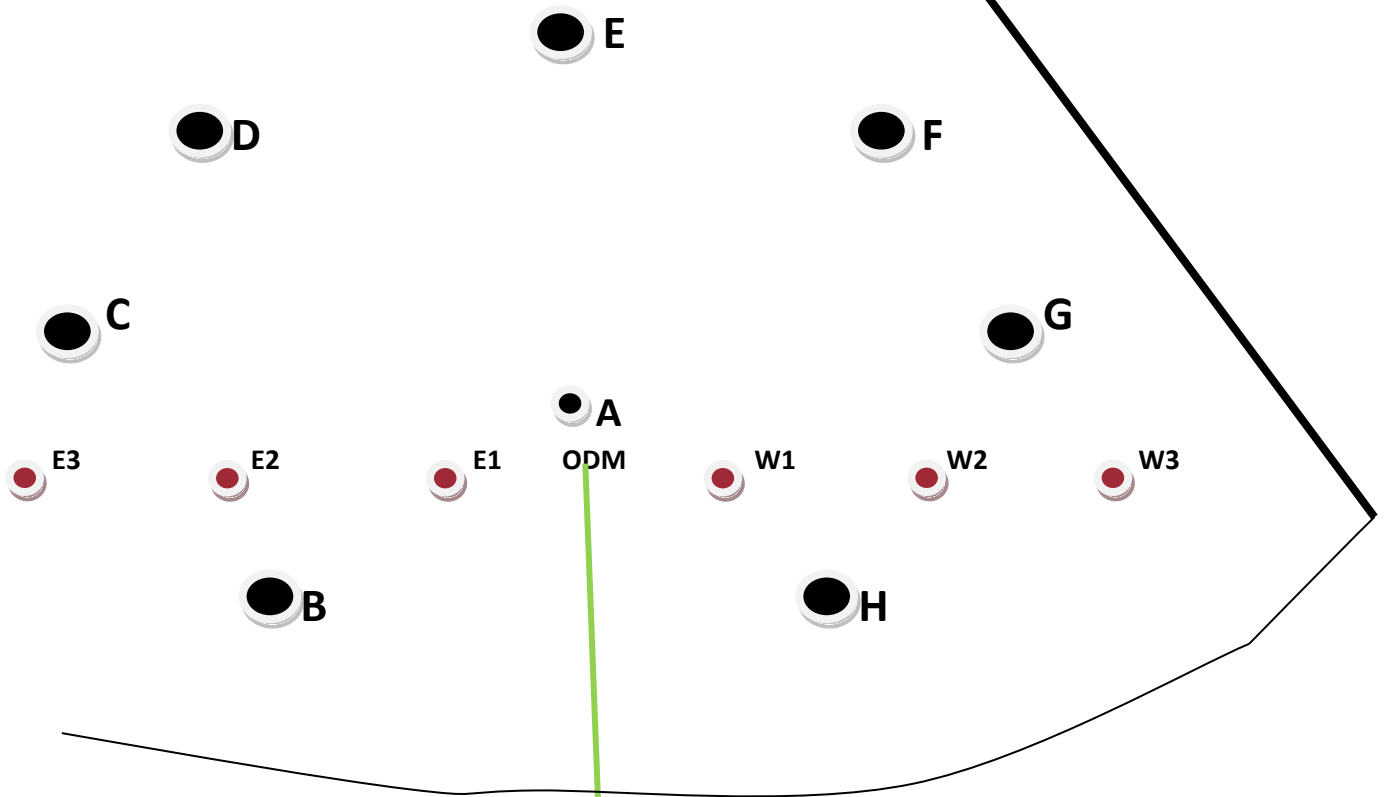
**Bathing Buoys**
East 1, 2 and 3
West 1,2 and 3

We try not to use the
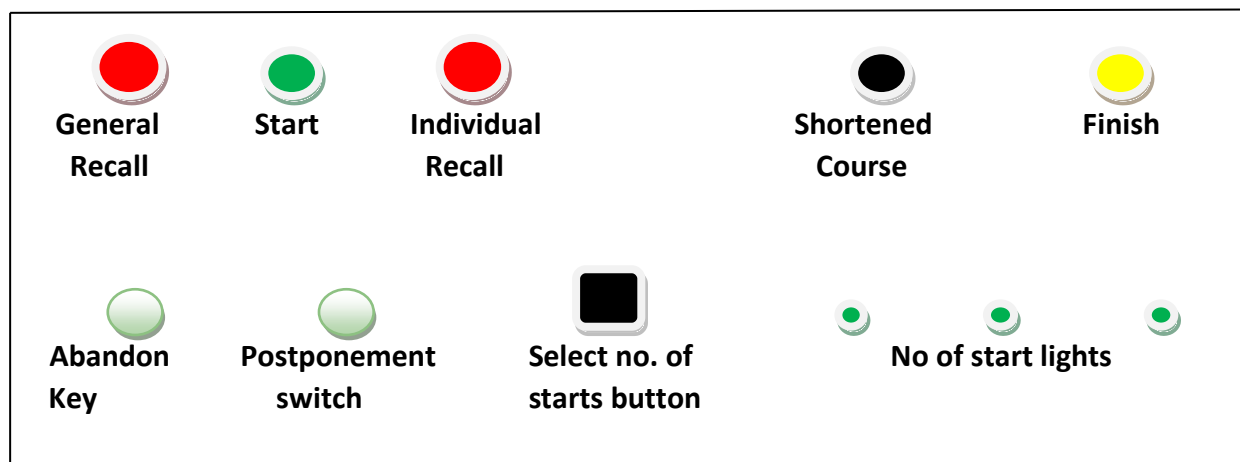Bathing buoys as marks
Of the course

**Club House**

**Club buoys**
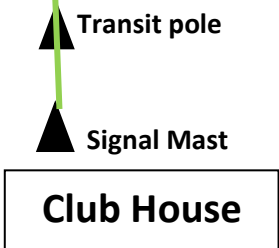
# LIGHT STARTING SYSTEM

**In the race box there is a detailed breakdown of how to use the starting system.**
**The power to the start system is automatically on when the Isolating Switch to the race box is turned on.**

## Control Panel

| General Recall | Start | Individual Recall | Shortened Course | Finish |
|---|---|---|---|---|

| Abandon Key | Postponement switch | Select no. of starts button | No of start lights |
|---|---|---|---|

## Start Procedure : If everything goes according to plan

Start line is in line with the flag pole and the transit triangle on the beach.

**Press the black button for each start** – you can only do 3 starts max with this system.

Once    =       1 start, one green light
Twice   =       2 starts, two green lights
Thrice  =       3 starts, three green lights
If you've pressed the black button too many times keep pressing it to reduce the number of starts

**5 minutes prior to start time** press the green start button to begin the horn and light sequence
Horn + 1 light = 5 mins
Horn + 2 lights = 4 mins
Horn + 1 light = 1 min
Horn + lights off = GO

**For Postponement, Single recall, General Recall  - see next page**

## Finish Procedure :

**Press Yellow finish button** as each boat crosses the finish line
**For shortened course  –  see next page**

**Recording Procedure**
**Person one**
Take up position to see the finish line ( the finish line, lines up the flag pole and Mark A)
Call out boat numbers for each boat nearing finish. (possibly as they round the last mark)
As they cross the line call out the boat number, finish time and press yellow finish button

**Person two**
Transfer all the boats and numbers from the signing on sheets onto the Results Sheet
Write down the actual start time.
Also checking finish time with the clock.
Write down finish times   (please be as neat as possible to make the Recorders life easier)
Preferably write down times for each lap but definitely the last one, making sure it is in the correct lap column.

## POSTPONEMENT BUTTON

Flick the postponement switch - 2 horn signals and red flashing light on the handrail
To end postponement flick switch back – 1 horn signal and light stops flashing.


## SHORTENED COURSE

The Lead Boat rounds the last mark before the finish line.
Press the black shortened course button
-  2 sound signals and light in the bottom corner

Finish the Lead Boat as it passes the Finish Line
Continue to finish all other boats following lead boat.

**Optional   (if feeling kind to slower boats)**
Once shortened course signals have been made, finish all boats as they cross the finish line whether in front of or behind the Lead Boat.


## INDIVIDUAL RECALL     (for 1 or 2 boats over the line)

Press Individual Recall button within 10 seconds of the start
(RYA rules say 'Promptly after start)  10 seconds is due to the way our system is wired.)
Light flashes
Use the loud hailer to call out sail numbers of those over the line.
You can tell them when they are clear to start.


## GENERAL RECALL

Press General Recall button within 10 seconds of the start
All lights will flash and there will be 3 sound signals
Allow lights to flash for about a minute
Send rib to notify lead boats.
Reset system using the paperclip and Reset button in the side of the unit.
Begin the Start Procedure from scratch again for the remaining number of starts.

# FLAG STARTING SYSTEM
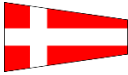
## FLAGS NEEDED

| | | |
|---|---|---|
| Class Flags | : | See Class List |
| Blue Peter | : | P |
| Recall Flag (1 boat over the line) | : | X |
| General Recall (Many boats over the line) | : | 1st Sub |
| Postponement  (Answering Pennant) | : | AP |
| Abandonment | : | N |
| Shortened Course | : | S |

## START SEQUENCE

The start sequence is **5-4-1-Go**.  Then repeat for each start with **1 minute between starts**.

The flag sequence is:

| | | |
|---|---|---|
| 5-minute | Class flag up | |
| 4-minute | P flag up | |
| 1-minute | P flag down | |
| Start | Class flag down | |

## 1 OR 2 BOATS OVER THE LINE

If one or two boats are over the line, make a second sound signal and hoist the 'X' flag.      Call out the sail numbers or names of those over the line, more to stop the innocent returning by mistake but also to give a fair chance for the miscreants to return and start correctly.

## MANY BOATS OVER THE LINE

If something goes horribly wrong or there are too many over the line to count, put up the first substitute flag with two extra sound signals.  Take it down one minute before you start the sequence again.

## RECORDING

Preferably write down times for each lap but definitely the last one, making sure it is in the correct lap column Racing can be pretty hectic. Having longer laps gives you a bit more time in between boats crossing the line.

Ideally, you should record the times of each boat on each lap, but if there are lots of boats crossing at the same time it is okay just to record that they have finished that lap. The important time is obviously the finish. After 30 or 40 minutes racing there should be a bit of a gap between most boats to make taking the times a bit easier.

Please be as neat as possible when recording times. Also, remember to record the actual start time.

### Recording Procedure

**Person one**

Take up position to see the finish line ( the finish line, lines up the flag pole and Mark A)

Call out boat numbers for each boat nearing finish. (possibly as they round the last mark)

As they cross the line call out the boat number, finish time and press yellow finish button

**Person two**

Transfer all the boats and numbers from the signing on sheets onto the Results Sheet

Write down the actual start time.

Also checking finish time with the clock.

Write down finish times

## FINISH

The finish line should be near the start line, so that if boats do different numbers of laps there isn't too much of a difference in distance. This is less of a problem with lots of laps, but can make a significant difference to the results in light weather and only 2 or 3 laps.

When the leading boat is starting the last leg before the finish, give two sound signals and hoist the 'S' flag (shortened course).

You may want to finish any tail enders as they cross the line after the 'S' flag. Give each finisher a sound signal and record their time.

## RESULTS

If you want to work out the results at the end of each race, please do. Follow the formula at the bottom of the timing sheet, and remember to scale up the time for any boat doing less laps than the leaders.

If you don't want to do the results on the day, that's absolutely fine. In both cases please get the original timing sheets and signing on sheet to the recorder as soon as possible. He will check all results by putting them onto 'Sailwave'

## GENERAL

*It is up to each helm to decide whether they and their boat are able to cope with the conditions, and it is entirely their decision whether to sail or not. This is in the fundamental rules of sailing and accepted world-wide, as is the requirement for competitors to give assistance to anyone in trouble. This applies to racing at Seaford, Piddinghoe, Weymouth, Cowes and every other venue around the world.*

World Sailing RRS 2021-2024

Part 1

FUNDAMENTAL RULES

**1.1      Helping Those in Danger**

**A boat or competitor shall give all possible help to any person or vessel in danger**

**4         DECISION TO RACE**

**The responsibility for a boat's decision to participate in a race or to continue racing is hers alone**