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	:	All codes will be texted to you privately if required just ask.
Isolating Switch	:	Bottom of Stairs
Office Key	:	N/A
Fuel Store Key	:	Location will be texted to you privately if required just ask.
Marina Gate Code	:	All codes will be texted to you privately if required just ask.
Ramp Gates Code	:	All codes will be texted to you privately if required just ask.
Winch code	:	All codes will be texted to you privately if required just ask.
Emergency Coastguard	:	999
Beachmaster	**:**	**Train on hand held radio, arrange winch training, instruct on H&S issues regarding the ramp (it's opening and closing requirements in line with current policy)**
		There is a separate sheet of instructions for the Beachmaster to take a photo with their phone.

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.

Beachmaster – role mostly filled by new members or inexperienced sailors who may need advice and support. The main purpose is the safety of members coming ashore early during or following a race. To ensure that they are ok and seek assistance if required.
Other Duties:
1. **The Ramp : Is for boat access only and should be kept shut when not in use by the boats. The gates and padlocks have been put in place due to concerns that members or the general public will use the ramp as general access and slip. Pedestrian, pram or wheelchair access is via the steps or concrete ramp or public access beyond the boat park.**
2. **Remove, or find help to remove the ramp gates. The code is the same as the Race Box code.**
3. **Find a qualified winch trainer to give instruction.**
4. **Training for hand held radio Club channel CH37a / CH N1 or M1**
   Names : Beachmaster = Beach / Race Box = Arrow
   Ark = Ark / Grey Rib = Grey Rib / Orange Rib = orange rib
5. **Assist with putting out and putting away the safety cones either side of the beach matting**
6. **Assist with taking the trolleys from sailors and putting above the waterline.**
7. **Retrieving the trolleys as required.**

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
Seaford Life Guards
Channel 0, 12, 16 monitored, then generally go to channel 67 for two way conversation

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. Do not change settings
        on amplifier, red light shows power.
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 unless emergency call.
        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   :   Gives full operating instructions for the light starting system. Control
Instructions

There are prompt / advice sheets all around the Race Box to give extra assistance

Procedure

1. Contact all personal the week before, put names and duties on WhatsApp or phone.
2. Put up club burgee and red ensign
3. Give beachmaster VHF radio and duty sheet (VHF charger)
- Arrange winch training and explain role, ask one of the many trained sailors to do this if you don't know.
4. Discuss course with Supprt Boat crew
5. Write up coarse on white board, marks to port/starboard, time of briefing and starts, photo on Whatsapp for offshore vessels
6. Put out signing on sheet
7. Put out horn
8. Put up course letters without covering start sequence lights
9. Put up number of laps
10. Set start sequence on control box
11. Instruct Support Boat Crew to lay marks as per course
12. Carry out briefing, an hour before 1st start if necessary.
13. At correct time begin start sequence.
14. On record sheet note all members of duty members. Actual start times of all races.
15. Take times of each lap
16. Put up shortened course if required
17. Use voice recorder for finish sequence to allow records to be corrected if recorder can't keep up.
18. Sound finish horn
19. Calculate finish positions and pin to board next to wet entrance
20. WhatsApp a picture of the signing on sheet and results to the Recorder via NSSC Sailor group.
21. Complete log book. Kept on window desk. Who was there, any problems, breakages etc.
22. Wait for support boats to come back make sure all car park passes returned
23. Lock up race box and club, including shed and check lock on gate is closed and preferable closed before leaving.

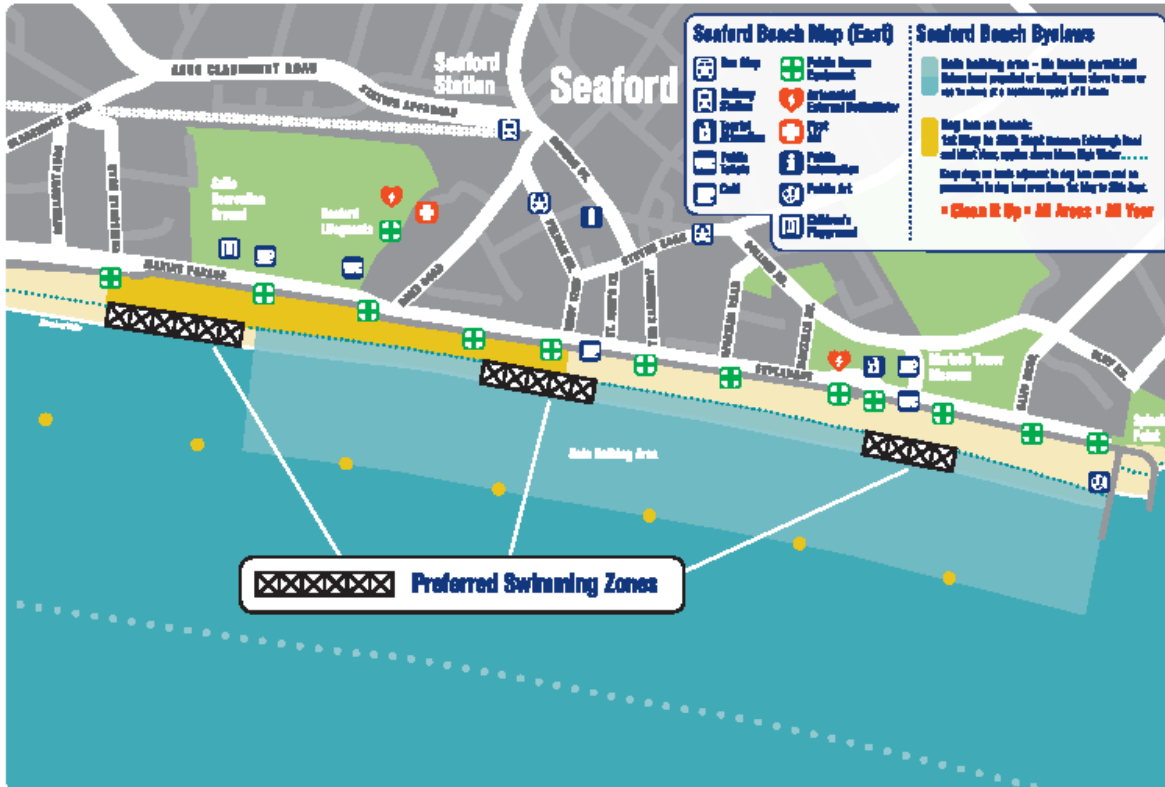## Race Position Calculations

Elapsed time (in seconds)
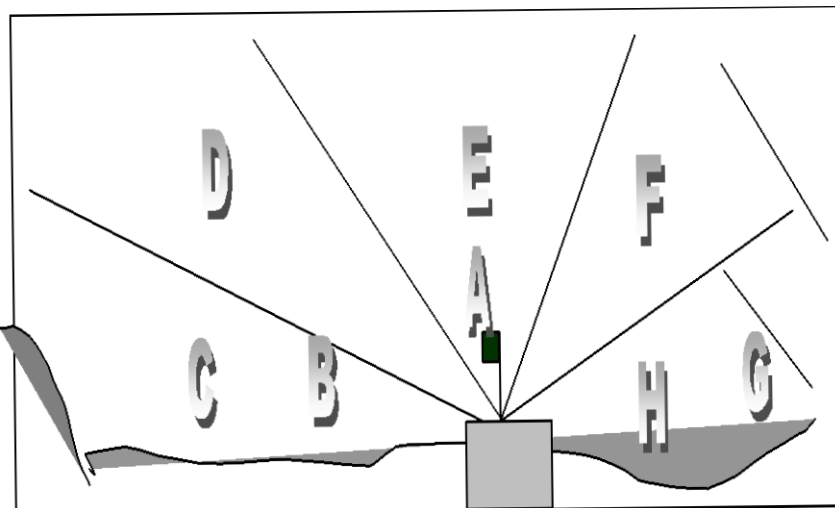Divide by handicap number (Numbers found in Race Box)
Multiply by 1000

SETTING THE COURSE

No Go areas

Note no boats allowed in safe swim area from Salts to east breakwater

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Nominal position of bouys

Laying mark F

Westerly mark of course should not be set inside port channel, if mark laying boat can see into port beyond visitor berth when laying mark F they are too far West.

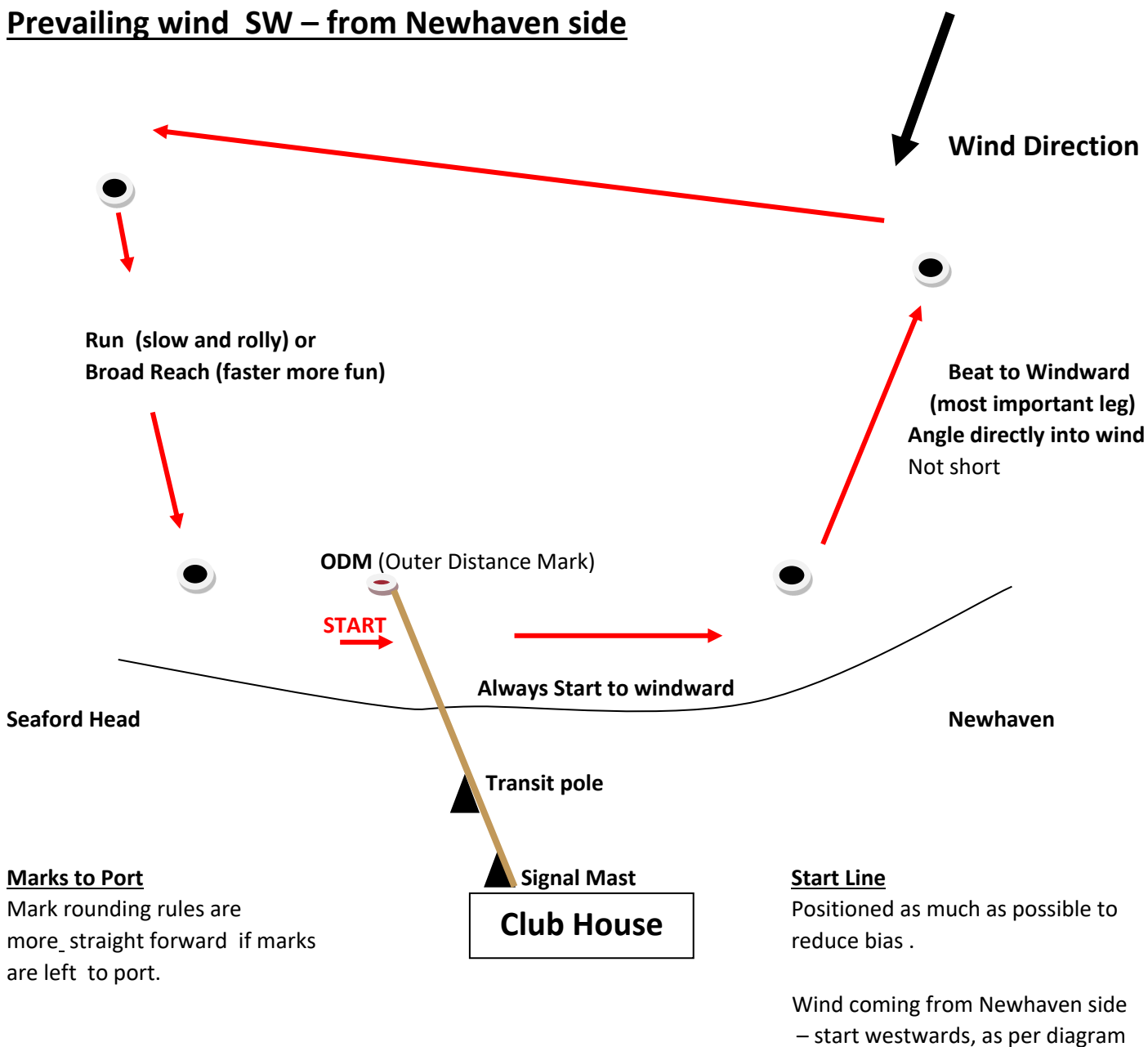**ODM A mark should always be on transit or course side of transit.**

Port Control on (01273) 752625 or 752641

The following lights will be displayed on the West Pier Signalling Station:

Colour	State	Meaning
RED RED RED	Flashing Flashing Flashing	Serious emergency – All vessels to stop or divert according to instructions
RED RED RED	Fixed Fixed Fixed	*Vessels shall not proceed*
GREEN GREEN WHITE	Fixed Fixed Fixed	**Vessels may proceed.** **Two-way traffic**
GREEN WHITE GREEN	Fixed Fixed Fixed	**A vessel may proceed ONLY when it has specific orders, from 'Newhaven Port Control', to do so.**

Additional lights showing **3 Reds only** will be displayed on the NE corner of the Marina and on the NW corner of the No 2 Ro-Ro ferry berth pontoon. These have the same meaning as the red lights on the West Pier.

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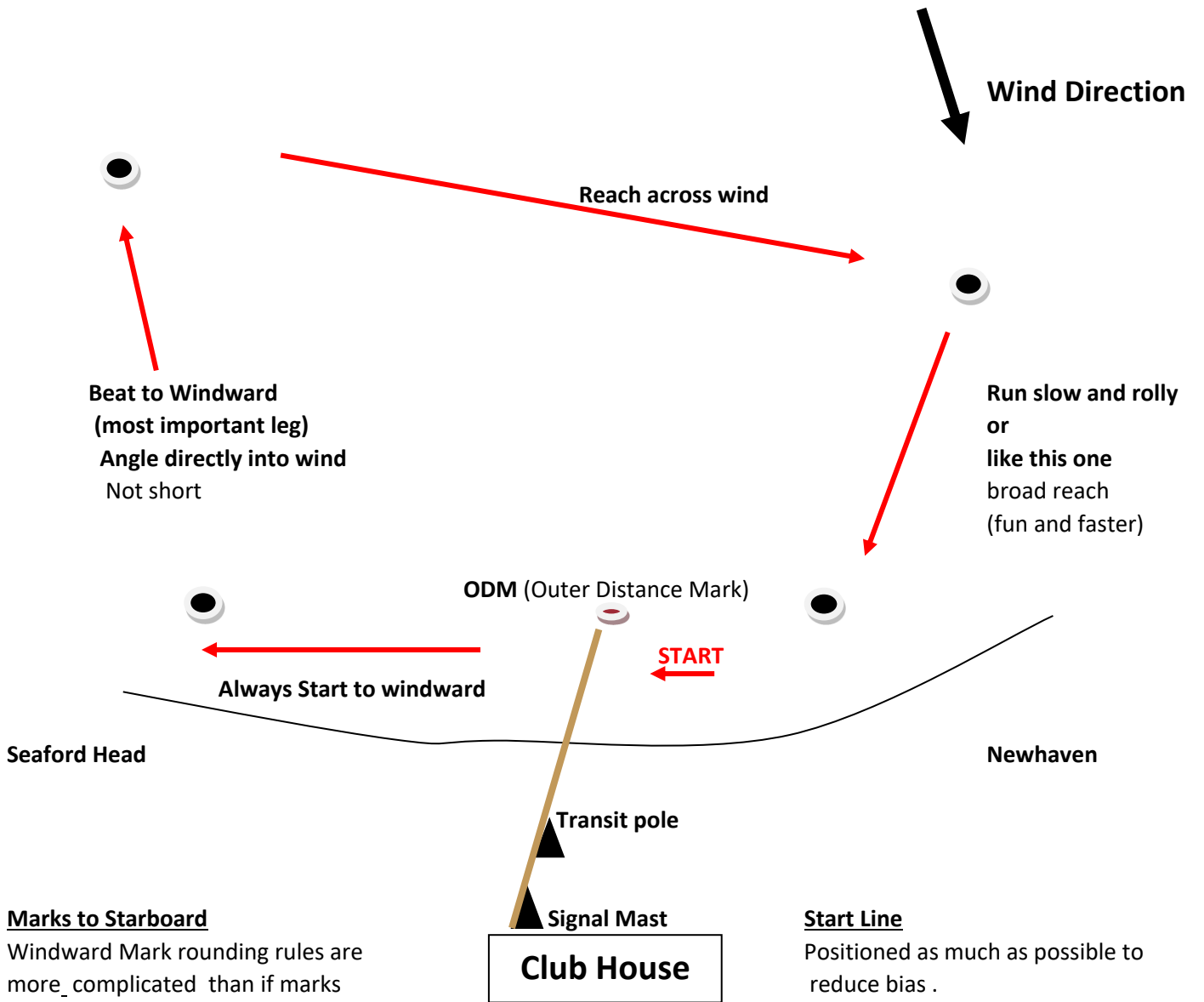Mark rounding rules are
more straight forward if marks
are left to port.

Start Line
Positioned as much as possible to
reduce bias .

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

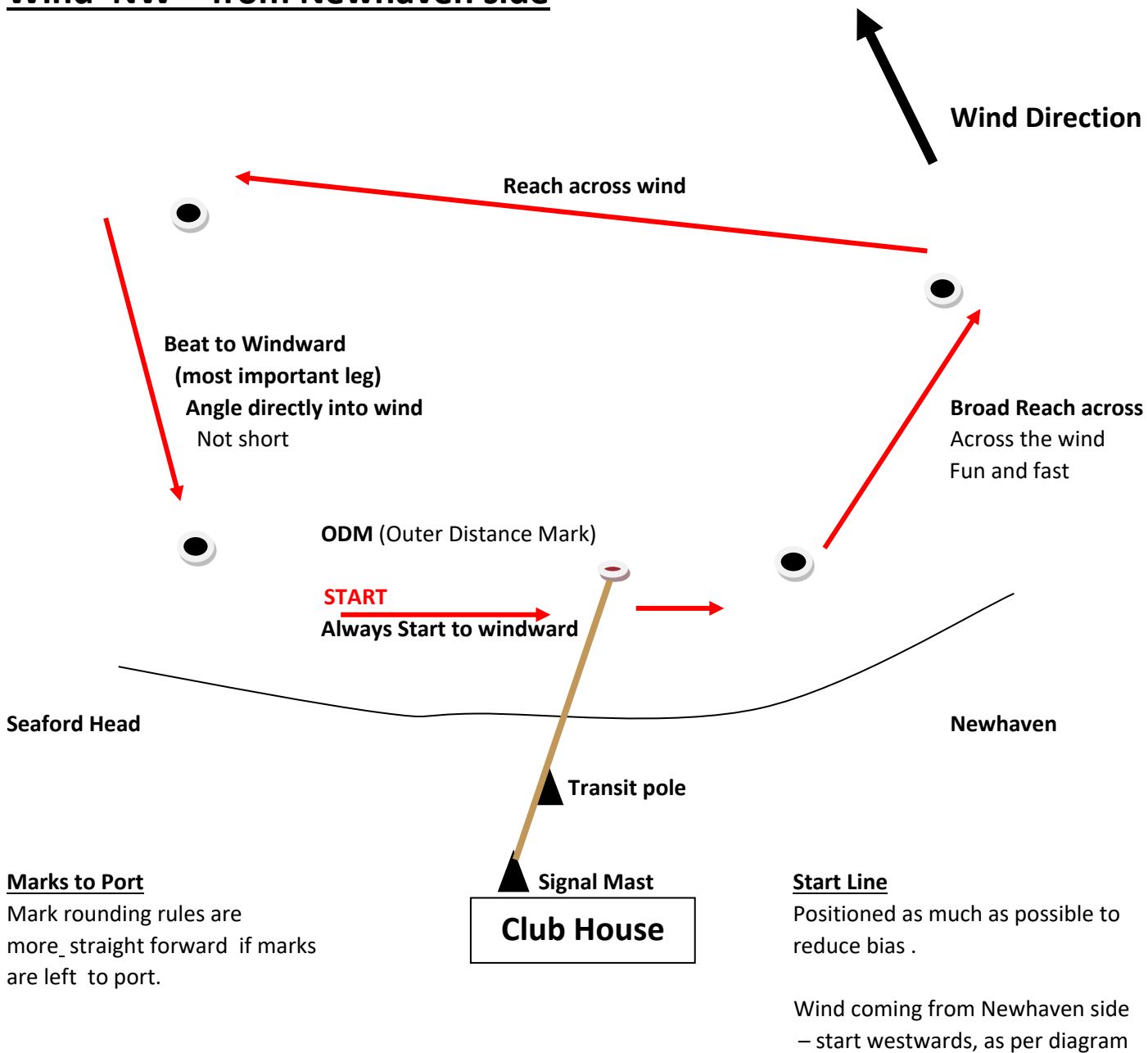|		
Ideal start line	:	**Perpendicular (right angle) to the wind**
Influences on this start line	:	**starting inshore, boats have to sail closer to the wind and are therefore slower than those further out.**
To reduce this bias	:	**Angle line further back by moving the transit pole West**
Last buoy before 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
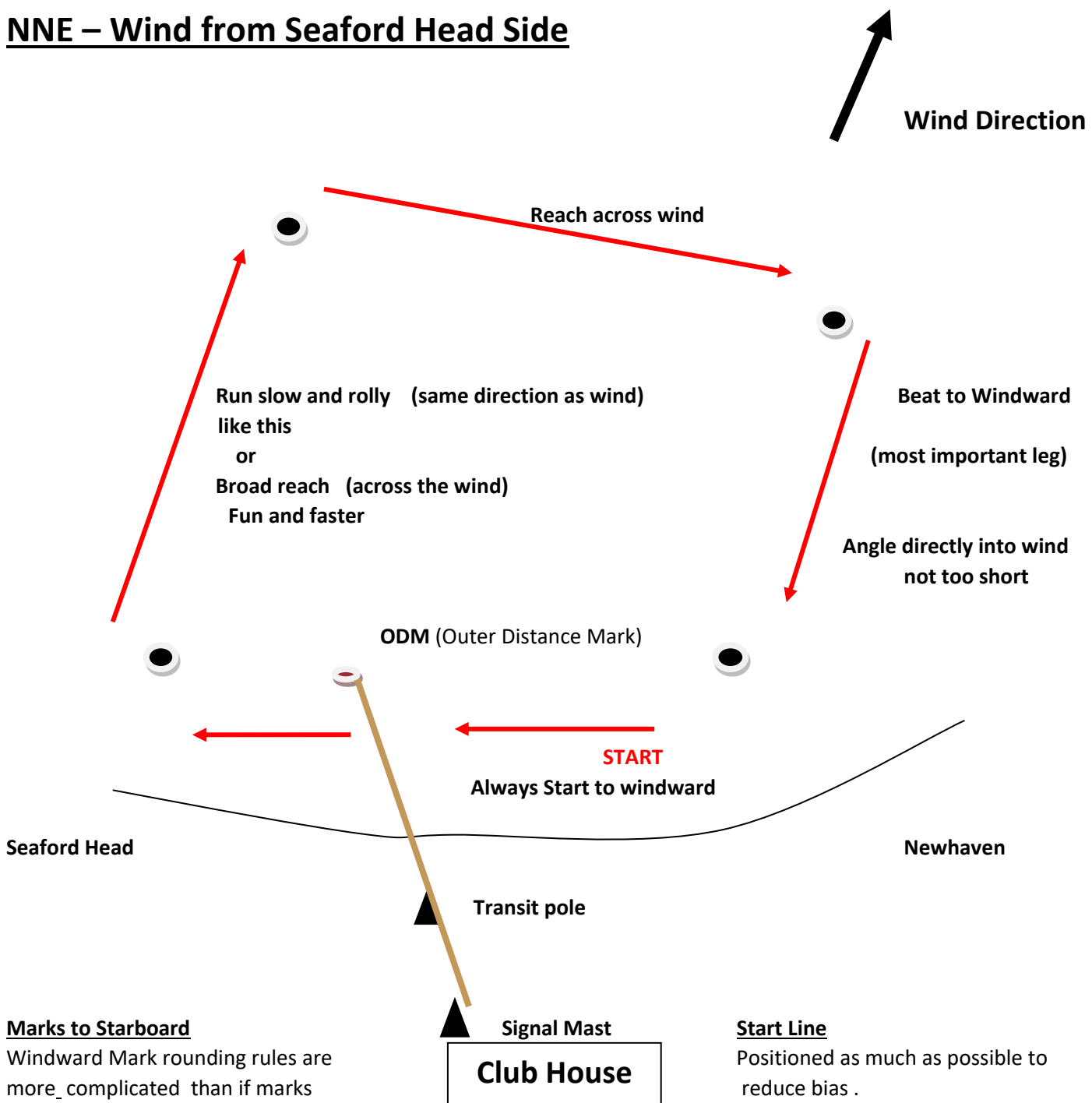
Ideal start line	:	**Perpendicular (right angle) to the wind**
Influences on this start line	:	**starting inshore, boats have to sail closer to the wind and are therefore slower than those further out.**
To reduce this bias	:	**Angle line further back by moving the transit pole East**
Last buoy before 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
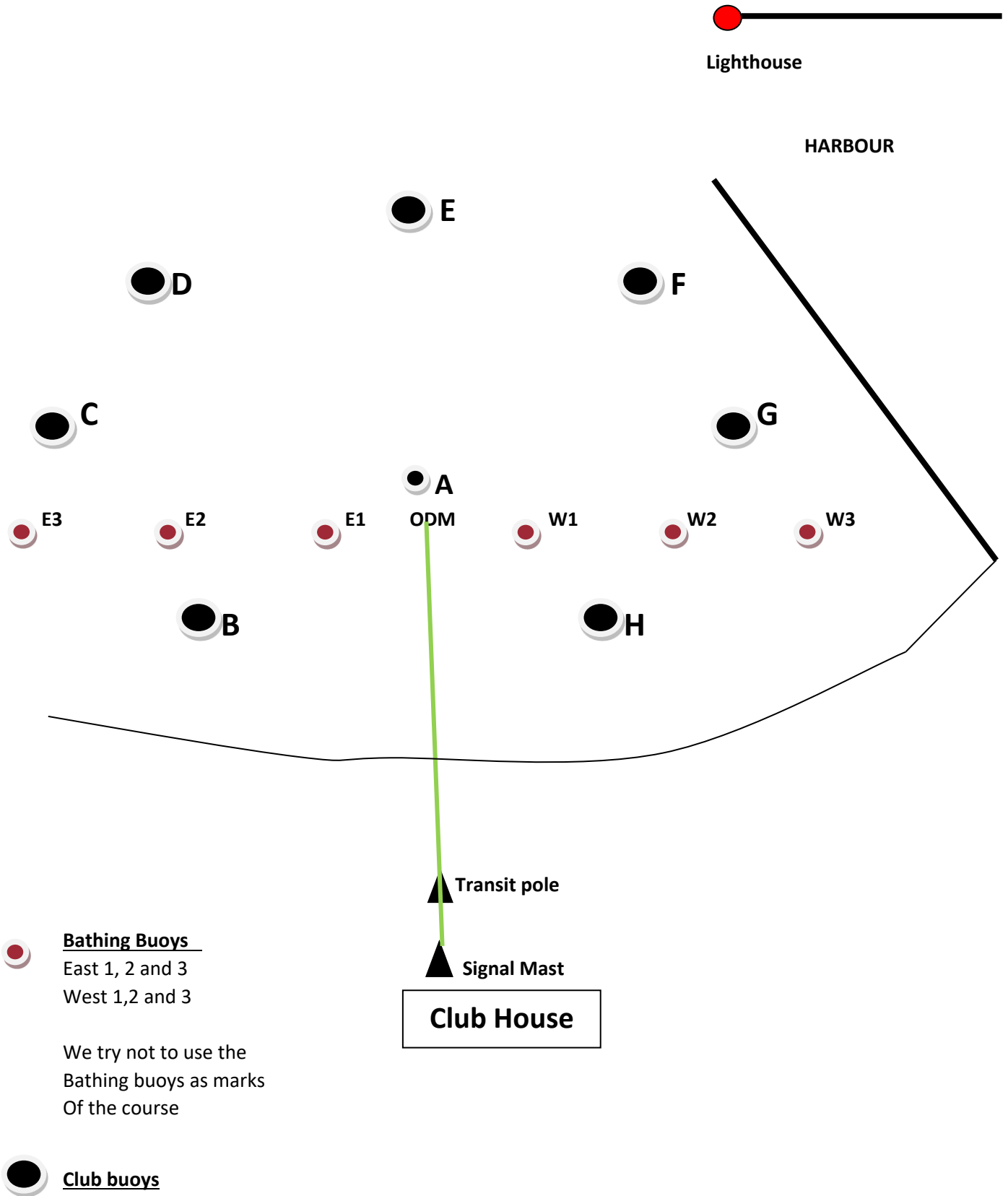Mark rounding rules are more straight forward if marks are left to port.

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

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 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	:	**in line with finish mark, lines the fleet up and makes recording times easier**
Finish Line		**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
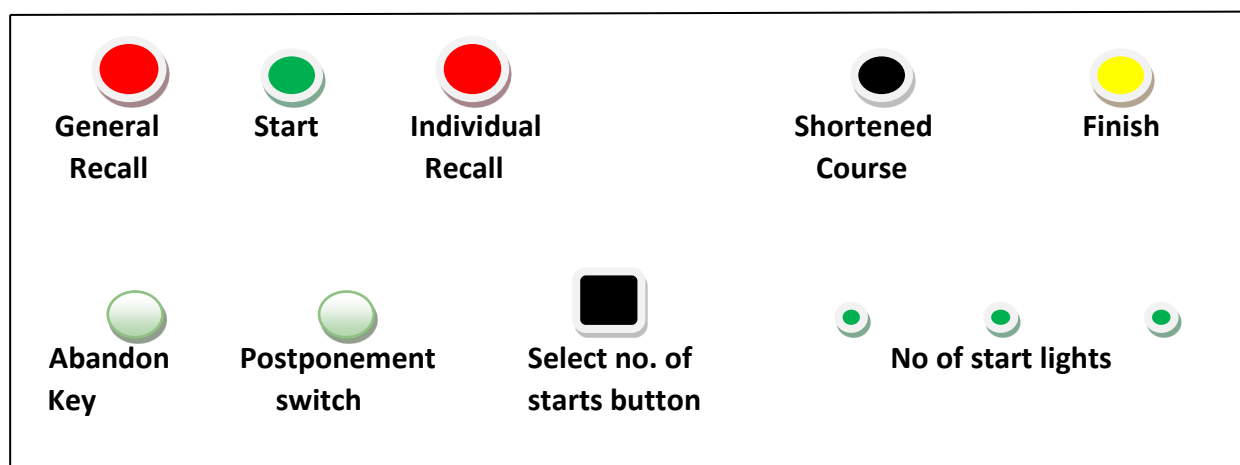Of the course

Club buoys

Club House

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

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
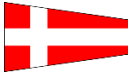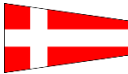
FLAGS NEEDED

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.
Please use voice recorder at least on last lap then you can always review it if recorder can't keep up.

Suggested 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 but in boat type groups als0 write down the actual start time.
Write down finish times for each boat called out.

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 slower boats before the lead boat so that they don't have to do another lap and cause long delay for a second race, in this case its fine to shorten coarse sooner. 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