

Suggestions to Officers of the Day

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Suggestions to Officers of the Day

Summary

General Guidelines for Officer of the Day

Fly Flags

Raise the Commodore Flag, Red Ensign & RYA Flag

Launch Rescue Boat

Ensure sufficient petrol for full days use

Lay Marker Buoys

Consider wind direction & Strength, Flow of River

Get race control flags ready, Handicap, Prep, Shorten race etc.

Set up Course Board

Show Race Title, Start Time, Type of Race, Direction of start, Number of Laps,

Sequence of buoys and direction around buoys.

Create Race Sheet

Ensure all competitors sign on

Start and Control Race

Enter details on race sheet, Lap Times, PY Numbers, Signoff etc

Ensure all equipment, Rescue boat, flags etc are put away post race sheets on notice board

Set Alarm

October to May - Ensure mains water is turned off

Suggestions to Officers of the Day

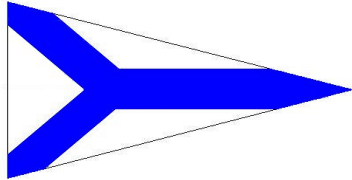
Setting up for the Day

Fly the correct flags.

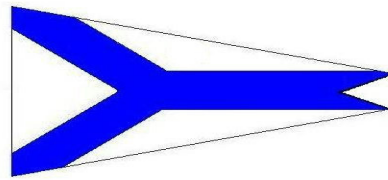
The Red Ensign at the peak of the gaff
(at the back of the OOD box)



The Club burgee, or the Commodore pennant if he/she is present, at the masthead.



Club Burgee



Commodore Pennant

It is NOT correct to fly the broad pennant of another Flag Officer even if the Commodore is not present unless he/she is temporarily residing away from home.

The R.Y.A. flag at the starboard (downstream) end of yard.



the

Prepare the race entry sheet.

These can be found in the Administration box on the table in the OOD box, or in the filing cabinet in the ladies changing room

Fill out the title of the race and the starting time (see Race programme for the year)

Also write in the type of race being held

Type's of races (See later in their instruction for starting details for each type of race)

- Handicap racing
- Pursuit races
- Class races
- 21st Shield and 50th Anniversary Trophy Races

A digital stopwatch and calculator are available in the bar or kitchen. These will be required to calculate the handicap's and records lap times

Suggestions to Officers of the Day

Lay the racing marks

Ensure a windward start if at all possible. (Boats start into wind) Avoid running starts except perhaps in very light winds against a strong tide.

In this case lay the first mark well upstream - by the posts for a large fleet.

In light winds do not lay the lower mark in the lee of trees or far downstream.

Use the intermediate buoys (of appropriate colour for port or starboard rounding) to make the course more interesting,

However the Sailing Committee recommends that the first lap of the course be sailed ignoring the intermediate buoys if the fleet is 12 or more boats).

A plain course is advisable in survival conditions. A reasonably long course is better than a short course)

Watch for movements of the marks in conditions of strong wind and or tides.

Set up the chart board correctly.

Show time of start, Race title and type, Direction of start, way round the marks and the number of laps (It is better to put too many laps rather than too few - you can always shorten the race).

If there are any intermediate marks state on which lap(s) they are to be taken e.g.

First lap	1 Port
	4 Port

Subsequent laps	1 Port
	2 Port
	3 Starboard
	4 Port

Set up the Board in front of the ODD Box.

Set up Direction of start, Number of laps and direction to take top and bottom marker buoys (Port or Starboard)

Suggestions to Officers of the Day

Types of Races

There are various types of club racing "Handicap", "Pursuit" and "Class". Check the race programme for the type of racing beheld for each race.

At the time of writing most of the club racing "Handicap" and "Pursuit" however "Class" is sometimes an option

Class Racing

When there are sufficient numbers of boats in a class "Class Racing" may be held.

In effect each Class of boat has its own race,

e.g. Solo's, Enterprise, National 12 & Handicap fleets race boats in the same

In effect a up to 4 races are being held simultaneously.

Each class will have its own start time, possibly its own course and a different number of laps to other classes.

The final results for the classes are simply, positions they cross the finish line, however for handicap fleet the results must be calculated according to the RYA rating system

Handicap Racing

This type of racing is most common at Avon SC and basically involves all type of boats starting together and sailing the same course for the same number of laps.

Once the race is complete the actual positions are calculated using the handicap numbers and the length of time each boat has been racing.

If Toppers are racing it is normal to allow them to start racing 5 minutes before the main fleet, however they will sail the same course and number of laps, when calculating the length of time each Topper has sailed remember to include the extra 5 minutes.

Pursuit Racing

This type of racing is also very common at Avon SC and basically involves all type of boats starting at intervals, sailing the same course for a predetermined length of time
The slowest boat racing determines the length of the race

E.g. In a Fleets of Solo, N12, Enterprise & Topper. The boat with the highest PY rating is the Topper so the race will be 64.5 minutes in length

The final positions are the actual position on the water when the time is completed.

It may be necessary to use the rescue boat to check the position of boats in the last few seconds of this type of racing.

Using the ASC Pursuit race table calculate the starting times of the other boats and publish in the race board

Eg	Topper Start	1:00:00
	Solo Start	1:06:30
	Enterprise	1:08:30
	Laser	1:11:00

If late in the day, or after hard racing the racers may wish to sail for a shorter length of time, this is permissible and various options are available.

Assuming the slowest boat racing is a topper then the race length will be

Normal ASC Pursuit =	$\frac{1}{2}$ Pursuit	64:30 (min:sec)
Alternative	40% Pursuit	51:36
	$\frac{1}{3}$ Pursuit	43:00
or	$\frac{1}{4}$ pursuit	32.15

Suggestions to Officers of the Day

21st Shield and 50th Anniversary Trophy Races

N.B. These races **MUST** not be run as Pursuit races.

21st Anniversary Shield: A series of 3 races (2 to count) where each helmsman is given an advantage dependant on their age, obtained from the table below

50th Anniversary Trophy: A single race held at 1:45 no age handicap bias

The 50th anniversary Trophy race is normally run at the **SAME** time (1:45) as the second race for the 21st Anniversary Shield. So you will need **TWO** race sheets for this race.

Complete **BOTH** race sheets as if the races were separate races using the normal PY rating for the 50th race and the Age bias PY ratings for the 21st race.

For the racing today you will need 4 race sheets 3 for the 21st and one for the 50th, After all have signed in, calculate the PY ratings for all races and enter then on to all race sheets.

21 st Anniversary Race - Age bias on PY Rating				
Age	Adjustment		Age	Adjustment
35 to 40	Plus 10		61 to 65	Plus 60
41 to 45	Plus 20		66 to 70	Plus 70
46 to 50	Plus 30		71 to 75	Plus 80
51 to 55	Plus 40		76 to 80	Plus 90
56 to 60	Plus 50		81 to 85	Plus 100

For the 21st Anniversary Shield - Calculating the Age Handicap

Example

David Harris Sailing a Solo Age 52

PY Rating for Solo 1155 Age (Between 51 and 55) so add 40 to Boat PY = 1195

Fred Bloggs Sailing an Enterprise Age 65

PY Rating for Enterprise of 1116 Age (61 to 65) so add 60 to boat PY = 1176

Repeat this process for each boat in the race entering the calculated PY in the PY column of the race sheet.

For the 50th Anniversary Trophy - Use the normal boat PY numbers

Now using the normal formula for calculating the result

Using the elapsed time in the "Finish Time" column (Normally Min & Seconds) and the PY figure You have entered in the PY column Calculate the "Corrected Time" as shown below.

The corrected time is a figure derived the Portsmouth Yardstick (PY) and the elapsed time (in seconds) for each boat raced.

Elapsed Time = (Minutes * 60) + Seconds

Now Divide this number by the PY number and multiply the result by 1000

Corrected Time Elapsed Time * 1000

PY Number

Suggestions to Officers of the Day

Enter the final figure "Corrected Times" Column on the race sheet

When complete for all boats the winner is the boat with the lowest "Corrected Times"

Example

Class	Finished		PY	Corrected	
	Position	Time		Time	Position
Enterprise	1	60:45	1176	3099.48	2
Solo	2	61:43	1195	3098.74	1

Enterprise - Elapsed Time = $(60 * 60) + 45 = 3645$

Now Divide this number by the PY number and multiply the result by 1000

$$\text{Corrected Time } \frac{3645 * 1000}{1176} = 3099.48$$

Solo - Elapsed Time = $(61 * 60) + 43 = 3703$

Now Divide this number by the PY number and multiply the result by 1000

$$\text{Corrected Time } \frac{3703 * 1000}{1195} = 3098.74$$

So the Solo has won even though he/she crossed the finishing line second

Suggestions to Officers of the Day

Suggestions to Officers of the Day

Starting the Race - Handicap Racing

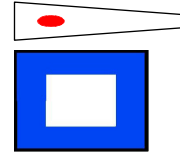
About 10~15 minutes before the start of the race,

Ring bell many times to attract people attention, when gathered inform them of how the race is to be run and point out the marker buoys

Start the race with all boats starting at the same time

Example of starting sequence for a race due to start at 1:30

1:25	Hoist flag 1 & one Clang of Bell	5 Minutes
1:26	Hoist flag P & one clang of bell	4 Minutes
1:27		
1:28		
1:29	Lower flag P & one clang of Bell	1 Minute
1:30	Lower flag 1 & one clang of Bell	Start Race, Start Stop Watch



Start the race with slower boats early (Toppers, Mirror, Heron, Cat boat etc)

Example of starting sequence for a race due to start at 1:30. As before gather all people around, and inform them of how you intend to run the race. State the slower boats will start 5 minutes early and there start bell will also be the 5 minutes bell for the main fleet. It is useful to have on hand TWO stopwatches one for each group of boats

1:20	Hoist flag 1 & one Clang of Bell	5 Minutes (for slower boats)
1:21	Hoist flag P & one clang of Bell	4 Minutes (For Slower Boats)
1:22		
1:23		
1:24	Lower flag P & one clang of Bell	1 Minutes (For Slower Boats)
1:25	Lower & Hoist flag 1 one clang of Bell	Start Race, Start Stop watch (1) Also 5 Minutes for main fleet
1:26	Hoist flag P & one clang of Bell	4 Minutes (For Main Fleet)
1:27		
1:28		
1:29	Lower flag P & one clang of Bell	1 Minutes (For Main Fleet)
1:30	Lower flag 1 & one clang of Bell	Start Race Stop watch (2)

Make a note on the race control sheet of the boats starting before the main fleet (Toppers)

The race **MUST** be the same number of laps for each group of boats racing if the race is to be shortened it must be shortened for both the Toppers and the main fleet (all boats must complete the same number of laps)

Record the position and lap times on the race control sheet and calculate the handicap to obtain the final position

Suggestions to Officers of the Day

Starting the Race - Pursuit Racing

This method of racing required a little more organizing at the start of the race but little effort at the end

The process to start the slower boats first then progress through to the fastest boat, which will start last. The interval between the start of each type of boat is determined by its handicap rating, the length of the race is determined by the slowest boat (The boat with the highest handicap Rating)

Example : The Topper handicap rating is 1288 adjusted to 1290 for pursuit racing hence the length of the race is $1290/2 = 64.5$ minutes from the start bell

Example : The solo handicap rating is 1155 adjusted to 1160 for pursuit racing hence the length of the race is $1160/2 = 58$ minutes from their start bell

However tables are available at the back of this book for ease of use.

Example of Pursuit race with Toppers, Solo, and Enterprise and National 12 boats racing
Note down all the types of boats racing in order of slowest boat first (Topper)

From the table determine the length of the race 64.5 minutes

Determine the gap between each of the groups of boats racing

Topper Start

Solo 6.5 minutes later

Enterprise 8.5 minutes after the Topper start

National 12 9.5 minutes after the Topper start

So using the flags

Time	Action	
1:25	Hoist flag 1 & one Clang of Bell	5 Minutes to start of Toppers
1:26	Hoist flag P & one clang of Bell	4 Minutes to start of Toppers
1:27		
1:28		
1:29	Lower flag P	1 Minutes to start of Toppers
1:30	Lower Both flags one clang of Bell	Start Race, Start Stopwatch
1:36:30	One bell Start Solo	
1:38:30	One bell Start Enterprise	
1:39:30	One bell Start National 12	



Keep record on the number of laps for each boat (it very easy to loose track).

After the Toppers have been racing for 64.5 Minutes ring bell (many Times) for finish of race

If the racing is very close it may be necessary to take the rescue boat out and view the leaders from a suitable position at the end of the race.

Suggestions to Officers of the Day

Starting the Race - Class Racing

Starting Times

Keep to the starting times stated in the current Club Year Book. The times given are for the start of the races and NOT the time for the 5-minute bell.

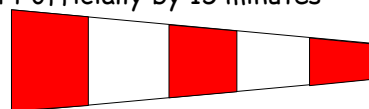
Note : A start can be delayed (postponed) but it cannot be brought forward before the advertised time.

If the start is going to be late it is better to postpone the start officially by 15 minutes - then there can be no misunderstanding or Protests.

To postpone a start for 15 minutes -

Hoist the Answering Pendant and sound two bells.

One minute before the 5 minute class flag the lower the Answering pendant and sound one bell.



Class Racing

About 10~15 minutes before the start of the race,

Ring bell many times to attract people attention, when gathered inform them of how the race is to be run and point out the marker buoys

Get ready the starting flags

Enterprise Flag E	
National 12 Flag T	
Solo Flag	
Handicap (Numeral Pendant 1)	
Preparatory Flag P	

See next page for starting Sequences

Suggestions to Officers of the Day

Starting Sequences

As a guide the sequence of events for starting all the classes on a Summer Class Points race day is given below, for each flag being raised or lowered a single clang on the bell is required.

1:25	Hoist flag T	5 Minutes to National 12's Start
1:26	Hoist flag P	4 Minutes to National 12's Start
1:27		
1:28		
1:29	Lower P	1 Minute to National 12's Start
1:30	Lower flag T	Start National 12's
	Hoist flag E	5 Minutes to Enterprise Start
1:31	Hoist P	4 Minutes to Enterprise Start
1:32		
1:33		
1:34	Lower flag P	1 Minute to Enterprise Start
1:35	Lower E	Start Enterprise
	Hoist flag S	5 Minutes to Solo Start
1:36	Hoist flag P	4 Minutes to Solo Start
1:37		
1:38		
1:39	Lower flag S	1 Minute to Solo Start
1:40	Lower flag S	Start Solo
	Hoist H/C flag	5 Minutes to Handicap fleet Start
1:41	Hoist flag P	4 Minutes to Handicap fleet Start
1:42		
1:43		
1:44	Lower flag P	1 Minute to Handicap fleet Start
1:45	Lower H/C flag-----	Start Handicap fleet

Suggestions to Officers of the Day

Shorting Races

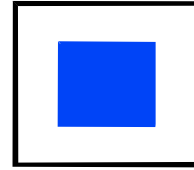
At the end on the lap

There are two methods of shortening a race
Finish the race when the lead boat crosses the finish line in the
CORRECT direction.

Finish the race when the lead boat crosses finish line in EITHER direction.

Method 1 Finish race at end of next lap

Hoist Flag S and sound two bells.

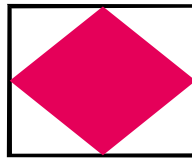


This finishes the race at the end of the round next completed by the leading boat-of
each class separately in class racing.

If it is required to shorten a particular class rather than all the classes racing, hoist
flag S over the appropriate class flag and sound TWO bells.

Finish race in either direction

To finish the race when the leading boat crosses the line from either direction hoist
flag F and sound TWO bells.



As each boat crosses the line at the end of each round enter its position on the race
entry sheet.

It is not necessary to enter the elapsed times except at the finish of a handicap race,
when boats of different Portsmouth Yardstick Numbers are racing against each other.

Give each boat that finishes one bell

Declarations to be signed within 30 minutes of the race finish

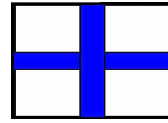
Complete the race entry sheet, sign it and post the results on the club notice board as
soon as possible.

Suggestions to Officers of the Day

Premature Starts and General Recall

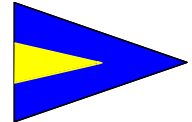
When there are boats over the line at the start, give another bell and hoist flag

If practicable call out the appropriate sail number, and advise them when they are on the correct side of the line. when all boats have started correctly lower flax X.



General recalls are unlikely in normal club races - except perhaps in a trophy handicap race or there has been significant error in timing.

Should a general recall be necessary - Hoist the First substitute flag, leave the class flag flying and sound two bells



This recalls all boats started in the past three minutes.

In handicap racing the new start would normally be 5 minutes after the previous start.

With the class flag still flying, one minute before the time for the new preparatory signal sound one bell and lower the First substitute flag

It is not necessary to restart with a prep flag.

Suggestions to Officers of the Day

Calculating the Handicap

In any form of handicap racing the results need to be calculated to find the actual winner as apposed to the first across the line.

Using the elapsed time in the "Finish Time" column (Normally Min & Seconds) and the PY figure for the type of boat in the PY Column Calculate the "Corrected Time" as shown below.

The corrected time is a figure derived the Portsmouth Yardstick (PY) and the elapsed time (in seconds) for each boat raced.

Elapsed Time = (Minutes * 60) + Seconds

Now Divide this number by the PY number and multiply the result by 1000

Corrected Time $\frac{\text{Elapsed Time} * 1000}{\text{PY Number}}$

PY Number

Enter the final figure "Corrected Times" Column on the race sheet

When complete for all boats the winner is the boat with the lowest "Corrected Times"

Example

Class	Finished		PY	Corrected	
	Position	Time		Time	Position
Topper	2	60:45	1288	2829	1
Solo	1	55:22	1155	2876	2

Topper - Elapsed Time = (60 * 60) + 45 = 3645

Now Divide this number by the PY number and multiply the result by 1000

Corrected Time $\frac{3645 * 1000}{1288} = 2829.99$

Solo - Elapsed Time = (55 * 60) + 22 = 3322

Now Divide this number by the the PY number and multiply the result by 1000

Corrected Time $\frac{3322 * 1000}{1155} = 2876.19$

So the Topper has won even though he/she crossed the finishing line over 5 minutes AFTER the Solo

Suggestions to Officers of the Day

Using the Handicap Tables

Important these tables are for helpful in calculating the handicap, however if the results are close the calculator and formula **MUST** be used. These table only take into account to the minute, If results are close the number of seconds **MUST** be included in any calculation

Handicap Tables

Look up the length of time the boat raced column

Look down the column to reach the PY Rating for that boat

Look across the row to find the "adjusted Figure"

Using the Handicap Tables Example

Handicap race where the boats finish in the following order and times

Boat Class	Finish time (min:sec)	Handicap PY Rating	Result From Tables Position	Results by Calculation Pos
National 12	58:20	1100	3164 (1)	(3181.81) (1)
Enterprise	62:30	1116	3333 (3)	(3360.21) (2)
Solo	64:50	1155	3325 (2)	(3367.96) (3)

As a rough guide line if the difference between two numbers from the tables is less than 100 - use the calculator and add the seconds into the calculation

$$\text{Calculated Corrected Time} = \frac{\text{Elapsed Time} * 1000}{\text{PY Number}} \quad (\text{Elapsed time including Seconds})$$

Suggestions to Officers of the Day

Safety

In heavy weather the safety boat should be manned by TWO (competent) members, This is the responsibility of the ODD (Officer of the day)
If suitable members cannot be found the race should be postponed or cancelled.

Protests

If a protest flag is seen during a race make a note of the fact and time seen, on the race entry sheet.

Protest forms must be completed and handed to the OOD. Within 30 minutes of signing declaration or advice of retirement

If there is a protest, appoint a protest committee using members of the sailing committee where ever possible. Make the vice commodore chairman if he/she is able to serve.

Suggestions to Officers of the Day

At the end of the day

At the end of the day's event collect the buoys, stow the rescue boat and set alarm, stow the flags and other gear, lock the OD hut.

If you are the last to leave please place rubbish wheelie bin outside the main gate and if cold weather is expected turn off the water supply to the clubhouse AND the emersion heater is turned off.

Any member of the sailing committee will be pleased to help if there are any problems.

Check List

Gear to Stow

Marker Buoys

Flags

Rescue Boat

Actions

Set Club Alarm

Turn off Mains water (October to May)

Post Race sheets on notice board

Turn OFF emersion Heater

October to May Turn Off Mains Water

Place Wheelie bin outside main gate