



Club Race Officers' Manual (For Wednesday Club Racing)

Last Updated April 2010

Table of Contents

| | Page Number |
|---|-------------|
| Wednesday Series Racing | 2 |
| Appendix 1 – Lilibet | 7 |
| Appendix 2 – OSMO | 10 |
| Appendix 3 – Map of Reservoir with Bouy Positions | 11 |
| Appendix 4 – Not Appropriate for Wednesday – deleted | |
| Appendix 5 – Not Appropriate for Wednesday – deleted | |
| Appendix 6 – Start Sequence and flags | 12 |
| Appendix 7 – Postponements | 12 |
| Appendix 8 – Individual and general recalls | 13 |
| Appendix 9 – Shorten course and Abandon racing | 14 |
| Appendix 10 - Instructions for use of Wind Vane | 15 |
| Appendix 11 – Not Appropriate for Wednesday – deleted | |
| Appendix 12 – Flags | 18 |

Wednesday Evening Racing.

This is a guide written for persons running Wednesday evening racing. It is very basic and assumes that the Race Officer has not run a race before. For those of you who have, please disregard the parts which you think are not applicable.

Before the day organise your race team to help you run the racing.

The format for Wednesday evening racing is more flexible than for Sunday racing. This leaves more decisions for the race officer to make and so, important that you arrive early enough to prepare yourself.

Before you go afloat to run the race:

1. Check the weather forecast and availability of safety cover. Write the forecast on the board in the wet bar.
2. Decide on the course you want to set. Consider the wind direction so you can have a beat as the first leg of the course. (Rounding the windward mark to Port is generally safer.) Do not set too large a course as the wind typically dies in the evening and boats will not be able to complete a large course.
During May and August daylight does not last so long so try to set a small enough course that boats will finish in daylight.
3. Please do not set a course that crosses itself (e.g. Figure of eight) as this can be dangerous when fast boats with spinnakers flying meet slower boats.
4. Courses with at least three turning marks are preferable.
5. Do use moveable inflatable buoys at every mark to make the course as clear as possible; you may need to help & encourage the safety boat cox'n to start this early.
6. Set the start/finish line using the committee boat as one end of the line.
This will also be the gate for boats to go through on each lap of the race. This allows you to lap record and finish boats after a certain time has elapsed. The race programme that the results are put into will correct for the number of laps to produce a set of finish places using the boat handicaps and number of laps.

7. Using a **WHITEBOARD marker pen**, post the course on the board in the wet bar. Go out into the middle of the water in a safety boat to check the wind direction and strength to help you decide on the course. (Safety boat drivers are frequently so experienced in the setting of courses that they can be an invaluable help!)
8. Put out the sign on sheets in the wet bar.
9. The ‘Wednesday Evening’ (green) flag roll is in the committee room to the right of the bar in the wet bar. Check the contents of the roll against the table below before going afloat. The flag roll is colour coded green with the cover of the paper copy of this manual.
10. Collect the ‘Race Officer’s Box’ from the same place. (Yellow and black toolbox marked “Club Events”). This contains clipboards, pens/pencils, stopwatch and race/lap record sheets. (Check and replenish any of these things if necessary.)
11. You will need a digital watch to start and time racing. (Setting your own watch to synchronise with the one in the race box gives you a back up.) You will need to record the start time of the race and the finish time of each boat and its number. To enter the results in Sailwave it is far easier to use real times throughout.
12. Go afloat in the committee boat. *Take the ignition key and hand held radio with you.* See Appendix 1 or 2 for the instructions on how to use the boats.
13. Shackle the committee boat to one of the yellow buoys. Set the start/finish line. Start line should be sufficient length for the number of boats racing to fit end to end along the length of the line – this is normally far longer than for a Sunday morning race. If in doubt set the start line long as there are many different types of boats and it is very easy to underestimate the number of boats racing. (Like the cavalry appearing over the hill in some old western film they hurry from work to race!). This line is used as a gate so you can finish all boats after a set time to allow fast boats to sail more laps than the slow ones.
14. Hoist the club burgee and the yellow flag for one end of the start line. Once the other marks of the course are laid you are ready to start the race.

Start Sequence:

Begin the sequence as soon after 7:25 as possible. (Daylight does not last long.)

5 mins Single start flag UP



4 mins Prep UP



1 min Prep DOWN



'GO' Single start flag DOWN



Recalling boats and needing to do another start sequence delays the start of what may be a short race due to daylight length so it is better to get the race started than to be too pedantic over the start. If you do need to do an individual or general recall please see Appendix 8.

WELL DONE YOU HAVE GOT THE RACING STARTED!

Lap recording will show you where the fastest and slowest boats are, and how long each are taking to complete each lap. This will allow you to decide when to begin finishing boats as they go through the gate (if you have followed this course format).

Finishing.

Wednesday evening races are normally finished by shortening the course after about one hour depending on the amount of light available. You are aiming to get everyone off the water before it gets dark.

To finish the race hoist the Shorten course symbol, S flag and Blue Finish flag simultaneously. If possible, this is best done during a gap in the fleet so that most boats have some warning that they are about to finish.

Give each boat a sound signal as it crosses the line. Record the boat number and finish time (in 24 hr format hrs:mins:secs) as each boat finishes. **MAKE SURE YOU TIME EACH BOAT.**

The lap recording sheets will allow you to see how many laps each boat have completed so that will be put into the results sheet and allow the race programme to correct for handicap and laps to produce a set of results for the evening's racing.

Once the last boats has finished you can put away the remaining flags, return the boat to the green mooring and get ashore to process the results. **Take the flag box, race box, results, radio and keys to the committee boat ashore with you.**

(N.B. Any complaints, wingers or general moaners you can suggest they might like to sign up to run racing themselves next week!)


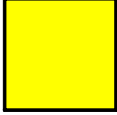


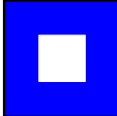
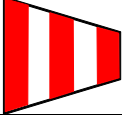

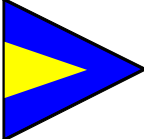

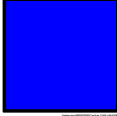

This guide is intended to help you to survive and enjoy running Wednesday Evening Racing.



Datchet Water

Sailing Club

Wednesday Evening Flag Set (Green Roll)

| Slot number | Flag Image | Flag Meaning |
|-------------|---|--|
| 1 |  | Club Burgee |
| 2 |  | On station start (yellow flag) |
| 3 |  | Single Start (Flag U) |
| 4 |  | 2 nd start of 2 (flag K) |
| 5 |  | Preparatory (Flag P) |
| 6 |  | Postponement (Flag AP) |
| 7 |  | Individual Recall (Flag X) |
| 8 |  | General Recall (Flag 1 st substitute) |
| 9 |  | Abandon (Flag N) |
| 10 |  | On Station Finish (blue flag) |
| 11 |  | Shorten course (Flag S) |

Appendix 1 – Lilibet (call sign “Lilibet”)

Switch the electrics on. The electrical isolators on Lilibet are below the helm’s seat. To switch-on the electrics turn the two isolators through 90 degrees. (Vertical on)



Off



On

Switch the radio on and set to channel M (it defaults to channel 16) and establish communication with the Safety Boat Coxswain (call sign “Safety 1” and the Club Office (call sign “Base”). The radio on Lilibet sits just under the steering wheel.



Radio

The radio usually comes on when you switch on the electric isolators. If it doesn't, put the radio switch on the control panel to the right of the steering wheel to the on position.

The LCD display should be showing an M. If the display is showing anything else use the rotary knob on the front of the radio until an M only is showing.



It is easy, unfortunately, to change channel when you hold the microphone in your hand, so if you are unable to contact Datchet Base or the patrol boat, check that the radio display is showing an M only.

Call the Duty Safety Coxswain (press the button on the side and speak; when you have finished speaking, release the button on the side of the microphone). The club radio call signs are listed in Appendix 3, but the two key call signs are: Datchet Base – the club office and Safety One – the duty patrol boat coxswain.

If you are going to be using the on-board computer system you need to insert an isolator key, which is usually kept in the ‘pocket’ just behind the throttle lever, and turn it 90 degrees.



Starting Engines

One lever controls the throttle & gearbox. To engage neutral, pull it to port and push forward a bit for some engine speed. Pull up the black T-handle to engage the choke. Turn the ignition key to the first key position and wait for the red light to go out. (Pre ignition heaters) then turn ignition key – using short bursts – until the engine starts. Warm up a bit.



Cleaning

Lillibet has an on-board deck wash pump; this helps with cleaning the bird droppings off the boat. The switch labelled 'Deck Wash' on the console at the side of the steering wheel starts the pump. It is best to prime the pump with out the hose being attached **BUT**, the pump fires a jet of water into the cabin if the door is open! The hose can be used with either a pistol jet or a brush with a hollow handle.

Horns



There are 3 horn points permanently installed on Lillibet, one in the cabin, one above the cabin door and one on the transom. There is a horn extension lead to plug into one of them. If you are using the rear mast as one end of the start/finish line – the usual option – use the one on the transom. Check that they are working.

Leaving the Mooring

Before leaving the mooring please note which mooring the boat you are using is attached to and return to it the end of your duty.

When moving slowly forward, steer to bring the mooring buoy down the Starboard side, unhook the mooring warps and attach them to the rope stop on the starboard side. Do not allow one of the team to go forward and lean out over the guard rail to unhook.

Appendix 2 – OSMO

The electrics isolator is on the starboard side at the rear of the cockpit and a rubber cap usually covers the opening. To switch-on insert the red isolator and turn through 90 degrees.

Insert photograph of OSMO console here

Starting the engine

To engage neutral press down till the lever is horizontal and pull sideways to port. Push it down a bit for some engine speed and pull out the choke (black T-handle). Turn the ignition key – using short bursts – until the engine starts and warm it up a bit.

Cleaning

Unfortunately, OSMO does not have an on-board deck wash pump. So it is down to a bucket over the side and the brush.

Horns

The horns are not permanently installed on OSMO. Electric air horns are kept in the club office and are attached to a black plastic box. Inside the box are a battery, the compressor, the electrical connections and a coiled lead with a button at the end.

Attach the box to the roof by a strap just in front of the mast. Attach the lead to the socket on the side of the box. Turn on the switch on the side of the box; it will show a light when switched on.

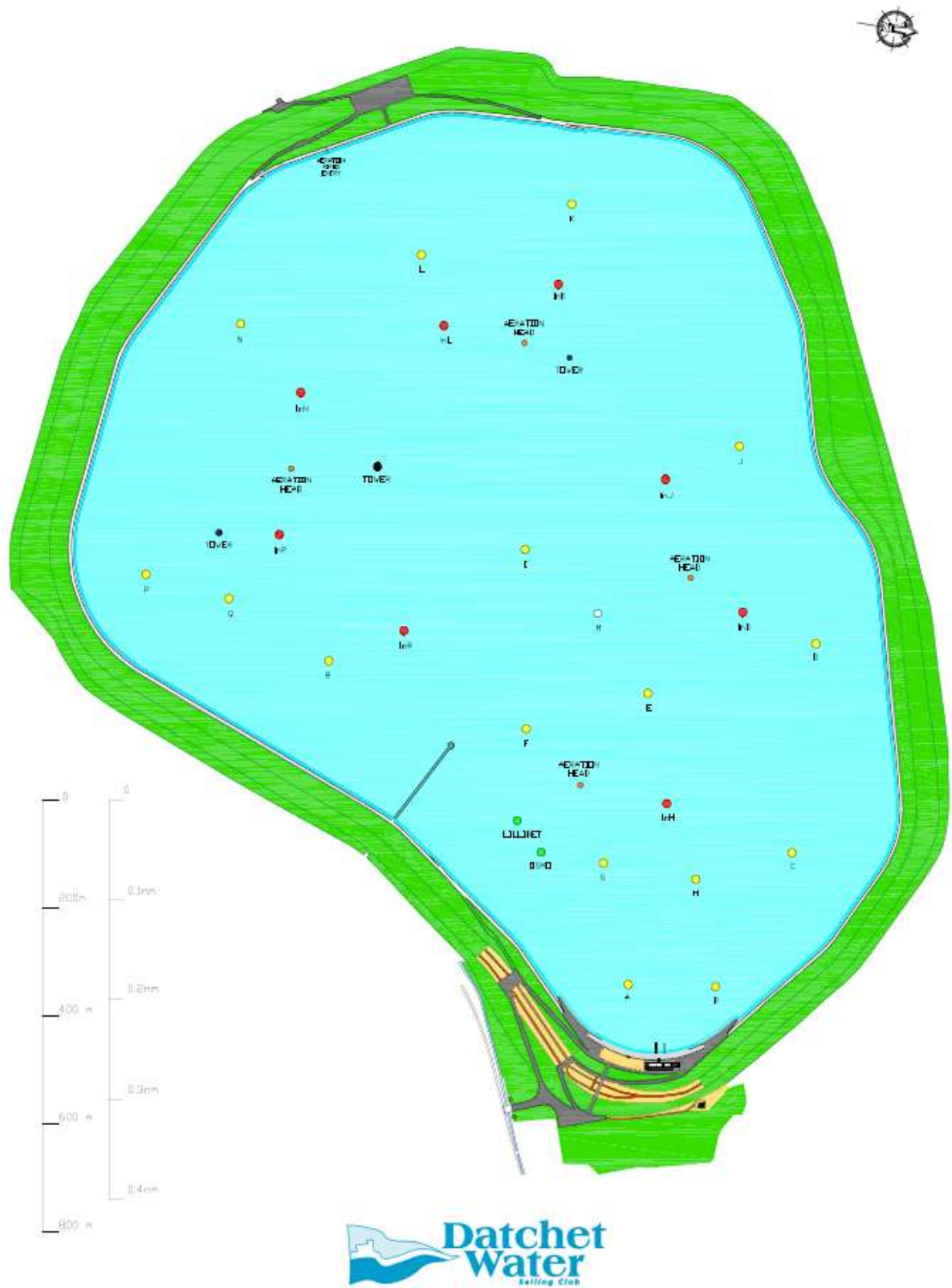
Rudder

Fit the rudder!

Moving off



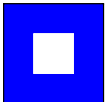

Move forward to bring the mooring buoy down the port side, undo the mooring warps and attach them to the shroud wire just aft of the cuddy on the port side.

Appendix 3: Map of Reservoir with Bouy Positions



Appendix 6 – Start Sequence and flags

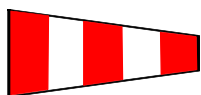
The attached sheet shows the flags, sound signals and timing of the standard start sequence.

| Time | Preparatory Flag Classes/Fleets | Hoist | Lower | Comments |
|------|---------------------------------|---|---|----------|
| 0 | Single Start Flag Up |  | | |
| 1 | Preparatory |  | | |
| 4 | Preparatory Down | |  | |
| 5 | Single Start Flag Down | |  | |

Appendix 7 – Postponements

You should make every effort to start at 7.30 pm but if you are late please fly the postponement flag.

Give 2 sound signals on the horn when you put up the postponement flag and sound the horn once when you lower it.



The start sequence begins one minute after the postponement flag comes down.

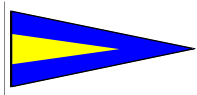
Appendix 8 – Individual and general recalls

If boats are over the line at the start (OCS = on course side) and you can identify all those which are, an individual recall is correct. Sound the horn once immediately, raise the individual recall flag and shout out the boat numbers.



The flag comes down as soon as all recalled boats have turned back or, at the latest, four minutes into the next start sequence. If a boat does not return and restart you mark the finishing sheet OCS which disqualifies it.

If boats are over the line at the start and you cannot identify them all, a general recall is correct. Immediately sound the horn twice and raise the general recall flag.



Leave the Individual Recall flying until all the boats have returned, or for 4 minutes, do not make a sound signal when you lower it.

Leave General Recall flying for 4 Minutes. Make a sound signal when it is lowered, exactly 1 minute later hoist:

Single Start Flag U to begin a new start sequence.

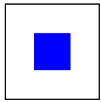
Because of the restricted time available for Wednesday evening the race officer should try everything possible to avoid a general recall. This may include sounding the start gun slightly early if the competitors are about to push the line.

Appendix 9 – Shorten course and Abandon racing

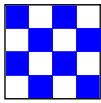
You can shorten courses for all boats or for any start.

For an all boat course shortening, you have to signal the shorten course as the lead boat of the fleet is approaching the leeward mark. Raise the shorten course flag (flag S), the “shape” and sound the horn twice.

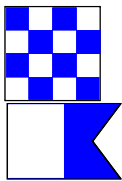
If you wish to shorten course for a single start the procedure is similar – do it as the leading boat of that start approaches the leeward mark, raise the flag and the “shape”, sound the horn and, in addition, raise the relevant start flag.



If you have to abandon the race, but anticipate restarting shortly, fly flag N and sound the horn three times. The sequence will restart 1 minute after flag comes down with 1 sound signal then send the patrol boat to tell the sailors what will happen next.



If you abandon racing for the day, fly flag N over A



Appendix 10: Instructions for use of Wind Vane

Take 3 wind bearings, from the front of the Committee Boat to avoid the effect of the windage from the superstructure (the boat should be stationary!). Take readings on at least 3 occasions over a 6 minute period.

Obtain the average of the readings obtained, this we will call the true wind bearing. With the Committee Boat at the starboard end of the start line or finish line subtract 90', 85' or 80' depending on the amount line bias required. For the Committee Boat at the Port end, add 90', 85' or 80'.

The tables reproduced here are for those who do not like maths or use the computer card attached to the lid of the Race Box.

To Use the Table

Obtain true wind bearing, look under main heading in relation to which end of the line the Committee Boat is anchored. Decide how much, and which end bias is required. Read off bearing in appropriate column in line with true wind bearing.

To Use Computer Card

Obtain true wind bearing. Move outer disc to the corresponding bearing, at the windward leg arrow (you have to place a zero on the figure shown on the disc). Now set the inner disc so that the mean (average) wind direction - inner disc, wind bearing (outer disc) and windward leg arrow are all aligned. Imagine you are on the Committee Boat in the centre of the disc. The bearing of the pin end will be shown at either end of the black horizontal starting line. For line bias, (+) indicates the pin end is favoured and (-) indicates the Committee Boat end is favoured.

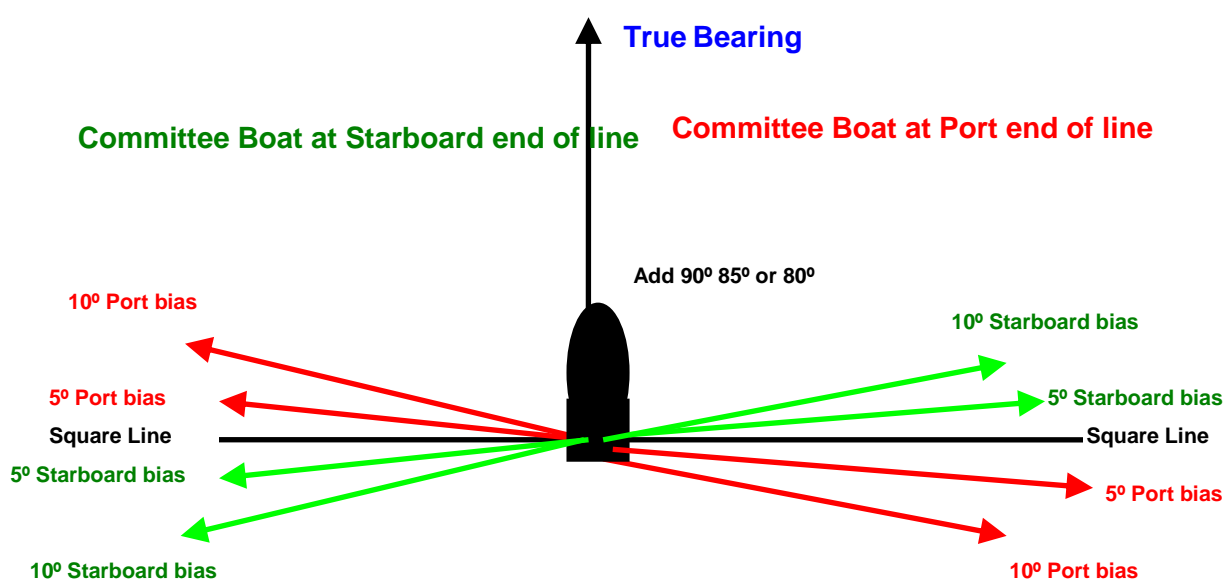
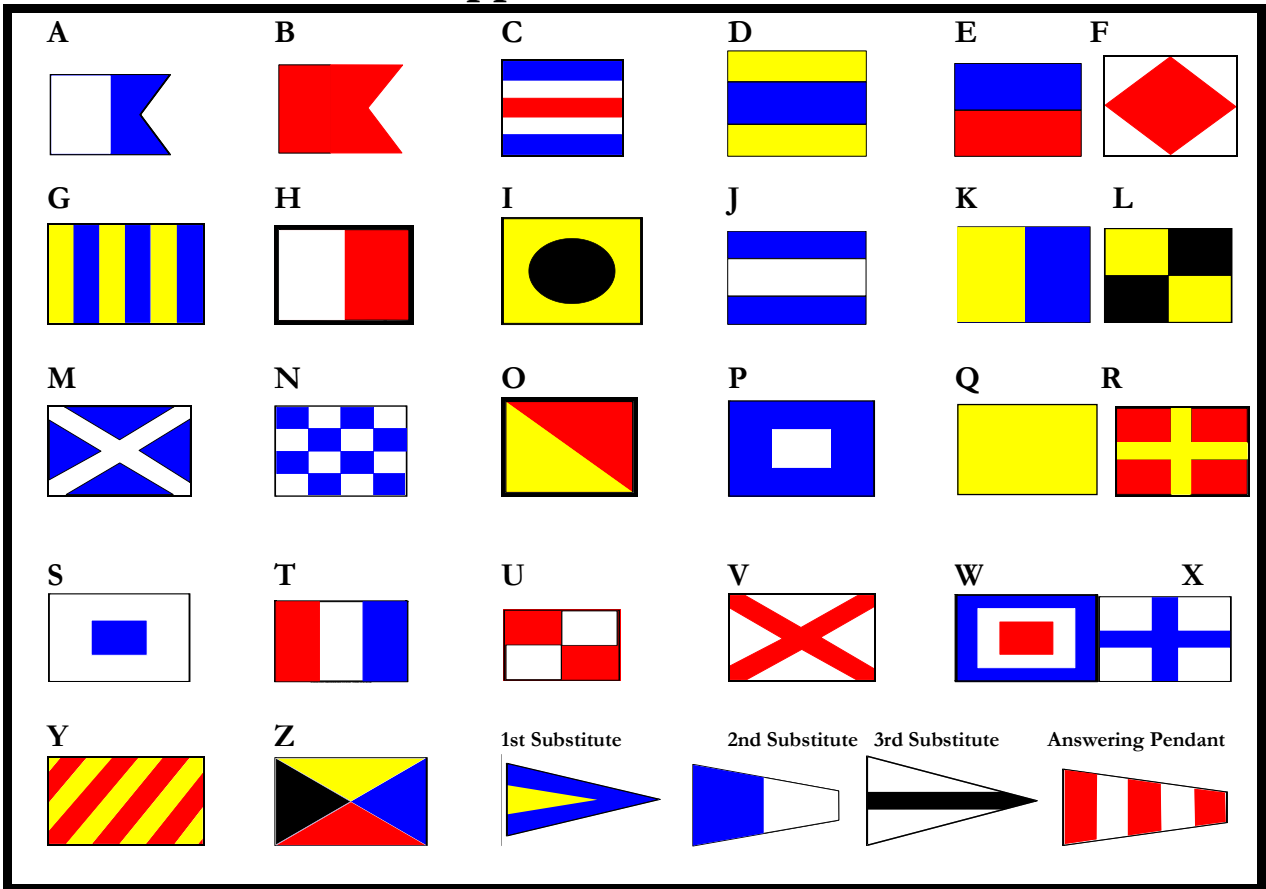


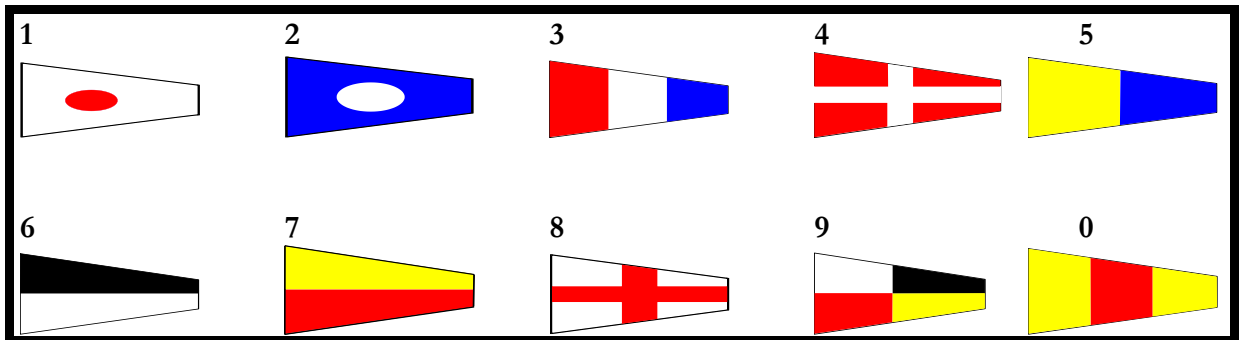
Table for use with Wind Vane & Compass

| Committee Boat on <i>Starboard</i> end of Line | | | | | | | | | | | Committee Boat on <i>Port</i> end of Line | | | |
|--|--------------|---------------|----------------|---------|-----------|---------|---------------|----------------|-------------|--------------|---|--|--|--|
| 5 Port Bias | 10 Port Bias | 5 Star'd Bias | 10 Star'd Bias | Square | True Wind | Square | 5 Star'd Bias | 10 Star'd Bias | 5 Port Bias | 10 Port Bias | | | | |
| 275 | 280 | 265 | 260 | 270 | 000 N | 90 | 85 | 80 | 95 | 100 | | | | |
| 285 | 290 | 275 | 270 | 280 | 010 | 100 | 95 | 90 | 105 | 110 | | | | |
| 295 | 300 | 285 | 280 | 290 | 020 | 110 | 105 | 100 | 115 | 120 | | | | |
| 305 | 310 | 295 | 290 | 300 | 030 | 120 | 115 | 110 | 125 | 130 | | | | |
| 315 | 320 | 305 | 300 | 310 | 040 | 130 | 125 | 120 | 135 | 140 | | | | |
| 325 | 330 | 315 | 310 | 320 | 050 | 140 | 135 | 130 | 145 | 150 | | | | |
| 335 | 340 | 325 | 320 | 330 | 060 | 150 | 145 | 140 | 155 | 160 | | | | |
| 345 | 350 | 335 | 330 | 340 | 070 | 160 | 155 | 150 | 165 | 170 | | | | |
| 355 | 360 | 345 | 340 | 350 | 080 | 170 | 165 | 160 | 175 | 180 | | | | |
| 005 | 010 | 355 | 350 | 000/360 | 090 E | 180 | 175 | 170 | 185 | 190 | | | | |
| 015 | 020 | 005 | 000/360 | 010 | 100 | 190 | 185 | 180 | 195 | 200 | | | | |
| 025 | 030 | 015 | 010 | 020 | 110 | 200 | 195 | 190 | 205 | 210 | | | | |
| 035 | 040 | 025 | 020 | 030 | 120 | 210 | 205 | 200 | 215 | 220 | | | | |
| 045 | 050 | 035 | 030 | 040 | 130 | 220 | 215 | 210 | 225 | 230 | | | | |
| 055 | 060 | 045 | 040 | 050 | 140 | 230 | 225 | 220 | 235 | 240 | | | | |
| 065 | 070 | 055 | 050 | 060 | 150 | 240 | 235 | 230 | 245 | 250 | | | | |
| 075 | 080 | 065 | 060 | 070 | 160 | 250 | 245 | 240 | 255 | 260 | | | | |
| 085 | 090 | 075 | 070 | 080 | 170 | 260 | 255 | 250 | 265 | 270 | | | | |
| 095 | 100 | 085 | 080 | 090 | 180 S | 270 | 265 | 260 | 275 | 280 | | | | |
| 105 | 110 | 095 | 090 | 100 | 190 | 280 | 275 | 270 | 285 | 290 | | | | |
| 115 | 120 | 105 | 100 | 110 | 200 | 290 | 285 | 280 | 295 | 300 | | | | |
| 125 | 130 | 115 | 110 | 120 | 210 | 300 | 295 | 290 | 305 | 310 | | | | |
| 135 | 140 | 125 | 120 | 130 | 220 | 310 | 305 | 300 | 315 | 320 | | | | |
| 145 | 150 | 135 | 130 | 140 | 230 | 320 | 315 | 310 | 325 | 330 | | | | |
| 155 | 160 | 145 | 140 | 150 | 240 | 330 | 325 | 320 | 335 | 340 | | | | |
| 165 | 170 | 155 | 150 | 160 | 250 | 340 | 335 | 330 | 345 | 350 | | | | |
| 175 | 180 | 165 | 160 | 170 | 260 | 350 | 345 | 340 | 355 | 000/360 | | | | |
| 185 | 190 | 175 | 170 | 180 | 270 W | 000/360 | 355 | 350 | 005 | 010 | | | | |
| 195 | 200 | 185 | 180 | 190 | 280 | 010 | 005 | 000/360 | 015 | 020 | | | | |
| 205 | 210 | 195 | 190 | 200 | 290 | 020 | 015 | 010 | 025 | 030 | | | | |
| 215 | 220 | 205 | 200 | 210 | 300 | 030 | 025 | 020 | 035 | 040 | | | | |
| 225 | 230 | 215 | 210 | 220 | 310 | 040 | 035 | 030 | 045 | 050 | | | | |
| 235 | 240 | 225 | 220 | 230 | 320 | 050 | 045 | 040 | 055 | 060 | | | | |
| 245 | 250 | 235 | 230 | 240 | 330 | 060 | 055 | 050 | 065 | 070 | | | | |
| 255 | 260 | 245 | 240 | 250 | 340 | 070 | 065 | 060 | 075 | 080 | | | | |
| 265 | 270 | 255 | 250 | 260 | 350 | 080 | 075 | 070 | 085 | 090 | | | | |

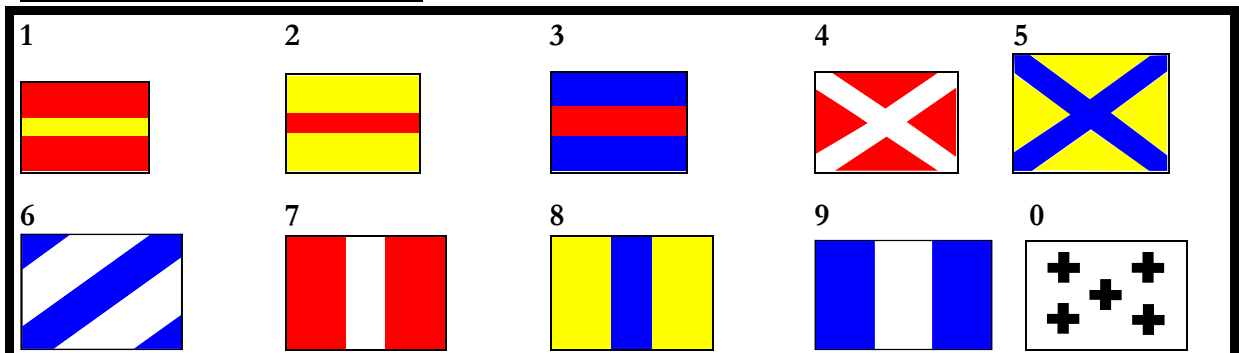
Appendix 12: FLAGS

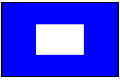

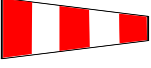
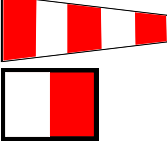

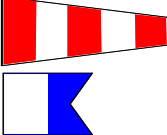




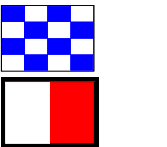


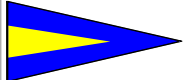


NUMERALS



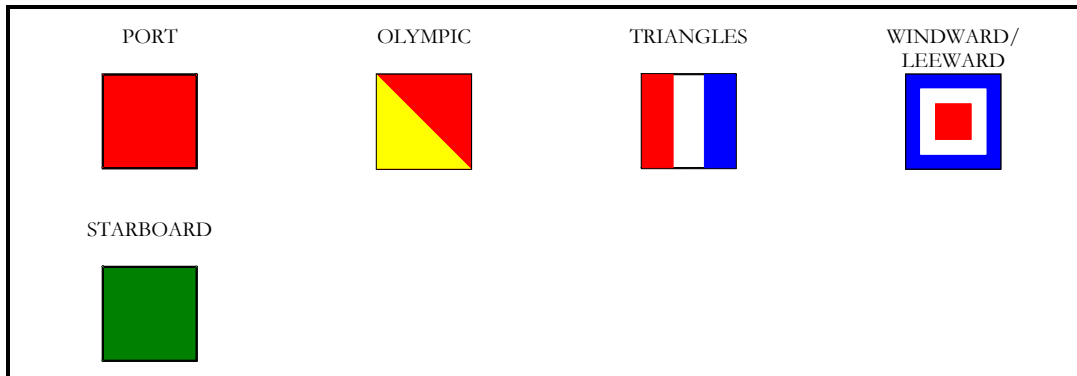
NAVAL NUMERALS



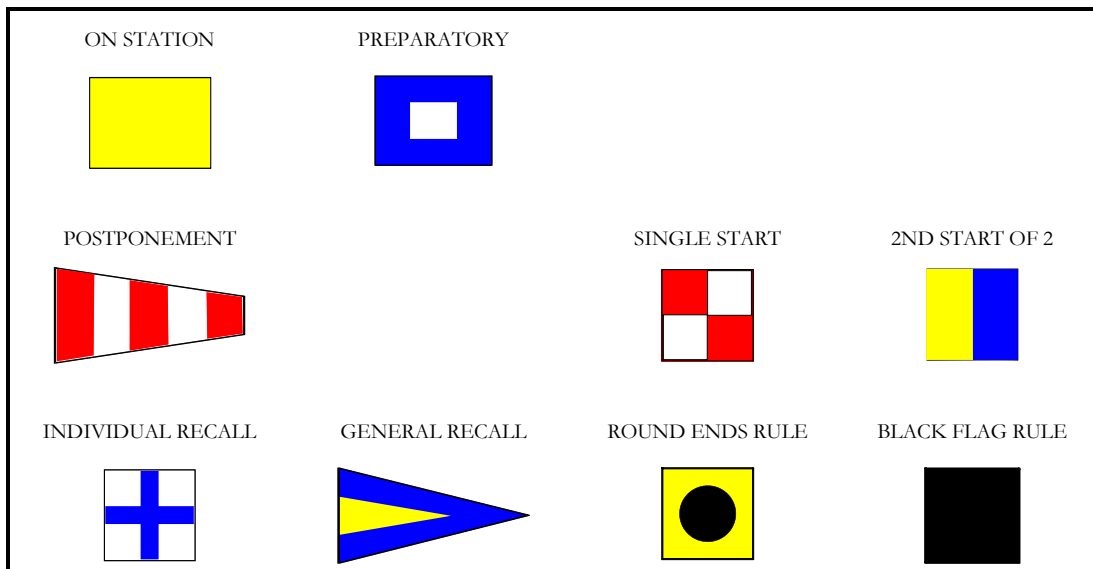
| | Flag Letter | Meaning | Gun Signal |
|--|---|--|--|
|  | P | Blue Peter 4 min Preparatory Signal | 1 gun |
|  | Y | At DWSC 1/5 to 31/10 Winter Garments MUST be worn. Coastal clubs Personal Buoyancy MUST be worn. | ----- |
|  | AP | Races not started are postponed. The warning or other signal will be made 1 minute after removal. | 2 guns on hoisting 1 gun on lowering |
|  | AP H | Races not started are postponed. Further signals made ashore. | 2 guns |
|  NUMERAL 1-6 | AP over Numera 11-6 | Postponement of 1-6 hours from the scheduled starting time. | 2 guns |
|  | AP A | Races not started are postponed. No more racing today. | 2 guns |
|  | X | Individual Recall, one or more yachts are recalled to restart correctly. | 1 gun after start gun. |
|  | L | ASHORE - Changes to sailing instructions. AFLOAT - Come within hail or follow me. | 1 gun |
|  | M | Replaces missing mark. Round this mark instead of missing mark. | Intermittent sound signal |
|  | N | All races are abandoned. Return to the starting area. The warning or other signal will be made 1 minute after removal. | A race can be abandoned at any time. 3 guns |
|  | N H | All races are abandoned. Further signals ashore.. | An abandoned race may be resailed 3 guns |
|  | N A | All races are abandoned. No more racing today. | |
|  | B or Red | Protest flag | ----- |
|  | 1st Sub | General Recall. The preparatory signal will be made 1 minute after removal. | 2 guns after starting gun |

Flags Flown from Committee Boat

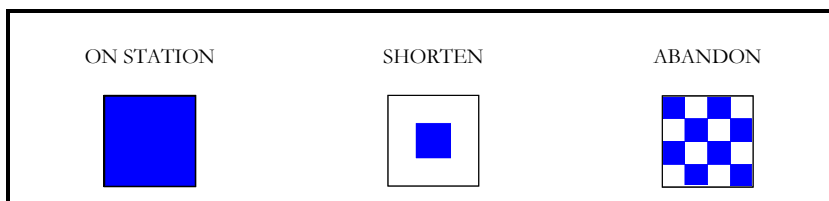
COURSE FLAGS



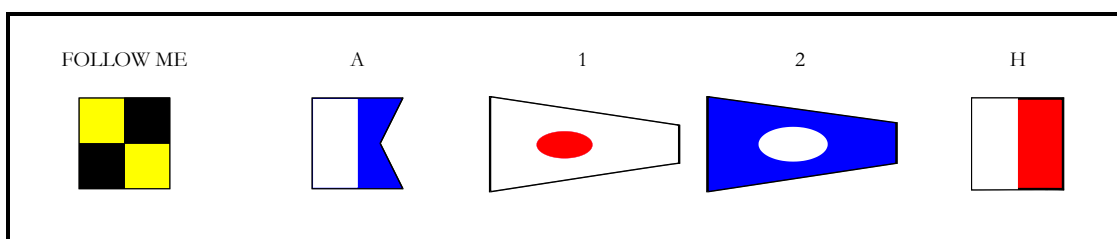
STARTING FLAGS



FINISHING FLAGS



MISCELLANEOUS FLAGS



Club Flag Set (Blue Roll)

1. Club Burgee
2. Red
3. Green
4. On station start (Yellow Flag)
5. Postpone (Answering Pendant)
6. Abandon (Flag “N”)
7. Individual Recall (Flag “X”)
8. Black
9. Round the Ends Rule (Flag “I”)
10. General Recall (Flag “1st Sub”)
11. Preparatory (Flag “P”)
12. On Station Finish (all blue flag)
13. Shorten Course (Flag “S”)
14. Flag “H”

Start Sequence Flags

15. Numeral 1
16. Numeral 2
17. Numeral 3
18. Numeral 4
19. Numeral 5
20. Numeral 6

Wednesday Night Flag Set (Green Roll)

1. Club Burgee
2. On station start (Yellow Flag)
3. Single start
4. 2nd start of 2
5. Preparatory (Flag “P”)
6. Postpone (Answering Pendant)
7. Individual Recall (Flag “X”)
8. General Recall (Flag “1st Sub”)
9. Abandon (Flag “N”)
10. On Station Finish (all blue flag)
11. Shorten Course (Flag “S”)

Open Meeting Flag Set (Red Roll)

Relevant class flags will also be required

1. Club Burgee
2. Orange
3. Orange/Black
4. Olympic Course (Flag "O")
5. Red
6. Green
7. On station start (Yellow Flag)
8. Postpone (Answering Pendant)
9. Abandon (Flag "N")
10. Individual Recall (Flag "X")
11. Black
12. Round the Ends (Flag "T")
13. General Recall (Flag "1st Sub")
14. Preparatory (Flag "P")
15. On Station Finish (all blue flag)
16. Shorten Course (Flag "S")
17. Flag "L"
18. Flag "A"
19. Numeral 1
20. Numeral 2
21. Flag "M"
22. extra red
23. extra green
24. Flag "C"
25. Flag "H"
26. Windward/Leeward Course Flag ("W")

Additional Set for other end of line

1. Club Burgee
2. On station start (Yellow Flag)
3. On Station Finish (all blue flag)
4. Shorten Course (Flag "S")
5. Numeral 2