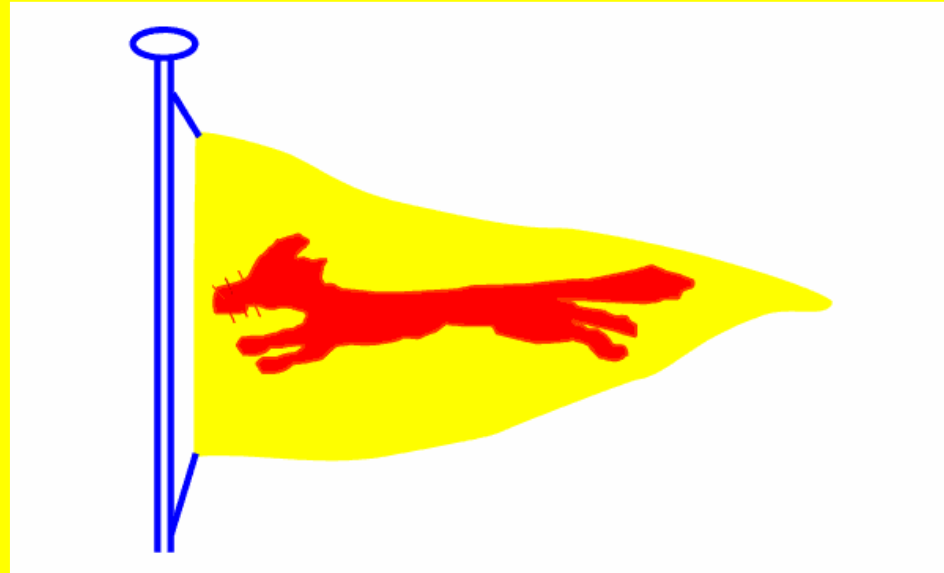


Bassenthwaite Sailing Club



NOTES FOR GUIDANCE ON
BEING A RACE OFFICER

These notes have been compiled by Bassenthwaite Sailing Club as a guide to those members appointed as weekend and Thursday evening Race Officers. This guide also contains notes for those members appointed as Bass Week Race Officers.

The role of Race Officer is a vital function of our club, upon which successful and enjoyable racing relies.

These notes are designed to help you perform the function. So, when it is your turn to be the Race Officer, please ensure that you have familiarised yourself with them so that those taking part in your races can enjoy fair and competitive racing.

Take advantage of your time as a Race Officer, it can be a valuable learning experience to all of us to watch the antics of our fellow competitors from the relative luxury of the Bates.😊

Preparation

It is recommended that the Race Officer should aim to be at the Club approximately 1 Hour prior to the advertised start of the day's first race.

Weather Conditions and Safety Boat Cover.

The principal duty of the Race Officer is to consider the safety of all sailors taking to the water.

If you think the available safety cover is insufficient to cover the number of boats on the water in the prevailing conditions, then it is your responsibility as the Race Officer to postpone or abandon the race.

There is a Racing Safety Framework which details everything you must consider.

This is in the Black Bag.

Please read and follow this framework.

REMEMBER

**THE SAFETY OF EVERYONE ON
THE WATER IS THE PRIME
CONSIDERATION**

Equipment Available to the Race Officer (OOD).

This is kept in the OOD's Black Bag which should be collected from the Committee room and taken onto the Bates.

Race Results sheets

Clipboards

Pens and pencils

Stop watches (at least two)

Anemometer (wind speed gauge)

Binoculars

Radios (tuned to channel M4)

The radios are maintained by the Safety Officer and are kept fully charged in the Committee room.

Please check the radios for operation and charge before going on the water and inform the Safety officer if there are any problems with the radios.

The Race

The Race

Setting the Start Line.

Aim to set out towards the start area approximately 30 minutes before the advertised race start time.

This allows plenty of time to set the start line and plan the course. It also gives an indication to the sailors that they should be getting themselves on the water.

Set the start line in the vicinity of one of the marks (i.e. with one of the marks behind the start line) such that the first leg of the course will be a beat.

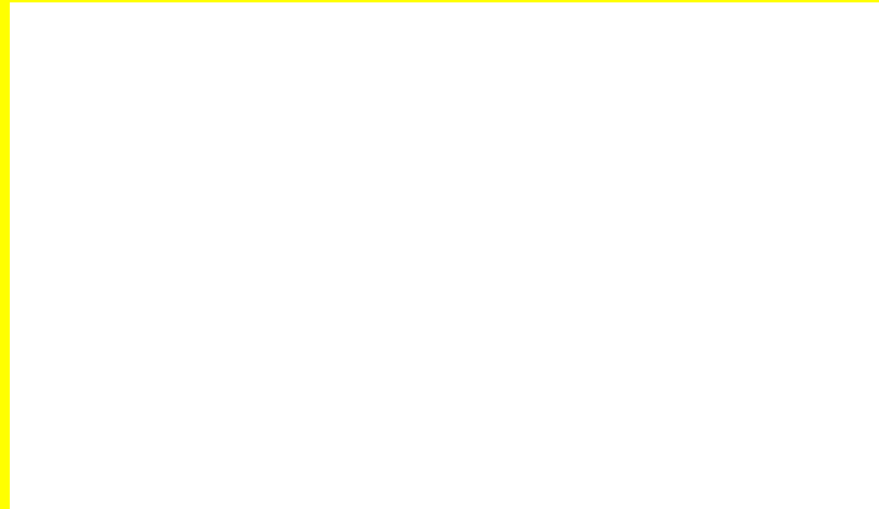
Ensure the start line is long enough to cater for the number of boats starting.

Approx. 1.5 x total length of all boats starting.

The start line is the imaginary line drawn between the mast of the Committee boat, moored at the starboard end of the line, and the outer distance mark (bearing an orange flag).



The inner distance mark (a White Flag) is positioned on the Starboard side of the Committee boat to prevent competitors damaging the Bates and obscuring the start line from the Starter and OOD.

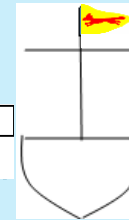


Setting the position and angle of the line is important. Having chosen the first leg of the course, from one of the club marks to another that is as near as you can get to being in line with the direction of the wind, the line needs to be positioned approximately 200 metres away from the last mark. This allows there to be a short beat from the last mark to the finish. There needs to be enough length to allow a tactical battle between boats finishing closely in one design fleets.

Length of line should be
1.5 x total length of all
boats starting.

● Windward mark

Wind Direction



150 – 250 Metres



Leeward (last) mark



Setting the Course.

The Race Officer should display the course on the course board, using the numbers and letters stored on the Committee boat. The course board is then fitted to the side of the Committee boat prior to the first warning signal.

The first leg of the course should be a beat, and the first mark should be rounded to Port.

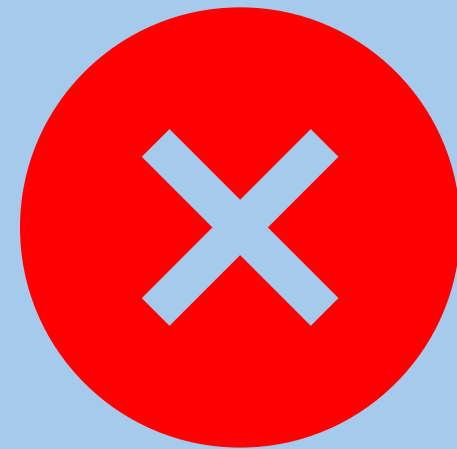
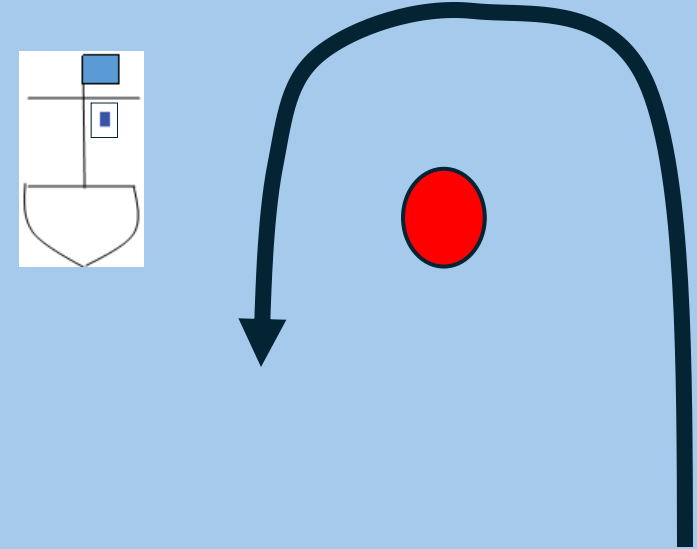
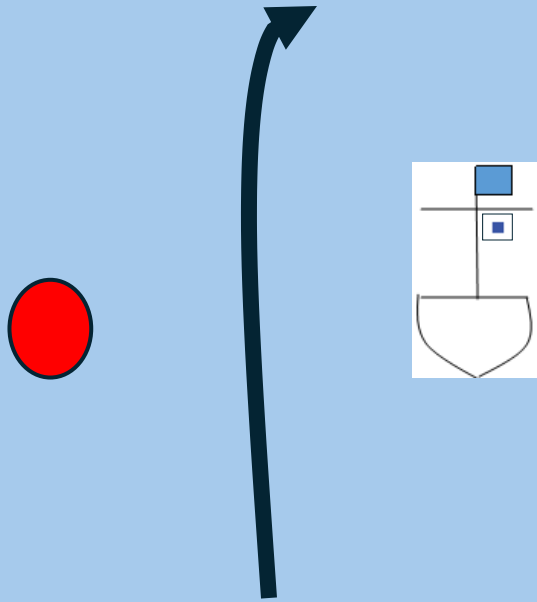
Try to follow this with a variety of legs (reaches, runs etc.) using the available marks.

If possible, try and avoid crossing legs.

To enable the use average lap times, X/Y (i.e. going through the line on each lap), must be part of the course.

Ensure that the course includes mark 'O' if you wish to finish the race from the race office. This can only apply when you are not going to use average lap times. Also, correctly position the finishing boat to ensure that the route directly through the finishing line does not require any deviation from the course set (i.e. no "hook" finishes).

Finishing mark designated as Port rounding



The course should be set such that an imaginary piece of string pulled taught around the course will touch all the marks of the course.

When the racing program identifies a race that is specific for Asymmetric boats (e.g. The Asymmetric Cup races) a separate “Windward-Leeward” course shall be provided for the asymmetric boats.

The lap should be long enough to ensure the first fleet is not completing the lap before all starts completed.

ALWAYS RUN THROUGH THE COURSE IN YOUR HEAD BEFORE DISPLAYING IT AND ENSURE THAT THE MARKS ARE TO BE ROUNDED THE CORRECT WAY TO AVOID LOOPING BACK ON YOURSELF.

Remember: It is better to make a race too long and then shorten it than to make it too short. If in doubt, give them plenty of laps!

Try to keep the competitors in the areas of the lake where the wind is best and, if necessary, get one of the Safety Boat crews to move marks for you.

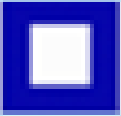
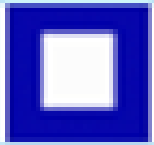
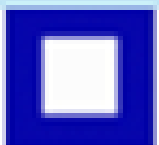
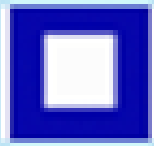
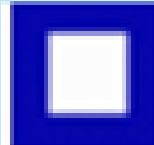
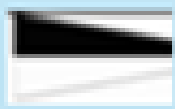
The Start.

Classes start at 3 minute intervals. Each class is given a 6 minute warning signal and a 3 minute preparatory signal (the preparatory signal for one class may be the warning signal for the next class).

At each 3 minute interval a flag (or flags) is raised or lowered accompanied by a sound signal. It is the flags that signify the signals, the sound is there to draw attention to the flags. Hence, if the horn fails you can still continue the start sequence using the flags only.

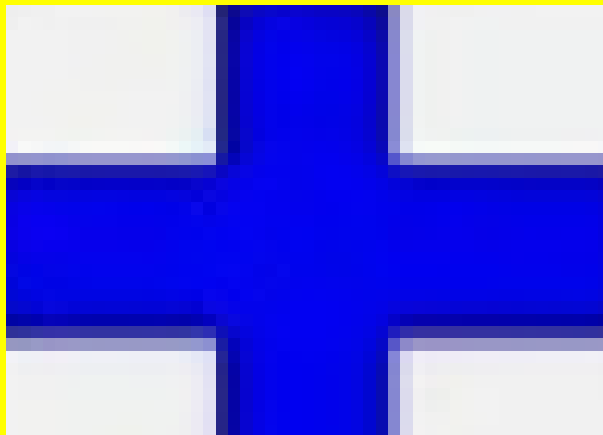
A minimum of two boats of the same class are required for a fleet start to be given. If only one boat of a class is on the water before the start of a race e.g. one GP14, then this boat will have to join the handicap fleet. That class start should be removed from the starting sequence.

The starting sequence for club racing shall be as follows

Time / Minutes	Flags
- 6 Raise Naval No 6 (FF)	
- 3 Raise Code P and Code 5 (Assym HC)	  
0 Lower Naval 6 (FF start) and raise Code 7 (Fast HC)	  
+ 3 Lower Code 5 (Ass HC start) and raise Code A (GP)	  
+ 6 Lower Code 7 (FH start) and raise Code 6 (Slow HC)	  
+ 9 Lower Code A (GP start)	 
+ 12 Lower Code 6 (Slow HC start)	ALL DOWN ☹

Recalls.

If any boats are over the line when the starting signal is made, then you will need to signal a recall. If you can tell which boats are over the line, then raise International Code flag X accompanied by one sound signal.



Boats returning for individual recalls should be informed when they have passed back to the correct side of the start line by lowering the recall flag half way then raising it again. Once all the offending boats have started correctly the flag can be lowered fully. The flag should be lowered before the next start.

You must **NOT** try and inform any premature starter until they have at least reached the windward mark. A support boat, if not required for safety duties, may inform such boats at the windward mark.

Any boats that are required to return to the start line and do not shall be recorded as disqualified on the results sheet.

If you are unable to identify all premature starters, then sound a general recall. i.e. raise International Code flag “First Substitute” accompanied by two sound signals.

.



If a general recall is signaled, then a new start for the class concerned will be made.

The preparatory signal for a new start for the recalled fleet shall be displayed one minute after the “First Substitute” flag is lowered fully (one sound signal).

Starts for any succeeding fleets shall follow the new start at three minute intervals.

During the Race.

Observe the racecourse and advise rescue support of any competitors requiring assistance.

If the Committee boat is required to support the safety boats, then stay on the water.

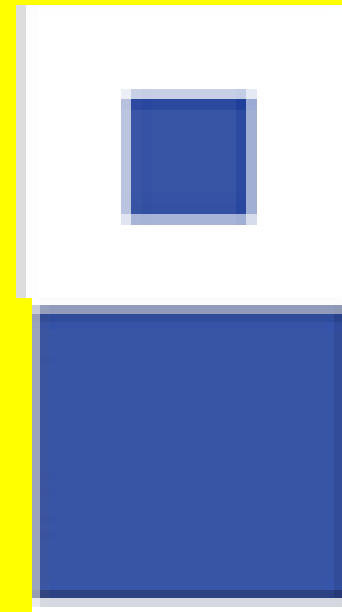
Aim for races of approximately 45 minutes duration for the lead boat in each fleet.

Use your discretion, having regard to sailing conditions and number of boats racing

When the start line is used for each lap and/or the finish line this must be indicated in the course using the Y/Z identifiers.

Shortening Course

If the course is shortened for all fleets, International Code flag 'S' shall be raised along with a blue flag, accompanied by two sound signals as the boat in that fleet rounds the mark prior to the finish.



If the course is shortened for a specific fleet, the fleet (warning signal) flag for the fleet to sail the shortened course shall be raised at the same time as the shortened course flag.

When the course has been shortened for a fleet, all boats in that fleet shall finish when they next pass through the finish line irrespective of the number of laps they have sailed.

Races can be shortened at any point in the race so long as both a time and the number of laps sailed are recorded on the race results sheets.

This means that some boats may sail more laps than others, but we are aiming to provide races of a similar duration (not distance) for all boats.

Time limits

The Race Officer may terminate a race, for any fleet, at any time after 30 minutes have elapsed from the finishing time of the first boat in that fleet. All boats in that fleet still racing shall be scored as RTD (retired). Discretion is required for handicap sailing with boats of varying speed.

The Finish.

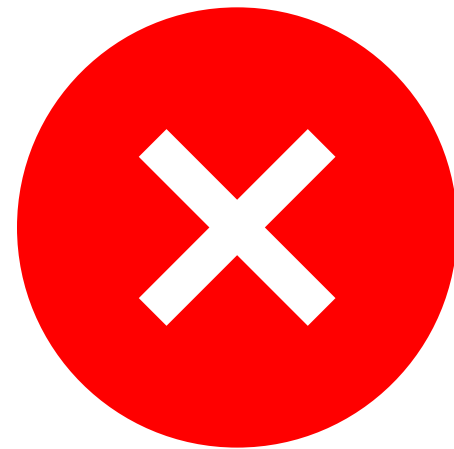
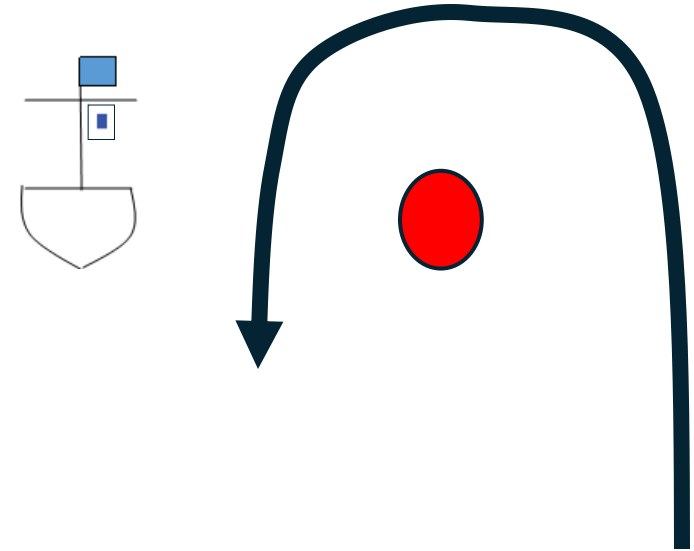
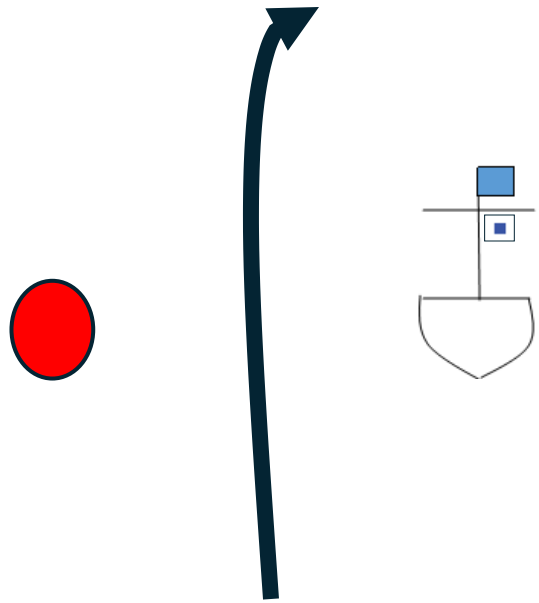
The finish line shall be either:

- 1) Between the mast of the Committee boat displaying a blue flag and the outer limit mark flying an orange flag.

2) Between the mast of the Committee boat displaying a blue flag and the mark next to which it is stationed.

The finishing boat shall be positioned so that the line is at 90 Deg to the last leg and so that finishers leave the mark as specified in the course.

Finishing mark designated as Port rounding



3) Between the black pole on the lake shore and mark '0'.
A blue flag shall be displayed on the Club flagpole.

When the leading boat is approaching the finish line on their last lap, be prepared to record the results (sail number, number of laps and elapsed time from (the start of their race)).

Each boat should be given a sound signal as they cross the finish line and their finishing time recorded..

After the Race

Recording the Results.

Record the race results on the results sheets (extra copies of blank result sheets are available from the Committee room).

Please ensure that the following information is recorded:

Date

Race title or number

Class & Sail number

Helm & Crew

Elapsed time

Number of laps

If the Helm or Crew's names are not known to you, please take the time to ask them. This makes life so much easier for the Sailing Secretary when preparing results and awarding prizes.

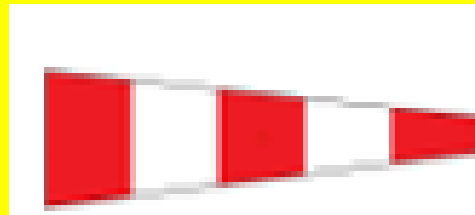
Give the completed race results sheet to the Sailing Secretary or leave them on the computer desk in the Committee room with a note.

Deal with any queries that may arise and arrange protest committees as required (see section 4 below).

If you are in doubt, please contact the Sailing Secretary or a Council member.

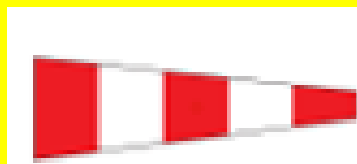
Postponing a Race.

If conditions suggest that the race needs to be postponed, then raise the AP flag accompanied by two sound signals. This can be done either on the Club flagpole or, if you intend the postponement to be brief, on the mast of the Committee boat (this will allow you to take to the water if you think the conditions allow and remove the signal whilst afloat).



If you wish to postpone the race until the following day, then raise the AP flag accompanied by International Code flag 'A' accompanied by two sound signals.

Keeping the sailors informed of your plans is always a good idea when postponing a race.



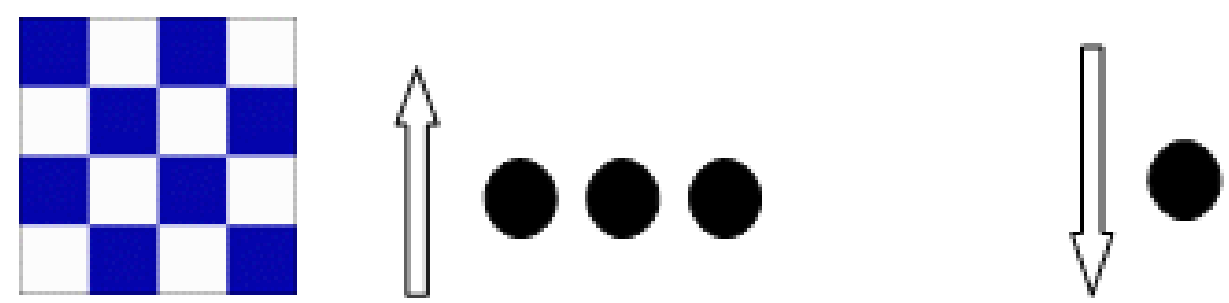


Abandoning a Race.

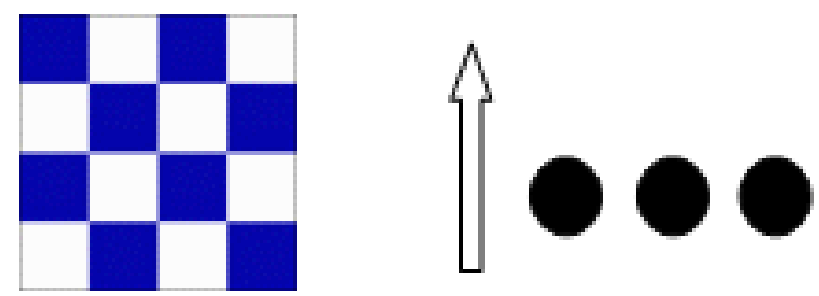
If conditions suggest that a race should be abandoned (prior to or during a race) then raise International Code flag 'N' either on the club flagpole or on the mast of the Committee boat, accompanied by three sound signals.

Keeping the sailors informed of your plans is always a good idea when abandoning a race.

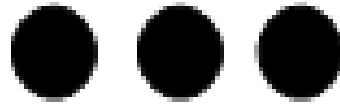
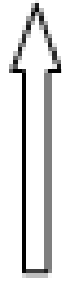
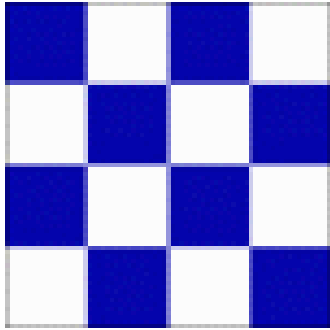
ABANDONMENT SIGNALS



International Code Flag N. All races that have started are abandoned. Return to the starting area. The warning signal must be made 1 minute after removal unless at the time the race is abandoned again or postponed.



N over H. All races area abandoned. Further signals ashore.



N over A. All races are abandoned. No more racing today.

RACE SIGNALS

The meanings of visual and sound signals are stated below. An arrow pointing up or down ($\uparrow \downarrow$) means that a visual signal is displayed or removed. A dot ($\bullet$) means a sound; five short dashes ($- - - - -$) mean repetitive sounds; a long dash ($-$) means a long sound. When a visual signal is displayed over a class flag, fleet flag, event flag or race area flag, the signal applies only to that class, fleet, event or race area.

Postponement Signals



AP Races not started are *postponed*. The warning signal will be made 1 minute after removal unless at that time the race is *postponed* again or *abandoned*.



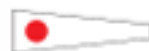
AP over H Races not started are *postponed*. Further signals ashore.



AP over A Races not started are *postponed*. No more racing today.

AP over a Numeral Pennant 1-9

Postponement of 1-9 hours from the scheduled starting time.



Pennant 1 $\uparrow \bullet \bullet \downarrow \bullet$



Pennant 2 $\uparrow \bullet \bullet \downarrow \bullet$



Pennant 3 $\uparrow \bullet \bullet \downarrow \bullet$



Pennant 4 $\uparrow \bullet \bullet \downarrow \bullet$



Pennant 5 $\uparrow \bullet \bullet \downarrow \bullet$



Pennant 6 $\uparrow \bullet \bullet \downarrow \bullet$



Pennant 7 $\uparrow \bullet \bullet \downarrow \bullet$



Pennant 8 $\uparrow \bullet \bullet \downarrow \bullet$



Pennant 9 $\uparrow \bullet \bullet \downarrow \bullet$

Abandonment Signals



N All races in progress are *abandoned*. Return to the starting area. The warning signal will be made 1 minute after removal unless at that time the race is *abandoned* again or *postponed*.



N over H All races in progress are *abandoned*. Further signals ashore.



N over A All races in progress are *abandoned*. No more racing today.

Safety



V Monitor communication channel for safety instructions (see rule 37).

Preparatory Signals



↑ • ↓ —

P Preparatory signal.



↑ • ↓ —

I Rule 30.1 is in effect.



↑ • ↓ —

Z Rule 30.2 is in effect.



↑ • ↓ —

U Rule 30.3 is in effect.



↑ • ↓ —

Black flag. Rule 30.4 is in effect.

Recall Signals



↑ •

X Individual recall.



↑ • • ↓ •

First Substitute General recall. The warning signal will be made 1 minute after removal.

Shortened Course



↑ • •

S The course has been shortened. Rule 32.2 is in effect.

Changing the Next Leg



C The position of the next *mark* has been changed:



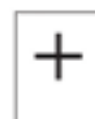
to starboard;



to port;



to decrease the length of the leg;



to increase the length of the leg.

Other Signals



↑ •

L Ashore: A notice to competitors has been posted. Afloat: Come within hail or follow this vessel.



— — — —

M The object displaying this signal replaces a missing *mark*.



↑ •

Y Wear a personal flotation device (see rule 40).



(no sound)

Orange flag. The staff displaying this flag is one end of the starting line.

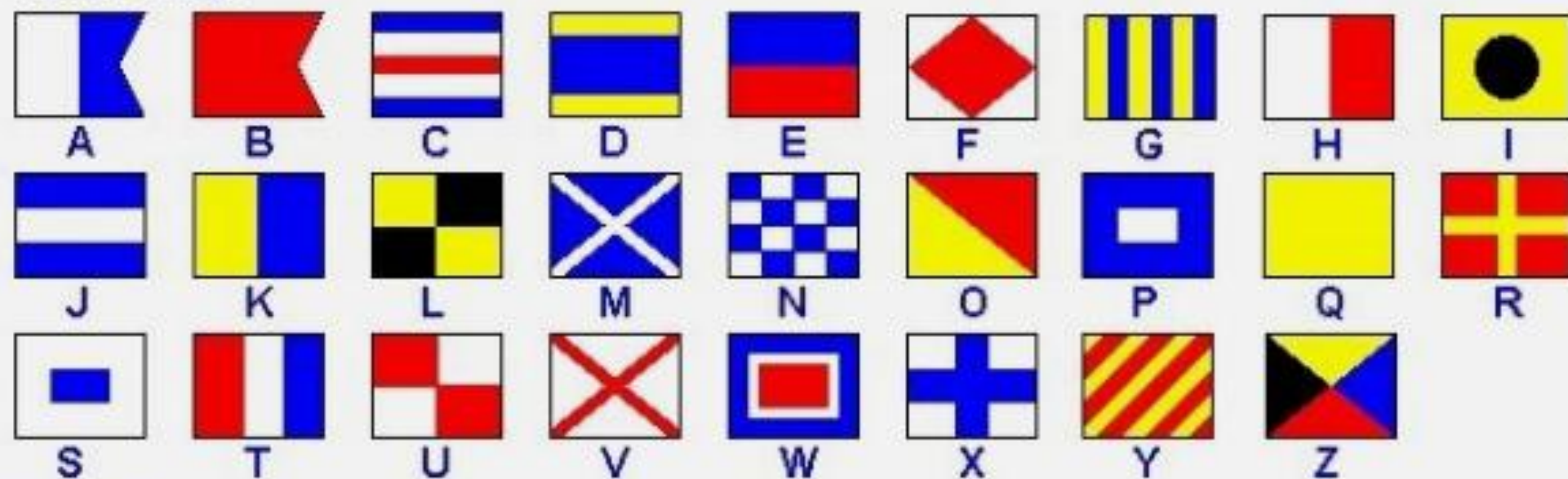


(no sound)

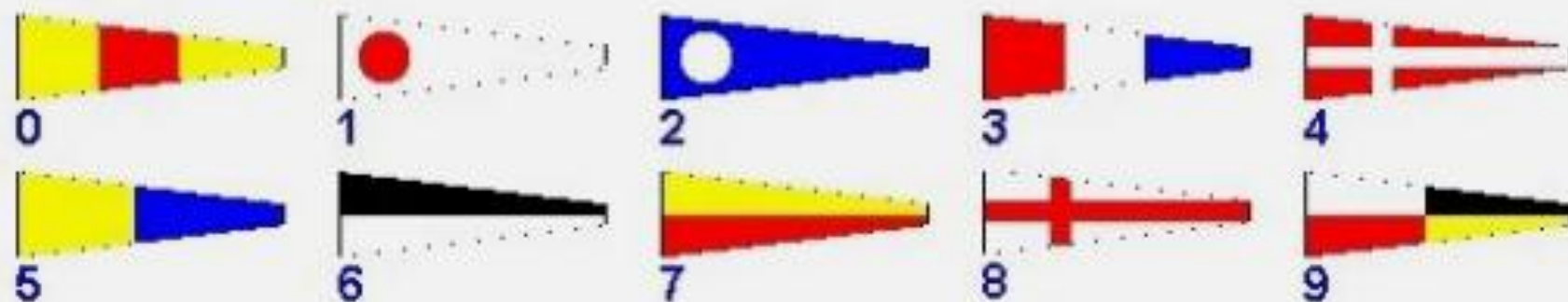
Blue flag. The staff displaying this flag is one end of the finishing line.

Marine Signal Flags

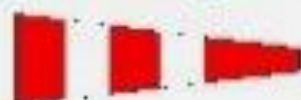
Alphabet Flags



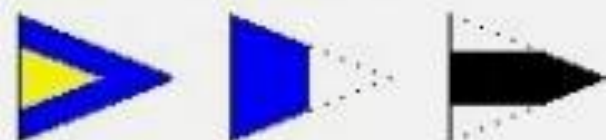
Numeric Pennants



Answering Pennant



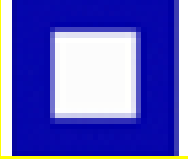
Substitute Pennants



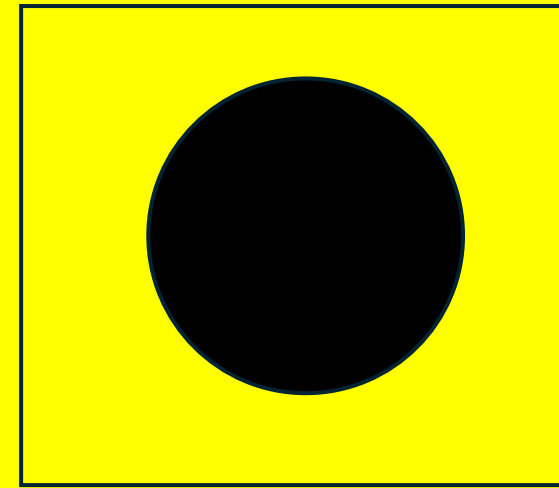
Starting Options

You may be faced with a situation where the line discipline is poor, and you are struggling to get a start.

You have several options available under Rule 30.

In the event that you choose to use one of these options, International Code Flag “P”  will be replaced by the appropriate flag.

- 1) 30.1 “I” Flag One minute rule, round the end to if over the line within minute.
- 2) 30.2 “Z” Flag One minute 20% Penalty.
- 3) 30.3 “U” Flag One minute disqualification, can restart if there is a restart or resail.
- 4) 30.4 “Black” Flag One minute disqualification, final.



30.1 “I” Flag One minute Round the Ends .

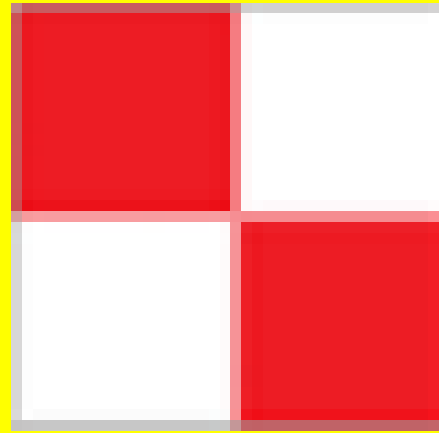
If a boat enters the triangle formed by the start line and the windward mark one minute prior to the start, it shall return to the none course side by going around either end of the line. ,

30.2 “Z” Flag One minute 20% Penalty



If a boat enters the triangle formed by the start line and the windward mark one minute prior to the start, it shall receive a 20% scoring penalty. That penalty remains irrespective of number of restarts for that race, other than postponements or abandonment.

30.3 “U” Flag One minute disqualification.



If a boat enters the triangle formed by the start line and the windward mark one minute prior to the start, it shall be disqualified, but the disqualification is lifted if the race is restarted or resailed

30.3 “Black” Flag One minute disqualification.

If a boat enters the triangle formed by the start line and the windward mark one minute prior to the start, it shall be disqualified and cannot take part in subsequent restarts or resails.

The Race Officer will identify as many premature starters as possible and should record their numbers, to be displayed on a board. Any boats having been identified as a premature, but continues to race, shall not be able to count that result as a discard.

Round the Lake Races

Traditionally, Sunday afternoon pennant and Sandra's Salver races have been sailed "round the lake". Please make sure that if you send the fleets around the lake you are willing to wait for them to come back i.e. don't send them to the end of the lake if there's no wind just for tradition's sake.

30 STARTING PENALTIES**30.1 I Flag Rule**

If flag I has been displayed, and any part of a boat's hull is on the course side of the starting line or one of its extensions during the last minute before her starting signal, she shall sail across an extension so that her hull is completely on the pre-start side before she *starts*.

30.2 Z Flag Rule

If flag Z has been displayed, no part of a boat's hull shall be in the triangle formed by the ends of the starting line and the first *mark* during the last minute before her starting signal. If a boat breaks this rule and is identified, she shall receive, without a hearing, a 20% Scoring Penalty calculated as stated in rule 44.3(c). She shall be penalized even if the race is restarted or resailed, but not if it is *postponed* or *abandoned* before the starting signal. If she is similarly identified during a subsequent attempt to start the same race, she shall receive an additional 20% Scoring Penalty.

30.3 U Flag Rule

If flag U has been displayed, no part of a boat's hull shall be in the triangle formed by the ends of the starting line and the first *mark* during the last minute before her starting signal. If a boat breaks this rule and is identified, she shall be disqualified without a hearing, but not if the race is restarted or resailed.

30.4 Black Flag Rule

If a black flag has been displayed, no part of a boat's hull shall be in the triangle formed by the ends of the starting line and the first *mark* during the last minute before her starting signal. If a boat breaks this rule and is identified, she shall be disqualified without a hearing, even if the race is restarted or resailed, but not if it is *postponed* or *abandoned* before the starting signal. If a general recall is signalled or the race is *abandoned* after the starting signal, the race committee shall display her sail number before the next warning signal for that race, and if the race is restarted or resailed she shall not sail in it. If she does so, her disqualification shall not be excluded in calculating her series score.

REMEMBER

**THE SAFETY OF EVERYONE ON THE WATER IS
THE PRIME CONSIDERATION**