

Race Officer Checklist –Handicap Racing 2014

Sunday start sequence 5, 4, 1, Go.

Thursday start Sequence 3, 2, 1, Go /3, 2, 1, Go

Ashore












Collect the Race Officers Pack from the Results tray at the foot of the office stairs
Put out two copies of the signing-on sheets and a pen after filling in the details at the top

Needed on the Committee Boat

Race Officers Pack with Pens (check they work before you got on the water) and Results Sheets
Flags, Course Tiles - Letters + Numbers, Burgee – these are all kept on the Committee Boat
Fuel, Battery, Sound Signal, Outer Limit Mark – these will all be checked by the Coxswains

Set up the flags

(Set them all up and they should provide what you need for the day's racing)

On Station - on the mast Orange	
Handicap Flags Flags "R" and "J"	 
Preparatory Flag "P", "T", "Black Flag"	  
Individual Recall - for identifiable boats OCS - 'over the line' Flag "X"	
General Recall - for larger group OCS - 'over the line' Flag "1st Sub"	
Postpone Flag "AP"	
Shorten Course Flag "S"	
Ready to Finish – on the mast Blue Flag	

Who's doing what?

- Timing and Sound Signals - see the instructions about the Automatic Timer
- Flags – see the separate sheets for sequenced Flag and Sound Signals
- Recording sail numbers
- Checking Start Line and sail numbers of any 'over the line'

Course Setting

- Talk to the Coxswains and agree a suitable position for the Committee Boat.
- The Start Line should be located approximately 1/3rd of the way up the first beat and at right-angles to the wind.
- Agree with the Coxswains the position of the OUTER LIMIT MARK ("the pin end") at the port end of the start.
- **Review the line position using burgee.** Ask the Coxswains to reposition the Outer Limit Mark, if necessary.
- If the line is too starboard-biased, the fleet will bunch at Committee Boat end.

- If the line is too port-biased it is difficult for the fleet to cross the start line on starboard and there will likely be a pile up at the pin end.
- Aim to make the Windward Mark rounding to PORT - this avoids jams at the first rounding and makes for a fairer race. The Coxswains will move marks if needed.
- Include *Line* in the course so you can time the handicap fleet as they cross the line at the finish.
- Set the number of laps for a minimum race time of 45 minutes for the fastest boats.

Time recording

- Record the class, and sail number of each boat. Ideally this should be done before the start.
- Record the time of each boat on EVERY LAP. Whilst this may appear unnecessary the data is of considerable assistance to the scoring team when dealing with queries.
- Do not make any adjustment to the clock times for multiple fleet starts as the scoring programme will do this automatically. If there is a general recall of the second fleet **DO NOT TURN THE CLOCK OFF**. Use the horn button to signal the recall and then restart the sequence in using the orange horn button manually to make the necessary sound signals at the appropriate times. Make a note of the elapsed time showing when the second fleet starts successfully, as this will enable automatic adjustment for the delayed start.

Finishing

- Don't finish the later-starting fleets too early - everyone should race for at least 45 minutes. Hoist Blue Flag F (ready to finish).
- If shortening the course, raise S and sound the hooter (two hoots) as the leading dinghy rounds the leeward mark
- Record finishing times and number of laps for all Handicap competitors.

Races on 4 Race Sundays

11.00 Race 1 - 45 minute Pursuit Race

12.00 Race 2 - Handicap Race starting back to back with race 1 all boats start together.

14.00 Race 3 - 45 Minute Pursuit Race

15.00 Race 4 - Handicap Race starting back to back with race 3 all boats start together.

N.B. Race 4 should be a Windward / Leeward or Trapezoid course if conditions permit

Races on 3 Race Sundays

12.00 Race 1 - Handicap Race all boats start together.

14.00 Race 2 - 45 Minute Pursuit Race

15.00 Race 3 - Handicap Race starting back to back with race 3 all boats start together.

N.B. Race 3 should include buoy "H" (Holcot) as a mark of the course if conditions permit.

Races on Thursdays

19.00 Gold Fleet Start

19.03 Silver Fleet start. – A list of sailors deemed eligible by the sailing committee to take part in the Silver fleet start will be posted on the notice board.

When Racing is over

Don't forget to fill in your claim for OOD points on that the foot of each result sheet.

Collect up the signing on sheets and return to the Results tray at the foot of the office stairs.

Make a note of any equipment issues e.g. "horn not working", "flag missing", and include in the pack.