

# Papercourt SC

## Guidance Notes for Race Officers

### Responsibility

If you are unable to attend on your designated duty day it is your responsibility to find a replacement officer or to change your duty with another member either via phone or Sailing Club Manager (SCM). If you do change via phone ensure changes are recorded on SCM. The duty rota officer, Jill Hamment, needs to be informed of any change (email [duties@papercourt-sc.org.uk](mailto:duties@papercourt-sc.org.uk)). Please note that it is not the duty rota officer's responsibility to find a replacement – *it is yours*.

You are responsible, on behalf of the committee, for the safe conduct of all activity on the water. It is your decision whether sailing takes place in severe weather conditions. If in any doubt, seek guidance from a member of the committee, or other experienced club member. You should not cancel a race if only 1 or 2 members turn up wishing to race as they may be sailing in a series and need the qualifying races. (You can run a very short race just to get a result)

Please do not underestimate the demands of this duty day. Your ability, care, and consideration determine the enjoyment of everyone taking part in the day's events. Your overriding consideration should be to provide the best possible course and adequate starting line as well as ensuring everything is conducted in a safe manner.

### DUTIES CHECKLIST

Below is the duties check list, however please read the fuller instructions as they do change from time to time.

Activity	Check
<b>2 to 4 weeks before your duty,</b>	
Email or phone your team to check they are available and have confirmed on SCM their acceptance if not already done. If any are unavailable remind them that they need to find an exchange, update SCM and inform you of their replacement. Also check they know what they will be doing and point them to the guidance notes on the website if they are unsure	
Study the race programme to establish race schedule and any series	
Print your own copy of the PRO notes from the PSC\Duties Website, please read them before the day as they do have a tendency to change quite often for various reasons, and take them with you	
Please also have a pre-read of the result inputting instructions – <b>if you follow them implicitly (line by line) they will work and everyone will be happy!</b>	
<b>On the day</b>	
On arrival sign OOD log sheet	
Turn on the computer to allow it to update itself – it will save you time later.	
Check all your team are present – brief them as to what is happening and your expectations for the day – see below	
Equip Committee Boat with Race Officer Kit. SBOs will prepare boat	
Check wind direction on lake	
Brief SBOs as to their patrol area and buoy setting.	
Ensure SBOs and OOD have radios and know how to use them	
Check SBOs have purchased fuel	
Set course, complete course board and brief competitors if necessary	
Set start line and run races according to the type. Keep accurate records.	
<b>At conclusion of races</b>	
Enter results on the computer, as per detailed instructions in computer cupboard and on website.	
Print a copy of the results and display on the results board. Place the sign off sheets and race recording sheets, in an envelope in the pigeonhole marked up for Jane Hayden.	
Consider relieving the OOD if you are taking some time to enter the results	
If leaving before OOD confirm they have locking up instructions	

## Prior to the day of duty

As you are probably the most experienced person on duty on your designated day it is your duty to telephone your team of ARO, SBOs and OOD to confirm their availability about 2 to 4 weeks prior to the event. This will enable you to confirm you have a full crew for the day and if anyone cannot make it that they have steps in hand to find their replacement and will be notifying you and Jill Hamment (Duties) of their replacement. Also check they know what they will be doing and point them to the guidance notes on the website if they are unsure.

Study your published race programme sheet and note the starting times and types of race for which you will be responsible.

Please read the Sailing Instructions. A copy is displayed in the club notice cabinet (just outside the clubhouse doors, lake side) and there should be a copy in the flag box.

Obtain all possible personal equipment that you will need - In particular you will require an accurate stopwatch, writing implements, suitable clothing, food and drink and radio from clubhouse with which to communicate with SBOs and OOD. The OOD will provide a flask of hot drink.

## Prior to the first race

To give yourself essential pre-race preparation time, you should arrive at the club at least an hour and a half before the first race.

On arrival at the club write your name on the OOD's log sheet. (If it does not appear it will be assumed that you did not attend for your duty and you will be chased up later.)

Equip the committee boat with the flag box, recording sheets, scrap paper and your personal gear – stopwatch and burgee. Most of the club items will be found in the clubhouse main entrance passage.

**Liaise with the OOD** asking them to:-

- Keep you advised of any shore based problems that might justify the postponement of the race or affect its duration.

**Liaise with the SBOs** asking them for their co-operation in:

- Providing a rescue boat for your use early on to check the wind direction and strength at both ends of the lake.
- Positioning the buoys before the start of each race.
- Communication with competitors.
- Setting and monitoring of the start line.
- In light winds, assisting boats to the start line - before the preparatory signal only - This is a courtesy where sailors are having difficulty in progressing.
- **Ensure each of the SBOs have a radio for smooth running and safety reasons.**
- Allocate them an initial patrol area during the racing so that all of the lake is monitored. Advise them to more up during racing to keep out of the way of the racing and to keep an effective lookout of their area. (They have much wider observation when stationary than when driving.)
- Consider rebalancing the SBO crews to ensure that you have similar "strength" in each boat.

Work out the course that you intend to use. If you have any difficulty it may be worthwhile seeking the views of some more experienced members. You do not have to accept their opinions, but their views may be helpful. Remember that it is normally not possible to set a course from the clubhouse - you should take a trip in a safety boat to see what the wind conditions are like at the far end of the lake. Take note of fishermen's swims in order to avoid sailing over them where possible. Normally the less buoys used leads to better racing – if all six are used it can lead to a "procession" after the first beat. If racing is not possible for the first race due to lack of, or excessive wind, or ice postpone the first and review again at 1 p.m. if racing has not been possible in the meantime. If still not possible to race and unlikely to change then the day's racing may be cancelled and your Team stood down apart from the OOD, who will continue to keep the clubhouse open for non sailing members who may turn up for lunch and drinks etc., looking after refreshments and locking up once all have left. However, should racing be cancelled due to light airs but some members wish to cruise, you should ensure that adequate safety cover continues to be provided by either yourself or the rostered SBOs if appropriate.

Display the course to be sailed on the course board at least 20 minutes before the start. Buoy positions are approximate, but order and direction of rounding must be accurate. If the line or Outer Distance Mark (ODOM) is to be part of the course, make sure this is displayed correctly and clearly.

Position the committee boat at the starboard end of the line in plenty of time – suggest at least ten minutes before the start time, moored by bow and stern so that the stern faces the rear of the start line to allow helms to see the Pursuit number boards. Usually it is easier to anchor the committee boat in its approximate position and then adjust the white right hand side ODM. Note that the line must not be changed after the 5-minute preparatory signal – unless you postpone and restart.

An orange flag should be flown from the tall mast of the committee boat at all times when crewed and on station. Get the flags and handicap numbers (if a Pursuit race) required for the start sequence ready well in advance.

## Course setting

On Saturdays in the summer there is a race for novice racers, starting at 13.00 hours, with a briefing at 12.30 when you can give information regarding the start sequence etc.. It is intended to keep this simple, with a short course and plenty of latitude re the rules as they are learning. It is suggested to show the two courses for the novice race and the following pursuit and GH in differing colours on the course board. At 13.45 there is a pursuit race followed shortly after by the GH (Back to back) (not before 14.45) On Sundays there is a Pursuit and GH race (Back to Back) in the morning starting at 10.45 (GH not before 11.45) and the same format in the afternoon starting at 13.30 – GH not before 14.30. Try and keep gaps between races as short as possible and if the first beat needs resetting consider resetting the top mark rather than the line. In winter it is a P+GH in the morning and 2 shortish GHs in the afternoon

Course setting always depends on the direction and strength of the wind. These factors determine:

- area of water available
- position of start line
- length of race
- position of all buoys
- If conditions are light consider setting a shorter course so that it does not take too long to finish competitors before the next race especially when running races back to back.

When setting a course consideration must be given to where people are fishing. A buoy should not be set directly out from a fishing position unless adequate distance is left of about 15 metres plus an extra distance for where you think the nearest boat to the shore will be when rounding the mark.

A good start consists of:

- a start line sufficiently long enough and with enough bias to encourage all boats to use all the line
- accurate time signals and ensuring Classes not about to start, keep clear of the line
- decisive action by the Race Officer

A good race consists of:

- first leg to windward with 1st mark left to port if possible
- other legs designed to test all points of sailing
- it is generally better to use fewer marks because if more are used the race can turn into a procession, thus potentially denying competitors overtaking opportunities.
- easily identifiable course
- finish leg to windward. No hooked finish (final downwind mark too close to finish)
- as we do average lap racing the start line must be the finish line

You do not have to have a windward start but unless the wind changes after setting the course it is wiser to have a beat to the first mark.

Please try and keep the time between the back-to-back races as short as possible and if you feel mark changes are necessary pre plan so that Safety boats can make the changes as soon as the first race has ended. It is much easier/quicker to change the marks around the lake than reset the committee boat and start line

## Cruising

Cruising is permitted on the whole of the lake on Saturday afternoons and all day Sunday. Cruisers are asked to keep out of the race area or stay south of the white posts near to the silver birch tree on the East bank if they wish to ensure they are clear of the racecourse.

## During the race

Keep an accurate record of all boats as they pass you. (Note that you do not have to have the start line as part of the course but it does help recording.)

Watch out for course problems/wind shadows that may occur and ask the competitors when they are ashore for any comments. Adjustments may be made by a change of course/movement of marks for the next race.

Rule infringements must be noted and if neither boat undertakes a one or two penalty, then the PRO may instigate a protest.

## Time limits and finishing periods:

- When the leading boat in a race fails to complete the first leg of the course within thirty minutes, the race may, at your discretion, be abandoned.
- In all races the maximum on-station finishing period for each race shall be thirty minutes after the first boat finishes in that race. Boats not completing their final lap within the allotted time shall be given a finish. You should estimate their finishing time based on prevailing conditions and calculate the results accordingly. A suitable method of such estimation would be for the committee boat or a safety boat at the end of the finishing period to drive the course in reverse, logging sail numbers and then estimating the finishing time from the relative position of the boat.

If there are few sailors on the water and conditions are benign (i.e. light winds therefore little risk of capsizes) you may either stand down or dismiss one of your safety crews but bear in mind that the remaining crew will have to work that much harder to clear everything away.

## After the final race

Work out race results (see instructions below) and make them available to competitors as soon as possible.

Signing-off is no longer necessary.

Please leave the completed race declaration sheets and the lap sheet for the Results Officer, Jane Hayden in the pigeonhole at the front of the club. If there are problems with the results, then a short note should be written explaining the problem. If any or all of the races are cancelled, please post a note to this effect to the Results Officer. The Sailwave scoring system works on the sail numbers of the helm's boats.

## General Training

In order to provide the club with more Principal Race Officers please try to use your duty as a training day for your ARO. If you think they are of sufficient standard to be 'upgraded' please contact the Sailing Secretary.

The following pages explain the types of race you will be required to organise. These are:

- Pursuit Race (P)
- General Handicap (GH) Including the Saturday novice races in the summer.

Included for each type of race is:

- a brief description of the race
- the starting sequences of times, flags and sound signals
- the duration of the race
- the finishing procedure
- the method of results calculation.

## Taking Timings

The timing method is to record the actual elapsed race time of a boat from the start of the race i.e. the "go" gun. In the pursuit race it is the start time of the first fleet - Toppers.

## Novice Races

Novice races take place at 1.00pm. On a Saturday during the summer prior to the Saturday Pursuit Race with a briefing at 12.30 where you may wish to run through some of the basics of racing for the novices. As these races are intended for novices please set a comparatively short and simple course. It is intended they will last for about 20 minutes, with the pursuit race starting once the novices have finished. At the end of the briefing encourage novices to be on the start line in time.

## Pursuit races

### The start

The starting sequence for a Pursuit race is as follows below.

5 minutes before the first start (Warning Signal)	<ul style="list-style-type: none"><li>• hoist code flag 'A'</li><li>• make one sound signal</li><li>• display "0" on the number display rack</li></ul>
4 minutes before the first start. (Preparatory Signal)	<ul style="list-style-type: none"><li>• hoist code flag 'P' (Blue Peter)</li><li>• make one sound signal</li></ul>
1 minute before the first start	<ul style="list-style-type: none"><li>• lower code flag 'P' (Blue Peter)</li><li>• make one sound signal</li></ul>
At the first and subsequent starts	<ul style="list-style-type: none"><li>• dip the code flag 'A' for 10 seconds</li><li>• make one sound signal</li><li>• alter the number in the rack to the next minute. (after the "go" gun change from "0" to "1" and so on up, each minute until start 18)</li></ul>
At the final start	<ul style="list-style-type: none"><li>• drop the "A" Flags</li><li>• make one sound signal</li><li>• remove number display</li></ul>

### Pursuit Recalls

General recalls are difficult to manage during a Pursuit Race start. Individual recalls are still valid for a large number of infringements. Immediately display flag 'X' **AND** one sound signal. Do not worry about hailing sail numbers, just record all the sail numbers that are either OCS (On Course Side) or correctly starting. Then record each boat that correctly restarts, from this you will be able to work out which boats will need to be recorded as OCS and disqualified. If you have time you can hail OCS boats but this is only a courtesy.

It is the responsibility of individual boats to decide whether they should return after the Individual Recall (X) flag has been displayed

If you still have time remind returning boats that they are keep clear of the boats about to start.

Pursuit Start Times from 31/3/19. Based on a race **time of 50 minutes** from the first start. Diff is the nominal difference at the end of the race required to be exactly drawn,

Class	PYN	Time / Start	Diff in seconds	
<b>Topper</b>	1363	0	0	
Gull	1343	1	-16	
Laser Pico	1330		13	
		2		
		3		
Signet	1265	4	-24	
Signet (S/H)	1245		20	
<b>Feva</b>	1240	5	-29	
Feva (S/H)	1231		-9	
<b>Laser 4.7</b>	1207	6	-17	
Comet	1207		-17	
<b>Hartley 12</b>	1210		-23	
Miracle	1194		12	
Wanderer + Byte Trad	1190		21	
Firefly	1165		7	16
<b>Solo</b>	1143	8	4	
<b>Laser Radial</b>	1142	9	-54	
Byte C II	1138		-45	
RS Vision	1137		-43	
Aero 5	1136		-40	
<b>GP14</b>	1130		-27	
<b>Graduate</b>	1129		-25	
Grad S/H	1119		-3	
Enterprise	1119		-3	
Enterprise S/H	1109		19	
Wayfarer	1102		10	-26
<b>Laser</b>	1099			-19
Laser 2000	1090	1		
Lark	1073	11		-22
K1	1070		-15	
<b>Aero 7</b>	1065		-4	
National 12	1064		-2	
Sport 16	1050		29	
<b>RS200</b>	1046		12	-22
Albacore	1038	-5		
Access 2.2	1810	13	-1764	
<b>Optimist</b>	1655		-1423	
Access 303	1610		-1324	
Access 303 S/H	1580		-1258	
<b>Papercourt Scow</b>	1560		-1214	
Access Liberty	1550		-1192	
<b>Topper 4.2</b>	1416		-897	
<b>Mirror</b>	1390		-839	
Mirror (S/H)	1380		-817	

## Recording

The Recorder writes down the number and approximate time of each boat in the order in which it completes each lap. It is possible for some boats to have completed one lap before other boats have started. For this reason one person should concentrate on recording to the exclusion of all other duties. Using this method, the Recorder can always tell which is the leading boat on the water. Check for any anomalies in lap time as this may indicate that you have missed recording a boat completing a lap. Alternatively it could mean that the boat has capsized.

## The finish

At the expiry of the normal race period of **50 minutes** hoist flag 'S' and make two sound signals. If it becomes necessary to finish earlier the handicap system still will work out the correct results. *(You may wish to do this if a slow boat is about to go through the line and would end up with another long lap or the lead boat will go through a short time before the 50 minutes and to finish them will avoid them having to do another lap. Do not shorten below 40 minutes unless conditions are extreme)* Thereafter each boat that reaches the finishing line is deemed to have completed the race and you must keep an accurate record of the exact finishing time of each boat from the time of the first start – start 0. Making a sound signal as a boat finishes is merely an expression of courtesy and is not required by any rule of racing. It is much more important to record the exact order of finishing together with the exact times than to worry about missing out a sound signal or two.

## Handicap races

The General Handicap (GH) race works in the opposite way to the Pursuit race, i.e. boats start at the same time and the results calculation determines the final result. We no longer run separate Fast and Slow Handicap races but the prizes for these classes are worked out from the results.

## Race duration

Handicap races will be limited to the number of laps specified by the PRO on the course board prior to the start. The Race Officer, depending on conditions, may shorten the actual race duration and it is suggested that generally the GH races should last for about 30 to 40 minutes. GH races should not start before 14.45hrs on Saturday, 11.45hrs Sunday AM and 14.30 Sunday PM

If the race is shortened, boats will finish at the end of the lap then being sailed, at the finishing line indicated on the course board. The Race Officer will record the time at which each boat finishes.

## The start

### GH Races (General Handicap)

<b>5 minutes before the first start</b> <b>(Warning Signal)</b>	hoist code flag 'A' make one sound signal
<b>4 minutes before the first start</b> <b>Preparatory Signal)</b>	hoist code flag 'P' (Blue Peter) make one sound signal
<b>1 minute before the first start</b>	lower code flag 'P' (Blue Peter) make one sound signal
<b>At the start</b>	lower the code flag 'A' make one sound signal

Should any boat be over the line at the prescribed start, indicate with code flag 'X', make one sound signal and if possible hail them calling their sail number.

If you cannot identify all boats that are over the line, make a general recall with two sound signals and raise the 1st substitute flag (General recall flag). Once all boats are back and you are ready, lower the General Recall flag with one sound signal and one minute later make the warning signal (five minute signal) and follow with the rest of the sequence.

## The finish

At the finish of the GH races, raise flag 'S' and make two sound signals. Use your judgement on when to finish depending on wind, enjoyment and temperature – look out for slow boats and failing wind. The race should last around 30-40 minutes for the first finisher (perhaps 25 to 35 minutes for the first finisher in the last race of the day. It can be finished at any time – shorter or longer. If possible try and shorten before the lead boat begins the last leg.

As each boat finishes, record the precise time. Sound signals to acknowledge a boat finishing are optional and not required by the rules.

## Calculating Results

Results are recorded on the club's PC using SailWave software.

Please read and follow the detailed instructions found here, SailWave is a comprehensive piece of software -> <https://drive.google.com/open?id=1qCY2mfYSGle8cxTrC9m1TkIjievUGosjA23u7z8zqyk>. Copies of the instructions are also in the computer cupboard.

The process in summary is

- Turn on the computer & printer – preferably when you arrive so it can update.
- Start up SailWave for correct series or event
- Enter results for each competitor
- Print one copy of the results for the notice board.
- Publish the days results to the website
- Save the results
- Close the computer & turn off the printer
- Any problems or issues then contact the Results Officer at [results@papercourt-sc.org.uk](mailto:results@papercourt-sc.org.uk)

## And Finally

The success of the day's sailing depends on all the members on duty and therefore it is imperative that you do your utmost to ensure the day runs smoothly and safely. The Committee wish you success and will assist in any way possible. Thank you for doing your duty. If you have any comments for improvements please contact the Sailing Secretary, Frank Brown. [frankbrown1@ntlworld.com](mailto:frankbrown1@ntlworld.com)

# Papercourt Sailing Club

## On Water Emergency Plan

This policy is designed to give guidance to those dealing with medical and physical emergencies that may take place on water away from the land.

All persons on the water or working on the jetties at Papercourt are required, by the Club Bylaws, to wear suitable personal buoyancy aids.

Should a person be taken ill or suffer physical injury whilst on the water and become unconscious, then persons attending to them should initially ensure that they are given additional buoyancy to ensure their airway is kept out of the water and they can breathe. If not already in attendance one of the safety boats on duty should be summoned to attend. Consideration should be given to bringing the person into the safety boat or landing them at the most convenient part of the bank so that they can be given first aid. **The primary objective is to deal promptly with any casualties.** Boats and dinghies can be recovered at a later time. Where practicable move any casualties to the Clubhouse for further first aid, other medical treatment or to await the arrival of an ambulance. If there is any doubt as to the extent of injury or illness call an ambulance immediately and let the professionals decide.

All safety boats should carry a means of two way communication so that they are in contact with the OOD and Race Officer whereby they can summons further help and alert the OOD. All safety boats are equipped with an "Emergency Pot" which contains a "Space Blanket" and other items for initial first aid.

A list of trained first aiders is kept by the first aid box situated in the galley

Where a casualty requires the attendance of an ambulance or to go to hospital then the OOD or any other person at the clubhouse can call an ambulance from the telephone in the front entrance hall or via mobile phone. If a casualty is removed to hospital then the OOD or Flag Officer will contact a relative or friend to inform them if they are not present.

Blankets are stored in the front entrance hall for helping to dealing with potential hypothermia cases. Also consider warm showers.

All injuries are to be reported in the accident book and in more serious cases a Flag Officer is to be informed in accordance with the Club's Health and Safety Policy.