

## **Queen Mary Sailing Club Race Officer Check List**

### **Sunday Club Racing**

**(Read in conjunction with QM Club RO presentation and current NOR and SIs for course diagrams)**

#### **Before the event:**

Check the dates of your duties on the QM dutyman web site, or on the Race Officer section of the Club website, and confirm

Check that a complete team of two or three people is available for the event

Pick up or view online the current NOR and SI's and review them for any series changes

Ensure you have signed in the office that you have read the Club Racing Risk Assessment.

Look at windguru forecast during the week for initial assessment of the weather conditions

Pack your bag with buoyancy aid, warm clothes, water proofs, stop watch x 2, whistle, mobile, glasses, rule book notebook & pens. In summer include a sun hat, sun screen and water

#### **On the day prior to leaving the jetty:**

Arrive at the latest one hour prior to the first start and announce your arrival with the office

Check that the signing on sheets have been laid out in the wet bar down stairs

Pick up the Club Racing flag box and check that all flags are available and in their correct slots

Ensure that there is a whistle, compass, recorder, radio and three results folders with pens and pencils, plus copy of NORs and SIs

Reconfirm if there are any special changes in SI's, NOR or Sailing Area for that particular day

Check if there are any other events being run and agree the Areas of Racing with the other ROs

Ask the Duty Officer who is supporting club racing and introduce yourself to the safety bosun, discuss the course and agree call signs, usually Club race and Safety one and Safety two. Discuss the position and size of the course taking into consideration any changes forecast. Agree a position of the leeward mark that allows the course to be swung if the wind direction changes. Try to avoid putting any marks and the start line close to the reservoir sides or the dredgers; use the available water to the best advantage.

Ensure that the X and 1<sup>st</sup> Substitute flags are onboard the committee boat attached to their poles

Ensure that the course / rounding boards / start numbers are onboard the committee boat

Check the committee boat horn and check that you have working back-ups

Get kitted up and ensure you have food and drink available

### **The course and the committee boat:**

Leave the jetty and drop anchor behind but to starboard side of the leeward mark

Be close enough to read boat numbers easily but not so close that you will affect the racing

Leave enough anchor line to manoeuvre forward or astern between starts and races

Raise the on-station Orange flag to the masthead; bind on all of the class flags in order

Laser, Blue defaced Number 2 with Numeral 2, Green defaced Number 3

Select which warning flag is appropriate, usually flag P but consider either Z or Black if necessary

The courses are J, (sausage/triangle for Laser & start 2), course L, (windward/leeward for start 3)

The size of the course should allow for one lap rounding time of approx 10 to 12 minutes

The length of each race should be about 40 minutes, so 3 or 4 rounds is ideal, preferably 4

On windy days offer a long beat with broad reaches on a light day a shorter beat with tighter reaches

Fix 3 course boards to the rear of the committee boat left to right: 1<sup>st</sup> 2<sup>nd</sup> & 3<sup>rd</sup> starts e.g. J/4, J/4, L/4. It is usually best to set the same number of rounds for all fleets for the first race as this generally achieves the shortest waiting times between races.

Ensure the beat is good and fair; the wind swings so take a mid point and set the windward mark.

Set a start line long enough for the biggest fleet (1.25 the total length of boats expected), ensure the line has a 5-10 degree bias to port. This will spread the fleet down the line

If the line is biased to starboard there is a major risk of a general recall with all the inherent problems and delays for other competitors in other fleets

Set the finish line at 45 degree angle to the mast on the starboard side of the committee boat

The length of the finish line need only be long enough to take four or five boats so not too long

With the flags ready, courses set, start and finish lines in position you are now ready to start

Check by transits that the marks are not moving and the committee boat is secure on its anchor

### **Ready to go nearly:**

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Check that all those on board know their specific jobs, timing, flags, sound signals and recording

Check that there are at least two stopwatches onboard that are working correctly (preferably three)

Write down a crib sheet of the timing sequence for the flags and set watches ready for a 15 minute sequence (or 16 minutes if the AP postponement flag is in operation,)

Ensure that the recording sheets are ready for use and be prepared to start laser lap round recordings prior to the completion of the start sequence.

### **Everybody happy? Start the sequence:**

Record the time of the start of the race.

Race officer calls the timing sequence with the appropriate flags and sound signals calling the last 15 seconds down before each flag change

Flags should hit the top of the mast or drop with the timed sound signal

At one minute before each start check for boats likely to be OCS on course side

At the Go be ready with either the X flag individual recall or 1<sup>st</sup> Substitute general recall flag

If all boats are clear behind the start line at the Go shout "All Clear" this is helpful to the competitors

If the X flag individual recall is used (with one additional sound signal) take note of the offending boat(s). Continue to fly the X flag until the offending boats have returned to the start or for a period of 4 minutes. If boats do not return to the start make a note that they were OCS on the result sheet

If the 1<sup>st</sup> Substitute flag general recall is used (with two additional sound signals) shout out "General Recall", this not essential but helpful for the competitors. Ask the bosun with help in recalling the competitors. The General recall flag should fly for a period of 4 minutes. The fleet recalled should then be restarted after the last start in the sequence. See appendix 1. If applicable, consider reducing the number of rounds for the recalled fleet in order to avoid delays between races. The course board must be changed prior to re-raising the class flag.

Remember that you can raise the AP with two sound signals and postpone at any time, (buy yourself some breathing space). Drop with one sound signal one minute before the warning signal.

All fleets have now started, watch out for late starters and ensure they are not outside the time limit see the appropriate SI

### **Recording:**

Watch the fleets as they progress around the course. It is essential to read the race making notes of the leader in each fleet and also those at the back. All boat numbers must be recorded as they pass between you and the leeward mark on every round. As the race

progresses the boats positions may change and therefore the race story will be clear for future reference if necessary

Ensure that all classes have their proper place on the recording page and split the fleets between the recorders if there are a lot of competitors eg one to focus on Lasers only. If you have one running total of boats and boat numbers this may cause you difficulty in identifying when boats are due to finish but the office will be able to sort the results correctly if you record all roundings and finishers.

The caller must call the boat type; Flying Fifteen, boat number 3643 on every round and fleet type fast handicap at least on the first round

There are three starts with different fleets some of which need times as well as numbers

Start 1 is for the Lasers, no times needed but boat numbers are essential. It is fine to record the last four numbers e.g. 184567 can be recorded as Laser 4567. Record every round and all finish positions

Start 2 is for the Fast and Slow Handicap fleets. Both fleets need their boat types and boat numbers recorded as well as an elapsed finishing time. Make sure you know which boats are in these fleets. Please also note that the slow handicap fleet does one round less than the fast handicap fleet.

Start 3 is for the RS 400 and the Fast Asymmetric fleet. The RS 400 boats do not need timing but boat numbers and finishing positions are essential. Record the fast asymmetric fleet boat types and boat numbers as well as an elapsed finishing time. Make sure you know which boats are in the fast asymmetric fleet.

Make a note of all boats that have been penalised in anyway e.g. OCS, ZFP, BFD, DNS, DNF

### **Finishing the race:**

When any of the fleets are on their final round the Blue finishing flag should be raised. This should be done at an appropriate time so as not to confuse competitors. When the blue flag has been raised it is up to the competitors to finish when it is right for them to do so. They must complete the correct amount of rounds identified on the course board. Record those finishing before they should as DNF (and don't give them a whistle, they may continue and finish correctly, if so delete DNF).

Record the real time of the last boat to finish.

### **Shortening the Race:**

If it is necessary to shorten the race for a particular reason raise the S flag with two sound signals when the leading boat is close enough to hear. The blue flag should also be raised. If you want to shorten any particular fleet their class or warning flag should also be raised with the S flag. There is an inherent danger in using the S flag as it causes confusion within the different fleets as well as for recording. It is therefore vital that the course and the length of the races are correctly estimated prior to the start so that shortening is a last resort. If the S flag is used please note the SI concerning the finish line

**Between Races:**

As boats are finishing make a note of the actual time of the first and last finishing boat for each fleet

Try not to keep competitors waiting too long between races, see the SI concerning time limits

Any time after the last competitors have passed the windward and wing marks, review the course for its accuracy and move marks quickly if necessary

If necessary alter the number of rounds displayed on the course boards eg to lengthen the race if the wind has strengthened. If there is any doubt that all competitors have seen the change, raise the L flag, come within hail or I have a message for you. Point out the changes to the competitors.

Check the start line once again

**Next Race:**

Start and complete the second race as the first

When the race is completed take down all flags and replace in the box in their correct slots

**Return & Results:**

Return to base and review all of the records for accuracy. Every boat recorded needs a result or to be scored one of OCS, BFD, ZFP, DNS or DNF

Ensure that a set of results is presented to the office without delay, pointing out any potential issues. If you want to make further checks, eg from a voice recorder, take a copy and work on this. Please do not leave the club until the results have been entered, checked and any queries resolved.

**Race Review:**

Please fill in the race review form and discuss with a member of the sailing committee to see where improvements can be made when running races for QMSC. And Thanks for helping!

## **Appendix 1 of Sunday Racing Checklist**

The start sequence suggested timing and preparatory flags:

- 6 mins AP Down, (if appropriate)
- 5 mins Laser flag UP
- 4 mins P flag UP
- 1 mins P flag Down
- 0 mins Laser flag Down & Start 2 flags UP
- +1 mins P flag Up
- +4 mins P flag Down
- +5 mins Start 2 flags Down Start 3 flag Up
- +6 mins P flag UP
- +9 min P flag Down
- +10 min Start 3 flag Down [plus any recalled fleet class flag up]
- +11 mins Black flag up
- +14 mins Black flag down
- +15 mins recalled class flag down

## **Queen Mary Sailing Club Race Officer Check List**

### **Average Lap Handicap Racing eg Wednesday Evening, Club Championship**

**(Read in conjunction with QM Club RO presentation and current NOR and SIs for course diagrams)**

#### **Before the event:**

Check the dates of your duties on the QM dutyman web site, or on the Race Officer section of the Club website, and confirm

Check that a complete team of two or three people is available for the event

Pick up or view online the current NOR and SI's and review them for any series changes

Ensure you have signed in the office that you have read the Club Racing Risk Assessment.

Look at windguru forecast during the week for initial assessment of the weather conditions

Pack your bag with buoyancy aid, warm clothes, water proofs, stop watch x 2, whistle, mobile, glasses, rule book notebook & pens. In summer include a sun hat, sun screen and water

#### **On the day prior to leaving the jetty:**

Arrive at the latest one hour prior to the first start and announce your arrival with the office

Check that the signing on sheets have been laid out in the wet bar down stairs

Pick up the Club Racing flag box and check that all flags are available and in their correct slots

Ensure that there is a whistle, compass, recorder, radio and three results folders with pens and pencils, plus copy of NORs and SIs

Reconfirm if there are any special changes in SI's, NOR or Sailing Area for that particular day

Check if there are any other events being run and agree the Areas of Racing with the other ROs

Ask the Duty Officer who is supporting club racing and introduce yourself to the safety bosun, discuss the course and agree call signs, usually Club race and Safety one and Safety two. Discuss the position and size of the course taking into consideration any changes forecast. Agree a position of the leeward mark that allows the course to be swung if the wind direction changes. Try to avoid putting any marks and the start line close to the reservoir sides or the dredgers; use the available water to the best advantage.

Ensure that the X and 1<sup>st</sup> Substitute flags are onboard the committee boat attached to their poles

Ensure that the course / rounding boards / start numbers are onboard the committee boat

Check the committee boat horn and check that you have working back-ups

Get kitted up and ensure you have food and drink available

**The course and the committee boat:**

Leave the jetty and drop anchor 1/3<sup>rd</sup> of the way up the beat and approx 10 metres to starboard of the rum line

Leave enough anchor line to manoeuvre forward or astern prior to the starting sequence

Raise the on-station Orange flag to the masthead and bind on the Class flag H

Select the Warning flag, usually flag P but consider either Z or Black flags. There could be as many as 50 + competing boats so it is essential that the RO can see the line clearly. If Z or Black flags are used it is more likely that competitors will keep clear of the line and general recalls less likely

**The courses are in strict rotation:**

Week 1 "K" Triangle. Week 2 "L" Windward/Leeward. Week 3 "N" Trapezoid. Week 4 "P"

The size of the course should allow for one lap rounding time of approx 10 to 12 minutes

The length of the race should be 45 minutes with the slowest boat not racing for more than 1 hour

Fix the course board, (letter only e.g. "K"), to the stern of the committee boat

Ensure the beat is good and fair; the wind swings so take a mid point and set the windward mark

Set a start line long enough for the number of boats in the race, (1.25 x the total number of boats expected). Ensure the line has a 5 - 10 degree bias to port. This will spread the fleet down the line

If the line is biased to starboard there is a major risk of a general recall with all of the inherent problems and delays. In the spring and early autumn, daylight is at a premium so a clean start first time is beneficial for both the competitors and the RO.

The start line is a gate that boats must pass through on each lap. It is also the finish line and to make reading boat numbers easier the pin end of the line should be brought in after the start line is clear. The finish line should be approx 20 metres in length, (i.e. 10 metres either side of the rum line)

With the flags ready, course set, start line in position you are now ready to start the races

Check by transits that the marks are not moving and the committee boat is secure on its anchor

Get the safety boat to sit at the pin to identify starters who are OCS and radio you their numbers

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**Ready to go nearly:**

Check that all those on board know their specific jobs, timing, flags, sound signals and recording

Check that there are at least two stopwatches onboard that are working correctly (preferably three)

The sequence: -5 mins "H" Up, -4 mins "P" Up, -1 min "P" Down, 0 min "H" Down

**Everybody happy start the sequence:**

Race officer calls the timing sequence with the appropriate flags and sound signals calling the last 15 seconds down before each flag change

Flags should hit the top of the mast or drop with the timed sound signal

At one minute before the start check for boats likely to be OCS on course side

At the Go be ready with either the X flag individual recall or 1<sup>st</sup> Substitute general recall flag

If all boats are clear behind the start line at the Go shout "All Clear" this is helpful to the competitors

If the X flag individual recall is used with one additional sound signal take note of the offending boat. Continue to fly the X flag until the offending boats have returned to the pre-start side of the course or for a period as prescribed in the rules of racing, (no longer than 4 minutes). If boats do not return to the pre-start side of the course make a note that they were OCS on the result sheet

If the 1<sup>st</sup> Substitute flag general recall is used with two additional sound signals shout out "General Recall", this not essential but helpful for the competitors. Ask the bosun with help in recalling the competitors. The 1<sup>st</sup> substitute flag is then dropped with one sound signal one minute prior to a subsequent starting sequence: -6 mins 1<sup>st</sup> Sub Down, -5 mins "H" Up, -4 mins "Black" Up, -1 min "Black" Down, 0 min "H" Down

Remember that you can raise the AP with two sound signals and postpone at any time, (buy yourself some breathing space). Drop AP with one sound signal one minute before the warning signal "H"

The fleet has now started, record the start time, watch out for late starters and ensure they are not outside the time limit, see the appropriate SI

**Recording:**

Watch the fleet as it progresses around the course. It is essential to read the race making notes of the leading and subsequent boats as they pass through the start/finish line on each round. Boat numbers should be recorded with the number of laps that each has completed within the race period. Those boats that do not sail through the start/finish line **cannot** be counted for that round.

There will be boats of significant speed differences, (e.g. Toppers to Moths), and so within the race period of 45 mins to 1 hour some boats may complete as many as 5 rounds whereas slower boats may complete less say three. It is **lap counting which is imperative** in average lap handicap racing so understanding the positions of the boats at the head of the fleet and those toward the rear is essential.

If you have one running list of boat numbers on the recording sheet, after coming ashore count the number of rounds each boat has completed and enter it alongside the finishing time for that boat.

Make a note of all boats that have been penalised in anyway e.g. OCS, ZFP, BFD, DNS, DNF

### **Finishing the race:**

After a period of about 45 minutes the Blue finishing flag should be raised with one sound signal. This should be done at an appropriate time so as not to confuse the competitors. The first finisher need not be the fastest boat in the race so assessing when to raise the flag is important.

You should aim to get everybody across the finish line within the shortest possible time say ten minutes, preferably shorter. The faster boats may well have passed through the finish line on a subsequent round prior to the blue flag being raised. This is OK but please be mindful of the wind conditions as a falling or rising wind may affect the race and skew the results

Make a note of every boat number as it finishes, its elapsed time and its number of completed rounds. As the boats may come to the line in quick succession get the boat numbers down first and the times following. **Call** e.g. it is 45 minutes and 10 seconds, 25 seconds, 30 seconds etc, then it is now 46 minutes and 10 seconds and so on. It is essential to use a tape recorder and keep it running during the whole of the finishing sequence. If a boat is lost it can be picked up from the recorder

### **Shortening the Race: There is no need to shorten the race as it has a known time period**

### **Return & Results:**

Return to base and review all of the records for accuracy. Every boat recorded needs a result or to be scored one of OCS, BFD, ZFP, DNS or DNF

Ensure that a set of results is presented to the office without delay, pointing out any potential issues. If you want to make further checks, eg from a voice recorder, take a copy and work on this. Please do not leave the club until the results have been entered, checked and any queries resolved.

**Race Review:**

Please fill in the race review form and discuss with a member of the sailing committee to see where improvements can be made when running races for QMSC. And Thanks for helping!

# **Queen Mary Sailing Club Race Officer Check List**

## **Pursuit Racing**

**(Read in conjunction with QM Club RO presentation and current NOR and SIs for course diagrams)**

### **Before the event:**

Check the dates of your duties on the QM dutyman web site, or on the Race Officer section of the Club website, and confirm

Check that a complete team of two or three people is available for the event

Pick up or view online the current NOR and SI's and review them for any series changes

Ensure you have signed in the office that you have read the Club Racing Risk Assessment.

Look at windguru forecast during the week for initial assessment of the weather conditions

Pack your bag with buoyancy aid, warm clothes, water proofs, stop watch x 2, whistle, mobile, glasses, rule book notebook & pens. In summer include a sun hat, sun screen and water

### **On the day prior to leaving the jetty:**

Arrive at the latest one hour prior to the first start and announce your arrival with the office

Check that the signing on sheets have been laid out in the wet bar down stairs

Pick up the Club Racing flag box and check that all flags are available and in their correct slots

Ensure that there is a whistle, compass, recorder, radio and three results folders with pens and pencils, plus copy of NORs and SIs

Reconfirm if there are any special changes in SI's, NOR or Sailing Area for that particular day

Check if there are any other events being run and agree the Areas of Racing with the other ROs

Ask the Duty Officer who is supporting club racing and introduce yourself to the safety bosun, discuss the course and agree call signs, usually Club race and Safety one and Safety two. Discuss the position and size of the course taking into consideration any changes forecast. Agree a position of the leeward mark that allows the course to be swung if the wind direction changes. Try to avoid putting any marks and the start line close to the reservoir sides or the dredgers; use the available water to the best advantage.

Ensure that the X and 1<sup>st</sup> Substitute flags are onboard the committee boat attached to their poles

Ensure that the course / rounding boards / start numbers are onboard the committee boat

QMSC RO Checklist v3.3

Check the committee boat horn and check that you have working back-ups

Get kitted up and ensure you have food and drink available

**Pursuit Races Objective:**

The objective of a pursuit race is that, if boats of different classes are sailed by crews of equal ability, they should all cross the finishing line together, having started at different times related to the handicap of their boats.

**Race Duration:**

The race duration will be as prescribed in the NOR and the Office will ensure that all of the boats start times are calculated correctly. Start times and numbers must be posted onto the notice board and printed for all entrants.

**The Course:**

The course should be long enough to be both fair for all and should encompass all points of sailing. The course should include at least three beats, and where possible incorporate reaches, (for both symmetrical and asymmetrical spinnakers), and runs. Take advantage of the size of the lake and if necessary ask for advice.

Having decided on the course, advise the course setters and draw a plan of the course onto the official notice board. It is essential to show all of the rounding marks and these must be numbered and identified with coloured flags. The course should be written below the course plan stating which is the first and then subsequent rounding marks and to which side the mark should be passed;

e.g. 1 port, 2 port, 3 starboard etc.

The start line is not part of the course for subsequent laps i.e. after boats have started

Ask a third party to check the course plan. Check that the course setters have interpreted your requirements correctly and if needs be go with the course setters to confirm its suitability.

**Briefing:**

It is essential to hold a briefing at the time in the Notice of Race which will usually be 45 minutes prior to the first warning signal. The briefing time should be posted on the official notice board along with the start time and the race duration.

At the briefing explain the course and its duration. Include any exclusion areas or marks where there could be cause for concern, (e.g. dredger marks, barge movements, low water marks etc).

Explain the start and finishing procedures.

**Starting:**

Starting sequence numbers must be fixed onto the committee boat and these must be checked and in correct numerical order.

Position the committee boat at an appropriate position on the first beat and check that the line is square and long enough for the biggest fleet of boats, (1.25 x the total length of boats expected)

The warning signal H is raised 5 minutes prior to the start, the prep flag is hoisted 4 minutes prior to the start and lowered one minute prior to the start, the warning signal is lowered one minute later at the start and the numbering sequence starts at 00.

Ensure that your stopwatch is running from the start time for the correct race duration.

Every minute the number sequence boards move e.g. 00 = start, 01 = one minute, 02 = 2 minutes. On every minute there should be a sound signal as the boards are changed. Boats should start when their number appears. Occasionally check the board numbers against your stop watch for accuracy. Ensure that the correct class has started against the number shown and confirm against the starting list. One person should be responsible for changing the timing boards and one person should be responsible for timing and observing the race start.

Ensure that the correct classes start at their designated times and keep the sequence running until the last class has started. **Do Not Stop** your watch as it must continue to run for the duration of the race. Calculate the exact finishing time.

**Individual recalls:** If any boats are OCS as their start number appears (or have started on a start number before their correct one) the X flag should be flown with the appropriate sound signal and boats that do not return should be noted OCS. The X flag can only be flown for 30 seconds, as the next class will be starting at the next minute sequence.

**General Recalls:** The 1<sup>st</sup> Substitute flag should be flown with the appropriate sound signals and all boats on that start must return to the starting area. The 1<sup>st</sup> Substitute flag can only be flown for 30 seconds, as the next class will be starting at the next minute sequence.

The recalled boats would start two minutes later in the sequence

### **During the Race:**

With all boats started successfully it is essential to maintain track of the leading boat at **ALL TIMES**. Initially the lead will change very slowly but as the race progresses the lead will change hands quicker as the faster boats pass the slower boats. The Race Officer must be able to observe the race and note the change of leader. It would be helpful to arrange for a lead/pilot boat. This boat would pilot the fleet around the course picking up the new leading boat as the race progresses.

The fleet will continue to sail the course until the race duration is complete.

### **Finishing:**

There is no pre-determined finishing point on the course. The finishing line will be at the point on the course when the lead boat has completed the race duration. The finishing line will be between two marks with blue flags. This is usually managed by two ribs motoring in front of the lead boat as a moving finishing line. The finishing line should be as square as possible to the rhumb line with a length of about 20 metres. As the race duration time is completed there will be a sound signal and the ribs will drop anchor. Boats would then pass through the finish line and numbers should be recorded. There will be a time limit for finishing, (See the SI's). However at a club event it would be appropriate for the finish line to gently motor in a reverse direction of the course to finish boats.

It is strongly recommended that the finishing procedure is explained at the briefing. If the finish is on a beat or a run it is important that the finishing committee boats maintain a course directly on the rhumb line to the next mark. The leading boat must come to the finish line.

At larger events there could be subsequent fixed finishing marks, usually positioned at the end of a beat. This method is used at the Bloody Mary.

**Return & Results:**

Ensure that all finishers are recorded in the correct order.

Return to base and review all of the records for accuracy. Every boat recorded needs a result or to be scored one of OCS, BFD, ZFP, DNS or DNF

Ensure that a set of results is presented to the office without delay, pointing out any potential issues. If you want to make further checks, eg from a voice recorder, take a copy and work on this. Please do not leave the club until the results have been entered, checked and any queries resolved.

**Race Review:**

Please fill in the race review form and discuss with a member of the sailing committee to see where improvements can be made when running races for QMSC. And Thanks for helping!