



# **DOUBLE BAY SAILING CLUB**

## **RACE OFFICER'S GUIDE**

**2014-15 SEASON**

### **MESSAGE TO RACE OFFICERS**

Double Bay Sailing Club endeavours to provide the highest standards of club race management for its Saturday afternoon Laser races.

Good race management across a season requires the race officers to know what they're doing, and consistency in the application of race management procedure from week to week. This document is intended to serve both purposes.

Race Officers are requested to familiarise themselves with this guide, and then apply it on the water. These instructions assume a Club Championship or Point Score event. For sprint racing see Annexure 5 for the possible variations to consider.

On water communication between the Race Officer and the support boats is a prerequisite for good race management. Make sure you and the people on the support vessels know how to communicate with each other, and then practice communicating before the race. Generally radios are the easiest form of communication, but the Race Officer and support boats should have access to each other's mobile numbers.

The first concern of the Race Officer is the safety of the competitors. If it's blowing too hard, or there is poor visibility, or an electrical storm, then send the fleet home.

It is the Race Officer's call whether to go out or, if already out, whether to abandon the race. If you are in doubt about what to do err on the side of caution.

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## 1. ARRIVAL AT DBSC

1.1 **Arrival:** No later than 11.30.

1.2 **Tides & Conditions:** Familiarise yourself with:

- (a) The tide for the afternoon, especially how it will affect the start;
- (b) The predicted conditions.

1.3 **Persons to meet:** Make contact with the Captain of the Day and whoever who will be driving the support boat or boats. Discuss with them how you see the afternoon unfolding. Remember, you have to work as a team on the water.

1.4 **Buoys:** Check that the Captain of the Day has the buoys properly inflated, the lanyards are in good condition, and there are anchors and anchor lines for each buoy. The buoys go on to the Bergman or the Adam. The buoys you will need are:

- (a) Three inflatable Kodak buoys being marks 1, 2 and 3 in the course (see **Annexure 2**);
- (b) The port end start line being the yellow cylinder;
- (c) The starboard end finish line being the blue cylinder;
- (d) The orange sphere being mark 1a (for the 4.7s, and only if they are sailing with the radials).

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## 2. ON WATER – PRE BRIEFING

2.1 **Race management equipment:** Make sure that the equipment is present and working on the *Jazzman* as set out Annexure 1.

2.2 **Check the *Jazzman*:** Start the *Jazzman* to check it is all in order.

2.3 **Set the course early:** it is highly recommended the Captain of the Day set the course buoys (not the start or finish) in their approximate position before the 1.00pm briefing, so that only minor adjustments are required after that.

- (a) **Course layout:** The course should be set in accordance with the course in Annexure 2. Before the start write the direction of the wind on the notice board on the stern of the *Jazzman* (expressed in degrees – for example, 45 degrees for a north easter).
- (b) **Course distance:** The target time for a race is 45 minutes. The target time for a boat to work from Mark 3 to Mark 1 is about 10 - 12 minutes. In a good breeze, the distance between Mark 3 and Mark 1 should be about 800m. Mark 2 should be set so that the reaches are at an angle of 45 degrees from the line from Mark 1 to Mark 3.

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### 3. BRIEFING (1.00 PM)

As race officer you can address competitors at the briefing which is at 1.00pm sharp. If you are going to be on the water when the briefing occurs speak to the Commodore or one of the other office bearers about any messages that you wish to be conveyed at the briefing.

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### 4. ON WATER – AFTER THE BRIEFING (BETWEEN 1 AND 2 PM)

#### 4.1 Set the start line:

- (a) Start line should be about a quarter of the way from Mark 3 to Mark 1 and equally bisect an imaginary line from Mark 3 to Mark 1 (that is, half the start line on each side of that imaginary line).
- (b) Anchor the *Jazzman* first, then have the Captain of the Day set the marks. Lay some extra chain so that minor adjustments in the angle of the starting line can be made by pulling in or letting out the anchor.
- (c) The length of the line should be the number of boats starting x 4 (count the number of boats in the largest fleet, not the total number of competitors). If standards are the largest fleet and 25 standards are starting, 100 metres is about the length of the line.
- (d) The line should be perpendicular to the wind or with a fractional bias in favour of the pin (port) end (that is, the pin end would be slightly forward of its position if it were laid perpendicular to the wind).

4.2 **Setting the finish line:** The finish line is the *Jazzman* on the port end a blue cylinder on the starboard end. The finish line should be about a quarter of the length of the starting line and approximately perpendicular to the wind. The finish line does not need to be set with the same precision as the starting line. The Sailing Instructions provide the finish line should not be crossed, except during the start and when finishing.

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### 5. FIRST RACE

5.1 **Start on time:** First warning is at 2.00pm. Start on time! Normally, the only reasons for not starting on time are wind conditions, or something occurs that delays a substantial number (that is, half the fleet or more) of the competitors arriving at the starting line on time. If there is a delay, raise the answering pennant. See **Annexure 6** for the procedure here.

5.2 **Order of fleets:** Radials and 4.7s as a combined fleet first, then Standards.

- 5.3 **Practice the starting sequence:** Make sure you and your assistant(s) on the *Jazzman* know that the flags are to hand, the order of flags, that the horn works, that the timer works and you are ready with the dictaphone to record boats OCS (on course side – that is, over the line).
- 5.4 **The starting sequence:** See **Annexure 3**.
- 5.5 **Recalls:** Make sure the start is fair – boats should not be on course side.
- (a) Any decision about an individual or general recall should be made in the first few seconds after the start.
  - (b) Individual: If boats are on course side and you can identify them, make one blast of the horn after the start and raise Flag X (see **Annexure 3**). Record the boats over the line, and then write their numbers on the noticeboard.
  - (c) General: If boats are on course side and you can't identify them, recall the fleet. Make two blasts of the horn and raise the First Substitute (see **Annexure 3**).
- 5.6 **Re-starting after a general recall:** See **Annexure 4** for the sequence;
- (a) If a boat is On Course Side in the triangle between the ends of the starting line and Mark 1 in the last minute before the starting signal, they are disqualified, even if there is a general recall and another start.
  - (b) If there is another general recall, the starting procedure is the same.
- 5.7 **The next fleet:** The whole process is repeated for the next fleet, starting with the courtesy warning.
- 5.8 **The Finish:** Normally this is a two person job;
- (a) Use the dictaphone when recording the finish, and if another person is available, have them write down the finishers as they cross the line.
  - (b) Record the finishing times of each boat. Use the elapsed time for the race. If you can't use the elapsed time for the race, use the actual time.
  - (c) If pressed for time, record the last 3 digits of the sail number only – if a number of boats are approaching the finish together try and identify them as early as possible and then record their order.

## 6. THE SECOND RACE

- 6.1 **Before the second start:** check, discuss with Captain of the Day and adjust as necessary:
- (a) The position of Marks 1, 2 and 3 relative to the wind direction, (note if only a minor adjustment is made make the adjustment to the windward mark only);
  - (b) The angle of the starting line to the wind.

- (c) Compare the actual race time of race 1 to the target time (45 minutes). Is the course too long or too short?
- 6.2 **Time of start:** The second race starting sequence should begin as soon as practical after the last boat of the last fleet has finished. If there is a delay because of course adjustments raise the answering pennant. See **Annexure 6** for the procedure here.
- 6.3 **Procedure:** The procedure for starting the second start of the afternoon is the same as the first start.
- 6.4 **Second race independent of first:** The second race is independent of the first race. Any boat disqualified in the first race may start in the second race.
- 6.5 **Use of black flag:** Generally, if there has been a general recall in the first race the second race does not need to proceed immediately to using the black flag in the starting sequence. However, this is in the Race Officer's discretion. If the Race Officer thinks it is appropriate to try and ensure there are no further recalls in the second race they may proceed to use the black flag for the first start of the second race.

## 7. COURSE ADJUSTMENTS DURING A RACE

- 7.1 **Normally, don't do it:** as a general rule, it is preferable to either shorten or abandon the race. Do not try and alter the course to correct changes in the wind unless you are confident
- (a) in your ability to do so;
  - (b) you have the on water assistance and communication to do so;
  - (c) you are confident it won't unfairly impact on racing
- 7.2 **Procedure:** See **Annexure 6**.
- (a) Any alteration must occur before any boat begins the leg on which the change is made;
  - (b) Display flag C.

## 8. SHORTENING THE COURSE DURING A RACE

- 8.1 **Circumstances:** shorten the course if the wind is too light. Never shorten the course because of electrical storms or strong wind – in those circumstances abandon the race and send the fleet home.
- 8.2 **Procedure:** See **Annexure 6**.

## 9. ABANDONING RACING

- 9.1 **Circumstances:** A race is only abandoned after it has begun.

- 9.2 **Abandoning and restarting:** A race can be abandoned with the intention of restarting. This could occur because of a change in the wind direction, a problem with the starting procedure, a mark starts to drift, or anything that makes the conduct of the race unfair.
- 9.3 **Abandoning and going home.** A race should be abandoned and the fleet sent home because of:
- (a) Foul weather;
  - (b) Poor visibility;
  - (c) Electrical storms;
  - (d) Wind so light it is not practical to shorten the course;
  - (e) Any other circumstance where, in the Race Officer's discretion for safety reasons, it is appropriate to do so.
- 9.4 **Procedure:** See **Annexure 6**.
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## 10. Results

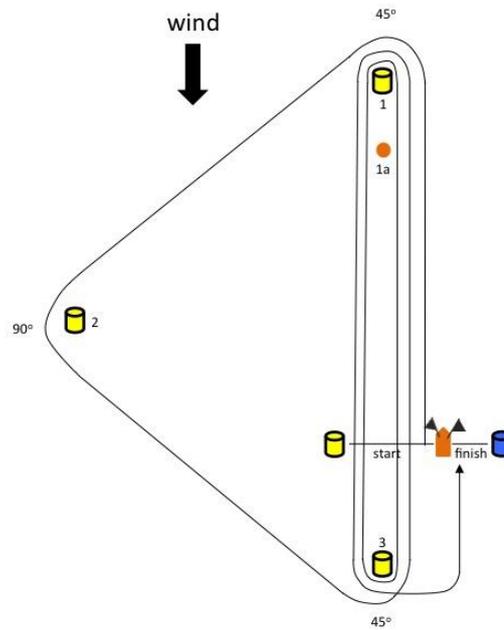
After the last race, try and get the results back to the Clubhouse as quickly as possible.

## ANNEXURE 1

- (a) All flags are on board (see list below);
- (b) Horn;
- (c) Timer;
- (d) Dictaphone to record results;
- (e) Pen and paper to record the results
- (f) Drinks and food for the afternoon;
- (g) A good hat and sunscreen.
- (h) The following flags

The three class flags	See Annexure 3
Flag P	See Annexure 3
Flag X	See Annexure 3
First Substitute	See Annexure 3
Black Flag	See Annexure 4
Answering Pennant	See Annexure 6
Flag A	See Annexure 6
Flag C	See Annexure 6
Flag S	See Annexure 6
Flag N	See Annexure 6

## ANNEXURE 2



### Courses

All marks are to port.

Mark 1A is only used by the 4.7s if they are sailing in the same fleet as the radials. In that event 4.7s should use Mark 1A instead of Mark 1 for the entire course.

The distance from Mark 1A to Mark 1 should be about 100 - 150 metres.

## ANNEXURE 3

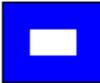
### THE STARTING SEQUENCE FOR THE FIRST START – (that is, not after a general recall)

1. **Give a courtesy warning** (unless there has been a delay and the answering pennant has been lowered) indicating the starting sequence will begin in the next 30 to 60 seconds. This is three quick blasts of the horn.
2. Starting Sequence as follows:

Signal	Flag and Sound	Minutes before Start
Warning	Class Flag, 1 sound	5
Preparatory Code Flag	Code Flag P 1 sound	4
One- minute	Code Flag P Flag removed 1 sound	1
Starting	Class Flag removed 1 sound	0
Individual Recall	1 sound Raise Flag X	Promptly after the start, within a few seconds.
General Recall	2 sounds Raise First Substitute	Promptly after the start, within a few seconds.

Class Flags – note if the Radials and 4.7s are racing as one fleet then raise both flags.

	Standard		Radial		4.7s
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Flag P	
Flag X	
First Substitute	

## ANNEXURE 4

### THE STARTING SEQUENCE AFTER A GENERAL RECALL

1. **There is no courtesy warning.** As the First Substitute is taken down one sound of the horn should be made, and the warning signal shall be made 1 minute later.
2. Starting Sequence as follows:

Signal	Flag and Sound	Minutes before Start
Warning	Class Flag, 1 sound	5
Preparatory Code Flag	Black Flag 1 sound	4
One- minute	Black Flag removed 1 sound	1
Starting	Class Flag removed 1 sound	0
Individual Recall	1 sound Raise Flag X	Promptly after the start, within a few seconds.
General Recall	2 sounds Raise First Substitute	Promptly after the start, within a few seconds.

#### Class Flag

	Standard		Radial		4.7s
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If the Radials and 4.7s are racing as one fleet then raise both flags.

Black Flag	
Flag X	
First Substitute	

## ANNEXURE 5

### Sprint Racing Considerations

1. Sprint races are generally scheduled during a holiday weekend or when there is a conflicting event being conducted by the New South Wales Laser Association.
2. Depending on the time of year and the conditions, the number of competitors for sprint racing can vary considerably. On occasions there can be almost as many competitors as for a Club Championship.
3. The Race Officer has to assess how to conduct the racing according to the number of competitors and the resources available.
4. If circumstances permit, and there are sufficient competitors, sprint racing can be conducted formally using the *Jazzman* and the starting procedures set out earlier, but with shorter courses to conduct at least 3 and preferably more races in the afternoon. The *Jazzman* should only be used if there are persons available who are familiar with its operation, and another experienced person is available to drive one of the RIBs.
5. Variations to consider are:
  - (a) Sailing the standards, radials and 4.7s as one fleet;
  - (b) A 3 or 2 minute starting sequence;
  - (c) Varying the course to a windward leeward legs only finishing downwind;
  - (d) Using the starting line as the finish line;
  - (e) Having a gate for the first leeward mark (note, if a gate is to be used then the *Jazzman* should not be used as one of the marks for the gate)
6. If the starting boat is the only support vessel, then the starting line should be two buoys with the RIB not anchored. The Race Officer should conduct the start from the starboard side of the starboard end of the line and not anchor the vessel.
7. The Race Officer should always conduct a short briefing informing competitors of the procedure for that day.
8. The Race Officer should remind competitors at the briefing that the penalty for a rule infringement in sprint racing is one turn only, not two.

## ANNEXURE 6

### DELAYS ON THE WATER

#### Temporary delay

Delays normally arise from having to make course adjustments, or because of the conditions.

Always signal delays as follows:

**Two sounds** and raising the answering pennant:



When the delay is over remove the answering pennant **one minute** before the starting sequence begins, **with one sound**.

#### Delay and abandonment

If the postponement continues so that racing will be abandoned for the day signal this by raising the answering pennant over code flag A with **two sounds**



#### Delays on the shore

If conditions prevail which require postponing the race before the competitors leave the shore then delays on the shore should be signalled by:

**Two sounds** and raising the answering pennant on the flagpole at the southern end of the Clubhouse.

**One sound** when removing (which means it is at least 30 minutes before the start sequence begins on the water – Sailing Instruction 4.2)

### Changing the next leg

Have the support vessel display flag C with repetitive sounds at the mark before the changed mark.



The support vessel should display the change on a notice board showing either:

- (a) A new compass bearing for the position of the mark if changed;
- (b) If the length of the leg is increased or decreased a plus or minus sign.

### Shortening the Course

Courses can be shortened at any mark.

To shorten the course the starting boat or a RIB should stand to the starboard side of the mark to constitute the starboard end of the finish line and display Flag S with **two sounds**:



Note, the two sounds should be made regularly as boats approach the finish line.

The finishing vessel must record the finishers.

### Abandoning the Race with the intention of restarting

A race can be abandoned after it has started because of a change in the wind direction, because of an error in the starting procedure, because a mark is missing or has drifted, or any other reason affecting the safety or fairness of the race.

**Three sounds** raise Flag N



Remove the flag 1 minute before the starting sequence begins again with **one sound**.

### Abandoning the Race for the day

A race is only abandoned after the start.

The usual reason for abandoning the race is foul weather, electrical storms or insufficient wind. In these circumstances racing will be abandoned for the day. This is signalled by:

**Three sounds**

Raise flags N over A.

