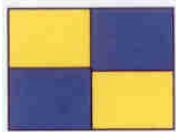
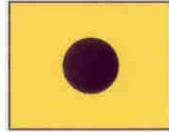


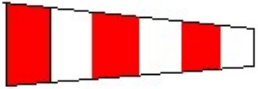
Muddeford Sailing Club's Little Red Race Officer's book



Committee Boat
Start: flag on
Jetty flagstaff.



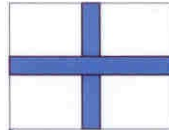
Alternative Warning
Flag (round the ends
rule in force) - one
hoot. (Boats over the
start line during the
last minute must
round an end before
starting)



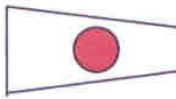
Postponement—just while
you sort something out.



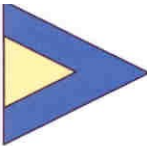
We are on sta-
tion at the start
or finish line.



Individual recall— one
hoot after the start
signal



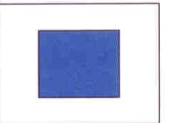
Class Flag up
at 5 minutes -
one hoot.
Down at the
Start - one hoot



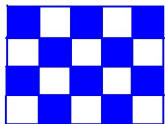
General Recall—two
hoots after the start
signal. Lowered with
one hoot, next 5-
minute sequence be-
gins after one more
minute



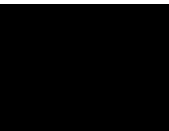
Warning Flag
Up at 4 minutes
- one hoot.
Down at 1 mi-
nute—one hoot



Short Course—2
hoots.



Abandon racing
for today—2
hoots



Black Flag Warning
Flag. You must know
what you are doing if
you use this flag!

KEY DON'Ts

Don't set unfair courses. Don't set biased start lines. Don't you or your team chat to individual sailors during the 5 minutes start period (You could be protested and you'll certainly lose concentration!). Don't lose concentration, particularly at the finish.

KEY DOs

Do watch the wind direction and strength and set courses accordingly. Do set the right size course for the wind strength. Do relax and enjoy the sight of all those people having fun. It's your turn next!



By Mike Roach
Revised February
2022

A BASIC GUIDE FOR RACE OFFICERS

Try to run a race “under instruction” before you have a go solo.

If in any doubt at all, ask one of the more experienced sailors, or a Committee member, for advice, especially if you are concerned over safety aspects, and particularly if Juniors are involved.

CHECK LIST

Time of first race?

Enough tide to race? (Dabchick afloat is really the minimum)

Conditions safe? (More than 20 kts of wind is probably too much, but ask the racers)

Signing on sheet and pen on the counter.

Battery and start hooter out onto the jetty. Instructions for use are in the Barge.

Dabchick on the water (the safety crews will probably do this) Put the anchor, flags, the hooter and the battery on Dabchick.

Flags set up on the pole. No 1 Pennant, Blue Peter, I Flag and S Flag, or use flags on sticks

Leave an S flag on the jetty flagpole.

Safety boat crewed and ready to go? Minimum crew is 2.

THE COURSE (see notes on page 4)

Decide on the course (ask someone else to do this if necessary) and “post” it using the discs. You can change the course between races as long as all sailors are informed. Almost always have the sailors come round Buoy 6 at the end of the lap and finish between Buoy 6 and the Jetty

THE START

10-15 minutes before the start, motor Dabchick out to your chosen ODM and set the start line, about 50 metres long directly across the wind..

Try to run the start on time. (But don't get into a tizz if it's a bit late!) Don't wait for late boats. They'll learn!

RACE OFFICER'S FLEET GUIDE

3-LAP FLEET (50 MINUTES OR 3 LAPS)

Finn
Laser Standard
Hobie 405
Laser 2000
Laser Radial
OK
Enterprise
Wanderer
Europe
Lightning
Solo
Byte
Graduate
Comet
Comet Duo
Laser 4.7
Miracle

2-LAP FLEET (45 MINUTES OR 2 LAPS)

Miracle
Pico
Otter
Topper
Gull/Heron
Mirror
Urchin
Cadet
Scow
Optimist

* To encourage novice sailors to gain experience., any 3-lap boat can sail and be scored in the 2-lap fleet.

the hoots, while the other writes down the numbers and records the time, something like this:

Caller "Approaching...125679...135678...158401..."

Writer writes down the numbers IN THAT ORDER and makes the best guess at the minute they will finish.

Caller "finishing...125679...hoot...135678...hoot...158401.....hoot

Writer notes the exact seconds as the boats are hooted across the line – if their places changed in the last few seconds, just make sure that the seconds are allocated to the correct sail number.

This method of recording works perfectly until there is a bunch of boats all at once. Keep calm – Don't rush the writer by hurrying or he'll miss numbers. Better to get all the numbers down in the order they finished, and then catch up with the seconds during the inevitable gap.

You might find, the first time you try this, that like me you are slightly dyslexic with numbers: calling out 124801 instead of 128401, or writing down 542 instead of 524. This is quite common and all you need to do is to be aware of it and carry out the occasional check. The person doing the results will soon notice and will check with the signing-on sheets for the right number.

DEALING WITH PROBLEMS

You do need to concentrate and keep calm while doing the finish. You'll get all sorts of comments, usually while you are in the middle of the busiest period! Anything from criticisms of the course to declarations of protests, to the time of the next race, whether Rule 18 applies before or after the 3-boats length circle or the location of the Quiz Night the following evening.

Ignore them all. If you don't have time just say "later please". Do make a note of any Protests (just jot down the sail numbers) – everything else can wait.

RESULTS

You don't need to do the results, but the formula for calculating the "correction" is: elapsed time in seconds divided by the PN, times 1000, rounded to the nearest whole number.

For a Radial that took 45 mins 27 secs, that would be: $45 \times 60 + 27 = 2727$ (answer is 2477)

REMEMBER...

It's only a game.....

Run the start (an assistant is not essential but can be very helpful)

5 minutes: turn on the hooter and raise the No 1 Pennant: the hooter is now on auto and will hoot at 4 minutes, 1 minute and the start. (Turn the hooter off after the start)

4 minutes: raise the Blue Peter.

1 minute: lower the Blue Peter

Start: lower the No 1 Pennant and start your stopwatch.

If anyone is across the line on the start, press the red hooter button once, raise the I Flag and note the sail number. If they go back below the start line and restart, OK, but if not, they should be dsq from that race. (It's pretty rare!)

Start a stopwatch at the start signal (or run the start exactly on the hour). Most first-timers forget to start the watch, which is why it's a good idea to start on the hour.

Turn off the hooter (or it will carry on counting) and motor back to the jetty. Tie up Dabchick on the pontoon and run the finish from the jetty.

DURING THE RACE

Write down the sail numbers as they come round on each lap. Aim for a race for the slowest sailor of 50 – 60 minutes. Best to let the fast fleet do one more lap than the slow fleet. If in doubt, 3 laps/2 laps in most wind conditions.

THE FINISH (detailed notes on page 11)

When the leader is about 100 metres from the finish (fast or slow fleet, doesn't matter), raise the S Flag and give 2 hoots.

As sailors cross the finish line, note their sail number and elapsed time in mins & secs. Give them a toot on the hooter to let them know they have finished. (An assistant is very useful at this stage!)

Run the second race after a break of 30 minutes for the last sailor.

Give the results sheets to the Sailing Secretary.

HOW TO SET A COURSE USING CLUB MARKS AND A COMMITTEE BOAT START LINE

The course SHOULD be enjoyable, fair for all sailors, allow sailors to use their skill and have many opportunities for overtaking.

The course SHOULD NOT have any legs that go against these principles – ie no very close reaches or beats that don't need a tack. In motor-racing terms, it's as if the track was so narrow no-one could overtake.

The first leg of the course from a Committee Boat start is always the beat, so set this first:

- Imagine a line on the Harbour representing the wind direction and chose the first mark (the upwind mark) at the top end of this line, with the Committee Boat at the bottom end. So with the wind blowing from Hengistbury Head (ie from the SW), the upwind mark is bound to be Buoy 3 and the end of the start line (commonly called the ODM or Outer Distance Mark) at Buoy 1.

Always have the course coming back to Buoy 6, so that you can stand on the jetty for the lap count and the finish (Except when there is a light wind from the N or NE, when Buoy 6 is so difficult, you should leave it out altogether and have an "on-water" finish)

- The rest of the course can be any combination of reaches and runs and even another beat. In the SW wind example, the next mark could either be Buoy 5 (a broad reach from Buoy 3), Buoy 4 (a run) or Buoy 2 (a very broad reach).

Don't put in unnecessary marks in - i.e. coming from Buoy 2 to Buoy 6, you don't need Buoy 7 as part of the course.

The size of the course should reflect the wind strength: in planing conditions you can use the whole Harbour, but in

THE START SEQUENCE

A QUICK GUIDE FOR RACE OFFICERS

If you have a "yellow" watch, set the Mode to 5 minutes countdown and start it as you start the hooter. It will count down for the 5 minutes sequence, then count up from zero for the race time.

5 MINS START THE HOOTER, RAISE THE CLASS FLAG (WHITE PENNANT WITH RED DOT)

4 MINS HOOTER SOUNDS, RAISE THE PENALTY FLAG (BLUE PETER)

1 MIN HOOTER SOUNDS, LOWER THE PENALTY FLAG

START HOOTER SOUNDS, START YOUR WATCH, LOWER THE CLASS FLAG, TURN OFF THE HOOTER

HOW TO...RUN THE FINISH

This really needs 2 people, although once you know what you are doing, a Club finish can easily be run by just one. The principles are the same though, whether the fleet is 15 or 150.

LOCATING THE FINISH LINE

Try to have the finish on a reach, with you at the downwind side, so that the boats almost always come past in a nice orderly line, with the sail number easily visible. The most difficult finishes are at the end of a beat, when boats come in at all angles, you can't read their sail numbers and there are all sorts of rules problems to be aware of.

The rules state that a boat has finished when the first part of it (usually the bow) crosses the line. The boat must then cross the line completely. If it incurs any penalties while attempting to finish, these must be completed before it can recross the line to finish.

RECORDING TIMES AND SAIL NUMBERS

Unless it's a small fleet, don't try to record times onto the signing-on sheet. Use a separate sheet with the watch on your non-writing wrist.

One-design fleets (like the Comets or Oppies) don't need times.

When working with someone else, one of you calls out the numbers and gives

HOW TO USE THE AUTOHOOT

This is a simple box of tricks for starting races that lets you concentrate on the flags and the boats. It is already set up for the 5-minute start sequence and you only need to use your watch for boat timing.

Connect the crocodile clips to a 12V battery. If the machine hoots straight away, reverse the connections!

The red button on the left will sound the hooter whenever you press it, so you can use it to blow a 10-minute signal, hoot boats across the finish etc.

When you are ready to begin the timing sequence, hoist the No 1 Pennant and turn the rotary switch on the right, to the right. The hooter will sound immediately. The box will beep at you every 10 seconds, and give you a five-second countdown to the next "flag moment" at 4 minutes, then at 1 minute and at the start.

If it was a clear start, turn the rotary switch off (or else it will continue counting).

For a second start (the Slow Fleet, for instance), just leave the device running: it will carry on giving 5-minute sequences until the battery runs out!

If there was a PMS, press the red button once. For a general recall, press it twice.

HOW TOSET A START LINE

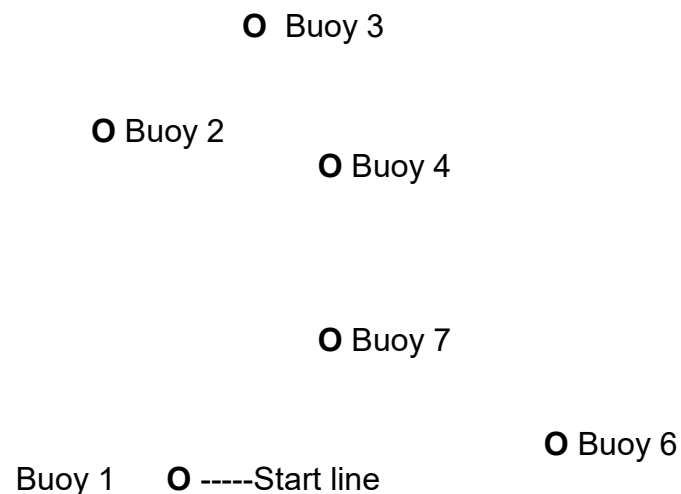
The simplest way to do this is to motor out to the buoy that is your ODM, establish the exact wind direction, then motor along the start line exactly across the wind and get into approximately the right position. Come to complete stop with the boat facing into wind and stand facing exactly into the wind. Then raise your arms to shoulder height and look along your left arm. The buoy should be straight along it. Motor slightly forward (say a couple of metres) then drop the anchor. The boat will set back slightly, giving a neutral line, or a slight port bias to the line, which is a good thing. Try not to get a starboard bias to the line, which makes it difficult for you and the sailors. Raise the orange flag to show that this is the start line.

very light winds you should keep the boats on the Club side of the river.

- Imagine yourself in a boat going round the course and check that you have the right "hand" for each buoy, then post the course on the board, which for the SW wind might be:

Committee Boat start at Buoy 1, then 3(P), 2(P), 4(S), 7(P), 6(S), 1(S), and on the last lap finish between 6 and the jetty, with 6 to Starboard.

On this course the leg 4 – 7 gives sailors a change of direction and many opportunities for overtaking.



HOW TO ORGANISE INTER CLUB RACING

(or, teaching Granny to suck eggs)

THE WEEK BEFORE

1. Know the wind and weather forecast. Increasing or decreasing? Veering or backing? Rain or sun? The more background information you have the easier you will find the task
2. Don't have too many preconceptions. Never have a fixed plan in your mind that can't be changed by conditions on the day.
3. Read the Sailing Instructions (they will be on the Club website) and find out what you have to do as Race Officer, what is required of the sailors. Talk to them and find out what they would like to do.
4. Keep things simple. Complicated systems nearly always fall apart at the first sign of pressure unless they are well practised.
5. Check that you have assistance: there must be two of you on the committee boat.
6. Talk to the other Clubs and confirm safety boat arrangements, start times and etc.
7. Check the tides.
8. Check the equipment. You need:
 - 5 buoys with ropes, anchors and weights. A complete spare buoy is good!
 - A flag of some sort for the one that's going to be the ODM
 - Waterproof notebook and pencils
 - Whistle or hooter
 - Stopwatch
 - Autohoot if available, with battery.
 - VHF radio on Channel M2 (check comms before the start)

THE NIGHT BEFORE

1. Speak to your assistants and confirm they will be there at the right time.
2. Run through your plan to make sure you have not forgotten something simple..

ON THE DAY

1. Get to the Club at least an hour before the start and load everything on the committee boat.
2. Check the wind direction and work out where the marks should go.
3. Get on the water with all your equipment and your assistants at least 45 minutes before the start.
4. Set the course in your mind (best to have a Port Hand course as shown, but sometimes in the Harbour you have to have a Starboard Hand course.
5. All marks must be in a metre of water.

Setting a Start Line.

Club start lines should be about 50 metres long. A short line makes life much too difficult for the sailors!

There is no rule about which side of the ODM the Committee Boat should be, unless it is laid down in the Sailing Instructions for the event. However, it is usual to have the boat at the starboard end of the line, because you are more in touch with the sailors and you see all the action!

1. Committee boat on the Starboard side. Move forward—start is starboard biased. Move back—start is port biased.

O ————— Boat

2. Committee boat on Port side. Move forward—start is port biased. Move back—start is starboard biased.

Boat ————— O

Setting a Finish Line

The easiest finish to manage is one set at the end of a reach, so that the sailors come past one by one and the sail numbers are easy to read. In Club racing this usually means putting the finish at the bottom of the course or at the end of the first reach. Don't try to finish sailors at the end of a beat, or the end of a run—you can't read the numbers and the line needs to be carefully set across the wind. Keep it simple!

O
| About 3 or 4 boat-lengths, no more.
|
Boat

Club Finishes. Finishing after Buoy 6 and between the jetty and the MSC finish mark is normal practice. Make this clear when you set the course.

Finish on the water (perhaps at Buoy 7) if the wind is light N, NE or Easterly, because the lack of wind round Buoy 6 makes it too much a lottery. Better to leave B6 out completely in these conditions.

DABCHICK'S ENGINE CHECK LIST

The engine is a 4-stroke and fuel for it is kept in the anchor box that goes with the boat. It's very easy to operate.

Collect and fit the Deadman.(kill cord)

Check the gear-lever is in neutral.

Check the fuel in the top tank (no need to use an external tank) and unscrew the pressure-relief valve.

Turn the fuel tap on the RH side of the engine.

Open the choke by pulling it out

Open the throttle to the "start" marking.

Pull the starter cord towards you. Try again. The engine should fire on the second try. Ask the safety crew for advice if you can't start it.

Close the choke immediately.

Turn the throttle down to a fast tick-over and allow the engine to warm up for a minute or so in cold weather, then close the throttle. The engine should keep running.

To make the boat go, engage gear with the engine on tick over and open the throttle.

Close the throttle before changing gear

COURSE DESIGN (not to scale)

A slightly broad reach is good **O Mark 1**
O Mark 2

The reaches should be at least 2/3 as long as the beat

*The upwind leg should be
the longest leg of the course*

*The run will set itself
if you get the other dimensions right*

O Mark 3 *A slightly broad reach is good*

O Mark 4
*1 Finish line (no more
than 4 boat lengths)*
Committee
Boat
ODM
*Start line: 75 m long -
better too long than too short*

6. If possible, lay the marks yourself as it only takes 20-30 minutes and is MUCH easier than doing it by remote control. Go to the start area and put out Mark 4.

- Motor straight upwind from 4 and lay Mark 1
- Go across and slightly down the wind and lay 2.
- Turn straight downwind and lay 3 so that the leg 3-4 is a slightly broad reach
- Go back to 4 and drop back 3 or 4 boat lengths and anchor up.
- Get another boat to lay the ODM across the wind from you, about 75 metres distance, perhaps a degree or two upwind, so it's a slightly Port start.

If you are pushed for time give Marks 1,2 and 3 to a RIB and lay them over the radio. This procedure takes lots of practice!

7. Put up the orange flag. Listen to the sailors: if anything is seriously wrong they will tell you!

8. Run the start. Keep a lap count of all boats as they pass through the finish line on each lap. Keep a very close eye on the leading boats so you know where they are at all times. Put up the Short Course flag as the leading boats pass Buoy 3 for the last time AND FINISH ALL BOATS FROM THAT MOMENT. Run the next race after a 15-minute break

