# Introduction to running a race

# Contents

# Running a race at EPSC

## *Day of Duty*

Try to arrive on site at least one hour before the start of racing to give yourself plenty of time.

It is difficult to do the OOD (Officer of the Day) duty on your own. The AOD (Assistant Officer of the Day) should be there to assist you. A second pair of hands is helpful at the start and when timing the boats over the line during racing.

*If for some reason the AOD is not present try to get someone to help with the duties.* If the winds are light the SB (Safety Boat) helm will probably help you but you must not rely on this. Their primary duty is to ensure safety on the water.

On arrival at the site try to locate the SB helm and AOD. The SB helm may have already got the safety boat out and can take you to the Island. Unlock the Race Hut and hoist the RED ENSIGN to the PEAK and the CLUB FLAG to the TOP of the mast.

Now prepare for racing.

## *Setting a course*

A plan of the lake is in Appendix 1.

Determine the wind direction (very important) set a course that provides a start as close as possible into the wind. A beat from the start line to the first mark.

If you are very inexperienced in setting a course choose one from the list below. Numbers correspond to the buoy. The letter determines which way a boat should round the mark -these numbers need to go on the course board. If they are to round it to port (the boat passes with the buoy on the left) it's a white number on red background and to starboard (the boat passes with the buoy on the right) a white number on a green background. The Church is North North East

The direction the boats will start is into wind, so as an example if the wind is coming from the church then the first mark is likely to be 4 or 5.

| Wind | Start | Course | | | | | |
|------|-------|----|----|----|----|----|----|
| S    | B     | 8s | 9s | 5p | 3p |    |    |
| SSW  | A     | 9p | 8p | 3s | 5s |    |    |
| SW   | A     | 9p | 8p | 2s | 5p | 4p |    |
| WSW  | D     | 9s | 6p | 5p | 2p | 8s |    |
| W    | D     | 9s | 5s | 6s | 2p | 8s |    |
| WNW  | D     | 9s | 6p | 2s | 5s | 8s |    |
| NW   | A     | 2s | 6p | 3s | 5s | 8s |    |
| NNW  | A     | 2s | 3s | 7p | 4s | 5s | 8s |
| N    | A     | 3s | 5s | 7s | 4p | 8s |    |
| NNE  | B     | 4s | 5s | 7s | 2p | 8s | 9s |
| NE   | B     | 5s | 7s | 2p | 8s | 9s |    |
| ENE  | B     | 6s | 7s | 3p | 2p | 5s | 9p |
| E    | C     | 8p | 2s | 6p | 4p | 9p |    |
| ESE  | C     | 8p | 4s | 7s | 2p | 9p |    |
| SE   | C     | 8p | 3p | 7s | 5p | 9p |    |
| S    | C     | 8p | 5p | 3p | 1p | 6s | 9p |

**Wind** = direction from where the wind is coming.

**Start** = Black boards with white numbers – direction boats travel to start.

**Course** = Coloured boards with white numbers

p = to Port – Red

s = to Starboard - Green

The start line is between the transom (a white triangle on a pole which is moveable) this is usually laying outside the race hut and a white buoy (with a blue handle on top) 'X' mark, this is moveable on the North side of the island (main lake) or a fixed red and white pole sited South of the island and West of the Club House (near the slipway, on the end of the fence line).

Using the 'X' mark as an outer limit boats heading:
West is start line 'A' (towards Buoy 1)
East is start line 'B' (towards Buoy 7)
Using the Pole (by the club house slipway) as the Outer limit boats heading
East is start line 'C' (towards Buoy 8)
West is start line 'D' (toward Buoy 9)
Put the appropriate letter on the course Board. They are white on a black background
See map on the wall in the clubhouse or later in this guide (Appendix 1).

The course must be set before the 5 minute warning signal. Do not alter it after that, unless the proper signals are made, which is explained later in this guide.

The Finishing line will normally be the same as the start line in Handicap races.

Boats must cross through the line at the end of each lap.

## *Timekeeping*

The Race Clock is kept in the race hut. You can use your own sailing watch as a good back up.

Familiarise yourself with its operation. (See Appendix 2)

Start the race at the advertised time if possible, but be mindful of those who may be helping beginners launch or if it is very windy – you may want to allow a few minutes extra launching time.

The raising and lowering of the flags must be smartly carried out as the timing is taken from these signals and not the sound signal.

## *The Race Sheet*

An example of how to fill out the race sheet is in the race hut (see Appendix 3). It should be self-explanatory but do ask someone if you are unsure.

## *FLAGS*

The most common flags used within the club are in Appendix 4.

## *The Start*

Depending on how many boats are on the water. The usual practice is to write names, boats and times as boats cross the line at the end of their first lap. However, it can be hectic if there are a lot of boats and you don't know the helms names, so some people write down all the sail numbers of boats that sail in the vicinity of the starting line between the Preparatory signal (5 minute) and the start. All these boats will score points whether they cross the line or not after the start signal.

All of the boat and crew must be behind the line - at the start.

A sound signal is generally a bell rung fast and loud for 2-4 seconds.

**The flag sequence**

Pennant 1 hoisted UP - 5 minutes to start with sound signal
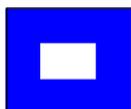
Preparatory signal hoisted UP - 4 minutes to start with sound signal
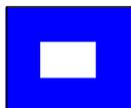
Preparatory signal lowered DOWN - 1 minutes to start with sound signal

Pennant 1 lowered DOWN on 0 to start with sound signal

**Handicap Race**
NB in Handicap races the elapsed time must be recorded every time a boat crosses the start/finish line.  Record times in minutes and seconds. If timing two races with the same clock remember to write this on the sheet so the first start time can be subtracted (i.e. 5 minutes).

**Fleet Racing**
As above but hoist the appropriate Class flag at the 5 minute warning signal instead of the Pennant.

## *Postponement*

The race can be postponed at any time before the STARTING SIGNAL.

Hoist Code Flag 'AP' Answering Pennant (red and white stripy triangular flag) and make 2 sound signals, lower all other race flags.

To restart the race lower Code Flag 'AP' and make 1 sound signal. One minute later, commence the new starting sequence.

## *Recall*

If any part of a boat or its crew is over the line at the start signal it is a premature starter and must return to the pre-start side of the line before re-joining the race.

For individual recalls display the code Flag 'X' (square white flag with navy cross) and make 1 sound signal.

You can recall premature starters by hailing them (shouting at them!)

If there are too many premature starters or incorrect starting procedures make a general recall by raising '1st Substitute' (triangular flag yellow with navy edge) flag and make 2 sound signals.

One minute after lowering 1st substitute (1 sound signal), commence the new starting sequence.

## *During Racing*

After a start make sure you have noted all boat sail numbers and if possible put names to boats/sail numbers. Ensure these are complete after the race with the sailors themselves.

Check that all boats follow the correct course. [This is often down to helms personal honesty] If appropriate at Emberton we encourage novices by giving them a finish but tell them if they have taken the wrong course – it's the only way to learn. These sailors are often at the back of the fleet and don't make a difference to the top of the fleet's results.

If it is a rough day use the KLAXON to draw the attention of the Safety Boat to any capsizes they are not aware of. It is helpful for the safety boat if the sailing course is in the main lake (don't use buoys 8 and 9).

As each boat crosses the line at the end of each lap note its time on the sheet. If it is fleet racing sometimes a position number is used. Safest to use a time for all racing but DO NOT just use a tick.

If necessary, make a note of any protest flags (not used at Emberton but you may hear someone shouting Protest) and try to witness any infringement of racing rules.

## *Shortening the Course (Finishing)*

A race may be shortened when the required length of race is approaching or on safety grounds.

Raise the Code Flag 'S' (square white flag with a navy square in the centre) plus the CLASS flag/s (if necessary) and make 2 sound signals.

The leading boat is now on it's last lap.

After the leading boat (in each race, if there are two races happening at the same time) has finished, all remaining boats will then be finished.
*For Handicap fleets (only) if the fleet is split – some being much slower than the others, you may wish to let the faster boats through and start finishing the back first.*

## *Abandon Race*

A race may be abandoned after the start by raising Code Flag 'N' (Square blue and white chequered flag) then make 3 sound signals.

## *Finishing*

Time each boat as they finish (any part of the hull, crew or equipment, in its normal position, crosses the finishing line) and make a short sound signal.

Write down its time in minutes and seconds in the Elapsed Time column.

### Results on Sailwave

We use a programme called Sailwave to work out the results of each race within a series – put the race sheets in the box by the desk where they will be picked up and entered into the programme. Sailwave is on the computer in the clubhouse if anyone wishes to know how it works or to score ad hoc races. Ask and you will be shown the basics.

**Manually worked out results**

If you have a calculator, and have time, work out the corrected time for each boat then the boat with the lowest corrected time is the winner. Follow this formula:

For all boats doing the same number of laps
   Finish time in seconds, divided by PY = corrected time

Anyone doing less laps needs to have their time in seconds converted (increased) as if they had done same number laps as the leader.
   Finish time in seconds, divided by the number of laps they did, multiply by lead number
   of laps, this is then their finish time, so divide by PY = corrected time

**Example:**

| Boat | Laps | Finish time | PY | Formula (finish time converted to seconds) | Placing |
|------|------|-------------|-----|--------------------------------------------|---------|
| Enterprise | 5 | 56:23 | 1115 | 3383 ÷ 1115 = 3.34 | 4th |
| Laser | 5 | 55:21 | 1090 | 3321 ÷ 1090 = 3.04 | 2nd |
| Graduate | 4 | 48:36 | 1136 | 2916 ÷ 4 x 5 = 3645 ÷ 1136 = 3.20 | 3rd |
| Topper | 4 | 45:17 | 1340 | 2717 ÷ 4 x 5 = 3396 ÷ 1340 = 2.54 | 1st |

## *Advisory Hearings, RYA Arbitration and Protests.*

Fortunately, we don't get many protests at the club but if they do happen then it is a good learning opportunity.

Competitors should make their intentions known on the water to those involved at the first available opportunity. Protests are dealt with in the clubhouse – up to 30 minutes after the RO (Race Officer) is ashore.

Follow the prescribed action in the RYA Rule Book in the desk drawer in the clubhouse.

A less formal resolution can be achieved using either an Advisory Hearing or Arbitration. Speak to a Flag Officer or senior member for help with this.

http://www.rya.org.uk/SiteCollectionDocuments/Racing/RacingInformation/RacingRules/RYA%20Rules%20Disputes%20Best%20Practice%202010.pdf

# Appendix 1

*Plan of the lake – Heron Water*
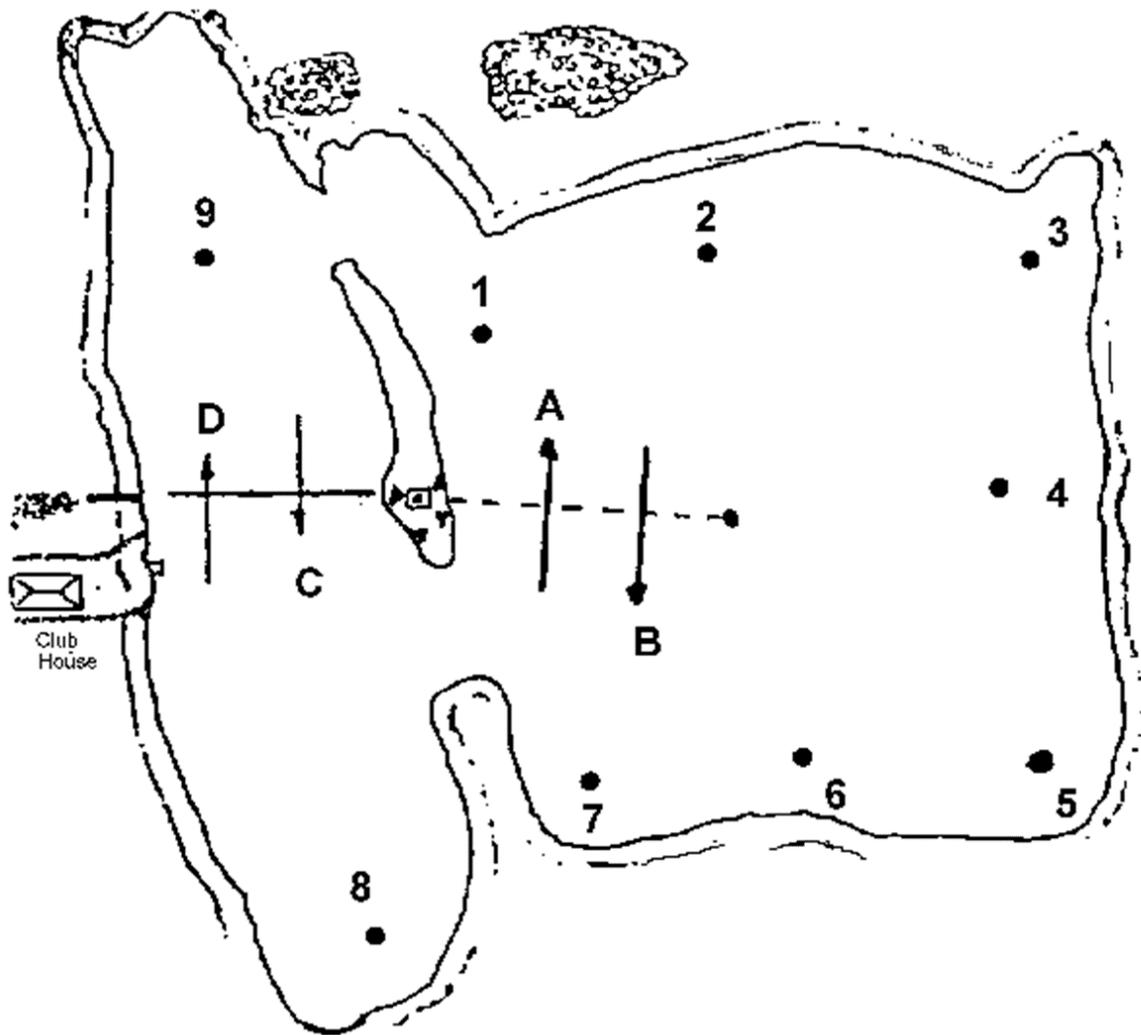
## *Using the Race Clock*

The race clock is very simple: It counts down 5 minutes prior to start and counts up after start. Use it to record lap times on the race sheet.

Switch on (3) simultaniously ring the bell whilst hoisting the flag.  Check the alarm is on in the window (2) if not press Alarm (4).

The alarm will give you a 10 second sound prior to 4 minutes and at 1 minute and again at start. Sound the bell on each of the alarm signals and follow the flag sequence.
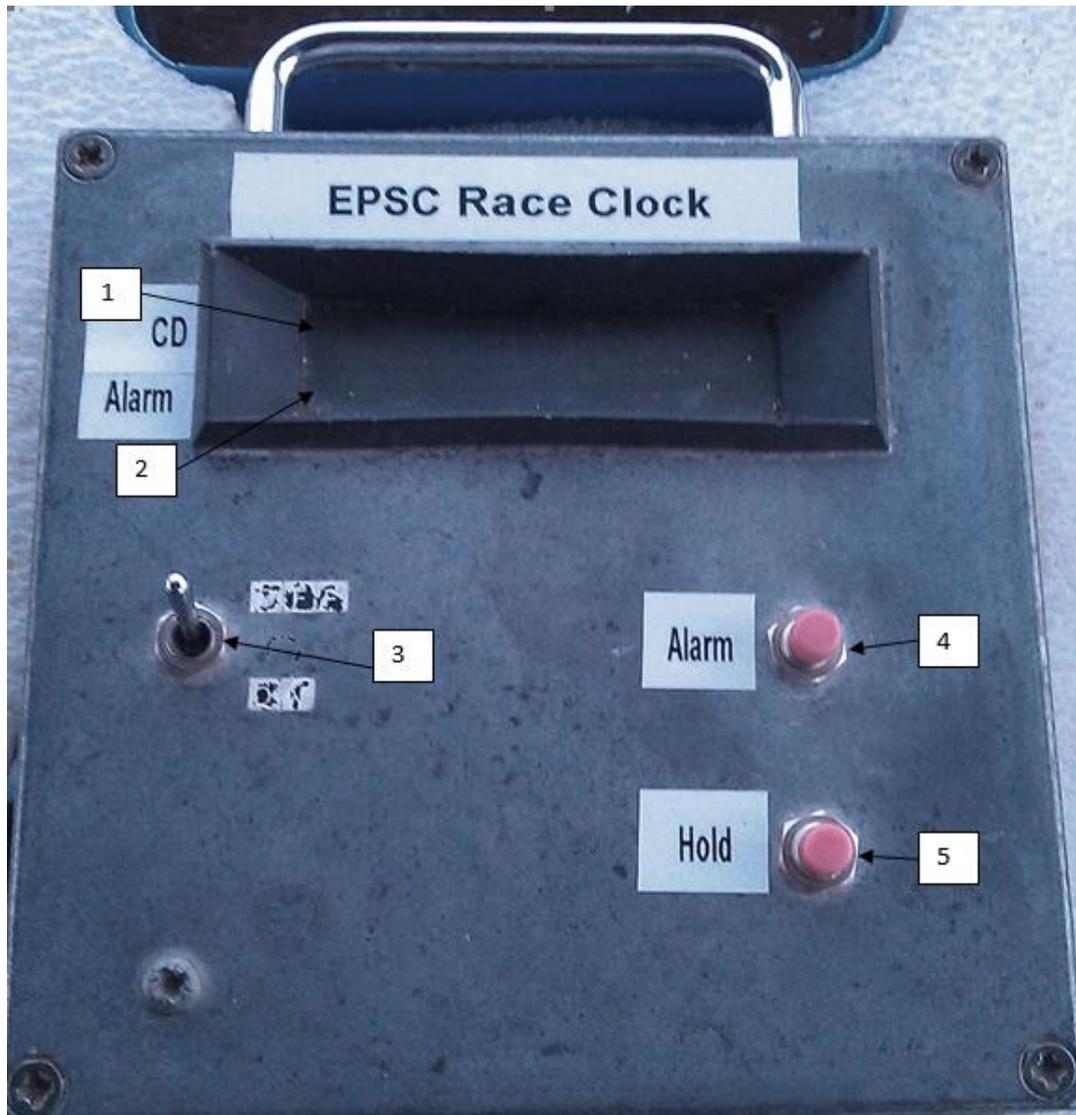


1. CD = count down/up is on

2. Alarm = indicates the alarm for the 4, 1, Start is on

3. ON/OFF = turns the clock on and resets countdown

4. Alarm (red button) = switches on the 10 second warning beeping sound

5. Hold (red button) = press and hold to pause the clock (clock continues in the background) release to continue

*Sample Race Sheet*

# RACE SHEET DETAILS

Please ensure that you note the full names of yourself, your assistants and safety boat crew otherwise they may not be credited the correct series points.

Record the time for every helm on each lap even in class racing.

Please ensure times are readable .i.e. 11:33:45

We use lap times to check suspect results.

Please check who is helming the two man boats, write as helm/crew .i.e. Andy Brown/Chris Day

You do not have to calculate the results as this is done by the Sailwave results program.

**Useful codes**  DNF *started but did not finish*   DNS *came to start area but did not start*

DNC *did not come to start area*  OCS *on course side at start*

OOD *officer duty points*     RDG *redress – points set by protest hearing*

**Class Distinction**

Laser (Full Rig), i.e. large sail, has a window in the sail which is larger at the back.

Laser (Radial), i.e. small sail, has a window in the sail which is smaller at the back.

**RACE OFFICERS AND SAFETY BOAT CREW**

| | | |
|---|---|---|
| O.O.D | GAVIN CROOKS | COURSE 1S, 6P, 4P, 2S, 3S, 7S |
| ASSISTANT 1 | MARK SMITH | WIND CONDITIONS MEDIUM |
| ASSISTANT 2 | ADAM ROACH | WEED STATE GOOD |
| SAFETY COX | PAULA SMITH | |
| SAFETY CREW | — | |
| GALLEY | KAREN WHITE | |

**NOTES**

# RACE SHEET

Fleets(S):-

MAKE SURE YOU COMPLETE THE RACE SHEET DETAILS OVERLEAF.

**SERIES:** SUMMER (AM)

**RACE NO:** 3

**DATE:** 3/7/14

**TIME:** 11:00

ABOUT TO FINISH TIME (Elapsed Time from Start of Race to shorten course) **11:45**

PLEASE RECORD TIMES FOR EVERY LAP

| NO | Helm / crew | Class | Sail No | LAP 1 Time | LAP 2 Time | LAP 3 Time | LAP 4 Time | LAP 5 Time | LAP 6 Time | LAP 7 Time | LAP 8 Time |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ANDY BROWN / CHRIS DAY | ENT | 22327 | 10:33 | 21:10 | 33:01 | 44:22 | 56:23 | | | |
| 2 | DAVE ELLIS | L | 147023 | 10:45 | 20:20 | 34:22 | 44:11 | 55:21 | | | |
| 3 | ANN YOUNG | SOLO | 3520 | 11:20 | 22:33 | 35:42 | 48:06 | | | | |
| 4 | HELEN BATES | BYTE | 3130 | 12:00 | 24:47 | 37:10 | 49:20 | | | | |
| 5 | MIKE SMITH | TOPPER | 47183 | 15:23 | 25:55 | 35:33 | 45:17 | | | | |
| 6 | BARBARA TAIT / TRACY BLOOR | GRAD | 2468 | 13:44 | 24:51 | 36:42 | 48:36 | | | | |
| 7 | PAUL RAY | RS200 | 1258 | 11:05 | 25:01 | 36:50 | 47:09 | | | | |
| 8 | JOHN WELLS / DAN HURST | L13 | 13359 | 15:10 | 27:23 | 37:07 | 49:21 | | | | |
| 9 | CAROL MANN | LR | 178341 | 12:13 | 24:07 | 34:16 | 44:56 | 55:17 | | | |
| 10 | DEREK SMALL / DAN PHILLIPS | ENT | 21137 | 11:23 | 22:43 | 35:19 | 43:44 | 56:16 | | | |
| 11 | PAT WHITE | TOPPER | 46224 | 16:10 | 25:30 | 37:41 | 44:30 | 62:10 | | | |
| 12 | CLAIRE RAY | L | 123767 | 11:30 | 21:44 | 34:56 | 44:12 | 65:23 | | | |
| 13 | | | | | | | | | | | |
| 14 | | | | | | | | | | | |

## Flags mostly used in the Club

The most common flags used within the club.

FLAGS

Answering Pendant (Postponement signal).

'P' (Blue Peter)   'B' (Protest)   'N' (Race Abandoned)

'1st Substitute' (General Recall)   'S' (Race Shortened)   'X' (Individual recall)

'1' (General Handicap) (MIRROR)   'T' (TOPPER)   'G' (GRADUATE)

'6' (SOLO)   'A' (GP14)   'E' (ENTERPRISE)

'L' (LASER)
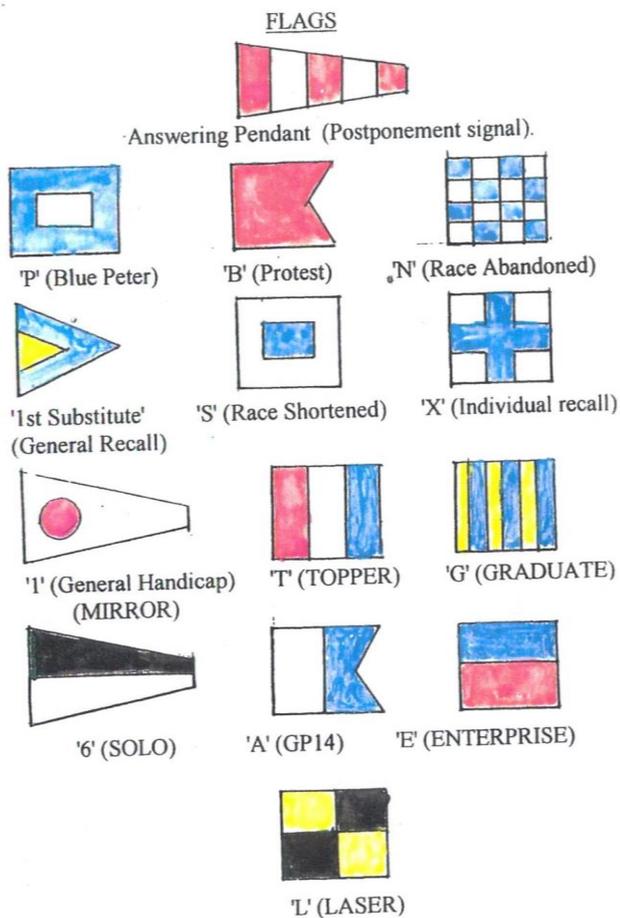
International Code Flags see http://www.marinewaypoints.com/learn/flags/flags.shtml for all flags.

| Flag | Name | Meaning |
|---|---|---|
| | **N** for November | No or negative. Abandonment and Re-sail (Sailing Regatta) |
| | **P** for Papa | Prepatory (Sailing Regatta) |
| | **S** for Sierra | Shorten Course (Sailing Regatta) |
| | **X** for X-ray | Individual Recall (Sailing Regatta) |
| | Code/Answer Code or Answer | Postponement (Sailing Regatta) |
| | First substitute (First Repeater) | General Recall (Sailing Regatta) |
| | Pennant one | Numeral one. (International) Pennant one. (Navy) |