



(Charity registration number: 1170017)

## Race Officer Guidance

v25th February 2023

**Objective: Lead the Race Team to provide fair, safe, and enjoyable racing and sailing for members and day sailing visitors. Remind sailors they should sail only if the conditions are within their capabilities.**

### Preparing

<input type="checkbox"/>	The Race Officer to be at the club <b>at least 2 hours</b> before the advertised first race start time. All other members of the race team to arrive at the club and make contact with the race officer <b>at least 1½ hours before</b> the advertised first race start time.	Check that all roles rostered for the event have been filled preferably one week before the event. If not, contact administrator@weston.org.uk. Phone or text any late-comers on the day. Their contact details may be available from the Directory in the Member's Portal.
<input type="checkbox"/>	Record hiring of club boats if weather conditions do not make damage probable. If high risk of damage, no club boats may be hired. Collect boat hiring forms and fees if applicable.	Guidelines and rigging instructions in Race Box. Hiring forms in Race Box and on Bar. Monies may be taken in cash by the RO or by a Committee Member using SumUp Machine (code 4) if available.
<input type="checkbox"/>	Note any boats sailed by <b>non-members</b> . Get day sailing forms and collect fee.	Forms in Race Box and on Bar. Monies may be taken in cash by the RO or by a Committee Member using SumUp Machine (code 3) if available.
<input type="checkbox"/>	Help members and visitors with enquiries about joining the club.	Any Committee Member will also be able to help.
<input type="checkbox"/>	Obtain Race Box and PB Shed keys from Race Officer Key Safe near changing rooms. Unlock Race Box (top and bottom) and remove shutters. Check hooters (may need turning upside down if full of water). Turn on lights and heaters if needed.	
<input type="checkbox"/>	Ensure all volunteers have arrived and complete the "Roster Sign-on Sheet" to confirm their attendance. Volunteers may also register to be given average scores for the day's racing.	
<input type="checkbox"/>	Give patrol boat teams the PB Shed key, PB Safety Equipment Containers (yellow 'cans' stored in the Race Box) and PB checklists. Ask them to unlock Sheds, prepare the patrol boats for launch and complete the checklists.	They should return the keys and completed checklists to the Race Box, indicating any items that are missing.
<input type="checkbox"/>	Each patrol boat should preferably have two crew. In light/medium winds it may be possible to operate with one experienced crew.	'Single crewing' must only be by a member competent and confident for the conditions



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<input type="checkbox"/>	Encourage someone to volunteer as a replacement if any rostered member is absent.	In necessary seek help from Committee Members to find volunteer.
<input type="checkbox"/>	Notify race cancellation if still short of volunteers and unable to run racing fairly or safely.	Speak to any Fleet Captain or Sailing Secretary before cancelling racing.
<input type="checkbox"/>	Race Officer discretion as to whether conditions suitable for racing with the number of patrol boats and crew available.	Speak to any Fleet Captain or Sailing Secretary before cancelling racing.
<input type="checkbox"/>	Ask patrol boat crews to be ready 30 minutes before the start and <u>on the water</u> 15 minutes before the start (so by the 15-minute signal).	ROs need to consider if these 'lead in' times should be increased, depending on the competence of the PB crew and the number of marks that need to be laid, or to allow time for wind direction measurements to be taken so that inflatable windward and/or leeward marks can be laid as accurately as possible.
<input type="checkbox"/>	Start Race Box radio and carry out radio check with patrol boats. Switch on Race Box laptop mains plug.	Spare radio handsets are on charge in the Office. A Key Holder may need to unlock it
<input type="checkbox"/>	Allocate patrol boats to areas of race water. Check they are aware of the courses and likely movement of the racing fleets. Identify any novice / junior sailors. Ensure patrol boats have correct buoys and know approximately where they need to be laid.	
<input type="checkbox"/>	Check binoculars, pens, paper, clocks, sign-on sheets, starting sequence worksheet, lap charts.	May print off extra copies from office laptop to office printer. A Key Holder may need to unlock. See 'WSC Admin Area' tab of <a href="http://www.weston.org.uk">www.weston.org.uk</a> website for a full set of all forms.
<input type="checkbox"/>	Prepare signal boards, 15 (general warning), Fleet Numbers (1, 2, 3, etc), Flag P (preparatory flag), Flag X (individual recall), First Substitute (general recall), Answering Pennant (AP) (postponement), Flag N (abandonment), Flag S (shorten course).	ARO will help.
<input type="checkbox"/>	Turn on and log-in to Race Box laptop (User: Race Box, Password: 1952).	This is an old laptop and may take a while to get started, process automatic updates, and synchronise Drop Box results files.



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## Race Running

<input type="checkbox"/>	Check in the SI's how many start groups required (may be 1, 2 or 3, depending on event)	
<input type="checkbox"/>	Write the times of sounds and boards to be raised / dropped for the whole start sequence in the 'Starting Sequence Worksheet'.	Use the Starting Sequence Worksheet (5-4-1-Go).
<input type="checkbox"/>	Make sure boards and flags, including General and Individual Recall, are ready to be used. Note: an individual recall must be signalled within 5 seconds of a start.	ARO will help.
<input type="checkbox"/>	Prepare entry (sign-on) sheets for each fleet (on clipboards with pens) and place in sign-on area in main club room.	ARO will help.
<input type="checkbox"/>	Let Chris in Galley know when boats are likely to come in (send ARO down again when boats about to land).	ARO will help.
<input type="checkbox"/>	If programme has back-to-back racing, start second race <b>without</b> 15-minute warning signal.	This is stated in the SI's.
<input type="checkbox"/>	Key points when setting course: <ul style="list-style-type: none"> <li>• Make sure there is not a "hook start" so that boats start in the direction of the first mark.</li> <li>• Ensure the course includes a reasonable windward leg. If there is no suitable fixed mark, or the wind direction is likely to change, lay an inflatable windward mark, or an inflatable leeward mark (eg in the case of an offshore wind).</li> <li>• Under the Racing Rules, boats must clearly approach the finish line (the line between the Outer Distance Mark (ODM) and the inner transit mast on the Race Box) from the direction of the last mark. If necessary to avoid a "hook finish", make boundary or beacon the last mark of the course or place a last mark near the finish line so that boats finish from the direction of that mark.</li> </ul>	Ask Fleet Captains or Sailing Secretary for advice if necessary.  Laying accurate windward or leeward marks can be tricky, and is often better done from the patrol boat rather than trying to direct from the Race Box. Make sure that the PB driver has a wind indicator that can be lifted into clear air. The patrol boat should not be making way through the water when the wind direction is measured.
<input type="checkbox"/>	Set transit and ODM, consider need for Inner Limit Mark to stop boats from grounding.	Check depth of water, ask any fleets about draughts with which you are not familiar.
<input type="checkbox"/>	Mark up and display Course and Start least 15 minutes before the first race start time (ie before the 15 minutes warning signal). Make sure the direction boats cross the start line is clear.	This is stated in the SI's. ARO will help.
<input type="checkbox"/>	Try to start on time. If shifty / light, the next race course may be shorter, and light wind skills need to be tested.	



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<input type="checkbox"/>	<p>Keep in touch with patrol boats:</p> <ul style="list-style-type: none"> <li>• Let them know if you are about to start finishing boats.</li> <li>• Guide them to boats in trouble.</li> <li>• Ensure they look after people first (boats can be repaired more easily) particularly if very windy or cold.</li> <li>• Abandon racing and call boats in if patrol boats become overstretched.</li> </ul>	Note it is good manners to help <u>anyone</u> in difficulty on our watch!
<input type="checkbox"/>	Record lap times. Don't forget the times are critical. If a boat number is wrong it can be corrected by asking sailors who they finished before and after.	Stress accuracy of times to ARO/recorders
<input type="checkbox"/>	If very large wind shift, consider moving windward mark during race.	Display Flag C from Race Box.

### Wrap Up

<input type="checkbox"/>	Check all sailing boats accounted for (racing and cruising) and no trolleys left on the slipway.	ARO will help.
<input type="checkbox"/>	Ensure PB crews have rechecked their kit against PB checklists, locked up PB Sheds and returned keys, PB Safety Equipment Containers and PB checklists to Race Officer.	PB Safety Equipment Containers are now stored in the Race Box
<input type="checkbox"/>	Finish race results, enter on Race Box laptop, and publish in Sailwave. If any anomalies, check with sailors as soon as possible. Once this is complete, shut down Race Box laptop.	Printed Sailwave guide in Race Box. There should be a Sailwave results file for the event in the "2023" Drop Box results folder ("C:\Users\Jeremy\Dropbox\Results 2019 in progress\2023"). Double clicking on this results file should open Sailwave and allow additional races to be added and results entered.
<input type="checkbox"/>	After results entered, place lap charts, entry (sign-on) sheets, roster sign-on sheet and PB checklists in tray in Race Box.	
<input type="checkbox"/>	Return Course and Start Board to shed under Race Box.	ARO will help.
<input type="checkbox"/>	Turn off radios, heaters, lights, close shutters, lock up Race Box and shed under Race Box.	
<input type="checkbox"/>	Return Race Box and PB Shed keys to the Race Officer Key Safe near changing rooms.	
<input type="checkbox"/>	Any missing items or defects - get fixed if possible. If not, notify the Sailing Secretary via <a href="mailto:sail@weston.org.uk">sail@weston.org.uk</a> .	Ask Fleet Captains or Sailing Secretary for advice if necessary.