



Royal Dart Yacht Club

Race Officer Manual Summary

Safety: See advice on wind strength (page 2), the risk statement in the NoR and the Safety Briefing card.

1. **In circumstances where racing is inadvisable** cancel or abandon racing. Advice may be sought from the Flag Officers, Racing Secretary, fleet captains or experienced skippers. You may decide to cancel racing at the club, or out in the Committee Boat.
2. **Personal Buoyancy.** You should fly Flag Y (Personal Buoyancy must be worn) in Force 5 and above. Keelboat sailors and BRAVO crew are required to wear personal buoyancy at all times
3. **Select the course** from the choice in the current Sailing Programme. Advice on choice of courses is in the Sailing Programme p 34-36. Go out and check wind/tide.
4. **Contact Froward Point on VHF 65**
5. **Start the race** using the Starting Sequence on the sheet supplied. Record all starters and any OCS.
6. **Finish the race and record finishing times** on the Recorder Sheet provided.
7. **Return the results sheets** to the Sailing Office. Complete and return a result sheet even if the race is abandoned, cancelled or there are no finishers (see 6 above).
8. **Calculate the results** on the computer help is available if needed, normally either Rear Commodore Sailing or Racing Secretary.)
9. **Announce the results** in the main bar as soon as possible after the race.
10. **Return the equipment** to the Sailing Office. Replace VHF radios in their chargers. If there are any defects or missing items please leave a note with the results sheet, reset the alarm and lock the sailing office door (coded door lock). Door Code is ***1, alarm code ***0 to unset, ***0FULL to set. Melinda, RCS or RS will tell you what numbers *** represent.

Before the Start

Check the electric hooter and have the air horn to hand. If a sound signal is not made, then the visual signal counts.

Position the CB with a mark (or tetrahedral) to give a start, square to the wind and a length of 150-200 metres. That is longer than you think. Give bias if one end is favoured.

Allocate Jobs - Prepare Flags: - on poles

Signal the Course. Fit the course boards into the course board before the Preparatory signal (preferably at least 10 minutes before the first start) and put on the side AWAY from the start line. Announce Course on VHF.

Starting Sequence

Prepare Start sheet – and then cross off each minute.

Use the time from 18:00 (on a Wednesday Evening) until 1826 to check everything: Flags and hooter, OCS flag, course board, boats over line, clock, weather, other vessels.

VHF Radio: Give a time check at 18:10 and announce the course over VHF. So - **Warn everyone 1 minute before announcements so they are ready.** Give VHF countdown before each signal.

Standard timing is 1 min, 30 secs, 20 secs. 10, 5,4,3,2,1 Go

During the last minute, warn potential OCS boats that they may be over the line.

Errors: time -If you get it badly wrong, then fly AP with 2 hoots. Rewrite times on start sheet. Remove the AP with one hoot one minute before the new warning signal. A minor error can be corrected, perhaps with a call over VHF Radio.

The Finish

The start and finish is between the mainmast of the committee boat and the adjacent mark and from the direction of the last mark (ie NEVER a hook finish).

Record both lap times and finishing times for all yachts as a sequential list as they round and as they cross the finish line.

Shortening Course: Monitor from the last class away, at the first mark- will they finish ? If not consider shortening

Fly the S Flag with the appropriate Class flags (or just S flag if all Classes shortened) with two hoots as the leading boat begins the last leg. Aim for about 75 minutes on a Wednesday, finishing around 20:00. You can shorten course by motoring out to any mark and anchoring (watch depth). Don't be late for the first boat finishing. Check the direction that the boats will approach from and try and get the line as square on as possible. If only one Class is shortened this may involve a compromise or a move. **Better than losing a race is to tell boats to take their time at a specified mark**
Time Limits. See *Time Limits* in the sailing programme P.29.

Abandoning a race. Hoist flag N, three hoots and broadcast on VHF Channel M1 (Ch 37)

Do not return to the river until ALL boats are known to be safely across the finish and under power into the river. *"Count them all out and count them all back in."*

Problems

Poor Visibility and Approaching Weather. Cancel all racing if visibility is less than the width of the river at the start line. Take a look to windward to see what is coming before making your decisions.

Strong Winds. The shipping forecast and inshore waters forecast will be available from the Sailing Office computer as will Froward Point Live Weather (usually). Froward Point tel: 07 976 505 649.

If you have any doubts at all please contact the Racing Secretary or Rear Commodore Sailing who will make an overall decision.

An approximate guide (based on mean wind) would be:

- **Force 5 (17-21 knots)** Personal Buoyancy to be worn (Flag Y). Consider abandoning Class 3 and/or Class 2.
- **Force 6 (22-27 knots)** Consider abandoning all racing.
- **Force 7 (27-33 knots)** General advice is not to start a race above 25 knots of wind.
- **Force 8 (32-40) knots)** Abandon all racing.
- **1-2 forces lower** if wind S to SE, weather unsettled or deteriorating, early or late season.

Communication when a boat is in trouble. If a boat appears to be in trouble Use the VHF (Ch 37 or 16) to contact the boat if possible and other boats that may be able to assist. If appropriate alert the coastguard (VHF Ch 16 or 67, Pan Pan if urgent, Mayday Relay if life in danger) or mobile phone (dial 999 and ask for Coastguard). Keep the club informed as they may be able to help or coordinate reception of any casualty.

Useful Telephone Numbers

Rear Commodore Sailing (Mike Webster)	01 626 821 831	07 973 739 224	
Racing Secretary (Mike Mackie)	01 803 782 463	07 740 022 602	
RDYC Main Office	01 803 752 496	RDYC Sailing Office	01 803 752 704
RDYC Bar	01 803 752 272	Froward Point NCI VHF Ch 65)	07 976 505 649
Brixham Coastguard	01 803 882 704 or 999		

RDYC Wednesday Starting Sheet.

Date:

Race Officer:

Time	Actual time		Action	Gunner	VHF	OCS Numbers
1809					Countdown to Time Check at 1810	
1815		-15			Transmit Courses	Class 1 OCS
1820		-10	ORANGE UP	Long Hoot	Repeat Courses	
1824		-6			Countdown to Warning	
1825		-5	Class 1 flag up	Hoot		
1826:30		-4:30			Countdown to Prep	
1826		-4	Prep up	Hoot		
1827		-3				
1828		-2				
1829		-1	Prep down	Long Hoot		
1829:30		-0:30			Countdown to Start	
1830		0/-5	Class 1 down. Class 2 up	Hoot		
1830:30		-4:30			Countdown to Prep	Class 2 OCS
1831		-4	Prep up	Hoot		
1832		-3				
1833		-2			Countdown to Prep down	
1834		-1	Prep down	Long Hoot		
1834:30		-0:30			Countdown to Start	
1835		0/-5	Class 2 down. class 3 up	Hoot		
1835:30		-4:30			Countdown to Prep	Class 3 OCS
1836		-4	Prep up	Hoot		
1837		-3				
1838		-2			Countdown to Prep down	
1839		-1	Prep down	Long Hoot		
1839:30		-0:30			Countdown to Start	
1840		0	Class 3 down	Hoot		

If there are OCS yachts, fly Xray flag immediately. removing flag without a hoot after 4 mins.

If Postponement (AP) or General Recall (First Sub) used, remove 1 min before Warning Signal and re write times for crossing off again.

Equipment List

Toolbox, check has the following	You will also need
Race Officer Summary	Timer (kept near window to update)
<i>Changes to the Sailing Instructions, if any</i>	Battery Hooter on bosun's worktop on charge
Sailing Programme + Committee Boat Courses Sheet	Two Portable VHF radio, Set to Ch 37 (M1)
Racing Rules of Sailing,	Committee Boat Flag Poles
Results Recording Sheets and Pens,	Course Board (on top of cupboard).
Spare Gas Hooter	Flag Mast
Binoculars (essential for sail numbers)	Orange Tetra Buoy + ground tackle
Course Cards to display courses	Safety Briefing card