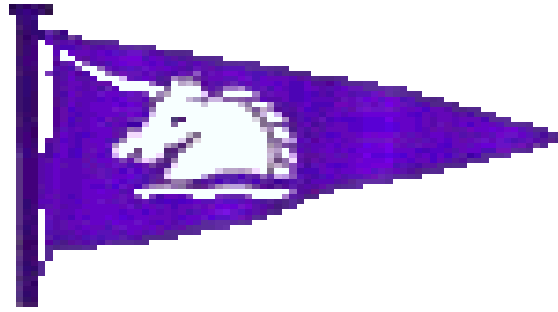


Running The CSC Race Hut “from Soup to Nuts”



Presented by:



Richard Lewis



Neil Banks



25 March 2018

How to have a successful duty, remember

1. Relax
2. No-one is talent spotting for Olympic sailors
3. ISAF is not looking for new race officers
4. The sailors are here to have fun
5. You are here to have fun
6. Prepare well in advance
7. Don't be afraid to ask advice

OOD's Role

Principal Aims:

- Ensure all competitors experience enjoyable racing
- Achieve a fair competition
- Ensure that the races are run safely

Responsibilities:

- OOD has full responsibility for all aspects of running the races (in accordance with SIs).
- Accept protest forms within the time limit
- NB – Redress can be sought against OOD action

People Required for Duties

| Session | No. of people | OOD | AOOD | Patrol crew | Teas |
|-----------------------------------|---------------|-----|------|-------------|------|
| Sat pm, Sun am, Sun pm, Winter | 9 | 1 | 2 | 3 | 2 |
| Sat am | 7 | 1 | 1 | 3 | 1 |
| Wed evening | 7 | 1 | 2 | 3 | 0 |
| | | | | | |

- Always need 2 patrol boats
- RIB squad provide 1 RIB driver, you supply the crew
- If no RIB, use 2 patrol boats
- If only 1 patrol boat & no RIB use only half the lake

Duty Times

1. OOD, AOD & Patrol Boat crews from 1 hour before first 10 minute signal
2. Overlap 1 - 1.30pm covering lunch-time events
3. AM / PM change-over at 1.30pm
4. Tea duties start: 10.50am & 2.30pm
5. Times may vary for special events

Key Preparations Before Arrival

1. OOD to ensure that he/she has a list of those on duty and contact numbers for them as well as for possible replacements
2. At least one week before the duty OOD to contact the team and get confirmation that everyone will attend.
3. If anyone cannot attend they must arrange a replacement.
4. If a non-attendee does not arrange a replacement the OOD must do this with the help of the class captain.
5. Allocate duties to team members and make sure they know who is doing what and who is in charge
 - You don't want anyone free-lancing!

Note: It is a CSC membership requirement that all members fulfil their allocated duties.

Key Preparations on Arrival

1. Open computer cabinet in Clubhouse
 - Start main computer, set up race session in readiness for people to sign on ASAP
2. A club official usually does this but keys are in key cabinet if she is not there
3. Open Race Hut & Course Board
4. Check Race Hut power is ON (Switch in Clubhouse)
5. Take race laptop, radio controlled clock, binoculars etc. from computer cabinet to Race Hut
6. Double check everyone knows what they are going to do.

If uncertain, seek help from a class captain or a flag officer

Safety equipment from Clubhouse

- Radios, on flotation straps just in case!
 - One for each RIB / patrol boat
 - One for the Race Hut
- Before the patrol boats go afloat check the radios work
- If any doubt, check with a club official

Setting Up Race Hut Equipment

Start up Race Hut Laptop:

- Computer acts as race clock
 - Gives countdown to each start
 - Gives readout of elapsed time for finishes
- Set up number of race starts
- You may want to enter a number of starts one more than the scheduled starts to allow for the unlikely event of a general recall
- Set up time of first start

Bend onto halyards the flags needed for the race session

The 'Master' Clock

1. Radio controlled clock – Accurate BST/GMT
2. Synchronise Race Clock computer to this (an accuracy of 1 second is easily achieved)
3. Use the Race Laptop computer for all events run from the Race Hut (except Opens)
4. For Committee Boat starts can take the 'Master' clock if desired (in a sealed plastic bag)
5. Use in event of an irrecoverable power cut
6. Race Clock computer has automatic recovery

Gong & Loudspeaker System

The GONG

- Fully electronic (But check that the old manual cylinder & striker are available)
- Press large red button to sound GONG
- 'Flying lead' extension button for outside use

LOUDSPEAKER SYSTEM

- Fully integrated with gong system
- Plug microphone into side of box
- Press button on side of microphone to speak

Check they work properly before any start sequence

Operating the Radios

1. One radio for each patrol boat and one in Race Box
2. Remove from charging rack & switch on by rotating knob on top
3. Indicator light will flash green
4. Check all units:
 - Press the PTT button (press to talk)
 - red indicator light will change to continuous
 - Speak from 5 – 7 cm away from radio - all units should respond
 - Use channel 1
5. Ensure flotation straps are attached.

Setting Courses

- Use “Recommended Courses” and aim to:
 - Give best possible beats
 - Start & finish on a beat if possible
 - Avoid boat crossings
 - Avoid follow-the-leader processions (seek long legs)
 - The course boards are in the race hut
- Experienced OODs may set alternative courses
- Where appropriate make use of inner/outer distance marks for the start
- Check buoys are in correct positions
- Avoid wind shadows at buoys (Be prepared to move marks if necessary)

Start & Finish Lines

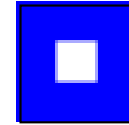
1. Choose a start line at right angles to wind in a sensible position (e.g. allow space behind the line)
2. Maximise distance to the first mark
3. Retain the ability to see boats crossing the line
4. Avoid start lines close to & parallel to a leg of the course
5. Ensure buoys to be rounded before the finish line are indeed positioned before the finishing line
6. Different starting & finishing lines may be a good idea but all 'handicap' boats must then do a complete number of laps (i.e. not finished before completion of a full lap)

Get Flags Ready

1. Lay out all flags needed:
 - A warning flag for each class (class flag)
 - “P” Blue Peter
 - First Substitute (General Recall)
 - “X” (Individual Recall)
 - “S” (Shorten Course)
 - Black Flag (For General Recall re-start)
 - AP1 for postponements
2. Half hoist in the order needed

Get Flags Ready

- “P” Blue Peter



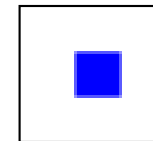
- “X” (Individual Recall)



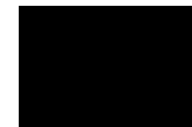
- First Substitute (General Recall)



- “S” (Shorten Course)



- Black flag



- Postponement flag



Deciding On The Number Of Laps

- You should aim for the leading boats to be racing for approx 60 – 75 minutes.
- With a good force 3-4 wind fast boats such as Scorpions or Lasers will complete a circuit of the lake in 13 - 15 minutes so set at least 5 laps.
- Do not be afraid to ask a member of Sailing Committee what they think is the appropriate number to set – remember you can always shorten the race if conditions change for any reason.
- You must continually review how the whole race is progressing not just the fastest boats.

Starting Procedure



Starting Procedure











- Remember, the key signal is the flag
- The flag hoisting **MUST** must be on time
- The sound signal is to bring the competitors attention to the flag

Starting Sequence (single race)

| Time to start | Warning flag | Blue Peter | Gong |
|---------------|--------------|------------|--------|
| 10 mins | Up | | Clang! |
| 5 mins | | Up | Clang! |
| Go | Down | Down | Clang! |

- Flags are the key signals – not the sounds (except for an individual recall)
- Sequence repeats at 5 min intervals for multiple races
- Blue Peter DOWN with final start







Saturday PM Start Sequence

| Time | Solo | Blue Peter | Comet | Topper | Donald King | Sound signal |
|-------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------|
| 14.00 |  | | | | | Clang! |
| 14.05 | |  |  | | | Clang! |
| 14.10 |  | | |  | | Clang! |
| 14.15 | | |  | |  | Clang! |
| 14.20 | | | |  | | Clang! |
| 14.25 | |  | | |  | Clang! |
| | Single start sequence for a class with a general recall | | | | | |

The Commodores Cup and Novices races have a combined start at 13.00. Aim to finish the leading boats by 13.30.

Aim to change the signing on computer and to post the course for the afternoon races by 13.20

Sunday AM Start Sequence

| Time | Laser | Blue Peter | Sunday H'cap | Sound signal |
|-------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------|
| 10.20 |  | | | Clang! |
| 10.25 | |  |  | Clang! |
| 10.30 |  | | | Clang! |
| 10.35 | |  |  | Clang! |
| | Repeat sequence for second Sunday AM races | | | |











Single start sequence for a class with a general recall

You have 2 sets of races for each class, so you need to plan finishing of the morning races by 12.30 to give you time to tidy up results by around 1pm, so

Aim to finish the leading boats in the first 2 races by 11.15, and

Aim to finish the leading boats in the second 2 races by 12.30

Sunday PM Start Sequence

| Time | Scorpion | Blue Peter | Herbert Chase + Firefly | Graduate | Heron | Sound signal |
|-------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------|
| 14.00 |  | | | | | Clang! |
| 14.05 | |  |  | | | Clang! |
| 14.10 |  | | |  | | Clang! |
| 14.15 | | |  | |  | Clang! |
| 14.20 | | | |  | | Clang! |
| 14.25 | |  | | |  | Clang! |
| | Single start sequence for a class with a general recall | | | | | |

Starting Sequence for single race

| Time to GO | Action | |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 60 secs | Flag person – go outside - check and prepare which flags go up and which go down | |
| 20 secs | Computer displays 'seconds to go' and beeps | |
| 10 secs | Call out seconds to go | Record boats likely to be over |
| GO | Warning flag down Blue peter down | Record boats over the line |
| Immediately after | If any boats over do individual recall <ul style="list-style-type: none"> <input type="checkbox"/> Raise X flag <input type="checkbox"/> Sound second gong <input type="checkbox"/> Call out boat numbers as a courtesy | If many boats over do general recall <ul style="list-style-type: none"> <input type="checkbox"/> Raise FS flag <input type="checkbox"/> Gong twice <input type="checkbox"/> Prepare for restart at end of start sequence |

Starting Sequence for multiple races

| Time to GO | Action | |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 60 secs | Flag person – go outside - check and prepare which flags go up and which go down | |
| 20 secs | Computer displays 'seconds to go' and beeps | |
| 10 secs | Call out seconds to go | Record boats likely to be over |
| GO | Warning flag down <ul style="list-style-type: none"> • 10 min Warning Flag UP • LAST RACE only – Blue Peter DOWN | Record boats over the line |
| Immediately after | If any boats over do individual recall <ul style="list-style-type: none"> <input type="checkbox"/> Raise X flag <input type="checkbox"/> Sound second gong <input type="checkbox"/> Call out boat numbers as a courtesy | If many boats over do general recall <ul style="list-style-type: none"> <input type="checkbox"/> Raise FS flag <input type="checkbox"/> Gong twice <input type="checkbox"/> Prepare for restart at end of start sequence |

Individual Recalls

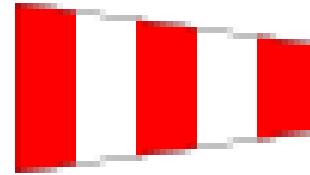
- OOD carefully sight along the start line transit to determine if any boat is over the line
- Line up using the same side of both poles
- Individual Recall
 - If a few identifiable boats are OCS (usually 3 at most) then - one extra gong & raise 'X'
 - CSC usual practice is to call out offenders as a courtesy
 - Offending boats must return behind the line or be DSQ
 - As a courtesy, call each boat clear once they have returned completely behind the line

General Recall

- If there are so many boats OCS that you cannot identify them all immediately or shortly afterwards you may need to do a general recall
- It is very unusual or a club race to require a general recall
- That fleet will have to go to the back of the queue to restart and will restart 5 minutes after last scheduled start

For more detail of the procedure see Appendix A at the end

Postponement



If you wish to postpone

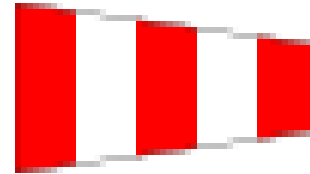
- Raise the flag and make ONE sound signal

To start the race

- One minute before the 10 minute warning:
 - Lower the postponement flag
 - Make ONE sound signal

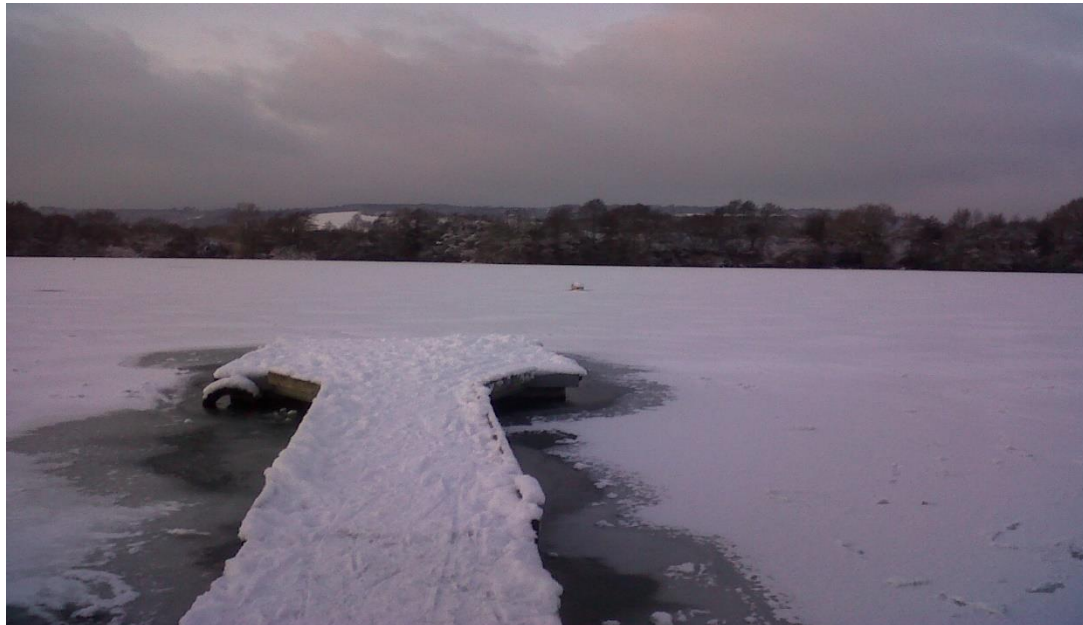
This flag is the Race Officer's friend

Postponement



You may need to postpone if:

- The race hut and / or the patrol boats are not ready to start the race
- You want to change the course because of major changes in weather conditions, e.g.



Tracking the Race

At Start off Each Race

- Print Lap Sheets from Clubhouse computer after each race has started or all together
- Print and put out Retirement sheet
- For Pursuit races do not print out Lap Sheets until last class is due to start

Lap Sheets

- One sheet for each race
- Boats are listed in an easy-to-find order:
 - For a single class – listed in order of last 3 digits of sail number
 - For Handicap Race listed -
 - lowest PY (fastest) boats first, then
 - within each class in order of last 3 digits of sail number

Managing the Process

The key is to allocate responsibilities and establish a procedure:

- Clarify who does what
- Stick to a method for identifying & recording boats, their times/positions
- Stay cool at all times and don't have several people talking at the same time
- Have a back-up - the voice recorder may be the ultimate saviour.

Voice Recorder

- It is strongly recommended you use it
- Set it to record continuously from before the 1st start
- Helpful in identifying boats OCS
- Recovery of missed S/Ns, lost boats and times
- OOD note the recorder time when difficulties arise
- Valuable item

Return to its compartment in Race Hut
Computer cupboard at the end of your session.
If it is missing you **MUST** note this in the log
book & tell Shirley.

Recommended Responsibilities

| OOD | AOD 1 Record | AOD 2 Record |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------|
| Supervise / co-ordinate | Large H/C race | Largest class |
| Provide back-up at busy times | Smallest class | Other race |
| Watch for boats approaching line and warn AODs of next few possible finishing boats | | |
| Call out boats as they cross the line. NB. It may be possible to call out the times but generally the AOD records the time as the OOD calls the finish. | | |
| Gong finishers as they cut the line | | |
| Refer to the voice recorder when in doubt | | |

Tracking the Race

1. Agree method of identifying boats & calling out times
 - Last 3 digits of sail numbers (Laser 367) & always keep to the agreed method
 - “Class (3 digits) – Time - Number of seconds” or
 - “Class (3 digits) – Now”

e.g. “Solo 432 Time 4266” “Laser 367 Now”
2. Everyone in Race Hut should keep to same method of identifying boats throughout
3. Ensure you keep track of each race leader
4. Set voice recorder running continuously

Recording boats during the race

Class Race:

- Best practice is to record the elapsed time from the Laptop as each boat crosses the line on each lap completion
 - OOD can choose to simply record the order that boats go through the line (1, 2, 3)
 - It is always recommended that you record the time of the lead boat in each class each lap

Recording boats during the race

Handicap Race:

- Record elapsed time from Laptop (in seconds) of each boat as it cuts the line each lap.
 - This enables average lap finishes at any time
 - Allows OOD to judge the potential race length
 - Provides sanity check on positions / finishing times
- If this not possible
 - 1st lap – Record position order
 - 2nd lap – Record position on RHS of column
 - If able, record time boat crosses line (on LHS)
 - 3rd lap onwards – Record position on RHS of column
 - Record time (on LHS)
- Finishing – Record elapsed time from Laptop (seconds)

Providing back-up on the finish

1. OOD should allocate an AOD to maintain a duplicate list of all boats as they approach the line
 - Used to assist AOD in identifying boats that may have been missed or for which sail numbers are uncertain
 - On a separate sheet of paper just record the 3 digit number in order of finish irrespective of class and add the elapsed time if a handicap boat and sort it out later.
2. Voice Recorder
 - At times of high pressure OOD make note of recorder time
 - In event of “losing” a boat - At a quiet time return to that time on the recorder to recover sail numbers/order, etc

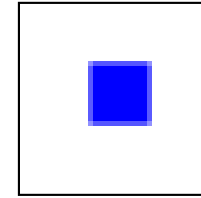
Finishing

- OOD & AODs MUST remain aware of position of leader of each race on lake at all times
- In handicap race also maintain awareness of position of the leading slow boat – slow fleet usually does one lap less
- As boats come into view, OOD record sail numbers in readiness (do this even though order may change)
- As bow of boat crosses the line:
 - OOD call out Sail Num & “Now” or “Time ----”
 - OOD sound Gong
 - AOD record on Lap Sheet
- In event of failure to record sail number attempt to note a time
 - if necessary can consult the voice recorder
- If unsure of positions, you can always consult the sailors in that race

Shortening Decision

1. Why shorten?
 - Insufficient wind to complete scheduled number of laps in reasonable time (normally 60-75 minutes for 1st boat)
 - Very heavy wind – shorten on safety grounds
2. Be aware “slow” boats usually do one lap less in a H/C race
3. OOD & AODs MUST remain aware of position of leader of each race on lake at all times
4. In handicap race maintain awareness of position of leading slow boat
5. Estimate finishing time for fast & slow boats – ensure give sufficient time to make competitors aware
6. By about 45 minutes decide whether likely to need to shorten & confirm decision by 55 minutes.
7. Remember that all races are finished ‘grand prix’ style

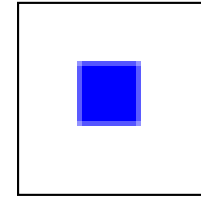
Shortening Procedure



- Signal “shorten” soon after leading boat starts its new final leg
 - If the last mark is at the other end of the lake do this when the leader comes into sight and sound
- Race finishes at next crossing of line (in starting direction)
- Can also finish between a committee boat (flying flag ‘S’) & a mark

NB. Handicap fleet will need to complete a full lap
- To shorten ALL races
 - Raise ‘S’ flag and make 2 sound signals
- To shorten individual race(s)
 - Raise ‘S’ flag and race Warning flag(s) for relevant classes and make 2 sound signals

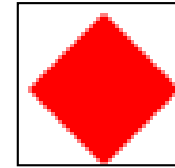
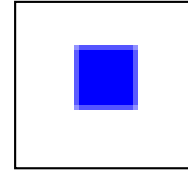
Shortening Procedure



Grand Prix Finishes

1. If any boats in a class race have been lapped they should be finished as they cross the line and their position adjusted to account for the fact that they have not been lapped by every boat.
2. In a handicap race, where there is a large time gap between the leading boats and the 'tail enders', a Grand Prix Finish can be used with the number of laps sailed by each boat being entered into the results computer to calculate a result

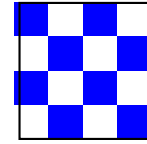
Shortening Procedure



Herbert Chase Trophy and Firefly points races

- The Firefly fleet, when quorate, starts with the Herbert Chase fleet but it is a separate race.
- The OOD can, if deemed appropriate, shorten the Firefly race and allow the Herbert Chase fleet to sail its full number of laps.
- The shortened course flag is raised with the Firefly flag but not with the club burgee (designated Herbert Chase flag)

Abandoning a Race



OOD may abandon/cancel a race because:

- Error in starting procedure
- Foul weather
- Insufficient wind – unlikely that any boat will finish within the time limit (2 hours)
- Mark is missing
- Any other reason directly affecting safety or fairness

Abandon by:

- Raising 'N' flag with 3 sound signals

At the OOD's discretion:

- Race will be deemed void, or
- Results will be calculated as at end of previous lap

Boats that complete fewer laps

1. Ensure you have a clear record of the actual number of laps done by each boat
2. The Race Management Computer facilitates entering the correct number of laps – but check that you enter the correct numbers
3. The computer will calculate the corrected times that would apply had everyone completed the same number of laps
4. In some circumstances (e.g. very light wind) OOD has discretion to finish “tail enders” early – computer calculates appropriate CT
 - But check the fairness of final results – inspect to ensure the tail ender has not improved its position as a result of not completing the final lap

Retirements

- Collect Retirement Sheet
- Note Retirements on Lap Sheets
- If OOD is aware that a boat did not finish but failed to sign off then this needs to be scored as DSQ
- Any boat that fails to finish within 30 minutes of first boat in that race may be deemed to have Retired. (OOD to exercise discretion in applying this rule, especially for handicap races)

Protests

- Any helm that wishes to make a Protest must inform the OOD verbally immediately on coming ashore & complete a Protest Form
- OOD to note the time Form received & whether a timely verbal notification was made or not. (Protest Form needs to be lodged with OOD within 30 minutes of last finisher of that race. Protest Committee will decide if valid.)
- Protesting competitor to seek 3 people competent to act as Protest Committee (PC).
Attempt to get the Hearing held that day while everyone is present. OOD does not sit on PC.
- If possible include decision of Protest Committee in the results entered on the computer. Note the Protest on the Lap Sheet.
- Note a Protest is allowed to seek redress for an OOD error

Entering Results on Computer

- Check that the positions, times & number of laps for each boat are correct on the Lap Sheet (rubbish in = rubbish out)
- While one person clears everything away, two people enter the results in the Race Management computer
- One person read out the results while the other types them in
- Computer will prompt you for the results in the same order as on the Lap Sheets
- Use the times in seconds displayed by the Race Clock Computer – do NOT make any corrections for different start times
- Print off a 2 copies of the results for each race & leave 1 copy on the table by the computer
- Place ALL other papers in computer cabinet

Tidying Up 1

- Complete the Log Book:
 - Confirm attendance of full duty team (note any absentees)
 - Check with patrol boat team that the boats & equipment are fully functional. Confirm this in the Book or enter details if not.
 - If voice recorder was missing this **MUST** be noted
- **If last duty of the day:**
 - Remove flags & hang to dry in Race Hut
 - Clean pole & put in Race Hut
 - Put away laptop, mouse, voice recorder & lock Race Hut
 - Lock course board
 - Ensure all is cleared away (radios, binoculars, horn, etc.)

Tidying Up 2

If last duty of the day:

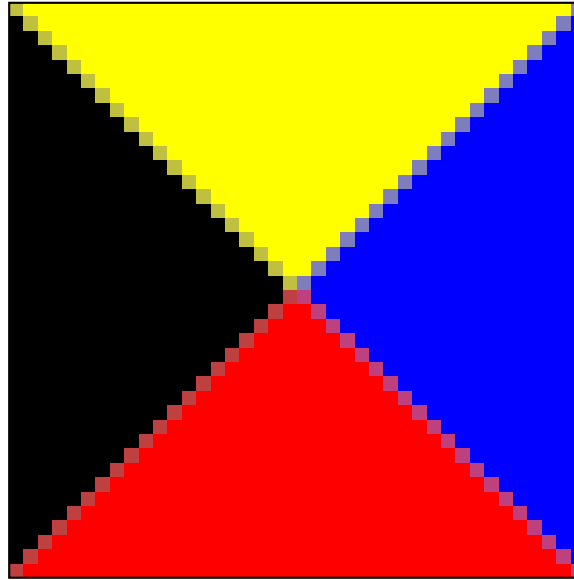
- Lock boats in boat shed and engines in safes and lock boat shed securely
- Ensure that both RIB engines are secured to the security cables using the keys on the ignition fobs, Ensure that any patrol boats or dories stored outside are chained and locked to an appropriate 'fixed point' – and that the boats are chained not just the trailers
- Ensure that all fuel tanks are in the fuel store with vents shut and Lock Fuel Store
- Lock Oppie Shed, Firefly Shed & Topper Mast Shed
- Winch - turn off power at 'red switch', lock the box, and cover up the winch with rope underneath cover

Tidying Up 3

If last duty of the day:

- RIB helm will ensure RIB keys etc are returned to key safe
- OOD to do the same for computer cabinet keys
- Check that all equipment is present on patrol boats (anchors, boarding ladders, paddles) and ready for the next duty session
- Report any patrol boat, engine or equipment problems to the OOD and/or record in log book
- Report that all End of Day tasks complete and arrange for alarms to be set

An afterthought for the ??????? class



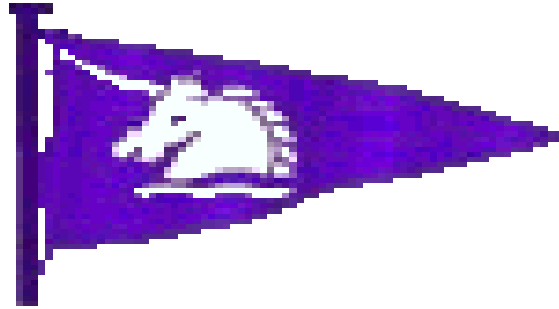
Z (Zulu)

“I require a tug”

.... and for those who want to combine motoring and boating



Note: This boat is not a permitted class at Chipstead



**And remember most of all,
have fun in the race hut
and**

don't panic

Appendix A - General Recall

- If so many boats are OCS that you cannot identify them immediately, or shortly afterwards, then:
- Sound two extra gongs & raise 'FS'
- RESTART 5 minutes after last scheduled start, so
- Repeat start sequence after all other races have started
- Black flag rule may apply at OODs discretion

Appendix A - General Recall

| Time to new start | Action | Sound | Notes |
|-------------------|-------------------------------------------------------------|--------|-----------------------------------------------------------------------------------|
| 6 min | FS flag down | Clang! | May advise competitors |
| 5 min | New warning flag up Black flag up Blue Peter stays up | Clang! | May correspond to the start of the last race |
| 1 min | Black flag down | Clang! | DSQ any boats over the line, or in the 'magic triangle' if a committee boat start |
| GO | Warning flag down Blue Peter down | Clang! | |

Appendix B

Finishing Pursuit Races (1)

- Plan for:
 - One AOD to remain in Race Hut with master clock
 - OOD to go afloat with 'master' clock, paper/pencil, air horn to sound the finish & record the front part of fleet
 - Other AOD to go afloat separately to record the rear of fleet
- 20 minutes before the finishing time OOD inspect lap times to estimate which boats are in contention to win.
- Arrange for OOD & AOD to be on board the 2 patrol boats 15 minutes before the finish
- With 5 minutes to go:
 - OOD estimate likely position of finish & locate patrol boat near that position. Make sure you can get there.
 - AOD to get into position near rear of fleet
 - Keep clear of competitors, moving position as necessary

Appendix B

Finishing Pursuit Races (2)

- At finish time – vigorously sound horn (if necessary checking time with AOD in Race Hut)
- OOD motor down the fleet and record boat order (NB Consider taking voice recorder)
- From the rear of the fleet, AOD to motor up the fleet and record (reverse) order of boats until meeting the OOD boat
- Note competitors are expected to stay in order until released by the OOD/AOD
- OOD & AOD return to Race Hut and transfer final positions onto the Lap Sheets
- Competitors are required to sign off and, where possible, identify boats ahead and behind them. If doubts exist about recorded positions use the signing off sheets to reconcile the results.