



## **GUIDELINES FOR RACE OFFICERS AND SAFETY BOAT HELMS**

Shotwick Lake Sailing depends upon volunteers to run race events and these guidelines have been developed to assist them in the safe, smooth running of the day.

Sailing is a 'risk' sport and these risks are accepted by those taking part as highlighted to all members in the club byelaws and to those taking part in open events. The club however, and race officers / safety boat helms on the day have a higher duty of care to juniors and inexperienced sailors and need to reinforce the advice of the traffic light system related to wind strength where appropriate.

All those with a role on the day including assistants should arrive at least 45 minutes before the scheduled start of the first race. Assistants should make themselves known to the Race Officer / Safety boat helm immediately on arrival. All assistants, including race assistants should come prepared with sailing gear in the event they are needed to help in the safety boat.

Suitable manning of the Safety Boat shall take priority over the Race Officer / assistant duties.

### **SAFETY BOAT HELMS**

All Safety boat helms will hold as a minimum RYA Powerboat L2 and have attended club organised refresher training in the last two years.

The following is an aide memoire checklist for Safety boat helms

- Always arrive in good time to meet your assistant and involve them in preparation of the boat(s) so that they gain familiarity with the location and purpose of equipment on board.
- Launch and recover the Safety boat in accordance with the procedure displayed in the safety boat garage.
- Always wear the kill cord and check its operation.
- Only have two people in the Safety boat. At least one and ideally both people should be prepared / equipped to enter the water.
- Check the West Kirby Windguru wind forecast and using this information, display the Green, Amber or Red wind day sign. Particularly on 'Red' wind days be aware of junior and inexperienced sailors taking part and provide advice to them as appropriate.
- Obtain and check the operation of the two-way radios in conjunction with the race officer.
- Set the race start line in conjunction with the Race Officer.
- Give priority to attending junior and inexperienced sailors.
- Avoid becoming involved in preventing damage to or recovering boats to the detriment of checking the safety of other sailors on the water.
- Stay alert to activities on the water.
- At the end of the day report any defects to a Committee member.



## RACE OFFICER GUIDANCE NOTES

Most members only undertake 2 or 3 duties in a season so these notes are intended as a prompt to help with the smooth running of the racing programme.

### 1. Preparation

#### Before you set-off:

- Check the forecast wind direction and strength and note any changes expected during the day.
- Check the sailing programme so you know what races need to be run.
- Bring a spare pen. A compass and binoculars could also be useful.

#### At the club

- Forms are kept in a folder in the door of the Course Board cabinet.
- Put out "Signing On" sheets and make sure that you record the names of Race Officer, Safety Boat Crew and Assistants.
- Prepare Race Timing Sheets
- Put the mast on the Starters Trolley (kept in garage) and check the timer. There is information on the trolley on which flags to use and when.

### 2. Safety

- Discuss proposals for the day with the Safety Boat crew.
- Check the operation of the radios and make sure you know how to use them.

### 3. The Course

- Check wind direction (club weather station or compass).
- Look in the Course File and choose an appropriate course.
  - If very windy then consider a "No Gybe" course.
  - If very light then select a short course on just part of the lake.
  - If back-to-back races then consider the conditions and try not to make the laps too long otherwise there could be a lot of waiting around between races.
  - If in doubt then ask one of the more experienced sailors.
- Draw the chosen course on the white-board and check carefully.
- Discuss the location of start line with Safety Boat crew and ask them to set it.

### 4. The Start

- Move Starting Trolley to the start-line and align with inner/outer marks.
- Remember to take the Race Timing Sheets, pens, course details and radio.
- Flip switch to turn-on timing device – "5421" should appear on the display.
- Try to start at the scheduled time.
- Give 2/3 hoots (red button) to warn sailors of approaching start sequence.
- After a suitable pause (~20s), begin the start sequence by pressing the white button and raising the 5-minute flag (red/white). The count down is automatic with a series of short bleeps to warn you of the next signal.



- At the 4-minute signal raise the Blue Peter (blue with inner white rectangle).



- At the 1-minute signal lower the Blue Peter.



- At the starting signal lower the Red/White flag.



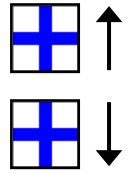
- Check that all boats are behind the line at the start signal.



### Individual Recalls

Individual Recalls are needed when there are boat(s) over the line and you can identify them.

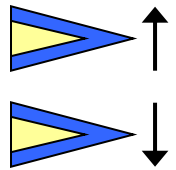
- Sound one extra signal (red button) and raise flag X (white with blue cross).
- Try to shout to the boat(s) that were over (but not obligatory).
- When all offending boats have returned (around the ends) and started properly then lower the flag X – if not then leave it flying.
- If somebody doesn't return then make a note on the Race Sheet and tell them afterwards – but keep a note of their times just in case.



### General Recalls

A General Recall is required when there are so many boats over the start line that they can't be identified individually. Thankfully, this is quite rare.

- Sound 2 extra signals (red button) and raise the Recall pennant (blue triangle with yellow centre)
- Consider re-setting the start-line.
- When ready for starting again, sound one signal and lower the Recall pennant.
- 1 minute later, begin the 5-minute starting sequence again.



### Black Flag

- If the fleet is unruly, or you find that you need a second General Recall, then consider hoisting the Black flag before the starting sequence. This means that any boat that is in front of the starting line in the last minute is automatically disqualified. This is a good deterrent!

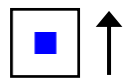


## 5. Race Sheets

- After the first lap, record class, sail number and time for each boat.
- At this stage it is useful to estimate how many laps that boats are likely to complete. Most races are about 50 minutes but Club back-to-back races are should be about 35 minutes.
- Record times on every subsequent lap for all boats.

## 6. The Finish

- Towards the end of the race, decide which boat you are going to finish first – this is often one of the slower boats.
- As this boat approaches the last mark, give 2 hoots (red button) and raise the Shorten Course flag (white with inner blue rectangle).
- Give one hoot (red button) as it crosses the finish line and record the time.
- Finish all other boats as they cross the line giving each a hoot and recording their time.



## 7. After Racing

- Check all the information is on the Race Sheet and that it is legible!
- Put Race Sheets and Signing On sheets in the post-box next to the course board.
- Return the Starters Trolley to the garage and PLUG IT IN to recharge.
- Return radios to clubhouse to recharge.
- Check that there is somebody to lock the clubhouse before you leave.

Job well done!!

*Carole and Dave Feb'18*