



Queen Mary Sailing Club

CLUB RACE OFFICER COURSE

Andrew Craig, Principal Race Officer

January 2019

Introductions

Planning and preparation

Running a club race at QMSC

Expecting the unexpected

Sources of help

An opportunity to practise

Where next

Planning and Preparation

Forecast

QMSC Race Officer Checklist

From Home

Book Assistants for 9:15 at Club
Check Forecast
Watches x 2, Voice recorder, Range Finder
Waterproofs, Life Jacket and Boots
Binoculars, Phone and Glasses
Sun cream, Water, Hat
Towel, Rag, Duct tape

At Club - 9:15

Check Notice of Race for start times and
Starting Sequence (5/4/1 or 3/2/1 GO)
Check signing-on Sheets and Pens are out
Agree course with QM / any other event RO

Take On Committee Boat - 9:45

Flags
Horns
Whistle
Radio
Recorder
Compass

At the Start - 10:10

Check course still set true to wind
Port bias on line 5-10 deg. check for Race 2
Course boards, with No. of Laps

Flags:-
Committee Boat on Station - Orange
Postponement - Answering Pennant +2 Up
Down +1

Warning after 1 min +1

Down +1

Warning - Class +1

Preparatory - P +1

Individual Recall - X +1

General recall - 1st Sub +2 Up

Down after 2 mins + 0 (Sun)

Down +1 (Wed) then...

Warning after 1 min +1

Shorten before leader rounds - S +2

Committee Boat Finishing - Blue (+1 if timed)

Record boats seen in starting area (if poss)

Racing

Record who starts in each start (if poss)
Record number of Rounds = times through
start/finish line, with time of leader / last
Record finishing times (ex Lasers on Sun)
Start line must not be crossed downwind

Courses (all)

Start line 1.25 times total boat length. 150m

Courses (Open meetings)

Spacer mark 8-10 boat lengths across and to
leeward of windward mark
Leeward gate 8-10 boat lengths wide

Symmetrics: 90 degree at wing mark
No spins: 60 degree all angles

Briefing for Pursuits

Welcome
Race office team
Forecast and Actual
Sign on
Course:

- As per board
- Avoid exclusion zones
- Lead boat guide

Start:

- Warning H on 5, P on 4 and 1, Go
- Number change and sound
- See your or higher number, Go
- Individual recall X for 30 secs
- General recall 1st Sub and +2 mins
- Line not part of course after start

Finish:

- Time = 2 hours
- Line set in front of lead boat
- On rhum line up and down wind
- Sail through line
- Or will be finished at a mark
- Or by dory motoring past
- Listen for whistle!

Kit

Team

Schedule

Best QM Wind Forecasts

[Windguru](#)

[BBC](#)

[Met Office](#)

XC Weather

Check day before and on the day

- Spot trends in shifts and strength
- Set course to allow for expected shifts

QMSC Supplied

- **NOR & SIs**
- **Rule book**
- **Recording sheets**
- **Clipboards (2)**
- **Pencils, biros**
- **Voice recorder**
- **Mouth-blown horn**
- **Whistle**
- **Hand-bearing compass**
- **Burgee**
- **Complete flag set**
- **Course boards**
- **VHF radio**

Personal Kit List

- Mobile phone
- Watches x 2
- Wind- and water-proofs
- Buoyancy aid
- Sunglasses
- Suncream, water, baseball cap
- Woolly hat, neck warmer
- Snacks (food & drink)
- Binoculars
- Anemometer
- Cotton wind indicator
- Range finder

Race Officer – Sets course, times start, sounds horn, sights the line for recalls, calls sail numbers

Assistant RO 1 – Flags and recording

Assistant RO 2 (Sundays) – Timing, flags, recording

Safety 1 – Sets course marks

Safety 2 – Sets start / finish marks

Duty Officer – Advises on sailing area

Rules Advisor – Clarifies rules, resolves disputes

Interpreting NOR and SIs



FROSTBITE SUNDAY SERIES

23rd DECEMBER 2018 – 10th MARCH 2019

**NOTICE OF RACE
AND SERIES PROGRAMME**

24 RACES, 12 RACES TO COUNT



FROSTBITE SUNDAY SERIES

23rd DECEMBER 2018 – 10th MARCH 2019

SAILING INSTRUCTIONS

Running a Club Race at QMSC



Sunday Courses

Course J - Sundays

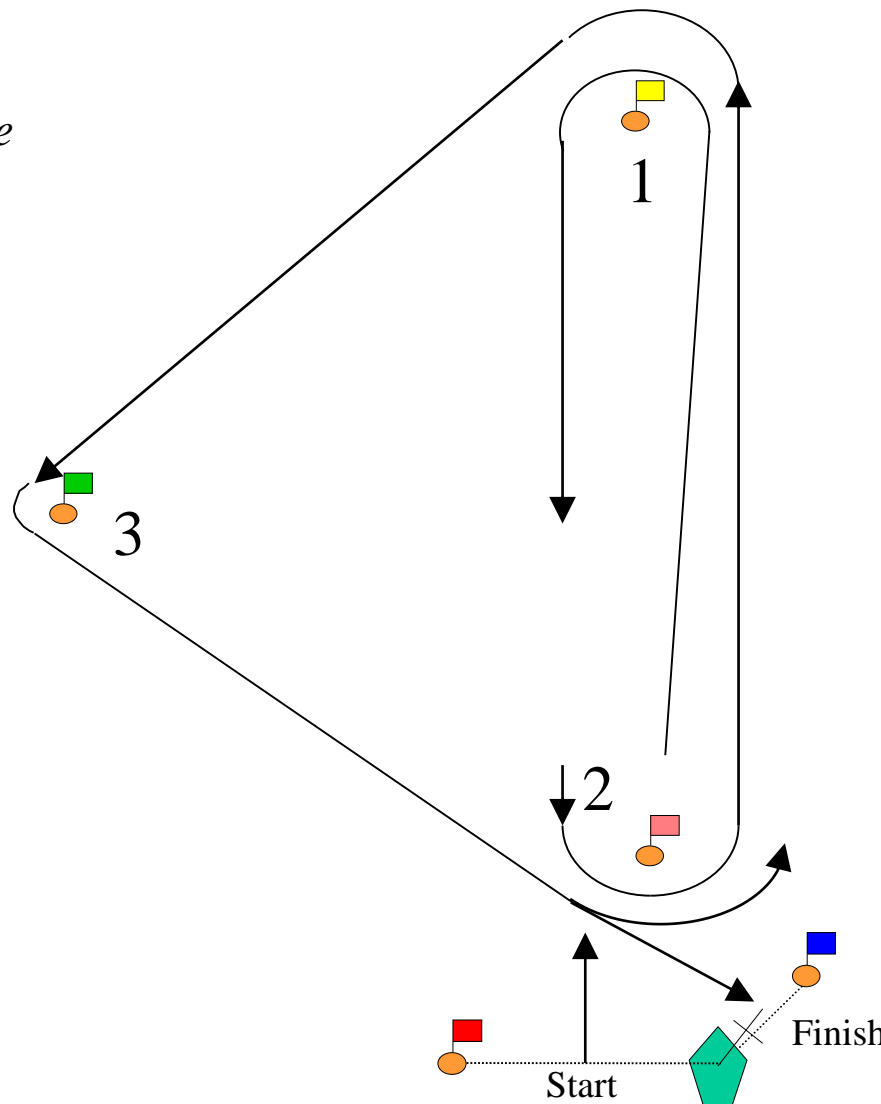
Windward – Leeward – Triangle Course

1P – 2P is Round 1

1P – 3P – 2P is Round 2

1P – 2P is Round 3

1P – 3P – 2P is Round 4



Course L - Sundays

Windward – Leeward Course

1P – 2P is Round 1

1P – 2P is Round 2

1P – 2P is Round 3

1P – 2P is Round 4

Wednesday Course K



Triangle Course K

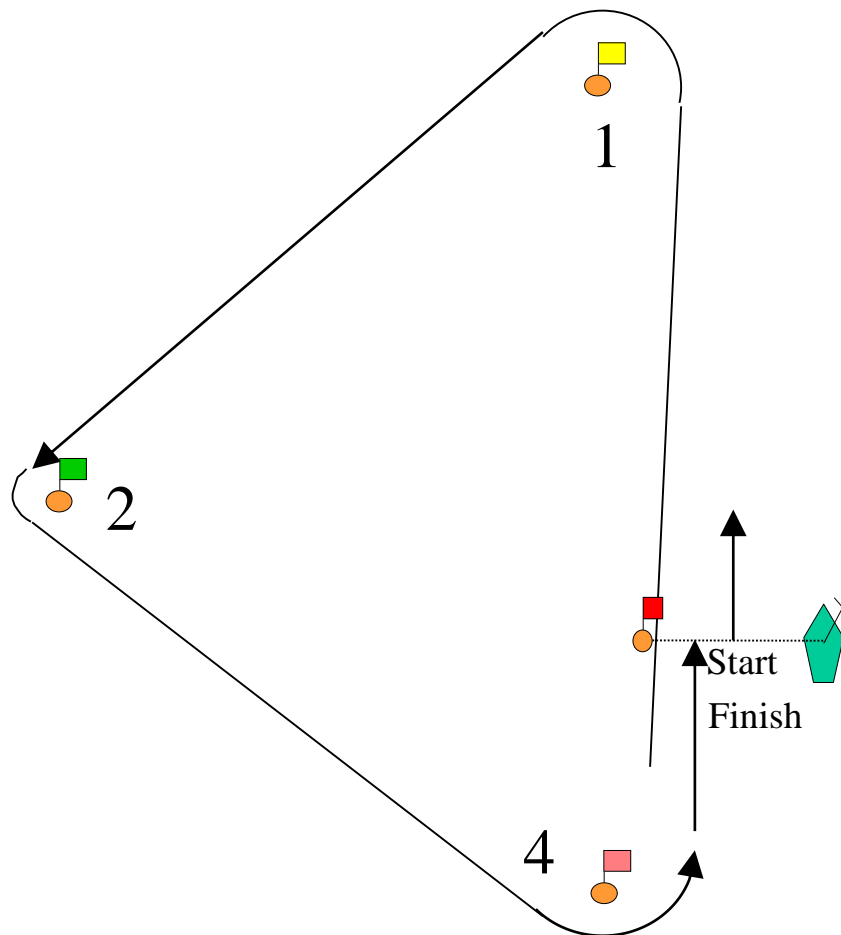
Timed race duration

Start & finish on the beat

Course:

1P – 2P – 4P

Repeated until blue flag hoisted



Wednesday Course L



Windward Leeward Course L

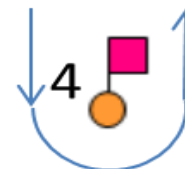
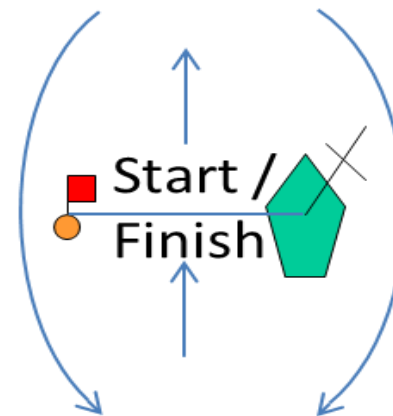
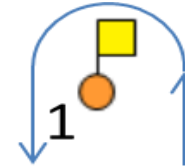
Timed race duration

Start & finish on the beat

Course:

1P – 4P

Repeated until blue flag hoisted



Wednesday Course N



Trapezoid Course N

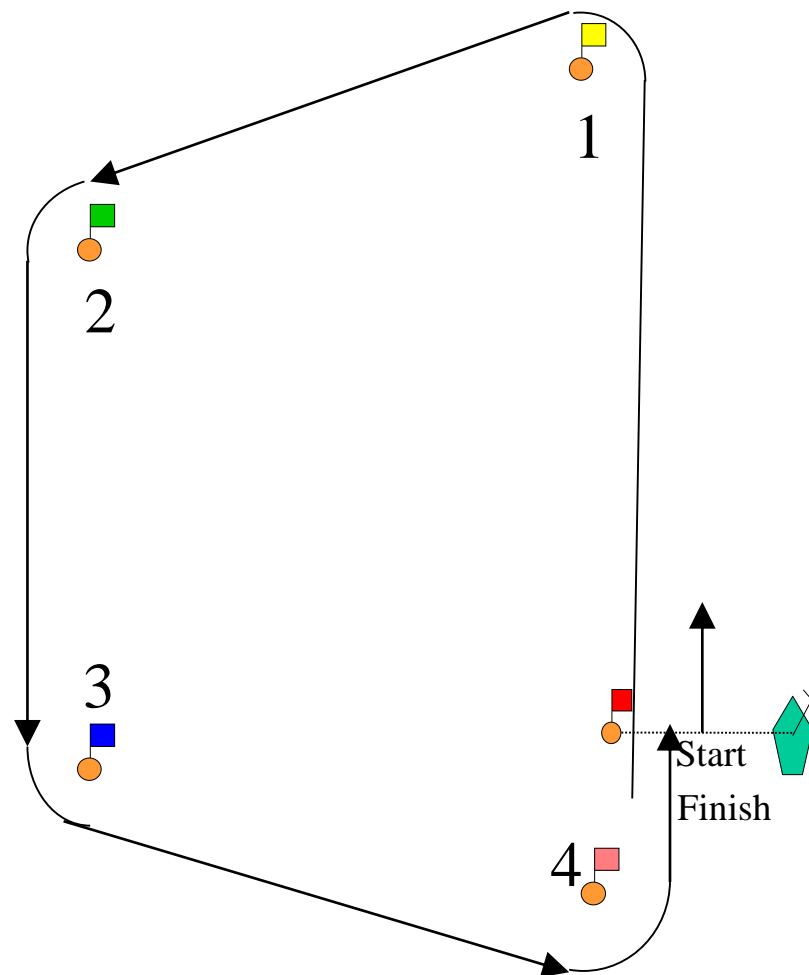
Timed race duration

Start & finish on the beat

Course:

1P – 2P – 3P – 4P

Repeated until blue flag hoisted



Important factors affecting race management

Clean winds – keep clear of windward shores

Enough space

Course areas not overlapped

Away from Exclusion Zones

Talk to Safety One re position of marks

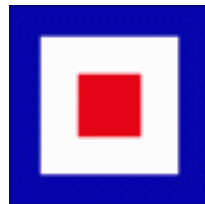
Race Duration and Limits

Target race length

- 45 minutes for leader (40-50 minute range)

Time limits

- DNS after 4 mins Sun, 15 mins Weds
- 75 minutes for first finisher
- 15 minutes from first to last
- Introducing Whiskey flag for tail enders



Course Boards



J	L	J
3	4	3

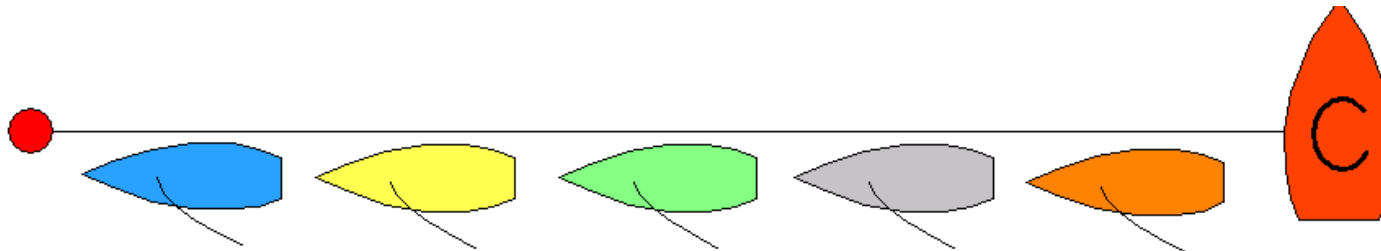
<= Sundays

Wednesdays
– One of =>

K	L	N
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Start Line Length

Number of boats x length of the boat plus 10% to 50%



QM recommended multiplying factor 1.25

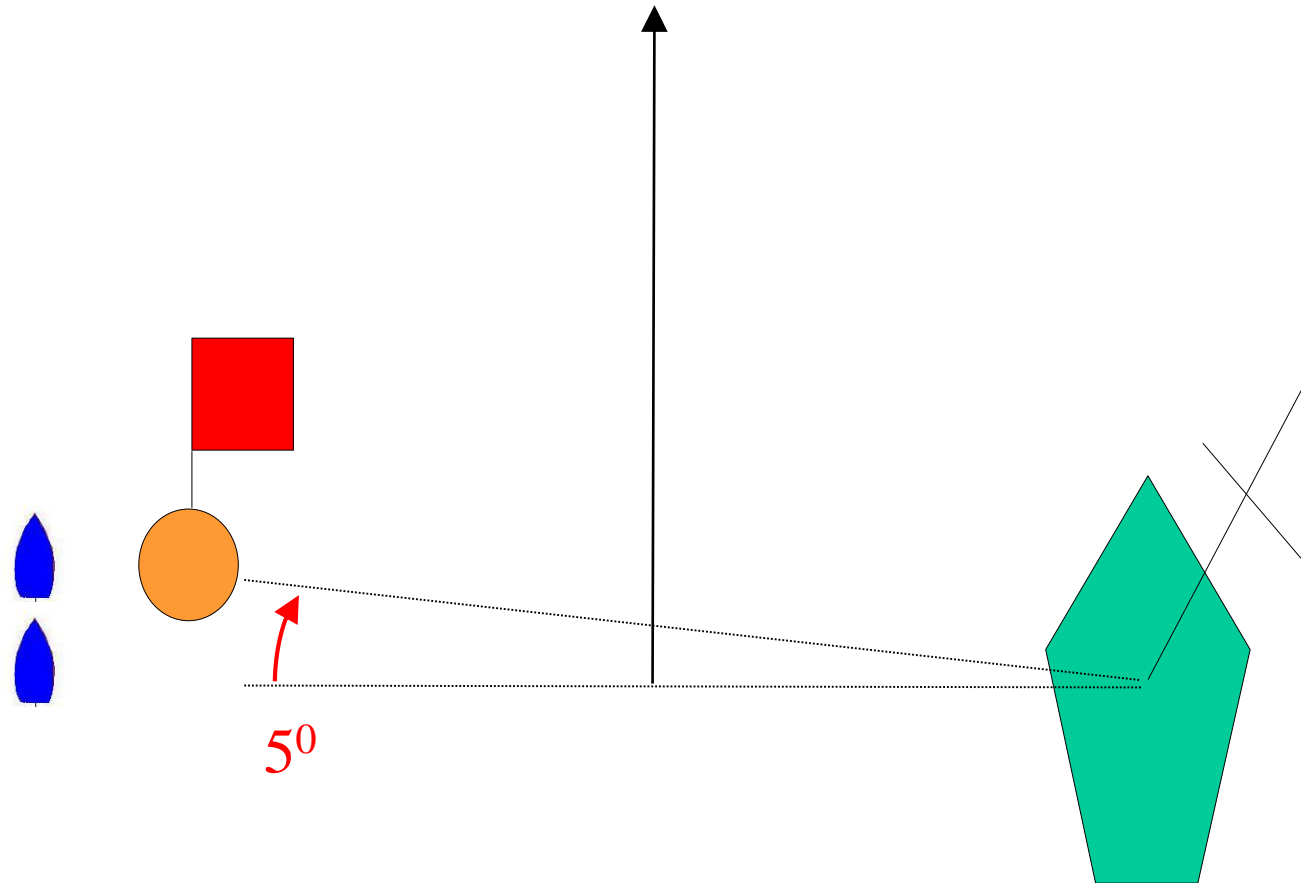
Sunday

1 Laser = 4.25m
24 Lasers = 100m
x 1.25 = 125m
x 1.50 = 150m

Wednesday

1 average boat = 4.5m
30 boats = 135m
x 1.25 = 170m
x 1.50 = 200m

Setting the Start Line



Send rib away downwind to right distance

then upwind to drop. 1 to 2 rib lengths = 5 degrees

Pre-Start Procedures

Before leaving pontoon

Check race box

Check boat for X,
1st Sub, W and
Course Boards

Race team briefing

Radio checks with
Safety / QM

On station

Check boat hooter

Raise Orange flag

Bend on all flags

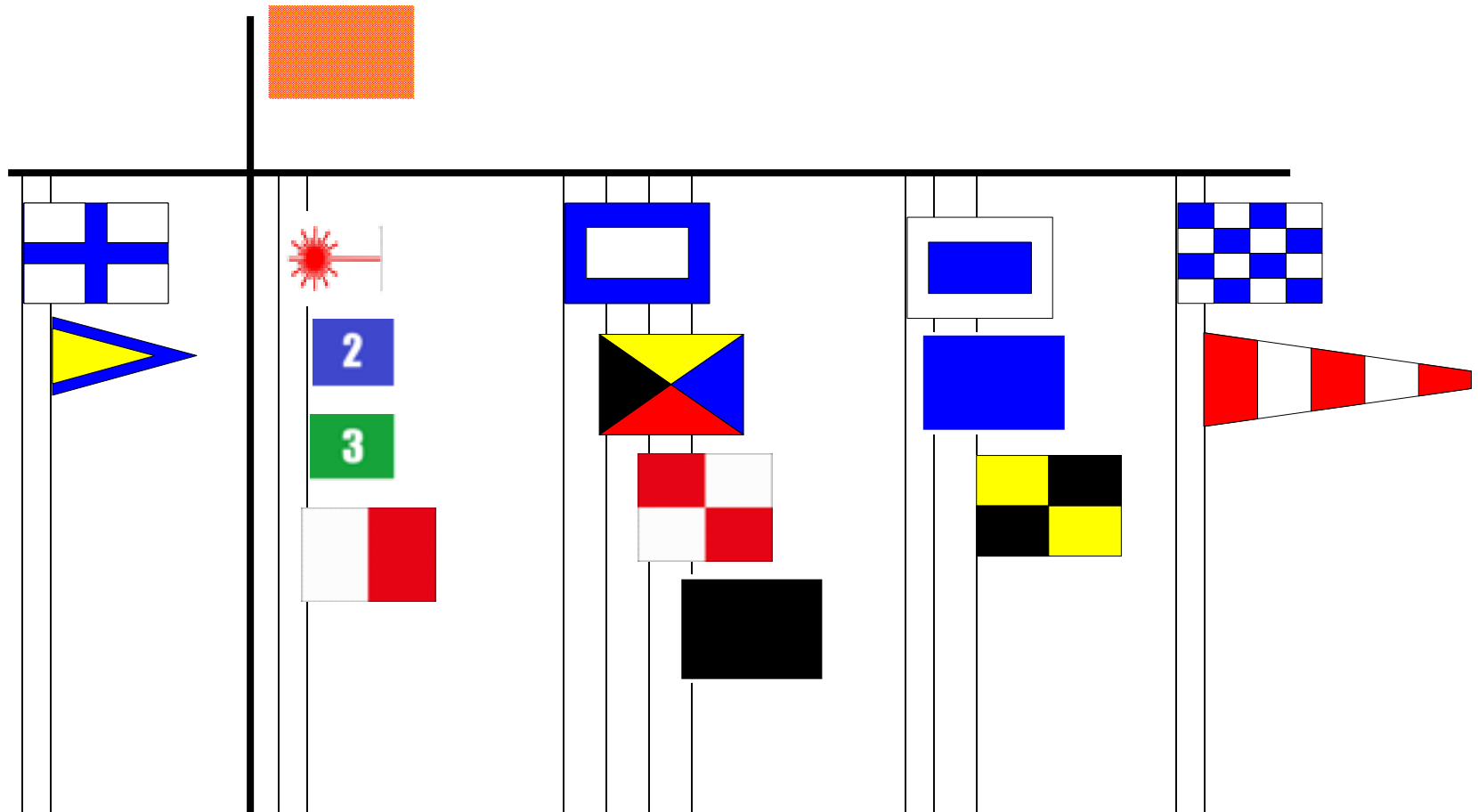
Put out Course Boards

Check Course v Wind

Set start line

Set timing with team

Layout of Flags and Halyards



Flag Displayed

Tells what is going to happen

Flag Removed (Executive Signal)

Order is carried out

Sound Signal

Draws attention to visual signal

Starting Systems



	RRS Default	QMSC WINTER
Warning signal	5 mins	3 mins
Preparatory signal	4 mins	2 mins
One minute	1 min	1 min
Start	0	0

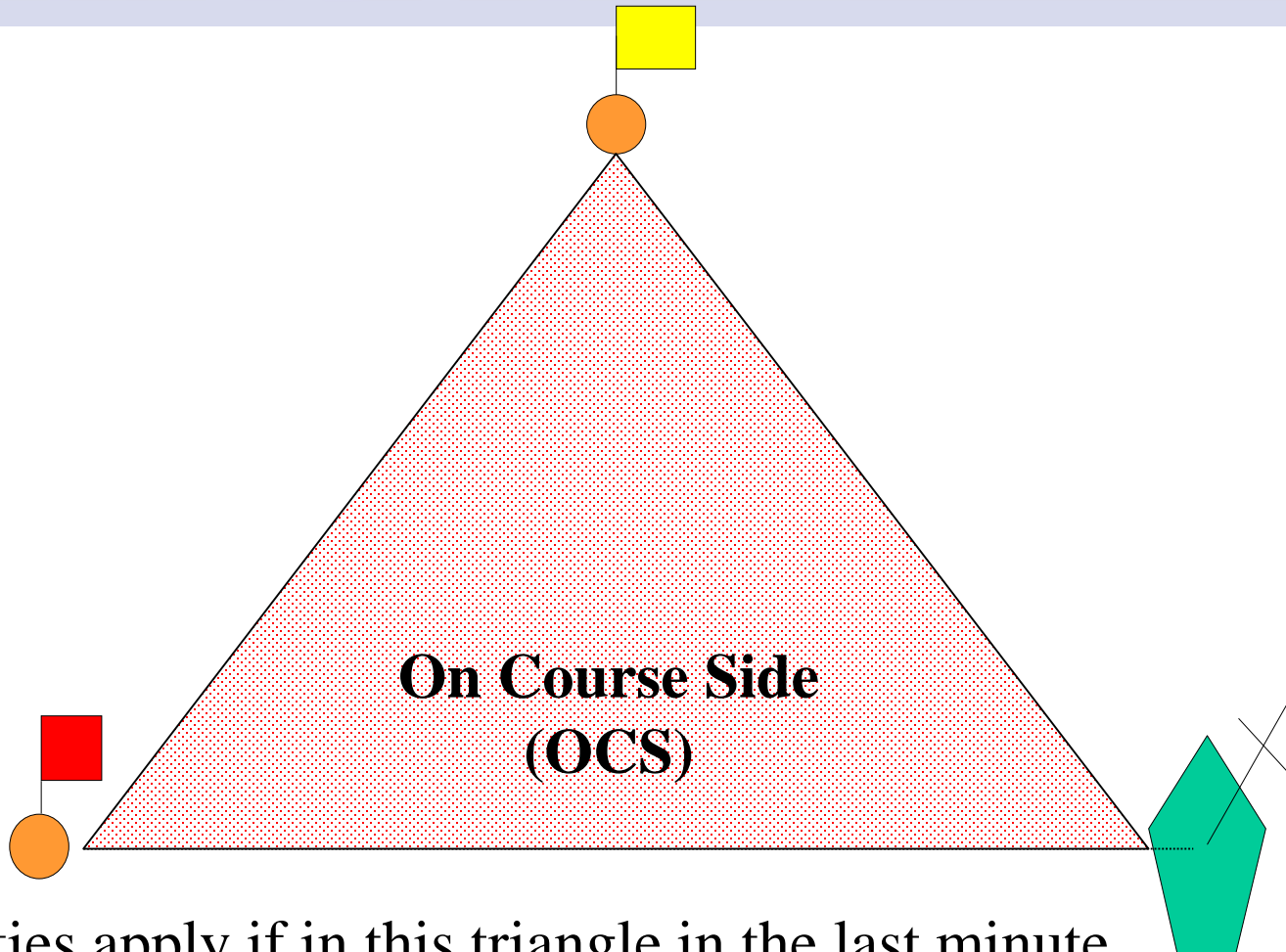
Use a Starting Checklist

QMSC Sunday Club Racing - 3 Minute Start Sequence, 2 Starts

Elapsed	Flags	Action	Signal	Sound	Start
	Committee Boat on Station				
-5	Synchronise				
-4	AP Down	↓		+1	
-3	Laser Up	↑		+1	
-2	P Up	↑		+1	
-1	P Down	↓		+1	
0	Laser Down, 2 & 3 Up	↓		+1	Laser
		↑	 		
1	P Up	↑		+1	
2	P Down	↓		+1	
3	2 & 3 Down	↓	 	+1	RS400, W/L, Fast / Slow
	"Recall" Up	↑	Class		
4	P / Z / U / Black Up	↑	 or  or  or 	+1	
5	P / Z / U / Black Down	↓	 or  or  or 	+1	
6	"Recall" Down	↓	Class	+1	Recalled

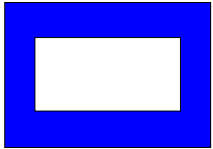
Time keeping is the most important role!

Starting Penalty Zone and OCS



Penalties apply if in this triangle in the last minute

Starting Procedures



P – default

no penalties apply

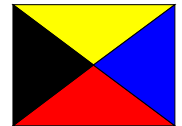
Display X if OCS at start

Z – rule 30.2 applies

20% scoring penalty

Record as ZFP if in triangle
in last minute

Display X if OCS at start



Starting Procedures



U – rule 30.3 applies

Record as UFD if in triangle in last minute

Don't display X if OCS at start

May start a re-started race

Black – rule 30.4 applies

Record as BFD if in triangle in last minute

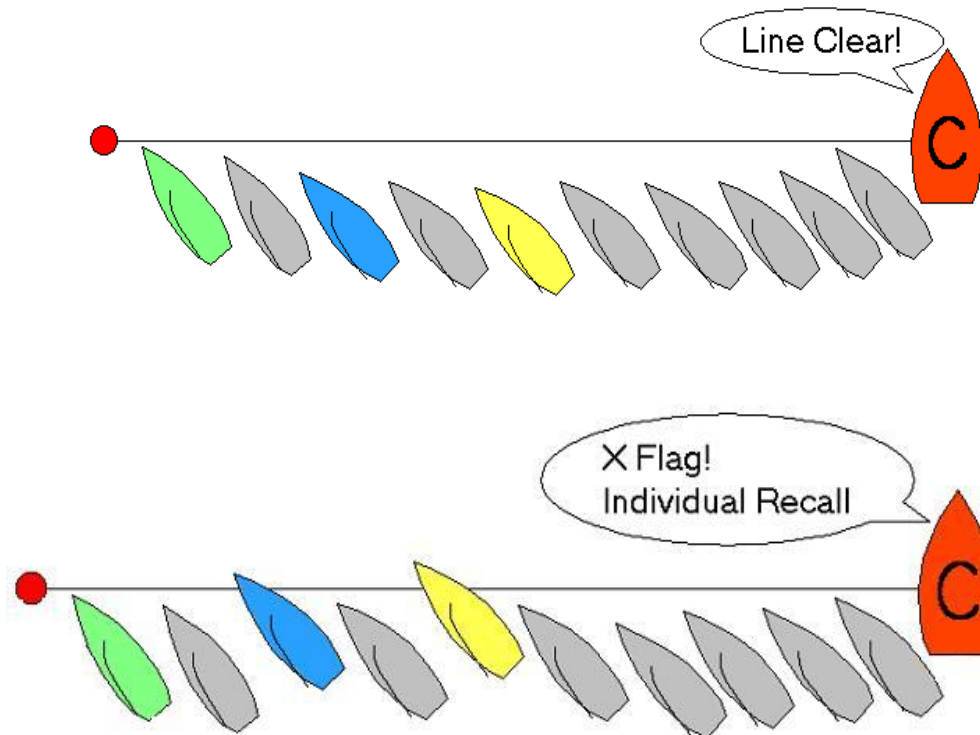
Don't display X if OCS at start

Must **NOT** start a re-started race

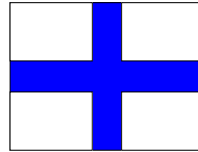


Individual Recall

Identify those boats that are OCS



Display X



Record each boat OCS

Watch the boat(s), if they return delete OCS from record

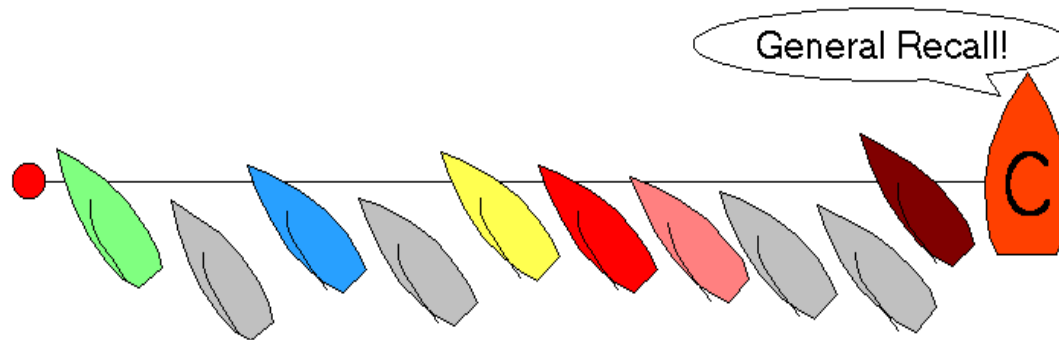
Leave displayed for 2 minutes if they do not return

When all returned remove X (without a sound signal)

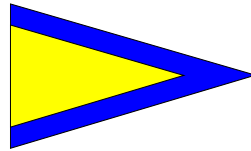
General Recall



When unable to identify all boats that are OCS



Display 1st Sub



Use when:-

several unidentified boats OCS

or if there is an error in starting procedure

Recalled fleet goes to end of start sequence

Restart only when you are ready

Adjust start line if needed

May change P to Z, U or Black penalty flag



Starting Procedures **RYA**

Race Officer commentates on boats OCS

Race Officer or assistant records boats OCS

Race Officer communicates with pin end safety boat

It's the Race Officer's decision re clear line,
individual recall or general recall



Flags and Sounds Exercise

Sunday 3-2-1-0 flag sequence

Individual and General recall

Use of voice recorder



Monitoring the Race **RYA**

Observe the fleet throughout

Time legs/laps and calculate finish times

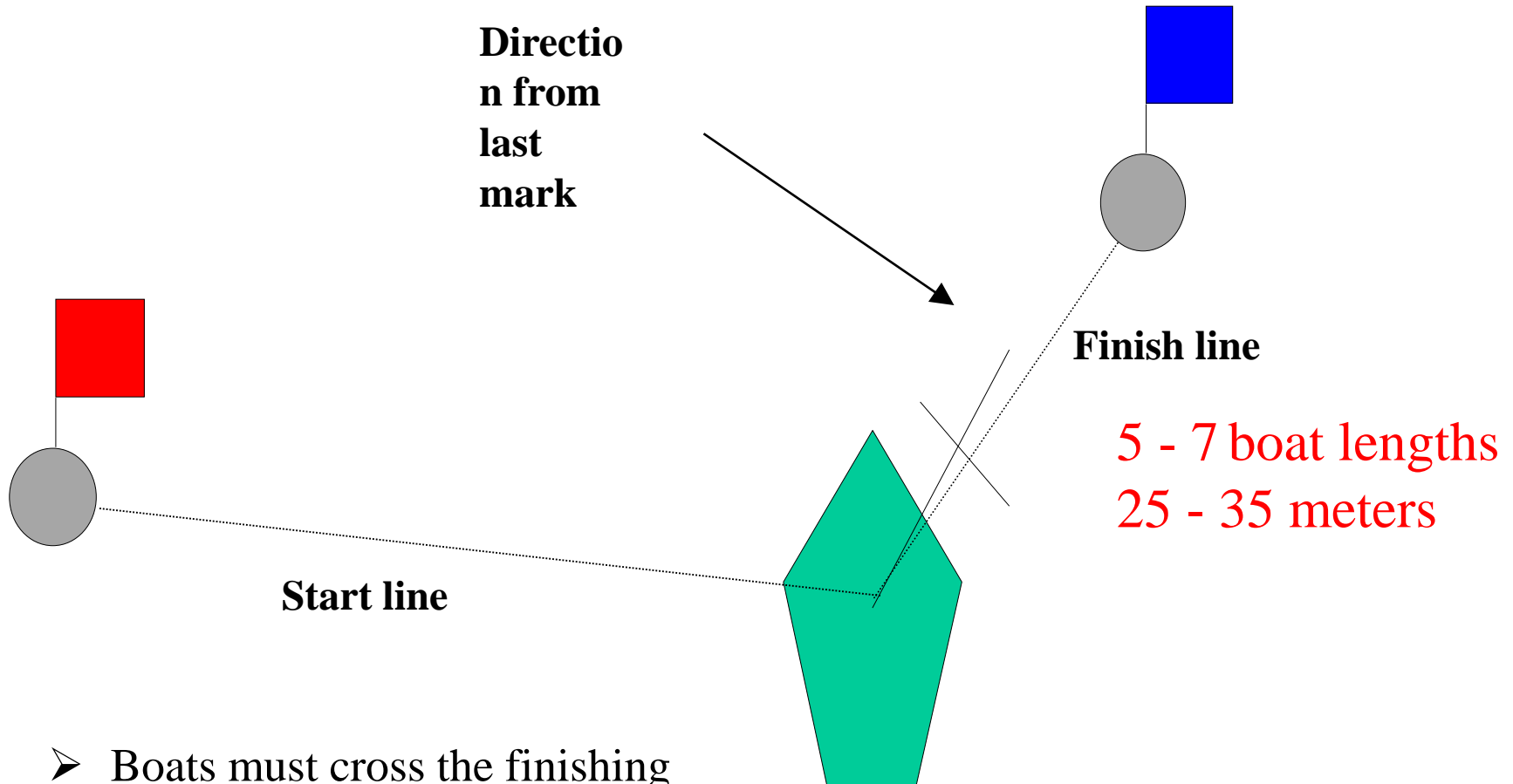
Watch for casualties not spotted by safety

Watch for commercial traffic – barges

Prepare for the next race especially if wind has shifted

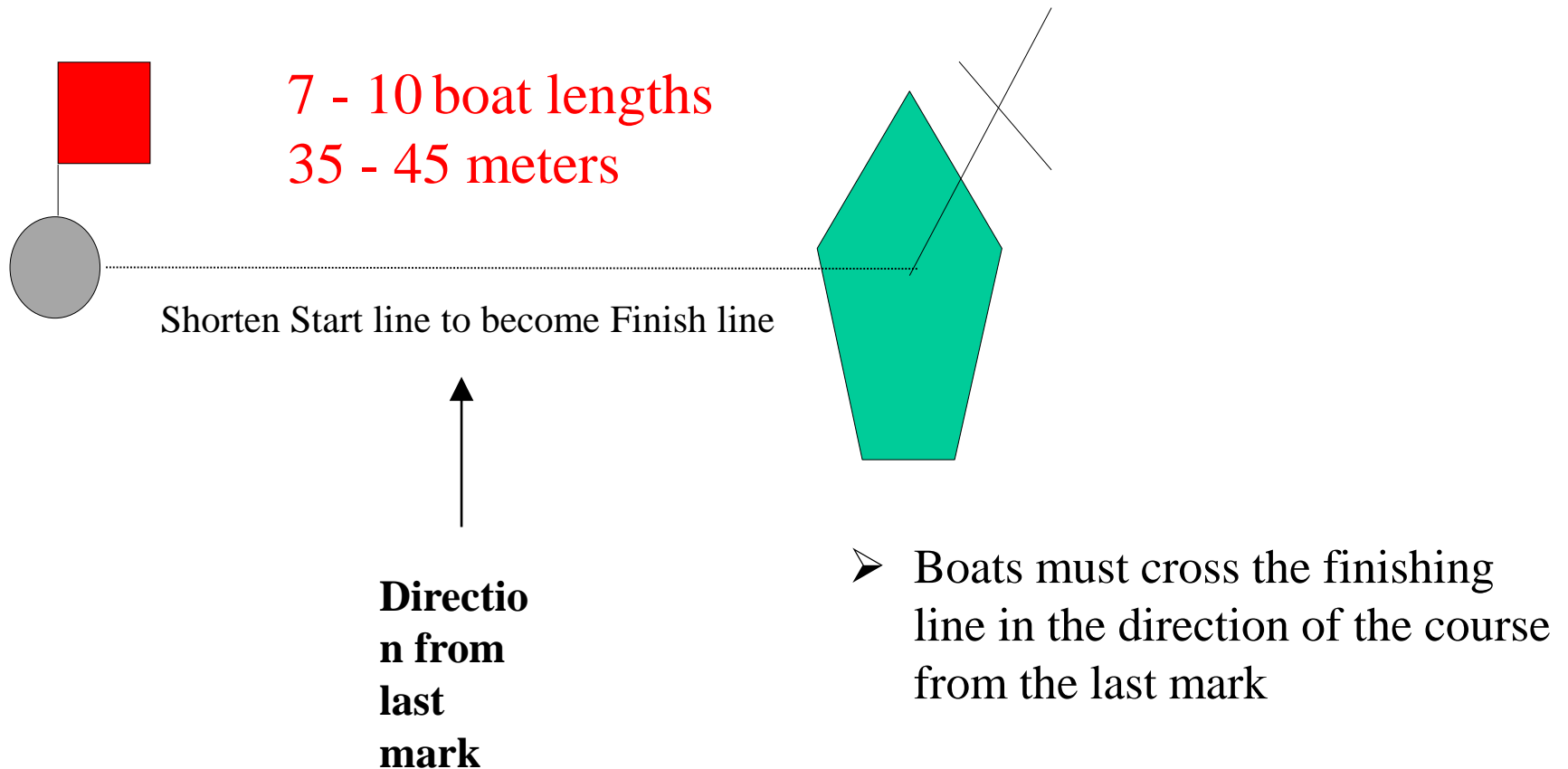
- Locate a spare windward mark ready to re-flag
- Move pin end start mark or adjust committee boat anchor
- Change number of rounds on course boards

Sunday Finish Line

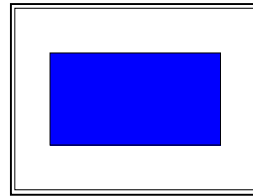


- Boats must cross the finishing line in the direction of the course from the last mark

Wednesday Finish Line



Display S



Displayed from committee boat using S flag or S board
Boats must pass the leeward mark to port and sail to the finish line

Display over class flag(s) if not shortening all classes

Use when:-
wind dies



Finishing Procedures



Hoist Blue flag ahead of first finisher

Record all who cross the finish line

- Sunday: Lasers not timed, All other boats are timed
- Wednesday: All timed

Cross check during lulls and at the end

Taped records can be very useful to essential

Hoots / whistles optional but welcomed by sailors

Results Recording Exercise

Sunday results sheets

Class / sail number on first lap

Sail number only on subsequent laps

Use of voice recorder



Expecting the Unexpected

Postponement



Buoy drifting

Major wind shift leading to heavily biased line

Mistiming between signals

Misfiring of sound signals

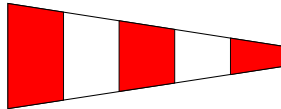
Broken halyards on the committee boat

Barge approaching the beat at start....



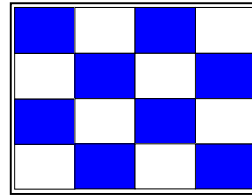
Postponement

Display
AP



All races not started are postponed
Can only be used **before** the start
If Postpone on land, not less than 30
minutes to restart

Display N



The race started is Abandoned, return to the starting area.

‘N’ displayed alone **cannot** be used **before** the start

Use when:-

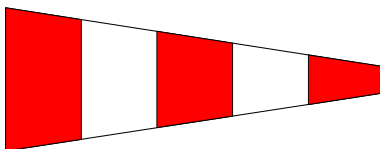
errors in the course, dangerous or foul conditions, major wind shifts, late recognition of errors in start sequence, wind vanished, etc

Rarely used on water. Use on land if no wind by 1 hour after race time on Sunday and 30 minutes on Wednesday. Then go!

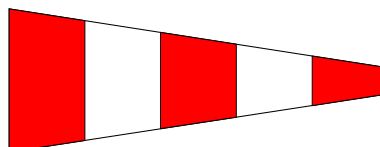
Restarting

After Postponement, General Recall or Abandonment

Remove **eg** AP



Remove 1 minute before warning signal





Flags and Sounds Exercise

Wednesday Evening Postponement

Re-starting after Postponement

All flags back in box – in right place

Tidy committee boat

Results promptly to office

Debrief

Personal assessment

Group assessment

Get feed back from competitors

In support of a Protest

Ensure that protest time limits are observed

Be helpful to competitors even if they are requesting redress from the race committee

Tell the facts as you observed them

Do not argue with, challenge or question the competitors - Leave it to the jury!

“Safety 1, Safety 1, this is Club Race – Over”

“Go ahead Club Race”

“Safety 1 pls move the windward mark – Over”

“On my way – Safety 1 out”

“Club Race, Club Race this is Safety 1 – Over”

(Message arrives while you are busy) “Stand by Safety 1”

(When you are free) “This is Club Race, Go ahead Safety 1”

“Am at windward mark, which way to move it – Over”

“200 metres West, will tell you when – Over”

“Copy that – Safety 1 standing by”

Sources of Help



[RRS Rule Book](#)

[RYA Race Officials Resources Webpage](#)

[QMSC Race Officer Webpage](#)

QUEEN MARY SAILING CLUB

CLUB JOIN US SAILING RACING WINDSURFING COURSES YOUTH ACT

HOME > RACING > SAILING COMMITTEE > RACE OFFICER UPDATE

QM RACE OFFICER RESOURCES & INFORMATION

This page is a resource centre for the Race Teams at QMSC. All are welcome to browse content here.

- Racing
 - Youth & Junior
 - Racing Events
 - Keelboat Racing
 - Team Racing
 - Disabled & Paralympic Racing
 - Racing Rules of Sailing
- Race Officials
 - Contacts
 - Keeping up to date
 - Opportunities & Appointments
 - Resource Centre
 - Want to be a Race Official?
 - Advisory Services
 - Insurance
 - Sail Numbers & Measurement Certificates

Race Officials

This section contains information for race officers, mark layers, judges and umpires officiating at all types of sail racing - keel boats, dinghies, windsurfers and model boats.

[RYA Bursaries](#)



CONTACTS



KEEPING UP TO DATE



OPPORTUNITIES & APPOINTMENTS



RESOURCE CENTRE



WANT TO BE A RACE OFFICIAL?



ADVISORY SERVICES



INSURANCE



RADIO SAILING

It should be fun for you as well as sailors

Keep it fair – postpone / abandon if needed

Prioritise quick turn around above perfection
- particularly in winter

Learn from mistakes

When you sail – thank the Race Team!

Practise starting routine on Committee Boat

3-2-1-Go, recalls and postponement

Judging distances – start and finish lines

Review and sign Club Racing Risk Assessment

Assist twice with experienced RO leading

RO twice with experienced RO as assistant



Time to get out there!

Starting Procedures

WARNING SIGNAL



When?

at the advertised time

Method

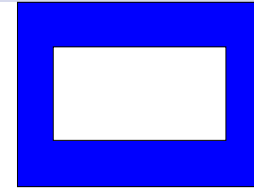
class flag displayed

one sound signal



Starting Procedures

PREPARATORY SIGNAL



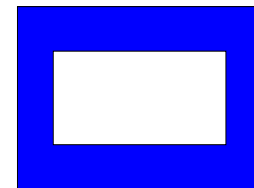
When?

warning + 1

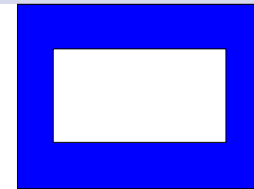
Method

papa displayed

one sound signal



ONE MINUTE SIGNAL



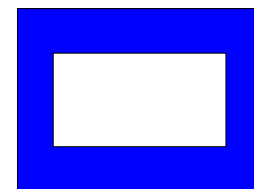
When?

warning + 4 (winter +2)

Method

papa removed

one long sound signal



Starting Procedures

START SIGNAL



When?

warning + 5 (winter +3)

Method

class flag removed

one sound signal

