



# **Queen Mary Sailing Club**

# **CLUB RACE OFFICER COURSE**

**Andrew Craig, Principal Race Officer**

**March 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

## Kit

### QMSC Race Officer Checklist

#### From Home

Book Assistant for 9:15 at Club  
Check Forecast  
Watch x 2, Voice recorder, Range Finder  
Wetproof, Life Jacket and Boots  
Binoculars, Phone and Glasses  
Sun cream, Water, Hat  
Towel, Bag, Dist tape

#### At Club - 9:15

Check Notice of Race for start times and  
Starting Sequence (S/A/L or T/T) GO!  
Check signing-on Sheets and Pins are out  
Agree course with QM / any other event RD

#### Take On Committee Boat - 9:45

Flags  
Forms  
Whistle  
Radio  
Recorder  
Compass

#### At the Start - 10:10

Check course will set true to wind  
Put boats on line 10-15 deg, check for Race 2  
Course boards, with No. of Laps  
Flags -  
Committee Boat on Station - Orange  
Post-announcement - Answering Penalties +2 Up  
Down +1  
Warning after 1 min +1  
Warning - Class +1  
Preparatory - F +1  
Individual Race - X +1  
General race - 1st Sub +2 Up  
Down after 2 mins + 0 (Sea)  
Down +1 (Wet) then ...  
Warning after 1 min +1  
Shouters before leader rounds - 3 +2  
Committee Boat Finishing - Blue (+1 if used)  
Record boats seen in starting area (if post)

#### Racing

Record who starts in each start (if post)  
Record number of Rounds = times through  
start/finish line, with time of leader / last  
Record finishing times (x3 Lancers on Sea)  
Start line must not be crossed downwind!

#### Courses (all)

Start line 1.25 times total boat length, 150m

#### Courses (Open meetings)

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

Symbols are 80 degree of wing mark  
No spins - 60 degree all angles

#### Briefing for Pursuits

Welcome  
Race officer team  
Forecast and Actual  
Sign on:

Course:  
- As per board  
- Avoid exclusion zones  
- Lead boat goals

Start:  
- Warning 11 min S, F on 4 and 1, Or  
- Number change and sound  
- See your or higher number; Go  
- Individual round X for 10 secs  
- General round 1<sup>st</sup> Sub and +2 mins  
- Line not part of course after start

Finish:  
- Time - 2 mins  
- Line out in front of lead boat  
- On chain line up and down wind  
- Sail through line  
- Or will be finished at a mark  
- Or by duty moving past  
- Listen for whistle!

## 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

23<sup>rd</sup> DECEMBER 2018 – 10<sup>th</sup> MARCH 2019

**NOTICE OF RACE  
AND SERIES PROGRAMME**

**24 RACES, 12 RACES TO COUNT**



## FROSTBITE SUNDAY SERIES

23<sup>rd</sup> DECEMBER 2018 – 10<sup>th</sup> MARCH 2019

**SAILING INSTRUCTIONS**

# Running a Club Race at QMSC





# Sunday Courses

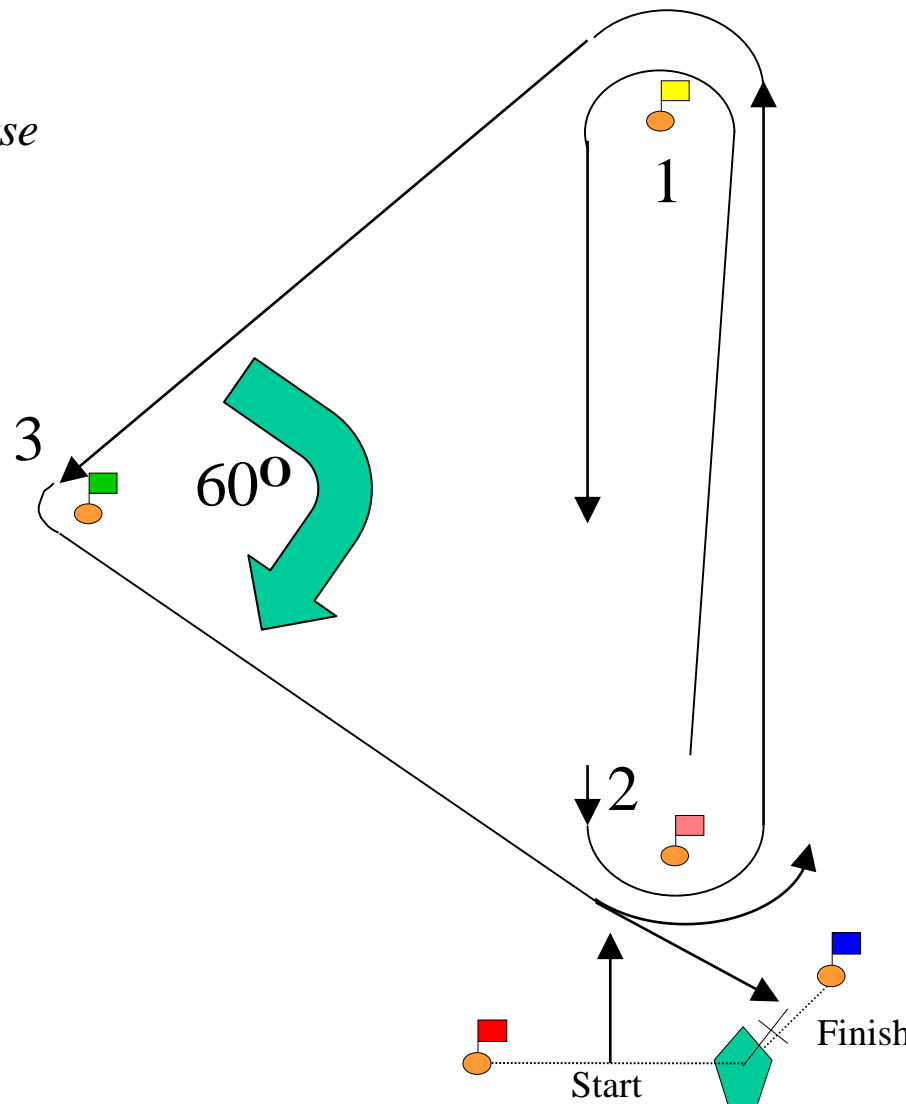
## Course J - Sundays

*Windward – Leeward – Triangle Course*

*1P – 2P is Round 1*

*1P – 3P – 2P is Round 2*

*etc*



## Course L - Sundays

*Windward – Leeward Course*

*1P – 2P is Round 1*

*etc*

# Wednesday Course K

## Triangle Course K

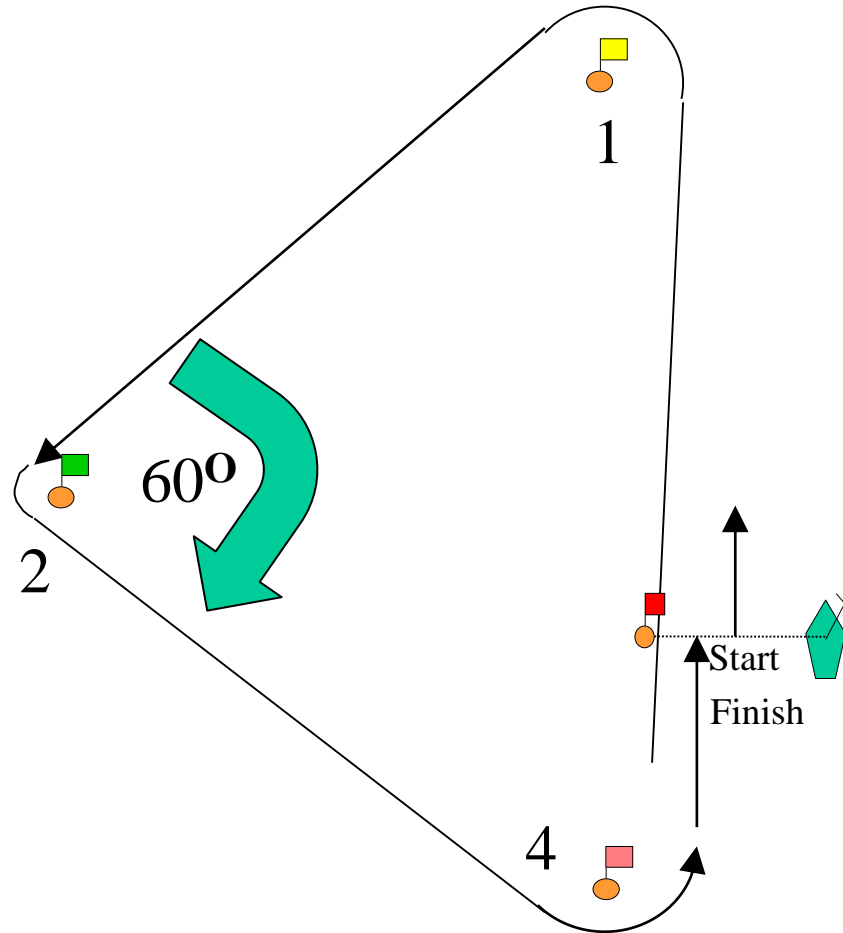
*Timed race duration*

*Start & finish on the beat*

### Course:

*1P – 2P – 4P*

*Repeated until blue flag hoisted*



# Wednesday Course L



## Windward Leeward Course L

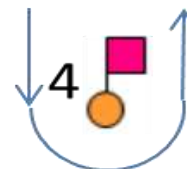
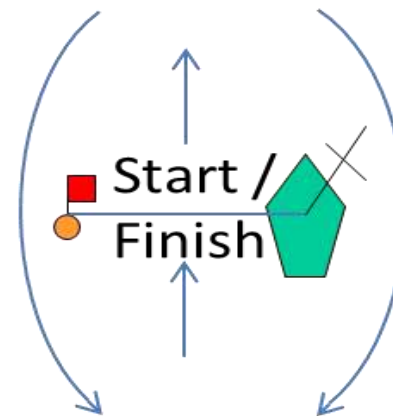
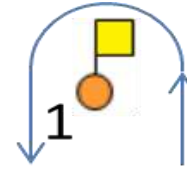
*Timed race duration*

*Start & finish on the beat*

### Course:

*1P – 4P*

*Repeated until blue flag hoisted*



# Wednesday Course N



## Trapezoid Course N

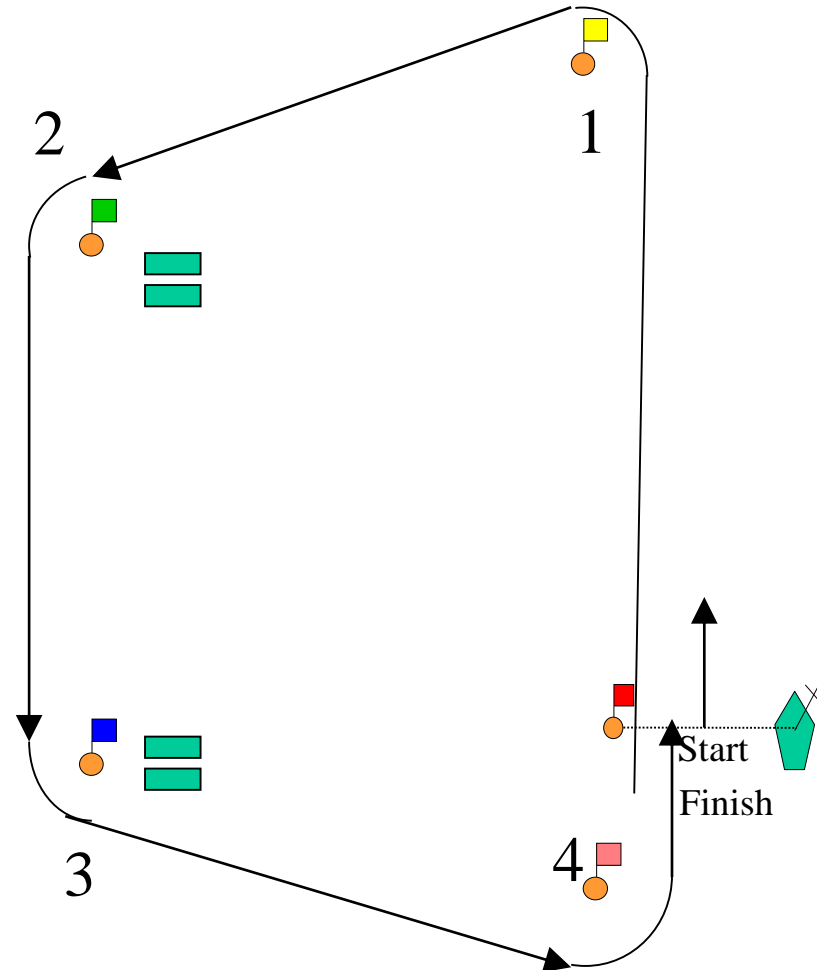
*Timed race duration*

*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**

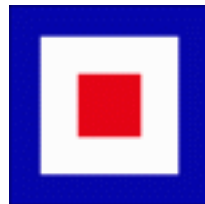
# Race Duration and Limits

## Target race length

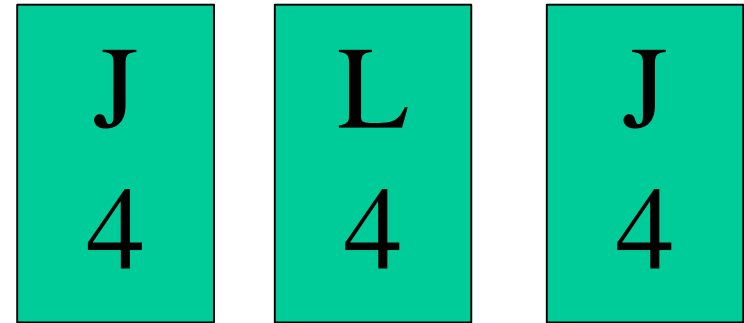
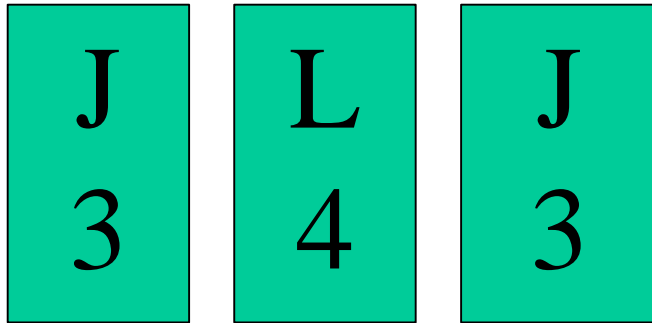
- 45 to 55 minutes for leader

## 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



# Sunday Course Options



**Less waiting by  
400s and W/L?  
Staggered finish?**

**More reaches  
Longer racing  
Less waiting by  
Lasers?  
Bunched finish?**

**Wednesdays =>  
and Club Champs**

**K**

**L**

**N**

**Sprints =>**

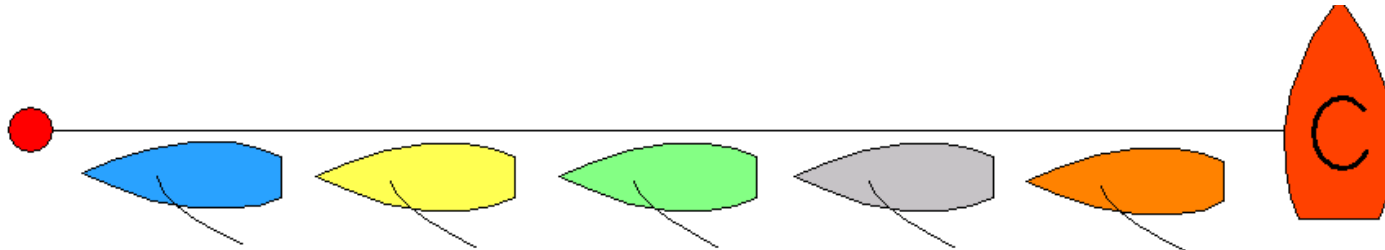
**K**

**L**



# Start Line Length

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



QM recommended multiplying factor 1.25 – 1.50

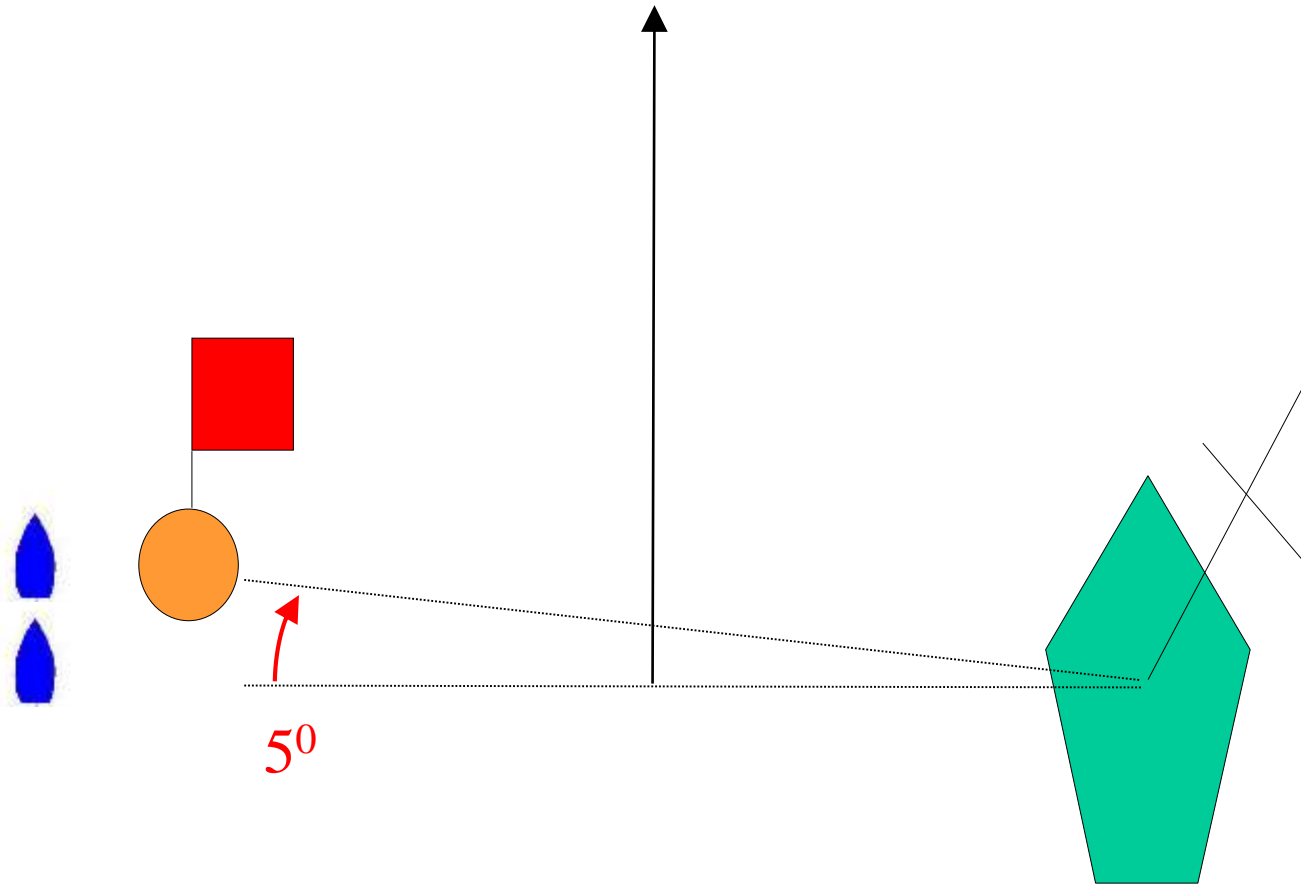
## Sunday

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,  
1<sup>st</sup> 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

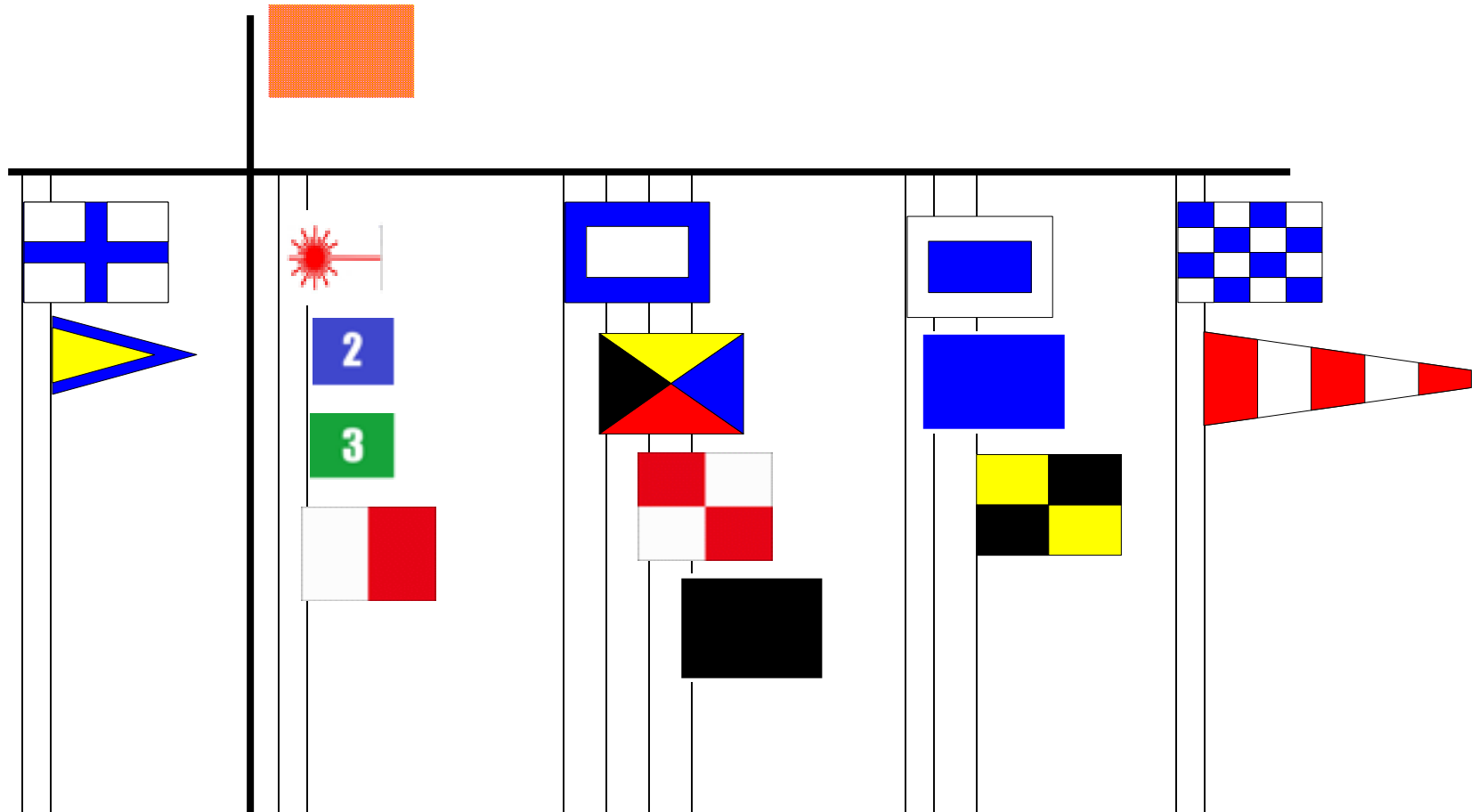
Put out Course Boards

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

# Sunday Starting Sequence



Two starts, summer and winter

Start 1: Lasers & Radials

Start 2: All the rest!



RS400  
Fast W/L

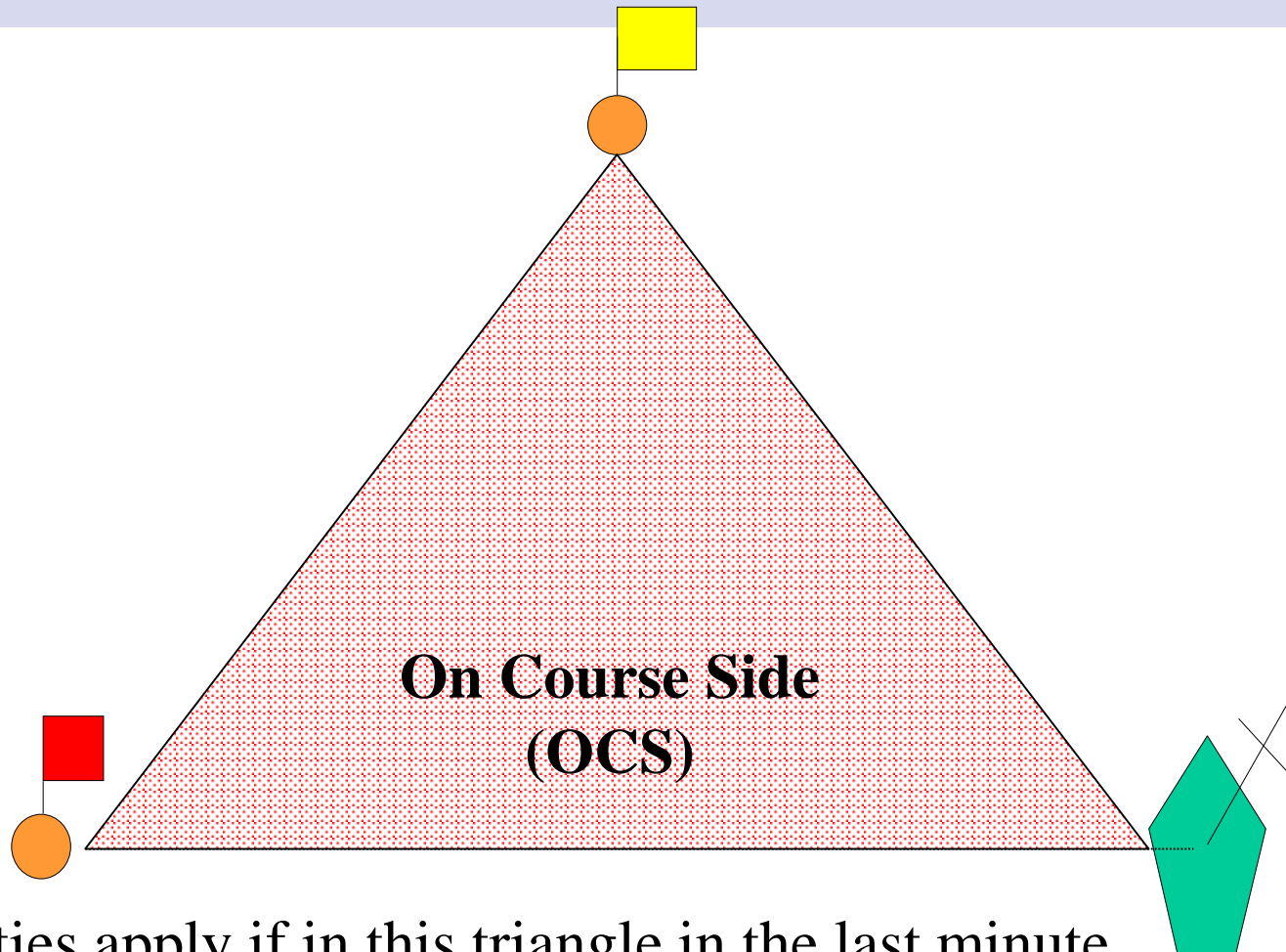


Fast Handicap  
Slow Handicap

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

Elapsed	Flags	Action	Signal	Sound	Start
	Committee Boat on Station				
-5	Synchronize				
-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	↑		+1	
5	P / Z / U / Black Down	↓		+1	
6	"Recall" Down	↓	Class	+1	Recalled

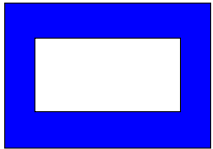
# Starting Penalty Zone and OCS



Penalties apply if in this triangle in the last minute



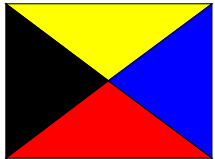
**Note: I Flag - not used at QM**



## **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

## Note: U Flag preferred to Black for Club Racing



### U – rule 30.3 applies

Record as UFD if in triangle in last minute

Don't display X if OCS at start

Boats UFD may start a re-started race



### Black – rule 30.4 applies

Record as BFD if in triangle in last minute

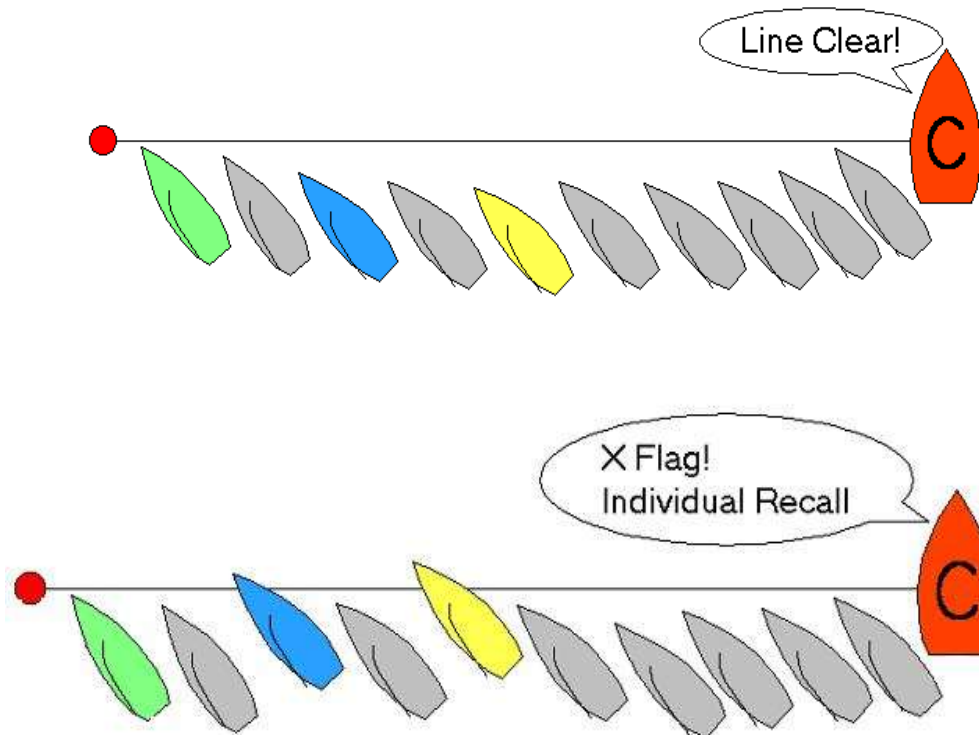
Don't display X if OCS at start

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

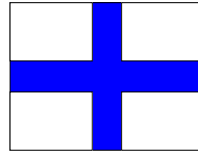
Must display BFD boat list from committee boat

# Individual Recall

Identify those boats that are OCS



Display X



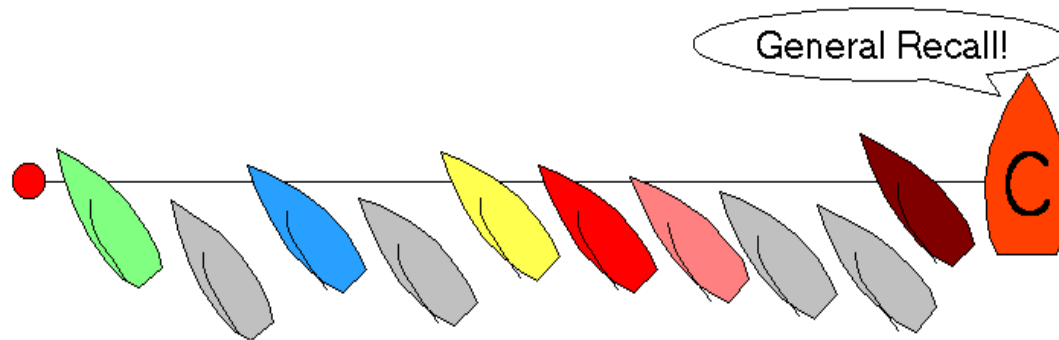
Record each boat OCS

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

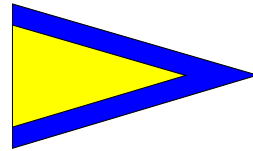
If all returned remove X (without a sound signal). If not,

Display for 4 mins (5-4-1-0 start) or 2 mins (3-2-1-0 start)

When unable to identify all boats that are OCS



Display 1<sup>st</sup> 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

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

Observe the fleet throughout

Time legs/laps and calculate finish times

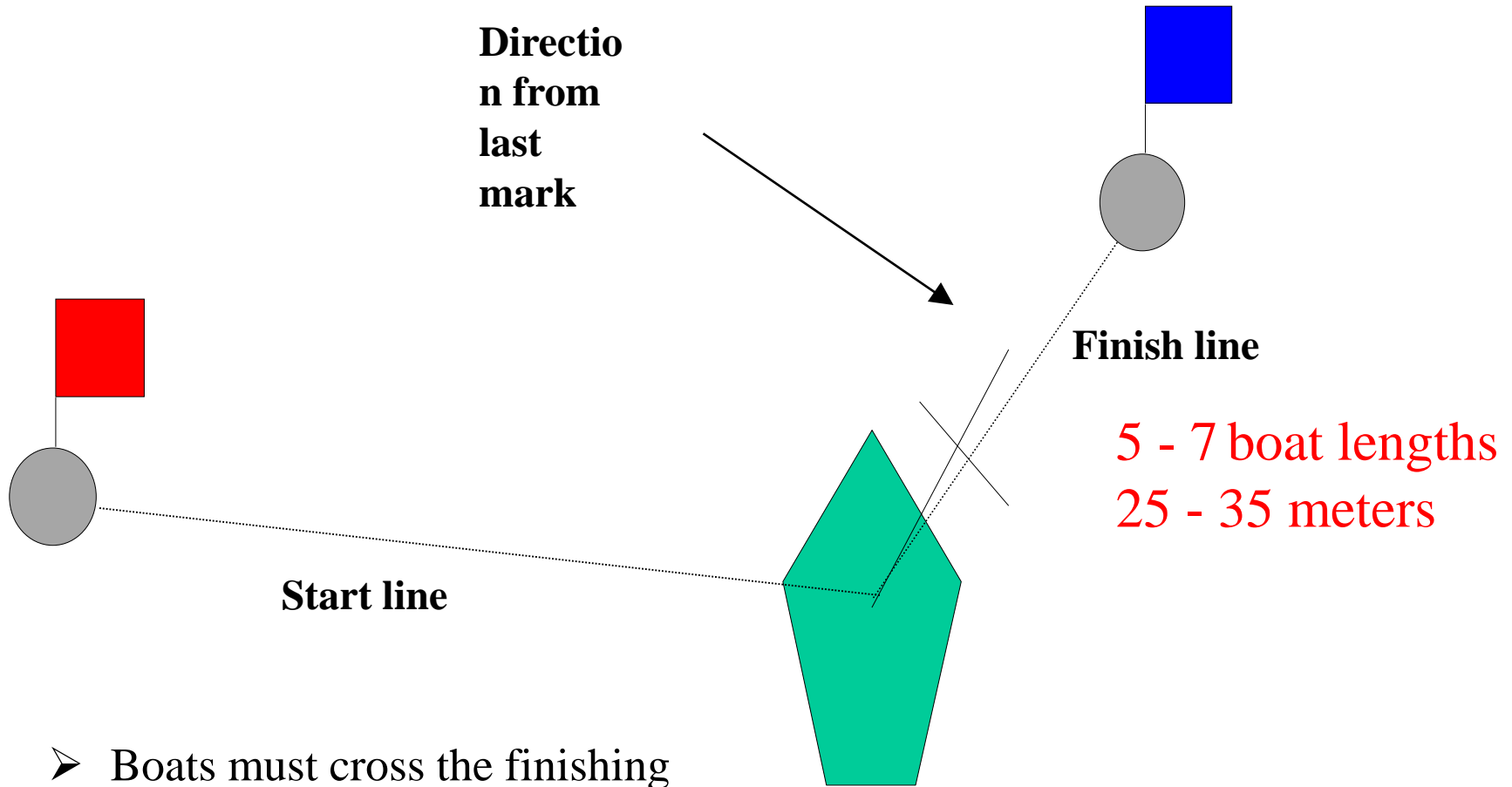
Watch for casualties not spotted by safety

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

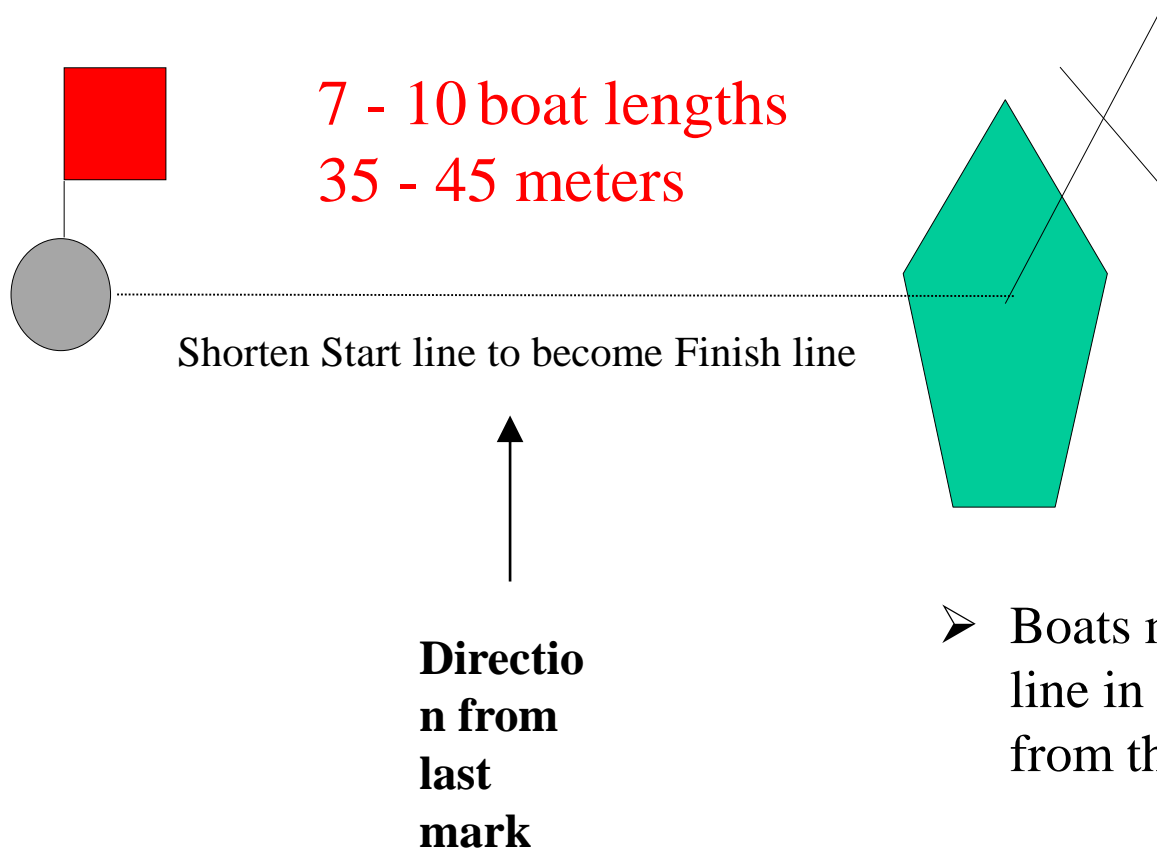
# Sunday Finish Line



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

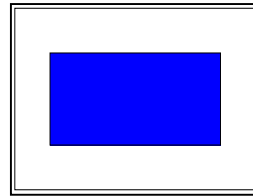
# Wednesday Finish Line

- Aiming for 45 minutes for first finisher
- Plan to start 7:30 June and July: See NOR



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

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

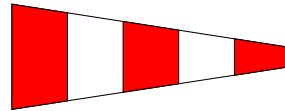
Broken halyards on the committee boat

Barge approaching the beat at start....



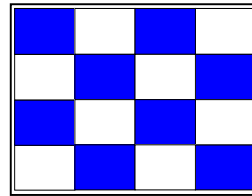


Display  
AP



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

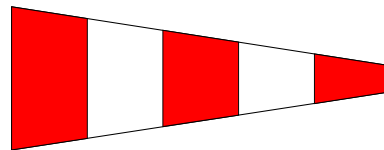
Use when:-

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

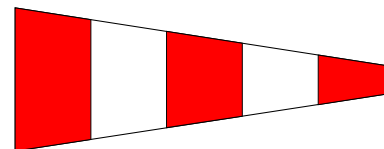
Rarely used on water. Use on land if no wind by 1 hour after race time on Sunday and 30 minutes on Wednesday. Then go!

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!**

## WARNING SIGNAL



When?

at the advertised time

Method

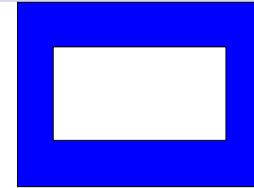
class flag displayed

one sound signal



# Starting Procedures

## PREPARATORY SIGNAL



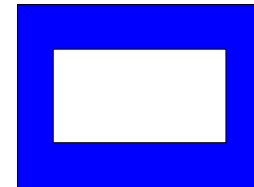
When?

warning + 1

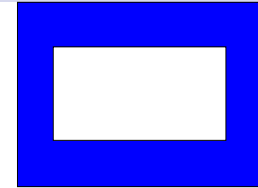
Method

papa displayed

one sound signal



## ONE MINUTE SIGNAL



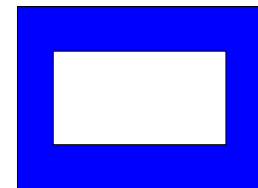
When?

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

