Queen Mary Sailing Club

CLUB RACE OFFICER COURSE

Steve Bell & Bernard Price

25th January 2025

Content of the day

Introductions

Planning and preparation
Running a club race at QMSC
Expecting the unexpected
Sources of help

An opportunity to practise
Where next?

Advance preparation

NOR and SIs

On the website at:
https://www.queenmary.org.uk/racing/club-racing

QUEEN MARY SAILING CLUB

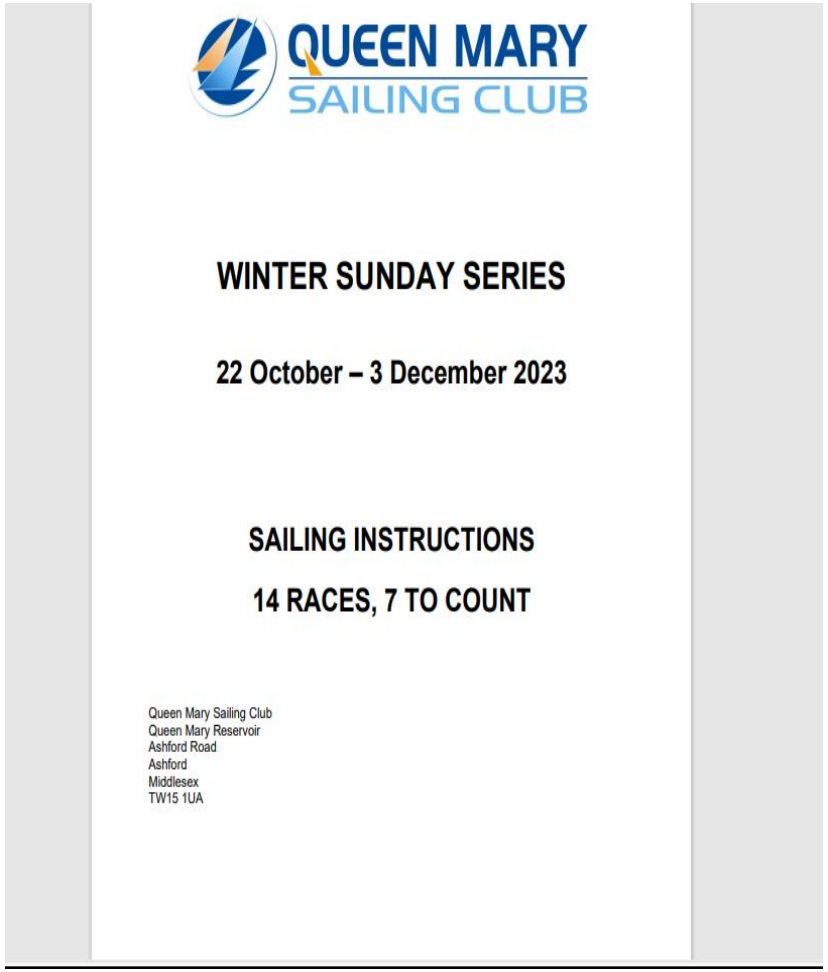
WINTER SUNDAY SERIES

22 October – 03 December 2023

NOTICE OF RACE
AND SERIES PROGRAMME

14 RACES, 7 RACES TO COUNT

Queen Mary Sailing Club
Queen Mary Reservoir
Ashford Road
Ashford
Middlesex
TW15 1UA


QUEEN MARY SAILING CLUB

WINTER SUNDAY SERIES

22 October – 3 December 2023

SAILING INSTRUCTIONS

14 RACES, 7 TO COUNT

Queen Mary Sailing Club
Queen Mary Reservoir
Ashford Road
Ashford
Middlesex
TW15 1UA

Weather Forecast

Best QM Wind Forecasts

Windguru

BBC Weather

Met Office

XCWeather

Check day before and on the day

- Spot trends in shifts and strength
- Set course to allow for expected shifts
- Be prepared for the unexpected!

RO Equipment

QMSC Supplied

- NOR & SIs (inc. Course Diagrams)
- Start Timing Charts
- Rule Book
- Result Recording Sheets
- Clipboards (2)
- Pencils, Biros
- Voice Recorder
- Mouth-Blown Horn
- Whistle
- Hand-Bearing Compass
- Burgee
- Complete Flag Set
- Course Boards
- VHF Radio
- [Radio Clock]
- [Other]

Personal Kit List

- Mobile Phone
- Watches x 2
- Wind/Water-Proofs
- Buoyancy Aid
- Sunglasses
- Suncream, Water, Sunhat
- Woolly Hat,
- Warm Clothing
- Gloves
- Snacks (Food & Drink)

- [Binoculars]
- [Anemometer]
- [Cotton wind indicator]
- [Range finder]

Risk Assessment

Once a year, before your first duty, sign off that you have read the Club Racing Risk Assessment.

Read in advance at https://www.queenmary.org.uk/racing/race-officers

When you arrive at the Club, office will arrange for you to sign off electronically.

On the day – before you go afloat

Race Team

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

Onshore Preparation

[In advance - check Dutyman for other team members and agree meeting time at Club.]

Report to office on arrival at Club

- Confirm Duty Officer, safety team, sailing area
- Collect Race Box and radio

Agree course with safety team (position/size)

Courses

Important factors:

- Clean winds – keep clear of windward shores
- Enough space – use available water to best advantage
- Leave room to swing course if possible
- Course areas not overlapped
- Away from Exclusion Zones and barges

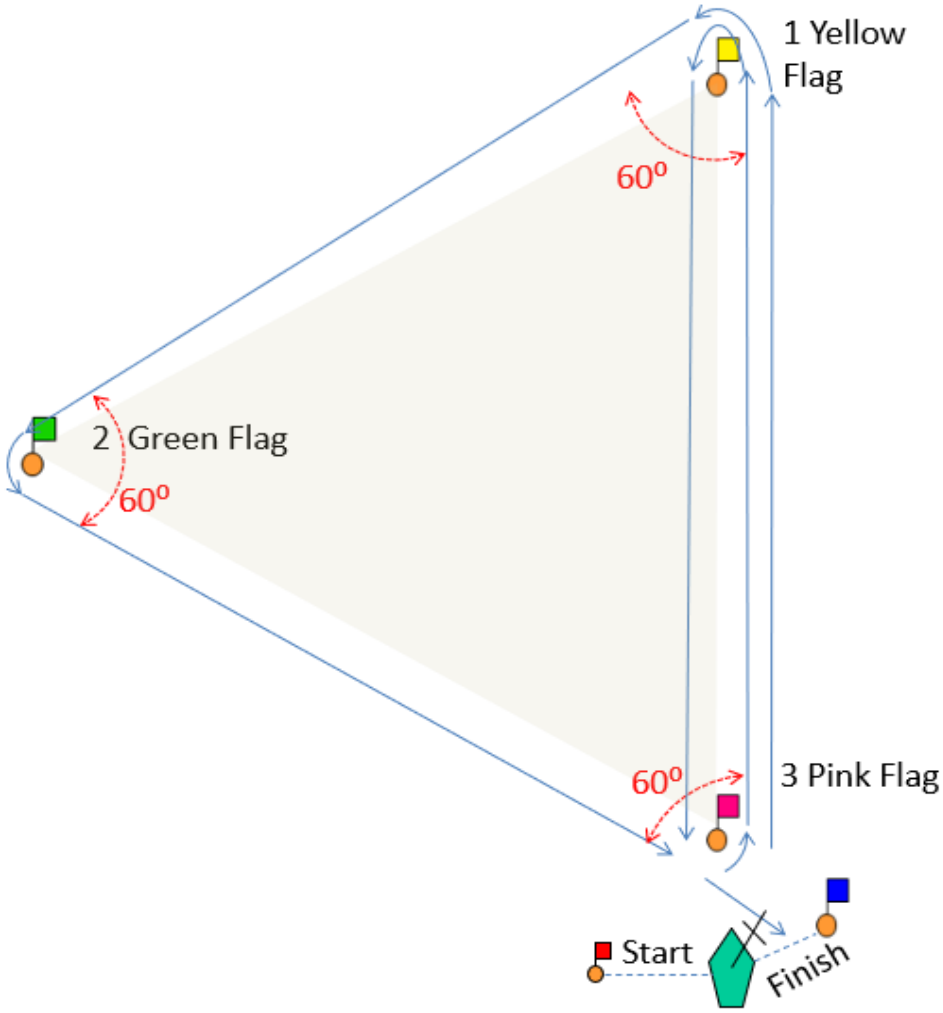
Running a Club Race at QMSC

Reservoir – Shortened Bund`

Sunday Courses

Course J

Windward – Leeward – Triangle
1P – 3P is round one and subsequent odd numbered rounds.
1P – 2P – 3P is round two and subsequent even numbered rounds.



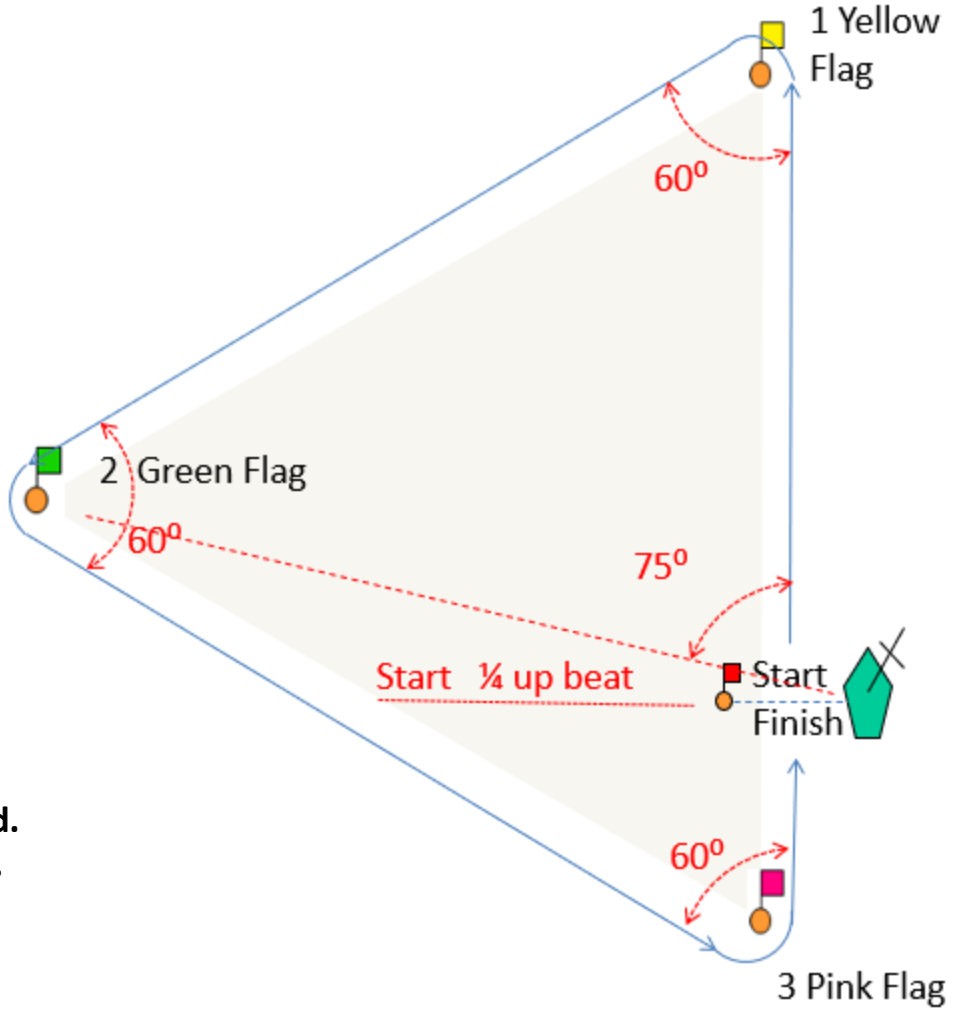
Course L

Windward – Leeward
1P – 3P is round one and subsequent rounds

Wednesday Course K

Course K - Triangle

Timed race duration.
Start and finish on the beat.



Course

1P - 2P - 3P and cross start/finish line upwind.
Start/finish line downwind is an obstruction.
Repeated until blue flag is hoisted.

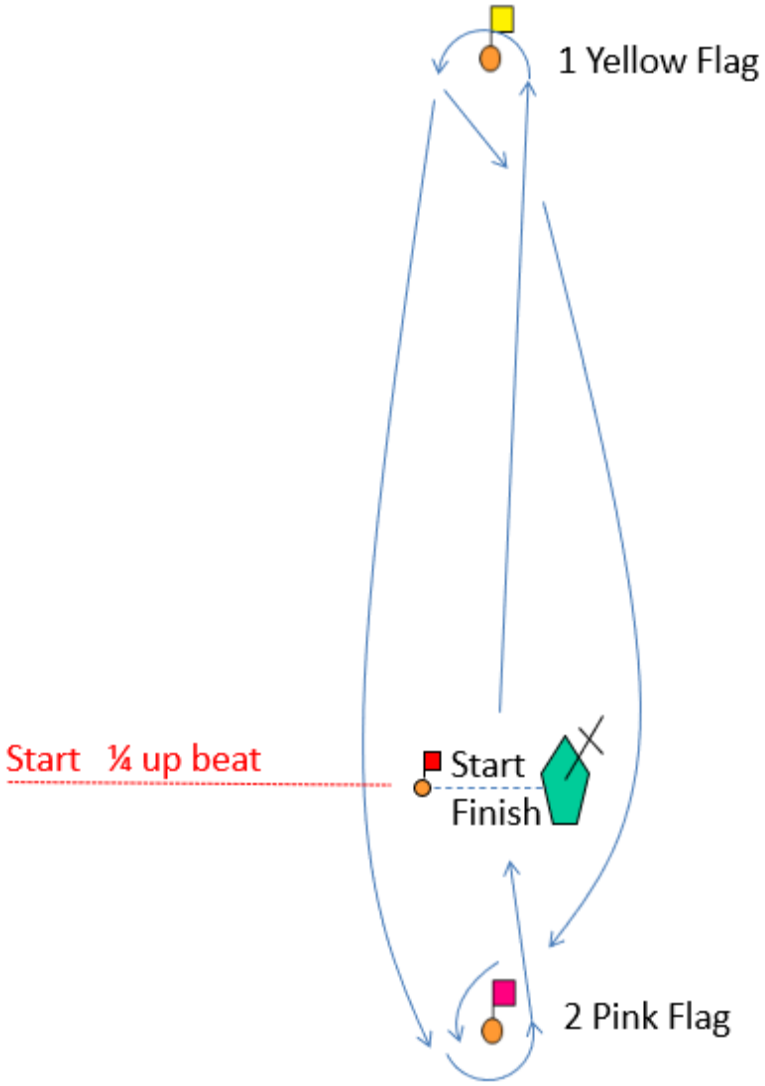
Wednesday Course L

Course L – Windward/Leeward

Timed race duration.
Start and finish on the beat.

Course

1P – 2P and cross start/finish line upwind.
Start/finish line downwind is an obstruction.
Repeated until blue flag is hoisted.



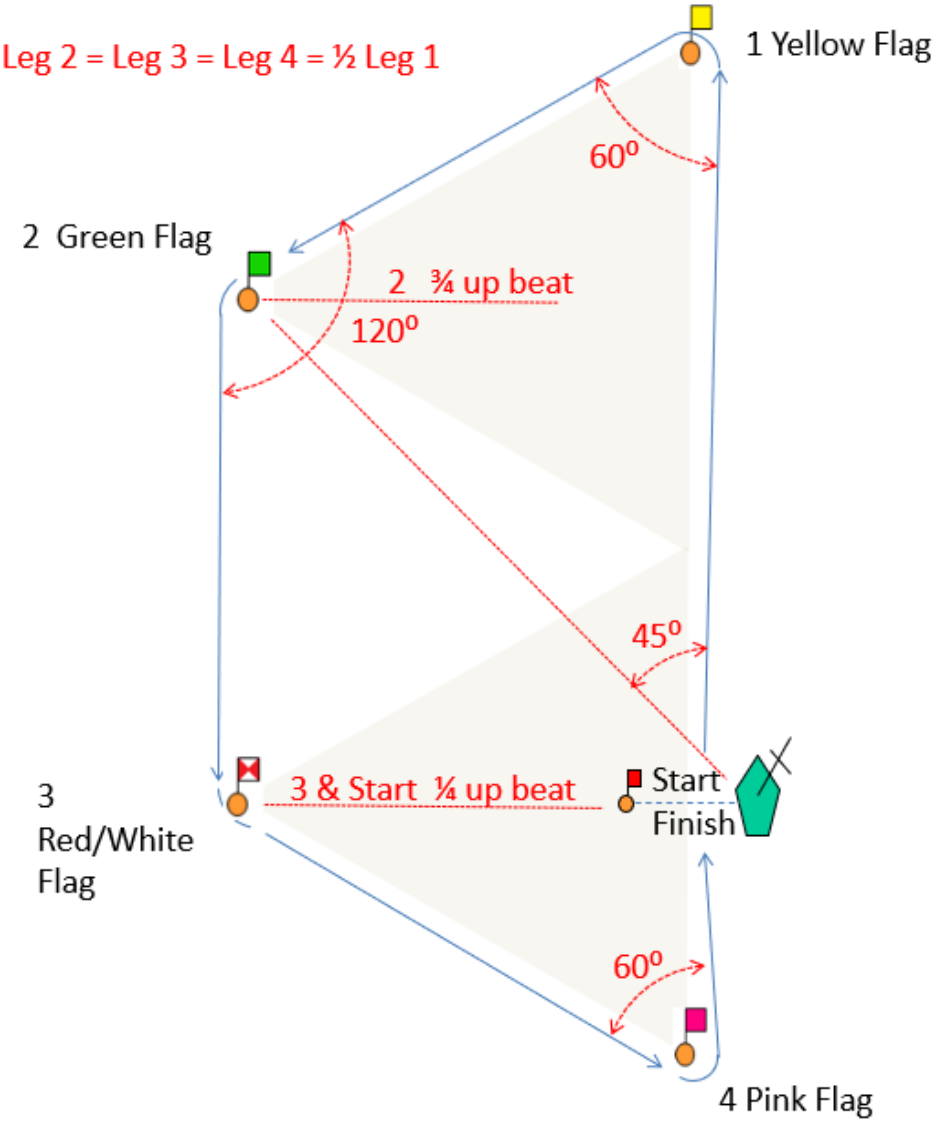
Wednesday Course N

Course N - Trapezoid

Timed race duration.
Start and finish on the beat.

Course

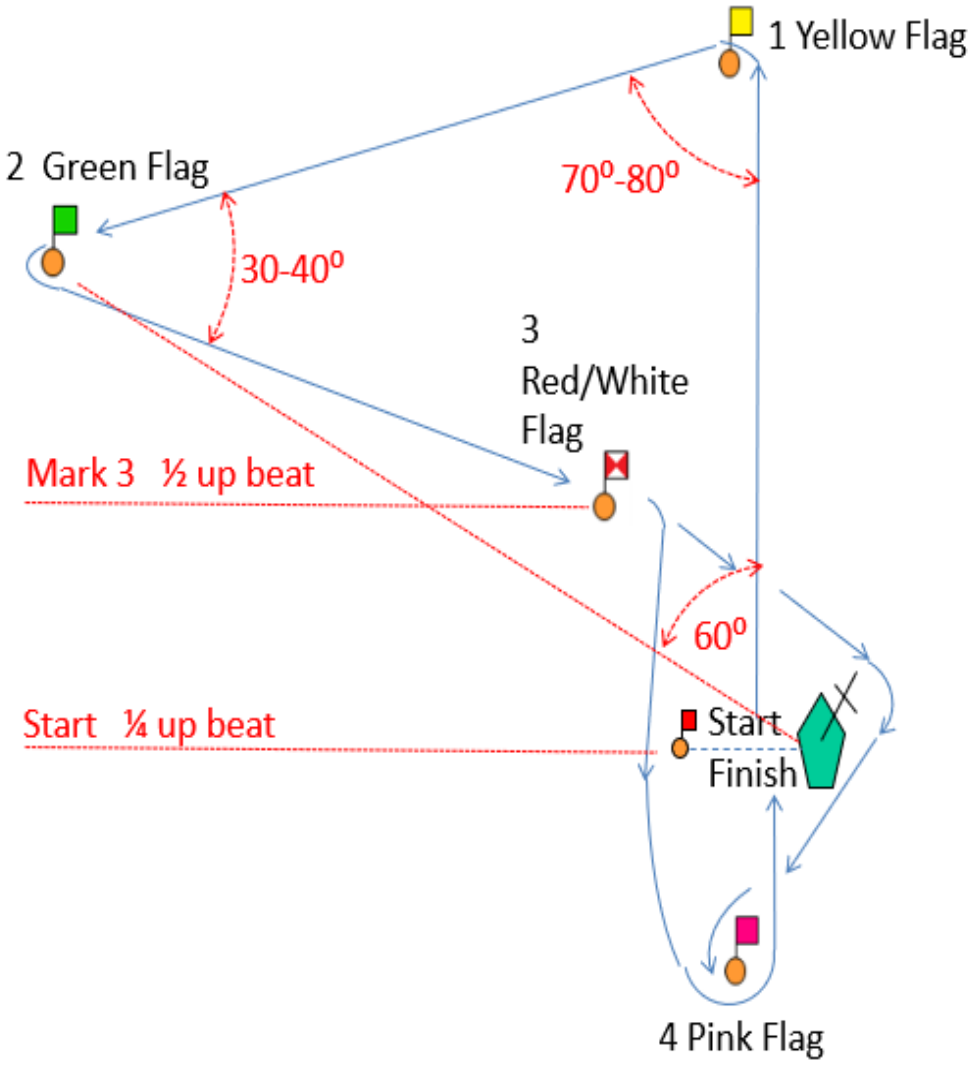
1P - 2P – 3P – 4P and cross start/finish line upwind.
Start/finish line downwind is an obstruction.
Repeated until blue flag is hoisted



Wednesday Course P

Course P – Reverse P

Timed race duration.
Start and finish on the beat.



Course

1P - 2P - 3S - 4P and cross start/finish line upwind.
Start/finish line downwind is an obstruction.
Repeated until blue flag is hoisted.

Pre-Launch Checks

Race Box contents
https://www.queenmary.org.uk/racing/race-officers

Check Committee Boat for X, 1st Sub, and Course Boards

Check boat hooter is working

Check patrol boats have N and W flags

Race team briefing

Radio checks with Safety / QM

Radio Protocols

"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 windwark mark, which way to move it – Over"

"200 metres West, will tell you when – Over"

"Copy that – Safety 1 standing by"

On the water – pre-race preparation

On Station Procedures

Positioning of Committee Boat (course diagrams)

Bend on all flags

Put out Course Boards

Check Course v Wind – final adjustments

Set start line

Set timing with team

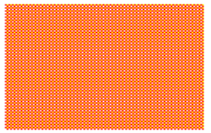
On Station Procedures

Positioning of Committee Boat (course diagrams)

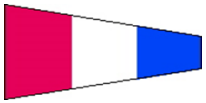
Bend on all flags

Start and Class Flags

- Orange Flag

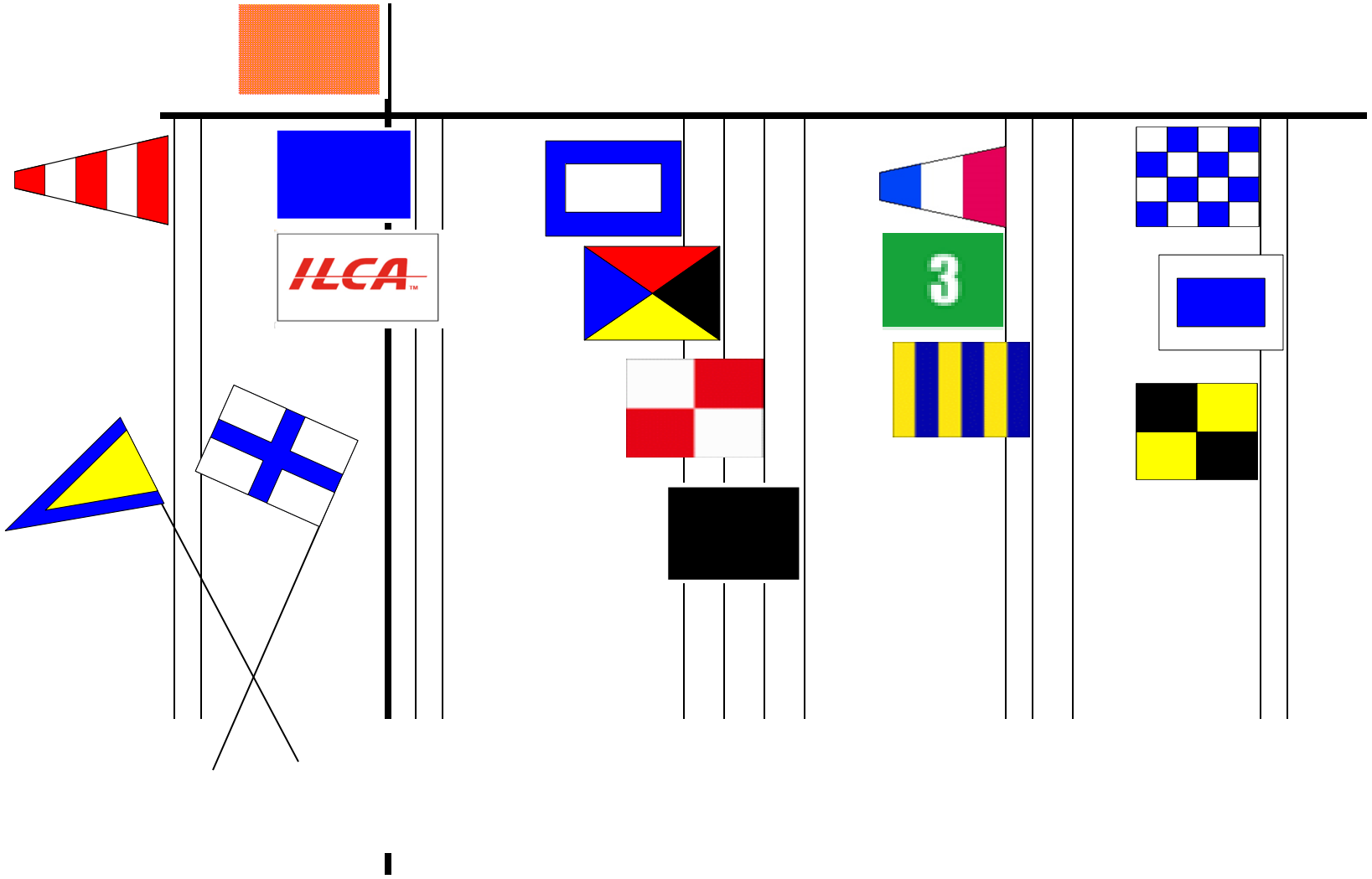


- Sundays – two starts, summer and winter
  1. ILCAs
  2. General
  - Fast Windward/Leeward (inc RS400s)) Numeral 3
  - Fast Handicap) Defaced 3
  - Slow Handicap)



- Wednesdays – two starts
  1. General) Flag G
  2. ILCAs

Possible Layout of Flags and Halyards (Merry Fisher)



Starting Systems

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

*Winter/Frostbite; Wednesdays; Sprints

Signals

Flag Displayed

Tells what is going to happen

Flag Removed (Executive Signal)

Order is carried out

Sound Signal

Draws attention to visual signal

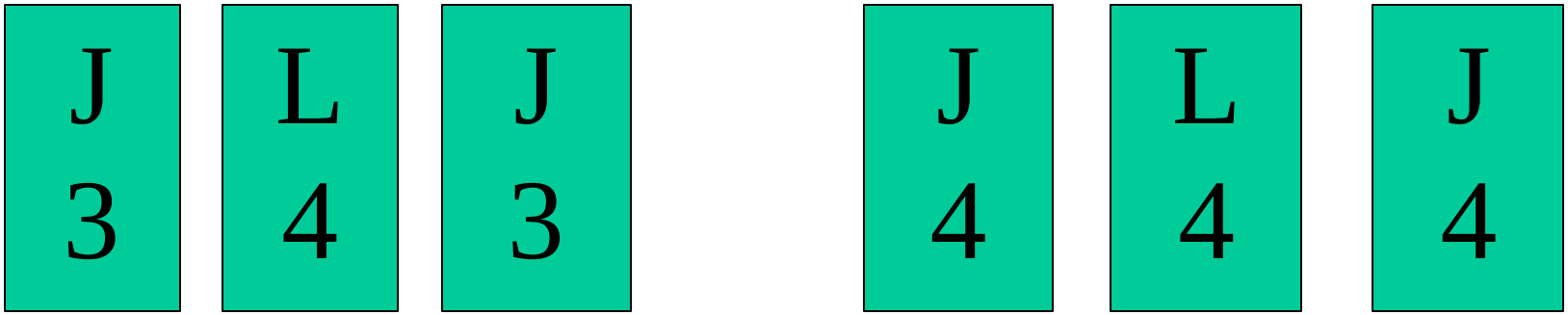
On Station Procedures

Positioning of Committee Boat (course diagrams)

Bend on all flags

Put out Course Boards

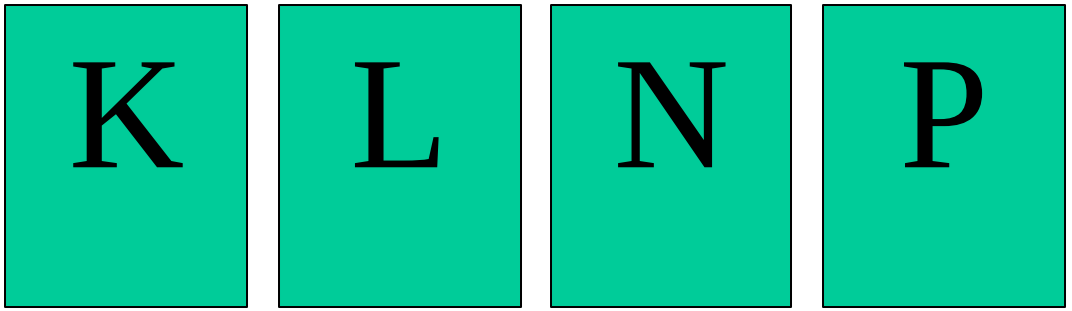
Course Boards - Sundays



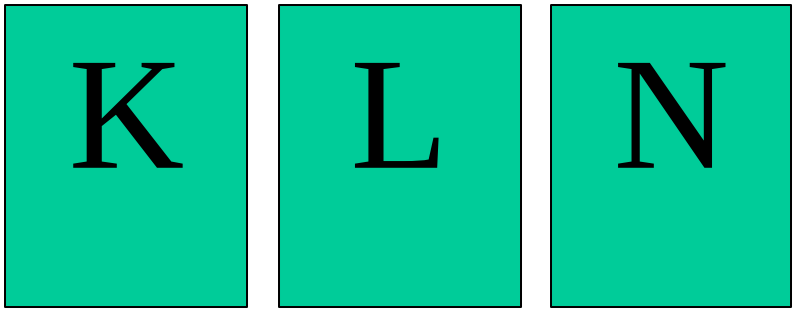
- **Consider:**
  - **Bunched finish versus staggered finish**
  - **Waiting times between races**

Wednesday etc. Course Rotation

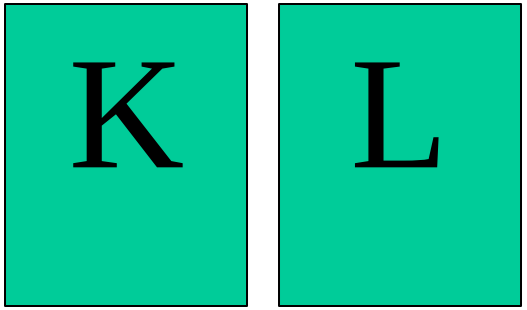
Wednesdays =>



Club Champs =>



Sprints =>



On Station Procedures

Positioning of Committee Boat (course diagrams)

Bend on all flags

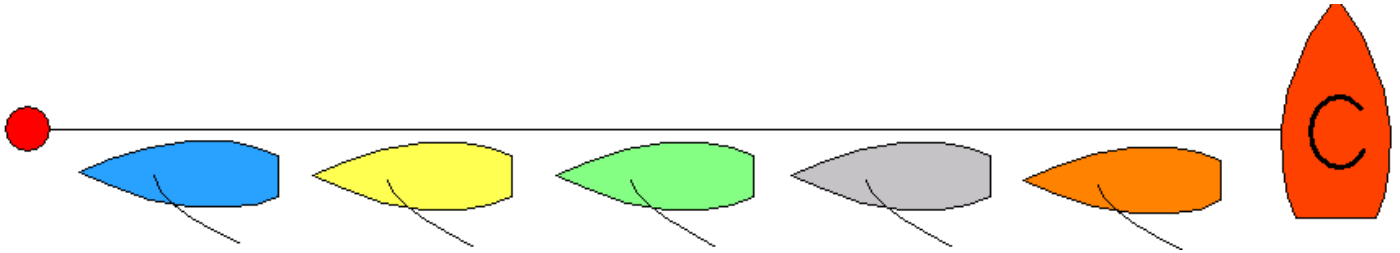
Put out Course Boards

Check Course v Wind – final adjustments

Set start line

Start Line Length

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



QM recommended multiplying factor 1.25 – 1.50

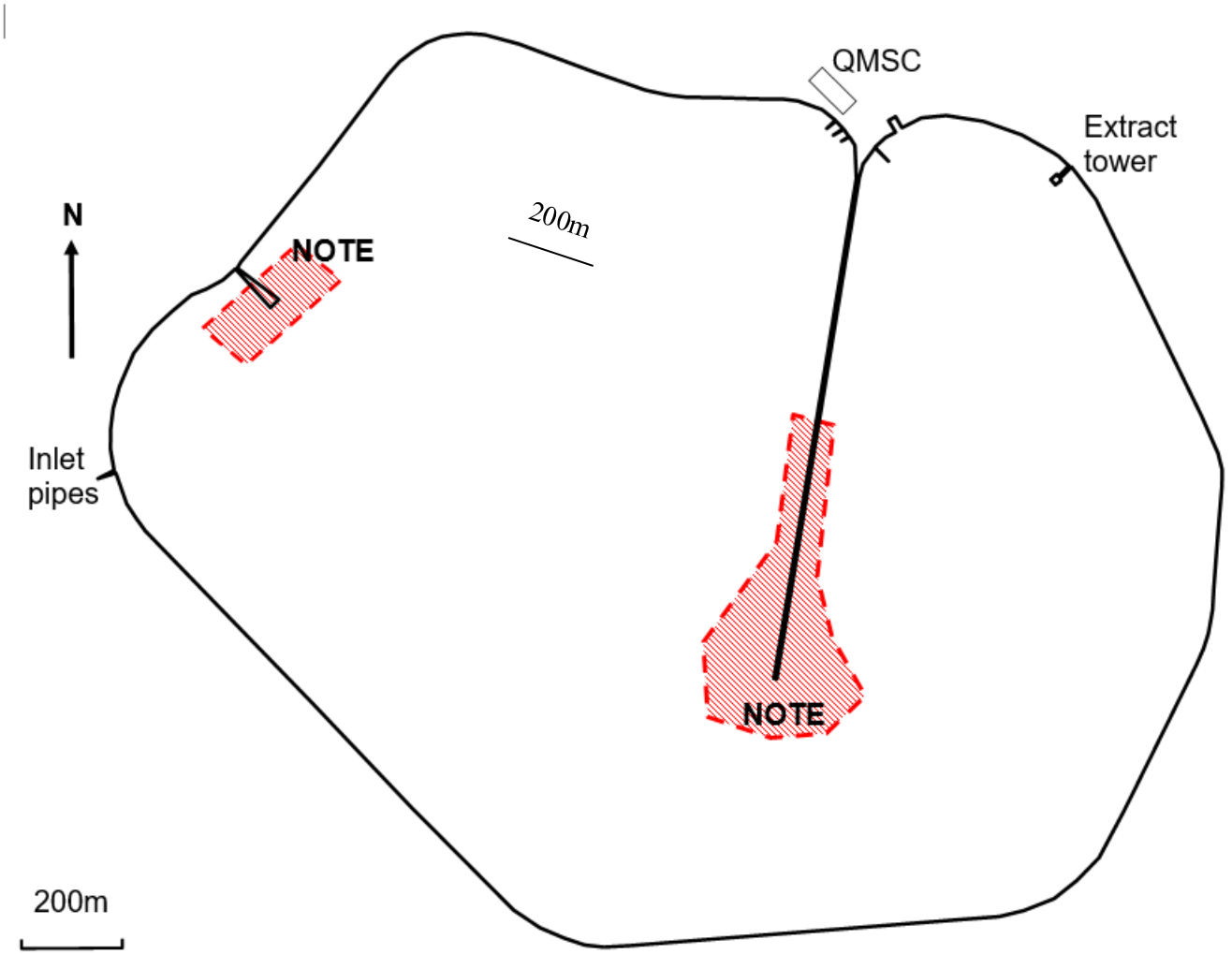
Sunday

1 ILCA = 4.25m
24 ILCAs = 100m
x 1.25 = 125m
x 1.50 = 150m

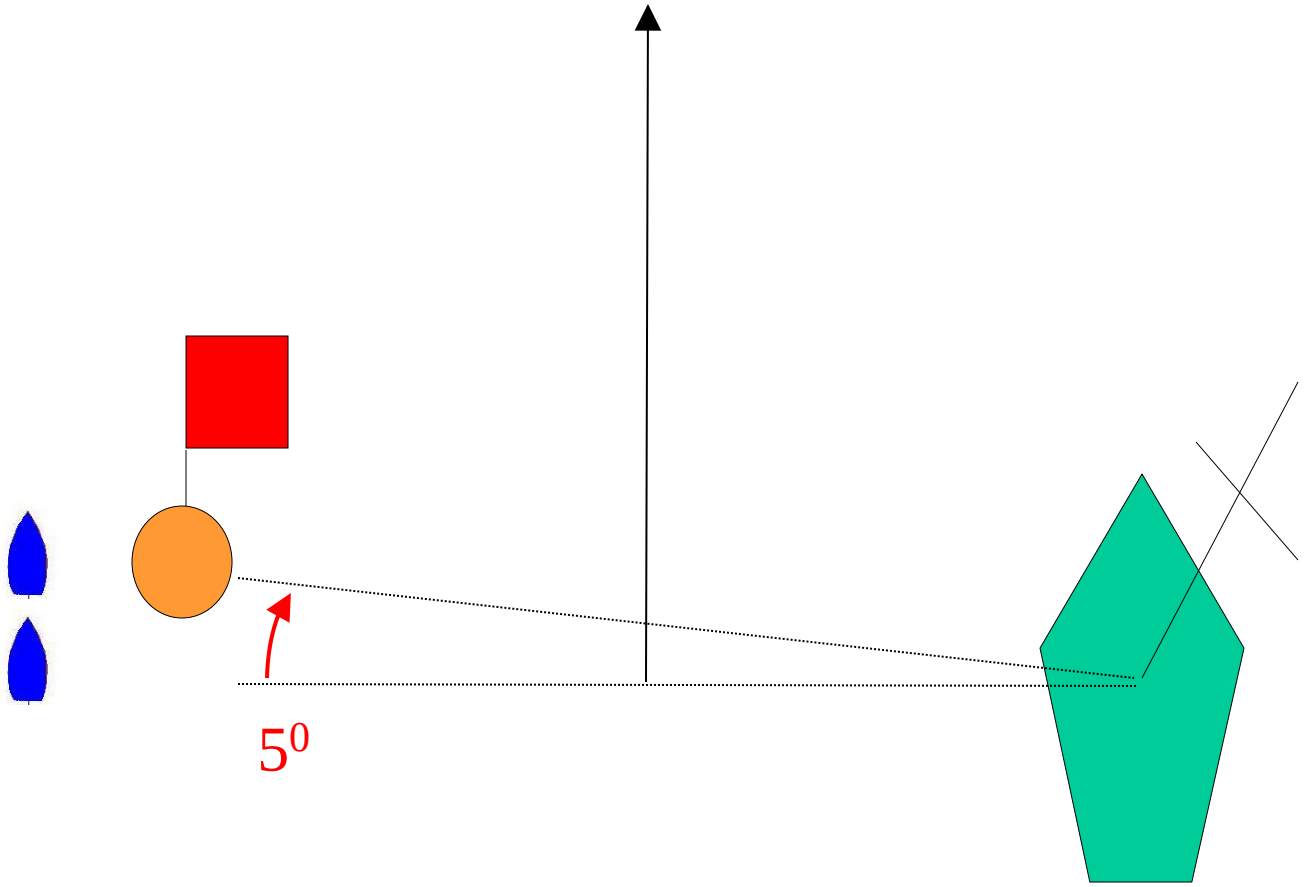
Wednesday

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

Judging Start Line Length



Setting the Start Line



Send rib away across wind to right distance

then upwind to drop, [x] rib lengths = 5 degrees

The Start Sequence

On Station Procedures

Positioning of Committee Boat (course diagrams)

Bend on all flags

Put out Course Boards

Check Course v Wind – final adjustments

Set start line

Set timing with team

The Start

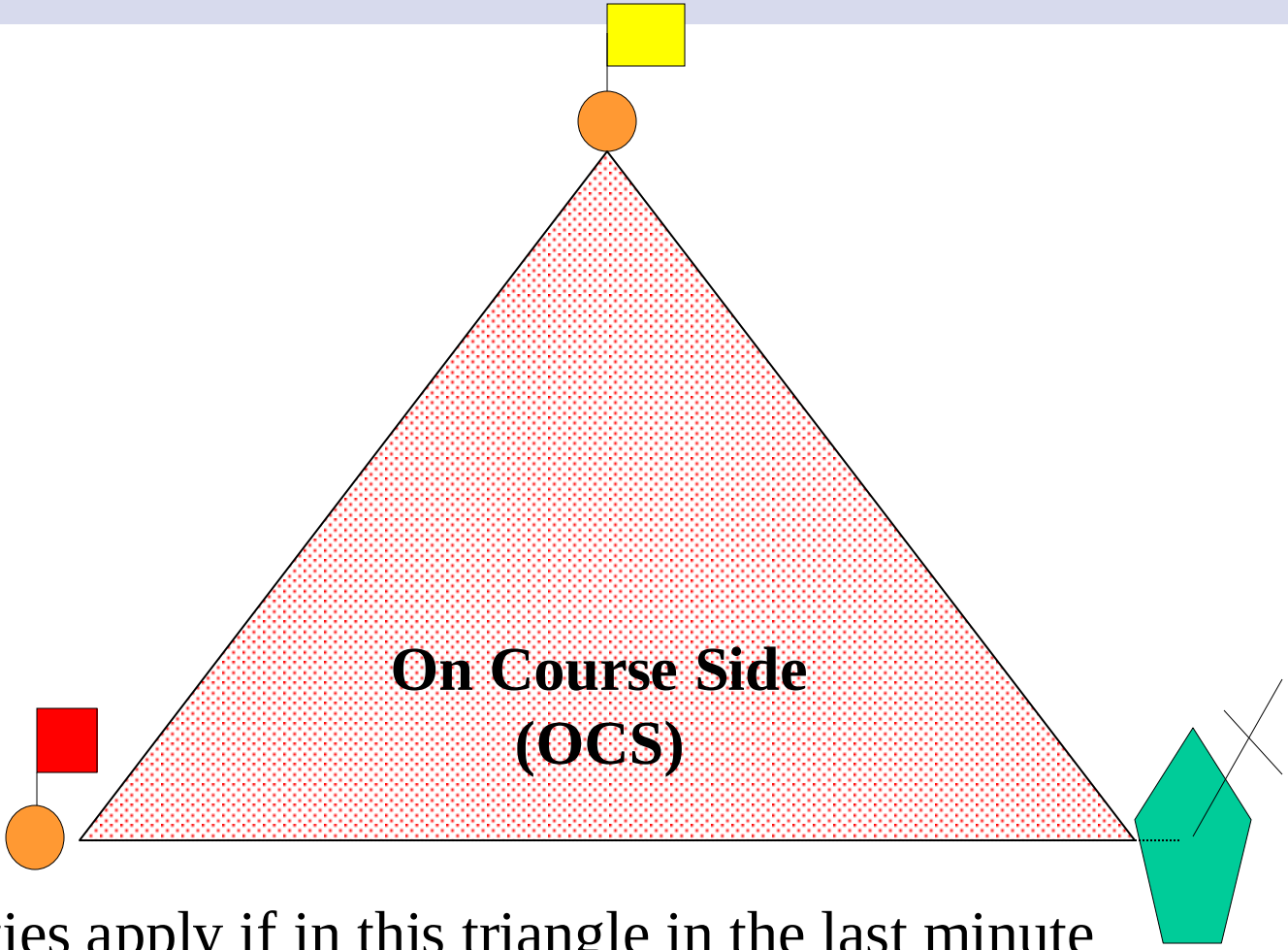
Timing

Aim to synchronise with real time.

How late can starting mark be moved?

RIB to watch the pin end

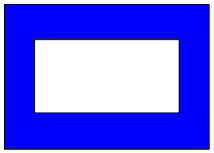
Starting Penalty Zone and OCS



Penalties apply if in this triangle in the last minute

Starting Penalties

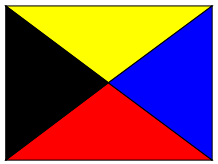
Note: I Flag - not used at QM



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

Starting Penalties

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

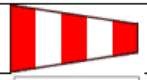
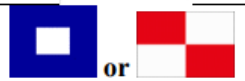
Don’t display X if OCS at start

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

Must display BFD boat list from committee boat

Start Timing Charts - Sun

QMSC Sunday Club Racing - 5 Minute Start Sequence, 2 Starts
Including ILCA General Recall option

Actual Time	Elapsed Time	Flags	Action	Signal	Sound	Start
		Committee Boat end of Start Line				
	-12	Synchronise				
	-11	*AP Down*	↓		*+1*	
	-10	ILCA Up	↑		+1	
	-9	P (or U) Up	↑		+1	
	-8	2 minutes to…				
	-7	1 minute to…				
	-6	P (or U) Down	↓		+1	
	-5	ILCA Down, No. 3 & Def. 3 Up	↓ ↑		+1	ILCA
	-4	P (or U) Up	↑		+1	
	-3	2 minutes to…				
	-2	1 minute to…				
	-1	P (or U) Down	↓		+1	
	0	No.3 & Def. 3 Down	↓		+1	RS400, W/L, Fast / Slow

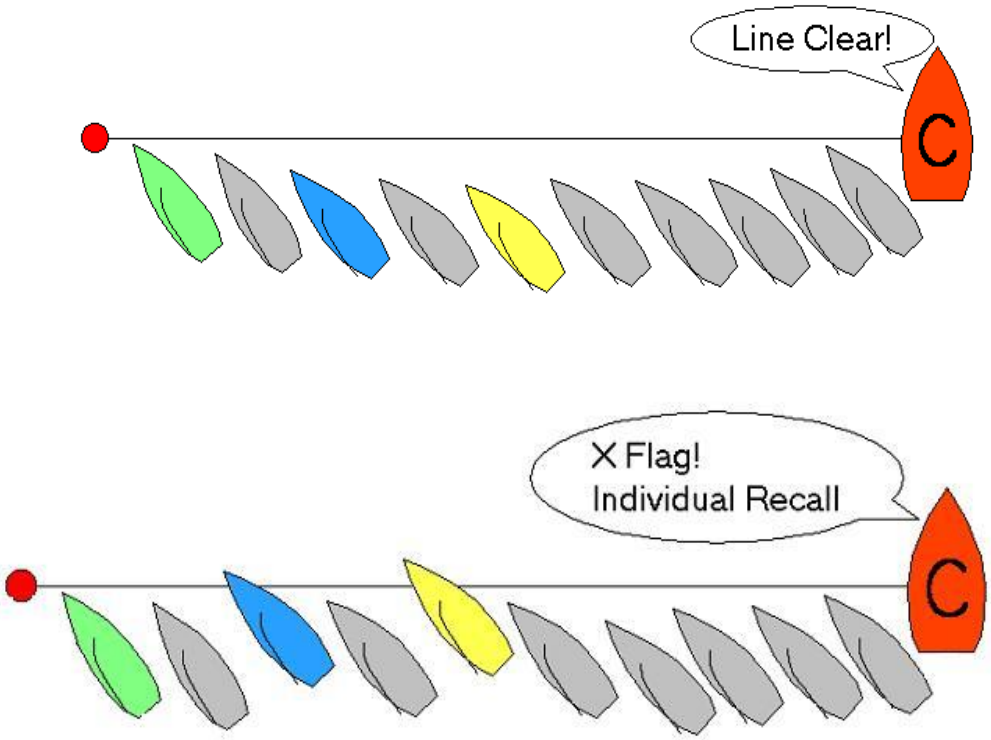
Start Timing Charts - Wed

QMSC Wednesday Club Racing 2023 - 3 Minute Start Sequence, 2 Starts

Actual Time	Elapsed Time	Flags	Action	Signal	Sound	Start
		Start Line				
	-5	Synchronise				
	-4	*AP Down*	↓		*+1*	
	-3	G Up	↑		+1	
	-2	P or U Up	↑		+1	
	-1	P or U Down	↓		+1	
	0	G Down, ILCA Up	↓ ↑	 	+1	General
	+1	P or U Up	↑		+1	
	+2	P or U Down	↓		+1	
	+3	ILCA Down	↓		+1	ILCA

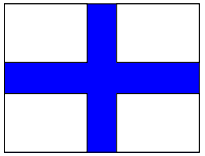
Individual Recall

Identify those boats that are OCS



Individual Recall

Display **X**



x 1

Record each boat OCS.

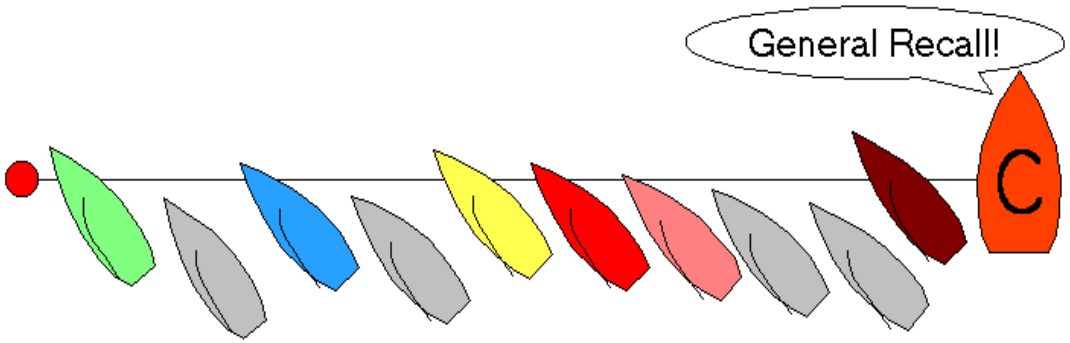
Watch the boat(s), when they return delete OCS from record.

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)

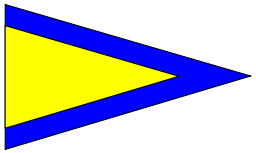
General Recall

When unable to identify all boats that are OCS



General Recall

Display 1st Sub



x 2

Use when:-

several unidentified boats OCS

or if there is an error in starting procedure

- On Sundays the recalled fleet goes to end of the start sequence
- On Wednesdays (2022) the whole sequence restarts
- Restart only when you are ready
- Adjust start line if needed
- May decide to change P to U 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 to ID OCS boats

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

Flags and Sounds Exercise

Start Sequence Videos

Individual and General recall

Sunday 5-4-1-0 flag sequence

Use of voice recorder

Post Start

Late starters:

DNS after 4 mins Sun, 15 mins Weds.

Wednesday Evening – bring pin end in.

Sunday – set finish line.

Lap counting.

NSC score for boats observed to sail the wrong course.

Race Duration and Limits

Target race length

- 45 to 55 minutes for leader

Time limits – Sundays

- 75 minutes for first finisher
- 15 minutes from first to last but with RO discretion
- Whiskey flag for tail enders

Monitoring the Race

Observe the fleet throughout – record laps

Time legs/laps and calculate finish times

Watch for casualties not spotted by safety

Watch for commercial traffic – barges

Watch for significant wind shifts during the race

Note the Sis which state “Course marks and the finish line marks may be moved no more than 150 metres without a signal being made. This changes RRS 33

Prepare for the next race especially if wind has shifted

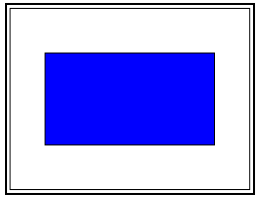
-Locate a spare windward mark ready to re-flag

-Move pin end start mark or adjust committee boat anchor

-Change number of rounds on course boards

Shorten Course

Display S



x 2

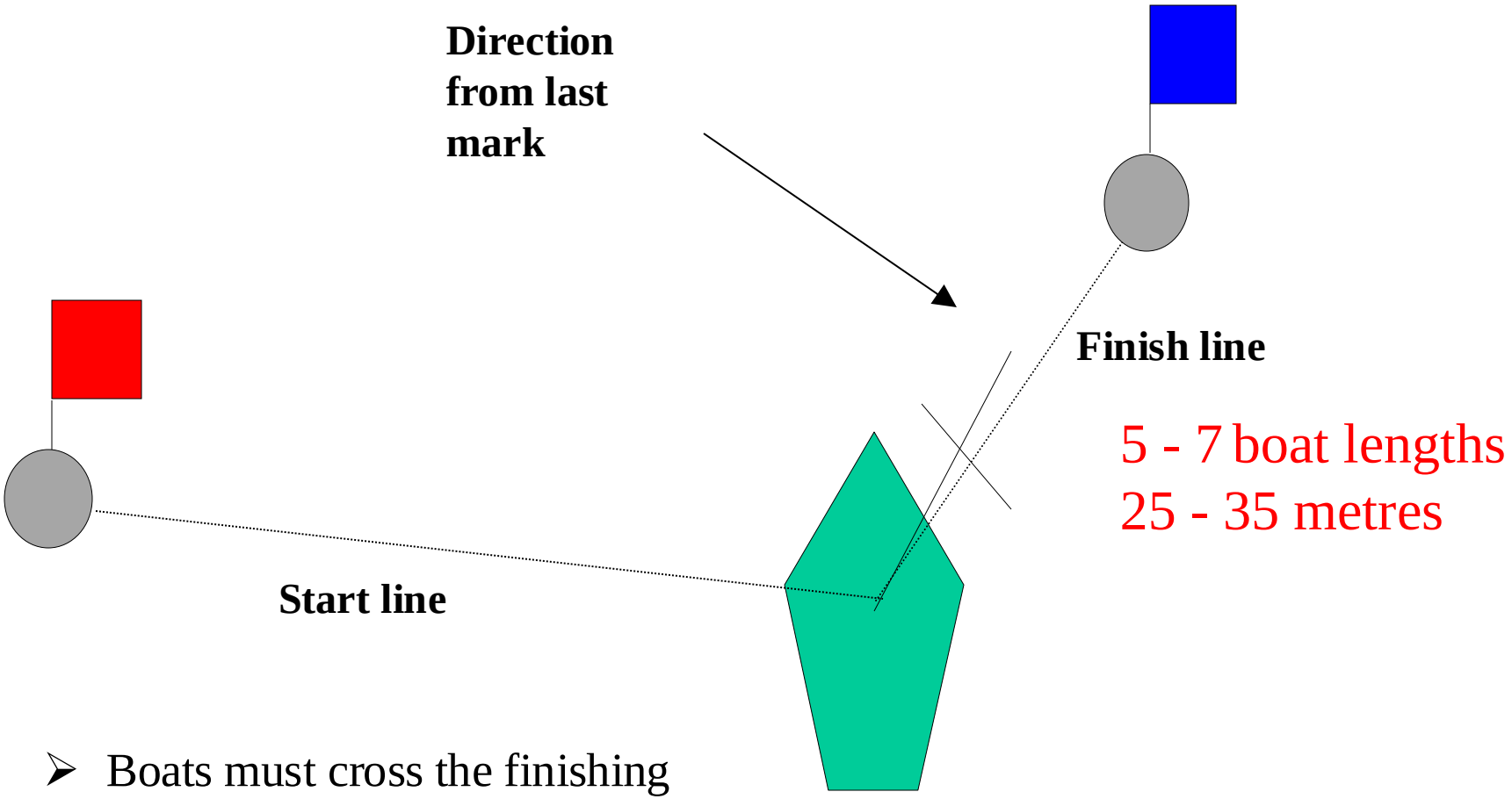
Displayed from committee boat using S flag and/or S board

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

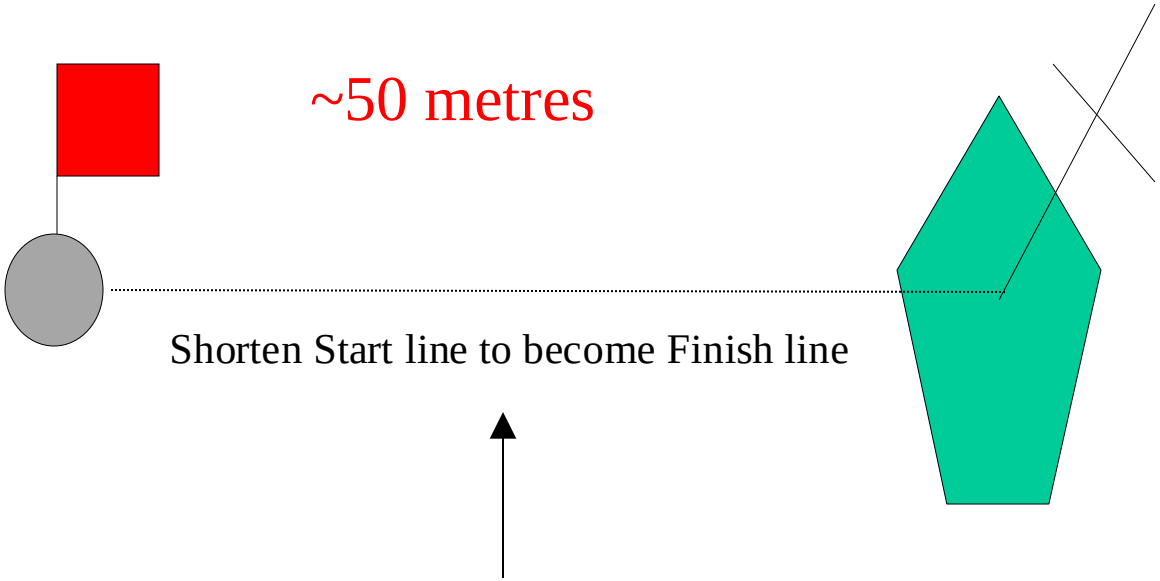
Sunday Finish Line



- 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



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

Finishing Procedures

Hoist Blue flag ahead of first finisher – no sound

Record all who cross the finish line - HULL

- Sunday: ILCAs not timed but time last boat to finish, All other boats are timed
- Wednesday: All timed

Cross check records during lulls and at the end

Taped records can be very useful/essential

Sound signal for first boat (in each fleet) only.

Record any OCS, UFD, NSC etc. boats

Scoring Codes

Scoring Codes Used in Club Sunday and Wednesday Series: Description, Meaning and the Penalties Attached

Code	Description	Penalty applied
BFD	Disqualification under RRS 30.4. (Black Flag.)	1 place more than number of boats in race
DNC	Did not *start*: did not come to the starting area.	1 place more than number of boats in series
DNF	Did not finish.	1 place more than number of boats in race
DNS	Did not *start*: (other than DNC or OCS). (Came to the starting area but did not start - includes out of time starters.)	1 place more than number of boats in race
NSC	Did not sail the course. (e.g. failed to round all marks correctly.)	1 place more than number of boats in race
OCS	Did not start: on the course side of the starting line at the start signal and failed to start, or broke Rule 30.1.	1 place more than number of boats in race
RET	Retired.	1 place more than number of boats in race
UFD	Disqualification under Rule 30.3. (U Flag.)	1 place more than number of boats in race
ZFP	20% penalty under Rule 30.2.	20% penalty

OOD = Race Officer Points (officer of the day) and is the average of all races except the race in question.

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

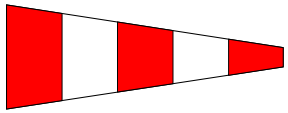
Misfiring of sound signals

Broken halyards on the committee boat

Barge approaching the beat at start….

Postponement

Display AP



x 2

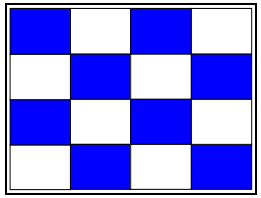
All races not started are postponed

Can only be used **before** the start

If Postpone on land, not less than 30 minutes to restart

Abandon Racing

Display N



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

'N' displayed alone **cannot** be used **before** the start

Use when:-

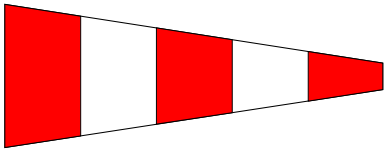
errors in the course, dangerous or foul conditions, major wind shifts, late recognition of errors in start sequence, wind vanished, etc

If racing is entirely abandoned before the start (e.g. due to wind conditions) use AP over A on land ~1 hour after race time on Sunday and ~30 minutes on Wednesday.

Restarting

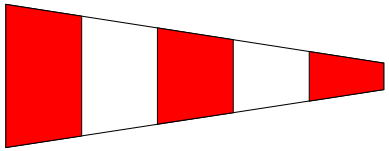
After Postponement, General Recall or Abandonment

Remove **eg** AP



x 1

Remove 1 minute before warning signal



Flags and Sounds Exercise

Wednesday Evening Postponement

Re-starting after Postponement

After Racing

All flags back in box – in right place

Tidy committee boat – switch off horn

Results promptly to office

Debrief

Personal assessment

Group assessment

Get feed back from competitors

After Racing

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

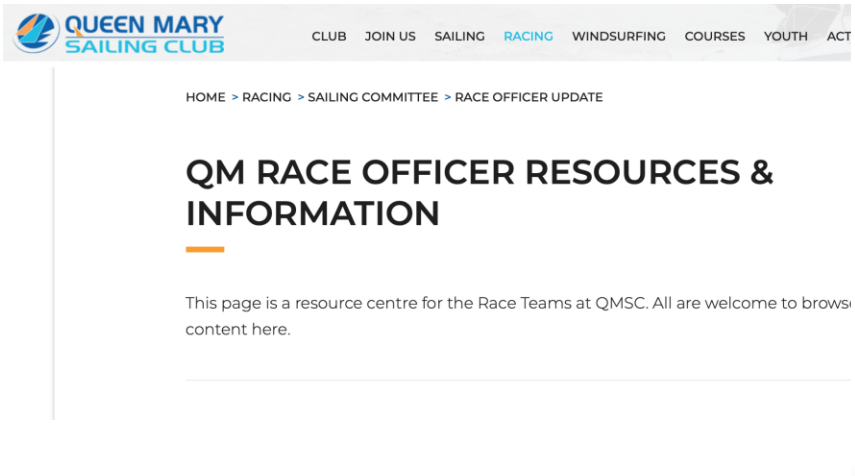
Do not argue with, challenge or question the competitors - Leave it to the jury!

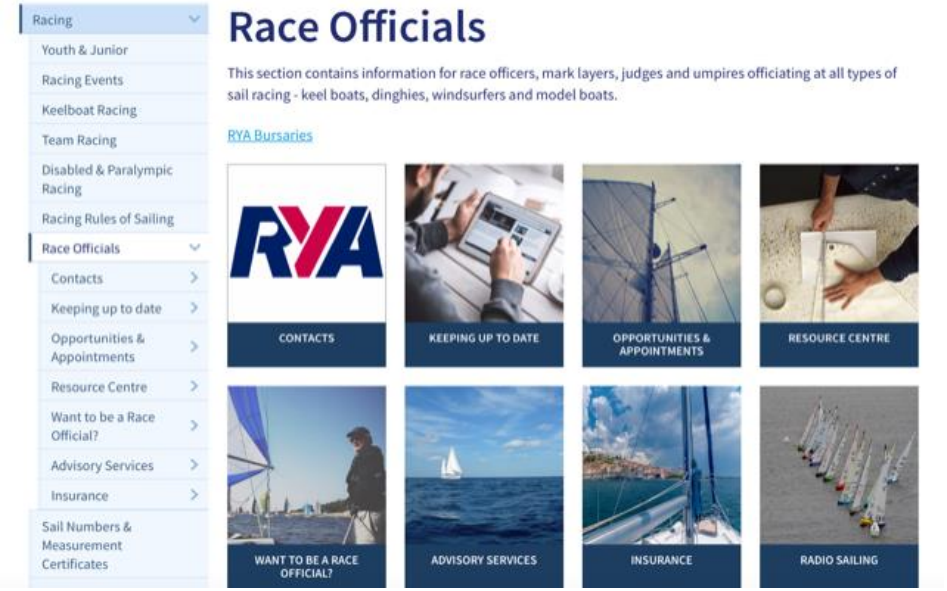
Sources of Help

RRS Rule Book

RYA Race Management

Race Officers » Queen Mary Sailing Club





QM Resources

Race Team Checklist

Course Diagrams

Start Timing Charts

Scoring Codes Checklist

Recording Race Results – Guidance Notes

[Club Race Preparation Schedule]

Club Race Preparation Schedule

Target Times for Club Race Preparation (COVID Edition)

Sunday Time	Action	Weds Time	Person
08:45	~~Set up sign on sheets and notices~~ Check, download and print off online entries from booking system – work out size of fleets / number of entries *	17:00	Sailing Secretary
09:15	Launch and clean Committee Boat; stock, clean and put Race box and radio onto committee boat, cleaning all contact points	17:45	Wet Team Sailing Secretary
09:30	RO team arrives – phone the office/speak to Wet Team	18:00	RO
09:30	Discuss weather and course size/layout * number of entries / fleet sizes to be included in this	18:00	RO & Wet Team Sailing Secretary
09:40	Check Race box is on committee boat, with radio	18:15	RO
09:50	Preliminary course laid (even if RO is late)	18:20	Wet Team
09:50	RO team go afloat	18:20	RO
10:00	Committee Boat on station	18:30	RO
10:15	Start and finish pins laid	18:45	RO & Wet Team
10:20	Final course adjustments made	18:50	RO & Wet Team
10:25	Ready for warning signal	18:55	All
10:30	Starting signal	19:00	All

Summary

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!

What Next

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!