



# RACE MANAGEMENT

# REFRESHER

25<sup>th</sup> March 2021

# Introduction

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- **RRS 21-24 – practical impact of changes**
- **Latest RYA Race Management Best Practice**
- **Running a race – overview**



# Agenda

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- 1. Advance preparation**
- 2. Before you go afloat**
- 3. On the water – pre-race**
- 4. The start**
- 5. The race**
- 6. Finishing**
- 7. Wrap-Up**



# Sources of Information and Guidance

- **NOR and SIs – new format: Spring and Wednesday Evening Series.**



NOR and SIs on website under Racing/Club Racing - with copies in the race box

New World Sailing format.

Quite a lot of similarities with previous versions but some key changes, therefore important to look at the documents.

# Other Sources: Racing/Race Officers



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## USEFUL INFORMATION FOR RACE OFFICERS

- [Click here for the latest Race Officer Update](#)
- [Club Racing Risk Assessment](#)
- [Open Racing Risk Assessment](#)
- [Club Race Training Course Slides \(PDF\)](#)
- [Race Team Checklist - updated March 2021](#)
- [Club Race Flag Box](#)
- [Start Timings for 3-2-1-0 minute sequence, with flags](#)
- [Start Timings for 5-4-3-0 minute sequence, with flags](#)
- [Club Race Preparation Schedule - a handy guide to timings for race preparation, for RO teams \\* Updated March 2021 \(Covid edition\)](#)
- [Link to RYA Website for latest version of RYA Racing Rules Guidance Book \(and other resources for rules\)](#)
- [Open Event Race Officer Review and Feedback form](#)
- [QMSC Rules Adaptors](#)
- [Race Officer Sign-Off Checklist](#)
- [Wednesday Club Racing Course Diagrams \(K L N P\) - showing angles to assist with course setting](#)
- [Sunday Club Racing Course Diagrams \(J L\) - showing angles to assist with course setting](#)



For other sources of information and guidance go to Racing/Race Officers and scroll down to Section headed “Useful Information for Race Officers” with links to various documents and other resources – both internal to the Club and external, e.g. RYA websites.

## QM Race Officer Resources and Info

- **Race Team Checklist.**
- **Course Diagrams (including target course geometry).**
- **Start Timing Charts.**











Particular items to mention:

The Race Team Checklist. Detailed description of how to run racing at QM. Has been updated to take account of the recent changes and a very good reminder. Useful information about things to check and to do at various stages throughout a racing day.

Course Diagrams – talk more about those later. Copies on website and in race box.

# Start Timing Charts

QMSC Sunday Club Racing - 5 Minute Start Sequence, 2 Starts

Actual Time	Elapsed Time	Flags	Action	Signal	Sound	Start
		Competition Boat end of Start Line Synchronisation				
	-12	AP Down	↓			11
	-10	Line Up	↑			11
	-8	F Up	↑			11
	-6	2 minutes to				
	-5	1 minute to				
	-4	F Down	↓			11
	-3	Line Down, No. 3 & Del. 3 Up	↓ ↑			11
	-2	F Up	↑			11
	-1	F Down	↓			11
	0	2 minutes to				
	-1	1 minute to				
	-2	F Down	↓			11
	-3	No. 3 & Del. 3 Down, "Board" Up	↓ ↑			11
	-4	F Up	↑			11
	-5	F/D Up	↑			11
	-2	2 minutes to				
	-1	1 minute to				
	0	F/D Down	↓			11
	1	"Board" Down	↓			11

2021 - 2024 updated Feb 2021



Start timing charts – website and race box. Step-by-step guide to the start sequence. Timing, flags and sounds required

# QM Race Officer Resources and Info

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- Race Team Checklist.
- Course Diagrams (including target course geometry).
- Start Timing Charts.
- 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



Copies on website and in race box. A timetable for the day – with allocation of responsibilities. Note this is the COVID version.

Helps to keep everyone on track.

# QM Race Officer Resources and Info

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- **Start Timing Charts.**
- **Club Race Preparation Schedule.**
- **Scoring Codes Checklist**



# Scoring Codes Checklist

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.



List of codes commonly used for club racing at QM  
 NOT a complete list of the codes – see RRS A10

# QM Race Officer Resources and Info

- **Race Team Checklist.**
- **Course Diagrams (including target course geometry).**
- **Start Timing Charts.**
- **Club Race Preparation Schedule.**
- **Scoring Codes Checklist**
- **COVID precautions for Race Officers.**



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COVID-19 INFORMATION FOR RACE OFFICERS

• Covid Precautions for Race Officers - (updated) October 2020, useful information for Race Officers for Committee Boat and Start Line



COVID precautions for ROs. Sets out the practices and procedures being followed for as long as COVID requirements are in place.

## On-Shore Preparation - Annual

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- Once a year, before the first time you go out, you need to sign off the Club Racing Risk Assessment.
- When you arrive on site, call office and they will arrange for you to sign off on the QM tablet.



Link to Club Racing Risk Assessment is also on the Race Officer Resources page on the website so can be read in advance.

# On-Shore Preparation – On The Day (1)

- *(Including impact of COVID regulations)*
- **Phone office on arrival at Club.**
  - Update on number of online entries.
  - Confirm Duty Officer, safety team, sailing area.
- **Agree course with safety team (position/size).**
  - Note: Mark 3 on Wednesday Evening N and P course is now red/white.



Course – as always, try to use the water to the best advantage and to leave room for course to be swung if the wind direction changes.

## On-Shore Preparation – On The Day (2)

- **Committee Boat Checks:**
- **Race Box and radio already on Committee Boat.**
- **Checks before leaving the pontoon:**
  - Race box, course boards, X and 1<sup>st</sup> Sub flags, radio test, **BUNGS!**
  - RIBs have W and N flags



Per the COVID Precautions for Race Officers, contents of Race Box and radio will all have been sanitised or left untouched for sufficient period of time.

You will be expected to moor the CB at the pontoon after racing. If you do not hold a PBL 2 Certificate, let the office know.

Race Team Checklist has a very useful list of things which should be in the Race Box. Race Box should also contain laminated copies of NOR/SIs, Course Diagrams, Start Timing Charts and Club Race Preparation Schedule

# 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 windward mark, which way to move it – Over”
- “200 metres West, will tell you when – Over”
- “Copy that – Safety 1 standing by”





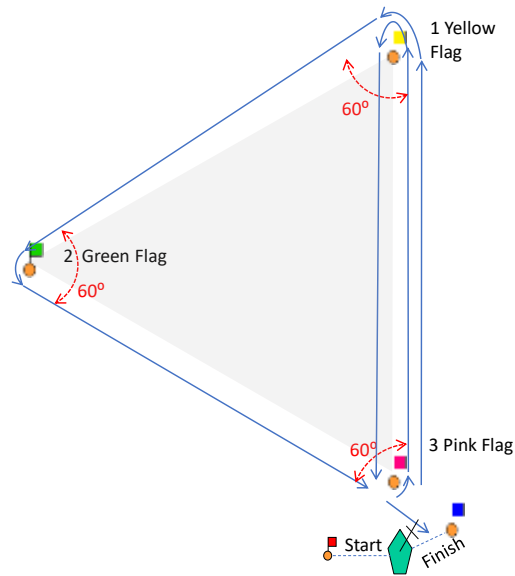
# On The Water – Pre-Race

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- Positioning of Committee Boat -
- Course Diagrams are a good reminder.



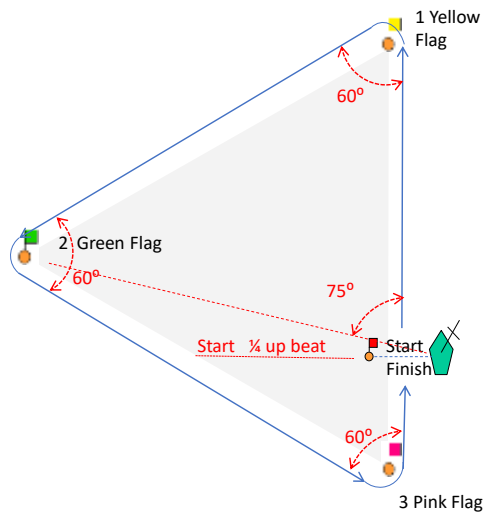
# Sundays



Committee Boat downwind and slightly to starboard of leeward mark – leaving room for boats to pass through but close enough to see the numbers.

Leave some slack on the anchor chain to enable Committee Boat to be moved up or down wind.

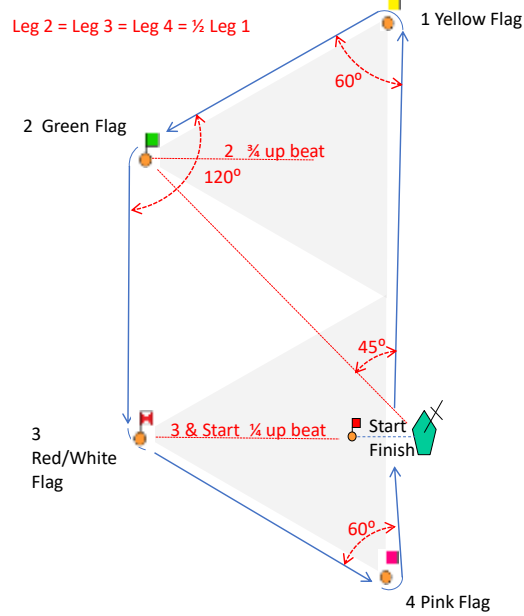
# Wednesday Evenings – e.g. K Course



Again, the Course Diagrams for each course show where the Committee Boat should ideally be positioned. For example on the K course, a quarter up the beat and slightly to starboard of the rhumb line between the windward and leeward marks.

Note the Course Diagrams also show the target angles and some guidelines on how to double check those from the Committee Boat.

# Wednesday Evenings – e.g. N Course



... and here is an example of the N course

## On Station – Class Flags (changes)

- Orange Flag



- Sundays

- 1 ILCA/Lasers

- ) ILCA Class Flag



- 2 Everyone else

- Fast Windward/Leeward)

- RS400

- ) Numeral 3



- Fast Handicap

- ) Defaced 3



- Slow Handicap

- )

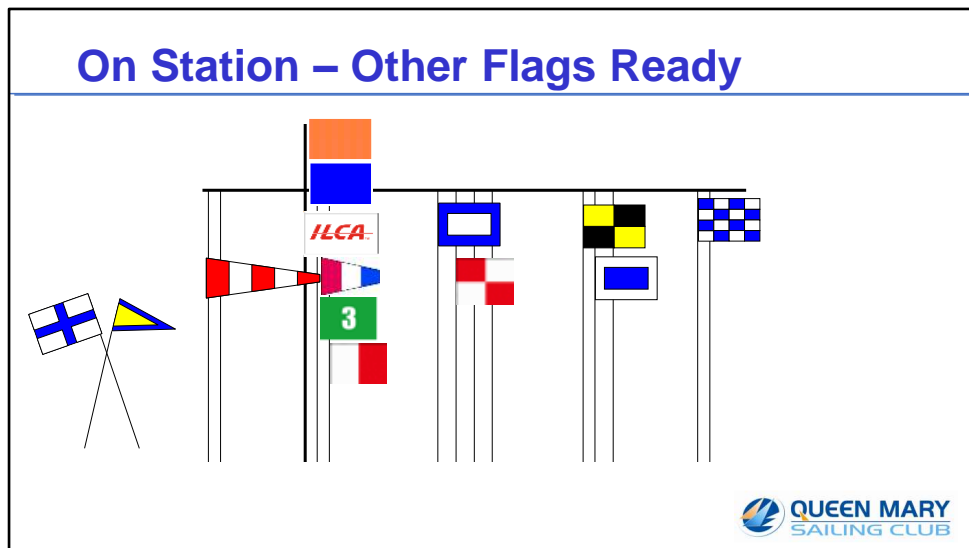
- Wednesdays

- ) H



Orange Flag now officially the Committee Boat end of the start line per RRS. (No change from our previous SIs)

Note new warning signals for Start 1 and Start 2  
Fast Windward/Leeward/RS400



Preparatory signal flags: If you are going to use a penalty flag, the preference is to use U. We suggest NOT using either the Black Flag or I (round the ends rule). And the latest RYA guidance is that Z is not used for dinghy racing. RYA also suggests that in starts of 30+ boats you may choose to go direct to U.

Blue flag is now officially the Committee Boat end of the finish line per the RRS (no change from our previous SIs). It can be displayed on same staff as Orange to show the finish line – or a different staff but either way it marks the finish line. Orange flag can stay up while B is displayed.

## On Station – Course and Course Boards

- Lap time 10-15 mins; race length 45-55 mins (~3-4 laps).
- Course boards in place no later than warning signal.
- Sundays: J, L, J.
  - Preference for J (ILCA and FH/SH) to be same number.
  - L same number or one extra.
  - Note that SH sails one lap fewer than the number shown.
- Wednesdays: K, L, N, P in rotation.



# The Start

- **Start line: Number of boats x average length of boats plus 25-50% - PLUS extra allowance for social distancing – e.g. 24 Lasers – 150m+.**
- **Timing**
  - Helpful to synchronise with real time.
  - If counting down, agree with team whether first or second start is 00.00.
  - Record the actual time of each start.
- **Starting mark may not be moved later than preparatory signal.**
- **RIB to watch pin end for start.**



e.g 30 boats on a Wednesday Evening - looking at a more than 200m start line.

Start timing charts are in the race box if required.

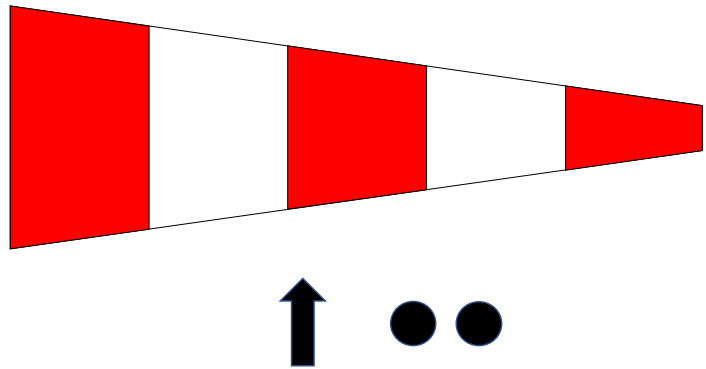
Should ideally have starting mark in place well before the prep signal.

RIB in position at 1 minute if penalty flag being used.



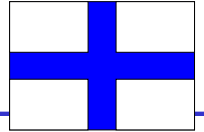
# Bail-Out Option!


- AP
- Wind Shift  
Don't make them start on a bad line if a penalty flag is used!
- Other



Once AP is up, all other flags, apart from Orange, are lowered and a new start sequence begins 1 minute after AP is lowered (with one sound signal).

## The Start - Individual Recalls



- New definition of *start*. Any part of hull crosses line.
- If P (or Z) was the prep. signal, and identifiable boats are over the line at the start, display X plus one extra sound signal. 
- Sundays and Wednesdays: Display X until all OCS boats return with a maximum of 4 minutes (2 in winter).
- If boats do not return, record as OCS.
- If U is used, Flag X not required – record boats over the line as UFD.

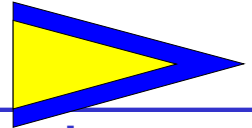


Any part of hull crosses the line from the pre-start side to the course side. (Used to be hull, crew or equipment.) Hull includes wings but not bowsprits or sails etc.

Note, X should be displayed NO LATER than 5 seconds after the start – recommendation is no more than 4 seconds after the start.

Holder at stern of Merry Fisher for handheld X (and 1<sup>st</sup> Sub)

# The Start – General Recalls



- Handheld 1st Sub plus two additional sound signals.
- Sundays – 1<sup>st</sup> Sub displayed for max. 2 mins and is removed without a sound signal.
- Wednesday Evenings – 1<sup>st</sup> Sub displayed for 4 mins and removed with a sound signal 1 min before the sequence restarts.
- If ILCAs/Lasers are recalled on a Sunday, they go to the back.
  - Consider reducing number of laps for them but if you do, remember to change the course boards before their new warning signal.



If you can't identify individual boats....

## Post-Start

### ■ Late starters

- Sundays – 4 mins.
- Wednesday Evenings – 15 mins.

### ■ Wednesday Evenings – bring pin end in so you can see the far end of the line.

### ■ Lap counting.

### ■ New NSC scoring for boats observed to sail the wrong course.

- More likely to be relevant for Wednesday Evenings where start/finish line is an obstruction downwind but must be crossed upwind.



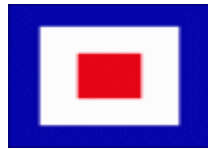
Wednesday Evenings – adjusting the line length also relevant for L course (to prevent excessive bias to one side of the course downwind).

Race Committee should score anyone observed as not sailing the course as NSC – without a hearing

# Time Limits

## ▪Sundays only

- Time limit for each race is 75 minutes plus 15 minutes.
  - One boat must *start, sail the course and finish* within the 75 minutes.
- Once leading boats finish, RO may choose to give boats on the course a score using Flag W



- OCS boat cannot “save” a race from being abandoned.

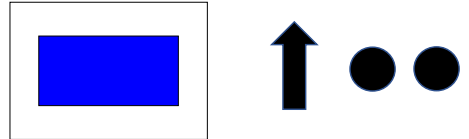


Time limit means that for each fleet, one boat has to start, sail the course and finish within that 75 minute time period – otherwise the race is abandoned. If one boat finishes, the rest of that fleet has a further fifteen minutes to finish BUT can use W on course to give tail enders a score.

Requirement that a boat must start in order to finish is a change to RRS 35 – and means an OCS boat cannot finish (and therefore cannot save a race from being abandoned). Twist on this is that a UFD or BFD boat which nevertheless starts properly CAN save the race.


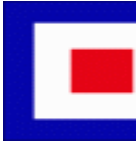
# Shortening Course

- **Sundays only.**
- **Normal procedure – S Flag (plus S Board) displayed with two sound signals as leading boat approaches leeward mark. Boats then finish by crossing the finishing line.**



- **Alternative now available per SIs is to move CB to another mark. Display S with two sound signals as leading boat approaches that mark. Line is between the CB and the selected mark.**

## The Finish - Sundays

- Display Blue Flag (no sound signal) when any fleet is on its final leg.  
– Remember SH doing one lap fewer than shown. 
- New definition of *finish*. Boat must have *started*. Hull has to cross the line.
- ILCA/Lasers/Radials do not need times – just record time of first and last to finish.
- Everyone else needs a time. 
- W flag option for tail enders – record position, number of laps.
- Note any OCS, UFD, NSC etc. boats.



New definition of finish – a boat finishes when, after starting any part of her hull (previously hull, crew or equipment) crosses the finishing line from the course side.

Current RYA guidance is that only the first finisher (in each fleet) should be given a sound signal. After that, no sounds. (To consider for QM.)

Time of first finisher is necessary because of 15 minute time limit. Time of last finisher linked to time for protests.

W Flag option – can send RIB out to give the tail enders a score (ideally with a time and rough position for handicap boats) and a place based on where they are at that point.

If a boat has not sailed the correct number of laps, should record NSC.

Start the next race asap

## The Finish - Wednesdays

- Display Blue Flag (no sound signal) after about 45-55 mins (depending on light available).
- Try to avoid splitting fleets.
- Record all finishing times.
- Note any OCS, UFD, NSC etc. boats.





# Tidying Up

- For Sundays, make sure recording sheets identify which fleet(s) started on 00.00
- Switch off horn on Committee Boat.
- Leave race box and radio on Committee Boat.
- Email photo of results to [sailingsecretary@queenmary.org.uk](mailto:sailingsecretary@queenmary.org.uk)
- Call Janet on 01784 248881 to make sure no issues and keep copy of results in case of queries.



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# Questions?

