



# **BRANCASTER STAITHE SAILING CLUB**

## **RACE OFFICER GUIDELINES**

**2017 EDITION**



# Guidance Notes

- **Finding a replacement if required**

Designated race officers are expected to make every effort to fulfil their commitment. It is the responsibility of the designated race officer to find a suitable substitute if they are unable to fulfil their commitment. This will usually be by arranging a swap with another designated race officer. Those who have been allocated a more 'difficult' race (such as round the island or a pursuit race) must ensure that the replacement is sufficiently experienced. Please inform the Sailing Secretary with the details of the change by email.

- **Liaison with Fleet Captains**

Special events for particular fleets are listed in the sailing programme. It is the responsibility of the fleet captains to advise the race officer of any special requirements at least a week before the event. However the race officer should always liaise with fleet captains on their duty days to ensure that fleet preferences are accommodated as far as possible.

- **Responsibilities - before during and after racing**

It is the responsibility of the race officer to take charge of racing. This includes the planning, preparation and post racing administration phases as well as the racing itself. In particular, responsibility can never be devolved to the boatmen. It is the responsibility of the person in charge of a boat on whether to race or not.

- **Seeking advice**

If the race officer is at all unsure about any aspect of racing there are a number of people who may be available and happy to offer advice. They are listed in appendix F. On the water the boatmen can and should be asked for advice.

- **Safety Boats**

The Club provides three safety boats, Musketeer, Friends RIB, and Buccaneer, and a rota of boatmen to man them. Musketeer may be used as a committee boat when it is safe to do so. A number of 'unofficial' safety boats are available from time to time to supplement the Club boats. If their use is considered prudent, the race officer is responsible for arranging for them to be in attendance and for briefing their owners as to what is required of them. The 'Advice' contacts (appendix F) may be able to assist in putting the race officer in contact with the owners of these boats. If less than normal safety boat cover is available the race officer must decide whether it is safe for racing to go ahead. Competitors must always be notified if less than normal safety boat cover is available - ideally in person but at least by a notice on the race notice board. Junior racing must never go ahead without proper safety boat cover (remember that juniors have as much right to race as seniors). Friends RIB and Musketeer to be underway during racing

- **Line starts**

Using the starting hut and fixed starting line is always an option for starting and/or finishing races. Competitors should always be informed, using the race notice board, whether a committee boat or fixed line start/finish will be used. Using the fixed line will enable Musketeer to act as a safety boat.

- **Courses**

Courses should be set to provide fair and interesting sailing for all, ideally embracing all points of sailing. Where possible it may be appropriate to set more than one course or to set a different number of laps for different classes, provided that the race officer is able to monitor all competitors and that there is adequate safety boat cover. Start/finish lines should be fair to all and not unduly biased. When more than one race is scheduled it is worth trying to arrange for the finish of one race to be in the same area as the start of the following race. This will reduce the waiting time between races. Please be aware of shallows on neap tide races and plan to sail in the deeper parts using additional X mark as required.

Some suggestions for possible courses are shown as appendix I. These are **not** meant to be prescriptive. Advice is always available from fleet captains (and should always be sought for class events) and from the contacts listed in appendix F.

- **Length or Races**

Much of Club racing is on a handicap basis and all competitors should be able to complete the designated course in a reasonable time. The race officer should be aware of the PY numbers of competitors to help judge the length of a race. When a single race is scheduled it should be a reasonable length. When two or more races are scheduled the total duration should be no more than about 2 hours. Daylight and the likelihood of the wind dying should be considered. It is usually better to keep the first race to approx 45 minutes and to judge the second race time to the conditions at the time. Courses should be set such that races can be shortened if necessary. It is not good practice to set very long courses in the expectation that the race will be shortened. (see also the next section)

- **Time limits**

All Club races are subject to a maximum time limit of 2 hours with the exception of Round the Island or Thornham Crusher races where the time limit will be set at the pre race briefing. It is good practice to shorten the race than to disqualify boats under this provision.

- **Results**

The race officer should ensure that the finishing time of each boat is recorded. These times are to be handed to the Club Steward, or if the Clubroom is closed, then mailed to John Bellamy ( [John.bellamy@blueyonder.co.uk](mailto:John.bellamy@blueyonder.co.uk) ). It is not necessary for the Race Officer to calculate finishing positions

- **Protests**

The race officer must issue and collect protest forms as necessary. They are kept in the desk in the Clubhouse. Completed forms should be passed to the Chairman of the Sailing Committee or a fleet captain who will arrange a protest committee and a time for the hearing. Parties to the protest should be informed that they will be notified of the time and place of the hearing.

- **Special Events**

### **Round the Island / Thornham Crusher**

A briefing must always be held an hour before the published start time of these races. The briefing must cover the following points:

- the start time and position of the start line
- the time limit or latest finishing time
- the present and forecast weather
- the sea state especially over the bars
- the course - normally Island to starboard.
- the safety boats - how many, who they are and where they will be stationed in relation to the fleet
- a reminder that it is a competitor's responsibility to make the decision to start or continue racing
- a reminder that any instructions from safety boats **MUST** be followed
- the advisability of carrying a long painter and an anchor
- the compulsory requirement to sign on at the briefing and to inform the Race Committee or nearby safety boat if retiring

### **Pursuit races**

A separate set of instructions / guidance has been produced for these races. These are kept in the boatman's bag which goes out on Musketeer. Pursuit races have a fixed starting sequence with the Datum being the Hawks and based on a 60 minute total race time.

- **Trainee race officers**

Trainee race officers may understudy the designated race officer on any weekend. The race officer should make every effort to help and encourage these trainees to become competent race officers themselves.

A trainee must not be seen as an excuse for the race officer to sail.

Anyone with an interest in becoming a race officer is more than welcome to come out with one of the more experienced race officers to see how it works. Running club races is not difficult, can be enjoyable and the future of club racing depends on people being willing to volunteer to 'take their turn'.

# Race Officer Duty Check Lists

## 1. The Weekend Before

1. Check that the Safety Boats will be available. ( Bosun -Stephen Harvey )
2. Check which boatmen are available. See notice board/web site Duty Rota page

## 2. Duty Days

1. Ensure Safety Boats and personnel are available.  
**Note:** if there is no qualified driver available for either of the Club Safety Boats
  - RACING SHOULD ONLY GO AHEAD IN FAVOURABLE CONDITIONS AND WITHIN THE HARBOUR; A NOTICE SHOULD BE POSTED TO INFORM COMPETITORS.
  - JUNIOR RACING MUST NEVER GO AHEAD WITHOUT PROPER SAFETY COVER.
2. Confirm weather forecast - and that it is available to competitors.
3. Hoist Club Burgee.
4. Consult Fleet Captains.
5. Consult boatmen regarding weather and sea conditions.
6. Write instructions on notice board giving explanations where possible.
7. Arrive at the starting area as soon as possible. With the intention to start on time.
8. Confirm proposed course with fast Safety Boat driver.
9. Set the start line if using a committee boat start.
10. Display the course.
11. Establish operating areas of all Safety Boats.
12. List all competitors (sail numbers.)
13. Start race(s) using sequence shown at appendix A (ISAF Starting Sequence)
14. Monitor all competitors.
15. Position committee boat for the finish in plenty of time.
16. Record finishing times of all competitors finishing within the time limit.
17. Check and record the time as the last boat finishes.
18. Ensure that all competitors are safe before returning to the moorings/shore.

### **3. When Racing Has Finished**

1. Make sure all starters are accounted for and safe ashore.
2. Be available for any protests.
3. Hand the finishing times to Club Steward or mail to John Bellamy
4. Check all equipment is returned and in good order. Report any defects in boats to Bosun (Stephen Harvey) or Assistant Bosun (Robbie Robson).
5. Lower Club burgee

### **Appendices:**

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| A. ISAF starting sequence. )     |                                   |
| B. Other race signals )          |                                   |
| C. Tick box check list )         | Laminated versions with A+B and   |
| D. The 'Disaster' Plan )         | C+D back to back are provided for |
| E. Sources of weather forecasts. | the Safety Boats and Starting Hut |
| F. Advice contact list.          |                                   |
| G. Fleet Captain contact list.   |                                   |
| H. Boatmen contact list.         |                                   |
| I. Sample courses                |                                   |

Appendix A

# THE ISAF STARTING PROCEDURE

<b>WARNING</b>	CLASS FLAG	1 SOUND	<b>5 MINUTES</b> BEFORE THE START
<b>PREPARATORY</b>	FLAG P	1 SOUND	<b>4 MINUTES</b> BEFORE THE START
<b>ONE-MINUTE</b>	FLAG P REMOVED	1 SOUND	<b>1 MINUTE</b> BEFORE THE START
<b>STARTING</b>	CLASS FLAG REMOVED	1 SOUND	<b>THE START</b>

FOR MULTIPLE STARTS THE **WARNING** SIGNAL FOR EACH SUBSEQUENT START WILL BE THE **STARTING** SIGNAL OF THE PRECEDING START UNLESS THERE ARE EXTENUATING CIRCUMSTANCES.

# OTHER RACE SIGNALS

## POSTPONEMENT

HOIST ANSWERING PENNANT WITH 2 SOUND SIGNALS  
LOWER ANSWERING PENNANT WITH 1 SOUND SIGNAL 1 MINUTE BEFORE  
THE STARTING SEQUENCE IS TO BEGIN

## INDIVIDUAL RECALL(S)

HOIST X FLAG UNTIL ALL BOATS OVER THE LINE HAVE RESTARTED OR FOR  
A MAXIMUM OF 4 MINUTES  
1 SOUND SIGNAL IN ADDITION TO THE STARTING SOUND SIGNAL

## GENERAL RECALL

HOIST 1<sup>ST</sup> SUB FOR 4 MINUTES AND SOUND 2 SIGNALS IN ADDITION TO THE  
STARTING SOUND SIGNAL  
WHEN THERE ARE SEVERAL STARTS THE STARTING SEQUENCE WILL  
CONTINUE UNINTERRUPTED AND THE RECALLED FLEET WILL RESTART 5  
MINUTES AFTER THE LAST NORMAL START

## SHORTENED COURSE

HOIST FLAG S AND MAKE 2 SOUND SIGNALS IMMEDIATELY AFTER THE  
LEADING BOAT ROUNDS THE LAST MARK BEFORE PROCEEDING TO THE  
FINISHING LINE.  
IF SEVERAL CLASSES ARE RACING AND ONLY ONE FLEET IS TO BE  
SHORTENED THEN THE S FLAG ABOVE THE CLASS FLAG SHOULD BE  
DISPLAYED

## ABANDONMENT

HOIST FLAGS N OVER A AND MAKE 3 SOUND SIGNALS  
TO INDICATE THAT ALL RACING IS IMMEDIATELY ABANDONED  
BOATS TO RETURN ASHORE AS QUICKLY AS POSSIBLE  
SAFETY BOATS TO ASSIST AS REQUIRED

Appendix C

**BSSC**  
**RACE OFFICER CHECKLIST**

Ensure safety boats and personnel are available.

Ensure all equipment is available.

Confirm weather forecast and make available to competitors

Hoist club burgee

Consult fleet captains

Consult boatmen regarding weather and sea conditions

**Write instructions on notice board**

**Arrive at starting area as soon as possible**

Confirm proposed course with fast safety boat drivers

**Set the Starting Line if using a committee boat start**

Display course

**Establish operating areas of all safety boats**

List all competitors (sail number)

Start race(s), using ISAF procedure

Monitor all competitors during the race(s)

Position the committee boat in a suitable location for the finish

Record finishing times of all competitors finishing within the time limit

Check and record time as last boat finishes

Ensure that all competitors are safe before returning to moorings/shore.

Ensure finishing times are sent to John Bellamy

Lower Club Burgee

## Appendix D

# DISASTER PLAN

REMEMBER SAFETY IS PARAMOUNT

IF THE SAFETY BOATS CANNOT COPE – ABANDON THE RACE

**PEOPLE MUST ALWAYS COME FIRST – LEAVE THE BOATS**

## **SUMMON ASSISTANCE**

### **a CALL COASTGUARD**

Channel 16 Radio set to High Power

Mayday, Mayday, Mayday.

This is

Brancaster Staithe Sailing Club safety boat

Brancaster Staithe Sailing Club safety boat

Brancaster Staithe Sailing Club safety boat.

Mayday

This is

Brancaster Staithe Sailing Club safety boat,

My Position is .....

***NB: Position should be given as:***

- ***Within Brancaster Staithe Harbour***
- ***NW of Brancaster Staithe Harbour entrance***
- ***N. of Scolt Head Island***
- ***Off Burnham Overy Staithe Harbour entrance***

.....sailing dinghies overwhelmed, ..... club safety boats in attendance.

I require immediate assistance.

OVER”

### **b If Nil response by radio,**

- 1. SET OFF A RED FLARE**
- 2. try mobile phone if available – 999 and ask for Coastguard.**

**2. CONTINUE THE RESCUE EFFORT CONCENTRATING ON PEOPLE AND DIRECTING BOATS NOT YET IN TROUBLE TO THE NEAREST SAFE LANDING.**

**3. FOLLOW ANY INSTRUCTIONS GIVEN BY COASTGUARD.**

**KEEP A LOG OF WHAT YOU DO AND WHEN YOU DO IT**

## **Appendix E: SOURCES OF WEATHER FORECASTS**

Forecasts can be obtained from several web sites. Met Check (Insert Post Code), Wind Guru, (Insert Brancaster Bay), Met Office (Brancaster Staithe), also local radio stations.

## **Appendix F: ADVICE CONTACTS**

Any of the people listed below can be contacted for advice about racing. Contact details are available in the Club Handbook

Jim Crossman		
Mike Spink		
Malcolm Collins		
Stephen Harvey		
Bill Andrews	Chair Sailing Committee	
Richard Lowe	Harbour Master	07810850334
The Fleet Captains	listed below	

Or, if none of the above are available, any member of the General or Sailing Committees

## **Appendix G: FLEET CAPTAINS**

<b>Fleet</b>	<b>Fleet Captain</b>
Laser 2000	Matt Godbold
RS	Tim Andrews
Cruisers	Phill Smith
Hawks	John Ellison
Juniors	Debbie Hargreaves
Lasers	Chris Jones
Stiffkey Cockles	Gordon Rustin
Sharpies	Patrick Neal

## **Appendix H: BOATMEN**

Charlotte Parfitt	07920 140331
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## **Appendix I: SAMPLE COURSES**

### **Courses in the Harbour:**

**N.B. Keep clear of the channel for starts and finishes.**

Some possible courses, depending on wind direction, are:

#### **Wind N:**

Start at LINE: Cp, Sp, Lp, (Cp, Lp) [x no of laps]

Or Cp, Wp, Es, Ls [x no of laps]

#### **Wind NE:**

Start at WEST: Cp, Sp, Wp, (Cp, Wp) [x no of laps]

Or Cs, Lp, Ep, Ws [x no of laps]

#### **Wind E:**

Start at SEA: Cs, Ls, Ss, (Cs, Ss) [x no of laps]

Or Cs, Ep, Os, Ls, Ss [x no of laps]

#### **Wind SE:**

Lay a buoy (X) between SEA and COCKLE:

Start at X: Ep, Cp, Xp, (Ep, Xp) [x no of laps]

Or Es, Ls, Ss, Xs [x no of laps]

#### **Wind S:**

Start at COCKLE: Ls, Ss, Cs, (Ls, Cs) [x no of laps]

Or Lp, Op, Es, Cp, (Lp, Cp) [x no of laps]

#### **Wind SW:**

Start at COCKLE: Ws, Ss, Cs, (Ws, Cs) [x no of laps]

Or Wp, Lp or Ep, Cp, (Wp, Cp) [x no of laps]

#### **Wind W:**

Start at COCKLE: Sp, Wp or Lp or Ep, Cp (Sp, Cp) [x no of laps]

Or Sp, Ep, Os, Ls, Cp [x no of laps]

## Wind NW:

Lay a buoy (X) between SEA and COCKLE

Start at EAST: Xp, Wp or Lp, Ep (Xp, Ep) [x no of laps]

Or Xp, Sp, Lp, Ep [x no of laps]

## Notes:

- The parts of courses shown in brackets, ( ), are optional 'sausage' legs.
- It is always possible to start or finish at the hut – and it is sometimes required that races start and finish there.
- If only one race is scheduled then it is better to finish at the windward mark but if more than one race is scheduled then it will save time if the finish is at the leeward mark.
- If courses are set into the Nod it is better to use STONE BANK and EAST as a 'gate' to avoid some boats taking a short cut over the shallows between EAST and the island.

## Courses at Sea:

For races held at sea try to set a triangular course with a windward leg as soon as possible after the start.

For example, with a **N** or **NW** wind, the course might be:

Start at BEACH: Ip, Gp, Bp, (Ip, Bp) [x no of laps]

## Notes:

- Always use the Boatmen to advise on the course and to lay the buoys in the right place.
- As before, if only one race is scheduled then it is better to finish at the windward mark but if more than one race is scheduled then it will save time if the finish is at the leeward mark.
- Races at sea can be started and/or finished at buoys in the harbour or at the starting hut.
- If only asymmetric classes are sailing they may prefer several short races on a windward/leeward course eg:

Start at BEACH: Ip, Bp [x no of laps]