

# MBSC

# Race Management

# Race Officer

# Guidance

**Note; The race officer should be available at least 45 minutes before published start time**

**\*While social distancing measures are in place, the course & details, will be displayed on Sailing WhatsApp Group. Sign on/off not required at this time. For WhatsApp consult Simon Evance, Bill Wright or Paul Gray for this action\***

Updated February 2021

# First Course of action

Check the local weather on BBC  
Weather Forecast & WindGuru  
Along with MBSC Weather station  
(The latter only gives current & past information)  
To ascertain whether the conditions  
are suitable to race

If uncertain check with Sailing Sec.,  
Rear Commodore or an experienced  
Dinghy Sailor

Once the decision to race has been  
made, follow the Guidance

**Not less than 30minutes before schedule start**

## **On The Ground Floor**

### **1. Enter the race details on Course Board\***

- Date, High water, Series & Race number, Start Times of Classes –
- Starts can be delayed but never brought forward of the published time.
- All of this detail is found in the programme.

### **2. Set a suggested course on paper**

- If uncertain check with Sailing Sec., Rear Commodore or Experience sailor.
- You may need to check with Keelboat fleet as to their choice of course
- Do not forget to include in the course **MBSC Gate** whenever boats pass the club in either direction.

E.G. (First Mark) 0S, 1S, **MBSC Gate**, BayS, 3P, 4P, **MBSC Gate**  
X2

- **Note; MBSC GATE is the imaginary line between the lower tip of the triangle on the race box & the upper tip of the triangle on the outer distance mark. (It is also the same line as the start/finish line)**
- Check that all of the buoys are indicated P or S correctly
- When you are happy with the course.....\*

### **3. Enter course on the Course Board\***

### **4. Contact H.(B).S.C. with course details 01621 740300**

### **5. Enter the headings on the Declaration Sheet (signing on/off)\***

- These can be found in the appropriate folders on the Signing on table.

**Note:** Keep in the folders.

- Details, - Date – Series – Series No. - Circle club running the race
- 1 for each different class start. (Different folders)

### **6. Make sure there are enough Pens & Card Available on Declaration table\***

**Then proceed to the race box**

# Race Box

## 7. Select the club Burgee

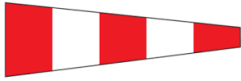
- **Hoist it on the main halyard (centre) of the flag pole**  
This may have already have been done by the D.O.

## 8. Turn on the radio (channel P4)

- See separate instructions

## 9. Select the AP Flag

- (Red & White – Postponement)



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- Tie the **AP Flag** on to one of the halyards on the flag pole cross tree (There are 3 halyards that can be operated from inside of the Race Box)
- At approximately 10 -15 minutes before the scheduled start, check the conditions and if there is; **1). Not enough water 2). Not enough or too much wind**, then the **AP Flag** should be Raised with 2 hoots – **Indefinite Postponement**, to be removed when conditions are favourable. (1 minute before warning signal)
- The **AP Flag** can also be Raised with 2 Hoots, at any moment during the start sequence, to **stop the starting sequence**. (E.G. **Wind completely dies and all boats are drifting away from the start line / Safety Boat failure**) After raising the **AP** press the reset (**red**) button and after a short pause the console will return to the pre-start settings *or turn off all start selector switches and wait 30 seconds, then turn them back on*. **AP Flag** to be removed 1 minute before new warning signal

## 10. In readiness, select the S Flag

- (White square with Blue square in the centre – Shorten Course)



- Tie the **S Flag** on to one of the halyards on the flag pole cross tree  
The **S Flag** will be used, if the need to shorten the course when boats next pass through the MBSC Gate (*Laps*). **Note:** Raise with 2 Hoots when the leading boat rounds the last mark before the MBSC Gate

**Note:** If the last mark is 3 or 4 or further away, raise **S Flag** when the leading boat is within, for them, visual and sound of signal but a reasonable distance from the MBSC Gate, when the leading boat passes through the MBSC Gate this will then become the finish line

# STARTING CONSOLE

## 11. Turn Power Switch ON

- The system will take about 1 minute before the 'READY' LED comes on (check power on, at socket below bench, if this light doesn't come on)

## 12. Setting The Start Sequence

- Using the START SELECTOR panel, select the STARTS that will be used

Note; – Typically 1 & 2 and possibly 3 – The **Green LED** beneath each switch will indicate which starts have been selected

# RACE PRE-START

## 13. Check Starting Conditions

- In the 10-15 Minutes before the schedule start, check that there is sufficient wind or water to start the race, if there is not, raise the AP flag to signal a postponement (2 Hoots). (Item 9)

This indicates an indefinite postponement, to be removed when conditions are favourable. (1 minute before warning signal)

## 14. Radio Check with Safety Boat(s)

- Jaffa (**Orange**) = Mike Bravo 1
- Rib = Mike Bravo 2
- White Boat = Mike Bravo 3 – not often used

**The race can't start until Safety Cover is Operational**

## 15. The Competitors

- As Boats come into the starting area, record the class & sail numbers on a spare piece of paper, as whilst spotting you may duplicate boats, then transfer to the **Race Time recording Sheet (RTRS)** Note; If aware, list in class order, fastest at top (also Helms & Crew if known)

**Note:** Don't mix fleets – Dinghies, Keelboats & Picos on separate Sheets

## 16. Start Line

- The **START LINE** is the imaginary line between the lower tip of the triangle on the race box & the upper tip of the triangle on the outer distance mark

For your view of this, there is a string attached to the lower tip of the race box triangle running passed the race box window or a line on the window

## 17. Race Time Clock

**Note: You must use the Race Box clock not your watch**

- This time is accurate as set by radio waves
- When starting a sequence always **use full minutes not seconds** Even if you accidentally miss the actual start time
- Record actual start time of each start on the Race Time recording Sheet (RTRS)

## STARTING THE RACE

### 18. *(If the AP Flag has been raised) (item 13)*

- When it is deemed ok to race, Lower the AP Flag with 1 Hoot Lowering the AP flag must be done on a FULL MINUTE – the warning signal being 1 minute later)

**Note; The Warning Signal will be 5 Minutes before the start time**

### 19. Warning Signal

- To COMMENCE START SEQUENCE Press the **GREEN** button, 5 MINUTES BEFORE THE FIRST START (Warning Signal)
- The Control Panel will automatically do all the Signals (Hoots & Lights) at the correct intervals for the start sequence  
If more then one Start has been selected the console will automatically Signal at the correct times for the following starts (Starts are every 5 Minutes)

Note: The series of 3 lights below the start selector shows where you are in the start sequence

**Keep checking the clock after the sequence has started, so as to be aware!**

- SHOULD A SECOND START BE SET MORE THAN 5 MINUTES AFTER THE FIRST, Select one of the following actions (this may be determined by what you may have already written on the course board)

A. **10 MINUTE GAP.** Set first 3 start switches, noting on course board that the actual 2<sup>nd</sup> start will be the 3<sup>rd</sup> set of lights (light set 2 have no starters)

B. **15 MINUTE GAP.** Set all 4 start switches, noting on course board that the actual 2<sup>nd</sup> start will be the 4<sup>th</sup> set of lights (light sets 2 & 3 have no starters)

**Or alternatively**

C. **FOR ANY GAP IN THE TIMING (More than 5 Minutes).** Then only select first start switch for the first start, repeat the process for the second start at the selected time (5-minute warning)

Note: 1. This sometimes happens when Keelboats are the second start.

2. The system will automatically reset itself once the last set start has happened (There is no need to press the reset button)

Note; if this start is the second race of the day, Keelboats may be finishing at the same time. If that is the case **do not** hoot their finish (as this may confuse the start) but record it on the Race Time recording Sheet –If it is only Sandhoppers racing, the time is not important just the finish order.

- **The Start** Watch the Start Line, from the 1-minute signal. Note down, the boats OCS in this time as a precaution to easily identify at start time if still OCS
- If a boat(s) is on the course side of the line when the hooter signals the race start, press the **over the line switch** (on the left on the console), this will set off a single hoot (giving a total of 2 Hoots) & the **AMBER** OCS warning light will come on, turn this switch off when the offending boat(s) returns fully behind the start line, if the offender(s) do not return, turn the switch off no more than 4 mins. after the start & record **OCS** on the **RTRS**

## 20. General Recall (Rule 29.2)

- When at the starting signal the race committee is unable to identify boats that are on the course side of the starting line, or there has been an error in the starting procedure, the race committee may signal a general recall, as soon as the start hooter sounds, Turn on the General Recall switch (on the right on the console), this will give 2 Hoots and turn on the **BLUE GENERAL RECALL** light (giving a total of 3 Hoots) Then press the **RESET** button. This will cancel all following starts
- Leave the General recall switch on until all boats have returned to the correct side of the start line and your happy to restart the race.
- When you turn off the Gen. Recall switch (full minutes) 1 manual hoot.
- **The starting sequence button will then have to be pressed 1 Minute after the General Recall switch has been switched off. This is then the 5 minute warning signal for the restarted race**
- starts for any succeeding classes shall follow the new start.

## 21. After the start

- Record on the **Race Time recording Sheet**
  - The actual start time
  - ‘DNS’ for any boat that came into the starting area prior to the start but failed to start.
  - ‘OCS’ for any boat that was on course side of the starting line at the start and didn’t return fully behind the start line
  - ‘DSQ’ for any boat that did not cross the starting line within the 4 Minute Time Rule. **Note:** Race Officer discretion can be used for this rule
- Inform the safety Boat(s) of the of Boats competing
- Continually monitor the race and keep in contact with the safety boats – also be aware that H(B)SC may also have a safety boat operational to assist. (Call sign = Harlow 1 &/or Harlow 2)
- Check Declaration sheet for boats not signing on, as SIs (DSQ)



## 22. Be aware of:

- Changing weather conditions
  - State of the tide
  - Where on the course are the first & last boats
  - Any safety issues (Boats being given assistance)
- Any boats retiring from the race - Enter DNF on the RTRS (RET is acceptable)

## The Finish

## 23. Shortening the course

Should conditions dictate to finish the race part way through the set course (*be aware of the time it will take for the last boat to finish*) one of the following can be applied;

### 1. If the course passes through the MBSC Gate (Rule 32.2)

See **Item 10** above for procedure

### 2. At a Mark of the course



**S Flag** (Rule 32.2)

*(This will enable boats to then be towed or sail directly home after finishing)*

A boat displaying 'S Flag' must be at anchor on the passing side of the mark. (Raise S Flag with 2 hoots as the leading boat approaches) As the boats pass through the imaginary line between Boat & Mark this becomes the finish – Hoot each Finisher (Time can be recorded by watch but must be adjusted with time differential of Race Box Clock)



**S Flag** (Rule 32.2)

### 3. At a point in the course where all boats must pass through

*(This will enable boats to then be towed or sail directly home after finishing)*

A Boat anchored as close to the shore (or person on shore) displaying 'S Flag' (raise S Flag with 2 hoots as the leading boat approaches) with a view of a fixed position, transit, (opposite shore-tree/stake/buoy not in course) at the furthest distance that the boats must pass through becomes an imaginary line to finish – Hoot each Finisher (Time can be recorded by watch but must be adjusted with time differential of Race Box Clock)

### 4. Turning at a mark of the course



**R Flag** (SIs 12)

A boat displaying the 'R Flag' must be close to a mark of the course giving repeated hoots as boats approach to bring their attention to the flag, boats then round this mark in the correct direction and head straight to the club line finish

**Note: where possible use 1 or 4 (2 – 4 requires Safety or other Boat)**



## 24. Finishing (Club Line)

- The **FINISH LINE** is the imaginary line between the lower tip of the triangle on the race box & the upper tip of the triangle on the outer distance mark

For your view of this, there is a string attached to the lower tip of the race box triangle running passed the race box window or a line on the window

- As the boat(s) break the imaginary line, hoot once to indicate their finish and accurately record their finish time to the second.

**Note:** It is sometimes better to do this on a separate piece of paper before entering it on the **Race Time recording Sheet** as the boats don't usually finish in the same order as written on the RTRS at the start and boats can also cross the line close together so not easy to find quickly on the RTRS

- Give finish times to all finishers who cross the finish line even if you have noted them as OCS or DSQ
- Record on **Race Time recording Sheet** - DNF for any boats not crossing the Finish Line
- Time Limit 2 hours after High Water
- Check that all boats have finished or their whereabouts known.

**Note:** May need to check with H(B)SC for this.

- After the last boat has finished, thank safety boat crews and tell them to stand down both MBSC & H(B)SC (if applicable).

## 25. Declaration Sheet

- After 30 minutes of last boat finishing, check to see if everyone has signed off (a gentle reminder can be given) and also for anybody signed off as Retired
- For the above enter on the **Race Time recording Sheet**.
  - Not signed off - DSQ
  - Retired – as RET or DNF
  - Boats from H(B)SC may go straight to H(B)SC so deem them DNF if they failed to cross the finish line.
- Leave **Race Time recording Sheet** in tray next to computer for Sailing Sec. to input.

## 26. The End

- Remove and Hang up any flags on cross tree
- Turn off starting console & heater if on.
- **Hope you enjoyed the experience thank you very much**