

Race Officer Duties

(these should be read in conjunction with Sailing Instructions 25/26)

Aim — to provide you with sufficient knowledge to run Club racing competently

Some principles for our racing

- **RO is in charge** – RO is “Officer of the day” as it says in our operations plan. This means that the RO decides whether the club is going out to race or not (eg too much or too little wind, not enough support-boat personnel, no first-aider present).
- **RO can ask for help** – If you want input from someone, don’t be afraid to ask. The usual people you may turn to are Club Captain, or any Committee member, but you can ask others for the input you need to run a race (eg help checking multiple weather forecasts, notes on class-specific wind limits)
- **Windward returns, most of the time** – as RO you have discretion to change this (eg Sunday afternoon, steady breeze and you want to sail around Lion island), but mostly you’ll set windward returns. Our sailing instructions have more info on why, but part of it is about making your job easier – less marks to set; easier to count laps; easier to shorten course.
- **Shorter legs and fewer laps** – again more info in the sailing instructions, but we want inclusive racing, that works for fast and slow boats, experienced and green crews. Better to run two short races, than aim for one long one and the slow boats don’t get to finish. Think 500m legs, not 1km+.
- **Don’t worry about minor wind shifts** – it’s easy to get bogged down in resetting a start line for a 10 degree wind shift. We accept that this is what Jindabyne gets. Half the time it will swing back anyway, and its better to start a one-lap race on a reach, than wait for the wind to settle and never manage a start.

Courses and course setting

- There are four fixed marks in the main lake:
 - Peninsula (P)
 - Mountain (M)
 - East (E)
 - Town (T)
- There are two fixed marks inshore, south of the islands (likely only used during Twilight racing and in the event of unsuitable weather):
 - Club (C)
- Quarry (Q). If possible, you will pick one of the fixed marks to be your windward mark.
- If you can’t select a fixed mark with 500m downwind space, you can use a fixed mark as leeward mark, and drop a temporary mark as windward mark, using letter (x) on the race board
- The overriding principle in our course setting philosophy is that the Start Line should be laid dead down wind of the first (windward) mark such that the first leg of the course is always a true beat/work to windward.¹

¹ This is the ideal and we should always strive for this when setting a course in the main lake. However, during twilight racing, the RO will be constrained by time and space, and courses are likely to be set using the inshore marks where (depending on wind direction) it may not be possible to set a start line that provides a true windward first leg.

- The RHIB will lay a large orange inflatable mark on the Start Boat's port side, under the direction of the RO, that then forms the Start Line at right angles to the wind direction.
- A leeward mark will be set approximately 100m to windward of the start unless a fixed club mark is utilized for this purpose, this could be the case for example using club and quarry marks and setting a start line set to leeward of one of these marks depending on wind direction
- The course should then be notified to competing boats before the first warning signal.
- This will be done by placing a board in a frame on the starboard quarter of the Start Boat. This will carry the following information (on both sides of the board):
 - a letter signifying the first mark (one of the six fixed marks outlined above, or "x" if it's a temporary mark)
- The default setting for the number of laps is three for DIV 2, 2 for DIV 1 and 1 for DIV 3. The RO will shorten if necessary.
- The course direction is given by flying a red flag (all marks to port)

Pre-race actions (ashore and afloat)

- Go to BoM or other weather site and determine general weather, wind strength and direction.
- Fill in the weather forecast sheet and place it with the sign-on sheet on the table outside the Clubhouse.
- Discuss course options with the Club Captain.
- Copy the sign-on sheet and transfer names and sail numbers to the Race Sheet. It is likely that it won't be complete; additional competitors will have to be recorded once out on the water.
- Liaise with the RHIB crew, check both boats are sufficiently fueled. Check that the Race Box is on board (contains race sheets, timers, anemometer, pens pencils etc.)
- Do a radio check before leaving shore (ch 69). Ensure the RHIB embarks one of the large orange inflatable buoys before launching. Recommend leaving shore NLT 40 mins before first warning signal (Sundays) and 20 mins (Wednesdays).
- Motor out to the proposed start location based on the likely course option. Check that wind strength and direction support the selected option. If not, make the change based on the advice in course setting given above.

Setting the Start (and Finish) Line

- Depending on wind strength, the Start Boat should be anchored a suitable distance downwind from the first mark such that competing boats have a reasonable chance of completing the course within the time limit (this is different for Twilight and Sunday racing).
- Once anchored, instruct the RHIB crew to lay the pin end mark to port and adjust its position until the Start Line is at right angles to the wind direction. The Start Boat should always be at the starboard end of the line.
- Lay a leeward mark (if not utilizing one of the fixed marks) approximately 100m upwind of the start line
- As a 'rule of thumb' the line should be a length and half of the longest boat multiplied by the number of boats starting in any Division e.g., if a 6m cat is the longest boat and there are maximum of 10 boats starting then the line should be approximately 90m long. No need (or time) to reset for different Divisional starts.
- Once the RHIB crew have laid the mark, one of the crew should transfer to the Start Boat to help the RO with the Start (unless an additional volunteer is on board the Start Boat). The RHIB should then stand off until all Divisional starts are complete.
- Before the first Warning Signal, ensure that the Start Boat 'on station' flag is flown (orange), course boards are loaded into the frame, the course direction flag is flown (red), the starting flags are ready (warning and preparatory) and the stopwatches/timers are set.
- As mentioned above, it is likely that the list of boats competing is incomplete and it will be necessary to reassess the number of boats and record their sail numbers prior to the Start.
- Everything should now be set to commence the starting sequence (see below). Once all boats have started correctly, the orange Start Boat 'on-station' flag should be lowered. If a member of the RHIB crew member transferred to the Start Boat, he/she can then transfer back to the RHIB and the Start Boat can weigh anchor.

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– Conduct of the Race

- **The Start**
 - The starting sequence for all Divisions is 3, 2, 1, 0 (see RRS Part 3 Conduct of a Race paragraph 26 - Starting Races). Flags and sound signals go hand in hand (again see Race Signals in RRS). The most important are the Divisional flags (numeral pennants 1 & 2 [and 3, 4 etc. if there are more Divisions] – the Warning Signals for respective Divisions) and the Blue Peter (Flag P – the Preparatory Signal – blue flag with centre white square).
 - For our Club races, the Warning Signal is Pennant 2 (for the cats), Pennant 1 (for the monohulls), and Pennant 3 for the Green fleet should they be racing. In a typical start sequence (when two Divisions are starting), at the appointed hour Pennant 2 is raised with one sound signal, one minute later the Blue Peter is raised accompanied by another sound signal. One minute later, the Blue Peter is lowered with one drawn out sound signal; one minute later, Pennant 2 is lowered and Pennant 1 is raised - again with one sound signal. This signifies the Div 2 Start and Div 1 Warning Signal. The process above is then repeated until the Div 1 start (and repeated again for subsequent starts).
 - **Postponements.** For a variety of reasons, it is sometimes necessary to postpone a Start (RRS Part Conduct of a Race paragraph 27.3). The Answering Pennant (AP) can be raised accompanied by two sound signals right up to the starting signal of a Division, but usually is done much before that. This allows the RO time to make changes if something is not right (usually wind shifts or a lack of breeze). Once the RO is satisfied that suitable adjustments have been made, the AP is lowered accompanied by one sound signal. One minute later, the starting sequence commences or recommences with the first Warning Signal.
 - **Recalls.** Occasionally one or more boats are over the line at the Start. If the boats can be identified, then the RO signals an **Individual Recall** – Flag X (blue cross white background) is raised with a sound signal. The RO must note the sail numbers of the infringing boats and keep Flag X flying until those boats have started correctly. If the boats over the line cannot be identified, then the RO has no recourse other than to sound a **General Recall** – the 1st Substitute (blue triangular flag with yellow triangular insert) is raised with two sound signals. All boats in that Division must restart irrespective of whether they were over the line or not. Once the RO is satisfied that all boats are back on the correct side of the starting line, the Flag is lowered, accompanied by one sound signal, and the starting sequence recommences after a further minute.
- **During a Race.** It is important to keep track of the progress of all competing boats as they sail around the Course. The Race Sheet allows the RO to record the number of laps completed for each boat. This is important since some boats (within Divisions) are much faster than others.
- **The Finish line will normally be the same as the start line, when on station a blue flag will be flown**
 - **If required to shorten Course.** A course may be shortened at any time during a race providing that the leading boat (in either Division) has not completed the required number of laps and finished. If the RO decides to shorten the course it will normally be done at the windward mark but the RO can also shorten the course at the leeward mark if required, he/she must first decide when the race is to finish (see above) and set the Finish Line accordingly by situating the finish boat on the outside of windward mark or leeward mark to allow for the boats to sail through the line leaving the last mark on the correct side. Once on station, the

'shorten course' can be signaled. This involves raising Flag S (white flag with center blue square) accompanied by two sound signals. Since the Finish Line will be common to both Divisions, it is preferable to signal the shortened course separately for each Division. The best way to do this is to wait until the leading boat in each Division is within 200m of the Finish Line and raise both Flag S and the respective Divisional flag (Pennant 1 or 2) - accompanied by two sound signals.

- **Recording finish times.** As each boat crosses the line to finish, she should receive a sound signal. The RO should record the Elapsed Time for each boat on the Race Sheet. Once all competing boats have finished and been accounted for, the Finish Boat can lower the blue 'on station' flag, weigh anchor and return to shore.
- **Take finish line photos** – there should be a support person with the RO. IF you can, take photos, then anything you might miss can be found from time stamps on photos.

Post-race admin

- Once ashore, race sheets should be handed in to the Race Office where the Elapsed Times will be entered into the SailWave software, which calculates Corrected Times (based on yardstick and individual handicaps) and hence the race results.
- Organise the recovery of the Start Boat back into the Boat Shed. Check that the RHIB has recovered the orange inflatable marks.