

RACE OFFICERS' MANUAL

CONTENTS

1. On Arrival Checklist
2. Postponement Procedure
3. Abandonment Procedure
4. Buoys
5. Starting using the Race Box
6. Starting using the Committee Boat
7. Starting Procedure
8. Flags & Sound Signals
9. Individual Recall Procedure
10. General Recall Procedure
11. Race Management
12. Change of Course after Start Procedure
13. Shorten Course Procedure
14. Finishing, Responsibilities, What to Record, Signing-off

APPENDICES

Allcomers Procedure

Pursuit Race Procedure (George Finch & Anniversary Cup)

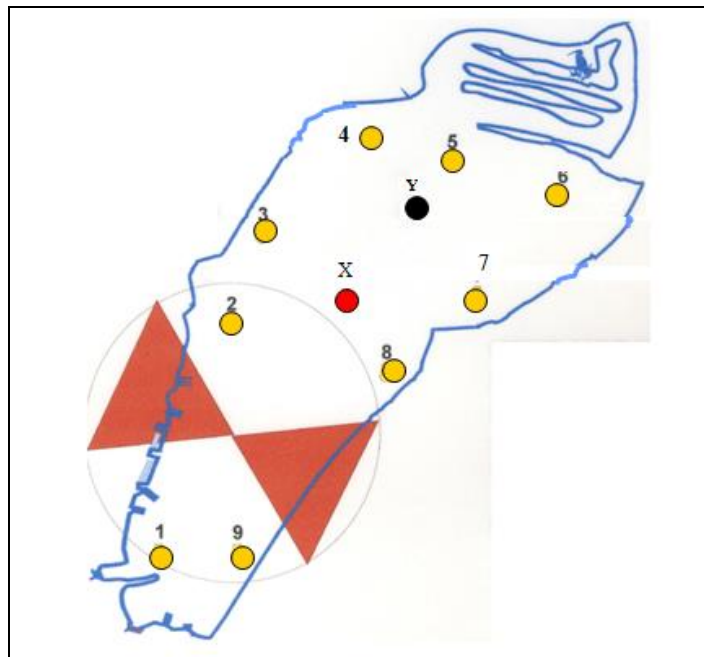
Rivals Cup Procedure

Sailing Instructions



1. ON ARRIVAL CHECKLIST

- Report to Duty Officer. Confirm full team present, make introductions.
- In collaboration with Duty Officer, check wind strength, direction, conditions, rescue boat availability, and manning levels. (Race Officer) Fill out MNSC Racing Conditions Risk Assessment and take any necessary actions. Do not start races if gusts over force 6 (31 mph) are recorded, or if rescue boat availability or manning levels are inadequate. In this case, see Postponement or Abandonment procedures.
- Decide on start format – Race Box/ Top of compound or Committee Boat.
- Ideally only use the race box start if you can set a true beat and the wind is not in the red sector. Consider using an offset line start from the top of the compound using radio's to liaise with race box members for flags and sound signals. If none of these are practical then use a reach or run start ensuring line is sufficiently long.
- Decide whether to make the wearing of wet or dry suits mandatory. If so, a black shape should be flown from the flagstaff in front of the clubhouse.
- Allocate responsibilities and manning of Rescue Boat(s) and Oyster.



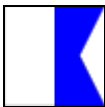
- It is good practice to make the first mark port rounding.
- For Race Box Start Procedure, **see Section 5.**
- For Committee Boat Start Procedure, **see Section 6.**



■ 2. POSTPONEMENT PROCEDURE

Before the starting signal, a race may be postponed. This may be done to allow time for conditions to improve or stabilize, for example, fog to clear, or wind direction to steady.

The Answering Pennant (AP) is used to indicate a postponed race.

Flag signal raised		Number of sound signals when raised	Number of sound signals when lowered	Description
	AP			Races not yet started are postponed. Raise flag 'AP' and make two sound signals. When ready to start, make one sound signal and lower flag 'AP'. The normal start sequence begins with the warning (3 minute) signal, one minute after flag 'AP' is lowered.
 	AP A			Races not yet started are postponed. No more racing today. Raise flag 'AP' over flag 'A' and make two sound signals.



3. ABANDONMENT PROCEDURE

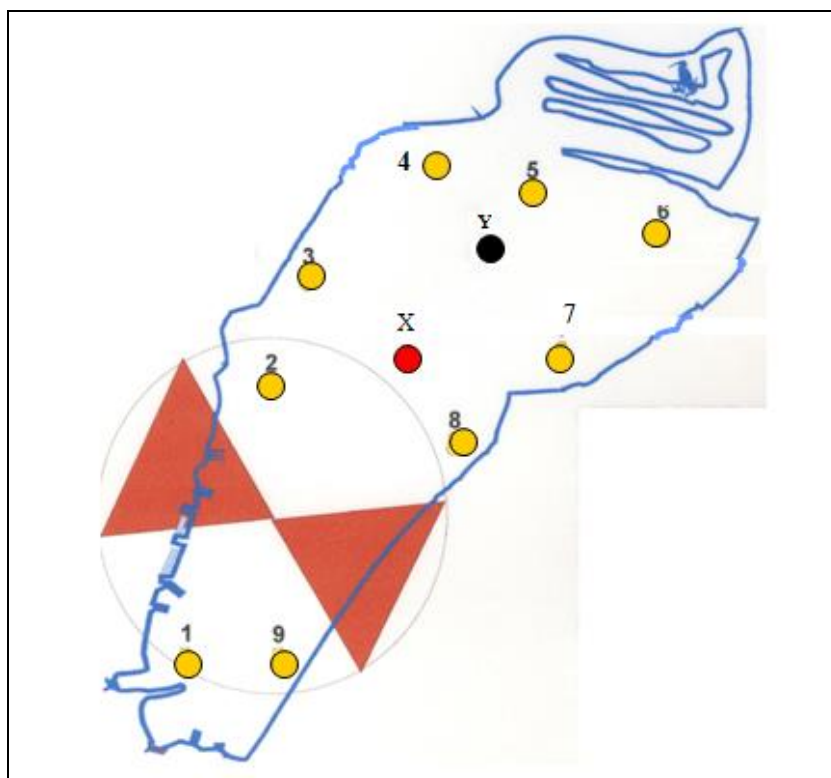
Before or after the starting signal, a race may be abandoned. This may be done because of an error in the starting procedure, foul weather, or any other reason affecting the safety or fairness of the competition. Note that if a boat has completed the course within the time limit, the race should not be abandoned without considering the consequences for all boats in the race or series.

Flag signals raised		Number of sound signals when raised	Number of sound signals when lowered	Description
	N			All races that have started are abandoned. Return to starting area for a new start. Raise flag 'N' and make three sound signals. When ready to start, make one sound signal and lower flag 'N'. The first warning signal will be made 1 minute after flag 'N' is removed.
 	N A			All races are abandoned. No more racing today. Raise flag 'N' over flag 'A' and make three sound signals.
 	N H			All races are abandoned. More information ashore. Raise flag 'N' over flag 'H' and make three sound signals.



4. BUOYS

- Buoy Number 1 will be positioned in the vicinity of the clubhouse. Numbers 2 to 9 inclusive will be positioned in a clockwise manner reading from number 1.
- Buoys 1,2,3,4,5,6,7,8,9 are yellow and spherical (static marks).
- Buoys lettered X and Y are moveable marks and will be positioned by the race officer according to the needs of the course. Buoy X is white and spherical, Y is black and spherical.
- Other marks e.g. withies, around the edge of the lake denote the existence of shallows. Red and green marks denote navigable channels between shallows.
- All numbered marks and X and Y are rounding marks.



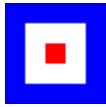
5. STARTING USING THE RACE BOX

- When the Race Box is to be used for starting, ring the bell at the club house 15 minutes before the start.
- The starting / finishing line will be formed by the transit of a red staff with a red triangular top mark and a yellow staff with a yellow cross top mark. These staffs are situated in front of the Race Officer's box.
- Erect transits in front of the Race Officer's Box or consider setting a transit/ Start/ Finish line at the top of the club compound, using radio's to liaise with the Race Officer's box for flags and sound signals. If a decision is made to start boats starting on a run or a reach then ensure start line is sufficiently long to cater for the number of boats racing.
- The limits of the club line are defined by the inner and outer limit marks, which are orange spherical buoys. Set Club inner/outer limit marks to provide a reasonable length line for anticipated number of boats. (RYA suggested — Summed length of entrants + 25%).
- Set the start line to be at 90° to wind direction and ideally to give a good beat to first mark. The start line can have a bias of up to 10° to favour port end starters but NEVER a starboard end bias.
- Move transits to line up just in front of limit marks.
- The order in which the buoys of the course are to be rounded will be indicated by numbered boards at the front of the Race box. The colour of the boards will indicate the hand to which the buoys are to be rounded, i.e. Red to Port, Green to Starboard.
- Race staff are encouraged to use board 'L' indicating that boats must cross the defined starting line at that point in the course on every lap.
- The above boards are to be read from left to right. Races will no longer be defined by a lap number but by a race time (typically 45 minutes for lead fleet boats with race lengths of 1 hr for all boats). The Shorten Course procedure **section 13** to be used to finish races.



6. STARTING USING THE COMMITTEE BOAT **(ALTERNATIVE LINE)**

- When the alternative line is to be used for starting, ring the bell at the clubhouse 25 minutes before the start and raise flag 'W' at the race officers' box.



(Flag 'W')

- Uncover the Committee boat. Check sufficient fuel for engine. A petrol tank is stored for outboard engines in the store under Race Box (Club Gate keys opens door and store). Fuel is stored in the lockup at the rear of the Training hut.
- Check all equipment is on board as required, e.g.:- flags, pens/paper, radios, race manual, anchor, klaxon, back-up horn, whistle, course boards, outer distance mark.
- Get out to the start area, aim to set the start line about 1/3 to half way up the beat. Anchor the committee boat securely with maximum chain length. Engage reverse so boat is downwind of anchor with chain fully extended. Throw second anchor (mud weight) as far astern as you can, take up slack in line, and cleat.
- Set outer limit mark to provide a reasonable length line for anticipated number of boats. (RYA suggested — Summed length of entrants + 25%).
- Line to be at 90° to wind direction and to give a good beat to first mark. Line can have a bias of up to 10° to favour port end starters but NEVER a starboard end bias. Fine tune angle by adjusting anchor lines.
- In all cases, position committee boat at starboard end of line and ensure any Rib is not obstructing or tied on at the start.



7. STARTING PROCEDURE

Read section **8. Flags and Sound Signals** and attach required flags to flagpole halyards. Best practice is to parcel the flags so that they can be hoisted prior to use and broken out exactly at the appropriate times.

After consulting the duty officer decide the racecourse: -

- Should have a good length beat(s) totalling about 1/3 of the lap. Have assorted reaches/runs.
- Not be over-complicated, a simple triangle or quadrilateral is ideal.
- If the course needs more than 5 marks it is too complicated and should not be used!
- Avoid crossing reaching legs, particularly with big fleets in strong winds.
- Do not forget the so-called "Olympic" course (e.g. triangle — sausage —triangle).
- Think about the sheltered zones (often by the clubhouse or near the trees; try to avoid these areas).
- Put course on display in front of Race box/Committee boat using "L" board as appropriate.
- Allocate roles for start procedure e.g. Race Officer watches the line for premature starters, Race Assistants responsible for raising / lowering flags (may need two people) and clock countdown & klaxon.
- Race length is set by time, typically 40 minutes for lead fleet boats with all boats finished within the hour. The shorten course procedure **section 13** is used to end races.
- As soon as the lead boat finishes, ALL boats in that start should be finished as they cross the line. Record times and number of laps completed for all boats. Results can be corrected for any lapped boats finishing.

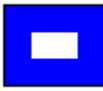
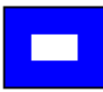


8.Flags and Sound Signals

See following pages for details regarding Thursday, Saturday, Sunday, Sprint and Autumn/ Frostbite Series races.

THURSDAY EVENING ALLCOMERS RACE				
TIME	SOUND SIGNAL	FLAGS UP	FLAGS DOWN	NOTES
18:35 OR 18:45	Ring Bell			Committee Boat Start (18:35) Race Box Start (18:45)
18:57	Klaxon 			Fast Handicap Three Minute Signal, Flag 'K' up.
18:58	Klaxon 			Fast Handicap Two Minute Signal, Flag 'P' up.
18:59	Klaxon 			Fast Handicap One Minute Signal, Flag 'P' down.
19:00	Klaxon 			Fast Handicap Start, Flag 'K' down. Slow Handicap Three Minute Signal, Flag 'J' up.
19:01	Klaxon 			Slow Handicap Two Minute Signal, Flag 'P' up.
19:02	Klaxon 			Slow Handicap One Minute Signal, Flag 'P' down.
19:03	Klaxon 			Slow Handicap Start, Flag 'J' down. Junior Three minute signal Flag 'T' up
19:04	Klaxon 			Junior Two Minute Signal, Flag 'P' up.
19:05	Klaxon 			Junior One Minute Signal, Flag 'P' down.
19:06	Klaxon 			Junior Start, Flag 'T' down
Important info - For <u>all</u> racing, it is vital to record start/finish or elapsed times (hr:min:sec:) and number of laps				



SATURDAY MORNING JUNIOR RACE				
TIME	SOUND SIGNAL	FLAGS UP	FLAGS DOWN	NOTES
0 min	Klaxon 			Junior Three minute signal Flag 'T' up
1 min	Klaxon 			Junior Two Minute Signal, Flag 'P' up.
2 min	Klaxon 			Junior One Minute Signal, Flag 'P' down.
3 min	Klaxon 			Junior Start, Flag 'T' down
Important info - For <u>all</u> racing, it is vital to record start/finish or elapsed times (hr:min:sec:) and number of laps				



SATURDAY AFTERNOON 1ST ALLCOMERS RACE				
TIME	SOUND SIGNAL	FLAGS UP	FLAGS DOWN	NOTES
13:50 OR 14:00	Ring Bell			Committee Boat Start (13:50) Race Box Start (14:00)
14:12	Klaxon 			Fast Handicap Three Minute Signal, Flag 'K' up.
14:13	Klaxon 			Fast Handicap Two Minute Signal, Flag 'P' up.
14:14	Klaxon 			Fast Handicap One Minute Signal, Flag 'P' down.
14:15	Klaxon 			Fast Handicap Start, Flag 'K' down. Slow Handicap Three Minute Signal, Flag 'J' up.
14:16	Klaxon 			Slow Handicap Two Minute Signal, Flag 'P' up.
14:17	Klaxon 			Slow Handicap One Minute Signal, Flag 'P' down.
14:18	Klaxon 			Slow Handicap Start, Flag 'J' down. Junior Three minute signal Flag 'T' up
14:19	Klaxon 			Junior Two Minute Signal, Flag 'P' up.
14:20	Klaxon 			Junior One Minute Signal, Flag 'P' down.
14:21	Klaxon 			Junior Start, Flag 'T' down
Important info - For <u>all</u> racing, it is vital to record start/finish or elapsed times (hr:min:sec:) and number of laps.				



SATURDAY AFTERNOON
2ND ALLCOMERS RACE

TIME	SOUND SIGNAL	FLAGS UP	FLAGS DOWN	NOTES
15:30 OR 15:40	Ring Bell			Committee Boat Start (15:30) Race Box Start (15:40)
15:52	Klaxon 			Fast Handicap Three Minute Signal, Flag 'K' up.
15:53	Klaxon 			Fast Handicap Two Minute Signal, Flag 'P' up.
15:54	Klaxon 			Fast Handicap One Minute Signal, Flag 'P' down.
15:55	Klaxon 			Fast Handicap Start, Flag 'K' down. Slow Handicap Three Minute Signal, Flag 'J' up.
15:56	Klaxon 			Slow Handicap Two Minute Signal, Flag 'P' up.
15:57	Klaxon 			Slow Handicap One Minute Signal, Flag 'P' down.
15:58	Klaxon 			Slow Handicap Start, Flag 'J' down. Junior Three minute signal Flag 'T' up
15:59	Klaxon 			Junior Two Minute Signal, Flag 'P' up.
16:00	Klaxon 			Junior One Minute Signal, Flag 'P' down.
16:01	Klaxon 			Junior Start, Flag 'T' down

Important info - For all racing, it is vital to record start/finish or elapsed times (hr:min:sec:) and number of laps.



SUNDAY SERIES – ALLCOMERS START BACK TO BACK RACES 1 & 2				
TIME	SOUND SIGNAL	FLAGS UP	FLAGS DOWN	NOTES
13:10 OR 13:20	Ring Bell			Committee Boat Start (13:10) Race Box Start (13:20)
13:27	Klaxon 			Fast Handicap Three Minute Signal, Flag 'K' up.
13:28	Klaxon 			Fast Handicap Two Minute Signal, Flag 'P' up.
13:29	Klaxon 			Fast Handicap One Minute Signal, Flag 'P' down.
13:30	Klaxon 			Fast Handicap Start, Flag 'K' down. Slow Handicap Three Minute Signal, Flag 'J' up.
13:31	Klaxon 			Slow Handicap Two Minute Signal, Flag 'P' up.
13:32	Klaxon 			Slow Handicap One Minute Signal, Flag 'P' down.
13:33	Klaxon 			Slow Handicap Start, Flag 'J' down. Junior Three minute signal Flag 'T' up
13:34	Klaxon 			Junior Two Minute Signal, Flag 'P' up.
13:35	Klaxon 			Junior One Minute Signal, Flag 'P' down.
13:36	Klaxon 			Junior Start, Flag 'T' down
Important info - For <u>all</u> racing, it is vital to record start/finish or elapsed times (hr:min:sec:) and number of laps.				



SUNDAY SERIES – ALLCOMERS START BACK TO BACK RACE 2				
RACE 2 COMMENCES A.S.A.P AFTER RACE 1 FINISHES				
Hr:Mn	Klaxon 			Fast Handicap Three Minute Signal, Flag 'K' up.
Hr:Mn+1	Klaxon 			Fast Handicap Two Minute Signal, Flag 'P' up.
Hr:Mn+2	Klaxon 			Fast Handicap One Minute Signal, Flag 'P' down.
Hr:Mn+3	Klaxon 			Fast Handicap Start, Flag 'K' down. Slow Handicap Three Minute Signal, Flag 'J' up.
Hr:Mn+4	Klaxon 			Slow Handicap Two Minute Signal, Flag 'P' up.
Hr:Mn+5	Klaxon 			Slow Handicap One Minute Signal, Flag 'P' down.
Hr:Mn+6	Klaxon 			Slow Handicap Start, Flag 'J' down. Junior Three minute signal Flag 'T' up
Hr:Mn+7	Klaxon 			Junior Two Minute Signal, Flag 'P' up.
Hr:Mn+8	Klaxon 			Junior One Minute Signal, Flag 'P' down.
Hr:Mn+9	Klaxon 			Junior Start, Flag 'T' down
Important info - For <u>all</u> racing, it is vital to record start/finish or elapsed times (hr:min:sec:) and number of laps.				



SUNDAY SERIES – ALLCOMERS START RACE 3				
15:30 OR 15:40	Ring Bell			Committee Boat Start (15:30) Race Box Start (15:40)
15:52	Klaxon 			Fast Handicap Three Minute Signal, Flag 'K' up.
15:53	Klaxon 			Fast Handicap Two Minute Signal, Flag 'P' up.
15:54	Klaxon 			Fast Handicap One Minute Signal, Flag 'P' down.
15:55	Klaxon 			Fast Handicap Start, Flag 'K' down. Slow Handicap Three Minute Signal, Flag 'J' up.
15:56	Klaxon 			Slow Handicap Two Minute Signal, Flag 'P' up.
15:57	Klaxon 			Slow Handicap One Minute Signal, Flag 'P' down.
15:58	Klaxon 			Slow Handicap Start, Flag 'J' down. Junior Three minute signal Flag 'T' up
15:59	Klaxon 			Junior Two Minute Signal, Flag 'P' up.
16:00	Klaxon 			Junior One Minute Signal, Flag 'P' down.
16:01	Klaxon 			Junior Start, Flag 'T' down
Important info - For <u>all</u> racing, it is vital to record start/finish or elapsed times (hr:min:sec:) and number of laps.				



AUTUMN FROSTBITE SERIES (before clocks change) – ALLCOMERS START - BACK TO BACK RACE 1				
TIME	SOUND SIGNAL	FLAGS UP	FLAGS DOWN	NOTES
13:10 OR 13:20	Ring Bell			Committee Boat Start (13:10) Race Box Start (13:20)
13:27	Klaxon 			Fast Handicap Three Minute Signal, Flag 'K' up.
13:28	Klaxon 			Fast Handicap Two Minute Signal, Flag 'P' up.
13:29	Klaxon 			Fast Handicap One Minute Signal, Flag 'P' down.
13:30	Klaxon 			Fast Handicap Start, Flag 'K' down. Slow Handicap Three Minute Signal, Flag 'J' up.
13:31	Klaxon 			Slow Handicap Two Minute Signal, Flag 'P' up.
13:32	Klaxon 			Slow Handicap One Minute Signal, Flag 'P' down.
13:33	Klaxon 			Slow Handicap Start, Flag 'J' down. Junior Three minute signal Flag 'T' up
13:34	Klaxon 			Junior Two Minute Signal, Flag 'P' up.
13:35	Klaxon 			Junior One Minute Signal, Flag 'P' down.
13:36	Klaxon 			Junior Start, Flag 'T' down
Important info - For <u>all</u> racing, it is vital to record start/finish or elapsed times(hr:min:sec:) and number of laps				



AUTUMN FROSTBITE SERIES (before clocks change) – ALLCOMERS START - BACK TO BACK RACES 2				
RACE 2 COMMENCES A.S.A.P AFTER RACE 1 FINISHES				
Hr:Mn	Klaxon 			Fast Handicap Three Minute Signal, Flag 'K' up.
Hr:Mn+1	Klaxon 			Fast Handicap Two Minute Signal, Flag 'P' up.
Hr:Mn+2	Klaxon 			Fast Handicap One Minute Signal, Flag 'P' down.
Hr:Mn+3	Klaxon 			Fast Handicap Start, Flag 'K' down. Slow Handicap Three Minute Signal, Flag 'J' up.
Hr:Mn+4	Klaxon 			Slow Handicap Two Minute Signal, Flag 'P' up.
Hr:Mn+5	Klaxon 			Slow Handicap One Minute Signal, Flag 'P' down.
Hr:Mn+6	Klaxon 			Slow Handicap Start, Flag 'J' down. Junior Three minute signal Flag 'T' up
Hr:Mn+7	Klaxon 			Junior Two Minute Signal, Flag 'P' up.
Hr:Mn+8	Klaxon 			Junior One Minute Signal, Flag 'P' down.
Hr:Mn+9	Klaxon 			Junior Start, Flag 'T' down
Important info - For <u>all</u> racing, it is vital to record start/finish or elapsed times(hr:min:sec:) and number of laps.				



AUTUMN FROSTBITE SERIES (before clocks change) – ALLCOMERS START - 3				
15:30 OR 15:40	Ring Bell			Committee Boat Start (15:30) Race Box Start (15:40)
15:52	Klaxon 			Fast Handicap Three Minute Signal, Flag 'K' up.
15:53	Klaxon 			Fast Handicap Two Minute Signal, Flag 'P' up.
15:54	Klaxon 			Fast Handicap One Minute Signal, Flag 'P' down.
15:55	Klaxon 			Fast Handicap Start, Flag 'K' down. Slow Handicap Three Minute Signal, Flag 'J' up.
15:56	Klaxon 			Slow Handicap Two Minute Signal, Flag 'P' up.
15:57	Klaxon 			Slow Handicap One Minute Signal, Flag 'P' down.
15:58	Klaxon 			Slow Handicap Start, Flag 'J' down. Junior Three minute signal Flag 'T' up
15:59	Klaxon 			Junior Two Minute Signal, Flag 'P' up.
16:00	Klaxon 			Junior One Minute Signal, Flag 'P' down.
16:01	Klaxon 			Junior Start, Flag 'T' down
Important info - For <u>all</u> racing, it is vital to record start/finish or elapsed times (hr:min:sec:) and number of laps.				



AUTUMN FROSTBITE SERIES (after clocks change)

ALLCOMERS RACE 1

TIME	SOUND SIGNAL	FLAGS UP	FLAGS DOWN	NOTES
12:35 OR 12:45	Ring Bell			Committee Boat Start (12:35) Race Box Start (12:45)
12:57	Klaxon 			Fast Handicap Three Minute Signal, Flag 'K' up.
12:58	Klaxon 			Fast Handicap Two Minute Signal, Flag 'P' up.
12:59	Klaxon 			Fast Handicap One Minute Signal, Flag 'P' down.
13:00	Klaxon 			Fast Handicap Start, Flag 'K' down. Slow Handicap Three Minute Signal, Flag 'J' up.
13:01	Klaxon 			Slow Handicap Two Minute Signal, Flag 'P' up.
13:02	Klaxon 			Slow Handicap One Minute Signal, Flag 'P' down.
13:03	Klaxon 			Slow Handicap Start, Flag 'J' down. Junior Three minute signal Flag 'T' up
13:04	Klaxon 			Junior Two Minute Signal, Flag 'P' up.
13:05	Klaxon 			Junior One Minute Signal, Flag 'P' down.
13:06	Klaxon 			Junior Start, Flag 'T' down
Important info - For <u>all</u> racing, it is vital to record start/finish or elapsed times (hr:min:sec:) and number of laps.				



AUTUMN FROSTBITE SERIES (after clocks change) ALLCOMERS RACE 2

TIME	SOUND SIGNAL	FLAGS UP	FLAGS DOWN	NOTES
14:15 OR 14:25	Ring Bell			Committee Boat Start (14:15) Race Box Start (14:25)
14:37	Klaxon 			Fast Handicap Three Minute Signal, Flag 'K' up.
14:38	Klaxon 			Fast Handicap Two Minute Signal, Flag 'P' up.
14:39	Klaxon 			Fast Handicap One Minute Signal, Flag 'P' down.
14:40	Klaxon 			Fast Handicap Start, Flag 'K' down. Slow Handicap Three Minute Signal, Flag 'J' up.
14:41	Klaxon 			Slow Handicap Two Minute Signal, Flag 'P' up.
14:42	Klaxon 			Slow Handicap One Minute Signal, Flag 'P' down.
14:43	Klaxon 			Slow Handicap Start, Flag 'J' down. Junior Three minute signal Flag 'T' up
14:44	Klaxon 			Junior Two Minute Signal, Flag 'P' up.
14:45	Klaxon 			Junior One Minute Signal, Flag 'P' down.
14:46	Klaxon 			Junior Start, Flag 'T' down
Important info - For <u>all</u> racing, it is vital to record start/finish or elapsed times (hr:min:sec:) and number of laps.				



9. INDIVIDUAL RECALL (on the course side at the start - Rule 29.1)

Use when there are some boats over the line, all of which you can identify

Flag signal		Number of sound signals when raised	Number of sound signals when lowered	Description
 Or For Club racing: Individual fleet start flag at half mast	X			<u>Individual recall.</u> When one or more boats did not start correctly they must return back and do a proper start. Raise flag 'X' or for Club Racing raise the fleet start flag to half mast and make a sound signal in addition to the start sound signal. Flag 'X' or for Club Racing the fleet start flag, is displayed until the earliest of the following: all boats over the line early have returned correctly, 4 minutes from the start or until one minute before the next start.

- It may be helpful to shout out the numbers of those on course side at start, but you do not have to. In general only call out numbers if you are confident all premature starters will hear you.
- Note down the numbers of those who do not return correctly. They will be recorded as OCS (on course side) on finishing positions sheet.
- When a boat which has started incorrectly and does not return and start correctly crosses the finish line do not give them a finishing signal. They do not get a finishing position - there is no need to protest!
- Note - boats returning after being on course side at the start do not have any right of way and must keep clear of boats starting correctly



10. GENERAL RECALL (on the course side at the start - Rule 29.3)

Use when there are many boats over the line (on course side) and you cannot identify them all, or there has been an error in the starting procedure.

Flag signal		Number of sound signals when raised	Number of sound signals when lowered	Description
 Or For Club racing: Individual fleet start flag at half mast	1ST Sub			<u>General recall</u> All boats are to return and then a new start sequence will begin, this may mean a wait if other fleet starts are required. Signalled when there are unidentified boats over the line or subject to one of the starting penalties, or there has been an error in the starting procedure.
	Or for club racing Individual fleet start flag			Raise the 1st substitute flag or for Club racing the Individual fleet start flag at half-mast can be used and make two sound signals in addition to the start signal. If the race is part of a sequence of starts lower the warning flag you have just raised for the next start. When ready to restart, make one sound signal and lower the 1st substitute flag or for Club racing the Individual fleet start flag. Sound the new warning signal one minute after the 1st substitute or fleet start flag is removed and raise the relevant class warning flag(s). If part of a sequence of starts, subsequent starts follow on in the normal order



11. RACE MANAGEMENT

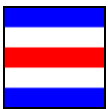
Once the race is successfully underway, the following tasks and procedures should be carried out.

- Always make safety the number 1 priority. Allocate responsibilities for a safety look-out/rescue boat driver. Ensure rescue boat is always available.
- If conditions are extreme or there is insufficient staff for required safety cover, racing should NOT take place! Liaise with the duty officer to find extra help, if none-available, read Postponement or Abandonment sections
- Note all boat sail numbers, class and helm/ crew. Ask if any of these are not known. We encourage people to sign-on but do not penalize if they do not!
- Each lap, boats should be logged through the line and sail numbers and lap times noted. This enables a check to ensure the correct number of laps have been completed and to help decide on the correct number of laps to sail and when to shorten course.
- Once the race is underway you need to collect the top copy of the signing on/off sheets and keep this in the race box / committee boat
- Try and aim for a race length of typically 40 minutes for lead fleet boats. Finish all boats in lead fleet boat start taking account of lapped, tail-end boats. Record finish time and the number of laps completed for all competitors. The results can then take this into account.



12. CHANGING THE COURSE AFTER THE START

- Once the warning signal has been displayed the basic course CANNOT be altered! You cannot for example, add marks, subtract marks, change the order or direction of rounding, or reverse the course direction.
- If necessary, Rule 33 allows a mark of the course to be moved during the race; as long as no boats have started that leg of the course.

Flag signal	Number of sound signals when raised	Description
	C  	<u>Course Change</u> When displayed the position of the next mark has been changed. Raise flag 'C' and make two sound signals If the direction to the mark has changed it shall be indicated by displaying the new compass bearing or a green triangular flag (or board) for a change to starboard or a red rectangular flag (or board) for a change to port. If the length of the leg has changed, then this shall be signaled by displaying a "-" if the leg will shorter or a "+" if the leg will be longer. Repeated sound signals should be made to draw attention to the signal.

- If, following the warning signal it becomes vital to change the course (e.g. major wind shift, monumental error) the only recourse available to the race officer is to signal an abandonment, or general recall. Abandonment can be used to stop a race at any stage prior to the first boat finishing, and allows a complete re-start, a general recall only restarts the current and subsequent starts.



13.SHORTEN COURSE

Aim is to have a race of typically 45 minutes for the lead boats.
You can shorten course at the finish line, or at any mark of the course, but only in the direction of the course!

Flag signal	Number of sound signals when raised	Description
	S 	<u>Shortened Course.</u> If you wish to shorten course for all fleets on the race course, raise Flag 'S' and make two sound signals when the leading boat rounds the final mark before the finishing line, or comes within hearing distance. You must then finish the leading boat in each fleet followed by its pursuers! When shortening all fleets at the club line it may also be helpful to place the shorten course board against the railings of the Race Box. If a leading boat has already passed through the line when the shortened course is signaled you MUST NOT finish the following boats until after the leader next crosses the line. If you want to shorten course for individual starts or classes raise the 'S' Flag and relevant start or class flag(s) and make two sound signals when the leading boat rounds the final mark before the finishing line, or comes within hearing distance. Then finish as they cross the line. DO NOT use the shorten course board when finishing individual starts or classes because of the confusion caused by non shortened fleets being able to see the board, but not the defining flags. <u>Shortening at a mark of the course.</u> Position the rescue boat at the mark to form a finishing line at right angles to the course from the last mark, and on the required side of the mark. Then proceed as for shortening at the finishing line.



14. FINISHING

Once the appropriate time has been completed, signal the race finishing by following the shorten course procedure as detailed in section **13.SHORTEN COURSE**, the procedure for finishing is as follows:

- Allocate responsibilities: - Race Officer to watch line and call boat sail numbers, race assistants to sound klaxon and record finish times on sheet.
- Boats finish when the first part of the boat/crew crosses the finish line (provided they are in their normal sailing position).
- When a boat which has started incorrectly (OCS) crosses the finish line do not give them a finishing signal. They do not get a finishing position - there is no need to protest!
- For all races note down class, sail number, helm/ crew, finish/ elapsed time and number of laps of each finisher.
- Once all boats are finished, write up the above details accurately and neatly.
- Post results at signing on area with detail laps/times sheet attached behind.



APPENDICES

GUIDELINES FOR ALLCOMERS RACES

- Races are run on a time basis typically 40 minutes for lead fleet boats with all boats finishing within the hour. Races are finished using the shorten course procedure. This allows all competitors to sail for approximately the same length of time.
- Using "L" board is encouraged for all races.
- Remember to take account of the "massed start" when setting the starting line length to equal the sum of all the boat lengths plus one. ie 5 Solo's need 78 feet ! (25 metres)
- Ideally ensure the first beat is long enough for the fleet to be reasonably spread out by the first mark. (May mean using the committee boat or setting a transit and line at the top of the compound and using radio's to liaise with the Race Officers Box. If a start with a reach or run is being used ensure line is sufficiently long for all boats racing.
- For allcomer races, it is vital to record either the elapsed time or the starting time, together with finishing times and number of laps for each boat.



SPECIAL RACES

Special races are held on the Monday of most Bank Holiday weekends with prizes/trophy to be won on most occasions - see club handbook / notice board for details.

▪ **EASTER TROPHY**

Three Allcomer sprint races all to count. With first start at 13.00, 2nd at 14.30 and 3rd at 16.00 each race to last approx 45 min for mid fleet boats. The winner to hold the Trophy for one year, and to have his or her name engraved on it.

▪ **CHARITY REGATTA**

As Easter Trophy. The winner to hold the "R.N.L.I. Regatta Shield" for one year and to have his or her name engraved on it.

▪ **ASYMMETRIC SPECIAL**

Asymmetric special racing will comprise a single series: 4 races (2 sets 2 back to back): allcomers start: windward leeward course. The number of results to count shall be one more than half the number of races in that series rounded down (i.e. 3 results to count in a 4 race series).

▪ **SCOTT WHEEL PURSUIT**

Boat/helm combinations are given a personal handicap (instead of PY handicap) based on past performance. Starting time for the scratch Optimist is 13.30, with the race finishing as near as possible to 16.15 (again, 165 minutes after the scratch Optimist's start.) The aim is to make all boats sail a time equal to 10% of their personal handicap in minutes. Fleet captains are responsible for advising suitable handicaps for their fleet members to the race staff of the day, the latter's decision being final. The Trophy for this event is "The Scott Wheel Trophy" mounted in the bar. This trophy remains at the club with the winners name engraved on a rim shield.

▪ **EIGHT HOUR TEAM RACE**

An 8-hour Team race, starting at 10:00am, using a single class boat. Teams are picked randomly from all competitors (only exception is boat owner who is team leader). All team members must sail at least 1 lap with regular changes recommended during the race.

▪ **ALLROUNDER TROPHY**

Allcomers on PY. No competitor to sail the class of boat they normally use or race. 3 sprint races, 2 races to count. First race starts at 13:30.

▪ **LADIES RACE**

Three Allcomers sprint races, all to count, with first start at 13.00 2nd at 14.30 and 3rd at 16.00 each race to last approx 45 min for mid fleet boat's. Overall winner to hold trophy for one year and to have her name engraved on it.

▪ **OVER 60'S RACE**

A morning allcomers race for the over 60's. Race starts at 11:00. The winning team to hold the trophy for one year and have their name engraved on it.



- **RIVALS CUP**

A team pursuit race between fleets, starting at 11:00 with staggered starts. The aim is for all boats to sail a time equal to 5% of their PY handicap in minutes. Fleet captains are responsible for organising teams of three boats per class. The winning team to hold the trophy for one year and have their fleet engraved on it.

- **GEORGE FINCH PURSUIT**

Race starts at 13.30 with Optimists, other boats go before or after with Staggered starts. The aim is to make all boats sail a time equal to 10% of their PY handicap in minutes. The race will finish as near as possible to 16.15 (165 minutes after Optimist start.) First across the finish line wins. The winner to hold the "The George Finch Trophy" - a large crystal glass bowl - for one year and to have his or her name engraved on it.

- **ANNIVERSARY CUP PURSUIT**

Race starts at 13.30 with Optimists, other boats go before or after with staggered starts. The aim is to make all boats sail a time equal to 10% of their PY handicap in minutes. The race will finish as near as possible to 16.15 (165 minutes after Optimist start.) First across the finish line wins. The winner to hold the "Anniversary Cup" for one year and to have his or her name engraved on it.

- **KAY WARD TROPHY/ YOUTH REGATTA**

3 Allcomers races for Club Members for Helmsmen and Crews of 18 and under on the day of the race. The winner to hold the trophy for one year and to have his or her name engraved on it. Races will follow the same format as for the Easter Trophy.

- **EDGAR COOPER TANKARDS**

A long duration Allcomers race that starts at 14.00 and aims to end with the bulk of fleet (with PY around 1150) finishing around 16.00. Prizes for this event are Pewter Tankards to keep. The Tony Wright Trophy is awarded to the first Solo in this event.



GUIDANCE FOR GEORGE FINCH AND ANNIVERSARY CUP PURSUIT RACES

- The aim is to make all boats sail a time equivalent to 10% of their PY number in minutes. This is achieved by staggered starts, with a fixed finish time. Start time is 13:30 for Optimists, and finish time 16:15 (165 minutes after Optimist start). Use the starting times listed on the following page. Start times are calculated as follows

*Starting time 16:15 minus (PY/10) (0.5 and above rounded up)
E.g. Optimist 16:15 minus 1648/10 =13:30*

- Write starting times for each class on the blackboard in front of the club house.
- Each competitor is responsible for noting their class start time.
- Hold a briefing to explain the starting and finishing procedures.

STARTING PROCEDURE

- Use the normal flags (J, K, P) and sound signals for the "3,2,1" leading to the first (Optimist) start. At the 1-minute signal display boards representing the start time (minutes only) for the next start, e.g. "30". (Use lap number boards — redundant for pursuit races.)
- At the first start, sound the klaxon and lower the start time display boards.
- For each subsequent start, display the start time boards exactly 1 minute before the relevant start, then at the start time, sound the klaxon and lower the boards. (In some cases, simultaneous lowering for one start and raising for the next start will be necessary.)
- For the final start follow the above procedure, but in addition, at the start, drop flags J and K.

FINISHING PROCEDURE

- Monitor the leaders, and finish the race at the mark of the course that will be the closest to the leader at race finish time. Remain on station to take remaining finishing positions.



GEORGE FINCH & ANNIVERSARY CUP PURSUIT RACE STARTS FOR A FINISH TIME OF 16:15			
CLASS	YD	RACE DURATION (MINS)	START TIME
Optimist	1629	163	13:32
RS Tera Sport	1452	145	13:50
Topper	1369	137	13:58
RS Tera Pro	1360	136	13:59
Laser Pico	1330	133	14:02
Illusion	1285	129	14:06
RS Feva XL	1248	125	14:10
Laser 4.7	1218	122	14:13
Laser Radial	1156	116	14:19
RS Vision	1150	115	14:20
Solo	1139	114	14:21
Laser 2000	1118	112	14:23
Lindy	1116	112	14:23
RS Venture	1114	111	14:24
Wayfarer	1107	111	14:24
Laser Stratos	1108	111	14:24
Laser	1103	110	14:25
Supernova	1075	108	14:27
RS200	1053	105	14:30
Flying 15 Classic	1051	105	14:30
Flying 15 Silver	1039	104	14:31
Flying 50 Gold	1026	103	14:32
Phantom	998	100	14:35
RS400	945	95	14:40



GUIDANCE FOR RIVALS CUP

- A team pursuit race between fleets, starting at 11:08 with staggered starts. The aim is for all boats to sail a time equal to 5% of their PY handicap in minutes. Fleet Captains are responsible for organizing teams of three boats per class.
- Start time is 11:08 for Optimists, and finish time 12:30 (82 minutes after Optimist start). Use the starting times listed on the following page. Start times are calculated as follows

*Starting time 12:30 minus (PY *0.05) (0.5 and above rounded up)*
*E.g. Optimist 12:30 minus 1648 *0.05 =11:08*

- Write starting times for each class on the blackboard in front of the club house.
- Hold a briefing to explain the starting and finishing procedures.

STARTING PROCEDURE

- Use the normal flags (J, K, P) and sound signals for the "3,2,1" leading to the first (e.g. Optimist) start. At the 1-minute signal display boards representing the start time (minutes only) for the next start, e.g. "30". (Use lap number boards — redundant for pursuit races.)
- At the first start, sound the klaxon and lower the start time display boards.
- For each subsequent start, display the start time boards exactly 1 minute before the relevant start, then at the start time, sound the klaxon and lower the boards. (In some cases, simultaneous lowering for one start and raising for the next start will be necessary.)
- For the final start follow the above procedure, but in addition, at the start, drop flags J and K.

FINISHING PROCEDURE

- Monitor the leaders, and finish the race at the mark of the course that will be the closest to the leader at race finish time. Remain on station to take remaining finishing positions.



RIVALS CUP TEAM CLASS RACE STARTS FOR A FINISH TIME OF 12:30			
CLASS	YD	RACE DURATION (MINS)	START TIME
Optimist	1629	81	11:09
RS Tera Sport	1452	72	11:18
Topper	1369	69	11:21
RS Tera Pro	1360	68	11:22
Laser Pico	1330	68	11:22
Illusion	1285	65	11:25
RS Feva XL	1248	63	11:27
Laser 4.7	1218	61	11:29
Laser Radial	1156	58	11:32
RS Vision	1150	58	11:32
Solo	1139	57	11:33
Laser 2000	1118	56	11:34
Lindy	1116	56	11:34
RS Venture	1114	56	11:34
Wayfarer	1107	56	11:34
Laser Stratos	1108	56	11:34
Laser	1103	55	11:35
Supernova	1075	54	11:36
RS200	1053	53	11:37
Flying 15 Classic	1051	53	11:37
Flying 15 Silver	1039	52	11:38
Flying 50 Gold	1026	51	11:39
Phantom	998	50	11:40
RS400	945	47	11:43



SAILING INSTRUCTIONS

The following instructions supersede all previous instructions issued by the Club.

1. RULES

All races will be sailed under Racing Rules of Sailing (RRS) and Class rules subject to any modification herein, and where applicable, the International Regulations for Preventing Collision at Sea.

2.1. ENTRIES

All boats must be entered on the form provided. All boats must be in possession of a valid certificate of measurement which must be produced on demand of the Sailing Committee. The Sailing Committee reserves the right to measure any boat. All boats and boards must be covered by Third Party Insurance to a minimum value of £2,000,000.

2.2. NOTICES TO COMPETITORS

Notices to competitors will be posted on the official notice board located in front of the clubhouse.

2.3. CHANGES IN SAILING INSTRUCTIONS

In the event of any alterations to these instructions being necessary flag L will be displayed on the flagstaff in front of the Clubhouse. The new instructions will be affixed to, or written on, the official notice board, at least 30 minutes before the race is due to start.

3. BUOYS

- (a) Buoy Number 1 will be positioned in the vicinity of the Club House. Numbers 2 to 9 inclusive will be positioned in a clockwise manner reading from Number 1.
- (b) Buoys 1,2,3,4,5,6,7,8,9 are yellow and spherical. - Static marks
- (c) Buoys lettered X and Y are movable marks and will be positioned by the Race Officer according to the needs of the course. Buoy X is whitish pink and spherical, Y is black and spherical.
- (d) Other marks e.g. withies, around the edge of the lake denote the existence of shallows. Red and green marks denote navigable channels between shallows.
- (e) All numbered marks and X and Y are rounding marks.

4. STARTING AND FINISHING LINES

(i) CLUB LINE – RACE BOX

The Club Starting/Finishing Line will be formed by the transit of a red staff with a red triangular top mark and a yellow staff with a yellow cross top mark. These staffs are situated in front of the Race Box. The limits of the Club Line are defined by inner and outer limit marks which are orange spherical buoys. When the Club Line is to be used for starting a bell will be rung approximately 15 minutes before the start.

(ii) ALTERNATIVE LINE

This will be formed between a red and white staff either on shore or on the Committee Boat and an outer limit mark coloured red and white. An inner limit mark (red and white) may also be used and boats must not pass between this and the



Committee Boat or shore. When the Alternative Line is to be used for starting, a bell will be rung approximately 25 minutes before the start and the Flag "W" will be flown on the front of the Club House.

5. COURSE

In Thursday, Saturday and Sunday Series Races, boats with a PY more than 1230 are considered slow handicap boats.

(i) STARTING AND FINISHING AT THE CLUB LINE

The order in which the buoys of the course are to be rounded will be indicated by numbered boards at the front of the Race Box. The colour of the boards will indicate the hand to which the buoys are to be rounded, i.e. Red to Port, Green to Starboard. A board displaying "L" indicates that boats must cross the defined starting line at that point in the course on every lap. The above boards to be read from left to right. The race will finished when the shorten course procedure (section 10) is instigated.

(ii) STARTING AND FINISHING AT THE ALTERNATIVE LINE

As (i) except that the course boards will be either on the Committee boat or as (i).

6. STARTING RACES

Races shall be started in accordance with RRS rule 26, except that signals will be 3,2,1,0 minutes before starting signal and that all sound signals shall be of a similar length. The sound signal may be a klaxon, horn, whistle or gun. The times and order of starts shall be as in the Notice of Race [Open Meetings], or Club Website [Club Events].

7. RECALLS

These will be in accordance with RRS rule 29. For Club racing the start flag may be used and flown at half-mast in place of flag X for Individual recalls and 1st Substitute for General Recalls. Sound signals will remain unchanged.

8. STARTING PENALTIES

Starting Penalties as prescribed in RRS rule 30 will apply.

For club racing if the line is crossed just prior to the start then any boat should use RRS Rule 30.1 Round-the-Ends Rule: If a boat is over the line (OCS) during the minute before the starting signal, she must sail to the pre-start side of the line, around either end, before starting.

9. TIME LIMIT

For all-comer and class events only boats finishing within 30 minutes of the leading boat will qualify for finishing points. The time limit for leading boats finishing will be 60 minutes from the time of starting. Four sound signals will denote the expiry of the time limit. Pursuit races, Edgar Cooper Tankards & the 6 & 12 Hour races are not subject to this rule.

10. SHORTENING COURSE, ABANDONMENT, AND CHANGE OF COURSE AFTER STARTING

Procedure will be in accordance with RRS 32 and 33, except that when individual classes are being shortened flag "S" may be flown adjacent to, rather than over, the class flag(s) applicable.



11. CLASS FLAGS

The following flags will be used to identify individual classes:-

Fast Handicap – flag ‘K’

Slow Handicap – flag ‘J’

Junior – flag ‘T’

For club class racing Flag 1,2 & 3 will be assigned by Race Officer as required.

12. PENALTIES FOR RULE INFRINGEMENTS

A one turn, including a tack and a gybe, penalty system for RRS rules 44.1 and 44.2 will apply.

13. RETIREMENTS, PROTESTS AND RULE INFRINGEMENTS

Signing off is not required, but retirements should be notified to the race staff as soon as practicable or noted on the race sheet. Protests must be made on forms provided within 30 minutes of finishing. The Protest Committee may allow an extension of these times in special circumstances. Protests will be heard as soon as possible after the race.

14. SCORING

OPEN EVENTS – The Low Point system will apply, unless stated otherwise in the Notice of Race. In a series event, the number of races to count will be one more than half the number of races sailed, rounded down, unless stated otherwise in the Notice of Race.

CLUB EVENTS – As defined in “Racing Information” on the MNSC website

15. SAFETY

(a) All persons afloat on the Clubs waters shall wear a properly fitting and fastened buoyancy aid complying as a minimum with European Standard CEN reference EN 393 (Buoyancy aids – 50N).

(b) A Black Shape indicates that wet or dry suits should be worn in addition to the personal buoyancy described above.

Signals relating to safety will be flown from the flagstaff in front of the Clubhouse.

The Sailing Committee – February, 2026

