

GUIDANCE NOTES FOR RACE OFFICERS

1 PRELIMINARY

- a) Read carefully and understand fully the Sailing Instructions and Course Charts. The Race Management Folder should also be checked for any additional instructions/amendments
- b) Arrive in ample time (suggest 18.15 or 18.00 for the Secondary Points Series) to make all necessary preparations before the first signal.
- c) **Please check for shipping movements with both the Queens Harbour Master's office on 01436 674321 ext 3555 and the Clyde Port Authority on 01475 726221 to establish if there are any movements that may affect course selection. If you are hosting a race that is not published in this Year Book then you must contact to advise them of the Event the Course and number of competitors to ensure there is no conflict with Ship Traffic.**
- d) Ensure that the duty party is organised, reports in good time, and that each knows his function
- e) If you think that you may need any temporary marks, please advise the Boatman as soon as possible (Mob. 07710 434318).
- f) The **Cannon are no longer used** (unless specifically advised otherwise by the Commodore). **All references to "guns" refer to sound signals by the Klaxon/horn.**

2 BEFORE THE FIRST SIGNAL

- a) Check that all equipment is arranged and works (NB. there are many signal/course boards so try to find those required early).
 - 1 The Club Burgee should be hoisted on the Orange Flagpole.
 - 2 The Klaxon is working and the horn board placed outside (a gas foghorn is provided as back-up).
 - 3 Flags bent on to the gantry in the correct order for hoisting *In the interest of uniformity Flag P should be hoisted next to the orange pole with the Class Signals running in order from left to right on the gantry*
- b) Select the course (after taking into account: the wind direction; the weather and forecast; the tide; and, in August and September, the earlier sunset and time limit). Make use of the flexibility allowed with start mark Z to lay a fair start line to match the conditions. Considerable care should be taken in the selection of a suitable course. The two and three lap courses have been planned for two reasons: firstly to provide maximum interest for the participants; and secondly to allow you to select a longer course with the option to shorten if the wind falls. To allow the launch to be available for passengers, the temporary Marks N and X may be laid during the late afternoon. Please move or ignore these if conditions have changed. If you select a course using a temporary mark, please check with the boatman that it can be laid or moved in sufficient time.
- c) Display the Course Number (and X, Y or Z if required) from the hooks on the railing in front of the gantry (*NB. where X, Y or Z is used to modify the course Group, this should precede the Course Number*). This must be done before the Warning Signal of Race 1 but should if possible be displayed earlier). *NB If the course has been displayed and it is necessary to change it before the start (due to error or weather change) then use a brief Postponement to draw attention to the course change.*
- d) Ensure that the Timekeeper has the correct instructions, that he/she understands them and adheres strictly to them.
- e) List the starters in each class, checking them immediately before and after each start.

3 AT THE STARTS

- a) Recall early starters (see RRS29 and the Race Management Folder for procedure).
- b) Note any late starters and how late.
- c) Apply RRS45 with discretion; e.g. where an advantage is both sought and gained (but not against crews 'running late').

4 AFTER THE LAST START

- a) Instruct signallers as to correction of times.
- b) Look out for and note any retirements.
- c) Look out for any incidents occurring.
- d) Determine scale of guns for each class, and ensure that the Timekeeper/gunner is aware.
- e) Continually review need to shorten course during Rounds 1 & 2. If you wish to shorten, display Flag "S" for all classes, or Flag "S" plus the appropriate Class Flag for individual classes. Call attention to the Flag "S" with two sound signals. (*NB where a decision has been made, it is normally appropriate to hoist flag "S" shortly after the first yacht commences the leg to the finish*)

5 AT THE FINISHES

- a) Call off yachts to the Timekeeper as each crosses the Finishing Line using sail numbers only and try to give advance warning.
- b) Look out for protest flags.
- c) Make sure that the number of finishers plus retirals equals the number of starters so that all starters are accounted for.
- d) Recover temporary Marks N and X as soon as possible (please advise the Boatman after the last yacht has rounded).

6 AFTER THE LAST FINISH

- a) Examine the corrected time sheets/results for any errors and post a copy of the results on the Notice Board (ensuring a copy is left in the results book).
- b) Ensure that:
 - 1) All equipment is replaced
 - 2) All flags are lowered
 - 3) The Klaxon is switched off
 - 4) Platform door is locked
 - 5) Temporary Marks have been lifted
- c) In the event of a protest organise a hearing and, if possible, reach a decision (See RRS Part 5). A supply of protest forms is kept under the Timekeepers desk.

