

RACE OFFICER KEY POINTS

1. Arrive at Embsay reservoir at least **40-60 minutes before the first race is due to start**, armed with a pencil and rubber and an authoritative manner!
2. Check the **condition of the slipway** and if it is slippery scrub it (or ask for a volunteer to do it).
3. Check that the **patrol boat operator** is happy to operate the boat in the prevailing conditions and has read and understood the patrol boat instructions.
4. Provide help if required to ensure the patrol boat is on the water. Brief the patrol crew about your race plans – agree between you whether the patrol boat crew should plan to be on the water for the entire race (e.g. in windy conditions) or whether the boat simply needs to be ‘ready to go’ (e.g. in light winds).
5. Carry out a radio check.
6. Brief them to help you check that all crews have safely returned at the end of each race.
7. Set a **course** suitable to the conditions. A book of courses that have been proven to work well with different wind directions can be found in the OD’s pack. Useful tips:
8. Whenever possible, make the first buoy to windward with boats passing it to port (so that they sail round on starboard tack with right of way)
9. Set the Finish Line as a gate between the mark on the Race Officers box and buoy ‘F’ – boats only need to sail through this gate to finish. To avoid any confusion, show on the course sheet which side boats should leave ‘F’ to finish.
10. Check the proposed course with at least one of the race entrants.
11. **Display the course** on a course sheet at least 20 minutes prior to the start of the race and put out a race sheet so that entrants can record their names, boat class and number, and handicap.
12. Start the race promptly **using the 10, 5,4, 1 ‘go’ starting sequence** –
 - o 10 minute (informal) long sound signal with no flags
 - o 5 minute sound signal (raising the general handicap flag)
 - o 4 minute sound signal (raising flag ‘P’)
 - o 1 minute long sound signal (dropping flag ‘P’)
 - o Starting sound signal (dropping the general handicap flag)

The ‘sailing timer’ device will automatically make the sound signals for you – make sure you know how to use it! (Instructions are by the device).

Call back any boats that are **over the start line** with another sound signal.

13. **Record the order of boats** as they complete each lap.
14. At about 50 minutes, pick a boat that is approaching the last mark of the course, make 2 sound signals and fly Flag ‘S’, **finishing each boat** as they cross the line after this one. Boats ahead of the selected boat should go on to complete another lap before finishing.
15. **Finish boats** as they cross the finish line, recording the elapsed times (**the ‘sailing timer device’ will record the elapsed time every time you press the hooter**). **Adjust the times of slower boats** that have sailed fewer laps by adding additional laps using their average lap time.
16. **Check at the end of each race that all crews are safely ashore.**
17. **Calculate the time on handicap** for each boat and pin the results on the wall in the clubhouse, after checking for any helms that have retired on the race sheet.
18. At the end of the day, **help the patrol crew** put the patrol boat away and help tidy up.
19. If you are not last away, check there is a person with keys who knows they have the **responsibility of locking up the clubhouse.**