



AQSC RACE MANAGEMENT GUIDE

For brevity he or him implies she or her.

Officer Of The Day (OOD)

The OOD is in charge of the Club and is the focal point, and main contact for the activities of the Club on the day that he is on duty. He is helped by the Assistant Officer the Day (AOD) and the Patrol Boat (PB) helm.

Before Arrival

Buy cakes and four pints of milk for afternoon tea and cake. Typically, about 25-30 members are present for tea.

Morning Preparation

Arrive at the Club by 10:00 am to organise the first race start for 11:00 am.

Keys for the patrol boats and the under decking store are on the keyboard in the cubby hole in front of kitchen.

Check the electric cable is plugged into the start hut and the buzzer works; give a short test buzz.

Equipment needed is in the race box: A blue folder/clip board contains the race sheets. Check the sailing programme (a copy is displayed on the Notice board in the Club room) for the names and numbers of the races on the day and enter them on the race sheets. Before races start, enter the boats racing (boat type and sail number, helm and crew) or ask helms to sign in themselves. A starting timer and pens are in the drawer under the counter to the right

Display the red ensign on the flagpole (stored in start hut).

The course setting tasks are high priority, so members know the course before sailing. Avoid putting marks where there is a wind shadow especially if there is a big South or North component to the wind; keep away from the windward bank. Leave plenty of room for other craft to pass between a mark with boats rounding and the bank; sculls are very wide. Keep marks away from moored boats and the launch for the paddle boarding place on the opposite bank. If necessary, seek advice on a suitable course from an experienced sailor.

Display the course on the white board that is on the inside of start hut door (there is some meths and a cloth in the drawer in the start hut to help clean it); put today's date and Race Officers on the board. Indicate marks with the order and direction they are to be rounded using the format e.g. 1 P (in red), 2 S (in green), 3 S (in green) etc. and add an arrow to indicate the start direction. Mark the approximate mark positions in the appropriate colour and add the path of the course on the white board.

Display the course on the bank side of the start hut using the arrow and red & green squares with numbers; the arrow indicates the direction to and handing of the first mark with green for starboard and red for port. Locate the appropriate number of red and green flags for marks and put all in the patrol boat for when the marks are to be laid.

Both patrol boats should be ready for use. (i.e. with covers removed and safety equipment on board). There MUST BE TWO PEOPLE in the patrol boat if

going to give assistance to a boat. The patrol boat should be manned until the last boat has finished sailing, so members can continue sailing safely after racing finishes. Check with Rodger if needs a lift across the river before locking up the patrol boat.

Ensure someone has volunteered or been delegated to help with lunch, tea and cakes; let them know the anticipated race finish times.

Races

Series races should start on time. Alert sailors to be ready. Races MUST NOT start earlier than the published time.

Morning races start at 11:00 and 12:00; the second afternoon race normally starts at 15:30, after tea and cakes. Races typically last 25 to 40 minutes depending on conditions.

There is typically an activity at 14:00, which can be a fun race or other sailing activity. Sometimes there are scheduled training activities; check the programme. After the clocks go back to GMT in the autumn the afternoon race moves to the 14:00 slot.

Starting the Race

The Start and Finish Line is the transit formed by lining up the pole in front of the start hut and the pole at the bank. The marks in the river or on the far bank do not define the start line; they are only a guide but should be close to the start line.

The Club uses numbered boards and sound signals for the start sequence. The sound signals are a buzzer and a bell. There is a display board in the window of the race hut. Boards displaying minutes from the last signal to the start can be pulled out on wires. Make sure the board display is blank and the timer is set to a countdown of 6 minutes before initiating the start sequence.

Start the countdown timer when ringing the bell for the 6 minute signal. Always synchronise the start time to the exact minute on a normal watch and write it down on the race sheet (e.g. 11:03). This is VERY important; the timer may fail and real time gives a backup.

The start sequence is as follows:

Minutes to start	Signal name	Display	Sound
6		Blank	Bell
5	Warning	5	Buzzer 2 seconds
4	Preparatory	4	Buzzer 2 seconds
1	One-minute	1	Buzzer 2 seconds
0	Starting	Off	Buzzer 2 seconds

The countdown timer will start counting up when it reaches 0. If anyone is over the line at the start, immediately make a 2nd sound signal, using the buzzer, try and hail the offending boat(s) and hail again when clear of the line

Make sure all details are entered on the race sheet. When recording times **always use minutes & seconds** not, hours minutes seconds; enter minutes at the top left and seconds at bottom right with no separator i.e.

03
55

 (it is faster and leaves more room). Times are entered when a boat crosses the start/finish line in the starting direction for each lap to give a count of how many laps each boat has done; **only the finishing lap needs to be accurate to the second**; the accuracy of intermediate lap times is unimportant.

Finishing

We score races on the basis of average lap time, so all boats don't need to do the same number of laps, but it is preferable except for very slow boats.

Usually, the OOD finishes a race at a suitable time for the conditions and boat positions. When the first boat to be finished has rounded the last mark and there is no other boat between it and the finish line, give two sound signals with the buzzer and display shortened course sign (laminated sheet with letter S) in the start hut window. The first boat to be finished need not be the lead boat. All boats are finished the next time they cross the finish line in the starting direction after the race has been shortened.

If a gaggle of boats are finishing very close together, write down each boat identifier and time, in finishing order, on another sheet of paper as it is quicker than trying to identify the boat on the race sheet. Transfer the times to the race sheet when done. If only the first and last time of a gaggle can be recorded, the time for intermediate boats should be estimated.

Packing up

Refund yourself any expenses from the tea and cake charge (typically in a bowl on the kitchen counter during tea); any surplus goes in the bar.

Pack up:

- Clip board
- Flag from the flag pole
- Arrow and red & green squares with numbers red and green flags from the marks
- Check whether the red Android phone with the timer needs charging.
- Lock race hut
- Keys for the under decking store are back on the keyboard
- Give race sheets to Graham or Steve; if neither is present take photos of the race sheets and put them on the noticeboard
- Take the kitchen rubbish and food bags away or make sure someone else does

TFC Activities

The 14.00 event is intended to encourage less experienced members or those not keen on racing to get on the water and thereby improve their sailing skills. Accordingly, the OOD should devise activities suited to the members present with the assistance of experienced members. The activity can be a conventional race but other suggestions are appended below

Ideas For Sunday 14.00 TFC Event

(depending on conditions and participants' interests)

• Conditions OK to sail

1. Short race, boats paired, sail with a "mentor" (who has to finish behind).
2. Series of practice starts, back-to-back (short course 1 mark and back to the line, shorten sequence to 2 min, 1 min and off)
3. Lay a "slalom" down wind. Practice gybing, sailing by the lee etc.
4. "Duck" race.
5. Treasure hunt – short course, boats collect tokens as they round marks
6. Everybody in Lasers/Picos, draw lots for position, "follow my leader" round the course, boats keeping station.
7. Short course, 1 downstream leeward mark, practice rounding (combine with 2?).
8. Capsize drill (solo & with crew).
9. Round the island race (in Picos, Laser Radial or Canoes. Lasers if confident to heel.

• Light / No wind conditions

1. Tow upstream, race, sail, drift back. Rules suspended as appropriate. Combine with treasure hunt or duck race.
2. Capsize drill (1 person, 2 person)
3. Paddling relay round marks in midstream and back (combine with 2?).
4. Lash tiller midships, steer boat without it.

• Canoes

1. Lay a slalom, paddle (race?) round it
2. Paddle backwards round slalom
3. "Duck" race/ treasure hunt
4. Relay round a mark from slip (practice getting in/ out quickly)

• Patrol boat exercises.

1. Lay 4 marks in line 2 boat lengths apart, steer round it.
2. Ditto backwards.
3. Come alongside & hold station at a mark (fixed)
4. Ditto floating free.
5. Ferry glide into a berth.