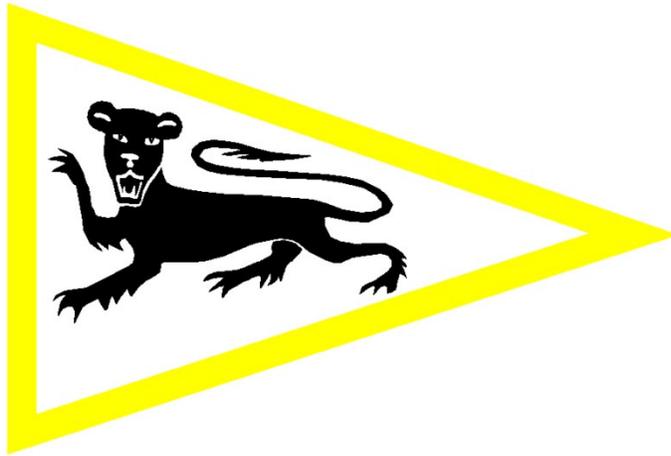# Racing at Hollowell

How to run the Racing

22 July 2015
Hollowell Sailing Club
Mike Pipes;Ian Hall, Larissa, |Clive

Contents

Race Management

- During the week before check that all your crew are available
- It is advisable to familiarise yourself with the club sailing instructions (on the website), as these cover the club's variations to the RYA Racing Rules and special instructions.
- Check weather forecast and start to think about courses.
- Aim to be at the club no later than 0930 on a Sunday and 1230 on a Saturday.
- Check the operations board for power boat availability
- Ensure you have a fully equipped rescue boat and that the helm is qualified to at least RYA level 2.
- A second rescue boat should fuelled and ready to go.
- Take into account weather conditions to determine how many rescue boats should be manned and whether racing should take place at all. It is the Duty Officers decision taken in conjunction with the duty crew and members. Guidance at the Sailing Committee in November 2011 suggested:
  a) Wind greater then f3 and 15 or more craft out then 2 safety boats should be considered
  b) Wind greater than f4 and 15 or more craft out then 2 safety boats should be in place.
  c) Sailors volunteered or volunteering for safety boat instead of sailing to be given average points.
- If you wish, put up a signing on sheet near to the operations board. This will help to identify sailors whose names are not on Sailwave.
- Ensure there are adequate radios available for the activity and that the T Bar staff understand the use of the T Bar radio and what to do in an emergency.

Setting up the Committee Boat
You will need:
1. Battery from the brick boat shed: place on the left inside the boat and attach to the large double plug.
2. Timer from the Race Office: place on bracket and connect to socket below
3. Paper and pen to record results
4. A whistle and stopwatch in case the timer and horn fail (it has been known!)
5. Allocate tasks to the ADO such as fixing flags and getting a radio (& doing a radio check).

Setting a course for all types of racing
1. Check the Sailing programme for race type
2. Get a weather forecast for the day.
3. Take a rescue boat out with a wind indicator. Stop the boat near the leeward mark and check the actual wind direction
4. Decide on a course leaving space for training activities – some typical courses for various wind directions are included in Appendix 1.

5. If the wind is light, set a small course, otherwise control over the length of the race is lost.
6. Aim for a lap time for the fasted craft of no longer than 15 minutes – better lots of short laps than a few very long laps.
7. Estimate the number of laps. If in doubt, overestimate- you can always shorten a course but never lengthen it.
8. Check:
   a. the beat is true
   b. the reaches are not too close to the wind
   c. the course is a reasonable size and doesn't force boats into the weed, and avoids fishermen and legs of the course are not in a wind shadow.
9. Have the marks moved to achieve these aims. Move buoys (marks) away from wind shadows or 'holes' in the wind.
10. The start should be a beat to windward with preferably a PORT rounding for the first mark to avoid protests as the approach should be made on Starboard tack.
11. Set a start line almost at 90 degrees to the wind with a ten degree port bias. Port bias means the port tack end of the line is closer to the wind than the starboard tack end.

Windward
Mark

○

Anchor

10^0

○
Mark

Committee
Boat
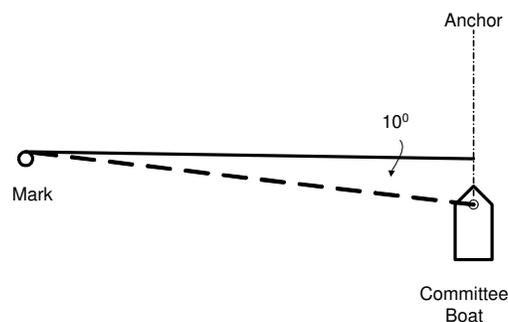
12. If it is wrong nearly all craft will try to start at one end or the other.
13. The start line should be 1.25 x the total length of boats starting. For 25 boats of average length of 4m this means a line of 125m. Most Hollowell start lines are TOO short.
14. Put the mark boards on the course board, making sure that the sequence and direction of the rounding is correct. A green background indicates the craft pass the mark with it on their starboard (right) side.
15. If buoys are not on the course board then they are not part of the course.

16. Check the time- the sequence can be started so the race starts at the published time but no earlier.
17. The start can be postponed at any time up to one second before the actual start if there are problems with timing or wind direction.

Use of the 'S' Mark

The Spare 'S' Mark can be used anywhere on the course as an additional mark of the course, in order to make the course more interesting. However it is most often used as the mark at the opposite end of the start/finish line from the committee boat. It is particularly useful to use the S mark at the end of the start/finish line if there are a lot of boats on the water and a long start line is required. Other opportunities for using the S mark in this way might be when you want to start in a corner of the lake and it is much easier to move the S mark than it is the other marks.

If you are using the S mark as part of the start/finish line then the start/finish tile should be placed below the S mark tile on the committee boat. In the following example S marks the start line. Note that in this instance on the second lap the S mark has to be kept to the right but it is possible for the boat to choose a route that either

a) Goes between the committee boat and mark S (orange arrow) OR
b) Goes behind the committee boat and then tacks to head towards (green arrow) H

On the final lap the (the requisite number of laps completed or shortened course) the boat must pass between the committee boat and S in order to finish (orange arrow).
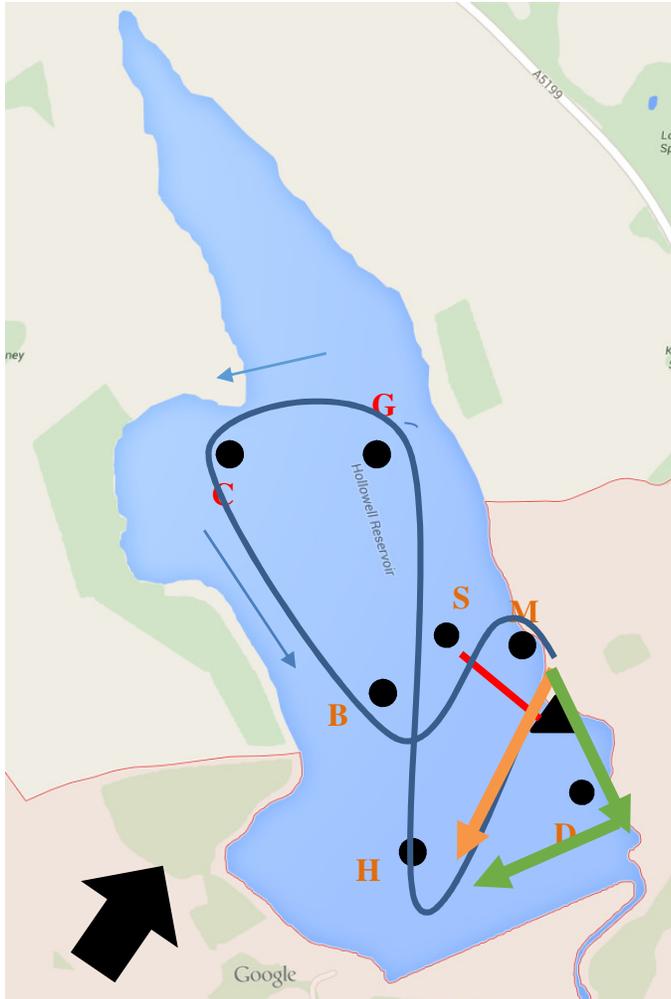
H G C B M S

Start/

finish

According to our Sailing Instructions the mark S can also be used to form a GATE that each boat MUST pass through on each lap.

"8.2 A tile showing 'LINE' may be shown on the course board as the start and finish, and if so then an imaginary line between the committee boat and a buoy marked 'S' or a danbuoy forms a gate and every boat must pass upwind through the gate at the end of each lap."

In this case putting the 'LINE' tile below S mark indicates the GATE and all boats, on every lap, must pass between the committee boat and mark S (orange arrow). This is very useful for large events where a long start line is needed and makes it easier for the Race Officer to count the number of laps.
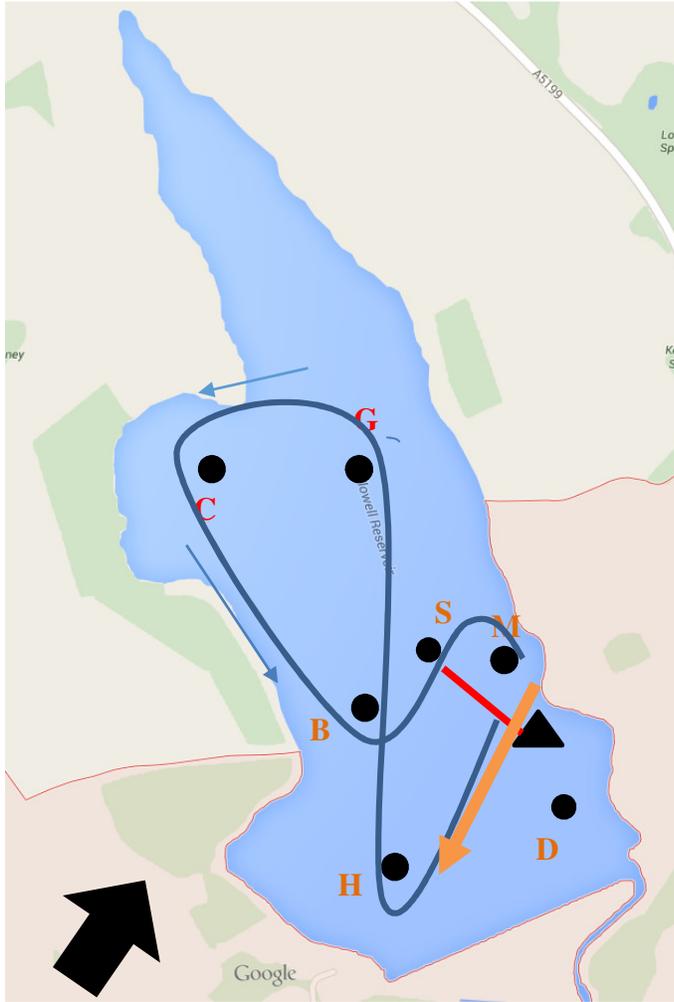
H   G   C   B   M   S

Line

Handicap Racing.

Attach the following flags

1. WHITE (Handicap) flag with black H

2. Preparatory Flag, BLUE with WHITE rectangle in the middle
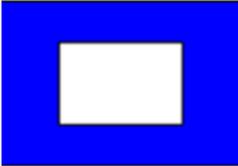
3. Individual Recall Flag- WHITE with BLUE cross

4. General Recall Flag- tapered with YELLOW edging & BLUE centre

5. Postponement Flag- tapered with RED & WHITE segments
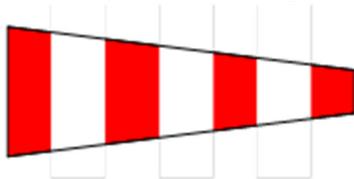
6. Shortened Course Flag- WHITE with BLUE rectangle in the centre.
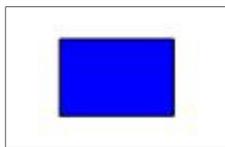
All flags are marked in felt tip on the edge for confirmation.

Starting the race

1. The start sequence must NOT commence more than 5 minutes before the programmed time
2. Switch ON the timer and select P1
3. Press START to show 00.00 on the upper display, 5.10 on the lower.
4. Press START again.
5. The machine will count down from 5.10 to 5.00; warning beeps start at 5.05.

6. At 5.00 the horn sounds. Hoist the Handicap Flag
7. At 4.00 the horn sounds. Hoist the Preparatory Flag.
8. At 1.00 the horn sounds. Lower the Preparatory Flag
9. At 0.00 the horn sounds. Lower the Handicap Flag
10. The race has STARTED and the upper display will start counting up.
11. If the start is OK, press SELECT and START together and the lower display will revert to a small square. If you forget to do this, the horn will sound and a new start process will commence.

Craft over the line before the start

- If any identifiable craft were over the line press the Horn button once and hoist the Individual Recall Flag. When the 'early' starters have re-crossed the start line lower the flag without a sound signal. Disqualify any that do not return.
- If too many craft to identify are over the line sound the Horn twice and hoist the General Recall Flag. Then turn the timer off.

Restarting a race

To re-start the fleet/race sound the Horn once and lower the General Recall Flag, then ONE minute later start a new sequence of 5, 4, 1, GO.

Multiple fleet starts

1. For multiple fleet starts do not press SELECT and START after the first fleet has started.
2. The timer will repeat the 5,4,1 GO sequence using the start of the first fleet as the warning signal for the next fleet.
3. Any general recalls with multiple fleets mean that recalled fleet re-starts after the other fleets have gone as a fresh start.
4. When all fleets have started press SELECT and START.
5. Duplicate and different flags are needed for each fleet. The count up for the first race will remain in the upper display, so 5 minutes will need subtracting from the second fleet times at the finish (or 10 or 15 etc. depending on how many fleets start) to properly calculate the times.

After the race has started

Move the committee boat to make the finish line at 90 degrees to the last mark. As each craft makes a complete lap of the course record their sail numbers and number of laps. After the first lap, positions will not normally alter much. Make a note of the lap times of the fastest and slowest craft. This will enable you to calculate if slow boats will be lapped.

Shortening the race

1. A race can be shortened on any complete lap.
2. Hoisting the Shortened Course Flag with 2 sound signals at the time the leading boat rounds the last mark prior to the finish line.
3. These sound signals will be recorded so ignore when checking times.

The finish

1. For handicap racing a Grand Prix finish is used which means that after the leading craft has finished, all other craft that cross the line correctly are finished regardless of the number of laps completed.
2. For handicap racing the finish line must be set at the same mark as the start, otherwise set the finish line at the end of a beat.
3. The finish is decided by the leading craft completing full laps ideally at or around 50 minutes. All boats sail full laps and after the leading craft crosses the line all following craft will finish. Some craft will be lapped and will sail fewer laps.
4. When each craft finishes press the Horn button on the wander lead ONCE for each craft and note the sail numbers in finishing order.
5. Note the finishing time shown on the upper display alongside the sail numbers.
6. After the last craft has finished, DO NOT SWITCH OFF THE TIMER.
7. Press and hold the upper button on the left side of the timer for five seconds until the upper display shows 00000.
8. The finishing times of the competitors will be shown in order in the upper display by pressing the upper button repeatedly. Using the lower button as well, scroll up and down with the 2 buttons until all the times are SAFELY recorded against the sail numbers on PAPER.
9. Now switch OFF the timer and all stored information will be lost FOREVER.
10. The race computer in the Race Office will correct the laps and handicaps for all competitors. See below for how the Race computer works

Pursuit Racing

- Inform competitors that the races are Pursuits.
- Ask them to remember who was immediately in front of them at the finish sound signal as they do not have to sail to a finish line.
- Competitors should know to START when their PY display goes. E.g. a Solo on 116 (corrected from 1155) starts as 116 disappears and 115 appears on the PY display (and the horn is sounded automatically by the timer). A Solo should know that displaying 116 means there are 30 seconds, 45 seconds or 1 minute, depending on the pursuit, prior to their start.
- If a youngster wishes to sail half of the pursuit, start them at ½ their PY and double the completed laps to calculate their positions. Timing each lap will also allow 'adjustment' for position on the water at the finish. It will be very difficult to be exact as to their position, but it is important to encourage juniors as much as possible.

Setting a Pursuit course

1. See previous section on 'Setting a course for all types of racing'

2. For a Pursuit race in a good wind set a long course with a start either at Bay or Middle, as it is easier to monitor the positions and pick up the leading boat for the finish than a start at one end of the pond or the other.
3. In light airs a simple triangular course is best avoiding crossovers as it makes finishing much easier.
4. Set a start line with space for boats to wait their turn whilst avoiding conflict with racing boats.

Getting ready for the race

- Open the PY number book at the PY (rounded to three digits) number of the first craft to start. (e.g. 1101 = 110, 1155 = 116)

- Switch ON the timer and test the horn with the remote lead button.
- Select P2 for ½ pursuit,
- P3 for ¾ pursuit and
- P4 for full pursuit.
- Press START, the upper display shows 00.00, the lower 5.10.

Attach the following flags

1. WHITE (Pursuit) flag with black P
2. Preparatory Flag, BLUE with WHITE rectangle in the middle
3. Individual Recall Flag- WHITE with BLUE cross
4. General Recall Flag- tapered with YELLOW edging & BLUE centre
5. Postponement Flag- tapered with RED & WHITE segments
6. Shortened Course Flag- WHITE with BLUE rectangle in the centre.

Starting the race

1. Press START, no more than 5 mins before the programmed start time
2. The timer bleeps and counts DOWN from 5.10.
3. At 5.00 hoist the Pursuit Flag as the horn sounds.
4. At 4.00 hoist the Preparatory Flag as the horn sounds.
5. At 1.00 lower the Preparatory Flag as the horn sounds.
6. Show their PY number to the first class of craft waiting to start
7. At 0.00 lower the Pursuit Flag and change the PY number display to the next (lower numerically) number.
8. Press the START button. The upper display will now start counting up and the lower display will show a small square.
9. If any craft are over the line press the horn button once and hoist the Individual Recall Flag. Leave it flying until the premature starters return and restart. Disqualify any craft that do not return, and lower the flag without a sound signal.
10. The horn will continue to sound every ½ minute, 45 seconds or full minute depending on the Pursuit selected. Change to the next (lower) PY number displayed at each sound signal until all craft have started.
11. When the last craft has started press START and SELECT together and the horn will stop sounding. Put the PY display book away.

Finishing

1. Unlike a Handicap Race the committee boat stays on the start station until the very last minute before creating the 'moving' finish line. At the pre-race briefing tell competitors that when 'their PY number goes' they GO. They will see 'their' PY for 30, 45 or 60 seconds before the sound signal and number change, depending on the length of pursuit.
2. To determine the time a Pursuit runs for, use the PY of the first craft starting as the reference that the time is calculated from.
3. e.g. If a Mirror starts first and its PY is 1386, corrected PY -139. So 139 is the number shown for the last minute prior to the Pursuit Flag being lowered. If the race is a full pursuit the finish will be 139 minutes on the count up display. For ½ or ¾ pursuits divide by ½ or ¾ and note the time allowed.
4. At least 5 minutes before the display nears the predetermined race time prepare to move the start/finish line to ahead of the leading craft on the water by using the committee boat at one end of the line and if possible a safety boat as the other end.
5. Drive back up the course until all craft have been logged in order. Finish all craft as the finish line moves back up the course with a horn blast using either the centre button on the timer or the wander lead, and note their time.

Thursday Personal handicap races
These are pursuit races using personal handicaps.

Equipment required;
- A copy of the Duty Officers Guide so you can open and close the club efficiently
- A fully equipped and manned rescue boat
- a rescue boat for the Duty Officer (committee boat not normally used)
- Race Board and marks obtained from the committee boat
- A bell or similar for starting and finishing boats
- Pen and paper to record results
- An entry form in the T Bar for participants to register name, sail number and personal handicap and something to collect the 20p entry fees

Setting up
- Choose a course which should be short
- Display the course on the race board and display to passing boats
- Establish from competitors what handicap they are starting from

Starting the race
- Display the handicap (usually minus 10 unless you have someone slower) and sound the bell
- Record who starts when
- Display the next handicap one minute later (minus 9) and sound the bell
- Keep displaying handicaps until zero is reached.
- Continue after that displaying plus 1, plus 2 etc. until all boats have departed

Finishing the race
- The race lasts 35 minutes from the zero minute start.
- As 35 minutes approaches, situate your boat so that you can make a note of the leading boat position and sound the bell.
- After that allocate a position to each following boat.
- Record the results on the computer and display on the results notice board
- Present the winner with the cash.

Handicaps— Initial numbers are allotted by discussion and agreement between entrant and duty officer. The chart below indicates bands of handicap numbers for classes sailing a 35 minute race.
The system is based on a middle of the fleet Laser being scratch boat. See next page.

Handicap Table – Minutes started before or after the scratch boat:
-17-16-15-17-14-13-12-11-10-09-08-07-06-05-04-03-02-01-**00**+01+02+03+04+05+06
Start early   *Scratch*   *Start Late*
                                                                ---------- Laser-----------
                                                      ----------------Sailboard and Moth--------------------
                                          --------Mirror--------   --------Wayfarer--------
                                              ---------Topper-------
-----------Optimist----------   -----------Solo-----------
----------Junior Board------   -------Enterprise-------

Results and Adjustments— Results are tabulated.
Handicaps are adjusted as follows:
- First place adds one minute.
- Last place subtracts one minute.

Example:

Name	Initial handicap	Position race 1	Adjusted handicap	Position race 2	Adjusted handicap
Moss	+3	1	+4	3	+4
Minogue	+8	3	+8	2	+8
Rigg	-1	2	-1	1	0
Campbell	-6	4	-7	4	-8

Personal Handicap Races

These are usually one-day events in the sailing programmed, such as the RNLI Personal Handicap and Sail4Cancer. These day raise money for charity. There are 3 handicap races, 2 to count.

Each entrant when signing on will please take note of your Gold Silver or Bronze allocation. You will be given a percentage uplift on your PY number according to your allocation. The winner will be the boat with the best aggregate score over 2 races.
The GSB allocation are published and will be on display on the notice board. The Commodores decision being final.

PY numbers are calculated as follows:
Gold fleet (RYA PY 2014)
Silver fleet (RYA PY + 10%)
Bronze fleet (RYA PY+ 15%)

The DO will need to calculate each entrants PY number for the day and enter this into Sailwave for the days sailing event.

The Timer- an overview
1. Switch the timer ON with the black recessed button on the side of the timer and the upper display (countdown) will momentarily show 3003
2. Press the central HORN button to test the horn.
3. Pressing the left 'SELECT' button will show P1, P2, P3 or P4
   a. Select P1 for a normal handicap race
   b. select P2 for a ½ pursuit with sounds at 30 second intervals
   c. P3 for a ¾ pursuit with 45 second intervals
   d. P4 for a full pursuit sounding every 60 seconds

All races start the first craft with sound signals at 5 minutes, 4 minutes, 1 minute and go at zero. At 10 and 5 seconds before the horn sounds the timer will bleep to warn of the need to hoist or lower a flag. The FLAG is the true signal NOT the sound.

Putting results on the computer:

1. When recording results remember to note sail numbers.
2. The computer should already be on. It should not be turned off as it is transmitting webcam information constantly. Switch on the screen and the printer
3. Password is: HSC
4. Click on the "Sailwave" icon
5. File: click on the appropriate series
6. Click on the "Sailnumber wizard" icon: Choose the race number: next
7. Enter the sail number: next
   a. Enter the time in minutes and seconds with a full stop in between: next
   b. Enter Number of laps: next
   c. Click on elapsed time
8. Repeat 7 for all competitors who are already on the system. Mark new competitors to put on later.
9. Go to 10 OR Enter new competitors by clicking on the "apple core" new competitor icon near the top left-hand corner of the screen. Double click (or right click) on the "new competitor" that comes up on the results.
   Add:
   a. boat class- click on squiggley icon to open table of craft type and select appropriate one. (note that if you do not do this then no handicap will be selected and the results will be wrong!). Check that a PY number has been put in. If not this can be typed in.
   b. Sail number
   c. Helm
   d. Click OK
10. Enter new competitor time and number of laps as in 7.
11. **Score**: use score series icon

12. Save via file/ save. If you don't do this your entries could be lost
13. Publish: use publish icon: choose results
    a. Tick "just this race" (or summary of series)
    b. Tick (in the right hand column) " number of sailors"
14. To alter a competitors results or particulars: **right-hand** click on competitor and alter
15. Score
16. **Save via file save**.
17. Publish as in 12.
18. Print (turn on printer first at the back of the printer)
19. At the end of the day turn screen and printer off. **But leave the computer on**

Manual Calculation of race results

1. In the unlikely event of the computer not being available, results can be calculated manually.
2. Handicap numbers are displayed in the Race Office
3. The time used to calculate the corrected time must be from the starting gun of the respective fleet. If the stop watch was started on the 5 minute horn, then 5 minutes must be subtracted from each recorded time
4. The elapsed time should be converted into seconds or decimal minutes and the corrected time calculated by:
    a. Corrected time= elapsed time x 1000 divided by handicap number x no of laps
5. An easy method to do this is using a calculator is as follows:
    a. Mentally convert the PY number eg: 1288/1000= 1.288
    b. If the clock started on a 5 minute horn, then calculate elapsed time (E) by subtracting 5 minutes from the recorded time
    c. Calculate corrected time (per lap) by converting E to seconds. Dividing by handicap (H) and dividing by number of laps (L). Positions are decided on corrected time (per lap).
    d. Key strokes for E=55m 46s, H=1.288 and L=4 are: 55x60+46= (Answer:649s). there is no need to clear

Powerboats

See document 'Powerboat arrangements'. This is available on the web or from the duty coordinator.

Boat availability

Check on the operations board for available boats

Safe Use of powerboats

See the Cover of the Annual Programme

Document control

| Version	Date issued	Updated by	Changes
1	C 1999?	Martin Dilks	First issue
2	6/1/2012	Mike Pipes	Incorporates all documentation found on the committee boat and consolidates it.
3	March 2014	Larissa	Tweaks and Personal Handicap Racing updated.
4	April 2015	Clive	Added more course diagrams
5	July 2015	Clive	Use of mark S
6			

Appendix 1 - Typical courses

All courses shown assume wind strength is greater than force 2. For lower wind strengths reduce the course length by using fewer buoys.

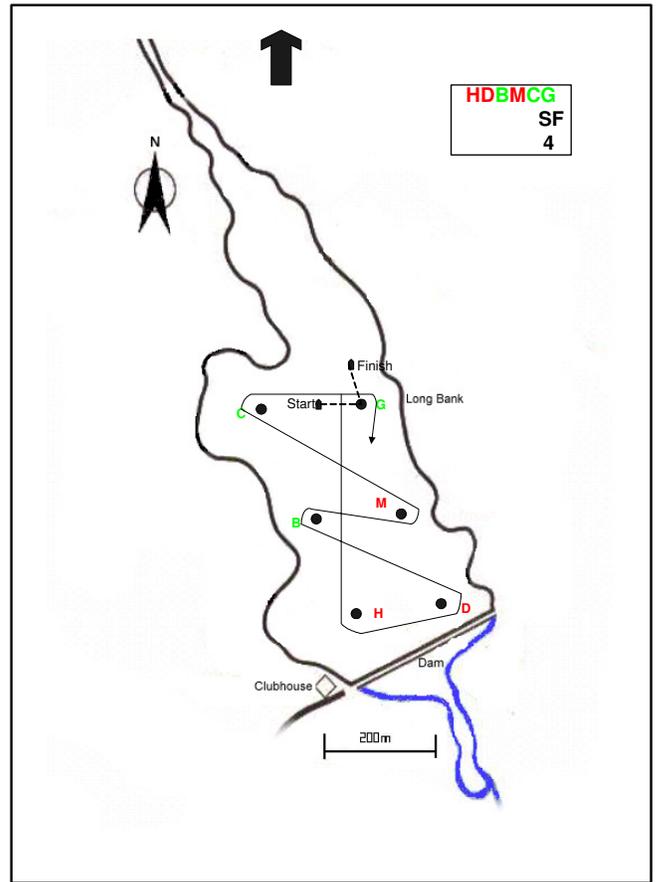North westerly   South westerly
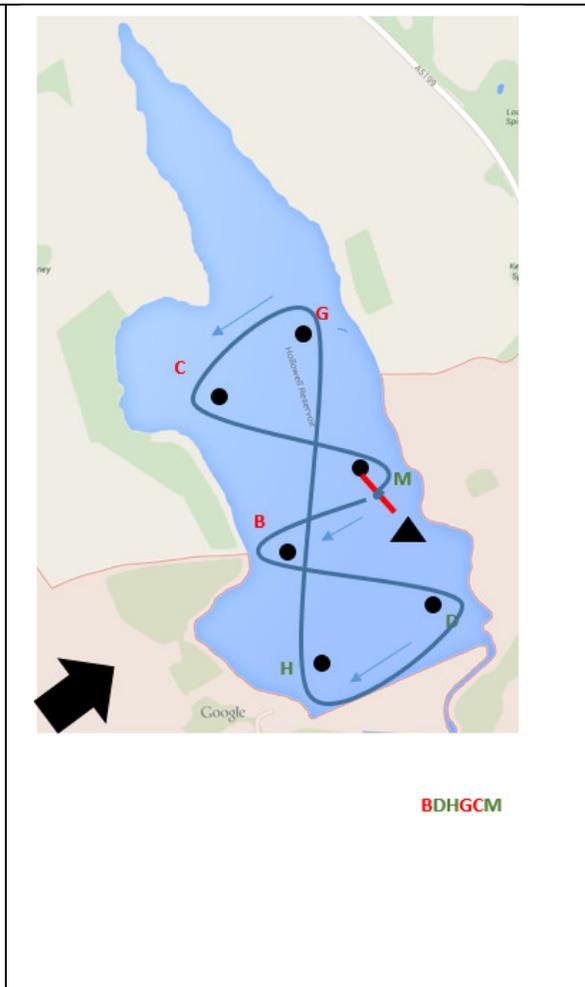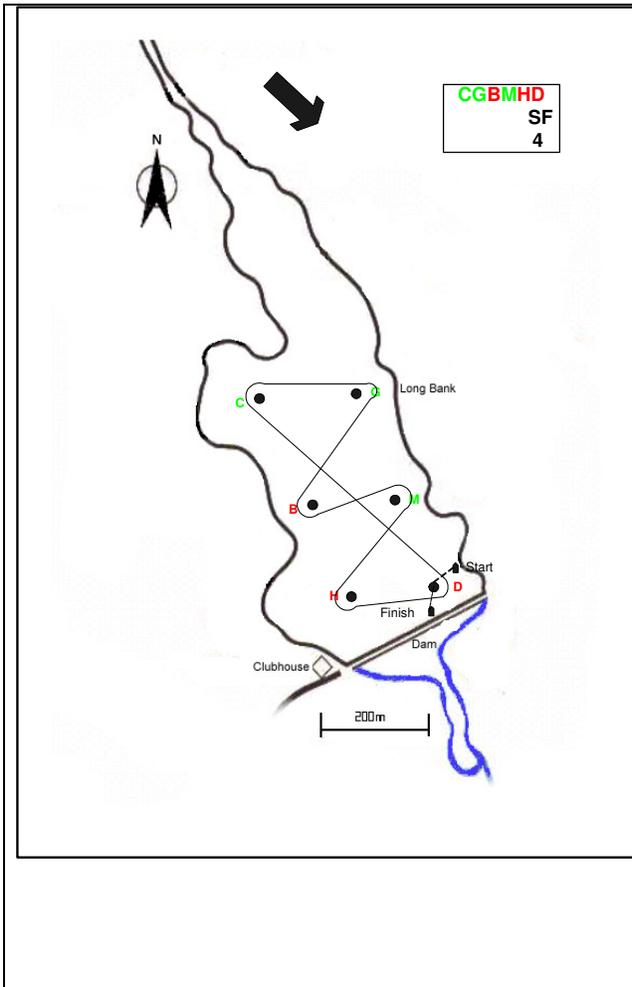
Northerly
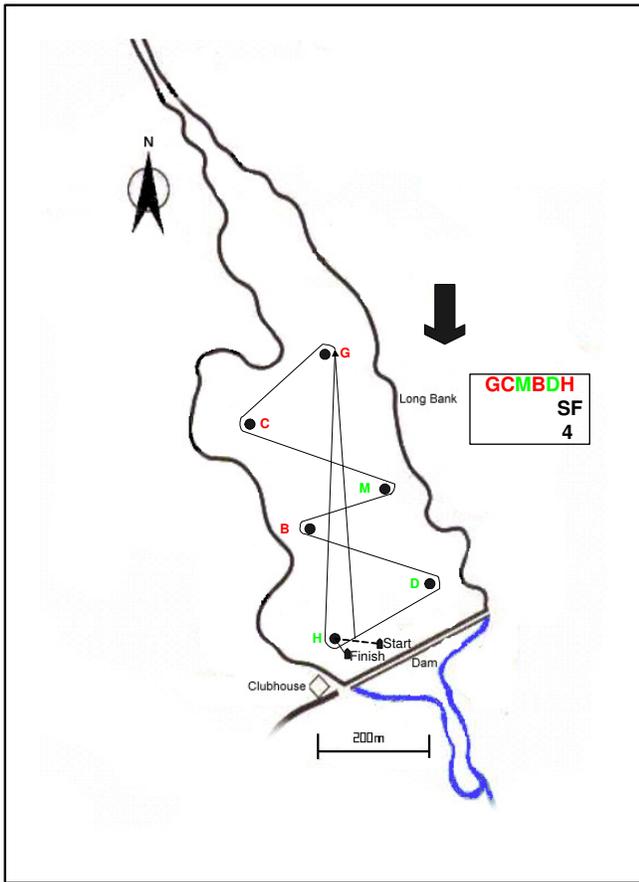
Southerly

North Westerly and further west when the wind comes round the hill on both sides.

G CDHMB

DBGCH