



# LYME REGIS SAILING CLUB Ltd

## Race Office (RO) Duty Guide

---

### RESPONSIBILITY

- As RO you have overall responsibility for the management of the racing and casual sailing in the racing area and as such your team will be working to your instructions.
- All ROs are strongly encouraged to seek appropriate radio training (e.g. Marine VHF Short Range Certificate) since otherwise you are legally limited to using channel M and M2 and not international channels (including 16) unless you are under instruction.
- While the decision to go to sea rests firmly with each competitor, the decision to postpone, start, finish or abandon the race rests with you as the RO.
- Casual sailors wishing to be near the race area should seek your permission.

### Considerations to be taken into account

- Number of rescue craft and the experience of their crews.
- Sea and tidal conditions for launch/recovery and the safe approach to the entrance to the harbour.
- Wind strength and direction and visibility.
- Weather forecast (e.g. increasing wind and threat of lightning).
- Number and competence of competitors and the number and types of craft taking part.
- As a guide it is suggested that you don't organise a race in less than 4 knots or more than 25 knots of breeze.

### Related documentation (see LRSC Ltd Website)

- LRSC Ltd Sailing Instructions.
- LRSC Ltd Health and Safety Policies.
- Relevant LRSC Ltd Risk Assessments and Standard Operating Procedures.
- LRSC Ltd Beach Master Duty Guide.

### Rescue Situations

- In the event that a boat requires assistance, you may delegate the detail of the rescue to the safety boat driver. However, you must maintain an overview of the entire fleet and imminent hazards in case there is a need to direct the safety boat to a more urgent situation.
- During rescues the priorities are in the following order:

- Wellbeing of the safety boat driver and crew.
- Safety of the helms/crew of the boats being rescued.
- Recovery of boats and equipment.
- During specific rescues, safety boat drivers are in charge and the sailing helms/crew must obey their instructions. Failure to do so may result in the cessation of the rescue attempt.

## **PREPARATION**

### **Seven days before your duty**

- Check the tides to establish whether PJ can be taken off her mooring and returned at the end of racing
- Find out who to contact to get access to the club and PJ, if you intend to use her, and obtain the keys in advance
- Consult Dutyman for the names of your duty team and contact them to ensure that they know about the duty and what is expected

### **In the week before**

- Look at the Racing Rules of Sailing (published by the International Sailing Federation) and the LRSC Ltd Sailing Instructions to refresh your memory of procedures (e.g. starting signals)
- Look at the programme to establish what races are programmed together with start times.
- Think about how this might affect the type of course and management of the races (e.g. average lap, number of starts, 3 races back to back)
- Make a list of the equipment (e.g. flags) you need to take to sea
- Think through what needs to be done when you arrive at Lyme for your duty in order to identify what time you need to arrive

### **The day before**

- Get the weather forecast and tide conditions as this will affect the whole organisation of the racing, including what clothing/equipment you need and the safety boats you use
- Think again about the course type you are going to use now you have a clearer idea of the boats (e.g. RIBs, PJ) you need, weather conditions, tidal state and the programme of races

### **On the day of the duty**

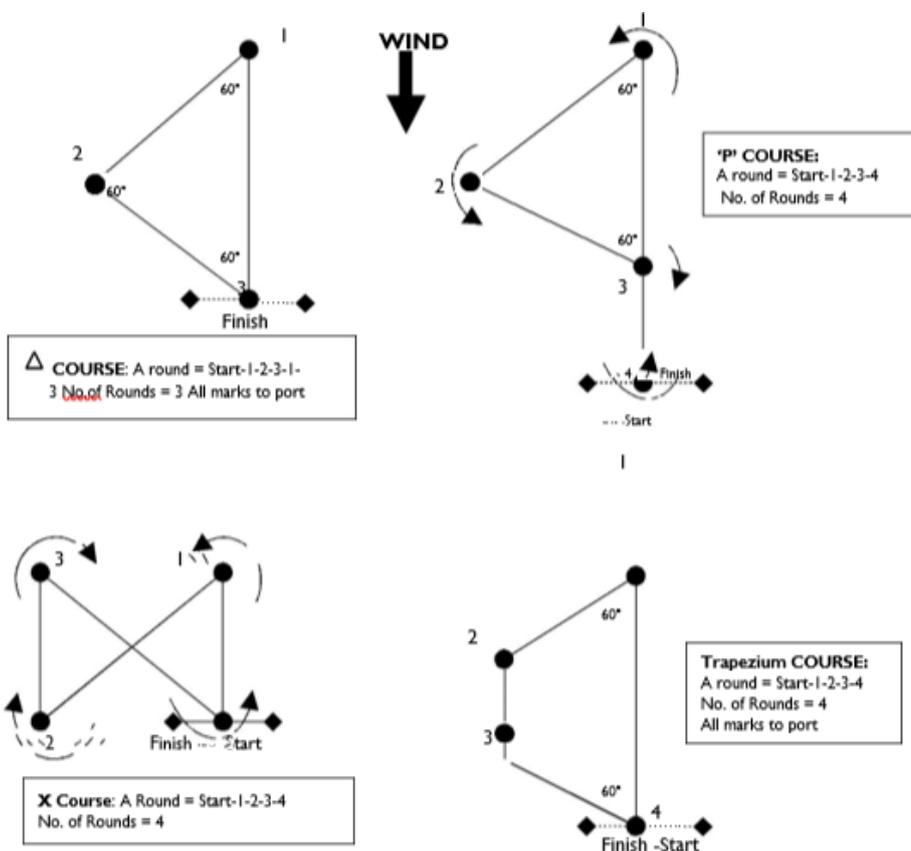
- Arrive at least an hour and a half before the race starts in order to get

everything ready

- Get PJ off the moorings (if required)
- Check that your entire team has turned up and make appropriate arrangements if not.
- Put the required number of marks in the RIBs or PJ.
- Assemble the necessary equipment: flags; clock; wind indicator; compass; RO notes; course angle sheet; results forms.
- Mark up details of the day's racing on the sailing notice board in the Club compound, including the weather forecast, racing programme, start time, course to be sailed and amendments to the sailing instructions.
- Carry out radio checks with the Beach Master **before** going afloat using a handheld radio and with safety boats as soon as on the water.
- Go out to sea to lay the course early (ideally 30mins before start time) as it is easier when you have plenty of time on your side!

## COURSE SUGGESTIONS

- Typically port hand courses are recommended (i.e. round marks with marks on the port hand side). The format for Wednesday evening racing (typically 1 race) is up to the ROs discretion, course suggestions are shown below.



- On Sundays a 3 race format (back is back) is typical. The format is posted on the Club notice board and is shown below. The course to be used for a specific race (course letter A, B, C, or D) will also be displayed on PJ.

WIND



windward mark

wing mark

70 -75°

### LEGEND – Course Types

-  Cadet /Intermediate Youth Course
-  Windward/Leeward (Course A)
-  Triangle (Course B)
-  Triangle / Sausage (Course C)
-  P Course (Course D)

### Notes:

- Sunday Racing – typically 3 races (Race 1, Race 2, Race 3).
- Race course types (Course A, B, C, or D) shown in legend.
- Course type for current race displayed on PJ (white board).
- Race 1 – Course A (windward/leeward).
- Race 2 & 3 – course type up to RO discretion (see legend).
- Cadet/intermediate youth races must have separate RIB cover.
- Cadets/intermediate youth sail cadet course (race 1 & 2 only).
- P course only run if cadets not sailing (e.g. race 3).
- Always sail through start line on windward leg as shown.
- Finish line moved if required to suit course.
- Finish typically sailing upwind through finish line.
- No hook finishes allowed.
- Course angle typically 70-75 degrees as shown.
- Start line at mid distance between windward/leeward marks.

leeward  
Page 5  
mark

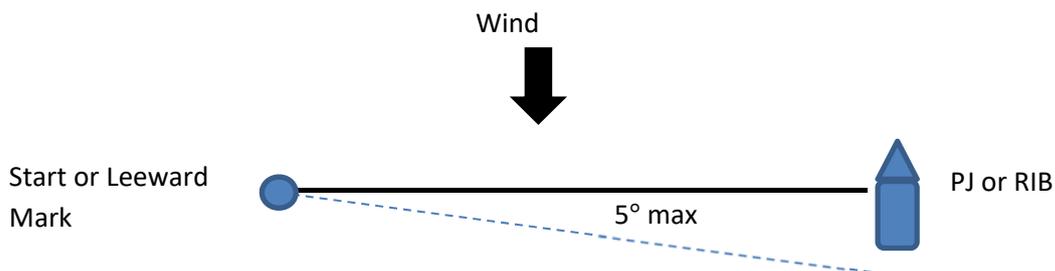
## SETTING THE COURSE

- Proceed to the middle of the course area. Stop the boat and take a wind bearing over a 2 to 3-minute spell to get an average wind direction. NB: it is important to stop the boat, so as not to affect the wind reading.
- Proceed to the planned start area and drop a mark.
- Check the wind direction again to confirm the wind bearing. Once you are happy with the average wind direction, get the RIB to proceed upwind (on the average wind bearing). It is difficult to explain how long the leg needs to be, but ideally, it should take an Albacore/Laser about 8-10 mins to sail it. You will have to judge this yourself. GRO luck!
- When the RIB gets to the position where you think the windward mark should be, stop it and check the wind direction. The wind indicator/ticker tape/burgee should be pointing straight up the course at the mark. When happy with the positioning, get the RIB to drop the windward mark.
- Now you need to set the wing mark. This is critical; if the sailing angle is too tight, spinnaker boats will not be able to put the spinnaker up and if the reach is too broad, the leg will be boring. In most sailing conditions, the course should be set to a 70-75° triangle.
- NB. If the wind strength is above force 4-5, the course should be set up with slightly broader reaches (80° triangle) so that spinnaker boats can sail to the mark.
- To assist in setting course angles, use the course angle plotter for port hand courses. Rotate the central wheel to the compass wind direction. Then read off the bearings to the gybe mark indicated for the required gybe mark course angle (typically 70-75°). The course plotter can give bearings for a course angle range of 60-110°. The windward, leeward and start line marks should be straightforward, as they lie in a straight line and can be set by eye or compass bearing.

## SETTING THE START LINE

- Check the wind again, as it may have shifted slightly since you started laying the course. When you are happy with the wind direction, use a wind indicator 90° gadget, arms or compass to determine the relative position of PJ/RIB to the start mark/leeward mark as applicable.
- Allow approximately 1 - 1½ boat lengths for each boat on the start line.
- If the start line is also a line to be passed through on the windward leg, it will pay to make the start line longer.
- Use start mark/leeward mark for the port end and anchor PJ or RIB at starboard end.

- Remember to position the boat about 4 or 5 boat lengths further forward of the required final resting position before throwing the anchor over the side to allow for the boat to drift back.
- Once you have settled on the anchor, check the wind and angle of the line. You will be able to put yourself in the correct position by letting out more warp or by pulling some in.
- The start line should be positioned at 90° to the wind or with a slight (i.e. 5°) port bias.



- If there is a general recall, check the angle of the line. If all the boats tried to start at your end (i.e. starboard end), consider dropping back a few boat lengths. Conversely, if they all tried to start at the port end, consider pulling yourself forward a bit, but be careful as you do not want to risk breaking the anchor out.
- If there is a general recall, check the angle of the line. If all the boats tried to start at your end (i.e. starboard end), consider dropping back a few boat lengths. Conversely, if they all tried to start at the port end, consider pulling yourself forward a bit, but be careful as you do not want to risk breaking the anchor out.

## SAFETY CHECK

- Liaise with the Beach Master and safety boats to establish how many boats have signed on for the race and how many other boats have left the harbour to sail in the racing area. Ensure they are all accounted for and make a list of all boats in the starting area.
- Periodically during the race check the number of boats against the total numbers first recorded to be at sea. If there are any discrepancies, liaise with the Beach Master and safety boats to establish where the missing boat(s) are.
- Be aware of any all-youth crews you have said can join in the racing and keep special watch.

- If cadets and intermediate youth are racing, they will require their own separate RIB cover. For Sunday racing, this is typically the first and second races, if not running a P course. Special care should be taken when authorising cadet/intermediate youth racing. The conditions should be stable and typically below 15 knots.

## STARTING SEQUENCE

- Start sequence (with a 5 min warning signal) shown in the table below should start 1 minute after lowering the Postponement or General Recall Flags.

<i>Mins to Start</i>	<i>Signal</i>	<i>Flag</i>	<i>Up/Down</i>	<i>Sound signal</i>
	Postponement	AP 	Up	Two blasts
6	End Postponement	AP 	Down	One
5	<b>Warning</b>	<b>Class Flag</b> 	<b>Up</b>	<b>One</b>
4	<b>Preparatory</b>	<b>P</b>  or <b>I</b>  or <b>Black</b> 	<b>Up</b>	<b>One</b>
1	<b>1 Minute</b>	<b>P</b>  or <b>I</b>  or <b>Black</b> 	<b>Down</b>	<b>One</b>
0	<b>Start</b>	<b>Class Flag</b> 	<b>Down</b>	<b>One</b>
	Individual Recall	X 	Up	One
	General Recall	1st Substitute 	Up	Two
6	End Gen Recall	1st Substitute 	Down	One

## SETTING THE FINISHING LINE

- Ideally the leading boat should sail for at least 30 minutes and the slowest boat for no more than 60 minutes, unless it is a middle distance or long distance race. This is difficult to achieve, if fast handicap boats, such as skiffs, are sailing in the same race as those with slow handicaps. One option is to send the faster boats on an extra lap and using average lap racing on a P or trapezium course. Consideration should be given on longer races to take average lap times.
- Note that the finishing line should be at right angles to the direction from the last mark. If the race were to continue, note which way the boats would have gone round the finishing mark. In order to avoid confusion, the committee boat should be moored on the outside of the course, so that competitors would naturally sail through the finishing line (see course diagram under Course Suggestions).
- Typically, windward/leeward or P courses finish sailing through the finish

line upwind on the windward leg, while triangle/sausage courses finish sailing downwind through the finish line on the downwind leg.

- The finish should be indicated to participants as shown in the table below.

<b>Signal</b>	<b>Flag</b>	<b>Up/Down</b>	<b>Sound Signal</b>
Shorten Course	S 	Up	Two Blasts
Finish	Blue 	Up	None

[Originally Produced by: Allan Tyler & Sarah Maguire (March 2006)  
Edited by Chris Joyner and Sally Holman (February 2016), Simon Clark (April 2016) and Hilton Davis (May 2018)]