



# THE POOLE YACHT CLUB



## HANDBOOK FOR VOLUNTEERS THE RACE HUT

NEW HARBOUR ROAD WEST  
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## **ACKNOWLEDGEMENTS**

This Handbook has been produced by Poole Yacht Club Sailing Committee, to whom any comments regarding omissions, corrections or improvements should be directed.

Pictures by Mike Millard

## **PREFACE**

This Handbook for Volunteers was compiled from notes originally created to give to the Monday night team. The original document brought together all the little points collected over years of managing races for dinghies and cruisers, to help avoid repeating the mistakes that happen. We hope it will create some consistency and act as an aide-memoire for inexperienced volunteers and as an ongoing reminder for the more experienced in their monthly duties. We hope you find it useful.

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## USEFUL CONTACT DETAILS

Who	Telephone	Call Sign	VHF Radio
Poole YC Office	01202 672687	Pike Alpha	CH32 (or P1)
Poole YC Haven Office	01202 680202	Pike Delta	CH32 (or P1)
Poole YC Race Hut	07930 717735	Pike Control	CH32 (or P1), CH37 (or P2) & CH72
Poole YC RIBs	N/A	Safety 1,2 etc.	CH32 (or P1)
Committee Boat	N/A	Pike Committee	CH32 (or P1), CH37 (or P2) & CH72
Harbour Control	01202 440230	Harbour Control	CH14
Coast Guard	999		CH16/67
Chief Race Officer	07966 551038	John Yonwin	N/A

NOTE: Club VHF radio channels : P1 – Channel 32 (private), P2 – Channel 37 (public)

Your Contacts			

## 1. INTRODUCTION

- 1.1. As a volunteer, you have now joined the Race Management Team, which aims to provide fair and safe racing for all and give you an enjoyable time so you want to come back. Racing is governed in the UK by the RYA racing charter which promotes values and responsibilities for both officials and the sailors themselves. Worth a read on the RYA website: [www.rya.org.uk/racing/Pages/racingcharter.aspx](http://www.rya.org.uk/racing/Pages/racingcharter.aspx)
- 1.2. This guide is split into a number of sections principally aimed at the key areas covered by volunteers. These are General (applicable to everyone) and Race Hut duties.
- 1.3. Although many of the ideas covered here are generic, each Race officer (RO) will have his/her own way of doing things; make sure that both you and the RO have agreed how things are to be done. At the end of the day the RO has overall responsibility for the race management, but that doesn't mean that the RO is not open to suggestions and observations!

## 2. REFERENCE DOCUMENTS

- 2.1. This guide is to help explain how race management is run at Poole YC; it must not be considered as a rules document or take precedence over existing documents. The following documents have precedence over the actual racing and must be referred to in any query over how rules and race management are applied.
  - a. Sailing Instructions (SIs) and their amendments
  - b. Notice of Race (NoR)
  - c. Racing Rules of Sailing (RRS) as amended by SIs and NoR where allowed.
  - d. RYA racing charter.
  - e. Any other document detailed by the SIs and NoR where allowed such as explanation of pursuit racing.
  - f. Poole Harbour Commissioners Yacht Racing Criteria

### 3. GENERAL NOTES

- 3.1. Signing in: PLEASE sign in on the volunteer sheet to confirm that you have turned up for your duty; please do this before you do anything else (this includes RIB crews so the RO knows you are around). The form is in the sailing office. You must also sign off at the end of the evening when racing is finished.
- 3.2. When/where to meet during mid-week sailing:
  - a. Race Hut people: Sailing office at 17:30 or as soon after as possible. Rib/launch: Be ready to leave pontoon at 17:55, signing-in at 17:30 or as soon as possible after to give plenty of time to sort boat/get changed.
  - b. If you know you arrive regularly **after** 17:30, discuss it with RO, knowing someone will arrive later is much better than RO having to worry whether someone is going to turn up at all.
- 3.3. When/where to meet for weekend sailing:
  - a. Race Hut people: Sailing Office 1 hour before first start or as required by RO
  - b. Rib/launch: Be ready to leave pontoon at 30 minutes before the first start, signing-in 1 hour before the first start or as required by the RO to give plenty of time to sort boat/get changed.
- 3.4. Typically for mid-week racing, the first warning is at 18:20, and it is 5-4-1-go sequence so first start is 18:25, see the NoR for actual timings.
- 3.5. If late please still turn up, don't just think it is too late to be of use. If you are running late please ring the RO on his mobile or ring the race hut.
- 3.6. The volunteer system is run through the Dutyman system on the internet through the club website and 'Notices and Events/volunteer duties'.
  - a. Dutyman will automatically send reminders to you before your duty. You can turn this function off or reduce the number of reminders.
  - b. Use Dutyman to confirm you are aware and will be there for your duty.
  - c. Use Dutyman to swap your duties if required. Even as volunteers, it is your responsibility to organise swaps, please don't expect the RO to do it for you. Getting your boss to ring the RO up to explain why at the last moment you can't attend really doesn't help anyone, things

happen and it can be worked around but please try to make it all work. An unreliable volunteer isn't a great help.

## **4. THE RACE HUT**

4.1. For many the Race Hut can be a daunting place with lots going on with horns going off, buzzers, people counting down times and so on. In reality once you get to know why and what is going on its actually not that bad (honest).

4.2. Wear suitable clothing – you may be walking to and from the hut in the rain.

Items to bring: Binoculars, pen/pencil, please put mobiles on vibrate/off.

4.3. One member will stay near the sailing office until all courses are on the boards and then follow rest of crew to the Race Hut.

4.4. To do in the Race Hut Before Racing:

4.4.1. Check/Set one radio to Port control (CH 14) one to Channel 16 and one to RIB/launch channel (CH 32 or whatever choice has been made for the day). Set the handheld to the RIB/Launch channel chosen for the day.

4.4.2. Turn on the mobile phone.

4.4.3. Put courses up, correct colour sequence, starting from the left, Red then Black alternating; leave space between each set of 2 numbers to make it easier to see from the water; make sure 'Continuation' symbols are under right course if required. See Figure 4.

4.4.4. Bend on the flags: line colour (s); class flag if required, see 4.4.5; AP flag; occasionally black flag (or other start line restriction flag). Note: it is good practice to have the AP flag close to the hut entrance to allow fast deployment.

4.4.5. There are three fixed lines and a single movable start line using an orange buoy. If classes are using different lines (each dinghy course has a recommended line for the wind direction) then class flags need to go up on each relevant flag pole usually during the setup of the Race Hut, see Figure 6 for class and other flags.

- 4.4.6. Check radios with rib/launch
- 4.4.7. The RO will check with Port control reference ship movement tel:01202 440230 (best done before getting to Race Hut as it can be put up on the course board outside changing rooms)
- 4.4.8. The RO will discuss the courses and numbers with Port control as they can advise if they are unhappy with choice of course because of other factors.
- 4.4.9. Set up and test electronics including the horn; Test lights; see separate file in Race Hut.
- 4.4.10. You should be aware of flag sequence if lights/electronics fail and standard events such as individual recall, general recall, see SIs/RRS and file in Race Hut.
- 4.4.11. How many classes are scheduled to start? RO assistants will be allocated class(es) depending on experience, check with RO if you are unsure of which boats are in your class (See Figure 6 for guidance).
- 4.4.12. For your class(es), note down the sail numbers of the boats leaving marina (both on main slipway and outer slipway depending on the tide).
- 4.4.13. Check which course your class/fleet is doing; write the course down on the lap sheet.
- 4.4.14. If it all goes wrong, the RO will AP flag the start, take a breather and then restart the sequence, typically on the next 5 minute interval. The AP comes down 1 minute before the restarted warning.

#### 4.5. During the Race

- 4.5.1. Where possible before the start, note the sail numbers for your allocated class(es) and the total number of starters on the lap sheet, this is then the reference for completion of laps and whether boats are safely ashore afterwards.
- 4.5.2. Record boats which are OCS (on course side) as advised by RO, record if they are then cleared properly again via RO. See Figure 3 for a useful method to track boats just before the start.



- 4.5.3. Each fleet starts on a 5 minute, 4minute, 1minute, go sequence with start for one fleet being the warning for the next fleet. There is a sound and light being switched on or off (displayed/not displayed) for all of the 4 identified time points in the 5, 4, 1, go sequence. Details are shown in RRS 26 and the SIs.
- 4.5.4. For your allocated class(es), you have to keep track of it, be aware of where they are on the water, who is leader, who is last, it becomes a problem if fleet spread or overlapped.
- 4.5.5. Tick off each leg/buoy/lap the class has done on the lap sheets so RO can understand the position of the fleet.
- 4.5.6. Write down the order in which each boat crosses the line on each lap of the race, if the class crosses line in both directions fairly closely then ask RO for which direction to take time on. Be aware that not all classes approach from same direction particularly asymmetric classes tacking downwind so tracking them is difficult at times. A record of boats who retire must also be made so that the final list shows the same number of boats as starters.

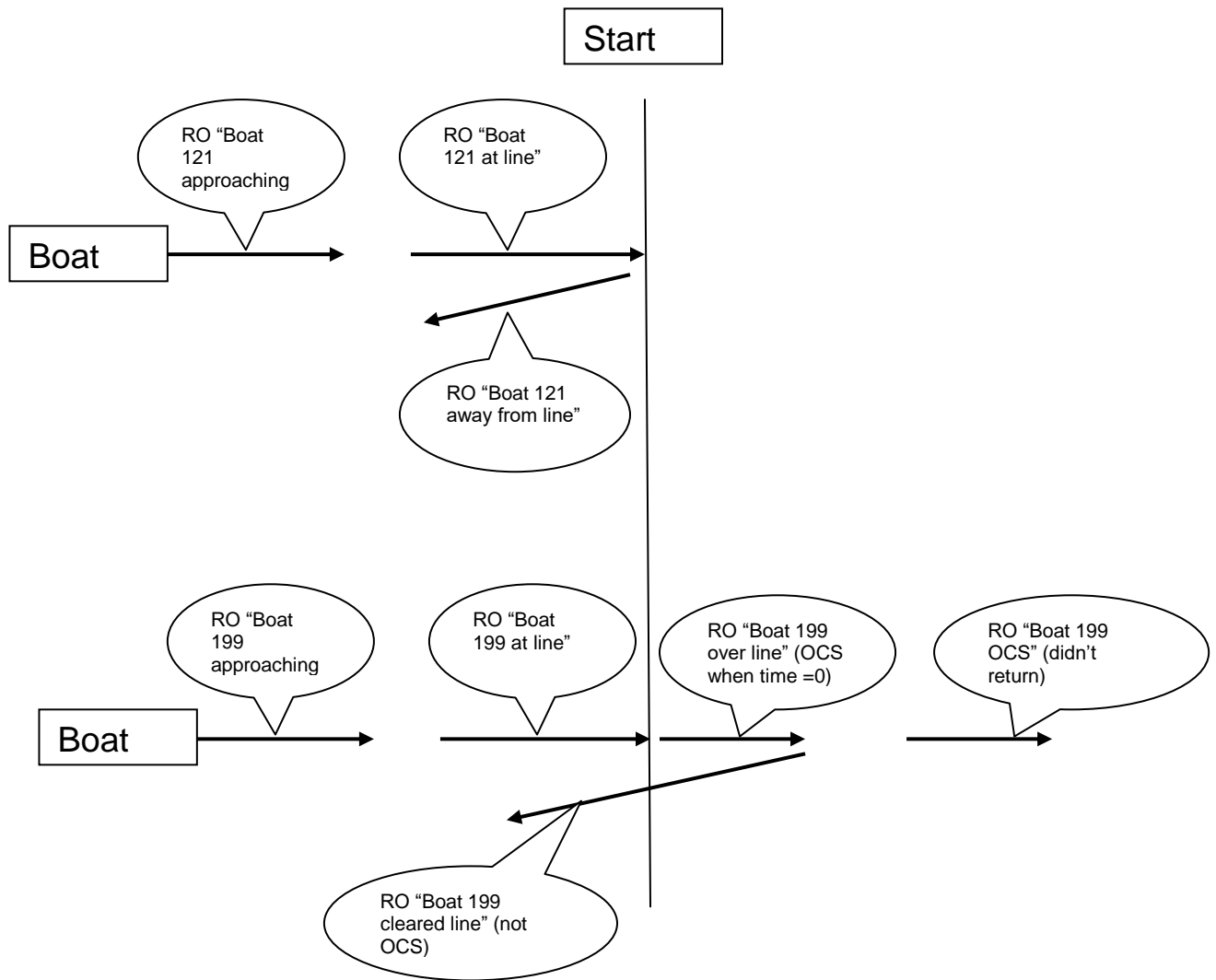
NOTE: Many mistakes have been made by people having just one list of boats and then trying to find them each time they cross the line. It is far easier and more accurate to note them down each time.

- 4.5.7. Timing is not really important on individual laps but get into habit so ready for finish, lap time gives RO time for a lap per class so he can gauge whether/when to shorten, getting no boats to finish because of 'out of time' is bad news for everyone so be aware!
- 4.5.8. What is finish time limit on the night, it changes through the season, see SIs.
- 4.5.9. The aim is to have a race with a target time of 80-90 minutes for a single dinghy race, with shorter 45-50 minutes for multiple races. Of course the target time is modified to suit the wind strength, the time of year (air and water temperature), type of boat and type of crew (children, juniors, seniors). If in doubt talk with the fleet captains, they know what they want usually and will write it on the course board

- 4.5.10. It is easier to record boat number and time crossing on first lap rather than list all numbers at the start as the order doesn't change much after the first lap (most of the time) so easier to write times quickly without struggling to find on the list. But we do need to know who is on the water, (see Figure 3 and 4).
- 4.5.11. One design fleets need lap times (first and last boat) and finish times (first and last boat), these times will be used to determine protest time limit if necessary. All other boats are just finish position. If in doubt, record all times to allow sorting in order afterwards. Sometimes it is easier to write all sail numbers every time they cross the line as a long list as the order is more important than the time.
- 4.5.12. Better for everyone to record a boat by mistake rather than no one record it at all, if in doubt if you don't recognize the boat/fleet then ask who is recording it.
- 4.5.13. Don't be afraid to ask about anything or mention something that you think is wrong or has been missed; everyone can all get it wrong in the heat of the moment.
- 4.5.14. At the finish, RO will say 'now' and read the boat sail number to avoid everyone talking at same time.
- 4.5.15. The person on electronics presses the horn button and reads time for a handicap boat, if in doubt ask the electronics person for the time to be read out (the time is held for a couple of seconds on display and also printed on the till roll).
- 4.5.16. Electronics person does 'normal' hoot for one design fleet.
- 4.5.17. NOTE: YOU CAN RESTART A RACE IF YOU GET IT WRONG, YOU CAN'T REDO THE FINISH, IT HAS TO BE RIGHT!
- 4.5.18. OCS means no hoot at finish but record time in case of a problem.
- 4.5.19. Two part 'Final' sheets are filled in at end of race and given with the lap sheets from the race to the RO. Please check your results before going, can they be read! If in doubt write figure again against the time.

**Figure 1: Tracking Boats for OCS at the start**

Track on the back of the lap sheet. Create a horizontal line/time history for each boat that RO reports typically in the last minute before the start



VIEW OF RACE HUT SHOWING PRINCIPAL SIGNALS

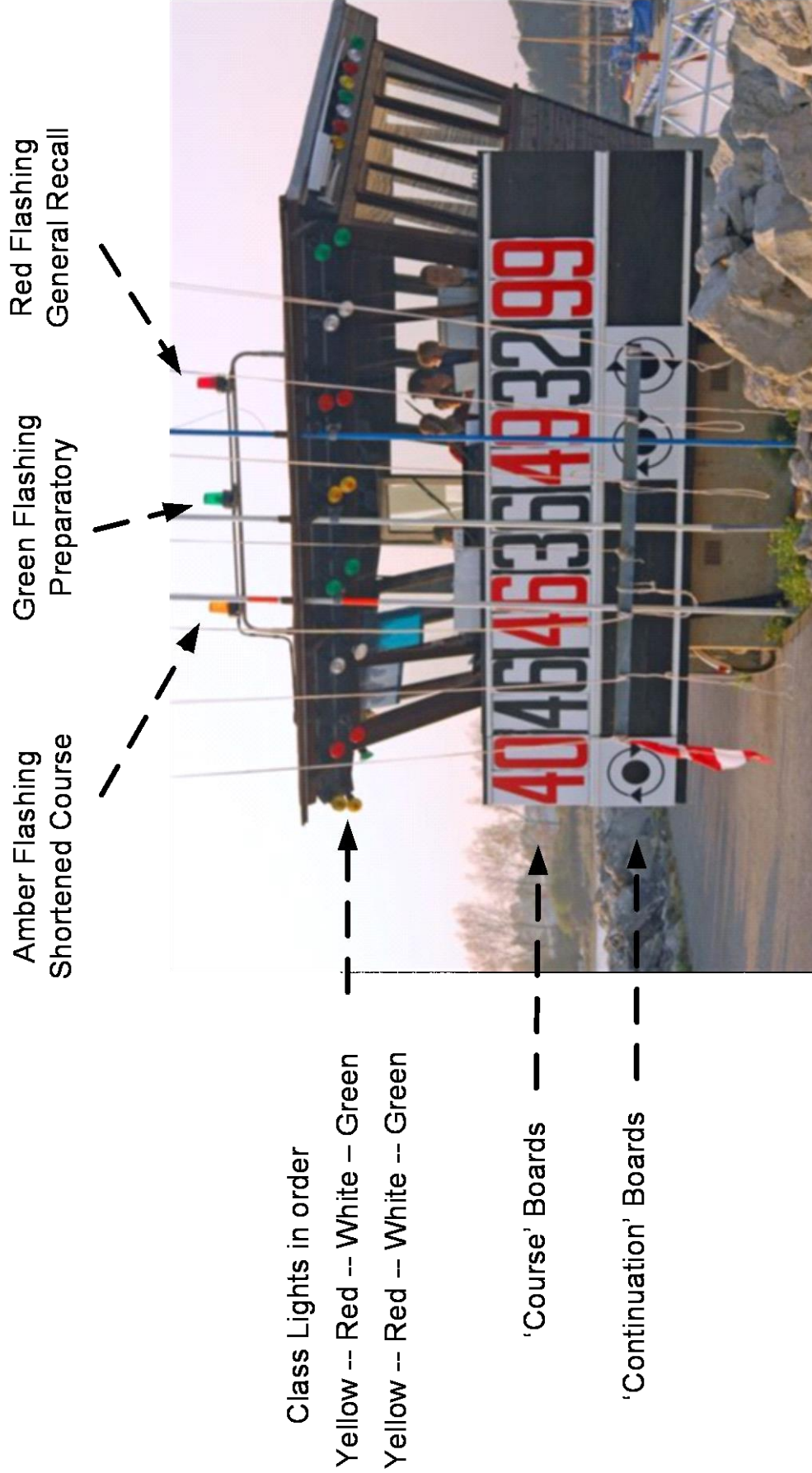


Figure 2: The Race Hut

**Figure 3: Lap sheet for Handicap Fleet**

**Lap Chart**

Event		Monday dinghy series		Date:	28 Apr 12		Course No:	9		
Race No.	2		Start Group:	Fast		Start Time:	18:25		No. Starters:	8
Course Marks:										
<del>WEST OYS, 36, YGATE, EM, OYS, 36 YGATE</del> Cont (P) WEST OYS, 36, YGATE, EM, OYS, 36 YGATE, WEST, OYS, 36, YGATE, EM, OYS, 36 YGATE										
Class	Sail No	Lap 1	Lap 2	Lap 3	Lap 4	Lap 5	Lap 6	Lap 7	Lap 8	
Fireball	14041	18:45:00	19:05:06	19:25:56						
Scorpius	1522	18:45:30	19:04:46	19:24:45						
Osprey	1295	18:46:01	19:04:50	19:24:58						
Osprey	1187	18:46:21	19:06:10	19:25:30						
Osprey	1301	18:48:09	19:06:30	19:26:10						
Osprey	1209	18:50:01	19:06:39	19:26:38						
Contender	1245	18:50:10	19:07:35	19:27:04						
Contender	1267	18:50:30	RTD	X						
FB 14041 Cont 1245 1267 Osprey 1295 1301 1209 1187 Scorpius 1522										

Cross off marks to track fleet

Leader on Lap 1, 3 position

Note boats leaving shore

**Figure 4: Lap sheet for One-Design Fleet**

**Lap Chart**

Event		Monday Dinghy Series		Date:	23 Apr 12		Course No:	28	
Race No.		2		Start Group:	GP14		Start Time:	18:35	
		Start Group:		GP14		No. Starters:		8	
Course Marks:									
28 = HAM (LATCH, BL, PIC, 36, YGATE) X 3 Cont (P)									
HAM, LATCH, BL, PIC, 36, YGATE, LATCH, BL, PIC, 36, YGATE, LATCH, BL, PIC, 36, YGATE									
Class	Sail No	Lap 1	Lap 2	Lap 3	Lap 4	Lap 5	Lap 6	Lap 7	Lap 8
GP14		<del>14090</del> 18:45:02	14090 19:00:34	13442 19:20:09	1				
		13695	13442	13695	2				
		13442	13695	14090	3				
		13884	12709	13884	4				
		12709	14038	14038	5				
		14038	13695	13551	6				
		13551	13551	12709 19:23:04	7				
		<del>13668</del> 18:47:04	13668 19:08:02	RTD	RTD				

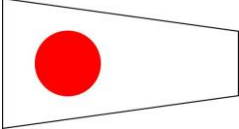


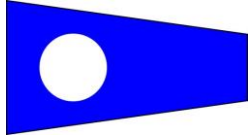
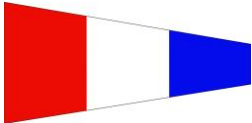


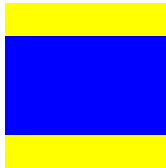
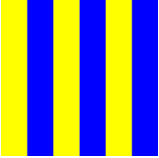



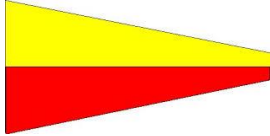
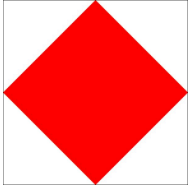
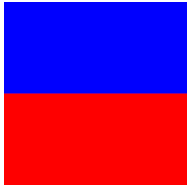

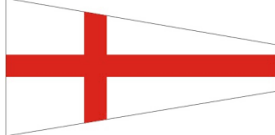


Lap time of leader, Lap time of last boat in fleet

13442 13884 13695 12709 14038 14090 13551 13668

Note boats leaving shore

**Figure 5: Flags**

Class Flags

<p>Class 1 Cruiser</p> 	<p>Class 1A Cruiser</p> 	<p>Class 1B Cruiser</p> 	<p>Class 2 Cruiser</p> 
<p>Class 3 Cruiser</p> 	<p>Class 4 Non-Spinnaker</p> 	<p>J All Cruisers</p> 	<p>D Dayboat</p> 
<p>G GP 14</p> 	<p>O Osprey</p> 	<p>V 420</p> 	<p>6 Mirror</p> 
<p>7 Laser</p> 	<p>F Fast H Dinghies</p> 	<p>E Medium Dinghies</p> 	<p>T Slow Dinghies</p> 
<p>8 Joint E, F &amp; 9</p> 	<p>9 Asymmetric</p> 	<p>R / R19</p> 	

Main Race Flags (See RRS for full definitions)

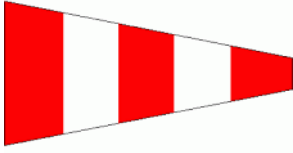
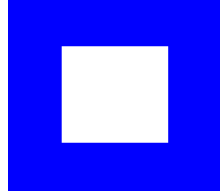

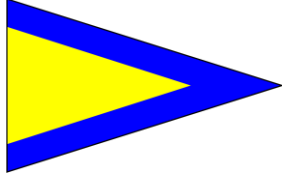
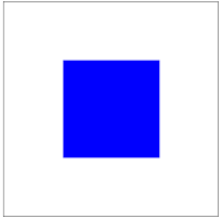
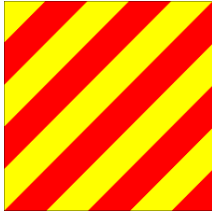
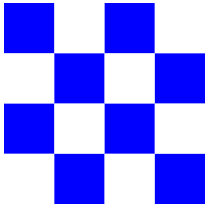
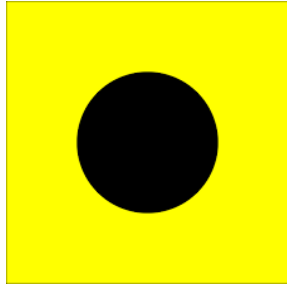

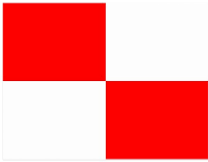
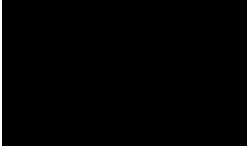












<p>AP / "All stop" (if not already started)</p> 	<p>P / Preparatory</p> 	<p>X / Individual Recall</p> 	<p>Sub 1 / General recall</p> 
<p>S / Shorten</p> 	<p>Y / Wear Buoyancy</p> 	<p>N / Abandon all started</p> 	<p>I / Rule 30.1</p> 
<p>Z / Rule 30.2</p> 	<p>U / Rule 30.3</p> 	<p>Black / Rule 30.4</p> 	











Figure 6: Typical Dinghy Types

<p>RS200</p> 	<p>RS800</p> 	<p>Buzz</p> 	<p>ISO</p> 
			

<p>Laser 5000</p> 	<p>Cherub</p> 	<p>Hobie Cat</p> 	
			

<p>Fireball</p> 	<p>Osprey</p> 	<p>Contender</p> 	
			

<p>Laser Full</p> 	<p>Laser Radial</p> 	<p>Laser 4.7</p> 	<p>420</p> 
			

<p>GP 14 (One-design)</p> 	<p>Wayfarer</p> 	<p>Dayboat (One-design)</p> 	
		<p><b>DB</b></p>	

<p>Mirror</p> 	<p>Topper</p> 	<p>Pico</p> 	<p>Optimist</p> 
			