

VIEW OF RACE HUT SHOWING PRINCIPAL SIGNALS

Amber Flashing
Shortened Course

Green Flashing
Preparatory

Red Flashing
General Recall

Class Lights in order

Yellow -- Red -- White -- Green

Yellow -- Red -- White -- Green

'Course' Boards

'Continuation' Boards





The Poole Yacht Club

**RACE
HUT**

Endorsements for Principal Race Officer (Probation)

1. Signed: (Principal RO)

Name: Date: / /

2. Signed: (Principal RO)

Name: Date: / /

PAGE 2 Introduction – Basic Structure

PAGE 3 Preparation - Reporting In - Before you go to the Hut (PRO)

**PAGE 4 Preparing the Race Hut
(All, PRO, VHF, Timekeeper/Electronic Box)**

**PAGE 5/6 Preparing the Race Hut
(Race Assistants)**

**PAGE 6 During the Start Sequence
(PRO, Timekeeper/Electronic Box)**

**PAGE 7/8 During the Start Sequence
(Race Assistants)**

**PAGE 8 During the Race
(PRO, Timekeeper/Electronic Box, Race Assistants)**

**PAGE 9 The Finish
(PRO, Timekeeper/Electronic Box, Race Assistants)**

**PAGE 10 After the Finish
(PRO, Timekeeper/Electronic Box, Race Assistants)**

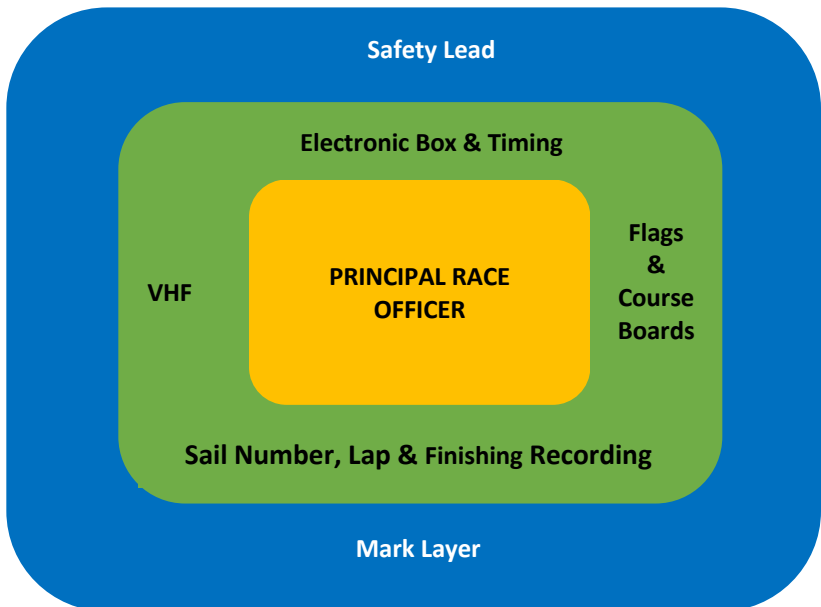
INTRODUCTION

This Handbook is to assist all **Race Hut Volunteers**, including **Principal Race Officers** and **Race Assistants**.

Please read this handbook before undertaking your first duty, and also attend one of our **informal discussion groups on Race Hut Management**. It will be useful to bring this handbook with you when on duty in the Hut.

BASIC STRUCTURE

The overall responsibility for the 'event' belongs to the **Principal Race Officer** who co-ordinates all **Race Assistants** in the Hut, and liaises with the **Safety Lead** on the water and, when used, the **Mark Layer**.



PREPARATION

Clothing – Please wear **clothing suitable for the weather**, as you will be walking along the bund before racing, and back again after racing. The Race Hut will probably not be at the same temperature as your home!

Weather Forecasts, Tide Times, Racing Programme (Participating Classes) and Duty Man (who else is on duty with you) – The **Principal Race Officer (PRO)** will have checked all of these in good time beforehand, but it helps when as many of the **Race Assistants** as possible also take a look, and that **everyone** confirms through **Dutyman** that **they will attend**.

Arrival Time – Please report to the Sailing Office by the Flagstaff **50 minutes before the first warning signal for your racing**. The **PRO** will hopefully be there a few minutes before you!

Also Required –Pen and paper for notes (Results sheets etc. will be provided in the Hut.) **Binoculars**.

REPORTING IN

Signing In – All **Race Assistants and the PRO** are asked to **sign in** on the form in the Sailing Office – *please do so straightaway so we know you're there!*

BEFORE YOU GO TO THE RACE HUT

PRO

- **Call the Harbour Office (01202 440230)** for shipping information and advise approximate numbers of boats racing through the Harbour Entrance and approximate time.
- Complete the **Risk Assessment**.
- **Co-ordinate with Class Captains on Courses** and other requests they may have.
- Liaise with the **Safety Lead and Mark Layer**.
- Ensure all **volunteers** are present.
- If you intend to use the **Orange Buoy**, check that it is available and talk to the **Mark Layer** about **the details of how and when**.
- **Thursday & Saturday Only** – Liaise with **i/c Laser Class** who organise their Thursday racing independently, especially re Courses.
- **Set up** Course Board (by Sailing Office) with **Shipping Info, Tides, Warning Signal Times, Start Sequence, Weather Forecast**

PREPARING THE RACE HUT BEFORE RACING

All Volunteers

- **Mobile Phones on silent** – please!

PRO

- Ensure that your **Race Assistants** understand their **individual roles**, and that all tasks are covered.
- Check that less experienced **Race Assistants** are being **properly mentored** and **made to feel welcome**.
- Monitor the **weather conditions** and be aware of **changing conditions** that may affect **courses, postponement or abandonment**.
- If the **Orange Start Line** is to be used, **liaise with the Mark Layer**. Start this operation early, *it may take more time than you anticipate!*

VHF

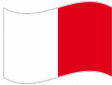
- As early as possible, carry out a **Radio Check** with all Duty RIBs.
- Liaise with the **timekeeper** for your **Time Check** to competitors (usually 5 minutes before your first Warning Signal).
- **When courses are communicated to competitors by VHF**, if numbers in the Hut allow, a dedicated **VHF operator** should be appointed. Otherwise, the **PRO** should assume responsibility for the VHF.
- **When courses are communicated to competitors by VHF** you are strongly advised to prepare, in advance, a **schedule of transmission times** and **exactly what you are going to say**.
- **Maintain a log** of significant VHF calls, **with times**. Any VHF conversation with the **Harbour Office**, any **emergency service** and **non-routine rescue** is significant! *If in doubt, log it!!*

Timekeeper / Electronic Box

- *The Operator will need to have **previous experience**, either 'for real', or under instruction, and will operate the Box strictly in accordance with the **separate instructions for the Box**, a copy of which is kept by it.*
- As soon as possible **test the lights and the horn**.
- **Liaise with VHF operator** for the **Time Check** for Competitors. .

Race Assistants

- **Co-ordinate the necessary duties** between yourselves, always helping **less experienced volunteers** so that no one is left 'alone and uncertain' in what they are doing.
- **Check that all VHF Radios are switched on** (and volume turned up) on –
 - ✓ **Port Control** Ch 14
 - ✓ **Ch 16**
 - ✓ **RIB / Club Launch** Ch 32
- **Courses** are correctly displayed.
- **Flags bent on** – (a) **Start Line Flag(s)** checking that when different classes use a different start line, this is correctly signalled.
 (b) **AP (Answering Pennant)** – **ready to be used quickly.**
- **Flags 'H', 'N', 'A' and 'Y'** – Not bent on **until needed**, but understand their use, and make sure that they are **readily available**.



N (November)
Over H (Hotel)
 All races are **abandoned**
 Further signals **ashore**

N (November)
Over A (Alpha)
 All races **abandoned**
No more racing today

N (November)
 All races **that have started** are **abandoned**
Return to the Starting Area

- **To postpone** (as opposed to Abandon) use the **AP (Answering Pennant)** in place of Flag N as shown above.



AP
Over H (Hotel)
 Races not started are **postponed**
 Further signals **ashore**

AP
Over A (Alpha)
 Races not started are **postponed**
No more racing today

AP
 Races not started are **postponed**. **Warning Signal** made 1 minute after removal

- **Flag Y** – Compulsory life-jackets / buoyancy aids



- **Who the signals apply to** – ALL Signal Flags (including Start Line Flags), if **flown alone** apply to **all classes**. If they are to apply to **an individual class**, the appropriate class flag needs to be flown **below** the signal flag. **If more than one Start Line is to be used during the Starting Sequence** it may be assumed that a Starting Line Flag flown on its own, applies to all classes except for any class signalled below another Starting Line Flag. *Example – A Yellow Flag flying alone, with an Orange Flag over Flag ‘R’ denotes that R19’s start on the Orange Line and all other classes on the Yellow Line.*
- **Identify Competitors** – this is a process that, particularly for later starting classes, may continue through the starting sequence. As competitors **leave the Yacht Haven or arrive in the starting area**, record competitors’ sail numbers on the appropriate **class sheet**. Some boats may **launch from the beach**, and are **easy to miss!**
- **Check out the course** your Class is sailing so that you are ready for when they next pass through the finishing line (either to **finish the race or at the end of a round**).

DURING THE START SEQUENCE

PRO

- Ensure that the Hut and all **Volunteers** are **fully prepared for the starting sequence** in good time before the Time Check (when relevant) and the **Warning Signal for the first start**. This includes re-assurance that **ALL Race Assistants** understand, and are prepared for, their contribution.
- It is the sole responsibility of the **PRO** to watch each start and to judge on **Individual and General Recalls**. It is helpful to liaise with the **Electronic Box Operator**, and the **Race Assistant** for the relevant class on what specific calls you will make – **always specify ‘Individual Recall’ or ‘General Recall’ – never just call ‘Recall’**. If no Recall, call **‘Clear Start’**.
- Understand **procedures following either Recall** (light display and removal, restarts) so you can help the **Electronic Box Operator and others** if asked.

Timekeeper/Electronic Box

- Always speak **loudly and clearly** so you can be **heard by everyone** in the Race Hut.
- During the **Starting Sequence**, try and keep your **countdown consistent**.
- **Identify** each signal, eg *“Countdown to Class One Start....”*
- Only take **Recall Instructions** from the **PRO**.
- Be aware of the **procedures following either Individual or General Recall** (light display and removal, and restarts). **If in doubt - ask!**

VHF

- **When competitors are maintaining a VHF listening watch** – It is at the discretion of the **PRO** whether or not to **broadcast sail numbers of recalled boats**. A long list of sail numbers **materially disadvantages** the last sail number(s) to be called. There is an **implied onus** on the Race Committee to broadcast all sail numbers involved if any others are broadcast. It is helpful if **General Recalls** are broadcast to the fleet concerned.
Each competitor has the responsibility to know whether or not they are on the correct side of the starting line at the starting signal.
- **When broadcasting any course**, use the **phonetic alphabet**, and always **repeat once** eg “*Class One, your course is Alpha Hotel. I repeat, Class One your course is Alpha Hotel.*”
- **Where a course is a 2 digit number**, broadcast each digit separately, eg “*Class Three, your course is **One Nine**, I repeat.....*”. NOT “*your course is **Nineteen**.....*”.

Race Assistants

- Make sure you know where your Class features in the starting sequence, and try to have **all competitors in your Class recorded** on the **Class Sheet**.
If there are latecomers this is not always possible.
- Watch the build-up and the **start** of your Class. Check that the **number of boats that start** matches the **number of boats on your Class Sheet**. If you have an issue with this, **ask for help** from the other **Race Assistants** and/or **PRO**.
- Once your Class is ‘away’ and **all accounted for**, assist other **Race Volunteers** as necessary.

DURING THE RACE

PRO

- Once you have successfully sent all Classes on their way, hopefully the atmosphere can relax a little(!).
- *However*, the **PRO** should be keeping a watchful eye on the **course area** as a whole, mindful of **changing wind** conditions that may impact on **Safety** (?Early Shortened Course - ?Abandonment) or **lack of wind** (?Early Shortened Course).
- **Know where each Class is** on the course area, in particular the **leading boat(s)** and **significant stragglers**.
- **Check** that the appropriate **Race Assistant** is ready to **record their class(es)** through the line **at the end of each round**.
- **Advise** the **Electronic Box Operator** and the appropriate **Race Assistant** when you intend to **Shorten Course**.
- **Shortening Course Times**. Classes are requested to advise a **Target Time** for their race. In the absence of this, **Dinghy/R19, and Cruisers on in-harbour courses** can usually be targeted for **75/90 minutes** where possible - for **multiple race days** around **45/50 minutes**.
- **When to Signal a Shortened Course**. The ideal time to signal a Shortened Course is when the **leading boat(s)** can **see and hear the signal**, and can still realistically **make a choice** of where they wish to cross the finishing line. Reality dictates that this is not always as simple as it might appear. If in doubt, **signal** for a Shortened Course **earlier** rather than **later**.

Timekeeper/Electronic Box

- Try and **anticipate** when classes may be **shortened** and when they may be **finishing**.

Race Assistants

- **Monitor** your Class(es) around their course and alert the **PRO** before the leading boats are **finishing each round**. Record ALL boats (from your Classes) finishing each round on the appropriate **'lap sheet'** (**NOT the Class Sheet**). Always record the time of the **leading boat** and the **last boat**. Be particularly aware if your Class has a relatively **short first round**.
- Record all **boats that retire** from the race. These may **report themselves** as retired, be seen **returning to the Yacht Haven** or reported by a **Safety Boat**. The number of boats **retiring** will be needed to be reconciled with the number of **finishers** to account for the **safe return of ALL competitors**.

THE FINISH

It is very possible that some Classes are finishing whilst others are finishing a round, and continuing their race. When this happens, stay aware of the Class(es) you are looking after so you're not surprised when they turn up for their finish!

PRO

- Balance your attention between making 'the call' when boats finish and an overview of **when** you might **expect** any given class to be **finishing**. If it gets hectic, **clear liaison** between the **PRO** and the **Race Assistants** is important.
- When calling a finish, **clearly call** the **Sail Number** and **'NOW'** when the boat actually finishes (when the **first part of its hull** crosses the line).
- If you know a boat is finishing but **cannot identify her** as she finishes, call **'Blank'** so that a **space is left** on the finishing lists which can be filled as soon as **that boat is identified**.

Timekeeper/Electronic Box

- **Press the horn** as a **finishing signal** every time the **PRO** calls a finisher. Read out **the time** for all **handicap class finishers, dinghies and cruisers**.
- It is **customary** to give a **sound signal** to all (**legitimate**) finishers, however this is only a **courtesy** and **not a requirement**. Whilst it is also usual to not give a sound signal to non-legitimate finishers, eg **OCS**, giving them a sound signal in error **does not signify** that they are a legitimate finisher.
- It is **mandatory** that we record the **finishing times** for competitors in **handicap classes**, so this must be a **priority at busy times**.
- It is not uncommon to need to **liaise** with **Race Assistants** needing to **confirm finishing times** with you.

Race Assistants

- Please **do not** record the finishing positions for your Class(es) directly onto your Class Sheet. This has proved to be a (relatively) **common source** of **mistakes** after a 'busy' finish. Please enter them into the **'Finish' column** on the appropriate **'Lap Sheet'** and transfer them onto the **Class Sheet** when everything has been **reconciled**.
- If you are recording the finish of **more than one class**, you may consider recording onto a **'Master Sheet'**, listing finishers from both classes in order, in one list, and **transferring onto the Class Sheets later**.
- If you are recording for a **handicap class**, the finishing time will be given by the **Timekeeper**. Make sure you **clarify anything** that is not clear.
- **Finishing Time** of the **last finisher in each Class** must be recorded, as this forms the basis of the **Protest Time Limit**.

AFTER THE FINISH

PRO

- Confirm with all **Race Assistants** that they can account for **all boats** in their Class(es).
- Once you are happy that all competitors are accounted for –
 - ✓ Inform **Harbour Control** that all our racing activities have **finished**.
 - ✓ Contact **Safety Lead** and stand down Safety.
 - ✓ Collect all **Class Sheets and supporting paperwork** from **Race Assistants**.
 - ✓ Collect **VHF log**.
 - ✓ Complete all relevant paperwork re –
 - ❖ Any **equipment not fully operational**.
 - ❖ Low stock of **paperwork** (including Class Sheets and ‘Lap Sheets’).
 - ❖ Anything else relevant.
- **Post one copy of results** for **One Design Classes** on their **class notice board** and give finishing times to appropriate handicappers. The **second copy** of the results needs to be posted through the **Club Office letter box**.
- Make sure **electrical equipment is switched off** in the Hut (**except items that are left on charge**).
- **Make sure the Hut is tidy and ready for the next Race Team**, and leave it **locked**.
- Remind **All Race Volunteers** to **sign out** before they stand down. *Remember to sign yourself out as well!*

Timekeeper/Electronic Box

- Switch ‘the box off’ and **report any issues** to the **PRO**.
- Please assist the other **Race Assistants** with putting away all Flags and Course Boards, **making sure that the Hut is tidy and ready for the next Race Team**
- **Sign out** on the same form where you signed on.

Race Assistants

- When you have accounted for all boats in your Class(es), pass the **2-part Class Sheets** to the **PRO**.
- Please assist with putting away all Flags and Course Boards, **making sure that the Hut is tidy and ready for the next Race Team**
- **Sign out** on the same form where you signed on.