# AVON SAILING CLUB
# Suggestions to Officers of the Day

## GENERAL INSTRUCTION FOR OODs

**DUTIES**
To lay a suitable course and organise the day's racing, as per the club calendar. To ensure the safety boats are manned or that someone is on standby according to weather conditions.

**ON ARRIVAL**
Open up the Clubhouse and ensure all external doors are unlocked.
Open up the OOD hut, safety boat shed and mower shed.
Fly the appropriate flags from the OOD's hut.
Launch the Safety Boat Check for sufficient petrol, bung is in the back.
Ensure juniors do not go afloat until safety boat is on the water.
No one may use the safety boat without the permission of the OOD.
Under 16's may assist with a safety boat, but may not be in sole control.
Where the assistant is under 16 please ask another member to assist with rescue boat if necessary.

**RADIOS** (3)
Can be found in the kitchen (Galley) area, these should be used at all times, one with the ODD, one with the safety boat, one on shore with designated person.

**AFTER DUTY** – Please ensure that:
The safety boat is brought out of the water.
The petrol is removed and returned to the shed under the OOD hut.
The OOD hut and mower hut is locked.
Any keys are returned to the key locker and the locker locked and the key returned to the agreed place.
All rubbish is placed in the wheelie bin and placed at the main gate.
The clubhouse and grounds are secured and locked; if you are not the last to leave ensure that you have delegated this responsibly.
October to April Please ensure the mains water is turned off.

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## Setting up for the Day

Fly the correct flags.

The Red Ensign at the peak of the gaff (ie the
back of the OOD box).

The Club burgee, or the Commodores pennant if he/she is present, at
the masthead.
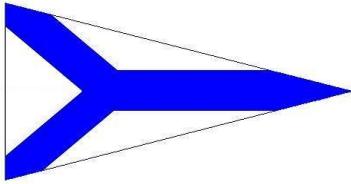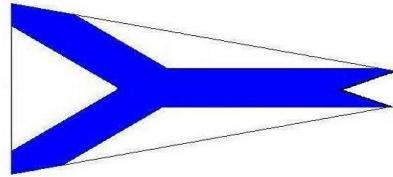
Club Burgee                                    Commodore Pennant

It is NOT correct to fly the broad pennant of another Flag Officer even if the Commodore
is not present unless he/she is temporarily residing away from home.

The R.Y.A. flag at the starboard
(downstream) end of the yard.

Prepare the race entry sheet.
These can be found in the back of this folder and in the Filing cabinet in the ladies
changing room

Fill out the title of the race and the starting time (see Race programme for the year).

Also write in the type of race being held. (Pursuit / Handicap )

Types of races (See later in the instructions for starting details for each type of race)

- Handicap racing
- Pursuit races
- 21st Shield and 50th Anniversary Trophy Races

A digital stopwatch and calculator are available in the kitchen.
These will be required to calculate the handicaps and record lap times.

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## Lay the racing marks.

Ensure a windward start if at all possible. (boats start into wind). Avoid running starts except perhaps in very light winds against a strong tide.

In this case lay the first mark well upstream - by the posts for a large fleet.

In light winds do not lay the lower mark in the lee of trees or far downstream.

Use the intermediate buoys (of appropriate colour for port or starboard rounding) to make the course more interesting.
However the Sailing Committee recommends that the first lap of the course be sailed ignoring the intermediate buoys if the fleet is 12 or more boats).

A plain course is advisable in survival conditions. A reasonably long course is better than a short course).

Watch for movements of the marks in conditions of strong wind and or tides.

Select an A2 set course sheet and display on the front of the OD box railings facing the river.
Set up the chart board correctly.
Show time of start, Race title and type, Direction of start, way round the marks and the number of laps (it is better to put too many laps rather than too few - you can always shorten the race).

If there are any intermediate marks state on which lap(s) they are to be taken e.g.

First lap                              1 Port
                                       4 Port

Subsequent laps                        1 Port
2 Port
3 Starboard
4 Port

Set up the Board in front of the ODD Box.

Set up Direction of start arrow, Number of laps and direction to take top and bottom marker buoys (Port or Starboard) on the marker board at the front of the OOD hut.

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## Handicap Racing

This type of racing is most common at Avon SC and basically involves all types of boats starting together and sailing the same course for the same number of laps. Once the race is complete the actual positions are calculated using the handicap numbers and the length of time each boat has been racing.
If Toppers are racing it is normal to allow them to start racing 5 minutes before the main fleet, however they will sail the same course and number of laps, when calculating the length of time each Topper has sailed remember to include the extra 5 minutes.

About 10~15 minutes before the start of the race.
Ring bell many times to attract people attention, when gathered, inform then of how the race is to be run and point out the marker buoys.

Start the race with all boats starting at the same time.
Example of starting sequence for a race due to start at                          1:30
1:25 Hoist flag 1 & one Clang of Bell
1;26 Hoist flag P & one clang of bell
1:27
1:28
1:29 Lower flag P & one clang of Bell
1:30 Lower flag 1 & one clang of Bell          Start Race, Start Stop Watch
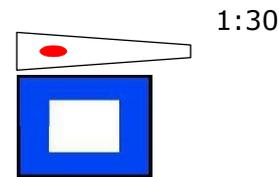
All boats should complete the same number of laps however should the OOD feel inclined they may finish a slow boat early and calculate the remaining laps based on the average time of the completed laps. (e.g. if a slow boat completes 3 out of 4 laps, multiply its elapsed time by 4 and divide by 3. Use this new calculated time to correct using the handicap to get the corrected times).

Record the position and lap times on the race control sheet and calculate the handicap to obtain the final position.
Shortening Races.

If it is felt that the race is too long there are two methods of ending the race early.
To end a race at the end of a lap:
AFTER the leader has passed the Start/Finish line in the normal direction (i.e. completed a lap) ring the bell twice and raise the flag
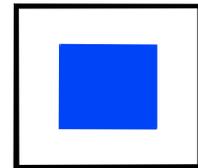
This finishes the race at the end of the round next completed by the leading boat

Finish race in either direction.
To finish the race when the leading boat crosses the line in either direction, hoist flag F and sound TWO bells.
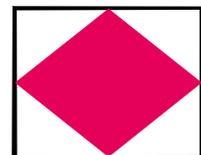
Give each boat that finishes one bell.

Declarations to be signed within 30 minutes of the race finish (at the discretion of the OOD).
Complete the race entry sheet, sign it and post the results to the race results coordinator (Stamped addressed envelopes available in the club house).

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## Pursuit Racing

This type of racing is also very common at Avon SC and basically involves all type of boats starting at intervals, sailing the same course for a predetermined length of time.

The length of the race determined by consensus or the OOD using one of the pursuit race time sheets available in this folder.

It may be necessary to use the rescue boat to check the position of boats in the last few seconds of this type of racing.

This method of racing requires a little more organizing at the start of the race but little effort at the end.
The process is to start the slower boats first then progress through to the fastest boat, which will start last.
The interval between the start of each type of boat is determined by its pursuit tables

Starting the Race  : Example of Pursuit 40 minute race with Toppers, Solo & Laser

Using the appropriate table for a Topper start we see the Solo will start 5 Minutes later and the Laser 6 minutes and 50 seconds AFTER the Topper

So using the flags

| | |
|---|---|
| 1:25 Hoist flag 1<br>one Clang of Bell<br>5 minutes to start of Toppers | |
| 1:26: Hoist flag P<br>one clang of Bell<br>4 Minutes to start of Toppers | |
| 1:27 | |
| 1:28 | |
| 1:29 Lower flag P<br> 1 Minutes to start of Toppers | |
| 1:30 Lower flag P<br>one clang of Bell<br>Start Race, Start Stopwatch | |
| 1:35:00 One bell Start Solo | |
| 1:36:50 One bell Start Laser | |
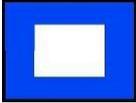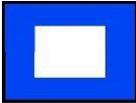
Keep a record of the number of laps for each boat (it is very easy to loose track). After the Toppers have been racing for 40 Minutes, ring bell (many Times) to finish the race.
If the racing is very close it may be necessary to take the rescue boat out and view the leaders from a suitable position at the end of the race.

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## 21st Shield and 50th Anniversary Trophy Races

N.B. These races MUST not be run as Pursuit races.

**21st Anniversary Shield**: A series of 3 races (2 to count) where each helmsman is given an handicap advantage dependant on their age, obtained from the table below

| 21st Anniversary Race – Age bias on PY Rating | | | | | |
|---|---|---|---|---|---|
| Age | Adjustment | | Age | Adjustment |
| 35 to 40 | Plus 10 | | 61 to 65 | Plus 60 |
| 41 to 45 | Plus 20 | | 66 to 70 | Plus 70 |
| 46 to 50 | Plus 30 | | 71 to 75 | Plus 80 |
| 51 to 55 | Plus 40 | | 76 to 80 | Plus 90 |
| 56 to 60 | Plus 50 | | 81 to 85 | Plus 100 |

**50th Anniversary Trophy**: A single race held at 1:45 no age handicap bias
The 50th anniversary Trophy race is normally run at the SAME time (1:45) as the second race for the 21st Anniversary Shield. So you will need TWO race sheets for this race. Complete BOTH race sheets as if the races were separate races using the normal PY rating for the 50th race and the Age bias PY ratings for the 21st race.

For the racing today, you will need 4 race sheets; 3 for the 21st and one for the 50th. After all have signed in, calculate the PY ratings for all races and enter then on to all race sheets.

## Premature Starts and General Recall

When there are boats over the line at the start, give another bell and hoist flag.
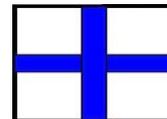
If practicable call out the appropriate sail number, and advice them when they are on the correct side of the line. When all boats have correctly started lower flag X.

General recalls are unlikely in normal club races - except perhaps in a trophy handicap race or there has been significant error in timing.

Should a general recall be necessary - Hoist the First substitute flag,
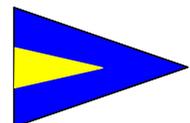
Restart the racing from the 5 minute signal.

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## Calculating the Handicap

In any form of handicap racing the results need to be calculated to find the actual winner as apposed to the first across the line.

Using the elapsed time in the "Finish Time" column (Normally Min & Seconds) and the PY figure for the type of boat in the PY Column Calculate the "Corrected Time" as shown below.

The corrected time is a figure derived the Portsmouth Yardstick (PY) and the elapsed time (in seconds) for each boat raced.

Elapsed Time = (Minutes * 60) + Seconds
Now divide this number by the PY number and multiply the result by 1000
Corrected Time Elapsed Time * 1000

PY Number
Enter the final figure  "Corrected Times" Column on the race sheet
When complete for all boats the winner is the boat with the lowest "Corrected Times"

Example

| Class | Finished Position | Time | PY | Corrected Time | Position |
|-------|-------------------|-------|------|----------------|----------|
| Topper | 2 | 60:45 | 1313 | 2776 | 1 |
| Solo | 1 | 55:22 | 1148 | 2893 | 2 |

Topper - Elapsed Time = (60 * 60) + 45 = 3645
Now Divide this number by the PY number and multiply the result by 1000
Corrected Time 3645 * 1000 / 1313     = 2776

Solo - Elapsed Time = (55 * 60) + 22 = 3322
Now Divide this number by the PY number and multiply the result by 1000
Corrected Time 3322 * 1000  / 1148     = 2893

So the Topper has won even though he/she crossed the finishing line over 5 minutes AFTER the Solo.

## Safety

In heavy weather the safety boat should be manned by TWO (competent) members; this is the responsibility of the ODD (Officer of the day).

If suitable members cannot be found the race should be postponed or cancelled.

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## At the end of the day

At the end of the day's event collect the buoys, stow the rescue boat stow the flags and other gear, lock the OD hut.

If you are the last to leave please place rubbish wheelie bin outside the main gate and if cold weather is expected turn off the water supply to the clubhouse AND the emersion heater is turned off by using the 'Reset' button adjacent to the rear galley door.

Any member of the sailing committee will be pleased to help if there are any problems.

Marker Buoys
Flags
Rescue Boat
Turn off Mains water (October to May)
Post Race sheets on notice board
Turn OFF emersion Heater
October to May Turn off Mains Water
Place Wheelie bin outside main gate
All doors are locked.

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## AVON SAILING CLUB SAILING INSTRUCTION FOR OPEN MEETINGS

1. **RULES**

   Races shall be sailed in accordance with the ISAF racing rules of racing . RYA prescriptions and appropriate class rules except as varied by these sailing instructions

2. **CONDITIONS OF ENTRY**

   The safety of a yacht and its entire management including insurance shall be the sole and inescapable responsibility of the owner/competitor racing it. The establishment of these sailing instructions in no way limits or reduces this complete and unlimited responsibility. The race organisers shall not be responsible for any loss, damage or personal injury however caused to the owner/competitor as a result of their taking part in the racing. Moreover every owner/competitor warrants the suitability of his boat for the race.

3. **CERTIFICATE OF MEASUREMENT**

   Each competing yacht shall have a valid certificate of measurement that must be shown before the first race. In the event of a competitor being unable to produce a certificate, an undertaking in accordance with RRS rule 78.2 must be accompanied by a deposit of £1.00 that will be forfeited if a previously issued certificate or true copy is not submitted within 14 days of the date of the race.

4. **RACES**

   Approximate race start times will be indicated on a board near the race officers' box. The best 2 out of 3 races shall count unless there is a tie. Ties will be broken according to rule A2.3. If less than 3 races are completed all results will stand. Where there is a large number of entrants, races shall be sailed in a group system. In the event of ties under the group system, the yacht placed higher in the race in which they sailed against each other shall be given the higher placing. If 3 or more yachts tie, the tie shall be broken by taking the $3^{rd}$ race into account. If both methods are ineffective the tie shall stand.

5. **THE COURSE**

   The course shall consist of upstream and downstream buoys supplemented by intermediate marks. The marks used, their colours and appropriate locations will be displayed on a board near the race officers' box together with a complete course including the order in which the marks are to be rounded or passed and the number of laps. Any change of course prior to the warning signal shall be signified by two sound signals and flying flag A.

6. **PROHIBITED AREA**

   A prohibited area may be declared and denoted by marker buoys laid off the shore. In this event no yachts may cross, or sail in shore of the imaginary lines adjoining adjacent buoys. Boats approaching these lines may call for water. The existence and approximate locations of the prohibited area, if any, will be notified on the board adjacent to race officers' box.

7. **STARTING PROCEDURE**

   The starting and finishing line is an extension of a line through the flagstaff and a post. For committee boat starts, the line will be between the main mast of the committee boat and a buoy, or a post on the opposite shore. Races will be started according to rule 26 system 1. If a group system is employed starts shall be made at intervals of not less than 10 minutes.

8. **PREMATURE STARTS**

   Rule 29 applies. The race officer will attempt to notify the premature starter by hail but the responsibility for returning shall rest with the yacht concerned.

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9. **GENERAL RECALL**

The hoisting of first substitute and 2 sound signals will indicate a general recall. A new 5 minute preparatory signal will be made 1 minute after the first substitute is lowered with an accompanying sound signal. Subsequent starts in a group system will be 10 minutes after the fresh start.

10. **ONE MINUTE RULE**

The breaking of the international code flag V shall mean that the 1 minute rule shall apply to all yachts in the next start. When any part of the yachts hull, crew or equipment is on the course side of the starting line or its extensions during the minute before the starting signal is made shall be disqualified.

11. **TOUCHING A MARK**

Rule 31.2 shall not apply. When a yacht touches a mark surrounded by navigable water she will exonerate herself by completing rounding the mark leaving it on the required side and therefore re-rounding it, or repassing it without touching it as required to said the course with rule 28.1 (sailing the course) and the sailing instructions.

12. **INFRINGEMENTS OF A RULE IN RRS PART II**

Rule 44.2 the 720 penalty shall apply. A yacht infringing sailing instructions no 5 above (prohibited area) may also exonerate herself in accordance with this rule.

13. **SHORTENING COURSE**

International code flag S and if necessary an identifying flag shall be broken out accompanied by 2 sound signals. It shall mean that the leading yacht shall finish on the completion of the round she is sailing. Other yachts shall sail the same course.

International code flag F shall be broken out accompanied by 2 sound signals if the leading yacht is to finish the next time she crosses the finishing line from either direction other yachts shall sail the same course.

14. **DECLARATIONS**

As required, the time limit is 30 minutes from when the yacht completes the race.

15. **PROTESTS**

Protests shall be logged with the OOD within 30 minutes of retiring or completing the course.

16. **SCORING**

The low point system of appendix A of RRS applies except where indicated the unit that accumulates points is one and the same yacht with the same helmsman. The first yacht shall score 1 point and the second yacht 2 points etc. A yacht retiring shall score points equal to the number of starters.  Non starters shall score points equal to the number of starters plus 1.  A yacht disqualified shall score points equal to the number of starters plus 4. NB. the number of starters shall be the greatest number of starters in any race of the series.

17. **TIME LIMIT**

A yacht which fails to finish within 30 minutes of the leading yacht will be deemed to have retired.