



ITCHENOR SAILING CLUB

RACE OFFICERS GUIDANCE NOTES

For Principal Race Officers running racing from Betivuka.

March 2019 (D)

Items highlighted in yellow are new or updated for 2019

INTRODUCTION.

If you are programmed to be PRO or SRO at Itchenor Sailing Club you are one of the clubs most valued members. The whole club is relying on your performance on the day. It is not a difficult task but there are many ways to get it wrong. It can also be a very rewarding experience, so please take the time to refresh your memory as to what is required. As PRO you are expected to be on duty for the whole period of on-water activities programmed for that day. If your Betivuka programme is complete however, and you wish to pass your overseeing responsibility to the SRO for the rest of the day this is acceptable with his/her agreement. Please notify the sailing manager who will post a notification of this on the official notice board.

These guidance notes are intended to help. They are now formatted as an easy to read CHECK LIST based around the timetable before and on the day with the most important elements listed first along with where to find more detailed information if you need it.

PREPARATION in the few days before the day.

Look up the **Tide**

[http://www.cambermet.co.uk/\(S\(kvcwfvbtl1dcyt5555vfjz55\)\)/default.aspx](http://www.cambermet.co.uk/(S(kvcwfvbtl1dcyt5555vfjz55))/default.aspx)

And monitor the **Weather Forecast**.

<http://www.metoffice.gov.uk/public/weather/forecast/gcp34fxfu>

Look at the **Programme** of races you are scheduled to run.

You will often have some back to back (b2B) races mixed up with single starts.

Remind yourself of **What's New** in the last few years. This is summarised in the information resource which follows these notes at point (1). In 2017 we completely revised the Sis. The guide to those changes is still available on the website.

Check your team on **DutyMan**. The link is on the front page of the club website.

Read the guidance written by the Class Captains at information resource point (2) on the type of courses they like and **Advance Plan** some possible courses and their resource requirements.

All sailboat racing is held under a specific set of standard rules. It is important that you are **familiar with the Racing Rules of Sailing Part 3 (RRS) and the ISC Sailing Instructions (SIs)** as these set out the procedures for running races.

Be aware of the procedures set out for **Dealing with emergencies**. They can be found at (3) below.

ON THE DAY.

You are running the show. Be one step ahead. **Arrive soon after 0800**, three and a half hours before the first scheduled start if racing is outside the harbour.

Liaise with the sailing manager (SM) regarding any SI variations in place, any gear problems affecting our resources, and any other Harbour Events programmed. He will have made a preliminary suggestion of personnel allocation for your approval. He also needs to know the special & starting marks requirements for both committee vessels so that the boatman can action this. For club racing we recommend that your support boats take two Zone marks with them.

The **SRO** is expected to attend this meeting. His/her requirements for course location and safety resources should be given equal weighting to those for the Betivuka programme.

Decide whether to run racing. You are the person nominated by the club to make this decision for the Betivuka programme and, as PRO, you should work with the SRO who may wish to make a different decision for his/her racing particularly if it is programmed later in the day. Please respect his/her views and do not cancel all racing without their agreement. The information on which you should make your decision and the advice to help you do so is at (4) below.

Collect the PROs Bag from the Office. If out for the day, take food, drink and sun protection.

Decide on your starting area. There is plenty of guidance, some mandatory, as to where, and where not to set your course and particularly your start line. More info is at (5) below. Liaise with the Transit SRO to agree their racing areas.

Hoist the appropriate flags (As SI.7) on the bandstand above the class flags concerned indicating your proposed start location along with "Y" flag if you consider PFDs should be worn. More info at point (6) below.

At 0830. You brief the entire team. In the small committee room.

Cover the **Programme**, expected **Weather** and **Tide**, along with the **Allocation of personnel** to boats. Designate which boats are with each committee vessel and which are the nominated primary mark layers. Remind key safety boat teams to be ready to be on the water by 0930. Give a reminder to safety boat teams to take food & drink for the day, to ferry keelboat crews, cover dinghies from the moment they start to launch and as they sail to and from race courses, listen to their VHF radio and not to return to shore until signed off and their boats are secured correctly. The Sailing Manager will then provide a safety briefing to all team members. For experienced regulars this can take the form of a brief schedule of reminders.

AFLOAT.

Go afloat at least 1 hour before the first programmed start; by 0915 on a normal race day, (2 hours if outside the harbour). Ensure some support boats are ready at that time to start ferrying and the suitably equipped mark laying boat is ready to accompany you down harbour. Your driver may be an experienced race officer mentor who can be by your side in important decisions as well. Please ask the SM in advance if you would like this. You will need to understand the auto timer system. More at (7) below.

Allocate jobs on the committee vessel.

Flags. Recorder. Course boards. Time.

Get each committee vessel to **Radio Check** their teams. Call signs are at (8) below.

Decide where to anchor the Committee Vessel and prepare the course. On the way out to the course area is the time to develop your proposed courses. Setting the course is the most important part of your days' work and is what your performance is most likely to be judged on. Stop the committee vessel on the way out to review the wind direction and possible course areas. Set the course for each class in accordance with the guidance notes that the class captains have provided (See 2 below) Use the 'string' board to check for loops and length. The last symbol indicates the finish position. Have your assistants check the course for you. They can also prepare the course boards ready to display. Much more info on course setting is at (9) below.

Liaise with your other ROs and support boats.

If conditions are not suitable, you can advise them to stop fleets leaving the Club.

Make up and hoist the first two class **Flags** and flag "P". Have remainder of Class flags ready. Have flag "X" (Individual Recall), and first substitute (General recall) ready for display on their poles. It is wise to have flag "AP" ready just in case you need to halt the sequence and deal with the unexpected. There is a useful reminder of the Race Signal Definitions on the inside cover of the RRS.

Anchor in your chosen position. Hoist the black ball and orange flag.

Hoist flag "Y" requiring lifejackets if appropriate.

Record sail numbers of boats manoeuvring in the starting area on the race sheets provided. More on recording at (10) below.

Finalise the courses for each class.

It is a requirement that, whenever fair weather and marina free flow times make it likely that large numbers of boats will be anchored at East Head, race officers must use “N” in legs of the course passing East Head against the tide to ensure that racing fleets do not pass through the East Head anchorage. More on how to do this at (11) below.

A single representative from each class, identified by ribbon on the aerial of their issued club VHF is tasked to identify him/herself to the PRO and give advice on courses if they are concerned. Please feel free to contact them.

To avoid inadvertently misleading competitors **Display the course**, on the line side of the committee vessel only when you are sure it is right, and avoid changing it once displayed unless you have to.

The Start Line.

Unless you have the racing experience to adjust for other factors lay the line at right angles to the wind holding the modified Windex in clear wind.

Review the line during the sequence. A line favoring one end is not a disaster unless you have a large fleet bunching at that end. You are best getting the fleets away rather than striving for the perfect line.

The buoy with the orange flag should be used for the outer distance mark.

An inner distance mark is not usually required. More on start lines at (12) below.

Course card Alpha (only) allows the setting of a start/ finish gate either side of the committee vessel. Recent experience however indicates that this is not an effective means of separating fleets starting and finishing. **If organising B2B racing** it is strongly recommended that you set a course **not** requiring boats to repass through a gate and that you finish your races at an adjacent mark not from Betivuka. This allows you to start your second races in any order and without the interference of the unscheduled arrival of boats to finish. See more at (12) below.

The Start.

Use the auto timer and auto sound system starting them both simultaneously at exactly the correct BST time. The sound system fires a 5, 4 and Start sound signal sequence at 10 minute intervals until stopped. (The one minute sound signal is a manual whistle). You should adjudicate and display any recalls yourself strictly in accordance with the rules. Individual Recalls: Make a second sound signal and display flag “X”. General Recalls: make a second, and a third sound signal and hoist “First Substitute”.

AP and start again if you make a procedural error or have to make a last minute change. Further info on start procedures is at (13) below.

During the Race. Manage your support boats and monitor the racing by relocating Betivuka or using a competent support boat to report.

Safety. If, for whatever reason, racing becomes unsafe at any time, abandon racing by flying Flag "N" over Flag "H" if "further signals will be made ashore"

Or Flag "N" over Flag "A" if "no more racing to-day"

Also use your support boats to advise competitors.

Changing the course.

It is best to get the course right first time as changing it during the race is risky as it has to be executed perfectly to a set procedure and you will inevitably have to think fast as the situation develops without much time to plan. It can however recover a race that would otherwise have been too short or become a procession, so should be considered if such circumstances arise and you have the resources available.

For more detail on how to change the course read how to in detail at (14) below.

Shortening the course.

If you have to shorten the course you can do so by deploying a boat flying the club burgee at a rounding mark. The line will be between the mark and the flag staff displaying flag "S" over the appropriate class flags. If you are shortening all classes the class flags are not required.

Position the finishing boat at right angles to the course from the preceding mark, preferably on the side originally set for rounding. More on this at (15) below including the "Q" flag method of shortening a race.

The Finish.

For most club racing inside the harbour the finish will be at the Gallon Line. Anchor on the south shore, due South of the Gallon mast and put up the black ball. The yellow post on the north shore in transit with the tallest tree is a good guide. Hoist the Blue Flag to show that you are the finishing line. Finish races using the main committee vessel if possible carefully recording positions. If you have to be elsewhere, e.g. starting a second race for some classes then use a competent team in one of the equipped support boats to finish the race. More detailed guidance on recording the finish is at (16) below.

After the race. Check, sign off and submit the results to the office in the prescribed format. If particular, where fleets have a 'one day' event, please be responsive to requests to telephone results in to the office as soon as they are available.

More guidance on recording the finish is at (16).

Part 2. INFORMATION RESOURCE if you require more on any topic.

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1) What's New for 2019.

The Merlin Class Flag. The change of class flag for the Singlehander fleet. The new class flag for the Informal Dinghy Races and new signing off requirements for this race in case a finish is not provided. Clarification that the flags flown at the ISC flagstaff (SI 7) advise the approx. location of CV Betivuka. The approx. location of CV Transit is displayed on a blackboard. For 2019 one competitor constitutes a race in the Singlehander Class.

These changes are actioned by the publication of formal change to the SIs No2. This is noted on the race documents on the club website, on the club notice board and initially with an L flag at the main flagstaff. (Change No 1 indicated 2018s changes.) The main SIs will not be reprinted.

2) Guidance on WHAT COURSES EACH CLASS WOULD LIKE on a normal racing day.

General points.

For each race you should always try to set a course containing at least two beats (including the first leg) and preferably three.

Try to avoid setting a course intentionally meaning to change or extend it during the race.

If the wind strength is uncertain set a course with a shorter loop or a rounding mark near the end where the course can be shortened.

All three keelboat classes like predominantly windward leeward courses. On appropriate HW occasions the Swallows enjoy making full use of the harbour and three sail reaching.

The table below gives some guidance on target times and lengths of course in two wind speeds.

Interpolation will be required for other wind speeds and always be aware that in lighter winds the tide can result in much longer elapsed times. Always monitor your fleets and shorten if required to meet target time.

	Swallow	Course	Course	Sunbeam	Course	Course	XOD	Course	Course
	Target	length	length	Target	length	length	Target	length	length
	Time	in 20 Kts.	in 8 Kts.	Time.	in 20Kts.	in 8 Kts.	Time	in 20 Kts.	in 8Kts.
	Hrs.Mins	Wind.	Wind.	Hrs.Mins	Wind.	Wind.	Hrs.Mins	Wind.	Wind.
Sat. AM.	1h 25	8.0 Miles	5 Miles	1h 30	8.0 Miles	5 Miles	1h 30	7.5 Miles	4.7 Miles
Sat. PM.	1h 40	9.3 Miles	5.8 Miles	1h 45	9.3 Miles	6 Miles	1h 55	9.5 Miles	6.0 Miles
Sun. AM.	As B2B	--	--	2h	10.6 Miles	7 Miles	1h 55	9.5 Miles	6.0 Miles
Sun. PM.	-----	-----	-----	-----	-----	-----	1h 30	7.5 Miles	4.7 Miles
B2B	45 Min.	4.5 Miles	2.6 Miles	50 Min.	4.5 Miles	2.8 Miles	45 Min	3.75 Mls.	2.5 Miles

The Int 14s have four different types of event format as shown in the club programme but general points are please set in-harbour courses south of Park and please avoid long gaps between races as Int 14s cannot hove-to. Types A) In Harbour round the buoys. 2 races b2b. Race 1. 45 mins, Race 2. 30 mins. Type B) Windward Leeward, upwind gate, 3 races b2b. Target 30-35 minutes. Type C) Windward Leeward, Short course 2 laps. 4/5 races each day Target race time 15 Minutes. Type D) Out of Harbour. Special Event. PRO please liaise with class captain in the week before the event.

The RS800 Class like only windward/leeward courses and ideally this would be using inflatables. For back to back racing we really enjoy 2 x 45 min racing or 3 x 1/2 hour racing. We are happy to finish our final race on the Gallon line and to race round the cans as long as it is a windward/leeward course. In all instances we like to have 2 or 3 laps. As the RS800 is a fast boat we need to have some space so we need to race south of Park.

The RS200 Class generally likes windward-leeward courses. For back to back racing, we prefer as many races as possible when we have our own, or a "dinghy-only", committee vessel. Then races can be under half an hour to allow for this. If only two races are possible, short courses with several laps are preferred. If the racing is not back to back, round-the-cans racing is fine but with an emphasis on windward-leeward legs.

The Singlehanders Class.

Like a race time of 30 – 45 mins. Courses should consist of both sausages and triangles to provide a variety of off wind legs which will help equalize the differences in speed between the various classes. A maximum of two laps is requested. A long challenging beat to windward is welcomed. If there is only one competitor then either joining up with another class or setting a very short course will qualify the boat to receive points for the race.

The Merlin Class.

The Merlins have a compact programme in the spring and autumn periods and all of their racing is billed as an open meeting with guest boats invited. The boats entered will be advised to you by the SM on the day. The Merlins like either a triangle –sausage courses, particularly if they are doing multiple b2b races but are also happy with a round the cans harbour course. As many boats will be visitors complex courses may however be an issue.

The Junior Classes. For toppers and mirrors 30-40 mins and for Int 420s and Fevas 40 min (with an upper limit for all classes of c45 minutes). There is a preference for windward / leeward format, with a wing mark included depending on the race area, state of tide and wind strength, and targeting two back-to-back races per scheduled morning or afternoon start. Occasional 'round the cans' racing welcomed. Where mirrors and toppers are scheduled to have separate starts and either fleet has less than 5 boats, consideration should be given to starting the two fleets at the same time but submitting separate results for each class.

Where the number of boats starting a race is 5 or less consideration should also be given to reducing the target race time to around 20 minutes and running 3 or 4 races back-to-back. The race officer should consider when setting the length of the course and running the racing that there may be a range of experience and skill amongst the sailors on water. For example using a gate gives flexibility to finish a race early if the sailors become very spread out and finishing struggling back markers by use of the "Q" flag can help reduce the waiting time between the first finishers of a race and the start of the next.

2000s. The new 2000 class plans a very different programme to the rest of the racing classes. Their programme is an informal mix of training, cruising and fun racing and each weekend's activity will not be decided until the forecast and participants are known. Until the class builds an informal arrangement is in place that 2000s may join in any RS200 club race (Exc. the 200 Open Meeting and Wigmore Trophy)

3) Dealing with EMERGENCIES.

These procedures are followed by all on duty.

Does the casualty require immediate professional medical or paramedic intervention? If YES, treat as a Serious Incident; if NO treat as a Less Serious Incident.

Serious Incident

The primary duty of anyone at the scene of an accident or incident is to take immediate action to save life, give help to those injured or to limit damage. The first boat on the scene will take control of the situation and will call the Coastguard on Channel 16 using a MAYDAY call as follows:

MAYDAY, MAYDAY, MAYDAY, This is (name of vessel repeated 3 times)

MAYDAY, (name of vessel spoken once)

MY POSITION IS (give your position using Navigational marks not racing mark)

I AM (state problem),

I REQUIRE IMMEDIATE ASSISTANCE

NUMBER OF PERSONS REQUIRING ASSISTANCE

OVER

Wait for Coastguard to respond. If there is no response with 15 seconds, call 999 on your mobile phone and ask for the Coastguard.

If there is a suspected spinal injury do not move the casualty unless the casualty is in further immediate danger.

The Coastguard will ask for more details of the casualty and respond with the action it intends to take to render assistance. It is essential that you remain in communication with the Coastguard on Channel 16, or 67 if ordered by them. You must remain with the casualty. The Coastguard will provide advice on how to care for the casualty until help arrives. The Coastguard/rescue helicopter will instruct you on what action to take to indicate your position to the rescue services. The rescue helicopter will instruct you on how to prepare for the casualty evacuation using Channel 16. You may be asked to take a casualty to a landing point to be met by an ambulance. The PRO should be informed as soon as possible, after the initial action has been taken. Betivuka maintains a listening watch on Channel 16.

As a guide, the normal response time for a rescue helicopter or the inshore lifeboat to reach an incident in the harbour is about 15 minutes. The harbour patrol boats, which maintain a listening watch on Channel 16, will be alerted to the incident and will respond.

Less serious incident

Administer first aid to the casualty, keep the casualty warm and provide reassurance. Take the casualty back to Itchenor SC where there are trained first aiders, who can care for the casualty and can decide if further medical assistance is required. Inform the PRO and the Office of the situation and the action which you are taking.

No two emergency situations will be the same. It is impossible to plan and anticipate every situation, but you must be familiar with these procedures. It helps to have thought about what might happen given the weather, tide and racing conditions on the day.

4) The DECISION WHETHER TO RUN RACING.

Make your decision based on the weather and the adequacy of available Support Boats.

The decision to cancel racing on account of wind strength is a judgement call and often depends on the relationship of wind to sea. Consider the forecasts and the current conditions (Chimet and Cambermet). As a guide, a mean wind strength approaching 25 knots, particularly on an unstable day when gust levels may be one third higher, is probably a sensible limit to racing. A close decision might also be affected by tidal conditions, particularly where there is likely to be a strong wind against tide. The PRO should seek the opinion of Class Captains or their nominees in marginal conditions and be guided by their advice. This is particularly important with juniors. The decision for each class can be made separately.

The PRO is responsible for seeing that the Bandstand/ Transit RO is given adequate support boat cover. Where races involve junior sailors they must take priority for the resources available. There is no rigid rule for defining what "adequate safety cover" is. The old guide was that you needed one support boat for every 10 dinghies, or one for 8 if beginners and/or under 12 years old are involved, but the RYA have now removed this so that you should assess need based on conditions and age/experience.

Keelboats are allocated a minimum of one RIB, two if they have a complex programme to deliver. The area of greatest danger is the Winner Bank when there is a strong ebb tide running.

You should not normally cancel racing for the whole day at the beginning as conditions/turnout can change. To cancel the morning racing you can hoist flag N over an AM symbol with three sound signals. (This will mean all races scheduled to start before 1300 hours are cancelled)

If you postpone a race for a class that is only scheduled to race in the morning and that postponed race then overlaps with the afternoon schedule, you need to check the adequacy of support boat cover for the afternoon.

If you are short of adequate or suitable crew for the prevailing conditions, announce to members intending to race that a volunteer is required so that the remainder may race. It is also a convention that the PRO may call on the Captain of the class to which an absentee support boat crew belongs, and demand a substitute from that class.

The final decision whether or not to run a race lies with the PRO.

5) Where to START.

If large fleets are expected, or there is heavy traffic flow out of the marina, or there is a large junior event programmed for the Gallon Reach you should avoid starting in that area. This restriction should however be balanced against the aim **not** to make fleets beat a long way to get to their starting area. Often the keelboat start times will not conflict with junior racing and this area will be available to you.

Restrict the area of racing if your Support Boat cover is stretched. See also section 12) "The start line"

6) To fly "Y" requiring PFDs to be worn?

If the weather is suitable for racing but (in your view) only if all competitors wear PFDs, you should display flag "Y" with one sound signal [Rule 40]. This is not an erosion of a skipper's responsibilities but rather an authoritative support of sound practice. It would be unusual for keelboat competitors to be required to wear lifejackets in wind strength of less than Force 4. But you must consider the water temperature as well as wind strength.

7) The AUTO TIMER SYSTEM.

On board Betivuka is a digital clock synched to BST, a countdown timer and an automatic system to fire sound signals to start races at ten minute intervals. If starting a series of races at ten minute intervals, **both** of these last two systems have to be started independently and separately at your first warning signal. If you are unsure, ask for advice from the boatman.

8) CALL SIGNS.

ISC uses the private band '46A' and the radio call signs are as follows: -

"ITCHENOR" Itchenor Sailing Club	"BRAVO NOVEMBER" RIB support boat (grey)
"BANDSTAND" Bandstand Race Officer.	"TANGO WHISKEY RIB support boat (orange)
"BETIVUKA" Principal PRO (if in Betivuka)	"ECHO ECHO" RIB support boat (black)
"DOLPHIN" Displacement Boat	"CHARLIE CHARLIE" RIB support boat (red)

“FERRY” Itchenor Ferryboat

“GOLF Lima” RIB support boat (blue)

“SOLENT COASTGUARD” Call on **channel 16** (International Distress) for emergency help

“xxx Class Representative” The class representative for each class on that day.

9) COURSE SETTING.

For racing in the harbour the ‘default’ course card is alpha. The course system enables you to set courses which can use any buoy in any order. The identification number, letter or symbol for the 30 buoys inside the harbour, and up to 6 inflatable marks that are available to you are listed on the ‘Course Card’ sections of the Sis.

All the fixed marks inside the harbour (except Pivot) are permanently “handed” under the Chichester Harbour Federation rules and can only be rounded one way.

Don’t forget that if you wish to use them the ‘Zone’ marks shown on the Course Card Alpha have to be laid, and you have to specify which direction they have to be rounded.

On the ‘Aid to Course Setting Chart’ the string representing the course, when pulled tight, should touch each “rounding” mark. (See Rule 28.2 and SIs Alpha 1.6) All marks of the course are defined as “rounding” marks except starting and finishing marks, gate marks and those marks referred to in the sailing instructions as marks to be “passed”. Avoid putting figure of eight loops in the course, however a 200 degree rounding at a windward or leeward mark is acceptable.

When setting courses be acutely aware of the extent and location of deep water available to you for the entire duration of the race. Take care to avoid **making** a fleet take the risk of sailing over a sand bank on a falling tide. Your race bag contains a printout from the website “*Easytide*” showing a graph of the expected tidal level at any time and the website ‘Cambermet’ will show live the actual tide level above chart datum. Keelboats cannot cross Stocker sands with a tidal level of less than 3M or Winner Sands with a tidal level of less than 4M (Slightly more for Sunbeams, less for XODs). Runway, John’s Folly and Lowles are depth restricted and require a tidal level of at least 2M before becoming usable. **If the tide level is obviously going to be below 1.65M, on courses proceeding to Star or beyond you may wish to incorporate Z in your course in both directions to require boats to pass on the channel side of the green goal post. See Creek Post depths survey sheet.** Remember that all of our RIB’s have depth sounders and can be used to check depths around marks provided you have given yourself time to do this.

Winner Sands can be extremely dangerous with a strong south westerly wind and strong ebb tide.

If the wind direction is such that only a short first beat is possible it is better for the first mark to be rounded to port. Use a special or Zone mark if necessary.

The Diamonds boards are used to indicate that the group of marks displayed preceding them are to be repeated a number of times.

Pivot race mark is an unhandred mark available only when the tide level is above 4M and should not be used unless contact has been made with both HISC and MRSC to ensure that all boats are using it in the same direction. Contact Menegham Committee vessel on Channel 46A or call 02392 463337. Call HISC on 02392 463768

The five 'Zone' marks are dumpy orange inflatable special marks with 'ISC ZONE MARK' inscribed on a white stripe. You will need to get a support boat to lay these if you wish to use them and they should be laid with care checking the available depth.

Even with the extra width available by the default use of the new 'Creek Post', the Goal Posts in Thorney Channel are a congested area and in most conditions you should try to avoid having more than one fleet to the north of them at the same time. The simplest way to separate fleets is often to send them on the same course! The ten minute time separation and order of starts is usually sufficient. Alternatively consider using Zone mark Tern (E) for some fleets.

The facility to set a special course remains, (SIs 8.3). If using this method to set a course, fly flag (L) at the Club flagstaff and post the special course on the notice board.

The Sailing Instructions also include standard diagram courses in Course Card Beta, with special instructions for indicating the course configuration.

It is important to liaise with the BRO or SRO if there is expected to be a large fleet of Mirrors racing in the Gallon Reach as this can become a congested area with other harbour users. In such circumstances, you may wish consider using the Chalkdock Finish (see SI 15.4) rather than the Gallon Finish. Balance this however with competitor's dislike of sailing long distances to and from races.

Do not send keelboats or a large fleet of dinghies round Deep End or Cobnor.

10) RECORDING at the START.

Record on the 'Starters and Finishing Order' sheets - boats racing, boats over the line etc. N.B. a boat in the vicinity of the start line after the preparatory flag ranks as a boat racing even though she may not cross the starting line. Where relevant, also record boats completing laps.

11) Use of "N"

The main summary indicates when the use of "N" is mandatory. Insert "N" into any leg passing East Head Anchorage if you need to prevent competitors choosing to sail through the anchored boats to avoid an adverse tide. This however can reduce the tactical options available to competitors and compromise the quality of the race so try to do this only when it is required for safety reasons. The use of "N" on an east going leg effectively rules out East Head as the next mark so take care. Laying the new Zone mark Walrus (@) close to Ellanore and setting it to port may provide an alternative turning mark for the returning course.

12) The START LINE

Ensure that the start line does not obstruct the whole channel and allows ample space for other boats to pass. In the narrower areas of the channel such as just down harbour of Park, this would normally mean leaving at least one third of the deep-water channel free. You also need to think about the likely route of passing boats to make it easier/more likely that they will go through the gap provided.

The rough guide for the length of the start line is one length for each boat starting in light airs and one and a half boat lengths in stronger winds.

If an inner distance mark becomes necessary (to separate the fleet from the committee vessel in very big fleets) the correct buoy has an 'O' flag (red and yellow) It should be laid as close to the line as possible and certainly not behind it.

If you are using a Start/Finish line on either side of the committee vessel the simple way to remember the handing is:- If the symbol is green, competitors must go through the line on the starboard side of the committee vessel as they view it on their approach to the line from the last mark. If the symbol is red they must go through the line on the port side of the committee vessel as they view it on their approach to the line from the last mark.

Please see the cautionary note about setting this type of line in the "Start line" section of the main guide where much more effective options are suggested.

13) START PROCEDURES

If you are in any doubt, the start procedure is described in RRS Rule 26.

In a big fleet, have a Support Boat positioned near the outer distance mark to help you identify the sail numbers of any premature starters. Brief them to transmit to you the number of competitors they see over the start line and how many they can identify. Their information is required immediately after the start to assist you with any recall decision which you have to make within seconds.

They should not communicate directly with the competitors and their information will be made more accurate if you broadcast the final seconds of the time countdown by VHF.

The "I" Flag as the preparatory signal, instead of the Blue Peter, means "Round the Ends" [Rule 30.1] is in force. The "Z" Flag is not used by Itchenor.

The Black Flag should not be necessary in a fleet of less than 20 boats. If used as the preparatory signal it indicates that any boat in the triangle [Rule 30.4] formed by the ends of the starting line and the first mark during the 1 minute before her start signal scores BFD. Any such boats may not sail in subsequent restarts of that race, unless the race has been postponed or abandoned before the start. Before these restarts, the sail numbers of infringing boats should be clearly displayed on a board on the committee vessel.

The new provision for a “U” flag start imposes the same procedures as a Black Flag start but offending boats are not excluded from subsequent starts if a general recall is subsequently signaled.

If an error is made in timing or flag signals before the start, hoist Postponement Flag, AP, with 2 sound signals and commence sequence again. One sound signal as postponement flag is lowered and, exactly one minute after, make a new warning signal.

If the error is found when a class is just starting use the General Recall procedure.

To recall a race after the start, display flag ‘N’ – “Abandoned, return to the starting area” over the class flag. To recommence the starting procedure for a replacement race, fly the warning signal 1 minute after removal of the ‘N’.

Abandoning a race after it has started runs the risk of disadvantaging individual competitors. Avoid unless the race has become hopelessly unfair.

If a sound signal fails, the flag signal governs (Rule 26), but this exception does not apply to recall signals when both flag and sound are mandatory.

Flag “X” shall fly for no more than four minutes, but lower earlier as soon as all premature starters have re-started correctly. You can leave the First Substitute flag up as long as you like but a minute after lowering it you must recommence the 5 minute starting sequence for the recalled class (Rule 29.2).

Remember whilst all this is going on to keep your head out of the boat. Look out for any last minute major windshift, if very windy make a final review on the safety to race but also don’t start a race in too little wind. There needs to be enough wind for boats to be able to maneuver at the start.

Sometimes fleets will arrive late. This can give rise to a difficult call as to whether to postpone their race. While the responsibility to be on time is with the individual boats it is also your task to give everyone an enjoyable day's racing. You should therefore consider:-

Have the conditions deteriorated from what might have been expected?

Would postponing their start give significant problems for starting or managing/finishing other scheduled racing? Was there an unexpected problem with ferry boats or the slipway? (A phone call to the office might reveal this).

If some of the fleet have arrived but others are late you should think about whether some boats have received tows from ISC Support Boats as no differential assistance should be given within a fleet. Please report any fleet lateness in your PRO feedback so that we can judge any patterns.

14) CHANGING THE COURSE.

Changing the course can be useful when an unexpected windshift occurs, allowing you to re-align the course to the new wind direction, or if you find you have made a misjudgment when you set the course, e.g. it’s too short! Take care to see that the correct procedure is followed precisely. The requirement is to send a Committee vessel to a rounding mark to indicate with flag 'C' (above

individual class flags unless the change applies to all). They must make a repetitive sound signal and display a board showing the subsequent course to be followed. (Rule 33, as amended by SI 10) It is your responsibility to ensure that all competitors from first to last can hear the sound signal and can see the new course so where possible, position your course change boat on the windward side of the approaching fleet. You may choose to use one of your Support Boats to signal the change but it is better if you can do it yourself from Betivuka and to send a Support Boat down to cover for you at the finish in case Betivuka cannot get back in time. If you do need to use a Support Boat for such a change, consider whether you can use a PSD (Principal Support Boat Driver) and/or whether it might be helpful for an ARO to join the boat for this purpose.

Betivuka, Dolphin and all the RIBS with flag masts are equipped to signal changes of course. They have a display unit which will accept six course boards and the content of their restricted set of 25 course boards is listed on a sheet in the PROs bag.

Never change or extend a course at the previously set finishing line. It is not permitted. A finishing line is not a rounding mark or gate as required by the SIs.

Try not to change the course at a mark where spinnakers will need to be taken down when they would stay up without the change, and vice versa.

15) "Q" FLAG

SIs 16.2&3 allows you to use a Q flag to finish boats which have rounded mark one and are still racing. This is usually used where wind/tidal conditions deteriorate or for boats lagging well behind, particularly where further races are scheduled. The procedure is described in detail in SI 13.

16) RECORDING at the FINISH.

On the 'Starters and Finishing Order' sheets (class colour coded) record all boats in order as they cross the finishing line.

Where a boat was on course side at the start and did not return or comply with starting penalties, record them as OCS.

Note. If classes are intermingled and finishing close together, record the finishers on a separate sheet in the order they cross the line and then sort into classes afterwards. Note any retirements. Look out for and record protest flags displayed by keelboats. Since there is normally no handicap racing, just note the times of first and also the last boat in each class. This is important to define the period for protests to be admissible.

Please note that, as our racing programme has intensified, it is often now advisable or necessary to use a support boat as Finish Boat to allow Betivuka to manage other racing. As with shortening or changing course, you should try to use a boat with a mast (remember that our RIBs are faster...) which should have the appropriate flags on board.

If you are running a short event for a class and there is time an ARO should call the office on the mobile with the results of completed races to enable a provisional set of results to be published quickly.