



ITCHENOR SAILING CLUB GUIDANCE NOTES Principal Race Officers

2011

Introduction

It is a privilege to be asked to be a Principal Race Officer at our club and I know that all members take the day very seriously, as they should. Please take the time to read all of the Guidance as it does change from year to year. It is deliberately full and aims to be comprehensive.

At Itchenor we aim to provide the best club race management we can, in conditions as safe as we can make them. To do this, we run forums each year to which we expect all race officers to attend. From those sessions, we can glean many practical details that will help all members who do a duty, even if it's only once a year.

In the (unlikely) event of a conflict between these notes and the ISC Sailing Instructions, the latter will prevail.

Please note the following changes and new arrangements for this season:

* **New Emergency Procedures**

* New Sailing Instructions (significant changes from the 2009 edition are sidelined)

PRO s Role

The Principal Race Officer and his/her team are responsible for racing on their day of duty. He/she is acting with the delegated authority of the Sailing Committee and the RCS, on behalf of the Club.

The PRO will consult when practicable with class captains and others but decisions on whether and where to race, and race management on the day in question is theirs and theirs alone. The decision of the PRO is final and must be respected by members.

The PRO on Betivuka has overall responsibility for all ISC club racing on the day, except Open Meetings. All race officers for other club racing are subordinate.

The PRO's objective is to maintain the Club's high standard of race management, and to give everyone an enjoyable day's racing.

I hope the day is as enjoyable for you as it is for all those racing.
Thank you for supporting the club and giving time to do your duty as PRO.

Carolyn Brigg
RCS 2011

1. SAFETY AND THE DECISION TO RACE

The PRO shall consider:

- the present and forecast weather,
- the adequacy of the support boat cover and support boat crews,
- Tidal conditions and Timings

1.1 Weather

The PRO shall not start racing - or shall abandon races in progress if the racing environment - is, becomes or is forecast to - become unsafe. The wishes of the Class Captains should be canvassed.

This is not a one off decision by the PRO before he/she goes on the committee boat. Weather conditions and support throughout the day need to be under constant review. As well as direct observation you should call the Club Office to obtain updates of CHIMET.

1.2 Adequate Safety Cover

It is the responsibility of the PRO to ensure that he has "adequate safety cover". No rigid rule is practical for defining what is "adequate". Zonal coverage of the harbour may be used.

You should consider: -

- Do you have the number of support boat teams programmed in the Handbook?
- The guide is you need one support boat for every 10 dinghies, one for 8 if beginners and/or under 12 years old. The area of greatest danger is the Winner Bank when there is a strong ebb tide running. Keelboats are usually allocated a minimum of one rib and a displacement boat to help tow off the mud if required.

Short of support

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. If it is not possible to obtain this cover, some or all of the racing must be cancelled.

Support for the BRO racing

As the Betivuka PRO is the Principal PRO, you are responsible for seeing that the BRO is given adequate support boat cover. Where these races involve junior sailors they must take priority for the resources available. It can be helpful for a RIB to monitor progress through the busy moorings of Itchenor reach, even when not racing.

2. PREPARATION BEFORE ARRIVAL

2.1 It is essential that the PRO has a thorough understanding of the Rules, the Race Management section (Conduct of the Race), and of the current ISC Sailing Instructions.

Racing is held under the Racing Rules of Sailing ("the Rules"), the class rules and the ISC Sailing Instructions ("SIs") subject to any further amendments posted on the official notice board under Flag "L" at least 2 hours before the start.

You and the ARO are advised to read these again before arriving for duty.

2.2 Consider the tides, and the way the weather pattern is developing. This will enable you to consider what course options you are likely to have.

3. ON SHORE PREPARATIONS

3.1. Arrive at least by 8.30 for racing, or two and a half hours if racing is outside the harbour. If afloat for the day, take food, drink and sun protection, and ensure Support Boats are also provisioned.

PRO and Sailing Manager meet to discuss the race programme and allocation of support boats and crews. Check other harbour activities in the Federation Handbook.

All support boat crews are asked to arrive by 08.45

3.2 **Collect the PRO's Bag** from the Committee room– including the PRO folder, class starter/finishing sheets and spare hand held radio. If there is an Open Meeting also collect any Special Sailing Instructions.

3.3 Check the club notice board:

- Flag 'L' over a numeral pennant will indicate the latest amendment number for any changes in sailing instructions.
- If a 'Z' Course is to be used, the second substitute flag shall be flown at the Club flagstaff (SIs 8.4) and the special course posted on the notice board. Take a copy with you.
- Remember that when a visual signal is displayed over a class flag the signal applies only to that class. This is important not just on the bandstand but when Betivuka or a support boat wants to change or shorten a course.
- Always check your use of flags with the Race Signal definitions set out in the inside cover of the Racing Rules of Sailing, copy in your PRO folder.

3.4 Briefing

The PRO briefs the whole racing team at 08.45 in the small Committee Room. A verbal safety briefing including VHF and Emergency Procedures for Support Boat crews is given by the Sailing Manager.

You must advise the support boats as follows:

That they must immediately help ferry the keelboat crews to their boats. It is also crucial that ribs are left alongside the jetty and tied up in the correct location. No support Boat should return to the shore unless stood down by the PRO. This may not apply to Dolphin, which will lay the line, and may be required to follow Betivuka. **Drivers should also be reminded to pack away their ribs correctly at the end of the racing.**

- When afloat, all support boat crew **MUST** wear lifejackets
- It is important that the PRO takes control of the support boats, and uses them throughout the day to help in the safe management of the racing.
- The support boats are your eyes in the harbour. You can seldom view the whole racing area from your committee boat. Good communications with your support boat crew is the key to successful management of the day's racing.
- Decide whether you will need one or two inflatable's, which rib should take it (them) and advise the support boat Drivers.

3.5 **Decision to race**

Make your decision based on weather and adequacy of Support Boats (see 1.1 above.)

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)

3.6 **Choose Racing Areas**

- Decide on likely starting area and have appropriate flags hoisted
- Hoist "Y" flag as early as possible, so all competitors have early notice of the need to wear adequate personal buoyancy.
- You should try to check with Class Captains on suitable courses, both before you leave and when the committee boat is on station.
- Avoid setting starts at Gallon Reach or at the Itchenor side of Park corner, if large fleets are expected or if there is heavy flow out of the marina.
- Try not to give the fleets a long beat to windward to get to the starting area.
- Restrict the area of racing if your support boat cover is stretched, or in the event of bad weather.

3.7 **Allocation**

Allocate support boats to particular areas or fleets and brief them on their duties. One will be required to lay and pick up the start line and possibly the first Special Mark if required.

Select one for possible course changing, shortening or finishing. Betivuka carries 2 shorten course kit bags with relevant flags in them. – These are:

N and H and A (abandonment sequence)

M (missing mark)

C (course change)

S (shorten course)

First substitute (general recall)

Orange Flag

Blue Flag

Itchenor Burgee

The relevant class flags

3.8 **Weather pattern**

The decision to cancel racing on account of wind strength is a judgement call and often depends on the relationship of wind to sea. 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.

In marginal weather conditions the PRO should seek the opinion of Class captains or nominees and be guided by their advice. However, the final decision whether or not to race lies with the PRO.

- Note the current wind strength and direction, both at sea level and in the clouds.
- Check weather forecasts and upwind weather conditions (CHIMET).

3.9 **Organisation on the Committee Boat**

The rigid time scale imposes pressures on the PRO's team, which can only be handled properly by good organisation. The jobs which need to be allocated are:

- who is to be in charge of calling the *time*,
- who sets out the *course boards*, and who checks them,
- who deals with the *flags*,
- Who *records* 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.

It is the PRO who should site the line, and judge whether there is to be a second sound signal at the start, and who is on the course side. The PRO should call for a postponement if there is a problem during the starting sequence.

4. EMERGENCIES

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 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.

5. PREPARATIONS AFLOAT AND SETTING THE LINE

5.1 AFLOAT

Go afloat at least 1 hour before first start; by 09.15 hrs on a normal race day, (2 hours if outside the harbour). The Boatswain is expected to drive Betivuka and help with tasks.

5.2 TASK ALLOCATION

Check that you have allocated timekeeping, line, flag hoisting, sound signals and recording tasks. The Boatswain will do one of those tasks

5.3 LIAISE

Contact the BRO and report on the weather conditions. If conditions are not suitable, you can advise the BRO, so that the BRO may stop Mirrors, 420s and RS200s leaving the Club.

5.4 RADIOS

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

"ITCHENOR"	Itchenor Sailing Club
"BANDSTAND"	Bandstand Race Officer
"BETIVUKA"	Principal PRO (if in Betivuka)
"FISHER BOAT"	Displacement Committee / Support Boat
"DOLPHIN"	Displacement Committee / Support Boat
"TANGO WHISKEY"	Fast rigid inflatable support boat (orange)
"ECHO ECHO"	Fast rigid inflatable support boat (yellow)
"BRAVO NOVEMBER"	Fast rigid inflatable support boat (orange)
"GOLF LIMA"	Fast rigid inflatable support boat (blue)
"SOLENT COASTGUARD	Call on channel 16 (International Distress) for emergency help

5.5 **ANCHOR** in chosen position to give a beat to windward if at all possible. (The Special Mark will always be available and may be used if no fixed mark meets the needs). Committee Boat should be at the starboard end for windward starts, port end for reaching or running starts. Leave room at one end of the line for non-racing vessels to pass. After anchoring, hoist the black ball and orange flag.

5.6 Lifejackets/personal buoyancy

If the weather is suitable for racing but (in your view) only if all competitors wear lifejackets, 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.

5.7 Postponement.

This should be avoided if possible. However, if weather conditions prevent competitors reaching the starting area or you are unhappy with the line or wind direction/strength, postpone the start. If a northerly fades and a sea breeze fills in, move the start to the competitors rather than wait for them to beat southwards.

5.8 Flags

- Make up and hoist the first two class flags and flag “P”.
- Have remainder of Class flags ready together with “I” Flag, (Round the Ends), or the Black Flag.
- Have flag “X” (Individual Recall), and first substitute (General recall) ready for display on their poles. (Rules 29.2 and 2)
- It is wise to have flag Answering Pendant “AP” ready too, just in case you need to halt the sequence and deal with the unexpected. This is the PRO’s panic button.

5.9 Recording

Record sail numbers of boats manoeuvring in the starting area, on the race sheets provided. Scoring often depends on the number of “boats racing” not on the number who cross the starting line.

6. THE COURSE AND THE START LINE

6.1 Choosing the course

The course system is highly flexible and enables you to set courses which can use any buoy, in any order, with no implied marks. It is based on Appendix B’s list of 30 buoys inside the harbour, several more outside and up to 7 inflatable marks. These have each been given an identification number, letter or symbol.

All the fixed marks inside the harbour are permanently “handed” under the Chichester Harbour Federation rules- such as Ella Nore, which you always round to starboard. Where a mark is not permanently “handed”, a colour on the buoy’s identification board tells you whether to round it to port or to starboard.

The diamonds are available to indicate whether a round or a sequence is to be repeated. The PRO simply displays the boards for each buoy to be rounded.

This system gives you great flexibility to make up the best course for the day’s conditions, but it also gives you plenty of room for making a mistake! You are strongly advised to find time to write down possible courses well before the starting sequence and to have your assistants check them for you.

6.2 The use of course board N.

It is a requirement that all Race officers shall set courses to ensure that all fleets keep clear of the East Head anchorage area during May Bank holiday, July and August weekends. This may only be overridden if inclement weather leaves the anchorage deserted. This will be achieved by using the letter N, so that N now will mean “**pass to the North of Snowhill and Copyhold**”.

This is a tidal decision. You need to insert N if the course gives opportunity for boats to go through the East Head anchorage when the tide is against them. E.g. tide flooding W03H8F would be **WN03H8**. But if the tide was ebbing the course would be **W03NH8F**. Do not insert N both ways as fleets of boats will be passing in opposite directions in a narrow part of the channel.

6.3 Racing Mark Pivot

This race mark is an unhandled mark 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.

Call sign MRSC – Tarka or Mengeham Committee Boat 02392 463337
HISC - 02392 463768

6.4 Board and string: Betivuka is equipped with a chart with pegs for the marks and a piece of string for you to use as the course, use this to ensure you are including all the marks, and correctly handed (Checking against Rule 28 "...So a string representing her track after starting and until finishing would when drawn taut ...touch each rounding mark" and SIs 9.4 "all marks of the course are rounding marks except starting and finishing marks, gate marks and those marks referred to in these sailing instructions as marks to be passed.

If you want to prevent boats using the John's Folly channel use Letter 'S' in the course, which will require boats to pass to the south of Copyhold between the mark before it and the mark after it.

The facility to set a special "Z" course remains, (SIs 8.4)

The Sailing Instructions also include in appendix "A" eighteen drawn out symmetrical courses, with special instructions for indicating the course configuration.

If you want to run two short races in quick succession, use the Middle Gate symbol to finish the fleet a quarter the way up the second or third beat, from where you can at once set a start.

For a more adventurous course outside the harbour, use the boards indicating marks towards the Nab and Bembridge, choosing red or green ones to indicate port or starboard rounding, and finish the race with Hayling Square buoys.

Remember that for all courses going to the South of Treloar, all boats must sign OUT.

6.5 Key guidance for course setting:

- Keep the course simple.
- Better to set a course that is too long and then shorten it rather than one that is too short and has to be lengthened.
- It is better for the first mark to be port hand rather than starboard.
- If the wind strength is uncertain set a course with a loop at the end where the course can be shortened.
- It is not critical to finish races at the Gallon line. In many cases where a course has to be 'shortened it will be better to finish the race at, for example, Park using the S flag.
- It is important to liaise with the BRO if the juniors are sailing, particularly if the mirrors are racing in the Gallon Reach as this can become a congested area with mirrors and other harbour users.
- The XOD class have asked to be set the same length courses as the Swallows and Sunbeams, and then shortened if necessary.
- Try to avoid putting figure of eight loops in the course.
- Do not use Dunes mark when there is a strong ebb tide running
- Beware sending a fleet over a sand bank on a falling tide.
- Unless it is a beat, the rhumb line should normally be across navigable water.
- ALWAYS check that there is adequate depth of water; at least 2m above chart datum at the buoys, which dry out, such as Gardner, Runway, John's Folly and Lowles.
- Do not send keelboats or a large fleet of dinghies round Deep End or Cobnor

- Do not send fleets towards Treloar unless sure wind and tide OK for the return trip.
- If fleets are sent towards Treloar send a support boat there to look after them.
- Remember to use N on May bank holiday and July/August weekends to avoid boats racing through East Head anchorage.
- Remember when using Pivot you need to make contact with MRSC & HISC to ensure you are rounding it in the same direction.

6.6 Display boards

NOTHING IS IMPLIED. You must display all of the marks you want the boats to use. YOU MUST INDICATE THE FINISH. Letter F means "Finish at the Gallon Line"; otherwise the finish will be at the last mark displayed.

This system allows you to signal to a class that its finish will be down harbour if you plan to give them a second race.

Time to Display courses - shall be displayed no later than the **preparatory** signal. This amends rule 27.1.

6.7 Lay starting line

This should be laid at right angles to the wind, by using modified Windex, or asking a boat to sail hard on the wind.

6.8 Starting line guidance

- The buoy with the orange flag must be used for the outer distance mark.
- The 'O' flag (red and yellow) is on the inner limit buoy, which if used should be at least a boat's length down the line and on the course side of the line not more than one and a half lengths. Note the pattern of shifts; you might later need to move the start line.
- Set a square line and then adjust to take account of the tidal flow.
- A support boat should lay outer distance mark first, and then the inner mark.
- The rough guide for the length of the line is one length for each boat starting in light airs and one and a half boat lengths in stronger winds. It should be long enough for the fleet to start together but short enough to require starting skills and ensuring that it does not take up the whole channel.
- Please note SI 11.1 'The Committee Boat Line is between a staff displaying an orange flag on the committee boat and an outer starting line mark with an orange flag or, when no outer starting line mark is laid, the nearest mark'. Please note: reference to nearest mark is not to be used during normal club racing times

7. THE START [SI 11]

The starting system is as in Rule 26.

7.1 The I flag (or the Black) when used, replaces rather than is added to the Blue Peter. Whatever the preparatory signal chosen it is removed at the one minute signal, with a long sound. To avoid confusion with the starting signal use a whistle for this sound signal. There will be just the class flag to be lowered at the start.

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 as the preparatory signal indicates a boat shall not be in the triangle [Rule 30.3] between the ends of the starting line and the first mark during the 1 minute before her start signal.

7.2 **Errors in Timing or Flag signals:**

- If before the start, hoist Postponement Flag, AP, with 2 sound signals and commence sequence again. One sound signal as postponement is lowered and, exactly one minute after, a new warning signal.
- If the mistake is found when a class is just starting use the General Recall procedure set out below.
- To recall 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 warning signal 1 minute after removal of the 'N'.

7.3 **Sound Signal Failure**

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

7.4 **Individual Recalls**

Second sound signal and display flag "X" (Rule 29.1) together as soon as possible – within a few seconds. (Do NOT leave Class flag at dip). Flag "X" shall fly for no more than four minutes, but lower earlier as soon as all premature starters have re-started correctly.

7.5 **General Recalls**

- A second and a third sound signal and hoist First Substitute.
- You cannot now put the offending class to the back of the start queue.
- 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)

7.6 **Start Line Checks**

General recalls are frequently caused by a heavily biased start line. Check at intervals prior to starts and after a general recall. If necessary postpone and re-lay the line. The distance mark must be in position by the 4 minute preparatory signal.

Have a support boat positioned near the outer distance mark ready to assist in this and to help you identify the sail numbers of any premature starters.

8. **DURING THE RACE**

8.1 **Support boats**

Be sure to maintain control of your support boats and use them to inform you on the progress of the races. Think about zoning the boats so that they are clear about their roles and who they are supporting and checking.

8.2 **Weather**

Monitor the weather conditions to ensure that the environment is safe for racing to continue. If necessary, should the expected weather conditions deteriorate or you lose support boat cover so that the environment is likely to be unsafe, abandon the racing whilst it is in progress.

Flag "N" over Flag "H" if "further signals will be made ashore"
or Flag "N" over Flag "A" if "no more racing to-day"

8.3 **Watch out!**

To get the best view of what is happening and how the courses are working motor down the harbour in Betivuka, provided you can get back in time to organise the finish!

8.4 Changing the Course

It is best to get the course right first time! This can be useful when an unexpected windshift occurs, when you can then realign the course to the new wind direction. Or you find you made a misjudgement when you set the course, e.g. it's too short!

Take care to see that the correct procedure is followed precisely. Although you may use one of your committee boats to signal the change, it is better to 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.

Rule 33, as amended by SI 13, allows you to send a committee boat to a rounding mark to indicate with flag 'C' (above individual class flags unless the change applies to all), a repetitive sound signal and a board the subsequent course to be followed. Betivuka and Dolphin are the only boats fully equipped to signal changes of course. You do not have to move the windward mark to correct the beat; you can also achieve this by changing the leeward mark.

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

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.

8.5 Shortening the Course

The procedure is as shown under Flag "S" of the Race Signals on the inside back cover of the Rules - "At a rounding mark, between the mark and a staff displaying flag S." (Rules 32.2). This should be done by a committee boat, i.e. - one flying a Club Burgee.

Remember (SI 1.2) to display the class flag or flags under/adjacent to the "S" flag unless you are shortening all classes, and to position the finishing boat at right angles to the course from the preceding mark, preferably on the side originally set for rounding. Boats must finish in the direction of the course from the last mark.

Although you are finishing the race, you do NOT fly an orange flag, as you are flying the "S" flag.

9. THE FINISH (SIs 15)

If not shortened, the finishing line is at the last code letter displayed for the course. For most club racing inside the harbour this will be at the Gallon Line, which is signalled by the letter F. Anchor on the South shore, due South of the Gallon mast and put up the black ball.

Hoist the Orange Flag to define the finishing line, AND the Blue flag to show you are "on station".

Just as at the start, it is for the PRO to make clear allocation of responsibilities amongst his assistants.

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. If classes are intermingled, record the finishers in the order as they cross the line and sort into classes afterwards. It is most important to note any retirements.

Look out for and record protest flags displayed by keelboats. Since there is no handicap racing, just note the times of first and last boat.

****If there is time and ARO should call the office on the mobile with the results once complete to enable a provisional set of results to be published quickly.**

Support boats

- Release one or two support boats as soon as possible to help with ferrying at the club.
- Check that all the starters are accounted for. Only then can you allow the remaining support boats to return to base, following the last finishers. Once this task has been completed you may ask them to help with the ferry service, as well.

10. AFTER THE RACE

When you get back to the club, please remember that the jetty is not only for use by Betivuka, support boats and ferrying, but also for members' cruisers, and other boats loading people and supplies. Amicable sharing of the jetty should be possible, so if a cruiser is using the jetty please use courtesy when coming alongside.

10.1 Ensure all keelboat sailors are ashore and stand down Support boat drivers once the ribs are tied up along side correctly.

10.2 Check that the results on the 'Starters and Finishing Order' race sheets are legible. DO NOT adjust the finishing positions for retirements or protests.

10.3 Check on the Starters and Finishing Order sheets the following have been filled in: courses set, wind direction and speed, start time, race name and the number of starters in each class. If there is time please call the office with the results.

10.4 Class Scoring will be done by the Class Scorers and Sailing Manager.

The **only** actions you can take without protesting a boat are to record one of the following

Correct abbreviation

Did not start	DNS
On course side	OCS
Did not finish	DNF
Black flag penalty	BFP

10.5 If you believe a boat has infringed a rule or not sailed the correct course you DO NOT HAVE THE AUTHORITY TO DISQUALIFY THEM, but you may lodge a protest.

10.6 Check to see if any Rules Disputes (advisory, arbitration, protest) have been lodged by the competitors (look on Penalty/Retirement sheet), and if required ask the Sailing Manager/Class Captain to arrange any protest/disputes hearings. The Club office will have a list of nominated members for protest/disputes committee.

10.7 If there is time – please call the office with the provisional race results so that they can be published.

10.8 Sign off and return the Starters and Finishing sheets, the Retirement/Penalty sheets and the PRO's feedback form to the Office.