

GUIDANCE NOTES

FOR RACE OFFICERS

1 PRELIMINARY

- a) Read carefully and understand fully the Sailing Instructions and Course Charts.
- b) Arrive in ample time (suggest 18.15 or 18.00 for the Secondary Points Series) to make all necessary preparations before the first signal.
- c) Ensure that the duty party is organised, reports in good time, and that each knows his function (*The platform party should be a minimum of 5*).
- d) The Boatman may be contacted by mobile phone - 07710 434318

2 BEFORE THE FIRST SIGNAL

- a) Check that all equipment is arranged and functions:
 - 1 Burgee hoisted.
 - 2 Guns and ammunition laid out to be used on 'High Days and Holidays' only.
 - 3 Klaxon working.
 - 4 Flags bent on in correct order for hoisting.
(*In the interest of uniformity Flag P should be hoisted next to the orange pole with the Class Signals running in order from left to right on the gantry*)
- b) Select courses bearing in mind :
 - 1 The weather and weather forecast;
 - 2 The tide;
 - 3 In August and September the earlier sunset, and time limit, then display the Group Number at the rail. It is recommended that this should be done one minute before the Warning Signal of Race 1 (Note that where X, Y or Z is used, this precedes the Group Number).

Considerable care should be taken in the selection of a suitable course. The two and three lap courses have been planned for two reasons. Firstly to provide maximum interest for the participants. Secondly to allow you to select a longer course with the option to shorten if the wind falls. To allow the launch to be available for passengers the temporary Marks N and X may be laid during the late afternoon. Move or ignore if conditions have changed.

- c) Make use of flexibility allowed with start mark Z to lay a fair line to match the conditions.
- d) Ensure that the Timekeeper has the correct instructions, that he understands them and that he adheres strictly to them.
- e) **ENSURE THAT THE GUNNER HAS READ AND UNDERSTANDS THE 'GUNNERS INSTRUCTIONS'.**
- f) List the starters in each class, checking them immediately before and after each start.

3 AT THE STARTS

- 1 Recall early starters (see Sailing Instructions for procedure).
- 2 Note late starters and how late.
- 3 Apply RRS45 with discretion eg where an advantage is both sought and gained.

4 AFTER THE LAST START

- a) Instruct signallers as to correction of times.
- b) Look out for and note retirements.
- c) Look out for mishaps.
- d) Determine scale of guns for each class, and ensure that the gunner is informed. The klaxon - not guns - should be used.
- e) Continually review need to shorten course during Rounds 1 & 2. Flag 'S' for all classes or Flag '5' plus the Class Flag for appropriate classes. Call attention with two sound signals.

5 AT THE FINISHES

- a) Call off yachts to the Timekeeper as each crosses the Finishing Line using sail numbers only and try to give advance warning.
- b) Look out for protest flags.
- c) Make sure that the number of finishers plus retirements equals the number of starters so that all starters are accounted for.
- d) Recover temporary Marks N and X as soon as possible.

6 AFTER THE LAST FINISH

- a) Examine the corrected time sheets for any errors, then post a copy on the noticeboard.
- b) Ensure that:

1) All equipment is replaced	4) Guns are unloaded, cleaned and returned to the spirit store.
2) All flags are lowered	5) Ammunition is replaced
3) Loudhailer is switched off	6) Platform door is locked
	7) Temporary Marks have been lifted
- c) In the event of a protest organise a hearing and, if possible, reach a Decision (See RRS Part 5). A supply of protest forms is kept under the Timekeepers desk.

Note to all Race Officers :-

If you are hosting a race that is not published in this Year Book then you must contact both the **Queens Harbour Master's office on 01436 674321 ext 3555** and the **Clyde Port Authority on 0141 221 8733** to advise them of the Event the Course and number of competitors to ensure there is no conflict with Ship Traffic.