

# **INSTRUCTIONS FOR RACE OFFICERS**

1. Check if available for the date of duty. If not available, please arrange a substitute using "Duty Man" or as a last resort advise your class captain.
2. Comprehensive notes and instructions are in the folder in the top drawer. Ensure you have read these before carrying out your race officer's duty.
3. The key for the race box can be found in the metal box in No.1 shed. A club key will open it. The radio is permanently fitted, the clocks are in the top drawer and binoculars in the box in the Race Box.
4. On the day of the race duty check shipping movements for Dundee by phoning Forth & Tay Navigation on 01324 498584. Consult with the class representatives re courses.
5. Switch on the radio which only has Channel 37 (M1) and carryout a radio check with the Safety Boat duty person. Log the Safety Boat duty person and crew on the Race Entry Sheet.
6. Complete the Race Entry Sheet and leave it on the table inside the door for competitors to sign in.
7. Set suitable courses for the wind and tide. The courses for Dart 18, Kestrels and Dinghy Handicap are displayed on the board below the Race Box one hour before the first start. The Dart 18 and Kestrels should have a fixed number of laps and the Dinghy Handicap Average laps.  
**In winds from the SW - NW consider using the orange pillar in place of the Newcombe. SI's Item 21 refers.**
8. The start mark is indicated by an orange or blackboard on the front of the Race Box.  
**Be aware when starting races around low or high water as the 'A' marks move with the tide.**
9. The starting procedure is displayed on the table in the Race Box.

## 10. Class Flags

Dart 18	Flag F
Kestrel	Num Pen 6
Dinghy General	Num Pen 4
Squib	Flag R
Keel	Num Pen 3

### 10a) *Individual Recalls*

When at the starting signal any part of a yacht or yachts hull, crew or equipment is over the line or its extensions, sound the hooter again and:

- 1) Take the sail number(s) of the boats guilty
- 2) Fly Flag "X". This is fixed to a pole and is kept behind the race box door. Flag "X" should be put on the balcony as part of the race box preparation. The flag should be displayed until all such boats are completely on the pre-start side of the starting line or its extensions, but not later than 4 minutes after the class starting signal or one minute before any starting signal whichever is earlier.

### 10b) *General Recall*

If too many boats are over the line at the start to enable the Race Officer to identify the numbers, there should be a General Recall.

- 1) Hoot again (three times in all) and hoist the "First Substitute".
- 2) Leave the class until all other classes have started THEN
- 3) Hoot once and lower the first substitute.
- 4) One minute later - Hoot once and raise the Class Flag and go into the start sequence for that class.

11. Record clearly on the Log sheets names of the starters. All retirements should be marked on the sheet. Ensure that each round time is noted for the dinghy handicap and places noted for the Dart 18 and Kestrels. When the class has finished, complete the log sheet and put it into the folder in the corner of the race box. No results have to be calculated and no handicaps entered the Race log sheets.

## **12. Visual Signals (Quick Reference)**

### **a) Alteration to Sailing Instructions**

To signify an alteration to the Sailing Instructions Flag "L" will be flown at the race box at least half an hour before the start and the actual alteration should be posted on the notice board below the race box. Should the alteration be for a single class the class flag should be flown below Flag "L".

### **b) Postponement**

Sound the hooter twice and raise the "Answering Pennant". At the end of the postponement sound the hooter once and lower the "Answering Pennant". The first Class flag should be raised one minute after the lowering of the "Answering Pennant".

If races are postponed to a later date raise the "Answering Pennant" over Flag "A" and sound the hooter twice.

### **c) Shortening Course**

Sound the hooter twice and hoist Flag "S" with the appropriate class flag below, before the first boat reached the last mark before the finish if possible. Leave the flags up until the end of the race.

**For average lap time races it is sometimes necessary to shorten the course to signify the finish when a slow boat is close to the line.**

## **13. VHF Radio**

**The Race Box is fixed on Channel 37- M1. Safety boats will listen on this channel.**

**Remember to carry out a radio check with Safety before the race.**

**The operator in the race Box does not require an Operator Certificate for the use of Channel 37- M1.**