DELL QUAY SAILING CLUB

Dell Quay, Chichester, PO20 7EE. Tel: 01243 785080

RACE OFFICER GUIDELINES

Created	Last Reviewed	Next Review
January 2015	**October 2017**	

1. This note contains essential information to help in the proper running of the races and for safety. **Please read it very carefully**.

2. Please arrive at least ONE AND A HALF HOURS before racing is due to start.

3. **ON ARRIVAL**

a. All the equipment you need should be in the race box, except for the starting post which is in the workshop.

- The keys to open the cupboards are in the small 'keysafe' box by the window on the right. The code is noted in the Duty Officer File.
- Open the flap covering the flag board controls and carefully lower the right hand flap.
- Open the left most cupboard and check that both sockets and transformer are switched on. Turn on the switch above the left cupboard marked 'Charger' is ON. If this is not on, the horn will not work.
- Check/test the horn (the horn is operated by the red-topped push button at the end of the trailing cable).
- Check that the starting boards work (open the right-hand window and look).
- Turn on the Windows PC which is located in the cupboard under the monitor. This a small black box with an On/Off button on the top.
- To turn the monitor on – there is a touch sensitive switch underneath the lower right hand side of the screen. Wipe your finger from left to right along the underneath of the bottom right hand end of the screen. A small blue LED will illuminate to show it is ON.
- The Windows PC will now boot up – no password is required. Please wait until the **OneDrive** icon (a small cloud in the bottom RH corner of the Windows desktop) has completed any update or synchronization **before** starting the HAL Race software from the desktop. The OneDrive icon will look like this:

while its is still updating or synchronizing. - Please wait.
- When the **OneDrive is** ready, it will look like this:

- and has updated and synchronized all HAL database files.
- Take out the large digital radio race clock from the left hand cupboard and set up using the in-built stand provided with the clock. The same clock/time is also in the main clubhouse.

- Setup the starting line post and metal base on the quay wall. Suggest also moving the 'NO PARKING' plastic barrier - stored by the DQSC workshop door, in front of the wall mounted starting line (an orange and white square section post) to prevent vehicles parking on the quay **in front of the start line post** and hence obstructing the start line**.**

b.   VHF Radio
- Check the volume control is nearly full on.
- When switched on the radio may default to channel 16. **We must NOT use this channel**.
- Press the **M1/2** button until **M2** shows on the display.
- If you switch the mains off during your duty the radio may again default to ch.16.
- The microphone is in the leftmost cupboard.
- Connect the microphone to the socket above the control board. Carefully connect the microphone and tighten the outer connector ring.
- The hand-held radios and waterproof bags are in the right hand cupboards.
- Hand one to the duty officer and one to each safety boat crew (**in a waterproof bag**) and carry out a radio check **before** they are on the water.
- Your radio call sign is **DELL QUAY BASE**
- The radios should be locked on channel **M2**, if required to unlock press and hold H/L.

c.   Other Events.
- Check Other Events (BOB/WOW/Junior/Dinghy Cruising, DON'T FORGET THE FISHING CLUB and CONSERVANCY) happening during the day.
- Depending on prevailing weather and start times of events consider adjusting/staggering start times or areas to avoid i.e. Fishing Event – keep clear of the end of the quay. Discuss this with the Duty Officer.

4.   1 hour to start
- Club house briefing area
- Entry forms and sign off sheets are in the white chest of draws, third draw down.
- Clear any old courses from the board.
- Check the wind strength/direction and any likely wind shadows.
- Discuss your proposed course with the class captains if available, noting OTHER events and any specific requirements and be prepared to change the course if their comments are justified.
- Except for harbour races try to aim for a 1hour race with at least three laps for the fast boats, this will allow average laps to be used by shortening the slow boats after two laps. If 2 no. races are being held that day, suggest a 45-50 minute for each race. As soon as race 1 last boat has finished, try and start the second race sequence.
- Ensure that courses do not clash (e.g. have opposing rounding marks, marks are not looped and if setting a course down the harbour the correct handing of marks is observed). Where possible have a port rounding at the first windward mark.
- The final decision is yours, but remember that the Race Officer is there to ensure that competitors enjoy their racing.
- If the safety boat crew have failed to turn up it may be necessary to ask two people who were planning to race to man the safety boat and who receive redress.

5.   30 minutes to start(s)
- Check that the safety boat crew are ready to launch.
- Write out the agreed course on the course board
- Brief the racers on OTHER events and any specific requirements i.e. FISHING EVENT – keep clear of the end of the Quay.
- Estimate, as accurately as possible, the number of laps, but you can always shorten.
- **Finalize** the start line transit on the appropriate position on the quay.
- If you require additional help, then please ask the Duty Officer or someone in the clubhouse to assist you during the start and finish.

6. **A few minutes before the start(s),**
   - Collect the entry forms from the club house.
   - Advise the safety boats of the number of starters.
   - For trophy races if there are fewer than 2 entries for any class race, these should join the Handicap race, which should start at the advertised Handicap start time.

7. **Starting**
   - Write down the actual times for starting signals. (5,4,1,Go) Suggest use the **RYA Start form** document to note your proposed start times. This form can be found in the tray on the left-hand side of the desk
   - The flags for postponements and shortening course are fixed to white flagpoles, which insert into the flag holder on the outside of the window sill. They are stored by the top right-hand cupboard.
   - Be ready for individual or general recalls using the the **X flag** (Individual recall) or the **1st Substitute flag** and 2 no. sound signals.

8. **After the starts**
   - Note any retirements and advise safety boats.
   - At the end of each lap, record on the race sheet the rounding times (or position only for a class race) of all boats in **chronological** order. This is essential in case a problem arises later.
   - Be sure to distinguish between "Did not start" (DNS), "Did not finish, i.e. did not cross the finishing line" (DNF) and "Retired after finishing:" (RAF).
   - Make **ALL** notes on the **race sheet**, use the back if you run out of space on the front,
   - Do not use separate scraps of paper.
   - Complete and put out the race 'signing off' sheets in the clubhouse for competitors to complete when they come ashore after racing.

9. **Finish**
   - The finish line is the transit between the Race Box and through Quay Mark.
   - Record all finishing times if it is a handicap race (or position only for a class race) in **chronological** order. Record the time of the last finisher (important for protests, if any).
   - Give each finisher an audible sound signal.
   - If there is a request for a Protest or Arbitration Hearing please ensure that the time the request is lodged is recorded. (Any protest or redress, must be handed in within 30 minutes of the last boat finishing in the last race of the day).

10. **After racing**
    - Follow the instructions to enter the results in HAL which will calculate the finishing positions and update the race series positions.
    - Print the results from HAL and post in the club house.
    - Click on Club Results Service to update the Internet and display on the club house screen.
    - Return the starting post to the workshop.
    - Check all competitors have signed off and accounted for.
    - Check that the radios are carefully wiped with a damp cloth (with special attention to the charging terminals at the bottom) dried and put back in the charging cradles (charging is controlled by a time clock which should not be adjusted). The waterproof bags should be dry and not placed in the same cupboard as the radios.
    - Shut down the PC **BUT ONLY WHEN** the OneDrive icon looks like this:
    - Please tidy up the race desk area and lock up all the cupboards and replace the cupboard key to the 'keysafe' box.

11. Report any significant matters to the Duty Officer and a Flag Officer, either then or by email/phone later.

And finally... Many thanks for doing the RO duty today.

Contact details:	
Dell Quay Sailing Club	01243 785080
Chichester Yacht Club	01243 512918
Harbour Master	01243 512301 Office Hours.
Harbour Master	Mobile 07918074166 - VHF Channel 14
Emergency services	999. On land Police, Fire, Ambulance. On the water Coastguard VHF Channel 16

When advised of a serious incident the Duty Officer is to be requested to call the emergency services by telephone. The Race Officer is to maintain communications with and advise the safety boat crew. Incidents beyond VHF coverage to the club are to be managed by the safety boats.

Safety boats with casualties are to be instructed to drive straight onto the beach to allow the ambulance crew direct access to the casualty.