

NORWICH FROSTBITE SAILING CLUB
RACE MANAGEMENT – DUTY RACE OFFICER & TIMEKEEPER CRIB SHEET

Duty Officers need to arrive at least one hour before the first signal, ie. 09-40am.

1) Unlock the Box, keys on key ring in Galley.

2) FLAGS. Inside door to left you will find the Club Flag & Red Ensign. Hoist Club flag on the Flagpole and Ensign on the side-arm. You will also find a portable pole with the Flag Officers pennants which is dropped into socket at right corner of Gallery. Nb. Only pennants of Flag Officers present should be flown (Commodore-no balls, Vice-commodore-one ball, Rear-commodore-two balls)

RACE FLAGS are in box on back wall. Flags are prepared on Box Flag pole, hoisted furled ready to break out as follows:-

Norfolk's + All-comers - Flag "U" Red & White quarters

Split Start - Flag "Y" Red & Yellow stripes (Not normally required)

Preparatory signal - Flag "P" Blue with centre white square (Blue Peter)

General Recall Flag - "1st. Substitute. Blue triangle with yellow centre.

3) Hang Finishing Bell in bracket outside door and connect string for operation from inside Box.

4) Turn on electricity supply by lower switch on back wall. Open flap under work top and turn on Amplifier. Take out microphone and Hooter operating switch. Test both are working. Turn on electric heater if needed.

5) From inner Box Seat find:- 2 x Timing Clocks, red file with Race sheets, pens etc., radios. There is also a Club Laptop which can be used for results etc. and a Printer. See separate sheet for how to use.

6) TIMEKEEPER sets up Race Sheet for the racing and ascertain which boats are racing and names of helm and crew. If Starters are greater than 10 boats you have the option to have a split start. This is done on safety terms, so if conditions are suitable for a mass start, this is always the preferred option.

7) RADIOS Turn on three radios and keep fourth as reserve. Give each rescue boat crew a radio and keep one in the Box.

8) SETTING THE COURSE. Consult with experienced helms and decide on best course for the conditions. Buoys in use are Top (T) usually up the Cut towards Norwich, Top Middle (TM) usually at entrance to Cut near Bridge. nb. do not lay in line with bridge entrance as rowers tend to row into it. Lower (L) usually near Commissioners Cut or can be round corner if wind suitable, Lower Middle (LM) somewhere between L and Clubhouse. You do not have to use all the Buoys.. Go out or brief Safety Boat helm to lay marks. Put the Course boards up on Gallery front, red for port hand, green for starboard hand. The X board in front of a marker board signifies "miss this mark on first leg only" Put the Start line board in front of the course boards and number of laps at end. Line B is

usually used for starts towards Top marks, line A for starts towards Lower marks and C is rarely used. Finishes are always on B line.

8) STARTING SEQUENCE. It is important that the starting sequence is to run to time. If you think the sequence will run late follow the postponement procedure detailed below. (Item 12)

Make sure the Timekeeper and Flag puller are ready.

Timekeeper should shout warning of one minute to first signal, which is repeated by the flag puller. He should also shout at 30 secs, 15, 10, 5,4,3,2,1,Go. Press Hooter signal once for appropriate length of time and flag puller breaks first flag. Make notes of any boats not left the bank by the 5 min. signal. At 5 minute signal, switch on orange flashing light at switch under work top. (mainly a warning to rowers that a start is imminent) Hoist and lower flags as below.

STARTING SEQUENCE - A) RACES WITHOUT SPLIT START

| <u>TIME</u> | <u>SOUND SIGNAL</u> | <u>HOIST FLAG</u> | <u>LOWER FLAG</u> |
|-------------|------------------------|-------------------|-------------------|
| 10.40AM | PROLONGED WARNING BELL | | |
| 10.45AM | HOOTER – 10 mins. | FLAG “U” | |
| 10.50AM | HOOTER - 5 mins. | FLAG “P” | |
| 10.55AM | HOOTER - Start | | FLAGS “U” & “P” |

NB. Second race. Repeat above procedure with 10 min. hooter usually circa. 12.10pm.

STARTING SEQUENCE - B) RACES WITH SPLIT START

| <u>TIME</u> | <u>SOUND SIGNAL</u> | <u>HOIST FLAG</u> | <u>LOWER FLAG</u> |
|-------------|--|---------------------|---------------------|
| 10.40AM | PROLONGED WARNING BELL | | |
| 10.45AM | HOOTER – 10 mins. Start 1 | FLAG “U” | |
| 10.50AM | HOOTER – 5 mins. Start1 -10 mins. Start 2 | FLAG “P” & FLAG “Y” | |
| 10.55AM | HOOTER – Start 1 - 5 mins. Start 2 | LEAVE “P” | FLAG “U” |
| 11.00AM | HOOTER – Start 2 | | FLAG “P” & FLAG “Y” |

9) AT THE START. During the 10 or so seconds before the start the OOD must concentrate on the boats so that he can call out the numbers of premature starters. This needs practice. If there are premature starters call for a second sound signal and ensure

the flag-puller leaves the class flag at half mast, call out the offending sail numbers over the tannoy. As the premature starters cross back over the line call out their numbers, followed by "CLEAR" When all have returned and restarted call out "ALL-CLEAR" and lower class flag.

10) DURING THE RACE & SHORTEN COURSE PROCEDURE.. Try to arrange things so that each race is finished within the hour. This means you will have to see how long the slowest boat takes to complete a round and multiply by the number of rounds to estimate when he will finish. If necessary shorten the course as follows :-

a) If you decide to shorten by a complete round, watch the leading boat. Providing he/she is within earshot of the sound signal when rounding the final mark of the course before the finishing line, make two sound signals and hoist the "S" flag .

b) If you decide to shorten by half a round, ie. to finish the race "the wrong way", make the signal after the leading boat has crossed the finish line and started another round. This method is preferable if the final mark is out of earshot.

11) FINISHING PROCEDURE. Watch for boats finishing, as each crosses the line, shout out sail number and "NOW" and for first three only RING BELL. The Time Keeper will record the finishing time for each boat accurate to one second.

12) POSTPONEMENT PROCEDURE To postpone a start to an indefinite time after the scheduled start time, make two sound signals and raise the postponement flag ("answering pennant"), at any time before the scheduled start time. To end the postponement, make one sound signal exactly one minute before the new warning (10 min.) signal and lower Postponement Flag.

13) GENERAL RECALL PROCEDURE. If you are unable to identify all the premature starters, make a third sound signal and raise the "1st. substitute" pennant and drop the class flag. When you have sorted yourself out, and six minutes prior to the new start time, make one sound signal and drop the "1st. substitute". Exactly one minute later make a further sound signal and raise the class flag and preparatory flag. The race starts five minutes from then.

14) NOTIFICATION OF REEFING PROCEDURE. If you consider that conditions are such that the Norfolk class should reef, consult with the Class Captain or Commodore. If he agrees, at 30 mins before the scheduled start time make a sound signal and raise one cone for one reef, or two cones for two reefs, under the class flag. Then proceed as normal.