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SECTION 1 - PREPARATION

1. In the period leading up to your ROOD duty, please take time to refresh your memory in respect of SSC Sailing Instructions (SIs) and SSC Safe Sailing Policy. Be aware that this document is for guidance. Where this document and SIs are at odds, use SIs.
2. Please also be aware that you will have a key role in the event of a major incident, until relieved by a senior Club Officer. You should therefore know the whereabouts of the Emergency Response Cards (red folder in Race Control).
3. On the day, please arrive early as your ROOD duties include critical functions that must be complete before and after the Decision to Race (DTR) and ahead of boats launching. If possible, find an assistant to help.
4. Changes to the SIs, if any, should be posted on the Official Notice Board in the Boat Store at least 60 minutes before Race Start and should be brought to the attention of those intending to race at the Race Briefing.
5. Be aware that, for insurance purposes, only sailing members and safety boat helms and crew may go afloat. SSC Supporters Club members should not go afloat. In addition, make sure you know the whereabouts of the Guest Member Register and ensure all sailing guest members are sponsored by a member and are 'signed-in'.
6. If you need instruction on the use of the radio, please ask the senior officer present or an experienced member.
7. The DTR should be undertaken as part of the Risk Assessment process. See Section 2.
8. A Race Briefing must take place before any boats go afloat. This may mean that helms and crews, including those from the Safety Boats, must be brought back from the beach if rigging boats there. At DTR, advise race participants when you intend to have the Race Brief. See Section 3.
9. If you are confident the DTR will be positive, you can begin aspects of the Race Management process ahead of DTR. See Section 4.
10. The sequence for starting a race must be well coordinated, hence an assistant will be most useful. See Section 5.
11. After racing, please ensure post-race administration is complete and that Race Control is left neat and tidy ready for the next race meeting. In addition, please be aware you may have a role to play if there is a protest by a competitor, particularly if it involves a dispute regarding race management. See Section 6.

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SECTION 2 - RISK ASSESSMENT AND DECISION TO SAIL

12. In accordance with the Safe Sailing Policy, the ROOD must consult with the senior officer present who will nominate a group of 3 experienced members, including the senior safety boat helm, regarding the Risk Assessment, a copy of which is in the Boat Store. This must be done aside from competitors. The decision must be supported by all three involved in the process, as well as the senior officer present and the ROOD. Moreover, it should be done before DTR, which is 45 minutes before the scheduled Race Start. Matters to be considered in this huddle must include assessment of:
- i) Weather conditions now, along with any forecast for worsening conditions, which may also involve 'dying wind'. Ensure use of the Club's Weather Station when assessing wind strength; weather graphs on the Club's Weather Page on the website show the trends for wind direction and strength and can be seen on a smartphone or tablet.
 - ii) Launching conditions now and what might happen during the boat recovery period, ie will the tide be in or out and will there be a significant swell?
 - iii) How many safety boats should go afloat and what helm proficiency is required. Be aware that ratio of one safety boat to 14 dinghies is stated in the SIs.
 - iv) Where to launch from.
 - v) How many have turned up and want to sail.
 - vi) Ultimately, is it safe to sail.
13. At 45 minutes to scheduled Race Start ensure all are aware of the decision, which may even be to postpone.
14. Display the correct Risk Assessment colour board and add the date in the space provided on the Boat Store door.
15. If conditions are AMBER or worse, identify who should NOT sail; if necessary ask senior officer present to assist with this.

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SECTION 3 - RACE BRIEFING

16. Switch-on the compressor in order that the horn in Race Control can be used.
17. If sailing is to take place, decide on the layout of the course and draw it on the whiteboard in the Boat Store. Use templates available in this binder or in the Boat Store to aid this process. If necessary, ask a more experienced sailor and ask them to explain their rationale. Ensure you can show:
 - a. If a Club Start, in addition to the marks of the course, where is the **Inner Mark** that boats must pass south of, the 'Home Buoy' that boats must pass to north of and the line of the Start Line. Be aware that Home Buoy is not part of the Start Line but is a mark of the course. In addition, identify where the finish will be.
 - b. If a Sea Start, where is the **Committee Boat Mark**, the **Pin End Mark** (known as the Leeward Mark after the Start Line is cleared by all boats). In addition, identify where the finish will be.
18. Prepare and give a Race Brief, preferably 30 minutes before but not less than 20 minutes before Race Start in accordance with the template in the Safe Sailing Policy (a copy is available in the Boat Store). Again, if necessary, seek assistance with elements of the brief but do not give control away as you must retain your authority as ROOD! Ensure all guest members are 'signed-in' in the register held in Race Control, including name, address and details of member sponsoring the guest. During the brief, remind those going afloat to 'sign-on'. In addition, state that no one is to go afloat unless paid-up as a member for the current membership season; this is critical in the early weeks of the season!

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SECTION 4 - RACE MANAGEMENT

19. Once the DTR has been made, hoist the Club Burgee on the main mast halyard (not on the yardarms).
20. On separate halyards on the long yardarm attach:
 - a. The 'class' flag (usually pennant '9' if a mass start intended but if additional class starts are intended you will need additional 'class' flags as per the SIs). In the event of an Individual Recall the 'class' flag will be brought to half-mast.
 - b. The preparatory flag (usually 'P' unless aim is to fly flags 'I', 'Z' 'U' or the Black Flag).
 - c. General Recall (First Substitute flag).
 - d. Also, have available 'AP' flag in the event of a postponement and the 'S' flag for shortening the course. Flag 'S' will be used in almost every Club race.
 - e. If space and halyards available, fly the 'red' or 'green' flags to indicate a port or starboard course. This is best done on the short yardarm.
21. Switch-on the base-station radio and select channel 'P4' also known as 'M2'. Also obtain a hand-held radio in case of failure of the base-station. It will be necessary to undertake a radio-check with a safety boat hand-held radio.
22. Prepare and post a 'signing-on sheet' in the Boat Store.
23. After the Race Brief, take the 'signing-on sheet' to Race Control and use the detail to prepare the 'rounds sheet'. The onus is on sailors to 'sign-on', however, anomalies must be resolved if there are more boats afloat than are on the 'signing-on sheet'. The SIs state that the ROOD has discretion to accept a late call by someone afloat if they declare before Race Start that they have forgotten to 'sign-on'. Ultimately, for safety, the ROOD must know who is afloat and in what boat; so even if people have not signed-on, ask a safety boat helm to confirm who is afloat.
24. Familiarize yourself with the functions of the stopwatch. To aid accuracy, it must be used for the start sequence and remain running for the duration of the race.
25. Familiarize yourself with the 'rounds sheets' used for recording completion **times** and **placings** for each round, as well as finish times when race ends. Each time a boat passes the Home Buoy, either at the end of a triangle (**T**) or a sausage (**S**) a round is completed. This sheet will be used by the Sailing Secretary to record scores. Please be accurate, neat and ensure all names and sail numbers are legible. A separate 'rounds sheet' must be used for each separate race and all rounds sheets must be stapled to the respective 'signing-on sheet' and be left in the 'completed forms box' in Race Control.

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- a. If any competitor got on the water but did not start, write DNS next to their sail number.
- b. If any competitor has been disqualified (eg for not signing-on, write DSQ next to their sail number).
- c. If any competitor did not finish, write DNF next to their sail number. However, if it has previously been agreed at the Race Brief, to hasten the completion of a race, it may be in order to award places to slow boats on the basis of a grand prix finish. Such boats must, until that point, have properly have sailed the course, as stipulated. Boats not having sailed the proper course are DSQ or RTD, as appropriate.
- d. If any competitor retired from the race, write RTD next to their sail number.
- e. If any sailing member is awarded average points due to race duties, such as ROOD, or essential nominations of sailing members as safety boat helm or crew, or RYA instructor duties, write AVE next to their name.

26. Ahead of the start sequence, test the horn at 10 minutes to Race Start.

27. After the start of the race, record all boats that were on course side (OCS) at the starting signal and if they do not return completely across the start line they should be recorded as disqualified (DSQ).

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SECTION 5 - STARTING THE RACE

28. The starting sequence is the official RYA 5, 4, 1, 0 sequence. The 'yellow' stopwatch will count down from 5 minutes and then advance for the duration of the race; the 'old' stopwatch will only count up from '0'. The sequence is as follows (**with graphics at Appendix 1 - mass start; Appendix 2 – multiple fleets starting sequence and Appendix 3 – recommended halyard choice for each flag**):
- a. **Warning Signal - 5 minutes** – simultaneously, start the stopwatch, raise the '9' flag and sound one blast. Flag '9' is the Handicap Fleet class flag but is also used for a 'mass start' at Sidmouth. Other class flags can be '6' for the Slow Fleet, including Mirrors, Toppers and RS Fevas, and Laser emblem flag for the Fast Fleet, including Lasers and Scorpions.
 - b. **Preparatory Signal - 4 minutes (exactly)** – simultaneously, raise the 'P' flag and sound one blast. Other flags may be raised instead of 'P', these can be: 'I' for rule 30.1; 'Z' for rule 30.2; 'U' for rule 30.3; and Black flag for rule 30.4.
 - c. **One Minute - 1 minute (exactly)** – simultaneously, drop the 'P' flag, or 'I', 'Z', 'U' or 'Black' if used, and sound one **long** blast.
 - d. **Starting Signal - 0 (exactly)** – simultaneously, drop the '9' flag, or other class flag if used, and sound one blast.
 - e. **Line Clear** - if no boats are over the line at the start, use the radio to say 'line clear'.
 - f. **Individual Recall** – if any boats are over the line and all can be identified by sail number or hull type/colour, lower the 'class' flag to half-mast for an Individual Recall and sound one further blast. Optionally, use the radio to inform the patrol boat which boats are to be recalled (include all OCS boats or none). Leave the 'class' flag at half-mast until all boats return to the pre-start side of the start line. Use the radio to say 'all clear'.
 - g. **General Recall** - if several boats are over the line at '0' but you cannot correctly identify them by sail number or hull type/colour, then raise the 'First Substitute' flag for a General Recall and sound a further 2 signals

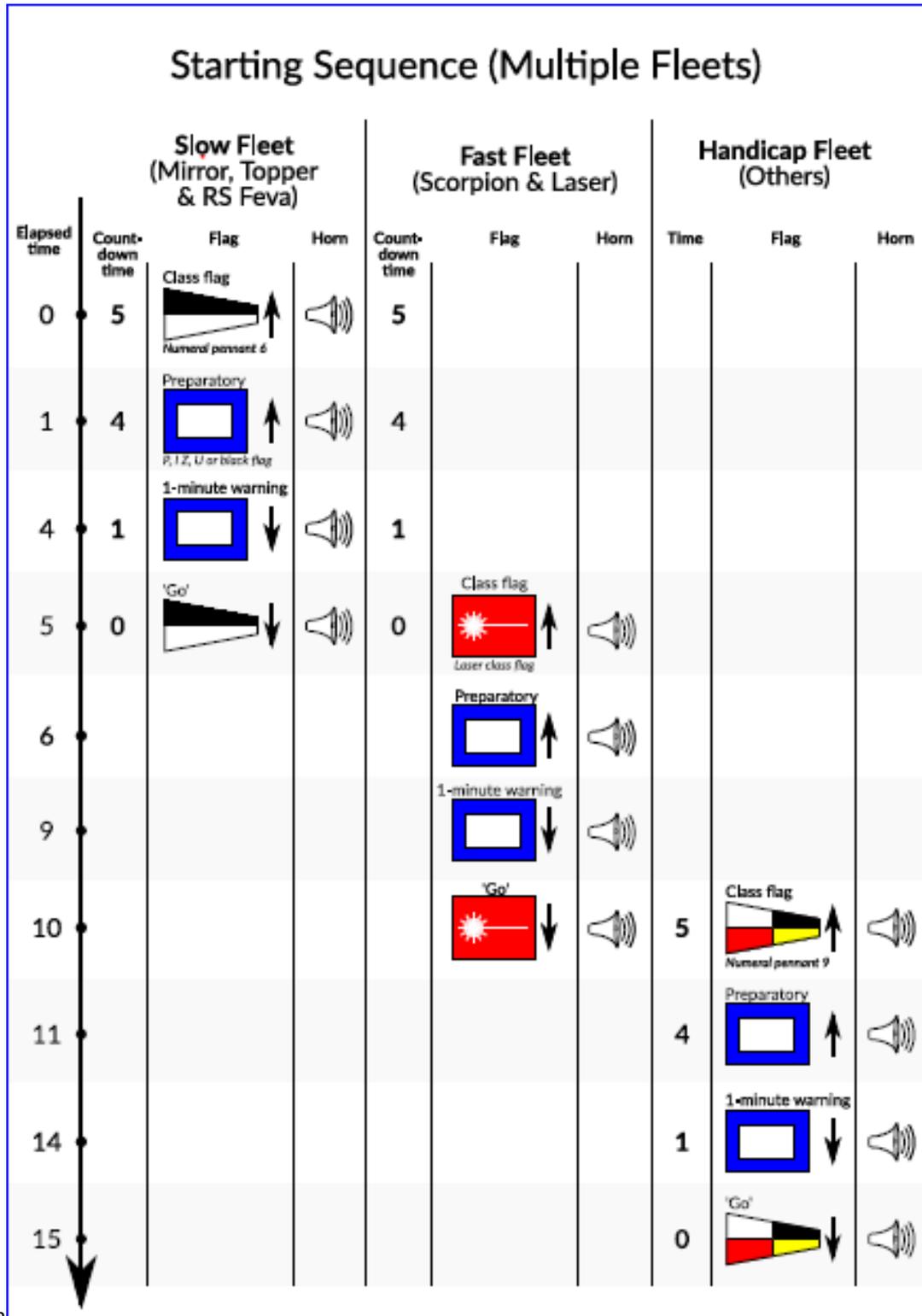
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Appendix 2

This graphic shows the timings, flags and sound signals that will be used for multiple fleets for Club racing.

Any fleet subject to a General Recall restarts after all other scheduled races have started, unless they are also subject to a General Recall



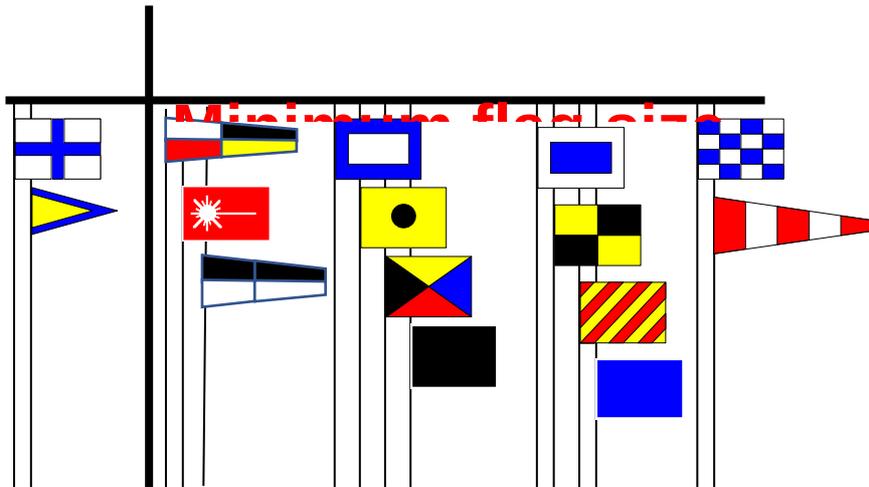
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Appendix 3

This graphic shows the recommended yardarm and halyard for each flag for Club racing.

The Club Burgee should be hoisted on the halyard attached to the top of the main mast.



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SECTION 6 - POST-RACE REQUIREMENTS

29. Return flags to pigeon holes, secure all halyards and lock the starting platform door.
30. Switch the radio off when the last safety boat is ashore and take the spare hand-held radio back to the Boat Store.
31. Take the 'signing-on sheet' back to the Boat Store ready for competitors to 'sign-off' and record any penalties taken. The 'sign-off' sheet must be returned to Race Control.
32. Any competitors wishing to lodge a protest must do so within 60 minutes of the end of the last race. Facilitate any advisory, mediation or protest matters that might ensue. If necessary, enlist the help of the senior officer present and consult SIs regarding the process.
33. Return used cups, after washing, to the galley.
34. RETURN THIS FOLDER TO RACE CONTROL!

Note: If there are errors in the aide-memoire, please bring them to the attention of the Sailing Secretary or Principal Race Officer.