DON'T PANIC!

The Guide For Club Racing OODs

Running club racing at LLSC is nothing to be worried about; this guide is here to give you the basics of how to run a race, but always remember if you're not sure about anything just ask and somebody will always be willing to offer help and advice. There are only 5 steps to a successful club race:
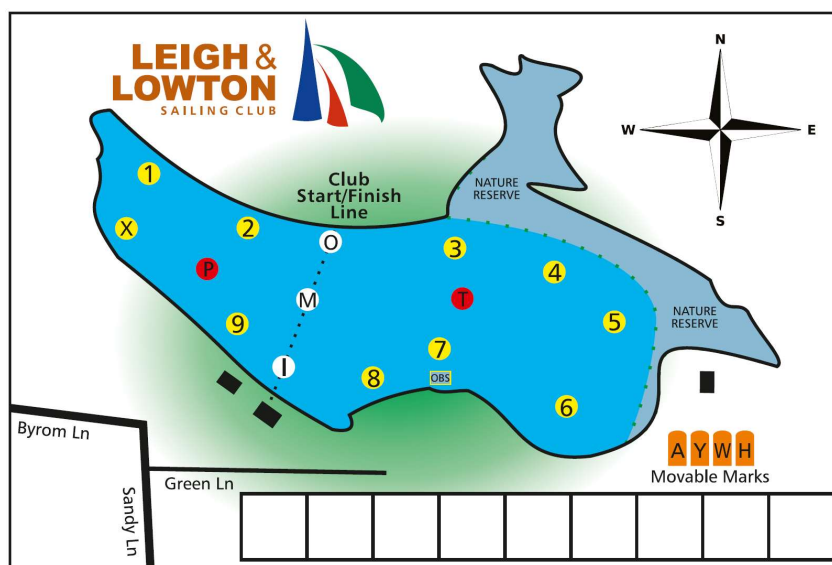
1. The Course
2. The Start
3. The Race
4. The Finish
5. The Results

For a Video guide, see https://llsc.org.uk/race-timer-and-od-guide/ (From the menu select "Members" and then "Race Timer & OD Guide") or use this QR code:

Before doing anything make sure you have a safety boat and crew on the water and it's appropriate to go sailing- not too much wind, not too little, just right!

The Course

www.llsc.org.uk - Green Lane, Lowton WA3 1BJ

There are some suggested courses in a book in the OD Box, but if you're unsure seek advice from the sailors.

The course must be displayed before the 5 minute warning signal, although it's normal to show it before the 15 minute rigging signal.

It's best to decide on the first and last marks and then make up the bits in between. The aim is to have an upwind beat from the last mark to the first mark. The route from the last mark to the first mark must cross the club line. Think about the number of boats and wind strength. Always aim to have a port rounding at the first mark.

The start line will be one of the following:

- **I+O** Between Inner and Outer, i.e. the whole line
- **I+M** Between Inner and Middle, i.e. the nearer half of the line
- **M+O** between Middle and Outer, the further half of the line
- **Dan + I** Between Dan and Inner. Dan is a small buoy with a flag attached on a pole. You'll need the friendly safety boat crew to drop this for you. Use this if the line would otherwise be very biased
- **Dan + M** Between Dan and Middle
- **Dan + O** Between Dan and Outer

The club finish line is always between I (Inner) and O(Outer) regardless of the start line.

On Sundays, except for Trophy Days, there are two starts for each race, with the Asymmetric boats starting first. The Asymmetric boats prefer a Windward/Leeward course if possible. Display the "A" course board and they will sail just the first and last mark of the handicap course. Don't try doing this in a southerly though, as they'll do too many laps for you to keep track!!

Show the course in the window of the OD Box. Don't forget that it's how it looks from the outside that matters. Display red backgrounds for port roundings and green for starboard roundings. The DAN buoy can also be the last mark in the course.

For Example:
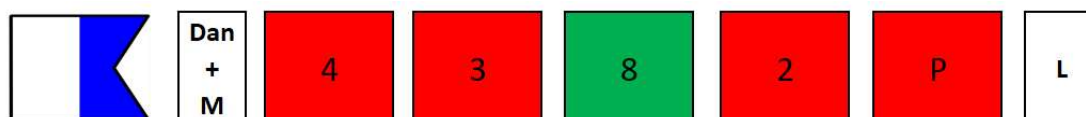
In this case the Asymmetric fleet will ignore 3, 8 and 2. **L** is for line and signifies the end of the course.

Don't show the number of laps, it's not needed. Make a note of the date and course on the paper results sheet.

The Start

Switch on the race control box and PC using the plug on the wall behind the PC's screen.

The message at the top of the race control box will alternate between the screens below.
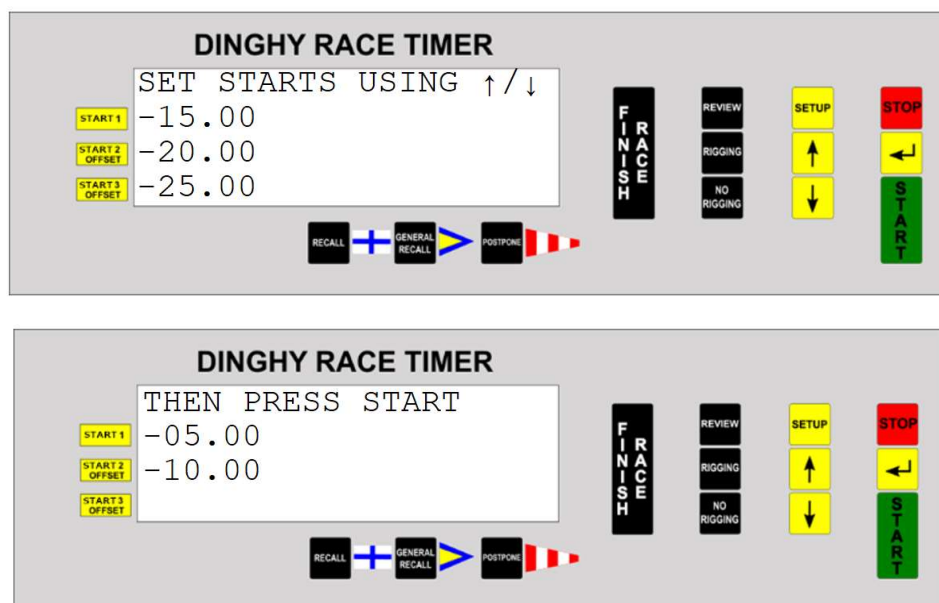
As instructed, press one of these buttons to change the number of starts. You might need to press it a couple of times to get what you want. The top screen shows 3 starts and the bottom screen shows two without a rigging signal. 15.00 represents 15 minutes.

If the first time is -5.00 it means there won't be a rigging signal, so press **RIGGING** to get a rigging signal. If you don't want the rigging signal, make sure you've told the sailors and press **NO RIGGING.**

Day	Number of races	First race start	First race rigging signal	Number of Starts per race
Wednesday	1	19:15 (earlier in April)	19:00 (earlier in April)	1
Saturday	2	14:00	13:45	1
Sunday-Trophy Day	3	12:00	11:45	1
Normal Sunday	3	12:00	11:45	2 (Asymmetric & Handicap)

When you're ready, do a PA announcement to let everyone know you're about to start. Then press the green **START** button once to see this screen, and then a second time to being the countdown, at which point there will be a 2 hoot rigging signal.
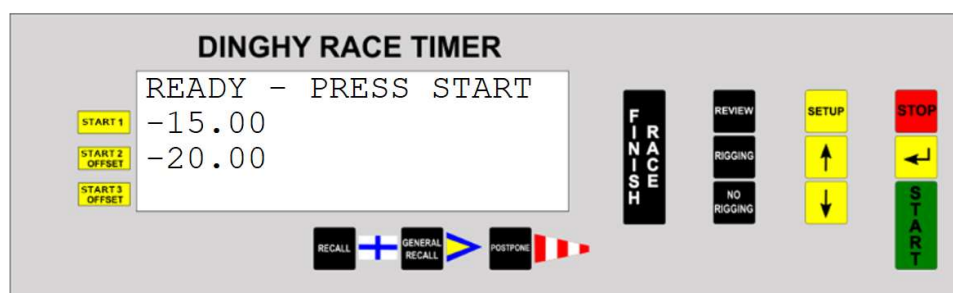
This shows a typical Sunday, with the 15 minute rigging signal. Once you've started the countdown, both start times will countdown every second.

Make sure you've got yourself a mug of tea (free for those on duty) and a bacon butty or slice of cake depending on time of day!!

The 5 minute, 4 minute, 1 minute and start sound signals all happen automatically. Red lights are used for the warning and prep signals for the first start, and Orange lights for the second start.

As the countdown approaches the start, watch the line to look out for anyone trying to get ahead of the game and jump the gun. If you are using the DAN buoy you'll need the safety boat crew to watch the start line for you if possible. Use the VHF radio (channel 72) to tell them how long to the start.

If none of the boats are over the line, just keep drinking your tea!

If there are boat(s) over the line at the start there are two choices. Press one of these buttons below the display as soon as possible.

RECALL ✚	Individual Recall. This is by far the most common. Use this if you can identify all the boats over the line. You'll get 1 sound signal and the white lights will switch on. If the boats are behaving themselves and return, press RECALL again to turn off the white lights. If they don't return score them as OCS for the race on your results sheet. The top line of the display will show RECALLING BOAT(S) RECALL WHEN CLEAR.
GENERAL RECALL ▶	General Recall. Rarely used, but use this if there were so many boats over the line that you couldn't identify them all. You'll get 2 sound signals and the general recall lights will come on. After 1 minute the race control box will automatically turn off the General Recall and resume the 5-4-1-GO start sequence. The top line of the display will show START 1 GEN RECALL or START 2 GEN RECALL.

The Race

Once the first fleet has started you'll see the top "START 1" timer count upwards. If there is a second start, the second timer will continue to count down and once the second start has happened it will show the time between the two starts. i.e. 5:00 unless there was a general recall for the second start. Record the START 2 OFFSET 5:00 on the results sheet in the 2nd Start box at the top.

Here's what you'll see after 43:21 minutes of racing.
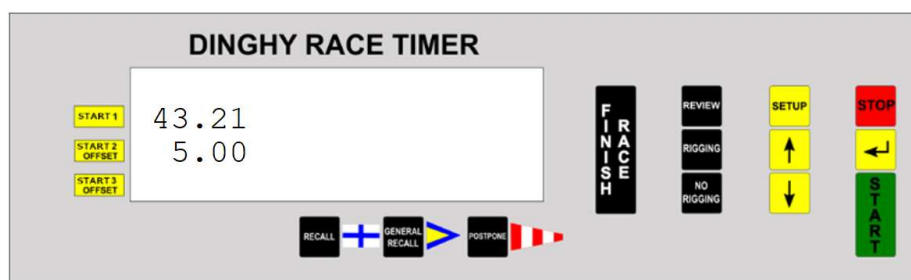
As each boat completes a lap record the sail number on the results sheet in the appropriate column. It's worth recording lap times for Juniors and novices, in case they run our of time, but for the majority there's no need to record the intermediate lap times, and no need to distinguish between the different fleets. For the first lap you might want to record the boat type too, especially the rig for Lasers (full/radial/4.7) and Aeros(5/6/7/9).

The race length is not fixed but generally aim for around 45 minutes for the lead boat. On a Wednesday evening if the wind is dropping don't be afraid to make the race shorter.

The Finish

To bring the race to a close you need to "shorten course". Once this is done all boats finish the next time they cross the finish line at the end of a lap. It is typically done as a boat rounds the last mark of the course, with no boats between them and the finish line. When you're ready make 2 sound signals and switch on the shorten course becon using the two switches to the right of the race control box. Keep an eye out for very slow boats, especially juniors in Optimists; there's no problem with finishing these boats before the shorten course with a quick finish signal. If you're not sure that a backmarker is going to get to the finish line before they are caught by the lead boat on it's final lap, you will need to shorten course for the backmarker.

Each time a boat finishes, press the middle of the **FINISH** button and record the boat's "Finish sail number" and "Finish Time" on the right-hand side of the results sheet in the order they finished. When you get a gap you can fill in the "Total Laps" by counting the number of laps they did plus 1 for the final lap.

The finish times are numbered 1,2,3 etc and the last 3 are shown on the right:

The most important thing is to record the sail number of the boats. If you miss a finish time you can press the

REVIEW button and the bottom line with show an R next to the finish. Use the ↑ ↓ buttons to go through all the finishers in sequence. This can be done before or after all the boats have finished. Press **REVIEW** again to disable

Once all the boats have finished and you've got all the times you can stop the control box by pressing **STOP** twice. You're now ready to begin the next race. Don't forget to turn off the shorten course lights too.

The Results

On the PC click on "Results Calculator" to launch the spreadsheet, then click on the **START** button.

Enter the race number at the top (1, 2 or 3), it helpfully defaults to 1.

Enter the "START 2 OFFSET" for the second start if there was a second start. This is normally 5 minutes and it helpfully defaults to this, but could be 12 minutes if there was a general recall. If it's a quiet Sunday and you told all the boats to start together, then set the Handicap start time to blank (i.e. zero).

Enter each sail number; the boat details will normally appear for "regulars". You might need to select the boat class or helm if prompted. Then record the number of laps and finish times (just the digits without a . or :). For "newbies" you'll need to select the boat type and enter the sailor's name if you know it.

Don't forget to add yourself and the other volunteers and select OOD in the Laps column, and do the same for anyone who was OCS or DNF.

Once you're happy click **SORT RESULTS** and double check there's no obvious mistakes. Finally click **Check&Print&Save,** it might highlight a potential discrepancy, in which case resolve and click the button again. Once the results have printed pin them on the noticeboard. We only need 1 copy printing. Leave your hand written results sheet in the tray, in case there's any dispute.

To retain the boat details for the next race click **NEW RACE** on the top right.

If you find a mistake in an earlier race's results, you can click **RELOAD RESULT** to go back and change them.

Once all the races are completed, click on **SHUTDOWN** and once everything has shutdown, put the radios on charge, turn the power off at the plugs. Lockup and return the key to its hook.

That's it, you can go for another brew and cake/dinner/drink from the bar as appropriate!!!

The Small Print

The latest Sailing Instructions are on the website https://llsc.org.uk/sailing-instructions/ ("Sailing & Racing" menu, "Sailing Instructions" sub section or use this QR code).

The exact rules in the 2025 Sailing Instructions for the Asymmetric A flag are:

> If the A Flag or A board is displayed (on a Sunday), the Asymmetric fleet will sail a separate course to the handicap fleet. This will consist of the first handicap mark, and the A mark. The A mark will be rounded to the same side as the last mark of the handicap course.

> If M is the last mark of the handicap course, this will also be part of the Asymmetric course and the penultimate handicap mark will dictate the direction to round mark A. For example if the course displayed is:

> I+M, 4, 3, 1, X, M, L, "A" board with all marks to port

> the Asymmetric course will be I+M, 4, A, M, L with A to port (because X is to port).

> If the A mark has not been laid, the last mark of the handicap course will be used instead, i.e.

> the Asymmetric course will be I+M, 4, **X**, M, L in the above example.

> The handicap fleet shall ignore the A flag/board.

Entering Race Start Time(s) and Boat Finish Times

Location	Event	Race Start Time(s)	Boat Finish Times
OOD BOX	• Saturday club series • Wednesday club series • Trophy Day run from OD box (1 start)	**Start Times:** Handicap: [ ] 00:00:00	**Laps DNF OOD etc** / **Time or Finishing Position** 2 Laps / 3550 2 Laps / 3720
	• Sunday club series **Normal**- 5 minutes between starts (even if there aren't any asymmetric boats racing). Also applies if there was an Asymmetric general recall	**Start Times:** Asymmetric: [ ] 00:00:00 Handicap: [500] 00:05:00 (5 mins is deducted from the Handicap times to get their correct elapsed time)	Record Finish Times from the OD Box Timer
	• Sunday club series **Handicap General Recall** (12 mins between starts). 12:00 is shown on OD Box Timer	**Start Times:** Asymmetric: [ ] 00:00:00 Handicap: [1200] 00:12:00	
	• Sunday club series Quiet day so all Asymmetric & handicap boats started together (**single start**)	**Start Times:** Asymmetric: [ ] 00:00:00 Handicap: [ ] 00:00:00	
	• Regatta Saturday/Sunday if run from OD box	Same as Sunday above	
OOD BOX or Committee Boat	• Open Meeting without handicaps e.g. RS400, Solo • Guy Fawkes, NYD & Le Mans Pursuit Pursuits	**Start Times:** Finn: [ ] 00:00:00 Streaker: [ ] 00:00:00 Solo: [ ] 00:00:00 Times not applicable, so leave blank	**Laps DNF OOD etc** / **Time or Finishing Position** [ ] / 1 [ ] / 2 [ ] / 3 1, 2, 3,.. for 1st,2nd,3rd,... Laps ignored, so beware if any boats were lapped.
Committee Boat	• Trophy Day • Regatta • Open Meeting with handicaps e.g. Aeros, Lasers • Revett Series • Tipsy Series • RNLI Open	**Start Times:** Handicap: [120000] 12:00:00 LasersHC: [120300] 12:03:00 Asymmetric: [120600] 12:06:00 Solo/Junior: [120900] 12:09:00 Clock time e.g. 120300 for 12:03:00. Leave any that are not applicable blank (e.g. if there's no handicap fleet)	**Laps DNF OOD etc** / **Time or Finishing Position** 2 Laps / 123456 2 Laps / 123721 Finish time from the clock e.g. 123456 for 12:34:56

Overall Results for 1 or 2 day Open Meeting, Trophy Day & Regatta (for Prizes)

Click the "**Leaderboard**" icon on the desktop, and print the webpage. Refresh if you change any of the results. Discards etc are taken into account, but penalties are not. It will look like this:

Leigh & Lowton SC Results Sunday 27 March 16:20

Inform OD if results are incorrect.

V2.00 Provisional to be reviewed by Sailwave.

Handicap Fleet

Sailed: 3 Discards:1 To Count: 2

SailNo	Class	PY	Crew	Nett	27 Mar Race 1					27 Mar Race 2					27 Mar Race 3				
					Laps	Elapsed	Corrected	Pos	Points	Laps	Elapsed	Corrected	Pos	Points	Laps	Elapsed	Corrected	Pos	Points
4985	Solo	1153	Kim Cant	3	3 Laps	33:45	39:02	1	1	4 Laps	40:51	44:17	7	7	2 Laps	27:06	35:15	2	2
76	Devoti D-one	939	Martin Spencer	4	4 Laps	39:19	41:52	3	3	5 Laps	35:03	37:20	1	1	DNC				12
5217	Solo	1153	Malcolm Waddington	4	3 Laps	35:20	40:52	2	2	4 Laps	35:24	38:23	2	2	DNC				12