

Guide for OODs Revett and Topsy Series

This document gives the Race Management Team running the Revett and Topsy Winter racing on the committee boat “Flash” some helpful tips. It should be read in conjunction with the Sailing Instructions which can be downloaded from the “Winter Open Series” event in Webcollect.

A week before you are on duty, check the calendar on the club website and contact all those involved in the race management and safety to remind them that they are on duty. Also indicate what time you want people to be on-site to get organised.

Race Officer and Assistant RO’s need to meet 2 hours before start time to prepare for the day ahead, look at possible courses, assess support teams, assign roles, drink coffee! Do ask others for input, especially if it’s a day with difficult conditions.

Key pointers – Before the race

Paper Forms- there should be sufficient starting forms, finishing forms and protest forms in the OD box; if not the templates are on the computer- see Desktop link to “Forms”. In an envelope in the bottom drawer of the OD box there are some forms on waterproof paper, if it’s raining hard. Starting and Finishing forms are also appended to this guide.

- If you change the schedule, e.g. early lunch as no wind, let the galley know ASAP. Radio ashore if you are out on the water when you decide.
- Don’t forget to take 2 handheld radios onto flash
- Get the rescue crews to launch boats in plenty of time, to allow for mark laying etc. Leave shore no later than 40 minutes before the first start
- Flash should have been connected to battery charger on the port side. Disconnect this and ensure it’s reconnected at the end of the day.

Key pointers – Laying the course

Rangefinder. We have a handheld rangefinder. Use this to determine line length and distance to windward mark. Sight on the mark laying boats. Press 1 button to turn on and take a reading, the other button changes mode (visible in the display)

- There is an electric winch for the anchor on Flash. When raising drive Flash forward to reduce the strain on the winch. If you put out more chain than needed you can use this to move flash forwards/backwards to make minor line adjustments without moving the dan buoy.
- Don’t make the start line too short-better too long than too short. Ideally over 80m. When you shorten course all boats crossing the finish line are given a finish, so don’t have flash too far up the beat. Use black flag for restarts
- If you can, set a course that doesn’t cross over itself too much. The inflatables (A, H, W & Y) can be used anywhere in the course.
- No ‘A’ flag required. If there’s 2 courses the Asymmetrics will use the lower one
- **Always** lay a second leeward mark if doing a Windward/Leeward course (use an inflatable buoy), see course diagrams below, a second windward mark is a benefit in

certain directions and the best fit is keeping the Asymmetrics inside the other fleets, but the Asymmetric course becomes too short from some wind directions.

(Generally across the water)

- Windward mark **always** to Port. For Windward/Leeward try to make the two mark roundings in the same direction (P) but more importantly **ensure** that both the Asymmetric and other fleets are rounding in the same direction!
- Don't attempt windward/Leeward across the lake, when wind is from the north or south.
- See next page for guidance on use of second Leeward mark and windward spreader mark
- Course length: aim for 15-18 minute laps (15 min is the minimum to allow for general recall) to avoid overlapping starts with first fleet coming round (normally 3 laps per race for adult fleets, 2 for juniors, giving elapsed time for front boats to be 45-50 minutes), Asymmetrics may do more laps with their shorter Windward/Leeward course

Key Pointers – The race

Clocks- we have 2 digital clocks, both automatically radio signal controlled and they should be displaying the same times.

- Record the start sequence and start times. Ideally record the start on your phone.
- Ensure assistants are clear on their responsibilities before you begin the start sequence. Do what works best for your team based on their experience, For example
 - OOD calling line and ready with Single & General Recall flags
 - Assistant RO calling the time keeping (3, 2, 1, GO to each minute), making sound signals and recording fleet start times and any OCS boats.
 - Other assistant doing flags.
- Lap counting –two people writing on lap sheets (try to get boat type as well as number on 1st lap if it's someone you don't recognise– on left hand side of sheet, also radial, standard rig, Aero6/7/9 etc, as much detail as possible, makes checking back easier when doing results).
- OOD checking on any safety issues and keeping overall track of how many laps are being done by the fleets (e.g. all handicap did 3 laps, except Phantom who capsized and Streaker that fell behind)
- Keep track of any obvious retirees, so they can be scored DNF rather than DNC.

Key Pointers – The finish

- From 40 minutes onwards, OOD looks for good opportunity to shorten between fleets whilst trying to ensure that boats that are racing close to each other do not end up on different laps – not a perfect science, but there's usually a way!
- Be aware of the position of junior & Hansa boats and less experienced helms. It may be necessary to give them a 'premature' finish. The SI's state:

The race committee may finish some boats before the "S" Flag has been displayed. "W" flag will be displayed at the rear of the committee boat as the first finishing boat under this rule has rounded the final leeward mark with two sound signals different to those normally used for starting and finishing boats (e.g. a whistle). When this first boat crosses the finish line, a distinctive single sound signal (e.g. a whistle) will be made. Where possible the affected boat(s) will be hailed from the committee boat. This is intended to be used for a small number of Junior and novice sailors when completing another lap would take them significantly over the intended race duration. All other boats shall continue racing until the "S" flag is displayed together with two standard sound signals

- Audio record the finish e.g. mobile phone (Voice Memos app on iPhone, Voice Recorder app on Android), essential to help sort out queries on the results sheets when ashore, if phone is placed on cockpit seat it will pick up all voices on flash clearly enough
- Once the course is shortened (two sound signals and 'S' flag), get assistants to record all finishers in the end columns (sail numbers, times and if possible laps, although the number of laps can be worked out later when there's no pressure to get the finishers recorded), they need to be briefed to just keep on writing, no questions until there's a good gap, if they miss a number or a time then they just leave a blank to be filled in by analysing recording later. OOD calls the boat number as they cross the line, hoots and gives the time. For brevity only give the bits of the time that have changed so if first boat finished at 12:45:20, for the second boat 10 seconds later you'd just need to say "at 30". Get them to compare their results sheets, either during a good gap or once the finish sequence is complete.

Key Pointers – Entering the Results

- When entering results, the actual start time of each start should be entered as per this example. The individual finish times can then be entered in the same format e.g. 145347 for 14:43:37

		Start Times:	
	Handicap:	140600	14:06:00
	LasersHC:	140900	14:09:00
	Asymmetric:	141200	14:12:00
	Solo/Junior:	141500	14:15:00

Fleet	Laps DNF OOD etc	Time or Finishing Position	PY	Elapsed Time Min:Sec	Corrected Time Min:Sec	Position
Asymmetric	2 Laps	145347	1050	41:47	39:48	1
Asymmetric	2 Laps	145520	1050	43:20	41:16	2
Asymmetric	2 Laps	145601	1001	44:01	43:58	3

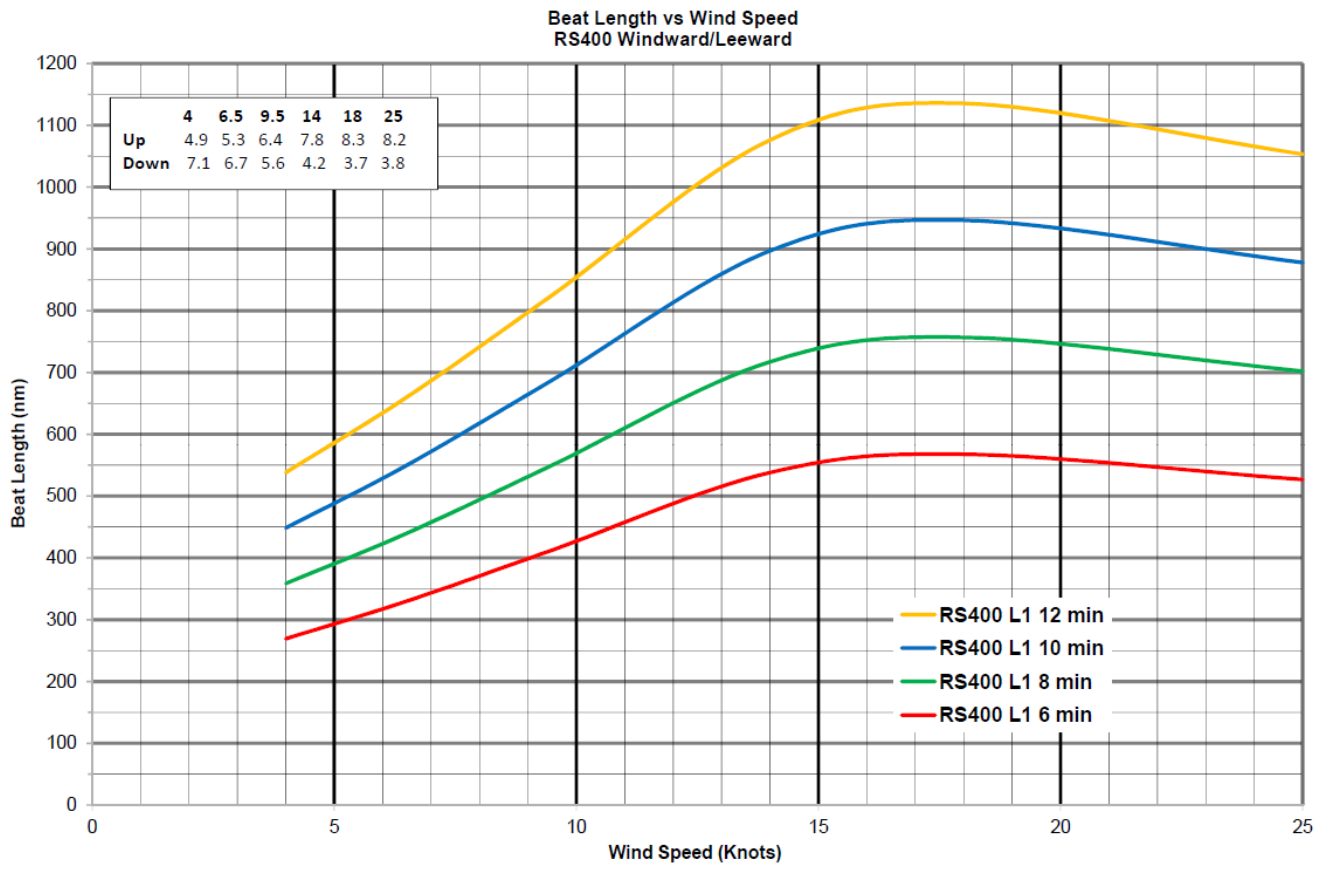
- Once results have been entered on the computer, check they look correct- right number of laps, boats in the correct fleet etc. Be especially wary if there is a big difference in the corrected times within a fleet as number of laps could be wrong. Double check the times of the first few boats in each fleet.
- If a sail number is not recognised by the system, try to determine the class and who was sailing it. Check the "Sailors" tab if you know their name to see if you've got the sail number wrong. Details of Visitors can be found on the "Winter Open Series" website page in webcollect. Scroll down to the section where visitors enter, and click on the show bookings options:

Description	Date	Availability	Bookings
Full Winter Package All 4 pursuit/series (RNLI not incl)	02-11-2025	closed	show
Guy Fawkes Pursuit	02-11-2025	closed	show
Revetts Series over 6 Sundays	09-11-2025	closed	show
Single Day Ticket	09-11-2025	closed	show

- Lasers (full, radial and 4.7) scored on Handicap; if they switch rigs all races in the series will be scored using the faster rig.
- Let Martin Tubb know if there is anything to be aware of in the results

Setting course lengths.

Mark 1 to 4 (& 2 to 6) are 900m. 1-5 is 1150, 9 to 4 is 650m, 8 to 5 is 700m. Aim for the blue or yellow lines for a W/L course e.g. 700 to 850m in 10 knots.

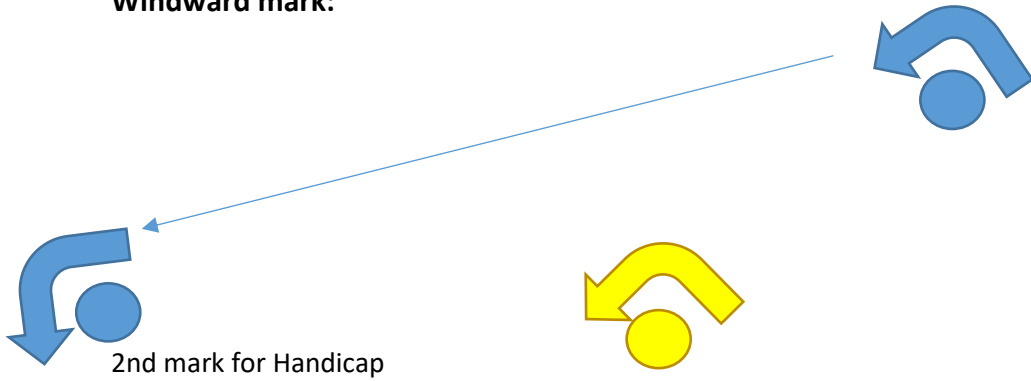


Mark placement when using 2 windward and/or 2 Leeward Marks

Blue- Upper course: Non-Asymmetric

Yellow Lower course: Asymmetric course

Windward mark:

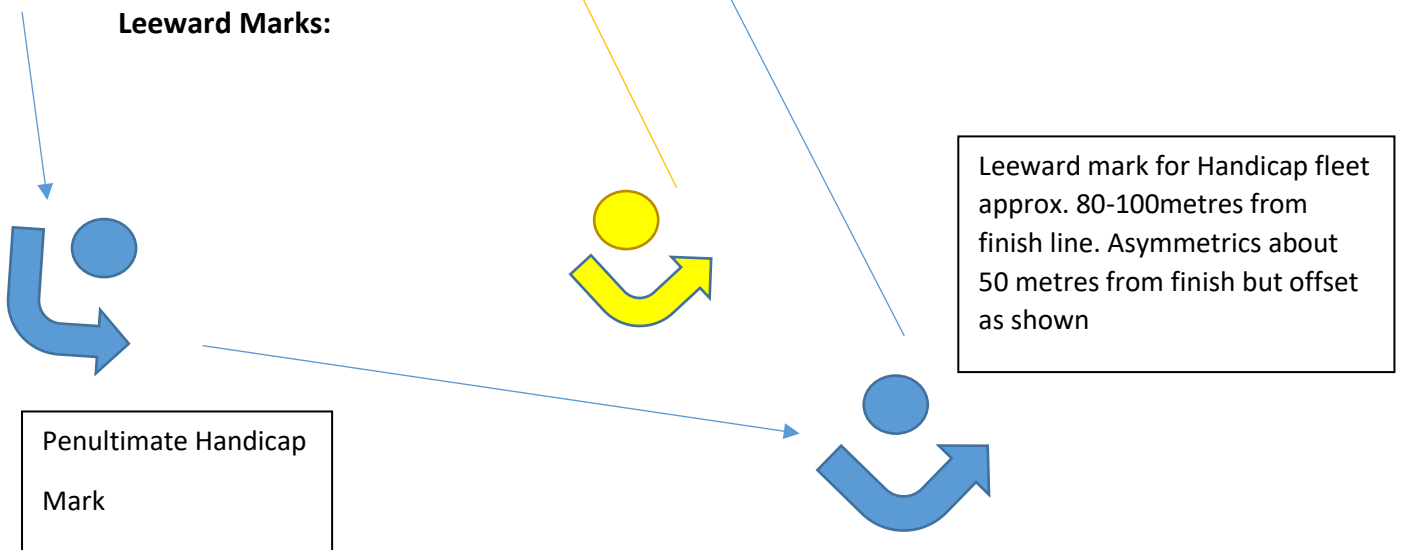


Note that all club marks can be moved/dragged as needed to make the course work

Start/Finish line:

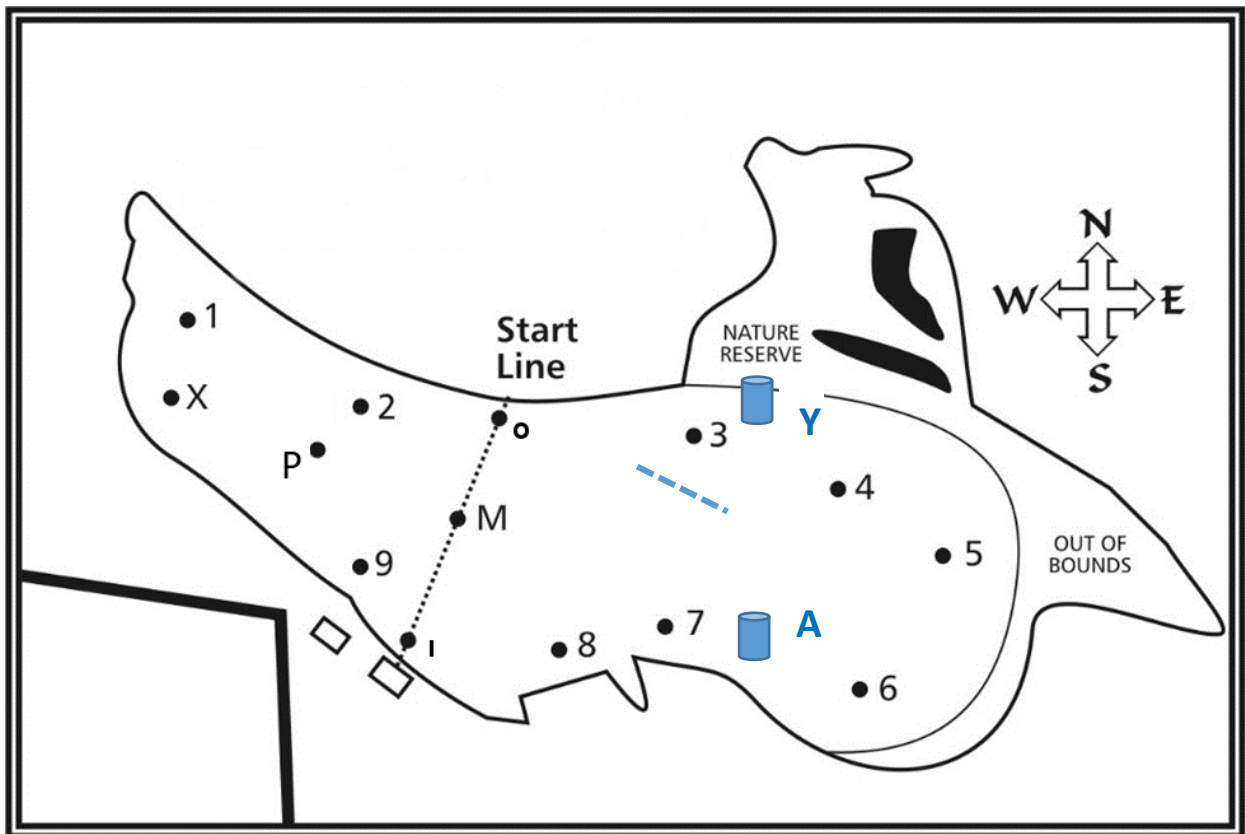


Leeward Marks:



Course Ideas:

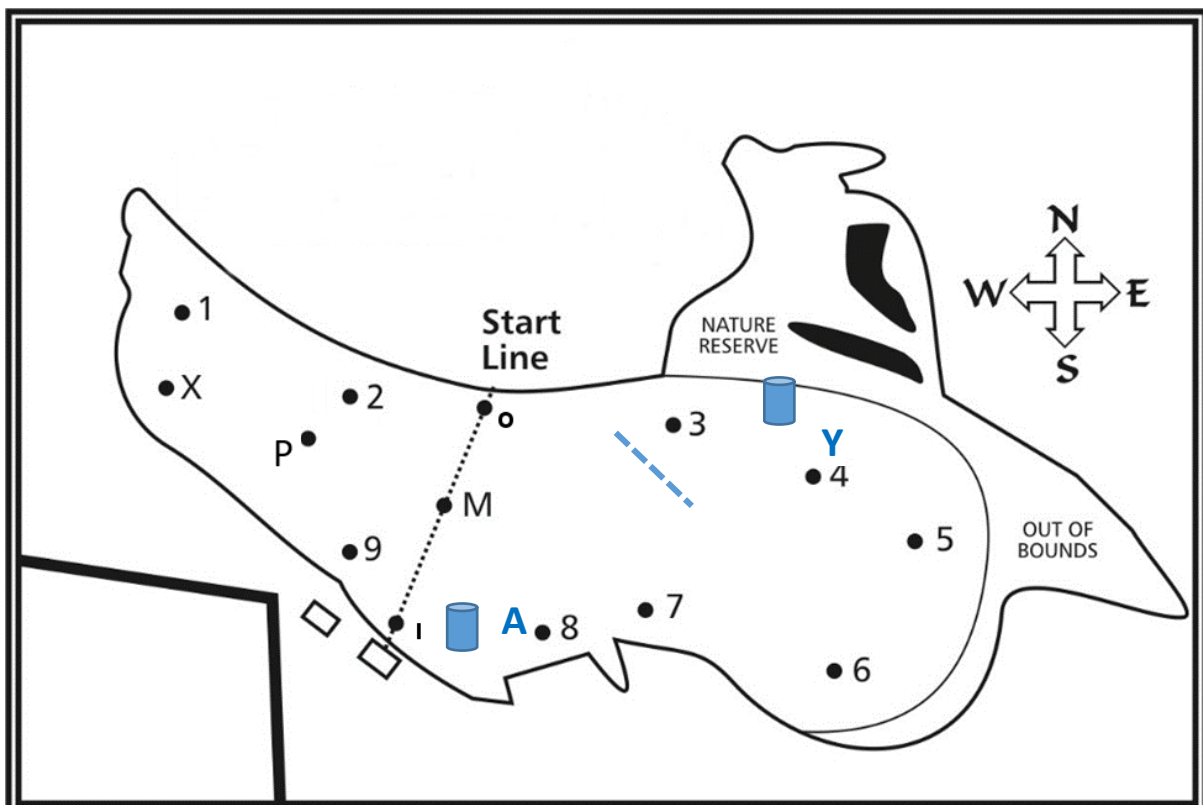
South-South Westerly (note: only W/L in light/mod weather otherwise Asymmetrics lap too fast)



Fleets: 8(P), 4(S), A(P), 5(P), Y(P), L

Asymmetrics: 8(P), 3(P), L

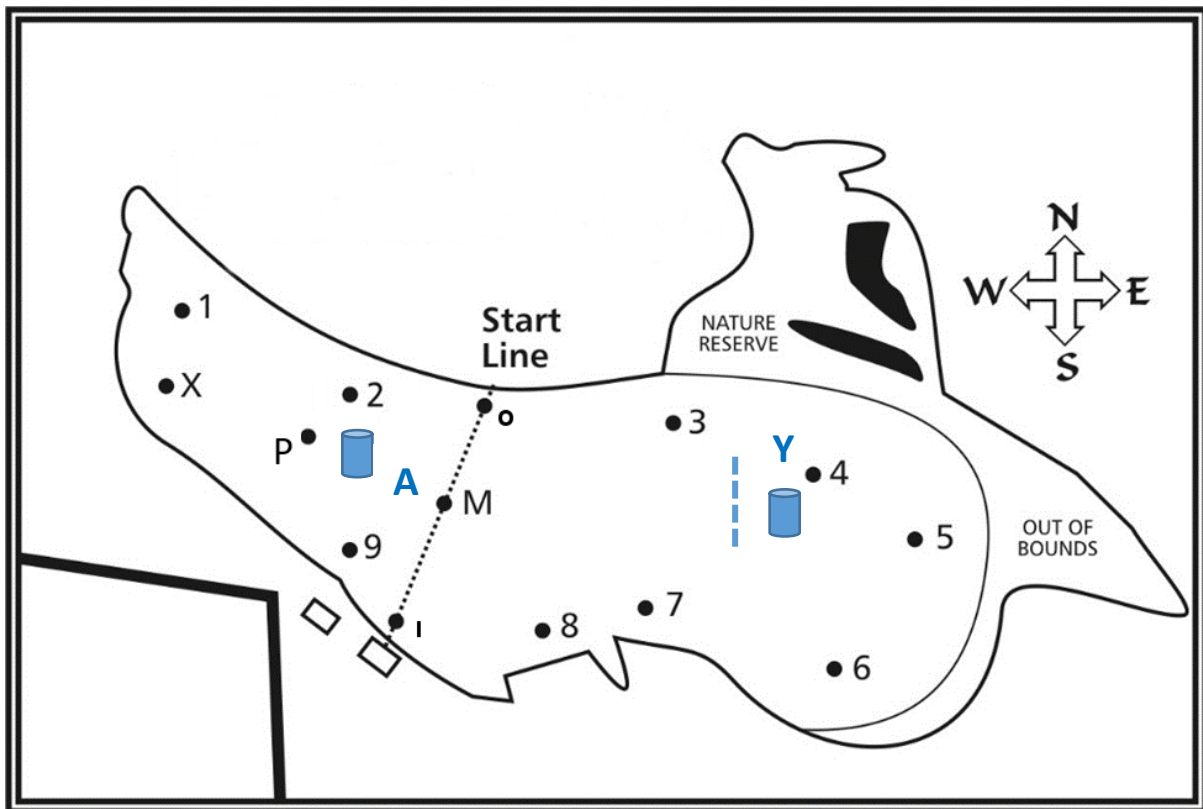
South-Westerly



Fleets: A(P), 8(P), 4(S), 7(P), 5(P), Y(P), L

Asymmetrics: A(P), 3(P), L

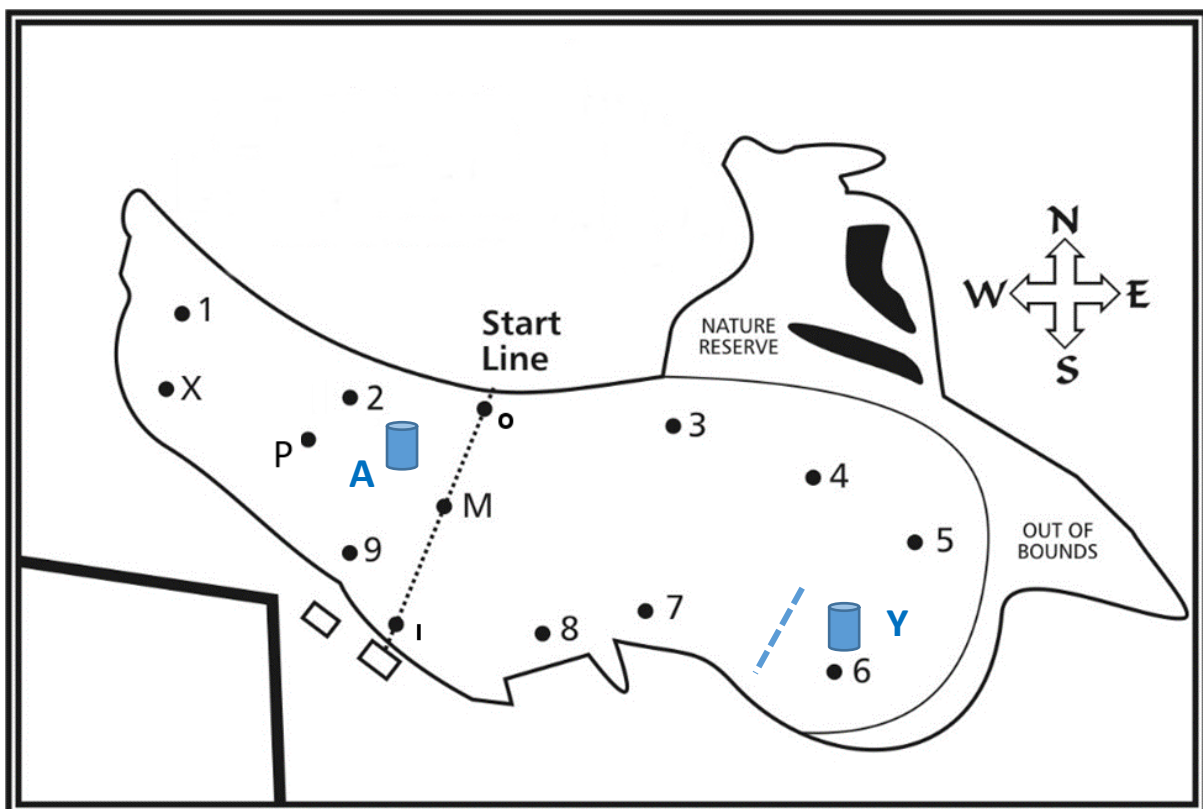
Westerly



Fleets: P(P), 9(P), 7(P), 3(S), 6(P), 4(P), L

Asymmetrics: A(P), Y(P), L

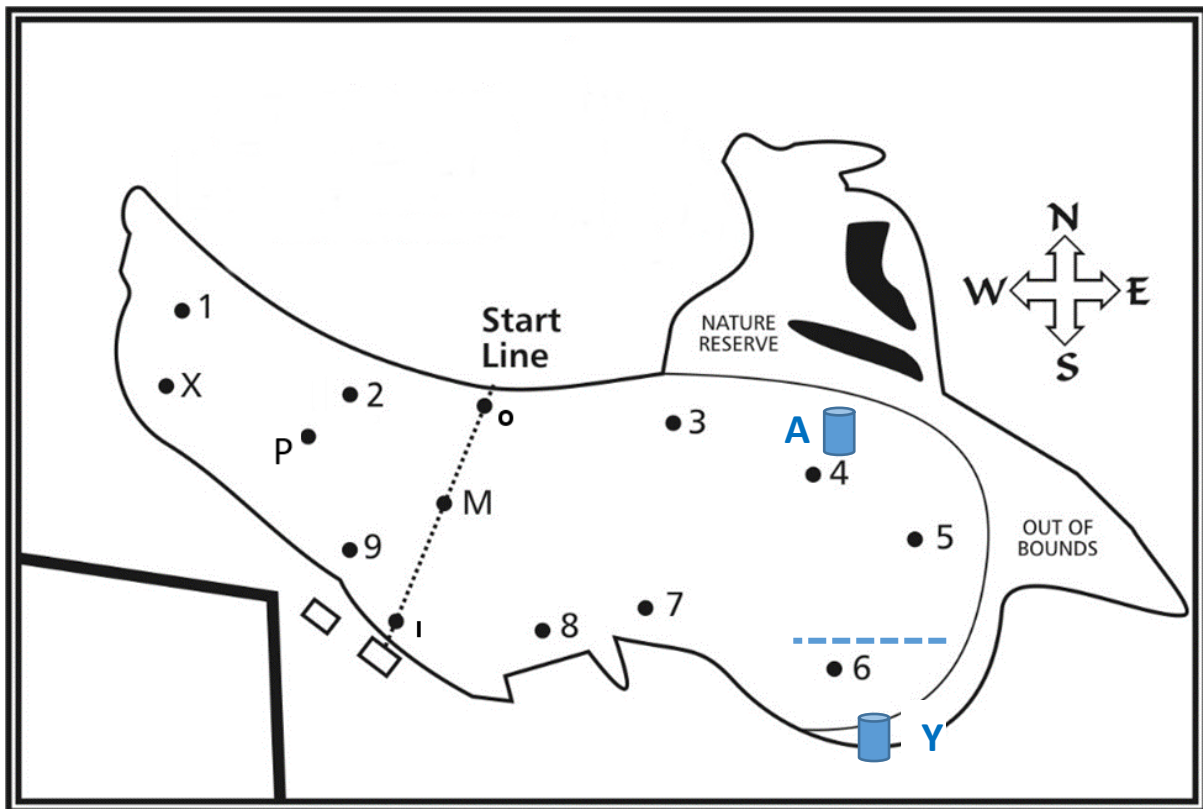
North-Westerly



Fleets: 2(P), 9(P), 8(P), 3(S), 5(S), 6(S), L

Asymmetrics: A(P), Y(S), L

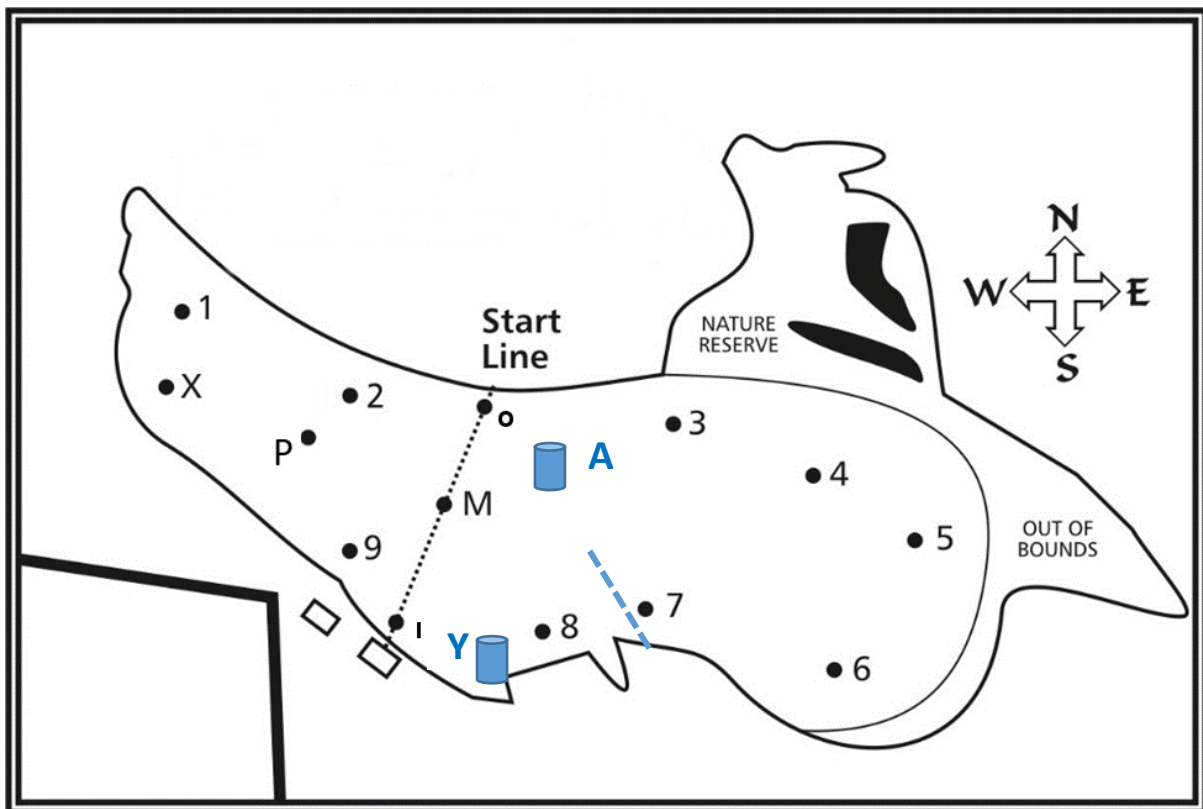
Northerly (note: only W/L in light/mod conditions otherwise Asymmetric lap too fast)



Fleets: 4(P), 8(S), Outer(P), Inner(S), 2(P), 9(P), 6(P), L

Asymmetrics: A(P), Y(P), L

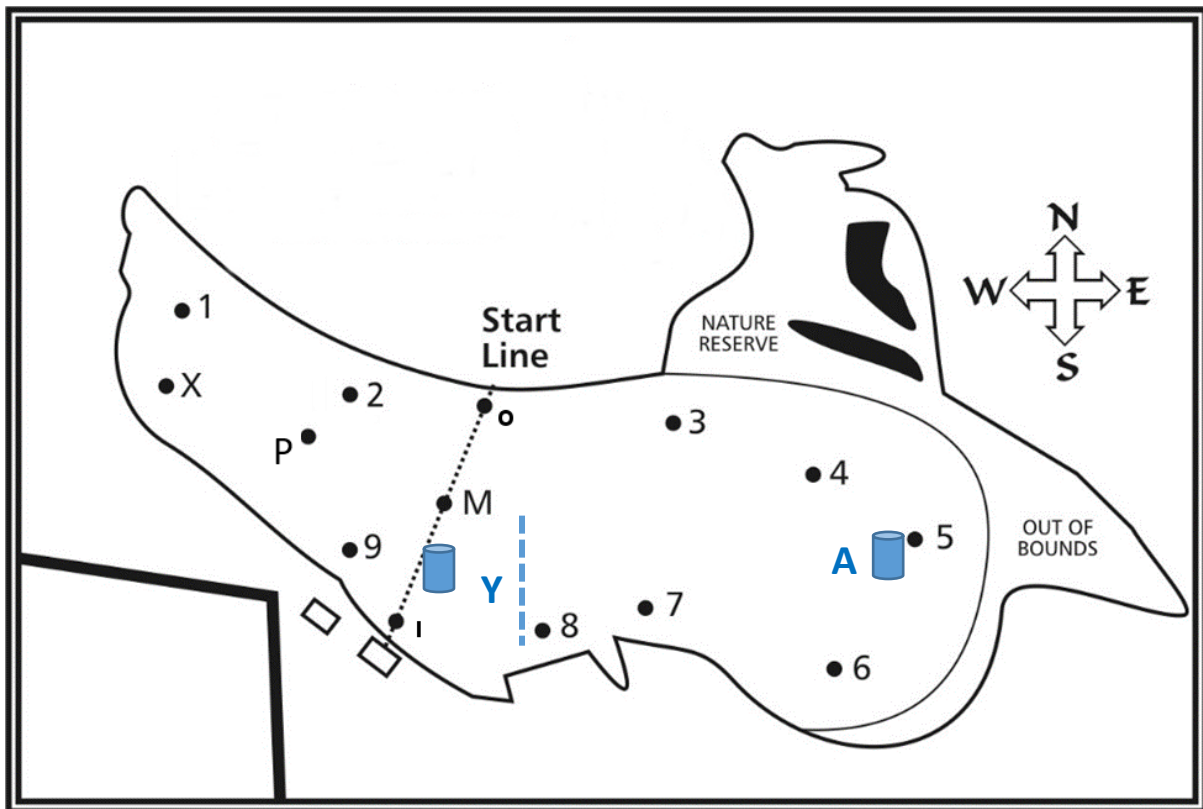
North-Easterly



Fleets: 4(P), 3(P), 9(S), A(P), 2(P), 8(P), L

Asymmetrics: 4(P), Y(P), L

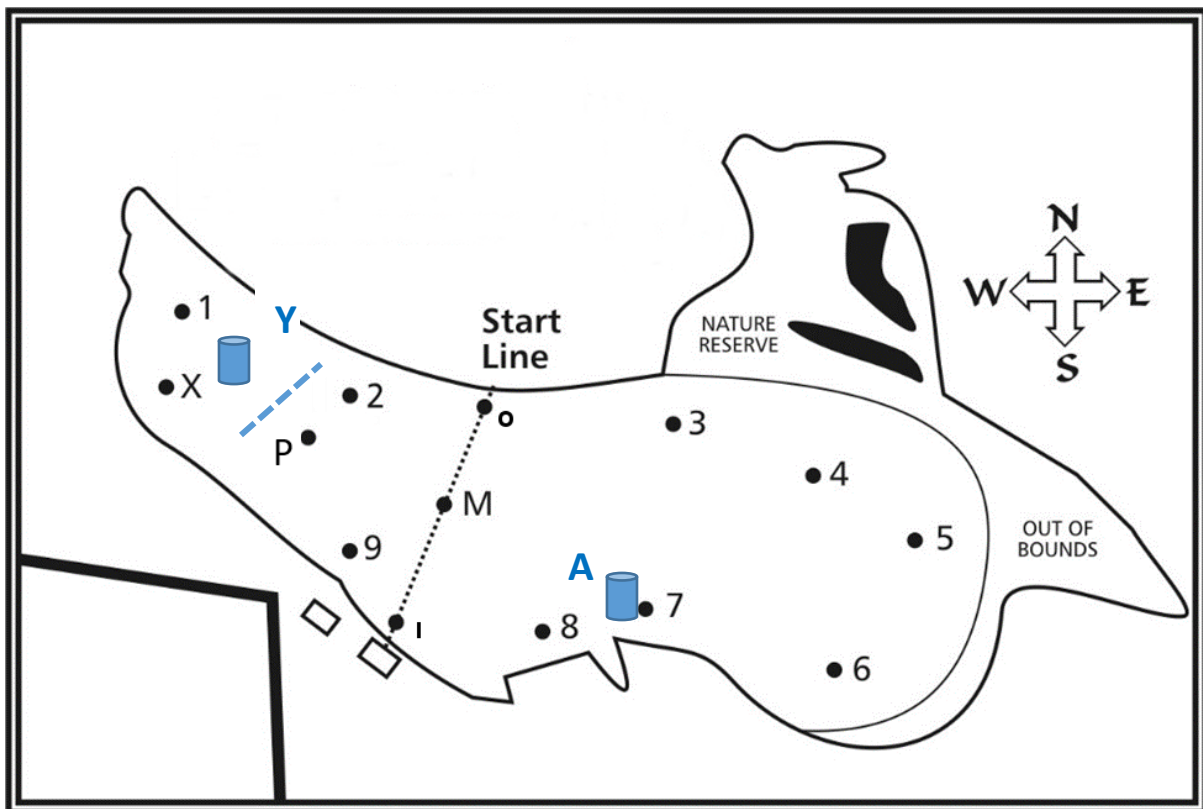
Easterly



Fleets: 5(P), 3(P), 7(S), 2(P), 9(P), L

Asymmetrics: A(P), Y(P), L

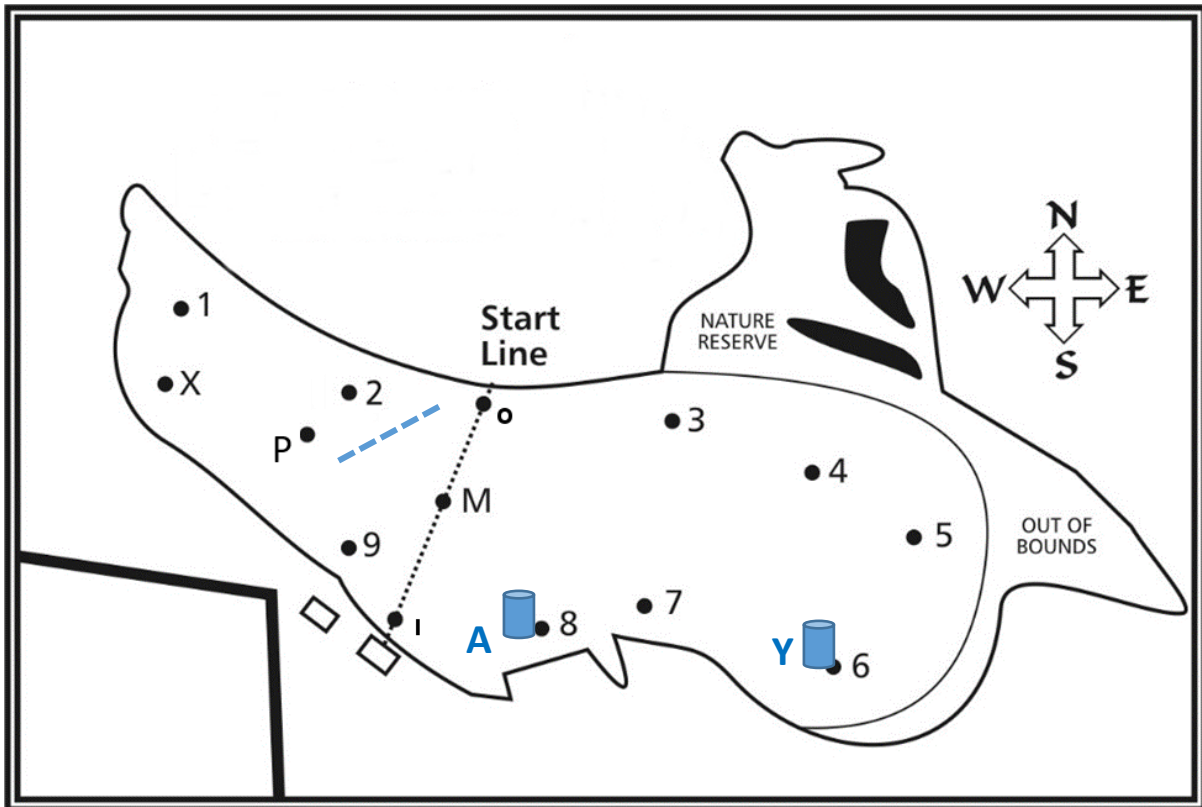
South-Easterly



Fleets: 7(P), 4(P), 3(P), 9(S), X(S), 1(S), L

Asymmetrics: A(P), Y(S), L

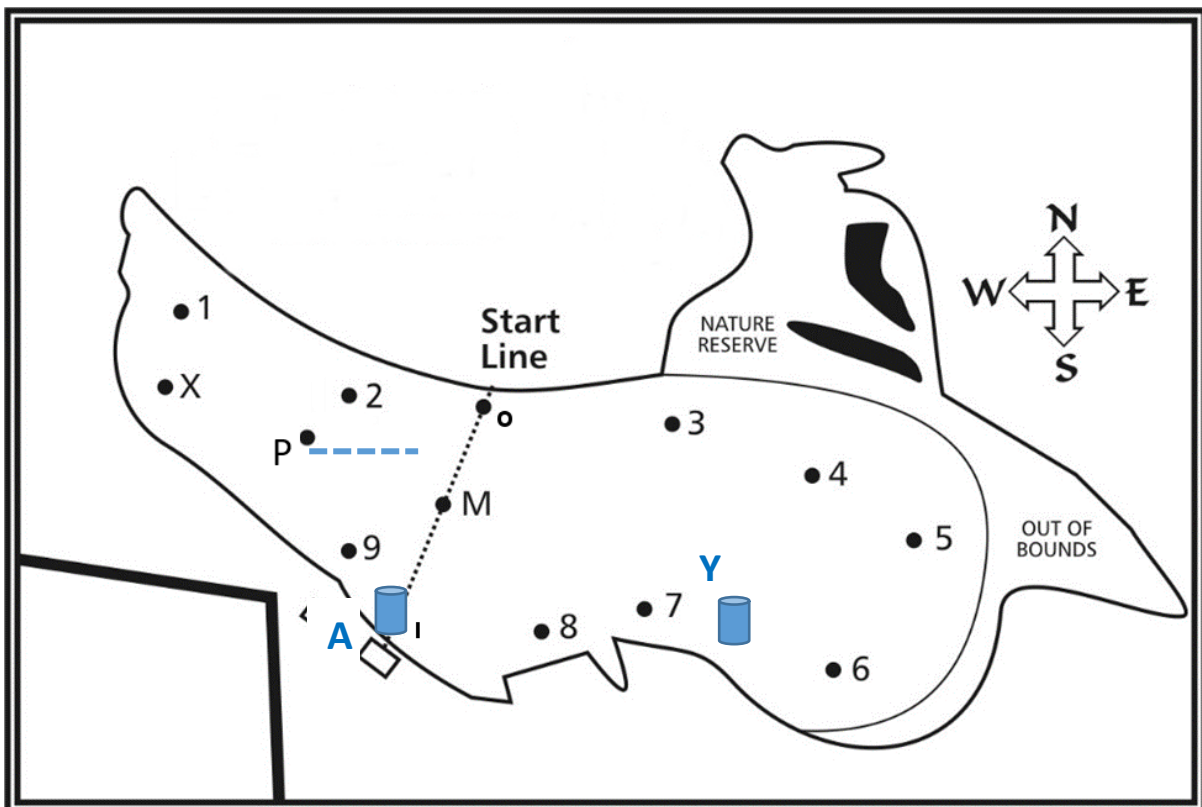
South-South-Easterly



Fleets: A(P), 3(S), Y(P), 5(P), 4(P), 2(P), L

Asymmetrics: As main fleet

Southerly



Fleets: A(P), 3(S), Y(P), 5(P), 2(P), L







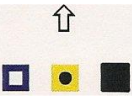
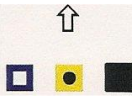
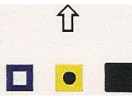
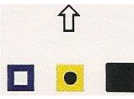








Asymmetrics: As main fleet

RACE START FORM

Race Number

Course

Date

First			Second			Third			Fourth		
Fleet:			Fleet:			Fleet:			Fleet:		
Time	Action (circle flag used)	Actual Time	Time	Action	Actual Time	Time	Action	Actual Time	Time	Action	Actual Time
- 4+											
- 4											
- 3	 Class / Fleets (Pennant)		- 3	 Class / Fleets		- 3	 Class / Fleets		- 3	 Class / Fleets	
- 2			- 2			- 2			- 2		
- 1			- 1			- 1			- 1		
Start	 Class / Fleets		Start	 Class / Fleets		Start	 Class / Fleets		Start	 Class / Fleets	
OCS			OCS			OCS			OCS		

