



TEAM RACING CHECKLIST

HELPERS AND VOLUNTEERS

- If catering for Officials and Helpers, do any of them have any dietary requirements?
- Roles that could be filled in with helpers: Carparking, Teas and Coffee Runs, Beach Manager, Damage Officer, Media Officer, Registration etc...
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- Do you need face-to-face interaction, or would communication via email, phone, chat, or video conference suffice?
- Is your home big enough? Is there an area that can be used for your office space?
- Will others in the house respect your need to be uninterrupted?

RACE MANAGEMENT BOATS

- Start Boat: Large enough for 2 person to move freely, Equipped with mast and effective anchor
- Finish Boat: Large enough for 3 persons to move freely, Equipped with mast and effective anchor
- Mark Laying Boat/ General Support: Rib or Dory capable of moving quickly around the course
- Crew Change Boat: This can limit damage to sailing boats as it reduces the number of times they need to come alongside to a pontoon – Capable of carrying 7 safely with a driver

MAKING IT WORK

- Registration Officer: Ensure entry and Student cards correlate to the entry list.
 - The Start Boat Team: Three person required. Needs to understand starting procedure. Consider additional person to allow rotation.
 - The Finish Boat Team: Two, preferably three persons required. Needs to understand finish procedures and paperwork. Consider additional person to allow rotation.
 - The Course Manager: An experienced motorboat driver required. The task of initially laying the course needs to be organized.
 - The Results Officer: Ideally this task is done ashore by a Results Officer who is then able to post results. The task can be done by the finish boat team.
- checklist
- The Damage Officer: Person with experience of boat maintenance to assess any damage for the purpose of Rule 14 hearings and for advising the Protest Committee on making deductions from Damage Deposits.
 - First Aid and Emergency Cover Appoint a First Aider for the event: Ensure that there is adequate first aid equipment at hand Appoint a driver who can take casualty to nearest A and E hospital. Ensure directions to and phone number of A and E are at hand.

- The Bosun: Normally someone totally familiar with the equipment being used and the venue. Also, someone who has a toolbox full of useful spares and tools. Responsible for refueling motorboats and topping up engine oil.
- The Beach Master At events where teams change boats you need someone on the shore, with a radio, who can ensure teams are mustered at the changeover point, get into the right boats etc. Ability to read a team race schedule is essential.

WHAT TO DO NOW

- Prepare Sailing Instructions
- There are two standard sets of Sailing Instructions: ISAF and UKTRA. BUSA normally uses UKTRA – there is a standard set of Si's that are available for you to amend
- In consultation with the PRO and the Chief Umpire complete the appendix to these.
- On the day of the event ensure a copy is pinned to the Official Notice Board, and that the PRO and Chief Umpire have copies.
- Send copies by email to competitors.

Preparation of Team Racing Boats

Aim: All boats have equal performance

- For events where the organisers supply the boats great care needs to be taken to ensure that the boats are identical in all performance aspects.
- If identical boats cannot be provided the flights (the boats the teams sail in) should be equalised.
- B. Boat Protection There are 2 main sources of damage:
 - 1. Boat on boat contact
 - 2. Contact with the dock/pontoon/jetty.
- To minimise boat damage: Provide all boats with Bow fenders If changeovers are made alongside docks or pontoons ensure there are personnel on the dock to catch boats when they come in and that the dock has good padding.
- C. Boat identification Boats need to be clearly identifiable for:
 - 1. Start and Finish officials
 - 2. Umpires
 - 3. Team-mates and opponents
 - 4. Spectators/Commentator By having: Large boat numbers either side of the bow and a smaller number on the transom. The same number on the mainsail. Flights with colour coded sails, especially the jibs. If more than one flight has the same numbers then coloured tape/ribbon attached to the shrouds works well to distinguish them.

Breakages and Spares With all boats breakdowns will occur, so organisers need to work to:

- Prevent or minimise these occurrences.
- Get damage repaired as quickly as possible.
- The appointment of a Bosun who has a good knowledge of the boats, has access to a range of spares and the tools and experience to make repairs quickly is essential.

Prevention Check

- All halyards have knot stoppers.
- Check all shackled fittings are tight - use pliers.
- Tape all shroud pins and any sharp items.
- Check toe strap mountings and that toe straps are tied securely with good quality (4 or 5mm) line.
- Check rudder and tiller assemblies, especially the flexible Universal joint.
- Check all sheets for wear and replace any that look likely to part.
- Check all fittings in boat; cleats, fairleads, pintles, gudgeons and blocks for attachment and serviceability.
- Having a check off list for each boat makes things very much easier.

Spares

- If it is possible to have a spare boat ready to go then any major repair can be done without holding up racing.
- Failing that, prepare a spare rudder assembly.
- The most common breakage is the flexible joint on tiller extensions.
- If all boats are supplied with the same snap-on/snap-off type of fitting then repairs can be achieved in seconds.
- Many dinghies are supplied with rudders held down by pins, make certain there is a ready supply of spares.
- Supplies of shackles, lengths of 4 and 5mm line and electrical tape cover most problems.

Repairs

- Rolls of heavy-duty sail repair tape for sail repairs
- Whipping twine, and needles for batten pockets.
- Fablon and Duct Tape for holes in boats. Also towel and Acetone to clean and dry damaged areas.
- A toolbox with spanners, Allen keys and screwdrivers to fit all the fixings on the boat.
- Collection of nuts and bolts as appropriate for the boats being used.
- A battery powered electric drill (fully charged!).

DUTIES & EQUIPMENT

- To check that competitors are in the starting area, or have been given sufficient time to get to the starting area.
- To check that an umpire is in the race area.
- To indicate to competitors the number of the next race to start.
- To make the Warning, Preparatory and Start signals both visually and with sound signals.
- To promptly signal, clearly identify and recall any boats that are OCS
- To record and communicate any boats OCS to the finish boat.
- To record and communicate to the finish boat the identification of any boat that has retired before the start.

Number of people on the start boat: Ideally three: duties should be split between the various members of the team, but the person who calls the line and signals OCS needs to have a strong voice or a loud hailer and should ideally at the time of the start have no other responsibilities.

Team with 3 persons: Timer: Calls timing, communicates to PRO and Finish Boat
Signals: Flies shapes or holds battens and makes sound signals
Line: Calls OCS and returns Timings: Competitors prefer if races are run from a single watch so that they do not have to readjust their watches for each race.

This also aids the umpires. Eg all race signals will be made when the Race Officer's watch reaches 00. Even if visible clocks or automatic horn systems are used competitors often use their own watches so maintaining the same synchronised timing is appreciated.

Postponements: These should only be made with the agreement of the PRO, but reasons include:

- Major wind shifts
- Legitimate absence of competitors.
- Absence of Umpires. OCS: Individual Recall As the races are very short the OCS procedure needs to be very prompt. The following calls should be made: When a boat (s) is OCS. Sound 1 additional sound signal Immediately hoist Code Flag "X" Number of boats over eg "2 boats over" followed by the number of the boats: "4 and 5 over". The boat numbers should be hailed repeatedly to ensure they hear. When only one boat needs to cross the line the dropping of flag "X" is sufficient though a call of "clear" is helpful. If there are several boats returning then the "X" is only dropped when the last boat has successfully crossed the line.

A call to individual boats.... "boat 4 clear" is helpful. The "X" flag need only be displayed for 1 minute.

Boats that fail to start correctly within 2 minutes (check with SI's) of their start signal shall be recorded NSF and scored accordingly.

Premature starters that do not return should also be advised to the Finish Boat. Make a note straightaway of exactly what happened for use at the protest hearing
OCS: General recall If all premature starters cannot be quickly identified, a general recall must be signalled with two extra sound signals.

Start Boat Equipment:

1. Race number board and race numbers (00-99)
 - The number for the next race should be clearly displayed on a board attached to the starboard side of the committee boat.
 - The numbers should be in bold print and some 20cm in height.
 - The number should be changed immediately after the start of the previous race.

2. Whistle or horn
 - This needs to be audible in strong winds for at least the length of the starting line.
 - If using electrical or pneumatic horns a back up whistle is strongly recommended.

3. Race Watch
 - Preferably digital.

4. Visual signals (shapes or batters)
 - These need to be of sufficient size and colour that they can be clearly seen from at least 100 metres.
 - If batters are used the different sticks should be at 45 degrees to each other, held high and clear of any rigging.

5. Race sequence sheet
 - This should provide details of which team is racing in which race.
 - The copy for the Start Boat should be kept in a plastic wallet.
 - Notebook and pencil to record any incidents that may be subject to protest or redress.

6. Radio to communicate to Finish Boat.
 - This should work on a different frequency to the Umpire frequency. Communication with competitors: Questions regarding race order, especially when events approach their later stages, are very common. Start Boat crews should be prepared to answer these questions, as well as questions about the course. Questions relating to the sailing instructions or to umpiring issues should not be answered.

FINISH BOAT TEAM

The finish boat team has the following duties:

- To record the finish order of the boats racing.
- To identify any boats that were OCS and thus subsequently penalised.
- To note any red flag protests at the finish and ensure the PRO is aware of these protests.
- To calculate race results.
- To communicate results to the shore.

Number of people on the finish boat: Two people is the optimal number; one to sight the line, make the sound signal and to call out the finishers; the other to record the information.

Double Finishes: The most difficult situation to judge occurs when there is an incident on the finish line and a boat crosses once, does penalty turns and then crosses again. The finish team should record both crossings of the line on the race record sheet and clearly identify which boat did this. The result should then be calculated by ignoring the first crossing but leave the written record clearly showing what happened.

Timings and Time Limit: The time for the first boat and last boat to finish each race should be noted if required. Certainly, the time at which the last boat to finish before any break must be noted for the purposes of determining if protests are handed in within the time limit.

Nature of Records: The records that the finish team keep must be very clear. If alterations are necessary, these must be done so the previous entry is visible and the new entry is unambiguous. The race record sheets are relied upon for basic information and evidence by the protest committee.

Non Returning OCS: If a boat that is OCS does not return and start correctly the Finish Boat must be informed, and the result sheet marked accordingly. The Finish Boat should attempt to tell the boat concerned that they were OCS.

DNF and DNS: The Finish Boat needs to record these on the results sheet. The umpire for the race should inform the Finish Boat of any boats that are required to retire because of inversion etc.

Red Flag protests and Requests for Redress: Competitors are required to inform the Race Committee of any Red Flag protests they wish to make. This is normally done by telling the Finish Boat. The Finish Boat should record this on the Results Sheet and then radio this to the PRO.

THE BEACH MASTER

The Beach Master is responsible for ensuring that changeovers between teams racing are carried out efficiently.

Where teams change on pontoons/jetties/docks the next team to go afloat needs to be correctly identified and on the jetty when the boat comes in.

The Beach Master must ensure that the correct team gets into the correct set of boats. The Beach Master must also ensure that boats are handled in a safe and seamanlike way when coming into the pontoon, while alongside and when departing.

When boats are to stay unattended alongside a pontoon/jetty the Beach Master should ensure they are safely moored with sails stowed or furled.

When sail plans are changed the Beach Master directs the operation in association with the Bosun. Timely changeovers are critical to the efficient running of the event.

The Beach Master should note any unnecessary delays that take place and report this to the PRO with details of times.

Teams that are late in arriving at the start may claim redress and the evidence of the Beach Master may be critical in providing a just decision.

THE COURSE MANAGER

The Course Manager has the following duties:

- To set the course described in the sailing instructions
- When laying an “S” course care needs to be taken when positioning mark 3. If it is likely to be near the start boat it is better to have it upwind so as to minimise interference from other boats starting.
- To maintain the course size to give races of the desired sailing time. This is ideally 8 minutes from the start signal to the first finish.
 - To ensure the legs are all as true as possible, with special attention to the beats.
- To maintain a true start line and length for the conditions. Start lines should be about six boat lengths long. When racing is for less experienced sailors a longer line may be preferable.
- Port biased lines can prove hard for boats to fetch, so should be avoided. Moving of Marks
 - The outer distance mark may only be moved between the warning and preparatory signals.
 - Marks of the course may be moved by fairly small amounts during races but only when there are no boats on the leg of the course leading to that mark.
 - Large adjustments should only be done in a break in the racing.
- The Course Manager can request a postponement to make large changes.
- While perfect courses are ideal, the most important legs to get right are the beats.
 - When conditions are especially shifty the course Manager may lay a number of optional windward marks and place “flag one” on the best positioned mark just before the start of the race.

FLAGS & MARKS

Marks and Flags Marks only need to be visible over a relatively short distance so small pole marks with flags are perfectly satisfactory.

Marks The ideal mark is constructed from a “through line fender” with an aluminium or stainless steel pole passed through the centre of the fender and secured at both ends. The pole should extend 600mm above the fender to take the flag, and about 1000mm below the fender with sufficient weight attached to the bottom of the pole to keep the mark vertical in breezy conditions.

The anchor line appropriate for the venue is attached under the mark, but must be attached in a manner that prevents it fouling the foils/propellers of passing boats.

Flags

Flags are very important as team racing courses, being small by nature, can be quite confusing. Numbered flags are of great assistance.

The flags provide valuable information about wind shifts to the Course Manager, other officials and sailors. Recommended flags are 400mm wide by 550mm high, of bright translucent spinnaker cloth with 300mm high numbers attached to one side.

The flags are attached to a stiff sailcloth sleeve that is taped to a 600mm length of low-density plastic waste pipe.

Before attaching the flag to the length of waste pipe ensure there is sufficient closed-cell foam in the top end of the waste pipe to ensure the flag will float if it falls into the water.

Marks of the course should be all the same colour with numbers 1,2,3 and 4 attached.

The start and finish marks should be of a different colour, usually Blue without numbers.

It is worth having some un-numbered spare flags of the same colour. Competitors sometimes hook flags off marks and let them float away and be lost.

THE RESULTS TEAM

The Results Team is responsible for collecting, recording and publishing the race results.

Ideally the Results Team should be provided with a quiet room away from the main clubhouse activity.

Results may initially be radioed in from the Finish Boat but it is the race results sheet, completed by the Finish Boat, that is the definitive document.

A copy of the event race results should be displayed so that competitors can double check them.

The Results Team shall assist the PRO when calculating overall positions and applying tie break rules.

As protests may not be heard if they will not affect the next stage of the event, the Results Team should maintain a "What If" sheet so that such decisions may be made with confidence.

The Results Team should record all relevant information regarding the races, such as Red Flag protests and multiple finishes.

PAPERWORK

Registration Sheet, Race Record, Sheet Damage Pro-forma, Breakdown Guidance and Redress Form

See Keith's Website K Sail for this lot of paperwork.