

**Bray  
Sailing  
Club**



**RACE OFFICERS' GUIDE  
AND  
CHECKLIST**

**Amended March 2018**

## BRAY SAILING CLUB

### Race Officers' Guide and Checklist

The below is only a summary - please refer to the relevant section for more details.

1. **Introduction** – *this is a checklist for ROs to reference before and during a Race*
2. **Tidal Window** - *maximum tidal window available is 4 hours.*
3. **Weather Forecast** – *RO's should review forecasts over a number of days in advance of racing*
  - 3.1- **Met Eireann** – *Telephone Consultancy Service*
4. **Decision to race – lay a course** – *RO's have a responsibility for ensuring that a safe racing environment is in place*
5. **Advance notice of cancellation** - *where possible competitors should be advised of cancellation in advance- particularly during the Winter Series*
6. **Race officer checklist:**
  - 6.1 **Race Team** – *ensure that relevant club members are present before the race*
    - 6.1.1- **Saturday Dinghy Racing-** *Equipment*
    - 6.2-**Equipment Check** – *ensure that relevant equipment is working and available*
7. **Shore starts** – *Where circumstances dictate the Race Officer may decide to run racing from the North or South Pier*
8. **Flags** – *list of flags needed for racing and their meanings*
9. **Club notice board** - *where the RO makes a decision to run racing the Club Noticeboard in the Courtyard should be updated with the relevant information*
10. **Flags Ashore** – *list of flags to be displayed from the Club Flagpole and accompanied by a sound signal*
11. **Tides** - *allowance should be made for tides when setting courses- particularly in light weather*
12. **Courses** - *on a Saturday care should be taken to ensure that the Cruiser and Dinghy courses do not overlap*
13. **Time limits** - *maximum Sailing Window is 4 hours*
14. **Cruiser starts** – *list of flags and information for cruiser starts and finishes*
15. **Dinghy flags** - *list of flags and information for dinghy starts and finishes*
16. **Finishing** - *please complete the results form accurately*
17. **After sailing** – *ensure all competitors have returned ashore and all equipment is returned to correct location.*

***If any equipment is missing please advise the Sailing Secretary- See contact Details on Club Website or in Sailing Calendar***

## 1 Introduction

This guide and checklist is aimed at providing Race Officers with information which will help them in the running of successful racing in Bray Sailing Club.

## 2 Tidal Window

The impact of harbour silting has been significant.

The maximum tidal window now available for Cruisers and Flying Fifteens is 4 hours. This time line allows for launching, racing and recovery.

Particular care should be taken with neap tides where time limits should be reduced.

## 3 Weather Forecast

Forecasts can be obtained from a number of sources, including:-

- Met Eireann- (Three hour forecast very useful)
- XC Weather
- Accuweather
- PredictWind
- Wind Guru (Mobile phone Application)

***Where possible Race Officers should review forecasts over a number of days in advance of racing- particularly when heavy weather appears likely.***

### 3.1 Met Eireann- Telephone Consultancy Service

The Club has an account with Met Eireann which, in exceptional circumstances, can be used to get an immediate forecast for the Bray Area. The service can be obtained by ringing 018064255 and requesting a Telephone Consultancy Service. You will be required to quote a TSC Account Number which can be obtained from the Sailing Secretary and will then be put through to the Duty Forecaster.

## 4 Decision to Race – Lay A Course

While the skipper is ultimately responsible for the decision to race, the Club and Race Officer should ensure, as far as is practicable, that a safe racing environment is in place

A number of issues should be considered including:-

- Wind direction, particularly strong North East and Easterly Winds

- Sea State
- Harbour condition- it can be hazardous to launch/ recover boats at the slip where there is significant slop
- Strong gusts- these lead to significant wind shifts and can result in dinghy capsizes
- Adequacy of rescue- in heavy weather the ratio of one rescue boat : six dinghies is recommended
- Discussions with class captains and experienced sailors

***Dinghies:- Where mean wind speeds are forecast to exceed 20 knots racing and gusts are significantly higher, dinghy racing should be cancelled.***

In the event of a decision to cancel, the appropriate flags should be flown from the Club Flagpole and recorded on the Club Notice Board, see section 9 of this document for more information.

## 5 Advance Notice of Cancellation

Where it is evident on the day that no racing can occur, then competitors should be advised of cancellation in advance insofar as possible by:-

- Email- via Tony Foran
- What's App - Bray Dinghy Sailors
- What's App- Bray SC- Cruiser Class
- Bray Sailing Club Facebook Page
  
- *During the Winter Series this decision may be taken on the preceding evening.*

## 6 Race Office Checklist

### 6.1 Race Team

The Race Officer should ensure the following Race Team members are available 90 minutes in advance of first gun:-

- Asst. Race Officer
- Rescue Driver(s) and crew
- Committee boat driver- where necessary

#### 6.1.1 Saturday Dinghy Racing- Equipment

The Member scheduled for the Dinghy Race Management Team should be in the Club no later than 1 hour before the first Dinghy Gun.

They should collect all of the equipment detailed in 6.2 Equipment Check (except the Kill Cord Etc.) and bring them to the ladder beside the Cruiser Pen.

They will be collected there by the Skill Build Instructor who will be then acting as part of the Dinghy Race Management Team no later than 30 mins before first Gun.

## 6.2 Equipment Check

Before going to the Committee Boat the Race Officer should check that all necessary equipment is available:-

- VHF Radio - Channel 11 should be selected and a Radio Check carried out with the Rescue Boat Crew
- Checklist and Result sheets in waterproof folder in office- Biro
- Stopwatch
- Clipboard
- Flags for Cruiser and Dinghy Fleets-see checklist below-these can be found in the box in the Courtyard. **The Cruiser and Dinghy Flags will be stored separately.**
- Horn and spare cylinders- these can be found in the box in the Courtyard
- Whistle- this should be used for finishing
- Kill cord, Fuel, Anchor and Safety Box for Committee Boat

## 7.0 Shore Starts


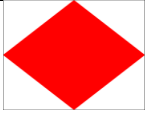

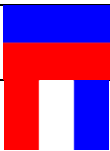


***When circumstances dictate the Race Officer may decide to operate shore starts for dinghy racing from either the North or South Piers.***







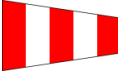




In such circumstances the south pier offers unrestricted visibility and is therefore far safer. In addition it is far quicker to access from the clubhouse.

Class Captains should be advised and the decision should be noted on the club Notice Board

## 8.0 Flags

The following flags are required:-

CRUISER CLASS		DINGHY CLASS	
CRUISER CLASS FLAG- ALL IN START (R)		DINGHY CLASS FLAG (Q)	
FLYING FIFTEENS (F) When racing with Cruisers		FAST DINGHIES (D)	
		SLOW DINGHIES (E)	
		TRIANGULAR COURSE (T)	
		WINDWARD LEEWARD (W)	

CRUISER & DINGHY CLASS				
PREPARATORY (P)			INDIVIDUAL RECALL (X) +SOUND SIGNAL REMAINS ALOFT FOR 4 MINS	
GENERAL RECALL (FIRST SUB) +2 SOUND SIGNAL +1 ON LOWERING			FINISH LINE (BLUE)	
CHANGE OF COURSE (C)			SHORTENED COURSE (S) + 2 SOUND SIGNALS	
POSTPONED (AP) + 2 SOUND SIGNALS+1 ON LOWERING			ABANDONED (N) +3 SOUND SIGNALS	
MISSING MARK (M)				
ROUND THE ENDS RULE (I)			BLACK FLAG	

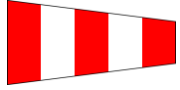
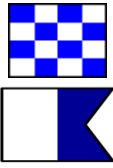
## 9 Club Notice Board

Where the Race Officer makes a decision to run racing the following details should be entered on the Club Noticeboard in the Courtyard

- Summary of Weather Forecast
- High Water
- Cruiser Course
- First Cruiser Gun
- First Dinghy Gun

## 10 Flags Ashore

These should be hosted from the Club Flagpole and accompanied by a sound signal

<i>Postponement AP</i>			Racing Cancelled (N Over A)	
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## 11 Tides

Tides off Bray can run at up two knots and turns approximately one and a half hour before high water- and will normally be running South.

Allowance should be made for tides when setting courses- particularly in light weather

## 12 Courses

On Saturdays care should be taken to ensure insofar as possible that the Cruiser and Dinghy courses do not overlap.

The Cruiser Start line should be laid first- then the dinghy course- if necessary the dinghy course can be finalised after the cruisers have started. Dinghy Courses should be normally be laid south of the harbour.

As already stated the Cruiser Course(s) will have been set by the Cruiser Class Captain and detailed on the Club Notice Board

The Cruiser Class Captain or his nominee should advise Race Officer of their planned course

## 13 Cruiser Time Limits

As stated above the maximum Sailing Window is 4 hours- courses must allow for:-

- Race Time- Cruisers Max 2 hours 30 for first finisher
- Plus an additional 45 minutes after the second cruiser has finish for the last Cruiser to finish before finish line closed



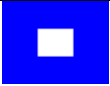




## 14 Cruiser Starts

First Gun- *please record First Gun time and Start Time to avoid confusion in preparing results e.g.*

*First Gun 13.00 Start 13.05*

In addition for Cruiser Starts record the first boat over the line for **Fat Lady Result**

## 14.1 Cruiser Flags

TIME	ACTION	FLAG	FLAG HOIST	RELATIVE TIME
FIRST GUN	CLASS FLAG R UP			- 5 minutes
	P UP			- 4 minutes
ONE MINUTE GUN	P DOWN			- 1 minute
START	CLASS FLAG DOWN			START
START LINE CLOSED	DID NOT START IN OPERATION			START + 15 MINUTES
FINISH	BLUE FLAG			LATEST FINISH TIME OF FIRST BOAT START + 2 HOURS 30 MINS
+ 45 MINS	BLUE FLAG DOWN DID NOT FINISH IN OPERATION			Last boat must finish within 45 mins of second boat

Flying Fifteens will race with the Cruisers during the Cruiser Saturday Series. (When Cruiser Long Distance or other series are scheduled, the Flying Fifteen Fleet may race with Dinghies. )



They will start with the Cruisers under Flag R

Where numbers dictate the Race Officer may decide on a separate start for the FF fleet using Flag F



In these circumstances the Flying Fifteen Class start sequence will commence with Flag F ( above )

being hoisted one minute after the Cruiser Class Flag R  is lowered .

The Did Not Start Rule ( DNS)will commence 10 minutes after the Flying Fifteen start






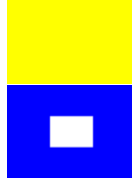


## 15 Dinghy Flags

Dinghy Courses will normally be either Triangular or Windward Leeward- see flags below and should normally be set south of the Harbour.



Courses should be set to allow for a finish time within 45 mins.

The total elapsed time for dinghy racing is three hours. Where necessary courses should be shortened to operate within this window.

***A minimum of two dinghies is required on the start line for a start sequence***

TIME	ACTION	FLAG	FLAG HOIST	RELATIVE TIME
FIRST GUN	CLASS FLAG UP Q			-5 MINUTES
	PREPARATORY FLAG UP P			-4 MINUTES
ONE MINUTE	PREPARATORY FLAG P DOWN			-1 MINUTES
START	CLASS FLAG DOWN	START		
FIRST GUN +9 MINUTES	START LINE CLOSED DID NOT START IN OPERATION			+ 9 MINUTES
FINISH	BLUE FLAG FINISHING LINE FIRST DINGHY IN EACH CLASS MUST FINISH WITHIN 50 MINUTES OF FIRST GUN			START + 50 MINUTES
	BLUE FLAG DOWN DID NOT FINISH IN OPERATION			+15 MINUTES AFTER FIRST BOAT IN EACH CLASS FINISHES

## 15.1 Separate Starts for Fast and Slow Dinghies

A Race Officer may decide to have separate starts for fast and slow dinghies where they deem it necessary. The starting sequence for Slow Dinghies, using Flag E  , will commence one minute after the Flag D  – Fast Dinghies is lowered

## 16 Finishing

Please complete the results form accurately.

Record the finishers accurately making sure that the elapsed time is recorded properly- ie: from First Gun or Start gun

## 17 After Sailing

Check all competitors have returned ashore- Check with Class Captains

Completed results should be given to either :-

Brian Burke, Mark Henderson, Boris Fennema

If these members are not available leave in the Sailing Secretary's "pigeon hole" in the Office.

Return all equipment to correct storage areas- make sure that the VHF Radio is placed in its charger

***If any equipment is missing please advise the Sailing Secretary- See contact Details on Club Website or in Sailing Calendar***