



Littleton Sailing Clubs



Guidance & Advice for Officers of the Day (ODs & AODs)

*These guidelines are primarily for club racing (unless otherwise stated)
For open meetings the open meeting sailing instructions should be read.*

Although you have responsibilities, principally for safety, remember that your aim should be to provide interesting, challenging racing — and for you, and the OD team, to enjoy your day.

The information in this guide should not cause you any concern: its purpose is simply to guide you through Officer of the Day duties at Littleton SC. If you have any comments or recommendations for enhancement, please contact the Sailing Secretary (see Section 8).

- ◆ **The OD is in overall control of the club, and is responsible for the proper conduct of all sailing and shore based activities.**

In other words, you are responsible for discipline and safety throughout the club.

- ◆ **The OD has absolute discretion to cancel races, restrict or stop sailing activity if he/she considers it unsafe as a result of weather conditions, availability of safety boats, crews, or water contamination.**

In practice, this means you are in charge of everything. For instance, you can insist that children don't play on pontoons; that all personnel wear buoyancy aids; that racing is cancelled if you think it unsafe; that fisherman move to somewhere else around the lake if they are located in the environs of the clubhouse.

If in doubt, ask committee members, or senior experienced helms, for advice with any decisions you feel unsure about.

Experienced helms deciding not to sail can be taken as a valid reason for advising other sailors that racing, and/or general sailing, is not advisable.

It is the responsibility of the sailor to decide whether to sail in light of his or her competence, the ability of the crew, if applicable, and the suitability of the boat, for the conditions likely to be encountered.

In order for the volunteers who run the club to maintain equipment, boats, buildings and the grounds etc., **you must contact the most relevant person if anything breaks, is lost, or is not working and record it in the log book**

These people are listed in **Section 8**

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Before the day

1. Your Duty Date

These are published annually, in the *Scene* near the beginning of each year and are available to view on Dutyman: <http://www.dutyman.biz/dmmain.aspx?id=L0001396>. Put it in your diary as ODs who do not turn up (or who are late, or who do not check they have a full team) are the least popular people at any sailing club — and LSC is no exception.

If you have a problem with the day you have been allocated, either:

- ♦ use Dutyman to swap with an OD who is scheduled on a date near yours. (Most are surprisingly agreeable to do this, with plenty of warning; don't move your whole team, just you).
- ♦ as a last resort, contact the Duty Roster Officer (**see Section 8**) who will help if they can.

2. Who's on your team and who is turning up?

All members of the Club will be allocated to a duty team and allocated to specific duty dates by the Duty Roster Officer. Inevitably some of your team will not be able to make it. The onus is on them to swap with someone in another team; however, they don't always do this, so make sure you check which members have confirmed their attendance on Dutyman and chase the others by e-mail or phone. ODs should check their own duty team but if you have swapped it is still advisable to check who will be turning up either on Dutyman or with your swapped OD. On your duty day, please report any members failing to show up in the log book.

The Dutyman software sends reminders to the allocated duty team members 60 and 21 days before the duty day. **If your team member does not have access to the internet it is your responsibility to contact them by phone to check their attendance.**

The Duty Roster Officer will allocate an appropriate number of team members for your duty. If you feel you would like additional people to assist with your duty please contact these separately.

If you find yourself short of team members, for example due to resignations, contact the Duty Roster Officer who will allocate you new members and can provide you with contact details for your team members.

Preparation

Check in advance what is programmed on your duty day. If there is training running be prepared to discuss what safety boats are required, or how many boats are required by the youth group. If you have any concerns then deal with them before your duty day.

You will need to take:

- ♦ Gate Access Card, Clubhouse key and alarm fob. If you don't have any of these contact the Rear Commodore Facilities. **Sec 8**
- ♦ Instructions on deactivating (and reactivating) the clubhouse alarm. **Sec 1.**
- ♦ Pens, and a pad to work on (plus a calculator is handy, just in case the one in the race hut has gone AWOL)
- ♦ At least one waterproof watch from which you can obtain the time in seconds
- ♦ Your buoyancy aid and appropriate clothing
- ♦ a weather forecast - **Sec 12** for useful sources of information
- ♦ your mobile phone (if you have one) as it might be useful (and a waterproof case, if available)
- ♦ your own whistle (if you have one)
- ♦ a pair of binoculars can be useful
- ♦ a wax crayon can be useful as this writes when wet.

Plan to be at the club by 9.30 am for a first race start at 11.00 or 11.10 (or arrive at least an hour and a half before other start times – check the programme in the *Scene* or on the web-site). You will always think you have loads of time to get prepared but getting out on the water to check the wind direction and directing the coxswain to locate temporary marks (this can take 30 minutes alone) will eat into your preparation time. It is important that all the team arrive in good time to help your and the coxswain prepare for racing. A late start often means that the lunch break is curtailed resulting in hungry/rushed and consequently grumpy sailors!

On the day

When you arrive

- ♦ Car parking outside the clubhouse is reserved for people unloading/loading cars and the Caterer only. **Please park in the main car park**
- ♦ Unlock the clubhouse (**Sec 1**) and, in summer and if the weather allows (watch for wind funnelling through both doors) hook the doors from the car park and the lakeside open. Retrieve the keys from the PC desk drawer in the Committee room.
- ♦ Use your gate card to unlock the left hand door of the workshop under the clubhouse and retrieve the radios from the steel box on the wall around to your left. **Sec 13** for instructions on how to use the radios. Waterproof pouches must be used with all radios taken on the water by the coxswain or OD. These can be found either in the box where the radios are kept or in the top drawer of the filing cabinet in the race hut. If you cannot locate them or they are damaged then make sure a note goes into the log book.

When your team arrives

- ♦ **Remember:** Buoyancy aids must be worn by all team members, including yourself, when on or near the water or pontoons. All team members should come prepared with waterproofs and buoyancy aid.
- ♦ Allocate a checklist/tasks/assist coxswain to AODs.

[CHECKLIST A - Jobs when you arrive](#)

[CHECKLIST B - Jobs to prepare for racing](#)

[CHECKLIST C - Equip the start boat](#)

[CHECKLIST D - The Team briefing](#) (at least 30minutes before the start of the 1st race)

Now plan your first race: **See section 4**

During the day

1. **Ensure that at least one member of the team has an eye on the lake at all times**
2. **Run a enjoyable set of races**

Make a note of what went well in the first race, listen to any suggestions made by the racers, and change the course for the next race. Note any changes to race start times on the dayboard. Try to keep to the scheduled times. **Better a short race, than a too long a race.**

3. **Producing and publishing the results**

The subject of results ie. the timely supply of results, is the biggest source of feedback the Sailing sub receives from members. Sailors want to know where they finished in a race on the day, preferably after each race. Safety and good courses are essential features of a good days sailing, going home knowing where you have finished is too. In 2009 the club will put a priority on encouraging ODs to get the results completed asap after a race. The process currently being developed will help to get event and series results onto the website without much delay, although the club will not forgo the secondary check on handicap results that takes place after every handicap race. OD's will be informed in due course.

4. **Recording any damage/feedback and/or enquiries in the log book**

I often put the log sheet on the desk at the start of the day so that any items can be added as they arise.

At the end of the day

Ensure that the club is tidy and ready for the next day of racing, and all facilities are secure prior to leaving the premises

[CHECKLIST E - After the last race/packing & locking up](#)

CHECKLIST **A** - Preparation on arrival at the club

You can either carry out the following tasks yourself or delegate them to your team members when they arrive:


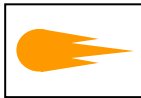


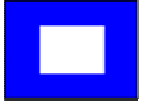
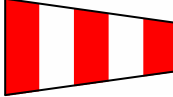

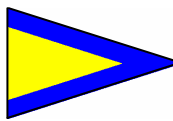

No	Tasks	Sec	Done ?
1	The flags (club pennant and Red Ensign) are in the top drawer of the filing cabinet under the stairs. Hoist these on the flag pole (pennant on peak, Ensign on gaff).		
2	In winter: check the clubhouse heaters are turned up. If they are not working then the gas may have run out and you will need to contact the relevant person	8	
3	Domestics: Check both changing rooms: replace empty loo rolls, soap and hand towels. (The keys are kept in the Committee Room on a hook on the noticeboard on right as you go in. If not known the code to the Committee Room can be obtained from the Sailing Secretary or other Committee member. Unlock the store outside next to the workshop where supplies are kept. The key to unlock the dispensers is on the same key ring).		
4	Day board: Fill in the race day board as completely as possible. If races are delayed ensure any subsequent race times are updated on the board and the AP flag is flown - Sec 3 . Provide an estimated club closing time.	3	
5	Unlock the race hut & the safety boat equipment shed underneath.		
6	Turn the power in the race hut on (mains switch on rear wall). Test the hooter using both switches on the desktop		
7	Ensure that 2 safetyboats are rigged a diesel and a 'carrot', let the coxswain know which additional boat you want to use as a start boat . You may be asked to provide a safety boat for other activities on the lake (e.g. safety team training). Try to co-operate if you can – but remember, if you need the boat (for safety reasons) you have first call on it.		
8	If there are other activities going on (eg. training) liaise with the co-ordinator and designate an area of the lake for them to use. Bear this in mind when setting your course to ensure, where possible, that there is no interference between racing boats and the other activities.		
9	Pontoons: Check the condition of the pontoons. If they are covered in goose mess, have them swept clear. (Apart from hygiene, they can be dangerously slippery, especially when wet). Brooms and scrapers are kept in the Coxswain's store (under the race hut). Start with the pontoons by the slipways then move to the front of the club house. There is a pressure washer but this should only be used by a person trained to use it. From 2009 the maintenance team will carry out a monthly clean, this should make it easier and quicker to do a weekend clean.		
	Retrieve a club phone handset from the Committee room. (One will be kept on the desk at the far end of the Committee Room in its charger, the 2nd is in the bar and the 3rd will be kept in the drawer with the OD keys). All phones are turned off when the Club is not occupied but in order to be able to respond to any calls during sailing hours we request that the duty team takes a (switched-on!) phone with them to the race hut and then returns it to its original position switched off at the end of the day. A second charger will also be left in the race hut so that the unit can be charged during the day. The on/off button is the one with the tipex on it.		

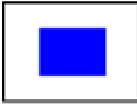

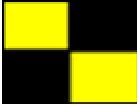
CHECKLIST **B** - Preparation for racing


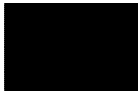


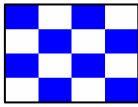

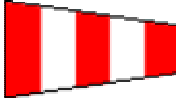

The following checklist is predominantly for the Race Officer/OD although tasks 2, 3, 5, 7 and 8 can be delegated to the team in the first instance. We would advise that you check all is in order before you leave the shore for the first race.

No	Tasks	Sec	Done ?
1	Fill in and put out race entry sheets for all races — with at least one biro — on the signing-on table inside the clubhouse door. To avoid confusion, only put out the race sheets applicable to the next sequence of starts. If there are no spare race sheets there should be a laminated template in the blue folder which can be photocopied in the Committee Room.		
2	Start boat equipment: The boat should be equipped with all the usual safetyboat equipment. In addition, equip the boat with those items on the CHECKLIST C . Make sure everything you'll need is there and that it works!		
3	Then take time to look at the lake and check: <ul style="list-style-type: none"> • wind direction (is it steady or shifting?) and strength • any buoys that are in wind shadows • if there is anything unusual out there (If so, get your Coxswain to go and check it out) • If there is weed, note where it is • • and start thinking about the course(s) you will set 	4	
4	Check the finish line (if you are not using it for starts). It should be perpendicular to the wind (if possible), with the two marker buoys lined up with both the pole in front of the race hut (this slides along a track) and the top flag staff on the race hut roof. If necessary, have the inner and outer distance buoys moved (although, technically, only the outer mark is important).	7	
5	Ask the coxswain to put out any temporary marks you might need. Radio communication with the coxswain is the easiest way to get the marks positioned where you want them. If in doubt, put them out anyway: they'll give you more options during the day and save you having to do it later when you might be busy. Under NO circumstances move the permanent marks (numbered one to twelve). These are positioned to use as much of the lake as possible. If a mark is in wind shadow or not quite at the right angle use a temporary mark, these are quick and easy to deploy. Temporary marks must not be left out overnight, this is to keep them clean from bird droppings so that handling remains pleasant, also the outer casing fills with water making them difficult to lift and fills the safety boat with water when recovered, plus the chains become slimy and growth ridden very quickly. If a permanent mark has broken adrift the safety boat should collect it, tether it in the pontoon area, write it in the log book and contact Rear Commodore Facilities - Sec 8 for contact details.		
6	Rig the required flags on the race hut staff: R flag and Shortened course, at least.		
7	Get out the 2 radio controlled clocks from the filing cabinet in the race hut or in the cupboard with the radios. Alternatively, note the time on the race hut clock, compare it to the time on your own watch and make a note of any difference in the times. This will give you a fall back position in the event that your own watch fails.		

CHECKLIST C – Start boat equipment

No	Items required			Sec	Done?
1	Radio with waterproof pouch				
2	2 sports horns and 1 blown hooter or whistle <ul style="list-style-type: none"> when the temperature drops below 7 degrees, the wind is force 3 or more and the horn is exposed, sports horns may not produce much noise. Use body heat to warm them. Store the horn in an upright position Make a note in the Log Book if you use up the canister 				
3	At least one waterproof watch from which you can obtain the time in seconds				
4	Pens & paper (helps if you have to adjust the course)				
5	Burgee (to test wind direction on the start line)				
6	Course board rack + small letters & numbers when out on the water, ensure the letters and numbers are held in place with the elastic on the rack: the wind can blow them off. Mini course boards are made of plywood and should float - please try to recover any which go overboard.				
7	Standard safetyboat equipment				
8	Mast and flags				
	General and Personal Handicap	Letter Z		Yellow/Blue/Red/Black quadrants	
	Comet class			White triangle with orange Comet logo	
	Solo class	Numeral 1		White pennant with red circle	
	RS200 class	Naval Numeral 2		Yellow rectangle with red horizontal stripe	
	Preparatory (Prep)	Letter P		Blue rectangle with white inner	
	Start / Race postponed	AP Flag		Code and answering pennant	
	Individual Recall	Letter X		White rectangle with blue horizontal cross	
	General Recall	1 st Substitute		Blue triangle with yellow inner	
	Race abandoned	Letter N		Blue and white checkerboard	

	Shorten course	Letter S		White rectangle with blue inner		
	Round the ends	Letter I		Yellow rectangle with black circle		
If flown from Committee Boat						
	Committee Boat Start	Letter L		Yellow and Black checkerboard		

Open meeting flags						
	Marks finish boat	Blue		Yellow/Blue/Red/Black quadrants		
	Rule 30.3 is in effect	Black **		White triangle with orange Comet logo		
	Marks start boat	Orange		White pennant with red circle		
	The position of the next mark has been changed	Letter C		Horizontal blue, white, red, white and blue stripes		
	Abandonment re-sailed shortly. This might be used if there is a major shift very shortly after the start.	Letter N over X	 			
	Postponement 1 hour	AP over numeral 1	 			

** If a start using a black flag is subject to a general recall, the sail numbers of the boats identified as infringing this instruction shall retire immediately and remain well clear of all boats racing.

CHECKLIST **D** – Team briefing, no later than 30 mins before the 1st race.

No	Tasks	Ref	Done ?
1	<p>Allocate specific responsibilities to your team, for example;</p> <ul style="list-style-type: none"> • Starts: who is to be in the start boat with you (2 can manage; 3 is ideal). • If you are doing an on-water start, allocate somebody to stay in the race hut with a radio to note the times taken for boats to cross through the finish line on the first lap in case you finish some boats a lap early and need to adjust their times. • Allocate somebody to key in and calculate the race results on the Club Computer, ensure the user is familiar with the race results programme Sailwave. • Finishes: nominate who is to call out times, who to note sail numbers, who to hoot, who to be responsible for flags. • Nominate who will assist the Coxswain. The weather conditions may influence who you allocate this job to and for how long. A person's ability to sail a boat into the shore in adverse conditions may affect your allocation of assistant coxswain 	3 7 7	
2	<p>Brief your Coxswain, for example;</p> <ul style="list-style-type: none"> • Check you have the radios turned to the same channel and test that you can transmit and receive both ways before going on the water. • Are there any (gybe) marks/areas of the lake they should watch closely? • Remind them that they should always be out on the water during each race and also between races if the wind is strong. • How many boats will you/ coxswain need? If in doubt have all the boats you might need brought over to the race hut pontoons, and equip them. It is therefore requested that a carrot is rigged and left available in front of the club house during each duty for use by any qualified person. • Confirm with the coxswain that all the boat(s) are fuelled and properly equipped. 	2	
3	<p>Hoist the yellow safety flag as soon as the safety team are ready. If the safety team take a break, ask the team to do a circuit of the lake to advise all boats still on the water and drop the safety flag. Alternatively find another coxswain to provide cover while the safety team are having their break, or if you have a safety boat qualification then provide cover between whilst they take a break.</p>	2	
4	<p>Check that there is at least one working mobile phone in the team, in case of emergencies, obtain a club phone handset from the Committee room and place it in the race hut (the race hut needs securing should it be left vacant)</p>	13 10	
5	<p>Check that the galley first aid kit is intact and remind yourself and the team where the fire extinguishers are located. Note the First Aid equipment located in the club foyer.</p>		
6	<p>IMPORTANT</p> <ul style="list-style-type: none"> • Your safety team has a duty to keep watch on all lake activity and to remain vigilant at all times. • Don't forget to tell them keep a watch on boats in both lagoons. • There must always be two people in each safety boat. One person must be dressed to enter the water and/or sail a boat to a pontoon. 		
7	<p>It is important that all the team arrive in good time to help you and the coxswain as getting temporary marks into position, it can take 30 minutes.</p>		
8	<p>Now plan your first race:</p>	4	

CHECKLIST **E** - After the last race/packing & locking up

No	Tasks	Sec	Done?
1	If it is 17:00 (or getting dark in winter) and boats are still on the lake. Have a safety boat tour the lake to warn individual sailors still on the water that safety services are being withdrawn.		
2	Drop the yellow R flag before your safety teams start to pack up, and ...		
3	Retrieve any temporary marks and store them under the race hut		
4	<p>Race sheets: Complete them and file each in the appropriate coloured folder in the filing cabinet in the race hut. Racers like to see their results so if there are still a number of sailors around take a photocopy of the last race and leave them on the signing on table.</p> <p>Results Ensure that the results have been input onto the PC and emailed to the appropriate person. This should be left switched on at all times, but turn the power to the screen off as indicated by the instructions by the PC.</p>		
5	<p>Log Book:</p> <ul style="list-style-type: none"> complete a sheet for the day, mentioning all incidents (including thefts, accidents, breakages, items lost in the lake, however small or apparently insignificant, members enquires, suggestions, thoughts, comments, feedback, identify all races held / not held. identify any members that failed to turn up for duty enter anything that club officers should know about (e.g. problems with safety boats, equipment or any misdemeanours) and contact the relevant person – Sec 8 - so something can be done to fix the problem(s). file the sheet in the Log Book file – Sec 9 - if there is a special event, note who the trophy winner was and whether the trophy was awarded. 	8 9	
6	<p>Rescue/committee boats:</p> <ul style="list-style-type: none"> take out everything and return it to the race hut/coxswain's store under the race hut. your coxswain should know how to return rescue/committee boats to the pontoons on the island moor, and padlock, the dinghy to the race hut pontoon 		
7	<p>Race hut:</p> <ul style="list-style-type: none"> store all flags and course boards used for races. If the flags are wet, leave out to dry tidy the hut; remove all rubbish & crockery close the widows (lock with the wooden 'jammer') turn off the power at the mains switch on the rear wall lock the door; check that the coxswain's store is locked 		
8	<p>Outside the Clubhouse</p> <ul style="list-style-type: none"> check that the 'Optimist' and 'Windsurfing' garages are locked (the key for these doors is on the OD keyring) return the OD's keys and phone handset to the Committee room take any glasses, cups etc left outside back to the galley 		

	<ul style="list-style-type: none"> • strike (and store in the filing cabinet in the foyer) the club pennant and red ensign flags on the pole outside • Return VHF radios to the charging rack and ensure that they fully engage with the charger and the charging lights come on. <p>Please make sure these are fully seated in their cradles at the end of the day so that they charge - you need to push the base of the radio right into the back of the cradle so that it sits over the charging rods. The timer has been set so that it is on from 14.00 to 17.00 on Saturday and Sunday, so that when the radios are returned you should be able to check they are seated correctly as the power lights will come on.</p>		
9	<p>Now, complete the final lock-up procedure.</p> <ul style="list-style-type: none"> • all windows in both changing rooms are closed • put any lost property in the lost property box in the foyer • turn off pc, printer and photocopier • that all bins are emptied (black bin liners are in the galley or filing cabinet in the race hut) and full bags are put in the wheelie bins outside. The key for the bin on the lake side of the clubhouse is hanging in the foyer by the lake side door. • check that the Committee Room windows & door are closed. (The room should have been locked already, or will be occupied by a key holder) • check that all windows and doors upstairs are firmly closed and their locks are in place • that all heaters are off (or, in winter, turned down to the lowest setting) • turn off all lights • close and lock lakeside door in the entrance lobby • now go through the alarm setting procedure 	1	
10	<p>If you are handing over the responsibility for locking up to another key holder (who is staying on after you) remind them that they are now in charge and note their name on the day board so that all remaining Club members know who is responsible.</p> <p>Carry out all of the lock up procedure as far as possible, however the last 5 points above should be carried out by the key holder that you have placed in charge.</p>		

1

ALARM OPERATING INSTRUCTIONS

(Read the notes section below before operating alarm system)

ON ENTRY

1. Entry tone sounds
2. You now have 30 seconds in which to
3. Press your fob against the ADT logo on the bottom right of the control panel
4. Keep the fob in this position until hear 2 single **long** tone sounds.
5. When you have heard these tones you may then let others into the building. (please do not let anyone else in whilst you are doing this as they will be picked up on the sensors and activate the alarm

ON LEAVING

1. Ensure all doors and windows are secure and there is nobody else in the building
2. Make sure the front door is closed
3. Hold FOB against the ADT logo at bottom right of control panel
4. Hold it there until a continuous tone sounds and the display shows a bar graph, (i.e black across the screen) this will start to count down.(black bar will decrease)
5. You now have 30 seconds to exit the building and close the front door (as soon as the door closes the alarm tone will stop)
6. Lock the front door and wait until you hear 2 single tones which confirm the alarm is now set.

NOTES

1. If you attempt to enter without presenting a valid FOB, the police will be called and so will the key holder, (The club will be charged)
2. Ensure you have your FOB ready before entering (It must have been issued after **13th January 2009 for it to be valid**)
3. If the system tells you that a door is not shut, or other fault exists, abort setting the alarm Open the front flap and press ESC button bottom right.
4. Rectify the fault; there is a list of sensor locations listed. If possible and restart the arming procedure.
5. If you have any problems telephone either:

Jo Lloyd

Richard Mitchell

Contact details are available in the Race Hut copy

Contact details are available in the Race Hut copy

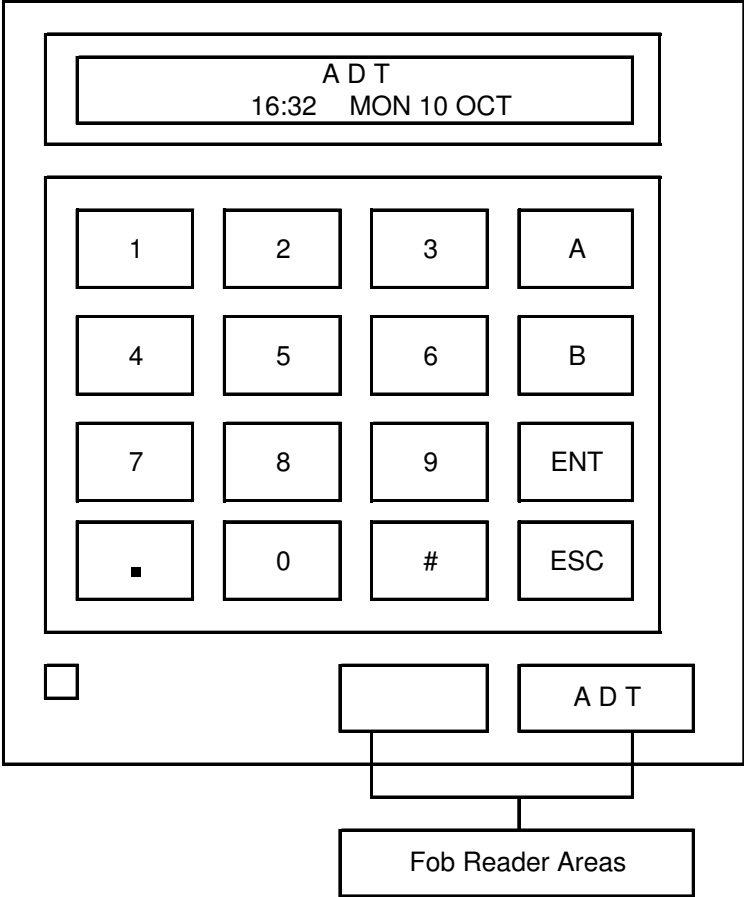
ALARM DETECTORS

1001	Front Door	1032	Fire Exit Door Bar furthest away
1002	Committee Room Door	1033	Fire Exit Door Bar by Bell
1003	Rear Exit Door	1034	DT Front of B
1004	Beer Store Door	1035	DT Inside Bar area
1011	360 Bar store	2041	DT Galley
1012	DT Committee room	2042	Galley Middle Double Doors
1013	DT Galley store	2043	360 Galley
1014	DT RHS hallway	2044	Galley Exit door
1021	DT Stationery store	2045	DT Galley
1031	360 Bar		

DT = a Sensor in the room

All doors listed have a Contact Sensor.

ADT Control Panel



Rules and advice about safety services

2

Remember: you, the OD, are in charge of the safety teams

(and you must ensure they follow these rules and advice, including wearing buoyancy aids at all times when they are on or near the water).

Key points

- **Safety teams have a duty to keep watch on all lake activity and to remain vigilant at all times.**
- Responsibility: Ultimately, it is the responsibility of the sailor to decide whether to sail in light of his or her competence, the ability of the crew, if applicable, and the suitability of the boat for the conditions likely to be encountered. They are also responsible for ensuring that their clothing and equipment is adequate for the conditions.
- **Two safetyboats must be rigged, one of these boats must be a 'carrot'.**
- A safety service should normally be available from 10 am until the end of sailing or any Club closing time indicated on the race notice board.
- There **must always** be at least two people in each safety boat, **as it is virtually impossible to retrieve sailors or assist dinghies with fewer.**

♦ Safety availability:

- Hoist the yellow R flag as soon as the safety team is ready
- If the safety team takes a break (e.g. tea break and toilet break), advise all boats still on the water and drop the flag. Alternatively find another coxswain (there are usually a few around the club) to provide temporary cover while the safety team are having their break.
- Also drop this flag before your safety teams starts to pack up, and
- have a safety boat tour the lake to warn individual sailors still on the water that safety services are being withdrawn

♦ Capabilities of the safety boats

- bear in mind that the club safety boats have limited capabilities (e.g. the carrots are difficult to manoeuvre in high winds) and the diesel is high-sided and difficult to recover badly injured people.

♦ In severe weather force 5 or above (see the anemometer in the clubhouse lobby)

- **people first, boats second** — have sailors recovered first; especially if several are in the water at the same time. Then go back and recover the boats.

some sailors may become worried about their boats if you recover them from the water, leaving the boat until later. However, the chances are that their boat will suffer less damage if it is recovered when you and the safety teams are under less pressure.

- if your safety teams are being overwhelmed by the number of people in the water or in difficulties you should abandon racing, by flying Code Flag N, and concentrate solely on recovering people then boats.
- the safety boat coxswains and assistant are advised to be dressed in anticipation of getting wet, an assistant coxswain may be required to actually right the boat should the sailor not be capable of doing so.
- and watch out for sailboards which are particularly prone to be blown on to a lee shore, and can easily be obscured by overhanging vegetation.

◆ Hypothermia

- It can take as little as 5 minutes for a cold, wet sailor to show the symptoms of hypothermia, which may include:
 - Shivering and cold, pale dry skin;
 - Slurred speech
 - Apathy, clumsiness, disorientation, irrational behaviour; occasionally belligerence;
 - Lethargy or failing consciousness;
 - Slow and shallow breathing
 - A slow and weakening pulse
- if you, or your safety crews, think anyone is hypothermic you can insist they accept a rescue and be taken ashore

◆ Buoyancy Aids

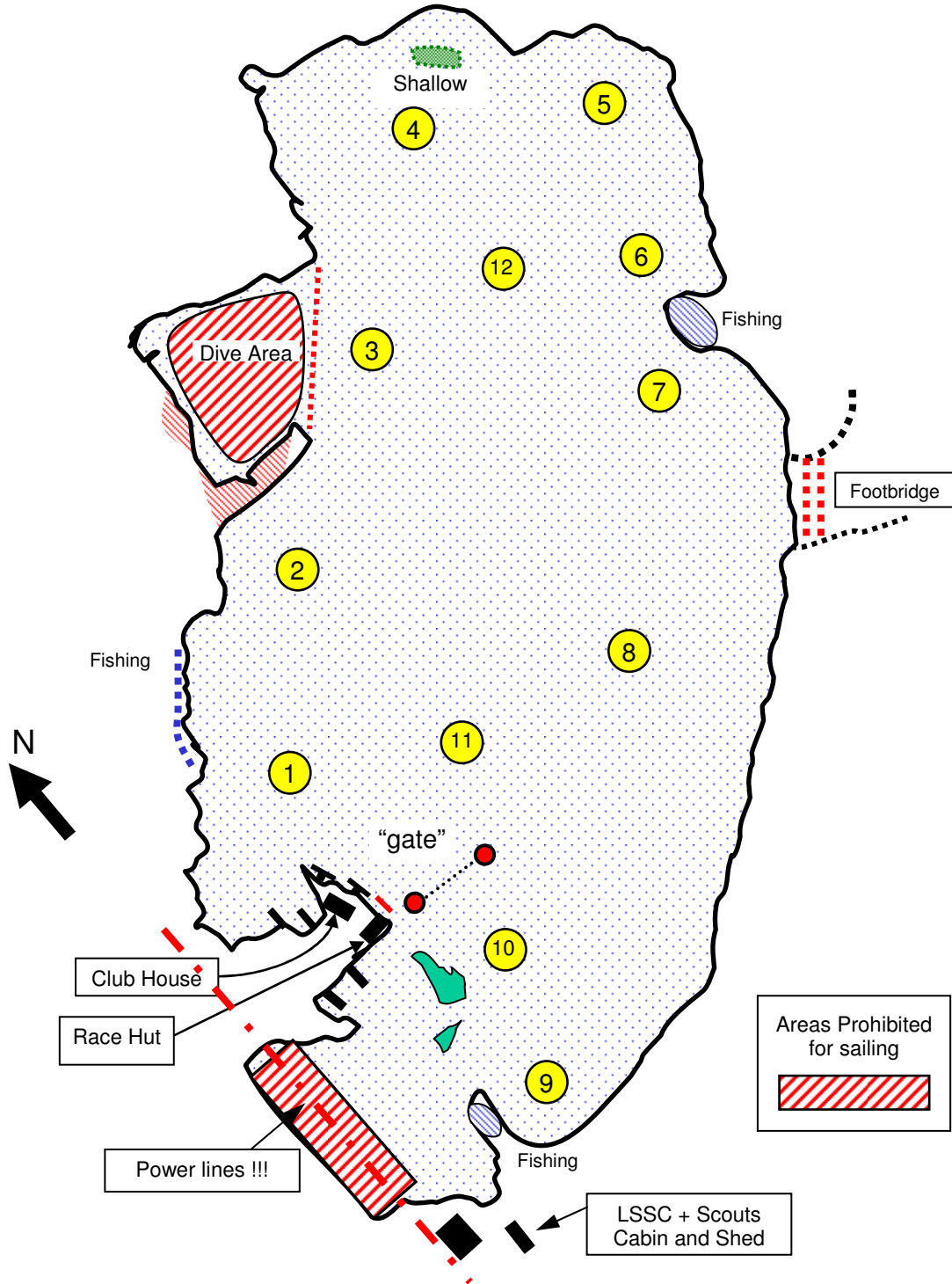
- must be worn by all people on the water at all times (as well as by children playing near the water)
- Note that a foam/neoprene wetsuit is not considered adequate buoyancy on its own.
- the standing sailing instructions provide that the OD may disqualify a person not wearing an aid – and insist they leave the water until they put one on. The responsibility for complying with that request rests with the individual.

◆ Safetyboat Equipment

The following equipment should be carried as a minimum

- Radio with waterproof pouch
- first aid kit
- paddle/oars
- boarding ladder
- boathook
- Fender
- towing line

LITTLETON LAKE - FEATURES



Setting a Course

4

Aim to be **on** the water **AT LEAST** 15 minutes (i.e. 20 minutes before the start of the first race) before the first sound signal to give time to see what the wind is doing, which will not always be what it was doing at the race hut. Once you have established this:

- Find the two longest beats (but only if there is sufficient wind to justify a long course with two beats). One long unbiased one will suffice in some wind directions.
- Link these with reaches and runs. Lots of marks don't always present more of a challenge, if you are merely putting in 4 reaches to go back down the lake this usually becomes a tedious procession ☹
- Figure of 8 courses, with two windward legs, keep fleets together and are useful if you think the wind may change or if it is very shifty.
- Include at least one gybe mark (watch out for capsizes in heavy weather)
- Try to make sure that no one type of leg (beat, reach, run) predominates
- Decide where to start:
 - you will almost always need an on-the-water start. Ensure all members of your team that are on the water, including yourself, are wearing a buoyancy aid.
- Decide where to finish: the race hut is best
- Think about what and who is racing before setting your course, the more challenging the better for experienced crews and helms, but ...
 - don't set testing courses if novices/juniors are racing: they don't always remember/cope with complex courses. Note: novices are more likely to sail in the Saturday Personal handicap race.
 - don't set too long a course if the wind is light or the forecast indicates it will significantly drop
- **If you are still unsure of what course to set refer to the suggested course card, included in this section in the race hut pack, as the basis for your course.**
- Races should last around **45 minutes for the lead boat** - though it is common practice to set more laps than you expect to be completed and shorten course when time is up. As a rule of thumb this should be an hour for the slowest boat in order to get in the races according to the schedule and leave time for a bite to eat.

NOTE: If running handicap races with fast and slow boats then RS200s should not race for more than 45 mins. In exceptional circumstances, and only in single class races, the lead boat may sail for longer, however you must consult the sailors prior to going onto the water if you intend to do this.

Setting the Start Line

- **Begin with the start line perpendicular to the wind.** This is easy to check, stand facing directly into the wind (use a burgee to help if you are not sure) and holding your arm out to the side (left preferably). The other end of the line should, at least, be in the direction your arm is pointing. Then see below about port bias.
- Alternatively, if you are still not sure get a boat to sail a part of the beat so that you get a better idea of where the wind is coming from.
- Plan the line square to the wind, **then put in some port bias** (so boats can start on starboard)
 - i.e. the port end (from a competitors view, when viewing from behind the line) should be closer to the first mark than the starboard end. The easiest way to do this is to anchor the start boat as square to the wind as you can and adjust the bias by letting out or pulling in the anchor warp (if it's long enough) depending on whether your start boat is at the starboard or port end respectively.

- The start boat should preferably be anchored on the starboard end of the line and the course board should be placed on the side of the boat facing the line.
- As a guide: the length of the line should be just over the combined breadths of the boats in the race. **Better to have too long a line than a short one.**
- Once you think you have set the line, check it again as the wind at Littleton is constantly shifting. If the wind shifts during the flag sequence making the line difficult to cross, postpone the start using the AP flag, change the line and start again.

First Mark (at the end of the first beat)

- **Plan on a port rounding.** This gives starboard tack boats right of way and leads to less incidents at the mark.

Finally ...

- Put the course boards in place
- **Check that your course makes sense** (piece of string test: an imaginary piece of string should be able to run around the course “so that a string representing her wake would when drawn taut pass each mark on the required side and touch each rounding mark”) ISAF Rule 28.1

And ...

START THE RACE!

Additional thoughts

- Check the outer distance mark for the race hut start/finish line. If the water level is low, bring the buoy in as far as is practical to keep boats off the shallows near the centre of the lake.
- For on water starts the start line will be the line between the committee boat flag mast and the outer distance mark and this will be the line that you will need to be looking along to check whether any boats are over at the start.
- Don't hesitate to shorten course if the weather deteriorates — or if the wind dies; some people might complain, but you'll have done the right thing.
- Plan to finish everyone in the race: it is demoralising for the young or inexperienced (who have probably been trying as hard as anyone) if their efforts are not acknowledged.
- If you have started the race from the water leave the course board on the Committee Boat and do not display this outside the race hut as there is the potential for the course to be copied over incorrectly. Any late comers can pick up the course from the Committee Boat.

Summary

😊	😞
Unbiased beats – sometimes impossible to achieve on a shifty day	2 or more reaches on the trot
Marks placed in wind	Dead downwind leg straight after the beat
Long lines	Starboard rounding at the first mark
	Short starboard biased lines
	Races longer than 60 minutes for the slowest boats




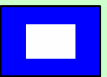






Useful links

<http://www.rya.org.uk/AboutRYA/programmesinitiatives/racingcharter/Pages/bestpractices.aspx>
http://www.rya.org.uk/assets/racing/Web%20Documents/Best%20Practices%20Guidance%20Notes/RYA%20Racing%20Best%20Practices%2027_04_07.pdf
<http://www.rya.org.uk/KnowledgeBase/racingrules/Pages/Guidetothewracingrules20092012.aspx>

Start Sequence

Single start (e.g. a General Handicap)

♦ Assuming the advertised start time is 12.45:

TIME	FLAGS	SOUND	SIGNAL
12.40	 ↑		H/Cap Warning Signal
12.41	  ↑		H/Cap Preparatory Signal
12.44	  ↓		H/Cap One Minute
12.45	 ↓		H/Cap Start

Multiple Starts: (e.g. Sunday morning: RS200s, followed by Solos & General Handicap)

♦ Assuming the advertised start times are 11.10, 11.15, 11.20 & 11.25

TIME	FLAGS	SOUND	SIGNAL	
11.05	 ↑		RS Warning Signal	
11.06			 ↑	RS Preparatory Signal
11.09			 ↓	RS One Minute
11.10	 ↓  ↑		RS Start Solo Warning Signal	
11.11			 ↑	Solo Preparatory Signal
11.14			 ↓	Solo One Minute
11.15	 ↑  ↓		Solo Start H/Cap Warning Signal	
11.16			 ↑	H/Cap Preparatory Signal
11.19			 ↓	H/Cap One Minute
11.20	 ↓		H/Cap Start	

Individual Recall

If one, or more boats — but not so many as to restart the entire fleet — are early over the line:

- Hoist Flag X
- Sound one hoot and if possible shout (or use a loud hailer) the sail number(s) of the offending boat(s) – there is no obligation to shout, the onus is on the sailor to watch the flags and take the appropriate action.
- They should return completely back over the line and when all boats are clear, lower flag X.
- If they do not, you should disqualify them (and not accept not hearing signals and shouts as an excuse)

General Recall

If there are too many boats over the line that you are unable to identify them, a general recall should be made.

- Hoist First Substitute Flag
- Sound two hoots
- If there is only one Class start, when recalled boats have returned to the starting area the First Substitute will be lowered with one sound signal and one minute later the warning signal will be made, followed by the rest of the normal 5,4,1,go starting sequence.
- When two or more classes are due to start at five minute intervals the restart of the offending class shall be five minutes after the last start scheduled for that sequence; if there is more than one offending class they will be restarted in the same sequence as that in which they were recalled. In these instances keep the 1st Sub hoisted with the class flag of the transgressing fleet until you are ready to proceed with the restart. Lower both flags with one sound signal and hoist the class flag exactly one minute later with one sound signal. Ideally the 1st sub should be on the same hoist as the offending class flag but this is not really practical at Littleton.
If there is one offending class and it is the last of the Scheduled starts restart as if there was only one class racing.
- For a pursuit race if a class is recalled all boats in that class must restart and the "Round the ends" rule will apply, without Flag "I" being flown. The offending Class(es) must re-cross the line to restart. The First Substitute should be flown for 30 seconds.

Handling Rules disputes

Refer also to section 11. Standing Sailing instructions (Appendix A)

If there is an incident on the water which is not resolved by a boat taking a penalty (or the sailor wishes to protest the race team) then the sailor's options are:

- An Advisory Hearing or RYA Arbitration hearing
- A protest hearing which may result in a disqualification;
- An Exoneration Penalty

In all instances please make a note of the incident in the Log Book and the Advisory/ Arbitration notebook kept in the Committee Room. Full details of the Advisory/Arbitration process (SSI's Appendix A) and the list of Littleton's advisors is shown in **Section 15**. The advisor should manage the process without any need for the OD to be involved (unless you are an advisor yourself!).

PROTEST PROCEDURE

1. The protesting sailor should obtain a protest form and envelope (addressed to the Rear Commodore Sailing and the Sailing Secretary) from the filing cabinet in the race hut.
2. The protesting sailor must complete the form, and tell any witnesses that they have done so and that the witnesses might be required if a protest hearing is held.
3. The sailor must place the completed form in the envelope and post it in the mail box at the foot of the clubhouse stairs or hand to any LSC advisor that may be on site.
4. And then, if possible, he/she should telephone either the Rear Commodore Sailing or the Sailing Secretary to tell them the protest form has been completed.
5. The Rear Commodore Sailing or the Sailing Secretary will then organise a protest committee and tell all concerned when it will be held.

Finishing a race and Calculating results

Finishing a race

All boats completing the course correctly should be given a sound signal. Any other matters relating the finishing appear below, in the sailing instructions (**See 11**) or below in the calculating results section.

To shorten course:

Paragraph 18 of the SSI's (**See 11**) state " A single "S" flag broken out accompanied by two sound signals, as the leading boat rounds a mark means that it will finish either next time it crosses the finishing line, or at the next mark. After the lead boat has been given a finishing signal all remaining boats will be given a finishing signal the next time they pass through the designated finishing line. Any finishing boat that has sailed less laps than the lead boat will have her final time calculated using her average lap." (**See 7**) for shorten course race calculations)

- As the leading boat rounds the last mark (usually a windward mark) before the finish line:
 - raise the shorten course flag, and..
 - sound two hoots
- Remember, you can shorten a course at any time from the water:
 - select a suitable mark as one end of the new finish line (your boat is the other)
 - then follow the procedure above

Calculating results

For a Class race:

- ♦ no calculations needed: please note the order the boats finish. However...
- ♦ please take timings (minutes and seconds) as the Class Captains use these timings to adjust for personal handicap in some instances

For Handicap races

- ♦ you will need the time (in minutes and seconds is easiest) the race starts and the time that each boat crosses the line.
- ♦ plus you should have timed each boat through the finish line on the first lap (i.e. the time from the start of the race until the first time the boat passes through the line) in case you need to finish the race before all boats have completed the same number of laps, so that corrections can be made– see "Shortening a Race Course" below.

Handicap Result Calculations:

- ♦ An example of result calculations for both personal handicap and general handicap racing can be found on page 26.

Shortening a Race Course

Why you might need to shorten a course.

There are times when you might need to shorten a race course for either all of the fleet or maybe just for some of the slower boats that might have been lapped. This situation is not uncommon, for three main reasons:

1. You may have misjudged the likely lap times, and set a number of laps that is going to result in a very long race. It's always better to set a course-board showing more laps than needed, and then shorten the course, than to end up with a very short race;
2. The wind may drop during a race;

3. In a fleet of mixed dinghy-types and mixed abilities, it is very likely that the competitors will become very strung out.

Examples of how to adjust race times for boats sailing less laps than the leader are shown below but first some general points to note.

Shortening a course for the whole fleet (i.e. where all boats will sail the same number of laps) is the easiest option and the SSIs (copy in OD file) provide instruction on how this is done –see notes below.

The principle of averaged lap time calculations

Where you want to shorten a course for only some of the fleet, for those boats that have been finished a lap or more short of the lead boats, averaged lap time calculations allow the slower boat's total race time to be adjusted as if it had sailed the same number of laps as the lead boats.

In short the process is:

1. Assuming there is an on-water start (if there is a gate start this step can be ignored), note the time taken to sail from the starting line to the gate the first time around;
2. Record how many laps each boat completes during the race;
3. For all boats sailing less laps than the lead boat(s), subtract the time from (1) above and calculate that boat's averaged lap time (see example below);
4. Adjust that boat's overall race time by multiplying the average lap time by the number of laps completed by the lead boat and adding back on the time taken to sail from the starting line to the gate the first time around;
5. Use the adjusted elapsed time to calculate the race results in the usual way

If you want to finish some of the slower boats a lap or two early then additional information needs to be captured during the race to allow for averaged race times to be calculated.

What information do you need to record during the race?

There are two scenarios:

On water (lake) start:

It is important that if you believe there may be a need to shorten a course that you note the time taken for the boats to sail from the start line to the gate (#) the first time around and also to keep a note of the number of complete laps sailed. Averaged lap calculations use the time taken to sail COMPLETE laps and therefore the calculations need to take into account the time taken to sail from the on water start line until the start of the first complete lap.

Gate start

Even for a race that starts and finishes through the Race-Hut gate (#), you still need to keep a note of the number of laps sailed by each boat. You may still need to shorten the course, for any of the reasons given above, and in this case you may still have to calculate averaged times for any slower boats that have completed less laps than the leader, but the calculations will be simpler as you won't need to make any adjustment for the time taken to sail from the start line to the start of the first complete lap, as both lines are the same in this instance.

Remember there are copies of an optional "Rough Race Sheet" in the blue file in the Race Hut, and these are designed to make the recording and calculation of Averaged lap times easier.

What sounds and flag signals should you give and when?

Section 18 of the Current Sailing instructions (version 1.2, Feb 2008) states:

"The "S" method - A single "S" flag broken out accompanied by two sound signals, as the leading boat rounds a mark means that it will finish either next time it crosses the finishing line, or at the next mark. After the lead boat has been given a finishing signal all remaining boats will be given a finishing signal the next time they pass through the designated finishing line. Any finishing boat

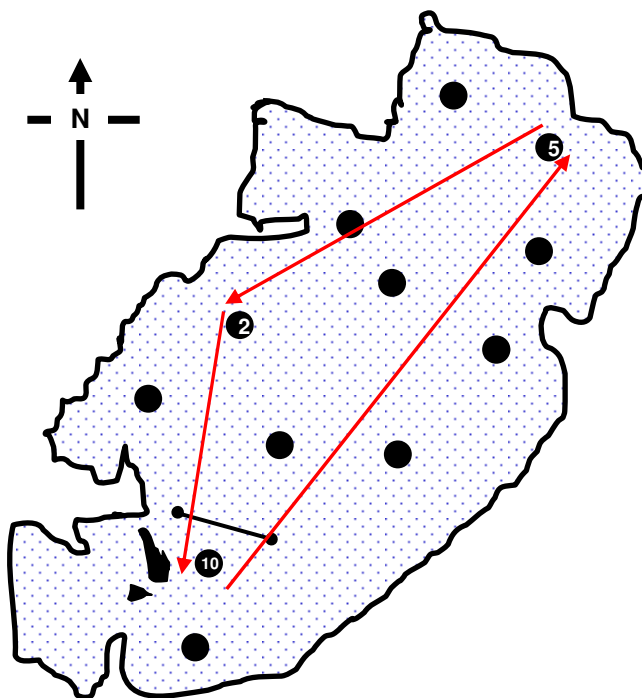
that has sailed less laps than the lead boat will have her final time calculated using her average lap time ...”

How do you calculate the adjusted timings for all the finishers?

The key thing is that if you believe there may be the need to shorten the course, and there has been an on-water start, the time taken to sail from the on water start line until the start of the first complete lap **must** be noted. Please follow the example of lap averaging below.

Example of race calculations where a boat is finished a lap or more short of the lead boats (assuming an on-water start).

Course:
Start at 2:
10 5 2
P P P
Finish at #
Lead boat (A) sails from 2 to # and then sails 3 full laps before finishing at #.
Slower boat (B) sails from 2 to # and then sails only 2 full laps before the OD finishes them at #.



Because boat B has sailed one lap less than boat (A), in order to make a true comparison of elapsed time between (A) and (B), boat (B)'s results needs to be adjusted as if he had sailed 3 laps rather than 2, using the averaged lap time.

It is important to remember that it is the number of **FULL/COMPLETE** laps that need to be adjusted and therefore the time taken to sail between 2 and # prior to the commencement of the first full lap needs to be deducted from the total elapsed time prior to the adjustment being calculated.

Example: (using 11.00 start time)

Time taken for boat (A) to sail from 2 to # - 5 minutes

Time taken for boat (B) to sail from 2 to # - 8 minutes

Boat (A) laps boat (B) and finishes at 12.05 having completed 3 full laps.

The OD decides to finish all following boats the next time they pass through the line (#). Boat (B) is finished at 12.10 having been lapped and having completed 2 full laps.

Total elapsed time for boat (A) = 65 minutes (which includes 3 full laps)

Total elapsed time for boat (B) = 70 minutes (which includes 2 full laps)

To adjust boat (B)'s time to make it the equivalent of 3 full laps.

- i) Deduct the time taken to sail from 2 to # at the start of the race from the total elapsed time for boat (B) i.e. 70 minutes less 8 minutes = 62 minutes to sail 2 full laps.

- ii) Calculate the averaged lap time 62 minutes divided by 2 = 31 minutes
- iii) Using this averaged lap time calculate the time it would have taken boat (B) to have completed the same number of full laps as the lead boat i.e. 3 laps in this case: Time taken for boat (B) to sail 3 laps would be 31 minutes * 3 = 93 minutes.
- iv) Calculate total elapsed time for boat (B) by adding back on the time taken to sail from 2 to # i.e. 93 minutes + 8 minutes = 101 minutes which is a true comparison with boat (A)'s total elapsed time of 65 minutes.

LITTLETON SAILING CLUB



RACE OFFICER:

DATE: SAT/SUN: 20 TYPE OF RACE: SCHEDULED TIME OF START: ...11.00.. ACTUAL TIME OF START: ...11.00...

N.B. FOR CLASS RACES, COLUMNS 2, 4 OR 5 DO NOT NEED TO BE COMPLETED:					FOR PURSUIT RACES, COLUMNS 5, 8 & 9 DO NOT NEED TO BE COMPLETED												
COLUMN 1 Helm Name Crew Name (if applicable)	2 Class	3 Sail No	4 P.Y.	5 P.H.	6 Posn at end of lap					7 Time of Finish			8 Elapsed Time		9 Corrected Time (secs)	10 Posn	11 Points
Jo Bloggs	Laser	123	1078		1	1	1	1	1	11	57	6	57	6	3178		
Crew																	
Fred Smith	Laser	456	1078	50	1	1	1	1	1	12	3	2	1	3	2	3353	
Crew																	

Example of General & Personal Handicap Race Result Calculations:

General Handicap

$$\text{Corrected time}^* = \frac{\text{Elapsed Time} * 1000}{\text{Portsmouth Yardstick}} \quad \begin{matrix} \text{(column 8)} \\ \text{(column 4)} \end{matrix}$$

For the example above:

It is best, and easiest, to work out the corrected times by first calculating the elapsed time in seconds and then to apply the formula.

$$\begin{aligned} \text{Elapsed Time (from column 8)} &= (57 \text{ minutes and } 6 \text{ seconds}) \\ \text{Convert to seconds} &= 57 \text{ minutes} = (57 * 60) \text{ seconds} = 3420 \text{ seconds} \\ &\text{plus the odd } 6 \text{ seconds} = 3426 \text{ seconds} \end{aligned}$$

$$\begin{aligned} \text{Corrected time} &= 3426 * 1000 / 1078 \\ \text{(as per formula * above)} &= 3178.1 \text{ seconds} \\ &= 3178 \text{ seconds, rounded to the nearest whole number} \end{aligned}$$

Personal Handicap

$$\text{Corrected time}^\# = \frac{\text{Elapsed Time} * 1000}{\text{Portsmouth Yardstick} + \text{Personal Handicap}} \quad \begin{matrix} \text{(column 8)} \\ \text{(column 4 + column 5)} \end{matrix}$$

For the example above:

$$\begin{aligned} \text{Elapsed Time (from column 8)} &= (1 \text{ hour } 3 \text{ minutes and } 2 \text{ seconds}) \\ &= (63 \text{ minutes and } 2 \text{ seconds}) \\ \text{Convert to seconds} &= (63 * 60) \text{ seconds} + 2 \text{ seconds} = 3782 \text{ seconds} \end{aligned}$$

$$\begin{aligned} \text{Corrected time} &= (3782 * 1000) / (1078 + 50) \\ \text{(as per formula}^\# \text{ above)} &= 3352.8 \text{ seconds} \\ &= 3353 \text{ seconds, rounded to the nearest whole number} \end{aligned}$$

Electronic Race results analysis - Instructions

An excel spreadsheet for analysing race results is available on the club computer in the committee room. Please use it to process and print out the race results.

Turn on PC (if not already on).

Click on icon "Race results analysis" on window screen.

If the windows screen is not visible, minimise all open windows by clicking on the bar button (top right, third button from right)

Select "enable macros" option when requested.

Follow the instruction box 1

This is basically entering data.

The spreadsheet requires the first initial and the surname. The spreadsheet will often help with the typing in of data if it can identify it as a unique name, in which case when it prompts you just type return. Otherwise just keep typing.

If two people have the same first initial and surname (there are a few cases – i.e. R Chaplin, R Hall, T Harcombe, C Huckin) then enter the first name in FULL.

1. If the "name is not recognised" then check the spelling on the PH tab in case of mis-spelling. Similarly if the boat type is not found check the PY tab.
2. Check on any error messages – is the data input ok?
3. Sort the results into ascending order of position. To do this click instruction box 2. Wait patiently – it takes about 10 seconds.
4. Save the file (instruction box 3). To ensure a meaningful, unique name is given to the file use the format "Race results day_date_time"

e.g. "Race results Sat_19July08_1245"

PLEASE DO NOT CHANGE DIRECTORY

5. Print the results sheet.

Ensure the printer is turned on and there is paper in the tray (the printer will accept only one sheet at a time and two are needed for the print-out, so please feed one at a time).

Click on instruction box 4 and wait.

6. Any problems or suggestions please contact the Sailing Secretary.

Warning – because of the command buttons, the spreadsheet is not protected. Therefore if deleting, be careful. Only delete the entries you have put in – not other cells.

Contact Details

Please contact the following people in the event of a defect:

For any matters/ feedback not directly related to any category below please contact the Rear Commodore Sailing.

♦ **for matters relating to facilities:**

Richard Mitchell: Rear Commodore Facilities

(Contact details are available in the Race Hut copy)

♦ **For matters relating to the race hut & equipment used to control racing:**

Ewan Thomson/ Contact details are available in the Race Hut copy

Paul Hurn

♦ **For matters relating to racing marks or course boards:**

Richard Mitchell

♦ **For matters relating to safety & committee boats, engines & equipment in the Coxswain's Store**

Rudy Mercer Coxswain - Contact details are available in the Race Hut copy

♦ **for any utility related matters:**

Service	Primary Contact	Alternative Contact
Alarm	Jo Lloyd	Richard Mitchell
Dishwasher	Charlie Pepper	Rick Smith
Electricity	Richard Mitchell	
Gas	Richard Mitchell	
Heating	Richard Mitchell	
Pressure Washer	Richard Mitchell	
Sewerage	Richard Mitchell	
Street Lamps	Richard Mitchell	
Telephone	Tom McHale	
Water	Richard Mitchell	

Telephone Numbers:

Richard Mitchell

Committee Members

All contact details are available in the Race Hut copy

Commodore	David Hartland
Vice Commodore	Brian Lyons
Rear Commodore (Sailing)	
Rear Commodore (Facilities)	Richard Mitchell

Hon. Secretary	Tom McHale
Hon. Treasury	Walter De'Ath

Hon. Membership Secretary	Graham Waldron
Sailing Secretary	Peter Fryer
Safety Boats	Rudy Mercer
Harbour Master	Charlie Pepper
Maintenance & Works	Richard Mitchell
Member	Jon Kiely
Member	Sarah Skerten

Co-opted

Editor - Littleton Scene	Clive Friend
Social Secretary	Alison Fremantle
Bar Secretary	Sara O'Toole
Race Handicap Secretary	Julie Harrison
LLSC	John Kendall
LSSC	Andy Bennett

Other Useful Contact Numbers:

LSC Membership Queries:	Graham Waldron
Duty Roster Officer	Jo Lloyd
Dutyman Coordinator	Jane Weisz
Maintenance Team Organiser	Richard Mitchell
Sailing Programme Queries	Tony Cook
WAG (Woking Adventure Group)	Vincent Francoise
PhabSail	Ros Lamb

Littleton South Sailing Club

Commodore	Andy Bennett
Secretary	Linda Needham

LSC Class Captains

Comet	Clive Chapman
Handicap	Julie Harrison
RS200	Heidi Vinson
Solo	Vanda Young
Laser representative	David Glover

10

What to do in a Serious Emergency

As soon as you are aware that the injury or illness is more than a routine scrape or knock

- phone 999 and request assistance
- remember: it is far better to be embarrassed at not needing an ambulance than to have a serious, perhaps life threatening situation, and no qualified help.

If the person is out in a boat and out of the water:

Either • leave them where they are and tow the boat to a pontoon and let the emergency services instruct you what to do

Or • if they are capable of moving, and have no possibility of head, neck or back injuries, transfer them to a safety boat and bring them back to the clubhouse.

IF YOU ARE IN ANY DOUBT, DO NOT ATTEMPT THIS

In either case

- keep them as warm as possible

For routine scrapes and knocks the First Aid kit is kept on the wall to the right of the hatch to the kitchen in the galley. Please help yourself to its contents, but ask the OD to note in his logbook what has been used so it can be replaced.

Major Incident Policy

1. The Officer of the Day or a Flag Officer should resume control of the incident.
2. An ambulance is to be called immediately using 999.
3. First Aid will be given by a trained first aider.
4. A club member should accompany the casualty to hospital and the Officer of the Day or the Flag Officer in charge of the incident should attempt to notify the casualty's next of kin of the accident wherever possible.
5. A full record of the accident should be made in the accident book and an account made in the OD's log. A Flag Officer or the Club Secretary should be phoned and notified in order that any investigation necessary can take place. If appropriate, consideration should be made to photographing any equipment or area where the incident took place.
6. In the event that the Press appear on site they should be referred to a briefed Flag Officer.

LITTLETON SAILING CLUB
STANDING SAILING INSTRUCTIONS (SSIs)

Version 1.3
Revised: December 2008

1. **INSTRUCTIONS**

These Instructions apply to all members of the clubs and organisations, and their guests, who use the waters of Littleton Lake, unless modified by Special Instructions posted on the Club Notice Board at any time. In exceptional circumstances they may be modified orally by the Officer of the Day. The Instructions apply to all boats and sailboards and for the purpose of this document only, the term "boats" shall mean "boats and sailboards".

2. **DEFINITIONS**

All definitions as per the ISAF rules unless specifically amended within these Standing Sailing Instructions. Members of visiting sailing clubs will be regarded as temporary members during their visit.

3. **SAILING OUTSIDE OPENING TIMES**

Members who wish to sail at the Club when there is no advertised sailing/racing programme (i.e. no safety boat is operating) may do so entirely at their own risk. They should arrange for a responsible person to be available on site, with access to a craft on the water, who can provide assistance should the Member get into difficulties.

4. **DISCRETION TO PROHIBIT SAILING**

It is at the discretion of the Officer of the Day to prohibit/cancel sailing, or recall boats on the water. Code Flag "N" will be flown for general prohibition or Code Flag "AP" for temporary postponement. The General Purpose Committee can, if deemed necessary, change the times and/or days when the lake may be used.

5. **RULES OF NAVIGATION ON LAKE**

The following special rules of navigation shall apply to all persons who are subject to these SSIs and are using boats on the Lake:

- (a) If reasonably possible, a boat not racing shall not interfere with a boat that is racing;
- (b) subject to 5(c), rights of way for all boats not racing shall, nevertheless, be governed by the current ISAF rules and the published RYA prescriptions;
- (c) all boats, whether racing or not, shall give way to a safety boat (or any other boat providing assistance) which is:
 - i) recovering persons from the water;
 - ii) aiding a boat in difficulty;
 - iii) towing a boat; or
 - iv) placing marks under the direction of the Officer of the Day.

6. **SPECIAL WARNINGS AND RESTRICTIONS**

The following special warnings and restrictions are in force at the Lake:

PROHIBITED AREA FOR SAILING BOATS:

- (a) HIGH TENSION ELECTRICITY CABLES CROSS LOW OVER THE SOUTHWEST BAY OF THE LAKE. BOATS MUST NOT PASS BEYOND THE GUARD CABLE INSTALLED ACROSS THE BAY;
- (b) **boats must not enter the diving area adjacent to racing mark 3;**
- (c) no sailing boats may moor at the jetty in front of the Race Control Box;
- (d) any instructions concerning other prohibited areas for sailing that may be displayed on the Club Notice Boards must be strictly obeyed.

OVERSIZE DINGHIES AND MULTIHULLS:

No multihulls or boats exceeding 16'6" (5.05 m) overall length may sail at Littleton, unless authorised specifically in writing by the General Purpose Committee. An exception has been granted in respect of the multihulls used by Littleton PhabSail.

PROHIBITED AREAS ASHORE:

- (a) neither boats, trailers, nor launching trolleys are to be left at any time so that they obstruct any slipways, pathways or access roads.
- (b) **MASTS MUST BE LOWERED BEFORE BOATS ARE TAKEN BENEATH THE HIGH TENSION ELECTRICITY CABLES PASSING OVER THE CAR PARKS. THIS IS A VITAL SAFETY PRECAUTION (SEE ALSO INSTRUCTION) 6 (a) ABOVE);**

7. BAN ON POWER BOATS

The use of power driven boats, other than safety boats or work boats, is forbidden unless authorised specifically in writing by the General Purpose Committee.

8. PERSONAL FLOTATION DEVICES

All persons sailing at the Lake, or manning any other boat on the water, must wear an adequate personal flotation device. Wet suits and dry suits are not deemed to be personal flotation devices. The Officer of the Day may prohibit any person from sailing that does not wear or properly wear a personal flotation device and may disqualify them from any race.

PROTECTIVE CLOTHING: COLD WATER CAN KILL. THE WEARING OF DRY SUITS OR WET SUITS IN THE WINTER IS STRONGLY RECOMMENDED.

9. BUOYANCY OF BOATS AND BUOYANCY TESTS

All boats must have their designed buoyancy maintained in satisfactory working order and satisfy class association or national authority buoyancy regulations. The Officer of the Day has the authority to prohibit the use of a boat with defective buoyancy.

10. THIRD PARTY INSURANCE - COMPULSORY

All boats using the Lake must be insured against third party risks to a minimum of £2,000,000. All persons wishing to race or sail at the Lake, whether as Members or Licensees, or with their consent, shall first complete and file with the General Secretary of the Club, or other designated officer, a declaration in the following form. This will be issued with membership renewal documentation on an annual basis.

“I DECLARE that I hold a valid and current certificate of insurance which covers me against third-party risks to a minimum of £2,000,000, while racing and/or sailing and that I will continue to do so while engaged in racing and/or sailing at Littleton Sailing Club / Littleton Lake Sailing Club / Littleton South Sailing Club.”

(Signed)..... Date..... 20.....

11. INSTRUCTIONS FOR CLUB RACING

These Instructions apply to boats which are racing, or intending to race:

- (a) **except as modified by these Instructions (NOTE, in particular, Instruction 6), or by separate published instructions, or orally at a briefing, racing will be in accordance with the current ISAF rules, the published RYA prescriptions (as published in its appropriate current publications) and the rules of each Class concerned.**
- (b) **boats must have valid measurement certificates. These must be available should there be a dispute.**
- (c) **for pursuit races, Flag signals will not be displayed for starts other than for the first class to start, sound signals alone being used for the remainder.**
- (d) **the programme of races and start times will be as advertised on the Club Notice Board except that these may be amended at the discretion of the Officer of the Day if it is judged that special circumstances make the advertised programme impracticable. Entries for programmed races shall be made on the Race Sheet at least five minutes before the warning signal (see 14 below).**
- (e) **at least three boats must rank as starters (i.e. must have signed on and be in the vicinity of the start line during the start sequence) for a class race to be held. When there are fewer than three boats entered for a Class race, the entrants may instead be accepted as starters in a subsequent handicap race. If there are fewer than three boats in the handicap race then no race will be held. No points will be awarded for cancelled races, or for races with insufficient entries.**

CLASS FLAGS USED

(f) the following Class Flags will be used as the warning flag for racing (see 14 below):

Handicap	Flag	"Z"
Solo	Flag	"Numeral 1"
RS 200	Flag	"Naval Numeral 2"
Comet	Flag	"White flag with Comet logo"

If any other class flag is required this will be selected at the Officer of the Day's discretion.

12. COURSES

The course for each race and the number of laps to be sailed will be that either displayed on the side of the Committee boat or that displayed in front of the Race Control Box at the time of the relevant warning signal. Marks indicated on a green background are to be left to starboard and those indicated on a red background are to be left to port. The course board in black and white chequer design indicates that the inner and outer distance marks (described as the "gate" on maps of the Lake) form part of the course and that boats must pass between these marks on every lap. If the pictorial course board is used then the course displayed on the Committee boat and/or Race Control Box will take precedence. If there is any conflict between the course shown on the Committee boat and that shown in front of the Race Control Box, then that shown on the Committee boat is the one to be sailed.

13. METHODS USED FOR STARTING

Starts may be made in either of the following ways, as determined by the Officer of the Day:

- (a) by using the line formed by the transit between the two poles on the Race Control Box, with boats passing between the inner and outer distance marks or
- (b) by using a line between the flag pole of the Committee boat and an outer distance mark or mark on the course. Flag L may be flown on the Committee Boat and/or the Race Control Box to signify a lake start.

14. TIMING OF STARTS AND SIGNALS USED

Class races will be started at five-minute intervals. The warning flag for the first Class to start will be broken out five minutes before the scheduled starting time. The preparatory flag ("P") will be broken out four minutes before the scheduled starting time and lowered one minute before the starting time. At the starting time the warning flag will be lowered and the Class warning flag for the next Class to start will be broken out. The sequence of flags will continue as per the first class start. The start of a single race will be as for the first race of the class races. The Officer of the Day has discretion to keep the starting line open for a period of time in order to accommodate late starters. A sound signal may accompany the breaking out of a flag.

15. RECALLS

The onus is on the Helmsman for making a correct start. If any boat is over the line at the start, a single sound signal will be given and Code Flag "X" (Individual Recall) will be displayed. If possible, offenders will be hailed. All offending boats should return to the starting side of the line and restart. Once all boats are clear, Code Flag "X" will be lowered. Any offending boats not returning over the line will be disqualified. A General Recall will be notified by the breaking out of the First Substitute and the giving of two sound signals.

16. RE-STARTING PROCEDURE AFTER A GENERAL RECALL

- (a) If there is only one Class start, the First Substitute will be lowered with one sound signal and one minute later the warning signal will be made, followed by the rest of the normal 5,4,1,go starting sequence.
- (b) when two or more classes are due to start at five minute intervals the restart of the offending class shall be five minutes after the last start scheduled for that sequence; if there is more than one offending class they will be restarted in the same sequence as that in which they were recalled. If there is one offending class and it is the last of the Scheduled starts, Instruction 16 (a) will apply.
- (c) for a pursuit race, if a class is recalled then the First Substitute will be broken out and two sound signals will be given. All boats in that class must restart and the "I Flag Rule" (formerly the "Round the ends" rule) will apply, without Flag "I" being flown. The offending Class(es) must re-cross the line to restart, but have no rights over other Classes who may be starting in their proper sequence The First Substitute will be flown for 30 seconds

Other than for 16(c) above, the "I Flag" rule 30.1 shall not apply unless the I flag is used.

17. FINISHING LINE

A race will be finished either at the end of a lap when boats pass between the inner and outer distance marks and cross a line formed by the transit between the two poles on the Race Control Box, or between the pole on the Committee boat and an outer distance marker or a mark of the course.

18. SHORTENED COURSES

The "S" method - A single "S" flag broken out accompanied by two sound signals, as the leading boat rounds a mark means that it will finish either next time it crosses the finishing line, or at the next mark. After the lead boat has been given a finishing signal all remaining boats will be given a finishing signal the next time they pass through the designated finishing line. Any finishing boat that has sailed less laps than the lead boat will have her final time calculated using her average lap time, as per the instructions in the Officer of the Day Aide Memoir.

19. PENALTIES

- (a) **Touching a Mark – The one turn Penalty, ISAF Rules 44.1 and 44.2 apply;**
- (b) **"When Boats Meet" - The two turns penalty, ISAF Rules 44.1 and 44.2 apply**

20. DECLARATIONS

All Helmsmen shall sign the Race Sheet prior to starting the race.

21. PROTESTS

The RYA Rules Dispute process is in place. A list of Advisors and the advisory process is available in the Club foyer. If an arbitration or protest hearing is requested the appropriate RYA form, available from the Race Control Hut should be completed and the Officer of the Day must be advised within 30 minutes of finishing or retiring. This time limit may be extended by the Officer of the Day at their discretion provided that the application for postponement is made within the 30 minute period. If an Advisor is available, the hearing may be carried out on the day. Alternatively the protest form should be posted in the mail box at the foot of the Clubhouse stairs, clearly marked as a "Rules Dispute", and an Advisor will contact you to arrange a mutually convenient time to hold the hearing.

22. SCORING PROCEDURE FOR CLASS AND OTHER RACES

The Officer of the Day should complete a results sheet for each race, giving times and positions.

- (a) Scoring for class races will, thereafter, be calculated by Class Captains, using the scoring system agreed by the Sailing Sub-Committee for the individual classes. The Class Captains will be responsible for transferring corresponding scores to the 'running record' on the relevant class Notice Boards and onto the LSC website.
- (b) Scoring for series racing will be as indicated by the Sailing Sub-Committee.
- (c) Races that do not count for a series competition may rank for prizes as determined by the Sailing Sub-Committee and as published in the Scene. For non-series events where more than two races will be sailed and where a discard(s) may apply, the event will be scored using RYA Appendix A. Scoring in each race will be: 1st place 1 point; 2nd place 2 points; 3rd place 3 points etc. A boat that did not start, did not finish, retired after finishing or was disqualified shall be scored points for the finishing place one more than the number of boats entered in the series. A boat penalised under I.S.A.F. rule 30.2 or 44.3 shall be scored points as provided in rule 44.3(c). The number of race results to count for the final score for every Helm will be indicated in the annual sailing programme, or as amended by the Race Officer

Tie-Breaking: If there is a score tie between two or more boats, each boat's race scores shall be listed in order of best to worst, and at the first point(s) where there is a difference the tie shall be broken in favour of the boat(s) with the best score(s). No excluded scores shall be used. If a tie remains between two or more boats, they shall be ranked in order of their scores in the last race. Any remaining ties shall be broken by using the tied boats' scores in the next-to-last race and so on until all ties are broken. These scores shall be used even if some of them are excluded scores.

For open meeting events please see separate open meeting sailing instructions.

**If you have any questions or queries relating to these Sailing Instructions,
please contact the Sailing Secretary in writing.**

SUPPLEMENTARY SAILING INSTRUCTONS

Appendix A - Rules Dispute Hearings

1. The RYA Rules Dispute Advisory and Arbitration Hearings are available for club series.

2. RYA Advisory Hearing

When there is an incident that will not result in the lodging of a protest or a request for redress, a boat may, within the protest time limit, lodge a request for an advisory hearing with the race office, and notify any other boat involved in the incident. An advisor will then call a hearing to learn what may have happened and will state whether any rule appears to have been broken, and by which boat. A boat may as a result notify the race office that she accepts an Exoneration Penalty when it applies to the incident, or choose to retire.

3. RYA Arbitration Hearing

3.1 When a protest or request for redress is lodged, a boat may at the same time request RYA Arbitration, or the protest committee or race committee may offer it.

3.2 If the parties and a member of the protest or race committee agree that RYA Arbitration is suitable because it appears that the issue is not complex and that witnesses may not be essential, an arbitrator (who may be that member of the protest committee) will call a hearing conforming to Section B of Part 5 of the Racing Rules of Sailing, except that rule 64.1 will not apply. Instead, when the arbitrator decides that a boat that is a party to the arbitration hearing has broken a rule for which the Exoneration Penalty is available, the party will be invited to accept that penalty and if it is accepted by a protested boat, the protesting boat will be allowed to withdraw the protest, changing rule 63.1.

3.3 When there is not an agreement to use RYA Arbitration, or when, after RYA Arbitration, a protest is not withdrawn or the Exoneration Penalty is not applicable to the facts, there will be a normal protest hearing, at which the arbitrator may be a member of the protest committee. Rule 66 will not apply to the arbitration decision. A boat may still accept an Exoneration Penalty at any time before the start of a protest hearing and receive its protection from further penalization. She may also retire.

3.4 When redress is offered and accepted at the RYA Arbitration, the protest committee or race committee may seek to have this reviewed by asking for a full hearing. When redress is offered and not accepted, or not offered at all, the boat may have her request heard before a protest committee.

4. Exoneration penalty

For the purposes of these Rules Disputes Hearings the exoneration penalty which shall apply will be 20% although the final position of the penalised boat will be no lower than if she had retired.

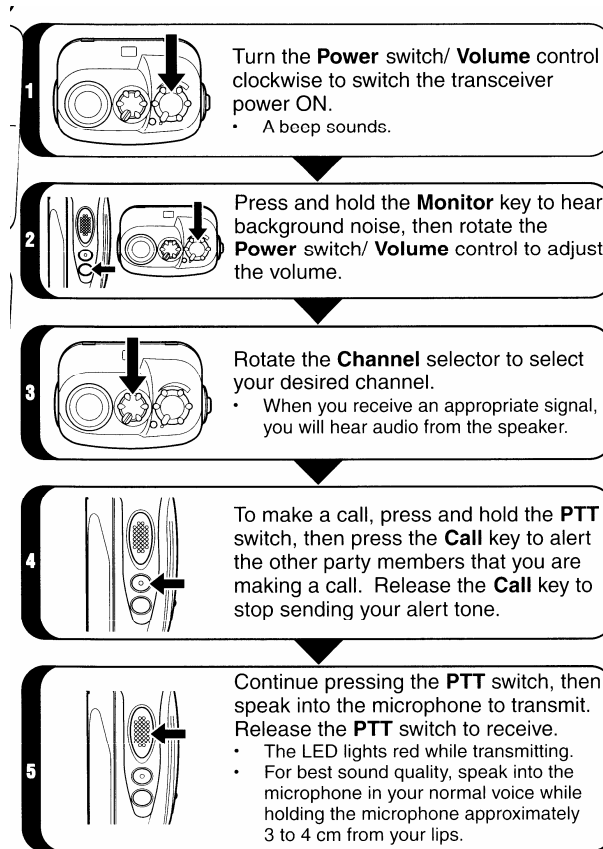
Sources of Weather Information

- <http://www.windguru.cz/int/index.php> select Queen Mary, then subtract 2 or 3 knots
- www.bbc.co.uk/weather
- www.weatheronline.co.uk
- www.franksingleton.clara.net
- www.meto.gov.uk
- www.xcweather.co.uk N.B. not a forecast but good for up-to-minute situation map
- Teletext page 157 for shipping forecast
- Teletext page 153 for regional weather forecast
- Ceefax page 409 for inland waters shipping forecast
- Ceefax page 402 for regional weather forecast
- National Press

INSTRUCTIONS FOR KENWOOD RADIOS

13

There are 4 main controls, two on the top and two on the side of the case:-



Top Controls:-

- Combined On/Off switch and rotary volume control. This should be set to **maximum** when going out in a rescue boat for calls to be heard over the engine noise.
- Channel Selector Switch. Select the same channel on each handset.

Side Controls:-

- The “Push to Talk” switch is the upper and larger of the two press switches.
- The Monitor switch is the lower and smaller of the press buttons. It allows the squelch to be opened to monitor signals that do not have the correct CTCSS tone.

LED Indications:

- A **RED** LED shows when transmitting; it **flashes** if the battery needs charging.
- A **GREEN** LED indicates that a signal is being received; if no audio is heard, and the volume is turned up, then the signal being received does not have the correct CTCSS tone but can be monitored by pressing the “Monitor” button.

Battery Charging: Radios should be removed from their waterproof case after use and placed in the charger provided. A red LED on the charger shows charging in progress – PLEASE ENSURE THAT THE HANDSETS ARE FULLY SEATED WITH THE GROOVES IN THE BOTTOM OF THE HANDSETSD FITTING OVER THE SHAFTS IN THE CHARGER. However it should be noted that the power to the chargers is not permanent; it is routed via a time switch to prevent overcharging.

Waterproof Cases: The Kenwood radios must always be used in the waterproof cases provided and worn round the neck when going out on the lake.

Handling Other Enquiries

As OD you may be approached to answer questions on a number of topics. The following information might prove useful for you:

- Copies of the Club Rules, and the Standing Orders are located in the Club Information folder in the foyer next to the signing on table. This will contain information to assist you with any membership enquiries or if you have any new team members. .
- Membership information is located in the box at the foot of the stairs. Spares should be available in the top drawer of the filing cabinet outside the men's changing rooms.
- The Club's web-site can be found at <http://www.littletonsc.co.uk>. This holds lots of useful information.

RYA Arbitration Advisors

Coordinator:

Trevor Rawlins - contact details are available in the Race Hut copy

Advisors:

Richard Cambrook

Vanda Young

Sue Antonelli

Martin Vinson

Clive Chapman

David Glover