Manual for Planning and Running a Team Racing Event

Bruce Hebert
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This manual is designed to help those wishing to organise and run a Team Racing event. This can be either an event that is always held at a particular venue or an event such as regional or national championships that moves between venues. Each section is hyperlinked from the Home Page

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1. Criteria for Selecting a Venue

   A. Sailing Area
   Close to the Sailing Club building.
   Close to dock/pontoon/area to be used for changeovers.
   Large enough for a standard “S” course to be sailed in most wind conditions/directions.
   Preferably in non-tidal waters.
   Availability of spectator viewing positions.

   B. Club house facilities
   Changing rooms for all competitors. NB Team Racing events have high female participation rates so 
good sized Ladies Changing rooms are an advantage.
   Catering facilities capable of feeding all the competitors throughout the competition, ideally in a “wet” 
area.
   Bar facilities are rarely needed.
   Results Room
   Protest Room

   C. Boats available
   If the host club has fleet(s) of team racing boats all the better.
   Are ribs available for umpires/course laying …if so how many?
   Two committee boats for start and finish.

   D. Personnel available
   Race Management
   Umpires
   Shore support

Home
2. BOATS

A. Number of Flights of Team Racing Boats

The starting point is how many teams are you likely to attract.

Successful events should aim to have teams afloat for about 40% of the time.

Below is a guide to the number of flights of team racing boats needed to run a successful event. The column headed ‘Flights needed’ shows the number if there is to be a 40% ratio.

<table>
<thead>
<tr>
<th>Teams</th>
<th>Flights needed</th>
<th>Flights provided</th>
<th>Sailed</th>
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<td>3.2</td>
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<tr>
<td>17</td>
<td>3.4</td>
<td>3</td>
<td>35</td>
</tr>
</tbody>
</table>

the formula to calculate the number of flights for 40% sailing rate is

\[
\text{No. of Flights} = (\text{No of teams}/2) \times 0.4
\]
B. Umpire Boats

Decision needed. What level of umpiring do you want?

For most events the following is practicable:

1 umpire boat for each flight racing

plus

1 umpire boat to act as a “floater”

<table>
<thead>
<tr>
<th>Flights</th>
<th>Flights racing</th>
<th>Umpire boat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
C. Race Management Boats

Start Boat:
Large enough for 2 persons to move freely
Equipped with mast
Effective anchor

Finish Boat:
Large enough for 3 persons to move freely
Equipped with mast
Effective anchor

Mark Laying Boat/General Support:
Rib or Dory capable of moving quickly around the course

Crew Change Boat:
This can limit damage to sailing boats as it reduces the number of times they need to come ashore or alongside a pontoon
Rib capable of carrying 9 safely [driver (1) + team (6) + crew out of boat (2)]
3. Produce a rough budget

Below is a specimen budget for a two-day event.

Complete your budget with a best guess of the number of teams. From this it is possible to calculate an entry fee.

<table>
<thead>
<tr>
<th>Costs</th>
<th>Number</th>
<th>No of Days</th>
<th>Cost per day</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Dinghies</td>
<td>12</td>
<td>2</td>
<td>25</td>
<td>600</td>
</tr>
<tr>
<td>Ribs</td>
<td>4</td>
<td>2</td>
<td>50</td>
<td>400</td>
</tr>
<tr>
<td>RM Boats</td>
<td>1</td>
<td>2</td>
<td>50</td>
<td>100</td>
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<tr>
<td>Fuel</td>
<td>4</td>
<td>2</td>
<td>15</td>
<td>120</td>
</tr>
<tr>
<td>Food for Helpers</td>
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<td>2</td>
<td>5</td>
<td>120</td>
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<tr>
<td>Prizes</td>
<td></td>
<td></td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Thank you's</td>
<td>12</td>
<td></td>
<td>5</td>
<td>60</td>
</tr>
<tr>
<td>Travel Expenses</td>
<td></td>
<td></td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Sailing Club Capitation Charge</td>
<td>60</td>
<td>2</td>
<td>3.5</td>
<td>420</td>
</tr>
<tr>
<td>Misc</td>
<td></td>
<td></td>
<td></td>
<td>50</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>2070</strong></td>
</tr>
<tr>
<td><strong>No of Teams</strong></td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Entry Fee</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>207</strong></td>
</tr>
</tbody>
</table>
4. Prepare the Notice of Race

There are a number of standard documents that may be used:

**ISAF Standard NOR**

**UKTRA Standard NOR**

You are strongly recommended to use a standard document, or to base yours on a well-tried document.

Remember that the Notice of Race is your contract with the competitors. So it must contain any items subsequently required by the Sailing Instructions such as:

- Requirement to have and wear a buoyancy aid
- Requirement to have and wear a functioning drysuit or 3mm Wetsuit.

as well as details of:

- a. Eligibility
- b. Venue
- c. Times of briefings, start on each day
- d. Entry Fee
- e. Damage deposit
- f. How to pay, payable to, and closing dates.

Home
5. Personnel Appointments

The event organisers need to make 3 major appointments:

The Principal Race Officer (PRO)
The Chief Umpire (Chump)
Shore/support Manager

A. The Race Management Team

With the help of the PRO appoint personnel to cover the following functions:

Registration Officer
Register teams.
Allocate team numbers.
Ensure entry and damage deposits collected.

The Start Boat team
Three persons required.
Needs to understand starting procedures.
Consider additional person to allow rotation.

The Finish Boat team
Two, preferably three persons required.
Needs to understand finish procedures and paperwork.
Consider additional person to allow rotation.

The Course Manager
An experienced motorboat driver required.
The task of initially laying the course needs to be organised.
Once racing is underway the Chief Umpire may be given responsibility for the course.

The Results Officer
Ideally this task is done ashore by a Results Officer who is then able to post results.
The task can be done by the finish boat team.

The Damage Officer
Person with experience of boat maintenance to assess any damage for the purpose of Rule 14 hearings and for advising the Protest Committee on making deductions from Damage Deposits.

Home
The Umpire Team
With the help of the Chief Umpire appoint:

The Umpire Team
Agree number of umpires with event organiser.
Appoint one NU per umpire boat.

The Protest Committee Chairman
Normally one of the umpires who is an NJ or IJ.

Shore/support Team
With the help of the Shore/Support Manager appoint:

Rescue/ Support
For youth and junior events the appointment of a dedicated rescue/support boat is desirable.
For all other events brief the umpires to act as rescue/support.

The Ferry boat(s) team
When changeovers take place on the water a dedicated “Ferry Boat” is ideal.
Failing that umpires may be asked, if the umpire boats are large enough, to make the transfers.

First Aid and Emergency Cover
Appoint a First Aider for the event.
Ensure that there is adequate first aid equipment at hand
Appoint a driver who can take casualty to nearest A and E hospital.
Ensure directions to and phone number of A and E are at hand.

The Bosun
Normally someone totally familiar with the equipment being used and the venue.
Also someone who has a toolbox full of useful spares and tools.
Responsible for refuelling motorboats and topping up engine oil.

The Beach Master
At events where teams change boats you need someone on the shore, with a radio, who can ensure teams are mustered at the changeover point, get into the right boats etc. Ability to read a team race schedule is essential.

Catering
Normally this is covered by a professional caterer. But if not, you will need to get a good team together to make lunches and snacks for those on the water.

Car Parking/ Grounds
At some clubs ensuring cars are parked in the correct place is important. If so designate someone to do this task.

Cleanliness of Club Grounds:
A thankless task, but tidying up the grounds and the clubhouse during and after the event is important. Allocating these tasks before the event makes life easier.
6. Advertise the Event

In the UK the prime location to advertise your event is the BUSA Website.

Send details of the event to:

jessica.mapplebeck@rya.org.uk
7. Preparation of Team Racing Boats

A. Equal boats

Aim: that in all respects the boats have equal performance.

For events where the organisers supply the boats great care needs to be taken to ensure that the boats are identical in all performance aspects. If identical boats cannot be provided the flights (the boats the teams sail in) should be equalised.

B. Boat Protection

There are 2 main sources of damage:

1. Boat on boat contact
2. Contact with the dock/pontoon/jetty.

To minimise boat damage:

Provide all boats with Bow fenders

If changeovers are made alongside docks or pontoons ensure there are personnel on the dock to catch boats when they come in and that the dock has good padding.

C. Boat identification

Boats need to be clearly identifiable for:
1. Start and Finish officials
2. Umpires
3. Team-mates and opponents
4. Spectators/Commentator

By having:

Large boat numbers either side of the bow and a smaller number on the transom.
The same number on the mainsail.
Flights with colour coded sails, especially the jibs.
If more than one flight has the same numbers then coloured tape/ribbon attached to the shrouds works well to distinguish them.

Home
8. Breakages and Spares

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

Prevent or minimise these occurrences.
Get damage repaired as quickly as possible.

The appointment of a Bosun who has a good knowledge of the boats, has access to a range of spares and the tools and experience to make repairs quickly is essential.

Prevention

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

Having a check off list for each boat makes things very much easier.

Spares

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

Repairs

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

Home
9. **Prepare Sailing Instructions**

There are two standard sets of Sailing Instructions:

ISAF and UKTRA.

In consultation with the PRO and the Chief Umpire complete the appendix to these.

On the day of the event ensure a copy is pinned to the Official Notice Board, and that the PRO and Chief Umpire have copies.

Send copies by email to competitors.

[Home]
10. Deciding the Event Format

General Aims:

To provide competitive sailing to all the competitors for as long as possible.
To produce a winner.
To produce a rank order.

Options to achieve the above:

1. Single Round Robin leading to Quarter Finals, Semi Finals and Finals.
2. Leagues leading to Gold, Silver and Bronze leagues then Quarters, Semis and Finals.
3. Swiss league leading to Quarters, Semis and Finals.

The Swiss league system requires significant levels of sophisticated computing. It is an excellent tool for seeding but is generally too complicated for most events.

Deciding between Single Round Robins and Leagues:

Knowing:

   the number of teams and
   the number of flights available

then the following table will help in preparing an event format;
### Time to complete Round Robin

Assumes each flight can do 4 races per hour.

<table>
<thead>
<tr>
<th>Teams</th>
<th>No. of Races in Round Robin</th>
<th>1 Flight</th>
<th>2 Flights</th>
<th>3 Flights</th>
<th>4 Flights</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
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<tr>
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<td>47.5</td>
<td>23.8</td>
<td>15.8</td>
<td>11.9</td>
</tr>
</tbody>
</table>

Choice between Full Round Robin and Leagues

The biggest single question hanging over the heads of Event Organisers/PRO’s is

“Will we be able to finish the round?”

If the answer is in doubt then Leagues (sometimes called mini leagues) are a better option.

For example:

A full round robin of 12 teams in 3 flights will take 5 hours 30 minutes to complete

3 Leagues of 4 will take 1 hour 36 minutes (How so? …. League A will take 1.5 hours, League B finishes 3 minutes later and League C 3 minutes after that.)

So as a rule of thumb, take the League time for the first league and add 3 to 5 minutes for the completion of the other leagues.
Racing in Leagues

Start by dividing the teams into two or three leagues. On completion of the rounds you have a rank order. Place the top teams in the Gold League. The bottom teams in the Bronze League. The remainder to the Silver League:

Below is an ideal world with 18 teams racing in 3 leagues.

<table>
<thead>
<tr>
<th>League A</th>
<th>Rank after Round Robin</th>
<th>Gold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team 1</td>
<td>2</td>
<td>Team 4</td>
</tr>
<tr>
<td>Team 2</td>
<td>4</td>
<td>Team 1</td>
</tr>
<tr>
<td>Team 3</td>
<td>5</td>
<td>Team 7</td>
</tr>
<tr>
<td>Team 4</td>
<td>1</td>
<td>Team 10</td>
</tr>
<tr>
<td>Team 5</td>
<td>6</td>
<td>Team 17</td>
</tr>
<tr>
<td>Team 6</td>
<td>3</td>
<td>Team 16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>League B</th>
<th>Silver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team 7</td>
<td>1</td>
</tr>
<tr>
<td>Team 8</td>
<td>4</td>
</tr>
<tr>
<td>Team 9</td>
<td>5</td>
</tr>
<tr>
<td>Team 10</td>
<td>2</td>
</tr>
<tr>
<td>Team 11</td>
<td>6</td>
</tr>
<tr>
<td>Team 12</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>League C</th>
<th>Bronze</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team 13</td>
<td>5</td>
</tr>
<tr>
<td>Team 14</td>
<td>6</td>
</tr>
<tr>
<td>Team 15</td>
<td>3</td>
</tr>
<tr>
<td>Team 16</td>
<td>2</td>
</tr>
<tr>
<td>Team 17</td>
<td>1</td>
</tr>
<tr>
<td>Team 18</td>
<td>4</td>
</tr>
</tbody>
</table>

When you have say 15 teams life is a bit more tricky when it comes to moving into the Gold/Silver/Bronze stage. The winners of each league move into the Gold League but what about the next 2. Whatever you do is not terribly fair…but if you have a Gold Silver repercharge before moving to the quarters/semis then worry less.

Gold, Silver and Bronze Leagues:

A further simple round robin
Gold Silver Repercharge

If time allows it is a good idea to race a best of 3 repercharge between the top placed team in the Silver League and the 4th placed Gold team if you are moving to semi finals, or the 8th placed Gold team if you are having Quarter finals. (and have 8 teams in the Gold League)

This allows teams in the Silver league to have a chance right to the final stages.

Silver Bronze Repercharge : Never sailed.

Race Schedules

See the ISAF or UKTRA website for sets of self populating schedules for most single and multiple round robins.

Home
11. Duties

a. The Registration Officer:

The Registration Officer is responsible for ensuring that all the teams competing have:

- Paid their entry fee in full.
- Paid their deposit in full.
- Have provided any documentation required by the organisers.
- Received any tickets for food or social events.
- Been issued with race schedules.
- Been issued with Bibs.

And at the end of the day/event;

**Collect all the bibs**
b. The Start Boat Team

Duties:

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

Number of people on the start boat:

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

Team with 3 persons:

Timer: Calls timing, communicates to PRO and Finish Boat
Signals: Flies shapes or holds battens and makes sound signals
Line: Calls OCS and returns

Timings:

Competitors prefer if races are run from a single watch so that they do not have to readjust their watches for each race. This also aids the umpires. Eg all race signals will be made when the Race Officer’s watch reaches 00.

Even if visible clocks or automatic horn systems are used competitors often use their own watches so maintaining the same synchronised timing is appreciated.

Postponements:

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

- Major wind shifts
- Legitimate absence of competitors.
- Absence of Umpires.

OCS: Individual Recall

As the races are very short the OCS procedure needs to be very prompt. The following calls should be made:
When a boat (s) is OCS.

Sound 1 additional sound signal
Immediately hoist Code Flag “X”

Number of boats over eg “2 boats over”
followed by ………
the number of the boats: “4 and 5 over”.

The boat numbers should be hailed repeatedly to ensure they hear.

When only one boat needs to cross the line the dropping of flag “X” is sufficient though a call of “clear” is helpful.

If there are several boats returning then the “X” is only dropped when the last boat has successfully crossed the line. A call to individual boats…. “boat 4 clear” is helpful.

The “X” flag need only be displayed for 1 minute.

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

Premature starters that do not return should also be advised to the Finish Boat. Make a note straight-away of exactly what happened for use at the protest hearing

**OCS: General recall**

If all premature starters cannot be quickly identified, a general recall must be signalled with two extra sound signals.

**Start Boat Equipment:**

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

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

3. Race Watch
   - Preferably digital.

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

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

6. Radio to communicate to Finish Boat.
• This should work on a different frequency to the Umpire frequency.

Communication with competitors:

Questions regarding race order, especially when events approach their later stages, are very common. Start Boat crews should be prepared to answer these questions, as well as questions about the course. Questions relating to the sailing instructions or to umpiring issues should not be answered.

Home
c. The Finish Boat Team

The finish boat team has the following duties:

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

Number of people on the finish boat:

Two people is the optimal number; one to sight the line, make the sound signal and to call out the finishers; the other to record the information.

Double Finishes:

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

Timings and Time Limit:

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

Nature of Records:

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

Non Returning OCS:

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

DNF and DNS:

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

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

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

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

The Beach Master must ensure that the correct team gets into the correct set of boats.

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

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

When sail plans are changed the Beach Master directs the operation in association with the Bosun.

Timely changeovers are critical to the efficient running of the event. The Beach Master should note any unnecessary delays that take place and report this to the PRO with details of times. Teams that are late in arriving at the start may claim redress and the evidence of the Beach Master may be critical in providing a just decision.
c. The Course Manager

The Course Manager has the following duties:

- To set the course described in the sailing instructions
- When laying an “S” course care needs to be taken when positioning mark 3. If it is likely to be near the start boat it is better to have it upwind so as to minimise interference from other boats starting.
- To maintain the course size to give races of the desired sailing time. This is ideally 8 minutes from the start signal to the first finish.
- To ensure the legs are all as true as possible, with special attention to the beats.
- To maintain a true start line and length for the conditions. Start lines should be about six boat lengths long. When racing is for less experienced sailors a longer line may be preferable.
- Port biased lines can prove hard for boats to fetch, so should be avoided.

Moving of Marks

- The outer distance mark may only be moved between the warning and preparatory signals.
- Marks of the course may be moved by fairly small amounts during races but only when there are no boats on the leg of the course leading to that mark.
- Large adjustments should only be done in a break in the racing.
- The Course Manager can request a postponement to make large changes.
- While perfect courses are ideal, the most important legs to get right are the beats.
- When conditions are especially shifty the course Manager may lay a number of optional windward marks and place “flag one” on the best positioned mark just before the start of the race.

Marks and Flags

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

Marks

The ideal mark is constructed from a “through line fender” with an aluminium or stainless steel pole passed through the centre of the fender and secured at both ends.

The pole should extend 600mm above the fender to take the flag, and about 1000mm below the fender with sufficient weight attached to the bottom of the pole to keep the mark vertical in breezy conditions.

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

Flags are very important as team racing courses, being small by nature, can be quite confusing. Numbered flags are of great assistance. The flags provide valuable information about wind shifts to the Course Manager, other officials and sailors.

Recommended flags are 400mm wide by 550mm high, of bright translucent spinnaker cloth with 300mm high numbers attached to one side. The flags are attached to a stiff sailcloth sleeve that is taped to a 600mm length of low-density plastic waste pipe. Before attaching the flag to the length of waste pipe ensure there is sufficient closed-cell foam in the top end of the waste pipe to ensure the flag will float if it falls into the water.

Marks of the course should be all the same colour with numbers 1,2,3 and 4 attached. The start and finish marks should be of a different colour, usually Blue without numbers.

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

Home
f. The Results team.

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

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

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

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

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

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

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

Home
12. **Paperwork**

Registration Sheet

Race Record Sheet

Damage Pro-forma

Breakdown Guidance and Redress Form

See Excel Appendix for League Results Sheet

[Home]
**Team Registration Sheet**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Name</td>
<td></td>
</tr>
<tr>
<td>Team designation</td>
<td></td>
</tr>
<tr>
<td>Entry Paid</td>
<td></td>
</tr>
<tr>
<td>Damage Deposit Paid</td>
<td></td>
</tr>
<tr>
<td>Team Members</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>
Record sheet for 3 boat team racing

**RACE NUMBER...............**

**Team No.....From left column of schedule (ID..................)...............**

**Sail nos................../........................./................**

**Team No.....From right column of schedule (ID..................)...............**

**Sail nos................../........................./................**

<table>
<thead>
<tr>
<th>place</th>
<th>bow marker order (list bow MARKERS in order)</th>
<th>sail number order (list sail numbers in order)</th>
<th>notes (protest flag, re-rounding etc)</th>
<th>place points to be awarded see notes below</th>
<th>TEAM points Put team from left column here</th>
<th>TEAM points Put team from right column here</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<td>3</td>
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<td>4</td>
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<td>6</td>
<td></td>
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<td>6</td>
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</tr>
</tbody>
</table>

Total

* Enter 6 points if a boat DID NOT START within the time limit or DID NOT FINISH within the time limit. Do not count these boats as finishers and displace other boats but if they cross the line make a note in the note column above. This is VERY important in case of a protest. Unless the appendix to the sailing instructions says otherwise, capsized boats are allowed to right themselves and be recorded as finishers within the provision of the rules and sailing instructions.

PREMATURE STARTERS (OCS) that did not return to start properly should be finished in the position as they cross the line with the appropriate points for that position and a note made with a "P(RC)" for a protest from the race committee. Advise them of this after they have crossed the line. The points score for a team must be increased by 10 for every premature starter.

**WINNER IS TEAM No. ............**

..................Protests - yes/no - how many.....

<table>
<thead>
<tr>
<th>TEAM</th>
<th>TEAM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total penalty points given by protest (usually 6 or 10)

NEW TOTAL POINTS

Winner after protests - team........
**Damage Pro-Forma**

This form is to be completed by a Judge/Umpire following any cost incurring incident in a “Boats Provided” event. Every black flagged collision must have one of these forms completed.

**Description of damage**

Race number  ................

Helm sailing damaged boat  ........................................

of Team  ........................................

Is this DAMAGE or BREAKAGE (delete one not applicable).

Note: Competitors are not liable for breakages due to fair wear & tear, poor maintenance or inadequately specified fittings.

Helm sailing boat that collided with the damaged boat

........................................

of Team  ........................................

**Umpires apportionment of responsibility**

<table>
<thead>
<tr>
<th>Damaged boat</th>
<th>0%</th>
<th>25%</th>
<th>50%</th>
<th>75%</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other boat</td>
<td>100%</td>
<td>75%</td>
<td>50%</td>
<td>25%</td>
<td>0%</td>
</tr>
</tbody>
</table>

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Scale of charges

- Small non puncturing damage to hull £25
- Large non puncturing damage to hull £50
- Small hole through hull £50
- Large hole through hull £100
- Small amount of sail damage £35
- Large amount sail damage £70
- Other (eg mast at £450!)

Amount paid/due £............... | £...............  
From  

|   |   |
This guidance note addresses the process required by rule D5 when considering redress requested by a team suffering a breakdown of a boat supplied by the organising authority.

1. **General**
   A request by a competitor suffering a breakdown is a request for redress made in accordance with rule 62.1(a). The consideration of the request is different to the extent that it is considered and decided by the race committee in accordance with rule D5.

2. **Validity Requirements**
   A red flag shall be displayed as soon as possible after any loss of performance is noticed. The flag does not need to be displayed to the finish. The flag should also be drawn to the attention of, and acknowledged by, an umpire at the first reasonable opportunity.

   The request must be submitted within the time specified in the sailing instructions; UKTRA SI 10.1 refers. If rule D2.4(b) applies the request does not need to be in writing.

3. **Boat Continuing Racing**
   Rule D5.1 requires the boat to continue racing if possible. UKTRA SI 11.4.2 requires her to retire immediately if she cannot continue racing.

4. **What is a Breakdown?**
   It includes faulty equipment. It does not include equipment that a prudent competitor should reasonably be expected to check when taking over the boat. Shackles or knots that come undone in the cockpit area are not breakdowns.

5. **Taking of Evidence**
   When the race committee is taking evidence from the boat making the request it is advisable that a representative of the other team in the race should be present and allowed to give evidence.

6. **Impact on Finishing Position**
   The boat seeking redress has the onus of convincing the race committee that her team would have finished in significantly better places in the race if the breakdown had not occurred.

7. **Race Committee Consultation**
   The race committee should, if practical, consult the race umpires to seek their opinion on whether specifically the damage changed the race result, and should consult the damage officer on the exact nature of the damage.

8. **Race Committee Decision**
   A boat shall only be entitled to redress if she satisfies all the requirements of rule D5 as clarified above. Only then should the race committee decide what redress, if any, to award and which shall be in accordance with rule 64.2.

9. **Further Requests for Redress against Race Committee Decisions**
   These can only address whether the race committee complied with rule D5. If the race committee complied with rule D5 the protest committee cannot address any subjective judgement as to what is fairest decision to all competitors.

A pro-forma for use by the race committee is on the reverse of this note.
Request for Resail Pro-Forma

Request: ___________________________

Time lodged: ___________________________ Team: ___________________________

Helm: ___________________________ Sail number: ___________________________

Representative of opposing team is present: Yes / No

<table>
<thead>
<tr>
<th>When did it happen?</th>
<th>Resail officer</th>
<th>Competitor</th>
<th>Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was it a breakdown?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In what way did the breakdown significantly worsen the boat’s finishing position?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When was red flag displayed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When did teams come ashore?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the request within the time limit?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Why didn’t boat continue racing?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was breakdown fault of the crew?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reasonably-competent crew avoided it?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was finishing position predictable?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Extract from the Rules**

**D5. BREAKDOWNS WHEN BOATS ARE SUPPLIED BY THE ORGANIZING AUTHORITY**

D5.1 A supplied boat suffering a breakdown, and seeking redress as a result, shall display a red flag at the first reasonable opportunity and, if possible, continue racing. The race committee shall decide redress as provided in rules D5.2 and D5.3.

D5.2 When the race committee decides that the boat’s finishing position was made significantly worse, that the breakdown was through no fault of the crew, and that in the same circumstances a reasonably competent crew would not have been able to avoid the breakdown, it shall make as equitable a decision as possible. This may be to order the race to be resailed or, when the boat’s finishing position was predictable, award her points for that position. Any doubt about a boat’s position when she broke down shall be resolved against her.

D5.3 A breakdown caused by defective supplied equipment or a breach of a rule by an opponent shall not normally be determined to be the fault of the crew, but one caused by careless handling, capsizing or a breach by a boat on the same team shall be. Any doubt about the fault of the crew shall be resolved in the boat’s favour.

**Decision (ring one):**

No or Resail or Adjust points: ___________________________

Redress ___________________________

I have informed both teams of my decision

Resail Officer: ___________________________

Date and time: ___________________________

Event issue number: ___________________________