

These procedures are for the guidance of Race Officers (ROs)

**If unsure of how to proceed with any part of the process, Members should request assistance from Race Secretary or any Committee Member. RO's should acquaint themselves with Race Management Procedures, Sailing Instructions, Standing Orders, and Course information as contained in the Year Book. Copies will be placed in the RO bags. Arrange to uplift the equipment the previous day if possible.**

Contact Clydeport Operations before the race for information on local shipping movements.(01475 726221) or [www.peelports.com/ports/clydeport](http://www.peelports.com/ports/clydeport) and VHF Ch. 12. Available also on: <http://www.clydemaritime.co.uk/user>

Local Notices to Mariners on the Peel Ports, Clydeport site. For Royal Navy movements (recommended)

Contact Queen's Harbourmaster, (01436 674321 ext. 3555) or [www.Clyde@qhm.mod.uk](mailto:www.Clyde@qhm.mod.uk)

AIS transmissions may also be monitored at [www.shipais.com](http://www.shipais.com) or [www.marinetraffic.com/ais/](http://www.marinetraffic.com/ais/) which give real time details of local movements.

Be on station **half an hour before** the first start and monitor the wind strength and direction in mid Firth.

The RO has the authority to cancel racing if conditions are considered unsuitable. Every effort must be made to alert yachts before they set out including those on the moorings at Fairlie. If in doubt, the RO should be prepared to consult or take advice from the Race Secretary with regard to the Course and Start Line. If a wind change is visible, postpone, and allow the new wind to establish before starting. **A minimum of four people is recommended.** - Timing, Flags, Sound, and Observer.

**Check List** - Ensure you are on the correct mooring for the expected course. Hoist red F.Y.C. Flag. Attach flags to hoisting lines. - Blue Peter, Class Pennants, Answering Pennant and Orange and Blue flags. (The Orange flag is the Warning Flag and will become one end of the start line. Hoist it close as possible to, or on, the mast) Code X, 1st Substitute are on a short staff to be utilised as necessary. The blue flag should be flown later with the orange to indicate the finish line.

**Late Changes** - For late alterations to the SAILING INSTRUCTIONS fly code Flag 'L', which indicates that competitors should come within hailing distance for updates.

**Course Change** During countdown, Stop, Postpone (hoist the AP) and restart what is left of the starting sequence.

**Postponement** - Should be indicated by hoisting the Answering Pennant and TWO sound signals. Lower pennant and one sound signal 1 minute before resuming the start sequence;

**Start Sequence -Time Gun** (10 minutes before first start.) Orange flag displayed 1 sound signal

**Warning** (5 Minute) Class flag displayed 1 sound signal

**Prepare** (4 Minute) Flag P displayed 1 sound signal

**One Minute** (1 minute) Flag P removed 1 long sound signal

**Starting** (0 Minute) Class Flag(s) removed 1 sound signal

An orange flag indicates a Committee Vessel on station, and should be flown when a CV is an official vessel ie for the duration of an evening race or starting sequence of, or finishing vessel for, a passage race. The blue flag is the CV end of a finishing line and should be flown before the first boat finishes or the shortened course flag is flown for any race. It may be flown over the orange flag to reduce halyards in play.

Times shall be taken from the VISUAL signals. Mis-timed sound signals shall be disregarded.

**Early Starter** - Any boat(s) over the start line at the start signal must be shown Code Flag 'X' and sound signal.

Any boat not re-crossing the start line will be listed as OCS

**General Recall** - If a number of unidentified boats are over the line early, show the 1st Substitute and give TWO sound signals.

*The WARNING signal for the new start will be the LAST START. i.e. Recalled classes start last.*

**Timing** - All yachts should be timed after each round regardless of OCS or other events, and the last timing used for results in the event of there being no finishers after the next or last round. OCS may be sorted out after racing is complete and any related protests heard.

**Shorten Course** - If it is unlikely that a majority of yachts in a Class will finish the course the RO should shorten the course. Either finish the race at the end of a round using the correct OD buoy or take up position abeam a suitable mark on the course. Ensure the chosen mark covers all relevant classes. In either case the code flag 'S' on its own, or with the appropriate Class Flag(s), should be flown, with TWO sound signals. On Passage Races a call on Ch.16 and broadcast on Ch.77 should be made.

**Finish – The RO should ensure he is on the correct buoy for the finish.**

The first three boats in each class should be given a sound signal.

**Results** – The RO should pass the SAIL NUMBERS and FINISHING TIMES to the results officers (see Fairlie and Kip RO pages) IMMEDIATELY on completion of the race **and assist the results officer as required until results are processed.** If possible, times should be passed on **VHF CH 77**, when contacted by the shore base. It may also be helpful to send results so far' ashore with one of the finishing yachts. This enables results to be entered and calculated whilst later boats or classes are still racing.

**Rules** – The RO should be conversant with Standing Orders, Sailing Instructions, and Racing Rules of Sailing 2017 - 2020.

**Passage Race Management -**

Monitor VHF Channel 16 and if possible Channel 77 using dual watch.

For safety and practical reasons, the START Race Officer is obliged to pass names of starters to the FINISH Race Officer. This may be done by VHF immediately after the start, or by pre arranged telephone call. It is often appreciated if the Finish RO broadcasts the results on VHF Ch 77 when calculations are completed and provides a list of results at the muster venue. A complete set of results MUST be given to the Race Secretaries. Any known retirements MUST be passed to the finish RO.