



**Earlswood Lakes  
Sailing Club**

# **O.D. Manual 2025**

*Updated JKP: Nov 24*

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## How to use this manual

This manual is intended as a guide for ODs and AODs to assist them in successfully conducting a race day at Earlswood Lakes. There are three main sections:

1. OD Checklist
2. Details for each aspect of the ODs duties
3. Miscellaneous information for reference

The OD checklist is intended as a quick overall guide to the duties an OD has to perform. It can serve as a refresher to the different aspects of running a race programme or it can be used as an entry point to the details contained in the other two major sections.

Individual details are contained in the following sections:

- Race preparation
- Race organisation
- Recording the race
- OD duties after racing

The miscellaneous section contains other useful information - for example: personal handicaps, spare forms, protest procedure, etc. - which may be needed by the OD.

For newcomers and beginners, it is probably best to consult the OD checklist and the sections relevant to the type of race(s) being conducted on the duty day.

***Any errors, omissions, or suggestions for improvement should be given to the committee.***

## OD Checklist

### Race Preparation

- Prepare safety boat(s)
  - petrol can, anchor and safety equipment, ignition & kill cord
  - consider using 2 boats if very windy
  - start engine(s) to check in working order
- Prepare OD hut
  - switch on electricity
  - check horn works
  - check watch works
- Prepare the race course
  - decide on course
  - move buoys as necessary
  - check position of start line marks
  - display course using boards in OD Hut
- Prepare race documents
  - make out signing on/off sheet
  - enter OD/AOD and course details on race sheet
- Prepare the helmsmen
  - **RYA RULE 3 - DECISION TO RACE** The responsibility for a boat's decision to participate in a race or to continue racing is theirs alone.
  - as a courtesy, check helmsmen are ready to race
  - remind those who start late of the required penalty

### Running the race(s)

- The Start
  - familiarize with starting procedure for race
  - make sure flags are all ready
  - check correct start - be prepared for recalls
  - start the race according to the start type
  - A race listed as 10am start has the first gun at 9.55
  - A race listed as 7.10 start should have the first gun at 7.05.
  - Second races start times are guidance and will depend on conditions.
- Recording during the race
  - mark up every helmsman on race sheet
  - record position of each boat every lap
  - record retirees
- Finishing the race
  - shorten course if necessary
  - signal each finisher
  - record finishing times on race sheet
- Working out handicaps
  - is it boat or personal handicap?
  - use appropriate boat or personal handicap book
  - calculate corrected times
- Posting final results
  - determine finishing positions and record on race sheet

- put results on race boards inside clubhouse

### **At the end of the race day**

- Return safety boat(s)
  - ... to boat garage and/or middle of lake
  - secure both boats and garage
- Tidy the OD hut
  - switch off power
  - take down flags
  - put course boards back into OD hut
  - remove OD equipment & restore to locker in clubhouse
- Secure site
  - shut and lock lake access gate
  - collect boat hire monies
  - count up and bag galley money if any
  - shut and lock clubhouse windows and doors
  - shut and lock club access gate

## Race Preparation

### Prepare the safety boats

There are two safety boats. One is kept in the boat garage - if the water level is low, this will be moored in the middle of the lake - and the other is stored behind the clubhouse. Each of the boats has an ignition key, and kill cord.

The fuel tanks for each boat are stored in the fuel tank store behind the OD hut. Use the fuel tank appropriate for the engine on the boats.

Get the main safety boat ready complete with anchor and other safety equipment, it is best to run the engine for a few minutes to ensure it will start when needed. Prepare a second boat if it is really windy or if this is not possible, advise sailors of the risks of sailing and if needed, cancel racing – safety of people comes first.

Secure safety boats on the pontoon at the far end of jetty.

If boats are brought ashore, lift the engine before entering the shallow water, using the catch by the handle to release the engine, and the stop on the left of the engine to keep the engine in its lifted position.

### Prepare the OD hut

Switch on the electricity.

Switch on the electricity in the OD hut. One switch is on the floor by the door - note: push up for ON. This also charges the batteries for the horn.

Sound the horn to test that it works.

Make out the Signing on and off sheet, and put on the locker just inside the clubhouse. Signing on is NOT compulsory but is desirable but make sure the signing on sheet tallies with the number of boats on the water.

### Prepare the race course

Choose course appropriate to the wind direction and strength. Refer to the section on **Course selection** for guidance. Points to remember when choosing course:

- First leg should be as near a beat as possible.
- Include at least one beat in the course.
- Any of the buoys can be moved to improve a beat or to exclude a 'dead' patch, but keep in the same positions relative to each other.
- Avoid using 'Windmill' buoy in its normal position in a light S, SE, or SW wind - move it further north or use 'X' instead.

Check the distance marks are approximately on the start line.

Using the safety boat, move marks if necessary.

The START line is defined by the signal mast at the rear of ODs hut in transit with the flag mast. This is in line with white pole on the opposite bank. Length of the start line is between the outer and inner distance marks (OD and ID). The FINISH line is also between the two distance marks.

Display course in front of the ODs hut:

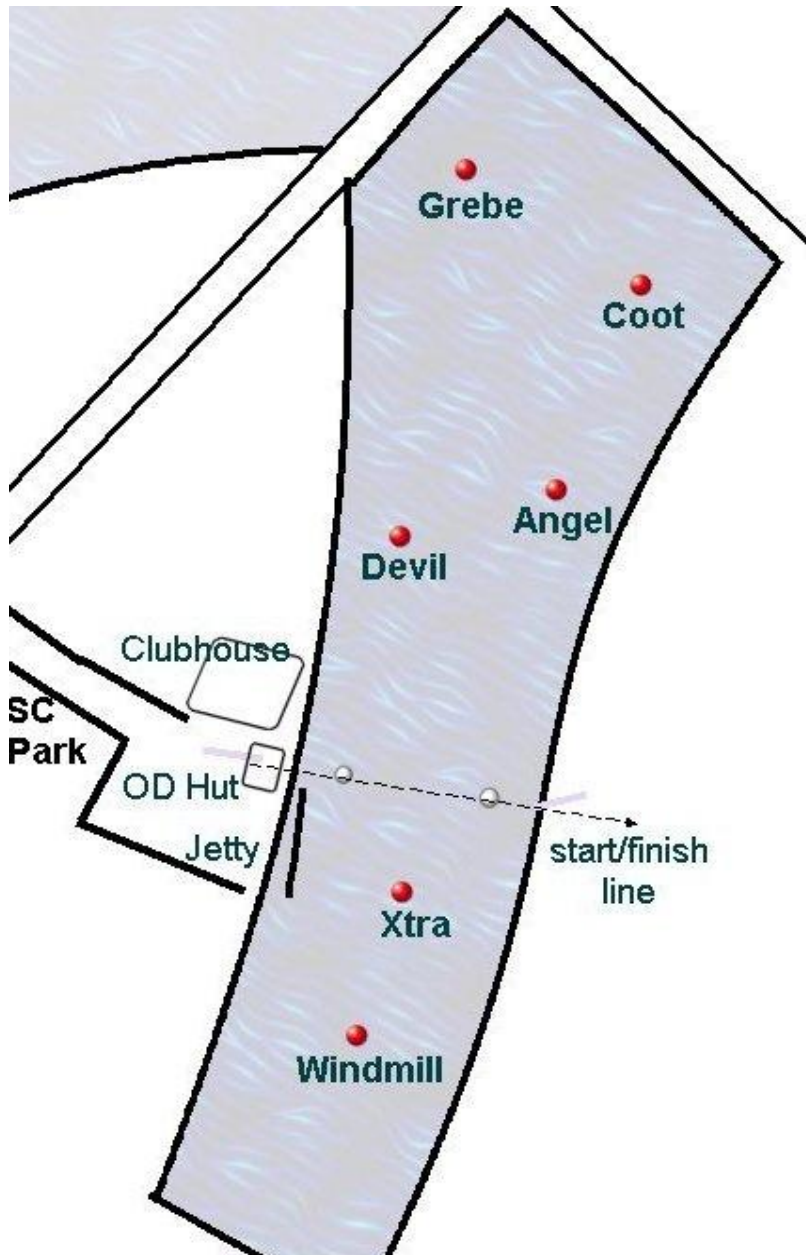
- Put board up to denote type of start (from racing programme).

- Display marks to be rounded in order, using red to denote buoy being taken to port and green for starboard.
- Follow these with the number of laps; no indication is needed if it's a pursuit race.

The course must be on display by the first horn, and cannot be changed (without restarting the race).

Use the OD's clock plus, preferably, a backup watch to time the race.

Then proceed as for the appropriate type of race.



**M W C G 5**

# Race Organisation

## Menagerie Start



- Board 'M' should be displayed in front of the course boards. For guidance on course selection, see the **Course Selection** section later in this manual.
- See the **Flag Identification** section to identify each flag. Have the following flags ready to hoist:

- Number 9 pennant - the Menagerie signal



- P flag - the Preparatory signal



- 'First Substitute' flag in case of general recall



- X flag in case of individual recall



- Start the race in the following way, using the 5 / 4 / 1 / 0 minute timing sequence:
  - At the appropriate time start the watch and press the horn simultaneously. Hoist the Menagerie flag (no 9). This is the Warning signal.
  - Check that all boats are on the water before the next signal. **Any boats not on the water must complete 2 penalty turns (720 degrees) after the start signal and behind the start line.**
  - One minute later, hoist the Preparatory flag (P) and sound the horn once and. This is the Preparatory signal.
  - Three minutes later, sound the horn once (a long sound) and lower the P flag.
  - One minute later, lower the Menagerie flag and sound the horn once. This is the Start signal.

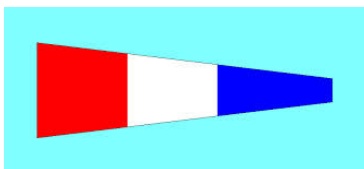
**5, 4, 1, 0 Flags and Horns for a typical Start**

	At <b>5 Mins</b> , Raise Class Flag And sound the horn (This one is Menagerie Start)
	At <b>4 Mins</b> , Raise Preparatory (P) Flag And sound the horn (your boat must now not be attached to the jetty although you can hold it in the water)
	At <b>1 Min</b> , Lower Preparatory (P) Flag And sound the horn
	At <b>0 Min</b> , Lower Class Flag And sound the horn (race starts)



- At the start, be looking down the line through the piece of string on the window to the white pole on the far bank. This is the transit of the start line. Any boat with any part of its hull or crew or equipment over the line when the start gun is fired is deemed to have started early and should be recalled.
  - Recall individual boats - i.e.: those that can be identified by the OD - over the line at the start by sounding one extra sound signal immediately and hoisting the individual recall flag (X). *If possible, call out the numbers of those boats who were over the start line. However, please note that the responsibility for starting correctly rests with the helmsman of the boat; if a boat is over the start line and you are unable to hail it, and it does not return to the start line to start correctly, it should be disqualified.* Lower the X flag when all boats have started correctly.
  - If there are too many over the start line to identify, a General Recall should be performed. Sound two extra horns (three horns in total, including the previously sounded start horn) and hoist the First Substitute flag. Then Restart the race. See the **Recall** paragraph in the **Sailing Instructions** section for more details on this procedure.
- Record the position of each boat as each lap is completed. It is important to know the position of each boat throughout the race, especially when the back markers are being lapped. It will also help to sort out the finishing order when the OD is called out to rescue somebody.
- Shorten the course if necessary by pressing the horn twice and hoisting the shorten course flag (S). See the **Sailing Instructions** section for the procedure on shortening the course.
- The race must finish at the line in front of the OD hut, in between the two distance marks (the two white buoys). It must also finish in the same direction as it was started so that only complete laps are recorded for every finisher. A boat has finished if any part of the boat crosses the line between the OD hut and the white pole on the far bank, when the latter is sighted through the string on the window of the hut. Aim to finish the first boat after about 50 minutes from the start, but bear in mind the prevailing weather conditions. For example, on a very windy day, it may be prudent to end the race sooner.
- Record the number of laps that the first boat has completed.
- After the first boat has finished, every other boat must be finished as it **next** crosses the line in the same direction as the first boat, irrespective of how many laps the boat has completed. Record the number of laps completed for every finisher.
- The times and number of laps of every boat finishing **MUST** be taken and recorded on the race sheet. Use the manual button for finishing the boats - the loud one for the first few boats; the quieter one for subsequent boats.
- For boats that have completed fewer laps than the first boat, work out a converted elapsed time using the lap conversion charts and record on the race sheet. For example: if the first boat completed 6 laps and boat X completed 5 laps, use the 5 to 6 lap conversion chart to arrive at a comparable converted time; if boat X only completed 4 laps, use the 4 to 5 lap conversion chart, and then the 5 to 6 lap conversion chart.
- Work out handicaps (personal or boat) and record the race as in the section Recording the Race.

## Pursuit Start - Boat Handicap



- Board 'P' should be displayed in front of the course boards. For guidance on course selection, see the **Course Selection** section later in this manual.



- Before the race, ask each helmsman to note who is in front and who is behind them when the finish gun sounds. Tell them to continue sailing until the OD has finished them from the safety boat. This will assist the OD in reckoning final positions, especially in close racing situations.
- Toppers and Picos will start at the -4 horn, so make sure they know before they are on the water.

## Boat Pursuit Race - Start Times

2025

55 mins

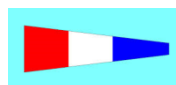
40 mins

Please use 5,4,1,0 Start sequence for all races

Boat Class	2025	Boat Handicap for Polar series	Start Times 55 Topper and Pico start at - 4		Start Times 40 Topper and Pico start at - 4	
			Mins	Secs	Mins	Secs
Topper	1369	137	- 4	0	- 4	0
Pico	1330	133				
Laser 4.7	1213	121	0	0	0	0
Comet	1210	121				
Topaz Tres	1203	120				
Wanderer	1188	119	1	0	0	45
Laser Radial	1154	115	2	40	2	0
Solo	1142	114	3	15	2	20
Enterprise	1133	113	3	40	2	40
Streaker	1124	112	4	0	3	0
Laser Stratos	1103	110	5	0	3	40
Laser	1102	110				
National 12	1089	109	5	30	4	0
SuperNova	1075	108	6	15	4	30
Laser Vago	1071	107				
Lark	1062	106	6	50	5	0
RS Aero 7	1061	106				
Laser Rooster 8.1	1045	105	7	30	5	30
Merlin Rocket	990	99	10	0	7	30

- See the **Flag Identification** section to identify each flag. Have the following flags ready to hoist:

- Number 3 pennant – the Pursuit Warning signal



- P flag - the Preparatory signal







- 'First Substitute' flag in case of general recall





- X flag in case of individual recall
- Start the race in the following way, using a 5 / 4 / 1 / 0 minute timing sequence:
- The following table shows the timing, sound signal, and flag sequence for starting boat classes. There is a separate chart (see Attachment 3) giving the individual class start times.

5, 4, 1, 0 Flags and Horns for a typical Start	
	At <b>5 Mins</b> , Raise Class Flag And sound the horn (This one is Pursuit Start)
	At <b>4 Mins</b> , Raise Preparatory (P)Flag And sound the horn (your boat must now not be attached to the jetty although you can hold it in the water)
	At <b>1 Min</b> , Lower Preparatory (P) Flag And sound the horn
	At <b>0 Min</b> , Lower Class Flag And sound the horn (race starts)

- At the start for each class, be looking down the line through the piece of string on the window to the white pole on the far bank. This is the transit of the start line. Any boat with any part of its hull or crew or equipment over the line when the start gun is fired is deemed to have started early and should be recalled.
- Recall individual boats - i.e.: those that can be identified by the OD - over the line at the start by sounding one extra sound signal immediately and hoisting the individual recall flag (X). *If possible, call out the numbers of those boats who were over the start line. However, please note that the responsibility for starting correctly rests with the helmsman of the boat; if a boat is over the start line and you are unable to hail it, and it does not return to the start line to start correctly, it should be disqualified. When the offending boat(s) have started correctly, lower X flag.*
  - If there are too many over the start line to identify, a General Recall should be performed. Sound two extra horns (three horns in total, including the previously sounded start horn) and hoist the First Substitute flag. Lower this flag after 30 seconds. Even though only one class is responsible for the general recall, the whole race must start again. See the **Recall** paragraph in the **Sailing Instructions** section for more details on this procedure.
- Record the position of each boat as each lap is completed. It is important to know the position of each boat throughout the race, especially when the back markers are being lapped. It will also help to sort out the finishing order when the OD is called out to rescue somebody.
- The race **must** finish 55 minutes after the zero horn for the boat handicaps to work out correctly. Sound a single horn to show the race has finished and record the position of each boat at this time. There will be occasions when some boat positions are not clear; for example: when two boats are beating to windward and are not close enough to each other to know who is in the lead. Under these circumstances, the affected boats should continue until their positions are clear; this may require them to continue until the next course mark is rounded. If you, as OD, are uncertain about any positions, clarification can usually be obtained from the helms themselves.
- It is not necessary to record finishing times.
- Record the race as in the section **Recording the Race**.

## Pursuit Start - Personal Handicap (Boxing Day Bottle and Hangover Handicap)

- Use the special signing on sheet for personal pursuit handicap races. Each helmsman should put his name against his own personal handicap. This assists the starting of the race but the names will need to be transferred to a normal sign on/off sheet. Check each helmsman's handicap against the official and latest list of personal handicaps.
- The 0 minute signal must coincide with the 120 handicap – see the chart that follows. If the highest entered personal handicap is greater than 128, then, for the purposes of this race, it will default to 128.
- Board 'P' should be displayed in front of the course boards. For guidance on course selection, see the **Course Selection** section later in this manual.
- Before the race, ask each helmsman to note who is in front and who is behind them when the finish gun sounds. Tell them to continue sailing until the OD has finished them from the safety boat. This will assist the OD in reckoning final positions, especially in close racing situations.
- See the **Flag Identification** section to identify each flag. Have the following flags ready to hoist:
  - Number 3 pennant - the Pursuit Warning signal
  - P flag - the Preparatory signal
  - X flag in case of individual recall
- Start the race in the following way, using a 5 / 4 / 1 / 0 minute timing sequence:
  - The following table shows the timing, sound signal, and flag sequence for starting:

START	PERSONAL HANDICAP	SOUND	FLAGS
-5 minutes		ONE	Hoist No 3 pennant (3)
-4 mins	128 and above	ONE	Hoist Prep (P)
... every 30 secs	... 1 less	ONE	
-1 mins		ONE	Lower P
0 mins	120	ONE	Lower 3
0 mins 30 secs	119	ONE	
... every 30 secs	... 1 less	ONE	
	Last boat(s)	ONE	

- At each 30 second start, be looking down the line through the piece of string on the window to the white pole on the far bank. This is the transit of the start line. Any boat with any part of its hull or crew or equipment over the line when the start gun is fired is deemed to have started early and should be recalled.
  - Recall individual boats - i.e.: those that can be identified by the OD - over the line at the start by sounding one extra sound signal immediately and hoisting the individual recall flag (X). *If possible, call out the numbers of those boats who were over the start line. However, please note that the responsibility for starting correctly rests with the helmsman of the boat; if a boat is over the start line and you are unable to hail it, and it does not return to the start line to start correctly, it should be disqualified.* Lower the X

flag when all boats have started correctly. See the **Recall** paragraph in the **Sailing Instructions** section for more details on this procedure.

- Record the position of each boat as each lap is completed. It is important to know the position of each boat throughout the race, especially when the back markers are being lapped. It will also help to sort out the finishing order when the OD is called out to rescue somebody.
- The race must finish 60 minutes after the 120 handicap start for the personal handicaps to work out correctly. Sound a single horn to show the race has finished and record the position of each boat at this time. There will be occasions when some boat positions are not clear; for example: when two boats are tacking to windward and are not close enough to each other to know who is in the lead. Under these circumstances, the affected boats should continue until their positions are clear; this may require them to continue until the next course mark is rounded. If you, as OD, are uncertain about any positions, clarification can usually be obtained from the helms themselves.
- It is not necessary to record finishing times.
- Record the race as in the section **Recording the Race**.

## Recording the Race

1. Enter OD and AOD names on the race sheet.
2. Enter chosen course using mark names given in the Sailing Instructions and using S or P after each mark to show starboard or port rounding. For example: W(P) C(P) G(P)
3. When only, or last, preparatory signal has been given, fetch signing on sheet and enter helmsman name and boat type and number on the race sheet in the Class, Boat No and Helmsman columns. Use M for Merlin, L for Laser, etc., for each class of boat. If it is a class race, enter separate lists for each class.
4. If the race is a personal handicap race, enter each helmsman's handicap on the race sheet. The handicap should be taken from the official list included with the OD manual. If the helmsman is new to the club or does not have a personal handicap listed, use the guidance at the top of the personal handicap list to select one.
5. If a double handed boat is sailed single handed, tick the S/H column on the race sheet. However, the Committee recently decided (see minutes November 2015) that there would no longer be a penalty for sailing single handed and so although we wish to study the results for a couple of seasons on this, the standard handicap will apply. (Previously for a personal handicap race, the handicap would have been lowered by 3. For boat handicap start times the, the handicap lists for single-handed (Merlins, Enterprises and N12s) will now apply as per the double handers.
6. After the race has started, record each boat's position at the completion of each lap in the appropriate columns on the race sheet. For a class race, the position entered should be that held within the class (or menagerie fleet).
7. For all races other than Pursuit races and Open Meetings:
  - A finishing time must be entered in the elapsed time column.
  - The number of laps completed for each finishing boat must be entered on the race sheet.
8. Helms are no longer required to sign off after racing.
9. Enter in the RTD and DSQ columns those who have retired or been disqualified from the race. It is likely that those who are disqualified will be the result of a protest. See the section on **Protests** for further details.
10. Work out the corrected time for each helmsman who has signed off according to the type of handicap used for the race. This is shown clearly at the top centre of the race sheet. For boat handicap races, consult the BOAT handicap lists book, which gives the handicap conversion lists for each boat regularly sailed at ELSC. It also shows the conversion lists required for single handed Merlins, N12s and Enterprises. If a class of boat is sailed and not in the boat handicap book, please make a note on the race sheet to bring this to the Sailing Secretary's attention. For personal handicap races, consult the general handicap lists book.

Please note that, for boats that finish a lap or more behind the first boat, an intermediate calculation must be made to convert their elapsed times to a converted lap time. This can be done using the lap conversion tables. The converted time should be placed in the lap conversion column of the race sheet and it is this time that should be used to work out the final corrected time.
11. Enter final positions on the race sheet and post the results on the race series boards in the clubhouse. For each position, points should be awarded as follows:
  - The first helmsman to finish in a pursuit race or the helmsman with the lowest corrected time in other races is first and awarded 1 point.
  - Second is awarded 2, third 3, and so on.

- If a boat is a non-starter - a boat that is not on the water by its preparatory signal and does not take a 720 penalty is also deemed a non-starter - is awarded points equal to the number of boats entered in the race (or event if a one day event) plus one.
- If a boat has retired, the helmsman is awarded the same number of points as the boats entered in the race (or event if a one day event) plus one.
- If a boat is disqualified - for example: not answering a recall or losing a protest - the helmsman is awarded the same number of points as the boats entered in the race (or event if a one day event) plus one.
- If two boats tie on corrected time for a placing, the points awarded to each boat should be half the sum of the placing plus the one below. For example: If 2 boats tie for 3<sup>rd</sup> place, each boat is awarded 3.5 points; that is: half of 3+4.
- **Receiving Assistance**
- For the purpose of clarity, the Race Officers may deem people in the water as being in danger if they request help after they have not been able to right their boat themselves or have masts or rigging stuck in mud or trees, or are in danger of drifting onto the dam (whether in the water or not) , and therefore aid with the recovery and righting of a boat may not be considered as 'Outside Help' (Ref: The Racing Rules of Sailing 41a) unless they gain significant advantage in which case they can be protested in the usual way.

## OD Duties after Racing

After recording the race:

- Turn off all switches in the clubhouse.
- Turn off master switch in old clubhouse.
- Put course boards back in ODs hut.
- Put flags back in OD hut.
- Put shutter over the OD hut's window.
- Put safety boat back into the 'garage' and secure it with chains. If the water level is low, secure the safety boat to the red buoy in the middle of the lake, and bring back oars and petrol in another boat.
- If second safety boat is used, secure it to the other red buoy in the middle of the lake.
- Put fuel tank(s) into the fuel tank store behind the OD hut.
- Lock OD hut and fuel tank store and return keys to clubhouse.
- Clear away galley and count and 'bag' money collected, (and any boat hire) and fill in a slip. Leave this money bagged Treasurer. Mostly payments will be on "Square" via the payment device. You do not need to account for these just collect the payments.
- Before leaving, check all electricity is off in the clubhouse (the fridge is on a permanent supply), all windows and doors are shut, and the pantry is locked. The responsibility of shutting and locking the front door can be delegated to the last person leaving, provided that person has a Club key.
- Shut and secure the old clubhouse door.
- Shut and lock the top club gates and the access lane gate.
- Take the bin to the top of the drive as determined by the schedule in the OD Hut



## ELSC Sailing Instructions

These instructions describe how sailing races will be conducted at Earlswood Lakes Sailing Club. Reference is made to them from within the contents of the remainder of this OD manual.

### Racing

Racing on the Windmill Pool by the Earlswood Lakes Sailing Club is governed by the I.S.A.F. Racing Rules of Sailing and R.Y.A. prescriptions supplemented by the following sailing instructions.

### Marks

Marks are identified by the letters and names as follows:

A = Angel                      C = Coot                      D= Devil

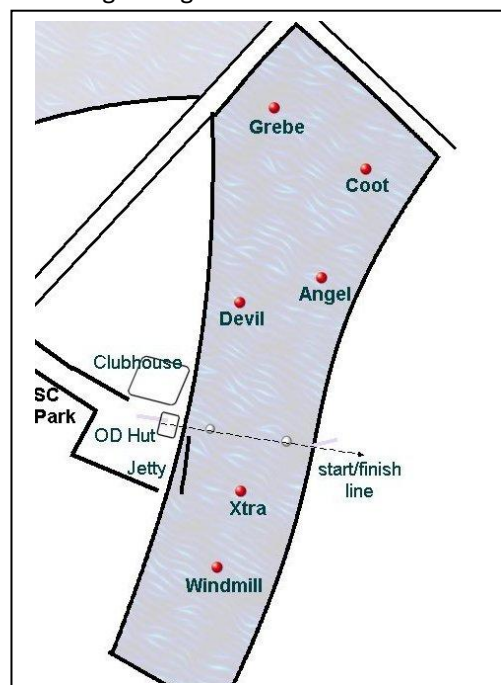
G = Grebe                      W = Windmill              X = Extra

OD = Outer Distance (a mark of the course only at the start and finish)

ID = Inner Distance (a mark of the course only at the start and the finish)

### The Course

The course is indicated on the board facing the water in front of the ODs station. A red background indicates a mark left to port and a green background indicates a mark left to starboard. The figure after the course indicates the number of laps.



### Course Signals

The letter M in front of the course indicates a menagerie start; that is: all classes start together.

Pursuit races are indicated by the letter P in front of the course.

### Start

#### *Menagerie start*

-5 mins	Warning signal	raise numeral pennant 9	+ 1 sound signal
-4 mins	Preparatory signal	raise flag P	+ 1 sound signal
-1 mins	One minute signal	lower flag P	+ 1 long sound signal
0 mins	Start signal	lower numeral pennant 9	+ 1 sound signal

The preparatory signal will be made with flag P.

A boat in breach of rule 45 (boat not on water at Preparatory signal - see latest racing rules for exact description) shall take the following penalty: a 720 degree turn behind the start line and after the start signal.

### Recalls

If one or more dinghies are over the start line at the start, 1 sound signal will be made, and the flag X will be hoisted. The OD will make every effort to recall the dinghies by hail, but the responsibility rests with each helmsman to decide whether or not he was over the line. A dinghy over the line shall subsequently make a proper start not later than 4 minutes after the starting signal.

In the event of a general recall, 2 sound signals will be made, and the flag First Substitute flown. A new Warning signal will be made 1 minute after the lowering of the first substitute flag, followed by the remainder of the normal starting procedure. *In class racing the new class start will follow 3 minutes after the last class to start.*

A One Minute Rule may be enforced: during a period of 1 minute before the start, any dinghy whose hull, crew or equipment is over the starting line, or its extensions, shall take a penalty of returning to the pre-start side of the line 'round the ends' (Rule 30.1). A yellow flag (I code flag) will be hoisted at the same time as the Preparatory flag indicating the 1 minute rule.

### **The Start Line**

The start line is defined by the signal mast at the rear of the ODs station in transit with the flag mast. The length of the start line is restricted by the Outer Distance mark and the Inner Distance mark. Note that the Distance marks may not be on the start line. Alternate start lines may be used using a portable signal mast and buoys and/or committee boat.

### **Shortening the Course**

The shorten course signal will be 2 sound signals plus the hoisting of the shorten course flag (S). For class racing, the appropriate class flag is also hoisted with the S flag.

The signal will be made at the earliest opportunity after the leading boat has clearly crossed the finishing line in the **direction opposite** to that in which it will finish (i.e half a lap if possible so the lead boat would not have started the final beat – clearly this depends on the wind direction but it means that the lead boat should be in no doubt and is in a position to hear the signal and see the flag). The leading dinghy (of each class if class racing) will continue to sail the prescribed course and will finish when it next crosses the finishing line.

All dinghies will sail the same course to the line as that taken by the first dinghy to finish correctly.

### **Finishing**

The finish line is defined by the signal mast at the rear of the ODs station in transit with the flag mast. All dinghies must pass between the Distance Marks. After finishing, dinghies must not impede the ODs view of the finish line. Alternative finish lines may be used using a portable signal mast and buoys and/or committee boat.

In Menagerie races, all boats will be finished on the same lap after the first boat has been finished, even though they may be a lap or more behind. Lap conversion charts will be used to produce a comparable elapsed time. It is therefore mandatory that only COMPLETE laps are recorded.

### **Time Limit**

The time limit for any race is 70 minutes for the leading boat.

The time limit for the remainder of the fleet is the leading boat's time plus 25 minutes.

### **Scoring**

First dinghy scores 1 point, second 2 points, third 3 points, and so on.

A dinghy that starts and does not finish, and a disqualified dinghy, shall score the points for a last place finish plus one; i.e.: points equal to the number of starters in the race plus one.

In a one day event, the points awarded for Retired and Disqualified boats will be for the number of starters in the event (not the race) plus one.

In a series of races, the score for a race in which a dinghy is disqualified, under rule 2 (unfair sailing) or rule 42 (illegal propulsion), shall not be discardable. Rule 67 (penalty without hearing on breaking rule 42) will apply in all races.

## Receiving Assistance

For the purpose of clarity, the Race Officers may deem people in the water as being in danger if they request help after they have not been able to right their boat themselves or have masts or rigging stuck in mud or trees, or are in danger of drifting onto the dam (whether in the water or not), and therefore aid with the recovery and righting of a boat may not be considered as 'Outside Help' (Ref: The Racing Rules of Sailing 41a) unless they gain significant advantage in which case they can be protested in the usual way.

## Determination of Ties

In a one day event the best 2 races – in a 3 race event - count towards a final position.

If two boats tie for a position, the points awarded will be half the sum of the placing plus the one below. In other words, a third equal placing for two boats will result in 3.5 points for each; that is: half of 3+4.

If the result is a tie, then Rule A8 will apply.

**Rule A 8.1** - If there is a series 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.

Example: Scoring Low point – one score excluded

Race No:	1	2	3	4	5	6	Total	Re-ordered counting scores					Not used
Boat A	3	4	1	6	2	7	16	1	2	3	4	6	7
Boat B	4	3	2	1	6	6	16	1	2	3	4	6	6
Boat C (Winner)	1	2	7	3	3	14	16	1	2	3	3	7	14

Rule A8.1 is sometimes known as 'most firsts, etc.' It breaks the tie between C and the two other boats in **C's favour**. It does not break the tie between A and B. Rule A8.2 must now be applied to break that tie (in favour of B, for her better last race score).

**Rule A 8.2** - If a tie still 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.

Example: Scoring Low point – one score excluded

Race No:	1	2	3	4	Total	Last Race	Final Place
Boat A	3	4	5	10	12	10	4 <sup>th</sup>
Boat B	11	3	4	5	12	5	3 <sup>rd</sup>
Boat C	5	15	3	4	12	4	2 <sup>nd</sup>
Boat D	4	5	6	3	12	3	1 <sup>st</sup>

A8.1 does not break any tie, as they each have scores of 3, 4, 5 that count so Rule A8.2 applies, and the tie is broken in the order of **D, C, B, A**, the order of their last race scores. Note that A's race 4 result was her discard, but it is still used to break the tie. Ties in A8.1 and A8.2 are broken on scores, not finishing places.

For a sailing series the number of races to count will be *as per the sailing programme stipulation*.

## **Class Racing**

To qualify for a class race at least 4 dinghies of that class must regularly race. Classes that fail to maintain at least 4 regular dinghies will sail as a menagerie fleet until they again achieve 4 regular dinghies. If having started a series in a menagerie fleet, a separate class start will not be allowed until the next series. Class results will be extracted from the menagerie series.

## **Pursuit Races**

Boat pursuit races last for 55 minutes from the Topper start. After 55 minutes a gun shall be sounded to signal the end of the race. This is the finish for all boats. The race result is awarded as the position in the race at the finish gun.

Personal pursuits races last for 60 minutes from the 120 personal handicap start. After 60 minutes the race shall be finished as for a boat pursuit.

## **Handicaps**

Boat handicaps are derived from the RYA Portsmouth Yardstick scheme. These handicaps are reviewed and amended annually by the RYA and this club will use the revised numbers when published (usually March of each year). Handicap charts for each boat will be produced for use in arriving at corrected (final) times.

Personal handicaps will be posted on the notice board. These are reviewed and amended (usually 2-3 times a year) according to individual performances in both personal and boat handicap races.

## **Protests**

Verbal notification of a protest should be made to the OD within 15 minutes of the last competitor finishing the race in question, with completed forms submitted within 20 minutes of the verbal notification.

The 720 degree turns penalty as provided in rule 44.2 shall apply.

## **Buoyancy**

Buoyancy must be worn by all helmsman, crew and safety boat operators at all times when on the water. A wet suit does not constitute personal buoyancy.

## **Alteration of the Sailing Instructions**

The sailing committee may alter the Sailing Instructions at any time and notice of such will be posted on the notice board.

## **Safety**

The safety boat shall be regarded as an obstruction at all times. If weather conditions are such that personal safety is at risk, or adequate safety facilities are not available, the race will be abandoned by the OD by 3 sound signals and the Abandon Race flag (N) will be flown. ALL dinghies at this point MUST return to the jetty.

I.S.A.F. Rules concerning right of way always apply, even when not racing.

## **Eligibility**

1. All helmsmen must be members of Earlswood Lakes Sailing Club.
2. Boats with a Portsmouth Yardstick (PY) number within the range 948 to 1300 are eligible to race.
3. Members may sail in any dinghy, in any class within the PY range acceptable to the club, provided that the dinghy is registered in the membership of the club.

*(note: for "he", he or she is implied throughout.)*

## Miscellaneous

### Race Abandonment

If a race has been started but then needs to be abandoned - for example: due to fog or a drifting buoy or severe winds - give three sound signals and hoist flag N.

If a race can be started soon afterwards, give one sound signal and lower flag N one minute before the warning signal (5 minute horn). Then proceed as normal.

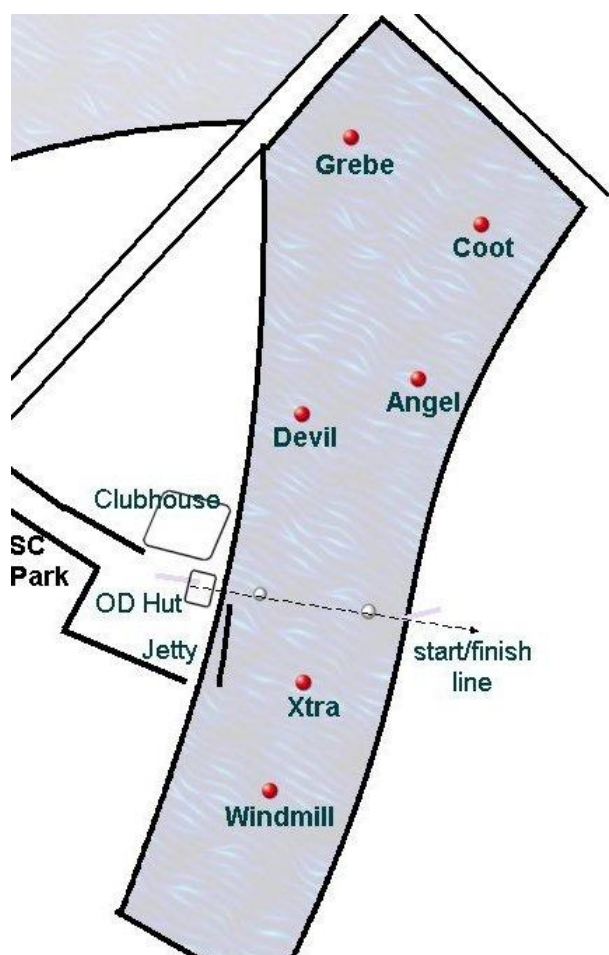
***In the case of abandonment due to high winds, all boats must return immediately to the jetty.***

### Protests

Verbal notification of a protest should be made to the OD within 15 minutes of the last competitor finishing the race in question, with completed forms submitted within 20 minutes of the verbal notification.

The protest committee should consist of three experienced and unbiased members of the Club. The protest meeting should be held in accordance with the guidelines laid down in the latest version of the ISAF Racing Rules of Sailing (Appendix L). A copy of the latest rules should be available for reference by the committee.

### Course Selection



This rough diagram of Windmill Pool shows how it lies, with the dam (and road) at the Northern end of the lake.

The six marks (or buoys) are shown in their normal position. These can all be moved to vary the course as needed. Their full names are given in the **Sailing Instructions**.

Also shown are the two Distance marks (outer and inner distance - OD and ID) used to define the bounds of the start and finish line.

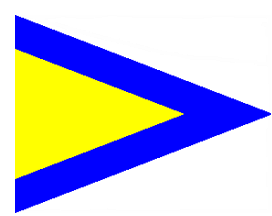
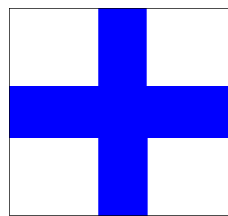
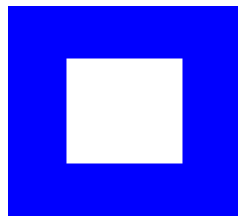
In selecting a course, the following criteria should be borne in mind:

- A beat to windward on the first leg of the course is desirable. Using the normal start/finish line this is not always possible but an attempt should be made to get it as near to a beat as possible.
- If the first leg is a reach, then the course should be laid out to provide a beat (or two) elsewhere.

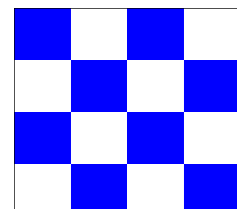
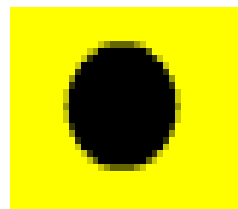
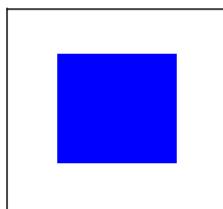
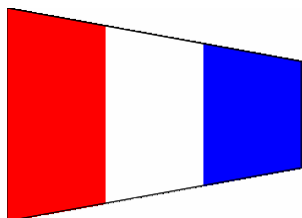
- Try not to place marks in windless patches.
- Try to avoid unnecessarily complicated courses, especially where legs cross one another. This particularly applies to pursuit races where the boats are initially well dispersed. Trying to keep track of where everyone is under such circumstances is an avoidable headache for the OD.
- It is usually best to have a port rounding of Windmill if it is the first mark of the course. This particularly applies when the wind is S or SE. The leading boats should not have to wend their way through the other boats approaching the mark on starboard. It is better to give a clear run away from the mark without unfair penalty.
- A simple triangular course is often best for S or N winds - e.g.: W G C or W C G for S winds, or G C W or C G W for N winds. Introducing A and Dv will often make the race too much of a procession and will not allow handicaps (boat or personal) to correctly take effect.
- For a W wind, two beats can be introduced by using Dv and A. For example: W A Dv C G when there is a southerly bias to the wind; or, C G A Dv W when there is a northerly bias.
- When there is a strong S wind blowing, consider moving G and C further away from the dam. If the wind is very strong, consider using A and Dv instead. As OD, you need to think carefully about safety and your ability to provide that safety.

In summary, aim to give a course that will be enjoyable for all the sailors, reasonably safe and without undue bias towards a particular class of boat, and one that you as OD can manage, both from a safety and from an administrative point of view.

### Flag Identification



Menagerie (No 9 pennant)	Preparatory (P flag)	Individual recall (X flag)	General recall (1 <sup>st</sup> substitute)
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Pursuit start (No 3 pennant)	Shorten course (S flag)	1 minute rule - "round the end penalty" (I flag)	Abandon race (N flag)
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# Sailing Instructions for Open Meetings

(Earlswood Lakes Sailing Club)

## Racing

Racing on the Windmill Pool by the Earlswood Lakes Sailing Club is governed by the I.S.A.F. Racing Rules of Sailing and R.Y.A. prescriptions supplemented by the following sailing instructions.

## Marks

Marks are identified by the letters and names as follows:

A = Angel                      C = Coot                      D = Devil

G = Grebe                      W = Windmill              X = Extra

OD = Outer Distance (a mark of the course only at the start and finish)

ID = Inner Distance (a mark of the course only at the start and the finish)

## The Course

The course is indicated on the board facing the water in front of the ODs station. A red background indicates a mark left to port and a green background indicates a mark left to starboard. The figure after the course indicates the number of laps.

## Start

Starting signals shall be according to the table below (5/4/1/0) unless otherwise notified at a briefing by the OD. The start line shall be the transit of two masts, and bounded at each end by buoys and/or committee boats. The position of the start line shall be given by the OD at a briefing before a race. Boats shall start between the limits of the start line.

-5 mins	Warning signal	raise numeral pennant 9 or class flag	+ 1 sound signal
-4 mins	Preparatory signal	raise flag P	+ 1 sound signal
-1 mins	One minute signal	lower flag P	+ 1 long sound signal
0 mins	Start signal	lower pennant 9 or class flag	+ 1 sound signal

## Recalls

If one or more dinghies are over the start line at the start, 1 sound signal will be made, and the flag X will be hoisted. The OD will make every effort to recall the dinghies by hail, but the responsibility rests with each helmsman to decide whether or not he was over the line. A dinghy over the line shall subsequently make a proper start not later than 4 minutes after the starting signal.

In the event of a general recall, 2 sound signals will be made, and the flag First Substitute flown. A new Warning signal will be made 1 minute after the lowering of the first substitute flag, followed by the remainder of the normal starting procedure.

At the new preparatory signal a Yellow flag (code flag I) will be raised to indicate a 1 minute rule. During the minute before the new start any dinghy whose hull, crew or equipment, is on the course side of the start line or its extensions shall return behind the start line around either end of the start line.

## Shortening the Course

The shorten course signal will be 2 sound signals plus the hoisting of the shorten course flag (S).

When a course is shortened, all boats will continue to sail the prescribed course until they cross the finish line.

### **Finishing**

The finish line will be either:

1. The transit of the flag pole at the rear of the OD station to the mast on the old clubhouse building. All dinghies must pass between the two white distance marks.
2. A line bounded by a buoy/s and/or a committee boat. The committee boat shall fly flag X when used as a finishing line. Boats shall finish between the buoys/boats bounding the finish line.

### **Scoring**

First dinghy scores 1 point, second 2 points, third 3 points, and so on.

A dinghy that starts and does not finish, and a disqualified dinghy, shall score the points for the number of boats entering the event plus one.

In a series of races, the score for a race in which a dinghy is disqualified, under rule 2 (unfair sailing) or rule 42 (illegal propulsion), shall not be discardable. Rule 67 (penalty without hearing on breaking rule 42) will apply in all races.

### **Determination of Ties**

In a series of 3 races, the best 2 results count.

If the result is a tie, then Rule A8 will apply. Refer to Racing Rules for an exact description.

If two boats tie for a position, the points awarded will be half the sum of the placing plus the one below. In other words, a third equal placing for two boats will result in 3.5 points for each.

### **Declarations**

Helmsmen are required to sign the declaration within 10 minutes of the last boat to finish the race. Failure to sign off will imply retirement from the race and the appropriate number of points for that race will be awarded.

### **Protests**

Verbal notification of a protest should be made to the OD within 15 minutes of the last competitor finishing the race in question, with completed forms submitted within 20 minutes of the verbal notification.

The 720 degree turns penalty as provided in rule 44.2 shall apply.

### **Buoyancy**

Buoyancy must be worn by all helmsman, crew and safety boat operators at all times when on the water. A wet suit does not constitute personal buoyancy.

All dinghies requiring buoyancy certificates, as prescribed by the class association, shall have either a valid class or club buoyancy certificate. The certificate must be validated yearly. Any dinghy not holding a valid buoyancy certificate shall not be eligible for racing results.

### **Safety**

The safety boat shall be regarded as an obstruction at all times. If weather conditions are such that personal safety is at risk, or adequate safety facilities are not available, the race will be abandoned by the OD by 3 sound signals and the Abandon Race flag (N) will be flown. ALL dinghies at this point MUST return to the jetty.

I.S.A.F. Rules concerning right of way always apply, even when not racing.