



**Goring Thames
Sailing Club**

Officer Of the Day Manual

2022

GORING THAMES SAILING CLUB • THE BRIDLEWAY • CLEEVE •
GORING-ON-THAMES • OXFORDSHIRE RG8 OHS • PHONE: 01491 873253



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1. INTRODUCTION

This guide is intended to make your life easier and help your day as Officer of the Day (OOD) go smoothly, particularly if you have not been OOD before. It doesn't cover every situation but should answer the common questions. Everyone who regularly helms (and others) shares the OOD duties and we all know how confused it can be at first. If you get stuck, please ASK-most people are only too willing to help to make the day go more smoothly. Also please tell me about any significant omissions and I will do my best to include them when this is next updated.

Please try to ensure your AOD (Assistant Officer of the Day) is fully involved in organising the day by helping you as much as you can. Also please encourage them to read this manual. Being an AOD is training for being an OOD.

The SO (Safety Officer) is part of your team and is responsible for operating the "Safety Boat" during racing (and at other times).

At the completion of the races please complete the Race Entry and Race Record Sheets, take a photo, if you can, and email both to gtsc.results@gmail.com and pin them up on the notice board in the Club House.

It is nice for sailors on the day to know how they have done in the races, so where appropriate, please calculate the results for the handicap races as explained on page 15 of this manual. The results sheets will be used for publishing the race results on the Club Website.

The provision of tea and cakes between or after the races is very much part of the social side of sailing at Goring Thames Sailing Club. It is part of the OOD responsibilities to provide cake or snacks and make the tea.

Neil Champion
Sailing Secretary
2022

2. THE SUCCESSFUL OFFICER OF THE DAY

- Is it safe to sail? – Check the boards at Goring or Cleeve locks or if in doubt about the state of the river, ring the Environment Agency (telephone **0845 988 1188**) or visit the Environment Agency River Conditions website <http://riverconditions.environment-agency.gov.uk>

Inform members of advisory notices issued by the EA by writing down river status on Race Entry Form PRIOR TO START OF RACE

If the Red Boards are up –absolute prohibition for all dinghies on racing or sailing events taking place

If the Yellow boards are up – absolute ban on Club dinghies being used, if there is no safety boat cover in place.

If there is Safety boat cover in place in deciding whether to hold a race with Club boats, the OOD should have regard to all the factors including:

- Is the stream decreasing
- Wind direction and speed
- What is the general temperature and general forecast
- What is the experience of the sailors
- Are juniors racing

In the case of Yellow Boards and non-club boats being used, the decision as to whether or not to proceed with the race rests with the OOD.

In all cases it is the OOD decision whether a race should run and safety is paramount.

Note it is the responsibility of the sailors (or in the case of juniors, their parents or guardian) to determine if it is safe for them as individuals to sail subject to the river and weather conditions, even if the OOD has chosen to proceed with the races.

- Should someone be in trouble – **HELP THEM** and forget the race.
- The Assistant Office of the day (AOD) should be fully involved in all aspects of organising the racing and is there to help the OOD, particularly assisting with setting out the buoys, raise/lower flags and recording the laps, calculating the results and “making tea”.
- Ensure the Safety Officer (SO) is available and ready to operate the rescue boat.
- Before starting the preparations get the flags out to show racing is being organised...see Page 5 & 7.

Flags and seamanship



Long standing nautical tradition dating back over 300 years is that the national ensign is flown from the highest point of honour on a flagpole, and for a yacht club flagpole that point is the peak of the gaff.

So the only proper way of hoisting the flags is

- Club burgee at the top of the mast
- Red Ensign on the gaff
- Signal flags for races on the yardarm, plus the big RYA Training Establishment flag (shown RYA Affiliated *in reverse*) at the leeward end to best show the wind direction).

Never have two flags on one halyard (except, sometimes, racing signal flags).

- Get safety boat out, load with buoys and any other equipment needed.
- Check wind conditions and direction of the wind and select a course (see suggestions later in the manual). Display the course and number of laps to be sailed on the board outside the OOD hut. Sailing upriver is always an option, see later on in the manual (Section 8)
- Racing is organised as set out in the Club Sailing Instructions, which are displayed in the Clubhouse and published on the GTSC Website. A copy of the sailing Instructions is attached in Appendix A at the end of this manual. The OOD, AOD and SO should be aware of the Sailing Instructions
- Assuming a Club start, set out the buoys in their appropriate places. The course should be laid with sufficient length so that no more than three to four laps will be sailed within the normal race duration – (usually one hour).
- Generally, there will be one start, however if there are more than about twelve boats in the racing fleet, split the fleet and have two starts at 5-minute intervals, e.g. into fast and slow handicap fleets (See P7). If it is a championship day then split the fleet so there are two fleets, championship fleet and handicap fleet.
- Fix a mooring line on opposite bank if there are to be a large number of boats racing (i.e. if more than 12 boats).
- Put out the start/finish line post and the “direction of start arrow” outside the window of the OOD hut.
- Check the megaphone/hooter and timing clock are working.

- Identify the type of race to be run from the programme, e.g. pursuit or points. For pursuit race start times see schedule later in this manual.
- Prepare and put up outside the OOD hut the RACE ENTRY sheets. There are two formats for the RACE ENTRY sheet, one with a sign off column and one without. NORMALLY the race entry sheet **WITHOUT** the sign off column is not used and there will be no need for the helms to sign off at the end of the race. However, the OOD may consider using the sheet with the sign off column in certain circumstances i.e. when there are a lot of young junior sailors or a lot of visiting sailors. If this is the case a Race Briefing will be necessary, as described below.
- Race Briefing
 - The OOD may feel it helpful to give a race briefing before the first race. This should take place about ten minutes before the race start time. A race briefing is useful for the competitors when there are a large number of boats or some of the sailors are new to the club or visiting the Club. The Race briefing should cover the type of race, i.e. pursuit or handicap; the course to be sailed; the starting arrangements, especially if there are to be more than one start; and any other unusual situations.
 - River Traffic – It may be helpful to include in the briefing to competitors and the Safety Boat Officer to watch for River Traffic. Our stretch of the river is shared with Cruisers and other River traffic. Narrowboats, for example, use the river and can be very quiet, with limited manoeuvrability and unable to stop suddenly. Sailors should make allowance in their movements. A collision should be avoided at all times.

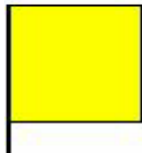
If possible, the Safety Boat officer should approach the Cruiser or Narrowboat to make them aware of a Sailing Event at the club and to take steps, such as slowing down or offering advice to travel down one side of the river; or if possible for the SO to ‘escort’ them safely through the race course.

If a large number of sailing boats are on the river then it may be useful for the SO to lay out a separate line of buoys to provide a ‘safe’ channel for other river traffic to pass.

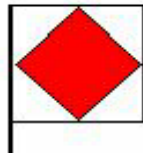
While assisting other boats, the Safety Boat has right of way.

Along our stretch of water, there may be fisherman along the bank. Care should be given also to avoid tangling with lines. If necessary and to avoid entanglements competitors may call for “Water “ room to other competitors.
- Get everything ready for “Making tea” between the races – also remember to bring a pint of milk and cakes make the interval between the races much more relaxed and fun.

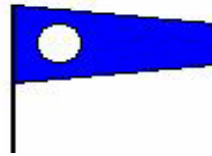
- Put out the relevant race flags, but do not hoist them yet.



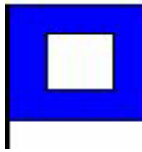
Slow handicap
(Q Flag-yellow)



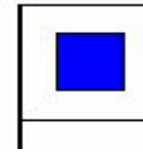
Fast handicap
(F Flag-red diamond
white background)



Pursuit race
(2 Flag-white spot
blue background)



Preparatory
(P Flag-white square
blue background)



Shorten Course
(S Flag-blue square
white background)



General Recall
(yellow triangle
blue background)

3. STARTING A POINTS (Handicap) RACE

These starting procedures should be used for all races except pursuit races, i.e. points series races; all other handicap races and class championship races.

Single fleet start

Step	Signal	Flag & Sound	Minutes before start
1	Warning	Class flag, 1 sound (Use Fast Handicap for Points Race) (Use Pursuit for Pursuit race)	5
2	Preparatory	Preparation P flag, 1 sound	4
3	One-minute	Preparatory flag removed 1 long sound	1
4	Start	Class flag removed, 1 sound	0

Two fleet start; fast and slow handicap, whenever more than one start is needed.

(The start signal for one fleet shall be the warning signal for the next as shown below)

Step	Signal	Flag & Sound	Minutes before start
1	Fast Handicap Warning	Class flag, 1 sound(Use Fast and Slow Handicap for Points Race)	5
2	Preparatory	Preparation P flag, 1 sound	4
3	One-minute	Preparatory flag removed 1 long sound	1
4	Fast Start/ Slow Handicap Warning	Class flag removed, 1 sound Raise Slow Handicap flag	0
5	Preparatory	Preparation P flag, 1 sound	4
6	One-minute	Preparatory flag removed 1 long sound	1
7	Slow Start	Class flag removed, 1 sound	0

As the sound signal is made check that all relevant boats are down-wind of the start line, if all are clear shout "All Clear"

- As the sound signal is made check that all relevant boats are down-wind of the start line, if all are clear shout "All Clear"
- If anyone is to windward of the line you call "Sail No you are over the line" When they have got back completely to the downwind side of the line you shout "Sail No.... you are now clear to start"
- It is important to fill in the lap chart on the OOD form so that you know which is the lead boat and how many laps each boat has completed at the end of the race. Record the time for each boat for each lap completed as the boats pass the finish line.
- A typical "points" race should last about 50-60 minutes for the majority of the fleet. If the number of laps shown on the OOD hut has not been completed you will need to SHORTEN the course (this may be as early as 35-40 minutes after the start if the course is long and there is a wide spread of boat speeds). When the lead boat rounds the last mark of the course (the mark before the finish line), make two sound signals and simultaneously hoist flag S (there should be no other race flags flying at this time!).

- 2.1 Courses may be shortened. Two sound signals accompanying the raising of flag S (blue square white background, unless 5.1 is in force) will signify the shortening of the course. The next boat to cross the start/finish line in the direction of the course from the last mark of the course will finish the race. Following boats will finish on their next crossing of the finish line, in the direction of the course from the last mark of the course.
- As each boat crosses the line, make a sound signal and note the exact time on the OOD race record chart. All boats do not have to have completed the same number of laps, as this will be corrected when the results are calculated when the number of laps completed by each boat is known.
 - While recording the laps completed during the race also record and boat that has "retired" from the race. Ensure the boat has landed safely. If you are not aware that a retired boat has landed request the SO to investigate and confirm all is well.
 - It is no longer a requirement to sign off at the end of a race, however you as OOD may decide to stipulate that sign off is required for certain types of races.
 - When the RACE ENTRY sheet with a sign off column is used the helms have 30 (thirty) minutes to sign off after the last boat finishes otherwise it is deemed that they have retired.
 - Make a note of the names and positions of all the competitors who have finished the races. For handicap races calculate the corrected finish times and positions. Details of how to do this are shown later in this manual. Post-race if you can take a photo of the Race Entry and Race results sheet and email both to gtsc.results@gmail.com and pin them up on the notice board in the Club House.
 - The Race Results secretary Mark Hayzelden will collect the result sheets at regular intervals and published the race results on the Club Website so everybody can see how they are doing in the various series and to see the results from other events.
 - When the days racing is complete, collect the buoys and the mooring line (if used) take down the flags, lock the OOD hut door, hang the key on the hook in the clubhouse, put the safety boat in the garage, and buy yourself, the AOD and SO a drink at the bar.

4. STARTING A PURSUIT RACE

The theory is that by using a staggered start calculated according to the Portsmouth Yardstick Handicap (PYH) of the boats, all the boats should finish at exactly the same time!!!

The times have been calculated assuming that a GPI4 with a PY of 1131 will sail for 60 minutes, those with yardsticks higher than 1131 will sail for proportionally longer, those with lower yardsticks will sail for a shorter time, all should cover exactly the same course in their given time.

- Format :- Sound the hooter 3 minutes before the slowest boat is due to start, see list for start time (two lists provided, (a) one hour pursuit times, (b), two hour pursuit times).
- If a Laser Pico is the slowest boat in the race (from its start times) sound the first hooter 3 minutes before the Laser Pico's start time.
- Then sound the hooter every 30 seconds, calling out the time as you do so (e.g. Laser Pico start time is minus 9 minutes, first bell sounds at minus 10minutes, then every 30 sees until fastest boat starts).
- The race time begins at 0, and the race should last for exactly 60 minutes from this time, so the Laser Pico would sail for 69minutes, and a Comet should sail for 63.5 minutes.
- It is important to keep a count of the number of laps done by each boat and to make sure that you know their position at all times. It is then possible to finish the race exactly on the hour simply by sounding the finish hooter and noting down the position of each boat at that time. If the leading boats are a long way from the OOD hut ask the SO on the water to record the positions at the end of the race for those boats.
- If there are too many boats to finish as above, then finish the lead boat as close as possible to the 60 minute time as it crosses the line in either direction and then all the other boats in order. (You will need to explain this method of finishing a Pursuit race at a Race Briefing before the start, as it is not the normal method used at Goring Thames SC).

5. ONE HOUR PURSUIT RACE TIMES

(-times start before zero +times start after zero)

Boat Class	PY Number	Pursuit race start time (min:sec)
		One hour
ALBACORE	1040	5:00
ALBACORE SH	1000	7:00
BYTE	1190	-3:00
COMET	1210	-4:00
COMET MINO	1227	-5:00
COMET DUO	1178	-2:30
COMET DUO SH	1138	-0:30
COMET TRIO MK1	1134	0:00
COMET TRIO Mk1 SH	1104	1:30
ENTERPRISE	1122	0:30
ENTERPRISE SH	1082	2:30
EUROPE	1141	-0:30
FINN	1049	4:30
GP14	1130	0:00
GP14 SH	1090	2:00
LASER/ILCA 7	1100	1:30
LASER 4.7/ILCA 4	1208	-4:00
LASER PICO	1330	-10:30
LASER RADIAL/ILCA6	1147	-1:00
MERLIN ROCKET 1 to 3156	1040	5:00
MERLIN ROCKET 1 to 3156 SH	1000	7:00
MERLIN ROCKET 3156 UP	980	8:00
MERLIN ROCKET 3156 UP SH	940	10:00
MIRROR	1390	-14:00
MIRROR SH	1380	-13:30
NATIONAL 12	1104	1:30
NATIONAL 12 SH	1064	3:30
OPTIMIST	1642	-27:00
OTTER	1275	-7:30
OTTER SH	1235	-5:30
PHANTOM	1004	6:30
RS200	1076	3:00
RS200 SH	1036	5:00
RS FEVA XL	1274	-7:30
RS FEVA SH	1234	-5:30
RS NEO	1180	-2:30
RS Q'BA	1260	-7:00
RS VISION	1167	-2:00
RS VISION SH	1127	0:00
SOLO	1142	-0:30
TOPPER	1365	-12:30

Boat Class	PY Number	Pursuit race start time (min:sec)
		One hour
TOPPER 4.2	1409	-15:00
WAYFARER	1102	1:30
WAYFARER SH	1062	3:30

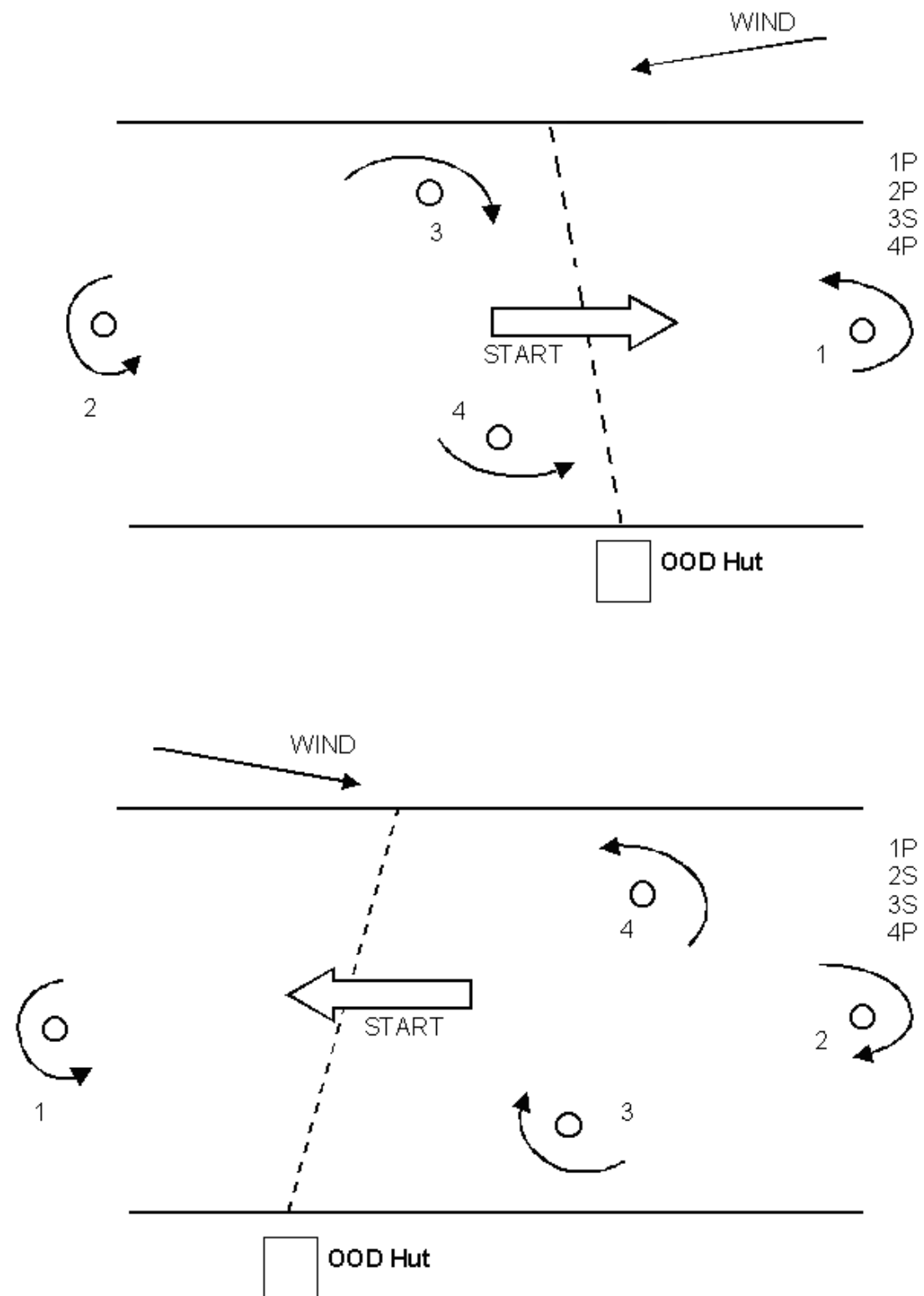
6. TWO HOUR PURSUIT RACE TIMES

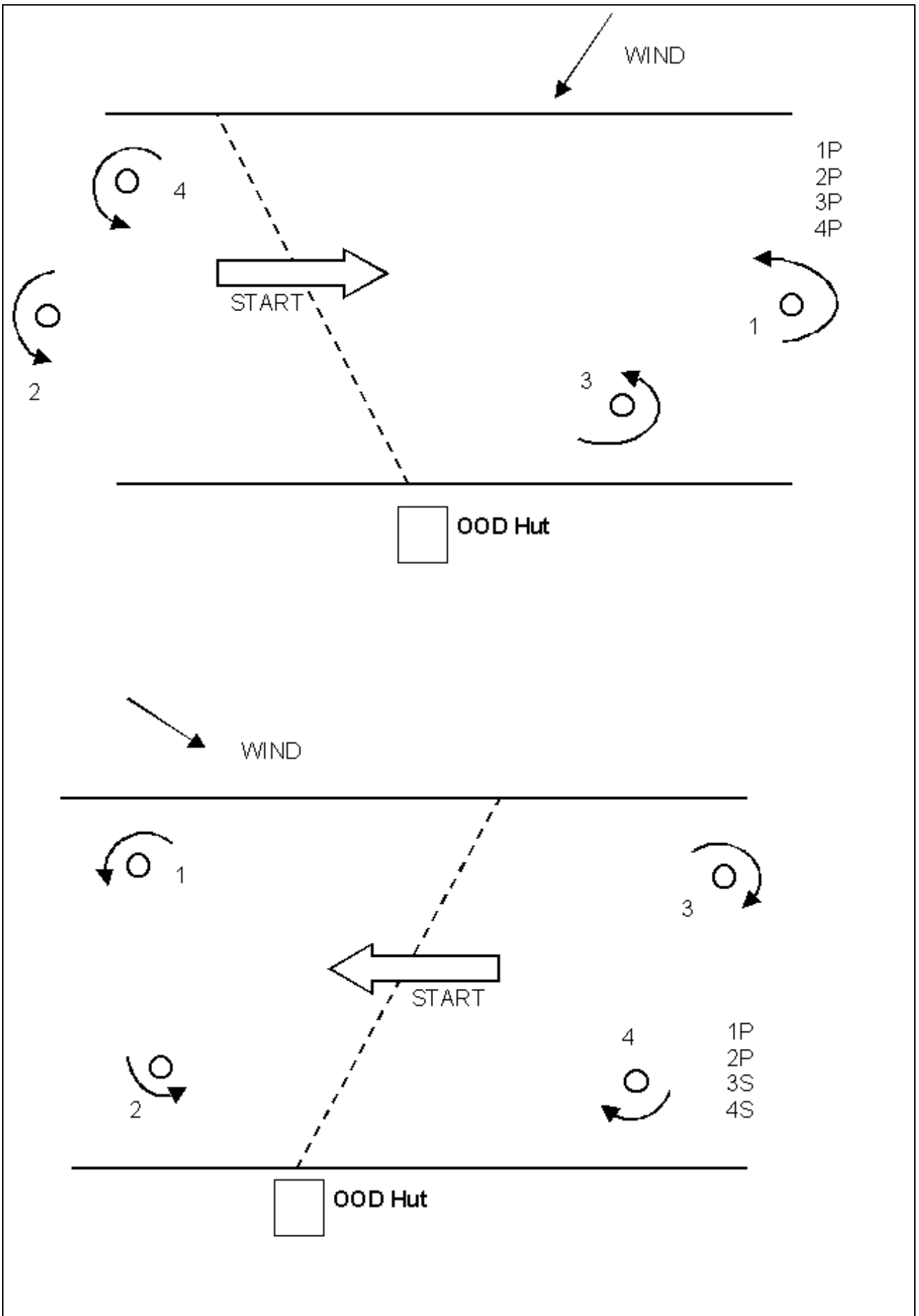
(-times start before zero +times start after zero)

Boat Class	PY Number	Pursuit race start time (min:sec)
		Two hour
ALBACORE	1040	9:30
ALBACORE SH	1000	14:00
BYTE	1190	-6:30
COMET	1210	-8:30
COMET MINO	1227	-10:30
COMET DUO	1178	-5:00
COMET DUO SH	1138	-1:00
COMET TRIO MK1	1134	-0:30
COMET TRIO Mk1 SH	1104	3:00
ENTERPRISE	1122	1:00
ENTERPRISE SH	1082	5:00
EUROPE	1141	-1:00
FINN	1049	8:30
GP14	1130	0:00
GP14 SH	1090	4:00
LASER/ILCA 7	1100	3:00
LASER 4.7/ILCA 4	1208	-8:30
LASER PICO	1330	-21:00
LASER RADIAL/ILCA6	1147	-2:00
MERLIN ROCKET 1 to 3156	1040	9:30
MERLIN ROCKET 1 to 3156 SH	1000	14:00
MERLIN ROCKET 3156 UP	980	16:00
MERLIN ROCKET 3156 UP SH	940	20:00
MIRROR	1390	-27:30
MIRROR SH	1380	-26:30
NATIONAL 12	1104	3:00
NATIONAL 12 SH	1064	7:00
OPTIMIST	1642	-54:30
OTTER	1275	-15:30
OTTER SH	1235	-11:00
PHANTOM	1004	13:30
RS200	1076	5:30
RS200 SH	1036	10:00
RS FEVA XL	1274	-15:30
RS FEVA SH	1234	-11:00
RS NEO	1180	-5:30

Boat Class	PY Number	Pursuit race start time (min:sec)
		Two hour
RS Q'BA	1260	-14:00
RS VISION	1167	-4:00
RS VISION SH	1127	0:30
SOLO	1142	-1:30
TOPPER	1365	-25:00
TOPPER 4.2	1409	-29:30
WAYFARER	1102	3:00
WAYFARER SH	1062	7:00

7. SUGGESTED COURSES





8. RACING UP RIVER

“Racing up river” refers to running all the races from a course laid up river just this side of Moulsoford. The surrounding land is much flatter and allows much clearer air for boats to race in and is well worth the effort. This is particularly true when the wind is from the East when the normal club sailing area is shielded from the wind by the rising ground and trees behind the clubhouse. If the wind appears to be disrupted by the trees from the far bank check-up river to see if the wind conditions would allow better sailing, this only takes five to ten minutes to have a quick check.

Having decided to race up river, tell the competitors. It is likely to take them 20+ minutes to get up to the racing area so the sooner they get going the better. Usually it is best to run the two races almost “back to back” and then return to the club for a late tea. Make sure everyone is prepared to be away for 2-3 hours.

- Get all the gear into the rescue boat. You will need the racing marks, 2 poles to mark the start line and/or a spare buoy, course marks, an air horn or bell, the clock and race sheets as a minimum. A length of rope and two stakes is also useful to make a mooring line to enable competitors to tie up.
- Take the rescue boat up to the racing area and decide where you are going to have the start line and marks (often a simple course with 2-3 buoys is fine).
- Set the start line. The best sort of line is one made up of one pole set up about 4m from the edge of the river and another on the bank such that a transit through them goes across the river at about 90 degrees to the wind. However if you get really stuck then a line can be made up from where you are sitting in the rescue boat to a prominent object on the far side (e.g. a large tree). Make sure all the competitors know where the line is.
- Find something nearby on the bank to prop the course letters up against so they have a chance of being seen by the competitors.
- Don't start the race until all the competitors are in the vicinity of the start. It's a good idea to go back with the rescue boat and give the tail-enders a tow as it can be very difficult to get around the bend in a slow boat with an Easterly wind.
- Run the races with the normal sequence but you may have to improvise with the flags (the AOD will be vital for up-river racing). Allow about 10 minutes between races for people to relax/stretch then run the second race.

After the last person has finished gather up the marks and other bits and pieces and head for home. Most people will get back easily aided by the river flow but give anyone who seems to be struggling a tow.

9. CALCULATION OF CORRECTED TIMES FOR HANDICAP RACES

The OOD shall record the start and finish time and the elapsed time; and the number of laps completed for each boat completing in a race on the RACE RESULTS Sheet.

This information is then used to calculate the corrected time and hence the final order for the race, which shall be entered on the RACE RESULTS Sheet.

The method for calculating the Corrected time is set out below. A calculator is useful for these calculations.

A sample of a completed Race Results is given on the next page.

From the Race Results Sheet Record: Start Time (S)* and Finish Time (F)*

Elapsed Time (ET)* = Finish Time – Start Time (In MINUTES) (ET* = F – S)

Number of Laps Completed = N*

Average Lap Time (ALT) = $\frac{\text{Elapsed Time}}{\text{Number of Laps}}$ ALT = $\frac{ET}{N}$

Elapsed time will have been recorded in “minutes and seconds”. This should be converted into seconds at this stage.

Corrected Average Lap Time (CLT) = $\frac{\text{Average Lap Time (ALT)} \times 1000}{\text{Portsmouth Yardstick Handicap}}$

CLT = $\frac{ALT \times 1000}{PYR^*}$

Total Corrected Time = Corrected Average Lap Time (CLT) x Number of Laps
(Number of laps completed by the leading boat)

Total Corrected Time = CLT x N^L

The winning boats are those with the lowest Corrected Total Time

Notes.

1. Entries marked with an * are entered from the Race Results Sheet.
2. Average lap times are calculated because when a boat is a lap down at the end of the race it finishes when it next crosses the finishing line. In these circumstances the elapsed time for this boat is calculated to arrive at the average lap time, which is then corrected as above and then multiplied by the number of laps completed by the leading boats. This will give the slower boats an appropriate Corrected Total Time.
3. Lists of the Plymouth Handicap Yardstick (PYR) are found on page 16. The helm should write the PYR on the signing on sheet. However the OOD should also check the PYR and remember to note the different PYR for two man boats sailed single handed.

10. PORTSMOUTH YARDSTICK HANDICAP NUMBERS (2022)

11. Boat Class	PY Number	Singlehanded
ALBACORE	1040	1000
BYTE	1190	1190
COMET	1210	1210
COMET MINO	1227	1227
COMET DUO	1178	1138
COMET TRIO MK1	1134	1104
ENTERPRISE	1122	1082
EUROPE	1141	1141
FINN	1049	1049
GP14	1130	1090
LASER/ILCA 7	1100	1100
LASER 4.7/ILCA 4	1208	1208
LASER PICO	1330	1330
LASER RADIAL/ILCA6	1147	-2:00
MERLIN ROCKET 1 to 3156	1040	1000
MERLIN ROCKET 3156 UP	980	940
MIRROR	1390	1380
NATIONAL 12	1104	1064
OPTIMIST	1642	1642
OTTER	1275	1235
PHANTOM	1004	1004
RS200	1076	1036
RS200 SH	1036	10:00
RS FEVA XL	1274	1234
RS NEO	1180	1180
RS Q'BA	1260	1260
RS VISION	1167	1127
SOLO	1142	1142
TOPPER	1365	1365
TOPPER 4.2	1409	1409
WAYFARER	1102	1062

For races that are split into Fast and Slow handicaps, a boat with an effective Portsmouth Yardstick of **1120** or less will qualify for the **Fast fleet**, all other boats will be in the **Slow fleet**. The qualification for the fast fleet is the Portsmouth Yardstick for the boat without the single-handed correction.

APPENDIX A SAILING INSTRUCTIONS

1 General

- 1.1 All races will be governed by the 'rules' as defined in the Racing Rules of Sailing 2021 - 2024.
- 1.2 All boats are to be covered by third party insurance for claims up to £2,000,000.
- 1.3 All boats must have a valid river license and this must be prominently displayed on the boat.
- 1.4 Boat buoyancy chambers or other buoyancy equipment and their fastenings must be maintained in good and effective condition.
- 1.5 Personal buoyancy aids or life jackets must be worn.
- 1.6 All competitors are personally responsible for any accident, financial or physical, whether to their boats or themselves. They must appraise the capabilities of their boat and themselves and only start or remain in race, giving due consideration to the wind and state of the water, if they estimate that they are able to do so safely.
- 1.7 The OOD has the right to stop a boat racing, if he/she considers that the boat or crew is not up to the prevailing conditions.
- 1.8 These Sailing Instructions may be modified by the O.O.D up to 10 minutes before any race, providing the sailing instructions for the event are posted on the Race Box. For the avoidance of doubt, should modified instructions not be present, then these instructions apply.
- 1.9 While carrying out its duties the Safety Boat has right of way.

2 Race Formats

- 2.1 One day cups and Class championships will be decided over two races. Ties will be decided in accordance with Racing Rules of Sailing 2021– 2024, clause A8.2 – best placed boat in the last race will be winner.
Series are scored on 50% -1 of races sailed rounded down to the nearest integer except for the Wednesday evening, Laser and Potter Points series which are scored of 33.3% of the total number of races (rounded up if necessary). The Laser and Potter Points series results are extracted from all the races sailed in Spring, Summer (Pursuit and Points) and Autumn Series races.
- 2.3 Points races will be raced on an average lap basis unless otherwise stated.
- 2.4 Pursuit races will finish when a sound signal is made indicating the end of the race.
- 2.5 The Moulsoford Cup will be sailed as a long-distance race of a minimum of 2hours duration
- 2.6 The KGFS Plaque will be sailed to a format to be chosen by the organizer, who will be the winner from the previous year.
- 2.7 The Junior Cup is open to anyone under 18 years on 1 January.
- 2.8 The Junior Cup Under 15 is open to anyone under 15 years on 1 January.
- 2.9 Eligible boats may be entered by signing the RACE ENTRY form sheet, normally displayed on the side of the OOD hut.
- 2.10 There is no minimum number of starters to constitute a race *in any series*. If there is only one starter, and it starts the course, it shall be awarded points for first place.
- 2.11 There must be 2 or more starters to constitute a cup, championship or fleet race.
- 2.12 Signing off at the end of a race is not required, unless otherwise modified by the OOD under point 1.8 above.
- 2.13 Personal Handicaps. For the Summer Pursuit and Wednesday evening series a personal handicap is applied. The winner of each race starts an additional one minute later than their standard boat start time in the next race. The effect is cumulative and reset at the end of the year, e.g. a helm who has won 3 races will start 3 minutes later than the standard boat start time in the next race that he or she competes in. It is the responsibility of the helm to ensure they start at the correct time. The personal handicaps for the two series are completely independent and accumulate separately.
- 2.14 Double-handed boats sailed in a double-handed championship race must have two people in the boat. Any double-handed boat sailed single-handed in a double-handed

championship can compete but will not qualify for the trophy. There must be two qualifying boats to award the trophy.

3 Course Instructions

The course will be displayed on the OOD hut showing the order in which marks are to be passed, the side on which each mark is to be left and the maximum number of rounds.

4 Scoring

Races will be scored as low points system as specified in Racing Rules of Sailing 2021 – 2024.

5 Changes in sailing instructions

- 5.1 These Sailing Instructions may be modified by the O.O.D up to 10 minutes before any race – see point 1.8 above
- 5.2 Under rule 86.1(b), in the definition Zone the distance is three hull lengths. This changes previous modification to rule 18.2 Mark Room such that a boat obliged to give room must do so at three hull lengths".
- 5.3 Outside Help: A boat may receive help from an outside source without incurring a penalty. Racing Rules of Sailing 41 states that help can be given to any person in danger. If a Safety Officer decides that competitor(s) may be in 'Danger' then the competitor(s) receiving help need not retire. A report may be made to the OOD and if it is deemed that there was no significant advantage gained, no further action will be taken. If the competitor(s) did gain an advantage then the competitor(s) may be protested and penalized; any penalty may be less than disqualification.

6 Signals made ashore

- 6.1 Signals made ashore will be displayed on the flagstaff adjacent to the OOD hut.
- 6.2 Flag AP with two sound signals (one sound signal when lowered) means "The race is postponed". The warning signal will be made not less than five minutes after AP is lowered. (Flag colours-red/white vertical stripes).

7 Schedule of races

- 7.1 Races are scheduled as shown on the annual Racing Programme.
- 7.2 In the event of the cancellation of a race, the committee may arrange for the race to be re-run at a later date.

8 Class flags

- 8.1 Slow handicap - Q Flag - Yellow
- 8.2 Fast handicap - F Flag - Red diamond on white background
- 8.3 Pursuit race - 2 Flag - White spot on blue background.

9 Racing area

The racing area will be on the Cleeve Reach of the Thames, between Cleeve lock and upstream past the Club House. For the Moulsoford Cup this will be extended to Moulsoford Railway Bridge.

10 The Course

- 10.1 The course can be made up of any of the Club marks, together with any additional ones laid by the Officer of the Day (OOD).
- 10.2 An outer distance mark may be used to limit the length of the start line to ensure free passage for cruisers. (See 12.5)
- 10.3 The First Mark will be to windward of the start line.
- 10.4 If the OOD sets a gate instead of a windward mark or leeward mark, boats shall sail between relevant marks and round either to port or to starboard as shown in the OOD book.
- 10.5 The course should be of sufficient length where possible so that three to four laps can be sailed in the normal duration of the race, usually one hour.

- 10.6 Courses may be shortened. Two sound signals accompanying the raising of flag S (blue square white background, unless 5.1 is in force) will signify the shortening of the course. The next boat to cross the start/finish line in the direction of the course from the last mark of the course will finish the race. Following boats will finish on their next crossing of the finish line, in the direction of the course from the last mark of the course.

11 **Marks**

Four marks are usually used to mark the course. These are coloured floating cylinders. Alternate clear plastic numbered buoys may be used.

12 **The Start**

- 12.1 Points races will be started using rule 26.

Signal signal	Flag & Sound	Minutes before start
Warning	Class flag, and sound	5
Preparatory	P, Z or black flag	4
One-minute	Preparatory flag removed. And long sound	1
Starting	Class flag removed, and sound	0

Where there is to be more than one fleet starting, the start signal for one fleet shall be the warning signal for the next.

- 12.2 Boats whose warning signal has not been made shall avoid the starting area.
- 12.3 Pursuit race start times will be in accordance with the schedule in the OOD manual. (Based on the RYA Portsmouth Yardstick Scheme - Pursuit Racing), adjusted for personal handicaps, if necessary, and as described in 2.1.3
- 12.4 The starting line will be one of the following:
- 12.4.1 The extension of a line painted on the window of the OOD hut, through a post on the river bank and where the line touches the far shore. Length may be bounded by a red outer distance mark. (See 12.5)
- 12.4.2 The extension of a line from a post positioned at least 3m from the river bank, through a post on the river and where the line touches the far shore. Length may be bounded by a red outer distance mark (See 12.5)
- 12.4.3 A line from a mast on the committee boat to a floating buoy.
- 12.5 A red floating buoy may be used as a limit mark of the start line. No boat shall sail between the limit mark and the furthest bank after her preparatory (4 minute) signal and until the start. On subsequent laps the limit mark shall be ignored.
- 12.6 Up river sailing will be denoted by an orange flag flown from the flagstaff. All up river sailing will commence a minimum of 30 minutes after the stated times in the annual calendar.

13 **Change of course after the start.**

A change of course after the start will be signalled before the leading boat has begun the leg, although the new mark may not then be in position. Any mark to be rounded after rounding the new mark may be relocated to maintain the original course configuration. When in a subsequent change of course a new mark is replaced, it will be replaced with an original mark.

14 **The finish**

- 14.1 The finish line will be one of the lines defined in 12.3 above, as for the start line. (Note outer distance mark does not apply when finishing)
- 14.2 The start and finish lines will be the same for races sailed on an average lap basis, but may be different for others.

- 14.3 In points races a boat that has been lapped at the end of the race will finish next time it crosses the finish line and the elapsed time calculated based on average lap times.

15 Penalty system

For penalties taken at the time of the incident the One-Turn and Two-Turn penalties as specified in rule 44.1 and 44.2 will be used.

- 15.2 The Exoneration Penalty and the Advisory Hearing and RYA Arbitration of the RYA Rules Disputes Procedures will be available as detailed in the RYA Racing Rules Guidance Booklet. The Exoneration Penalty shall be 20% of the number of boats starting the race or 2 places, whichever is greater.
- 15.3 Touching a buoy when rounding a mark will require a 360° turn after getting well clear of other boats, as soon as possible.

16 Time limit

Boats failing to finish within a corrected time of 150% of the corrected time of the first finisher will be scored as Did Not Finish.

17 Protests

- 17.1 Protests shall be written on forms available from the OOD and delivered there within 30 minutes after the last boat's finish.
- 17.2 Protests will be heard in approximately the order of receipt and on the day of the race.
- 17.3 Protest notices will be posted within 30 minutes of the protest time to inform competitors where and when the hearing in which they are parties or named as witnesses, will take place.
- 17.4 Decisions of the protest committee will be final as provided in rule 70.4. The Protest committee will ideally be comprised of minimum of 3 people, chaired by the OOD and comprising AOD, SO and any other club officers available. Where other committee members cannot be appointed the OOD alone should provide a decision.