

# Instructions for Duty Officers CNLSC Dec 2022

The tasks required of duty officers can be broken down into two areas:

1. Race officiating
2. On-water rescues.

## **1 Race Officiating**

### **1.1 Setting the Course**

The club uses six predetermined courses that are variations of two general course layouts. These courses were carefully designed by experienced sailors from the club so that appropriate proportions of works, reaches, and runs would be included in each race. It is a requirement that duty crews use these courses and not just make up their own. It is also a requirement that the duty crew consult David Cox or Russell Moore to be notified of the particular course that is to be used on the day. The six standard courses are explained and illustrated in appendix 1 at the end of this document. A laminated set of course diagrams can be found in the side pocket of the tender boat.

Each buoy is labeled to indicate the general area where it should be used on the lake. The length of rope on each buoy has been set so that it is suitable for the depth of the lake at the designated location. This avoids loose lengths of rope floating to the surface on some buoys and others not being able to reach the bottom. Note that there are legs of the course that must be aligned with the direction of the prevailing wind. It is easiest to set these legs by placing the windward buoy first and then setting the leeward buoy directly downwind of it.

Before transporting the power boat to the launching ramp make sure that:

- You have enough fuel for the day.
- The flushing muffers have been removed from the motor.
- The bung is screwed into the transom of the boat.
- The motor is tilted up so that it doesn't hit the speed humps on the way to the ramp.
- One hand held 2-way radio is in the boat with the driver while ever the boat is being operated on the lake. The radio should be set to channel 14.

If you are unsure about any of the above then ask a senior member of the club. If not attended to correctly, serious damage can be done to the power boat or motor.

### **1.2 Briefing**

The briefing is usually held in the shaded area on the western side of Homestead Park above Grand Flanuer Beach. Sailors are called to the briefing using a sound signal from the starter's horn. One member of the duty crew is responsible for holding the briefing. During the briefing the sailors should be informed of:

- The course that is to be sailed
- The starting direction. (A = toward Daruk Island, B = towards the Angle Park boat ramp.)

- The number of laps to be sailed for each class. (4 or 5 for faster classes, 3 or 4 for slower, minimum of 1 for Juniors and over 80s)
- The time at which the 5 minute warning signal will be made.
- Any forecast adverse weather conditions that may affect the safety of sailors

### 1.3 Start

The start of the race is usually controlled from Ascot point. The duty crew should gather the yardarm, starting horn, hand held 2-way radio (ch14), starter's backpack, and seats from the boatshed and take them to Ascot Point. The yardarm shaft should be placed in the prepared hole on the western side of Ascot point.

The club uses the standard 5-4-1-0 minute start sequence which is illustrated on pages 4-6. Illustrations of three sequences are provided depending on whether a standard start, a start after a general recall, or a delayed start is used. These sequences are set up as if a manual timer was being used but still illustrate the flag and timing sequences required. A laminated folder of these sequences is also kept in the starter's pack. Anyone unfamiliar with the flags should identify each flag and try raising and lowering the flags to get the feel of how they run. Each flag is labeled indicating the function it performs. The flags can also be recognized from the diagrams on the next pages.

#### 1.3.1 Starting Horn

The starting horn times the countdown and automatically sounds the horn at 5, 4, 1, & 0 minutes. The purpose of this is to ensure that the start sequence is not compromised if the duty crew gets distracted during the countdown. It also leaves both hands free to operate the flags. The automatic control does not disable the black manual horn button on the handle but it works in parallel so that either device will sound the horn. Although the use of automatic control is optional, it is suggested that all duty crew use it to minimize mistakes. Detailed instructions on how to operate the horn are contained in the document "Sailing Race Timer II.pdf" but the following instructions may be all you need. To operate the horn in automatic mode:

- Insert the 4 pin plug into the side of the starting horn ensuring that the slot is facing up. This will power up the timer and horn.
- The display should now be in the reset state displaying the 0:05:15 preset.
- At the appointed time, press the red **Start/Reset** button to start the countdown.
- Place the white cap over the Start/Reset button so that you won't press the red button again by mistake and reset the timer.
- When the timer reaches 0:05:10 the on-board beeper will sound each second until 0:05:00 is reached and the horn will automatically sound for 1 second. This will also happen as the 4, 1, & 0 minutes are approached and reached. The beeper is there to alert you to the fact that the horn is about to sound and you will need to raise or lower flags or observe phases of the race start.
- (In the unlikely event that you need to stop the start sequence **during** the count down then press the red **Start/Reset** button and the timer will reset back to 0:05:15 ready for a new start.)

- Once the timer has counted down to 0:00:00 it will start counting up to time the race.

### **1.3.2 Recalls**

The duty crew has the added responsibility of determining if any boats have broken the start. If any part of the hull of any boat is on the course side (OCS) of the line at the instant of the start then the duty crew should signal either an Individual Recall or a General Recall. Boats that are on the course side of the starting line in the last minute of the start sequence must return to the correct side of the start line by going around the outside of either the outer start mark (yellow) or the inner limiting mark (white).

#### **1.3.3 Individual Recall**

If there are only one or two boats over the line at the start then the starting crew should signal an Individual Recall by sounding the horn once (1 second burst, see note 1 below) and raising the individual recall flag. In the case of an individual recall, any boat that has broken the start must restart as previously described (1.3.1). The individual recall flag must remain up until all OCS (On Course Side) boats have restarted correctly then the individual recall flag must be promptly lowered. Any OCS boats that continue sailing without restarting must be marked OCS on the result sheet and will be disqualified.

#### **1.3.4 General Recall**




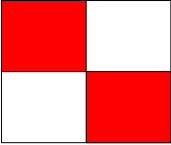

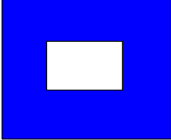
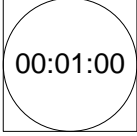
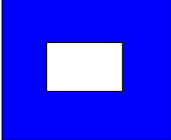
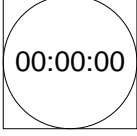
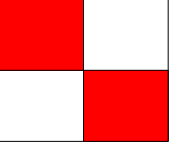
If there are many boats over the line at the start then the starting crew may elect to declare a general recall by sounding the horn twice (1 second burst each, see note 1 below) and raising the general recall flag. In the case of a general recall, the race will be restarted once the start crew is satisfied that all boats are ready to continue. In this case the start sequence illustrated on page 5 should be used.

#### **1.3.5 Delayed Start**


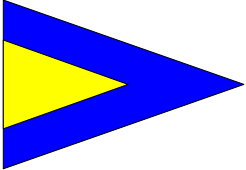
There are circumstances when the start may be delayed. These include “lack of wind”, “boat capsized in the start area”, “most of the fleet not able to get to the start area in time” etc . The decision to delay the start is at the discretion of the start crew; however the tardy arrival of an individual boat is not a legitimate reason to delay the start. If a delayed start is required then the start sequence illustrated on page 6 should be used.

**Note 1.** One second is the time it takes to say “One Thousand and One” out load.

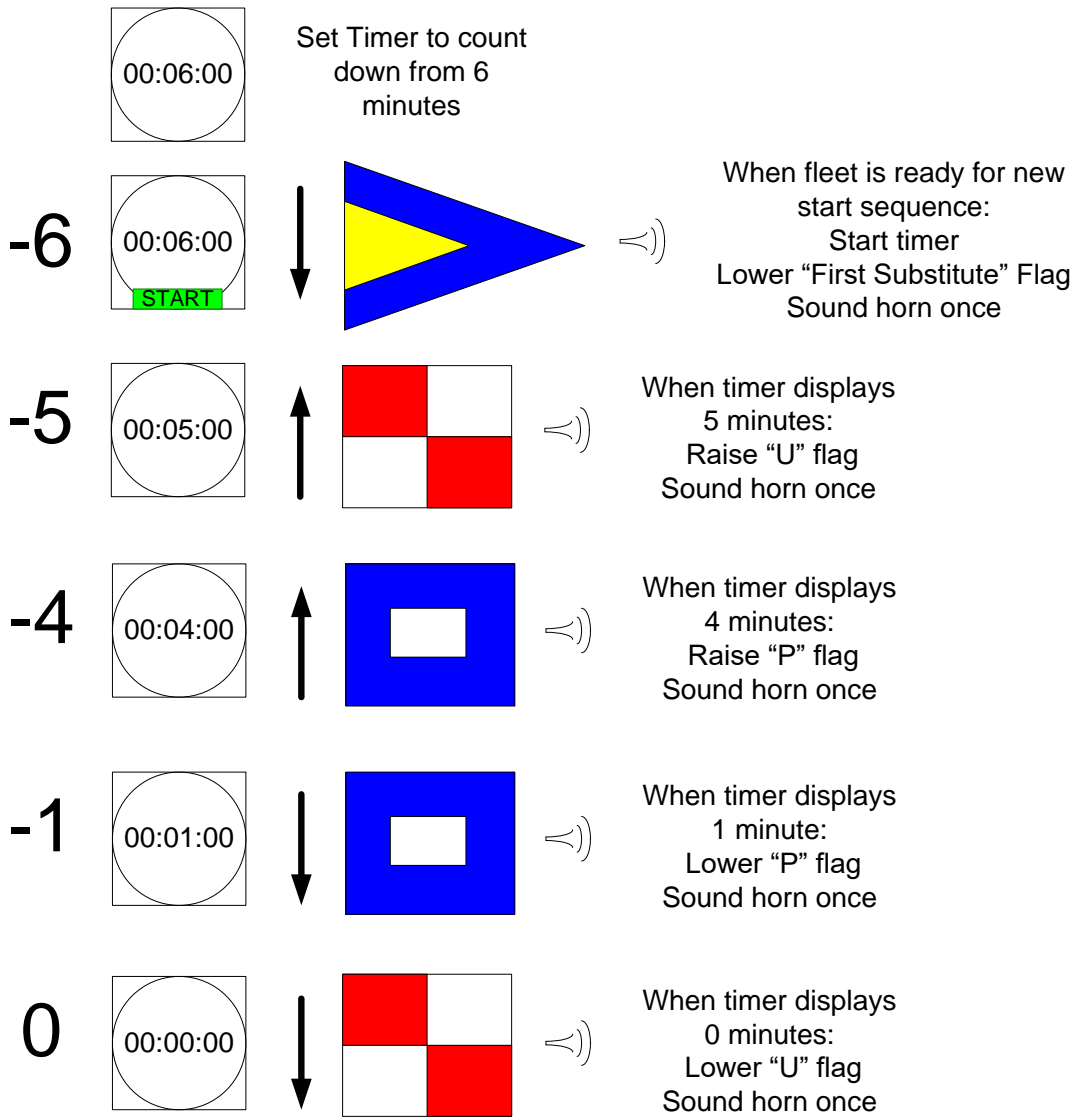
# NORMAL START

			Set Timer to count down from 6 minutes		
-6		↑	Start timer 6 minutes before scheduled race start time.	↑	↑
-5		↑		↑	↑
				↑	↑
-4		↑		↑	↑
-1		↓		↓	↓
0		↓		↓	↓

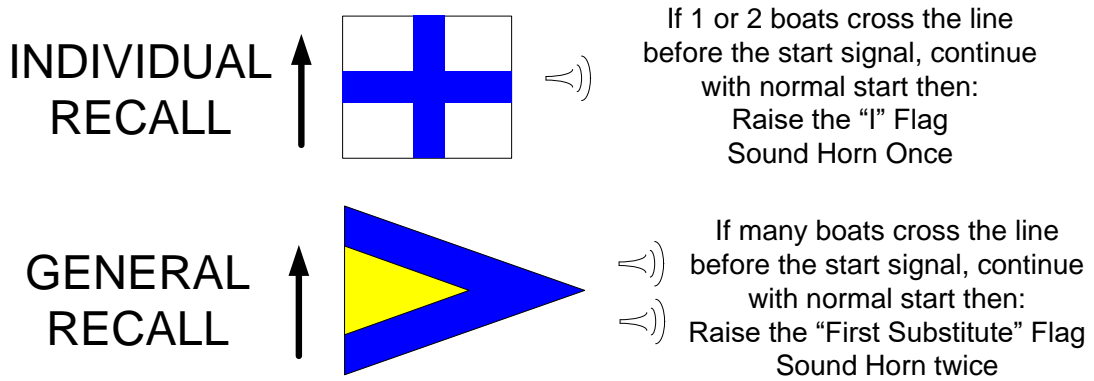
# START COMPLETED

INDIVIDUAL RECALL	↑		↑	<p>If 1 or 2 boats cross the line before the start signal, continue with normal start then:          Raise the "I" Flag          Sound Horn Once</p>
GENERAL RECALL	↑		↑	<p>If many boats cross the line before the start signal, continue with normal start then:          Raise the "First Substitute" Flag          Sound Horn twice</p>



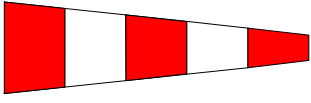



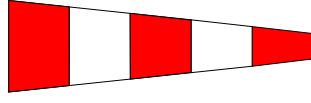

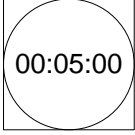
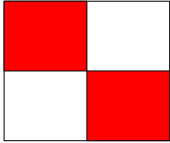


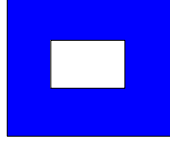

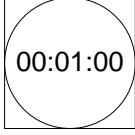
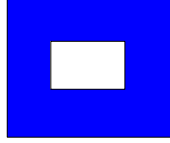

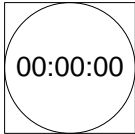
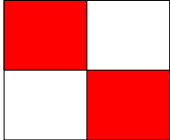

## START AFTER GENERAL RECALL



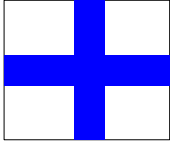

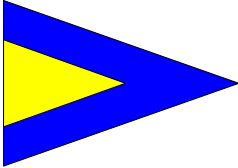


## START COMPLETED



# DELAYED START

		<p>Set Timer to count down from 6 minutes</p>			
		<p>↑</p>		 	<p>If start needs to be delayed: Raise "AP" Flag Sound horn twice</p>
-6		<p>↓</p>			<p>When fleet is ready for race: Start timer Lower "AP" Flag Sound horn once</p>
-5		<p>↑</p>			<p>When timer displays 5 minutes: Raise "U" flag Sound horn once</p>
-4		<p>↑</p>			<p>When timer displays 4 minutes: Raise "P" flag Sound horn once</p>
-1		<p>↓</p>			<p>When timer displays 1 minute: Lower "P" flag Sound horn once</p>
0		<p>↓</p>			<p>When timer displays 0 minutes: Lower "U" flag Sound horn once</p>

# START COMPLETED

INDIVIDUAL RECALL	<p>↑</p>			<p>If 1 or 2 boats cross the line before the start signal, continue with normal start then: Raise the "I" Flag Sound Horn Once</p>
GENERAL RECALL	<p>↑</p>		 	<p>If many boats cross the line before the start signal, continue with normal start then: Raise the "First Substitute" Flag Sound Horn twice</p>

## 1.4 During the Race

During the race the duty crew should:

- Record the elapsed time for each boat as it passes an imaginary line extending from the flagstaff through the yellow buoy to the far side of the lake. There is no requirement for the competing boats to pass through the start/finish gate on each lap.
- Observe the race and determine if any competitors deviate from the required course. Competitors who do not round the buoys in the correct order should be noted and disqualified, however a competitor may exonerate themselves by reversing the incorrect section of their course and then sailing the section correctly. The duty crew is not empowered to disqualify competitors for breaching most other rules. This is because the competitor will be unaware of the protest by the duty crew and will therefore have no opportunity to exonerate themselves by performing one or two turns.
- Respond in the tender boat to any boats that have failed to right after a capsize or appear to be experiencing difficulties. Responding to a situation where a competitor is in danger takes precedence over all other duties. In some cases it may be necessary to abandon the lap recording duty to affect a rescue, but in most cases there are usually other people on the point who will take over the lap recording. See the section 2 page 9 “On Water Rescues” for further instructions on rescues.

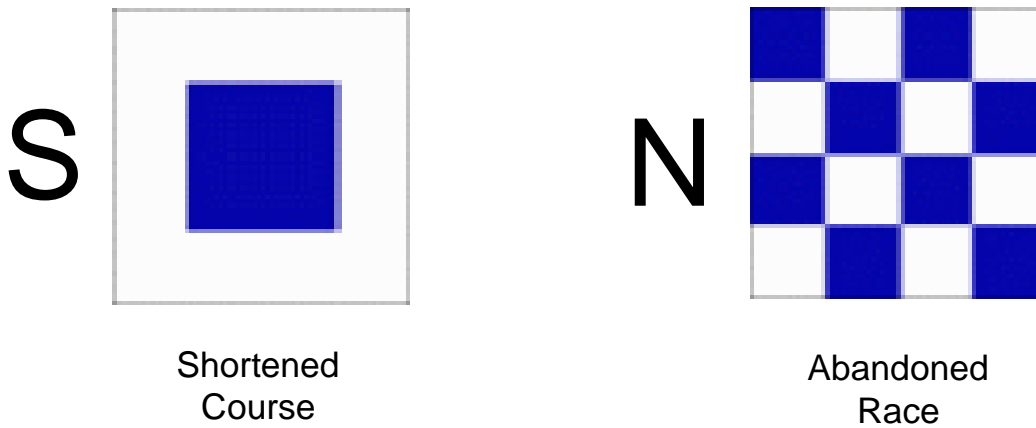
## 1.5 Race Shortening

Ideally the race should last close to 90 minutes and no less than 60 minutes. The duty crew should monitor the length of time it takes for the fastest competitor to sail each lap. They should then determine if the race needs to be shortened so that most boats in the faster category will finish within 90 minutes. Some skill is required to determine exactly when to shorten the race. It is preferred that all competitors in a class finish on the same lap but this will not be possible if there is a large spread in the speed of boats in the same class. If the race does need to be shortened then the “S” flag should be raised and the horn should be sounded in two long bursts (2-3 seconds each). The horn should be directed in a sweeping motion from one end of the lake to the other during each burst. Once the “S” flag has been raised each competitor in every class must complete the lap they are on and then pass through the finish line.

In the case of Junior sailors and sailors over the age of 80 there is a requirement to complete only one lap to be considered as having sailed a valid race. In this case if the competitor does not pass through the finish line then the lap time should be counted as their race time. Sailors in this category may elect to race further laps, in which case their race time will be determined by the number of full laps that they achieve.

## 1.6 Abandoning the Race

In extreme cases such as no boat being able to complete the first lap within 60 minutes or an unexpected severe weather change, a race may need to be abandoned. Duty crew should be aware that the decision to continue to race is at the discretion of each competitor. If some competitors wish to continue in adverse conditions then there is no reason to abandon the race, any sailors who feel that the conditions are beyond their ability should retire. The signal to abandon a race is the raising of the N Flag with three long bursts (2-3 seconds each) of the horn. The horn should be directed in a sweeping motion from one end of the lake to the other during each burst. There is no provision to lengthen a race once it has started.



## 1.7 Race finish

A boat is considered as having finished when any part of the hull touches the finish line. The elapsed time at that instant should be recorded for each boat on the prepared result sheet and the horn should be sounded in a short burst. There are two exceptions where a boat may not be considered as having finished even though it has reached the finish line. Both involve infringements that occur before the entire boat has crossed the finish line. (Under the “Racing Rules of Sailing” a boat that has not entirely cleared the finish line is considered as “finished” but “still racing” and must not infringe any rule until it has completely cleared the line, otherwise the finish is invalid)

- The first exception is where the boat contacts the finishing buoy either during or after the boat has touched the finish line but before the entire boat has fully cleared the line. In this case the offending boat must do 360deg turn (in any part of the course), cross completely back onto the course side of the line and refinish. The duty crew should record the time of the second finish as the correct race time for that competitor. The white limiting buoy does not form any part of the finishing line and boats may pass either side of or even contact the limiting buoy to finish in a valid manner.
- The second exception is where the boat breaks a rule after it has reached the finish line but before the entire boat has fully cleared the line. In this case the offending boat must do a 720deg turn (in any part of the course), cross completely back onto



the course side of the line and refinish. The duty crew should record the time of the second finish as the correct race time for that competitor.

## **1.8 After the Race**

At the conclusion of the race, the result sheet should be checked to confirm that all boats have either finished or have notified the duty crew that they have retired from the race.

The buoys should then be retrieved and the tender boat should be transported back to the boatshed, washed, the motor flushed, and the flushing muffs removed.

**NOTE!** The motor must be tilted **UP** whenever the boat is being transported on the trailer. If the motor is left down the propeller guard will hit the roadway whenever a speed hump is encountered and damage will result.

No one is permitted to ride in the tender boat whilst it is being transported by road.

The Starting horn and 2-way radios should be connected back up to their chargers in the shed.

## **2 On Water Rescues and Emergency Situations.**

A series of tests conducted by club officials in 2021 determined that it was almost impossible to right an inverted Pacer dinghy by rope towing or by any other means conducted from within the rescue boat. These tests also determined that effective righting could be reliably accomplished if the rescuer entered the water and assisted the stranded sailor to right the craft in the conventional manner. For this reason, **it is a requirement that all duty officers are appropriately clothed and prepared to get wet.**

It is recognized that if a rescuer is unaccompanied or has physical limitations they may not be able to assist in righting a stricken craft. Under these circumstances the priority is that the rescuer picks up the crew of the dinghy and transports them safely to shore.

Under most circumstances the dinghy will invert and its drift rate due to wind pressure will be slow. The duty officer should then have enough time to organize assistance from appropriate sailors to attend to righting the dinghy and sailing it back to shore. If no one is available and the dinghy is drifting into danger, there may be a requirement to shorten the race to free up appropriate sailors for this task.

The propeller on the rescue boat is fitted with a guard that partially protects against injury from propeller strikes, however serious injury is still possible, and for this reason **the motor must be STOPPED whenever a rescuer needs to enter the water or whenever anyone is in the water close to the boat.** In these circumstances the rescue boat should be positioned downwind of the person who is in or about to enter the water so that the rescue boat will not drift onto them when the motor is cut.

The Bimini (sun shade) on the rescue boat should be lowered (or removed completely) before a rescue is attempted. If not lowered, the uprights of the Bimini will seriously hamper the throwing and passage of rescue lines or the use of the rescue pole.

It is important that the hand held 2-way radios are utilized during rescues. An inability to communicate between the boat and shore can seriously hamper rescues and put both sailors and rescuers at risk.

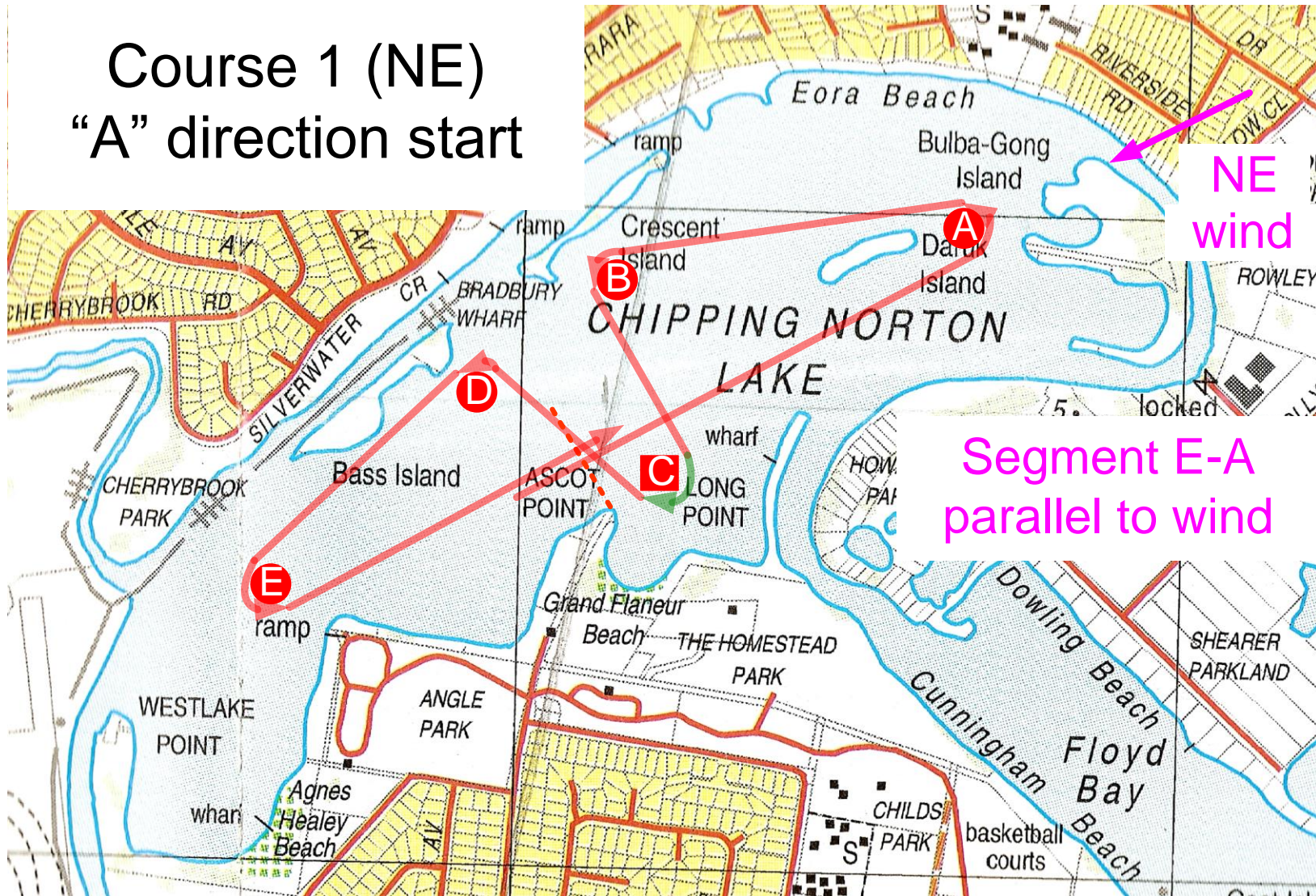
Wherever possible a mobile phone should be taken to Ascot point in the event that an Ambulance or the Police need to be called.

### ***3 Recording and Processing of Results.***

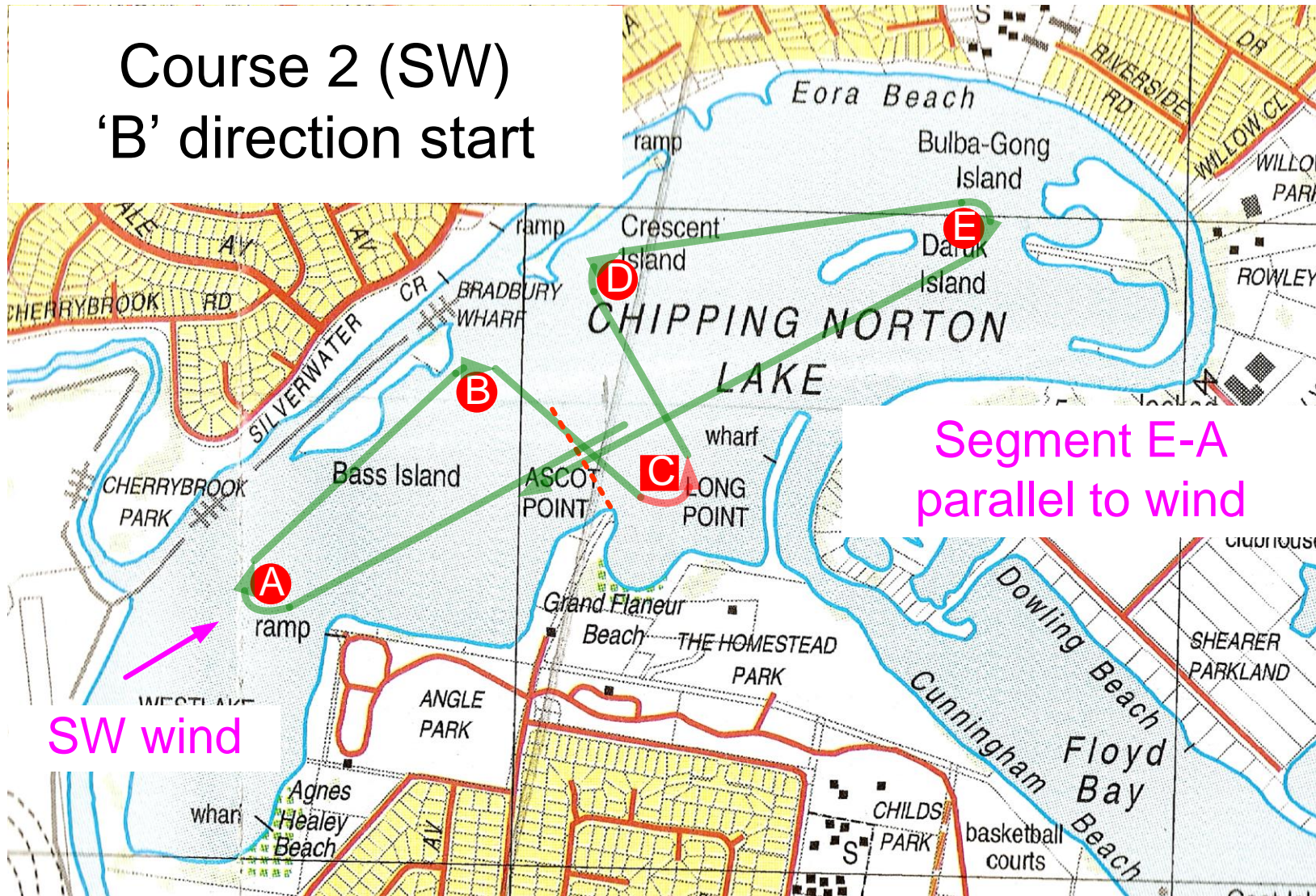
The Race Secretary (Wayne Loder) will process the race results each week. If Wayne is not in attendance make sure that David Cox is given the result sheet and he will scan and email the results to Wayne. If neither is present then someone else with a scanner etc should perform this task.



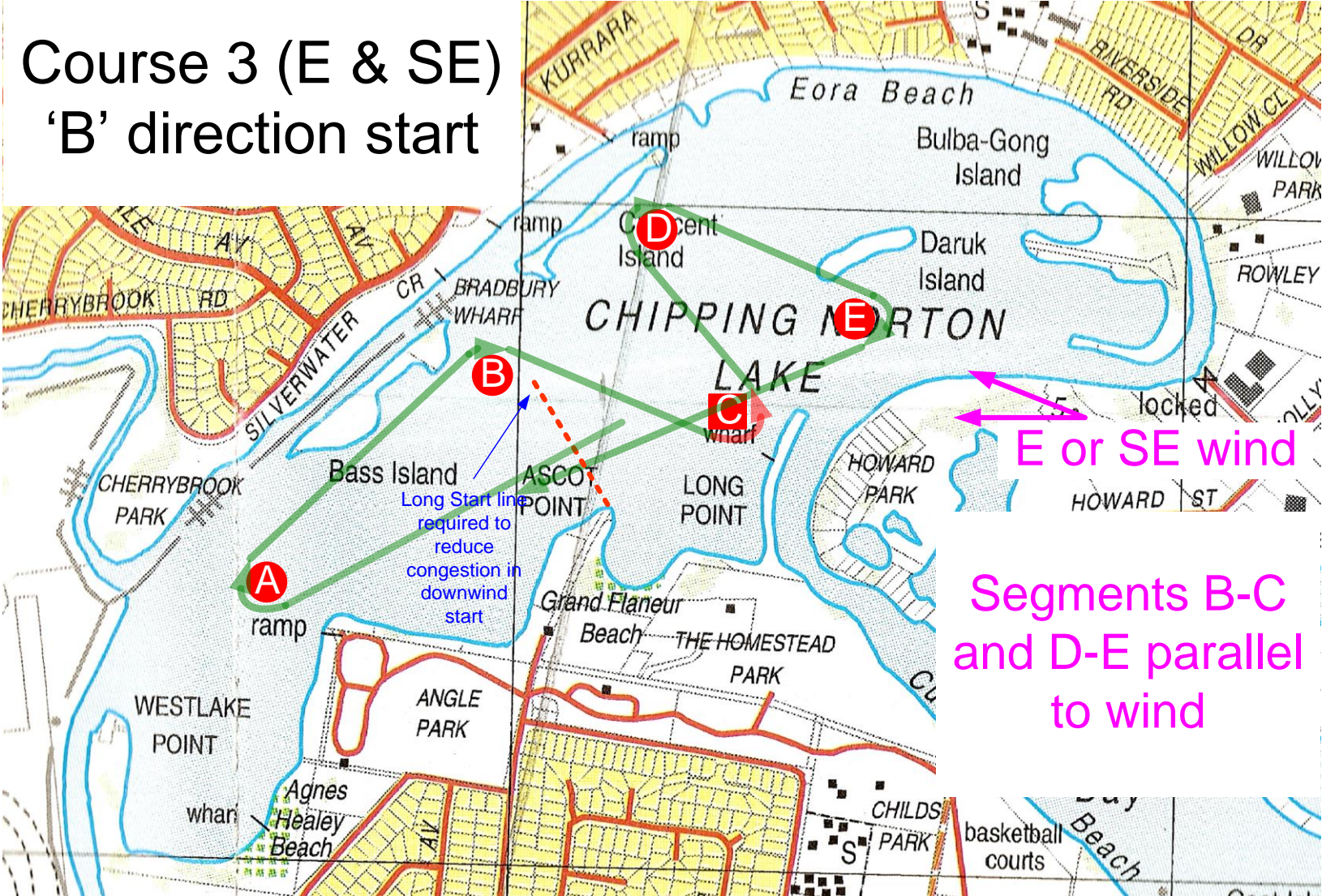
# Course 1 (NE) "A" direction start



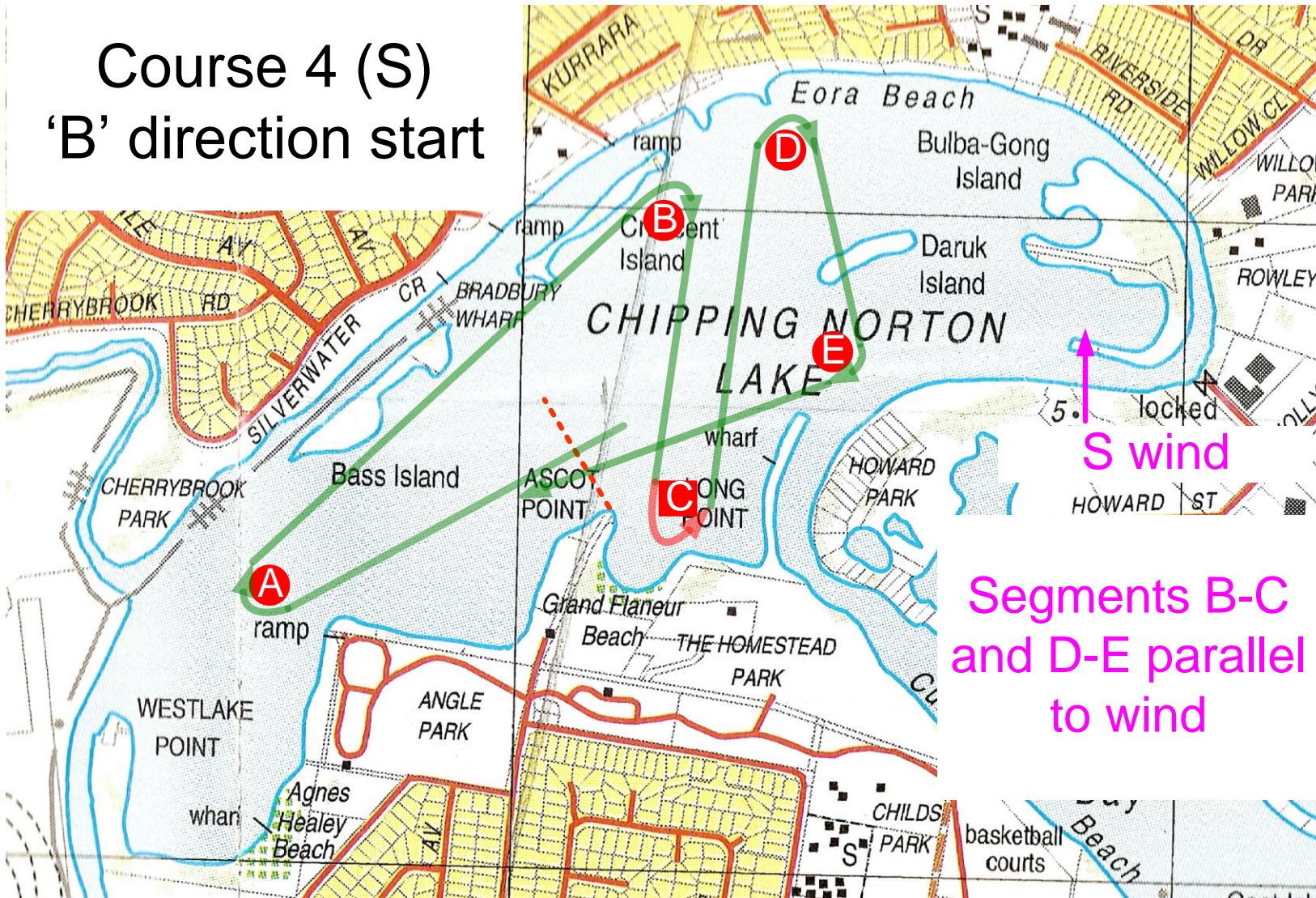
# Course 2 (SW) 'B' direction start



# Course 3 (E & SE) 'B' direction start

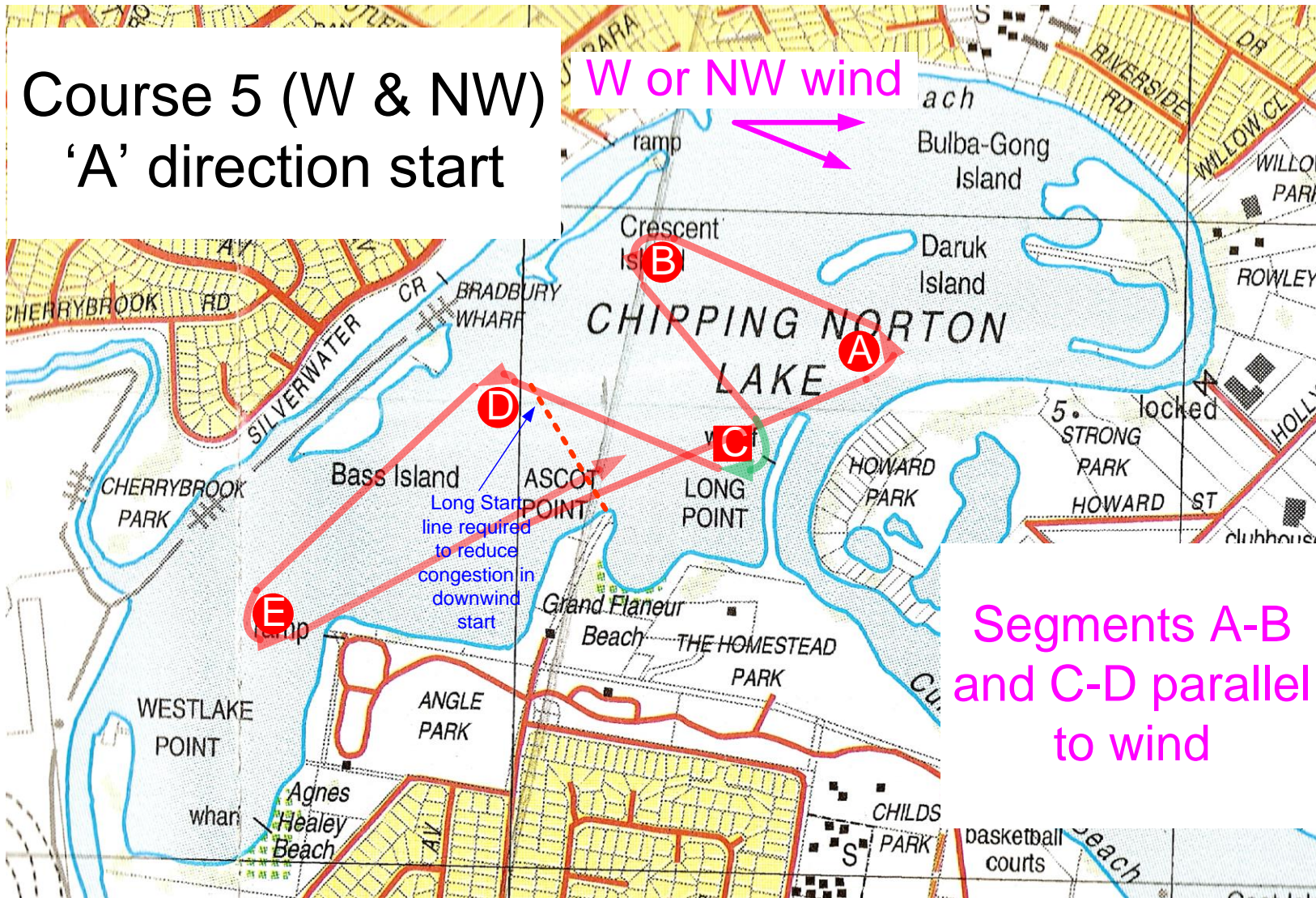


Course 4 (S)  
'B' direction start



# Course 5 (W & NW) 'A' direction start

W or NW wind



Segments A-B  
and C-D parallel  
to wind



Course 6 (N)  
'A' direction start

