



## Members' handbook

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# Greensforge Sailing Club

## Members' handbook

### Welcome

Welcome to Greensforge Sailing Club, whether as a visitor, a new or long-standing member; we hope you enjoy your time at the Club.

We aim to welcome anyone who visits the club and you are welcome to join us for a cup of tea and a chat or for a sail or just to wander round and find out what's going on.

### Introduction

The purpose of this handbook is to help new and prospective members quickly find out what they want to know about the Club. It aims to demystify some of the goings on that can often take months to figure out without guidance. The handbook doesn't pretend to be exhaustive but it does cover most aspects of the Club and how it works.

If you would like to find out more, please just ask a committee member who should be able to point you in the right direction.

The handbook is split into two sections; **Section One** explains how Greensforge Sailing Club is structured and works, **Section Two** goes into some detail about sailing and racing.

### Section One

#### Mission Statement

To offer an affordable and active family sailing club with a relaxed, friendly and welcoming atmosphere and encourage competitive but friendly racing

#### Membership

There are 5 types of member. A full family member, a junior member a restricted or group member, a social member and an honorary life member. The three main types are described below.

- ⑤ Full Membership entitles the member, member's spouse, and any of their children under 18 years of age to enjoy the facilities of the Club, and to helm or crew in Club races.

- ⑤ Junior Membership entitles the member to enjoy facilities of the Club and to helm or crew in Club races. Junior members shall not be more than 18 years of age on 1st March following date of application and shall provide written permission of parent or guardian to join the Club. Junior membership will cease on 1st March following 18th birthday.
- ⑤ Social Members are non sailing members who has the benefit of the use of Club facilities including the ability to attend any function.

A full description of each type of membership is given in the Club Rules. The Rules are posted on the noticeboard in the clubhouse and can be viewed in the members' area of the Club's website at [www.greensforge.org](http://www.greensforge.org).

Guests - Guests of any member may crew, but not helm, in Club races, but not more than 5 times in any calendar year. Guests of any member may, with the permission of the Commodore, sail their own boat on Club water occasionally and on the production of a certificate of insurance in accordance with the Club rules.

All visitors to the Club must sign the visitors book.

### **Subscriptions**

The current fees are shown in appendix 1. If you join part way through a year the fees are adjusted by one-tenth for each complete month after 1<sup>st</sup> March. The membership year runs from 1st March. Renewal forms are generally handed out at the AGM which is normally towards the end of February. If you can't attend the AGM the renewal notice will be posted to you.

Generally the Club apply a discount for fees paid promptly by 1<sup>st</sup> April.

You are not entitled to sail unless you have a current membership or obtain special permission from the committee.

A joining fee is payable by all full & restricted members on first becoming members. There is no joining fee for juniors, juniors transferring to full members or social members.

In addition to membership fees there are boat fees: these are payable by members who sail their own boat. If a member has more than one boat a reduced fee is payable on the second and third and so on. This is known as a quarter boat fee. There is also a fee for keeping a boat in the dinghy park.

### **Sailing times**

Under the terms of the licence Greensforge has from British Waterways to use the water we are only allowed to sail on Saturdays and Sundays.

The Club is currently experimenting with Wednesday evening sailing between the time the clocks go forward in March and when the clocks go back in October. This experiment is taking place following negotiations with the fishermen whereby we have agreed to sacrifice Saturday sailing on the first Saturday of each month during the summer.

Sailing takes place between the first of March and Boxing Day. January and February are considered too cold for sensible people to sail.

On Sundays racing takes place at the following times;

<b>Winter series</b>	<b>Summer series</b>
(end of October to end of March)	(end of March to end of October)
11:30am	11:00am
1:00pm	12:30pm
2:30pm	2:00pm
	3:30pm

Members can sail on Saturdays if they so wish but there is generally no safety boat cover available unless there is an organised event. If you do sail without safety boat cover you must recognise your limitations and sail within your own ability and that of your crew and take into account the prevailing weather conditions.

In 2013 the Club intends to become an RYA Training Centre which will enable the Club to provide new and existing members with formal dinghy training to established standards that are recognised worldwide - see section on Learning to Sail.

### **Race Series**

We hold different race series depending upon the time of year;

<u>Winter series</u>	<u>Summer series</u>
(end of October to end of March)	(end of March to end of October)
Frostbite Early Bird	Summer Early Bird
Winter Points - race 1	Pursuit
Winter Points - race 2	Summer Points - race 1
	Summer Points - race 2

Additional 'small series' are also held;

**Wallace Cup** days (bank holiday Sundays) will consist of 3 races commencing at 12.30pm, and will be run as a series.

The **Junior Cup** will be run in conjunction with the Summer Series points races from March to October.

**Class trophies** will be awarded when 3 or more boats of a particular class qualify with at least 30 starts throughout the season.

**Navy's Breakfast** Traditionally this is held when the clocks go back in the autumn and consists of three races commencing at 12.30pm

On **Boxing Day**, The Des Wood Trophy, will consist of one race commencing at 11.30am.

Appendix 2 shows what trophies are awarded for each race series

## Types of Race

We hold two types of races, Pursuit Races and Handicap Races.

In all races except for the Pursuit the boats start off at the same time. In the Pursuit race the slowest boat start off first followed by the next slowest until finally the fastest boat starts. The idea is that after a fixed time the finishing bell sounds and the boat furthest ahead wins the race. In theory if the handicaps on which the starting times are based (see below) are correct and the boats and helms are of equal quality all the boats should have closed up together by the time the race finishes and it is a dead heat. In practice this never happens.

Non pursuit races are held over a set number of laps rather than a set time as in the Pursuit. In order that slower boats can have a fair race against fast boats the race is held under a handicap. Its like having Ferraris and Reliant Robins in the same race but the Ferraris finishing time is adjusted upwards and the Reliant's finishing time adjusted downwards to see who wins. The amount of the adjustment is calculated by reference to the particular boat's handicap.

## Handicaps

Handicaps have been established over time based upon the racing results of each class of racing dinghy at sailing clubs all round the country both inshore and offshore. Each club submits its results annually to the RYA who analyse them and eventually draw up a table of handicap numbers by type of boat, number of crew sailing and boat configuration, e.g. is it sailing with one or two sails. These can change from year to year depending on technical improvements made to a boat (and other factors). The handicaps are called PY numbers. PY stands for 'Portsmouth Yardstick'. This is a highly technical area which you can find a lot more about by visiting the RYA website - recommended if you have trouble sleeping.

Greensforge reviews the published RYA numbers every year at its AGM and decides whether or not to change any of the ones we use for the boats sailed at the club and after much debate we issue our own PY numbers to be used for the following year (see appendix 3).

Fast boats have lower numbers, e.g. a Laser is currently 1082 and a slower boat has a higher number, e.g. a GP14 is 1127.

After each race the OOD records the exact time it takes for each boat to complete the set number of laps. She then adjusts each boat's time by a special formula (see OOD section) to get an adjusted time. The boat with the lowest adjusted time wins. In this way the Reliant Robin can often beat the Ferrari as the adjustment removes the influence of the performance of the boat to reveal the skill of the sailor.

## Race Results

The OOD records the results of the races. The Clubs Rear Commodore will compile all the results by series in order to find the series winners. In order to qualify for a series a helm must sail at least 50% of the number of races sailed in that series.

Results are compiled by competitor not by boat, this is to avoid a competitor picking and choosing his boat according to the sailing conditions. Each competitor should nominate which boat he or she is going to use to

compete in a series. This doesn't stop them from sailing another boat but it won't count towards a series result.

Points are awarded according to the helms finishing place in the race, with 0.75 being awarded to the winner, 2 points for second, three for third, four for fourth etc. A person who starts a race but retires is awarded points according to the number of boats which started the race +1. E.g. if there were 7 starters anybody who retires will be awarded 8 points.

The person with the LOWEST number of points at the end of the series, assuming they've met the 50% qualifying criteria, will be the series winner and be awarded a trophy at the Clubs annual Presentation evening (see below).

Results are published on the website weekly and also appear in the Stafford Post.

## **Courses**

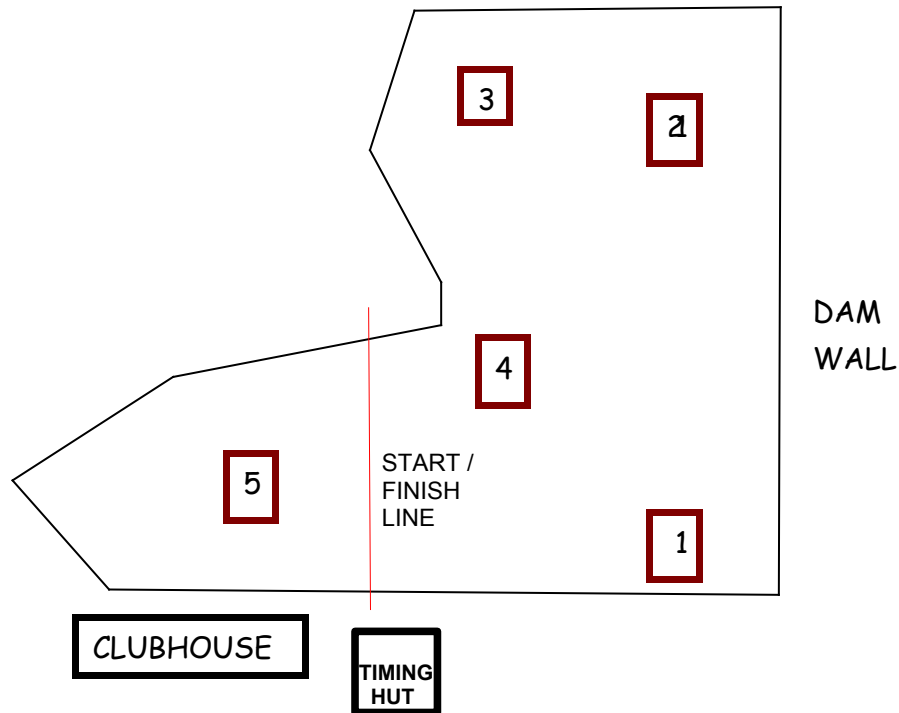
The OOD will set the racing course using their experience and knowledge of the water. The course may be changed for each race. The OOD needs to decide where the race will start and finish. The start is always to windward, i.e. the boats set off into the wind. The start line is generally between the flagpole on the starting hut and the white triangle on the opposite bank. Sometimes if the conditions dictate the start will be moved to another position on the lake using a marker buoy to indicate the start line. This is known as a transit start. The OOD will explain how it works during the pre-race briefing. Starts are always made with the boats heading off into the wind.

The course is marked by buoys. There are five which are numbered unsurprisingly 1 to 5. Number 1 is in the corner where the dam wall joins the bank that runs in front of the clubhouse. Number 2 is in the corner by the white house. Number 3 in the far corner behind the trees, number 4 near the 'point' and number 5 in front of the clubhouse.

The markers are numbered in an anti-clockwise manner.







The OOD will mark the course on the course board, which is displayed on the balcony of the timing hut, and also indicate the order to take the buoys by displaying the relevant numbers on the board. The direction in which the course should be sailed is indicated by showing whether the buoys should be taken to port or starboard. On the course board the buoy numbers are shown on a red background if the buoy is to be passed to port, i.e. the buoy is on the port side of your boat as you round it, and with a green background if it is to be passed to starboard.

You will either need to memorise or preferably write down the course before you start the race.

### Learning to sail

In 2013 the Club intends to become an RYA Training Centre. This will enable the Club to provide training up to RYA Level 2 to both new and existing members. Initially the training will be aimed at adults but as we become more established as a training centre we will provide training for juniors too.

The following notes were written before official RYA training was being offered by the club...

You do not need formal sailing qualifications to sail, indeed the best sailors at the club don't have any sailing qualifications. Learning to sail is like learning to ride a bike, you just need to get out there and try it but it does help if you can get some guidance from a more experienced member. After a few hours you should be competent enough to rig your boat, launch it, set off from the bank, sail a course, bring the boat back to the shore, retrieve the boat, de-rig it and put it away.

Having said that it takes many years of practice to become a decent racer (and some of us never make it, though it's fun trying).

So much of sailing is dictated by the wind conditions. When it's a bit blowy it can make life difficult for a novice but you'll soon learn the techniques to cope and within no time you'll be wishing for more wind!. On the other hand if the wind is very light you are less likely to capsize but it can make it very tricky to learn to sail as you don't know where the wind is supposed to be coming from and you end up drifting all over the place. Sailing well in a light wind takes more skill than sailing in a strong wind.

At some point you're going to have to learn to capsize. You can either do this deliberately on a nice sunny day with the rescue boat standing by to render assistance or wait until you lose control and get blown over.

Righting a capsized boat is generally straightforward if you know what to do (read any basic sailing manual for instructions) and once you've done it once you won't be so afraid of doing it again. Sometimes however you will not be able to right your boat, e.g. if the mast gets stuck in the mud at the bottom of the lake, in which case signal to the rescue boat for help. NEVER leave a capsized boat and attempt to swim for shore. The worst thing about capsizing is usually the embarrassment.

The club endeavour to help new members to learn how to sail. We organise a number of informal training courses and practices on Saturdays throughout the warmer months of the year. To find out about these events look on the website, read the committee meeting minutes or ask a member of the committee (see below)

If you don't feel confident enough to sail please ask for help. You could always go out in a two handed boat with a more experienced sailor until you feel happy enough to go it alone.

If you want more formal training there are many sailing clubs who offer official RYA (Royal Yachting Association) courses that aren't too expensive. They generally take place over two or three weekends. There are various levels but if you've done level 1 and 2 you will have learned enough to get going. However the key is to practice what you've learnt and get out on the water.

You don't need your own boat to learn to sail. You could either sail with somebody else or use a club boat - see section below.

## Clothing

Having the right kit is important. You can get by wearing old non sailing clothes but if you get cold and wet it's not much fun and it can potentially be dangerous if you're not properly dressed. If nothing else you will have to come in early if you're cold.

The only **essential** bit of clothing is a **buoyancy aid**. You must wear these at all times when out on the water and also when launching and retrieving your boat. The club have buoyancy aids in different sizes that you can borrow but its best to buy your own as it will be a better fit. Buy a dinghy buoyancy aid, they are smaller than other types and don't restrict your movement whilst in the boat. Cost is £30+ and they are sized according to the weight of the wearer.

Its difficult to advice on what to clothing to buy as a beginner but a pair of sailing gloves are pretty much essential to protect the hands from rope burn. Always wear something substantial on your feet, old trainers are ideal as they'll almost definitely get wet.

The type of boat you'll be sailing to some extent dictates the kit you'll need. Some boats are wetter than others! A wetsuit is a good buy, they're not too expensive and they'll keep you nice and warm even if you fall in. Wetsuit boots are fairly cheap and versatile.

If you don't want to shell out too much you can make do with waterproof trousers and top though these won't keep you dry in a capsize.

A dry-suit gives ultimate protection as you don't get wet at all but they are expensive, £200 upwards and you will get hot wearing one in all but cold weather.

## **Club boats**

The club owns a number of boats that can be used by members. A small fee is charged which goes towards the upkeep of the boat. Fees are payable to the OOD.

If you want to use a club boat please ask the OOD first. The user is responsible for getting the boat out AND putting it away. Any damage should be reported to the OOD.

List of club boats:

One **Topper** - Single sail. Ideal starter boat for a youngster. Kept suspended from the roof of the garage.

Three **Topaz's** - One or two sails. Can either have training sails (white) or racing sails (purple) can be sailed one or two handed. Stable and quite fast with the race sails on, tends to be a fairly wet boat to sail in and uncomfortable on the knees but great for learning in. Kept suspended in the container - please ask for help when using for the first time.

One **Laser** - single handed, single sail, very fast racing boat for the more experienced sailor. Kept in the container.

One **Enterprise** - two sails, two handed, fast, roomy racing boat. Kept in the dinghy park.

Two **GP14's** - similar to the enterprise but slightly more stable and just a little slower. Comfortable dry boat, good to learn in and competitive if raced. Kept in the dinghy park.

## **Other Club assets**

In addition to the boats the Club owns the clubhouse, timing hut, container and everything held therein. The water and land is owned by British Waterways and the club has been granted permission to use it under a licence from BW for which a rent is paid, see below.

Much of the committees time is spent planning & scheming to look after these assets, especially the clubhouse which is in urgent need of updating.

## **Dinghy park**

As well as the club boats members can keep their own boats in the dinghy park. All boats are allocated a space by the Bosun and should not be put in the park without first obtaining permission. There is a charge for keeping a boat on the park - see appendix 1 on fees. All boats should be secured with a padlock to the fence or a ground stake and additionally should be roped down so that they do not blow over in a storm causing damage to the boat and its neighbours.

Boats are stored on their launching trolleys. Road trailers may be kept on the dinghy park but they should be immobilised by locking them up and having their wheels removed in order to prevent theft and being used to remove other boats.

## **Annual Events**

**Open day** - traditionally held on the first Saturday of June. This is our main opportunity to recruit new members. We advertise the day in the local press and around our community, in libraries, clubs, friends and family and invite anybody who may be interested to come and view the club and have a sail. We have up to 80 visitors and hope to get half a dozen new members.

**Regatta** - held on the first Saturday in September after the schools go back. It is only open to Club Members and is aimed at the younger element (under 80). We have a number of sailing based games where the competitors get good and wet and have a laugh.

**Boxing Day** is an excuse to wear your Christmas jumpers and hats, have a sail (if the waters not frozen) followed by a drink and mince pies

**Presentation Evening** is held at a local restaurant usually in the spring. We have a good meal and a chat followed by the award of trophies to those who have done well in the various race series.

**Social events** are arranged on an ad hoc basis. In the past we've had skittles evenings and folk concerts either in the clubhouse or at a village hall.

**Open events** - for many years we have hosted a round of the Streaker Open (Streaker is a class of boat) where Streaker owners from all round the country descend on the club to hold a series of races.

**Away days** - various trips are arranged to other clubs. Regular visits are made to Saundersfoot and Bala to take place in their open events. This is a good way of gaining experience sailing on big lakes and the sea in a safe and structured manner.

**Rules evenings** - used to teach members the racing rules.

## **Club structure and profile**

The club is a non profit making organisation run by it's members for the benefit of its members. We currently have about 50 members plus four affiliated scout / cadet groups whose members can use the clubs' facilities as part of their groups activities. Individual scout / cadet members can migrate to become club members without paying a joining fee if they want to sail independently.

## **Club Rules**

The running of the club is governed by the Club Rules a copy of which is posted on the notice board and can be viewed in the Members' Area of the Club's website at [www.greensforge.org](http://www.greensforge.org).

The main areas covered in the rules are;

Objects of the Club, membership, subscriptions, trustees, committee, general meetings, voting, president, classes of boats, OOD and safety officers, accounts, dogs, sailing rules, boat security and abandoned boats.

It is actually worth reading the rules to get an idea of the club set up.

## The Committee

The club is run by a committee which is elected each year at the AGM. The committee consists of:

**Club President** the 'wise old owl' providing advice and support to the Commodore and Committee. Serves a three year term.

**Commodore** A commodore is like the chairman of the company, representing the club, coordinating plans and activities, chairing meetings and, keeping the peace (and occasional sailing)

**Vice Commodore** Supports the Commodore and has the onerous job of compiling and issuing the officer of the day and safety boat duty rotas.

**Rear Commodore** is responsible for the Club's racing activities. He coordinates racing rule and handicap changes, compiles results and organises the annual prize giving.

The above three are known as **Flag Officers**

**Secretary** handles correspondence in and out and ~~makes up~~ writes and circulates minutes from committee meetings.

**The Bosun** is responsible for looking after the assets of the Club which include the clubhouse, the grounds, the dinghy park and the club boats.

The Bosun needs lots of help and organises several working parties of club members throughout the year to get specific jobs done.

**Membership Secretary** Looks after new memberships, annual membership renewals and subscriptions. Maintains member database and circulation lists.

**Treasurer** looks after all the accounting functions, makes sure the bills are paid, maintains the bank accounts and produces annual budgets and income and expenditure accounts.

**Safety Boat Coordinator** is responsible for the upkeep of the safety boat, training of the safety boat drivers and ensuring that the boat is operated correctly.

In addition to the above officers there are a number of committee members. Please see appendix xxx for a list of the current post holders.

Various specialised roles are adopted by committee members e.g. Child protection Officer, Youth Section Co-ordinator, quartermaster responsible for buying supplies for the clubhouse such as snacks and drinks, Scout / Cadets co ordinators.

We are always looking for new blood on the committee so if you would like to contribute to the running of the club please have a word with any committee member.

## Committee Meetings

Committee Meetings are held on the first Thursday of each month at 8pm. Any member is entitled to attend the meetings if they so wish - just have a word with the Commodore or Secretary first.

If you have any issues you would like to be discussed at committee please have a word with a committee member or put a note in the suggestion box which is located in the clubhouse.

An agenda is issued to all committee members before the meeting and minutes are circulated afterwards to all members, usually by email. If as a member you don't receive minutes please contact the Secretary.

### **Annual General Meeting**

The AGM is generally held on the last Sunday preceding the start of the racing season. Notice of the meeting and an agenda is sent to all members at least 14 days before the meeting. The main business is to review the previous year, outline plans for the next year, approve budgets, membership subscriptions and boat PY numbers for the new season. The old committee resigns and new committee members are proposed and voted upon.

Extraordinary General Meetings are held as and when required e.g. to agree changes in the club rules.

### **Officer Of the Day**

An OOD is appointed to manage each Sunday's racing activities. The OOD is an ordinary club member and their duty is organised by way of a rota which is issued periodically throughout the season. It is the Vice Commodore's job to produce the OOD & Rescue Boat rota. The rota is published on the club's website and is posted on the noticeboard in the clubhouse.

If a nominated OOD (or rescue boat driver) cannot for some reason perform their allocated duty it is up to them to find suitable cover, e.g. by arranging a swap and then to inform the Vice Commodore about the change.

New members (over sixteen years old) are expected to help out with OOD duties although generally in their first few months of membership they will be excused. They will not however be thrown in at the deep end but rather they will act as Trainee OODs by sharing a duty with an experienced hand at least once.

There are written OOD procedures - see appendix 4, which explain how races are run. These should be read and understood by anybody wishing to sail on a race day.

The OOD is in complete charge of race day activities and has the authority to abandon sailing if he / she believes conditions render it unsafe to carry on. Similarly they can bar a sailor from the water if they believe they are a danger to themselves or others or think they may interfere with racing activities.

The OOD is also responsible for the use of club boats and collecting the hire fees accordingly.

As well as managing the racing the OOD has to amongst other jobs, unlock the clubhouse, prepare and man the galley, clean up and lock up at the end of the day. As you can imagine this is quite hard work so any help that can be given and a 'thank you' at the end of the day is always appreciated.

All this sounds like a tough job but once you've done it a couple of times it becomes good fun. Both the OOD and the rescue boat driver are awarded 3 points for each duty they perform.

Depending upon the number of members available you can expect to do OOD duty 4 or 5 times a season.

### **Rescue boat**

The rescue boat will be employed on all race days but will not normally be present on Saturday. Again it is the Vice Commodore's job to produce the OOD & Rescue Boat rota.

Management of the boat and the drivers is the responsibility of the Safety Boat Coordinator (see above). All drivers have had formal rescue boat and first aid training.

On race days the driver is responsible for getting the rescue boat (ours is a 16ft dory) out of the garage, the engine (a 20hp Honda two stroke) and the fuel from the strongroom in the clubhouse, mounting the engine on the boat and launching it. Most of these tasks are a two man job so please lend a hand if possible.

The driver is on duty all day and will be keeping an eye on proceedings out on the water, either from in the boat or onshore the whole time.

Please bear in mind that the driver will need a break from time to time so please check with them before going out on the water between races.

Obviously the driver's main task is to make sure people are safe on the water and so like the OOD they have the authority to abandon sailing if he / she believes conditions render it unsafe to carry on and they can bar a sailor from the water if they believe they are a danger to themselves or others.

If conditions are at all hazardous or if they otherwise deem it necessary the rescue boat officer can co-opt any other club suitable member to help out in the boat with rescue duties.

In practice the rescue boat will render aid whenever possible. In particularly windy conditions he will have to prioritise where help is given and maybe have to leave a capsized boat and crew to give assistance to somebody else in more urgent need of help.

Generally the safety boat will just standby a capsized boat and wait until the crew ask for help (unless it's obvious they are in trouble) as if they do help the boat will be disqualified from the race. If the crew so request the rescue boat can help to right a capsized craft or maybe tow it back to shore if the crew don't want to carry on sailing and instead climb into the rescue boat.

One of the jobs that the rescue boat regularly helps with is righting a boat that has got its mast stuck in the mud at the bottom of the lake. It is very difficult to do this without assistance.

Personal safety is the rescue boat driver's prime task and so the driver's instructions must be obeyed at all times. E.g. if the driver tells you to abandon your capsized boat and climb into the rescue boat you must do so immediately. Your boat can be picked up later and in the meantime the rescue boat can go off and help another crew in distress.

If you fancy being a rescue boat driver please have a word with the Rescue Boat Coordinator who will consider your suitability for the job and make the necessary arrangements for training.

## **Licence**

The other document that governs how the club is run is the licence with British Waterways. A new licence was signed in June 2009 and it will run for thirty years. The previous thirty year licence expired in 2007.

The licence gives the club permission to use the land round the lake for its sailing activities and to sail but only on Saturdays and Sundays. The club have to pay rent to BW and the rent is subject to review every 5 years. The club is obliged to do various things under the licence, like keeping the site tidy, not upsetting the fishermen, maintaining the fence, not polluting the water or damaging the banks etc. The licence gives us permission to have up to thirty sailing dinghies or manually propelled boats plus two powered rescue / committee boats.

## **Insurance**

The club maintains public liability, buildings, fixtures & fittings, boat and fire & theft insurance.

Additionally every member who owns a boat MUST have it individually insured against third party risks to the extent of £1,000,000 or as specified by Class Rules, whichever is the higher and a certificate of insurance shall be produced at the beginning of each year and at any subsequent renewal and to the satisfaction of the Committee.

## **History of the Club**

1958 Greensforge Cruising and yachting Club founded in a pub called "The Navigation" (hence the flag) alongside the canal at Greensforge near Kingswinford.

Soon after the club moved to a more sailable water at Middle Pool at Pensnett near Dudley.

In 1973/4 Middle Pool was becoming smaller and blanketed due to slag heaps from steelworks so the club searched for another water, and Calf Heath became available when it was vacated by South Staffs Sailing Club who moved over to the lake just the other side of the M6 / A5 junction. Most membership travelled to Calf Heath with the club which by then was a thriving and well respected family club.

New members were then attracted to the club from more northerly parts of Staffordshire. For a long time the club operated in conjunction with Wolverhampton Schools Education authority who used the club's changing facilities for school parties etc. Similarly Stafford sea scouts and Staffs county scouts were long time members of the club.

Relationships were resumed with the scouts more recently when Wolverhampton, Wheaton Aston and Blackfords sea scouts became affiliated members of the club introducing many youngsters to the joys of sailing.

Many previous and present members have progressed to national and international competition in dinghies of all types, Cruising and Yacht racing in all parts of the world, and in some cases around it.

## **Club development**

Over the past few years the Club has bought several new club boats, has rebuilt the timing hut, erected new perimeter fencing along the back of the clubhouse and dinghy park, acquired and fitted out a container for storing club boats and fitted new security shutters in addition to repairing and maintaining other club assets.

However for some time the 'tired' state of the clubhouse and in particular the changing rooms has engaged the committee. We have sought grant funding but largely now abandoned this idea as there are too many



loops to jump through and the process seems extremely long winded. We are now looking at doing as much of the refurbishment as possible ourselves by arranging a series of working parties, using the undoubted skills of our members, over the winter closed season.

In terms of membership the numbers have increased slowly over the past four or five years but we are a very small club and rely heavily on committed members to get things done so we are always looking for ways of increasing membership

The Open Day always brings in a few new members, word of mouth a few more then others appear like magic out of the ether!

In recent years we have adopted the strategy of affiliating with local scout, sea scout and cadet groups in order to attract youngsters to sailing and then hopefully they go on to join the club in their own right if they get hooked. This has worked to some extent but the outcome from the clubs point of view is a bit hit and miss. Certainly the groups themselves have enjoyed access to the water and club boats whenever they want it and we have seen a few hard core youngsters go on to progress to be worryingly good sailors, we could just do with a few more.

### **Financial information**

The club produces an annual budget which is ratified at the AGM and annual accounts which are made up to December each year. The accounts are audited by an independent auditor and circulated and approved at the AGM.

The financial statements are drawn up by the Club's Treasurer who also makes regular reports to monthly committee meetings.

The vast majority of income comes from members subscriptions and we operate at very close to break even every year. We have a relatively healthy, but diminishing, bank balance which was generated many years ago back in a time when club membership numbers were far greater than they are nowadays.

It is currently the intention of the committee to invest some of these funds into the development of the club.

### **Fishermen**

As stated above we share use of the water with fishermen by dint of our, and their, licence with British Waterways. We are obliged not to 'interfere' with their use of the water.

It is in the Clubs' best interests to be on good terms with the fishing club (Blackfords Progressive Angling Society) as with their, and British Waterways, agreement we can sail on occasional weekdays.

In practise this is generally not a problem if both parties are sensible, i.e. if we don't sail too close to where they are fishing and they don't cast out into the path of where we are sailing. Not everyone is sensible however and incidents and accidents do occur! The best policy is to try your best to avoid where they are fishing and to apologise you are at fault in a incident. If there is more serious trouble make a note of exactly what has taken place and report it as soon as possible by email to the Commodore.

### **Fire safety**

The Club's Fire Safety Policy is posted in the Clubhouse.

## Child protection

The Club's Child protection Policy is posted in the Clubhouse .

## Section Two

## Sailing

### Taking part

In order to avoid accidents on the water and to ensure that racing takes place fairly there are a number of rules and conventions that should be followed.

The club is essentially a dinghy racing club although we like to see any sort of sailing taking place. In order that the racing isn't disrupted by people just 'messaging about in their boats' the Club insists that anybody sailing during racing times follows the racing course and abides by the Racing Rules - see below.

If you are not racing but do want to sail during a race, e.g. to practice following a course or to get more experience out on the water you first need to ask the Officer Of the Day (OOD) for permission. This will generally readily be given as the Club likes to encourage newcomers to racing. The only things the non racer has to do is to follow the course, obey the racing rules and try and keep out of the way of racing boats.

The Officer of the Day has the right to exclude anybody from the water if they don't think they are capable of sailing without disrupting a race or if they think they may be of danger to themselves or others.

### Pre-Race Briefing

The OOD is in charge of the days racing, what he or she says goes! Prior to each race the OOD will hold a race briefing; it will take place from the balcony of the Timing Hut;

This is what the OOD will go through in the briefing;

**Ten minutes** before the scheduled start time of each race sound the warning klaxon to gather all sailors together in order to give a briefing from the balcony of the timing hut as follows:

- a) Show **the course**, start and finish lines and state the type of race (pursuit or handicap, as indicated on the race sheets) and when it is due to start. Repeat this before each race, particularly if you have changed the course
- b) Ask helms to declare on the **signing off sheet**
- c) For handicap races state the **number of laps**
- d) Explain the procedure for **shortening the course** in case severe adverse weather or if the race is running on too long (see section on Race Duration and Shortening Course and Abandoning the Race)
- e) For pursuit races state the **duration of the race** and explain the starting order and starting times (see page on pursuit race)

- f) Check to see if there are any **non-racers** who would like to go out on the water during a race. Ensure everyone knows who they are and instruct them that they **MUST follow the course** round and should avoid obstructing racing boats. (If they are not capable of following the course they should not be out on the water during a race)
- g) Double check that every person intending to go out on the water is wearing a **buoyancy aid** - this is compulsory
- h) Warn of **hazards**, e.g. fishermen, blue green algae, shallow water etc.
- i) This is a good time to make a note of anybody using **Club boats** and remind them to **pay the OOD** for their use (£2 per race, £5 for the day).

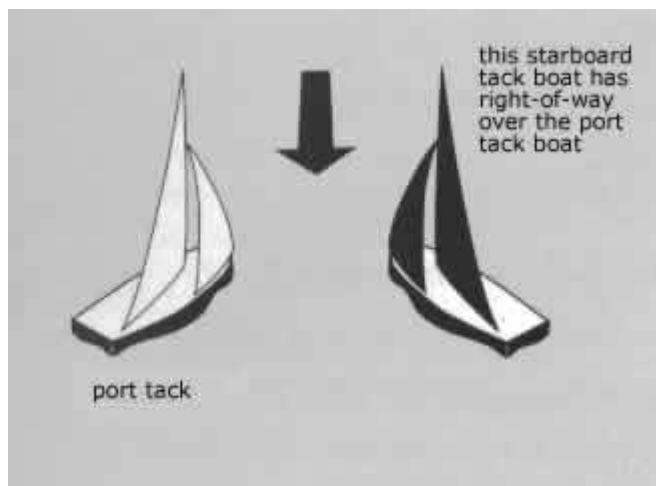
Then the race will start: please see the section under OOD Manual for instructions on how the race is conducted.

### Racing Rules

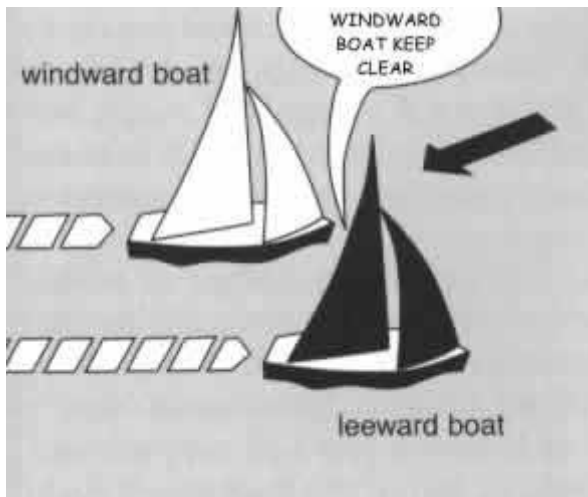
The sailing rules are designed to prevent collisions and to promote fair sailing. When boats collide or when a right-of-way boat is forced to steer clear to avoid contact, the boat in the wrong should be penalised. The voluntary penalty is the '720' (two full turns of the boat). If a helmsman in the wrong does not take the voluntary penalty soon after the incident, another competitor or the race organisers may lodge a protest. In the protest meeting the boat in the wrong is disqualified. The basic right-of-way code is quite simple, but it is important to know that the rights and obligation of boats in open water are often different from those at marks of the course or obstructions.

#### Basic right-of-way in open water

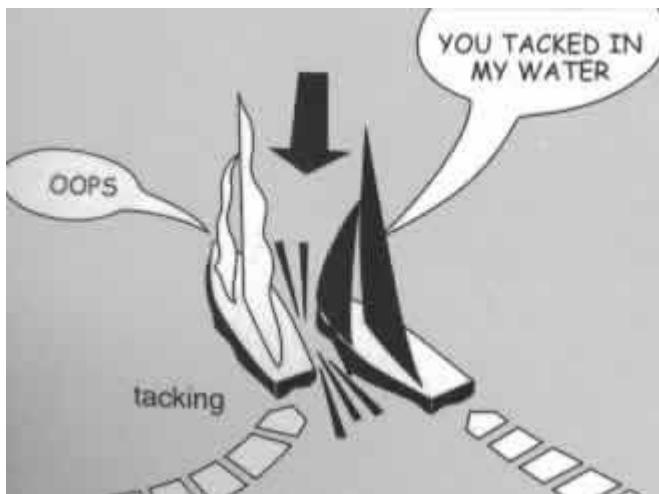
When neither boat is about to pass a mark or an obstruction



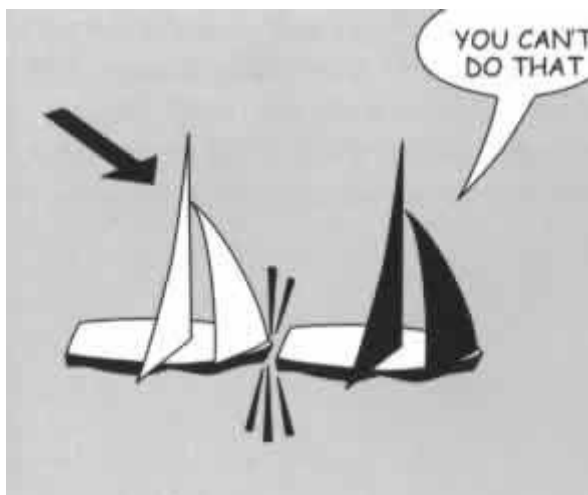
1. A boat on port tack must keep clear of a boat on starboard tack (rule 10).



2. A windward boat must keep clear of a leeward boat (rule 11).



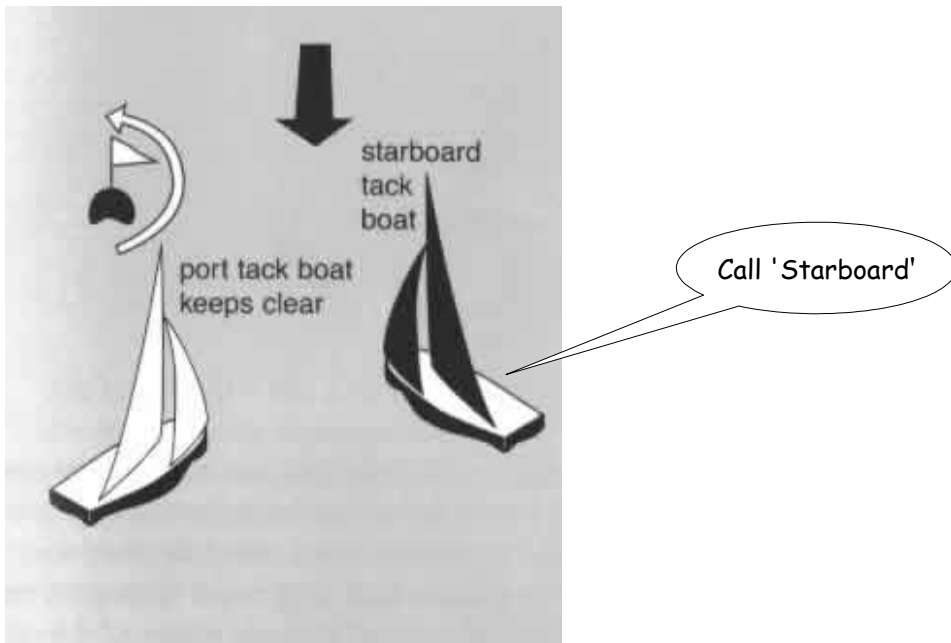
3. A boat which is tacking must keep clear of one that isn't (rule 13).



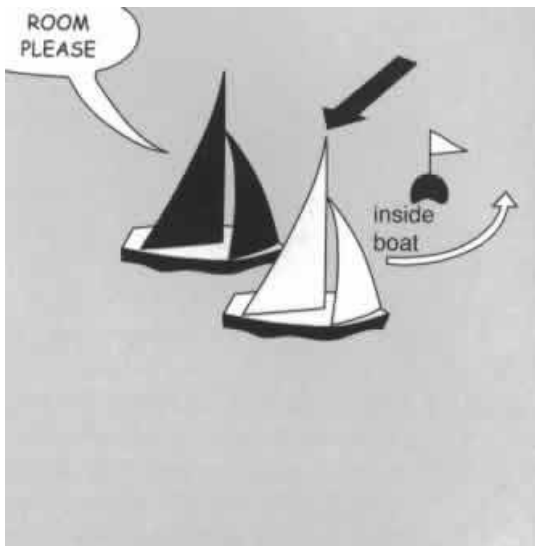
4. A boat clear astern of another must keep clear of the one ahead when they are both on the same tack (rule 12).

### Basic right-of-way at a windward mark

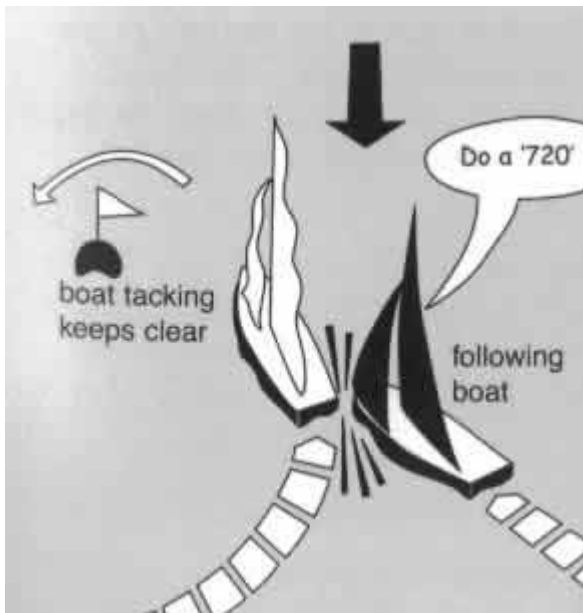
At a windward mark - that is a mark of the course that you have been tacking to get to - the basics are:



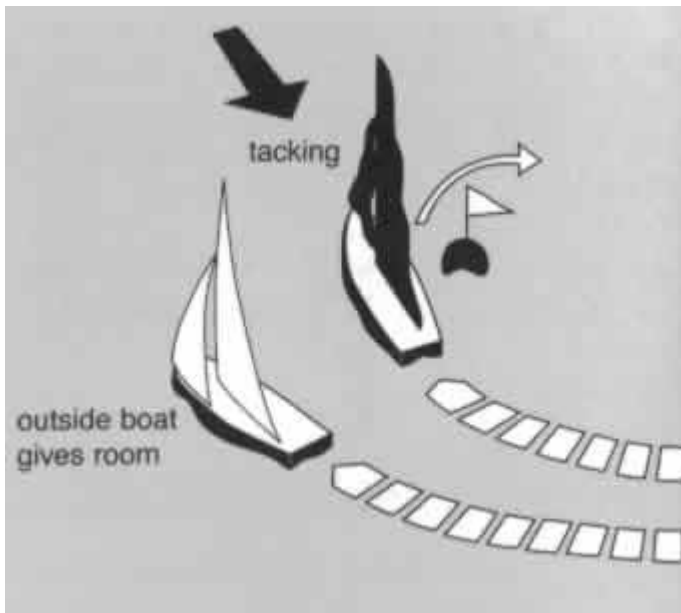
1. When on opposite tacks, take the mark away and apply the principles as in open water (rules 10 and 18.1(b)).



2. When on the same tack, the boat next to the mark must be given room to pass the mark by the boat outside (rule 18.2 (a)).

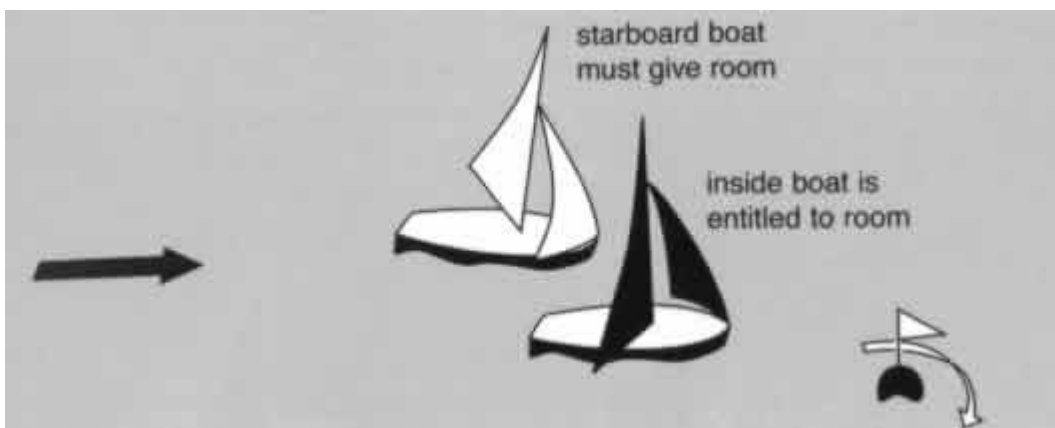


3. When a boat is tacking to pass the mark, she must keep clear of any other boat (rule 13).



4. A boat overlapping on the outside must give room to a boat tacking on the inside (rule 18.2(a)).

**Basic right-of-way at an off-wind mark**



At an off-wind mark - one you have sailed to on a reach or a run - the basics are:

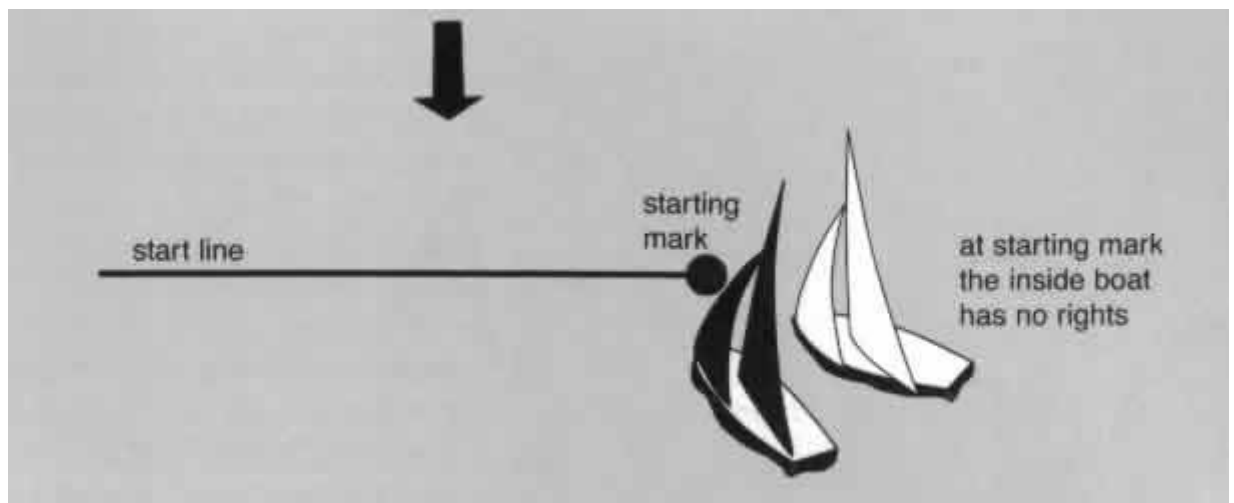
If the boat on the inside at the mark is the give-way boat (on port tack if they are on opposite tacks, or to windward if they are on the same tack), she must be given room to pass the mark (rule 18.2(a)). The port and starboard rule (10) does not apply. But the inside boat must not take more room than that required to pass the mark in a seamanlike way in the existing conditions (rule 18.2, definition of Room).

If the boat on the inside at the mark is the right-of-way boat (on starboard tack if they are on opposite tacks, or to leeward if they are on the same tack), the outside boat must keep clear (rule 18.2(a)). But the inside boat must not sail further from the mark than needed to sail her proper course (unless neither will have to gybe, and the leeward boat did not establish the overlap from clear astern) (rules 18.2 and 18.4).

A boat which approaches the mark clear ahead of another has the right to bear away or gybe round the mark; the other boat must keep clear (rule 18.2(c)).

If they are overlapped when one of them reaches to two-length zone, the outside boat's obligation continues even if the overlap is broken later (rule 18.2(b)).

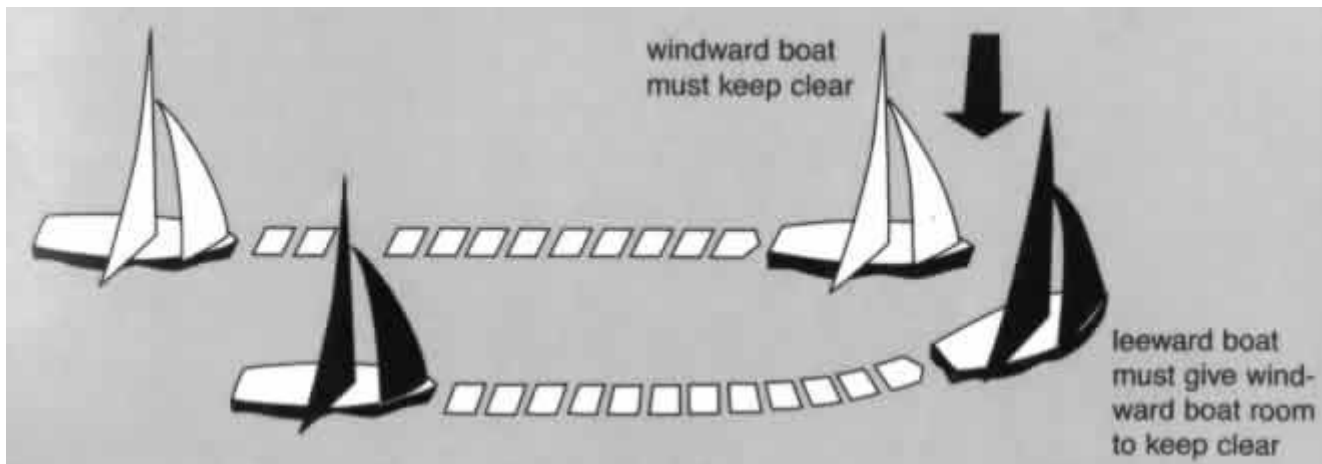
### Basic rights before and at the start



When milling about before a start, it is important to realise that if you are out of control or are preoccupied in adjusting a halyard, you can be penalised in a collision with a boat that has right-of-way. So if you're going to mess about with your boat before the start, make sure you're on starboard tack and keep a good lookout for boat approaching to leeward. If you break a rule in the 'preparatory period' (usually the four minutes before the start), you will have to take a 720° penalty as soon as possible after the start.

The rules about giving room at marks change when boats are 'approaching the line to start'. No boat has the right to room at a starting mark when approaching the line to start (unless the mark is not surrounded by navigable water).

## Changing course



Whenever a right-of-way boat changes course, she must usually give the give-way boat 'room to keep clear'. Sometimes a boat is not allowed to sail above her proper course, but when a boat establishes an overlap on your windward side you may luff right up to head-to-wind provided that you give the windward boat room to keep clear (rule 16).

**Beginners guide to racing** - or how to enjoy yourself without ending up a nervous wreck!

First rule - do not be put off by experts, sail every race even if you finish last.

But before you race have the following rudimentary rule firmly in your mind **Starboard Tack = right of way**. If you are close hauled on starboard tack you are almost bullet-proof: (Close hauled on the starboard tack means you have the wind at 45° over the bows, the sails pulled in and the tiller in your left hand). Better still, get some magic marker and write "PORT" in red and "STARBOARD" in green on the boom, we all make mistakes:

- 1. At the Start.** If it is a normal starting line at right angles to the wind, be on starboard tack in the middle somewhere and get going as fast and as soon as you can. Do not try barging in at the ends of the line. Do not start on port tack. Do not be over the line before the signal.
- 2. To the First Mark.** Usually this is the windward mark and it means you have to sail close hauled, and tack up to it. Stay with the fleet, do not sail off on your own, judge your ability by those around you. Do not get caught on Port, if someone calls "STARBOARD" on you either tack (turn) away from him in plenty of time or alter course and sail round his stern.

Also beware of being the windward boat because basically if a leeward boat touches you, you are in the wrong, (windward is where the wind is blowing from, leeward is where it is blowing to.) In this situation just edge over a bit and keep clear.

- 3. At the First Mark.** Basically the same port and starboard rule applies so try and arrive on starboard tack shouting "STARBOARD" at all the other boats on port. (This is why it is better to have port and starboard marked on your boom - it can be very embarrassing to be found shouting "STARBOARD" when you're actually on Port) At first, until you know the rules better, keep clear of the other boats that are already rounding the mark by sailing right round them.



**4. To the 2nd Mark.** Let's assume that you have to sail on a reach to this (with the wind coming at right angles to the boat). Sail a course that is straight to the mark. Do not sail into anybody, if you have to overtake go leeward of them. Do not enter into any luffing matches, sail on and ignore them - your time will come. Remember once again Starboard has right of way and windward boat should keep clear of 'the leeward boat.

**5. At the 2nd Mark.** As you approach the mark see where everybody else is - that boat ahead and nearest the mark is clear ahead and you will have to keep clear when he rounds; that boat alongside you nearest the mark also has right of way and you will need to move over a bit otherwise when he gybes there is going to be a lot of shouting; that boat on your outside doesn't have any rights at all at the mark so just ask him to move over a bit by saying "water for 2 boats please". So round you go gybing nice and steady and on to the next mark.

**6. To the 3rd Mark,** which we will assume to be the leeward mark. Let us also assume it's a dead run (the wind is coming straight over the stern) so some boats are on starboard and some on port. Once again, if you are on starboard you are almost bullet-proof, you can sail into a Port tack boat and he is in the wrong or if an overtaking port tack boat sails into you he is in the wrong. But do not run into a boat on the same tack as yourself because you are then the windward boat and have to keep clear.

**7. At the 3rd Mark.** This leeward mark is usually where helmsmen become most vocal. It is essential that you know your rights here but do not be afraid to chicken out and sail around the lot and leave them shouting at one another. You see the problem is that on this free leg of the course all the leaders get blanketed by the tail enders so everyone ends up together at the mark. Again as at the 2nd Mark look around you and see where everyone is. That boat ahead of you is clear ahead and you must keep clear; that boat alongside you, nearest the mark has an overlap on you (which he obtained before being two boat lengths from mark) so you'd better move over a bit; that boat outside of you had also better move over because you have an overlap on him, just say to him "water for two boats, please", and he should move over. That boat coming up astern has no chance however fast he's coming as he has no overlap, so just say or shout or scream "no water - whatever his name is". So now a nice gentle rounding, keeping clear of one another, perhaps a nice controlled gybe, harden in the sheets and off to the next mark. By the way, one most important point, do have your centreboard down when you come to the mark, if you don't your boat will skid all over the place and people will get cross with you.

#### **Basic rules to remember**

- ⑤ Starboard has right of way.
- ⑤ When you tack or gybe, keep clear of other boats.
- ⑤ Windward boat keeps clear.
- ⑤ You can luff a boat trying to overtake to windward of you.
- ⑤ If a boat to leeward of you luffs you - that is forces you to head to wind, you must keep clear.
- ⑤ In rounding a mark, boats that are clear ahead have right of way.
- ⑤ In rounding a mark, boats that are on the inside at two boat lengths from the mark have right of way.

## **Sailing hints**

If you're close hauled keep the boat upright - spill wind by luffing or easing the main if you have to sail on the luff of the jib, i.e. just not lifting centreboard fully down; keep clear of the other boat's dirty wind by tacking clear go about nice and steady with the minimum use of the rudder.

If you're off the wind reaching; ease the centreboard up to halfway, ease both the main and the jib out until the luffs start to lift then harden in a bit, keep the boat upright.

If you're running before the wind lift the centreboard up completely, well alright, 3/4 up (if the boat starts to roll, push centreboard down to steady boat) keep mainsail right out against the shroud and your crew holding it there. Watch out for the broach. Jib pulled out by you on the opposite side, that is goose-winged. Keep the boat upright.

## **General hints**

You will notice the advice "keep the boat upright" is repeated for each of the three positions, it applies at all times when there is a proper wind blowing but if you should have the misfortune to sail in very light breezes then heeling the boat to leeward does help (for the technical it reduces the wetted area and helps to keep the shape of the sail).

Keep trying at all times, do your best, don't lose your cool if you can avoid it, we're racing in order to sail better when we're sailing better we will enjoy the sport more.

Every time you get into a situation during a race, make a mental note at the time where the boats were positioned; later draw it out and try to establish who was right under the Racing Rules.

Get yourself a Paul Elvstrom "Interpretation of the Racing Rules", it doesn't cover everything but it is a very useful guide.

## **Appendices**

### **Appendix 1**

#### **Fees**

For 2013 the fees for the Club are as follows;

Family membership	£80 (with a £10 reduction for early payment)
Student / junior membership	£15
Social membership	£15
Joining fee	£40
Boat fee	£35
Quarter boat fee	£8.75
Dinghy park	£30 per boat

## Appendix 2

### Trophies

























<b>Event</b>	<b>Position</b>	<b>Trophy</b>
Frostbite early bird	First	Frostbite Shield
Frostbite early bird	Second	Azyjous Trophy
Frostbite early bird	Third	Triad Cup
Frostbite points series	First	A J Bayliss Cup
Frostbite points series	Second	Mortimer Cup
Frostbite points series	Third	Heron Cup
Summer early bird	First	Summer E.B. Cup
Summer early bird	Second	Tony Bayliss Cup
Summer points series	First	Commodore Cup
Summer points series	Second	Wiggin Rose Bowl
Summer points series	Third	Brian Spruce Mem Trophy
Pursuit Race	First	Pursuit Race Bowl
Capsize	First	Wilf Goble Trophy
Class Trophy	First	Class Trophy
Junior Cup	First	Junior Cup
Boxing Day Race	First	Des Wood Trophy
Bala long distance	First	Bala Plate
Family Racing Day	First	Max Reynolds Trophy

Appendix 3

Boat handicaps

**For use from 2013 Summer series onwards**

(PY numbers)

Boat	Sail Insignia	GSC PY Number
Optimist		1646
Cadet		1432
Mirror		1385
Topper		1297
Laser Pico		1265
Topaz Uno	White Sails with or without jib	1255
Topaz Race	Purple Sails with or without jib	1207
Day Boat		1200
Miracle		1190
Stornoway		1190
Streaker		1162
Graduate		1160
Solo		1153
GP 14		1127
Enterprise		1117
OK		1109
Laser Radial		1106
Moth		1100
Laser Fun		1082
Laser		1082
Supernova		1065
Blaze		1046
Lyndon Moth		1046
Phantom		1046
Laser 2		1035
Merlin Rocket		1026

Appendix 4



# OOD MANUAL

# INDEX

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**This manual was produced with the help of Max Reynolds, Will Morgan, Peter Kendrick and Martin Cowell**

**October 2010**





# A Guide for the Officer of the Day (OOD)

## Introduction

On the day of your duty arrive at least **One Hour** before the start of the first race. Remember that you are in charge of the racing for that day and you are operating to the agreed Club Rules; the aim is to provide a good day's racing for all who wish to participate.

## Race times

### Winter series

(end of October to end of March)

11:30am

1:00pm

2:30pm

### Summer series

(end of March to end of October)

11:00am

12:30pm

2:00pm

3:30pm

## Before you start

1. Who is your safety boat helm? Is there anybody else on duty with you?
2. You need to have the Yale key (fits most doors) and the mortise lock key for the block house (safety boat helm will have this)
3. Bring milk and cakes
4. If possible bring a partner / friend / relation to help with refreshments

## Start your duty

- ⑤ Unlock main gate and Clubhouse outer door and inner door
- ⑤ Enter Clubhouse and put on basic light at switch marked A alongside right wall by the door
- ⑤ Go to main switchboard on the far end wall of the galley, turn electricity on by putting the two red left switches UP, marked B plus the two separate switches for the changing room heaters and showers labelled on the board
- ⑤ Take down all the external shutters from the windows (leave the bolts in the window frame and the nuts / washers on the inside window sill)
- ⑤ Get together with the safety boat helm and unlock the block house (three locks with mortise key) and take the keys for the food cupboard and the timing hut roller shutter
- ⑤ Unlock food cupboard and lay out sweets and refreshments (box of sweets and basket of crisps; put some bottles of drink in the fridge if it's hot. Put the cakes on the bar in the lidded cake dishes)
- ⑤ Put the kettle on (only use the tap labelled 'filtered water' for drinks and filling the kettle)
  
- ⑤ Check that both sets of toilets have toilet rolls and paper/towel for drying hands
- ⑤ Go to the timing hut and unlock the door
- ⑤ Go outside and unlock the security barrel locks on the window shutter, remove them and take into the starting hut
- ⑤ If required assist in the preparation and launching of the safety boat

## **Buoyancy Aids**

**The Club Rules state that nobody is allowed on the water unless they are wearing a buoyancy aid.**

**Please issue buoyancy aids, as required, from the steel cabinets in the timing hut and later check that they are returned. Keys are kept in the small wooden timer-box in the OOD box; spares are in the block house.**

## Prepare for Racing

## Equipment

1. Find the bell, signing board, OOD instruction folder, race record sheets and stopwatch / calculator in the timing hut, if these items aren't there they maybe in the block house.
2. Bring out the course board and number plates on to the balcony
3. Attach the race flags to the lines on the flagpole in front of the timing hut
4. Check the timer. Put the battery in and check that it is working; set to 5 minutes, start and stop, reset to 5 minutes
5. Put up the Declaration Sheet on the signing board and hook it outside the timing hut under the balcony
6. Plug in the klaxon

## Course setting

1. Observe the wind direction and strength and where it is at its best
2. Stand on the balcony and check that buoys are in the right position (if any change of position is required ask the safety boat helm)
3. Decide on the best racing course which will ideally be in the windy area and avoids vicious gybes in severe conditions and potential conflict with fishermen (there are some suggested Courses at the back of the OOD's Folder. The safety boat helm can be consulted if there is any difficulty in deciding the course, especially in adverse weather). Remember you are the nominated OOD in charge and you are responsible
4. Decide on the start line which is usually from the mast to the transit mark on the opposite bank (white triangle). If this gives insufficient water to the first mark move the start line down the pool or select a transit and a mark or the rescue boat and a mark
5. The finishing line is usually at the starting hut

6. Decide the first mark which is normally the windward buoy and is left to the port side, ideally it should need several tacks to reach it
7. Decide the rest of the course. Mark out the course with chalk on the Course Board, hook on the metal numbers in the right order noting which side the marks are to be left, for example; 2 port (red), 3 port, 1 starboard (green), 4 port, 5 port etc. Try to make it interesting without too many boats crossing each other at the marks
8. For handicap (not pursuit) races decide on the number of laps to be sailed and set this on the course board - see section on Race Duration and Shortening Course and Abandoning the Race
9. Ten minutes before the scheduled start time display the course board from the balcony facing the clubhouse

### **Pre Race Briefing**










1. Return upstairs and enter details on the correct pre dated race sheet
  - ⑤ These sheets show what type of race is to be held, who is on duty, race participants, boat details, race times and results
  - ⑤ OOD and safety names are important as they are awarded 3 points for doing a duty
  - ⑤ See page showing boat descriptions, PY numbers and list of club members and their boats.
2. Ten minutes before the scheduled start time of each race sound the warning klaxon to gather all sailors together in order to give a briefing from the balcony of the timing hut as follows:
  - a) Show the course, start and finish lines and state the type of race (pursuit or handicap, as indicated on the race sheets) and when it is due to start. Repeat this before each race, particularly if you have changed the course
  - b) Ask helms to declare on the signing off sheet
  - c) For handicap races state the number of laps






- d) Explain the procedure for shortening the course in case severe adverse weather or if the race is running on too long (see section on Race Duration and Shortening Course and Abandoning the Race)
- e) For pursuit races state the duration of the race and explain the starting order and starting times (see page on pursuit race)
- f) Check to see if there are any non-racers who would like to go out on the water during a race. Ensure everyone knows who they are and instruct them that they **MUST** follow the course round and should avoid obstructing racing boats. (If they are not capable of following the course they should not be out on the water during a race)
- g) Double check that every person intending to go out on the water is wearing a buoyancy aid - this is compulsory
- h) Warn of hazards, e.g. fishermen, blue green algae, shallow water etc
- i) This is a good time to make a note of anybody using Club boats and remind them to pay the OOD for their use (£2 per race, £5 for the day). See page on Club Boats

## **The Race**

### **Handicap Races only (see later section for pursuit race)**

1. Prepare to start the race, check the buoys, check the timer is working, reset to 5 minutes
2. Move the course board on to the railings on the front of the balcony so that it can be seen from on the water
3. Go outside and stand behind the flagpole with the timer and with one hand on the bell rope
4. Simultaneously sound the bell and start the timer (at 5minutes) check that it is running (Hoist 'Z' flag)

5. Sound the bell at 4 minutes (Hoist 'P' flag)
6. Sound the bell at 1 minute (Lower 'P' flag)
7. Observe where the boats are and sound the bell (really loudly) at zero on the timer (Lower 'Z' flag).
8. Observe that all boats are on the line or behind it. Should any boat be over the line at the start, immediately hail the sail number or  of the  any boat  the line  fails to return and re-cross the start line must be  qualified.  on a recall  that has  returned to the correct side of the line inform her  that she is clear to start.
9. Observe the race from the starting hut, check that each boat is sailing the proper course
10. As a boat completes each lap enter its position on the race sheet. This makes it easier to track slower boats at the end of the race

<b>Time</b>	<b>10 min</b>	<b>5 min</b>	<b>4 min</b>	<b>1 min</b>	<b>Start</b>
<b>Flags</b>		<b>Z up</b>	<b>P up</b>	<b>P down</b>	<b>Z down</b>
<b>Sound</b>					

11. Put a tick in the capsized box each time a boat goes over (there is a prize at the end of the season for the most capsizes)
12. Take note of the time taken by the fastest boat for each lap in order to decide whether the race might overrun and should be shortened
13. Shorten the race if necessary (see section on Race Duration, Shortening Course and Abandoning the Race)
14. As the leading boat approaches the finishing line on its last lap go to the flagpole with the timer and the race sheet. As the front part of the boat touches the finishing line ring the bell (loudly) and note the elapsed time on the race sheet. Do this for each and every boat as they complete the course
15. Note! If there are very slow boats taking part, e.g. Mirror, then finish them soon after the faster boats have finished (even if they have not done as many laps). Then adjust their times by averaging their lap times and adding that to their finishing time
16. Any boats finishing after 1:30hrs from the start will be deemed to have retired.

## After each handicap race

⑤ Correct the finishing times for each competing boat by the following method: -

- Convert the minutes to seconds
- Add on the remaining seconds
- Multiply by 1000
- Divide by PY number for the boat (see boat list appendix)
- Divide by 60 to give minutes and decimal point of a minute










$$\text{i.e. } \frac{((\text{minutes} \times 60) + \text{seconds}) \times 1000}{\text{PY number} \times 60}$$


- ⑤ Enter the corrected time for each boat that finished the race.
- ⑤ Decide the order of finishing, least time first and enter the position against each name on the race record sheet.
- ⑤ Make a note of any boats that did not finish
- ⑤ Before the next race consider the conduct of the first race and whether the wind or sailing conditions have changed such that a change of course is required. If you decide to change the course tell the helms that you are changing the course at the next briefing.
- ⑤ Repeat the above sequence for the next races until the programme is complete.

## Pursuit Races Instructions

In the case of the Summer Season Pursuit Race at 12.30 pm, this is a race based on fixed time NOT DISTANCE. There is no set number of laps or designated finishing line

1. Find out who is sailing and in which boats
2. Take the slowest boat as the starter and work out the race duration based on that boat then work out the start times for each of the other classes of boat according to the 'Pursuit Race Slide Rule' (at back of folder) or the Pursuit Race times shown on the boat listing Sheet.

Time	10 min	5 min	4 min	1 min	Start
Flags					
Sound					

3. Using the timer as normal start the slowest class of boat using the normal race timings and signals, ie 5 minute bell, 4 minute, 1 minute, start.
4. At each nominated interval, e.g. 2minutes, 2 minutes 30seconds, 4 minutes, etc sound the bell and set the rest of the fleet off in order
5. Observe that each boat is on the line or behind it before it starts. Should any boat be over the line at the start, immediately hail the sail number or name of the helm, any boat over the line who fails to return and re-cross the start line must be disqualified. When a recalled boat has wholly returned to the correct side of the line inform her that she is clear to start.
6. Observe the race from the starting hut, check that each boat is sailing the proper course
7. As a boat completes each lap enter its position on the race sheet. This makes it easier to track slower boats at the end of the race
8. Put a tick in the capsize box each time a boat goes over (there is a prize at the end of the season for the most capsizes)
9. Let the timer run until the nominated duration of the pursuit race is reached then sound the bell  (very loudly so all sailors out on the water can hear), this applies to all the boats taking part.



10. Note the finishing position of each and every boat - not the finishing time only the position, wherever on the course. But take into account the number of laps each boat has sailed
11. The pursuit race shouldn't be shortened as this invalidates the handicaps. The race can be abandoned if circumstances dictate, e.g. adverse weather conditions.

## **Protests**

An event might occur during the race that gives rise to a protest. This could happen if a competitor breaks, or is alleged to break, a racing rule.

A boat's helm or crew may protest if they were involved in or witnessed an incident where a rule was broken but no penalty turns were taken by the alleged culprit.

The OOD is also able to protest a boat if he / she sees such an incident.

The full protest procedure is contained in this folder - see index at the front

## **On conclusion of Racing**

1. Check that everyone has signed off, unless they have retired
2. Check that all finishing and corrected times have been entered and finishing positions noted
3. Fill in the race report sheet for reporting the results to the press - see below.
4. Bring Course board back into hut
5. Tidy up and secure the timing hut
6. Return timing hut and buoyancy aid cabinet keys to the block house.
7. Place the race results and the signing off sheets in the allocated box on the clubhouse notice board
8. Ensure sweets are returned to food cupboard, tidy up the clubhouse and sweep/vacuum floor.

9. Take any money you are owed for cake, milk etc from the galley takings
10. Count the galley takings and put the cash in the block house in accordance with the instructions in the galley
11. Put the cash you have collected for the use of club boats along with a note of who has used them and the amount in the blue cash box in the galley
12. Tidy up the changing rooms, mopping floor as necessary
13. Lock block house when safety boat helm has finished
14. Take out the black rubbish bag (and any full recycling bags)
15. Replace all window shutters and secure
16. Switch off electricity at main box. Switch off changing rooms heaters and showers at the main board
17. Check that club boats are stored and the container securely locked & padlocks are in pintles
18. Check garage and storage room doors in timing hut are locked
19. Secure clubhouse door, outer door and main gate

Take with you

- Your club master key
- Rubbish bag and recycling bags

Ensure that no one is left behind - and you can go home well satisfied with your day's work!

**However there is just one more job to do...**

Please **complete the race summary** results sheet for Gill Cooper to forward to the press. We are now having weekly results published in the Stafford Newsletter. This needs to be done by Monday a.m., at the latest

Information required:-

Points Series Race 1 - Positions 1,2,3 Helm, crew & class of boat

Points Series Race 2 - Positions 1,2,3 Helm, crew & class of boat

Inform Gill (01785 247211) or Ian (01902 758607) of the race results or email [gill@datahub.freeserve.co.uk](mailto:gill@datahub.freeserve.co.uk)

## Race Duration, Shortening Course and Abandoning the Race

### Race Duration (handicap race only)

(Pursuit race is run by time not distance, see pursuit race section)

The aim is to have a race of approximately 50 minutes for the leading boat. How many laps this will be depends on the course set, the wind conditions and the skill of the sailors. Experienced OOD's will be able to make a reasonable guess at the number of laps but even they can be caught out if conditions change during the race.

As a rule of thumb from previous race records;

Wind speed	Number of laps
(see Beaufort wind speed guide section)	completed
Force 1 to 2	2 to 5
Force 3 to 4	4 to 7
Force 4 to 5	5 to 7

It is best to overestimate the number of laps as a race can always be shortened if it looks likely to overrun. A race can never be lengthened and it is frustrating if the number of laps is underestimated and the race finishes after 20 minutes!

### How to shorten the course

(A pursuit race shouldn't be shortened as this invalidates the handicaps.)

Allow the race to continue for between 40 and 50 minutes (time for the lead boat)

However should it be necessary to shorten course then hoist the S flag and make a long loud signal bell



just as the leading boat is approaching the final mark before the finishing line. When the leading boat crosses the finishing line sound the bell again to end the race. Then record each boat as it crosses the line to finish the race

### Abandoning the race

Should it be necessary to abandon the race either after or before the start eg. If the weather



conditions make it unsafe to sail, hoist the N flag and make a loud sound signal at least 5 seconds minimum. If boats on the water are out of earshot instruct the rescue boat crew to inform all boats that the race is abandoned

## **Protest Procedure**

### **Who can make a protest and in what circumstances**

A boat's helm or crew may protest if they were involved in or witnessed an incident where a rule was broken but no penalty turns were taken by the alleged culprit.

The OOD is also able to protest a boat if he / she sees such an incident.

### **How to make a protest**

In order for the protest to be valid the person making a protest must:

Yell "Protest" as soon as possible after the incident takes place.

If the OOD protest a boat he / she does not have to make a hail but should inform the helmsman within 15 minutes of the last boat finishing.

Within 15 minutes after the finish of the race the protestor should fill in a protest form (which is kept in the document rack in the clubhouse) and hand the form plus a £1 deposit to the OOD.

The £1 deposit is to help prevent a frivolous or invalid (see below) protests and will be handed back to the protestor unless the protest is thrown out by the OOD or protest committee on those grounds.

### **Protest Committee**

The OOD's should assemble a protest committee, arrange a time and place for the hearing and inform the protester and protestee when and where it's going to be convened. Ideally a hearing should take place as soon as possible after the race although it may be held at a later time or date. The OOD or the Rear Commodore should be chairman of the protest committee.

The committee should consist of at least three impartial people who have a good knowledge of the rules.

If the OOD is inexperienced they should request the help from any of the Cub's Flag Officers. The OOD should make available a chalkboard or whiteboard or paper to aid participants in explaining themselves with the use of diagrams.

Both the protestor and protestee should attend the hearing, however, the hearing may still go ahead if one or both don't turn up although it can be reopened later if either were "unavoidably absent."

Witnesses should be present only while giving evidence.

The first thing the protest committee has to do is to decide if the protest is valid i.e. that the correct hails were given and the forms have been used in the right way.

If they decide it is valid then first the protester and then the protestee give their version of events. They may question each other and the committee may question both. Each party and the committee may call witnesses one at a time who may be similarly questioned.

When all evidence is heard the committee retires to deliberate in private and produce a written statement of the facts found, the applicable rules, the decision and the reasons for that decision.

Protester and protestee are recalled and the statement read to them. They are both entitled to a written copy of the statement as long as they request it in writing within seven days of the hearing.

If a boat is found to have broken a rule then it is disqualified unless the committee choose to use some other system of penalties.

### **Exoneration during the race**

If a competitor is protested they may, if they feel they are in the wrong, exonerate themselves by doing penalty turns (see below). Turns must be done at the first safe opportunity immediately following the incident.

If the competitor thinks they are in the right they can carry on with the race and the protest hearing will then take place as described above.

### **Penalty Turns**

A 360 degree turn should be done for hitting a mark and a 720 degree turn for a rule infringement or hitting another boat when you don't have right of way.

Even if you have right of way if you hit a boat and cause minor damage, you are expected to do a 720 degree turn; if there is major damage you should retire.

## The Beaufort Scale

No.	Knots	mph	Description	Effects at sea	Effects on land
0	0	0mph	Calm	Sea like a mirror.	Smoke rises vertically.
1	1-3	1-3mph	Light air.	Ripples, but no foam crests.	Smoke drifts in the wind.
2	4-6	4-7mph	Light breeze.	Small wavelets.	Leaves rustle. Wind felt on face.
3	7-10	8-12mph	Gentle breeze.	Large wavelets crests, not breaking.	Small twigs in constant motion. Light flags extended.
4	11-16	13-18mph	Moderate wind.	Numerous whitecaps	Dust, leaves and loose paper raised. Small branches move
5	17-21	19-24mph	Fresh wind.	Many whitecaps, some spray.	Small trees sway.
6	22-27	25-31mph	Strong wind.	Larger waves form. Whitecaps everywhere. More spray.	Large branches move. Whistling in phone wires. Difficult to use umbrellas.
7	28-33	32-38mph	Very strong wind.	White foam from breaking waves begins to be blown in streaks.	Whole trees in motion.
8	34-40	39-46mph	Gale.	Edges of wave crests begin to break into spindrift.	Twigs break off trees. Difficult to walk.
9	41-47	47-54mph	Severe gale.	High waves. Sea begins to roll. Spray may reduce visibility.	Chimney pots and slates removed.