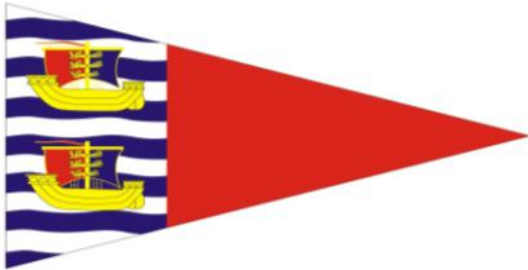


*Downs  
Sailing Club*



*Guide  
For  
Race Officers*

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# Tasks that need to be completed prior to starting a race

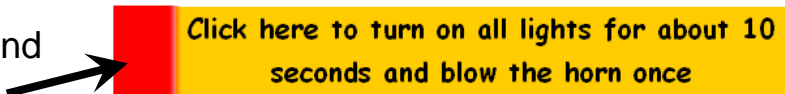
Turn on the power to the lights and horn

Turn on the computer, click on this icon if programme fails to start.



Downs Sailing Club

Check lights and horn



Attach flags "X" and "AP" to the flag pole



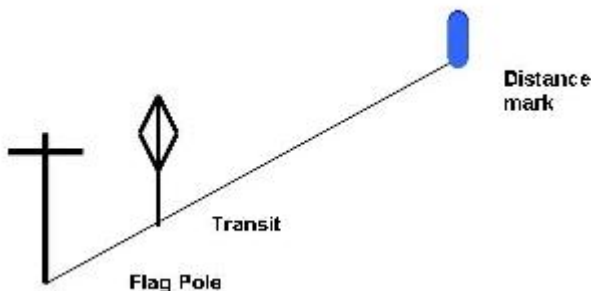
Flag "1st Sub"



Flag "X"

Meet with Exec Officer and rescue crew to set the course Write course on board and put out safety log

Line transit with flag pole and distance mark



# Entering Competitors Details

*These may be entered before you tell the computer the start time and / or after the last start*

In the top left yellow cell enter the sail number, move down to the next cell using the down arrow key



*Border around a cell indicates the cell to be written to*

Repeat for each boat



*If the sail number is known the computer will fill in the crew class and handicap in the white cells*

If the other details are incorrect ?

Use the arrow keys to move the border to the cell to be corrected

| Sail No. | Helm       | Crew | Class | Sail No. | H'cap | LAPS |
|----------|------------|------|-------|----------|-------|------|
| 383      | Frank Catt |      | RS300 | 383      | 993   |      |
| 1234     | #N/A       | #N/A | #N/A  | 1234     | #N/A  |      |
|          |            |      |       |          |       |      |
|          |            |      |       |          |       |      |

Enter the correct information and then use arrow key to move to another cell

| Sail No. | Helm       | Crew | Class | Sail No. | H'cap | LAPS |
|----------|------------|------|-------|----------|-------|------|
| 383      | Frank Catt |      | RS300 | 383      | 993   |      |
| 1234     | Tony Other | #N/A | #N/A  | 1234     | #N/A  |      |
|          |            |      |       |          |       |      |
|          |            |      |       |          |       |      |

If you have to change the class please check that the H'cap is correct.

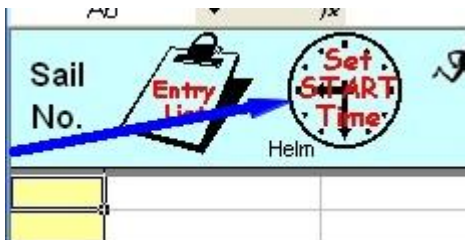
If wrong check the spelling of the class as this is used to lookup the h'cap

| Crew | Class | Sail No. | H'cap | LA |
|------|-------|----------|-------|----|
|      | RS300 | 383      | 993   |    |
|      | laser | 1234     | 1080  |    |
|      |       |          |       |    |
|      |       |          |       |    |

# Starting a Race

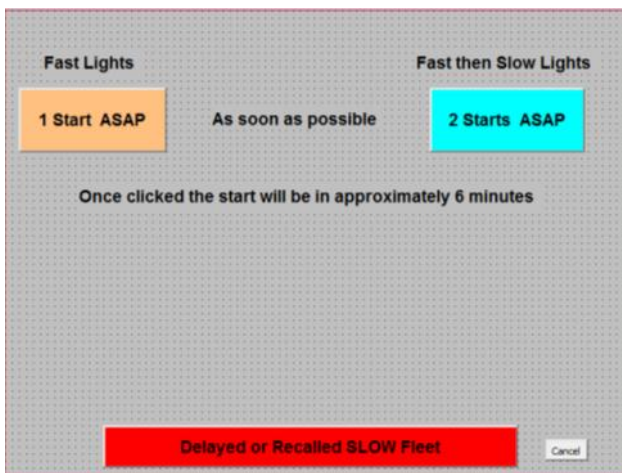
*What if we are not ready to start on time? (Go to page 12)*

6 minutes before  
the start



**Click on “Set Start Time”**

Click the mouse  
on the button  
for the type of  
start required



*The clock will now count down, turn on lights and blow horns*



While waiting for the start check that the safety log matches the boats afloat

As the start time approaches sight down the line to check that all boats waiting for that start are behind the line

*If you need to delay the start  
(Goto page 12 for what to do next)*

## At the Start

If **all** starters are **not** behind the line

If you can identify all boats that are on the wrong side of the line

Blow 1 extra gun and fly flag

(once all incorrect starters have returned lower flag or 1 minute before next start)



If too many boats to recognise are on the wrong side of the line

Blow 2 extra guns and fly flag

*(Goto page 12 for what to do next)*



# After the Start

Check / enter the sail numbers for all boats in the left hand yellow column

*(details could be changed later)*



Click on "Entry List" to print out a list of boats



|   |               |           | Race Officer |       |
|---|---------------|-----------|--------------|-------|
|   |               |           | Assistant    |       |
|   |               |           | LAP 1        | LAP 2 |
| 1 | Richard White | RS400     | 742          | 17    |
| 2 | Eric Styles   | HORNET    | 2142         | 18    |
| 3 | Frank Catt    | RS300     | 383          | 16    |
| 4 | Ed Styles     | BUZZ      | 969          | 17    |
| 5 | Mitch Webb    | RS200     | 652          |       |
| 6 | Andrew Cass   | RS200     | 267          | 19    |
| 7 | Tim Waite     | LASER2000 | 2590         |       |

Each lap record the time in the lap column.

*(Only recorded to the nearest minute)*

Lap times help work out a when to stop the race

*(Go to page 11 for more guidance on when to finish a race)*

**Safety** Note down any boat that comes ashore and frequently count the number of boats

## Finishing a race

In the gap between the last boat starting its last lap and before the first boat you wish to finish approaches the line

Hoist the shorten course flag



Press the bottom right enter key twice

*(this sounds 2 horns)*

|           |           | Assistant |       |       |       |       | Cn |
|-----------|-----------|-----------|-------|-------|-------|-------|----|
|           |           |           | LAP 1 | LAP 2 | LAP 3 | LAP 4 |    |
| ard White | RS400     | 742       | 17    | 34    | 48    |       |    |
| ies       | HORNET    | 2142      | 18    | 35    | 49    |       |    |
| att       | RS300     | 383       | 16    | 33    | 48    |       |    |
| as        | BUZZ      | 969       | 19    | RTD   |       |       |    |
| ebbb      | RS200     | 652       | 19    | 40    |       |       |    |
| ass       | RS200     | 267       | 19    | 39    |       |       |    |
| ite       | LASER2000 | 2590      | 20    | 42    |       |       |    |


Draw a line to separate the lap times from the finishing information

## Finishing each Boat

As the first part of each boat crosses the line tap the bottom right enter key



*This sounds a horn and change the horn number in the yellow box*

|   |               |   |
|---|---------------|---|
|  | <b>3</b>      | 1 |
| T.  |               |   |
|   | Last Horn No. |   |
|   | Time          | 1 |
|   | 01:38:57      | 1 |

Record the horn number against each boat in the next available lap column

# Entering Results

| ASSISTANT | LAP 1 | LAP 2 | LAP 3 | LAP 4 |
|-----------|-------|-------|-------|-------|
| 742       | 17    | 34    | 48    | 3     |
| 2142      | 18    | 35    | 49    | 7     |
| 383       | 16    | 33    | 48    | 4     |
| 969       | 19    | RTD   |       |       |
| 652       | 19    | 40    | 5     |       |
| 267       | 19    | 39    | 6     |       |
| 2590      | 20    | 42    | 8     |       |

| Sail No. | H'cap | LAPS | Horn No. |
|----------|-------|------|----------|
| 742      | 939   | 4    | 3        |
| 2142     | 962   | 4    | 7        |
| 383      | 993   | 4    | 4        |
| 969      | 997   |      |          |
| 652      | 1058  | 3    | 5        |
| 267      | 1058  | 3    | 6        |
| 2590     | 1092  | 3    | 8        |

Fill in the yellow columns with the number of laps completed and the horn number for each boat.

Leave both columns empty if a boats fail to finish

Once all lap and horn numbers have been entered

Click on the results picture



UserForm1

Please fill in a name in each space (if no one took on a task please enter "None")

OOD 1:

OOD 2:

Rescue 1:

Rescue 2:

Event Title:

Next

When you click "next" your results will be saved and then 3 sets of results printed.

## Things to consider before finishing a race

Club races usually last about 1 hour

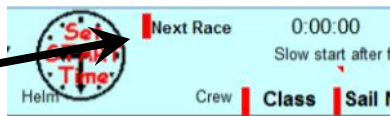
Finish all boats of the same class (yardstick) so that they all complete the same number of laps.

Finish so that all the boats finish in as short a period of time as possible (It may pay to stop on the slowest class)

What is the average lap time of the slowest boat in each fleet

Is the wind / tide increasing or decreasing.

### Second Race



Click on "Next Race" to clear laps and horns columns then proceed to page 6 Starting a Race

### Packing up

Click on the start button bottom left

Click on shutdown — select Shutdown then OK

Put 1 copy of results in the results folder.

Display results sheet on results notice board

Pass the other copy to the press officer.

## Delaying a start

If you have started the count down  
(clock is counting down)



Hold down the "CTRL" key and press "BREAK"



Click on the "End" button with the mouse



Click Reset

Then Hoist this flag and blow 2 horns



## Delaying a start

If you have not started the count down  
(clock is not counting down)

Hoist this flag and blow 2 horns



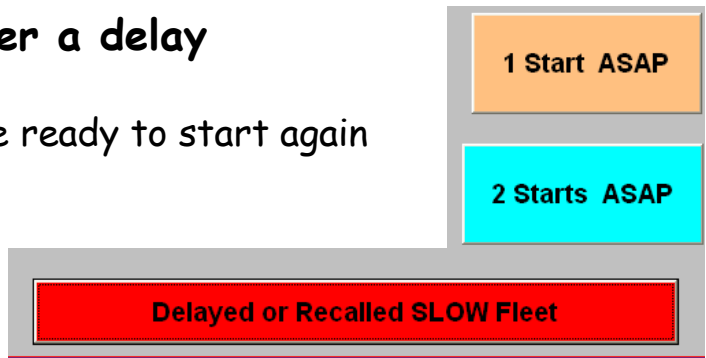
Wait until you are ready to  
start then Click on  
"Set Start Time"



## Starting after a delay

When you are ready to start again

Click on the  
type of start  
you require



from those displayed here

*This will start the countdown at the next appropriate minute.*

When the counter gets down to **360**

Lower  or 

*lower the postponement flag and sound 1 horn*

*Resume the normal starting routine*

## Short Series

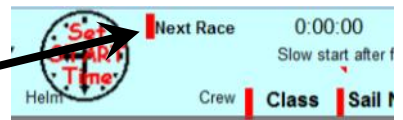
After each race print out a results sheet as normal then click on CSV



Enter the race number into the box and click Accept



## Next Race



Click on "Next Race" to clear laps and horns columns then return to page 6 and "Starting a Race" as before.

Repeat until all races are completed.

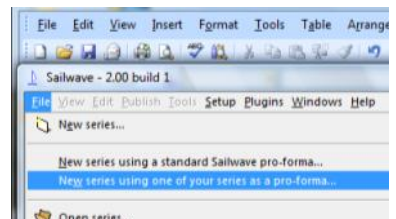
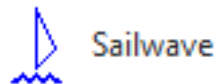
## After all races have been completed

Close the sail spread sheet.

Start the Sailwave programme

Go to "File"

"new series using one of your series as a pro-forma.."



Click Computer - Local disk C: - Results - Sailwave files  
- Select "New short series" no discard or with discards

File - import results from CSV - Browse - Click Computer - Local disk C: - Results - CSV

Select the first race you saved - next - next -

click on light bulb ("Press this button to get sailwave to guess at any not mapped fields") - next - finish

Double click on any error box in the race result column  
Select "Code" click drop down - DNF - OK

Repeat file - import results from CSV etc for the other races

Score series - score as one group - score series

Publish - Results - tick publish a series summary table  
- next - Print Preview

