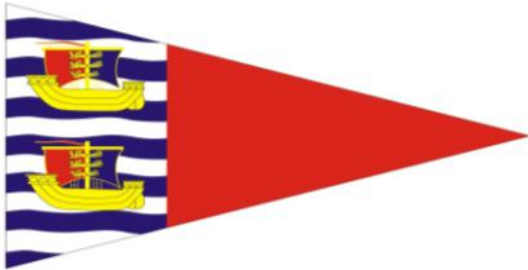


*Downs
Sailing Club*



*Guide
For
Race Officers*

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Tasks that need to be completed prior to starting a race

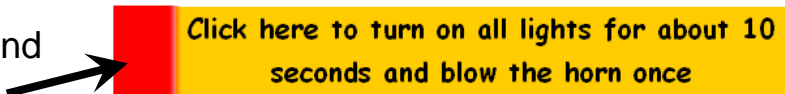
Turn on the power to the lights and horn

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



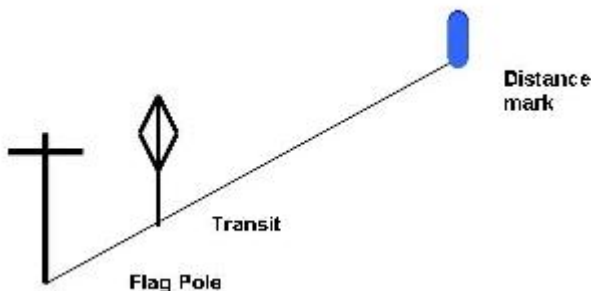
Flag "1st Sub"



Flag "X"

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

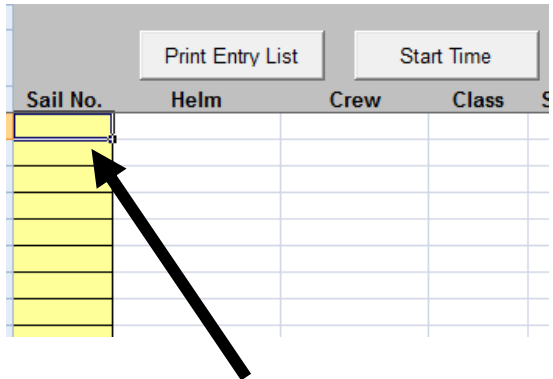
Line transit with flag pole and distance mark



Entering Competitors Details

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

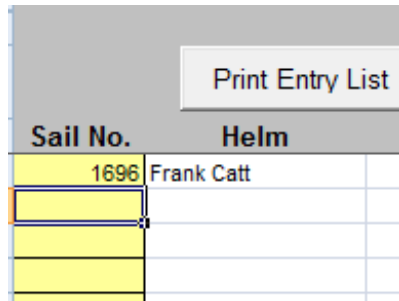
In the top left yellow cell enter the sail number, move down to the next cell using the down arrow key



Sail No.	Helm	Crew	Class

Border around a cell indicates the cell to be written to

Repeat for each boat



Sail No.	Helm
1696	Frank Catt

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
1696	Frank Catt		STREAKER	1696	1178	
1234	#N/A	#N/A	#N/A	1234	#N/A	

Click on arrow to see list

Sail No.	Helm	Crew
1696	Frank Catt	
1234	#N/A	#N/A

Select name from list

Sail No.	Helm	Crew
1696	Frank Catt	
1234	#N/A	#N/A

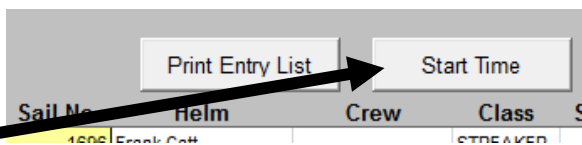
Select class from list

Crew	Class	Sail No.
	B14	
	BLAZE	
	BUZZ	
	BYTE CII	
	COMET	
	CONTENDER	
	DART 16	
	ENTERPRISE	

Starting a Race

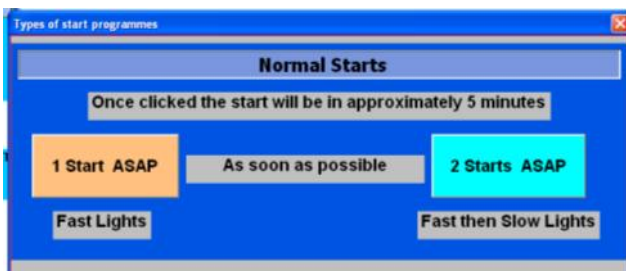
What if we are not ready to start on time? (Go to page 12)

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

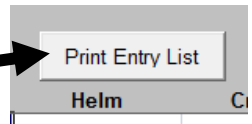
Check / enter the sail numbers for all boats in the left hand yellow column

(details could be changed later)

Sail No.	
1696	Frank

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

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

1024							
CT	Time						1
							0
							0

Entering Results

ASSISTANT	LAP 1	LAP 2	LAP 3	LAP 4	Sail No.	H. Cap	Laps	Horn
742	17	34	48	3	742	916	4	3
2142	18	35	49	7	2142	970	4	7
383	16	33	48	4	383	1000		
969	19	RTD			969	1002	3	4
652	19	40	5		267	1062	3	8
267	19	39	6		2390	1099		
2590	20	42	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



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

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.

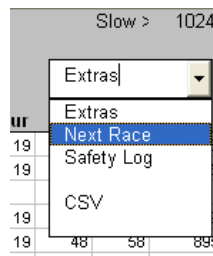
Finish so that all the boats finish in as short a period of time as possible (It may pay to stop on the slowest class)

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

Is the wind / tide increasing or decreasing.

Second Race

Click on "Extras" then "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)

Press the "Abort start button"



Then Hoist this flag and blow 2 horns



Delaying a start

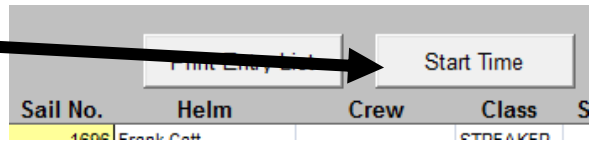
If you have not started the count down
(clock is not counting down)

Hoist this flag and blow 2 horns



Starting after a delay

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



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**

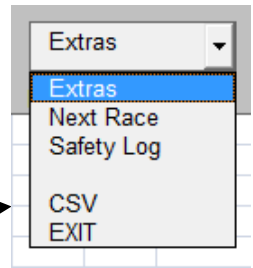
Lower  or 

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 "Extras" then "CSV"

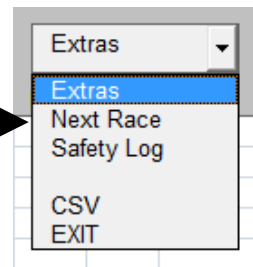


Enter the race number into the box and click Accept



Next Race

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



After all races have been completed

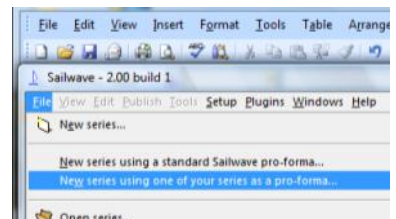
Close the sail spread sheet.

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

