

## **Upton Warren Sailing Club Sailing Handbook Contents**

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# UPTON WARREN SAILING CLUB

## 1.0 SAFETY RULES AND CODE OF PRACTICE FOR MEMBERS AND GUESTS.

### 1.1. SAFETY RULES

In the interest of safety, the club insists that everyone MUST observe the approved rules at all times.

While the Safety Rules must be obeyed in the interest of your own and other members safety, co-operation in the observance of this Code of Practice based on common sense, courtesy and consideration will facilitate the smooth and efficient running of both the Club and Upton Warren Open Education Centre (UWOEC) whose premises we use.

### 1.2. JETTIES AND BOATS

A BRITISH STANDARD LIFE JACKET or BUOYANCY AID, of a type approved by the UWOEC, must be worn and be correctly fastened, by any person on a jetty or in a boat on the water.

SMOKING is not allowed in or around the boats, in the clubhouse, workshop, lifejacket or sail stores, or in the residential block. Smoking is permitted on the balcony.

Owners of private boats must, if requested, provide evidence of THIRD PARTY INSURANCE covering liability of at least £1,000,000. They must also agree to abide by the terms and conditions set down in these instructions and the Sailing Instructions.

Boats kept at the Club must be tied down.

Members, who own their own boats, are asked to sail them in preference to UWOEC craft.

Boats must comply with the "spirit of the class rules" and have the required level of buoyancy, firmly fastened to the hull.

### 1.3. SAILING

The UWOEC representative, Sailing Secretary or Duty Officer, may stop any sailing due to extreme weather conditions.

Sailing must not take place unless:

A person designated as in charge of UWOEC or Club activity is present.

The designated rescue boat is fully operational and the Duty Officer and assistant are on duty.

The Club Pennant is flying from the Clubhouse flag mast.

All helms and crews **MUST** enter their name on the Declaration Sheet, before going on the water. This applies to any boat, Centre or privately owned, for racing and cruising.

Assistance must be offered and, if requested, given to any boat or crew in difficulty while on, or in, the water.

All helmsmen must immediately comply with any signal asking them to return to the jetty. This is normally indicated by the continuous ringing of the bell.

There is a maximum limit of 30 sailing boats on the water at any time. Show consideration to other sailors, remember, they may be less experienced than you. The rule of the road may be in your favour but you are obliged by Rule 14 of the ISAF Racing Rules, Avoiding Contact, to avoid a collision at all times.

### 1.4. RESCUE BOATS

Only persons with the qualifications required by UWOEC may act as Rescue Officers and be in charge of the rescue boats.

No equipment may be removed from these boats.

Detailed rules apply to the operation of this boat and must be observed by the Duty Officer and crew.

Rescue boat drivers should not use excessive speed near the jetties, except in an emergency. The wash causes moored boats to collide with the jetties.

## 1.5. UWOEC & CLUB BOATS

Please leave UWOEC boats as you would expect to find them, i.e. on its launching trolley, in its correct position in the Boat Park or slipway. It should also have its complete equipment stowed or stored in the correct place.

Sails on UWOEC and Sailing Club boats should not be left flapping. If boats are to be left longer than 10 minutes lower the sails to prevent undue damage.

Any defects, breakage or damage must be reported immediately, using a Report Form obtainable from the Race Officer. You must not remedy shortages of equipment on one boat by removing it from another.

## 1.6. GUESTS & UNDER 12s

An Adult member may introduce to the Club up to 4 individual guests per membership year (1<sup>st</sup> April to 31st March). The same individual guest may not be introduced more than 4 times in any one membership year. Each guest must pay the standard guest fee which is set by UWOEC.

Guests are only allowed to sail on Tuesday evening racing sessions with the permission of the Race Officer. If a guest is taking up the last place i.e. the 30<sup>th</sup> place in the race, then he or she must relinquish that place if a member wishes to sail. Members are responsible for the conduct and safety of their guests and must stay for the whole time they are present.

The Duty Officer, UWOEC or Club Officials may restrict sailing due to bad weather conditions or other justifiable reasons. Children under the age of 12 may participate in racing but can only helm in a race if they are judged to have enough experience by the Duty Officer, UWOEC or Club Official. If a parent or guardian wishes to take an under five on the water that person must be totally responsible for that child or children at all times. Guests will not be given a race position.

Member's wives or husbands are welcome at the Club at any time, but if they intend to sail regularly they should apply for membership themselves. The County usage fee is payable on each visit they sail.

## 1.7. CLUB DUTIES

To enable the Club to run smoothly, it is essential that all members carry out their duties as per the duty rota, or, if they are unable to do a particular duty, they should arrange a substitute.

The list of Club duties is displayed on the Club notice board at the Centre. An individual reminder is sent to each person 2 - 3 weeks in advance, so members should be aware of their duties well beforehand.

Members are usually required to do a minimum of 4 Club duties a year: One Tuesday evening (a.s.a.p. after 6:00pm until 9:30pm.), one Sunday (9:30am. - 4:30pm.) and one Saturday evening (4:30pm. - 9:30pm). Tuesdays, Fridays and Saturdays count as one duty. A Sunday counts as two but can be split into a morning or afternoon which then counts as one duty per session. This may vary slightly.

Duty Officer (for those qualified), Duty Officer's Assistant, Race Officer (for the more experienced) or Assistant Race Officer. Duty details and procedures can be found in elsewhere in this manual. Please remember that anyone who is unsure as to what is required can always ask the more experienced Duty Officers or Race Officers, who will always advise.

N.B. any member who is not willing to perform these duties, will have his or her membership withdrawn.

## 1.8. UWOEC.

Remember the UWOEC is County property and the Club can only operate there as long as it does not create difficulties for other users. Please look after and respect UWOEC equipment and property at all times. Before leaving, please ensure that everything is clean and tidy, ready for immediate use by the next group.

## **2.0. CLUB OFFICER DUTIES**

### **2.1. Duty Officer**

During club sessions the Duty Officer is in charge of the centre and is responsible for ensuring that any other group has its safety organised. Any group deemed to be lacking in this area could be refused access to the water.

The name of the Duty Officer must be written on the relevant whiteboard.

To ensure safety on the water at ALL TIMES during the Club sessions. If necessary, enlist extra help (possibly from the assistant Duty Officer during non-racing sessions).

Raise the Club Burgee when ready to cover rescue, and lower when off duty.

Assist the Race Officer at times when available. Obviously the Duty Officer responsibilities must be considered first.

Secure the committee boat to its mooring and do the same for the rescue boat/s once sailing has finished.

Once racing has finished make sure that the distance and windward marks are returned to the committee boat before it is moored.

At the end of the session, check that all buoyancy aids, sails, fuel tanks etc are stowed away, check that the bell clapper is put away and lock all doors as below: -

Petrol Locker  
Garage  
Wetsuit Store  
Buoyancy Aid Store  
Paddle Store  
Spine board

Secure the rest of the main building at the end of the session. UWOC staff will set the intruder alarm after club people have left.

### **2.2. ASSISTANT DUTY OFFICER**

Assist the Duty Officer and be available to accompany him/her while in the rescue boat.

### 2.3. RACE OFFICER

Organise and supervise races.

Collect guest fees.

Ensure standards of safety are observed, on and off the water.

Return the completed Lap Charts and signing on sheet/s to the Sailing Secretary or the Sailing Club's wooden box.

### 2.4. ASSISTANT RACE OFFICER

Be available at all times, to assist the Race Officer.

Oversee the draw for boats if there is to be one.

If the lake is unusable, the officers should stay for a suitable period of time, to meet arrivals and make warm drinks.

These duties are IN ADDITION TO the commitment that adult members are required to give to the Sailing Centre and also apply to junior members.

## 3.0. SAILING INSTRUCTIONS

### 3.1. RULES

All races will be sailed under the ISAF and the RYA rules except as modified by the rules of the competing classes as set down in these sailing instructions.

### 3.2. UNUSED

### 3.3. SAFETY

People must abide by the relevant UWOEC safety rules and the Sailing Club's "Safety Rules and Code of Practice for Members and Guests" when taking part in Sailing Club activities.

Personal buoyancy is available at UWOEC. If this is not used, buoyancy aids must be of an UWOEC approved manufacture.

**NO SAILING IS TO TAKE PLACE UNTIL THE DUTY OFFICER OR SOMEBODY NOMINATED BY THE DUTY OFFICER HOISTS THE CLUB PENNANT.** Upton Warren Sailing Club, its officials or members of the rescue crew can accept no responsibility for any accident, mishap or damage, however caused.

There is an upper limit of 30 boats allowed on the water at one time. Once the Declaration Sheet is filled to this number no further boats will be allowed on the water, unless a prior entry drops out. The only exception to this rule is during the Club Regatta where we have dispensation to increase to 32.

### 3.4. SIGNING ON AND OFF

The helm and crew names and club numbers must be legibly entered on the Declaration Form before a race or cruising, and the helm must sign off after each race, within 30 minutes of the last boat to finish. Helmsmen wishing to retire must indicate so with D.N.F. (Did Not Finish) or R.T.D. (Retired) in place of the signature.

Any helm not signed off 30 minutes after the last boat finishing will be deemed to have retired and given the relevant number of points.

### 3.5. COMMUNICATION

Any changes in the Sailing Instructions shall be posted for at least one hour before the advertised start time of the race concerned.

### 3.6. COURSES

Briefings will be held 30 minutes before the start of the first race. The buoy positions and course will be displayed on a board in the Clubhouse. Should a change of course be necessary, Flag H will be flown and the information supplied from the Committee Boat.

The first mark after the start will be a temporary one.

### 3.7. STARTING

In a pursuit race, the scratch start will never be for a class with a local handicap number higher than 1426. If any slower class wishes to sail, they will start at the Five-minute flag or other preparatory flag scratch fleet at the discretion of the Race Officer.

The planned Starting Time will be displayed on the notice board in the Clubhouse. The Start Line will be an imaginary line between the mast of the Committee Boat and the Start Buoy (which has a flag on top).

The starting procedure, unless otherwise indicated, will be:

5 minutes.	Raise class flag (G) plus one sound signal.
4 minutes.	Raise preparatory flag (P) plus one sound signal.
1 minute.	Lower preparatory flag (P) plus one sound signal
0 minutes.	Lower class flag (G) and one sound signal.

A "Round the Ends" rule will come into force 1 minute before the start, i.e. at the Lower Preparatory Signal.

Individual recalls will be indicated by a single sound signal and an attempt to hail the offenders. The offending boat/boats may redeem themselves by going back and re-starting.

A general recall will be indicated by the raising of the 1st substitute flag and two sound signals. The 1st substitute flag will be lowered along with one sound signal when the OOD is ready to restart the race.

One minute after this, both the class flag and preparatory flag will be raised with one sound signal. This will indicate the preparatory 5 minutes for the new start.

After two general recalls, any boat in the imaginary triangle formed by the start line and the first mark one minute before the third start will be disqualified from that race.

### 3.8. ABANDONMENT OF A RACE

A race will be postponed or abandoned under the following conditions:

As detailed in Section 3 of the Safety Rules and Code of Practice for Members and Guests.

If fewer than three boats wish to race.

If less than a third of the fleet have rounded the first mark within 20 minutes of the first boat starting a pursuit race.

If less than half the fleet has rounded the first mark within 20 minutes of the start of a handicap race.

### 3.9. FINISHING - Handicap Races

At the Race or Duty Officer's discretion, the race may be shortened.

The finish sequence will be planned with the intention of finishing the maximum number of boats in the shortest time.

**THE FINISH LINE WILL BE THE SAME LINE AS USED FOR THE START i.e. the line between the Committee Boat and the Start Buoy.** Therefore, boats will sail a complete number of laps. Code flag "S" will be raised and two sound signals given when the boats are to be finished.

As each boat passes through the last mark of the course its position is noted on the lap chart.

As each boat passes through the finish line, it is given a single sound signal and it's elapsed time is recorded.

The corrected time is calculated as follows:

$$\text{CORRECTED TIME} = \frac{\text{TIME (in sec.'s)} * 100 * \text{HIGHEST NO OF LAPS BY ANY BOAT}}{\text{HANDICAP OF BOAT} * \text{NO. OF LAPS DONE BY BOAT}}$$

It is immaterial if some boats sail extra laps to others, because this is compensated for in the above formula.

A boat may elect to return directly to the finish line after the shorten course signal has been given. The distance sailed on the last lap will NOT be included. If a boat does return to the finish line, the following conditions must be satisfied:

To finish, the boat must cross the line in the direction of the course

The OOD must be informed, at the time or immediately after the race that the boat has returned. If not, the boat will be disqualified.

All boats still racing after the following time limits will be deemed to have retired and be awarded retirement points. The time limit will commence from the first boat to finish and is calculated as follows:

ONE HOUR RACE - 15 minutes plus the difference in handicap between the fastest and slowest boats in the race.

$\frac{3}{4}$  HOUR RACE - 10 minutes plus the difference in handicap between the fastest and slowest boats in the race.

$\frac{1}{2}$  HOUR RACE – 7  $\frac{1}{2}$  minutes plus the difference in handicap between the fastest and slowest boats in the race.

This time may be increased at the discretion of the Race Officer, to encourage novices to obtain a placing.

### 3.10. FINISHING - Pursuit Races

When the specified race length has elapsed ( $\frac{1}{2}$ ,  $\frac{3}{4}$  or 1 hour), a sound signal will be given. All boats should note their position in relation to those immediately in front and behind. The OOD will record all positions as quickly as possible from a rescue boat driven backwards through the fleet, or the balcony.

Boats are to continue sailing the course and endeavour to hold their relative position until the second sound signal - 10.3.

When all of the positions have been recorded, a further sound signal will be given.

### 3.11. PROTESTS and DISQUALIFICATIONS

After a collision between boats, or a rule infringement, a protest must be submitted or the offending boat must accept an alternative penalty or retire.

Unless otherwise stated, all racing will have a 720° alternative penalty system.

A Protest Flag need not be flown but the intention to protest must be made clear to the alleged offending party.

Intention to protest must be given to the OOD within 15 minutes of the end of the race and a written protest lodged within 30 minutes of coming ashore. Any protest must be accompanied by £1.00, which will be returned unless the Protest Committee deems the protest frivolous.

A Protest Flag is not required for craft less than 6 metres long.

She shall also attempt to inform the offender that she is protesting and invite her to complete a 720° penalty.

The defending boat will acknowledge the infringement and complete a 720° or indicate a counter protest in reply.

Protestees are required to inform their own witnesses of their required attendance at the hearing. The protest must be put in writing and presented to the Protest Committee within the time stated in the Sailing Instructions.

**PLEASE DO NOT WASTE THE TIME OF THE RACE COMMITTEE WHEN YOU KNOW THAT YOU ARE AT FAULT - COMPLETE AN ALTERNATIVE PENALTY.**

A protest committee may disqualify a boat for infringing Rule 42 -Propulsion, in accordance with Rule 67.

A protest hearing will be held on the same day as the incident. Failure of any party, or their representative, to attend will result in the Protest Committee hearing the protest in their absence.

If a participant feels that the result of a protest hearing is unjust, that person may appeal, in writing, to the Committee of the Sailing Club. The committee will then examine all the facts and decide on the action to be taken. Without any further evidence, this outcome will be final. If a participant is still unhappy, the only course of action will be to appeal to the RYA.

Each disqualification from a race will result in a penalty score being given. If an infringement occurs, the boat protested must either: accept the alternative penalty, retire immediately or go to protest.

### 3.12. SCORING

The scoring system for all series and single races will be:

The winning boat will receive 1 point and other boats will receive points equal to their finishing position. There will be no score allocated if a boat fails to start a race in a series.

Retired = Points equal to the number of starters in the race, plus one.

Disqualified = Points equal to the number of starters in the race, plus one.

Crews receive the same points as the helm.

In all points series, the number of races to count will be half the number of completed races plus one. If there is an odd number of races, it is half the number of races plus ½. i.e. if 11 are sailed, 6 count.

In the event of a tie for positions, the positions will be calculated in accordance with the I S A F Appendix A - A8.1. This applies to both helm and crew.

Two-man boats sailed single-handed are deemed to be out of class and are NOT eligible to score points in races. The only exception to this rule is fleet racing, when agreement to sail single-handed has been reached by all concerned. No two-man boats will be sailed single handed in dark races.

Guests and full members crewing for the aforementioned are NOT eligible for any race series. Only boats helmed by full members will be included in the final points score for a race.

### 3.13. RACE OFFICER

Race Officer requiring help or advice on race organisation are asked to contact the Sailing Secretary, or any other committee member, PRIOR to their duty day. It is unreasonable to expect competitors to give up the amount of time necessary when they have to make preparations of their own. Your Duty Officer may be able to advise you, but do remember that he also has a lot to do.

Race Officer **MUST** fill in the top section of the Lap Charts and Declaration Form, with their name, date, time, and the race number and series title.

### 3.14. DRAW FOR BOATS

The Sailing Secretary, Sailing Centre Representative or Duty Officer may prevent a person sailing a selected boat if the person is considered to be unable to handle the boat in the prevailing conditions.

A draw for boats will include all available craft.

The Duty Officer or race Officer may prevent a person from sailing a boat if they consider their experience to be insufficient to sail that boat. This is particularly relevant to performance boats like the Javelin.

**The helm should enter their name on the Declaration Sheet *before* entering a draw to be guaranteed an allocation within the number of boats limit.**

### 3.15. THE DRAW TIMES AND METHODS

The draw for all boats will take place **1 hour** before the published start time of the race.

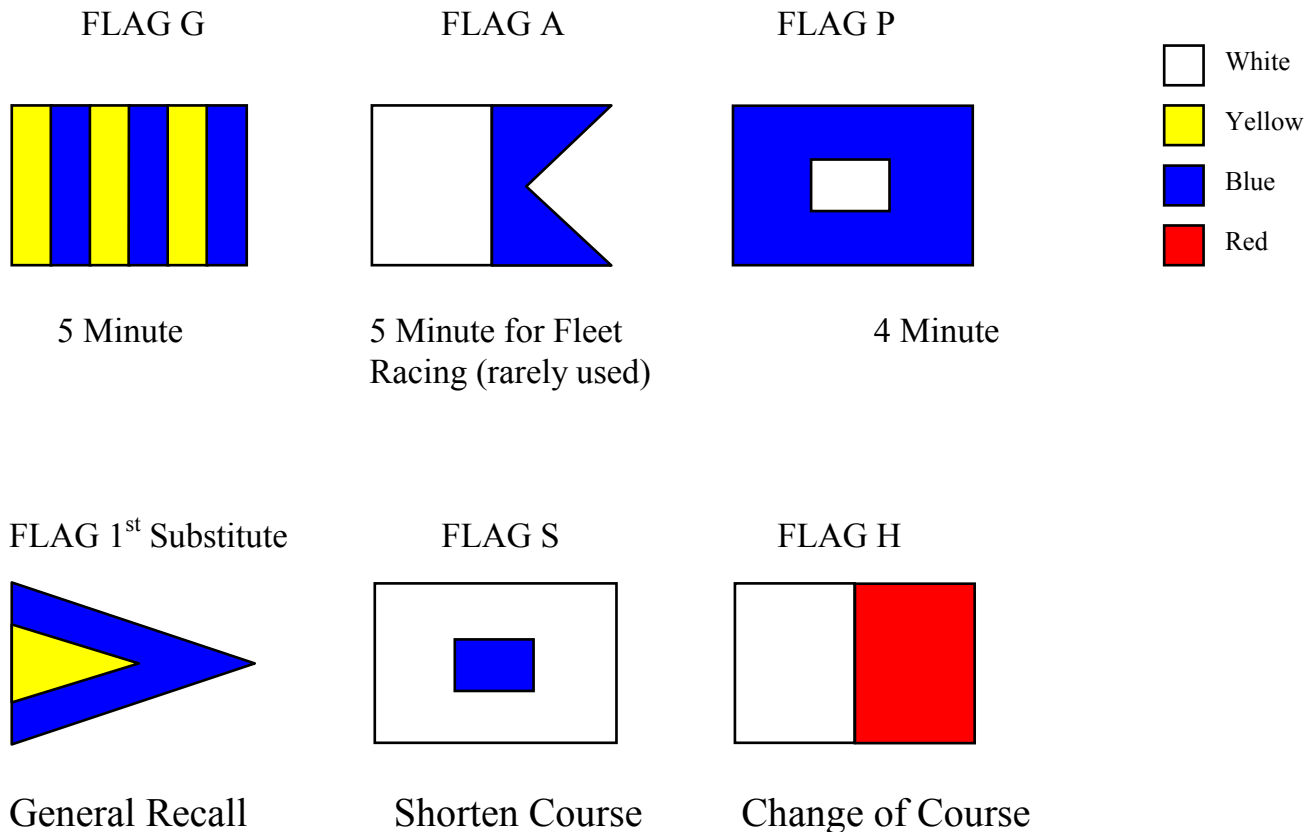
Tuesday Evenings      Helm's names are drawn - first drawn has first choice of boat.

Sunday mornings      The first person to arrive has first choice.

Saturday evenings      Helms names are drawn - first drawn has first choice of boat.

## 4.0. GUIDELINES FOR RACE OFFICERS

### 4.1 RACE PREPARATION - THE FLAGS USED



### 4.2. RACE PREPARATION - THE DRAW

Arrive in plenty of time to prepare for the race. Check your assistant is present and arrange for him/her to organise the draw for boats if it is needed.

Arrive in plenty of time to prepare for the race.

You will need at least one stopwatch for the timing of the race.

Hang the clapper on the warning bell outside.

Write the following race details on the whiteboard:

The names of the Race Officer, Assistant Race Officer and Duty Officer

Race name and number, time of the briefing (remember it should be 30 minutes before the race start), and race start time.

Whether it is pursuit or handicap. (If it is a pursuit you will need to list the start times for each of the classes racing and the length of the race).

Fill in a Declaration Sheet and Lap Chart with the race details.

### 4.3 PLANNING THE COURSE

Look at the wind conditions and plan a possible course, the Rescue Officer or a committee member will be able to give you assistance with this. The first leg should always be to windward, although this may not be possible when the wind is extremely light and variable.

Try to set a course that will enable boats to overtake. This is usually only achievable on a beat or a run. If possible try for two beats. Consider any crossovers carefully. Ensure they do not create any undue complications.

Use a temporary buoy for the first windward mark, this will allow more flexibility with the course and mean the leg can be adjusted before the start, should there be a wind shift.

Because of the port and starboard rule, it is safest to leave the first windward mark to port, especially if the race is a handicap, if is windy, or there is a large fleet.

It may be necessary to put in temporary marks if there are large bank shadows, but do not make the sailing area too small.

**The start line will always be between the mast on the committee boat and the starting mark with the flag on it. The starting mark is kept in the committee boat.**

It is generally best to have the committee boat at the starboard end of the line. This is because boats normally start at this end; therefore you can monitor the start more easily.

The Start Line can never be too long, except if the ends are too close to the bank. In a pursuit race it should be long enough for the largest class, in a handicap it should be as long as possible;

An approximate guide is to make the line equivalent to the sum of the length of the boats starting.

To prevent all the boats trying to start at the starboard end, the line should be biased by approximately 10° to port i.e. set the port end further upwind.

In a handicap race, the start line should be set 20-30 metres to windward of the leeward mark. It will then be in a suitable position for the finish. (See the finish procedure for handicap races).

### 4.4. THE BRIEFING

This should be held **30 MINUTES** before the start of the first race. This allows time for competitors to launch their boats, preventing chaos on the slipway. It does not matter if you are not completely prepared for the race, you will have time available after the briefing.

Ring the bell several minutes before the briefing, to allow time for the competitors to gather.

If any committee or club members wish to make an announcement, give them opportunity at the start of the briefing.

At the briefing, introduce the race, remind competitors they should have entered their details on the Declaration Sheet, explain the course and give details of any temporary marks used.

## 4.5. THE START

Remember, the sound signals for the start are only to attract attention. The hoisting and lowering of the flags are the actual signals. You **must** be accurate with the timing of the start sequence and the race.

Racing rules come into force at the 4-Minute signal.

At the start signal, either you or your assistant should be sat behind the mast on the committee boat looking down the line for any early starters. If any boats are over, sound one signal and call them back. If it is a large number, you will have to sound a General Recall (two sound signals and raise the recall flag).

If the Duty Officer is available and there is a large fleet starting, ask him to monitor the other end of the line. He/she should be on a transit of the start line, a suitable distance away.

## 4.6. THE RACE

If it is a handicap race, you must leave the start line on the water; **you will need it as the finish line**

Record boats as they complete each lap.

If it is a handicap race and the wind drops or severe weather conditions exist, it may be advisable to sound the shorten course signal early.

A pursuit race **MUST** sail for the specified time, except where safety is at stake when it would be abandoned.

In a fleet race, all boats sail the same distance.

In a pursuit race, all boats are finished as close as possible to the allotted time.

In a handicap race, all boats sail a complete number of laps and each boat's elapsed time and number of laps is recorded.

A boat finishes a race as the first part of the hull, rigging, or crew, in their normal position, crosses the finish line. Therefore, if a boat is flying a spinnaker, it is most likely to be the first part to cross the line. However, if a member of the crew is leaning out over the bows, it is not a normal position and the boat will not finish at this point. A boat must complete any required penalties before being finished.

The racing rules continue to apply to the boat until it has completely cleared the line!

If there are less than two rescue boats on the water or it is windy i.e. risk of capsizes, use another rescue boat to finish pursuit races.

In a pursuit race, if it is only a small fleet and you are confident of positions, try to finish the race from the balcony.

When finishing a handicap race, record the boat and their finish times on a separate piece of paper. This saves the time taken looking for each boat on the lap chart. Get your assistant to call out the boat and the finish time as you write them down. Once you have recorded all of the boats, transfer the time to the correct space on the lap chart - **REMEMBER TO RECORD THE LAST LAP FOR EACH BOAT, UNLESS THEY HAVE RETURNED TO THE FINISH LINE.**

#### 4.7. AFTER THE RACE.

If there is to be a protest, co-opt a Protest Chairman/woman who is able to conduct the hearing, from the list in the Race Officer's Guidelines book.

The Sailing Club has a computer located in the clubhouse, which should be used for calculating the results of handicap races. If you are unsure how to use it there are instructions in this book. If you are still unsure ask a committee member.

If a boat is disqualified it's score will be the number of starters plus one.

Crews receive the SAME points as their helm. Guests do NOT receive any points.

Give the Lap Chart to the Sailing Secretary if he/she is present; otherwise leave it in the Sailing Club's wooden box in the office.

Make sure you have collected the Guest fees (£2.50). Money should be collected, placed in the labelled envelope obtained from the Committee file drawer and posted through the Reception window.

Ensure all flags, paperwork, folders etc. are put away in the Sailing Club's cupboard.

Clean the white board and course board. Ensure that the clubroom is tidy for the next days work.

Temporary marks must be taken off the water and put away and the start mark should be put back into the committee boat.

## 5.0. THE PROTEST PROCEDURE

### 5.1. INTRODUCTION

Part V of the ISAF rulebook covers "Protests, Penalties and Appeals" and Appendix L deals with the "Protest Committee Procedure". Refer to these if you require further information or clarification on this subject. This document is only intended to provide guidance on the subject.

A protest is lodged when an rule infringement has taken place and neither party accepts responsibility or does an alternative penalty to exonerate himself.

In this situation, a protest should be lodged otherwise, in certain circumstances a third party may protest all of the boats involved.

### 5.2. HOW TO LODGE A PROTEST

There are several requirements that must be fulfilled to lodge a valid protest; these are listed below:

Immediate attempt should be made to inform the offending boat that a protest is being made against them. If this is not possible, the boat must be informed at the first reasonable opportunity.

A protest flag need not be flown under the current rules, for craft less than 6 metres in length

The "first reasonable opportunity" will vary depending upon weather conditions, type of boat etc.

The Race Officer should be informed of the protest within 15 minutes of the end of the race.

A completed protest form, with the deposit, should be given to the Race Officer within 30 minutes of the end of the race.

Provide as much information as clearly as possible, this makes it easier for the protest committee and helps your case. The details on the form should include: the identity of the boat being protested, the date, time and location of the incident, the rule or rules believed to have been infringed and a description of the incident (including a diagram if relevant).

The protest committee will set a time and venue for the hearing. It is the responsibility of the protestor and protestee to find any witnesses and inform them when the protest hearing is to take place so that they are available.

### 5.3. THE PROTEST

A Protest Committee will be formed from “uninterested parties”, with the Chairperson being someone who is on the list of nominated people, and a time for the protest hearing will be established. The protest form, or copies of it, will be available to the boats involved and time allowed for the preparation of a defence.

The Protest Committee must have a current copy of the rulebook available, it may also be beneficial to have a book that interprets the rules and provides explanatory diagrams.

The procedure at a protest hearing is normally straightforward. The Protest Committee will examine the protest form and decide that all the necessary requirements have been met. If the committee is not satisfied and the protestor is unable to satisfy the requirements, the protest will be refused. This can happen when insufficient attempt was made to inform the protested boat of the intention to protest.

Both the people involved in the protest have the right to be present for whole hearing; Witnesses are called at a later stage in the hearing to give evidence.

The protestor will be called to give their account of events. After this, the protestee will be given opportunity to give their version. The protestor and the protestee may question each other.

At this point any witnesses may be called to provide their statement of what happened. Both parties and the protest committee may question these witnesses. A member of the protest committee may act as a witness, but only provide evidence when both parties concerned are present.

After all of the evidence has been given, the protestor and protestee are allowed opportunity to give final statements, which may include their interpretation of the rules involved.

The involved parties and witnesses will be asked to leave while the committee discusses the evidence, decide on the rules involved and arrive at a decision. The findings will be noted on the protest form.

The protestor and protestee will be called back and the findings of the Protest Committee given. This will include the facts found, the rule or rules applicable, the decision and reason for it, the boat or boats penalised and the penalty imposed.

If the protest was considered valid, the protestor will have their deposit returned.

At the present time, the local Sailing Instructions state that any disqualification will result in a penalty score being given for that particular race; see section 12.1 of the Sailing Instructions.

Request may be made for a protest hearing to be re-opened if, for example, additional evidence has been discovered. If this happens, the protest committee will examine the reasons and re-open the hearing if the information may change their decision. If they consider the information is irrelevant, the hearing will not be re-opened.

It is possible for a penalised boat to appeal against the decision of the protest committee. Initially, this should be done to the Sailing Club Committee. Failing this, the appeal would go to the RYA. Section D of the rules book deals with this eventuality.

## 6.0. RULES FOR THE TOPPER KNOCKOUT COMPETITION

All rounds **must** be completed by the specified dates.

It is the responsibility of the top person of each pair of competitors to organise the date and time of their match.

If a match has not been arranged and the situation in paragraph 4 does not apply by the completion date for that round, the second competitor of the pair will proceed to the next round.

If a match is arranged and one party does not attend, the other person will win by default. The only exception to this is if the party can give a valid reason for not attending and has made contact (or attempted to) with the other competitor.

Private boats will not be used, unless agreed by both competitors in that particular match.

Each match may take place in conjunction with a Sailing Club race. Otherwise it is the responsibility of the competitors to organise their race i.e. the time, course, start/finish line and the number of laps to be sailed.

All matches will be sailed in accordance with the ISAF rules, the UWSC Sailing Instructions and the UWSC Code of Practice and Safety Regulations. Appendix B6 (Match Racing Rules) of the ISAF rules will NOT apply except for paragraphs C1.1, C1.4 and C1.5.

Immediately after a match has been sailed, the winner should put their name through to the next round.

The final will normally be sailed on the Sunday of the Regatta weekend.

If one competitor is unable to make contact with their opponent and it is getting close to the completion date for that round, he or she should notify the Sailing Secretary or a committee member, as soon as possible.

## **7.0. APPENDICES**

Pursuit Times

Local Handicaps and Boat Abbreviations

Portsmouth Yardstick Numbers

Computer Instructions

Fire Alarm Instructions

**2003 PY Numbers**

**Upton Warren Sailing Club Pursuit Starting Times for a 1 Hour Race**

CLASS	PYN	LOCAL	Minutes to be added to scratch fleet start															
Optimist	1646	1646	Any class with a handicap slower than 1426 PYN will start as scratch boat on 1426 PYN															
Mirror	1386	1426	SCR															
Heron	1363	1403	1	SCR														
Topper	1288	1288	5 3/4	5	SCR													
Double Handed Pico	1280	1280	6 1/4	5 1/4	1/4	SCR												
Single Handed Pico	1258	1258	7	6 1/4	1 1/2	1	SCR											
Miracle	1178	1218	8 3/4	8	3 1/4	3	2	SCR										
Comet Club (Minnow)	1193	1193	9 3/4	9	4 1/2	4	3	1 1/4	SCR									
Laser 4.7	1177	1177	10 1/2	9 3/4	5 1/4	4 3/4	3 3/4	2	3/4	SCR								
Wanderer	1132	1172	10 3/4	10	5 1/2	5	4	2 1/4	1	1/4	SCR							
Comet, Laser 13	1170	1170	10 3/4	10	5 1/2	5 1/4	4 1/4	2 1/4	1 1/4	1/4	1/4	SCR						
Graduate	1170	1170	10 3/4	10	5 1/2	5 1/4	4 1/4	2 1/4	1 1/4	1/4	1/4	SCR						
GP 14	1127	1167	11	10	5 3/4	5 1/4	4 1/4	2 1/2	1 1/4	1/2	1/2	1/4						
Solo	1155	1155	11 2/4	10 1/2	6 1/4	5 3/4	5	3	2	1	1	1						
Lightning 368	1148	1148	11 1/2	11	6 1/2	6 1/4	5 1/4	3 1/2	2 1/4	1 2/4	1 2/4	1 1/4						
Wayfarer	1099	1139	12	11 1/4	7	6 1/2	5 3/4	4	2 3/4	2	2	1 1/2						
Merlin 671	1094	1134	12 1/2	11 1/2	7	7	6	4	3	2	2	2						
Enterprise	1116	1116	13	12 1/4	8	7 3/4	6 3/4	5	3 3/4	3	3	2 3/4						
Lark	1072	1112	13 1/4	12 1/2	8 1/4	7 3/4	7	5 1/4	4	3 1/4	3 1/4	3						
Laser Radial	1101	1101	13 3/4	13	8 3/4	8 1/2	7 1/2	5 3/4	4 3/4	3 3/4	3 3/4	3 1/2						
Scorpion	1060	1100	13 3/4	13	8 3/4	8 1/2	7 1/2	5 3/4	4 3/4	4	4	3 1/2						
National 12	1097	1097	13 3/4	13	9	8 1/2	7 3/4	6	4 3/4	4	4	3 3/4						
Laser II	1053	1093	14	13 1/4	9	8 3/4	7 3/4	6 1/4	5	4 1/4	4 1/4	4						
Pegasus	1082	1082	14 1/2	13 3/4	9 1/2	9 1/4	8 1/2	6 3/4	5 1/2	4 3/4	4 3/4	4 1/2						
Laser	1078	1078	14 3/4	14	9 3/4	9 1/2	8 1/2	7	5 3/4	5	5	4 3/4						
Kestrel	1069	1069	15	14 1/4	10 1/4	10	9	7 1/4	6 1/4	5 1/2	5 1/2	5 1/4						
Blaze	1069	1069	15	14 1/4	10 1/4	10	9	7 1/4	6 1/4	5 1/2	5 1/2	5 1/4						
Phanton	1051	1051	15 3/4	15	11	10 3/4	9 3/4	8 1/4	7 1/4	6 1/2	6 1/2	6						
Javelin	946	986	18 1/2	17 3/4	14	13 3/4	13	11 1/2	9 3/4	9 3/4	9 3/4	9 1/2						

GP14's belonging to the Sailing Centre and of the Series 1 design (without the double skinned floor) will sail off the same handicap. This is irrespective of whether a jib or genoa is used

CORRECTED TIME (CT) = Race Length (in sec.'s) \* 1000 / local handicap of scratch boat

RACE DURATION FOR CLASS (RDC) = (CT x (Local handicap of class/1000))/60

DELAY FROM SCRATCH START FOR CLASS = Race length -RDC

**2003 PY Numbers**

**Upton Warren Sailing Club Pursuit Starting Times for a 45 Minute Race**

CLASS	PYN	LOCAL	Minutes to be added to scratch fleet start								
Optimist	1646	1646	Any class with a handicap slower than 1426 PYN will start as scratch boat on 1426 PYN								
Mirror	1386	1426	SCR								
Heron	1363	1403	3/4	SCR							
Topper	1288	1288	4 1/4	3 3/4	SCR						
Double Handed Pico	1280	1280	4 1/2	4	1/4	SCR					
Single Handed Pico	1258	1258	5 1/4	4 3/4	1	3/4	SCR				
Miracle	1178	1218	6 1/2	6	2 1/2	2 1/4	1 1/2	SCR			
Comet Club (Minnow)	1193	1193	7 1/2	6 3/4	3 1/2	3	2 1/2	1	SCR		
Laser 4.7	1177	1177	8	7 1/4	4	3 1/2	3	1 1/2	1/2	SCR	
Wanderer	1132	1172	8	7 1/2	4	3 3/4	3	1 1/2	1	1/4	SCR
Comet, Laser 13	1170	1170	8	7 1/2	4	3 3/4	3 1/4	2	1	1/4	SCR
Graduate	1170	1170	8	7 1/2	4	3 3/4	3 1/4	2	1	1/4	SCR
GP 14	1127	1167	8 1/4	7 1/2	4 1/4	4	3 1/4	2	1	1/2	1/4
Solo	1155	1155	8 1/2	8	4 1/2	4 1/2	3 1/2	2 1/2	1 1/2	3/4	1/2
Lightning 368	1148	1148	9	8	5	4 1/2	4	2 1/2	1 1/2	1	1
Wayfarer	1099	1139	9	8 1/2	5	5	4 1/4	3	2	1 2/4	1 1/4
Merlin 671	1094	1134	9 1/4	8 1/2	5 1/2	5 1/4	4 1/2	3	2	1 1/2	1 2/4
Enterprise	1116	1116	9 3/4	9	6	5 3/4	5	4	3	2 1/4	2 1/4
Lark	1072	1112	10	9 1/4	6 1/4	6	5 1/4	4	3	2 1/2	2 1/4
Laser Radial	1101	1101	10 1/4	9 1/2	6 1/2	6 1/4	5 2/4	4 1/2	3 1/2	3	2 3/4
Scorpion	1060	1100	10 1/4	9 3/4	6 1/2	6 1/4	5 3/4	4 1/2	3 1/2	3	2 3/4
National 12	1097	1097	10 1/2	9 3/4	6 3/4	6 1/2	5 3/4	4 1/2	3 1/2	3	3
Laser II	1053	1093	10 1/2	10	6 3/4	6 1/2	6	4 1/2	4	3 1/4	3
Pegasus	1082	1082	11	10 1/4	7	7	6 1/4	5	4	3 3/4	3 1/2
Laser	1078	1078	11	10 1/2	7 1/4	7	6 1/2	5	4 1/2	3 3/4	3 1/2
Kestrel	1069	1069	11 1/4	10 3/4	7 3/4	7 1/2	6 3/4	5 1/2	4 1/2	4 1/4	4
Blaze	1069	1069	11 1/4	10 3/4	7 3/4	7 1/2	6 3/4	5 1/2	4 1/2	4 1/4	4
Phanton	1051	1051	11 3/4	11 1/4	8 1/4	8	7 1/2	6	5 1/2	4 3/4	4 3/4
Javelin	946	986	14	13 1/4	10 1/2	10 1/4	9 3/4	8 1/2	8	7 1/4	7 1/4

GP14's belonging to the Sailing Centre and of the Series 1 design (without the double skinned floor) will sail off the same handicap. This is irrespective of whether a jib or genoa is used

CORRECTED TIME (CT) = Race Length (in sec.'s) \* 1000 /local handicap of scratch boat

RACE DURATION FOR CLASS (RDC) = (CT x (Local handicap of class/1000))/60

DELAY FROM SCRATCH START FOR CLASS = Race length -RDC

**2003 PY Numbers**

**Upton Warren Sailing Club Pursuit Starting Times for a 30 Minute Race**

CLASS	PYN	LOCAL	Minutes to be added to scratch fleet start											
Optimist	1646	1646	Any class with a handicap slower than 1426 PYN will start as scratch boat on 1426 PYN											
Mirror	1386	1426	SCR											
Heron	1363	1403	1/2	SCR										
Topper	1288	1288	3	2 1/2	SCR									
Double Handed Pico	1280	1280	3	2 3/4	1/4	SCR								
Single Handed Pico	1258	1258	3 1/2	3	3/4	1/2	SCR							
Miracle	1178	1218	4 1/2	4	1 3/4	1 1/2	1	SCR						
Comet Club (Minnow)	1193	1193	5	4 1/2	2 1/4	2	1 1/2	2/4	SCR					
Laser 4.7	1177	1177	5 1/4	4 3/4	2 1/2	2 1/2	2	1	1/2	SCR				
Wanderer	1132	1172	5 1/4	5	2 3/4	2 1/2	2	1 1/4	1/2	1/4	SCR			
Comet, Laser 13,	1170	1170	5 1/2	5	2 3/4	2 1/2	2	1 1/4	1/2	1/4	SCR			
Graduate	1170	1170	5 1/2	5	2 3/4	2 1/2	2	1 1/4	1/2	1/4	SCR			
GP 14	1127	1167	5 1/2	5	2 3/4	2 3/4	2 1/4	1 1/4	3/4	1/4	1/4			
Solo	1155	1155	5 1/2	5 1/4	3	3	2 1/2	1 1/2	1	1/2	2/4			
Lightning 368	1148	1148	5 3/4	5 1/2	3 1/4	3	2 1/2	1 1/2	1 1/4	1/2	1/2			
Wayfarer	1099	1139	6	5 1/2	3 1/2	3 1/2	3	2	1 1/4	1	1			
Merlin 671	1094	1134	6 1/4	6	3 1/2	3 1/2	3	2	1 1/2	1	1			
Enterprise	1116	1116	6 1/2	6 1/4	4	3 3/4	3 1/2	2 1/2	2	1 1/2	1 1/2			
Lark	1072	1112	6 1/2	6 1/4	4	4	3 1/2	2 1/2	2	1 1/2	1 1/2			
Laser Radial	1101	1101	7	6 1/2	4 1/4	4 1/4	3 1/2	3	2 1/4	2	2			
Scorpion	1060	1100	6 3/4	6 1/2	4 1/2	4 1/4	3 3/4	3	2 1/4	2	1 3/4			
National 12	1097	1097	7	6 1/2	4 1/2	4 1/4	3 3/4	3	2 1/2	2	2			
Laser II	1053	1093	7	6 3/4	4 1/2	4 1/2	4	3	2 1/2	2 1/4	2			
Pegasus	1082	1082	7 1/4	6 3/4	4 3/4	4 3/4	4 1/4	3 1/4	2 3/4	2 1/2	2 1/4			
Laser	1078	1078	7 1/4	7	5	4 3/4	4 1/4	3 1/2	3	2 1/2	2 1/2			
Kestrel	1069	1069	7 1/2	7 1/4	5	5	4 1/2	3 3/4	3	2 3/4	2 3/4			
Blaze	1069	1069	7 1/2	7 1/4	5	5	4 1/2	3 3/4	3	2 3/4	2 3/4			
Phanton	1051	1051	8	7 1/2	5 1/2	5 1/4	5	4	3 1/2	3 1/4	3			
Javelin	946	986	9 1/4	9	7	7	6 1/2	5 3/4	5 1/4	4 3/4	4 3/4			

GP14's belonging to the Sailing Centre and of the Series 1 design (without the double skinned floor) will sail off the same handicap. This is irrespective of whether a jib or genoa is used

CORRECTED TIME (CT) = Race Length (in sec.'s) \* 1000 /local handicap of scratch boat

RACE DURATION FOR CLASS (RDC) = (CT x (Local handicap of class/1000))/60

DELAY FROM SCRATCH START FOR CLASS = Race length -RDC

12	1093	12
29	964	29ER
40	1129	405
42	1127	420
50	942	505
AL	1066	ALBACORE
BL	1047	BLAZE
BU	1045	BUZZ
BY	1162	BYTE
CM	1193	COMET MINO
CN	994	CONTENDER
CO	1173	COMET
EN	1116	ENTERPRISE
EU	1141	EUROPE
FB	1022	FIREBALL
FE	1239	FEVA
FI	1162	FIREFLY
FN	1069	FINN
GP	1167	GP14
GR	1167	GRADUATE
HE	1403	HERON
IS	966	ISO
JA	986	JAVELIN
KE	1078	KESTREL
L2	1129	LASER 2000
L4	948	LASER 4000
L7	1175	LASER 4.7
LA	1078	LASER
LI	1148	LIGHTNING 368
LK	1113	LARK
LR	1101	LASER RADIAL
LT	1075	LASER II
MA	1218	MIRACLE
ME	1061	MERLIN-ROCKET*
MI	1426	MIRROR
MO	1173	MOTH
MS	1231	MINISAIL
OP	1646	OPTIMIST
OS	980	OSPREY
P1	1259	LASER PICO
P2	1258	2 PER PICO
PE	1082	PEGASUS
PH	1045	PHANTOM
R2	1099	RS 200
R3	1000	RS 300
R4	992	RS 400
R6	920	RS 600

R7	857	RS 700
RO	1051	Rooster 8.1
SC	1096	SCORPION
SO	1155	SOLO
ST	1162	STREAKER
T+	1215	TOPAZ PLUS
T1	1204	TOPAZ UNO
T2	1190	TOPAZ DUO
TO	1290	TOPPER
VI	1127	VISION
WA	1139	WAYFARER
WR	1172	WANDERER
ZZ	ZZ	ZZ

## RYA Portsmouth Yardstick List 2010

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### Use of Experimental Numbers

Experimental numbers are published by the RYA and are based on a very limited amount of data. They may nevertheless provide useful indicators to assist clubs when allocating a Trial Number.

Experimental numbers shall be periodically reviewed by the RYA and updates based on WebReturn information may be published to all clubs registered via [www.pys.org.uk](http://www.pys.org.uk)

\* Development classes where the Portsmouth Number is likely to vary depending on the age and design of the boats.

Clubs should consider adjusting the Number where it does not reflect the performance of a particular boat (excluding Crew Skill Factor)

Class Name	No. of Persons	Rig	Spinnaker	Engine	Keel	Number	Status	Change	Notes
<b>Centreboard</b>									
ENTERPRISE	2	S	0			1116	P		
FIREBALL	2	S	C			982	P		
GP14	2	S	C			1127	P		
LASER	1	U	0			1080	P	+2	
LASER 2000	2	S	A			1090	P	+1	
LASER RADIAL	1	U	0			1104	P	+3	
RS 200	2	S	A			1057	P	-2	
RS 400	2	S	A			950	P	-2	
SOLO	1	U	0			1155	P		
ALBACORE	2	S	0			1065	S	-1	
BLAZE	1	U	0			1046	S	-1	
COMET	1	U	0			1177	S	+4	
CONTENDER	1	U	0			993	S		
FINN	1	U	0			1062	S	-4	
LARK	2	S	C			1073	S		
LASER 4.7	1	U	0			1175	S		
LASER 4000	2	S	A			908	S		
MIRROR	2	S	C			1385	S	-1	
RS 300	1	U	0			1000	S		
RS 600	1	U	0			920	S		
RS 700	1	U	A			857	S	+1	
SCORPION	2	S	C			1055	S	-1	
STREAKER	1	U	0			1162	S		
SUPERNOVA	1	U	0			1063	S	+1	
TOPPER	1	U	0			1295	S	+5	
WAYFARER	2	S	C			1101	S	+2	
505	2	S	C			902	R		
NATIONAL 12*	2	S	0			1089	R	-3	
14*	2	S	A			840	R	-10	
18	3	S	C			957	R		
405	2	S	A			1089	R		
420	2	S	C			1087	R		
470	2	S	C			973	R		
29ER	2	S	A			924	R		
49ER	2	S	A			744	R	-3	
B14	2	S	A			874	R	-6	
BOSUN	2	S	C			1198	R		
BRITISH MOTH	1	U	0			1168	R	-5	
BUZZ	2	S	A			1002	R	-3	
BYTE	1	U	0			1165	R	+3	
BYTE CII	1	U	0			1140	R		
CADET	2	S	C			1432	R		
CANOE INTERNATIONAL	1	S	A			870	R	-3	
CANOE INTERNATIONAL	1	S	0			905	R		ONE DESIGN
COMET TRIO	2	S	A			1085	R	-1	
EUROPE	1	U	0			1140	R	+1	
FIREFLY	2	S	0			1165	R	+3	
GRADUATE	2	S	0			1165	R	-2	
HERON	1	S	0			1346	R		
HORNET	2	S	C			973	R		
ISO	2	S	A			926	R		
JAVELIN	2	S	C			926	R		
KESTREL	2	S	C			1038	R		
LASER 3000	2	S	A			1032	R		INCLUDES V3000
LASER 5000	2	S	A			846	R		
LASER II	2	S	C			1035	R		
LASER EPS	1	U	0			1020	R	+7	
LASER PICO RACE	1	U	0			1260	R		

LASER PICO RACE	2	S	0		1265	R	+1	
LASER STRATOS	2	S	A		1087	R	+3	
LASER VORTEX	1	U	A		937	R		
LIGHTNING 368	1	U	0		1152	R	+2	
MERLIN-ROCKET *	2	S	C		1006	R	-8	
MIRACLE	2	S	C		1185	R	+7	
MOTH INTERNATIONAL*	1	U	0		980	R		NON FOILING
MUSTO SKIFF	1	U	A		875	R		
OK	1	U	0		1109	R	-1	
OPTIMIST	1	U	0		1646	R		
OSPREY	2	S	C		940	R		
PHANTOM	1	U	0		1035	R	-8	
<u>ROOSTER 8.1</u>	<u>1</u>	<u>U</u>	<u>0</u>		<u>1053</u>	<u>R</u>		
RS 500	2	S	A		972	R		
RS 800	2	S	A		822	R		
RS FEVA XL	2	S	A		1200	R		
RS VAREO	1	U	A		1038	R		
RS VISION	2	S	A		1083	R	+3	
<u>SOLUTION</u>	<u>1</u>	<u>U</u>	<u>0</u>		<u>1071</u>	<u>R</u>		
SPLASH	1	U	0		1184	R		
TASAR	2	S	0		1023	R		
TOPPER XENON	2	S	A		1070	R		
WANDERER	2	S	C		1139	R	+7	
<u>CHERUB*</u>	<u>2</u>	<u>S</u>	<u>A</u>		<u>950</u>	<u>E</u>		
<u>LASER VAGO XD</u>	<u>2</u>	<u>S</u>	<u>A</u>		<u>1066</u>	<u>E</u>		
<u>MOTH INTERNATIONAL *</u>	<u>1</u>	<u>U</u>	<u>0</u>		<u>690</u>	<u>E</u>		FOILING
<u>RS TERA SPORT</u>	<u>1</u>	<u>U</u>	<u>0</u>		<u>1459</u>	<u>E</u>		

Class Name	No. of Persons	Rig	Spinnaker	Engine	Keel	Number	Status	Change	Notes
<b>Keelboat</b>									
FLYING FIFTEEN	2	S	C			1025	P		
J 24		S	C	OB	1	935	P	-1	
J 80		S	A	OB	1	876	S	-2	
RS K6	2	S	A			903	R		
SQUIB	2	S	C			1114	R	+6	
TEMPEST	2	S	C			942	R		

Class Name	No. of Persons	Rig	Spinnaker	Engine	Keel	Number	Status	Change	Notes
<b>Multihull</b>									
SPRINT 15 SPORT	1	S	0			883	P		FORMERLY DART 15
DART 18	2	S	0			798	P		
SPRINT 15	1	U	0			917	S	+1	FORMERLY DART 15
CHALLENGER	1	U	0			1177	R	-3	
DART 16	2	S	A			853	R	+3	
HOBIE 16	2	S	0			802	R		
HOBIE TIGER F18	2	S	A			691	R	+2	USE FOR F18 BOATS
HURRICANE 5.9	2	S	A			687	R	+6	SX CONFIGURATION
SPITFIRE	2	S	A			712	R		
<u>TORNADO</u>	<u>2</u>	<u>S</u>	<u>A</u>			<u>643</u>	<u>R</u>		
<u>A CLASS*</u>	<u>1</u>	<u>U</u>	<u>0</u>			<u>690</u>	<u>E</u>		

Class Name	No. of Persons	Rig	Spinnaker	Engine	Keel	Number	Status	Change	Notes
<b>Cruiser</b>									
HUNTER 707		S	C	OB	1	928	P	+1	
SIGMA 33		S	C	IBF	1	928	P	+1	
SONATA		S	C	OB	1	1038	P		
ACHILLES 24		S	C	OB	1	1078	S	-1	
BALLAD 30		S	C	IBF	1	998	S	+1	
CONTESSA 32		S	C	IB2	1	992	S	-2	
COPLAND FOX TERRIER		S	C	OB	1	1060	S	+1	
FIRST CLASS 8		S	C	OB	1	918	S		
SADLER 25		S	C	IBF	1	1062	S	+2	
WESTERLY GK 24		S	C	OB	1	1012	S	-2	FRACTIONAL RIG
ACHILLES 24		S	C	OB	3	1159	R	-3	
ALBIN EXPRESS		S	C	OB	1	978	R		
ALBIN VEGA 27		S	C	IBF	1	1121	R	+3	
BOLERO		S	C	OB	1	998	R	-2	
CHARISMA 22		S	C	OB	1	1068	R		
CLUB 19		S	C	OB	1	1045	R		
CONTESSA 26		S	C	IB2	1	1166	R	-2	

DEHLER 34	S	C	IBF	1	944	R	+3	
DEHLER 36	S	C	IBF	1	892	R	-3	
DUFOUR 1800	S	C	IBF	1	1079	R		
ELAN 333	S	C	IBF	1	887	R		
ETAP 21	S	C	OB	1	1084	R	+3	
FIRST 31.7	S	C	IBF	1	914	R	-3	
FIRST 35	S	C	IBF	1	940	R	+3	
FIRST 36.7	S	C	IBF	1	825	R	-3	
FOLKBOAT NORDIC	S	C	OB	1	1067	R	+3	
H BOAT	S	C	OB	1	1011	R	-3	WITH LIFELINES
HUNTER 19	S	C	OB	1	1144	R	+3	
HUNTER DELTA	S	C	OB	1	1008	R		
HUNTER DUETTE	S	C	OB	2	1154	R	+3	
HUNTER EUROPA	S	C	OB	1	1148	R	-3	
HUNTER IMPALA	S	C	OB	1	955	R	-3	
HUSTLER 25.5	S	C	IBF	1	1037	R	+2	
HUSTLER SJ 320	S	C	IBF	1	871	R	+3	
J 109	S	A	IBF	1	805	R	-3	
J 92	S	A	IBF	1	852	R		
JAGUAR 21	S	C	OB	1	1123	R	+3	
JEANNEAU SUNDREAM 28	S	C	IBF	1	997	R	-3	
JEANNEAU SUNFAST 32	S	C	IBF	1	927	R	+2	
KELT 850	S	C	IB2	1	1022	R	+3	
LIMBO 6.6	S	C	OB	1	1030	R	+3	
MG C27	S	C	IBF	1	951	R	-3	
PANDORA INTERNATIONAL	S	C	OB	1	1130	R	+3	
RUFFIAN 23	S	C	OB	1	1063	R	+3	
SADLER 32	S	C	IB2	1	1028	R		
SADLER 34	S	C	IBF	1	966	R	+2	
SCAMPI 30	S	C	IBF	1	991	R	+2	
SK 700	S	C	OB	1	1050	R	-3	
SONATA	S	C	OB	1	1053	R	-3	LIFTING KEEL
SUPER SEAL 26	S	C	IBF	1	983	R	-3	
TRAPPER 300	S	C	IBF	1	1059	R	+3	
TRAPPER 500	S	C	IB2	1	1077	R	+3	
TRAPPER TS 240	S	C	OB	1	1004	R	-3	
TWISTER 28	S	C	IB2	1	1131	R	+3	
UFO 27	S	C	IBF	1	1016	R		
WESTERLY CENTAUR	S	C	IB3	2	1210	R	+3	
WESTERLY FULMAR	S	C	IBF	2	1016	R		
WESTERLY GK 24	S	C	IBF	1	1033	R	+3	FRACTIONAL RIG
WESTERLY GK 29	S	C	IBF	1	1023	R	+3	
WESTERLY STORM	S	C	IBF	1	953	R	+3	
X332	S	C	IBF	1	855	R	+2	
X99	S	C	IBF	1	871	R		

# Upton Warren Sailing Club

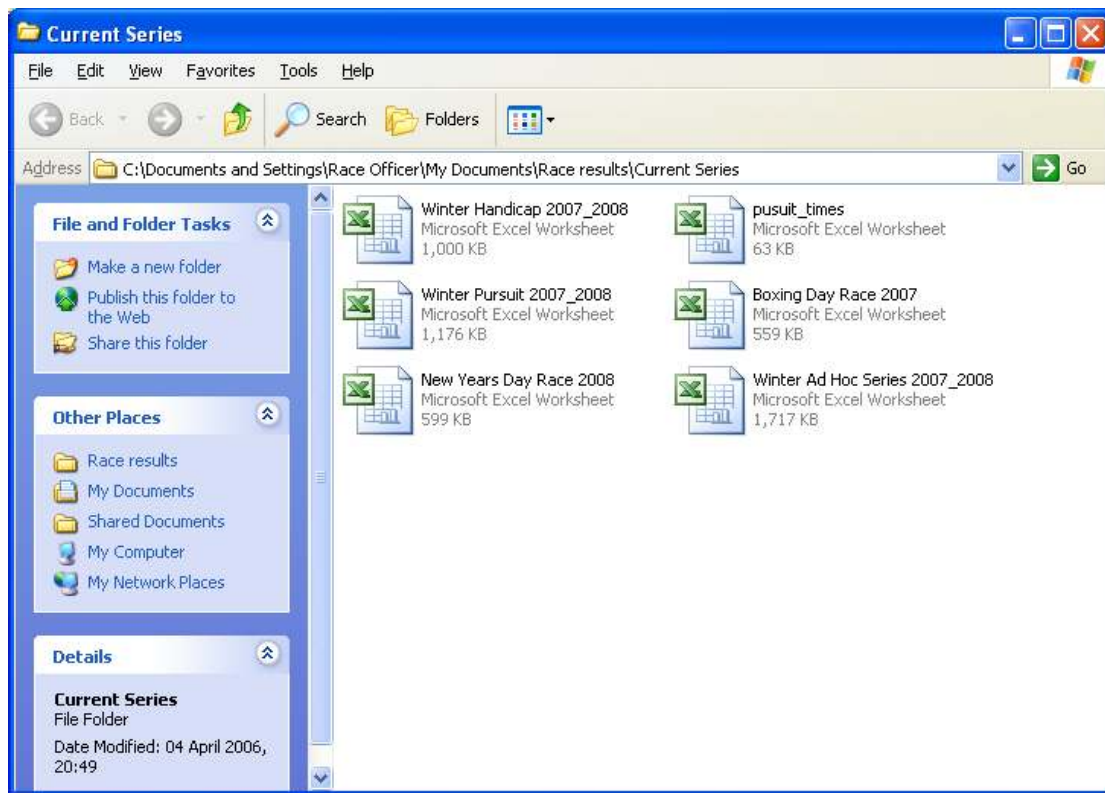
## Race calculation operating instructions

This view will appear when the computer is switched on.



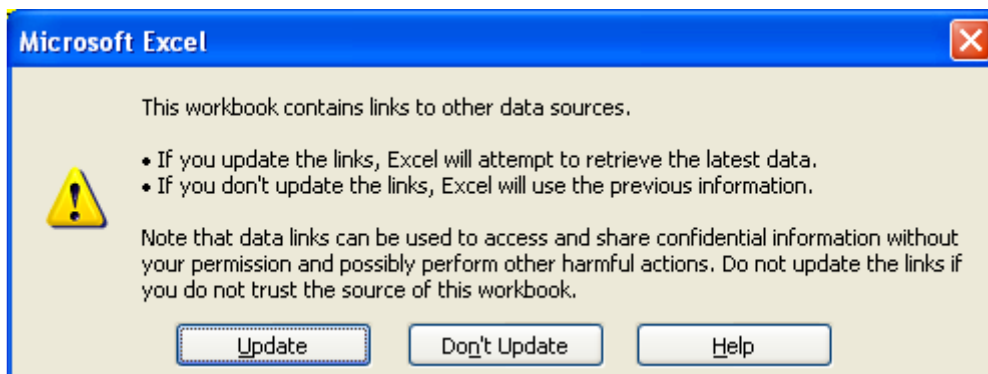
Left double click on the current series icon.

You will now see the following screen.



Left double click on the particular race series that you are running.

This screen will appear.



Click on "Update"

## HANDICAP RACES

You will now see the screen on the next page.

1	CALCULATE	HELM			CREW		BOAT	TIME	BOAT	H CAP	LAPS	DATA	POSITION		
2	MEM No	NAME	PTS	MEM No	NAME	PTS	BOAT	MN	SECS	BOAT	H CAP	LAPS	DATA	POSITION	
3	168	Pete Webby	3	39	Terry Collings	3	pe	59	23	PEGASUS	1082	5	3292.976	3	
4	50	Chris Doran	2	53	Val Evans	2	gp	63	12	GP14	1167	5	3249.357	2	
5	55	John Everard	1				so	60	54	SOLO	1155	5	3163.636	1	
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At this point, prior to the race if possible, enter the membership numbers and the boat abbreviations from the signing on sheet, as below.

1	CALCULATE	HELM			CREW		BOAT	TIME	BOAT	H CAP	LAPS	DATA	POSITION		
2	MEM No	NAME	PTS	MEM No	NAME	PTS	BOAT	MN	SECS	BOAT	H CAP	LAPS	DATA	POSITION	
3	168	Pete Webby	3	39	Terry Collings	3	pe	59	23	PEGASUS	1082	5	3292.976	3	
4	50	Chris Doran	2	53	Val Evans	2	gp	63	12	GP14	1167	5	3249.357	2	
5	55	John Everard	1				so	60	54	SOLO	1155	5	3163.636	1	
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Once the race has been completed the finishing times and number of laps must be entered. Note that times are entered in minutes and seconds.

Now left click on the calculate box.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

MEM No	NAME	PTS	MEM No	NAME	PTS	BOAT	MN	SECS	BOAT	H.CAP	LAPS	DATA	POSITION
3	Terry Collings	3	39		3	pe	59	23	PEGASUS	1082	5	3292.976	3
2	Val Evans	2	53		2	gp	63	12	GP14	1167	5	3249.357	2
1		1				so	60	54	SOLO	1155	5	3163.636	1

A yellow arrow points to the 'CALCULATE' button in cell A1.

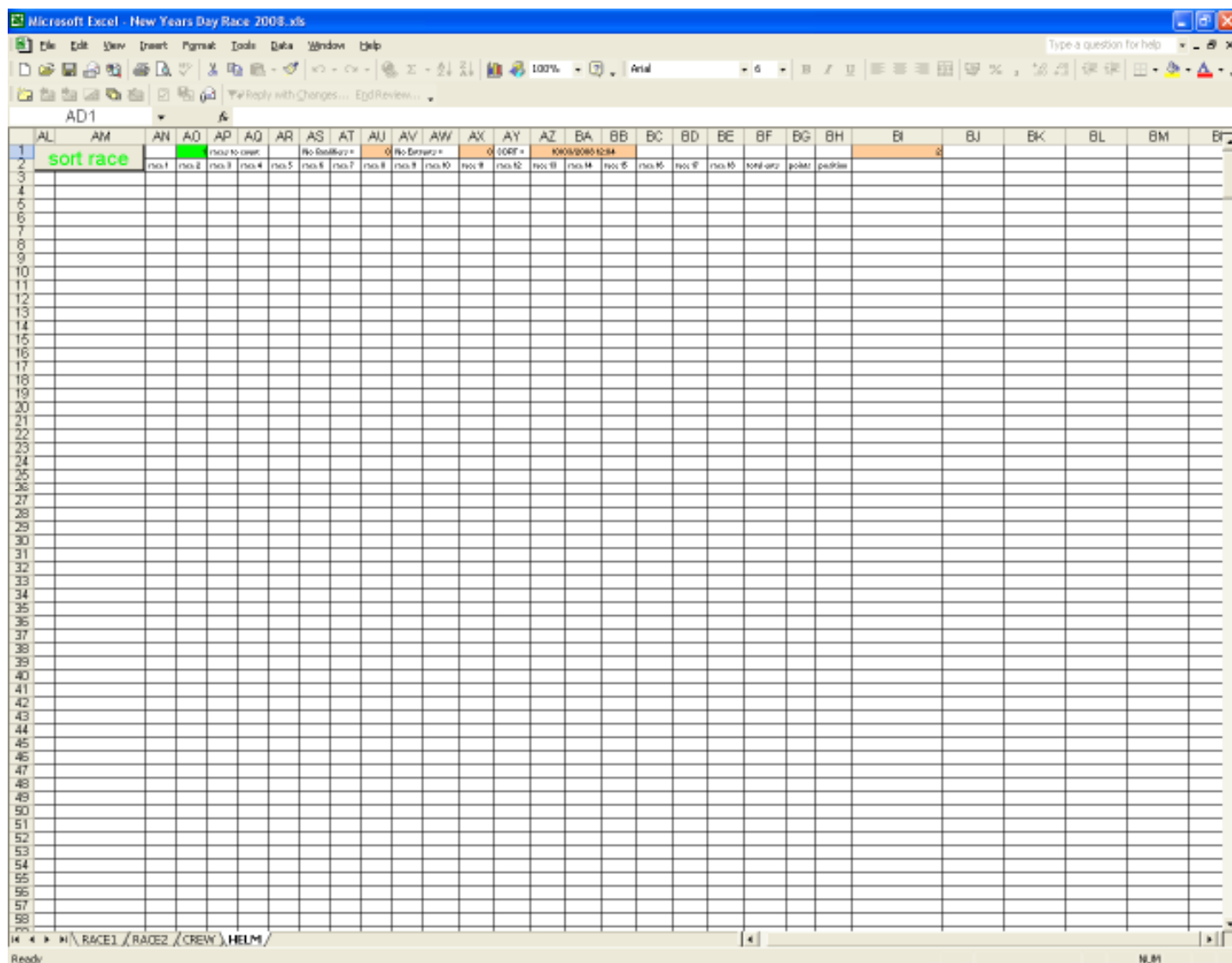
The screen will now appear as below, with the competitors arranged in their finishing order.

The screenshot shows the same Microsoft Excel spreadsheet, but the data is now sorted by finishing order. The 'CALCULATE' button in cell A1 is highlighted by a yellow arrow.

MEM No	NAME	PTS	MEM No	NAME	PTS	BOAT	MN	SECS	BOAT	H.CAP	LAPS	DATA	POSITION
55	John Everard	1				so	60	54	SOLO	1155	5	3163.636	1
50	Chris Doran	2	53	Val Evans	2	gp	63	12	GP14	1167	5	3249.357	2
168	Pete Webby	3	39	Terry Collings	3	pe	59	23	PEGASUS	1082	5	3292.976	3

Next navigate to the bottom of the screen and click on Helm

The screen as below will appear.



Now click on “Sort Race” at the top left hand corner of the sheet.

The results will now appear for the race that has just been run.

## PURSUIT RACES

A similar format of screen is used but only the finishing positions are keyed in.

The screenshot shows a Microsoft Excel spreadsheet titled "Tues.xls". The spreadsheet is organized into columns: A (MEM No), B (NAME), C (POINTS), D (MEM No), E (CREW), and F (NAME). The data is as follows:

MEM No	NAME	POINTS	MEM No	CREW	NAME
109	John Ling	1			
88	Eileen Holt	2			
15	Russell Beale	3			
170	Bill Whiteside	4	171	Pam Whiteside	4
50	Chris Doran	5	53	Val Evans	5
61	Jack Francis	6			
11	Ray Barber	7			
192	Mike Acaster	8			
79	Ben Holloway	9			
55	John Everard	10			
113	Ben Martin	11			
85	John Herbert	12			
136	Brian Smith	13			
46	Tom Davenport	14			
20	Abi Brandon-White	15			
100	Luke Kelly	16			
127	Margaret Reynolds	17			
199	Edward Wilkes	18			
146	David Taylor	19			
76	Wilfred Handy	20			
98	Craig Jones	21			
32	Gill Cappuccini	22	108	Marion Lines	22
189	Harriet Bell	23			
76	Wilfred Handy	24			
116	Beverley Webber	25	95	Sheila Johnson	25
129	David L Roberts	26	10	Bev Bernhard-Bridges	26
84	Michael Harris	27			

A yellow arrow points to the POINTS column (column C). The spreadsheet also shows a "CALCULATE" button in cell A1 and a "Merge and Center" button in the status bar.

Printing the results and the overall positions is the same as for Handicap races.