



# Upton Warren Sailing Club Sailing Handbook

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## **1.0 CODE OF PRACTICE FOR MEMBERS AND GUESTS**

### **1.1 INTRODUCTION**

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

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 Aztec Adventure whose premises we use.

### **1.2 JETTIES AND BOATS**

A BUOYANCY AID stamped CE50 or greater must be worn and be correctly fastened, by any person on a jetty or in a boat on the water.

Smoking is not allowed anywhere on-site inside the main gate. There is a designated area by the bins in the main car park.

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.

Members may apply for and be assigned a space for their boat by the Membership Secretary. The space belongs to the member and not the boat. If a member does not renew their membership or resigns, their boat space is forfeited and cannot be passed on to another. The spaces are managed for Aztec Adventure by the Club and are only available to boats that are sailed regularly at the Centre. Aztec Adventure may also allow other boats a space at their discretion.

Boats kept in the boat park must be tied down to the ‘rails’ provided.

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

Boats must comply with the “spirit of the class” rule.

### **1.3 SAILING**

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

Sailing must not take place unless:

- The person designated to be in charge by Aztec Adventure or by the Club, is present.
- The designated rescue boat is fully operational and the Duty Officer and assistant are on duty.
- The Club pennant is flown to indicate safety cover is active.

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

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

All boats **MUST** return to the jetties when the alarm is sounded; usually indicated by the continuous ringing of the club bell.

A maximum of 30 sailing boats are permitted 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 RYA Racing Rules of Sailing – ‘Avoiding Contact’, to avoid a collision at all times.

#### **1.4 RESCUE BOATS**

Only persons with the qualifications required by Aztec Adventure may act as Duty Officers and be in charge of the safety boat and **must be at the helm during a rescue.**

No equipment may be removed from these boats.

Detailed rules apply to the operation of Safety boats and must be observed by the Duty Officer and his/her Assistant. These rules can be found in the powerboating section of the Aztec Adventure – Upton Warren Operating Procedures manual. An electronic copy of the manual can be found on the Club computer.

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

#### **1.5 AZTEC ADVENTURE & CLUB BOATS**

Please leave an Aztec Adventure or UWSC owned boat as you would expect to find it, i.e. on its launching trolley, in its correct position in the Boat Park or on the slipway. It should also have its complete equipment stowed or stored in its appropriate place.

Sails on Aztec Adventure and Sailing Club boats should not be left flogging. If boats are to be left on the water longer than 10 minutes, lower or furl the sails to prevent their 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 (1st 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 Aztec Adventure.

On Tuesday evening racing sessions, guests are only allowed to sail with the permission of the Race Officer. If a guest is taking up the last place i.e. the 30th 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. Guests will not be given a race position and may only helm if they are suitably qualified.

The Duty Officer, Aztec Adventure 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, Aztec Adventure or Club committee member. 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.

## **1.7 CLUB DUTIES**

Members are required to perform a number of Club duties annually. This number will be set and reviewed annually by the Committee to reflect Club activity and membership levels. Juniors of 14 or over, are required to do half the number requested of adult members. A club session counts as 1 duty, be it an evening, morning or afternoon.

To enable the Club to run smoothly, it is essential that all members carry out their duties. Duties can be booked, on the DutyMan website: [www.Dutyman.biz](http://www.Dutyman.biz). The duty roster is managed by the Vice-Commodore, who will allocate duties to members, if they haven't signed up and he needs someone to fulfil an unallocated duty. If for some reason, the member is unable to discharge their duty on the appointed date THEY must arrange via DutyMan, a swap with another member. Full details of how to do this are on the DutyMan home page. Access is via a \*username and \*password which are unique to each member, and issued by the Vice-Commodore. A link to the DutyMan home page is on the UWSC home page [www.uwsc.co.uk](http://www.uwsc.co.uk). (A password reminder link \* is on the DutyMan home page.)

A brief summary of the current month's duties is pinned on the Club notice board. The full list of duties and who has them allocated is viewable on the DutyMan website. Your own allocated duties will be shown in RED. E-mail reminders are automatically sent by the DutyMan program 15 days and 7 days before your duty date.

Duties will consist of the role of Duty Officer or Race Officer (or assistant(s) as appropriate) at the club sessions. Duty details and procedures can be found elsewhere in this handbook. More experienced Duty Officers or Race Officers, will be happy to give guidance to anyone who is unsure as to what is required.

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

## **1.8 EMERGENCY CONTACTS**

All members, both adult and junior, have supplied details of close of kin who should be contacted in case of an emergency involving the member. These details are contained in an Excel file on the desktop of the club PC. Any committee member can provide the password.

## **1.9 AZTEC ADVENTURE**

Remember the site is leased to Aztec Adventure and the Club can only operate there as long as it does not create difficulties for other users. Please look after and respect Aztec Adventure 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 SAILING INSTRUCTIONS**

### **2.1 RULES**

All races will be sailed under the World Sailing Racing Rules of Sailing (RRS) except as modified by the rules of the competing classes as set down in these sailing instructions. Only boats with a RYA approved handicap may compete in club racing.

### **2.2 SAFETY**

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

A BUOYANCY AID stamped CE50 or greater must be worn and be correctly fastened, by any person on a jetty or in a boat on the water. Aztec Adventure has suitable buoyancy aids available for members' use.

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 signing-on sheet is filled to this number, no further boats will be allowed to sail unless a prior entry drops out. The only exception to this rule is during the Club Regatta when we have a Centre dispensation to increase the number to 32.

### **2.3 SIGNING ON AND OFF**

The helm and crew names and membership numbers must be legibly entered on the signing-on sheet before a race or cruising. The helm must sign off after each race within 30 minutes of the last boat to finish. Helms 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.

### **2.4 COMMUNICATION**

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

### **2.5 RACE COURSES**

Briefings will be held about 30 minutes before the start of the first race. The club bell will be sounded to indicate a briefing is to take place. The buoy positions and course will be displayed on the board in the active club location. Should a change of course be necessary, Flag H will be flown and the information supplied from the committee boat by the Race Officer.

It is recommended that the first mark after the start line is a temporary one. (This allows for minor course changes prior to the actual start, without having a new course posted.)

**LOCAL RULE: Please also note, that the 'Zone' around buoys is 2 boat lengths and NOT 3 as stated in the RYA rules.**

### **2.6 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 scratch fleet flag 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 the 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 lowering of the preparatory signal.

Individual recalls will be indicated by a single sound signal and an attempt to hail the offenders. The offending boat(s) may redeem themselves by going back and restarting; the 'round the ends rule' being in force.

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 Race Officer is ready to restart the race.

One minute after this, the class 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.

## **2.7 ABANDONMENT OF A RACE**

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

- As detailed in 'Section 1.3
- 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.

## **2.8 HANDICAP RACES: FINISHING**

At the Race or Duty Officer's discretion, the race duration 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 lap count is noted on the lap chart.

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

The boats PY number, elapsed time and number of laps should be entered into the scoring software Sailwave on the club computer.

A boat may elect to return directly to the finish line after the shorten course signal has been given but:

- To finish, the boat must cross the line in the same direction as the course
- The Race Officer must be informed at the time, or immediately after the race, that the boat has returned. If not, the boat will be disqualified.
- Their uncompleted lap will NOT be included.

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.
- ¾ HOUR RACE - 10 minutes plus the difference in handicap between the fastest and slowest boats in the race.
- ½ HOUR RACE – 7½ 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.

## 2.9 PURSUIT RACES: FINISHING

When the specified race time has elapsed (½, ¾ 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 Race Officer will record all positions as quickly as possible from a rescue boat driven backwards through the fleet, or from a vantage point such as the balcony, as appropriate.

Boats are to continue sailing the course and endeavour to hold their relative position **and the same tack as the boat ahead**, until the second sound signal

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

## 2.10 RULES INFRINGEMENT and PROTESTS

Members are referred to Clause 44 and Part 5 of Racing Rules of Sailing.

*{Note: a hard copy of Racing Rules of Sailing is held in the Sailing Club cupboard, and a downloaded copy from World Sailing is also available on the Club PC. A link is on the desktop.}*

If a boat knowingly infringes a rule of racing, she may exonerate herself by taking a penalty after getting well clear of other boats and as soon after the incident as possible:

- one turn for hitting a mark.
- two turns for any other rule infringement

The required turns must be in the same direction, each turn being one tack and one gybe.

If there is an incident that is not resolved by a boat taking a penalty on the water, then the offending boat can be protested by another boat who witnessed the incident or by the Race Committee.

The boat intending to protest must inform the other boat at the first reasonable opportunity.

If the incident was an error by the other boat in sailing the course, she need not hail but shall inform the other boat either before or at the first reasonable opportunity after the other boat finishes.

Intention to protest must be made to the Race Officer within 15 minutes of the end of the race.

The Protest process will follow the Advisory Hearing and RYA Arbitration procedures of the RYA Rules Disputes procedure which are outlined in section 5. Members are encouraged in the first instance, to seek an Advisory Hearing.

## 2.11 SCORING

The scoring system for all series and single races will be according to the low point system of RYA Racing Rules of Sailing Appendix A:

The winning boat will receive 1 point and other boats will receive points equal to their finishing position.

Boats who failed to complete the race or did not start will be scored as follows

- Retired (RTD)/ Did Not Finish (DNF) = Points equal to the number of starters **in the race**, plus one.
- Did not compete/start in that race in the series (DNC or DNS) = Points equal to the number of boats entered **in the series** plus one.

Crews receive the same points as the helm.

If a boat accepts a Post-Race Penalty or has one imposed following protest procedures, then her score will be made worse by 3 places. However, she shall not be scored worse than a boat that did not finish. A boat that as a result of breaking a rule, seriously damages another boat, will be disqualified (DSQ) and given a score equal to that of a boat that retired.

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 RYA Racing Rules of Sailing Appendix A - A8.1 and 8.2. This applies to both helm and crew.

The score of a two-man boat is not changed by being sailed single handed. No two-man boats will be sailed single handed in dark races.

Guests are NOT eligible for any race series but a member sailing with a guest will be scored.

## **2.12 DRAW FOR CLUB or CENTRE BOATS**

Club and Centre boats are available for the use of all members. If more than one helm has signed up to sail a Club or Centre boat at the club Regatta or another major event, then to ensure fair allocation, a draw will take place a few days before the event, which will include all available craft. The first name drawn has first choice of boat.

In general during race series, the first person to arrive on site, has first choice of boat. If a helm feels he/she is at a regular disadvantage because personal circumstances do not allow an early arrival, then he/she may approach the Sailing Secretary to arrange a regular draw, times and methods to be agreed between interested parties.

The Sailing Secretary, Aztec Adventure Representative or Duty Officer may prevent a person sailing a selected boat if the person is considered to have insufficient experience or to be unable to handle the boat in the prevailing conditions. This is particularly relevant to performance boats.

## **3.0 DUTY OFFICER: Role and Responsibilities**

**During club sessions the Duty Officer is in charge of Club sailing** and ensuring that standards of safety are observed, on and off the water. He/she should also be aware of any other activities on the water. He/she must have the qualifications required by Aztec Adventure to helm the rescue boat and if necessary, should enlist additional help from other members in order to maintain safety on the water at ALL TIMES throughout the session. The Duty Officer should be familiar with the site emergency procedures and powerboat operating procedures described in Aztec Adventure Upton Warren Operating Procedures manual. An electronic version of this can be found on the Club computer. If an individual sustains a serious injury, the Aztec Duty Officer should be informed as soon as possible.

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

The Club burgee must be raised when ready to cover rescue, and lowered when off duty.

The Duty Officer should ensure that VHF radios are in the rescue boat/s and with the Race Officer.



Due to diminished club numbers the role of Assistant Race Officer will no longer exist. It will be the additional requirement of the Duty Officer to assist the Race Officer. The Duty Officer (DO) and Assistant Duty Officer (ADO) will moor their rescue boat alongside the committee boat (opposite side to the start line), for the start and end of each race. This is so that the ADO can assist the Race officer in the committee boat with signals, flags and recording timings, in order that final race positions can be properly determined.

Obviously, the Duty Officer's responsibilities for safety and rescue will override these additional duties.

At the end of the race, the Duty Officer must ensure that all sailors are ashore before relaxing their concentration on safety. Only when all boats are ashore should the duties below be attended to:

- Temporary marks must be taken off the water and put away and the start line outer distance mark should be put back into the committee boat along with the large white windward mark.
- The committee boat must be secured back on its mooring and its propeller raised and covered.

When all sailing has finished and all boats are off the water, the rescue boat(s) should be dragged off the water and stowed in their storage area in the 'garage'. Ensure the kill cords are left on each rescue boat engine and return fuel tanks to the bunker and lock it. Radios must be returned and put on-charge in the Club cupboard.

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

- Petrol locker/bunker
- Garage
- Wet-suit store
- Changing rooms (if club is only group on site)

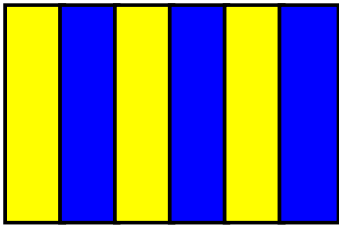
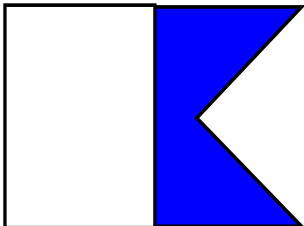
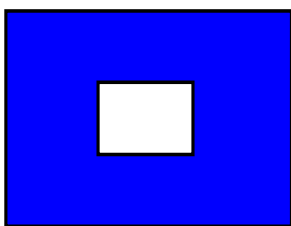
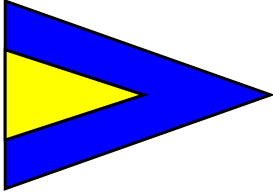
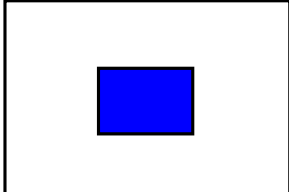
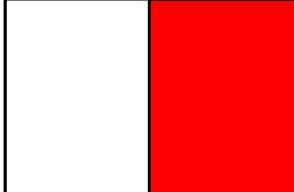
Put sailing club keys back in the drying room.

#### **4.0 RACE OFFICER: Role and Guidelines**

The Race Officer is responsible for organising and supervising races, and recording the results on the Club computer. He/she must be familiar with the Sailing Instructions. The Race Officer must also ensure that the Club classroom is left clean and tidy and locked on departure.

Any Race Officer requiring help or advice on race organisation is 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/she also has a lot to do.

## 4.1 THE FLAGS USED

<p>FLAG G</p>  <p>5 Minute</p>	<p>FLAG A</p>  <p>5 Minute for fleet racing (rarely used)</p>	<p>FLAG.P</p>  <p>4 Minute</p>
<p>FLAG 1st Substitute</p>  <p>General recall</p>	<p>FLAG S</p>  <p>Shorten course</p>	<p>FLAG H</p>  <p>Change of course</p>

## 4.2 RACE PREPARATION

Arrive in plenty of time to prepare for the race.

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

Mount the bell on its bracket on a suitable stand. Don't forget the clapper.

Fill in a lap chart and a sign-on sheet with your name, date, race number and series title. This information is in the Calendar which is on the Club noticeboard.

Write the following race details on the whiteboard:

- The names of the 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.
- Note whether the race is a Pursuit or Handicap.
- If it is a Pursuit you will need to list the start times for each of the classes racing and the duration of the race. A file is available on the computer to calculate these.

Make sure all sailors have been entered in the sign-on sheet.

## 4.3 PLANNING THE COURSE

Look at the wind conditions and plan a possible course. The Duty Officer or a committee member will be able to give assistance with this if required. 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 the temporary large white buoy (kept in the committee boat) for the first windward mark; this will allow more flexibility with the course and enable the leg to be adjusted before the start should there be a wind shift.

Because of the port and starboard rule, it is safest for boats 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 wind 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. (Buoy with the yellow flag on it.) The starting mark and windward mark are kept in the committee boat.**

It is generally best to have the committee boat at the starboard end of the line. As boats normally start at this end; 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. For a Handicap race 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 (the last mark of the course). 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 about **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 signing-on 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 positioned 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).

#### **4.6 THE RACE**

In a Fleet race, all boats sail the same distance/ number of laps.

In a Pursuit race, all boats are finished as close as possible to the posted race duration.

In a Handicap race, all boats must sail a complete number of laps and each boat's elapsed time and number of laps should be recorded. 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 and finish the race sooner than the posted time.

A Pursuit race **MUST** sail for the specified time, except when safety is at risk; when it should be abandoned.

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!

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 ABORTED THEIR CURRENT LAP AND RETURNED BACK TO THE LINE TO FINISH.**

#### **4.7 AFTER THE RACE: USING SAILWAVE**

The Sailing Club computer located in the clubhouse, should be used for recording, calculating and publishing the results of all races, using the software Sailwave.

Open the appropriate Sailwave file for the series. Locate the column for the Race sailed which is identified as a Race number within the series. (If the previous race column is blank, leave it blank). Right click the cell aligned with the name of the helm, select "edit result".

For Pursuit races, enter the helm position for each helm. (Tip: if you start with the first placed helm and enter results for subsequent helms in place order, then the position will be already filled in, which speeds data entry)

For Handicap races, against each helm enter the number of laps completed and their elapsed time as Hours:Minutes:Seconds (each separated by a colon).

The code DNF or DSQ should be entered if appropriate.

Helm and crew receive the **SAME** points; excepting where either one is a guest. Then the guest is not allocated points.

As you are entering results, check that the boat recorded against the helm is that sailed. If a helm has changed boats within a series then it is recommended that you enter the result as that for a new helm. Similarly, if a two handed boat is being sailed single handed or with a different crew, enter the result as that for a new helm. The Sailing Secretary will consolidate results later.

A new helm can be entered using the button "New" at the top left. A new line will appear at the top of the table, above the first competitor. Right click anywhere in the line to access "edit competitor". Select the boat class from the dropdown list. The boat's PY will be populated automatically.

## **Click on “Score series” and then “File” “Save Series”**

To publish the results, choose “Publish” from the top menu, then “Results” (any of the two/three results options will work), then click “Next” at the bottom right of the pop-up screen.

You can both print and publish results from the next pop-up. [To print, first click “Preview” on the top right. The results will be sent to the web browser and you can print from here later. The pop-up will remain open] Click “Publish” on bottom right then “OK” on next pop-up. A message should appear to say it has been sent to [hectar.usedbytes](mailto:hectar.usedbytes) which is our server. You can close the pop-up.

**All the pages are pre-populated so there is no need to alter any of the settings.**

Put the sign-on sheets and any printed race results in the filing drawer marked ‘Race Results’.

Make sure you have collected the guest fees (£2.50). Money should be collected and placed in a labelled envelope obtained from the committee file drawer and left in the drawers for the Treasurer.

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

Clean the white board. Ensure that the clubroom and kitchen is clean and tidy for the next day’s work; vacuum it if necessary. Lock up both entry doors before leaving.

## **5.0 THE PROTEST PROCEDURE**

The Post-Race Penalty and the Advisory Hearing and RYA Arbitration procedures of the RYA Rules Disputes procedures are outlined below. A more detailed description is given in the *Rules Dispute* section from the *RYA Racing Rules Guidance* document on the Club computer and RYA website.

### **5.1 POST-RACE PENALTY**

A boat that may have broken a rule of Part 2 of the Racing Rules of Sailing or rule 31 may, after finishing the race concerned and before the start of any related protest hearing, notify the Race Officer that she accepts a Post-Race Penalty and her score will be modified as described in section 2.11

When a Post-Race Penalty is accepted:

- (a) Neither the boat nor a protest committee may then revoke or remove the penalty.
- (b) The boat shall not be penalized further in a protest hearing when the protest committee decides that it was appropriate to the facts found and the applicable rules.

### **5.2 ADVISORY HEARING**

When there is an incident that will not result in the lodging of a protest or a request for redress, a boat may request an advisory hearing and notify any boat involved in the incident. An adviser will then call a hearing to learn what may have happened and, provided all parties are willing to attend, will state whether any rule appears to have been broken, and by which boat. A boat may as a result notify the Race Officer that she accepts a Post-Race Penalty when it applies to the incident, or choose to retire, but is not required to do so.

### **5.3 RYA ARBITRATION**

When a protest is lodged, a boat may at the same time request RYA Arbitration, or the protest committee or race committee may offer it.

If the parties and a member of the protest or race committee agree that RYA Arbitration is suitable, an arbitrator (who may be that member of the protest committee) will call an Arbitration Hearing. When it is the arbitrator’s opinion that a boat that is a party to the arbitration hearing has broken a rule for

which the Post-Race Penalty is available, the party will be invited to accept that penalty and, if accepted, the protesting boat will be allowed to withdraw the protest, changing rule 63.1.

When there is not agreement to use RYA Arbitration or when, after RYA Arbitration, a protest is not withdrawn or the Post-Race Penalty is not applicable to the facts, there will be a normal protest hearing at which the arbitrator may be a member of the protest committee. Rules 66 and 70 (reopening and appeal, respectively) do not apply to an arbitration since this is not a protest committee decision or procedure. A boat may still accept a Post-Race Penalty at any time before the start of a protest hearing and receive its protection from further penalization. She may also retire.

## **APPENDICES**

**A -1, A-2 - Session sign-on and Lap recording forms**

**B MIXED FLEET RACING**

Pursuit Times

Local Handicaps

Portsmouth Yardstick Numbers

**C PROTEST FORM**

**Appendix A -1**  
**Upton Warren Sailing Club Signing On Sheet**

Date:    /    /                      Race Officer: \_\_\_\_\_ Duty Officer: \_\_\_\_\_

Race Series: \_\_\_\_\_ Race No. \_\_\_\_\_

	Boat	Sail No.	Mem. No	Club Boat	Helm	Mem. No	Crew	Sign Off	
								Race 1	Race 2
1									
2									
3									
4									
5									
6									
7									
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**Appendix A - 2**  
**Upton Warren Sailing Club Lap Chart**

Date:    /    /                      Race Officer: \_\_\_\_\_

Duty Officer: \_\_\_\_\_

Race Series: \_\_\_\_\_ Race No. \_\_\_\_\_

	Boat	Sail No	Helm	Crew	Completed Laps										No of Laps	Time		Posn
					1	2	3	4	5	6	7	8	9	10		Min	Secs	
1																		
2																		
3																		
4																		
5																		
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## **Appendix B: Mixed Fleet Sailing**

### **Pursuit Times**

These are now computer generated automatically on the UWSC PC which is in our clubroom. After entering the boat classifications into the spreadsheet and then the race duration, a scratch boat is identified followed by the delays for each class participating. This can then be printed by the Race Officer for his/her race start timings. There is a hard copy available of these times in a folder.

### **Local Handicap**

Because of the nature of our lake, it was decided a number of years ago, before a Sailing Handbook was in place that an adjustment for Spinnaker boats was in order. So an adjustment of +40 is added to their official PYN. This applies whether the boat sails with or without flying their 'extra' sail.

### **Portsmouth Yardstick ( PYN)**

All boats sail under their respective PYNs, (with adjustment if they qualify). Only boats with an RYA acknowledged PYN are able to qualify for any race series. These PYNs have been modified to reflect local results, using RYA guideline methods, and are displayed on the Club noticeboard and additionally within the race results folder. They are reviewed annually by the Club Committee and any changes incorporated by them as necessary. They are managed by the Sailing Secretary for the automatic allocation by the Club's race calculations on our PC.

**Appendix C  
Protest Forms**

Received by race office: Date and time .....Signature .....Number .....  
Protest Time Limit .....

**PROTEST FORM – also for requests for redress and reopening**

*Fill in and tick as appropriate*

1. **EVENT** ..... Organizing authority ..... Date ..... Race no. ....

**2. TYPE OF HEARING**

- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| Protest by boat against boat              | <input type="checkbox"/> | Request for redress by boat or race committee       | <input type="checkbox"/> |
| Protest by race committee against boat    | <input type="checkbox"/> | Consideration of redress by protest committee       | <input type="checkbox"/> |
| Protest by protest committee against boat | <input type="checkbox"/> | Request by boat or race committee to reopen hearing | <input type="checkbox"/> |
|   |                          | Consideration of reopening by protest committee     | <input type="checkbox"/> |

**3. BOAT PROTESTING, OR REQUESTING REDRESS OR REOPENING**

Class ..... Fleet ..... Sail no. .... Boat's name .....  
Represented by ..... Phone ..... Email .....

**4. BOAT(S) PROTESTED OR BEING CONSIDERED FOR REDRESS**

Class ..... Fleet ..... Sail no. .... Boat's name .....

**5. INCIDENT**

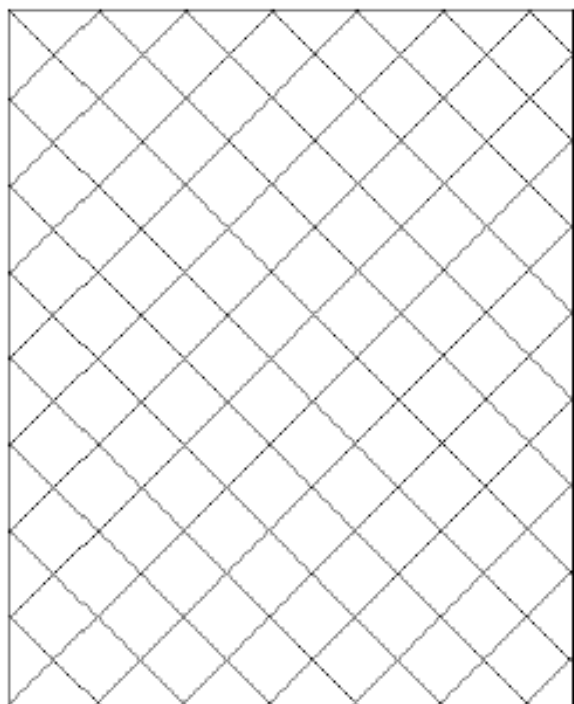
Where and when the incident occurred.....  
Rules alleged to have been broken ..... Witnesses .....

**6. INFORMING PROTESTEE** How did you inform the protestee of your intention to protest?

- |                                    |                          |                    |                    |
|------------------------------------|--------------------------|--------------------|--------------------|
| By hailing                         | <input type="checkbox"/> | When? .....        | Word(s) used ..... |
| By displaying a red flag           | <input type="checkbox"/> | When? .....        |                    |
| By informing her in some other way | <input type="checkbox"/> | Give details ..... |                    |

**7. DESCRIPTION OF INCIDENT (use another sheet if necessary)**

Diagram: one square = hull length; show positions of boats, wind and current directions, marks.



.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**THIS SIDE FOR PROTEST COMMITTEE USE**

Number .....

*Fill in and tick as appropriate*

Heard together with numbers .....

Withdrawal requested  Signature ..... Withdrawal permitted

Class ..... Fleet ..... Race .....

Protest, or request for redress or reopening, received within time limit  Time limit extended

Protestor, or party requesting redress or reopening, represented by .....

Other party, or boat being considered for redress, represented by .....

Names of witnesses .....

Interpreters .....

**Remarks**

Conflict of interest declared  Objections: Yes  No  .....

Written protest or request identifies incident  .....

'Protest' hailed at first reasonable opportunity  .....

No hail needed; protestee informed at first reasonable opportunity  .....

Red flag conspicuously displayed at first reasonable opportunity  .....

Protest or request valid; hearing will continue  Protest or request invalid; hearing is closed

**FACTS FOUND** .....

.....  
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.....  
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.....

Diagram of boat ..... is endorsed by committee  Committee's diagram is attached

**CONCLUSIONS AND RULES THAT APPLY** .....

.....  
.....  
.....

**DECISION**

Protest: dismissed  Boat(s) ..... is (are) disqualified from race(s) .....  
penalized as follows  : .....

Redress: not given  given as follows  : .....

Request to reopen a hearing: denied  granted

Protest committee chairman and other members .....

.....  
.....

Chairman's signature .....

Date and time .....