

## RACE TEAM CHECKLIST FOR SATURDAY DUTIES (bullets)

### KEY ISSUES FOR SATURDAY RACE DUTIES

- The Saturday duty covers 2 sets of race, the lunchtime races and the afternoon races and this will require some organisational planning and discipline.
- The lunchtime races start at 13.00 but the signing-on computer in the club house is set up so that they are morning races. **The computer set-up requires the computer to be opened and set up for the 13.00 races before 12.00, noon.**

Generally, the morning race officer will set it up before 12.00 but if they are not there it might not be done so you should check in advance if this will be done for you or if you will have to ensure that you do it yourself.

- The afternoon races start at 14.20 and you will need to
  - Set a course early, perhaps immediately the 13.00 races have started
  - Have the race computer in the clubhouse available for signing on by about 13.45.
- The race computer in the clubhouse is programmed to have 2 separate sessions, one for morning (lunchtime) races and the other for afternoon races and cannot be used for signing on and for calculating results at the same time.
- The race computer in the clubhouse can be switched between one session and another.

### Lunchtime (13.00) races and the turnaround to the afternoon races

- The Commodore's Cup, Optimist Points, Mirror Points and Novices Cup H'cap all start at 13.00, so one start sequence needed, and will sail the same course.
- Plan the race for no more than 45 minutes.
- Because the boats will tend to be slower and there may be a need to shorten course, it is better to set the course for the clubhouse end of the lake.
- Don't forget that you can shorten course class by class by using their individual class flags.
- Don't forget that the club sailing instructions state that all races will be finished on a 'grand prix' finish basis.
- If required you can also shorten course before the lead boat of a class has reached the finish line by stopping all boats at, or before if you deem necessary, 45 minutes. By entering the number of laps completed for each boat the results computer will calculate a result by reference to the elapsed time and number of laps.

- If one or more boats are not going to reach the finishing line within a reasonable time, provided the race office/team has recorded the elapsed time at the end of each lap, can enter an elapsed time and number of laps on the basis of the last completed lap.
- If there is not time to enter the results for the 13.00 races by the time the computer is due to be switched over to allow entries for the afternoon race.
- The 13.00 race results can be done during the afternoon races if you can spare someone from the race team. If you need everyone in the race hut then the results can be done after the afternoon races have been completed.
- Don't forget that you can switch from one session to another on the entry/results computer in the clubhouse.
- If in doubt how to do this, ask Shirley or any experienced race officer.
- You may be under pressure from the 13.00 starters to produce the results of their races but if you have not had time to do this before switching of afternoon entries, **BE STRONG** and explain that the results will be done when you are ready. The most important requirement is to manage the afternoon races properly.
- **Remember, it is important that you do not let the 13.00 races go beyond 45 minutes as you will run out of time to get the afternoon races started on time. If necessary, finish the 13.00 races early.**
- If all else goes wrong, postpone the start of the afternoon races in order to give you time to get the turnaround done without error. Be open and honest with competitors as to what has happened if you have to do that and they should not complain.
- Run the afternoon races as per any normal session.

**Remember, the racing is for enjoyment, so do everything possible to make the race a pleasant experience for competitors. Open and friendly but firm communication with competitors before, during and after the race is most helpful towards this objective.**

**AT ALL TIMES BE PREPARED TO ASK FOR HELP AND ADVICE. THERE ARE ALWAYS MANY HELPFUL PEOPLE AROUND AT THE CLUB AND ON THE PHONE.**