



HELPFUL NOTES FOR RACE OFFICERS SCOTTISH DISTRICT CHAMPIONSHIPS, TRAVELLERS & OPEN EVENTS

INTRODUCTION

Much of the organisation of SD events are as per club events. These notes are to help a first-time Race Officer (RO) or as a quick check for experienced RO's.

Running an event is reasonably easy – it just takes a bit of time in advance to prepare a few procedures, organise your Race Team and the various bits of equipment and documents you will need many of which are already available in your club. Fellow club members and members of the MYA SD Committee are there to support you.

Please read these notes in conjunction with "Guidance for running Scottish District Travellers events" ([click here](#)) which also applies to SD Championships. NB MYA SD events are run in accordance with the current MYA SD Travellers SSI's ([click here](#)). These refer to the RYA Racing Charter ([click here](#)). Any amendments for the event to the MYA SD SSI's must be announced at the skippers briefing and posted on the event notice board.

These Guidance Notes are organised as follows:

1. Pre-event organisation
2. On the day of the event
3. Event follow-up

Most important points to remember:

- ✓ ***The event should be fun!***
- ✓ ***5 "P's" - Proper Planning Prevents Poor Performance!***
- ✓ ***It is the RO that is in charge so make up your own mind. Yes, seek informed advice, but don't be influenced by unsolicited remarks/advice from individual competitors. Always take decisions in the interest of all the participants.***

1. PRE-EVENT ORGANISATION

Host Club nominates the Race Officer (RO) for the event.

During the preparation, running and follow-up phases, the host club committee should support the RO and the Race Team. Further support can be sought from the SD Committee.

RO plans the event and may appoint an Event Secretary

The RO is responsible for the overall planning, safe and smooth running of the event. Appropriate timelines should be agreed with the SD Racing Secretary.

Event Secretary

The RO may appoint an Event Secretary whose duties can include receiving event entries and keeping the RO and Event Scorer informed.

RO reviews and adapts the SD Event Action Tracker to suit the event.

For events at clubs/venues where there are well established race management procedures and equipment in place, the RO may choose to simply use the checklist in Appendix 5.

However, to support the RO with preparing the event, an adaptable action tracker is available that refers to:

- **What** needs to be done?
- **Who** does it?
- **When** does it need to be done?

This covers event announcements, equipment lists, racing documents, HSE requirements and event management and will assist the RO coordinate the Race Team activities and ensure all relevant event resources are prepared and ready in a timely manner.

NB Depending on the venue, many items may be unnecessary and can be ignored.

Issue the Event Notice of Race (NOR) and Entry Form

About **6 weeks** before the event, the RO to send the draft NOR and Entry Form to the MYA SD Racing Secretary for approval. Upon approval and about **4 weeks** in advance of the event, it should be sent to the SD webmaster who will send emails to SD Club Secretaries and post on the SD website (See Appendix 1).

RO nominates the Race Team and allocates responsibilities.

The size of the race team will depend on the size of the fleet and the importance of the event but at least 4 full time officials are recommended. Some members can have two or more roles. Try to ensure that in addition to a line judge and scorer you have good observers to follow the racing. (See MYA Guidance Notes for Observers Appendix 4).

Functions within the Race Team include:

Event Scorer / Registration

Responsible for preparing score sheets in advance, registration on the day, maintaining race scores and providing final scores at end of the day's racing. Assist the Race Officer if required with the Fleet Board. The event scorer must be conversant with both the SD Excel scoresheet and the MYA HMS scoring software.

HSE Responsible Person (could be the RO?)

The RO is usually the Event HSE Responsible Person but if not, then someone **must** be appointed. Well in advance of the event, it is required that the appropriate documented protocols are in place for the specific location so that a safe event can be held. HSE templates are on the MYA SD website ([click here](#)). For advice, contact John Owens.

Start / Finish Line Judge & scribe (Start/Finish Judge is combined role?)

Check the start line for any OCS starters.

Record finishing positions and checking that all boats are accounted. Liaise with RO to check for any outstanding protests which must be resolved before any updated scores are provided to the Scorer.

Provide accurate race scores to the Event Scorer in a timely manner.

Boatman

Prepare safety boat for event, provide advice on course adjustments to RO, moving marker buoys and undertaking recovery of a yacht as required.

Observers

All members of the race team can act as Observers during races. Observers are responsible for declaring contact between yachts and contact with marks and checking that penalty turns have been correctly carried out (see Appendix 4).

Protests/Arbitration

In advance of the event, the RO should appoint an appropriate person to undertake Arbitration or to form a Protest Committee to deal with a Protest hearing if this becomes necessary. It is recommended that a suitably qualified and experienced person is appointed. Alternatively, this could be the RO, drawn from your race team or from the more experienced competitors provided they are not party to the protest incident.

Entries

The Event Secretary should log the participating skippers' details from the entry form onto an Event Entry List: Skipper's Name, MYA no, Club, Boat details, Sail Number and emergency contact details. The Event Secretary should ensure that **ALL** entrants are MYA members – if they are not members then they cannot participate in a MYA SD event. NB MYA membership can be checked via the MYA website Members Area ([click here](#)).

NB Entrants should have their entries confirmed within 24 hours from receipt of entry. If there are sail number clashes, ensure these are immediately resolved.

Single fleet or multi-heat event?

Once the number of entrants is known, the decision must be made whether the event will be single fleet or multi-heat. If there are greater than ~14 entries for an event it is recommended to consider using the multi-heat event management system (HMS). The decision to go to multi-heat will depend on the prevailing conditions and the characteristics of the sailing venue. A long line close to shore with a good beat to the windward mark may be able to accommodate 18 boats in a single fleet whereas a smaller sailing area with awkward conditions may make it difficult to cope with 14 boats in a race.

It is important to focus on the quality of racing rather than quantity. However, even if running the event with heats may result in better quality racing throughout the fleet, it will mean there will be less races completed over the day.

If the RO chooses multi-heat racing, the Event Scorer must be someone experienced in the use of the MYA Heat Management System (HMS) scoring system. In addition, there should also be an experienced person to act as the Fleet Board Manager.

For single fleets, the MYA SD Excel scoresheet should be used ([click here](#)) backed-up by a simple paper copy of the results ([click here](#)). For multi-heat events, it is necessary to use the MYA Heat Management System HMS ([click here](#)).

2. ON THE DAY OF THE EVENT

Pre-racing:

- a) **Set-up** – Arrive early to give yourself plenty of time to set up and to sort out early problems. Delegate jobs to your team. (NB Good events start with the skippers briefing on time and first race shortly after.)
- b) **Registration** – welcome skippers. Check their details against the pre-registered information. Check the relevant certificates (Measurement Certificate & Personal Sail No). Ensure that it is written down where each skipper & Race Team member has left their MYA SD Personal Medical information form. NB Have blank copies available for skippers who turn up without their details ([PDF click here](#), ([Word click here](#)). Collect any Entry Fees (see Appendix 3 – Entry List & Registration Checklist).
- c) **Check measurement** – if possible, use a qualified Measurer to carry out check measurement of boats at the time of registration before boats have been launched. This can be a simple weight check of the boat ready to race. If time does not allow, then a random check can be done at any time during the event.
- d) **Set the Race Course** – See Advice for Setting Courses in Appendix 7
- e) **Give the Skippers Briefing** – For an example, see Appendix 8

Running the racing - for each heat/race:

- a) Check wind direction and verify the start line and course is still OK.
- b) Confirm that the course is clearly indicated on the Course Board.
- c) Check Observers, Start Line Judge, Finish Line Judge and Scribe are ready.
- d) Call **"Boats on the Water"** and subsequently check that all boats are on the water.
- e) Call **"Tape Running"** and start the starting sequence. A two-minute countdown is required at SD Travellers and Championship events but one-minute may be used at club events if preferred.
- f) Line Judge to call and repeat numbers of any early starters e.g., **"9 4 over"** (note use of single digit sail numbers as per E3.5) or if no boats are over call **"All clear"**.
- g) Observe the race. Call and note all contacts between boats or with marks E.g., **"Contact 2 1 and 3 6"** (note use of single digit sail numbers as per E3.5). Make the call loudly and repeat twice if no acknowledgement is made. Make sure Observers are posted at key positions such as windward and leeward marks.
- h) At the finish line the Finish Line Judge calls out the numbers as they cross the line and the numbers are written down. Use the finishing line form ([click here](#)) to record the finishing positions for each race or heat. It is recommended to have a scribe and a voice recorder. (Tip: On the form, write notes of any changes in wind direction/strength, course changes, etc. as this is useful for writing the event report.)
- i) RO to check with Observers for any unresolved contacts or incidents.
- j) Once any outstanding contacts, arbitrations, protests, etc. are resolved, hand the results to the Scorer to record on the MYA SD Excel spreadsheet (or HMS) and the hardcopy Event Results Sheet ([click here](#)) – see Appendix 9

During racing:

- a) During breaks take the opportunity to discuss any required course changes with the Boatman. E.g., Resetting the start line, windward marks, gate, etc.
- b) Check to ensure that the Scorer has kept the results up to date.
- c) Prepare for the next heat giving time for any skippers who have called a three-minute timeout.
- d) Call a break after the first race and thereafter every 2 races (see Appendix 6)
- e) Call the lunch break at a suitable time.

At the end of racing:

- a) Call racing proceedings to a close in accordance with the finish time prescribed in the Sailing Instructions.
- b) Move quickly to deal with any outstanding Protests and add up the final scores taking off the discards. (1 after 4, 2 after 8, 3 after 16 and 4 after 24 races) At this point many of the travelling skippers will be looking to get away so be ready to go into the prize-giving as soon as you are happy with the final results.
- c) Give the closing remarks and award the prizes.
- d) Pack everything away and leave the site in good condition.

3. EVENT FOLLOW-UP

Prepare the event report and send to the MYA SD webmaster. The materials required are described in Appendix 10:

- Event Report in MS Word (.doc or .docx) or .txt file
- MYA SD Excel Scoresheet (.xls)
- Photographs (.jpg)

The aspiration is, within 48 hours of the event finishing, to send the event report, photographs and SD Excel scoresheet (or HMS) to the SD Webmaster for publication on various websites.

APPENDICES

APPENDIX 1 – EXAMPLE NOTICE OF RACE

APPENDIX 2 – MYA STANDARD SAILING INSTRUCTIONS

APPENDIX 3 – ENTRY LIST & REGISTRATION CHECKLIST

APPENDIX 4 – GUIDELINES FOR OBSERVERS

APPENDIX 5 – EQUIPMENT AND DOCUMENT CHECK LIST

APPENDIX 6 – RACE SEQUENCE & TIMEOUTS

APPENDIX 7 – SETTING RACE COURSES

APPENDIX 8 – NOTES FOR THE SKIPPERS BRIEFING

APPENDIX 9 – FINISHING POSITIONS AND EVENT SCORESHEET

APPENDIX 10 – EVENT REPORT

APPENDIX 1 – EXAMPLE NOTICE OF RACE

Example of a typical SD Travellers NOR ([click here](#))

APPENDIX 2 – MYA SD STANDARD SAILING INSTRUCTIONS

For the latest version, see MYA SD website District Committee page ([click here](#)).

APPENDIX 3 – EVENT ENTRY LIST & REGISTRATION CHECKLIST

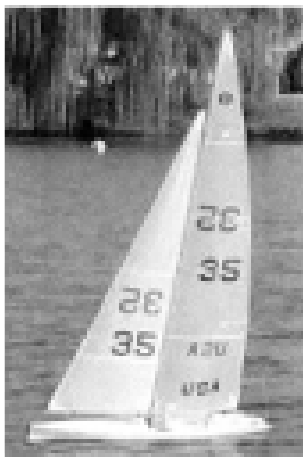
TITLE - EVENT NAME, LOCATION AND DATES							
	Sail #	Name of skipper/race team member	MYA #	Boat cert	ICE details	PSN	Precise location of Personal Medical Information form?
1							
2							
3							
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APPENDIX 4 – NOTES FOR OBSERVERS

(Taken from the MYA website)

GUIDANCE NOTES for RACE OBSERVERS

Whilst you are racing you will expect, and hopefully get a high standard of race observation by your fellow competitors. In most events each competitor, irrespective of experience in the sport will be expected to participate in this important task. All of us tend to criticise lax observers, so please when your turn comes, PAY ATTENTION.



In order to achieve the high standards sought after, the following notes are offered by way of guidance to all observers.

1. When called upon to observe present yourself to the observer manager at race control. He will give you a pad and pencil. Write your name, sail number together with the race number and heat letter on the next clean page of the pad.
2. This is where you will record the facts of any incidents you OBSERVE as you watch the race. Record the number of yachts which are in contact with other yachts and the circumstances of the contact. Add a small drawing if possible and a short note of relevant positions, courses, wind directions, etc. Record the number of any yachts which contact marks of the course or did not round marks of the course. Record the number of any yachts claiming to be out of control as they may retire from the race.
3. Call all incidents loudly & clearly twice (i.e., CONTACT 3 9 & 2 2. CONTACT 3 9 & 2 2) and wait for acknowledgement.
4. Call only if you are certain that an incident has occurred. If in doubt, DO NOT CALL.
5. CALL PROMPTLY as it is the responsibility of the offending yacht to accept a penalty immediately after the incident. RECORD the completion of penalty turns and make sure the yachts start & finish on the same TACK.
6. If you have unresolved incidents from the race you observe, discuss with other observers and complete an INCIDENT REPORT FORM. You may then be requested to give evidence at a PROTEST HEARING. If so, give your evidence clearly and concisely. The Protest Committee may need to question you to obtain the facts concerning the incident.

Finally, DO NOT PANIC, all this may seem like a lot to ask but you will soon get used to it, you will have made a great contribution to the event and you will enjoy your sailing more by participating.

APPENDIX 5 – EQUIPMENT AND DOCUMENT CHECKLIST

*** Resources available within the SD (contact the MYA SD Racing Secretary)

EQUIPMENT AND DOCUMENT CHECKLIST		
LIST OF EQUIPMENT	Status	Provided by
Prepare buoys and ground tackle		
Course Board + Marker Pens		
Notice Board		
Race Team Hi Vis Vests ***		
Throwlines		
Protest Boats ***		
Whistle, Manual Horn ***		
Wind Indicator ***		
Start Tape Sound System + Spare + Charger		
Walkie-talkies, chargers, etc. ***		
Race Control Clipboard w/waterproof cover for Start and Finish data ***		
Publicity Banner/Flags ***		
Laptop/printer		
Event Timepiece		
Dinghy + Outboard + Oars + Lifejackets + fuel		
Spare dinghy, outboard, fuel, lifejacket, etc.		
Digital Camera		
Measurement Equipment		
Observers notepads and pencils ***		
LIST OF DOCUMENTS		
Heat Management System ***		
MYA SD Standard Sailing Instructions ***		
Racing Rules of Sailing 2021-24 ***		
Equipment Rules of Sailing ***		
Class Rules ***		
Notice of Race		
Protest forms ***		
RYA Racing Charter ***		

APPENDIX 6 – RACE SEQUENCE & TIMEOUTS

First race, "2 and a Break Sequence" and "Timeouts"

1. **Break after first race.** A break after the first race can be useful to allow all skippers to tune their boats and to calm initial emotions from the first race. It also provides an opportunity to fine the course, particularly the start line.
2. **"2 and a Break"** It is recommended to run the races on a "2 and a Break" basis which is 2 races running back-to-back then a longish break (~5minutes). In addition, the "2 and a break" avoids the problem for beginners not having time to adjust their boats or to make running repairs between races.
3. **Timeout.** To cope with the problem of giving time to a late finisher, a "Timeout" to make adjustments or repairs is also available to skippers. If a skipper needs to make minor repairs or adjustments, they can call for a time out to the Race Officer who can give **3mins "boat in hand"**. Of course, the fast finishers may not need this but it gives those who finish late a chance to make an adjustment before the next race.

At the longer break after 2 races, time can be taken to talk through "incidents" which have occurred to clarify who was in the right. This calm overview of incidents helps to edify those who do not have good knowledge of the rules. It can also get rid of a lot of unnecessary emotion.

During the break it is encouraged for new members to raise questions to the more experienced skippers like, "Why did you go for the opposite bank this time?" This helps unfold some of the mysteries that confuse beginners and opens up understanding on tactics and strategy.

APPENDIX 7 – SETTING RACE COURSES

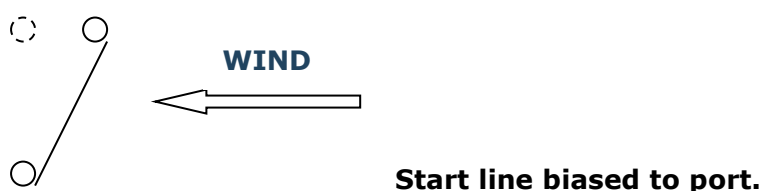
Course with constant wind direction

When setting a course where the wind is constant, the typical course is known as a “windward-leeward” with the start and finish lines approximately halfway along the windward beat, a spreader mark offset from the windward mark which enables the leading running yachts to avoid the slower beating yachts and a gate at the leeward end of the course.

Depending on the individual location, the start line can be positioned closer to the leeward gate to give an extended beat to the first weather mark. This is beneficial for larger fleets of boats to help spread out the boats and hence reduce congestion at the first windward mark. For subsequent roundings, the fleet will have spread-out when rounding the windward mark.

The finishing line may be set between the windward mark and the spreader mark if this is able to be clearly sighted by the finishing line judges.

It is advisable to set the course for port rounding and hence boats arriving on starboard. Also, try to set the start line with a slight bias to the port end (outer end) of the line. This avoids all the fleet trying to start at the starboard end which leads to “Barging” at the start mark. The bias on the line also allows the line judge to get a good sight down the line.



Course with varying wind direction – varying the Start Line and windward marks

When the wind is constantly varying in direction it can be advantageous to lay three marks at the windward end of the course. This allows the windward and spreader mark to be assigned to suit a change in wind direction. Similarly, a second start mark at the far end of the line can allow the start line to be quickly selected prior to the countdown.

APPENDIX 8 – SKIPPERS BRIEFING BY RO

Keep it short but get over the key information that the competitors need.

1. Introduce yourself and welcome the skippers, especially visitors and any first-time competitors.
2. Point out any safety hazards.
3. Remind all skippers about behaviour, respecting the RYA Racing Charter and interface with the public and local residents.
4. Point out the "local facilities" (catering arrangements, toilets)
5. Introduce the key Race Team members (Responsible Person, boatman, etc).
6. Confirm key points from the MYA SD SSI's - start and finish times, "2 and a break" sequence, approximate timing for lunch,
7. Explain the procedure / sound signals for setting and changing courses, and the start sequence that will be used.
8. Point out that we do not want protests and incidents should be settled on the water. Explain the use of RYA Arbitration procedure – exoneration penalty rather than disqualification.
9. Explain the racecourse area, marks, start line any limitation to the control area, where it is possible to safely launch and recover boats and if there are any local hazards to avoid.
10. Wish all participants a good regatta and indicate the approximate time for the first race.

APPENDIX 9 – FINISHING POSITIONS AND EVENT SCORESHEET

Single heat or multi-heat races – individual heat or race scores

To record finishing positions, a hardcopy template is available ([click here](#)). Prior to the event, this should be printed out in A4 format. It is advised that about 30 copies should be printed for a single day MYA SD Travellers or Championship event.

Race :		Notes:
Heat :		
Place	Sail No.	Remarks
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
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20		
Remarks	DNF	Did Not Finish
	NSC	Did Not Sail the Course
	RET	Retired after finishing
	OCS	On course side of starting line
	DNS	Did Not Start
	DNC	Did Not Come to the starting area
	UFD	U Flag Disqualification
	BFD	Black Flag Disqualification
	DSQ	Disqualification
DNE	Disqualification Not Excludable	

Event scores - single fleet event

Software: For most MYA SD events, the preferred scoring software is the MYA SD Excel scoring spreadsheet ([click here](#)) on a laptop at the venue if one is available.

Hardcopy: A hardcopy scoresheet is very useful to maintain during the event in case of laptop technical problems (battery failure, etc.).The Event Score Sheet can be printed as 2 x A4 size hardcopy ([click here](#)) and stuck together.

In each box of the Event Score Sheet the Race Score and the Running Total should be entered for each competitor. This makes it much easier at the end to compute the final scores. All that is required is to subtract the relevant discards from the running total.

[illegible]

Event scores – multi-heat races

The MYA SD Excel Scoring Spreadsheet is specifically designed for single heat events. It is not adaptable for multi-heat events. When multi-heat races are required for large fleets, the internationally recognised Heat Management System (HMS) should be used ([click here](#)). There are two aspects to this:

- The HMS protocol on how to organise the event including arrangement of seeding races, promotion, demotion, etc.
- The HMS scoring software.

When running multi-heat events, the Race Officer, Fleet Board Manager and Scorer must be conversant with the protocols and the scoring software – it is not feasible to turn up on the day and suddenly be confronted with the need for a multi-heat event and hope that everything will be fine – it will not! Practice coordination of your roles.

APPENDIX 10 – EVENT REPORT

Background

Following SD racing events, relevant material is published via the SD website. It includes an event report, results and photographs. The purpose is to engage a larger audience to promote our activities. These are also shared with other specifically targeted websites. To help the webmasters of the SD website and associated websites, material needs to be supplied to certain standards. This document briefly describes the deliverables requested from Event Race Teams. (NB There are plenty of examples on the SD website.)

Objective

To deliver high quality material to the SD Webmaster so that good quality event reports, results and photographs can be published in a timely manner.

1. Report - text

- a. Length: ~500-700 words
- b. Reports should be provided as a Word or text document (not a PDF). **NB Do not embed photos in the text report.**
- c. It should include the event title, event date and name of person writing the report.
- d. Guidance:
 - i. Set the scene (weather, wind conditions), course (windward-leeward, triangular, etc.), number of skippers, etc. Any new skippers, boats? Etc.
 - ii. How did the event progress? Race #1 wind strength/direction and any course changes, include names of skippers and sail numbers, etc. Race #2 ditto. Try to mention as many skippers as possible (not just the superstars!).
 - iii. Overall results – top three skippers and points
 - iv. Final/overall observations on the event.

2. MYA SD Excel Scoresheet/results

- a. Send the entire SD Excel scoresheet for the event to the SD Racing Secretary and the SD Webmaster – do not edit/format.
- b. The SD Webmaster will format the spreadsheet for publication.

3. Photographs

- a. The name of the photographer **must** be provided to assign them copyright.
- b. Individual images:
 - i. High resolution images are required (smartphone images are not desirable).
 - ii. All images to be in landscape format (not portrait).
 - iii. Each image should be supplied as a .jpeg file, ~2–5MB per image to ensure sufficient quality.
 - iv. Do not edit the images. Any editing will be done by the webmaster to ensure the final images fits the requirements of the website software and the purposes of the external websites.
- c. Provide ~15-20 images (no more!). Suggested images include:
 - i. Skippers and race team before commencement of racing.
 - ii. Action shots of racing taken as close to the boats as possible (low resolution images of distant dots are not appropriate for publication). Action pictures of heat starts where boats are close together are best. A couple of pictures of skippers on the bank during a heat are useful.
 - iii. A single photo of the RO with top three skippers and their prizes.

Timing

Email all the requested material as soon as possible after the event (preferably within 48 hours of the event ending) to the SD Webmaster. It is recognised that due to image size, several emails may be required. Alternatively, use Dropbox or something similar and email the link to the SD Webmaster giving permission to access and download the images.