



Port Stephens Yacht Club

## **Starter's Manual of Procedure**

The procedures in this manual must be followed to ensure that races are conducted efficiently and in compliance with AYF rules.

**13 June 2005**



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## IN THE BEGINNING . . .

If caravan to be used, the map will lead you to it...refer also to SETTING UP THE CARAVAN.

If personal vehicle to be used, collect required items (flags, horn, radio, manuals, clock, etc) from van. (There's a set of smaller flags in the black bag in the van, most not fitted with sister clips.)

The computer-generated sheet for the designated race is usually left on the downstairs bar, and may be collected either on Wednesday evening after the twilights, or on Friday evening at the barbecue, or on Saturday morning (you'll need the 'dog clip' set of keys to unlock clubhouse door).

Note that accompanying the computer sheet is usually a current list of eligible vessels.

Don't worry if official sheet not available...just submit results on any fair sheet of paper.

## WHERE ARE THE KEYS?

The keys attached to the 'dog clip' open Clubhouse; Office; Caravan; and Signal Mast Padlocks.

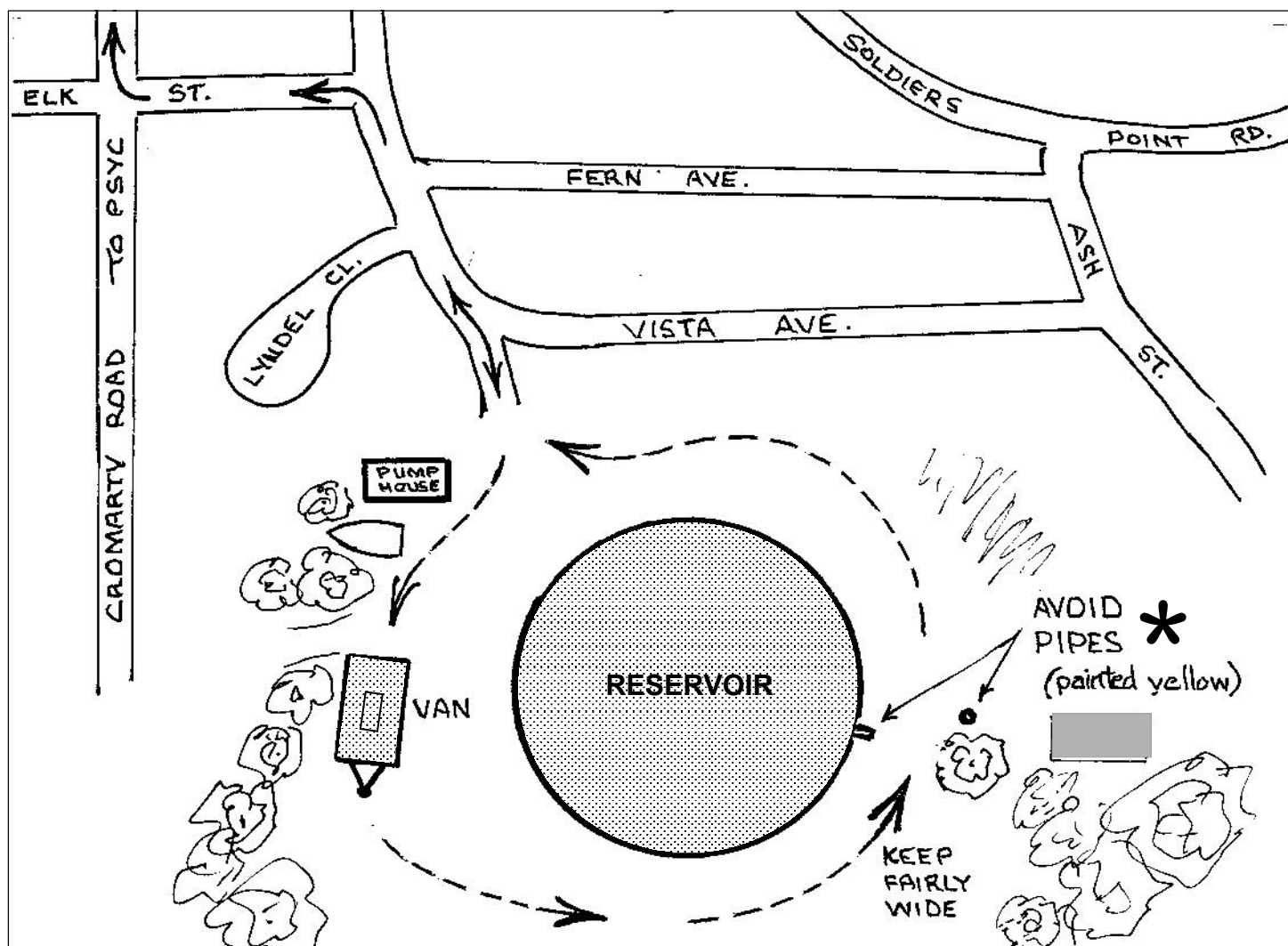
On the key board in the office is an emergency set of caravan and signal mast keys.

David Wilson has a single caravan key.

Ian Matheson holds the dog-clip keys, and in addition keeps a single caravan key in his car.

In the event of Ian's absence he will have handed the dog clip set to the person taking charge of the next starting procedure. The same procedure will be followed by whomever possesses that set of keys at any time...the person to take charge of the next start should be given the dog-clip keys, and if they are not handed on, he or she should inquire about them (and get 'em).

It would be unwise to leave those keys in the clubhouse because it is the only set with a clubhouse key which may be needed by the starter on race days to pick up the computer-generated race sheet from its usual place on the bar. (see IN THE BEGINNING...)



# SETTING UP THE CARAVAN

The van is kept on Hunter Water property at the rear of 9 Lyndel Close (above the school and alongside the water reservoir, entry from Vista Avenue...see map with IN THE BEGINNING).

NOTE: To avoid other vehicles blocking the van position at the start line, it is good practice to take it down there before 9am. I prefer 8am. In holiday periods it's safer to do it at 7am.

At the signal mast I usually drive onto the grass well above the mast, then turn South at the mast, using a large eucalypt on the bank of the caravan park as a leading mark, then back the van into the position shown on the diagram..

It is essential the wooden ramp (in the van) be placed under the right-hand wheel to level the van athwartships, so it's practical to stop backing when the driver's-side rear wheel reaches the edge of the bitumen, the ramp can be placed in line with the wheel not less than four paces from the fence. Then back carefully to avoid over-running the ramp.

Before unhitching, put van's brake ON enough to prevent the van running forward into the towing vehicle, but not so much as will prevent the hitch from releasing. When unhitching is complete, put van brake full ON.

The van's stabilizing jacks are not operational, so wooden props (in the van) are used to level the van fore and aft. To ensure solid support, wind down the front of the van, place props loosely at rear (the notches fit over the 3/8" bar of the jacks) then wind up the jockey wheel to set the props firmly into the ground. Make sure the van brake is ON during this process.

From the outside raise the rear awning. From inside open the rear window using the wooden strut (in wardrobe) ensuring it is the right way up. Secure window struts by inserting small bolts (in ice-cream container in drawer) into matching holes in window struts, then remove temporary strut.

The LH side window (from inside looking rearwards it's the RH rear window) is secured in the same manner as the large rear window (bolts in the icecream container).

The other side window (West) can be supported at full extent by its own adjustable struts.

Check spade connections of horn cable, and put horn on top of awning. **Test it now.** The master ON-OFF switch is located on the bottom face of the rear overhead cupboard. Note: if horn silent, re-check spade connectors, and also check tightness of knurled nuts where horn cable attaches to power source at rear of bench. If needed there are primitive pliers in icecream container.

Drop aerial (the black aerial on a square aluminium extension) into blue tube bolted to rear corner of van, and secure it with small hardwood wedge (in ice cream container), then connect aerial cable to radio as described in CONNECTING THE RADIO.

When shutting down make sure chairs are secured from rolling about in transit.

Check window latches are locked down.

Re-install all curtains to block prying eyes.

Secure flags with rope provided.

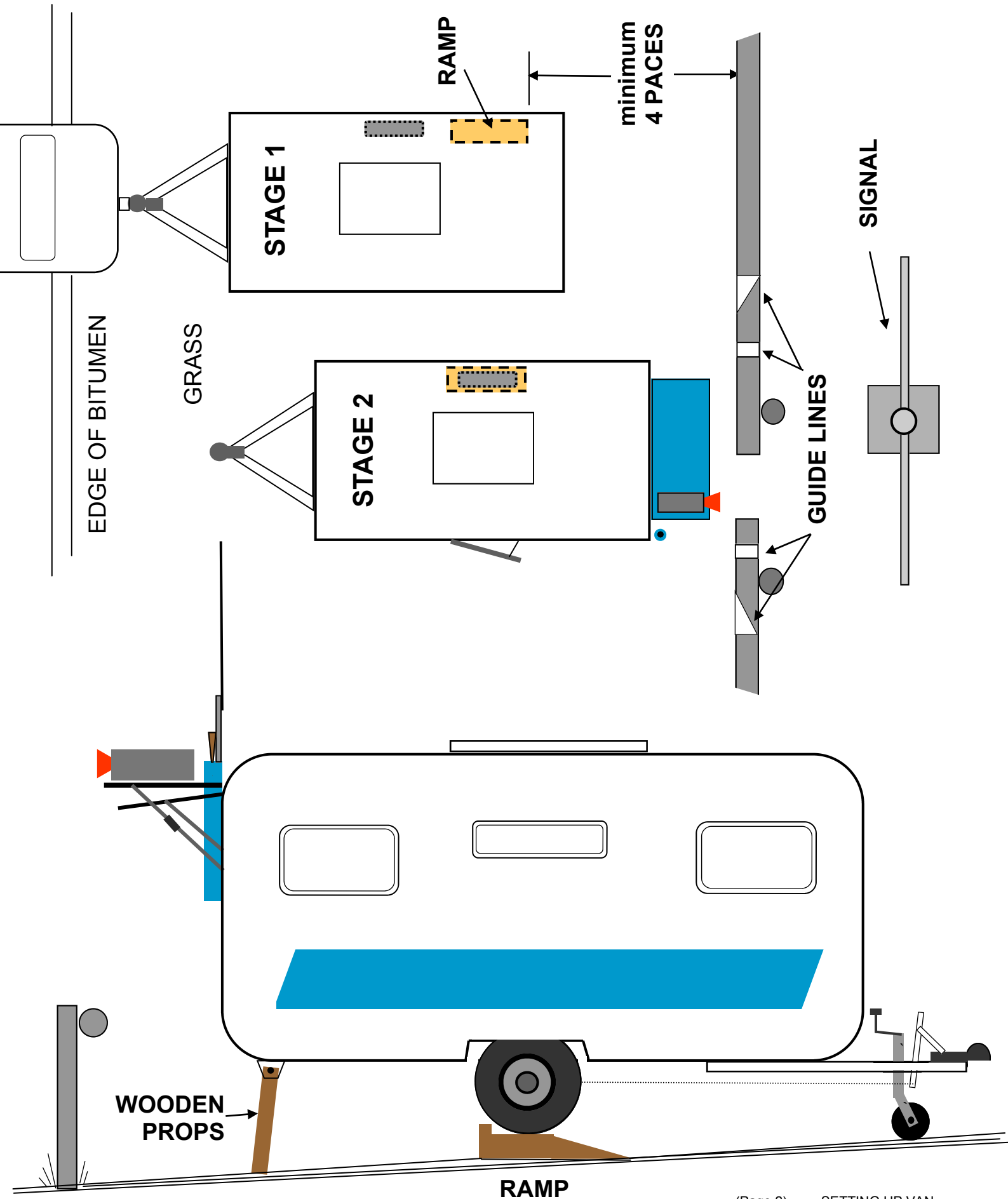
When lowering the outside awning push the struts in and up, and secure with catch each side.

When van is re-hitched, drive forward a few metres to permit recovery of ramp and wooden props.

Before driving off check that caravan brake is OFF

There is no need to do any backing to park the van after the racing, the water tank can be circum-navigated as shown on the map, so the van can be driven directly into position and unhitched.

# SETTING UP THE CARAVAN



## **CONNECTING THE RADIO**

The 27-meg radio is fitted permanently in the aluminium case and has connectors cables and aerials so it can to be used in caravan; motor vehicle; or boat.

### **IN THE CARAVAN**

Connect radio power cable to caravan connector (black plug centre of bench).

Insert the black aerial fixed to square aluminium tube into the blue tube on outside back corner of van. Place small wooden wedge in top of blue tube to ensure a firm fit.

Connect aerial cable (from aerial pole) to back of radio, push and screw tight.

Activate Master Switch installed under overhead cupboard above bench.

The radio ON/OFF and VOLUME control is the small white fluted knob at right-hand end of fascia panel.

The SQUELCH control is the larger fluted knob immediately behind ON/OFF knob and on the same spindle.

The CHANNEL control is the large white knob at left-hand end of panel.

### **IN MOTOR VEHICLE**

The difference here is that a change of aerial is needed.

You may use white aerial which screws into fitting mounted on aluminium case. Check in case for aerial fitting.

Attach white aerial cable in the case to the radio, and screw tight.

There is a fitting to permit plugging power cable into vehicle's lighter socket. This black cable should be in the case.

Should you wish to affix aerial to roof of vehicle, use the magnetic base in the wardrobe drawer.

Screw either aerial to base, and attach cable to radio.

### **ON BOAT**

The same as for vehicle, using white aerial attached to aluminium case, except that extra cable with alligator clips might be needed to reach boat's power source.

# RADIO PROCEDURE

- General:** Speak slowly and distinctly, especially names, numbers and letters.  
Identify yourself by call-sign.  
Indicate termination of call.  
Keep message concise — don't use unnecessary words.  
Never use profanity, vulgarisms or uncouth language.  
Always use standard radio procedure.
- Initiating a call:** Say vessel's name at least twice, followed by your call-sign, twice;  
Say message, clearly and carefully;  
Terminate call with your call-sign, followed by "OVER".
- Responding to a call:** Say caller's name twice, followed by your call-sign;  
Say message, followed by "OVER" if response required, or "OUT" if message completed and no further communication needed.
- Example A:** "Tanami....Tanami....Tanami....this is Club Starter...Club Starter...OVER".  
"Club Starter....Club Starter....this is Tanami....OVER".  
"Tanami....this is Club Starter...Tui, Vikinghood, and Hoodlum are aground at The Narrows Light Can you render assistance...OVER".  
"Club Starter....this is Tanami....I am proceeding under power to render assistance....Tanami... OUT".
- Example B:** "Club Starter...Club Starter...this is Hoodlum...Hoodlum.... logging on for today's race, with POB thu-ree...OVER".  
"Hoodlum...Club Starter...affirmative POB thu-ree... Starter...OUT".  
"Thank you Starter...Hoodlum... OUT".

## Phonetic Pronunciation of Letters and Numerals

<b>A - Alpha</b>	<b>J - Juliet</b>	<b>S - Sierra</b>	<b>1 - wun</b>
<b>B - Bravo</b>	<b>K - Kilo</b>	<b>T - Tango</b>	<b>2 - too</b>
<b>C - Charlie</b>	<b>L - Lima</b>	<b>U - Uniform</b>	<b>3 - thu-ree</b>
<b>D - Delta</b>	<b>M - Mike</b>	<b>V - Victor</b>	<b>4 - for-wer</b>
<b>E - Echo</b>	<b>N - November</b>	<b>W - Whisky</b>	<b>5 - fi-yiv</b>
<b>F - Foxtrot</b>	<b>O - Oscar</b>	<b>X - X-ray</b>	<b>6 - six</b>
<b>G - Golf</b>	<b>P - Papa</b>	<b>Y - Yankee</b>	<b>7 - se-ven</b>
<b>H - Hotel</b>	<b>Q - Quebec</b>	<b>Z - Zulu</b>	<b>8 - aight</b>
<b>I - India</b>	<b>R - Romeo</b>		<b>9 - niner</b>
			<b>0 - zero</b>

**Radio communications are most effective when messages are carefully enunciated, contain no unnecessary words, and follow standard procedure. Never use uncouth language.**

# GUIDE TO STARTING PROCEDURES

When race signals are to be flown from the Squadron signal mast, flags shall be positioned on the mast as shown in diagram SIGNAL MAST PROTOCOL. All code flags are identified with code letter, number or function, plus an arrow to indicate TOP (if applicable).

The correct and practical procedure for handling visual starting signals is covered in detail in STARTER-TO-SIGNALMAN DIALOGUE. Remember that **flag** signals are the official signals which indicate the intentions of the race officer — the **sound** signals are used merely to draw attention to those flag signals. However, at PSYS the Timekeeper has the clock, calls the time, and ensures sound signals are given at exactly the right time, so in practice the Signalman should operate visual signals to coincide with sound signals.

Our mast is tall, and it takes a second or two for the flag to travel up to the peak, so the signalman must either commence hoisting sufficiently in advance of the sound signal for the flag to reach the peak simultaneously with that signal, or he must stop the flag, regardless of where it may be at the time, as soon as the sound signal is given. **The second option is preferred.**

*The Warning and Preparatory visual signals must not make any upwards movement after the accompanying sound signal has been made.*

*On the other hand, at the actual Starting Time, the Warning and Preparatory flags must not commence to move downwards before the accompanying sound signal has been made.*

A yacht finishes when the foremost permanent part of it crosses an imaginary line, a transit of the post on the water's edge and the signal mast. No buoy is part of the start/finish line, although the Isolated Danger Mark is a datum point through which the northern limit of that line is extended. The Starter sounds the horn as yacht finishes, Timekeeper records its time and name.

It is good practice to record finish times on a blank page, then transfer the times to the official printed sheet obtainable from club house. Thus boats will be recorded in finishing order.

Official results will be produced by computer after the race.

**When selecting a course**, take into account wind, tide, and time-of-year weather patterns, as well as any other sailing events, fishing contests, boat shows, etc. (which may make it desirable to use a different channel for radio communications). At certain states of tide very deep-keeled yachts could be disadvantaged on some courses, even though every course is thought to be negotiable by every boat at all tides. The Starter may seek advice from boats on the water re course selection, but the decision is always the Starter's decision.

**Windward starts** are preferred, but that is not always possible or desirable.

See the Sailing Instructions for details of start times and time limits, etc..

**"I", "Z" and Black** flags may be flown in accordance with rules 30.1, 30.2 and 30.3. These flags are displayed before or with the Warning (or Class) Signal.

**I** indicates that a boat on the course side of the line during the minute before the starting signal must sail to the pre-start side of the line around either end before starting.

**Z** indicates that a boat in the triangle formed by the ends of the start line and the first mark during the minute before the starting signal, and a General Recall is then signalled, shall be given a 20% scoring penalty even if the race is re-started, re-sailed or re-scheduled.

## GUIDE TO STARTING PROCEDURES -continued.

**Black flag** indicates that a boat within the triangle formed by the ends of the start line and the first mark during the minute before the starting signal shall be disqualified without a hearing. Should the race be re-started, re-sailed or re-scheduled such a boat shall not be entitled to compete in it. Should a General Recall be signalled or race Abandoned, the Race Committee shall display the vessel's number.

### **Visual signal handling at Signal Mast:**

Have each signal clipped to its halyard and ready to go at least two minutes before needed.

Be sure to keep cleated halyards clear of each other, particularly those for warning and preparatory flags. Also make sure that halyards may be uncleated quickly without foul up.

**Visual signal handling at Caravan without Signal Mast:** Warning, Preparatory, Recall, Postpone, Abandon, or Shorten Course signals will be attached to individual poles. When needed, the pole will be elevated quickly to accompany sound signal, and lowered instantly with sound signal when required. Course flags and Club burgee will be flown on a mast attached to caravan.

**Spectators:** Persons not assisting the Starters should keep clear of the signal mast and forbear from interrupting or distracting officials when engaged in starting procedures.

Spectators should not stand directly under Warning and Preparatory signals. When those signals are dropped rapidly the lead weights could cause serious injury.

**Shorten Course:** Our courses are not readily adaptable to A YF rules because we have no facility for shortening course on the water. So when it seems likely ~at we may have to shorten course, we usually select a course that will bring the yachts back through the start line, and we fly code flag "\$" at the signal mast to indicate that the race will finish as yachts cross the line. It seems a bit awkward, and it is sometimes, but it has worked well enough for many years. If yachts miss the visual signal, they hear the sound signal when they cross the line and become aware that they have finished.

It may seem more sensible to shorten course by radio, but many of our yachts have been in the habit of turning off their radios while sailing. With the new requirement that they leave radios on throughout the race, shortening course by radio may prove feasible, but it brings up the question of who times the yachts at the new finish line. Also, as many of our courses take the yachts out of visual range of the shore-based starters, it makes it difficult to decide that the course needs shortening, or just where the new finish line should be.

**Radio Procedure:** Refer to RADIO PROCEDURE in the manual, but remember that careful enunciation, concise messages, and correct procedure makes radio messages more effective.

**Use standard radio procedure; make only necessary calls; do not use uncouth language.** With caravan-installed radio, make sure it is turned OFF before aerial is erected or dismantled. With the hand-held radio always extend or fit the aerial before switching ON, and do not remove the aerial until the radio is turned OFF. Always check that radio is OFF before it is stowed away.

### **Timekeeping Procedure**

**Starting:** Follow the procedure and dialogue in REGATTA START TIMES book (black ring binder). Use clear speech audible to Signalman, who should repeat time calls for Starter's benefit.

**Finishing:** Concentrate on the Finishing Starter's progressive warning calls as yacht approaches Finish Line. Keep eyes on the clock. Record the time when sound signal is made.

**Postponement:** After postponement a new starting time should be chosen from REGATTA START TIMES, and that procedure followed, commencing on left-hand page, lower section.

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**It is wise not to engage in conversation with spectators during the I-minute period before a signal is due to be displayed.**

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# STARTER-TO-SIGNALMAN DIALOGUE

## 5-minute Warning Signal (white flag or Class flag)

Timekeeper warns Signalman at:	12-51-00	“Four minutes to 5-minute Warning or Class flag”
	12-52-00	“Three minutes”
	12-53-00	“Two minutes”
	12-54-00	“One minute to Warning flag”
	12-54-20	“Forty seconds”
	12-54-30	“Thirty seconds”
	12-54-40	“Twenty seconds ”
	12-54-50	“ <b>Ten seconds!</b> ” 1...2...3....4...5...6...7...8...9...
	12-55-00	“ <b>NOW!</b> ”

On “*Eight*” or “*Niner*” the Signalman will commence hoisting the signal as quickly as possible, **but the flag must not move after the Sound Signal at 12-55-00.** (Note 1)

Preparatory Signal (“P”): The procedure is the same as for the 5-minute warning, except that it will be applied to the period from **12-56-00** to **12-59-00**. See Regatta Starts manual.

On Timekeeper’s call of “*Niner*” at 12-55-59 (or “*Eight*” at 12-55-58) the Signalman will commence energetically hoisting Preparatory Signal, **but all flag movement must cease when the Sound Signal is made at 12-56-00**, regardless of where flag may be. (Note 1)

The Preparatory flag comes down at 12-59-00. See Regatta Starts manual for procedure.

Starting Signal: Procedure is as for Warning and Preparatory signals, but covering period from **12-59-00** to **13-00-00**. (Timekeeper’s count-down warnings are crucial here.)

At **13-00-00** the **Warning signal is hauled down simultaneously with the Sound Signal**. The Signalman should use maximum speed and precision to drop the flags, **but the flags must not commence to move before the sound signal at 13-00-00**.

Clear Start: The Timekeeper shall inform Signalman by calling “**Clear Start**”. (Note 3)

Recalls: If one or two (or 3) yachts cross the line early, the Starter will, a second or two after the Starting procedure has been completed, call to the Signalman, “**Individual Recall**” and sound **one additional Sound Signal**, upon which the Signalman will hoist code flag “**X**” to indicate Individual Recall. The “**X**” flag will remain aloft until the offending boats have returned and re-started, and hauled down no later than four minutes after the start. (Note 4)

If too many yachts break, *or* the Starter cannot identify offending yachts, *or* there has been an error in the starting procedure, the Starter will call the warning, “**General Recall**”, and make **two additional separate Sound Signals**, on which the Signalman will hoist the code flag “**First Substitute**”, and Warning and Preparatory flags will be lowered. (Notes 2, 3 and 4)

When a new starting time has been selected, the First Substitute flag will be lowered, accompanied by **one Sound Signal** 1-minute before Warning flag is to be hoisted.. (Note 3)

One minute later the 5-minute **Warning Signal** will be hoisted with **one Sound Signal**.

- **Procedure to be carried out as printed in REGATTA START TIMES book**

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**NOTE 1. When starting signals are being hoisted they must not continue to move upwards after the Sound Signal has been sounded. This is absolutely imperative!**

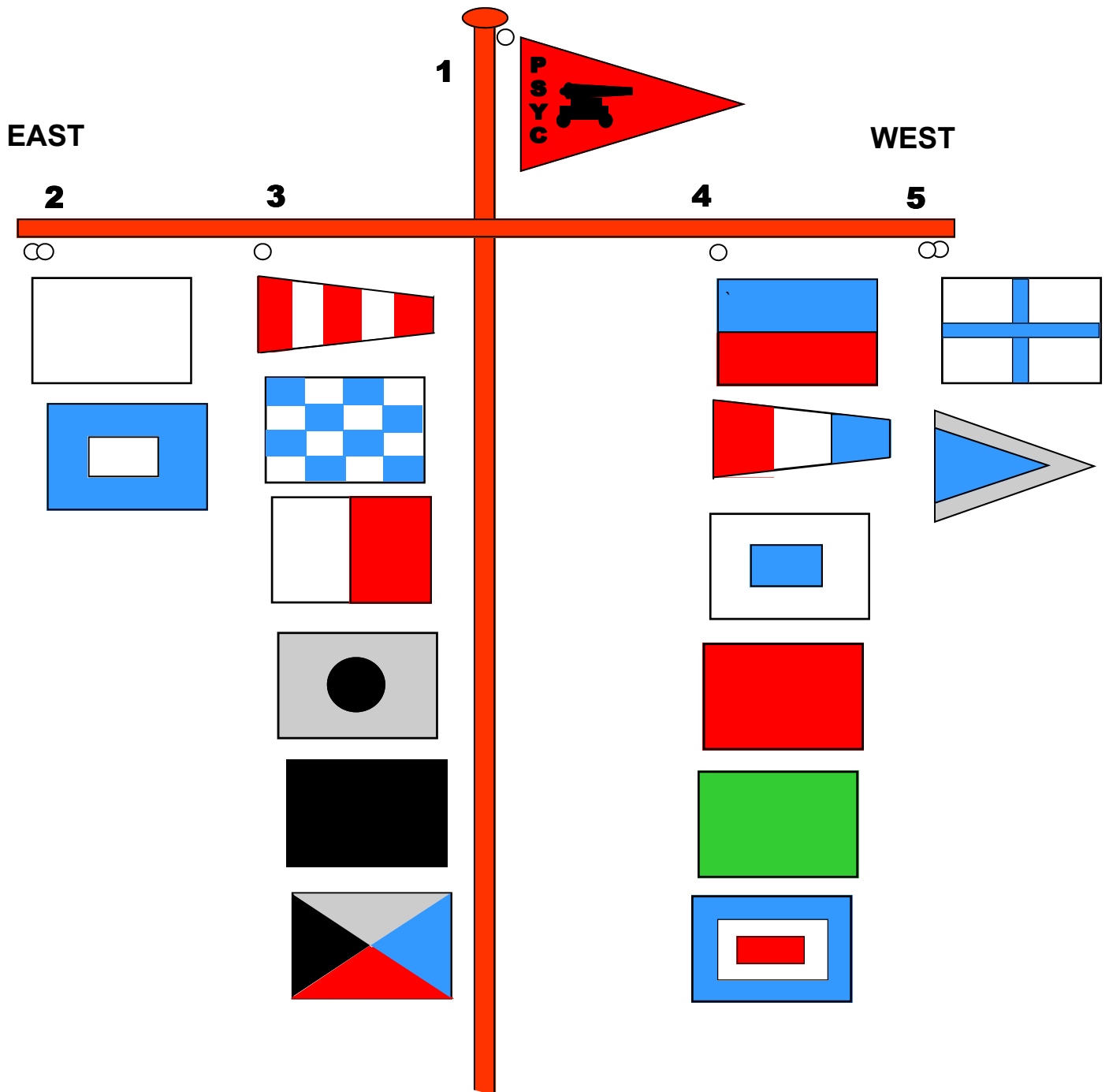
**NOTE 2. If an ERROR be made in the starting procedure, the Starter must immediately signal a GENERAL RECALL.**

**NOTE 3. The warning calls to the Signalman from Timekeeper and from any official responsible for the start are crucial to the starting process. The Signalman must be kept informed of what is going on if he is to play his part as an effective member of the team.**

**NOTE 4. During a period of 4 minutes after the start, the Starter should not respond to a query from a recalled yacht, nor notify a recalled yacht of its status.**

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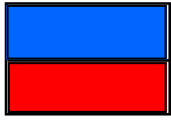
# SIGNAL MAST PROTOCOL



## POSITION OF SIGNALS ON MAST

- |   |   |
|---|---|
| <p><b>1. Starter on duty</b> (Club burgee)</p> <p><b>2. Warning Signal</b> (White flag)<br/>Preparatory Signal (Code flag P)</p> <p><b>3. Postpone</b> (Answering pendant)<br/>Abandon (Code flag N, or N over H or A)<br/>Code flag <b>I</b> (Rule 30.1)<br/>Black flag (Rule 30.3)<br/>Code flag <b>Z</b> (Rule 30.2)</p> | <p><b>4. Course to be sailed</b> (Example: E3)<br/>Code flag <b>S</b> (Course is shortened)<br/>Red flag (Leave marks to Port)<br/>Green flag (Leave marks to starboard)<br/>Code flag <b>W</b> (or E for East)<br/>Direction to first mark,</p> <p><b>5. Code flag X</b> (Individual Recall)<br/>1st Substitute (General Recall)</p> |
|---|---|

# VISUAL SIGNALS



## Course flag (Rule 27.1)

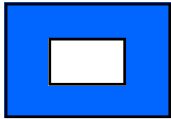
Displayed prior to or with Warning signal  
(PSYC displays Course flag(s) approximately 20 minutes before start)

(Example shown: Course E)



## Warning (or Class) signal (Rule 26.1)

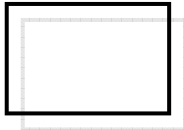
*White* flag hoisted 5 minutes prior to Start  
accompanied by one Sound signal



## Preparatory signal (Rule 26.1)

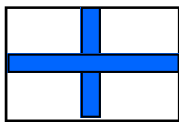
Code flag *P* hoisted 4 minutes prior to Start  
accompanied by one Sound signal

Code flag *P* lowered 1 minute before Start, ,  
accompanied by one Sound signal.



## Warning (or Class) signal (Rule 26.1)

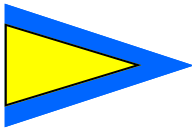
White flag lowered for Start, accompanied by one Sound signal



## Individual recall (Rule 29.2)

Code flag *X* displayed after start to recall one or more boats, accompanied  
by one Sound signal *approximately 2 seconds after starting signal*.

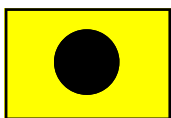
Code flag *X* to be lowered when subject vessels are back over the line.



## General recall (Rule 29.3)

*First Substitute* displayed *approximately 2 seconds after starting signal*  
accompanied by two Sound signals *1 second apart*.

**Note:** *Warning* signal for new start to be displayed 1 minute after *FS* lowered  
accompanied by one Sound signal.



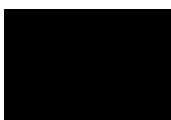
## I Flag (Rule 30.1)

If displayed before or with preparatory signal and a boat is on course side of starting  
line during the minute before the starting signal that boat must sail to prestart side  
of line around either end before starting.



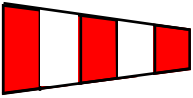
## Z Flag (Rule 30.2)

If displayed before or with preparatory signal and a boat is within the  
triangle formed by ends of starting line and first mark during the minute  
before starting signal and general recall is then signalled she shall be given  
without a hearing a 20% scoring penalty (which applies if race restarted).



## Black flag (Rule 30.3)

If displayed before or with *Preparatory* signal and a boat is within triangle formed  
by ends of starting line and first mark during the minute before starting signal a boat  
will be disqualified. If race is restarted or rescheduled she is not eligible to  
compete.. Committee shall display her sail number.



### Course Change (Rule 27.1)

Before or with Warning signal, substitute new course flag.

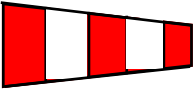
Before Starting signal, display *AP*, and lower warning/preparatory signal(s).  
Lower course flag and hoist new course flag before or with Warning signal.

After the start, at any rounding mark, change of direction of next mark may be signalled by displaying code flag *C* with course to next mark. (Rule 33)



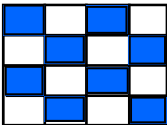
### Postponement (Rule 27.3)

*Answering Pennant* displayed before start, with two Sound signals  
*AP* lowered with one Sound signal 1 minute before new *Warning* signal  
*AP* over *H* = races not started are postponed. Further signals ashore.  
*AP* over *A* = races not started are postponed. No more racing today.



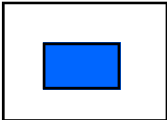
### Abandonment (Rule 32)

Code flag *N* = race abandoned and signals will be made in starting area.  
Lower 1 minute before next signal accompanied by one Sound signal.  
*N* over *H* = all races abandoned and signals will be made ashore.  
*N* over *A* = all races abandoned, no more racing today.



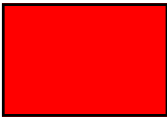
### Shorten Course (Rule 32)

While race in progress, in accordance with PSYS custom, Code flag *S* displayed on signal mast indicates that race finishes at the start/finish line.  
No later than Warning Signal, *S* with course flag and two Sound signals indicates that boats should sail designated short course.  
At any rounding mark, *S* with two Sound signals indicates boats should finish between nearby mark and this boat.



### Red flag

Leave marks of the course to Port. (See Sprint Race Procedure)



### Green flag

Leave marks of the course to Starboard. (See Sprint Race Procedure)



### Code flag L

Ashore: a notice to competitors has been posted.  
A float: come within hailing distance or follow this boat.



### Code flag M (Rule 34)

The object displaying this signal replaces a missing mark.

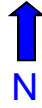


### Code flag Y (Rule 40)

Before or with warning signal, competitors must wear life jackets or adequate personal

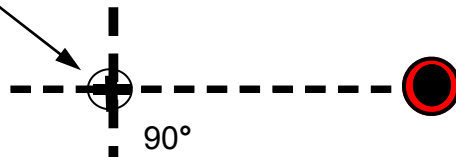


START / FINISH LINE



Northern Limit of  
Start / Finish Line

Isolated  
Danger Mark



90°

Start / Finish Line

Post  
(white)



Transit

Signal Mast  
(orange-red)



FINISH LINE

## FINISHING PROCEDURE

The Finishing Line at Soldiers Point is an imaginary line, a TRANSIT through the white pole at the water's edge and the Signal Mast. (See START / FINISH LINE diagram)

The Isolated Danger Mark is **not** part of the start/finish line, but does serve as the datum point for the northern limit of that line, the limit being at the point where an imaginary line through the IDM at right angles to the start/finish line transit intersects it.

A yacht shall finish when the foremost permanent part of her crosses the line. That foremost part does not include a crew member's extended arm, a spinnaker pole not supporting a correctly-set spinnaker, or anything that would not be on a yacht correctly rigged for that point of sailing.

When a yacht crosses the line correctly, a sound signal shall be made and the time recorded.

It is not recommended that finishing times be entered directly onto the computer-generated alphabetical list of yachts for that race, because very close finishes can make it difficult or impossible to locate names of yachts on the sheet in time to record their finishing times — which can lead to confusion.

Best practice is to record finishing times on a blank sheet or a special recording sheet, listing yachts in the order in which they finish. A supply of recording sheets should be in the back of the manual.

Close finishes can make it impossible to record times and names accurately. In such a situation the Starter's priority shall be to **record the time in preference to recording the yacht's name**. Names can be determined after the time is recorded. A time missed cannot be recovered, a name can. Large fleets and one-class fleets exacerbate the problem.

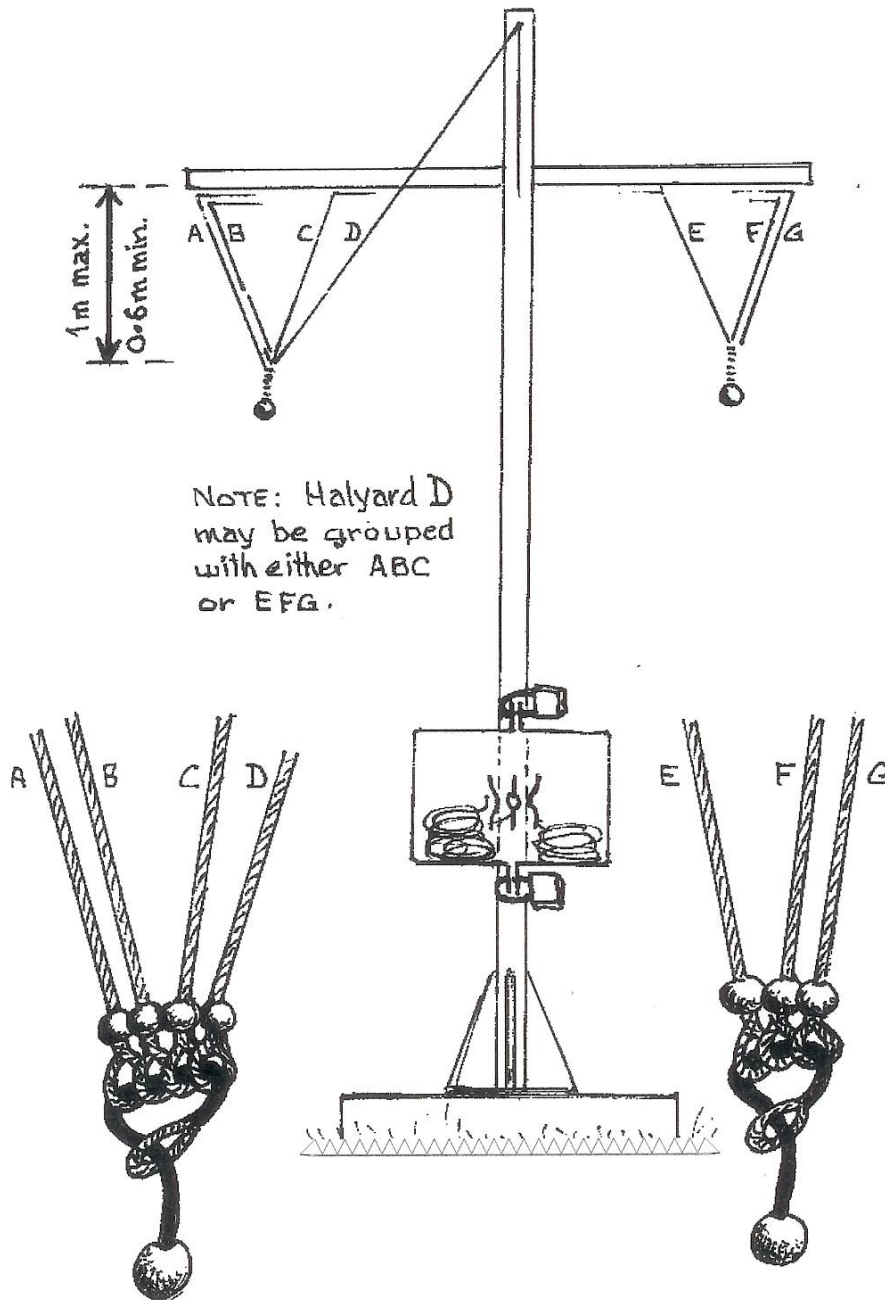
In one-class racing, when boats may be finishing too close to write times, perhaps it would be best to record the name and time of the first boat, the names or numbers of the following boats, and the time for the last boat of that close-packed group. Recorders/starters could then apportion times for each boat within the range of times recorded for the group.

When the times have been transferred from the recording sheet to the computer-generated sheet, the entries on each, and each time, must be cross checked, which is best done by two people.

Errors can occur when transferring finish times from recording sheet to computer sheet; when entering handicaps from computer sheet to recording sheet; or when entering data into computer. It has been known for a competing yacht to have been omitted from the official results!

It is a good idea for the recording sheet to accompany the computer sheet, so that the computer operator has access to the original recorded finish times should a cross check be necessary.

## SECURING THE SIGNAL BOX



**When securing the signal mast after use** the halyards must be grouped as shown above. The weight strop is threaded through the halyard eyes, then through its own eye, as shown.

If the grouped halyards are left hanging too low, vandals may be able to stand on the fence and reach them. . . as has happened. If the halyards are hoisted too high, too close to the mast arm, it may be very, very difficult to persuade them to come down, especially when wet. An ideal distance from mast arm is between a metre and 600mm.

Inside the 'box' the halyards should be cleated securely and the surplus rope coiled and placed in the bottom, being careful not to let any of it hang down or poke out of the box.

Be sure to lower burgee on centre halyard before locking up. . . . This is often overlooked.  
Padlock both top and bottom of box.

## HANDICAP START (STERN CHASER) PROCEDURE

**General:** 1300 hours is the start time corresponding to a handicap of 1000. Consequently, yachts with handicaps greater than 1000 should be in the vicinity of the Starting Line in advance of 1300 hrs.

Warning and Preparatory Signals are not used for handicap starts. The only flag signals flown will be: Club burgee, Course, Individual Recall, Postpone, Abandon, or Shorten course.

The computer-generated sheet issued to the Starters for handicap start or "Sternchaser" races shows starting times for all eligible yachts on the Club Register.

As each boat logs on by radio The Radio Operator will tick off its name on the computer list, and if necessary, inform a yacht of its start time (from the HANDICAP START TIMES sheet), then give the yacht a Time Check.

The Starter/Timekeeper will then enter the yacht's name at the appropriate place on the STARTER'S HANDICAP TIME SHEETS.

The handicap time sheets provide the Starter with a list of yachts in progressive time order, and it avoids confusion by making it easy to identify which yacht is due to start next.

If a clock face is used at the Starting Line, it should be adjusted at one-minute intervals commencing ten minutes before the starting time of the first yacht.

If clock face not used, Starter/Timekeeper may, if appropriate, warn each yacht by radio five minutes before its start time. A yacht may be given a warning at 5 minutes, but if this proves inconvenient or impossible, at 4, 3, 2, or even 1 minute before a yacht's start time because no Warning or Preparatory flags are being flown. Admittedly the yacht has received a time check and should therefore be able to achieve an accurate count-down to its starting time, but it has been the practice in Club races to provide radio time warnings purely as a courtesy. There is no obligation to continue this practice.

Finishing times will be recorded as usual, but the first boat over the line will be the winner, and placings will correspond to the order in which yachts cross the line, all subject to protest.

Results will still be computed to adjust handicaps based on elapsed time on the course.

# SPRINT RACE PROCEDURE

- General:**
- ◆ Try to complete three races. This is easy enough in fresh winds, but difficult in light winds unless courses and lap numbers are adjusted to suit conditions. Also, buoys may be moved between races to shorten or lengthen the course to accommodate wind strengths, tidal influences and buoys dragging anchors! In the absence of a power boat to move marks one must find a volunteer for the task, usually the boat that set the marks.
  - ◆ Close finishes in sprint races can be hectic, particularly in one-class regattas, so it is prudent to call on extra hands to record finish times and/or to identify yachts, especially visiting yachts.
  - ◆ Buoys should be laid to provide a true windward start.

**Starting procedure for Race #1** will follow standard practice, with the addition to the Course code flags of a Red flag or Green flag to indicate that vessels should leave rounding marks either to port or starboard, and a W flag or E code flag to indicate compass direction to the first mark. (See NOTE 2)

**Race #2 (or 3)** may be started 30 minutes after the first yacht finishes the previous race. This interval may be reduced at the Starter's discretion if wind is dying or if the fleet is finishing fairly close together. (See NOTE 1, and **also** instructions in PSYC Yacht Racing Handbook)

If Warning or Preparatory signals for a second (or third) start have been made before a straggler in the previous race has finished, record the finishing time for that yacht, but *do not make a sound signal*. **NOTE:** Check instructions in PSYC YACHT RACING HANDBOOK.

**Finishing times** should be recorded on a blank page in the order in which yachts cross the line. Note: This method of recording is good practice, because it is easy to get confused trying to find a yacht's name on an alphabetical list when several boats are finishing close to each other. When a lull occurs, transfer the times to the computer-generated list of yachts for that race.

**You will need extra scribes** to record finishing times in a sprint race with many competitors, and the same advice applies to one-class race fleets, and to any race with many competitors the majority of whom are visitors with vessels unfamiliar to you and your assistants. It is important that as soon as the last yacht finishes all scribes must cross check their recording sheets.

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**NOTE 1: To determine starting time for each succeeding sprint race (30-minute interval) —**

*Example* In Race #1, first boat finished at 1323 hrs.  
Round up 1323 to 1325 and add 30 minutes. The starting time for Race #2 is therefore 1355, so the Warning signal will be hoisted at 1350.

It is sound practice to select the starting time of the next race as soon as possible after the first boat crosses the finish line, and it is essential to inform the Signaller of the new starting time as soon as it has been determined.

NOTE: see procedure in PSYC YACHT RACING HANDBOOK.

Intervals of less than 30 minutes between races may be determined at the Starter's discretion. To avoid confusion, select starting times that fall on standard 5-minute intervals Refer to REGATTA START TIMES book.

**NOTE 2:** Sprint course-flag combinations shall be flown with code flag **U** uppermost, followed in descending order by **Red** or **Green** flag (for port or starboard rounding of marks); then code flag **E** (East) or **W** (West) to indicate the direction to the first mark of the course. If laps are to be more than ONE, a numeral pendant shall be hoisted immediately under course flag U.

**NOTE 3:** Each successive starting time shall be selected from the Regatta Start Times manual, and the procedure followed in the normal way.

# GATE START PROCEDURE

Races may be run using a Starter's vessel and a Gate Boat, or just a Gate Boat and buoy.

**When a Starter's vessel is used**, at about twenty minutes before the announced start time, code flag "G" and the appropriate course flags shall be flown from the Starter's vessel, which will have been positioned to provide a clear upwind start.

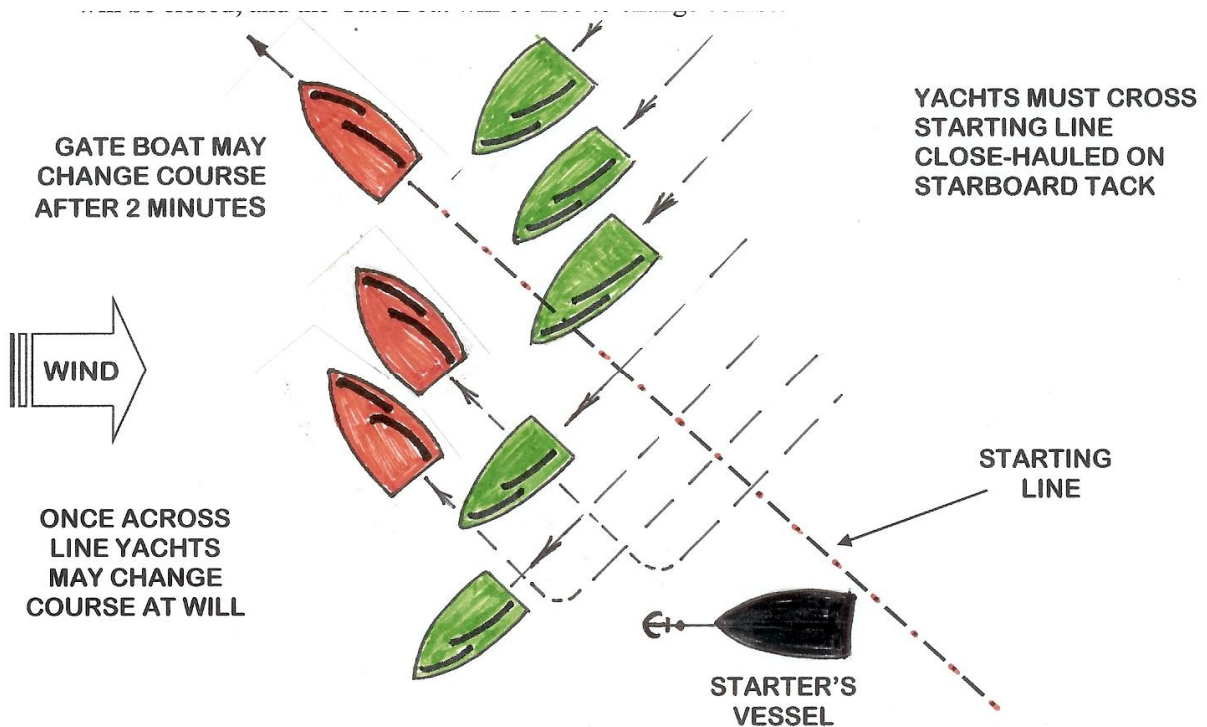
Warning, and Preparatory flags will be displayed by Starter's vessel, accompanied by Sound Signals. From the near vicinity of the Starter's vessel, and not less than ten seconds before scheduled start time, the Gate Boat will head off on Port tack. As it passes the stern of the Starter's vessel, Warning signal will come down, accompanied by one Sound signal. **The Gate is now open.**

The **Starting Line** is an imaginary line from the Starter's vessel to the stern of the Gate Boat proceeding close-hauled on Port tack. Competing yachts must cross that starting line on Starboard tack, and may cross anywhere between the anchored Starter's vessel, and the moving Gate Boat.

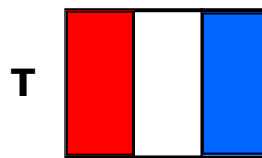
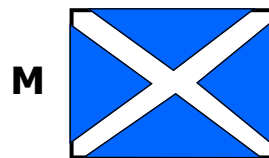
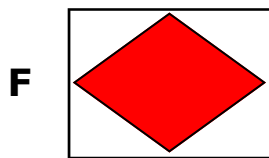
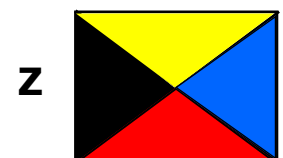
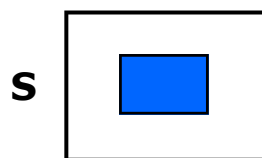
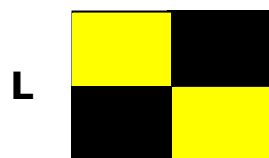
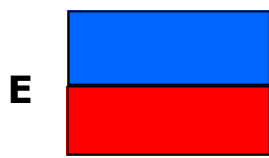
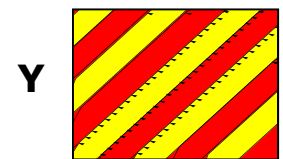
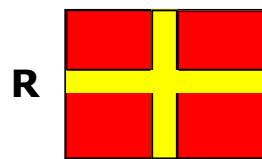
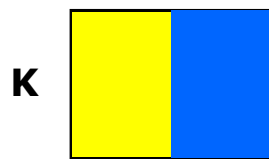
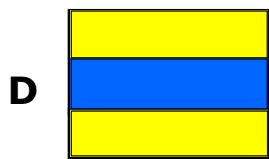
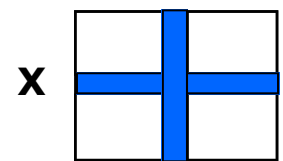
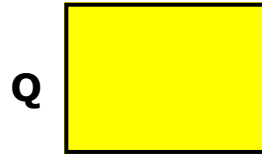
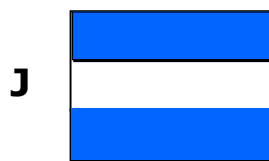
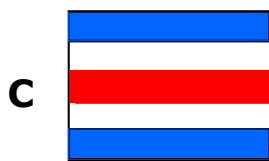
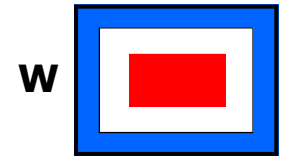
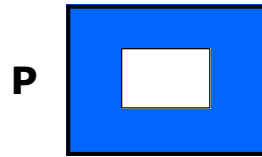
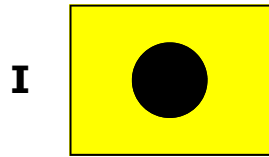
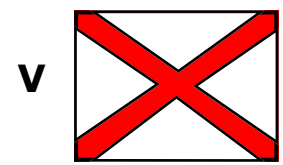
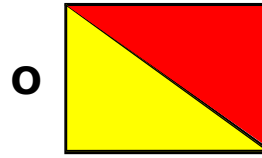
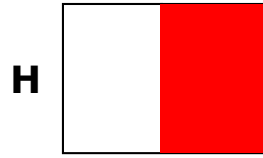
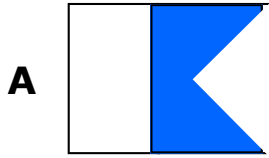
A competing yacht once having crossed the starting line close-hauled on Starboard tack may proceed on any course, any tack.

The Gate Boat will continue its course for two minutes or a period previously announced by Race Officer. **The gate is now closed.** Competing yachts must cross the starting line within the designated period, before the gate closes.

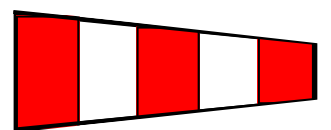
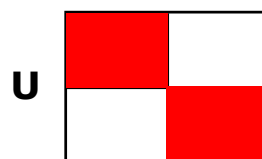
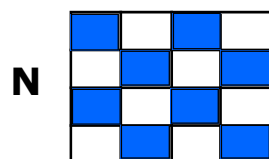
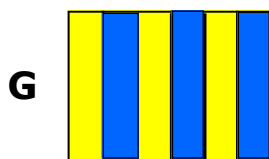
**When a Starter's vessel is not used**, a buoy will be set to provide a windward course to the first mark. The usual signals will be made from the Gate Boat, which, in the near vicinity of the buoy, and not sooner than approximately ten seconds before scheduled starting time, will commence its starting run close-hauled on Port tack, and will make a sound signal and if possible haul down warning flag as it passes close to the buoy. The Starting Line will then be a line from that buoy to the stern of the moving Gate Boat, for a period of two minutes or a period previously announced by Race Officer, at the expiration of which time **the Gate will be closed**, and the Gate Boat will be free to change course.



# INTERNATIONAL CODE FLAGS

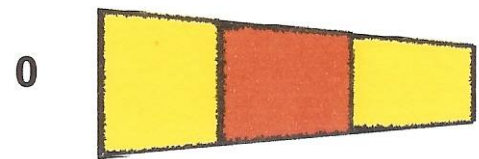
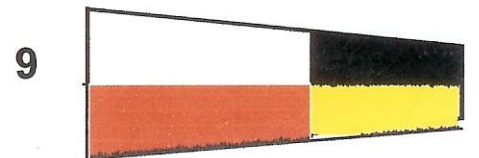
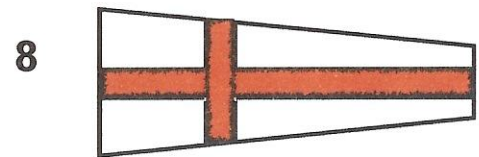
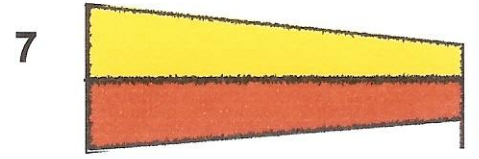
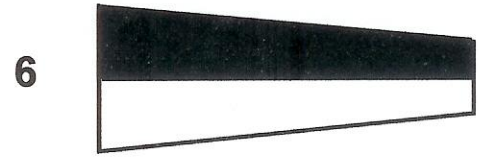
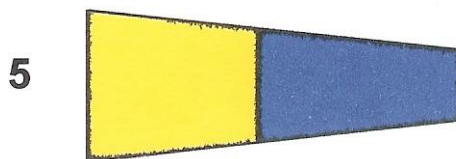
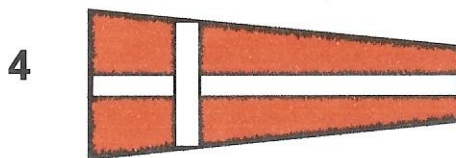
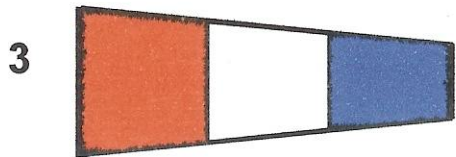
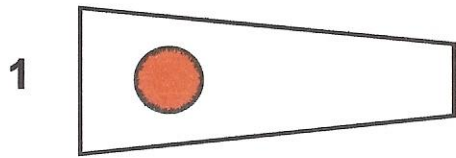


**ANSWERING  
PENDANT**

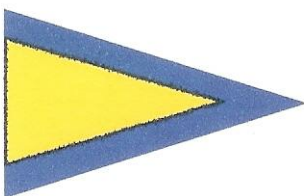


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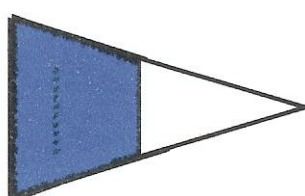
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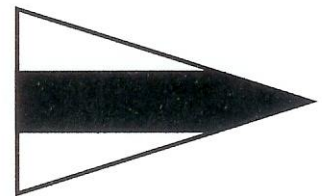
## SUBSTITUTES



**FIRST  
SUBSTITUTE**



**SECOND  
SUBSTITUTE**



**THIRD  
SUBSTITUTE**