



Aide Memoire for Duty Teams – and what needs to be done Running Races

The purpose of these notes is to provide help and guidance to Team Leaders and members of their teams in the management of their duties and running races at Desborough. The aim is to ensure that events run smoothly and that appropriate measures are taken to ensure members' safety, and to reduce risks of any adverse events. This advice is not exclusive and nor is it intended to be prescriptive but it is important that Teams note the guidance and act accordingly bearing in mind prevailing conditions. In all respects the safety of members participating in club events is paramount and if this cannot be reasonably ensured then racing should not proceed. It should also be borne in mind that sailing is a sport which will always involve a degree of risk and these guidelines are intended to provide for the reasonable management of the risks. The notes are intended for the management of the sailing and should be read in conjunction with other advice on catering and bar management etc.

Preparation

- Where possible Teams will be reminded about Duties by Email from Dutyman
- Team Leaders should contact their team and confirm attendance during the week prior to the duty preferably by phone
- Any member unable to do the duty should themselves arrange a swap
- If the Team Leader is concerned that there will be insufficient numbers available for the duty then he/she should contact an Officer of the club so that further help can be sought from other members
- It is the responsibility of the Team Leader to decide whether he/she has adequate cover and if that is not the case and it is felt that races cannot be run safely then the event should be cancelled or postponed
- Weather forecasts should be consulted before the duty
- Each team should have a qualified first aider in the Clubhouse
- Teams should give a briefing prior to racing
- A notice board will be provided and should display the following
 - Team Leaders name
 - Safety Boat Crew
 - Timekeeper

On the Day

Teams should arrive in good time normally 60 minutes before the start of the first race. Conditions should be assessed and duties allocated to members of the team bearing in mind skills, experience and age and strength of the members. A strategy should be established for safety boat procedures and contingency plans should be agreed.

Courses

A chart located in the racebox indicates a suitable course based on wind direction. These indications are for guidance and should not be regarded as obligatory. Make courses as long as possible for the prevailing conditions but bear in mind the possibility of failing breezes in evening races. Note the yellow disk attached to a tree on the opposite bank indicates how far downstream the buoy should be placed for a light wind race. The red disk attached to a tree on the opposite bank indicates how far downstream the buoy should be placed for a strong wind race, there are also discs placed upstream. Teams should consider setting Z courses and should also bear in mind the experience of the fleet particularly when a strong stream is running. Cadets and Novice races should have simple courses. Since we use average lap times for calculating results do not alter courses after the start unless none of the boats have yet reached the first mark.

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Starting and finishing races

- Make sure all the team know the starting sequence. This is posted on the side of the Racebox
- Consider a split start if there are more than 16 boats entered. This is particularly important if there is a running start
- Have all the required flags available before the start of racing, including those for postponement, recall and abandonment
- In very light conditions consider a short postponement and do not be afraid of cancelling or abandoning a race if it is unlikely that competitors can complete one lap
- If a mistake is made in the start sequence, abandon the sequence and restart from the beginning. This may be after other classes have started. Be sure to use class flags where appropriate
- Races should normally be finished by shortening course when the leading boat in each class reaches the penultimate mark.
- When there are several fleets racing after separate starts each fleet should where possible sail for the same time and have individual shorten course signals with the appropriate class flag flown
- In a failing breeze the course can be shortened at any stage to avoid boats being disadvantaged by having to do more laps

A competent member of the team should be allocated to time keeping and wherever possible should be assisted by another member of the team.