

UP RIVER YACHT CLUB
DINGHY DUTIES
AND
SAILING INSTRUCTIONS

January 2017

FLAG OFFICERS

See handbook

SAILING COMMITTEE

See handbook

DINGHY RACE EQUIPEMENT

All Equipment for race duties is stored in the Race Box.

RACE BOX KEY

A key to the Race Box is kept in the wall box outside the Female Changing Room and a spare key is kept on the Key Board in the Office.

SAFETY BOAT KEYS

Engine security chain keys are kept in the wall box outside the Female Changing Room.

Ignition Keys for Safety Boats are to be left in the Safety boats.

Both Key Box and Boat shed are now combination entry. See a member of the committee for the number.

See Appendix 1 for description of Race Officer and safety Boat Duties.

DINGHY PARK

Please note:

It is incumbent upon each member to keep the area of the dinghy park under and around their boat(s) tidy and grass trimmed.

Members must also tie down their dinghies in at least two, preferably three, fixing points in the ground (i.e. stakes). This is a minimum requirement of most insurance companies.

It is compulsory for every Dinghy owner to attend the Dinghy Park Work Party. This will be in addition to the attendance of at least one House Work Party.

RACE DUTIES

To enable both Slow Handicap Course and Course races to be held with adequate safety boat cover, five Club Members are required for duty for every Club race day described as Winter or Warm up Series as two safety boats are required.

Three Club Members are required for duty for race days for all other racing as only one safety boat will be manned instead of two. However, if winds of Force 4 and above are experienced during this period, a second safety boat must be launched and additional crews allotted on the day by the Race Officer.

See Appendix 1 for Race Officer Duties and Responsibilities.

Every dinghy sailor who has raced during the previous 2 years races **must** enter their name on the **DUTY ROSTA** on the notice board in the Club lobby for a minimum of **FOUR DUTIES** per year.

Cadets, under 16, are exempt from formal Duties but may assist an Adult in the Safety Boat (see U.R.Y.C. Rule Book pages 2 and 3). Cadets over 18 in long term education are expected to do full duties.

Non racing dinghy sailors, whilst exempt from compulsory duties are asked to support the club and volunteer where possible.

Please put your name down as early in the year as possible as this greatly assist the smooth running of the racing. If you do not, put your name down by the end of February then the Sailing Committee reserves the right to impose compulsory duties.

SAILING INSTRUCTIONS.

All races to be sailed under the current ISAF Rules, the RYA prescriptions, the rules of the applicable class and these Sailing Instructions.

SECTION A - Organisation of Races

1. The Club starting and finishing line will be an imaginary line between the posts with triangular top marks situated on the front of the race box and the bank opposite.

2. Ranking as a Starter

For races starting at the Club, to rank as a starter a helm must enter the names of the yacht and all crew members and the yacht class on the Race Sheet, prior to the start of the class concerned. In addition the yacht shall be afloat and off moorings no later than 5 minutes after the start of the class concerned but may be anchored. When there is a committee boat start, formal 'signing-on' will not normally be required. However, helms should ensure that the Race Officer is aware of their intention to take part. All cruisers racing should fly the Numeral 6 pennant from the backstay.

3. Starting Signals

Starting signals will be in accordance with ISAF Rule 26, except that time shall be taken from the sound signals and a delay in the accompanying visual signal shall be disregarded.

WARNING SIGNAL: five minutes before the start, the Class Flag (see Adopted Classes Appendix) will be displayed and a sound signal made.

PREPARATORY SIGNAL: four minutes before the start, Code Flag 'P' will be displayed and a sound signal made.

ONE MINUTE SIGNAL: preparatory flag removed; one long sound signal made.

STARTING SIGNAL: the warning flag will be lowered and a sound signal made.

The warning signal for each succeeding class shall be displayed at the starting signal of the preceding class.

NB: In addition to the above starting signals, an ADVANCE SIGNAL will be made in SOUND ONLY ten minutes before the start of the first class.

4. Courses

Except as stated in Section C of these Instructions, the course shall be decided by the Race Officer, using the club racing marks, and shall be displayed on the Club course board at least 15 minutes before the warning signal for the first start. Once displayed the course shall not afterwards be changed except that the Race Officer may alter the course after the start if he or she considers the weather conditions warrant this action. Verbal notice of such alterations will be given to competitors via the safety boat or by any other means available where reasonably practical. The Race Officer must not set dinghy courses without

appropriate safety boat cover. For all courses past Groves, the speed limit sign on the corner of the bank opposite Oyster Ledge shall rank as an obstruction and must, at all times, be left to the North and/or West of the course sailed.

5. Racing Marks

Upper - Ledger - River – Olympic - Miles - Horse - Ditch - Smith's Ferry - Tower - Groves - East - Clements - Apex - Stowe - New. The position of the marks will be shown on the course board. Should a mark of the course be missing (and the Race Officer has not set an alternative), the leading helm shall decide which mark or object will be rounded as an alternative and shall endeavour to inform following boats of the decision. This rule does not remove the right of protest should helms consider their chances have been unfairly prejudiced.

6. Shortening Course

- a) To shorten the course, Code Flag 'S' will be displayed with the Class Flag and a sound signal given twice as the leading boat approaches the finishing line. Where no Class Flag is displayed, the signal applies to all classes racing. The race will finish when the leading yacht next crosses the finishing line.
- b) The course may be shortened at any point by establishing a finishing line between two fixed points. One point shall be a stationary object on the shore or a boat; the other shall be a stationary object on the shore or a mark of the course. As the leading yacht approaches the designated line, Code Flag 'S' will be displayed with the flags of the class or classes affected and two sound signals given. Where no class flag is displayed, the signal applies to all classes. The race will finish when the leading yacht next crosses the finishing line.

7. Postponement, Cancellation or Abandonment

Before the warning signal, a race may be postponed for 15 minutes by displaying the Answering pennant accompanied by a sound signal given twice. Further 15 minutes postponements may be indicated by dipping the pennant accompanied by a sound signal.

A race may be cancelled or abandoned by displaying Code Flag 'N' accompanied by a sound signal given three times.

8. Recalls

An Individual Recall will be indicated by a sound signal given once. The warning signal shall be left displayed until all premature starters have returned to the pre-start side of the line, or for such shorter period as the Race Officer considers reasonable. The responsibility for returning shall rest with the yacht concerned.

A General Recall shall be indicated by a sound signal given twice and the display of the First Substitute. The warning signal (one sound) for a new start for the recalled class shall be made one minute after the First Substitute is removed (one sound), and the starts for any succeeding classes shall follow the new start.

9. Protests

Protests must be made to the Race Officer, in accordance with ISAF Rule 61.2, within 30 minutes of the finish of the protesting yacht or one hour in the case of a yacht kept on moorings, accompanied by a deposit of £5.00 which will be forfeited should the protest be deemed frivolous.

10. Declarations will not be required. Helms who retire must inform the Race Officer to that effect.

11. Buoyancy

Dinghy helms and crews must wear personal buoyancy at all times when racing. Drysuits and/or wetsuits do not constitute adequate personal buoyancy.

12. Minimum equipment to be carried by all cruisers:

Personal Buoyancy for each person on board

First Aid Kit

Suitable distress signals

Fire Extinguishers

Water and Stores in excess of known requirements

Suitable Lights if sailing at night, including anchor light and torch

Compass and Charts of proposed sailing area

Two Anchors with adequate chain or warps

Bilge Pump or other means of bailing

Any 'stripping out' will lead to automatic disqualification

13 Alternative Penalties

13.1 The 720° Turns Penalty

This shall apply as Rule 44 of the ISAF Racing Rules.

13.2 Touching a Mark

The following shall apply in lieu of ISAF Rule 31.2:

- a) When a yacht touches a mark surrounded by navigable water, she may exonerate herself by completing the rounding of the mark, leaving it on the required side and thereafter re-rounding it or re-passing it without touching it, as required to sail the course in accordance with Rule 28.1 (Sailing the Course) and the Sailing Instructions.
- b) When a yacht touches:
 - i) A starting mark, she shall carry out the rounding after she has started;
 - ii) A finishing mark, she shall carry out the rounding and she shall not rank as having finished until she has completed the rounding and again crosses the finishing line in accordance with the definition of finishing.
- c) When a yacht touches a mark not surrounded by navigable water, she may exonerate herself by completing one 360 degree turn at the first reasonable opportunity.

14. A race will be deemed valid if there is at least one starter and that starter completes the course.

15. Points and/or trophies will be awarded to the designated skipper of the boat who must be in the boat and not necessarily to the owner.

16. The declaration of sails made on the subscription form will set the handicap of cruisers for the coming season with the exception of damage or additions, in which case there will be a minimum 28 days notice for deletions and 7 days notice for additions. Notifications must be made to the Class Captain or Secretary.

17. Dinghies which have been modified beyond their class rules or have no current published PYN, cruisers which have had no club handicap allocated, or any yacht which has been modified since a club handicap was allocated, may race in handicap events and, providing they inform the Sailing Secretary at least 7 days prior to taking part in those events, their handicap will be allocated or amended. If insufficient notice is given or insufficient information is provided, the yacht may take part in handicap races and will be allocated a trial number after the first such event in which it takes part.

SECTION B - Special Arrangements for Points Series Racing

1. There is no separate entry fee for Club Members for Points Series. Non-members competing in Open Series events (excluding Class Open Meetings) will be liable for an entry fee of £2 per race. Helms signing on for the full series will pay a fee equal to £2 multiplied by one less than the number of races in the series. In the event of a race being abandoned on the day there will be no refund. Entering for the full series will include boat storage at the club for the duration of the series.

2. Scoring

Points will be awarded on the following basis:

1st - 1 point: 2nd - 2 points: 3rd etc - 3 points etc

In the event of a tie, the points for the places taken by the helms shall be divided equally between them, e.g. two helms tying for second place would receive 2.5 points each.

A retiring helm will receive points equal to the number of starters plus one. Disqualifications will receive points equal to the number of starters plus five. Non-starters will be awarded the Number of entries into the series plus three.

The Race Officer and Safety Boat Officer(s) will be awarded average points (see section 9).

3. For series racing of 4 races or less, qualifying number of races shall be half the number of races sailed (rounded up in the event of fractions). For series of

races of 5 or more, qualifying number of races will be half the number of races sailed plus one (rounded up in the event of fractions). If fewer than half the number of proposed races is sailed, the series will be declared void.

4. On dinghy series racing days the published start time is for the first named fleet in the Adopted Classes Appendix. Other dinghy classes will start at 5 minute intervals in the order in which they appear in that Appendix. The start time of the second race will be set on the day.

5. Awards

The winner of the series shall be the helm scoring the lowest number of points from the qualifying number of races.

In the event of a tie, on the total number of points the tie shall be resolved in favour of the yacht or dinghy with the greatest number of first places and when a tie remains the most second places and so on. If a tie remains it shall be broken on last race sailed against each other.

6. Dinghy Handicap Series

A yacht will use its PYN for the whole of the series unless other arrangements for the series have been published by the Sailing Committee.

7. All races except handicap races will be subject to a 45 minute time limit from when the first boat finishes.

8. Point's series prizes will be given for 1st helm and crew. If there are 4 or more qualifiers in a series, 2nd place prizes will be given. If there are 7 or more qualifiers in a series, 3rd place prizes will be given. If there are 10 or more qualifiers in a series, 4th place prizes will be given. For prizes, qualifiers will be deemed to be boats that have a complete series of results that does not include a DNS. This does not apply where a trophy is presented for a series of trophy races. In that case, prizes will only be given to the winning helm and crew (dinghies) or skipper (cruisers).

9. Average Points

9.1 Average Points are the total of the points scored for races sailed in series divided by the total number of races sailed by the helm in that series.

9.2 Only a maximum number of two average points can be used in a series provided both duties are done on the same day.

9.3 For a series tie between two helms average point's races will be deemed to be less than a real result.

9.4 Where a duty covers Fast Handicap Series Courses and Slow Handicap Series Courses simultaneously, average points will count for one Series only.

SECTION C - Special Requirements for Individual Trophy Races

1. There is no separate entry fee for Full or Cadet Members for closed trophy races. Members will, however, be liable for entry fees for open races at the advertised rate or discounted rate as decided by the Dinghy Sub-Committee.
2. The Race Officer will not be confined to using the Club racing buoys when setting courses for trophy races but no dinghy course may be set beyond the Branklet Spit buoy.
3. No boat under 15 feet overall will be permitted to race over a course beyond the Inner Crouch buoy.
4. Code Flag 'S' displayed before the start indicates that a prescribed alternative course is to apply. In the case of RNLI Pennant and Anchor Trophy, that prescribed alternative substitutes the North West Fairway (No 9) buoy for the Branklet Spit buoy.
5. For events open to both dinghies and cruisers, they shall race the same course but for separate trophies. Prizes will be awarded to each category.
6. Cadet Cup
There is no restriction on crew for this event.
7. Crews Goblet
To participate in this event, the helm must have crewed in a minimum of 6 club races in the preceding 12 months and shall be a recognised crew and not a helm who has crewed the required number of races.
8. The Race Officer has the discretion to shorten courses for trophy races if the conditions warrant it.
9. Trophy Race prizes
Dinghies (helms and crews): 1st; 2nd if 5 or more starters; 3rd if 10 or more starters; 4th if 15 or more starters; 5th if 20 or more starters.
Cruisers: 1st; 2nd if 5 or more starters; 3rd if 7 or more starters; 4th if 10 or more starters.

SECTION D - General

1. The Sailing Committee may amend these Instructions at any time. Any amendment shall be deemed to have been brought to the attention of all interested parties if posted on the Sailing Committee notice board.
2. The Sailing Committee may draw up special or additional Sailing Instructions for individual races, series of races or classes which may override these Instructions. In particular, separate Sailing Instructions will be issued for open events.
3. The Sailing Committee are authorised to make compulsory rotas of members to act as Race Officers and Safety Boat Crew. Any member so appointed and unable to comply will be responsible for obtaining a replacement Club member to act on his/her behalf.

- 4.
- i) A boat is entirely responsible for its own safety, whether afloat or ashore, and nothing, whether in the Notice of Race, Sailing Instructions or anywhere else, reduces this responsibility.
 - ii) It is for the boat to decide whether it is fit to sail in the conditions in which it will find itself. By launching or going to sea, the boat confirms that it is fit for those conditions and that its crew is competent to sail and compete in them.
 - iii) The boat is required to hold adequate insurance and in particular to hold insurance against third party claims in the sum of at least £2,000,000.
 - iv) Nothing done by the organisers can reduce the responsibility of the boat nor will it make the organisers responsible for any loss, damage, death or personal injury, however it may have occurred, as a result of the boat taking part in the racing. The organisers encompass everyone helping to run the race and the event, and include the organising authority, the Race Committee, the Race Officer, Patrol (Safety) Boat Crew and Beachmasters.
 - v) The provision of patrol (safety) boats does not relieve the boat of its responsibilities.

APPENDIX - ADOPTED CLASSES

The following are classes of boat for which the Club provides series and points racing:

<u>Class</u>	<u>Class Flag</u>
Fast Handicap Dinghy (Long Course)	J
Slow Handicap Dinghy (Short Course)	O
Cruisers	C

Note:

Handicap dinghy racing will be provided in two fleets, designated 'Long Course' and 'Short Course'. All dinghies with a published or club Portsmouth Number below **1110** must race 'Fast Handicap Course' and all dinghies with a published or club Portsmouth Number above **1200** must race 'Slow Handicap Course'. Dinghies whose handicap fall between these two numbers may race in whichever fleet they choose but cannot change fleets mid series.

Appendix 1: Race Officer Duties

1. Preparation

- a) Arrive at Club at least 1 hour before the start of the first race if possible.
- b) Get key to Race Box from key box outside Female changing room.
- c) Go to the Race Box, unlock and remove window covers. (Seek assistance if necessary). Collect from filing cabinet:
 - i) Pens
 - ii) Stopwatch
 - iii) Race sheets
- d) Insert Red isolation Key into start hooter box. This also powers the radio on. Note: Radio is pre set and does not require any adjustment to contact Safety Boats.
- e) Lay out race sheets and pens for competitors. Detail on sheets all persons on duty, date and time of race.
- f) Ensure you have the correct number of safety boats and driver and crew (see page 3 – Race Duties). Test VHF between safety boat and Race Box.
- g) Set Blue Peters and Class flags, normally fast and slow handicap.
- h) Check the wind direction and strength – set a long course and short course.
- i) Hang turn mark cards and start times on display board and locate outside the back of race box.
- j) Enter course details and wind strengths (these are needed for PYN returns) on race sheets. (Provide separate sheets for long and short course).

Note: If the correct safety boat crews have not arrived you must postpone the start and find volunteers. If no volunteers are found you must cancel racing. Racing is not to take place without safety boat cover as laid down on page 3 – Race Duties.

Safety Boat Duties

- a) Arrive at Club at least 1 hour before the start of the first race if possible.
- b) Get key to engine security chain from key box outside Female changing room.
- c) Go to Boat shed, open door and main doors (combination required for both locks)
- d) Remove engine lock, check ignition key present, check fuel levels and inflation of tanks if using rib, *check rope painter secured to trailer.*
- e) Check all safety equipment including grab back is present.
- f) Push safety boat to top of slipway, raise Ariel and switch on radio. Tune to channel **n1**
- g) Make yourself know to Race Officer and obtain course for days racing.
- h) Do radio check to race box ashore before launch.
- h1) Launch. Lower & lock engine leg in down position, check fuel line connected & line pressurised.
- h2) White boat start & gear selection: set choke & throttle, once started close choke before selecting gear.
- i) After racing/recovery: **check rope painter is secured to trailer before moving the boat**, wash down boat inside and out including trailer and wheels.
- jj) Fit fresh water hose & muffles flush through engine.
- k) If using the White or Orange boat do not let carburettor run dry as the 2 stroke fuel contains a lubricant
- l) **PUT ARIEL DOWN BEFORE MOVING TO BOAT SHED IT WILL NOT GO THROUGH THE DOORS UP**
- m) Secure engine and lock boat shed.
- n) Return Key to key box

If there any issues with the safety boat report them immediately to a member of the sailing committee.