



***Ogston Sailing Club***



# **OOD INFORMATION MANUAL**

***TO BE USED FOR THE FOLLOWING***

***PURSUIT RACING SERIES***

***DO NOT USE FOR***

***HANDICAP RACING***

***CLASS RACING***

***PREMIER CLUB EVENTS***

***(Alternative manual available)***

**NOTE: THE LENGTH OF A PURSUIT RACE  
IS NOW 68 MINUTES FROM THE TOPPER  
START**

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# Quick Guide to running a Pursuit Race

## Collect, Check & Complete before leaving the jetty

- Collect the radio's, check they are charged, on the same channel & working, then place in waterproof covers, distribute to, yourself, safety crew & the shore.
- Collect relevant paperwork from the radio store for the days racing.
- Brief your safety crew, if you need, x, y & the gate buoys moving, then check their radio is working.
- Make sure you have pens/ pencils that work; also you have at least a couple of stopwatches & a watch / clock.
- Check that all the necessary flags & course numbers are present & in working order

**Please Note :** This Quick guide is based on the fact that you basically Know how the club racing works / runs. If you need further information please use the full manual which can be found below the flag box on Retreat's Door

## Schedule of start times for Pursuit races:

Day	1 <sup>st</sup> Race	2 <sup>nd</sup> Race	3 <sup>rd</sup> Race
Wednesday	19:00		
Saturday	14:00	15.30	

You must **not** start the races before these times.

### **How to start retreat:**

Insert red plastic (cut off) key into rear bulkhead & ignition key into bulkhead.

Make sure the t shaped stop lever is fully depressed.

Make sure gear lever is upright then depress black centre button and at the same time move the gear lever forward (this is the throttle without engaging the gears.

Turn ignition key slightly but not fully ( this is the glow plug activation, wait 15 secs then turn all the way & hold until the engine fires. As soon as the engine fires move the gear lever back to the upright position.

### **To stop retreat:**

Pull the red stop lever up, and then when the engine has stopped turn the ignition off.

## ***CLOSING DOWN CHECK-LIST***

### ***RETREAT***

- Make sure you leave the committee boat clean & tidy
- Basically leave it as you found it
- Fill in the OOD log this helps the sailing committee to rectify any faults

### ***FORESHORE***

- Remove course numbers and blackboard instructions.
- Lock all huts and fuel store.
- Ensure that Retreat is secure and no equipment is left on board.

### ***CLUB HOUSE***

- Display results sheets and logs on the results board and leave the entry sheets in the rack below.
- Switch off radios and plug into chargers.
- Leave ALL keys in the key press.
- Complete OOD log.
- Ensure safety crew complete Safety Logs.
- Ensure all accidents are entered into the accident book by the bar.

### ***& FINALLY***

If necessary report any damage by telephone to the :

Commodore

or

Vice Commodore

and any damage to Retreat / Safety boats to the:

Rear Commodore (Safety)

## Quick tips on running a race & setting a course

Please take note of the following quick tips to ensure a good days racing.

- Get to the club early so you have plenty of time
- Take pride in setting the best course you can
- Set the longest beat possible without having the windward mark in the shadow of the windward bank
- Make sure there are reaches & runs in the course
- Make sure you motor around the course to check the wind direction & strength at each mark
- Remember that movable marks can be used
- Use safety to move & set marks
- Record the times for every boat when they cross the line every time
- Hope all goes well , and ask the sailors between the races if the course is ok

### ***A Note on Safety***

As OOD you are responsible for safety provision for the day.

Familiarise yourself with the Safety Procedures in the manual on retreats door below the flag box .

In conjunction with the safety crew assess the conditions for the day, the number of boats on the water and the general level of experience.

You can minimise risk by setting courses involving fewer gybe marks, less crossovers etc.

If you think that safety will be compromised by the number of available patrol boats, then arrange for another one to be launched and manned, if necessary postpone racing until this is done. If a racing team is drafted in to do a safety duty then mark this on the results sheet so they can then receive average points.

Never allow a patrol boat to tow an abandoned boat back to the jetty - the priority must always be :

### **Bodies not Boats.**

## **6 Main Points to consider when running a race**

- The wind direction & strength
  - The Course
  - Keeping on time with each race
  - The start line
  - Correct sound signals & flags
- Keeping times for each lap of each boat

### ***The Reasons***

**Wind Direction**: This has a major impact on what courses are available to you to make sure everybody has a good & fair days racing.

**Wind strength**: None or very little wind, keep the courses small & manageable.  
Windy, try to avoid too many gybes' this will minimize the capsizes!

**Course**: the **MOST important part to get right**: get this wrong and everybody has at least 3 hrs of misery, it is much better to set a good course that everybody likes & wants! You may get compliments about your course, then everybody goes away happy!!

The ways to achieve this:

- Study the wind on the water
- Use one of the default courses shown ( see the folder on retreat's bulkhead )for the appropriate wind direction

If in doubt ask one / all of the nominated course Consultants listed below

Jon ward FF\_\_\_\_, Simon Knighton, phantom 1365, Dave Driffill, FF2501, Martin Bradley etc

- If you feel confident and want to go it alone, **TIP**: Keep the course in the wind, refer to the relevant course map (make sure **NO** marks of the course are in the shaded areas shown on the default courses for the prevailing conditions) & there are no superfluous marks / buoys.

Try and keep the race length to approx 1 hour for the majority of the fleet, this usually means the leaders sail for approx 50- 55 mins

**Start line**: Try & set this to give a long first beat and should be set perpendicular to the wind **TIP**: do your very best, but it should not unduly delay the start of the race as the wind at Ogston always veers just after the 5 min signal. Usually the location is more important than it being truly perpendicular.

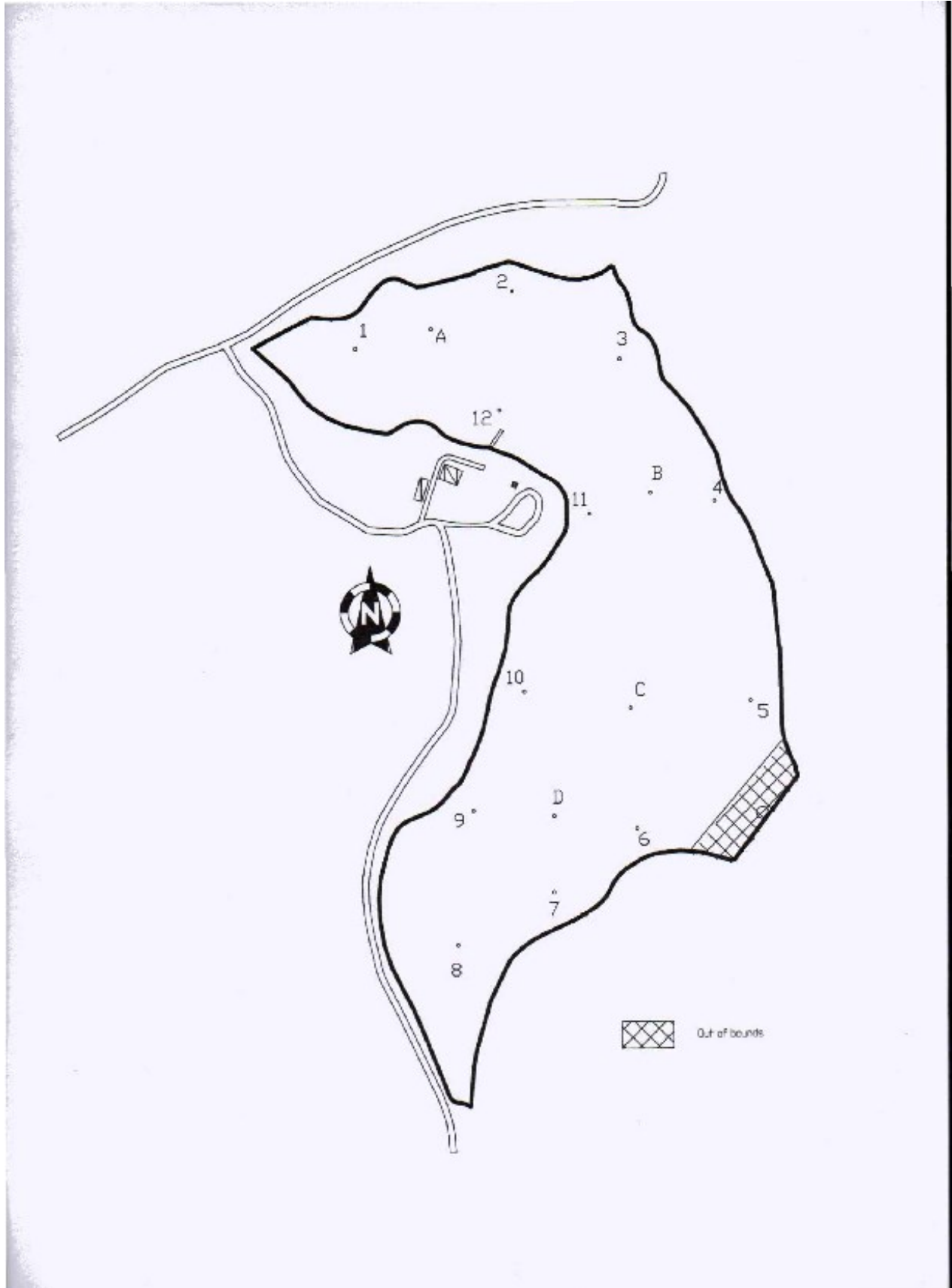
### **SOUND SIGNALS & FLAGS:**

It is important to get this right as the competitors use these to time their start & finish if you get this wrong the whole race could be protested then eventually thrown out! **TIP**: If you shorten the course try & keep all the competitors who are in contention for winning on the same lap, this will keep it fair for all !!!!

### **Recording times for each boat on each lap :**

We do this for many reasons, but mainly if the wind drops & the course is shortened and there is a protest, it makes it easy for the protest/sailing committee to review the results.

# Map of Reservoir Showing approximate Positions of the buoys





## ***A note on rounding and passing marks***

Before finalising your course you need to consider the implications of Rule 28.1 which states:

### **28 SAILING THE COURSE**

**28.1** A boat shall start, leave each mark on the required side in the correct order, and finish, so that a string representing her track after starting and until finishing would when drawn taut

- (a) pass each mark on the required side,
- (b) touch each rounding mark, and
- (c) pass between the marks of a gate from the direction of the previous mark.

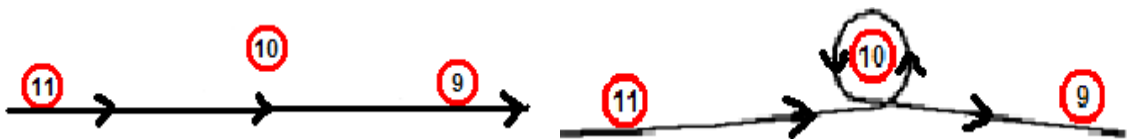
### *Rounding Marks*

If the string does not touch every mark (as in this case) then you have a problem and need to rethink your course. Having to loop the mark in this course is dangerous as you will have boats on different points of sailing with different rights competing for the same piece of water and it spoils the leg from 11 to 9, in this course number 10 is superfluous.

A clear change in the direction of the course at every mark you use will prevent this from happening.

The string does not touch.....

and so the mark has to be completely rounded.



**Important !**

You **MUST** **ROUND** marks, **NOT PASS** them !

# ***SETTING A START LINE***

## ***Committee Boat start***

All flags and equipment should be in the black box on the Committee Boat with you. Check the contents before leaving the jetty.

Retreat has an on-board sound system. Guns are only required for Open Meetings.

There are four alternatives to the sound system

- Air horn.
- Bell.
- Gun - Normally only used for open meetings.
- Megaphone - Can be found in the office in the main hut.

If it appears that a true windward leg is not possible using one of the fixed marks then position the “X” mark before setting the line.

Consider the ideal position for your start line:

- Allow as long a first leg as possible.
- Position the start line so that the line is at 90 degrees to the true wind (slight bias to port).
- Avoid sheltered areas.
- Allow sufficient clear water, particularly at the starboard end of the line, to allow boats to manoeuvre.

Position one of the limit marks where you intend the port end of the line to be. Motor slowly to starboard at 90 degrees to the true wind for a distance long enough to accommodate the expected number of boats and the half as many again. At this point motor directly upwind and drop the inner distance mark allowing it drift back to the turning point.

Check the angle of the line and adjust if necessary.

Anchor Retreat, again allowing for dropping back, in a position:

- Within a boat length to starboard of the inner limit mark.
- In line with or slightly in front of the extension of a line between the two limit marks.

Finalise the plan of the course (not forgetting to incorporate a finish gate in each lap) and then display it on the rear of the committee boat.

When all boats have started take the board in and during the race check out the effectiveness of the course with the thought of modifying it for subsequent races.

## ***Pursuit Racing***

### ***- key points for OOD's***

Familiarise yourself with the Sailing Instructions and this manual before starting the race.

Make sure you have all required flags on the halliards before firing the first warning signal.

Take time to review your course and make sure you have the marks in the right order and correctly rounding to port or starboard. Double check you have displayed it correctly on the course board.

Don't be afraid to ask sailors for help or advice.

Make sure you give clear instructions to the safety crew if you are moving marks.

A race lasts for 68 minutes and after the Topper start and **CANNOT** be shortened.

Try and have the Topper start “on the hour”

General Recalls **CANNOT** be used in Pursuit Racing.

Fill out the results sheet completely. The information may be needed in the event of protest or request for redress.

Make sure the results sheet is legible.

This symbol next to a section of text indicates it is taken from the current RRS. Where possible we have provided additional text to help you apply the rule at Ogston.

# ***PREPARATION FOR THE START***

Before you commence the start sequence make sure you have the following flags attached in order to the halyards on either the committee boat or the race hut.

- Follow the sequence as laid out in the diagram below:
- Ensure that all flags on the halyards ready for use before the start of the sequence



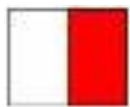
Flag M—5 minute warning flag for the Topper start



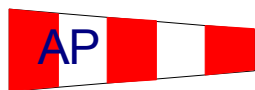
Flag I—used to warn the fleets that the round the ends rule is in force.



Flag X—used to indicate an individual recall.













Flag H—used to release the fleet after the finish.



AP—used to postpone proceedings at any point before the main fleet has started.

- Even if you use your own watch to time the races, start the sequence from the cabin clock to provide a back-up.
- Aim to have the Topper Start “on the hour”
- **Only use the Optimist start sequence if Optimists are racing**
- After “I” flag is lowered all boats (including those with subsequent starts) must return to the correct side of the line by rounding the limit marks if they infringe the start line. Keep a note of offenders and signal an individual recall immediately after that boat’s start if the offender has not complied.
- **There are no general recalls in Pursuit Racing.** Use the Individual recall sequence (shown at end of start times table) and disqualify any boats which do not return and start correctly.
- **If a boat does not appear on the start list, its start time can be calculated from its PY number.** Ask the sailor for the PY of their boat and use chart at the end of manual. If the sailor does not know the PY of their boat then take an educated guess. Record the details on the OOD log and advise the sailing secretary at the end of the days racing.

Class	 WARNING	 PREPARATORY	Mins
Optimist Warning (only if Optimists present)			-16.00
Optimist Prep (only if Optimists present)			-15.00
I Flag Rule (only if Optimists present)			-11.00
Optimist start (only if Optimists present)			-10.00
Tera Sport			-4.30
Topper Warning			-5:00
Topper Prep			-4:00
Topper 4.2 sail			-2.30
Mirror +sp'aker D/H			-2.00
Mirror no sp'aker S/H			-1.00
Tera Pro			-1.00
I Flag Rule			-1.00
<b>Topper Start</b>			<b>0 Minutes</b>
Laser Pico D/H			+ 1.00
Challenger/ Buddy			+ 3.00
Laser Pico S/H			+ 4.00
Topaz S/H			+ 5.00
Comet Zero			+ 5.00
RS Feva			+ 5.30
RS Feva X/L			+ 5.30
Sunbird & 2.4			+ 5.30
Miracle			+ 7.00
Comet & Comet x			+ 7.00
Topaz D/H			+ 7.30
Laser 4.7			+ 7.30
Bosun			+ 7.30
Byte			+ 8.00
Wanderer			+ 8.30
Comet Duo			+ 8.30
Magno			+ 8.30
Lightning 368			+ 9.00
Comet Versa			+ 9.00

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Firefly D/H			+ 9.30
Challenger			+ 9.30
GP 14 no Spinnaker			+ 9.30
Byte CII			+ 10.00
Europe			+ 10.00
Solo			+ 10.30
Laser Radial			+ 10.30
GP 14 + Spiinnaker			+ 11.00
Streaker			+ 11.00
Graduate			+ 11.00
RS Vision			+ 11.00
Aero 5			+ 11.30
Leader			+ 11.30
420			+ 12.00
Enterprise			+ 12.00
Laser 2000			+ 12.30
OK			+ 12.30
Wayfarer			+ 12.30
Item			+ 12.30
Vago SH STD RIG (White Main)			+ 12.30
Laser			+ 12.30
Laser Stratos			+ 12.30
Snipe			+ 12.30
Comet Trio			+ 13.00
RS Vario			+ 13.00
405			+ 13.00
Solution			+ 13:00
Vago D/H STD Rig (White Main)			+ 13.30
Laser 3000			+ 13.30
Wineglass			+ 13.30
Topper Xenon			+ 13.30

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Topaz Omega			+ 13.30
Supernova			+ 13.30
Vago D/H XD rig (Mylar sail)			+ 14.00
Aero 7			+ 14.00
Lark			+ 14.00
Vago S/H XD rig (Mylar sail)			+ 14.00
K1			+14.00
National 12			+ 14.30
Sport 14			+ 14.30
RS 200			+ 15.00
Flying Fifteen Classic			+ 15.30
Finn			+ 15.30
Albacore			+ 15.30
Laser Rooster Sail			+ 15.30
Scorpion			+ 15.30
Kestral			+ 15.30
Laser Power Head			+ 16.00
Laser EPS			+ 16.00
RS Aero 9			+ 16.30
Blaze			+ 16.30
Buzz			+ 16.30
Flying Fifteen			+ 17.00
RS 100 8.4 Sail			+ 17.00
Phantom			+ 17.30
Merlin Rocket			+ 18.30
International Moth			+ 18.30
RS100 10.2 sail normal			+ 18.30
RS 300			+ 19.00

470			+ 19.00
Contender			+ 19.00
RS 500			+ 19.00
Fireball			+ 19.30
RS 400			+ 20.30
National 18			+ 20.30
Osprey			+ 21.00
Laser Vortex			+ 21.00
Topper Spice			+ 21.00
RS 600			+ 21.30
Laser 4000			+ 21.30
29er			+ 22.00
Cherub			+ 22.00
5-0-5			+ 22.30
RS K6			+ 22.30
RS 700			+ 25.00
RS 800			+ 27.00
International 14			+ 29.30
International foiling moth			

## General Recalls

There are no General recalls in Pursuit racing

## Individual Recalls

- If an identifiable number of boats infringe the line between the “I” flag being lowered and the start signal, and the offender has not returned to the correct side of the line by rounding the limit marks, signal an Individual Recall by making one sound signal and hoisting flag “X”. Leave the flag displayed for 30 seconds and then lower it.
- It is the helm’s responsibility to re-start correctly but the O.O.D. may, if it is convenient, notify the boats concerned with the Tannoy.
- Disqualify any boat that does not start correctly.



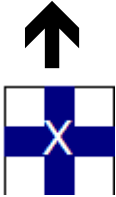


# HOW TO SOUND AN INDIVIDUAL RECALL

Individual recalls should be sounded if a boat has infringed the I Flag rule (rule 30.1) and crossed over the start line 60 seconds before her start and has not re-rounded the ends of the line before restarting.

Most sailors will re-round in plenty of time before the start, however a fleet may get too enthusiastic and some boats may just cross the line in the last few seconds before the start. Any part of the boat or crew over the line before the start signal is made is enough to fall foul of this rule, the boat does not have to completely cross the line.

It is the Helms responsibility to restart correctly, but if circumstances allow you may inform competitors by tannoy or ask the patrol boat to inform them.

However if **you cannot positively** identify all the boats over the line then a general recall should be used.

<p>Competitors over the line at their start (including any "I" flag infringement).</p>		<p>1</p> 	<p>The Individual Recall Flag should remain hoisted for a maximum of 4 minutes or when everyone has returned round the ends—which ever is sooner. Disqualify any boat that does not start correctly, and score as OCS on the results sheet, however <b>remember to record lap and finishing times in the event they are needed for a protest.</b></p>	
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## 29.1 Individual Recall

When at a boat's starting signal any part of her hull, crew or or equipment is on the course side of the starting line or she must comply with rule 30.1, the race committee shall promptly display flag X with one sound. The flag shall be displayed until all such boats are completely on the pre-start side of the starting line or one of its extensions and have complied with rule 30.1 if it applies, but no later than four minutes after the starting signal or one minute before any later starting signal, whichever is earlier. If rule 30.3 applies this rule does not.



## ***HOW TO POSTPONE A START***

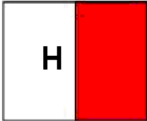

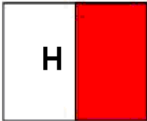

From time to time something will go wrong, the start line may drift, the windward mark may move, the wind may shift by a significant degree, you might have hoisted the wrong flag or accidentally fired a gun and raised a flag at the wrong time. **As long as the first fleet has not yet started you can postpone the start, even if you have started the sequence, sort everything out and then begin again.** This is your get out of jail free card.

	<p>Raise with</p>	<p>2 </p>
<p>Rectify problem, i.e. reset marks, start line etc. Make sure you have reset your watch, lowered all other flags on the gantry and let the safety boats know what you need them to do. Only when you are confident you are ready to restart should the AP flag be lowered.</p>		
	<p>Lower with</p>	<p>1 </p>
<p>+ 60 seconds: begin the complete start sequence again.</p>		

Do not be afraid to use the Postponement sequence. Competitors will be happy to wait a short while for the problem to be rectified, and in the event you messed up the start sequence earlier, would much prefer a full restart to avoid any confusion—better that than missing their start because you hoisted the wrong flag.

## ***FINISHING SEQUENCES***

The time limit for a Pursuit race is 68 minutes from the Topper start

<b>FINISH SIGNAL</b>	<b>68mins</b>		
<b>RELEASE SIGNAL</b>	<b>70 mins (or sooner if all finishing positions recorded)</b>		

- Make a sound signal at 68 minutes after the Topper start + raise Flag “H” (it is sometimes useful to use a gun if a large course is being used). All boats should continue to sail their course until a second sound signal is made by the OOD once they have finished recording the finishing positions as accurately as possible.
- All helms are required to note their own finishing positions on the entry sheet when they sign off. The OOD should record as many positions as possible, depending upon the position of boats, it may be easier to ask the safety officer to check those that are out of sight or where it is difficult to ascertain their exact position. Safety must not be compromised.

### **SHORTENING COURSE**

It is not possible to shorten a pursuit race, even if the breeze is dying, competitors must sail for the allotted time:

- **SHORTENING COURSE WILL INVALIDATE THE RACE**

## ***HOW TO ABANDON A RACE***

In exceptional circumstances, i.e. extreme weather conditions, lack of safety cover, no wind etc. the O.O.D. has the discretion to abandon the race. Signal that the race is abandoned by raising flag “N” and one of the flags shown and make three sound signals. **You must inform the sailing secretary by phone that a race has been abandoned.**



Flag N raise with 3 sound signals = all races that have started are abandoned, return to starting area. Lower flag N with 1 sound signal and start sequence 1 minute after. It is unlikely you would ever have to give this signal.



Flag N raised over Flag K with 3 sound signals = racing abandoned, return to shore. No more racing today.



Flag N raised over Flag H with 3 sound signals = racing abandoned, further signals ashore (i.e. this race is abandoned, return to shore for further instructions).



The most likely cause for abandonment is for safety reasons in which case raise N over H with 3 sound signals and return the competitors to shore, if there are any free sailing boats these too should return to shore.

If conditions are such that racing needs to be abandoned before any boat launches then raise N over K with 3 sound signals. Do not allow boats to free sail. Consider if junior fleet boats need assistance.

In the event of there being no wind you should consider postponement rather than abandonment as the breeze may arrive later and you can sail 3 short races.

# ***IN-RACE PROCEDURE***

If Onshore collect the Race Entry Sheets from the signing-on area and transfer the information onto the General Handicap Results Sheets.

Record the number and approximate time of each craft as it passes through the gate on the lap check sheet.

## ***HOW TO COMPLETE THE LAP CHECK SHEET***

- Record the date, Series and race number** in the top section of the Lap

DATE:			<b>LAP CHECK</b>		SERIES:			RACE:			
LIST BOATS IN THE ORDER THAT THEY COMPLETE EVERY LAP								ENTER FINAL LAP DETAILS			
LAP 1		LAP 2		LAP 3		LAP 4		FINAL LAP			
Sail No	Time	Sail No	Time	Sail No	Time	Sail No	Time	Sail No	Time	No Laps	Class

Check Sheet.

- Record boats and sail numbers** in the order that each boat completes the lap.

LIST BOATS IN THE ORDER THAT THEY COMPLETE EVERY LAP								ENTER FINAL LAP DETAILS			
LAP 1		LAP 2		LAP 3		LAP 4		FINAL LAP			
Sail No	Time	Sail No	Time	Sail No	Time	Sail No	Time	Sail No	Time	No Laps	Class
14848	15:32	14848	30:20	155796	42:57	14848	51:25	1331	60:55	5	Phantom
155796	17:02	1331	32:01	14848	42:59	1331	51:35	155796	65:01	5	Laser
1331	19:25	155796	34:44	1331	43:15	155796	53:01	14848	61:23	5	Fireball

- Decide how many laps** the fleet will be completing (in this example, 5 laps).
- When boats complete their final lap,** record the boat, sail number and finish time, in the order that they crossed the finish line.
- Check that all boats** have completed the correct number of laps and enter the total laps (5).

**Recording every lap enables you to gauge how many laps are likely to be completed within the hour.**

**In between recording lap times prepare the results sheet by filling in the Sail number, PY and Helms name if known.**

***PLEASE NOTE:***

- Use a PY of 1051 to calculate the result of any Flying Fifteen that has signed on as a Classic Boat.
- There are a number of classes sailed at Ogston which have different PY's according to their sail plan, please be careful to use the correct PY when calculating your results.

## **HOW TO COMPLETE THE RESULTS SHEET**

1. Copy details from the Lap Check Sheet – boat details & Final Lap data  
 Note: if you used a stop watch, you can enter times straight into the Elapsed Time – but don't forget the Juniors' 5 minute adjustment

MAIN FLEET					Start Time ( 0 )					
1	1	2	3	2	Race Timing				7	
					1	4	5	6		
Class	Sail Number	Helm	PY	Laps	Finish Time	Elapsed Time mins    secs	Elapsed time in seconds Mins x 60 + secs	Corrected El.secs x 1.000 PY	Pos'n	
505	2639	R Jones	902	3	13:01:26	61    26	3686	4086	2	
F/b	146456	J Smith	986	3	13:05:32	65    32	3932	3988	1	

2. Enter the helm name from the Signing On Sheet and check that entrants & finishers agree
3. Enter each boat's PY in the PY column. PY's can be found at the end of this section

4. Calculate the Elapsed Time in minutes & seconds. If the elapsed time is more than an hour, record the total minutes

**1hr : 1min : 26secs  
= 61 mins : 26 secs**

5. Convert the Elapsed Time into seconds

**61 x 60 + 26 = 3686**

6. Calculate the Corrected Time in seconds

**3686 x 1000 ÷ 902 =  
4086**

7. Enter the race positions on the basis of the lowest corrected time wins

### ***What to do if boats have sailed different numbers of laps***

In the case of slower boats sailing fewer laps adjust the "Elapsed Time" accordingly; i.e. If a boat sails two laps instead of the three sailed by the main fleet, divide their "Elapsed Time" by 2 and multiply by three to give a new corrected "Elapsed Time". When boats of the same class or RYA Portsmouth Yardstick number complete a different number of laps in General Handicap Racing, the corrected times of those sailing fewer laps will be adjusted upwards (where necessary) to a corrected time which is 1 second or more greater than the slowest boat completing an additional lap.

### ***Publicising the results***

Display the Results Sheets in the appropriate place on the Day's Result Board in the club house. People are waiting to see the results. Give this job priority over other tasks. Sailing Instructions state that results are to be published within 90 minutes of the last boat finishing the final race of the day, but if this deadline cannot be met (for instance if there is a protest) post a notice giving the reason and anticipated time of publication. Leave the entry sheets in the rack below the results display. Make sure you complete the results legibly and include all your calculations.

## ***PROTESTS***

Issue Protest Forms when requested, these are stored in the radio room.

On receiving a completed Protest Form, check that it is completed and signed and make a note on the O.O.D.'s Log that a Protest has been lodged, the name of the protestor and the time that the completed form was received. Protests must be received within an hour of the last boat to have finished.

Ask the protestor to stand by and not to disappear until arrangements a hearing have been arranged.

Give the form to the Sailing Secretary, or any Flag Officer or any member of the Sailing Committee and ask for a Protest to be heard. Introduce the person to the protestor and let them make appropriate arrangements.

There is no requirement to hold a protest meeting on the same day the protest is lodged.

When a protest committee is convened it must not contain sailors with a vested interest in the outcome of the protest, as a minimum they should not have sailed in that race, ideally they should not have sailed in the series, although this is not always possible.

If a sailor is disputing a race officers decision, record the positions of any relevant marks etc and note down any OOD actions and their times in relation to the position of the boat on the water.

Mark the results that a Protest is outstanding. If possible get the result of the Protest and amend the results before leaving.

Contact the Sailing Secretary (see appendix) to advise that a protest has taken place