



Welwyn Garden City Sailing Club

Stanborough Lakes, Welwyn Garden City

Member's Handbook

Commodore's Welcome to WGCSC

Congratulations! Welcome to Welwyn Garden City Sailing Club - the friendly racing club. Whatever your sailing experience, I'm sure that you will find your membership rewarding.

As you're probably aware, we offer a full Saturday morning programme of handicap, pursuit and burgee/personal handicap races throughout the year that give competitive and enjoyable racing at all levels. You only have to look around you to see a wide cross-section of members of all ages and experience. Many members have been associated with the club for many years, some since its inception back in 1973! If you are keen to give racing a go, then there's no better place to start and gain experience.

Why the handbook, you may ask? As a member of the club, you will receive various pieces of information such as sailing rules/instructions, notice of events, duty rota, social functions, our famous 'Windbag' magazine etc. For the latest news and notices visit our web site at www.wgcsc.org.uk; this is constantly updated so get in the habit of seeing what's new by regularly logging in.

And finally...

We're fortunate to have an excellent Council-run café on the lakeside open throughout the year. So on days when you're not up to sailing, but you still manage to make it down to the lake, you can join in with the 'Mouse Club' activities of drinking coffee, watching the racing or simply having a friendly chat! But that's all part of it - the social side to becoming a member gives great scope to make new friends.

Congratulations once more on becoming a member of Welwyn Garden City Sailing Club and I look forward to seeing you on the water soon.

Happy Sailing

Shaun Smale Commodore WGCSC

Contents

Club Constitution

The Club Constitution has been update in line with the RYA model constitution.

Club Safety Instructions

Our aim is to have lots of fun while sailing, but we can only do that if we're careful about safety. While the Club and the Finesse Leisure Partnership (**Finesse**) take care to ensure that racing on Saturday morning is as safe as it can be, there are of course, risks. Follow these instructions and we can minimise the risks together.

Club Operation and Procedures

We don't expect you to know these word for word but it's worth having a read to ensure you know the fundamentals.

Club Sailing Instructions

When we race we're obeying the **ISAF Rules**, but these permit that local changes can be added into Sailing Instructions. Ours explain things like start timings and the "two boat length" rule which should keep us in moderate harmony with the fishermen.

Notes on Running Races

You'll also find this section very useful if you're sailing and confused about the type of racing. This gives you all the information. Take a look but don't go away and think you need to know this by heart. At some point in your sailing with WGCSC you'll be asked to do an Assistant Officer of the Day duty, and as you gain experience Officer of the Day.

Race and other Information

This section includes information useful to club members

- Stanborough Park Byelaws
- Concessionary rate Boats hired
- Rates and Fees
- Boat Storage
- Race Times
- Starting Signals
- Club contact numbers



Club Constitution

Name and Object

- 1) The name of the Club is the Welwyn Garden City Sailing Club, (WGCSC).
- 2) The object of the Club is to promote and facilitate the sport of sailing.

Membership

- 3) Any person keen and interested in sailing is eligible for membership of the WGCSC.
- 4) Categories of membership shall be Full, Family or Honorary and Temporary.
 - a) A Full Membership is open to those who are at least eighteen years of age at Membership joining/renewal date.
 - b) Family Membership is available to a Full Member's spouse/partner and any of their children below the age of eighteen years at Membership joining/renewal date and is provided under the Membership subscription of a Full Member.
 - c) The Club, on recommendation of the Committee, may elect Honorary Members at an AGM.
 - d) A Temporary Member (which expression may include members of another RYA recognised club or organisation) shall have the full use of the club facilities but:-
 - i. Shall have no right to enter club races or regattas unless specifically authorised by the [Honorary] Secretary or Committee.
 - ii. Shall have no right to introduce visitors to the club or facilities thereof.
 - iii. Shall have no right to take part in any management of the club.
 - iv. Is deemed to have notice of and impliedly undertakes to comply with the club Rules, current Byelaws and Regulations as if he or she were a member of the club and so far as the said Rules, Byelaws and Regulations may be deemed to apply to such a Temporary Member.
 - v. Shall be liable to be expelled from the club premises or be prohibited from using the club facilities if, in the opinion of the [Honorary] Secretary, he or she shall not have reasonably complied with the above conditions.
- 5) Candidates for Membership shall be nominated by a Full, Family or Honorary Member of the Club, and their names, addresses and any other particulars the Committee may reasonably require shall be sent to the Treasurer.
- 6)
 - a) Prospective Members shall have their membership ratified by a simple majority of the full Committee at any meeting of the Committee. The election shall be by ballot of the Committee.
 - b) Every Member shall furnish the Treasurer with an up to date e-mail and postal address and contact details which shall be recorded in the Register of Members and any notice sent to such addresses shall be deemed to have arrived.
 - c) Voting (except in the case of a resolution relating to the expulsion of a member) shall be by show of hands. In the case of equality of votes the Commodore or Chairman (as the case may be) shall have a second and casting vote
- 7)
 - a) Every member, upon election and thereafter, is deemed to have notice of, and impliedly undertakes to comply with, the Club Rules and Regulations of the club. Any refusal or neglect to do so, or any conduct which, in the opinion of the Committee, is either unworthy of a member or otherwise injurious to the interests of the club, shall render a member liable to expulsion by the Committee.
 - b) The vote on a resolution for exclusion shall be by ballot and the resolution shall only be carried if not less than three quarters of the members of the Committee vote in favour of the resolution.
 - c) Any Member excluded from the Club shall forfeit all claims whatsoever to the funds or property of the Club.
- 8) Expulsion of members
 - a) Before expelling a member, the Committee shall call upon such member for a written explanation of the member's conduct and shall give the member full opportunity of making explanation to the Committee, or of resigning.
 - b) A resolution to expel a member shall be carried by a simple majority vote by those members of the Committee present and voting on the Resolution.
 - c) Appeal against expulsion may be made to the members in General Meeting
- 9) Membership of the Club and acceptance of these rules by the Member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Acts.

- 10) All Members who sail in WGCSC Races at any time are expected to perform Sailing Duties according to a Duty Rota issued on behalf of the Committee from time-to-time. Members consistently failing to carry out these duties will be refused entry to Club Races until such time as the Committee may decide that they have redeemed the missed duties.

Limitation of Liability

- 11) Members of the Club, their guests and visitors, may use the Club premises, and any other facilities of the Club entirely at their own risk and by implication accept that:
 - a) The Club will not accept liability for any damage to or loss of property belonging to Members, their guests or visitors,
 - b) The Club will not accept any liability for personal injury arising out of the use of the Club premises, and any other facilities of the Club, or out of participation in any race organised by the Club, whether sustained by Members, their guests or visitors, whether or not such damage or injury could have been attributed to, or was occasioned by the neglect, default or negligence of any of the Members of the Club,
 - c) Before inviting any guests or visitors onto the premises or to participate in events organised by the Club, Members will draw their attention to this rule which shall be displayed on the Club's premises.

Subscriptions

- 12) The annual subscription payable on joining and on 1st April in each year thereafter shall be at a rate proposed by the Committee and ratified by the membership at a General Meeting.
- 13) All Members not paying their subscriptions by 1st June shall be requested in the name of the Committee to pay the same within 14 days. If their subscriptions are not paid by the 30th June their names shall be removed from the list of Members by the Committee. A Member's name may be restored at the discretion of the Committee.
- 14) No Members shall in any one year be entitled to exercise any rights or privileges of membership (e.g. enter any Club event, regatta, use parking permits or vote at any meeting) until their subscription for that year is paid.

Officers

- 15) The [Honorary] Officers of the Club shall be Honorary, Full or Family members of the club and shall consist of a Commodore, a Vice-Commodore, an Honorary Secretary, an Honorary Treasurer and a Race Officer. These Officers shall be elected at the AGM in each year to hold office until the next election. The retiring Officers shall be available for re-election.
- 16)
 - a) The [Honorary] Secretary shall:
 - i. Conduct the correspondence of the Club;
 - ii. Keep custody of all Club documents;
 - iii. Keep full minutes of all meetings of the Club and the Committee. The minutes shall be confirmed and signed by the appropriate chairman upon the agreement of the Club or the Committee at the next following meeting of the Club or the Committee;
 - iv. Administer such insurance policy or policies as may be needed fully to protect the interests of the Club, its Officers and its Members;
 - v. Consult the RYA's legal department as required to ensure that the Club's affairs are managed in accordance with current law;
 - vi. Control the use of the Club's notice-boards.
 - vii. Maintain any such certificates or registrations, and complete any such non-financial returns, as may be required by law.
 - b) The [Honorary] Treasurer shall:
 - i. Cause such books of account to be kept as are necessary to give a true and fair view of the state of the finances of the Club;
 - ii. Cause all returns as may be required by law in relation to such accounts to be rendered at the due time;
 - iii. Prepare an Annual Balance Sheet as at the 31st Jan. each year and cause such Balance Sheet (and accounts as necessary) to be audited at least once annually and circulated to members before the date of the AGM.
 - iv. Keep a register of Club Members' names, addresses and contact details.
 - c) An [Honorary] Auditor shall:
 - i. Be appointed at the AGM in each year on the nomination of a suitable person;
 - ii. Audit the accounts of the Club when called upon to do so and confirm that they are in accordance with the underlying records
 - iii. If unwilling or unable to act, inform the committee who shall appoint a substitute to hold office until the termination of the next AGM.
- 17) No candidates for the election to any office (other than the retiring officers) shall be proposed unless the names of such candidates and their proposers shall have been sent to the Secretary not less than 14 days before the AGM.

- 18) A Juniors' Representative shall be elected on to the Committee by Family Members under the age of 18 at the AGM. Nominations proposed and seconded by Members under the age of eighteen shall have been sent to the Secretary not less than 14 days before the AGM.

Committee

- 19) The Committee shall consist of the Officers and Junior Representative ex-officio, and no more than three Members elected by the Club at an AGM to hold office until the next election.
- 20) Candidates for election to the Committee shall be those members of the retiring Committee who shall offer themselves for re-election and such other members of the Club whose nominations duly proposed and seconded by Members of the Club in writing shall have been sent to the Secretary 14 days before the AGM. If there are no written nominations for a vacancy on the committee nominations may be accepted from the floor at the AGM.
- 21) If, for any reason, a casual vacancy shall occur, the Committee may co-opt a Full or Family member to fill such a vacancy until the next following Annual General Meeting
- 22) If the number of candidates duly proposed and seconded exceeds the number of vacancies to be filled, the election shall be by ballot. If the votes cast for candidates are equal then their election shall be by lot.
- 23) The Committee shall manage the affairs of the Club according to the rules and shall apply the funds of the Club to the objectives of the Club.
- 24) The Committee may make byelaws and regulations as they think fit as to the management of the Club and its premises. These byelaws and regulations shall be published.
- 25) The date of the next Committee meeting shall be posted on the Club notice board at least one week in advance.
- 26) A quorum at a Committee meeting shall consist of half the Committee including at least two officers.
- 27) The Committee shall meet a minimum of five times a year.

General Meetings

- 28) An Annual General Meeting shall be held at a place within a ten mile radius of the Club's premises on some day in the month of March or April to be fixed by the Commodore. The Secretary shall give at least 21 days notice of the meeting.
- 29) No business except the passing of the accounts and the election of the Officers, Committee and Honorary Auditor, and any business that the Committee may order to be inserted in the notice convening the meeting, shall be discussed at such meetings unless notice thereof be given to the Secretary 14 days prior to such a meeting.
- 30) The Committee may, on giving 14 days notice, call an Extraordinary General Meeting of the club for any specific business, the nature of which shall be stated in the summons convening the meeting, and the discussion at such a meeting shall be confined to that business only.
- 31) The Committee shall also call an Extraordinary General Meeting on the written request of five Full Members.
- 32) Honorary, Full, Family, and Associate Members shall be entitled to attend, participate and vote at any General Meeting.
- 33) A quorum at a General Meeting shall consist of not less than 25% of the paid up voting membership at the time of the General Meeting.
- 34) The rules of the Club can be amended only by a majority vote at a General Meeting.

Dissolution

- 35) If, upon the winding up or dissolution of the club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club but shall be given or transferred to some other institution or institutions having objects similar to the objects of the club, such institution or institutions to be determined by the members of the club by Resolution passed at a General Meeting at or before the time of the dissolution and if and so far as, effect cannot be given to such provision then to some charitable object.



Club Safety Instructions

Personal Responsibility

The safety of a dinghy and her entire management including insurance shall be the sole responsibility of the owner/competitor racing the dinghy who must ensure that the dinghy and crew are adequate to face the conditions that may arise in the course of racing.

Neither the establishment of these instructions by **Welwyn Garden City Sailing Club (WGCS)** nor any inspection of the dinghy by club officials, in any way limits or reduces the absolute responsibility of the owner/competitor for his crew, his dinghy and the management thereof.

Club Officials shall not be responsible for any loss, damage, death or personal injury howsoever caused to the owner/competitor, his skipper or crew, as a result of their taking part in races.

Moreover, every competitor warrants the suitability of his dinghy for racing.

Sailing Instructions (safety)

The decision to open or close the water for club use is the sole responsibility of Finesse's Senior Instructor (**SI**) on duty at the time.

The decision to start, postpone or abandon racing is the sole responsibility of the **Officer of the Day (OOD)**. The **OOD** may consult with the **SI** before making his decision.

The decision to launch, sail or return to the shore is the sole responsibility of the sailing member. In making their decision sailors must consider their fitness and that of their crew and dinghy for the expected weather conditions.

Sailors are obliged to comply with the safety elements of the **International Sailing Federation (ISAF) Rules** with respect to 'Fitness to sail' and 'Rendering assistance'

Members and visiting sailors are asked to comply with requests and advice from the rescue service - e.g. when to abandon their craft and to be taken aboard a rescue boat. The first priority of the rescue service is the rescue and return to shore of sailors judged to be in danger. Dinghies may be retrieved and returned to the shore when and if practicable.

Personal Buoyancy

Adequate personal buoyancy (lifejacket or buoyancy aid) shall be worn on the water at all times. No-one is permitted on the water in any type of craft without adequate personal buoyancy.

Personal buoyancy to specification EN393 is advised. Life jackets without permanent buoyancy shall be worn partially inflated. Wetsuits and dry suits are not deemed to be adequate buoyancy.

The use of weight jackets is prohibited.

Blue-Green Algae and Weils Disease (leptospirosis)

Competitors' attention is drawn to the Royal Yachting Association's (RYA) guidance on Blue-Green Algae, a copy of which is available on the club's website.

Competitors' need to be aware that they run some risk of contracting Weils Disease (Leptospirosis). Full details can be visited <http://www.leptospirosis.org>

Also see Finesse Health and safety guidance <http://www.finesseleisure.com/default.asp?step=4&pid=60>

Washing your hands before eating and drinking

Club Rescue Equipment

The club bucket contains gloves, rope and knife. It is recommended that gloves are worn to handle and move race buoys as they are usually entangled with fishing line and hooks.

The safety boat has a knife concealed under the seat.

Bomb alerts

In the event of an alert the club offices will follow the instruction given in the Finesse safety procedure and the direction of Finesse' Senior Instructor on duty at the time.

Club Operations and procedures

Sailing Duties

All sailing members of the club are expected:

- a) To perform sailing Duties
- b) To ensure they are able to carry out their duty or arrange to swap their duty with another member.
- c) As **OOD** contact the other club members on duty with them before the race to ensure adequate cover is available.

A rota will be published in Windbag, posted on the Club web site and on the club notice board at the Finesse office. The web version will be regularly updated and so the most reliable source.

Sailing duties performed by non sailing members are much appreciated and on a voluntary basis. Please notify the RO of your availability and preference.

Rescue Driver

Club member performing a Rescue driver duty will:

- a) Have a recognised qualification such as 'RYA 2 Powerboat'
- b) Read and abide by Finesse safety procedure
- c) Sign the Finesse register before using the rescue boat.
- d) Check the boat equipment and fuel
- e) Take with them the clubs safety equipment and radio
- f) Take with them a working Finesse radio
- g) Rescue helm and crew ahead of any attempts to recover any craft. If a craft presents risk to other competitors it shall be moved clear and secured until it can be safely recovered after the race
- h) Man the rescue boat until the last competitor leaves the water.
- i) Report incident with fishermen or members of the public to the Finesse by radio at the time to enable them to take prompt action.
- j) Ensure Finesse staff record full details in the incident log.

Rescue boat

Finesse will prepare the rescue boat. It is the RD responsibility to double check the rescue boat equipment and fuel. And take with them the WGCSC "yellow" bucket and radios.

Radio

It is the responsibility of the **RD** to ensure that there is a working radio on the safety boat. This is provided by the Finesse office. In addition there are two club radios that can be used to remain in contact with the **OOD**.

Parking Permits

On renewal of their membership each members (or family) will receive two parking permits to be displayed in their car windscreen. This entitles the member to park their car in the lake car park without further payment on Saturday mornings, when sailing at the lake having paid a launch fee, or visiting their boat in the dinghy park. Extra permits can be purchased from the Club Treasurer.

Contact details

Members wishing to share their contact details with other club members can do so by indicating this on their renewal form. A second list held by the club for use in case of emergency at the lake contains emergency contact details; contact the secretary to have your details added to this list.

Supervision of juniors

The club take no responsibility for Family members under the age of 18.

Insurance

A valid certificate of insurance with Third Party cover of not less than £2,000,000 shall be held for each privately owned boat racing on Stanborough Lake; the owner or helm shall initial the Race Entry Sheet to confirm that such a certificate is held by them or their behalf. In addition the club is insured for public liability.



Club sailing Instructions

1 General

1.1 General Safety

The safety of the boat and her entire management shall be the sole responsibility of the owner/competitor racing the boat. The establishment of these sailing instructions by **Welwyn Garden City Sailing Club (WGCS)** in no way limits or reduces the responsibility of the owner/competitor for their crew, boat and the management thereof.

1.2 Decision to Race

The decision to launch, sail or return to the shore shall be the sole responsibility of the competitor. In making their decision sailors must consider their fitness and that of their crew and craft for the expected weather conditions.

Sailors are reminded of Part 1 - Fundamental Rules, of the ISAF Racing Rules (see Instruction 2. below) regarding 'rendering assistance' and 'fitness to sail'.

2 Rules

2.1 General

The International Sailing Federation (ISAF) Racing Rules referred to above and subsequent to this point, are currently: 'The ISAF Racing Rules of Sailing, 2009-12' as published by the Royal Yachting Association (RYA).

Racing will take place under the current ISAF Racing Rules as published from time to time, the Prescriptions of the RYA, the RYA Standard Sailing Instructions, any applicable supplementary WGCS Sailing Instructions and the appropriate current Class Rules. Handicap Numbers (Portsmouth Yardstick, PY's or PN's) shall be those most recently published by the RYA.

2.2 Exceptions and Variations

Exceptions and variations to the ISAF Rules are permitted by those Rules and those made by WGCS are herein defined and explained. In particular, because of the size of Stanborough Lake and the limited room available, and as permitted in Rule 86.1 (b), 'mark room' will be a zone of 2 hull-lengths.

3 Conditions of Entry

3.1 General

The owner or helm shall initial the Race Entry Sheet to confirm that a compliant insurance, held by them (or on their behalf), for a private boat they wish to use in the race.

3.2 Measurement or Rating Certificates

Measurement or Rating Certificates need not be presented before a boat is eligible to race, but shall be produced at the request of the **Club Race Officer (CRO)**, **Officer of the Day (OOD)** or a **Protest Committee**.

3.3 Eligibility

To be eligible to race all competitors shall initial the Race Entry Sheet to confirm acceptance of the conditions thereon, at the time of paying the entrance fees for the race(s). Competitors not covered by Class Rules shall race at the discretion of the CRO, under a Handicap Number allocated by the CRO.

3.4 Non-Class Sails

The Club will give consideration to the use of non-class sails for strict one-design classes for use in Club sailing events at Stanborough, provided those sails have been made by a recognised commercial sail-maker. The CRO will give prior approval and record all such approvals given.

3.5 Double-Handers

The Club permits double-handed boats to sail either single or double-handed in Club sailing events at Stanborough, at their current RYA PY (Handicap Number or PN).

4 Safety

4.1 Personal Buoyancy

Adequate personal buoyancy (lifejacket or buoyancy aid) shall be worn on the water at all times; personal buoyancy to specification EN393 is advised. Life jackets without permanent buoyancy shall be worn partially inflated. Wetsuits and dry suits are not deemed to be adequate buoyancy. The use of weight jackets is prohibited.

Under no circumstances will competitors failing to comply with Club Sailing Instruction 4.1 be permitted to sail in events organised by WGCS.

4.2 Winter Sailing

Between 1st November and 31st March, inclusive, any boat whose helm/crew falls overboard when not wearing a full wrist-to-ankle wet or dry suit shall immediately retire from the race.

4.3 Incapacity

The **OOD** or the **RD** may at their discretion instruct any boat not to sail, or to retire immediately from the race, if in their opinion any member of the crew of the boat is incapable of sailing, normally by reason of exposure to cold, of concussion or other incapacity, or if the weather conditions are clearly beyond the sailing skills of the crew.

Competitors failing to comply with club Sailing Instructions 4.2 and/or 4.3 may be disqualified from sailing in events organised by WGCS.

4.4 Lightning

In the event of lightning in the area surrounding the Stanborough Lake, racing shall be abandoned and competitors shall make for a safe landing immediately.

The signal for abandonment will be 3 sound signals, repeated at short intervals until the Lake is cleared. The **RD** and **OOD** will also communicate with competitors as appropriate.

Racing may be resumed only on agreement between the **OOD** and the Finesse **Senior Instructor**.

5 COMMUNICATION WITH COMPETITORS

5.1 Notices to Competitors

Before each race the **OOD** will give a verbal race briefing to competitors on the number of starts, the course to be sailed, and related race details. A Course Board may be displayed at the race briefing to illustrate and clarify the Race details.

5.2 Class Flags/Signals

The Class Flags/Signals to be used will be:

Numeral '1' First (Fast Handicap) or only start;

Numeral '2' second start (Slow Handicap);

accompanied by Sound Signals as appropriate, or as specified by the **OOD** in the Race Briefing.

5.3 Changes to Sailing Instructions

Any changes to these Club Sailing Instructions will be communicated by the **OOD** at the race briefing; a code flag 'L' ('Notice posted ashore') will not normally be used.

6 Course Instructions

6.1 Course

The Course will be announced by the **OOD** at the Race Briefing. The Course will be sailed on Stanborough Sailing Lake and may be illustrated on the Course Board, if used.

6.2 Number of Rounds (Laps)

The Number of Rounds (Laps) to be sailed will be announced by the **OOD** at the Race Briefing and marked on the Course Board, if used.

6.3 Description of Course Marks

The marks/buoys will be plastic cans or as announced by the **OOD** at the race briefing. Magnetic bearings of marks will not be given.

6.4 Limitations

Boats shall keep a minimum distance of 2 boat-lengths from the edge of the Lake at all times. This 'Limit' shall rank as an obstruction as defined by the **ISAF** Racing Rules.

Failure to observe the Limit described in Sailing Instruction 6.4 may lead to protest and/or disqualification.

7 STARTS

7.1 Starting Procedure, General

7.1.1

The Starting Times Sequence will be announced by the **OOD** at the race briefing.

7.1.2

Line Starts will be used, except for Pursuit races, or as otherwise directed by the **OOD** at the race briefing.

7.1.3

The Start Line will be announced by the **OOD** at the race briefing and illustrated on the notice board, if used.

7.1.4

Limit Marks will be announced by the **OOD** at the race briefing and illustrated on the notice board, if used.

7.2 Starting Procedure, Line Starts

Unless otherwise announced by the **OOD** at the race briefing (for example in the case of multiple starts), the warning signal (Class flag) will be made at 4 minutes, and the preparatory signal (Blue Peter flag) at 2 minutes before the start. Both flags will be dropped at the start; all flag movements will be accompanied by a single sound signal.

7.3 Starting Procedure, Pursuit Starts

Boats competing in Pursuit races shall start from the bank or from an announced start line at pre-set times as announced by the **OOD**. In the event of a bank start, at least one member of the crew shall be out of the boat holding it, and be within 6 feet of the water's edge. At the discretion of the **OOD**, boats with fixed rudders/centreboards or keels may start in deeper water or off a pontoon.

7.4 Individual Recall

The recall signal will be the raising of the Class flag to half mast, accompanied by a single sound signal. The Class flag will be lowered when either all premature starters have returned correctly, or at 30 seconds before the next start.

7.5 General Recall

7.5.1

A general recall may be made as provided by the **ISAF** racing rules, accompanied by two sound signals in addition to the start sound signal.

7.5.2

The starting time for a recalled start will be no sooner than 2 minutes after the last normal start of the programme. The first start to be recalled will restart at least 2 minutes after the last normal start (if there is one). All other recalled starts will follow at two minute intervals and be in the order of their recalls. If any start is recalled again it will start after the last recalled start (and so on). If only the last start is recalled it will restart no sooner than 4 minutes later.

8 FINISHING

8.1 Finish Line, Line Starts

The finish line will be announced by the **OOD** at the race briefing, and illustrated on the notice board, if used.

8.2 Finishing, Pursuit Races

The **OOD** will make a sound signal (normally a single blast of a horn) at the Finishing Time, that is, immediately when the time duration of the race has elapsed. Boats will be finished in the position they are judged to be in by the **OOD** and the **Assistant Office or the Day (AOD)**.

It will help the OOD in determining correct finishing positions if competitors continue to sail the course to the next mark or agree between themselves as to who was 'ahead' at the Finish; failure to agree will result in a judgement and decision by the OOD.

8.3 Time Limits

Time limits will not be set. However the **OOD** at their discretion may shorten the course of Line Start Races for any or all boats and will adjust their corrected times according to the number of laps actually sailed.

9 PENALTIES

9.1 Touching a Mark

ISAF racing rules, Part 3, Rule 31 will apply. [Currently, a '1 - Turn penalty'].

9.2 Alternative Penalties

Alternative penalties for an infringement of ISAF Racing Rules, Part 2: ISAF Racing Rules Part 4, Rule 44 will apply. [Currently, a '2 - Turns' penalty].

10 PROTESTS

10.1 Registering a Protest

Although the use of red protest flags is recommended and encouraged, protests should first be registered verbally to the **OOD** at the earliest opportunity (e.g. by shouting a message the next time the boat passes the race hut and/or **OOD**). Protests shall then be lodged in writing with the **OOD** within 20 minutes of the last finishing boat reaching the shore. No fee is required.

10.2 Protest Hearings

Protests will be heard in accordance with **ISAF Racing Rules, Part 6**.

11 SCORING SYSTEM

The scoring system used for a **Race Series** shall be that recommended by the **RYA** for a Short Race Series or as announced by **WGCSC** from time-to-time.



Notes on Running Races

1 Introduction

These notes are for the guidance of Club Members who have been asked to perform the duty of **Officer of the Day (OOD)** for the normal weekly race sessions at Stanborough Lake. They are not a set of rigid rules, but equally, there are features that should be handled correctly if a successful racing session and a valid set of race results are to be obtained.

An **OOD** normally has the services of an **Assistant Officer of the Day (AOD)**. There are two reasons for this: with anything more than half a dozen boats, the job requires two people, and secondly, the **AOD** is there to learn the necessary procedures and become sufficiently competent to act as an **OOD** on later occasions.

Finesse Leisure Partnership (Finesse) currently require that competitors who are not Club Members should report to the **Finesse** Office before racing and the **OOD** should direct non-members to that Office.

2 Insurance

The OOD and AOD have no responsibility for the insurance status of anyone racing and must not examine insurance certificates; an insurance declaration is part of the Race Entry Sheet and is the primary reason for requiring an initial against the competitor's name.

3 Equipment

The essential pieces of equipment for running races are as follows:

3.1 Hut Key

The Club Race Officer (CRO) is responsible for ensuring that a set of keys for the Hut is available before each race session. A set is held in the Lakes Management Office and some other members of the Committee are also in possession of keys.

3.2 Race Entry and Recording Sheet(s)

A supply is kept in the Hut and/or may be provided by the CRO. Inform the CRO or a Committee Member if the supply is running short. The completed Race Sheet(s) must be intelligible to the CRO without verbal assistance from the OOD/AOD, so please print/write clearly.

3.3 Course Board

A blackboard and chalk are used for displaying Race Course Information. The Board is kept in the Hut and should be returned there after each session. Inform the CRO or a Committee Member if the supply of chalk is low.

3.4 Hooter

A hooter is used for audible signals. Previous attempts to mechanise hooter operation were not entirely successful, so assorted lung-driven stand-byes are available; bring your own disinfectant if you are fussy. We are currently trialling a pressurised air hooter.

3.5 Stopwatch

The CRO endeavours to ensure that a functioning stopwatch is available in the Hut. Nothing is infallible and it is sensible to have a suitable wristwatch as a backup.

3.6 Calculator:

A selection of calculators is provided in the Hut. Again, nothing is infallible, so if you want to play safe bring a simple pocket calculator with you.

3.7 Flags:

The proper signal flags are kept in a rack inside the Hut. Put the flags back where they belong after use.

3.8 Post/Mast:

A mast and yardarm is kept outside behind the Hut. This is the portable line marker for fixing one end of the Start/Finish Line.

4 *Race Fees*

Fee Forms are provided which are designed to simplify as far as possible the payment of the correct sum of money to the Finesse Office and to record the amount of money to be held by the Club at the end of the race session. The current arrangements for payment are as follows:

4.1

Each boat pays a joint Launch and Racing fee, which is recorded on the Race Entry Sheet; the current fees are listed at the top of that Sheet. The Lakes Management sets the Launch Fee; the Racing Fee is set by the Club.

4.2

Boats hired from Finesse; the Launch Fee is paid directly to Finesse as part of the hire, so only the Racing Fee is collected by the **AOD** for these boats.

4.3

The **OOD** pays the Launch Fees for all private boats to Finesse, less an agreed discount. The current discount agreement with Finesse is detailed on the Fee Form.

4.4

The **OOD** gives the balance of the fees and the receipt and the Fee Form to the Club Treasurer, to the CRO or to a Committee Member.

5 *Preparations and Briefing*

The **OOD** is responsible for making all the necessary arrangements for getting Races under way. This includes checking that the Rescue Crew is properly prepared; if they are not, the **OOD** should consult the **CRO** or a Committee Member.

5.1

Normally, the first Race should start at 10.00 a.m. The current arrangement is to have two races of more or less equal duration, although the first race tends to be the shorter of the two.

5.2

Preparation for racing includes choosing a Course appropriate to the wind conditions, setting a Start Line and a Finish Line, and deciding the duration of the race - the Number of Laps for Handicap Races or the Time Duration for Pursuit Races.

5.3

Choosing a good course is not easy. A great deal of advice is usually available but the **OOD** has the right to make his/her own decisions, with due regard to experienced comment. A selection of well-tried courses for the main wind conditions is available in the Hut.

5.4

The **OOD** should then communicate his/her intentions clearly and confidently to the assembled participants before the race. This requires a clear Course Diagram on the Course Board, showing the Start Line, the Finish Line and the Marks of the Course; a list the Marks and whether they are passed to port or starboard; together with the Number of Laps to be completed or the Duration of the race. The type of Race, e.g. Pursuit, should also be shown.

5.5

The Briefing should be held about 15 minutes before the race is due to start and be concluded with the 10-Minute Warning (hooter), see 6.5 below.

5.6

Around the time of the Briefing, the **OOD** or **AOD** should inform Finesse of the number of boats competing. If there are to be more than about 20 boats competing then the Senior Instructor and the **OOD** should agree as to the need or otherwise for a second Rescue Boat and/or Crew to stand by, or take to the water. Ask Finesse staff to record the boat numbers and this decision.

6 *Handicap or Burgee Race Starts*

6.1 *Line Start*

Handicap Races and races in the Burgee Series use Line Starts. The Start Line should, in principle, be set at right angles to the direction of the local wind and the first Mark should be to windward of that line. A Start Line that is badly angled to the wind can result in the congregation of boats at the favoured end of the line and a large number of pre-start rule infringements. If the Start Line is properly at right angles to the wind, the first (windward) mark can lie anywhere on a line parallel to the Start Line.

6.2 *Start Line*

The Mast Post for the starting flags is portable for the specific reason that good starts can be difficult to set at Stanborough. The Mast for the Start Line does not have to be within the confines of the Boat Compound. It is

the duty of the **OOD** to allow time for the setting up of the Start Line at the far end of the lake if the wind conditions make this necessary.

6.3 Separate Fleets

Boats sail in two separate fleets for Handicap (Series) Races. The division of the fleets is at a Portsmouth Number (PN) (commonly called a boat's 'handicap') of 1130. The Slow Fleet is made up of all boats with a PN of 1130 or greater (1130+), the Fast Fleet of all boats with a PN less than 1130. A current PN list is displayed in the Hut.

6.4 Separate Starts

It is customary at Stanborough to start both fleets at the same time but the OOD may, if s/he wishes, use Separate Starts for the Fast and Slow Fleets, e.g. if the numbers in both fleets are high. If this is done, the starting sequences for the two fleets must overlap and the Slow Fleet should start 2 minutes (120 seconds) after the Fast Fleet. (See also 11.6)

6.5 Signal Sequence

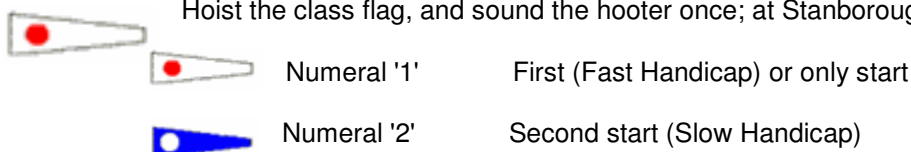
The sequence of signals for a Line Start is:

6.5.1 10-Minute Warning Signal:

Hooter only, normally given as the final part of the briefing. It may be delayed until the OOD is in position at the far end of the lake if the Start Line has to be positioned there. The OOD is not held at fault if there is a discrepancy between the 10 Minute Warning and the Start of the race. However, it is good practice to ensure that there is no discrepancy.

6.5.2 4-Minute Preparatory Signal:

Hoist the class flag, and sound the hooter once; at Stanborough we use:



No correction of timing is permissible after this signal. (The **ISAF Racing Rules Part 2**, especially regarding **Two-turn Penalties**, apply from this 4-Minute Preparatory Signal, until boats have crossed and cleared the Finish Line.)

6.5.3 2-Minute Preparatory Signal:



Hoist 'P' and sound hooter once.

6.5.4 Start:

Lower both flags and sound hooter once.

6.6 Order

Preference should be given to the hooter signals, but the flag operations should coincide as closely as possible. This is contrary to RYA recommendations where the flag signal has priority, but experience has shown that, in the small sailing area of Stanborough, the sound signal is adequate and more easily timed accurately. Nevertheless, flags should be used for all races with Line Starts; the help of the AOD is necessary to do this properly.

6.7 Individual Recall



If any boats are over the Start Line at the Start signal, a second blast on the hooter should be made and the 'P' flag returned to half mast. Boat classes and numbers should be communicated verbally to the offenders, who are then obliged to return and make a legal start. When all offenders have re-crossed the start line, the 'P' flag should again be lowered.

6.8 Recall the Fleet



If the number of offenders is greater than can be dealt with on an individual basis, it is the OOD's duty to recall the whole fleet by making two loud blasts on the hooter and raising the 'First Substitute' flag. To restart the starting sequence make a sound and 1 minute later re-initiate the 4-Minute Preparatory Signal.

7 Pursuit Race Starts

7.1 Shore Starts

Pursuit Races start from the lake shore by the car park. At least one of the crew must stand in the water holding the boat still until its start, nominally no more than 6 feet from the water's edge. Boats with fixed rudders/centreboards or keels may be permitted to start in deeper water or from the pontoon nearest the Lakes Management Centre.

7.2 Water Starts

Pursuit Races may also be started from the water. Each boat crosses a start line at their nominated time after the scratch boat. The line is usually between the orange buoys, a limit mark may be applied.

7.3 Scratch Boat

Each boat starts at a time determined by its ('handicap') PN and by the assigned Duration of the race; the timings are calculated in relation to the handicap of the Scratch Boat - normally the slowest boat competing. The clock time for the start of the Scratch Boat is the Zero Time for the race; the time at which the other boats start depends on whether the race is of 60, 75 or 90 minutes Duration and the **OOD** must use the correct set of time differences.

7.4 Individual Start Time

Tables of time differences (minutes and seconds) after the Zero Time for several Scratch Boats, several Race Durations and for all classes likely to be sailing at Stanborough have been calculated. These are provided by the CRO, in the OOD's paperwork and in the Hut.

7.5 Warning hooter

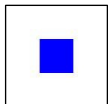
The procedure is to sound the hooter to give all competitors 5 or 10 minutes Warning, to sound the hooter at the Zero Time and then wait for the appropriate time lapse before starting the slowest class in the fleet, which will usually be the Scratch Boat at Zero Time.

7.6 Informal Warning

Each class is then given an informal warning a few minutes before it is due to start and a count down over the last 60 seconds or the longest reasonable interval if the start difference between classes is less than 60 seconds. The start for each class is marked by a single blast on the hooter; there are no flag signals.

8 Shorten Course

8.1 Shorten Course flag



Very light wind conditions, or poor judgement in the first instance, may require the Number of Laps for a Handicap Race to be reduced after the race has started. The signal is two blasts on the hooter and the 'S' flag is displayed, usually on the post marking the Finish Line.

8.2 Shorten Course Signal

The signal should be given shortly before the leading boat arrives at the Finish Line, normally as it rounds the last mark of the course. An experienced OOD may prefer to give the signal as the leading boat starts its last lap, in preparation for finishing some slower boats early, see 9.4 and 11, below.

9 Handicap or Burgee Race Finishes

9.1 Finish Line

The Finish Line should be at right angles to the final leg of the course and at least several boat lengths clear of the last Mark of the course. There are several reasons for wishing to finish the race on a line close to the Hut or the car park, but if any of the buoys at the car park end of the lake represent the last mark, care should be taken to allow boats room to set a course for the Finish Line.

9.2 Burgee Finish Line

The Finish Line for a Burgee (single fleet) Race should be fairly close to the Start Line; this prevents the occurrence of fractional laps and becomes important in some of the timing arrangements for Burgee Races (see below).

9.3 Elapsed Time

The time for each boat should be recorded as the first part of its hull or equipment crosses the Finish Line. The difference between this time and the time of the start of the race is known as the Elapsed Time.

9.4 Tail Enders

Because of the limited racing time available on Saturday mornings and the need to avoid long delays between the finishes of the fastest and slowest boats, the **OOD** has the power to finish 'tail end' boats one or more laps before the Number of Laps announced ('set') for the fleet in which they are sailing.

9.4.1

This power should only be exercised in situations where the boats in question are clearly at the tail end of the fleet - making due allowance for their handicaps. The situation is most likely to arise in Burgee Races and is the reason for ensuring that Start and Finish Lines for Burgee Races are reasonably close, giving an integral Numbers of Laps.

9.4.2

The final place of any boat treated in this way should be in the lower half of the fleet. If this is not the case, they should have been allowed to do another lap - but by the time this is discovered (see 11 below), it will be too late! Some judgement is therefore necessary, so if in doubt, allow the boat to continue.

10 Pursuit Race Finishes

10.1 Principles

The principle of Pursuit Races is that the allowance for the handicap for each boat is made at the start of the race. Thus the only way to finish a Pursuit Race is to decide the position of all boats on the water relative to each other at the exact finish time (typically 60 or 90 minutes from the Zero Time). The relatively small size of Stanborough helps to some extent in making this possible, but it is essential to monitor the laps completed by every boat and to ensure that any differences in completed laps are taken into account in determining the final placings.

10.2 Positions

It can help to determine the finishing positions if the Rescue Crew are able to note boat positions; the competing crews can also be asked to note who was just in front of them and who just behind. Theoretically, and practically, s/he who is nearer the *next* mark is ahead!

10.3 Continue to the Mark

A problem can occur if, at the hooter, two or more boats are on the same lap and headed for the same mark but perhaps on different tacks or widely separated so that it is unclear who is 'nearer the mark'. Continuing the race towards that mark favours the faster boat(s). The OOD, AOD, Rescue Crew and non-sailing members can assist in determining the result; however, where the contestants will not agree to a result, both should be accorded the same, lower, position! For example, if they disagree as to who is 3rd, who 4th, record them both as 4th.




11 Timing

11.1 Accuracy

All times should be recorded in minutes and seconds and the OOD should aim for an accuracy of 1 or 2 seconds in Elapsed Times. Starting Sequences, and Pursuit Race starts and finishes, should be accurate to 1 second.

11.2 Handicap Races

For Handicap Races, there is more than one way of dealing with Starting Sequences and the measurement of Elapsed Times. The present CRO's preference is set out below; this method avoids any doubt as to whether the 10-Minute Warning period has been, or needs to be, taken into account in the recorded Elapsed Times!

	1) Start a stopwatch at the 10-Minute Warning Signal; a count-down watch is most convenient for this purpose.
	2) Sound the hooter at 4 minutes to the Start and raise the first flag.
	3) Sound the hooter at 2 minutes to the Start and raise the second flag.
	4) At the Start, sound the hooter, lower both flags and start a (count-up!) stopwatch; obviously, these tasks should be shared between OOD and AOD!
	5) Record the (count-up!) stopwatch time as each boat finishes; this is the Elapsed Time for that boat. Ensure, too, that the Number of Laps Completed by the boat is also recorded accurately.

11.3 Handicap

A boat's Corrected Time, in seconds, is obtained from its Elapsed Time (in seconds) and its 'handicap' or Portsmouth Number (PN); a table of PN's for the boat classes commonly in use at Stanborough is displayed in the Hut.

11.4 Corrected Time

11.4 To calculate the Corrected Time, the Elapsed Time must be expressed in seconds: if a boat's Elapsed Time is M minutes and S seconds then the

$$\text{Elapsed Time in seconds, ETs} = 60 \times M + S$$

The Corrected Time is then given by:

$$\text{Corrected Time} = 1000 \times \frac{\text{ETs}}{\text{PN}}$$

11.5 Early Finish

When a boat is finished early (see 9.4, above), it is necessary to record its Elapsed Time of crossing the Finish Line in the normal way and to record the Number of Laps Completed ('Done') by that boat. The boat's Corrected Time can then be calculated as follows:

Scale the **Elapsed Time in seconds, ETs**, to the Number of Laps ('Set') for the fleet, to calculate a **New Elapsed Time (in seconds), NETs**, from:

$$\text{NETs} = \text{ETs} \times \frac{\text{LapsSet}}{\text{LapsDone}}$$

This New Elapsed Time is then used to calculate the Corrected Time in the normal way, as in 11.4, above.

11.6 Separate Starts

Should Separate Starts (see 6.4) be made for Fast and Slow Fleets, proper allowance of 2 minutes (120 seconds) must be made in the calculation of the Slow Fleet boats' Elapsed Times.

12 Protests

12.1 Infringement of Rules

Protests usually arise when a helm feels strongly that they have been disadvantaged by someone else's infringement of a Racing Rule and/or that the other helm has not acknowledged the infringement by carrying out the appropriate 'alternative penalty' on the water.

12.2 ISAF Racing Rules

ISAF Racing Rules require a protestor to display a protest flag ('B' or red rectangle), though this requirement is waived for boats less than 6 metres long! Club practice is that the protestors should make their intention to protest verbally to the **OOD** and/or **AOD** at the earliest opportunity during the race; a protest cannot be entertained if the **OOD** and/or **AOD** are unaware of the intentions of a protestor until after the end of the race.

12.3 Protest Form

The **OOD** should note the appearance of a protest flag and/or be alert to verbal communication of intent to protest and make a Protest Form available to the protestor(s) immediately after the race. Protestors have 20 minutes (Club Rule) from the time of the last finishing boat in which to return completed Protest Forms to the **OOD**.

12.4 Proceedings

The **OOD** is at liberty to continue with protest proceedings according to ISAF Procedures if s/he so wishes. However, the organisation of a protest hearing should not interfere with the preparations for a subsequent race. It is more usual for the **OOD** to approach the **CRO** or a Committee Member to help in the organisation of the protest hearing after the end of the second race of the morning, or at a later date.



Useful Information.

Stanborough Park Byelaws.

The lake is run by Finesse Leisure Partnership. The Club has to exist within the rules and regulations of Stanborough Park. A copy of the byelaws can be found on the clubs web site.

Boat Hire

If you don't have your own boat, or prefer to hire one, a number of RS Terra, Feva, Q'BA and Vision's are available for hire from the Finesse Watersports Centre, and can be used for racing; rates can be found on the club web site. As a special concession, members of WGCSC can hire a boat for the whole of Saturday morning racing for just one hour's hire charge.

Crewing

Our double-hander sailors are often on the lookout for crew, giving you a chance to partner up and gain some experience before "going solo".

Boat Storage

Boat storage is available from Finesse. See the club web site for details.

Launch and race Fees

In addition to a nominal race fee Finesse charge a launch fee based on whether your boat is stored in the dinghy park or launch from the slip way. See the club web site for this year's rates.

Membership Fees

There are two main types of membership, Family or Full. See the club web site for this year's rates.

Club Library

The club has a range of books and videos for loan. See the web site for titles.

Club Contact Numbers

Each year you will receive an updated list of contact details for club members. Ideal if you need to confirm or swap a duty, or just get in touch. **Please do not share outside the club.** To be added to list simply tick the boxes and add the details to your membership renewal form.

Race times

8.30/9.00 am	Plan to arrive early so you have plenty of time to rig your boat, sign on, pay your race fee and have a chat!
9.45 am	Race Briefing by OOD
10.00 am	FIRST RACE BEGINS
11.00 am	Coffee Break
11.20 am	Club announcements followed by Second Race Briefing
11.30 am	SECOND RACE BEGINS
1.00 pm	Race finishes
1.15 pm	Announcements of results & presentations if appropriate

WGCSA Starting Signals.

RACE BRIEFING

10 mins



1 HOOT

4 mins



1 HOOT

2 mins







1 HOOT

Start



1 HOOT

Committee

			
Shaun Smale	Val Newton	Ian Stringer	Mike Caddy
Commodore	Vice-Commodore	Treasurer	Secretary
commodore @wgcsa.org.uk	vice.commodore @wgcsa.org.uk	treasurer @wgcsa.org.uk	secretary @wgcsa.org.uk

			
Ray Wilson	Patrick Rohart	David Lambert	Paul Lohr
Race Officer	Web Master	Ordinary Member	Ordinary Member
race.officer @wgcsa.org.uk	webmaster @wgcsa.org.uk	david @wgcsa.org.uk	paul @wgcsa.org.uk

Finesse Leisure Partnership contact

Ashley Cato MInstLM, Manager – Stanborough Water Sports Centre 01707 - 276276