



## **Quick Race Guide**

**(for more detail, see Race Officer's Guide)**

March 2026

## Document Version Control

Version Issue	Main Changes
Feb 2016	3 minute start sequence for all racing. Launch Signal Change of fleet starting order One boat makes a fleet Finish on any boat Finish Signal No need to set laps
Dec 2016	Race Officer to ensure race sheets record all race team participants and any “no shows” (Para 37)
March 2017	Light signals Errors in start starting procedure Update 2017-2020
March 2019	Additional guidance notes added
April 2024	13 remove reference to orange triangle on main mast (replaced by orange paint). 14 anchor added 31 Individual recall added and two sound signals added to general recall 41 no klaxon/hooter required to be brought in. 46 Vice-commodore added. 49 changed to inner lobby.
June 2025	23 added return sign-on sheet to inner lobby and how to do a B2B 2 <sup>nd</sup> race start 28 clarified to match RO Guide 29 clarified to match RO Guide
March 2026	8 & 9 combined into 8 9 SailRace prep 18, 21, 22, 23 amended to incorporate SailRace functions 27 Added: Sign and date the printouts

## Pre-race Checklist

- 1 Do you have a complete Race Team?
- 2 Check the weather and watch for changes.
- 3 Unlock the front, back, lounge, lounge fire escape and boat house
- 4 Turn on hot water for showers (both tanks located in the Gents')
- 5 Put the signing-on sheets out in the inner porch at least an hour before the race start time.
- 6 Weather forecast on the race board.
- 7 Set the course and starting line on the race board (see the course diagrams book in the upper starter's box. Include a windward/leeward leg for Asymmetric Fleet).
- 8 Fleet start times and Time limit on race board. The number of laps not needed.
- 9 Brief Timekeeper to update SailRace with Fleet start order and check all competitors are tallied on. Decide on a prestart sequence time.
- 10 Transit pole out with triangle facing towards the start line.
- 11 Brief safety boat coxes.
- 12 Main station radio on. Radio check with the safety boats once they have moved away from the clubhouse (at least to water's edge). Channel P4.
- 13 Switch on all the power switches and the two-tone klaxons/hooters. Check they are working, and check the klaxons/hooters and all the lights are working.
- 14 Check which code race is scheduled. For Code A and B, use lights for three starts, unless you decide to amend the fleet starts, e.g if there are not many boats. For Code C, use lights as for first start only. For Code X, refer to the specific sailing instructions.
- 15 It is usually prudent to attach flags **AP** & **N** in case they are needed unexpectedly.
- 16 30 minutes before start, collect signing on sheets and transfer details to the timekeeping sheets. There need to be only 4 boats signed on and ready, to justify running a race.
- 17 Switch on the clock with a 3 minute count down for all races.

18 Five minutes before you want to begin the start sequence, you may make the “Launch Signal” (2 sounds and 2 red lights for 30 seconds, as in rule SI 6.5 RRS 26) or as stated in the notice of race or sailing instructions.

- Ask Timekeeper to start SailRace with a 5 min prestart to synchronise.

19 Start Procedure for all racing:-

Time	Title	Visual Signals	Sounds
3 mins before 1 <sup>st</sup> start:	Warning	Blue light on, 3 white lights	1 sound
2 min “ “ “	Preparatory	2 white lights	1 sound
1 min “ “ “	1 Minute	1 white light	1 sound
First start, and 3 mins before 2 <sup>nd</sup> start:	Blue light off, and Start/Warning	Amber light on, 3 white lights	1 sound
2 min “ “ “	Preparatory	2 white lights	1 sound
1 min “ “ “	1 Minute	1 white light	1 sound
Second start, and 3 mins before 3 <sup>rd</sup> start:	Amber light off, and Start/Warning	Green light on, 3 white lights	1 sound
2 min “ “ “	Preparatory	2 white lights	1 sound
1 min “ “ “	1 Minute	1 white light	1 sound
Third start:	Start	Green light off. 0 white lights	1 sound

Timekeeper to start the timing clock on first start



If there are further starts, then repeat Blue light on and 3 lights on and sound signal and follow the same procedure.

**If there is an error in the starting procedure, you can signal a postponement and start the whole process again one minute after lowering flag AP. After the start, if there has been an error, you can abandon the race (Flag N and three sounds) and start the whole process again one minute after lowering flag N.**

20 Individual Recall : one extra sound signal and one red light. Light stays on until offenders return or no later than four minutes after the starting signal or one minute before any later starting signal, whichever is the earliest

- The Timekeeper can use the Yellow button on SailRace to mark individual OCS boats (optional). Can edit the competitor’s Code at any time during the race using the ‘pen’ function next to the competitor.

21 General recall : two extra sound signals and two red lights. **The recalled class will start three minutes after the last start.** Other fleets start in original sequence.  
- The Timekeeper can use the Red button on SailRace to sync with this instruction.

22 Monitor lap times Races should last about 60 minutes, or 45 minutes for back to back racing.

23 Finish the race on ANY boat in any fleet as convenient, once they have rounded the penultimate buoy. Once the Finish Signal is made (2 sounds and two red lights as in SI 14.2) all boats finish as they cross the line.  
- Inform your Timekeeper to commence the Finishing procedure in SailRace.

Return the race sign-on sheet to the inner porch.

B2B racing ; after all boats have finished the first race, hoist the AP flag (postponement) with two hoots, then lower with one hoot one minute before commencing the Start sequence for the 2nd race.

- Check with your Timekeeper that they will synchronise SailRace with the 60 second prestart duration.

#### **After the race:**

24. All competitors have 30 minutes to sign off after the last boat in their fleet has finished

25. Check that the race sheets correctly record the names of every participant in the race team (all RIB crews, timekeepers, race officer and any assistants) and every sailor (even any DNS or those jollyng). This is to ensure that we record all participants which helps the Club show compliance with the requirements of CASC.

26. If there were any “no shows” - i.e. anyone who did not turn up to do a duty as scheduled in Dutyman – then send an email to [dutyman@bexhillsailing.club](mailto:dutyman@bexhillsailing.club) and the “offender” will be asked to volunteer for another duty later in the season to ensure that all members do their fair share.

27. Once you are satisfied with the results, make sure two copies of the results sheets are printed off and that the result is uploaded to the Club website. Sign and date the printouts. One copy should be displayed in the downstairs lobby and one copy left in the Lower Starters

#### **Postponement and Abandonment :**

28 For a postponement : Flag AP and two hoots.

To end the postponement : AP down and one sound signal, one minute before the start sequence.

- AP over H means “postponed – further signals ashore”,
- All AP signals have two hoots.

29 For abandonment : AP over flag A and make two sound signals which means “Races not started are postponed. No more racing today.” Do not abandon earlier than 30 minutes before the start.

If a race has started and has to be abandoned, fly flag N over flag A and make three sound signals. This means “All races in progress are abandoned. No more racing today.”

Flag N on its own means “come back to the starting area for a re-start”.

All N signals have three hoots.

### **Non-Race Sailing:**

This was introduced in 2013 in response to requests from sailors for sailing with safety boat cover in a non-race setting. As Officer of the Day you are responsible for the organisation and safety of the session, as you would be for a normal race.

1. Signing on sheets are put out at least half an hour before the published start time in the inner lobby.
2. You should hold a briefing for sailors and the RIB crews before they go afloat. There may be coaching or training on the same session.
3. The time published in the Sailing Programme should be when the safety boats are launched.
4. Put a weather forecast on the race board
5. Designate a sailing area for safety purposes.
6. Call sailors and RIBS ashore at the end of the session.
7. Check everyone is safely back ashore.