

## **Pier Head Duty Operation**

1. Before leaving home obtain the inshore weather forecast for Whitby to the Wash. If weather conditions are marginal liaise with Duty Flag Officer as whether to race, not race or postpone.(Picture 1)
2. At the hut remove the protective board from the front window and place on the floor. Rope off the area to deter loiterers and/or keep your race assistants in! Check that all near buoys are in position and fly Blue Ensign on the mainmast and IC flag Y (lifejackets) if weather conditions require.(Pictures 2A, 2B & 2C)
3. Switch on compressor (red button up) and horn (switch down and green light on). Compressor may not start if air pressure already there, press button to test. Switch on VHF, the radio is tuned to Channel 37(M1), do not alter except in an emergency for the use of Channel 16 to call the Coastguard.(Picture 3)
4. From the Race Officers Handbook (ROH) take a Race Record Sheet which lists all boats correctly entered for racing and highlight boats leaving the harbour that wish to race. A column is provided on this sheet for yachts advising pier end of numbers on board.(Picture 4A & 4B)
5. Contact one of the first boats leaving harbour by VHF (your call sign is Lynchpin) and ask them to obtain the wind direction in the proximity of Mark No 1. With the given wind direction look at the Race Officer Course Matrix and decide on the course or courses. As a guide in winds above a Force 3 the short courses take approximately 30 minutes to complete, medium 50 minutes and long 90 minutes. When classes are scheduled to have two races you should aim for the first race to be roughly 1¼ to 1½ hours long. It is generally best to set a medium course followed by a short course for the first race. In conditions which may have falling wind strength [eg evening starts,] new “very short” courses have been created. Consider using one or more of these as part or all of the course, to facilitate easier course shortening if required.
6. On occasions where some classes [e.g B & D] are listed as having one race where other classes [e.g. C & E] are listed as having two, set several longer laps to enable their first boat to complete the course up to the time limit of 3½ hours.
7. Having decided the course, place the respective letters/ shapes on the course board(s) (first course to the top) and mount board(s) on outside of hut as shown.(Picture 5) using extra boards for “one race” classes as necessary.
8. Place the starting flags (F and P) on their hoists (you will need to break the tie wraps as shown). If, as sometimes happens, they have been subject to vandalism they can be retrieved using the long aluminium and bamboo pole kept in the pier end hut as shown.(Picture 6)

9. Familiarise yourself with the operation of calculators and timers. There are two timers and it is best to set both timers in case a button is pushed in error at some stage in the race. The timers will count down five minutes to the start and will then continue to count the elapsed time (they will beep for the minute after the start but there is no need to alter this).(Picture 7A , 7B,7C & 7D) **The timers should be kept in the black box on the wall above the compressor, near the radio. Please ensure that the timers are returned to this black box when you have finished.**

**Postponement**

10. Please try and avoid unnecessary postponements. Valid reasons for postponing are lack of wind, change in wind direction, late tide.  
 To postpone sound horn twice and hoist flag AP  
 To end postponement sound horn once and lower flag AP. The Warning Signal will be exactly one minute after the end of the postponement.

**Starting Race**

11. Allocate people jobs, someone to operate starting flags, someone to set the timers and countdown the timings, someone to operate the horns and someone to watch the line for boats over.(Picture 8)

Signal	Flag	Sounds	Minutes before starting signal
Warning	F Flag raised	1 Sound	5
Preparatory	P Flag raised	1 Sound	4
One Minute	P Flag lowered	1 Sound	1
Starting	F Flag lowered	1 Sound	0

Note with horn try to keep sound signals to about 1 second, as the compressor can run out of air.

12. The starting line is defined on the course chart. The start is crucial for any race and policing it is very important in fair racing. Identify the guilty boat/s (OCS) On Course Side and give an additional sound signal, whilst displaying the X flag until all boats have returned and started properly. If a substantial number are OCS make two sound signals and fly the First Substitute Flag. When all boats have returned, advise them of lowering of First Substitute with one sound signal and proceed to begin the start sequence a minute later. The X flag and the First Substitute flags are available as separate flags in the pigeon holes or on their own poles and are stored as shown in the photograph. (Picture 8)
13. Once the boats are away you can relax a little, but be aware of boats sailing a proper course and keep an eye on what is happening. REMEMBER TO RECORD A YACHT'S ELAPSED TIME EACH TIME SHE PASSES

THROUGH THE FINISH LINE (THE LINE BETWEEN THE MAST AND NO 1 MARK).(Picture 8)

14. If you decide to shorten a race, fly the S flag under the Class flag and give two sound signals as the first boat reaches the guide mark (2 or 9). **On the Sundays when Contessas and Cruisers are scheduled to have just one long race, it is essential to use the individual Class flags for Squibs and YOD's over S to shorten their races, but start their second race using the F Class flag.** Inform the class/es having a second race when you intend to start that race.

For boats not finishing please record their results using the following abbreviations:

- DNC Did not come to starting area
- DNS Did not start
- DNF Did not finish
- RAF Retired after finishing
- OCS On course side (over line, did not return and start correctly)
- DSQ Disqualified

15. Squibs, YOD's and CO26's are one designs and so first over the line wins. Cruiser Class and F Class racing requires calculations to find the corrected time. The calculation is simple but needs to be done carefully, the enclosed Powerpoint presentation explains and the yachts PY is already included on the race record sheet. (Picture 9A & 9B)
16. Once the race sheet is completed a Duty Flag Officer and Publicity Copy needs completing with the names of the boats eligible to receive a prize flag. The number of place flags is dependant on the number of boats racing. Indicate the time that the last boat finished racing as prize giving normally takes place one hour after that time. (Picture 10)
17. Close the hut down by switching off all equipment (VHF, compressor and horn), closing the windows, removing the flags and securing the starting flag halyards and returning the course boards/tiles to where they were taken from. Remove all paperwork and gash from the hut and lock door, placing the steps inside.
18. Return to Clubhouse, place Class Race Record Sheet on downstairs notice board, return key and ROH in envelope provided for the next Race Officer.
19. Buy yourself a drink, congratulate yourself on a job well done and get all the necessary place flags from behind the bar for presentation at the allotted time.
20. If you are unable to present the prizes please contact the Duty Flag Officer.