

Timekeeper Duty - Guidance Notes - Sundays

Introduction to the duty

Thank you in advance for supporting the club. The timekeeper plays an important part in the management of the races. No specific sailing skills are required. It helps to be organised, and to keep a careful watch on how the racing is progressing on the water. The best preparation would be to read the Race card (there is a copy in the Race Hut) in advance before turning up. More detailed instructions are included in the manual in the Race Hut.

Introduce yourself to the OOD at least by 9:30 am on Sundays; the first start is at 10:30am. For the present, there is no Sunday afternoon race. The Race Officer or OOD will discuss with you how you can help. The key tasks are explained below.

It is a great opportunity to learn about racing, and to get to know other club members. Have fun, and thank you.

The timekeeper is responsible for:

- Generally helping the Race Officer with organising the morning Class racing
- Recording the race results, including recording finish times and numbers of laps
- Raising and lowering the flags, if requested by the Race Officer

Setting out the signing on forms

Set up a sheet for each fleet, and head it up with the series name for the race, the race number, the fleet and the planned start time. On Sunday mornings there are two races back-to-back, and therefore two race sheets are required for each fleet, each marked clearly with the series name and race number. All the details of the series names and numbers are set out in the Race Card, or on the logbook page for the day.

Setting up the clocks for recording race times

There are two dedicated race clocks in the Hut. They have several functions. Have a play with them to familiarise yourself with them before racing begins. Agree with the Race Officer how you will use them, and who will do what. The more usual set-up is to start one clock on a 5 minute countdown, and let it continue to count up after the Handicap start so as to provide correct elapsed times for the Handicap fleet.

Raising and lowering flags

The Club uses the standard 5:4:1:Go start sequence. All races are started using the large flags kept inside the hut. They are to be displayed at the flagstaff on the parapet, so bring a coat as you may have to stand outside for 15 minutes or so. The multiple start sequence on Sunday morning can seem confusing but there is logic to it if you think about the sequence for a single race, which uses only two flags. The Class flag ('warning') goes up 5 minutes before the start; the Blue Peter or 'P' flag ('preparatory') goes up 4 minutes before the start, and comes down 1 minute before the start; the Class flag comes down at the start. There is a card in the Race Hut showing the flag sequences for all races. Here is the sequence for Sunday mornings; the Class flags are yellow 'H' flag for the Handicap fleet, white Laser flag for Lasers, and pink 'A' flag for the Featured fleet.

Signal	Interval (minutes)	Flags	Sound	Planned Time
Handicap Fleet Warning	5 to Handicap start	'H' up	1 long hoot	10:25am
Handicap Preparatory	4 to Handicap start	Blue Peter 'P' up	1 hoot	10:26am
Handicap 1 minute	1 to Handicap start	Blue Peter 'P' down	1 hoot	10:29am
Handicap Start	Go for Handicap	'H' down	1 hoot	10:30am
Laser Fleet Warning	5 to Laser Fleet start	Laser up	1 hoot	10:31am
Laser Fleet Preparatory	4 to Laser start	'P' up	1 hoot	10:31am
Laser Fleet 1 minute	1 to Laser start	'P' down	1 hoot	10:34am
Laser Fleet start	Go for Lasers	Laser down	1 hoot	10:35am

On days when the Featured Fleet is racing (see Race Card), their start follows on from the Lasers in the same way as the Lasers follow the Handicap start.

Recording finish times

Firstly, please note that there is **no need to record any finishing times for the Lasers. Finishing positions only are required whether Standard, Radial or 4.7 rig, without handicaps.** There are various ways of recording the results for the handicap fleet - discuss your preferred method with the Race Officer. There are only two things needed for each competitor:

- Length of time racing (minutes and seconds) & the number of laps

It is essential to record clearly the number of laps completed by each boat in the Handicap fleet. The method for working out corrected times and finish positions is shown on the race results sheet.

If the finish line gets hectic, don't try and record the results directly onto the signing-on sheet. Just watch very carefully which boats are about to cross the finish line, and record on a separate sheet the number of the boat, the time, and the class (not essential, but useful). The tricky bit for the Race Officer is to sort out which boats are finishing, and which ones are carrying on. You can help by advising which boats are coming up to the finish line, how many laps they have completed, and which fleet they are in.

Race results

The computation of the race results for the handicap fleets is simply a case of following the column headings and calculations given on the sign-on sheet. You will record the total length of time racing for each boat. Some are faster than others, and all are rated using the 'Portsmouth Yardstick' (PY). The corrected finish time is the total racing time in seconds, divided by the PY. If some boats have completed more laps than others in the race, then that result for each boat is divided by the number of laps completed to give the average lap time as a result. You then need to sort out the finish positions by ranking those results.

Thank you in advance for your help.

The Sailing Committee