

Combs Sailing Club - Sailing Instructions

General

- 1 Duties are assigned for every programmed race in the calendar. Members are responsible for arranging a substitute if they are unable to do their duty.
- 2 The duties are: Officer of the Day (OD), Assistant Officer of the day (AOD) and Patrol Boat Officer. The OD has overall responsibility .
- 3 The AOD is responsible for providing refreshments and should take any money spent from the money collected, the remainder being locked in the cupboard, and a record made in the book provided.
- 4 Members on duty should arrive at the club in plenty of time and at least 30 minutes before the start of racing

OD

- 5 The OD is in charge of the event and can delegate specific tasks to the others as necessary..
- 6 There are five key tasks.
 1. Fill in a race sheet with details of the officers, the event and the date. Take entries for the race.
 2. Set a course, and number of laps, indicating the start line and buoys in order on the display panel and the course plan.
 3. Announce “stand by” and commence the start sequence. This comprises 4 signals (bell / hooter) at 5, 4, 1 and 0 minutes before the start.
 4. Record the time of each boat on each lap. For handicap racing the corrected time can either be calculated or left for the recorder.
 5. Make sure helms sign off and put the race sheet in the clubhouse

An example of a race and the handicap calculations can be found in appendix A.

- 7 The OD is responsible for safety precautions as follows
 - a. Minors on the pontoon must be able to swim and have an adequate buoyancy aid. Notices to that effect should be in the club house.
 - b. All persons going afloat must wear a buoyancy aid at all times.
 - c. Usually the patrol boat must be on the water and manned when racing is taking place. If necessary in heavy weather the OD may appoint a second person to assist in the patrol boat. Discretion can be used in benign conditions.
 - d. No person under the age of 14 is allowed in the patrol boat at any time.
 - e. Racing can be cancelled if considered un safe.

- 8 Prepare for racing as detailed in the sailing instructions, page 3, below.
- 9 The OD is responsible for receiving protests. He/she should issue a protest form kept in the starters hut to the protester and inform a member of the sailing committee who will arrange for the protest to be heard on the same day if at all possible.
- 10 The OD should ensure that all gear used at the event is stored away / secured and that the clubhouse is left in a clean and tidy condition. The AOD and the patrol officer should assist in these tasks.

AOD

- 11 The AOD s should assist in any task the OD requires as well as providing refreshments.

Patrol Boat

- 12 The patrol officer should check the patrol boat for outboard motor, fuel tank, oars, rowlocks and ladder. The boat should then be launched and made fast to the pontoon and the engine tested as follows:
 - a. The water intake near the propeller must always be in the water when the engine is running to provide cooling.
 - b. Pump fuel to the engine using the bulb in the fuel line, disconnect the gear lever set the throttle to the half power pull the choke right out and then pull the starter cord. IF NEW TO THE BOAT, SEEK ADVICE.
 - c. Once started the choke may be pressed in fully
 - d. To stop the engine, turn the throttle to STOP and the switch to the OFF position.
 - e. When there is sufficient depth of water the engine should be in the LOCK down position to prevent it tipping upwards in reverse gear. The lever lock down must be released before approaching shallows or recovering the boat after the race.
 - f. IF IN ANY DOUBT OR DIFFICULTY, ASK FOR ASISSTANCE.
- 13 The patrol officer must report to the OD who will decide whether sufficient cover can be provided from the bank or whether the patrol boat must be on the water during the races.
- 14 On the water a patrol officer should try to see as much of the fleet as possible and proceed as fast as possible to assist any boat in trouble.
- 15 If assistance is required the crew of the boat in trouble should be taken aboard the patrol boat. THE ENGINE MUST BE SWITCHED OFF WHEN CLOSE TO PERSONS IN THE WATER
- 16 No attempt should be made to recover any boats until all persons requiring assistance have been removed from the water. THE RESCUE BOAT IS FOR SAVING PEOPLE NOT BOATS. Great care needs to be taken when

- approaching boats or people. Familiarity with handling the patrol boat is a requirement for patrol duty. [ref training requirements]
- 17 If any person is recovered unconscious, suffering from shock or from the effects of cold they must be taken to the bank immediately at the maximum safe speed. Do not attempt any treatment in the patrol boat. Emergency equipment and instructions can be found in the clubhouse.
 - 18 When the racing is finished the patrol officer must put the boat away. The amount of petrol in the tank should be checked and if below half full, the bosun should be informed.
 - 19 A second patrol boat is available and can be used, at the request of the OD for large fleets, heavy weather, or any other sound reason.

IF ANY OFFICER IS IN DOUBT ABOUT ANY ASPECT OF HIS DUTY HE SHOULD CONTACT A MEMBER OF THE SAILING COMMITTEE.

Sailing Instructions

- 1 Rules
Racing shall take place under the current Racing Rules of sailing. Copies can be found in the club house
- 2 Course
The course for each race will be as shown on the course plan outside the starters hut. The course should be chosen if possible so that it involves tacking to reach the first mark. The course should include reaching legs, ideally one close and one broad, as well as a dead run, and gybes as well as tacks. In heavy weather the course should reflect the additional difficulty. In very strong winds it is also wise to confine the course to that part of the lake in good view of the shore, (excluding 1, 2 and 4,) so those on duty can see all the fleet, in the interests of safety.
- 3 Starting times
Unless otherwise notified the warning signal for the first race will be made as follows:-

Point's series racing	1.00 p.m.	
Trophy racing (4 Races)	Noon,	2 nd Race 2:00 p.m.
Pursuit racing	1.00 p.m.	

- 4 Starting Line
The starting line is chosen from one of the three white buoys A,B,C so as provide a beat to the first mark. Alternatively the OD may define a starting line between any mark and either an anchored patrol boat or a post on the shore.

5 Starting Signals

Sound or Colour signals may be used as an alternative to flag signals.

Sections 7.1 and 7.2 below give details of the procedure to be followed when flag signals are used.

Section 7.3 gives instructions for the use of sound and light signals.

6 Class Signals

When Flag signals are used the following international code flags will be used

Code Flag 'A' GP 14
Numeral pendant One * Menagerie

7.1 Flag signals are placed as follows (For Trophy Races requiring separate results)

- 7.1.1 Club Burgee at the trick (Top of Flagpole)
- 7.1.2 Red ensign at the peak
- 7.1.3 Warning signal of the first fleet to start (usually the GP 14 fleet) at the port outer halyard and the next warning signal at the port inner
- 7.1.4 Preparatory signal at the starboard outer halyard (Code flag P)
- 7.1.5 General recall signal (first substitute) and the shorten course signal (code flag S) at the starboard inner as required.
- 7.1.6 Cancellation signal (code flag 'N') at the port outer halyard.

7.2 Starting sequence

“Standby” warning given

5 min – First signal (bell/hooter and Class Flag raised)

4 min – second signal (bell/hooter and preparatory (p) flag raised)

1 min – third signal (bell/hooter and P flag down)

0 min – START

If a two fleet race, the start for the first fleet begins the sequence for second fleet (bell / hooter, 1st fleet class flag down and 2nd fleet class flag up)

The 'I' Flag means round the end rule applies in the last minute (i.e if you cross the line you have to return round the ends, not across the line)

The 'Z' flag imposes a 20% penalty if any part of your boat crosses the line in the last minute.

The 'black' flag means disqualification for crossing the line in the last minute.

7.3 Sound and Signal Boards

When the OD is alone signal boards are more practical than flags. In recent years they have become the norm. After the Standby warning, the 5, 4 and 1 minute boards are displayed as the corresponding sound signals are given. The 1 is removed at the starting signal.

For a two fleet race, the start of the first fleet begins the sequence for the second (ie it acts as the 5 minute signal)

Automatic start

The club has now installed an automated start system that provides a three light sequence instead of the numbered boards, linked to the sound signals. After the verbal “standby” warning, it is activated by a single button and provides all the subsequent sound and light signals automatically. The 3 lights correspond to the 4, 1, and start signals. It can be set to up to three starts. It is expected that most ODs will choose to use this system.

8 Individual recall

If boats are over the line at the start, a further sound signal will be made. The OD will attempt to indicate which boats have started early, but the responsibility for starting correctly lies with the helmsman. Premature starters must return behind the line to the satisfaction of the OD but can do so by going through the line as the ‘round the ends’ rule does not apply.

9 General Recall

When many boats are over the line, or the OD is not satisfied with the start, the whole fleet may be recalled by making two further sound signals. The standby warning will be re-issued and the starting sequence is recommenced.

When there are two fleets, the successful start of the first fleet will act as the preparatory signal for the second fleet.

10 Finishing Line

The finishing line is normally the transit line (see 4 on page 4)

11 Shortening Course

At the discretion of the OD any race may be shortened. The fleet(s) for which the shortened course applies will be indicated by flying the code flag ‘S’ and the appropriate class flag(s). Two sound signals will be made whenever any shorten course signals are broken out.

When all the boats racing are sailing the same course and the same number of laps the race may be shortened as the leading boat is approaching any mark of the course. The course then becomes to cross the finishing line from that mark.

NOTE This may result in crossing the line from the opposite direction to that at the start.

When mixed classes are sailing the same course but with variation in the number of laps, then the race may be shortened in accordance with the above procedure only when the first lap is under way. During the second and subsequent laps, the race may only be shortened when the leading boat on the water is approaching the penultimate mark of the course. All boats will then complete the lap which they are on and finish by crossing the finishing line.

If conditions are such that, in the opinion of the OD the latter procedure is impracticable, the time of completion of the total number of laps which a boat has sailed may be used to compute its position. OD's are therefore advised to record individual lap times.

12 Alternative Penalties

Alternative penalties (360 and 720 Turns) will apply in all races. See racing rules.

13 Scoring

In handicap racing the PYR (Portsmouth Yardstick rating) system will be used to determine the result. Personal handicaps may also be imposed. A suggested model for these is set out in Annex X. Sample results for a race and the yardstick calculations can be found in appendices 1 & 2.

13.1 Point series

Scoring in the point series takes into account both the finishing position and the number of boats starting the race since coming second in a race with ten boats is more difficult than in a race with three. The percentage score is assigned using the grid in Appendix 3. As an example if 10 boats start a race the winner receives 100%, second 90% third 80% and so on. All boats which retire are considered to have come joint last. Boats which are disqualified do not receive any points.

13.2 Trophy events

The boat which finishes first will receive 1 point, the second boat 2 points, the third boat 3 points etc. Boats which retire or are disqualified on a technical point will receive the same number of points as the number of entries in the series. Boats which are disqualified after protest or do not start will receive the same number of points as the number of entries plus 2. The qualifying helm with the lowest number of points wins the event.

If there are 3 or more races sailed, one can be discarded, otherwise all count.

13.3 Tie breaking

These will be decided in accordance with the current racing rules

14 Conditions of Entry

Boats must have a valid class certificate and use sails and equipment that conform with their class rules. They must also have adequate insurance.

15 Entries

Entries must be notified to the OD before the warning signal of the race or races concerned. A race will only be valid if there are two or more starters.

16 Declarations

Helmsmen must sign the results sheet within thirty minutes of the end of the days racing as a declaration of having complied with the sailing instructions.

17 Protests

Protests must be referred to the OD within thirty minutes of the end of the race during which the incident occurred. He/she should issue a protest form to the protester and inform a member of the sailing committee who will arrange for the protest to be heard, if possible, on the same day.

Rules Supplement

1 General

The following paragraphs cover the special rules and entry qualifications that apply for events in Combs S.C. calendar. They constitute changes to the Sailing Instructions, but may be modified or supplemented by rules published in advance by the Sailing Committee.

1.1 Instructions for Race Participants

Ensure that the names of you and your crew, your boat class, and your sail number are legibly recorded on the results sheet. Sign the results sheet on completion of your last race.

2. Definitions

2.1 A HELMSMAN is any person operating the steering gear of a dinghy.

2.2 A CREW is any other person in a dinghy,

2.3 A NEAR RELATIVE is the wife, husband, partner, son, daughter, sister, brother, father, mother, son-in-law or daughter-in-law of a member.

2.4 A Senior TROPHY is any trophy in the club calendar excluding the Junior Skippers Cup, the Junior Pursuit Race and the Points Series trophies.

3. Trophies for the GP • 14 Class

The trophies are held by the winner of a series of four races, for a period of twelve months.

3.1 Unrestricted Trophies

1. The Russell Challenge Cup, presented by T.M. Russell, is held at an autumn regatta. The helmsman must be a member of the Club; there is no restriction on the crew.
2. The Firefly Challenge Cup, presented by Mrs. Byron-Thomson is held during a school holiday period. The helmsman must be an owner-member of a GP.14 or a near relative of one; the crew must be a member of the Club or a near relative of one.
3. The Coronation Trophy, presented by F.V. Holden, is held during the month of June. The helmsman must be a member of the Club; there is no restriction on the crew.

3.2 Restricted Trophies

Boats will be disqualified if the helmsman or crew do not at all times fulfill the entry requirements for these events.

1. The Holden Challenge Cup, presented by H.A.V. Holden. The helmsman must be a member or a near relative of one and not have won this trophy or any of the unrestricted GP.14 trophies in the three preceding seasons. There is no restriction on the crew.

4. Trophies for the Menagerie Fleet

The trophies are held by the winner of a series of four races, for a period of twelve months.

4.1 Unrestricted Trophies

1. The Philip Sainter Trophy, presented by Philip A. Sainter. The helmsman must be a member of the Club. There is no restriction on the crew.
2. The Crown Quart, presented by Combs S.C. The helmsman must be a member of the Club, no restrictions on crew.

4.2 Restricted Trophies

1. The Glossop Jubilee Trophy, presented by R.S. Hodgett, D.W. Troop, A. Armour, N. Higgins and J. Holding. The helmsman must be a member of the Club and not have won the trophy in the two preceding seasons. There is no restriction on the crew.

5. Trophies for Handicap Racing

The trophies are held by the winner of a series of four races, for a period of twelve months.

5.1 Unrestricted Trophies

1. The Dennis Troop Trophy, presented by Mrs. Marjorie Troop. The helm must be a member of the Club. There is no restriction on the crew.
2. The Firefly Flush Bowl, presented by F. Carpenter, is sailed single handed in boats normally sailed by a crew of two. The helmsman must be a member or a near relative of one. No crew is allowed.
3. The Copper Pot, presented by P. Carpenter, is sailed single handed in boats designed to be sailed as such. The helmsman must be a member or a near relative of one. No crew is allowed.

5.2. Restricted Trophies

Boats will be disqualified if the helmsman and crew do not at all times fulfill the entry requirements for the event.

1. The O.M. Smith Salver, presented by the wife and family of the late O.M. Smith. The helmsman must be a member of the Club and must have reached his 50th birthday before the day of the event. There is no restriction on the crew.
2. The Combs Selling Plate, presented by H.P. Lord, the helmsman must be a member of the Club and not have won any of the trophies listed in the handbook except for pursuit trophies. There is no restriction on the crew.
3. The Junior Skippers Cup, presented by Dr.A.N. Boyle. The helmsman must be a member or near relative of one and should not have reached his 16th birthday on the day of the event. The crew must also be under 16 years of age, but is otherwise unrestricted.

5.3 Pursuit Trophies

The trophies are held by the winner of single pursuit race or series of races, for a period of twelve months. The following special rules apply to these races:-

- (a) Entries must be notified to the Officer of the Day by 11.45 on the day of the event
- (b) Boats need not be afloat before the preparatory signal.
- (c) Starting Procedure: The starting times will be allocated by the sailing committee according to PY of boat and individual skill of helm.
- (d) Finishing Procedure: The race will continue until the designated time after the last boat has started. The sound and visual signals will then be made. The boats finish on crossing a line between the next mark of the course and a point designated by the OD. The winner is the first boat to cross that line.

1. The Davidson Pursuit Trophy, presented by Dr. D. Davidson The helmsman must be a member of the Club or a near relative of one. There is no restriction on the crew.

2. The Ron Wearing Pursuit Trophy, presented by Ron Wearing. The helmsman must be a member of the Club or a near relative of one. There is no restriction on the crew.

3. The Jack Beattie Pursuit Trophy, presented by Mrs. Eileen Beattie in memory of the late Jack Beattie. The helmsman must be a member of the Club or a near relative of one. There is no restriction on the crew.

4. The Junior Pursuit Race, The Shuttle Trophy presented by B.J. Bloor. The helmsman must not have reached his 18th birthday on 31st December of the year of the event.

5. The Bobrykowski Trophy presented by Mrs N Thompson, a single pursuit race which takes place at the start of the Wednesday handicap series. The helmsmen and any crew must be a member of the sailing club.

6. Points Series Trophies

The trophies are held by the winner of a points series, for a period of twelve months. The helmsman must be a member of the Club or a near relative of one. Members' friends are not prevented from taking part in the racing, but are not eligible for an award. There is no restriction on the crew. To qualify in any points series, at least one third of the races started must be sailed by the helmsman. [By sailing more than the minimum number of races, a helmsman is able to discard his worst results.] The best scores of each qualifier are averaged and the helm with the highest score wins. For example if there are eighteen races in the series, six results are required to qualify. The top six scores for each helm are added together and the result divided by six. If two or more qualifiers tie for the first place at this point then their best seven results are considered, and so on until a winner is found. No trophy will be awarded to the winner of any series where fewer than half of the scheduled races are started.

1. The GP. 14 Trophy, presented by G.E. Wearing, is for the GP. 14 Spring Points Series.

2. The "Rags" Smith Trophy, is for Menagerie Spring Points Series.

3. The Alf Jenkins Trophy, , is for the GP 14 Summer Points Series.

4. The Lesley Smyth Trophy, is for the Handicap Series.

5. The Junior Points Trophy, presented by D.S. Smith, is for the Junior Points Series. The helmsman must not have reached his or her 17th birthday on the 31st December of the year of the event. The trophy is open to all classes of boat, sailing in a handicap series.

Other Points Series for which there are no trophies at the present, but for which the above rules apply are:-

The Wednesday Handicap Series.

The Single Handed Points Series.

The Handicap Series.

The Menagerie Fleet Summer Points Series.

The Ladies Series.
The Laser Series.

7. Special Trophies

1. The Combs Trophy, is held for a period of 12 months by the winner of the Combs S.C. GP 14 Open Meeting. There are no restrictions on the helmsman or crew other than those in the current Racing Rules of Sailing.

2. The Howard Cup, is held for a period of twelve months by the leading helmsman at the Combs S.C. GP 14 Open Meeting who is a Full Sailing or Junior Member of the Club and has not qualified for any other prize. There is no restriction on the crew.

3. The Hong Kong Trophy, presented by Dr. J.C. Howard, is for crews who must be a member or the wife of a member of the Club. The trophy will be decided by counting the best four results from the following events:

- 1 Coronation trophies
- 2 Summer Trophies
- 3 Autumn Trophies
- 4 Junior Skippers Cup
- 5 Holden Challenge Cup
- 6 Davidson Pursuit Trophy
- 7 Lifeboat Pennant (Holden Challenge Cup day)
- 8 The Ron wearing pursuit trophy
- 9 The O.M. Smith Salver
- 10 The Combs selling plate
- 11 The Jack Beattie Pursuit Trophy
- 12 The Dennis Troop Trophy

With the restriction that only one pursuit race may be counted.

NOTE: IT IS PERMISSABLE TO CHANGE CREWS BETWEEN RACES IN A TROPHY EVENT, PROVIDED THAT THE OD IS NOTIFIED BEFORE THAT RACE, IT SHOULD BE NOTED THAT THE RESULTS OF BOTH CREWS WILL NOT COUNT TOWARDS THE HONG KONG TROPHY.

- 4 The Fothergill trophy, presented by W F Taylor is open to all members of the club, it is awarded to the helm who has shown the most improvement over two consecutive seasons. This is decided by calculating the ratio of the average percentage result from the A and the B points series in the previous season and the same figure for the present season. Helms must, therefore, qualify in all four series to be eligible.
- 5 The Lifeboat Pennant Series will held on days of the Holden Challenge Cup, Combs selling plate and the OM Smith salver. There is no restriction on class

of boat. There is an entry fee to be donated to the RNLI. [This fee is also payable by those sailing in the above trophy series.

- 6 The Anniversary Trophy, presented by the club in the year 2000 to commemorate the 50th Anniversary . To be sailed for annually at a time as shown in the Calendar of Events.
- 7 The Quayle tailender,. A single pursuit race to be sailed on the final Wednesday evening of the season to be presented the same evening at a celebration gathering at a local public house.
- 8 The Tony Wilson Trophy presented by Mrs Wilson in memory of her husband, the trophy is an annual event to be sailed by Lasers. A four race format to be sailed on one day. Races one and three will be pursuit, races two and four to be sailed as fleet. Three races to count and qualify. The officer of the day (in conjunction with the Laser fleet) shall handicap the pursuit races with a significant bias to the less experienced helms. The object being to produce an event which can be won by helms from all sections of the Laser fleet.

Appendix 1 Portsmouth Yardstick Rating Calculation

The yardstick allows different classes of boat to race against each other on an equal footing. A corrected time is determined by applying the Portsmouth Yardstick handicap for that class of boat.

The corrected time = the finishing time in seconds x 1000 / the yardstick.

For example a Laser finishes in 49 minutes and 51 seconds. Laser PY is 1077

The corrected time = $2991 (49 \times 60 + 51) \times 1000 / 1077 = 2777$