



Arrive at least 60 minutes before the start of the first race

Check wind direction, wind speed, and tide table.

- Wind forecast available here: www.xcweather.co.uk/forecast/neyland
- Current wind direction and speed available here: www.mhpa.co.uk/weather-feed-pembroke-dock
- Tide table available here: www.mhpa.co.uk/tide-times

Set the course:

- When setting the course, use the cardinal marks (i.e. fixed marks already on the water) alongside the NYC barrel buoys (see attached Milford Haven race marks chart).
- Include at least one upwind leg, preferably from the start line. If you aren't confident, ask any experienced NYC sailor for help.
- Use the pin board map in the Starter Cabin to mark what course is being raced.
- Check the horn works - a couple of short blasts is sufficient.
- Turn on the Starting Lights (if required).
- Complete the sign-on/race results sheet for each division with the following information if not already on the sheet:
 - Name of helm
 - Boat name (e.g. Eole, Merlin)
 - Sail number
 - BJ number

Radio check procedure:

- Turn on radio and ensure that the sound is up.
- Make sure the radio is set to **Channel M/M1/37**.
- Press the **PTT** (press to talk) button to speak.
- Call up one of the boats for a radio check. To make contact with a boat use the boats name first e.g. **"Yacht Eole, Yacht Eole, this is NYC, NYC, over."**

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- Wait 1 minute for a response. If there is no response, repeat the initial call.
- Yacht Eole should respond: **“NYC, NYC, this is Yacht Eole, Yacht Eole, over.”**
- If the radio message from Yacht Eole was clear, NYC to respond: **“Yacht Eole, Yacht Eole, this is NYC, radio check, reading you loud and clear, over.”**
- If the radio message from NYC was clear, Yacht Eole should respond: **“NYC, NYC, this is Yacht Eole, also reading you loud and clear, out.”**
- Other boats may contact you for their own radio check, use the same phrasing for them.

At least 20 minutes prior to the start of the starting sequence call up all boats participating in the race outlining:

- Explain any changes to the Sailing Instructions (e.g. change to the start procedure, different start line, all divisions starting together).
- Read the course for Division 1 slowly enough for sailors to write it down and the 5 minute warning signal time. Ask for someone to radio back that the course has been received.
- Read the course for Division 2 slowly enough for sailors to write it down and the 5 minute warning signal time. Ask for someone to radio back that the course has been received.
- Any other relevant information such as shipping movements to be aware of.

Starting sequence (RRS rule 26) - how to start a race:

Best practice: You will need the following people in the Starter Cabin for the starting sequence:

- One person on horn
- One person on the line to judge whether any boats are over the line and
- One person to be timekeeper
- If there are only two people, the horn and line/timekeeper will be the same person.

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Timer: two electronic timers are located in the Starter Cabin (1 AA battery required for each), marked **Div 1** & **Div 2**. There is also an app available on Android and iOS called '**Voice Sail Start Timer**' which reads out the countdown time for you.

- Set the timers ready to count down for the 5 minutes for both divisions.
- Remember to keep the timer going after the start, as you will need it for finish times (the electronic timers will continue to sound the start alarm for approx. 1 minute, do not turn it off it will go off on its own).

5 minutes before the start:

- Give a call over the radio that the **5-minute** warning sound will be sounded in **10 seconds**, count down over the radio from **5-4-3-2-1**, sound the horn once putting the radio microphone in front of the horn.

4 minutes before the start:

- Count down over the radio from **5-4-3-2-1**, sound the horn once putting the radio microphone in front of the horn.

1 minute before the start:

- Count down over the radio from **5-4-3-2-1**, sound the horn once putting the radio microphone in front of the horn.

At the start:

- Count down over the radio from **5-4-3-2-1**, sound the horn once putting the radio microphone in front of the horn.
- If all boats have started behind the line do a quick call over the radio stating "**All clear, All clear.**"
- If any identifiable boats are over the line at the start, sound the horn once (within 5 seconds) and notify the yacht(s) by name over the radio:
 - Once the boat(s) has have returned and re-crossed the line inform them on the radio that they are now clear.
- If there are unidentifiable boats over the line or too many boats are over the line at the start, sound the horn twice (within 5 seconds) and notify the fleet over the radio that there is a general recall, that the race will be started again, and (if applicable) all non-started divisions will be delayed.



Shortening the course:

To shorten the course to finish the race:

- Sound the horn twice when the lead boat in that division starts the last leg of the course.
- Inform all boats in that over the radio that there is a shortened course and all boats to cross the finish line straight from that last mark.

Finishing:

Record the time when each boat crosses the finish line and sound the horn once as they cross the finish line.

- Finish times should be noted down in hours, minutes and seconds.
 - If the race is longer than an hour, continue to write down as follows, e.g. 1 hour 10 minutes 15 seconds or you can write it down in minutes & seconds e.g. 70 minutes 15 seconds.

Ensure the finish times are written down clearly next to the Yachts name on the results sheet (in Starter Cabin).

After racing:

- Turn off the radio.
- Turn off the starting lights (if used).
- Put the paperwork away in the cupboard.
- Take the batteries out of the timers and put them back in the box and leave them in the cupboard.
- Put the binoculars back in the cupboard.
- Leave the room tidy.
- Turn off the lights and lock the door.
- Take the results sheet upstairs and give it to the Rear Commodore Yachts to be uploaded on to the website. If they are not upstairs, take a photo and send it to them via WhatsApp/email.

Thank you for running the racing at Neyland Yacht Club.

Without your help, it could not happen.

