Race Management Instructions 2023

1.   Boot up race computer in cupboard, login to "PBSC" with the password "pbsc".

2.   Set the Light Boards on the patio railings in accordance with "Light board setup" page.

3.   Ensure Race Control Box is in its cradle on the worktop and is plugged into the "power" port. Then flick the "Radio" Switch on the righthand side of the box **on**.

4. Either print or retrieve from the top draw of the filing cabinet both "Race Declaration Sheet" and "Lap Chart". (The forms can be found on the top righthand side of the desktop)

5.   Put the race declaration sheet up on the notice board downstairs.

6.   Draw a course on the course whiteboard/or map by the front door.

7.   Liaise with the safety boat crew to ensure they have sufficient marks and understand how big and what angle you want the course to be.

Light board setup

The Light boards and cable must be taken in <u>every night</u> to prolong the life of them. They are either put in the Racebox or inside the French doors. The boards are wired in such a way that it doesn't matter which plug goes where.

1.   Put the boards out on the balcony in roughly this position and this way round (6-4-1 left to right).

2.   Once the 3 boards are hooked onto the balcony and are wired together the remaining plug goes in the alcove of the left-hand boat house door.

Pre-race checks for control box

1. Turn the Race Control Box ON here:

2. When the box turns on ensure the settings are correct. It will show this automatically.

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(The bottom screen continuously scrolls through various settings automatically but just ensure these 2 are displayed at some point)

3.   Then Press the red Start/finish button and let it run through a sequence and check all lights and hooter are working.

(This must be done early enough as to not confuse anyone on the water)

4.   Once done turn the box <u>off</u> then <u>on</u> again.

Starting the race

1.   Once the course is laid and you are ready to start then just press the Start/Finish button, this will give you 6 minutes to the start of the race.

2.   The first light appears at 5 minutes then the second at 4 minutes then the last at 1 minute then all going out.

3.   If the start is away cleanly then the next thing to do is fill out the lap charts as boats start to complete their first lap. If you need to do a recall or a general recall then turn to the "Recalls/postponement/Abandonment" Page.

During the race

1.   As each boat completes a lap record its time onto a lap chart. This is completed as so:

Race Control Box displays this time as boat crosses the line

Fill in the boat class, Sail No. and the time from the box

2.   Do this for every boat <u>until</u> around the 40-minute mark where you look to start finishing the next boats to come to the line. At this stage your time sheet should look similar to the sheet on the next page.

Finishing the race

1.   Once the race has run for a long enough period of time you look to shorten the course (This should be done so that the next boat to finish has enough time to hear the shorten course signal and change his course to sail to the finish without losing too much time. Best practice is as that boat rounds the last mark).

2.   To signal shorten course flick the switch on the Race Control Box Labelled "SH" downwards. (This should fire 2 horns)

3.   Now every time a boat crosses the finish line you should press the "Start/Finish" button or press the trigger button (if its set up to do so). This will fire a horn and look like this on the screen:

What the screen looks like for the first finisher

Finishing position
Finishing time
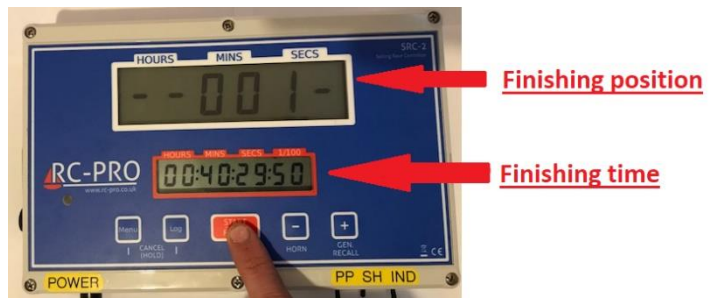
What the screen looks like for second finisher

4.   For every time you press the finish button the 'finishing position' should be placed in the lap box the boat is finishing on like so (Recorded as "F..." to distinguish it from any other times)

Please fill out **ALL** DNF,RET,OCS on this sheet

Date: Race name: R

Please Staple all of the days lap Charts and sign on sheets together and put i

Class	Sail No.	Lap 1	Lap 2	Lap 3	Lap 4	Lap 5	a
Laser radial	179683	5:09	12:10	35:11	F5		
RS 200	141	5:11	11:56	32:15	F2		
Laser	159683	5:19	12:05	34:0	F4		
Blaze	456	5:21	11:42	33:0	F3		
RS400	899	5:28	11:18	30:40	39:12	F6	
RS 300	410	5:35	11:30	32:10	F1		
Lase radic	89670	6:01	14:24	38:19	F7		

5.   From above we can tell the first 2 boats to finish were RS300 Sail no. 410 and RS200 1111.

We can also tell that all boats did 4 laps apart from RS400 699 which did 5 laps

6.   Once all boats have finished, **Flick SH back up** and press the Green on/off switch on the side of the box, this saves all data from that race.

If you're running a second race, turn the box back on and run another race and then do all the results in 1 hit at the end.

Producing a set of results (two different methods)

Method 1

1. To extract the times from the Race Control Box you need to retrieve the Micro USB lead and memory stick from the box beside the computer monitor.

2. Plug these into the side of the Race Control Box where it says DATA while its turned on.

3. The bottom screen should flash red which indicates that the data is now on the memory stick.
   Plug this memory stick into the front of the computer in the cupboard (the memory stick folder should appear automatically. If it doesn't use the "shortcut to memory stick" on the bottom right of the Desktop.

4. The file for the race you have just run will be in a time and date format.
    (Typically all new races go to the bottom of the list)
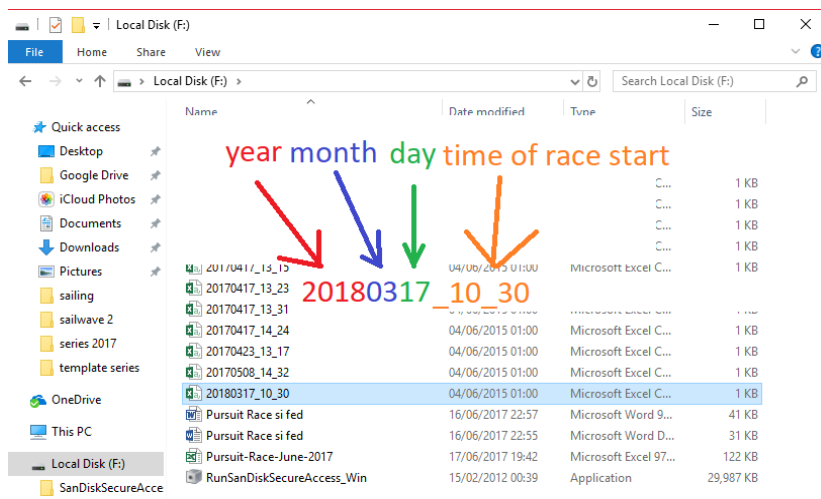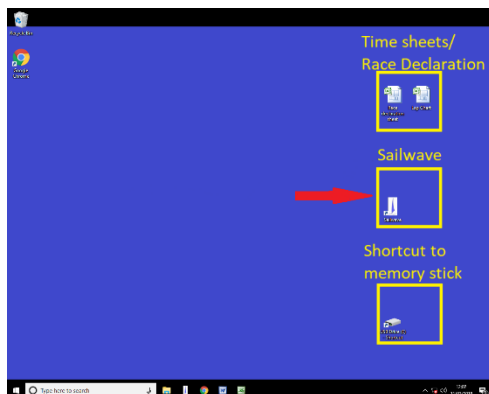

5. Open up the race(s) you've just run and print them out.

6. We're only interested in those first 2 columns

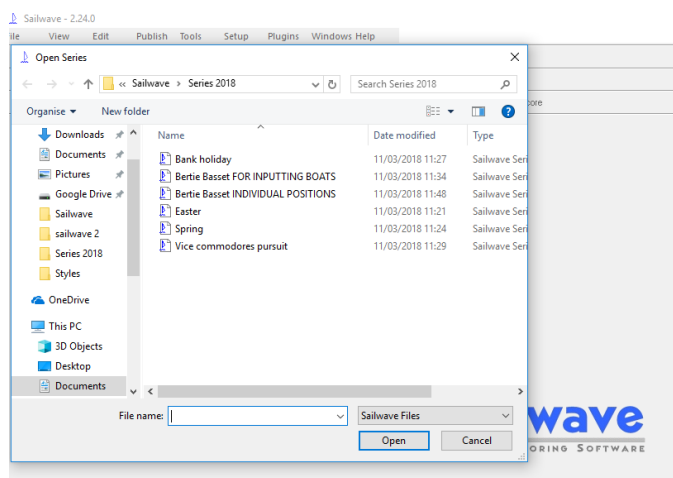   Position- which we previously recorded on the **Lap Chart** with "F…".

    Elapsed- which we

    now input into Sailwave.

7.   Open up Sailwave from the desktop

8.   Sailwave will open with choose a file. Open "Series and Trophies 2023" folder and open the correct race series file *for example "*Spring Series 2023".


9.   Using the lap chart find the first finisher on Sailwave and under the correct race number double click to open the pop-up box, to input times and laps.

10. In this example, the first boat was the RS300 410. The calendar says this is Race 1 of the series so double click the R1 Column.
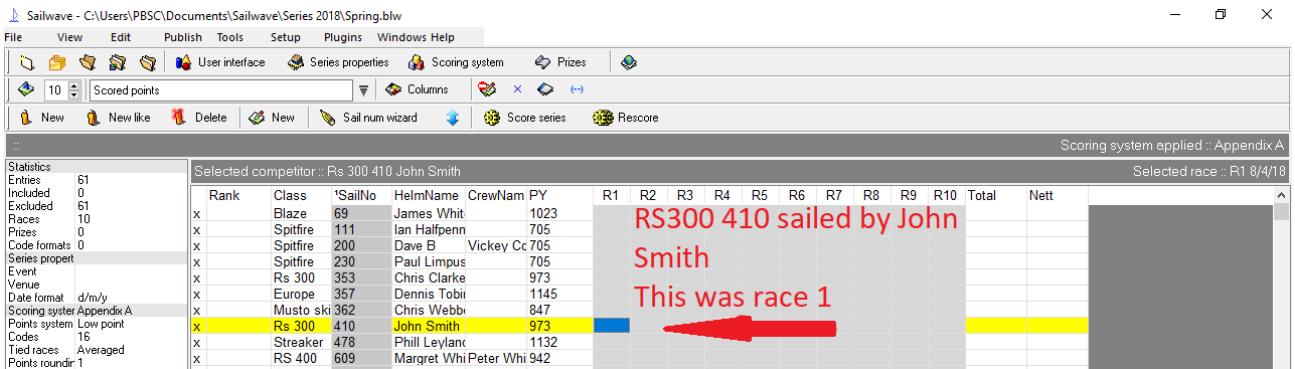

11. Select **Elapsed time** then input the time from the Print out you created (eg. 00:40:29 which is 0 Hrs:40 minutes:29 seconds). Make sure you use a colon, **NOT** a full stop.
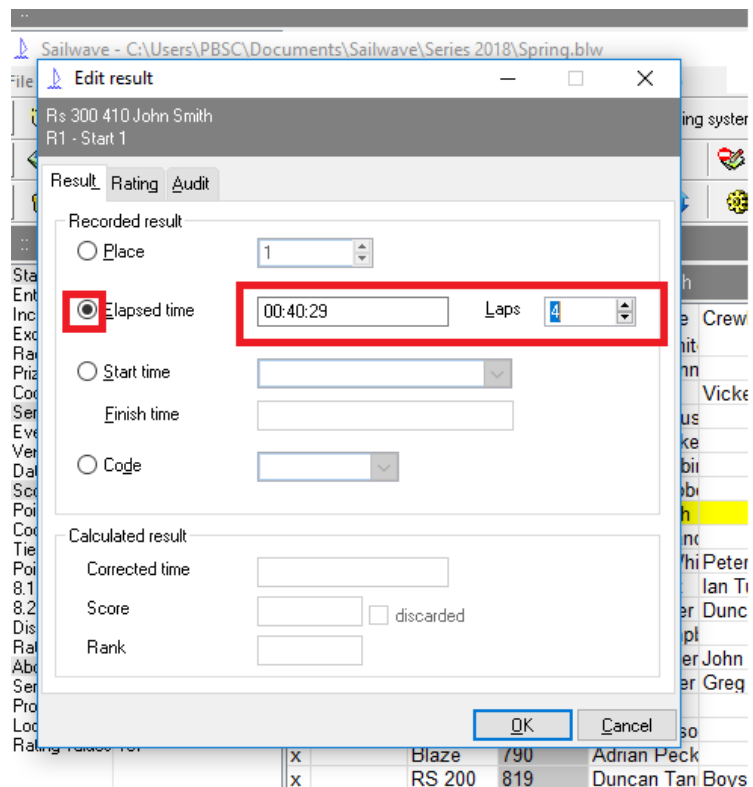
12. Then input the number of lap that boat completed, then click OK

13. Repeat this for every boat in the race

14. If you can't find a boat in the current list then click 'new' in the top left-hand corner and double click the blank cell that appears at the top of the boats list and fill out name, class, and sail no.
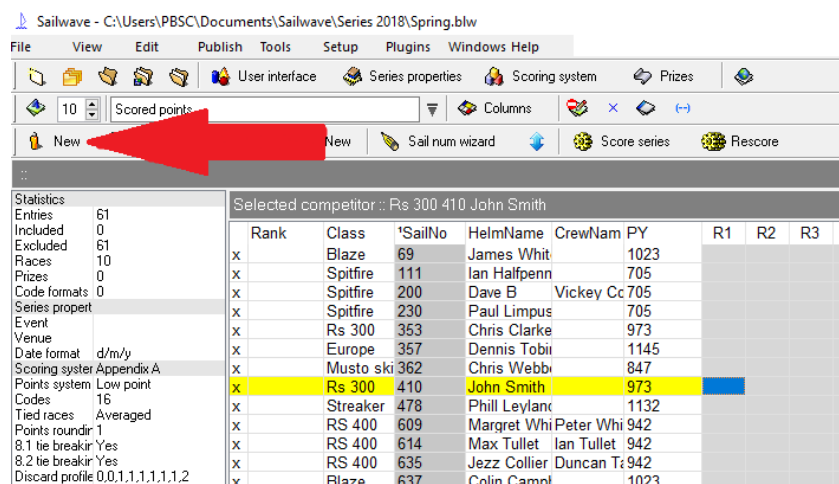
Then input the result

15. Once all the results are input then click rescore
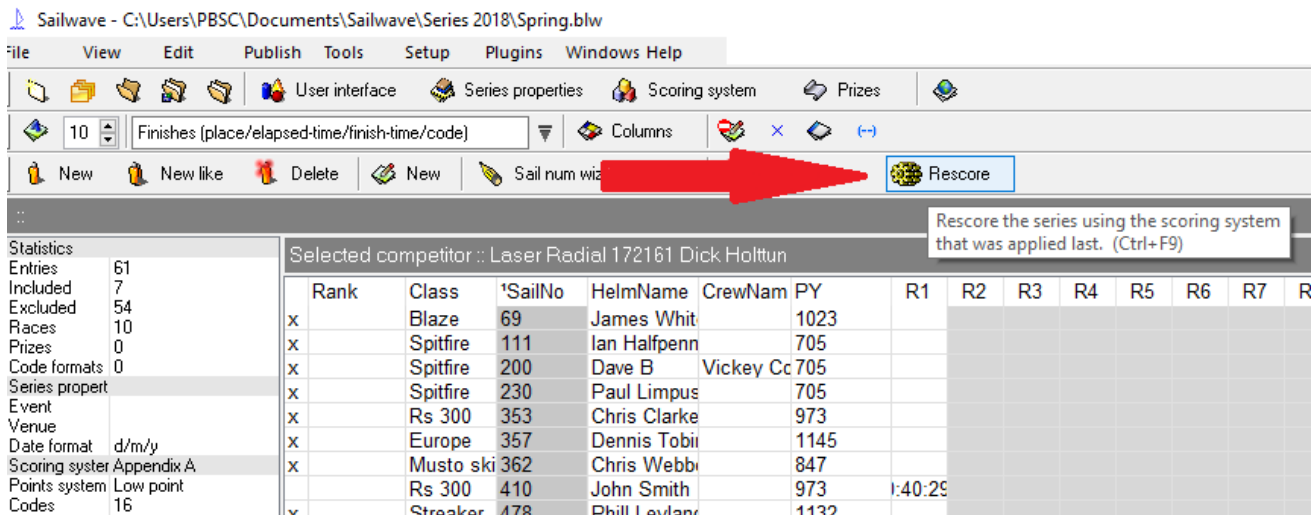
Producing a set of results (**two different methods**)

Method 2

Having finished the races and switched the race control box off as described in the '**Finish the race**' section above, if you have recorded the lap times and numbers of laps on the *Lap Chart* carefully, you can skip the whole USB section in **Method 1** above and simply enter the final lap times and number of laps straight onto Sailwave from the handwritten *Lap Charts*.

Also, an alternative method of entering elapsed times and numbers of laps on Sailwave, is to use the "**Sail num wizard**" button.

This method allows you to enter the sail number/or helm name, then the elapsed time and number of laps. It then puts it onto the race list automatically. N/B please ensure after you've clicked 'Sail num wizard' you make sure you select the correct race number.

Also, like above, please ensure you use colons ':' not full stops '.' when entering elapsed times.

Once all competitors' times have been entered, close the wizard then click 'score series' or 'rescore' to core the series.

16. **Then <u>save</u> the file**

Recalls/Postponement/Abandonment

Postponement

To perform a postponement before a race, ensure all lights are connected and you've run your pre-start test. Then flick the "PP" Switch **down** which should automatically fire **2** horns.

To end postponement, flick the switch back up which will fire **1** horn. Then press 'Start' as soon as you're ready.

During the start of a sequence if you wish to postpone
Turn the box off then on, then flick the "PP" switch

Individual Recall

If a boat is over at the start and it doesn't require a general recall, then flick the "IND" Switch down, this will sound 1 horn. After a 4 Minutes or whenever all boats over have sailed behind the line again **flick the switch back up again** and carry on as normal.

General Recall

If you can't see all boats over the line at the start then push the '✚' General Recall button on the front of the box. This will automatically sound 2 horns. Leave this on for 1-2 minutes before turning the

box off then on again and run through the start procedure again, as normal.
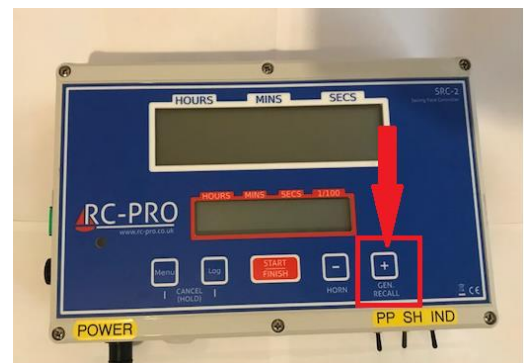
Abandonment

If you feel the need to abandon during a race then **manually** push the Horn button '**-**' 3 times (located next to the general recall button) and fly the "N" flag.
Once the sound signals have been made you can turn the box off.