



St Mawes Sailing Club

GUIDELINES FOR RACE OFFICERS

2024 SEASON

IRJPv1.190624

***Please read in conjunction with the
Notice of Race and Sailing Instructions***

*Any feedback or suggestions for improvement would be appreciated,
as they can be updated as the season progresses.*

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INTRODUCTION

First, on behalf of the competitors, your 'customers' - **THANK YOU** for volunteering to be Race Officer. These guidelines are intended to give you the information you need to run a race at St Mawes SC and aim to be as comprehensive as possible. As the Race Officer, you are in charge of running the racing and managing the Safety Boats on the day, and your decision is final.

2 PRE-RACE PREPARATION AND EQUIPMENT

In the days prior to your duty, it would be advisable to have read and understood the current 'Notice of Race' and 'Sailing Instructions' – (NoRs and SIs), published on the Sailing Club website.

It is recommended that you arrive at the Castle at least 90 minutes before the warning signal and monitor mean wind direction and speed along with the prevailing sea state. You may have to go to the end of Castle Drive (at the far end of the car park field) for your observations in some wind conditions.

Unlock the Sailing Club and Race Office cupboard at least 1.5 hours before the first start. If facing difficulty with access to or in the Club, contact either Mike Grice (07918 768002) or Ian Reid (07768 660941)

Check on the weather forecast and shipping movements (**See Appendix 9 – page 19**)

If the wind is strong and, in the SW, through to SE there may be big sea. If it is a strong Easterly, the swell will increase.

Back at the Sailing Club, open the Race Office cupboard and check that the telephone is in the charging socket. The number is **01326 270686** and is shared with the office. To call the office press "Int." then 1. (The kitchen & bar are 270696 is this number still in use? and that can also be used if the office line is in use).

PHONE FALMOUTH PILOTS OFFICE FOR SHIPPING MOVEMENTS/INFORMATION

A WhatsApp Group has been set up to alert crews to race cancellation. If you decide early to abandon racing for all or any Classes, please make this decision before 0900 on a Sunday or 1630 on a Thursday. If you are on the WhatsApp Group, please post this notification yourself: if you are not, please phone one of the class captains (see list in Club Handbook) and ask them to post the cancellation on the WhatsApp Group. You also need to contact the RIB drivers and fly N/A from the Club flagpole on the Quay. Just because you do NOT cancel at 0900/1630, this does not mean you should not cancel later if you judge that to be the right decision. If you take the decision to cancel late, ensure RIBs are stationed at the Quay to inform sailors there.

Place the '*No Entry During Racing*' sign just in from the doorway.

Power up equipment – Plug in transformer, Switch ON mains power at the wall.

Switch on the radio using the on-off switch/volume control knob and turn the volume to 11 o'clock. Using the channel knob, select M2. (same as P4)

Set up radio-controlled horns -. Horns do not work unless power is switched on to the transmitter unit and the Autohoot.

The Autohoot control button unit is hard-wired by a thick black cable to the wireless transmitter unit inside the cupboard. The antenna is a white plastic rectangular unit fixed to the balcony mast and is also hard-wired to the transmitter unit.

The black horn box is stored on the bottom of the race cupboard. This contains the wireless receiver and horn control which is all wired up and water-proofed so you must not try to open it.

Take the black box to the harbour wall just beyond the harbourmaster's office. You will need the triangular blue key to open the power box (also a grey key in plastic box). Plug the mains switch into the waterproof socket below the window on the harbourmaster's office. The On position is with the switch **AT THE 1 O'CLOCK POSITION**

Place the box on the wall between the two giant stainless steel staples so that the box is in sight of the clubhouse transmitter antenna and the arrow on top of the box is pointing towards the Race Office balcony. Secure to the SS staples using the blue strapping. Make sure the horns point, as close as possible, outward towards the start line..

Back in the race office use Autohoot button to test horns with quick beep. There is no mechanical delay, any perceived delay will be the time for the sound to travel back to you.

Check lights - Test orange and green strobe lights work by switching on briefly at the wall switches labelled FLASHER near balcony door.

Put the radio controlled digital and analogue clocks on top of and on wall hook behind cupboard respectively.

Set up a table to the left of the sliding door for the race administration paperwork i.e. Race Officer's logbook, work sheets, result sheets, course selection sheets

Start filling out Race Officer's Logbook.

3 **RADIO PROCEDURE**

The primary form of communication with regard to giving out course information (for all classes other than dinghies – Classes T & R) is by VHF radio. The course boards can be displayed for Classes T & R.

Here are some DOs and DON'Ts with regard to VHF procedure.

Courses

To comply with the Racing Rules of Sailing, you must broadcast each class's course before that class's Warning (ten minute) signal. It would be of extra help to the competitors if you broadcast the courses more than once - ideally each class's course should be announced three times, as follows:

- Approximately fifteen minutes before its start
- Immediately after its Warning signal
- Immediately after its Preparatory signal

Sound signals

IN CLASS RACING - The same sound signal system will operate as before. After each sound signal you must immediately broadcast by VHF what that sound signal meant (for instance "that was the start for Class A and the Preparatory signal for class W") otherwise the competitors won't know what the signal was.

IN PURSUIT RACING - In the case of pursuit races, you will only need to broadcast the meaning of the first three sound signals – the Warning, Preparatory and first start. Thereafter, the sound signal continues to sound at five minute intervals as an ongoing time check for competitors and doesn't necessarily coincide with actual starts, and there is no need to broadcast their meaning(although it can be helpful to competitors to do so, but not compulsory.)

Boats over the line at the start

IN CLASS RACING - If there is a boat which is over the line at the start (officially designated 'On Course Side' -OCS), you must make a second sound signal and activate the orange light as before. In addition to that it would be helpful to the competitors if you broadcast the identity of the boat(s) which are OCS so that they know they should return to the pre-start side of the line.

IN PURSUIT RACING – A boat which is OCS in a pursuit race is not required to return to the prestart side of the line but will instead receive a time penalty (see Sailing Instruction 10.9). For this reason, no additional sound signal should be made but it might be helpful to that competitor to broadcast something like:

"Sail number 1234, you were On Course Side at your start but do not return to the pre-start side of the line. You will receive a time penalty at the end of the race in accordance with Sailing Instruction 10.11.

Change of course or shorten course

The system will be very much the same as for communicating the courses at the beginning of the race. For all classes other than T & R, you must broadcast the change of course or shortened course for each class by VHF, and the course boards on the balcony are optional. You must still display course boards for classes T & R. For all classes you must still activate the flashing orange (for shorten) or green (for change of course) light.

Radio channels

M2/P4 remains as the primary intended radio channel. However, in the event of Channel M2/P4 becoming blocked, the Race Officer may temporarily switch to channel M1 (see Sailing Instruction 2.2). Channel 72 is also an option but is not available on the hard-wired VHF radio in the race office but can be accessed on the hand-held radio.

Radio procedure

When broadcasting courses, just give out the same information as the course boards would, if using course boards. So if the course is number 20 leaving marks to port, for instance, broadcast this:

“The course for Class A is number 5, red”. There is no need to also say ‘HD/PB’ as the competitors will have the information on board to work that out for them-selves (just as they always have) and adding information like that increases the chances of a mistake being made.

If the course number has two digits, for clarity read it as follows:

“Course twenty – two zero – red” or “Course fifty-three – five three – green” for instance.

When broadcasting any of the above messages to competitors, you are not expecting or inviting a reply so, when you have finished saying what you need to say, rather than saying “over” or “out”, just say “message ends”.

4 SETTING COURSES

Taking into account all relevant factors such as wind speed and direction, tides, distance/length of race required, start working out courses for classes with the aid of the Course Board and enter onto work sheets. Note the string on the course board is marked in 1nm divisions.

All classes should be set courses which have the same rounding side, to avoid setting courses where boats are passing the same mark but on different sides.

Appendix 8, page 17 has a list of boat speeds for 15/16 knots of wind for each class that you can use to estimate length of course needed.

Length of Race:

Evening Points races should aim to finish around 1945 varied according to the weather and light (earlier in September)

Sunday Points races should aim to finish around 12.30pm (unless requested by the class on specific days to be longer).

TIME LIMITS in SIs are:

Sunday morning races: 13:30

Evening races: 20:30 (19:45 in September)

Afternoon races: 17:30

Boats of the same class failing to finish 30 mins after the first boat finishes or within the time limit, will be scored DNF.

5 SAFETY BOATS

See Appendix 3, page 12, for list of equipment carried.

Should be off their moorings 30 - 45 minutes before the first scheduled start. The RIB drivers are given their equipment by Mike Garside, or the Bosun, prior to the race.

Each RIB will call 'Base' (i.e. the Race Office) on their VHF radio as they leave the Percuil River. This is the time to do a radio check and receive instructions.

Basic radio procedure is start a call by saying, 'St Mawes RIB 1 this is Base' and to end with 'OVER' when you have finished and expect a reply, or 'OUT' when transmission is finished and you do not expect a reply.

VHF reception is good in most areas of the course, with the exception from East Narrows Northwards along the Castle shore, where you may need to contact the safety boats by calling their mobile phone. So it is important to write down the names of the Helm and Crew, and a Mobile number they can be contacted on.

Give instructions to RIB crews on expected shipping during race
Send out 1st RIB available to confirm wind is as observed from Castle.
When 2nd RIB reports, position them off quay to keep boats away from ferries
Bring 1st RIB back in to join 2nd RIB off quay.

6 PRE- START

Start spotting boats by Class and Sail No.

Points Racing and Special Events:

See Appendix 6 for boards and starting sequence.

If you are displaying course boards for classes T&R, put white boards in each of 7 slots on balcony, put 'P' board behind white board in centre slot.

The class flag board goes on the right looking from inside the club and the course boards for that class go to the left of the class board. (If courses 1-9 are selected use a white board for what would have been the second digit, not a zero board).

If RIB reports wind shift, change courses to comply.

Continue spotting of boats, monitoring of wind, clocks, ferries and RIBs.

If you are now satisfied with course selection, instruct RIBs on cover required (area to monitor or classes to follow).

Before going into start sequence look up Individual and General Recall procedures Appendix 7.

7 STARTING SEQUENCE

Points Racing and Sunday Special Events:

At the exact time on the digital clock for the Warning Signal (i.e 1020 Sunday or 1810 Thursday) move the Autohoot timer to ON. The horns will sound and automatically every 5 minutes until stopped. However, you can still override for recalls or finishes by pressing the button without this changing the sequence.

Continue spotting of boats, monitoring of wind, clocks, ferries and ribs.

At the start, look down the start line from inside the race office by sighting through the black line on the window and the yellow flag pole.

If there are any boats over the line, signal an individual recall or a general recall as appropriate (see Appendix 7).

A general recall is very undesirable so please remember that you only need to signal this if you can't identify the boats which are OCS. If, for example, there is a class of seven boats, six of which are OCS, if you can identify the boat which is not OCS then by default you can identify the six which are OCS. In this case you only need to signal an individual recall and it is then up to each of the six OCS boats whether or not they return to the prestart side of the line.

Count number of boats crossing line and check with work sheet all is correct.

Continue spotting of boats, monitoring of wind, clocks, ferries and RIBs.

After last class start switch off TIMER ON/OFF switch on box

Remember boats cannot start more than 9 minutes after their starting signal.

Record the boats starting and their times on the start sheet, and check that these are correct against their official start time.

If any boats are over the line, follow the procedure for Individual Recall, but leave the light flashing for only one minute if they do not start correctly.

8 DURING THE RACE

Start filling out finish sheets from work sheets, keep checking on race whilst doing this.

During race constantly monitor racers, weather, RIBs and time.

See Appendix 8 for guidance on monitoring the times at the turning mark (split times) to judge how the race is progressing.

If it looks like the race is proceeding too slowly in time or wind has changed direction, think of change of courses for next round or shorten course (procedure for shorten course or change of course is as in Sailing Instructions), and these have to be in place by the

time the first boat they apply to reaches the yellow harbour speed limit buoys on the way in. **Note: if you change course, then the full number of rounds applies to the new course (i.e. you may subsequently have to shorten the changed course for the finish).**

Record order of rounding Turning Mark for all classes.

9 FINISH

As boats come into finish, record position under place on non-Handicap finish sheet as they cross line. Handicap classes will need to have the time they cross the finish line recorded on handicap finish sheet under finish time.

All correct finishing boats get one hoot on horns through remote button at end of cable.

General Procedures

In conditions of strong wind or tide please consider whether to use the safety boats to monitor racers getting onto their moorings and back to shore in their tenders, before formally standing them down.

When last boat has finished, thank and stand down RIBs. (Do not stand down any RIBs before last boat has finished).

10 RESULTS AND SCORING

Points Races

All handicap classes will have the time they cross the finish line recorded on the finish sheet under finish time. For other classes just use the finish position.

From the finish positions, work out points per place as in Notice of Race. (Low point system 1st = 1 point, 2nd = 2 points etc).

With handicap classes in Points racing and Special Events-see separate instructions as to the use of Race Office computer and Sailwave.

Dinghy results: Please record the class of dinghy, as well as the boat number, and for Picos record whether 1 sail (i.e. mainsail) or 2 sails (main and jib) designated as 1/1 or 2/2 on the sheet for handicapping.

Sign results sheets, and transfer data to Sailwave.

Photocopy the results sheets to pin up on the results board.

Complete rest of race officer log and sign.

11 **PACKING UP**

Disconnect horns, switch off radio and power switch on box, stow ALL EQUIPMENT AND PAPERWORK, INCLUDING THE MASTER SET OF RESULTS back in their place in the office

Switch off at mains on wall outside cupboard (NOT the telephone).

If any equipment is missing or broken, please record in logbook and inform Sailing Secretary or Rear Commodore Sailing.

APPENDICES

APPENDIX 1 CONTACT INFORMATION

Shipping movements – Falmouth Harbour Commissioners.
See Appendix 9, page 19 – Shipping movements and divers

Pilots Office:	01326 211395
Pilot Boat Mobile:	07836 661668

Mobile Phones on Ribs Drivers use their own mobiles – see list on wall*.

Race Office/Base	01326 270686
You can also use the Kitchen/Bar phone	01326 270696

Falmouth Coastguard (Ops. Room) -	01326 317575
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St Mawes Surgery	01326 270241
(if St Mawes closed will go to Portscatho or out-of-hours service)	

Glenn Torpy - Rear Commodore Sailing	07843 511448
Mike Grice – Sailing Secretary	07918 768002
Ian Reid – PRO	07768 660941

APPENDIX 2 LIST OF EQUIPMENT/PAPERWORK IN RACE OFFICE CUPBOARD

Checklist of Equipment:

No entry during racing sign (adjacent to cupboard)	Start timer box
Course board	Digital and analogue clock – radio controlled
BT landline phone 01326 270686	Calculator
Binoculars	Rule book for RRS 2017-2020
Stop watch (wind up type)	Club Yearbook including tide tables
Horns (electrically operated)	Harbour Company Byelaws
Horns (manual for back up)	First aid kit (in kitchen and bar)
VHF Radio base station radio (limited M1/M2)	Pens, pencils, ruler etc
Hand-held VHF, full channels	

Checklist of paperwork

Race Officer Guidelines
SMSC Sailing Policy documents (eg Risk Assessment, Safety, Child Protection, Equipment to be carried by boats racing)
Race Officer logbook and all paperwork required for recording results
Protest Forms and Protest Set
Spare race instructions and entry forms
Individual class/yacht starting times for Evening Pursuit Races and Sunday Pursuit Races
List of handicaps for all boats entered and guidance on calculating handicap result
List of boats which have entered and signed declaration form

APPENDIX 3 LIST OF EQUIPMENT IN SAFETY BOATS - permanently on the craft
Anchor and warp
Float/fender for buoying and abandoned anchor
Bailer
Fire extinguisher
First Aid kit
Survival blanket
GPS
IC R flag on pole
IC S flag on pole
Knife
Paddles
Spare kill cord
Towing/throwing line
VHF radio
Foot pump
Flare pack

APPENDIX 4 WIND STRENGTH CHART

Force 1	Light airs	1 – 3 knots
Force 2	Light breeze	4 – 6 knots
Force 3	Gentle breeze	7 – 10 knots
Force 4	Moderate	11 – 16 knots
Force 5	Fresh breeze	17 – 21 knots
Force 6	Strong breeze	22 – 27 knots
Force 7	Near gale	28 – 33 knots
Force 8	Gale	34 – 40 knots
Force 9	Severe gale	41 – 47 knots
Force 10	Storm	48 – 55 knots

NB Racing Risk assessment states that racing is abandoned if wind is over 27 knots or there are heavy squalls in the race area. Also abandon if the race area is becalmed.

APPENDIX 5 **GUIDANCE FOR RACE OFFICER – DINGHY CLASSES (T & R)**

Slow and fast handicap dinghies and Shrimpers start at the same time but they can be set different courses and they will be scored separately. Please use courses taken from the Dinghy Race Card.

Ideally the dinghies are looking for a target race time of 45 minutes to an hour maximum. They also like lots of mark roundings and not too long legs, so it is suggested that Race Officers limit R class to use the following marks;

Carricknath, Long Lodge SB4, West Narrows, Tavern SB1, Castle, South Narrows

Fast handicap may do 3 or 4 laps of the course, slow 1 or 2 to aiming to finish within the target time.

The one major change to classes T&R in 2024 is that their turning mark will be the Outer Distant Mark (ODM) on the start/finish line (which will always be left to starboard), and not the official Turning Mark which will be used by all the other classes. Also Long Lodge and Tavern are now Yellow Speed Limit buoys (North and South – see Race Card)

APPENDIX 6 RECALLS -INDIVIDUAL RECALL

If any boat is on the course side of the start line (ie over the line):
ONE SOUND SIGNAL AND FLASHING ORANGE LIGHT and advise/identify OCS boat

Leave light flashing until all recalled boats have returned to the pre-start side
Keep signal going for 4 minutes if they fail to return or start correctly and score them OCS on the results.

GENERAL RECALL

TWO SOUND SIGNALS AND FLASHING GREEN LIGHT
Class goes to end of starting sequence (use judgement and start earlier if there are no entries to some of the later classes)
Refer to SIs 10.9 for restart procedure.

CHANGE OF COURSE – COURSES USING THE TURNING MARK

**ONE SOUND SIGNAL AND FLASHING GREEN LIGHT
AS BOATS APPROACH TURNING MARK**

(NB. Rounding side must not change from original course)
Note: Full number of rounds on new course applies which may need to be shortened later

SHORTEN COURSE- COURSES USING THE TURNING MARK

TWO SOUND SIGNALS AND FLASHING ORANGE LIGHT

SHORTENING COURSE

EITHER

By instruction from a Safety Boat at a mark of the course to proceed to the finish line
(Same signals as for courses using the Turning Mark for clarity when boats return to the Harbour)

OR

Finish at a mark of the course by the Safety Boat flying Flag S. Safety boat crew will need to be capable of recording (or transmitting) results and finish times (for handicap classes).

The Race Officer will need to be satisfied that the results can be correctly taken by the crew.

APPENDIX 7 APPROXIMATE BOAT SPEEDS AND SPLIT TIME CALCULATIONS

**GUIDELINES ON BOAT SPEEDS TO ESTABLISH LENGTH OF COURSE TO SET
In 15-16 knots of wind (top end of Force 4), these are the approximate speeds:**

Boat Speed in knots

SMODs	3.7
Shrimper	3.2
Slow Handicap Dinghy	3.3
Fast Handicap Dinghy	4.1
Slow H'cap Yachts	4.3
Fast H'cap Yachts	4.8
Ajax	4.7
Working Boat	5.0
Sunbeam	5.2
IOD & 18ft restricted	5.1
Rustler/Piper	4.6

Above and below this wind speed, you will have to estimate the boat speed.

Note that boat speeds are likely to increase only by up to 10% in much stronger winds. In lighter winds, eg Force 1-2 slower boats such as Shrimpers may struggle to sail against a strong tide.

Length of race required in minutes x Speed in knots = Distance in nautical miles
60

APPENDIX 8 DISTANCE TO BE SAILED AND LAP TIME GUIDANCE

THURSDAY POINTS

Distance to be sailed calculated using guideline boat speeds at 15 knots wind.

Class	Start time	Race length in mins and distance sailed if finish at 1935	Race length in mins and distance sailed if finish at 1950 (TARGET)	Race length in mins and distance sailed if finish at 2005
E Fast Yachts	1820	85 6.8m	100 8.0m	115 9.2m
U Slow Yachts	1820	85 6.1m	100 7.2m	115 8.2m
W Ajax	1825	80 6.2m	95 7.5m	110 8.6m
J Piper/Rustlers	1830	75 5.7m	90 6.9m	105 8.1
H Shrimper	1835	70 3.7m	85 4.5m	100 5.3m
T Fast Handicap	1835	70 4.8m	85 5.8m	100 6.8m
R Slow Handicap Dinghy	1835	70 3.8m	85 4.7m	100 5.5m
D SMODs	1840	70 4.3m	85 5.2m	100 6.2m
B Working Boat	1845	65 5.4m	80 6.6m	95 7.9m
V Sunbeams	1850	75 6.5m	90 7.8m	105 9.1m

It is advised that you calculate the length of time each round should take to finish on time, and record the time on the working sheets that each class should pass the turning mark (if these courses are used). This is known as the split time(s). You can then use this to judge whether you will finish within the time limit, need to shorten course or change course.

It is advisable to record the time for the first of each fleet at the turning mark on the worksheets to help you decide. You can do a quick calculation, multiplying up the length of one round by the total number of rounds in the course to see when the likely finish time will be for that fleet, assuming wind and tide stay the same.

SUNDAY POINTS

	Start time	Race length in mins and distance sailed if finish at 1210	Race length in mins and distance sailed if finish at 1225 (TARGET)	Race length in mins and distance sailed if finish at 1240
E Class Yachts	1030	100 8.0m	115 9.2m	130 10.4m
U Class Yachts	1030	100 7.2m	115 8.2m	130 9.3m
W Ajaxs	1035	95 7.4m	110 8.6m	125 9.8m
J Piper/Rustlers	1040	90 6.9m	100 7.6m	120 9.2m
H Shrimpers	1045	85 4.5m	95 5.1m	115 6.1m
T Fast Handicap Dinghies	1045	85 5.8m	95 6.5m	115 7.8m
R Slow Handicap Dinghies	1045	85 4.7m	95 5.2m	115 6.3m
D SMODs	1050	85 5.2m	95 5.8m	115 7.8m

SHIPPING MOVEMENTS AND DIVERS

<p style="text-align: center;">NEVER START A RACE UNLESS YOU HAVE PHONED THE PILOT OFFICE</p>
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1. Either the previous evening or on the day of the race, look at the Harbour Office web site for scheduled movements. www.falmouthport.co.uk

HOWEVER DO NOT RELY ON THIS AS LAST MINUTE CHANGES MAY OCCUR.

2. An hour or so before the race, phone the pilot's office on 01326/211395 (24 hours) Give your name and phone number on which you may be contacted during the race Obtain the expected shipping movements.
3. Make sure that you have the club or other mobile phone where you can hear it at all times and that it is switched on.
4. Make sure that your VHF set is on and monitoring channel 16 and M2.
5. Set courses to avoid conflict with shipping movements
6. Set courses to avoid contact with divers.
7. If a shipping movement is expected during the race, phone the pilot boat. 07836 661668 and give the pilot the courses set. Any changes to the scheduled shipping movements subsequent to this will be given to you by VHF or if this fails, by mobile phone. .
8. Maintain listening watch on channel 16 for any messages from the Pilot Boat. Switch to channel 9 when requested.
9. Also monitor channel 16 for any communication from divers.
10. Pilot Boat will broadcast any last minute changes to movements on channel 16 switching to channel 9.
11. Normally, the Pilot Boat or Harbour Master's Launch will lead out the departing or arriving vessel.
12. Commercial vessels and, in particular, cruise liners will make a sound signal on leaving the dock and appropriate sound signals during movement.
13. Harbour Office will forward copies of any Incident Reports from the pilots to POFSA for forwarding to the appropriate club for a Protest of the yacht/yachts involved.
14. Clubs are strongly advised to have available a club mobile phone dedicated to the Race Officer's use.

CONTACT NUMBERS.

Pilot Boat: 07836 661668

Pilot Office: 01326 211395 (24 hours)

APPENDIX 10 NORs and SIs

For Notice of Race and Sailing Instructions see separate documents.