



GUERNSEY YACHT CLUB

FOUNDED 1890

CASTLE RACE PROCEDURES 2023

Switch the power on.

Switch on the Portable VHF radio and set it to Channel 37A (M1). Undertake a radio check with the Portable VHF radio, as follows:

- **If a Yacht Race**, contact one of the Yachts on the Start Line,
- **If a Dinghy Race**, contact the Support boat Crew and liaise with the Support boat Crew regarding the placement of any Portable Marks (See **RACE MARK LOCATIONS** in the yearbook), as appropriate.

Then, leave on to **monitor Channel 37A (M1)**.

Switch on the Main VHF radios and check that the low power setting (1W) is selected then set one to monitor Channel 12 and the other Channel 37 if not already set.

Test the Klaxon Horn.

***Note:** If the Klaxon Horn is not working there is a Portable Air Horn on the shelf or if that is out of air please use the Manual Horn. If no horns are working please do a radio count down for yachts and ask a Support boat to count down the dinghies. Please ensure you notify the appropriate Club Officer if the Klaxon Horn is not working or if the Portable Air Horn is out of air.*

Remove the GPS Clocks from the Box on the shelf and check that they are both working.

***Note:** Please do not play with the buttons or adjust the GPS Clocks.*

Remove Binoculars, pens etc... from the Box on the shelf ready for use.

Select the appropriate class race sheets for use. A highlighter pen may be used to mark which boats are racing.

Check that all Marks of the Course(s) are visible, if this is possible, if not the Race Control should consider shortening or changing the Course at their discretion in accordance with the **CASTLE RACE PROCEDURES**.

Rig the Portable Triangle as follows:

- **If the Outer Limit is Mark D or Mark U**, place in one of the two centre stands directly in front of the Starter Hut (towards the East), whichever seems closest to the placement of the Outer Limit;
- **If the Outer Limit is Mark M**, place in the stand outside the Starter Hut (towards the South).

Align the top tip of the Portable Triangle as closely as possible to the designated Outer Limit Mark, by standing on the Fixed Flag Mast plinth and sighting through the slot in the Fixed Triangle to bring the Mark, Portable Triangle and Fixed Triangle into alignment. (see **RACE MARK LOCATIONS**) It is important that the alignment is correct for the start so check again just before the five minute warning signal.

***Note:** The Fixed Triangle can be rotated to face the designated Outer Limit Mark*

Extract the following flags from the Flag Locker and prepare them for hoisting in case they are required:

AP Flag
(Postponement)



N Flag
(Abandonment)



IMPORTANT – If a Yacht Race

*Immediately raise the **Y Flag** on the Portable Flag Mast if the Race Officer has determined that the conditions warrant the compulsory wearing of Lifejackets, as follows:*

Y Flag



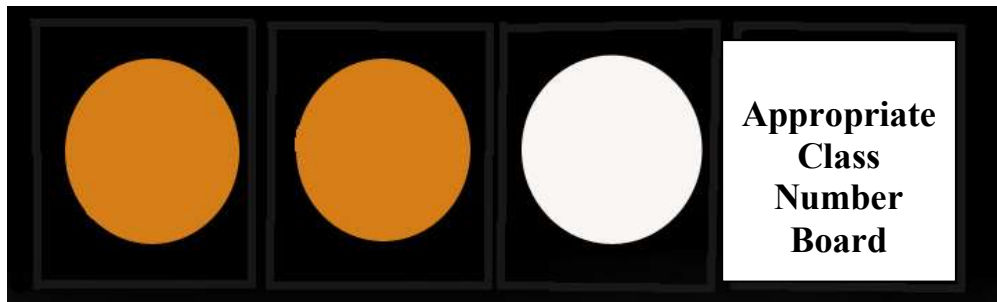
Rig the Portable Signal Board with the Discs to the left and Boards to the right, placing it in the left-hand (north) socket for **Mark D and U** and the right-hand (south-east) socket for **Mark M**, facing the Outer Limit of the Start Line, and secure.

Then prepare the Class Number Boards, as appropriate ready for insertion in the right-hand board slot, as appropriate:

- **If ALL Yachts and Dinghies on the same start:**
 - **A** for all Yachts and Dinghies
- **If a Yacht Race:**
 - **1** for “class 1 racers”;
 - **2** for “class 2 racers”;
 - **3** for “cruisers”
 - **Y** for all yachts;
- **If a Dinghy Race:**
 - **D** for all Dinghies;
 - **J** for all Junior Dinghies;
 - **L** for Laser 1 and Radial Dinghies;
 - **O** for all Optimist Dinghies;
 - **4** for Windsurfers;
 - **5** for Catamarans;
 - **6** for faster Dinghies;
 - **7** for slower Dinghies;
 - **8** for Junior Class 1 Dinghies;
 - **9** for Junior Class 2 Dinghies;

Insert the appropriate Class Number Board and White Circle Board, to face shoreward, in preparation for the first Race to start as per the Course Instructions received. Then, prepare the Orange Discs by turning them to face shoreward. Ensure that you have the Class Number Boards available for all other Races. **DO NOT TURN THE BOARDS OR DISCS TO SEAWARD YET.**

Shoreward (Your) View of Portable Signal Board



Seaward (Racers) View of Portable Signal Board



Fill out the Race Sheet with details of each Course as per the Course Instructions, weather etc... and note on the Race Sheets the boats that are racing, as appropriate. Go to **CASTLE RACE START PROCEDURES**.

IMPORTANT

Please ensure that the **Race Sheet** is completed **IN FULL** (incl. Course and Weather) as this allows the Club Officers to monitor the appropriateness of the race courses that they set.

CASTLE RACE START PROCEDURES

MINUS 30 MINUTES Call VTS on Channel 12 (Low Power), in accordance with the **COMMERCIAL TRAFFIC PROCEDURES** and if necessary, postpone the race as specified in those procedures.

MINUS 30 MINUTES If a Yacht Race, announce that the Course will be announced for all Classes on Channel 37A (M1) in 5 minutes.

MINUS 25 MINUTES If a Yacht Race, announce the Course for each Class (TWICE)

MINUS 5 MINUTES (THE WARNING SIGNAL)
Simultaneously:
1) Turn first Race Class Board to seaward (away from you).
2) Sound the Klaxon Horn for 1 second 

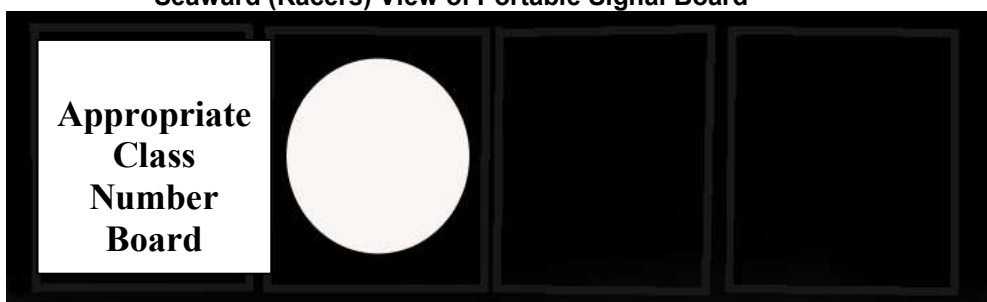
Seaward (Racers) View of Portable Signal Board



Then load second Race Class Number Board for the next race onto the back of the first Race Class Board slot but do not rotate it, yet.

MINUS 4 MINUTES (THE PREPARATORY SIGNAL)
Simultaneously:
1) Turn the White Disc to seaward (away from you)
2) Sound the Klaxon Horn for 1 second 

Seaward (Racers) View of Portable Signal Board



MINUS 1 MINUTE (THE ONE MINUTE WARNING SIGNAL)
Simultaneously:
1) Turn the White Board to shoreward (to face you)
2) Sound the Klaxon Horn for 2 seconds 

Seaward (Racers) View of Portable Signal Board



RACE START

Simultaneously:

- 1) Turn the Class Number for the first Race Class Board shoreward (to face you) hence displaying the second Race Class Board seaward (away from you).
- 2) Sound the Klaxon Horn for 1 second 

THEN.....REPEAT FOR ALL SUBSEQUENT RACE CLASSES FROM **THE PREPARATORY SIGNAL**.

If individually “identifiable” boats have prematurely crossed the Start Line before the Klaxon has sounded the Race Start, the Race should continue BUT the premature starting boats must return to the pre-start side of the Start Line and re-cross the Start Line. Go to **CASTLE PREMATURE START PROCEDURES – Individual Recalls**.

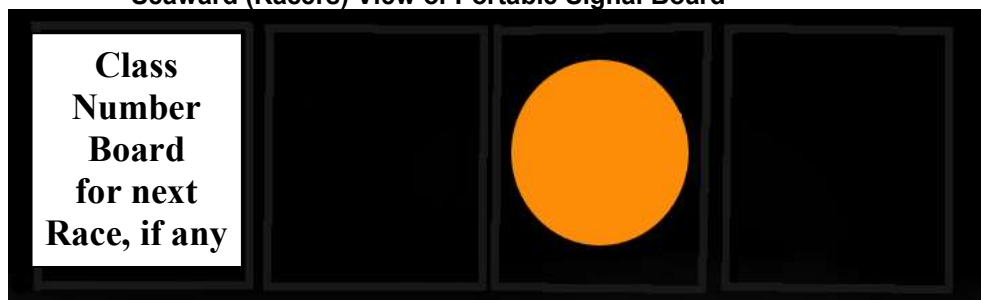
If a large proportion (i.e. a majority) of boats have prematurely crossed the Start Line before the Klaxon has sounded the Race Start OR if the boats which have crossed the Start Line aren’t individually “identifiable” before the Klaxon has sounded the Race Start, a general recall of all boats is required. Go to **CASTLE PREMATURE START PROCEDURES – General Recalls**.

CASTLE PREMATURE START PROCEDURES

Individual Recalls

Turn the first Orange Disc on your left to seaward (away from you) and then press the Klaxon Horn for one second 

Seaward (Racers) View of Portable Signal Board

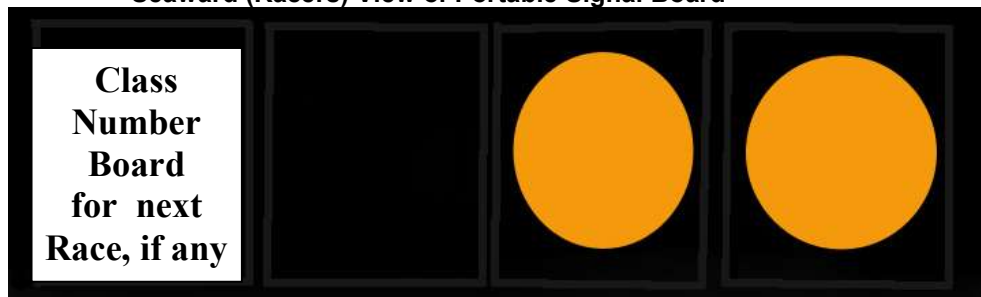


The Orange Disc must be displayed for no more than 4 minutes, but it can be turned shoreward (towards you) if all the Premature Starter(s) have returned to the pre-start side of the Start Line, if earlier. For Yachts, the boats over the line may be but do not have to be identified on Channel 37 (M1). Note you only have 4 seconds to do this in accordance with RYA determinatons.

General Recalls

Turn both Orange Discs to seaward (away from you) then press the Klaxon Horn for 1 second, twice   For yachts, the general recall may be but does not have to be , announced on Channel 37(M1)

Seaward (Racers) View of Portable Signal Board



The Orange Discs must be displayed for no more than 4 minutes but they can be turned shoreward (towards you) when ALL boats have returned to the pre-start side of the Start Line, if earlier.

IMPORTANT

If the recalled Race is the last scheduled Start of the day, the **THE WARNING SIGNAL** shall be made **1 minute** after the Orange Discs have been turned shoreward (towards you).

If further Races are scheduled to Start, the Start of the last scheduled Race will be the **THE WARNING SIGNAL** for the recalled Race.

CASTLE RACE PROCEDURES

IMPORTANT
IN THE EVENT OF AN EMERGENCY PLEASE REVERT TO THE EMERGENCY PROCEDURES.

IMPORTANT
It is essential that Race Control keeps a continual watch over the fleet and an accurate head count of all competing Yachts / Dinghies for the duration of the Race plus, in the event of a Dinghy Race, maintains contact with the Support boat Crew.

In addition details of any incidents or emergencies involving Yachts or Dinghies whilst racing and/or commercial traffic MUST be recorded on the Race Sheet.

SHORTENING RACES:

The Course should be shortened in the following events:

- **Morning Races:** if any Class of Yachts / Dinghies look as though the majority of boats in any one Class are NOT going to finish the full Course within 2:00 hours after the Start Time for that Class; or
- **Afternoon Races:** if any Class of Yachts / Dinghies look as though the majority of boats in any one Class are NOT going to finish the full Course within 2.00 hours; or
- **Evening Races:** if any Class of Yachts / Dinghies look as though the majority in any one Class are NOT going to finish the full Course by 20:30 hours, from 1st May until August 31st, and 20:00 hours at all other times. However the time limits for races are set out in the yearbook.

The Course may also be shortened or changed if any Mark of the Course cannot be seen from the Castle at any time or for any other reason directly affecting the safety or fairness of the race, at the discretion of the Race Officer. **GO TO CASTLE RACE SHORTENING PROCEDURES.**

ABANDONING RACES:

Any Races should be abandoned at Race Control's discretion in the following circumstances:

In the event of a Yacht Race:

- If there is an unfair movement of a Portable Race Buoy which provides an advantage or disadvantage to one or more Yachts over other Yachts taking part in the Race; or
- if an Emergency or other incident occurs that involves more than two Yachts in a Class; or
- if an Emergency or other incident occurs that is life threatening; or
- if an Emergency or other incident occurs that requires the assistance of more than two Yachts in a Class; or
- if PORT CONTROL request that the Race is abandoned; or
- if at Race Control's discretion there is any other occurrence whereby a Yachts or Yacht is provided with an unfair advantage over the other boats in the Class or for any other supportable reason for doing so.

In the event of a Dinghy Race:

- if Fog comes down and/or any Mark is obscured from sight of Race Control; or
- If there is an unfair movement of a Portable Race Buoy which provides an advantage or disadvantage to one or more Dinghies over other Dinghies in the Class; or
- if an Emergency or other incident occurs that involves more than two Dinghies in a Class; or

- if an Emergency or other incident occurs that is life threatening; or
- if an Emergency or other incident occurs that involves more than two Dinghies in a Class or requires the assistance of more than two Dinghies in a Class; or
- if PORT CONTROL request that the Race is abandoned; or
- if at Race Control's discretion there is any other occurrence whereby a Dinghy or Dinghies are provided with an unfair advantage over the other Dinghies in the Class or for any supportable reason for doing so.

GO TO CASTLE ABANDONING RACE PROCEDURES.

CASTLE RACE POSTPONEMENT PROCEDURES

In order to postpone the race Race Control must undertake the following:

- **If a Yacht Race**, inform all Yachts on Channel 37A (M1).
- **If a Dinghy Race**, inform the Support boat Crew on Channel 37A (M1) and request that they inform as many Dinghies as possible.

Then, simultaneously,

- 1) Raise the Postponement Flag on the Portable Flag Mast, and

AP 

- 2) Sound the Klaxon for 1 second 

At the end of the Postponement period simultaneously,

- 1) Take down the AP Flag, and

- 2) Sound the Klaxon for 1 second. 

IMPORTANT

THE WARNING SIGNAL should occur 1 minute after the end of the Postponement period is indicated.

Go to the **CASTLE RACE START PROCEDURES**.

CASTLE RACE SHORTENING PROCEDURES

In the event of shortening a Course, notification of such should be broadcast to all Yachts / Dinghies before the leading Yacht / Dinghy in the relevant Class has reached the Mark which will begin the final leg of the Course, by:

- **If a Yacht Race**, announcing the change on Channel 37A (M1);
- **If a Dinghy Race**, contacting the Support boat Crew on Channel 37A(M1) and requesting that they attempt to inform all boats.

In addition, the following should be undertaken simultaneous with the decision to shorten the Course:

- 1) the Class Number Board must be displayed on the Portable Signal Board along with a black S on an Orange Board,

Seaward (Racers) View of Portable Signal Board



- 2) **If a Yacht Race**, press and hold the "Transmit" button on the Portable VHF Radio (set to Channel 37A (M1)) (not obligatory) whilst the Klaxon Horn is sounded
- 3) Press the Klaxon Horn for 1 second, twice 
- 4) Repeat 2) and 3) above, twice more, **at two minute intervals**

Yachts / Dinghies must sail from the final Mark to the finish line in accordance with Rule 11.

Dinghies may be shortened to finish at a mark rather than at the usual finishing line by a Support boat who can advise you by radio when boats finish, you noting their times as usual.

CASTLE ABANDONING RACE PROCEDURES

To abandon a Race, notification of such should be broadcast to all Yachts / Dinghies, by:

- **If a Yacht Race**, announcing the abandonment on Channel 37A (M1);
- **If a Dinghy Race**, contacting the Support boat Crew and requesting that they attempt to inform all boats in the Class.

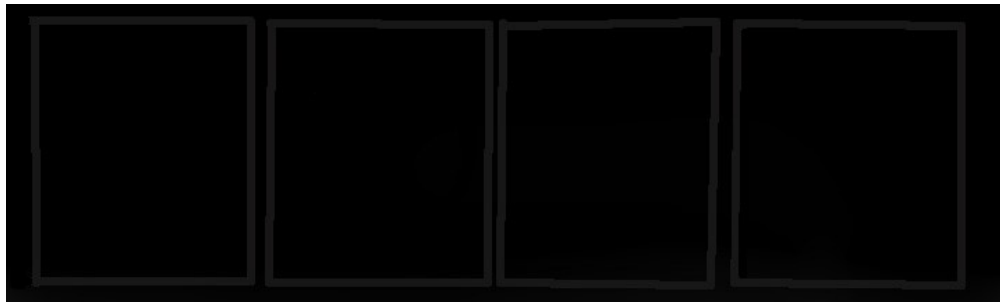
In addition, the following should be undertaken simultaneous with the decision to abandon the Race:

- 1) Raise the **N Flag** on the Portable Flag Mast and

N Flag



- 2) Insert the appropriate Class Number Board in the Portable Signal Board.



- 3) Take down the Portable Triangle.
- 4) **If a Yacht Race**, press and hold the "Transmit" button on the Portable VHF Radio (set to Channel 37A (M1)) (not obligatory) whilst the Klaxon Horn is sounded
- 5) Sound the Klaxon Horn for 1 second, three times 
- 6) Repeat 3) and 4) above twice more **at two minute intervals**.

When all Yachts / Dinghies have returned safely to Port follow the
CASTLE RACE FINISH PROCEDURES

CASTLE RACE FINISH PROCEDURES

Prior to the first boat of any Class/Race rounding the last Mark on the Course (either set or shortened), the Portable Triangle should be checked and adjusted to the Outer Limit of the Finish Line, to ensure that it is maintaining the integrity of the designated Finish Line.

The direction of Race Finishes are based on the last Mark rounded on the Course (either set or shortened) as follows:

Group	Last Mark rounded on Course	Finish if Mark D Set	Finish if Mark U Set	Finish if Mark M Set
North	B E F S V	D North to South	D to Port U North to South	M East to West
Centre	G J N Q R W X Y	U to Starboard D South to North	D to Port U North to South	M East to West
South	A C K L M P T Z	U to Starboard D South to North	U South to North	M East to West

Race Control must time the finishers as any part of the hull of a Yacht / Dinghy crosses the Finish Line via the GPS Clock and:

- Sound the Klaxon Horn for 1 second  for each finisher (only obligatory for the first boat in each class to finish but usual practice); and
- Note the finishing time in the relevant column of the race sheet.

All competing Yachts and Dinghies must be given a finishing time, unless they have retired.

After the last boat has finished:

- If a Dinghy Race, contact the Support boat Crew on Channel 37A (M1) and request that any Portable Marks are raised and release them from duty (after all boats are safely in the harbour)

Then,

- Take in the Portable Signal Board, Portable Flag Mast and the Portable Triangle;
- Take down any Flags utilised, fold and return to the Flag Locker;
- Place the GPS Clock in the Box on the shelf;
- Replace the Binoculars and any other equipment utilised in the Box on the shelf;
- Tidy up the race hut (**PLEASE REMOVE ALL RUBBISH**)
- Switch off the power
- **LOCK UP** the Hut.

IMPORTANT

Remember to take the Race Sheet with you. Report into the Shop / Reception on your way out of the Castle if open and if not open **please double check that the Castle Door is properly closed.**

Hand the Race Sheet to the Yacht or Dinghy Captain or Secretary, if they are not in the Club, post the race sheet through the letter box in the GYC Secretary's office. **Do NOT leave the Race Sheet clipped to the notice board.** Put the Castle Keys back in the OOD Locker and put the Portable VHF Radio back on charge.

Please report any problems (especially with the equipment), suggestions or complaints to the Yacht / Dinghy Captain or Secretary or Rear Commodore Sail, as appropriate.

COMMERCIAL TRAFFIC PROCEDURES

Approximately 30 minutes before the start of the racing, the Race Control must advise VTS on Channel 12 (Low Power) of the following:

- Time of intended first start
- Time of intended last start
- Type of craft racing (i.e. Yachts, Dinghies or both)
- Direction of first Mark, and remainder of the course
- Approximate number of Yachts / Dinghies racing.

Then, All Yachts or the Support boat Crew should be warned of potential shipping movements on Channel 37A (M1), as appropriate

IMPORTANT

Under no circumstances should a race be started to the North if a commercial vessel is under clearance to enter or leave the harbour, or if VTS request that the start is Postponed. Go to **CASTLE POSTPONEMENT PROCEDURES**.

EMERGENCY PROCEDURES

EMERGENCY IS THREATENING OR COULD SOON BECOME THREATENING TO LIFE OR A VESSEL

When Race Control advised or becomes aware of a competitor in difficulty, which cannot be dealt with by the support boats or others standing by, Race Control must **IMMEDIATELY** contact **GUERNSEY COASTGUARD** on **Channel 16** if the affected competitor hasn't already done so, with details of the emergency and thereafter inform the Support boat Crew and/or the affected Yacht to **monitor Channel 16**, as appropriate.

GUERNSEY COASTGUARD will then direct appropriate rescue procedures.

Race Control (and all competitors, if they have the capability) should continue to monitor both Channel 37A (M1) and Channel 16 for the duration of the emergency.

In the event of a Man Overboard, Race Control must contact all vessels on Channel 37A (M1) to monitor Channel 16 (preferably designating a VHF Radio to do so or activating Dual Watch, if only a single VHF Radio available). If It is considered necessary, display flag V with one sound and announce on Channel 37A that all boats, including support vessels shall, if possible, monitor this channel for search & rescue instructions.

NON-THREATENING EMERGENCIES WHICH CAN BE HANDLED BY THE SUPPORT BOAT AND/OR FELLOW COMPETITORS

Immediately Race Control becomes aware of a Yacht / Dinghy in difficulty, Race Control must contact:

- **If a Yacht Race**, all Yachts on Channel 37A (M1);
- **If a Dinghy Race**, the Support boat Crew on Channel 37A (M1)

To appraise them of the situation and to liaise with them, as appropriate.

Race Control will direct assistance as appropriate.

If the situation cannot be resolved in a timely manner, the Race Officer should then call **GUERNSEY COASTGUARD** on **Channel 20** to appraise them that the situation is under control OR If the situation worsens or GUERNSEY COASTGUARD considers the situation serious, refer to the above procedure.

In the event of a Medical Emergency whereby the casualty is transported by the Support boat or a competitor to shore, Race Control must, if appropriate, immediately contact the **AMBULANCE SERVICE** (See **CONTACTS**) so that they are on standby at the chosen location for the arrival of the casualty.

Note: **GUERNSEY COASTGUARD** is aware that Race Control will be monitoring Channel 37A (M1). This situation will remain unless GUERNSEY COASTGUARD requests Race Control to move to an alternate Channel which Race Control must then announce to all Yachts or the Support boat, as appropriate. **Please note that Channel 12 is for shipping movement control and not for emergency co-ordination.**

CONTACTS

Guernsey Yacht Club:
01481 722838 / 01481 725342

Ambulance Services:
999 / 112 / 01481 725211

Guernsey VTS
01481 720481 / VHF Ch. 12 & 62

Guernsey Coastguard
999 / 112 / 01481 720672 / VHF Ch. 20

Castle Keeper:
07781 137910 (Shaun)