



ROYAL SYDNEY YACHT SQUADRON Race Management

Job Title: Recorder

Job Description: Responsible for:

- a) Recording all starting yachts including premature starters (OCS).
- b) Recording the finishing sequence of all yachts, and their finishing times and all competitors who do not complete the course, (DNC, DNF).
- c) Recording details of events that may affect the conduct or outcome of racing, eg the use of AP.
- d) Recording of other duties as directed by RO.

Experience / Skills

- a) Good concentration
- b) Neat handwriting
- c) Understanding of scoring abbreviations
- d) Be able to recognise by sight all principal one design classes.
- e) Be able to use binoculars.
- f) Know the commonly used acronyms in sailing - refer Annex B.

Equipment Required:

- a) Clipboard, pen/pencil.
- b) List of Entries in each Division/Class showing yacht name and number. (Annex A)
- c) Finishing sheets (Annex D).
- d) Binoculars.
- e) Digital stop watch for recording finishing times. This should be the watch that was used for starting.
- f) Current Rule Book
- g) Current RSYS Hand Book

Before Leaving Dock:

- a) Collect the correct committee vessel's race folder from the Sailing Office. This should include the following articles;
- b) Meteorological forecast.
- c) Shipping movements.
- d) Sailing office report (highlighting other sailing events that may influence).
- e) List of entries and separate list of entries board.
- f) Blank Finishing Sheets.
- g) Wind Graph.
- h) Incident Report and RO Report Sheet.
- i) Attend briefing with Race Officer and other Race Management members and record relevant points required.

When Starting Line is Set:

1. Tick off sail numbers of all yachts sighted on List of Entries.

Typical RSYS starting sequence

Refer Annex C.

Procedure at Start of Race:

1. As called by RO, record the sail number of each yacht that is on the course side of the line at the start (OCS).
2. As called by RO, cross off the sail numbers recorded in step 1. When all OCS yachts have recrossed the line, advise RO.
3. For each yacht that fails to restart, record OCS opposite the yachts sail number on the List of Entries. At finish bring these yachts to the attention of the RO.
4. After the start of each race, record the starting time of the race on the List of Entries by:
 - ticking the schedule starting time shown, or
 - crossing out the schedule starting time and writing the actual starting time.
5. After the start, count the number of starters as a cross check with those sail numbers that have been ticked earlier. Have the number of starters cross checked by the RO or signaller.
6. After the start, record any yacht that crosses the line later than 4 minutes (check Sailing Instructions) by marking **DNS** against the sail number and also record the actual starting time.
7. Record yachts that did not come to the starting area as **DNC**.
8. Telephone/photograph List of Entries to the Sailing Office as soon as the starting sequence has concluded and bring to their attention **OCS, DNS, DNC, UFD or BFD** yachts.
9. The finishing sequence and finishing time of these yachts will be recorded but they should not be acknowledged as a legitimate finisher by giving them a horn.
10. Record **DNF** and **RET** also.

Procedure at Finish of Race:

1. Prepare Finishing Sheets (refer Annex D) by recording date and sheet number, **and place recorder's name on each page.**
2. Have List of Entries, stop watch and pencils on hand.
3. As each yacht finishes record sail number as called by RO, and finishing time.
4. If time permits, back up the RO by checking the sail number on headsail/spinnaker and mainsail. If they are not the same, record the mainsail number and bring to the attention of the Sailing Office.
5. As time permits, cross the tick shown against the sail no. of each finishing yacht on the List of Entries. This will enable you to determine at any time the number of yachts yet to finish.
6. Prompt the RO when the first yacht in each Division/Class is about to finish so that a sound signal can be given.

7. Prompt the RO when yachts that were recorded as **OCS** or **UFD/BFD** are about to finish. These yachts should not be given a sound signal but should always have their finishing sequence and finishing time recorded (in the event of a protest).
8. Make a note of any yacht carrying a protest flag by recording **P** on the finishing sheet.
9. When advised, record on List of Entries yachts that do not finish as **DNF**.
10. Yachts that finish, but subsequently retire, should be recorded as **RET** on the List of Entries.
11. From List of Entries transfer all yachts that have been recorded as **DNS, DNC, OCS, BFD, DNF** and **RET** to the Finishing Sheets.
12. As each Finishing Sheet is completed or when a suitable gap in the fleet occurs, cross check against the back-up sheet (if necessary). After cross checking, results are to be phoned/photographed to Sailing Office.
13. **Useful Tips**
 1. Record the time and occupancy of unusual or unplanned events that may have a material impact on any subsequent review or Protest Hearing. Such events would include decisions by RO to postpone racing, abandon racing, General Recall, Individual Recall, Shorten Course etc.
 2. With close finishes, record the likely finishing sequence as called by the RO. Any subsequent change to the finishing sequence should be shown by 'reversing arrows' **rather than crossing out** as this can have significance at protest hearing.
 3. When there are a number of close finishers there may be insufficient time to record hours, minutes, seconds. **Record the seconds and complete the other entries later.**

List of Entries

ANNEX A

Division 1 Start 12:00	Division 2 Start 12:05	Division 3 Start 12:10	Non-spinnaker (Div 4) Start 12:15
BSC35	SM 500	YAUS 4	RQ 48
AUS66	505	YAUS 56	6322
99	EAUS 1120	YAUS 60	6542
237	EAUS 1124	DAUS 192	6938
888	1309	DAUS 218	8400
1109	2501	327	9407
6343	2608	588	
6469	5758	1685	
7133	6277	2131	
11001	6911	2202	
11978	7409	6864	
	9350		

Abbreviation for Scoring Records**ANNEX B**

These abbreviations are recommended for recording the circumstances described:

DNC	Did not <i>start</i> ; did not come to the starting area
DNS	Did not <i>start</i> (other than DNC and OCS)
OCS	Did not <i>start</i> ; on the course side of the starting line and broke rule 29.1 or 30.1
ZFP	20% penalty under rule 30.2
UFD	Disqualification under rule 30.3
BFD	Disqualification under rule 30.4
SCP	Took a scoring penalty under rule 44.3
DNF	Did not <i>finish</i>
RET	Retired
DSQ	Disqualification
DNE	Disqualification not excludable under rule 88.3(b)
DGM	Disqualification for gross misconduct not excludable under rule 90.3(b)
RDG	Redress given

ANNEX C**Typical RSYS Starting Sequence****Season INSHORE Starting Sequence**

Time	Meaning	Flags	
		Displayed	Lowered
1245	Warning – Etchells	Etchells Flag	
1250	Start – Etchells Warning – No. 1 Division	Q	Etchells Flag
1255	Start – No. 1 Division Warning - No. 2 Division	K	Q
1300	Start - No. 2 Division Warning – Dragon	Dragon Flag	K
1305	Start – Dragon Warning – No. 3 Division	R	Dragon Flag
1310	Start – No. 3 Division Warning - Yngling	Yngling Flag	R
1315	Start - Yngling		Yngling Flag

Finishing Sheet

ANNEX D

Date:					
Sheet Number:				Recorder/Name:	

Sail Number	H	M	S		Sail Number	H	M	S
					26			
					27			
					28			
					29			
					30			
					31			
					32			
					33			
					34			
					35			
					36			
					37			
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					39			
					40			
					41			
					42			
					43			
					44			
					45			
					46			
					47			
					48			
					49			
					50			

Scoring: DNC / DNS / DNF / RET /
OCS / BFD / ZFP.

Sail Number		Comments: