

# How to use the Sailing Results Program

## Sail100

(Please read this there are lots of features you will never find if you don't)

(Upgrades are available at <http://www.sail100.org>)

### Firstly acquaint yourself with its structure

- 1 The program is written in Microsoft Visual Basic for Applications and runs under Office97 or later, (at help in Excel, use About Microsoft Excel and this will give you the version of your Excel You need version 8 or later) for windows (You will need Windows 98, Windows Millennium, Windows 2000, NT, Windows XP, Windows Vista). The program was first used in 1995 and the Author Bob McPherson is happy for any club involved in sailing to be given a free copy. It can be downloaded from site <http://www.sail100.org>. PLEASE HELP CHILDREN'S SAILING IN THE PART OF THE WORLD WHERE YOU ARE. THANK YOU.
- 2 The program opens like any other Excel spreadsheet.
- 3 Excel is like a book with tabs so that you can open the book at a given sheet. Find the tabs after you have opened the program. The tabs are at the bottom of the screen.
- 4 It obeys all the rules of Excel but if you are an expert on Excel be careful because especially the Excel standard delete functions should not be used. To delete anything use the Select Item controls.
- 5 A New Race Series can be created from any existing Race series preserving existing entrants if required. Use the **Create New Series** button on the control sheet to achieve this. You will be asked for 3 inputs
  - The directory you wish the new series to be put
  - Its File Name
  - What you wish to call the series at the top of each pagePass between the 3 inputs using carriage return or your mouse.
- 6 **ALWAYS CLOSE EXCEL BY Clicking on Exit Excel and save all Race Series. THIS WILL SAVE ALL OPEN SERIES AND LEAVE YOUR COMPUTER READY FOR USE FOR OTHER APPLICATIONS**
- 7 You will notice that the Control sheet and the buttons contains lots of set up data. This sheet controls such things as names of races, how many races in the series, what scoring system, what is the discard rule, are there any practice races etc.
- 8 The Entrants sheet is for two purposes the first is to input all the entrants details, (how much detail is dependant upon the selections you choose). The second purpose of this sheet is to record all the series information.
- 9 The R, P, D and F sheets are the race results. A P sheet is a practice race and a R sheet is a race that counts in the series. A D sheet is a race that cannot carry discards. An F sheet is a frozen race (If you are using round robin laser rules you will get F sheets.)
- 10 The Programs are held in Boat.xls in a directory Program Files/Microsoft office/office/library on Office2000. In Office XP the Programs are held in Boat.xls in a directory Program Files/Microsoft office/office10/library In Windows Vista those programs are held in Boat.xls in a directory My Documents\sail100\containsboat. Boat.xls contains all the things that happen when you select the on screen controls and enter data.  
Note: There are no formulas in any cells.
- 11 **Data is typed into an Excel Cell and entered by either using Enter or any of the direction arrows or Tab**
- 12 **Data is typed into a Form and entered by either using Enter (Do not use Tab on a Form)**
- 13 Dates are put in as 1/1/95 or 1/1. If you put in 1/1 then the year will be your computers year.
- 14 The limitations of the program are
  - The number of races in a series is limited by Excel to about 200 although newer versions of Excel allow more. However you may find that some operations slow down considerably over about 30 races on old slow computers
  - The limit for the number of Entrants in a single series is 500

### Notes

- 1 **IF YOU USE THE EXCEL COMMANDS THINK ABOUT IT FIRST BECAUSE YOU CAN OVERRIDE THE CHECKS AND END UP WITH INCORRECT DATA.**
- 2 **Ensure your default printer is correctly configured.**
- 3 **Multiple Race Series can be open at the same time and you can go between them using Sailing Results at the top of the screen.**
- 4 **Move between Cells on the Control and Entrants Sheet using Tab, Return, Enter, (Left, Right, Up, Down) Arrows.**
- 5 **On a Form move between fields using Return or Enter. When you use Enter or Return the program checks the validity of your input. Forms are visible when you activate a button.**

# Control

**Control is the way things are set up so acquaint yourself with all its features before proceeding.**

1 **Create New Series button** creates a new series You will be asked for 3 inputs

- The directory you wish the new series to be put
- Its File Name
- What you wish to call the series at the top of each page

Note : Having activated Create new series you will note that the directory is dark. You can at this point retype a completely new Directory, Modify the one shown by clicking on it with your mouse or leave it alone by using Return or Enter. This is true for all Select Item and Create a New Series activation's.

2 Activate the button **Set up series & Scoring**.

- This contains the Series Name. Put the words in as you want. Why not change it to "Spring Series" as a test.
- The next input is the number of races in your series. Include all practice races.
- The third Drop Down List defines Team Racing. The Choices are
  - **No Team or Round Robin Racing**
  - **Club Team Racing**
  - **Regatta Team Racing (If this is selected you will be asked for the number of boats in each race)**
  - **Team Racing**
  - **Round Robin (Laser Class Rules & other rules) (See file RR.doc for additional instructions)**
  - **Ladder**

You select these by clicking on the down arrow and selecting the Team Racing Type you need. Changing this drop down will change the method of scoring DNC, DNF etc. to suite the type of racing.

Club team racing allows you to have some Entrants in a team and some not. All the normal calculations are performed plus the results for those in a team are added up and a team place given.

Regatta Team racing is team racing suitable for regattas. All Entrants must be in a team but not all entrants need to sail each race ie Can be made up of boats from say IRC1, IRC2 etc. In Regatta Team Racing and Club Team

Racing you can select how your results are added up. **When inputting boats into a Race using Regatta Team Racing you must enter all boats scheduled to Race that Race. Also as well as the Teams for Regatta Team Racing you will need to put the different Fleet identifiers into the Fleet Column on the Entrants sheet. These are used when you say transfer IRC1 results into a Team Series. os and nh Web Pages are slightly different in Club Team Racing to Regatta Team Racing. In Club Team Racing the results are in Series Place order and in Regatta Team Racing they are in Team order.**

There are 3 possibilities for both Club and Regatta Team Racing:

- **Use All Boats scheduled to Race in a Race**
- **Use the best X Placed Boats in the Series to calculate the team score (There is another drop down to specify the number of boats)**
- **Use the best X Placed Boats in each Race to calculate the team score (There is another drop down to specify the number of boats)**

**I am currently producing a new RRS Team Racing program**

The ladder feature allows you to use a series as a ladder. If you transfer the series result to a ladder race then all new entries are added. As the series result is transferred and boats that have not competed in any race now in the ladder are deleted from the ladder series.

The next four drop downs allows you to select which form of series tie breaking you wish to use.

The first drop down allows you to select a standard method of splitting ties like RRS 2005-2008. If you select one of those then the next 3 drop downs automatically select the correct setting

Now you can set up the breaking of series ties. The most common can be automatically set up.

The possibilities for the next three are

- **Ties Remain**
- **Most Best Scores All Races**
- **A8.1 Most Best Scores Exclude Discards**
- **A8.2 2001 A8.3 Best Score in Last Race**
- **Best Score in Last Race Exclude Discards**
- **Most 1st/2nd etc Places All Races**
- **Most 1st/2nd etc Places Exclude Discards**
- **Best Discard**
- **All Races Total Score**
- **All Races except F Type Total Score**
- **Top Scores Latest Race**
- **Continuous Most Best Scores**

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- **Continuous Most Best Scores Exclude Discards**
- **Beat other Boats the Most**
- **2001 8.2 Beat other Boats the Most Exclude Discards**
- **Best Score occurs in Later Race**
- **Best Score occurs in Later Race Exclude Discards**
- **Best Score in Last Race Boats Scheduled to Meet**
- **Best Score in Last Race BS to M Exclude Discards**

**Note:- SUGESTED WORDING FOR ALL THE ABOVE ARE AT THE END OF THIS DOCUMENT**

- Next you have another drop down list and it is for selecting the type of race you are running. The selections are
  - **Level Rating which you do Not Time**
  - **Level Rating which you time**
  - **ICR/ICM/CHS/IMS/SBR/TF/TCF**
  - **Portsmouth Yardstick**
  - **Time on Distance**
  - **+/- Seconds**
  - **+/-Seconds per hour**
  - **PHRF**
  - **AMERICAP**
  - **PHRF Lake Ontario Formula**
- There is a checkbox with enables progressive handicaps if applicable
- There is a drop down list containing the scoring systems. The current ones set up are
  - **RRS Low Points - usually for EventsRRS Low Points with Rule A9**
  - **Low Points with 0.75 for first finishing place**
  - **RRS Low Points with A9 - usually for Club RacingClub Low Points**
  - **Low Points with A9 and 0.75 for 1st place**
  - **RRS Low Points with A9 and No of boats racing +10points for DNC (This scoring avoids recalculation of DNC when new entries arrive during a series – suitable for club racing)**
  - **Low Points with with A9 and +10points for DNC and 0.75 for 1st Place**
  - **RRS Bonus Points - alternative for Events**
  - **RRS Bonus Points with A9 - alternative for Club Racing**
  - 
  - **Club High Points ( Used by some Yacht Clubs)**
  - **Club High Points without 0.25**
  - **RORC (USED by RORC)**
  - **EAORA (Used by the EAORA)**
  - **CCRC(Used by CCRC)**
  - **High Points similar to Low Points (You specify points for first place)**
  - **High Points similar to Bonus Points (You specify points for first place)**
  - **Hong Kong(Used by Hong Kong)**
  - **RYA Teams**
  - **Port Hacking(Used by Port Hacking)**

Changing this drop down will change the method of scoring DNC,DNF etc. to suite the scoring system selected

- The next drop down allows you to either average points for tied finishing places as in Rule A1.4a or to give the points for the finishing place.
- "DNC Points", "DNS Points", "OCS Points", "DNF,RET Points", "BFD Points". "DSQ Points", "DND Points" each has 2 drop downs with different possibilities dependant upon the scoring system used
  - **Series Entry + (If this is set you will get number of Entrants in series + the number of finishing places specified)**
  - **Race Entry - DNC + (If this is set you will get points for the number of boats who actually sail in a Race + the number of finishing places specified, Rule A9)**
  - **Points (If this is set you will get number of points)**
  - **Race Entry + (If this is set you will get points for the number of boats that should sail in a Race (including DNC) + the number of finishing places specified)**
  - **Special (This is available on all except DNC and is relevant to some of the high points scoring systems)**
  - **Declared Entry = + (This is used if you wish to use the concept of Declared Entry in one of the low points type scoring systems, Set up how many finishing places +current entry you wish to score for DNC. Then if an entry is added after races have been sailed then the number of finishing places over entry for DNC will be reduced by one automatically.)**

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- **Finishers + (If this is set you will get points for the number of boats that finish in a Race + the number of finishing places specified)**

The next drop down allows you to specify how many for the selected item

You can specify your own item if it is different from those above.

Not all of the above are valid for all scoring systems but in essence it allows construction of your own rules for the 4 items.

If you completely mess up a scoring system and wish to return to the standard. Change the scoring system to a different system and then re-select the original scoring system and DNC, DNF etc. are reset

- Activate OK

3 Go to the top of the column marked Name of Race on the Control Sheet.

You can call a race anything you want but lets assume the first race is a practice race so call it Practice Race Now try calling it Practice Race 1. The program detects the 1 and asks if there is a series. If you answer yes you will get Practice Race 2 etc. Similarly if the next race is a real race then by calling it Race 1 you will now have the opportunity to create a series giving you Race 2 etc. The rules are to save typing all the names the program detects the 1 and can then extend the name over other races if you request it.

4 The next thing to do is to state whether a race is in or out of the series The practice race is not so you need N against the practice Race and If the second race is a real series race then put Y against it. Repeat for all races in the series. Use lower or upper case Y or N. If you change a race from N to Y and the race has been sailed the race will be calculated into the series automatically. If you change a race from Y to N and the race has been sailed the race will be moved out of the series and the series recalculated..

D races are not discardable. ie Put D in the place of a Y

There is another possibility. If after you have calculated some races and you would like to restart discards then you can change these calculated races to F. The effect of this is that discards are frozen for the F type races and all new races that are calculated start the discard algorithm again.

5 X Points is a points multiplier if you wish to make some races more important than others. This only effects the series information. If you leave X Points blank then points in the series will be the same as the race. Take care if you use X Points with some penalties such as Average Points in the Series as you may not get the answer you are expecting.

6 Next go to the top of the column marked Discard. Go down the column starting at 1 and put in the number of Discards for each criteria. i.e. If you have one Discard to be excluded when 5 of the races have been sailed and two after 7 races and there are 7 races in the series then your Discards should look like this:

1	0
2	0
3	0
4	0
5	1
6	1
7	2

Note: Practice races are not included for Discards and for Team or Round Robin Races the discards are applied on the basis of the number of races a boat has sailed.

7 Club will only be visible if you have selected Club in Entrants Select Item. Under the word Club you can add up to 200 Clubs. This will help if you have lots of Club names to input in Entrants for instance if you are running a Regatta

8 Class will only be visible if you have selected Class in Entrants Select Item. Under the word Class you can add up to 200 Classes together with their handicaps. This is particularly useful for large mixed dinghy fleets as you can avoid inputting data many times. These are used when entering Entrants. If you change a handicap in Control a boat with that name in the class column of Entrants will have its handicap changed.

9 There is a button called All Open Series Select Item

- Activating this brings up options to do involving all open Series
- The latest race can be printed
- The web site for all series can be produced
- All of the races from the other series can be transferred to this series
- Duplicate Sail Numbers in many series can be found

## Notes

1 All items can be modified at any time later so errors can be rectified. Play with it and see what happens.

2 Take special care if you are "Team Racing" otherwise you could get lots of error statements.

3 If you are inputting directly onto a Control or Entrants sheet then if you type this replaces the existing contents, if you double click you can edit the data rather than retype it.

4 **In general the Sheets reorganise themselves after input to cater for say longer names**

5 **Always print using the print facility on select Item.**

6 **Do not use any standard Excel Features unless you really know what you are doing There are hidden items which are updated which you may fail to update and cause problems.**

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# Entrants

The entrants sheet is for putting in the entrants details and recording the series points.

- 1 There is a button marked Select Item which if activated produces an action list. Only appropriate items will appear.  
SOME ITEMS ARE SELECTED FROM A DROP DOWN
- **Select Series**
  - **Print**
  - **Create the basis for a Web Site**
  - **Upload to Web Site**
  - **Organise Entrants Sheet**
  - **Sort Column** (The box next to this specifies the column, click the down arrow and select column. The information to select is only entered when you select this option)
  - **Find Sail Number** (The box next to this specifies the sail number)  
or **Delete Sail Number** (The box next to this specifies the sail number)  
or **Delete Entrants after Sail Number** (The box next to this specifies the sail number)  
or **Change Sail Number** (The two boxes next to this specifies the sail numbers.)
  - **Swap Data in Columns**  
or **Merge Data in Columns**  
or **Move data from one column to another**  
Note This feature can also be used if you wish to change the boats that everyone sails after each race. Simply put the sail numbers for the boat a helm is sailing this week in a column. Move Data from that column to Sail No and it will do a convert on all the boats including moving the boat Names if you specify it to do it.
  - **Clear All Race Data**
  - **Delete All Entrants**
  - **Re-Calculate All Races** (You can chose which handicaps you use )
  - **Round Robin Ribbons** (The next drop down decides the allocation system you wish to use)
  - **Round Robin Split Fleets** (This is used when you finally split your round robin into two discreet fleets.)
  - **Transfer Entrants from Series** (You can transfer from any series that has been opened, click the down arrow and select series.)  
or **Transfer all the data from a Sail Number**  
or **Transfer Entrants with a given Class**  
or **Transfer Entrants with a given Fleet**  
or **Update the Handicaps only**  
or **Update the Sail Numbers that are Entered in this Series**
  - **Find Birthdays** (Use the spinner to set the date)
  - **Add Tally Numbers** (The box next to this specifies the tally number to start)
  - **Work out start times for Pursuit Racing**

- 2 We need to **Organise the Entrants Sheet** to have the data we want. We define what data we will use by selecting Organise Entrants Sheet. You will be presented with a document basically asking you to select what you want. If you want the heading Helm put an TICK in the left most box next to Helm . If you want Crew put an TICK in the most left hand box next to Crew. The TICK appears by clicking the mouse in the box. If you say OK to this you will now have Helm on your sheet. All the others possibilities are the selected in the same way. Re-select Organise Entrants and look at the other possibilities.  
If you want the Helm Column to print when you print Entrants(Or you want it on your Web pages) put a TICK in the centre column next to Helm. Nothing will print if you haven't first selected it for Entry in the Left hand Column.  
[The order will be Boat, Type of Boat, Class, Misc1, Owner, Helm, Helm M/F, Helm Date of Birth, Isaf, Misc2, Crew, Crew M/F, Crew Date of Birth, Misc3, Club, Tally, Misc4, Team Name/Ribbons, Team/Code.](#)  
[Also if you are using Progressive /Personal handicaps you can add the Series Average handicap and a theoretical 10 race average handicap to the Entrants Sheet](#)  
If you want Helm to be in one of the two optional columns on the Race Results sheet then put an TICK in the right hand column next to Helm etc. Only those items with TICK in the left hand column can be transferred to the Race Results. Only 2 items appear on the Race Sheet but when you print others will be added but ensure your print is not difficult to read  
Note The three Misc. Columns can have a title which you specify.
- 3 Now input the data. The inputs are clear I think. Columns being **AUTOMATICALLY SIZED** to the data you put in.
- 4 Put in the entries in any order because Sort will sort them into order (Just activate Select Item select Sort Column choose which column by activating down arrow and selecting, activate OK and the sort will be activated).

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An entry must not be entered without a sail number and no gaps must be left (If you accidentally leave a gap activating the Sort will close it)

Only delete an entrant using the appropriate Delete in Select Item

The program will NOT allow you to input a duplicate sail numbers.

You can enter the full sail number say GBR9838 or just 9838 as you wish.

- 5 If you are using Date of Birth and Prize Age. Put in all the dates of birth and the Prize Age will be calculated dependant upon Prize Date. If you change Prize Date all Prize Ages are recalculated
- 6 If you are using Tally Bands then you need to have Tally Selected in Entrants Organisation and then assign the numbers by using Assign Tally Numbers in Select Item or assign them manually.
- 7 If you are using any form of Team Racing then the Team Column must contain a letter which designates the team the boats are in. Just an A,B, or C so you can have up to 26 teams. For RRS and Regatta Team Racing all boats must be in a team. For Club Team Racing boats can be part of or not part of a team as you wish. Select Team Names from the Entrants Organisation in Select Item and put the Team Names in.
- 8 There are a number of Delete facilities in Select Item. These range from clearing races and Entrants to selective deletes. **PLEASE DELETE ONLY USING THESE. FUNCTIONS.** To delete a column deselect it In Organise Entrants Sheet
- 9 The Entrants sheet can be printed by selecting Print in Select Item. Use this print rather than the Excel or Windows Print. You get the option of what you wish to print and whether you want it landscape or portrait. The print will not have Select Item on it apart from that the format will be that set up in Entrants Organisation. There is an option to limit the number of pages it prints on. This compresses data but does not expand it. Date and time of print appears on the bottom of all prints.  
All you should need is your printer on line with paper and it should happen.
- 10 Entrants can be transferred from another series by using Select Item. Any sail number that is already in this series will be updated. This function only transfers data if the Entrants Organisation has the same headings. Move between series by using the Window or Sailing Results command at the top of the sheet.
- 11 If you are using Club names you can enter these from the Club drop down list box if you wish. This drop down list only appears if you have Club selected.  
The Club drop down is filled from the control sheet. Also you can just enter SDCRA for South Devon Cruiser Racing Association and it can bring up the full name if you have it on the Club column on the Control Sheet
- 12 If you are using Class you can enter these from the Class drop down list box if you wish. This drop down list only appears if you have Class selected. The Class drop down is filled from the control sheet.  
Also you can just enter O for Optimist and it can bring up the Class if you have it on the Class column on the Control Sheet

#### Notes

- 1 **If you add entrants after a race is sailed then it may be necessary to recalculate the races to get the DNC points correct. The program informs you if this is required.**
- 2 Never leave a gap in the sail number column of entrants this will cause disaster. Gaps can be closed by Sort
- 3 If you are doing any kind of team racing take extra care in setting up.
- 4 Make sure Microsoft Windows is correctly configured for your printer.
- 5 **Do NOT cut and paste to take entrants data from one series and paste it onto another series because this results in data incorrectly set up. Use the Transfer Entrants from Select Item in Entrants.**
- 6 If you put names etc. in upper and lower case you can get in about 20% longer names into the same space as all capitals.
- 7 If you are using AMERICAP then handicaps are put in as TOT/TOD ie1.005/-100 with no spaces

# Race Results

In theory now you are all set up to enter the race data

- 1 Select a Race Results sheet for input. Races can be input in any order.
- 2 Select Item Contains
  - **Select Series**
  - **Print** (allows printing of Race Results, Recorder Sheet, Sign on Sheet, DNF/RET Sheet)
  - **Create basis for a web site**
  - **Input Results**  
You have selections to make like whether you are using Average lap Time Racing or whether you need to change a level rated race to non timed because someone forgot to time it or (Add or Delete) DNC boats or whether you want to produce web pages automatically (you will need to set up your web page set up by going into Create Basis for a web site first) or whether you want to Print automatically (you will need to set up your print set up by going into Print first)
  - **Find Sail Number or Delete Sail Number**
  - **Clear Race Data**
  - **Transfer Race from Series**
- 3 To input Results  
Activate Select Item.  
Select Input Results,  
Activate OK.  
You now need to input start Date for race by activating the spinner up or down. The date is reflected as "Sun 7 July".  
Now input the start time as Hours minutes and seconds  
Note if you type p at any point you go back to the previous box  
Note Do not put in preceding 0's  
Note Carriage Return activates the next action.  
Note Carriage Return at min and sec will produce 00  
You can now specify the type of recorder
  - **Clock**
  - **Elapse Time**
  - **Elapse Second**
  - **Comma Delimited File**Also you can put in any offset for the last two  
Activate OK  
You now have the screen to input race results  
If you are not ready to do this now activate cancel  
You can return to it at a later date  
If you are continuing and Timing the race input follow 4  
If you are continuing and Not Timing the race follow 5
- 4 **To Input Data for timed Races**  
Activate Select Item  
Select Input Data having set your parameters  
Activate OK  
Input sail number  
Note **Sail Numbers can be input by say just putting in 1 then all boats with a 1 somewhere in the number will be shown in the box on to the right**  
**Sail Numbers can be input by say just putting in 21 then all boats ending in 21 somewhere in the number will be shown in the box on to the right**  
**When there is only one sail number you can do a return or Enter and that boat will be selected. If there are multiple boats in the box to the right then a boat can be selected by clicking on it.**  
Note **You can select a sail number from the list by using the up/down spinner next to the left of the word Sail No**  
At the end of the Sail Number input activate Return  
Alter finishing day if it is incorrect . Activating the spinner up arrow adds to date activating down arrow decrements date. When you have the correct date activate Return  
Input Hr min Sec  
If you wish to change a time re-enter boat sail number and change time. Return preserves information previously input and passes to the next field

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If you wish to make a boat "Did not Finish" then select the down arrow next to Notes and select Did not finish Activate OK

Any penalty or Redress situation can be activated in this way. Some situations may ask for further information such as Redress Points. The possibilities are

- **DNC Did Not Come to starting area**
- **DNS Did Not Start**
- **OCS On Course Side of Line at Start**
- **BFD Black Flag Disqualification**
- **DNF Did Not Finish**
- **OOT Out of Time**
- **RET Retired**
- **RAF Retired after Finishing**
- **Not Yet Finished**

Redress or penalty situation can be activated from the Redress/Penalty button

- **RDG Average Points Overall Series (Exclude discards)**
- **RDG Median(Mid) Points Overall Series (Exclude discards)**
- **RDG Average Points Overall Series (All Races)**
- **RDG Median(Mid) Points Overall Series (All Races)**
- **RDG Average Points Previous Races**
- **RDG Median(Mid) Points Previous Races**
- **Average Points this Race (Calculated excluding DNC boats)**
- **Median Points this Race (Calculated excluding DNC boats)**
- **RDG Redress**
- 
- **DSQ Disqualified**
- **DNE Disqualified Not Excludable**
- **DGM Disqualified Not Excludable**
- **ZFG Place Penalty**
- **ZFG Percentage of Boats Entered Place Penalty**
- **SCP Place Penalty**
- **SCP Percentage of Boats Entered Place Penalty**
- **Penalty Points**
- **Additive Penalty Points**
- **Percentage Time Penalty**
- **Time Penalty**
- **RORC Percentage Place Penalty**
- **Manual Input of Points & Comments**

Repeat for all boats

At the top above sail Number you will see the entry and the number entered

If you are satisfied activate OK

You do not need to put in DNC boats unless you are team racing

When you are happy and have completed all the inputs select Cancel

Activating Cancel Calculates the race and calculates the series position and produces the html pages to your set up in Produce the basis for a web site

Note If you want the race sheet to contain DNC Boats choose that option before entering Input Results

Note If you choose not to include DNC Boats on the Race sheet the Series will still be updated correctly

Note If you have boats NYF (Not Yet Finished) then the program will show you which boats the NYF boats can finish before. Very useful for long off shore racing.

Note The series in Entrants is updated taking into account discards and the Series result to date transferred to the race

Note If you wish to print it activate Print and OK and the questions are similar to Entrants Print

Note Activate Input Results again allows you to make changes to any boat

Note You can leave the select Item Action sheet whenever you wish by Activating Cancel

Note You can activate Select Item again as you please

Note **There is a special feature if you make the sail number A. You can say use a Note such as Did Not Finish together with sail number A and all the Sail Numbers not yet entered will be labelled Did Not Finished. This can be very useful if you have a lot of people for instance not finished**

Note Any on screen input list can be moved around the screen by clicking on the words say Timed Results Input keeping your mouse down and moving it out of the way so that you can see what is behind it

## 5 To Input Data for non timed Races

Activate Select Item

Select Input Results

Activate OK

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Input sail number

- Note **Sail Numbers can be input by say just putting in 1 then all boats with a 1 somewhere in the number will be shown in the box on to the right**  
**Sail Numbers can be input by say just putting in 21 then all boats ending in 21 somewhere in the number will be shown in the box on to the right**  
**When there is only one sail number you can do a return or Enter and that boat will be selected. If there are multiple boats in the box to the right then a boat can be selected by clicking on it.**
- Note **You can select a sail number from the list by using the up/down spinner next to the left of the word Sail No**

At the end of the Sail Number input activate Return or activate OK and the Sail Number goes in in that order

Repeat for all boats

If you wish to change a boats position re-input sail number and on the right where it says Move Sail Number to press the up arrow to increase position and the down arrow to decrease the position. You will see that the boat that this boat is be put after is displayed

Activate OK and the boat is moved

If you wish to make a boat say Did not Finish then after inputting sail number before selecting Return or activating OK select the down arrow next to Notes and select Did not finish

Activate OK using Return or your mouse

Any penalty or Redress situation can be activated in this way the possibilities are

- **Equal Place to Previous Boat**
- **DNC Did Not Compete or DNC Did Not Come to starting area (1999 New ISAF)**
- **DNS Did Not Start**
- **OCS On Course Side of Line at Start**
- **BFD Black Flag Disqualification**
- **DNF Did Not Finish**
- **OOT Out of Time**
- **RET Retired**
- **RAF Retired after Finishing**
- **Not Yet Finished**

Redress or penalty situation can be activated from the Redress/Penalty button

- **RDG Average Points Overall Series (Exclude discards)**
- **RDG Median(Mid) Points Overall Series (Exclude discards)**
- **RDG Average Points Overall Series (All Races)**
- **RDG Median(Mid) Points Overall Series (All Races)**
- **RDG Average Points Previous Races**
- **RDG Median(Mid) Points Previous Races**
- **Average Points this Race (Calculated excluding DNC boats)**
- **Median Points this Race (Calculated excluding DNC boats)**
- **RDG Redress**
- 
- **DSQ Disqualified**
- **DNE Disqualified Not Excludable**
- **DGM Disqualified Not Excludable**
- **44.3 & ZFG Place Penalty**
- **44.3 & ZFG % of Boats Entered Place Penalty**
- **Penalty Points**
- **Additive Penalty Points**
- **RORC Percentage Place Penalty**
- **Manual Input of Points & Comments**

Note At the top above you will see the entry and the number entered

You do not need to put in DNC boats unless you are team racing

Activating Cancel Calculates the race and calculates the series position and produces the html pages to your set up in Produce the basis for a web site

Note If you want the race sheet to contain DNC Boats select it prior to activating Results Input

Note If you choose not to include DNC Boats on the Race sheet the Series will still be updated correctly

Note The series in Entrants is updated taking into account discards and the Series result to date transferred to the race

Note If you wish to print it activate Print and OK and the questions are similar to Entrants Print

Note Activate Input Result if you wish to make changes to any sail number

Note You can leave the select Item Action sheet whenever you wish by Activating Cancel

Note There is a special feature if you make the sail number A. You can say use the Note Did Not Finish together with sail number A and all the Sail Numbers not yet entered will be labelled Did Not Finish. This can be very useful if you have a lot of people not finishing

Note You can activate Select Item again as you please

Note Any on screen input list can be moved around the screen by clicking on the words say Non Timed Results input keeping your mouse down and moving it out of the way so that you can see what is behind it

6 There are some common problems which can be fixed:

Wrong points scoring system. Just change to the correct scoring in Control Select Item and Recalculate All Races using Entrants, Select Item

A race that was intended to be a practice race has been wrongly set. Change it in Control .

The Discards are wrong. Change it in Control .

7 RRS and Regatta Team Racing (not Club Team Racing) must have all the entrants entered in the specific race input in the race whereas all other situations you do not need to enter those that Did Not Compete in this race as those are dealt with automatically.

8 **If you have a lot of say non finishers in a race you can save time by putting in sail number A in results input and selecting Did Not Finish from Notes. All boats not input will now be DNF**

9 There is a concept of **Not Yet Finished for timed races**. If you are using NYF on a timed race you will find that in the comments column, after you have Calculated and Applied to the series, contains some information on boats that have not yet finished. In this column any boats that can still beat a boat that has already finished will show the finishing place and finish time that this boat must achieve to get that position. Similarly there is the finishing place and finish time to beat the last placed boat that has currently finished.

10 Race results can be transferred from another series. This is useful if say you have a regatta with team racing as a prize. Under these conditions you may want to have teams consisting of a member from a number of classes. Now after a class has finished its race you want to transfer the finishing times or finishing positions from this class race into the Team Racing Series and only do it for those entered in the team racing. This function will allow you to do this as results are only transferred from the original series to the new series if the sail number is entered in the new series

11 Play and see what you can do. There are I believe no situations that are absolute and aren't rectifiable. You can even add more races. Try it.

#### Notes.

1 Only Delete using the Select Item

2 Global Deletes are in Entrants

3 The second time a timed race is calculated you can either use the handicaps in entrants or the handicaps already used previously to calculate the race. This is necessary as a handicap may have already changed if you are modifying an old race. Individual handicaps in a race can be modified in results input.

4 Team racing must have all the entrants for a specific race put in for each race whereas normal racing will automatically give any boat not input in that race DNC Points

5 You Disqualify someone from a race by using Select Item, Results Input and selecting Disqualified after the Sail number is input .

6 When using average points for previous races and one of the previous races has its results changed then you should recalculate the race with average points previous races in it. At this time the program will recalculate the points for redress.

7 When using Average Points for the Series and Median Points for the series the points are calculated every time any race is calculated.

8 Printing can either be Landscape or Portrait as you require. However if you print portrait on a timed race the print may be small. You are always asked whether you want landscape or portrait if you print from the select Item. The print always squashes up to the width of the sheet. I Recommend that you only print using Select Item.

## Suggestions for sailing instruction wording

There are more methods of breaking ties than in the ISAF appendix A and some of them give different results dependant upon which race is discarded. If you choose such a method of breaking ties then you should consider modifying RRS Rule A8 as follows

I have included many of the popular methods of breaking ties. And you can use any of them at one of three levels. e.g. It is possible if you wish to start with best Discard, then best scores, then latest race. The words will be dependant on the combination you use. The following are possible.

"Ties remain" at all three levels

A8 If there is a tie in Series Scores between two or more boats, the tie will not be broken.

"Most best Scores, All races included"

A8 If there is a series score tie between two or more boats, each boat's race scores shall be listed in order of best to worst, and at the first point(s) where there is a difference the tie shall be broken in favour of the boat(s) with the best score(s).

"Most best Scores, Exclude Discards" (ISAF 2001 A8.1)

A8 If there is a series score tie between two or more boats, each boat's race scores shall be listed in order of best to worst, and at the first point(s) where there is a difference the tie shall be broken in favour of the boat(s) with the best score(s). No excluded scores shall be used.

"Best scores, Latest Race" (ISAF 2001 8.3, ISAF June 2002 A8.2)

A8 If a tie still remains between two or more boats, they shall be ranked in order of their scores in the last race. Any remaining ties shall be broken by using the tied boats' scores in the next-to-last race and so on until all ties are broken. These scores shall be used even if some of them are excluded scores. In Round Robin boats may not be scheduled to sail all races. Ties are then broken using the scores for the last race that the tied boats have individually sailed

"Best score, Latest Race Exclude Discards"

A8 If there is a tie between two or more boats, they shall be ranked in order of their scores in the last race. Any remaining ties shall be broken by using the tied boats' scores in the next-to-last race and so on until all ties are broken. No races which any tied boat has excluded scores shall be used. In Round Robin boats may not be scheduled to sail all races. Ties are then broken using the scores for the last race that the tied boats have individually sailed

"Most 1<sup>st</sup>/2<sup>nd</sup> etc. Places include all Races"

A8 If there is a tie in series scores between two or more boats, the tie will be broken in favour of the boat with the most first places in the races, or, if the tie remains, the most second places in the races, or lower places as necessary.

"Most 1<sup>st</sup>/2<sup>nd</sup> etc. Places exclude Discards"

A8 When there is a tie in series scores between two or more boats, the tie will be broken in favour of the boat with the most first places in the races, or, if the tie remains, the most second places in the races, or lower places as necessary, using only the place(s) in races where the scores in the races count for her Series Scores.

"Best Discard "

A8 If there is a tie in series scores between two or more boats, the tie will be broken in favour of the boat with the best discards of the tied boats in the races.

"All Races Total Score"

A8 If there is a tie in series scores between two or more boats, the tie will be broken in favour of the boat with the best total score of the tied boats over all races.

"All Races Total Score exclude "F" Type races" (Suitable generally for Laser Class Round Robin only)

A8 If there is a tie in series scores between two or more boats, the tie will be broken in favour of the boat with the best total score over all the races in the finals.

"Top scores latest race" (Second part of ISAF trial appendix 1999)

A8 If there is a tie in series scores between two or more boats, the tie will be broken in favour of the boat who achieved her best score nearest the end of the series.

"Continuous Most Best Scores"

A8 If there is a series score tie between two or more boats, each boat's race scores shall be listed in order of best to worst, and at the first point(s) where there is a difference the tie shall be broken in favour of the boat(s) with the best score(s).

If a tie still remains the score in the earliest race shall be excluded

The first part of this clause is then repeated

If a tie still remains the score in the earliest race that has not previously been excluded shall be excluded

The first part of this clause is then repeated and so on until all scores are exhausted

"Continuous Most Best Scores Exclude Discards" (My Personal Preference because it works with all types of sailing that I know and there is only one principle in a significant tie breaking capability)

A8 If there is a series score tie between two or more boats, each boat's race scores shall be listed in order of best to worst, and at the first point(s) where there is a difference the tie shall be broken in favour of the boat(s) with the best score(s).

If a tie still remains the score in the earliest race that is not a discard shall be excluded

The first part of this clause is then repeated

If a tie still remains the score in the earliest race that is not a discard that has not previously been excluded shall be excluded

The first part of this clause is then repeated and so on until all scores are exhausted

"Beat the other Boats the Most" (ISAF 2001 8.2)

A8 If a tie remains between two boats, it shall be broken in favour of the boat that scored better than the other boat in more races. If more than two boats are tied, they shall be ranked in order of the number of times each boat scored better than another of the tied boats. Scores in Races where the tied boats are not scheduled to race against each other are not to be used

"Beat the other Boats the Most exclude Discards"

A8 If a tie remains between two boats, it shall be broken in favour of the boat that scored better than the other boat in more races. If more than two boats are tied, they shall be ranked in order of the number of times each boat scored better than another of the tied boats. No race for which a tied boat's score has been excluded shall be used. Scores in Races where the tied boats are not scheduled to race against each other are not to be used

Best Score occurs in Later Race

A8 If a tie remains between two boats, it shall be broken in favour of the boat that scored her best score in the latest Race. Any remaining ties shall be broken in favour of the boat that scored

her second best score in the latest Race and so on using the third best score etc. These scores shall be used even if some of them are excluded scores.

Best Score occurs in Later Race Exclude Discards

A8 If a tie remains between two boats, it shall be broken in favour of the boat that scored her best score in the latest Race. Any remaining ties shall be broken in favour of the boat that scored her second best score in the latest Race and so on using the third best score etc. Excluded scores shall not be used.

"Best Score in Last Race Boats scheduled to Meet"

A8 If a tie still remains between two or more boats, they shall be ranked in order of their scores in the last race that the tied boats where scheduled to sail in. Any remaining ties shall be broken by using the tied boats' scores in the next-to-last race that the tied boats where scheduled to sail in and so on until all ties are broken. These scores shall be used even if some of them are excluded scores.

"Best score, Last Race BS to M Exclude Discards"

A8 If there is a tie between two or more boats, they shall be ranked in order of their scores in the last race that the tied boats where scheduled to sail in. Any remaining ties shall be broken by using the tied boats' scores in the next-to-last race that the tied boats where scheduled to sail in and so on until all ties are broken. No races which any tied boat has excluded scores shall be used.

A10 There is a remote possibility of an impossible scoring environment in A10. In that average points for the series are generally given at the start of a series and average points previous races at the end. If these are given in that order to the same boat then the equation does not have a solution. The program will flag this to the user if it occurs.  
If you are biasing the importance of races using different points multipliers you should consider whether using any form of Average Points or Median Points for Redress is practical.  
Median points are a more practical solution than average points.

A9 If you use Club Low Points (which avoids all the recalculation problems in Low points when you have variable sized fleets) for scoring you need to consider whether you modify A9 as follows:

A9 *When a Series Is Not a Regatta*

*In a regatta all boats are expected to compete in all races and the difference between the number of entrants and the number of starters is usually insignificant. However, in a longer series there may be a number of boats that compete in fewer races than others, in which case the following may be substituted for the second paragraph of rule A2.2:*

*Boats not so scored that came to the starting area will be scored points for the finishing place one more than the number of all boats that came to the starting area. Boats that did not come to the starting area will be scored points for the finishing place ten more than the number of all boats that came to the starting area.*

New Rule 3 You need to define your scoring points without ambiguity.

You have the freedom to set up some of the parameters for your own scoring systems within the program for instance if you believe that a DNC boat should be well penalised for not turning out then you may wish to give them 1000 points in low points scoring.

If your scoring system has different points for DNS to that for DNC you may need to define DNS so as to avoid ambiguity.

If you are using average lap timing then consider wording similar to the following:

*The finishing elapse time for each boat will be multiplied up such that each boat has a time that it would have had had it completed as many laps as the boat who completes the largest*

*number of laps. This time is now corrected by handicap and rounded to whole seconds. The results are now placed in order and points calculated.*

**PLEASE HELP CHILDREN'S SAILING IN THE PART OF THE WORLD WHERE YOU ARE. THANK YOU.**

Please e-mail me at **robertmcpherson@btinternet.com** if you have any queries.

Thank you