



HAL's Race Results

The Sailing Results Program

Users' Manual Version 6.1





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CHAPTER 1 – GETTING STARTED

Requirements for running HAL's Race Results

To run HAL's Race Results you must have a PC (not a Macintosh) running at least Windows 98 or Windows 2000. Later versions of Windows, such as ME and XP are fine.

The display should be at least 800 x 600 pixels (SVGA). Higher-resolution displays such as XGA are fine.

Installing the program from the CD-ROM

Load the CD-ROM into the machine. If Windows does not automatically run the set-up program, then click Start (bottom left of Windows screen), then Run, then type D:\Setup.exe (assuming D is your CD-ROM drive) or use the browse button to navigate to the Setup.exe file in the root directory of the CD-ROM. Click OK and the set-up program will bring up an options screen. Choose *Install Main Program*.

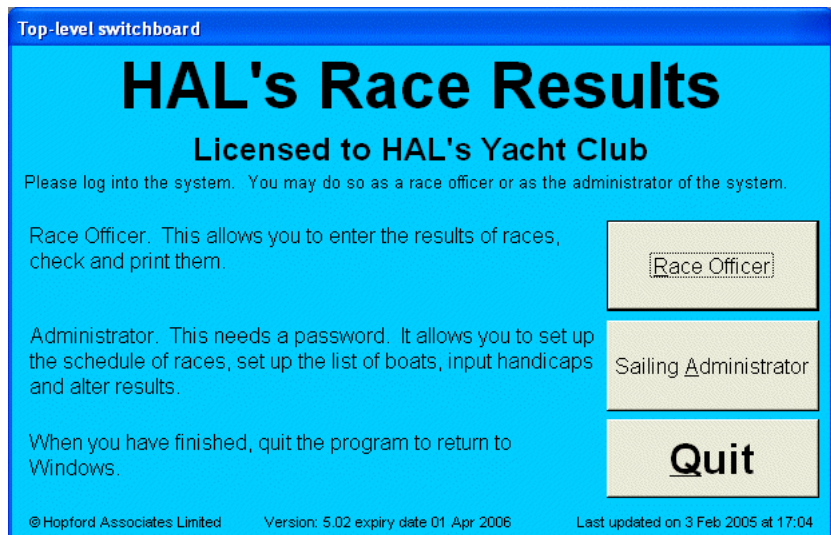
The set-up routine may go through two stages, perhaps restarting between stages, depending on what software is already on your machine. If Microsoft Access 2000 is already there and you have a fairly modern edition of Windows, then only one stage will be needed. If your version of Windows is older, or you do not have Access, then a second stage will be needed.

The set-up program will place a shortcut icon on your desktop to run the program. It will also place a shortcut icon in a folder called "Hal's Race Results" in your program list under the *START* Menu.

Exploring the program using pre-loaded demonstration data.

When you start the program for the first time you will be asked for the activation password. If you have a full version of HAL's Race Results the password is on the front of the CD. If you have a sample version of the program you should click cancel when asked for the password.

Then you will be asked what type of keyboard your computer has and to give the name of your club. Once you have answered these questions, the program is ready to use and you will see the top-level screen asking you to log in either as a Race Officer or as the Sailing Administrator.



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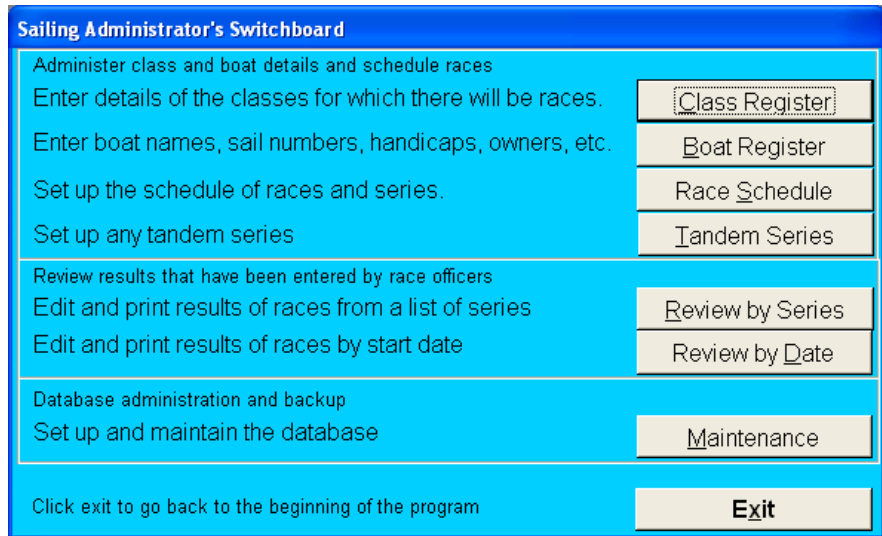
Click **SAILING ADMINISTRATOR**. You will be warned to set the password, but you can ignore this for now. A screen comes up giving the administrative components of the program. Briefly click on each of these in turn to see what the program has to offer.



Do not, at this stage, try to change anything. The program comes pre-loaded with some demonstration data.

If you Click **CLASS REGISTER** you will see that the demonstration data has nine racing classes, typical of many club fleets:

- All-in handicap – used when all boats race together under Portsmouth Yardstick handicaps in special events
- Catamarans – racing under the Small Cat Scheme of handicapping
- Cruisers – keelboat handicap class racing under Portsmouth Yardstick
- Cruisers – Fast, for when the Cruiser fleet is split into two divisions
- Cruisers - Slow
- Dinghies – dinghy handicap class under Portsmouth Yardstick
- Flying Fifteens – small keelboats racing level as a class
- Hot Shots – keelboats racing under the IRC handicapping system
- Lasers – racing level.



Close **CLASS REGISTER**

If you click **BOAT REGISTER** you will see details of each boat and the classes it is a member of. Use arrows at the bottom of the screen to scroll through the boats. Usually each boat is a member of two classes: it's particular class and the all-in handicap. In many clubs boats may be members of more than two classes to cater for different types of racing. The cruisers might sometimes split into a fast and a slow fleet, for example, and sometimes race together. Or they might sometimes race under Portsmouth Yardstick handicaps and sometimes under IRC.

Close the **BOAT REGISTER** and open the **RACE SCHEDULE**. There is a Spring Series for the Cruiser classes, which take place in April and May 2005. One series of races is scheduled for each of the Flying Fifteen, Laser, Dinghy and Catamaran classes during May and June. In addition there is a single all-in pursuit race for everybody and an all-in handicap race.

Close the **RACE SCHEDULE** and click **TANDEM SERIES** (see APPENDIX B page 25). Tandem series copy their results from other series. There is a version of the Cruiser Spring Series for the Hot Shot class, which recalculates the results using IRC handicaps, and a tandem series combining the results of the Spring and Summer Series for Cruisers.

If you click either **REVIEW BY SERIES** or **REVIEW BY DATE**, you can examine the results already in the database.

Now **EXIT** from **SAILING ADMINISTRATION** and Click on **RACE OFFICER**. The sequence of steps shown here is presented to you.



Try going through them using the procedure detailed in Appendix A (page 23), as if you were inputting the results of races on Thursday 8 June.

The classes racing that day are Flying Fifteens, Lasers, Dinghies and Catamarans which all have evening races. Select all of these by clicking the boxes marked *In Play*. Click *OK* and then click *Enter Results*.

Type the first sail number in the table below into the yellow box and press *enter*. Note that you do not have to sort the results into classes before inputting them; in fact the easiest way is to put them in exactly as they crossed the finish line, irrespective of class. If the boat is a member of a handicap fleet, the program will ask for a finish time. If it is racing level, the program will ask for a place. Note that when putting in the results of level races, you must enter the boats in the order they crossed the finishing line. To help in this, the next place in the class will be entered automatically as the default.

If you input the sail numbers shown in the left-hand column of the following table, the computer will ask for either a time or place, depending on whether the race is a handicap one or not. Respond with the data in the second column.

Sail number	Place or time	Comment
365	1	First boat home, a Flying Fifteen
145	20:01:52	First of the dinghies
436	2	
3561	20:02:53	
7534	20:03:50	
256	20:04:10	First catamaran
4596	20:04:35	
547	3	
999	4	
200163	20:04:58	
15689	20:05:00	
97845	1	First Laser
98735	2	
5632	20:05:01	
7923	20:05:23	
364	5	
103456	3	
97564	Set status to DNF	This Laser did not finish the race
5427	20:20:10	



Once you have put in the data, click **FINISH** and then **REVIEW RESULTS**. The results of the first race are shown on the screen. After examining them and, if necessary making any alterations, you can print the results of this race using *Print results – This race only*. Go on to the next race using the arrows on the bottom left of the screen and print that too, followed by the others. You should get reports similar to the two shown below. Use arrows on bottom screen to move between series.

Sample report for a non-handicap (level) race

Hals Yacht Club

Class: Flying 15				Series: Evening			
Start: Thu 08 Jun 06 19:00:00				Race: Race 6			
R.O. Joe Bloggs				Notes:			
Place	Sail No	Boat	Owner	Status	Points	Series	
						Net pts	Place
1	365	Flying Fish	Andy Hancock	OK	1	18.0	4
2	436	Frying Fat	Charlie Chip	OK	2	11.0	1
3	547	Foxtrot Fandango	Victor Silvester	OK	3	12.0	2
4	999	Fat Freddie	Fred Tubby	OK	4	18.0	5
5	364	Felicity's Folly	Felicity Macintosh	OK	5	14.0	3
Series Statistics: 6 races set. 5 races sailed of which 4 counted. No races have been abandoned or cancelled.							

Boats that did not compete in this race will receive 9 points.

Sample report for a handicap race

Hals Yacht Club

Class: Dinghies				Series: Evening							
Start: Thu 08 Jun 06 19:10:00				Race: Race 6							
R.O. Joe Bloggs				Notes:							
Place	Sail No	Boat	Type	Owner	Status	Times			Series		
						Hcap	Finish	Cor'cted	Points	Net pts	Place
1	5632	Little Dorritt	CADET	Steve Dorritt	OK	1432	20:05:01	00:38:25	1	7.0	1
2	5427	Wee Willy	CADET	Willy Wallace	OK	1432	20:20:10	00:49:00	2	30.0	6
3	7923	Jumping Jack	WAYFARER	Fred Fanshaw	OK	1099	20:05:23	00:50:24	3	14.0	2
4	3561	Rocket Man	MERLIN-ROCKET	Garry Spaceman	OK	1024	20:02:53	00:51:39	4	25.0	4
5	7534	Razor Sharp	RS 400	Barry Barber	OK	952	20:03:50	00:56:33	5	21.0	3
6	145	Sun Ray	LASER 4000	Helios Thalik	OK	907	20:01:52	00:57:11	6	42.0	11
Series Statistics: 6 races set. 4 races sailed of which 4 counted. 2 have been abandoned or cancelled.											

Boats that did not compete in this race will receive 12 points.

After printing all the races, click *OK* and then *Exit* to get back to the top-level switchboard.



CHAPTER 2 – SETTING UP FOR YOUR CLUB

There are five stages to setting up the program for your club's needs:

- Set a password to protect the data
- Remove the demonstration data shipped with the program
- Set up the racing classes
- Set up the register of boats
- Set up the schedule of races.

Set a password

It is best not to allow all club members to change their, or other people's, details or to reschedule races. That way lies chaos. You need to protect the data with a password.

First log in as the **SAILING ADMINISTRATOR**. Follow the Password reminder or Click on **MAINTAINANCE**, then **PASSWORD** and type in a suitable word.

Do not forget to write it down in a safe place, because the only solution if you forget it, is to reload the program from scratch and lose all data since your last archive.

Remove the demonstration data

Go to the **MAINTENANCE** screen and click **ARCHIVE/RESTORE**. Click **EMPTY**. After warning you three times that you will lose all the stored data, this will remove the demonstration data from the program and leave it with just one class and one boat, which can be modified to make the first entries in your database. (There is no need to make an archive file of the demonstration data, because it is stored in a file called Demo61.hrr on your CD ROM and can be loaded from there should you wish to see it again.) Exit from **ARCHIVE/RESTORE** and from **MAINTENANCE**, back to the **SAILING ADMINISTRATION** screen.

Set up the racing classes

Note that the term "class" in this context does not refer to a type of boat, such as a Laser or a Sigma 33, it refers to a set of boats that race together. In one-design racing this amounts to the same thing, but in handicap racing there will be boats of many types racing against each other.

Note also that each boat may be a member of several classes. A Laser may be a member of the Laser Class when it races against other Lasers and of the All-In Handicap Class when it races in a menagerie. The Laser Class will be a level-rating class and the All-In Handicap Class will probably use Portsmouth Yardstick Numbers, or some local variation of them.

First decide what classes your club needs. You can have as many classes as you wish. Each boat can be a member of any number of them. The guiding principle is that each race must be for boats in one class. If several races are scheduled simultaneously, they must be for classes that divide the boats unambiguously. That is, there must be no overlap in membership of the classes that race on any particular occasion. (The only exception to this rule is where you set up a tandem series. For details of tandem series see Appendix B.)

For instance, if your club has a menagerie dinghy fleet that contains a number of Lasers, you might sometimes race them all together on handicap and sometimes race without the Lasers, allowing them to have their own level race. To organise this in HAL's Race Results, you would need to set



up three classes, which might have the following names: All Dinghies, Non-Laser Dinghies and Lasers. Any dinghy series would be for one of these classes. On any occasion you would either schedule one race for All Dinghies, or a race for Non-Laser Dinghies and another race for Lasers. Each dinghy that was not a Laser would be a member of the All Dinghy class and of the Non-Laser Dinghy class. Each Laser would be a member of the All Dinghy class and of the Laser class.

Once you know what classes you want, click on **CLASS REGISTER**. Modify the existing class to give it the name of your first class. Put in the flag that you use for this class's races, any notes about what the class is used for and set the type of handicap or level rating.

Create extra classes by using **CLASS** in the Menu bar at the top of the screen.

Select	Class name	Class flag	Type of handicap	Notes
<input type="checkbox"/>	All-in handicap	A	Portsmouth	All boats racing together under Portsmouth Yardstick handicaps. Used both for mass start and pursuit races.
<input type="checkbox"/>	Catamarans	C	Small Cat	Small Cat handicap fleet
<input type="checkbox"/>	Cruisers	2	Portsmouth	Portsmouth Yardstick handicap fleet.
<input type="checkbox"/>	Dinghies	Y	Portsmouth	Portsmouth Yardstick handicap fleet.
<input type="checkbox"/>	Flying 15	F	Level	One-design fleet.
<input type="checkbox"/>	Hot Shots	1	IRC	IRC keelboat fleet.
<input type="checkbox"/>	Laser	L	Level	One-design fleet.

< Clear Selections Select classes to print, copy or delete **There are 7 classes in this database**

Various menu buttons allow you to print details of your racing classes. You can:

- Print a list of classes.
- Print a list of boats in a class. Once you have the list on screen, you can sort it in various ways.
- Print a race sheet in a format useful to the race officer, or the beach-master, or other people that need to deal with the boats and competitors.
- If this is a handicap class, print the handicap history of each boat.
- Print the turnout statistics for each boat in the class.

Click **Close Class Register** when you have put in all classes.

Set up the boat Register

From the **SAILING ADMINISTRATION** screen, click on **BOAT REGISTER** and modify the details of the existing boat that you find there. The Boat Register has one entry for each boat. Fill in the sail number, which can either be a pure number or can include other characters such as GBR or K. Internally the program will deal only with the number part, but will display the other characters if you ask it to. See Setup Options page

Flag	Class name	Last Handicap	
<input checked="" type="checkbox"/>	A All-in handicap	1207	Portsmouth
<input type="checkbox"/>	C Catamarans		Small Cat
<input checked="" type="checkbox"/>	2 Cruisers	1180	Portsmouth
<input type="checkbox"/>	2 Cruisers - Fast		Portsmouth
<input checked="" type="checkbox"/>	3 Cruisers - Slow	1207	Portsmouth
<input type="checkbox"/>	Y Dinghies		Portsmouth
<input type="checkbox"/>	F Flying 15		Level
<input type="checkbox"/>	1 Hot Shots		IRC
<input type="checkbox"/>	L Laser		Level

Sel. Flags: 0

Record: 2 of 51



18. Next put in the owner's name. (Note this is automatically copied to the helm field, but this can be over-written if necessary.) Fill in the other details, as required. .

Having put in the details of the boat, you must allocate it to at least one class if it is to participate in any races. Click to choose the classes on the right-hand part of the screen. Add the boat to all the classes it may race with.

If the class is a handicap one, you need to set the boat's handicap. If it is a Portsmouth Yardstick handicap class, try to choose the type by clicking the **PY Type** button, since this will ensure that the spelling is exactly as used in the RYA's list of types in its Portsmouth Yardstick booklet (YR2). It also means that the default handicap will be the official one, although that can be changed if necessary. Note that the handicap can vary from one class to another for the same boat, since many clubs use their own handicap numbers when racing with known boats, but revert to standard Portsmouth Numbers when racing with other boats. If the class is a PY one, the program will show the handicap in green if it agrees with the data in YR2, and in red if it doesn't.

Choose the menu option **NEW BOAT**, put in details of the next boat on your club's register and add it to all classes for which it is eligible. Repeat for all your boats.

Other menu buttons allow you to delete boats from the register and to limit the list of boats displayed on the screen to either one type of boat (e.g. Fireflies) or to one racing class (e.g. Cruisers).

The program can produce a very useful report to help sort out your classes called the Boat and Class Crosstab Report, it is accessed from the **PRINT** menu in the **CLASS REGISTER** once at least two classes have been selected. Select classes from the boxes on left of screen. Click **Print**. Click **CROSSTAB REPORT**. An example from the demonstration data is included below. It lets you see which boats are members of which classes and what their handicaps are.



Boat and Class Crosstab Report

Sail No	Boat Name	Boat Type	All-in handicap	Catamarans	Cruisers	Cruisers - Fast	Cruisers - Slow	Dinghies	Flying 15	Hot Shots
1	Egomaniac	One-off	1150		1120		1120			
24	Wagoner	WESTERLY C	1207		1207		1207			
111	Flighty Fannie	FLYING 15	1025						Level	
145	Sun Ray	LASER 4000	907					907		
146	Twin Cities	SHEARWATER	839	1.19						
233	Fred's Fancy	FLYING 15	1025						Level	
234	Yippeeeel	RS9999	785					785		
253	Hustling Harry	Hustler SJ 30	937		937	937				0.920
254	Freda's Fling	FLYING 15	1025						Level	
256	Stormy Weather	DART 18	798	1.18						
352	Gently Does It	WESTERLY C	1207		1207		1207			
364	Felicity's Folly	FLYING 15	1025						Level	
365	Flying Fish	FLYING 15	1025						Level	
436	Frying Fat	FLYING 15	1025						Level	
547	Foxtrot Fandang	FLYING 15							Level	
999	Fat Freddie	FLYING 15	1025						Level	
1252	Marina Monster	RUFFIAN 23	1060		1060		1060			
1562	Heavenly Twins	Hobie 16	802	1.16						
2354	Countess Weir	CONTESSA 32	994		994	994				
2486	Eider	VIVACITY 20	1328		1328		1328			
3451	Nicky Noo	Nicholson 30	1014		1014	1014				
3561	Rocket Man	MERLIN-ROC	1024					1024		
3794	Balderdash	WESTERLY F	1016		1016	1016				
4465	Halogen	SIGMA 33	923		923	923				1.083
4467	Oxygen	SIGMA 33	923		923	923				1.083
4469	Nitrogen	SIGMA 38	844		844	844				1.050
4572	Side Saddle	SADLER 25	1060		1060		1060			
4596	Shear Bliss	SHEARWATER	839	1.19						
4645	Silver Tornado	Farr 40	800		800	800				1.100

Reading boats from an Excel spreadsheet

If you have a list of boats on a Microsoft Excel spreadsheet you can read them directly into HAL's Race Results. Open the *Boat* menu and click *Read boats from an Excel spreadsheet*. You will be asked to navigate to the file with the spreadsheet in it and then asked which class you wish the boats to be members of. HAL's Race Results will read the sail numbers and any of the following details that are in the spreadsheet: hull number, boat name, type of boat, owner name, helm name, crew name, club name and handicap. These values must somewhere in columns 1 to 26 and the first row must contain the names of the types of data. The format of the handicap must correspond to the type of handicap applicable to the class the boats are going to be in. Thus if it is a Portsmouth Yardstick class, the program will expect numbers between 500 and 2000, whereas if it is an IRC class the program will expect numbers between 0.5 and 2.0. The following example shows the types of data that can be entered. The top row in the table must be in row 1 of the spreadsheet. Only the sail number is compulsory, all the other data is optional.



Sail Number	Bow	Name	Type	Owner	Helm	Crew	Club	HCap
24	102	Wagoner	WESTERLY CENTAUR	Wally Williams	Wally Williams	Wendy Wallace	Hal's YC	1207
3794	105	Balderdash	WESTERLY FULMAR	Jumbo Jeffries	Jumbo Jeffries	Sara Jeffries	Hal's YC	1016
4469	204	Nitrogen	SIGMA 38	Nancy Norton	Nancy Norton	James Morris	Hal's YC	844

Set up the race schedule

Back on the **SAILING ADMINISTRATION** screen, click **RACE SCHEDULE**. Modify the name of the series that is already there to the first of your club's series. Note that the program puts all races into series. Single races are series with only one race.

Next add races to the series as necessary. This can be done from the **Races** menu either by clicking **New Race on Date...** or if the next race is a number of hours after the previous one, or exactly one day or one week after the previous one, then by clicking one of these buttons.

If the class for the series is a handicap one, a race can be run as a pursuit race, where boats start at staggered times according to their handicaps. If any race is to be run in this way, click the option button. This ensures that the results are treated correctly when the race officer puts them in and it also allows you to print a list of the start times.

If this is a handicap series, you need to decide whether you will allow the handicap of each boat to be varied during the series, or whether it is to be fixed for the series. The latter is the default and is the recommended option. However if you wish, you can click the **Handicap can vary** button so that modifications made to a boat's handicap take effect immediately. If you do not allow handicaps to vary during a series, any new handicap will apply only for series whose first race begins after the date specified for the new handicap.

Lastly, if this is a handicap series and if you have set the **AverageLapRacing** switch, then you have the option of using average lap racing for the series. Average lap racing is described in RYA publication YR2 and consists, essentially, of allowing boats of different speeds to do different numbers of laps. Allowance is made for the different distances covered when working out the



results. If this option is set, the race officer will be asked to put in the number of laps completed by each boat, as well as its finish time.

You can review the series you have set by using the arrows at bottom of the screen.

Set up the scoring system

The next thing you need to decide is the scoring system for the series. The default is to use the **Low Point** system, with points allocated as for a longer series (see RRS 2005-2008 Annex A). You can change this to the **Bonus Point** system or a variant of the old $\frac{3}{4}$ point¹ for first scheme if you wish (shown as P8).

The scores for various types of non-finishers can be set either to the suggested allocation of points for use in a regatta or for use in a longer series. These are defined in RRS Annex A. You can also make up a system to the specific requirements of your club. Many clubs like to vary the number of points given to boats that do not finish a race. You could give fewer points to a boat that started but did not finish (Retired - DNF) than to one that is disqualified after a protest (DSQ) for instance. The program allows you to set these options in a flexible way. For each type of non-finisher you can set the number of points related to either the number of starters, or the number of finishers, or the number in the class, or the number of boats that took part in any race in the series. You could set the points for DSQ to be **number of starters + 3** for instance. You can also set the points to be an absolute value by setting them relative to zero, zero + 50 for example.

Still on **SCORING**, you need to set the table of discards for the series. Note that if your club has a standard discard policy it is best to set this up as the default, so that it is copied automatically into each new series. The default discard table can be accessed by going to **MAINTAINANCE/DISCARDS**.

Returning to the **RACE SCHEDULE** screen. Go to the next series using the Menu bar. If you normally conduct races for several classes on each occasion that you race, it is easiest to go to the next class that will be racing on the same days. Click the **Copy this series to another class** button and specify how many minutes after (or before) the start of the other class each start for the new class will be.

Continue adding series until all the races for each class in your club's programme are in the computer. At this stage it is useful to print the **Schedule of Races** from **Print** in Menu Bar to compare with what is in your club's handbook, to be sure that things are set up correctly.

EXIT to return to entry screen.

Note that setting up Tandem Series is a more advanced topic that you may wish to delay until later. It is described in Appendix B.

¹ Since HAL's Race Results calculates scores to the nearest tenth of a point, the actual score for first place is 0.8, not 0.75.

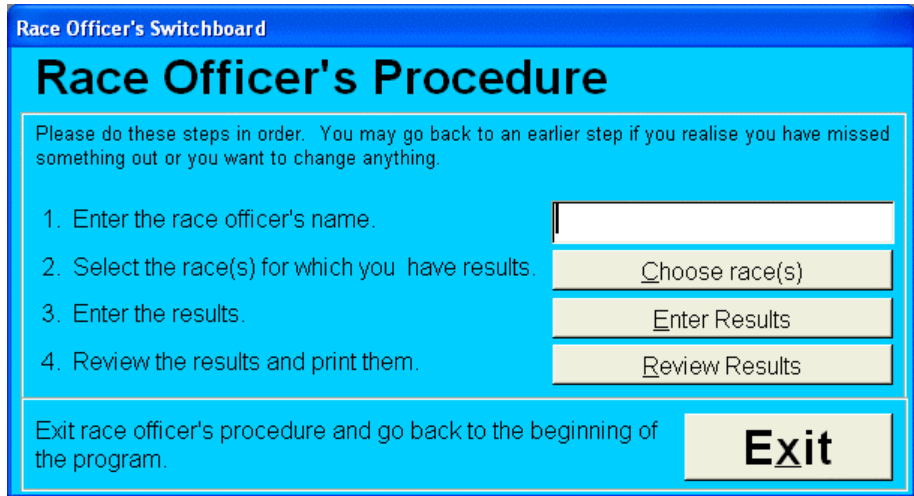


CHAPTER 4 – ENTERING RESULTS

There are four steps to the process: enter the race officer's name, choose the races, enter results and review results. During the last step you can also produce printouts.

Note that a synopsis of these steps is given in Appendix A, in a form that could be placed beside your computer for race officers to consult. Go to

START and find Hal's Race Results in your PROGRAMS. A file of Appendix A, in Microsoft Word format, is available for you to modify to your Club's requirements.

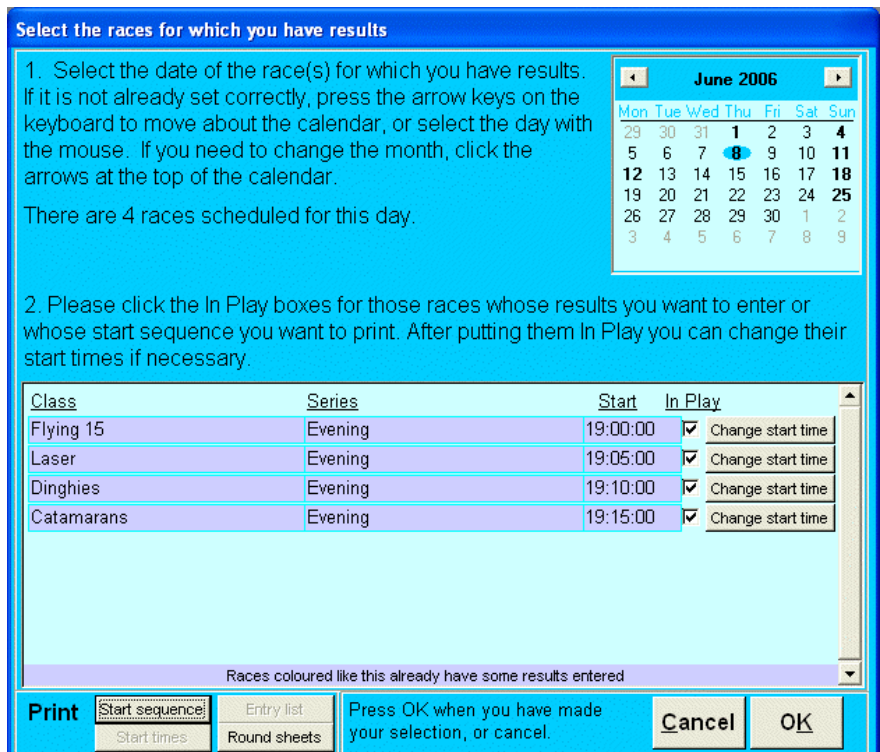


Choosing the races

Click **RACE OFFICER**. Enter the race officer's name, click **CHOOSE RACE(S)**, select the date if necessary and click the **In Play** check box for the races for which there are results.

If any of the races did not start at the scheduled time, click **Change start time** and to put in the time the race actually started. This will make no difference to the outcome of level races, apart from ensuring that the start time is printed correctly on result sheets, but it will affect the calculation of elapsed and corrected times for handicap races.

If you would like a printed schedule of flag sequences, an entry list, a round sheet or start times for pursuit races, click on boxes on left bottom of screen.



Click **OK** to go back to previous screen and Click **ENTER RESULTS**.



Entering the results

The first step here is to select the boat.

Boats can be selected either by typing the sail number into the box, or by moving down the list, using the slide bar on the right if necessary, and clicking the correct line. Double clicking a line is equivalent to clicking it and then clicking OK.

If the setup switch **ShowHullNumbers** is set (see Chapter 5) then you can click the button to show bow (hull) numbers rather than sail numbers.

If the setup switch **AllowImports** is set, results can be imported from a spreadsheet. Data must be in an Excel spreadsheet in the form of sail numbers and times. (Even level races require times if results are to be imported in this way.) The first row must contain labels for the columns, one called Sail Numbers and one called Finish Times. The data must be somewhere within the first 25 columns of the spreadsheet. Times are assumed to be on the same day as the start of the race and must be in 24-hour format with colons as separators, such as 13:34:45. The program will read data from the spreadsheet until it discovers a row that has no recognisable time, when it will stop. It assumes that all results have status OK, so any non-finishers or penalties must be added later.

Once the boat is selected, click **OK** to bring up the next screen, which will either request a place or a finish time, depending on whether the race is a level or a handicap one.

If the boat finished correctly, overwrite the finish times (using 24 hour clock) into the three boxes. Note that the hour will often be filled in correctly. Move between the boxes using arrow on your keyboard, if you need to. Click **OK**.



The system will return to the previous screen to select the next boat.

If the race went beyond midnight on the day of the start, the correct date for the finish should be selected from the calendar.

If a boat did not finish correctly then its status should be selected from the list. There is no need to enter a time, unless the status is OK, ZFP or SCP.

If the status of a non-finishing boat is RDG (redress given by a protest committee) then an auxiliary screen will be shown. The various types of redress are as follows².

RDG1: RRS Rule A10(a). This is best suited to a regatta and averages all scores except for the race(s) in question and any scores that are themselves RDG averages. The value of the redress is updated as and when further results are added. The series score takes into account any discards applicable at the time of calculation.

RDG2: similar to RDG1, but excludes DNC scores up to the maximum allowed by the discard rules and any scores that are themselves RDG averages. In a long series a boat may decide not to compete in some races, accepting that she would get a DNC score but expecting it to be later discarded. This version (as recommended by the RYA) averages all a boat's series scores, except for the race(s) in question and except for any DNC score that does not exceed the number of scores that can be discarded in the series. The value of the redress is updated as and when further results are added. Series score then takes account of any discards applicable at the time of calculation. When the sailing instructions state that a competitor will receive average points as compensation for not being able to compete because of Officer of the Day or other race committee duties, it is recommended that this method is used to calculate the points to be awarded.

RDG3: RRS Rule A10(b). This averages a boat's points in all the races before the race in question, with no discards, but excluding any scores that are themselves RDG averages. It is updated if any of the results from races before the race in question are altered. Series score then takes account of any discards applicable at the time of calculation.

RDG4: RRS Rule A10(c). Points based on the position of the boat in the race at the time of the incident justifying redress. Once input it is not altered when other results are input or altered.

RDG5: some other award of redress, input as a number of points. If a decimal value is input the program rounds to the nearest tenth of a point (0.05 rounded upwards). Once input it is not altered when other results are input or altered. This could sometimes be appropriate in place of RDG4. For example, a boat is lying tenth at the time of the incident. Five of the boats ahead of her at that time are subsequently disqualified for sailing the wrong course. 10 points might be inadequate redress if the boats in 9th and 11th place at the time of the incident now score in 4th and 5th.

Once all the results have been entered, click **FINISH (entering results)**

² Thanks to Trevor Lewis, Chairman of the RYA Racing Rules Committee, for the definition of these options.



Checking and printing results

Click **REVIEW RESULTS**. The next screen shows the results. You can move between the races by clicking the arrows at the bottom left, or by pressing **Page Up** or **Page Down** on the keyboard. Any errors can be corrected by clicking **Edit**. Any results that should not be there at all can be deleted.

You can use the **Notes** field to put in details such as the wind strength and direction, or the course.

You can make print outs of the results suitable for a notice board by clicking either **This race only**, **All in-play**, **Series summary or tandem results** if there are any tandem series relying on this data (see Appendix B).



CHAPTER 4 – REVIEWING RESULTS

From the **SAILING ADMINISTRATOR** screen you can review the results already in the computer, either by series or by date. This allows the administrator to ensure that the results have been entered correctly, to verify them and to make printouts and pages for web sites.

Review by series

If you chose **REVIEW BY SERIES** then the following screen is shown.

Clicking **Review** brings up a screen, similar to the one discussed in Chapter 3, to review the results of individual races. Note that on this version of the **REVIEW RESULTS** screen there is a facility to set the status of the race, which may be set to **Results in play** or **Results Validated**. Setting the status to validated means that no race officer can alter them. If there are no results for the race, its status can also be set to **Abandoned** or **Cancelled**.

		First Start		Last Start		Races sailed	Abandoned or cancelled	To be Sailed	Review results of each race in series	Print report of this series
Class	Series	Date	Time	Date	Time					
Cruisers	Opening Series	2 Apr 06	10:30	7 May 06	10:30	6			Review	Report
Hot Shots	IRC results for Opening	2 Apr 06	10:30	7 May 06	10:30	6			Review	Report
Flying 15	Evening	27 Apr 06	19:00	8 Jun 06	19:00	5		1	Review	Report
Laser	Evening	27 Apr 06	19:05	8 Jun 06	19:05	6		1	Review	Report
Dinghies	Evening	27 Apr 06	19:10	8 Jun 06	19:10	4	2		Review	Report
Catamarans	Evening	27 Apr 06	19:15	8 Jun 06	19:15	5		1	Review	Report
Cruisers	Summer series overall	14 May 06	10:30	25 Jun 06	10:30	2		4	Review	Report
Cruisers - Slow	Summer Series	14 May 06	10:30	25 Jun 06	10:30	2		4	Review	Report
Cruisers - Fast	Summer Series	14 May 06	10:40	25 Jun 06	10:40	2		4	Review	Report
Flying 15	Crews' Race	18 May 06	19:00	18 May 06	19:00	1			Review	Report
Dinghies	Crews' Race	18 May 06	19:10	18 May 06	19:10	1			Review	Report
Catamarans	Crews' Race	18 May 06	19:15	18 May 06	19:15	1			Review	Report
All-in handicap	Annual Pursuit Race	11 Jun 06	14:00	11 Jun 06	14:00			1	Review	Report
All-in handicap	Mewstone Race	12 Jun 06	10:00	12 Jun 06	10:00			1	Review	Report

Series with this background colour are tandem series.

OK

Clicking **Report** brings up a report of the points scored by each boat in the series.

Clicking **Select classes to review**, under View in menu bar, allows you to show only those series for one, or a few, classes. This is particularly useful if you wish to print details of these series or construct a web site.

Clicking **Print outcome of these series and winners** produces a report that shows the boat that has won each series (or is in the lead, if the series is not yet complete) together with the name of the trophy. **Print Summary** produces a report showing the status of each series.

Try right-clicking on the screen to bring up more details of each series.

Make Web produces a series of pages ready to paste into your club's web site. There is a top-level index page that gives details of each series and has a link for each series to a page with the overall results and the detailed results for each race.

Review by date

If you click **REVIEW BY DATE** then this screen is shown.

Clicking **Review** on this screen shows the results of all the races on that day. Right-clicking on the screen will bring up more detail.

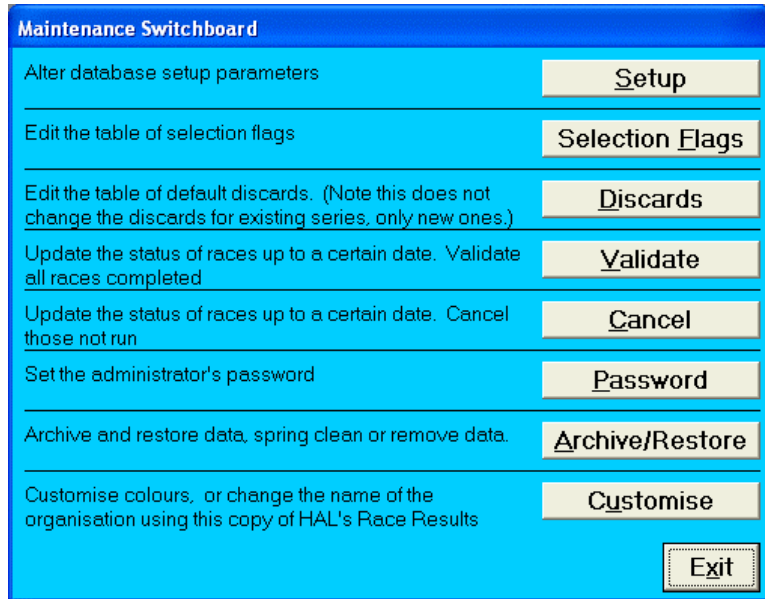


CHAPTER 5 – MAINTAINING THE DATA BASE

The following sections describe functions accessible from the **Maintenance Switchboard**, reached by clicking **MAINTAINANCE** after logging in as the **SAILING ADMINISTRATOR**.

Set-up options

Clicking **SETUP** brings up a list of options. Each option is in the form of a switch that can be either on (set) or off. They are listed, with their meanings, in the following table. The default value for all of them is off, except where noted.



Switch	Meaning
AllowImports	If set, the race officer can import results from an Excel spreadsheet, instead of typing them into the program directly. This is used by a minority of clubs that have specialised systems to time boats and compile the data into spreadsheets.
AllowRDA	If set, an extra finishing status of RDA is included in the options when entering the result for a boat. This is not one of the scoring abbreviations listed in RRS Appendix A paragraph A11, but is an extra one that was included in previous versions of HAL's Race Results for an average score as redress. It is not one of the RDG options recommended by the RYA and so is not now included as standard. It gives an average score for the series, excluding the normal discards. The RYA recommends that RDG option 2 be used instead.
Autoprint	If set, all reports available to the race officer will print immediately they are evoked, rather than being displayed on the screen first. If not set, clicking a button to print something, results in a preview on the screen of what will be printed. You then have to click the Print button on the accompanying toolbar to print it. Default is ON. It is best to leave this default on, if some of the race officers may be unfamiliar with normal Windows dialogues for printing documents.
Autoshutdown	If set, the computer will exit Windows and shut down automatically when HAL's Race Results is finished, that is



Switch	Meaning
	<p>when you click Quit. If not set, clicking Quit closes the program and brings you back to Windows.</p> <p>It is best to set this if some of the race officers may not know how to exit from Windows and turn off the computer when they have finished.</p> <p>If this is set and you place a copy of the shortcut to HAL's Race Results in the Windows Startup menu, then the program will start automatically when the computer is turned on and the computer will turn off automatically when the program is quit. The race officer need not interact with Windows, or anything outside the program, at all.</p>
IncludeDNCBoats (Default value that can be modified for each series individually.)	<p>If set, boats in the class are included in printouts of the overall results of a series even if they did not take part in any races. If not set, only those boats that took part in at least one race in the series are included.</p> <p>For clubs that may have many boats on their register, only a few of which may take part in a particular series, it is better to leave this not set. For a regatta or championship with a well defined entry list it is better to set it.</p>
IncludeDNCBoatsInSeries (Default value that can be modified for each series individually.)	<p>If set, report all boats on individual race reports that have taken part in at least one race in the series. (NB, if IncludeDNCBoats is set then all boats are included whether they have taken part in a race or not.)</p>
MarkProvisional	<p>If set, reports of the results of individual races will have "Provisional Results" written on the top, if the results have not been validated by the administrator. They will have "Validated Results" written on the top if they have been validated.</p> <p>The results of series will be marked provisional unless all races have been validated by the administrator.</p> <p>If the option is not set, no such marking will be put on result sheets.</p>
NoNumLock	<p>If set, the program will not attempt to set Num Lock on the keyboard. It should be set if the computer has a numeric keypad, but not set if it does not. Laptops normally do not have numeric keypads and so NoNumLock should be set.</p>
OmitSamePNAdjustment	<p>This is only relevant for average lap racing. If set, omit the adjustment for boats with the same PN that do different numbers of laps (see RYA publication YR2/03 page 20). This can be confusing and most clubs ignore it, so the default is ON.</p>
OnlyToday	<p>If set, race officers are prevented from entering results for</p>



Switch	Meaning
	any races except those taking place on the day of entry. That is, the race officer may not use the calendar on the Select Races page to navigate to a different date.
ShowBoatName (Default value that can be modified for each series individually.)	If set, the name of the boat will appear on individual result sheets and series result sheets, after the position and sail number. Default is ON.
ShowBoatType (Default value that can be modified for each series individually.)	If set, the type of boat will appear on individual result sheets and series result sheets, after the position and sail number.
ShowClubName (Default value that can be modified for each series individually.)	If set, the name of the club the boat comes from will appear on individual race result sheets and series result sheets.
ShowCrewName (Default value that can be modified for each series individually.)	If set, the name of the crew will appear on individual race result sheets and series result sheets.
ShowFullSailText (Default value that can be modified for each series individually.)	If set, all the characters that you have typed in for the sail number of each boat - including GBR, K, or whatever – will appear on screens and printouts. If not set, only the numeric part will appear. Unless you have an international fleet with boats from several countries, it is clearer if this is left not set.
ShowHelmName (Default value that can be modified for each series individually.)	If set, the name of the helmsman will appear on individual race result sheets and series result sheets. Default is ON
ShowHullNumbers (Default value that can be modified for each series individually.)	If set, the race officer can use bow (hull) numbers rather than sail numbers. The bow number for each boat can be input in the Boat Register. The option to use one or the other is provided whenever the RO inputs a result. If it is not set, hull numbers do not appear and sail numbers must be used.
ShowOwnerName (Default value that can be modified for each series individually.)	If set, the name of the boat's owner will appear on individual race result sheets and series result sheets.
ShowSelfFlags (Default value that can be modified for each series individually.)	If set, include the list of selection flags for the boat on individual race result sheets and series result sheets
StopWatchTimes	If set, the race officer should enter elapsed times directly,



Switch	Meaning
(Default value that can be modified for each series individually.)	rather than finishing times by the clock.

Selection Flags

Allows you to edit the table of selection flags that can be allocated to each boat. If the appropriate option is set for the series in the schedule of races, the selection flags are printed alongside the results. Typical uses for selection flags are to identify groups of competitors, such as cadets or ladies

Default discard table

Clicking **DISCARDS** brings up a table showing the default values of races run and races to count. This governs the number of races that the program uses when calculating the results of series. These values are copied into the discard table for each series when it is set up. Note that the default values can be over-ruled for a particular series by setting the discards in the Race Schedule screen for that series.

To alter this table, just click a cell in the right-hand column and type a new figure for the races to count. Note that the maximum number of races in a series that HAL's Race Results can handle is 42.

If fewer races are to count than the number the boat has sailed, then the races excluded are decided as described in RRS 2005-2008 Appendix A.

Validate all races up to a date

Clicking **VALIDATE** enables mass validation of all races entered into the program up to a certain date. For instance, the administrator might decide that, since no protests or other problems were outstanding, all races entered so far could be validated, or that all races up to last Friday could be validated.

Cancel all unsailed races up to a date

Clicking **CANCEL** enables the mass cancellation of all races scheduled but not sailed by a certain date. For instance, the administrator might decide that there was no possibility in a crowded programme of rescheduling races lost through inclement weather and that they should be marked as cancelled.

Set the password

Clicking **PASSWORD** on the administrator's switchboard brings up a screen that invites you to type in a new password for the administrator's function of the program. The password can be any sequence of characters and has to be typed in twice to ensure accuracy. If you forget the password, there is no way to bypass it and so the only solution is to reload the complete program from scratch. This will result in the loss of all the data you have put in, including class and boat lists, race schedules and results. If you have made a backup, you can restore from that, but if you have not you will have lost everything. **IF YOU SET A PASSWORD, MAKE SURE THAT YOU REMEMBER IT!**



Archive and restore data

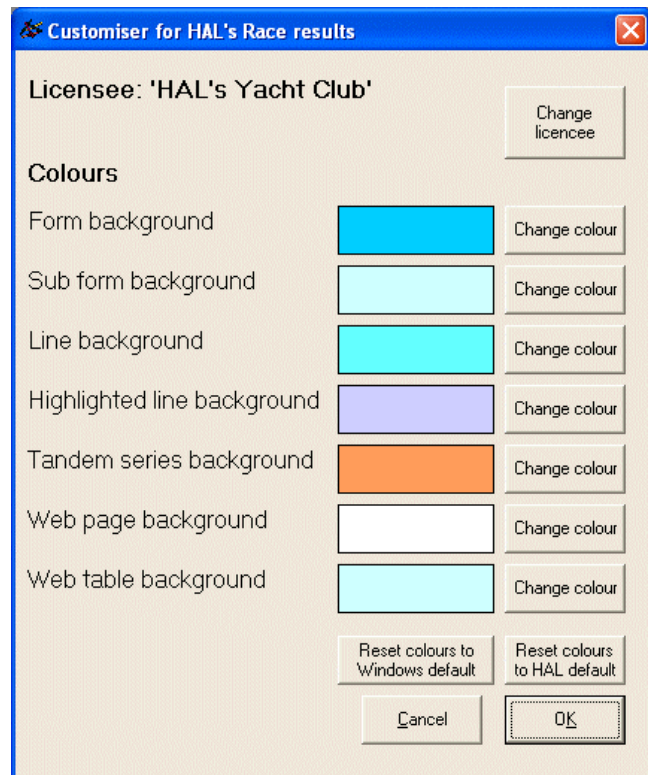
Clicking **ARCHIVE/RESTORE** brings up a dialogue page to allow you to archive all the data you have entered into the computer and restore it. The archive function produces a file on your hard disk, or a floppy or other removable medium, containing all the data about classes, boats, the race schedule and results entered so far. You are strongly recommended to archive your data regularly, preferably immediately after setting up your club's programme at the start of the season and again after each race officer has input the results of a day's racing.

The **RESTORE** function restores the data from an archive file. Note that it replaces everything in the computer with that data, thus restoring the program to the state it was in when the archive was written. Any data entered since the archive was written will be lost.

The next option under Archive/Restore is **Spring Clean**. This removes all race results before a date you choose. Typically, you would use this option to remove last year's results before setting up the computer for this year. It leaves the list of classes intact and the boat register. It leaves the names of the various series, but removes the individual races scheduled within them.

Empty removes all the data in your database and leaves you with just one class and one boat. Note that this is a dangerous thing to do – you will lose all your data if you have not made a backup – and so the program will check three times that this is what you really want before doing it.

Customise leads to a screen that lets you set the colours to be used on screen and on web pages.





Appendix A

Before the Race

If you would like a printed schedule of flag sequences for the race, an entry list, a round sheet or start times for a pursuit race, follow the instructions to end of Step 1. Click on relevant box at bottom left hand of screen and information will print out. Click **OK** to close screen, click **EXIT** and **QUIT** to close computer.

Instructions to Race Officer for entering results into the computer

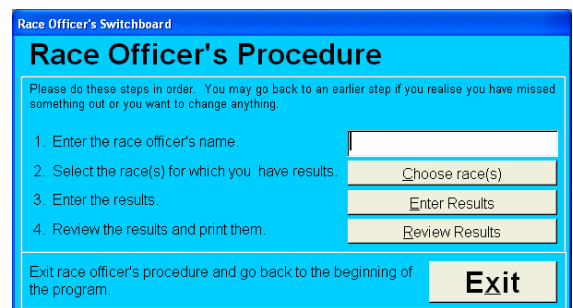
Switch on the computer.

The computer should come to life and, after a few seconds, display the first screen inviting you to log on as either a race officer or the sailing administrator. Click the **RACE OFFICER** button.

The next screen outlines the Race Officer's Procedure. You will need to go through the three steps shown, in order. If you make a mistake, or leave something out, you can always go back to a previous step and repeat the process from there.

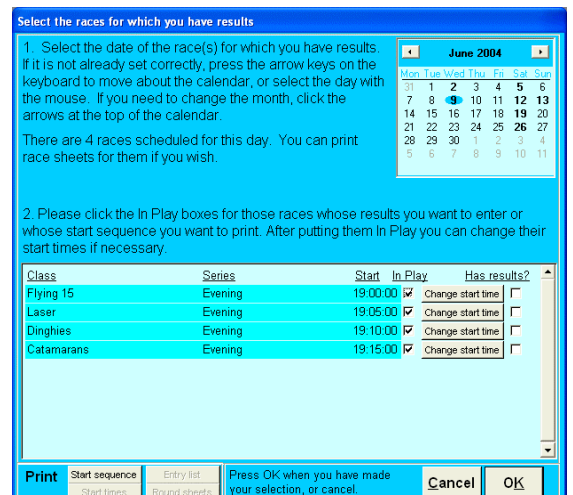
Enter Race Officer's name

Click on **CHOOSE RACE(S)**

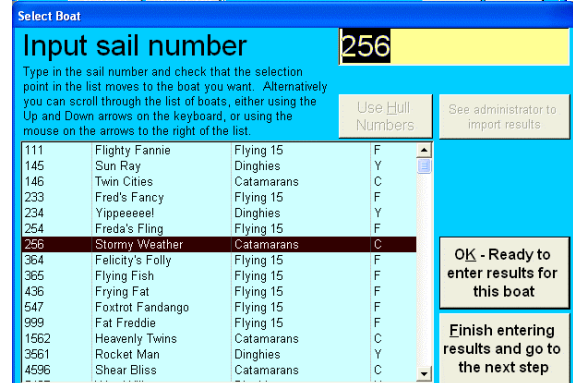


Step 1. A screen comes up inviting you to select the race, or races, for which you have results. If you are entering the results on the day the races were scheduled, they should already be shown on the screen. If you are entering results for a previous day, you will need to use the calendar to go to the date in question. Click on the correct date. Click the **In Play** box beside each race for which you have results.

If a race did not start at the scheduled time, click the **Change Start Time** button, position the cursor in the time box on the screen that comes up, overtype in the correct time using 24 hour clock, and click **OK**



Step 2. Click **OK** to go back to the Procedure screen, click **ENTER RESULTS**. A screen comes up inviting you to select the first boat. Start typing its sail number and watch as the display scrolls down the list. When you have typed in the whole number, the display should stop at the boat in question. Press **OK**. For handicap classes you can enter results in any order, but for level-rating classes you should enter results in the order of finishing.





In fact the easiest way is to enter all your results in the order in which boats crossed the finish line, irrespective of which class they are in. The computer will sort out the classes.

If the boat is in a non-handicap class then the next screen will show the finishing position. If the boat did not finish correctly (retired, over the line, etc.) then click the status required. When all is correct, press **OK** at the bottom right.

If the boat is in a handicap class, then the screen will invite you to input the time of finish. The cursor is already positioned over the time, so just type it in using the 24 hour clock. If the boat did not finish correctly (retired, over the line, etc.) then click the status required. When all is correct, click **OK** at the bottom right.

The program takes you back to the screen to select the next boat. Repeat Step 2 until all the boats have been put in, and then click the **FINISH** button.

If you realise after entering the results for a boat that you made a mistake, you can input the same boat again and over-write what you put in. There will also be an opportunity to make corrections during Step 3.

Step 3. Click **OK** to go back to the Procedure screen, click **REVIEW RESULTS**. The screen shows the results you input for the first race. Click the **Move to a different race** arrows to see the second race, then the third, and so on. Look at the results for each race. If there is a problem with a result, then click the **Edit** button and alter it. If there are boats you forgot to enter, click **OK** and go back to **ENTER RESULTS**. When you are happy with the results for each race, click the button to print the results **for All in-play** races.

Sail No.	Boat Name	Hcap	Status	Finish	Elapsed	Corrected	Place	Points
200163	Mini Twin	1.18	OK	19:59:24	0:44:24	0:37:38	1	1.0
15669	Collaboration	1.18	OK	20:00:12	0:45:12	0:38:18	2	2.0
200247	Ying Yang	1.18	OK	20:02:55	0:47:55	0:40:36	3	3.0
146	Twin Cities	1.19	OK	20:10:52	0:55:52	0:46:57	4	4.0
4896	Shear Ellips	1.19	OK	20:11:20	0:56:20	0:47:20	5	5.0
199745	Schizze	0.80	OK	20:01:45	0:46:45	0:58:35	6	6.0

The End. Click **OK** to go back to Procedure screen, click **EXIT**, Then on the next screen click **QUIT**.
You have finished. Have a well-earned drink.



Appendix B Tandem Series

Some Clubs have told us that they use the same set of finishing times to provide more than one set of results. Tandem series will now be able to do these calculations for you. Examples of the ways that tandem series can be used are:

- To combine several series into one overall series. For instance a Spring Series and a Summer Series combined into an Overall Series
- To work out results using more than one set of handicaps. For instance Portsmouth Yardstick and IRC, or straight Portsmouth Yardstick and modified Portsmouth Yardstick with personal handicaps incorporated.
- To run races as a series of heats with separate starts for different classes of boat, but all sailing the same course. Using tandem series you can produce results for each individual heat and overall.

Combining two or more consecutive series for a particular class to provide an overall result.

In Sailing Administration click on **TANDEM SERIES**. Click on **Tandem series** in the menu bar. Click **New tandem series**. Select your class and give your series a name. Click on **Races**, Select **Add races from existing series**. Select your class, select the first series and then select the races or click on **Select all**. Click **OK**. Click on **Races, Add races from another series**, and add the other series in the same way.

This has now set up the Tandem series. **Close Register** and check your series by going to **Review by Series**.

This method could also take results from a combination of daily results to provide an overall regatta result, or be used to combine a trophy race into a series (don't forget that in HAL one race is a series with one race in it.)

Comparing results of a series using a different handicap.

You will need to have two classes set up. The class that the boats are currently sailing in, and the new class you want to use to compare the results. All boats must be registered and have handicaps in both classes. Go to **TANDEM SERIES**. Click on **Tandem series** in the menu bar. Click **New tandem series**. Click the new class that you want the results to be in. Give your new series a name. Click **Races**. Click **Add races from existing series**. Select the races that you wish to compare. Click **OK**. Repeat for other series. Close **Tandem register**. **Open Review by Series**. The Tandem series is shown. Click **Review** button to display the new results.

This can provide a comparison between different handicapping methods, and also be useful if your club make local adjustments to handicaps, and you want to see results without these adjustments.

Combining races/series to provide one result.



An example of this can be if you have a fast and a slow fleet sailing the same course and you want to have a combined result. It is also useful if you have a large fleet and you want to split the fleet into heats.

Create a new class for the new result. Make sure that all the boats are also registered in this class. Go to **TANDEM SERIES**. Click **Tandem series** in the menu bar. Select **New tandem series**. Select your new class. Give your new series a name. Click on **Races**. Click on **Add races from existing series**. Select the boat class with the first start time. Select the races. Click **OK**. Click on **Races**. Click on **Add heats**. Select the second boat class. Select the races. Click **OK**. Continue until all the heats are entered. Heats must have a start time of within an hour of the first start time. Close **Register**. Check **Review Series** to view your new tandem series.

Providing a combination of consecutive results and heats

This can be used, for example, if you want to provide overall day results in a regatta, as well as an overall regatta result.

Set up classes for each type of boat, a class for the each overall day results and an overall regatta result. Make sure that each boat is registered in these new classes.

Overall day results. Go to **TANDEM SERIES**. Click on **New tandem series** in the menu bar. Select the class Day 1 overall. Give it a name. Click **Races**. Click **Add new races from existing series**. Select the class with the first start time. Select the races required by holding down the Ctrl button on your keyboard.. Click **OK**. Click **Races**. Click **Add heats**. Select races for the other classes. Click **OK**. Continue with all classes. Repeat for the other regatta days.

Overall regatta result. Click on **New tandem series**. Select overall regatta class for your result. Give it a name. Click **Races**, Click **Add races from existing series**. Select the class with the first start time. Select all the races. Click **OK**. Click **Races**. Click **Add heats**. Repeat the selection of races for the other classes. Close **Tandem Register**. Go to **Review series** to confirm your tandem series. Note that there are less races in number than in the tandem register, as Hal will have already combined the daily races.

This method of combining series and heats can have many other uses. We would be very pleased to hear how you are using Tandem series. Keep in touch.



Appendix C Using the SEC301 Event Timer with HAL's Race Results

The SEC301 is a race event timer manufactured by Innovation Technologies (Ireland) Limited. Many clubs use it to drive the signal horn during the start sequence, thus relieving the race officer of one of his many burdens. Some clubs also use it to drive a system of lights to replace the flags.

The SEC301 can also be used to time the finishers. In this mode it interfaces with HAL's Race Results to put finish times in directly without having to enter them manually.

Connecting the timer

The SEC301 should be connected to your computer's serial port, as described in the literature provided by its makers.

Recognising the SEC301 in the software

HAL's Race Results is not normally set to use the SEC30 I. To switch this aspect of the software on, go to Maintenance, Setup and ensure that the switch UseSEC301 is checked.

Inputting results

When the *UseSEC301* switch is set, the race officer part of the program activates an extra feature. The *Input Sail Number* screen has a yellow rectangle referring to the SEC301. Click Initialise to set this feature running.

Every time the Horn button on the SEC30 I is pressed, the time is stored in a queue. The number of times in the queue is indicated on the screen.

When a boat's sail number is entered, the next screen shows the first time in the queue pre-entered as the finishing time. The time is then removed from the queue. If the boat is competing in a level race, rather than a handicap one, no time is entered on the screen, but one time entry is still removed from the queue.

Select Boat

Input sail number 8845

Type in the sail number and check that the selection point in the list moves to the boat you want. Alternatively you can scroll through the list of boats, either using the Up and Down arrows on the keyboard, or using the mouse on the arrows to the right of the list.

Last number entered was 256

Use Hull Numbers See the sailing administrator to import results

4596	Shear Bliss	Catamarans	C
5427	Wee Willy	Dinghies	Y
5632	Little Dorritt	Dinghies	Y
7534	Razor Sharp	Dinghies	Y
7923	Jumping Jack	Dinghies	Y
8845	Topside	Dinghies	Y
8945	Jimminy Cricket	Dinghies	Y
14325	Free Enterprise	Dinghies	Y
15689	Collaboration	Catamarans	C
97564	Anode	Laser	L
97845	Laser Magic	Laser	L
98735	LED	Laser	L
98765	Swallowtail	Dinghies	Y
100894	Triode	Laser	L
101582	Correlated Waves	Laser	L

SEC 301
Times queued 0
Initialise

OK - Ready to enter results for this boat

Finish entering results and go to the next step

You can also put a sail number in first and wait for the boat to cross the line. When the Horn button is pushed the time is entered on the *Input Handicap Result* screen immediately, rather than it being put in the queue.