

Race Committee Duty Manual 2011

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1 GENERAL RACE COMMITTEE INSTRUCTIONS

1.1 ASHORE

- Become familiar with these race committee instructions.
- Become familiar with any extant Notices to Competitors and Changes to the Sailing Instructions. Also check for specific instructions to the RC from race officials.
- Obtain and record a marine weather forecast. (Phone 969-7585.)
- Postpone from shore or on the water if the weather is threatening or problems develop. (section §7 USE OF POSTPONEMENT on page 11)
- Acquire all signals and equipment. (section §2 on page 4)
- Brief you crew on their responsibilities. (section §3 CREW RESPONSIBILITIES on page 5)
- Hoist R.C. flag aboard R.C. vessel.

LEAVE SHORE AT 1800, EARLIER IF HEAVY WEATHER PREVAILS ON THE WATER.

1.2 ON THE WATER

- Monitor marine VHF channel #68.
- Note and record the wind direction. This, to be used later in determining which course will be sailed. Head for the center start mark, about 2 nautical miles, bearing 40 degrees Magnetic from the end of the Pike Creek channel.
- Lay the starting mark and protection marker if desired. (section §6 LAYING THE LINE on page 10)

IF PROBLEMS, ERRORS OR CHANGES THEN POSTPONE.

- Tie up to the permanent mooring buoy provided, limiting the scope of this mooring line to 5 meters.
- Determine and post the course to be sailed. (section §4 MODIFIED OLYMPIC COURSE on page 8)
- Check the fleet against the entry list. Record any omissions.
- Avoid oral instructions to racers.
- Continuously monitor wind direction until the time of the first start, to determine if a change of course is necessary. (section §7 USE OF POSTPONEMENT on page 11)

1.3 AT THE START

- At 1845 begin starting sequence. (section §?? ATTENTION SIGNAL on page ??)

IF PROBLEMS, ERRORS OR CHANGES THEN POSTPONE PRIOR TO THE FIRST RACE.

- Any boat in the starting area after her preparatory signal is racing, and must either start or inform the R.C. that they are retiring.
- Watch the line for premature starters. (section §11 section §12 RECALLS on page 17)
- Keep attuned to wind conditions and the progress of the race.

BE PREPARED TO SHORTEN COURSE. (section §5 SHORTENED COURSE on page 8)

1.4 AT THE FINISH

- Signal the finish of each yacht with one blast of the horn.
- Record order and times (to the second) of each boat as they finish.
- Record notifications of protests, note and record the presence of a protest flag.
- Maintain station at finish until 21:20 with the proviso that the first yacht finishing within the time limit extends the time limit 20 minutes for the class.
- Boats who abandon a race before their time limit has expired are required to inform the R.C. After their time limit has expired boats still racing are scored DNF automatically and need not inform the R.C.
- Return to port with start mark(s) after all yachts have finished or the time limit has been reached.
- By 21:40, at the latest, when no more finishes are possible you can leave station.
- Return equipment and remain at the club for 40 minutes after docking, to receive possible protest forms.
- Deposit results and protests in envelope near filing cabinet in club house.

2 EQUIPMENT LIST

2.1 LOCATED IN THE R. C. EQUIPMENT BOX

- Course number boards: 1 to 8.
- Class flags: white, green & yellow solid colour flags.
- Preparatory flag: “P”. (Other preparatory flags “I”, “Z”, “T” with “Z”, or the black flag should not be used unless instructed.)
- Postponement flag: “AP”.
- Individual recall flag: “X”.

- General Recall flag: First Substitute.
- Abandonment flags: “N” over “A”.
- RC flag: ‘RC’ on a blue field.
- Electric horn.
- Rule Book.
- Notice of Race (NoR), Sailing Instructions (SIs) & any relevant Notices.
- The standard Expected Order of Starts and list of Active Classes. (Vary from this list at your peril.)
- List of registered yachts.
- Pencils.

2.2 ADDITIONAL REQUIREMENTS

- An accurate watch for timing.
- Anchor and line (needed for when you shorten the course).
- Start mark for far end of the line.
- A protection mark if you want to use one.

3 CREW RESPONSIBILITIES

3.1 CHAIRMAN

- Primary decision maker.
- Sets starting line and starting time.
- Determines the course to be sailed.
- Roving overseer and back up watch.
- Sounds horn when flags are hoisted.
- Attempts to announce the sail number of the premature starters.
- Identifies yachts approaching to finish when they are close and estimates in what order they will finish.

3.2 TIMER

- Announces times in the following sequence.
- 10, 5, 1 minute to the first warning.
- Counts down the last 10 seconds to the 5 minute warning. (Class flag up.)
- Counts down the last 10 seconds to the preparatory signal code. (Flag “P” up, 4 minutes to start.) Counts down the last 10 seconds to the prep down signal.
- (Code flag “P” down, 1 minute to start.)
- Counts down the last 10 seconds to. (Class flag down to start the class and raising the class flag for the next start.)
- Continues this procedure until all starts are off.
- Calls out the time of each finisher as the line watcher calls out “mark”.

3.3 SIGNALER

- Checks that all required signals are on board before leaving.
- Hoists the RC flag on departure.
- Familiarizes him/herself with the identity and purpose of each signal flag.
- Prepares appropriate flag in anticipation of hoisting.
- Hoists and lowers signals as instructed by the timer.

3.4 LINE WATCHER

- Checks the fleet in the last minute before the start and has the recorder note the sail numbers of any yacht likely to be over early in case the numbers are obscured later.
- Takes a position in order to sight down the line from the mast to the starting mark.

- Has the recorder note the sail number of any yacht that starts prematurely. (Any part of the boat hull, sails, or crew on the course side of the line prior to the starting signal.)
- If a large number of unidentifiable yachts are over early he will advise the chairman who may order a general recall.
- Inform the recorder as each premature starter returns completely to the pre-start side of the line.
- Inform the chairman when all premature starters have returned completely to the pre-start side of the line. (Note that the code flag “X” is removed when all pre-starters have properly returned or at the one minute signal, whichever is first.)
- Call mark as each yacht crosses the finish line.
- Work with the recorder to ensure accurate recording of the order of finishes.

3.5 RECORDER

- Check the fleet against the entry list.
- Record the sail numbers of yachts starting prematurely.
- Record on the scratch sheets the order of finishes and the time to the second.
- Record protesting and protested yachts, noting the presence of any protest flags.

4 MODIFIED OLYMPIC COURSE

Determine the precise direction the wind is coming from.

Consult the chart to determine which course to use:

WIND DIRECTION	DISPLAY COURSE
23 – 45 – 67	1
68 – 90 – 112	2
113 – 135 – 157	3
158 – 180 – 202	4
203 – 225 – 247	5
248 – 270 – 292	6
293 – 315 – 337	7
338 – 0 – 22	8

Post the number board for that course.

If changing conditions or an error require you to change a posted course, you may legally do so without signalling, provided you do so before the first signal in the starting sequence.

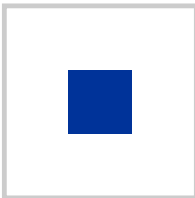
All classes must sail the same course.

You cannot change courses after an attention or warning signal has been made without a postponement or abandonment.

Avoid confusing competitors by changing a long displayed posted course just before the first signal in the sequence. Instead introduce a postponement signal as described in section §7 on page 11.

5 SHORTENED COURSE

Code Flag “S”



Use the shortened course signal for following reasons:

- Foul weather endangering the fleet.

- Insufficient wind.
- A mark missing or out of position.
- Any other reason directly affecting the safety or fairness of the competition.

If any of the above conditions occur you can shorten the course by the following:

5.1 BEFORE THE STARTING SEQUENCE

You may shorten the course prior to the start by hoisting the “S” code flag in a prominent position in the rigging accompanied by TWO (2) sound signals. The boats will sail around the windward mark, the leeward mark and then finish at the normal finish line. Keep the flag up during all starts.

5.2 AFTER ALL STARTS

After all the classes have started, by hoisting the “S” flag accompanied by TWO (2) sound signals, picking up the pin end flag buoy and any protection marks, and proceeding to the mark at which you wish to end the race. Remember that it must be a mark of the chosen course and that you must be in position with the line set before the leading boat arrives.

You will have to anchor in a position that the line is perpendicular to the last leg of the course that is being sailed to the finish. The buoy will be the pin end of the line and your boat the other so that you will be on the right as they cross the line. Make the line sufficiently long so that multiple boats may cross without incident but short enough so that you can still see the buoy should the light be failing. Remember That the buoy has a reflective band that a light will show prominently against.

Give two sound signals for the first yacht that finishes and one for each succeeding yacht.

Record the finish times for each boat crossing as for the normal race and make a note of which mark you ended the race at.

PLEASE NOTE THAT THERE IS A TIME LIMIT AND IT IS BETTER TO SHORTEN THAN TO ABANDON THE ENTIRE RACE.

6 LAYING THE LINE

Ends of the Line



You must place the pin end flag a distance from the start mooring buoy such that:

- The line is 50% greater than the combined length of all the boats in the largest fleet starting.
- The line is set at exactly 90 degrees to the wind direction (square to the wind).

It is very helpful if you get one of the first boats out to aid you in doing this. Use hand signals to direct them up or down and when to drop the mark or use your VHF radio, channel 68

Or you may:

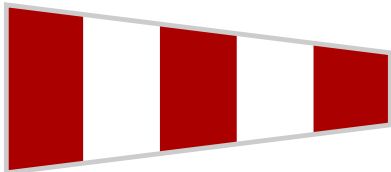
- Decide on the appropriate length of the starting line (where it will end).
- Start from a point downwind from the position the line will end at.
- Motor directly into the wind until the starting buoy is directly abeam of your boat and drop the mark at this point.

Moving the finish line:

- Once all classes have started it will be necessary to reset the line perpendicular to the last leg of the race.

7 USE OF POSTPONEMENT

Code pennant “AP”



Use the postponement signal if:

- Unable to display the first signal at 18:40.
- Changing course prior to the first start. (See section §8 USE OF A SIMPLE ABANDONMENT on the following page if you really must change the course after the first start).
- An error in timing the starting sequence for a class before its starting signal. (See section §12 USE OF THE GENERAL RECALL on page 18 for correcting errors after the starting signal has been made.)
- Threatening weather conditions.
- Average light winds under five knots.

To do this:

- Raise the “AP” pennant with TWO (2) sound signals.
- Lower any other signals.
- When you are ready to restart lower the “AP” with ONE (1) sound.
- Raise the class flag for the class to be started one minute after lowering “AP”.
- The “AP” flag must come down one minute before the next signal, so remember this if attempting to synchronize the sequence to a master clock

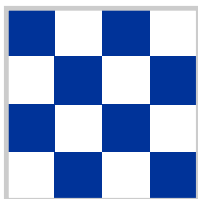
Then continue with the starting sequence. You may postpone at any point in the starting sequence and boats already started will continue racing.

NOTE: If you have changed the course it should be posted prior to lowering the “AP” flag. Do not change the course after the first start unless all classes have been recalled. (All classes must sail the same course)

The following sections describe situations where you may want to alter a sequence in progress.

8 USE OF A SIMPLE ABANDONMENT

Code Flag “N”



Code flag “N” by itself means that all races in progress are abandoned and shall be restarted.

- The R.C. may not abandon a race on a whim. Once a boat has received its starting signal, the R.C. must be able to justify its actions before a protest committee if a competitor feels the abandonment has adversely affected his potential finishing place.

It should only be used when:

- A serious error by the R.C. that effects all classes. A simple error that only affects the start that has just occurred can be corrected by a general recall and restart of this class only. (section §12 on page 18)
- A postponement in mid-sequence would otherwise leave classes racing on an untenable course (i.e. one that can not be completed)

SOUTH PORT REQUIRES ALL CLASSES TO SAIL THE SAME COURSE. A WIND SHIFT IN MID-SEQUENCE THAT CHANGES THE BEST CHOICE FOR A WINDWARD MARK IS NOT SUFFICIENT CAUSE TO ABANDON A RACE ALREADY IN PROGRESS.

To do this:

- Raise the flag “N” with THREE (3) sound signals.
- Lower any other signals.
- When you are ready to restart lower the “N” with ONE (1) sound.
- Raise the class flag for the first class to be started one minute after lowering “N”.
- The “N” flag must come down one minute before the next signal, so remember this if attempting to synchronize the sequence to a master clock

Then continue with the starting sequence. (section §10 STARTING SEQUENCE on the next page)

See section §13 RACE ABANDONMENT on page 19 if you intend to abandon the race permanently.

9 INTRODUCING DELAYS INTO A STARTING SEQUENCE

The only reason to pause a sequence already in progress is if:

- Light winds prevent a prior class from clearing the start line before the following class is approaching the line to start.
- Light winds make starting impossible

IF SUCH A SITUATION ARISES YOU HAVE TWO ALTERNATIVES:

1. RAISE THE “AP” POSTPONEMENT SIGNAL TO STOP THE CLOCK.
 - See section §7 USE OF POSTPONEMENT on page 11.
 - It should be used for any expected postponement of greater than five minutes.
 - 10 MINUTES IS THE SHORTEST RECOMMENDED TIME to postpone for.
 - Always record actual start times as determined against the master timepiece.

THIS IS THE PREFERRED OPTION as it is the one most familiar to competitors.

2. Do not raise the class flag for the next start.
 - See the Racing Rules of Sailing Part 3 Rule 26.
 - Use only for expected delays of less than five minutes.
 - If possible, use a second timepiece or stopwatch not synchronized to the main clock when using this technique. This will be a powerful signal to competitors that their countdown is no longer valid, and force them to look to the R.C. boat.
 - Always record actual start times as determined against the master timepiece.

Starting rule 26 does not require that starting sequences be predetermined. Class starting order and warning signal times may be changed arbitrarily; competitors are expected to understand rule 26 and be familiar with their class flag. However, not all racers are equally cognizant of the rules. JOG classes, in particular, are welcoming to the less experienced sailor, and should therefore always be presented with a predictable sequence.

10 STARTING SEQUENCE

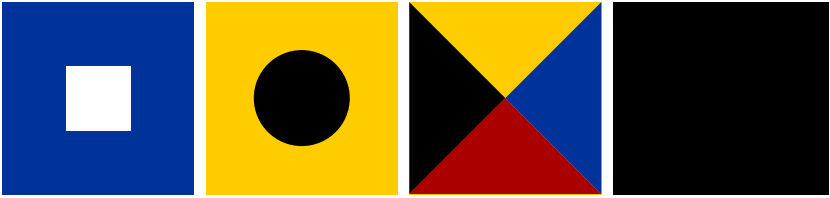
Warning Signals

Classes JOG, PHRF B & PHRF A



Preparatory Signals

Code Flag “P” or Code Flag “T” and/or Code Flag “Z” or Black Flag



The solid colours are the flags that identify the class. In general:

- Raising a class flag with 1 sound is the WARNING SIGNAL for a class.
- Lowering it 5 minutes later with 1 sound is the STARTING SIGNAL.

The “P” preparatory flag is the only one used on Wednesday nights.

- Raising a prep flag with 1 sound is the PREPARATORY SIGNAL. The prep signal always occurs 1 minute after the warning signal. All signals must be timed accurately. The prep flag is always flown in conjunction with the class flag.
- Lowering it 3 minutes later with 1 long sound is the ONE-MINUTE SIGNAL.

If you have not postponed or cancelled the race YOU MAY START THE RACES AT 1845 HOURS USING THE FOLLOWING PROCEDURE:

- At 1845 raise the class flag for the first start (typically JOG) with ONE (1) sound.
- At 1846 raise the prep flag as well with ONE (1) sound. Both flags are up
- At 1849 lower the prep flag with ONE (1) LONG sound. The class flag should still be flying.
- At 1850 lower the class flag with ONE (1) sound and raise the class flag for the next start.

Continue this procedure until all classes have started.

10.1 THE EXPECTED ORDER OF STARTS HAS BEEN INCLUDED IN THE R.C. KIT:

If you have forgotten to bring this vital document, classes should be started in the order listed in the table in the SI#4 CLASSES & CLASS FLAGS unless starts have been otherwise combined or classes dropped.

10.2 TIMES ARE FROM THE FLAG HOISTS AND DROPS:

If you have a watch that can countdown and repeat it automatically, set it for a “five minute” sequence.

Record the classes and the times they started. Always record start times as taken from the master timepiece if possible.

10.3 INTRODUCING DELAYS INTO A STARTING SEQUENCE:

If you need to delay, avoid the temptation to simply delay raising the next class flag. (See section §9 INTRODUCING DELAYS INTO A STARTING SEQUENCE on page 13)

10.4 RECALLS:

If any boats are over early raise the individual recall flag, Code flag “X” Sound the horn once and attempt to notify the boats involved. Note the sail numbers of all boats involved and lower the flag once all returned to restart or at the “one minute” mark for the start of the following class. It is the responsibility of the boats to start correctly. (See section §11 USE OF THE INDIVIDUAL RECALL on the next page)

If a general recall is warranted hoist the “first substitute” with two sounds. This stops the starting sequence. After a short time to allow the recalled boats to reassemble, lower the flag with one sound and raise the recalled class’s class flag one minute later. This resumes the starting sequence. (See section §12 USE OF THE GENERAL RECALL on page 18)

11 USE OF INDIVIDUAL RECALL

Code flag “X”



If after signaling the start one or more boats have crossed the starting line early take the following steps:

- Raise code flag “X” accompanied by ONE (1) sound signal.
- Attempt to announce the sail number of each premature starter. It is the offending boats responsibility to start correctly, not the R.C.’s.

RADIO CHANNEL #68 IS THE PRESCRIBED METHOD OF ANNOUNCING PREMATURE STARTERS; however, announcements may be given verbally at your discretion.

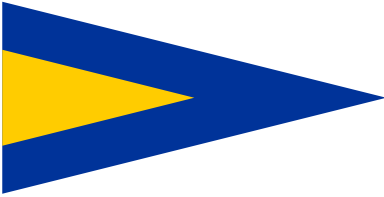
- Always signal with “X” if you make a record of OCS (On Course Side).

After all premature starters have returned to the pre-start side of the starting line lower code flag “X”. There is NO sound signal. Always lower code flag “X” 4 minutes after the starting gun even if some premature starters have not returned.

- NOTE: If any boat from the class being recalled does not return to restart, they shall be recorded as an OCS (On Course Side).
- REMEMBER: The individual recall signal does not interfere with the normal starting sequence of any class.

12 USE OF THE GENERAL RECALL

Code Pennant “1st Substitute”



If, after signaling the start of any class, you have determined that there are premature starters, but are unable to identify any or all of them, signal a general recall by following these steps:

To do this:

- Raise code flag “1st Substitute” accompanied by TWO (2) sound signals.
- Lower any other signals.
- When you are ready to restart lower the general recall signal with ONE (1) sound.
- Raise the class flag for the recalled class one minute after lowering “1st Substitute”.
- The “1st Substitute” flag must come down one minute before the next signal, so remember this if attempting to synchronize the sequence to a master clock

Continue normal starting sequence from this point.

- NOTE: If any boat from the class being recalled does not return to restart, they shall be recorded as an OCS (On Course Side).
- YOU MUST RESTART THE RECALLED CLASS FIRST.

13 RACE ABANDONMENT

Code Flags “N” over “A”



Use the cancellation signal either before or after leaving port, or before the starting signal for any of the following conditions:

- Foul weather endangering the yachts;
- Insufficient wind (note: you must abandon the race for all classes or none);
- A mark is missing or has shifted;
- Any other reason directly affecting safety or fairness of the competition.

If any of the above conditions are encountered on your night for R.C. duty, cancel the race by following these steps:

- Raise the “N” flag over the “A” flag together accompanied by THREE (3) sound signals.
- Lower all other signal flags (if any) you were displaying prior to the cancellation.
- Return to port.

If abandoning from shore (prior to leaving the harbor) hoist the flags from the flag stand or from your halyard. Attempt to notify any boat that has left the harbour on channel #68.