

MASSABESIC YACHT CLUB RACE COMMITTEE PROCEDURES 2014

This is a list of tasks and procedures for running races at Massabesic Yacht Club. It is the responsibility of the daily Race Chairman to assure racing is run in accordance with RRS Rule 26 and MYC 2014 Sailing Instructions.

Sign-up sheets - The Race Committee Instructions and the weekly sign-up sheets are in the metal clipboard case in the Race Committee storage closet in the Clubhouse. Date sign up sheets and put in a conspicuous place under the tent. At least three competitors must sign-up for each class or fleet in order to have a start. Competitors whose fleets fail to qualify may race in the Open Class, but their finishes will not count in qualifying for their series and will not affect the standings in the Open Class.

REMINDER - ALL COMMITTEE MEMBERS SHOULD SIGN IN ON THE RACE COMMITTEE SIGN IN SHEET TO ASSURE RECEIVING CREDIT FOR MEETING RACE COMMITTEE DUTIES.

Committee Boat -

1. Gas — No oil mix. Make sure the fuel level is adequate. Run blower (top switch on right) for ten minutes before starting engine. Normal operating temperature is 160 to 180 degrees.
2. Flags - In port locker. Committee Boat 'on-station' flag is stowed in Race Committee closet.
3. Working radio - If Committee Boat radio is not working take a handheld from the clubhouse.
4. Bring the 'Ollie' automated starting system. Make sure its interior switch is set for Rule 26 start, not Dinghy start or Recall. There is a back-up handheld horn in the port (flag) locker.
5. Bring the 3 timer board, the binoculars and the metal clipboard case with the Sign-up Sheets.

Hurricane

1. Gas - No oil mix. Make sure the level is adequate.
2. Race buoys (Marks) May need to inflate, Shop-Vac exhaust works well for inflating.
DO NOT OVERINFLATE - Pressure will build when the buoys are left in the sun.
3. Working radio - If Hurricane radio is not working, take a handheld from the clubhouse.

Launch (Tracker)- Use it, not the Hurricane, to ferry racers out to their boats and after, back ashore.

Duty Assignments – Running the races will go smoother if everyone is given specific assignments. The co-Chair can act as either Timekeeper or Flag Tender.

1. **Chairman** – Sets the courses. Operates the 'Ollie' automated starting system, assuring start countdowns proceed precisely. During the start, this person can sight down the line and look for boats over early. If any boats cross the line before the start, this person should hold up and wave the Individual Recall flag. This flag is held up until the boat(s) over early completely cross back behind the line. Marks first finishers with 1 sec. horn. Others with a ½ second.
2. **Timekeeper** - Assures boats racing match sign-up sheet. Starts timers for each fleet at starting horns. Assures that elapsed times for boats in all fleets are recorded accurately and legibly.
3. **Flag Tender** - Knows the flag sequence. Prepares flags to go up and down precisely on time. During finish, identifies finishing boats and calls "Mark" when first part of boat crosses the finish line.

4. **Chase Boat** - The two assistants manning the Chase Boat are the first responders in the event of an emergency. They set the course marks and adjust them as needed. Placement of the marks should be directed by the Committee Chairman. Before and after the races, they should use the **Launch** to ferry competitors out to their boats and back.

Departure from harbor-Upon pulling away from the dock, it is traditional but optional, to sound one long blast of the race starting system's horn by holding the white switch down for three seconds.

Setting Courses

1. Course selection is responsibility of the Chairman. See Sailing Instructions, Illustrations A and B, pages 5 and 6, for Race Course Diagrams.
2. Best attempt should be made to make the longest leg (weather mark to leeward mark) parallel to the wind.
3. Try to make the first leg as close to straight upwind as possible, with the start line perpendicular to the wind.
4. Set course for port rounding of all marks if possible.
5. The start mark is on the same side of the Committee boat as the jibe mark.
6. Starting line length can vary depending on fleet size and boat length. Allow approx. 1.25 boat lengths per competitor. Example; 25' for each Lightning. To avoid resetting starting line between races, set it for the largest fleet, the Open Class fleet or the Combined Dinghy fleet.
7. Use as much of the lake as necessary. Course length depends on the wind. Ideally each race should last about 45 minutes to an hour for the average boat. Shorten the course in light wind. Lengthen in higher wind.
8. When Lake level is low, avoid rocky areas of concern to deep draft boats.

Setting Flags on the Race Committee Boat

1. Once the course has been set, put the course flag at the highest point on the mast and sound 1 long blast from the "Ollie" by pressing and holding the white switch.
2. Put the 'Race Committee on Station' flag (on small separate pole) on left front of boat.
3. Make sure the tail of the signal flags (longer rope attached to flag) is at bottom of the flags so that the top of the flags will reach the horizontal bar near top of the mast
4. When horn sounds, the flags should be raised so that they reach the blocks hanging from the horizontal bar near the top of the mast. There will be plenty of warning beeps from the automatic starting system to prompt the raising of each flag.

Starting

COMMUNICATION OF STARTING SEQUENCE SHOULD BE LIMITED TO HORNS AND SIGNAL FLAGS AND NOT ANNOUNCED VIA RADIO COMMUNICATIONS.

1. Starting sequence is Lightning, Combined Dinghy, Catalina 22, Open
2. For regular series races, the first flag should go up and the first horn sounded as close to 1:30 as possible.
3. For a 1:30 start, the Chairman should start 'Ollie' by pressing the red start switch at 1:29:50. It will immediately emit a sequence of 10 beeps (audible to RC but not generally to the competitors) followed by a single blast signifying the warning for the first race. Simultaneously

the flag tender will raise the class flag for the first class to race, along with the course designation flag (unless raised earlier).

4. 30 seconds later, 'Ollie' will emit 3 short beeps, and the Chairman should announce "30 seconds to prep flag up." There will be 2 short beeps at 20 seconds before the next horn, and 1 short beep at 10 seconds before. At 5 seconds before, there will be 1 short beep every second.
5. The next horn signal should be at 1 minute prior to the start. 'Ollie' will repeat the series of alerting. On the horn blast the prep flag comes down.
6. The next horn is for the actual start. Flag tender drops the class flag on the horn signal. Unless there is a recall, the flag tender raises the next class flag immediately and 'Ollie' will continue its 1-minute, 3-minute; 1-minute; start sequences until the last class starts.
7. **The Start Sequence**

<u>Minutes before start</u>	<u>Flag and Sound</u>
5	Class Flag raised and 1 blast on the horn
4	Preparatory flag raised and 1 blast on the horn
1	Preparatory flag comes down and 1 blast on the horn
0	Class flag comes down and 1 blast on the horn. Next class flag goes up.

CLEAR TIMERS & HIT START FOR LIGHTNING, DINGHY, CATALINA 22, and OPEN FLEETS . KEEP THEM RUNNING 'TIL EACH FLEET FINISHES, THEN CLEAR FOR NEXT RACES.

During the race

Observe and keep a general awareness of competitors' positions. This will make it much easier to keep track of boats finishing. Watch for possible conflicts, especially at marks.

The Finish

Boats finish when the first part of the boat in its normal position crosses the line between the committee boat mast and the starting pin. The Flag Tender should sight down this line and call out "Mark" as boats finish. This person should also identify the boat (sail number, skipper, boat name, boat type etc.) before calling out "Mark". The Chairman sounds a 1 second blast of the horn for the first boat to finish in each fleet and a whistle or short blast for each of the others in the fleet.

Elapsed times should be recorded for all boats.

The Timekeeper notes the time at "Mark", then records it accurately and legibly. As a check, the Timekeeper should repeat aloud the boat identification to assure consistency with the Flag Tender.

**REMEMBER, MANY COMPETITORS ARE TRYING TO WIN RACES AND SERIES.
YOUR ATTENTION TO ACCURACY IS GREATLY APPRECIATED!!!**

Removing Marks After the Races

The Committee boat should pick up the mark nearest to it so that there is room in the chase boat for the other marks. Committee members should use the **Launch** to ferry racers from their boats back to the

docks. Be sure to untangle the lines for marks before putting them away so that they are in order for the next week's Committee. Fold down the sun shades on both boats. Moor the Committee Boat.