

MYC RACE COMMITTEE PROCEDURES

New for 2022:

1. All race committee members must wear USCG approved PFDs during racing activities to receive credit for meeting their race duty commitment (this is a NH Marine Patrol requirement).
2. A provision has been made in the Sailing Instructions (SI) to set an alternate windward mark should wind conditions change (see SI rules 9.3 and 10.3)

TLDR:

Race Committee Chair – establish the course to be raced (30 minutes for Lightnings); select downwind finish courses “G” and “J” to facilitate simultaneous starts/finishes; call the starting line (code “X” flag for OCS boats); manage all race activities for the day

Flag Tender – tend flags; notify recorder of sail numbers for boats about to finish and signal finishes clearly enough that the finishing competitor is made aware that they have finished (hand held horn for first competitor to finish, call out “Mark” for each subsequent competitor to finish)

Recorder/Timekeeper – start 2 timers (one as a backup) for Open class and record sail numbers in order of finish (and elapsed time for the Open class)

Safety Boat – ferry sailors to/from their moorings; set/pick up the race course marks; on call for rescues

General – The Race Committee (RC) is responsible for conducting races in accordance with Racing Rules of Sailing (RRS) and the MYC Sailing Instructions and to make racing enjoyable for the largest number of participating members. The goal is to conduct 3-4 races for the Lightning and Combined Dinghy classes and 2-3 races for the Catalina 22 and Open classes, with the last race concluding around 4:30 PM. To achieve this, the course should be set such that the average Lightning finishes in about 30 minutes and the starting sequence of subsequent races is started shortly after each fleet finishes. Use the downwind finish race courses (“G” and “J”) to best manage starting fleets while other fleets are simultaneously finishing. The general overall schedule for race day is as follows:

11:30 AM – Perform Tasks Ashore and ferry people to their boats using the Launcher

12.30 PM – Safety boat departs to set the course

1:00 PM – RC boat departs with sign-up and scoring sheets

1:30 PM – Racing commences

5:00 PM – Time after which no warning signals will be made

Tasks Ashore:

- Set out sign-up sheets clipboard under the awning (found in RC closet)
 - At least 3 competitors must sign-up for each class or in order to have a start
- RC members sign-in on sign-up sheet to ensure credit for performing race duties
- Provision RC boat:
 - Check fuel level (the Harbormaster will refuel as necessary)
 - Lower outboard motor using trim tab on throttle lever
 - Check water “telltale” after start
 - Bring radio (from clubhouse), and (class and signal) flags, ‘Ollie’ starting device, 2 timer board and handheld horn (from the RC closet) aboard
- Provision Safety boat:
 - Check fuel level (the Harbormaster will refuel as necessary)
 - Lower outboard motor using trim tab on throttle lever
 - Start the motor

- Check water “telltale” after start
- Bring radio (in the RC closet) and portable air pump, marks, mark anchors and anchor line reel (from the Oar House) aboard

Duty Assignments:

Race Committee Chair – Sets the courses. Operates the 'Ollie' automated starting system. 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 (“X”) flag. This flag is held up until the boat(s) over early completely cross back behind the line, but not longer than four minutes. Signals first finishers from each fleet with 1 sec. horn using the handheld horn.

Flag Tender – Prepares flags to go up and down precisely on time. During finish, identifies finishing boats (see The Finish below).

Recorder/Timekeeper – Ensures that boats racing match sign-up sheet. Resets and starts 2 timers (one as a backup) for Open fleet at each of their starting horns. Ensures that elapsed times for boats in Open fleet and finish order for boats in all fleets are recorded.

Safety Boat – The two assistants manning the Safety 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 Chair. Before and after the races, they should use the Launch to ferry competitors out to their boats and back (please do not leave the club until all competitors have been ferried to shore).

Setting the Course:

1. Course selection is responsibility of the Chair. (See Sailing Instructions for Race Course Diagrams.)
2. Best attempt should be made to make the longest leg (leeward mark to windward mark) parallel to the wind with the start line perpendicular to the wind.
3. Set course for port rounding of all marks if possible.
4. Starting line length can vary depending on fleet size and boat length. Allow approximately 1-1.5 boat lengths per competitor. Example: 20'-30' for each Lightning. To avoid resetting starting line between races, set it for the largest fleet.
5. The finish line (if different than the starting line) length should be approximately 50-100'.
6. Use as much of the lake as necessary. Course length depends on the wind. Ideally each race should last about 30 minutes for the average Lightning boat. Shorten the course in light wind. Lengthen in higher wind.
7. If the winds are less than 10 MPH and the chosen race course has an upwind finish, then the Open Class will be one time around.
8. When the lake level is low, avoid rocky areas of concern to deep draft boats.
9. Ensure that no leg of the race course, properly sailed, passes through obstructions such as government marks.

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. 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.
3. The flags should be raised so that they reach the blocks hanging from the horizontal bar near the top of the mast as each horn sounds. There will be plenty of warning beeps from the automatic starting system to prompt the raising of each flag.
4. Use the flag position closest to the starting line for the preparatory flag.

Starting:

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 Chair 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.
4. 30 seconds later, 'Ollie' will emit 3 short beeps, and the Chair 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 sounds. 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 general recall, the flag tender raises the next class flag immediately and the 'Ollie' will continue its 5-minute start sequences until the last class starts.
7. Clear and start the timers at the start of the Open Class. Keep it running to record the finish times of all Open Class boats, then clear the timer prior to the next races.
8. Turn the 'Ollie' off after the last class starts.
9. Start Sequence:

Minutes Before Race Start	Flag Activity	Horn Sounding
5	Class Flag Raised	1 Blast
4	Preparatory Flag Raised	1 Blast
1	Preparatory Flag Lowered	1 Blast
0	Class Flag Lowered	1 Blast
0	Next Class Flag Raised	No Blast

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. It is best practice to assign the tracking of each fleet to a different race committee member who will be responsible for keeping track of their respective fleet throughout the race(s).

If the wind shifts directions such that the windward mark can be fetched from the starting line or leeward mark with one or fewer tacks, then an alternate (yellow) windward mark should be set for races that have not yet been started. Indicate the new course by raising the yellow Q flag under the course flag prior to the start sequence for subsequent races.

The Finish:

Boats finish when the first part of the boat's hull crosses the line between the committee boat mast and the finish mark. The Flag Tender should sight down this line, sound a 1 second blast of the handheld horn for the first boat to finish in each fleet, and call out "Mark" as each subsequent boat finishes. This hail shall be made loud enough so that the finishing competitor is made aware that they have finished. This person should also identify the boat (boat type and sail number or other identifying information) before signaling her finish. Elapsed times should be recorded for all Open fleet boats. The Timekeeper notes the time when each boat's finish is signaled, then records it accurately and legibly. As a check, the Timekeeper should repeat aloud the boat identification to ensure consistency with the Flag Tender.

Subsequent Races:

A few minutes after each fleet finishes, the starting sequence for the next race ought to be started. This will require some judgement from the RC Chair when courses with upwind finishes are chosen so as to minimize (but not necessarily eliminate) the number of boats finishing during the subsequent starting sequence. The RC Chair should make the starting fleet competitors aware if finishing boats are entering the starting area.

Tasks After Racing:

- Pick Up Marks** – The Safety Boat will pick up the marks. Deflate the marks as they are picked up to make room for all the marks on the boat.
- Ferrying Racers** – Committee members should use the Launch to ferry racers from their boats back to the docks as soon as possible after coming ashore.
- Race Committee Boat** – Clean and organize the boat (anchor line, flags, lines, etc.). Fold down the Bimini and refuel the boat, if necessary. Moor the boat.
- Safety Boat** – Clean and organize the boat (the Harbormaster will refuel as necessary).
- Return Equipment** – Racing materials should be returned to the RC closet and Oar House in the condition in which they were found (or better!) and the radios should be returned to their charging holsters.
- Scoring Sheets** – Turn in the scoring sheets to the MYC Race Chair.