

# **Carlyle Yacht Club**

## **Committee Boat Procedures**

Updated April 24, 2006

If for any reason you cannot meet your Race Committee (RC) obligation on the assigned day, it is your responsibility to make arrangements with an alternate, competent RC. **PLEASE NOTIFY THE SAIL FLEET CAPTAIN OF ANY CHANGES:**

### **Before the day of the race:**

- A. Recruit a *minimum* of two, ideally three, other adults to assist you on the committee boat the day of the race. They will be needed to help with the official tasks of time keeping, making visual and audible signals, recording finishes as well as helping to anchor the committee boat, moving marks and shortening course (if required during a race) and operating the Mark set boat.
- B. Review Part 3, **Conduct of a Race**, of the US Sailing *The Racing Rules of Sailing*, (<http://www.sailing.org/rules/>) and have a copy on board the day you are RC. Another especially helpful section is inside the rear cover. Pictures and descriptions of all Race Signal flags and their required accompanying audible signals are provided
- C. Review this document, Committee Boat Duties, in detail.

### **Day of the Race:**

#### **ARRIVAL and BEFORE YOU LEAVE THE HARBOR**

1. You and your RC crew will meet the Sail Fleet Captain at **8:30 AM** at the Galley. Please be prompt. The Sail Fleet Captain will open the RC locker and point out all of the required equipment.

#### *Required Equipment:*

- Signal Flags
- Numerical fleet flags and "P" Preparatory flag
- Yellow "on-station" flag
- Course Board
- RC "bag" (stop watches, RC Flag, hand-held VHF, horn, course board numbers, pencils, score sheets)
- Hailer
- A copy of US Sailing's *The Racing Rules of Sailing*

**BE SURE LOCKER DOOR IS CLOSED AND LOCKED AFTER YOU HAVE REMOVED THE REQUIRED GEAR!**

2. If you are unfamiliar with the operation of any of the equipment, the mark set boat, or any aspect of the RC procedures, discuss them at this time with the Sail Fleet Captain.
3. Get at least three RC Race Score Sheets, one for each race, from the Sail Fleet Captain and complete the heading of each form with race series name and number, date, your name, wind conditions, etc.
4. It is your responsibility to collect the RC equipment from the locker and get it to and from your boat for the day. **BE SURE YOU HAVE AN ADEQUATE ANCHOR AND AN EXTRA LONG ANCHOR RODE.** A long rode will allow you to make adjustments of the angle of the starting line to the wind by letting out more/less line. It will also insure you have enough scope to hold if anchored in an unusually deep spot of the lake and, or, if the wind and waves are high. A second anchor is prudent if the winds are high.
5. Hoist the RC Flag on your jib halyard before leaving the dock.
6. Leave the harbor by 9:30 AM. Once outside the breakwater, head for the area of the anticipated leeward mark and contact the Race Organizer on VHF channel 69. They should be in the Mark set boat setting the course at this time. Remember they likely cannot hear the radio while they're

underway, so make multiple attempts to contact the Mark set boat until you are successful. Follow the Race Organizer's (RO) directions as to where to drop anchor to establish the starting line.

## **SAIL FLEET CAPTAIN'S RESPONSIBILITIES**

The Sail Fleet Captain or his designated replacement is responsible for all decisions regarding race operations with the exceptions of postponing the start because the RC is not ready and abandoning a race for bad weather. In these cases, either the RC or Sail Fleet Captain can act. All other RC proposed changes, including mark positions, courses to be sailed, shortening and changing courses, postponing and abandoning races need the concurrence of the Sail Fleet Captain. It is anticipated that the RC proactively suggests most changes.

**RACE COMMITTEE** is encouraged, as a courtesy, to speak to the racing fleets using VHF channel 69 to tell the fleets what is happening next, what start it is, what the courses are, which boats were over at the start, that the course is being shortened, etc. In short, the VHF should be used to make it clear what is going to happen next. Communication to competitors outside of the use of the VHF radio is otherwise discouraged with the exception of acknowledging boats checking in to race, boats withdrawing from a race, and specific instructions relating to changes in course or other RC actions that require a "hail" associated with that action.

The RC should hail Boats in the immediate starting area who are not in the next start's fleet to keep clear of the starting area.

## **ON the WATER PREPARATIONS**

7. On the way to anchor, discuss and assign tasks for each RC crewmember:

- a) Who will assist in anchoring?
- b) Who will help sight the weather mark and assist the RO in setting a "square" line?
- c) Who will check-in the on water check-ins?
- d) Who will run the Mark set boat to take the RO and crew to their boat after setting the course?
- e) Who will count/call out time?
- f) Who will operate the starting flags?
- g) Who will blow the horn?
- h) Who will sit at the mast to sight the starting line and hail, flag, and sound the horn for any Individual or General Recalls?
- i) Who will sit at the mast and sight finishes?
- j) Who will call finish times?
- k) Who will record finish times?
- l) Who will record any protests and acknowledgments of taking alternative penalties?
- m) Who will operate the Mark set boat if it's necessary to shorten or change course?

8. Set fenders low on one side of your boat in preparation for the Mark set boat coming aside for one of your crewmembers to transport them to their boat for the race. When transporting the RO back to their boat, if not already received, go by the Sail Fleet Captain's boat and pick up the Sign-In sheet. If not familiar with the operation of the Mark set boat, ask! You may have to use the boat to move marks during the race or in the case of an emergency.

9. Set up the Course Board facing down the starting line in a clearly visible place. Get the compass heading from the RO for the Windward mark and post the heading, to the nearest 10 degrees on the board.

10. Consult with the Sail Fleet Captain to select and post the courses to be sailed on the Course Board. Two course designations should be posted, one for each fleet. First position on the board is the Spinnaker fleet, second Non-Spinnaker fleet's course:

"A" = Triangle, once around

"B" = Triangle followed by a Windward/Leeward.


"C" = Windward/Leeward followed by a Triangle, followed by a 2nd W/L.

"E" = Windward/Leeward.

"E2"= Windward/Leeward twice around.

"E3"= Windward/Leeward three times around.

11. If the starting sequence will not begin promptly at 10:55 AM as scheduled, the RC should postpone the start to later in the day:

To postpone a race, signal by hoisting the Answering Pennant "AP"  and sounding *two sounds*. Sound *one sound when striking* this flag. Starting sequence to begin one minute after lowering AP. (Do not return to the yellow "on-station", proceed directly to the starting sequence after a postponement.)


12. You may be directed by the Sail Fleet Captain to abandon the races, **with no more racing for the day.**

To abandon a race and *send the fleet to the dock*, signal with *three sounds* and hoist code flag N over



flag H

## STARTING SEQUENCE:

13. When anchored, all the marks are set and the course is posted with the course information you are "on station" and ready, i.e. will commence the starting sequence soon; hoist the yellow "On-Station" flag.  The On-Station flag flies as long as you need to make final preparations. You cannot start the first race sequence any sooner than 10:55 AM. Be sure to give the Race Organizer time to get himself and/or crew out of the Mark set boat and back aboard their boat and sails up for a few minutes. Best to ask them to signal you somehow when they are ready for you to start the timing sequence. If the starting sequence will *not* begin promptly at 10:55 AM as scheduled, the start should be postponed to be started later in the day (see item 11 above.)

14. Time will be taken using an accurate watch that displays the time of day down to seconds. If possible, set your watch to an accurate time source. Synchronize all the watches on the RC boat so that more than one watch is available should one stop

### STARTING SUMMARY:

Signal	Flag and sound	Minutes before starting signal
Warning	Numerical/Fleet flag; 1 sound	5
Preparatory	P Flag, 1 sound	4
One-minute	Preparatory flag removed; 1 long sound	1
Starting	Fleet flag removed; 1 sound	0










## Starting Method "Wrist Watch" / Time of Day Timing

Plan to have the race begin on a multiple of five minutes; 5, 10, 15 minutes after the hour, etc.

For example, say you plan to start the 1<sup>st</sup> fleet at exactly 11:00. You need to strike the Yellow courtesy On Station flag one minute before the timing sequence begins along with *one sound*, so in this example you will want to strike the On Station flag at 10:54 and begin the sequence a 10:55.

Using the table below, the above example is laid out. There is room to the far left to write in your own times, based on when you plan to start the race. It may make your task easier if you fill these times in just prior to starting the race.

**YOUR EXAMPLE**

TIME	TIME	ACTION
_____	55 minutes	Hoist the Fleet flag  for the first start and <i>one sound</i>
_____	56 minutes	Also hoist the Preparatory flag  with <i>one sound</i>
_____	59 minutes	Strike the Preparatory flag  with <i>one sound</i> .
_____	60 minutes	<b>THE START:</b> Strike the Fleet flag with <i>one sound</i> . ALSO... unless there is some unusual circumstances, at the time you strike the fleet flag of the first starting fleet , <b>simultaneously</b> hoist the fleet flag for the next starting fleet , <i>the above sequence then repeats itself.</i>
_____	60 minutes	Hoist the Fleet flag  for the 2nd start and <i>one sound</i>
_____	01 minutes	Also hoist the Preparatory flag  with <i>one sound</i>
_____	04 minutes	Strike the Preparatory flag  with <i>one sound</i> .
_____	05 minutes	<b>THE START:</b> Strike the Fleet flag with <i>one sound</i> . ALSO... unless there is some unusual circumstances, at the time you strike the fleet flag of the second starting fleet , <b>simultaneously</b> hoist the fleet flag for the next starting fleet (if any). <i>..... the above sequence then repeats itself again.</i>
_____	05 minutes	Hoist the Fleet flag  for the third start and <i>one sound</i>
_____	06 minutes	Also hoist the Preparatory flag  with <i>one sound</i>
_____	09 minutes	Strike the Preparatory flag  with <i>one sound</i> .
_____	10 minutes	<b>THE START:</b> Strike the Fleet flag with one sound.

**IMPORTANT: Write on the score sheet what the time of day is for EACH start.**

As mentioned above, “unless there is some unusual circumstance” the next fleet’s timing sequence will begin with the start of the previous fleet. This is not required, however. You may choose to delay the next start for some reason, and specifically, in the case of a **General Recall** (see General Recall below for details of procedure.) To do this, simply begin the start’s sequence by hoisting the Fleet flag and sounding a horn, then completing the next 3 steps as in each sequence above. (Do not return to the Yellow on-station flag.)

15. An **Individual Recall** will be required for any boat(s) which start prematurely:

- a) At the start, the RC shall, when it sees a boat(s) that has started early, hoist code flag “X”




and sound *one sound*. As a courtesy, the RC should attempt to hail the early starter(s) using VHF Channel 69.

- b) When each boat that was over early returns, and is completely behind the starting line, dip the code flag “X” to signal to them it is clear to restart.
- c) Code flag “X” shall be struck one minute before the next fleet start.

[NOTE- if more than one boat is over early, there is still only 1 horn, *not* one for each boat over. The flag stays up, being dipped as each boat clears, and coming down when the last boat clears the line, or one minute before the next start, whichever comes first.]

16. If so many boats are over early that it is impossible to recall them all quickly, then a **General Recall** may be required.

- a) The First Substitute flag  will be raised and *two sounds* sounded.

- b) To simplify timing, fly the First Substitute until 4 minutes from the previous starting signal, giving the fleet time to return to the starting area.
- c) At 4 minutes after the previous start, strike the First Substitute flag (with *one sound*) and one minute later, re-start that fleet's timing sequence by re-hoisting their Fleet flag and *one sound* and continue to follow the standard starting sequence(s) listed above. In this way, timing will remain on the 5-minute interval already established.
- d) WRITE DOWN ON THE SCORE SHEET THAT THIS FLEET WAS RECALLED/RESTARTED AND NOTE THEIR STARTING TIME.

## DURING THE RACE

17. The RC must be vigilant and watch that the prescribed time limits do not run out:

- a) If the first boat of each fleet does not round the first mark within **40 minutes** of her start, the RC shall abandon the race.
- b) If the first boat of each fleet does not complete their course within **2 hours** of her start, the RC shall abandon the race.
- c) It may be necessary to modify the course (Shorten, Change the course) to allow most boats to finish in a reasonable time period.
- d) The RC or Sail Fleet Captain may choose to abandon a race for severe weather. The responsibility for the safety of each racer as to whether to race or not is the sole responsibility of each skipper. Likewise, the responsibility for the safety for the RC crew rests with the skipper of the RC.

To abandon a race and *send the fleet to the dock*:



Signal with *three sounds* and hoist code flag N over flag H.

- e) The Sail Fleet Captain can choose to abandon a race to be re-started if there is some unusual condition (missing mark, extraordinary wind shift, etc). To abandon a race but recall the fleet to the starting area for further instructions. Signal with *three sounds* and hoist code



flag N This flag is to be lowered (one sound) one minute before the next signal is made.

18. It may be necessary to **Shorten the Course** to *finish on the next leg* of the course:

- a) The course may be shortened for one or more fleets as necessary.
- b) The change shall be signaled before the first boat of a fleet(s) to be shortened has begun the leg of the course to the finish line.



- c) The RC while on station will hoist code flag "S" and periodically sound *two sounds*. In addition, the RC will hail Boats as they approach the finish leg as to which fleets are affected.

## FINISHING

19. RECORD FINISH TIMES FOR ALL BOATS CROSSING THE FINISH LINES!!

20. When "on station" and ready to record finishes, *hoist the blue flag*.

21. Note any boats that cross the finish line flying a protest flag on the score sheet.

22. The person sighting down the finish line must sit in-line with the mast of the RC boat.

23. When any part of a finishing boat, its rig or sails, in their normal position, breaks the plane between the RC boat mast and the starting/finishing line "pin", the "sighter" should hail "mark" and then the finisher's sail number.

24. The time recorder needs to record the exact time in hours, minutes and seconds when the word "mark" is spoken for each finishing boat. Record the boat's sail number.

## **SECOND RACE**

Time permitting; the RC should quickly coordinate with the Sail Fleet Captain to start the second or third race. As a guideline, races will not generally be started after 3 PM. The course may need to be reset. Notify the Race Organizer as soon as possible of your need to move the marks, as they *may* be able to begin prior to all the boats finishing. Follow the procedures above. Don't forget to change the course board before starting the sequence if it is to be changed!

25. If there will be no further racing that day, Display the Code "H" flag



## **AFTER THE RACE**

26. At your first convenience after docking, bring the race score sheets to John Huhn, Terry Burke or Greg Sacho. Go over the sheets to point out any protests, alternate penalties taken, or any anomalies.
27. Replace all the equipment in the RC storage locker in its proper place and LOCK THE DOOR!
28. Notify the Sail Fleet Captain or Jim Stevenson of any malfunctioning equipment.

COURSE A1: Triangle: Start-1-2-Finish  
A2: Two Triangles: Start-1-2-3-1-2-Finish

COURSE B: Triangle W/L: Start - 1- 2- 3- 1 - Finish

COURSE E1: W/L 1 Lap Start-1-Finish  
E2: W/L 2 Laps Start-1-3-1-Finish  
E3: W/L 3 Laps Start-1-3-1-3-1-Finish

COURSE C: W/L-Triangle-W/L  
Start- 1-3-1-2-3-1-Finish

All marks to be rounded to Port.

