

Windycrest SC Race Committee Help Sheet

I. BEFORE RACE DAY

a. The Crew. The minimum number of race committee members is SIX. SEVEN is advised. Two people for each chase boat (the Sea Arks), and three people on the committee boat.

Begin recruiting your crew two weeks ahead of race day. Avoid last minute stress and risk of not finding enough crew members at the last minute.

Use the club directory to find crew. Send emails, or, better still, call on the phone.

b. Check the weather forecast for race day. Alert your crew to bring the appropriate stuff: water, food, phone, bug spray, etc.

II. FLAGS

See attached chart for additional explanation of flags. Commonly used flags are these:

1. Warning Signal/Class flags. We generally use the number flags: 1, 2, and 3 to designate the classes racing.
2. Preparatory signal = "P" flag.
3. Postponement = "answering pennant" (red/white vertical stripes).
4. Individual recall = "X" flag.
5. General recall = "first substitute" pennant.
6. Shorten course = "S" flag.
7. Change of course = "C" flag.
8. Abandonment of race = "N" flag.
9. PFDs required = "Y" flag.
10. Come within hail or follow me = "L" flag.

III. HOW TO SET THE COURSE

a. Initial considerations: wind direction, wind speed, type of boats competing (centerboards or keelboats), how long a course to set in order to complete the race(s) in the right amount of time.

b. Select an area of the lake with adequate open water that will accommodate the race course.

c. The various courses that we use: almost always, Windycrest uses either an "I" or a "W" course. Both run straight windward and leeward. The difference is where the start and finish lines are set on the course. Courses may be run any number of laps. Courses are designated by means of signs placed on the sides or stern of the committee boat.

d. Setting the course:

- i. determine which course form will be used (i.e., I or W most often).

- ii. position the committee boat in the location required by the course, set the anchor.
- iii. set the starting line pin (yellow buoy) subject to adjustment later.
- iv. set the windward mark subject to adjustment later.
- v. set the leeward mark subject to adjustment later.
- vi. setting a mark so that it is in the right place:

1. go to the desired position for the mark, head the boat into the wind, and stop way.
2. lower the anchor weight until it hits bottom (the line could be too short!),
3. back up the boat and roll the buoy off,
4. return to windward side of windward mark or leeward side of leeward mark and sight up the course to confirm correct placement of the buoy,
5. advise PRO that mark is set,
6. stand by awaiting further instructions from the PRO.

IV. CONDUCTING THE RACE.

- a. The race is managed by those on the committee boat.
- b. Jobs of people on the committee boat, some tasks may be performed by the same person:
 - flag handler
 - time keeper
 - horn operator
 - start/finish line sighter
 - recorder of check-ins and finishes
- c. Check boats in before the courtesy sound by recording boats and sail numbers on score sheet.
- d. Start the race on time! If you cannot start on time, postpone the start (answering pennant + one sound). Use the on-board electronic starting horn to start the race sequence. Someone must watch for OCS (on course side, aka over early) boats. Signal OCS boats with "X" flag and one sound; verbal notice is not required but is permitted. Lower the flag once all OCS boats have returned to the prestart side of the line or after 4 minutes. If "too many" are OCS, signal a general recall with "first substitute" flag and two sounds. Time keeper records the starting time (e.g., 2:00 pm) and insures the timer is running.
- e. Use of the electronic starting horn: (explanation here).

f. Constantly monitor the race. Have the marks moved if the wind changes. Note: marks cannot be moved after a boat rounds the previous mark. Follow proper procedure for signaling and moving a mark.

g. Finishes. Someone must watch the finish line notify the timer/recorder as each boat finishes. Competitors appreciate a horn, but is not required. A boat finishes when any part of it crosses the line from the direction of the previous mark. Someone must record the finishing time. The recorder and time keeper work together (or may be the same person if possible). Write down the time of finish or the elapsed time.

h. How to record finishes.

i. Prepare for next race once all boats have finished.

V. Safety and Emergencies.

Be prepared to render assistance as needed to any boat in trouble. Chase boats should monitor the racers, especially in strong winds. Centerboard boats are most susceptible to capsize and difficulties. Safety is a primary concern of the race committee.

VI. Use of VHF Radios.

Turn on radios upon leaving the dock. Check transmission and reception. Keep radios on Channel 71.

VII. Completion of Races.

a. pick up the marks.

b. make sure that other race committee boats are able to return (motors sometimes fail).

c. make sure that competitors are able to return. Provide assistance as needed.

d. When committee boat returns to the dock, blow the horn and write down the time (this is necessary to alert any protesters of the time for protests to be lodged).

e. Turn in score sheets to the appropriate scorer, the fleet captain, or make sure that one of them receives the score sheet.

f. Open the rehash with key from committee boat. Rehash time must be respected — beer tap is not open forever. PRO or designee must not leave without locking the beer tap and the refrigerator.