

# **Provisional Race Committee Delegate REFERENCE GUIDE 2009**

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# **1. Equipment Checklist**

**Flags (In the wooden case) with Hand Bearing Compass & Voice recorder.**

**Gun & Ammo (In gun locker, in sailing shed on the river)**

**Inflatable Marks (at least five) w/Anchors & Rode, Inflator**

**Course Signal Board**

**Rule Book**

**Clock Board and Check-in/Time sheet**

**Green Clip Board/box for R.C. Worksheets, and Pencils**

**Binoculars,**

**Spare Radio (Your Handheld)**

**IF YOU ARE WORKING WITH A MARK SET BOAT,**

**Load the Robert Read and the Mike Meyers @ 5:00 and leave the dock @ 5:20**

**IF YOU ARE WORKING WITHOUT A MARK SET BOAT,**

**Load the Robert Read @ 4:30 and leave the dock @ 4:50**

## **2. Using the Robert Read**

**A. Get the Keys in utility room of the clubhouse.**

**B. Switch on the battery under the rear floor boards, **TO ALL****

**C. Check fuel level and allow time to stop at Shumway for gas if necessary.**

**D. Vent the Bilge. Run bilge blower for 5 minutes and sniff the exhaust vent (just outside the starboard quarter) for any hint of gasoline fumes. If you detect fumes, **DO NOT START THE ENGINE.** Leave the boat at once and notify the rear commodore or other club officer. Do not use the radio on the Robert Read.**

**E. Disengage the Drive and advance the throttle. Turn the ignition key to the right. The engine should start right up.**

**F. Turn on VHF Radio and set to channel 71.**

**G. Cast off lines and back out of the slip slowly. Get well clear of the slip before shifting into forward and turning away from the slip.**

**H. Power up the GPS once you leave the launch slip and start down the river toward the lake.**

**I. Returning to the dock. Line up the boat and dock, so you are driving straight into the slip. Approach slowly with transmission in Neutral. At low speed you will have no steerageway, but you can make directional changes by shifting momentarily into forward. Then when boat is aimed correctly shift back to neutral. You can use reverse as a brake, but always approach at a speed that is slow enough that you can safely land the boat even if the engine dies.**

**J. Switch off any lights, radio and the battery.**

## **3a. Tuesday Night Checklist**

### **IF YOU ARE WORKING WITH A MARK SET BOAT...**

**5:00 p.m.** Load boat. Check the Equipment Checklist and the Mark Set Crew. Pre-set flags.

**5:20 p.m.** Latest time to leave the dock. Inflate two marks on route to the starting area

**5:40 p.m.** Anchor the Robert Read between a mile and 1-1/2 miles due north of the end of the west pier.

- Check the wind direction and keep checking it.
- Signal boat crew sets up flags and gun.
- The mark set boat Picks up the marks

**5:45 p.m. Using the Race Committee Work Sheet.**

**(Appendix A in the green clip board/box)**

- Decide on course type, length, direction to first mark, and number of laps. ( 1 or 2) The preference is one longer race.
- Set up Course Signal Board with direction and distance to the first mark.
- Set up Lap Display with course designator A through F using a black letter for one lap and red for two laps.

**6:00 p.m.** Mark Set Boat sets the windward mark(s).

- Hoist R.C. Flag.
- **One member of Signal Boat crew, checks racers in, by ticking the boxes on the score sheet (Appendix D).**

**6:15 p.m.** Conduct VHF Skippers' Meeting

**6:24 p.m.** Start the sequence with an alert horn signal.

**6:25 p.m.** Signal Boat signals first Warning and the start sequence.

Fill out heading of R.C. Worksheet and enter finish times as the boats finish the race. Pick up marks after all boats pass them. Give R.C. Worksheet to Bill Thompson or designated scorer.

## **3b. Tuesday Night Checklist**

### **IF YOU ARE WORKING WITHOUT A MARK SET BOAT...**

**4:30 p.m.** Load boat. Check the Equipment Checklist.

**4:50 p.m.** Latest time to leave the dock. Inflate two marks and Pre-set flags on route to the starting area.

**5:10 p.m.** Go to starting area between a mile and 1-1/2 miles, due north of the west pier. **Using the Race Committee Work Sheet , ( Appendix A, in the green clip board/box)** check the wind direction and decide on course type and direction & distance to first mark. Set a mark for the pin end of starting line. Mark starting area location in GPS by using the MOB button.

**5:25 p.m.** Set the windward mark(s). Yellow for GO, Red for Spin.

**5:40 p.m.** Set the gybe mark if used.

**5:55 p.m.** Set the leeward mark, if used.

**6:10 p.m.** Return to starting area and set up start line.

- Hoist R.C. Flag.
- **One member of Signal Boat crew, checks racers in, by marking the boxes on the score sheet (Appendix D).**
- Set up Course Signal Board with direction and distance to the first mark.
- Set up Lap Display with course designator A through F using a black letter for one lap and red for two laps.

**6:15 p.m. Conduct VHF Skippers' Meeting**

**6:24 p.m. Start the sequence with an alert horn signal.**

**6:25 p.m. Signal Boat signals first Warning.**

**Fill out heading of R.C. Worksheet and enter finish times as the boats finish the race. Pick up marks after all boats pass them. Give R.C. Worksheet to Bill Thompson or designated scorer.**

## **4. Using the Garmin GPS**

- **To power up the Garmin GPS, press the "lightbulb" key.**
- **To record your present position at the starting line, press the MOB key and accept with the Enter key.**
- **Press the PAGE key until the COMPASS page shows.**
- **Watch the GPS display as you move away from the starting line in the course heading.**
- **The display will show the distance and the arrow will be pointing at the bottom of the page .**
- **Keep the arrow there until the required distance is reached set the mark in place.**

## 5. Tuesday Start Sequence

Fill in the actual time of day as determined by the time you give the Attention Signal. It is recommended that you give the Attention Signal when the minutes end in 9 or 4, such as 6:19 or 6:24. Starting Sequences will be:

- 6 minutes - Attention (dip of RC flag and sound (2 sec) signal)
- 5 minutes - Warning Signal (Code flags "1" and a sound)
- 4 minutes - Preparatory Signal for DIVISION 1 (code flag "P" and a sound)
  - 1 minute - Lower preparatory flag (1 long (4 sec) sound)
  - 0 minute - 1st Start (replace code flags "1" with "2" and a sound)
- + 1 minute - Preparatory Signal for DIVISION 2 (code flag "P" and sound)
- + 4 minutes - Lower preparatory flag (1 long (sound))
- + 5 minutes - 2nd Start (replace code flag "2" with "3" and loud sound)
- + 6 minutes - Preparatory Signal for DIVISION 3, (code flag "P" and sound)
- + 9 minutes - Lower preparatory flag (1 long sound)
- +10 minutes - 3rd Start (replace code flag "3" with "4" and loud sound)
- +11 minutes - Preparatory Signal for DIVISION 4 (code flag "P" and sound)
- +14 minutes - Lower preparatory flag (1 long sound)
- +15 minutes - 4th Start (remove) code flag "4" and loud sound)

*If there is a recalled division, then this will also be the Warning for first recalled division.  
(1st recalled division flag replaces code flag "4")*

- +21 minutes - Preparatory Signal for recalled division (code flag "P" and sound)
- +24 minutes - Lower preparatory flag (1 long sound)
- +25 minutes - 1st restart (remove division flag and loud sound)
- +29 minutes - Lower preparatory flag (1 long sound) +30 minutes - 1st restart (remove division flag and loud sound)

## **6. Weekend Race Checklist**

### **IF YOU ARE WORKING WITH A MARK SET BOAT...**

**8:40 a.m.** Load boat. Check the Equipment Checklist. Pre-set flags. Mark Set Crew

**9:00 a.m.** Conduct Skippers' Meeting at Clubhouse.

**9:10 a.m.** Latest time to leave the dock

**9:30 a.m.** Anchor the Robert Read between a mile and 1-1/2 miles due north of the end of the west pier and check the wind direction. Signal boat crew sets up flags and gun.

- **9:35 p.m. Using the Race Committee Work Sheet (Appendix A, in the green clip board/box)**
- **Decide on course type, length, direction to first mark, and number of laps.**
- **Set up Course Signal Board with direction and distance to the first mark.**
- **Set up Lap Display with course designator and number of laps.**

**9:40 a.m.** Mark Set boat, sets the windward mark(s).

**9:50 a.m.** Mark Set boat sets the gybe mark if used.

- **9:55 a.m. Adjust the start line if necessary. Hoist R.C. Flag. One member of Signal Boat crew, checks racers in, by ticking the boxes on the score sheet (Appendix D, in the green clip board/box).**

**10:00 a.m.** Announce course and start time.

**10:00 a.m.** Mark Set boat sets the leeward mark, if used.

**10:04 a.m.** Start the sequence with an alert horn signal.

**10:05 a.m. Signal Boat signals first Warning.**

**Fill out heading of R.C. Worksheet and enter finish times as the boats finish the race. Pick up marks.**

**Give R.C. Worksheet to Bill Thompson or designated scorer.**

## **Weekend Race Checklist (Continued)**

### **IF YOU ARE WORKING WITHOUT A MARK SET BOAT...**

**8:40 a.m. Load boat. Check the Equipment Checklist. Pre-set flags.**

**9:00 a.m. Conduct Skippers' Meeting at Clubhouse.**

**9:10 a.m. Latest time to leave the dock**

**9:30 a.m. Go to starting area between a mile and 1-1/2 miles due north of the end of the west pier and set the mark for the pin end of the starting line. Check wind direction.**

- . 9:35 p.m. Using the Race Committee Work Sheet (Appendix A, in the green clip board/box)**
- . Decide on course type, length, direction to first mark, and number of laps for each division.**
- . Set up Course Signal Board with direction and distance to the first mark and the Lap Display with course designator, A through F. One lap use a black letter, 2 laps use a red letter**

**9:40 a.m. Set the windward mark(s).**

**9:50 a.m. Set the gybe mark if used.**

**10:00 a.m. Set the leeward mark, if used.**

**10:10 a.m. Return to starting area and set up start line.**

- . Hoist R.C. Flag. One member of Signal Boat crew, checks racers in, by ticking the boxes on the score sheet (Appendix D, in the green clip board/box).**

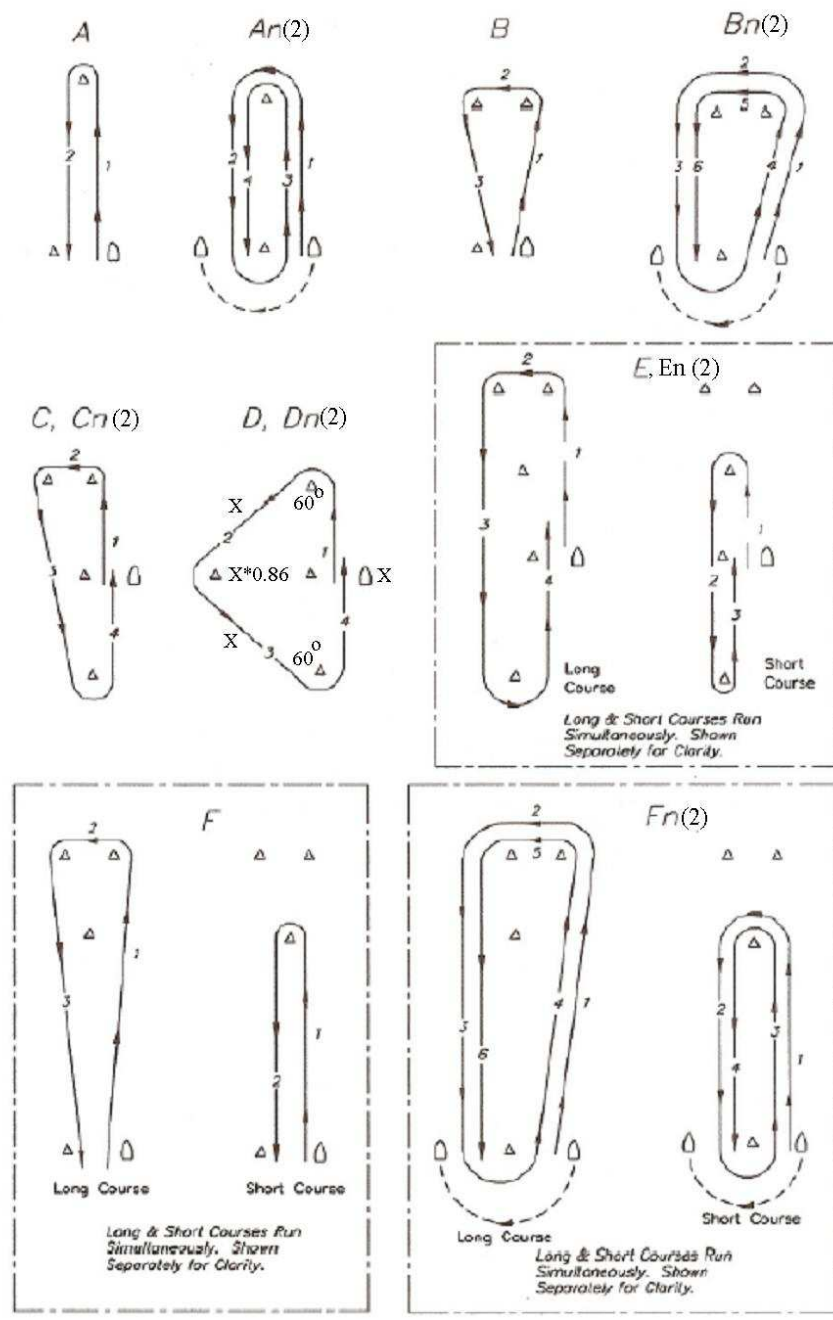
**10:19 a.m. Start the sequence with an alert horn signal.**

**10:20 a.m. Signal Boat signals first Warning.**

**Fill out heading of R.C. Worksheet and enter finish times as the boats finish the race. Pick up marks after all boats pass them. Give R.C. Worksheet to Bill Thompson or designated scorer.**

## **7. Courses and setup. 100 YARD START LINE!**

- The **RECOMMENDED** course for **TUESDAY NIGHTS** is the **E Course**, once around, **Windward-Leeward-Windward**. Or **Windward-Leeward**, with **1 or 2 laps around**.
- We usually set a windward offset mark **30 to 50 yards** off the furthest windward mark.
- Courses **E & F** have two windward marks: the first is for the **Genoa Only** divisions (use a yellow mark), and the second is **0.5 mile** further out for spin boats.
- Use **orange marks** for the long windward mark and the offset mark.
- Our goal is at least **60-minute** race for the fastest boats in the fleet.
- In light to moderate air (**4-14 knots**) this would be **3 - 5 miles**.
- In moderate to good air (**15+**), it would be **5 - 7 miles**.
- The distance from the **GO** weather mark to the **Spin** weather mark should be **0.5 mile** further upwind.
- Course **E's** leeward mark distance from the signal boat, will be the same as the distance to the 1st mark, but can be adjusted before the first boat rounds the weather mark.
- For course **D**, the distance from the gybe mark to the signal boat is **1.72 \* the distance to the first mark**.



## **8a. Changing the Course**

**Change the course before the start when a wind shift causes the existing course to be, 20 degrees or more right or left of square.**

- **This change should be undertaken prior to starting the race, provided you have the resources to make changes in a timely manner.**
- **Use the “AP” Postponement flag and two sounds.**
- **One sound when it is taken down.**

## **8b. Shortening the Course**

- **If you have started the race:**
- **The wind becomes so light that many boats will likely fail to finish within the time limit. You should shorten the course to enable most if not all of the fleet to finish within the time limit.**
- **Or severe weather appears to be moving into our area.**

**Then**

- **Shorten the race to the leeward mark by positioning the Signal Boat opposite the leeward mark**
- **The boats finish between the Signal Boat and the mark when it is left to the required side.**
- **The Signal Boat must display code flag "S" and make repetitive sounds as boats approach.**
- **This must be announced to the fleet by VHF Ch. 71.**

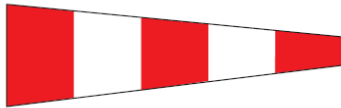
# 9. Flags

## Starting Line is the Orange flag, on a pole.

### RACE SIGNALS

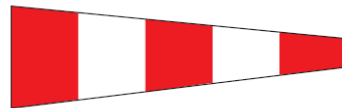
The meanings of visual and sound signals are stated below. An arrow pointing up or down (↑ ↓) means that a visual signal is displayed or removed. A dot (•) means a sound; five short dashes (— — — — —) mean repetitive sounds; a long dash (—) means a long sound. When a visual signal is displayed over a class flag, the signal applies only to that class.

#### Postponement Signals



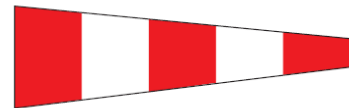
↑ •• ↓ •

**AP** Races not started are *postponed*. The warning signal will be made 1 minute after removal unless at that time the race is *postponed* again or *abandoned*.



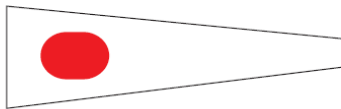
↑ ••

**AP over H** Races not started are *postponed*. Further signals ashore.

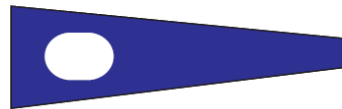


↑ ••

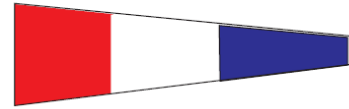
**AP over A** Races not started are *postponed*. No more racing today.



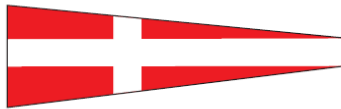
Pennant 1      ↑ •• ↓ •



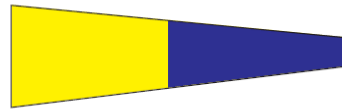
Pennant 2      ↑ •• ↓ •



Pennant 3      ↑ •• ↓ •



Pennant 4      ↑ •• ↓ •



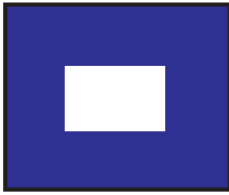
Pennant 5      ↑ •• ↓ •



Pennant 6      ↑ •• ↓ •

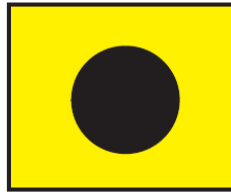
**AP over a numeral pennant 1–6** *Postponement* of 1–6 hours from the scheduled starting time.

## Preparatory Signals



↑ • ↓ —

**P** Preparatory signal



↑ • ↓ —

**I** Rule 30.1 is in effect.



↑ • ↓ —

**Z** Rule 30.2 is in effect.



↑ • ↓ —

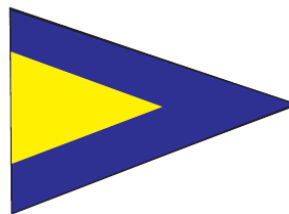
**Black flag.** Rule 30.3 is in effect.

## Recall Signals



↑ •

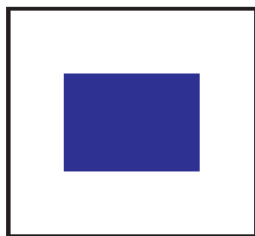
**X** Individual recall.



↑ •• ↓ •

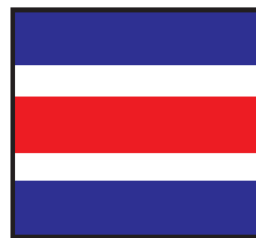
**First Substitute** General recall. The warning signal will be made 1 minute after removal.

## Course Change Signals



↑ ••

**S** The course has been shortened. Rule 32.2 is in effect.



— — — —

**C** The position of the next *mark* has been changed.

## 10. Flag Setup

- **Try to set up the flags before leaving the dock.**
- **Facing aft, the extreme left (starboard) halyard is number 1, others are numbered sequentially from left to right with the extreme right halyard (port) being number 8.**
- **Halyards No. 1, 2 and 3 are for division number flags.**
- **Start with Code Flag 1 on Halyard No. 1, Code Flag 2 on Halyard No. 2. Flag 3 on Halyard No. 3. At the 1st Division Warning, raise Flag 1**
- **At the 1st Division Start, Code Flag 1 comes down and raise Code Flag 2 to signal the 2nd Division Warning.**
- **Replace Code Flag 1 with Code Flag 4 on Halyard No. 1.**
- **Division 2 Start, Code Flag 2 comes down and raise 3 to signal the 4th Division Warning.**
- **Continue through all divisions until the last division starts. When that flag is lowered, there is no other flag raised.**
- **Halyard No. 4 is for the Preparatory Signal flag (Code Flag P).**
- **Halyard No. 5 is for the Race Committee Flag.**
- **Halyard No. 6 is available for Postponement, Abandonment, Shorten Course, or Mandatory Life Jacket signals if required.**
- **Halyard No. 7 is for the General Recall Signal (First Substitute).**
- **Halyard No. 8 is for the Individual Recall Signal (Code Flag X).**

# **Appendix A: Race Committee Worksheet**

**Wind Direction at Start Line \_\_\_\_\_**

**Estimated Wind Speed at start of race \_\_\_\_\_**

**Course Configuration \_\_\_\_\_ Course Length \_\_\_\_\_**

**Course to 1st Mark \_\_\_\_\_ DEG.**

**Distance to First Mark \_\_\_\_\_ MILE**

**Leeward Mark set at \_\_\_\_\_ DEGREES and \_\_\_\_\_ Mile from Start Line**

**Boat End of Start Line set at \_\_\_\_\_ DEGREES from pin.**

**Drop Anchor; Hoist R.C. Flag and Flags.**

**Make Pre-Race Announcements to Fleet.**

**Log Boats into the time sheet as they check in.**

**Start the Sequence on time. (use the clock on scoring board )**

**Attention-Horn. Warning-Gun. Prep-Horn. One minute-Horn. Start-Horn/Gun!**

**Check for OCS: If any, signal with Horn/gun & flag.**

**Re-check sail numbers of entire fleet as they start.**

**Monitor Channel 71 throughout the race.**

**Give horn/gun to first finisher horn to all others. Record all finish times with sail numbers.**

**Give this sheet with attached Finish Times to Bill Thompson on Flickr or other designated scorer.**

## **Appendix B: Sample Announcement**

**GYC Racing Fleet, GYC Racing Fleet, this is the GYC Race Committee aboard the ROBERT REED.**

**Stand By on Channel 71 for Tonight's Race Instructions.**

**<<10-SECOND BREAK>>**

**GYC Racing Fleet, GYC Racing Fleet, this is the GYC Race Committee.**

**Good Evening Racers and welcome to the Genesee Yacht Club XXX Series, Race Number \_\_\_\_.**

**Tonight's race course will be**

**Course A, Windward –Leeward**

**or**

**Course B, Windward-Leeward with Offset**

**or**

**Course C, Windward-Leeward-Windward with Offset**

**or**

**Course D, A Triangle**

**or**

**Course E, Windward-Offset-Leeward-Windward**

**or**

**Course F, Windward-Offset-Leeward-Windward**

**All Divisions will do \_\_\_\_ Laps (1 or 2)**

**The course to the first mark will be \_\_\_\_\_ Degrees**

**Distance to the first mark will be \_\_\_\_\_ Mile**

**Leave all marks to Port, and finish between the signal boat and the finish pin**

**The attention horn will sound in approximately \_\_\_\_ Minutes, followed by the First Warning Gun/Signal one minute Later.**

**Are there any questions?**

## **Appendix F: Emergency Contacts.**

- 1. Coast Guard. Ch 16.**
- 2. Coast Guard           585-544-4738**
- 3. Rear Commodore 585-455-0350**
- 4. Commodore           585-703-0277**
- 5. 911**
- 6. Weather related decisions**
  - a. R.C. Dave overy**
  - b. Larry Sill**
  - c. Steve Corona**
  - d. Bob Elliott**
  - e. John Meagher**
  - f. Bob Kreilick**