

Race Committee Procedure for Committee Boat Start/Finish

1. Equipment

- a. Equipment is kept in shed on dock. Need someone to show you this and how to operate the RIB.
 - i. Anchors (3) each with 150 ft line
 - ii. Windward mark (orange) - inflate
 - iii. Pin mark (scotchman)
 - iv. Equipment box (blue)
 - v. Flags (in bag)
 - vi. Course board
 - vii. If using the RIB as the RC boat, it is useful to also have a small buoy that you can use if necessary to buoy the RIB anchor should you need to then go to reset a mark that is drifting (it can happen that the anchor is fouled or the rode not long enough).
- b. Bring spare VHF, pen, stopwatch/watch, GPS or cell phone that has time to the second (useful for GPS time).

2. Organization

- a. Need 3 – 5 people. Ideal is 2 on RIB and 3 on committee boat, but 1 on RIB and 2 in committee boat is workable.
- b. Make sure you have an adequate anchor.
- c. Be on location by 5:45 PM.
- d. Ensure VHF is on channel 09 so that racers can contact you.

3. Course Selection

- a. Select course based on wind and tide. Can always shorten.
- b. Monitor VHF between R/C and RIB.
- c. Set weather mark with RIB. Think about time to get there.
 - i. Can determine the distance to the weather mark as follows:
 1. Want race to last about 1 hour. Estimate average boat speed given the wind conditions. Then distance to weather mark = boat speed / number of legs.
 2. For example, say wind is fair and average boat speed is 4 knots (4 miles in 1 hour). If course has 5 legs, then weather mark should be set at $4/5 = 0.8$ nautical miles.
Or, for a 7 leg course it would be $4/7 = 0.6$ nautical miles.
 3. If you have a handheld GPS, the RIB can use this to set the mark at the correct distance.
- d. Set correct length of start line (number of boats x average boat length x 1.5).
- e. Be aware of tide set at start line.
- f. Can set line slightly pin-end favoured - evens the boats out with less bunching at committee boat end.

4. The Start

- a. Post the RC flag (SNSYC burgee) when you arrive on station.

- b. Post the course 10 minutes prior to the warning signal.
 - c. Record on the score sheet all racers in the starting area.
 - d. 1 person on the timing/horn.
1 person on flags
1 person sights the start line, between the R/C SNSYC flag and the start buoy, for over-early boats.
 - e. Start sequence commences with the courtesy horn (3 horns) at 6 minutes prior to the race start. See Sailing Instructions (on the SNSYC web site) for details of the start sequence. There is also a copy of the start sequence on the clip board.
 - f. If a mistake is made on timing or horns, then postpone (AP flag + 2 horns). Gives time to reorganize. Wait until all boats are back then drop the AP (+ 1 horn) and exactly 1 minute after dropping the AP restart the start sequence with the 5 minute horn and flag. Be sure to note the actual time of start on the results sheet.
 - g. If any boats over early:
If you can tell which ones, set the individual recall flag (X flag) with one horn and call out the names or sail numbers of the offending boats over the VHF. As each boat has returned to the pre-start side, tell them over VHF that they are clear. After the last one has returned, drop the flag (no horn).
If you can't tell which ones, set the general recall flag (First Substitute flag) with 2 horns. Announce the general recall over the VHF. Wait until everyone is back. Then drop the flag with one horn and exactly one minute later start the 5 minutes sequence. Be sure to note the actual time of start on the results sheet.
5. During the Race.
- a. Be prepared to shorten course if necessary.
 - i. It is very important to make an early decision on this, particularly if the slower boats are struggling.
 - ii. If shortening at a mark, pass stopwatch/GPS, scoring sheet and pen(s) and the shortened course flag to RIB. May want to send additional person in RIB. Need to make decisions early to allow for all of this.
 - iii. Move committee boat if course requires it for the finish.
6. The Finish and Results
- a. Ensure the results score sheet is filled out and legible. Note if race time is elapsed or clock time.
 - b. Make a note at the bottom of the sheet if any of the equipment is faulty or there are shortages.
 - c. It is helpful to add your telephone number to the score sheet in case of any subsequent questions.
 - d. Return equipment to the equipment shed.
 - e. Put VHF's on charge.
 - f. Give results sheet to Paul Stupka, or Racing Captain or designate.