



# Introduction to Race Management for NSYC *(WorryWart RC duty)*

*prepared and edited from  
YRA of Long Island Sound*





## Purpose of this Workshop

- Introduce NSYC members to race committee duties.
- What we do
- Why we do it.
- How to do it.
- *This seminar is **NOT** for US Sailing Race Officer Certification!*

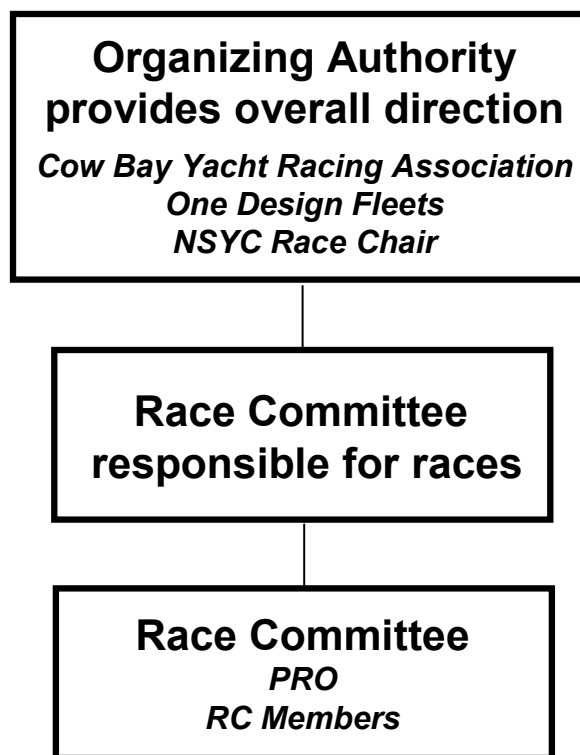


# Workshop Overview

- We'll cover the following topics:
  - Organization of Races
  - Intro to Race Documents
  - Race Committee Jobs
  - Race Preparation
  - The Course
  - The Start
  - During the Race
  - After the Race
- *On-the-water WorryWart instruction will be part of ALL RACE COMMITTEES*



# WW Racing Organization





## RC Responsibilities

- Conduct the races in accordance with the Cow Bay and NSYC Sailing Instructions, and the RRS
- Score the event
- Insure safety of the races
- Provide required equipment



## Competition Formats

- One Design Racing
  - Majority of racing in our area
  - Normally no significant issues, everyone competes
  - The classes are Sonars, MBOs, and at times 'pick-ups'
- NSYC/PHRF Fleet Racing – member boats with PHRF handicap rating
- Single race for NSYC fleet; multiple races per day for one designs

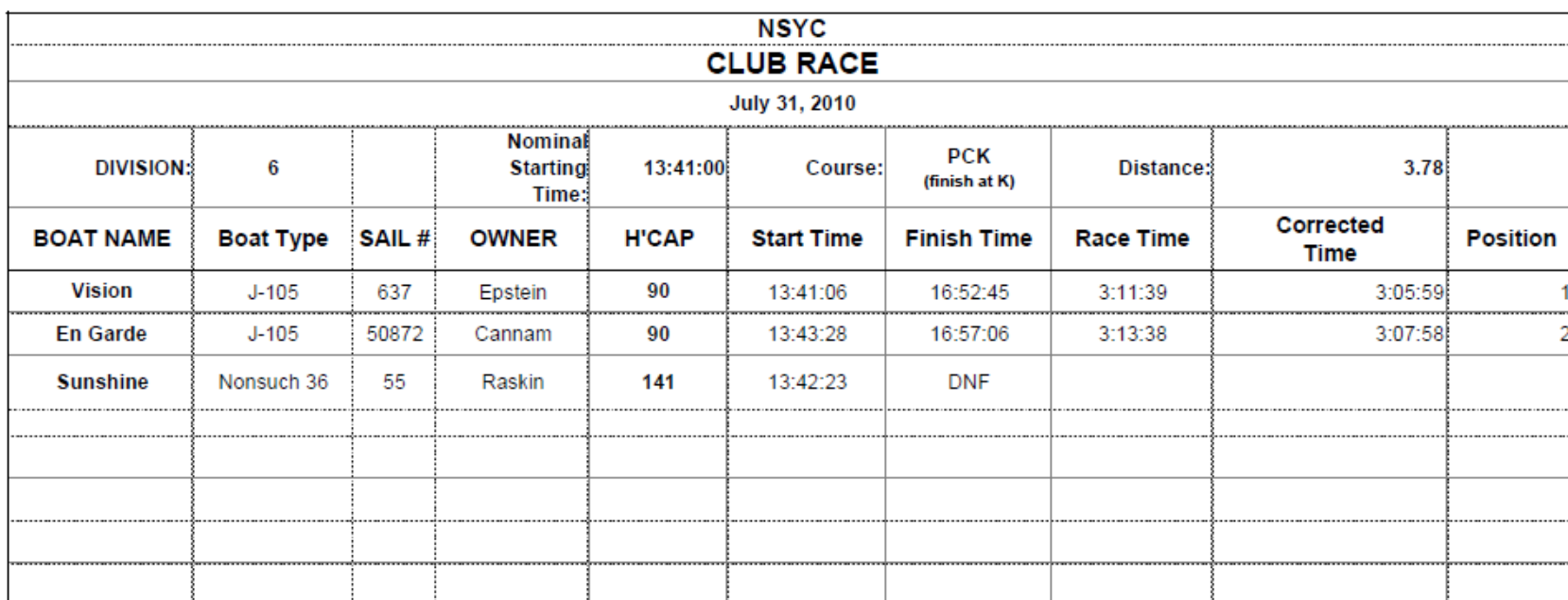


# Race Committee Materials

- Cow Bay Yacht Racing Association  
2011 Sailing Instructions
- One Design Race Report
- NSYC/PHRF Race Reporting
- Available for reference for RC members:
  - Racing Rules of Sailing
    - Racing Rules can be downloaded from ISAF [www.sailing.org](http://www.sailing.org) and a link on <http://nsyc.net/racing>
    - Free to US Sailing Members
    - Available for purchase at [www.ussailing.org](http://www.ussailing.org) and West Marine
  - ‘Join the Race Committee Team’ available for purchase at [www.ussailing.org](http://www.ussailing.org)

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# Race Committee Jobs



# Race Committee Jobs

- Recorder/Spotter
- Sounder
- Signaler
- Line Sighter
- Timer
- Boat Operator
- Scorer
- Wind Reader
- Mark Setter
- **Principal Race Officer**

- All should be:
  - Reliable
  - Friendly
  - Compatible
  - Fun

Our WW RC is led by the PRO and usually comprises three people, with the RC jobs shared



## Race Committee Jobs (cont.)

- Recorder/Spotter
  - Should keep a record of each race, including:
    - Date, time, race number, wind direction and speed of each start
    - Number of starters in each class
    - Competitors to be scored DNS, DNC, OCS, DNF etc.
    - Finish position of each boat (*for one design*)
    - Start and finish times for all for PHRF boats
    - Rule infringements seen by RC
    - Protest flags or other flags flown by competitors
    - Penalties in effect, recalls, etc.



## Race Committee Jobs (cont.)

- Sounder
  - Takes cues from the timer (start) and PRO / line caller (recalls).
  - Should be prepared to make up to three sounds in succession
  - May use different sounds (Gun/Horn/Whistle) for different signals.
- Signaler
  - Knows the signals as defined in the RRS Race Signals (*called by the PRO*)
  - Starting signals are flags unless specified otherwise in SIs.
  - Makes sure all flags, course boards, halyards, and poles are available.
  - Takes cues from the timer (start) and PRO / line caller (recalls)
  - Flags should be hoisted and dropped briskly.
  - Don't forget blue shape when on station to finish (*NSYC uses the RC burgee*) and flag indicating additional race ('R')



## Race Committee Jobs (cont.)

- Line Sighter
  - Prior to the start get a comfortable position to sight the line
  - Start calling OCS boats at one minute before the start
  - At the start call numbers of each OCS boat to recorder
  - Hail OCS boats if allowed by Sailing Instructions (Yes!)
  - Hail boats that have returned (Yes!)
  - Advise PRO of individual vs. general recall. PRO will generally want to make that decision.
  - **Call finishes to recorder**—it's tough when boats finish almost simultaneously; we might want two sighters then



## Race Committee Jobs (cont.)

- Timer
  - Be familiar with the clock. Have a backup available!!!
  - Keep the RC team advised of time remaining to each signal and what visual and sound signals are to be made
  - Announce time at regular intervals
  - Count loudly, clearly, and accurately
  - Report any errors to the PRO immediately (*for possible Postponement*)
  - At the start, record times for **PHRF** races when a 'Cruising Start' is used
  - At the finish, record times for all boats for **PHRF** races
  - Watch for expiration of time limit (if applicable)



## Race Committee Jobs (cont.)

- Scorer
  - Prior to the start, get a “scratch sheet” for PHRF fleet
  - After the race:
    - Calculate race corrected time for each boat in each class (handicap)
    - Score each race—corrected time for handicap fleet, finishing position for one design
    - Post results (*e-mail to each club and/or fleet*)
    - Adjust results based on protest/redress hearings.
    - Prepare list of winners for trophy presentation
  - Usually done by PRO at NSYC





## Race Committee Jobs (cont.)

- Wind Reader
  - Observes and records wind direction (& speed) for PRO
  - Determine if wind shift or an oscillation
  - During the race, keep taking readings to determine if course change may be indicated
- Mark Setter
  - Review with PRO the types of marks to be used for each course
  - With the PRO, make certain that the starting line is square to the wind.
  - Set additional marks as directed by the PRO
  - Be prepared to substitute for missing mark
  - Be prepared to shorten course



## Race Committee Jobs (cont.)

- Boat Operator
  - Prepare for departure at the scheduled time
  - Check for more than enough fuel on board
  - Check that all equipment is on board and that everything is operational.
  - Proceed to starting area per direction of PRO
  - Anchor at direction of PRO
  - Provide radio contact with other boats as instructed by PRO
  - Follow instructions of PRO to position boat during race



## Race Committee Jobs (cont.)

- Principal Race Officer – PRO
  - Write or review the Sailing Instructions
  - Post notices to competitors
  - Assume direction & responsibility for personnel, equipment and assignments
  - Determine course location and course selection in accordance with the sailing instructions
  - Respond to changes in weather conditions
  - Assure RC compliance with all rules (RRS, class & SIs)
  - Make or approve all RC decisions
  - Act as communications link to competitors, organizers and protest committee. The trend is communicate, communicate, communicate!



# Race Day Preparations



# Race Day Preparations

- Check the weather:
  - Newspaper
  - Weather Channel
  - Local television station
  - VHF marine weather channel
  - Internet (e.g. NOAA)
  - Look out the window



## Race Day Preparations (cont.)

- Check equipment
  - Electronic and spare horns
  - VHF, GPS, etc.
  - Flags
  - Pin(s)
  - Inflatable Cylinders (determine if needed)
  - Check committee boat's systems:
    - Fuel
    - Engine
  - Each racing boat's captain does his/her own WW combination locks:
    - Door: **1891**
    - Placards: **1614**



## Race Day Preparations (cont.)

- RC meeting at NSYC:
  - We meet at the NSYC clubhouse at 12:00; early enough to get racing started on time – NSYC PHRF races start at 1:30, one design races start at 2:00
  - Verify personnel, change as necessary
  - Verify equipment checked; solve any problems
  - Verify food and beverage for RC (& sailors)
  - Review today's plan (# races, courses, etc.)
  - Synchronize watches
  - Check radios/cell phones.

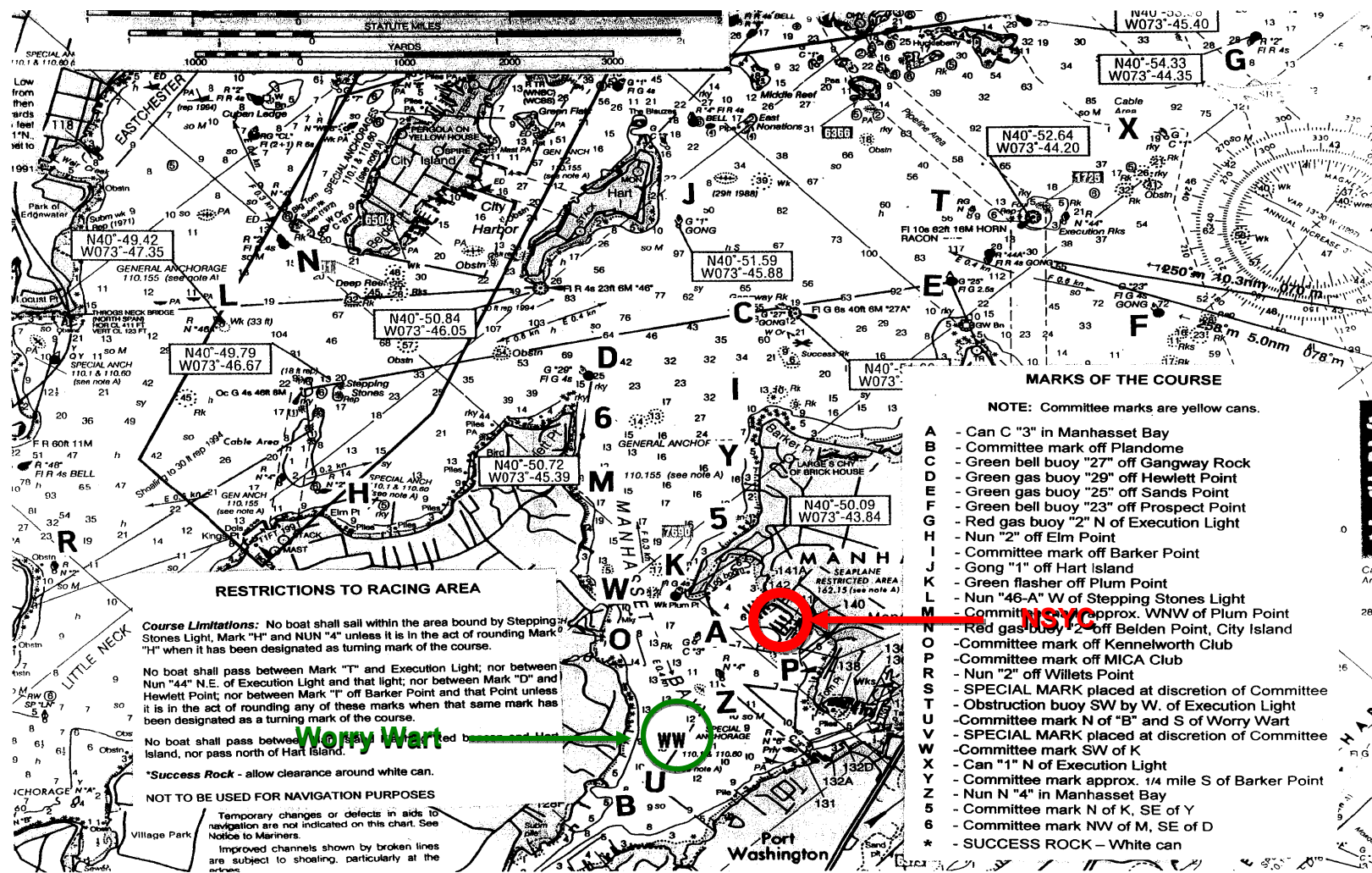


# The Course



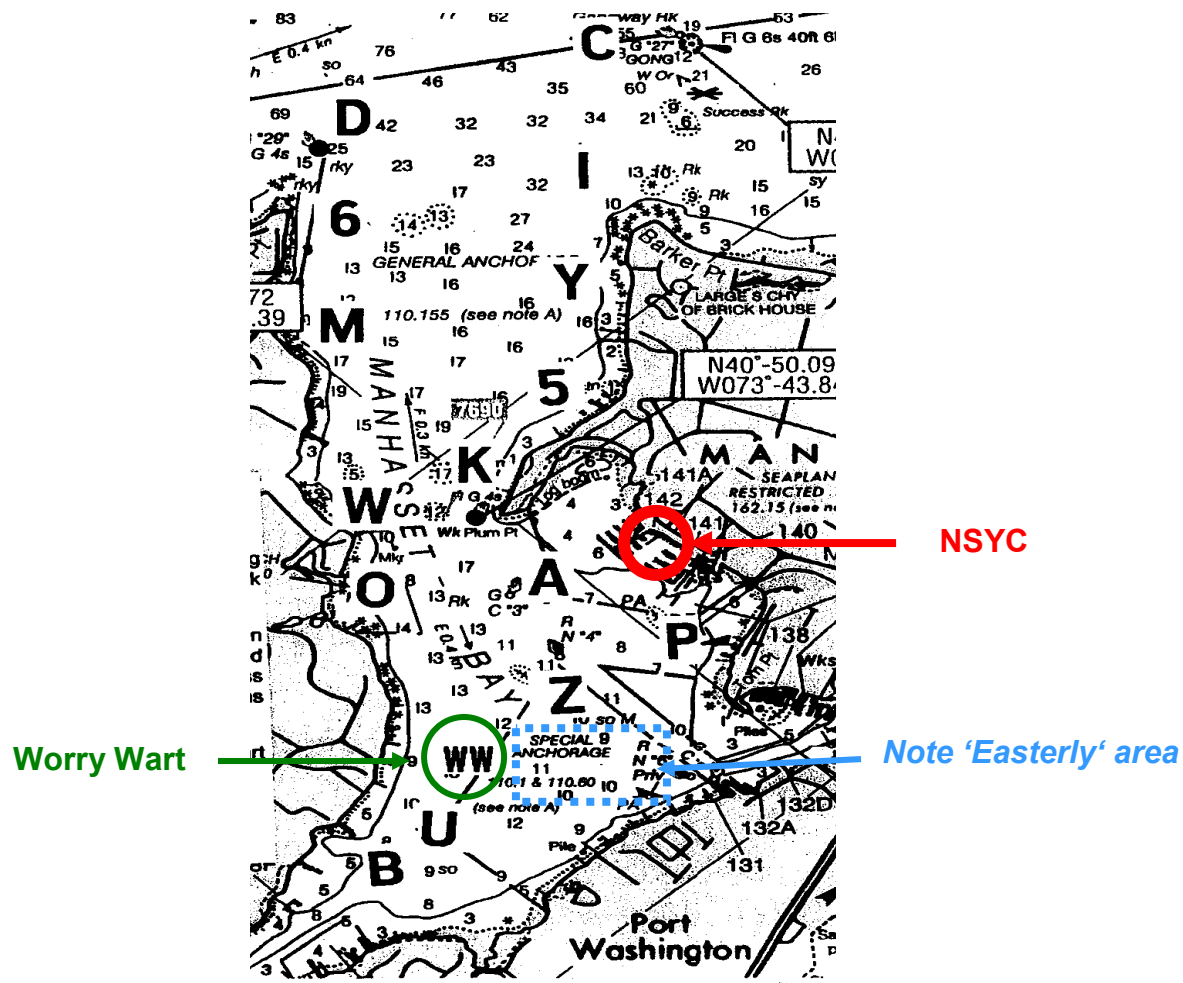


# Race Course Chart





# Race Course Chart (*detail*)





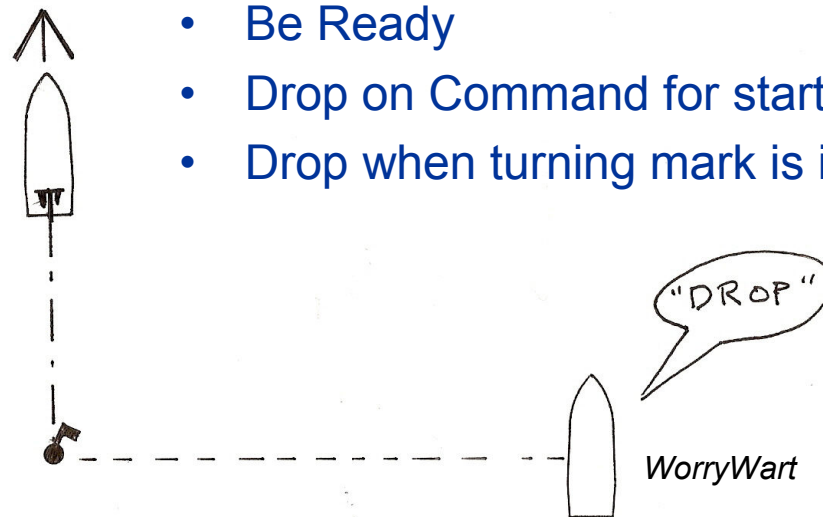
# Course Marks

- Government Nav aids
- Fixed Club Marks
- NSYC has two Pins to mark the start and finish lines
- NSYC has three 48" inflatable cylinders for windward (and possible leeward) mark when wind is from the east
- Inflatable marks – have counterweight on anchor line to stand up and prevent fouling on keels / centerboards




# Streaming a Mark

- Slow Speed
- Anchor Line Fully Let Out
- Hold Anchor in Boat
- Be Ready
- Drop on Command for starting pin
- Drop when turning mark is in position





## Setting the Starting Line

- This is an important job for the RC!
  - Recommended length is 1 to 1.5 times the aggregate length of the starters.
  - Too Short and you have many recalls and protests.
  - Not square to the wind and you have all boats bunched up at one end, again, many recalls and protests.
  - Too long tends to magnify any error in “squareness” of the line.
  - The starting line is usually on the port side of the WW
  - A separate finish line on the opposite side of the WW, shorter than the starting line, may be used; signaled by the ‘F’ flag 
  - The lines are marked by yellow and yellow+orange flags on the WW and on the Pins

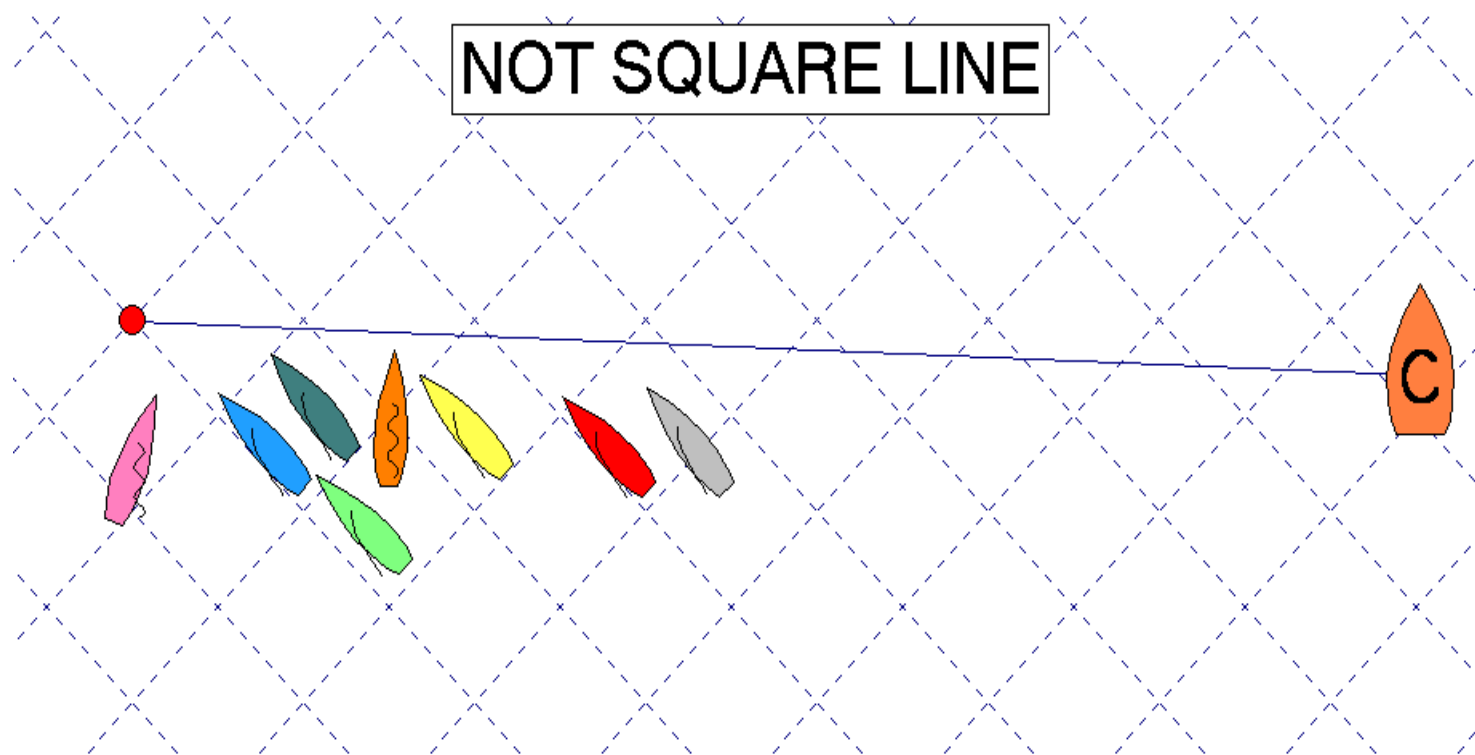


TOO SHORT;  $< 1 \times$  AGGREGATE LENGTH



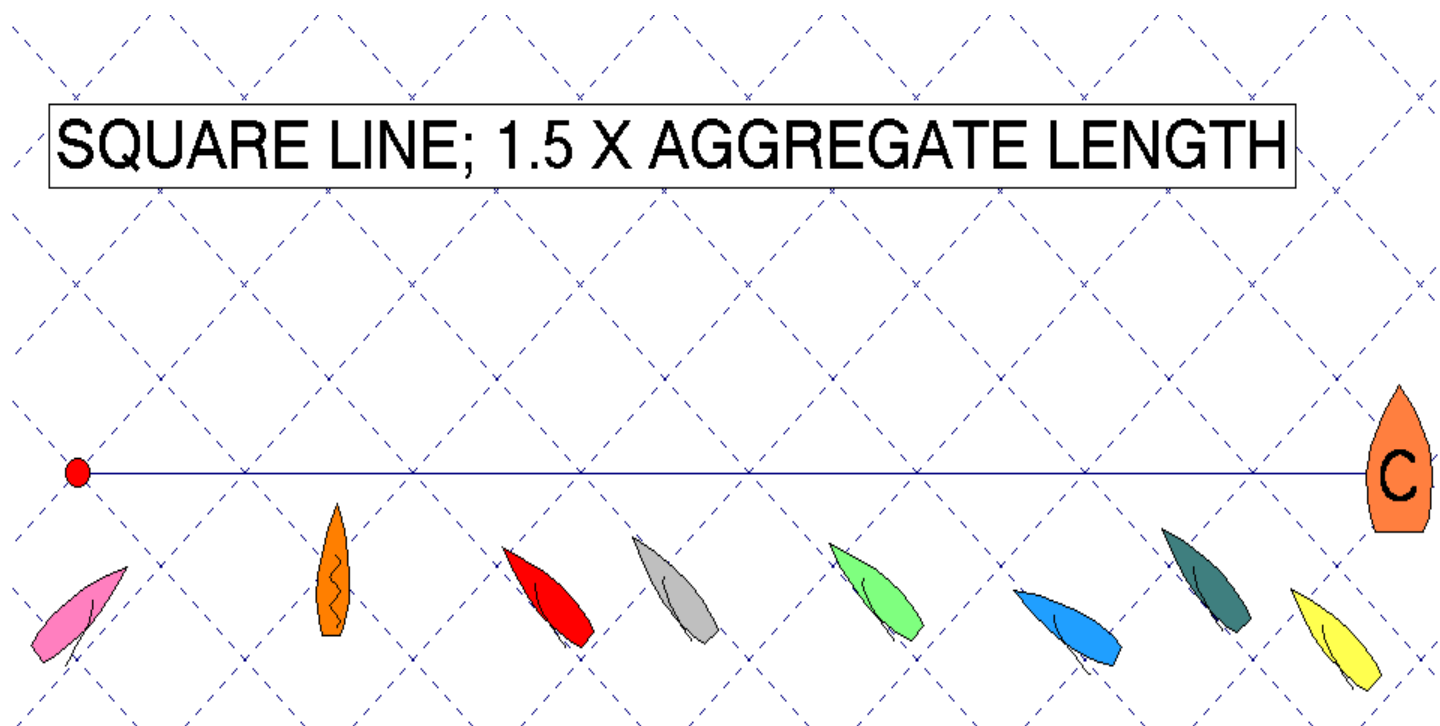


NOT SQUARE LINE





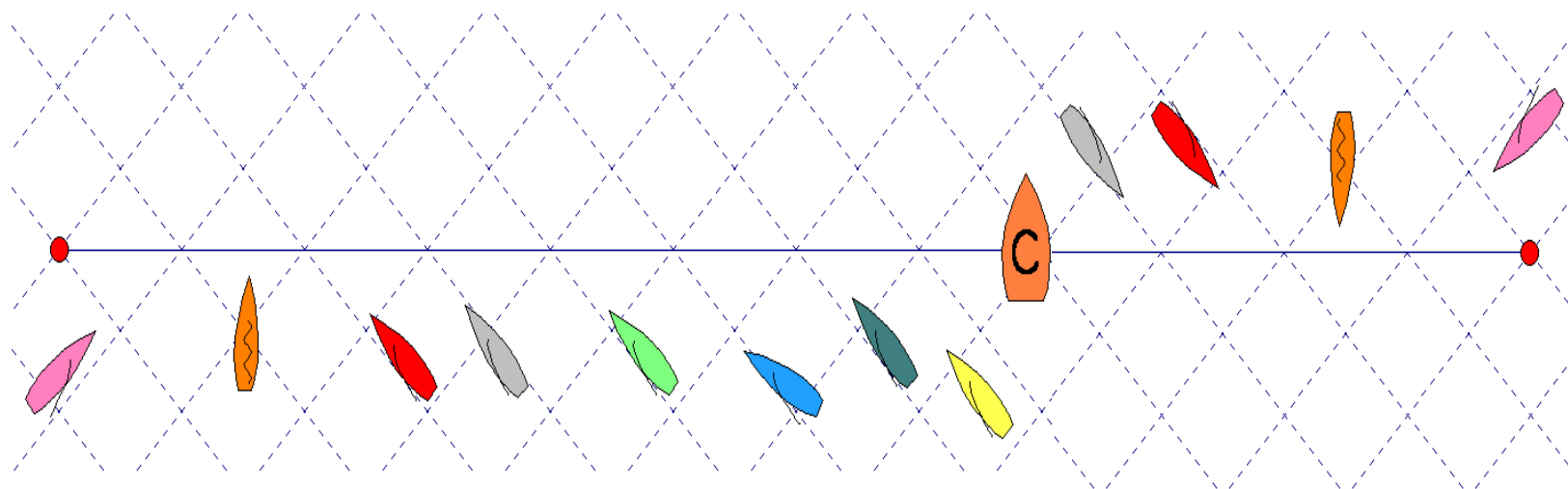
SQUARE LINE; 1.5 X AGGREGATE LENGTH







## WITH SEPARATE FINISH LINE





# Pre-Start Procedures

- Well before the warning signal:
  - Take wind readings (5 minutes)
  - Set the starting and finishing lines
  - Boat Check-in:
    - Important for safety
    - Record and count
  - Use code flag “L” (come within hail) when there are RC instructions with fleet



## Pre-Start Procedures (cont.)

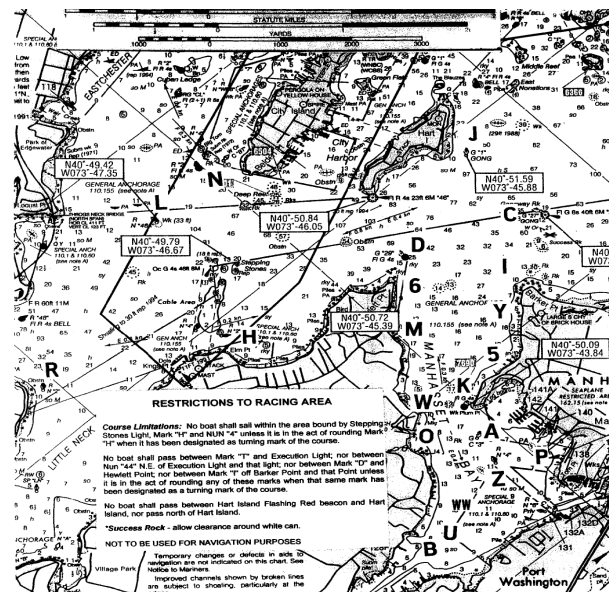
- Prior to the warning signal:
  - Set the course
  - Have the necessary signals ready to use.
    - Flags on poles or halyards – NOT RAISED
      - AP (postponement)
      - X (individual recall)
      - 1<sup>st</sup> Substitute (general recall)
      - Class flag(s) (warning)
      - P flag (prep) OR PENALTY FLAGS
  - Be prepared to postpone, if necessary



# Designating the Course

FOR MARKS WHOSE  
LOCATION IS SPECIFIED IN  
THE Sis

use placards on frame on WW  
roof



## MARKS OF THE COURSE

NOTE: Committee marks are yellow cans.

- A - Can C "3" in Manhasset Bay
- B - Committee mark off Plandome
- C - Green bell buoy "27" off Gangway Rock
- D - Green gas buoy "29" off Hewlett Point
- E - Green gas buoy "25" off Sands Point
- F - Green bell buoy "23" off Prospect Point
- G - Red gas buoy "2" N of Execution Light
- H - Nun "2" off Elm Point
- I - Committee mark off Barker Point
- J - Gong "1" off Hart Island
- K - Green flasher off Plum Point
- L - Nun "46-A" W of Stepping Stones Light
- M - Committee mark approx. WNW of Plum Point
- N - Red gas buoy "2" off Belden Point, City Island
- O - Committee mark off Kennelworth Club
- P - Committee mark off MICA Club
- R - Nun "2" off Willets Point
- S - SPECIAL MARK placed at discretion of Committee
- T - Obstruction buoy SW by W. of Execution Light
- U - Committee mark N of "B" and S of Worry Wart
- V - SPECIAL MARK placed at discretion of Committee
- W - Committee mark SW of K
- X - Can "1" N of Execution Light
- Y - Committee mark approx. 1/4 mile S of Barker Point
- Z - Nun N "4" in Manhasset Bay
- 5 - Committee mark N of K, SE of Y
- 6 - Committee mark NW of M, SE of D
- \* - SUCCESS ROCK - White can



# Designating the Course

Signal placards on WW designate the course:

Class 1	Class 2
B	U
O	P
A	

For class 1 the first mark is “B,” followed by mark “O”, then “A” and to finish at line at WW.

Green background indicates marks are to be rounded to starboard; Red indicates round to port.

Class 2 sails around “U” to port and “P” to starboard and then finishing at WW.

*‘Unwind a string’ when setting the course, and don’t cross. The course may be twice around, indicated by repeating the placards.*



## Designating the Course

- One Design races are generally 'Windward-Leeward', or as close as can be set
- NSYC PHRF races are both within Manhasset bay and into the sound, depending on the type of race and wind conditions
- Most NSYC PHRF races, except the Borden Cup, use a 'cruising' start. A starting window of 10 minutes is allowed. Recording the start time of each boat is required to determine race time.
- Race times vary; one design is ~ 45 minutes, and PHRF is ~ 2 hours



# The Start



# Start Procedures

## Before the start:

- RC can postpone or abandon for ANY reason
- Review recall procedures
- Minimize conversation and radio communication
- Verify that all possible signals are ready, including recalls
- Start recording line sighter's observations at one minute to start.
- Remind recall signalers who will decide on the type of recall
- Final check of the starting line
- A separate finish may be used; the 'F' flag should be flown





## Pre-Warning

~ 6 minutes

## Warning

- - 5 minutes

## Preparatory

- - 4 minutes

## 1 Minute

- - 1 minute

## Start

- 0 minutes

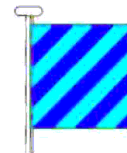
# Starting Sequence

multiple SOUNDS



*Up*

with SOUND

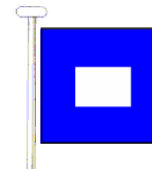


Class Flag



*Up*

with SOUND

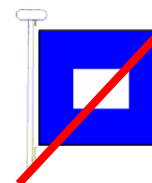


P Flag



*Down*

with SOUND



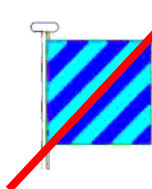
P Flag

*Class flag  
remains up*



*Down*

with SOUND



Class Flag

*All starting flags  
are down*

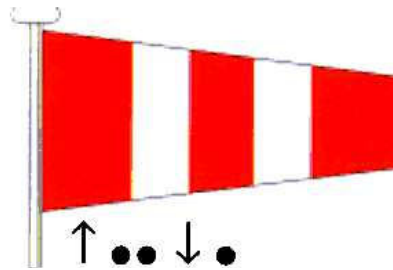


## Advantages to this system

- A 'rolling' start will not be used
- Can adjust the line between classes with no postponement required
- R/C can adjust time between successive starts at will
- Horn at lowering of preparatory signal provides additional notification of impending start
- Some flag is up throughout the sequence
- Flags provide flexibility for display
- Flags can be raised and lowered quickly
- Class flags identify which class is currently starting
- The same procedure is used for normal and "penalty" starts
- There is little wasted time between warning and starting signals—the whole sequence is 5 minutes!



# Postponement



- The postponement flag (code flag “AP” – the “attention pennant”) is the Principal Race Officer’s best friend.
- 2 sounds Up – 1 sound Down
- Keep it ready to use at any time before the start!  
*The AP will be pre-mounted on a WW halyard, but not raised until needed*



## Postponement (cont.)

- When to postpone:
  - If the RC is not ready at the scheduled time for the warning (poor reason)
  - If the RC discovers, during the starting sequence, that it has made an error
  - If there is insufficient wind to race
  - If there is a significant wind shift during the starting sequence
  - If either end of the starting line comes adrift during the starting sequence
  - If the competitors are, *UNAVOIDABLY*, not going to be in the racing area by the starting signal



## Postponement (cont.)

- When **NOT** to postpone:
  - When the sound signal fails to accompany a starting flag
  - When some competitors are not in the starting area, but could have been



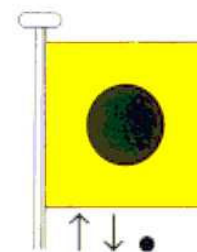
## Starting Penalties

(used in place of the 'P' flag in the starting sequence)

### I “India” Flag (RRS 30.1):

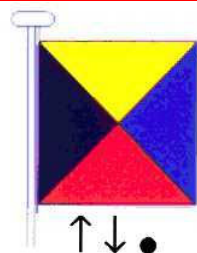
- “around an end”

*Will NOT be used by the NSYC WW RC*



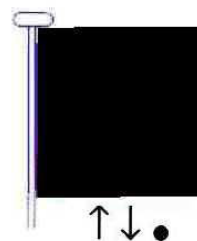
### Z “Zulu” Flag (RRS 30.2):

- 20% scoring penalty



### Black Flag (RRS 30.3):

- disqualification





**Pre-Warning**

~ 6 minutes

# Starting Sequence With Starting Penalties

multiple SOUNDS

**Warning**

- - 5 minutes



with SOUND



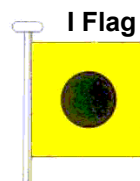
Class Flag

**Preparatory**

- - 4 minutes

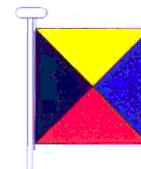


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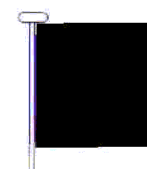


I Flag

and  
/or



or

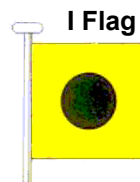


**1 Minute**

- - 1 minute



with SOUND

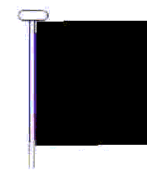


I Flag

and  
/or



or

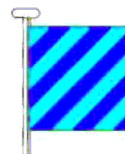


**Start**

- 0 minutes



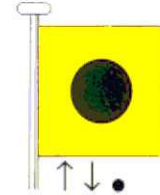
with SOUND



Class Flag



## Flag I



- Applies to boats on the course side of the starting line or its extensions during the minute before the starting signal
- Penalty is to sail around either end of the starting line before starting
- Discourages boats from starting aggressively
- Usually works well
- RC must watch carefully, and record which OCS boats go “around an end” and start

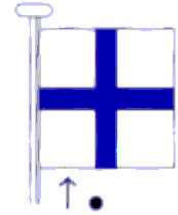




# Recalls



## Individual Recall



- Required when a boat or its equipment cross the starting line before the *Start*, or are subject to an I flag penalty
- Individual recall - flag X is raised:
  - one sound signal required when displayed
  - no sound when lowered
- Notify OCS boats only if specified in the SIs; default is no notification
- For our races we notify the boats

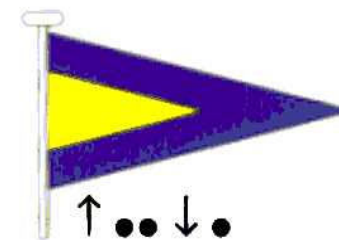


## After an Individual Recall

- Keep track of all OCS boats, recording when they start
- Leave flag X up until all OCS boats have started, or for 4 minutes, whichever is sooner
- No sound when X is lowered
- Signal a general recall if appropriate if there are many early starts and the OCS boats can't be identified



## General Recall



“When at the starting signal...

- the RC is **unable to identify boats** that are on the course side...
- or there has been an error in the starting procedure...
- the RC **may** signal a general recall...”
- General recall (1st substitute):
  - two sounds required when displayed
  - one sound when lowered



## After a General Recall or Postponement

- Decide if any starting line adjustments are necessary
- Restart the sequence by lowering the general recall signal or AP with one sound
- Next signal, one minute later, is a **warning** signal; display the class flag with one sound
- Be sure that you're ready to go, but do not wait any longer than necessary



# Individual vs. General Recall

- Basic philosophy: **avoid general recalls**
- “unable to identify boats” for a general recall
- “may signal a general recall”
- General recalls are not fair to the boats that start properly
- Individual recall when there are some unidentified OCS boats is also unfair; the unidentified go unpenalized for being OCS
- PRO must weigh the disadvantages of each type of unfairness
- In general, if most OCS boats have been identified, use the individual recall
- ***Racing is better than a succession of general recalls***



During the Race



## During the Race

- Observing the course:
  - Continue to take wind readings
  - Monitor the progress of the fleet
  - Note times of first and last boats at each mark
  - Give notice if the course is changed or shortened, or if the race will be abandoned





## During the Race

### Changing the course:

- Changing is permitted
- Avoid changes due merely to oscillations
- Length can be adjusted (+ or -) with or without a direction change
- Change is signaled at the beginning of the leg being changed
- Signaling boat displays code flag “C”,



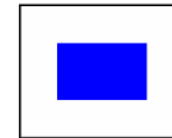
makes repetitive sounds and posts direction to the new mark

- Position the signal boat before the mark and off the course



## During the Race

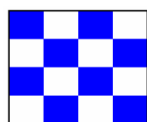
- Reasons to shorten or abandon:
  - Because of an error in the starting procedure
  - Because of foul weather
  - Because of insufficient wind making it unlikely that the race will finish within the time limit
  - Because a mark is missing or out of position
  - For any other reason directly affecting the safety or fairness of the competition
- Procedure for shortening:
  - No advance notice needed
  - Code flag “S” with two sounds as first boat approaches
  - Position flag off mark with room to finish between flag and mark
  - Finish is between flag and mark





## During the Race

- Procedure for abandonment:
  - Code flag “N” (or N over H, or N over A) with three sounds



**racess started  
are  
abandoned  
and return to  
start**



**all races are  
abandoned—  
further signals  
ashore**



**all races are  
abandoned—no  
further racing**

- Class flags if necessary
- Required when no boat finishes within the time limit
- At any time, but RC should consider “the consequences for all boats in the race or series” before abandoning after a boat has finished




## During the Race

- Sailing the course:
  - RC is NOT permitted to DSQ a boat, except for 'Black' penalty flag violation
  - RC is permitted to protest a boat for breaking any rule ***that they see***
  - RC is required to notify any boat it intends to protest, within the protest time



## During the Race

- Outside help:
  - Ill or injured crew member; after a collision or other emergency; assistance should be noted in the Race Results for later redress
- Missing or out of position mark:
  - Best alternative is replacing it in its correct position
  - Second choice is using boat with code flag “M” 
  - Repeated sound signals are required with code flag “M” (RRS Race Signals)



# The Finish



## Finish

- A boat finishes when it or any part of its equipment crosses the finish line in the direction from the last mark
- The line spotter calls out the boat sail number. The boat receives a sound signal when she finishes, a horn (*for first in*) or a whistle (*for all others*)
- The recorder notes the order of finish, for one design, or the finish time for handicap (PHRF) fleet races
- The recorder will report any protest flag flying for the boat
- Fly the 'R' flag at the finish if there will be another race for the fleet





After the Race





## Post Race

- Account for all boats (safety and scoring)
- Retrieve and pack all flags, horns and RC gear
- Retrieve all marks and ground tackle
- RC report to the Jury (protest flags observed, etc.) Note: more than one scoring penalty per boat is possible
- RC Actions report (DNC, DNS, OCS, ...)
  - RC can score a boat DNF without a hearing
- Score and post results (done by the PRO via e-mail)
- Scoring inquiries:
  - Can either correct errors, or consider giving redress



Keynote of Race Committee...

- **Enjoy!**