Chelsea Yacht Club Race Committee Instructions

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1. **General**
   1.1. Arrive at least 90 minutes before the first scheduled **Warning Signal** ("First Gun"). Plan to be under way at least one hour prior to the first **Warning Signal**. For most races this means arriving at noon.
   1.2. Check that all course marks are in place. Starting & finishing lines are set by the Race Committee after the Race Committee boat is on station and should be completed by 1:00 PM for a 1:30 Warning Signal. (refer to Section 3. Setting the Starting Line).
   1.3. Check the wind speed and direction before going to the Race Committee boat*. (use all means necessary - the Race Committee handheld wind meter, the weather channel, the CYC Davis wind meter on shore, cell phone app, etc.)* **If the sustained wind speed rises above 25 mph, cancel all races (no further races shall be started; all races already underway shall be abandoned.) See Abandon, Appendix F**. **Sustained wind speed is measured over a 5 minute period.**
   1.4. **Please note:** It is expected that the R/C boat will be placed on station at the "S" mark and the wind speed monitored regularly for the duration of the time limit (75 minutes after First Gun) regardless of wind and weather conditions, with the exception of visible lightning. A decision to fly a signal from shore (e.g. Code Flag "AP") shall be made from the R/C boat and the PRO remain while a crew member returns to shore to hoist the signal. Remaining onshore does not allow the R/C to effectively monitor the wind conditions to start a race. If the Race Committee does remain onshore and the R/C boat is not placed on station, no work hours may be recorded by any Race Committee member for that race.

2. **Preparing the Race Committee Boat**
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   2.1. Check to see that all required equipment (see Appendix A, Equipment) is on board and ready before you leave the mooring.
   2.2. Hoist the CYC Burgee over the Race Committee Flag on the middle pole of the Race Committee boat.
   2.3. Attach, but do not hoist, Code Flag "AP" to the halyards on the front of the Race Committee boat.
   2.4. Take the Race Committee boat to the starting area.

3. **Setting the Starting Line**
   3.1. The Starting line is defined by the Tetrahedron pin that is set by the race committee and the Orange flag mounted on the race committee boat. **Raise the Solid Orange flag on the halyard nearest the middle pole.**

   3.2. Tie the Race Committee boat to the "S" mark and set the larger anchor on the stern so the Race Committee boat does not move once the start/finish line is established. If you have a launch or dink with the Race Committee boat, tie it **alongside** the Race Committee boat by the bow and the stern on the opposite side of the start line. Do not let it stream behind the Race Committee boat.

   3.3. Next, hail the boats on channel 72 to come within hailing distance so that sail numbers can be entered on the Scoring Worksheet. Include the boat type, name or skipper, fleet, and sail number. The scribe can be doing this while the Principal Race Officer (PRO) and assistant are setting the starting line.

3.4.   Determine the appropriate course from the Sailing Instructions. Whenever possible, pick a course where the direction to the first mark is directly into the wind. When choosing short windward/leeward courses, be sure to take the river's current into consideration. Post the selected course number on the port and starboard sides of the Race Committee boat. The course numbers must be displayed prior to the **Warning Signal** of the fleet to which they apply. Select a course which theoretically allows approximately 1½ hours or more of racing for each fleet. Do **NOT** choose the Short Course version of a course by flying Code Flag "S" at the **Warning Signal**. **The Racing Rules of Sailing state that Code Flag S is only flown after the start.**

3.5.   Set the starting mark (the pin end of the line) using a club launch. Use the yellow tetrahedron for the pin end of the line. The line should be set so that it makes a right angle to the wind direction and with a length that is approximately 40 feet times the number of boats in the largest fleet expected to race that day (do not set the line too long nor too short).

When setting the starting pin in a strong current, it helps to stream the pin and entire length of anchor rope behind the launch, going against the current, until the pin is in its proper location as indicated by someone on the race committee boat, then drop the anchor. Postpone the start to reset the starting line if it is not approximately at right angles to the wind. Set any marks of the course as required.

4.   Beginning the Starting Sequence
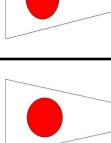
4.1.   **If there is NO wind (under 5 knots), DO NOT start the sequence; instead postpone for up to 75 minutes or until the wind is sustained 5 kts.** Use the CYC wind meter on shore or the onboard wind meter to take a wind reading. If the wind dies during the sequence, postpone and wait for the wind to pick up. All races not started within 75 minutes of their scheduled start time are automatically canceled. If the wind dies after some or all fleets have started, you may shorten course, abandon, or wait for the time limit to expire. See the instructions for Shorten Course, Appendix E, and for Abandon, Appendix F.

4.2.   Note: The 75 minute limit for postponement is from the <u>scheduled start time</u>. For example, a a Fleet race scheduled to start at 1:35 PM is automatically cancelled if it is not started by 2:50 PM.

4.3.   The Sailing Instructions prohibit boats from being in the Starting Area after the first **Warning Signal** until the time of their own **Warning Signal**. If any boat violates this instruction, hail it and instruct it to leave the Starting Area. If a boat ignores this hail, or interferes with boats that are starting, protest this boat according to CYC Sailing Instructions, section 3 and notify her that you have done so.

4.4.   All times are taken from the visual signals, the raising and lowering of the starting signal flags. It is important to be precise.

4.5.   Races are started using Rule 26 of <u>The Racing Rules of Sailing.</u> The starting sequence for each fleet is 5 minutes long and <u>may</u> be linked to the sequences of other fleets.

    4.5.1.   5 Min **Warning Signal.** represented by a **Fleet "Class" Flag.** accompanied by **one sound is** made **five minutes** before the start of the race.

    4.5.2.   4 Min   **Preparatory Signal** represented by **Code Flag P** accompanied by **one sound** and made **four minutes** before the start.

    4.5.3.   1 min **Signal** by dropping Each sequence the **Code Flag P** accompanied by **one <u>long</u> sound** made **one minute** before the start.
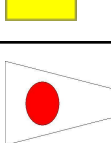
    4.5.4.   0 min   **Start** At the end of the five minute sequence, the **Fleet Flag** is lowered accompanied by **one sound** signifying the **start** of the race. The next **Warning Signal** (the Fleet Flag for the next fleet) **may** be raised simultaneously with the lowering of the previous start.

4.5.5.   When all fleets have started and the Race Committee boat is on station at the finish line, the Blue Flag is raised.

4.6.   If you have a problem during a five-minute starting sequence which will affect the fairness of the start or of the race itself, you should abort the sequence by raising the Postpone flag (Code Flag "AP"). If you abort the sequence, you must begin again with the Warning Signal of the fleet that was about to start. See the instructions for Postpone, Appendix B.

4.7.   As each fleet starts, make sure that no boat is over the line early. If any boat is over early, you shall raise Code Flag "X" with one sound signal to notify an Individual Recall. See instructions for Individual Recall, Appendix C. If you are unable to identify the boats that are over early, or there has been an error in the starting procedure, you may signal a General Recall. See the instructions for General Recall, Appendix D.

4.8.   Be sure to note the exact time of day when each starting sequence is started and at each start and write the times down in the proper place on the scoresheet.

4.9.   When all races have started, calculate the time of day when each race's time limit will expire. The time limit is measured from the start signal of each fleet and is stated in the Sailing Instructions. If no boat finishes within the time limit, try to notify all the boats in that fleet. Do not signal that the race is abandoned unless the time limit has expired for all fleets. See Abandon, Appendix F. If at least one boat finishes under the time limit, the race continues until all boats either finish, retire or are timed out according to the Sailing Instructions. If it appears that no boats will finish within the time limit, consider shortening the course. See the instructions for Shorten Course, Appendix E.

4.10.   After all fleets have successfully started, lower the Orange flag and replace it with the Solid Blue Flag to indicate that the RC boat is on station for the finish line.

4.10   The regular CYC Sunday Series Race Sequence would be as shown in the following table:
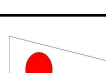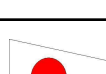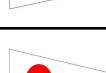
Time	Event	Action	Flag	Fleet Flag	Prep Flag	Sound
before 1st gun	RC Boat on Station	Orange Flag Up	🟧			
1:30	C Fleet Warning 5 min	C Fleet Flag Up	🟧	🟩		Short
1:31	C Fleet Prep 4 min	Prep Flag up	🟧	🟩	🟦	Short
1:34	C Fleet 1 min	Prep Flag Down	🟧	🟩		Long
1:35	C Fleet Start 0 min Ensign Warning 5 min	C Fleet Flag Down Ensign Flag Up	🟧	(Ensign flag)		Short
1:36	Ensign Prep 4 min	Prep Flag up	🟧	(Ensign flag)	🟦	Short
1:39	Ensign 1 min	Prep Flag Down	🟧	(Ensign flag)		Long
1:40	Ensign Start 0 min B Fleet Warning 5 min	Ensign Flag Down B Fleet Flag Up	🟧	🟨		Short
1:41	B Fleet Prep 4 min	Prep Flag up	🟧	🟨	🟦	Short
1:44	B Fleet 1 min	Prep Flag Down	🟧	🟨		Long
1:45	B Fleet Start 0 min A Fleet Warning 5 min	B Fleet Flag Down A Fleet Flag Up	🟧	(red ball pennant)		Short
1:46	A Fleet Prep 4 min	Prep Flag up	🟧	(red ball pennant)	🟦	Short

1:49	A Fleet 1 min	Prep Flag Down	🟧	🔴▷		Long
1:50	A Fleet Start 0 min	A Fleet Flag Down	🟧			Short
	Orange Start Flag up until all boats are clear.		🟧			
	Blue Finish Line flag replaces Orange Flag		🟦			

4.2   Wednesday Night and Holiday Series races (depending on number of Entries)

Time	Event	Action	Flag	Fleet Flag	Prep Flag	Sound
before 1st gun	RC Boat on Station	Orange Flag Up	🟧			
18:30	Non-Spinnaker Fleet Warning 5 min	Non- Spinnaker Fleet Flag Up	🟧	🟨		Short
18:31	Non-Spinnaker Fleet Prep 4 min	Prep Flag up	🟧	🟨	🟦	Short
18:34	Non-Spinnaker 1 min	Prep Flag Down	🟧	🟨		Long
18:35	Non-Spin Start 0 min Spin Fleet Warn 5 min	B Fleet Flag Down A Fleet Flag Up	🟧	🔴▷		Short
18:36	Spin Fleet Prep 4 min	Prep Flag up	🟧	🔴▷	🟦	Short
18:39	Spin Fleet 1 min	Prep Flag Down	🟧	🔴▷		Long
18:40	Spoin Fleet Start 0 min	A Fleet Flag Down	🟧			Short
	Orange Start Flag up until all boats are clear.		🟧			
	Blue Finish Line flag replaces Orange Flag		🟦			

NOTES:
- **It is not necessary to link the starting sequences together as shown in this table. For example, if a fleet is slow to cross the starting line on a light wind day, you might consider delaying the next fleet's Warning Signal. In this case there is no need to postpone. Simply do not raise the next fleet flag when the earlier fleet starts. Later, raise the next fleet flag and resume the normal sequences. Make note of the time delay.**
- **If there is no wind, do not start the race. If there is a light breeze sufficient for the A fleet to sail, you can start that fleet, but do not start the fleets which cannot make way.**

- Check the Scoring Worksheet and record whether each boat that came to the starting area has started properly. Mark any boats that did not start properly as "**DNS**" (<u>D</u>id <u>N</u>ot <u>S</u>tart).
- Watch for storms. **If lightning is seen from the Race Committee boat, abandon all races.** See the instructions for Abandon, Appendix F.

5.   Finishing and Scoring:

5.1.   As each boat finishes, give one sound signal, and enter the exact time of day (hours, minutes and seconds) on the right hand side of the Scoring Worksheet. **Record the order of all finishers and their finish times as they occur and regardless of fleet including one design.** A boat finishes when any part of it's hull crosses the finish line. The boat does not have to completely cross the finish line.

5.2.   Make note of any boats flying a protest flag.

5.3.   OCS (Onc Course Side) mark a boat OCS if any part of its hull is on the course side of the starting line at its start gun and if it does not then clear itself by sailing totally on the pre start side of the line.

5.4.   DNS (Did Not Start) If a boat sailed about in the starting area but did not properly start, mark it DNS.

5.5.   DNF (Did not Finish) Mark a boat that retires or never properly finishes the race DNF.

5.6.   OOD (Officer on Duty) Mark any boat that is not competing because its skipper/owner is serving on the race committee.

5.7.   NSC (Did not Sail the Course) If a boat is observed not sailing the proper course, including the proper turning marks, and turning in the proper direction.

5.8.   DSQ (disqualified) if a boat is observed passing on the shore side of a mooring or or moored boat.

5.9.

5.10.   If the Race Committee boat must leave the finish line for any reason before a race is completed, leave the pin end of the line in place. Replace the committee boat with a second mark so that boats may record their own finish times.

5.11.   .

5.12.

5.13.   Note on the Scoring Worksheet any boat flying a red protest flag at the finish. File protests for infractions noted by the Race Committee where you have attempted to notify the boat involved of the Race Committee's intention to protest.

6.   Returning to the Mooring

6.1.   When all boats that started have either finished or retired, pick up the starting mark and any CYC marks that were put out for the day and return the Race Committee boat to its mooring. Record on the Scoring Worksheet the time of day when the Race Committee reaches shore (protests must be filed within 30 minutes of that time).

6.2.   Put away all equipment. Take down all flags. Close and securely latch all bins on the Race Committee boat and stow them snugly within the boat. Leave the ignition key in the compartment under the dashboard. **Turn off the battery.** Close and lock the CYC Race Committee locker in the South Point Boathouse.

6.3.   Check the Scoring Worksheet to be sure that you recorded the date, wind speed and direction, course number(s), and the names of all of the personnel on the Race Committee boat. **Take a photo of the score sheet with a smartphone and email to cycscorer@gmail.com.** Please confirm that the photo you send is clearly legible.

6.4.   Collect the Protest Forms from anyone filing a protest. Note on the form the time of day when it was filed and whether the Race Committee saw the protesting boat flying a red protest flag at

the time of its finish. Put the forms in the Race Committee locker and notify the CYC Fleet Captain. The Race Committee PRO should serve as a member of the Protest Committee unless he or she is an interested party.

6.5. Report any damaged or missing equipment to the CYC Fleet Captain.

Appendices

A. Equipment

The following equipment is stored onshore in the R/C Locker on the north wall of the south point boathouse:

- Two handheld VHF radios. (There must be at least two radios aboard, one to use channel 72 to communicate with racers, and one to monitor channel 16 at all times. There is a permanently installed radio onboard the R/C Boat that is fairly reliable.)
- Blue plastic box containing:
  - Clipboard and pens/pencils.
  - Blank scoring sheets
  - Sailing Instructions
  - Notices of Race
  - Race Committee Instructions
  - Copy of current Racing Rules of Sailing
- Code Flag "AP" (to be flown from CYC Mast onshore).

Also onshore in South Point Boathouse:

- Starting Pin w/ anchor and rode. (The small Yellow Tetrahedron, located in the South Point boathouse, is also the "Y" Mark and may be a mark of the course.)

The Following Items are stored on the R/C Boat:

- Signal Flags on poles (stored in Cuddy Cabin):

  - Ensign Fleet
  - Orange (Start Line)
  - Number 1 (A fleet)
  - Yellow (B Fleet)
  - Green (C Fleet)
  - Blue (Finish line)

  - Preparatory (Code Flag "P")
  - General Recall (this is code flag "First Substitute" or "First Repeater")
  - Individual Recall (Code flag "X")
  - Shorten Course (Code Flag "S")

In the Race Equipment storage bin:

  - Secondary Waterproof Clock
  - Air Horns
  - Anemometer
  - Bullhorn
  - Electronic whistle
  - Electronic horn

- In the Signal Flag storage bin.

- ○ Race Committee Flag & CYC Burgee
- ○ Code flags: "N", "S", "X", "C" and "AP"
- ○ Orange Starting Line Flag
- ○ Blue Finish Line flag
- Atomic Clock (Mounted above shelf amidships or in the Race Equipment storage bin.)
- Life Jackets (Under control console. One per person plus one throwable)
- Anchors (2 Danforth) and anchor lines (in a large bin on the Starboard quarter).
- Course Numbers (In the course number storage bin).
- Double-check that there is a fuel tank connected to the motor in the stern port fuel locker with an adequate amount of fuel. If there is no tank, or if it is running low, return the empty tank to the fuel locker at the end of the club dink dock and replace with a full one.

B. Postpone
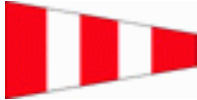
Postpone means: All races not yet started are delayed and may be started later.

Procedure:
1. Hoist the signal flag "AP" with **two (2)** sound signals at any time *before* the start of a race when you need to postpone the start for any reason.
2. When the reason for postponing has been corrected, or disappeared (the wind comes up, or you have recovered from whatever mishap caused the postponement), get ready to start or restart the sequence. You must start with the **Warning Signal** of the fleet that was about to start.
3. Lower "AP" and give **one (1)** sound signal.
4. One minute after lowering the "AP", raise the original **Warning Signal** (the Fleet or Class Flag) of the fleet that was about to start, give **one (1)** sound signal and resume the normal sequence. Be sure to note the exact time of day at this **Warning Signal**.
5. Hoisting "AP" from shore: The RC can postpone races from shore by hoisting the "AP" on the flagstaff and sounding 2 horns. One minute after lowering the "AP" is now changed to NO LESS THAN 30 Minutes

If a postponed race is not started within 75 minutes of its **scheduled start time**, that race is **automatically abandoned.** When the 75 minutes has passed for the first fleet, you may skip that fleet and wait for the 75 minutes to be up for each succeeding fleet, or you may simply abandon and cancel all racing for the day. See Abandon, Appendix F.

C. Individual Recall
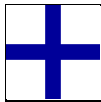
Individual Recall means: If at a boat's starting signal any part of her hull is on the course side of the starting line she shall be called back to the pre-start side of the line.

Procedure:
1. Replace the Fleet Flag with Code Flag "X" with **one (1)** sound signal.
2. Use the VHF radio, channel 72, and/or bullhorn to call out the sail number of each boat that is over early.
3. Fly Code Flag "X" until all the boats that were over early are on the pre-start side of the line or until four minutes after the start, whichever is earlier.

4. When a boat returns to the pre-start side of the line, you may inform her when she is completely on the pre-start side of the line.

D. General Recall

General Recall means: All boats in the fleet that just started are called back for a new start.

Procedure:
1. Replace the Fleet Flag with Code Flag "First Substitute" (also called "First Repeater") and give **two (2)** sound signals. Note: these are in addition to the sound signal given with the start. Note and record the exact time of day.
2. When ready (it is recommended that you wait until four minutes after the aborted start or later as conditions mandate), lower the first substitute flag and give **one (1)** sound signal.
3. One minute after lowering "First Substitute", raise the original **Warning Signal** for the fleet which was recalled, give **one (1)** sound signal and resume the normal sequence. Be sure to note the exact time of day at this **Warning Signal**.

You may use General Recall whenever you are unable to identify the individual boats that are over the line early or there are so many boats as to make it impractical to notify them individually. You may use General Recall to restart a race that you feel did not have a fair start for any reason, but **do not** use General Recall as a favor to a boat or group of boats that started improperly through their own fault.

E. Shorten Course
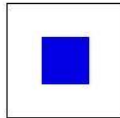
You may shorten course (display flag "S" with two sounds),
   A. because of foul weather,
   B. because of insufficient wind making it unlikely that any boat will finish within the time limit,
   C. because a mark is missing or out of position, or
   D. for any other reason directly affecting the safety or fairness of the competition.

Shorten Course may be signaled with Code Flag "S" **only** after the start:

● If Code Flag "S" is flown at a nearby rounding mark, it means: Finish between the nearby mark and this flag.
● In a dying or light breeze, or in the event of an impending storm, the Race Committee may shorten the course by finishing the lead boat at any rounding mark or after once around the Course This will be indicated by displaying Code Flag "S" (Blue Rectangle in center of White Flag) on the Committee Boat or Mark Boat, and signaling by sound signal for the first yacht to finish. Shortened courses will also be signaled by two sound signals once the Committee Boat is on station for the finish.

TWICE AROUND:
When a twice-around course is signaled (e.g. FID-WID), boats shall complete the first lap by sailing through the Start/Finish line. Racers are advised to be alert for a Shortened Course signal, should the committee choose to make such a decision at this point in the race.

Procedure:

1. To signal after the start that a course has been shortened to the "Short Course", raise Code Flag "S" with **two** (**2**) sound signals.
2. To Shorten Course to a mark of the course after the fleets have started, move a Race Committee boat to the intended mark, set the anchor and then hoist Code Flag "S" with **two (2)** sound signals.

NOTES:
- When shortening to a mark of the course, whenever possible, take the committee boat (rather than a launch) to the finishing mark and make your signals there**.**
- If shortening to the Hyphen, the course may easily be shortened for individual fleets. Raise the class flag of the fleet to be shortened along with the "S" Flag. You may also announce your intentions to the fleet whose course has been shortened by VHF. Proceed to give a sound signal for each boat in the fleet that is shortened as they finish and record their times.
- Do not raise the "S" flag until you are on station (anchor deployed and holding) at the new finish line!

F. Abandon
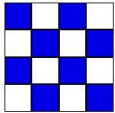
Abandon means: all races are abandoned and there will be no more racing today. It may be flown at any time. The Race Committee **must** Abandon **all** races when:
- There are sustained winds above 25 mph (use the onboard wind meter and/or the wind meter on shore).
- Lightning can be seen from the Race Committee boat.
- No races are started within 75 minutes of their scheduled start time.
- If no boat in any fleet has finished within the time limit.

Procedure:
1. Hoist Code Flag "N" with three (3) sound signals.
2. Use the VHF radio to announce on Channel 72 that all races are abandoned

G. Commercial Traffic

Be alert! If commercial traffic is spotted:
1. Broadcast a notice to the racers on VHF Channel 72.
2. Contact the captain of the commercial vessel on VHF Channel 13.
3. Identify yourself as the Chelsea Yacht Club Race Committee. Let them know that you are running a race, that the racers have been alerted to their presence, and are expected to stay clear. Continue to monitor VHF Channel 13 and/or 16.
4. If a 5 blast warning is heard from the commercial vessel, protest the offending racing vessel in accordance with 16.6 of the CYC Sailing Instructions.