



WEST SOUND CORINTHIAN YACHT CLUB

RACE MANAGEMENT

(revised 2010)

Pre-Race Day Preparations

1. Advise the Program Chairman well in advance if you have a schedule conflict, so there will be sufficient time to find an alternate committee.
2. Check with the Program Chairman to arrange transfer of entry forms, race forms, etc.
3. Check with the Program Chairman and arrange to collect and test race committee equipment (see page 5).

Race Day, Pre-Race Preparations

1. Allow adequate time to accomplish the following pre-race functions. At least one (1) hour is desirable.
2. Select several possible courses from the race announcement (if options are specified), based on wind strength and direction, time available, etc., and set the appropriate marks. Try to select a course that has a good upwind leg as tacking provides opportunities for passing. Consider the speed of the slowest boat (a 23-ft boat may average only 4 knots over the course with good wind). Good course selection is essential to good race management. Select a course that you would enjoy sailing, considering the conditions of the day. Course layouts are in the committee briefcase and include the true bearing between marks. These may be used to select a good weather leg course after correcting for deviation.
3. Set the Start Line. Make it as square to the wind as possible. (Remember that: reaching legs = a parade.) The length of the Start Line should be consistent with the number of boats entered (largest Division/Class), and the wind velocity (more of either warrants a longer line). If the Committee Boat is used as one end of the line, the buoy on the other end should be inside of the course (i.e. all marks of the course should be passed on the same side unless the race instructions specifically state otherwise).
4. Leave time to collect entries and money prior to the start of the first race. Update the race forms accordingly.
5. Select the desired course, and post in accordance with sailing instructions.

6. For all races, you are to monitor VHF Channel 16. For races crossing a traffic lane, monitor Seattle Traffic (VHF Channel 14) during the race.
7. Prior to beginning the start sequence, call the Coast Guard (Seattle Traffic) on VHF channel 14 and identify yourself as the West Sound Corinthian Yacht Club, give them the permit number, committee boat name, number of boats racing and tell them if the course crosses or is near the ferry or VTS lanes. (Calling by telephone at 206-217-6+050 is acceptable.)

Race Day, Race Management

1. Start race. The horn and flag sequence will be specified in the race instructions, and will go as follows: (note: these instructions follow the instructions given in US SAILING's The Racing Rules of Sailing (RRS).)

-5 min	Warning – raise class flag	One sound	
-4 min	Preparatory – raise the “P” flag	One sound	racing rules apply
-1 min	One-minute – remove “P” flag	One LONG sound	
0 min	Start – class flag removed	One sound	

When there are more than one class, the sequence of the following class begins with the preceding class's start. Therefore, at the start of the first class, that class flag is removed, second class's flag is raised and there is ONE sound.

NOTE: The competitors have a right to expect accurate, business-like execution of Race Committee functions (i.e. flag/horn signals, etc.). Make all signals crisp, sharp and on time.

2. If there is absolutely no wind, don't hesitate to postpone the start of the race (assuming you think it might get better). **Postponement:** follow the instructions for postponement in the race instructions. If you decide to postpone the race before starting the sequence, go ahead and start the sequence (raise the yellow flag) and then signal a postponement about 30 seconds later and lower the flag. This clearly tells the entrants that a postponement is in effect.
3. Position yourself such that you can look down the Start Line and observe any boats that are over the line at the start. A boat is “over early” when any part of the boat or it's equipment is over the line. Follow the procedures for Individual Recall given in the RRS. If you can't identify all the boats that are over early, follow the RRS procedures for General Recall.

4. Watch the general progress of the boats, If it does not appear that the majority of the boats will finish within the time limit, you may shorten the course at one of the marks of the course if allowed by the race instructions. You should anticipate this well in advance, and be at the mark before the first boat arrives, (If you shorten the course, be sure to revise the distance in the calculation of corrected times.)
5. Signal finishes by one (1) horn blast and record the time. Record the boat name and finish time on the Race Record by Order of Finish Form provided by the Program Chairman, and then transfer that to a score sheet at a later time. This eliminates questions on the order of finish, avoids problems of data in the wrong place, and also permits conversion to elapsed time at a later time when the pace is less hurried.
6. Note any protests signaled by the boats as they finish. Their written protest must be submitted within the time limit given in the SI (usually One (1) hour after the finish of the last boat). If possible, you should convene a protest committee after all boats have finished, and resolve the issue (you cannot post final results until it has been resolved). The protest committee should normally include three (3) members, including the race committee head. Other members should include persons with sufficient experience to interpret and apply the race rules, but whose own race or series results will not be influenced by the outcome of the protest. If such committee cannot be assembled, arrange to defer the hearing and refer the matter to the Program Chairman.

Race Day Post-Race Responsibilities

1. Call Coast Guard (Seattle Traffic) on VHF Channel 14 and tell them the racing is finished after the last boat in the last race finishes or retires. It doesn't hurt to thank them for their help. (Calling by telephone at 206-217-6050 is acceptable.)
2. Calculate results according to the following formula. Carry the handicap correction to at least one decimal place (0.1 seconds). Note that the elapsed time must be in seconds (i.e. 1 minute, 30 seconds = 90 seconds). If you have more than one (1) division, be sure to adjust the elapsed time to reflect the difference in start times.

$$\text{Corrected Time} = \text{Elapsed Time} - (\text{course distance} \times \text{PHRF Handicap})$$

Note: Publication and distribution of "Official Race Results", is the responsibility of the Program Chairman. However, the announcement of "unofficial Race results" on the dock immediately after the race is encouraged.

3. For series, determine points based on the lowest corrected time. Lowest corrected time receives 1 point, 2nd lowest 2 points, 3rd lowest 3 points, and so on. Points for all others is determined by the Program Chairman using the USSA Racing Rules of Sailing (Appendix A). For these "others" be sure to use the appropriate abbreviation shown in the Racing Rules of Sailing, Appendix A- Note that DNS is different from DNC and series points for these are different. The program chairman will determine the points.

4. In a multiple race regatta or series, add the total points for each entrant, minus throw-outs, if any, and assign places based on lowest total points. The Program Chairman using USSA Racing Rules of Sailing shall resolve ties.
5. Record data on the forms provided, and turn them over to the Program Chairman for further distribution as follows:
 - a. Port Orchard Yacht Sales
 - b. Port Orchard Marina Office
 - c. WSSA/ WSCYC web site/Other (as appropriate)
6. Return buoys, flags, etc., to the Program Chairman, and report any damages or deficiencies.
7. Turn in registration forms, entry fees collected, and all worksheets to the Program Chairman, at the earliest possible Time. This will allow timely publication and distribution of “Official” Race Results.

GOOD LUCK!

WEST SOUND CORINTHIAN YACHT CLUB

RACE COMMITTEE EQUIPMENT

- 1) Yacht Club Furnished
 - a) Race briefcase that includes:
 - i) this instruction
 - ii) US Sailing “The Racing Rules of Sailing”
 - iii) US Coast Guard Race Permit for the race, regatta or series in question
 - iv) Notice of Race (NOR) for the race, regatta or series in question
 - v) Sailing Instructions (SI) for the race, regatta or series in question
 - vi) Race or series blank entry forms
 - b) Laptop computer with Excel spreadsheet for race or series
 - c) Buoy(s) and anchor(s)

- d) Course “Reader” Boards
 - e) Horn (with spare refill)
 - f) Flags
 - i) Race Committee (RC) Flag (in green zippered bag, 11 flags total in bag)
 - ii) Nine starting sequence flags (in green zippered bag)
 - iii) Starting line flag (in green zippered bag)
 - iv) Optional use Flag-o-matic with class and preparatory flags (4) (in olive duffle bag)
- 2) Other suggested Equipment
- a) VHF Radio with Channels 14 and 16 (REQUIRED)
 - b) Current PHRF Roster
 - c) Committee Boat
 - d) Binoculars
 - e) Adequate clothing, food and beverage (Race Committees are allowed to have fun also! However, alcohol beverages are not recommended.)
 - f) Ship’s shore power cord (necessary to run laptop computer)

Race Management Insurance (what to do if you have a loss):

You or other protected persons are required to perform the duties described below when a accident or incident happens that could result in liability damages covered under the liability policy. Failure to comply could affect coverage. The insuring agreement contained in the policy determines what is covered. As a result, you should read it carefully to understand the extent of the coverage provided.

If an accident or incident happens that may involve liability protection provided in the policy, you or any other protected person involved must:

1. Notify the police if a law may have been broken.

2. Tell the insurance agent, The David Agency Insurance, Inc, 630-516-9000, what happened as soon as possible. Do this even though no demand for damages has been made against you or any other protected person, but you or another protected person is aware of having done something that may later result in a demand for damages. This notice should include all of the following:

- The time and place of the accident or incident;
- The protected person involved;
- The specific nature of the accident or incident including the type of demand for damages that may result;
- The names and addresses of any witnesses and injured people.

3. Send the agency a copy of all written demands. Also, send a copy of all legal documents if someone starts a lawsuit.

4. Cooperate and assist the agency in securing and giving evidence, attending hearings and trials, and obtaining the attendance of witnesses.

5. Not assume any financial obligation or pay out any money without our consent. But this rule doesn't apply to first aid given to others at the time of an accident.