

Lansing Sailing Club

Guide for Serving on Race Committee

Note: The main portion of this guide is for Sunday Lightning Racing. Exceptions for Thursday Lightning racing are noted. There is a special section for Wednesday evening Laser and Sunfish Racing.

2003

General Guidelines

- Races are run for the benefit of the fleet and racers. Try to make the experience fun and fair.
- Run races on time unless weather conditions interfere. In light air, give racers a few extra minutes to make the starting line - particularly when you see they are close.
- If possible, consult with racers on postponements and abandonments. However, when lightning is present or the weather turns suddenly bad, get the boats to shore ASAP.
- Set Windward-Leeward courses for the Lightning Fleet. Always require that marks be left to port (except that finishes are between the mark and the Committee Boat).
- Typically three races will be run for Lightnings with a short break (except for Thursday evening racing) between the second and third race. The break should be about 30 minutes from the time the Race Committee arrives back at the club until they leave the dock for race three.
- When running three races, the first race should have a downwind finish so that the second race can begin immediately after the last boat finishes and so the Committee Boat does not need to move. The second race should end either to windward or leeward - whichever end is closer to the club. Race three should have an upwind finish.
- Don't hesitate to change the course if the wind shifts. However, remember that you must change a mark before boats round the previous mark. Also remember that all boats must be advised of the mark change. The best way to advise boats of mark changes is for the Safety Boat to anchor near the mark just before the changed mark, display the "Change Course" flag and tell each boat about the change. Try to get each boat to acknowledge that they understand.

Locating Equipment

- **Flags.** All Flags are stored in the flag box located in the starboard stern area of the Committee Boat.
- **Keys.** Keys to the Committee Boat and Safety Boat are located in the lake side section of the equipment shed near the club house.
- **Gas.** Fuel containers for the boats are kept on the boats. They are located inside the bench seat at the back of the boats. Extra gas containers are found in the lake side section of the equipment shed near the club house.
- **Anchors.** The Committee Boat should have two anchors and anchor line in the bench seat. The Safety Boat anchor and line should be in the bow storage compartment.
- **Race Committee Equipment Box.** This is a tool box on wheels found in the Race Committee Equipment Shed. Take it on the Committee Boat.
- **Marks.** All marks are kept in the Race committee Equipment Shed. Use the 24” Bema marks for Lightning races and Regattas. Use the 18” Bema marks for Laser and Sunfish races.
- **Bullhorn.** Kept on a shelf in the Race Committee Equipment Shed.
- **Communication Devices and Extra Batteries.** Kept in the top compartment of the Race Committee Equipment Box.
- **Clipboard and Forms.** Kept in the bottom compartment of the Race Committee Equipment Box.
- **Racing Rules of Sailing.** Kept in the Race Committee Equipment Box.
- **Race Committee Guides and Manuals.** Kept in the Race Committee Equipment Box.

Before the Race

- Plan on getting to the club about 11 o'clock. This will usually allow enough time to complete all Race Committee responsibilities. For Thursday Lightning Racing, plan to be at the club by 6:00 pm.
- Use the Race Committee Checklist to make sure that all responsibilities are taken care of. In addition to running the races, Race Committee duty involves cleaning the changing rooms, toilets, sinks and kitchen area (except for Thursday racing). It also involves making sure equipment is operating properly and that batteries and other supplies needed are on hand.
- Plan to get on the water about noon (soon after 6:00 pm for Thursday racing) to set the course for the first race. Despite the care used in setting this course, it is often necessary to make adjustments just before each race begins. The important thing is to get things generally in place and obtain a perspective of what is happening on the water in terms of wind shifts and velocity to enhance the value of the Skipper's Meeting.
- Hold a Skipper's Meeting at 12:30 (no skipper's meeting for Thursday racing – skippers check in on the water). Introduce the Race Committee members. Ask all skippers to sign in on the Race Results Form. Talk about wind velocity on the water and wind shifts that are in evidence. Show where the course has been tentatively set and discuss the number of legs for each of the first two races. Review the starting sequence and other flags/signals that are likely to be used. Remind everyone that the visual signals are the official signals. Make sure that those sailors with CPR training are identified. Remind everyone that the break between races two and three will be 30 minutes from the time the Race Committee arrives at the dock after the second race.
- Plan to leave the dock no later than 12:45 in preparation for a 1:00 PM start of the first race.

Boats, Marks and Anchors

- Set an example for safety. Please wear PFDs while on the water.
- Always use the Safety Boat when there are two or more committee members.
- Use communication devices (either cell phones brought by Committee members or our communication devices) to talk between the Committee Boat and Safety Boat.
- To the extent possible, store equipment in lockers on the Committee Boat to minimize the need for moving equipment from the boat to a storage facility on land.
- Use the orange inflatable marks. They are light, easy to handle and highly visible.
- Be very careful to avoid shallow areas with the motors. Hitting the bottom damages the propellers. It also stirs up sand that gets into the cooling system and causes damage to the motor.
- Let out plenty of line when setting the anchor - particularly in high wind. This helps the anchor to hold better. Use a second anchor in high wind.
- The anchor line should be long enough that you can adjust the starting line by letting more line out or taking some in to move the Committee Boat in relationship with the pin.

The Safety Boat's Job

Always use the Safety Boat when there are two or more committee members. Here are jobs the Safety Boat should handle:

- Help boats or sailors in distress. NOTE: Please don't help during a race unless asked (or you can see there is an emergency) because it will automatically mean the boat will be recorded as "Did Not Finish" for that race.
- Setting marks. The Committee Boat requires a lot of time to get itself set and ready to run the race. The Safety Boat is quick and highly maneuverable. Let it set all marks - but in consultation with the Committee Boat using our communication devices.
- Moving marks.
- If available for this duty, get into position just outside the pin end of the line to help call boats over early at the start.
- Help to let "over early" boats know they must restart. Identify these boats through communication with the Committee Boat - then follow them up the course if necessary to tell them. Do this as quickly as possible.
- Follow the fleet to be available to help boats or sailors in distress.
- If necessary, politely ask boaters interfering with races to avoid being in or near the race course.
- Let boats know of course changes by flying the "C" flag near the mark just before the leg where the mark has been moved. Try to gain confirmation from each boat that it understands the mark has been moved.
- Serve as a mark if necessary. For example, the mark might have lost its anchor and drifted away. When serving as the mark, display the "M" Flag.
- Substitute for the Committee Boat at the finish if necessary and record the order of finish. Display the Blue flag and use its flag pole to mark the Committee Boat end of the finish line. Don't forget paper and pencil.

Get Flags and Sound Devices Ready

- Have your flags ready to use. Before the starting sequence begins, the Committee Boat should fly the blue “On Station” flag as soon as the boat is in position. Then make sure the Preparatory flag and class flag are in the tubes - ready to hoist. In addition, get the “Individual Recall” and “General Recall” flags ready to fly in case they need to be used. The individual recall flag is the X flag - a blue cross on a white field. The general recall flag is the “First Substitute” flag, a yellow triangle inside a blue triangular field.
- Use the bullhorn for announcements, to hail boats or to amplify sound signals. Make sure it is operating properly. Change batteries if necessary.
- Get the “Regatta Pro Start” automatic starting horn ready. See the separate instructions on using this device. If the “Regatta Pro Start” is not operating, make sure the air horn is pumped up and ready. There is a pump in the RC Equipment box.
- The Safety Boat should have several flags aboard and ready to use. These include the S flag (black square in a white field) for shortening the course, the C flag (five horizontal stripes - Blue, White, Red, White and Blue) for a change of course, the M flag (a white X inside a blue field) for when the Safety Boat becomes the mark and a Blue “On Station” flag to use when serving as Committee Boat at the finish line. Be sure to return all these flags to the storage unit on the Committee Boat after racing.
- Use the course board to note the course that will be sailed. While we will usually be sailing windward-leeward courses, it will be necessary to post the course card that shows the correct number of legs.

Setting the Course

Do your best to make sure the starting line is perpendicular to the wind.

- Begin by getting the Committee Boat set at the leeward end of the course. Position the Committee Boat where the windward mark can be moved a considerable distance one way or the other to accommodate wind shifts - without having to move the Committee Boat. The Safety Boat should set the marks.
- Have the Safety Boat go up the course about halfway toward where the windward mark will be set. Here the Safety Boat crew should stop the boat and take a series of wind readings over a period of several minutes. Make sure the boat is not moving (it can drift - just not move under power) while wind readings are being taken.
- Based on the wind readings, go to where the windward mark should be set. This spot should be directly upwind from the Committee Boat - defining “upwind” as an average of the wind directions seen from the middle of the course.
- Make sure the proposed windward mark location is not too close to other boat traffic, in a disturbed wind area, in the lee of a shoreline where wind will be light or where boats approaching and rounding will be in a shallow area.
- Once in position, take more wind readings to verify those taken from the middle of the course. It is possible that the wind at that location is considerably different. If the wind direction is different, consider moving further away or closer to the Committee Boat to avoid a “localized” effect.
- Set the windward mark - making sure the anchor line is short enough that the boats will not hit it while passing the mark.
- Once the windward mark is set, the Safety Boat crew should go and set a mark for the “pin” end of the starting line. The length of the starting line should be about two boat lengths for each boat. If there are 8 boats, the line should be about 16 boat lengths. A Lightning is just under 20 feet long so a 16 boat length line will be about 320 feet - about the length of a football field.
- The Safety Boat crew and Committee Boat crew should be communicating using the hand held devices or cell phones throughout this process.

The Starting Sequence

- When “on station” and ready to begin the race, fly the blue flag from the center flagpole on the Committee Boat.
- To get the starting sequence going, press the Start Button on the “Regatta Pro Start”. For a manual start, make a series of short sounds. About 20 seconds later, begin the starting sequence.
- The starting sequence is as follows:

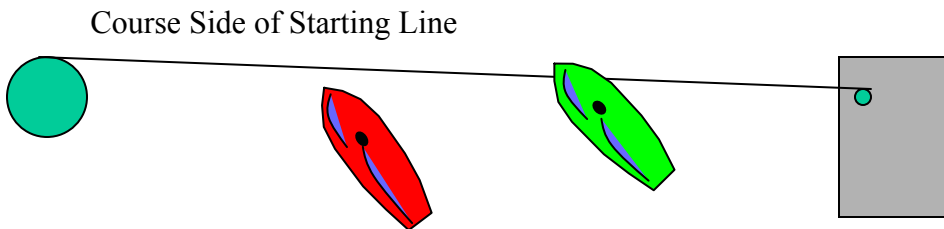
<i>Signal</i>	<i>Flag and Sound</i>	<i>Minutes before starting signal</i>
Warning	Class flag; 1 sound	5
Preparatory	P, I, Z, Z with I, or black flag; 1 sound	4
One-Minute	Preparatory flag removed; 1 long sound	1
Start	Class flag removed; 1 sound	0

- The Lightning Class flag is the flag with the lightning bolt on it
- The P flag is the usual Preparatory signal. It has a white square inside a blue field.
- The I flag is used when the Race Committee has had several general recalls and wishes to discourage boats being over early by putting rule 30.1 (the “round-an-end” rule) into effect. Boats over early must go around the pin or around the Committee boat to restart if over early. The I flag has a black circle inside a yellow field. Use this flag as the preparatory signal. **Note: Very rarely used at LSC.**
- The Z flag is used when rule 30.2 (the 20% penalty rule) is in effect. **We don’t use this flag at LSC.**
- The Black Flag invokes rule 30.3. Any boat identified as being in the triangle formed by the pin, Committee Boat flag and the first mark is automatically disqualified without a hearing. Use this flag as the preparatory signal. **Note: Seldom if ever used at LSC.**

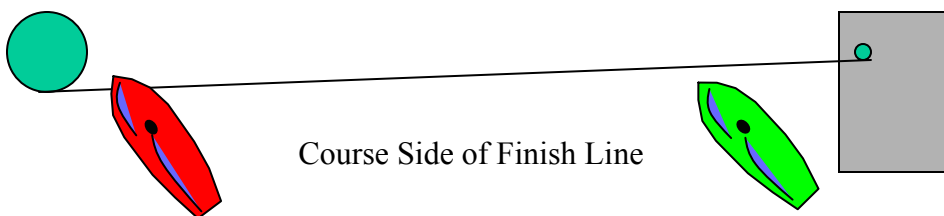
Starting and Finishing

- A boat is over the starting line early when any part of the boat (including crew and sails) is on the course side of an imaginary line between the course side of the pin and the course side of the Committee Boat flagpole.
- A boat finishes when any part of the boat (including crew and sails in “normal” position) crosses the finish line. The finish line is a line extending from the course side of the pin to the course side of the Committee Boat flagpole. A boat using a spinnaker that eases its sheet, guy or halyard so that the spinnaker goes further in front of the boat is NOT sailing with their spinnaker in “normal” position.

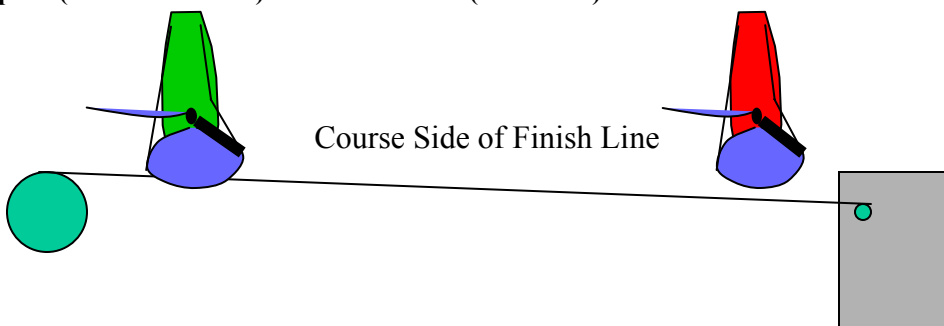
Starting Example: The Red Boat (on the left) has not started, The Green Boat (on the right) is over early.



Finishing Example 1 (upwind finish): The Red Boat (on the left) has finished but not the green boat (on the right).



Finishing Example 2 (downwind finish): The Green Boat (on the left) has finished but not the Red Boat (on the right).



After the Race

After the race, the Race Committee needs to make sure that the race results get in the right hands, equipment is put away and the Race Committee checklist completed.

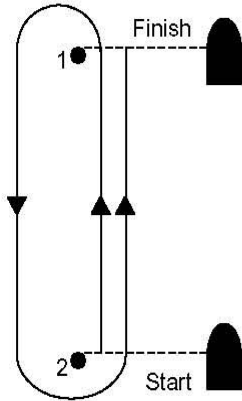
- Fill out the Race Results Form as each boat finishes. Be sure to record the correct skipper and crew if there were changes from the original sign-in. After the race, give this form to Pat Dolan. He will make sure results get to John Fishbeck for posting on the web site and inclusion in e-Sheet. If Pat is not available, put the form in the Vice-Commodore's mail box (located in the Kitchen).
- Fill out the form to report race results to the media. The skipper and crew for the top three finishers in each race are listed on this form. This form can usually be completed during a lull in the action while on the water. If Julie Pierce is available, give the form to her. If Julie is not available, hopefully a member of the Race Committee or one of the racers can fax the form to the State Journal. The fax number should be on the form. We would like to have this faxed ASAP so results can be in the next edition.
- Make sure all equipment is put away.
- Go over the Race Committee Checklist and make sure all responsibilities are taken care of. If there are repairs or other items that need attention, please send an email to the appropriate person.

Scoring Abbreviations

- DNC - Did Not Come to the starting area. Note: For fleet racing at LSC, we do not mark boats DNC if they don't come to the starting area.
- DNS - Did Not Start (other than DNC and OCS). Note: For fleet racing at LSC, we do not mark boats DNS when they come to the starting area but don't participate in a race.
- OCS- On Course Side of starting line at the start and
 - broke rule 29.1 by not completely returning to pre-start side of line before starting, or
 - broke rule 30.1 by being on the course side of the starting line or its extensions within a minute before her start while the "I" flag is used as the preparatory flag and failed to meet an obligation to go "around-the-ends" to restart.
- ZFP - 20% penalty under rule 30.2
- BFD – Black Flag Disqualification under rule 30.3
- SCP - Scoring Penalty under rule 44.3
- DNF - Did Not finish
- RAF - Retired after finishing
- DSQ - Disqualification
- DNE - Disqualification Not Excludable under rule 88.3(b)
- RDG - Redress Given

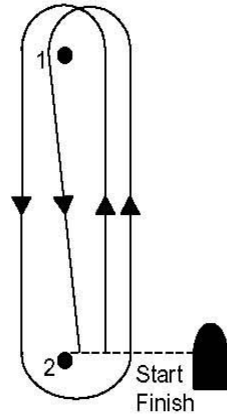
LSC Course Diagrams

W/L 3



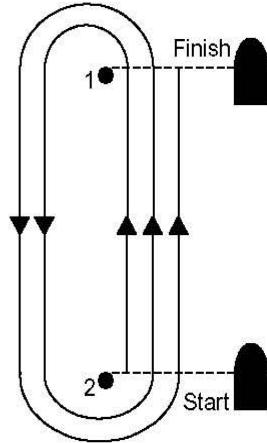
Start-1-2-Finish
3 legs

W/L 4



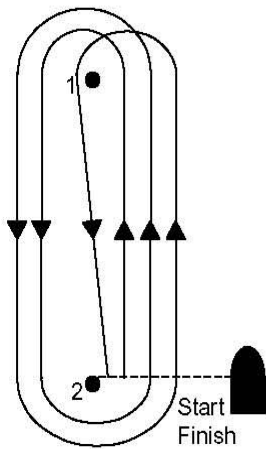
Start-1-2-1-Finish
4 legs

W/L 5



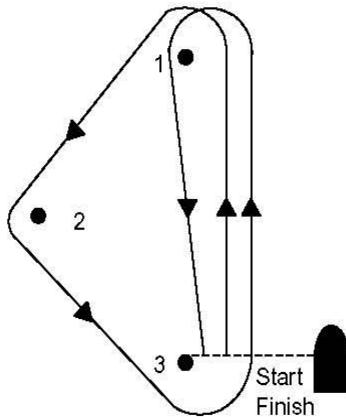
Start-1-2-1-2-Finish
5 legs

W/L 6



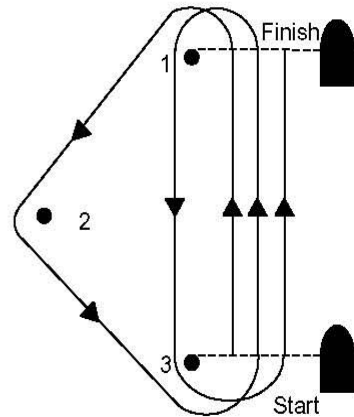
Start-1-2-1-2-1-Finish
6 legs

O 5



Start-1-2-3-1-Finish
5 legs

O 6



Start-1-2-3-1-3-Finish
6 legs

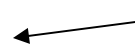
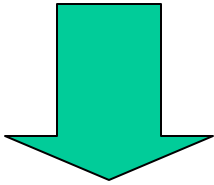
Wednesday Evening Racing

We retain high school or college students to run Wednesday evening racing for the Sunfish and Laser fleets. Here are the duties and procedures:

- It is not necessary to use the Safety Boat unless as a back-up when the Committee Boat is not operating. Get on the water as soon after 6:00 pm as possible.
- Set marks approximately for a modified Olympic course where the start-finish line is one half of the way between the leeward and windward marks, and get the Committee Boat in position by 6:20. The sailors will finalize mark locations.
- Set up the “Regatta Pro Start” for a 3 minute start with a twenty second alert. See separate instructions. Have a stop watch and whistle available to use as back up.
- As skippers arrive in the starting area, get their names and sail numbers (or other distinguishing mark).
- Set the course board for O – 1 – P (Olympic Course, once around, marks to port)
- Start racing at 6:30.
- Take your cues from the fleet captains as to the courses that will be used and when the fleets are ready for a starting sequence to begin.
- Fill out the Race Results Form as each boat finishes.
- After the race, give this form to Pat Dolan. He will make sure results get to John Fishbeck for posting on the web site and inclusion in e-Sheet. If Pat is not available, put the form in the Vice-Commodore’s mail box (located in the Kitchen).
- Fill out the form to report race results to the media. If Julie Pierce is available, give the form to her. If Julie is not available, give to Pat Dolan. If Pat is not available, put in Vice-Commodore’s mail box).
- Make sure all equipment is put away.
- Go over the Race Committee Checklist and make sure all responsibilities are taken care of. If there are repairs or other items that need attention, let the Vice-Commodore know.

Modified Olympic Course

Wind Direction



Windward Mark

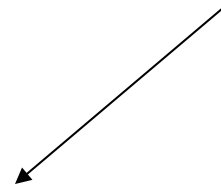
Gybe Mark



Start/Finish
Mark



Committee Boat



Leeward Mark

Flags

Committee Boat Flags at the Start



On Station Flag



Lightning Class Flag



“P” Preparatory

NOTE: Leave these next three flags in the box. They are seldom if ever needed.



“I” Preparatory (Round the Ends Rule is in Effect – **Use Rarely**)



“Z” Preparatory (20% Penalty Rule is in Effect – **Never Use**)



“Black Flag” Preparatory (Over Early Disqualified – **Seldom if Ever Used**)

Recall Flags



“X” Flag (Individual Recall)



First Substitute Flag (General Recall)

Safety Boat Flags



On Station at the Finish Line Flag



“M” Flag (This boat is the Missing Mark)



“C” Flag (The Course to the next Mark has Changed)



“S” Flag (The Course has been Shortened)