



May 2008

**DRAFT**

# Committee Boat Responsibilities - CLYC

## 1. INTRODUCTION

This document has been prepared for use as a reference by the CLYC Committee Boat personnel. It includes specific guidance on basic race management principles and should be reviewed by each Committee Boat skipper and OOD. It can be referenced by section as questions arise and should be kept on the Committee Boat.

Section 2 sets actual responsibilities and outlines the starting sequence. As Committee Boat, you control the on-the-water racing process and as such the quality of each race. We all count on a timely, informed, organized and aware Committee Boat. By reviewing this section, preparing ahead of time, and asking questions of those who have experience, you will be an active part of the process. If you have never served in this capacity, you may be daunted. This is natural. In fact, the process is simple and can be fun if you prepare. If you are confused or concerned, you may want to arrange to crew with another Committee Boat OOD prior to your turn. In addition the members of the Sailing Committee can act as "support staff" and accompany people who have never served as Committee Boat.

Stock up the boat for an enjoyable hour or two. Take along a camera to record the antics and send them to the website. Remember, you and only you can assure the quality and safety of this specific race.

## 2. TIMETABLE OF EVENTS BEFORE AND DURING THE RACE

### 2.1 A FEW DAYS BEFORE THE RACE

As Committee Boat it is your responsibility to get all the race equipment ready prior to the race. It is the previous Committee Boat's responsibility to return race equipment to the Committee Boat or Clubhouse immediately after the previous race or to give it directly to the next Committee Boat personnel.

Check the items on the **Committee Boat Equipment Checklist (Section 4, below)**. If an item is missing call the Sailing Secretary or your Team Captain. If possible ask the previous Committee Boat skipper if there were any equipment problems and if so, contact the **Sailing Secretary** or your **Team Captain**.

Make sure the Committee Boat has all the equipment called for on the checklist. Be sure your VHF **Channel M2** (the 2 Patrol Boats now have VHF radios and the channel to use is **P2**) is in good working order. Perform a Radio Check with each Patrol Boat to confirm that all communications are working properly. All Patrol Boats have VHF radios for changes in the race or emergencies. Use **Channel M2** on the Committee boat radio, or if using a hand-held VHF, use **P4** to communicate changes in the race course such as race shortening or abandonments. Leave **Channel 16 for emergencies**. To tune the boat's radio, follow the following:

- Switch on using vol switch.
- Press "DSC" (will change to "RAD")(top soft key)
- Press "RAD" (same key)
- Press 1
- Scroll down to M2 (bottom soft key)
- Press "E" within 2 seconds to confirm
- Adjust squelch

- Manual is aboard, but it's not user friendly

Check that arrangements have been made to have at least two people accompany you on board during the race. At the start, one person operates the clock and calls out instructions. One person raises the flags and watches for boats crossing the starting line early. One sounds the horn. A fourth person could be used to handle late check-ins over the radio. Otherwise, one of the three must also handle that. You will find that the more crew there are, the more fun there is.

## 2.2 THE DAY BEFORE THE RACE













Read or re-read all of this section. You never know it all. Synchronize your watch with a time service and on the day of the race, check it with the Committee Boat's GPS to ensure good time-keeping, as a courtesy to the racing yachts. The less guessing the better. If you have any last-minute questions, contact the **Sailing Secretary** or your **Team Captain**.

## 2.3 THE DAY OF THE RACE

### 2.3.1 Ninety Minutes Before the Race...

In the case of bad weather, consult members of the Club's Sailing Committee who can usually be found. Rain is not normally sufficient reason for **postponement** or **abandonment**, but fog or strong winds may be. Remember...**YOU** have the responsibility for the safety of your boat and have the authority to cancel the race.

Display the Committee Boat flag (Flag C). This will help the racers recognize you as the Committee Boat. Also arrange the other flags in a state of readiness. Their descriptions are as follows:

											
Answering Pennant (AP)	Black Flag	C	1st Substitute	Green	Laser	N	P	Red	S	T	X
Postponement	1 minute disqualification	Committee Boat Here	General Recall	Starboard Course	A-fleet	Abandon Race	Preparatory	Port-hand Course	Shorten Course	B-fleet	Individual Recall

Anything else that can be done in terms of preparing or arranging equipment will save time later and give you and your crew time to enjoy the race.

When the crew arrives, assign jobs and talk them through as much as possible. If you need additional help, contact the **Sailing Secretary** or your **Team Captain**. The **Race Sheets**, with competitors' self entries made, will be conveyed to the Committee Boat as soon as possible, but there could be late entries **ON THE WATER**. Synchronise all watches with the Committee Boat's GPS.

It might be useful to have the **Individual Recall** flag and the **General Recall** flag at opposite ends of the same pole, and manned at the **foredeck** of the Committee Boat.

### 2.3.2 At Least One Hour Before the Race...

Leave the mooring. It is your responsibility to be on station, at anchor in time to set the course, confirm that the competitors are entered, and **START THE RACE ON TIME.**

Determine wind and tide strength and direction **beyond** the moorings. (It may be different further out.) **Pick a tentative course before you anchor.** The first mark **should** be to windward. The **Sailing Instructions** specify a windward-leeward-triangle course, but it is up to the OOD to choose variations of this. When placing the course, consider the quickest route back to the shore for the boats when they finish. Talk to the various members of the Sailing Committee. The **Sailing Secretary** or your **Team Captain** may be able to provide advice and assistance to the Committee Boat in positioning the course and the starting line. Remember, help is always available. Try to have courses that allow the finish well before dark.

If there is no wind, don't be in a hurry to pick a course or anchor. Wait to see what the wind is going to do. If the published start time approaches and there is still no wind, consider a **postponement**. If you choose to postpone, hoist the "AP" flag and sound two horns at the listed start time. When conditions change and you are ready to start the sequence, sound one horn and lower the "AP" flag. The normal start sequence will begin one minute after the "AP" flag is lowered. Follow the standard starting procedure as detailed in the **Flag Sequence sheet**. When you have set the course in conjunction with the mark-laying boats, determine which side of the starting mark to anchor on. This should always be **outside** the course, and so will be different depending on whether the course is port-hand (**this is preferred**) or starboard-hand. The starting (start line pin end) mark must be passed on the same side as all subsequent marks of the course.

The **LENGTH OF THE STARTING LINE** should be approximately **1.5 times the total length of all the boats starting in the largest fleet**. Too short a line will cause chaos at the start and potential boat damage. If in doubt, err on the side of making the line too BIG.

The start line should be **PERPENDICULAR TO THE WIND DIRECTION**, although you could consider introducing a small bias, to prevent bunching at the Committee Boat end due to wind shifts and tide. The first leg should be upwind, although it could also be downwind, but downwind starts are unusual.

If conditions change or you have second thoughts about the course, you have the right to change it at any time before the first gun. During a postponement the course can be changed at or before the warning signal which follows the postponement. If practicable, try to announce the change of course. You need not read the course, merely announce that it has been changed and let racers read it off the Committee Boat.

You should have a good reason for changing the course.

### **2.3.3 Thirty Minutes Before the Race...**

The flags to display should be ready. Displaying can entail raising or un-snuffing, as long as this can be carried out swiftly. All flags should be raised briskly. The flag should reach its final flying position at exactly the desired time. This is important because racers will be timing their starts from the flags, not from the sounds. **DISPLAY THE AP FLAG AND THE C FLAG.** The time and the starting procedure and most other matters are covered in the **Sailing Instructions** and the **Flag Sequence sheet**.

Position the horn, and have another horn ready as a backup. You have GPS on board, so try to use it to establish the starting time. Practice proper operation of at least two timers, one for continuous timing and one to start at the first horn. In this way you have a backup.

### **2.3.4 Five Minutes Before the First Signal...**

Position personnel at the Flags. A second person on the Committee Boat foredeck with **Individual** and **General Recall** flags would be useful. Make sure the horn is ready. Keep using one of the timers to time until the first signal.

### 2.3.5 Ten Seconds Before Listed Start Time...

Begin a verbal countdown.

## 2.4 STARTING RACES

The **Racing Rules of Sailing** incorporated changes to Rule 26, *Starting Races*. The change is designed to allow more flexibility for the Committee Boat. This guide will illustrate the "Preparatory" visual signal using the "P" Flag.

### 2.4.1 Before the race

Display the Port or Starboard flag. Which flag to employ depends on which side of the rounding marks you have decided the boats should pass (preferably they should keep all rounding marks to **Port**). There should now be 3 flags flying - **AP**, **C** and **Red** (or Green).

### 2.4.2 Start time minus 6 minutes (for A-fleet)

Remove the AP Flag.

Sound the horn. Try to make the horn sound at the same time as the flag reaches the top, but if they are not simultaneous, the flag determines the time. If the horn misfires, sound the backup horn to alert racers that a shape has been raised. A misfire is not cause to postpone the start. If the flag was correct, just continue the start sequence.

### 2.4.3 Start time minus 5 minutes

Display the Class 1 flag. Sound the horn.

### 2.4.3 Start time minus 4 minutes

Raise the Preparatory flag. Sound the horn.

### 2.4.4 Start time minus 1 minute

Remove the Preparatory flag. Sound the horn.

### 2.4.5 Start Time

Start of First fleet (A-fleet). REMOVE the **Class 1 Flag**, DISPLAY the **Class 2 Flag** and **SOUND THE HORN (Long Blast)**. (The **start line is between the Committee Boat wheelhouse door and the pin end mark**. No part of any boat may be over this line).

If any boats are over early, sound one blast on the horn, hoist the X flag, and announce sail numbers to the Patrol Boats. Those offending yachts must start again. See the section on **Individual Recall**. If a large number of boats are over early and it is difficult to determine them all, have a **General Recall**. Signal the General Recall by two blasts on the horn and by hoisting the "First Substitute" flag. After a general recall that involves all fleets, new warning, preparatory, and start signals must be used. A general recall can also be used if there has been a serious error in timing or starting procedure. If the general recall is for the first fleet, **both fleets will be delayed** in the normal starting sequences. If no boats are over early, it is courteous to say "all clear." Do not make any communication with any competitors which will not be heard by all the competitors.

After a General Recall, the OOD may choose to display the **Black Flag**, indicating that the Black Flag Rule is coming in to play. RRS Rule 30.3 allows disqualification of any boat (without a hearing, and

even if the race is re-started at any time) who enters the **course triangle** in the last minute before the start.

#### **2.4.6 Start time minus 4 minutes (for B-fleet)**

Display the Preparatory Flag. Sound the horn.

#### **2.4.7 Start time minus 1 minute**

Remove the Preparatory Flag. Sound the horn.

#### **2.4.8 Start Time (for B-fleet)**

Start of Second fleet. Remove the **Class 2 Flag** and **sound a LONG BLAST on the horn**. (The **start line is between the race committee boat wheelhouse door and the pin end mark**. No part of any boat may be over this line). Individual recalls are handled as described above. If a general recall is in order, then it may be issued. If a general recall had been issued at the start of the first fleet, then the entire sequence will proceed as described above (B-fleet 5 minutes after the A-fleet).

### **2.5 AFTER THE START**

Assuming all boats are started properly and have cleared the starting area, heave a sigh of relief and enjoy watching the race develop. A lot can be learned from watching others. Now is also a good time to use your camera or video recorder to capture the activity.

#### **2.5.1 Monitoring the Progress of the Race**

If the winds are extremely light or non-existent for an extended period, consider **abandoning the race** or **shortening the course**. To abandon the race, hoist the "N" flag and sound three horns. To shorten the course, hoist the S flag (with 2 horn sounds) and position the Committee Boat to form a finishing line (square to the previous mark) at one of the rounding marks and finish the race there. Don't be afraid to do this. Think of what you would want as a racer.

#### **2.5.2 The Finish**

If the race is not abandoned and the course is not shortened, if necessary position the Committee Boat for the finish. This sometimes means the boat must be moved so that the finishing mark can be crossed on the proper side and so the line is square to the last previous mark of the course. The finish line can be shorter than the starting line and should be if the finish will be after sunset.

#### **2.5.2 Recording the Finishing Yachts**

Be ready to write the finishing times in the proper place on the **Race Sheets**. If a large number are crossing at about the same time, you may want to quickly write the times and boat names or sail numbers on a separate piece of paper and later transfer them neatly to the Race Sheets. The best procedure may be one person calling out boats, one watching a timer and using the lap button (but be careful not to depress the "stop" button), one or more people recording. The person watching the line and calling boats can also sound the horn.

### **2.6 THE FINISH**

A boat finishes when any part of the boat or its equipment in normal position crosses the line, which again is between the Committee Boat wheelhouse door and the pin end mark. The rest of the boat need not complete a crossing of the line. Record its time under **Gross Time** on the Race Sheet. Start and finish times should all be **clock time**. Sound the horn for each boat crossing the finish line.

Listen for protests from the competitors. Take a note of any boats informing you that they are protesting, being protested, or acknowledging fault. It is their responsibility to report in to you. Provide

protest forms to anyone who asks. Completed forms must be turned in by a protester as per the protest procedure explained in the Sailing Instructions.

## 2.7 AFTER THE FINISH

The results sheets should be handed to the Results Secretary. Remember to keep a copy of the results for a backup.

Your final task is to put the equipment back in order and see that it is returned to the shore for the next Committee Boat. Remember to mark down on the back of the Race Sheets any equipment problems. Remember the quality of the race is the responsibility of the on-station Committee Boat.

It is usually easiest to drop the equipment off at the Clubhouse on the way in from your Committee Boat assignment. This way you'll also have crew to help you tidy up and carry it.

## 2.8 POSTPONEMENTS, ABANDONMENT, SHORTENING

In light wind conditions, winds typically less than 2 knots and variable, you should consider postponing the start and abandoning the race after waiting an appropriate time after the designated start time. Once the race is started, you should attempt to shorten the race by moving your boat to one of the course's rounding marks. You should abandon the race if the wind is light, and even if you've shortened the race, no boats would finish within the time limit. An illustration of the relevant signals can be found in the **Flag Sequence sheet**.

### 2.8.1 Postponements

The Committee Boat should postpone the start of any race when wind conditions are such that a fleet cannot clear the starting line prior to the subsequent fleet start (usually 5 minutes). A postponement is signalled by hoisting the **code flag "AP"** and **two horn sounds**. The **"AP"** flag will be lowered and **one horn sound** will signal the end of postponement and that the warning for the next fleet's starting sequence will be in one minute.

### 2.8.2 Cancellation

The Committee Boat that has postponed a race due to lack of wind should if practicable, wait a minimum of 15 minutes (for night races) and 30 minutes (for all other races) before considering abandoning. Just prior to abandoning the race, the Committee Boat should assure itself that there are no signs of a filling breeze (flags on the beach, wind lines, smoke from chimneys etc.). If no signs of a filling breeze are visible, and the minimum time has been waited, the Committee Boat should then abandon the race.

### 2.8.3 Abandonment

An abandoned race is one that is declared void at any time after the start or a postponement. A race should be abandoned when no boat from its respective fleet has rounded the first mark within the first mark time limit; no boat from its respective fleet has crossed the finish line within the time limit (these times are taken from each fleet's start), because of a missing mark, etc. A **code flag "N"** and **three horn sounds** will signal all races abandoned with further signals and instructions (ie - new course, cancellation, etc.) to be made in the starting area. If the race is to be re-sailed that day, the **"N"** flag will be lowered and **one horn sound** will signal the end of abandonment and the warning for the first fleet's starting sequence will begin in one minute. Only those boats that sailed in the abandoned race can sail in the re-sailed race.

**Note:** *Courses should be shortened, particularly if the abandonment is because of lack of wind, once a race is started to assure its completion.*

### 2.8.4 Shortened Course

The race course can be shortened by placing the Committee Boat near any turning mark and signalled by the **code flag "S"** flown from the Committee Boat and/or a Patrol boat. However, only one leg can not be considered a finished race. Shortening a race should be considered if boats (a majority) will not finish before dark, before the race's time limit or due to unsafe conditions, etc.

Be certain to note the shortened course on the Race Sheet.

### 3. DIRECTIONS FOR FILLING OUT A RACE SHEET

**3.1 Please feel free to use separate sheets for the A-fleet and the B-fleet.** Fill out the top of the **Sign-in Sheets**, including the names of your assistant and the Patrol Boat crews. The name of the specific race from the CLYC race schedule, and your name and phone number, so that the Sailing Committee can contact you if we need further information. Include the date of the race and the **SPECIFIC RACE COURSE**, and lastly, the **EXACT TIME** of the start of the class. **Remember, we use a time-based handicapping system so all times must be accurate.**

**3.2** Fill in the **EXACT STARTING TIME FOR EACH FLEET.** This will be 5 minutes after the first gun for the first fleet and 5 minute intervals thereafter for starts without recalls. Remember, **CLOCK TIME OF DAY** should be recorded to the nearest second, as in the following example: **19:05:00** and **19:10:00**. If, for any reason, the sequence is broken, is recalled, etc., remember the exact starting time must be recorded.

**3.3** Fill in the finish time of each specific yacht against its sail number in the appropriate column marked "**Finishing Time**". Please use **time of day to the nearest second** (e.g. **21:05:32**). If the boat has not been signed in, no time is recorded.

**3.4** Write legibly!

Here is an example of filling out the **A-FLEET** Race Sheet (**there may be a separate Race Sheet for the B-FLEET**):

Sign-in Sheet 23-Apr-08	<b>CLYC</b>		Date: 9-Jul-08		A fleet legs: $\Delta\Delta\Delta$		Trophy? RING PENNANT		
	OOD/Rescue Personnel		P. ROONEY		B fleet legs: $\Delta\Delta$		Sunday or (Wednesday?)		
	Sail Numbers		21470		G. CHAMBERLAIN				
	Other Race Personnel				C. MCGONAGH				
				D. HUGHES		N. WHITE			
Sail Numbers				5397		4207			
								Race 1	
								Race 2	
								START TIMES:	
								14:30:00	
								FINISHING TIMES:	
1	Class	Sail Number	Helmsman	Over 16 years?	Crew	Over 16 years?	Fleet (A or B)	Adult Signature	
	Laser	176676	CIARAN HEANEY	Y	—	—	A	—	15:25:14
2	Laser Radial	173054	DAVID SILVERDICK	Y	—	—	A	—	15:22:35
3									

**3.5** Now copy the race results and leave them in the Clubhouse if possible, or send the originals to our Results Secretary within 24 hours.

**Keep a copy in case the originals are lost and retain it to aid in answering any questions that might arise regarding scoring the race or timekeeping.**

**3.6** Thanks!

## 4. COMMITTEE BOAT EQUIPMENT CHECKLISTS

**(Please use either this page or the back of the Race Sheets to report missing items)**

<b>PERMANENTLY ON BOARD:</b>	<b>ITEMS TO BE BROUGHT FROM THE SHORE:</b>																		
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