

CHRF RACE COMMITTEE PROCEDURES

LAST MODIFIED DECEMBER, 2008

To each Club Handicap Racing Fleet (CHRF) Member:

Responsibility for running races is entrusted to each Member for one race through the course of a year. In exchange for giving up a nice day on the water with your family and friends, you receive the gratitude of your fellow fleet members. Additionally, so that your points in the annual fleet standings don't suffer, you are awarded 19 High Point Trophy points for your service as Race Committee.

To ensure that all races will have a race committee designated in advance, Members will assigned a date for race committee duty. This assignment will be made prior to the first race of the year. Names will be drawn from the current roster of Fleet members who have raced the prior year. New Members are encouraged to volunteer to help with race committee duty at least once prior to their assigned date, so that they are familiar with the procedure.

It will be the responsibility of each race committee designee to ensure that the race date is covered. If, for any reason, you discover you cannot serve your assigned appointment, it is your responsibility to switch with another Member. If switching becomes necessary, please do so at the earliest possible opportunity. You should also notify the Fleet Representative with the substitute name at least 3 days prior to the scheduled race committee date.

Please remember: our enjoyment of CHRF activities depends upon the smooth operation of our rotating schedule of Race Committee duty.

Here are the required procedures to follow for correct performance as CHRF Race Committee:

Preparation:

- Please select at least three other persons from your crew to serve with you. For smooth operation, at least four people are required to serve on the race committee for each race. Even five people are desirable.
- Show up sufficiently earlier than the race (we suggest 10:30 for 1300 starts and 11:30 for 1400 starts) to allow you to prepare for the Skipper's Meeting. Note: this "meeting" may simply consist of boat skippers and/or designated crew coming to the deck to check in and receive Start Times and Sailing Instructions.
- Locate the CHRF Race Committee Instructions folder (currently blue) in the CHRF box in SBYC's office.
- Make sure that there is a current sign up sheet with the Blue folder. In the unlikely event that the page is missing, a Start Times sheet can serve as a substitute.

- You should re-familiarize yourself with the USSA Racing Rules of Sailing, Part 3, Conduct of a Race. This is provided in booklet form in the blue CHRF folder.
- Gather all race committee equipment including, clock, flags, horn, spare horn, binoculars, etc., from SBYC's Race Committee Office. You will also need the key to the 'Race Box'; it is located in the key cabinet in Kourtney's office, marked in red ink. Bringing a personal digital photo camera for close finishes may be useful.
- Make extra copies of the Sailing Instructions, Start Times, and the current Course Chart and have those available for participants.
- Race committee flag (blue) should be hoisted to indicate that the race committee is on station.
- Check to see that the radio is plugged in and operating. Set channel to 71.
- Check to see that the race clock is working.
- Check to see that all marks on the Race Course Chart are in place. You can spot F, G, X, K, H, and E from the deck with binoculars. If there is bad weather or there have been any reports of missing marks, somebody must verify. Marks D and A can be seen from Shoreline Park.
- Check in all race boats racing. Boats must be checked in to be qualified to race.
- Select the anticipated course to be sailed based upon the day's wind and sea conditions. Be careful not to select a long course for light and fluky conditions as it is impossible to shorten CHRF staggered start races. You are not to announce the course until fifteen minutes before the race, so as to reduce uncertainty of conditions.
- Prepare the placards designating the course before they are required. It's also a good idea to announce the course to all CHRF racers over the radio on Channel 71.
- Organize the flags, pennants, horn, and spare horns that will be used during the race.
- As a sensible courtesy, within 20 seconds of sounding horns, alert people nearby (on the Club deck and below on the beach) that a signal is about to be made.

Starting the race:

- Place the selected course placards on the rail before the Warning signal is made.
- Visual signals should reach to top of the hoist at the same time the audible signal is sounded.

- The execution of visual and audible signal should occur when the starting sequence reaches the following times:
- For 1300 Race Starts (Pacific Standard Time):

<u>Time</u>	<u>Signal</u>	<u>Visual</u>	<u>Audible</u>
1255.....	WARNING	Class flag raised	Horn
1256	PREPARATORY	P flag raised.....	Horn
1259.....	ONE-MINUTE	P flag lowered.....	Horn
1300.....	STARTING	Class flag lowered	Horn

- For 1400 Race Starts (During Daylight Saving Time):

<u>Time</u>	<u>Signal</u>	<u>Visual</u>	<u>Audible</u>
1355.....	WARNING	Class flag raised	Horn
1356	PREPARATORY	P flag raised.....	Horn
1359.....	ONE-MINUTE	P flag lowered.....	Horn
1400.....	STARTING	Class flag lowered	Horn

Make every effort to see that visual flags arrive **at full hoist** at the precise time designated.

Key the VHF radio mike during each audible signal so that boats will have the exact timing

- No signal is sounded when each registered boat is entitled to start.
- One horn should be sounded if a boat is over early, and the race committee shall promptly display flag X. An attempt should be made to hail that boat over early on channel 71. Per RRS 29.1, the X flag should be displayed until the over early boat re-clears the start line, but not later than four minutes after the boats official starting time.
- **Record the exact time each yacht crosses the start line and begins her course.** (This is necessary for computing *actual* elapsed times.)

Finishing the race:

- **Record the exact time each yacht finishes her race.**
- A sound signal (horn) should be sounded for each boat that finishes.
- Estimate and inform the Club manager as to when the post-race *hors d'oeuvres* should be served. (One hour after the first boat finishes is suggested.)

After the Race (when the last yacht has finished or one hour after the first yacht finished, whichever comes first):

- Complete the race finish sheet by marking the order of finish, based upon your recorded finish times. Be sure the times are clearly legible. Make a photocopy of the results to be posted in the Club bar. The original copy is to be returned to the Race Committee's blue folder.
- Place the original copy of the race results sheet and the blue folder in the Handicap Fleet box in the SBYC office so the fleet database manager will have easy access to it for the purposes of revising performance ratings and fleet standings.
- Return all race equipment to SBYC's Race Committee room. Be sure to return Race Box Key to the key cabinet.
- Assemble the daily trophies on the upper deck for presentation. Award 1st, 2nd, and 3rd place trophies. Additional trophies should be awarded so that no less than 50% of the qualified boats starting the race have been recognized. (Example: if 18 qualified boats started, but only 13 qualified boats finished, 10 trophies should be given; if - in this example - fewer than 10 finished, then all boats would receive a trophy).
- Award the trophies no sooner than one hour after the first yacht finishes. It is recommended that a *reasonable* amount of additional time might be allowed to permit all skippers and crews to attend. If personal commitments require your early departure, you may delegate trophy presentation.
- Report unusual occurrences (such as protests, equipment deficiencies, etc.) to the Fleet Representative and to the Santa Barbara Yacht Club Race Committee Chairman.