

CHRF RACE COMMITTEE PROCEDURES

MODIFIED November, 2010

(Changes in Red)

Introduction:

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. **On the basis of their participation in races during the previous year, Members will be given the opportunity to sign up for specific races. This will be accomplished via email from a designated volunteer.** 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:

1. Team (3 days before race)
Please select at least three other persons from your crew to serve with you. For smooth operation four to five people are desirable. Show up sufficiently earlier than the race (we suggest 1030 for 1300 starts and 1130 for 1400 starts) to allow you to prepare for check in and to gather the Race Committee equipment. Before the event, you should re-familiarize yourself with the US Sailing Racing Rules of Sailing, Part 3, Conduct of a Race. This is provided in booklet form in the blue CHRF folder, in the office.
2. Marks (Morning before race)
Verify that all marks on the Race Course Chart are in place. F,G and X are the starting marks. C and BB are east of the deck, and should be visible. H, K, D, and A are all visible using the binoculars in the SBYC Bar. Further verification can be made before arrival at the club. Mark A is visible from Shoreline Dr, near the lighthouse. Mark D is visible near the west end of Shoreline Park. Mark K is visible near the east end of Shoreline Park, near the restrooms. You can also use a compass and GPS to verify that the expected and actual sightings are reasonably alike. **IMPORTANT: Only call courses that use marks with confirmed locations!**
3. Documents (2.5 hours before warning)
 - a. Check that the Sailing Instructions, Start Times Sheet, and Finish Sheet all display the correct date and name of the race. Ensure the availability of copies of the SI and Start Times to all interested sailors.
 - b. Ensure that copies of the current Course Chart are available.
 - c. Make 3 copies of the Start Times Sheet and Finish Sheet for the RC.
4. Equipment (2.5 hours before warning)
From the office, gather the documents, pens, paper, clipboards, clock, horn, spare horn, binoculars, video camera (with clock newly set to atomic time), tripod, and/or voice recorder. Also retrieve the key for the Race Box from Kourtney at the front desk. Bring the equipment to the Race Box, and open the door to retrieve the flags and placards.
5. Setup (2 hours before warning)

- a. Check to see that the radio and power inverter are plugged in and operating. Set the channel to 71.
 - b. Attach the class flag (yellow with a black 'H') and the preparatory flag (code flag 'P') to two halyards near the flagpole, on the ocean side. Attach the general recall (1st repeater) and individual recall (code flag 'X') to the two halyards nearest the water.
 - c. Verify that sufficient pressure remains in the horn canister, or replace it.
 - d. Verify that the Race Clock has a signal and is working. Set all RC watches to match.
6. Check-In (2 hours-30 minutes before warning)
Check in all race boats racing. Boats must be checked in to be qualified to race. The RC may choose to accept check-ins via radio, but this is not required.
7. Committee Organization (30 minutes before warning)
Assign the following positions, which can be combined if necessary:
- Principle Race Officer – Directs other positions, has final decision authority
 - Timer – Counts down time to next signal or start, announces finish times
 - Recorder – Writes start/finish times, OCS calls, notes
 - Spotter – Uses binoculars to identify starters/finishers, 'calls the line'
 - Flag Hoister #1 – Raises/lowers class/preparatory flags
 - Flag hoister #2 – Raises/lowers recall flags in response to Spotter or PRO (*Hint: This person and the PRO need to review the Sailing Instructions for the proper OCS signal sequence.*)
8. Course Selection (15 minutes before warning)
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. However, you should be mindful of changes in the conditions from your arrival at the club forward. **IMPORTANT:** Only call courses that use marks with confirmed locations!
9. Reverse Courses
At the discretion of the Race Committee, any available CHRF course may be reversed should the predominant wind direction be between 0 and 120 degrees within and up to 30 minutes prior to race time. Competitors must be aware that a reversed course requires opposite mark roundings. Any H Course as shown on the club's course chart may be used when the scheduled race is a mass start. For scheduled staggered start races, any course listed on the CHRF Start Time Sheet may be selected and reversed subject to the foregoing criteria.
10. Shortened Courses
No courses shall be shortened.
11. Course Announcement and Designation (15 minutes before warning)
Prepare the appropriate placards designating the course well before they are required. It is also a courtesy to announce the course to all CHRF racers over the radio on Channel 71. All placards should be red, and should match the course designation exactly as shown on the course chart and start times sheet. Be careful to place the placards in the correct order to be viewed from the course. In offshore winds, it may be necessary to tie or bungee around the placard nails to prevent them from blowing away.
12. Create Start Order (15 minutes before warning)
Using a blank sheet of paper, list all checked-in boats from the first start to the last. (Hint; leave spaces if possible for late entries.) Carefully list the start time for each boat, and be sure you use the column of times that corresponds with the course designated.
13. Ready Time (5 minutes before the start)

All RC members should have the proper gear and be in place to perform their duties at this time. All cell phones should be turned to silent.

Starting the race:

14. Notes

The PRO may choose to count down the times and directions, or may ask the timer to do so. All auditory sounds and countdowns should be broadcast on channel 71. Visual signals should reach (or leave) the top of the halyard hoist at the same time the audible signal is sounded. Spotter and PRO- Identify all boats in the race and verify that they have checked in. Gather information about unexpected starters before the start.

15. Start Sequence

The execution of visual and audible signal should occur when the starting sequence reaches the following times:

For 1300 Race Starts (Pacific Standard Time):

Time	Signal	Visual	Audible
1255	WARNING	Class flag raised	Horn
1256	PREPARATORY	P flag raised	Horn
1259	ONE-MINUTE	P flag lowered	Horn
1300	START	Class flag lowered	Horn

For 1400 Race Starts (Pacific Daylight Time):

Time	Signal	Visual	Audible
1355	WARNING	Class flag raised	Horn
1356	PREPARATORY	P flag raised	Horn
1359	ONE-MINUTE	P flag lowered	Horn
1400	START	Class flag lowered	Horn

Key the VHF radio mike and count down 5-10 seconds before and during each audible signal so that boats will have the exact timing. **No timing signals are given after the start.**

16. Over Earlyies (OCS)

- For a mass start, only one OCS signal is needed for any number of boats called over.
- For staggered starts, a signal is needed for each boat called over, but that signal shall not be given until the boat's correct start time.
- Refer to the Sailing Instructions for the correct OCS signal for your race. For both types of starts, the OCS is signaled by displaying code flag 'X' with one horn at the correct start time for the boat in question.**

17. Actual Start Times

For any boat with a start more than 15 seconds later than scheduled, record the approximate actual start time.

During the Race:

- Monitor Channel 71 at all times.
- Store all placards and starting flags.
- In the event of a missing mark, recall all boats and begin a new race with a mass start. Give all boats ample time to prepare, and announce the new start time liberally on channel 71. Call a short course which does not use the missing mark. Note that you may choose from any course on the SBYC Course Chart, including PHRF courses. Before calculating results, though, you need to multiply the distances on the PHRF courses by 1.2. (Note that you DO NOT have to adjust the H Fleet/CHRF courses.)**
- Observe the lead boat and regroup as it rounds the final mark of the course.
- Set up the video camera and tripod, if you have arranged to have one available to you (or voice recorder).

Minimum Number of Boats for a Race to Count:

If there are fewer than three (3) qualified boats starting a race, the race shall be abandoned. (Cf. RRS 32.1)

Finishing the Race:

18. Boat Identification

As boats approach the finish, the spotter must identify each one to the best of their ability. Use sail numbers, boat names, color, size, flags, etc. Any correct information will be useful later. Often, a list of boats will help with process of elimination. As the boats cross the finish line, the recorder will announce the name of the boat (or other identifier like a sail number, flag number, etc.) and call "mark" at the exact finish. *(Hint: The spotter should announce any unidentified boats to the recorder by asking for a "Space" or "Blank" in the record, and then call mark for the time. This makes it easier to correct the data later.)*

19. Finish Times

The timer will call out a time for each boat spotted. **The recorder must write the exact time (hh:mm:ss) as each yacht crosses the finish line.** If a boat cannot be identified (the spotter calls for a "Space" or "Blank") the time should be recorded without designation. *(Hint: Record ALL finish times IN ORDER as they occur. Process of elimination or other evidence can be used later to identify unnamed boats, as long as the time is recorded accurately.)*

20. Video/Voice Recording

The recorder should start the video camera before the first finish. It should be positioned near enough to capture voices of the RC as a form of note taking. **IMPORTANT: Video Cameras are not valid sources of finish times. They are used only in the identification of boats not previously named. Only the RC and/or Fleet Representative should view the video**

21. OCS Finishers

Boats listed as OCS must still have their finish times recorded, then be scored as OCS.

22. Signals

A horn is usually sounded for each finish. No visual signal is required.

After the Race

- a. Estimate and inform the Club manager as to when the post-race *hors d'oeuvres* should be served.
- b. Complete the race finish sheet by marking the order of finish, based upon your recorded finish times. Be sure the times are clearly legible.
- c. 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.
- d. 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.
- e. Return all race equipment to SBYC's Race Committee room. Be sure to return Race Box Key to the key cabinet.
- f. 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 19 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).
- g. 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.
- h. Report unusual occurrences (such as protests, equipment deficiencies, etc.) to the Fleet Representative and to the Santa Barbara Yacht Club Race Committee Chairman.