

Glenmar Sailing
Association

RACE COMMITTEE
MANUAL

2011

GLENMAR SAILING ASSOCIATION
RACE COMMITTEE MANUAL

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1. Race Committee Responsibilities

- Conduct races as described by:
 - The ISAF *THE RACING RULES OF SAILING 2009-2012*.
 - The GSA Racing Instruction Manual (Yellow Book).
- Collect scoring data and deliver to the Scorer.
- Keep track of and maintain the Race Committee equipment.

2. Race Committee Jobs

- Recorder/Spotter.
- Signaler(s).
- Line Sighter.
- Timer.
- Principal Race Officer.

3. Setting the Starting Line – See NIGHTHAWK SERIES CHART

- Location: between B (Bowleys), 2, 3 and 4.
- Length: minimum 500 feet. (Or use 0.1 nm on the GPS) Do not make it too short, if in doubt, make it longer.
 - Shorter for light air and flat seas.
 - Longer for heavy air, big seas.
- Set the line as perpendicular to the average apparent wind as possible. The first leg should be upwind.
- Determine the apparent wind from a drifting boat with a compass. Move the boat to be directly down wind from the first mark.

4. Choosing a Course – See NIGHTHAWK SERIES CHART

- Determine the course distance based on weather.
- Use a course with upwind and downwind or with some reaches as necessary. Limit the reaching legs, the PHRF ratings are based on mostly upwind/downwind courses.
- Do not use legs 4 to 2 or 2 to 4, if possible, due to shallow water.
- Do not use mark 6 for Divisions A and B.
- Finish at a lighted buoy if poor visibility or darkness. You can finish at B (Bowleys).
- Determine the distance from the Yellow Book, minimum of 3 miles.

5. Posting the Course

- Prior to the Warning Flag (class flag and signal).
- Put the Course Boards on the Course side of the Race Committee Boat.
- Make sure the boards read correctly from left to right. Read it from the Course side of the boards, not from the Boat side (from the back).
- Attach the Course Boards on the lifelines (with twist ties or wire).

6. Before the Warning

- Check the time.
- Check-in all boats., use the check-off list.
 - Important for Safety.
 - Helpful for finishing and scoring.
- Check the Course Board.
- Check the horns (use 2 horns simultaneously).

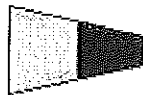
7. Starting Sequence – RRS Rule 26

- Class Flags inform competitors who should be starting.
- Signal Flags inform competitors of what is happening.

Class Flags

- Class N (Non-Spinnaker)

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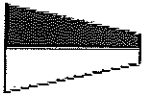
- Class A

(9)



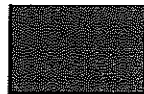
- Class B

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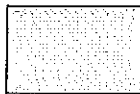
- Class C/D

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Signal Flags

- Starting Line Flag





orange (or yellow)


- “AP”

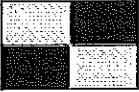


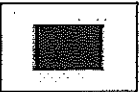
Postponement

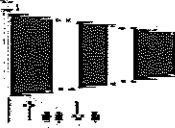
- "P" Flag  Preparatory


- "X" Flag  Individual Recall

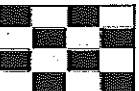
- "First Substitute"  General Recall

- "L" Flag  Come within hail and follow this boat.

- "S" Flag  Shortened Course

- "AP" over "A" Flags  Races not started are abandoned, no more races today

- "N" over "A" Flags  Abandon all races

- "Y" Flag  Wear personal buoyancy

8. When to Postpone (DO NOT POSTPONE UNLESS ABSOLUTELY NECESSARY)

- Race Committee is not ready at the scheduled time for the Rendezvous and Warning.
- Race Committee discovers that it has made an error.
- There is insufficient wind to race. If there is enough wind for the races to make way and steerage, start the race; you can then shorten the course if necessary.
- There is a major wind shift during the starting sequence. If there is only a minor change, do not postpone.
- If either end of the starting line comes adrift during the starting sequence.
- If all of the competitors are unavoidably not going to be in the racing area by the time of the Warning signal.

9. When Not to Postpone

- When a starting signal's sound is absent; the race is started by the signal flags.
- When some competitors are not in the starting area, but could have been.
- Prior to the first Warning Signal.

10. Procedure for Postponement

- Raise "AP" Flag for temporary postponement. Lower one minute before Warning Signal.
- Raise "AP" over "A" Flags for postponement of all races not started, no more racing today (or use Abandonment)

11. Warning Signal (5 minutes to start)

- Display the Class Flag with one sound.
- After the warning signal: be prepared to postpone if necessary.

12. Preparatory Signal (4 minutes to start)

- If possible, countdown the last 5 seconds over the radio, "5, 4, 3, 2, 1, **Papa flag up.**"
- Display "P" Flag with one sound.
- Boats are now considered to be "racing."
- Some rules go into effect at the Preparatory Signal, e.g. RRS 31, contact with a starting mark.

13. One Minute Before the Start

- If possible, countdown the last 5 seconds over the radio, “5, 4, 3, 2, 1, **Papa Flag down.**”
- Lower the “P” Flag with one long sound.
- Begin recording the line sighter’s observations.
- Review recall procedures and likely “OCS.”
- Verify that all possible signals are ready, including recalls.
- Verify that the recall signaler can hear the person who is making recall decisions.

14. Starting Signal

- If possible, countdown the last 5 seconds over the radio, “5, 4, 3, 2, 1, **Start Division X.**”
- Lower the Class Flag with one sound, and raise the next Class Flag.
- If an individual recall is needed, raise “X” Flag with one sound.
- Do not hail “all clear.”

15. Recalls – RRS 29

- Individual recall – RRS 29.1
 - Recalls one or more boats.
- General recall – RRS 29.2
 - Recalls all boats.

16. Individual Recall – RRS 29.1

- Required when boats are OCS at the starting signal (RRS 29.1).
- Much preferred if you know which boat(s) are OCS.
- Individual Recall signals:
 - Raise Flag “X” with one sound.
- Use the radio to announce the sail number of the OCS boat(s), if possible.
- If the Race Committee fails to follow this procedure, do not score boats as OCS.

17. After an Individual Recall

- Keep track of all OCS boats, recording when they properly re-start.
- Leave “X” Flag up until all OCS boats have re-started, or for 4 minutes, whichever is sooner.
- Lower “X” Flag after OCS boat(s) have properly re-started or after 4 minutes. No sound when lowering “X” Flag.
- Signal a General Recall if appropriate; it is OK after an individual recall.

18. General Recall – RRS 29.2

- May be used when Race Committee is unable to identify boats that are OCS.
- Or there has been an error in the starting procedure.
- General Recall signals:
- Raise “**First Substitute**” Flag with two sounds.
- Use the radio to announce “General Recall for Division X”, if possible.

19. After a General Recall

- Verify the proper signals were made.
- If necessary, make starting line adjustments.
- Re-start the sequence by lowering the “**First Substitute**” Flag with one sound.
- Next signal (one minute later) is the Warning Signal for the same class. Raise the Class Flag with one sound and continue the sequence.

20. Individual vs. General Recall

- Avoid them.
- If unable to identify boats, use General Recall.
- Race Committee may (not shall) signal a General Recall.
- Principal Race Officer must decide.
- Consider what is fair.

21. During the race

- Account for all starters.
- Observe the race.
- Prepare for the finish.
- Decide if the course should be shortened.
- Decide if the race should be abandoned.

22. Reasons to Shorten or Abandon

- Because of an error in the starting procedure.
- Because of foul weather making sailing dangerous.
- Because of insufficient wind making it unlikely that the race will finish within the time limit.
- Because a mark is missing or out of position.
- For any other reason directly affecting the safety or fairness of the competition.
- Race Committee can shorten a race to enable further scheduled races to be sailed (CBYRA sanctioned events).

23. Procedure for Shortening the Course - RRS 32

- Only at a rounding mark. Position the Race Committee Boat on the proper side of the mark.
- No advance notice.
- Display "S" Flag with two sounds as the first boat approaches (on the same staff as the orange (or yellow) finish line flag.
- Raise Class Flag(s) if necessary.
- The "S" Flag means finish between the nearby mark and the "S" Flag staff.

24. Abandonment - RRS 32

- Required when no boat finishes within the time limit, RRS 35.
- There is no limitation in the RRS on when a race can be abandoned; however, The Race Committee is required to consider the consequences for all boats in the race or series before abandoning after a boat has finished, RRS 32.1.

25. Procedure for Abandonment

- Raise "N" Flag (or "N" over "A") with three sounds.
- Raise Class Flags if necessary.
- Very difficult to abandon for fewer than all classes.

26. Finishing

- Anchor before any boat rounds the previous mark.
- Sound signals:
 - A courtesy; not required by any rule.
 - Good practice: only for the first finisher in each class.
- Record finish time on the finish sheet.
- Record on multiple sheets as a check.
- Observe time limits indicated in the Yellow Book.
- If any boat finishes within the time limit, all boats must be scored.
- Record all finishes, including OCS and multiple finishes by one boat.
- Use spotters to identify boats before and after finishing.
- Record all finishers in order.
- Know the definition of finish, RRS 28.1 and Definitions, and as described in the Yellow Book.
- A boat that fails to finish properly is scored DNF, the finish time should be recorded.
- Record all unusual happenings, such as contact with a finishing mark, RRS 31.
- Record all protest information reported to the Race Committee.
- After the last boat finishes, double-check the results among recorders; make two readable copies.

27. Scorer

- Make arrangements to get the information to the Scorer.

28. Definitions for Scoring

- DNC Did not *start*, did not come to the starting area.
- DNS Did not *start* (other than DNC and OCS).
- OCS Did not *start*, on the course side of the starting line at her starting signal and failed to start, or broke rule 30.1.
- DNF Did not *finish*.
- DSQ Disqualification.

29. Nighthawk Series Chart, Mark Locations & Distances

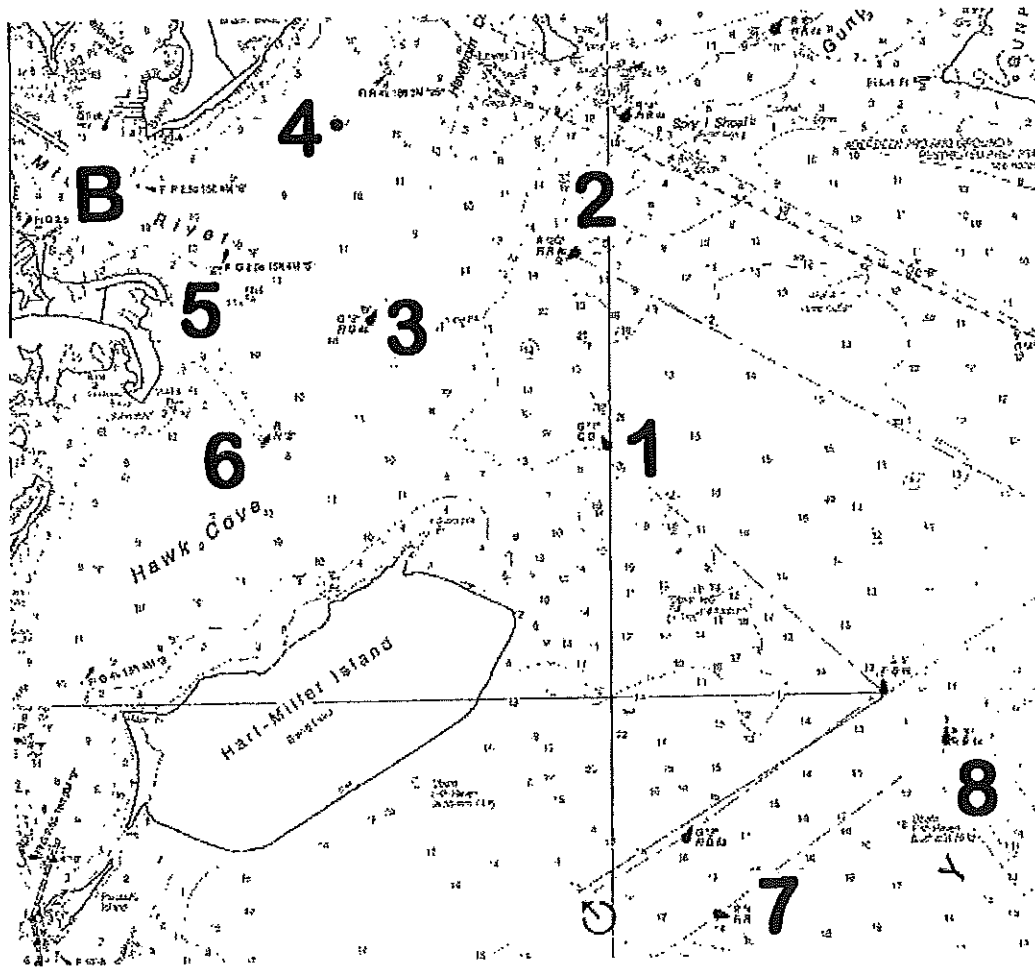
See pages 11 and 12.

30. 2011 Starting Sequence

Series	Dates	Start Order
1	5/4-6/1	N-A-B-C/D
2	6/8-7/6	A-B-C/D-N
3	7/13-8/10	B-C/D-N-A
4	8/17-9/14	C/D-N-A-B

Glenmar Sailing Association
NIGHTHAWK SERIES CHART

DO NOT USE FOR NAVIGATION



GSA Nighthawk/Twilight Series Standard Racing Marks

NO.	DESIGNATION	GOV'T SYMBOL	LIGHT (IF ANY)	APPROXIMATE POSITION	
				LAT. N	LONG.W
Y	Drop Mark (Orange Cylinder)				
B	Bowley's Bar Light	R"4"	Fl R 2.5s	39 17' 37"	76 23' 07"
1	Buoy, 1.1 mi ENE of Miller Island	G"1"	Q G	39 16' 16"	76 20' 01"
2	Buoy, 1.7 mi NE of Miller Island	R"2G"	Fl R 4s	39 17' 15"	76 20' 13"
3	Buoy, 1.3 mi ESE of Middle River	G"3"	Fl G 4s	39 16' 55"	76 21' 34"
4	GSA Race Mark		Fl Y 4s	39 17' 54"	76 21' 50"
5	Booby Point Light	G"5"	Fl G 2.5s	39 17' 12"	76 22' 33"
6	Nun, 0.9 mi NNW of Miller Island	RN"2"		39 16' 19"	76 22' 16"

NOTE: Marks 6 should not be used for Divisions A & B. Period!.

Distances Between GSA Marks in Nautical Miles

MARK	B	1	2	3	4	5	6
B	X	2.75	2.26	1.38	1.03	0.6	N/A
1		X	1	1.36	2.16	2.16	1.72
2			X	1.08	1.41	1.81	1.82
3				X	1.01	0.82	0.81
4					X	0.89	1.62
5						X	0.92
6							X

31. HOW TO START GSA RACES

- All GSA and GSA-sponsored CBYRA races will be started using the ISAF *THE RACING RULES OF SAILING* (RRS/US) Rule 26 starting sequence. The GSA *Racing Instructions Manual* (Yellow Book) provides the time of the first warning (class flag raised) for each race.
- On Wednesday nights the starting sequence will be as follows (barring delays):

Time	Title	Time to Start	Visual signal	Horn
18:30	Rendezvous	10 minutes		3 short sounds
18:40	Warning ()	5 minutes	Div. () Flag raised	1 sound
18:41	Prep. ()	4 minutes	Flag P raised	1 sound
18:44		1 minute	Flag P lowered	1 long sound
18:45	Start ()	None	Div. () Flag lowered	1 sound
	Warning ()	5 minutes	Div. () Flag raised	
18:46	Prep. ()	4 minutes	Flag P raised	1 sound
18:49		1 minute	Flag P lowered	1 long sound
18:50	Start ()	None	Div. () Flag lowered	1 sound
	Warning ()	5 minutes	Div. () Flag raised	
18:51	Prep.()	4 minutes	Flag P raised	1 sound
18:54		1 minute	Flag P lowered	1 long sound
18:55	Start ()	None	Div. () Flag lowered	1 sound
	Warning ()	5 minutes	Div. () Flags raised	1 sound
18:56	Prep. ()	4 minutes	Flag P raised	1 sound
18:59		1 minute	Flag P lowered	1 long sound
19:00	Start ()	None	Div. () Flags lowered	1 sound

Caution: Go through the sequence for all classes even if there are no boats in a class. Class A boats may be using Flags #9, #2, or #3.

