

Race Committee Procedures

Revised April 12, 2017



PRIOR TO DEPARTING

1. Please be prepared to go out early enough (45 minutes before the start) and have sufficient crew to do the job properly. RC requires two people minimum, but is easier with 3 or 4. If you are new or unsure of the process ask for help from the Fleet Captain.
2. Ensure that you have:
 - a. Race Instructions, Race Committee Instructions, Race Record forms and writing materials
 - b. Flags, Course designation boards, Sound signal, watch, **Racing Rules 2017-2020**, spacer mark.
 - c. Sufficient anchoring capability for the conditions
 - d. Drop marks for Courses (when applicable)
 - e. Please ensure to have a working VHF marine radio and monitor channel 71 for entire race
3. Determine the appropriate Course listing to be used (EE, W, EW, B) based on the BQYC Race Instructions and with consultation with the Fleet Captain.
4. If W Courses have been chosen fly the 'W' flag if possible on the green light post at the south tip of the Club property and advise as many boats as possible while leaving the harbour and making way.
5. Fly the RC flag when leaving the harbour.

PREPARATION

6. Once in proximity of the course, use a compass to determine the wind direction. Stop and point your boat directly into the wind then take the reading.
7. Based on the wind and compass direction select a specific course that enables the first leg of the course to be to windward. **Racers must not be able to fetch the windward mark on a single tack. If the wind shifts prior to the start, the race may need to be postponed until the wind settles-in and/or the course may need to be changed. Please consult with the Fleet Captain of Sail on the water if unsure how to proceed.**
8. Set the Starting Line as square to the wind as possible. Adjust the committee boat position to fine-tune the line angle via the anchor rode. **At minimum, boats MUST be able to cross the line on either tack. If they cannot, the start sequence is to be postponed and the starting line reset.**
9. Select the position where the Race Committee (RC) boat should be so that the starting line is at right angles to the wind direction and that the starting line is long enough to accommodate all the boats in the largest division. Normally, the RC boat will be anchored on the starboard end of the start line.
10. Starting line should be too long rather than too short. The recommended length is 1.5 times the total boat length of the largest fleet. The longer the line the more critical it is to be set at 90 degrees to the wind.
11. Approach this position slowly from downwind. The average depth at our marks is approximately 15 feet and since the proper anchor rode ratio is 7 times depth, once the pre-determined final position has been reached, proceed approximately 100 feet directly upwind and then lower your anchor and allow the RC boat to drift backwards to the pre-determined position. Final adjustments to ensure that the RC boat is square to the wind can be made by reducing or increasing the length of the anchor rode. This preferably should be completed prior to raising the orange flag; however minor changes can take place up until the 'prep' flag for division one.
12. Put course numbers **in a visible location on either the starting line side or stern of the RC boat**. Numbers are read left to right. This must be completed at least 5 minutes prior to the warning signal for the first division.
13. Once the RC boat is 'on station', the course has been displayed, all boats recorded on the score sheet and you have all the signal flags ready, hoist the orange flag (no sound signal) abeam of the mast if you are on a sailing vessel. This is point that the observer sighting the line will station his/her self during the starting procedure. The orange flag will indicate that the RC boat is "on station" and that the first warning signal is pending shortly.
14. Verbal changes may be made on the water as per BQYC Racing Instructions (RRS. 90.2c).

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STARTING SEQUENCE

15. Ensure that you have ALL the necessary flags ready before initiating the starting sequence. This includes the necessary flags for **all divisions**, postponement, individual recall and general recall.
16. Refer to the Starting Sequence Instructions for times and flags.
17. Timing must be actual time of day. **DO NOT USE ELAPSED TIME.**
18. If there is no wind, or if the wind is shifting all over, do not begin the starting sequence. At the time that you would normally begin the starting sequence hoist the postponement signal with two sounds. When there is wind, lower the postponement signal with one sound, then one minute later start the sequence with the warning signal for division one.
19. If you are in sequence and a sound gets missed, or the horn fails **DO NOT** sound the signal late, just skip it. The flag is the signal, the sound is a courtesy. If the flag is wrong or late then hoist the postponement flag with two sounds. One minute later lower the postponement flag with one sound, one minute after that re-commence the starting sequence for that division with their warning signal.
20. For Individual Recalls: **Boat(s) are over early if any part of their hull is across the line at the start signal.** Display the 'X' Flag with **one (1) sound**. Record the sail number/name of boat(s) and note whether they correctly restart. Display flag until all OCS boats are completely on pre-course side **but not later** than 4 minutes after the starting signal or one (1) minute before any later starting signal, whichever is earlier. Whenever possible the line judge should attempt to announce the OCS boat(s) with the VHF radio and by direct hail.
21. For General Recalls: **If too many boats are over early and the start is unfair, a general recall may be required.** Display the First Substitute Flag with **two (2) sounds**. The Warning Signal for the new start of the recalled division shall be made one minute after the First Substitute is removed with **one (1) sound**, and the starts for any succeeding Divisions shall follow the new start. Reference Section 12.2 BQYC Racing Instructions.

UNDERWAY

22. **Monitor Race fleet progress vs wind to determine if you need to shorten course to allow all boats to finish before the time limit.**
23. To Shorten Course: Shorten course 'S' flag up and two sound signals when boats are close enough to hear sound signal. Use Division flag(s) if only pertains to one or two divisions per Racing Instructions.

FINISHING

24. Finish line should be 90 degrees to the course from the last mark. Recommend is half length of the start line, but a minimum of 6 boat lengths. If the course has been shortened, the finish line must be established so that the boats will pass the finish mark on same side as they would have rounded the mark had the race not be shortened. This mark forms one end of the finish line, the orange flag on the RC boat the other. The RC boat should display a blue flag or shape when on- station at the finish line.
25. **A boat finishes when any part of the hull or equipment in normal position crosses the line. This could be the bow of the boat or front edge of a flying spinnaker or jib.**
26. Please fill out Race Record Form that is provided with the RC materials. Record each fleets start time and the finish time of each boat **down to the second.** (not the elapsed time).

ADVERSE WEATHER AND TIME

27. If there is a real threat of approaching electrical storms, very adverse weather, or when it is evident that no boat will finish within the time limit the RC may abandon the race.
 28. To abandon race hoist flag 'N' over 'A' with three (3) LOUD horn sounds to indicate that racing is over for the day.
 29. If the weather is the cause of the abandonment the RC boat should ensure that all boats are off the water by following the last boat in.
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