



Race Committee Manual



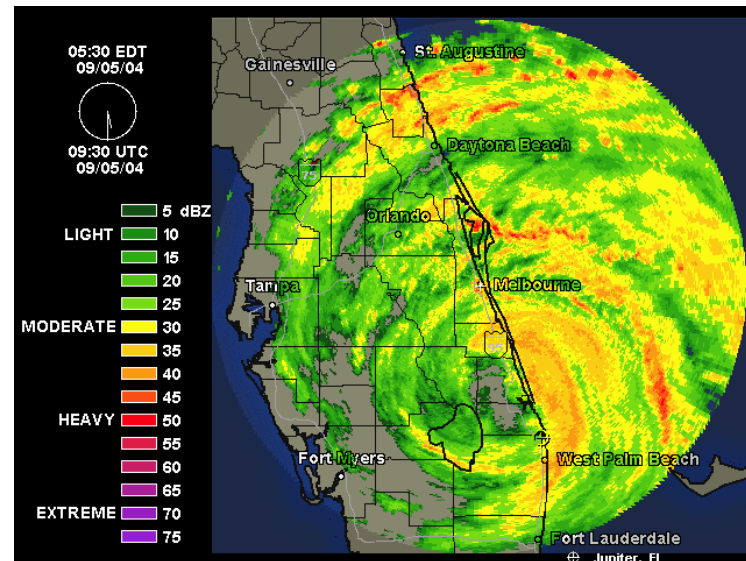
Responsibilities

- Conduct the races in accordance with the PJYC Sailing Instructions and the Racing Rules of Sailing
- Insure safety of the races
- Select and set course
- Time start – record start time
- Assure all checked in yachts don't cross early
- Record finish times
- Score the event

- Also responsible to check out committee boat before race and make sure she is secure post race

Before you leave the dock

- Check weather and radar
- Postpone or Abandon if dangerous, or no chance of wind.
- Make “Signals Ashore” if needed: See RegattaNetwork pages at end of presentation.

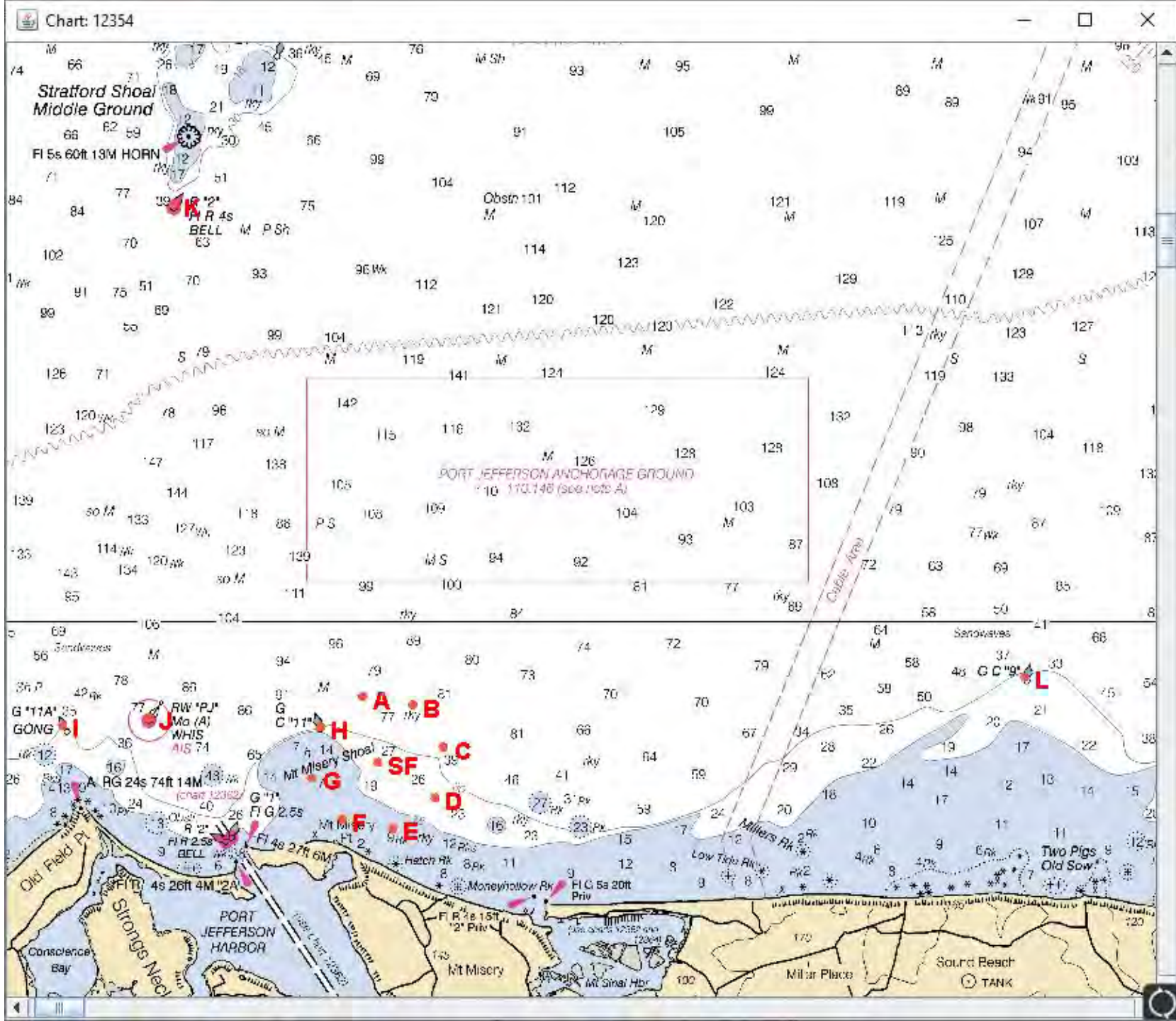


SAFETY

- Check-in Procedure
 - Boats must check in verbally (no radio) by sailing by Committee Boat
 - Boats should hail:
“<boat name> Checking in for <spin/non-spin> with # souls onboard”
- Log # of people aboard in Notes section of score sheet.
- In Emergency – RC should coordinate resources. Call May-day or Pan-Pan for the boat on VHF 16 as needed, or use 911. Abandon race if needed, and respond if the boat requests aid.
- Course is 1.5 Nautical Miles NE of Port Jeff Inlet.

Setting the course

- Tuesday Night Race Series (TNRS):
 - Uses the PJYC Olympic Circle
 - Pre-selected Courses
- Weekends:
 - Uses all Marks
 - Pre-Selected Courses are different



Course Selection

WIND DIRECTION	COURSE
337.5 - 22.5	N
22.5 - 67.5	NE
67.5 - 112.5	E
112.5 - 157.5	SE
157.5 - 202.5	S
202.5 - 247.5	SW
247.5 - 292.5	W
292.5 - 337.5	NW

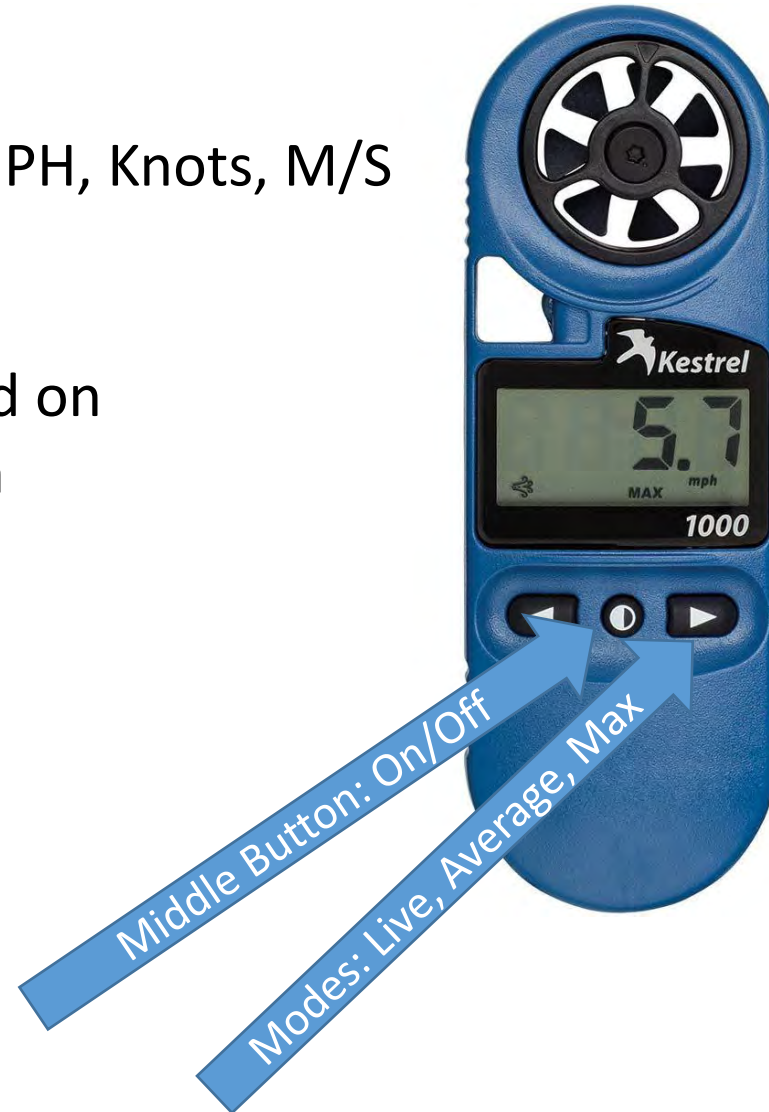
**Choose Course Length based on AVERAGE EXPECTED
Wind Speed during the race.
Check the forecast!**

Course #	2019 Wind Range	2018 Range
1	Shorten Only	4 - 6 kts
2	4 - 6 kts	7 - 9 kts
3	7 - 9 kts	10+ kts
4	9+ kts	N/A

(Note: Changed Ranges from 2018!)

Kestrel Wind Meter

- Middle Button: On/Off
- Left Arrow: Settings – MPH, Knots, M/S
- Right Arrow:
 - Live wind
 - Average since turned on
 - Max since turned on



Course Selection

Example:

Wind out of Southwest.

At start, wind is about 5 kts, but expected to build to 10.

Check wind with Kestrel Meter for a minute or two.

Average Speed may be 7 or 8 kts.

Post "SW3" and call "Southwest 3"

Shorten to SW2 if wind doesn't fill in.

Coordination and Communication

- VHF 72 will be used for all radio communications.
- We use the radio since many boats race under-crewed and do not have a designated tactician to watch flags etc... (All major races and clubs now use radio calls.)
- Use standard flag signals also!
- Checkins should NOT be by radio. (See next slide)
- Pre-Start: Announce Course (Southwest 2, etc...) by Radio AND by posting on course side of committee boat.
- Start: Call pre-start countdown via radio at the one-minute marks, after any sound signal ("That was the 1 minute signal for spin boats"). Then at the 10 second marks in the last minute. Then the last 10 seconds to the division start.

Checking In

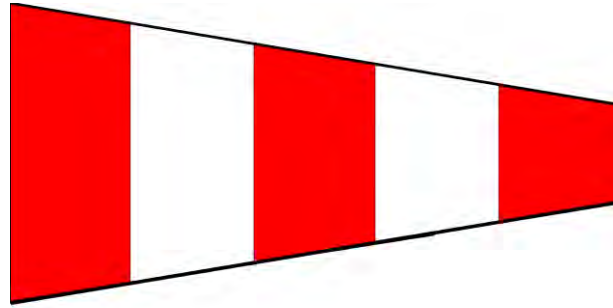
- Racing skippers need to sail past the stern of the committee boat and hail the committee with:
 - **Yacht name** and
 - **Division** and
 - **Number of Souls Onboard**
- “Harvest Moon Checking In for Non-Spin with 6 people onboard”**
- Log # of people on scratch sheet.



Hailing by radio can interfere with important announcements from the PRO!

Postponement

You can Postpone for ANY reason before the start signal.



- Reset the start clock if running.
- Fly AP flag and make TWO short sound signals. The start clock has a 'Horn' button.
- Announce the delay via Radio.
- Announce any intentions, such as to attempt a start at a certain time, or general 'waiting for wind' etc.. Via radio.
- When ready to proceed:
 - Drop AP on an even Minute
 - Drop AP flag and restart the iStart unit. Announce via radio.
- 5 minute warning should be ONE MINUTE after dropping the AP flag.
- Announce restart intentions via radio.

Record Start Time, Course, and race distance on score sheets.

Race Finish Sheet : : Port Jefferson Yacht Club Regatta

Race # _____	Date: _____	Start Time: _____	Length/Distance: _____				
Course: _____	Wind Speed: _____	Wind Direction: _____	Recorded by: _____				

Finish	Bow / Sail#	Finish Time	Notes	Sail#	Boat Name	Boat Type	Hull Color
1.				?	Senta	Non-Spinnaker	
2.				10	Clara J	Non-Spinnaker	
3.				72	SPIRITUS	Non-Spinnaker	
4.				45145	Giusto	Non-Spinnaker	

- Put “Souls onboard” in Notes section.
- Note Course used anywhere: “SW3”
- Actual ‘Start’ clock time when countdown goes to zero.
- Use 24 Hour time: 7 PM = 1900, 8 PM = 2000

Starting Sequence

Note: The Starting Clock will sound the signals automatically.

FIVE short Sounds to 'alert' 1 minute before first class sequence starts (6 minutes prior to start.)

- At 5 minutes prior to start raise 'Class' flag for 'Warning' with **short** sound signal.
- At 4 minutes prior to start raise 'Preparatory' ('P', aka 'Papa') flag with **short** sound signal
- At 1 minute to start lower Prep (P) flag with **long** sound signal
- At 0, lower class flag with one **short** sound signal (this is the start) Immediately raise the class flag for the next start. Or leave none up for last division.
- Go thru the same timing sequence (from 5 to 0) until all the classes are racing. This is called a 'Rolling Start'. So the start of one division is the 5 minute warning of the next division. The on board starting clock has this mode built in.



Starting Sequence

IMPORTANT!!!!

The FLAGS set the time of the event.

NOT the Horn!

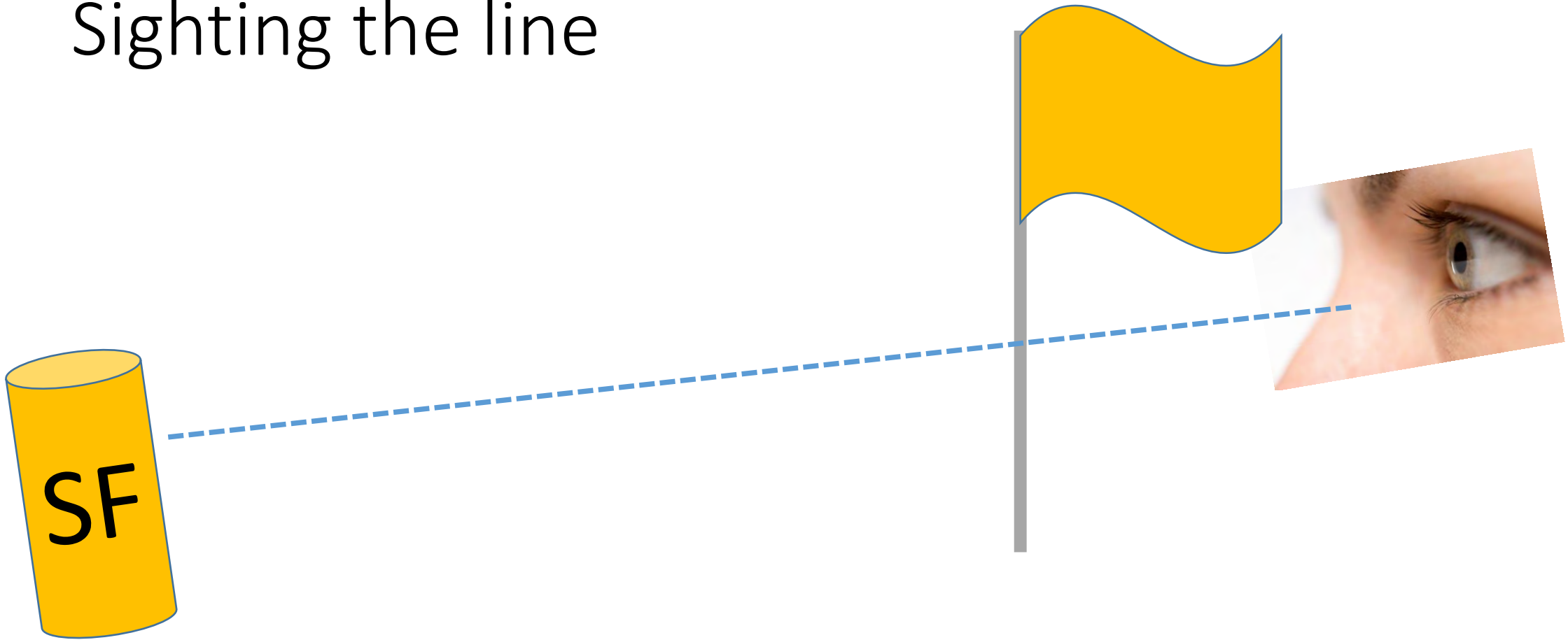
If there is a problem with the flags, reset the iStart unit and postpone.
Fly AP with two short horns, and restart the sequence when ready.

iStart Automatic Starting clock

- POWER button – Press to turn ON, hold to turn OFF.
- MODE button – Press to see details of currently selected mode, hold 3 seconds to select desired mode (Mode **53** is the 'Rolling Start' with an alert signal one minute before the first division warning).
- HORN button – Press to sound the horn manually.
- START button – Press to start a race sequence, hold for 3 seconds to reset and stop.
- After last division starts, reset or power off to stop the 'Rolling Starts', then power back on so you have horn control.



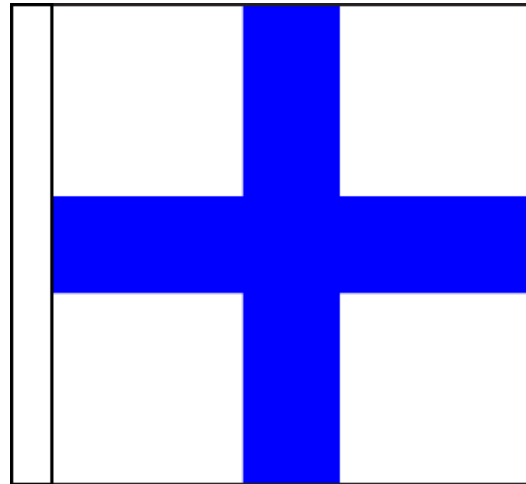
Sighting the line



The race officer needs to sight the line as boats approach to see if any need to be recalled for crossing early.

Boats over early – Individual Boats

If boats are over early – Raise individual recall (X) flag promptly with one sound signal and hail numbers and names of boats over early via radio.



Keep (X) flag up until all boats are clear or for 4 minutes, whichever comes first. Boats over early must simply sail entirely below the starting line and re-cross the start.

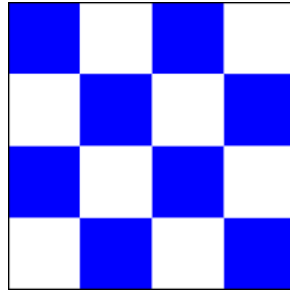
Boats over early – Many Boats

If more than a couple of boats are over early, You can call a 'General Recall'. Sound TWO short sound signals and announce via radio. Put up the 'First Substitute' flag:



Keep (First Substitute) flag up until all boats are clear or for 4 minutes, whichever comes first. Make ONE short sound when removing it, and restart the starting sequence ONE MINUTE later.

Abandoning a Race



- You can Abandon:
 - For SAFETY – Severe weather or boat emergency
 - No Wind – If you determine that NO BOAT is likely to finish in the 2.5 hour time limit.
- You CANNOT Abandon for no wind if at least ONE BOAT has finished within 2.5 hours from their start.
- Fly “N” (aka November) flag with 3 horns and announce on radio.

The Finish

- Finish Time: When any part of the boat or crew in normal operating position crosses the line **from the course side**.
- Exception: If a penalty is incurred while finishing (hits SF for example), she must take the penalty (360 for example) and re-finish.
- Sound ONE **short** signal for each boat as they finish.
- The PRO should sight the line, and call the boat name or sail number. Another committee member must record the time.
- Use a LARGE timer display. Such as a tablet or Cell phone with a visible display. Be careful of devices that time out! There are many apps to display large clocks. Record the actual time of day to the second.
- Our new Racing Web system (US Sailing's RegattaNetwork) can print these out.
- **Boats not finishing in 2.5 hours from their start are scored DNF.**

Record finish times on score sheets.

Race Finish Sheet : : Port Jefferson Yacht Club Regatta

Race # _____ Date: _____ Start Time: _____ Length/Distance: _____							
Course: _____ Wind Speed: _____ Wind Direction: _____ Recorded by: _____							
Finish	Bow / Sail#	Finish Time	Notes	Sail#	Boat Name	Boat Type	Hull Color
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**Actual 'Clock' Times in 24 hour time with seconds. Not elapsed.
Example: 20:23:17 for 8:23:17 PM.**

- Username and password: Not needed for skippers. Contact Dave Hubbard (davechub@gmail.com) if you need these for Committee purposes.
- Select 'Manage This Event' for the regatta in the 'View Events' page.

:: Club Management

Club Information
Club Tools & Web Applets
Terms of Use

:: Event Management

View Events
Create A New Event

:: Help & Resources

Tutorials & Guides
Tips, Tricks Blog
Support Desk

**Port Jefferson Yacht Club
Events for 2018**

Jump To: 2018

Start Date	End Date	Event	
06/16/18	06/16/18	Port Jefferson "Harbor Cup" Regatta	Manage This Event
05/29/18	07/10/18	Tuesday Night Spring Series	Manage This Event
07/17/18	08/28/18	Tuesday Night Summer Series	Manage This Event

A variety of options are available:

Check-in and finish sheets

Scoring back at the Club

::Event Tools::

- Edit Event Information
- Edit Event Fees
- Edit Event Entries
- Manage Fleet/Class Assignments
- Manage Fleet Divisions
- Event Email Console
- Event SMS Text Console
- Event Notice Board Console
- Event Crew Board
- Upload Event Documents

::Event Forms & Reports::

- Print Entry Forms [+]
- Print Check-In Sheet
- Print Check-In Sheet By Fleet
- Print Finish Sheet
- Print Finish Sheet By Fleet
- Print Fleet Split Sheet
- Launch Registration Report Tool
- Launch Merchandise Report Tool
- Download Registrant Data Feed

::Event Scoring::

- Score This Event Online
- Protest Hearing Console
- View Results

- Export Registrants for Javascor
- Export Registrants for St. Pete's
- Export Registrants for Scoring
- Export Registrants for Sailwave
- Export Registrants for Quick Score

::Custom Links::

- Entrant Check-In Sheet (Legal Landscape Format)
- Entrant Check-In Sheet (with Boat Name)
- Alt. Entrant Check-In sheet (Helm Last, First)
- Multi-Registration Fee Check-In Sheet
- Medical Condition & Medications
- Custom Question Report
- Emergency Contact Report
- Jury Contact Report
- Entrant Address Report (Copy to Excel)
- Entrant Age Report
- T-Shirt Report (Entrant)
- Apply Laser/Opti Divisions to Registrants
- Race Results by Division
- Pursuit Race Start Sheet
- Scrolling Results Page
- Scrolling Race Results Page
- (**Note:** Change race_num in URL to desired race)
- Manage Event Coupons
- Registrant Copy Utility
- ISAF Classification Report (Corinthian Divisions)
- (How to user QR Check-in System)
- Mobile Friendly QR Checkin

See Scoring Tutorial Video:

List of tutorial videos



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? LIVE HELP OFFLINE

See: 'Introduction to Scoring One-Design & Handicap Regattas' (About 9 minutes)

There are also guides with scoring tips when using an iPad and mobile phones.

For signals made ashore before race:



Signals Ashore

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Regatta Notice Board Console

Tuesday Night Spring Series : **May 28 - July 9, 2019**

Notice Board Options:

Event Status: Race Signal:

- Green Light
- Green Light
- AP
- AP over H
- AP over A
- N
- N over H
- N over A
- L
- Red Light
- Disable Signals

Events Page
click preview window to see changes

Print

Add A Notice

View Notice Board

Return To Event Menu

Visit our Support Desk | View Our Privacy Policy
We are Selling Event Registration and Management Services.
REGATTA NETWORK is a registered Trademark of Regatta Network Inc.



Click the Traffic Light

Postponed at least 30 minutes

Abandoned: No more racing today

This Event's QR Code

Event ID: 18308

Link To Event Website



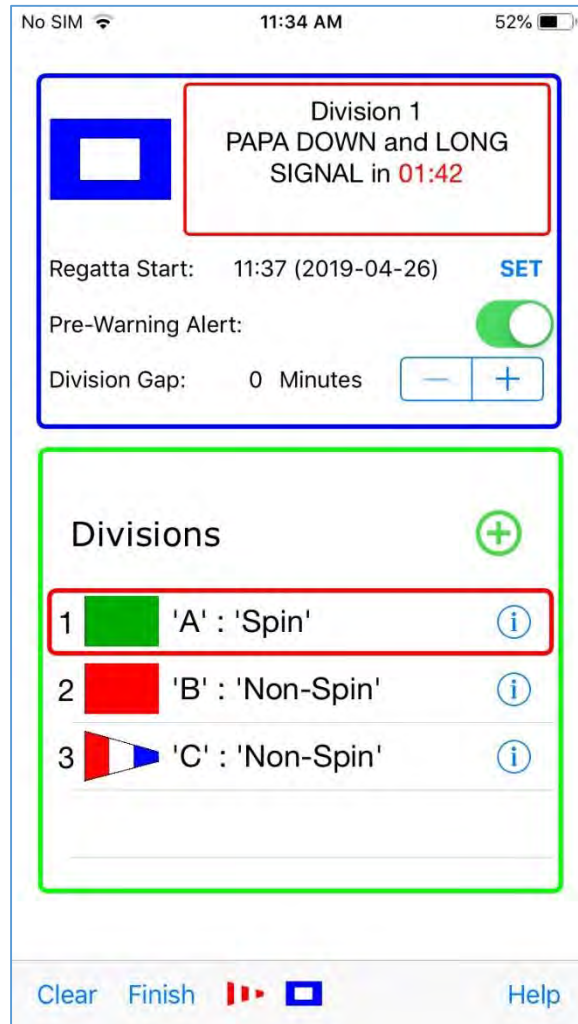
(What's This?)

Hide Menu

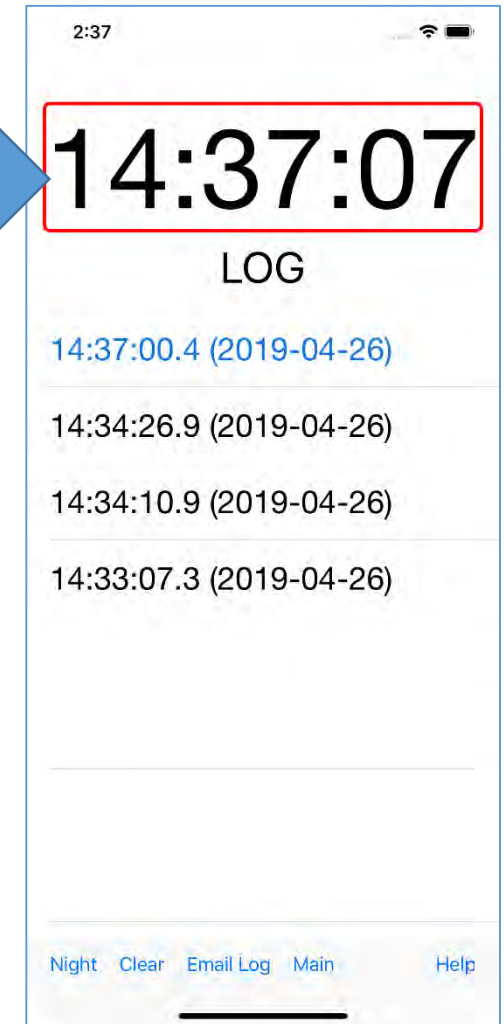
Support Desk

LIVE HELP OFFLINE

RaceTac Committee App



Tap to log a time



END