

**As PRO of a Regatta or Series Race**, you need a scoring team that can do the following things very well:

- 1) Prepare by assigning roles, and gathering information
  - a. Week before race – Number of starts, number of races, sail# and PHRF ratings of each – and coordinate with PRC-Scoring for setup of manual scoring sheets and iPad scoring software
  - b. Morning of race – assign roles: manual scoring and journalist, iPad scoring, manual scoring & iPad#2 scoring for chase-boat used for shortening race; register boats (depending on SI's) – coordinate with
  - c. Register boats racing (confirm sail# listed in iPad)
- 2) Race and Score
  - a. Check-in sail# by fleet & sail# (manual sheet a minimum, but you can also do on iPad pre-selecting finishers  
--- RC and chase-boats need to know the inventory of sail#s by fleet  
(once Check-in/Start Sheet is complete you can Email a photo to the chase-boats)
  - b. Record wind speed and direction, course for each fleet
  - c. Confirm fleet starters (manual: mark on top-left of sail# for first race, bottom for second race)
  - d. Record Start Time for each start (manual: on StartSheet, iPad: record a “finish” and named Start#)
  - e. Finish boats: Record official (iPad) time on manual Finish Sheet by Sail#; iPad: tap RecordFinish and assign to correct boat
  - f. Journal: Record any other race events on back of Finish Sheet with time of day and details
  - g. Review starters and finishers to determine boats remaining on course by fleet and inform PRO
- 3) Keep PRO informed
  - a. Scorer to advise PRO of: finish time of first boat in fleet (and journal the TLE time for fleet) boats remaining to finish, and journal any OCS, WD/RAF, FIP, or other race events with timestamp and sail#
- 4) Turn in results to PRC-Scoring in timely fashion
  - a. Email Race Results as races are finished while still on the water:
    - i. Manual: email photo of checkIn/Start Sheet and Finish Sheet to [scoring@austinyachtclub.net](mailto:scoring@austinyachtclub.net)
    - ii. iPad: email Race Results to [scoring@austinyachtclub.net](mailto:scoring@austinyachtclub.net) (at end of each race)
  - b. Recheck all documents for completeness --- all fields should be complete on all race forms, all times on iPad should be assigned to a Sail# or StartName
  - c. Email all race documents as RC leaves the course and returns to AYC
    - i. Manual: email photo of final checkIn/Start Sheet, Journal and Finish Sheet (both sides)
    - ii. iPad: email “email.list” all finish times to [scoring@austinyachtclub.net](mailto:scoring@austinyachtclub.net) (CSV file)
- 5) All scorers should checkIn with AYC Office after race to debrief and return iPad and hardcopy documents. Scoring team will need to file/archive these race documents.

# I. RC Scoring Preparation

## A. Assign roles for Scoring according to skill and experience:

1. **Boat Scout** – knows the racing boats, uses binoculars, keeps tabs on what's coming  
Calls sail# of approaching boats calls to recorders (so they can use the info)  
[Might be the whistle or horn person for a finish, preferably not]  
Ensures Manual Scorer records sail#, time and event (OCS, or Finish)
  
2. **Recording Timer – and iPad operator** (iYC / iPad has official-race-time)  
Update scoring files on iPad: Yachts.csv, Races.csv by Download using Clubhouse WiFi (may be already done by PRC-Scoring lead, check with them first)  
Before leaving Clubhouse synchronizes iPad time to Race Time (atomic clock; typically they're identical)  
Pays attention first to Race Timer (Signal Boat - master of sequences and events)  
Records Start Time for every race (time the Class Flag dropped, not the Warning or Prep Time):  
    This is performed by recording Finish Time on iYC and assigning to the appropriate Start time "boat."  
Pays attention to Boat Scout  
Records Finish Time for each finisher and assigns to boat  
Calls iPad time to Manual Recorder as boats finish: "15:21:12, :13, :14, :15, ..."  
Closes the Race (on iYC) once all boats have finished in the fleet. Very important for Fleets with 2 races / day.
  
3. **Manual Recorder** – detail oriented and neat, easily readable handwriting  
Keeps a running witness journal of race events including time-of-day, event, boat#, etc.  
Thorough recording of "facts on the water" --- keeps a journal of events and times  
Completes Start Sheet and Finish Sheet throughout the racing  
Uses Start Sheet to identify boats on course and boats finished to support PRO



- 4) Use the Start Sheet to record any Pre-Finish notes, and also to guide you in marking off finishers (to help the PRO know finish-progress and find the DNF boats):

**AYC SERIES RACE START SHEET**

		DATE: 1/20/18	DOCK DEPARTURE: 12:30	RC SIGNAL TIME: 13:30	EVENT: 2018 Frostbite #4	PRO: Gordon Miller	WIND: 10-12
RACE #: 4				RC DUTY FLEET: J22	RECORDER: Renee Ruais 512-123-1234	DIRECTION: S-SW	

START	FLEET:	MH-A	MH-B	A	B	C	J-22	J-24	Ens	Cat-22 / SC-21	
	START NUMBER:	1	1	2	3	3	4	4	5	6	
START TIME:	13:35:02						RC				
# OF BOATS:	2	1									
COURSE:	D-7										RTB2
1	V 30 F-27 S 30 F-27	V 22 Cat N	V 266 J/80 S	V 224 P31 S	V 298 P26 S		V 69 J/24	V 588 ENS			
2	V 276 F31 S		V 720 J/80 S		V 258 P26 S		V 2822 J/24				
3			V 191 J/29 S		V 206 P26 S						
4					94 Eric27 S						
5					472 R23 S	WD					
6					V 394 S/J23 N						
7											

- 5) As boats finish, on the Finish Sheet record their Sail# and official race time as indicated by the iPad clock. Having the iPad operator call out the time as they tap Record Finish makes the process simpler – great teamwork!

**AYC SERIES RACE FINISH SHEET**

		DATE: 1/20/2018	>> RC RETURN TIME <<	EVENT: 2018 Frostbite #4	PRO: Gordon Miller	WIND: 8
RACE #: 4				RC DUTY FLEET: J22 Fleet	RECORDER: Renee Ruais 512-123-1234	DIRECTION: SSE

	SAIL#	BOAT TYPE (NAME)	FINISH TIME				SAIL#	BOAT TYPE	FINISH TIME			
			HR	MIN	SEC				HR	MIN	SEC	
1	123	P26	15	31	23	21					41	
2	45	J22				22					42	

## B. iPad – iYachtCalc – On the Water Scoring

1) Start with getting the Yachts.csv and Races.csv downloads: Yachts (or Races) > Downloads  
<http://www.austinyachtclub.net/wp-content/uploads/YachtsIS18.csv> or RacesIS18.csv or other filename as prepared by Scoring Leader and stored on AYC website.



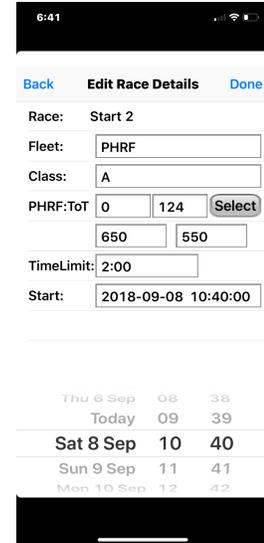
2) Confirm each Races details against Order of Starts / Sailing Instructions (especially Start Date Time and Time Limit). There should be a Race for each Class (sometimes several classes are in the same start).

2018 Indian Summer Series  
Order of Starts

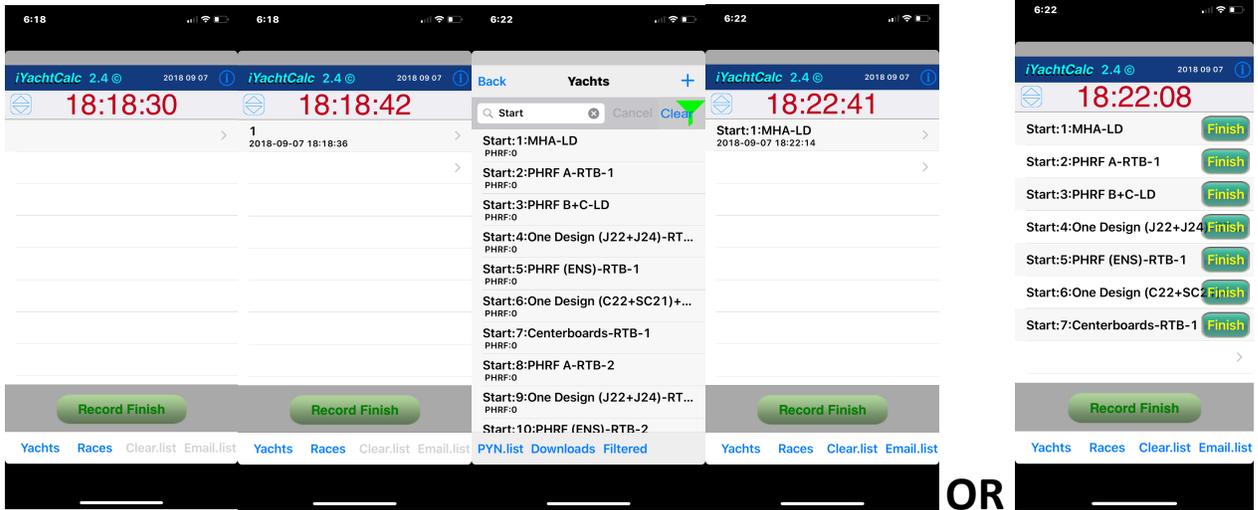
Start Number	Class	Course type Buoy color (for RTB)	Races per Day
1	Multihull A	LD	1
2	PHRF A	RTB Orange for W, Yellow for L	2
3	PHRF B & C	LD	1
4	J/22 & J/24	RTB Yellow	2
5	Ensign	RTB Yellow except for *Oct 7 = LD for Chaparral del Mar	2 except for *Oct 7 = 1
6	C22/SC21 Fleet Alliance Multihull B	RTB Yellow RTB: Orange for W, Yellow for L	2
7	Centerboards	RTB Yellow	2

Race Committee Duty

Race Day	Date	1st Warning	RC Duty
#1	Sept. 9	13:30	Keel C
#2	Sept. 16	13:30	J24
#3	Sept. 23	13:30	J22
#4 (EOS)	Oct. 7	13:30	Keel A

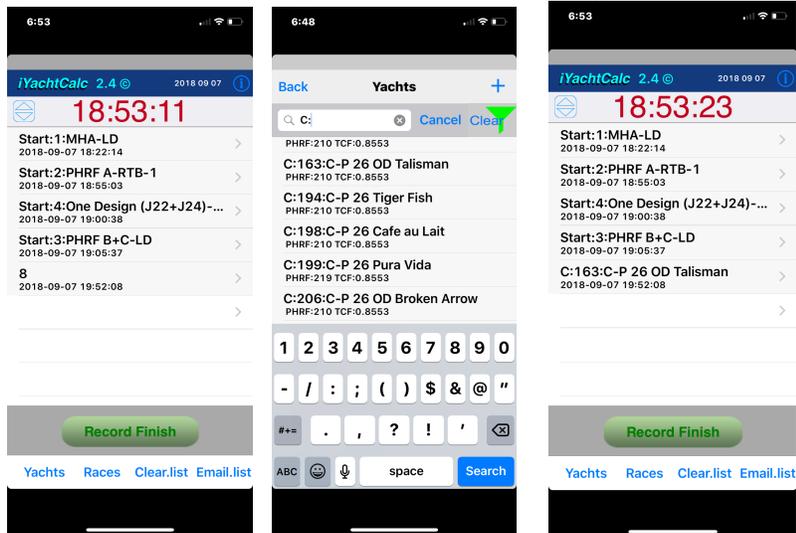


3) {optional} Record Start Times: > Record-Finish and choose Yacht > Start#

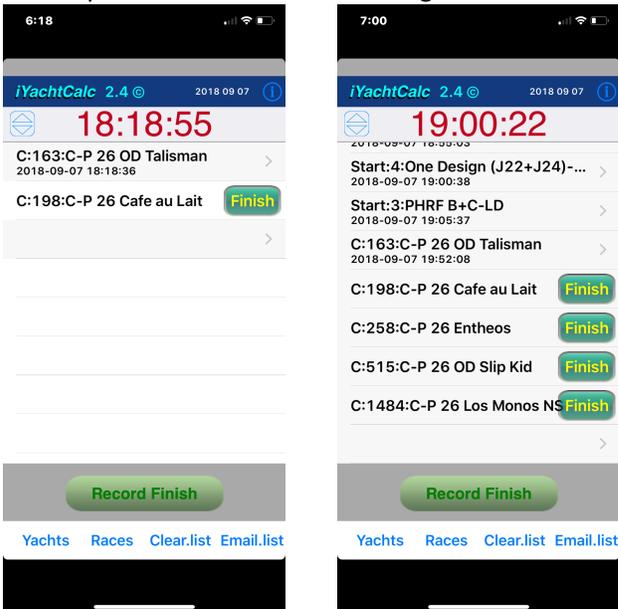


4) ESSENTIAL: Record Finish Times: (two methods)

A) Tap Record-Finish to get a timestamp and assign it to a Yacht by tapping on that time, selecting the Yacht



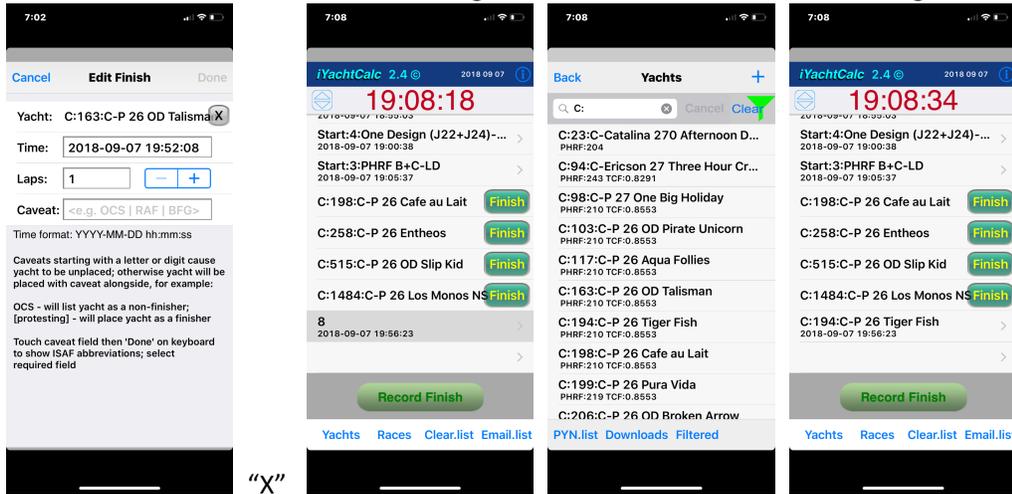
B) OR: Tap on a BLANK row of time log and Pre-Select Yacht(s) prior to finish. Then tap "Finish" on that Yacht



5) Email all Finish Times: Email.list > [scoring@austinyachtclub.net](mailto:scoring@austinyachtclub.net)

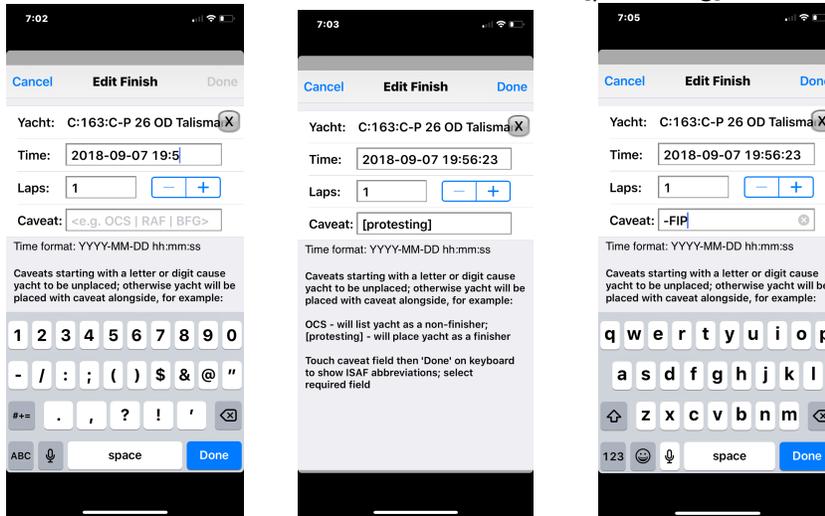
How do I correct a time assigned to the wrong Yacht (Finishes view)?

Click on the time, Click "X" to right of Yacht then Click on the "unassigned" time and pick correct Yacht



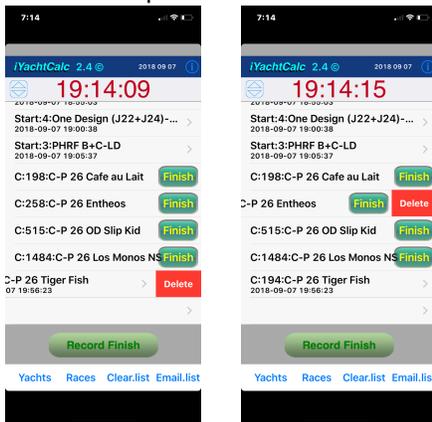
How do I correct an incorrect time (In Finishes view you may have tapped the *after* the event)?

First, be sure a Yacht is assigned to the time, then click on the time and you can adjust the time. You can also enter Caveats here such as: OCS, DNF, WD, [protesting]



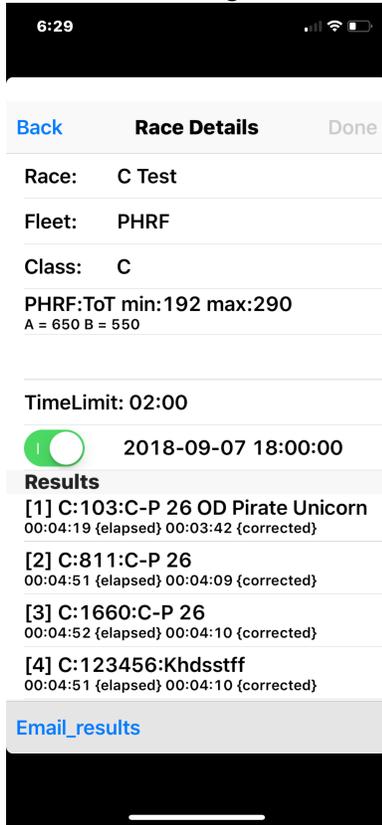
How do I delete a time ("Record Finish" hit accidentally)?

Swipe Left on the time and confirm Delete



How do I see which boats have finished a race?

Races > “Race Name” will show Results (a list of the boats) IF the Race Window is active when boats were finished. So, it’s a good idea to carefully check the Races setup before finishers arrive.



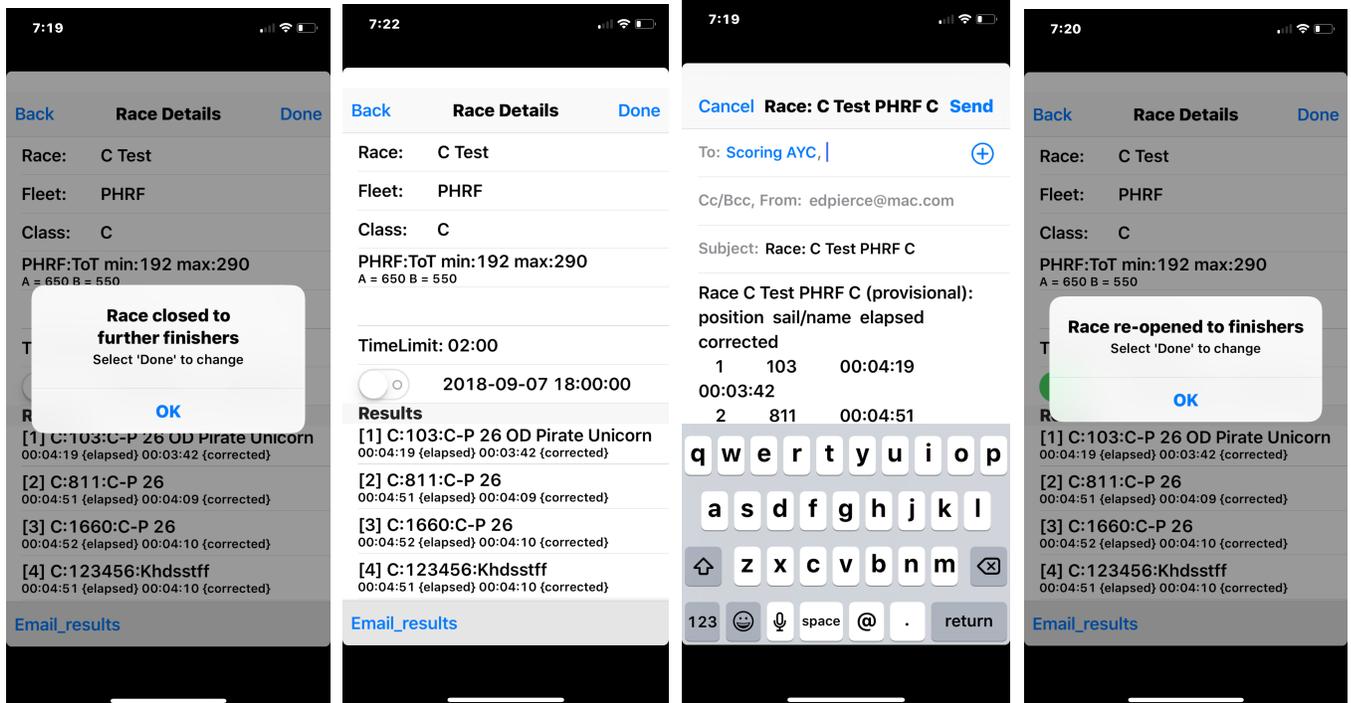
How do I close first race, email results, and prepare for second race?

Races > “Race Name” and turn OFF the GreenSwitch by the time (warning messages are normal)

OK the message and be sure to click DONE! Then Email that Race Results to [scoring@austinyachtclub.net](mailto:scoring@austinyachtclub.net)

Choose the next Race for that Fleet and update the Start Time, and confirm Fleet, Class,

and Scoring [PHRF:ToT <range> or Equal Rating (for OD) (yes, you can ReOpen it if goofed)



How do I create a new Yacht entry?

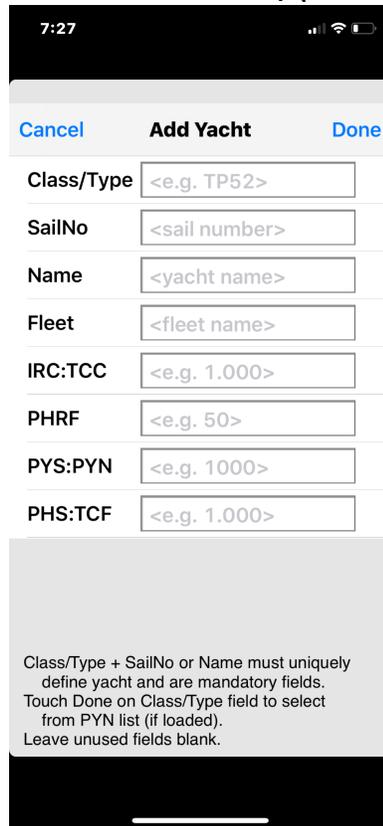
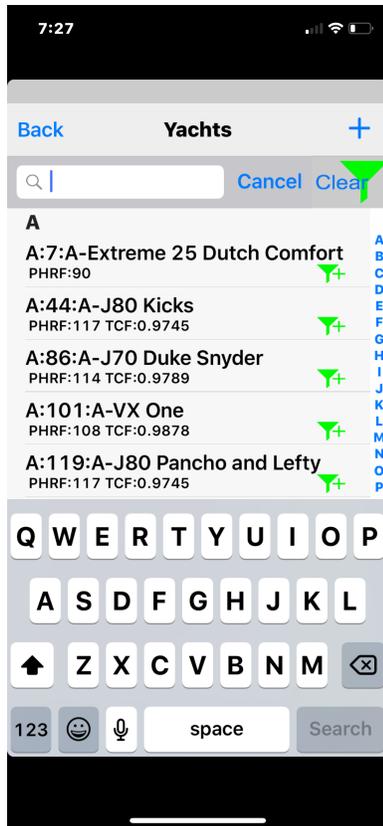
a) Be sure to write down these details before you start, and also tell the Scoring Lead when you get back that you have competitor that wasn't in the Yachts list: (Sail#, Skipper, Boat Name, Class/Type, Fleet, PHRF)

b Yachts > "+" and fill in the details:

Class/Type: [A, B, C, MH1, MH2, ENS, J22, J24, Sail#, Name=boatname, Fleet: [PHRF or OD],

IRC:TCC: [not used] PHRF: [match to another boat], PYS:PYN: [not used], PHS:TCF: = (650 / (550 + PHRF))

Use the calculator to calculate  $TCF = 650 / (550 + PHRF)$  (not necessary for OD racers)



Be sure to hit DONE !!!

WARNING: With iYC Version 2.4 you will get Crash if you try to Edit or Delete a Yacht.

WARNING: With iYC 2.4 you won't get Added Boats showing in Race Results (Bug!)

### III. **Off the Water – Results processing**

#### A. **iYacht Calc Raw Results**

1. Email All Finish times – **Finishes** > “Email.list” on lower right under “Record Finish” green button:
  - a) *Create a wifi-hotspot using your cell-phone and connect to it using the iPad > Settings*
  - b) *Email the Results to [scoring@austinyachtclub.net](mailto:scoring@austinyachtclub.net) along with pictures of the START and FINISH sheet as you’re entering the AYC Harbor. Then join the Scoring committee in the Scoring Office.*
2. Photos of START and FINISH Sheets (manual recording) along with any other journals or records.
3. Edit the FieldNames in the .CSV file to change:
  - “SailNo” to “Sail”
  - “FinishTime” to “Time”
4. Individual Race results...

<MORE TO BE ADDED HERE>

#### B. **Scoring software-RaceSail**

1. Open the program. Select the template to modify. Copy the previous series template (Save As) for the one design and handicap scoring and alter the regatta info which includes the AYC web, event name and date.
2. Check File/Preferences to see that Division Scoring box is checked and penalty factors (DNC, DNF, OCS, etc.) are as desired (add one or two to number of race competitors, usually)
3. Check the Class Preference settings for throw outs. Usually 4 races minimum before TO.
4. Edit boat information if necessary; add boats not listed. (import instructions are separate)
5. Assign the Division for boats that are actively racing in the series so that only those boats are included in the score list. Add this as new boats show up during a series.
6. Select the Fleet in the Race tree then Create New Race from the menu bar – Enter/Edit the race info which includes:
  - a) *Race name*
  - b) *Date*
  - c) *Start times for each Division*
  - d) *Whether race is Discardable – check if throw outs in use.*
7. Select the Race in the file tree
  - a) *Import the scoring file for that race.*
  - b) *Check import counts and adjust data.*
  - c) *Redo import until no errors*
  - d) *Repeat for all races.*
8. Select the Fleet in the Race tree and then choose Publish/HTML Web Page from the Menu bar

## IV. Setting up for a Series or Regatta:

### A. **Type of event series or regatta**

1. Series – what you need to know:
  - a) *number of races*
  - b) *order of starts*
  - c) *number of starts*
  - d) *start time*
  - e) *start sequence time interval (5 min)*
  - f) *number of fleets / division*
  - g) *Ratings ranges for each division*
2. Regatta - what you need to know:
  - a) *single day or multi-day event*
  - b) *number of race per days*
  - c) *order of starts*
  - d) *number of starts*
  - e) *start time*
  - f) *start sequence time interval (5 min)*
  - g) *number of fleets*
  - h) *Ratings ranges / division*

### B. **Spreadsheet tool for Data File setup (or enter directly on iPad)**

1. Boat Data set up (Yachts.csv, as iYC\_myyachts.csv) – Should be updated from iPad if boats are added on the water. (.csv format is Comma Separated Values)
  - a) *Boat type (fleet): [A, B, C, ENS, J22, J24, MH1, MH2, OD, Start, Z Rev1802-version]*
  - b) *Sail number*
  - c) *Boat name*
  - d) *Fleet*
  - e) *Rating - should match RaceSail and AYC Ratings catalog*
  - f) *Example Yachts.csv file:*

```
Type,Sail,Name/ID,Fleet,IRC:TCC,PHRF,PYS:PYN,PHS:TCF
A,7,A-Extreme 25 Dutch Comfort,PHRF,,90,,
A,50,A-J70,PHRF,,111,,0.9834
A,101,A-VX One,PHRF,,108,,0.9878
A,119,A-J80 Pancho and Lefty,PHRF,,117,,0.9745
A,122,A-J80 JazzTacks,PHRF,,117,,0.9745
OD,15563,C22-Be Bop A Lula,OD,,270,,
Start,1,MH1+MH2-LD,PHRF,,0,,
Start,2,PHRF A-LD,PHRF,,0,,
Start,3,PHRF B+C-LD,PHRF,,0,,
Start,4,One Design (J22+J24)-LD,OD,,0,,
Start,5,One Design (ENS)-LD,OD,,0,,
Start,6,One Design (C22+SC21)-LD,OD,,0,,
Z Rev0112,2018,,,,,
```

- g) *File locations and uploads: [www.austinyachtclub.net/wp-content/uploads/Yachts.csv](http://www.austinyachtclub.net/wp-content/uploads/Yachts.csv)*
- h) *Naming conventions: Yachts.csv is always most current (might save a flavor for an event, such as YachtsGC18.csv for 2018 Governor's Cup).*

2. Races - Series (Races.csv, as iYC\_myrares .csv)

Series are generally the same except for the number of races (4 or 5). Frostbite does not use RTB courses but still scores OD fleets.

- a) *Enter a Race Name to identify the event: Spring 2016, Fall 2016, etc.*
- b) *Enter Fleets: this should match those defined in the YACHTS file: PHRF, MH, ENS, J24, J22, OD, CB*
- c) *Scoring Method - For Series Races:*

(1) Enter the Class - this should match the YACHTS file: A,B,C,MH1, MH2. This will handle non Spin boats that may switch classes based on the 9 second increase. Do Not enter the class if you want to use Ratings for designating the splits (see 4 below)

(2) Select Time-on-Time(ToT) (do not enter any values unless there are NO non-spinnaker boats sailing)

(3) For One Design fleets: select Equal Rating

(4) For Regattas: Change the individual boat Class to reflect the fleet splits

d) *A=650 B= 550 –constants based on average wind conditions. DO NOT CHANGE.*

e) *Set the time limit to one or three hours (see the Notice of Race)*

f) *Set the start date format as YYYY-MM-DD HH:MM:SS*

g) *Example Races file:*

Name,Fleet,Class,System,Start,Limit

Race 1,MH,MH1-2,PHRF:ToT:-100:200:650:550,2018-02-25 13:35,4:00

Race 1,PHRF,A,PHRF:ToT:0:124:650:550,2018-02-25 13:40,4:00

Race 1,PHRF,B,PHRF:ToT:125:192:650:550,2018-02-25 13:45,4:00

Race 1,PHRF,C,PHRF:ToT:193:300:650:550,2018-02-25 13:45,4:00

Race 1,OD,J22,Equal-Rating,2018-02-25 13:50,4:00

Race 1,OD,J24,Equal-Rating,2018-02-25 13:50,4:00

Race 1,OD,ENS,Equal-Rating,2018-02-25 13:55,4:00

Race 1,OD,SC21,Equal-Rating,2018-02-25 14:00,4:00

Race 1,OD,C22,Equal-Rating,2018-02-25 14:00,4:00

Race 2,PHRF,A,PHRF:ToT:0:124:650:550,2018-02-25 15:00,4:00

Race 2,OD,J22,Equal-Rating,2018-02-25 15:00,4:00

Race 2,OD,J24,Equal-Rating,2018-02-25 15:00,4:00

Race 2,OD,ENS,Equal-Rating,2018-02-25 15:00,4:00

Race 2,OD,SC21,Equal-Rating,2018-02-25 15:00,4:00

h) *File locations and uploads: [www.austinyachtclub.net/wp-content/uploads/Yachts.csv](http://www.austinyachtclub.net/wp-content/uploads/Yachts.csv)*

i) *Naming conventions: Use a standard naming convention to create a catalog for each event: RacesSPRING.csv, RacesFB18.csv for example*