

Austin Yacht Club

2018 Race Committee Handbook



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1 How to Serve as a Permanent Race Committee Representative

<u>Timing</u>	<u>Action Item</u>
14 Days Prior	Contact the fleet captain of the assigned fleet – remind them of their upcoming RC assignment and ensure that they will provide 1 PRO and 9-12 committee members (Frostbite only requires 1 chase boat so the PRO plus 7 - 8 is sufficient).
7 Days Prior	Contact the PRO provided by the fleet captain to ascertain the level of guidance that may be required on race day. Sometime during the week before the race arrange to check the RC and chase boat bags. Replace from the supply cabinet any items that are missing. If there are not sufficient supplies to complete all bags, notify the race commander as soon as possible. Also check to make sure there are sufficient forms in the bags.
1 Day Prior	Contact the PRO and inform them of which fleets are expected and the course requirements for each fleet. Also agree on a meeting time at the RC room on race day.
2 Hours Prior (or earlier if necessary)	Arrive at AYC. Check weather, the lake conditions and the Go-No-Go Chart. The PRC Representative may postpone or cancel races before the RC leaves the dock. <ol style="list-style-type: none">1. Lightning in the vicinity2. Air temperature below 45 degrees (F) for all classes.3. No wind (less than 3 MPH and shifting) for all classes.4. Winds averaging 25 MPH and gusting to 30 MPH for centerboard classes.5. Winds averaging 30 MPH and gusting to 35 MPH for keel classes.

Timing

Action Item

- 2 Hours Prior If Required: Post Special Instructions for series races on the official notice and hoist code flag L on the flagpole outside the clubhouse along with one audible signal. Instruct the RC to remove code flag L (with no audible signal) when they return to shore. Special Instructions for series races could include:
1. Order of starts with PHRF split where appropriate.
 2. Number of races per day for each class.
 3. Course designation for each class (Round-The-Buoys or Long Distance).
 4. Long distance course sheet.
 5. Time of the warning signal for the first race
 6. Schedule of races for the series
 7. Changes to Sailing Instructions, dated and signed by the PRC Representative.
- 1.5 Hours Prior Meet with PRO and committee members and provide them access to the RC room. Discuss the following with the PRO:
1. RC's primary responsibility for conducting safe operations. Review the Club guidelines for canceling races (see above).
 2. Which classes will be sailing, order of starts, and preferred courses for each fleet.
 3. Weather and water conditions which could affect choice of race courses. Procedures for starting sequence, individual and general recalls, and shortening the course
 4. Delivery of the racing results to the scoring committee
 5. Procedure for accepting and hearing protests.
- Get the PRO's cell phone (or someone else on the RC boat) to serve as a backup in case the radios are not working properly.
- 1.5 Hours Prior Assist RC members with equipment check in. Discuss the following with the committee members:
1. Specific assignments of committee members
 2. Operation of boats and radios
 3. Finishing and scoring procedures.
 4. Issue iPad and make sure they understand how to use it.
- General questions

Timing**Action Item**

During Race

Monitor VHF 78. If sailing, observe RC and provide guidance if necessary.

After Racing

Meet with the RC after racing to:

1. Document all equipment problems and post them on the clipboard located on the wall outside the Club Manager's office.
2. Ensure all equipment is properly stored and secured in the RC room.
3. If Necessary: Receive protests. Arrange any needed protest hearings as soon as practical. A PRC member should chair protests. Two on-duty RC personnel should assist. (See How to Run a Protest Committee).
4. Have a scoring meeting with the personnel that recorded the race results on the water (the "scorers"). Have the scorers report to the AYC office and do the following:
 - a. Review the scoring sheets with the Scoring Committee member to ensure that all entries make logical sense and are legible.
 - b. Obtain phone numbers and email addresses of the scorers and write that information on the scoring sheets
 - c. Write the phone number and email of the PRC Representative on the scoring sheets.
 - d. Make a photocopy of the scoring sheets for the PRC Representative and each of the scorers so that they can answer questions about the scoring after they leave the Club.
 - e. One scorer will assist the Scoring Committee member until the scoring is completed.

2 Fleet Captain Responsibilities

General: Provide RC members capable of running quality races

1. General: Train fleet members to properly participate in committee duty.
2. Contact the PRC Representative at least one week (two weeks is preferable) prior to the race. Discuss your plans and personnel and arrange a time to meet on Race Day.

RC Guidelines:

1. There is no need for more than three or four experienced people on the Race Committee Boat.
2. Put some less experienced members in a position to learn the Race Committee process.
3. Use one experienced trained person on each chase boat for the sake of safety.
4. Crew members may be utilized; however, an AYC senior member must be on each boat.
5. The minimum age for operator on either the Committee or Chase Boat is determined by the possession of a valid driver's license (thus this age limit can vary with the laws of the state in which the license is issued).
6. RC is a full afternoon commitment (about noon to sunset).
7. Avoid having the Fleet Captain chair every committee.
Rotating the duty of Principal Race Officer will spread the training around.
8. Use the opportunity to improve the depth of experience, both for the sake of your Fleet and the Club as a whole.

Committee Size - Always schedule at least 9 - 12 people for duty since someone will always be late (often with an excellent reason).

Places	Number Required	Suggested Positions	
Committee Boat	A minimum of 4 people required 5 people recommended	<u>Starts</u> 1 Start Recorders 1 Course Board 1 Line Judge 1 Time and Horn 1 Visual Signals	<u>Finishes</u> 1 Line Judge with Horn 1 Timer 1 Score Recorders 1 Score Tablet
AYC 1	2 people required	1 Driver + 1 Radio / Mark Setter	
AYC 2	2 people required	1 Driver + 1 Radio / Mark Setter	
Post-Race	5 people required	1 Member to assist scoring 2 Protest Committee Members 2 Members to clean up boats and stow gear	

3 Principal Race Officer

When You Arrive – The PRO should arrive at the Club 2.0 to 1.5 hours prior to the scheduled time for the first warning signal of the day. Upon arrival the PRO must accomplish the following items prior to going out on the water:

1. Find the Permanent Race Committee (PRC) Representative and receive a daily briefing.
2. Assign Race Committee (RC) members to RC positions.
3. Have all RC members synchronize watches to atomic clock.
4. Perform Equipment Check (inventory RC and chase boat bags).
5. Review weather forecast on NOAA weather radio
6. Proceed to the RC boats and transit to racing area

PRC Briefing - The PRC Representative is in charge until the on-duty RC leaves the dock at which time the PRO is in charge. During the PRC Briefing, the PRC Representative will discuss the following:

1. RC's primary responsibility for conducting safe operations.
2. Which classes will be sailing, order of starts, and preferred courses for each fleet.
3. Weather and water conditions which could affect choice of race courses. Procedures for starting sequence, individual and general recalls, and shortening the course.
4. Delivery of the racing results to the scoring committee and assignment of the two scorers.
5. Procedure for accepting and hearing protests and assignment of the two protest committee members.

Assign Race Committee members to Race Committee positions:

1. 2 recorders/scorers (one of the scorers is designated to stay after the race the scoring committee enter the scores)
2. Other personnel for RC boat
3. 2 RC members to serve on protest committee
4. Teams for 2 chase boats

Committee Size - Always schedule at least 9 - 12 people for duty since someone will always be late (often with an excellent or, at very least, creative reason).

Recommended Positions:

Places	Number Required	Suggested Positions	
Committee Boat	4 people required	<u>Starts</u> 1 Start Recorder 1 Course Board 1 Line Judge/Time and Horn 1 Visual Signals	<u>Finishes</u> 1 Line Judge and Horn 1 Timers 2 Score Recorders 1 with tablet
AYC 1	2 people required		
AYC 2	2 people required		
Post-Race	5 people required	1 Member to assist scoring 2 Protest Committee Members 2 Members to clean up boats and stow gear	

Perform Equipment Check:

1. Equipment bags – check contents of RC bags against Equipment Checklist
2. Recording forms – make sure that all boats have a supply of Scoring Sheets
3. Operation of boats and radios
4. Check on board equipment: First aid kits, Fire exchanger, Flag staffs, anchor, marker board.
5. Gas tanks (2 per boat) Make sure tank vents are open prior to starting engine
6. Retrieve the Sign-In Sheet from the RC board leaving one copy for the Scoring Committee

Cancel Races - The Permanent Race Committee representative may cancel the racing prior to the Race Committee leaving the dock, at his or her discretion. If that does not occur, the on-duty Race Committee may postpone or cancel races for any of the following causes, either at the Keel Boat dock, before the start, or during the race.

- | | |
|--------------------------------|---|
| 1. Lightning in the vicinity - | No Race to start until 20 minutes after the last strike. |
| 2. Air temperature - | below 40 degrees (F) for all classes. |
| 3. Light wind - | less than 3 MPH and shifting for all classes. |
| 4. Heavy Winds - | averaging 25 MPH and gusting to 30 MPH for centerboard classes. |
| 5. Heavy Winds - | averaging 30 MPH and gusting to 35 MPH for keel classes. |

Do not cancel a race on the water before the first signal of the day, unless threatening conditions exist. For light wind, wait at least 1 hour after the first signal before canceling, in case the wind will build.

Getting out on the Water – Once all the shore-side procedures have been completed, the RC should board the RC and Chase Boats and proceed to the racing area. The PRO's major tasks at this time are as follows:

1. Send Chase Boats out to check the existence of all permanent marks. Ask the Chase Boats to take wind readings at the likely windward and leeward mark locations.
2. RC Boat leaves the dock:
 - a. Raise the RC flag on the RC Boat.
 - b. Instruct the RC Boat driver to leave the dock
 - c. Sound 1 long horn blast in front of the Rigging dock
 - d. Record time of the horn blast on the Scoring Sheets
3. Determine best location for RC Boat (and start/finish line) based on wind data gathered by Chase Boats and transit to that area.
4. Anchor RC Boat (leave plenty of scope so that the RC boat's position can be moved to keep line square).
5. Instruct Chase Boats to set the Round-the-Buoys course marks and the start/finish line mark.
 - a. See How to Set Start/Finish Lines

Running Races – Once the race course marks are set, the RC needs to concentrate on actually running the races. In big picture, the PRO must concentrate on the following:

1. Ensure scoring personnel are properly recording competitor check-ins on the Sign-In Sheet
2. Determine the proper courses for each fleet, record the course on the Order of Start Sheet.
 - a. See Section 8: *How to Run a Long Distance Race*
 - b. See Section 9: *How to Run a Round-the-Buoys Race*
3. Ensure that the starting sequence commences on time and proceeds smoothly
 - a. See Section 4: *How to Start and Finish Races*
4. Ensure that the scoring personnel properly record the starting sail numbers for each start.
5. Ensure that the scoring personnel properly record finishers.
 - a. See Section 4 & 6: *How to Properly Record Racing Results*
 - i. Also refer to scorer's checklist and score sheet example on scorer's clipboard.
6. Constantly monitor weather conditions to determine whether conditions are still safe or that the wind is still sufficient for racing. If in doubt, contact the AYC Office for a radar check.
 - a. See Section 11: *How to Shorten Course* (AYC Sailing Instructions don't permit changing courses)
 - b. See Section 10: *How to Abandon Races*
7. Determine the need for course adjustments between Round-the-Buoys races.

Return to the Dock – After the last competitor has finished racing or the time limit has expired (review the time-limit in the SI's) the PRO may proceed to conclude racing for the day and return to shore:

1. Check with the scoring personnel to ensure that all competitors have been accounted for.
2. Instruct the Chase Boats to remove all temporary marks.
3. Instruct the Chase Boats to return to shore after checking for competitors that may need assistance returning to the Club.
4. Instruct the RC Boat driver to return to the Club:
 - a. Sound 1 long horn when the RC Boat passes the Rigging dock.
 - b. Record time of the long horn blast on the scoring sheets.
 - c. Lower RC flag.

Back on Shore – Upon returning to shore, the PRO must complete the following tasks:

1. Dispatch designated scorer with final scores to AYC office to assist scoring committee.
2. Find the PRC Representative, report all equipment problems and complete the AYC Committee Boat Post Race Report so that equipment repairs can be made, or send them for Scoring. Debrief PRC representative concerning challenges and highlights of running the race.
3. Ensure all equipment is properly stored and secure the RC room.
4. If Necessary: Receive protests. The PRC member or his designee will chair the protest. Two RC personnel will assist. In the rare event that the protest is against the Race Committee, non-committee members will need to serve on the protest committee.

Protests - The contestants have 30 minutes from the time the RC boat signals "return to dock" in which to file protests. In certain circumstances the time limit may be extended at the discretion of the PRC. If required, the RC must provide two persons to help the PRC Representative set up protest hearings. Mediation will normally be available and must occur before a protest hearing is scheduled.

Communication with Competitors on the water - All members of the Race Committee should limit answering any question from a boat either with the response "Read the Sailing Instructions" or, if the question is of legitimate concern, referring it to the Principal Race Officer. It is important that no unofficial conversation take place between the Race Committee and the contestants. Oral advice from a Committee member could constitute a change to, or an interpretation of the Sailing Instructions which might result in a protest. The exception might be for a new club member.

4 How to Start and Finish Races

Starting: General Guidelines -

- 1) Warning signal or postponement must be hoisted at exactly the time specified in the Sailing Instructions (see Racing Rules of Sailing Part 3, Conduct of a Race).
- 2) Observe the starting sequence: Class Flag up, P flag up, P flag down, Class flag down.
- 3) In the first race, start each class, present or not (Do not skip the starting sequence for the fleet that has RC Duty for the Day for the first race only).
- 4) Keep a minimum of two synchronized (2) watches running. Record the time of each start using the time of day. Chase boats also need to have a synchronized watch should they finish boats at a mark.

Rolling 5 Minute Starting Sequence – Under the standard starting procedure in the Racing Rules of Sailing it is possible to run a start every 5 minutes. To accomplish this, the *Starting Signal* for the current class is also the *Warning Signal* for the subsequent class. The first signal of the day is at the stated start time in the NOR and SI's.

Posting Courses on the RC Boat –

1. The course ladder is used for all classes; the start number goes in the first slot. The type of course (W1, W2, W3, G, T1, or T2) goes in the third and fourth slots. For Long distance course post the appropriate letter and number combination. A white board with the start number listed on top, may be used when a hand selected course is written in Large Bold letters below that start.
2. When changing the course on rolling 5-minute starts, post both the current start course and the upcoming course start on the two course ladders or white board. When a fleet starts, replace the course information with the start number and course information for the fleet that will start in 10 minutes. All courses should be posted within 30 seconds after a start signal is sounded.
3. Once a course is posted, it may not be changed without going through a postponement sequence.
4. Make certain nothing is obstructing the competitors' view of the White Board or course ladder.

Starting Sequence			
Timing	Action Item	Visual Signal	Sound
5 Minutes to Start	Warning Signal Raise the Class Flag(s) for the starting class(es) Post the race course(s) for the starting class(es) Record time of day	Raise Class Flag	1 Horn
4 Minutes to Start	Hoist Preparatory Signal	Raise Code Flag P	1 Horn
1 Minute to Start	Drop Preparatory signal	Drop Code Flag P	1 <u>LONG</u> Horn
Start Time (0 minutes to Start)	Starting Signal Drop that Class Flag and raise the next start flag, and or Signal Individual or General Recalls as required	Drop Class Flag	1 Horn
	<i>IF NEEDED: Individual Recall and continue the starting sequence (see below).</i>	Raise Code Flag X	1 Horn
	<i>IF NEEDED: General Recall, and continue the starting (see below).</i>	Raise First Substitute	2 Horns

Notes Regarding the Starting Sequence –

1. **Tardy?** Raise the Answering Pennant (AP) with 2 horns at the start time prescribed in the Sailing Instructions if it is not possible to commence the starting sequence on time.
2. **Goofed Up?** Any error in the starting procedure may be corrected by postponing (Answering Pennant AP and two horns), or if the class is starting when the error is discovered, by using the general recall (First Substitute flag and two horns).
3. **Finished?** When all boats in the last start have started, pull course boards, and drop the class flags. Adjust the start/finish line if necessary for a proper finish and second start line.

Second and Subsequent Races –

1. Start subsequent races for fleets with two or more races as soon as practical.
2. Call attention to the new start by sounding multiple (more than 3 (3 signals indicate cancel)) horn blasts one minute before you hoist the first Warning Signal.
3. Begin the sequence with the Warning Signal (class flag) for that start.
4. It is not necessary to hold empty starts for fleets that have only one race.
5. Second races may be started out of the posted order to minimize wait time for the competitors.
6. Keep all starts on the 5-minute intervals if possible. You can AP between starts if needed.

Calling Boats Over Early - The Line Judge on the RC Boat must be exactly on the line sighting from the orange flag on the RC boat to the starting mark. One of the chase boats may be at the mark end of the line in position to sight the starting mark and starting line flag but should be aware of boats trying to start and stay out of their way. The port end boat should be watching for possible early starters during the final minute before the gun but should never recall a boat before the starting signal has been made and they have been instructed to do so by the Line Judge on the RC Boat, no matter how far over they might be. If all starters are clearly behind the line at the start, the chase boat should call all clear on the radio.

Individual Recalls - Immediately after the start, the Line Judge starts calling distinctly the numbers of boats on the course side of the line; these are written down. The Line Judge in the chase boat radios the number of identified premature starters to the RC Boat. Then the PRO orders "Recall," and the recall signal (Code Flag X) is hoisted and one-3 second blast of the horn is made. The Line Judge in the chase boat quickly reports the recorded sail numbers to the RC boat and these are recorded. Once the recall signal has been hoisted the PRO announces on the radio the sail numbers of boats on the course side of the line. Care must be taken not to rush the procedure since the most important step is to record accurately the sail numbers of boats that are on course side. Record all boats that fail to return and start properly as on the course side of the line (OCS) on the finish sheets.

No matter how many boats are over early, if you can identify all the boats that are over early, an individual recall is signaled with Code Flag X and one horn. You should attempt to notify each boat that she was over early. Acknowledgments from the boats on the course side are not required. After notification, no further oral communication is necessary. The Sailing Instructions and Rules do not require the Committee to keep notifying the boat she is over early. One notification is all that is necessary. The best procedure is to hail the over early boats once from the Race Committee Boat. Code Flag X should be dropped after all the over early boats have restarted. If any of the over-early boats fail to restart, keep the code flag X flying until the one minute warning signal for the following fleet. Drop the code flag X with the P flag at the one minute horn. Your duty at this point is to the next fleet's start, not to former starters who failed to start properly.

General Recalls - A general recall is used when there are unidentified boats on course side or when the starters need to be recalled because of an error in starting procedures. If the next start warning signal was hoisted, a postpone flag may be used to get back into the proper sequence of starting procedures.

When the Principal Race Officer calls for a general recall; hoist the First Substitute flag and sound two long blasts of the horn. One of the chase boats should try to notify the fleet being recalled. You should keep the sequence of starts running; the fleet that had the general recall is moved to the very end of the starting sequence and the next start proceeds as originally scheduled. This changes RR 29.2.

Round-an-End Starting Rule - The Round-an-End rule, 30.1, may be placed into effect by displaying Code Flag "I" concurrently with the Preparatory Signal. This is usually done after a general recall, but may be displayed with any Preparatory Signal. Code Flag I displayed with the preparatory signal means Rule 30.1 will be in effect for this start. The lowering of Code Flag I should be accompanied by one long sound signal, one minute before the starting signal. This means the one-minute period of Rule 30.1 has begun. No boat may be across the line (or its extensions) during the minute before the start, or if she is, she must return around one end of the line to start. Enforce Rule 30.1. Fly Code Flag X (Individual Recall) and hail offenders that they have not yet started correctly. Be sure and record all violators.

Starting and Finishing Simultaneously - Since the schedule may call for two races for some classes, it is possible to end up with simultaneous starts and finishes. Do not postpone until about one minute before the start. The situation may turn out to be better than it looks. Use a whistle to signal finishers. Use the horn to sound starting signals. The air horns should be only used as backups, if a whistle or an electric horn is unavailable. Normal rules apply. Starters have no particular rights over finishers.

If possible, avoid the above situation, especially if you are shorthanded on the RC boat. Wait until finishing boats becomes a manageable task, and then begin the start sequence for a second race.

Other things to know about Long Distance Courses –

1. When there is not an appropriate Long Distance course on the Course Card, any combination of large inflatable tetrahedrons, AYC permanent "letter" marks, and/or marks 3 through 12 may be used. If the RC chooses to make a course not on the Long Distance Course Card, the RC is responsible for determining the course as posted is clear, logical and of the proper length.
2. **Code Flag C** is flown at the warning signal to indicate that a **course not on the Long Distance Course Card** will be used.
3. The course is written on the white marker, in clear capital letters **Not posted on the course ladder.** Use W, R, or L to indicate temporary buoys in use. Plain letters (not underlined) indicate marks to be rounded to port and underlined letters indicate marks to be rounded to starboard.
4. Be careful not to have different fleets rounding the same mark in opposite directions.
5. If the course is written on the Marker Board, use a lower case 'f' at the end to indicate the finish, if the course ladder is used, the small "f" for finish will not be included.

5 How to Set a Start or Finish Line

Starting Line - Setting a good starting line is an important goal. Poorly set lines encourage boats to bunch at one end, creating recalls, and infractions of the racing rules. Take a little time to set a good line, for this will make the rest of your job easier. Do not waste time trying to make the angle of the line perfect, if normal oscillations are likely to nullify the attempt. Strive for perfection, but do not insist on being perfect, for it could be a detriment to getting a race started. Follow these guidelines:

1. **Location Of the Line** - The location of the starting line should be such that boats have plenty of free water in which to maneuver (at least 200 yards of available water on either end of the starting line), and the wind is not negatively obstructed by shore formations. In the ideal, a boat should be able to cross at any point at the starting signal with clear wind with as favorable a position as every other boat along the line.
2. **Length Of Starting Line** - The length of the starting line should be ample so that there will be no crowding. For rule of thumb guidance in moderate air conditions, set the line a minimum of 100% of the aggregate lengths of the largest class expected to start. In heavy air extend it to 150%.
3. **Obstructions** - Low water areas and permanent mark locations should also be considered when choosing the starting locations to insure that Intermediate and Long Distance courses will have adequate windward legs and not be forced to tack to avoid an obstruction immediately after the start.
4. **Setting the Line** - On windward starts, the line should be set square to the average direction of the wind rather than relative to the first mark of the course.
5. **Buoy End Of Line** - Normally, marks of a course are rounded and left to port. The Race Committee Boat normally (but not necessarily) therefore, would be at the starboard end of the line and the port end would be bounded by a buoy. Contestants tend to favor the starboard (Race Committee Boat) end of a starting line, all other things being equal.
6. **Restricted Areas** - All boats that are not part of the fleet starting at the next signal are restricted from the starting area. This restricted starting area is the area within 100 yards of the starting line. If boats that are not starting at the next signal are in this area they shall keep clear of those boats that are. Keep notes on non-starting boats which crowd or obstruct the starting line.

Finishing Line – although not as critical as the configuration of the starting line, setting a proper finishing line is still important to properly running a race. Follow these guidelines:

1. **Finishing Line Direction** - For an upwind finish, some suggest that the line should be set at right angles to the last leg; others suggest it should be right angles to the wind. There are arguments for both. More seem to prefer square to the last leg. However, for any finish that is not upwind; definitely set the line at right angles to the last leg, as should be diagrammed in the sailing instructions.
2. **Finish Line Length** - The finish line should be approximately 100 feet in length or 4 boat lengths.

3. **Buoy End Of Line** - The racing rules state that all classes will finish in the direction from the last mark rounded. Signal a finish for only those boats crossing the finish line from the direction of the last mark. But, record all boats crossing the line on the finish sheets. For boats crossing in the wrong direction do not sound a horn, but record the time and note in the comment column "DNF - finished from the wrong direction". If the boat unwinds to finish properly, be sure to also record the time the boat finally crosses in the correct direction
4. **Starboard Finish Line** – When used, the starboard finish line will be between the committee boat and a white ball float to starboard of the committee boat. After starting, the finish line is an obstruction, except when on the last leg of the course. Boats not on the last leg that sail through this obstruction, will immediately be scored points equal to DNF. Use of a Starboard finish line is to allow a greater maneuvering area for tactics, by making the starboard finish line much shorter than the port side start line.

How to Set a Round-The-Buoys Race Course Using a GPS

The GPS (global positioning satellite) allows the race committee to set an extremely accurate race course. It can be done with minimal knowledge of how to use a GPS.

To set a course using the GPS:

1. Turn on the GPS and give it time to acquire the satellite data.
2. Position the chase boat close to the RC boat.
3. Press the MOB (man overboard) button.
4. Proceed on the compass heading as directed by the PRO. This will usually be in the direction of the prevailing wind.
5. The GPS will be reading the distance from where you pressed the MOB button and the reciprocal of the compass heading the mark is to be set from the starting line. A simple method of finding the heading from the RC boat to the chase boat is to add 200 and the subtract 20 to the heading indicated on the GPS.
6. At this time you are only concerned about reaching the distance as directed by the PRO. In a series race, this will generally be 1 nautical mile for the RTB Course.
7. Upon reaching the distance, ask the PRO if you should move left or right of your position. Set the windward mark when there is agreement on the correct position of the mark.
8. If there is a triangle course called for, add 135 degrees to the compass heading from the RC boat to the windward mark. Drive in that direction until you are in line with the RC boat and the pin. The reach mark will be set at this location.
9. Finally, the leeward mark is set by moving until the GPS reads the same distance to leeward of the committee boat as the windward mark (usually ½ mile) and the heading shown on the GPS should be the same as the prevailing wind.
10. After confirming the position with the PRO, the leeward mark is set.

7 How to Record Starts and Finishes

Record all boats as they check in prior to their first race of the day. You must record Fleet, Boat type, Spinnaker or nonspin, and sail number. Note any boats that fail to check in, but start. It is imperative to write down the full boat type (i.e., Cal 25, Capri 25, Cat 25, etc. as opposed to simply "C25") for finishing boats. Record all finishers in order of crossing the line, regardless of class or how many times the same boat crosses the finish line. Record a time of day for all boats, regardless of class, or possible DSQ, or false starts, etc. This will help reconstruct possible errors. Recording the finishes is a very important job. Two people should be assigned this job (preferably one experienced person and one as a backup keeping a second set of score sheets). Audio Taped finishes (via the RC tape recorder) are strongly recommended, or take photos using the iPad. After the race, both scorekeepers should compare score sheets and note any discrepancies and determine what happened, but do not alter the raw data. One of these scorekeepers should be prepared to work with the Scoring Committee Representative in the Club office after the races are completed.

Spotters

Spotters call out, and scorers record the sail number of every boat in the vicinity with apparent intention of starting the race in the class column on the Series Start Sheet. Scorers must check this list against actual starters when the class goes over the start line, in case they have listed some boats that do not start or conversely missed some boats that do start. It is important to check the actual starters for purposes of scoring, and of safety, and to identify all boats since some may not finish due to fouls, breakdowns or other reasons. Record boats that rank as a starter, according to Racing Rule 28.1, but did not cross the starting line on the finish sheet and note they did not start (DNS) in the comments section. This information is critical to scoring the race properly.

With a big fleet, two or more spotters who are familiar with the racing classes can be used on this job, aided by a helper with binoculars. The spotters must also record the starting time (time of day) for each class on the score sheet. It is imperative to record the full boat name when recording starters and finishers (i.e., J-22, Capri 22, and Cat 22, as opposed to simply "C22").

Additionally, all boats shall carry a sail number on the mainsail. Boats with spinnakers shall carry the same sail number on the spinnaker. At its sole discretion, the Race Committee may disqualify a boat with improper, illegible, or no visible sail numbers. All boats will be scored by sail number unless otherwise requested in writing by that boat's captain. Keep notes on any irregularities noticed.

All courses being used should be written down on the starting card and on the Order Of Start Sheet before the warning signal (Class Flag) is given. During the starting sequence, the person in charge of posting the courses should be assigned only that one duty. The course information must be recorded on the score sheets.

The finish station must be manned well before the first boat gets near the line. Race Committee flag must be displayed to identify "Race Committee on Station." The Timer and Recorders should be located so that the Recorder can hear both the Line Judge who calls the boat number and sounds the horn as they cross, and the Timer reading off the seconds, without anyone having to raise their voice or strain to hear. Unnecessary talking or noise should be avoided. When a whistle is used, it is best to have a third person to sound the whistle for each finishing boat. This leaves the line judge free to speak.

Recording Sail Numbers And Times

Be sure to record the time of day for all finishers, including one-design fleets. The Committee should use at least two electronic watches and should write down the relative time of all the watches periodically, thus if one stops you can recover with minimum damage.

Be sure to record the finish time in military time - hours, minutes, and seconds only (3:12 pm is 15:12:00, 4:22 pm is 16:22, etc.) for all the boats, in the order that they cross the line. Record the sail number and boat type. Hail any boat without a clear number and warn them to get within the requirements. You do not have to score a boat without a clear sail number, but record the finish and any identifying information that you can see. When recording finishes, always write the date and race number on each sheet. Record the finish times (time of day) for all boats, even for non-handicap boats. This record will make any potential error recovery easier.

If you shorten a handicap course, bring all watches used to record starts and finishes to the office after the race to record any time differential. This is extremely important when scoring time on time.

It is imperative that you record the sail number and the full boat name (i.e., Cal 25, Capri 25, Cat 25, etc. as opposed to C-25). Also note whether they are sailing spinnaker or non-spinnaker. Keep asking yourself, what I can do to make this data even more obvious. Use plenty of paper and do not cram the results. The order on the score sheet is not critical if the times and other information are correct. List every boat on the score sheet and make comments where appropriate, i.e., DNS (did not start), OCS (on course side of the line) DNF (did not finish), etc. It is important to use the correct abbreviation and/or comment. Make certain that you have recorded the correct information for every appropriate blank on the form. This information is critical for scoring.

Abbreviations for Scoring Records

DNC	Did not start; did not come to the starting area
DNS	Did not start, i.e., ranked as a starter under Racing Rule A5, but did not cross the starting line (other than DNC and OCS).
OCS	Did not start; On course side of the starting line and broke rule 29.1 or 30.1
DNF	Started, but did not finish
RAF	Retired after finishing
DSQ	Disqualified
DNE	Disqualification not excludable under rule 88.3 (b)
TLE	Time limit expired
RDG	Redress given
YMP	Boat materially prejudiced

Protest Flags

Protest flags on any of the boats finishing should be noted on the score sheets and if they report to the RC boat orally, the number and class of the protested boat as well. Do not ask about flying protest flags, if they are protesting, they must inform the committee. If any boats report completing a 720 turns penalty, this information should be recorded. You should acknowledge that the protest and/or 720 turns penalty information was received. You should also record infringements you see during the race(s).

Time Limits – these are typical, but S.I.s for specific Series Races may be different.

Round the Buoys: 2 Hours

The first boat must finish within 2 hours. Only the first boat of each class must finish within 2 hours. All other boats in that class must finish within 30 minutes of the first finisher or be scored as DNF.

Long Distance: 3 Hours

The first boat must finish within 3 hours. Only the first boat of each class must finish within 3 hours. All other boats in that class must finish within the time limit or within 60 minutes of the first finisher or be scored as DNF.

Finish in Place

If a single boat remaining in a class is clearly in last place, the Race Committee may, at its' discretion, order the race terminated and score the boat points equal to last place. Use extreme caution when using this procedure with PHRF boats. The position of the last boat on the course, does not mean they are in last place after their handicap correction. If in doubt, allow the boat to finish. Send a chase boat to ask if the boat agrees to accept last place, in accordance with AYC Series Sailing Instructions, and that the boat will be scored points equal to last place in her class. Make sure they acknowledge.

Accounting for All Starters

The record of finishers should be checked against the list of boats that started in each class and, if a survey of the course with binoculars fails to reveal the missing boats, they are listed as DNF (Did Not Finish). Send the Chase boat to find missing boats. The Committee should, throughout the race, be on the alert for disabled boats being towed home, or obviously abandoning the race, and note their numbers.

All boats ranking as Starters under Racing Rule 29.1 and Appendix A, including DNSs, OCSs, and DNFs must be accounted for on the race finish sheets.

Reporting Scores

Communicate scores to the scoring committee as soon as practical, but no later than immediately after docking the RC boat. When a Scoring Committee Representative is on duty in the office during the race, and when about 70% of the boats have finished, send a chase boat to the dock with a copy of the score sheets. This allows scoring team to get started. Once the RC boat has docked, a member of the RC who recorded scores will take the final score sheet to the scoring committee and remain with them to assist in completing the scoring.

Scoring

All classes and fleets will be started and finished using the actual time of day read from the same watch throughout the day. In the appropriate location on the finishing sheet, record all starting times for each class and each race, courses sailed, wind direction and speed. For any handicap fleet, record course distance, from the long distance course card, or record the location of any temporary marks rounded and the order of marks rounded, so that you can calculate the course distance. The GPS can be used to find the distance between a temporary mark and another mark.

When using the On the Water iPad, go to the AYC Web site to review the operation procedures (AYC/Racing/Forms) before coming to the club on race day. If unfamiliar with the use of the iPad, contact the AYC PRC Scoring Representative for instructions during the PRC Check in. See Attachment for operating procedures. If there is a postponement (AP flag) before the normal start time, the start time on the iPad must be adjusted to show the new, postponed start times.

8 How to Serve on a Chase Boat

Primary Duty - Chase boats operate at the direction of the Principal Race Officer. They should stay in radio communication with the Race Committee Boat and, in the event of radio failure, check periodically with the Race Committee. Chase boats should always be available to the Committee for emergencies and to move marks. The Chase boats should not leave the course area or return to harbor, without specific permission from the PRO.

Interference with Racers – Chase boats should avoid interfering with the racers. Be aware of your speed, position, and wake relative to ALL racers. Use care so that you do not negatively impact the race. The Chase boats may politely request that all craft, including spectator boats, keep well away from the race course. When a starting line is set such that it does not seriously interfere with motorboat navigation, such boats should not repeatedly power through the line. Do not get in a yelling match with interfering boats; often just ignoring them results in a most rapid exit. Remember...courtesy first. Also, Chase boats are sometimes the worst offenders as far as interference is concerned. Never advance on the weather legs ahead of the trailing boats in such a way that the wake will interfere with them.

Rescue Policy - In extreme conditions, Chase boats should patrol the course diligently to watch for boats in trouble and should be prepared to render aid. In the event that there are numerous boats either capsized or driven onto a lee shore, Chase boats should rescue people -- not boats. The boat can be salvaged later. Chase boats owe their first responsibility to AYC members. However, water courtesy rules demand that we offer assistance wherever it is needed. ***Our first concern is always people and their safety***, however the Club and the Race Committee are not in the boat salvage business. Use Channel 16 to summon the Sheriff Department as needed. Set a marker or triangulate the position for later recovery.

Setting Marks – Setting racing marks is the primary function of the Chase boats. Properly setting the marks will ensure that races get off in a timely manner and that courses remain in the proper configuration. Follow these guidelines to ensure that marks are properly set:

1. A single river anchor will usually hold the inflatable marks in winds up to 15 knots. Over fifteen knots of wind, one additional mushroom anchors might be required to sufficiently anchor buoys.
2. When setting a mark, look at the depth finder and roll out the line onto the deck (each loop is about 3'), plus 3 extra loops. When the anchor hits the bottom, let out an additional 3 loops to 10 loops for heavy wind. Insufficient scope is the primary reason for marks pulling loose.
3. In stronger winds and large waves, even more scope, and possibly additional anchors may be required. An extra mushroom anchor should be tied to the anchor line about 10 feet above the river anchor.

4. Marks whose anchors fall off underwater cliffs are very embarrassing, so use a depth finder to determine slope of bottom and take special care when wind is pulling the mark toward deeper water.
5. Avoid setting temporary marks near AYC permanent marks, navigation, or hazard marks.

Assisting with Starts – If requested by the PRO, one Chase boat should be stationed at the pin end of the line during the starting sequences to help with identifying boats that are over early and to inform the fleet in the event of general recall. Remember these guidelines if you are called to perform this function:

1. The chase boat Spotter should record the sail number of all boats that were clearly over early.
2. Spotter should report to the Principal Race Officer (PRO) only the number of boats for which you recorded sail numbers.
3. The PRO must decide if a recall signal will be executed. Boats cannot be recalled until signaled by the Race Committee Boat.
4. A chase boat must not notify any boat until receiving instructions from the Race Committee Boat indicating such.

Other Procedures – Chase boat operators should be familiar with the following procedures outlined separately:

1. Safety
2. How to Set a Start or Finish Line
3. How to Shorten a Course During a Race
4. How to Start and Finish Races

9 How to manage a Round-The-Buoys Race (RTB)

Round-the-Buoys Course Marks – Use Large Yellow inflatable tetrahedrons for the Round-The-Buoys windward marks and Yellow Tet’s for the reaching and leeward marks. Indicate the course with W1, W2, W3, T1, T2, or G. Do not post marks to be rounded, on the course ladder.

Round-the-Buoys Course Layout – Follow these steps to properly set a Round-The-Buoys course:

1. Determine the average wind direction and send a chase boat out on that heading to place the weather mark approximately 1 nautical mile directly upwind of the RC Boat, or ½ NM in light air. If there will be two weather marks, a Yellow mark is used for slower fleets, an Orange mark should be used for faster fleets, it should be placed 100 or 200 yards to windward of the Yellow mark.
2. Place the leeward mark directly behind the RC Boat so that the total length of the course is 1 nautical mile in light air or 1 ½ NM in medium air and 2 NM in heavy air.
3. If using a triangle or gold cup course, set the reach mark such that the angle between the 2 reaching legs is 90 degrees. See diagrams on p23.

Length

The two round-the-buoys race format requires a tight schedule. These classes should have races lasting approximately an hour. A windward/leeward course set as detailed above can be used under most conditions. The round the buoys classes average about half the speed of the wind. Set the following courses:

Light Air	1 N Mile	4-8 mph	W1 or T1
Medium Air	1.5 N Mile	8-14 mph	W2 or G
Heavy Air	2 N Miles	15-25 mph	W3 or T2

2nd Race of the Day

When a fleet has returned to the starting area after their first race and all boats in that fleet have been accounted for, their second start can initiated. The sequence of starts can be different for the 2nd race of the day. This can happen if all boats of one fleet are in the starting area waiting, while other boats have not finished.

To start a second race, blow multiple horns (more than 3) to alert fleets that a start is imminent. One minute later, with one horn, post the flag and course board for that fleet.

If other fleets are not ready for their second start in a sequential 5 minute sequence, post the “AP” Flag one minute after that start.

When the next fleet is ready, drop the “AP” Flag with one horn. One minute later, with one horn, post the Number Flag of the next start and post the course board.

Continue until all second starters have started. Be careful not to start a fleet when a lot of boats are trying to finish, since starters have no rights over boats racing.

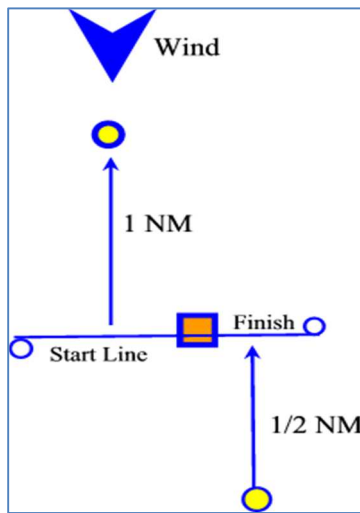
Round the Buoys Course Direction

This procedure can be used to set a Gold Cup course in lieu of the procedure above in Round-the-Buoys Course Layout part 3):

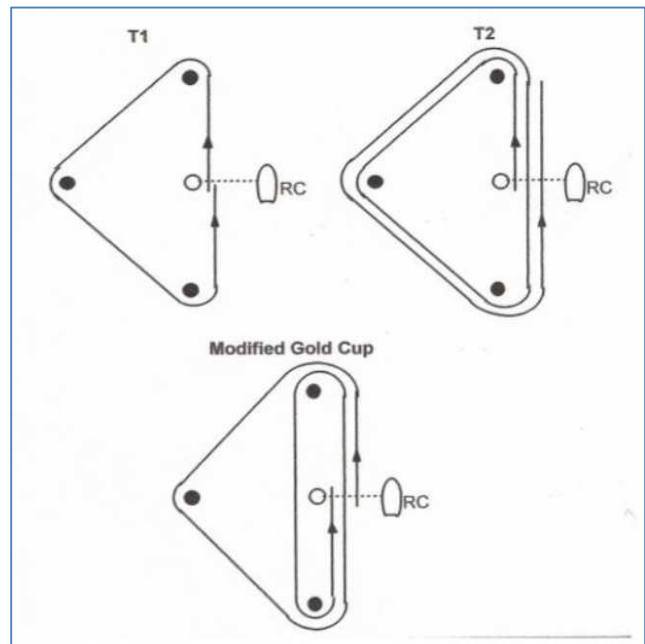
Once the average wind bearing is determined, send the chase boat on that bearing for about 1 nautical mile. Set the windward mark there. Subtract 135 from the windward leg bearing (if the result is negative, add 225 to the windward leg bearing instead). Have the chase boat go on this bearing until the reaching mark can be set approximately $\frac{1}{2}$ of the windward/leeward course length. Set the gybe mark there. Add 270 to the reaching leg bearing (if greater than 360, subtract 90 instead). Set the leeward mark there. Round-the-buoys courses must use inflatable type buoys.

****Note:** setting a Gold Cup in low water conditions can present some challenges. Some adjustments to the bearings may have to be made. Use the procedures that best works for your conditions.

Round the Buoys Course Configurations



Typical Series Race Start & Finish Lines
Distance to RTB marks



Triangle (T1 T1) and "Gold Cup" Courses
(note this shows case for single S/F line)

10 How to Manage a Long Distance Race (LD)

There are 2 steps to determine the appropriate Long Distance course from the Long Distance Course Card.

Step 1 is to pick a set of possible Long Distance courses based on the direction of the prevailing wind that day.

Step 2 is to narrow down the set of possible courses to the 1 or 2 that are appropriate given the prevailing wind speed that day.

Step 1 is typically straightforward; Step 2 sometimes requires some judgment on the part of the PRO.

Step 1: Long Distance Course Selection - The long distance courses are provided on the AYC Long Distance Course Card. Pick a course whose first mark is closest to the direction of the average wind direction using the Current table:

Wind Dir.	RC Boat Position	Possible Courses	Comments
000 - 040	Between 5 and E	E-1 to E-5	Half way between Marks 5 & 6
040 - 090	RC discretion	RC discretion	RC can post a manually created mark sequence
090 - 120	Between 5 and J	"J" courses	Half way between Windy Point and Mark 5
100 – 140	Between 7 and 6	E-6 to E-10 or "6" courses	Half way between Mark 7 and Mark 6
140 – 180	Between 5 and 6	"4" courses	Half way between Marks 5 & 6 or 5 & E
180 – 220	Between 5 and 6	"5" courses	Middle of the lake just South of the AYC Point
220 – 280	Between A and E	"A" courses	Half way between Mark A and Mark E
240 – 300	Near mark 8	"9" courses	Near mark 8
280 – 320	Between B and 6	"B" courses	Middle of the lake across from Keller's point
320 – 360	Between 6 and 7	"D" courses	Middle of the lake across from Keller's point

1. When different classes are sailing different courses in the same waters, care must be taken that they round common marks in the same direction. Consider the problem of two fleets converging on a common marks, but rounding in opposite directions. Plan ahead!
2. If the wind is light or conditions are stormy or unstable, a course in the main body of the lake should be chosen in the event you should need to shorten the race due to safety conditions.

Step 2: Long Distance Course Length – The long distance classes should race about 3 hours. Choose a race based on each fleet’s preference, whose total distance is as follows:

Wind Speed	A Fleet	B –C Fleet	Non-Spin Fleet	Multi-hulls
Light Air (4-8 mph)	8-10 miles	5-7 miles	4-7 miles	8-10 miles
Medium Air (8-14 mph)	10-14 miles	7-10 miles	7-10 miles	10-14 miles
Heavy Air (15-25 mph)	14-18 miles	10-13 miles	10-12 miles	14-18 miles

Long Distance Course Marks - Permanent AYC marks (orange torpedo buoys), or numbered marks are used for courses chosen from the AYC Long Distance Course Card. Indicate the course by posting the course letter and number from the card.

What should you do if no Long Distance Course is appropriate? - When there is not an appropriate course on the course card, any combination of AYC permanent marks, numbered marks or large yellow inflatable tetrahedrons, may be used. **Code Flag C** is flown at the warning signal to indicate that the course to be used is not shown on the Long Distance Course Card.

1. Indicate the course using the white **marker board**, write in large, clear, thick capital letters the marks to be rounded in sequence, and indicate the finish with a small case “f”.
2. Use W, R, or L to indicate temporary marks, if needed.
3. Plain letters (not underlined) indicate marks to be left to port and **underlined letters** indicate marks to be left to **starboard**.
4. Make every attempt to review the course so that it is logical, clear and unambiguous to the competitors, and of the proper length.

11 How to Shorten Course During a Race

Shorten Course - The decision to shorten a course or abandon a race can be difficult. If you have had at least one good weather leg, and an overall “good race” until the wind became light, and failing winds have not substantially distorted the outcome, shorten. Consider abandoning and re-sailing if there never was a “good race”. Follow these guidelines when deciding to shorten the course:

1. Shorten course so that the majority of the fleet will finish within the time limit, and so that the race will have been a fair contest.
2. Estimate the distance the boats can cover before the time limit elapses. Choose a mark that the fleet should reach, in that time and plan to shorten there.
3. If the leader fails to pass a designated mark by a pre-designated time, the race should be shortened and finished at that mark.

Shorten Course Procedure –

1. The Principal Race Officer (PRO) will make the final decision about shortening course, and for which fleets it will apply. Then instruct one of the chase boats to proceed to a given mark and shorten course for a start or starts or a fleet or fleets.
2. The chase boat must get in position and anchor and hoist the signal flag S with two audible signals as the first boat in that fleet is near. The finish line will be between the mark to be rounded and the S flag on that chase boat. Specific starts or fleets may be identified by appropriate flags or displayed on a marker board. Boats will finish from the direction of the last mark. The chase boat should anchor on the same side that the boats would have rounded the mark in the absence of the shorten course signal. Marker Board in the Storage Box and should be held up showing which fleet is being shortened at that mark (not all fleet may finish at that mark).
3. The chase boat must finish the boats at that mark. This means recording the sail numbers and times of all the boats that cross the shortened course finish line (see “How to Properly Record Starts and Finishes”)

Overlapping Courses - Intermediate and Long Distance courses both can use permanent and temporary marks. Sometimes their courses will overlap (i.e., share a common permanent and/or temporary mark). In this situation, care must be taken when shortening course. Item 3 above must be followed explicitly if shortening overlapping courses.

12 How to Abandon a Race

Races should be abandoned under the following conditions:

1. Lightning is present in the racing area or weather conditions have become dangerous or unpredictable.
2. Wind goes very light after a start and the course cannot be shortened to allow completion of a race.

Other factors to consider when abandoning

1. If the wind dies and shows no sign of revival, you do not have to wait until the time limit to cancel a race. As soon as the lack of wind seriously affects the race such as to make it no contest, abandon and re-sail it, if possible.
2. If possible, a race should have at least two windward legs and one off-wind leg.
3. If the wind is making large shifts about an average direction, set the windward mark to the average direction and use it, even though one or two starts may experience reaches.

Types of Abandonment

1. Abandon and Re-sail - **Return to** the starting area (code flag **N**)
2. Abandon – **Further Signals** Ashore (code flag **N over H**)
3. Abandon – **No More** Racing Today (code flag **N over A**)

Abandon and Re-sail

- 1) This abandons the current race(s) underway but allows the race to be re-sailed.
- 2) Display only code flag **N** accompanied by three horn blasts. If only specific fleets are being abandoned, display code flag **N** and the appropriate start numbers and/or fleet flags accompanied by **three horn blasts**.
- 3) When you are ready to restart the races, drop code flag **N** accompanied by **one horn blast**.
- 4) The warning signal for the first restarted race shall be 1 minute after code flag **N** is dropped.

Abandon – Further Signals Ashore

1. This is a good choice for dealing with lighting and other dangerous weather conditions. This abandons the current race(s) underway but allows the race to be re-sailed.
2. Display only code flag **N** over code flag **H** accompanied by three horn blasts. If only specific fleets are being abandoned, display code flag **N** over code flag **H** and the appropriate start numbers and/or fleet flags accompanied by three horn blasts.

3. After returning to shore, the RC can make the determination of whether further racing will occur. If there will be more races, post the new first Warning Signal time on the Official Notice Board and display code flag **L** from the AYC flagpole accompanied by one horn blast. Make sure that you give the competitors enough time to re-launch and get back to the starting area.
4. If, after returning to shore, the RC subsequently decides that no more racing can be completed on that day, display only code flag **N** over code flag **A** from the AYC flagpole accompanied by three horn blasts. If only specific fleets are being abandoned, display code flag **N** over code flag **A** and the appropriate start numbers and/or fleet flags from the AYC flagpole accompanied by three horn blasts.

Abandon – No More Racing Today

1. This is a good choice when it is clear that no more racing will occur on that day and the RC wishes to release the competitors for the remainder of the day. ***THIS RACE SIGNAL CANNOT BE CORRECTED OR CHANGED AFTER IT IS DISPLAYED!!!!***
2. To abandon all racing, display only ***code flag N over code flag A accompanied by three horn blasts.***
3. If only specific fleets are being abandoned, display ***code flag “N” over code flag “A” and the appropriate start numbers and/or fleet flags accompanied by three horn blasts.***

Re-sailing Races

If the Sailing Instructions allow for flexibility in the race schedule, abandoned race may be re-sailed on subsequent race days. If this is the intention of the RC, this information should be posted on the Official Notice Board/Web Site and the RC should display code flag **L** from the AYC flagpole accompanied by one horn blast. This is usually a modification of the Sailing Instructions.

13 Mediation and Protest

Mediation - AYC Sailing Instructions provide for mediation prior to any protest being scheduled for a hearing. The PRC Representative should begin scheduling mediation as soon as the mediator and all parties to a protest are available.

1. Mediation is viewed as a brief meeting with a person who will review issues and applicable rules with the parties. It is intended to serve as a valuable educational experience for all parties involved.
2. As a result of mediation one or more of the parties may retire (RAF) from the race in acknowledgment of a foul, or if the mediator and all parties agree, the protest may be withdrawn.
3. During mediation if one or more of the parties realizes they infringed a Racing Rule, they may retire in acknowledgment of the foul, receiving points equal to 1 plus the number of starters. If the protest is not resolved as a result of mediation, a full protest hearing will be conducted according to Racing Rules Part 5, Section B, Hearings and Decisions.
4. The person who served as mediator will not serve on the protest committee.
5. The mediator should not discuss specifics of the incident with members of the protest committee.

Protest Committee Hearing Procedures

Prior to the hearing - The Protest Committee will review the protest form and determine whether all the requirements for a protest or redress were met. *The hearing (takes evidence and find facts)*

1. Introduce everyone. Ask both parties if there are any objections to any of the jurists.
2. Before evidence is given, question to confirm that all requirements were met (protest was hailed, flag flown at first opportunity and continued to fly at finish).
3. Have protestor describe the incident. Use diagrams or models if possible.
4. Have protested party describe the incident.
 - a. Jury should look for—is there agreement as to the facts? If not, what are the differences? Try to isolate these differences and work to determine which really happened.
2. Parties question each other in order – questions only, no statements
3. Jury questions the parties—paying particular attention to discrepancies.
4. Call witnesses one at a time
 - a. Jury opts whether the witness describes the whole incident or whether they are to respond to questions from the parties and the jury. This can save time by questioning the relevant discrepancies in the incident description. If the jury opts to question the witnesses, the jury should ask their questions first, then allow the parties to question.
5. Quick summary by both parties.

Deliberation

1. The jury lists the facts found and what supports them.
2. Determines if a rule was violated.
3. Calls in the parties and delivers the decision.

14 Helpful Phone Numbers

EMERGENCY PHONE NUMBERS – If you are faced with a medical or public safety emergency **DIAL 911**, do not rely solely on VHF Channel **16**. Other emergency phone numbers are:

- Baylor Scot & White Medical Ctr Lakeway ...512-571-5000
- Lake Travis Fire Rescue (E.S.D. No. 6)512-266-2533
- Texas Parks & Wildlife.....512-389-4800
- Poison Control Center800-222-1222
- Travis County Sheriff.....512-974-0845 (non-emergency)

LAKE TRAVIS towing companies:

- Sea Tow Central Texas512-328-4869
- Flagship Towing.....888-262-8869

LAKE TRAVIS MARINAS:

- Anderson Mill.....512-258-5771
- AYC - Office512-266-1336
- Briarcliff.....512-264-2666
- Commander's Point512-266-2333
- Crosswater512-261-5253
- Cypress Creek.....512-250-9880
- Dodd Street.....512-258-0811
- Emerald Point.....512-266-1535
- Highland Lakes512-258-9662
- Hurst Harbor512-266-1800
- Keller's Landing512-266-9771
- Lakeway Marina512-261-7511
- Marshall Ford512-266-1559
- North Shore Marina512-267-6222
- Paradise Cove.....512-266-8006
- Rivera512-250-8321
- Sail & Ski512-266-2507

Radio Operation - Radios are generally set to channel **78** (alternate channel **72**) for RC Communications. Keep conversations brief and to the point. Hail other members of the RC by identifying yourself first then who you want to talk to press the key, pause, then talk (“RC to Chase 3”).

Code Flag	Flag Name	Flag Meaning	Sound Signal	Description
	Answering Pennant	Postponement signal	2 (1 when lowered)	All races not started are postponed
	X	Individual Recall	1	One or more boats started prematurely
	First Substitute	General Recall	2 (1 when lowered)	The class is recalled for a new start
	Y	Life Jacket signal	1	PFD's to be worn while racing
	C	Change of Course	Multiple (more than 3)	Long distance course marks posted on course ladder
	I	Round-the-Ends Rule	1	Rule 30.1(c) will be in effect for this start
	L	Notice signal	1	A notice has been posted on the notice board. When signaled on the water come within hail or follow me. Out of order starts.
	N N over Start # N over Fleet	Abandonment and Re-sail	3 (1 when lowered)	All races are abandoned - further signals in the starting area
	N over H N over H over Start # N over H over Fleet	Abandonment - further signals ashore	3	All races are abandoned - further signals will be made ashore
	N over A N over A over Start # N over A over Fleet	Abandonment – no more races today	3	All races are abandoned for the day -for fleet or for start whose flag is shown.
	S over Start S over Fleet	Shorten Course	2	Finish between the mark and the Committee Boat
	Orange	Finish Station	None	Committee boat is on station at the finish line
	M	Mark signal	Multiple Repeatedly (more than 3)	Round or pass the boat or object displaying "M" instead of the mark that it replaces