



Race Management Team Reminder

Principle Race Officer



Portage Yacht Club

Definitions

Race Management Team (RM Team): The team (both Signal Boat and Service Boat) responsible for managing the race.

Principle Race Officer (PRO): The leader of the Race Management Team.

Race Committee: Appointed by the club's Board of Governors, persons who formulate all race program policy and have the ultimate responsibility for the control and quality of race management. The Race Committee chair may sometimes need to act on the Committee's behalf.

Briefer: A member of the Race Committee assigned to review procedures and duties on each race day.

Know Your Responsibilities

1. SHOW UP ON TIME!

- Signal Boat Assistant.** You must provide a capable as an assistant who is capable of the required duties such as scoring, setting course, etc.
- Racing Timer.** You must bring a racing timer to use with the club provided Pro-Start timer.
- Cell Phone.** You are encouraged to bring a cell phone programmed to call 911 and PYC's phone (426-4155).
- Briefing.** You and your assistant *must* attend the Briefing held one hour before the start of the first race of the day. On multi-race days, all RM Teams must attend this one briefing. Course selection and set-up and use of equipment will be discussed. You can schedule boat handling practice ahead of time with Tom Ehman (734-426-4155 or te@chartermi.net), as mutually arranged. Remember, even on the water, the ultimate responsibility and authority to manage races continues to lie with the PYC Race Committee and its Chair. This includes but is not limited to Abandonment, Postponement and selecting the course or starting line.
- Race Guidance.** Guidance will be provided by the Briefer at the Briefing but do not plan to learn to run a race at that time.
- The Briefing must start on time.** Lateness is inconsiderate of the Briefer, it irritates your fellow sailors; and it compromises the quality of the race. **Remember, appear one hour before the first race for Briefing. On a multi-race day, all race management teams must attend this one Briefing.**
- Practice Start.** When weather and wind conditions permit, you are requested to have at least (1) practice start during the 20 minutes before the scheduled Warning Signal of the first race of the day. Do not use shapes for practice races.
- Protests.** If there are protests, the race management team shall serve as two-thirds of the Protest Committee.

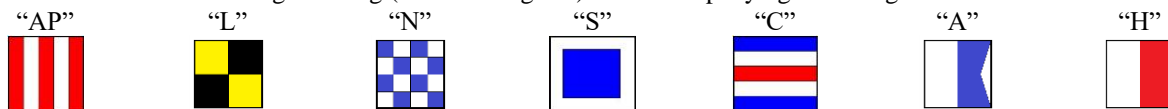
Know the Sailing Instructions

Review the PYC Sailing Instructions carefully, in particular Rules, Marks, Race Course, Starting & Finishing Lines, Signals, Individual and General Recalls, Time Limits, and Rules 28.1 (Mercy Rule) and 33 modifications. Time limits are a "maximum misery index" and you may elect to Abandon a race in less time than noted in Time Limits.

General Recall: Rule 29.2 is modified in that following a General Recall the next Starting Signal will be made 5 minutes (3 minutes for Tuesday Silver Series) from the previous Starting Signal. First Substitute shall not be displayed, Instead the recalled fleet's class flag (Warning Signal) will be re-hoisted immediately with two sounds.

Know the Signals

Be familiar with the code flag meaning (see Race Signals) and accompanying sound signal for:



Know the Procedures

Setting the Course and Starting Line

- Get out on the course early. Determine mean wind direction and amount of veering or backing. Determine wind strength as a guide to number and length of legs of the course.
- Determine the course, prepare the course board. Minimum course is defined in the Sailing Instructions. When in doubt, make the course longer than should be needed; you can shorten but never lengthen a course once the race is underway. Post course no later than Warning Signal (Rule 27).
- Hook the class Warning shapes to the outboard halyard away from starting line. Hook the Preparatory shape to the outboard halyard next to starting line. Use other halyards for "AP" and "L" if needed.
- Setting the starting line is your most important job. Poor starting lines cause rules infractions and protests, and they produce General Recalls. Locate the line where there is enough water depth for centerboards, and other boat traffic is not

blocked. Set the line, at the worst, square to the wind, and at best, slightly port favored, with the Signal Boat normally recommended to be at the starboard end. To decide length, multiply the number of boats in the largest starting group by 20 feet.

5. Move Signal Boat forward of chosen line to drop anchor so when scope is out it will be in proper position; use ample scope. Instruct service boat where to drop starting mark. Strive for a perfect line but do not insist on it to the detriment of getting a race off. You might ask a skipper to shoot head to wind or sail close-hauled to help assess the line.
6. If you want to change the course after the Warning Signal or the starting line after the Preparatory Signal, you must first signal Postpone. The next Warning Signal shall be one minute after 'AP' is lowered, so start the Pro-Start timer 40 seconds after the Postpone Signal is lowered.

Postpone and Abandon

1. Read the definitions of Postpone, Abandon, and Rule 27.
2. The Race Committee prescribes the races shall be Abandoned or Postponed for all classes when:
 1. Winds are above a steady 20 mph or gusts are above 25 mph; or
 2. There is lightening in the vicinity; or
 3. Severe weather appears imminent
3. If the race must be Postponed because of any of the above or too little wind, attempt to signal before the boats are on the lake.
4. If the first race of the day is Postponed, the Race Committee will make a decision on the running of that race by 1550 hours on weekends and for weeknights, no later than 1900 in September.
5. When from shore, in addition to displaying either of these signals, the sound signal shall be made with the VHF radio tuned to channel 72 and transmitting said sounds. Then announce twice "the race is...." before ending transmission.

The Start

1. **Gold and Silver Series Thursday Races:** Start your yachting timer 5 minutes before the first Warning Signal and the Pro-Start 20 seconds before the time for the first Warning Signal. **Silver Series Tuesday Races:** Start your yachting timer 3 minutes before the first Warning Signal and give four short beeps with the manual horn button 20 seconds before the first Warning Signal. **Do not use the Pro-Start.** Hoist the Warning Signal on time, or Postpone. You may not start early. In addition, the Sailing Instructions state that for the Gold or Silver Series and the Race Managers shall not display the Warning Signal less than 15 minutes from leaving their mooring. Be attentive to the timing sequence; it is easier to avoid timing errors than to correct them.
2. Do not hail, "all clear," at the Start, it may be misunderstood. Hail on course side (OCS) starters promptly by digits only (example) one-three-eight-zero. Be prepared to hail (example) "one-three-eight-zero clear" to starter when no longer OCS as a courtesy.
3. Note our Sailing Instructions modify the Recall procedure. If you can't identify OCS's, execute General Recall.

The Race

1. If a mark drifts, attempt to put it back if you can without changing the outcome of the race for boats yet to round. If that is not possible, set a new mark in the correct place, and then pick up the misplaced mark.
2. **Time Limits.** Read Rule 35 and the Sailing Instruction's Time Limit provisions. Maximum limits must be strictly enforced. **Your cell phone can be used to record the times of each leg of the course and the overall race time.**
3. Be alert throughout the race to developing problems (dying wind, storms) that might require shortening course or abandoning the race, so you can decide with enough time for proper procedures.
4. **Sound Signals.** When displaying a visual signal, the purpose of a sound signal is to call attention to that visual signal. Therefore, the sound signal's duration or when made should attempt to fulfill this mission.
5. When long courses are set, after the last start it is helpful to bring the course board back inside the Signal Boat so as the leading yacht passes you, you remove the course markers and that way you don't lose track of the race progress.
5. **Finish Line.** Set finish line well in advance, and set Blue Shape when you are on station. Set a short line (30-40 yards), perpendicular to the last leg of the course.
6. Make a sound signal for the first boat to finish in each class. Call the others as they finish. Also note requirements for the first race last-boat-finish of back-to-back race scheduled races.
7. Record Signal Boat docking time for last race of the day. The Signal Boat must come to its berth between races and make a "dit-dit-dit-dah" (Morse Code 'V') sound signal. After the final race of the day hold a Protest Committee hearing if anyone has indicated an intent to protest without arbitration. Select a third protest committee member from the Arbitration & Protest Committee Supplemental Pool.

Make-Up Races

The Sailing Instructions provide for make-up races on Labor Day and the second Sunday after. If you are assigned on that date, you are obliged to manage on that day.

REMINDER: Four sharp blasts from competitor's whistle indicates they are in need of emergency assistance!