

**PRSA GUIDELINES TO
RUNNING RACE
COMMITTEE ON THE
POTOMAC RIVER**

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1. SAFETY, RUNNING RACES, AND CAPSIZED BOATS

Priorities for the PRO and the race committee team:

1. Safety of people
2. Running races
3. Saving capsized boats
4. Going to the party

The following guidelines are by no means exhaustive. Nor do they deal with the myriad of variations that come up in real situations. They are intended to help the PRO think about using the available resources to meet the above priorities.

SAFETY OF PEOPLE

If a boat capsizes or otherwise people are in the water, a rescue boat should get over to it and make sure all the people are all right. It should find out if there are any injured or cold people who need or want to get out of the water and on the RC boat.

A few obvious things to remember about people safety:

- ⚡ Account for everyone and get any injured or cold people on the RC boat.
- ⚡ If any or all of the crew want to stay with their boat the RC boat should ask them to put on life jackets, especially if the RC boat needs to move on to check on another capsized boat.
- ⚡ People should know that it is safer to stay with their boat until a rescue boat is ready to pick them up than to try to swim away.
- ⚡ If a person wants to leave the boat and climb aboard the rescue boat, make sure they do not have far to swim. They may be more tired and cold than they know. If they don't have a life jacket, throw a cushion to them.
- ⚡ People tire and lose judgment very quickly in cold water. Try to make sure the people are coherent. If they aren't they may be suffering from hypothermia. Demand that they get out of the water.

RUNNING RACES

Once the safety of people is taken care of, the race committee's next priority is to get the races started or completed. Rescuing the capsized boats can wait until the resources are available.

CAPSIZED BOATS

A few obvious things about helping capsized boats:

SELF RESCUING BOATS

- ⚡ Many boats are self-rescuing. However, within the same class -- Lightnings, for example—some are self-rescuing and some are not.
- ⚡ The skipper and crew of a self-rescuing boat may want to recover without outside help and continue racing. That is the skipper's decision. However, ask them to put on their life jackets and keep an eye on them, especially if the water is cold.

NON-SELF RESCUING BOATS OR BOATS WHOSE CREW ARE COLD OR INJURED

- ⚡ If the boat is not self-rescuing, it will need to be righted and eventually towed to shore.
- ⚡ Helping right a capsized boat uses a significant amount of the rescue boat's time. Towing it to shore uses even more. That takes resources away from running races.
- ⚡ The PRO must balance priorities 2 and 3 and decide just how much help to give the capsized boat.

For example, if racing is not underway then the PRO must decide if he has enough boats to set the course and get the racing started. While people safety comes first, rescuing the capsized boat may have to wait until later if the RC boats are needed to start the racing.

However, if the PRO believes there are sufficient RC boats to start and run the races, then the rescue boat might spend up to 20 minutes helping the skipper and crew right their boat. At that stage, the boat should be anchored and left to be rescued later. It is unlikely there is enough time or extra rescue boats to tow the boat to shore. Furthermore, that is the PRO's decision to make. Neither the skipper of the capsized boat nor the captain of the rescue boat should make that decision.

A capsized boat may suffer damage, but preventing that damage is a lower priority than running races and paying for that damage is what the boat owner's insurance is for.

PRINCIPLES FOR HELPING CAPSIZED BOATS

- ⚠ Approach from downwind to avoid drifting down on the boat or people in the water. While doing so, it is friendly to pick up stuff in the water that may be drifting downwind.

If the boat is not turtled but the crew is having trouble righting their boat,

- ⚠ Approach from downwind to avoid drifting down on the boat or people in the water. While doing so, it is friendly to pick up stuff in the water that may be drifting downwind.
- ⚠ Tow the boat very slowly into the wind. This should make it easier to bring up because the wind should get under the sail.
- ⚠ Once the boat is up, continue to tow slowly into the wind to help stabilize the boat while the crew gets in and drops sail.
- ⚠ Once the crew has partially bailed the boat, they should be able to complete the job on their own.

If the boat is turtled and the boat has a backstay:

- ⚠ Attach a line with carabineer and a weight to the backstay and let it drop to the bottom or top of the mast.
- ⚠ Then from a distance greater than the height of the mast, slowly pull on the line to raise the mast tip to the surface.

If the boat is turtled and does not have a backstay, there are a couple of options:

- ⚠ Tow the boat upside down (and slowly) to shallow water.
- ⚠ Tow it with a line through the bow eye and around the mast.
- ⚠ Tow it so that the tip of the mast drags across the mud and doesn't dig into it. It helps to have someone on the boat and tilting it so this works.
- ⚠ Once in shallow water the mast can be walked up.

Alternatively,

- ⚠ Put a line over the boat and tie it to a shroud or mast so the boat can be towed sideways and up.
- ⚠ The direction of the tow is critical. If the water is very deep, then it is probably better to tow the boat downwind. The wind will be in the same direction as the tow.
- ⚠ If the mast is downwind and digging deeper into the mud as the wind pushes the boat further downwind, then it needs to be towed upwind.

If the crew of the boat is cold or injured and a member of the RC team or another sailor agrees to rescue the boat, it would be very helpful if those people had a wetsuit to wear.

SAFETY EQUIPMENT: LIFE JACKETS, FIRST AID, TOW LINES

On the Bayliner Trophy (Black Swan) the First Aid Kit is in the cabin. Life Jackets are there also. On the Robalo (Signet), the First Aid Kit is in the compartment under the steering wheel. Life Jackets are under the helmsperson's seat, and also in a white, zippered, square bag. You must carry a life jacket for each hand and a spare one for each boat. Each boat must also carry a throwable floatation device. (It's the Law.) Don't leave the dock without one in each boat.

During the races keep a sharp eye out for capsized or broken down boats at extreme ends of the course. One of the powerboats should follow (or tow!) in the last sailboat after the last race.

GOING TO THE PARTY

If boats had to be left while the races were completed, the RC coordinates efforts to rescue these boats before quitting work for the day. Frank Gallagher tells a story of a regatta in which many boats capsized and were left anchored while the crew warmed up and the races were completed. Unfortunately, at the end of the races, the RC docked their boats and went to the party and left the capsized boats in the water overnight. Fortunately, the boats were found and rescued the next day without problems.

2. RUNNING THE RACES -- RACE COMMITTEE JOBS

This is a quick primer on how to run race committee. Let Nabeel know what else should be covered here.

We recommend 3 or 4 people on the RC boat – the Black Swan (Bayliner Trophy) -- and 2 on the mark boat -- Signet (Robalo) -- and 1 on the Ugly Duckling rescue boat (Whaler).

The primary job of all the boats is to go to the aid of sailors and boats in trouble or danger. After that these are the key positions and their responsibilities:

1. Principal Race Officer, line sighter, and wind reader
 - a. Makes key decisions about when to start the races and where to place marks.
 - b. Calls the numbers of over early boats at the start.
 - c. Decides when a general recall is necessary.
 - d. Calls the numbers of the finishers. Tip: In a crowd, call off the last two numbers only or prefix with a letter. For example, A-26 for Albacore 8026 and L-96 for Lightning 14096.
2. Timer and Sounder (may also be combined with Signal Officer function)
 - a. Operates OLLIE,
 - b. Pushes manual horn button for special flags,
 - c. Tells the signal officer what is coming up next, and
 - d. Counts down to those.
3. Signal officer (flag person)
 - a. Keeps track of the needed flags. At a minimum find the RC flag (to mark the start and finish line), class flags for those competing that day, the P-flag (prep signal), the X flag (over early), the first substitute pennant (general recall), and the Dr. Suess flag (postponement).
 - b. VERY IMPORTANT. Raises class flags and prep flags at exactly the right time. Must listen to and know what the Ollie is doing with help from the Timer.
 - c. Raises postponement, over early, and general recall flags when asked to be PRO.
4. Recorder
 - a. Checks in boats. Boats are supposed to sail by and give their name. We need names for posting the results because people change their

sail numbers. Announce this at the skipper's meeting. Have the mark or rescue boat chase down sailors who don't check in (if time allows).

- b. Records numbers of over early boats as they are called off by the PRO and scratches them off as they return to the pre-start side of the line.
- c. Records finish order. Do not separate the different types of boats. One list with all boats for each race. See sample in green notebook.
- d. Writes down wind directions. The wind is shifty on the river. Only by recording its direction over a 20- or 30-minute period can you begin to get a sense of the median direction need to set up the marks.

The mark boat brings out the marks, drops them in approximate positions and goes to the area of the windward mark to take wind readings and wait for further instruction from the RC. (The mark boat can also perform the functions of the rescue boat below, but it will take longer to set up and start the races.)

The two people on the mark boat – the Signet -- are:

1. Mark boat driver and VHF operator (use VHF channel 68)
2. Mark boat wind reader and mark puller / dragger.

The mark boat spends most of its time at the windward mark. Its job is to:

- a. Take wind readings every few minutes. This way they are able to warn the PRO of a changing wind pattern before the PRO sees it.
- b. Move the windward and reach marks if necessary.

The job of the rescue boat (whaler) is to:

- a. Communicate with PRO using the handheld VHF on channel 68.
- b. Move start and finish pins. TIP: to accurately place the pin, the PRO decides on the median wind direction (180, for example). That means the pin needs to be at 90 to 95 (slight pin favored is typical). Using a compass (bring your own), the PRO sights at 90 to 95 degrees and holds arm up in the air. Meanwhile, the rescue or mark boat drags the pin upwind behind the boat by holding onto the pin's anchor. When the PRO sees the mark at the proper position, he/she drops their arm and the rescue or mark point drops the anchor. The pin will stay in the proper place.
- c. Move the leeward mark when instructed by the PRO.

3. MARKS

You should find three large **orange** cylinder shaped marks with the APS logo and two smaller tomato shaped marks in the cabin of the Black Swan (Bayliner). There are also two MONSTER **yellow** marks in dark blue storage bags. Don't use these unless you need one for a "change of course."

You should also find an electric inflator there. The inflator can be connected to the battery on either the Black Swan or the Signet (Robalo) to inflate the marks. (Unfortunately, we don't have a back up yet. I hope you don't need it. If you do, the smaller hippity-hops in the whaler are your best bet.)

You should find ground tack in a large plastic storage container. Tie these onto the marks once they are inflated.

On most days, you will only need the 3 large orange cylinder marks. Use these for windward, reach (optional), and leeward marks.

On a day with many boats, you might use the two smaller tomato marks for a leeward gate. They should be about 120 feet apart on a line perpendicular to the course.

The start and finish pins are on the Robalo. The start pin has a red flag on top covered with a short section of PVC tube to keep it from fading in the sun. The finish pin has a blue flag on top also covered by a short PVC tube. Please re-cover the flags at the end of the day.

Use the Signet (Robalo) to take the marks up river and to drop them in approximately the right position. The Robalo and whaler can later adjust their positions according to the wishes of the PRO.

The best way to position the pins is to drag them by their ground tackle behind the boat as you go slowly upwind. When the PRO feels the pin is in the correct position, he signals with a hand gesture and the ground tackle is dropped into the water.

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4. STARTING THE RC BOATS

Black Swan (the new Bayliner Trophy)

- ⚠ IMPORTANT! Turn on blower (a toggle switch next to steering wheel.)
- ⚠ Open engine cover (an extra precaution)
- ⚠ Lower drive into water (you can hear when it reaches its limit)
- ⚠ Close engine cover (after about a minute)
- ⚠ Make sure gear shift/throttle control is in neutral (vertical)
- ⚠ Turn key (engine should start just like a car)

NOTE: There are jumper cables in the cabin of the Black Swan that can be used to jump the Robalo or vice versa.

Signet (the Robalo)

- ⚠ Unplug yellow shore power cable and put safely on dock.
- ⚠ Lower engine into water (go through both the fast and slow stages).
- ⚠ Check oil tank in the engine. It needs to be within a few inches of the top.
- ⚠ Pump black bulb on the starboard side of the stern until is full of fuel. (You may need to pump it 20 or more times).
- ⚠ Pull throttle handle into neutral (leaning pretty far back)



- ⚠ Pull throttle handle out to the left (if you can't you aren't in neutral)



- ✘ Push throttle handle forward (you are now in neutral but with some throttle applied).
- ✘ Put red cap over the bottom of the two round knobs next to throttle-gear shift (this is the safety kill switch)



- ✘ Push down on the round knob above the safety (this engages the choke).
- ✘ Simultaneously, turn this knob clockwise (this cranks the engine).
- ✘ When the engine fires up, run the engine at a fast idle for a little bit and then adjust the throttle to a comfortable speed.
- ✘ If the engine will not start, take off the engine cover (lift the little knob inside the handhold on the front to get the front to release) and spray some starting fluid into holes of black plastic air box and quickly try to start again.
- ✘ Let the engine run for a few minutes before leaving the dock.

NOTE: Check the oil because a starting problem may be due to a safety switch in the oil tank. Extra oil is below the skipper's seat. So is the starter fluid.

The 15 ft center console whaler with Suzuki engine

- ✘ Check fuel quantity in the attached tank. If you have to refill, note that the Suzuki engine injects oil, so fuel is pure gasoline.
- ✘ Pump the black bulb until full of fuel.
- ✘ Pull the choke out on the engine. The push to choke feature on the ignition switch does not work.
- ✘ Make sure the throttle/gear control lever is vertical so the engine is in neutral.
- ✘ Raise the fast idle lever up as high as it will go. (If the throttle/gear control is not in neutral, it will not come up).
- ✘ Turn ignition key. It should crank like a car and the engine should start.
- ✘ When the engine starts, push the choke back in.
- ✘ Use the fast idle lever to keep the engine at a fast idle.
- ✘ To move forward, push the fast idle lever down and **promptly** push the throttle/gear control lever forward (must push in red button under handle to unlock the lever) and push it beyond 45 degrees forward. Otherwise, the engine is likely to stall.

Ugly Ducking (Whaler) -- the 13 ft whaler with Yamaha engine –

- ❖ Check fuel quantity in the attached tank. If you have to refuel the Whaler, remember to add oil in a 100:1 mixture.
- ❖ Make sure red clip is attached to kill switch.
- ❖ Pump the black bulb until full of fuel.
- ❖ Twist the throttle open to half to full throttle position.
- ❖ Pull choke out.
- ❖ Pull once, pull twice.
- ❖ If the engine sputters very quickly push choke off and twist the throttle.
- ❖ If the engine dies, leave choke off and pull again (it is easy to use too much choke.)

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5. PRSA POWERBOAT OPERATING INSTRUCTIONS (PRE BAYLINER)

I. Safety

Safety is your first priority.

On the Bayliner Trophy (Black Swan) the First Aid Kit is in the cabin. Life Jackets are there also. On the Robalo (Signet), the First Aid Kit is in the compartment under the steering wheel. Life Jackets are under the helmsperson's seat, and also in a white, zippered, square bag. You must carry a life jacket for each hand and a spare one for each boat. Each boat must also carry a throwable floatation device. (It's the Law.) Don't leave the dock without one in each boat.

During the races keep a sharp eye out for capsized or broken down boats at extreme ends of the course. One of the powerboats should follow (or tow!) in the last sailboat after the last race.

II. Fuel

Someone on the PRSA Executive Board is responsible for filling the internal tanks on the Black Swan and the Signet. We no longer will use external tanks on these boats.

The Ugly Ducking (Whaler) is powered by the Yamaha engine and requires 4oz (one half pint) of two-cycle oil in each five and one-half gallon can. Any gas already on this boat has been mixed. For these tanks, mix in the oil at the gas station or on land and over gravel. Don't try it on the pier or boat.

III. Starting and Operating the Outboard Engines

1. Keys

Keys are in PRSA shed at eye level on right. The black Suzuki ignition key and maroon emergency stop key for the Signet don't look like keys at all. They resemble bottle caps and are connected to a cork ball.

2. Drain plugs

First hand on board the Signet should make sure the drain plugs are in the transom holes at the waterline. **DO NOT FORGET TO INSTALL THE DRAIN PLUGS.**

3. Keys and Power

The ignition and emergency stop keys on the Robalo are fitted onto push-button fixtures on a 2"x4" black rectangle on the dashboard, to the right of the throttle control lever. Push the caps over the fixtures. Line up the white line at "one o'clock +" and they snap in. Black ignition goes on the top, maroon emergency on the bottom. Ignition key position is critical. The key may not turn, and will not start, if not at the proper angle. (You may have to play with this and we're looking for an effective, permanent way to mark the right position.) The ignition key works like a car key: one click forward or clockwise for power, a second click or notch to engage the starter. Don't start the motor just yet. Turn the key one notch for electrical power. Check the main fuel and voltage meter.

4. Bilge pumps

Check the bilge pump switches on the Robalo (behind the sliding panel under the console) to insure both bilge pumps are on.

5. Engine tilt and trim

Lower the Signet's engine into the water. If the engine isn't already down, grasp the throttle control lever handle with your right hand and feel the rocker switch with your index finger on the under side of the handle. Depress the left wing of the rocker switch and continue holding it down until the engine is all the way down. (The motor continues but its sound changes pitch when the engine is down and in place.)

6. Oil

Check the oil on the Suzuki engine by opening the six-inch rectangular door on top of the engine. Remove the black cap then the screw cap. There's no dipstick, but check the level to see that it is no farther than five and no closer than three inches from the top. Add two-cycle oil if necessary.

7. Shore Power

The Signet is plugged into shore power. Shut off the circuit breaker on the shore power pedestal before unplugging the shore power cable. Disconnect the yellow power line. This wire is hot. Avoid the water. (The power line is stowed flat on the dock, pointing away from shore while you are away.)

The Glastron's bilge pump is connected to the Robalo's battery with a white wire. Unclip them before starting. Coil them up and leave them on the Glastron while under way, and re-clip on returning. Check to make sure that the hot shore power cable is safely on the dock, not touching water.

8. Fuel Line

On the Signet, the main fuel line for the internal tanks is a black hose connected to a white fuel filter on the starboard side of the transom. It crosses to the port side of the engine where you plug it in. Squeeze the pump bulb till it is hard.

9. Starting

1. Check that the boat is still tied to the dock.
2. Dis-engage the clutch: Set the throttle control handle at point A and push the lever arm assembly to the right. It will stop at about a quarter of an inch. Move the arm up slightly to disengage the gears. Now the throttle control handle is pointing up, for fast idle, between 45 and 75 degrees, toward the sky. (This is shown angle "A" in the drawing above.)
3. Ignition: Insure red emergency stop key is in place on the Robalo. Push the ignition key down while turning to right. Pushing down on the key chokes the engine. Do not crack the engine for more than 20 seconds.
4. When engine starts, stop pushing the key in to release the choke, and quickly move the fast idle lever down 30 degrees. Let the engine idle then lower the fast-idle lever a bit more. After a minute lower it all the way, so that it points between your chest and belt-level – above horizontal.
5. If engine does not start, wait one minute and repeat steps 3 and 4 again as necessary. Follow steps 2 - 5 every time you start the engine.
6. When the engine is warm, move control lever to Point A again, allowing the throttle lever to snap back to the left and engage the gears. Pushing it forward toward the windshield will engage the forward gears and throttle. Pulling it toward your chest and far down will engage reverse gear and throttle. On take off, nudge the lever into gear gently before throttling up, as you don't one anything (or anyone!) going over the stern.

IV. On the River

Check the bilge pump switches on the Robalo (behind the sliding panel under the console) to insure both bilge pumps are on.

Untie the mooring lines and proceed ahead slowly 3 feet by hand. Lead the cross-bow mooring line around the mast steering station and back to a cleat on the rear of the floating dock. Proceed ahead 8 feet by hand. If all clear, proceed ahead at dead slow. Obey the NO WAKE zones getting in and out of the cove.

While operating the powerboats keep most of the weight forward of the helm and stay in the channel.

When you return, stow the boats and gear as you found them or better.

Using the course board. Use the shock cords at the board edges to secure the cards. (The cards will sink if they fall out!)

Don't run out of gas. Re-fuel by the Whaler by changing tanks between races to avoid running out of gas on the way home or sooner. Switch tanks while the engines are running. Pump the bulbs ASAP.

Use this as a Check-Off list. Many will find it helpful to have someone read these instructions aloud as the Race Committee sets up, and (in reverse order) upon returning.

Help us to improve these instructions. If you find a way to improve this check sheet, get your suggestions to Steve Kistler (703) 683-0929.

6. TOPICS FOR SKIPPER'S MEETING

- ⚡ Announce that you have membership applications for skippers **AND crew**. We need the dues.
- ⚡ **Go over tide and wind forecast.** If it is a heavy wind day, you might remind the skippers that wearing PFDs is a good idea and what the flag looks like that **REQUIRES** PFDs. If it is a light wind day, you might suggest they get started early. You might also discuss under what circumstances you would or would not shorten course.
- ⚡ **Checking in:** Remind skippers to check-in by sailing by the RC boat and hailing their name. We need names because people buy used sails and don't change their sail numbers. Skippers should also let you know when they are going home early.
- ⚡ **Towing Boats** -- If it is a light wind day decide whether to offer to tow boats and what the time deadlines are. For example, announce that you'll tow those in the water and ready to go at 10:30 but then wait until 10:40.
- ⚡ **Fourth race?** – get the sense of whether sailors would be interested in a fourth race. I recommend this for beautiful days or days when the races end up being 30 minutes or less for the lead boat.
- ⚡ **Starting on time** – you are not allowed to wait for late boats to get there. Let skippers know that you intend to start on time.
- ⚡ **Key items from the sailing instructions** – I consider them to be fairly standard but you might mention that ...

The start line has red flag on pin. Finish line has blue flag on pin.

Tell skippers that the Sailing Instructions don't require you to hail the sail numbers of over early boats and that the RC will focus on their primary responsibilities first and may not get to calling sail numbers. So, if sailors hear a blast after the start and look back to see the X-ray flag go up, they need to make their own judgment of whether they were over early or not.

- ⚡ **Key items from the sailing instructions** – I consider them to be fairly standard but you might mention that you have a few copies of the sailing instructions for new boats (Skippers who have received them in earlier weeks should not need them.)
- ⚡ **Check-In sheet:** – see an example on the next page.

7. SETTING AND CHOOSING A COURSE

Start Line

The start line should be 1 to 1.5 times the length of the largest class stacked end to end. So if there are 10 Lightnings. The line should be between 190 and 285 feet long. Otherwise, you are likely to get boats pushing each other over the line early and you may be forced to issue general recalls because of all the hidden over early boats.

The RC boat normally establishes the starboard end of the line and the pin with the red flag on top establishes the port end. When calling boats over early remember that the pin has width and the windward or course side edge of the pin is the start line.

Finish Line

The finish line can be much shorter than the start line. The pin with the blue flag is generally the starboard end of the finish line and the RC boat is the port end.

Wind-Leeward Leg

The windward to leeward mark leg should be as long as can be laid out that day -- up to a mile. However, make sure the course does not extend into the channel. Our marine activity permits that we get from the marine police do not allow us to interfere with channel traffic at all. Study the chart below.

Number of Laps

The race should take about 40 to 45 minutes for, say, the number 3 finisher. Keep track of the length of the race for the #3 boat and adjust the length of the course in subsequent races by adding or subtracting laps.

Type of Lap

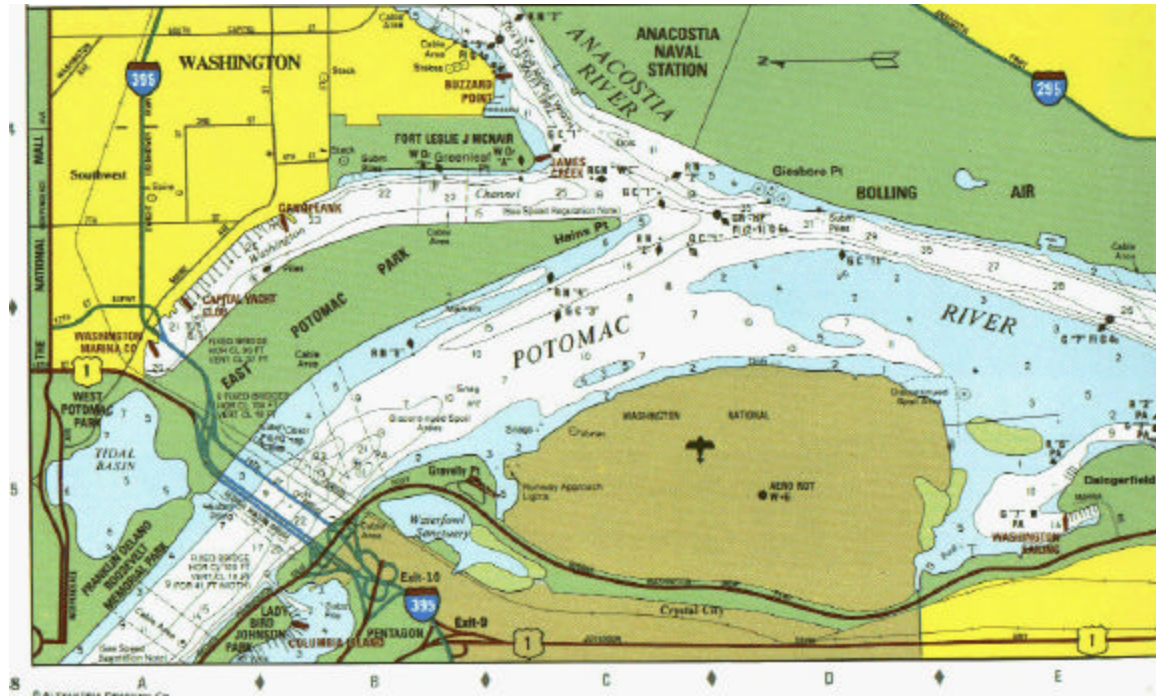
All classes like windward - leeward courses because they are more tactical.

On a big wind day, reaching legs help reduce the number of capsizes and gives the competitors a chance to see if they can get their boat planning before their competitor does.

A triangle on the first lap helps keep boats out of the starting area when you are still starting the classes. It is also keep boats rounding the windward mark clear of those coming in just beneath the port layline. On later laps, the fleet is more spread out and this is less of a problem.

Our Sailing Area

North is left



8. OPERATING THE OLLIE RACE START MACHINE

Using this machine is very simple and will insure that you have loud and clear signals at the correct times. However, you need to know a few things about its operation so that you can raise and lower the flags correctly. **Remember it is the flags that indicate the official time, not the Ollie, so the signal officer (flag person) needs to SMARTLY raise or lower the flag at the precise time.**

Inside, the machine has a little toggle switch with three settings: 1) dinghy, 2) short dinghy, and 3) rule 26. It should be on the rule 26 setting. This is the 5-4-1-Go system.

Outside, the machine has a black button and a toggle switch:

- ⚡ The black button is used to manually sound the horn. You need this when you raise and lower special flags like the postponement flag, the over-early flag, and the general recall flag.
- ⚡ The toggle switch is what you flip to begin the starting sequence. Note that when on the rule 26 setting, the machine signals back-to-back starts by rolling one 5-minute sequence into another.

The machine makes loud horn blasts for the competitors to hear and “internal beeps” for the RC to hear so that they know what is coming up.

For the competitors, the machine first makes 5 “wake-up” blasts that begin 10 seconds before the FIRST 5-minute warning blast. **(A mistake for the signal officer to avoid is to raise the flag or to appear to begin to raise the flag when the 5 wake-up blasts begin.)** The machine then makes a blast at 4 minutes for the prep signal, a long blast at 1 minute when the prep signal comes down, and a blast at 0 for the start and the next class’ warning.

When you turn on the machine it immediately begins counting down with beeps from 10 seconds to the beginning of the wake-up blasts. At the end of the 5 wake-up blasts, it begins counting down with beeps from 5 seconds to the 5-minute-warning blast. It is important for the Timer to count down out loud with the machine. 5-4-3-2-1-Class flag up. Notice that the whole process from turning on the machine to the first warning blast takes 20 seconds: 10 for countdown to beginning of wake-up blasts, 5 for the wake-up blasts themselves, and 5 for countdown to the first warning blast.

Before each upcoming signal at 4, 1, and 0 minutes, the machine gives the following get ready beeps to the RC:

- ⚡ 30 seconds before: 3 short beeps (The Timer should say out loud: 30 seconds until such and such.)

⚡ 20 seconds before: 2 short beeps

⚡ 10 seconds before: 1 short beep

⚡ Last 5 seconds: 1 beep per second (The Timer should count down with the machine 5, 4, 3, 2, 1, such and such flag up or down)

After all the classes have started, turn the machine off (by the toggle switch).

You can use the **manual horn button at any time**. The machine can be in a starting sequence or not.

9. POSTPONEMENTS: MISTAKES OR NOT READY AT THE SCHEDULED START TIME

If you make a mistake in the middle of a starting sequence and you think the sailors will be confused, you can postpone and start over. If the wind dies or fails to come back, you can postpone and start over. To postpone, raise the Dr. Sues flag (postponement) with **TWO MANUAL BLASTS**.

Also, postpone if 11:25 comes and you aren't ready to start the sequence.

When you are ready to start again, lower the postponement with **ONE MANUAL BLAST**, look at your watch, wait 40 seconds and turn on the Ollie. (Technically, the warning is supposed to begin 1 minute after the postponement is dropped, but don't worry about this. No one will be confused if it is .5 or 1.5 minutes after.)

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10. OVER EARLY AND GENERAL RECALL

If one or more boats are over early, the PRO asks the signal officer and timer to **raise the over-early flag with ONE very clear -- one to two second long -- manual blast**. If after some time, the PRO can't figure out who the over early boats were, then he might ask the signal officer to **raise the general recall flag with TWO clear blasts**. In my opinion, these **sound signals** are very important because competitors are not likely to look back at the committee boat to see which flags were raised, but to listen for the sound signals. Nothing is worse for a competitor than not hearing that signal.

Drop the over-early (X-ray) flag after everybody who was over early comes back or 4 minutes, whichever comes first. NO SOUND. (Do NOT dip flag for returning boats as they clear the line as some RCs have done.)

Or if you had issued a general recall, follow the same procedure as with the postponement flag, that is, when you are ready to begin the start sequence again, drop the general recall flag with ONE SOUND, look at watch, wait 40 seconds, turn on Ollie.

ALTERNATIVELY, the sailing instructions might call for the recalled class to be sent to the "back of the line". In this case, let the start sequence for the next class continue and drop the general recall flag with ONE SOUND when you think everybody in the recalled class got the message.

If you want to follow this procedure, you could announce it at the skipper's meeting and pin a note to that effect on the bulletin board that, in effect, changes the sailing instructions.

PHILOSOPHY:

Don't call numbers of over early boats. The rules don't require it and it is hard enough to do what the rules do require: 1) clearly sound the horn and get the X-ray flag up promptly, 2) identify the sail numbers of all the offending boats, 3) keep track of whether the offending boats properly return to the pre-start side of the line. Furthermore, if boats at the pin end are masked by other sails you might be talking to the RC person on the whaler to find out how many and who.

I also feel that calling numbers doesn't help the racers that much because it is very very hard to hear your number, it is easy for the RC to scramble the numbers (especially those 5 and 6 digit ones) which then causes confusion (and, later, anger).

If you do decide to call numbers, you have got to do so in a **FAIR** way. To me this means being willing to chase a boat in the whaler who hasn't heard their number being called.

TIP: When the PRO is calling sail numbers to the Recorder, he might just use the last 2 or 3 digits. For example, "OCS boats are 019, 187, 717 " or simply "OCS 19, 87, 17." Then "19 clear, 17 clear." If the PRO calls out long numbers, the last and most crucial ones are always the ones that get messed up, e.g. 14019, 14187, 14096.

11. SHORTENING COURSE

If you want to shorten course, because, for example, you see new wind coming and you want to end this race and get a new and fairer race started, you can do it at the windward mark or at the leeward mark. Just station a boat to the right of the mark and have it **raise an S-flag with TWO SOUNDS. (There is no need to warn the sailors at the previous mark.)**

You cannot shorten course in the middle of the course where the start and finish pins are located.

If you are using a leeward GATE, you cannot shorten course there, unless you discuss what you want boats to do at the skipper's meeting and pin a note to the bulletin board. The reason is that if you station your boat to the right of the gate and raise the S-flag, by the rules boats should finish between you and the nearby mark. Many boats, however, will not know the rules and will go through the gate.

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Instructions: List the boats in order, regardless of class, down the column and continue to the second column. Use C, L, H, M, I, A to indicate Cat, Lightning, Hampton, Mobjack, Interlake, Albacore. For example, C-102231, L-14096, etc. When lots of boats are finishing use the last 2 or 3 digits only and fill in the rest during a quiet moment.

Also, use the remarks column to indicate OCS, DNF, DNS, short one crew, and in the case of Catamarans, the time of their finish. Also, note the time of the 3rd finisher in each class, because the goal is to make the race 45 minutes for this boat.

13. END OF THE DAY CHECKLIST

Boats:

- ⚡ Raise engines out of water.

Dock lines:

- ⚡ Clip line crossing the bows to each bow.
- ⚡ Another bowline to the Black Swan.
- ⚡ Spring line on port side of each boat to keep the boat from drifting back onto the dock and damaging the propeller.
- ⚡ Two lines crossed at stern of boat to keep boats from banging the dock or each other.
- ⚡ Some fenders or balls between the dock and boat and between the boats to keep them from damaging each other.

Power:

- ⚡ On Black Swan make sure all power-consuming sources are turned off. (We have no shore power.)
- ⚡ On Signet (Robalo) plug in yellow shore power cable.

Marks, Flags, Courseboard, Ollie, handheld VHF

- ⚡ Deflate marks, untie the ground tackle, and store in Black Swan's cabin.
- ⚡ Put ground tackle for marks in plastic bucket. (We need to protect the deck.)
- ⚡ Put all flags below in the cabin: class flags and the other frequently used flags on the port side and the rarely used flags on the starboard side.
- ⚡ Put courseboard below

Race Results

- ⚡ Give the paper copy of the race results (check-in sheet and finish positions) to Pat McGee, Nabeel Alsalam, or David Thompson.
- ⚡ If none of these people are around it would be best if you kept them and faxed, mailed, or emailed them to one of them. P_McGee@hotmail.com, Nabeel.Alsalam@cox.net, DThomp01@aol.com.
- ⚡ If you want to email David a short report about the weather and the racing, including credit to all the RC helpers, that would be very much appreciated.

Stuff to the Shed

- ⚡ Return Ollie, handheld VHF, and keys to the shed..

IMPORTANT: File A Report

- ⚡ Go to [PRSA Race Committee Reports](#) page and file a report about what didn't work, what you did about it, etc. Next week's race committee needs to know what to expect.