



PLYC
RACE MANAGEMENT MANUAL
2010

- I. Team Coordination and Communication
- II. Race Committee Equipment Checklist
- III. Course/Starting Line Set up
- IV. Starting and Recall Sequence
- V. Course Changes after the start
- VI. Abandoning races in progress
- VII. Basic Rules, Penalties, and Protests
- VIII. Equipment Return and Race Wrap up

TEAM COORDINATION/COMMUNICATION

1. Team Captain calls or emails all team members one week before a scheduled assignment to confirm attendance.
2. Team Captain advises the Fleet Captain if a different judging team has agreed to switch race assignments for the upcoming race.
3. Team Captain contacts the Fleet Captain where concern about the wind and/or weather exists to discuss postponement or abandonment.
4. Team gathers at boat dock 45 minutes before the scheduled race time for the trip to the island.
5. Team Captain goes through the equipment checklist as the race committee boat of the day is loaded at the island dock.
6. The team raises the Race Committee Flag as they leave the island dock to alert the fleet that they are proceeding to the race course.

RACE MANAGEMENT EQUIPMENT CHECKLIST

1. Full gas tank on the race committee boat
2. Signal Flags (see Appendix 1) all attached to poles
3. Boat anchor and anchor line
4. Auto timer and siren
5. Shot gun and shells for signaling backup
6. Course display board, markers, and eraser
7. Hailer/siren
8. Minimum of three course marks
9. Score cards and pencils
10. Stop Watch for timing backup
11. Wind direction and wind velocity indicators
12. Map with sailing distances for the lake – Appendix #4
13. Rain gear and warm clothing for all team members
14. Storage shed combination lock code is: two full turns
Clockwise to “P”, counterclockwise turn to “L”, clockwise turn to “Y”.

COURSE SETUP

1. Cruise to the center of the lake with all marks on board
2. Determine wind direction with several readings over 5- 10 minutes
3. Select windward mark position, leaving room to adjust to either direction and 200 yards or more to the windward shore
4. Set windward mark making sure the anchor line is secure and sufficient scope is left on the anchor line
5. Using the wind indicator for direction set off directly down wind to the leeward mark position
6. Upon reaching the area for the leeward mark, round the judges boat into the wind and realign the leeward mark position with the windward mark.
7. Set the leeward mark, no closer than 100 yards from the leeward shore, leaving room to adjust to either side
8. If a triangular mark is to be used, proceed to the port side of the line between the windward and leeward until the mark position is at a 45 degree angle to both the windward and leeward mark, then set the triangle mark.
9. If a consistent wind direction cannot be determined by scheduled starting time, or wind velocity does not meet the following guidelines, either sound two signals and raise the postponement flag, or three signals to abandon the races if the wind velocity exceeds limits.

Wind Velocity Guidelines

Class	Minimum Wind	Maximum Steady	Maximum Gusts
X	3 mph	20 mph	25 mph
MC	5 mph	20mph	23 mph
E	N/A	25 mph	30 mph

STARTING LINE SETUP

1. Confirm that the leeward mark is still directly to leeward of the windward mark.
2. Cruise perpendicular to the wind from the leeward mark to position the committee boat as the windward end of the starting line, leaving one and one half times the total length of the number of boats expected to sail the race.
3. Cruise upwind from the desired position for the committee boat to set the anchor. Let off anchor line until the committee boat forms a line with the leeward mark perpendicular to the wind.
4. Make sure the anchor is holding before proceeding with the starting sequence. Set up the line flag.
5. Determine the course and race length based on these targets:

	X	MC	E
Length in Minutes	45-60	50	35-55
Length in Miles	3	4	5-6
Length in Legs			
East/ West Wind	4-5	4-5	6-7
North/South Wind	3-4	3-4	4-5

See Appendix 2 for course diagrams and Appendix 4 for a lake map with distances. Downwind finishes can be used for all but the last race of the day. The time limit for all fleets is 75 min.

6. Check the wind direction and the starting line prior to initiating the starting sequence and make adjustments to the line by moving the committee boat forward or back on the anchor line. If required by a major change in wind direction, sound two signals and raise the postponement flag before adjusting the position of the leeward and/or windward mark to realign the course.
7. If a consistent wind direction cannot be established before the start, sound two guns and raise the postponement flag.
8. If the wind velocity is sufficient to cause boat handling difficulty and likelihood of capsizing, sound one gun and raise the Y flag indicating that life jackets are to be worn until further notice.
9. Record the sailing number of each boat in the starting area.

THE STARTING SEQUENCE

1. Set out the fleet designator flag, the I flag, and the individual and general recall flags for easy access.
2. Initiate the auto start sequence timer.
3. Raise the fleet flag at the first report (five minutes to the start)
4. Start your back up timer at the first report.
5. Raise the I flag at the second report (four minutes to the start)
6. Drop the I flag at the third report (one minute to the start)
7. Check for boats that are above the starting line and must re round one of the ends of the line.
8. Sight down the line for boats potentially over the line
9. Drop the fleet flag at the fourth report (the start)
10. Sound one horn for an individual recall if any boat is over the line, and raise the individual recall flag.
11. Hail the boat or boats that are over the line.
12. Make certain that each premature starter re rounds one end of the starting line and re starts the race. Drop the individual recall flag only after all premature starters have properly restarted.
13. If more than three boats are over the line, or if multiple boats are over the line and cannot be identified, sound two horns and raise the general recall flag. Sound one horn to take down the general recall flag. Begin the full five minute starting sequence one minute later.
14. See Appendix 3 for the starting sequence for multiple fleet starts.

COURSE CHANGES AFTER THE START

1. If you determine that the wind has shifted **consistently** to one side of the course or the other, a course change is in order. Wide but equal side to side fluctuations in wind direction are not unusual on our lake and should not be cause for a course change.
2. Move the last mark rounded by the last boat in the fleet in the direction that will re align it and the other mark of the course with the new wind direction. As an alternative, place your extra mark in the proper position for the new wind direction. Where a second committee boat is available, they should be directed to handle this mark relocation. The second committee boat should always carry an extra mark.
3. Proceed quickly to the next mark to be rounded by the fleet and raise course change flag “C” accompanied by a series of horns as the first boat approaches. Where a second committee boat is available, the head committee boat should proceed directly to the next mark and await the fleet to give notice of the change.
4. Give directions regarding the new position of the mark just moved or replaced to each boat as they round this mark by flying the red course directional flag if the mark has been moved to port and the green course directional flag if the mark has been moved to starboard. After the last boat rounds this mark, proceed to remove the replaced next mark if that alternative has been employed or request that the second committee boat does so.

ABANDONING RACES IN PROGRESS

1. If wind velocity has dropped significantly and it becomes apparent that the lead boat in the race will not complete the course within the time limit, consult with the fleet captain and suggest abandonment.
2. If wind velocity has increased to a level where continuing the race presents a danger to competitors and equipment, the judges may abandon a race in the interest of safety. The guidelines for abandoning races for high wind velocity are as follows:
 - X 28 mph
 - MC 24 mph
 - E 31 mph
3. Where threatening weather is approaching visibly or is being reported as on the way on weather radio, the race should be abandoned and competitors advised to seek shelter immediately.
4. Abandonment is accomplished with the firing of three guns and the raising of the N Flag.
















BASIC RULES OF SAILING/PENALTIES/PROTESTS

1. The Race Committee should be alert to all contact and narrowly avoided contact between competitors. Buoy rounding and the start are the most likely places for rule infractions to occur. Race Committee members are important impartial witnesses to these situations and can offer a better understanding of what occurred in many cases than the sailors. Take notes and draw diagrams of situations observed.
2. A boat that has fouled another may exonerate themselves by making two complete turns, each including a come about and a jibe, as soon as safely possible after the incident
3. A boat touching a mark of the course may exonerate themselves by making one complete turn.
4. Where neither boat involved in an incident is willing to admit wrong, a protest will likely be filed. The protesting boat must hail the protested boat immediately and advise the race committee upon finishing the race of their intent to protest, and file their protest with the Race Committee Captain no later than two hours after the last boat finishes.
5. E boats must also fly a red protest flag to indicate their intent to protest another boat.
6. The Race Committee Captain should contact the PLYC Chief Judge or the Vice Commodore to request that a protest committee be formed. The Chief Judge or Vice Commodore will convene a protest hearing committee of three, including the Race Committee Captain of the day and set a hearing date as soon as possible after the protest form has been received.

EQUIPMENT RETURN AND WRAP UP

1. Unless there is another fleet racing later in the day, all equipment should be neatly re- stored in the island shed. If another race is to be run, the buoys may be left in the lake and other equipment transferred to the next judging team.
2. Any missing or non functioning equipment should be reported to the Racing Equipment Chairperson
3. The score card for the day's races should be delivered one copy to the fleet captain and one copy to the head judge for the fleet.
4. The Fleet Captain should post the results of each race day in the "Sail Wave" format on the PLYC website.

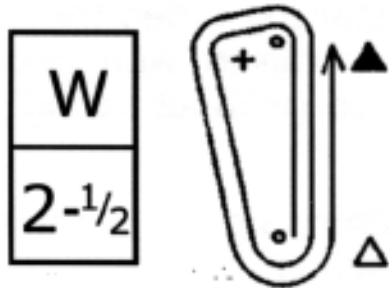
Appendix 1 – Signal Flags

 <p>Meaning: "C" Fleet Flag Flag Letter: n/a Signal: ↑ •</p>	 <p>Meaning: Wear Personal Bouyancy Rule Flag Letter: "Y" Signal: ↑ •</p>	 <p>Meaning: Notice to Competitors Come to Notice Flag Letter: "L" Signal: ↑ •</p>
 <p>Meaning: "MC" Fleet Flag Flag Letter: n/a Signal: ↑ •</p>	 <p>Meaning: Individual Recall Flag Letter: "X" Signal: ↑ •</p>	 <p>Meaning: Position of the Next Mark has Changed Flag Letter: "C" Signal: Repeated long horn sound as needed</p>
 <p>Meaning: "X" Fleet Flag Flag Letter: n/a Signal: ↑ •</p>	 <p>Meaning: General Recall Flag Letter: "1st Substitute" Signal: ↑ • • ↓ •</p>	 <p>Meaning: The Object Displaying this Replaces Missing Mark Flag Letter: "M" Signal: Repeated long horn sound as needed</p>
 <p>Meaning: Laser Fleet Flag Flag Letter: n/a Signal: ↑ •</p>	 <p>Meaning: Postponement Flag Letter: "AP" Signal: ↑ • • ↓ •</p>	<p>Meaning: 1) Before Warning Signal = Sail the Short Course 2) At a Rounding or Finish = Finish between the mark and this flag Flag Letter: "S" Signal: ↑ • •</p>
 <p>Meaning: 1-minute Around-An-End Rule Flag Letter: "I" Signal: ↑ • ↓ —</p>	 <p>Meaning: Abandonment Flag Letter: "N" Signal: ↑ • • • ↓ •</p>	<p>Legend</p> <ul style="list-style-type: none"> ↑ Raise Flag Up ↓ Lower Flag Down • One Short Horn Blast — One Long Horn Blast
 <p>Meaning: Line Flag Flag Letter: n/a Signal: none</p>	 <p>Meaning: Race Committee Boat Flag Flag Letter: "Blue Flag" Signal: no sound</p>	

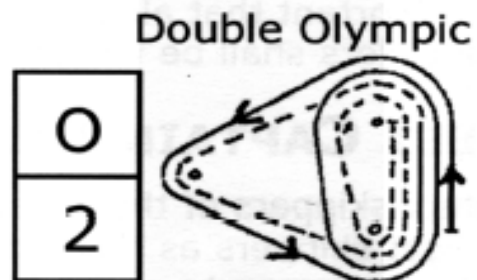
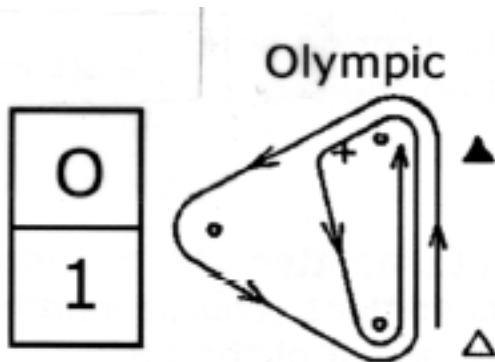
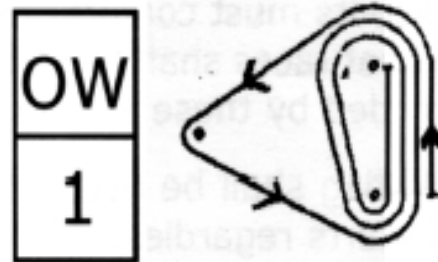
Appendix 2 – Standard Course Diagrams

△-Start
▲-Finish
+ -Offset Mark

Windward-Leeward



Olympic plus Windward



The 2nd half of the course is shown as a dashed line.

Appendix 3 – Starting Sequence for Up to 3 Fleets

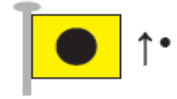
-15 minutes: Class Flag for 1st Fleet UP with SOUND

This is your first Fleet's 5 minute Warning Signal
>> "Example Shown C Fleet"



-14 minutes: Preparatory for Fleet 1 UP with SOUND

This is your first Fleet's Preparatory Signal.



-11 minutes: Prep. for Fleet 1 DOWN with a LONG SOUND

"1-minute Around-an-End Rule" is in effect. First Fleet will start in one minute. >> Drop "I" flag with one long horn or whistle sound signal.



-10 minutes: Class Flag for 1st Fleet DOWN and Class Flag for 2nd Fleet UP with SOUND

Start for First Fleet, 5 minute Warning Signal for the Second Fleet >> Example: Flip blue flag up as red comes down >> Start "C" and warn "MC"



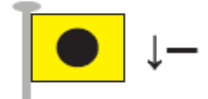
-9 minutes: Preparatory for Fleet 2 UP with SOUND

This is your second Fleet's Preparatory Signal.



-6 minutes: Prep. for Fleet 2 DOWN with LONG SOUND

"1-minute Around-an-End Rule" is in effect. Second Fleet will start in one minute. >> Drop "I" flag with one long horn or whistle sound signal.



-5 minutes: Class Flag for 2nd Fleet DOWN

Class Flag for 3rd Fleet UP with SOUND

Start for Second Fleet, 5 minute Warning Signal for the Third Fleet >> Example: Flip white flag up as blue comes down >> Start "MC" and warn "X".



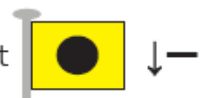
-4 minutes: Preparatory for Fleet 3 UP with SOUND

This is your third Fleet's Preparatory Signal.



-1 minutes: Prep. for Fleet 3 DOWN with LONG SOUND

"1-minute Around-an-End Rule" is in effect. Third Fleet will start in one minute. >> Drop "I" flag with one long horn or whistle sound signal.



0 minutes: Class Flag for 3rd Fleet DOWN with SOUND

Start for Third Fleet >> Example: Flip white flag down >> Start "X".



Appendix 4

Race length should be about one half the ILYA minimum length for each fleet. E fleet: 4 miles. MC fleet: 3 miles. X fleet: 2.5 miles. Time limit for each race is 1 ¼ hour maximum.

