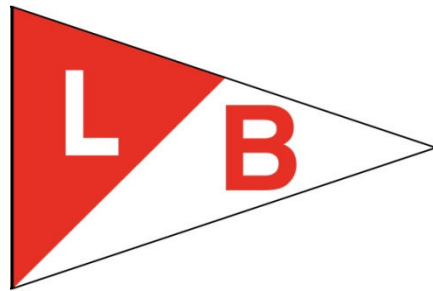

LAKE BEULAH YACHT CLUB



Race Committee Manual



May 30, 2017

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www.lbyc.us

Race Committee Manual

Lake Beulah Yacht Club



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Race Committee Manual

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Introduction

Purpose

This manual is intended to help train LBYC Race Committee (RC) volunteers. The manual provides the strategy and equipment to run high-quality races at LBYC. The guidelines in this manual follow the US Sailing Racing Rules of Sailing 2017-2020 with LBYC Sailing Instructions Prescriptions.

Goal

1. Have the Race Committee Boats on the course early enough to be organized & prepared.
2. Set the Race Course with a Windward Leg as close to straight up-wind as possible.
3. Set a Starting Line that is square-to-the-wind direction
4. Provide a safe competitive racing environment. Place Marks in sailable locations.
5. Start the Sequence on-time or as-close-as-possible.
6. Make the best decisions and adjust to changing wind patterns and weather conditions.

The Manual

This manual includes Guidelines for each of the Race Committee Positions, supplemented by Charts, and Checklists. The attachments include the LBYC Sailing Instructions; Equipment Operation and Inventories; Contact Information; Code Flag information; and the US Sailing 2017-2020 Protest Form. Additional information, such as links to tutorial videos, can be found on the LBYC website: www.lbyc.us

Race Committee Roles

- Principal Race Officer (PRO). The PRO is responsible for managing the race, including determining whether to race, setting the course, and judging the start/finish. The PRO may request the Signal Boat and Chase Boat to perform portions of these duties, but the PRO remains responsible and must ensure that delegation does not interfere with the Signal and Chase Boat primary duties.
- Signal Boat. The Signal Boat is responsible for posting the course, administering the starting sequence, and recording finishes. The PRO may request the Signal Boat to perform other duties, such as anchoring to form part of the start/finish line and judging the start/finish.
- Chase Boat. The Chase Boat is responsible for assisting competitors. The PRO may request the Chase Boat to perform other duties, such as setting/moving marks. However, the Chase Boat must not let other duties interfere with its primary responsibility to assist competitors.

Fleet Captain Role

The PRO may seek input from the Fleet Captains on the decision to race, setting the Course, the number of Legs, and the length of Starting Line. The PRO remains responsible for final decisions.



Principal Race Officer Guidelines

PRO Equipment

- LBYC does not have a dedicated boat for the PRO. Options are as follows:
 - Use your own boat or a borrowed boat. (Preferred Option)
 - Go on board with the Signal Boat. This will require using the Signal Boat or the Chase Boat to set marks. You will need to leave the pier extra early to accomplish this in time.
 - The PRO may also join the Chase Boat crew. If the Chase Boat does not anchor and remains committed to providing assistance before PRO duties.

Prior to the Race

- Start monitoring NOAA weather websites a day ahead of your duty. This helps determine your course of action on race day.
- The fleets have published wind ranges where a fair race may be attempted. Other factors that should be taken into account and monitored closely include weather, water temperature and availability of a spectator fleet. Monitor the weather for conditions that may prevent racing, such as lightning, the wind less than 3 mph over much of the racing area, or greater than 20-25 mph, depending on class (see SIs, Section 16.4, 16.5).
- **COMMUNICATE WHAT YOU ARE SEEING TO THE SAILORS VIA VHF RADIO (CHANNEL 72) AN HOUR BEFORE THE RACE. COMMUNICATE AGAIN TO THE SAILORS 30-45 MINUTES PRIOR TO THE RACE. CONSULT WITH THE FLEET CAPTAINS IF NECESSARY.**
- Options:
 - Tell sailors to stay on shore and await further instructions. Use the AP over H as described in the SIs, Section 8. Allow at least 30 minutes if you decide to race with sailors on shore.
 - Tell sailors to come to the racing area.
 - Abandon race. Only abandon early based on unsuitable weather.
- Be on the water at least 60 minutes prior to the race time with the needed equipment which is stored on the Signal Boat. Remember it's Slow No Wake before 10 am.
 - **VHF Radio** set on **Channel 72**
 - **Judge Flag Bag**, plus course change boards and sounding device.
 - **PRO Backpack (RC PRO Manual, Wind Finder (yarn on stick), Hand Bearing Compass, Wind Meter & Laser Range Finder (determine distance to marks for: start; gates; & finish)**
 - **Buoys** (if PRO will be setting marks)
 - **Anchor with plenty of anchor line.** (An extra anchor is available on the Signal Boat.)
- When on the water, frequently monitor the Wind Direction to determine the average Direction and Speed at various locations. Request the Chase Boat and Signal Boats to assist monitoring Wind Direction & Speed.
 - When checking the Wind, remember that a Wind Indicator must always be used in clear air, not where air flow is disturbed by a part of the boat or another boat. The best place is usually the bow. The boat must not be moving.
 - Compare observed wind to forecast direction
- Ensure the Chase Boat is on the water

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- Select the Racing Area based on Wind Direction, using the following factors. See the Lake Beulah Racing Area Course Map and the Lake Beulah Racing Area Map in the PRO Checklist.
 - Upwind Windward Leg (directly into the wind) of maximum length
 - Absence of Shoreline Obstructions
 - Flexibility to change course if Wind Shifts, considering observations and forecast direction.
- Once the Racing Area has been determined, the PRO determines the Course and communicates to the Signal Boat. See SIs, Sections 10 and 16, and the **NEW COURSE DIAGRAMS (p23)**. Other considerations:
 - Windward-Leeward courses (WA) with windward finishes are preferred. Windward-Leeward (WA) is the only course used for the X Fleet.
 - Determine the number of windward legs based on the target times in the SIs. The table in the PRO Checklist provides a guide to the number of legs.
 - Consult with the fleet captains as needed.
 - The course must be posted prior to the warning signal (five minutes).
- The PRO sets **or** directs Chase Boat to set the Windward and Offset Marks. Considerations:
 - Windward mark far enough from shore to avoid wind shadow, unpredictable shifts, and free from obstructions
 - Windward mark directly upwind of the starting area
 - Offset mark 7+ boat lengths from the windward mark and even with or slightly downwind of the windward mark. Use a longer distance in higher wind.
- The PRO determine whether the PRO boat or Signal Boat will anchor at the starboard end of the starting line, and inform the Signal Boat.
Considerations:
 - Signal Boat anchors at starting line, PRO anchors or sets buoy at the port end (preferred). This allows both the PRO and Signal Boat to sight the line during the start.
 - PRO boat anchors at starboard end, Chase Boat sets buoy at port end, and Signal Boat motors in front of starting line.
- If winds are strong and/or water is cold, consider directing the Signal Boat to fly the Y flag (mandatory life jacket use). **X and Opti Sailors Must Always Wear Life Jackets.**
- Set the starting line as follows. No alteration or adjustment of the starting line may occur after the preparatory signal (four minutes) (RRS 27.2). This includes adjusting anchor.
 - Set the starboard end at a position to allow proper line length, avoid obstructions, and ability to adjust anchor line length if needed for wind shifts.
 - Set the port (pin) end of the line as follows:
 - The starting line should be 90 degrees to the average wind direction. **This is of primary importance for creating a fair race.** Use a wind indicator and sight down the line to adjust the pin end. The PRO needs to monitor this frequently and be ready to adjust the line prior to the warning signal. After that, the race should be postponed to re-adjust.
 - The starting line length should be approximately (1.25 or 1.5) x (number of boats) x (length of each boat). Use the range finder to set length. See the PRO checklist for tables.
 - When the starting line is set, post the Orange Line Flag. (if a boat is at the pin end, the pin end boat should also post the Orange Line Flag. The Orange Line Flag should be set at the bow end of the boat. See SI 12.3.

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- At the scheduled race time, assess readiness for the start. If not ready, order a postponement.
 - Wind within limits
 - Chase Boat on the water
 - Signal Boat ready
 - Starting line 90 degrees to average Wind Direction
 - Starting line length – Number of boats x 1.5 boat lengths

The Start

- At the appointed start time, or when ready following a postponement, tell the Signal Boat to initiate the starting sequence. See SIs, Section 12, for additional details.
- During the starting sequence, monitor conditions that may require postponement or abandonment.
 - Significant wind shift such that starting line is no longer perpendicular to average wind direction
 - Wind outside class limits
 - Error in starting procedures
- LBYC uses **"I" FLAG STARTS**, which means beginning at one minute before the start, all boats must be behind the starting line. One minute before the start, the PRO and/or Signal Boat sight the line for boats on the course side (OCS) of the starting line.
 - The line is defined by the line flags and/or the **front (windward edge)** of the pin end buoy. That is, the boat can be next to the rear or middle of the mark, not the front of the mark.
 - A boat is OCS if any portion of the boat, equipment, or crew is over the line and its extensions. Announce infringements as they occur (even prior to the start). Announce infringements via Channel 72 for adult fleets and use the Hailer for youth fleets.
 - If both ends of the line are being sighted, the PRO and Signal Boat need to agree in advance on a protocol for determining OCS boats. Two methods to consider:
 - PRO reports boats over and asks if Signal Boat has additional boats.
 - PRO asks Signal Boat to report boat numbers of boats over first and then PRO adds additional boats if needed.
 - Note: Having either end of the line announce “all clear” before the other end reports will confuse sailors. After reporting, use the term **“break”** which means there are no more to call.
- At the start, the PRO determines whether to 1) pronounce a clear start, 2) order an Individual Recall for any OCS boats, or 3) order a General Recall. **This decision must be made quickly, using the following considerations:**
 - If essentially all OCS boats can be identified with reasonable confidence, order an Individual Recall and instruct the Signal Boat to hail the numbers. An Individual Recall that fails to identify all OCS boats can easily create an unfair racing situation.
 - If boats that were over cannot be identified with reasonable confidence, order a General Recall.
 - A General Recall should also be used for errors in starting procedures identified after the start.
- Following a General Recall, the PRO should determine if the starting line needs to be adjusted to account for wind shifts or length. If no adjustments are needed, the PRO should instruct the Signal Boat to re-start the sequence promptly.
-
- Following a second General Recall, the PRO should consider the following options:



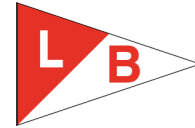
- Re-set the starting line to eliminate any favored end.
- Invoke a **Z OVER I FLAG START** (20% scoring penalty calculated as stated in rule 44.3(c) for OCS boats, RRS 30.2). No part of the boat's hull, crew or equipment can be over the starting line at one minute before the start. The Signal Boat must record those over when the Z OVER I Flag is up. The boat must return, round an end, and the scorer will record a 20% SCP (Scoring Penalty). Mark on the score card ZFP. This 20% penalty will be added to their finish place by the scorer.
- Invoke a **U FLAG START** (OCS boats are disqualified for the race unless there is a General Recall (RRS 30.3). One minute before the start, boats in the triangle formed by both ends of the starting line and the weather mark are OCS. If there is a General Recall under a U FLAG START, OCS boats may start again.
- Invoke a **BLACK FLAG START** (disqualification for OCS boats, RRS 30.4) OCS boats are boats that one minute before the start are in the triangle formed by both ends of the starting line and the weather mark. OCS boats are disqualified from that race even if that race is restarted. Though not stated in the SIs, Black Flag Starts are discouraged.

After the Start

- Set the leeward gate in line with the pin end of the starting line.
 - The gate should be directly downwind of the windward mark.
 - Gate marks **must be at least 7 boat lengths** apart of the fleet racing on a line perpendicular to the direction to the windward mark. Use the Range Finder.
 - (Gate: C-140ft/45yd; MC/X Boat-110ft/35yd; Opti 55ft/18yd)
- Determine the desired position of the Signal Boat and communicate to them. A suggested position is near the windward mark to monitor boat positions (record roundings) and signal course changes. However, if a course change is to be announced at the leeward mark, either the Signal Boat or the PRO boat needs to be located near that mark. Both RC boats should not be in the same area of the course other than at the start.
- Monitor the wind for changes. **If the average wind direction changes and the new direction is likely to persist, consider adjusting the windward or leeward marks to maintain a fair race course.** See SIs, Section 13 and RRS 32-33.
 - Whether there is an opportunity to change a course will depend on the number of classes sailing on the course at the same time, the spread of the boats around the course and the availability of RC personnel. The RC has to handle the process in such a way that there will never be any confusion for the competitors. It is better to keep going on a poor course than to create confusion for boats.
 - Either the PRO or the Signal Boat can announce a course change, using the procedures in the SIs.
 - Use the electronic or referee's whistle instead of the horns. Use four or more blasts of the whistle or sound signal.
 - Leap-frogging (flipping) of the windward and offset marks or the leeward gates does not require signaling a course change.
- Monitor for conditions that may require abandonment.
 - Wind conditions outside class limits
 - Weather – Severe weather or a shift where all boats are on one tack to the mark or the wind changes drastically in direction causing an unfair race.

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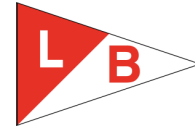
- Time limit (SI Section 16). PRO can abandon the race prior to exceeding the time limit if it is apparent the limit will be exceeded.
- Error in procedures that makes the race unfair.
- In rare cases, such as impending storm or dying wind, consider shortening the race. Note that SI 10.4 prohibits shortening the course for championship races.

The Finish

- Determine whether the PRO boat or Signal Boat will anchor at the starboard end of the finishing line, and inform the Signal Boat. Options:
 - PRO boat anchors at starboard end, buoy at port end. This allows the PRO to call finishes and relay to Signal Boat via radio. In strong winds, this may be preferred if the Signal Boat cannot anchor without drifting.
 - Signal Boat anchors at finishing line, PRO anchors or sets buoy at port end. This allows both the PRO and Signal Boat to sight the line during the finish.
- Determine the relationship of the finishing line to the existing course marks. Options:
 - A line consisting of a mark of the course at the port end and the finishing vessel at the starboard end. This type of finish is appropriate if the finishing line will not create confusion for boats that still need to round the windward mark.
 - A separate finishing line a short distance to windward of the existing windward mark. This allows any boat that still needs to round the windward mark (e.g. when there is more than one class on the course) to do so without being hindered by boats finishing.
- Set the finishing line. See SI 14.1. Considerations:
 - The finishing line should lie 90 degrees from the direction of the wind. However, if the direction of the course has changed significantly, the finishing line should lie 90 degrees from the direction to the last rounding mark.
 - The finishing line length should be the same size as the gate, About 7 boat lengths of the fleet racing. (C-140ft/45yd; MC/X-120ft/40yd; Opti-55ft/18yd).
 - Shortened courses are not permitted for championship races, but for other races, if the course has been shortened, the S flag is flown and no finish line flag. If the finish is downwind, the finish is between the two buoys. The Signal Boat should be anchored adjacent and in line with one of the buoys in place. Since using the S flag is only for unusual circumstances, the S finish is usually a quick drop of a buoy and a quick anchoring of the Signal boat.
- Call finishes if not delegated to the Signal Boat. Signal when the first boat is near the finish. This is used often on Wednesday nights.

After the Race

- Ensure that any reports of protests and Scoring Penalties are recorded by Signal Boat. (OCS if not rounded, Z flag, U flag, and black flag)
- Work with Signal Boat and Chase Boat to remove marks, unless they will be left in the water for subsequent racing.
- Return equipment and ensure electronics are turned off.
- Notify the Sailing Commodore of any protests and Scoring Penalties.



Signal Boat Guidelines

Prior to the Race

- Arrive at the club 45 minutes prior to the race time and be on the water 30 minutes prior to the race time.
- A suggested minimum crew is four personnel, although three experienced personnel may be adequate. The following roles need to be covered. One person may be able to cover more than one role.
 - Boat driver
 - Flag operator
 - Line Judge (if Signal Boat will be calling starts and finishes)
 - Ollie operator and backup to line judge
 - Recorder
- Ensure the following equipment is ready:
 - VHF radio set on Channel 72 (hand held or on Signal Boat)
 - Flags
 - Ollie start timer
 - Backup timer
 - White Magnetic Course Boards and markers
 - Buoys
 - Score Sheets
 - Voice Recorder
 - Hailer – always used for X & Opti. Check to make sure it works prior to the start.
 - Cell phone with a radar app.
 - Cell phone for emergencies and to photograph score sheet.
- Call on the VHF radio to the PRO to announce you are on the water. Proceed to the starting area as directed by the PRO.
- Begin entering information on the score sheets:
 - Fleet (one score sheet for each fleet)
 - Date
 - Race number (use the race numbers from the Racing Schedule)
 - Wind Direction and Speed
 - Count number of boats
- When directed by the PRO, post the Course on the **White Magnetic Course Boards**, using the fleet name (C, MC, X, O, OG) and course terminology in the SIs (WA#, LA#, etc.). Prompt the PRO to provide the course to post prior to the Warning Signal.
- If directed by the PRO, anchor to form the Starboard end of the Starting Line.



- Suggested anchoring procedure:
 - Drive into the wind upwind of the directed location and stop forward movement. To get the anchor to hold in strong winds, you need to go far enough upwind to be able to drop anchor and drift back at least 3 times the depth of the lake, so that the anchor line is within 25 degrees of horizontal. If the anchor does not hold, either drift back further, or drive forward and throw a second anchor at the same location as the first, then drift back. Ensure the boat is anchored securely by observing a shoreline reference.
 - After anchoring, when directed by the PRO, set the Orange "Line Flag."
- If not directed to form part of the starting line, motor approximately 80-100' in front of the center of the starting line during the pre-start and starting sequence. At 30 seconds prior to the start begin moving out of the course. Once the starting signal sounds move quickly out of the way of the fleet.

The Start

- When directed by the PRO, begin the Starting Sequence. See the Attachments for Ollie instructions and Flag Sequences for One or Two Fleet Starts.
 - Key the radio microphone to allow the sailors to hear the Ollie countdown. You may Count Down at 6-5-4, but do not go on the radio to announce at 1 & Start.
 - The flag operator must snap the flags up and down rapidly and simultaneously with the horns. Note that the flags, not the horns, represent the official start signal.
- Special situations, as directed by the PRO:
 - Postponement: Two manual horns accompanied by AP FLAG.
 - Abandonment: Three manual horns, accompanied by N FLAG.
 - Restart following Postponement: Start the Ollie and lower the AP flag at the first horn (6 minutes). Be ready with the CLASS FLAG at the 5-minute horn.
- LBYC uses **"I" FLAG STARTS**, which means beginning at one minute before the start, all boats must be behind the starting line.
- If the Signal Boat is calling the START LINE for boats on the course side (OCS) of the line, then beginning at one minute before the start, the Signal Boat Line Judge sights the line for OCS boats.
 - The Line is defined by the Orange Line Flag(s) and the **front (windward edge)** of the Pin End Buoy and the extensions in both directions.
 - Announce infringements as they occur (even prior to the start). Announce using Channel 72 for adult fleets and the Hailer for youth fleets.
 - If both ends of the line are being sighted, the PRO and Signal Boat need to agree in advance on a protocol for calling OCS boats. Two methods to consider:
 - PRO calls boats over and asks if Signal Boat has additional boats.
 - PRO asks Signal Boat to call numbers and then adds additional boats if needed.
 - Note: Having either end of the line announce "all clear" before the other end reports will confuse sailors. Use the term "break" to indicate you have nothing to report.
 - Stop the Ollie, unless another fleet is starting, in order to avoid an additional horn one minute after the start.



- If the PRO orders an **Individual Recall**, promptly sound **One-Horn** accompanied by the - **X FLAG**.

The PRO or Signal Boat should attempt to hail all OCS boats as promptly as possible. Extraordinary attempts are not required, but the PRO may choose to request the Chase Boat to hail sailors. OCS boats that did not re-start can be notified at the first mark. The sound of sails is so loud, that an OCS boat may have difficulty hearing the recall on the radio.

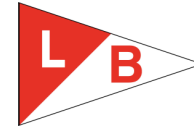
 - The recorder writes down numbers of all OCS boats and crosses off numbers as boats re-start. Re-starting under the I FLAG RULE is defined as rounding either end of the starting line and then crossing the line (RRS 30.1). Under the I FLAG RULE, an OCS boat that does not re-start will be scored OCS in the score sheet.
 - The individual recall flag (Code X) can be lowered when all boats have re-started or four minutes, whichever comes first.
- If the PRO orders a **General Recall**, promptly sound **two horns** accompanied by the **First Substitute Flag. Stop the Ollie.**
- **Restart following General Recall. Start the Ollie and lower the First Substitute Flag at the First Horn (6 minutes).**
- If the PRO orders a "**Z OVER I**" **FLAG START**, the **Z FLAG IS FLOWN OVER THE I FLAG** at the preparatory (4 minute) signal. No part of the boat's hull, crew or equipment can be over the starting line at one minute before the start. No signals or additional flags are used for OCS boats. OCS competitors can be notified similar to an I FLAG START. OCS boats restarting is defined as rounding either end of the starting line and then crossing the line. OCS boats will receive a 20% SCP (Scoring Penalty) calculated as stated in rule 44.3(c), RRS 30.2. The Signal Boat must record OCS boats on the score sheet **ZFP**. This 20% penalty will be added to their finish place by the scorer.
- If the PRO orders a "**U**" **FLAG START**, the **U FLAG IS FLOWN AT THE PREPARATORY** (4 minute) signal. One minute before the start, boats in the triangle formed by both ends of the starting line and the weather mark are OCS. OCS boats will be recorded as **UFP** on the score sheet. No signals or additional flags are used. OCS competitors should be notified as soon as possible to withdraw from the race. OCS competitors are disqualified from the race unless there is a general recall.
- If the PRO orders a "**BLACK**" **FLAG START**, the **BLACK FLAG IS FLOWN AT THE PREPARATORY** (4 minute) signal. One minute before the start, boats in the triangle formed by both ends of the starting line and the weather mark are OCS. OCS boats in a BLACK FLAG START will be recorded as **BFD** on the score sheet. No signals or additional flags are used for OCS boats in a BLACK FLAG START. OCS competitors should be notified as soon as possible to withdraw from the race. OCS competitors are DSQ from the race.

After the Start

- **Stop the Ollie, unless in sequence for another Fleet Start.**
- Relocate the Signal Boat position as directed by the PRO.
- **Procedure for raising anchor:**
 - Drive the Signal Boat forward so it is slightly upwind of the anchor. Hoist the anchor-line to take up slack as you drive forward.
 - When you are above the anchor, stop the boat and continue to Hoist the anchor. You can Hoist the anchor chain at full-speed until the anchor line is seen. Hoist slowly until the anchor is fully positioned in the anchor roller.

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- Monitor the Wind Speed for conditions outside Class Limits and notify PRO.
- If there is a forecast of inclement weather in the area, monitor your cell phone weather app and notify the PRO of nearby weather activity.
- If the PRO directs the Signal Boat to announce a course change, follow the notifications in RRS 33 (C flag, repeating whistles, and green board for movement to starboard (right) or red board for movement to port (left)).

The Finish

If directed by the PRO, anchor to form the starboard end of the finishing line. Put up the **BLUE FLAG** up to indicate you are “Anchored and On-Station.” Then put up the **ORANGE LINE FLAG** where you want to sight the finish line. In a regatta, you may be asked to also hoist an A Flag or H Flag.

- The Line Judge gets in position to call finishes. It is important to use a Backup Line Judge for big fleets and close finishes. A boat finishes when any portion of the boat crosses the line. **A boat does not need to completely cross the line to finish.**
- For each finishing boat, the Line Judge calls the boat number: “B-XX” or “B-XX over”
- **Sound One Horn** for the first finisher in each fleet.
- The Recorder writes down numbers as called by the PRO or Line Judge. Use the Voice Recorder to record finishes, so you can go back resolve any differences.
- The Recorder also records any boat that announces a protest. Mark on the score sheet the numbers of the boat protesting and the protested boat.
- The recorder completes the score sheet with the following information:
 - Finish time
 - Boat penalty (SCP, OCS, ZFP, UFP, BFD)
 - Boats retired (score as DNF)
 - Protests

After the Race

- Ensure Score Sheets are complete and that any reported Protests are recorded.
- Work with PRO and Chase Boat to remove Marks, unless they will be left in the water for subsequent racing.
- Return equipment and ensure electronics are turned off.
- Use a SmartPhone to photograph Score Sheet(s) and email to the scorer at: **scorer@lbyc.us**. Leave hard copies in the Score Sheet box on the Signal Boat.
- Lock up Signal Boat keys.



Chase Boat Guidelines

Prior to the Race

- Be on the water at least 45 minutes before the race.
- Bring a cell phone in case of emergency medical assistance is needed.
- **Read the emergency instructions - where to take injured person to meet paramedics. Know yacht club address to send paramedics.**
- Pickup 3 buoys from Signal Boat. (Windward Mark, Offset, & Pin End of Starting Line)
- Pickup Wind Indicator (stick) and Hand Bearing Compass from Signal Boat.

Responsibilities on the Water

- **Primary responsibility is to assist sailors.** Constantly scan the course for vessels or persons in need of assistance. This is best done from the middle to back of the fleet.
- Communicate with PRO via UHF Channel 72 that you are on the water.
- PRO asks Chase Boat to take wind readings at the likely windward mark location.
- PRO confirms windward mark location and Chase Boat sets windward and offset marks.
- Chase Boat returns to starting area and assists PRO setting Pin End or starting line.
- After the start, the PRO may ask the Chase Boat to assist setting the gates.
- The Chase Boat then proceeds to escort the fleet.
- Other tasks should only be attempted if you can accomplish them while watching the course. Be prepared to abandon these tasks immediately if sailors need assistance. If needed, ask another power boat to help with non-essential tasks, such as the following:
 - Help right a capsized or turtled boat.
 - Pick up or set marks as instructed by the PRO.
- Avoid towing a swamped boat, due to the time required. Ask another boat to help.

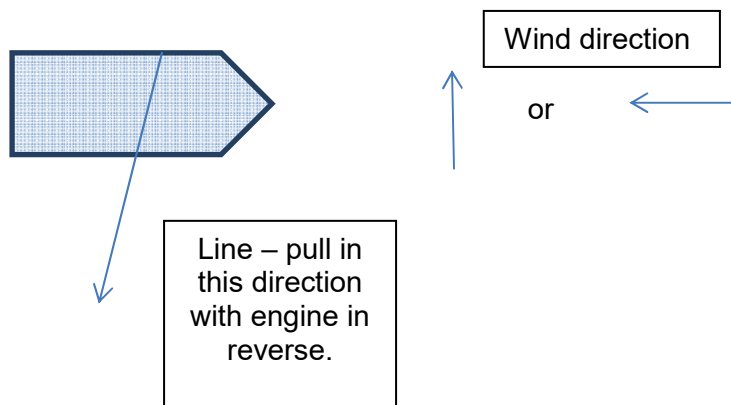
Assistance procedures

- Sailor in the water or in trouble in boat:
 - Ask: are you OK?
 - Use throwable cushion or throwable rescue line if needed.
 - If needed, get the sailor into the Chase Boat:
 - Approach slowly. Turn off engine (not just neutral).
 - Assist sailor into boat with hands. Or use boarding ladder.
 - For medical issues, ask Signal Boat to call for emergency help or call using cell phone. Add this number to your cell phone:
 - **EAST TROY Town Police: 262-642-3700.**
 - 911. Club address is N9220 East Shore Road. For cell phone calls to 911, ensure the dispatcher understands the location.
 - Once the assistance is rendered, your focus should go back to the rest of the fleet for other persons or vessels in need of assistance.



- Righting a capsized boat:
 - Make sure sailors are OK first.
 - Make sure the rest of the fleet is OK.
 - Approach the mast tip carefully with the last several feet in neutral. Avoid the sail.
 - Have a partner hold the mast tip.
 - The boat is more likely to stay up once righted if the bow is into the wind and boom vang is loose. You can tow the mast around so the bow is into the wind.
 - Make sure sailors are clear of boat and that they acknowledge readiness to right the boat.
 - Lift the mast out of the water. In many cases the boat will then right itself. In other cases, you may have to walk the mast up with hand-over-hand motion.
 - Ensure the sailors can get back in the boat. Assist if needed.
 - Once the sailor is safely back on board, your focus needs to be back on the rest of the course for other potential safety issues. Have other boats assist with retrieving lost items from water.

- Righting a turtled boat
 - Make sure sailors are OK first.
 - Make sure the rest of the fleet is OK.
 - Secure a line to the side stay attachment point (chain plate) at the deck on the downwind side of the boat. Secure the other end of the line to the cleat on the stainless steel bow rail. Use the engine in reverse to pull the line in the direction shown. Steer in reverse to keep the angle as shown to prevent the boat from simply spinning.
 - Once righted, the sail must be taken down before the boat is towed. Ask another power boat to tow the boat home.





Attachment 1. LBYC Sailing Instructions

1 RULES

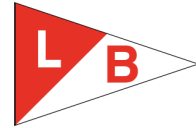
- 1.1 All series will be governed by the rules as defined in *The Racing Rules of Sailing 2017-2020* and the *US Sailing Prescriptions* except where modified by these LBYC Sailing Instructions.
- 1.2 The Rules, Class Rules, and Scantlings of the Inland Lake Yachting Association, MC Sailing Association, National C Scow Sailing Association, United States Optimist Dinghy Association, and International Laser Class Association, hereafter referred to as Class Rules will apply to their respective fleets.

2 Eligibility

- 2.1 Each yacht shall be registered by a member in good standing. All membership and fleet dues shall be paid prior to being scored. All properly registered boats will be listed at www.lbyc.us and the list will be kept up to date by the Sailing Commodore.
- 2.2 All skippers and co-skippers shall be members of the Lake Beulah Yacht Club.
 - C Fleet: Skippers are subject to no additional restrictions, the boat is scored.
 - MC and X Fleet Championship Series: Skippers must be registered as the skipper or co-skipper for the boat. A boat may register no more than 2 skippers.
 - MC Skill Scoring Series: The primary skippers is scored in one of three groups base on the prior year's performance.
 - MC Fleet Championship Series: Substitute skippers not registered as the boats co-skipper shall only be scored in the event of a medical emergency as submitted to the Sailing Commodore or Fleet Captain prior to race.
 - X Fleet Championship Series: A boat's registered crew may substitute as skipper for up to 2 races.
 - Optimist: No substitute skippers shall be scored.
- 2.3 All Crews shall be members of the Lake Beulah Yacht Club except as modified by these Sailing Instructions
 - C and X Fleet: A non-LBYC member may be used up to 3 times per year.
 - C Fleet: A John Doe membership may be purchased. Wednesday Series races are exempt from the crew membership requirement.
 - X Fleet: All crew's parents must sign all waivers provided with the registration paperwork.
 - MC Fleet: Crews are exempt from the membership requirement.
 - Optimist Fleet: Crews of eligible age are permitted. Crew's parents must sign all waivers included in the registration paperwork.

3 ADDITIONAL IDENTIFICATION

- 3.1 In classes C and X the Sailing Commodore is responsible for assigning sail numbers pursuant with the LBYC Sail Number Policy. The assignment and transfer of numbers is not permitted except through the Sailing Commodore.
- 3.2 A boat may display an incorrect sail number for a single consecutive 7 day period. Any boat displaying an incorrect sail number shall inform the Race Committee prior to the race. This changes RRS A4.1 and RRS 62.1.



4 CAMERAS AND ELECTRONIC EQUIPMENT

Boats are required to comply with all class rules regarding cameras and electronic equipment except that any device that stores data is permitted provided no data is viewed that is not in conformance with the applicable Class Rules.

5 FLEET CAPTAINS

Fleet captains shall be spokespersons for the fleets and shall be available to the Race Committee for consultation prior to the start of any race. They shall preside at the Spring and Fall fleet meetings. Classes X, Optimist, and Laser may elect to cancel fall fleet meetings at the discretion of the fleet captain.

C Fleet: Fleet captains shall be elected by the fleets at the Spring fleet meeting

MC Fleet: Fleet captains shall be elected by the fleets at the Fall fleet meeting

X and Optimist Fleet: Fleet captains shall be appointed by the Sailing Commodore.

6 COMMUNICATION

6.1 **Class C and MC:** VHF Channel 72 is the primary means of communication. Hailing will be the secondary means of communication.

6.2 **Class X and Optimist** are prohibited from carrying a VHF radio and listening to Race Committee communications. Hailing is the primary means of communication.

7 CHANGES TO SAILING INSTRUCTIONS

Any change to the sailing instructions shall be posted by Sailing Commodore on the Official Notice Board, on www.lbyc.us, and communicated via email by the Fleet Captain prior to 20:00 on the day before it will take effect. The LBYC Board of Directors shall approve all changes to the Sailing Instructions prior to their implementation.

8 SIGNALS MADE ASHORE

8.1 In the case of questionable weather, the PRO is encouraged to display AP over H 30 minutes prior to the scheduled warning signal for the race. Such an action should be accompanied by a radio announcement to convey the plans for the race. The PRO should periodically broadcast updates to keep the competitors informed of the current plans for racing.

8.2 When flag AP over H is displayed, the warning signal may appear not less than 30 minutes after the AP over H is lowered.

9 SCHEDULE OF RACES

9.1 Dates and time of racing are designated in the LBYC yearbook schedule, the Mainsheet, and on www.lbyc.us. In the event of conflicting information, the schedule on www.lbyc.us shall be definitive.

9.2 If a fleet requests a schedule change, it must be approved by $\frac{3}{4}$ of the fleet members and approved by the Sailing Commodore. Any race date or time changes shall be posted by Sailing Commodore on the Official Notice Board, on www.lbyc.us, and communicated via email by the Fleet Captain prior to 20:00 on the day before it will take effect.

9.3 Except for Laser and Optimist races, at least 5 boats must come to the racing area before starting a Championship Series race.



10 THE COURSES

- 10.1 The diagrams in Attachment A show the courses, including the course signals, approximate angles between legs, the order in which marks are to be passed, and the side on which each mark is to be left.
- 10.2 No later than the 5 minute warning signal, the race committee Signal Boat will display the course designation. PROs are encouraged to consult with the Fleet Captain regarding course length and orientation.
- 10.3 Course Preferences
- Class C: Windward Leeward Courses are preferred when permitted by the conditions. WA5 is the preferred course for individual races. **LA3 and WA4** is preferred for back-to-back races. **NEW**
- Class MC: Windward Leeward courses are preferred; WA4 or WA3 depending on wind velocity.
- Class X: Windward Leeward courses only. **The X Fleet does not sail Triangles.**
- Class Optimist: Sailing proficiency shall dictate course selection
- 10.4 Class C, MC, and X Championship races shall not be shortened. Other races may be shortened at the discretion of the PRO. This changes RRS 32.

11 SAFETY

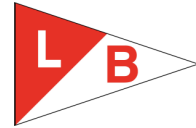
- 11.1 A boat that is capsized or a sailor in the water is considered “in danger” in the context of RRS 41. As such, a boat that receives outside assistance righting a capsized boat or returning a sailor in the water to the boat does not by that action alone violate RRS 41 and therefore may be scored in the order that she finishes.
- 11.2 Class X, Optimist, and Laser sailors must wear a US Coast Guard Approved Personal Flotation Device at all times.

12 THE START

- 12.1 To alert boats that a race or sequence of races will begin soon, a sound or a series of sounds may be made at one minute before a warning signal is made.
- 12.2 Races will be started by using RRS 26 with the warning signal made 5 minutes before the starting signal.
- 12.3 The starting line will be between a staff displaying an orange flag on the starting mark at the starboard end and the course side of the port-end starting mark or between two staffs displaying orange flags.
- 12.4 Boats whose warning signal has not been made shall avoid the starting area during the starting sequence for other races.
- 12.5 An I flag start is the preferred starting rule for LBYC.
- 12.6 A boat may use any means of propulsion outside 3 boat lengths of the starting line, but shall come to a complete stop within 3 boat lengths of the starting line. This changes RRS 41 and RRS 42.
- 12.7 A boat starting later than 4 minutes after her starting signal will be scored Did Not Start without a hearing. This changes RRS Appendix A4 and A5.
- 12.8 If any part of a boat’s hull, crew or equipment is on the course side of the starting line at or 1 minute before her starting signal and she is identified, the race committee will attempt to broadcast her sail number on VHF channel 72. Failure to make a broadcast or to time it accurately will not be grounds for a request for redress. This changes RRS 62.1(a).

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13 CHANGE OF THE NEXT LEG OF THE COURSE

- 13.1 To change the next leg of the course, the race committee will move the original mark or gate (or the finishing line) to a new position or lay a new mark or gate. The race committee will signal the change in accordance with RRS 33.

14 THE FINISH

- 14.1 The finishing line will be between staffs displaying orange flags on the finishing marks or between a staff displaying an orange flag on the finishing mark at the starboard end and the course side of the port-end finishing mark. This instruction does not apply when RRS 32.2 does.
- 14.2 If the race committee is absent when a boat finishes, she should report her finishing time and her position in relation to nearby boats, to the race committee at the first reasonable opportunity.

15 PENALTY SYSTEM

- 15.1 Class C and MC: RRS Appendix T shall apply. Penalties at the time of the incident: A boat may take a One-Turn Penalty when she may have broken a rule of Part 2 or rule 31 while racing.
- 15.2 For Classes X and Optimist: RRS 44.2, Two-Turns Penalty shall apply.

16 TIME LIMITS, TARGET TIMES, AND WIND LIMITS

- 16.1 Time limits and target times are as follows:

<u>Series</u>	<u>Time Limit</u>	<u>Target Time</u>	<u>Secondary Time Limit</u>
Wednesday	75 Min	45 Min	15 Min
All Others	90 Min	60 Min	30 Min

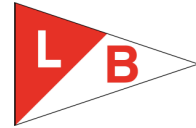
- 16.2 Boats failing to finish within Secondary Time Limit after the first boat sails the course and finishes will be scored 2 points more than the last boat that finished within the time limit without a hearing. This changes rules 35, A4 and A5.
- 16.3 Average wind conditions shall exceed 3 MPH before starting a race.
- 16.4 Class C: Maximum wind conditions of 20 MPH with gusts to 25MPH shall not be exceeded within 10 minutes of the start and during the race. The second of back-to-back races shall only be run if winds are between 7 MPH and 17 MPH
- 16.5 Class MC: Maximum wind of 20 MPH shall not be exceeded within 10 minutes of the start and during the race.

17 PROTESTS AND REQUESTS FOR REDRESS

- 17.1 The protest time limit is 24 hours after the last boat has finished the last race of the day, or the race committee signals no more racing for the day, whichever is later (the Protest Period). All protests shall be submitted to the Fleet Captain, Sailing Commodore, or Rear Commodore.
- 17.2 Competitors shall be notified by the Sailing Commodore no later than 24 hours after the Protest Period of a hearing in which they are parties or named as witnesses. Hearings will be held in the Sailing School room, located at LBYC, beginning at the time designated in the notice. Protest procedures shall incorporate and follow Appendix T, V, and Rule A-9, unless modified otherwise herein.
- 17.3 Post-Race Penalty: A boat may take a Post-Race Penalty by informing the Sailing Commodore in writing of its intention to do so via email or hand delivery identifying the race number and incident.

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The Post-Race Penalty shall be 20% if taken no later than 24hrs after the expiration of the Protest Period; or 30% if more than 24hrs after the Protest Period and at least 48hrs prior to the arbitration or protest hearing.

Protest Arbitration: An arbitration meeting may be held prior to a protest hearing if each party is agreeable. No witnesses will be permitted. The arbitrator will offer an opinion as to what the protest committee is likely to decide. The boat that may have broken a rule may take a Post-Race Penalty of 50% within 24hrs after the arbitrator rendered his or her opinion by acknowledging her acceptance of the penalty in writing to the Sailing Commodore.

- 17.4 Breaches of Sailing Instructions number(s) 2, 3, 21, 24, 26, 27, 28, 29, 30 and 31 will not be grounds for a protest by a boat. This changes rule 60.1(a). Penalties for these breaches may be less than disqualification if the protest committee so decides.

18 SCORING

- 18.1 Low Point Scoring per RRS 90.3 shall be used except:

DNF, and DSQ will be scored as 1 more than the number of boats that start the race.

Class C: 1st place in any race receives .75 points.

Class MC: A boat must compete in a minimum of 51% of races to be eligible to receive trophies in any given series. Sailors who are awarded Trophies in the Open class shall not receive a trophy in the corresponding series Masters, Grand Masters, or Mega Master classes.

- 18.2 A sailor who is a parent of a youth sailor and attends a youth sailing event in which his/her child is sailing, or an MC sailor participating in an MC regatta, or a sailor who is a Race Committee member at an off-lake regatta or for an LBYC race or regatta shall receive average points equivalent to the races sailed in the series of the race(s) missed. This provision is limited to 3 events per year. Average points are calculated on all actual races sailed in a series and are calculated after a racing series is completed
- 18.3 (a) When fewer than 5 races have been completed; a boat's series score will be the total of her race scores.
- (b) When from 5 to 6 races have been completed; a boat's series score will be the total of her race scores excluding her worst score.
- (c) When from 7 to 10 races have been completed; a boat's series score will be the total of her race scores excluding her worst 2 scores.
- (d) 11 to 14 races have her worst 3 scores excluded; 15 to 18 races have her worst 4 races excluded; 19 to 22 races have her worst 5 scores excluded; 23 to 26 races have her worst 6 scores excluded; etc, etc..
- 18.4 To request correction of an alleged error in posted race or series results, a boat may submit a scoring inquiry to the Sailing Commodore who shall work with the Scorer to resolve the discrepancy.
- 18.5 In the case of MC Fleet co-skippers, the boat is scored in the lowest age division.

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19 REPLACEMENT OF EQUIPMENT

- 19.1 A new boat purchased during the season may be substituted for the originally registered boat with no additional fee required. The skipper shall notify the Sailing Commodore if the new boat displays a different sail number.

20 SUPPORT BOATS

- 20.1 Parents, coaches and other support personnel shall stay outside areas where boats are racing from the time of the preparatory signal for the first fleet to start until all boats have finished or retired or the race committee signals a postponement, general recall or abandonment.
- 20.2 At least one boat in addition to the PRO and Signal Boat is required for all MC races

21 RADIO COMMUNICATION

Except in an emergency, a boat shall neither make radio transmissions while racing nor receive radio communications not available to all boats. This restriction also applies to mobile telephones.

22 DISCLAIMER OF LIABILITY

Competitors participate in racing entirely at their own risk. See RRS 4, Decision to Race. The organizing authority will not accept any liability for material damage or personal injury or death sustained in conjunction with or prior to, during, or after the racing series.

23 RIGHTS TO USE NAME AND LIKENESS

By participating in LBYC sponsored events, competitors automatically grant Lake Beulah Yacht Club, in perpetuity, to make, use, and show, at their discretion, any photography, audio and video recordings, and other reproductions of them made at the venue or on the water without compensation.

24 OPTIMIST DINGHY

- 24.1 All multi-fleet races will consist of fleets starting from the same line. Green Fleet will start 3 minutes after Red, Blue, and White. Any sailor may choose to sail the long course, but any sailor who chooses the short course must be "Green" fleet eligible. Each sailor must designate before the start of the series which course he/she will be sailing for the entire season.
- 24.2 No swimming in the lake off the boats while racing is in progress or between races will be permitted.
- 24.3 For all Championship races, Green included, racing rules will be followed. The Rules of Racing should be familiar to the sailors— however, protests are discouraged. If a major infraction of a rule has occurred, it is up to the skipper to notify the violating boat to perform a 720-degree turn. If that boat refuses, and the violation is witnessed by a Race Committee member, the Race Committee member may hail the sailor to do a complete 720-degree turn in a safe area and then the sailor may continue sailing. There is no penalty for hitting a mark in the Green Fleet.

Red-White-Blue Fleet: For all races, no coaching is permitted. Emotional, physical, or medical assistance is always permitted.

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Green Fleet: A sailor is Green Fleet eligible if he or she has not, in the year of the series, sailed in a Red-White-Blue regatta. Adequate bumpers that cover the front and the front corners are required to be scored.

- 24.4 Coaching: There shall be no coaching for the championship series Green Fleet. Coaching is permitted in Green Fleet for the Friday series only for those boats in the bottom 50% of the race. Friday races coaching will be provided by the instructors of the Lake Beulah Sailing School or their designees. Coaching is limited to boat handling and getting a boat around the course. The designated coaches will have a flag identifying them as the persons allowed to coach. If the PRO or instructors see a violation of this rule, the first step shall be a warning upon which the offending party shall retire from the immediate area of the competition. A second warning may result in a protest where if the offending party is found to have broken the above rule, the offending party will be disqualified from the race.
- 24.5 Race Committee members will call out the time before the start in half-minute intervals. Any boat which starts early will be hailed to re-round the starting line. The one-minute rule will be in effect on all starts. Towing will be permitted until 30 seconds before the start.

Fleet Codes

- C-Fleet	C	Optimist-Red, White, Blue	OC
- MC-Fleet	MC	Optimist-Green	OG
- X-Fleet	X		

Series Codes

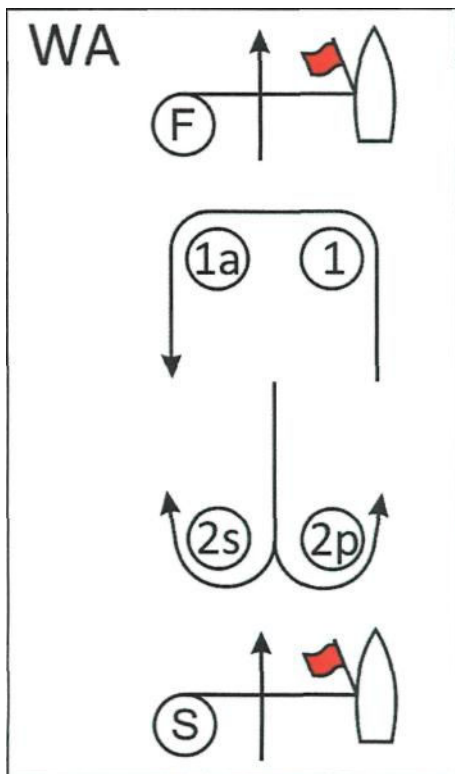
- Code	Series	Fleet
- CH Championship	C, MC, X, OC, OG	
- WU Warm-Up	C, MC, X	
- W Wednesday Evening	C, MC	
- XW X-Weekday Sidestays	X	
- XS X-Special	X	
- F Opti-Friday	OG	
- HC MC-Handicap	MC	
- 4th July 4th	C, MC, X	
- LD Labor Day	C, MC	
- CC Champ of Champions	C, MC, X	
- Cup Commodore's Cup	C, MC, X	

Old Course vs New Course Designations

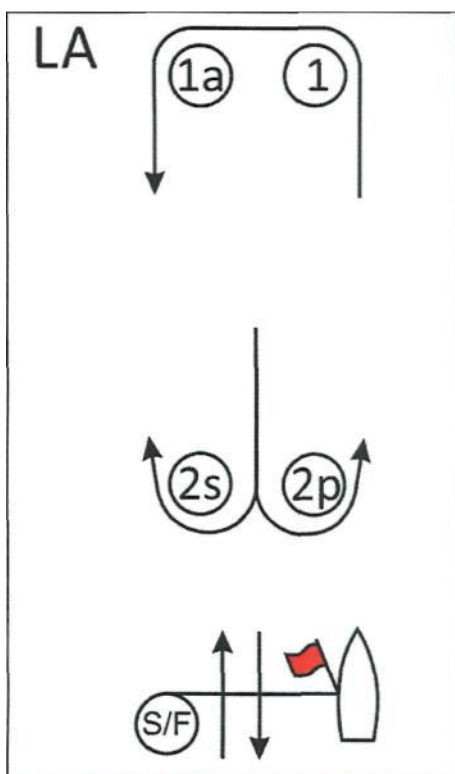
- OLD W2 = WA1	OLD L2 = LA1
- OLD W3 = WA2	OLD L3 = LA2
- OLD W5 = WA3	OLD L5 = LA3
- OLD W7 = WA4	
- OLD W9 = WA5	



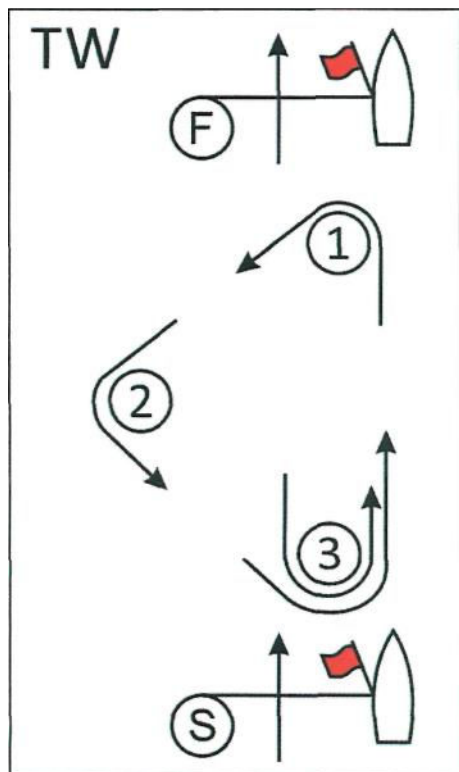
Attachment 2. Course Designations & LBYC Courses



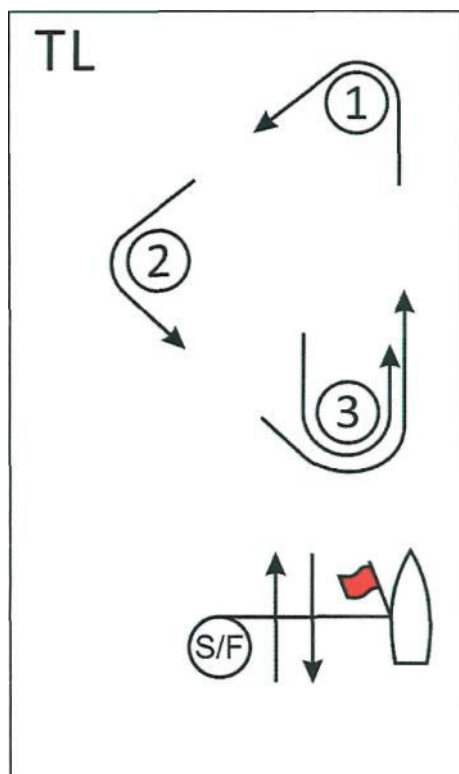
Course WA - Windward/Leeward with Offset Mark, Windward Finish	
<i>Signal</i>	<i>Mark Rounding Order</i>
WA2	Start - 1 - 1 a - 2s/2p - Finish
WA3	Start - 1 - 1a - 2s/2p - 1 - 1a - 2s/2p - Finish
WA4	Start - 1 - 1a - 2s/2p - 1 - 1a - 2s/2p - 1 - 1a - 2s/2p - Finish



Course LA - Windward/Leeward with Offset Mark, Leeward Finish	
<i>Signal</i>	<i>Mark Rounding Order</i>
LA2	Start - 1 - 1a - 2s/2p - 1 - 1a - Finish
LA3	Start - 1 - 1a - 2s/2p - 1 - 1a - 2s/2p - 1 - 1a - Finish
LA4	Start - 1 - 1a - 2s/2p - 1 - 1a - 2s/2p - 1 - 1a - 2s/2p - 1 - 1a - Finish



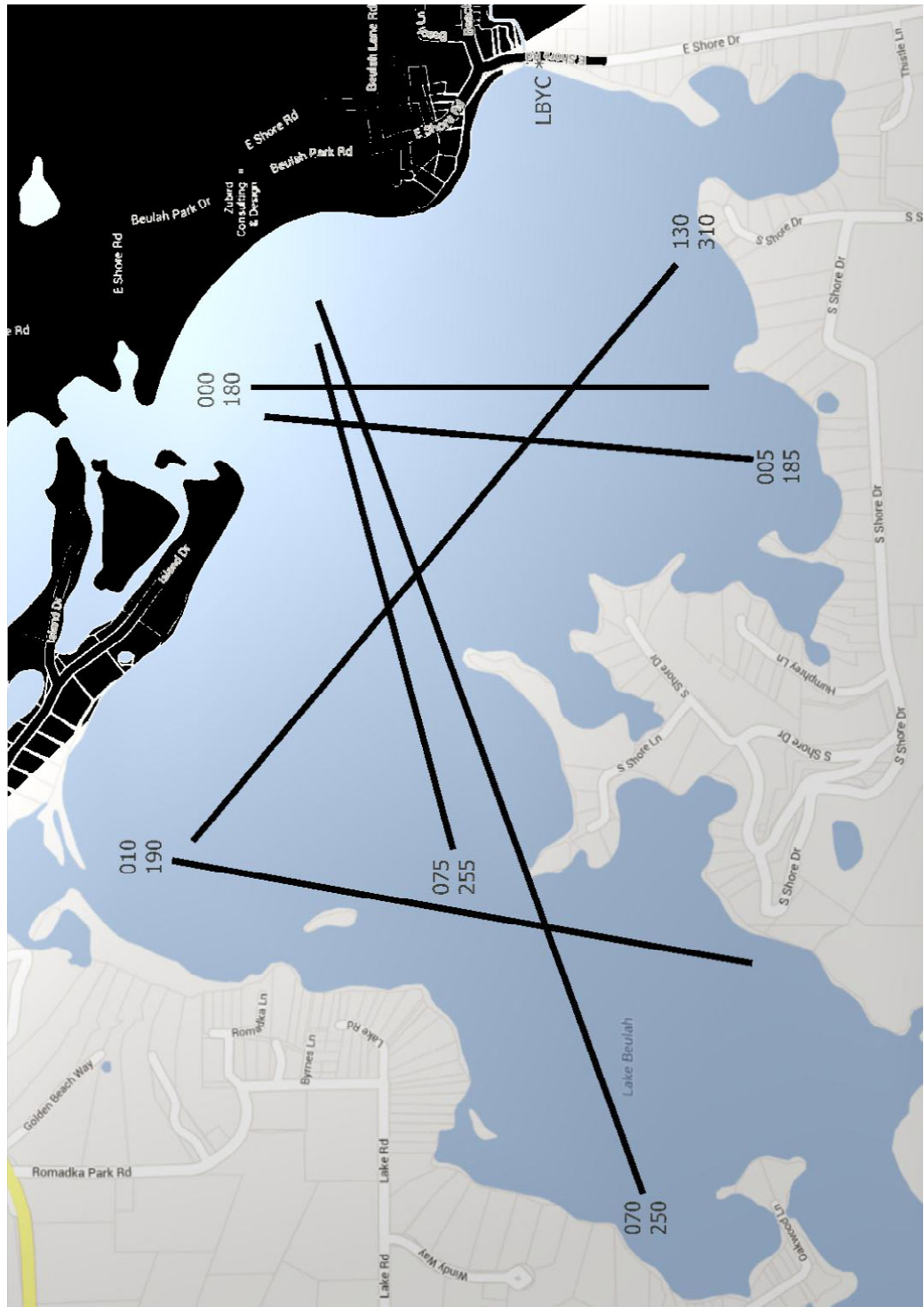
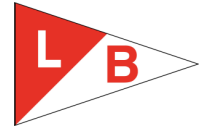
Course TW - Triangle, Windward Finish	
Signal	Mark Rounding Order
TW2	Start-1 -2-3-Finish
TW3	Start - 1 - 2 - 3 - 1 - 3 - Finish
TW4	Start -1-2-3-1 -3-1-3-Finish



Course TL - Triangle, Leeward Finish	
Signal	Mark Rounding Order
TL2	Start - 1 - 2 - 3 - 1 - Finish
TL3	Start-1-2-3-1-3-1- Finish
TL4	Start -1-2-3-1-3-1-3-1-Finish

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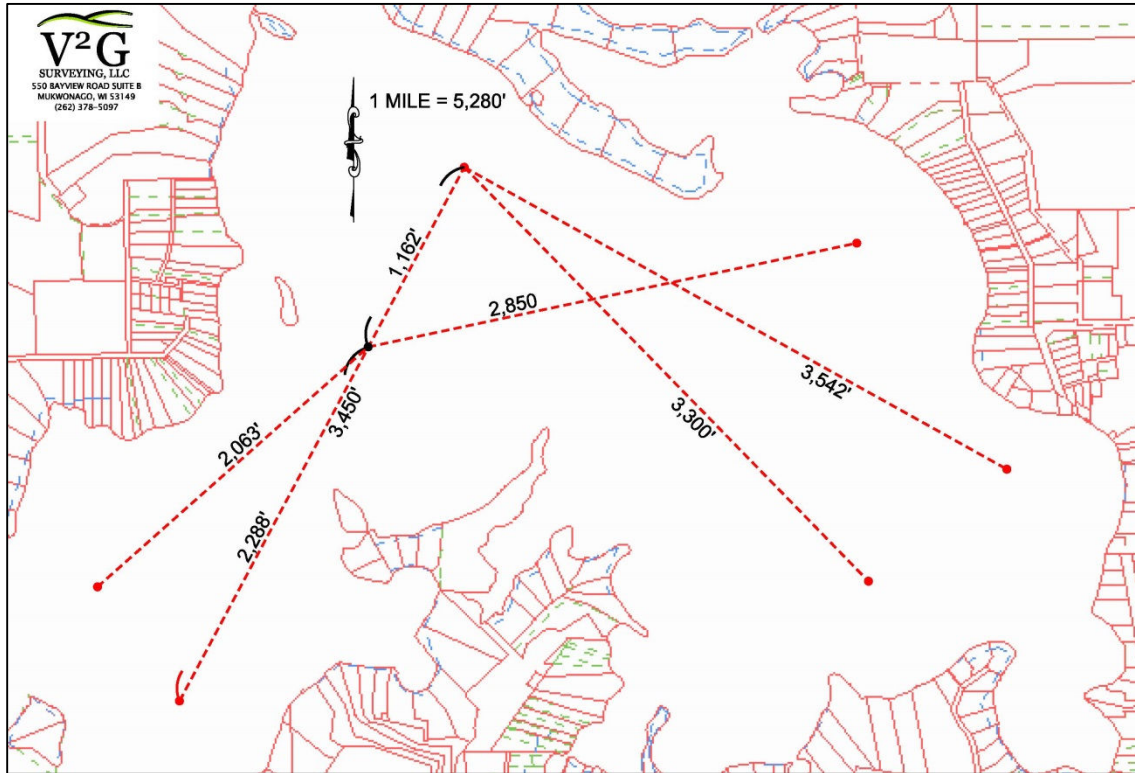
Lake Beulah Yacht Club



Lake Beulah Racing Area Course Map



Lake Beulah Racing Area Map



Recommended Number of Legs

Class	C		MC/X	
	5-8 mph	8-20 mph	5-8 mph	8-20 mph
Recommended Laps	WA4	WA5	WA3	WA4

Note: Recommended number of legs is for a 45-60 minute race using the typical maximum course length on Beulah (~3500 feet) at the higher end of the wind ranges shown. Use fewer legs if Wind Speed is in lower end of range.

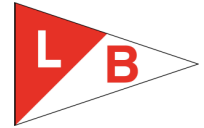
When C Scows race Back-to-Back races, the preferred courses are LA3 and WA4.

Starting Line Lengths By Fleet and Number of Boats (in yards)

	<u>5</u> boats	<u>10</u> boats	<u>15</u> boats	<u>20</u> boats	<u>25</u> boats	<u>30</u> boats	<u>35</u> boats
C	50	100	150	200	230	260	290
MC/X	40	80	120	160	185	210	230
Opti	20	40	60	80	100	120	140

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Windward-Leeward Course Headings (Reciprocals)

Windward	Windward	Start / Finish Line
000 (180)	180 (000)	090 - 270
005 (185)	185 (005)	095 - 275
010 (190)	190 (010)	100 - 280
015 (195)	195 (015)	105 - 285
020 (200)	200 (020)	110 - 290
025 (205)	205 (025)	115 - 295
030 (210)	210 (030)	120 - 300
035 (215)	215 (035)	125 - 305
040 (220)	220 (040)	130 - 310
045 (225)	225 (045)	135 - 315
050 (230)	230 (050)	140 - 320
055 (235)	235 (055)	145 - 325
060 (240)	240 (060)	150 - 330
065 (245)	245 (065)	155 - 335
070 (250)	250 (070)	160 - 340
075 (255)	255 (075)	165 - 345
080 (260)	260 (080)	170 - 350
085 (265)	265 (085)	175 - 355
090 (270)	270 (090)	180 - 000
095 (275)	275 (095)	185 - 005
100 (280)	280 (100)	190 - 010
105 (285)	285 (105)	195 - 015
110 (290)	290 (110)	200 - 020
115 (295)	295 (115)	205 - 025
120 (300)	300 (120)	210 - 030
125 (305)	305 (125)	215 - 035
130 (310)	310 (130)	220 - 040
135 (315)	315 (135)	225 - 045
140 (320)	320 (140)	230 - 050
145 (325)	325 (145)	235 - 055
150 (330)	330 (150)	240 - 060
155 (335)	335 (155)	245 - 065
160 (340)	340 (160)	250 - 070
165 (345)	345 (165)	255 - 075
170 (350)	350 (170)	260 - 080
175 (355)	355 (175)	265 - 085
180 (000)	000 (180)	270 - 090



Attachment 3. PRO Boat Checklist

Prior to Start	Communicate with sailors via VHF radio regarding intentions if postponement or abandonment is possible. Consider AP over H for stay on shore.
	Collect equipment: <ul style="list-style-type: none"> ▪ VHF radio ▪ Judge's flags ▪ Wind direction indicator (yarn on stick or similar) ▪ Range finder ▪ Buoys (three buoys, if PRO will be setting marks) ▪ Whistle (for Mark Changes) ▪ Anchor with plenty of line.
	Determine average Wind Direction & select Racing Area. See Course map.
	Determine Course and communicate to Signal Boat. See Guidelines.
	Set Windward Mark. Avoid shore effects.
	Set Offset Mark. 100-150ft – Use 7-10 boat lengths from windward mark.
	Determine if Signal Boat will anchor at starting line and communicate.
Prior to Warning	Set pin end of Starting Line perpendicular to average Wind Direction. See Course Headings for guidelines. Set Line Flag(s).
LIFE JACKETS	Instruct Signal Boat to fly Y FLAG if conditions dictate.
Scheduled race time	Assess readiness: Wind within limits, weather Conditions, Chase Boat and Signal Boat ready, Starting Line set right. Postpone if not ready.
Start Sequence	Monitor for change in conditions. Postpone if needed.
	Promptly determine if Individual or General Recall is needed and instruct Signal Boat.
Individual Recall	Ensure all OCS boat numbers are hailed.
	Instruct Signal Boat to lower Code X Flag when OCS boats are clear or four minutes, whichever occurs first..
General Recall	Determine if Starting Line needs to be adjusted.
	Re-start Sequence promptly.
After Start	Set Leeward Gate - 7+ Boat Lengths wide & perpendicular to average wind.
	Direct Chase Boat to desired position.
	Monitor for changes in conditions: Wind Direction, Wind Limits, Weather, sailors needing assistance.
	Adjust Course Marks if needed.
	Abandon if major Wind Shift that makes the race unfair, Wind Conditions outside Class Limits, Weather, Time Limit, Error in procedure that makes the race unfair.
Finish	Determine if Signal Boat will anchor for Finish Line and communicate.
	Set Finish Line. Determine if Finish Line will use existing Course Marks. Finish Line is set like the Gate, 7+ Boat Lengths wide. Perpendicular to Average Wind Direction from previous Mark.
	Call Finishes if not delegated to Signal Boat.
After Race	Ensure Protests are recorded by Signal Boat.
	Return Equipment and turn-off electronics.

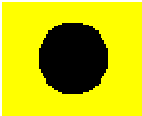
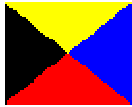
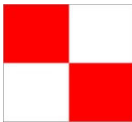
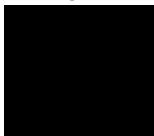




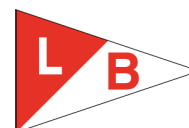
Attachment 4. Signal Boat Checklist

Prior to Start	Determine roles: Boat Driver, Flag Operator, Line Judge (if needed), Ollie operator, and Recorder
	Equipment ready <ul style="list-style-type: none"> ▪ VHF radio set on Channel 72 (hand held and Signal Boat VHF) ▪ Flags ▪ Ollie Start Timer ▪ Backup timer ▪ Magnetic Course Boards and magnetic courses ▪ Buoys ▪ Score Sheets ▪ Voice Recorder ▪ Cell Phone with radar app (if adverse weather anticipated) ▪ Cell Phone for emergencies and to photograph score sheet.
	Anchor for Starting Line if directed, or position boat in front of Starting Line.
	Scorer begins recording information.
Prior to Warning	Post Course Boards
	Fly Y FLAG if directed (life jackets)
	Set ORANGE LINE FLAG (if needed)
Postponement	Two horns and AP FLAG
Abandonment	Three horns and N FLAG
Starting sequence	See reverse. Key microphone for countdowns. At 6-5-4 STAY OFF the radio at 1 and 0, so PRO can talk to Fleet or other RC Boats. .
Normal start	Stop the Ollie following the Start, unless another Fleet will be starting immediately.
Individual Recall	One Horn and X FLAG . Stop the Ollie.
	Record and hail OCS Boats. Lower X FLAG when directed by PRO.
General Recall	Two Horns and FIRST SUBSTITUTE FLAG . Stop the Ollie.
Start following postponement or general recall	Start the Ollie and lower the AP or FIRST SUBSTITUTE FLAG at the First Horn (6 minutes)
Z, U, or BLACK FLAG START	Z FLAG, U FLAG, and BLACK FLAG substitutes for I Flag in sequence. Stop the Ollie after the start.
After Start	Stop Ollie.
	Monitor the Wind Speed and Lightning Detector if needed.
Course change	Fly the C Flag, sound repeating whistles, and display green board for movement to starboard (right) or red board for movement to port (left)
Finish	Call and record finishes
	Note protests and Scoring Penalties
	Complete score sheets
After Race	Return equipment and ensure electronics are turned off
	Photograph score sheet(s) and email to the scorer at: scorer@lbyc.us


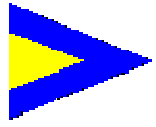


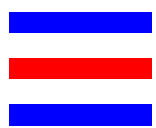
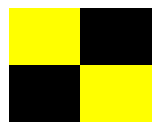
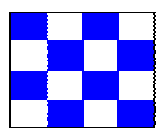
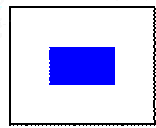



Starting Sequence

Flag Used	Designation and Flag Movement	# of Sounds (Horn)	Time
None	Courtesy to signal impending Warning Horn	1 long with 5 short following	6 minutes to start Start Ollie here
Class Flag	Warning - Class Flag Raised	1	5 minutes to start
 or  or  or 	Preparatory – I Or Z over I Or U Flag Or Black Flag Raised	1	4 minutes to start
	One minute - I or Z over I or U or Black Flag Lowered	1	1 minute to start
Class Flag	Start – Class flag lowered	1	Start
	General Recall Raised	2	After Start (if needed)
	Individual Recall Raised	1	After Start (if needed)



Attachment 5. Code Flags

Flag/Shape	Name	Sounds	Meaning
	X	1 when raised	Individual Recall
	First Substitute	2 when raised 1 when lowered	General Recall
	AP	2 when raised 1 when lowered	Postponement
	I	None when raised 1 when lowered	Round the Ends Starting Rule
	C	Repetitive	Change of Course
	L	1 when raised	Come Within Hail or Follow Me
	N	3 when raised 1 when lowered	Abandonment and Resail
	S	2 when raised	Shorten Course
	Y	1 when raised on Water (May be raised on Shore)	Life Jacket

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	N	3 when raised	Abandonment
	Z	1 when lowered	20% Scoring Penalty for OCS
	U	1 when lowered	Disqualification For OCS Unless General Recall restart
	Black	1 when lowered	Disqualification for OCS
	Blue	---	On Station
	Orange	---	Start Line & Finish Line



Attachment 6. Signal Boat and Flag Inventory

Signal Boat Inventory

Ollie	Course buoys (8)
Manual electronic timers (2)	Course change paddles (2 sets)
VHF radios – portable (5)	LBYC yearbook
Hailers (2)	Hand bearing compass
Code flag bags – Signal Boat and Judge Boat	Anchor for PRO boat
Laser Range Finder	Knife
Course boards (2) with markers and erasers	Multi tool
Lightning detectors – 1 Sky scan, 2 Acurite	Tape
Air horns	Paper towels
Electronic whistle	Cloth towels
Referee’s whistle	Miscellaneous line
Voice recorder	First aid kit
Portable anemometer (2)	Rescue blankets – mylar
Score sheets	US Sailing 2017-2020 Racing Rules

Flag Inventory – Signal and Judge

Flag	Meaning
RC	Identifies race committee boats
Blue	On Station - anchored at Finish Line
Orange	Starting Line/Finish line
Class – C, MC, X, Opti, Opti Green	Fly at warning signal
I	Round the ends rule for OCS
Z	20% scoring penalty for OCS
U	Disqualification for OCS unless General Recall restart
Black	Disqualification for OCS
X	Individual Recall
First substitute	General Recall
AP	Postpone
H	Stay on shore or go in for lunch at regatta
Y	Life jackets required
P	Preparatory
N	Abandon
C	Course change
S	Shorten course
Mark change – red and green	Mark change – Red to port and Green to starboard
G	Gate
A	No more racing today
L	Come within hail

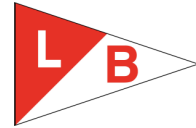


Attachment 7. Chase Boat Operation and Inventory

- Keys for boat and lift are in a lock box on the Chase Boat lift. The box opens with a crane key.
- To activate the lift, flip the save/run button on the panel to the run position (right).
- To raise and lower the lift, use the remote on the key fob or insert the small black key into the lift panel. An extra lift key is in the clubhouse in the drawer with the keys.
- Check the equipment in the Chase Boat:
 - Lifejackets (under seat in front)
 - Throwable cushion
 - Throwable rescue line (in seat on front of console)
 - Boarding ladder
 - Boat hook
 - Paddle
 - Whistle (hanging on console)
 - Long line for righting turtled boats (in seat in front of console)
 - Console radio: Should be off; turn on with volume control knob. If needed, get a portable radio from the Signal Boat.
 - Fuel. The boat should have been fueled prior to each weekend. To check fuel, look at the bubble gauge under the small circular hatch cover in the center of the floor in front of the console.
- Before starting the boat, check the tubes and make sure they are stiff. If needed, use the foot pump under the seat in front of the console to inflate. **Operation of the boat with under-inflated tubes seriously degrades tube life.**
- To start the boat, check gear in neutral, raise the fast idle lever, turn key (push key in to choke). Lower fast idle lever when engine running smoothly.
- Troubleshooting:
 - No electric power: Check master switch under driver's seat – should be in position 1.
 - Engine won't turn over: Remove engine cover and check main fuse. Instructions on back of page.
 - Call House and Grounds Chair – see contact numbers – (Attachment 7).
- When finished with boat ensure the following:
 - Radio off
 - Place buoys, flags, etc. in Signal Boat
 - Remove debris
 - Raise lift so bottom of boat is out of water
 - Place lift save/run switch in save position
 - Replace keys in Signal Boat lockbox

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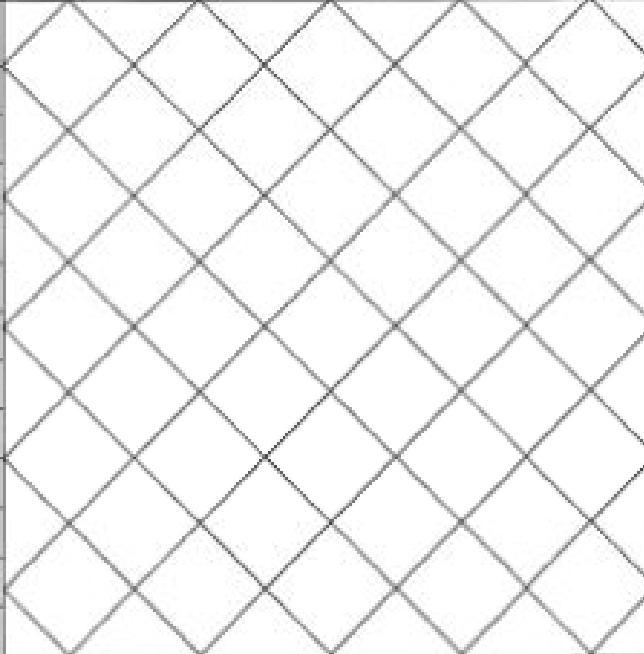


Attachment 8. Contact Information

Lake Beulah Yacht Club	262-642-4468	Club address is: N9220 East Shore Road East Troy, WI 53120 For 911 calls from cell phone, ensure dispatcher understands location of caller.
Emergency Numbers	911	
	262-642-3700 (ET Police)	
Sailing Commodore (Steve Barth)	847-274-3480 (cell)	
House and Grounds Chair (John Porter)	262-975-0097 (cell)	



Attachment 9. Protest Form

	<h2 style="margin: 0;">Protest Form</h2> <p style="margin: 0; font-size: small;">also for requests for redress and reopening</p>	Date & time received _____ Received by _____ Filing no. _____ Protest time limit _____		
Fill in and check as appropriate				
1. EVENT _____ Organizing authority _____ Date _____ Race no. _____				
2. TYPE OF HEARING <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> Protest by boat against boat <input type="checkbox"/> Protest by race committee against boat <input type="checkbox"/> Protest by protest committee against boat </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> Request for redress by boat or race committee <input type="checkbox"/> Consideration of redress by protest committee <input type="checkbox"/> Request by boat or race committee to reopen hearing <input type="checkbox"/> Consideration of reopening by protest committee </td> </tr> </table>			<input type="checkbox"/> Protest by boat against boat <input type="checkbox"/> Protest by race committee against boat <input type="checkbox"/> Protest by protest committee against boat	<input type="checkbox"/> Request for redress by boat or race committee <input type="checkbox"/> Consideration of redress by protest committee <input type="checkbox"/> Request by boat or race committee to reopen hearing <input type="checkbox"/> Consideration of reopening by protest committee
<input type="checkbox"/> Protest by boat against boat <input type="checkbox"/> Protest by race committee against boat <input type="checkbox"/> Protest by protest committee against boat	<input type="checkbox"/> Request for redress by boat or race committee <input type="checkbox"/> Consideration of redress by protest committee <input type="checkbox"/> Request by boat or race committee to reopen hearing <input type="checkbox"/> Consideration of reopening by protest committee			
3. BOAT PROTESTING, OR REQUESTING REDRESS OR REOPENING Class _____ Sail no. _____ Boat's name _____ Represented by _____ Tel. _____ Email _____				
4. BOAT(S) PROTESTED OR BEING CONSIDERED FOR REDRESS Class _____ Sail no. _____ Boat's name _____				
5. INCIDENT Where and when the incident occurred _____ Rule(s) alleged to have been broken _____ Witness(es) _____				
6. INFORMING PROTESTEE How did you inform the protestee of your intention to protest? <input type="checkbox"/> By hailing When? _____ Word(s) used _____ <input type="checkbox"/> By displaying a red flag When? _____ <input type="checkbox"/> By informing her in some other way Give details _____				
7. DESCRIPTION OF INCIDENT (use another sheet if necessary)	Diagram: one square = one hull length Show position of boats, wind and current direction, marks.			
				

Race Committee Manual

Lake Beulah Yacht Club



THIS SIDE FOR PROTEST COMMITTEE USE <i>Fill in and check as appropriate</i>	Class _____ Race # _____ Filing # _____
	Heard together with numbers _____

Withdrawal requested; signature _____ Withdrawal permitted
 Protest, or request for redress or reopening, received within time limit Time limit extended
 Protestor, or party requesting redress or reopening, represented by _____
 Other party, or boat being considered for redress, represented by _____
 Names of witnesses _____
 Interpreters _____ Remarks
 Conflict of interest declared Objections: Yes No _____
 Written protest or request identifies incident _____
 "Protest" hailed at first reasonable opportunity _____
 No hail needed; protestee informed at first reasonable opportunity _____
 Red flag conspicuously displayed at first reasonable opportunity _____
 Protest or request valid; hearing will continue. Protest or request invalid; hearing is closed.

FACTS FOUND

Diagram of boat _____ is endorsed by committee. Committee's diagram is attached.

CONCLUSIONS AND RULES THAT APPLY

DECISION	
Protest: <input type="checkbox"/> dismissed Boat(s) _____ is (are) <input type="checkbox"/> disqualified from race(s) _____ <input type="checkbox"/> penalized as follows _____	
Redress: <input type="checkbox"/> not given <input type="checkbox"/> given as follows _____	
Request to reopen a hearing: <input type="checkbox"/> denied <input type="checkbox"/> granted	Written decision requested
PROTEST COMMITTEE	
Members _____	When _____
Chairman's signature _____ Date & time _____	By whom _____
	Date provided _____