

# 2023 Reference Manual for Running Races at SLSC

(Reviewed by Terry Fraser 4/3/23)

## Safety – First Priority

- It is each sailor's responsibility to decide whether or not to race.
- The race committee should not influence sailors' decisions to race.
- At least two race committee boats (usually the flattop and a skiff) are needed to conduct a race. A third boat is preferable if the wind is strong. RC assignments provide enough support for the flattop and two safety/mark- set boats.
- Preferably each safety boat should be staffed by two people.
- Watch for trouble (capsize, etc.), especially for boats at the back end of the fleet. Monitor channel 19.
- Normally, the more maneuverable skiff should be used to assist disabled or capsized boats.
- PFD's need to be worn while operating or riding on all SLSC motorboats.
- Engine cut-off safety lanyards should be attached to each SLSC motorboat operator.
- Make sure the engine is off and the key removed from the switch if anyone is in the water near the boat you are operating.
- When in doubt, take the conservative approach.

## Preparation

- Preparation takes time.
- Get started early: Sundays at 12noon and 5PM on Wednesday nights for the Manning and the Rice series.
- Make sure the clipboard with sign-up sheets is on the porch front and on a table by the boat lift.
- Place any announcements next to the sign-up sheets.
- Get 3 handheld radios from the charging station in the kitchen. (The first cabinet to the left as you enter the kitchen.) Make sure you put these back in the chargers at the end of the day.
- The Ollie Box (orange starting signal box) might also be in the kitchen charging.
- Make sure the flattop has adequate fuel. Have the safety boat operators confirm that they, also, have adequate fuel.
- Instructions describing starting procedures are on the race committee boats.
- Verify that each race committee boat is equipped with life jackets, anchor,

towline, compass, radio, shorten-course (Flag "S"), Blue finish line flag and abandon-course (Flag "N") flags. (These are always on the boats but should be checked)

- Check that the flattop has signal flags, starting signal box (orange Ollie Box), course and compass placards, a wind-speed indicator, a bull horn, stop watches, a calculator, finish forms with pencils, and a course description card. (These should be on the Flattop at all times but should be checked).
- A copy of these instructions are also on the flattop in a binder.
- Inflate the yellow tetrahedral marks, stored in the race shed with the Shop-Vac (preferred) located in the small pump house, or the orange battery-powered blower. If a mark needs air on the racecourse there is a portable inflator on the flattop.
- **Properly inflated marks are soft and droopy.**
- Overinflating will result in a damaged or destroyed mark as the air in it will heat up and expand as it sits on the water.
- Attach the marks to small anchors using the D-rings **BEFORE** placing on the committee boats.
- Turn on radio, select channel 19, check for proper 2-way operation **BEFORE** leaving the dock. Every boat should have a hand-held radio as a backup.

### **Setting the Course**

- Determine the course to be run for the first race. Consider the wind speed. Longer races for more wind and in very windy conditions.,
- All courses are port-rounding (except the B courses which are a combination).
- Try to set some (or all) of the course marks before the half-hour signal. Determine the compass heading of the wind. Use the compass course calculator in the notebook to help set the other marks and the starting line.
- Leave ample extra anchor line for each mark to prevent dragging.
- If weeds are abundant, locate the course in deep water.
- Avoid placing marks close to shore or near shallow water buoys.
- Place placards indicating the course Code and first 2 of the 3 digits of the compass direction to the first mark in the bracket at the side of the flat top. For example, with an Olympic course with the windward mark at 140 degrees an "O" with the digits "14" should be displayed.

### **Getting the Fleet to the Course**

**Sunday races** are scheduled to start at 2:00 pm. Sound a Shore Signal (one long horn) at 1:30 pm. If the wind is not sufficient to send the fleet out for a race, hold on shore, watching the wind. **Racing may not be canceled before**

**3:30.** If the conditions improve, send the competitors out as soon as you think there may be wind on the course (don't wait for the wind to arrive if you see wind line coming down the lake). If the shore signal has not been made by 4:00 pm, abandon racing for the day. No race sequence will start after 4:30.

- **Wednesday** Manning Series races are scheduled to start at 6:30 pm. Sound a Shore Signal at 6:00 pm. If the wind is not sufficient to send the fleet out for a race, hold on shore watching the wind. **Racing may not be canceled before 6:45 pm.** If the conditions improve, send the competitors out as soon as you think there may be wind on the course (don't wait for the wind to arrive if you see wind line coming down the lake). If the shore signal has not been made by 6:45 pm, abandon racing for the evening. If the competitors are already on the lake, the RC will use their judgment but in no case should a race sequence start after 7:30 pm.
- For Rice Series, use judgment. The starting sequence is scheduled to start at 6:00 pm. Consider the weather forecast and what you observe.

### **Postponement**

#### On Shore

- If the weather prevents the fleet from going out, the Postponement is made from shore. Sound two horns and raise the Answering Pennant (Postponement - red and white striped pennant).
- When conditions indicate a race may be possible, sound one horn blast and lower the "AP" Flag. This signals 30 minutes to the warning signal of the race. If wind is noted coming down the lake, get the fleet out before the wind reaches the club.

#### On the Water

- When a postponement has been made on the water, and conditions allow a start, lower the "AP" Flag and make one sound to indicate the sequence for the next race will start shortly.
- Start the sequence not less than one minute but not more than 5 minutes after lowering the "AP" Flag.

### **Start and Finish Lines**

An orange flag mounted on the yellow staff on the port side of the Flattop marks one end of the start line.

A blue flag on the yellow staff on the port side of the Flattop marks one end of the finish line.

If the start and finish line are the same, both flags can be flown together.

If a boat other than the Flattop is used for the finish, the blue flag should be transferred to that boat.

- Try to set both the Start and the Finish lines (if different) as square to the wind as possible. For Starting lines, longer is generally better. Once your starting line is set, check that the flattop and/or the pin end have not drifted.
- An anti-barging buoy should be attached to the stern of the race committee boat. Boats racing may not touch this mark.
- Use the Starting box as it will do all the timing of the starts for you.
- **START TWOTIMING WATCHES AT THE START OF THE STARTING SEQUENCE – the warning signal (FIRST LONG HORN)!!!!**
- Starts will be run in accordance with RRS 26 (sequence below) on Sunday and Wednesday Club races, as well as many regatta races.
- The timing box makes high-pitched beeps to alert the RC of the next horn. A copy of the box operation and sequence instructions is on the RC boat.

Signal	Flag	Sound	Minutes before Start
Warning	Division flag	1 Horn	5
Preparatory	Flag “P” (white square on blue background)	1 Horn	4
One-Minute	Lower Flag “P”	1 Horn	1
Start	Lower Division flag	1 Long Horn	0

The starting signal for Division 1 is the warning signal for Division 2, etc. So at the start of Division 1, lower the first division flag and quickly raise the next division flag.

### **After the Start**

#### Individual Recalls

- Recall individual premature starters by sounding one horn blast and displaying Flag “X” (white with blue cross). Attempts should be made to notify boats that are over the line early. The radio can be used on channel 19.

- Lower the Flag “X” after all boats have started properly (or 3 minutes after start). Do not use a sound when lowering,
- Any boat that doesn't return to make a clean start will be marked as "DNS" on the score sheet and is not given a horn or an "Over" hail as they cross the finish line.
- Set the Finish Line. If the finish is in the same area as the starting line, bring in the starting line to about ½ of its length to create the finish line. Raise the Blue Flag.

### General Recalls

- If you are unable to identify boats that are on the course side of the starting line or to which RRS 30.1(see **NOTE** below) applies, or there has been an error in the starting procedure, signal a General Recall and display the First Substitute (blue triangle pennant with yellow inside) with two sounds.
- If needed, reset the starting line to be better oriented to the wind direction or lengthen the line if needed.
- The warning signal for a new start for the recalled Division should be made one minute after the First Substitute is removed (one sound), and the starts for any succeeding Division shall follow the new start.
- The starting signal for a recalled Division is the Warning signal for the next Division, and so on.
- In the event of a General Recall of the second Division, record the start time of the second division from the watch started for the first Division on the scoring sheet to accurately calculate Overall Handicap results. It is not necessary to use a separate watch for the second Division.
- **NOTE:** If too many recalls have occurred, adjust the starting line, and use Flag “I” (yellow with black circle) for the preparatory signal (instead of Flag “P”). Flying Flag I means that boats which cross the line or its extension in the last minute before their start must go around either end of the line before starting (Rule 30.1).
- Do not alter the position of the starting line or any marks of the course after the starting sequence has started. If marks or the flattop have drifted or there has been a significant wind shift, signal a postponement, then adjust to the proper position as soon as possible and restart the sequence. Do not adjust the starting line for wind shifts if the first fleet has started but the second fleet has not.

### Shortening Course (RRS 32.2)

- Shorten the course if it appears unlikely that the racers will finish within the 90-

minute time limit.

- Position the finish line:
  - a) At a rounding mark, between the mark and a staff displaying the Blue Flag on a Race Committee boat. Anchor the RC boat on the outside of the course near the mark creating a finish line perpendicular to the line from the previous mark.
  - b) At a gate, between the gate marks. The committee boat can pull the mark aboard, deflate the mark and hold up a “Shorten Course” flag, or anchor by the starboard mark but close enough so there is no room for a competitor to try to pass between the committee boat and a gate mark. In all cases, a Shorten Course Flag and Blue Flag must be raised
  - c) At the original Start – Finish line. (At SLSC only.) The shortened course will be signaled at a leeward mark (or gate), by an unanchored safety boat, flying a shorten course flag (Flag S) and sounding two horns as each group of boats approach. The Race Committee boat will also fly a shorten course flag. The fleet will sail to and finish at the original start finish line indicated by the Blue Flag.

Finish line ends are marked with a Blue flag on the Race Committee boat or safety boat and the finishing mark.

- Work out a method to record finishing times accurately.
- Communicating finishing times by radio to the flattop is probably the easiest way to do this unless the flattop is at the new finish line.

**Time Limits:** It is preferable to shorten a course rather than abandon a race.

### Sunday Series Racing

Racing will be abandoned if no boat finishes a race within 90 minutes from the second start.

Boats failing to finish within 30 minutes after the first boat sails the course and finishes, will be scored with the next succeeding place within their fleet and the next succeeding place for Overall Handicap.

If no boat from a specific fleet finishes within 30 minutes after the first boat sails the course and finishes, all boats that started in that fleet and did not retire before the expiration of the time limit, will be scored with a 1<sup>st</sup> place for their fleet score.

### Wednesday Night Series Racing

Racing will be abandoned if no boat finishes a race within 1 hour from the second start.

Boats failing to finish within 30 minutes after the first boat sails the course and finishes, will be scored with the next succeeding place within their fleet & the next succeeding place for Overall Handicap.

If no boat from a specific fleet finishes within 30 minutes after the first boat sails the course and finishes, all boats that started in that fleet and did not retire before the expiration of the time limit, will be scored with a 1<sup>st</sup> place for their fleet score.

### **Abandonment**

- Abandon a race if the time limit is exceeded.
- Abandon in adverse weather or for any emergency.
- Abandonment is signaled by Flag "N" (blue and white checks) and three sounds, if you intend for the boats to sail to shore.
- If you intend to start another race, Abandon and Re-sail is signaled by Flag "N" and three sounds, followed by Flag "L" (black and yellow quadrants) and one sound. Fly both flags until one minute before the new sequence. Lower the flags with one horn.

### **Finish**

**New for 2022: A blue flag mounted on the yellow staff on the port side of the Flattop marks one end of the finish line. If a different boat is used for the finish line, a blue flag must be mounted on a staff from that boat.**

- Use the finish sheet that can be found in the supply chest on the flattop for recording times and race information.
- **Record all appropriate information required at the top of the finish sheet- Name & # of the race(s), average wind speed, & names of ALL RC people.**
- Record the class, sail number and total elapsed time of each finishing boat.
- **PLEASE WRITE LEGIBLY- FLAG LT. RACE MUST BE ABLE TO READ THE BOAT #'S & ELAPSED TIMES!!!**In very light winds (or other unusual circumstances), you may assign positions to stragglers and tell them they have finished. Assign these boats estimated finishing times.
- Display Flag "L" (black and yellow quadrants) at the end of a race if another race will follow. Lower this flag (with one sound) one minute before the warning signal for the next race.
- When returning to the dock at the end of racing for the day, sound one long horn to signify the start of the protest filing period.
- **Hand the finish sheets to Flag Lt Race if present. Otherwise, photograph the finish sheets and the sign-up sheets and email them to [race@sailsaratoga.org](mailto:race@sailsaratoga.org). Clip the original sheet to the sign-up clip board and leave all sheets on the clubhouse porch.**

## Protests

- Protest flags are not required for any boat sailing a series race at SLSC.
- Protests and requests for redress will be decided following an informal open hearing which will take place immediately following racing if possible.
- Protests must be filed 1.5 hours after the Race Committee boat docks.
- The Race Captain will appoint a three-person protest committee to hear and decide the protest. There will be no appeal from the committee's decision. This changes RRS 60-62.
- Protest forms are in the binder on the table on the porch.

## Cleanup

- Return equipment as appropriate.
- Clipboards, watches, binoculars etc. in the storage bin on the flat top.
- Lock the flat top storage box.
- Return hand-held radios to the charging station in the kitchen. Verify they are turned off.
- Return sign-up clip board to porch table.
- **IT IS VERY IMPORTANT TO ADVISE THE FLAG LT. RACE OF ANY EQUIPMENT THAT NEEDS TO BE REPAIRED OR REPLACED IMMEDIATELY OR WITHIN 24 HOURS AT THE LATEST.**

## Ollie Box (Orange Starting Signal Box) Operation

- The White button will sound the horn
- The Red button starts the sequence
- Inside the box is a toggle switch
  - This switch should be on RRS 26 for all regular races
  - Select Dinghy Start for a three-minute sequence
  - Do not use the RRS26 recall position, it is not applicable to us

### **PUSH RED BUTTON ON OLLIE BOX**

BEEPS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

**HORN BLASTS** 1, 2, 3, 4, 5

BEEPS 1, 2, 3, 4, 5

**HORN BLAST - START WATCHES-DIVISION I FLAG UP**

BEEPS 1, 2, 3

BEEPS 1, 2

BEEP 1

BEEPS 1, 2, 3, 4, 5 4:05, 4:04, 4:03, 4:02, 4:01 to start

**HORN BLAST – PREPARATORY FLAG UP**

BEEPS 1, 2, 3

BEEPS 1, 2

BEEP 1

### **ATTENTION RACERS**

#### **5 MIN. TO START**

4:30 to start

4:20 to start

4:10 to start

#### **4 MIN. TO START**

1:30 to start

1:20 to start

1:10 to start



BEEPS	1, 2, 3, 4, 5	1:05, 1:04, 1:03, 1:02, 1:01 to start	
<b>HORN BLAST – PREPARATORY FLAG DOWN</b>			<b>1 MIN. TO START</b>
BEEPS	1, 2, 3	0:30 to start	
BEEPS	1, 2	0:20 to start	
BEEP	1	0:10 to start	
BEEPS	1, 2, 3, 4, 5	0:05, 0:04, 0:03, 0:02, 0:01 to start	
<b>HORN BLAST – START-DIV I FLAG DOWN, DIV II FLAG UP</b>			<b>5 MIN. TO START</b>
BEEPS	1, 2, 3	4:30 to start	
BEEPS	1, 2	4:20 to start	
BEEP	1	4:10 to start	
BEEPS	1, 2, 3, 4, 5	4:05, 4:04, 4:03, 4:02, 4:01 to start	
<b>HORN BLAST – PREPARATORY FLAG UP</b>			<b>4 MIN. TO START</b>
BEEPS	1, 2, 3	1:30 to start	
BEEPS	1, 2	1:20 to start	
BEEP	1	1:10 to start	
BEEPS	1, 2, 3, 4, 5	1:05, 1:04, 1:03, 1:02, 1:01 to start	
<b>HORN BLAST – PREPARATORY FLAG DOWN</b>			<b>1 MIN. TO START</b>
BEEPS	1, 2, 3	0:30 to start	
BEEPS	1, 2	0:20 to start	
BEEP	1	0:10 to start	
BEEPS	1, 2, 3, 4, 5	0:05, 0:04, 0:03, 0:02, 0:01 to start	
<b>HORN BLAST – START-DIVISION II FLAG DOWN</b>			<b>0 MIN. TO START</b>

**TURN OLLIE BOX OFF**