



# **CEDAR POINT YACHT CLUB**

## **RACE COMMITTEE HANDBOOK**

### **2018 EDITION**

**Prepared by Race and Regatta**

Revised 3/2018

# **TABLE OF CONTENTS**

**INTRODUCTION**

**SAFETY GUIDELINES**

**RACE DAY PREP – WEEK PRIOR & RACE DAY**

**RACE DAY INSTRUCTIONS**

**POST RACE RESPONSIBILITIES**

**RACE COMMITTEE JOB DESCRIPTIONS**

**ADDENDUM 1: RACE COMMITTEE CONTACTS/FLEET SCORERS/PROTEST COMMITTEE CONTACTS**

**ADDENDUM 2: FLAGS AND SIGNALS EASY REFERENCE GUIDE**

## **INTRODUCTION**

The purpose of this document is to outline Race Committee safety guidelines, procedures, protocols, individual fleet racing preferences and expectations.

As a way of giving back to the membership, we ask you to **HELP TRAIN FUTURE RACE COMMITTEES!** A large part of the rich heritage of Cedar Point Yacht Club is the continued support of a volunteer Race Committee. Be part of it and share your knowledge with the members of your race committee and other CPYC members who are interested in becoming more involved in Race Management.

You are encouraged to take interested people on the water with you, and to instruct them. To the extent it does not interfere with the day's racing, have them join you on the upper deck during the starts; review the flags and signals with them; and include them as you select courses and make them part of the race day awards process.

We ask you to exercise your judgment and safety on the water at all times. Please review the safety guidelines with your team at the dock before leaving.

Your comments and suggestions are **MOST** welcome regarding your team, set-up, equipment, procedures, etc. Please put your thoughts into an email and share them with Storm Snaith, Scott Reichhelm or any of the Race and Regatta fleet representatives, [cpycraceregatta@gmail.com](mailto:cpycraceregatta@gmail.com) . After you have completed your RC assignment, please record in the logbook any crew members who did not show up, any equipment that was broken/missing or any problems that occurred on the water.

If you have any questions prior to your race day, call Race & Regatta Governor – Storm Snaith (203) 856-1169 or Chairman Scott Reichhelm (203) 249-6932.

Thank you for being a part of what makes our club special, VOLUNTEERISM!

**Scott Reichhelm, Chair  
Race & Regatta**

## SAFETY GUIDELINES

### IN CASE OF ACCIDENT OR MEDICAL EMERGENCY

- **ALWAYS** call Club Manager Trey Lang first (**on his cell (203) 952-9148**) or via **CHANNEL 78**. He is a trained nurse and will triage the situation and help coordinate.
- **ALWAYS** call **Westport Marine Police on CH 16** even if you are bringing someone in yourself. Calling 911 is an option but the above options are preferred and should be done first.
- **ALWAYS** take on the water victim to **COMPO, NEVER** to the club.

### SAFETY GUIDELINES

#### Race Committee Responsibilities

- When a boat capsizes, have a support boat respond immediately and communicate status to RC.
- **ALWAYS** wear a PFD when rescuing or assisting a capsized boat.
- Instruct competitors to **ALWAYS** stay with the boat.
- Rescue all people first, then boats.
- If the competitor is having trouble righting the boat, remove sails and wait for the squall to pass before attempting again.
- If a boat turns turtle it may be necessary to attach a harness in order to right the boat, Trey and his staff are trained to do this.
- A universal distress signal for a sailboat without a VHF radio is dropping of the main sail. If you notice a boat take their main sail down, respond immediately!

### RC BOAT SAFETY!!!

- Operation of Club Power Boats requires a valid CT Safe Boating Certificate, on board. If you live in another state, bring the proper equivalent documentation.
- **DO NOT** cut the flats, significant damage occurs annually to CPYC motorboats due to Race Committee Volunteers not staying within the channel markers. Remind mark boats to honor channel markers.
- Remember, no alcohol may be consumed on any RC Boat until racing is complete for the day. CT State Laws provide that no vessel shall be operated while its operator is under the influence of alcohol or other substances.

## RACE DAY PREP

### THE WEEK BEFORE RACE DAY

- Check the CPYC website for RC Assignments and schedules.
- **Call and Email** (we highly recommend both) each member of your race committee.
- **Get replacements** if necessary. Contact a Race & Regatta member if you need help! SEE ADDENDUM CONTACTS
- Read the **CPYC Sailing Instructions**.

### RACE DAY - ON THE DOCK / ON THE BOAT

- The PRO & DRO arrive at **11:00 am on Saturday and Sunday**.
- Other RC arrive at **11:15 on Saturday and Sunday**.
- **Meet your team at 11:15 at the flagpole.**
- **ABSOLUTE MUST:** Assign each member of the RC a fleet to speak with in the parking lot/docks prior to leaving the dock to understand fleet expectations for the day.

## RACE DAY INSTRUCTIONS

### REQUIRED READING: NOR, SAILING INSTRUCTIONS & FLEET SPECIFIC SI ADDENDA - THESE DETAIL YOUR RACE DAY COURSES

#### STARTING THE RACES

- **Be sure to record the clock time of each start, even for the one-designs.** That sets the time limit for starting and finishing
- Starting lines should be 1-1.5x length of the starting class.

#### OLLIE HORN INSTRUCTIONS

- **SET THE OLLIE HORN TO THE CORRECT TIME**
- Ollie horn sequence for a 5 minute sequence on the BIG RC Boat, there is a 20 second delay, so be sure to start the Ollie Horn 20 seconds BEFORE the Start Gun is supposed to go off.

#### **AFTER A GENERAL RECALL OR A POSTPONEMENT – SWITCH TO 6 MINUTES (when using the standard 5 minute sequence)**

- You need to switch sequence from the “5” minute setting to the “6” minute setting.
- To end a general recall or postponement and begin the starting sequence for the next start, start the Ollie Horn, which will give the RC a 10 second countdown to the sound signal for lowering the general recall or postponement flag
- It will then automatically signal the warning for the restart exactly one minute later.
- **AFTER THE RESTART, BE SURE TO RESET THE MACHINE BACK TO THE “5” MINUTE SETTING FOR THE NEXT START.**
- If you need to re-start the 3 minute sequence after a general recall or postponement there is not an additional setting for the Ollie Horn so you will need to manually notify the competitors with the hand canister. Simply blow a sound signal while you drop the flag and start the 3-minute Ollie Horn sequence one minute later.

#### **REMEMBER - RECORD THE CLOCK TIME OF EACH START (AND FINISH)**

- Note the Start Time by recording the Clock Time (TIME OF DAY) IN HH:MM:SS (I.E. 10:55:45 or 13:15:47). It is strongly recommended to use GPS Time for this purpose. Make sure all watches used are synchronized to each other.
- Please do not record using the elapsed time; it does not work for scoring.
- Boats may not start more than four minutes after their starting signal.

#### DURING THE RACE

- Monitor the progress of the racing. Observe whether one side of the course seems to be favored and consider how to correct for that.
- Monitor the wind direction and velocity. Consider changing course if a persistent shift has occurred. Consider shortening the course if the velocity has dropped.

- Monitor any developing thunderstorms or other bad weather. The Club staff can advise you about the radar picture. Consider shortening or abandoning races in progress to allow boats sufficient time to seek safety if needed.
- Keep track of all the boats. Count them, frequently. Be alert for a boat needing assistance. If one or more boats need assistance and are not getting it, consider leaving station to assist. In general, watch the races you are running and make decisions like you are a competitor. What would you want the RC to do.

### **THE FINISH**

- **Record the finish time for every PHRF boat finishing (Use Clock Time HH:MM:SS, and use GPS time consistently to obtain time information. If you do not use GPS or the same watch to record the start time and finish times major scoring issues will be created.**
- Signal the first boat to finish in each class with a horn.
- If a boat has not started properly - If it was OCS or if it started more than four minutes after its starting signal) - do not signal a finish, but note its finish position (and finish time if PHRF) in case of a request for redress.
- **MAKE SURE YOU KNOW YOUR COURSE TIME LIMITS – REFER TO SIs**
- For safety - Record the boats that finish after the time limit.

### **RACING ENDS – PREPARE TO HEAD IN**

- Before leaving the finish area, account for all boats.
- If **any** are missing, radio or call the club to see if they returned to the basin.
- The RC signal boat, or another assigned CPYC committee boat, **shall follow** the sailboats into the basin.

## POST RACE INSTRUCTIONS

- **RECORD THE DOCKING TIME AND POST IT ON THE OFFICIAL NOTICE BOARD.**
- **IN RC LOGBOOK (located on the Cedar Point) ENTER NAMES OF ALL RC MEMBERS, ANY EQUIPMENT BROKEN OR MISSING, AND ANY PROBLEMS THAT OCCURRED ON THE WATER.**
- **MAKE SURE YOU PUT ALL THE BOATS AWAY PROPERLY.**

### PROTESTS – IT’S YOUR JOB TO ADDRESS THEM!

- If any boats informed you of a protest on the water, write down the sail numbers of the parties involved and who filed the protest. On your way in, consult the Protest Committee Chairman list, which is laminated (on each RC Boat & in Governors’ room) to determine who you want to approach and ask to become the Chairman.
- Once docked, record the time that you docked and post it on the official Club Notice Board as competitors have 1 hour to properly file a protest from the time you docked.
- The PRO or SRO must remain at the Club until either you receive written protests or the expiration of the protest time limit.

### SCORING & RESULTS

#### **SCORES – MAKE SURE THEY GET POSTED ON BULLETIN BOARDS**

Retain the original recordings and the transcribed sheets and post them on the Race Committee Bulletin Board in the Governor’s Room. One score sheet should be posted for each fleet that sailed. Take a picture of the scoring sheet and send it to [cpycraceregatta@gmail.com](mailto:cpycraceregatta@gmail.com) and the fleet scorer (see posted list of names with phone number and emails).

- **One Design-** After posting and emailing scores, the PRO is responsible for awarding trophies to the top finishers in each fleet at the end of the day.
- **PHRF-** You may need to find one of the PHRF Scorekeepers (Halsey Bullen, Cole Palmer, or Christian Uecker) in order to score Cruising Class results. If you are unable to locate a PHRF scorer, post the raw scores on the PHRF bulletin board in the Governor’s room. Take a picture of the scoring sheet and send it to Halsey Bullen and [cpycraceregatta@gmail.com](mailto:cpycraceregatta@gmail.com)
- See list of the fleet scorers (attached addendum of contacts) should you have any questions.

### CUP WEEKEND SCORING

Each Fleet scores the cup weekend differently & this is important if you are the PRO for the last day of each cup weekend, as you need to tally the results for each fleet differently. If you have a question, find either one of the above-mentioned fleet scorers or another member of the R&R committee to clarify.

**Each fleet is responsible for their own cup weekend scoring and each fleet scorer is required to post results to the fleet web page.**

### AWARDS (ONLY ONCE ANY PROTESTS HAVE BEEN RESOLVED)

- The PRO is responsible for handing out the days or cup weekend scores.



- Announce winners and award glasses as early as possible.
- Glasses are awarded to the winners of the day, not individual races.
- If a fleet only has 3 boats, award only first place, 4-5 boats award top 2, over 5 boats, award top 3.

## RACE COMMITTEE JOB DESCRIPTIONS

**Principal Race Officer** is in charge on the water, including supervising other RC personnel.

Duties include: **\*\* It is important in PHRF racing that the PRO properly capture the start time for each division and the finish time for each boat. Course distance is no longer required \*\***

- Course selection and starting sequence including proper posting.
- When to change and shorten course.
- Set the starting line, sight the line and calling boats OCS and clear.
- Decide whether to start or continue a race (exception to this is below in red).
- Decide whether life jackets will be required.
- Decide whether races and/or harbor starts should be postponed.
  - Timer communicates to the PRO when the Ollie Horn should be turned on (remember the 20 second delay from turning flipping the switch to the first horn).
- **The PRO has the right to cancel a race due to safety concerns.**
- Make sure the results from the scorer are posted to the RC Bulletin Board in the Governor's room.
- If there are protests, find a protest chairman from the provided list, assist in finding the additional 2 committee members and receive written protests.

### **Deputy Race Officer**

- The DRO assists the PRO in decision-making, course options, course length, when to change course, etc.
- Assist the RC Team as needed.

### **The Signaler**

- Post starting sequence placards.
- Hoists and lower starting shapes and other visual signals; including postponements, abandonments, individual recalls, and general recalls.
- All starting shapes, Class flag & P Flag should be on the halyards.
- AP flag should also be on a halyard and ready to hoist.
- Signals should be hoisted and doused sharply.

### **The Timer (Cruising Class)**

- Official time for starts, and records finishing times, particularly for Cruising Class boats.
- Times are to be read from the same watch, which should be set each race day from a GPS.
- Keep track of the time limit and advise the recorder if it expires.

### **The Recorder**

- Check in all boats - record sail number. If PHRF also record division.
- Records all starters, finishers and the time of start for each race, date, race number, wind speed and direction.
- If fewer than three competitors are in the starting area for any fleet or division scheduled to race, alert the PRO.
- Write down course and compass bearing and range to the windward mark for the one-design boats when using inflatable marks.
- Record start time.
- Record sail numbers of boats called OCS at the start and mark those cleared; boats are required to start within 4 minutes of the fleet start or are scored DNS.
- One Design – record sail numbers in the order in which they finished.
- Record the finish time of the first boat in each fleet, there is a 30-minute time limit.
- Remember to score DNF if a vessel does not complete the race. For cruising class races, it is necessary to record the finish times (hours: minutes: seconds) for each boat.
- Record all boats that have withdrawn from a race or return to the basin between races on multi-race days.
- TLE represents Time Limit Expired and all boats not finishing within the time limit shall be scored TLE on the score sheet. Record the finishing times for all TLE boats.

## ADDENDUM - CONTACTS

### RACE COMMITTEE ASSISTANCE (SHOULD REPLACEMENTS BE NEEDED)

R & R Governor	Storm Snaith
R & R Chairman	Scott Reichhelm
PRO Assistance	Steve Gruver, Rodrigo Meireles
Protests/Jury	Ched Proctor, Stephanie Swann
Scoring	Samantha Parisi, Halsey Bullen, Christian Uecker, Cole Palmer
Committee Members	Sam Blouin, John Cooke, Rich Gold, Scott Henjes, Robin Keller, Cole Palmer, Chris Perez, Rod Ratcliffe, AJ Sorensen, Holly Spezzano

### FLEET SCORERS

- Atlantic = Jim Doyle <[rjdoyle@optonline.net](mailto:rjdoyle@optonline.net)> 203-258-1963
- Stars = Carol McAllum <[mccallumcb@aol.com](mailto:mccallumcb@aol.com)> 203-554-4911
- Thistles = Jess Hammond <[jesslaakso.h@gmail.com](mailto:jesslaakso.h@gmail.com)> 203-984-9284 (H),  
Ante Jelcic <[ante.i.jelcic@gmail.com](mailto:ante.i.jelcic@gmail.com)>
- Lightning = William Bogardus <[williambogardus@hotmail.com](mailto:williambogardus@hotmail.com)> 732-740-0337
- Flying Scot = Chris Perez <[cnperez@yahoo.com](mailto:cnperez@yahoo.com)> 917-538-0317
- Vanguard = Storm Snaith <[stormsnaith@optonline.net](mailto:stormsnaith@optonline.net)> 203-856-1169
- J70 = Michael Gavin <[mgavin@fastmail.net](mailto:mgavin@fastmail.net)> 203-557-3847 (H)
- PHRF Wednesday Nights (YachtScoring) = Halsey Bullen <[hgbullen@aol.com](mailto:hgbullen@aol.com)> 203-247-2712
- PHRF weekend & Lasers (SailWave) = Halsey Bullen <[hgbullen@aol.com](mailto:hgbullen@aol.com)> 203-247-2712

### AVAILABLE PROTEST COMMITTEE CHAIRS and MEMBERS

#### Atlantics

- Scott Reichhelm
- Mark Foster
- Glen Bemus
- Ron Marsilio
- Chris Wittstock
- Gordon Dailey
- Jim Doyle

### **J 70s**

- Kerry Klingler
- Trevor Roach
- Bill Walker
- Josh Goldman
- Stephanie Swann
- Nick van der Wense
- John McArthur

### **Lightning**

- Dick Thackaberry
- Bill Bogardus
- Eric Heller
- Gianni Cuccio

### **Star**

- Rich Gordon

### **Thistle**

- Chris Pollak
- Geoff Wallace
- Larry Liggett
- Brian Joyce
- Steve Gruver
- Charlie Kreidler
- Brad Thompson

### **Vanguard**

- Steve Girling
- Jay Lurie
- Ched Proctor
- Serge Karpow
- Chris Johannessen
- Michael Gavin
- Tim Maier
- Storm Snaith

### **Cruising Class**

- Cole Palmer
- Nelson Stephenson
- Christian Uecker
- Allen Bemus
- Rich Gold
- Adrian Little
- Paul Coleman