

Cedar Point Laser Frostbite
RACE COMMITTEE INSTRUCTIONS AND CHECKLIST

- Midweek **Principal Race Officer:** Check on the CPYC Laser website to see who your committee is, then enlist **helpers** - spouses, dates, co-workers - the more hands, the better. Five people is minimum, seven is much better! You will want to staff 3 boats: RC (3 people), Mark (2 people) and Chase (1-2 people). Read our Sailing Instructions! Bring your digital camera or camcorder! Dress warmly!
- 1030 **Arrive** at CPYC. Get powerboat keys, at least one starting horn box that has the 3 minute sequence option (check if charged & operating), loudhailer and handheld VHF as spare from main office. Verify gas tanks are at least 2/3 full. Get 2 bags of ice from the shed, sign them out to "Laser Fleet". Get clipboards, pens and tape recorder from Protest room, also get coolers and starting board. Fill coolers with drinks and ice; load aboard powerboats. Equip the Chase boat with a cooler and the Mark boat with a 2nd clipboard for backup scoring.
- 1100 Pick out 5 of the bigger, most inflated marks, make sure they have anchor line (with a weight attached just below the buoy) and anchors attached. Put 3 in mark boat, one in chase boat, one in RC for pin. The course board mounts on the rear starboard gunwale, but don't put it in place until you are anchored out at the race course.
- 1115 Hold a Race Committee **meeting** to assign tasks (see below) and to consider the day's weather and courses. Make sure you know when the tide changes. Turn radios to **channel 78** and **test the radios**.
- 1130 Announce harbor start or a postponement. Proceed to race area and set course. Check-in boats as they arrive. Please get names of competitors who are not listed on the transfer sheet, or who have changed sail numbers. This is an opportunity to observe if any duplicate sail numbers appear, and plan to differentiate their finishing places.
- 1200 Setup course board and post course. Make sure course panels are clipped in place so they don't accidentally flip over. Put starting horn on bow facing pin. Coordinate with the Mark boat to have them sight the starting line from the pin. Start promptly at 12:00 unless there aren't three boats in the starting area...start as soon after as there are. Remember to record the start time and number of starters for each race. Be alert to the starting time limit (3 minutes) and the race time limit (40 minutes for first finisher, 10 minutes after first finisher). Transfer raw scores from previous race to transfer sheet once you've started the next race. This should help you catch mistakes now while the finish is still fresh in your minds
- For large fleet management, consider having the Mark boat positioned at the pin (The mark boat will need to be anchored *on* the *extension* of the start line) recording finishes as a backup in case of confusion about overlapped finishers. While boats are finishing: Restrict distractions from thirsty finishers! If conditions allow, have the Chase boat positioned beyond the finish line equipped with water, etc. for competitors. Remember that safety is the first priority.
- 1500-1530 Do not start a race after 1500 EST or 1530 EDT. Position Chase boat near finish to hand out drinks at finish of last race. Have Mark boat pick up all marks. Chase boat to follow fleet in. RC boat should have all scores on transfer sheet by now.
- At Dock Bring one cooler to clubhouse, one to drystall area immediately. Talk to each person involved in protests. Select a Protest Committee if necessary. Motivate PC and sailors involved to get hearing started. Finish and check all scoring. Make sure you have a name (the right one would be nice) for every sail number.
- Put the powerboats away properly:** engines up, radios off, anchors stowed, mud washed off, trash removed, boats securely tied. Return keys, start horn box, loudhailer and handheld VHF to the office. Course board to Protest Room along with tape recorder, pens, and clipboard. Announce scores. Clean out the cooler (dump empties and ice) and store in Protest Room before leaving. **Thank you!**

RACE COMMITTEE DUTIES

Principal Race Officer (PRO)

Responsible for overall race management and scoring. Coordinate communications between RC boat and crash boats. Discuss safety precautions. Sight starting and finish lines, calling numbers to Recorder. Start tape recorder a minute before each start, and before calling finishes.

Recorder

Responsible for clipboard, scoresheets, pens and tape recorder from the time you leave the dock until they are put away at the end of the day. As boats enter the racing area identify them by number and name. Make **SURE** you get the **NAME** of every competitor! Check them off on the "transfer" scoresheet and fill in additional names as necessary. Be alert to duplicate sail numbers. At the start of each race, record the **starting time** and **number of starters**. Record on the "raw" scoresheet the last three digits of each finisher's sail number as they are called to you. After the next race has started, transfer the finishes to the "transfer" scoresheet. Record premature starters, protests, and boats dropping out of races.

Mark and Chase Boats

Safety first! Watch the fleet constantly, counting the boats frequently to identify any missing. Use the radio to notify RC of a missing boat and to check with base to see if the missing boat has sailed in. When a boat capsizes, locate the skipper. If you don't see him immediately, or he's separated from his boat, get there quickly. If you think a mark should be moved, suggest it to the PRO. Remember that the PRO has a lot of things going on and may not see everything you do...don't surprise him by moving a mark without discussing it on the radio first. Try to get marks moved during the race, so they will be ready for the next race. If the radios are not working, check in at the RC boat after each start and finish. Most importantly, **FOLLOW** the **LAST** boat in at the end of the day!

The **Mark** boat may be asked to set up at anchor on the extension to the start line to help call premature starters and/or record finishing places. Make sure you have clipboard, pen(s) and scoresheets before leaving the dock. In the case of overlapped finishers, the committee boat will be glad to have your assistance. Be sure to ask competitors to keep clear of your sight of the finish line.

At the finish, when conditions allow, the **Chase** boat should be positioned beyond the finish line to hand out drinks to competitors. This will keep the committee from being distracted while recording finishes.

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PRO: _____ Scorer: _____
Other: _____ Other: _____
Mark Boat: _____ Other: _____
Chase Boat: _____ Other: _____

Date: _____ ****FILL IN NAMES AND ATTACH TO TRANSFER SHEET FOR RC CREDIT**

- ___ Horn box, course board, loud hailer, clipboards, recorders, handheld VHF
- ___ Gas tanks checked, radios ON, Channel 78, all boats, radio check
- ___ 2 Coolers, beer, water, ice on board (one on RC, one on Chase)
- ___ RC Meeting held, and assignments made
- ___ Radios and Tape recorders tested

For each race:

Use tape recorder for each start and finish. Record start time, note expiration of start window (3 minutes), write down number of starters!

Transfer previous race to Transfer Scoresheet. GET NAMES to go with any unlisted sail numbers. MINUS ONE RACE RC CREDIT FOR ANY MISSING NAMES!

Before finish, turn on recorder. Watch for boats dropping out. Make sure to record them as DNF. No need to write DNS for non-starters.

All scores should be on transfer sheet by the time you reach the dock. Derek will input the transfer sheet to the computer and figure throwouts, etc.

Upon return to shore:

- ___ Record time of docking, starting 20-minute protest limit
- ___ COOLERS TO DRYSTALL AREA AND CLUBHOUSE
NOTE: NO (ie: NONE) RC credit if not delivered promptly!
- ___ Radios off, all trash out of boats, motors up, lines checked
- ___ Keys, horn box delivered to office
- ___ Course board, recorders, clipboard, cooler delivered to room
- ___ Protests confirmed or dropped, within 20-minute time limit
- ___ Protest Committee formed, if necessary
- ___ Coolers emptied of ice and water
- ___ SIGN AND DELIVER THIS SHEET TO DEREK ALONG WITH RAW AND TRANSFER SHEETS so we can give you RC credit. Please make sure EVERYONE'S name is on this sheet.

Principal Race Officer