



Newport Yacht Club Race Committee

Volunteer Information

Newport Yacht Club 2016 Regatta Schedule

Race Committee Season Kickoff Social

Saturday April 2nd 6:00 PM - 9 PM at Newport Yacht Club

An opportunity for invited guests and the NYC general membership to learn about (and socialize with) the NYC Race Committee. Potluck, cash bar and door prizes.

Race Committee Training

Saturday April 16th 9:00 AM - 2:00 PM at Newport Yacht Club, lunch will be provided.

Int'l 210 First Chance Regatta

Saturday April 30th - Sunday May 1st

Spring Series

Tuesday night One Design - Tuesday May 10th - Tuesday June 28th (Eight Weeks)

Wednesday night PHRF - Wednesday May 11th - Wednesday June 29th (Eight Weeks)

Summer Series

Tuesday night One Design - Tuesday July 5th - Tuesday August 30th (Nine Weeks)

Wednesday night PHRF - Wednesday July 6th - Wednesday August 31st (Nine Weeks)

Bacardi Race Week

Friday June 24th - Sunday June 26th

NYC Race Committee will run this regatta drawing Internationally renowned sailors. Hospitality tents will be at Casey's Marina next door to the club.

NBYA Southeastern New England PHRF Championships

Saturday July 23rd - Sunday July 24th

We expect around 30 boats from the bay, many of which will be docking at the club for the week-end.

Int'l 210 Nationals

Wednesday August 3rd - Sunday August 7th

Wednesday is check-in and practice racing with the PHRF fleet. Races will be held Thursday through Sunday. Lots of volunteer opportunities!

Unlimited Regatta (Multi-hulls)

Saturday August 27th - Sunday August 28th

Hello,

Thank you for your interest in volunteering for the Newport Yacht Club Race Committee. This introduction will help you understand the who, what, why and how of the NYC Race Committee.

The NYC Race Committee consists of a special group of people dedicated to sustaining and growing the sport of Corinthian (amateur) yacht (sailboat) racing. The NYC Race Committee, under the aegis of the NYC Regatta Committee, conducts safe, fair and fun yacht races for the local Newport and international sailing community. Our vision is to be recognized by the global yachting community as dedicated to excellence and sportsmanship.

While Newport Yacht Club membership is not a requirement to volunteer for the NYC Race Committee we believe that you will find club membership to be an excellent way to join a group of like-minded people, and a great value.

Previous Race Committee experience is not required to volunteer. We'll teach you everything you need to know in our informal onshore training sessions and in real-time out on the water. Race Committee roles include; Signal Boat Driver, Principal Race Officer (PRO); the person in charge for a particular race, Signaler; raises and lower signal flags, Timer, Line Spotter, Mark Boat Operator and more. Typically each race committee volunteer will hold a variety of these roles throughout a season's racing.

The NYC Race Committee conducts races in the beautiful East Passage area of Narragansett Bay, typically in the area of Rose Island or just north of the Newport Bridge. We are known for our Spring and Summer Regatta Series on Tuesday and Wednesday nights in partnership with Sail Newport. Dock time is 5:00PM on both nights and we are back to Newport Yacht Club for burgers and a beverage on the deck before sunset. We also run several local, regional and international weekend regattas which attract sailors from around the world.

Sound fun? You bet it is! You might be wondering, "What do I need to do to get started?" It's easy, just send an email to regatta@newportyachtclub.org with your contact information and we'll get you added to the NYC Race Committee email distribution list. Then simply attend the informal training and signup to volunteer for races.

Fair winds,

Newport Yacht Club Regatta Committee

Alan Green, Nick Pasyanos, Tom Pederson, Tillie Thompson, Peter Herne
Eric Langley, Chair - 401-324-9510 regatta@newportyachtclub.org

More about Race Committee

Sailboat racing is run by yacht clubs and other sailing organizations. Like most clubs Newport Yacht Club relies entirely on volunteers to provide race management to participants. The following information should help new volunteers learn the basics and reduce any anxiety they might have about serving as a part of the Newport Yacht Club Race Committee.

This document has been created based on the US Sailing Join the Race Committee Team booklet to serve as an introduction to race management. For a deeper level of knowledge US Sailing offers a One Day Race Management Seminar that provides the ability to become a US Sailing Certified Race Officer. See www.ussailing.org for a schedule of these seminars.

The Race Management Team

It takes a team, with each member possessing certain skills and attitudes, to run safe, fair and fun sailboat races. As a member of the NYC Race Committee it's all about the team. Here are some of the roles involved with Race Committee Team.

The Race Management Team

No one person can run a good race or series. It takes a good team. Each member of the race committee team has an important role to play. When you join a race committee, you eat, drink and breathe TEAM! You should focus hard on your particular job responsibilities, follow the direction of your team leader (the Principal Race Officer) and keep an eye out for the needs of the rest of your team members.

Wind Reader

Observes and records wind direction at regular intervals.

Mark Setter

Positions, sets and relocates marks of the course. Relays changes in wind to the race committee.

Principal Race Officer (PRO)

Chief executive of the race committee team. Makes the major race management decisions.

Line Sighter

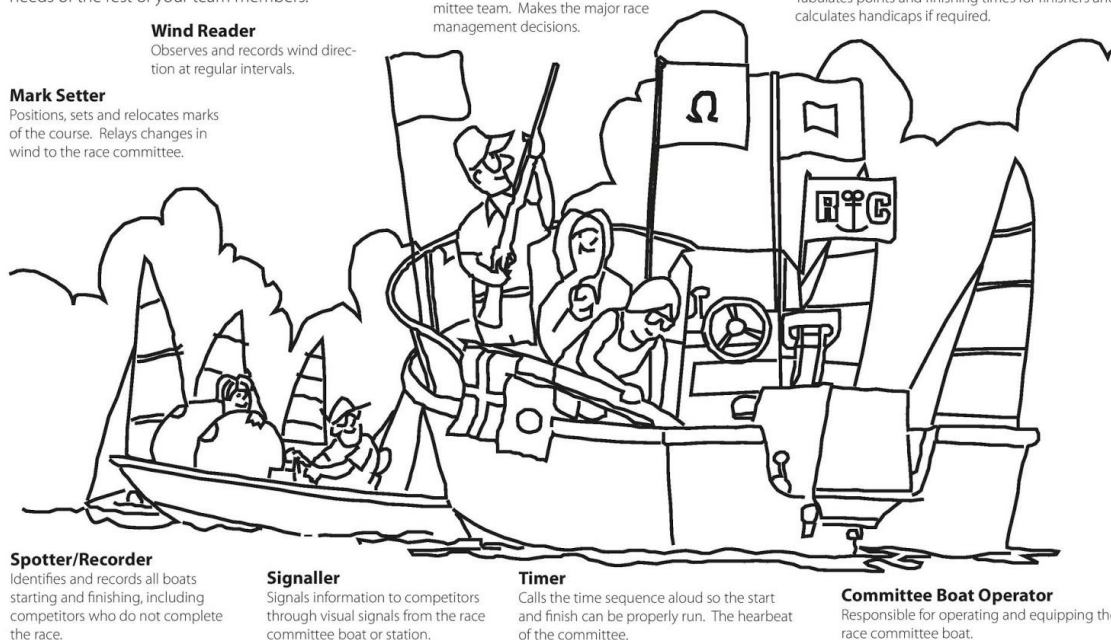
Sights starting line to identify boats "on the course side" and tracks boats returning to start. Sights finish line to determine order and moment of finish.

Sounder

In charge of sound signals (gun, horn or whistle) that draw competitors' attention to visual signals.

Scorer

Tabulates points and finishing times for finishers and calculates handicaps if required.



Spotter/Recorder

Identifies and records all boats starting and finishing, including competitors who do not complete the race.

Signaller

Signals information to competitors through visual signals from the race committee boat or station.

Timer

Calls the time sequence aloud so the start and finish can be properly run. The heartbeat of the committee.

Committee Boat Operator

Responsible for operating and equipping the race committee boat.

Some additional "on-water" roles include Mark Boat Operator and Photo/Videographer. There are also several "off-water" roles including; Judge, Scorer, Regatta Chair, Registrar and more.

The Race Committee in action

Before going out on the race committee boat, you will be asked to volunteer for one or more of these roles. For Newport Yacht Club Regattas this may happen sometime prior to the event or on the way out to running a race.

The person who assigns the roles is the Principal Race Officer (PRO), or the race committee chairman. In most cases, he or she will try to assign you a job with which you will be suitable and comfortable. But in case you get something different, you should be familiar with each of the responsibilities on the team.

Another reason to become familiar with all the team roles is because the most efficient race committees often have a relatively small group of members, with people performing several team functions. You will find that trying different roles is the best way to learn more and become a better overall race management team member.

Getting Started

"Five, Four, Three, Two, One..."The timer calls out the final countdown, while everyone hangs on the next syllable. "Ollie is ready to do it's job. Carole sights intently down the starting line, - noting the sail numbers of two boats that are on the course side of the starting line.

You take one last look at the class flag as you get ready to remove it smartly "Mark"calls the timer as the flag comes down, the gun fires and the fleet bursts across the starting line.

For the sailors, the race is just beginning, but for everyone on the race committee, activities began on shore several hours before.

Back at the dock

Back at the dock "Welcome aboard" says a woman with sunglasses. "My name is Carole and I'm the Principal Race Officer today. I see that we have some new faces on the team."

"Good", you think "I'm not the only rookie!" After all, you had been "volunteered" for today's duty by a friend, and for the past two weeks you've been worried about looking stupid in front of the whole fleet. Now, D-Day is at hand.

I don't want any of you first-timers to get uptight," explains Carole. "We have plenty of time before the start of the race. The warning is scheduled to be at 12 o'clock. In the meantime, I'll spend some time with each of you reviewing your roles."

In spite of Carole's low key tone, however, you can feel an air of excitement aboard the committee boat. Even though you're a confirmed cruising sailor, you're starting to get psyched about this racing thing.

As the chatter continues, you learn that others on board have never helped run a race before "I hope everyone has had a chance to leaf through the training manual," says Carole, holding out a copy of the information you were given earlier. "If you have any questions, please let me know."

The race committee boat is scheduled to leave the dock at 5:00 PM and does just that. You take your training manual and make your way to a seat in the stern as the boat pulls away. In the harbor, you can see dozens of sailboats getting rigged and starting to make their way out to the racing area.

Heading out to sea

The woman sitting next to you asks, "What's your job today?"

"Signaller," you answer. "I've done that before, she says. It's not too tough. Just pay close attention to the timer and remember to display the flags so they're all the way up just as the timer calls Mark!"

You soon learn that your new friend is the timer, one of the most challenging jobs on the race committee. As the chatter continues, you learn that others on board have never helped run a race before but a couple are race committee "regulars".

"Let's go over your job as signaller," says Carole, sitting down next to you, about halfway out to the race area. "First of all, you should know that the signaller is a critical function because the flags are our official means of communicating with the sailors when they are on the water. You'll be working closely with Judy, our timer, and me.

"What if I goof up?" you ask.

"Don't worry," says Carole. "Just do your best. There are procedures for taking care of mistakes and don't be shy about letting me know if you have any questions or problems."

You start looking through the training manual one more time. The committee boat reaches the starting area. The anticipation builds.

While Tom is busy with his wind vane and anemometer, you start to check over all the equipment you will be needing for the day. Using the checklist in the training manual, you locate the necessary flags and figure out how they will be attached to the poles. You start to feel a bit more comfortable. After several minutes of steady wind readings, the anchor is dropped, and the on-board pace picks up a notch.

"It's 5:30, 30 minutes to warning signal," announces Judy.

The pace quickens

Tom who has been doing the job of wind reader, now prepares Ollie, the starting timer.

"Fifteen minutes to warning" calls out Judy. You can see Carole starting to get a little intense. She's standing with a radio in one hand and a clipboard in the other. In between all the static, you hear a muffled voice from Carole's radio: "The starting mark is dragging"

You recognize the voice as Larry, a retired pilot, who is operating the mark boat today. "Add more anchor line," urges Carole into the radio. "And go farther to windward before you drop the anchor again." Then Carole posts the course and announces it to the fleet on the radio.

Even though Carole is obviously focused on getting everything setup properly she still remembers to check up on you. "Are your flags all ready?"

"No problem," you reply (thanks to some advice from the team). The class and preparatory flags are attached to two different poles. Other poles hold the individual and general recall flags and the postponement flag. You are beginning to look like a pro.

"5:55, five minutes to class flag and sound signal"

The start is approaching fast. You also realize signals that the entire fleet has their eyes on you and the pole you're holding in your hands.

"Tom, are you ready with Ollie?"

"Yes" he says.

"Are the signal flags all set?"

You reply, "Yes", assured because you double checked them for accuracy.

"Two minutes to warning," announces Judy!

This is it. In two minutes you will display the class flag as quickly as possible. It didn't seem like such a big deal but you are incredibly anxious about messing up. You sense the feeling of teamwork among the committee members. You just want to do your job right for everyone else. You also realize that the entire fleet has their eyes on you and the pole you're holding in your hands.

Judy calls out: "One minute thirty seconds to class flag and sound signal."

"One minute to class flag and sound signal."

"Thirty seconds."

"Twenty seconds."

"Ten second, to class flag—Five, Four, Three Two. One. Mark"

When Judy says "Mark", you raise the pole with the Class Flag on it. Ollie sounds and the starting sequence is underway.

Grace under pressure

The sailboats, which had been scattered around the racecourse, are now swarming around the committee boat. You start to get caught up in the action.

"Carole, the wind has shifted 10 degrees to the right." It was Tom with another wind report.

"Oh great," comes her sarcastic reply! Everyone, be ready to postpone."

You reach for the pole with the red and white postponement flag.

"Wind's back five degrees to the left!" updates Tom

"O.K." says Carole to everyone, "Let's hang with it—we'll go with this start. Make it good."

"Thirty seconds to prep!" That was Judy getting your attention. "Twenty seconds."

"Ten second, to prep—Five, Four. Three Two. One, Mark"

As you go through another countdown sequence and the horn sounds, you display the prep flag there is only four minutes to go. The starting line is now more crowded than ever, and hardly anyone says a word on board the committee boat. Sue moves into position where she can sight the starting line. She gets ready to call the numbers of any boats that are over the line early.

"One minute to drop of the prep flag with long sound."

The fleet is now on their final approach to the start. The line is getting crowded, and you hear spirited yelling from the fleet.

"Ready—Drop"

The horn sounds, you remove the prep flag and grab the pole with the class flag. One minute to go. A couple of boats are now within inches of the committee boat transom. It's hard to keep concentrating on what you need to do next! The sound level grows to a din as most of the boats

let their sails luff in the breeze. Sue realizes that the blue boat at the far end is going to be over early.

"1394," says Carole to the recorder "Better note that number."

"This green guy is also getting close!" Ten seconds to start." warns Judy.

The fleet presses up to the line.

"Five, Four, Three, Two. One—Mark"

The gun fires, you lower the class flag, and in an audible rush, the fleet bursts across the line.

"Individual recall!" shouts Carole and she immediately raises the pole with the "X" flag, and Tom sounds the horn, waiting a few moments after the starting sound so the boats can hear it.

"1394," says Carole, "and 2557," as the recorder writes down the numbers.

As the fleet charges away from the line, you see two boats turn back and return to the starting line.

You hear Carole say, "1394 is clear and 2557 is clear, all clear," and she drops the "X" flag.

Carole is finally smiling ear to ear. You're pretty pleased with yourself, too, and definitely feeling more confident. The committee's job is far from over, but you feel like you've already accomplished a lot. You could really get into this!

Is Race Management for you?

Welcome to the world of the race committee. The story in the previous chapter shows just how exciting it can get on the race committee boat when you're running a race. If you are reading this booklet, you must already have a certain amount of interest in serving as a race committee volunteer. That's great.

What skills are required?

- Teamwork
- Focusing on a specific role or task yet being aware of the bigger picture
- Listening closely and following instructions
- Flexibility to adjust quickly to changes

Do I need to know anything about sailboat racing?

No, but it makes it more interesting if you do.

What are the rewards?

- Being out on the water - Have you seen how beautiful Narragansett Bay is?
- Satisfaction of a job well done
- Working as part of a team - Camaraderie and excellence
- Action, fun, new friends
- An important role in an exciting event - You are helping to preserve and grow the sport of sailboat racing.

How important is race management in sailboat racing?

It's hard to overstate the importance or value of the race committee, because no race is possible without one. In fact, good race management is so important for successful racing that US SAILING administers a national program of race management training and certification. It even awards a prestigious annual trophy for excellence in race management.

What are the race committee's goals?

The prime goal of the race committee is to offer safe, fair and fun competition to all. A good race committee starts on time, delivers clear racing instructions and signals, sets a precise course and adjusts promptly to changing wind and weather. A well-organized race committee does a lot to set the tone for fair competition.

Perhaps the most important objective is giving satisfaction to competitors, by setting a good starting line, setting a good course and finish line, and providing a racing event that is safe and fun, ashore and afloat. It requires foresight, detailed planning, and above all, teamwork!

How does a sailboat race work?

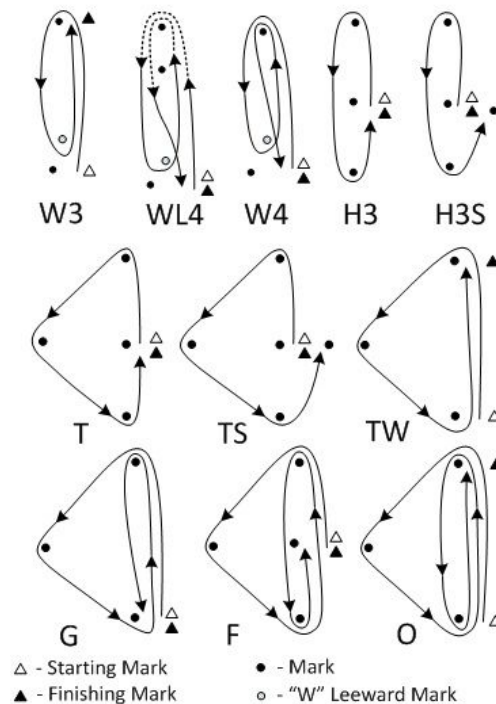
A sailboat race is made up of several different parts, including a start, a course sailed around marks or buoys, and a finish. A start is typically broken down into a sequence of timed intervals. The race committee indicates this sequence to the competitors with the use of visual and sound signals.

The timing is:

- * Warning—5 minutes before the start (up)
- Preparatory—4 minutes before the start (up)
- Preparatory removed—1 minute before the start (down)
- Start—the boats cross the starting line and proceed around the course (down)

Competitors start the race by crossing an imaginary line between the starting flag on the committee boat and a nearby starting mark. The course may be made up of several different "legs". The first leg is usually into the wind (to windward), followed by a leg with the wind from the side (a reach), and/or a leg with the wind from behind (a downwind leg, sometimes called a leeward leg). Competitors finish the race by crossing an imaginary line between the flag on the race committee finishing boat and the nearby finishing mark.

Below are examples of basic courses, and although there are a variety of courses used in sailboat racing, the race committee's duties will remain similar.



Committee Boat (Signal Boat) Operator

Before the start

The Committee Boat Operator or Drive prepares the race committee boat for departure from the dock at the scheduled time! Have more than enough fuel onboard before you depart. Stop the committee boat and let it drift in the starting area so the wind reader can get accurate wind readings. At the direction of the PRO, anchor the committee boat with plenty of scope in the proper position for the starting line.

During the race

Provide radio contact with other race committee and support craft as instructed by the PRO. Whenever underway, stay clear of boats that are racing. Be careful about your boat's wind shadow and wake.

Follow instructions of PRO about where to position the RC boat. During a race you may also be serving one or more of the following functions:

- Finish Boat
- Change of course signal boat
- Safety and support boat

Equipment Checklist

Even though the PRO is responsible for the racing overall, the boat operator takes responsibility for all the equipment that is normally stored on the race committee boat. Even if another person is responsible for a given item, the boat operator should still be responsible for checking items off on the master list. Be sure the entire list is reviewed with the PRO.

Experience/Skills

Powerboat experience and knowledge of marine "Rules of the Road". The boat operator runs the race committee boat and is captain in command.

- Know your boat
- Be familiar with anchoring your boat in adverse conditions.
- Know your navigation equipment and how to make it work.
- Remember, every decision is based on overall safety.

Line Sighter

The line sighter sights the starting line to identify premature starters and tracks boats returning to start. He also sights the finish line to determine the moment and order of finishers.

Before the start

The line sighter should establish a comfortable and safe position with a clear view directly along the starting line.

At least one minute before the starting signal is displayed, the line sighter tries to spot and record the sail numbers of boats that look like they might cross the line prior to the starting signal. The line sighter can also relay sail numbers that might be obscured at the actual start of the race to the recorder.

At the start

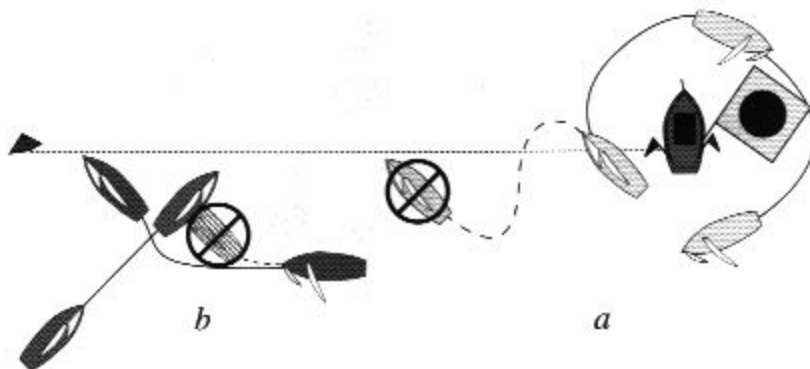
Calls out and/or records the sail numbers of each boat that is OCS"(On the Course Side). A boat is OCS when any part of her hull, sails, crew or equipment is over the starting line at the starting signal.

The radio operator may hail the competitors, if allowed by the Sailing Instructions, the sail numbers of the OCS boats and watches for those boats to return and start correctly.

If there are many OCS boats and it is impossible to identify all of them, don't panic. Just get the ones you can and inform the PRO who will then decide whether to signal a general recall (restart the entire fleet).

Tip: When there is one line sighter on the race committee end of the line and another on a vessel at the mark end of the line, the line sighter on the race committee end of the line is considered to be senior.

Note: If instructed by the PRO that the Rule 30.1 ("I" flag) is in effect for that start, any boat over the starting line during the minute before the starting signal must return to the pre-start side of the line around one of the ends of the starting line.



At the finish

Identifies boats as they approach the finish line to the recorder and communicates to the timer by sound or the word "Mark!", the exact moment any part of the boat, crew or sails crosses the finish line. The line sighter also notes any flags being flown by competitors as they cross the finish line, such as class flags, protest flags or "I" flags.

Tip: Boat identification can be done in any number of ways. Sail numbers is preferred, but if not visible, use any other identification possible, such as far side, near side, boat name, color, etc. Sort out any questions of finishing as soon as possible when there is a lull in the action.

Experience/Skills

Good distance vision and the ability to use binoculars.

Equipment

- Clipboard, paper and pencils
- Binoculars
- Tape recorder

Mark Setter

Operating from the mark boat, the mark setter works with the race committee signal boat to position, set and relocate marks of the course. He also reports changes in wind to the PRO.

Setting the starting line mark(s)

Review the sailing instructions with the PRO for descriptions of starting line, course and the types of marks or buoys to be used. As instructed by the PRO, position the mark end of the starting line so that the starting line (between the mark and the starting flag on the committee boat) is perpendicular to the wind direction. The PRO will be in constant communication with the mark setter when positioning the mark end of the line.

Tip: Some committees anchor the committee boat and adjust the angle of the line with the buoy end. Other committees set the buoy end of the starting line first and adjust the angle of the line by lengthening or shortening the anchor line on the committee boat.

Tip: A handy way to estimate the length of the starting line is to multiply the number of starters in the largest class or fleet by 1.25 and multiply again by the length of the average boat in that class or fleet. Wind and sea conditions, the types and sizes of boats, and the number of boats in a class or division will all affect this length. Rely on the PRO to make this decision.

Setting the leeward mark

Set the leeward mark directly upwind from the center of the starting line. The PRO will specify the compass heading and distance.

Setting the windward mark

Set the windward mark directly upwind of the leeward mark. The PRO will specify the compass heading and distance.

Setting the reach mark

Set the reach mark as directed by the PRO, using compass bearings and the course diagram. After setting the marks, return to the windward mark and stand by outside the course and wait for further communications from the PRO concerning wind readings and course changes. Do not anchor unless directed to do so by the PRO.

Setting the finish line

At the direction of the PRO, set or adjust the mark end of the finish line like the starting line, only shorter. The finish line should be set at right angles to the last leg of the course. A distance of 5 or 6 times the length of the largest racing boat is commonly used.

Other duties

When the course is set, at the direction of the PRO, the mark boat may also act as a safety boat. The mark setter may also be asked to make a record of mark roundings, wind readings or to change the course.

Tip: The mark setter should anchor a mark sufficiently upwind of the desired mark location to allow for downwind drift due to the length of the anchor line. The length of the anchor line should be approximately 2-4 times the water depth. The length of the anchor line will vary depending on the wind and sea conditions, and the bottom type.

Experience/Skills

Motorboat experience, ability to read a compass, anchoring and knot tying. Strength and endurance helpful. GPS knowledge helpful.

Mark boat checklist

Fuel, Charts, Lunches and Drinks, Emergency Procedures, Anchor and Line Binoculars Mount, Poles for Flags PFDs, Sailing Instructions Duct Tape Pencils and Pens Clipboard, Forms, Hand Bearing Compass, Air Horn and Whistle, Marks with Anchors, Wind Telltale, Inflator, The Racing Rules of Sailing or White Board and Dry erase markers, VHF Radio (Spare Batteries, if handheld) GPS (Spare Batteries, if handheld), All required U.S. Coast Guard Equipment

Code Flags

"A" Flag "S"Flag "C"Flag "RC"Flag "M"Flag Blue Flag "N"Flag Orange Flag

General responsibilities

Write or review the Sailing Instructions. Post notices to competitors. Conduct competitors' meeting (if required). Assume direction and responsibility for race committee personnel, equipment and assignments. Determine course location within the limits of the Sailing Instructions and the course selection within that racing area. Respond to changes in weather conditions. Assure race committee compliance with Sailing Instructions and racing rules. Act as the communications link to competitors, regatta organizers and the protest committee.

Experience/Skills Experience as a racing sailor.

Navigation and piloting skills. Comfortable in leadership role.

Decision making skills, Knowledge of The Racing Rules of Sailing, especially Part3. Flexibility (able to adjust to changes and challenges) Calm under pressure.

Signaller

The signaller signals information to competitors from the race committee boat. Visual starting signals are the official communication to competitors, and are in effect even if sound signals are not heard.

- Display and remove starting flags on timer's countdown.
- Display and remove other flags on line sighter's and PRO's commands.
- Display finish flags.

Before the start

Study the flag diagram and other racing signals at the back of the book. Make sure all flags, pennants, number boards, halyards or poles etc. are on board and ready for use. These signals must be displayed so that they can be seen clearly by the competitors. Practice using the flags so there will be no hesitation when needed. Store signals neatly for quick use.

Tip: Make sure, if using halyards, that they run free and that the clips for flags are in good condition.

At the start

At the timer's call, display or remove the flags at the appropriate time. Signaller responds to the commands of the timer. When the timer says, "Mark" the signal should be at fully displayed.

Signaller continues to listen to the timer after the display as each succeeding minute is called off and stands by for the timer's count of "30 seconds to the drop!"

At the end of the timer's 30 second count, remove the flag as fast as possible at the command "Drop!" The signaller continues to listen to the timer as the next sequence minutes are called off and prepares to display the next flag.

The signaller listens to the PRO and line sighter for other signals which are to be displayed on their commands.

Experience/Skills

Quickness and dexterity. Not colorblind. Three arms!

Equipment

- Sailing Instructions
- Flags, pennants, number boards and poles
- Duct tape and knife -
- Spare clips and/or short lines
- Code flag decoder -

Signaller's sequence

Time	Action
Before the start	Display pre-race flags at PRO instructions.
At 5 minute signal	Display class flag (warning signal) at timer's cue.
At 4 minutes to start	Display preparatory flag at timer's cue.
At 1 minute signal	Remove preparatory flag at timer's cue.
At starting signal	Remove class flag at timer's cue.
After the start	Display flag "X" only at PRO's cue Remove flag "X" only at PRO's or timer's cue.
During the race	Display "First Substitute" only at PRO's cue. Remove at PRO's cue.
At the finish	Display signals at PRO's cue.
After the race	Organize, secure and store all equipment.

Sounder

The sounder is in charge of sound signals (gun, horn or whistle) that draw the competitors' attention to the signaller's flag signals. Newport Yacht Club uses an automated sounding device called Ollie. However, it may be necessary to make the sounds manually and when necessary due to racing situations, such as On Course Side boats (over the start line early).

- Know the operation of the sound equipment.
- Give starting sounds at timer's command. -
- Give other sounds on command from
- linesighter or PRO.
- Give finish sounds on line sighter's command.
- Secure equipment after use.

Before the start

Be prepared to create up to three sounds in succession at the direction of the PRO or line sighter.

Tip: When making starting sound signals, the sounder takes his or her cue from the timer.

During the starting sequence

A gunshot or other loud sound is usually made with the raising of a visual signal during the starting sequence. The command given by the timer is "Mark" The lowering of the preparatory signal is accompanied by one LONG sound, so it cannot be a gunshot.

Sometimes the race committee may need to call attention to other signals being hoisted. If it's important, it gets two sounds. If it's imperative it gets three sounds. Some other signals may get one sound on the timer's command of "Drop"

During the race

Most sounders use a different sound to avoid confusion with the starting signal sounds. For example, when competitors are on the course side of the starting line at the start, they may be recalled with a horn signal rather than a gun.

At the finish

When boats cross the finish line, a gun or other distinctive signal is usually made only for the first place finisher.

Equipment

- Horn with extra canisters
- Whistles
- Ear plugs

Sounder's starting sequence

Time	Action
Before leaving harbor	Sound harbor warning signal (if required) at PRO's cue.
Before the start	Sound signals at PRO's cue.
At 5 minute signal	Sound signal (warning signal) at timer's cue.
At 4 minutes before start	Sound signal (preparatory signal) at timer's cue.
At 1 minute before start	Long sound signal at timer's cue.
At start	Sound signal at timers cue.
After the start	One sound signal for individual recall at the line sighter's or PRO'S Cue. Two sound signals for general recall at PRO's cue.
During the race	Sound signals at PRO's cue.
At the finish	Sound signals at line sighter's cue.
After the race	Clean, organize, secure and store all equipment.

Recorder

The spotter or recorder logs all boats starting and finishing, including competitors who do not complete the course. For larger fleets, this position may require two or more people.

- Record all basic information.
- Record sail numbers of starters and non-starters.
- Record finishers and non-finishers.
- Account for all boats.

Information to record

The recorder should enter the following information on the official sheets:

- Date and Time of start for each class
- Race number (if in a series)
- Wind direction and speed
- Number of starters in each class and a combined total
- Registered competitors who did not start (DNS) and did not compete (DNC) or were on the course side (OCS) and did not start properly.
- Competitors who did not finish (DNF) Rule breaches noted during the race
- The finishing position of each boat
- The time of the first and last finishers of one-design boats and all times of handicapped boats Protest flags, "I" flags or other flags flown by competitors Docking time of the race committee boat Protest information from competitors Competitors who retired after finishing (RAF)

Tip: The recorder should always keep a backup record either by the use of a second spotter/recorder or by using a tape recorder.

Tip: Highlighters are very useful for check-ins,

On shore

Before the race obtain a list of all registered competitors.

On the water

Before the start Record each sail number seen in the vicinity of the race committee boat. Keep a record of all missing boats and update this list as they appear in the starting area.

At the start

Record information as called for by the PRO and the line sighter. This will usually include sail number(s) of any OCS boats or any other observed rule breaches. (The line sighter will let you know which breaches have been corrected.) Verify the sail numbers or the total number of boats starting by counting them.

Tip: Write everything down. It is better to scratch it off than miss it.

At the Finish

Record sail numbers and finishing order of competitors given by spotter and line sighter.

In handicap classes, also record each finish time as called by the timer.

Record comments from the PRO and the line sighter.

Check list of finishers with the list of starters to identify any missing boats, and report any discrepancies to the PRO.

Tip: In large fleets, recording finishes can get complicated. Have two or three recorders take down numbers independently and have a tape recorder running.

Experience/Skills

Resistance to seasickness, use of binoculars, familiarity with competing boats.

Equipment

- * Binoculars
- List of registered sail numbers
- Official recording sheets for start and finish * Clipboard
- Paper
- * Pencils and erasers
- Tape recorder
- Water proof folders
- Rubber bands
- Paper clips
- Highlighter

Wind Reader

The windreader observes and records wind direction and velocity before the start and during the race as specified by the PRO.

- Get used to the compass.
- Record wind directions, times and velocity often.
- Notify the PRO of persistent shifts.

Before the start

Observes direction and velocity of the wind and records them at intervals as directed by the PRO. Notes changes in the wind direction or velocity.

Tip: There are two basic kinds of changes in wind direction. The first is an oscillation—where wind direction swings back and forth within a consistent range. The second is a persistent shift, where the wind continues to change in a particular direction over a period of time.

Tip: To record wind direction, wait until the committee boat is stopped in the starting area (drifting) and move as far forward in the boat as possible (positioned clear of all obstacles). Face into the wind and hold out a pencil, stick or pointer with 8–10 inches of thread, yarn or cassette tape attached. Place a hand bearing compass between your eyes and sight the direction indicated by the thread or yarn. The most accurate readings of wind oscillations are a continual observation and recording during a 10–20 minute period.

Tip: Another way to determine wind direction is to aim the bow of the committee boat directly into the wind using a flag or pennant on the bow as a guide. Record the boat's compass heading when the flag-pennant-ribbon is flowing directly back on the center line of the boat.

Tip: Plot your wind readings on a wind log.

During the race

Continues to observe and record changes in wind direction and velocity, particularly persistent shifts, and reports them to the PRO.

Experience/Skills

Familiarity with reading a compass and anemometer

Equipment

Compass, wind vane, anemometer, paper, pencil and clipboard

A typical starting sequence

Time	Cue
Before start	Timer begins the countdown for the starting sequence at the direction of the PRO and makes eye contact with signaller and sounder to be sure they are ready.
Count down to: warning signal	At one minute, 30 seconds At one minute, 30 seconds Timer calls "Stand by for class flag and sound "to RC. Calls countdown time as follows: "One minute to class flag and sound" "30 seconds to class flag and sound." "20 seconds!" "10 seconds." "5, 4, 3, 2, 1, Mark"
Warning signal one sound.	Class flag is displayed by signaller and sounder makes Timer continues countdown to the preparatory signal.
Countdown to: preparatory signal	"Less than one minute to preparatory flag ("P" Preparatory signal "I", "Z" "I"and "Z"or Black) and sound" "30 seconds to preparatory flag and sound" "20 seconds!" "10 seconds." "5, 4, 3, 2, 1, Mark"
Preparatory signal	Preparatory flag is displayed by signaler
Countdown to: drop of preparatory	Timer continues countdown; "Less than 3 minutes to drop! "a minutes" "1 minute!" "30 seconds, to drop of preparatory signal and long sound" "20 seconds!" "10 seconds, ready..." Timer again makes eye contact with signaller and sounder to be sure they are ready. "5, 4, 3, 2, 1, Drop"
Drop of Preparatory one	Preparatory signal is removed by signaller and sounder makes long sound.

Tip: Signaller may say "Flag ready" and Sounder may say "Sound ready" in response to the timer at one minute before a signal.

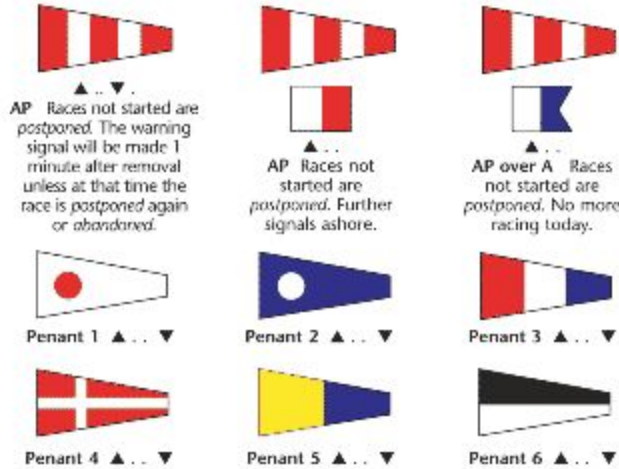
Tip: Team members who will be busy at the warning signal may want a count down to the "one minute before the warning signal" to start their watches.

Visual and sound signals

Race Signals

The meanings of visual and sound signals are stated below. An Arrow pointing up or down (▲ ▼) means that a visual signal is displayed or removed. A dot (.) means a sound; dots with dashes (.) mean repetitive sounds. When a visual signal is displayed over a class flag, the signal applies only to that class.

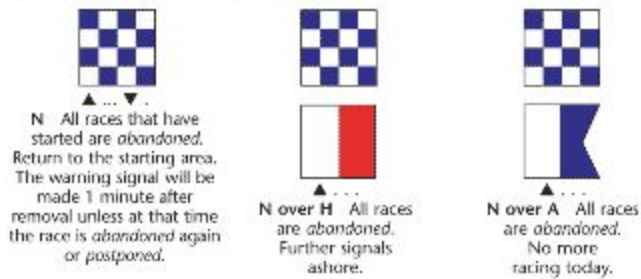
POSTPONEMENT SIGNALS



A-P over a numeral pennant 1-6.

Postponement of 1-6 hours from the scheduled starting time.

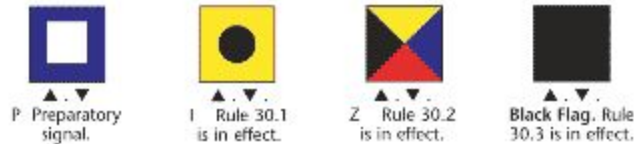
ABANDONMENT SIGNALS



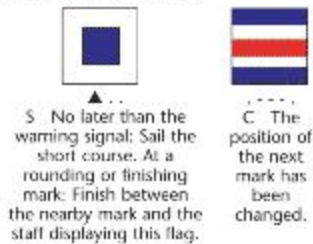
RECALL SIGNALS



SIGNALS BEFORE THE START



COURSE CHANGE



OTHER SIGNALS

