

Newport Yacht Club PRO Procedures

Overview

The Principal Race Officer (PRO) is the person in charge of all racing related decisions and coordination of the various roles held by volunteers for the event/day they are signed up for.

Being a PRO is itself a volunteer role. People typically volunteer to be PRO to help foster sailboat racing and enjoying the camaraderie of working with a close knit team, not to mention enjoying time on beautiful Narragansett Bay.

The PRO coordinates with the Newport Yacht Club Regatta Chair, currently Eric Langley, 401-324-9510, eric@networksystems.com

Preparation

Use down time to plan for busy time. There is no substitute for being prepared to be PRO. And experience will help you better prepare. Thus, experience and preparation go hand in hand.

Here are some tips on preparing. Feel free to add your own to this list.

Use checklists and forms. A variety of checklists are available on the Newport Yacht Club Race Committee web page (at the bottom) here:

<http://www.newportyachtclub.org/Racing/onshore/race-committee>

Make sure you review the “Welcome to Newport Yacht Club Race Committee” and “US Sailing Race Management Handbook”

Required forms include;

1. Scratch sheet
2. Finish sheet
3. Volunteer List with email and mobile numbers (emailed to you by the Scheduler)

Consider using the following checklists and forms;

1. Sailing Instructions and Amendments
2. Starting Sequence
3. Signal Boat check list
4. Mark Boat check list
5. Personal Equipment

Volunteers - View the volunteer sign up sheet. Think about what roles each person should hold. Pair new volunteers with those more experienced. Aim to have people learn all of the roles. Rotate roles between races.

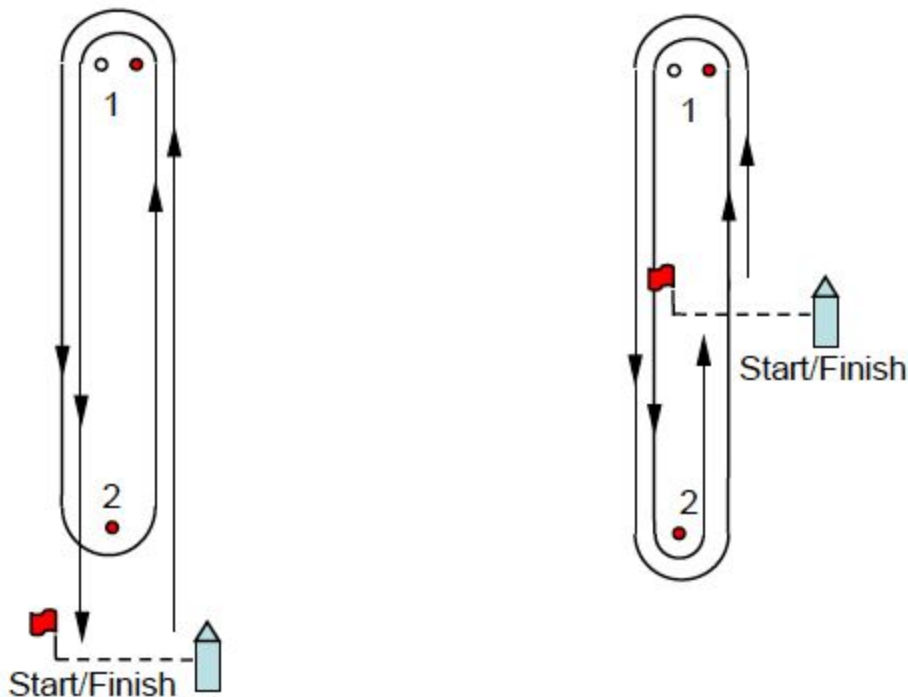
Race Course Selection - On the morning and in the afternoon of your event look at the weather forecast on SailFlow using the following link:

http://sailflow.com/spot/1571?utm_source=partner&utm_medium=link&utm_campaign=yachtscoring

This will show your expected wind conditions. Consider what course(s) will be best for those wind conditions. Bigger boats prefer longer courses. The One Design classes and PHRF Class III prefer shorter courses and more races.

Typical courses for One Design and PHRF Class III

NYC now employs drop marks set by the Mark Boat to help setup shorter, properly configured windward/leeward courses. Since the wind is generally out of the South West a typical course is "WL3", windward/leeward once around with the Signal Boat $\frac{1}{3}$ of the way up the course. See the Sailing Instructions for a full description of Courses. The Course shown below on the right is WL, 3, 5 and 7, for once, twice and three times around.



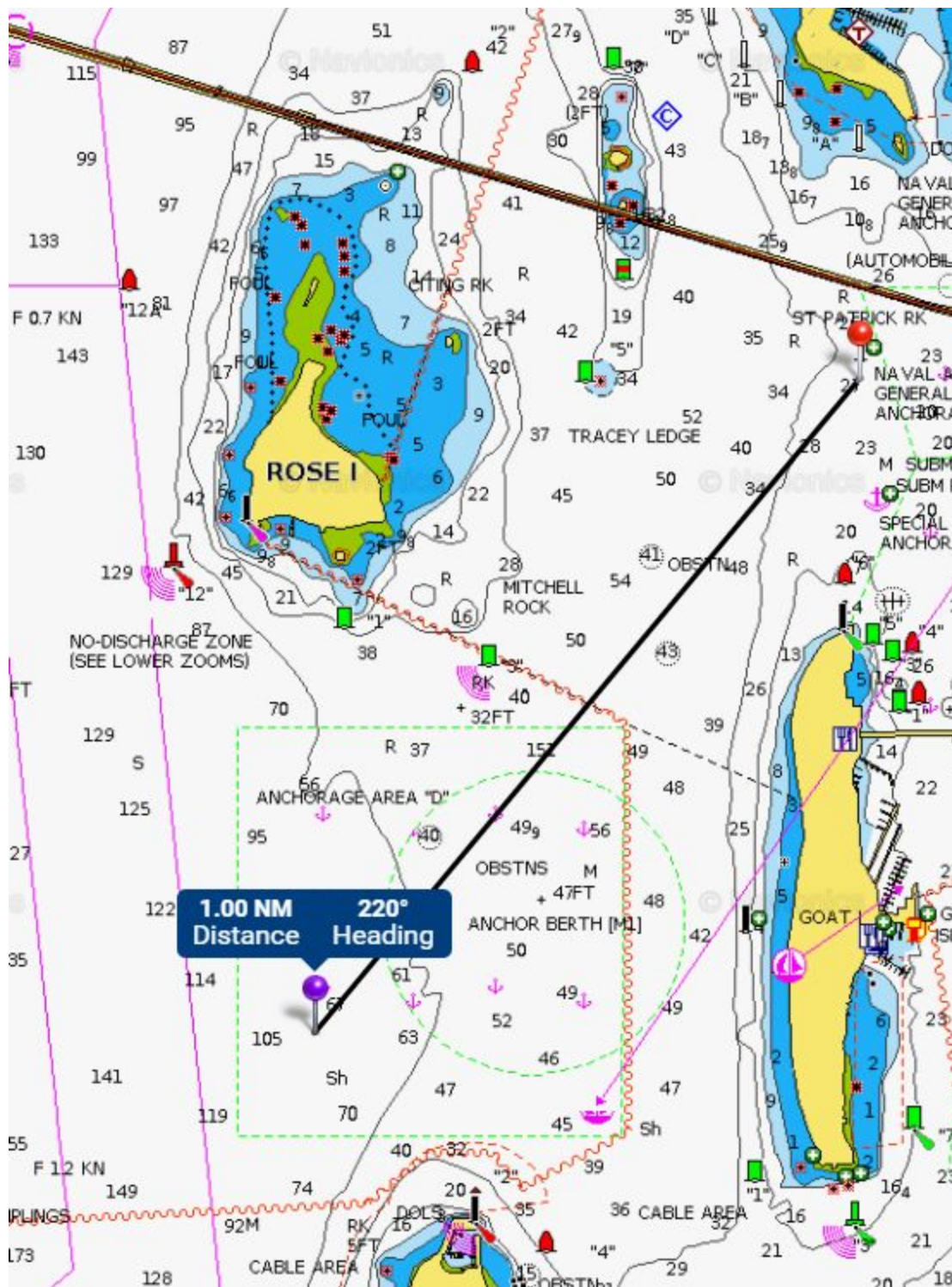
This course can be set with the wind from 205 to 240. For this course the windward mark is a drop mark and the leeward mark is Special Race Mark #8. The length of the course can be between .6 and 1.0 miles by simply adjusting the position of the windward mark.

This is what the Course Board looks like for this course.

J/22	
WL	
3	
220	●
1	8

This board reads, J/22 class, course WL3 (windward/leeward once around), 220 degrees to windward Drop Mark, 1 mile course, leeward mark is SRM #8.

Note: You may need to create course boards “on the fly” by using black electrical tape or a whiteboard marker.

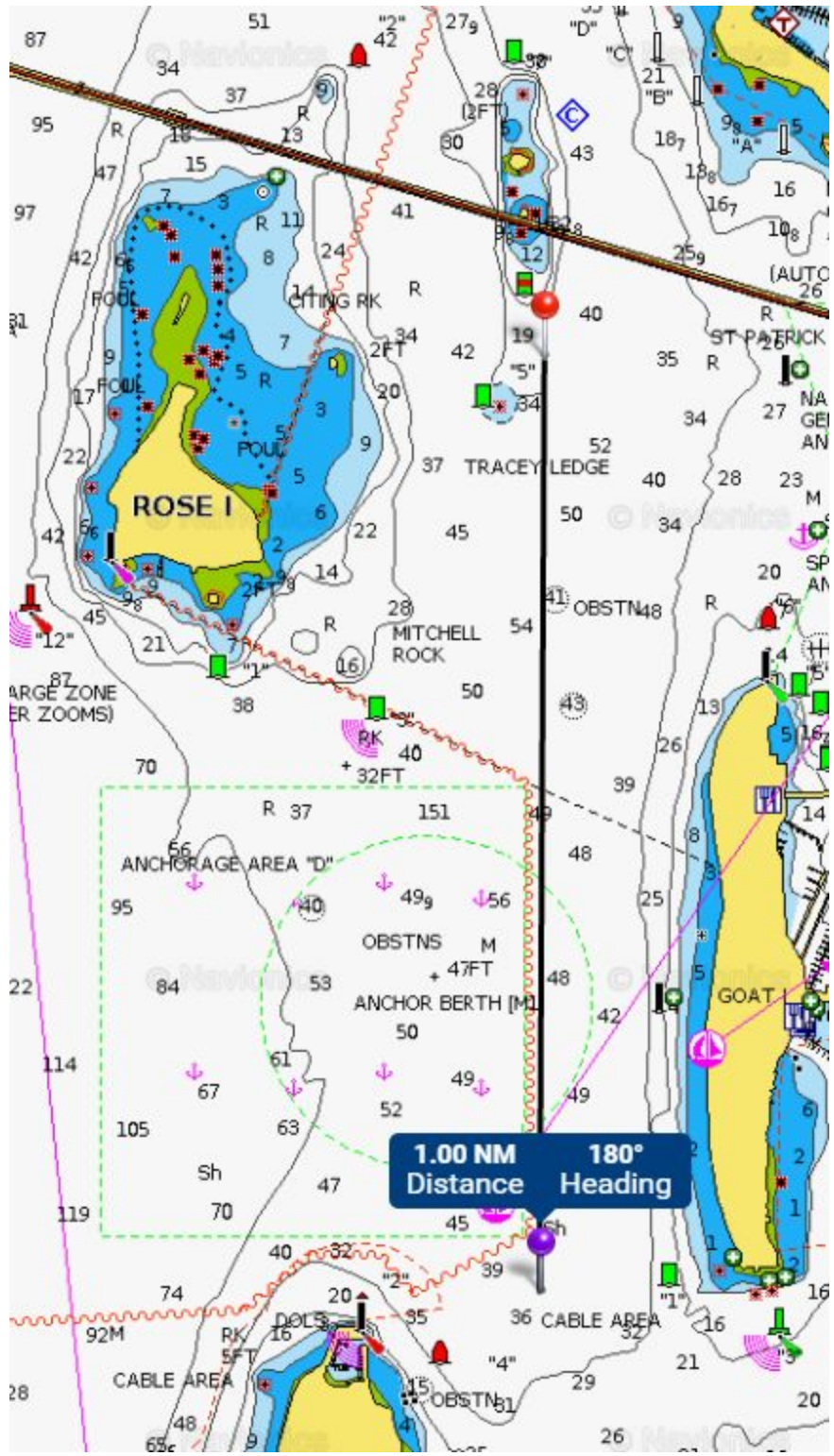


W3 Course - Combination Drop Mark and Special Race Mark #8

If the wind goes any further south a second drop mark can be set for the leeward mark to keep the boats away from Goat Island.

J/22
W
3
220
1

This is what the course board looks like for this course with all Drop Marks.



W3 Course - All Drop Marks

Typical courses for PHRF Class I and III

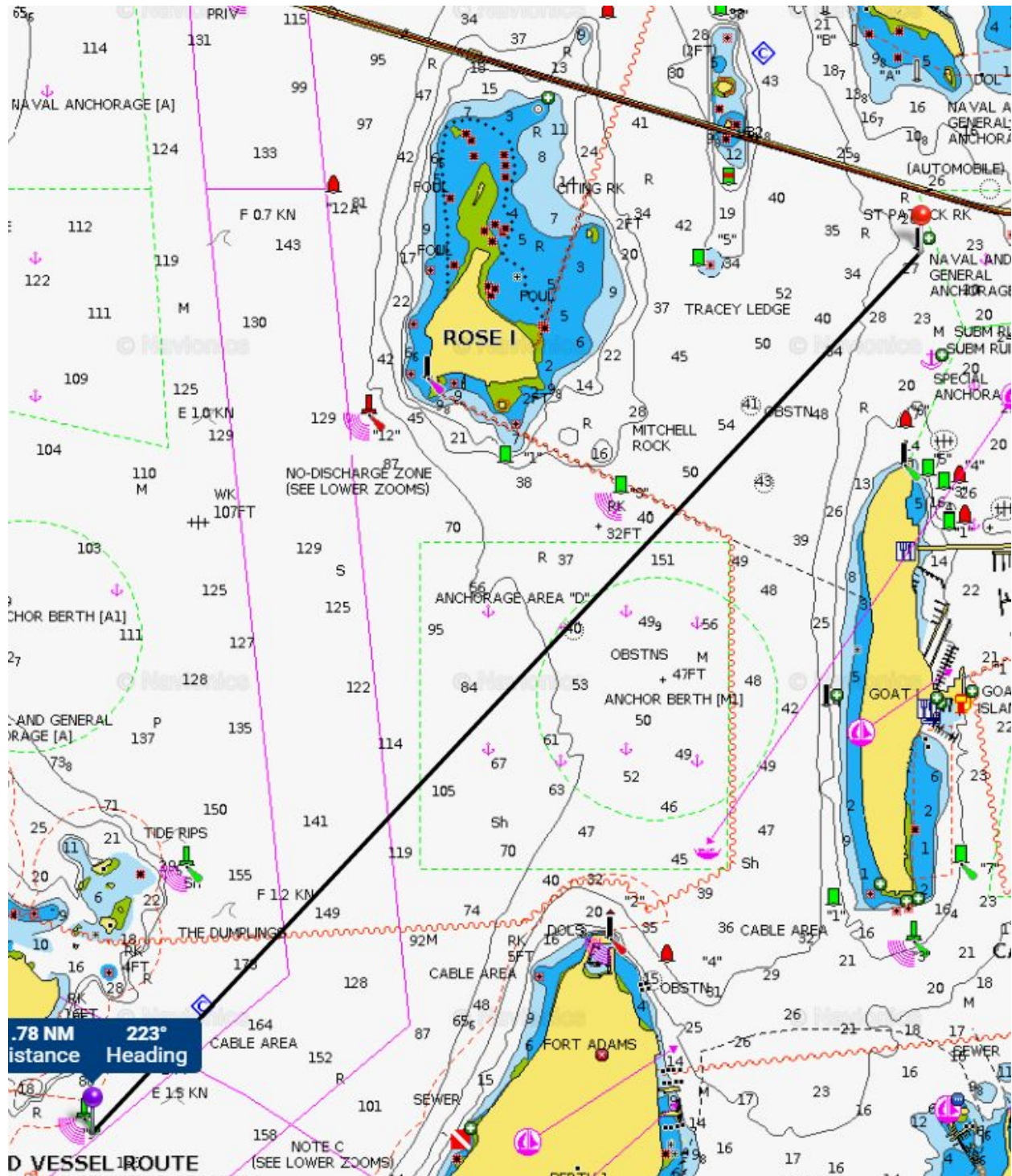
Courses for PHRF Class I and III may be chosen from the Narragansett Bay Area Race Chart Courses. Keep in mind that the start/finish line also has to coincide with the course you set for the One Design classes

Alternately a good course with wind from 215 - 240 is WL3 with either Q or R windward and SRM #8 leeward. Alternately a drop mark can be used to windward.

Here is what it looks like on the course board:

Numeral 1	
WL	
3	
220	Q
1.8	8

And on the chart



Courses other than South West

When the wind is other than SW we have to look at other options using the South Bay Race Chart Courses or Drop Marks. One thing to keep in mind is that we do not set Drop Marks in the Main Shipping Channel. The most difficult wind to work with is from the East, since this leaves us very little room to keep the Signal Boat on the Newport (preferred) side of the shipping channel.

Roles

Timer

While all of the roles are important the Timer role stands out as critical. Make sure you completely understand how timing works. You should do it yourself a few times before turning it over to someone else.

Here are a few key points about timing. NYC RC starts sequences on five minute intervals, such as 1800, 1805, 1810, etc.. We use Ollie for automatic timing. Ollie needs to be started 10 seconds before the Warning Signal is raised. For an 1800 warning Ollie is started at 1759:50.

Count down to 1759:50 from 1755 using the following format:

- Time : Announcement
 - 1755: "Five minutes to the Warning"
 - 1759: "One minute to the Warning, 50 seconds to the start of Ollie."
 - 1759:30 "30 seconds to the Warning, 20 seconds to the start of Ollie."
 - 1759:40 "20 seconds to the Warning, 10 seconds to the start of Ollie."
 - 1759:45 "5,4,3,2,1 Mark":Ollies is started by the timer.
 - Ollie begins to count down 10 seconds with a beep for each second
 - 1759:51 "9, 8,7,6,5,4,3,2,1, Mark" Ollie sounds.
 - 1800: Warning Flag is raised.

This looks more complicated than it is! Once you do it a few times it is really very simple.

Recorder

Use the forms from Yacht Scoring

[RC Worksheets/Reports/Scratch/Results](#) Print out RC Sheets by Racing Circle by Class for Check-in
[RC Work Forms \(in PDF format\)](#)

The most important job of the recorder involves keeping track of race data and finishes. The following information should be recorded for each race for each class;

- 1) Course

- 2) Length
- 3) Wind direction and velocity at start time
- 4) Start Time
- 5) Finishing Times for each boat

Other recorded information

Dock time: Out and In

How many boats started and make sure that everyone that starts finishes. If not we need to find out where they went!

Important: When finished entering data take a picture of all pages and email to regatta@newportyachtclub.org