



**Refresher Presentation for PROs
and for serving on Race Committee
for NSYC races and Cow Bay Racing Association
CBRA (one-design) races
2022**

**This presentation is intended to be a
refresher for PROs, NSYC members serving
on RC and to encourage additional NSYC
members to serve as a PROs and on RCs.**

- During this presentation you will see that I am going to discuss how races are supposed to be run according to the book (the Rules) and how the YRALIS, the Cow Bay Racing Association and most importantly how the NSYC has decided to modify the procedures in light of Covid. We want you to know how it should be done but also how we are doing it this season.

Serving on RC in whatever capacity you can is a **long-standing tradition** of sailing and what **allows racing to continue** in the **Corinthian sprit**. **Volunteers run** the vast majority of sailboat races and without volunteers we probably would not have racing on Manhasset Bay or at the NSYC.

Tonight I hope to refresh the PROs, give an overview to the other members and leave it to PROs to supervise the members serving on RC with them for the day.

Eventually we hope to have more trained PROs.



- **Even if you are not a racer** we encourage you to serve on the RC
- I assure you; you will **learn something about the sport.**
- You will be a **better sailor**
- You will **be a better racer and**
- **You will satisfy 4 hours** of your work commitment to NSYC while having a pleasant day on the water.
- So if you can serve please serve.

PRO-Principal Race Officer. This is the person who is charged with running the race or races and supervising the other members of the RC to insure a well run and properly run races all as laid out in the The Racing Rules of Sailing for 2021-2024 and the Sailing Instructions for the race.

The **committee** for the day generally is made up of **2-4 people including the PRO** and at least **one** of whom is **qualified to operate** the RC boat.

We are going to talk tonight about **how to prepare to serve** and actually serve as PRO and RC member.



- **Read the Notice of Race and Sailing Instructions** for the races you are running.
- **Get qualified to drive and operate the RC boat.** See Capt. Vic for instruction and qualifying.



Familiarize yourself with the RC equipment:

The contents of the two RC equipment bags
(go through the contents of the bags)

Battery Pack

Automatic Starting horn

CBRA SI

CBRA Course Charts

Entrants/Scoring sheet-the headings are pre-printed

Hand Held horns, whistle

Duct tape

The Flag bag and its contents

The Recall signals

Binoculars-Get from the 2nd floor day room near the trophy cabinet if you do not have your own.

Starting and Finishing Pins and anchors

Special marks and their anchors

The Book that tells all.



- **On Race Day:**
 - **Checked the weather** forecast.
 - **Know the predictions** for sea conditions, the times of high and low tides and the current in Manhasset Bay for the day.
 - Everyone should have **food, water** and or snacks.
 - The YC pays for lunch so the PRO should discuss with those serving with him/her who will actually bringing the food.
 - It is a good idea to bring raingear, sun screen and a hat.
 - Verify that **all RC equipment** is there and **working** including having **multiple watches**.

- One Design **races Start at 2 PM** (1400 hrs).
- **NSYC races** if they are going to be run from the **Worry Wart (WW)** that day **Start at 1:30 PM** (1330 hrs).
- **Be at the YC NLT noon with a PFD** ready to go out to the WW.
- If there is a **NSYC race** this day be sure you have a copy of the **Entry List** (Scratch Sheet) and **Sailing Instructions**.



- **Load all of the RC equipment onto the RC boat (everybody wears PFDs while serving on RC):**
A member of the Club's Race Management Committee (RMC) generally brings the RC equipment to the foot of the pier.
Capt. Vic generally has the RC boat at the dock fueled up and loaded with the Starting and Finishing pins, the 2 Special marks and anchors for all of those items.
Check the fuel tank or with Capt. Vic to be sure fuel is loaded and boat and radio are working properly.
If the boat is not at the dock bring it to the dock and load it.
One or 2 hand held radios should be on hand.
Be sure the folding chairs (enough for the entire RC) and table are available and loaded onto the RC boat.
- **The PRO is responsible to assure that every thing is there and loaded properly.**




- **Postponing or Cancelling from Shore:** In the event of no wind, dangerously heavy wind, thunder storms or any other condition or circumstance the PRO, at his/her discretion may announce **from shore** that the races are being Postponed or Cancelled.
- Although the Rules (RRS) prescribe the hoisting of certain flags and sound signals the **best way to do this is by calling the stewards or key racers from the other clubs** (the CBRA SI have the names and numbers) from which we expect competitors and announcing the Postponement or Cancellation.
- Also announce it to the racers at the NSYC or who are still on their moorings by radio.

- It is **best to leave the dock NLT 1 1/2 hrs before the first race is scheduled to Start.**
- **When you get to the WW:**
- Tie up on the **starboard side when the wind is from the south** and unload all of the equipment except the marks onto the WW.
- Unlock the cabin door (Combo is: 1891)

- **Dress the WW**

- Set up the folding chairs and table
- Hoist NSYC burgee on the forward mast
- Hoist RC flag on the after mast
- Set up the battery pack and automatic horn (tape or shock cord the horn to a vertical post on the port side of the WW).
- Test the horn and then stop it from continuing into a sequence.
- Place the Scoring/entry lists on the table mounted on one of the clipboards, have pencils or pens at the ready..
- Have one or two of the manual horns at the ready and test them to be sure they work.
- Have a whistle ready if all horns fail and for finishers (after the first in each class).
- Have the binoculars at the ready
- Agree on which watch is going to be used-designate a backup.

- Tape or tie the orange Starting flag to a vertical post where the Sighter can easily sight the Starting Line.
- Have the blue Finishing flag at the ready so that it can be taped or tied to a vertical post where it can be easily sighted by the Sighter in advance of finishers.
- Attach the AP (Postponement) flag  to one of the flag halyards so that it is ready to be hoisted if needed. Position it so that it is not readily seen by the competitors until it is raised.

- **If the PRO has not done so previously he/she assigns jobs to everyone:**
- **Signaler (horn) operator/Timer/Recall**
Signaler-Operates Automatic horn and has a manual horn close at hand. Backs up timing of automatic horn for Starting signals. Keeps RC aware of the time within the Starting sequence and calls out Starting and Finishing times as required.

- **Starting/Finishing Line Sighter:**
 - Carefully sights the Starting line for boats over early and Finishing line for sequence or time of finishers.
 - Calls out boats over the Starting line early by sail # and waives the Individual Recall flag.
 - Calls out the sail # and “Clear” when boats have returned to the pre course side of the Starting line so they may restart.

- **Recorder** records:
 - Boats racing
 - Finishing places and or times.
 - When a Cruising Start is being used-Starting and Finishing times are to be recorded. **Hour, minutes and seconds.**
 - Finishing Times on all NSYC races or other handicap races have to be recorded. **Hour, minutes and seconds.**
- **Flag Operator:** Prepares flags to be hoisted and raises and lowers flags on the order of the PRO or Signaler.
- **Course Poster:** Posts race course placards
- **RC Communicator:** Has radio tuned to the proper channel and at the ready to communicate with the fleet.

- **The PRO is directly responsible for:**
- Supervising all of the the people on the RC.
- All equipment and assignments.
- Determining and announcing the course.
- Responding to changes in the weather and other conditions on the racecourse.
- Conducting the race in accordance with the NoR and SI.
- Setting proper Starting and Finishing lines.
- Setting Special Marks when required.
- Communications with Competitors, Organizers and the Protest Committee


- **In years past communication between the RC and racers was discouraged** except in cases of emergencies.
- Now we are much less formal and encourage communications by radio and hails between the RC and the racers.
- Particularly during Covid RCs may have fewer people and may not use flags so communication with radio and hails are much more important.
- One design racers use channel 69 for radio communications per CBRA SI.

- For NSYC races check the SI for the channel to be used for communications.
 - Radio communicate/announce:
 - Posted courses.
 - Where we are in the Starting sequence if asked.
 - Answering requests for clarifications, etc.
 - Changes in courses, shortening courses, abandonment of races or end of racing for the day.

Inquiries with racers about courses is best done on a different pre-agreed upon channel.

- **Selection the course (PRO):**
- For all except the NSYC Day Race the the Moonlight Regatta Courses are selected form the marks of the CBRA “Marks of the Course”. Show blow up of chart
- **One designs-CBRA Races-consult SI:**
 - They generally prefer **Windward-Leeward** races.
 - **U-P-U-P** often works given our prevailing winds.
 - Consider wind:
 - Strength, potential changes in direction and/or strength.
 - Current, tide
 - Other activity on the bay.
 - They generally prefer short races so that they can get in 2-4 races in an afternoon.
 - Depending on conditions once or twice around is good.

- An **upwind start** is best with the **first mark being left to port**.
- It does not hurt to talk to one or two of the knowledgeable skippers about the course you intend to announce or when they have had enough racing for the day as they sail by or by radio.
- If by radio a pre-arranged “consultation channel” is best so you do not involve the whole fleet.

- On days when you are **also conducting a NSYC race** consider a separate Finishing line so that you avoid the possibility of boats Starting and Finishing at the same time or worse crossing the line in opposite directions. **If using a different Finishing line** be sure to signal that by displaying
- **Code flag F**  and **announcing it on the radio.**
- If the pre-named marks do not work with the wind please set one or both **Special marks** directly upwind and down wind.
- Setting the upwind mark directly upwind is more critical than the downwind mark being directly down wind.

- **NSYC races:**
 - Ideally the course announced should take **2-3 hours** to sail (excluding the NSYC Day Race and the Moonlight Regatta) .
 - Different courses may be announced for **different Divisions if there are A and B divisions.**
 - If more than one division **make clear by announcement if all (both) divisions are starting together** or separately. **The SI should have addressed this.**
 - Consider wind strength, potential changes to wind direction and/or strength, current, tide, weather and other activity on the bay.

If you expect unreliable wind and are trying to get the race in consider twice around courses so that you can shorten the course to end when the boats go through the Finishing line after sailing the first lap of the course.

Upwind starts are best with the **first mark being left to port**.

Here too it does not hurt to talk to one or two of the knowledgeable skippers about the course you intend to announce as they sail by or by radio.

If by radio a pre-arranged “consultation channel” is best so you do not involve the whole fleet.

If the pre-named marks do not present a good upwind first mark please consider **setting an upwind Special mark**.

- Try to set a course with beating, running and some reaching. A “triangular course”.
- When Starting from the WW on days when there will be CBRA (one-design) racing, NSYC races are usually designated as class 6 with code flag 6:



but always check the SI to be sure of the class designation.

- **Setting the Starting line:**
- If there is one design racing set the **starting pin on the port side of the WW** and use that for all races started that day.
- If there are just **NSYC races you can set the Starting line on either side** of the WW or anchor the RC boat on either side of the Starting mark if the race is not being Started from the WW.
- **Set the Starting mark so that it is square to the wind.**
- Otherwise you will be creating a favored end of the line that boats will tend to bunch up around as they Start.

- After dropping the pin anchor and after the pin has settled to the wind **drop double check** that the pin is in the corrected position
- **Move it if it is too close to far from the WW or not perpendicular.**
- The **Starting pin** should be positioned so that the **Starting line is about 1 1/2 times the length of the combined lengths** of all of the largest fleet Starting.
 - Too short and you get bunching of boats.
 - Too long and you magnify any out of squareness with the wind.

- **Setting the Finishing line:**
- If at all possible the **Finishing line** should be **set square to the course** from the last mark before the Finish.
- The **Finishing line** should be **shorter** than the Starting line so that finishers are close enough for the Sighter to have a good view yet long enough for several boats to Finish closely without interfering with one another.

- **More Pre-Start Procedures:**
- **Record the name or sail number** of each boat that comes by the RC so that you have a record of which boats are competing.
- **If any boats sailing around the Starting Area do not check in** with you call out to them or radio them to determine if they will be racing or not.

- **Prior to the Warning signal post the course on the same side of the WW that the Starting pin is on.**

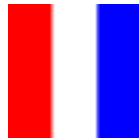
Use the **placards** found in the box in the cabin of the WW.

Announce the course on Channel 69.

Courses are displayed by class vertically on the same side of the WW as the Starting pin is on.

- **The PRO at his/her option my** announce/post one class course at a time or courses for multiple classes. Post courses from left to right in the order in which the class starts.
- Marks posted on placards with green backgrounds are to be left to starboard.
- Marks posted on placards with red backgrounds are to be left to port.
- A course posted as **U P U P** is NOT a twice around course.

- **U P** with code flag “T”



is Twice around. Announce Twice Around announced also.

- It is understood that all courses Finish at the Worry Wart (WW) which does NOT get posted. .
- On a **proper course** you should be able to wind a **string around** the course **without it crossing itself**.

- The Flag Operator must be prepared to hoist the

- Postponement flag



if ordered to do so by the PRO.

Twice Around Race Courses

Course	Postings	Signal	Special Requirements	Remarks
B P B P	B P B P	None	None-Boats may pass through the Starting or Finishing or Start/Finish lines at will after Starting but are not required to do so.. Boats must cross the Finish line from the proper direction to Finish.	NOT TWICE AROUND COURSE. The course may be shortened by the RC with the usual procedures & signals
B P Twice around	B P	"T" Flag & announced on VHF	Boats shall cross the Finish line to commence the second time around. (The Finish line should be different than the Starting line if One Design and NSYC races are being run that day) To Finish the Finish line must be crossed (from the proper direction).	The course may be shortened by the RC with the usual procedures & signals. <i>With the proper signals ending the race by Shortening at the end of the first around is really easy.</i>

- **More Pre-Start Procedures when Starting one-design racers (CBRA):**
- This will be “**3-minute start**” governed by the automatic horn.
- I strongly recommend that everyone on the RC **wear earmuffs** particularly when the automatic horn is going to be used.
- **Raise the class flag** of the class **next Starting before the Attention** signal.
- The Sighter has to be in position before the Starting signal to watch the Starting Line while having the two recall flags in hand and being ready to wave them if boats are over early.


- Individual Recall: X



- General Recall: First Substitute



- **More Pre-Start procedures when Starting a NSYC Race:**
 - If the race is on the same day as one or more CBRA races we will be **using a manual horn and stopwatch.**
 - This will be a 5-minute Start.
 - Although **earmuffs** are less critical with the manual horn they are still a good idea.
 - Before the Start signal the Starting Line Sighter has to be in position and have the two recall flags in hand to be ready to wave them.

- **Starting procedures:**
- The **RC may Postpone or abandon** for any reason at the call of the PRO.
- Keep conversations and “chatter” to a minimum.
- Verify that all signal flags being used are at the ready.
- Verify who will be calling and signaling Recalls
- If a **separate Finishing line** is being used assure that “F” flag  is flying and a radio announcement has been made.

- **Postponement:**
- The PRO may postpone for any reason he/she deems necessary at any time during or before the starting sequence by raising

Code flag AP  and sounding 2 long horn blasts if:

- The RC is not ready at the announced or sequene time.
- The RC discovers an error that has been posted or announced.
- Lack of wind.
- A significant wind shift necessitating change of course or the moving of marks.
- The RC deems it appropriate to delay for racers not yet in the Starting Area for good reason.
- The Starting sequence begins again with the warning signal for the next class to Start one minute after the **Postponement flag is lowered along with one horn blast.**

- The PRO may require all racers to wear a PFD if he/she deems it appropriate based on the conditions or anticipated conditions on the race course by flying code flag Y



Starting Signal Sequence-One designs (CBRA)

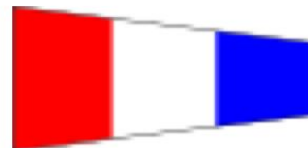
Signal	Sound	Time Before Start
Attention	Series of short horns	About one minute before the Warning
Warning	3 long horns	3 minutes
Preparatory	2 long horns	2 minutes
	1 long, 3 short horns	1 minutes, 30 seconds
	1 long horn	1 minutes
	3 short horns	30 seconds
	2 short horns	20 seconds
	1 short horn	10 seconds
	5 short horns, one second apart	5...4...3...2...1...seconds
Start	1 long horn	0

Class Flags:

1. Sonars:



III. MBO:



LV. Ideal 18:



**Starting Signal Sequence for NSYC Racing Starts on Days when one-design
boat are also racing:**

Preparatory Flag may not be used during Covid.

Signal	Flags	Sound	Time Before the Start
Attention		Series of short horns	About one minute before the Warning
Warning	Class Flag- Up	1 horn	5 minutes
Preparatory	P Flag- Up	1horn	4 minutes
	P Flag- Down	1 horn	1minute
Start	Class Flag -Down	1 long horn	0

Class Flag:



Preparatory Signal: P-



Starting Signal Sequence for NSYC Cruising Starts:

Signal	Flags	Sound	Time Before the Start
Attention		Series of short horns	About one minute before the Warning
Warning	Class Flag- Up	1 horn	5 minutes
Preparatory	P Flag- Up	1horn	4 minutes
	P Flag- Down	1 horn	1 minute
Start	Class Flag -Down	1 long horn	0
The 5-minute Starting Window is open-Racers may Start any time while the window is open.			
Close of Starting Window		1 long horn	5 minutes after the Starting Signal

Class Flag:



Preparatory Signal:

P-



When a Cruising Starts is being used the RC must record the Starting Time (hour, minute and seconds individually for each boat).

- **Rolling Starts are not used on the bay except for Thirsty Thursday racing.** With a Rolling Start the Starting signal for one class is the Warning signal for the next class to Start.
- **There are other Starting procedures and signals that could be flown by the RC such as:**
 - Boats may not be on the course side of the Starting line or its extensions during the minute before the Start.
 - Scoring penalties may be applied
 - Disqualification
 - But I am not going to get into them as they are not used in races for which we supply RCs.

- **Individual Recalls:**

If one or a couple of boats' hulls cross the Starting


Line before the Starting signal code flag X




is waived accompanied by one horn and the

boat's sail numbers are hollered out followed by “Over Early” and repeated by radio if there is any question about whether or not the over early boat(s) has/have heard the call.

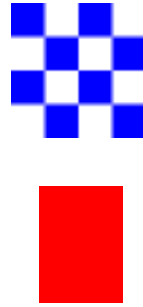
When the hull(s) is/are completely on the pre Start side of the Starting Line the sail number(s) is/are hollered out followed by “Clear” so that the boat(s) know that they are clear to restart. This too may be repeated by radio.

- **General Recalls:** General Recalls are only used if so many boats are over early that the RC cannot clearly identify them or if they are all over early.
- There was a error in the starting procedure.
- A General Recall is signaled by code flag
- **1st Substitute:**  and two horns.

- **When the RC is ready to restart** after a General Recall the 1st Substitute is lowered and one horn is sounded.
- **After a General Recall** the Warning signal for the new Start for the recalled class shall be made one minute after the **1st Substitute** was lowered unless the SI call for a different procedure.
- Starts for any succeeding classes shall follow the new start.

- **During the Race:**
 - Keep an eye on the weather.
 - Watch for changes in wind direction or strength.
 - Monitor the progress of the fleets.
 - CBRA (one-design) races have a time limit of 30 minutes to reach the first mark if it is in the inner bay. **Per the SI if the first boat in a class does not reach the 1st mark within the time limit the race shall be abandoned.** Abandon Race Abandoned return to the WW signal is
code flag N  and 3 horns.

- Code flag N over H



and 3 horns is Abandoned return to shore.

- **Change the course:**
- If RC changes the course code Flag **C**  is flown from

the RC boat **at the mark before the one being changed.**

Repetitive horns are sounded and it should be announced on the radio.

These things have to be done before any boat reaches the mark before the one being changed.

- **To Shorten the course:** A shortened course is signaled

with code flag **S**  and two horns and announced on the radio.

Set up a Finish Line between the mark at which the boats are **now finishing** and the RC boat which is to be flying Code flag S.

This is also the signal to fly from the WW to end twice around races at the end of the first time through the Finish or Start/Finish line.

- **Abandonment:**

Races may be abandoned for one or more classes at the call of the PRO:

Abandoned return to the WW:

Code flag **N**  and 3 horns and the class flag(s)

hoisted as and announcements on the radio.

This can be used if no boat finishes within the time limit or significant changes in weather or other emergencies.

- Races Started are Abandoned-return to the



- All Races are abandoned
no further racing today:



Either also accompanied by 3 horns.

Changing marks, shortening courses or abandonments are hard to communicate to the boats as they are far away from the WW and they are often not watching/listening. If you have to do this it is probably best to go out in the RC boat in inform each racer of the change.

- The **RC may Protest** a boat if they see a boat break a rule. The RC is required to notify any boat it intends to Protest within the time for Protests.
- Make a record on the Scoring Sheet of any Protests, collisions, emergencies or the like.
- If a mark is missing or out of position report it on the Scoring Sheet and by email to the CBRA.

- **The Finish:** A boat **Finishes when** any part of her hull crosses the Finish line in the direction from the last mark. The **Finish is the line between a Blue flag on the RC boat and the Finishing pin.**
- **Make sure you have hung the Blue flag.**
- As boats Finish the **Sighter** calls out the sail number and the boat receives a sound signal.
- A horn for the first to finish and a whistle for the others.
- The **Recorder** records the order of finish for the one-design boats and the time (hour, minutes and seconds) of finish for the PHRF boats.
- The Recorder makes note of any Protest Flags (red) being flown or Protests reported.
- Record and boats that do not finish.

- **After the Race:**

- Assure that all boats are accounted for.
- Repack as before and reload all RC equipment on the WW.
- Replace the Course placards in the box in the WW cabin.
- Lock the WW cabin door.
- Retrieve all marks set - Starting, Finishing and Special.
- Bring the RC boat back to the dock, unload the equipment bags and flags and put them in their place in the Storage Room on the 2nd floor of the Clubhouse.
- Either leave the marks and pins with their anchors on the RC boat if there will be racing the next day or store them in the basement in their designated spot.

- Report any problems with the RC boat to Capt. Vic or the on duty launch operator and the Fleet Captain..
- Deliver the CBRA Scoring sheets to Mary Lu Palafox or put them in the Blinker mail slot at the base of the stairs in the clubhouse.
- Deliver the NSYC Scoring Sheet to the designated member of the Race Management Committee (RMC).
- Report any equipment problems to Capt. Vic and to a member of the RMC in person or by email.
- Report any problems/issues with the WW to a member of the RMC.
- Unless Capt. Vic or the on duty launch operator gives other directions return the RC boat to its mooring and secure it properly.

- If you are so inclined and have the time proceed to the upper deck to rehash the racing with the racers and your fellow RC members and enjoy some refreshment.



- Raise your hand if you are ready to be a PRO.
- Raise your hand if you are ready serve on the RC under a PRO.