



West Course  
(Blue Course Flag):  
B mark will be first  
mark sailed to.

East Course  
(White Course Flag):  
A mark will be first  
mark sailed to.

○ **C Mark** is a drop mark, picked up with the flags from the marina box, and dropped by the Race Committee boat before the start of each race at 36°58.08', 76°18.40. If a GPS cannot be used, drop C Mark 20 boat lengths from Green "7" in the direction of the B Mark. The C mark will be picked up by the first Non-Spin boat to finish and returned to the marina box to be secured with flags and the R/C bag.

**Start/ Finish line** will consist of a start line used by all fleets approximately 100 yards long to the north of the R/C boat and designated on the pin end by an orange drop mark located approximately 200 yards south of G "11". This line is also the finish line for the Non-Spin fleets. The spinnaker finish line is designated by another orange mark approximately 35 yards to the south of the R/C boat (spin boats will be finishing in the opposite direction). The R/C boat will be positioned between the 2 marks for ease of recording finishes. Drop the first mark 200 yards south of G "11", motor 135 yards to the south, and drop the second mark. Anchor in a position between the two marks that leaves 100 yards to the north mark and 35 yards to the south mark.

**East or West start** will be determined by wind direction. First leg should be sailed up wind. Display the white flag from the stern rail for an east start and the blue flag for a west start.

**Starting Sequence:** Follow attached starting sequence guide for flags and horns (make sure you have an air horn!). Utilize additional flag guide as necessary for postponements, shortened courses, and recalls.

**Recording finish:** Use the order of finish sheet provided in the bag, record finish times by writing down sail numbers as the boat comes to finish the line and the time the boat crosses the line in the actual order that boats finish. Time should be actual time of day from the same clock/watch that was used to start the race. Please write down the time the first race started and if any class started late, please note that time on the sheet as well. Also, note whether course was shortened and if so, the course that was sailed.

**Wrapping Up:** After all boats have finished, take down the course flag, race committee flag, and orange finish line flag (make sure that the R/C flag, orange flag and both course flags [blue and white] are all in the R/C bag for use next week. Put the red and blue fleet flags on the end of the staff (as marked) and the white and yellow flags on the other end (as marked) and roll

them up. Leave the Prep Flag on its staff and roll it up. Collect both S/F orange drop marks and deliver them with the flags and bag back to the dock box. Deliver the finish sheet to the SailTime office on the 2<sup>nd</sup> floor of Willoughby Harbor Marina

**Weather cancellation** decisions will be discussed and made by the night's race committee boat captain and the series captain at 5:30 PM and announced on VHF channel 72. Racing should be cancelled if winds reach 25 knots and/or lightening is in the area, however any conditions deemed unsafe by the race committee OR series captain is a good reason for cancellation. If it becomes necessary to halt the race due to weather once you're on the water, hoist the yellow flag with 3 horn blasts and announce the cancellation on VHF channel 72. Rain and cold water make a fall into the water a safety concern. Safety of all is our number one concern. Each skipper is responsible for the safety of his boat and crew.

**Questions?** If at any point during the evening of your duty, you have a question about a procedure, weather, shortening course, etc., please do not hesitate to call the series captain on his cell phone to discuss the issue. They are there for advice and help in making the correct decisions.

## **Race Committee/ Protest Committee Responsibilities Supporting a Protest**

(the sailing instructions should be used as a reference)

### **On the water Preliminaries:**

- Protesting boat shall notify the Race Committee (RC) of the protest and which boat is being protested at the time they finish race.
- RC should note if the protesting boat has a red flag displayed.
- RC shall inform protested boat and Series Captain (SC) of a protest ASAP.
- RC shall note the time the RC boat reaches the dock.

### **At the dock Preliminaries:**

- Protest shall be delivered in writing to the WR Coordinator or Asst. Coordinator in the SailTime office within the 1 hour time limit of the RC reaching the dock. Delivery time should be noted on the protest form.
- RC shall discuss any known details with the Coordinator about protest before leaving for the night.
- SC shall try to mediate a simple protest on the spot. If boats have damage or injuries, a protest hearing will be scheduled on Monday night following the date of the protest. If a simple protest can not be mediated by SC, a Protest Committee (PC) can be formed and protest held following the night's race or scheduled for Monday night following the protest.

**Protest Committee shall conduct protest hearing in accordance with Rule 63.**

## **Willoughby Racers Race Committee Duties**

### **6 people recommended:**

1 - Line Sighter - stationed at the shroud to which the orange flag is tied. The orange flag should be tied on the shroud on the side of the boat closest to the start mark. Ideally, this person has a handheld VHF with which to notify boats that are over early.

2 - Individual/General Recall Flag Person - to signal over early boats and watch them come back to restart.

3 – Recorder - writes down over early boats and helps recall flag person track each boat's restart status.  
(these 3 stationed at the shroud for easy communications)

4 - Time Keeper / Horn Blower keeps the official starting and finishing time (same watch) and makes the audible (horn) sounds for the starting sequence.

5 - Prep Flag person raises and lowers the prep flag

6 - Fleet Flag person raises and lowers the fleet flags  
(these 3 stay together for easy communications)

### **with 5 people:**

combine positions 2 and 3

### **with 4 people (getting thin):**













combine positions 1, 2, and 3

### **with 3 people (getting REAL thin):**

combine positions 4 and 5

# Starting Sequence

(When Everything Goes Right)

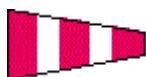
- 6:00 pm - RED Flag Up + Horn 
- 6:01 pm - PREP up (RED stays up) + Horn  
- 6:04 pm - PREP down (RED stays up) + Long Horn 
- 6:05 pm - RED down / WHITE up + Horn  (1<sup>st</sup> start)
- 6:06 pm - PREP up (WHITE stays up) + Horn  
- 6:09 pm - PREP down (WHITE stays up) + Long Horn 
- 6:10 pm - WHITE down / BLUE up + Horn  (2<sup>nd</sup> start)
- 6:11 pm - PREP up (BLUE stays up) + Horn  
- 6:14 pm - PREP down (BLUE stays up) + Long Horn 
- 6:15 pm - BLUE down + Horn (3<sup>rd</sup> start)

[For “Screw Ups” See back side of sheet!]

# IF SOMETHING GOES WRONG

**FIRST - Take a deep breath and RELAX!**

If a mistake was made during the sequence, raise the Postponement Flag (Red & White Flag) and sound 2 horn blasts.



**Then:**

- **\*\*Decide which class you need to start and get that flag ready (RED/WHITE/BLUE)**
- **On an even minute, lower the Postponement Flag and sound 1 horn.**
- **1 minute later – raise the RED, WHITE or BLUE class flag + Horn**
- **1 minute later – PREP Up + Horn**
- **3 minutes later – PREP down + Long Horn**
- **1 minute later – Class down + Horn (starts class - note the time on the score sheet)**
- **Repeat as needed**

# **OTHER SIGNALS AND THEIR USE**

## **INDIVIDUAL RECALL**



**Raise this flag with one horn blast if there is a boat or boats that are over the starting line early. Lower flag when all boats that were over early have come back to the pre-start side of the starting line and restarted. If the over early boats have not come back, flag should be lowered no later than 4 minutes after the start (or with the lowering of the prep flag for the next rolling start). Note all boats that were over early and which ones came back to restart.**

## **GENERAL RECALL**



**Raise this flag with 2 horn blasts if there are so many boats over early that it is too difficult to identify the individual over early boats or if a mistake was made at the end of a sequence after the start (such as lowering the red, white, or blue flag too soon) . Continue at the above \*\* directions as if Postponement flag was used (including horns as instructed).**

## **SHORTEN COURSE**



**Raise this flag with 2 horn blasts if you decide that there is insufficient wind for the boats to finish the course before the time limit. Course can be shortened at any mark or even at the original S/F line (if shortening to original S/F line, flag should be raised [and radio announcement made] BEFORE boats have rounded the new last mark). Keep in mind the spinnaker fleet sails a different course .**

WILLOUGHBY RACES  
FINISH SHEET

R/C Boat: \_\_\_\_\_

DATE: \_\_\_\_\_

RECORD SAIL NUMBER AND ACTUAL CLOCK TIME OF FINISH FOR EACH BOAT. PLEASE BE CERTAIN THAT RESULTS ARE LEGIBLE!  
PLEASE RECORD BOATS IN THE ACTUAL ORDER THAT THEY CROSS THE FINISH LINE!

NON-SPINNAKER FLEETS

<u>Sail #</u>	<u>FINISH TIME (not from stop watch!)</u>	<u>Sail #</u>	<u>FINISH TIME (not from stop watch!)</u>
1	_____	14	_____
2	_____	15	_____
3	_____	16	_____
4	_____	17	_____
5	_____	18	_____
6	_____	19	_____
7	_____	20	_____
8	_____	21	_____
9	_____	22	_____
10	_____	23	_____
11	_____	24	_____
12	_____	25	_____
13	_____	25	_____

SPINNAKER FLEET

<u>Sail #</u>	<u>FINISH TIME (not from stop watch!)</u>	<u>Sail #</u>	<u>FINISH TIME (not from stop watch!)</u>
1	_____	5	_____
2	_____	6	_____
3	_____	7	_____
4	_____	8	_____

Record Any Protests on back of this sheet

If notified of a protest, please note whether the protesting boat is flying a red flag and the time that the committee boat arrives back at the dock.