***RBSA Race Management Instructions*** (revised April 2021)

1. **INTRODUCTION**

The success of RBSA depends to a great extent upon how well the On-Water Race Committee (RC) and race participants understand and follow the procedures the club has established for the management of the club’s sailing events. The club publishes three documents: the RBSA Notice of Racing, Sailing Instructions, and Race Management Instructions (this document). These Race Management Instructions provide guidance for the execution of successful RBSA races. The annual Notice of Racing and Sailing Instructions provide broader overall guidance on all club policies and rules. **ON-WATER RC IS A RESPONSIBILITY THAT EACH SKIPPER/OWNER SHARES. WHEN IT IS YOUR TURN, YOU HAVE THE RESPONSIBILITY TO PERFORM THE TASK WELL. IT IS NOT PERMISSIBLE FOR YOU TO DELEGATE THIS IMPORTANT RESPONSIBILITY TO INEXPERIENCED PEOPLE**.

Since RBSA uses volunteer race committees who rotate from among all active racers, the club has adopted a simplified race management plan designed to fit all levels of experience. The club uses a set of pre-established courses that the committee will select based on the wind speed and direction. RBSA also employs a prerecorded starting sequence which is played on a Smartphone onboard the RC boat and broadcast over VHF at specific intervals as directed by the recoding (see below).

This practice simplifies the race committee’s job and provides more consistency in racing.

All club members should read and understand these Race Management Instructions as well as the Sailing Instructions. Questions should be directed to the Race Committee Chair or Commodore or Vice Commodore.

There are 24 weeks of Wednesday races as well as several Friday/weekend races. The complete schedule is shown on the club’s website, www.roundbaysailing.com, and includes race dates and On Water RC assignments.

If the scheduled RC has concerns about how to handle their duties, they should contact the Race Committee Chair. If they are unable to make their assignment, they are responsible for arranging a replacement and informing the Race Committee Chair of this change no later than one week prior to the assigned date.

VHF Radio Broadcasts

The race committee will broadcast a recording of the starting sequence and give race related instructions on VHF Channel 68 to competitors. It is the responsibility of each skipper to follow instructions and other visual and/or audible signals; failure to receive VHF instructions shall not be grounds for protest or redress.

1. **PREPARATIONS PRIOR TO RACE DAY**

RC Boat

Line up a boat to use for RC, preferably a powerboat so that you can change location, if necessary, faster than the racing boats. A committee boat provides the RC with the important ability to set a starting line that is square to the wind and also to shorten the race if necessary. Only under extraordinary situations should RC be conducted from the Linstead community pier. Anchoring, particularly in the vicinity of Mark A is notoriously difficult, particularly if there is significant wind. Ensure that your boat has an adequate anchor onboard, perhaps larger than normally required.

Starting Sequence Audio File

RBSA uses a prerecorded starting sequence that provides the exact timing of the stating sequence for all three starts and queues the RC as to when to broadcast portions of the recording over the VHF and when to sound horns. Days ahead of the race, download the RBSA Starting Sequence Audio file from the club’s website, [www.roundbaysailing.com](http://www.roundbaysailing.com) to one or more of the smart phones that will be onboard the RC boat and practice with it ahead of time to ensure that everyone understands how it works. IPhones and Android devices have different quirks and are also affected by the settings you have in place. Don’t wait until race day to figure out that the recording does not play properly on your phone.

* STORE THE FILE ON YOUR PHONE; DO NOT PLAN TO PLAY THE STARTING SEQUENCE OVER A CELLULAR CONNECTION AS THAT MAY INTRODUCE DELAYS THAT WILL DISRUPT THE TIMING OF THE SEQUENCE.
* PLAN TO PUT THE PHONE IN AIRPLANE MODE TO AVOID DISRUPTION DURING THE STARTING SEQUENCE.
* MAKE SURE THAT WHEN YOUR PHONE GOES INTO SCREENLOCK MODE THAT IT DOES NOT STOP PLAYING THE RECORDING.
* ITUNES IS KNOWN TO HAVE PLAYBACK DISPLAY TIME STAMP IRREGULARITIES THAT MAY CONFUSE THE USER ALTHOUGH THE ACTUAL TIMING OF THE INSTRUCTIONS IS STILL CORRECT.

Stopwatch/Digital Watch

Bring a stopwatch or digital watch with stop watch function as a backup to the prerecorded starting sequence. Synchronize the digital watch to a trusted time source and ensure that you can display hh:mm:ss. **Times to be recorded on the RC score sheet must be recorded with hh:mm:ss accuracy.**

VHF Radio

If the RC boat is not equipped with a functioning VHF radio, bring a fully charged handheld VHF radio. Also, bring a backup VHF handheld radio. There will be multiple broadcasts to the fleet. RBSA USES CHANNEL 68 FOR ALL NON-EMERGENCY COMMUNICATIONS WITH THE FLEET.

RC Crew and Assignments

**The On-Water RC requires at least three people onboard to run the race**. One person should work the VHF radio and smart phone which is playing the prerecorded starting sequence, one person should sound the horn and sight the starting line and read the time of day for the three starts and each of the finishers, and the third should handle the clipboard and writing on the scoresheet and wind recording sheet and using the anemometer. You may find that small adjustments to these assignments work better for the crew you have.

Race Committee Box on Linstead Community Pier

Get the combination to the RC Box from the Race Committee Chair or Commodore or Vice Commodore.

Use of Signal Flags

Know the starting process and use of the flags and signals for RC On-Station, Postpone, Abandon Race, Shorten Course, and Over Early. (Descriptions follow in this document)

1. **RACE DAY/ WEATHER MONITORING**

Monitor weather conditions/predictions for the Round Bay area (radar, NWS). Understand the expected wind direction and strength during the time of the race and the likelihood of storms.

Consider the likely starting mark (A for SE, S, W winds; B for N, SW, NW winds; V for NE, E winds ) and courses.

**Get to the Linstead community pier by boat to pick up the RC gear 1 hour before the first start.** RBSA’s RC equipment is stored under the Lifeguard stand secured with a combination lock. Contact the RC Chair, Commodore or Vice Commodore for the combo). Lock the lock back on the hasp to avoid mischief during the race.

Load two Race Course Display Boards in a canvas bag, one box of Letters, one box with Horn and spare canisters, signal flags, clipboard and score sheets and pencils and RC Book, and one flag canvas bag. Be sure to return this equipment to the storage locker after the race.

Please be sure to check that the signal horn is working. Spare canisters should be in the box. If unsuccessful, a substitute horn can usually be borrowed from one of the racers. If none is available there is hand pump horn and a whistle to be used as a last resort.

Confirm that wind speed and direction and weather matches what you saw in the forecast earlier in the day. If not, figure out why. It is not unusual for conditions on Round Bay to differ from the forecast; but, on days where T-storms are possible it is always prudent to watch the weather radar on your smart phone.

1. **SCHEDULE, STARTING TIMES**

**Plan to be anchored on station at the starting area (Mark A, B, or V) at least 30 minutes before the first signal.**

**The timing objective for Wednesday starts is 1815 for the first start, 1820 for the second start and 1825 for the third start**. (During the final Wednesday series, these times shift to 1800, 1805, and 1810). These times do not have to be met precisely if you are still getting things in order.

**The prerecorded audio starting sequence will guide you to three perfectly timed starts at 18:15:00, 18:20:00, and 18:25:00 if you commence the playback at 18:07:00 and do not interrupt the playback. PUT YOUR PHONE IN AIRPLANE MODE.**

1. **DECISION TO RACE**

From the time the RC enters Round Bay until the end of the race the RC has the responsibility for management of the race and the decision as the whether to start the race, postpone the start, or cancel the race. During the race the RC has the authority to shorten course. Each skipper is responsible for the safety of their own vessel and whether to start or continue in a race. Use the VHF Radio Channel 68 to also communicate Postponement, Cancelation, and Shorten Course intentions.

Following is description of the pre start signal flags and their uses:

When anchored and securely on station, the RC will raise code flag “R” indicating that you are in place.

R

Yellow cross on red background

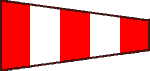
The RC then has three options relative to starting the race:

1. Run the race as scheduled. If the decision is to proceed with the race, the RC will follow the procedures laid out below.

2. Postpone the race. Races may be postponed at the discretion of the RC for a reasonable period on the given race day. Reasons may include a lack of wind, significant wind shifts or anticipated wind shifts, problems with course marks, etc.

**DO NOT START A RACE IN 2 kts OF WIND OR LESS**

**The RC will indicate that a race has been postponed by flying the Answering Pennant “AP” Flag with Two Sounds.** When ready, the RC will initiate the playing of the RBSA Starting Sequence prerecorded audio file and follow the prerecorded instructions and timing to sound four horns and lower the “AP” Flag and then continue with the prerecorded instructions to execute the three starts.

AP

Three red bars

Two white bars

3. Cancel the race. Races may be canceled at the discretion of the RC. Conditions requiring cancellation could be: too much wind, sustained lack of wind, lack of water, approaching violent weather conditions, less than three boats, etc. **RC will indicate that a race has been cancelled by making five horn blasts, hoisting Flag “N” and dropping the Flag “R”**.

N

Blue and white Check

1. **SELECTING THE STARTING MARK AND COURSE**

Wind Direction and Choice of Starting Mark

**The objective is to pick the starting mark, either A, B, or V and the next mark of the course so that the first leg will be as close to upwind as possible.**

In general, North winds will require starts from B or V, North East winds will start from V, East winds may start from V or A, South East, South, and West winds will start from A, and South West and North West winds will start from B.

While in transit to the starting Mark, transmit an announcement on VHF Ch 68 “RBSA Race Boats, this is RBSA Race Committee, Start will be at Mark (A, B or V), over.” Repeat until it is obvious that the RBSA competitors are finding you.

While in transit, determine the course from the course matrix shown below based on wind direction and strength and get the letters out for two complete Mark Boards. The Starting Mark should be displayed on the board. It will be easier to set the mark colors on the boards after you are steady on the anchor at the starting line.

Anchoring the RC Boat to Establish the Starting Line

The starting line is defined as being between the RC On-Station Flag on the RC Boat and the Starting Mark (A, B, or V). If it is necessary to run the race from the pier, the starting line will be between the flagpole and Mark A, which should be moved based on the wind direction. The objective is to make the line as perpendicular to the prevailing wind direction. **The line must be long enough for the number of boats that will be starting, a minimum of 30 feet per boat to reduce the possibility of a collision. Skewing the line so that one end is heavily favored will defeat the purpose of a long starting line and will create dangerous situations.**

**Important**: Boats may not sail in the Linstead boat mooring area; the race committee must avoid placing the A mark near the mooring area, or cause boats to sail in the mooring area.

The following steps should be used to set up the starting line:

1. Determine the wind direction and decide where to positon the RC boat relative to the starting mark.
2. **The starting line should be perpendicular to the wind, this is often not the same as perpendicular to the course to the first mark. Many RBSA RC’s get this wrong!**
3. Both Port and Stbd tack boats should be able to cross the line sailing close hauled at about equal angles to the line if you have set up your position properly.
4. Either the pin end (buoy) or committee boat end will be slightly closer to the first mark or closer to the area of better wind. This is the favored end of the line and the knowledgeable sailors will try to start at the favored end. Prudence would suggest that you try to position your boat so that the pin end is slightly favored so that starters don’t crowd the RC Boat. Consider putting out a standoff buoy tined to and about 15 feet off of your transom.
5. Confirm that your anchor is holding and do not start the start sequence until you are certain. Take a sighting approximately perpendicular to the wind to two fixed points on land on that same line, perhaps a pier and a tree or house directly on the same line behind the pier. Sight this continuously for 10 min, the alignment will swing through a small range of angles as your boat swings on the anchor but it should be an oscillation. If the sighting angle changes and keeps moving in the same direction, you are drifting and need to reset your anchor.
6. **Display the RC-on-Station Flag (Code R) when you are steady on anchor.**

Setting the Course

Assuming the race will proceed, the RC’s next step is to choose and display the course.

The courses are designed for the average wind direction and velocity on Round Bay during the race. Since the RC only has the handheld anemometer in the RC kit, it may be necessary to make a judgement about how strong the wind is on other parts of Round Bay. The RC may make an estimate using the following guidelines:

Wind Speed Estimation from Observation of the Water

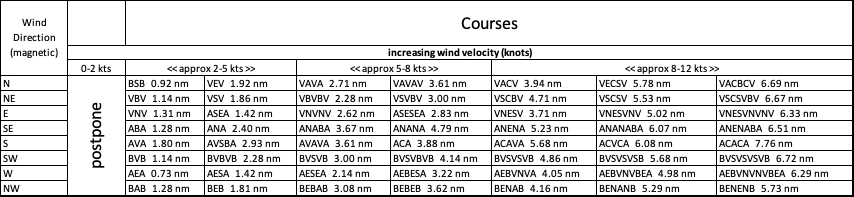
**Less than 2 kt**: flat water – **DO NOT START A RACE; postpone if wind is forecast to come or Cancel if no wind develops within ½ hour of the first intended start.**

**Light breeze**: sporadic ripples on the water – use 2-5 knots courses.

**Light/Moderate breeze**: larger formed ripple and small rolling surface wavelets – use 5-8 knot courses.

**Moderate breeze**: building rolling surface wavelets and whitecaps forming– use 8-12 knot courses.

**IMPORTANT:** Due to the range of boats that participate in RBSA, it is difficult to pick a course length for every race that will be well suited for all boats. In general, shoot for lengths that will enable a 1 to 2 hour race so long as the expected finish time for the slower boats is no later than sundown. The RC needs to judge the average speed that boats seem to be able to move. Remember that hull speed for most of the boats is between 5 and 9 knots. If boats seem to be fully powered, a course length of about 7 miles may be possible. **The RC always has the option to shorten course if the wind lessens.** Many evenings on Round Bay will require a course length in the 3-5 nm range.



If one of the prescribed course does not seem to be the desired length or a multi lap race is desired due to anticipation of dying wind, each of these courses can be doubled (e.g. ABA becomes ABABA) to allow for a longer course. Multi lap races also afford the option for the RC to shorten course on one of the earlier returns to the starting mark, thereby not having to relocate the RC boat.

Selection of Mark Colors

Once the course has been selected, the appropriate red and green letters should be arranged on the two course boards and the boards hung on each side of the RC boat. **The first mark of the course is the starting mark (A, B, or V). it is not the RC Boat.** Sail the course in your mind, paying attention to which side each mark would be left to. Imagine a string pulled behind you as you go around the course; when drawn taut, it should touch one side of each mark and not form a knot around any mark. This is essential to minimize boat conflicts when rounding the mark. A red letter should be displayed when the mark is to be kept to port of the vessel; a green letter should be displayed when the mark is to be kept to starboard.

The **selected course should be displayed no less than five minutes before sounding the four horns**. This allows time for all participants to sail past the committee and get the posted course.

Record Participants on Score sheet

On-Water RC Score sheets are provided in the race box. As boats arrive in the starting area, the RC should record boat name, sail number, and spinnaker/non-spinnaker declaration of all participants. All boats will be scored using a spinnaker rating unless the committee is notified prior to the start that a boat will be sailing non-spinnaker. RC must verbally acknowledge any participant hailing their intention to race non-spinnaker. **Make sure to image the completed Score Sheet and send to the person indicated on the sheet before you leave the race course.**

Wind Recording Sheet

A sheet for recording the observed wind speed before and during each race is included in the race box. Use the hand-held anemometer to record the wind approximately every 15 min from 1800 to the time of the last finisher. Watch the anemometer for 30-60 seconds each time you make an observation and record the range observed on the appropriate lines on the sheet. **These data feed into the determination of the boat handicaps for the scoring of the race so make sure it gets imaged and sent to the person indicated on the sheet before you leave the race course**.

1. **STARTING THE RACE**

RCs must have a digital watch to record the local time of day for each of the three the starts and the finish times of each finisher in hh:mm:ss. They must have the RBSA Starting Sequence Audio file on their smart phone. This provides the timing for the starting sequence and queues for when to key the VHF microphone to broadcast portions of the recorded countdown leading up to each horn .The audio file also gives the queues for when to sound each horn. Competitors shall take times from the VHF transmission of the countdown to each horn and the horn signals.

The following table shows exactly what the RBSA Starting Sequence audio file will guide you to do. Remember to key the VHF mic in a position where it will hear the playback when the recording says “Key the mic” and hold it in that position. This will broadcast the next portion of the recoding which is an announcement of the next horn and a countdown to that horn. Remember to unkey the VHF mic just as you hear the recorded word “Now” which is also exactly when your assistant will sound the air horn. This will prevent both transmitting the air horn sound and blasting the VHF mic.

The Countdown Time column supports the use of a countdown timer function on your watch as a backup timer to the recorded starting sequence. If you choose to do this, set up the countdown timer to start at 15:00 and trigger it at the first warning signal.

| Countdown Time | Audio File Time Counter | R/C Signals and Actions | Horn Sounds |
| --- | --- | --- | --- |
|  | 00:00:00 | Start Playback of the Starting Sequence Audio File on the Smart phone |  |
|  | 00:02:00 | Notice of intent to begin sequence  Four Horn blasts | 4 x |
|  | 00:02:50 | On command: Key the VHF mic next to the Smartphone speaker |  |
| 00:15:00 | 00:03:00 | Warning – Class C  Unkey the VHF mic  One Horn blast |  |
|  | 00:03:50 | On command: Key the VHF mic next to the Smartphone speaker |  |
| 00:14:00 | 00:04:00 | Preparatory – Class C  Unkey the VHF mic  One Horn Blast |  |
|  | 00:06:50 | On command: Key the VHF mic next to the Smartphone speaker |  |
| 00:11:00 | 00:07:00 | One Minute – Class C  Unkey the VHF mic  One Horn blast |  |
|  | 00:07:50 | On command: Key the VHF mic next to the Smartphone speaker |  |
| 00:10:00 | 00:08:00 | Start: Class C  Unkey the VHF mic  Warning-Class B |  |
|  | 00:08:50 | On command: Key the VHF mic next to the Smartphone speaker |  |
| 00:09:00 | 00:09:00 | Preparatory – Class B  Unkey the VHF mic  One Horn Blast |  |
|  | 00:11:50 | On command: Key the VHF mic next to the Smartphone speaker |  |
| 00:06:00 | 00:12:00 | One Minute – Class B  Unkey the VHF mic  One Horn blast |  |
|  | 00:12:50 | On command: Key the VHF mic next to the Smartphone speaker |  |
| 00:05:00 | 00:13:00 | Start: Class B  Unkey the VHF mic  Warning-Class A |  |
|  | 00:13:50 | On command: Key the VHF mic next to the Smartphone speaker |  |
| 00:04:00 | 00:14:00 | Preparatory – Class A  Unkey the VHF mic  One Horn Blast |  |
|  | 00:16:50 | On command: Key the VHF mic next to the Smartphone speaker |  |
| 00:01:00 | 00:17:00 | One Minute – Class A  Unkey the VHF mic  One Horn blast |  |
|  | 00:01:50 | On command: Key the VHF mic next to the Smartphone speaker |  |
| 00:00:00 | 00:18:00 | Start: Class A  Unkey the VHF mic  One Horn blast |  |

Record the actual starting time for each class (example: 1810:00) on the Score sheet.

If any boat is over the starting line early, follow the Over Early Procedure listed below.

1. **DURING AND AFTER THE RACE**

If the progress of boats around the course makes you suspect that the course will take much longer to complete than you thought, consider shortening the course using the procedure below.

As each boat crosses the finish line (defined as when the first moment when any portion of the boat hull crosses the finish line), sound one horn; call out the sail number and hail the boat as “over”. The first finisher in each of the three classes gets a single horn instead of the verbal hail.

Record the local finish time for each boat in time of day in hh:mm:ss on the Score Sheet. **DONOT RECORD ELAPSED TIME**

Record any protests, penalties, withdraws, failure to return to start after being over early or other things that you think will be important to the scorer and RC Chair on the Score sheet.

It is occasionally necessary to score competitors as TLE. The time limit expiration rule is as follows: Any boat not finishing within 45 minutes of the finish of the first boat in her class will be scored TLE (Time Limit Expired). This 45 minute TLE scoring does not apply to the Chesapeake Class C. Announce the approaching time limit for Classes B and A over the VHF Radio.

**Before you return to Linstead pier to stow the RC gear: Check the Score sheet and Wind Recording Sheet for completeness and photograph them and text the Score Sheet image to the RBSA scorer at the phone number located on the Score Sheet and the Wind Recording sheet to the RBSA point of contact identified on that sheet. Keep the paper score sheet and wind sheet with you in case there are any questions that come up later.**

1. **PROCEDURES**

**Over Early Procedure**

It is the responsibility of the competitor to determine if the race committee has called them over early.

If one boat is over early, display Flag “X”, sound the horn once, and call out her sail number. Repeat this information over the VHF radio. When the boat has fully returned to the pre-start side of the line, call out the sail number and “clear”.



Blue cross on white background

If you are unable to identify all the boats that are over early, display the “First Repeat Flag”, sound the horn twice and thereby signal a general recall for that class. Repeat this information over the VHF. After the remaining classes have started, restart the RBSA Starting Sequence Audio file and advance it to about the 2:30 timing mark. Be prepared for the recording to instruct you to key the mic in preparation for the Warning horn starting at the 2:50 timing mark. The Warning horn for the restart occurs at the 3:00 timing mark of the audio file.

First Repeat

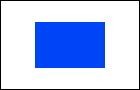


Yellow triangle within blue triangle

**Shorten Course Procedure**

The RC must decide to shorten course prior to the arrival of the first boat to that mark and they may do so at any mark of the posted course so long as they can be in position to time the finishers at the new finish line. The course may be shortened by displaying the “S” Flag and sounding the horn once when the first boat is coming within range to hear the horn. The RC shall make an announcement of the shorten course over the VHF radio.

S



Blue rectangle on white background

An important aspect of a shortened course is that the required side of the new finish mark may change from what was posted. In general, boats may cross the new finish line on the most direct route from the preceding mark. For example, if the posted course shows a green B (rounding of B to starboard) but the RC boat is set up to the right of Mark B, as approached from the previous mark, it is now appropriate for boats to finish leaving Mark B to port. This is acceptable and necessary. Do not change what was posted on the course board at the start.

**Abandon Race Procedure**

A race in which no boat has finished by 2030 hours on Wednesdays shall be abandoned. The RC may also decide to abandon a race if weather conditions deteriorate which make it unsafe for the RC to remain on station (i.e., lightning). The committee will fly Flag “N” with Five Sounds to signify that a race in progress has been abandoned. The RC shall make an announcement of the abandon race over the VHF radio. If necessary for the safety of the competitors, the RC boat should leave its station and proceed to all racing vessels with the “N” flag hoisted.

N



Blue and white check

1. **ADDITIONAL HINTS AND SUGGESTIONS**

* DO NOT GIVE VERBAL INSTRUCTIONS to a single boat. Use the VHF Radio only as needed to give concise communications to the entire fleet.
* Do not take on-water instructions from anyone other than the Race Committee Chair, or in their absence, the Commodore or in their absence, the Vice Commodore.
* Don’t change the course after the warning signal without postponing the race by displaying the “AP” Flag with Two Sounds. When you are ready, lower the “AP” Flag and restart the starting sequence at the five-minute warning signal. (Yes, even changing a mark color requires you to postpone and restart the sequence). This is accomplished by restarting the RBSA Starting Sequence Audio file and advancing it to about the 2:30 timing mark. Be prepared for the recording to instruct you to key the mic in preparation for the Warning horn starting at the 2:50 timing mark. The Warning horn for the first start occurs at the 3:00 timing mark of the audio file.
* Don’t feel beholden to begin the starting sequence exactly on time. A minor delay is acceptable to make sure you are prepared.
* Be exact with the timing of the starting sequence. This is the purpose of the RBSA Starting Sequence Audio File so please use it.
* Don’t forget to record the class start times and individual finish times as local time of day in hh:mm:ss, not elapsed time.
* Don’t forget to deliver images of the legible Scoresheet and the Wind Recording Sheet immediately after the race via text to the number indicated on each sheet. This will help RBSA to post the race results within two to three days of the race.
* Don’t forget that we are guests of the Linstead Community who are generously permitting us to use their pier for our races. Let your actions reflect this appreciation.
* Remember that we’re out for fun; the sailors, the dock watchers-even the Race Committee!

1. **INSTRUCTIONS FOR PURSUIT RACES**

Some RBSA events are "Pursuit" races. In this type of event, the time handicap of each participant is applied to the start. Starting times are therefore, ‘staggered’, reflecting each individual boat’s handicap. The finish position is the actual finish position for that boat. For pursuit races each boat will be given an individual starting time for each entrant in that specific event and these will be posted on the website. Note that with ORR-EZ ratings that are wind range dependent, it will be necessary to assign handicaps and starting times based on forecast wind conditions as close as reasonable to the start of the race.

Old images of Class Flags preserved in this file



Preparatory Flag

 Class C (3) “Chesapeake” Flag



Class B (2) Flag



Class A (1) flag