

## ***RBSA Race Management Instructions*** (revised 2019)

### **1. INTRODUCTION**

The success of RBSA depends to a great extent upon how well the race committees 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 which you are now reading. 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.

Since RBSA has 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. 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 chairman or other members of the club's Governing Board. We hope this outline will be helpful.

**IMPORTANT:** It is strongly recommended that members bring their own boat and crew for their race committee duty. A committee boat provides the race committee with the important ability to set a fair starting line and also finish the race shorter than the prescribed course. Also, the Race Committee will function best when three people (or more) are running the race. One person should work the flags, one person should sound the horn, and another should record times (with a digital watch).

### **2. SCHEDULE, STARTING TIMES & WATCH CAPTAINS**

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](http://www.roundbaysailing.com), and includes race dates, committee and watch captain assignments.

The Wednesday start sequence begins approximately 1810 hours, except during the fourth and final series when it begins at 1755 hours. Race committees are encouraged to arrive on station at the starting area (normally Mark A) at least 30 minutes before the first signal – by 1740 (or 1725) on Wednesday.

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

### **3. DECISION TO RACE**

After they are anchored and securely on station, the committee will raise code flag "R" indicating that they are in place.



R

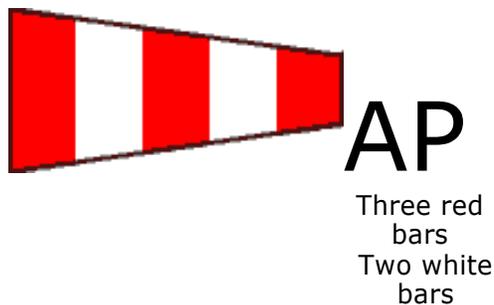
Yellow cross on red  
background

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

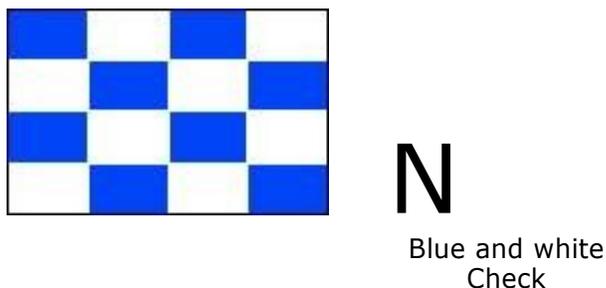
1. Run the race (or races) as scheduled. If the decision is to proceed with the race, the committee will follow the procedures laid out in Sections 4 and onward.

2. Postpone the race. Races may be postponed at the discretion of the committee 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.

The committee will indicate that a race has been postponed by flying the Answering Pennant "AP" Flag with Two Sounds. When ready, the Race Committee will lower the "AP" Flag with One Sound and restart the starting sequence at the warning signal (five minutes).



3. Cancel the race. Races may be canceled at the discretion of the committee. Conditions requiring cancellation could be: too much wind, sustained lack of wind, lack of water, forecast of violent weather conditions, less than three boats, etc. The committee will indicate that a race has been cancelled by making five horn blasts, hoisting Flag "N" and dropping the Flag "R". Please note that only one race is scheduled for each day's event. Note: The responsibility for a boat's decision to participate in a race or to continue racing is the captain's alone.



#### **4. RACE PREPARATION**

**Race Committee Equipment** – RBSA's race committee equipment is stored in a box at the Linstead

Community pier secured with a combination lock. Please call your watch captain if you do not know the combination. The box will contain course boards, course letters, starting horn, signal flags, race forms, course charts and copies of these instructions. Please be sure to check that the signal horn is working. If it is not, substitute horns can usually be borrowed from one of the racers. If none is available there is a whistle to be used as a last resort.

**IMPORTANT:** Race committees must have a digital watch to time the sequence.

**Course Selection** - Assuming the race will proceed, the committee's first step is to choose and display the course. RBSA has developed a course matrix that is designed to simplify the course selection process and provide greater consistency of racing. The course matrix provides recommended courses for increasing wind ranges and for eight wind directions (N, NE, E, SE, S, SW, W, NW).

The courses are designed for the wind direction and velocity in the middle of Round Bay. Since the committee is unlikely to have any direct way to measure this, the preferred means to determine these values is to get readings from several boats. If this is not possible, the committee should make its best estimate using the following guidelines:

**WIND SPEED**

**Light breeze**, sporadic ripples on the water and no white caps – use 0-5 knots courses

**Moderate breeze**, lots of ripples on the water, maybe a few white caps – use 5-10 knot courses

**Heavy breeze**, many whitecaps – use 10+ knot courses

**WIND DIRECTION (AS SEEN FROM THE STARTING AREA – MARK A)** Wind blowing straight up Round Bay (towards Mark A) – Use South East courses  
 Wind blowing across Round Bay from left to right – Use North East courses

Wind blowing across Round Bay from right to left – Use South West courses

Wind blowing down Round Bay (away from Mark A) – Use North West courses

For wind directions between these guidelines, pick from appropriate course below, based upon wind velocity.

Wind Direction (magnetic)	Courses							
	increasing wind velocity (knots)							
	0-2 kts	<< approx 2-5 kts >>		<< approx 5-8 kts >>		<< approx 8-12 kts >>		
N	postpone	BSB 0.92 nm	VEV 1.92 nm	VAVA 2.71 nm	VAVAV 3.61 nm	VACV 3.94 nm	VECSV 5.78 nm	VACBCV 6.69 nm
NE		VBV 1.14 nm	VSV 1.86 nm	VBVBV 2.28 nm	VSVBV 3.00 nm	VSCBV 4.71 nm	VSCSV 5.53 nm	VSCSVBV 6.67 nm
E		VNV 1.31 nm	ASEA 1.42 nm	VNVNV 2.62 nm	ASESEA 2.83 nm	VNESV 3.71 nm	VNESVNV 5.02 nm	VNESVNVNV 6.33 nm
SE		ABA 1.28 nm	ANA 2.40 nm	ANABA 3.67 nm	ANANA 4.79 nm	ANENA 5.23 nm	ANANABA 6.07 nm	ANENABA 6.51 nm
S		AVA 1.80 nm	AVSBA 2.93 nm	AVAVA 3.61 nm	ACA 3.88 nm	ACAVA 5.68 nm	ACVCA 6.08 nm	ACACA 7.76 nm
SW		BVB 1.14 nm	BVBVB 2.28 nm	BVSVB 3.00 nm	BVSVBVB 4.14 nm	BVSVSVB 4.86 nm	BVSVSVSB 5.68 nm	BVSVSVSVB 6.72 nm
W		AEA 0.73 nm	AESA 1.42 nm	AESEA 2.14 nm	AEBESA 3.22 nm	AEBVNA 4.05 nm	AEBVNB 4.98 nm	AEBVNVBEA 6.29 nm
NW		BAB 1.28 nm	BEB 1.81 nm	BEBAB 3.08 nm	BEBEB 3.62 nm	BENAB 4.16 nm	BENANB 5.29 nm	BENENB 5.73 nm

\* Each of these courses can be doubled (e.g. ABA becomes ABABA) to allow for a longer course if wind increases. If wind does not increase, race committee can shorten course to finish race at first return to point A

Once the course has been selected, the appropriate red and green letters should be arranged on the course board and the board hung on the committee boat on the outboard side of the course (or posted at the end of the dock if for some reason a committee boat is unavailable). 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 choice of a red or green letter should be guided by the desire to minimize boat conflicts when rounding the mark. The selected course should be displayed **no less than five minutes before the warning signal**. This allows time for all participants to sail past the committee and get the posted course.

NOTE: It is possible that light wind conditions can favor a starting line that does not begin a mark A, but at a mark such as B or V, where the winds may be stronger and more consistent. If predicted winds favor such a start, the Race Committee chairperson will attempt to communicate to RBSA skippers via email/text by 1500 of the day of the scheduled race, advising all skippers to expect a start at the planned mark. The Race Committee should then use the designated mark to create a starting line

**Starting Line** - Unless otherwise specified as described above, the starting line will be between the Race Committee and Mark A. As previously noted, it is always best that the Race Committee station itself on a committee boat; however, if it is necessary to run the race from the pier, the Race Committee will start the race between the flagpole and Mark A, which should be moved left, right or in line with the end of the pier based on the wind direction. The objective is to make the line as perpendicular to the prevailing wind direction. The following steps should be used to set up the starting line:

1. Determine the wind direction and decide where Mark A should be positioned.
2. Recruit a volunteer to move the A mark to your instructions.
3. The line must be long enough for the number of boats that will be starting, approximately 15 to 20 feet per boat (or more). Keep it away from the moored boats to reduce the possibility of a collision.

**Record Participants** – Scoring sheets will be provided in the race box. Prior to beginning the starting sequence, the committee should write down the wind direction and speed and the course on the scoring sheet. As boats maneuver near you to check in, the committee should record boat name, sail number, boat type and spinnaker/non-spinnaker selection of all participants. All boats will be scored using a spinnaker PHRF rating unless the committee is notified prior to the start that a boat will be sailing non-spinnaker. You must verbally acknowledge any participant hailing their intention to race non-spinnaker.

**Important:** It is against RBSA rules for starting boats to sail in the Linstead boat mooring area, so the race committee must avoid placing the A mark near the mooring area, or cause boats to sail in the mooring area. Also, if boats do not declare their intention to race non-spinnaker (and receive acknowledgement) they must be scored using their regular PHRF rating.

**Radio Broadcasts** – If there is a radio available, the race committee may give instructions on VHF Channel 69 as a courtesy to competitors. However, no radio broadcasts are required, and it is the responsibility of each skipper to follow visual instructions and signals; failure to receive VHF instructions shall not be grounds for protest or redress.

## **5. CONDUCTING THE RACE**

RBSA follows the Racing Rules of Sailing starting sequence. Races shall be started using the signals shown. Times shall be taken from the visual signals. Please note that the absence of a Sound signal should not even be acknowledged because skippers are required to note the time of the visual signal.

**Wednesday races** will have three classes. Boats will be assigned to Class One (A), Class Two (B) and Corinthian Class (Class C) as determined by the RBSA Race Committee chairperson prior to the race season start. In general, Corinthian Class boats will be those boats that have finished in the bottom 50<sup>th</sup> percentile in the previous year’s racing. For non-Corinthian boats: boats with handicaps of 155 and above will be designated as Class B. Boats with handicaps of 154 and below are designated as Class A.

Signal	Flag & Sound	Minutes before starting signal
<b>Notice of intent to begin the sequence</b>	Multiple Sounds	6
<b>Warning – Class Three</b>	Code Flag “3” hoisted; One Sound	5
<b>Preparatory – Class Three</b>	“P” Flag hoisted; One Sound	4
<b>One-Minute – Class Three</b>	“P” Flag removed; One long Sound 1	
<b>Starting – Class Three</b>		
<b>Warning – Class Two</b>	<b>Code Flag 2 hoisted; One Sound</b>	<b>5</b>
<b>Preparatory – Class Two</b>	“P” Flag hoisted; One Sound	4
<b>One-Minute – Class Two</b>	“P” Flag removed; One long Sound 1	
<b>Starting – Class Two &amp; Warning for Class One</b>	Code Flag 2 removed; One Sound Code Flag 1 hoisted	0 5
<b>Preparatory – Class One</b>	“P” Flag hoisted; One Sound	4
<b>One-Minute – Class One</b>	“P” Flag removed; One long Sound	1
<b>Starting – Class One</b>	Code Flag 1 removed; One Sound	0

The starting signals for Corinthian Class will be the warning signal for Class B. The starting signal for Class B will be the warning signal for Class A. (See visual diagram of the sequence).

**Friday or weekend races** feature one class and shall be started using the following signals. The Class Flag for Sunday races is the RBSA Burgee.

Signal	Flag & Sound	Minutes before starting signal
<b>Notice of intent to begin the sequence</b>	Multiple Sounds	6
<b>Warning</b>	Class Flag; One Sound	5
<b>Preparatory</b>	"P" Flag hoisted; One Sound	4
<b>One-Minute</b>	"P" Flag removed; One long Sound	1
<b>Starting</b>	Class Flag removed; One Sound	0

The actual starting time for each class (example: 1810:00) must be recorded on the scoring sheet. If any boat is over the starting line early, follow the Over Early Procedure listed below.

**Over Early Procedure** – The following procedures should be used when one or more boats are over early. Note that it is the responsibility of the participants to determine if the race committee has called them over early.

1. If one boat is over early, display Flag "X", sound the horn once and call out her sail number. When the boat has returned and re-crossed the line, call the sail number and "clear".



Blue cross on white background

2. 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. After a suitable time of your choice, re-enter the starting sequence at the five minute warning signal (above).

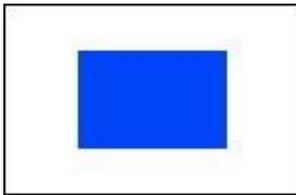


# First Repeat

Yellow triangle within blue triangle

**Shorten Course Procedures** – There is one shorten course procedure:

1. If the Race Committee decides to shorten course prior to the arrival of the first boat, they may do so at any mark. The course may be shortened by displaying the "S" Flag with One Sound, then hailing "over" to each boat as it crosses the line.

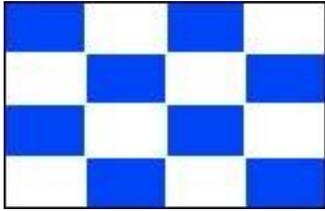


S

Blue rectangle on white background

An important aspect of a shortened course prior to the arrival of the lead boat is that the required side of a mark may change. For example, if the posted course shows one rounding of B to starboard, the new finish line of a shortened course may change B so that it is left to port. This is acceptable and necessary and is duly noted in the Sailing Instructions.

**Abandon Race Procedure** – A race in which no boat has finished by 2030 hours on Wednesdays shall be abandoned. The Race Committee may also decide to abandon a race if weather conditions deteriorate which make it unsafe for the committee to remain on station (i.e. lightning). The committee will fly hoist Flag "N" with Five Sounds to signify that a race in progress has been abandoned. The Race Committee, if performing duties from a boat, should leave its station and proceed to all racing vessels with the flag hoisted.



N

Blue and white Check

**Finishing Procedures** – As each boat crosses the finish line (defined as when the first moment when any portion of the boat, crew or equipment in its normal position crosses the finish line), the committee will sound one horn; call out the sail number and hail the boat as “over”. The committee will record the finishing time of the boat (actual time of day, not elapsed time. Example: 1916:33) on the scoring sheet. The committee will also record if any protests or penalties are noted by the finishing boats. The completed record of participants should be clearly photographed and texted to the RBSA scorer. Scorer’s phone number is located on the Race Sheet.

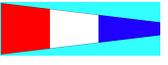
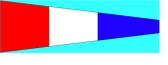
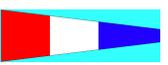
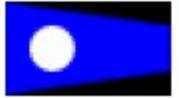
## 6. ADDITIONAL HINTS AND SUGGESTIONS

- DO NOT GIVE VERBAL INSTRUCTIONS. They won’t reach everyone and are easily misunderstood.
- 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).
- Be exact with the timing of the starting sequence and remember that the time is pegged to the visual signals.
- Don’t forget to record finish times as time of day, not elapsed time.
- Don’t feel beholden to begin the starting sequence exactly at 1810 on Wednesdays. A minor delay is acceptable to wait for boats rushing to make the starting area or to set your anchor securely.
- Read the "Sailing Instructions" found on the website and be aware of announced changes on the website.
- Don’t forget that we are guests of the Linstead Community who is generously permitting us to use its facilities for our races. Let your actions reflect this appreciation.

- Don't forget to deliver legible results to the Scorer immediately after the race. Texting a photo of the race results is the preferred method since RBSA aspires to posting the race results within two to three days of the race. The phone number for the RBSA scorer is printed on the race sheet.
- Remember that we're out for fun; the sailors, the dock watchers-even the Race Committee!

### **7. INSTRUCTIONS FOR PURSUIT RACES**

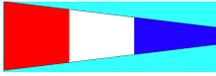
Some RBSA events are "Pursuit" races. In this type of event, the time handicap of each participant is applied to the start. Starting times are therefore, 'staggered', reflecting each individual boat's handicap. The finish position is the actual finish position for that boat. For pursuit races each boat will be given an individual starting time by the club's Race Committee for that specific event.

Countdown Time	Stopwatch Time	R/C Signals and Actions	Flags Displayed / Sounds
00:16:00	00:00:00	Notice of intent to begin sequence Four Horn blasts	4 x 
00:15:00	00:01:00	Warning – Class C Raise Class C flag One Horn blast	 
00:14:00	00:02:00	Preparatory – Class C Raise Preparatory Flag One Horn Blast	  
00:11:00	00:05:00	One Minute – Class C Drop Preparatory Flag One Horn blast	 
00:10:00	00:06:00	Start: Class C Warning-Class B	 
00:09:00	00:07:00	Preparatory – Class B Raise Preparatory Flag One Horn Blast	  
00:06:00	00:10:00	One Minute – Class B Drop Preparatory Flag One Horn blast	 
00:05:00	00:11:00	Start: Class B Warning-Class A	 

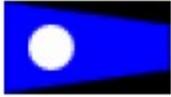
00:04:00	00:12:00	Preparatory – Class A Raise Preparatory Flag One Horn Blast	  
00:01:00	00:15:00	One Minute – Class A Drop Preparatory Flag  One Horn blast	 
00:00:00	00:16:00	Start: Class A	



Preparatory Flag



Class C (3) "Corinthian" Flag



Class B (2) Flag



Class A (1) flag