



CIYC Weeknight Committee Boat Guide

This guide is here to help you run the committee boat as easily as possible. Except for certain flags and timing, these are not prescriptions but best practices to help you have a good time.

T is the time of the first signal, usually 7 pm, but it will be earlier late in the season!

Advanced Preparation

- Make sure that you have a crew of at least 3 people on the committee boat
- Plan to leave CIYC at least 30 minutes ahead of the first signal – for a race starting at 7pm, that means leave the harbour no later than 6:30! While it's possible to leave later than that, it will mean you are rushed and make for a less relaxed committee boat!

T-30+ min - Before going out

1. Ensure that you have:
 - Race flags
 - Scratch & Work Sheets
 - VHF radio
 - Sound signaling device (air horn is best)
 - Anchor
 - Hand compass
2. Check the conditions. If there are thunderstorms forecast, or if there is no wind predicted for the evening then you should cancel racing on shore. Display "N" over "A" at the deck with three sound signals, and inform all racers you can. After 7pm you can put the flags away and are done for the evening.
3. If the weather looks good take a look at the past and predicted wind strengths and directions; this will help you choose where to anchor and choose a race course.
4. Discuss with your crew who will be doing what.
 - If you have three people on board: one person recording, one person on timing/VHF, and one person doing flags and watching the line
 - If you have 4 people: one person recording, one on timing, one on flags, and one watching the line and on VHF

T-30 min - Heading Out & Anchoring

1. When you leave the harbour it's a good idea to test your sound signaling device. This also gives some notice to racers that you're leaving.
2. Motor to 'S' mark and start gathering wind readings.

- Use a hand-held compass and a piece of string on a stick, weather instruments, or point your bow into the wind and get a reading on the direction of the wind.
 - If you have wind instruments get the wind speed, if not estimate (5-10, 10-15, 15+) and
3. See if the wind readings line up with the past and predicted wind for the evening; if you're more than 45 degrees off of the past and predicted wind then see if you can get one of the race boats to confirm the wind speed and direction for you.
 4. Repeat this until you have 2-3 wind readings which are consistent
 5. Take the bearing and subtract 90. If it's less than 0, add 360. This is the bearing for the start line.
 6. Add 15 degrees to that bearing for your anchoring bearing.
 7. Motor 15 boat lengths (400-500 feet) away from 'S' mark, and then to windward until your bearing to 'S' mark is your anchoring bearing.
 8. Drop your anchor!
 9. Reverse until the anchor is set and your bearing to the mark is within 5 degrees of the start line bearing.
 10. Congrats! You've set a start line!

T-15 min - Preparing for Starting

1. Put up the orange flag where you want the start line to be on your boat. This can be the mast if you're going to watch the start line from your mast, or it could be in your cockpit if that's more comfortable.
2. Make sure you know how long it will be until the first signal! If you're late or need extra time, put up the "AP" flag with two sounds. This means that racing is postponed. When you're ready to start a race take the "AP" down with 1 sound. The warning signal for the first start must happen 1 minute after you take "AP" down, see the start section below. You can postpone for up to 20 minutes
3. The recorder should start checking boats off on the scratch sheet as they are seen. This ensures that you know who's out; and will impact scoring if someone doesn't start or doesn't finish!
4. Choose a course based on the wind strength and direction you've recorded. Choose the course which is closest to the wind bearing. If wind is light and sunset is early, use a short course. Otherwise, choose a regular course.
5. Ensure that the flags are ready to go:
 - a. Code flag 1 and 2 on a single pole
 - b. Code flag 3 on it's own
 - c. I flag
 - d. X flag

T-5 min – Starting

Note: The starts are a 5 minute sequence, counting down. The warning signal goes up at 5 minutes, the prep flag at 4, the prep comes down at 1, and the warning comes down at 0. The warning flag is the class flag(s), and the prep flag can be any number of flags. We use "I", meaning that any boat that is over the start line between 1 minute and the start must sail around either 'S' mark or the committee boat before starting.

A complete timeline is included in the worksheets to help.

1. Announce the course via VHF. Repeat it a couple of times to ensure that it's heard clearly.
2. At 1 minute to the start take the "AP" flag down with 1 sound signal if it's up.

T-1 min – First Start

Note: time is from 5 minutes to 0 minutes!

1. Announce 30s to the start over VHF
2. Count down the last 10s to the start over the VHF
3. At 5 minutes, put up Code flags 1 and 2, with a sound signal and announce "5 minutes" over the VHF.
4. At 4 minutes put up "I" with a sound signal and announce "4 minutes" over the VHF
5. At 1 minute take down "I" with a sound signal and announce "1 minute" over the VHF.
6. Watch for boats which cross the start line between now and the start. Try and make sure they go around one end of the start line before the start if you see a boat over the line.
7. At 0 minutes take down code flags 1 and 2 with a sound signal and announce "Start" over the VHF.

Boats Over Early

- If any boats are over the line early but they aren't gaining an advantage because of it (say they are a foot over, or are slightly over but stalled); then you can ignore them. If someone starts early and does gain an advantage put up "X" and say "<boat name> over early" on the VHF for each such boat.
- If so many boats are over the start line early that only one or two are not over early AND you can tell who those boats are, put up "X" and say "All boats except <boat names> are over early"
- If all of the boats are over early then make a note, but ignore it.
- If boats are called over early, watch to see if they go around an end of the start line and restart. If they do, great! If not, then write "OCS" next in the notes for them on the scratch sheet.

T+6 minutes – Second Start

The second start is exactly like the first, only with code flag 3 for the warning flag.

1. Announce 30s to the start over VHF
2. Count down the last 10s to the start over the VHF
3. At 5 minutes, put up Code flag 3, with a sound signal and announce "5 minutes" over the VHF.
4. At 4 minutes put up "I" with a sound signal and announce "4 minutes" over the VHF
5. At 1 minute take down "I" with a sound signal and announce "1 minute" over the VHF.
6. Watch for boats which cross the start line between now and the start. Try and make sure they go around one end of the start line before the start if you see a boat over the line.
7. At 0 minutes take down code flag 3 with a sound signal and announce "Start" over the VHF.

8. Follow the same process for over early boats as for the first start.

T+15 min – Relax!

Once the races are started, swap the orange flag for the blue flag and relax! Keep an eye on the racers and their progress – if none reach the first mark in an hour or the weather gets dramatically worse see “Abandoning the Race”; if you ran a regular course and the wind starts to die and you think they won’t finish in a reasonable time, see “Shortening Course”.

Shortening Course

If the wind starts to die or the weather looks like it will get worse but not before everyone could go through the gate you can shorten the course. If, after shortening, you need to abandon the race you may do so.

1. Put up “S” with two sounds before the first boats goes through the gate (it can be seconds before if you need it to be!). Announce that the course is shortened at the gate over the VHF.
2. Record finishes as per “Finishing”
3. Take down “S” after the last boat finishes.

Abandoning the Race

If the weather changes dramatically for the worse or none of the racers reach the first mark in 1 hour then you must abandon the race. A race can be abandoned after some boats have finished, just make a note of it on the scratch sheet!

1. Put up flag “N” over “A”, with three sound signals and announce over the radio that the race has been abandoned.
2. Pull up your anchor and head in, keep the flags up until you reach the dock.

Finishing!

A boat finishes when any part of her hull, crew, or equipment in normal position crosses the finish line. If they continue to sail the course or are required to take a penalty or failed to sail the course, then you may notify them after racing and they can be protested. You **must** record their finish time however.

1. As each boat finishes, record their finish time as real time (GPS time) on the scratch sheet. If there are multiple boats finishing close together record it with a camera; have one person say “over” when a boat finishes and have the timer say the current time out loud. Afterwards you can review the video and transcribe it to the scratch sheet.
2. When all boats are finished, or the race has been abandoned pull up your anchor and head in.

3. If boats are still racing an hour after the first boat in their start finish, write down "OCF" for their finish time and radio them to let them know that the race is finished and they've been scored "OCF" (on course finish).

Scoring & Cleanup

When you get to the harbour give your scratch and work sheets to John Blackwood (scorer) and put all of the equipment away. Enjoy a nice beer on the deck, you've earned it.

Weeknight Timeline

Note: adjust timing for nights which start earlier

Time	Event	Notes
Before 6:30		
6:30	Leave Harbour	
6:40 - 6:50	Check wind and anchor	
6:55	Announce Course	
6:59:30	Radio "30 seconds"	
6:59:50	10s countdown over radio	
7:00:00	Code flags 1 and 2 go up, with a sound	
7:01:00	I flag goes up with a sound	
7:04:00	I flag comes down with a sound	
7:05:00	Code flags 1 and 2 come down with a sound	Spin and JOG A start time
7:06:00	Code flag 3 goes up with a sound	
7:07:00	I flag goes up with a sound	
7:10:00	I flag comes down with a sound	
7:11:00	Code flag 3 come down with a sound	JOG B start time
8:05:00	First boat must have gone around the first mark	
9:05:00	First boat must have finished	
10:11:00	Last boat must have finished by now	

CIYC Weeknight Worksheet

Date: _____ (YYYY-mm-dd)

Committee Boat: _____

Wind Bearing: _____

Wind Strength: _____

Start Line Bearing: _____

Use: Wind bearing - 90, plus 360 if less than 0

Anchor Bearing: _____

Use: start line bearing - 90, plus 360 if less than 0

Course: _____

Shortened? Yes / No

Abandoned? Yes / No

Notes:
