

## KELOWNA YACHT CLUB COMMITTEE BOAT – 2019

What each Committee Boat volunteer needs – life jacket\*, weather appropriate clothing, and footwear with grips. \*spare life jackets in boat cabin if needed

### **1 hour before race start time (before leaving dock):**

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- A member needs to pick up the clipboard, purple tote bag and timing box from the Race office off the dining room

#### Boat prep:

- Lift seat from right side of engine, open door and turn on the motor (first click)
- Get 2 horns piece from blue topped container in cabin and connect to the timing box (timing box on dash and hose runs through windscreen); use bungee to ensure timing box is anchored to dash
- Ensure timing box is on 53 for Rolling Start
- Ensure radio is on channel 72

#### Race prep:

- In a perfect world, the Race Committee Boat leaves the dock close to an hour before office race start time (i.e. 5pm for 6pm start) so they have time to check to ensure all buoys are where they should be (map is with race sheet clipboard, laminated), especially B & D since they are used most often. They then tie up at the start line (C) and are ready to setup and take calls from boats checking in.
- Have someone in cabin to pass out the flags, poles, course holder, race course letters, and pvc pole holders. You will need the following and the flags have names on the poles:
  - Flt 1, 2 & 3
  - Prep
  - Life Jackets
  - Committee Boat
  - Individual Recall
  - General Recall
  - Postponement (red/white)
  - Start/Finish (orange)
- 2 metal poles and wooden course board/holder – this can go up before leaving dock, but also once you arrive at start line
- White carton of white coreplast letters for noting the course
- 5 pieces of white pvc tubing (shorter are better) – 3 in back of boat and 1 on each side
- Remove from the purple tote bag:
  - 1 whistle
  - Manual horn
  - Binnoculars (if you wish)
  - Stop watches for at least 3 people
- Fly the life jacket and committee boat flags on way out to start line; on side

Once you are at Buoy C (start/finish line), one person with a good eye will be on the front of the boat to hook the floating rope that is attached to the orange buoy. You will then discuss who is doing what, if you didn't at the dock. Ideally,

1. **Driver** can man the timing box (turn it on at 6 minutes to start time – 5 horns will sound).
2. **Scribe** will sit in front seat beside driver and respond to boats checking in while highlighting the boats as they do. If a boat doesn't use the radio, you can check them in if you see them around the start line. You only need 1 scribe unless it's a regatta race, or your scribe is not confident. The 4<sup>th</sup> can be the 2<sup>nd</sup> scribe, if needed.
3. **SRO** will determine the race course and handle the start/finish lines:
  - Start = have air horn and flags for recalls at ready
  - Finish = have whistle for finishers + keep eye out for incoming boats to inform Scribe of sail #'s or boat names
4. **4th** will set up the flags and course board (if it isn't already up):
  - Flts 1, 2 & 3 + Prep should be placed at back of boat for ready access
  - Ind & Gen Recall + Postponement can be placed on side passage of boat nearest the orange flag
  - Orange flag must be on side of boat to sight the start line (and finish); can be moved to other side if boat moves around

#### THE START:

- SRO has determined the race course and it's been posted (right to left) for the racers
- Race course sequence should be posted by 10 minutes before race starts so all boats have the chance to sail by and note
- All boats should be checked in
- Driver/Timer: calls out timing sequence, i.e. "give 30 seconds to ....flag, 10 seconds to .... flag, 5-4-3-2-1-....flag up"
- At 6 minutes (can either be 1 minute before designated race start time (**preferred**), i.e. noon OR 6 minutes before; just needs to be noted by Scribe for Colleen to work with), 5 horns will blow to announce the races are going to start – no flags should be up at back of boat
- Flagperson:
  - 5 minute – horn sounds - Flt 1 is UP and all should start their stopwatches (Scribe should start the watch for flagperson)
  - 4 minute – horn sounds - Prep flag UP
  - 1 minute – horn sounds - Prep flag DOWN
  - 1<sup>st</sup> race start – horn sounds - Flt 1 DOWN and Flt 2 UP
- Lineperson:
  - **RECALLS** - If 1 or more boats are across early and you can tell which ones they were, blow horn once and quickly put up INDIV RECALL (it is up to the boats to know they are across and must turn around immediately to cross start line again – if they do not, they are DSQ; if they weren't across early but turned around, you do not say anything). Indiv

Recalls do not affect the next race. Lineperson must hold Ind Recall flag up for a max of 4 minutes, or until all affected boats have recrossed the start line.

- If more than a couple boats start early and you can't tell who/how many, it is a GENERAL RECALL and that is 2 horn blasts + Gen Recall flag UP, that race starts again with 5 minute sequence, and all following starts are delayed 5 minutes.
- Scribe: tracks if any over early but removes tracking if they restart – if they are recalled, they are to turn around and cross the start line again or be DSQ
- The Lifejacket flag can come down any time once the first race starts
- The timing sequence will start again as above except it's Flt 2, then Flt 3, where Flt 1 is.
- Wind reading to be taken after first fleet starts, halfway time, and at finish.

After all 3 races have started, all flags can be refurled neatly and returned to the cabin. The course board is not taken down until closer to the first boats finishing (when it's been determined the race won't be shortened).

**Shortened Course** - if SRO determines race won't finish due to conditions, or time limit, any race may be shortened after its start, at any mark of the course. The committee boat will move to that mark, displaying code flag "S" and the flag of the class(es) being shortened. The race committee will give 2 sound signals within hailing distance of the lead boat. The finish line will then exist between the mark and the code flag "S" flag on the Committee Boat, and shall be crossed from the direction of the previous mark.

#### **THE FINISH:**

- Lineperson is ready, in line with orange flag and C buoy, with whistle, to sight all finishes – you do not have to whistle for a DSQ boat crossing finish line
- Scribe is ready, with stopwatch in hand, head down to listen for whistle to record the finish times – preferred to record in order of finish but Colleen uses the times next to the sail #'s, not necessarily the order, so it's okay to write down 2-3 sail numbers ahead of time, then ensure the correct time is next to it's sail #
- 4<sup>th</sup> and/or Driver can assist by calling out which boats are going to be next to cross the line, or are approaching in a group

Once the last boat has crossed the finish line:

- Scan stats page with phone and send to Colleen McEachern at 778-214-2504
- All flags and course board should be restowed in cabin (can be done before all boats are finished)
- Air horn(s), whistle, stopwatches and binnocs are put in purple bag, along with any pens and score sheets
- Cast off from buoy and head back to dock – Take equipment (purple bag, clipboards, and timing box) to the 2<sup>nd</sup> floor room behind the servers area, where Colleen is usually ready for you. Explain any oddities that happened to her, if they occurred.
- Take a seat, have a drink, eat and rest! GOOD JOB!

**PROTESTS:**

These are between the boats/captains and are dealt with after the race. Scribe may note on the race sheet, but not always necessary.