

## Prepare equipment

- Obtain the following equipment from the LGYC Race Committee Chairman:
  - Pencils (note: ink runs when wet)
  - Paper
  - Race Score Sheet
  - Stopwatches or clocks (2 ea.)
  - Race Handicap Computer
  - Flags
  - Course Board, Red and Green Markers
  - Inflatable Start Mark Buoy (large yellow ball)
  - Lake Maps
  - Compass Heading Forms
  - Protest Forms
  - Race Participation Waivers
  - Starting Horn
- Test the starting horn, race watch/clock, and race handicap computer.
- Mount the course board on your boat's **port side**.

## Conduct skippers' meeting

- Register Participants
  - Require signed waiver release from each participant
  - Collect \$10 fee (per raceday) from each participant
  - List participant on score sheet, including:
    - Skipper's name
    - Boat's Sail Number
    - Boat Type/Length
    - Boat's LGYC Handicap
    - Spinnaker Declaration
  - Provide maps and racing instructions as needed to each participant
  - Announce Race Plans
    - General Information
      - Make announcements of any new LGYC information.
      - Note any race time limits (usually none).
      - Weather and safety warnings; describe shorten-course flag.
      - Explain race throwouts and scoring details (below) if desired by participants
    - Start Instructions
      - Note intended start time and weather conditions required for start
      - Give location and description of starting line
      - Review starting sequence (steps are listed, below)
      - Explain recalls
        - Individual Recall: White flag with blue cross will be raised. Skipper will be notified, if possible, but it is always skipper's responsibility to know.
        - General Recall: Will notify fleet with multiple horn blasts. Blue and yellow pennant will be raised, as well.
    - Protest Instructions
      - Try to resolve protests on the water with 720 rule.
      - If *really* necessary, protests will be received for 30 minutes after the committee boat returns to the dock.
      - LGYC Gentleman Policy: Strict adherence to "no-collision" rules

- Question-and-Answer Session

## DURING THE RACE

### Set Starting Line and Course

- Move committee boat to start area at least 45 minutes before start.
- Set start buoy.
  - Buoy should be set to **port** of the committee boat's position.
  - The start line should be roomy; allow 1-1/2 boat lengths for each starter. The finish line, if separate from the start line, should be narrow.
- Post the course.
  - Ideally, try for a **upwind start** with the start line perpendicular to the wind.
  - Ideally, try to set a **upwind finish** as well.
  - Red number indicate port mark roundings; green number indicate starboard roundings. **Port roundings are preferred** because they provide a safer course.
  - The start line is usually the finish line as well. The finish line may be moved to any mark of the course if needed to shorten course in case of uncooperative weather.
  - Ideally, each race should include at least **1 beat, 1 reach, and 1 run**.
- Prepare for start.
  - Acknowledge on-the-water check-ins of all participants.
  - Prepare yourself to make an accurate start; don't allow distractions.

### Start the Race

Ideally, one person should handle the flags and watch for any boats that go over the line early, while a second person handles the watch and horns.

Sound the Alert for Racers	6 minutes before start	3 short horn blasts
1 minute later(begin the sequence)	WARNING: 5 minutes before start	1 short horn blast and raise race committee flag
1 minute later	PREP: 4 minutes before start	1 short horn blast and code flag P (PREP) goes up
3 minutes later	1 minute before start	1 short horn blast and PREP flag goes down
1 minute later	START	1 short horn blast and race committee flag removed

### Handle the Finish

- If finish line is different from start line, set the finish buoy.
  - Buoy should be set to **port** of the committee boat's position.
  - The finish line should be narrow.
- As finishing boats approach, prepare. Get race watch, paper (NOT the race scoring sheet), pencil.
- As each boat crosses the line, one person should give a short horn blast and call out its sail number while another person lists its sail number and the finish time (hours:minutes:seconds).
- Post the next course and start the next race (if another is planned for the day).
- At soonest opportunity, transfer finish times to race scoring sheet. (Remember to deduct the 5 or 6 minute start sequence time, if necessary.)

## POST-RACE

**Rank the Finishers** Using the race handicap computer, rank finishers on score sheets:

- 1st = 3/4 pt., 2nd = 2 pts., 3rd = 3 pts., etc.
- DNF = number of starters + 1
- DNS = number of starters + 1 (if present near start but did not start)
- DNS = number in fleet + 1 (if not present near start)
- DSQ = number of starters + 1

**Post-race results**

- Give score sheet to the race committee chairman
- He will post results to the webmaster for the web site