BUCKEYE LAKE YACHT CLUB

RACE COMMITTEE

HANDBOOK
2021

Welcome!

Thank you for joining us this year as part of the BLYC Race Committee. Sailing has long been an exciting aspect of club life at BLYC and we're happy to have you "on board" with us. The sailors appreciate your efforts and your time and talents as an RC volunteer.

The primary indicator of a successful racing program is good race management. While it can, at times, become quite complex, our hope is that this handbook will help to explain the basics and demystify some of that complexity so that you feel comfortable and well prepared for the tasks you will assume. At any time, if you have questions, do not hesitate to ask someone more experienced, consult this manual or other resources, or contact one of us.

Once again, thank you for taking your time to assist this season.

Sailing is growing at Buckeye Lake!

Bill Collinson
Governor - Race & Regatta

Dave Paligo
Fleet Captain

Steve Harris
BLYC Race Managment Consultant

2021 Racing Schedule

Generally, our racing at BLYC takes place on Sunday afternoons. Additionally, there are three Holiday "Long Distance" races and, this year, 3 regattas hosted by the Club.

"Mean Green" Thistle Tune-Up Regatta
Saturday, April 24

Lambrecht Cup Spring Series - Sundays
May 16 through June 20 - 1:00 pm start

Commodore Edward C. Metzgar Long Distance Race - Memorial Day
Monday, May 31 - 11:00 am start

I-LYA Traveler Series Junior Regatta
Saturday, June 5

Commodore Earl O. Williams Long Distance Race - Independence Day
Sunday, July 4 - 11:30 am start

Lambrecht Cup Summer Series - Sundays
June 28 through August 8 - 1:00 pm start

Lambrecht Cup Fall Series - Sundays
August 15 through September 26 - 1:00 pm start

Commodore Dwight R. Haggard Long Distance Race - Labor Day
Monday, September 6

Snowball Regatta
Saturday, October 16

Our Goal

The most important function of the race committee is to make the sailing FUN, FAIR, & SAFE for all competitors. This requires both preparation and professionalism. Prior to your first RC assignment, you should familiarize yourself with this manual and the documents linked below. While much of the information in these documents pertains more to the sailors than to the RC, it is often the case that you will be asked to explain a particular instruction or answer questions the sailors may have.

NOTICE OF RACE
Lambrecht Cup

SAILING INSTRUCTIONS
Lambrecht Cup

NOTICE OF RACE
Holiday Long Distance Races

SAILING INSTRUCTIONS
Holiday Long Distance Races

Notices of Race and Sailing Instructions for the Traveler Series Regatta and the Snowball will be available on the website at a later date.

Preparation

There's a whole lot that needs done behind the scenes on race day to ensure success:

SET-UP

- Plan to arrive early to the Club - 11:30 pm at the latest.
  - Check the wind speed and direction, consult SailFlow and weather forecasts.
  - Based on wind conditions and forecast, determine which course you plan to set.
  - Obtain the marks & anchors from underneath the Clubhouse - Inflate the marks.
    - **DO NOT OVER-INFLATE!** As the marks heat up in the sun, the air inside will expand. This can lead to damage and leaks. The primary marks cost around $400 each to replace.
  - Check the RC boat for gas - bring the boat to the Club and dock in a transient slip
  - Obtain all other RC equipment and forms from the storage room upstairs.
    - Use the checklist to ensure that you have everything that you will need
  - Check-out the BLYC laptop from the Club Manager
    - Links to the Google Sheets you'll need will be on the desktop

- Determine if the wind conditions are stable enough to set a course. If not, post code flag "AP" with two sounds (horns) at the RC shack. If possible, post to the Club's Facebook page that races are currently postponed with an explanation as necessary.

- If a postponment isn't necessary...
  - Post the course and intended number of races on chalkboard
  - Generally speaking, if conditions allow, you should plan on running at least 3 races each Sunday to provide enough opportunity for a full series
- Set the course

SETTING THE COURSE

Setting the course is one of the most critical aspects of race management in order to keep the competition FAIR. Ideally, the wind would settle in at a steady angle and stay there throughout the day. Unfortunately, this is seldom the case on Buckeye Lake. Do the best you can.

Course length is always a concern. We are somewhat limited by the shape and size of the lake, but generally you should aim for a 30-45 minute race. For a "two-lap" windward-leeward course, this would be a total course length (windward mark to leeward mark) of somewhere between 1 and 1.5 miles in "normal" conditions (5-10 kts).

- Take note of the wind observations you've made and forecasts.
    - In the case that you're observing regular oscillations, try to set the windward mark on the average wind direction.
    - If the wind direction appears to be "walking" one direction - i.e., steadily changing to a new direction - use that information and what you can gather from forecasts and attempt to set the course at the expected direction for the first start

- Drop one of the start "pins" in front of the Race Committee Shack. You will use this as a reference point for setting the windward mark.

- Set the WINDWARD mark next!
    - Drive out into the middle of the lake in front of BLYC, stop and let the boat come to rest (drifting) and take some wind readings.
    - Using this information, determine the direction where you want to set the windward mark. As the name implies, it should be set upwind of the starting area.
        - Ideally, you should set the windward mark about .5 -.75 miles from BLYC - in typical SSW wind conditions, this would be towards and nearly to Orchard Island

- Next, set the LEEWARD mark
    - As the name implies, the leeward mark is set downwind of the starting area.
    - Generally, this leg of the course will be shorter than the windward leg in order to avoid boat traffic coming out of the North Shore Ramp. Be careful not to place the mark in the normal "traffic channel" into and out of the ramp.

- Finally, set the other end of the START/FINISH line.
    - The two most imporant factors in setting the line are SQUARENESS and LENGTH
        - The line should be perpendicular to the wind direction. This allows for the most fair start and helps to keep the fleet spread out along the length of the line
        - The line should be approximately 1.25 times the aggregate length of the boats competing. Too long exaggerates any lack of squareness and too short makes it difficult for all boats to start at the same time leading to rules breaches and potentially safety issues.
            - The line should never be less than the aggregate length of the fleet nor greater than 1.5 times the aggregate length.

"TYPICAL" WINDWARD-LEEWARD COURSE

The above diagram represents a "typical" windward-leeward course that we would set for Sunday afternoon racing at BLYC. This is the course as described on the previous page (wind out of the southwest). Obviously, the course direction and angle would need to be adjusted in other wind conditions. Please consult the Sailing Instructions for the courses available to set. If the course is not described in the SIs, it cannot be used per the Racing Rules of Sailing (RRS).

A note on Long Distance Races...

"Long Distance" seems like a misnomer for racing at Buckeye Lake and, perhaps when compared to our neighbors on the Great Lakes, it is. The intent of our Holiday Long Distance Races is to have a race which incorporates as much of the lake as possible. Such races have an earlier start and typically should last at least 2 hours, preferably 3+.

It is still important to have the START/FINISH line as square (perpendicular to the wind direction) as possible and start into the wind. However the number and placement of the marks will vary. Generally (assuming a SW wind direction), the windward mark should be somewhere in the Seller's Point/Onion Island area and the leeward at least as far as the east end of Cranberry Bog (be careful of depths if going any further to the east).

COMPETITORS' MEETING

It is important each day of racing to hold a competitors' meeting (NOTE: it is not a "skipper's" meeting - we want all participants present). This accomplishes a couple of things. First, it is a chance to review the course, sailing conditions, and potential weather concerns with the fleet and to hear theirs. Secondly, it also helps to include everyone in the camaraderie of sailing at the Club. The sailors have a chance to socialize and recap their racing to date and, as race committee, we have the opportunity to cover vital topics pertinent to the day's racing along with upcoming events and activities. The competitors' meeting should be held at 12:00 pm and last about 5-10 minutes to allow the sailors time to make it to the starting area for a 1:00 pm start of the first race. A suggested "agenda" for this meeting follows:

- **Welcome**

- **Introduce the Race Committee for the day.**

- **Thank all of the sailors for their participation and introduce and welcome any new sailors.**

- **Today's Course & Conditions**
  - Briefly review your wind observations and expected changes for the afternoon.
  - Describe the course to be sailed.
  - Announce how many races you plan to hold today.
  - Warn of any potenial foul weather concerns and review emergency plans as needed.
  - Field questions from the participants - make sure all understand the plan for the day.

- **As necessary...**
  - Review RRS 26 (starting sequence)
  - Review any rules of RRS Part II (Right-of-Way)
  - Remind everyone that our primary goal is to have FUN.
    - *"Please settle all disputes on the water by doing your penalty turns"*

- **Remind everyone that BLYC offers discounted "Sailor Beers" for all sailors and Race Committee members following the day's races and that they are welcome and encouraged to enjoy some camaraderie and fun following the racing.**

- **Announce any upcoming sailing & boating events at Buckeye Lake**

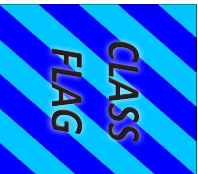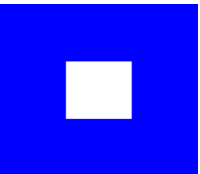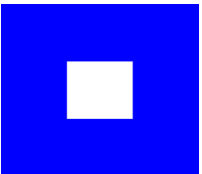- **THANK THE RACE COMMITTEE VOLUNTEERS!**
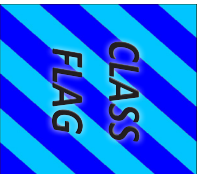
CONDUCTING THE RACES

It's time to race!

If you spent time preparing before setting the course and holding the Competitors' Meeting, you should now be all ready to go! Follow the sequence of operations below and everything should run well.

- **Double check that all needed equipment is at the Race Shack and ready for use**
- **Post the Course**
- **Assign duties for conducting the starting sequence:**
  - Sound/"Ollie" operator
  - Line Sighter
  - Signaller (Flags)
    - *Class Flags & Prep Flag ready and in position*
  - Timer
    - *Start the backup timer at the "Wake-Up" signal and provide periodic countdowns and reminders of the next signal to be made (see RRS26 script)*
    - *At the start, start the race timer*
  - Recall Signaller
    - *"X" Flag (individual), "1st Substitute" Flag (general), & air horn ready and in position*
  - Online scoring & Boat Check-In
- **Check-In all boats in the starting area in the Google Sheet**
  - *If there is a new boat racing, you will have to add them in the "Entries" file*
  - *Mark the checkbox next to all boats that showed up*
  - *Record the date and wind direction*
- **Remind everyone that, while we are here to have fun, it is important to focus on the task at hand throughout the entire starting sequence. Most conversations can wait for 6 minutes.**
- **At 12:54 pm, give the "Wake Up" signal and follow the sequence for starting the races under RRS 26.**
- **At the start, click the "Start" checkbox in the Google Sheet to timestamp the start.**
  - *Once the races are started, also note the starting time on the back up finish sheet (use a separate finish sheet for each race) and keep an eye on conditions*
  - *Be prepared to make changes to the course as needed between races*
- **As boats finish, mark the "Finish" checkbox by each boat in the Google Sheet**
  - *Also note times on the back up finish sheet*
  - *Mark all non-finshers as appropriate (DNF, TLE, etc.)*
  - *Using a cell phone, take a picture of the back up finish sheet... just in case.*
- **Conduct as many races back-to-back as conditions allow (preferably no more than 4)**

Signal	Time to Start	Flag	Sound
"Wake Up" _or AP down_	6 minutes	_none_ _or AP down_	5-8 short horns _or 1 short horn if AP down_
Warning	5 minutes	CLASS FLAG →	1 short horn
Preparatory	4 minutes	→	1 short horn
One-Minute	1 minute	←	1 **LONG** horn
Start	0 minutes	CLASS FLAG ←	1 short horn

START THE FINISH TIMER!

After the Start…?

Individual Recall - 1 horn	General Recall - 2 horns	Abandon - 3 horns

RRS 26 SCRIPT

- 2 MINUTES	**____**	**"1 minute to wake up with 5 horns"**
		or "1 minute to ___down with one horn"
		(AP, First Substitute, etc.)
	____	**"30 seconds to wake up with 5 horns"**
	____	**"20 seconds"**
	____	**"10, 9 ,8, 7, 6, 5, 4, 3, 2, 1"**
WAKE-UP	**____**	**"Mark"**
	____	**"45 seconds to Class Flag up with one horn"**
	____	**"30 seconds to Class Flag up with one horn"**
	____	**"20 seconds"**
	____	**"10, 9 ,8, 7, 6, 5, 4, 3, 2, 1"**
WARNING	**____**	**"Class Flag Up"**
	____	**"45 seconds to Prep Flag up with one horn"**
	____	**"30 seconds to Prep Flag up with one horn"**
	____	**"20 seconds"**
	____	**"10, 9 ,8, 7, 6, 5, 4, 3, 2, 1"**
PREPARATORY	**____**	**"Prep Flag Up"**
Preparatory + 1 min	**____**	**"2 minutes to Prep Flag down with one LONG horn"**
Preparatory + 2 min	**____**	**"1 minute to Prep Flag down with one LONG horn"**
	____	**"45 seconds to Prep Flag down with one LONG horn"**
	____	**"30 seconds to Prep Flag down with one LONG horn"**
	____	**"20 seconds"**
	____	**"10, 9 ,8, 7, 6, 5, 4, 3, 2, 1"**
ONE MINUTE	**____**	**"Prep Flag Down"**
	____	**"45 seconds to Class Flag down with one horn"**
	____	**"30 seconds to Class Flag down with one horn"**
	____	**"20 seconds"**
	____	**"10, 9 ,8, 7, 6, 5, 4, 3, 2, 1"**
START	**____**	**"Class Flag Down"**

SCORING

This year, we will be using a Google Sheets file to do the scoring. It will automatically apply the handicapping and score the races. Those scores will then automatically populate to the BLYC website. Training on this was provided at our "Intro to Race Committee" training in March. If you are not familiar with it, or need additional instruction, please contact Steve Harris. The following is a basic outline of how to use the program.

- **You can choose to use either your own device or borrow the RC Tablet**
  - *In Chrome, login to Google using the BLYCRC@gmail.com account.*
  - *If you need the password, contact Steve Harris -* ***DO NOT SHARE THIS PASSWORD****!*
  - *If you're using the RC Tablet, the desktop shortcut should take you directly to the Google Drive where you'll find the files you need. Otherwise, go to drive.google.com*
- **Open the appropriate folder and file (Spring, Summer, or Fall Series, etc.)**
  - *Select the sheet for the race number of the race you will be scoring*
- **Double-check that all boats sailing today are showing on the sheet**
  - *If there are some that are not, you will need to open the Entries file (separate file) and enter them into the series.*
  - *If you don't know their PHRF handicap number, there is a sheet in that file to help you assign a temporary one based on Portsmouth handicapping*
  - *QUESTIONS? Contact Steve Harris*
- **When boats are in the starting area, check-in boats that are present**
  - *Click the checkbox to the left of the skipper's name*
- **Input the date**
- **Input the wind velocity**
- **When the race starts, click the "Start Time" checkbox**
  - ***THIS IS TIME-CRITICAL***
  - *If any boats are OCS and do not correct, check the appropriate box*
- **As boats finish, click their "Finish" checkbox**
  - ***THIS IS ALSO TIME CRITICAL***
  - *If boats were OCS and did not correct, also click their "Finish" checkbox, it will still score them as OCS, but we'll have a record of their finish time if needed later*
- **Mark all boats to be scored Did Not Finish (DNF) or Time Limit Expired (TLE)**
  - *Obviously, you will not mark the "Finish" checkbox for these boats*
- **All times, corrected times, and places will be calculated and auto-populate**
  - *The scores will be automatically updated on the Club website and available to view online*
- **For the next race, simply select the next numbered sheet and repeat**
- **Don't forget to keep a paper copy too... Just in case!**

AFTER RACING IS DONE FOR THE DAY

The job of the RC isn't done once the racing is finished. Make certain that all of the following tasks are completed and make report of any unusual situations to the Race & Regatta Governor.

- ◯ Double-check that all Finish info is updated in Google
- ◯ Put Finish Sheets in the Notebook
- ◯ Inventory all equipment and return to proper storage location
  - ◯ Notify Governor of any needs
- ◯ Pick up all marks & anchors
  - ◯ Check for leaks
  - ◯ Deflate
  - ◯ Return to proper storage location
  - ◯ Notify Governor of any needs
- ◯ Return Committee Boat to dock
  - ◯ Check Gas!
  - ◯ Be sure to turn battery to "OFF"
  - ◯ Notify Governor of any needs
- ◯ Post "Race Committee Actions" if necessary. (OCS, DNF, etc.)

THANK ALL OF YOUR RACE COMMITTEE VOLUNTEERS ONE MORE TIME!

Buckeye Lake Yacht Club
FINISHES

Date _____ **Race #** _____

Class _____ **Start Time** ___ : ___ : ___

FINISH	SAIL NUMBER	FINISH TIME	ELAPSED TIME	ACTION
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____
13	_____	_____	_____	_____
14	_____	_____	_____	_____
15	_____	_____	_____	_____

Recorder _____

BUCKEYE LAKE YACHT CLUB
RACE COMMITTEE ACTIONS

Date _____

RACE #	SAIL #	ACTION	COMMENTS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

POSTED: _____

PRO: _____

BUCKEYE LAKE YACHT CLUB
RACE COMMITTEE EQUIPMENT CHECKLIST

- ◯ Racing Rules of Sailing
- ◯ Signal Flags & Poles
  - ◯ Class Flags
  - ◯ "P" Flag
  - ◯ "AP" Flag (Postponement)
  - ◯ "1st Sub" Flag (General Recall)
  - ◯ "X" Flag (Individual Recall)
  - ◯ "N" Flag (Abandon)
  - ◯ "RC" Flag
  - ◯ "L" Flag (Come within Hail)
  - ◯ "A" Flag (No more races today)
- ◯ "Ollie"- Auto Starter
  Check to ensure that it is charged!
- ◯ Airhorn(s)
- ◯ Race Committee Documents
  - ◯ Notice of Race
  - ◯ Sailing Instructions
  - ◯ Finish Sheets
  - ◯ "Race Committee Actions" Form
  - ◯ Race Participation Waivers
  - ◯ Start Sequence "Cheat Sheet"
  - ◯ Protest Forms
  - ◯ Emergency Action Plan

- ◯ Pens, Pencils, etc.
- ◯ Electronic Timers (2)
- ◯ Megaphone
- ◯ Digital Voice Recorder
- ◯ VHF Radio
- ◯ Chalk & Eraser
- ◯ Zip Ties
- ◯ Compass
- ◯ Anemometer
- ◯ Wind-Stick
- ◯ BLYC Laptop (for online scoring)

NOTIFY THE RACE & REGATTA GOVERNOR IMMEDIATELY OF ANY INSUFFICIENCIES SO THAT REPLACEMENTS CAN BE PROCURED BY THE NEXT DAY OF RACING!