

*GSA PHRF Fleet*



*2018 RC MANUAL*

**GLENMAR SAILING ASSOCIATION**  
**RACE COMMITTEE MANUAL**

1. Race Committee Responsibilities
2. Race Committee Jobs
3. Setting the Starting Line
4. Choosing a Course
5. Posting the Course
6. Before the Warning
7. Starting Sequence
8. When to Postpone
9. When Not to Postpone
10. Procedure for Postponement
11. Warning Signals (5 minutes to start)
12. Preparatory Signal (4 minutes to start)
13. One Minute Before the Start
14. Starting Signal
15. Recalls
16. Individual Recall
17. After an Individual recall
18. General Recall
19. After a General Recall
20. Individual vs. General Recall
21. During the Race
22. Reasons to Shorten or Abandon
23. Procedure for Shortening the Course
24. Abandonment
25. Procedure for Abandonment
26. Finishing
27. Scorer
28. Definitions
29. Nighthawk Series Chart, Mark Locations, Distances & Headings
30. 2018 Start Order
31. General
32. How to Start GSA Races

## **1. Race Committee Responsibilities**

- Conduct races as described by:
  - The World Sailing *THE RACING RULES OF SAILING 2017-2020* with the US Sailing Prescriptions
  - The GSA Racing Instruction Manual (Yellow Book)
- Collect scoring data and deliver to the Scorer
  - o Email a photo or text file of the results to Gary Moler  
lgmoler@verizon.net within 2 hours of race finish
- Keep track of and maintain the Race Committee equipment

## **2. Race Committee Jobs**

- Recorder/Spotter
- Signaler(s)
- Line Sighter
- Timer
- Principal Race Officer

## **3. Setting the Starting Line – See NIGHTHAWK SERIES CHART**

- Location: between B (Bowleys), 2, 3 and 4
- Length: minimum 500 feet. (Or use 0.1 nm on the GPS) Do not make it too short, if in doubt, make it longer
  - Shorter for light air and flat seas
  - Longer for heavy air, big seas
- Set the line as perpendicular to the average wind direction as possible
- The first leg should be upwind
- Determine the wind direction from a drifting boat with a compass. Move the boat to be directly down wind from the first mark

## **4. Choosing a Course – See NIGHTHAWK SERIES CHART**

- Determine the course distance based on weather
- Set a course with upwind and downwind legs
- Do not use legs 4 to 2 or 2 to 4, if possible, due to shallow water.
- Do not use mark 6 for Divisions A and B
- Finish at a lighted buoy if poor visibility or darkness. You can finish at B (Bowleys)
- Determine the distance from the Yellow Book, minimum of 2 miles

## **5. Posting the Course**

- Prior to the Warning Flag (class flag and signal)
- Put the Course Boards on the Course (starting line) side of the Race Committee Boat
- Make sure the boards read correctly from left to right. Read it from the Course side of the boards, not from the Boat side (from the back).
- Attach the Course Boards to the lifelines (with twist ties or wire)

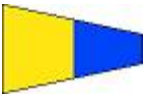



**6. Before the Warning**

- Check the time
- Check-in all boats., use the check-off list
  - Important for Safety
  - Helpful for finishing and scoring
- Check the Course Boards
- Check the horns (use 2 horns simultaneously)
- Radio Check – Announce Courses
- Have all signal flags ready to raise



**7. Starting Sequence – RRS Rule 26**

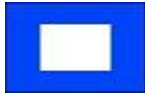




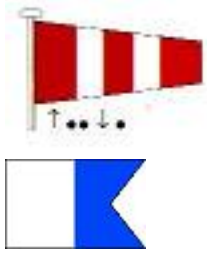
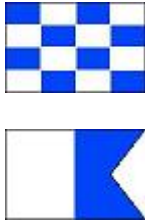

- Class Flags inform competitors who should be starting
- Signal Flags inform competitors of what is happening

Class Flags

- Class N (Non-Spinnaker)  
(5) 
- Class A  
(9) 
- Class B  
(6) 
- Class C/D  
(7) 

Signal Flags

- Starting Line Flag  orange (or yellow)
- “AP”  Postponement

- **“P” Flag**  Preparatory
- **“X” Flag**  Individual Recall
- **“First Substitute”**  General Recall
- **“L” Flag**  Come within hail and follow this boat.
- **“S” Flag**  Shortened Course
- **“AP” over “A” Flags**  Races not started are Abandoned, no more races today
- **“N” over “A” Flags**  Abandon all races
- **“Y” Flag**  Wear personal buoyancy

**8. When to Postpone** (DO NOT POSTPONE UNLESS ABSOLUTELY NECESSARY)

- Race Committee is not ready at the scheduled time for the Rendezvous and Warning
- Race Committee discovers that it has made an error
- There is insufficient wind to race – 4 knots of wind is recommended. If there is enough wind for the racers to make way and steerage, start the race; you can then shorten the course if necessary.
- There is a major wind shift during the starting sequence. If there is only a minor change, do not postpone
- If either end of the starting line comes adrift during the starting sequence.
- If all of the competitors are unavoidably not going to be in the racing area by the time of the Warning signal

**9. When Not to Postpone**

- When a starting signal's sound is absent; the race is started by the signal flags
- When some competitors are not in the starting area, but could have been.
- Prior to the first Warning Signal

**10. Procedure for Postponement**

- Raise “AP” Flag for temporary postponement. Announce intentions for “AP” over radio.
- Lower one minute before Warning Signal.
- Raise “AP” over “A” Flags for postponement of all races not started, no more racing today (or use Abandonment)

**11. Warning Signal (5 minutes to start)**

- Display the Class Flag with one sound.
- After the warning signal: be prepared to postpone if necessary.

**12. Preparatory Signal (4 minutes to start)**

- If possible, countdown the last 5 seconds over the radio, “5, 4, 3, 2, 1, **Papa flag up.**”
- Display “P” Flag with one sound.
- Boats are now considered to be “racing.”
- Some rules go into effect at the Preparatory Signal, e.g. RRS 31, contact with a starting mark.

**13. One Minute Before the Start**

- If possible, countdown the last 5 seconds over the radio, “**5, 4, 3, 2, 1, Papa Flag down.**”
- Lower the “**P**” Flag with one long sound.
- Begin recording the line sighter’s observations.
- **BE prepared for recall procedures and likely “OCS.”**
- **Verify that all possible signals are ready, including recalls.**
- Verify that the recall signaler can hear the person who is making recall decisions.

**14. Starting Signal**

- If possible, countdown the last 5 seconds over the radio, “**5, 4, 3, 2, 1, Start Division X.**”
- Lower the Class Flag with one sound, and raise the next Class Flag.
- **If an individual recall is needed, raise “X” Flag with one sound - immediately.**
- Do not hail “all clear.”

**15. Recalls** – RRS 29

- Individual recall – RRS 29.1
  - Recalls one or more boats.
- General recall – RRS 29.2
  - Recalls all boats.

**16. Individual Recall** – RRS 29.1

- Required when boats are OCS at the starting signal (RRS 29.1).
- Much preferred if you know which boat(s) are OCS.
- **Individual Recall signals:**
  - **Raise Flag “X” with one sound, immediately.**
- **Use the radio to announce the sail number(s) of the OCS boat(s), if possible.**
- If the Race Committee fails to follow this procedure, do not score boats as OCS.

**17. After an Individual Recall**

- Keep track of all OCS boats, recording when they properly re-start.
- Leave “**X**” Flag up until all OCS boats have re-started, or for 4 minutes, whichever is sooner.
- Lower “**X**” Flag after OCS boat(s) have properly re-started or after 4 minutes. No sound when lowering “**X**” Flag.
- Signal a General Recall if appropriate; it is OK after an individual recall.

**18. General Recall** – RRS 29.2

- May be used when Race Committee is unable to identify boats that are OCS.
- Or there has been an error in the starting procedure,
- Or there has been a major wind shift affecting the windward leg.
- General Recall signals:
- Raise “**First Substitute**” Flag with two sounds.
- Use the radio to announce “General Recall for Division X”, if possible.

**19. After a General Recall**

- Verify the proper signals were made.
- If necessary, make starting line adjustments.
- Re-start the sequence by lowering the “**First Substitute**” Flag with one sound.
- Next signal (one minute later) is the Warning Signal for the same class. Raise the Class Flag with one sound and continue the sequence.

**20. Individual vs. General Recall**

- Avoid them.
- If unable to identify boats, use General Recall.
- Race Committee may (not shall) signal a General Recall.
- Principal Race Officer must decide - quickly.
- Consider what is fair.

**21. During the race**

- Account for all starters.
- Observe the race.
- Prepare for the finish.
- Decide if the course should be shortened.
- Decide if the race should be abandoned.

**22. Reasons to Shorten or Abandon**

- Because of an error in the starting procedure.
- Because of foul weather making sailing dangerous.
- Because of insufficient wind making it unlikely that the race will finish within the time limit.
- Because a mark is missing or out of position.
- For any other reason directly affecting the safety or fairness of the competition.
- Race Committee can shorten a race to enable further scheduled races to be sailed (CBYRA sanctioned events).



**23. Procedure for Shortening the Course - RRS 32**

- Only at a rounding mark. Position the Race Committee Boat on the proper side of the mark – on the side the boats would approach to round. (Not after they round.)
- No advance notice.
- Display “S” Flag with two sounds as the first boat approaches (on the same staff as the orange (or yellow) finish line flag. (Remember that you are most likely shortening the course due to lack of wind, so have someone hold the “S” flag, as if it were flying.)
- Raise Class Flag(s) if necessary, if you are only shortening the course some classes.
- The “S” Flag means finish between the nearby mark and the “S” Flag staff.

**24. Abandonment - RRS 32**

- Required when no boat finishes within the time limit, RRS 35.
- There is no limitation in the RRS on when a race can be abandoned; however, the Race Committee is required to consider the consequences for all boats in the race or series before abandoning after a boat has finished, RRS 32.1.

**25. Procedure for Abandonment**

- Raise “N” Flag (or “N” over “A”) with three sounds.
- Raise Class Flags if necessary.
- Very difficult to abandon for fewer than all classes.

**26. Finishing**

- Anchor before any boat rounds the previous mark.
- Sound signals: Only for the first finisher in each class.
  - It is good practice; not required by any rule.
- Record finish time on the finish sheet.
- Record on multiple sheets as a check.
- Observe time limits indicated in the Yellow Book.
- If any boat finishes within the time limit, all boats must be scored.
- Record all finishes, including OCS and multiple finishes by one boat.
- Use spotters to identify boats before and after finishing.
- Record all finishers in order.
- Know the definition of finish, RRS 28.1 and Definitions, and as described in the Yellow Book.
- A boat that fails to finish properly is scored DNF, the finish time should be recorded.
- Record all unusual happenings, such as contact with a finishing mark, RRS 31.
- Record all protest information reported to the Race Committee.

- After the last boat finishes, double-check the results among recorders; make two readable copies.

**27. Scorer**

- Make arrangements to get the information to the Scorer.

**28. Definitions for Scoring**

- DNC Did not *start*, did not come to the starting area.
- DNS Did not *start* (other than DNC and OCS).
- OCS Did not *start*, on the course side of the starting line at her starting signal and failed to start, or broke rule 30.1.
- DNF Did not *finish*.
- DSQ Disqualification.

**29. Nighthawk Series Chart, Mark Locations, Distances & Headings**

See pages 12, 13 and 14.

**30. 2018 Starting Sequence**

<b>Series</b>	<b>Dates</b>	<b>Start Order</b>
1	4/25-6/6	C&N, B&A
2	6/13-8/1	C&N, B&A
3	8/8-9/12	C&N, B&A
Black Cat	8/24	C&N, B&A
Frigid Digit	10/13	A,B,C&N

**31. General**

The use of the radio to announce the race, the start sequence, over early boats and course changes is much appreciated by the racing fleet. Please attempt to do so. Remember to charge radio, if using the GSA Handheld, prior to the race. The VHF and GPS will be in the dock box along with the race equipment. If you need to use the club VHF you may need to charge the battery – pick up and charge ahead of time! Do not wait until the day of the race as it may take overnight.

## **32. How To Start GSA Races**

- All GSA and GSA-sponsored CBYRA races will be started using the World Sailing *THE RACING RULES OF SAILING* (RRS/US) Rule 26 starting sequence. The GSA Yellow Book provides the time of the first warning (class flag raised) for each race.

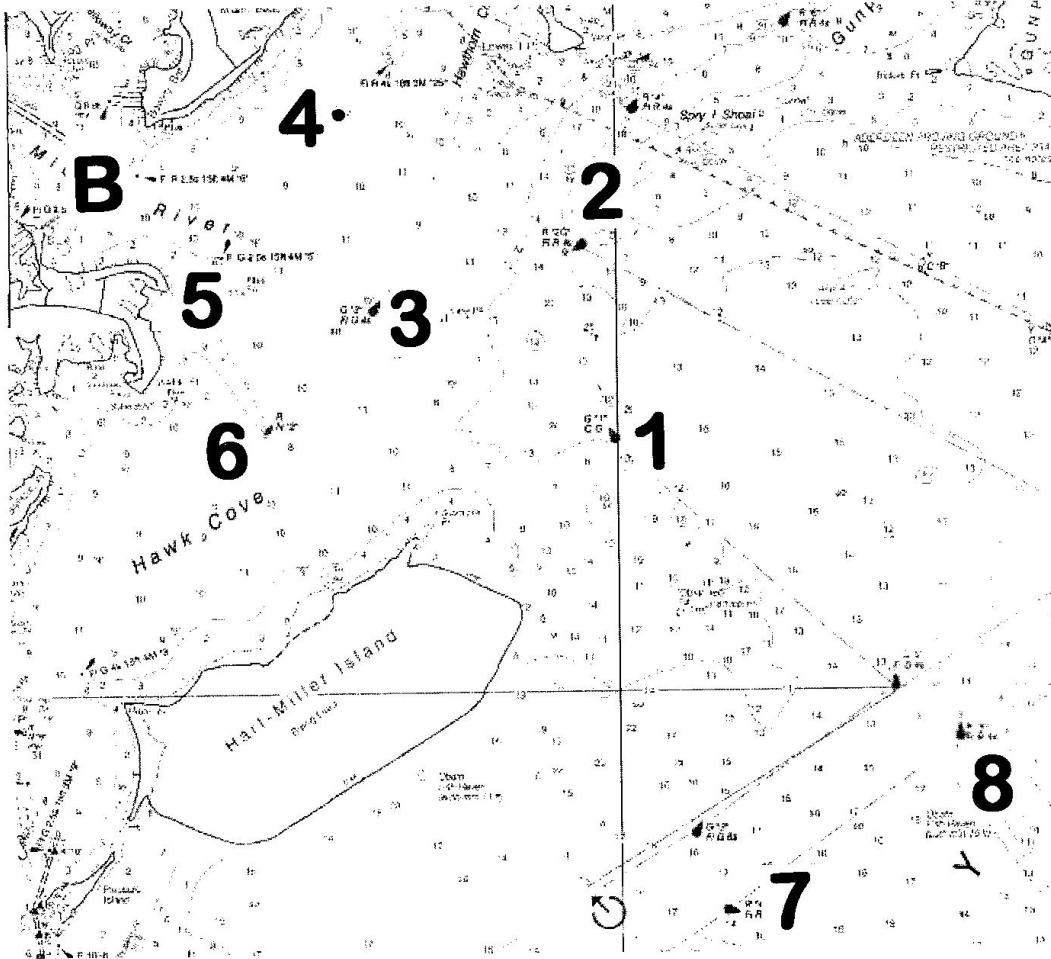
- On Wednesday nights the starting sequence will be as follows (barring delays):

<b>Time</b>	<b>Title</b>	<b>Time to Start</b>	<b>Visual signal</b>	<b>Horn</b>
18:30	Rendezvous	20 minutes		3 short sounds
18:45	Warning ( )	5 minutes	Div. ( ) Flag raised	1 sound
18:46	Prep. ( )	4 minutes	Flag <b>P</b> raised	1 sound
18:49		1 minute	Flag <b>P</b> lowered	1 long sound
18:50	Start ( )	None	Div. ( ) Flag lowered	1 sound
	Warning ( )	5 minutes	Div. ( ) Flag raised	
18:51	Prep. ( )	4 minutes	Flag <b>P</b> raised	1 sound
18:54		1 minute	Flag <b>P</b> lowered	1 long sound
18:55	Start ( )	None	Div. ( ) Flag lowered	1 sound

**Caution:** Go through the sequence for all classes even if there are no boats in a class. Class **A** boats may be using Flags **#9**, **#2**, or **#3**.

Glenmar Sailing Association  
NIGHTHAWK SERIES CHART

DO NOT USE FOR NAVIGATION



**GSA Nighthawk/Twilight Series Standard Racing Marks**

NO.	DESIGNATION	GOV'T SYMBOL	LIGHT (IF ANY)	APPROXIMATE POSITION	
				LAT. N	LONG.W
Y	Drop Mark (Orange Cylinder)				
B	Bowley's Bar Light	R"4"	Fl R 2.5s	39 17' 37"	76 23' 07"
1	Buoy, 1.1 mi ENE of Miller Island	G"1"	Q G	39 16' 16"	76 20' 01"
2	Buoy, 1.7 mi NE of Miller Island	R"2G"	Fl R 4s	39 17' 15"	76 20' 13"
3	Buoy, 1.3 mi ESE of Middle River	G"3"	Fl G 4s	39 16' 55"	76 21' 34"
4	GSA Race Mark		Fl Y 4s	39 17' 54"	76 21' 50"
5	Booby Point Light	G"5"	Fl G 2.5s	39 17' 12"	76 22' 33"
6	Nun, 0.9 mi NNW of Miller Island	RN"2"		39 16' 19"	76 22' 16"
7	Buoy, 2.5 mi SE of Miller Island	R"4"	Fl R 6s	39 13' 53"	76 19' 21"
8	Buoy, 2.1 mi SW of Poole's Island	R"6"	Fl R 4s	39 14' 45"	76 17' 48"

**NOTE: Mark 6 should not be used for Divisions A & B. Period!**

**Distances Between GSA Marks in Nautical Miles**

MARK	B	1	2	3	4	5	6	7	8
B	X	2.75	2.26	1.38	1.03	0.6	N/A	N/A	5.03
1		X	1	1.36	2.16	2.16	1.72	2.44	2.29
2			X	1.08	1.41	1.81	1.82	3.42	3.13
3				X	1.01	0.82	0.81	N/A	3.64
4					X	0.89	1.62	4.46	4.44
5						X	0.92	N/A	4.44
6							X	N/A	N/A
7								X	1.48
8									X

**Approximate Headings Between GSA Marks**

GSA COURSE HEADINGS									
	B	1	2	3	4	5	6	7	8
B		131	110	132	85	146			136
1	311		003	311	331	308	283	178	143
2	290	183		263	309	280	252	180	154
3	312	131	83		000	300	234		138
4	265	151	129	180		230	203	165	147
5	326	128	100	120	O5O		177		135
6		103	O72	O54	O23	357			
7		358	000		345				O65
8	316	323	334	318	327	315		245	

**Thanks For Racing With GSA!**

Enjoy your turn as committee boat and running the race! Have fun, but take it serious too. You are in charge of the fun and fair racing the other boats are having. Although a boat cannot protest the RC, a boat can request redress for an RC error. So then we still end up in the Hearing room. Be prepared and do your best!!

Thanks,  
Michael Johns  
PHRF Fleet Captain