



PCRC Helpful Hints for Race Committee 2009

Don't panic if you have never done race committee before. It is a good way to get involved with our sailing club....and we count on everyone to help out to keep the club going. Below are some pointers to help you have a successful Wednesday night up on the stand! Have fun and remember to ask for assistance from your RC, Vice Commodore or Commodore if you have questions.

Getting Started:

If you have access to the internet, you may want to go to [accuweather](http://www.accuweather.com/), enter the zip code for Galesville MD 20765, and go to local forecast, then the hourly details. It will give you a rough idea on the projected winds. <http://www.accuweather.com/>
Also, you may want to review the PCRC Sailing Instructions (they can also be found in this binder and on the Pirates Cove Corp. website: <http://www.pcrctestriver.org/>).

1. You should get to Pirates Cove about 17:15 (especially if you have not done race committee before.
2. The orange box with air horns (Ollie) and a bag will be on the Pirates Cove's Race Committee Stand in a white dock box. Combo is 130. There will also be a laptop and printer in the Pirates Cove Restaurant Office (Bob's office) but you won't need that right away.
3. Take the materials and take a look at what is in the bag. There will be signal flags, a VHF Radio, a clock with Universal Time (and a backup clock) , and a notebook.
Make sure you have a pen/pencil to write down information.

You will see in the notebook directions on the use of Ollie and the order of raising and lowering the signal flags. (See the laminated sheet attached to Ollie – “Rolling Starts.”) There should be a list of the different boats by name/sail number/and class. There will also be a sheet with blanks for sail number/ class/ and Finish time by hour/minute/second.

****Have one of these ready at the start of the race, boats will start calling in sail numbers/name/class as soon as you raise the Race Committee Flag.****

4. Head out to the Race Committee Stand at the end of the dock. The clock should already be synched to GPS/Universal time. If not, see if you can get it synched to GPS time from one of the racers on the dock.
5. Once on the Stand, get Ollie set up (you need to open the box and make sure the little switch is set for the 5 min starting sequence), once you are comfortable you should raise the RC Flag on the high, center hoist which will announce to the fleet that you are ready to accept “check-in's;” start entering boats on the sheet of paper,

and get the flags out and ready to go, (have the **GREEN Class Flag** on one hoist, the **RED** on the next, the **Blue "Prep" Flag** on the third, and the individual recall flag "X" Flag ready on the last flag hoist).

6. About 17:35 to 17:40 you should make a determination on the course(s). Given the wind conditions (current) and what you expect will happen (usually they diminish around 18:15), you will look in the notebook and find the page with the Course combinations. You need to take into consideration things like low, low tides, wind direction/speed, approaching weather, and remaining daylight. Once you have determined the courses, select the display board with those course numbers and put it up. (Remember to take it down and store it in the white dock box once the Non-spin B boats have started). Recommend you not change the courses within 10 minutes of the initial warning gun. (You are allowed to change the course up to 5 minutes prior to the initial warning, but that can cause confusion for the boats not in the vicinity of the committee stand.)

7. At 17:49 and 50 seconds, turn Ollie on. The horn sounds will be automatic from then on. At 17:50 (10 seconds later) the horn will sound, the **Green "Class Flag"** for the Sport Boats goes up, and follow the instructions in the book for the flags.

- **Blue Prep Flag** goes up at 4 minutes prior to the start (17:51)
- **Blue Prep Flag** comes down at 1 minute prior to the start (17:54)
- **Green** comes down at the Start and the **Red Class Flag** goes up (17:55)
- These are "rolling starts," repeat the sequence **Red to Green to Red**,... until all the classes have started. The **Blue Prep Flag** will always go up at the 4 minute mark and down at the 1 minute mark.

8. Start the boats in sequence. On the first start, Sport Boats, log the time on the clock (17:55). Identify any boats that are over early, note who they are, call out their sail numbers, and raise the X "OCS Flag. There is a VHF handheld radio on the RC Stand, you should be on channel 72 and may broadcast it that way as well.

9. Once all the boats have started, you may want to send one of your crew into the restaurant and get the laptop started.

10. As the boats start to come back, get your crew on the stand and be ready to capture sail number and clock time. It can get real busy so try to get a procedure set up; someone calling the next sail number, someone writing it down and then when they cross, someone calling the time and the writer copies it down next to the sail number. You should sound the horn for the first boat to finish in each class (little black button on Ollie next to the on/off switch). It's also nice to call out "over" when each of the other boats cross.

11. As the majority of the boats finish, you may want to send one of your crew into the restaurant and start entering times into the computer. Joe Chuchla will be there to help with the computer (or ask your Race Chair for assistance).

12. Once you have accounted for all the boats, you should store all the equipment in the white dock box and lock it. Once in the restaurant, enter the rest of the finish times.

13. If other skippers/crew show up and ask "how did we do?" you should politely ask them to return to the bar until the official results are posted. If you don't do this, you will end up with a gaggle and won't get anything done.

14. Once all the data is entered, you need to find Joe to get it printed and saved to a floppy to be posted on the PCRC Website. Do not throw away the rough time sheets; they should be saved in a separate folder, with the computer, to be used for protests, etc.