

# Moraine Sailing Club Race Committee Manual

RC TASK ASSIGNMENTS.....	2
EQUIPMENT CHECKLIST.....	3
TIMETABLE.....	4
TASK DESCRIPTIONS –.....	5
Day Steward Duties.....	5
At least one week before race day.....	5
Prior to racing, the Day Steward shall arrange for:.....	5
During racing the Day Steward shall:.....	5
RC Boat Operator.....	6
Service Boat Operators.....	6
Time Keeping.....	7
FLAGS AND SIGNALS.....	7
RECORD KEEPING.....	7
SAFETY AND RESCUE.....	8
Day Steward shall -.....	8
Service Boat Operator shall -.....	8
RACE MANAGEMENT.....	8
When Not To Start A Race.....	8
When to Cancel A Race in Progress.....	9
Considerations in Setting the Course: Time -Distance- Laps.....	9
Setting the Course.....	9
PUBLIC RELATIONS.....	9
HYPOTHERMIA.....	10
Useful phone numbers.....	10

## INTRODUCTION

The Moraine sailing Club (MSC) relies on its experienced members from the racing fleets to manage the Race Committee (RC) on a rotating basis. Recognizing that you may be performing this duty on an infrequent basis, or perhaps for the first time, this manual is intended to provide an easy reference to the functions performed by the Race Committee along with recommendations for efficient operating procedures. An additional purpose is to set standards for the daily Race Committees regarding schedule, laying courses, making signals, judging infractions, and operation of club equipment. Consistency will remove many sources of aggravation, which could otherwise detract from the best racing experience for competitors and committee members.

While most of this manual can be considered advisory, adherence to the MSC sailing instructions and the Racing Rules of Sailing are mandatory.

**The Day Steward is the head of the RC. He/she will need a minimum of three, preferably four helpers. Members of the RC, particularly the Day Steward, should familiarize themselves with this manual and the sailing instructions prior to race day.<sup>1</sup>**

## RC TASK ASSIGNMENTS

It is the responsibility of the **Day Steward** to contact the additional four persons who will serve on the RC, inform them of the time and place to meet and of any items to be brought with them. Experience has shown that the following distribution of duties provides balance and minimizes confusion.

### RC Pontoon Boat Crew:

**DAY STEWARD:** command the RC boat, make announcements, judge the start/finish line, position the windward mark, supervise other functions, buy fuel to fill at least two gas tanks at the end of the day. Note, the Pontoon boat and Service boat require different types of fuel. See Equipment Manual.

**TIME KEEPER:** keep primary race time, operate horn, and call time of boats finishing.

**RECORD KEEPER:** hoist the flags log starting boats on "Starters Sheet", log finishing boats/times on "Finishers Sheet".

### RC Service Boat Crew

**SERVICE BOAT OPERATOR:** command the service boat, conduct rescue and towing operations.

**SERVICE BOAT ASSISTANT:** safety and navigation lookout, set and retrieve marks, communicate with RC boat, assist rescue and towing operations.

**Presence of more than the required number of persons on board the RC boat is distracting and reduces efficiency**

**In any event, when setting marks or conducting rescue or towing operations, the service boat shall have a crew of two.**

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<sup>1</sup> Revised Spring 2004. Previous revision (Spring 1992) by Gerry Brandt. Attempts were made to maintain the high standards set by the original author, John McAdoo. Your comments and suggestions for improving the manual are welcome. Please address them to the current Race Chairman.

**EQUIPMENT CHECKLIST**

The Day Steward shall arrange to obtain and have ready club items from the previous Day Steward

<b>Responsibility</b>	<b>Location</b>	<b>Equipment</b>
Everyone	Home	Personal items, binoculars etc. Foul weather gear and warm clothing
Day Steward	MSC Crate in storage shed	Backup timers, binoculars, and spare pencils. Digital timer, Starter Sheets (8), Finishers Sheet (8) Radios (2) charged and ready for use Current edition of USS rules & appeals Race Committee Manual MSC Sailing Instructions
Race Registrar	Storage Shed	Club notice board Club box with registration forms, pink day registration vouchers, rulebooks, club items for resale. Loud hailer.
Day Steward	RC boat-Safety equipment	PFD's (life jackets are under seats) (14) Throwable flotation (3) Fire extinguisher (1) Blankets (2), First aid kits (2) (under seats)
Day Steward	RC boat-Operating equipment	Gasoline cans (3), each at least 3/4 filled Anchors with chain & line (2 large, 1 small) Tow and docking lines Electric horn & Freon horn Signal flags in storage container Boat hook, hand held orange flag, fenders Clip boards- misc. supplies (under seats)
Service Boat Operator	Service boat	PFD's (at least 4 plus those worn by crew) Oars, Anchor and line (attached to thwart) Tow line, and Flying Scot towing bridle Fenders, boarding ladder, blanket

**TIMETABLE**

To achieve a 10:30 a.m. first start, the following schedule allows about 30 minutes of slack for unexpected problems -- which almost always arise!

	<b>Day Steward</b>	<b>Service Boat Operator</b>
8:00	Arrive at Davis Hollow Marina	
8:20	Check out pontoon boat, fuel, & equipment. Note mooring number & location. Motor to Watts Bay.	Arrive at Watts Bay Shed Equip service boat
8:45	Arrive Watts Bay. Load & check out RC equipment	Insert drain plug, launch service boat, park trailer, secure cover & shore bound accessories.
9:00	Open shed, review assignments, plan tentative course, hold skippers' meeting (optional). Assign one person to set up registration	Check out service boat & equipment on the water.
9:40	Close Registration-Board RC boat	Leave dock- tentatively set all marks.
9:45	Leave Watts Bay dock- Signal 3 horn blasts	
10:00	Direct service boat setting of marks	Adjust course marks as <i>per</i> Day Stewards in instructions
10:20	Display course signals Identify and record potential starting boat numbers.	Return to RC boat for the start
10:25	Begin starting sequence.	End of opportunity to adjust line or marks.
10:30	Start Race	Monitor pin end of line identify early starters to Day Steward

## **TASK DESCRIPTIONS –**

A summary of the duties of each RC member.

### ***Day Steward Duties***

As head of the RC, the Day Steward assumes responsibility for all aspects of the MSC racing for the day or regatta. He or she may seek advice and delegate various tasks, but in the nautical tradition, retains ultimate responsibility for race management and safe operation of MSC equipment.

#### **At least one week before race day**

- The Day Steward will contact the other RC members to inform them of their assignments and schedule. In addition, the Day Steward will arrange to obtain necessary items from the previous Day Steward and will bring spare timers, etc. as needed. Provide copies of the Race Committee Manual, Equipment Manual and Sailing Instructions to committee helpers.

#### **Prior to racing, the Day Steward shall arrange for:**

- Delivery of the RC (pontoon) and the service boats to Watts Bay 1-1/2 hours before the scheduled first start.
- Opening the Watts Bay storage shed and setting up registration area near Club notice board.
- Conducting a skipper's meeting in the event that the RC's intentions differ from the published racing instructions. (Usually this is unnecessary for regular races but is recommended for regattas.)
- Inspecting the equipment and verify its readiness to function.
- Getting a weather report. Reviewing the expected wind conditions, course, and safety precautions with committee personnel. Assigning crew duties to RC and service boats.

#### **During racing the Day Steward shall:**

- Direct safe and timely operation of RC and service boats in setting course marks and starting line.
- Evaluate prevailing conditions select the course to be sailed.
- Oversee procedures outlined in the following sections: Setting a Course, Flags and Signals, Time Keeping, and Record Keeping.
- Monitor race progress to establish whether weather conditions or equipment problems dictate course changes or race cancellation.
- Supervise recording of finish places and acknowledge and record protests.
- Decide upon schedule of subsequent races and inform participants of proposed schedule.
- Following the last race, normally the Day Steward will serve as chair of the protest jury. At the end of the race day, the Day Steward will assure that equipment is returned to its designated location, gas tanks are replenished, reports and briefcase are given to the race chairman.
- From the point of view of the competitors, direction of the races is the most important function of the Day Steward may choose to direct the races or assign an experienced helper to accomplish the overall goals of:
  - Selecting an appropriate course,
  - Signaling the starting sequence,
  - Recalling early starting boats,
  - Watching start and race for rule violations,

- Establishing the order of finish.

At all times our activity is governed by consideration of safe and enjoyable racing combined with courtesy and consideration for other boaters and fishermen who have equal rights to using the waters of Lake Arthur.

### ***RC Boat Operator***

It is the responsibility of the Day Steward to select an operator to bring the RC boat from Davis Hollow Marina to Watts Bay for race duty. It is the responsibility of the Day Steward to designate the operator of the RC boat for race duty maneuvers. The person(s) selected should be experienced in operating the RC boat and should have an opportunity to review the procedures and precautions in Equipment Operation sections of this document.

The operator is responsible to exercise all due caution in using the RC boat in order to minimize the chance of delay or cancellation of the race or of costly repair to the RC equipment or another vessel.

### ***Service Boat Operators***

Effective service boat operation enhances the smoothness and safety of racing. The Operator of the service boat must be familiar with starting and running the outboard motor and principles of powerboat operation (see Equipment Operation).

Service boat crew should keep in contact with the RC boat visually and by radio to perform the racing duties expected by the Day Steward. In mark setting and rescue operations service boat crew must be aware of safety for themselves as well as that of the sailors who may be in the water (see Safety and Rescue section 2.9).

*When setting marks*, the Service Boat should be brought to a stop at the desired location and shifted into **neutral**. After making sure that the anchor line is firmly attached, the assistant should lower the anchor to the bottom by unreeling the line from the storage reel. Once the anchor strikes bottom the reel and line should be **secured so that there is as little slack as possible** when the mark is in the water. The service boat should drift free of the mark before engaging the motor and should remain in the vicinity of the mark long enough to determine that it is not drifting before continuing.

*When retrieving marks*, **do not pull on the body of the mark**, but rather retrieve the anchor line and reel. Marks are no more than plastic balloons and must be protected from tears and punctures. Store marks as they were found in the morning (e.g. inflated).

### **Registration**

It is the responsibility of the Day Steward to appoint a person to act as REGISTRAR to register skippers, collect racing fees, collect sales proceeds and to provide information on Club membership and activities to those inquiring.

The REGISTRAR will be on duty at Watts Bay from approximately 9:00 until approximately 9:45 on race days. The REGISTRAR will:

1. Take charge of the Club storage box and registration table and place them near the rest rooms at Watts Bay with the Club Notice Board nearby.
2. Use the pink forms provided in the box for registrant information: name, address (for mailing

list), class and sail number.

3. Collect the day racing fee as indicated on the fee schedule in box. (NOTE: This fee is WAIVED if it is the registrant's first time to participate in a Moraine Sailing Club race. Also, when a fleet invitational is sanctioned by MSC, the Club fee is WAIVED and the host fleet will normally provide for registration of guest skippers).

4. Provide items in the storage box for sale (such as decals, signal key-sheets, and rulebooks) at the prices listed in the box.

If possible, the Registrar or another member of the Day Committee will be near the Club Notice Board during the lunch break to provide information.

### ***Time Keeping***

Time needs to be kept only for the Open Class. Keeping an accurate record of time during the starting sequences is essential. Handicap classes depend upon accurate reporting of the time to establish their calculated finish times. A timekeeper should have no conflicting duties during start and finish operations. The timekeeper must become familiar with the functions and controls of the primary digital timer before the WARNING signal.

1. Timekeeper shall **start the primary timer** when the WARNING signal is made. (Day Steward will simultaneously start a backup timer.)
2. Count down aloud (to the committee only) for the last 10 seconds of minute 1, 4 and 5 so appropriate signals can be made.
3. Do not stop any timer until the last boat has finished.
4. At the finish, clearly call out the time for the Record Keepers when each boat crosses the finish line.

### **FLAGS AND SIGNALS**

- The Record Keeper should hoist flags. The Time Keeper should sound the horn.
- Have the GENERAL RECALL (yellow with blue border) ready to hoist. The individual recall flag ("X" white with blue cross) should also be made available for display.
- For the starting sequence refer to the race instructions.
- If the course is shortened display new course with shorten course flag.
- At the end of the day, stow the flags in the locker in the positions labeled and with the name of the flag facing the viewer.

### **RECORD KEEPING**

It is the responsibility of the Day Steward to appoint a Record Keeper to make **legible** entries on the sheets provided and to return reconciled sheets to the Day Steward at the end of the last race.

- Log the information on "STARTERS SHEET" in the *period before the start*.
- **Be ready to start the timer at 00:00:00 when you begin the starting sequence.**
- As boats finish the race log the information on "FINISHERS SHEET" *at the finish* (if possible have two Record Keepers keep redundant records):

## SAFETY AND RESCUE

### RESPONSIBILITY

**Skippers and crews are responsible for their own safety. The Club provides an additional margin of safety by providing a service boat to assist boats and persons in distress where possible.**

#### ***Day Steward shall -***

- Abandon a race when he or she judges conditions are severe enough to exceed the coverage of available assistance or the sailing abilities of participants. Prior to starting a race priority consideration should be given to postponing rather than canceling, since in many instances conditions will improve.
- Direct one or more members of the RC to act as Safety Lookouts.
- Maintain a capability to signal the service boat while on station to assist boats or persons in distress.

#### ***Service Boat Operator shall -***

- Go to the Location of any boat seen to be in distress or hailing for assistance.
- Before giving assistance, ask whether assistance is requested (the skipper may wish to self-rescue and resume racing). Strongly urge that assistance be accepted if persons in the water appear cold or fatigued (see Hypothermia).
- Aid persons who request to be brought aboard the service boat. After stopping the outboard motor, help them over the bow or stern of the service boat.
- If assistance is requested in righting a capsized sailboat, suggest the skipper or crew applies leverage to the centerboard while the service boat stands clear. Then approaches with caution close enough to lift the mast or forestay.
- If towing is requested, retrieve floating equipment, then secure the towline to the base of the sailboat's mast through a bow fairlead; be sure that all sails and spars are on board, and tow slowly so that water does not overtop the bow or gunwales of the boat under tow.

## RACE MANAGEMENT

**The following are recommended guidelines for good practice in race management, which go beyond the basic requirements and rules.** Every reasonable attempt should be made to run races according to schedule, however it is the Day Steward's responsibility to start racing **only** if races can be conducted safely and fairly

#### ***When Not To Start A Race***

- **COLD WEATHER** Sailing instructions provide for cancellation of the racing if the predicted high temperature in Pittsburgh is below 55° at 7:00AM the day of the races. Once at the lake, if conditions are too cold races may be cancelled at the Day Steward's discretion. Remember that the Race Committee must sit out the duration with no shelter and little activity to keep warm.
- **STORMY WEATHER** Racing should not be started if a storm is likely. Monitoring radio forecasts and weather radio is helpful. A storm in Youngstown or Akron can reach the lake in a few hours.

Remember that it takes time for the slower boats to return from the starting area once they are out.

- **NO WIND** There is absolutely no point in starting a sailboat race in a dead calm. If some chance of a wind is possible, as in the morning, the committee can set a short course close to Watts Bay, **POSTPONE**, and hope for wind. Sailors who have paddled out will have to paddle in as well.
- **TOO MUCH WIND** Even though experienced sailors enjoy a windy day, it is possible that there is too much wind to safely operate the RC Boat, the Service Boat, and to set marks that do not drift. Remember that the RC Boat has considerable windage, no protection for the Committee, and virtually no freeboard.
- **EQUIPMENT PROBLEMS** Drifting marks or service boat breakdown indicate cancellation if safety or fair racing are compromised.

### ***When to Cancel A Race in Progress***

- **MSC** Sailing Instructions specify a time limit for the first boat to finish.
- **LIGHTNING/ FOUL WEATHER** Cancel immediately upon observing nearby lightning. Immediate cancellation is required if the park siren is sounded. Again keep in mind that slower boats may be stranded if cancellation is not soon enough.

### ***Considerations in Setting the Course: Time -Distance- Laps***

- The Day Steward should plan so that lunch happens at about 12:30. Afternoon races should end by 4:00.
- One Design classes like the Flying Scott will be expected to finish in a closer group than the open class, where there are boats of different speeds sailing together.
- The length of time it takes to finish a race is determined by how far apart the marks are and also by how many laps are required to finish the race.
- Set marks and courses to produce races of about an hour duration. Provide a course of sufficient length to allow for the opportunity to use spinnakers and recover from mistakes.
- We are here to sail so don't make the races too short.

### ***Setting the Course***

- Set the starting line square to the mean wind. The angle of the starting line should be improved, if necessary, up to the time of the **WARNING** signal for the first start.
- Set the first mark directly up wind from starting line. The first mark should be upwind and can be moved, prior to the **WARNING** (5 min) signal.
- Avoid placing turning marks close to shore where the wind is shifted or slowed by the shore features.
- If a Jibe mark is set it should be placed to give two equal reaching legs. This provides an opportunity for two spinnaker legs.

## **PUBLIC RELATIONS**

As Day Committee you are the most visible officials of the Club on race day. As such you should be protective of our public image. We enjoy a good relationship with non-racing boaters and with the State Park because we don't assert our navigational rights in an aggressive manner. **We are not entitled to exclusive use of the race course**; the wording on our PA Fish Commission permit states this permit does not restrict the area to navigation by others unless specified in Special Local Regulations. Waterway Patrolmen have in the past acknowledged our right to request others to keep

clear of the start/finish line if being there would interfere with racing. When asking other boaters to keep clear ask courteously for their cooperation -- this almost always brings the desired result. On shore the Day Committee should be an ambassador for organized sailing and should respond to any interest expressed by onlookers. The storage box should contain MSC brochures and membership forms. Don't be reluctant to give them to an inquiring sailor ... and get a name and address if possible!

## **HYPOTHERMIA**

HYPOTHERMIA is a very dangerous condition brought about by lowered body temperature. In the early weeks of our racing program, the lake water is still winter cold. As an official or a service boat operator in these conditions you should be alert to this danger. Persons who are exposed to cold water (or thereafter to cold air) for a period long enough to significantly lower their body temperature may exhibit these symptoms:

As the body chills to 95 degrees it shivers in an attempt to warm itself -- teeth chatter, followed by numbness of the extremities, lack of flexibility and a marked decrease in mental alertness.

When the body temperature drops below 90 degrees, shivering stops, temperature in the vital organs drops below normal, and the victim becomes comatose and appears dead.

In water at about 60 degrees or above, which is normal for our lake by the first of May, the more severe effects would not be expected to occur in less than about 20 minutes. Remember, however, that just getting the person out of the water may not be sufficient to reverse the chilling process. This is why the service boat should carry the wool blankets provided.

Recommended first aid for the hypothermia victim is as follows:

1. Don't be misled by the victim's comatose appearance (blue skin, eyes fixed and dilated, no detectable heartbeat) that death has occurred. A hypothermic brain slows down so greatly that it can survive for a longer period of time without oxygen. Clear air passages and begin mouth to mouth resuscitation immediately.
2. Handle a victim gently and DO NOT rub extremities or allow a conscious victim to move about, as the sudden return of cold blood to the warmer heart can be lethal.
3. Key points to warm first are the head, neck and trunk.
4. Do not give hot fluids or alcohol. Remove wet clothing and rewarm safely with WARM fluids, head covering, another person's body heat and by placing in a warm car or room.
5. At Lake Arthur the rescue squad can be called by dialing 911. Help will arrive fastest if the victim is taken to Bear Run.

## **Useful phone numbers**

<b>Emergency:</b>	911
Park Office	(724) 368-8811
Davis Hollow Marina	(724) 368-9346
Pay phone-Watts Bay	(724) 368-0051