HERRINGTON HARBOUR SAILING ASSOCIATION

HHSA
RACE COMMITTEE MANUAL
2018

Approved by the Competition Committee, Herrington Harbour Sailing Association, March April 2018

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1. Introduction

A. The objective of sailboat racing in the Herrington Harbour Sailing Association (HHSA) is to promote friendly competition while testing the skills of the skipper and crew in the spirit of fair sailing as defined by the United States Sailing Association The Racing Rules of Sailing for 2017-2020 (RRS). A boat and her owner shall compete in compliance with recognized principles of sportsmanship and fair play.

B. HHSA supports the policies and practices of the Chesapeake Bay Yacht Racing Association (CBYRA), the Performance Handicap Racing Fleet of the Chesapeake, Inc. (PHRF), and the United States Sailing Association (US Sailing).

C. This manual is intended to provide guidance to HHSA members who are performing the duties of Race Committee. For the purposes of this document, the Race Committee is defined as the people on the Committee Boat who are responsible for conducting a race or series of races (regatta). The head of the Race Committee is referred to as the Principal Race Officer (PRO) and is often, but not always, the owner or skipper of the Committee Boat.

2. Review Weather Information

A. The Race Committee should monitor local weather reports to determine expected weather conditions. Marine forecast information can be obtained from internet weather sites, the newspapers, and the marine weather channels. Thunderstorms are of particular concern as are any weather watches or warnings.

B. As weather reports are frequently inaccurate or change quickly, the Race Committee should establish the course based on the conditions as they exist on the water rather than forecast conditions.

3. Obtain Committee Boat Kit

A. The Committee Boat kit is stored in Locker #11 on the west side of Herrington Harbour South – in the small building on the right upon pulling into the west side parking area. Check with the Rear Commodore/Racing to obtain the lock combination.

B. The racing equipment includes the following:

1. Assorted gear bags containing:

   a. Bag of flags used for starting signals
   b. Race Committee flag and large HHSA burgee
   c. Assorted code flags
   d. Air horn
   e. HHSA Racing Rules and Sailing Instructions
   f. List of eligible boats, sail numbers and ratings

       g.   Race sign up form
       h.   Protest form
       i.   Race Entry Form (disclaimer)

2. A shotgun and blank shells. Contact Ted Slotwinski, Rear Commodore (Racing), at (571) 232-3482 if gun and shells are not in the HHSA locker.

3. Various inflatable marks, foot pump, and ground tackle. An electric pump has been provided. Please report loss or damage.

4. Class course boards for identifying courses.

5. Flag halyard assembly. The lower board is designed to be attached to the boat's boom and the upper board is hoisted with the main sail halyard.

C. Check inventory and note any missing, damaged or inoperative items. Report problems to Ted Slotwinski, Rear Commodore (Racing), at (571) 232-3482.   If something is missing, please improvise and let racers know if necessary.

4. Preparation for a Start

A. Read and understand the HHSA Sailing Instructions for the race.

B. When leaving the dock or while under way to the starting area, Code Flag "L" should be displayed on the Committee Boat.

C. The best practices established by race management officials of leading clubs such as Annapolis Yacht Club include clear and timely communications over VHF radio. Under best practices, the Race Committee announces its intentions on VHF radio. For example, the Race Committee announces clearly when the starting sequence is about to commence, and if there is going to be a delay, the Race Committee provides information such as the planned length of the delay and the reason for the delay. The HHSA Competition Committee strongly encourages the use of VHF radio communications to racers to remove any doubt about what the Race Committee is doing. Any radio communication shall be on VHF Channel 68.

D. If the race is to start on time, the Code Flag "L" is lowered with multiple sounds and one (1) minute after that, the class flag (warning signal) for the first class is raised with one (1) sound.

E. If the start of the race is to be delayed, the Code Flag "L" is lowered with multiple sounds and one (1) minute after that, the AP Flag is raised with two (2) sounds (instead of the class flag).

F. Refer to the Sailing Instructions for additional information on starting sequences for each race. Pictures of the most commonly used flags can be found in the Sailing Instructions.

5. Determine and Set Up Course

A. General Points on Course Selection

1. The course selection is at the sole discretion of the Race Committee, but this Race Committee Manual provides important guidance and recommendations to the Race Committee. Course decisions should be made after evaluating current and expected weather conditions. Upwind starts are preferred and encouraged; however, there are some courses that call for a downwind start under certain weather conditions.

2. Avoid using unlighted marks as turning marks or the finish mark in the later part of the race as they may be difficult to locate after sunset.

3. If an existing mark (government or HHSA) is used for the pin end of the starting line for Wednesday evening races, it should be directly downwind (for an upwind start) or directly upwind (for a downwind start) of the first mark. In most cases an inflatable mark should be used for the pin end of the starting line.

4. A course shall be selected from the HHSA Course Book which contains a comprehensive selection of recommended courses for given wind directions and strengths.

5. If, after the Committee Boat has set its anchor or is unable to do so easily, the pin end needs to be moved, the PRO should ask one of the racers to move the pin end as directed by the PRO. This is easier than moving the Committee Boat.

B. Communicating Course Information

1. The Race Committee is not obligated to announce courses or other race particulars using the VHF radio; however, radio communication with the racers is encouraged especially when there are changes to the starting sequence, course changes, etc. Any radio communication shall be on Channel 68.

2. Use class course boards provided to designate the course.

C. Class course boards hung on the non-starting side of the Committee Boat will indicate which option of the course is to be sailed (either Short or Long). The Sailing Instructions will specify the classes to be sailed and if starts are to be combined.

1. Numeral Pennant 5 will indicate the Non-Spinnaker Racing course, or the combined Non-Spinnaker Racing/Cruising course;

2. White Pennant will indicate the Non-Spinnaker Cruising Course;

3. Numeral Pennant 6 will indicate the Spinnaker B course or the Combined Spinnaker Course; and

4. Numeral Pennant 9 will indicate the Spinnaker A course.
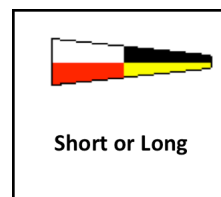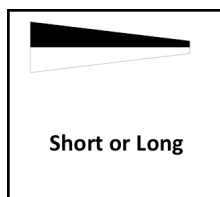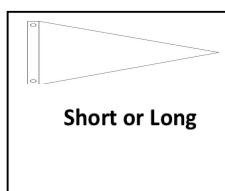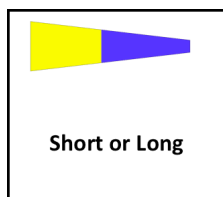
Non-Spin Racing Board & Combined Non-Spin Board	Non-Spin Cruising Board	Spin B Board & Combined Spin Board	Spin A Board

D. A separate board with either a single letter A through Z or numeral 1 through 4 will indicate which course from the HHSA Course Book will be sailed.

G
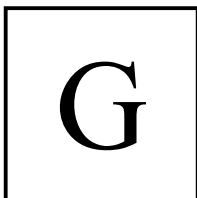
Example Course Board for Course G"

E. Wednesday Night Races

The Race Committee shall select a course from Courses A through R in the HHSA Course Book, taking into account wind strength and direction.

F. Weekend Races

1. Most weekend races have pre-designated courses and/or meeting points, as indicated

in the Sailing Instructions. Please refer to the Sailing Instructions for specific information.

2. For windward-leeward races, the use of a second boat as a mark boat at the windward mark is recommended. Except in extremely light wind conditions, do not set legs shorter than 1/2 nm in length. Ideally, use a white board to indicate compass direction and distance to the windward mark on Committee Boat prior to start.

6. Determine the Start Line

A. Setting a good starting line is an important task for the PRO.

1. The PRO should plan to be anchored and have the course set at least 30 minutes before the start of the race. This will provide enough time to organize the equipment, organize the committee, display the course boards, announce the course and register participating boats.

2. It is recommended that wind and other weather conditions be continually monitored, and that the PRO be prepared to make changes to the starting line and/or course should conditions warrant.

B. Leave enough room from shoal areas for racers to maneuver behind the starting line (e.g., near mark HHSA B).

C. The length of the line should be approximately 1.5 times the combined length of all boats in the largest start class of the race (err long rather than short). For example, if there are ten 40` boats in the largest class the starting line should be approximately 600 ft = 200 yd. = 180 m. A simple way to obtain the desired starting line distance is to note that 1 kt = 0.5 m/s. Therefore, if the Committee Boat motors at three knots (1.5 m/s) for two minutes away from the pin end prior to setting its anchor, i.e., 120 seconds at 1.5 m/s, the distance will be 180 m. Note that an exceedingly long line is also undesirable since it is more difficult to judge the line and communicate with boats at the pin end and will unfairly favor one end when the line is not exactly square to the wind.

D. The starting line is always between the mark (pin end) and the mast of the Committee Boat if no orange flag is used. Race committees are encouraged to fly the orange flag (where it can be clearly seen by the racers) to specifically denote the boat end of the starting line.

E. Starting Line Orientation

1. Upwind Start:

If the first mark is upwind and <u>cannot</u> be fetched without tacking, the starting line

should be set perpendicular to the wind. The Committee Boat should be facing the wind with the pin end of the line just forward of the beam, so that the pin end of the line is slightly favored. It is **NOT** important that the line be square with the rhumbline. It **IS** important that the line be perpendicular to the wind direction, determined by the apparent wind indicator rather than the heading of the boat at anchor.

2. Off-the-Wind Start:

   If the first mark is off the wind and can be fetched without tacking, the starting line should be perpendicular to the rhumbline to the first mark. This situation may occur on weekend point-to-point races or in very light and variable wind conditions on Wednesdays.

3. Downwind Start:

   For a downwind start, the starting line should be perpendicular to the wind direction, as in the upwind start description (above).

7. Determine the Finish Line

A. The finish line is between the mark (pin end) and the mast of the Committee Boat if no orange flag is used. Race committees are encouraged to fly the orange flag to specifically denote the boat end of the line. Night races should finish at a lighted mark. Weekly series races normally finish at HHSA A with the Committee Boat positioned so that racers will keep this mark to port. It is recommended that the finish line be significantly shorter than the starting line. This will allow the Race Committee a better view of finishing boats, especially in low light conditions.

B. Finish Line Orientation

   1. Position the Committee Boat to set up a proper finish line.

   2. Upwind Finish:

      If the finish line cannot be fetched from the last mark without tacking, the Race Committee should endeavor to set the finish line so that the bow of the Committee Boat will be pointed into the wind. The intent of this position is set a finish line perpendicular to the average wind direction.

   3. Off the Wind Finish:

      If the finish line can be fetched without tacking or gybing from the last mark, the Race Committee will endeavor to set the finish line perpendicular to the rhumbline of the course to the last mark.

C. At the finish, a Race Committee member shall sight from behind the finish point of the boat (the orange flag or mast) towards the finishing mark. When a boat crosses, the Race Committee should call her name or sail number and sound horn (shotgun is optional for first to finish in each class) when the most forward part of the boat, or its equipment or crew in normal position, crosses the finish line from the direction of the last leg of the course. Record the time of day (in hours, minutes and seconds) each boat crosses the line. Do not record elapsed times - a computer program will compute the elapsed time for each boat.

8. Complete Race Sign-Up Sheet

A. Record course and note mark positions and distances when drop marks are used.

B. Using the HHSA sign-up form provided as part of the committee boat kit, list all race participants. If a racer is not listed on the HHSA scratch sheet, that boat should be added to the end of the sign-up form and the Race Committee should collect that boat's liability form.

C. Record actual time of day start time (Hr:Min:Sec am/pm).

D. Record actual times of day at finish (Hr:Min:Sec am/pm).

E. Record protests, cancellations, withdrawals, Did Not Start (DNS), Did Not Finish (DNF), On the Course Side (OCS) (or over early) that did not return and restart, Retired After Finishing (RAF) and Time Limit Expired (TLE). TLE is recorded for any boat still racing at the time the Boat Qualification Time Limit expires. The HHSA Sailing Instructions identify the Boat Qualification Time Limit for each race.

F. Record identity of boats assisting the Race Committee, if used.

G. Sign at bottom of sign-up sheet.

9. Postponing, Starting, Shortening, or Canceling the Race

A. The Race Committee is in charge of the race and may restart, postpone, shorten the course or cancel the race for any cause. The decision of the Race Committee is final. Inclement weather, light air, incorrect starts, excessive time limits, illness or equipment failure are typical reasons for restarting, postponing, shortening, canceling or abandoning a race.

B. Only in exceptional situations (e.g., forecast tropical storm conditions) should the Race Committee cancel a race prior to arrival at the marina. If the Race Committee determines that forecast, or existing, conditions warrant cancellation before the Race Committee departs for the marina, the Race Committee shall attempt to provide notice to skippers sufficiently early to permit skippers to notify their crews and avoid unnecessary travel. Such notice shall be via the Racing Discussions forum, and, if possible, through text messaging.

C. Courses may be shortened to any mark on the course that is common to the courses being sailed by the Spinnaker and Non-Spinnaker classes, and provided that the Committee Boat is on station and prepared before the first boat arrives at the new finish line.

D. The Race Committee should try to notify all racers via VHF Channel 68 if the race is postponed, canceled, abandoned, or course shortened.

E. Postponement Procedures

   1. Hoist "Answering Pennant" (red and white vertical striped pennant) with two (2) sounds.

   2. Lower "Answering Pennant" with one (1) sound one minute before beginning of starting sequence.

   3. Next sequence begins with either:

      a. Class flag raised to start a class; or
      b. Cancel race.

F. Cancellation Procedure

   Hoist flag "N" (blue and white checkerboard) flag, with three (3) sounds (recommended - notify racers via VHF).

G. Abandonment Procedure

   Hoist flag "N" (blue and white checkerboard) flag with three (3) sounds, and attempt to notify racers via VHF radio.

10. On Course Side (OCS) or Over Early

At the start, a Race Committee member shall sight along a line between the front of the mast and the starting mark to determine if boats are over the starting line early and identify them.

A. Individual Recall Procedure

When all boats that are OCS can be identified:

1. Sound one horn blast.

2. Hoist the Individual Recall flag - code flag "X" (white with a blue cross). The flag should be attached to a pole and waved from the bow of the Committee Boat by a crew member.

3. Hail by sail number by using VHF Channel 68.

4. Lower the flag once ALL boats have crossed to the pre-start side of the line or its extensions, or after four minutes, whichever comes first.

B. General Recall Procedure:

When it is not possible to identify all boats that are OCS, or when the Race Committee decides that a race that has started should be restarted:

1. Sound two horn blasts.

2. Hoist "First Substitute" flag (blue triangle with yellow center). The flag should be attached to a pole and waved from the bow of the Committee Boat by a crew member. First Substitute stays up until all boats have returned to the starting area and the Race Committee is ready to begin new starting sequence.

3. Optionally, announce on VHF Channel 68.

4. Lower "First Substitute" with one horn blast one minute before beginning new starting sequence.

5. The warning signal (5 minutes) for a new start of the recalled class shall be made one minute after the "First Substitute" is lowered and the starts for any succeeding classes shall follow the new start.

C. In either case, a boat that is over early and fails to return and restart properly shall be recorded by the Race Committee as OCS and will be scored DNS.

11. Abandoning and Restarting a Race that has Started

If for some reason the Race Committee has to abandon a race that has started (e.g., if a mark is missing from the course or there has been a dramatic change in weather conditions), HHSA Racing Rules allow for the race to be restarted if in doing so the race can be completed within the time limits specified in the Sailing Instructions.

A. Abandon Procedure:

Display Code Flag "N" with three (3) sounds and announce on VHF Channel 68.

B. Restart Procedure:

When all boats have returned to the starting area lower Code Flag "N" with multiple sounds one minute before raising the warning flag and announce on VHF Channel 68 intention to go back into the starting sequence. For further information about restarting abandoned races please refer to the HHSA Racing Rules, Section 14.

12. Prestart Check List

A. The following check list covers only the most essential items, assuming a minimum Race Committee crew of (three) 3:

1. It is recommended that all crew on the Race Committee synchronize their watches to GPS time.

2. Note that cell phones usually have the correct time, synchronized to the minute with GPS time. Mobile apps and websites also can provide GPS time down to the second.

3. The starting line should be perpendicular to the wind for an upwind start or perpendicular with the rhumbline for an off wind start.

4. The course board should be posted, with the boards correctly showing either the "L"ong course or the "S"hort course.

5. Record on the sign-up sheet all racers that check in.

6. The starting flags should be attached to the halyards and manned. Flags should reach the uppermost hoist coincident with the timing marks. Audible signals should be simultaneous with the flags reaching its uppermost hoist.

7. A crew member should be assigned to sight the line and identify boats over early.

8. The recall flags should be bent onto each end of the white pole and should be manned by someone on the bow. The VHF radio and horn should be readily

available.

9. The timer and the flag officer should be prepared to coordinate communications (see section entitled "Suggested Race Committee Positions").

B. The Sailing Instructions will specify the classes to be sailed and if starts are to be combined.

13. Example Wednesday Race Starting Sequence

Signal	Flag & Sound	VHF (recommended)	Minutes before start signal	Example time for Wednesday races
Follow-me/ Check-in	'L' at full hoist	"Welcome, racers"		
	'L' lowered, multiple short horn blasts		6	1829
Warning	Spin Class Flag Raised; 1 horn blast	"5, 4, 3, 2, "	5	1830
Preparatory	'P' raised; 1 horn blast	"Spin Prep"	4	1831
One-minute	'P' lowered; 1 **long** horn blast	"5, 4, 3, 2, "	1	1834
Starting	Spin Class Flag lowered; Non-Spin Class Flag Raised; 1 sound*	"5, 4, 3, 2, all clear"	0	1835
Preparatory	'P' raised; 1 horn blast	"Non-Spin prep"	4	1836
One-Minute	'P' lowered; 1 **long** horn blast	"5, 4, 3, 2, "	1	1839
Starting	Non-Spin Class Flag lowered; 1 sound*	"5, 4, 3, 2, all clear"	0	1840

*sound may be a horn blast or cannon fire

A. A boat is racing, and the Racing Rules apply, beginning with the Preparatory Signal (four minutes prior) to its start. Visual starting signals are to govern. Times shall be taken from the visual starting signals, and a failure or mistiming of a gun or other sound signals shall be disregarded.

B. Note that engines may not be used after a boat's preparatory signal (four minutes prior to its start).

14. Record and Report Results

A. After the race, the Race Committee should deliver the written and recorded race results promptly to the Rear Commodore/Racing or designated Official Scorer.   The Race Committee is not required to calculate corrected finish times or enter race information into the computer.

B. For weekday races, the written and recorded results should be provided to the Rear Commodore/Racing or designated Official Scorer as soon as possible and by the most expeditious method. The goal of HHSA is to post race official results within 48 hours following a race event on the HHSA website.

15. Suggested Race Committee Positions

A. Race Officer

1. Organize committee, three (3) is minimum.

2. Obtain equipment.

3. Check weather forecast.

4. Log wind strength, direction.

5. Set anchor.

B. Recorder

1. Maintain accurate record of starters.

2. Optionally, use VHF Channel 68 to communicate with racers.

3. Note premature starters. Boats over early that do not return and restart correctly should be scored OCS (On Course Side).

4. Record times of finishers - hours, minutes, seconds.

C. Timer

1. At start:

a. Advise others of time, continuously.

b. Start stop watch at start or first warning.

c. Record clock time at start.

2. At finish:

   a. Keep track of time limits.

   b. Call times of finishers to recorder.

D. Flag Officer

   a. Hoist and lower flags.

   b. Flag should reach uppermost hoist or lowermost position at the designated time, and concurrent with the optional sound signals.

E. Sound Signals Officer

   a. Either the shotgun (preferable) or horn should be used at the start and finish in each class.

   b. The Signals Officer sounds the horn or fires the shotgun simultaneously with each flag reaching its uppermost hoist.

F. Line Judge

   a. Sight start/finish lines. Sight the forward or aft edge of the mast, or the position of the orange flag, to either the forward or aft edge of the pin mark, being careful to be consistent for all boats.

   b. Determine if any part of hull (or crew or equipment in normal position) is over starting line early.

   c. Determine whether there is an Individual Recall or General Recall.

Appendix A – MARK INFORMATION

Mark Information

*Not for navigation use

Mark	Latitude (N)	Longitude (W)	HHSA	CBYRA
Eastern Bay 1 (Green)	38° 49.133'	076° 22.126'	L	L
Herring Bay 2 (Red)	38° 44.526'	076° 32.698'	Y	None
Herring Bay 1 (Green)	38° 44.433'	076° 30.838'	W	None
79 A (Green)	38° 38.654'	076° 29.188'	N	None
80 A (Red)	38° 39.626'	076° 22.987'	X	None
81A (Green)	38° 43.576'	076° 29.939'	I	None
82 (Red)	38° 42.070'	076° 25.334'	T	None
83 (Green)	38° 45.142'	076° 26.642'	K	K
83A (Green)	38° 46.134'	076° 29.701'	O	None
84 (Red)	38° 45.466'	076° 25.111'	R	R
84A (Red)	38° 47.600'	076° 24.693'	Q	Q
85A (Green)	38° 49.954'	076° 27.734'	M	None
86 (Red)	38° 51.996'	076° 23.541'	E	E
Sharps Island Light	38° 38.399'	076° 22.544'	S	None
West River 1 (Green)	38° 51.851'	076° 26.999'	Z	Z
HHSA A (Yellow)	38° 44.65'	076° 31.99'	A	None
HHSA B (Yellow)	38° 45.45'	076° 31.67'	B	None
HHSA C (Yellow)	38° 45.50'	076° 30.32'	C	None
HHSA Orange Tetrahedron	Variable	Variable	U	None
HHSA Orange Cylinder	Variable	Variable	G	None
HHSA Yellow Cylinder	Variable	Variable	H	None

* Not to be used for navigation.

Location of HHSA Marks