**Race Committee Preparations**

**I) PRELIMINARIES**

A) Assign Responsibilities

1) Race Officer insures that the Race Permit Number is aboard.

2) Recorder

3) Timer

4) Backup Timer (if available)

5) Flag Tender

6) Gun Tender

7) Spotter (if available)

B) Equipment

THE RACE OFFICER HAS THE OVERALL RESPONSIBILITY FOR ASSURING THAT ALL EQUIPMENT IS ABOARD AND FUNCTIONING. EACH PERSON SHOULD ASSIST BY CHECKING OUT THE PARTICULAR EQUIPMENT THEY WILL BE USING.

1) Buoys, anchors, rodes and air pump

2) VHF radio

3) Hailer

4) Shotgun and shells

5) Horn with extra tanks

6) Clocks

7) Spotlight

8) Flags

9) US sailing rule book

10) Race instructions and TTPYC Race Book

11) Tape Recorder

C) Timing the races

BEFORE JOINING THE COMMITTEE BOAT THE RACE OFFICER SHOULD SET ALL CLOCKS TO LOCAL TIME, EXACT TO THE SECOND. Obtain the exact time by telephone call to wwv (303) 499-7111 or by local radio, TV or GPS.

**II) STARTING PROCEDURES**

A) Race Officer should contact VTS by phone number on race permit or on channel 14 and advise that the race is starting. This should be done 15 to 30 minutes BEFORE the start. The Race Officer should hail VTS by saying “Seattle Traffic, Seattle Traffic this is Three Tree Committee Boat (vessels name). Wait for a response. Be courteous and answer only the questions asked by VTS. Be ready with the following information:

1) The permit number

2) Number of boats participating

3) Course to be sailed in general terms

4) Time limit of the race

5) Whether the course crosses the shipping lanes

B) Mark Setting

1) Set any temporary marks to be used in the race.

2) Set the starting mark/line as square to the wind as possible.

C) Course Designation

1) Display course to be raced.

a) Course placards

b) Start sequence board

2) Set a course which can be run within the time limit of the race (Remember that the small boats take much longer to sail the course.)

3) Try to set the course so various boats will NOT be crossing the start/ finish line in opposite directions.

4) Set a course so that boats will round marks properly.

5) Review "shorten course" requirements in the Rules, Race Instructions and Handbook for possible use in case of a dying wind.

**III) STARTING SEQUENCE**

A) Fill out starting sequence form by entering actual clock times of intended starting sequence. In the event of a delay, cross out the original times and fill out the form with the new starting sequence.

B) The recorder should check off boats as they assemble in the starting area. This will give a record for DNS boats for scoring purposes and will give a record of the boats that are racing so it can be compared to the boats that are recorded as finishers. This will allow the Race Committee to know when all the boats are off the course.

C) Get the Flags Ready

1) Attach Race TTPYC and committee flag (on one pole) to a position on the boat so that race officer can site down it to the other end of the start/finish line. Position flags so they will be easily visible and not obscured by structures on the committee boat (either in front or behind the flags.)

2) You should have:

a) Class Pennant(s), as many as required.

b) Preparatory flag (P).

c) Postponement pennant (AP).

d) Individual recall - over early flag (X).

e) General recall flag (1st Repeater).

f) Abandonment flag (N)

g) Shortened course flag (S)

D) Have the Timer get the clocks in a position to be easily seen.

E) Have the gun tender prepare the shotgun and place additional blank shot gun shells close by. The gun tender should be positioned on the committee boat so the sound of the gun is directed toward the start line and the gun chaff will blow to leeward. Shoot gun downward, towards water. WEAR EAR PROTECTION.

F) Record the start time for each class, allowing for postponements or recalls.

G) Starting Races

1) ONLY the race officer (or designee) is allowed to talk during the starts, orchestrating all timing of flags, guns and horns.

2) See Conduct of a race.

3) It is recommended to announce time over the VHF.

**IV) FINISHING PROCEDURES**

A) Prepare for Finish

1) SET THE FINISH LINE AS SQUARE AS POSSIBLE FROM THE LAST MARK.

2) Consider what boats have to do after finishing so they have ample room to clear the finish area.

B) Assignment of responsibilities

1) One person to sound the horn and another to fire the gun. Gun used for first to finish in each class, the horn is for the balance of the class.

2) Have spotters to get the sail numbers of the boats, the order of finish, the finish time in clock time and notes if any protest flags are flying.

3) One person to call the finish as each boat crosses the finish line, standing in line with the finish mark and the RC flag.

4) Simultaneously the timer notes the clock finish time and advises the recorder.

5) Recorder writes the sail number and the finish time on the Race Committee Record form.

C) Requirements for Race Committee Record Form

1) Record the start time for each class.

2) DO NOT FILL IN THE BOATS AND SAIL NUMBERS AHEAD OF TIME. Fill in each sail number as they finish.

3) Be sure sail number and finish times are recorded for each boat.

4) Record the course sailed by each class

5) Show all DNS and DNF boats.

6) Record protested boats.

7) Give the results to the scorer as soon as possible.

**V) POST RACE DUTIES**

A) Call VTS to advise that the race is completed and all boats are accounted for.

B) Return equipment to the locker.