**Claytor Lake Sailing Association**

**2018 RACE COMMITTEE CHECKLIST**

**Before you leave the dock:**

1. Gather marks (1 yellow tetrahedron, 2 orange tetrahedrons, 1 orange cylinder), check for anchors
2. Retrieve VHF radio and mark inflator from charging cabinet under Claytor Lake Water Sports (lock combo **0753**)
3. Collect RC kit. Check contents:
	1. Blank finish sheets
	2. horn
	3. whistle
	4. pen(s)
	5. clipboards
	6. blank waivers
	7. stopwatches/countdown timer
	8. Course ID cards
4. Turn VHF on Channel 68

**On the water Before Skipper’s Meeting:**

1. Head to the middle of the lake and stop your boat. Hold up a flag to determine wind direction. Check over period of 10 min… breeze will tend to oscillate across a range of directions. Determine the general middle of the range and use that as your wind direction. Use something (tree/house, etc) on land to help remember general direction of windward mark. Decide what course you want to set:



1. **Set marks:**
	* **Windward Mark (yellow tetrahedron)**
	* **Leeward mark (orange tetrahedron) directly downwind** (again, take middle of the oscillation range) from the windward mark. Consider that there should be sufficient distance between the two marks to set a start line in the middle. Think about course length; if the wind is light, set a shorter course. If the wind is stronger, you can set a longer course.
	* **Reach mark (wing/gybe mark) – orange tetrahedron** If you choose to set some version of a triangle course, reach mark should be approximately halfway ‘down’ the distance between windward and leeward marks, and again as much to the left side.
2. **Skipper’s Meeting 1:00 pm**

Although a skipper’s meeting is not required currently by US Sailing rules, it was a CLSA tradition for many years, and many in the Club wanted this ritual re-instated. Before a 2:00 pm start, the Race Committee should hold ***a brief meeting*** under the tree on the ***grassy knoll at the foot of the docks at 1:00 pm***. This is an opportunity to clarify any special instructions for the day’s race, including location of the markers, starting procedures, and Racing Rules reminders. This is a good time to pass out buckets and assignments for retrieving buoys at the end of racing. It is also an opportunity for racers to socialize, and it should be held in a relaxed and congenial way. ***This means that you should have the windward, leeward and reach buoys set before the 1:00 pm meeting.***

1. **Set Starting Pin (orange cylinder) and Anchor the committee boat**. This should be roughly lined up with the reach mark, just to the left of the line between leeward and windward marks (see diagrams below). If you line the committee boat up facing upwind, while you are directly downwind of the windward mark (or roughly, in the middle of the oscillation set) then set the pin at least 60 feet to your port side.

Remember to set your anchor a good bit upwind of the start pin. You want the line to be ‘square,’ as in, when you drift back on your anchor line, the wind will be at a 90 degree angle to the start line and the starting pin directly off your port beam. A good rule of thumb is that if you line up all the boats starting next to each other, the line should be plenty long enough (and then some) for them all to sail through the line at the same time without being too close.

1. **Remember**: it’s a lake. The wind is fluky and shifty. The course will never be perfect, so just do the best you can!
2. Make sure all the **boats are checked in**.
3. **Get volunteers to help with picking up marks after the race(s)**. Assign volunteers to a specific mark to pick up, and then give them the bucket for that mark.
4. Just before **2:00 pm,** give a heads up over the VHF that you’ll be starting on time
5. Indicate over VHF which course you will be running (hold up cards for boats that ask on the water)
6. Set up a person on the committee boat in a place where they can ‘sight’ the line; where you can see between the tallest mast of your boat and the start pin. Make sure boats know what the line is on your boat.
7. Starting Sequence:

*(For consistency and understanding,* ***Do Not*** *use any other configuration of sounds)*

|  |  |  |
| --- | --- | --- |
| ***Time*** | *Flags (optional)* | ***Sound*** |
| 30 seconds before starting sequence (optional) |  | **Multiple horn sounds** |
| 2 pm / 5 min / start of sequence: **START STOPWATCH/countdown timer** | Raise Class Flag (CLSA Burgee) CLSA Burgee w_Text | **One horn** |
| 4 min (1 min on stopwatch) | Raise P flagC:\Users\Jennifer\Google Drive\CLSA\Race Committee\P flag.jpg | **One horn** |
| 1 min (4 min on stopwatch) | Lower P flag  | **One long horn** |
| 0 (Go!) (5 min on stopwatch)***Let stopwatch keep running!! – OR - start stopwatch if you used countdown timer*** | Lower Burgee | **One horn** |

1. If any boats are on the course side (windward side) of the start line at go:
	* Hail them verbally and/or over the VHF
	* When then have come back to pre-start side of the line completely, let them know they are ‘clear.’
	* If they don’t come back, mark them as OCS on the finish sheet.
2. On courses with multiple laps, make sure boats sail through the start/finish line. If the wind is light, take their times as they cross the line the first time, so that if you have to abandon the race you have a finish recorded for a one-leg race.
3. As boats finish the race:
	* On the finish sheet, write down the time (as exactly as possible, **HR:MIN:SEC**) on the chronometer when the forward most part of each boat crosses the line between the tallest mast of the committee boat and the start pin. *Don’t stop the stopwatch until every boat has finished!*
	* Sound a short horn or whistle as each boat crosses to acknowledge their finish.
	* Make sure the **date**, general conditions, and **number of boats** are filled out. Please write neatly!
	* If you started the stopwatch at the start of the sequence, make sure you indicate on the finish sheet that the finish times include the 5 minute sequence duration.
4. Run a second (or third) race if time and conditions allow. You may need to move marks (if possible) if wind has significantly shifted.
5. Make sure all the picked up mark anchors are in their appropriate buckets.
6. Deflate marks and store in club boat.
7. Make sure RC kit is complete when putting away gear. If it’s not or there is a problem with any of the marks or club equipment, email the problem to the RC chair at CLSARacing@gmail.com
8. Return the **inflator and VHF to charging cabinet** and plug them in (only plug in VHF if it has been on for a long time or shows low battery, to avoid damage to the waterproof ‘door’ to the VHF’s charging plug)
9. **Email a clear photo of the finish sheet** to the RC chair at CLSARacing@gmail.com
10. Email scanned copies or clear photos of any new waivers to the RC chair at CLSARacing@gmail.com

**What Do I Do If…..?**

*Q. I need to abandon (cancel) a race?*

* + - Maybe the wind has been totally dead for 30 min and boats are going backwards, or there is an emergency.
1. **Sound 3 horns and hail racers over the VHF.**