



Eastport Yacht Club Race Committee Training Day

April 30, 2022



Agenda

Overview (0900 – 0930)

Bill Levatino

- Welcome
- Safety
- Timeline for an EYC Race
- Roles & Responsibilities
- Personal Equipment – Must have / strongly recommended / additional equipment
- Boat & Shoreside Behavior

Equipment (0930 – 1015)

Val Pendrick

- Notice of Race (NoR) & Sailing Instructions (SIs)
- Sparky's Shed / Anchor Shed
- Flags
- Marks & Ground Tackle
- Gear Bag (Boat bags)
- Automatic External Defibrillator
- Emergency Management Plan

Break (1015 – 1030)

Signal Boat Operations (1030 -1115)

Sharon Hadsell / Tom Stalder

- Types of Courses – Windward/Leeward vs. Government Marks
- Positions & Responsibilities
- Mark Boat Coordination
- Designating the Course
- RRS 26 (Start Sequence) / Appendix U
- Course Monitoring (Change, Shorten, etc.)
- Finishes
- End of Day Reports

Mark Boat Operations (1115 -1200)

Lee Maynard

- Positions & Responsibilities
- Signal & Mark Boat Coordination
- Setting the Mark
- Course Monitoring (Change, Shorten, etc.)
- Prep for the Unexpected
- Positioning for Mark Roundings
- Post-Race (Daily) Obligations



Timeline for an EYC Race

- **4 to 1 week before the race:** Sign up for a Race on SignUp Genius via the EYC Website
- **3 to 4 days before the race:** PRO sends an email to the team with assignments, expectations and dock call time (what time you need to arrive)
- **Day before the race:** pack / check your equipment / check batteries
- **Race day:** *(time will vary from race to race)*

0800: Arrive at EYC

0800-0900:

- Select a sandwich / pack lunches / fill water bottle
- Load boats with equipment after equipment is '**released**'
- Attend pre-race briefing with PRO

0900: Committee boats depart EYC

0915: Committee boats arrive on station

0915-1000: Set up course for race / check in boats

1000: Warning for 1st race

1000 – 1500: Conduct races

1530:

- Return to dock
- Clean boats per captain's direction
- Unload boats
- Return anchors to anchor locker / equipment to Sparky's Shed
- Turn in paperwork to Signal Boat recorder or Scorer



Race Committee Roles & Responsibilities

Principal Race Officer (PRO) (Signal Boat)

- Responsible for the overall conduct of the “racing” portion of the race/regatta – RC CEO
- Assign people to positions, run races in accordance with the Sailing Instructions (SIs), set courses (based on data received from Mark Boats), determine AP, recalls, abandonment, course change, shorten course, additional races
- Responsible for the overall safety of all competitors and Race Committee personnel

Deputy Race Officer (DRO) (Signal Boat)

- Support the PRO in the decision-making process (course location & configuration, coordinating with mark boats, classes, other racecourses, etc.)

Mark Boat Owner / Driver / Navigator (Mark Boat)

- Provide a boat that is a suitable platform for the intended use (Signal Boat is very different from Mark Boat)
- Capable of safely operating boat and navigating to desired position to anchor or set a mark
- Responsible for safety of all passengers

Mark Boat Assist (Mark Boat)

- A “jack of all trades” capable of wind readings, mark setting & retrieval, sounds, flags, recording, & “math in public” (course axis & reciprocals, offsets, etc.)
- Ability to work on a crowded boat quickly & efficiently

Flags (Signal Boat)

- Check that all required flags are available & ready to go (securely attached to pole or halyard)
- Raise & lower flags at the PRO and/or Timer’s direction

Line Sighter (Signal Boat / Pin Boat)

- Sight the start line, quickly identify OCS boats, consult with PRO re appropriate recall, identify boats after they have cleared their start
- Identify boats as they approach the finish line & call the order of finish

Recorder (Signal Boat / Mark Boat)

- Ideally, the ability to recreate an entire day on the water, based on the content of the notes
- “On duty” before the Signal Boat leaves the dock until sometime after the Signal Boat returns
- Must always pay attention to what is happening on the Signal Boat & around the course
- Requires good penmanship & ability to abbreviate and/or succinctly summarize events

Scorer

- Tabulate & post-race results for one-design and handicap classes
- Work with the PRO to address scoring inquiries & incorporate Protest Committee decisions

Sounds (Signal Boat)

- Verify that all sound sources (propane cannon, horns) are charged & ready to go
- Provide the appropriate number of sounds & duration at the PRO and/or Timer’s direction

Timer (Signal Boat)

- Heartbeat of the Race Committee
- Must be very narrowly focused on only the timing responsibility – difficult during a start
- Provide start sequence countdown(s) and finish times
- Alert PRO of time limits (Individual Recall, time to first leg, Time Limit Expired, etc.)

Personal Equipment List



Must Have

- Reusable water bottle
- Boat shoes / sneakers / shoes with non-marring soles

Strongly Recommended

- Personal Floatation Device (PDF)
- Sunglasses with “croakies”
- Hat with a visor & safety clip
- Sunscreen
- Jacket / foul weather gear (weather dependent)
- Dramamine (as needed)
- Uniform of the day (*white shirt over khaki pants/shorts*)
- Notice or Race (NoR) and Sailing Instructions (SIs)

Additional Equipment

- Handheld VHF radio
- Handheld GPS
- Hand bearing compass
- Clipboard / pencils / pad / eraser / extra-large rubber band
- Jumbo Ziplock bag (for clipboard when it rains)
- Extra batteries
- Dry bag
- US Sailing Racing Rules of Sailing (hard copy or App on cellphone)
- Gloves
- Binoculars / Monocular
- Digital recorder
- Multitool
- Band aids
- Whistle on a lanyard
- Ear plugs
- Wind stick with yarn or ribbon
- Portable anemometer
- Waterproof pouch for cell phone
- Waterproof watch



Boat Behavior

Boat volunteers are very much appreciated. Here are some common sense guidelines that can help make each race day safe and fun for all!

If you are the **Boat Owner** please do the following:

1. Prep the boat for the day(s) of RC. This includes adequate fuel, adequate water in tanks, Coast Guard-required items (first aid kit), life jackets, radio, etc.
2. Provide a boat orientation to the crew. Note the location of safety devices, appropriate trash containers, operating the head, etc.
3. Explain your expectations when leaving & returning to dock. Who helps how, and when to stay out of the way.
4. Be sure to thank the crew for their help taking care of your boat.

RC Crew should always be considerate.

1. Come prepared with the right clothing layers, boat shoes, sun protection, etc.
2. Stow gear out of the way, as indicated by skipper. Don't let your gear sprawl across the boat.
3. **Take care of the boat!** Don't rub chains or bang anchors on boat surfaces, don't knock flag poles on gunwales, and protect surfaces where possible.
4. Be aware of your location on the boat. ***Don't stand in choke points***; keep the flags area clear, etc.
5. Help keep the boat tidy & clean. Pick up trash, crumbs, debris, etc., as you see it. Don't grind dirt into the deck.
6. Contribute to snacks or beverages post-race.
7. If you want a specific food or beverage not in the RC lunch, bring your own.
8. Help clean up the boat & remove trash at the end of the day.
9. Be sure to say "THANK YOU!"

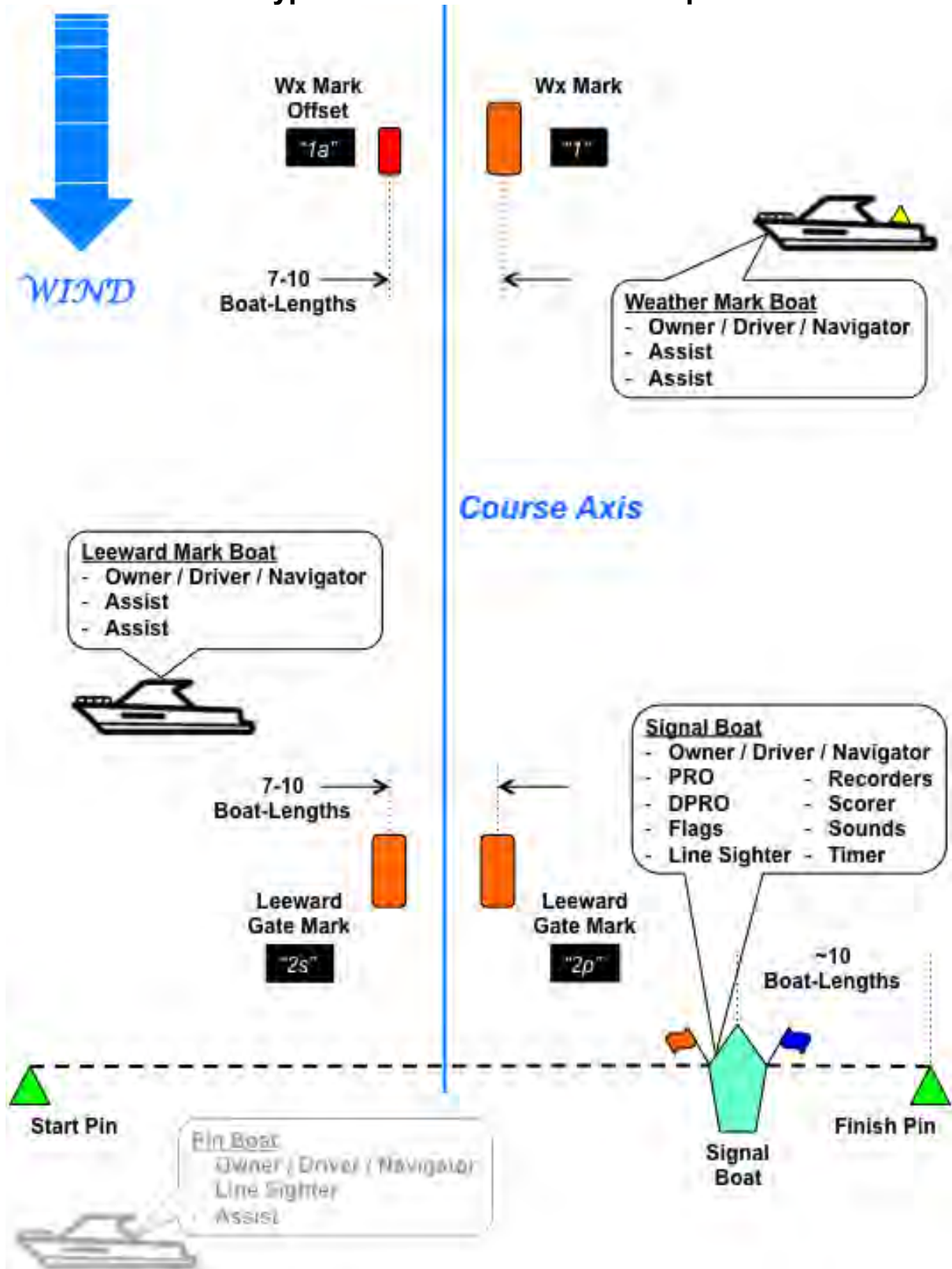
Shoreside Behavior

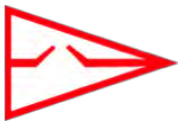
Remember, when back on shore you remain a representative of the Race Committee, and your actions and words carry meaning – whether intended or not.

1. Help keep the EYC grounds clean and free from obstructions. When transporting equipment to/from the boats, don't drag gear across the ground – especially the inflatable marks.
2. Enjoy the post-race party, and spend some time talking with friends and acquaintances who may have raced. It is a great opportunity to share in the fun of the event.
3. Enjoy an alcoholic beverage (or two). However, overindulgence is a negative reflection on you, Race Committee, and Eastport Yacht Club.
4. ALWAYS remember that Race Committee is impartial. It's OK to talk about what happened on the water that day; but you should refrain from disparaging a competitor. Additionally, while you may not have agreed with all decisions made by the PRO, you must remember that you may not have been (probably were not) privy to all of the background information.

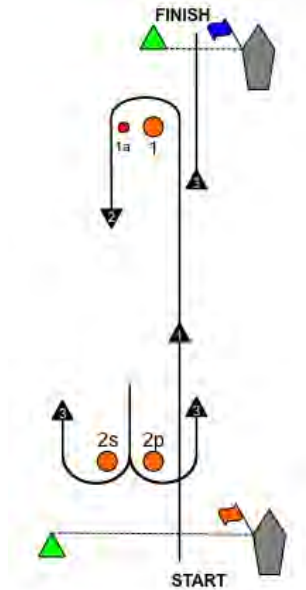


Typical Weekend Course Set Up



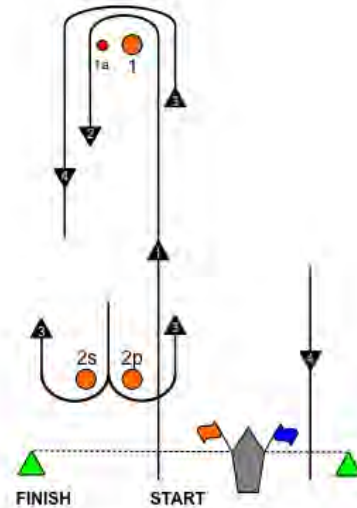


Typical Drop Marks Courses



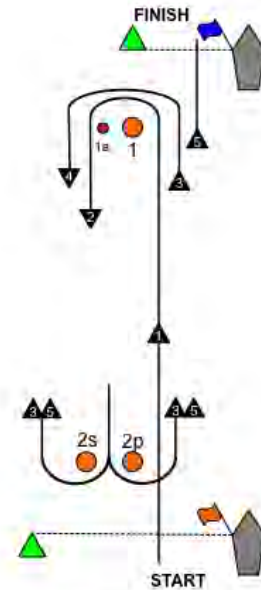
START - 1-1a - 2p/2s - FINISH

COURSE "WA2"



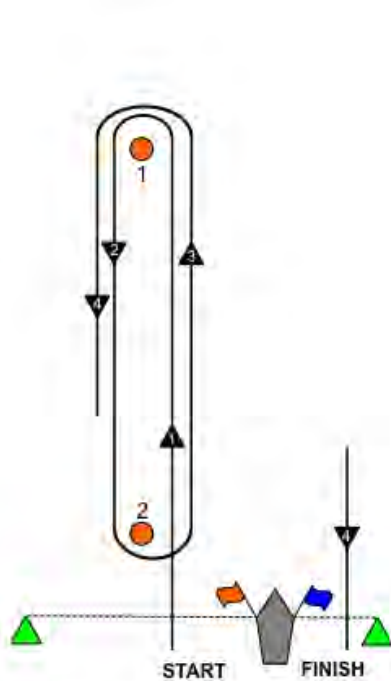
START - 1-1a - 2p/2s - 1-1a - FINISH

COURSE "LA2"



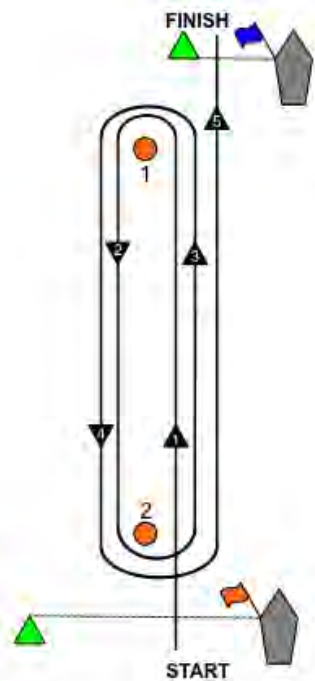
START - 1-1a - 2p/2s - 1-1a - 2p/2s - FINISH

COURSE "WA3"



START - 1 - 2 - 1 - FINISH

COURSE "L2"

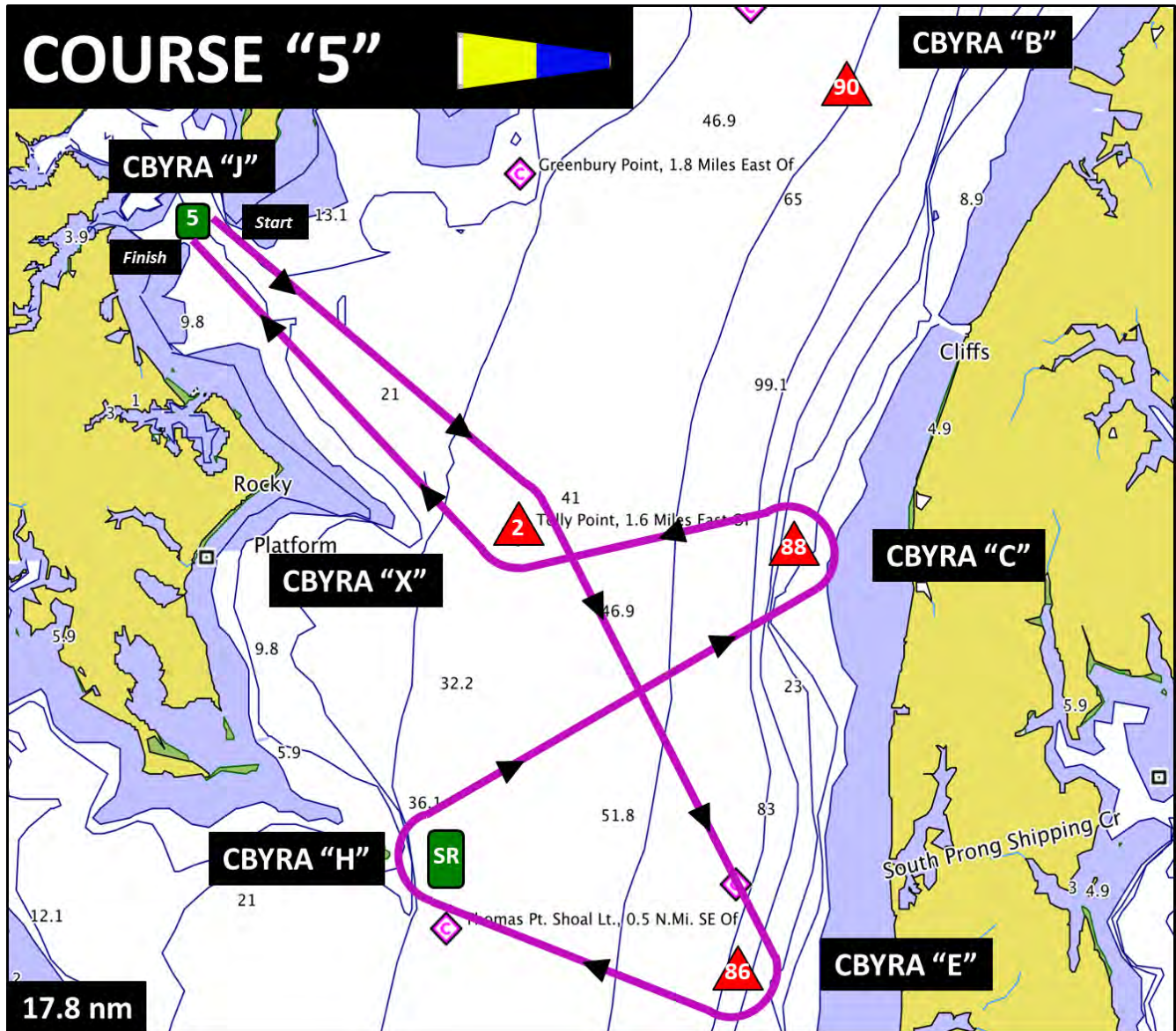


START - 1 - 2 - 1 - 2 - FINISH

COURSE "W3"


















Sample Government Marks Race





Rule 26 Script

-2 Minutes	_____	"1 minute to Attention with Horn"		
	_____	"30 seconds to Attention with Horn"		
	_____	"10 seconds"		
	_____	"5, 4, 3, 2, 1"		
ATTENTION	_____	"Mark" (5 Horns)		
	_____	"30 seconds Hoist (CLASS FLAG) with a horn"		
	_____	"10 seconds,"		
	_____	"5, 4, 3, 2, 1"		
WARNING	_____	"Mark" (CLASS FLAG up with horn)		
	_____	"30 seconds Hoist Papa"  "with a horn"		
	_____	(or penalty flag India  , Zulu  , Zulu over India  , Uniform  , or Black )		
	_____	"10 seconds"		
	_____	"5, 4, 3, 2, 1"		
PREP	_____	"Mark" (Papa (or penalty) up with horn)		
+1 Min	_____	"2 minutes strike Papa (or penalty) with a Long Horn"		
+1 Min	_____	"1 minute strike Papa (or penalty) with a Long Horn"		
	_____	"30 seconds strike Papa (or penalty) with a Long Horn"		
	_____	"10 seconds"		
	_____	"5, 4, 3, 2, 1"		
End of PREP	_____	"Mark" (Papa, India, Zulu, Z/I, Black) down with Long		
	_____	Horn)		
	_____	"30 seconds Strike (CLASS FLAG) with a horn"		
	_____	"10 seconds"		
	_____	"5, 4, 3, 2, 1"		
START	_____	"Mark" (CLASS FLAG down with horn)		



Acronyms & Definitions

AP	A nswering P ennant, aka, Postponement. An intentional delay implemented by RC prior to the start of a particular class or classes.
Appendix U	Three minute race start sequence. Does not use flags.
Axis	The bearing on which the course is centered. Also referenced as “course axis.”
CBYRA	C hesapeake B ay Y acht R acing A ssociation. Yacht clubs report up to a Yacht Racing Association (YRA); YRAs report up to US Sailing.
DNC	D id N ot C ompete. Scoring code for a boat that enters a race/regatta, but is not on the water competing. Usually scored as one more than the number of entrants.
DNF	D id N ot F inish. Scoring code for a boat that starts a race, but does not cross the finish line. Usually scored as one more than the number of entrants.
DNS	D id N ot S tart. Scoring code for a boat that is in the general area of the start line, but does not cross the start line. Usually scored as one more than the number of entrants.
DSQ	Disqualified. A ruling by a Protest Committee if they determine a boat has broken a <i>rule</i> .
Finish	A boat finishes when any part of her hull, or crew or equipment in normal position, crosses the finishing line from the course side.
Gate	As used by EYC, two inflatable marks set at the leeward end of the racecourse. When utilized, a boat must sail through the gate before turning and heading back to windward.
Mark	An object the SIs require a boat to leave on a specific side, and a race committee boat surrounded by navigable water from which the starting or finishing line extends.
NSC	Did N ot S ail the C ourse
NoR	N otice o f R ace. The formal announcement of a race or regatta. It provides initial information about the event. In addition to the RRS and SIs, the specific rules by which Race Committee runs the race or regatta.
OCS	O n C ourse S ide. Scoring code for a boat that crosses the start line before the scheduled time, then fails to clear herself. Usually scored as one more than the number of entrants.
PHRF	P erformance H andicap R acing F ormula. A handicapping system that allows dissimilar boats to compete in the same race. PHRF handicapping can be calculated to Time-on-Distance (ToD) or Time-on-Time (ToT). EYC RC uses PHRF ToD handicaps.
Pin	The end of the starting line or finishing line that is opposite the Signal Boat. The pin may be either an inflatable mark or an anchored RC boat.
Preparatory	A signal made in a starting sequence for a class of racing boats (per RRS 26). The preparatory (prep) flag is usually the “P” flag; it is hoisted four (4) minutes prior to a class’s start and is lowered at one (1) minute before the start of that class’s race.
PRO	P rincipal R ace O fficer. The person in charge of all on-the-water activities.



Racing	A boat is <i>racing</i> from her preparatory signal until she <i>finishes</i> and clears the finishing line and <i>marks</i> or retires, or until the RC signals a general recall, <i>postponement</i> , or <i>abandonment</i> .
RET	Retired
RRS	<u>R</u> acing <u>R</u> ules of <u>S</u> ailing. The rules that govern our sport.
SIs	<u>S</u> ailing <u>I</u> nstructions. In addition to the RRS and NoR, the specific rules by which Race Committee runs the race or regatta.
SOARS	<u>S</u> ailing <u>O</u> fficials <u>A</u> utomated <u>R</u> eporting <u>S</u> ystem. An online reporting system in which members of US Sailing can track their training, race committee, and/or protest committee activities. It is found at: http://soars2.0.ussailing.org/
Warning	A signal made in a starting sequence for a class of racing boats (per RRS 26). The warning flag is the class flag; it is hoisted five (5) minutes prior to a class's start and is lowered at the start of that class's race.



Flags & Associated Sounds

Description	Flag	Flag Name	Sounds	Details
Notification		"Lima"	No sound	When Flown on the Water: The RC requests that racers come within hailing distance of the Signal Vessel.
Preparatory		"Papa"	↑ • • ↓ —	Preparatory signal. The race officially starts with this signal
Orange Flag		Orange	No sound	The staff displaying this flag is one end of the starting line.
Individual Recall		"X-Ray"	↑ •	Racers have crossed the start line early and are individually recalled to restart the race.
1 st Substitute		"1 st Sub"	↑ • • ↓ •	Too many racers have crossed the start line early to identify; all racers are recalled to restart the race.
Blue Flag		Blue	No sound	The staff displaying this flag is one end of the finishing line.
Postponement		"AP" (Answering Pennant)	↑ • • ↓ •	Races not yet started are postponed. The Warning signal for the next class to start will be made one (1) minute after this signal is taken down.
Shorten		"Sierra"	↑ • •	Racing will be shortened at the rounding mark at which this is made. Racers will finish between the "S" flag and the adjacent mark.
Abandonment		"November" over "Alpha"	↑ • • •	All races, regardless of whether or not they have started, are abandoned (cancelled).



EYC RACE FINISH WORKSHEET

EVENT: _____

Boat Recording: _____

DATE: _____

DIV.: _____

RACE #: _____

p. _____ of _____

Class Start Times: _____

Class Distances: _____

	Bow/Sail #	Finish Time	Notes		Bow/Sail #	Finish Time	Notes
1		: :		36		: :	
2		: :		37		: :	
3		: :		38		: :	
4		: :		39		: :	
5		: :		40		: :	
6		: :		41		: :	
7		: :		42		: :	
8		: :		43		: :	
9		: :		44		: :	
10		: :		45		: :	
11		: :		46		: :	
12		: :		47		: :	
13		: :		48		: :	
14		: :		49		: :	
15		: :		50		: :	
16		: :		51		: :	
17		: :		52		: :	
18		: :		53		: :	
19		: :		54		: :	
20		: :		55		: :	
21		: :		56		: :	
22		: :		57		: :	
23		: :		58		: :	
24		: :		59		: :	
25		: :		60		: :	
26		: :		61		: :	
27		: :		62		: :	
28		: :		63		: :	
29		: :		64		: :	
30		: :		65		: :	
31		: :		66		: :	
32		: :		67		: :	
33		: :		68		: :	
34		: :		69		: :	
35		: :		70		: :	

EYC 2015



MARK ROUNDING LOG

EVENT: _____ Boat recording: _____

DATE: _____ DIV: _____ RACE # _____

Which Rounding: WM-1 LM-1 WM-2 Gybe LM-2 WM-3 Other: _____

	Bow/Sail #	Time? Flags?		Bow/Sail #	Time? Flags?		Bow/Sail #	Time? Flags?
1			31			61		
2			32			62		
3			33			63		
4			34			64		
5			35			65		
6			36			66		
7			37			67		
8			38			68		
9			39			69		
10			40			70		
11			41			71		
12			42			72		
13			43			73		
14			44			74		
15			45			75		
16			46			76		
17			47			77		
18			48			78		
19			49			79		
20			50			80		
21			51			81		
22			52			82		
23			53			83		
24			54			84		
25			55			85		
26			56			86		
27			57			87		
28			58			88		
29			59			89		
30			60			90		



EYC 2022 RC Schedule

Event	Date
YS Scorer Training	10 May
Recorder Training	16 May
NOOD Regatta	13-15 May
Beer Can 1	20 May
Annapolis to Miles River	28 May
Beer Can 2	3 Jun
Maryland Leukemia Cup	4 Jun
Beer Can 3	10 Jun
Beer Can 4	17 Jun
One Design Classic	18 Jun
Beer Can 5	24 Jun
Cruisers Cup	25 Jun
Beer Can 6	8 Jul
SUP	9 Jul
Boomerang	9-10 Jul
Beer Can 7	15 Jul
Beer Can 8	22 Jul
Beer Can 9	29 Jul
Beer Can 10	12 Aug
CRAB Cup	20 Aug
A2C Lighthouse Challenge	27 Aug
ALDR	3 Sep
Beer Can Party	9 Sep
Wooden Boat Race	11 Sep
Santa Maria Cup Alumnae Regatta	13-17 Sep
J/30 North Americans	23-25 Sep
GCBSR	6 Oct
Fall Brawl	29-30 Oct
Leftover Bowl	26 Nov



To Volunteer for an Event
www.eastportyc.org/racing



ON WATER EMERGENCY RESPONSE CARD

- **Stay Calm, Render Initial Assistance**
- **Call PRO or On-the-Water Lead**
 - Give type of injury/situation and location of boat
 - Confirm who calls 911 & first responders
 - Stabilize injured person and work to calm the crew
 - Get victim & boat headed towards shore
- **Call 9-1-1: [PRO or Designee Manage Situation]**
 - State type of injury/situation
 - Identify location of injured person
 - Provide description of boats: length, hull color, power/sail, name (if on-water help needed)
 - State shore-side transport location - unless otherwise directed:
- **Call Appropriate Responders** (in order, as needed)

Eastport Yacht Club
317 First Street
Annapolis, Maryland 21403

- Provide your name and call back number

Emergency Contacts

EMS: 9-1-1		
Local Coast Guard:	VHF 16	(410) 267-8107
Harbormaster:	VHF 16	(410) 263-7973
EYC Front Desk:		(410) 267-9549
EYC Waterfront Director	Preston Senior	(813) 363-8693
EYC Race Committee	Bill Levatino	(201) 513-7133
EYC General Manager	Dan McQuay	(443) 600-0925

- **Monitor and Administer First Aid**
 - First Aid Kit in each RC boat and in the Aft Deck
 - AED upstairs in Club near main deck door, downstairs next to waterside door, and also on a designated Mark Boat
- **Take Injured to EYC Unless Otherwise Directed by EMS**
 - Transfer injured to EMS personnel
 - Do **NOT** take to hospital personally
- **Keep PRO/Designee Up to Date**
 - PRO/Designee will keep others up to date

