



# **Eastport Yacht Club Race Committee Training Day**

***April 06, 2024***



## Agenda

### Overview (0900 – 0930)

**Bill Levatino/Andy Guhl**

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

### Equipment (0930 – 1015)

**Keith Jacobs**

- Notice of Race (NOR) & Sailing Instructions (SIs)
- Sparky's Shed / Anchor Shed
- Flags
- Marks & Ground Tackle
- iStart
- Gear Bag (Boat bags)
- Automatic External Defibrillator (AED)
- Emergency Management Plan

### Break (1015 – 1030)

### Signal Boat Operations (1030 -1115)

**Sharon Hadsell**

- 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)

**Andy Guhl**

- 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

### On-the Water Training (1230 - 1530)

- PRO Briefing
- Inspect and load Signal Boat gear
- On station at G9 at 1300
- Practice starts with Harbor 20 Fleet
- Return to dock and unpack/return gear to Sparky's Shed



## Timeline for a typical EYC Race

- **2-12 weeks before the race:** Sign up to volunteer on [SignUp Genius](#) via the EYC Website
- **4-7 days before the race:** PRO sends an email to the RC 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 (PRO will advise on arrival time for briefing)
  - 0800-0900:**
    - Attend pre-race briefing with PRO
    - Select a sandwich / pack lunches / fill water bottle
    - Load boats with equipment after equipment is checked and released
  - 0900:** Committee boats depart EYC
  - 0915:** Committee boats arrive on station in race area
  - 0915-1000:** Set up race course and check in competitors by sail #
  - 1000:** Warning for 1<sup>st</sup> race
  - 1000– 1500:** Conduct races
  - 1530:** Return to EYC dock
    - Clean boats per captain's direction
    - Unload RC boats
    - Return anchors to anchor locker / equipment to Sparky's Shed
    - Turn in paperwork to Signal Boat Recorder or Scorer
  - 1530:** Scorer inputs data into Yacht Scoring and scores race



## Race Committee Roles and Responsibilities

### **Principal Race Officer (PRO)** (Signal Boat)

- Responsible for the overall conduct of the “racing” portion of the race/regatta
- Assign people to positions, run races in accordance with the Sailing Instructions (SIs), set race course (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 Driver / Navigator** (Weather Mark Boat/ Pin Boat/ Leeward 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 race mark
- Responsible for safety of all passengers

### **Mark Boat Lead** (all Mark Boats)

- Directs the activity on the Mark Boat – location, setting marks, communication with Signal Boat PRO
- A “jack of all trades” capable of wind readings, mark setting & retrieval, sounds, flags, recording, & “math in public” (course axis & reciprocals, offsets, etc.)

### **Mark Boat Assist** (all Mark Boats)

- Set and pull course marks (“anchor yanker”)
- Assist in wind readings and mark rounding recording
- Ability to work on a crowded boat quickly and efficiently

### **Flags** (Signal Boat)

- Know the start sequence and flags required
- 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 about appropriate recall procedures
- Identify boats by sail # as they approach the finish line, give finish signal (eg, whistle), call the order of finish for close finishes

### **Recorder** (Signal Boat / all Mark Boats)

- Capture in writing all relevant discussion and information on the boat during the race
- 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 the Signal Boat returns (capture docking time)
- Must always pay attention to what is happening on the Signal Boat and around the course
- Recorders on Mark Boats capture boat roundings by sail #
- Requires good penmanship & ability to abbreviate and/or succinctly summarize events

**Scorer**

- Inputs race data (start times, finish times, etc) into Yacht Scoring program and creates finish results for PRO
- Review results with PRO to ensure accuracy and resolve any identified issues
- Work with PRO to address scoring inquiries and incorporate Protest Committee decisions

**Sounds** (Signal Boat/all Mark Boats)

- Verify that all sound sources 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 – cannot get distracted
- Provide start sequence countdown(s) and finish times
- Alert PRO of time limits (Individual Recall, time to first leg, Time Limit Expired, etc.)



## RC 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 RC 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.

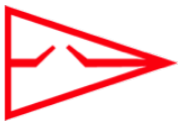
**RC Crew** should always be considerate.

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!"

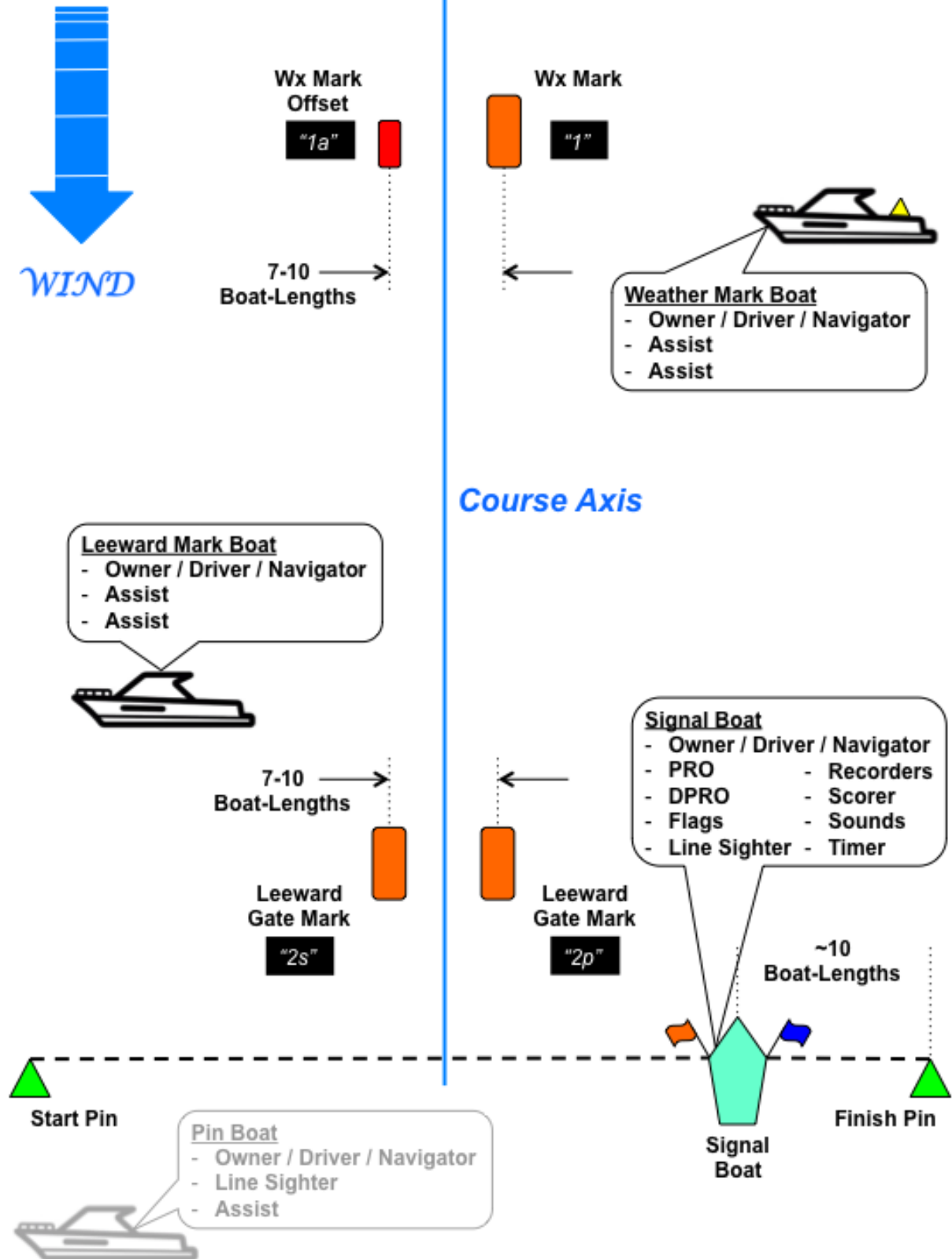
## Shoreside Behavior

Remember, when back on shore you remain a representative of the EYC 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 or making an opinion on a pending protest. 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.



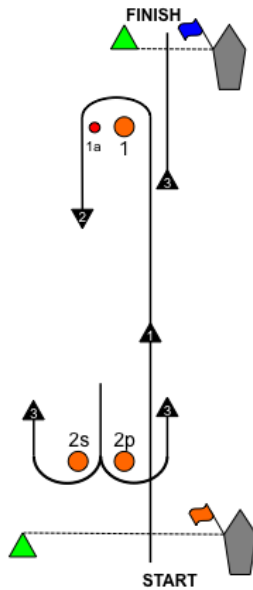
## Typical Weekend Course Set Up





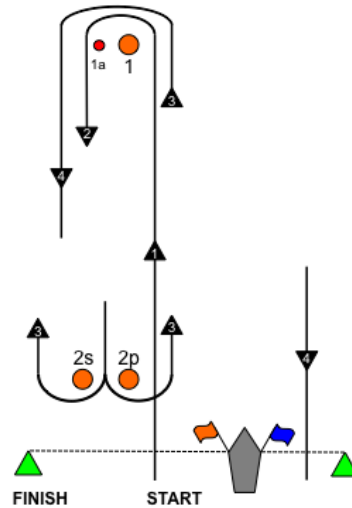


## Typical Drop Mark Courses



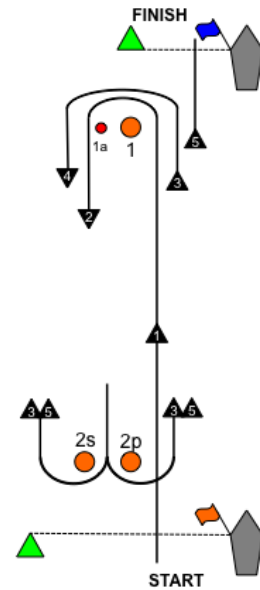
START – 1-1a – 2p/2s – FINISH

**COURSE "WA2"**



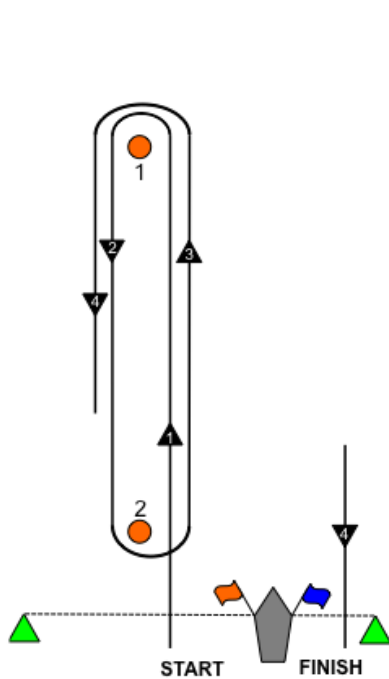
START – 1-1a – 2p/2s – 1-1a – FINISH

**COURSE "LA2"**



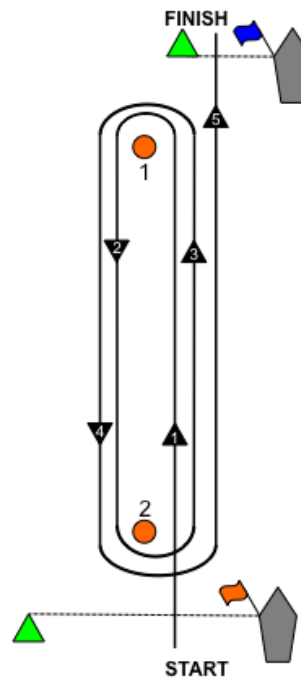
START – 1-1a – 2p/2s – 1-1a – 2p/2s – FINISH

**COURSE "WA3"**



START – 1 – 2 – 1 – FINISH

**COURSE "L2"**

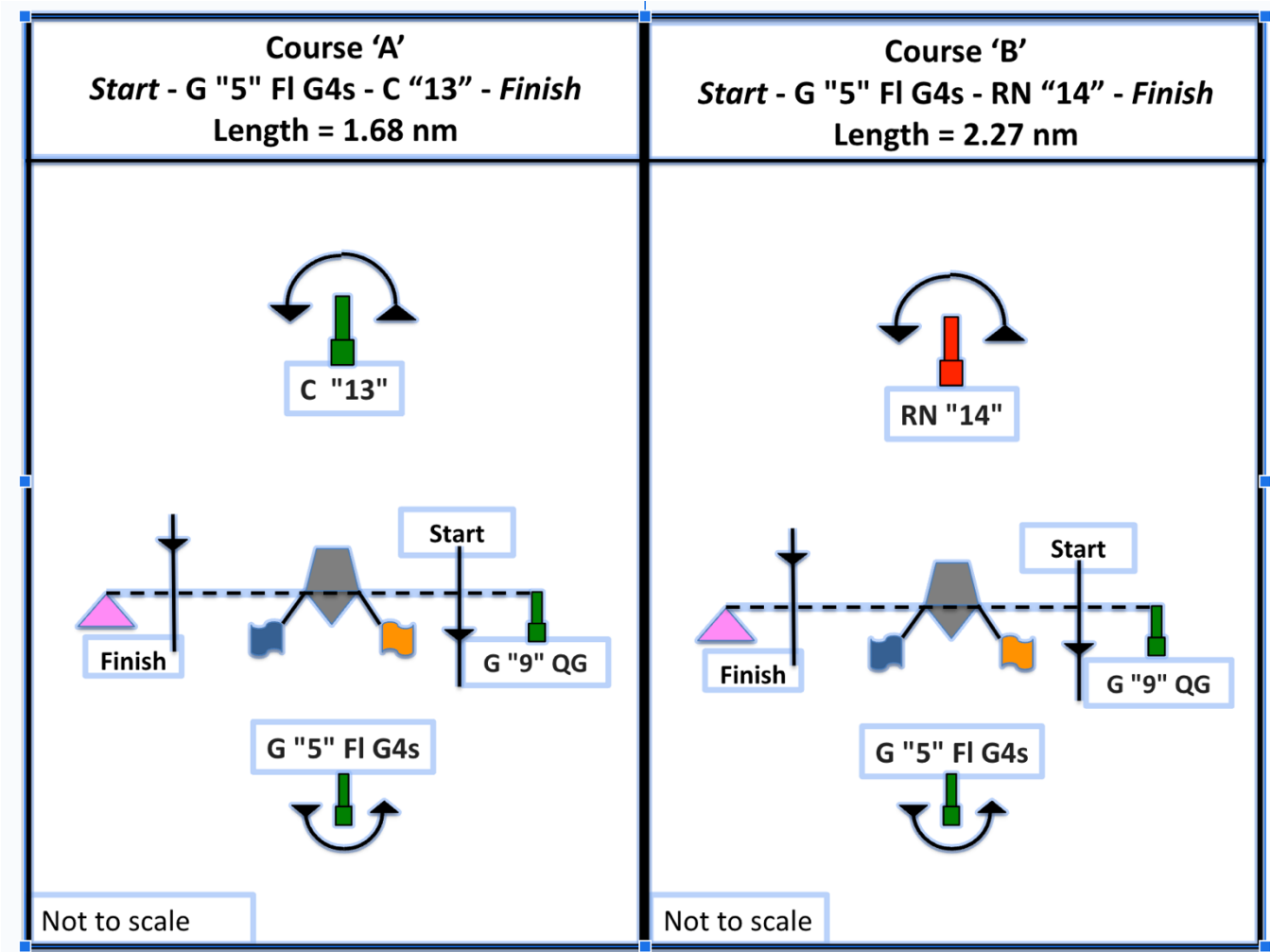


START – 1 – 2 – 1 – 2 – FINISH

**COURSE "W3"**

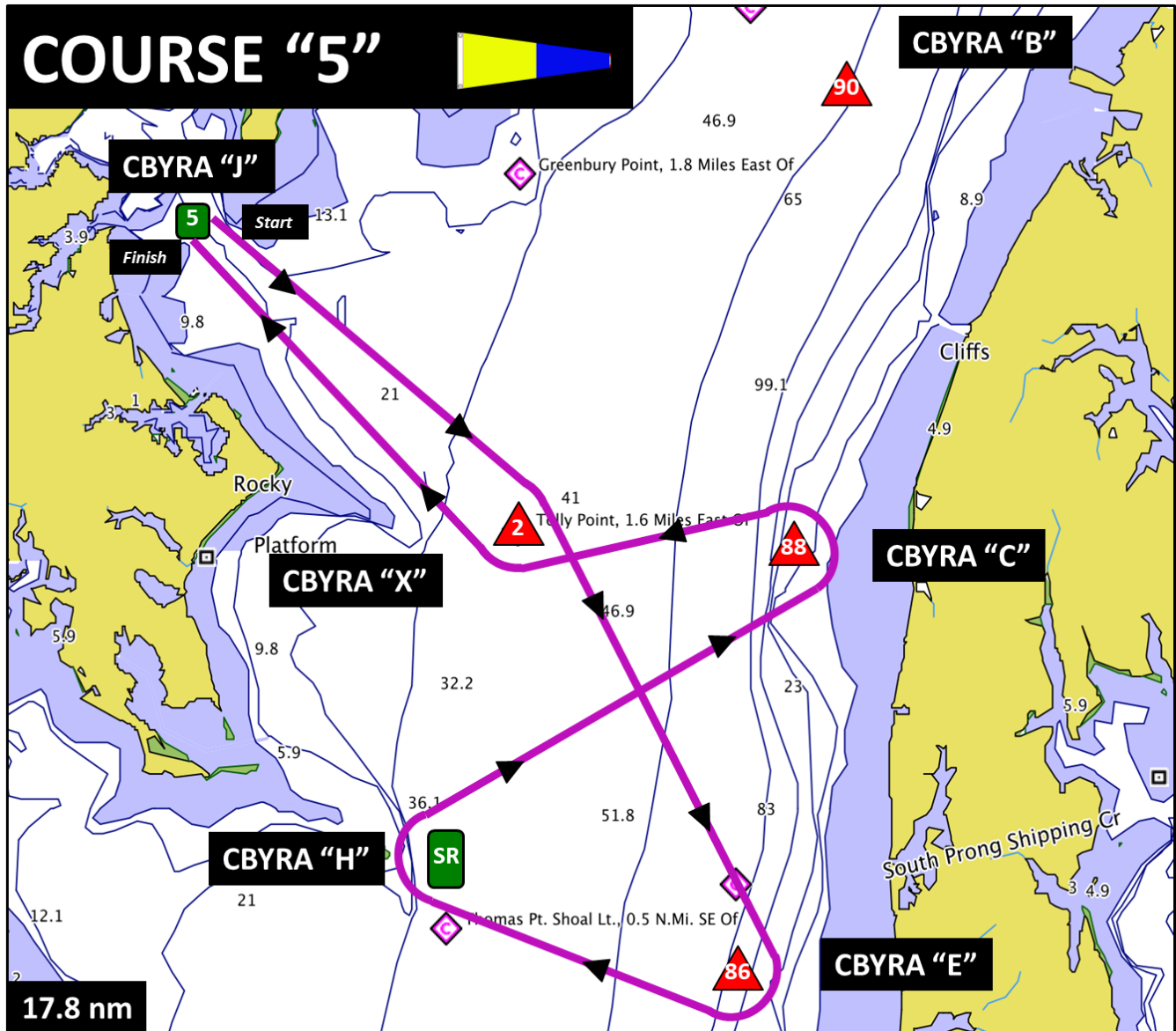


## Example Friday Beer Can Course















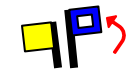
## Sample Government Marks Race





## Rule 26 Start Sequence 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 and Definitions

<b>AP</b>	<b>A</b> nswering <b>P</b> ennant, aka, Postponement. An intentional delay implemented by RC prior to the start of a particular class or classes.
<b>Appendix U</b>	Three minute race start sequence. Does not use flags.
<b>Axis</b>	The bearing on which the course is centered. Also referenced as “course axis.”
<b>CBYRA</b>	<b>C</b> hesapeake <b>B</b> ay <b>Y</b> acht <b>R</b> acing <b>A</b> ssociation. Yacht clubs report up to a Yacht Racing Association (YRA); YRAs report up to US Sailing.
<b>CRCA</b>	<b>C</b> hesapeake <b>R</b> acer <b>C</b> ruiser <b>A</b> ssociation. Utilizes the ORR-EZ Velocity Prediction Program - based measurement and handicapping system based on boat measurements.
<b>DNC</b>	<b>D</b> id <b>N</b> ot <b>C</b> 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.
<b>DNF</b>	<b>D</b> id <b>N</b> ot <b>F</b> 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.
<b>DNS</b>	<b>D</b> id <b>N</b> ot <b>S</b> 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.
<b>DSQ</b>	Disqualified. A ruling by a Protest Committee if they determine a boat has broken a <i>rule</i> .
<b>Finish</b>	A boat finishes when any part of her hull, or crew or equipment in normal position, crosses the finishing line from the course side.
<b>Gate</b>	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.
<b>Mark</b>	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.
<b>NSC</b>	Did <b>N</b> ot <b>S</b> ail the <b>C</b> ourse
<b>NoR</b>	<b>N</b> otice <b>o</b> f <b>R</b> 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.
<b>OCS</b>	<b>O</b> n <b>C</b> ourse <b>S</b> 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.
<b>ORC</b>	<b>O</b> ffshore <b>R</b> acing <b>C</b> ongress. Velocity Prediction Program – based handicapping/scoring system based on actual boat measurements.
<b>PHRF</b>	<b>P</b> erformance <b>H</b> andicap <b>R</b> acing <b>F</b> 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.



<b>Pin</b>	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.
<b>Preparatory</b>	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.
<b>PRO</b>	<b>P</b> ro <u>u</u> n <u>c</u> i <u>p</u> a <u>l</u> <b>R</b> ace <b>O</b> fficer. The person in charge of all on-the-water Race activities.
<b>Racing</b>	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> .
<b>RET</b>	Retired
<b>RRS</b>	<b>R</b> acing <b>R</b> ules of <b>S</b> ailing. The rules that govern our sport.
<b>SIs</b>	<b>S</b> ailing <b>I</b> nstructions. In addition to the RRS and NoR, the specific rules by which Race Committee runs the race or regatta.
<b>SOARS</b>	<b>S</b> ailing <b>O</b> fficials <b>A</b> utomated <b>R</b> eporting <b>S</b> 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: <a href="http://soars2.0.ussailing.org/">http://soars2.0.ussailing.org/</a>
<b>Warning</b>	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 and Associated Sounds

Description	Flag	Flag Name	Sounds	Details
Notification		"Lima"	No sound	<b>When Flown on the Water:</b> 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 <sup>st</sup> Substitute		"1 <sup>st</sup> 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 2024 Race Schedule

Event	Date
Race Officer Basic Training	10 Feb
Race Officer Advanced Training	9-10 Mar
RC Training Day	6 Apr
Recorder Training	9 Apr
GPS Training	13 Apr
YS Scorer Training	10 Apr
Santa Maria Cup	23-26 Apr
Helly Hansen Sailing World	03-05 May
Beer Can	17 May
Annapolis to Miles River	25 May
Beer Can	31 May
Beer Can	07 Jun
Annapolis to Bermuda Race	07 Jun
US Sailing Match Race Qualifier	08-09 Jun
Beer Can	14 Jun
MD Cures Cancer	15 Jun
Cruisers Cup	16 Jun
Beer Can	21 Jun
One Design Classic	22 Jun
Boomerang	28-29 Jun
SUP	Jul 13
Beer Can	12 Jul
Beer Can	19 Jul
Beer Can	26 Jul
Beer Can	09 Aug
CRAB Cup	17 Aug
Beer Can	23 Aug
Annapolis to Cambridge	24 Aug
Labor Day Regatta	31 Aug
Beer Can Party	06 Sep
Skipjack Race	15 Sep
J30 North Americans	11-15 Sep
Seafarers Regatta	21 Sep
Schooner Race	03 Oct
RC Low Country Boil Social	20 Oct
J22 Worlds	22-26 Oct
Fall Brawl	02-03 Nov
Leftover Bowl	30 Nov

[CLICK HERE](#) to Volunteer for a Race



## 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

