

COMMITTEE BOAT PROCEDURES

The purpose of the following section is to acquaint all MORF members as well as committee boat crews with the procedures required to run a successful race. The committee boat assigned to run a race is responsible for all aspects of the race. That is:

1. Obtain the MORF race committee equipment.
2. Be on station at the starting area at least 1 hour before the first start.
3. Select a course.
4. Set the starting line.
5. Start each MORF section.
6. Set the finish line.
7. Record the finish times for each yacht and any other information pertinent to the race (e.g. protests).
8. Promptly communicate the results of the race to the MORF HOTLINE.
9. Abandonment: Evaluate conditions by observation, marine weather, and consultation with any officer(s) before abandoning any race. Primary concern is safety. If a race is abandoned 1 hour or more before the start, notify Columbia Yacht Club (312) 938-3625, Burnham Park Yacht Club (312) 427-4664, tender service at Monroe St, Corinthian Yacht Club (773) 334-9100, Jackson Park Yacht Club (773) 684-5522 and call on channel 69 to notify racers as below. If the decision is made within one hour of the first start, notify MORF racers on channel 69 every 10 minutes up to the first scheduled start. Leave a message on the HOTLINE as soon as possible, or contact the club secretary.

During the Week Before the Race

1. Check with the Treasurer and make arrangements to obtain the committee boat equipment and receive special instructions, if any.
2. Check with your crew members to be sure you will have enough crew. **At least 3 to 4** people are needed to run a MORF race efficiently.
3. Review these committee boat procedures with your crew if possible and make tentative crew assignments for each responsibility.
4. Plan to arrive at the assigned starting area at least one hour before the first flag.
5. Review special instructions for course selection.

The Morning of the Race

1. Make sure you have the correct time (from a GPS).
2. Listen to the NOAA near-shore marine weather forecast to learn what wind, sea, and general weather conditions are expected, particularly anticipated wind shifts.
3. Inflate any inflatable marks required.
4. Arrive at the starting area *one hour* before the first flag. This will give you time to consider the course and set the starting line before the arrival of the 'early birds', which tends to be distracting. It is important that your position be approximately as shown on the charts for the scheduled starting area.
5. Upon arrival in the starting area (or before) hoist the large MORF flag to identify your boat as the Race Committee boat. The MORF flag will constitute one end of the starting and finishing lines so it should be positioned so that the person observing the start/finish line can position him or herself directly below the flag.
6. Observe the wind patterns in the course area, taking wind bearings at frequent intervals.
7. Once you have ascertained the predominant wind direction, anchor any inflatable marks required, or arrange for another boat to set the mark after the committee is anchored.

Setting the Starting Line

When selecting the course and setting the starting line, **please take directions from MORF officers.** They may have information that is unavailable to you (e.g., courses used by other racing fleets, missing markers, etc.).

The objective in setting the starting line is to orient the line relative to the wind direction so that no position on the line is more advantageous than any other position. This should result in a uniform distribution of boats along the starting line and a fair start.

Question: On which side of the line should the committee boat be anchored?

Answer: It is customary practice to anchor the committee boat so that boats will pass the starting mark on the same side as the other marks of the course. In other words:

Marks to Port (Red) - starting mark on the left.

Marks to Starboard (Green) - starting mark on the right.

Question: How long should the starting line be?

Answer: The starting line should be 1 to 1.5 times the aggregate length of the boats racing in the largest section. For ten 30-foot boats, for example, this would be 300 to 500 feet. The starting line should be lengthened when wind and/or lake conditions make boat handling difficult.

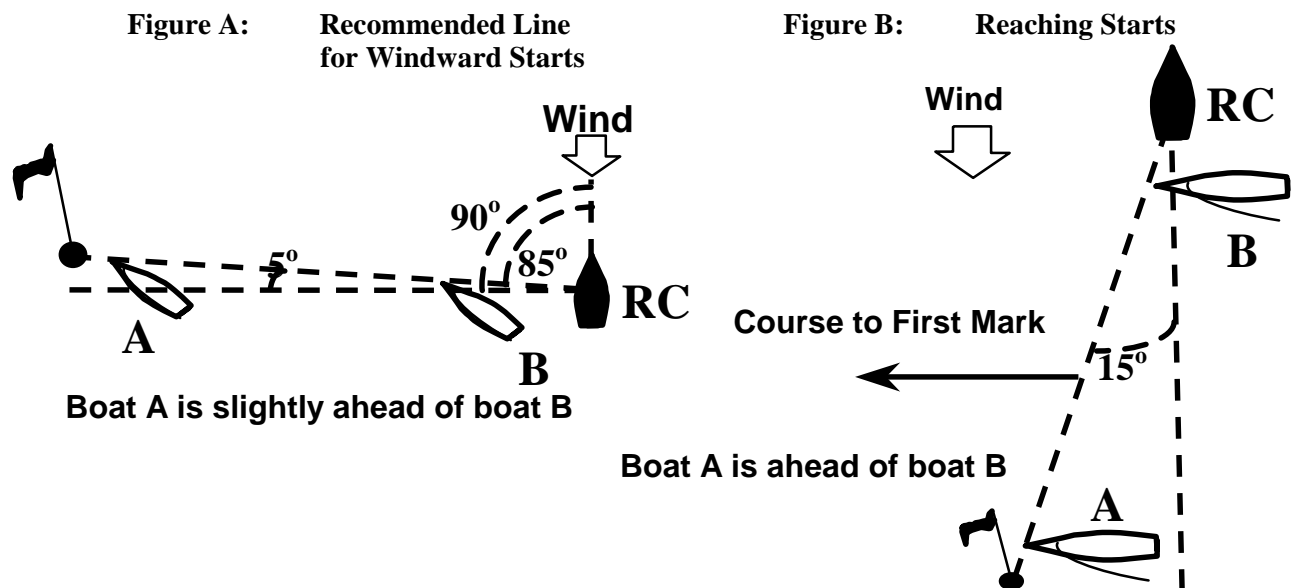
Question: How should the starting line be angled to the wind?

Answer: This depends on whether the first leg is a beat or a reach.

The following are recommended:

Windward Starts - Anchor the committee boat so that it forms a line **perpendicular (90 degrees) to the wind** or so that the starting mark (pin end of the line) is slightly favored (no more than a 5 degrees). Refer to Figure A.

Reaching Starts (normally only used for LD races) - Anchor the committee boat so that the leeward end of the line is clearly favored (up to 15 degrees) so that leeward yachts will not be blanketed. Refer to Figure B.



After the Committee Boat is Anchored

The **wind observer** should continue to take wind readings as

The **recorder** begins to check in boats for the race. Record the boat name, sail number and the section flag she is flying.

Determine the course to be sailed.

1. An Olympic, trapezoidal, or windward/leeward course, is recommended for Performance, Competition, Commodore Cup, and MORF Open series races. The course configuration specified in the Race Schedule should be used for Performance and Competition series races unless race day circumstances (missing mark(s) or unfavorable weather conditions) make that configuration a poor or impractical choice. The axis of the course should be aligned as closely as possible with the wind direction and the first leg should be a beat. In other races, the beat should occur as early in the race as possible, preferably the first leg. Avoid courses that offer only reaching and running legs.
2. When the schedule calls for a full circle windward/leeward course, Course W should be the default choice. Course X can be used in light air (winds less than 12 knots). Course Y should only be used on extremely light air days (winds less than 5 knots). When in doubt, select a longer course then shorten course if necessary.
3. Triangle courses should be used for the Casual Series.
4. The Long Distance races have predetermined courses.

Display the course signals. The course must be posted before the first warning signal.

1. If a standard SA7 course is being used, display the alphanumeric cloth panels corresponding to the course designation at the stern of the committee boat (see section 10.3 of the General Sailing Instructions).
2. If a non-standard windward/leeward course is selected, write the compass bearing and distance (statute miles) to the first mark, and the number of legs to be sailed, in large block letters on the white board then display the white board at the stern of the committee boat.
3. A Non Standard Course using Metro Marks, or a combination of Metro and inflatable marks will be designated by displaying a list of the marks to be rounded in the order, left to right or top to bottom, they are to be rounded. An inflatable mark will be designated by a triangle with the approximate compass heading and distance from the preceding mark. The signal boat will display either a red flag, indicating that marks are to be taken to port, or a green flag, indicating that marks are to be taken to starboard.

Prepare for the Start

- Assign jobs to each crew member. You will need:
 - A **wind reader** – observes and records wind directions at regular intervals;
 - A **spotter/recorder** – identifies and records all boats starting and finishing; records finish times;
 - A **timer** – watches the clock; calls starting time sequence (warning up, prep up, prep down, and start); calls the time in response to the **line sighter's** “marks” at the finish;
 - A **line sighter/sounder** – makes starting sequence sound signals at the start; sights the starting line to identify boats “on the course side” at the start; makes recall sound signals; sights the finish line to determine the order and moment of finish; makes finishing sound signal to “mark” each finish;

- A **postponement/recall signaler** – hoists and lowers the postponement and individual and general recall signals; if short handed, the **line sighter/sounder** may also do this job;
- A **starting signaler** – hoist and lowers section and preparatory flags at the start in response to the **timer**;
- A **radio operator/hailer** – Makes courtesy broadcast; announces sail numbers of boats OCS at the start;
- A **Principal Race Officer** – Chief executive of the race management team; Makes the major race management decisions.

Fortunately, for smaller fleets like MORF, these are not all full time jobs so one individual can take on multiple tasks.

- **Get organized!** Crew members should secure the equipment they will need and position it and themselves so they can do their jobs efficiently without interfering with other crew members. Stow any equipment you do not need immediately accessible during the starting sequence.

Courtesy Broadcasts

A race is controlled by the visual signals displayed by the race committee. However, courtesy broadcasts can enhance communications between the race committee and the fleet, and inform the fleet of race committee intentions, and race committee actions when boats are too far from the committee boat to observe the visual signals.

The committee boat is encouraged to make a courtesy broadcast on channel 69 about 5 to 10 minutes before the first warning signal telling the fleet what course has been selected and possibly briefly describing the course if it is a windward/leeward or non standard course. Start the broadcast by stating that this is the MORF committee boat making a courtesy broadcast to the MORF fleet.

In the event of a postponement, or if more than one race is being run during the day, the race committee is encouraged to make a courtesy broadcast when they are ready to resume the starting sequence or begin the sequence for the next race. Inform the fleet of the time you plan to remove the postponement flag (AP) and start the new sequence. For everyone's convenience, warning and starting signals should be made "on the 5s", i.e., 11:30, 11:35, 11:40, etc.

A courtesy broadcast is also recommended if the race committee shortens or abandons the a race, or if some other unusual event occurs, such as a mark being missing or out of place.

The race committee is not required to respond to questions or comments from competitors other than about matters of health and safety. The race committee **may** respond briefly and factually to reasonable questions about the race **at its discretion**. Try to limit responses to information provided by the Sailing Instructions and the Race Signals. Do not elaborate upon, or attempt to explain the information. Avoid giving information that might give one or more boats an advantage over others. Remain courteous. Avoid arguments and extended dialogs. The race committee may wish to acknowledge a radio transmission (as a courtesy) but decline to respond, or simply not respond.

Check wind direction, starting line and course selection

Make a final check of the wind direction. If it has shifted more than about 15 degrees, consider resetting the starting line, and the course, if need be. **The committee boat is allowed and encouraged to fly the postponement (Answering Pennant (AP) - red and white vertical stripes) flag to allow additional time to prepare for the start and to make necessary adjustments to the**

starting line and course. An on time start is desirable, but a well chosen course, a square starting line and a correct starting sequence are more important.

Review the starting sequence for the race being run (Section 7 of the General Sailing Instructions)

Section flags are as follows:

Section	Code Flag	Description
10 – Jib and Main	0	Vertical stripes: yellow – red - yellow
9 – Jib and Main	9	Quadrants: white-black over red-yellow
7 – Spinnaker	7	Horizontal stripes: yellow over red
6 - Spinnaker	6	Horizontal stripes: black over white
5 – Spinnaker	5	Vertical stripes: yellow - blue
4 – Spinnaker	4	White cross on red field
11 - Multihulls	1	Red circle on white field

When two or more sections start at the same time (see starting schedule tables in section 7 of the GSIs) the section flags for **each section** beginning its starting sequence must be hoisted at the warning signal and dropped at the starting signal.

Review the *visual and sound* Race Signals shown inside the flap of the back cover of the rule book (RRS 2005-2008)

F Flag

If two or more races are scheduled for the same day, the F Flag will be used as courtesy to alert the fleet 5 minutes prior to the first flag for the second and subsequent races. A courtesy announcement also should be made when the F Flag is hoisted. The F Flag is lowered one minute before the first warning signal for the following race.

Begin the Starting Sequence at the times shown in the schedule tables in section 7 of the GSIs.

If you need more time, or a significant error occurs during a starting sequence hoist the postponement flag (AP) and make two sound signals. This postpones any races not yet started. (The AP is the race committee’s friend.) Making the visual (flag) signals correctly is most important since they are “official” and govern the race. Rule 26 states that “the absence of a sound signal shall be disregarded”. Therefore, if a sound signal is absent or mistimed, the starting sequence can continue. However, a mistimed or mistaken (a short rather than a long sound when the prep is dropped) sound signal can be confusing and may warrant stopping the sequence by postponing, then redoing the sequence. When you are ready to resume the starting sequence, drop the AP and make one sound signal. Resume the starting sequence one minute later by making the **warning signal** for the next section or sections scheduled to start. Plan to drop the AP so that the warning signal that follows will occur at some multiple of 5 minutes after the original warning signal was scheduled. This will simplify time keeping for everyone, and scoring for the scorer.

If a significant error occurs with the starting signal (early or late flag signal) that could adversely affect one or more competitors (OCS or late for the start), but some boats have started, **signal a General Recall** (first substitute with two sound signals). Give the recalled boats reasonable time to return to the pre-start side of the starting line. A new **warning signal** is made for the **recalled**

section one minute after the first substitute is lowered. Plan to drop the first substitute (with one sound signal) so that the warning signal that follows will occur at some multiple of 5 minutes after the original warning signal was scheduled.

Races will be started by using rule 26 as follows:

Races shall be started using the following signals. Times shall be taken from the visual signals; the absence of a sound signal shall be disregarded.

<i>Signal</i>	<i>Flag and Sound</i>	<i>Minutes before Starting Signal</i>
Warning	Section flag; one sound	5
Preparatory	P,I,Z,Z with I, or black flag; one sound	4
One-Minute	Preparatory flag removed; 1 long sound	1
Starting	Section flag removed; 1 sound	0

The warning signal of each succeeding section shall be made with or after the starting signal of the preceding section.

Recalls

Individual Recall (rule 29.1)

When at a boat's starting signal any part of her hull, crew or equipment is on the course side of the starting line, or she must comply with rule 30.1 (I Flag), **the race committee shall promptly display the X Flag with one sound signal.** The flag shall be displayed until all such boats are completely on the pre-start side of the starting line or its extensions and have complied with rule 30.1, if it applies, but not later than four minutes after the starting signal or one minute before any later starting signal, whichever is earlier.

General Recall (rule 29.2)

When at the starting signal the race committee is unable to identify boats that are on the course side of the starting line or to which rule 30 applies, or there has been an error in the starting procedure, **the race committee may signal a general recall (display the First Substitute with two sounds).** The warning signal for a new start for the recalled section shall be made one minute after the First Substitute is removed (one sound), and the starts for any succeeding sections shall follow the new start.

Once the first section has started, the course will not be changed to accommodate wind changes. If a moderate wind shift (15 to 30 degrees) occurs during the starting sequence, interrupt the starting sequence by displaying the AP Flag and making two sound signals, reset the starting line, then resume the starting sequence. In the event of a major wind shift (greater than 45 to 60 degrees), that renders the race unfair, the race should be abandoned, or abandoned and restarted after setting a new course, if time permits.

Shortening or abandoning a race (rule 32)

32.1 After the starting signal, the race committee may shorten the course (display flag S with two sounds) or abandon the race (display flag N, N over H, or N over A with three sounds) as appropriate.

- (a) because of an error in the starting procedure,
- (b) because of foul weather,

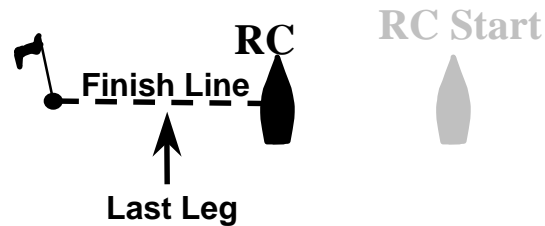
- (c) because of insufficient wind making it unlikely that any boat will finish within the time limit,
- (d) because a mark is missing or out of position, or
- (e) for any other reason directly affecting the safety or fairness of the competition, or shorten the course so other scheduled races can be sailed. However, after one boat has sailed the course and finished within the time limit, the race committee shall not abandon the race without considering the consequences for all boats in the race or series.

32.2 If the race committee signals a shortened course (displays flag S with two sounds), **the finish line shall be at a rounding mark**, between the mark and the staff displaying flag S.

Long distance races may be shortened at the start by the committee boat flying the follow me flag (yellow and black checks, code “L”) and motoring and/or sailing in the general direction of the finish mark. The race is shortened after signaling a postponement. The only allowable method to shorten the Chicago to Michigan City, Michigan City to Chicago and Skippers Club Long Distance Races is using the follow me flag at the start.

Setting the Finish Line

A properly set finish line is as important to the race as a properly set starting line. The finish line should be relatively short, about 4 to 6 boat lengths, and set perpendicular to the last leg of the race course. It is preferable, though not required under the rules, for boats to pass the finishing mark on the same side as the other marks of the course.



As Boats Finish

1. Be sure that crew persons are stationed for:
 - a. Timekeeping: Hours (per a 24 hour clock), minutes, seconds. **Hint:** As boats approach the finish line, the timekeeper should **call out the hour and minute as each changes** – in advance of a boat finishing. Then when the **line sighter** “marks” a boat’s finish, the time keeper calls out just the seconds at which it occurred. Quicker that way, especially when finishes are closely spaced.
 - b. Recording: Finish times, boat names, and sail numbers.
 - c. Line Watching: The line watcher should call out the yacht’s sail number and name, if known, as each yacht approaches the finish – in the order they appear likely to finish. Then when a boat crosses the line, make a short sound signal, or call “mark” and the boat’s sail number. Remember the rules state, "a yacht finishes when any part of her hull or of her crew, or equipment (including sails) in normal position, crosses the finish line". However a boat is still racing until she clears the finish line (in either direction). If a boat touches a finish mark before clearing the line she is required to exonerate herself by returning to the course side of the finish line, doing one turn, then crossing it again. The race committee should record each time a boat crosses the finish line.
2. All protests should be recorded on the worksheets, and the display of any protest flags should be noted.

After the Race

1. Retrieve any inflatable marks that were set.
2. Record the finish times on the worksheets and verify according to the order of finish. Record all DNF's and Protests.
3. Return the equipment or arrange for the equipment to be delivered to the next committee boat (especially when there is a race the next day).
4. It is not necessary to segregate the results by section. The computer will do this. However, do clearly state which are the JaM boats. Record the sail number and name of each yacht and its finish time (clock time) in hours, minutes, and seconds. Give the results to the MORF Secretary, or phone the HOTLINE as soon as possible. Then send a copy of the completed work sheet and the list of starters in each section to the MORF Secretary.

Reporting Race Results

To speed race result production it is necessary to report the results by telephone. This is accomplished by calling the MORF HOTLINE at (312) 409-7335, and after hearing the greeting, punching the appropriate mailbox, #3 for Saturday or Sunday results, and then dictating the results. Please read the results SLOWLY and clearly. You can record for as long as you need as long as there is no lull in the message greater than seven seconds. If, however, the recorder does hang up due to lack of incoming signal, simply re-dial the HOTLINE number, go back to mailbox #3 and continue to report the results *from where you left off*. To facilitate proper processing of the results, please include the following information:

- Your name
- Your home phone number
- Conditions (wind velocity, waves, direction)
- Which boats started with the Jib and Main Sections
- Your work phone number
- Date of the race
- Course used
- Starting area

If any start is postponed, include the starting time for each section. In reporting the results, simply give the *yacht name*, the *sail number*, and the finish time for each yacht. For those yachts that started but did not finish, simply supply that information in lieu of a finish time. It is not necessary to order or sort the data in any way. It is, however, necessary to indicate which yachts, if any, started in the jib and main section. You may indicate this either in connection with the finish times or as a separate list of jib and main starters.

If you were unable to get complete information about a yacht or its finish time, give other forms of identification such as hull color, approximate size, or the name of the yacht, as well as what yachts it was between or near at the finish.

You may report your results at any time of the day or night, but try to get them in by 7:00pm on the day of the race. This will allow us to get the results on the HOTLINE by 8:00am Monday following the race. If for some reason there is an apparent malfunction of the HOTLINE system, you must contact the Secretary. One final note: please indicate any protests lodged with the committee boat stating the name of the protesting and protested yacht and whether any protest flags were displayed. Good luck!