

YRA Race Committee Guidelines Cheat Sheet



- **Month before:** line up volunteers for Race Committee - 2 or 3 for races run by radio only, more if flags are used
- **Week before:** get equipment - iStart, high-powered radio, flags, etc.
- **One or two days before:**
 - Check weather conditions: <http://windy.com> or <http://sailflow.com>.
 - Print and read race documents - NoR, SI, any amendments
 - Log into Jibeset with temporary credentials
 - Print out recording sheets
- **Day of race:**
 - If gale warning, consult with series coordinator, cancel by email to skippers and crew via Jibeset no later than 0900 (0730 is better)
 - Pick up food/drink for RC
 - Get to starting line early!
 - Call VTS at 415/399-7410 with the following information:
 - The name of the event
 - The location of the Race Committee
 - The number of boats entered for the event
 - The start time (first warning) and finish time (DNF-after time) of the event
 - The VHF channel you will be using
 - Your name and cell phone number
 - Ask VTS about ship traffic, write down expected comings/goings
 - Handle check-ins, if required
 - Pick course(s) based on fleets and conditions
 - Ensure all RC crew know their roles, answer any questions from RC
 - **Run the starts**
 - Rolling starts preferred
 - Use AP flag to postpone if line is no longer good or other problem
 - Use X flag (individual) or First Substitute (general) for recalls
 - Call VTS with actual number of boats racing and the course(s)
 - Watch fleet and record any retirements
 - **Record finishes**
 - Confirm that all boats finished or retired, track down any missing boats
 - Call back VTS to tell them the event is closed
 - Enter results in Jibeset or send results to YRA
 - Thank your volunteers
 - Create event in USSailing SOARS