

# 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

## **Week before**

- Get equipment - iStart, high-powered radio, flags (if needed), etc.

## **One or two days before**

- Check weather conditions: <http://windy.com> or <http://sailflow.com> or others
- 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 (see <http://yra.org/whoweare/>), if canceled, email skippers and crew via Jibeset no later than 0900 (0730 is better)
- Pick up food/drink for RC
- Ensure all RC crew know their roles, answer any questions from 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 expected 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 wind/weather conditions
- **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) chosen
- **During the race**
- Monitor VHF channel for any communication with racers, channel 14 for VTS
- Watch fleet and record any withdrawals or retirements
- Monitor AIS for ship traffic: <http://www.marinetraffic.com>
- **Record finishes**
  - Record times (first finisher for one-design fleet), any other scores
  - Confirm that all boats finished, withdrew, or retired, track down missing boats
- Call VTS to tell them the event is closed
- Enter results in Jibeset or send results to YRA, create event in USSailing SOARS
- Thank your volunteers

## Radio Script

**Radio basics:** think about what you're going to say (keep it brief) before you starting talking; take a breath; press the microphone key; wait a second; say what you're going to say, slowly and distinctly; release the microphone key after speaking.

### ***If the race requires checking in***

1. At the beginning of the check in period, welcome the racers: "This is the Race Committee for the \_\_\_ YRA race"
2. State that the check in period is now open.
3. As boats check in, record. If required, confirm the number of sailors on board and if that conforms to what is in Jibeset. Make sure each boat responds to your transmission, to ensure they can both transmit and receive.
4. If required, ensure that the boats show up on AIS.
5. Announce 10 and 1 minute before close of check in period, and at close.

### ***10 minutes before the start of the race***

1. If no check in, welcome the racers: "This is the Race Committee for the \_\_\_ YRA race"
2. Announce the starting sequence will be (or won't be) on time
3. Report any ship traffic expected to cross the course area during the event
4. Remind racers to notify the Race Committee if they withdraw from the race or won't finish by the time limit. Suggested wording: "Please adhere to SI \_\_\_ that says you must notify the PRO if you will not finish by the time limit, either by VHF radio or cell phone. Make sure the PRO acknowledges your message; otherwise, keep trying until he acknowledges."
5. Let the racers know the Race Committee will be standing by on VHF channel \_\_\_

### ***Starting Sequence***

- 10 seconds before the **warning signal** (5 minutes before the first start):  
"We are coming up on the warning signal for class Alpha in 5...4...3...2...1 <horn>, class Alpha will be sailing course \_\_\_\_."
- 10 seconds before the **preparatory signal** (4 minutes before the start):  
"Coming up on the prep for class Alpha in 5...4...3...2...1 <horn>, class Alpha will be sailing course \_\_\_\_."
- 10 seconds before the **one minute** signal (1 minute before the start):  
"Coming up on end of prep for class Alpha in 5...4...3...2...1 <long horn>."
- 12 seconds before the **start**:  
"Coming up on the start for class Alpha and the warning for class Charlie in 5...4...3...2...1 <horn>. Class Charlie that was your warning and you will be sailing course \_\_\_\_."
- Repeat for class Charlie, Delta, Echo, etc.