

YRA Race Committee Guidelines "Cheat Sheet"



One month before the race

- Get volunteers for Race Committee - 1 or 2 for races run by radio only, more if using flags.

One week before the race

- Get equipment - iStart, high-powered VHF radio, handheld VHF radio, flags (if needed), etc.
- Print and read race documents - NoR, SI, any amendments; contact YRA if any issues.

One day before the race

- Print out recording sheets, which you should have gotten from YRA via email.
- Check weather conditions: <http://windy.com> or <http://sailflow.com> or others.
- If gale warning, consult with series coordinator no later than 2100 (1930 is better). See <http://yra.org/whoweare/> for who is coordinator for this race's series, with email addresses. If canceled, YRA will email skippers and crew via Jibeset.

Day of the race

- Buy 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, 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 ship 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.
- After start, call VTS with actual number of boats racing and the course(s) chosen.
- **During the race**
 - Monitor race VHF channel for any communication with racers, also 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 Jibaset. 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: "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 paragraph ___ that says you must notify the PRO if you withdraw, retire, or 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 acknowledged."
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 start):
"We are coming up on the warning signal for fleet Alpha, Spinnaker 1 [or class Alerions or ...] in 5, 4, 3, 2, 1 <horn>; fleet Alpha will be sailing course ____."
- 10 seconds before **preparatory signal** (4 minutes before start):
"Coming up on the preparatory signal for fleet Alpha, Spinnaker 1 in 5, 4, 3, 2, 1 <horn>; fleet Alpha will be sailing course ____."
- 10 seconds before the **one minute** signal (1 minute before the start):
"Coming up on the one minute signal for fleet Alpha, Spinnaker 1 in 5, 4, 3, 2, 1 <long horn>."
- 12 seconds before the **start**:
"Coming up on the start for fleet Alpha, Spinnaker 1 and the warning for fleet Bravo Spinnaker 2 [or class Alerions or ...] in 5, 4, 3, 2, 1 <horn>. That was the warning signal for fleet Bravo, Spinnaker 2; you will be sailing course ____."
- Repeat for fleet/class Bravo, Charlie, Delta, Echo, etc.
- *NOTE: be sure to leave the mic keyed open for the horn sounds.*