

Chebeague Island Yacht Club
Race Officer Instructions
2024

Thank you for volunteering to run a CIYC sailing race. Without your help it would be very difficult, if not impossible, for the participants to race. Please read the following instructions carefully before starting out to the course. If you have questions or comments, please feel free to call Race Committee Chair - Rich Hubbell - at 207-671-3647.

1. Please read the Notice of Race (NOR) and Sailing Instructions (SIs) for the race you will be running. They are available on the CIYC website and several hard copies should be available in kit of materials that you will have for running the race. We encourage all participants to access the NOR and SIs on the website, but some may forget them and want to pick up a copy from the Race Committee Boat, even though we are trying to avoid passing info on paper to participating boats due to the logistical difficulties. Instead we urge participants to access the website and to carry a VHF radio tuned to channel 72 for communication with the Race Officer.
2. EQUIPMENT: Collect and take with you the following items:
 - a. VHF radio (fully charged or hardwired into boat).
 - b. Stop watch or device with a stop watch feature. One is included with the RC kit, but you may wish to use your own device.
 - c. A watch or phone displaying actual clock time
 - d. Starting horn with spare canister. The RC kit has a manually pumped up horn and a regular horn with canisters
 - e. Orange flag on a staff - in RC kit
 - f. Small blue mooring ball and anchor for setting starting line - in RC kit.
 - g. Forms and pencil or an ink pen for recording participant info and each one's finish time.
 - h. Several copies of NOR and SIs.
3. SETTING THE STARTING LINE: Please arrive at the starting area 45 MINUTES BEFORE the first warning signal (which is the scheduled time of the race). The starting line will be between either a government mark or a blue mooring ball and the RC boat. The line

should be set so that it lies approximately at right angles to the wind and first leg of the course. Looking up the course toward the wind or the first mark, the RC boat should be set at the right end of the starting line. If possible the line should be set so that the left end of the line is 5-10 degrees to windward of the RC boat. The length of the line should be approximately as long as the number of expected participating boats X 30'.

The choice of course will affect how the line is set. The course, or its direction to be followed in the case of the RIR, should be chosen based on the wind direction and the velocity at the time of start and its forecast. You will want to choose a course or direction where the first leg will be sailed up wind. That choice and the real wind direction will determine how to set the line.

You need to set the orange flag on the port side of your boat approximately amidships. It should be placed so that you can sight past the flag to the buoy at the far end of the line. When you are running through the starting sequence, you or a helper should be sighting down the line when the starting signal is made. You will need to note on the recording sheet if a boat is over the line and then attempt to notify the offending boat on channel 72. A boat is over early when any portion of its hull (not sails or bow sprits) is over the starting line before the starting signal. Once an offending boat has corrected its start, you should delete or cross out the indication of the over early offense.

Once the line is set and you are prepared to have the racers check in, announce on VHF channel 72 that you are on station and ready for boats to check in. If there will be separate classes, announce that on channel 72 which order of starting sequence each class will use. Have your recording sheets ready and enter boat name and sail number on each sheet, using a separate sheet for each class.

4. **RUNNING THE RACE:** Follow the the Sailing Instructions for the 5 minute starting sequence for each class. When each class has started (we hope without the need for a general recall and rerun of the sequence), record the starting clock time for the class. This will be used to calculate elapsed times from the finishing times.

FINISHING: If you stay on station and the last leg of the race generally retraces the starting leg, you will not need to change the starting line. However, if the angle to the finishing leg is more than 30 degrees from a right angle or if you have gone off station, you will need to establish a finish line. It should be set roughly at a right angle to the direction of the finishing leg. In changing the line you may find that you need to anchor the RC boat to a different “side” of the government mark used for starting and finishing.

As each boat finishes, record the clock time for it on the recording sheet. If a boat has retired early and reported so on channel 72, enter DNF. If a boat that was over early did not correct the error, mark OCS (on course side) in the finishing time slot in addition to the finish time.

If no boat finishes before the race time limit, please announce on channel 72 to all participants that the race has been terminated. In the case of a race that has not been cancelled, when the later time limit has been reached and there are outstanding boats, announce on channel 72 that the time limit has been reached and mark all boats still outstanding as DNFTL.

If a boat is protesting another boat, the skipper should announce this at the finish and then prepare a written description of the protest to the RC for the RC’s review and action. The Racing Rules of Sailing provide a penalty system for many offenses, which allow an offending boat to remedy the foul and avoid a protest, so we can hope that formal protests will be few and far between.

Before leaving the starting/finishing area and retrieving any mark and its anchor, please be sure to account for each participant, especially ones that have not finished before the time limit, using the VHF radio on channel 72 to confirm that the boat does not need any assistance.

Gather up all the race equipment and the record sheets and return to the Race Committee Chair at 13 Ben Webber Rd.

THANK YOU FOR RUNNING THE RACE!!!!

