BYRA RACE COMMITTEE ASSIGNMENT SHEET

The recommended MINIMUM number for Race Committee is 4 adults; 5 or 6 are better.

Make Committee assignments are early as possible.

_____ **Overall responsibility**. This person will manage all committee activities and should be the voice on the Radio (CH 13)

_____ _____and _____ will run the Chase Boat, set and retrieve the marks.

_____ _____ and_____will run and anchor the Committee Boat

_____ will set up the course boards

_____ will put up and take down the relevant flags. **Put up the "Come within hail" flag when the Committee Boat is securely anchored**. **(FLAGGER)** Ideally the course boards should be up at this time, although this is not absolutely necessary.

_____ will log in boats as they come within hail. When all boats are logged in, this person will inform the person with overall responsibility. **(SCRIBE)**

_____ Will be responsible for sound signals. **(SOUNDER)**

_____ Will sight the line and call sail numbers for any boats over early. If any boat is over early sound a short toot on the air horn and call the sail number(s). This person will also sight the finishing line**. (SIGHTER)**

_____ Will be responsible for time keeping and giving verbal onboard count downs**.(TIMER)**

The person with overall responsibility will determine the start time for the races. The start times should be set after the Committee Boat has been securely anchored, the marks set, and the Chase Boat crew back aboard the Committee Boat.   Start all races on a complete 5 minute interval like 1:00:00, 1:05:00, 1:10:00, 1:15:00, etc. Use the RC manager's watch/clock to start the initial countdown.

The following section should be used as a "script" to be read aloud to the RC members at each countdown period. Use the RC Manager's watch to record the times below for 7 minutes and 6 minutes. Use the RC Manager's watch for the 7 and 6 minute alerts, then use the elapsed timers for all subsequent signals.

Record Time: **At 7 minutes** before the first start the person with overall responsibility must make sure the course boards are in place and the start time for each fleet is recorded on each of the RACE COMMITTEE FINISH LOG SHEET.

Record Time: **At 6 minutes:** With the RC Manager giving the countdown, at 6 minutes before the first fleet start,   TIMER starts **BOTH** of the timing clocks. The primary clock set at 6 minutes the 2nd at 11 minutes.

SOUNDER gives 3 short sound signal toots and

FLAGGER simultaneously **takes down the Come Within Hail flag**.

NOTE: If you are flying the **Postponement Flag** rather than the **Come Within Hail Flag** take it down at this signal.

5 minutes: With the TIMER giving the countdown at 5 minutes before the first fleet start
…….SOUNDER gives a short sound signal toot and
…….FLAGGER raises the appropriate fleet flag. (Red for fleets 1 and 2, Yellow & Blue Stripes for fleets 3 and 4). The fleet flag will remain in place until the fleet starts, but will be promptly removed when the fleet does start.

4 minutes: With the TIMER giving the countdown at 4 minutes before the first fleet start
…….SOUNDER gives a short sound signal toot and
…….FLAGGER raises the preparatory flag. (The boats are officially racing at this signal.)

1 minute: With the TIMER giving the countdown at 1 minute before the first fleet start
…….SOUNDER gives a short sound signal toot and
…….FLAGGER lowers/removes the preparatory flag.

0:00 start: With the TIMER giving the countdown at the first fleet start
…….SOUNDER gives a short sound signal toot and
…….FLAGGER replaces the first fleet flag with the flag appropriate for the next fleet.

The Primary timing clock will start to beep at the start and it will begin to record ELAPSED TIME. The Beeping will stop in 60 seconds. **SIGHTER** calls it as a clean start, or **SIGHTER** loudly calls the sail number(s) of any boats over early. If any boats are over early the **FLAGGER** raises the Individual Recall Flag, the **SOUNDER** gives one short toot, and the sail number is called on Channel 13. The Individual Recall flag is lowered after any/all over early boats have clear themselves OR 1 minute before the next start even if the over early boat(s) have not cleared themselves.

USE the second timer for this start. It should be automatically sync'd with the Elapsed Timer.

5 minutes: This is actually the same time as 0:00 above. As the first fleets start, the 5 minute timer begins for the next fleets.

4 minutes: With the TIMER giving the countdown at 4 minutes before the first fleet start SOUNDER gives a short sound signal toot and FLAGGER raises the preparatory flag.

1 minute: With the TIMER giving the countdown at 1 minute before the first fleet start SOUNDER gives a short sound signal toot and FLAGGER lowers/removes the preparatory flag.

0:00 start: With the TIMER giving the countdown at the first fleet start SOUNDER gives a short sound signal toot and FLAGGER replaces the first fleet flag with the flag appropriate for the next fleet if there are any more fleets.

At the finish, **FLAGGER** puts up the blue finishing flag. If the course has been shortened, the **FLAGGER** also raises the S Flag. The **SIGHTER** calls the finish ("Over") and **SOUNDER** sounds 1 toot for the first boat to finish in each fleet. Only the first boat in each fleet is given a "horn". All other finishers are called "Over". **TIMER** calls the time which is recorded by the **SCRIBE** on the **Race Committee Finish Log**. If finishing at a mark, make sure the Chase Boat has the appropriate flags and enough crew to properly record finishing times. **If finishing at a mark be sure to use the same timing device used to start the FIRST race.**

After the race, transfer the finishing times from the Finish Log to the individual sign-up sheets. Use a second person to read back the times to avoid transcription errors.