

Manual For Race Directors

Space Coast Model Sailing Club

April 1, 2012, Revision 2

SCMSC RACE DIRECTOR MANUAL

1.0 INTRODUCTION

1.1 Race Director Assignments

The Space Coast Model Sailing Club has a policy of rotating Race Director (RD) duties among all active sailing members in lieu of having a permanent RD. This policy serves to provide the Club with a reservoir of members with RD experience and permits members to become familiar with the duties and responsibilities attendant to this position. This Guide has two objectives:

- It is intended as a guide only in the sense that each RD sets the ground rules for the respective day's races based on the conditions existing at that time, and
- It is intended as a directive in the sense that the *ISAF Racing Rules of Sailing, 2009-2012*, set mandatory rules of engagement for participants on the race course and resultant scoring policy. ***When a conflict arises, the Racing Rules of Sailing shall prevail.***

In short, the manual's purpose is to provide guidance and instruction for those members who have little or no previous experience in this position.

1.2 Race Preparation Responsibilities

1.2.1 Race Director Responsibilities

Each "scoring" racing session requires the services of an RD who is in total charge of all racing activities from the skippers meeting through the scoring of individual heats. A given Race Director will be appointed only once during a specific series and given the average of the top three scores of his total series performance for his RD date. The primary duty of the RD is to conduct the racing activities so each contestant has a fair and unbiased opportunity to perform at his best. The RD should be concerned only with those activities directly related to the conduct of racing activities (i.e.: no early starters, all marks rounded on the proper side and in the correct sequence, etc.) and not with boat vs. boat conflicts. However, the RD shall appoint one or two Interested Observers from each fleet to assist him in observing racing conditions to include the witness of the occurrence of any conflicts he/they may be called upon to testify at any Protest Committee session.

1.2.2 Skipper Responsibilities

- The SCMSC intends that all members skipper boats that measure to AMYA specifications, with the exception of the use of bumpers on the bow as denoted in the club's permanent rules (Section 4: Sailing). These specifications can be found at the AMYA web site: <http://theamya.org/>

- Accordingly, each new member shall submit their boat for measurement and acceptance prior to participation in a series race-event by notifying the Vice Commodore to schedule an inspection.
- Members who build new boats or make potential performance enhancing changes to previously inspected boats (i.e. Soling sails), are expected to submit their boats for measurement review.
- Once a member's boat has been approved (or re-approved for subsequent changes) for competition, no further inspections will be required unless the boat is planning to compete in a formal AMYA regatta where all boats are required to be inspected.
- The SCMSC policy in this regard assumes the members have a sportsmanship attitude in compliance with the professional spirit of model yacht sailing competition and boat "adjustments" will comply accordingly.

1.3 Protest Committee

In the event of a protest, the RD shall designate, from the members present, 3 persons (not to include the Interested Observers), to act on formal protests immediately. An informal protest occurs when the protestee performs a penalty 360 or 720 maneuver to offset the protest.

2.0 RACING ACTIVITIES

2.1 Pre-Race Preparation

- Check that all buoys are present and in their proper positions. If any buoys are missing and/or out of position you must make allowances for the anomaly(s).
- Ensure that the starting countdown tape or disc is ready to play.

- Plan the course(s) to be sailed (see Section 3).
- Ensure all competitors sign-in in the appropriate class columns with *jib* numbers and frequency (see *page 7*)
- Have a blank scoring sheet on your clipboard and sharpened pencils ready for recording order of finish (see *page 8*).
- ***Review the sign-in sheet for frequency conflicts and resolve any that exist before starting racing, and ensure all boats have jib identification and bumpers installed.***

2.2 Skippers Meeting

- Describe the course to all participants using the diagramming white-board; do not rely upon others to pass the word for you. This holds true for any changes subsequent to the initial announcement.
- Make certain to identify which buoys may be hit (free) and which may not be hit, as well as other ground rules such as avoiding the start-finish line during a leg or keeping mid-leg buoys to port or starboard.
- When two or more fleets are racing announce the order of start.
- Request that any participant not finishing a heat, not sailing a heat, or leaving before the conclusion of racing activities for the day report that fact to the RD.

2.3 Start of a Heat

- When two or more fleets are racing announce the starting fleet.

- Position yourself so that you can sight along the start-line (course side of line buoys).
- Announce the start of the tape/disc.
- A boat starts when, after the starting signal any part of the boat first crosses the starting line in the direction of the course to the first mark. A boat which does not start will be scored as DNS and receive points equal to the number of boats in *today's race* plus 1-point.
- Call any early starters by sail number, or if the number is obscured call by color of sail and/or hull.
- Check that any early starters do an "end-around" when returning and that they then make a proper start.
- If any part of a boat touches a start-line buoy then that boat must perform a 360-degree penalty turn (containing one tack and one jibe performed in immediate succession of one another) as soon as possible and before reaching the first mark.
- In preparation for the start of a new race, boats launched with receiver off, de-masting or other loss of control issues will have a maximum of 5 minutes from the time "out of control" is announced, to correct the situation before being disqualified from the race with a DNS designation.

During a Heat

- Try to position yourself to observe the rounding of course buoys. Your primary responsibility is to insure that boats round the buoys on the proper side and in the proper order. Interested Observers can help with this task.
- If any part of the boat (including the boom) touches a course buoy designated as "untouchable" (normally far buoys are permitted to be touched) then that boat must perform a 360

degree penalty turn as soon as possible and before reaching the next mark.

- A boat missing a course buoy must return to that buoy from wherever on the course it may be and pass the buoy in the proper manner so that a string representing her wake, from the time she starts until she finishes would, when drawn taut, lie on the required side of each mark, touching each rounding-mark. A boat which fails to pass all course buoys in the proper sequence and on the proper side (to include "out-of-control" situations) shall be scored as did-not-finish (DNF receives a score equal to the number of boats in the *race* plus 1 point).

2.5 Finishing

- Position yourself so you can sight along the finish line (course side of buoys). Record the finish order of the participating boats on the Scoring Sheet (Page 8).
- A boat finishes when any part of the boat touches the finish line. A boat cannot be scored as finishing until she has both finished and cleared the finish line. A boat that has finished but not cleared the finish line is considered to be still racing and may be penalized for any infringement of the racing rules (including touching a mark).
- It will sometimes be necessary to "call" the last boat still sailing the course as finishing irrespective of its position on the course in order to save time. Such a boat will receive a last-place score for the heat. Occasionally there may be more than one boat still sailing the course but their relative positions are such that there can be no doubt as to their respective finishing positions - in this case it can be permissible to "call" these boats and score them in their respective positions *as long as none of them objects*.
- Warn boats that have finished and cleared the finish line to stay out of the area where they may interfere with boats that are still racing. A boat that

has finished and that interferes with a boat still racing may be disqualified (DSQ). *A DSQ receives a score equal to the number of boats in the race plus 1 point*.

- Race Holds/Delays: General delays may be requested by skippers between *heats* to adjust boats or repair defects with a short delay of 5 minutes or less. The delay time begins when the last boat in the previous *heat* is called in unless that is the boat requesting the delay. In this case the 5 minutes begins when he has retrieved his boat. This last-boat delay-request opportunity for rigging adjustment (non-repairs) between successive heats will be granted only once during a racing day.

SELECTING THE RACE COURSE

3.1 Race Course Conditions

Perhaps the most challenging aspect of being Race Director is that of selecting the race course. Course selection is almost totally dependent upon the direction and strength of the wind on race day. Since we are in a coastal location you can anticipate that wind conditions early in the day will be modified by the sea breeze as the day progresses, usually starting between 10 AM and noon.

3.2 Changing the Course

Since wind conditions are never static you should be prepared to change your initial course selection in response to any significant changes of wind direction or strength. Any changes from the initial course selection are normally made between races (be certain to announce changes); however, in some instances a course change is made during a race in which case the change must be announced before the first boat enters the leg first affected by the change. Normally, course changes during a race are those that shorten the course but it is permissible (although very rarely done) to also lengthen a course.

3.3 Course Layout

The usual course layout is triangular in shape with the first leg being as close into the wind as possible and the starting line as "square" to the wind as possible. A non-square start line will result in one end of the line being favored over the other and most of the boats will crowd together at that end. Having the first leg as close to windward as possible presents participants an opportunity to utilize their tactical skills, and this also serves to separate the fleet as it approaches the first mark so that there is less chance of a "mob" attempting to round the mark. Because of the layout of the pond at Wickham Park it is often not possible to have the first leg directly to windward, in which case you may have to set a reaching start (any course between close-hauled and running) and the initial leg as a reach. For variety you may elect to set a running start (directly downwind) but this should be the exception rather than the rule.

3.4 Number of Race Heats

On a normal "scoring" race day we attempt to conduct a minimum of six heats per class and have the racing activities fit within a 2 to 2-1/2 hour interval. If only one class is racing then this is easily accomplished. If there are two classes racing then you must try to conduct a minimum of 12 heats within a 120-minute to 150-minute interval. In general, simple mathematics dictates that the interval from the start of one heat to the start of the next heat should be no greater than 8 to 10 minutes. This allows time for 5-minute holds as necessary here and there. It is obvious that light-air will dictate short courses and heavy-air can dictate longer courses. If there is doubt as to the length of the course to be sailed it is better to err on the side of a longer course with the option of shortening the course if it becomes apparent that heat-time could be excessive.

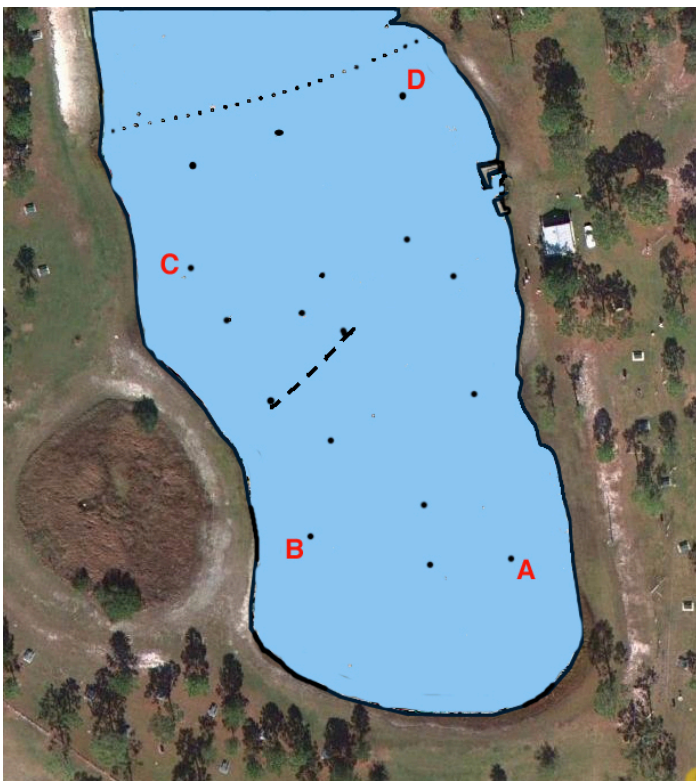


Diagram of Wickham Park Lake

3.5 Course Buoys

The above diagram depicts the approximate layout of the sailing area including the many existing “permanent” marks. *In the diagram, several of the marks have been assigned letter designations to illustrate the following discussion only. Actual marks are not so identified.* Courses may be run in a clockwise or counterclockwise direction or in a zigzag manner as you desire but you should remember that the courses should be as simple as possible - after all the participants have enough on their mind without having to remember a complicated sequence of marks. Simple triangles such as start-A-B-C-finish or start-A-D-C-finish are much easier to remember than start-A-B-D-C-A-finish. Often when there is enough wind speed the course is set around all four permanent marks (start-A-B-D-C-finish) and occasionally *an additional* mark is included to make an "M" shaped course. All of these variations can be used at your discretion but keep in mind that you are there to serve the race participants not to demonstrate your cleverness in laying out a complex course.

3.6 Weather Legs

The course should include one or more weather legs to cause the skippers to tack in achieving the mark at the end of the leg. If you have any questions or doubts about course layout don't hesitate to ask any of the more experienced sailors for their suggestions (and there will be many offered), but ultimately it is up to you to make the final decision. To "make" a race day, a minimum of 6-heats per class should be sailed unless thunderstorms preclude this objective.

3.7 Extra Heats

Strong winds afford the opportunity to sail 7-9 heats with one or two throw-outs. However, your intention to do this must be announced at the skippers meeting with a designated cutoff time for further heats.

4.0 RECORDING FINISH ORDER AND COMPUTING SCORES

4.1 RD Scoring

Scoring the heats is relatively simple. You are normally provided a clipboard with a score sheet to record the order of finish for each heat (see Enclosure 2). The heat sheet is configured as a grid with a column for each heat and a row in each of the columns for each of the finishing positions.

- Boats are recorded by *jib* number in the heat column row sequence on the sheet as each finishes.
 - Remember that a boat finishes when any part first touches the finish line (course side of buoys), and it is not necessary for the entire boat to cross the line.
- When the final heat of the race day is *finished*, the *completed* heat score sheet is given to the Vice Commodore *or his designee*. *At this point, the RD's job is done.*

4.2 Vice Commodore Standings Determination

The Vice Commodore (VC), or his designee will use the data recorded by the RD to calculate the final score and standing for each skipper in the days race. He may use any method that results in a permanent record of the required calculations. (i.e.: Hand written record sheet, spreadsheet, etc.)

4.3 Throw-Outs (Ref para 3.7)

If extra heats are sailed in a days race, the VC will account for same by deducting each skipper's highest heat scores, one for each extra heat. Throw-outs will be recorded in the permanent record.

- *Scores assigned as penalties for race infractions and/or disqualifications (DNQ) shall not be allowed as throw-outs.*

4.4 Standing Ties

In the event of tie scores *the number of first places are counted with award to the boat having the most with a win.* If this does not resolve the tie(s) then the number of second places are counted with award to the boat having the most second places with a win. The process continues with *third, fourth, fifth, etc.,* until the ties are broken. *If the tie is still not broken the race or series goes to the skipper with the best result in the last heat (or race as appropriate) that the tied skippers raced together in.*

4.5 Final Standings

Once final race standings are determined, the VC (or his designee) shall transmit them to the club Webmaster for posting on the club website. The webmaster shall not post any result as final without VC concurrence.

5.0 AWARD QUALIFICATION CRITERIA

5.1 Series Race Day.

After scoring adjustments in accordance with **Section 4.0**, each competing fleet will be scored in order of finish position for each race of a series. Tallying of all position scores will find in favor of the lowest tally first, next lowest, second and so on. ***Any ties will be resolved using the rational described in paragraph 4.4.***

5.2 Number of series race days

The race days available for each of the four series (Winter, Spring, Summer, and Fall) are determined after holidays ***and Regattas*** are discounted.

5.3 Overall Series Awards

Series participants must complete one half plus one series race days to qualify for a series award. The top individual race-day standings within this 1/2 series +1 weekly concept will be compiled for a series standing. Once qualified, the lowest 1/2 series +1 race scores are totaled to get the final score. Scores not counted are identified as throw outs (TO). Lowest final score wins.

5.4 Perpetual Awards

SCMSC has 4 perpetual awards, 2 each for the US 1 Meter and Soling classes: Martha Crusey Skipper of the Year and SCMSC Memorial Regatta.

5.4.1 Skipper of the Year. To qualify for this award skippers will be assessed on the total series positions for the year with award to the lowest tally.

5.4.2 Memorial Regatta. Overall winner of the regatta in each class fleet wins this award.

RD: _____

SCMSC

Date: _____

Heat Sign-in Sheet

Sign-In Sequence	SOLING			US1M			US12			SKIPPER Name
	JIB #	SAIL #	FREQ.	JIB #	SAIL #	FREQ.	JIB #	SAIL #	FREQ.	
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PLEASE USE HEAT SCORE SHEET ON BACK OF THIS PAGE

Date: _____

HEAT NUMBER

RD _____

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PLACE	1	2	3	4	5	6	7	Final
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