

# **LTYC**

## **Race Committee Preparation Procedures**

### **Boat Setup Checklists**

- ✓ **Equipment**
- ✓ **Marks**
- ✓ **Flags**

### **Typical Assignments**

- ✓ **Pin Boat**
- ✓ **Mark Boat**
- ✓ **Signal Boat**

### **Race Committee Procedures**

### **Boat Operating Procedures**

- ✓ **Signal Boat (PRO boat)**
- ✓ **Scat 1**
- ✓ **Scat 2**

## Checklist for Signal boat

- Check Fuel Level (no alcohol please)
- Score Sheet Copies
- Pencil with sharpener
- Wind direction indicator (telltale on a stick)
- Wind speed indicator (anemometer)
- Compass for wind direction
- Auto Horn
- Manual Horn
- Clip Board
- Watch with Seconds
- Radio set to channel 71 (in race shed)
- Anchor (2 if high wind)
- Whistle
- Extendable Boat Hook
- Life Vests
- Kill Switch Lanyard

### Marks to Carry

- None

### Flags for Signal Boat

- **See the Chart**

### Boat Procedure Manual

## Checklist for Scat Boat (Mark Boat)

- Check Fuel Level (no alcohol please)
- Score sheet copies
- Pencil with sharpener
- Wind direction indicator
- Anemometer
- Compass
- Manual Horn
- Radio set to channel 71 (in race shed)
- Anchor
- Whistle
- Extendable Boat Hook
- Life Vests
- Kill Switch Lanyard

### Marks to Carry (in Race Shed)

- Orange WINDWARD Mark in Mesh bag with clip
- Yellow Hippity Hop OFFSET Mark (if required)
- Anchor for each
- Anchor lines for each (on coil)
- 5 or 10 lb weight for anchor rode to keep orange mark upright

### Flags to Carry

- **See the Chart**

### Boat Procedures Manual

## Checklist for Scat Boat (Pin Boat)

- Check Fuel Level (no alcohol please)
- Score Sheet Copies
- Pencil with sharpener
- Wind direction indicator
- Anemometer
- Compass
- Manual Horn
- Radio set to channel 71 (in race shed)
- Anchor
- Whistle
- Extendable Boat Hook
- Life Vests
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### Marks to Carry (in Race Shed)





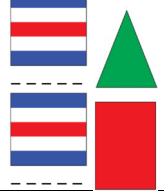

- Orange LEEWARD Mark in Mesh bag with clip
- Orange or Yellow hippity hop\_ starting line PIN Mark
- Anchor for each
- Anchor lines for each (on coil)
- 5 or 10 lb weight for anchor rode to keep orange mark upright

### Flags to Carry

- **See the Chart**

### Boat Procedures Manual

# Flags for Each Boat to Carry

Flag	Flag Image	Signal Boat	Mark Boat	Pin Boat
Orange (starting line)				
Blue (Finish Line)				
Numeral One (Open Fleet)				
Class Flags				
P (Prep)	 ↑ • ↓ -			
X (Individual Recall)	 ↑ •			
1 <sup>st</sup> Substitute (General Recall)	 ↑ • • ↓ •			
AP (Postpone)	 ↑ • • ↓ •			
Y (Life Vest Required)	 ↑ •			
L (Come within Hail)	 ↑ •			
N (Abandoned)	 • ↓ • • • ↑			
N over H (Races not started are Postponed)	 ↑ • •			
N over A (Races not started are Postponed. No More Racing Today)	 ↑ • •			
C with Starboard Triangle & C with Port Rectangle (One 2-sided Change Course Board)				
S (Shorten Course)	 ↑ • •			
M (Missing Mark)				

# Typical Assignments for Race Committee Boats

## Mark Boat

### Prepare and Launch

1. Assemble Equipment, Marks and Flags on Boat
2. Inflate marks if needed (do not over inflate as they will expand in the sun)
3. Launch boat and park near race shed.
4. Perform radio check with Signal and Pin Boat

### Assist in Course Selection

5. Go out on race course 15 – 20 minutes prior to Signal Boat early
6. Select an upwind position
7. Measure wind speed and direction and report back to committee boat via Radio (Channel 71)
8. Wait for instructions from Signal Boat

### Set the Course

1. Adjust position as requested by PRO
2. Drop in Windward mark with anchor and weight so it stands upright.
3. Drop in Windward offset mark (if required)
4. Wait for instructions

## Pin Boat

### Prepare and Launch Boat

1. Assemble Equipment, Marks and Flags on Boat
2. Inflate marks if needed (do not over inflate as they will expand in the sun)
3. Launch boat and park near race shed.
4. Perform radio check with Signal and Mark Boat

### Assist in Course Selection

5. Go out on race course 15 – 20 minutes prior to Signal Boat early
6. Select a downwind position based on race course as communicated by PRO.
7. Measure wind speed and direction and report back to committee boat via Radio (Channel 71)
8. Wait for instructions from Signal Boat

### Set the Course

1. Adjust position as requested by PRO
2. Drop in Leeward mark with anchor and weight so it stands upright.
3. Relocate to the port side of the Signal (PRO) boat.
4. Adjust position as requested by PRO
5. Drop in Pin mark with anchor
6. Wait for instructions from Signal Boat

## Signal Boat

### Prepare and Launch Boat

1. Assemble Equipment and Flags on Boat
2. Confirm that Mark and Pin boats have full sets of equipment
3. Launch boat and park on other side of dock
4. Perform radio check with Pin and Mark Boat

### Course Selection

5. Send Pin and Mark boats out to race course 15 – 20 minutes prior to departing the dock.
6. Depart dock with horn blast
7. Select a position based on race course.
8. Drop anchor and ensure Signal does not drift

### Set the Course

1. Measure and record wind speed and direction at Signal and Mark boats.
2. Communicate with Mark and Pin boats and set the course (Windward, Leeward and Pin marks)

### Assign recorder

- Train recorder on what records to record. (**see the following section: Race Committee Procedures**)
- Record sail number as sailors sail past Signal on the registration sheet for check-in to verify that the sail numbers match the registration sheet.

### Review Procedures with Signal Staff

#### Assign Flag Manager

- Review flags and their purpose.
- Review flag sequence at start.
  - 1<sup>st</sup> horn – Class Flag up (5 minutes to go)
  - 2<sup>nd</sup> horn – P Flag Up (4 minutes to go)
  - 3<sup>rd</sup> horn – P Flag Down (1 minute to go)
  - 4<sup>th</sup> horn – Class Flag down (0 minutes ...start of race.)
- Review X and 1<sup>st</sup> Substitute if boats are over early.
- Practice raising and lower flags quickly and in coordination with horn sequence

#### Assign time keeper

- Select a watch with which to take start and finish times.
- Train time keeper on how to manage auto start device.

#### Assign recorders

- Review what needs to be recorded. Times to the second and sail numbers.
- Enter race data including windspeed and direction.

### PRO and staff to run the races

- Use cell phone recorder to verbally record start times, finish times, sail numbers.
- DELAY THE START IF RACE COMMITTEE IS NOT ORGANIZED

## LTYC Race Committee Procedures

1. **All RC members should attend the RC Zoom meeting at 7:15 PM on the Friday before race day.** This is the time for the PRO to discuss when the RC team should arrive at the lake and what is expected from each RC team member.
2. **The PRO prints the scratch sheet on Saturday morning.** It's best to select "Custom Page Breaks". Then print only page 3 page with the participants. Be sure to add any skippers or crew that did not sign up on the scratch sheet, when they check in on the water. The PRO also prints the blank finish sheets. Print at least 3; one for each race scheduled.
3. **Take the registration sheet with you on the signal boat.** Use the registration sheet to verify that the sail numbers that check in on the water match the sail numbers on the registration sheet. PROs: please be sure the recorder understands the importance of this. Also verify that the crew listed on the scratch sheet matches the crew in the boat.
4. **If a boat does not compete in or finish a particular race, please note that on the finish sheet with DNC (did not compete) or DNF (did not finish). Do not use RET (retired). (Only use RET if a skipper commits a foul and does not exonerate him/her self and subsequently retires after finishing. Document the foul.) In order to score boats properly, the scorekeeper needs to know if a boat did not participate at all (DNC) or if a boat started the race and did not finish (DNF). RET does not specify which situation occurred.**
5. **Make a list of race committee.** Record each person's name at the bottom of the registration sheet.
6. **Record on the finish sheet,** the wind speed in knots at the beginning, middle and end of each race. Or use the average feature on the anemometer. Be sure to reset it at the beginning of each race. Placing the anemometer on the front rail toward the starboard corner allows it to be seen easily by the recorder. Preferably, do not start a race in winds less than 2 knots.
7. **Record the start time of each race (not the beginning of the sequence).** Record each boat's finish time in clock time, not elapsed time. Record the finish times in **chronological** order. If two boats' times are correct but their order is reversed, change the numerals on the left side of the page. If boats finish very close together, the **sail numbers in order of finish** is the important thing to document. The finish times can be added after that bunched up group has finished. There is a voice recorder in the box on the signal boat or use your smart phone. Ideal duration of a race is 45 minutes for the middle of the class to finish.
8. **If a race has multiple starts,** please document the start time (not the time the sequence began) for each start of each race and which classes of boats are in each start. In order to use a race for the Overall Series, all starts must sail the same course. If at all possible, have all classes complete the same course for each race, so that the scores can be used in the overall series. Begin the second start as soon after the first start as possible.
9. **If a race needs to Shorten Course:** On one of the SCAT boats: Be sure to take the S flag, (usually hanging on its pole in rafters of race shed), the pole extension and the change of course board in case the PRO wants to shorten or change the course. An easy way to take scores from the SCAT boat on a shortened course is

for the Scat boat person to radio the sail number and “over” to the signal boat where the time is noted and the information written down.

10. **If Lasers participate**, be sure to document on the registration sheet, which ones use the **radial sail** and which use the **standard sail**.

## BOATS: COMMITTEE BOAT

### Boat – Description

Type of boat and manufacturer:  
Has navigation lights?

### Motor - Description

- **Two-cycle**
- **This engine uses gas which has oil mixed in with it. Mix ratio is 50:1.**
- **Use regular gas. Gas stabilizer should be used.**

### Boat Operation:

#### Launching:

- To tow the boat, a **2 inch ball** is required. If using a bumper hitch, as opposed to a hitch secured to the chassis of the vehicle, be sure it can handle the weight.
- Always hook up the safety chains and use a hitch pin or bolt in the lock hole to secure the coupler.
- This motor remains in the tilted down position at all times. If it is being pulled with a vehicle/hitch that may raise the front of the boat trailer above level, then go slow and keep a watchful eye as it is being moved to the ramp.
- Be sure both back drain plugs are in place.

#### Starting the engine:

- **IMPORTANT:** Never run the motor out of the water even for an instant as this may do irreparable harm.
- The gas tank is located under the long seat at the back of the boat.
- **Open the vent on the gas tank.**
- Prime the motor by **squeezing the bulb** on the gas line until it is hard. Hold the end of the bulb up.
- **Pull out manual choke on the motor.** (You must press in on the red button to engage the gear shift into Forward or Reverse.)
- Make sure the throttle handle is in neutral. Raise the fast idle handle.
- Put the key in the switch and turn the key to start the motor. Let motor warm for a minute and push fast idle handle back down before putting into gear.
- **IMPORTANT:** Check for water stream coming out of the back of the motor. If it does not, then shut down motor immediately.
- Before leaving the docks, allow motor to run for about five minutes to warm up completely.

#### Operating the boat:

Basic maneuvers for operating a power boat: <http://www.uspowerboating.com/maneuvers.htm> **IMPORTANT:** If you leave the helm even briefly, turn the motor off.



Throttle down to idle, put gear in neutral and turn off key. ???  
Unhook gas line and run gas out ???

**Retrieving:**

Leaving on the water:

Putting up in drydock:

- After driving boat onto the trailer, unplug gas line from the motor and allow the motor to run until it is out of gas and shuts off.
- Drydock – place in the space the boat was removed from.
- **IMPORTANT:** Be sure to leave the motor in the tilted down position. If it is left tilted up in cold weather, any water trapped inside could freeze and damage the motor.

**Other Equipment:**

**Radio:**

- How to hookup to boat:
- How to operate:
  1. Use the **1 watt transmit power setting.**
  2. Do not hold the microphone close to your mouth or it will overdrive the mic and distort.
- Which channels to use:
  - Race Series: Committee boat to Safety boats: channel 71.
  - Weather: WX 2.
  - Marina office:  
The marina does not monitor any marine channels.  
  
To contact the wardens, call them by phone at 336-373-3694.
- How to turn PA on:

**Course Board:**

Putting out and storing.

**Battery:**

The pontoon boat has a solar panel installed on the roof. Lift the back engine/gas tank cover and look to the starboard corner. You will see the battery and a small light colored box, the charger's regulator. If the proper LED is lit up, all is well. If the other LED, or no LED is lit, contact the Equipment Chairman.

## BOATS: SCAT 1

### Boat – Description

Type of boat and manufacturer.  
Has navigation lights.

### Motor - Description

- Honda, four stroke. Similar to motor in an automobile.
- **You do NOT mix oil in with the gas.** The motor has a separate oil tank.
- Use No-Alcohol regular gas.
- Use 5W-30 (API standard SG, SH or SJ)
- The gas filler cap is on top of the console behind the windshield and the gas tank is below and inside the console.

### Boat Operation:

#### Launching:

- To tow the boat, a **2 inch ball** is required. If using a bumper hitch, as opposed to a hitch secured to the chassis of the vehicle, be sure it can handle the weight.
- Always hook up the safety chains and use a hitch pin or bolt in the lock hole to secure the coupler.
- Be sure the motor is tilted up when driving to the launch ramp.
- Be sure the floor drain plugs on each side of the transom are in place.
- Be sure the bilge pump area drain plug in the center of the transom is in place.
- Once the boat is in the water, tilt the motor down (switch on side of throttle handle).

#### Starting the engine:

- **IMPORTANT:** Check oil level.
- **IMPORTANT:** Never run the motor out of the water even for an instant as this may do irreparable harm.
- Prime the motor by squeezing the bulb on the gas line until it is hard.
- On the first start, pull out manual choke on the motor. Pushing the key in 'chokes' the motor without using the choke lever.
- Make sure the throttle handle is in neutral and put the key in the switch.
- Turn the key to start the motor. If the motor doesn't start right away push in the release button (round black button) on the side of the throttle and push the throttle handle forward a couple of inches so the motor is in fast idle in neutral. The release button acts as a clutch.
- Once the motor starts, allow it to warm up for about one minute, then push the manual choke in slowly. If motor wants to cut off, push the key in and release as needed.
- **IMPORTANT:** Check for water stream coming out of the back of the motor. If it does not, then shut down motor immediately.
- Before leaving the docks, allow motor to run for about five minutes to warm up completely.

- Basic maneuvers for operating a power boat: <http://www.uspowerboating.com/maneuvers.htm>
- **IMPORTANT:** If you leave the helm even briefly, turn the motor off first.
- If the boat has been idling or running at low speed a lot, which is typical in a sailing class, before coming in run the boat down the lake at speed (three quarter throttle) to 'blow out' the motor.

#### **Boarding Ladder:**

- **IMPORTANT:** Engine **MUST** be off before using the ladder.
- Severe bodily injury will result from contact with the propeller.
- **NEVER** use the ladder when the boat is not in the water.

#### **Shutting down the engine:**

Throttle down to idle, put gear in neutral and turn off key.

It is not necessary to unhook the gas line and run the motor till it runs out of gas.

#### **Retrieving:**

Leaving on the water:

Remove port-side plug only, leave bilge pump OFF.

Putting up in drydock:

- Be sure the motor is tilted up when driving to the launch ramp.
- Drydock – place in the space the boat was removed from.
- **IMPORTANT:** Be sure to place the boat on the correct trailer. SCAT 1 must go on SCAT 1 trailer.
- **IMPORTANT:** Be sure to leave the motor in the tilted down position. If it is left tilted up in cold weather, water trapped may freeze up and cause damage.

#### **Other Equipment:**

#### **Radio:**

- How to hookup to boat:
- How to operate:
  1. Use the 1 watt transmit power setting
  2. Do not hold the microphone close to your mouth or it will overdrive the mic and distort.
- Which channels to use:
  - Race Series: Committee boat to Safety boats: channel 71.
  - Weather: WX 2.
  - Marina office:

The marina does not monitor any marine channels.

To contact the wardens, call them by phone at 336-373-3694.

- How to turn PA on:

**Battery:**

A volt meter, used to monitor the battery status, is mounted on the lower left corner of the dash- it's the rectangular black box under the steering wheel. To test, press and hold the white button labeled "PUSH". You will see up to three LED's light up, indicating a good battery. Less than three means use the other boat and let the Equipment Chairman know that battery is out of service.

Pushing the button while the engine is running should light up four LED's indicating the battery is charging properly.

## BOATS: SCAT 2

### Boat – Description

Type of boat and manufacturer: Has navigation lights

### Motor - Description

- Suzuki, four-cycle. Similar to the motor in an automobile.
- **You do NOT mix oil in with the gas. The motor has a separate oil tank.**
- Use non-Alcohol regular gas.

### Boat Operation:

#### Launching:

- To tow the boat, a **2 inch ball** is required. If using a bumper hitch, as opposed to a hitch secured to the chassis of the vehicle, be sure it can handle the weight.
- Always hook up the safety chains and use a hitch pin or bolt in the lock hole to secure the coupler.
- Be sure the motor is tilted up when driving to the launch ramp.
- Be sure the floor drain plugs on each side of the transom are in place.
- Be sure the bilge pump area drain plug in the center of the transom is in place.
- Once the boat is in the water, tilt the motor down (switch on side of throttle handle).

#### Starting the engine:

- **IMPORTANT:** Check oil level.
- **IMPORTANT:** Never run the motor out of the water even for an instant as this may do irreparable harm.
- The gas filler is located behind the window and on top of the console.
- Prime the motor by squeezing the bulb on the gas line until it is hard.
- On the first start, pull out manual choke on the motor. Pushing the key in 'chokes' the motor without using the choke lever.
- Make sure the throttle handle is in neutral and put the key in the switch.
- Turn the key to start the motor. If the motor doesn't start right away push in the release button (round black button) on the side of the throttle and push the throttle handle forward a couple of inches so the motor is in fast idle in neutral. The release button acts as a clutch.
- Once the motor starts, allow it to warm up for about one minute, then push the manual choke in slowly. If motor wants to cut off, push the key in and release as needed.
- **IMPORTANT:** Check for water stream coming out of the back of the motor. If it does not, then shut down motor immediately.
- Before leaving the docks, allow motor to run for about five minutes to warm up completely.

#### Operating the boat:

- Basic maneuvers for operating a power boat: <http://www.uspowerboating.com/maneuvers.htm>
- **IMPORTANT:** If you leave the helm even briefly, turn the motor off first.
- If the boat has been idling or running at low speed a lot, which is typical in a sailing class, before coming in run the boat down the lake at speed (three quarter throttle) to 'blow out' the motor.

### Boarding Ladder:

- **IMPORTANT:** Engine MUST be off before using the ladder.
- Severe bodily injury will result from contact with the propeller.
- NEVER use the ladder when the boat is not in the water.

### Shutting down the engine:

Throttle down to idle, put gear in neutral and turn off key.

It is not necessary to unhook the gas line and run the motor till until it runs out of gas.

### Retrieving:

Leaving on the water:

Remove port-side plug only, leave bilge pump OFF.

Putting up in drydock:

- Be sure the motor is tilted up when driving to the launch ramp.
- Drydock – place in the space the boat was removed from.
- **IMPORTANT:** Be sure to place the boat on the correct trailer. SCAT 2 must go on SCAT 2 trailer.
- **IMPORTANT:** Be sure to leave the motor in the tilted down position. If it is left tilted up in cold weather, water trapped may freeze up and cause damage.

### Other Equipment:

#### Radio:

- How to hookup to boat:
- How to operate:
  1. Use the 1 watt transmit power setting.
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- Which channels to use:
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