Naples Model Yacht Club
Guidelines for Race Director:
December 22, 2021

The Race Director (RD) and Assistant Race Director (ARD) are responsible for conducting the race program for a specific date and fleet as appointed by the Club Race Director. The goal is to provide fun and fair competition for the racing sailors.

A. **Abbreviations:**
   a. dns = did not start
   b. dnf = did not finish
   c. ocs = on course side (over early)
   d. RSS = Racing Rules of Sailing (can be downloaded or purchased at USSailing.org)
   e. additional abbreviations can be found in the RRS manual
B. **Rules:** The racing is managing according to the RSS and the Naples Model Yacht Club Notice of Race and Sailing Instructions
C. **RD/ARD responsibilities**: (the "whats")
   a. Check in all sailors and verify eligibility to race
   b. Establish the race course and communicate to sailors
   c. Conduct a skippers meeting 15 minutes before the start of racing
   d. Maintain paper records of boats entered, finishes, and any pertinent notes
   e. Execute the starting sequence for each heat and record dns/ocs etc
   f. Monitor each heat for boats that are dnf
   g. Observe mark roundings and call out boats that miss or touch a mark if observed
   h. Record the finishing order of boats for each heat and account for any dnf
   i. Manage the timing of the program including down time for repairs, breaks, or any other delays
   j. Monitor wind and course conditions and change the course if necessary
   k. Turn over all documents to the Fleet Captain
   l. Note: the RD/ARD are not responsible for monitoring actions between boats racing and calling for penalties. It is the responsibility of the sailors to protest improper actions by other boats.
D. **Recommended practices** (the "hows")
   a. Establishing the course: Set a course with a long upwind first leg to provide fleet separation. The best course will have sailable water on both sides of the course. Use an offset mark at the windward end to provide fleet separation. Set the leeward mark to provide a downwind leg if possible, with an offset mark that will provide an upwind leg for the third leg of the course. Set the finish line for an upwind finish. The finish line does not need to be the same as the start line. Set the start line length to provide 1 to 1.5 boatlengths times the number of boats starting (i.e.: 15 boats times 3' per boat times 1 to 1.5 = 45 to 68 feet). Set the starting line to be perpendicular to the average wind. Use a throw in buoy if necessary. Note: counterclockwise courses are preferred with port roundings; clockwise courses are undesirable.
   Note: *We have added marks and a markset boat for 2020; these should be used to set a starting line square to the wind and a good race course as outlined above.*
   b. Conducting the skipper's meeting: Call the meeting to order 15 minutes prior to the first heat. Communicate the course (with a course board if possible); repeat several times. Discuss any changes to the rules or sailing instructions. Confirm the start time of the first

heat *(the timer should go off at the published hour and not before).* Remind skippers to register

c. <u>Starting each heat</u>: It works best to have one person calling the start line and another person writing down ocs boats. The line spotter should be positioned right on the line with no visual interference, with the scribe right near by. The actual line is the course side of the marks. At the starting signal, watch for any boats that are over the line before the sound. If so, yell out "individual recall" and the number of the boat. If several boats are in violation, identify them by sail number or color as soon as possible; however, the onus is on the sailor to start correctly and if you can't see a sail number for several seconds, you can still call them ocs. A video clip is useful to confirm violators. If a large group of boats is over early, and in your judgement it is not possible to identify most of the boats, then yell out "general recall" and restart the sequence. Note: any time there is a recall, you can expect denial and moans and groans like it was your fault.

d. <u>Finishing each heat</u>: Like the start, it is best to have someone calling out finishers by boat number and/or color and someone else writing down the results. It is best to write down the finishers in order on a separate pad of paper, review it, and then transcribe the results to the official finish report. If several boats are close at the finish, and one is obscured by another boat, call out "skip" which means that the scribe should leave a blank line on the finish sheet. Generally the missing boat can be identified shortly after finishing . An audio recording is very helpful, or a video clip with sound is even better. Make sure that all boats have been scored and accounted for prior to starting the next heat. Note that the finish line is the course side of the finish marks. Don't hesitate to yell "clear the finish area" at boats that are interfering with competitors about to finish.

e. <u>Managing time</u>: If one or two boats are lagging well behind the other boats, it is good practice to score them in their position at some point before the finish and instruct them to return to the starting area. This keeps the racing moving along. Stay on top of the scoring to allow the start of the next heat to commence one minute after the last boat finishes if possible. Time the break period and give a one minute warning when it will expire. Start the sequence at the end of the break period. The overall goal is to complete as many good races as possible without sacrificing quality of racing. During each race, review the sailing conditions and have a potential new course selected ahead of time if necessary, including moving marks. Favor quality over quantity of races.

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