

Instructions for Race Committee Volunteers (READ BEFORE GOING ON THE WATER)

1. Before you go out on the water, pump up the marks, attach the anchors and make sure all the flags are in the committee boat. Once you are anchored make sure that the red-and-white race committee flag is raised. This is required by the Toronto Port Authority for all anchored boats running a sailing race.
2. Make sure that you set a course that is an appropriate length for the wind conditions and amount of daylight remaining (i.e. not too long on a light wind day or vice versa). Also, make sure that where you place the marks in the harbour is not going to compromise the ability of other sailors to access or use the water that we are racing on. Remember, we are sharing this body of water with many other sailors and want to maintain good relations with them and their home clubs.
3. Try your best to keep the starting line perpendicular to the wind direction, if not SLIGHTLY port-favoured (this will keep the boards away from the committee boat).
4. Make sure that the starting line is an appropriate length for the number of boards present. Longer is better. Once you have set the starting line make sure that you raise the solid orange flag to mark the committee boat end of the line.
5. As a courtesy, sound several short whistle blasts 30s before you begin the starting sequence to get the racers attention.
6. The starting sequence is as follows:

At 5 minutes:	Class flag(s) go(es) up with a sound signal
At 4 minutes:	Yellow 'warning' flag goes up with a sound signal
At 1 minute:	Warning flag comes down with a sound signal
At 0 minutes:	Class flag(s) come(s) down with a sound signal

***** Remember that the flags MUST be raised at EXACTLY the correct time intervals since the times are based on the flags, NOT the sound signals.*****

Class Flags: Raceboard – Red 'R' on a white background

Kona – Kona flag

LTW & Kid's Camp – start with the Kona fleet.

7. As the ends of the starting line are the solid orange flag and the leeward mark, make sure that one of you is sighting down the line to watch for boards that are 'over early'. If you can identify the board(s) that is/are over early then that is an individual recall. If so many boards are over the starting line early that you can't identify all of them, then that is considered a general recall.

**Individual Recall – The white flag with the blue cross is raised with a sound signal IMMEDIATELY after the starting signal. This flag stays up until the racer(s) has/have exonerated themselves by crossing back over the starting line, then it comes down. Any boards who are over early and choose to not exonerate themselves get marked on the score sheet as OCS.

**General Recall – The blue pennant with the yellow triangle goes up with TWO sound signals IMMEDIATELY after the starting signal. This flag stays up for 1 minute and then the 5 minute flag goes up to restart the race.

8. Guillotine Flag – This is the black-and-white checkerboard flag. Raise this flag (with a sound signal) when approximately half of the racers have passed the jibe mark on the first lap.

9. Multiple Starts: If there are enough youth or Kona's racing (3 or more) on any given night, discuss with the fleet and give them a separate start. Make sure that you announce this to the respective fleets if there is any question as to whether or not there will be a second start. The start sequence for second start can begin with the start signal for the first start.

10. Make sure that you record ALL finishers. **Write down the sail number correctly and legibly** and if the racer has no sail number or is a member of the 'Youth Camp', hail them to find out what their **full name** is. If a racer is only completing ONE LAP of the course please note that beside their name or sail number. For safety reasons, please record the name/sail number of any boards who DNF or retire from a race (RET).

11. For racers who do not have sail numbers on their sail, encourage them to do so before the next race night.

12. The number races done is up to you, but always err on the side of common sense and safety especially if the conditions warrant it.

13. Once the racing is over, collect the marks and come back to shore. Others at TWC will help pull the boat up. Deflate the marks, store them and the anchors in the boat trailer. Put the boat in the trailer and lock up.