



Fleet Captain's Guide for SYSCO Racing

McCuddy's Bathroom Code: 251

2022 Racing Support Committee

Race Captain	Denny Damore	race_captain@syscosailing.org	(503) 318-6295
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Pre-Race Day Preparation

February

You will receive the Race Committee duty schedule at SYSCO Fleet Night. The Schedule is also posted at: <https://www.syscosailing.org/resources/SYSCO%20Race%20Committee%20Schedule%202022.pdf>

March

Send your Fleet's scheduled race committee dates to everyone in your fleet (skippers, crew, associates) and ask them to block out the times in their calendars early.

Three weeks before a race committee date

Send out a reminder and start asking for volunteers.
Line up a race committee platform boat.

Two weeks before a race committee date

Start asking for firm volunteer commitments from your fleet members. You will need 7 or 8 people on the race committee boat and two people for Pancho operations.
Let your Tuesday Night Coordinator or Thursday Night Coordinator know how you are coming with preparations. This will give us time to help if needed on getting volunteers or someone to assist the PRO.

One week before a race committee date

Send an email to your volunteers with the time to report to the committee boat, where to report, whether to bring PFD's, etc. You will need to have the committee boat on station and anchored by 17:30 (5:30pm), so you typically need to leave the dock by 5:00 or so. Urge people to plan on traffic and point out that the committee boat needs to leave on time. Pancho will rendezvous with RC at 17:30 to hand off paperwork, flags, the Course Board, and Horatio.

Race Day: Volunteers, Equipment, Procedures

Volunteers and their roles

Try to have a least seven people on your RC team. Eight or nine would be ideal. Their respective duties are:

Setting marks: Two people on Pancho, the Boston Whaler mark boat.

Check-in: Three people are needed for checking-in boats – one spotting and two recording on the check-in sheets. During check-in, other volunteers will be mounting the committee flag, composing and raising the Course Board then putting up the Come Within Hail flag, setting up the automatic horn controller (Horatio Hornblower, HH), getting flags out and ready, and so forth.

Starts:

- Assign 1 volunteer who will be responsible for operating the automatic horn controller, HH, (see below). Often this is the Fleet Captain or PRO.
- Assign 1 volunteer who will be responsible for raising and lowering the "Come With-in Hail" flag and "Postpone" pennant if needed.
- Assign 2 or 3 volunteers to share the job of raising and lowering pennants and "Prep" flag.
- Assign 1 volunteer with a horn to sight the start line looking for boats over early. Often this is the Fleet Captain or PRO. This volunteer can also call out boats that are On Course Side ("over early" or OCS), using voice or handheld VHF (optional).
- Assign 1 volunteer to handle the individual (OCS) and general recall flags.
- Assign 2 volunteers to record boats checking in on **TWO** separate check-in sheets, the actual start times for each starting pennant, the number of boats starting, and any OCS boats.

Finishing:

- Assign 1 volunteer to sight the finish line and call "over."
- Assign 1-2 volunteers to identify boats approaching the line, and to call out to the recorders the sail number and projected finish order.
- Assign 1 volunteer to announce time from the official clock.
- Assign 2 volunteers to record finishes on the **TWO** separate finish sheets.
- Assign 1 volunteer to sound a horn for first place finishers for each class.

A word on the Principal Race Official (PRO)

It is essential that one person on your race committee be the PRO. The PRO decides on the courses, where to set the marks, helps coordinate activities on the committee boat, and watches the "big picture." SYSCO is committed to volunteer race committees and the fleets have a very good record of putting on good races. If your designated PRO doesn't feel comfortable in the role, the SYSCO Racing Support Committee (see list above) can provide someone to assist the designated volunteer PRO.

The Pancho Crew

Pancho is SYSCO's mark setting and safety boat. It is an 17-foot Boston Whaler. Because it is moored at McCuddy's Marina, two of your committee should plan to meet at McCuddy's around 16:30 (4:30 pm). They will need to re-load the marks, perhaps add air to the marks, rendezvous with the committee boat,

and set the start line, finish, and upstream and downstream marks,. Pancho should be in radio communication with the PRO to properly set the marks.

The Pancho operator must have the Oregon Boater Card and, for insurance purposes, should be a member of SYSCO.

Pancho and Platform/Signal Boat Equipment and Operations

Equipment

- Watch(s) or other clock device to record start times and finish times. (The “Digital Clock” app on a smartphone is a great option.)
- Binoculars
- VHF (either hand-held or fixed)
- Drogue (or a bucket and line) to steady committee boat. (There is a drogue mounted on Pancho at the port stern and a reserve larger drogue under the forward deck that can be loaned to the platform boat if needed.)
- Handheld air horn or the ability to blow a horn on the platform/signal boat.

Other equipment will be on Poncho. This includes the orange paperwork box, flag bag, course board, two bins of letters or numbers for the course board, and auto horn.

You may want to print the SYSCO Race Checklist (on pages 11-12) before your race.

Pancho Operations

Pancho is moored at McCuddy’s Marina near the intersection of NE 33rd and NE Marine Drive. The slip is in the covered row near the far end.

Check-out Procedure

1. Check that safety equipment is on board: throw line, boarding ladder, horseshoe;
2. Unplug Horatio from the power cord and hang the cord on the hook next to Pancho;
3. Lower the engine using the power tilt buttons on the controls;
4. Open the breather on the fuel tank (check that the fuel line is connected to the motor);
5. Pump the bulb on the fuel line;
6. Turn the key on and start the engine;
7. Allow the engine to warm up for a minute; and
8. Turn on the battery switch that is inside the console on the right-hand side for VHF radio, running lights, bilge pump, and cigarette lighter socket power.

Check-in Procedure

1. Turn off the battery switch inside the console;
2. Turn the key to shut down the engine;
3. Close the breather on the fuel tank;
4. Turn steering to place engine in straight ahead position and raise the engine using power tilt buttons;

5. Place completed Check-in sheets and Finish sheets on their clipboards in the orange paperwork box;
6. Make sure flag bag is left on a raised deck and not on the floor; and
7. Plug Horatio's charger back in.

Any problems call Denny Damore at (503) 318-6295. Denny may be racing Tuesdays and Thursdays. If you can't reach Denny, call Gregg Bryden at (503) 593-2662, Bruce Newton at (503) 806-6625, or Doug Damm at (503) 730-9011.

Loading the Marks on Pancho

Some marks may need air between race days. If so, the electric pump is under the console. Plug it into the lighter socket (battery switch ON). If refilling, be sure to leave enough air out of the mark so it can be depressed 4-6 inches because the warm weather causes the marks to expand quite a bit. Overinflated marks are difficult to recover from the water and stow in Pancho.

Marks not needed on Pancho can be set on the dock with the mark chain wrapped around a cleat or post or something so the mark doesn't blow off and float around the slip.

The procedure for loading marks on the boat is to start with the anchor and chain (keep separate from rode), then flake the rode, then set the mark weight, chain, then the mark on the rode.

Conducting the Race

Setting the Courses: Options and Processes

The PRO determines the courses. The goal is provide an hour or more of racing for each Fleet. In the Spring, sunset is earlier and shorter courses may be required. In the summer we allow fleets to indicate that they would prefer two races a night. Fleets that requested two races should get a shorter course than they otherwise would get. A second race is at the discretion of the PRO. If it is getting too late, don't start a second race.

Avoid downwind finishes for one-design fleets. The larger one-design fleets will bunch up as they funnel toward the finish and as the boats behind blanket the boats ahead. They will cross the finish line as a tight clump making it impossible to determine finish order. Also, be aware that if it is sunny the setting sun will be behind boats finishing from the west and it will be difficult to read numbers on spinnakers. Finally, try to have all fleets finish in the same direction, either downwind or upwind. Don't set courses where some fleets finish upwind and others downwind.

Review the local rules section on courses (section 8). There were new rules on courses issued in 2022.

We generally use the windward/leeward (Alphabetic) courses. And for the series races we always set separate start and finish lines. You can use the OCSA designated marks (e.g., 14, 2, X). For example, you could use the OCSA marks to keep the Cruising Classes on a different course from the one-design classes. This helps reduce congestion at the marks. If you use the designated mark system, you must spell out the marks (e.g., "S-2-14-F"). Note that "S" and "F" are used to designate the start and finish lines.

If you opt to use the red navigation buoy (the Ryan Point Red-Green Junction Buoy also referred to as OCSA Designated Mark 2) to serve as the windward mark in the alphabetic (windward-leeward) courses,

you must signal that by tying a red square at the top of the course board. Courtesy VHF announcements are OK but the red square must be on the course board. (New local rule 8.2)

For the three long series (Spring, Summer, and Twilight) we always have separate start and finish lines. Do not set up the committee boat at a fixed navigational buoy such as "14." This will cause confusion over what the finish mark is.

Example of a Tuesday night course board with winds west-north-west @ 8-10kts:

#1	A/A1	WW
#2	B+C	WW
#3	M24	TT
#4	M25	V
#5	E/F	V

Second Race

#1	A/A1	W
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Example of a Thursday night course board with winds west-north -west @ 8-10kts:

#1	J24	X
#2	Cal20	W
#3	Cat22+Ven21	TT
#4	CruA+B	S-2-14-F
#5	CruC+D	S-2-14-F

Second Race:

#1	J24	W
#2	Cal20	T

Pancho is loaded with 6 marks for setting up courses associated with the W/L Alpha Course Chart. You must use the greenish buoy as the start mark. The starting must be on the right side of the course when facing windward. An orange flag should be on the committee boat facing the start mark and a blue flag should be on the finish side of the boat.

If you set a course that uses the #4 mark, you must also set a #3 mark(Rule 8.6 added 2019). If anything happens that could be confusing be sure to make repeated VHF announcements.

Setting and Retrieving the Marks using Pancho

Setting the Marks: Once the course has been determined by the PRO, the procedure for setting marks from Pancho is to head Pancho up-river, drop the mark approximately where you want it, motor Pancho up-river while paying out the mark rode. Be careful that the line does not get near the engine propeller. When you get to the anchor, hold onto it until you and the PRO are happy with the location of the mark. Once the mark is positioned, drop the anchor overboard (flukes down). Hover around the mark to make sure it's set. The best thing to do is to put Pancho in neutral. If Pancho drifts away from the mark, then

the mark is set. Use Pancho's depth meter to make sure there is at least 12 feet of depth all around the mark.

Retrieving the Marks: The procedure for retrieving marks is to approach them from the down-river side. Ease Pancho up to the mark so the mark touches the port bow and slides along the port side of the mark boat to amidships. Hoist the mark into the boat, and start pulling in the rode. The Pancho operator should drive the mark boat up-river keeping the rode close to but not under the port side of Pancho. Avoid having the rode near the stern of the boat. If something happens and the rode gets caught in the prop, the engine will shut down. Raise the engine using the power tilt. Unraveling the rode is usually no problem. In an emergency, there is a knife on a lanyard at the stern of Pancho that can be used to cut the rode.

Check-in Sheets and Race Starts

As soon as you get on station start the check-in process. Get the RC flag up as soon as possible to help identify the committee boat. Set the orange start flag on the start side of the midships usually attached to the shrouds. This represents one end of the start line and is the sighting position for On Course Side (OCS, "over early") boats. Place the blue flag on the opposite side of the boat assuming you will be using a separate start and finish line. The blue flag denotes the end of the finish line on the P/S boat. As above, it is usually attached to the shrouds.

Do not raise the "Come with-in Hail" flag until the course board is up. However, boats will be sailing by to check-in with the RC. You will have check-in sheets that list by Pennant and Class the name, sail #, and model of each registered boat (an example is attached). During this check-in period, you should have two volunteers each individually using their own check-in sheet place a check mark for boats as they sail by to check in. One or two other volunteers can assist by spotting the boats and calling out the boat's fleet and the name or sail number.

During race starts use the **check-in sheets** to record the Start Time, number of boats starting, and record any OCS, over early, boats. Be sure to note whether OCS boats went back to start properly or not. The number of boats starting is useful to know so that towards the end of the night you can determine if there are any boats still racing. After all boats have started for all the pennants, the focus for these recorder volunteers turns to the Finish Sheets (see below).

Horatio Hornblower (HH) Operation, Timing, Flags

Use GPS, cell phone time, or an official watch. The "Digital Clock" app on a smartphone is a great option. Power up the auto horn controller, HH.

[T -1min] 18:29 Push the Start button on the controller. HH will sound 4 blasts on the horn as **"Come Within Hail" is lowered.**

Everything after this is automatic. The controller does the following:

[T -15sec]	Long warning beep (45 seconds after the top button is pushed)
[T -5sec]	5 countdown beeps to T (55 seconds after the top button is pushed)
[T]	HH sounds one blast on horn, pennant #1 goes up
[T +45sec]	Long beep

[T +55sec]	5 Countdown beeps to T+1min
[T+1]	HH sounds one blast on horn, prep flag up
[T+2]	3 beeps heard on controller
[T+3]	2 beeps heard on controller
[T+3 mins 45 seconds]	Long beep
[T+3 mins 55 seconds]	5 countdown beeps to T +4mins
[T+4]	HH sounds one blast on horn, prep flag down
[T+4 mins 45 seconds]	Long beep
[T+4 mins 55 seconds]	5 countdown beeps to T +5mins
[T+5]	HH sounds one blast on horn, #1 pennant down/#2 pennant up

Until the unit is turned off, the auto horn controller will continue to beep the routine from T+45sec through T+5.

The manual horn button on the controller allows you to give horn signals without interrupting a sequence.

If you need to **postpone**, sound 2 signals/blasts on a horn (the handheld, the platform/signal boat horn, or the manual horn on HH), raise “Cat in the Hat (red and white striped pennant),” and power down the HH controller. Power up the HH controller again when you are ready to restart. When you’re ready to lower the “Cat in the Hat” with one long horn blast. Follow the routine outlined above from [T-1min] onward, i.e., push the Start button, follow the flag sequence.

If there is a **General Recall, do not stop** the sequence on the auto controller. You recall the starting boats by both blowing two signals/blasts on a horn as above and raising the General Recall flag (First Substitute). The recalled class will be re-started at the end of the current sequence of starts, i.e., they go to the end of the line. The flag comes down with the Prep flag one minute before the next start.

If there will be a **second race** for a class, fly the Second Substitute flag as boats in that class are finishing, reset the Course Board showing only courses for classes that are getting a second race. You can set a different course for the second race classes if desired. Move the Course Board to the start side of the RC (see Second Races section below).

Pennant and Prep Flag Handling

Two people will need to manage flags for the starts. They alternate between the PREP flag and the PENNANT. The sequence starts with 4blasts and COME WITHIN HAIL being lowered. Don’t raise any flags yet! One minute after the 4 blasts, Person A raises PENNANT “1.” One minute later Person B raises PREP. Three minutes later Person B lowers prep, puts it on the deck, and finds PENNANT “2.” One minute later Person A lowers PENNANT “1” and simultaneously Person B raises PENNANT “2.” This sequence continues with person A and person B alternating who has the Pennant and who has Prep.

Safety Issues

Crew Overboard: Be sure to monitor VHF 72 and be prepared to send Pancho if there are Crew Overboard situations. If there is a COB situation, don’t start second races until all persons in the water are recovered.

Barges: Be aware of barges passing through the race course. You can use VHF 72 to alert racers that there is a barge in the area. You can call the tug captain on VHF 13 to politely inform them that sailboat races are in progress and that the racers are experienced and should stay out of their way. SYSCO strongly suggests sending Pancho to safely parallel the barge's course from a safe distance to observe any boats that interfere with the barge. The barge captain may sound a horn once as a courtesy to alert the racers of their presence. If the barge sounds five blasts it is an indication that someone is interfering with commercial traffic. Hail the tug captain on VHF 13 and ask if the five horns were for a sailboat and if they can identify the boat for us. If you can identify the boat or boats that were interfering, record the information and whether you are protesting the boats per General Sailing Instruction 17.1. You must inform the boat of the protest and file a protest before midnight the day of the race. You have the option of postponing starts until a barge has passed through the race course.

Finishing races

Use the blank Finish Sheets that you will find in the orange paperwork box (example is attached). *Please use blank **Finish Sheets** – not the check-in sheets, scrap paper, or napkins to record finish times.* If the Finish Sheets are not already on the clipboards, look for them in a manila envelope. Be sure to have **two** volunteers recording finishes on **two separate Finish Sheets**. Transfer the Start Times and courses from the Check-in Sheet to the Finish Sheets. Have one volunteer sighting the finish line and calling "over." Have two volunteers identifying the boats approaching the line. Have one volunteer with the official watch calling the times. Use the 24-hour military time format. The sequence will sound something like this: "next boat will be 2952" "over" "19:11:32." You will want to have two boat identifiers and two recorders because it can get very hectic as multiple boats cross in quick succession. However, it can also be confusing if more than one person is calling out sail numbers so assign one volunteer as primary spotter and a second as back-up. For very close finishes, it may be helpful to have the line sighter take video of the finish.

Just record boat sail number and times in the sequence that they finish. There is no need to identify fleet, class, or start pennant. If you can't get a sail number or boat name, try to record something about the boat or put down a question mark to indicate someone finished but couldn't be identified.

It is best to use separate finish sheets for second, or third races, etc. so you can record the new courses and start times. However, if second-race finishers will be mixed with first-race finishers, do not use a second sheet and simply make sure you capture finish times in sequence. In this later case, also be sure you mark somewhere on the finish sheet the start times and courses for the second race.

If a boat calls in to retire, write the boat name, "retired" or (RET), and record the time. Don't guess at their scoring. It is important to record the time a boat retires. Racers may not know when their race has "timed out" and whether they retire before or after their race "times out" has a big effect on scoring points they will receive.

One person, probably the PRO, should keep track of finishing boats on one of the check-in sheets. This is to identify the first boat in a class to finish so that they can get a courtesy "winner's horn." It is also useful for determining if all the boats have finished for pennants that are getting a second race. Don't burden the recorders with identifying boats that get the "winner's horn" or figuring out if all the boats in

a class have finished. The first priority for the recorders is to legibly record the sail number and finishing time of each boat!

If you have a round of second starts, record the starting times for each of the second starts. Before getting ready to leave, compare the start sheet with the finish sheets to make sure all boats have finished, have retired, or been told by VHF or voice that they are Time Limited Expired.

Second Races

If you will be running any second races:

- (1) modify the course board to remove courses for the pennants that will not be racing;
- (2) change the courses if needed for the pennants that will be racing; and
- (3) move the course board to the “starting side” of the committee boat. Moving the board is necessary to avoid boats sailing through the finishing area in order to look at the board.

You should have “second substitute” flying as boats in the classes that will get a second race are finishing. Racers can also check the course board to see if they have a second race. Finally, if a racer hails the committee and asks if they are done or if they are getting a second race, it is OK to reply. It is also OK to announce via VHF that second races will be held and the pennants.

If most of a fleet has finished their first race and one or two stragglers will significantly delay the second race, race committee may announce that the fleet is being finished in place and boats that have not yet finished should return as quickly as possible to the start area. Be sure you have the finish order before making that announcement. If two boats are very close to each other you may want to let them battle it out to the finish. You may need to send Pancho if the boats don't respond to the radio message.

Notes on Abandoning and Time Limits

On slow days when races are taking a long time it is important to keep track of the time limits and make clear announcements over VHF. Be sure to clarify for which classes or fleets an announcement applies. Repeat each announcement.

There are two aspects to the time limits. The first boat must finish within two hours of the start. All other boats must finish within 30 minutes of the first boat in her class or they will be scored Time Limit Exceeded (TLE). One exception is that PHRF C or D classes get a 45 minute TLE because of the large time correction adjustment. Note that TLE is determined BY CLASS; not by Pennant.

If no boat in a class finishes within two hours, the race has timed out. You have the option of making a VHF announcement. The appropriate VHF announcement is “Class ____ racers, the two-hour time limit has been exceeded with no boat finishing.” Do not make a general announcement -- be sure to identify the class. Avoid using the term “abandon” if the race has timed out. You can't "abandon" a race without flags and horns.

If one boat in a Class finishes within two hours, be sure to note the time. The remaining boats now have 30 (45 for PHRF C/D) minutes to finish or they will be scored TLE. Once one boat finishes you can no longer abandon that race – just wait the 30 minutes. You do not need to keep track of finishers by Class; the scorer can sort out TLE boats later. However, if it is a slow race and there are many boats that are not finishing, you have the option to make an announcement when the 30 minute time limit is up. The

appropriate VHF announcement would be “Class ___ racers, the 30 minute time limit following the first finisher has been exceeded. If you have not finished, you will be scored TLE.” Again, please note that this is by Class and we often have two classes under one pennant (i.e., starting together).

If a boat notifies race committee that they are withdrawing, be sure to record the boat name, “retired” or “RET,” and the time. The time a boat retires is very important! How that boat will be scored depends on how the race turns out. If the race is still active when they retire, they will be scored DNF. If the race has timed out before they retire, they will be scored TLE. Don’t assume how they will be scored – just record that they retired and the time.

RAF is a special case. RAF means “retired after finish” and is reserved for boats that cross the finish line and subsequently notify the Race Committee or Race Captain that they want to be scored as not finishing (typically boats who are informed they committed an infraction, who agree that they did, and are retiring in lieu of dealing with a protest).

If you have gotten races started, no one under a pennant has finished, and the wind dies and you don’t think it will return, you have the option of abandoning specific races or all races. This must be done with flags and horns. The flags are specific to pennant. Therefore, if there are two classes starting together under one pennant, you can’t abandon the race for one class and not the other. If one boat has finished you should not abandon the races under that pennant. Be sure to also communicate the information via VHF (after doing the flags and horns). On the VHF be sure to identify the specific pennants that are abandoned or that all races are abandoned. If you will attempt another start, be sure to add that boats should return to the start area.

You should abandon a race if a lull in the wind becomes so long that the race is no longer a test of racing skill. Indicators might include boats anchoring for a long time or leads being exchanged while boats drift backwards over the ground. There are no clear guidelines – it is judgement call by the PRO. The overall objective is to hold a fair test of racing skill.

If you shorten a course and it is getting dark, racers may not be able to see the flag signals. You should make a VHF announcement such as “The course for Pennant ___ has been shortened to mark ___.”

Notes on Scoring

Race Committees need not be concerned about scoring! This information is for background information only. There are two scoring systems.

1. Weekend regattas use the RRS Appendix A, A4.2 and the OCSA 14.1. Generally, OCS=DNF and are scored [# of boats entered + 1]. TLE is scored [# of boats finishing + 1].
2. Longer series are scored using the RRS Appendix A, A9 and the OCSA 14.1. Generally, OCS=DNF and are scored [# of boats racing + 1]. DNC is scored [# of boats entered + 1]. TLE is scored [# of boats finishing +1].

If a race exceeds the two-hour limit with no boat finishing, that race will not be scored. If one boat finishes within the two-hour time limit, that race will be scored. If a race is started, is not abandoned, and all of the boats that are racing withdraw, that race will be scored. A race that is abandoned will not be scored.

Paperwork

In order to get results quickly and efficiently to sailpdx.org, you will need to use your phone to take photos or use a scanner application of **ALL THE SHEETS** (two Check-in and two Finish sheets) and then email those sheets to the race captain at race_captain@syscosailing.org or ddamore33@gmail.com. Before you take the photos and email them, make sure the names of the PRO, and recorders are listed on all the sheets for potential follow up and **MAKE SURE THE FINISH SHEETS AGREE WITH EACH OTHER AND ARE READABLE.**

Place the two Check-in Sheets and the two Finishing Sheets on the clipboards in the orange box and transfer it to Pancho. Someone from the Racing Support Committee will retrieve them.

SYSCO Race Checklist

1. Preparation (16:30 to 17:15)

Pancho

- ✓ Find Pancho at McCuddy's on Marine Drive, covered moorage
 - ✓ Stage marks and tackle on Pancho
 - ✓ Ready course board and preliminary course ideas (only if PRO is present)
 - ✓ Make sure Horatio Hornblower and flags are aboard and HH is unplugged and the cord is hung up
 - ✓ Check that throw rope, horseshoe, and boarding ladder are aboard
 - ✓ Survey conditions on the river
 - ✓ Leave dock by 17:15 to meet up with the RC
- ### RC Boat (platform/signal boat)
- ✓ Volunteers on boat by 17:00
 - ✓ Boat leaves dock by 17:15
 - ✓ RC Boat on station by 17:30
 - ✓ Flags, course board, supplies boxes, Otto Horn transferred from Pancho to RC boat

2. Organizing (17:30 to 18:15)

Gear and Materials

- ✓ Check-in sheets and Finish sheets (fill out header info)
- ✓ HH automatic horn controller (set up and make sure it is charged)
- ✓ Lay out needed flags
- ✓ Mount course board and when it is up, raise "Come within Hail"
- ✓ Set VHF to 72

Assignments

- ✓ 2 assigned to check-in
- ✓ 1 assigned to Otto Horn
- ✓ 3 assigned to flag handling
- ✓ 2 assigned to spotting the line and signaling OCS boats
- ✓ 2 assigned to recording starts
- ✓ 2 assigned to recording finishing boats
- ✓ 2 assigned to assisting finishing (sighting line and calling "over;" and calling times)

3. Race Management (18:29 to sundown)

Signals

- ✓ Push auto horn controller, HH, “Sequence Start” button at 18:29 and lower “Come within Hail”
- ✓ Sequence starts at 18:30 first pennant up (usually #1)

Starts

- ✓ Note start times
- ✓ Spot the line and be ready with air horn and recall flags
- ✓ Count number of starters for each race

Racing

- ✓ Observe and make notations on Finish sheet
- ✓ Note any boats retiring and record the time
- ✓ Be ready to send Pancho to render assistance or shorten course
- ✓ Ready course board for second races and raise “Second Substitute”
- ✓ Prepare finish recorders and timer for boats finishing

4. Post Race

Paperwork

- ✓ If time, compare Finish Sheets and reconcile differences. If you can't, leave as is.
- ✓ Make notations for protests, course violations, OCS, DNC, DNS, DNF, and boats retiring (RET).
- ✓ DSQ for hitting the RC boat or interfering with commercial traffic can be issued by the race committee – make very clear notes
- ✓ Take photos of Check-in and Finishing sheets and email to race_captain@syscosailing.org or ddamore33@gmail.com.
- ✓ Leave hard copy Check-in and Finishing Sheets on clipboards in orange box marked Paperwork

Gear

- ✓ Flags back in bag
- ✓ Course board and numbers and letters packed
- ✓ Auto horn controller, HH, packed up
- ✓ Gear boxes packed up

RC boat

- ✓ Transfer all gear to Pancho
- ✓ Head back to dock – you are done

Pancho

- ✓ Stow gear carefully
- ✓ Retrieve marks
- ✓ Head for McCuddy's

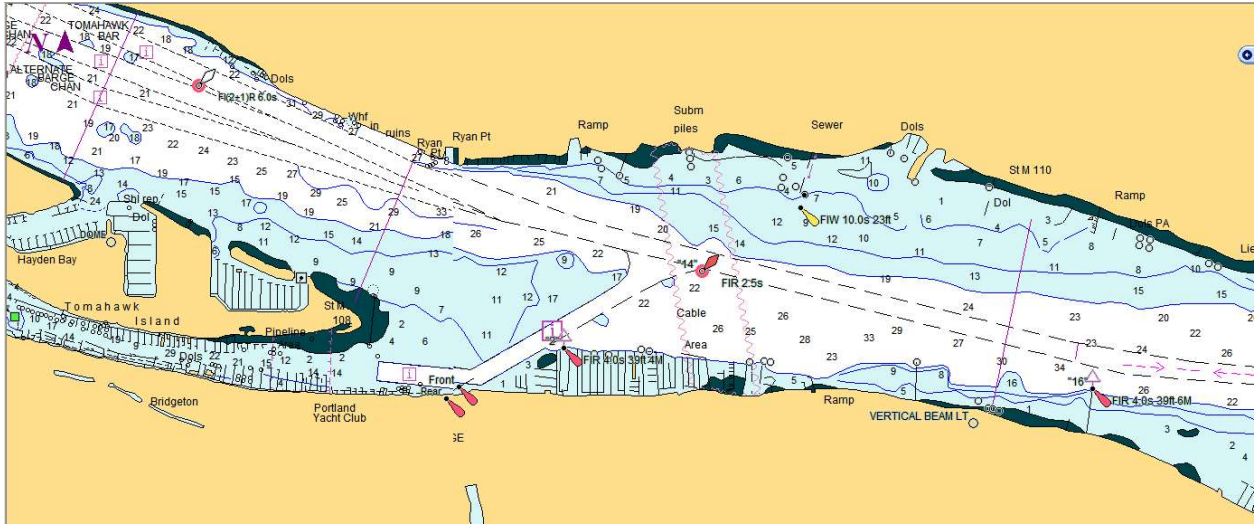
✓ Leave racing sheets in the orange box. Plug HH charger back in.

**REGATTA PRO-START
SYSCO SET-UP**

STEP	SEQUENCE	BUTTON	SOUND	SIGN	EVENT
1	T - (1 minute)	SEQUENCE START	4 BLASTS	COME WITHIN HAIL FLAG	DOWN
2	T		1 BLAST	START PENNANT	UP
3	T + 1 minute		1 BLAST	PREP FLAG	UP
4	T + 4 minutes		1 BLAST	PREP FLAG	DOWN
5	T + 5 minutes		1 BLAST	START PENNANTS	DOWN-UP

STEPS 3-5 REPEAT UNTIL RESET BUTTONS ARE PUSHED OR POWER OFF

MANUAL HORN DOES NOT AFFECT SEQUENCE



Navigation chart showing the location of dredged channels and shipping lanes.

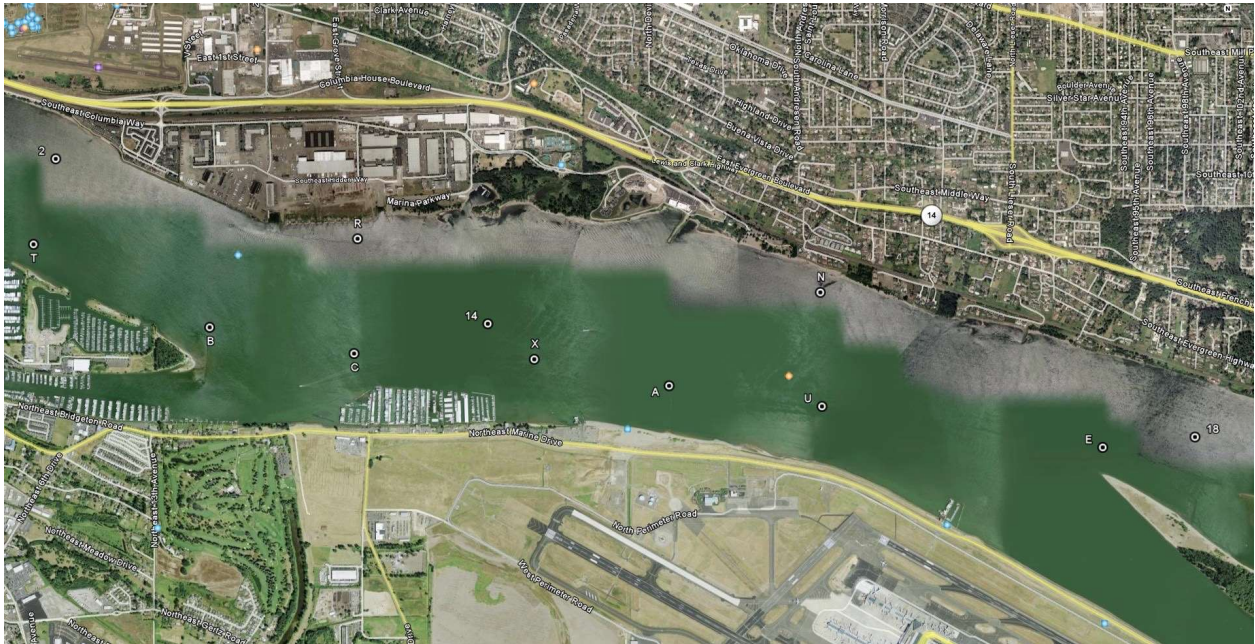
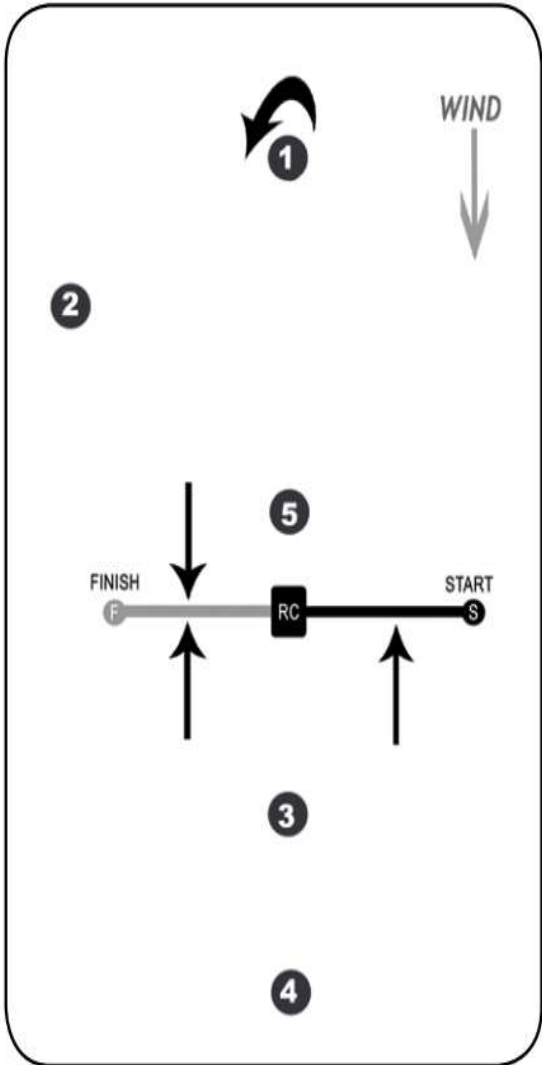


Photo showing the approximate locations of the OCSA “Designated Marks.”

OCSA Windward Leeward Alphabetic Courses



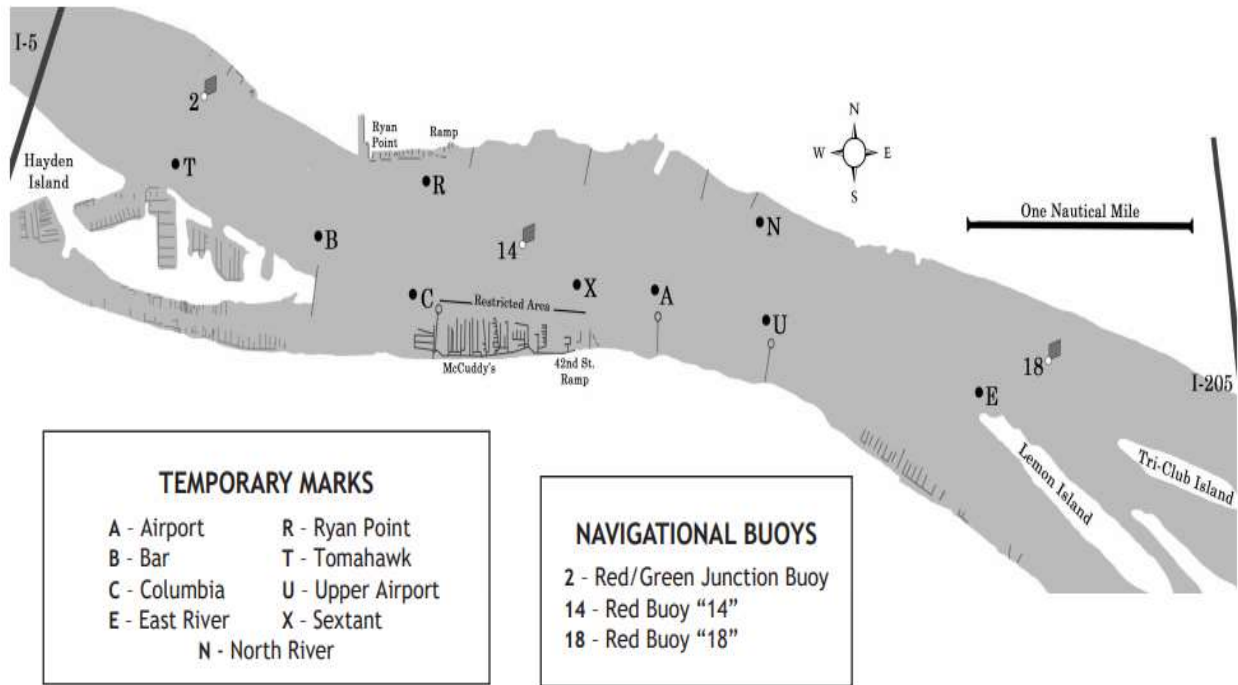
- 1 - WINDWARD ROUNDING MARK:**
Temporary Yellow/Orange Inflatable Mark or OCSA designated Navigation Buoy "2"
- 2 - GYBE MARK:**
Temporary Yellow/Orange Inflatable Mark
- 3 - SHORT COURSE LEEWARD ROUNDING MARK:**
Temporary Yellow/Orange Inflatable Mark
- 4 - LONG COURSE LEEWARD ROUNDING MARK:**
Temporary Yellow/Orange Inflatable Mark
- 5 - LEEWARD ROUNDING MARK:**
Temp. Yellow/Orange Inflatable Mark
Approximately 50 yards to weather of the Race Committee Boat
- S - STARTING MARK:**
Temporary Green Inflatable Mark
- F - FINISHING MARK:**
Temporary Orange Inflatable Mark or OCSA designated Navigation Buoy "14"

The diagram shows the marks of the course. The Race Committee may or may not use all of these marks. However, mark 4 will not be used unless mark 3 is also set. The order in which the marks are to be passed is determined by the courses listed on the Alphabetic Table of Courses. A red square when displayed at the top of the course board signals that OCSA Designated Mark "2" shall serve as Mark 1. These courses are to be sailed with all marks left to port. Courses will be displayed on the committee boat by listing the class followed by the letter(s) from the Alphabetic Table of Courses. The start and finish lines may be on either side of the committee boat. The finish line is restricted. Do not cross the finish line during the race unless you are finishing the race. This information is intended to clarify and is not intended to alter the OCSA General Sailing Instructions.

ALPHABETIC TABLE OF COURSES			
Leeward (Downwind) Finish Courses		Windward (Upwind) Finish Courses	
A	Start-1-Finish	Q	Start-1-2-5-1-3-Finish
AA	Start-1-2-Finish	QQ	Start-1-2-5-1-4-Finish
B	Start-1-5-1-Finish	S	Start-1-3-1-5-1-3-Finish
BB	Start-1-5-1-5-1-Finish	SS	Start-1-4-1-5-1-4-Finish
C	Start-1-2-5-1-Finish	T	Start-1-3-Finish
CC	Start-1-2-5-1-2-5-1-Finish	TT	Start-1-3-1-3-Finish
D	Start-1-3-1-Finish	V	Start-1-4-1-3-Finish
DD	Start-1-3-1-3-1-Finish	W	Start-1-4-Finish
F	Start-1-4-1-Finish	WW	Start-1-4-1-4-Finish
FF	Start-1-4-1-4-1-Finish	X	Start-1-5-1-3-Finish
H	Start-1-3-1-5-1-Finish	XX	Start-1-5-1-4-Finish
HH	Start-1-4-1-5-1-Finish		

Revised 2019

OCSA Designated Mark Chart



The chart describes the marks on the river and approximate location as designated by OCSA. The Race Committee may or may not use all of these marks. Courses will be displayed on the committee boat by listing a Course Description for each class. Each Course Description shall be constructed in accordance with the OCSA General Sailing Instructions in the Racebook.

Do not cross the finish line during the race unless you are: (a) finishing the race, or (b) rounding the mark end of the finishing line when such a rounding is required by the course for your class.

The information contained on this page is intended to clarify and not alter the OCSA General Sailing Instructions in the OCSA Racebook

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Revised 2017

Check-In Sheet
SYSCO Summer Tuesday

Date: _____
Recorder: _____

Boat Name	SAIL #	Model	Check-in	Started	Notes
Pennant 1 Class Level A					
MYST	832	Melges 24			
Escape Artist	46929	J/105			
Stray Currents	97279	J 35			

COUNT: _____

Pennant 2 Classes: Level B and Level C					
Desperado	36020	New York 36			
Elixir	69802	X-99			
Yeah Baby	79144	S2 9.1			

(Class: Level C)

Leanalot	34	Erickson 34			
Misty	93	Cascade 36			
Wy' East	141	Cascade 36			
Geronimo	436/1100	Etchells			
Cool Change	23723	C&C 38			

COUNT: _____

Pennant 3 Classes: Martin and Moore TWO RACES REQUESTED					
Kermit	20	Martin 24			
Apple Pi	21	Martin 24			
Bad Habit	241	Martin 24			
Nelly	59606	Martin 24			
Skookum Too	79088	Martin 24			

(Class: Moore 24)

Moorality	47	Moore 24			
Rogue	95	Moore 24			
Rushmoore	133	Moore 24			

COUNT: _____

Pennant 4 Class: Merit 25 TWO RACES REQUESTED					
Kestrel	298	Merit 25			
Tatoosh	446	Merit 25			
OB1	18372	Merit 25			
Monster Zero	28284	Merit 25			
Ataraxia	69028	Merit 25			
HAIL YEAH!	69896	Merit 25			
Nausicaa	77040	Merit 25			
Runaway	87938	Merit 25			
Raicilla	97229	Merit 25			

COUNT: _____

Pennant 5 Classes: Level E and Level F					
Pajema	103	Morgan 27			
Air Fair	453	Thunderbird			
Wild Goose	49592	Morgan 27			
ELIXIR	59631	Cal 9.2			

(Class: Level F)

Molika	192	Albin 7.9			
Dandoo	49844	Cal 27			

COUNT: _____

EVENT: _____

DATE: _____

RACE # : _____

	Start Time		Race Committee Member Names
count	Start	HH:MM	Course
	First Start		
	Second Start		
	Third Start		
	Fourth Start		
	Fifth Start		

	Finish Time			Finish Time			
POS	Sail Number	HH:MM:SS	Notes	POS	Sail Number	HH:MM:SS	Notes
1				31			
2				32			
3				33			
4				34			
5				35			
6				36			
7				37			
8				38			
9				39			
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			



SYSCO Emergency Card

Emergency or Life Threatening Injury - Steps

1. **Render assistance**
2. **Make contact** with Race Committee
3. **Call for Help & Emergency Medical Attention:**
 - o **9-1-1**
 - o **Sheriff River Patrol:** VHF#16, 911
 - o **Local US Coast Guard:** VHF#16
4. **Monitor and administer first-aid**
5. **Send someone** to meet/direct Emergency vehicles
6. **Transfer** injured to care of Emergency Team
7. **Debrief and inform** key people: Commodore, family of injured
8. **Complete an incident report**

Be prepared to tell 9-1-1/USCG :

- **Current location** of injured person
- **Description of boats** (if requesting on-water help)
- **Where you plan to bring injured person ashore** (see below)
- **Age/gender/number** of injured people
- **Type of injury/situation**
- **Your name and call back number**

Emergency Response Pick-Up Locations:



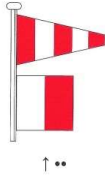
RACE SIGNALS

The meanings of visual and sound signals are stated below. An arrow pointing up or down (↑ ↓) means that a visual signal is displayed or removed. A dot (•) means a sound; five short dashes (-----) mean repetitive sounds; a long dash (—) means a long sound. When a visual signal is displayed over a class flag, the signal applies only to that class.

Postponement Signals



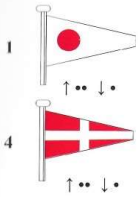
AP Races not started are *postponed*. The warning signal will be made 1 minute after removal unless at that time the race is *postponed* again or *abandoned*.



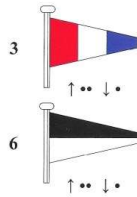
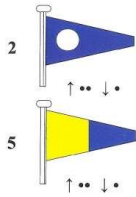
AP over H Races not started are *postponed*. Further signals ashore.



AP over A Races not started are *postponed*. No more racing today.



AP over a numeral pennant 1-6
Postponement of 1-6 hours from the scheduled starting time.



Abandonment Signals



N All races that have started are *abandoned*. Return to the starting area. The warning signal will be made 1 minute after removal unless at that time the race is *abandoned* again or *postponed*.



N over H All races are *abandoned*. Further signals ashore.



N over A All races are *abandoned*. No more racing today.

Preparatory Signals



P Preparatory signal.



I Rule 30.1 is in effect.



Z Rule 30.2 is in effect.

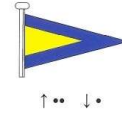


Black flag. Rule 30.3 is in effect.

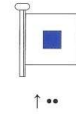
Recall Signals



X Individual recall.



First Substitute General recall. The warning signal will be made 1 minute after removal.



Shortened Course

S The course has been shortened. Rule 32.2 is in effect.

Changing the Next Leg



C The position of the next mark has been changed:



to starboard;



to port;



to decrease the length of the leg



to increase the length of the leg

Other Signals



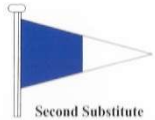
L Ashore: A notice to competitors has been posted. Afloat: Come within hail or follow this boat.



M The object displaying this signal replaces a missing mark.



Y Wear a personal flotation device.



Second Substitute. There will be a second race. This race committee will be a second race. Displayed with no sound while boats are finishing.