



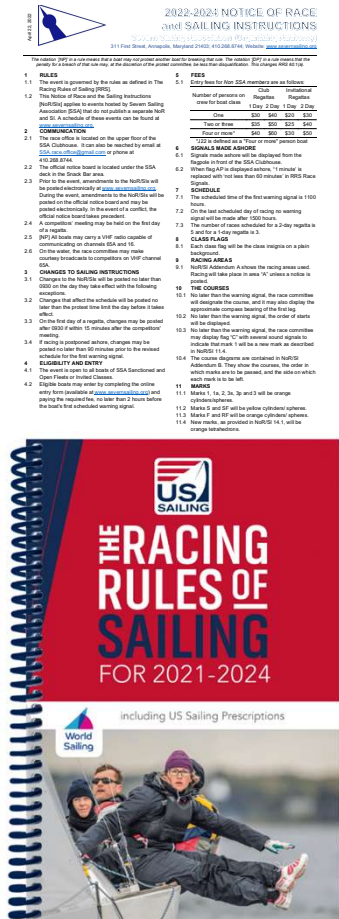
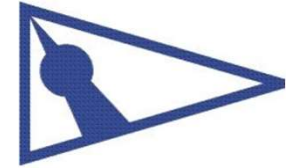
# Principal Race Officer and Deputy Race Officer Training Severn Sailing Association Part 2

*Note: This Training program is designed to be  
viewed with Training Videos units 2, 3 and 4 and  
PRO/DRO Training Part 1*

Home of One-Design Racing in Annapolis

2023

# Most Important Resources



Sailing Instructions – **Read it!**

Bring your RRS book - **Use it!**

**Principal Race Officer and Deputy Race Officer Training  
Severn Sailing Association  
Part 1 and 2**

**Watch it!  
Review PowerPoint  
deck!**



# Flags and Signals

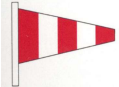
## Bring your RRS book and use it!



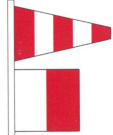
### RACE SIGNALS

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, fleet flag, event flag or race area flag, the signal applies only to that class, fleet, event or race area.

#### 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 – 9

Postponement of 1–9 hours from the scheduled starting time.



**Pennant 1**  
 ↑ • • ↓ •



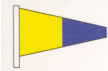
**Pennant 2**  
 ↑ • • ↓ •



**Pennant 3**  
 ↑ • • ↓ •



**Pennant 4**  
 ↑ • • ↓ •



**Pennant 5**  
 ↑ • • ↓ •



**Pennant 6**  
 ↑ • • ↓ •



**Pennant 7**  
 ↑ • • ↓ •



**Pennant 8**  
 ↑ • • ↓ •

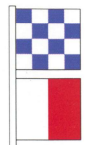


**Pennant 9**  
 ↑ • • ↓ •

#### 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.

#### Safety



↑ —  
**V** Monitor communication channel for safety instructions (see rule 37).

#### Preparatory Signals



↑ • ↓ —  
**P** Preparatory signal.



↑ • ↓ —  
**I** Rule 30.1 is in effect.



↑ • ↓ —  
**Z** Rule 30.2 is in effect.



↑ • ↓ —  
**U** Rule 30.3 is in effect.

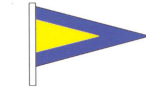


↑ • ↓ —  
**Black flag.** Rule 30.4 is in effect.

#### 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 vessel.



-----  
**M** The object displaying this signal replaces a missing *mark*.



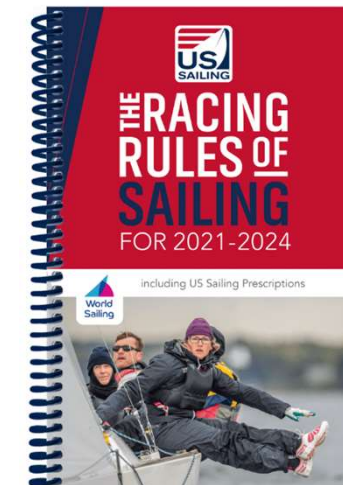
↑ •  
**Y** Wear a personal flotation device (see rule 40).



(no sound)  
**Orange flag.** The staff displaying this flag is one end of the starting line.



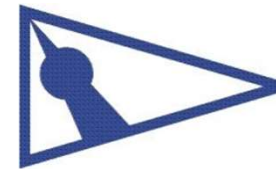
(no sound)  
**Blue flag.** The staff displaying this flag is one end of the finishing line.


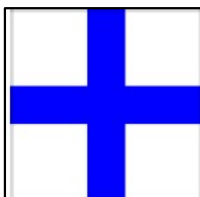
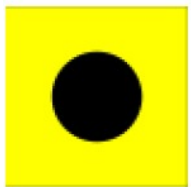


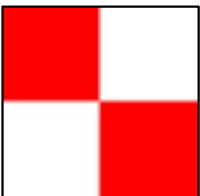
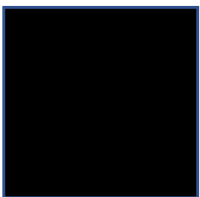


**RRS book rear cover – Check - do not assume!**

# More than 5 min Before The Warning Signal

## Decide if using starting penalty



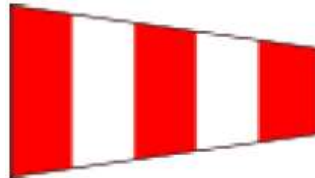
Preparatory Signals <i>One sound</i>		Other Starting Flags	
	<b>P</b> – Preparatory signal		X – Individual Recall – <i>One sound</i>
	<b>I</b> – Rule 30.1 (Round the ends)		First Substitute – General Recall <i>Two sounds</i>
	<b>Z</b> – Rule 30.2 (20% penalty)	<div style="background-color: yellow; border: 1px solid black; padding: 5px;">                     Note: Penalty flags I, Z, U or Black Flag act as preparatory signal and <i>replace P</i> </div>	
	<b>U</b> – Rule 30.3 DSQ but not if race restarted or resailed		
	<b>Black flag</b> – Rule 30.4 DSQ even if race restarted or resailed <i>Exception: AP or N before the start</i>		



# Using AP



2 sounds up  
1 sound down



***Always have AP rigged  
and ready to deploy***

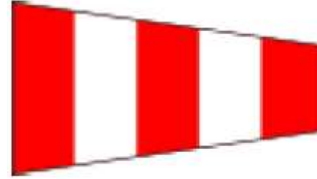
The PRO's ***Magic Eraser*** for any mistake by the RC during the starting sequence.

**Cannot be used after the starting signal!**

**Warning signal one minute after removal.**

**If using an Alert or Attention iStart Mode in the initial start, you must change the iStart mode to eliminate the Alert/Attention function for the restart.**

# Postponement with AP



---

**Can postpone for any reason – RRS 27.3**

## **On shore**

Extreme conditions – high/low wind, temperatures,  
sea state

## **Before start on water**

Procedural delay - error by the RC

Weather concerns

Light winds

# Starting – Rule 26 (Visual and Sound)

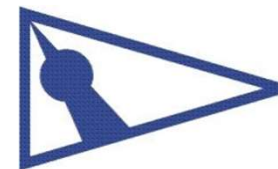


- Flags hoisted and lowered by RC. **Flags rule, *not* the sound signal**
- Sound signals typically by iStart – Modes 50 (No Alert or use manual horn for Alert) or 52 (60 sec Alert)
- ***Alert or Attention*** signal 5 short sounds. Communicate intentions at the Skippers meeting

Minutes before starting signal	Visual signal	Sound signal	Means
5	Class flag up	One	Warning signal
4	P or penalty flag up	One	Preparatory signal
1	P or penalty flag down	One	One minute
0	Class flag down	One	Start

\*For multiple classes, ***rolling starts not recommended***; wait for starting class to clear the starting area and sail upwind about one min after all boats have cleared the line to allow for clear air for next class





# Starting – Appendix U (Sound)

- Sound signals typically by iStart Modes 30 (No Alert) or 34 – TESOD, or weekend (60 sec Alert) regattas
  - Mode 32 (15 sec Alert) – Thursday nights
- **No flags required, but you can use them!**

Signal	Sound	Time before start
<b>Alert / Attention</b>	Series of short blasts	15 sec or 60 sec Before the warning
Warning	3 long	3 minutes
Preparatory	2 long	2 minutes
	1 long, 3 short	1 minute, 30 seconds
	1 long	1 minute
	3 short	30 seconds
	2 short	20 seconds
	1 short	10 seconds
	5 short, 1 second apart	5 – 4 – 3 – 2 – 1 seconds
Start	1 long	0

# SSA 'C' Flag Start



**Unique to SSA. Allows a change mark from the previous race to be used as mark 1 for the next race. Speeds up the racing at times of shifty winds.**

*10.3 No later than the warning signal, the race committee may display flag "C" with several sound signals to indicate that mark 1 will be a new mark as described in NoR/SI 11.4. (Orange Tetrahedron)*



# Note taking



Use the forms in the RC paperwork valise!



ALWAYS return the Paperwork Valise to the Race office!  
**Refill any forms have been used up or almost used up!**  
You can print more using the RC copier.



# Commonly used Forms and Documents



**Finish Sheets** - **Include all observations about the race finish** at the bottom and margins of this form: Boats scored OCS, DNS, DNF, etc. hails and red flags of intent to protest, RET, changes to finish order. **You can use finish sheet or entry scratch sheet as a check in form.**

ACTION	Class	Race Number	Protested Boat(s)	Protested Boat(s)	Comments
OCS	LI	6		2664	
ZFP	LI	7		15568	20% penalty
	LI	7	6388	21215	Hearing sched 1520
	J22	5	315	948	Hearing sched 1550

SIGNAL BOAT DOCKING TIME 1400 HRS. Posted 6/22/23 1510 HRS.

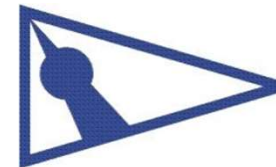
**Signal Boat Summary** – **The official and posted record of actions by the RC:** Boats scored OCS, DNS, DNF, Starting penalties applied, Request for hearing or Redress, RC protest of boats. **Post on Notice Board ASAP after docking.** Update as Request for Hearing forms are received ASAP after logging them in.

SSA Race Committee  
**Dock time**  
 Date Time

**End of Protest Time**  
 Date Time

**Race Committee Dock Time / End of Protest time, typically 60 min after dock time, SSA NOR/SI 18.1, RRS 61.3 or other SI. Post on Notice Board as soon as you are docked!**

# Note taking



Write down all observations! Critically helpful during Protest, Redress, Scoring Inquiry and managing the racing!

## Wind Log

Race Committee Wind Log

Event: SUMMER DS Recorder: JURBAN  
 Date: 8/16 Boat: MAILE Page Number: 1

TIME	VELO	WIND DIRECTION								
		30	60	90	120	150	180	210	240	
10:30	8									
10:36	8									
10:40	9									
10:50	7									
11:00	6									
11:10	5									
11:15	6									
11:30	5									
11:40	3									
12:00										
1:30	8									
1:35	9									
1:40	10									
1:50	12									
1:55	12									
2:00	10									
2:15	11									
2:30	8									

WIND DIRECTION: SEA BREEZE

## Race Committee Documentation Form

Race Committee Documentation Form

Date \_\_\_\_\_  
 Class \_\_\_\_\_  
 Race No. \_\_\_\_\_

Course \_\_\_\_\_ Time Posted \_\_\_\_\_  
 Compass Bearing \_\_\_\_\_ Time Posted \_\_\_\_\_  
 Distance \_\_\_\_\_

Preparatory Signal \_\_\_\_\_  
 Time of Start \_\_\_\_\_  
 OCS Boats \_\_\_\_\_

OCS Boats Cleared \_\_\_\_\_

Number of Starters \_\_\_\_\_

First Boat Time At Mark

1	
2	
3	
4	
5	

First Boat Time of Finish \_\_\_\_\_  
 Last Boat Time of Finish \_\_\_\_\_  
 Number of Finishers \_\_\_\_\_  
 Time Limit \_\_\_\_\_

Withdrawals \_\_\_\_\_  
 Protests \_\_\_\_\_

Remarks \_\_\_\_\_

## Finish Sheet

Severn Sailing Association  
 Regatta: THURS. NIGHT Date: 7/12/10 Scorer: LEONARD

Race start time: 6:37 PM Scorer: CLAY

Race	1	2	3	4	5
1	949				
2	1207				
3	1464				
4	1077				
5	5				
6	1503				
7	1586				
8	977				
9	1002				
10	788				
11	959				
12	252				
13	3				
14	2				
15	877				
16	1581				
17	1093				
18	62				
19	1316				
20	109				
21	1558				
22	1506				
23					
24					
25					
26					
27					
28					
29					
30					

BOAT 1002 PROTEST  
 BOAT 109 RACE 1  
 BOAT 2575 PROTEST  
 BOAT 2552 RACE 1

Corrections to finish order

Severn Sailing Association

Race	1	2	3
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

## Check in sheet

Use a Finish Sheet or Event Scratch Sheet

Need to have a dedicated recorder!

OCS, Hails from boats, red flags, and other observations

# Communication with Competitors



**Avoid verbal communication** and answering questions on the water!

Communicate thru the on-the-water **fleet representative**.

Radios only if allowed by the event Sailing Instructions.

Do not announce **changes to the Sailing Instructions. RRS 90.2(c)**

Proper radio call for OCS boats: “Boats OCS, 2234 **break**, 3460 **break**, end of list” Repeat list several times **eliminating boats that have returned**.





# Calling the Starting line



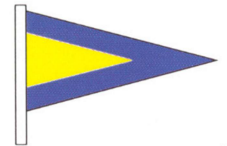
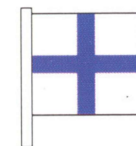
Primary line caller **plus a back up. Make Voice / Video recording** if possible.

**At least one other person** writing down OCS information

If a pin boat is calling the other end of the line, **it must be anchored!**

Line is on the **course side edge** of the pin and flag pole

**X flag ready to deploy** with one sound, Recall flag with two sounds. Time for OCS call is critical!



Have the double ended starting flags ready to go  
Or use flags on top of Favored End

# General Recall



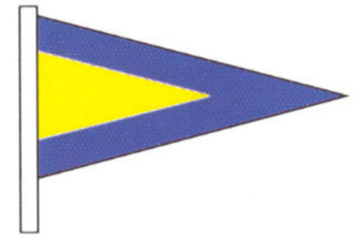
**Controlling an aggressive fleet** with OCS in the early races rather than many General Recalls or starting penalties.

Telling the fleet that they are pushing the line in the last 10 to 20 seconds is OK if fleet is required to have radios.

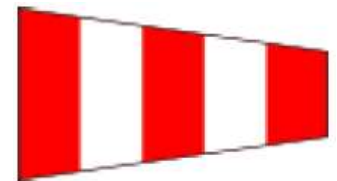
The **recalled fleet restarts right away** ahead of any other fleets waiting to start. **RRS 29.2**

**AP Postponement: If the start has a starting penalty flag** and there is obviously going to be a general recall consider using the AP flag at the last minute.

WHY? **Avoids carrying penalty forward** and letting some OCS boats you missed get an advantage.



**2 sounds up**  
**1 sound down**



**2 sounds up**  
**1 sound down**

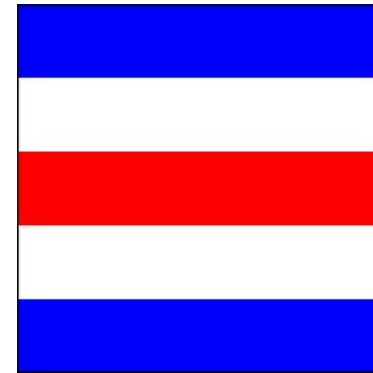
# Changing the course at a mark



Longer



Shorter



C Flag

Position boat so all competitors can see boards and hear sounds



Beep Beep Beep  
Beep Beep

## Charlie 'C' Flag

Multiple sounds, 4 or more, before first boat rounds the mark and repeated as appropriate so all boats are alerted!

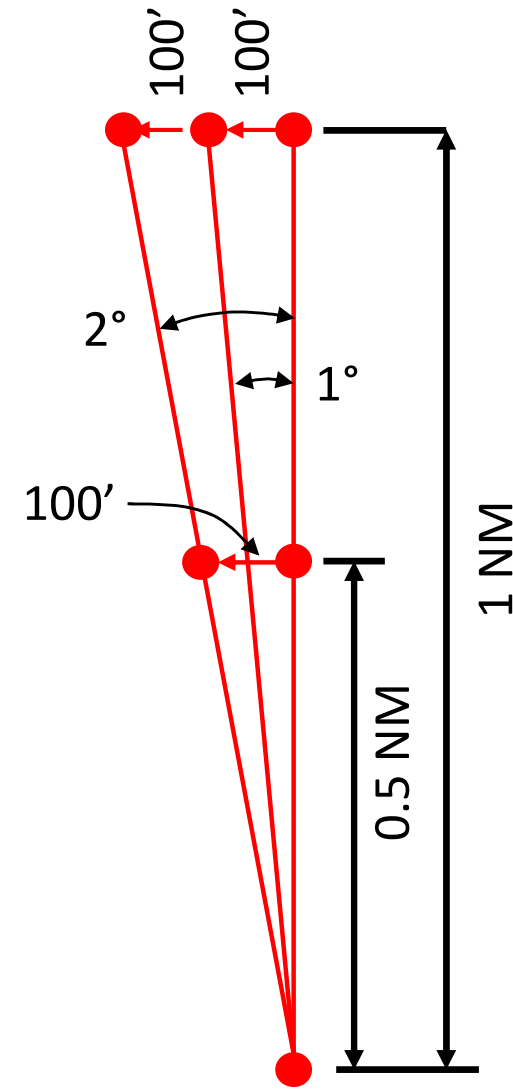
+ or - sign

If the course length is shortened **but not the direction** - **Make Numbers all Blank.**



# Course Change Rule of Thumb

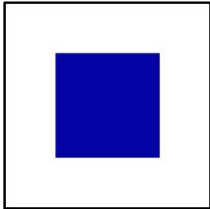
- For one mile leg, moving mark 100' = 1° change
- Proportionality
  - Moving mark 200' = 2° change
  - For 0.5 mile leg, 100' = 2° change





# Shorten Course

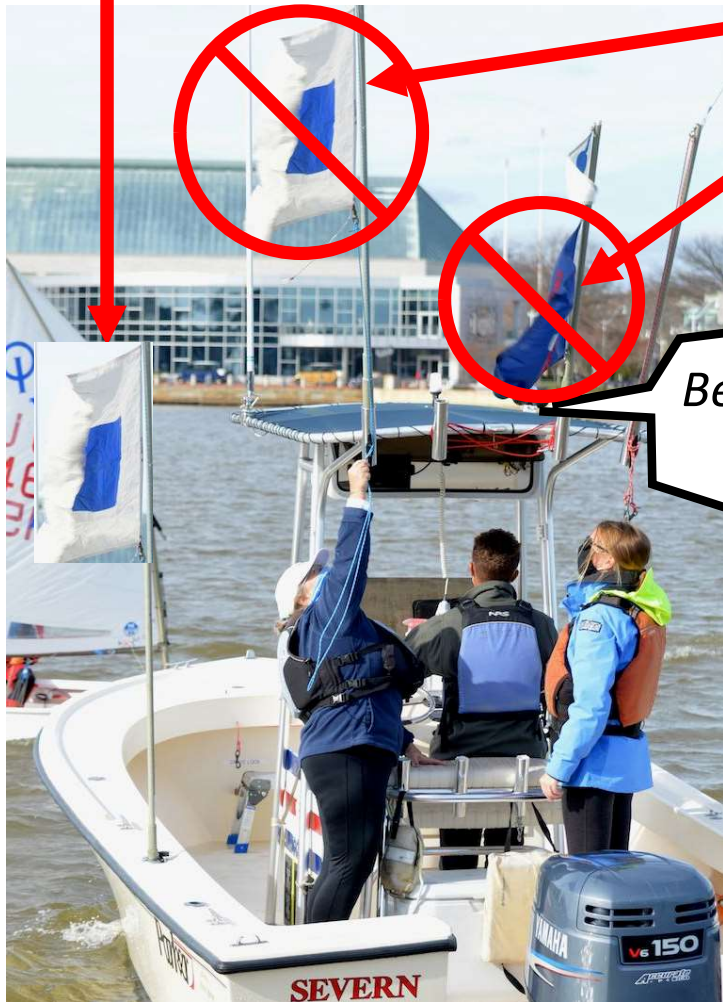


- Shorten only at a Rounding Mark or Gate
- Signal
  - Two sounds before first boat crosses finish line
  - Code Flag S 
  - ***A blue flag is never displayed when shortening course***
- See next two slides for details on S Flag positions at Rounding Marks and Gates.

# Shortening the course at a MARK



'S' Flag on pole **it is the end of the finish line**



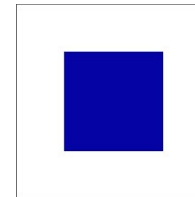
No flag here

Remove RC flag; confused with a blue flag

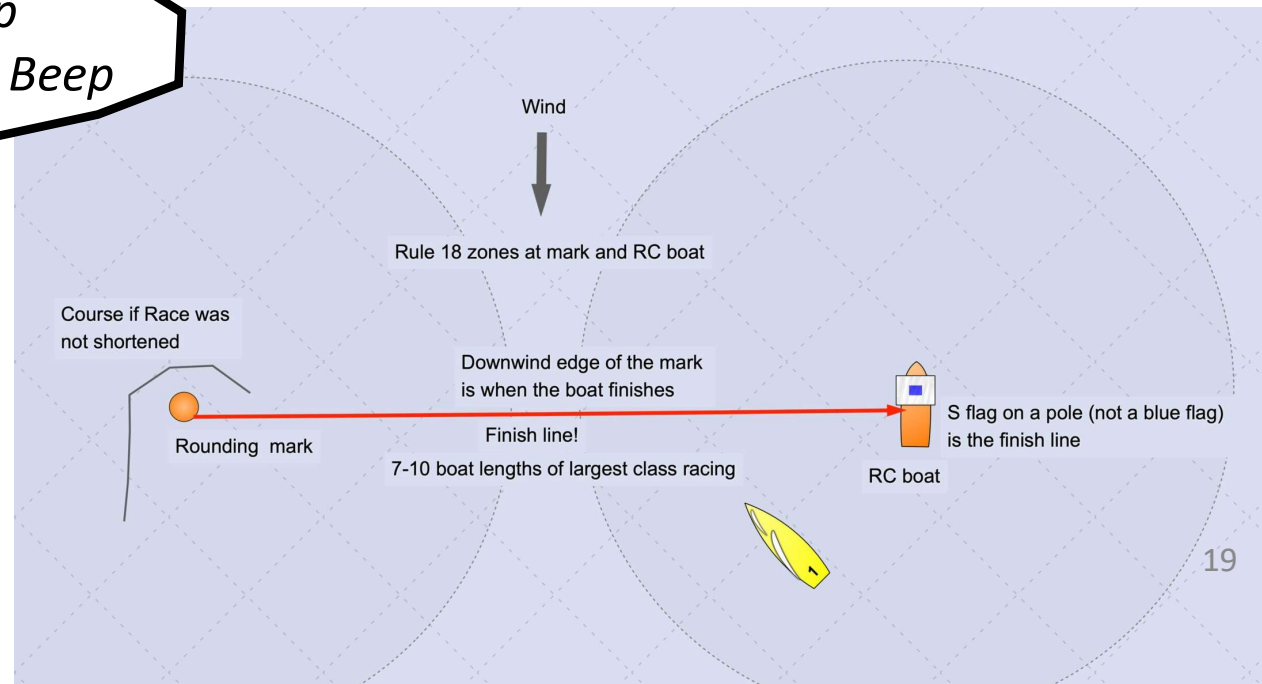
Beep  
Beep

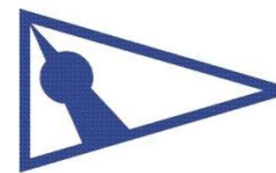
## Shortening course at a mark

Anchor boat about 7-10 boat lengths from mark with line perpendicular to wind.



Two sounds as flag goes up





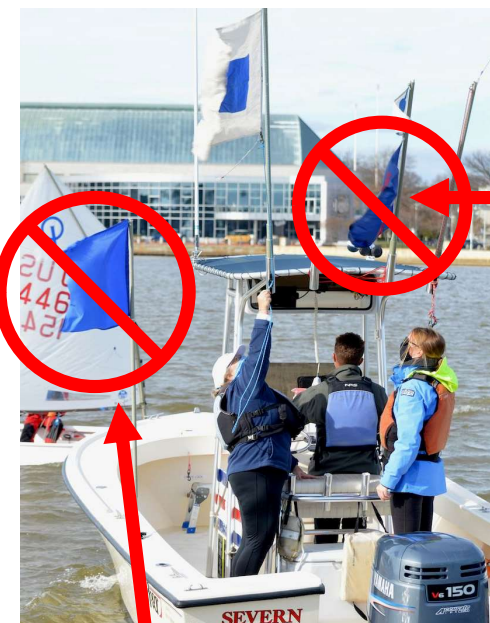
# Shortening the course at a downwind **GATE**

## Shortening course at a downwind gate.

**Locate boat outside, BUT CLOSE to one side of the gate** (no more than one boat length) where you can sight down the line between the two gates.

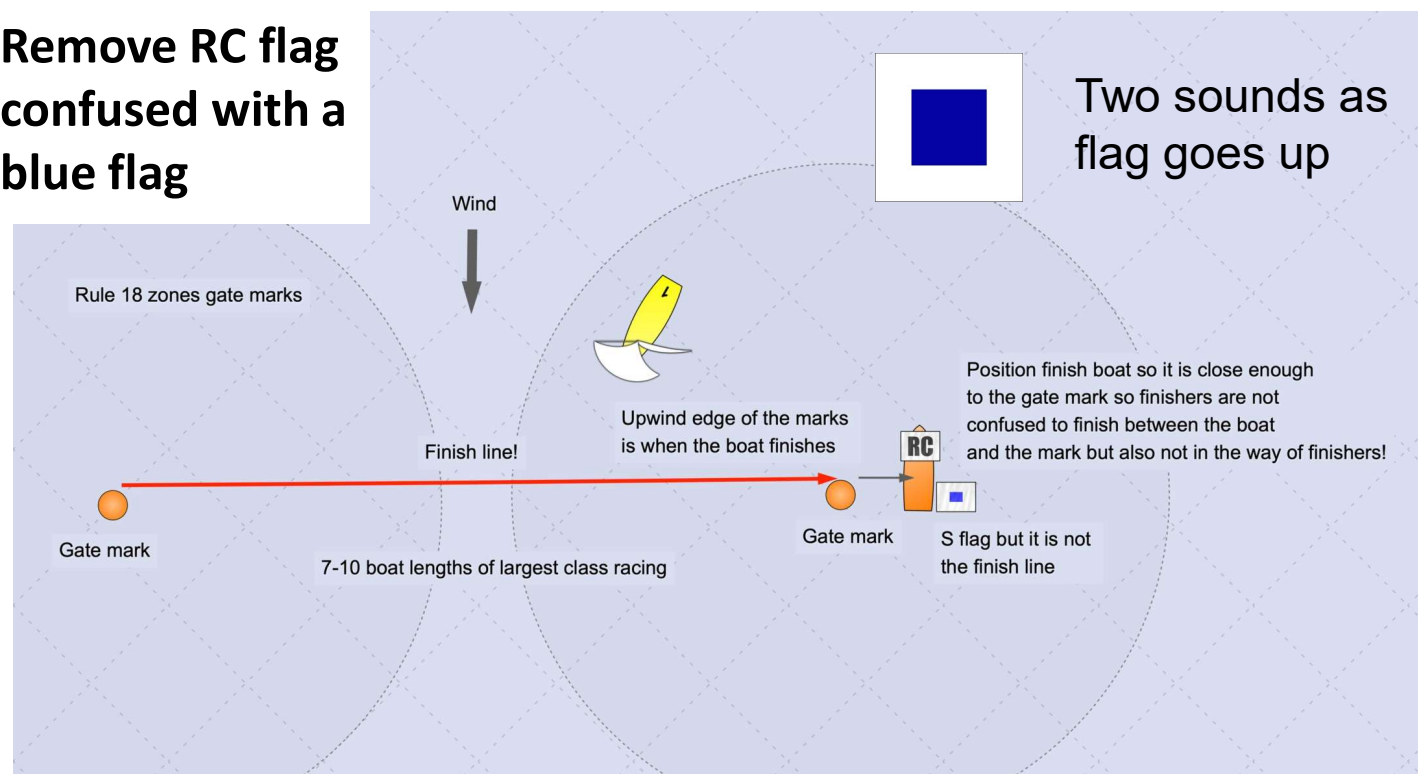
**Do not give the competitors any reason to think that they should finish between you and mark.**

S flag here



**Remove RC flag confused with a blue flag**

**No blue flag on pole here. The course side of the gate marks is the finish line**

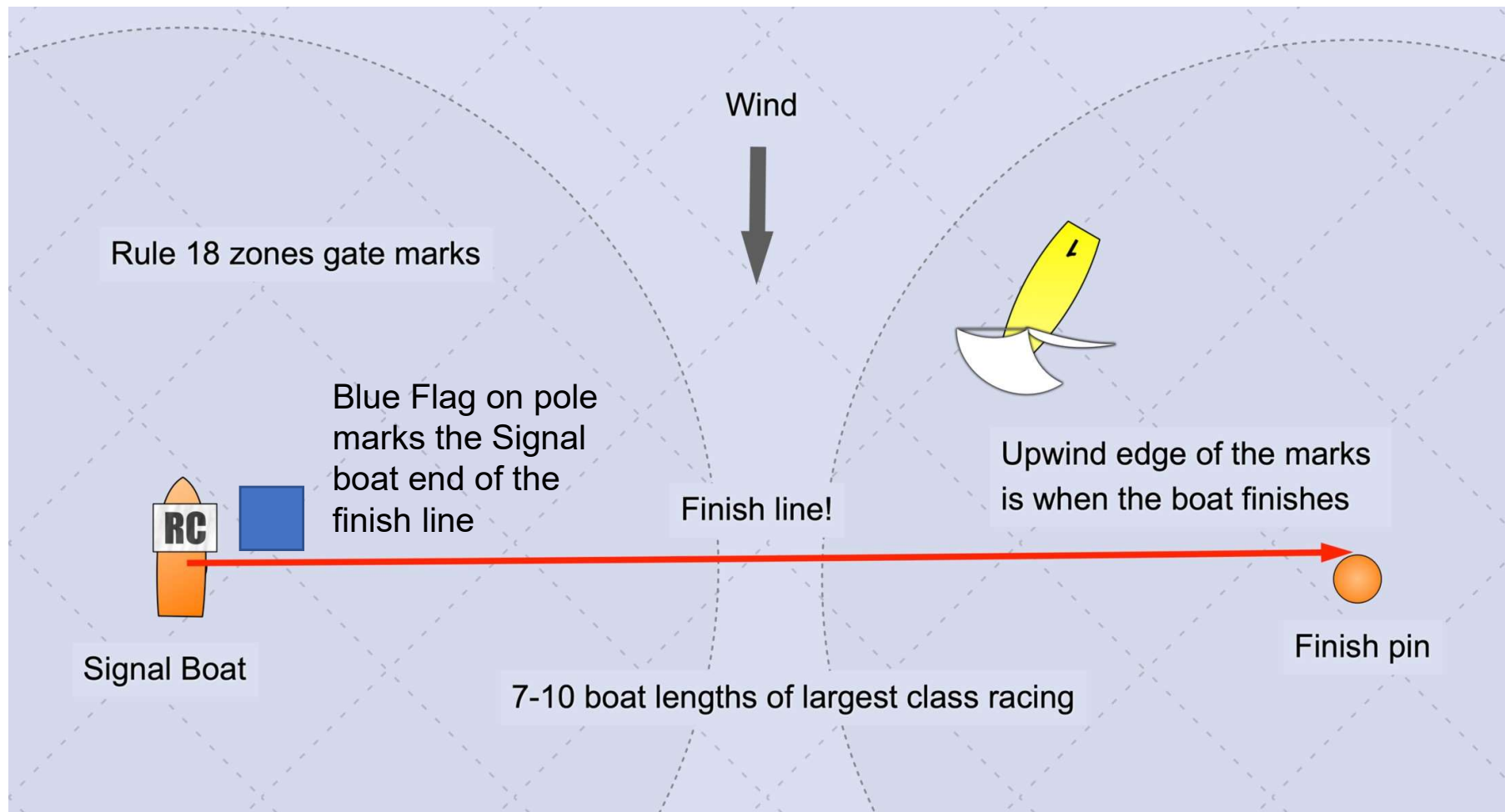


# Scoring and Finishing the Race

## “F” Finish - On Starboard side of Signal Boat

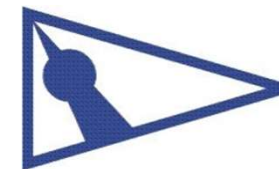


**Finish Definition:** A boat finishes when any part of her **HULL** crosses the finish line. This does not include the spinnaker, and associated rigging. For a class like the J 70 with a Bow Sprit, the hull does NOT include the Sprit





# Scoring and Finishing the Race



1. **Race Number in a multi day event**, the race number is a consecutive number that continues thru the event. Example – the first race of the day on day 2 of an event where there were three races on day 1 should be race 4

Severn Sailing Association		
Regatta: THURS. NIGHT Date: 7/12/10 Score: 682/682		
Race 1	Race 2	Race 3
1 209	1 3479	1
2 1207	2 4006	2
3 1464	3 2575	3
4 1077	4 2582	4
5 5	5 3275	5
6 1503	6 2750	6
7 1586	7 3296	7
8 977	8 2304	8
9 1002	9 3957	9
10 788	10 4529	10
11 988	11 4010	11
12 252	12 536	12
13 3	13 1708	13
14 2	14 3782	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19
20	20	20
21	21	21
22	22	22
23	23	23
24	24	24
25	25	25
26	26	26
27	27	27
28	28	28
29	29	29
30	30	30

2. Have **at least two recorders**, ideally three! AND Check the scorers results against each other as a soon as possible after the race.
3. Make a voice/video recording of **the finish**.
4. **Establish how the line sighter will call multiple close finishers**. Example: **Mid boat – Near Boat - Far boat**. Assign each recorder to write down and confirm sail number for only one boat. Example: scorer one records the near boat, scorer 2 the mid boat and/or line caller the far boat. Immediately check the three scorers observations. **You can score a tie! RRS A7**
5. If a scorer does not understand a result **leave a blank line** on the score sheet.

# Scoring Abbreviations RRS A10



DNC	Did not <i>start</i> ; did not come to the starting area
DNS	Did not <i>start</i> (other than DNC and OCS)
OCS	Did not <i>start</i> ; on the course side of the starting line at her starting signal and failed to <i>start</i> , or broke rule 30.1
ZFP	20% penalty under rule 30.2
UFD	Disqualification under rule 30.3
BFD	Disqualification under rule 30.4
SCP	Scoring Penalty applied
NSC	Did not <i>sail the course</i>
DNF	Did not <i>finish</i>
RET	Retired
DSQ	Disqualification
DNE	Disqualification that is not excludable
RDG	Redress given
DPI	Discretionary penalty imposed

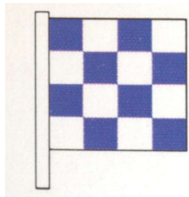
If the race committee finishes a boat with a penalty score, e.g. OCS or ZFP, you still must **record** the actual finish position absent the penalty. Then **score** the boat with the penalty.

Why? If the boat applies for redress or protest another boat or the RC and wins, the protest committee will need to know where they finished!

# Abandoning the race



## With Three Sounds



**N** : All races that have started are abandoned. Return to the Starting area.



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



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

If the abandon signal **applies to only some of the classes racing**, put the class flag(s) under the abandon race flags

# RC Protesting a competitor



**Boat 9 hits the mark as they finished.** There is no protest and 9 does not do a penalty turn. No other competitors are **not close enough** to have observe the incident. The incident is observed by the weather mark boat who calls the PRO by **cell phone** to report the observation. The PRO decides to protest boat 9. **What is the proper procedure for the RC to protest?**

**Let 9 finish the race and score them** with a note on the incident. Once the RC signal boat is docked and before the end of the protest period time limit, **file a protest** and notify Boat 9 of the action by the RC. Put a notice of **Signal Boat Summary** on the official notice board.



# Emergencies – See Training Video “When things go wrong”



Medical issues

SSA Safety plan

HELP!!!

Damaged boats

Rescue Authorities

Storm clouds

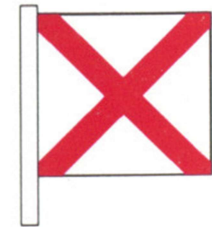
Miscellaneous

Are all boats back safely?

Incident report



If the incident requires getting the racers involved in **search and rescue assistance**, raise **Flag V** and hail instructions. RRS 37



Flag V

Medical emergency plan:  
**CALL 911**  
**Follow their instructions!**



# Back at the dock

Post **Dock time** *and* **Time of the end of Protest Period** on Notice Board

SSA Race Committee

**Dock time**

Date Time

**End of Protest Time**

Date Time

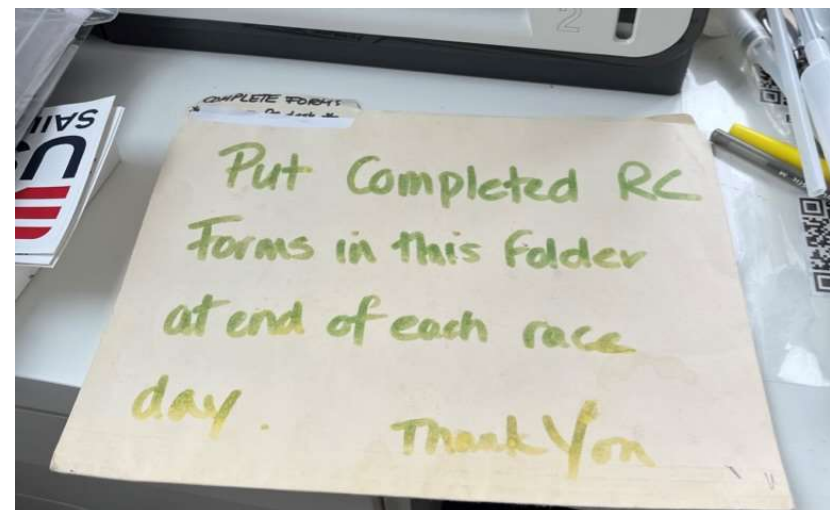
These forms must be posted on the Official Notice Board

Post **Signal Boat Summary** form on the **Notice Board** including Boats Scored OCS and other penalty scoring.

Signal Boat Summary					
Event		Date		COURSE	
ABC Regatta		6/22/23		1 pages	
ACTORS	Class	Rank	Provisional Points	Provisional Points	Comments
OCS	Li	6		2664	
ZFP	Li	7		15568	20% penalty
	Li	7	6388	21215	Hearing sched 1520
	J22	5	315	948	Hearing sched 1550
SIGNAL BOAT DOCKING TIME		1400	HR	6/22/23	1510 HR

Put scoring sheets into the **“Race Committee Forms”** file folder on the desk in the Race office.

Submit to the Standing Race Committee Chair, an **SSA Incident Report** of any emergencies.



# Back at the dock Scoring

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***Review scoring process with the  
Chair of the Standing Race  
Committee prior to the event.***

***Several scoring programs are  
used at SSA for different events***

# Back at the dock

## Protest and Hearing Request



Monitor the Race Office, or alternative location for protests **AND** Check for protests **delivered to the race office email.** [SSA.race.office@gmail.com](mailto:SSA.race.office@gmail.com)

*Race office computer to access email*  
password: **SRC2021!**

**The physical location** at SSA to deliver Hearing Request forms **must be staffed** during the entire time of the protest period. The Race Office is the default location

There are several ways that a protest panel is convened:

1. Default (Club regattas) - the Tuesday evening after the event.
2. The event chair has arranged for a SSA jury to be available – Check with Andrew Cole or the event Chair
3. SSA is sharing a jury with AYC or EYC. – Check with Andrew Cole or the event Chair



# Back at the dock Protest and Hearing Request



## 2022-2024 NOTICE OF RACE and SAILING INSTRUCTIONS

Severn Sailing Association (Organizing Authority)

311 First Street, Annapolis, Maryland 21403; 410.268.8744; Website: [www.severnsailing.org](http://www.severnsailing.org)

*The notation [NP] in a rule means that a boat may not protest another boat for breaking that rule. The notation [DP] in a rule means that the penalty for a breach of that rule may, at the discretion of the protest committee, be less than disqualification. This changes RRS 60.1(a).*

- 1 RULES**
- 1.1 The event is governed by the rules as defined in The Racing Rules of Sailing [RRS].
- 1.2 This Notice of Race and the Sailing Instructions [NoR/SIs] applies to events hosted by Severn Sailing Association [SSA] that do not publish a separate NoR and SI. A schedule of these events can be found at [www.severnsailing.org](http://www.severnsailing.org).
- 2 COMMUNICATION**
- 2.1 The race office is located on the upper floor of the SSA Clubhouse. It can also be reached by email at [SSA\\_race\\_office@gmail.com](mailto:SSA_race_office@gmail.com) or phone at 410.268.8744.
- 2.2 The official notice board is located under the SSA deck in the Snack Bar area.
- 2.3 Prior to the event, amendments to the NoR/SIs will be posted electronically at [www.severnsailing.org](http://www.severnsailing.org). During the event, amendments to the NoR/SIs will be posted on the official notice board and may be posted electronically. In the event of a conflict, the official notice board takes precedent.
- 2.4 A competitors' meeting may be held on the first day of a regatta.
- 2.5 [NP] All boats may carry a VHF radio capable of communicating on channels 65A and 16.
- 2.6 On the water, the race committee may make courtesy broadcasts to competitors on VHF channel 65A.
- 3 CHANGES TO SAILING INSTRUCTIONS**
- 3.1 Changes to the NoR/SIs will be posted no later than 0930 on the day they take effect with the following exceptions.
- 3.2 Changes that affect the schedule will be posted no later than the protest time limit the day before it takes effect.
- 3.3 On the first day of a regatta, changes may be posted after 0930 if within 15 minutes after the competitors' meeting.
- 3.4 If racing is postponed ashore, changes may be posted no later than 90 minutes prior to the revised schedule for the first warning signal.
- 4 ELIGIBILITY AND ENTRY**
- 4.1 The event is open to all boats of SSA Sanctioned and Open Fleets or Invited Classes.
- 4.2 Eligible boats may enter by completing the online entry form (available at [www.severnsailing.org](http://www.severnsailing.org)) and paying the required fee, no later than 2 hours before the boat's first scheduled warning signal.

**5 FEES**

5.1 Entry fees for *Non SSA members* are as follows:

Number of persons on crew for boat class	Club Regattas		Invitational Regattas	
	1 Day	2 Day	1 Day	2 Day
One	\$30	\$40	\$20	\$30
Two or three	\$35	\$50	\$25	\$40
Four or more*	\$40	\$60	\$30	\$50

- \*J22 is defined as a "Four or more" person boat
- 6 SIGNALS MADE ASHORE**
- 6.1 Signals made ashore will be displayed from the flagpole in front of the SSA Clubhouse.
- 6.2 When flag AP is displayed ashore, "1 minute" is replaced with "not less than 60 minutes" in RRS Race Signals.
- 7 SCHEDULE**
- 7.1 The scheduled time of the first warning signal is 1100 hours.
- 7.2 On the last scheduled day of racing no warning signal will be made after 1500 hours.
- 7.3 The number of races scheduled for a 2-day regatta is 5 and for a 1-day regatta is 3.
- 8 CLASS FLAGS**
- 8.1 Each class flag will be the class insignia on a plain background.
- 9 RACING AREAS**
- 9.1 NoR/SI Addendum A shows the racing areas used. Racing will take place in area "A" unless a notice is posted.
- 10 THE COURSES**
- 10.1 No later than the warning signal, the race committee will designate the course, and it may also display the approximate compass bearing of the first leg.
- 10.2 No later than the warning signal, the order of starts will be displayed.
- 10.3 No later than the warning signal, the race committee may display flag "C" with several sound signals to indicate that mark 1 will be a new mark as described in NoR/SI 11.4.
- 10.4 The course diagrams are contained in NoR/SI Addendum B. They show the courses, the order in which marks are to be passed, and the side on which each mark is to be left.
- 11 MARKS**
- 11.1 Marks 1, 1a, 2, 3s, 3p and 3 will be orange cylinders/spheres.
- 11.2 Marks S and SF will be yellow cylinders/ spheres.
- 11.3 Marks F and RF will be orange cylinders/ spheres.
- 11.4 New marks, as provided in NoR/SI 14.1, will be orange tetrahedrons.

When the regatta uses the standard SSA '2022-2024 Notice of race and Sailing Instructions' and if the RC is not staffing the Race Office, the RC must select an alternative location and post that location on the Notice Board at the start of the Protest Period.

For 2023 events the following amendment to the NOR/SI will be permanently posted on the Notice Board. This amendment requires the PRO Post an alternative location if needed.

## Amendment to the 2022-2024 Notice of Race and Sailing Instructions

**Add the following to 18. Hearing Requests:**

**18.2.a The Race Committee may post an alternative location at SSA to deliver, in person, Hearing Request forms. The alternative location will be posted on the Official Notice Board and on the door to the Race Office at the beginning of the Protest Time Limit.**

# Back at the dock Protest and Hearing Request



Log any received hearing request forms on the Signal Boat Summary .

RC to enter the time/ date the form was received.

Advise the protestor that these boxes must be filled out **in order for the protest to be valid.**

Be sure to include where on the race course e.g. *Approaching first weather mark*

HEARING REQUEST FORM and OTHER REQUESTS FOR ACTION BY THE PROTEST COMMITTEE

Received Date:	Time:	By:	Protest Time Limit:	Case Number:
1. Date of Race:		Series:	Race Number:	
2. TYPE OF HEARING				
<input type="checkbox"/> Protest – (an allegation that one or more boats broke a rule)		<input type="checkbox"/> Request to have a hearing held by (RRS 14.4(a))		
<input type="checkbox"/> Request for redress		<input type="checkbox"/> Report for DP Penalty (RRS 64.6)		
<input type="checkbox"/> Request to reopen a hearing (RRS 66)		<input type="checkbox"/> Report concerning a Support Person		
		<input type="checkbox"/> Report of Misconduct (RRS 69)		
3. MY DETAILS – The INITIATOR – the protestor, the person making the allegation, request or report				
Class/Fleet:	Sail No/Boat Name:	OR	Committee:	
Represented By:	Name:	Telephone:		e-mail:
4. The RESPONDENT – protestee, committee for redress, support person, person reported for misconduct				
Class/Fleet or Committee	Sail No/Boat Name/Person	Telephone (if known)		
5. INFORMING the PROTESTEE – if you are protesting, how did you inform the boat of your intention to protest?				
By hailing: <input type="checkbox"/> No <input type="checkbox"/> Yes				
Displaying Red Flag: <input type="checkbox"/> Not required <input type="checkbox"/> No <input type="checkbox"/> Yes				
Informed some other way: <input type="checkbox"/> No <input type="checkbox"/> Yes				
6. The INCIDENT		When and Where?	Diagram (if relevant): Include wind and current.	
Brief Description.				
Rules that apply:			Names of witnesses:	

Continue on the back of this form or other paper if necessary.

# Request for Scoring Review SSA NOR/SI 19.2



- RC can correct scoring errors without a hearing.
- Must make corrected scores available to all competitors by posting on Official Notice Board
- RRS 90.3(c)

**Log** any received request forms **on the Signal Boat Summary** .

RC to enter Received By and the time

## REQUEST FOR SCORING REVIEW


Day	Date	Course
Class	Sail #	
Boat name	Bow #	
Race #	Posted score	
I believe that my score in the posted results is incorrect for the following reason:		
My name (please print)		
Signature		
Received by	Time	#
RC comments:		
Corrected score	Signature	
Entered by scoring (date & time)		

# Back at the dock Protest and Hearing Request



If any request for hearings are filed, **contact the SSA protest coordinator, Andrew Cole**, to schedule the hearings. The PRO **must post the hearing schedule w/in 30 min after the end of the Protest period, SSA NOR/SI 18.3.**

*The default hearing time for small events is **6:30PM on the Tuesday** following the event.*



## Signal Boat Summary

COURSE 1 of pages

Event:  Date:

ACTION	Class	Race Number	Protesting Boat(s)	Protested Boat(s)	Comments
OCS	Li	6		2664	
7EP	Li	7		15568	20% penalty
	Li	7	6388	21215	Hearing sched 1520
	J22	5	315	948	Hearing sched 1550

SIGNAL BOAT DOCKING TIME  HRS Posted  at  HRS  
(date) (time)

Update the **Signal Boat Summary** posted on the Notice Board with the protest information and hearing time.

It is Ok to just guess at the hearing time. You can always change it to a later time!



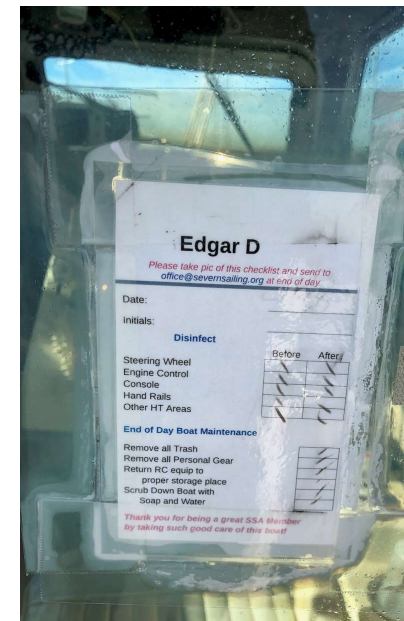
# Cleaning up



Make sure that a person is assigned to be in charge of each boat. Now called the “**Bosun**”

Duties - Supervise:

- Returning and cleaning of equipment
- Submitting equipment damage report of any damaged equipment.
- Cleaning, deflating all marks; return to storage
- Repacking mark crates
- Clean boat, fill out the cleaning list
- Check dock lines
- Turn off battery





# Cleaning up



Report damaged or lost equipment with a red tag (Basket in tool shop)

or

Go to the QR code on the Boat and navigate to the the equipment repair form





# Cleaning up



On each Power Boat

Keys in the orange box

Engine tilt up

Battery switch off



Gear back to the Race Office



The procedures to put away the boats are **different for each boat!**

Follow instructions on the boats QR code

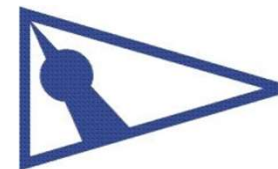


# Have a free RC drink and recap day with new friends



- **Recap the day** with the other members of the RC and the Competitors. Get feedback!
- **DRO to tell the RC members when they are dismissed** for the day
- **PRO to walk grounds**, check boats and equipment. Make sure you are leaving the facilities as good or better than you found it!
- **Lock the door to the mark equipment storage locker**





## And finally!

*The job is not done until the paperwork is finished!*

**Put all forms and notes in the RC folder** in the RC Room.

If there is a protest or redress, the **PRO may be called as a witness.**

The PRO needs to make sure that any **scoring changes** that result from a protest or redress are logged into the scoring program. This may be several days after the event.

If there is an **Incident Report** the PRO will likely need further discussion with the Standing RC Chair.



# And finally!

## *Service Day Credit records*

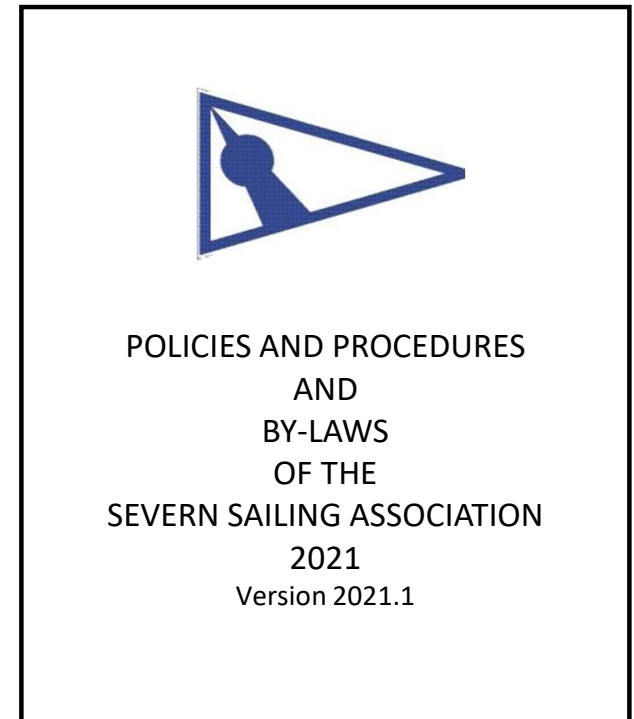


***The job is not done until the paperwork is finished***

**DRO to report** who served or did not serve on the RC to the **SSA Service Day Data Recorder** including:

- Members that signed up.
- Friends and family serving for a member's credit.
- People who served but were not signed up.
- **And No Shows!**

***The SSA Service Day Data Recorder will contact you after the event.***





# Questions?



***OMG What did I miss?***

# Quiz

