Sailing Club of Washington

Race Committee Handbook 2017

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Introduction

SCOW follows the basic format for running races as laid out in the World Sailing Racing Rules of Sailing (RRS) for Conduct of Races. We keep it simple and straightforward to make things easy for both Race Committee (RC) and participants. Part III of the Racing Rules of Sailing, "CONDUCT OF A RACE" is included in this document as Appendix A, as a reference.

Overview

The Race Committee (RC) conducts SCOW racing events. In its principal role, the Race Committee ensures fun and safe race experience for all. Good teamwork is the key to success. Members of the RC need to be decisive and clear in their communications to each other and to racing participants. Each team member has designated tasks and may need to assist with other tasks. The RC must be flexible and adjust quickly to changing conditions or circumstances. Serving on RC with SCOW is fun and laid back, but everybody gives their best effort.

SCOW Race Committee's Principal Activities:

understand the wind direction and strength and decide on an appropriate course;
Issue the Sailing Instructions prior to the race
Conduct the pre-race Competitors' meeting on shore
Set a course with the windward leg as close to straight up-wind as possible
Set a starting line that is square with the wind direction
Provide a safe and fun racing environment
Set the marks in sufficiently deep water and a course length appropriate to wind strength
Start the sequence on time, or as close to it as possible
Conduct the race accurately with regard to recording entrants, following start sequence and recording finishing positions and times
Resolve any protests

Sailing Instructions

The RC should keep a copy of the Sl's on hand. In accordance with the RRS, changes cannot be made to the Sl's unless they are done at, or prior to, the Competitors' meeting in writing.

Positions on the Committee

	ipal Race Officer (PRO) leads the RC and is in charge of all racing activities and ected to resolve any issues and to ensure success of the event. Tasks include:
	decide the course and communicate it in Sailing Instructions
	direct the chase/support boat
	call the starting times
	operate or supervise the flags and signals
	monitor the start and finishing lines
	serve as chair of the Protest Committee
Timer	/Scorekeeper is on the Committee Boat along with the PRO. Tasks include:
	record wind speed and direction, and other environmental data on RC Worksheet
	time the start countdown
	call the starting sequence aloud to race officers
	record the real clock time of the start of each race on the RC Finishing Log Sheet
	record any boats OCS
	record finishing times and positions using the RC Finishing Log Sheet
	correct the results based on penalties, etc.
	submit the racing results to the PRO on shore within 30 minutes following the races
inform	ler draws the attention of racers before the start sequence and communicates race ation regarding courses and start times using visual items like flags and sounding as like whistles and horns.
	Committee Boat Skipper operates the Race Committee Boat and is responsible safety of persons on the boat. Tasks include:
	responsible for all RC Boat operations
	responsible for all decisions regarding weather and safety
	assist the Race Committee, as possible, with setting the courses
depart	Hand (optional) assists Committee Boat Skipper in all boat operations such as ture, docking, and anchoring, the Deck Hand also keeps watch and warns of aching boats or other hazards.

Chase Boat Skipper is primarily responsible for setting the marks and being available
to assist SCOW racers out on the water. The Chase Boat Skipper should have an
active local Boater's Card. Tasks include:
fetch the Chase Boat from its mooring, load up with the RC equipment found in the
locker (while being careful not to overload the Chase Boat with crew or equipment)
and return everything to the locker after racing
 drive the Chase Boat with a capable assistant (Chase Boat Assistant) if desired
 set the buoys and marks in cooperation with the RC
□ pick up marks when racing is finished
 assist the RC Boat during anchoring
□ standby and observe the race, and report to the Protest Committee, if requested
 assist any competitors that are experiencing safety related issues
Chase Boat Assistant helps the Chase Boat Skipper in setting the marks and in
attending to SCOW racers in case of safety related issues.
Race Committee Equipment
The equipment that should be aboard Committee Boats and that might be needed to run the
races include:
☐ Buoys and marks with anchor lines and weights, coiled and ready for use
☐ Clip board, score sheets and writing instruments
☐ Timers with stop watch features (at least two)
☐ Two working two-way radios (one for the Chase and one for the RC Boat)
□ A functioning depth sounder
☐ Wind readers—to help determine wind direction
□ Code flags and flag poles ready for use
☐ A megaphone and additional noise makers like horns and whistles for communications
□ Snacks and drinks
□ Sufficient fuel

The Course

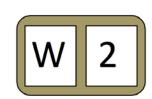
DECIDING THE RACE COURSE

It's important that the course is clear to competitors. Nothing is more disruptive than competitors not following the correct course. Before confirming the course with the racers, the Chase and the RC Boat Skippers should review the SI on shore and wind, tide and weather information. A member of the RC, preferably the PRO, should run the Competitors' meeting onshore to advise competitors about the course and clarify any questions about the Sailing Instructions. The RC team should be in continuous communications when setting the course.

Following is guidance on the procedure for setting the course:

- Decide the course direction ahead of time by reference to websites, wind direction, speed and tides, and by actual observation over about half an hour.
- Decide the course layout based on the available river space, while also considering wind direction and the proximity of shorelines, channels, shallows, etc.
- Do not use government daymarks or other ATONs (Aids to Navigation) as contact between
 the marks and boats can easily cause damage and maneuvers near an ATON can be
 disruptive to vessel navigation.
- Do not set up start or finish line at the entrance to the Washington Sailing Marina lagoon.
- Do not set up a course between day markers 2 and 7 as this is prohibited by the National Park Service.
- Clearly advise the competitors of the intended course on shore at the Competitors' meeting.
- The Race Committee can change the course if the wind direction, water depth or other parameters change or the RC observes a hazard due to the way the course was previously set.
- Higher wind speeds are conducive to longer races. Conversely lower wind speeds usually call for shorter race courses and fewer laps.

The course type and number of laps will be displayed clearly at the Committee Boat using the course board supplied. Do not rely on the radio or hailing, as these can (and have) been misinterpreted. Boats may not be monitoring their radio or may not come within hailing distance. Consistent application of racing convention and terminology reduces confusion.



SETTING THE COURSE

Upon arriving in the racing area, position the Committee Boat at the right end of the starting line and set the anchor. When Committee Boat is securely anchored, raise the RC Flag as a signal to other boats on the river. The RC uses Chanel 68 for communications with competitors.

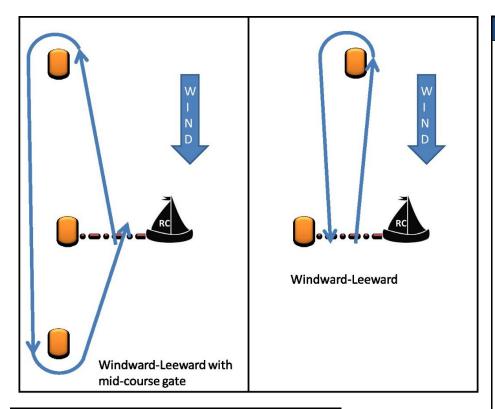
Determine the wind direction and notify the Chase Boat of the approximate location of the windward mark up the course. Using two-way radios the Race Committee advises the Chase Boat to move further/closer or left/right until RC is satisfied with the location of the mark (the mark should be as square to the wind as reasonably possible). RC then advises the Chase Boat to drop the mark.

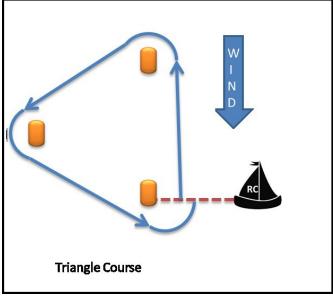
Next, the Chase Boat returns to the RC Boat area and drops the Starting pin. The length of the start line should be about 1.5 times the number of boat lengths as there are boats in the race. Flying Scots are 19 ft. overall length so when 6 boats are starting the start line length would be about 230 ft (\sim 1.5 x 8 x 19).

The Leeward mark, if used, should then be set downwind from the RC boat, directly down-wind from the windward mark and on a line drawn through the windward mark and the start line. The objective is to set the windward and leeward marks as much in line with the true wind as possible so that boats on the downwind leg can sail on both port and starboard jibes rather than sail the entire leg on the same jibe.

The buoy anchor lines should be approximately 3 times the water depth at its location. If it is too short, the anchor is likely to drag on the bottom. If it is too long, boats are likely to catch their centerboards on it while rounding. The Chase Boat Skipper/Assistant should adjust the anchor lines as needed on site.

STANDARD COURSES USED BY SCOW





Courses

Note that marks are rounded to port.

The Committee Boat should be at the starboard end of the start line.

Rounding of the final mark and the direction of crossing the Start line will depend on whether the course has one or more laps.

For a two lap
Windward-Leeward
(W2) course then
boats pass on the
outside of the
starting pin and
round up across the
start line, but finish
downwind as shown
in the diagram (W1).

SCOW will use primarily W-L. It's easier to set up and provides more passing opportunities downwind than a triangle course.

Conducting a Race

SAFETY

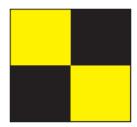
The skipper and crew of each boat determine whether the racing environment is safe for them to sail their boat based on the conditions and their capabilities. (See rule #4, Decision to Race in the Racing Rules of Sailing). The Race Committee, however, must monitor conditions before and during racing to ensure safety and manage risk. The RC will terminate racing if it deems conditions unsafe or in excess the limits of SCOW rules and boat use policy.

SCOW boat use policy states that PFDs must be worn on Flying Scots when:

- National Weather Service forecast winds exceed 15 knots, and
- From October 1 through April 30, regardless of wind or weather conditions.

STARTING A RACE

Each race competitor must check-in with the RC boat before the races start by sailing past the RC Boat's stern on starboard tack and stating sail number and skipper name. The RC records the sail number of each racer as they report in. Racers only need to check-in at the beginning of the racing for the day. So that this process doesn't interfere with the RC preparations, the RC normally signals for boats to check in by raising the L flag with on short blast.



L flag

The RC commences the starting sequence when all participants and the RC are on the course and prepared. If some competitors are not on the course at the official starting time, and the RC determines that they are unlikely to arrive within a reasonable time, the RC can start without them.

STARTING SEQUENCE

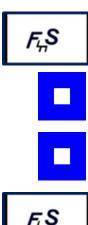
SCOW Series and Regattas will utilize the standard Rule 26 five minute start sequence either using the *i-Start* race starting machine or using stopwatches and horns. Approximately 10-20 seconds before the sequence begins, the RC sounds the horn with a five short blasts to notify the fleet that the process is about to begin.

At five minutes prior to the start, the Flying Scot Class flag is raised along with one short blast.

At four minutes prior to the start, the preparatory flag is raised along with one short blast.

One minute before the start the preparatory flag is lowered and one prolonged blast is sounded.

At start the class flag is lowered and one short blast is sounded.



Visual signals take precedence over audio sounds. If at the start of the race when the Class flag is lowered—typically accompanied by a short horn blast—the horn for some reason does not make a sound, then the visual signal of the flag drop signifies the start of the race.

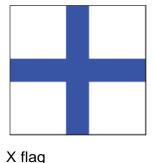
WHEN ONE OR MORE BOATS ARE OCS

The PRO should sight the starting line to determine whether any part of a boat or its crew is OCS (On Course Side) when the start signal is sounded. The line to be sighted is from the point where the orange flag is located on the RC Boat and the course side of the starting pin. If any part of a boat or crew is over this line at the starting signal, that boat is over early.

If any boats are one the course side at the start, the PRO has the following options:

Individual Recall

If only one, two, or three boats were over the line when the start signal was sounded and they can be clearly identified, then the PRO will initiate an individual recall by promptly raising the X flag with one sound and hailing the sail numbers of the boat(s) that were over the line early. The X flag remains up until all such boats have sailed completely to the pre-start side of the line. As a courtesy, when there are more than one boat OCS, the PRO may hail individual boats to let them know that they have complied. A boat that fails to start properly will be scored OCS.



General Recall

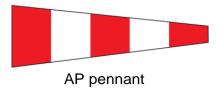
If there were multiple boats over the line before the starting signal, and the RC is unable to identify boats that are OCS or there has been an error in the starting procedure, the RC may signal a general recall. This is done by raising the First Substitute pennant with two sounds.



First Substitute pennant

POSTPONEMENT AFLOAT

The RC may postpone racing for any number of reasons, including river traffic, insufficient wind, equipment problems on a race boat or the RC Boat. It's like taking a timeout before or during the start sequence. To postpone racing, the RC raises the AP pennant with two sounds. Boats remain in the course area until racing is resumed or abandoned.

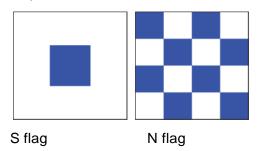


RACE FINISHES

On the final leg of the course, the PRO sights the finish line. The RC will sound a horn or whistle for the first boat that crosses the line. For all subsequent boats, the RC will call out the sail number of each boat as it finishes and let the boat know they've finished by a hand wave. For scoring purposes, the Timer/Scorekeeper writes down the sail number of each boat in list form as they finish and are called out by the PRO. Do not put the finishing place. Simply list the boats in finishing order of that race. If a boat crosses the finish line multiple times, call them out and record them in order each time they cross. They may have taken a penalty and need to cross again.

SHORTENING OR ABANDONING AFTER THE START

The Race Committee may shorten or abandon a race after the start due to weather, lack of wind, or other reasons by displaying on the RC Boat and/or the Chase Boat, the S flag (to shorten) with two short blasts or the N flag (to abandon) with three blasts. If the RC shortens a race, the S flag will then be displayed from a boat at the new finish line. (See Rule 32.)



CHANGING THE NEXT LEG OF THE COURSE

If the Race Committee changes a leg of the course by changing the position of the next mark, the C flag should be raised on the RC Boat and/or the Chase Boat accompanied by repetitive sound signals and the chase boat will advise all competitors by hailing from close aboard before they begin the leg that has been changed. (See Appendix A Rule 33.)



C flag

Note: Do not rely on the radio to communicate shortening or changing the course. Many competitors may not hear the radio while in the middle of the race.

CONCLUDING RACES

When racers finish the last race and return home, each boat should hail the RC Boat, so the RC is aware of boats still on the water. The RC notifies racers of the last race and sends them home. Once all boats have finished the RC Boat than lowers the "RC" flag, raises its anchor and sails home. Because of its depth, the RC boat has to sail south to C-7 before crossing the river into the marina channel. It typically takes longer for the RC to return to the dock than for the racers. The Chase Boat collects the marks and buoys and returns home while monitoring the returning boats in case of problems.

All boats assisting RC must be cleaned up and equipment returned to storage. The PRO and Score Keeper will ensure all boats' finishes were recorded properly and forward the raw score sheets and final score sheets to the Racing Director.

Protests

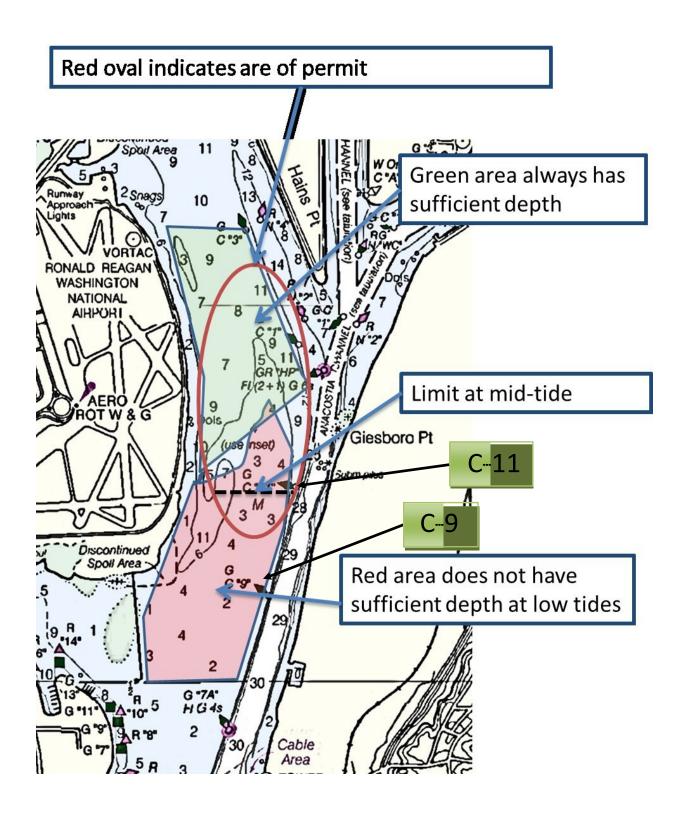
Our goal is to have all matters regarding rules infractions settled fairly and justly on the water and avoid protest committee hearings. Fouls will occur. We expect all racers to promptly take a one or two turns penalty when they commit a foul regardless of whether another boat hails protest or not.

PROCEDURE FOR A BOAT TO PROTEST IN A SCOW RACE OR REGATTA:

- 1. Hail the offending boat with "PROTEST" within ten seconds of the foul.
- 2. If the offending boat does not take the appropriate penalty immediately upon getting clear of traffic, then the protesting boat <u>informs the RC</u> upon finishing that race that they intend to protest boat (name/#).
- 3. Following racing, the protesting boat must <u>deliver the protest to the RC within 30 minutes</u> of the RC Boat docking or within or within 30 minutes of the last race boat docking, whichever is later.
- 4. A boat that intends to file a protest must execute all three of these steps (#1 through #3) in order for a protest to be valid. The RC/Protest Committee WILL NOT accept any protests that are not valid by these standards.
- 5. SCOW will utilize Appendix T Arbitration Procedures to expedite protests, by which a boat may accept a 20 percent scoring penalty rather than proceeding to a protest hearing. The involved skippers are encouraged to attempt to work things out before going forward with a protest.
- 6. If agreed upon, an arbitration meeting will be held with concerned parties with the PRO presiding. The matter may be settled by an agreed upon scoring penalty of 20 percent or dismissal.
- 7. If the protest goes to a protest hearing, the PRO will preside. The outcome of the protest hearing will be dismissal, disqualification or a scoring penalty of 30 percent. The PRO decides the outcome.
- 8. The PRO/Protest Committee will notify the Racing Director of any protests and their outcomes, as well as any scoring penalties accepted when they submit the race results to the Racing Director.
- 9. The decision of the Protest Committee may be appealed to the Racing Director within 24 hours of the time the Protest Committee convened. If there is an appeal, the Racing Director will make the final determination within 24 hours of receiving the appeal.
- 10. No race results will be posted until all outstanding protests/appeals have been resolved.

Additional Guidance on Setting the Course

- 1. Do not set any of the marks, or Committee Boats or their anchoring equipment inside the shipping channel.
- 2. The area delineated by the red oval is the area allocated to us by the DC Metropolitan Police Department, Harbor Patrol. All of our activities must be conducted within this area.
- 3. Generally always keep the course north of C-11. Marks set south of C-11 will be in water that is too shallow between mid-tide and low-tide.
- 4. The apex of the green area is at "HP" (Haynes Point).
- 5. When anchored, the Committee Boat must fly the "RC" flag.
- 6. If the wind is due E-W or close to it, then consider a Triangle "T" course in order to get a reasonable race duration

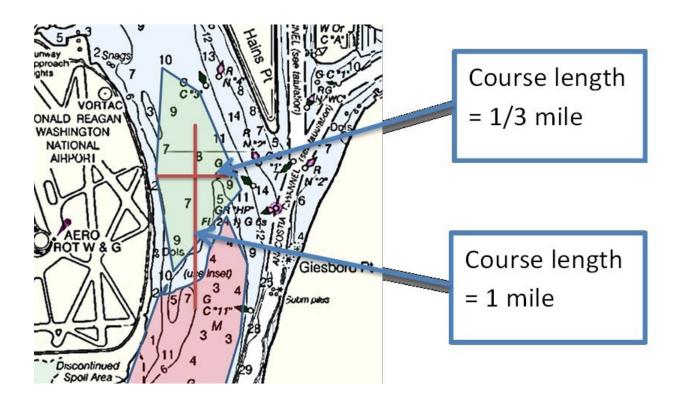


DETERMINING COURSE LENGTH

The course direction will be dictated by the direction of the wind. The length is dictated by the wind speed, the depth of the water, and the shipping channel.

The diagram below shows the approximate lengths of courses that can be set up for N-S or E-W winds. If the wind is on a bearing between these, then a diagonal course will be somewhere between these lengths.

For a short course in strong winds multiple laps should be used. Overall time for each race should be about 30 minutes. In normal winds of 5–15 kts, the boats will have an approximate speed of 4–5 kts.





SCOW Race Committee Worksheet

Date	Wind Speed
Race Committee	Wind Direction
Location	Tide

Boat	Sail #	Skipper	Race 1	Race 2	Race 3	Race 4
		Course				
Elisse	5773					
Sunset Song	5323					
Caroline	5016					
Susie Q	4643					
Selkie	3732					
Ms Ellie	2619					

Call boats to start line with 5 short blasts and announce pending start on radio.						
@ Five minutes	Class flag up One short blast					
@ Four minutes	Preparatory flag up One short blast					
@ One minute	Preparatory flag down One prolonged blast					
@ Start	Class flag down Class flag down One short blast					

A copy of this sheet can be downloaded from the SCOW website.

Race Committee Finishing Log

Fwn					ark Rou				J		
Date-		Boot Name				- Recorder				Number -	_
RACE	MARK_		RA	VCE_	MARK_				RACE	MARK_	
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Printable form of this log is available on the SCOW Race Committee webpage.

Appendix A – RRS Conduct of a Race

PART 3

CONDUCT OF A RACE

25 NOTICE OF RACE, SAILING INSTRUCTIONS AND SIGNALS

- 25.1 The notice of race and sailing instructions shall be made available to each boat before a race begins.
- 25.2 The meanings of the visual and sound signals stated in Race Signals shall not be changed except under rule 86.1(b). The meanings of any other signals that may be used shall be stated in the notice of race or sailing instructions.
- 25.3 When the race committee is required to display a flag as a visual signal, it may use a flag or other object of a similar appearance.

26 STARTING RACES

Races shall be started by using the following signals. Times shall be taken from the visual signals; the absence of a sound signal shall be disregarded.

Minutes before starting signal	Visual signal	Sound signal	Means
5*	Class flag	One	Warning signal
4	P, I, Z, Z with I, U, or black flag	One	Preparatory signal
1	Preparatory flag removed	One long	One minute
0	Class flag removed	One	Starting signal

^{*}or as stated in the sailing instructions

The warning signal for each succeeding class shall be made with or after the starting signal of the preceding class.

27 OTHER RACE COMMITTEE ACTIONS BEFORE THE STARTING SIGNAL

- No later than the warning signal, the race committee shall signal or otherwise designate the course to be sailed if the sailing instructions have not stated the course, and it may replace one course signal with another and signal that wearing personal flotation devices is required (display flag Y with one sound).
- No later than the preparatory signal, the race committee may move a starting *mark*.
- 27.3 Before the starting signal, the race committee may for any reason *postpone* (display flag AP, AP over H, or AP over A, with two sounds) or *abandon* the race (display flag N over H, or N over A, with three sounds).

28 SAILING THE COURSE

- A boat shall *start*, sail the course described in the sailing instructions and *finish*. While doing so, she may leave on either side a *mark* that does not begin, bound or end the leg she is sailing. After *finishing*, she need not cross the finishing line completely.
- A string representing a boat's track from the time she begins to approach the starting line from its pre-start side to *start* until she *finishes* shall, when drawn taut,
 - a) pass each mark on the required side and in the correct order,
 - b) touch each rounding mark, and
 - c) pass between the *marks* of a gate from the direction of the previous *mark*.

She may correct any errors to comply with this rule, provided she has not *finished*.

29 RECALLS

29.1 Individual Recall

When at a boat's starting signal any part of her hull, crew or equipment is on the course side of the starting line or she must comply with rule 30.1, the race committee shall promptly display flag X with one sound. The flag shall be displayed until all such boats have sailed completely to the pre-start side of the starting line or one of its extensions and have complied with rule 30.1 if it

applies, but no later than four minutes after the starting signal or one minute before any later starting signal, whichever is earlier. If rule 30.3 or 30.4 applies this rule does not.

29.2 General Recall

When at the starting signal the race committee is unable to identify boats that are on the course side of the starting line or to which rule 30 applies, or there has been an error in the starting procedure, the race committee may signal a general recall (display the First Substitute with two sounds). The warning signal for a new start for the recalled class shall be made one minute after the First Substitute is removed (one sound), and the starts for any succeeding classes shall follow the new start.

30 STARTING PENALTIES

30.1 I Flag Rule

If flag I has been displayed, and any part of a boat's hull, crew or equipment is on the course side of the starting line or one of its extensions during the last minute before her starting signal, she shall sail across an extension to the pre-start side before *starting*.

30.2 Z Flag Rule

If flag Z has been displayed, no part of a boat's hull, crew or equipment shall be in the triangle formed by the ends of the starting line and the first *mark* during the last minute before her starting signal. If a boat breaks this rule and is identified, she shall receive, without a hearing, a 20% Scoring Penalty calculated as stated in rule 44.3(c). She shall be penalized even if the race is restarted or resailed, but not if it is *postponed* or *abandoned* before the starting signal. If she is similarly identified during a subsequent attempt to start the same race, she shall receive an additional 20% Scoring Penalty.

30.3 U Flag Rule

If flag U has been displayed, no part of a boat's hull, crew or equipment shall be in the triangle formed by the ends of the starting line and the first *mark* during the last minute before her starting signal. If a boat breaks this rule and is identified, she shall be disqualified without a hearing, but not if the race is restarted or resailed.

30.4 Black Flag Rule

If a black flag has been displayed, no part of a boat's hull, crew or equipment shall be in the triangle formed by the ends of the starting line and the first *mark* during the last minute before her starting signal. If a boat breaks this rule and is identified, she shall be disqualified without a hearing, even if the race is restarted or resailed, but not if it is *postponed* or *abandoned* before the starting signal. If a general recall is signaled or the race is *abandoned* after the starting signal, the race committee shall display her sail number before the next warning signal for that race, and if the race is restarted or resailed she shall not sail in it. If she does so, her disqualification shall not be excluded in calculating her series score.

31 TOUCHING A MARK

While *racing*, a boat shall not touch a starting *mark* before *starting*, a *mark* that begins, bounds or ends the leg of the course on which she is sailing, or a finishing *mark* after *finishing*.

32 SHORTENING OR ABANDONING AFTER THE START

- After the starting signal, the race committee may shorten the course (display flag S with two sounds) or *abandon* the race (display flag N, N over H, or N over A, with three sounds),
 - a) because of foul weather,
 - b) because of insufficient wind making it unlikely that any boat will *finish* within the time limit,
 - c) because a mark is missing or out of position, or
 - d) for any other reason directly affecting the safety or fairness of the competition.

In addition, the race committee may shorten the course so that other scheduled races can be sailed, or *abandon* the race because of an error in the starting procedure. However, after one boat has sailed the course and *finished* within the time limit, if any, the race committee shall not *abandon* the race without considering the consequences for all boats in the race or series.

- 32.2 If the race committee signals a shortened course (displays flag S with two sounds), the finishing line shall be,
 - a) at a rounding mark, between the mark and a staff displaying flag S;
 - b) a line the course requires boats to cross; or
 - c) at a gate, between the gate *marks*.

The shortened course shall be signaled before the first boat crosses the finishing line.

33 CHANGING THE NEXT LEG OF THE COURSE

The race committee may change a leg of the course that begins at a rounding *mark* or at a gate by changing the position of the next *mark* (or the finishing line) and signaling all boats before they begin the leg. The next *mark* need not be in position at that time.

- (a) If the direction of the leg will be changed, the signal shall be the display of flag C with repetitive sounds and one or both of
 - (1) the new compass bearing,
 - (2) a green triangle for a change to starboard or a red rectangle for a change to port.
- (b) If the length of the leg will be changed, the signal shall be the display of flag C with repetitive sounds and a '-' if the length will be decreased or a '+' if it will be increased.
- (c) Subsequent legs may be changed without further signaling to maintain the course shape.

34 MARK MISSING

If a *mark* is missing or out of position, the race committee shall, if possible,

- (a) replace it in its correct position or substitute a new one of similar appearance, or
- (b) substitute an object displaying flag M and make repetitive sound signals.

35 TIME LIMIT AND SCORES

If one boat sails the course as required by rule 28 and *finishes* within the time limit, if any, all boats that *finish* shall be scored according to their finishing places unless the race is *abandoned*. If no boat *finishes* within the time limit, the race committee shall *abandon* the race.

36 RACES RESTARTED OR RESAILED

If a race is restarted or resailed, a breach of a *rule* in the original race, or in any previous restart or resail of that race, shall not

- (a) prohibit a boat from competing unless she has broken rule 30.4; or
- (b) cause a boat to be penalized except under rule 30.2, 30.4 or 69 or under rule 14 when she has caused injury or serious



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