

# LSSC 2025 Committee Boat Instructions

This booklet provides detailed instructions and procedures for the proper running of the Wednesday Night Sunset Series, the Sunday Club Series races, and the Club Special races.

A copy of these instructions is also a permanent part of the Committee Boat equipment package.

A Primary Skipper has been assigned committee boat responsibility for each Sunday Club and Special Race.

A Primary Skipper has been assigned committee boat responsibility for each Wednesday Night Sunset Race. Members of the **LSSC Race Support Staff** will be on board on Wednesday nights to assist the Skipper in the running of the Wednesday Night Sunset Races.

*It is the responsibility of the Wednesday Night Skipper to provide a minimum of 2 additional crew members to help with the boat operations such as anchoring and docking the boat. They may also be called upon to help with race duties such as pre-recording racers in the starting area, raising class flags and recording finish times.*

## BEFORE RACE DAY

The Primary Skipper has the following responsibilities:

1. Make boat and meeting arrangements with the LSSC Race Support Staff
2. Pick up equipment from previous Committee Boat Primary Skipper
3. Inventory and check off RC equipment
4. Make sure the power supply for the auto-timer is fully charged (instructions on power supply)
5. Familiarize yourself with the auto-timer as it is critical to your performance
6. Ensure flashlights, loud hailer, etc. are in working order (batteries)
7. Provide crew to help with boat handling

Instructions for checking the auto-timer sequence and for setting the sequence if it is not correct are included in these instructions.

Should there be a malfunction with the timer, you find the inventory incomplete, or you have any questions, concerns or difficulties, contact the following people for assistance:

PRO – Past Commodore Danielle Templeton: 248-872-3264

Rear Commodore Andrew Schultz: 313-717-7882

Race Scoring – Commodore Dan Guendelsberger: 248-808-3666

## RACE DAY

The **Committee Boat Primary Skipper** is responsible for providing a properly equipped boat and an experienced crew of two or three to operate the boat, with special attention to securely anchoring the boat on station. An anchor and rode of suitable size, including at least 10 feet of heavy chain, to maintain the boat on station in the most severe weather and wave conditions cannot be over-emphasized. A dragging anchor creates an unacceptable start/finish line which can be subject to protest, placing the entire race in jeopardy. A second anchor is never a bad idea.

For the Wednesday Sunset Series Races, members of the **LSSC Race Support Staff** will join you on board to run the race. Their tasks include spotters, recorders, timers, signal flags, line watcher, sound signals, etc. Depending on the number of Support Staff aboard, members of the boat crew may be asked, and should be ready, to assist in executing one or more of those tasks.

## **PRIOR to LEAVING the DOCK**

The Primary Skipper should:

1. Set his/her watch, accurate to the second, with a reliable time source, i.e. cell phone, GPS.
2. Check the weather forecast, i.e. your weather band, telephone, computer, TV, etc.
3. Upon leaving the dock, display the large LSSC burgee with the RC flag below.
4. See LSSC Sailing Instructions for start times and locations.

Should you have reason to be concerned with the likelihood of very severe weather, the Coast Guard Station in St. Clair Shores can provide additional information: (586) 778-3320.

## **THE RACE**

### **Arrive at the starting area at least forty-five (45) minutes prior to the first start:**

1. Select course to be sailed by drifting and taking a series of wind velocity and wind direction readings.
2. Turn radio on and monitor **VHF Channel 68**. The RC is encouraged to be "radio friendly".

### **At thirty (30) minutes before the first start:**

1. Position boat for anchoring as described under Course Selection and Starting Line.
2. Anchor and take compass bearings on the start mark, Shore Club tower, or other fixed objects to ensure the anchor is not dragging. This is especially important in high winds.
3. Display the selected course signals (course code flag below the LSSC burgee and RC flag and the Arabic numbered panel, attached to the lifeline near the stern on the side opposite the start mark).
4. If appropriate, display short course signals below the selected course code flag.

## **STARTING LINE**

**COURSE SELECTION:** All headings are magnetic. All distances are approximate. There are twenty-six (26) course selections available for the Wednesday Night Sunset Series and twenty-six (26) course selections available for the Sunday Club Series and Club Special Races. The twenty-six course selections each have ten (10) long courses, ten (10) short courses and six (6) super short courses. See Course Selection Charts on page 3.

The Thomas Cup and Commodore Cup have different and limited course selections available. See Course Selection Charts for Long Distance Races on page 7.

**LENGTH:** The starting line should provide space on the line for all competitors in the largest fleet (1 to 1.5 times the length of all boats in the largest start). Generally, a line approximately 100 yards (300 ft.) long should be adequate. Poor visibility may require a shorter line. It is important that the committee has a clear view of the entire line.

**BEARING to START MARK:** Use the charts below to determine your proper bearing to the starting mark. Calculate where you want to drop anchor based on course selection and mark bearing. The bearings to the start mark charted above are for the mean wind direction between the two extremes. They may be adjusted if the wind is nearer either extreme. On reaching or broad reaching starts the leeward end of the line should be favored up to 20° to prevent crowding at the windward end. On windward starts the mark end should be favored by 3° to 5° to help protect the committee boat. Adjust anchor rode as necessary to help position the RC Boat as desired. Refer to Course Selection Charts for correct bearing

**WIND SHIFT:** A wind shift of more than 15° (that seems settled) may require resetting the line. Avoid changing the line close to the start time since this can lead to confusion; but, if there's time and you feel the line should be changed, run up the postponement signal (if necessary) and change the line.

**START LINE BEARING:** Use a hand bearing compass to take a bearing on the Start Mark and record that bearing on the Committee Boat report.

**WEDNESDAY SUNSET SERIES  
COURSE SELECTION CHART - START at the "G" MARK**

LSSC WEDNESDAY SUNSET SERIES LONG COURSE						
Wind Between	Course # Displayed	Code Flag Displayed	Bearing to "G" Mark at Start	Bearing to "G" Mark at Finish	Race Distance	
350 and 035	0		035	115	6.50 nm	
035 and 095	1		140	345	6.15 nm	
095 and 095	2		170	045	6.50 nm	
095 and 125	3		015	175	6.15 nm	
125 and 170	4		125	045	6.50 nm	
170 and 215	5		110	045	6.50 nm	
215 and 245	6		360	140	6.15 nm	
245 and 275	7		070	170	6.50 nm	
275 and 305	8		160	015	6.15 nm	
305 and 350	9		045	110	6.50 nm	

LSSC WEDNESDAY SUNSET SERIES SHORT COURSE						
Wind Between	Course # Displayed	Code Flag Displayed	Bearing to "G" Mark at Start	Bearing to "G" Mark at Finish	Race Distance	
350 and 035	0		035	115	5.20 nm	
035 and 095	1		140	345	4.85 nm	
095 and 095	2		170	045	5.20 nm	
095 and 125	3		015	175	4.85 nm	
125 and 170	4		125	045	5.20 nm	
170 and 215	5		110	045	5.20 nm	
215 and 245	6		360	140	4.85 nm	
245 and 275	7		070	170	5.20 nm	
275 and 305	8		160	015	4.85 nm	
305 and 350	9		045	110	5.20 nm	

LSSC WEDNESDAY SUNSET SERIES SUPER SHORT COURSE						
Wind Between	Course # Displayed	Code Flag Displayed	Bearing to "G" Mark at Start	Bearing to "G" Mark at Finish	Race Distance	
350 and 050	0		295	050	3.90 nm	
050 and 110	1		355	105	3.90 nm	
110 and 170	2		055	165	3.90 nm	
170 and 230	3		105	230	3.90 nm	
230 and 290	4		060	170	3.90 nm	
290 and 350	5		050	285	3.90 nm	

**SUNDAY CLUB SERIES and SPECIAL RACES  
COURSE SELECTION CHART - START at the "S" MARK**

SUNDAY CLUB SERIES LONG COURSE					
Wind Between	Course # Displayed	Code Flag Displayed	Bearing to "S" Mark at Start	Bearing to "S" Mark at Finish	Race Distance
095 and 035	0		110	110	6.50 nm
035 and 080	1		095	095	6.15 nm
080 and 125	2		080	090	6.15 nm
125 and 155	3		055	095	6.50 nm
155 and 185	4		120	120	6.15 nm
185 and 215	5		110	110	6.50 nm
215 and 260	6		090	090	6.15 nm
260 and 305	7		060	060	6.15 nm
305 and 335	8		055	065	6.50 nm
335 and 065	9		120	120	6.15 nm

SUNDAY CLUB SERIES SHORT COURSE					
Wind Between	Course # Displayed	Code Flag Displayed	Bearing to "S" Mark at Start	Bearing to "S" Mark at Finish	Race Distance
095 and 035	0		110	045	5.20 nm
035 and 080	1		095	170	4.85 nm
080 and 125	2		080	345	4.85 nm
125 and 155	3		055	105	5.20 nm
155 and 185	4		120	045	4.85 nm
185 and 215	5		110	215	5.20 nm
215 and 260	6		180	090	4.85 nm
260 and 305	7		335	090	4.85 nm
305 and 335	8		055	345	5.20 nm
335 and 065	9		120	040	4.85 nm

SUNDAY CLUB SERIES SUPER SHORT COURSE					
Wind Between	Course # Displayed	Code Flag Displayed	Bearing to "S" Mark at Start	Bearing to "S" Mark at Finish	Race Distance
350 and 050	0		295	050	3.90 nm
050 and 110	1		355	105	3.90 nm
110 and 170	2		055	165	3.90 nm
170 and 230	3		105	230	3.90 nm
230 and 290	4		060	170	3.90 nm
290 and 350	5		050	285	3.90 nm

## PROTECTIVE FLAG

After the boat is secure at anchor and settled, set the protective mark. Suggested placement below, but each skipper must decide what is best based on conditions at that time

1. WINDWARD STARTS: at the stern quarter of the RC boat that faces the Start Mark.
2. DOWNWIND STARTS: near the bow of the RC Boat on the side that faces the Start Mark
3. REACHING STARTS: on the side of the RC Boat that faces the RC Mark.

## CHECK THE STARTERS

It is important to record all the boats, which start the race. Any boat which is an acknowledged entrant in the race which sails about in the starting area between her Preparatory Signal and Start Signal is ranked as a starter, even if she does not actually cross the line and continue the race. Such a boat will be scored DNS.

Record the "starters" by placing a check mark next to the sail number on the starter form. As each fleet crosses the line for their proper start check off any boats that may have been missed earlier. Note any dropouts at this point by recording a DNF in the finish time column.

## THE START

If absolutely necessary, four people could handle the actual starting procedure, although, as stated earlier, six people should be the normal complement. The roles, which must be covered, regardless of the number people, are:

Boat Spotter(s) – Record all "starters" and update the list of "starters" as each fleet crosses the start line.

Timer – Keep Committee Boat members apprised of start timing sequences and give a countdown (10...5, 4, 3, 2, 1, Fire!) prior to the dropping of the class flag which signals the start. The Signaler and Sound Person take their cue from the Timer. **The Timer must have an accurate watch or time piece set to time-of-day. Record the start time for each class. This is paramount if there have been any postponements or re-starts.** See start sequence for verbal commands and signals.

Signal Person – Responsible for hoisting and dropping signals.

Sound Person – Responsible for starting the auto-timer at the proper time. Stops and re-sets the auto-timer after the last start. Uses the auto-timer manual mode to give the first boat to finish in each class an audible salute. If an alternate horn is used in lieu of the auto-timer the Sound Person is solely responsible for the handling of the signal horn. NEVER SOUND THE HORN LATE. (If there's a problem, fix it and wait for the next cue from the Timer.)

Line Watcher – Must be stationed directly next to the mast or near the center of the boat if there is no mast, which marks the Committee Boat end of the Start line. In the last half minute before the start of each fleet, the Line Watcher should observe possible early starting boats since their sail numbers may be obscured later. A boat *starts* when, having been entirely on the pre-start side of the starting line at or after her starting signal any part of her hull, crew, or equipment crosses the starting line in the direction of the first *mark*. If any part of the hull, crew, or equipment is on the course side of the starting line prior to its start signal, it must return entirely to the pre-start side of the start line. **After the start signal, you must** raise code flag "X", sound the horn and attempt to notify with the bullhorn, any boat that is over early. An attempt to notify the boat on VHF Channel 68 should also be made. Early starters who do not return shall be recorded as OCS.

## START TIMING SEQUENCE

The first WARNING SIGNAL is scheduled for five (5) minutes before the first start. Barring extreme weather (very heavy or very light air) every attempt should be made to begin the starting sequence on time! Refer to Sailing Instructions for additional information. The first warning signal is scheduled for:

1. Wednesday Sunset Series: 1855 with ALERT sounds one minute earlier at 1854
2. Sunday Club Series and Special Races: 1325 with ALERT sounds one minute earlier at 1324.
3. See Special Instructions for Thomas Cup and Commodores Cup (page 7).

## **SET THE FINISH LINE**

**Immediately after the last starting fleet has cleared the starting area, it is imperative the Committee Boat is re-anchored in its proper position, establishing the finish line.** Refer to Course Selection Charts for correct bearing to the Finish Mark.

## **WHEN TO USE A 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 there has been an error in the starting procedure, the race committee may signal a general recall (display First Substitute with two sound signals).

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.

Please see the Racing Rules of sailing Rule 29.2 on page 12 US RACING RULES OF SAILING.

## **WHEN TO ABANDON ALL RACES TO A LATER DATE**

1. Less than three yachts present at preparatory signal.
2. Sustained winds strong enough to prevent anchoring the Committee Boat.
3. Order to cancel from an authoritative body, such as the U.S. Coast Guard, local police, Michigan Waterways Commission or the LSSC Race Committee.
4. When there is a Tornado reported in the area.
5. When it is evident that a temporarily postponed race cannot be started and completed before the time limit.

## **HOW TO ABANDON ALL RACES TO A LATER DATE**

When you wish to cancel all races (started or not started), raise the Code "N" flag (Blue and White check) with three (3) sounds to draw attention to the signal. Remain on station long enough so that all fleets will have sufficient time to note the abandonment or as long as good judgment will allow in the existing conditions. The LSSC Race Committee will notify all yachts of any rescheduling of the race. Courtesy radio announcements that the race has been abandoned are always appropriate.

## **WHEN TO TEMPORARILY POSTPONE ALL UN-STARTED RACES**

1. When the wind is so light that a majority of one fleet cannot clear the starting area before the start of the next fleet.
2. When visibility is so poor that the sail numbers of the starting boats cannot be seen from the Committee boat.
3. When a wind shift requires a change in the starting line or course direction.
4. When severe, but temporary, weather is about to pass through the area.

**When the race is postponed before the first start, raise code flag "AP" with two (2) sounds.** The warning signal for the first start shall be made one minute after the "AP" flag is removed (one (1) sound).

**When, after the first start, a short (five or ten minute) postponement is called for the next class flag is not raised.** The class flag for the postponed start is raised on a subsequent warning signal.

## **SHORTENED COURSE**

Under adverse weather conditions (very heavy or very light air) the Committee should consider selecting a shortened course. Signal flag "S" (Blue square within a white field) must be set below the course pennant, (no change need be made for the numerical cards), to denote the new course selection. Hoist these signals with two (2) sounds. In the event a "super short course" is selected, two (2) Signal flag "S" shall be displayed below the course pennant. To shorten a course and finish a race at a mark, the "shortened course" flag is displayed by the RC Boat at a turning mark. The finish will then be between the boat displaying the signal and the nearby mark.

## **FINISHING LINE**

**LENGTH:** The length of the finishing line is generally shorter than the starting line. A line of approximately 40 yards (120 feet) should be adequate. A shorter line will assist in reading sail numbers and recording finish times.

**BEARING to FINISH MARK:** The bearing to the finish mark should favor the RC boat by approximately 5° to encourage the racers to finish nearer the RC boat. If the RC boat is favored it will assist in reading sail numbers and recording finish times. This is especially helpful if the boats are finishing after dark. Refer to Course Selection Charts for correct bearing

**WIND SHIFT:** A wind shift at the finish can be ignored and does not warrant resetting the line.

**FINISH LINE BEARING:** Use a hand bearing compass to take a bearing on the Finish Mark and record that bearing on the Committee Boat report.

## **RECORDING THE FINISH**

The timing device used to start the auto-timer must be used to time the finishes. Record the sail number and finish time of each finisher as normal time-of-day (4:22:56, 20:14:19, etc.). **Do not record as elapsed time.** A second timing device, synced to the first, should be available as backup.

As boats approach the finish line the Spotter calls out the sail numbers in the order it appears they will finish. The Recorders write these numbers down on the finish sheets. The Line Watcher stands by the mast and sights the line to the finish mark. The Line Watcher calls out each sail number as each boat nears the line and then calls, "Mark!" at the instant any part of the boat's hull, or crew or equipment (in normal position) first crosses the line to finish. The Timer reads out the exact finish time (time of day) for each yacht and the Recorder records the time next to the appropriate sail number on the finish sheet. **IT IS RECOMMENDED THAT TWO SETS OF FINISHING RECORDS BE KEPT IN CASE THE RECORDER MISUNDERSTOOD ANY OF THE FINISHES.** Sound person will sound one signal when the first boat in each fleet finishes. Boats that have not flown a spinnaker will be reporting headsail usage. Record either an "A" for asymmetrical spinnaker or a "J" for Jib and Main next to the appropriate sail number. **A dedicated person should record only sail numbers and sail usage as backup to the Recorders.**

The Committee Boat must remain on station until all starting boats have finished, or until the time limit expires (whichever comes first). At that time, boats which have not yet finished will record their own finish time (finish mark abeam and within two boat lengths) and report to the Race Committee at the after-race awards location as soon as possible; or within 24 hours to the Race Chairperson.

## **PROTESTS**

Protest flags on any of the finishing boats (Code Flags "B" or other red shape) should be noted as well as the absence of the protest flag on a yacht that is claiming a protest. Any boat displaying a code flag "I" (yellow with black circle inset) or a white flag to indicate an admission of an infringement or a yacht, which verbally reports such an admission to the Committee Boat, must be noted also. All such information should be recorded and any further discussion of the incident must be diplomatically curtailed and the involved skippers asked to submit any contested protest according to the established protest procedures used for that race.

## **FINISH RESULTS**

To ensure timely results, the finish times, start times, record of protests, headsail usage, etc. must be delivered to a member of the Results Committee immediately upon the RC Boat returning to its dock. The results will be calculated at the designated meeting place immediately after each race.


**TIME LIMIT**

If, after the race has been started, it appears boats will not finish before the time limit (see Sailing Instructions), the RC Boat **may** shorten course at any turning mark.

1. Go to a turning mark.
2. Anchor with a Finish Line perpendicular to that leg of the course.
3. Display code flag "S".
4. Take sail numbers and finish times.

**SPECIAL INSTRUCTIONS FOR LONG DISTANCE RACES**

**THOMAS CUP – The Start / Finish line is at the “G” Mark.**

THOMAS CUP LONG COURSE						
Wind Between	Course # Displayed	Code Flag Displayed	Bearing to "G" Mark		Race Distance	
			at Start	at Finish		
345 and 025	1		050	170	17.2 nm	
025 and 085	2		170	050	17.2 nm	
085 and 165	1		050	170	17.2 nm	
165 and 205	2		180	050	17.2 nm	
205 and 265	1		065	170	17.2 nm	
265 and 345	2		160	050	17.2 nm	

THOMAS CUP SHORT COURSE						
Wind Between	Course # Displayed	Code Flag Displayed	Bearing to "G" Mark		Race Distance	
			at Start	at Finish		
305 and 025	3		040	170	9.6 nm	
025 and 085	4		170	005	9.6 nm	
085 and 125	3		040	170	9.6 nm	
125 and 205	4		185	050	9.6 nm	
205 and 265	3		065	170	9.6 nm	
265 and 305	4		160	050	9.6 nm	

**COMMODORES CUP - The Start / Finish line is at the “G” Mark.**

COMMODORES CUP LONG COURSE						
Wind Between	Course # Displayed	Code Flag Displayed	Bearing to "G" Mark		Race Distance	
			at Start	at Finish		
020 and 070	1		075	195	23.0 nm	
070 and 140	2		015	270	23.0 nm	
140 and 200	1		090	195	23.0 nm	
200 and 250	2		070	270	23.0 nm	
250 and 320	1		105	195	23.0 nm	
320 and 020	2		360	090	23.0 nm	

COMMODORES CUP SHORT COURSE						
Wind Between	Course # Displayed	Code Flag Displayed	Bearing to "G" Mark		Race Distance	
			at Start	at Finish		
030 and 080	3		105	195	16.3 nm	
080 and 150	4		015	140	16.3 nm	
150 and 210	3		155	015	16.3 nm	
210 and 260	4		030	140	16.3 nm	
260 and 330	3		125	015	16.3 nm	
330 and 030	4		360	140	16.3 nm	