

Tips – Hints -Detail

Most everything anyone needs to know is outlined in the Racing Rules of Sailing, the Lake Norman Keelboat Council (LNKC) Lakewide Sailing Instructions (LSI), the OYC Racing Policy, and support documents available at www.outriggeryachtclub.org in the left panel under “Race Committee”. Otherwise, ask someone with experience or Google it.

Protests – Be sure the participants have satisfied all requirements for filing a protest listed in the Sailing Instructions (SIs), the Lakewide Sailing Instructions if in play, and the Racing Rules of Sailing (RRS). As of Dec 2017, our local US Sailing Judge is Tim Stokes - tmstokes@bellsouth.net / Tel: 704-651-2317 / 1427 Chadsford Pl., Charlotte, NC 28211.

OYC Notices of Race and Sailing Instructions (NOR & SIs) are standardized and any changes of substance made must be approved by the Racing Committee with the date approved noted. Final versions, including updated dates, contact info, etc. must be reviewed by the Racing Committee prior to posting and distribution. When considering any changes of substance, be sure to follow RRS Appendices J, k, and L. If online registration is offered, the Notice must still include a printable entry form for those who would rather write and mail a check.

Time Limits – In general, time limits on Lake Norman are unnecessary. For most races, the SIs outline the ability to shorten course at any channel marker. A time limit takes the choice of how to deal with changing conditions out of the hands of the Race Committee. There is currently a time limit (8:30PM) in place for the Wed Nigh Series due to darkness.

For Lakewide (open to members of LNYC, PYC and OYC as outlined in the LSI) or Open events, obtain an updated list of email addresses for LNKC PHRF Certificate Holders from the LNKC Chief Handicapper. For OYC-only events, obtain an updated list of email address for OYC members from the Membership Chairperson. Have the OYC Webmaster post the Notice of Race & Sailing Instructions to the website schedule and then send a link to it to all targeted competitors. OYC Racing Committee determined to not use Regatta Network because we have a reachable target market (LNKC PHRF Certificate Holders) and their system does not allow for certain changes to RRS A9 made for the Wed Night Series scoring and our Pursuit scoring spreadsheet allows for shortening course.

Membership on the OYC Racing Committee should be open to any and all that want to participate to develop future leaders. The Committee should be open to as many members as wish to serve. The incoming Vice Commodore’s first priority is to establish the Racing Committee for the coming year. The Racing Committee should meet often – just having a meeting will generate topics and discussion. “Race Committee” runs Committee Boat and a certain event. “Racing Committee” oversees the Club racing program. Racing Committee meeting minutes should be included in the Club newsletters.

To change an NOR for an event once it has been posted and/or distributed, you must follow the procedure outlined in the SIs. Currently (12/2017), Racing Policy says all events will use the LSI, so the procedure is to post the change to the OYC Website Bulletin Board. Nothing fancy needed, no signatures or anything, just post a note saying XXXXX is now changed to YYYYYY, referring to the specific thing being changed and note the date and time for when the change takes effect. The link to post the notice is <http://www.outriggeryachtclub.org/notices/notice1.php> +/or <http://www.outriggeryachtclub.org/notices/notice2.php>. Once posted, feel free to phone, text, and/or email participants to alert them, but be absolutely sure all are alerted so as to not give a competitive advantage to one over another.

If there is a lot of detail, outline it in a document, ask the Webmaster to upload and it and provide you a link then post a notice that a change is available and point to that link.

It can be helpful to have a stopwatch or a phone app, such as Chronotap, that includes splits. When a number of boats are finishing all at once it may be difficult to write them all down with finish times. With a watch or app with splits, you can just note the finish order then be able to add the times when things calm down a bit.

Do not drive the Committee Boat at speed with the flagpoles up...They could tear the floor right off the front of the boat.

Race Committee Supplies - <http://www.etpracemarks.com/race-committee-supplies/>

Race Mark Buoys - <http://www.etpracemarks.com/>

Nautical Flags - <http://www.etpracemarks.com/race-committee-supplies/nautical-flags/>

Be sure everyone is aware that the CB gas must be mixed with 2-cycle oil. Keep oil and an measuring device on board at all times.

If running two or more races in the same day, always run a shorter race first to be sure to get at least one in and to get a feel for the conditions, then you can gauge what kind of course to set for the second race based on similar or changing conditions.

Confirm registrant's PHRF rating at <http://lnkc.com/PHRF/phrfcert.php> and if an OYC member that their memberships is current with the Membership Chairperson.

In order to edit the established OYC Notices of Race and Sailing Instructions templates in Word 2007 or 2010, if you don't already show a "Developer" tab go to the Start Button then to "Word Options". Check "Show Developer Tab in the Ribbon" and close out that window. Open the NOR/SI you need to edit. To unlock it, click on the "Developer" tab, then on "Protect Document". In the right-hand pane that opens, click on "Stop Protection". Put in the password, click "OK". It is now open for editing.

When finished, always re-lock it if for no other reason than to get in the habit. You cannot send an unlocked NOR/SI out or people will not be able to use it properly. In the right pane be sure that under "1. Formatting restrictions" the box for "Limit formatting to a selection of styles" is not checked and that under "2. Editing restrictions" the box for "Allow only this type of editing in the document:" is checked and the dropdown menu is set to "Filling in forms". Under #3 click "Yes, Start Enforcing Protection" then enter the password, confirm it and click "OK". If you have difficulty unlocking or locking a document, be sure that Design Mode (Developer tab, Controls group) is turned off. That should fix it.

Some good information on creating and editing fillable forms in Word is available via the link below.

<https://www.cliu.org/cms/lib05/pa06001162/centricity/domain/49/creating%20fillable%20forms%20in%20word.pdf>

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