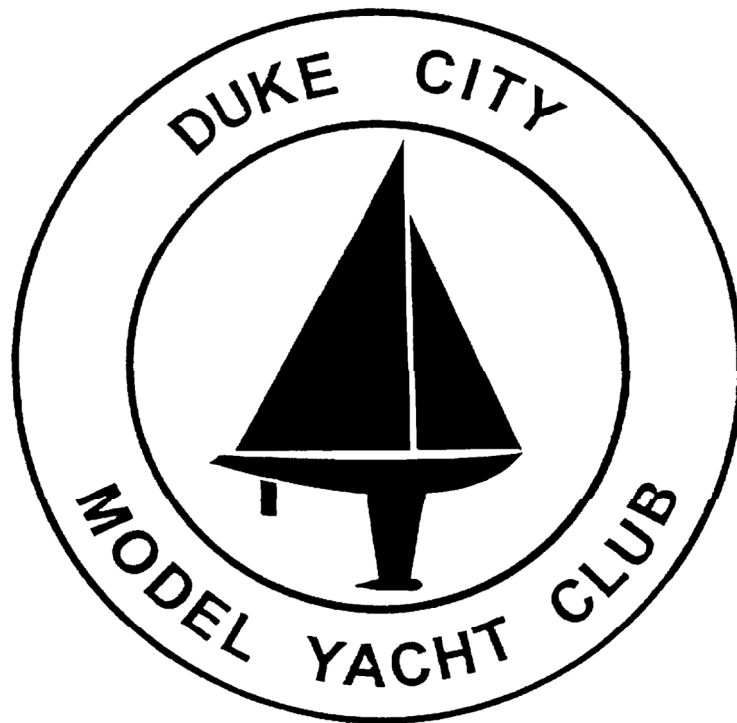


**HANDBOOK**  
**DUKE CITY**  
**MODEL YACHT CLUB**

**ALBUQUERQUE, NEW MEXICO**



## 1.0 GENERAL INTRODUCTION

The Duke City Model Yacht Club is an unincorporated membership club operated on a not-for-profit basis and is sanctioned by the American Model Yachting Association as Club No. 213.

The purpose of this Club is to promote radio-controlled model sailboat racing for the benefit of its members. This purpose includes model sailboat racing, development and building of radio-controlled model sailboats, and conducting regattas with other similar associations, clubs, or groups.

The model sailing program consists of both competitive sailboat racing and sailing for the purpose of developing sailing skills. The activities and competitions for the various types and classes of the model sail race program are scheduled by the Regatta Captain.

All sailboat racing will be conducted under the rules of the International Sailing Federation (ISAF) except as modified in this Handbook.

These events are held at the Model Boat Pond at the Albuquerque Aquatic Park (Tingley Beach). Current schedules are published on the Club website.

The affairs of the Club are managed by a Board of Directors consisting of the following club officers: Commodore, Regatta Captain, and Treasurer. Current Officers and contact information is listed on the club website:

<http://dcmymc.org>

The Club was founded in April 1996 by charter members:

Joe Frasier  
Bill Petynia  
Vic Rotolo  
Jim Scheibner

## **2.0 The Corinthian Spirit**

*There are no referees in sailboat racing. Competitors are expected to recognize when they have broken a rule and voluntarily take a penalty. This is called the Corinthian Spirit after an early yacht club, and is best described by saying you respect your competitors and you sail by the rules even when no one is looking.*

## **3.0**

(Reserved for future use)

## 4.0 DUTIES OF RACE COMMITTEE

- 4.1 **General.** Except as may be modified by the Board, the Race Committee shall be governed by: these rules, the sailing instructions, the American Model Yachting Association (AMYA) class specifications, and the current International Sailing Federation (ISAF) **Racing Rules of Sailing** (RRS) and shall decide all questions in accordance therewith. All races and heats shall be the responsibility of and conducted by a Race Committee under the organization of the DCMYC. Races shall be judged in accordance with the rules of the ISAF and any other exceptions or rules authorized by the DCMYC. So as to ensure that the rules are obeyed and in order to be able to adjudicate any protest, the Race Committee must closely observe all aspects of each race. Close attention must be given to the start, all mark roundings, and any boats in close proximity of each other. Unless otherwise proscribed by the Board, the Race Committee may reject or rescind any entry.
- 4.1.1 **Race Committee.** Each year, the Regatta Captain is responsible for forming and chairing a Race Committee. Club members shall be encouraged to join the Race Committee so that members take on active roles in DCMYC, while sharing knowledge and responsibility. The volunteers of the Race Committee are responsible for:
- Training and scheduling Race Directors (RDs) for events.
  - Sending out event email reminders including who is scheduled RD.
  - Tabulating event and season scoring.
  - Insuring the wellbeing of racing marks and their placement.
  - Insuring the wellbeing of other racing equipment used by the fleets.
  - Overseeing our major invitational events, including event promotion and write-ups for the AMYA magazine and various electronic forums.
- 4.2 **Protests, Redress, Hearings, Misconduct and Appeals.** See Part Five of RRS.
- 4.3 **Entry and Qualification.** See Part Six of RRS.
- 4.4 **Race Director Specific Duties for local DCMYC races.**
- 4.4.0 **General.** The Race Director (RD) performs the function of the Race committee to assure that all performance sailboat racing is conducted in accordance with the Sailing Instructions, paragraph 5.6. The RD shall have in their possession at the sailing site a copy of the **Racing Rules of Sailing**. Specific duties and responsibilities for the RD include the following:
- 4.4.1 If racing marks need to be set for the event, the RD should arrive at the sailing location at least one (1) hour before scheduled start time to set up the course and equipment. If racing marks have already been set, the RD should arrive at least 30 minutes before scheduled start time. The Regatta Captain may or may not be present to assist.
- 4.4.2 The RD shall assemble all skippers for a pre-race briefing five (5) to ten (10) minutes prior to start time. The briefing will describe:

- 4.4.2.1 The course to be sailed, number of laps, location of start and finish lines.
- 4.4.2.2 The control area per RRS Appendix E Rule 3.3.
- 4.4.2 2 Whether any distant marks may be touched without penalty.
- 4.4.2.3 Any rules needing emphasis, and any other items the RD feels important.
- 4.4.3 The RD will act as official starter to include starting the audible countdown and observing the start line, calling the sail number of any boat starting early, and verifying correct restarts as necessary. The RD will recall and restart the entire fleet if unable to identify early starters.
- 4.4.4 The RD shall act as racing judge during sailing, including the pre-start period of the heat. The RD shall accompany and observe the main flock of boats and judge mark rounding, call sail numbers of boats contacting or missing Marks, and verify penalty turns or re-roundings as necessary.
- 4.4.5 The RD cannot call a protest but may act as a neutral observer in disputes between skippers, and verify completion of penalty turns. If a protest cannot be settled during sailing, the RD shall, immediately following the heat in question, settle the dispute, to include adjusting the scoring as necessary. The RD may seek assistance to review and resolve the dispute.
- 4.4.6 The scoring sheets should remain at the finish line. If an uncontested win is expected, an early finisher will act as score keeper until the RD is free of other judging duties.
- 4.4.7 The RD may cancel or terminate a race only in the event of lightning or other occurrences that may affect the physical safety of the participating skippers or bystanders.
- 4.4.8 The RD may disqualify a competitor for a Rule 2 violation (fair sailing).

#### 4.5 Race Director Selection

- 4.5.1 Schedule. For regular club series races, the Board of Directors shall provide a schedule of Race Directors (RD), for each class, for the coming year to coincide with the schedule. The RDs shall be selected from members with a minimum of one year racing experience.
- 4.5.2 Incentive. Should six or more skippers (including the RD) be present at race start time, the designated RD shall NOT sail and will perform all RD duties. This non-sailing RD, as an incentive to perform the duties, shall be awarded a race score of two (2) points for that race date for annual award purposes. Thus there will be two second place finishes for that days' race. Note: The non-sailing RD incentive score is limited to two times per year for each class sailed.

- 4.5.3 Should four or five skippers (including RD) be present at start time, the RD is not required to sail. If RD does sail, they receive only their earned score for the day. If the RD does not sail, they may elect to receive no points or points for Did Not Start. If the number of skippers increases to more than five after the first heat, the RD may elect to serve as a non-sailing RD, and be eligible for the incentive score of section 4.5.2.
- 4.5.4 Should the RD plus only two skippers be present for an event, the RD must sail, and shall receive only their earned score for the day.

## **5.0 RACING PROGRAM**

- 5.1 General. The sail racing program is conducted only for boats of a particular class. Members may, if they desire, form class associations around either AMYA class yachts, or any other model yacht of their choosing. Races will be scheduled only for classes consisting of three or more yachts. Should the membership choose to start a one-design association, or a development class, around a model yacht that is not AMYA sanctioned, then those members must submit enforceable specifications for their class to the Board of Directors for approval. All sailboat racing will be conducted under the rules of the International Sailing Federation (ISAF), except where the club has approved an exception.
- 5.2 Entry Requirements for Sailboat racing.
- 5.2.1 Boats must be of a class approved by the Club for competition.
- 5.2.2 Boats may use a soft bumper attached to the bow. Unless required by class rules, any extra boat length from an attached bumper shall be ignored for all rule interpretations.
- 5.2.3 Boats must display proper numbers as specified in class rules. To avoid duplicate numbers, any number not provided and registered by the National class secretary must be approved by the Board of Directors. Non-registered boats shall be required to change sail numbers in cases of duplication with registered boats.
- 5.2.4 All boats participating in the sail racing program must conform to paragraph 5.1 above. The Club Regatta Captain shall perform the inspections and certifications, and maintain all inspection records. New, modified or repaired boats may be raced one time only prior to inspection and certification. A Club member must notify the Regatta Captain that inspection and certification is needed.
- 5.3 Radio frequency (channel) management - General. The Regatta Captain or their delegate is responsible for coordinating frequencies within the Club.
- 5.3.1 Only those frequencies assigned by the Federal Communications Commission (FCC) for R/C surface applications and coordinated by the Club will be permitted. Wide-band (40 kHz) or aircraft band transmitters are not permitted.

5.3.2 Only boats with channels/frequencies that do not conflict with other boats will be permitted in the race. In the event of a conflict, the RD must determine which boat may race. If a non-member wishes to operate their boat on a conflicting frequency, they may be allowed to do so in the interests of maintaining goodwill. The displaced member shall then be scored in accordance with 5.4.2.1, Redress, for the heats or race not sailed.

## 5.4 Scoring Systems.

5.4.0 General. A heat is a “race” from start line to finish line. A Race consists of three or more heats with three or more boats starting each heat, conducted on a single day or consecutive days. A series is a long term group of races covering a predetermined time, for example a year.

5.4.1 Awarding points for a Heat. Points are awarded each yacht for each heat held during a race as described below:

5.4.1.1 First Place = 1.0 points. All other yachts that finish shall be awarded points equal to their finishing position. (Example: 2nd place = 2 points, 6th place = 6 points, etc.)

5.4.1.2 Yachts that did not start (DNS), did not finish (DNF), retired (RET) or were disqualified (DSQ) shall be awarded points equal to the largest number of yachts participating in any heat during that race plus one point.

5.4.1.3 Any boat that is not sailed by the skipper who entered the boat in that race shall be scored as multiple boats; i.e., the initial skipper shall score DNS for heats not sailed, and subsequent skippers will receive DNS for heats they did not sail. The score sheet shall reflect a separate entry for each skipper. EXCEPTION: if a right-of-way yacht is so damaged by a collision with a non-privileged boat that it cannot continue, the skipper of the right-of-way yacht may substitute another otherwise legal yacht not previously entered.

5.4.1.4 To encourage a member to loan their boat and coach another person during a heat or race, the member shall declare their intention to the RD and scorer, and may receive an average heat or race score in accordance with 5.4.2.1 Redress.

5.4.1.5 The results of any heat are official and not subject to further challenge upon commencement of the next heat and ten minutes after the final heat.

5.4.2 Awarding Points for a Race. Points shall not be awarded for any race consisting of less than three heats. Points are awarded each yacht based upon the number of points accumulated during the race, except that scores may be discarded following the discard schedule in effect for that racing series. The yacht with the least number of accumulated points shall be declared the winner of the race, next fewer second place, etc. First Place shall be awarded 1.0 point. All other yachts shall be awarded points equal to their finishing position, for example: 2<sup>nd</sup> place=2 points; 6<sup>th</sup> place=6 points, etc. Any ties are broken by procedures in paragraph 5.4.3. Non-sailing Race Directors are awarded a duplicate, incentive second place score (2 points) for the race per paragraph 4.4.

- 5.4.2.1 Redress. When a Right-Of-Way yacht is damaged or entangled sufficiently as to be unable to compete as the result of action by a burdened vessel, non-sailing bystander or animal the ROW yacht shall be given points equal to its average finishing position during the other heats in that race, providing that said average is based upon at least three heats. Should the ROW yacht be unable to compete in three heats, then points shall be awarded at the end of the year based upon the average points for all events in which the yacht competed that year. Points shall be awarded for each heat during that race in which the ROW yacht was unable to participate.
- 5.4.3 Breaking Ties. Ties for a heat shall be broken per RRS Rule A7. Ties for a race, event or season standings shall be broken per RRS Rule A8. When breaking ties in season standings, rule A9 shall not apply, and rule A8.2 shall consider only those events when all who are tied were competing.
- 5.5 Right-of-Way Rules. See RRS Parts 1 through 3, except as may be changed by the sailing instructions when so permitted under ISAF Rule 86. The Board of Directors shall furnish each member with a summary of the right-of-way rules. All members, whether participating as a competitive skipper or as a member of the race committee, shall be thoroughly conversant with these rules.
- 5.6 Sailing Instructions
- 5.6.0 General. All sailboat racing will be governed by these Sailing Instructions. However, Sailing Instructions may be amended verbally by the Race Director when announced during the skippers' briefing. "Prestart" as used in these Sailing Instructions is defined as the 1-minute interval during the audible countdown prior to the start signal. All racing rules shall apply during the prestart portion of the race. Race days and starting time schedules are published on the Club website. Practice and course set-up will begin one hour prior to published race time.
- 5.6.1 Starting.
- 5.6.1.1 RRS Rule 30.1 (I Flag, No dip start rule) shall be in effect.
- 5.6.1.2 A minimum of 3 boats of the same DCMYC-approved class must begin the first heat in order for the heat to be scored. Racing will be canceled for the day if the boat minimum is not met within 30 minutes. A Race consists of three or more heats with three or more boats starting each heat, conducted on a single day or consecutive days.
- 5.6.1.3 A skippers' briefing will be held just prior to prestart. The course to be sailed, number of laps, location of start and finish lines, touchable distant marks, and control area limits, shall be announced by the Race Director during the skippers' briefing. Prestart for the first heat will begin at scheduled race time, provided the boat minimum is met. The starting signal will be either a bell or the word "start" at the conclusion of the 1-minute prestart.



- 5.6.1.4 The Race Director (RD) must have a clear view of the start line. The RD will notify the skipper of any boat which starts prematurely by calling its sail number. It is the responsibility of the offending skipper to return their boat around the end of the start line while keeping clear of all other boats, and restart with no rights.
- 5.6.1.5 A general recall may be called by the RD if there has been an error in the starting procedure or if there is a number of unidentified premature starters.
- 5.6.1.6 Any skipper who touches their boat during prestart must hold their boat at the location where it was first touched until after the starting bell, when it may then be pushed off. The force of such push off must not exceed the natural speed of the boat under wind conditions at the time. The RD shall be the sole judge of the extent of the push off allowed. Penalty for excessive push off shall be to retrieve and re-launch correctly. After prestart, any skipper who touches their boat for any reason (including weed or flotsam removal) shall also not provide excessive push off per this paragraph when releasing the boat.
- 5.6.2 A 5-minute interval will be provided between each heat unless all skippers acknowledge being ready early. An additional 5-minute delay (hold) for repair of breakdown or technical problem may be granted one per race, prior to prestart, by request of a skipper to the Race Director, only if the boat sailed in the previous heat. This hold will not be allowed for tuning or rig change or adjustment reasons, but will allow battery changes. Only one hold per skipper per race day will be allowed. The race director may allow a hold for “urgent personal needs” in addition to the normal one per day.
- 5.6.3 The sail racing scoring system in paragraph 5.4 shall be used for all sailboat racing.
- 5.6.4 Any boat which wrongfully hits a mark must exonerate itself as soon as practical by performing a penalty turn (one tack and one gybe in either order) while remaining clear of all boats and having no rights during the turn.
- 5.6.4.1 Any boat striking a mark as a result of a foul by another boat is exonerated from the penalty turn per RRS rule 18.5.
- 5.6.5 Any boat guilty of any other infraction (starboard tack, at-fault collision, etc.) must exonerate itself as soon as practical by performing a penalty turn per 5.6.4.
- 5.6.6 The time limit for the completion of any heat shall be 10 minutes after the first boat finishes that race. Any boat not finished within the time limit shall score DNF (did not finish). However, the Race Director may at his/her discretion (when possible to determine relative to finish positions of unfinished boats) give those boats credit for their appropriate finish positions.

- 5.6.7 Protests. A skipper of a protesting boat (only a boat whose position is affected may protest) shall notify the skipper of the protested boat at the time of the alleged foul or rule violation. If the protested skipper does not perform the penalty turn, the protesting skipper shall immediately after his/her finish of the heat notify the Race Director of the protest, the identity of the offending boat, and the general nature of the protested incident. All protests will be heard, as soon as practicable after the heat involved, by a protest jury appointed by the Race Director. Written protests will not be required.
- 5.6.8 Skippers may hail other skippers to point out rules, but may not provide boat handling or tactics suggestions during racing heats, unless that information is available to all.
- 5.6.9 The Race Director shall, at their discretion, award a one-point penalty for each infraction to any finished boat failing to properly stay on the non-course side of the finish line until all boats have finished or otherwise instructed by the RD.

**BYLAWS**  
**OF**  
**THE DUKE CITY MODEL YACHT CLUB**

**1. Form of Organization, Name and Purpose**

- a. The Duke City Model Yacht Club is an unincorporated membership club operated on a not-for-profit basis. The name of the club is “Duke City Model Yacht Club.”
- b. The purpose of this Club is to promote radio-controlled model sailboat racing for the benefit of its members. This purpose includes model sailboat racing, encouragement of development of radio controlled model sailboats, and conducting regattas with other similar associations, clubs, or groups.

**2. Members**

- a. Membership shall be by submission of application and dues to the Club secretary. Residency in the Albuquerque area is not a requirement.
- b. Only members who have paid all dues or general Club assessments shall be deemed to be members in good standing and may vote in elections or on any motion pending before the membership. The Board of Directors may waive this requirement as the situation may warrant for any individual member.
- c. All members of the immediate family (spouse and children under the age of eighteen) are associate members and are entitled to the rights and privileges of members with the exception of the privilege of voting in the election or on any motion pending before the membership. Any family member may cast the authorized one vote per family.

**3. Board of Directors**

- a. The affairs of the Club shall be managed by a Board of Directors consisting of the officers. Directors must be members in good standing. The Board of Directors may adopt rules and regulations appropriate to accomplish the objectives of the Club. In order to insure continuity, previously elected officers and appointed Club officials are encouraged to serve in an advisory capacity to the current Board of Directors.
- b. The Board of Directors shall make its decisions by majority vote at a meeting consisting of at least two directors as a quorum. In lieu of a formal meeting, a vote by email or phone poll of the Board of Directors will become effective only with unanimous agreement.
- c. The Board of Directors shall establish a budget and recommend dues or assessments to be payable by the members.
- d. The Board of Directors shall convene at the call of any board member and shall keep minutes of its proceedings for review by the general membership.

- e. The Board of Directors shall appoint (1) the Club Secretary, (2) Webmaster and (3) other Club Officials as needed. The Board of Directors shall assure that a Race Director and Race Committee is available for each scheduled race and shall also appoint committees and other officials as needed to conduct Club activities.
- f. The Board of Directors shall review on an annual basis the proposed race schedule, and types and classes of yachts to be sailed at all official Club racing events. The schedule will be submitted annually by the Regatta Captain.
- g. The Board of Directors shall maintain the current class rules for each of the classes of yachts approved for racing by the DCMYC. Class rules will be made available to members upon request.
- h. The Board of Directors shall maintain the current points and standings for all of the yachts participating in all regattas and races authorized by the DCMYC.
- i. The Board of Directors or a delegate shall audit the financial records of the Treasurer in January and July with additional audits as deemed necessary.
- j. The Board of Directors shall establish a schedule for the election of officers for the approval by the membership. The schedule will include an election by email mail ballot in October and the installation of the Board of Directors at the January Awards Dinner meeting. If offices are not contested, a single slate of officers may be presented for approval.

#### 4. **The Officers**

- a. The officers of the Club shall be Commodore, Regatta Captain, and Treasurer, and shall be elected by the members for a one-year term. The officers may be elected to unlimited consecutive terms.
- b. The Commodore is the chief executive officer of the Club. The Commodore will preside at all meetings of the membership and of the Board of Directors.
- c. The Regatta Captain is second in command. In the absence of the Commodore, the Regatta Captain will take their place. The Regatta Captain represents the membership on the Board of Directors in areas of race schedules, and types and classes of yachts to be sailed at scheduled Club racing events. In addition, the Regatta Captain shall:
  - (1) Be responsible for Club-owned racing equipment.
  - (2) Appoint a Race Director and Race Committee for each scheduled Club race. The Race Director represents the Club at a scheduled event. Normally the Race Director's decisions are final and not open to dispute or appeal. However, the Race Director can be preempted by one or more officers at race events in matters affecting safety.

- d. The Treasurer shall have custody of the financial records and maintain the Club's funds at such bank or banks as the Board of Directors shall authorize. The Treasurer shall have authority to make deposits and withdrawals on behalf of the Club and will keep an accurate record of all such transactions.
- e. The appointed Secretary will have custody of the Clubs meeting minutes and other records. The Secretary shall keep minutes of all membership and Directors' meetings. The Secretary will maintain a directory of all Club members and radio frequency assignments by yacht class.
- f. The succession of officers shall be the following:
  - (1) If the Commodore is unable to complete their elected term, the Regatta Captain shall assume the Commodore's position immediately upon notification by the remaining Directors.
  - (2) If any officer or director other than the Commodore is unable to complete their term, the Commodore may appoint a Club member to hold the vacant position until an email ballot or scheduled business meeting can be conducted.
  - (3) All vacancies shall be resolved by nomination and ballot by email or at a business meeting, but not more than two months after the vacancy occurs.

## 5. Meetings

- a. The Board of Directors shall schedule membership business meetings as needed. Members shall be notified by email or phone at least one week prior to a business meeting.
- b. The presence of one-fourth of the members in good standing shall constitute a meeting or email quorum for the purpose of electing officers and conducting Club business. Club business will be accomplished by ballot or show of hands, and will be considered valid on approval of a simple majority of a quorum of members. Ballots may be counted in person, by email or by phone poll.
- c. Members may not vote by proxy but signed ballots will be accepted prior to voting at a meeting.

## 6. Financial

- a. Amount of annual dues or general Club assessments will be determined by the Board of Directors and approved by not less than one-fourth of the total membership in good standing.
- b. Annual dues are payable on the first day of any calendar year. Annual dues for first year of membership shall be prorated by month of membership.

- c. In the absence of prior approval of not less than one-fourth of the total membership in good standing, the maximum financial commitment by the Board of Directors shall be limited to ten percent of the total budget. At no time shall the Board of Directors commit the association to a program that will exhaust the association funds (with the exception of Club disestablishment).

**7. Removal or Expulsion**

- a. An officer or director may be removed from office for cause, provided that a two-thirds majority of the membership approves the action.
- b. A member may be expelled for cause by two-thirds majority of members.
- c. Non-payment of annual dues or assessments within sixty days of the due date shall constitute sufficient cause for expulsion by the Board of Directors without further action by the membership.

**8. Bylaws and Amendments**

- a. The Board of Directors shall be responsible for maintaining the Bylaws and shall ensure that a current copy is available on the club's website for all members.
- b. These Bylaws may be amended at a business meeting of the members, and by way of email ballot, provided that more than one-half of the membership in good standing approve the amendment.

**BYLAWS**      **Adopted: April 26, 1996**  
                  **Last Amended: January 14, 2013**