

## Race Officer Checklist

*Your primary responsibility as Race Officer is to ensure the safety of all competitors.  
The Race Day experience for all members will depend largely on YOU.*

### Before Race day - (all documents are on MHASC website and copy on Club Notice Board)

1. Read the [Sailing Instructions](#)
2. You are 'in-charge' in any sailing incident/emergency - Read the [Emergency Plan](#)
3. Arrive at MHASC AT LEAST 3 hours before the race start time.
4. Check the weather & tide forecasts.

### On arrival at MHASC

1. Place "MHASC No Parking" sign at entrance to our leased area.
2. Check starter horn is charged (and works!) - if not connect to charger - it takes a good hour to charge.
3. Sweep out whole clubhouse including men's and women's change rooms.
4. Place 'Sign-on' sheet on clip board and place back on Notice Board just inside club entrance.
5. Re-fill tub for cleaning boots and place at men's change room entrance.
6. Prepare for members briefing 1.5 hours before 1<sup>st</sup> warning signal.

### Preparing for Racing

1. **Prepare Race Committee Boat** – refer following page.
2. Check the weather – racing should not start or continue if wind is consistently gusting over 25 knots, or under threat of thunderstorms, or other major weather events. Discuss plans with Commodore/Club Captain
3. PFDs to be worn by RO & RA if weather above 15 knots, and whenever alone.

### Racing

1. Set the course preferably using condom marks for windward and leeward marks.
2. Aim for 40 min normal race time. Work length 0.6 to 0.7nM (guide charts in black folder), or three laps.
3. Have your flags sorted before going into starting sequence, especially recall flags.
4. Only display flags required by the SI's – keep it simple. Refer Race Signals sheet for sound signals.
5. Fly the AP if the start will be later than scheduled. Drop with 1 sound 1 min before 1<sup>st</sup> warning signal.
6. Always set the start line at right angles to the average wind direction – a compass helps.
7. Starting – raise AP and 'bail out early' if something is not right – timing errors, big wind, late shift, etc
8. Record finish results. Use voice recorder (in Race Officer bag) or phone as back up for crowded finishes.
9. Record finish time for all races except Short Race Series. Best to use clock time.
10. Use time while fleet is racing to tidy up finish sheet sail numbers, record visitors etc
11. **Stay Vigilant** – watch for weather changes, competitors needing assistance – refer **Emergency Plan** – cancel/delay racing if needed to stay safe.

### After Racing

1. Check trollies on beach to ensure all competitors have returned.
2. Arrange 'Authorised Crane Operator' to lift boat from water.
3. Lock crane padlock
4. Lock Race Committee Boat to deck with the chain.
5. Take the bungs out!
6. Stow equipment from boat.
7. Attach motor ears and run fresh water through outboard for 10 minutes. DO NOT run the fuel dry!
8. Leave the steering turned fully to port to ensure greased steering rod is retracted (not exposed to the weather).
9. Return starter horn to kitchen, connect to charger and turn on.
10. Check-off contents of Race Officer's bag and return to filing cabinet including boat key.
11. Tidy results and give to handicapper (if absent, arrange to photograph results and email to handicapper).

### Before leaving MHASC

1. Stow hoses and put "MHASC No Parking Sign" away.
2. Lock chains on ramp.
3. Replace and lock yellow carpark posts and the park post.
4. Hose out men's change room.
5. Empty the internal garbage bin. Place rubbish in MHYC bins.
6. Arrange for clubhouse to be locked.

# Race Committee Boat and Equipment Checklist

## Race Committee Boat

1. Check safety equipment under the driver's seat (life jackets, bailer, first aid kit, torch, tow ropes, spare horn)
2. Ensure fuel tank is at least  $\frac{3}{4}$  full – unleaded Premium only.
3. Use Equipment Checklist below to ensure nothing is left behind!
4. **Take a mobile phone** to check weather updates and if an emergency arises.
5. Put the bungs in!
6. Arrange an 'Authorised Crane Operator' to winch the boat into the water (after Briefing).

## Equipment Checklist

1. Collect the Race Officer's bag containing;
  - a. Black folder holding;
    - i. Sailing Instructions
    - ii. Area charts
    - iii. Race Signals sheet
    - iv. Emergency Plan & 'How To' Aids
    - v. This checklist
    - vi. Spare finishing sheets
  - b. Clip board and pens
  - c. Finishing Sheets appropriate for the day
  - d. Hand bearing compass
  - e. Tape recorder for starts and finishes
  - f. VHF radio
2. Starter Horn and whistle
3. Handicap numerals – take for handicap starts only – large A4 numbers (0 - 15)
4. Wind Indicator (not supplied, but if using signal flags avoid confusing competitors)
5. Watch – use your racing watch set to Standard Time (EST or EDT)
6. Mobile phone
7. Ground tackle and anchors
  - a. Four rounding marks (for Short Race Series, three rounding marks plus a distance mark) and the pin end start/finish mark
  - b. Ground tackle (10m & 5m), anchors for all marks, line weights (several links of chain), spare anchor.
8. Flags (if in doubt, take the lot but CHECK they include all that may be needed):
  - a. Red and Green (to indicate course direction for figure of eight course and possible change of course)  
Note: an Orange flag is not referred to in the SI's and should not be used
  - b. Numeral Pennant 3 (on normal race days, to signal extra lap, at RO's discretion)
  - c. Numeral Pennants 1, 2 and 3 (Short Race Series only)
  - d. Class Flags for Standard and Radial/4.7 rigs (Warning signals).
  - e. Preparatory Flags: P and Black
  - f. AP (Answering Pennant, postponement)
  - g. 1st Substitute (General recall)
  - h. X (Individual recall)
  - i. N (Abandonment)
  - j. A (When used with AP or N means GO HOME)
  - k. C (Change of course)
  - l. S (Shorten course)
  - m. L (Come along side - I wish to communicate with you)
  - n. K (Windward Leeward course).

## Operating the Race Committee Boat

1. Boat cannot go above 10 knots ('planing speed') unless driven by NSW RMS Boat Drivers Licence holder.
2. Clip red "kill switch" cord on the "shut-off switch" and insert ignition key (RO bag has a spare red cord).
3. The motor has two alert indicators and alarm on the lower front – if an indicator light goes on/alarm sounds when underway stop immediately (unless unsafe to do so)– otherwise serious motor damage will occur.
4. When using the 'tilt control' always check and warn people to stand clear to prevent crush injury.
5. Check for water stream from pilot hole.
6. The control lever can be 'touchy'- advise crew when about to take off!
7. Always move to neutral first before engaging reverse gear (a '2 step' process).
8. Note the Race Committee Boat is licensed to carry up to 4 persons maximum.