

## 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. You are 'in-charge' of racing and in any sailing incident/emergency
2. Read the [Sailing Instructions](#)
3. Read the [Emergency Plan](#)
4. Arrive AT LEAST 3 hours before the race start time.
5. Check the weather & tide forecasts (BOM, Sea Breeze, Predict Wind, Tide Times AU App).

### On arrival at MHASC

1. Place "MHASC No Parking" sign at entrance to our leased area and "MHASC banner flags" in grass area.
2. Sweep out clubhouse.
3. Place 'Sign-on' sheet on clip board and place on 'Briefing Room' table.
4. Re-fill tub for cleaning boots and place at men's change room entrance.
5. 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 Race Captain.
3. Sailing life jacket or PFDs must be worn by RO & RA if weather above 15 knots, and whenever alone.

### Racing

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

### After Racing

1. Ensure all competitors accounted for/returned - Check trollies on beach/sign on sheet.
2. Arrange 'Authorised Crane Operator' to lift boat from water and lock boat to deck with the chain immediately.
3. Remove crane lifting strap and stow. Lock crane padlock.
4. Take the bungs out!
5. Remove and stow race equipment.
6. Attach motor ears and run fresh water through outboard for 10 minutes. **DO NOT run the fuel dry!**
7. **Leave the steering turned fully to port** to ensure greased steering rod is retracted (not exposed to the weather).
8. Return Race Officer's bag (including outboard key) to filing cabinet in Briefing Room.
9. Tidy results and ensure given to Scorer (if absent, arrange to photograph results and email to Scorer; Rob Lowndes; [lowndesr@bigpond.net.au](mailto:lowndesr@bigpond.net.au) Mobile 0419 266 257).

### Before leaving MHASC

1. Stow away hoses and put "MHASC No Parking Sign" away in cupboard at entry.
2. Padlock ramp chain and carpark chains.
3. Hose out men's change room.
4. Empty the internal garbage bin. Place rubbish in MHYC bins.
5. 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. **Put the bungs in!** Use Equipment Checklist below to ensure nothing is left behind!
3. Ensure fuel tank is at least  $\frac{3}{4}$  full – unleaded Premium only.
4. **Take a mobile phone** to check weather updates and if an emergency arises.
5. Check starter horn is working and ready to operate – do not raise until boat is launched, clear of crane!
6. Attach Crane lifting straps to hoist points and fasten. Connect to crane hoist hook.
7. 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. Back up Starter Horn/whistle
3. Handicap numerals – take **for handicap start days only** – large A4 numbers (0 - 15)
4. Wind Indicator (not supplied - 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 – 'Long' (8m) & 'Short' (4m) lines, 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. Port (Red) and Starboard (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 (to signal an extra lap on normal race days - RO's decision before start).
  - 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 – do not run motor if water not streaming – risk overheating motor.
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 maximum of 4 persons maximum.