

Race Officer Check List

(Things you need to remember when coming to do your duty)

Access to the Club house

- Make sure you have your plastic “B Key”
(If you do not then please contact the Flag Officer responsible for House)
- Use your “B Key” to enter the Alarm room where you will de-activate the alarm.
(If you do not have an alarm code please contact House Commodore)
- Take the Race Officer keys out of the safe.
- Using the race officer keys you can unlock the Safety boat shed, door at the top of the stairs, radio box and race box doors.
- **NB: at the end of the session please ensure that the Safety boat, Fuel locker, race box doors and VHF cupboard are locked.**

Prepare for your race

- Hoist the Club Burgee (with appropriate Flag officer burgee if present) and also the ensign
- Place the appropriate racing flags onto the halyards.
- Switch on Cedric and set-up for the days race (Always select option 1)
- Switch on the Main PC and load up the sailwave file for your race series.
- Take a sign on sheet from the drawer to the bottom left of the race box.
- Prepare the race course using the preset courses in the BLACK folder or create your own.
- Place the Post (which belongs in the safety boat shed) on the rails and place in the appropriate place. (dependant on Yellow or Black start line)
- Place the ARROW (again dependant on Yellow or black line) in front of the club house.
- Place the External horn onto the compressor pump (External of the club via the left hand side door of the race box)
- Prepare VHF Radios for use. (One Radio per RIB and one for Race box)
- Safety 1 & 2 will have fixed VHF Radio's – therefore a handset is not required. The Race box is equipped with a fixed VHF onto on Cedric, you may continue to use a handheld if you wish,
- Using the white board in the race box please indicate your personnel in the safety boat(s) – This is good practice so that others can look to see who is on which boat.

The Assistant Race officer: The Assistant Race officer is your assistant, please do your best to “show them the ropes”, please expose them to all aspects of running a race to attempt to bring them up to your standard. We always need new race officers! – Thank you

Important Point to note

- There should always be a “Smaller” course for SMALL handicap fleet. Therefore an extra buoy should be taken into consideration.
- The Preset race courses should be used as much as possible.
- The Long distance large courses are to be used as such unless weather would dictate that “Safety” could be an issue. Each race should last between 60-90 minutes (No Less) and with the maximum race length of (120 minutes)
- Because Cedric does not begin second calculations until the final start you must ensure that the correct amount of seconds are added on when inputting race results into Sailwave
- For each race that takes part at HHSC excluding “One Off” trophy races there will be a Small and a Large Handicap Fleet for all races. No race will be all in except “One Off” trophy races.
- You must separate out each start. (E. g. Small Handicap 1st, Large Handicap 2nd)
- There is now a telephone in the race box for your use. (No need to take out the bar keys and go behind the bar)

Race results

- There will be a number of crib sheets available which indicate how sailwave should be used.

Emergency procedures

- The incident flow chart (located on the board in the race box) is a flow diagram that indicates what you should do in the instance of a minor or major incident.
- A log for any incident is located in the red folder and is labelled up a Incident log sheets. Once a incident log sheet is completed please ensure it finds its way to the Sailing Commodore. It would be prudent to telephone the Sailing Commodore to ensure that he/she is fully aware or any incident.
- There will often be a Flag Officer on the premises, if not perhaps a committee member so if you have and concerns of questions please talk to one of these people.