

## **Race Officer Duties Check Sheet**

Please aim to arrive at the pond by 09.30

### **Before Racing**

Collect the starter box from Roger Carter	
Open the MYG shed	
Transfer the two trolleys to the middle of the grass frontage	
Transfer the barrows containing the buoys to the jetty to the right of the grass frontage. Do not leave the barrow on the jetty.	
Choose a course layout appropriate for the wind strength and direction that minimises conflicts, and mark it out clearly on the white board. Do not place the buoys too far out!	
Collect the keys to the RIB garage from the duty officer (who should arrive by 10.00) and open the garage. Once the RIB is out of the garage lock the garage and return the keys to the duty officer	
Launch the RIB, collect the buoys and lay out the course Use the 2 way radios with someone on the bank to check the buoy placing as per the selected course	
Secure the RIB to the jetty.	
Remind all skippers who intend to race it is their responsibility to register their sail numbers (ensure numbers are entered in the correct column – one metre & under or above one metre)	

**Comment [R1]:** Guess we will have to agree these

### **Racing**

Ensure all skippers understand the course	
Set the Start box with 1 minute count down for the first fleet (usually the big boats), reminding other skippers to keep clear. Clearly call out any boats over the line at the start.	
Allow sufficient gap then set start box for one minute count down for the second fleet. Clearly call any boats over the line at the start.	
Observe racing as far as possible for any contact between boats, and announce the contact. Note the skippers should take responsibility to police themselves.	
Record boats in the order in which they finish.	
Decide how many races to be run as the day progresses (the minimum number of races per day in a Series will have been determined / agreed previously)	
For Series racing, start with a practice race. Run four Series races in the morning, and four in the afternoon. Run other races as requested by the sailors.	

### **After Racing**

Take the RIB to collect all buoys and return them to the jetty.	
Return the RIB to the garage – remember to lock the garage afterwards	
Return the buoys and trolleys to the MYG shed and lock up	
Return the starter box to Roger Carter	
Pass the completed score sheet to Nick Royse (myg.royse@gmail.com)	