

# CHECK LIST FOR END OF DOCK RACE COMMITTEE / 2018

Arrive 90 minutes to IYC before start time. Unlock RC locker with RC key. Slide door open, slide window door open after pulling pin out. You may open glass window/door if you need more air, block open with wooden "knob" so it doesn't blow shut. One volunteer RC acts as PRO (principal race officer) and delegates accordingly. PRO will stay on the dock for race management. Launch the club whaler.

Put up race flags, club burgee flag with Race Committee (RC) flag attached

Make sure safety boat crew are ready to set marks at least  $\frac{3}{4}$ -an hour before race start time.

- All persons on Safety boat **must** wear a life jacket. There will often be two boats.
- Start/finish line should be easily seen from flag pole. Adjust if necessary with PRO input from dock.
- Make sure Safety boat/boats have powered up hand held radios, whistle and code flag for course change (code flag C) or course shortening (course flag S)
- Use radio in RC locker (just to the right side of the door) if necessary for on dock committee.
- Set all at channel 68.

## ON SHELF:

- Put out signup sheet, make sure to indicate race name, date, committee names, divide fleets with OPEN at top and 110 about half way down page. Works well to write in the margin with large ink stick. Have pen available. Collect race day fee of \$10 for those that haven't paid for season or on-line with Regatta Network.
- Set out course board and dry marker. Have those setting the marks, or the events volunteer PRO (principal race officer) indicate the course, listing rounding directions.
- Set out course sheets, Ziploc bags and pens
- Put the timing clock out on ledge of dock house

You may need to unlock the lockers on the end of dock to get the smaller marks. Bosun key will do this.

Make sure the cooler with drinks, including plenty of water, is on the dock. Get cooler and ice from Boathouse, drinks are usually provided by RC Chair, but more may be stored in Race Locker in BH. Check with RC Chair for combination.

Make sure there are plenty of air horns. Let RC Chair know if supply is down to 1 or 2

PRO records elapsed times, Indicate average wind speed used for handicapped boats, and inputs finishing order and elapsed time to Regatta Network. DNF = number of sign-ups for that day plus 1. Save a paper copy of finish order and elapsed times.