

# DBSC Race Officer Checklist April 2016

1	At least 2 days before the race	Check start time. Make a note of who is doing duties from Dutyman (Rescue drivers and assistants, Tractor driver, Race Officer buddy if entered). Contact them to confirm attendance (Facebook is good for this). Check the weather forecast – abandon if really bad (announce on Facebook).
2	Arrival	Aim to arrive an hour before the racing starts. Switch on computer, get out race sheets and enter date and details of all volunteers. Key is in the 1812 locker.
3	Can the race go ahead?	If winds are very light or very high you must decide whether racing can go ahead or not. Abandon if in doubt. You need 2 safety boats. Take advice if necessary.
4	Set the courses	The laminated chart on the Notice Board shows where the race marks are. If necessary get experienced racers to help set Handicap and Asymmetric courses to suit the conditions. Write course details on the blackboard.
5	Other volunteers	Make sure other volunteers are there. Do a radio check with each RIB on channel 37 before it goes on the water. May be necessary to arrange extra volunteers. As Race Officer you are in overall charge.
6	Registration of ALL sailors	Make sure racers enter all details (Membership number, boat type and sail number, Helm, Crew and PYN). PYN = handicap number. PYN numbers are on the Notice Board. These are needed so we can record the results correctly. Also note details of any 'fun' sailors (people not racing).
7	Starting and running races	Try to start on time. If delays are unavoidable, races may need to be shortened and 2 <sup>nd</sup> /3 <sup>rd</sup> races may not be possible. Keep in touch with RIB drivers and co-ordinate to make sure all sailors are OK and race rules observed. Record the elapsed time against each boat each time it crosses the start/finish line – normally between the stripy pole and Mark #1.
8	Shortened course / end of race	Once you decide to end the race, sound a few short beeps on the horn and raise the shortened course flag (blue rectangle, white background). Rough guide – about 30 minutes after the start. Sound a short beep as each boat crosses the start/finish line and record its time.
9	Results	Make sure race sheets have details of who did Race Office and Rescue duties and all times are clearly entered so results can be recorded. If you can, enter results on the DBSC results laptop. Leave result sheets at the bar.
0	Locking Up	Return any flags to the flag box. Switch off, lock up and return the door key to 1812 locker. Make sure any hand-held radios are returned if used by RIB drivers.