



PRINCIPAL RACE OFFICER

PREPARATION

- Weather Forecasts, Tide Times, Racing Programme (Participating Classes), Duty Man (who else is on duty with you), Arrival Time, Personal Kit

BEFORE YOU GO TO THE HUT

- Sign In, Set up Course Board, Check Volunteers, Call Harbour Office, Risk Assessment, Class Captains & Courses, Safety Lead & Mark Layer, Laser Class

PREPARING THE HUT BEFORE RACING

- Mobile Phones, Roles for Race Assistants, Newcomers, Monitor Weather Conditions, Lay Orange Mark

DURING THE START SEQUENCE

- Liaise with Race Assistants, Watch Starting Lines, Call Individual & General Recalls, Understand Recall Procedures, Keep Your Calls Consistent

DURING THE RACE

- Keep watch over Course Areas and Progress of each Class, Monitor Changes in Weather Conditions, Anticipated Finishing Times of Rounds/Complete Courses, Shortened Courses (when?), Keep Race Assistants informed

THE FINISH

- Call Class and Finish Times for all Finishers, Good communication between Race Assistants, Timekeeper and yourself, Keep your Calls Consistent, Consider Observer RIB at Far End of Line

AFTER THE FINISH

- Ensure all Competitors are Accounted for, Resolve all Outstanding Issues, Contact Harbour Control, Stand Down Safety, Collect Completed Paperwork from Race Assistants, Collect VHF Log, Complete Reports on Equipment defects and any Shortages, Lock the Hut, Distribute Race Results to Class Notice Boards, Handicappers and Club Office as appropriate, Sign Out