



## Race Officer's Check List for Race Briefing

The following information should be on the Notice Board (whiteboard):

Date
Tide (Time of HW or LW)
Wind (Direction and strength)
Location of the RC (Hut, RC boat or RIB)
(Optional) Course and signaling method
(Optional) Handicap or Avg Lap method
(Optional) Time/length of race

### Race Officer's Duties

The following summarises the duties of Race Officer. Please contact the Sailing Secretary or a member of the committee if further advice is required.

1. Before each race, obtain a weather report, check tide times and check the duty rota.
2. Arrive at least 90 minutes before the start time.
3. If weather or sea conditions are looking marginal make the decision to abandon racing as soon as possible before racing in consultation with another senior sailing member of the club. If the forecast or tide are such that conditions could improve sufficiently to race then hold off on making the final decision. As soon as the decision to abandon is made publicise the decision of 'Info Share' What's App. Only cancel racing the day before if the weather forecast is indisputably bad and then in conjunction with a member of the sailing committee.
4. Collect Race Officer's equipment from the Starter Box.

Equipment required: Race Officer's Bag.

5. Confirm that the safety boat and mark layer have a crew and all the necessary equipment, including radios. Carry out a radio check. Use two safety boats where numbers of participants or conditions dictate. One safety boat for up to 10 participants (depending on conditions and experience of participants, the Race Officer may allow up to 12 participants).
6. About 15 minutes after arrival meet with the DRO, Mark Layer and safety boat crew to set the course.

7. If starting from a Club RIB and setting a course using the club race marks as defined in Attachment B of the SCSC SIs, an amendment to the SI with the course needs to be published on the SCSC notice board no later than 30 mins before the scheduled race start.
8. No later than 30 minutes before the start, give the race briefing to competitors if required/applicable

Information given at the Race briefing if required/applicable

- Welcome
  - Messages from the committee
  - Tide
  - Wind/weather
  - Location of the RC (Hut, RC boat or RIB)
  - Course and signaling method
  - Handicap or Avg Lap method
  - Time/length of race
  - Hazards (Divers, ferry, juniors, shipping, etc.)
8. Ensure with recorder/race office that all helms are members and have signed the Race Entry Form.
  9. Take a copy for recorder, ensure Beachmaster and Safety officer are aware of number of boats sailing.
  10. In the Start location (Start Hut, or RC Boat or Club RIB).  
Set up the flags: Attach Blue Peter (P) and class flags (F/B/O) flags to poles/ mast hoists.  
Connect and check the horn.
  11. When all participants are ready, start the race by following the Start Procedure in the next section. Give a countdown to the safety boat for each horn/flag signal.
  12. Working with the Assistant Race Officer, keep the boats under continuous surveillance, making sure you know where they are at all times – safety may depend on it.
  13. Keep in contact with the Safety Boat to ensure all boats are safe.
  14. Raise concerns about weather, capsizes observed, etc.
  15. Record the time for each boat at the end of each lap, using the timing sheet.
  16. . At the end of the race, finish the boats by sounding the horn as they cross the finish line.  
Record the elapsed time for each boat. Work out the provisional results by following the Handicap

17. Once all boats, including the safety boat have returned to shore,  
return the equipment to the starter Hut. Check that all radios are switched off and  
stowed/charging.
18. As Race Officer you have responsibility for all decisions regarding the race.