

RACE MANAGEMENT TEAM RESPONSIBILITIES DAY OF REGATTA



| Principle PRO | | | |
|--|--|---|--|
| Write/review Sailing Instructions | Make & approve all RC decisions | Assign someone to assist/finishes | |
| Post Notices to Competitors | Ensure team in place at Show-Up time & reassign as needed | Direct starts and finishes | Assistant PRO |
| Conduct Competitors Mtg | Observe wind direction & velocity | Call finishes to Recorder | Assist PRO as requested |
| Direct for RC personnel, equipment & Assignments | Set course & maintain ongoing communication with all boats | Signs Action by RC Form & submits Form, finishes & all Forms to Scorer | Ensure everyone is at post & doing their jobs- train as needed |
| Determine course location | Assign someone to maintain Board | Participates in scoring as needed | |
| Signal Boat Operator | Timer | Recorder | Flags |
| Prepare boat - ensure there is enough fuel | Bring GPS or digital watch set to GPS time. Coord time with PRO & recorders | Report to PRO at Show-Up time & attend any scheduled RC mtgs | Report to PRO at Show-Up time & attend any scheduled RC mtgs |
| Report to PRO at Show-Up time and inform of boat location | Report to PRO at Show-Up time & attend any scheduled RC mtgs | Replenish Signal Box forms & take with matls/equip to Signal Boat | Help move matls & equipment to Signal Boat |
| Attend any scheduled RC mtgs | Help move matls & equipment to Signal Boat | Obtain scratch sheets & distribute to boat operators, keeping 3 sets | Ensure flag bag & class flags are on board & stowed |
| Stay with boat as it is loaded and hoist RC Flag | Announce dock departure time and request horn blow | Exchange cell phone # with other recorders | Set up PVC pipe for flags. Coord with PRO & Operator |
| Depart Dock at designated time | Alert PRO 1 hr before start and intervals leading up to sequence | Check-in all boats and note those not checked | Once anchored set up flag bag for easy access near bow of boat. |
| Position boat by GPS and let it drift in starting area to obtain accurate wind readings | Begin starting sequence for each race at direction of PRO and maintain Timer Notes | Record starts/ finishes. Reconcile finishes with other recorders | Assist Recorder with boat check-in |
| Add sentinel to weigh down anchor | Announce finish time and assist with finishes | If not taking finishes, call recorder taking finishes with OCS | Go to flag area 5 minutes prior to warning and be prepared with key starting flags |
| At the direction of PRO anchor with plenty of scope in proper position for the starting line | Call time/request horn blow on arrival at dock and give Timer Notes to SB Recorder | Complete "Actions by RC" & have PRO sign. Make 1 photocopy and post on Notice Brd. Give one copy to jury. Collect completed forms & place in file in RC room. | Assist with finishes as requested |
| Perform other duties as assigned by PRO & clean boat after docking at end of day | Remove food/drinks and garbage from boat. If last day of Regatta, move RC matls to RC Room | Remove food/drinks and garbage from boat. If last day of Regatta, move RC matls to RC Room | Remove food/drinks and garbage from boat. If last day of Regatta, move RC matls to RC Room |

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| Pin Boat | Mark Boat | Gate/Finish Boat |
|---|---|---|
| Operator | Operator | Operator |
| Review SI with PRO regarding starting line and course. | Review SI with PRO re course, wind direction & positioning of the mark. | Review SI with PRO re position of the Gate an/or Finish Line. |
| Ping SB and then position mark at end of starting line (between mark & starting flag) 90° to wind & length per PRO. | Relay Wind Information to PRO every 3-5 minutes | Standby just outside course & relay wind information to PRO as requested and assist as needed. |
| Anchor mark upwind of desired mark location to allow for downwind drift due to the length of anchor line | Ping Signal boat and then go to location of mark and position pin using compass and GPS coordinating with PRO | Ping Signal Boat and then set one gate pin before the start approx 300-500' from Signal according to PRO. After race starts, based on wind, set second gate pin |
| Perform other duties as assigned by PRO & | Perform other duties as assigned by PRO | Per PRO, set finish line (at right angles to the last leg of course). A distance of 5- 6 times the largest boat is common. |
| Clean boat after docking at end of day | Clean boat after docking at end of day | Clean boat after docking at end of day |
| Navigator/PRO | Recorder | Recorder |
| Communicate with PRO and direct activities on Pin Boat | Obtain scratch sheets from Signal Boat Recorder | Obtain scratch sheets from SB Recorder & exchange cell #'s |
| Recorder | Replenish forms in Mark Clipboard & take with equip to Mark Boat | Replenish forms in Gate Clipboard & take with equip to Gate Boat |
| Obtain scratch sheets from Signal Boat Recorder | Record bow #'s for all Mark roundings on Finish/Rounding Form | Record mark roundings & finishes and add OCS's to Finish Form |
| Replenish forms in Pin Clipboard & take with equip to Pin | Give mark roundings to Signal Boat Recorder | Record Finishes by race and class and indicate any penalties by sail # |
| Record starts/ finishes by race and class. Call recorder taking finishes with OCRs | Give mark rounding & all forms to SB Recorder or shore-side staff & return Clipboard to RC Rm | Give mark roundings to Signal Boat Recorder |
| Give all competed forms to SB recorder or shore-side staff & return Clipboard to RC room | | Give finish and all completed forms to SB recorder or shore-side staff & return Clipboard to RC Rm |

REMEMBER:

Be Punctual!

Watch weather and bring appropriate clothing including boat shoes, sunscreen, a watch and cell phone

Introduce yourself to shore-side staff, the PRO and your boat team and pick up your lunch

These are general guidelines and may be changed as required by the Regatta

THANK YOU!

We appreciate your service as a valued member of the CGSC Race Committee.