



RACE COMMITTEE CHECKLIST

02/2012

COMMITTEE BOAT PREPARATION (Should be checked several days prior to regatta)

- ___ **Fuel:** check with Race Director or Vice Commodore for fuel type
- ___ **Fuel Tank(s) and Hose(s):** Check the condition of tank(s) and (hose(s))
- ___ **Outboard Motor Oil:** check with Race Director or Vice Commodore for oil type and how to add -- Mako Engine has separate oil system and is NOT mixed with gas
- ___ **Battery:** Battery should be given a full charge before each regatta
- ___ **Ignition Key:** Be sure you know where the key is
- ___ **Regatta Permits:** Copies from TWRA and Corps on board
- ___ **Boat Registration Card:** Locate registration card. Usually it is inside a tube on the key chain
- ___ **Anchor and Line:** a minimum of 300' of anchor rode. Need large anchor; a small anchor won't hold in a blow
- ___ **Flag Halyards and Staffs:** Be sure they are in working order
- ___ **Electric Horn:** Check to see if it is hooked up. Locate the big portable horn. This horn is used for signaling starts
- ___ **Life Jackets:** One for each person, plus extras
- ___ **Throwable PFD**
- ___ **Tow Line**
- ___ **Other TWRA Required Safety Equipment**

CHASE / MARK SET BOAT

- | | |
|-------------------------------|---|
| ___ Fuel | ___ Flagstaff for Race Committee flag |
| ___ Outboard Motor Oil | ___ Flagstaff for orange finishing flag |
| ___ Battery | ___ Flag pole holder for Shorten Course, |
| ___ Anchor and Line | ___ Flag pole holder for Change of Course |
| ___ Life Jackets | ___ Flag pole holder for Mark Missing Flag |
| ___ Throwable PFD | ___ Air Horn |
| ___ Tow Line | ___ Other TWRA Required Safety Equipment |

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RACE COMMITTEE EQUIPMENT

- _____ **Inflatable Marks:** 3 - 5, depending on regatta. Inflate these the day before the regatta, to ensure they will hold air. Use back end of vacuum cleaner or air gun to inflate. Electric air pump may be available at HCM.
- _____ **Separate starting/finishing mark for Distance Course:** Consider setting starting/finishing line for distance course on opposite side of Committee Boat from Buoy Course starting/finishing line to prevent boats starting and finishing across same line at same time. Use different shape and/or color if available. review sailing instructions and post any required change if this method is used.
- _____ **Mark Anchors and Line** for marks (each line 100 feet long)
- _____ **Small Mark Anchors** (tie these about 15 to 20 feet below each mark to keep the slack anchor line below keel depth)
- _____ **Foot Pump or Electric Air Pump** for inflating marks on boat
- _____ **VHF or Other Two-way Radios (2)** with fully-charged batteries. Use for communication between committee boat and chase boat. Other radios or cell phones may be used instead.
- _____ **Course Board / Starting Order Board** (review sailing instructions for example of course board)
- _____ **Change of Course Board** for use on chase boat / mark boat for writing bearing to new mark
- _____ **Special Dry Erase Markers** for course board (NOT MAGIC MARKERS !!!) Ask Club Race Director about these. Be sure to write as large and as dark as possible on course board during regatta
- _____ **Eraser or Cloth Towel** for erasing course board. PLEASE ERASE BOARD AFTER REGATTA
- _____ **Air Horns (2)** as backup for electric horn. Use large ones and be sure each is full.
- _____ **Air Horn Refills (2)**
- _____ **Megaphone(s):** Check Batteries
- _____ **Extra Batteries** for Megaphones
- _____ **Hand Bearing Compasses (2)** - one for each boat
- _____ **Wind Speed Indicator:** -- AVERAGE WIND SPEED is needed to score handicap dinghies and for PHRF use. Record average wind speed or range on score sheets
- _____ **Stopwatches (3):** one for line boat; one for mark boat; one for chase boat
- _____ **Wind Telltale:** Yarn or cassette tape on a stick works well

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RACE COMMITTEE EQUIPMENT (continued)

_____ **Code Flags:** May need two of some e.g. shorten course flags for cruiser regattas with both buoy and distance courses.

_____ **"AP"** Answering Pennant - Postponement Signal

_____ **"A"** Used with AP

_____ **"H"** Used with AP & N

_____ **"C"** Change of Course while Racing

_____ **First Substitute** for General Recall

_____ **"I"** Round-the-Ends starting rule (30.1) in effect

_____ **"L"** Come within Hail

_____ **"M"** Mark Signal (mark missing - display from chase boat in place of mark)

_____ **"N"** Abandonment

_____ **"S"** Shorten Course

_____ **"X"** Individual Recall

_____ **Code Flag List (Decal)** : Available from US Sailing - shows flags and sound signals (see below)

_____ **Starting Flags** - Yellow, Blue, and Red

_____ **Orange "End of Line" Flags (2):** Must be displayed for all starting and finishing lines, even if course is shortened at a mark/chase boat

_____ **Race Committee Flags (2):** One for the line boat; one for the chase/mark boat

_____ **Sailing Instructions:** well read by **all** RC Members

_____ **Notice of Regatta**

_____ **Racing Rules of Sailing (current edition)**

_____ **Protest Forms**

_____ **Entry Lists:** Provided by Registration Desk -- arranged for in advance of the regatta

_____ **Scoring Sheets:** Pre-printed score sheets are available from club Race Director or Vice Commodore. Be sure to keep times for overall scoring if applicable

_____ **Pencils**

_____ **Note Pad**

_____ **Food and drinks for RC Members**

OPTIONAL RC EQUIPMENT (highly Recommended)

_____ **Weather Radio and/or VHF Radio**

_____ **Binoculars**

RACE COMMITTEE CHECKLIST

OPTIONAL RC EQUIPMENT (continued)

___ **Tape Recorder** (for backup for recording start and finish times - very helpful in case of close finishes)

___ **First Aid Kit**

OTHER ITEMS

___ **Race Management Handbook**

___ **Joint the Race Committee Team Booklet**

___ **Read the Sailing Instructions very carefully**

___ **Start Races on time !!!!**

