

SYC Race Officer Checklist

Time before race start:	Action:	Notes:
Midweek	Start collecting weather information and the current status of the race marks (SYC website).	
2 days before	Collect Race Officers kit; box, beach mark and orange mast mark, from Southwick lower stores.	
2 days before	Check contents of Race Officer Box, inform a member of the Keelboat Section if something is missing.	
1 day before	Prepare a provisional course based on the forecast and mark status. Share with Martin, Chris or Robin if you want feedback.	
90 minutes	Post the provisional course to the SYC Race Management WhatsApp group. At least 90 minutes before the race start time.	
45 minutes	Fly the Club burgee from the top most halyard and the orange mast mark to the spreaders.	
	Set the beach mark, to create the starting transit line.	
	Prepare race flags onto mast halyards.	
30 minutes	Compile a list of the names of yachts in the starting area onto a race management sheet.	
	Carry out a radio check with a club yacht on VHF Ch37 (an opportunity to get a wind direction and strength from the water).	
20 minutes	Carry out a time check on VHF Ch37.	
15 minutes	Read the course out on VHF Ch37, asking a yacht to read back the announced course.	
5 minutes	Starting sequence announced on VHF Ch37. Notes in the race box.	
After successful start	Prepare the finish line ready to record finish times on the race management sheet.	
After the final boat has finished.	Take a picture of the race management sheet and post to the SYC Race Management WhatsApp group.	