



LANCING SAILING CLUB

Shopsdam Road, Lancing, Sussex, BN15 8ES, Tel 01903 766006, www.lancingsc.org.uk



Open Meeting Check List (for Race Officer)

BEFORE THE EVENT

- Notice of Race
 - agree with fleet captain and Sailing Sec
 - publish on web site
 - put printed copy on foyer notice board
- Put sign-up sheet on notice board in foyer at least 3 weeks before the event
 - regularly chase sailors from other fleets for commitment
 - make sure that you get who you want doing what you want
- Sailing Instructions
 - agree with fleet captain and Sailing Sec
 - publish on web site
 - print 5 copies for use on the day
- Entry Form
 - agree with fleet captain and Sailing Sec
 - publish on web site
 - print for use on the day
- Medical Form
 - agree with fleet captain and Sailing Sec
 - publish on web site
 - print for use on the day

ON THE DAY

- Shopsdam Road
 - 'A' board up at the end of the road by 08:30
 - lane team in place soon after
- Complete a Risk Assessment form (to be left in the Race Box)
- Brief your team well before competitor briefing
 - ensure all RIBs and caravan (committee boat) are ready to go
 - caravan anchor (the big one) and warp live in the Annex hut
 - RIB3 anchor (Bruce) and warp live in the Annex hut
- Equip caravan with all your kit (all paperwork in sealed bags – the cuddy is not watertight):
 - SI's
 - race lap sheets
 - clipboard(s)
 - RRS
 - pens / pencils
 - whiteboard + pens
 - burgee (wind direction)
 - fog horn(s)
 - gas canisters
 - whistle

- flags:
 - class flag(s)
 - 'P'
 - black flag
 - 'S'
 - 'X'
 - First Sub
 - Answering pennant
 - 'N'
 - 'H'
 - 'A'
 - Red (for moving marks)
 - Green (for moving marks)
 - Orange
- radio
 - check comms. before going afloat and again when afloat
- drinking water
- sun block
- adequate clothing
- Launch and anchor caravan at approximate start location by 10:00
 - ensure all bungs are in place before launch
- Give one RIB the task of laying the course by 10:15
 - can be adjusted later
- Competitor briefing:
 - get Commodore to introduce you (and describe lane / catering arrangements)
 - concentrate on the racing:
 - make sure competitors know how to:
 - enter
 - read SI's
 - sign off (if needed)
 - get lunch
 - get help from identified OOD or Beachmaster
 - tell competitors your race time plan e.g. 2 am back/back, lunch, 2 more
 - identify committee boat
 - clarify use of black flag and whiteboard
 - ask for questions
- After each race:
 - send results sheets (in a waterproof bag) ashore in a RIB for processing
- During lunch break:
 - announce earliest start time for first race after lunch – write on blackboard too
- After last race:
 - concentrate on getting results out
 - discuss prizes with Sailing Sec and Fleet Captain
 - announce time of prize giving
 - stick to it!
- Prize giving:
 - announce results in reverse order
 - identify any specials first e.g. first under-13 etc.
 - leave event winner to last – hopefully they will thank you and the team!