

## RACE BOX: RACE OFFICER AND ASSISTANT RACE OFFICER



1. **GIVE YOURSELF PLENTY OF TIME.** IT IS RECOMMENDED THAT YOU TURN UP **90 MINUTES** (AND NO LATER THAN 60 MINUTES) BEFORE THE PUBLISHED START TIME.
2. FIND A MEMBER OF THE COMMITTEE TO GET KEYS TO THE RACE BOX. THE RACE BOX IS **ALARMED** SO ENSURE THE MAIN CLUBHOUSE IS OPEN BEFORE YOU OPEN THE RACEBOX (DAVE ISLIN, GEOFF KENT, MARK BATT OR CLIVE TARLING WILL OPEN IF REQUIRED).
3. TURN ELECTRIC ON TO THE RACE BOX (2 SWITCHES BY THE RACE BOX DOOR) AND WASH DOWN WATER (SWITCH ABOVE THE RACEBOX DOOR).
4. HOIST THE FLAGS. THE CLUB FLAG IS HOISTED AT THE TOP OF THE MAIN MAST AND THE RED ENSIGN HOISTED ON THE GAFF MAST AT THE FRONT OF THE CLUB.
5. TAKE NOTE OF THE WIND STRENGTH, DIRECTION AND THE STATE OF THE TIDE.
6. PUT THE TRANSIT TRIANGLE UP ON THE SEA-WALL (TRANSIT IS STORED UNDER THE VERANDA).
7. ENSURE YOUR SAFETY BOAT CREWS ARE PREPARING THE BOATS FOR LAUNCHING. GIVE EACH CREW THE KEYS (STORED IN THE KEYSAFE IN THE RACEBOX) AND A MOBILE HANDHELD RADIO AS A BACK UP.
8. BEFORE SETTING A COURSE TAKE NOTE OF THE BOATS YOU HAVE SAILING I.E THE FASTEST AND THE SLOWEST, THE WIND STRENGTH AND DIRECTION IN ORDER TO GAUGE THE LENGTH OF COURSE.
9. IF YOU HAVE SET A COURSE THEN DISCUSS WITH A MEMEBER OF THE SAILING COMMITTEE WHO WILL HAVE THE FINAL SAY ON ANY COURSE SET.
10. PUT OUT SIGNING ON SHEETS FOR THE FLEETS THAT ARE RACING,
11. INFORM MAYLANDSEA BAY (**01621 740470**) OF THE COURSE AND START TIME. GIVE THEM AT LEAST 30 MINUTES NOTICE. IF REQUIRED, YOU MAY USE THE PAY PHONE IN THE LOBBY (USE THE LOCAL DIALLING CODE SO THAT THE CALL IS FREE).
12. ENSURE SAFETY BOATS HAVE BEEN/ARE BEING LAUNCHED AND DO A RADIO CHECK.
13. START THE RACE SEQUENCE AS SOON AS THERE IS ENOUGH WATER. THE FLAT PART OF THE DOG LEG IS A GOOD GAUGE OF THE DEPTH REQUIRED TO GET AROUND THE RACING BUOYS IN THE RIVER.
14. WHEN COMPLETING THE RACE TIME SHEETS ALWAYS TAKE NOTE OF THE START TIME AND THE FINISH TIMES OF EACH BOAT. PLEASE INCLUDE THIER SAIL NUMBER FOR IDENTIFCATION AND LEAVE THE TIME SHEETS IN THE RACEBOX.
15. ONCE THE RACING HAS FINISHED, RADIO SAFETY BOATS TO COME ASHORE. IF WATER IS LOW AND THE RACING FLEET IS IN THE CREEK AND WITHIN SITE OF THE RACE BOX THEN IT MAY BE PRUDENT TO BRING THE LARGER GREY RIB ASHORE BEFORE ALL BOATS HAVE FINISHED (IN THIS CASE THE RED RIB MUST CONTINUE TO PROVIDE SAFETY COVER).
16. PUT THE STARTING TRANSIT AWAY AND RECOVER THE FLAGS AND STORE IN THE RACEBOX.
17. ASK THE SAFETY BOAT CREW IF ANY PROBLEMS WITH THE BOATS. IF SO PLEASE REPORT PROBLEMS TO THE BOSUN OR SAILING SECRETARY
18. ENSURE ALL KEYS AND RADIOS FOR THE SAFETY BOATS HAVE BEEN RETURNED.
19. ENSURE THE BARRIER IS DOWN AND LOCKED.
20. FINALLY, PLEASE SHUT THE RACEBOX DOOR, SWITCH OFF RACE BOX ELECTRICITY AND WASH DOWN, **TAKE A DEEP BREATH AND RELAX!**