

# PERCY PRIEST YACHT CLUB

(2/2001)

## RACE COMMITTEE CHECKLIST

### 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. New motor 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** (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, etc.
- \_\_\_ **Life Jackets** (One for each person plus extras)
- \_\_\_ **Throwable PFD**
- \_\_\_ **Tow Line**
- \_\_\_ **Other TWRA Required Safety Equipment**

### CHASE/MARK SET BOAT

- |   |  |
|---|--|
| ___ <b>Fuel</b>                                 | ___ <b>Flagstaff for Race Committee flag</b>             |
| ___ <b>Outboard Motor Oil</b>                   | ___ <b>and orange finishing flag</b>                     |
| ___ <b>Battery</b>                              | ___ <b>Flag "pole" holder for Shorten Course, Change</b> |
| ___ <b>Anchor and Line</b>                      | ___ <b>of Course, and Mark Missing flags</b>             |
| ___ <b>Life Jackets</b>                         | ___ <b>Board or numbers for change of course bearing</b> |
| ___ <b>Throwable PFD</b>                        | ___ <b>Air Horn</b>                                      |
| ___ <b>Tow Line</b>                             |  |
| ___ <b>Other TWRA Required Safety Equipment</b> |  |

### RACE COMMITTEE EQUIPMENT

- \_\_\_ **Inflatable Marks (3-5 depending on regatta)** (Inflate these the day before regatta. Suggest using 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)** (Backup for electric horn. Use only large ones and be sure each is full.)
- \_\_\_ **Air Horn Refills (2)**

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### RACE COMMITTEE EQUIPMENT (continued)

- \_\_\_ **Megaphone(s)** (Check batteries.)
- \_\_\_ **Extra Batteries** for Megaphone
- \_\_\_ **Hand Bearing Compasses (2)**--One for each boat.
- \_\_\_ **Wind Speed Indicator**--AVERAGE WIND SPEED NEEDED TO SCORE HANDICAP DINGHIES (and also needed for PHRF Committee use). **Please record average wind speed or wind speed range on score sheets.**
- \_\_\_ **Stopwatches (3)** (Third one is for chase/mark set boat.)
- \_\_\_ **Wind Telltale** (Yarn or cassette tape on a stick works well.)
- \_\_\_ **Code Flags** (May need 2 of some, e.g. shorten course flags for cruiser regattas with both buoy and distance course.)
  - \_\_\_ **"AP" (Answering Pennant)--Postponement Signal**
  - \_\_\_ **"A" Used with "AP"**
  - \_\_\_ **"H" Used with "AP" & "N"**
  - \_\_\_ **"C" Change of Course while Racing**
  - \_\_\_ **"First Substitute" General Recall Signal**
  - \_\_\_ **"I" Round-the-Ends Starting Rule ("One-Minute Rule")**
  - \_\_\_ **"L" Notification Signal ("Come Within Hail" or "Follow Me")**
  - \_\_\_ **"M" Mark Signal** ("mark missing"--display from chase boat in place of mark)
  - \_\_\_ **"N" Abandonment Signal**
  - \_\_\_ **"S" Shorten Course Signal**
  - \_\_\_ **"X" Individual Recall**
- \_\_\_ **Code Flag Decal/List** showing flags and sound signals required (available from US Sailing)
- \_\_\_ **Starting Flags**--Yellow, Blue, and Red
- \_\_\_ **Orange "End of Line" Flags (2)** (This MUST be displayed for all starting and finishing lines, even if course is shortened using the chase/mark set boat as the committee boat.)
- \_\_\_ **Race Committee Flags (2)** (One should also be flown on chase/mark set boat.)
- \_\_\_ **Sailing Instructions**--well read by all members of the race committee
- \_\_\_ **Regatta Notice/Flyer**
- \_\_\_ **Rule Book**--*The Racing Rules of Sailing* (Current edition)
- \_\_\_ **Protest Forms** (Current edition)
- \_\_\_ **Entry Lists** (Registration desk should fill these in. You should arrange this in advance of regatta.)
- \_\_\_ **Scoring Sheets** (List regatta name, race number, course designation, course type (buoy or distance), wind speed range, class, boat type, sail number, elapsed time, start number, start time adjustments, and finishing order.) **BE SURE TO KEEP TIMES FOR OVERALL SCORING IF APPLICABLE. Pre-printed score sheets are available from Club Race Director or Vice Commodore.**
- \_\_\_ **Pencils**
- \_\_\_ **Note Pad**
- \_\_\_ **Food and Drinks for Race Committee**

### Optional Equipment (Highly Recommended)

- \_\_\_ **Weather Radio** and/or VHF Radio
- \_\_\_ **Binoculars**
- \_\_\_ **Tape Recorder** (Tape the start and finish as a backup--very helpful in case of close finishes.)
- \_\_\_ **First Aid Kit**

Review the *Race Management Handbook* and/or *Join the Race Committee Team* books available at HCM.  
Please read the Sailing Instructions very carefully!!  
Start races on time!!!!