



StFYC Executive Race Committee
PRINCIPAL RACE OFFICER (PRO) CHECKLIST

Regatta _____ Dates _____ PRO _____

The guidelines below will help you through some of the important elements to successfully complete your weekend as Principal Race Officer. The Executive Race Committee and Race Office are available to help. Please ask for clarification or help when you need it, but recognize your responsibilities. The goal is to conduct regattas that are as perfect as we can make them for the competitors AND HAVE A GREAT TIME DOING IT. Take your job seriously, but have fun!

1. Review the Regatta Objectives, Notice of Race, venue(s), prior year's SIs, and boat plan with the Regatta Chair.
2. Work with the Race Office to finalize the standard Sailing Instructions at least 2 weeks prior. Review and approve SIs.
3. Download and review ERC Race Policies.
 - Begin recruiting your Race Committee early. Check volunteer interest at www.intercreate.com/volunteer and communicate with them as soon as possible
 - Note that StFYC members are to be afforded first opportunity to participate. Do NOT accept non-member volunteers unless you remain short after accommodating StFYC members. Unless specifically invited by the StFYC Race Office because of unique skill sets offered (e.g. US SAILING Certification), non-members are not to be accepted for regatta assignment more than three weeks prior to the event. Non-members whose application for membership has been submitted and is under consideration, are excepted.***
 - Be sure all volunteers know when to report to the dock (A minimum of two hours prior to first warning). Allow for the unexpected!
 - Try to include a few "rookie" Race Committee members, and pair them with experienced/trained RC members.
4. Three days prior to the race:
 - Advise the Race Office of the expected number of RC volunteers so lunches can be ordered.
 - Verify that the Regatta Chairman has arranged for Protest Committee coverage.
 - Confirm your crew and any special gear you require.
 - Confirm the signal and mark boats you're using and forward a copy of SI's to the waterside staff to ensure inventory.
5. Morning of the race or before:
 - Determine whether Sailing Instruction Amendments are required. If so, prepare and post, and fly Lima flag within the timeframe prescribed in the SIs.
 - Be the first RC volunteer to arrive on site. Greet volunteers as they arrive.
 - Prepare the Dock White Board matrix (boat task assignments with gear requirements). **Assign a boat captain to each support boat.** Although the boat captain needn't be the only boat driver, be sure that each boat's captain is a StFYC member and capable driver.
 - Conduct a RC briefing in the Clubhouse or on the dock each day identifying responsibilities, clarifying what's expected and answering all questions.
 - Plan your dock departure to be on station approximately one hour prior to first warning signal.
 - Contact vessel traffic (415.556.2760), describe intended racing location, and provide Coast Guard permit number. Permit numbers are available on Signal Boats and in Race Office.

- Assign a signal boat person (or yourself) to handle “radio check” duties.
- 6. □ On the way to the course, conduct a radio check with all support boats. Confirm that all boat electronics are turned on and working.
- 7. □ Conduct the on-the-water races per the Racing Rules of Sailing and Sailing Instructions. Take as much command as you are able. The Race Manager, when aboard, will serve as advisor. Be sensitive to the possibility of too much chatter on the competitors’ VHF channel. Use an alternate channel when discussing RC problems (dragging marks, wind shifts, anchor lines in props, etc.).
- 8. □ After racing, be sure that a single mark set boat is not left to pull all the marks. At the very least, have a second boat standby to assist when necessary. . Assign a mark set boat to insure that all competitors are safely off the race course.
- 9. □ Checkout with vessel traffic by phone (see above) or VHF channel 14. Report that our marine event has ended.
- 10. □ Ensure that all RC boats are cleaned, rinsed and that all contents are properly stowed in the regatta shed. Advise waterside staff of any broken gear that needs attention.
- 11. □ Conduct a formal RC debriefing in the Clubhouse or on the dock reviewing “what went right” and “what went wrong” and discussing changes for the following day, if applicable. Collect Boat & Gear Condition Reports.
- 12. □ At the conclusion of the day turn in a record (Excel format preferred) of daily crew roster and positions to the race office via email.