



## 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. ☐ Let Race Office know your desired changes to the Sailing Instructions. Review and approve draft SIs.
3. ☐ Download and review ERC Race Policies. Download a Crew Planner for the number of days of your regatta (or make your own), Volunteer database and a copy of the RIB & Whaler Handbook.
  - ☐ Begin recruiting your Race Committee early.  
***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 (usually 0900). Allow for the unexpected!
  - ☐ Try to include a few "rookie" Race Committee members.
  - ☐ If practical, ensure that RC 101 attendees are invited.
4. Wednesday before 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.
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 sure you are 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 identifying responsibilities, clarifying what's expected and answering all questions.
  - ☐ Plan to leave the dock at least 90 minutes before the first warning.
  - ☐ 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.
5. ☐ On the way to the course, conduct a radio check with all support boats. Remind boat captains to complete their boat crew list including phone numbers and e-mail addresses.
6. ☐ 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.).
7. ☐ 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.
8. ☐ Checkout with vessel traffic by phone (see above) or VHF channel 14. Report that our marine event has ended.
9. ☐ Ensure that all RC boats are cleaned, rinsed and that all contents are properly stowed in the regatta shed.
10. ☐ 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.
11. ☐ At the conclusion of the day collect the boat crew lists with contact information. Deliver these to the Regatta Chair.