

# Race Officer Duties List

***Your primary responsibility as Race Officer is to ensure the safety of all competitors.  
The Race Day experience for all members will depend largely on YOU.***

## **Before Race day - (all documents are on MHASC website and copy on Club Notice Board)**

1. Read the [Sailing Instructions](#).
2. Read the [Emergency Plan](#) - The Race Officer will be in charge in the event of on-water emergency!
3. Refresh your knowledge of the [Race Management Guide](#) for details on race management.
4. Plan to ensure you arrive at MHASC AT LEAST 3 hours before the race start time.

## **On arrival at MHASC**

1. Place "MHASC No Parking" sign in position at the entrance to our leased area.
2. Check Starter Horn has been charged - if not connect to charger - it takes a good hour to charge.
3. Sweep out whole clubhouse including Men's and Women's Change Rooms.
4. Place anti-slip mat on dinghy ramp.
5. Place 'Sign-on' Sheet on clip board and place on Notice Board.
6. Re-fill tub for cleaning boots and place at entrance to Men's Change Room.

## **Prepare Rescue Boat**

7. Check safety equipment under the driver's seat (life jackets, bailer, first aid kit, torch)
8. Ensure fuel tank is at least ¾ full – unleaded Premium only.
9. Collect the Race Officer's bag and Starter Horn (check bag contents and have the appropriate finishing sheet).
10. Use Equipment Check List (copy in Red Folder).
11. Check and load all marks, ground tackle and flags. Advise a Committee member if anything is missing.
12. Take a mobile phone to check weather updates and if an emergency arises.
13. Put the bungs in! Arrange an 'Authorised Crane Operator' to winch the boat into the water (after Briefing).

## **Rescue Boat Operation**

1. Boat cannot go above 10 knots (planing speed) unless driven by NSW RMS Boat Drivers Licence holder.
2. Clip red "kill switch" cord on the shut-off switch and insert ignition key (RO bag has spare cord).
3. The motor has two alert indicators and alarm on the lower front – if an indicator light goes on/alarm sounds when underway stop the motor immediately (unless unsafe to do so)– otherwise serious motor damage will occur.
4. When using the 'tilt control' always check and warn people to stand clear - hands or body parts in way will crush!
5. Allow the motor to warm up for 2/3 minutes before leaving dock.
6. Check for water stream from pilot hole.
7. The control lever can be 'touchy'- advise crew and engage gears/accelerate carefully to avoid a startling jolt.
8. Always move to neutral first before engaging reverse gear (a 2 step process).

## **Racing – Refer 'Race Management Guide' for comprehensive guidance.**

1. Have your flags sorted before going into starting sequence, including recall and general recall flags.
2. Fly the AP if the start will be later than scheduled.
3. Always set the start line at right angles to the average wind direction – a compass helps.
4. If in doubt, consult an experienced sailor to check the line bias, or for other guidance.
5. Record finish results on sheet and use voice recorder (in Race Officer bag) as back up for crowded finishes.

## **After Racing**

1. Check Sign On sheet and trollies on beach to ensure all competitors have returned.
2. Arrange 'Authorised Crane Operator' to lift boat from water. Padlock crane and chain/padlock boat to deck.
3. Take the bungs out! Stow equipment from boat.
4. Attach motor ears and run fresh water through outboard for 10 minutes. DO NOT run the fuel dry!
5. Leave the steering turned fully to port to ensure steering rod is not left exposed to the weather.
6. Connect the starter horn to the charger and turn on.
7. Check-off contents of Race Officer's bag and return to secure stowage.
8. Give results to handicapper (if absent, arrange to photograph results and email to handicapper).
9. Give the boat key to the Club Captain or Commodore and advise if anything is broken or missing.

## **Before leaving MHASC**

1. Retrieve and stow ramp mats, hoses and "MHASC No Parking Sign".
2. Lock chains on ramp, replace and lock yellow carpark posts and park post.
3. Hose out men's change room.
4. Put the internal garbage bag in the outside bin and wheel the bin to MHYC for collection.
5. Arrange for clubhouse to be locked.