

The Race Team Checklist

1. Appoint a **race officer** with a **minimum of two assistants**,
2. For all ACA UK Access racing events 2010 the **Special Class Flags will be used**



as laid out in the Jan 2010 (Amended February) ACA(UK) Sailing Instructions provided in this events pack. These flags will be provided on the race day by a member of the ACA(UK).

Before the day check that this has been arranged.

3. **Use the ACA(UK) Sailing Instructions- Jan 2010 (Amended February) provided** and add a local sheet if needed.
4. Make sure you know which boats are in each fleet. **The entry administration team will provide you with fleet forms** complete with boat numbers for you to double check that you have all boats in the correct fleet. If you haven't been given these by the time you take to the water to start the first race, **chase them up**. The **non-disabled and disabled sailors sail in the same fleet** so be sure you do not separate them. Done correctly you will end up with just one fleet sheet for each class.
5. For all ACA(UK) Access racing events 2010 the **303 one person boats and 303 two person boats will be sailed in their own separate classes**. The 303 classes will be combined in one start with both special class flags used together.
6. **The Liberty Class now has its own separate start**, (the Liberty start can **only** be combined with the 303 start **if there are less than 3 Liberty's entered**).
7. Be in communication with the hoisting manager so you can be sure that all sailors that need hoisting into their boats are afloat. Note that although it is a sailors responsibility to make the start line on time, this is not the case if your club has not hoisted them into their boat in time. So keep in contact with the hoisting manager and raise your postponement flag if needed.
8. **If you intend using club marks** fix a flag to each with its number sequence taken i.e. windward mark = 1 etc. **The Association has dan-buoys** with numbered flags that clip onto the club buoys. If you need these, **please book them at least one month before your event**.
9. Make the starting sequence and timings in accordance with the sailing instructions provided.
10. I find it useful, once I have decided the time I will start the race, **to write down on a notepad** in very bold lettering, **the start time followed by the time (in real time) each flag will be raised**. This prevents any chance of losing accuracy as the many different distractions are happening around you. It also enables you to hand over the calling of times if that becomes necessary.
11. Allocate **one person to calling the time** and a **second person to hoisting the flags** and a **third person watching the line**.
12. There is now no requirement for recording lap times. Use the race timing forms provided and record the time each race starts and the time each boat finishes.
 - Have a couple of pencils ready for if your papers get damp as they will continue to write when a pen won't.
 - Remember to **record the exact time that the race started** in the space provided at the top of the race timing form.
 - At the finish allocate **one person** to calling the **boat numbers** and a **second person** to calling the **time** and a **third person** to **writing them down**.
13. The boat sail numbers are quite small so make sure to **have binoculars available** on the race boat.
14. Sailors have asked that wherever possible **morning race results are displayed at lunchtime**.