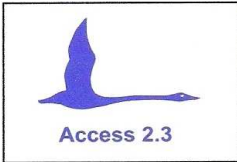


The Race Team Checklist

(This checklist has 3 pages)

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



as laid out in the

ACA(UK) Sailing Instructions - Jan 2012 that is 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. Both the **ACA(UK) Sailing Instructions** and the **Special Rules for Access Dinghies** **have changed so please do not** use last year's. The new versions are included in this pack and **are dated and changed as follows: Special Rules = Jan 2012 Changes to title and paragraphs 3 and 4.1 and Sailing Instructions = Jan 2012 Changes to paragraphs 6.2, 6.3, 7.4, 7.6 and 10.4.**
4. **Use the ACA(UK) Sailing Instructions- Jan 2012** provided and add a local sheet if needed.
5. Make sure you know which boats are in each fleet. **The entry administration team will provide you with fleet** 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.
6. For all ACA(UK) Access racing events 2012 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.
7. **The Liberty Class now has its own separate start, (Please Note: For the Nationals only, there will be two liberty fleets, they are " Liberty Full Servo" and "Liberty". These two fleets will start together under the same liberty flag but results will be separate)**
8. **When setting the course** please take into account the **new finish line requirements** laid out in **Sailing Instructions 6.2. Start and Finish Lines** – Whenever possible a separate Finish Line will be set up on the opposite side of the Start/Finish Boat to the Start Line and boats shall then be required to pass through this Finish Line on every lap. This will be made clear at the briefing.



9. Consider the use of a **lead boat** displaying **Flag "L"** - as laid out in ACA(UK) Sailing Instructions 6.3

10. 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 sailor's 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 raise your postponement flag if needed.** And **Encourage Safety Boats to tow out any latecomers.**
11. **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.**

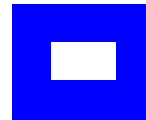
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- 12. Remember it is published that the first race will start at 11.00 so if you are not able to meet that target the race start boat needs to be in position and flying the Temporarily Postponed signal which is the

Answering Pennant (AP)  with two sound signals when raised.

- 13. Races will be started as described in RRS Rule 26. Read the rule for details but here's a few reminder notes - (5-4-1-go, the go of one class being the 5 of the next) (in the following sequence: Liberty then 303 then 2.3) Make the starting sequence and timings in accordance with the sailing instructions provided.



Please Note: The Sailing Instr 7.1 includes the following: "Flag 'P' **OR** Flag 'I'



may be used as the flag for the Preparatory Signal", Remember each of these flags

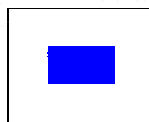
have different start line rules applied to them **SO** make sure it has been made plain at the briefing which you intend using and the rules the chosen flag applies to the starts.



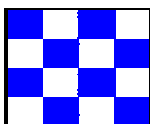
- 14. Individual Recalls. Have Flag 'X' ready to hoist if needed, Raise with one sound signal.



- 15. General Recalls. Have Flag 'First Substitute' ready to raise if needed. Raise with two sound signals



- 16. You will also need on board Flag S (shorten course, for rules see Sailing Inst 8.3)



and Flag N (abandon Race, for rules see Sailing Inst 8.2)

- 17. 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 or lowered. 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.

- 18. At the start allocate one person to calling the time and making the sound signals, a second and third people to hoisting the flags and a fourth person watching the line and calling the boat number of individual boats if over the line or for a general recall also calling for the appropriate recall flag to be raised and sound signals to be made. (see Items 13 and 14 above and Sailing Instruction 7.6 and 7.7)

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19. There is now no requirement for recording lap times (just tick or place them as they complete each lap and time the finish). Use the race timing forms provided and record the time each race starts and the time each boat finishes, have some pencils ready in case your papers get damp, record the exact time that the race started on the race timing form.
20. **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**.
21. The boat sail numbers are quite small so make sure to **have binoculars available** on the race boat.
22. Sailors have asked that wherever possible **morning race results are displayed at lunchtime**