

## Principle Race Officer Checklist

### AT THE BEGINNING OF SAILING SEASON

- ☐ PRO – Contact Fleet Captain and Regatta Chair re. Sailing Instructions. Encourage use of SSA NOR/SIs, with amendments if necessary. Inform them that regatta-specific NOR and SIs must conform to RRS Appendix J and must be approved by the Standing Race Committee at least 2 weeks prior to the regatta.

### 4-6 WEEKS BEFORE THE EVENT

- ☐ PRO – Contact Regatta Chairs or Fleet Captains to discuss regatta: schedule, regatta-specific NOR and SIs (if used), scoring program, logistics, VHF radios, etc.
- ☐ PRO – If invitational needs a protest committee, Regatta Chair or Fleet Captain must contact Protest Committee Coordinator (Andrew Cole, [laserandy@aol.com](mailto:laserandy@aol.com); Andrew Cole, [acole@coleschotz.com](mailto:acole@coleschotz.com))
- ☐ PRO – Contact DRO to initiate discussion of regatta – DRO responsibilities, RC staff requirements
- ☐ DRO/PRO – Begin monitoring RC signup list on the SSA website and coordinate with PRO and Volunteer Coordinator to make sure that you will have enough people.

### 2 WEEKS BEFORE THE EVENT

- ☐ DRO/PRO – Contact the Service Day Coordinator to complete staffing requirements and to discuss additional skills of the members needed.  
Considerations for critical staffing requirements include: types of fleets sailing, number of expected boats. Keel boats vs centerboard boats. Weather predictions.
- ☐ PRO/DRO – Review training videos
- ☐ PRO – Make sure that regatta specific NOR and SIs have been approved by the SRC

### 1 WEEK BEFORE THE EVENT

- ☐ PRO and DRO – Determine how scoring will be accomplished and perform dry run if necessary
- ☐ PRO – Confirm availability of jury for protest hearings
- ☐ DRO and PRO – Review the NOR/SI and any amendments to these documents specific to the event.
- ☐ DRO/PRO – Assign RC members to boats according to their stated preference and qualifications.
- ☐ PRO – Review RC roster and coordinate boat assignments with DRO according to their stated preferences. Coordinate with chair of the Standing Race Committee if necessary.
- ☐ PRO/DRO – Contact Volunteer Coordinator for additional RC members if needed
- ☐ PRO – Review mark list and send any comments/corrections to DRO for comment.

### DAY BEFORE THE EVENT

- ☐ PRO – Final check of RC staff, boat assignments, mark and equipment lists

### **MORNING OF THE FIRST DAY (PRO)**

- ☐ Conduct RC muster meeting: Introductions of PRO, DRO and RC members; health considerations; communications, courses, safety; other items; proper way to flake tackle into box
- ☐ Assign one RC member per boat as bosun to be responsible for equipment, cleaning and reporting
- ☐ Assign one RC member to staff protest desk to receive/date/time protests and post dock time
- ☐ Supervise RC with professionalism and confidence
- ☐ Make sure that when boat drivers arrive at SSA, they read information from QR codes, start all boat engines and make sure they are familiar with the boat operations.
- ☐ Have RC member rig flags on signal boat before leaving dock and check by raising and lowering all of them
- ☐ Conduct competitor's meetings
- ☐ Post any amendments or changes to SIs

### **AFTER RACING (PRO, EVERY DAY)**

- ☐ Confirm that the signal boat dock time and end of protest time (60 min after the dock time) have been posted on the official Notice Board
- ☐ Have person responsible for receiving protest forms be on station for required hour after dock time
- ☐ If there was an emergency that resulted in a man overboard, medical issue, or weather issue that caused boat damage and particularly if EMT or the marine police, Coast Guard, or Annapolis Harbor master became involved, fill out an SSA incident report and submit to the SRC
- ☐ Assist with/perform scoring
- ☐ Post results

#### **Protest responsibilities**

- ☐ Record date/time protest received on protest form
- ☐ For invitational regattas, inform Jury chair of protest submission; for club regattas, inform Protest Committee Coordinator (Andrew Cole, [laserandy@aol.com](mailto:laserandy@aol.com); Andrew Cole, [acole@coleschotz.com](mailto:acole@coleschotz.com)) of protest submission
- ☐ Post notice of protest hearings not later than 30 min after protest time limit (see SSA SI/NOR 18.3)

### **AFTERNOON OF FIRST DAY WITH RACING ON NEXT DAY (PRO)**

- ☐ Double check DRO/bosuns:
  - a. All boats are hosed down, marks and tackle can stay in boats
  - b. Orange boxes and briefcases can be left in cabins of FE, HE and ED; these items from RHIB must be returned to office

**AFTERNOON OF LAST DAY (PRO)**

- ☐ Double check DRO/bosuns:
  - a. All boats have been properly cleaned, marks deflated and stored, equipment returned to office, etc.
  - b. Each boat inspected to make sure that everything is stored in its proper place