

Deputy Race Officer Checklist

4-6 WEEKS BEFORE THE EVENT:

- DRO/PRO – Monitor 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 – Contact each RC member to remind them of their commitment and confirm participation, and to discuss their RC and power boat handling experience and skills. Contact new staff as added to discuss skills.
- DRO or PRO – Contact the Service Day Coordinator to discuss additional skills of the members needed and complete staffing
 Considerations for critical staffing requirements include: types of fleets sailing, number of expected boats. Keel boats vs centerboard boats. Weather predictions.
- DRO – Request each RC member watch the Training Videos appropriate to their skills and expected responsibilities on the RC.
 - a. PRO/DRO - Race Committee Part 1 and 2 and Training Videos: #3 Signal Boat, PRO/DRO and #4 When Things Go Wrong
 - b. Skilled RC members - Training Videos: #2 Mark and Pin Boat, #3 Signal Boat PRO/DRO and #4 When Things Go Wrong
 - c. New RC members - Training Videos: #1 Introduction to RC and #2 Mark and Pin Boat

1 WEEK BEFORE THE EVENT:

- DRO and PRO – Review the NOR/SI and any amendments to these documents specific to the event.
- DRO and PRO – Determine how scoring will be accomplished and perform dry run if necessary
- DRO/PRO – Assign RC members to boats according to their stated preference and qualifications.
- DRO – Email RC with details: Arrival time, Time/ location of RC meeting, what to bring (PFD, lunch, water, sunscreen, VHF, foul weather gear, proper clothing, etc.).
- DRO – Send RC roster with boat assignments to all RC members. Assign RC members to boats according to their stated preferences and in coordination with PRO and chair of the Standing Race Committee.
- DRO – Ask late joining RC members to watch training videos; remind all RC members to watch training videos if not already done so.
- DRO – Develop mark list and send to PRO for comment. Example:
 - a. Windward mark boat (Edgar D): 1 Large orange cylinder (windward mark), 1 tetrahedron (change of course), 2 small balls (offsets). Optional: additional finish mark for windward finish
 - b. Mark boat (Hugh E): 2 medium cylinders (leeward gate), 1 yellow cylinder (starting mark), 1 small mark (finish mark). Optional: tetrahedron for leeward change; additional gybe mark for triangle course

DAY BEFORE THE EVENT:

- DRO – Send short “Looking forward to seeing you in the morning!” reminder with any changes or updates. Empathize that all boats have QR codes with detailed operation information.
- DRO – Print RC rosters with cell phone numbers, one for PRO, DRO and each boat

MORNING OF THE FIRST DAY

- DRO – Assist PRO with muster: Introductions of PRO, DRO and RC members; Covid considerations; Communications, courses, safety, other items; Proper way to flake tackle into box
- DRO – Assign one bosun per boat to be responsible for equipment, cleaning, etc.
- DRO – When boat drivers arrive at SSA, get them to read QR code information to make sure they are familiar with the boat operations
- DRO – Have boat drivers read instructions from QR codes and start all boat engines.
- DRO/bosun – Make sure all boats have proper marks and tackle and equipment:
 - a. An orange box and black briefcase with forms on all boats.
 - b. Edgar D – backboard and AED (in race office)
 - c. Edgar D and Hugh E – hypothermia blankets if conditions warrant.
 - d. Edgar D and Hugh E – 1 crate each with emergency anchors when ILCA dinghies or other boats that do not carry anchors are racing.
 - e. RHIB should have handheld radio.
 - f. Favored End – laptop if scoring is to be done on water
 - g. Correct marks and tackle on Edgar D and Hugh E
- Portable iStart on signal boat if not Favored End
- DRO – Have RC member rig flags on signal boat before leaving dock and check by raising and lowering all of them

AFTER RACING (EVERY DAY)

- PRO or DRO 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
- DRO double check bosuns:
 - a. Portable iStart and any handheld club radios returned to office and plugged in to charge
 - b. **Very important:** Go from boat to boat and check with all RC members to see if there are any equipment issues—lost, broken, not working items. Report these using the equipment deficiency form accessed via the QR code on the boats. If there is a broken item, put it in the bin labeled Broken Parts with a **RED** tag in Shop.

AFTERNOON OF FIRST DAY WITH RACING ON NEXT DAY

- DRO double check bosuns:
 - a. Make sure all boats are hosed down
 - b. Marks and tackle can stay in boats
 - c. Orange boxes and briefcases can be left in cabins of FE, HE and ED; these items from RHIB must be returned to office
- DRO – Assist with/perform scoring

AFTERNOON OF LAST DAY

- DRO double check bosuns:
 - a. Make sure that all boats are scrubbed down with soapy water and rinsed. Buckets and brushes provided – JUST ADD WATER!
 - b. All marks should be deflated and returned to storage; tackle properly flaked and returned to storage shelving. Check to see that all tackle has counterweight and anchor (except for green)
 - c. Portable iStart and any handheld club radios returned to office and plugged in to charge
- DRO – Carefully inspect each boat to make sure that everything is stored in its proper place
- DRO – The SSA Service Day Data recorder will contact you after the event to determine who served on each day. Do not forget that some of the people may have brought a friend or family member with them for extra credit hours. The 2023 SSA Data Recorders are Taz Coffee lasertaz@gmail.com and JR Futcher jrfdelaware@gmail.com
- DRO – Email RC to tell thank them for a job well done and for their time