



## RACING RESPONSIBILITIES

### Responsibility

The Race Organiser is responsible for the management of the Association's Spring and Autumn racing series and any other special racing event the Association may wish to promote.

This responsibility covers:

### Maintaining the racing policies and procedures, eg.

- Sailing Instructions.
- Handicap System
- Officer of the Day Procedures
- Courses.

### Race Day:

- Assist the Officer of the Day (duties are detailed separately)
- Brief the OOD on their duties and ensure the OOD is capable of carrying out their duties
- Collect the appropriate equipment to conduct racing (Buoys, Master clock, etc)
- Determination of whether weather conditions are suitable for racing. (cancel race if required)
- In consultation with the OOD, selection of an appropriate course
- Detail the course on the Course Board
- Provide the timer and sign on facilities
- Assist the OOD with the race briefing and introduce any new members.
- Ensure racing times are collected from the OOD and handed to the Handicapper
- Organise a protest committee if required.
- Announce results, present prizes and thank sponsors.
- Introduce Commodore / Vice Commodore for any announcements or reminders that may be required.
- Conduct a draw to select someone to write a race report for the next newsletter.
- Ensure the OOD completes and files the "Race Day Report" form with the Club Secretary.

### General:

- One week prior to each race event, remind rostered OOD's of their upcoming duty date.
- Liaise with the Treasurer to ascertain which members have paid membership and racing fees.
- Liaise with any yacht club whose rounding marks we utilise to ensure minimal interference.
- Ensure NSW Maritime Aquatic License is current and associated liability insurance cover provided.
- In consultation with the Executive Committee and Cruise Co-Ordinator, set the racing calendar and provide details to other clubs and authorities as required.
- Ensure the Handicapper provides the Newsletter Editor with the Race Results for point's allocation and publishing. Notify local newspaper if appropriate.

Valerie Harrison  
Commodore

