

## Race Officer Checklist - Handicap Racing









### In the Club House

Collect the Race Officers Pack from the Results Area in the Galley.  
Put out the signing-on sheets after filling in the details at the top.

### Needed on the Committee Boat –

Race Officers Pack with Pens and Results Sheets  
Flags, Course Tiles - Letters + Numbers, Burgee – these are all kept on the Committee Boat  
Fuel, Battery, Sound Signal, Outer Limit Mark – these will all be checked by the Coxswains

### Set up the flags

On Station for Start- on the mast	Orange 
Warning - 5 minutes - Handicap Flag	R 
Penalty - 'Round the ends' Rule 30.1	I 
Individual Recall - for identifiable boats OCS - 'over the line'	X 
General Recall - for larger group OCS - 'over the line'	1 <sup>st</sup> Sub 
Postpone	AP 
Shorten Course – only needed if you have specified a number of laps	S 
Ready to Finish - on the mast	BF 

### Who's doing what?

1. Timing and Sound Signals - see the instructions for using the Automatic Timer
2. Flags – see the separate sheet for Flag and Sound Signals
3. Recording sail numbers
4. Checking Start Line and sail numbers of any 'over the line' or failing to go 'round the ends' in final minute

### Course Setting

- Talk to the Coxswains and agree a suitable position for the Committee Boat.
- The Start Line should be located approximately 1/3<sup>rd</sup> of the way up the first beat and at right-angles to the wind.
- Agree with the Coxswains the position of the OUTER LIMIT MARK at the port end of the start.
- **Review the line position using burgee.** Ask the Coxswains to reposition the Outer Limit Mark, if necessary.
- If the line is too starboard-biased, the fleet will bunch at Committee Boat end.
- If the line is too port-biased it is difficult for the fleet to cross the start line on starboard
- Aim to make the Windward Mark rounding to PORT - this avoids jams at the first rounding and makes for a fairer race. The Coxswains will move marks if needed.
- Include *Line* in the course so you can time the handicap fleet as they cross the line at the finish.

### Finishing

- After a minimum of 45 minutes and an appropriate gap in the fleet, hoist BF (ready to finish) with one sound signal.
- On the **results sheet** record the **finishing time and number of laps** for each boat.