

# Lansing Sailing Club

## Race Committee Captain's Checklist

*Note: Complete this checklist and leave it in the Vice Commodore's drawer (located in the Kitchen area) at the end of the race day.*

- Contact the Vice Commodore to let him or her know you received the Reminder, Checklist and Form to Report Results to the State Journal.
- Contact members of the Race Committee to remind them of their Race Committee duty and to report at 11:00 am. Verify they will be in attendance or that a replacement will be in attendance.
- Purchase supplies if necessary as follows:
  - Make sure the two gas tanks used in the Committee Boat and in the Safety Boat are at least three-quarters full. Make sure the extra gas tank is full. Purchase gas if necessary.
  - Make sure there are paper towels on the paper towel holder in the kitchen and changing rooms. Make sure there is toilet paper available.
  - Cleaning supplies (to clean the kitchen and changing rooms) and extra toilet paper are located in the clubhouse. Purchase cleaning supplies if necessary.
  - Make sure that extra batteries for the two communication devices are available in the equipment box.
- If Committee members have made purchases (for gas, cleaning supplies, extra batteries, etc.) leave a note in the Treasurer's drawer (Kitchen area) with the name of the person to be reimbursed and a copy of the receipt.
- Clean the women's changing room including the toilet and lavatory.
- Clean the men's changing room including the toilet and lavatory.
- Empty wastebaskets in the kitchen and changing room areas.
- Remove sand and weeds from the ramps.
- Clean the docks to remove excrement of ducks, seagulls etc.
- Check the seagull preventer line that is down the middle of the main and north dock to make sure it is in place.
- Pick up tree limbs and debris in the picnic area.
- There are two communication devices for use in communicating between the Committee Boat and the Safety Boat. They are located in the Race Committee equipment box. Check these communication devices to make sure they are operating correctly and that extra batteries are available in the equipment box.
- Use the Safety Boat each race day for the following:
  - Assist any boat or sailor in trouble including a possible medical emergency on the water.
  - Move marks as necessary
  - Anchor about 100 feet outside the starting line at the opposite end from the Committee Boat so there is a clear view of the starting line. Assist the Committee boat in calling boats over the line early by communicating the sail number to the Committee Boat.
  - Serve as the "Boat end" of the finish line if requested by the Race Committee Captain, announce and record sail numbers as boats finish. The finish line is between the mark and a flag pole you will set on the Safety Boat.
- Set a race course – always making marks to port.

- Conduct a skipper's meeting promptly at 12:30.
  - Introduce the Race Committee members
  - Have skippers sign up on the appropriate form to record race results (extra forms are in the form notebook in the race committee equipment box).
  - Describe the wind conditions including approximate speed and amount of oscillation.
  - Remind skippers that the course will be a windward-leeward course. Also remind them that the first race will finish at the leeward end of the course, the second race will finish at the windward or leeward end of the course – whichever is closest to the club, and the third race will finish upwind.
  - Advise the number of expected legs.
  - Discuss whether or not to break between race two and three. Unless weather conditions suggest back-to-back races, announce a break of 30 minutes from the time the Committee Boat arrives at the dock until it leaves the dock to start race three.
  - Review the starting sequence, procedures to be used in the event of individual and general recalls, and the possible use of the safety boat at the finish line.
  - Establish who in the group has CPR training and note this on the list of skippers and crew.
  - Synchronize watches and establish the time to begin the starting sequence.
- Run the first race with the starting sequence to begin not later than 1:00 PM unless there is an agreement to postpone for some reason such as lack of wind or bad weather.
- Run the second race as soon as all boats have completed the first race.
- Run the third race as soon as all boats have completed the second race unless there is a break. If there is a break, begin the third race as soon as possible after boats arrive in the starting area. If a boat is late leaving the dock after a break, do not wait for that boat.
- Record all finishes on the appropriate LSC report form (located on the clip board in the race committee equipment box).
- Record the first three finishes on the form used to send results to the Lansing State Journal.
- Convene the Race Committee as the Protest Committee if a protest has been filed. Follow the procedures for hearing and deciding protests that are outlined in the Rule Book.
- If Julie Pierce is in attendance, give the form for reporting race results to the Lansing State Journal to her. If Julie is not available, fax the results to the State Journal before 6:00 PM. The fax number is 517-377-1298. Then call the Sports Desk at 377-1068 to make sure they received the fax.
- Give the race results to Pat Dolan. If he is not available, leave the race results in the Vice-Commodore's drawer (Kitchen area).
- Record any equipment problems, unusual race related events or suggestions on the form below.
- Leave this completed checklist in the Rear Commodore's drawer (Kitchen area).

Problems: 


Unusual Events: 


Suggestions: 


Captain:  
Committee  
Members: 
