



## HAYLING ISLAND SAILING CLUB RACE BOX CHECK LIST

This check list is intended for all racing whether in the harbour or out in the bay. It is divided into Championship / Open and Club as there are differences on what is required.

**NB: for Champs and OM's RYA VHF Radio Certificate is required**

	ITEM	CHAMPIONSHIPS & OPEN MEETINGS	CLUB RACING
1	Check in at Reception to see if Race Box is open. Key is held in Reception	Ask for lunch tickets for Race Box and Tally Teams	Not applicable
2	Check times of Sailor's Briefing and the Safety Briefing	At least one person from the Race Box must be at both.	Attend Briefings
3	Collect list of Race and Committee Boat Teams and Boats incl mobile numbers.	Important to know in in case of emergency. Check ESO has a list.	Attend Briefings
4	Obtain Flag sequences to see what flags are required	Not applicable	Should all be in the Race Box
5	Obtain the Sailing Instructions from the RO or Reception	Championship or OM SI's	Club SI's
6	Obtain List of Entries from Reception. This is needed when checking boats leaving the beach and returning.	Two sets - one in <b>Tally Order</b> and the other in <b>Sail Number Order</b>	Sail number order
7	Obtain weather forecast from Reception.		
8	Ensure radio and hooter are turned on and tuned to correct Channel.	As detailed by RO / SO at Briefings.	Usually M1/37
9	When the committee boats and the safety boats are manned, call for a radio check, including numbers of people in each boat. <b>Policy is they should call you not you them</b>	Record on Safety Record Sheet. Box call sign is <b>RACE BOX.</b>	As Championships but Box call sign is <b>SANDY</b>
10	Check the Sailing Instructions for which flags will be displayed from the Race Box. Check those flags are present in the pigeonholes.	The Marine Department has spare flags. Normally flag D signals release from the beach.	As Championships
11	Raise any flags in accordance with the Sailing Instructions or as requested by the RO.		
12	People required	4 min 4. 2 in Race Box and 2 on causeway with radios during launch and recovery.	1 person
13	Recording Sail Numbers	Sail numbers should be recorded both in Race Box and on Causeway. Accuracy is critical for the safety of the fleet as a tally may have been forgotten.	Record from Race Box



## HAYLING ISLAND SAILING CLUB RACE BOX CHECK LIST

14	Last Boat to launch	Notify the RO of the time and Sail Number of the last boat to leave the beach and if escorted by a Safety Boat.	Notify RO
15	Tallies	Liaise with Tally to check tallies taken. If any have not been taken but boats have launched than record numbers and inform RO.	Not applicable
16	Notify the RO the number of boats that have left the beach.		
17	The Race Box must be always manned in order to respond to radio calls and look out for returning boats. Note down the time and content of any radio calls. <b>USE BINOCULARS AND BE VIGILANT</b>	Repeatedly check weather station screens and advise RO SO if not forecasted weather is approaching.	Inform RO / Office if you need to leave the Box so everyone is aware and can monitor more closely
18	The RO or SO should be advised when retiring boats reach the shore whenever possible.	Record numbers and time	Record Numbers and time
19	<b>Listen for Code Red. If called by a Safety Boat, acknowledge, minimise radio calls and wait for special instructions from the SO or RO. Call ambulance if apparently necessary or if requested.</b>	<b>Call the office and ask to ensure Ambulance has access to North Beach confirm where casualty is being landed.</b>	<b>Call the office and ask to ensure Ambulance has access to North Beach confirm where casualty is being landed.</b>
20	The RO should advise the time of the last boat to finish.	Record.	Record
21	Record the Sail Numbers of returning boats.	As Item 13	Record
22	When boats start returning.	Advise Tally	Record
23	Record time of last boat landing and advise RO/SO		
24	Ensure <b>ALL</b> boats are accounted.	Check that all Tallies have been returned. Safety cannot stand down until all accounted for. RO will make any necessary decisions	Safety cannot stand down until you are satisfied all boats.
25	At end of racing lower remaining flags. Turn off the radio and power sockets. Shut windows and Race Box door when leaving <b>and Thanks</b>		