



HAYLING ISLAND SAILING CLUB RACE BOX CHECK LIST

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

	ITEM	CHAMPIONSHIPS & OPEN MEETINGS	CLUB RACING – BAY ONLY
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 Briefings	At least one person from the Race Box must be at Sailor's and Safety Briefing	Attend Race Team Briefing
3	Collect list of Race and Committee Boat Teams and Boats incl mobile numbers.	Important to know in case of emergency. Check ESO has a list.	Collect clipboard with information from Office or at the briefing?
4	Obtain Flag sequences to see what flags are required	Not applicable	RO will advise what is required
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 Tally Order and the other in Sail Number Order	Fleet & Sail number order Use QR code to get live information
7	Obtain weather forecast from Reception.		Not applicable
8	Ensure radio & hooter are turned on and tuned to correct Channel. Check hooter is working.	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, state numbers of people in each boat. Policy is they should call you not you them	Record on Safety Record Sheet. Box call sign is RACE BOX .	As Championship Get names of people in the RIBs
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.	RO will advise what is required
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 the 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



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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.		Not applicable
17	The Race Box must be always manned in order to respond to radio calls and look out for returning boats. USE BINOCULARS AND BE VIGILANT	Repeatedly check weather station screens and advise RO SO if not forecasted weather is approaching. Note down the time and content of any radio calls.	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	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 necessary or if requested.	Call the office and ask to ensure Ambulance has access to North Beach confirm where casualty is being landed.	Call the office and ask to ensure Ambulance has access to North Beach confirm where casualty is being landed.
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 ALL 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 are ashore
25	At end of racing lower remaining flags. Turn off the radio and power sockets. Shut windows and Race Box door when leaving and Thanks		