



## HAYLING ISLAND SAILING CLUB TALLY CONTROL CHECK LIST

Tally Control is usually required for open meetings and championships etc.

	<b>CHECK TICK</b>	<b>ITEM</b>	<b>INFORMATION</b>
1		Ask Reception for the Tally Boards which should remain covered until release time.	
2		Check times of Sailor's Briefing and the Safety Briefing and at least one person from Tally Control must be there.	
3		Obtain lunch tickets or packed lunches.	
4		Check the Sailing Instructions and confirm with the RO for the Tally Release Time and the time limit for their return.	
5		Obtain two Lists of Entries from Reception, one in <b>Tally Order</b> and the other in <b>Sail Number Order</b> . Best to have copies of both.	Needed to check Sail Numbers and tally Numbers.
6		Check the following on the Race Notice Board: <ul style="list-style-type: none"> <li>• List of entries in Sail Number order</li> <li>• Sailing Instructions</li> <li>• Weather forecast</li> <li>• Photos and names of Committee Boats</li> </ul>	Inform the office if these items are missing.
7		Check all Tallies are on the appropriate hooks. Obtain two permanent marker pens from office.	Reception has spares. Some tallies may need highlighting.
8		If single handed boats are competing, remove one coloured band from each hook. Put them back at the end of the event.	
9		Remove the Tally Cover at the time for the Tallies to be released.	
10		Ensure the Tally Controller hands out the Tallies and do not allow competitors to take the Tallies.	Competitors sometimes take the wrong Tallies.
11		If any Tallies have not been taken, look to see whether any boats remain in the dinghy park and check their Tally or Launching Trolley numbers against the list of remaining Tallies. Report any discrepancy to the Race Box.	The Tally Number is the same as the launching trolley Tag.
12		Make a list of all the Tallies remaining on the board and advise the Race Box. Put the cover back on at this point.	The Race Box will check against the list of sail numbers which boats have left the beach.



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13		If there are any messages for the competitors, advise the competitor by a small piece of paper attached to the hook of their Tally Number.	Refer the competitor to Reception or Race Notice Board if appropriate.
14		Place a Retirement Sheet for competitors to sign if they retired and another sheet for penalties taken. These sheets should be displayed close to the Tally Board.	Penalty sheet only if Sailing Instructions require it.
15		One person from Tally Control must be available at all times should competitors start returning.	The Race Box may tannoy to advise Tally Control.
16		Protest Forms should be handed out on request. Note the Sail Number and the time of issue.	Obtain protest forms from reception.
17		Display the time of the last boat finishing and the Protest Time Limit.	The PRO or Race Box will advise this.
18		Tallies should be handed to the Tally Controller for placement on the hooks. If practicable record the time each Tally is returned.	Competitors will place the Tallies on the wrong hooks.
19		Obtain from the Race Box the time the last boat landed. If 30 minutes later Tallies are missing, advise the Race Box and SO so that the search plan may be started.	
20		Make a list of the missing Tally Numbers and Sail Numbers and display it on the Notice Board.	Sailing Instructions may require penalties.
21		Check the sailing Instructions for any penalties for non return of Tallies, ie boat back on beach, tally not returned.	This may be a fine, usually for the RNLI, or correction of finishing place.
22		The Tally Control should remain open until the Protest Time Limit has expired.	