



## HAYLING ISLAND SAILING CLUB RACE BOX CHECK LIST

This check list is intended for open meetings, championships etc. when the racing is normally outside the harbour and the race box serves for communications between the club and the race area. Note: Race Box and Tally Control people should be in the same team.

	CHECK TICK	ITEM	INFORMATION
1		Race box key is held in Reception	Ask for lunch tickets for Race Box and Tally Teams
2		Check times of Sailor's Briefing and the Safety Briefing and at least one person from the Race Box must be at both.	
3		Confirm who of the Race Team is in which committee boat. Get mobile numbers. Check if the ESO has a printed a list.	You need to know who is in which boat in case of emergency.
4		Obtain the Sailing Instructions from the RO or Reception	
5		Obtain two List of Entries from Reception, one in <b>Tally Order</b> and the other in <b>Sail Number Order</b>	This is needed when checking boats leaving the beach and returning.
6		Obtain weather forecast from Reception.	
7		Use the Standard Horizon GX1500E radios. Switch radios on – press the Volume button (bottom right) for a few seconds. Tune in to the communications channel as advised at the Safety Briefing, usually M1, ( top right hand knob).	If the radio switches to Channel 16, press 16/9 twice then retune to communication channel.
8		When the committee boats and the safety boats are manned, call for a radio check and including numbers of people in each boat.	<b>Race Box call sign is SANDY or RACE BOX dependant on event</b>
9		Check the Sailing Instructions for which flags will be displayed from the Race Box. Check those flags are present in the pigeon holes.	The Marine Department has spare flags. Normally flag D signals release from the beach.
10		Raise any flags in accordance with the Sailing Instructions or as requested by the RO.	AP signals postponement.
11		At least four people are required, two in the Race Box and two on the causeway during launching and returning. Those on the causeway should have a Dictaphone and must have a radio.	Sometimes it is impossible to read all sail numbers from the Race Box



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12		Sail numbers should be recorded both in Race Box and on Causeway. One person spots and one person records the numbers.  Accuracy is critical for the safety of the fleet.	A tally may have been forgotten.
13		Notify the RO of the time and Sail Number of the last boat to leave the beach. If last boat is not escorted by a Safety Boat advise RO or SO.	
14		Find out from Tally Control if any Tallies have not been taken and if so check against the list of Sail Numbers which have left the beach.	Record any boats that have not launched but have tallied out.
15		Notify the PRO the number of boats that have left the beach.	
16		The Race Box must be manned at all times in order to respond to radio calls and look out for returning boats. Note down the time and content of any radio calls.	Repeatedly check weather station screens and advise RO SO if not forecasted weather is approaching.
17		The RO or SO should be advised when retiring boats reach the shore whenever possible.	Acknowledge reports of retirements from course.
18		<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>
19		The RO should advise the time of the last boat to finish. Give this information to Tally Control.	Tally Control displays the Protest Time Limit.
20		Record the Sail Numbers of returning boats using four people as item 14.	
21		When boats start returning, advise Tally Control, by Tannoy if necessary.	Tally Control is usually manned only at start and end of racing.
22		Record time of last boat landing and advise RO/SO. Check that all Tallies have been returned. <b>If after 30 minutes Tallies are missing, advise RO and SO.</b>	In that case RO or SO should consider initiating the Missing Persons search plan.
23		Agree with Tally Control when all boats are accounted for and advise RO/SO.	Include safety boats.
24		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>	