

BBSH HANDBOOK SECTION 2, PART 17: PRE-RACE CHECK LIST

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Covid 19 Tracing Form and obligations

1. If you are the person in charge, before each race you must complete a **Club COVID19 Tracing Form / Crew List** (available on the **website**) and submit it at the pre-race briefing.
2. You must also otherwise comply with any applicable NSW Office of Sport Public Health Order and any Australian Sailing COVID19 mandates and / or guidelines.

Responsibility of the person in charge.

3. Are you familiar with the responsibilities of the person in charge of a boat as set out in 2017-2020 Racing Rules of Sailing and Special Regulations (the Blue Book) published by Australian Sailing (AS) – if

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not, read special reg 1.02.1 and note the person in charge must also nominate a person to take over his responsibilities in the event of his incapacitation.

Your contract with the Club and other boats

4. Are you familiar with the rules and regulations in the Blue Book and read the Club's Notice of Race and Sailing Instructions relevant to the race? They, together with the Entry Form / entry fee constitute a contract between you, your crew, the Club and other boats in the race. You should be aware of your rights and obligations under that contract.
5. Have you checked the Club's website and notice board for a change to the Notice of Race or Sailing Instructions?

Risk warning, disclaimer and indemnity

6. Have you read the risk warning in the Notice of Race and drawn it to the attention of each crew member along with the Disclaimer and Indemnity?

Emergency Plan

7. Are you and your crew familiar with the Club's Emergency Plan in this Handbook?

Insurance

8. Does your boat have a current \$10m third-party liability policy?

Entry Form

9. Have you completed an Entry Form?

Cat 7 or Cat 4 compliance forms

10. Have you completed and lodged the appropriate category compliance form with the Equipment Auditor.
11. Has your Cat 4 compliance form been signed-off by the Equipment Auditor?
12. Is a copy of the appropriate category compliance form aboard?
13. Is all the required Cat 7 or Cat 4 equipment on board and in working order?

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14. Is the experience of your crew suitable for the conditions?
15. Have you asked them whether they have any medical conditions that you should know of?
16. Have you briefed them on:
 - (a) stowage of the safety equipment;
 - (b) the Club's Emergency Plan; and
 - (c) their respective roles in the event of a MOB and practiced your boat's MOB recovery procedures?
17. Have you checked whether one of them holds a current first aid certificate?
18. Are they Club / AS members and eligible for the AS's insurance?

PFDs

19. Do you have a PFD for each of your crew?
20. Is there a current self-inspection certificate on board for each PFD?

Radio

21. Is your VHF radio operating?

Books, charts and piloting equipment

22. Is there either an electronic or a hardcopy of:
 - (a) the International Regulations for the Prevention of Collision at Sea; and
 - (b) the Blue Book on board?

The Special Regulations requires both (a) and (b) for a Cat 4 race and (b) for a Cat 7 race!

23. The Special Regulations also require charts and plotting equipment (not solely electronic) for a Cat 4 race. The charts shall contain details of likely ports of refuge. They should also show details of lights likely to be visible from the course – if they don't, a list of the lights shall be provided.

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24. Have you (or your representative) attended the pre-race briefing and provided details of your crew to the Race Officer and a mobile phone contact number to the person nominated to assume the powers of the Committee once the race has started? If not, you may be scored DNS.

Change to your handicap

25. Have you made a change to your boat that you should tell the Handicapper about or do you need to notify that there will be a different helmsman?

Duty boat***Race Officer duties?***

26. If your boat been posted as the duty boat, have you checked whether the Race Officer is available or needs assistance? If the Race Officer requires assistance, you are responsible for providing it.

Handicap starts

27. Have you checked your posted initial start time? Does it need to be adjusted for a place or places in a previous race?

Finish time

28. Do you know the finish time for the race as set out in the Program, posted or announced at the pre-race meeting?

Protest flag

29. Do you have a protest flag in a handy position? To meet the protest requirements you must hail 'Protest' and conspicuously display a red flag at the first reasonable opportunity.

Club burgee and Division 1 pennant

30. Is your boat displaying the Club burgee? All boats are required to display the burgee when racing.
31. A Division 1 boat is also required to display a blue pennant in a race in the Bay Cup Series.

Forecasts and tides

32. Have you checked the forecast and tide?

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33. If the wind speed is estimated or measured by the Race Officer to be:
- (a) over 30 knots in any gust; or
 - (b) over 30 knots continuously for a period in excess of 30 seconds,
- the Race Officer may abandon the race.
34. If a race is not abandoned by the Race Officer it does not mean that conditions are safe for all boats – as the Blue Book says:

The responsibility for a boat's decision to participate in a race or to continue *racing* is hers alone.

Logging-on

35. Remember to log-on with Marine Rescue NSW (see Part 15: Radio Communications, for the procedure) and maintain a listening watch on VHF channels 74 (for race information) and 16 (Marine Rescue NSW).
36. Also remember to tell the Race Office (by hailing or radio) prior to the warning signal
- (a) that you intend to race;
 - (b) your sail number; and
 - (c) the number of persons aboard your boat.