

## **PIER HEAD DUTY CHECKLIST**

1. Obtain weather forecast and confer with the DFO.
2. Open the hut up.
3. Highlight competing boats on Race Record Sheet.
4. Switch on the radio, compressor and horn.
5. Decide on the course/s.
6. Place the starting flags on their hoists.

### **STARTING**

7. Allocate people to jobs: starting flags, countdown timing, horns & paperwork, watching the line for OCS.
8. Identify the OCS boat/s.
9. Keep watching the general situation on the water and land.
10. Decide whether to shorten the first race for two race classes.
11. Calculations using a TCF should be done by two people to avoid errors.
12. Complete Race Record Sheets and prepare the DFO results sheet. Race Record Sheet to be posted on the notice board and Results Sheet to the DFO.
13. Close the hut down, switching off all equipment and locking the door.