

NORWICH FROSTBITE SAILING CLUB.

RACE OFFICER DUTIES.

STARTERS BOX MANAGEMENT. Be familiar with all equipment in Race Box:- Flags, Tannoy amplifier (Hooter & Microphone), Bell, Course Boards, Race Sheets, Laptop, Printer, Radios, etc. See separate Crib sheets for detailed information.

Ensure a Rota is in place for Duty Officers for every Race Day and they are familiar with the Race procedures. See Separate Crib sheets.

SAILING INSTRUCTIONS. Maintain and update every 4 years when new Rules of racing are published. (Next due in 2021). Contain detailed information on how Racing should be run. See document "Sailing Rules & Instructions for racing at Thorpe."

HANDICAPS. Maintain Personal Handicap list. Recommend changes to Committee for approval and amend list. Ensure any changes are also made on the computer race sheets. Race Officer can apply temporary handicaps to new sailors before approval by Committee. See "Personal Handicaps" sheet.

TROPHIES. Be familiar with all the Trophies owned by the Club and keep list of all current holders. Several Trophies no longer presented have to be safely stored. See "Club Trophies" and "Trophy List" sheets.

RACE & SERIES RESULTS. Ensure accurate results of all races are kept. Maintain Series Results sheets throughout season and display on Notice Board. Calculate Trophy winners at end of season. For full details of all Trophies see "Club Trophies" Sheet.

PRIZEGIVING. About 4 weeks before Prizegiving contact all Trophy holders from previous season and remind them to get engraving done and to either bring Trophies to the Prizegiving on the night or deliver to the Race Officer before the event. Make a list of first, second and third for all Trophy winners. On the night identify all Trophies as they arrive and place on table in order of presentation. Read out third, second and winner for each Trophy, and hand Trophy to whoever is presenting them. Keep copy of results for yourself and give another copy to the Secretary for the Club archives.

WEBSITE. Arrange for race results to be put onto Website on a weekly basis. If you are able to do this yourself, editorial access can be given to you by the Webmaster Mike Lees.

If not send a copy of results sheet to the Webmaster for him to put on Website.