

**RACE COMMITTEE PROCEDURES
ON SHORE – POST RACE**

1. Verify that the recorded finishes on the forms are legible and complete. Results for Sunday Club Series Races should be left in the RC1 Storage Cabinet for pickup by the Series Scorer. Results for One Day Regattas and Long Distance Races require the overall finish places be calculated.
2. Return all course marks to the Dock Storage Area; unclip anchor and rode from marks and make sure the rodes are neatly stored in the orange buckets.
3. Check that dock lines on all boats are secure.
4. Remove trash from all boats and place in trash containers ashore.
5. Remove personal items from boats.
6. Return radios to their charging racks in the RC Storage Shed, turn radios off, and set charger timer to 4 hours.
7. Return all boat ignition keys to the key locker in the RC Storage Shed.
8. Report any equipment difficulties to Fleet Captain.
9. Prepare for awarding trophies for the One Day Regattas and Long Distance Races by determining the Portsmouth Corrected Times and Low Point Scoring totals for the Open Fleet and the Finish Order, Low Point Scoring totals for the One Design classes. The PRO Computer in the Clubhouse has the Scoring Sheet file that encompasses the Portsmouth Handicap Ratings and formulas to calculate the overall finish order. If you are unfamiliar with this system, try to locate someone that can assist with the scoring.
10. PRO or a Designee should present trophies based on the Club “Number of Trophies” guidelines. Be sure to acknowledge the Race Committee members and the Entertainment Committee for their effort to provide drinks and snacks.