

TITLE - EVENT NAME AND LOCATION				Event date:		
This action tracker covers event announcements, equipment lists, racing documents, HSE items and event management. It is intended to assist the RO coordinate Race Team activities and ensure relevant event resources are ready in a timely manner. <b>NB Many of these items may not be necessary and can be ignored.</b>						
Announcements	WHO	LEAD TIME (DAYS)	LEAD TIME (WEEKS)	DATE REQUIRED	DATE COMPLETED	STATUS
Appoint RO and Event Secretary		56	8.0			
Book sailing venue		49	7.0			
Draft NOR		42	6.0			
Review draft NOR with MYA SD Racing Secretary & MYA SD Committee		35	5.0			
Publish agreed NOR		28	4.0			
Advertise (MYA SD website and via MYA SD Club Secretaries)		28	4.0			
Advertise NOR/event reminders		14	2.0			
Send Personal Medical Information forms to entrants and all race team members		7	1.0			
Advertise NOR/event reminders		7	1.0			
Equipment Requirements (***) available from MYA SD resources)	WHO	LEAD TIME (DAYS)	LEAD TIME (WEEKS)	DATE REQUIRED	DATE COMPLETED	STATUS
Publicity (publish NOR, 2 x reminder to club secs, etc.)		28	4.0			
Prepare buoys and ground tackle		14	2.0			
Course Board + Marker Pens		7	1.0			
Notice Board		7	1.0			
Race Team Hi Vis Vests ***		7	1.0			
Throw Lines		7	1.0			
Protest Boats ***		7	1.0			
Whistle, Manual Horn ***		7	1.0			
Wind Indicator ***		7	1.0			
Start Tape Sound System + Spare + Charger		7	1.0			
Walkie-talkies, chargers, etc. ***		7	1.0			
Race Control Clipboard for Start and Finish data + waterproof cover ***		7	1.0			
Publicity Banner/Flags ***		7	1.0			
Laptop / printer		7	1.0			
Event Timepiece		7	1.0			
Dinghy + Outboard + Oars + Lifejackets + fuel		7	1.0			
Spare dinghy, electric outboard, battery, lifejacket, etc.		7	1.0			
Team for setting of markers - check buoys / ground tackle, etc.		7	1.0			
Digital camera for event media coverage		7	1.0			
Measurement Equipment (Scales, Test Weights, Ruler, Tape)		7	1.0			
Observer Notepads and Pencils ***		7	1.0			
Gazebo, chairs and collapsible table		7	1.0			
Tape Recorder for Finish Positions		7	1.0			
HMS software for scoring		7	1.0			
Fleet Management Board showing competitor, sail no, frequency ***		7	1.0			



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Race Team	WHO	LEAD TIME (DAYS)	LEAD TIME (WEEKS)	DATE REQUIRED	DATE COMPLETED	STATUS
RO - on the day can assist course setting / start (NB Issue radio #1)		56	8.0			
Event Secretary		56	8.0			
Registration / certs / Personal Medical Information form (often done by Event Secretary)		14	2.0			
Measurer		14	2.0			
Scorer (& assistant?)		28	4.0			
Fleet Board Controller & Observer Marshall (only needed if multi-heats)		28	4.0			
Boatman (NB Issue radio #2)		14	2.0			
Finish Line Team (x2) - finish line judge and scribe (NB Issue radio #3)		14	2.0			
Photographer		14	2.0			

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Sailing venue - considerations	WHO	LEAD TIME (DAYS)	LEAD TIME (WEEKS)	DATE REQUIRED	DATE COMPLETED	STATUS
1) Interface management with other venue users? (If applicable)		42	6.0			
2) Safety boat(s)		42	6.0			
3) Use of jetty(s)? (If applicable)		42	6.0			
4) Need for life jackets? (If applicable)		42	6.0			
5) Access to storage facilities (If applicable)		42	6.0			
5) Car parking arrangements?		42	6.0			
6) Use of walkways and separation from public		42	6.0			
7) Access to Defibrillator?		28	4.0			
8) Prizegiving		14	2.0			