



# Royal Brighton Yacht Club

## Race Management Team – Recorder

- Job Title:** Recorder
- Job Description:** The Recorder is responsible for noting competitors, taking their finish times and assisting the Race officer as directed.
- Experience/Skills:** Required experience and skills include:
- Ability to listen and record information, concentrating for an extended period
  - Neat handwriting
  - Working With Children Check (WWCC)
- Prior Knowledge:** Desired experience and knowledge include:
- To understand the Sailing instructions for the event.
- Equipment Required:**
- Two timers/clocks
  - Race Sheets (Finish sheets, summary sheets etc)
  - Pens/Pencils & Clipboards
  - Current Racing Rules of Sailing
- Basic Tasks:** Tasks for this Position include (but are not limited to):
- Attend the Race Management briefing two hours before race start.
  - Ensure the start boat pack has the necessary equipment to finish races.
  - Record the competitors in the starting area prior to race start.
  - If required, note mark rounding's with timekeeper.
  - Record finish times (if required) as called by the timekeeper.
  - Send finish sheets to the Sailing department to complete, post each race.
  - Assist with boat pack up and race summary.