



## **Position Title – Clubhouse Race Management Assistant**

### **Position Description**

The Clubhouse Race Management Assistant is responsible assisting the Clubhouse Race Officer with the start and finish procedures.

### **Qualifications**

No formal qualifications are required.

Preferred capabilities and experience include:

- Ability to concentrate for extended period
- Accuracy
- Neat handwriting
- Familiarity with race management forms including finish sheets, mark rounding sheets and OCS sheets

### **Equipment Required**

Equipment provided by MHYC:

- Timers / digital clocks
- Start lists
- Finish sheets
- Pens, pencils & clipboards
- MHYC Sailing Handbook (Sailing Instructions)

### **Duties**

Tasks for this Position include (but are not limited to):

- Ensure the start box has the necessary equipment to start and finish races
- Record the sail numbers of competitors in the starting area prior to race start
- Assist with the start sequence signals
- Record finish times as called by the Race Officer
- Assist with start box pack up
- Take completed finish sheets to the Sailing Department to process