



Position Title – Recorder

Position Description

The Recorder is responsible for making a written record of competitors finish times and assisting the Race Officer as directed.

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:

- Finish sheets, mark rounding sheets and OCS sheets
- Pens, pencils & clipboards
- Race management box (includes race forms, MHYC Sailing Handbook, Racing Rules of Sailing)

Duties

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

- Attend the Race Management briefing 2 hours before the race start
- Ensure the race management box has the necessary equipment and forms
- Assist with start procedures as directed
- Record the sail numbers of any boats called OCS and if returned
- Record mark roundings for all competitors (sail numbers)
- Record finish times for all competitors (sail numbers)
- Check / verify finish sheets
- On completion of each race, send the results back to the sailing office for processing, via either email or SMS
- Upon returning to marina, assist with boat pack up
- Return finish, mark rounding and OCS sheets with race management box to the Sailing Department