

# PRO/Grillmaster Checklist

To sign up for [PRO or to volunteer for Race Committee, please tap here.](#)

## PRO/Race Officer Duties

**One week prior to Race you have signed up for, you should contact:**

\_\_\_ Rear Commodore to discuss course and setting of the mark(s). REMEMBER... The Rear Commodore has the FINAL say regarding safety and layout of race course

\_\_\_ Race Committee volunteers, or others who are going to help you run the race properly

**As the PRO you will need to manage the following:**

\_\_\_ Crew to launch race committee boat, set mark(s)

\_\_\_ Person to take sign-ins and collect money at Skippers meeting

\_\_\_ Person to conduct Skippers meeting

\_\_\_ Crew to set start/finish mark, start race, and take finish times

\_\_\_ Person to make sure the committee has been PROPERLY cleaned and stored, and the engine mounted on bracket in clubhouse

\_\_\_ Person to compute race results and make sure all the paperwork is filled out correctly, and entered into the HAL race program on the club computer

\_\_\_ Person to write names of winners on back of ribbons and print and post the results on the board

**On the day of the event, you are responsible for the following tasks:**

\_\_\_ Clubhouse open by 10:00am (visiting sailors looking to crew are told to arrive at the picnic tables at 0930 and wait)

\_\_\_ Flags (USA-STATE-BURGEES) Raised

\_\_\_ Skippers Meeting Start on time

\_\_\_ Collection of Race Fees & Sign-in (cash payments only, please use club tablet for signups and for non-cash payments collection)

\_\_\_ ENTIRE Conduct of race from Start to Posting of Results

\_\_\_ Take down and re-fold all flags.

\_\_\_ Make sure ALL switches and TIMER are OFF

\_\_\_ Lock-up Clubhouse

To sign up for [Grillmaster or Race Committee Volunteer, please tap here.](#)

## **Grillmaster/Social Officer Duties**

**One week prior to Race you have signed up for, you should contact:**

\_\_\_ All club members via email to remind them to sign up for potluck, and to tell them what the theme will be if you have one (Social Director may opt to do this for you)

**On the day of the event, you are responsible for the following tasks:**

\_\_\_ Are Clubhouse and Grounds CLEAN?

\_\_\_ Are Trash cans empty ?

\_\_\_ Post-Race Pot-Luck and Bar-b-que (do not forget your receipt for reimbursement from the Treasurer)

\_\_\_ Collection of cash from those not bringing pot-luck (use tablet to sign up and check in attendees who did not RSVP prior)

\_\_\_ Collection of cash for club merchandise (hats, shirts, etc) and use of tablet for merchandise using credit/debit/Paypal

\_\_\_ Turning over to Treasurer all monies collected along with a list of what came from where: Race Fees, Pot-Luck, T-Shirts/Visor

\_\_\_ Store away all tables and chairs, clean the grill, sweep the floors, empty all trash cans and install new liners.

**REMEMBER: You only have to do this ONCE a year...Have fun!**