

Position description - Race Director

- Work out dates and venues for each season when requested by SRA
- Prepare new format each season based on AGM decisions
- Be familiar with conditions of sanctioning from SRA rule book
- Obtain certificates of currency from SRA for each race day including the interested parties
- Prepare new entry forms each season based on the amount of races and price of the daily race fee
- Submit maritime permits 90 days prior to each series day (maritime cut off) including the risk documents, insurance documents, maps etc
- Submit permit request to SEQ water when racing at Moogerah, including same documents as listed above
- Ensure that Treasurer posts cheque for Maritime permit fees
- Ensure that treasurer posts cheque for SEQ water fee
- Get permission from venue we are using to host races there
- Give numbers to BBQ people at Moogerah when entries come in or Sandy Hook for kitchen
- Book paramedics well in advance and provide venue and time information
- Ensure signage and any other public notice is done in the required timeframes before a race
- Determine and publish race format at the beginning of the season
- Sent out notices for each series day and entry reminders
- Process entries and ensure that competitors are eligible for the classes they are entering and are current financial members
- Liaise with SRA for current membership lists on the week of a series day for updating in Casalar
- Add entries into Casalar
- Perform draw via random draw in Casalar or manually, seeding inboard vs outboard where necessary
- Print master copy of entries for substitutions on race day
- Print breathylser sign off sheets
- Print briefing sign on sheets for crew
- Have briefing sheet (info) ready for checking by race controller and CJ and copies available for handing out at briefing
- Print boats racing summary and confirm any missing boat race numbers
- Take payments from each boat and ensure all have paid before racing starts
- Set up calculating equipment for manual timekeepers

- Sort out waivers and payments for any “come and try” day competitors
- Make sure paramedics are on time and briefed and one is in the rescue boat
- Deal with substitutions and updating in Casalar and updated draws for each race
- Do computer timing for each race and compare with manual timers
- Let flag person know when time for each race is up and blue flag can be displayed.
- Prepare results after the race day (for series day) and after each race at state titles and post online
- At Qld Titles ensure that list of results is ready for trophy officer and presenter.
- Make sure invoices for anything that is sent to me are forwarded to Treasurer for payment