

February, 1992

OFF SOUNDINGS CLUB
RACE SECRETARY RESPONSIBILITIES

Prepared By
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For Transmission To
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RS

<u>TIME FRAME</u>	<u>REQUIRED ACTIONS</u>
October	<ol style="list-style-type: none">1. Mail results of Fall race series and year's Perpetual Trophy winners.2. Communicate information affecting penalties.3. Update Guest Invitation instructions.4. Prepare Event Calendar for 2 years hence.
October/ November	<ol style="list-style-type: none">1. Board Meeting:<ol style="list-style-type: none">a. Present proposed 2nd year Event Calendar.b. Propose next year's race rendezvous locations.c. Present Race Secretary's report.2. Provide Secretary Guest list for Annual dinner invitations.
December	<ol style="list-style-type: none">1. Firm up 2nd year Event Calendar.2. Start processing Guest invitations.
January	<ol style="list-style-type: none">1. Board Meeting:<ol style="list-style-type: none">a. Obtain approval of 2nd year Event Calendar.b. Obtain approval of race rendezvous locations.c. Firm up any race event changes that would affect entry information.
February	<ol style="list-style-type: none">1. Order printed matter for year.
March	<ol style="list-style-type: none">1. Obtain Membership Committee Guest list.2. Complete processing Guest invitations and forward Guest list to Board members.3. Prepare First Notice for Spring Series.
April	<ol style="list-style-type: none">1. Process Coast Guard permit for Spring Series.2. Obtain Board approval of Guest list and notify Guests.3. Provide Guest mailing addresses to Office Center along with changes in Complimentary and Race Committee lists.4. Mail First Notice for Spring Series.5. Start processing Spring Series entries.6. Arrange for launch service.
May	<ol style="list-style-type: none">1. Finalize Spring entry list (meeting).2. Prepare Final Notice, Sailing Instructions and Entry List.

TIME FRAME	REQUIRED ACTIONS
June	<ol style="list-style-type: none">1. Mail Final Instructions for Spring Series.2. Process Coast Guard permit for Fall Series.3. Prepare First Notice for Fall Series and Spring Results.4. Arrange for Fall Series launch service.5. Communicate information affecting penalties.
July	<ol style="list-style-type: none">1. Mail Fall Series First Notice and Spring Results.2. Start processing entries.
August	<ol style="list-style-type: none">1. Finalize Fall entry list (meeting).2. Prepare Final Notice, Sailing Instructions and Entry List.
September	<ol style="list-style-type: none">1. Mail Final Instructions for Fall Series.2. Prepare results of Fall Series and year's Perpetual Trophy winners.