



# HONG KONG RACE WEEK VOLUNTEER GUIDE

## Welcome Message

Dear Volunteers,

On behalf of the HKSF, RHKYC, and HKRW management, we would like to thank you for your time and effort in making the third annual Hong Kong Race Week a successful event.

Your commitment is truly appreciated. Without you, getting 262 sailors organised, fed, and out on the race track daily would be an impossible task.

Thank you for being part of the 100 volunteers on the HKRW team for 2017. We could not run a successful regatta without you.

## Don't Forget:

- The meeting point daily for all Volunteers (including Race Management) is on the 2/F level Middle Island club house. Go up the stairs and turn left.
- Check in each day at the Volunteer check-in station before joining your group.
- Tea and coffee will be available every morning in the Volunteers meeting area.
- Stay hydrated; ***\*bring refillable water bottles and refill them often.*** Please note that the regatta is designated a Clean Regatta by Sailors for the Sea and we are not using disposable bottles
- Hats, sunglasses, and sun cream are recommended!
- Octopus cards are recommended if you do not have an RHKYC membership or temporary membership – please ensure that you get a 'Race Day Card' from the Volunteer check-in station when you arrive at Middle Island!
- Lunch will be provided when you are assisting for a full day – if you have any special dietary requirements please ensure that you let us know the details in advance so that we can cater for you.  
***\*Please bring reusable water bottles*** to fill from the water dispensers.
- If you have any specific medical conditions which may affect you during the day (e.g. diabetes, epilepsy) please ensure that your team leader is aware – all such information will be treated with the utmost confidentiality.

## **Sign On/ Sign Off (Tally On/ Tally Off) Procedure:**

- Sign on starts at 1100hrs on 15 February 2017
- Sign on starts at 0800hrs from 16 to 19 February 2017
- Sign off ends 1 hour after all fleets are back on shore.
- Two teams should man the sign on/sign off table. Jobs are listed below:
  - 1 team: monitor the sign on/off sheets.
  - 1 team: receive competitor tags and organise them by bow number.

### **1) Sign On/Off Sheets**

- Sign on/off sheets should be laid out in order of bow number (which should be by class).
- Make sure there are pens available and that people do not take the pens - this was a problem in previous years!
- Make sure people sign on/ sign off. Please remind sailors that if they have not signed on/off their results will not be counted for the day. (You can speak to the person in charge of the sound system to make an announcement about this if it seems that people have forgotten.)
- Coordinate with the person handling competitor tags to make sure each person *both* hands in the tag and signs off on the sheet. If they do one but not the other please remind the sailor.
- When all sailors have launched, bring the sheets to the Results Officer.

### **2) Competitor Tags**

- When a competitor hands in their tag, arrange them by bow number in the boxes provided by Registration. The boxes should be from 1-50, 51-100, etc.
- Coordinate with the person handling sign on/sign off sheets to make sure each person *both* hands in the tag and signs off on the sheet. If they do one but not the other please remind the sailor. *No food tokens if the competitor tag is not handed in! No exceptions.*
- When all fleets have launched, begin putting food tokens into each competitor tag sleeve. These will be small plastic discs provided by the F&B department.

*Thanks for your help!*

**NEW DIAGRAM REQUIRED**