

Checklist of Items for Discussion at First PC Meeting

- Introductions: names of PC members, name of PC vice-chairman, PC secretary, chairman of the race committee, principal race officer, measurer, scorer, etc.
- Discuss the PC's authority and role.
- Review the Sailing Instructions thoroughly. This may be the most important task that the PC should do before racing starts and may avoid problems later. However, only last minute changes that are considered essential should be considered. Unless the PC has been specifically authorized to initiate changes to the Sailing Instructions, any changes must be suggested tactfully to the race committee.
- Confirm PC Chair as sole PC spokesman, or appoint PC spokesman.
- Establish a policy for answering questions from the competitors.
- Select PC panels and appoint panel chairs, panel secretaries etc.
- If there is no PC secretary, allocate duties to one or more PC members.
- Review policy for PC-initiated protests.
- Determine monitoring of rule observance for rules 31, 42, 44.2, and Appendix P
- Criteria required for lodging a PC protest and PC policy in regard to rule 69
- Tape recorders, positioning, observation by two PC members
- PC to meet (or chairman to be consulted) before the filing of sensitive protests by PC members
- Technical and measurement protests; who is "the authority responsible for interpreting the rule" (see rule 64.3)
- Protest scheduling and hearing procedure including approximate starting time and any late-night cut-off time for hearings
- Special considerations (last day, social schedule, practice race, times of meetings and hearings);
- Redress policy, especially breakdowns of borrowed boats and OCS.

The PC chair may wish to delegate areas of responsibility to individual PC members.

- Sailing Instructions and Notices to Competitors
- Measurement issues: certificates, sail/equipment stamps, corrector weight control, class rules, supplied boats
- Notice board, scoring, and results
- PC equipment: including boats radios, radio channels, PC flags, tape recorders, binoculars, and, if Appendix P is to be used, yellow flags and whistles
- Protest scheduling, interpreters
- Wet clothing control
- Entries, crew substitution, and haul-out
- Coach relations
- Logistics, meals, transportation, airfare ticket confirmation, housing expense reimbursement
- Media relations
- Rule observance and PC protests enforcement, especially rules 42 and advertising