



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.

Race management, Mark Laying & Safety Teams

Schedule

Wednesday February 15 - Practice Race

Race committee briefing, 2/F Middle Island Clubhouse @ 1100hrs.
Kit collection from Tom Lamour Room @ 1115hrs.

Briefing with Race Officer for each course area @ 2/F Middle Island Clubhouse @ 1130hrs.
Be ready to leave the pontoon no later than 1200hrs.
Warning signal 1355hrs.

Debrief, 2/F Middle Island Clubhouse @ 1630hrs.

Thursday February 16 to Sunday February 19 - Race Days 1 to 4

Race committee briefing , 2/F Middle Island Clubhouse @ 0800hrs.

Kit collection from Tom Lamour Room @ 0815hrs

Briefing with Race Officer for each course area @ 2/F Middle Island Clubhouse @ 0815hrs.

Area B and D

Be ready to leave the pontoon no later than 0900hrs.
Warning signal for 1055hrs.

Area C

Be ready to leave the pontoon no later than 0800hrs.
Warning signal for 0925hrs

Debrief, 2/F Middle Island Clubhouse @ 1630hrs.

Kit

There are kit boxes / document packs for each committee, mark laying, safety and jury boat which will need to be collected each morning from the Tom Lamour Room, 2/F RHKYC Middle Island Clubhouse. RIB drivers will need to sign out when you collect your kit. There are lifejackets available for you to borrow from the racks at the lower clubhouse level. These must be worn at all times on the RIBs and drivers must use the kill cord at all times.

On your return to Middle Island, RIB drivers please sign in when you return your kit box to the Tom Lamour Room. RIB keys should be kept in the kit boxes. Please place any race management forms (wind readings, mark roundings etc.) on the clipboards in the Tom Lamour Room. Please then remove/replace any used batteries, replace forms, sharpen pencils, wipe down any wet/salty kit. We are borrowing some privately owned kit (range finders, VHF's, GPS's) so your care in looking after them is very much appreciated! Rinse salty lifejackets and leave them on the racks downstairs to dry.

F&B

Lunch will be provided.

One person from each boat should collect the F&B provisions for that boat.

***Please bring reusable water bottles** to fill from the water dispensers.

Please note that the regatta is designated a Clean Regatta by Sailors for the Sea and we are not using disposable bottles. Please bring anything extra which you like to eat/drink when out on the water.

Please take seasickness meds if you think you might be susceptible to the swell.

Thank you for your help with HKRW.

I hope you enjoy your time both on and off the water.

Rib Equipment:

All our boats, that are RYA compliant, have the standard equipment on board as follows;

First Aid kit

Basic tool kit with the following;

- Wire cutter
- Safety knife
- Pliers
- Screwdrivers
- Spare kill cord
- Whistle
- Emergency blanket
- Flares

Safety Precautions for Re-Fuelling Outboard Engine Fuel Tanks

When fuelling always remember that gasoline vapour is heavier than air. It can gather in bilges or enclosed compartments and can be ignited by a spark.

Separate fuel tanks should be filled on deck, not in a locker.

Moor boat to dock to prevent it from moving.

Shut off engine and all electrical equipment.

Don't smoke or use anything that might cause a spark (like matches, lighters or switches) during the fuelling process.

Passengers should be off boat.

A fire extinguisher should be kept close to the fuelling operation.

Make sure tank vents are open.

Determine amount of fuel needed (do not use a metal dipstick that could cause a spark).

When pumping gasoline into a metal fuel tank, keep the hose nozzle in contact with the tank or the fill pipe to prevent a build up of static electricity that might cause a spark.

Do not overfill or force gasoline through the air vents. Leave some space in the tank for thermal expansion of the fuel.

After fuelling, allow time for fuel to drain from the hose before removing nozzle from the tank. Close caps on fuel fills.

Wipe up spillage immediately and deposit rag in open trashcan ashore.

Follow up with a wash down using detergent and water if spillage occurs on the boat.
Check for gasoline odour in bilges and compartments before starting engine.