



Annapolis – Newport Race Finish Watch Standers

At the Race Office:

- The Race Office is at the Newport Yachting Center
 - The address is 20 Commercial Wharf, Newport RI
 - The office will be very near the Marina Office and the Hospitality Tent
 - The Race Office is in a “Newport J-House”, a small trailer.
 - Those staying in the hotel should walk to the Race Office
 - Local watch standers may park at the Race Office
- The Official Notice Board
 - Is on-line at <https://yachtscoring.com/emenu.cfm?eID=6105>
 - All official notices must be posted on-line. There is no “paper” notice board.
- Answer the Race Office Telephone
 - The race office telephone is a Google Voice number that will be programmed to a phone in the Race Office when it is open.
 - Competitors will be calling to report their finish time within 2 hours of finishing while the office is open.
 - The lighthouse will be calling to report finish times as boats finish.
 - Beginning at 0800 Wednesday morning, boats that have not finished will be calling in to report their position and expected finish time. Pass this information on the lighthouse and to the Principal Race Officer.
 - Log all other calls. Take messages as needed.
- Collect paperwork from competitors
 - Competitors may turn in finish reports in writing.
 - Competitors may submit Protests, Requests for Redress, or Penalty Acceptance Forms in person. Record the date and time that you accept any of these on the form and initial it.
- Collect trackers from competitors
 - Competitors will turn in their trackers to the Race Office. Record them on the tracker log and turn them off. Instructions for turning off the tracker are with the tracker log.
- Keep the Race Office Log
 - Keep a running log of anything that happens in the Race Office including:
 - Any phone calls – summarize who called and for what
 - Any in person visitors – summarize any questions
 - Any deliveries for the race committee or a competitor
 - Pass along any urgent issues to the appropriate person
 - Regatta Manager Linda Ambrose – 443.994.4235
 - Principal Race Officer Bruce Bingman – 443.795.1040
 - Finish Race Officer Mark Murphy – 410.353.2666
 - Race Committee Chair Sandy Grosvenor – 410.703.1481