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| | Race: | | Melbourne to Hobart |
| | Start Date: | | Tuesday, 27 December 2022 |
| | Start Time: | | 1200 |
| | | | Event Champion - Tim Boucaut |
| | Pre-Race Actions | Status | Instructions click here |
| Days prior: | Due by: | | Task: |
| 100 | Sunday, 18 September 2022 | | Read Lessons learned (last year) |
| 97 | Wednesday, 21 September 2022 | Done | Draft NOR - content, publish date, tides, start time |
| 91 | Tuesday, 27 September 2022 | Done | Refresh web page and set up web mini site & front page button |
| 90 | Wednesday, 28 September 2022 | Done | Set up Topyacht as per NoR draft and test |
| 90 | Wednesday, 28 September 2022 | Done | Finalise NOR and publish on website |
| 90 | Wednesday, 28 September 2022 | Underway | Advise destination club/s race is confirmed to proceed. |
| 90 | Wednesday, 28 September 2022 | done | 1st Media article - Entries open/set your sights |
| 90 | Wednesday, 28 September 2022 | done | Prepare promotional posters |
| 90 | Wednesday, 28 September 2022 | Done | Poster distribution |
| 70 | Tuesday, 18 October 2022 | | Confirm if M2H Perpetual Trophies to go to Hobart |
| 70 | Tuesday, 18 October 2022 | Underway | Confirm if mementos are to be presented at post race functions |
| 70 | Tuesday, 18 October 2022 | | M2S skippers contacted |
| 70 | Tuesday, 18 October 2022 | | Confirm arrangements for people to man the finish line at DSS |
| 70 | Tuesday, 18 October 2022 | | Invite Incident Management Team |
| 69 | Wednesday, 19 October 2022 | | Book Van transfer prior to Devonport |
| 69 | Wednesday, 19 October 2022 | ? | Confirm Van driver from Hobart to Devonport > Ferry > Factory (if applicable) |
| 69 | Wednesday, 19 October 2022 | Done | Define Target Fleet List for M2H and provide to Race Champion |
| 69 | Wednesday, 19 October 2022 | Done | Appoint Race Champion |
| 69 | Wednesday, 19 October 2022 | Done | Appoint Destination Champion - Delma Dunoon |
| 69 | Wednesday, 19 October 2022 | | Appoint Start Race Director M2H |
| 69 | Wednesday, 19 October 2022 | | Appoint Race Director M2H |
| 69 | Wednesday, 19 October 2022 | | Appoint Assistant Race Director M2H |
| 69 | Wednesday, 19 October 2022 | | Appoint Handicapper - cam mead |
| 69 | Wednesday, 19 October 2022 | Done | Appoint person to set up race in Top Yacht |
| 68 | Thursday, 20 October 2022 | | Book Lake view room for compulsory briefing |
| 68 | Thursday, 20 October 2022 | | Commence boat document checks & emails to skippers as yachts enter race |
| 66 | Saturday, 22 October 2022 | | Confirm availability of Start Boat & Crew and costs. |
| 63 | Tuesday, 25 October 2022 | | Confirm with Kordia race shedule times |
| 66 | Saturday, 22 October 2022 | Underway | Confirm deadlines & costs for M2H shirts/caps with supplier |
| 60 | Friday, 28 October 2022 | | Confirm if any mementos need to be purchased for M2H presentation |
| 60 | Friday, 28 October 2022 | | Provide list of perpetual trophies to be presented at M2H to office |
| 60 | Friday, 28 October 2022 | too late - done | Race Champion to start make phone calls to target fleet list for M2H |
| 60 | Friday, 28 October 2022 | Underway | Contact all new yachts to ORCV/Cat 2 as they enter - welcome and check if they need help |
| 60 | Friday, 28 October 2022 | | initial dialogue (start line discussion) with coast guard to take place |
| 60 | Friday, 28 October 2022 | | RD 1 & 2 back to office to check charging & batteries (purchase new batteries if necessary) |
| 60 | Friday, 28 October 2022 | Underway | Set up Ocean Passes in Rev Sport & Link to website |
| 59 | Saturday, 29 October 2022 | | Email skippers to request t-shirt sizes and quantities (date to be adjusted as per suppliers lead times) |
| 59 | Saturday, 29 October 2022 | | Email skippers to request t-shirt sizes and quantities (date to be adjusted as per suppliers lead times) |

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| 53 | Friday, 4 November 2022 | | Stocktake M2H spare shirts & caps on hand |
| 53 | Friday, 4 November 2022 | | Stocktake Volunteer shirts/RD shirts & ORCV caps on hand |
| 52 | Saturday, 5 November 2022 | not needed | Advise office of any hire car requirements |
| 49 | Tuesday, 8 November 2022 | | Update Contact Sheet with details of all parties involved - ongoing |
| 49 | Tuesday, 8 November 2022 | Underway | Confirm date of M2H presentation, budget & source venue & book, organise F&B |
| 53 | Friday, 4 November 2022 | | Confirm Volunteer shirt / RD Shirt & ORCV cap requirements for confirmed personnel |
| 53 | Friday, 4 November 2022 | | Order stock of Volunteer shirts/RD shirts & ORCV caps |
| 45 | Saturday, 12 November 2022 | | Appoint person to conduct weather briefing |
| 53 | Friday, 4 November 2022 | | Delivery of Volunteer shirts/RD shirts & ORCV caps |
| 45 | Saturday, 12 November 2022 | Underway | Media - Weather article and race preview - maybe video |
| 40 | Thursday, 17 November 2022 | | Confirm Arrangement for Radio Checks with Kordia |
| 40 | Thursday, 17 November 2022 | Underway | Appoint media manager for race |
| 38 | Saturday, 19 November 2022 | Underway | Container - are we having one? |
| 35 | Tuesday, 22 November 2022 | | Race Entries Closed |
| 53 | Friday, 4 November 2022 | | Stocktake ORCV line honours flags, divisional winner flags, M2H back stay flags or Decals |
| 52 | Saturday, 5 November 2022 | | Book flights for RD and assistant RD & IMT lead |
| 52 | Saturday, 5 November 2022 | done | Book hotel accommodation in Hobart - VY needs confirmation of travel dates for all to confirm |
| 33 | Thursday, 24 November 2022 | | 2nd Media article - Entries Closing 30 November |
| 50 | Monday, 7 November 2022 | Underway | Confirm deadlines, costs, fabrics for back stay flags and line/division flags and check artwork. |
| 49 | Tuesday, 8 November 2022 | | Finish first boat documents compliance check for all yachts entered to date (2 weeks before deadline) |
| 49 | Tuesday, 8 November 2022 | | review compliance issues & Inform auditors and potential fleets of compliance waivers |
| 31 | Saturday, 26 November 2022 | Underway | BLAIRGOWRIE - Confirm if berthing is possible for night of 26th for skippers |
| 45 | Saturday, 12 November 2022 | | Order stock of green and white flare cartridges |
| 31 | Saturday, 26 November 2022 | | Confirm IMT Media Representative |
| 31 | Saturday, 26 November 2022 | Underway | Create a checklist of tasks to be completed on the ground in Hobart and appoint responsible personnel |
| 31 | Saturday, 26 November 2022 | Well underway | DSS - Confirm berthing availability at Hobart |
| 31 | Saturday, 26 November 2022 | Underway | Confirm placement for van at Hobart |
| 30 | Sunday, 27 November 2022 | not needed | Get van serviced |
| 30 | Sunday, 27 November 2022 | | Check required equipment is in van and working properly |
| 30 | Sunday, 27 November 2022 | | Final Media preparations/liaison |
| 42 | Tuesday, 15 November 2022 | Underway | Order stock M2H shirts & caps with supplier |
| 28 | Tuesday, 29 November 2022 | | All skippers on target fleet list contact complete |
| 39 | Friday, 18 November 2022 | | Order stock of line honours flags, divisional winner flags and back stay flags. |
| 35 | Tuesday, 22 November 2022 | | Check all Authorities contacts, phone numbers and email addresses are correct for IMT sheet |
| 27 | Wednesday, 30 November 2022 | | 1st Review of entries, initial risk analysis |
| 35 | Tuesday, 22 November 2022 | | 1st Review of entries, initial risk analysis |
| 26 | Thursday, 1 December 2022 | | Confirm with office all items required by RD at start and finish |
| 34 | Wednesday, 23 November 2022 | | PLB Check - 1st Round (1 of 3) |
| 26 | Thursday, 1 December 2022 | | Appoint someone to set up race trackers - Simon Dryden |
| 26 | Thursday, 1 December 2022 | | Draft Sailing Instructions & distribute for edits (one week turnaround) |
| 26 | Thursday, 1 December 2022 | | Radio checks / Sat phone checks commence |
| 25 | Friday, 2 December 2022 | | Receive frequency and sked time confirmation from Kordia |
| 24 | Saturday, 3 December 2022 | | Check all RD Computer applications are installed and up to date |
| 24 | Saturday, 3 December 2022 | | Media brief - advise numbers, race start/finish info, observation points |

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| 33 | Thursday, 24 November 2022 | | Appendix D Entry Documentation Deadline |
| 21 | Tuesday, 6 December 2022 | | Confirm if weather briefing is to be conducted on line or in person at Blairgowrie - on line |
| 21 | Tuesday, 6 December 2022 | | Confirm time of weather briefing (insert here once SI's are written). |
| 21 | Tuesday, 6 December 2022 | | Appoint person/s to assist with weather forecast |
| 21 | Tuesday, 6 December 2022 | | Confirm current Vic & Tas Government Covid Restrictions prior to publishing Sailing Instructions |
| 21 | Tuesday, 6 December 2022 | | Confirm current Blairgowrie Restrictions prior to publishing Sailing Instructions |
| 21 | Tuesday, 6 December 2022 | | Inform local authorities of Portsea pier for start - promotional flags & sponsor flags. etc |
| 20 | Wednesday, 7 December 2022 | | Investigate and prepare IT (software and hardware) required for weather briefing |
| 20 | Wednesday, 7 December 2022 | | Source finish line equipment if required- ORCV VHF radio, antenna, inverter, rotating yellow light |
| 33 | Thursday, 24 November 2022 | | Complete first round crew info compliance check (allowed 3 days after entries close to complete task) |
| 20 | Wednesday, 7 December 2022 | | ask competitors to check handicap and divisions |
| 31 | Saturday, 26 November 2022 | | Check payment plans for RD1 and 2 have enough credit |
| 19 | Thursday, 8 December 2022 | | Set up race trackers - charged, assigned and tagged |
| 19 | Thursday, 8 December 2022 | | Publish Sailing Instructions |
| 19 | Thursday, 8 December 2022 | | Set up Blue Water Tracks |
| 17 | Saturday, 10 December 2022 | | Delivery of tagged trackers to ORCV Office - ready for packing for compulsory briefing |
| 31 | Saturday, 26 November 2022 | | RD1 to Race Director for sat phone checks |
| 17 | Saturday, 10 December 2022 | | appoint personnel to sign off attendees upon arrival at compulsory briefing |
| 31 | Saturday, 26 November 2022 | | Organise trophy transport to destination clubs (await van arrangement confirmation) |
| 15 | Monday, 12 December 2022 | | prepare slide pack for briefing |
| 31 | Saturday, 26 November 2022 | | Confirm IMT Lead and team - Rik Head confirmed. |
| 14 | Tuesday, 13 December 2022 | | Source start boat pistol and flare gun |
| 14 | Tuesday, 13 December 2022 | | Ask Skippers to advise number of crew attending M2H presentation |
| 14 | Tuesday, 13 December 2022 | | SMS Skippers to remind them of Compulsory Briefing |
| 28 | Tuesday, 29 November 2022 | | Update Tracker Spreadsheet & get missing trackers returned to office |
| 14 | Tuesday, 13 December 2022 | | Check with office status of crew and boat compliance & update compulsory briefing power point |
| 14 | Tuesday, 13 December 2022 | | Compulsory Race Briefing 6pm ORCV Office |
| 13 | Wednesday, 14 December 2022 | Underway | Confirm arrangements for hot pies & beer delivery at DSS |
| 12 | Thursday, 15 December 2022 | | Race director briefed on how to use sharepoint |
| 12 | Thursday, 15 December 2022 | | 2nd review of entries - RD Risk assessment - compliance shortlist |
| 11 | Friday, 16 December 2022 | | Radio checks / Sat phone checks to be completed by 9am |
| 28 | Tuesday, 29 November 2022 | | Create radio check sheet and provide to Kordia |
| 11 | Friday, 16 December 2022 | | Liaise with Handicapper and verify exceptions and divisions |
| 11 | Friday, 16 December 2022 | | Top Yacht Race set up to be done |
| 28 | Tuesday, 29 November 2022 | | Set up Sat phone check sheet in RD Race folder |
| 10 | Saturday, 17 December 2022 | | check arrangements for adjusting tracker signal frequency -find out how many and who |
| 10 | Saturday, 17 December 2022 | | MELB - Advise final number of yachts berthing at Melbourne prior to COTB |
| 10 | Saturday, 17 December 2022 | | BLAIRGOWRIE - Confirm Blairgowrie berthing arrangements with M2H skippers |
| 26 | Thursday, 1 December 2022 | | Source M2H RD computer |
| 10 | Saturday, 17 December 2022 | | Finalise BWT Tracker setup - boat and crew info plus handicaps |
| 10 | Saturday, 17 December 2022 | | DSS - advise final number of yachts berthing at Hobart |
| 9 | Sunday, 18 December 2022 | | Check weather - SMS to skippers if required |
| 7 | Tuesday, 20 December 2022 | | Prepare ORCV slides required for weather & race briefing |
| 26 | Thursday, 1 December 2022 | | Create checklist of all RD items required |

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| 7 | Tuesday, 20 December 2022 | | Final Risk Analysis Meeting (Race Director/Assistant RD/Start RD/Sail Captain(?)) |
| 24 | Saturday, 3 December 2022 | | Final Crew lists sent to media for face book finishing posts |
| 20 | Wednesday, 7 December 2022 | | Trackers delivered to set up location |
| 20 | Wednesday, 7 December 2022 | | PLB Check - 2nd Round (2 of 3) |
| 7 | Tuesday, 20 December 2022 | | Appoint someone to check that the trackers are working |
| 7 | Tuesday, 20 December 2022 | | Provide BWT link to office for leave at home documents |
| 7 | Tuesday, 20 December 2022 | | Publish Handicaps Topyacht/web |
| 7 | Tuesday, 20 December 2022 | | Confirm numbers for catering with MYC |
| 6 | Wednesday, 21 December 2022 | | Send notice to all crew updated covid regulations and requirements to ensure compliance. |
| 19 | Thursday, 8 December 2022 | | Delivery -M2H shirts & caps Shirts/Caps Office Date - Prior to compulsory briefing |
| 19 | Thursday, 8 December 2022 | | Delivery of back stay flags - Prior to compulsory briefing |
| 19 | Thursday, 8 December 2022 | | Sailing Instructions |
| 17 | Saturday, 10 December 2022 | | PoMC - Aquatic event advice application submitted |
| 7 | Tuesday, 20 December 2022 | | Pack all boxes (t-shirts/caps/trackers/back stay flags/ tracker set up sheet) ready for delivery to skippers |
| 4 | Friday, 23 December 2022 | | Text sent to confirm compulsory weather briefing details (12.2 NOR) |
| 4 | Friday, 23 December 2022 | | Start boat flares, flare gun, pistol delivered to start boat. |
| 4 | Friday, 23 December 2022 | | Final boat compliance check |
| 4 | Friday, 23 December 2022 | | Final Sign off of the fleet by Sail Captain and Race Director |
| 4 | Friday, 23 December 2022 | | Pre-write well done comms (incl photos) |
| 3 | Saturday, 24 December 2022 | | Final confirmation of start boat arrangements |
| 3 | Saturday, 24 December 2022 | underway | Confirm M2H presentation venue current/final Covid policy for presentation |
| 1 | Monday, 26 December 2022 | | Double Check the trackers are working on all M2H fleet |
| 1 | Monday, 26 December 2022 | | Send final yacht list to Kordia |
| 1 | Monday, 26 December 2022 | | M2H RD to liaise with IMT lead |
| 1 | 26 December 2022 | | Final Media preparations/liaison |
| 0 | Tuesday, 27 December 2022 | | Set up IT requirements for weather briefing |
| 0 | Tuesday, 27 December 2022 | | Conduct Weather Briefing |
| 0 | Tuesday, 27 December 2022 | | Pt Lonsdale - check scheduled shipping traffic, confirm start time |
| 0 | Tuesday, 27 December 2022 | | Publish and distribution stories |
| -1 | Wednesday, 28 December 2022 | | Van Set up completed at Hobart by 12 noon |
| -1 | Wednesday, 28 December 2022 | | Set up van at Hobart Dock by midday on 28 December |
| -1 | Wednesday, 28 December 2022 | | Prepare M2H presentation notes for MC |
| -5 | Sunday, 1 January 2023 | | Capture Lessons Learned (for next year) |
| -5 | 1 January 2023 | | Follow up comms to competitors |
| 14 | Tuesday, 13 December 2022 | | prepare attendance lists for signature on arrival at compulsory briefing |
| 7 | Tuesday, 20 December 2022 | | Delivery of line honours flags, divisional winner flags to office - to go with RD's luggage or in van or other - tbc |
| -14 | Tuesday, 10 January 2023 | | Thank yous to volunteers |
| 7 | Tuesday, 20 December 2022 | | Source and clean ORCV vinyl banners & ropes for HOBART race finish |
| 7 | Tuesday, 20 December 2022 | | Organise transport to Tasmania of vinyl banners and ropes (await decision on van) |
| 7 | Tuesday, 20 December 2022 | | Source ORCV branded flags for Hobart presentation - to go with RD's luggage or in van or other - tbc |
| 11 | Friday, 16 December 2022 | | Documentation final compliance date |
| 7 | Tuesday, 20 December 2022 | | All RD items to go to Race Director (or in van) |
| 10 | Saturday, 17 December 2022 | | setup and publish sat phone number directory |
| 7 | Tuesday, 20 December 2022 | | Create and Distribute final contact list to all ORCV parties involved |

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| 7 | Tuesday, 20 December 2022 | Confirm receipt Aquatic Event Advice |
| 7 | Tuesday, 20 December 2022 | Update website with sked sheets and leave at home document |
| 6 | Wednesday, 21 December 2022 | AMSA final PLB check (3 of 3) |
| 5 | Thursday, 22 December 2022 | Final IMT information to RD's |
| 5 | Thursday, 22 December 2022 | IMT info to PoMC, Coast Guard & Water police liason |
| 5 | Thursday, 22 December 2022 | Final Boat & Crew Compliance Status Email to RD |
| 4 | Friday, 23 December 2022 | Create Sign on Sheet for Weather Briefing and provide to Race Director |
| -14 | Tuesday, 10 January 2023 | Follow up Trackers return |
| -14 | Tuesday, 10 January 2023 | Sent out crew fee invoices |