

### **Retirement checklist**

If there is a retirement, ensure the following steps are done. The order gives a sense of priority.

<b><i>Who ?</i></b>	<b><i>What ?</i></b>
Race Director	Acknowledge competitor – remind them to keep skeding until in the bay, keep tracker on and turn off once tied up. Then add to RD log.
Kordia/Competitors	Include in next sked – Email Kordia
Supporters/Facebook	Facebook post (reassure)
BWT	Change status and add a boat comment
Topyacht finishing and backup spreadsheet	Record DNF
Hospitality at destination	Let them know, maybe when next communicating
NoK	Maybe Clickatel ?
Media ??	
Follow up	Competitor tied up, all good, remind tracker return to ORCV office