

Finished checklist

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

<i>When ?</i>	<i>What ?</i>
Approx 1 hr out	Reduce tracking interval to 10mins
30min out SMS	Receive, acknowledge – log in spreadsheet
5min out VHF call	Receive, acknowledge – log in spreadsheet
After crossing finish	VHF acknowledge and welcome with time noted, provide berthing instructions
If not stopping	VHF request declaration via SMS and log. Request sked until in Bay, SMS confirm when tied up.
Record	In log, note elapsed time In Topyacht (or spreadsheet if not using Topyacht) In BWT with comment, using Finish time function
ASAP NOK	Clickatell
ASAP Supporters/Facebook	Facebook post (pre written)
Pre sked Kordia	Include “Finished” in next pre sked Email to Kordia
Later Greeting	In person if time and help is available
Later Media	If race record, note any special mentions for race wrap article
Later Tracker	Get it back or set it to 2hrs updates
Later follow up	Declaration and heads exit photo
Later presso prep	Check results and trophy/wine recipients