



January 27, 2016

Subject: Completing Your Race Entry

Aloha Skippers:

To complete your entry into the race, additional information is needed. *The information is requested at the earliest time it is available, and is due by the dates indicated in official race documents or as noted below.*

All documents except the Owner and Crew Declaration forms (exclusion of liability) are to be submitted electronically by emailing each document as a PDF file attachment to entry@vicmaui.org. Please keep attachments to a maximum size of 5 MB per email.

The required documents are summarized below:

- **2016 Additional Entry Information**
By March 1, 2016 - submit completed form saved as “**Your Boatname - Entry Information**”. (This form is available online at www.vicmaui.org/official-notice-board.)
- **2016 Crew – Personal Information**
By March 1, 2016 - submit one completed form for each member of the crew including the skipper. (This form is available online at www.vicmaui.org/official-notice-board.)
- **Certificate of insurance**
By April 30, 2016 submit either a certificate of insurance with minimum coverage required for the race, or a letter from your insurer and, submit a valid certificate of insurance not less than forty-eight hours prior to your assigned start in July 2016.
- Racing class only. Submit final **ORC-Club certificate** by April 30, 2016.
- Cruising class only. Submit all valid or recently expired handicap certificates, and all required final hull, rig and sail dimensions by April 30, 2016.
- Vic-Maui Checklist Appendix B requires that the following documentation be filed electronically. Please submit these documents **prior** to your scheduled safety consultation.
 - Proof of stability compliance
 - Proof of each EPIRB registration with rescue authority
 - Servicing certificate for each liferaft

- Servicing certificate for each inflatable lifebuoy or MOM device
 - ISAF approved survival training certificate for a minimum of 2/3 of the crew
 - Current & recognized First Aid Certificates for minimum of 2 crew
 - Log of qualifying race/passage (double-handed entries)
 - MOB practice certificate signed by all crew (this document can be delivered before the preparatory signal in Victoria)
- **Vic-Maui Checklist Appendix B** – complete, sign and submit by June 19, 2016. (This form is available online at www.vicmaui.org/official-notice-board.)

The following paper forms with original signatures are to be delivered directly to the Vic-Maui Race Office in Victoria and must be *received* no later than 1200 PDT two days prior to your assigned start date:

- **2016 Owner Charterer Declaration** (Exclusion of Liability – Assumption of Risk). (This form is available online at www.vicmaui.org/official-notice-board.)
- **2016 Crew Declaration** (Exclusion of Liability – Assumption of Risk). (This form is available online at www.vicmaui.org/official-notice-board.)

In addition to the documents and information requested above, you will receive future notices from the race committee (which we will do our best to keep to a minimum) requesting that you provide additional information about your boat, your race crew, friends and family for the purpose of organizing the race and the various social events therein. Your assistance with responding on a timely basis to these requests is very much appreciated.

If you have any questions please don't hesitate to contact me at entry@vicmaui.org.

Regards,

Gaylean Sutcliffe
Vic-Maui Race Entry Administration