



Vic-Maui						
Event Preparation Checklist						
Disclaimer: This checklist is not exhaustive and is provided solely for the convenience of owners, skippers and crew preparing for a Vic-Maui race. Vic-Maui, its sponsors, trustees, and volunteers are not responsible for the omission from this checklist of any requirement, important or not.						
Revision: # 2, Nov 8/21						
CATEGORY	ITEM	ASSIGNED TO	DATE ASSIGNED	EXPECTED COMPLETION	DATE OF INTERIM CHECK	STATUS
Administration						
Key Items						
	Determine people for key roles: Second in command, watch captains, navigator, medical, shore organizer					
	Prepare a budget and overall schedule working backwards from Start date					

Preparation Checklist Rev 2.xlsx

CATEGORY	ITEM	ASSIGNED TO	DATE ASSIGNED	EXPECTED COMPLETION	DATE OF INTERIM CHECK	STATUS
Mandatory VM race documentation	Skipper and crew information forms					
	Passport and visa information					
	OPS (safety at sea) and First Aid certificates					
	Boat insurance confirmation					
	ORC certificate					
Qualifying Races	Determine races and make entries					
	Determine which are mandatory for crew					
	Meet specific entry criteria					
Insurance	Contact broker regarding offshore coverage					
	Make decision on rig insurance or other specific peril					
	Determine skipper and crew travel medical insurance needs					
Handicap Rating	Make contact with ORC on test certificate					
	Arrange for measurement as required					
	Obtain final certificate & submit					
Crew Commitment	Interview crew for compatability					
	Agreements on sharing of costs and responsibilities					
	Arrange for crew to sign waivers					
	Covid vaccine passports					
	Schedule mandatory work days and training days					
Accommodation & Travel	Boat to arrive in Victoria 2 days before Start					

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CATEGORY	ITEM	ASSIGNED TO	DATE ASSIGNED	EXPECTED COMPLETION	DATE OF INTERIM CHECK	STATUS
	Make hotel reservations in Victoria and Maui					
	Confirm crew's hotel reservations					
	Determine family travel and accommodation needs					
	Determine vehicle requirements in Victoria & Maui					
Social events	Buy tickets for events in Victoria & Maui					
	Inform crew of events they need to make own arrangements					
Delivery Home	Determine plans for returning boat					
	Determine delivery crew					
	Plan delivery trip (route, departure date, communications, tracker, provisions, additional gear)					
Provisioning	Assign responsibility for meal planning					
	Consult with crew and prepare meal plan					
	Determine refrigeration requirements					
	Determine and document storage plan					
	Purchase provisions (don't forget snacks)					
	Arrange for boat to be loaded (fresh stuff in Victoria?)					
Medical						
Medical Information	Collect medical history from crew					
	Review special considerations					
Medical Preparation	Advise all crew to visit doctor and dentist					
	Advise crew to get vaccinations current					
	Advise crew to consider need for travel insurance					

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CATEGORY	ITEM	ASSIGNED TO	DATE ASSIGNED	EXPECTED COMPLETION	DATE OF INTERIM CHECK	STATUS
Medical kit	With advice from doctor and boat's medical, prepare list of kit requirements					
	Buy prescription medications and complete kit					
Crew						
Schedule	Schedule every day crew needed for work and training					
	Determine watch schedule and finalize crew list					
Responsibilities	Assign each crew to sailing roles					
	Determine and document responsibilities and muster list for emergencies such as MOB, Fire, Water-in-Boat					
	Determine and document roster for on-board daily duties					
Personal Safety Equipment	Determine if Lifejackets, tethers and AIS-PLB is a crew or boat responsibility					
	Make appropriate purchases of personal safety equipment					
	Ensure crew are aware of specifications for Lifejackets					
	Check and certify that all lifejackets are compliant and inflation tested					
Swag	Review appropriate swag needs (sailing shirts, shore shirts, bags, whatever)					
	Get crew sizes					
	Purchase swag (vicmaui.org online store)					
Crew Communication	Determine best method for contacting all crew					

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CATEGORY	ITEM	ASSIGNED TO	DATE ASSIGNED	EXPECTED COMPLETION	DATE OF INTERIM CHECK	STATUS
	Confirm crew share of costs and payment due dates					
	Check food allergies and preferences					
	Check support boat needs for families					
	Confirm social event ticketing for families					
Boat Preparation						
General Safety	With crew, review boat layout for safety improvements					
	MOB prevention preparations					
	Check all bolted connections (stanchions, pad-eyes, tracks, cleats, lifelines)					
	Determine locations for tether attachment points					
	Determine method of fixing companionway hatch from in & out					
Early Decisions	Make list of early decisions					
	Liferaft selection, purchase or rental, and storage location					
	Emergency steering system					
	Use SSB or 2 satellite devices for communications					
	Schedule professional inspections					
	Install watermaker or carry water					
Navigation & Electronics	Determine method and source of weather information (sail mail, grib files, inReach, IridiumGo). Buy or rent?					
	Determine method to process weather and routing (computer, ipad, chartplotter)					
	Prepare back up plan for weather information and navigation					
	Determine method receiving phone calls and email at sea					
	Plan for installation of SSB (if planned) and AIS system on VHF					

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CATEGORY	ITEM	ASSIGNED TO	DATE ASSIGNED	EXPECTED COMPLETION	DATE OF INTERIM CHECK	STATUS
	Check all cables and connections for size and security					
	Test compatibility of all systems and software					
	Plan for proper storage of all electronic equipment					
	Prepare a communicaiton plan and schedule for the boat					
	Check connections and test all instruments					
	2 or more crew to practice downloading grib files and internet data					
Standing & Running Rigging	Schedule rig inspection well in advance					
	Review and inspect all running rigging ropes and blocks					
	Service all winches					
	Prepare chafe plan					
	Plan appropriate spares					
Sails	Inspect all sails					
	Determine sail inventory requirements					
	Arrange for storm sails (buy or borrow)					
	Order any new sails (spinnakers or reaching sails)					
	Prepare sail repair kit					
Electrical	Review electric charging requirements					
	Review need for supplemental charging					
	Inspect all electrical connections, including behind panel					
	Determine appropriate spares					
Engine	Carry out recommended routine maintenance including exhaust					

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CATEGORY	ITEM	ASSIGNED TO	DATE ASSIGNED	EXPECTED COMPLETION	DATE OF INTERIM CHECK	STATUS
	Determine appropriate spares					
	Inspect and service shaft seal or sail drive					
Boat Systems	Inspect and overhaul refrigeration compressor(s)					
	Service head and macerator pump components					
	Service bilge pumps					
	Decision to use dodger, bimini top					
	Inspect water tank connections and pump(s)					
Haul Out	Schedule haul out					
	determine work plan for haul out					
	Include inspection of keel and rudder					
	Check condition of, and service thru-hulls					
Steering system	design, procure, and/or install emergency steering					
	test deployment of emergency steering					
	schedule inspection of all steering components					
	ensure spare tiller fits and is operable					
	determine appropriate spares					
	practice installation of spares					
Safety Equipment	Review Offshore Special Regulations, Notice of Race and Appendix B Checklist for all safety requirements					
	Ensure boat name is indelibly marked on all gear					
	Prepare a safety equipment storage plan					

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	Make a plan for possible failures including tools and spares to carry					
General Preparation	Remove any gear, furnishings not going offshore					
	Consider replacement of finished wood panels with plywood					
	Service and lubricate all sailing components such as winches, blocks, attachments, pins, threaded components					
	Secure heavy objects such as anchors, batteries, floorboards, hatch lids, mast step, engine mounts, tool boxes, drinking water, food					
	Install covers over items that can snag ropes & clothing such as cleats, pins, handles					
Training						
Courses	Determine training requirements for crew					
	Offshore Personal Survival					
	Offshore First Aid					
	Marine Weather and Routing					
	Navigation software					
Schedule Dockside Training	Review and document responsibilities during all sail evolutions					
	Review and document emergency muster stations					
	Storage and use of emergency equipment					
	Storage and use of tools and spares					
Schedule On-water Safety Training	MOB recovery					

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CATEGORY	ITEM	ASSIGNED TO	DATE ASSIGNED	EXPECTED COMPLETION	DATE OF INTERIM CHECK	STATUS
	Storm sail handling					
	Emergency Steering deployment					
	Emergency Muster					
Schedule On-water Boat Handling	Night time sailing in adverse conditions					
	Safe handling of spinnaker changes					
	Safe reefing techniques					
	Moving on deck with tethers					
	Hatch and companionway management					
GO RACING!!						