

## WHITBY 100 Registration Assistance Checklist

Checklist may be incomplete - Event's Notice of Race and Sailing Instructions Govern and Apply  
Organizing Authority (OA) Is the Whitby Yacht Club Race Management Committee wycfleet2@gmail.com

✓	#	AREA	ITEM	NoR	BY	COMMENTS
	1	Pre-registration	Assess whether boat meets the Sail Canada OSR requirements for design and structural items for Category 4 Monohull events.	1.4		If concerns or questions, reach out to OA
	2	Pre-registration	Assess whether boat meets the Sail Canada OSR stability requirements for Category 4 Monohull events.	1.4		Use Sail Canada CAT 4 Checklist (Annex F) as a guide If concerns or questions, reach out to OA
	3	Pre-registration	Assess whether boat has the necessary current PHRF-LO certificate valid for racing.	4.1 4.2		If not, either renew or arrange to obtain one. If from PHRF area other than PHRF-LO, contact PHRF-LO to arrange for PHRF-LO certificate.
	4	Pre-registration	Confirm that boat/PiC is: -- Canada – member of a club affiliated with Sail Canada via Provincial Sailing Organization (PSO). -- Outside Canada – affiliated with their MNA	4.1	During Registration BY DEADLINE Wed June 10	RRS 75 & Sail Canada Prescription to RRS 46.
	5	Registration	Pay applicable fee	5	BY DEADLINE Wed June 10	
	6	Registration	Input the PiC Contact Data		During Registration BY DEADLINE Wed June 10	
	7	Registration	Input Yacht Club		During Registration BY DEADLINE Wed June 10	

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	8	Registration	Input Sail Canada number in the block titled US Sailing number.	4.1	During Registration BY DEADLINE Wed June 10	
	9	Registration	Input Design, LOA, Beam, Draft, Hull Color, Spin Color, and Registration		During Registration BY DEADLINE Wed June 10	Used to identify and track boat in an emergency situation.
	10	Registration	Input PHRF-LO rating certificate number	4.2 13.1	During Registration BY DEADLINE Wed June 10	Whitby 50 is using PHRF-LO Time on Time formula using PHRF-LO Endorsed Alternate Formula TOD to TOT conversion.
	11	Registration	Input Radio Call (Sign) {If applicable}		During Registration BY DEADLINE Wed June 10	
	12	Registration	Input Crew Number	6	During Registration BY DEADLINE Wed June 10	Includes PiC .
	13	Registration	Select PHRF FS or NFS		During Registration BY DEADLINE Wed June 10	OA will verify certificates upon registration.

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	14	Registration	Answer "MMSI - Enter MMSI Number" (MMSI is Mandatory if radio is DSC capable AND FOR ALL CAT 3 RACES"	3.2	During Registration BY DEADLINE Wed June 10	MMSI are free, see: <a href="https://ised-isde.canada.ca/site/spectrum-management-telecommunications/en/licences-and-certificates/national-maritime-information-database">https://ised-isde.canada.ca/site/spectrum-management-telecommunications/en/licences-and-certificates/national-maritime-information-database</a> Boats without DSC radios must ask for an exemption.
	15	Registration	Answer Mandatory Event Specific Question "EPIRB onboard and number (Mandatory field) (Number or NA)"		During Registration BY DEADLINE Wed June 10	
	16	Registration	Answer Mandatory Event Specific Question "Any Crew have PLB or Personal AIS? ... "		During Registration BY DEADLINE Wed June 10	
	17	Registration	Submit stability data	1.4 4.4	During Registration BY DEADLINE Wed June 10	Boats that cannot certify stability must register by Sep 10 and advise the OA so that confirmation can be sought from Sail Canada.
	18	Prepare	Add crew to Crew List in Registration System.	6	BY DEADLINE Wed June 10	Crew changes can be confirmed at the competitors briefing provided that Personal Survival course and Crew Overboard Drill minimums have not been breached.

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	19	Prepare	Ensure all crew inputs the required information for each crew, including PiC, in the Registration System	6		Critical to know EXACT Souls on Board in any SAR event.
	20	Prepare	Ensure all crew signs the Crew Waiver, including PiC, in the Registration System	6		PiC to ensure crew aware of their responsibility under Rowan's Law
	21	Pre-race	Submit Whitby 50 OSR Compliance Form, AKA Safety Document	4.7		
	22	Pre-race	Submit Whitby 50 CORDC	4.8		Online by Wed June 10, otherwise at in-person Check-in
	23	Pre-race	If necessary, input Alternative Sail Number in Yacht Scoring's Owner's Corner under Sail Declarations	4.9		
	24	Pre-race	Do Mandatory onsite check in	8.2		
	25	Pre-race	Attend the mandatory Competitors' Briefing.	8.2	Sat June 12	
	26	Pre-race	Ensure crew list is up to date & accurately reflects crew			
	27	Post-race	Report for Post-race Inspection upon request.	9.2		
	28	Post-race	Retain Whitby 50 Race Log in case requested by the OA, Race Committee, or Protest Committee,	1.12		
	29	Post-race	If applicable, submit with 120 minutes after finishing:· Whitby 50 Alternative Penalty Form· Report to invoke RRS 64.6	1.13	Sat June 12	