

Newport Bermuda Race® 2010 Race Entry Checklist

This checklist is for your convenience only. The Notice of Race governs all race requirements and supersedes all other resources.

The following checklist will help you complete the race registration process completely and accurately. You can check the status of your entry by logging on to the race entry system on www.BermudaRace.com under [Race Entry Process](#). Make certain all forms listed on the race entry system are complete, and confirm, wherever applicable, that each form indicates that the committee has approved it. Note that some forms are not part of the on-line Race Entry Process and must be downloaded as PDF files from the website, as indicated below*.

The entry process is described in section 5 of the Notice of Race. All entry forms must be completed and received no later than 1700 on May 15, 2010, after which late fees will apply.

DO NOT USE REGULAR MAIL FOR ANY DOCUMENTS. All documents must be submitted by e-mail to documents@BermudaRace.com OR by fax to 401-537-9155.

ON-LINE RACE ENTRY PROCESS (log on to the [race entry system](#)):

- Application For Entry (AFE):** Fill in all information requested. First-time entrants shall submit ABS, Builders Letters or Yacht History as per OSR 3.03. A Yacht that has had a significant repair shall submit documentation as per OSR 3.03.2.
- Supplemental Information Form (SIF):** Fill in all requested data including Satellite Phone information (this form will not be considered complete without phone information). If using an SSB only, then submit a letter to the committee as per NOR Appendix A number 8 and request a waiver.
- Crew Information Form (CIF):** Have each crew member, including the Captain, register and fill in all information including the ISAF Classification number (ISAF User Number). ISAF Classifications may be obtained at www.sailing.org. If the ISAF number isn't filled out properly, then the crew will automatically be listed as a Category 3 (professional) for this race. Have the required signed Crew Waivers printed from the Crew Information Form page and e-mail to documents@BermudaRace.com or fax to 401-537-9155 with the boat name listed in the subject line.
- On-shore Contact Person (OCP):** Fill out all requested information.
- Special Trophy Information (STF):** Any yacht that wishes to compete for the Sail Magazine Bermuda Ocean Cruising Yacht Trophy, the William L. Glenn Family Participation Prize or the H. Irving Pratt Trophy 3-boat team prize, must complete the Special Trophy Information Form.
- Onion Patch Series Entry Form (OPF):** Any yacht that wishes to participate in the Onion Patch Series must complete the Onion Patch Series Entry Form.

***FORMS POSTED ON THE WEBSITE AS PDF FILES:**

- Captain's Indemnification & Waiver:** Located on the website under [Official Materials > Entry, Trophy & Post-Race Forms](#), each Captain must download, print, sign, and e-mail this waiver to documents@BermudaRace.com or fax it to 401-537-9155.
- Inspections Forms & Pre-Inspection Documentation:** Each captain must arrange for a courtesy inspection. Do not wait until you have a rating certificate to arrange for the inspection. All inspections information, including the list of inspectors, forms, and Pre-Inspection Documentation, is contained in the Inspection Booklet, which is posted under [Official Materials > Inspection Forms](#). All Pre-Inspection Documentation, as outlined in the Inspection Booklet, is due four days before your scheduled inspection and no later than 1600, June 2, and must be e-mailed to documents@bermudarace.com or faxed to 401-537-9155. Proof of CPR/First Aid training for two crew members who have also attended a Safety At Sea Seminar within the last five years must also be e-mailed or faxed with the Pre-Inspection Documentation.
- Documents Required to be On-Board While Racing:** Numerous race documents are required to be on board the yacht while racing, and must be aboard for the inspection. These include the Notice of Race, the Sailing Instructions and all inspections documentation, which are posted under [Official Materials](#). Note that additional documents that you must obtain independently are required, including the ISAF Offshore Special Regulations 2010 – 2011, the Racing Rules of Sailing 2009 - 2012, first aid manual, and International Navigation Rules of the Road.
- Bermuda Berthing Reservation Form:** Reservation forms for a berth in Bermuda are posted under [Official Materials > Official Resources & Information](#). Reservations should be made ASAP.
- Container Shipping Service:** Extra equipment and gear may be shipped to Bermuda. Reservations are required. Details are posted under [Official Materials > Official Resources & Information](#).
- Post-Race Forms:** You should download and carry aboard the Yacht each form that must be submitted after the finish in Bermuda or in the event of withdrawal from the race. These include the US Sailing Withdrawal Form, the Accident, Injury & Illness Report, and the Certificate of Compliance. These forms are posted under [Official Materials > Entry, Trophy & Post-Race Forms](#).

When reviewing your on-line entry application, if you see any line item marked as a "No" then you have failed to supply required information. Your entry will not be accepted until all information is provided.