



September 15, 2017

**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](mailto:entry@vicmaui.org). Please keep attachments to a maximum size of 5 MB per email.

The required documents are summarized below:

- Additional Entry Information (2018)  
By February 5, 2018 - submit completed form saved as “**Your Boatname - Entry Information**”. (This form is available online at [www.vicmaui.org/official-notice-board](http://www.vicmaui.org/official-notice-board).)
- Crew – Personal Information (2018)  
By February 5, 2018 - 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](http://www.vicmaui.org/official-notice-board).)
- Cruising class only.  
By February 28, 2018, Cruising Class boats without ORC data – submit all valid or recently expired handicap certificates, and all required hull, rig and sail dimensions.
- Racing class only.  
By May 18, 2018, Submit final **ORC-Club certificate**.
- Certificate of insurance  
By June 15, 2018 submit proof of insurance showing you have the minimum coverage required for the race (see NOR 18.1).
- Vic-Maui Checklist Appendix B –  
By June 15, 2018, submit your completed and signed form and any outstanding supporting documents. (This form is available online at [www.vicmaui.org/official-notice-board](http://www.vicmaui.org/official-notice-board).)

- 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 life raft
  - 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 or evidence of qualifying race/passage
  - MOB practice certificate signed by all crew (this document can be delivered when you check-in in Victoria)
  - Lifejacket inspection report

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 1600 PDT two days prior to your assigned start date:

- **Owner Charterer Declaration (2018)** (Exclusion of Liability – Assumption of Risk). (This form is available online at [www.vicmaui.org/official-notice-board](http://www.vicmaui.org/official-notice-board).)
- **Crew Declaration (2018)** (Exclusion of Liability – Assumption of Risk). (This form is available online at [www.vicmaui.org/official-notice-board](http://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](mailto:entry@vicmaui.org).

Regards,

Gaylean Sutcliffe  
Vic-Maui Race Entry Administration