

OFFICER OF THE DAY (OOD) INSTRUCTIONS

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1. About 10 days before your duty

- a) Check that your team members scheduled to undertake the duties of AOD, SO, ASO and KD have remembered and know what to do.
- b) A list of members qualified to do duties as SO is posted in the Start Hut
- c) If there is a scheduled Open Event on your duty day, contact the event organiser or Rear Commodore – Sailing
- d) Familiarise yourself with your role by reading these instructions

2. On arrival at the Club (1 hour before racing begins)

- a) Check that the hooter, loudhailer, bell, flags, sign on sheets and result sheets are to hand. Make sure the stop watch is available and that the races are not started before the advertised time.
- b) Hold a meeting with your Duty Team. Check that the safety boat's personnel are available and that the safety boats are working properly and properly equipped. Check that the SO is aware of his/her responsibilities. It is a requirement to always bring a minimum of two safety boats alongside when providing safety cover to ensure cover is available in the event of engine failure.
- c) Hoist the Club flag and ensign from the flagstaff.
- d) Unlock all fire exits.

3. Race organisation

Race start times and type must be adhered to as per the Racing Programme. Starting early is not an option, though occasionally late starts are inevitable. Fixed start times allow sailors to plan for individual races.

- a) Decide on and display a course no later than 15 minutes before the race is due to start. There are example courses for differing wind conditions in a folder in the start hut. **In light winds, set a short course.** Plan that the fastest boats race for at least 50 minutes and the slowest boats race for about 60 minutes.
- b) Consider using the committee boat to get a good evenly balanced start line for the first leg
- c) Instruct the safety boat to position the start line inner and outer mark as close as they can to the transit line that you have selected (if anything, just to leeward). Make sure that the **inner distance** mark is not too close to the shore so that boats cannot call for water at the start.
- d) Fill in the heading of the sign on sheets for the day and place them in the Clubhouse where competitors will sign on.
- e) Set out the list of the marks with the appropriate coloured boards and the number of laps (In White) on the hut rail. If a committee boat start is used, the boards must be set out on the committee boat. Draw a rough sketch of the course on the board provided in the Clubhouse including a list of marks, number of laps and starting time. If there is more than one start, indicate clearly which boats are to start first, and when.

- f) **(The sketch is only a guide! The course MUST be taken from the coloured boards on the hut rail or the committee boat)**
- g) Prepare all the flags necessary for the race:
 - i) Warning (Class flags)
 - ii) General Recall (1st Sub)
 - iii) Preparatory (P)
 - iv) Shorten Course (S flag)
- h) Do not admit uninvited competitors or spectators to the start hut or balcony.
- i) Tables showing the Portsmouth Yardstick (PY) and Pursuit Race Start Times for each class are located in both the start hut and the Clubhouse

4. Starting the Race

- a) **Ensure that the start signals and timings are as accurate as possible.** One is less likely to forget to start the stopwatch if it is started at the warning signal.
- b) Signals are as follows:
 - i) 10 min approx. Ring hand bell and shout early warning.
 - ii) 5 min. Warning signal. Break out the Warning flag.
 - iii) 4 min. Preparatory signal. Break out Preparatory flag.
 - iv) 1 min. One minute signal. Preparatory flag removed.
 - v) 0 min. The Start. Warning flag removed. Must be **exactly** 4 minutes after the Preparatory signal.
- c) If a mistake is made with the signals or the flags and anybody is put at a disadvantage, then make a general recall after the start as in section 5b.
- d) For class racing the starts are at 5-minute intervals, with Fast Handicap starting first, followed by the fastest class, and progressively through the any other classes, with the Slow Handicap starting last. The warning signal for the next class to start is hoisted at the same time as the starting hoot for the previous class. Class starts can be combined if numbers of starters do not warrant a separate start. Keep the results for the classes separate still, though.

5. Recalls

- a) **Individual Recalls** - If a boat or boats are over the line then make **one** extra sound signal, **re-raise the class flag to half-mast** and hail each of the offending boats with their sail number as 'over'. This hail is not obligatory: it is the helmsman's responsibility to decide if he is over. Then watch them and hail them again once they are 'clear' behind the line. Leave the class flag at half-mast until all offending boats have returned to restart correctly, but lower it with one sound signal not later than 4 minutes after the starting signal or one minute before any later starting signal. Any boat which is over the line at the start and which does not comply with the Recall signal should be recorded as OCS and disqualified.
- b) **General recalls** - **If there are too many premature starters** break out the general recall flag (**1st sub.**, with **two** sound signals).
- c) If only one race is being started, the new start will be after the recalled start. Leave the general recall flag flying until 1 min before the new warning signal, and lower it with one sound signal. Make the new warning signal as per section 2 (omit the 10 minute warning) and reset the timer.
- d) For staggered starts in class racing, the new start for the offending class will be after the last start of the starting sequence.

6. Recording/Running the race.

- a) During the first lap of each race, make a copy of the entries on the race calculation sheet, fill in the date, race title PY numbers etc.
- b) It is very important, that as the boats cross the transit line at the end of each lap, their positions are recorded in the lap column of the race calculation sheet.
- c) Note the lap time for the fastest and slowest boats to predict the number of laps.
- d) Double-handed boats sailed single-handed need a PY correction. Deduct 20 from the normal PY e.g. Albacore 1045 becomes 1024. National 12 1064 becomes 1044 etc.

7. Finishing the race.

- a) In handicap racing, any boat that is lapped by the lead boat shall finish in the same lap that the lead boat finishes.
- b) As each boat finishes its last lap, note its sail number, give it a sound signal and record its finishing time, remembering to subtract 5 min if necessary. **(Write down the elapsed time for each boat in minutes and seconds and do all calculations after all have finished)**

8. Shortening course

- a) One should aim for the fastest boat to race for at least 50 minutes, so if the race looks like taking much longer, it is advisable to shorten course. This is done by breaking out the S flag and giving two sound signals as the leading boat approaches a mark of the course (any mark). The race then finishes at the next mark. Normally the penultimate mark of the course and the finish line are used. If the committee boat is used for a finish at another mark, it must be positioned so that the boats finish as they reach the mark on its required passing side.
- b) The course for a class may be shortened independently, by breaking out the S flag below the relevant class flag. All other classes continue until instructed otherwise.
- c) **For handicap racing, when any boat has been lapped or a class has been shortened independently, it is essential to finish on a full lap.**

9. Corrected time calculations

- a) For each boat enter the following on the race calculation sheet:
- b) Write down the elapsed time.
- c) Convert this time to seconds
- d) Multiply the seconds by 1000 and divide by the PY number. This gives the correct time if the boat has completed the full number of laps.
- e) For boats, which have been lapped, the result in (d) is multiplied by the ratio of the required laps to the actual laps to give the corrected time.
- f) When all corrected times have been recorded on the working sheet, sort out the final positions.
- g) Finally enter positions on the sign on sheet in the Clubhouse.

10. Pursuit Racing

a) Pursuit Race Theory

A pursuit race runs on the theory a slow boat will take a predictably longer period to sail a set distance than an equally well-sailed faster boat. The RYA's Portsmouth Yardstick (PY) system is designed to reflect this. Thus, if a Mirror with a Portsmouth Number (PY) of 1385 is given 1 hour to sail a course, a Fireball with a PY of 970 will be given 43 minutes, rounded to the nearest half minute. The length of time given to each type of boat is given on a chart (see 10 b) below). The winning boat is the one who is ahead on the water at the end of the Mirror's 1 hour. For example, if a Laser 2000 (PY 1100) catches all the Mirrors, Toppers GP14's etc who started in front of him, and is not caught by the Lasers, Fireballs and RS 400's who start behind, then he is the winner!

b) Pursuit Race Starting

A table showing the correct Pursuit Race start time for each class and the finish time is in the start hut and in the Clubhouse. Various columns apply depending upon the slowest boat that has entered the race.

To run a pursuit race, all that is required is to give the slowest boats present, the usual 5 - 4 - 1 - GO! signals, then give each subsequent class of boat a time signal at their start. It helps the people racing if you hail each class approximately one minute before they start. The column that applies should be displayed on the course board in the Clubhouse.

c) Recording/Running the race.

- a) During the first lap of each race, make a copy of the entries on the race calculation sheet, fill in the date, race title PY numbers etc.
- b) It is very important, that as the boats cross the transit line at the end of each lap, their positions and number of laps are recorded in the lap column of the race calculation sheet. Boats may lap each other, and this needs to be taken into account when finishing the race.

d) Pursuit Race Finishing

- a) Five minutes before the end of the racing time, the OOD should position himself so as to be close to the lead boat - this may mean being on the water in a powerboat. As the end of the race approaches he should travel back down the fleet - noting positions as he goes. Remember to allow for boats that have been lapped.
- b) At the finish of the race, boats following each other shall be positioned as seen with the exception of closely competing boats on a windward leg or asymmetric boats that are broad reaching on a downwind leg. These boats should continue towards the windward/leeward mark until told to stop by the OOD. The positions will be judged at the points where the boats cross. Make a sound signal once all positions have been noted.
- c) If you want more help, please ask a sailing committee member.

11. Protest Committee

- a) If there is a protest advise the parties of their options under the RYA protest charter. Information on this is available in the Clubhouse
- b) Note the protest on the results sheet.
- c) Advise a sailing committee member, who will arrange for a Protest Committee to be formed and adjudicate on the incident. Every effort will be made for the Committee to meet and adjudicate on the day; however, if suitably qualified and experienced people are not available it will meet at the earliest opportunity.
- d) The Protest Committee Chairperson will liaise with those involved and advise them of the Committee's conclusions and decision.
- e) The Sailing Secretary, Rear Commodore Sailing and the OOD must also be notified of the Protest Committee's decisions.

12. Hire boats

- a) The Club hire boats may only be used by Club members
- b) Club members using the Hire boats are required to notify the OOD before sailing. If you see a Hire Boat in use then please talk to those using the boat(s) to ensure that they have booked and paid to use the boat(s).

13. Day Membership, Visitors and Guests of Members

- a) Day Visitors with their own boats are only permitted by prior booking with the Membership secretary and must have completed a Day Membership application.
- b) Visitors must be signed into the Visitors book along with the purpose of their visit.
- c) Guests of members must be signed into the Visitors book by the Club member who invited them onto the Club premises and who will be responsible for them whilst on Club grounds

14. Clearing up

- a) **All duty personnel are expected to perform the following:**
 - a) At the end of the day, put all the equipment away in its proper place including the line marks off the water and the transit posts away in the bosun's locker under the Start Hut.
 - b) Hand the race result sheets and duty report to the Sailing Secretary, or in his absence, clip them to the board in the Clubhouse.
 - c) Make sure any breakages and any serious problems are brought to the attention of a committee member.
 - d) As Officer Of The Day, your decisions about racing are final but do feel free to seek any advice from any member of the Sailing Committee, you never know they might even know the answer.
 - e) Before returning rescue boats to their moorings, drop all flags to signify "end of rescue" to anyone still out sailing.
 - f) **At the end of the day, all duty personnel are required to mop, clean and tidy the Clubhouse and changing rooms. Please make sure your team is aware of this requirement at the start of the day. Please ensure that all empty drink cans, glass and plastic bottles are rinsed and placed in the correct recycling bin in the Wet Room. If these recycle bins are full, transfer the contents in their bin liners into the**

large green bin by the sails store and put new clear bin liners into the recycling bins. Place all rubbish in the large wheeled rubbish bin by the sail store.

- g) Lock start hut and fuel store and before leaving make sure that those remaining are aware of the need to lock all Clubhouse doors and main gate.

15. Safety Boat Cover

It is the responsibility of the Officer of the Day (OOD) during duty hours, or any other person in charge of any training session or other organised activity on the water authorised by the Club, to ensure that there is adequate safety cover for the weather conditions, number of boats on the water and experience of helms.

When safety cover is provided, it is for all craft on the water.

For race days, training and cruising days, the following is considered a minimum safety provision:

- Two working Safety Boats have been deployed on the Water with one held alongside as a reserve in case of engine failure and that the Safety Boat that is in operation is fully crewed.

At the discretion of the OOD, for Wednesday evening racing when the sailing conditions may not require the above minimum safety provision, this can be changed to be:

- One working Safety Boat has been deployed on the Water and is crewed by a qualified and experience Safety Officer.

Conditions may require two or more working safety boats to be deployed and fully crewed to provide adequate safety cover. The OOD should take into account the current and forecast weather conditions, number of boats on the water and experience of helms and crew.

It remains the responsibility of individuals using the Club to assess whether it is safe to go on the water. Factors to be considered when deciding whether to go out include personal level of skill and fitness, condition of craft, weather conditions and availability of safety cover.

INSTRUCTIONS FOR THE ASSISTANT OFFICER OF THE DAY (AOD)

The AOD will assist the Officer of the Day (OOD) in their duties. The main task is to assist with running of the racing. This will include helping to start the race by raising and lowering the flags and writing down timings for the race. No experience is required for this role and the OOD will tell you what needs doing at each stage of the race.

Please come prepared to go out on the water with suitable clothing. The race may be started from the "Black Pig" committee boat. You may also be asked to assist on a safety boat as ASO, if the need arises and you are fit and able to assist with rescues.

At the end of the day, all members of the duty team need to tidy and clean the kitchen, Clubhouse and changing rooms: mop floors, collect rubbish and empty the rubbish and recycling bins if necessary.