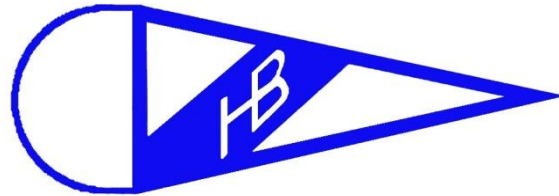




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**A Guide to the Office Of the Day Duties**

**North Herts and East Beds Sailing Club**





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## What the OODs should do

Any member of a sailing club can do a good job of being Officer Of the Day (OOD), provided they do a little homework and they are organised and systematic. Initially, they should read the sailing instructions well and make sure they understand them. On the day of the race they should **arrive at the club an hour before the start** of the first race.

As OOD you have two principal functions:

- to ensure competitors have a well-run race with good courses;
- to make sure that races are run safely and within the rules.

Whilst it is the responsibility of each individual sailor to decide whether he/she is competent to sail in the conditions prevailing at the time **the race officer should ensure that there is a safety boat and that the crew are dressed to go into the water, with buoyancy aid and wet or dry suit** (perhaps to help a sailor, or even if the safety boat malfunctions and you have to wade ashore!).

## Setting a course

**The start should be from the safety boat.** It is possible to do it from the jetty or foreshore or from the OOD hut, but if the OOD is in a boat he/she can alter the start line angle more easily and is closer to the action at the start – useful if a recall is required. If the start line is Hut to 8 there can be congestion and unwanted collisions in the restricted space – a problem particularly if there are more than 10 boats and if there are novices present.

**Ensure that all flags are available – check the help board. The usual start and finish flags are always needed, but you may need flags for postponement and the general and individual recall flags.**

The **first leg** of the course must be sailed directly into the wind. Try to make the first beat as long as possible so that the fleet is spread at the first mark.

It is preferable to go round the **first windward mark to port**. This means that boats on starboard sail smoothly round buoy. (If the mark is rounded to starboard then starboard boat will have to tack and may hinder a boat rounding on port and so could have more chance of right of way disputes).

It is also preferable for **second leg** to be a reach to minimise sailing through boats still on the beat.

It is usual to include as many marks as possible, only missing out a mark if the wind is non-existent around it.

There should be at least **two beats** (as there are better overtaking opportunities) and one reach and a run.

You can add **temporary marks** to the usual 8 - eg. if there is an easterly wind 1,2,3 and 8 may be in a wind shadow and a blue or white mark nearer the centre of the lake may be used to create a beat.



The course is marked as a diagram on the **blackboard** as well as a written sequence. In the unlikely event of a discrepancy between these the diagram should be taken as the true course.

After each race **check with racers** whether the course could be improved - unless you go out on the water you may not be aware of the invariable oddities of the wind direction.

## Setting the start line

A '**port bias**' to the line is useful – if looking toward the first mark the left hand end is closer to that mark (imagine a line drawn from the mark to the mid point of the line being at a right angle – that would indicate no bias). If the 2 ends are equidistant from the mark, or worse still if the right hand end is closer to the first mark, the right or starboard end of the line is the best place to start, and so becomes very crowded.

## Paperwork

There has to be a signing on and signing off sheets. The latter are properly for everyone to confirm that they have sailed according to the racing rules.

There are frequent requests for the forms and result to be completed clearly and legibly – if not the hard working records secretary puts in even more hours of work and (horror of horrors) the results may be wrong!

## Starting a race

Use the guide board for flags. The postponement and recall flags may be necessary. Ensure you have hooter and stopwatches with you.

Time flies and the countdown can seem too short to get the flags up, watches started and keeping an eye out for boats crossing the start line too early.

## Start sequence

Five minutes: handicap flag up

Four minutes: preparatory flag up

One minute: preparatory down

Zero: handicap flag down

**If you make a mess of the start sequence** (for example: you miss a signal flag because of a distraction or the wind shifts significantly), do not be afraid to abort the start by raising the red-and-white striped **postponement flag** and sounding two hoots at any time during the start sequence. Get your team sorted again and when ready sound one hoot and lower the answering pennant. EXACTLY a minute later begin another start sequence with the five-minute preparatory signal.



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At the start **if a boat is over the line** you should make another sound signal and raise the individual recall flag. If there is more than one boat try to inform those who were over. Keep it flying until the boat(s) over the line returns and starts correctly. If it does not return the boat is disqualified and does not receive a finishing hoot.

**If several boats are over the line** you should raise the general recall flag and sound a second hoot.

There is a very useful board which has all of these flags illustrated which is useful to take out if starting from the safety boat.

## Deploying the safety boats

**Someone should be scanning the water** for any incident all of the time (essentials such as mending a boat in the dinghy park, making coffee and having a pee should not occupy all of the officers at one time!). In windy weather be aware of the gybe marks and keep an eye out capsizes. Officers should remain available to go out to sailors in distress and only go out in twos - don't be tempted to jump in the boat alone because Fred is making the coffee and then find you cannot deal with a rescue alone.

## Lap recording and race timing

As the boats pass the OOD hut or a specified mark on each lap record their sail number in order of placing. This is necessary particularly if boats have been lapped.

## Finishing

For handicap racing (several classes competing in the same race) the finish should be the same as the start so that calculations can be made for boats completing different numbers of laps. (If one class is racing then the finishing leg should be a beat.)

## Shortening the course

**A race should normally run for between 50 and 60 minutes**, so the decision as to when to shorten course is based on estimating how long a lap is taking. It is most fair for boats in one class to sail the same number of laps so the race is usually finished on the leading boat (if this does not happen and the wind drops then it is possible for following boats doing one lap less to have a lower average lap time and so win!).

**To shorten the course**, make two sound signals and raise flag S as the lead boat/s approach the last mark before they next sail across the start/finish line. If it is decided to finish on a boat which is not leading - as may be appropriate if there is a Mirror  $\frac{3}{4}$  lap behind a Laser - sound 4 hoots and raise two flags S.



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## Working out the handicap results

All finishers should have times recorded and these are corrected by using the handicap tables (each boat has a 'Portsmouth Yardstick' number which in theory corrects the time of the slowest boat to be the same as the fastest boat over the same course) to times in seconds and by the calculator for a corrected time for the same number of laps - if most have sailed 5 laps the time of someone who only sailed 4 is multiplied by 5/4. ( Without the book of handicap times a calculator is needed to work out handicap results - calculate the elapsed time for each boat **in seconds**, divide this number by the PYR number of the class of boat in question and multiply by 1,000). This time is the **corrected** time.

$$\text{Corrected time} = \frac{(\text{elapsed time in seconds}) * 1000}{\text{PYR}}$$

## Pursuit Races

For something completely different we run these on some Sundays and on Wednesdays. The principle is that the slowest boats start first and the faster boats follow at times worked out from the handicaps according to the PYR (Portsmouth Yardstick) numbers. There are tables of these time sequences for different lengths of races – usually 40 to 60 minutes. The winning boat is the one which is in the lead at the end of the prescribed time. **In the last minute of the race the boats are expected to converge** on the line between the mark they have just passed and the mark they are heading for so that there can be a more accurate judgement about which boat is in front.



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## Club house duties

### Switch on water

The water must be turned on the following order:-

#### Start - the galley

1. Close both sink taps.
2. Close the yellow drain cock in the cupboard under the sink.
3. Close the yellow drain valve under the wall mounted water heater.

#### Next - male changing room

1. Close the washbasin tap.
2. Close the yellow drain valve.

#### Next - female changing room

1. Close the wash basin tap.
2. Close the drain valve with the spanner provided.
3. Fully open the blue stop cock.

### Frost prevention shut down the water

The water must be turned off and drained out in the following order:-

#### Start - female changing room

1. Fully close blue stop cock.
2. Open wash basin tap.
3. Open yellow drain valve with spanner provided.

#### Next - Male changing room

1. Open wash room tap.
2. Open the yellow drain valve.

#### Finally - the galley

1. Open both sink taps.
2. Open the yellow drain cock in the cupboard under the sink.
3. Open the yellow drain valve under the wall mounted water heater using the spanner provided. Drain the water into a suitable container.