

BARTLEY SAILING CLUB - Instructions for the OOD

General

1. The OOD should telephone or e-mail their team before the duty day and check that they are available for duty on the day. They should be reminded that they need to be on site between 09.30am and the close time listed below, unless advised differently. They should come suitably equipped to be on the water for the expected weather conditions.
2. If you or any of your team is unable to attend on the duty day arrangements must be made for an exchange with another person on the duty rota. The duty rota is circulated to the duty team members and is listed on the website (www.bartleysailingclub.com)
3. Please notify the Club on TEL: 0121 477 5872 if different arrangements are made. Please note any changes in your team on the OOD's Return and on the sign on sheet. The sign on sheet is kept behind the bar and all members of the duty crew must sign in. Having signed in the duty crew is entitled to free tea and coffee during the day. **Failure to sign in will mean that the duty officer will assume your crew members have failed to attend and they will be put back on the rota.**

PLEASE AVOID JUST NOT TURNING UP. THIS IS VERY UNFAIR ON THE OTHER MEMBERS OF THE CLUB

4. The allocation of duties between the various team members is the responsibility of the OOD and in doing this you should bear in mind the prevailing weather conditions and the experience of your team members.
5. The OOD is required to ensure that at least one safety boat is on the water at all times. A second safety boat should be readied and if not on the water should be kept in readiness at the top of the slipway, with sufficient crew to man it, on standby. As a rule of thumb there should be at least 1 safety boat manned and on the water for every 15 boats sailing
6. Prior to launching any boats check fuel and safety equipment is available and sufficient. When Safety boats are on the water, they must be manned by at least two crew, suitably experienced, and prepared to operate it. Use the radios provided in the Safety Boats and the OOD hut to communicate with your rescue boat crew and ensure that the whole of the water is under observation at all times whilst any vessels are on the water. Make sure all members of your team are wearing suitable clothing to be on the water, including buoyancy aids.
7. The keys to the garage, water gate, OODs hut and safety boats are kept in the club house. The keys should be returned to the club house after sailing has finished. There are various items of equipment which, because of their value, are kept by the club staff separately, including an emergency jump starter/tyre pump and binoculars. Please ask the club staff for them and ensure that this equipment is returned to the club staff before you leave. Before you use the radios in earnest ensure all the radios you are going to use are on the same frequency and that each radio is assigned a call sign and a check is done. Committee members can give instruction on their use, if required.
8. Arrange for members of your team to keep the slipway clear of trolleys during sailing, and help with launch and recovery especially for new, novice & single handed sailors. Ensure that the first boats returning to the slipways for lunch are moved to the top of the slipway to make room for further boats to recover.
9. Put out Non Racing Signing On sheet (BLUE). Ensure that anyone sailing, but not racing (Including the university and windsurfers) sign on. Ensure any visitors are signed in the visitor's book kept in the OOD hut, by a sailing member of the club. The reverse of the sheet should be completed by the OOD during the course of the day to record which duty crew attended and any problems with equipment.
10. Be prepared for you and your duty crew to be at the club all day. Do not leave until all sailing has finished and all equipment has been stored. Remember that you are responsible on your duty day for everything that is to do with use of the water and club equipment. You are also responsible for ensuring that the water gates, OOD hut and garage are locked after the days sailing. If you are in any doubt please contact the club staff.

PLEASE NOTE ON SATURDAY AND SUNDAY DUTY CREWS ARE REQUIRED TO BE ON DUTY FOR THE PERIODS SPECIFIED IN THE SAILING PROGRAMME:

WINTER: OCTOBER – MARCH Close 16:30

SUMMER: APRIL – SEPTEMBER Close 17:30

11. PLEASE ENSURE THAT THE RACING RESULTS AND THE OOD'S RETURN ARE HANDED TO THE CLUB STAFF AFTER THE DAY'S SAILING.
12. You may have inexperienced duty crew and if so, as the opportunity arises, please give them instruction on rescue boat handling and race organization etc

**ENSURE THAT ALL VISITING BOATS ARE WASHED WITH FRESH WATER BEFORE BEING LAUNCHED.
THIS IS A SEVERN TRENT WATER RULE.**

Race Organisation

1. Pre race

- Put out race sheets (YELLOW), one or two sheets for each start. These sheets are kept in the boxes on the left hand side of the OOD hut.
- Put out the course board which is kept in the OOD hut and use the standard courses that are in the hut wherever possible. These should be displayed in the frame provided which should be hung on the top left hand corner of the course board. Indicate the start and finish lines on the course board, the number of laps and the start time of the race using the chalk provided.
- Put out the sheet showing the class start times for a pursuit race which is also kept in the OOD hut.
- If you intend to use a water based start/finish launch the safety boat that is equipped with a mount for the mast. The mast is kept in the garage and there are sufficient flags and halyards to run the start and finish kept in the OOD hut. Ensure you have a sound signal.
- A copy of the Sailing Instructions for club racing can be found in the OOD hut.
- There may be novices racing and to encourage and identify them, they can tie a red ribbon to their booms. (Ribbons are kept in OOD hut) This will allow experienced sailors to give them clear signals if required during the race and allow the duty crew to identify that they may need extra assistance with launch and recovery.

2. Setting the course

- Remember to go out onto the lake to accurately determine the wind direction.
- There is a full set of courses within the OOD hut. These courses have been chosen to give at least a beat, a run, a tight reach and a broad reach (trapezoid course). Wind speed will have a major impact on the course chosen. Ensure the course you choose has at least one true windward leg.
- Avoid whenever possible using a mark of the course as part of your start line.
- Try to set your start line with a small amount of port bias.
- Ensure your start line is long enough. The general rule is to multiply the number of competitors boats by the average length of the boats entered multiplied by 1.25. e.g.: say average boat length is 12 feet then the line should be 15 feet x number of boats ...30 boats is a 150 yard long line!
- If possible make the first windward mark rounding to port.
- Avoid long courses if the wind is light as this may make shortening the course difficult.
- Do not use a "hook" finish. It does not matter if your finish is downwind or upwind but if you are intending to shorten the race and have boats completing different numbers of laps the start and finish must be in the same place in order to arrive at average lap times. Start and finish lines may have an inner distance mark a shore based transit marker, and the outer end infinity.

IF YOU HAVE ANY PROBLEMS TAKE ADVICE. THERE IS A NUMBER OF VERY EXPERIENCED MEMBERS WHO WILL BE WILLING TO HELP.

3. Starting the race.

- For pursuit races there is a computer aided start device provided in the OOD hut which can be used to sound the start signals in accordance with the club's race start sequence. The same device can be used for starting a handicap race. The pc in the hut has some internet based clocks that can be used to time the race. Instructions for using the device are posted on the window of the OOD hut.
- The basis of a pursuit race is that, for a particular length of race, start times are such that classes sailed with equal competence would cross the finishing line at the same time. To achieve this, the RS Tera starts on zero and all other classes start at times which have been calculated based on their handicaps and the duration of the race. A list of start times is displayed in the OOD hut and is available for taking out in the rescue/committee boat if required.
- When all helms have signed on, if you are using water based start, list the start times of each class so that you will be able to sound start signals at the appropriate time.
- Go through the start procedure (flags and sounds) shown on the sheet in the OOD hut. If you inadvertently miss a signal in a pursuit race don't worry. Helms should know their start times and provided you have sounded the pre-start signals, it is the helms responsibility to start correctly.
- Always have a timing device running synchronised with the start devices if you use them to start the race. Have a member of the duty crew standby the horn in case the device does not sound a signal
- If you are using a water based start, be on station at the starting line with the appropriate flags and an air horn, a suitable means of timing the race and a means of mooring.
- Make sure you arrive on station in good time to moor your committee boat before you need to commence the starting sequence.
- The flag sequences for both handicap and pursuit races are given on separate sheets attached and displayed in the OOD hut. There are also copies available for you to take out with you if required.

4. Boats over the line at the start.

- If at the start you can identify boats over the line hoist the Individual Recall flag (flag X) and sound a sound signal, this must be the same sound signal as used to signal the start if possible.
- The flag must stay up until all the boats you identified have returned behind the line and restarted. After 2 minutes lower the individual recall flag (flag X) there is no sound signal when lowering flag. There is no obligation to notify the boats you identified; it is the helms responsibility to return. YOU CANNOT DISQUALIFY A BOAT IF THEY DO NOT RETURN AND RESTART. SPEAK TO THE HELM AND INFORM THEM THEY WERE IDENTIFIED AS OVER. IF THEY DO NOT RETIRE YOU MUST PROTEST.
- If there are a number of boats over the line and you are unable to identify individuals then call a General recall. Put up the Flag 1st Substitute and make 2 sound signals of the same sound as the start signal, if possible. Get your safety boat crew to cross the fleet and inform the sailors of a general recall. Take all the flags down except the general recall flag. Leave the Flag 1st Substitute up until you are ready to start the shortened sequence again. When you are ready drop the Flag 1st substitute and restart the procedure raise the 5 min warning 1 minute after dropping the 1st substitute. Use flag Z in place of the flag P at the 4 min preparatory, this signifies that any boats you identify as over the line you will penalise by 20% of their result (Rule 30.2 and 44.3(c) RRS). THERE IS NO REDRESS AVAILABLE, YOUR DECISION IS FINAL.

5. During the race.

- Record the position and time of each boat on the WHITE record sheets writing down the class and sail number in the order in which they complete each lap as this will assist you in ensuring that the correct number of laps are sailed and lap times are recorded.
- During the race note the way that boats are sailing the course if you are running another race. This will help your course design for the following race. Ask the leading helms how the course was and if necessary change the course.

6. Finishing the race: (Pursuit)

- The system should sound a finish signal. Put up the F flag to signal the finish. When you are happy that you have recorded all the finish positions sound another signal and drop the F flag. All boats should maintain their finish positions until this second signal. Any boats that do not maintain position may be recorded as DNF without redress.
- Finish the race from the support boat, on the water as close as possible to the race duration time after the start. Any deviation from this time, either shorter or longer, will distort the results.
- Make sure you have sufficient helpers to sound the finishing signal, call the boat class, sail number, and do the recording
- You should finish the race by proceeding back through the fleet recording the position of boats as you pass them, signal to the helm that you have recorded their position. This will give the most accurate result. If there is a large fleet you are likely to have more than 1 safety boat so split the fleet and record the positions from more than 1 safety boat. If boats peel away from the course before your team have identified their position it will be at your discretion if you record a finish position for those boats.
- Do not attempt to do your recording directly onto the yellow sheets. With a large fleet, this is a recipe for disaster. You will not have enough time to find the finishing boat before the next one arrives. You should use the white lap and finishing time recording sheets printed specifically for this purpose and you should record the boat class (suitably abbreviated), and the last three digits of the sail number.

SAFETY ON THE WATER IS PARAMOUNT AND MUST TAKE PRECEDENCE OVER FINISHING A RACE. YOU CAN ALWAYS ASK HELMS WHICH BOATS WERE IN FRONT AND BEHIND THEM AT THE SOUND SIGNAL

- Having finished all the boats, transfer their position to the YELLOW race sheets.

7. Finishing the Race (Handicap)

- You should aim to run the race for approximately 50 minutes for the fastest boats. This equates to the time an RS400 would race in a 75 minute pursuit race.
- You may finish the race either on the water or from the OOD hut.
- Use the F flag to signify that the race is finished.
- You may shorten the course if the boats will not finish the full race distance within your time scale, or the weather is deteriorating. If you have slower boats in the fleet, provided that that start and finish lines are the same and you have counted the laps completed for each boat you can average the lap times to give a result for all. The procedure for shortening a race is as follows:
 - Identify the lead boat.
 - Estimate where the lead boat will be at the required race distance and identify your finish line accordingly
 - All boats in a class must complete the same number of laps.
 - The finish line must be either - between a mark of the course, and a staff displaying flag S - at a line that boats are required to cross at the end of each lap – start line
 - Sound 2 signals and display flag S before the lead boat crosses the line. If you sound this signal when the lead boat is fairly close to your finish line all of the other competitors will then be able to identify where your finish line is.
- Do not attempt to do your recording directly onto the yellow sheets. With a large fleet, this is a recipe for disaster. You will not have enough time to find the finishing boat before the next one arrives. You should use the white lap and finishing time recording sheets printed specifically for this purpose. Record the boat class (suitably abbreviated), the last three digits of the sail number and the finishing time in MINUTES AND SECONDS.
- Make sure you have entered all the finishing times, the race start time, YOUR NAME AND THE DATE in the appropriate places on both the yellow and white the race sheets.
- If any boats have sailed fewer laps than the other boats make sure the number of laps each boat sailed is clearly indicated on the race sheets.
- If you are familiar with the Sailwave programme it is loaded onto the computer, use this programme to compute the results. If you would like assistance ask, there are members with experience that can help.
- If you would prefer to calculate the result manually, work out the results with the calculator provided as follows;
$$\text{CORRECTED TIME} = \frac{\text{ELAPSED TIME (in minutes) x 60+ SECONDS}}{\text{PORTSMOUTH NUMBER}} \times 1000$$
- Enter the first four digits of this number in the corrected time column and the boat with the shortest corrected time is the winner. A tie can usually be broken by adding the fifth digit. If you are unsure obtain the assistance of another member.
- It is necessary to take into account by pro rata slower boats that have done fewer laps. Use the method below:
$$\text{CORRECTED TIME} = \frac{\text{ELAPSED TIME (in minutes) x 60+ SECONDS}}{\text{PORTSMOUTH NUMBER} \times \text{Actual laps completed}} \times 1000$$
- Having finished all the boats and calculated the result, transfer their position to the YELLOW race sheets.
- Ensure if nothing else you record and keep the elapsed time and the number of laps for all boats

8. On completion of racing

- Store all items of equipment where they were found
 - Do not leave buoys in the boats
 - Put flags back in the rack
 - Drain water out of the boats
 - Leave the boats full of fuel-top up if necessary
- Make sure that you have entered your name, the date and the start time on the top of all the race sheets.
- Hand all your race record sheets to the club staff for safe keeping.
- Make sure all your duty crew have signed in.

REPORT ALL PROBLEMS YOU HAVE FOUND WITH BOATS OR EQUIPMENT

