

Guidance Notes for Officer of the Day (OOD)

Outline

Basic Information	This document aims to provide guidance to OODs to assist with the safe and smooth running of club racing. Separate advice is available for the OOD responsible for Fun Fridays.
Officer Responsible	Steve Fraser – Race Secretary racing@elyc.org.uk

The OOD, in consultation with rescue crews and experienced club sailors, has overall responsibility for the management of Club Racing on the day of his/her duty. The OOD's objective is to maintain the Club's standard of safe race management, and to facilitate as competitive, fair and enjoyable a racing session as possible in the prevailing conditions.

1. PRE-ACTIVITY ASSESSMENT

The OOD shall complete a pre-activity assessment form having

- consulted with the rescue crews
- considered the current and forecast wind and visibility,
- considered the current and forecast sea state and tidal conditions.

The completed pre-activity assessment form should be displayed prominently on or near the course whiteboard

1.1 Cancelling scheduled racing

Bearing in mind that many club members travel some distance to compete in club races, scheduled racing should not be cancelled for any reason other than the safety of those on the water or in the case of insufficient wind to run a fair and reasonable race. Where conditions are considered to be unsuitable for racing, the start time should normally be postponed and conditions reviewed closer to the time of the scheduled start.

1.2 Rescue Crews

It is the responsibility of the OOD to ensure adequate safety cover. Club policy is to have a minimum of two safety RIBs on the water for any club race. Normally these would each have a qualified cox and an assistant but, in benign conditions, at the discretion of the OOD it is acceptable to have one boat with a cox and assistant and one with a single experienced cox.

In the absence of sufficient numbers or experience to man the RIBs adequately for the prevailing conditions, volunteers should be sought from among sailors intending to race. If sufficient crew cannot be found to man the safety RIBs, racing should be cancelled.

1.3 Weather

The OOD shall not start racing - or shall abandon races in progress - if the racing environment is, becomes or is forecast to become unsafe. Wind speed, sea state (particularly in the fairway) and visibility should be kept under constant review before and during the day's race programme.

2. PREPARATION BEFORE ARRIVAL

- 2.1 The OOD should check his/her team on Dutyman during the week prior to their duty day, and contact anyone who has not yet ticked to attend their duty. If any of the rostered personnel cannot do the duty, ask them to find a swap as soon as possible.
- 2.2 It is essential that the OOD has a thorough understanding of the Club Racing Rules, Courses and Events (See e-handbook Guidance Notes Racing 1. A copy of this document is in the OOD's bag for reference during racing if required.).
- 2.3 The OOD should check the local weather forecast and tide times before leaving to come to the club.

3. ON SHORE PREPARATIONS

- 3.1 Arrive at least by 90 minutes before the start. Collect the OOD's bag from the cupboard in the disabled toilet and check it contains:
 - Pens and pencils
 - Race results sheets
 - Stopwatch
 - Current PY list
 - Sign-out sheets
- 3.2 Place a sign-out sheet (headed with the date and event) on the clipboard inside the main door of the club
- 3.3 Complete the pre-activity assessment (No. 1 above).

3.4 Briefing

The OOD should brief his/her team before the safety boats launch. The following checks and reminders should be mentioned:

- AOOD to lock Granary and Sun Lounge doors once all boats have launched.
- **Safety RIB Coxes must confirm with the OOD that**
 - their boats have adequate fuel,
 - are carrying at least one working hand-held radio,
 - are carrying a kill-cord (which is mandatory), tow-lines and an anchor.
 - are carrying any required marks to be laid and understand where these marks are to be placed.
 - they will request a radio check with race control on channel 37 (M) as soon as they are afloat.
 - no safety RIB should return to shore unless expressly stood down by the OOD.
 - RIBs should be washed down and put away correctly at the end of racing.

Good communications with the Safety RIBs is essential to successful management of the day's racing. They are on the racecourse and can advise as to weather, sea-state conditions suitability of courses and aspects of race management such as recalls.

3.5 Organisation in the Race Hut

The OOD and AOOD should be clear as to who will be performing the following tasks at the start and finish of races:

- Operation of sound and light signals pre-start
- Timings
- Observing the start line for possible recalls
- Finishing sound signals
- Calling Finishing boat numbers and times
- Recording finish times on race sheet.

3.6 Starting line guidance

Refer to Club Racing Rules, Courses and Events (Section 3)

3.7 Visual Signals

Refer to Guidance Notes Racing II (Starting Sequences, Lights and Signals)

4. EMERGENCIES

Dealing with Emergencies - These procedures are followed and communicated to all on duty.

For further details refer to Guidance Notes – rescue Duties - Operation of Safety Boats

The primary duty of anyone at the scene of an accident or incident is to take immediate action to save life, give help to those injured or to limit damage. In a life-threatening emergency, the OOD could be required to liaise with the Coastguard via VHF Ch16. Alternatively the emergency services can be called by dialling 999 from a mobile phone.

In the event of such a serious emergency, racing should be abandoned immediately and all boats ordered ashore.

In the event of the emergency services being called to the assistance of a competitor boat then the Commodore should be informed as soon as practicable.

As far as possible the OOD or other responsible person present should make notes about the incident to include the time, weather and the circumstances of the incident. Record the actions taken by those involved including OOD and rescue crews. Ask any other witnesses to do the same.

5. DURING THE RACE

5.1 Safety Boats

The Safety boats are under the OOD's control. OODs should maintain close contact and ask them for any advice necessary for the smooth and safe running of the racing, while bearing in mind that all radio communications can be easily monitored by others. Proper VHF radio procedures should be used at all times.

The OOD has a better overall view of the whole race area than the rescue boats, and should direct the RIBs as required to provide the safest level of cover.

5.2 Conditions

The OOD should continuously monitor the weather, sea state (especially in the fairway) and visibility to ensure that the environment is safe for racing to continue. Racing should be abandoned if

- The weather or visibility deteriorates to an unsafe level.
- A rescue RIB breaks down resulting in inadequate rescue cover
- The rescue RIBs are unable to cope with the number of boats capsizing and needing assistance
- A swell builds up in the fairway which could potentially result in breaking waves.
- Consultation with the RIB coxes should be part of the decision-making procedure.
- Refer to Guidance Notes Racing II (Lights and Signals) for abandonment procedures.

6. THE FINISH

As the first part of a boat finishing crosses the line, the horn is sounded once and the time recorded

If several boats are approaching the finish at the same time, record the minute within which they will finish, then, as the horn sounds, record the second (example: 47 mins. 10/12/14/17/21 secs etc.)

Recording a video of the finish on a mobile phone can be helpful in correcting any errors later.

If there is to be further racing, the start sequence for the next race should begin as soon as possible after all times (or retiral) for a race are recorded. Handicap calculations can be done once the next race is underway.

After the last race, ensure all boats are accounted for and have returned ashore.

7. AFTER THE RACE

Completed race results sheets should be displayed in the sail loft (when the café is open), in the bar (when the café is closed) or inside the front door of the club (if neither the bar nor café are open). If possible the OOD should stay until the sailors have seen the results, in case of queries.

Defects discovered in RIBs or equipment in the Watch Hut should be logged in the Maintenance book in the wet training room.

Any accidents involving damage or injury, or potentially dangerous incidents, should be reported on an Incident Report Form. These are kept in the cupboard in the disabled toilet.

The OOD's bag should be returned to the cupboard before leaving the club.