

Coldham Hall Sailing Club

Race Officer of the Day (OOD) Duties and Guidance Notes.

1. Arrive at 9.00am, bring milk for drinks and cakes if possible, open up the club house and run the cold water tap for 15minutes for clean fresh water. Raise the club flag up the flag pole opposite club house.
2. Collect keys for the boat house and fuel cabinet from the secure location. The safety boat key and wheel lock key are in the fuel cabinet.
3. Collect keys, to open the toilets by the start box, from the top drawer to the right of the kitchen cabinets.
4. Take advice and agree with your 2nd Officers before deciding on the race course. For downriver races the OOD and 2nd Officer should follow the fleet in the safety boat to the turning point and back, ensuring all boats return safely. The 3rd Officer need not arrive until 11.30am to be on station at the start box to time the boats in. This may be recorded as the exact time of day or the elapsed time depending on how the OOD started the race.
5. Observe the direction of wind, strength of wind and tide and any other hazards. Treat this exercise as a risk assessment and note down any concerns and reasons for your decisions.
6. Refer to the notes 'preparing the safety boat and launching' attached and on the boathouse door.
7. Launch the safety boat before all members arrive and moor up away from the slipway.
8. For local races, all boats need to report to the OOD at least 15 minutes before the start in order to see if a split start is required and to decide on the method of split and advise all boats who is in the 1st or 2nd start. You then need to raise the "S" flag to denote this.

9. Refer to the notes 'start procedure' attached

10. At the end of racing, hand in the race results for entry on the website and EDP to David Woolston.

11. Ensure all equipment is stowed away in its right place, clean all crockery and cutlery in hot soapy water, lock up the toilets by the start box and return the keys to the drawer, leave the electricity on as it is required to operate the toilet klargester system.

Coldham Hall Sailing Club

Prepare the safety boat.

Ensure the following:

- The bung is in the drainage hole at the stern of the boat.
- The fuel tank is securely connected to the outboard motor and has sufficient fuel and the pressure valve is released. If the fuel level is getting low advise the Rear Commodore.
- The first aid kit and warm clothing are placed safely in the boat.
- The cover for the outboard is in the trunk in the back room to the clubhouse.
- Raise the outboard before reversing out of the boat shed and launching.
- Remove the wheel lock and ensure the winch band is securely fastened to the bow of the safety boat.
- Load the appropriate number of racing buoys on to the safety boat.

Launch the safety boat.

Ensure the following:

Be careful of the slippery ramp whilst launching the safety boat.

- All persons in the safety boat are wearing buoyancy aids and the kill cord is worn before starting the outboard engine.
- Ensure all competitors are aware of any regulations you wish to impose such as the wearing of buoyancy aids.

Coldham Hall Sailing Club

Start box procedure:

- Test the klaxon to ensure electric supply.
- Raise the club flag up the centre pole.
- Raise the Red & Yellow 'Y' flag before the boats launch if you require buoyancy aid worn.
- Advise all sailors, before they launch if possible, when there are 10 or more boats entered for a local race day and a split start is required. Raise the 'S' flag to denote this. This flag is also used for shortening the course later if required. The split should be an equal number in each start with a difference of one boat if an uneven number. Use the General all-comers flag for both races.
- Display the course on the white board on the railings with direction of start, number of laps (black background board), sequence of passing or rounding the buoys with buoy numbers (red background for port turn) and (green background for starboard turn).
- Have the class flags ready and tied on the halyards as required., Cruisers '3' starting at 10.20am, General all-comers '9' starting at 10.30am and preparatory blue peter 'P' flag. Check you have the recall and general recall flags ready, they are on each end of a pole in the left corner and marked as such.
- Start the 5 min count down for the second split on the start of the first split. Lower the General all-comers flag at the start of the first split and soon after raise it again to denote the 5 minute warning for the second split. Ensure you have the race sheets to hand with all the boats taking part listed. You will need the name of each helm, the boat name, sail number and handicap.

The sequence before the start is:

- Use the radio clock above the window initially.
- Decide on your start time. Usually Cruisers at 10.20am then dinghies and half deckers at 10.30am and start the sequence 5 minutes before this.

5 mins before, sound the klaxon once and raise the class flag.

4 mins before, sound the klaxon once and raise the blue peter flag.

1 min before, sound the klaxon once and lower the blue peter flag.

0 min, sound the klaxon once, lower the class flag and start the stop watch.

- Individual recall: raise white with blue cross flag, sound klaxon once and call out sail numbers of defaulters.
- General recall: raise blue triangle with yellow triangle insert and sound the klaxon twice.
- To shorten the course, raise the white square flag with blue square insert 'S' straight after the leading boat passes the start box and sound the klaxon twice. The race will then finish when the leading boat next crosses the finish line.
- Time the boats in with the elapsed time and ring the bell as the first part of the boat crosses the finish line. If this is a handicap race convert the elapsed time into seconds, multiply this by 1000 and divide by the handicap. Record the boats position based on the corrected time.