

# Aldenham SC Dinghy Racing – 2010/11



## Guidance Notes for the Officer of the Day

(These notes do not replace or substitute the Sailing Instructions or Safety documentation  
-that all members have access to on line and on Club noticeboards)

Without an Officer of the Day we don't have a dinghy race!

# OoD Guidance Notes – 2010/11



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**Thank you** for taking on your Duty. It is much appreciated. These notes may seem lengthy, but if you are unfamiliar with the routine, reading them through before the 'heat of the moment' will pay dividends. Your support to see the task is done and not just left to others is part and parcel of membership at Aldenham Sailing Club. These notes should help you manage and hopefully enjoy the 'OoD. experience'.

**Arrive in good time** - at least an hour before the first Start - to prepare yourself, and your team.

**Be equipped/dressed for the weather!!** to conduct safety duties as required with adequate clothing/waterproofs/buoyancy etc

**As Officer of the Day you are in charge.** This isn't a licence for dictatorship but you must make things clear and simple to everyone involved. The role can feel daunting for the first time but opens up a wealth of knowledge and experience within the club and quickly becomes a lot of fun. As a Club member you are assumed to be familiar with Club Safety documentation. If not please seek it out (on line), or discuss with a member of the Sailing Committee

**New OoD's and assistant OoDs will be guided and supported,** so make OoD Duty a feature of your sailing season. If in doubt just ask, as other members are always pleased to help. Do not hesitate to refer to the Sailing Secretary or a senior member of the club if you need advice, or if you feel you are being overwhelmed in any way.

It is courtesy that **non-duty members keep themselves out of the OoD Box** - unless invited. Do not hesitate to politely ask members who are not on your duty team to vacate the OoD Box and allow you and your team space to function as you see fit, be sure the race countdown is not interrupted, and that a safety look-out is maintained throughout.

**Starting Sequences** vary between **Class Racing (Spring, Summer, Autumn) Series,** the **Handicap (Bank Holiday weekends) Series, and others.** First off – check you know what type of Race you are presiding over and have the correct Starting Sequence summary pages for reference in the Box, and Race Form for completion by Helms.

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## Preparation before Race Starts

Plan to start racing **PUNCTUALLY** and finish on time as per the programme (as far as prevailing conditions allow).

1. Check (with Sailing Secretary if necessary) if the weather is suitable for racing. (In extremis postpone or abandon racing – a less than once-a-year event.)
2. Ensure a safety boat is functioning and positioned close to the OoD Box, and all Equipment available (see Appendix for List)..
3. Agree who in your team will act as Safety Boat helmsman and crew. Be prepared- in strong winds, if need be- to recover crews from capsized dinghies, and tow (flooded) dinghies.
4. Set a course and mark it up on the club house Chart (whiteboard).The course should be set with;
  - a. Marks of course positioned in clean air (not blanketed by trees - move a Mark if need be).
  - b. the first Mark of course **directly** upwind of the mid point of the start line, and the start line set 90degrees to this midpoint
  - c. Set the Start Line Transit posts (Red Triangles) with any inner/outer distance mark as required as near to the line as possible.  
Note: distance mark (ODM/IDM) set *just* behind the line, assists helms to not jump the start as the line is marked by the transits, not the distance mark(s).)
5. Prepare the Course Board with Mark numbers in sequence with Port/Starboard indicated, and Mark up the Course on the Chart (whiteboard) with Dry Markers inc Start Line, ODM, Mark Sequence and also Start Sequence
6. In exceptional cases (subject to weather conditions) you may need (or choose) to consider a Committee boat start. (The Committee Boat Rig is stowed in the garage and is quick and easy to erect on the Committee Boat).
7. Lay out the Race Form and ensure a pen is to hand for helmsmen to register.
8. Test the Race Clock, and starting horn. Set up the Race Clock ready for 'count down' as per the relevant start sequence (page).
9. Agree who will do what in the Box (or on the Committee Boat) re: Hooter, flag signals, Clock watcher, Line watcher – over-the-line decision taker. (Running a start sequence without 3 pairs of hands and clear responsibilities is not to be recommended for the uninitiated!!)

## Skippers Briefing - 30 mins before Race 1 start time

30 minutes before the first Start, mark up the course as above and be available for any questions from Helmsmen. Most Helms 'know the ropes' but you should be able to cover the following points if asked.

- the course and start sequence
- how helm's sign in on the Race Entry Form,
- how helms should be afloat and clear of pontoons by their preparatory signal, to ensure others can follow in good time
- the General 5-minute Warning (hooter) may sound (3 blasts) before first Class Flag is Hoisted for all races.
- that boats not behind the line at the start will be called back as per signals (see board) and hailed if practicable.
- that all boats crossing the finishing line after the lead boat will be finished including any a lap or more behind.
- that all races will start as punctually as weather conditions and shortened course permits

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Start Sequence – see relevant pages below

## At the Start

- **Proceed with the Countdown as shown re “Spring, Summer, Autumn Series”, “Bank Holiday w/e Handicap Series” etc.**
- **Individual Recall** - be ready to Recall (see signals) and hail where practical asap the individual boats that have jumped the start.
- **General Recall**
  - If too many jump starters to see clearly who they are, signal a General recall for the Class.
  - The re-called class should then be re-started after all other classes.

## During the Race

- **Keep active watch** for any boat in difficulty that may require assistance
- **Record position of each vessel every lap**, as it crosses the start line, and all finishing times (in Handicap/pursuits)
- Only despatch Safety boat to assist a casualty.- not to cruise, or stand on station. A Safety Boat functions properly with a crew of 2 – Skipper and Bowman to keep a good look out and offer assist as required.
- Ensure the Safety Boat Crew keep an alert look out for any additional/more urgent incidents when underway to a first incident
- Be prepared to abandon the race if conditions dictate

## Completion of Race 1 – Shorten Course signals are used to set all race finishes (with the exception of Illusion Races).

1. **Aim to finish the leading boat at 40 mins after its start\*** - (see signals sequence pages for detail. Note: **Pursuit +42 minutes**).
2. To achieve this **you will need to – a)** Set a Finish Line, and **b)** determine a Last Mark.
3. **Set a finish line** (using the Transit markers) at 90 degrees to the straight-line course between the last mark of the course and what the next mark would have been if the race were to continue. Ideally the last leg of the course is a beat to windward. Use the Start line as the Finish Line when possible (it's easier for OoDs), but set another Finish Line if better.
4. Hoist the **Shortened Course Flag and Sound 2 short blasts** as the lead boat is 3 boat lengths from your nominated 'last mark' and display the 'Last Mark Number Board' on outside of the OD Box.
5. **Record the exact elapsed time** (nearest second) on the race form of all boats crossing the finish line after the leading boat. This essential for Handicap Races ( and good practise even in Class Racing)
6. Give one short blast of the horn as the lead boat first 'crosses ' the finishing line, and finish all boats crossing the line after the lead boat **including any boats that are one or more laps behind**. (This is taken into account in Race Results and ensures subsequent races start punctually).
7. When all competing boats have been finished or retired, ensure there are no protests.

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## Start of a subsequent Race

### Race 2

- Plan to start Race 2 on time and with the same sequence as for Race 1 but commencing (as per Sequence sheet) one hour later. or as soon as the last boat has finished Race 1 if later. (Do not wait for crews to come ashore if this means your schedule will slip, and other (training) events later in the day (especially in main season) will suffer.
- Lower the Race 1 Shortened Course Flag, and remove the Shortened Course Mark Number Signal Board, before commencing Countdown sequence for Race 2.

### Race 3

- see notes below for ILLUSION racing.
- On “Cup Days” and in “Autumn Series 2” - there is no ILLUSION Race and
- Race 3 follows with a repeat of the Race 2 starting sequence as shown. See Programme for First Gun times (subject to conditions on the Day).

### Race 4

- Check with Helms if there are sufficient boats for Race 4 before start sequence commences.

## Completion of last Race of the day

- Return Safety Boat to its berth and make secure once all boats are off the water ( unless another club member takes it over).
- Stow the Transits, the Course Board and Shortened Course Mark Number Board,
- Lower Shortened Course Flag, and any other flags remaining,
- Secure the OD Countdown Watch
- Sign off the Race Forms and File as indicated.
- Lock shut the OD Box Windows and clearing the OD Bench of all pens etc and put away in the under bench cabinet.

## Protests

Refer to the Sailing instructions

**For Reference Chart of Lake** - with normal buoy positions - See Sailing Instructions

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## Summary info - Flags – Class and Preparatory, OD Box Checklist, Portsmouth Yardstick (handicaps)

Class Flags		Preparatory Flags	
Laser		Blue Peter	
Enterprise		Individual Recall	
RS300		General recall	
Illusion		Shorten Course	
Fast Handicap		Change of Course	
Slow Handicap		Indefinite Postponement	
		Race Abandoned	

### OD Box Equipment Checklist

1. Race Clock
2. All Class and Preparatory Flags Functioning
3. Race Registration Sheets
4. Ballpoint Pens, and Dry Markers
5. Hooter working (power on?)
6. Bugle Horn
7. Safety Boat Keys
8. Buoyancy Aids
9. Loud Hailer
10. Under Bench Heater on/off
11. OD Box windows (Locked)
12. VHF Radios (optional)

For info

### 13. Portsmouth Yardstick – Handicap Racing

Enterprise –	1116
Laser	1078
RS 300	1000
Wayfarer	1099



















NB: To establish corrected time:

$$\text{CORRECTED TIME} = \text{ELAPSED TIME IN SECONDS} \times \frac{1000}{\text{PORTSMOUTH YARDSTICK NUMBER}}$$



Countdown Races 1,2,4 (Race1 times) (Race2 +1hr)	Description Class Race Duration 40 mins for lead boat	RS 300 Class Flag	Laser Class Flag	Enterprise Class Flag	Handicap Class Flag	Preparatory Flags	SOUND
As per OD instruction	Indefinite Postponement - Only Hoist pennant when expected delay beyond normal start of more than 15 mins						2 long
<b>-60mins</b> (10h00)	Before Skippers Briefing – Check Position of buoys as required (inc IDM/ODM), ensuring course buoys are not unduly sheltered by surrounding trees, berth safety boat, display Set Course on Club White-Board, prepare and display Course Board						
<b>-30 Mins</b> (10h30)	Skippers (5 minute) Briefing and Sign-in						
Before General 5-minute Warning - Check all other Flags are down, Previous Shorten Course Board (if any) is cleared.							
<b>-17 Mins</b> (10h43)	General 5-minute Warning (Lower pennant if hoisted earlier)						3 Short
<b>-12 Mins</b> (10h48)	Hoist RS300 Start Countdown Race Clock here						1 long
<b>-8 Mins</b> (10h52)	Hoist Laser Hoist Blue Peter						1 long
<b>-6 Mins</b> (10h54)	Start RS300 (Lower RS Flag) Hoist Enterprise						1 long












<p><b>-4 Mins</b> (10h56)</p>	<p>Start Laser (Lower Class Flag) Hoist Handicap</p>	<p>"Start" ↓  "2min" ↑  "4min"</p>	<p>1 long </p>
<p><b>-2 Mins</b> (10h58)</p>	<p>Start Enterprise (Lower Class Flag)</p>	<p>"Start" ↓  "2min"</p>	<p>1 long </p>
<p><b>0 Mins</b> (11h00)</p>	<p>Start Handicap (Lower Class Flag) Lower Blue Peter</p>	<p>"Start" ↓  ↓ </p>	<p>1 long </p>
<p>As per OD</p>	<p><b>Individual Recall</b> Hoist (X-Ray) on OD decision asap after start if applicable (To be lowered once offending vessels has cleared line)</p>	<p>↑  ↓</p>	<p>1 short </p>
<p>As per OD</p>	<p><b>General Recall</b> Hoist (First Substitute) on OD decision asap after start if applicable (To be lowered after 1 minute minimum, and OD ready to re-commence Class start)</p>	<p>↑  ↓</p>	<p>2 short </p>
<p> <b>+32 mins ish</b> (11h32)</p>	<p><b>Plan ahead to ...</b> Set Finishing Line and display 'Last Mark' Board <b>Shorten Course</b> Hoist (Sierra) as lead-boat approaches last mark of course... <b>so that....lead boat finishes at approx +34mins</b> (To be lowered when last boat crosses line -or- is out of time)</p>	<p>↑  ↓</p>	<p>2 long </p>
<p><b>+34 mins</b> (11h34)</p>	<p><b>Target Finish Time for First Boat across line</b> Finish ALL Boats crossing finishing line <i>AFTER</i> the first boat - even if they are a lap or more behind. <b>IMPORTANT NOTE 1 : Record all finishing times.</b></p>	<p>1 short per finishing boat </p>	
	<p><b>Abandon Race</b> Hoist (November)</p>	<p>↑ </p>	<p>5 long </p>

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# ILLUSION Class Race



Countdown Race 3 (clock times)	Description Race Duration 50 mins for lead boat	ILLUSION Class Flag	Prepara tory Flags	SOU ND
<b>-9 mins</b> (12h51)	General 5-minute Warning (when previous Race is completed) (Lower pennant if hoisted earlier)		<b>3 Short</b>	
<b>-4 mins</b> (12h56)	Hoist Illusion Class Flag		<b>1 long</b>	
<b>-2mins</b> (12h58)	Hoist Blue Peter		<b>1 long</b>	
<b>0 mins</b> (13h00)	Lower Hoist Illusion Class Flag Lower Blue Peter	 	<b>1 long</b>	
<b>+50 mins</b> (13h50)	<b>ILLUSION Class Captain of the Day will finish the fleet on the water at + 50 mins for first boat</b>	No Shorten Course Flag required		

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# Bank Holiday w/e Handicap Series, Winter Series













Countdown (Race 1 times) (Race 2 +1hr)	Description (RS300, Laser, Enterprise, - all others welcome)	Fast Handicap Class Flag	Preparatory Flags	SOUND
As per OD instruction	Indefinite Postponement - Only Hoist pennant when expected delay beyond normal start of more than 15 mins			2 long
<b>-60mins</b> (10h00)	Before Skippers Briefing – Check Position of buoys as required (inc IDM/ODM), ensuring course buoys are not unduly sheltered by surrounding trees, berth safety boat, display Set Course on Club White-Board, prepare and display Course Board			
<b>-30 Mins</b> (10h30)	Skippers (5 minute) Briefing and Sign-in, and remind about pontoon congestion risk			
Before General 5-minute Warning - Check all other Flags are down, Previous Shorten Course Board (if any) is cleared.				
<b>-9 Mins</b> (10h51)	General (5 min) warning Start Countdown Race Clock here			3 Short
<b>-4 Mins</b> (10h56)	Hoist Fast Handicap			1 long
<b>-2 Mins</b> (10h58)	Hoist Slow Handicap Hoist Blue Peter			1 long
<b>-0 Mins</b> (11h00)	Start Fast Handicap (Lower Class Flag)			1 long

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# Bank Holiday w/e Handicap Series, Winter Series


















<p>As per OD</p>	<p><b>Individual Recall</b>                  Hoist (X-Ray) on OD decision asap after start if applicable and To be lowered once offending vessels has cleared line</p>	 <p>1 short </p>
<p>As per OD</p>	<p><b>General Recall</b>                  Hoist (First Substitute) on OD decision asap after start if applicable To be lowered after 1 minute minimum, and ready to re-commence start at 9minute</p>	 <p>2 short </p>
<p>                  +38 mins ish                  (11h38)</p>	<p><b>Plan ahead to ...</b>                  Set Finishing Line and display 'Last Mark' Board  <b>Shorten Course</b>                  Hoist (Sierra) as lead-boat approaches last mark of course so that...                  lead boat finishes in approx 40 mins after start.                  (To be lowered when last boat crosses line -or- is out of time)</p>	 <p>2 long </p>
<p>+40 mins                  (11h40)</p>	<p><b>Target Finish Time for First Boat across line</b>                  Finish ALL Boats crossing finishing line <i>AFTER</i> the first boat - even if they are a lap or more behind.  <b>IMPORTANT NOTE: Record all finishing times.</b></p>	<p>1 short per finishing boat </p>
<p>As per OD</p>	<p><b>Abandon Race</b>                  Hoist (November)</p>	 <p>5 long </p>
<p>After last race completed</p>	<p>Stow away Transits, Safety/Committee Boats and tidy up Race Box, Lower Shorten Course Flag</p>	



Countdown Race (clock times)	Description Race Duration +42 mins for lead boat from last start	Handicap Class Flag	Enterprise Class Flag	Laser Class Flag	RS 300 Class Flag	Preparatory Flags	SOUND
<b>-19 Mins</b> (18h57)	Hoist Handicap (Topper & Pico, single handed Mirror)	↑ "4min" 					1 long
<b>-17 Mins</b> (18h59)	Hoist Blue Peter	"2min"				↑	1 long
<b>-15 Mins</b> (19h01)	<b>Start</b> Handicap (Mirror)	↓ "Start" 				↓	1 long
<b>-12 Mins</b> (19h04)	(only If Reqd) <b>Start</b> Topper & Pico						1 long
<b>-9mins</b> (19h07)	Hoist Enterprise		↑ "4min" 				1 long
<b>-8mins</b> (19h08)	(only if Reqd) <b>Start</b> RS Feva						1 long
<b>-7 Mins</b> (19h09)	Hoist Laser, Blue Peter		"2min"	↑ "4min" 		↑	1 long
<b>-5 Mins</b> (19h11)	<b>Start</b> Enterprise (Lower Class Flag), <b>Start</b> RS Vision		↓ "Start" 	"2min"			1 long



<p><b>-4mins</b> (19h12)</p>	<p>Hoist RS 300, (also) <b>Start</b> Single handed Enterprise, Laser Radial, Wayfarer</p>	<p>"1min" ↑ "4min" </p>	<p><b>1 long</b> </p>
<p><b>-3 Mins</b> (19h13)</p>	<p><b>Start</b> Laser (Lower Class Flag)</p>	<p>"Start" ↓ "3min" </p>	<p><b>1 long</b> </p>
<p><b>-2mins</b> (19h14)</p>	<p>(only If Reqd) <b>Start</b> RS 200</p>		<p><b>1 long</b> </p>
<p><b>0 Mins</b> (19h16)</p>	<p><b>Start</b> RS 300(Lower Class Flag Lower Blue Peter</p>	<p>"Start" ↓  ↓ </p>	<p><b>1 long</b> </p>
<p> <b>+40 mins ish</b> (19h56)</p>	<p><b>Plan ahead to ...</b>  Set Finishing Line and display 'Last Mark' Board with anticipation of first boat rounding 'Last Mark' to cross Finishing Line at "+42mins" after RS300 start (ie Laser Start+45mins)  <b>Shorten Course</b> Hoist (Sierra) as lead-boat approaches the selected 'Last Mark' of course</p>	<p>"Start" ↑ </p>	<p><b>2 long</b> </p>
<p><b>+42 mins</b> (19h58)</p>	<p><b>Target Finish Time for First Boat across line</b> Finish ALL Boats crossing finishing line <i>AFTER</i> the first boat - even if they are a lap or more behind.</p>		<p><b>1 short per finishing boat</b> </p>
<p>After 20h10</p>	<p>Stow away Transits, Safety/Committee Boats and tidy up Race Box, Lower Shorten Course Flag</p>	<p>↓ </p>	
<p>As per OD</p>	<p><b>Abandon Race</b> Hoist (November)</p>	<p>↑  ↓</p>	<p><b>5 long</b> </p>

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PLEASE DO NOT REMOVE COPIES FROM THE OoD Box or CLUB HOUSE NOTICEBOARDS

Any comments should be given to the Sailing Secretary

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