

Barnt Green Sailing Club
INSTRUCTIONS FOR THE OFFICER OF THE DAY

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1. Responsibilities

As OOD you are responsible for the organisation of sailing during the day of your duty. Advice may be sought from other members of the club, but it is the sole responsibility of the OOD to make decisions. In particular, if the conditions are considered unsafe either to race, or in extreme conditions, even to sail, the OOD has a duty to enforce such decisions. It is rare for conditions to be unsafe if the rescue boats are in use with competent crews, but if one or more of the rescue boats are out of action then the OOD should consider cancelling racing in strong winds, especially at the start of the season when the water temperature is low. Racing should be postponed or abandoned in weather conditions where lightning could reasonably be expected.

The responsibilities of the OOD do not end until the Clubhouse and out buildings are secured after all other members have left.

2. Before the Day

- 2.1. Contact all members of your team at least 2 weeks before your duty day Remind them to arrive at least one hour before the first race of the day.
- 2.2. If they cannot do their duty, remind them that they must find a substitute.
- 2.3. If you still find yourself short of assistance the Sailing Secretary may be able to suggest a new member you could try.

3. Setting Up on the Day

- 3.1. Arrive at least one hour before the first race of the day.
- 3.2. Collect the Club and OOD Keys and the Bar Float from the Keeper's Cottage.
- 3.3. Open up the Clubhouse and changing rooms. Check that the fire exits are not obstructed and are unlocked.
- 3.4. Check Accident and Emergency procedure
- 3.5. Take the Union Flag from the shelf by the telephone in the Clubhouse, and hoist it up the flagpole by the Keepers Cottage. (Broader white band nearest the hoist uppermost)
- 3.6. Take the amplifier and microphone from the bar store.
- 3.7. Open up all the sheds and the petrol store.
- 3.8. Open the OOD box. Switch on the electricity at the master switch over the door.
- 3.9. Test the klaxon and loudspeaker; ask someone to wave from the Clubhouse fire exit door to confirm that they can hear you.
- 3.10. Encourage the Rescue Officers to get two rescue boats ready for use as soon as Possible and have the Tod brought back to the Jetty.
- 3.11. Hoist the Club Burgee to the top of the OOD Mast. Change this for the appropriate Flag Officer's Pennant when one arrives.

- 3.12. Hoist the Red Ensign from the peak halyard by the OOD Box door. There are two Red Ensigns, for fair and foul weather.
- 3.13. Put entry sheets and a pen or pencil in the green shed below the OOD box; add the date, OOD and the race number / morning or afternoon as appropriate. There are sailboard entry sheets and dinghy entry sheets in the OOD box files.
- 3.14. Make sure that there are pens in the course board box. There are additional pens in the bar store if necessary.

4. Setting a Course

- 4.1. For a board course, consult either the Class Captain or an experienced sailboarder. For a boat race use a course from the book in the OOD box or consult a Class Captain. For average lap races try to set a course that will allow the slowest boats to complete at least two laps.
- 4.2. Choose a course such that the first mark is directly to windward of the starting line.
- 4.3. A course should include at least one long beat, and preferably a second shorter beat.
- 4.4. In fresher winds, include broad planing reaches.
- 4.5. The course must be listed in chalk on the course board making clear where the start and finish lines are and the number of laps. List the marks and the side to which they are to be passed. e.g.

START	Transit–OD (or Transit ID-OD, or Boat–5 for examples) 8P 6P (etc)
FINISH	OOD Mast–9 (or Boat–7 for example)
LAPS	Seniors 5, Juniors 4 (or Raceboards 3, Allcomers 2)

- 4.6. Draw the course on the board, and use the coloured boards on the OOD box as wish, but the written list takes precedence in the case of any inconsistency.
- 4.7. Write the times of the warning, preparatory, and starting signals on the course board.

5. Moving Marks

- 5.1. You can move any mark before the preparatory signal.
- 5.2. The Jaffa with the steering console should not be used for moving marks.
- 5.3. Marks should not be placed too close to the fishermen, particularly marks 1 & 8. At the end of the day, see that the numbered marks are returned to roughly their intended locations for the next OOD.

6. Starting Line

- 6.1. The starting line is either the transit between the mast on the OOD box and the moveable flagstaff in front of the box, or between the boat mast and a mark.
- 6.2. If the transit starting line is used, a white Outer Distance mark should be laid. Lay an Inner Distance mark if boats could otherwise fetch the first mark.
- 6.3. The distance marks should be close to the line, within 0.5m, and slightly behind. The best way to set the ID and OD marks is to drag them downwind onto the line.
- 6.4. The line should be as square to the wind as you can make it, and long enough to fit all boats or boards, say 1.5 times the length of the hulls of all the boats in the largest class you are starting.

7. Running a Race (Applies to all races)

- 7.1. Collect the entry forms from the shed. Check that all the boats or boards racing have entered, and that Laser Radial / Laser 4.7, Single-handed and Visitors have indicated correctly "R" "4.7" "S" & "V". Boats not entered are to be scored DNC.
- 7.2. As OOD, your main responsibility is to start and finish the race correctly. Apart from the usual finishing places 1,2,3 etc, the only scores you can give are:

DNC Did not start
OCS Over the starting line at the start and did not return properly
DNF Did not finish
RAF Retired after finishing

The best action to take if you see a competitor doing anything else that you believe to be not in compliance with the rules is to talk to them after the race and to agree with them a course of action. Normally this will involve the competitor retiring after finishing, but you may have been mistaken or you may wish to protest them.

- 7.3. When starting races, there should ideally be one person to watch the time and make the sound signals, and another to display the flags and watch the line
- 7.4. Record the progress of the race by listing the boats or boards as they pass through the finishing line each time. This is essential for Average Lap racing, and always desirable. Keep a note of the leaders' times to help decide when to shorten the course.
- 7.5. When finishing races, there should ideally be one person watch the line and call sail numbers, and another to record sail numbers and times.

8. Flags

- 8.1. The flags are as follows:

Sailboard Class	Flag Z
Solo Class	No 1 Pennant
Laser Classes	Flag Laser (white with red star)
Enterprise Class	Flag E
Lark / Handicap Class	Flag L
Cadet Class	Flag Y
Optimist Class	Flag 0

Preparatory Signal	Flag P
Individual Recall	Flag X
General Recall	1st Substitute
Postponement	Answering Pennant
Abandon	Flag N
Shorten Course	Flag S
Time Limit	Flag T

8.2. Put the flags on the halyards toggle way up.

8.3. The race is started by using flags. Make sure that if the sound signal fails, the flags are displayed on time.

9. Morning Races – Sundays and Bank Holiday Mondays

9.1. Two Classes:
Raceboards
Allcomers

9.2. Both Classes start together

9.3. Allcomers sail one lap less than Raceboards

9.4. There are three races of around 30 minutes for the leader.

9.5. Timing and signals for the first race:

Start Time	Time Difference	Signal	Display	Remove
11.00	0	Warning	Flag "Z"	
11.03	3 min	Preparatory	Flag "P"	
11.06	6 min	Start		Flags "Z" & "P"

9.6. As soon as possible after the end of the first race announce the time of the warning signal for the second race

9.7. Timing and signals for the second race

Start Time	Time Difference	Signal	Display	Remove
	0	Warning	Flag "Z"	
	3 min	Preparatory	Flag "P"	
	6 min	Start		Flags "Z" & "P"

9.8. As soon as possible after the end of the second race announce the time of the warning signal for the third race

9.9. Timing and signals for the third race will be as the second race

9.10. Sailboards may sail until 14.00hrs

9.11. Formal training for dinghy sailors may take place on the water whilst sailboards are racing, but only in separate areas of the reservoir designated by the OOD and all training boats must in any event keep clear of sailboards racing.

10. Afternoon Races – Sundays and Bank Holiday Mondays

10.1. The Classes are:

Solo, Laser, Laser Radial, Laser 4.7, Enterprise, Lark, Cadet, Optimist, Handicap, Pico and Wild 1

10.2. Laser Radials, and Laser 4.7s start with the Laser Class.

10.3. The Handicap class starts with the Lark Class.

10.4. Cadets and Optimists sail one lap less than Senior Classes.

10.5. There are two races of around 60 minutes for the leader.

10.6. Timing and signals for the first race:

Start Time	Time Difference	Signal	Display	Remove
14.24	0	Warning	Flags "1" "Laser" "E" "L" "Y" "O"	
14.27	3 min	Preparatory	Flag "P"	
14.30	6 min	Solo Start		Flag "1"
14.32	8 min	Laser Start		Flag "Laser"
14.34	10 min	Enterprise Start		Flag "E"
14.36	12 min	Lark, Pico & Handicap Start		Flag "L"
14.38	14 min	Cadet & Optimist Start		Flags "Y" "O" & "P"

10.7. At the end of the first race announce the time of the warning signal for the second race. This should be at 16.10 or 30 minutes after the first finisher, whichever is later.

10.8. The timing and signals for the second race will be as for the first race

10.9. Sailboards may sail after the end of second race.

11. Wednesday Evening Races

11.1. Three Divisions

Senior Pursuit (Laser 4.7, Solo, Enterprise, Laser Radial, Laser, Lark, Handicap, Wild 1)
Junior Pursuit (Optimist, Cadet)
Sailboard

11.2. One race of 60 minutes timed from the Solo start for the Senior and Junior Pursuit, and one race of around 42 minutes for the Sailboard Division.

11.3. Timing and signals for the first race: (Note that the timings are advanced by 30 minutes on the 31st March)

Start Time	Time Difference	Signal	Display	Remove
18.54	0	Warning	Flags "Z" "1" "E" "L" "Laser" "Y" "O"	
18.57	3 min	Preparatory	Flag "P"	
18.58	4 min	Sailboard Start		Flag "Z"
18.59	5 min	Laser 4.7 Start		
19.00	6 min	Solo & Optimist Start		Flags "1" & "O"
19.02	8 min	Enterprise Start		Flag "E"
19.03	9 min	Enterprise Single Handed & Radial Start		
19.04	10 min	Laser Start		Flag "Laser"
19.05	11 min	Lark and Wild 1 Start		Flag "L"
19.06	12 min	Lark Single Handed & Cadet Start		Flags "Y" & "P"

Refer to separate list in the OD box for other Handicap start times.

11.4. Finish the sailboards as close to 19.40 and the remaining two divisions as close to 20.00 as possible. This is important because the pursuit race start times are geared to this.

12. Frostbite Series

12.1. Three Divisions

Senior Pursuit (Laser 4.7, Solo, Enterprise, Laser Radial, Laser, Lark, Wild 1)
Junior Pursuit (Optimist, Cadet)
Sailboard

12.2. Two races of 45 minutes timed from the Solo start.

12.3. Timing and signals for the first race:

Start Time	Time Difference	Signal	Display	Remove
11.00	0	Warning	Flags "Z" "1" "E" "L" "Laser" "Y" "O"	
11.03	3 min	Preparatory and Sailboard Start	Flag "P"	Flag "Z"
11.05	5 min	Laser 4.7 Start		
11.06	6 min	Solo & Optimist Start		Flags "1" & "O"
11.07	7 min	Enterprise Start		Flag "E"
11.08	8 min	Enterprise Single Handed & Radial Start		
11.09	9 min	Lark & Laser Start		Flags "L" & "Laser"
11.10	10 min	Lark Single Handed, Wild 1 & Cadet Start		Flags "Y" & "P"

Refer to separate list in the OD box for other Handicap start times.

12.4. Finish all fleets as close to 11.51 as possible. This is important because the pursuit race start times are geared to this.

12.5. At the end of the race announce the time of the warning signal for the second race. This should be around 12.20.

12.6. The timing and signals for the second race will be as for the first race

13. Snowflake Series Races

- 13.1. All dinghies start together, and race on an Average Lap basis.
- 13.2. Two races of around 45 minutes.
- 13.3. Timing and signals for the first race:

Start Time	Time Difference	Signal	Display	Remove
11.00	0	Warning	Flag "Z"	
11.03	3 min	Preparatory	Flag "P"	
11.06	6 min	Start		Flag "Z"

- 13.4. Finish all dinghies when they next cross the finishing line after you display Flag "S".
- 13.5. At the end of the race announce the time of the warning signal for the second race. This should be around 12.20.
- 13.6. The timing and signals for the second race will be as for the first race.

14. Individual and General Recalls

- 14.1. Individual recalls are made when you can identify boards or boats over the starting line at the start.
- 14.2. Make a second sound signal and display flag X until they are all completely on the pre-start side of the starting line or until 15 seconds before the next start if earlier. (If it's the last start of the sequence, 4 minutes is the maximum you need to display it).
- 14.3. Please do not try to hail numbers as it can cause confusion, could amount to Outside Help, or could lead to a request for redress.
- 14.4. General recalls are made when you cannot identify the boards or boats over the start line.
- 14.5. Make a second and third sound signal and hoist the flag "First Substitute". Remove "First Substitute" one minute later with one sound signal.
- 14.6. The class concerned will then start 2 minutes after the last scheduled class.

15. Postponing and Abandoning Races

- 15.1. You can postpone a race by displaying the "Answering Pennant" and making 2 sound signals. This is normally done at the time that the warning signal would have been made, but a race can be postponed at any time up to the start.
- 15.2. After a postponement, the warning signal is made 1 minute after the AP flag is lowered.
- 15.3. If conditions deteriorate, or the rescue boats are unable to cope, or for any other reason you consider racing should be stopped, you can abandon a race by hoisting flag "N" and making three sound signals. All boats should come ashore.

16. Shortening Course

- 16.1. Shorten course when necessary by making two sound signals and displaying flag “S” over the class flag concerned as the Class leader rounds the last mark. Please announce the class being shortened. Flag “S” without a class flag means that the race for all classes will be shortened.
- 16.2. You can shorten course between a boat and a mark by displaying flag S on the boat. The finishing line then becomes the line between the staff displaying flag S and the mark. Please ensure this line is square to the direction of the course from the last mark and that the boat with the staff is on the side of the course that the boats or boards would have been approaching the mark from.
- 16.3. For average lap races, you must use the same line for finishing as you did for starting.

17. Finishing

- 17.1. The Finish line must be between the mast of the OOD box and a mark of the course, or between a boat mast or staff and a mark of the course.
- 17.2. When using a finishing line between a boat mast or staff and a mark, please ensure this line is square to the direction of the course from the last mark and that the boat with the staff is on the side of the course that the boats or boards would have been approaching the mark from.
- 17.3. Finish the race by giving a klaxon to the first board or boat in each class or division, and a bell for others – although the finishing sound signals have no significance in the rules.
- 17.4. Record numbers and actual times of all finishers, and, in average lap races, the number of laps each has sailed.
- 17.5. No times are required for Wednesday, or Frostbite Series Races.
- 17.6. The finish must be at a line, so for pursuit races you must not finish all boats or boards by driving a rescue boat back through the fleets. In this case you may finish the race at any point after the first boat or board in the division has finished, by applying a time limit (3 sound signals and display Flag T), and recording the position of each boat on the water at that time. It is advisable to make sure that the boats and boards on beats are clearly positioned when you apply the time limit.

18. Time Limits

- 18.1. For Sunday and Bank Holiday Monday races the time limit may be applied:
 - If there are boards still racing 10 minutes after the leader finished
 - If there are boats still racing 20 minutes after their Class leader finished
- 18.2. For Wednesday and Frostbite Series races, the time limit may be applied as soon as the division leader finishes the race. (See 17.6 above for advice on applying the time limit)
- 18.3. Record the current positions of boards or boats still racing. Mark the time as OOT.
- 18.4. Make three sound signals and display flag T.

18.5. Please hail them to come ashore.

18.6. For average lap races, any boats still racing 20 minutes after flag S is displayed are to be scored DNF.

19. Protests

19.1. The protestor may come to you for a protest form (kept in one of the files in the OOD box)

19.2. Protests shall be received by the OOD within 15 minutes of the last boat finishing that race. Please note the time of receipt.

19.3. You should find a protest committee chairman and two members to hear the protest as soon as racing has finished for the day.

19.4. The protest procedure is set out in Appendix M of the Racing Rules of Sailing.

19.5. Record the results of the Protest Committee on the results sheet and send the documents to the Sailing Secretary.

20. Results

20.1. After the finish, transfer the results to the Results Sheet, one for each class in the Points series, one for each Division in Pursuit races. Record sail numbers, initial and surname, whether Laser Radial "R", Laser 4.7 "4.7", "V" or "S" and the finish time and position.

20.2. Score all other boats or boards as follows:

DNC Did not enter, did not come to the starting area, or did not start.

OCS On the course side of the starting line at her starting signal and failed to start correctly.

DNF Did not finish.

RAF Retired after finishing.

DSQ Disqualified after a protest.

20.3. Also complete the Prepared Results form which is collected for the Bromsgrove Advertiser and Standard for publication in the results section of the sports pages, as well as for the Club website.

20.4. Place the yellow copy of the results in the folder provided, and pin the white copy to the class notice boards in the Clubhouse. Pin the separate Prepared Results form to the Sailboard notice board.

21. Closing Up for the Day

21.1. Complete the OOD Report sheet and take down all of the flags including the Union Flag

21.2. Switch off the electricity over the door and return the amplifier to the Bar Store and Lock all of the sheds and the fuel store.

21.3. It is the responsibility of the OOD to ensure that the bar is secured and that the takings are counted and returned to the Keeper, and that the Clubhouse has been properly secured and the keys returned to the Keeper. It is not the responsibility of the Duty Bar Officer to carry out these functions, and should only be delegated if the OOD is satisfied that the person concerned is willing to accept the responsibility.