

# FRAMPTON ON SEVERN SAILING CLUB

RYA Affiliated

Thankyou on behalf of all the racers for doing the Officer of the Day Duty. The notes here are intended as guidance to ensure that OODs are as comfortable as possible in undertaking the duty, and are aware of any relevant changes to club rules / management.

## What do you need to do?

- **Safety is your number one priority.** This includes ensuring your rescue team are aware of their responsibilities (attending anyone in trouble) and deciding if the weather is not suitable for racing to take place. Although your crew should have one person who is Safety Boat qualified and another who is Power Boat qualified, please check your crew's competence and confidence – this will help you decide how much direction you should give your team (where to be in relation to the race, when to assist a racer, etc), and could influence your decision to continue with the race should the weather deteriorate. All engine-driven boats on the water should have a radio at all times.
- **Security of the Clubhouse, Boat Shed etc is your second priority.** See notes at the end of the OOD Best Practice Guide (pages 2 to 6 of this document).
- Review DutyMan to check that your duty team have confirmed their commitment to the duty at least a week in advance of the day. Chase up any non-confirmed attendees (contact phone numbers are available alongside their names in DutyMan) reminding them that it is their responsibility to arrange a replacement if they cannot attend. It is also advisable to contact all members of your duty team to agree your expectations of them and their arrival times - 'Communication is good'!
- Open up the clubhouse if you are the first to arrive.
- Sunday duties - purchase 2 litres of semi skimmed milk - obtain a receipt for its purchase, refund yourself from the Bar/Galley proceeds, and leave the receipt in the Cash Box.
- Cash boxes and keys for the bar and galley are held in the combination safe opposite the galley door. The codes are known to all committee members, anyone of which will be able to provide you with access as required on the day. On Sundays, the Galley Duty does not include manning the bar after racing; on Wednesday evening, the Bar Duty does not include the galley.
- The key required to open the petrol store is now held in a combination box in the area where the signing in sheet is normally found, just inside the back door to the wet bar. Again, a committee member can let you have the number. (Be sure to get it before you go to club as it is likely that you will be first at the club on the day.)
- Please close the roller shutter door on the new boat house after the rescue boats have been taken out for the day, as a measure of security
- On the day **log the height** of the water as shown on the gauge by the new middle jetty and record in SailWave along with the race results.
- Close up the clubhouse and boat shed securely at the end of the day.

- Please advise the Sailing Secretary, by e-mail, of any on-the-day Duty Team Non Attendees with accompanying explanations if given, in order that these may be followed up as appropriate.

## OOD Best Practice Guide

This document is to complement and should be read in conjunction with the Sailing Instructions which can be found on the FOSSC Web Site.

Being an OOD can be rewarding and fun but also your worst nightmare!!

### Arrival



Arrive at least 90 minutes before the start of the race to give yourself plenty of time to get the rescue and committee boats ready for use. (If this is the first time you have done OOD, you may want to arrive a bit earlier.) Check the weather!!

**TIP** - Make sure the fuel tanks have enough fuel for the day's use.

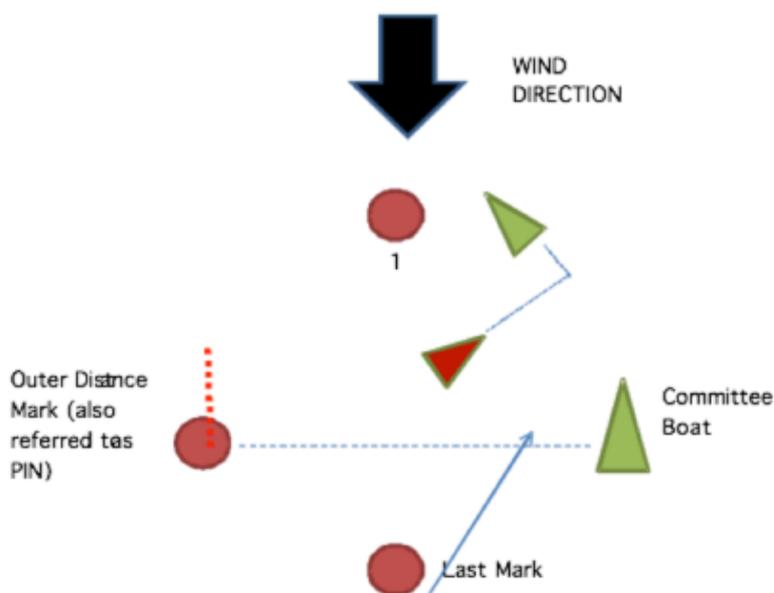
### Set Up

Make sure you have – flag box, hooter, flag mast, stopwatch, (all found in the Boat Shed) and PEN/PENCIL & PAPER! Put out race sign-on sheets in the wet bar. Make sure you as OOD and rescue teams are aware of any **fishermen** and use the middle of the lake (rather than “cutting the corner”) when collecting and taking back the Committee Boat or setting the course to avoid their fishing lines. Please log the lake depth (found using the marked pole on the middle jetty) on the sheet near the signing on sheet.

### Course Set Up

If in doubt keep it simple but remember the following rules:

- Start and Finish lines are usually the same (except Pursuit races).
- The line should be approximately 1 boat length x number of boats starting on any one start. In light air, it can be shorter, in heavy air longer. In the event of very large starting numbers (typically Handicap race) you may need to compromise on the ideal.
- The committee boat should be at the starboard end of the line.
- Make sure you are between the first and last marks of the course – this will force all the boats to go through the line (or close to it) each lap and help you collect numbers.
- The last mark should be at least 4 boat lengths away from the line.
- You want a long first leg to help spread the boats out.
- If possible have the boats round the first mark to PORT this prevents starboard boats poaching at the last minute and causing incidents.
- Try to avoid boats crossing too often across the lake.
- Avoid shallows and Fishermen.
- Determine and **mark on course board where fishermen are stationed** to guide sailors to avoid.
- If you have a gybe mark advise the rescue teams on windy days as this could be a point of incident.
- **TIP** - Set more laps than you need. You can always shorten course (which is the norm).



### Junior Races (if applicable)

- One handicap race, starting at 12:30pm and run for around 30 minutes only.
- Keep the course nice and simple – either a triangle or figure-of-8 will suffice.
- Some will run straight after Oppie Training, so make sure those that have been doing Oppies have time to get the course etc.

### Class/Handicap Races:

#### The Start

- Don't worry about collecting numbers of boats before the start – it is far easier doing it at the end of the first lap.
- **NOTE** - Laser Radials typically start with the Laser Class but the Laser 4.7's may not!!
- Make sure you have the right flags – including – individual recall (X)  and General Recall  (1<sup>st</sup> Sub).
- Remember starting sequence is 4 min, 2 min – GO and the sequence is Handicap fleet, then Lasers and then Solos at 2-minute intervals.
- If only 1 or 2 boats are over AND you can identify them use the individual recall – one blast and flag X.
- If too many boats are over then you have no choice but to do a General Recall – 2 blasts and 1<sup>st</sup> sub.
  - If you don't want to adjust the line, then lower the 1<sup>st</sup> sub once all boats have acknowledged the recall and continue the 2-minute-interval starting sequence. The offending fleet will start 2 minutes after the last fleet (or 2 minutes after their original start if they were the last fleet).
  - If you need to adjust your start line to remove any bias, then keep the 1<sup>st</sup> substitute flying until you are happy with the line. You will then have to commence the starting sequence again one minute after lowering it. If you have too much STARBOARD bias the boats will be clustered around the committee boat, too much PORT bias and they will be fighting at the pin end.
- Line bias – generally a little PORT bias will spread the boats out along the line.
- Make sure the stopwatch is counting up when the Handicap Fleet start as this will give you their finishing times.

- Juniors have an option to have a separate start, approx. 10 minutes after the Solo start. They will then finish at approximately the same time as the other classes and their results recorded separately. It might be useful to lay a 2<sup>nd</sup> start line on the other side of the Committee Boat, so that their start won't be impeded by other classes rounding the leeward mark and coming through the line (given that there are different rules for those boats that haven't started...)

## First Lap

- It is important to note which boats by fleet are in which order. In particular the handicap class boats.  
**TIP** - It is easiest on the first lap!!
- For the handicap fleet make a note of how quickly the 1<sup>st</sup> boat is rounding and the time of last boat. This will give you an idea as to how many laps they may sail and also help you to roughly work out when they should finish – see finish.

## Each Lap

- Stay awake as the boats go through or past the line as it's easy to miss someone.
- Capture by Fleet and boat numbers
- Check the lap time of the fastest and slowest handicap boats especially if the wind begins to ease!

## Finish

- Typically you should be aiming to finish the leading boat around 50 minutes but do keep an eye on the progress of the slower boats (particularly in the event of slow lap times) to avoid excessive duration!
- You will shorten course as the leading boat rounds the final mark of the course by raising the shorten course flag, appropriate class flag and giving two blasts. As you shorten other classes you can simply give two blasts and raise the relevant class flag as the leading boat approaches the last mark.
- Handicap fleet – This is where the art comes in.
- Due to the wide range of handicaps, we operate on a lap timed basis – i.e. the boats do not have to have raced the same number of laps but we take the finishing time and number of completed laps into consideration. Ideally you want to shorten the leading boat with the slowest boat having just been lapped. This means you will not have to wait for the slowest boat to sail another whole lap before finishing.
- **Note:** that especially in light winds, you can shorten for the slower boats first, so they don't have to sail what might end up being a much longer duration in total than the faster boats. The algorithms in Sailwave's software are designed to take all of this into account.
- Make sure you know how many completed laps AND the finishing times of each handicap boat. ALSO be careful to enter the right information into SailWave.
- Juniors – if in doubt, finish them earlier than the other classes (rather than later), given that they will complete laps much slower than the other classes.

## Pursuit Races:

- Follow the instructions for using the box – it works brilliantly!!
- Position the box so starting boats can see the numbers.
- Make sure the box is secure!
- **TIP** – before you head off make sure you know which is the slowest boat sailing!
- Remember to turn the sounder to off after the last boat has started.
- Juniors have the option of sailing a “half-Pursuit” against reduced club numbers (so they sail for much less time). Please ensure that their results are recorded separately.

- Remember the finish line is NOT FIXED. Before the end of the countdown, you will need the committee boat to motor ahead of the lead boat and when the finishing signal sounds go backwards through the fleet, marking the final finishing positions – releasing the boats as you go.
- If you have used the pursuit box, a hooter will sound plus orange flashing lights. Alternatively (or in addition) you may chose to use a whistle to ensure all boats have heard the signal.
- If the box fails – there is a manual set of numbers you can use!

### **SAILWAVE (recording the day's results)**

- SailWave works on helm's name and not boat number – **TIP** the signing on sheet will tell you who has raced and what class of boat they sailed. Make sure you get the person sailing the right class of boat (some have for example Laser and Laser Radial) and the right number of laps and finishing time.
- **TIP** – most errors occur because SailWave uses the number of laps from the previous entry and they forget to change it for each boat.
- Guidelines on how to use SailWave are in the computer room and also on the website (Member Log In > Member Documents > Racing).

### **A bit about Rescue Teams**

- Make sure you know their capabilities.
- Make sure they are aware of the hot spots on the course i.e. Gybe mark
- If you need to have marks moved make sure the rescue team is aware and ready to help you.
- Discourage the dragging of marks and encourage lifting and re-dropping them in the new position in order to reduce potential fouling of fishing line.
- Please try to set courses using the 'intermediate' marks to set a beat, rather than moving the cardinal marks.
- Cardinal marks (Red/Green/White/Yellow) should be moved by lifting the chain and weight (but not necessarily the buoy itself) again to prevent any potential damage to fishing lines.
- Make sure they are aware of the conditions to be expected.

### **Packing Away**

- Make sure the Committee Boat is put back on its mooring. Do not leave any removable items on the boat.
- **All flag buoys (NOT cardinal marks) should be brought to the Jetty area at the end of the racing.**
- All boats and fuel tanks must be put away.
- Ensure kitchen and bar cash boxes and keys are locked away in the safe.
- Empty glass and cans from the bar should be emptied into the recycling container in the compound.
- Ensure that the two **Hooter boxes and Pursuit Timer are left on charge** at the electrical sockets where the boxes are stored in the boat shed just inside the roller door on the right, and **Radios (if used) are left on charge** in the same area in their lockable cabinet.

### **Other Bits**

- On Wednesdays the wind can die during the evening so watch out!!
- When setting courses look for wind shadows on the water – AND AVOID THEM!!

### **Finally**

- Your duty ends when you lock up which is after the last person leaves.
- The following access doors should be confirmed as secure:
  - Boat Shed: central roller door, sail equipment store door (left), general access door (right)
  - Fuel Store

Club House: wet bar entrance door, door to stairs for general office (just to right of wet bar entrance door), general entrance (front door).

- The lights, heating and tea/coffee water heater should be turned off.
  - The lights are no longer centrally controlled and need to be turned off individually in each room, the switches for the upstairs bar are located at the top of the stairs.
  - The switches for the heating are located in the wet bar on the right hand wall (when facing the hatch) at the kitchen end. There are four switches controlling heating in the upstairs bar (2 switches), the ladies and gents changing rooms. The four heater switches are “off” when lit with a blue light. If they are “on” (not lit) they will switch off automatically after two hours of operation or can be manually switched off by pressing and holding the button until it flashes red. This will initiate the heater shut down which takes approximately one minute culminating in a steady blue light at the switch. Separate heating and control units are to be found in the disabled changing room and upstairs office, and need to be independently turned off at their respective locations.
  - Finally you should check that the water heater used for tea and coffee in the kitchen is switched off at the wall.

These details are all on a laminated sheet on the back of the main clubhouse door.

- Your day as the OOD is over, just lock the gate as you leave – well done and thankyou!!