1. Officer of the Day responsibilities

2. Annex A-Guidance notes on course setting

3. Annex B (void)

4. Annex C-Racing under Lights

5. Annex D-Racing under flags

Section 1.

Officer of the Day Responsibilities

Introduction
It is the OOD’s responsibility to organise and run the scheduled races for the day according to the weather conditions. To a newcomer or an inexperienced sailor the job first appears somewhat daunting but the truth is most of the jobs will be done by others who know the ropes. However it is necessary to have one person responsible for ensuring all the tasks are done. It does not mean the OOD has to do every task him/herself. He/She just needs to ensure somebody is doing it. The OOD will need at least one other person in the race office to act as timekeeper or lap recorder.

If in doubt please ask.- There will always be a Duty Officer, Flag Officer or a member of the sailing committee in the club. If the OOD has any doubts on what to do, whether it is safe to organise a race or how to actually conduct the race they should always request assistance.

OOD Check List (see page 5)
The OOD’s check sheet (at the end of this document) should be used as a reminder of tasks to be done. Print off a copy and mark off tasks as they are done. The check sheet summarises the following tasks.

Tasks

1 Opening up
You should arrive at least 1 1/2 hours before the racing is due to start which is normally 11.00 hrs. Hoist the club pennant on the main mast and if the Commodore is present, the Red Ensign on the jack staff.
In the starters box, unlock the race PC cabinet and follow the instructions in the smart race manual (Page 2.1) to switch on the PC and lamp supply.
2 Suitable conditions for sailing
Observe the current weather conditions, i.e. sea state – Is it rough and likely to cause difficulty getting off the beach? Is it blustery and likely to result in a number of boat capsizes? Weather forecast – Is it worsening or improving? If it’s marginal or doubtful, consult the sailors to see who wants to go out and for how long. Also consult a flag officer. If conditions are challenging consider the experience of the safety boat helms and crews. Are there sufficient safety boats for the conditions and number of competitors.

If you are unsure or if the conditions seem challenging please ask a Flag Officer, consult with the safety boat helm and crew and the competitors.

3 Setting and Posting the course
Check the fixture card for type of races and the start times. Use the race PC to select the appropriate starts which will normally be pre-programmed in the SmartRace data base. If you are not sure how to use the SmartRace program use the manual (page 2.3) or ask for assistance.

Set the course you require (see Annex A for guidance). Draw the course on the Race Board in the entrance hall and give the name of the event, start time, forecast, estimated race duration either in time or the number of laps and whether there is a back to back race following. Consult with safety boat crews to ensure your requirements are known i.e. length of course legs etc.

For efficiently run and enjoyable races consultation and communication are vital. Remember to ask if you are unsure.

4 Preparation of Safety Boats
The preparation of the safety boats are the responsibility of the designated Helms. They are tasked with ensuring all of the required equipment is on board (e.g. Marks Warps etc.). They must also carry out a radio check with you in the race office before going afloat. They will need to know which channel you intend to use. Channel M2 on the office radio and P4 on the safety boats are usually preferred as there will be less interference from other users.

<table>
<thead>
<tr>
<th></th>
<th>Channel</th>
<th>Channel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starters Box Radio</td>
<td>M1</td>
<td>M2</td>
</tr>
<tr>
<td>Safety boat Radio</td>
<td>37</td>
<td>P4</td>
</tr>
</tbody>
</table>
5 Declaration Sheets
Get the declaration sheet from the filling cabinet, fill out the event with date and time at the top and post on the declaration board so that competitors can sign on. If more than 18 boats are likely to sign on post a declaration continuation sheet as well. A free sailing declaration sheet should also be posted for sailors not racing.

6 Launching the Safety Boats
The safety boats need to be launched at least half an hour before the start of the race. Organise the sailors to help in launching. Once launched if the tide is rising, ensure the trolleys are pulled up the beach above the expected tide level at the end of the race.

Please use the external PA system to encourage the sailors to assist with safety boat launch and recovery. Insufficient numbers when manoeuvring the safety boat and trolley could result in injury.

7 Laying the Course
Liaison with the mark laying safety boat helm is important as the conditions on the beach will often be very different to those at sea. Wind direction and wave size etc can often only be judged accurately from the safety boat. If the safety boats have completed laying the course on time, the programmed starting sequence can be allowed to run for a start at the published times. If the course cannot be laid on time a postponement will be necessary (SmartRace manual Page 2.7).

When the limit Mark has been laid the transit pole can be adjusted to line up with it and the mast on the balcony. If the limit mark is to be passed on port the red side of the transit pole must be visible to the sailors, display green if the limit mark is to be passed on starboard.

8 Preparation for the Race
The SmartRace program should have been set to run the selected race as described in task 3. The races should be started at the advertised time unless there has been a postponement.

Prior to the start, the operation of the lights and hooter should be checked in accordance with the instructions on the SmartRace screen.

Note: Where a race time is changed (typically an afternoon race where the morning races have over-run) the new start time should be posted on the race board and announced in the club house. On the SmartRace program the actual start time should be amended as in the manual (pages 2.10 and 2.11)
9 Starting a Race
As the start time approaches, sight down the line formed by the transit pole and the balcony mast. At start time make a note of any boats over the line. If 2 or 3 boats are over signal an (individual) RECALL. If many boats are over and you cannot indentify them all signal a GENERAL RECALL (pages 2.10 and 2.11)

10 OOD’s Duties during a race
Once the race has started, lower the transit pole. Take the declaration sheet to the Race Office this will assist you and the timekeeper in recording boat numbers as they complete each lap, along with the time and record these on a lap chart. A result can be calculated with just the number of laps and a finishing time but individual lap times will help in the event of a query. Refer to the manual page 2.13 for an example of how a lap chart should be used.

The lap count and overall times for each boat are essential for calculating the results. If the PC malfunctions, results can still be calculated manually so please ensure this information is kept safe.

11 Maintain Safety Watch
Maintain contact with the safety boats and monitor the weather conditions/sea state. Situations can change rapidly and it is better to be proactive rather than be caught unawares. Watch for dinghies and windsurfers that may be in difficulties and contact the safety boats and advise accordingly. If the weather deteriorates and the safety boats cannot cope with the number of incidents (consult with them) then abandon the race and ensure all boats are recovered to the beach as soon as possible. For abandon racing light signal see SmartRace manual page 2.20
If there is a real crisis of any kind (e.g. missing boat or serious injury) refer to the PBSC Emergency Incident Plan (Page 6)

12 OOD duties at the end of the races.
Before the sailors come ashore ensure the declaration sheets are pinned up again for sailors to sign off. Organise safety boat recovery. Assist time keeper and lap recorder to calculate race results. Finally check the signing off sheets for any boats retired or not signed off, then post the results.

13 OOD duties at the end of racing for the day
Ensure the safety boats are properly hosed down and put away in the boathouse. Ensure tanks have been returned to the fuel store, ensuring that the fuel store is locked. Ensure any portable radios used have been recovered. Recover any winch ropes left on the beach. Put away all flags and pennants. Turn off computer, switch off both sockets in the computer compartment and lock away the computer.

The following OOD check Sheet can be printed for your use on the day:
<table>
<thead>
<tr>
<th>Check</th>
<th>Task</th>
</tr>
</thead>
</table>
| 1     | Opening Up  
Hoist Club Pennant (and red ensign if commodore present)  
Unlock race computer cabinet and switch on PC and lamp power supplies as detailed in the SmartRace manual Page 2.1 |
| 2     | Suitable Conditions for Sailing  
Check weather conditions  
If Rough – check with sailors and check for experienced safety boat helm(s) and Crew(s) |
| 3     | Setting & Posting Course  
Check fixture card. Check for pre-programmed race(s) on SmartRace  
Set the course, draw on Race Board (Race Name, number of starts, time of first start, course diagram, wind direction etc) |
| 4     | Preparation of Safety Boats  
Basic safety boat preparation responsibilities of Helm(s)  
Ensure the Helm(s) know the course  
Ensure a radio check is carried out with each safety boat before going afloat |
| 5     | Declaration Sheet  
Post race Declaration sheet on notice board (and a continuation sheet if there are likely to be more than 18 boats)  
Post Free Sailing declaration sheet |
| 6     | Launch Safety boat(s)  
Ensure safety boat(s) are launched at least 30 minutes before advertised race start time |
| 7     | Lay the Course  
Liaise with the safety boat(s) to ensure course is set as per the race Board |
| 8     | Preparation for race start  
The races should be started at the advertised time unless there has to be a postponement.  
Check lights and hooter (see on screen instructions) |
| 9     | Start of Race  
Watch start line for boat(s) over at the start signal. Call for recall or general recall within 30 seconds |
| 10    | OOD duties during the race  
Lower the transit pole. Take the declaration sheet to the starters box to assist you to identify the boats and helms. Assist timekeeper in recording boat number on lap charts (refer to manual page 2.13) |
| 11    | Maintain watch  
Maintain contact with safety boats. Monitor weather conditions/sea state. Watch for dinghies and windsurfers in difficulties and contact the safety boats accordingly. If there is a crisis of any kind, (e.g. missing boat or serious injury) refer to the crisis management procedures in the OOD instruction manual. |
| 12    | End of Races  
Post declaration sheet back on board for sign off. Organise safety boat recovery. Assist timekeeper in calculating race results. Check the signing off sheets for any boats retired or not signed off, then post results. |
| 13    | OOD duties at the end of racing for the day  
Ensure the safety boats are properly hosed down and put away in the boat house. Ensure tanks have been returned to the fuel store and locked up. |
| 14    | Ensure any portable radios used have been recovered. Recover any winch ropes left on the beach. Put away all flags and pennants. Switch off and lock away the race computer. |
PBSC Emergency Incident Plan

If there is a real crisis of any kind (e.g. missing boat or serious injury) refer to the PBSC Emergency Incident Plan which can be found in the race office or downloaded from the PBSC website Members area:

http://www.pbsc.org.uk/members.php
Annex C

Racing Under Lights

The SmartRace Manual describes the light sequence generated by the SmartRace program at pages 2.8 & 2.9.

Start sequences are automatically generated by SmartRace.

Other light signals are generated manually by clicking on the appropriate boxes on the Smart Race display as described in the smart Race manual.

<table>
<thead>
<tr>
<th>Signal</th>
<th>See manual page</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postpone</td>
<td>See manual page</td>
<td>2.7</td>
</tr>
<tr>
<td>Recalls</td>
<td>See manuals</td>
<td>2.10 &amp; 2.11</td>
</tr>
<tr>
<td>Shorten course</td>
<td>See manual page</td>
<td>2.14</td>
</tr>
<tr>
<td>Finish</td>
<td>See manual page</td>
<td>2.14</td>
</tr>
<tr>
<td>Abandon Sailing</td>
<td>See manual page</td>
<td>2.20</td>
</tr>
</tbody>
</table>

Not all possible signal requirements are met by SmartRace light signals. Where necessary flags should be used to supplement the Smart Race signals.

Example: To notify a course reversal (as described in Club Sailing Instructions 9.3) flags L over R should be flown with an accompanying single sound signal.
LIGHT SIGNALS
SINGLE START or FIRST START of multiple starts

START 1  5 minutes

START 1  4 minutes

START 1  1 minute

START 1  GO
LIGHT SIGNALS
SECOND START

WARNING SIGNAL (5 Minutes)

INDIVIDUAL RECALL SIGNAL (Flashing)

PREPARATORY SIGNAL (4 Minutes)

spare

1 MINUTE SIGNAL

START 2 5 minutes

START 2 4 minutes

START 2 1 minute

START 2 GO
COMMON LIGHT SIGNALS

POSTPONE
2 lights flashing alternately

INDIVIDUAL RECALL
one flashing light

GENERAL RECALL
three flashing lights
**SmartRace Manual**

- **SHORTEN COURSE**
  - one continuous light

- **FINISH**
  - single flash

- **RACING ABANDONED**
  - **ALL BOATS ASHORE**
  - 2 x 2 lights flashing alternately
Annex D

Racing Under Flags

Diagrams of all flags likely to be used in normal club racing are shown on the following page.

Note: Flags used as of May 2005 where all fleets are handicap, hence no class flags are used.

Instead  Flag numeral 1 is used as the class flag for start 1
And   Flag numeral 2 is used as the class flag for start 2
RACE SIGNALS WHEN USING FLAGS

IN THE EVENT OF A POWER OR COMPUTER FAILURE
THE FOLLOWING FLAGS WILL BE USED

1st START (or only start)

5 min

No 1

| 1 HOOT

4 min

P

| 1 HOOT

1 min

| 1 HOOT

START

| 1 HOOT

(1 min between starts)

2nd START

No 2

P

| 1 HOOT

| 1 HOOT

| 1 HOOT

| 1 HOOT

POSTPONED

Ans. Pendant

End postponement

2 HOOTS

1 HOOT

REVERSE COURSE

2 HOOTS

INDIVIDUAL RECALL

X

End recall

1 HOOT

RACE ABANDONED

RETURN TO START

GENERAL RECALL

1st SUB

End recall

2 HOOTS

1 HOOT

RACE ABANDONED

NO MORE RACING TODAY

RETURN TO SHORE IMMEDIATELY

SHORTEN COURSE

S

2 HOOTS

L over R

N over A