

BARTLEY SAILING CLUB - Instructions for the OoD

General

1. The OoD should telephone or e-mail their team before the duty day and check that they are available for duty on the day. They should be reminded that they need to be on site between 09.30am and 5.00pm, unless advised differently. They should come suitably equipped to be on the water for the expected weather conditions.
2. The allocation of duties between the various team members is the responsibility of the OoD and in doing this, you should bear in mind the prevailing weather conditions and the experience of your team members.
3. The OoD is required to ensure that there are TWO rescue boats on the water at all times. Prior to launching check fuel and safety equipment is available/sufficient. When boats are on the water, there must be at least two crew suitably dressed and prepared to operate it. Use the radios provided to communicate with your rescue boat crew and ensure that the whole of the water is under observation by a responsible members of your team who can make radio contact with your rescue boat crew at all times when boats are sailing. Make sure all members of your team are wearing suitable clothing to be on the water, including buoyancy aids.
4. If you or any of your team are unable to attend on the duty day, they should make arrangements for an exchange with another person on the duty rota which is circulated to the duty team members and displayed on the notice board in the clubhouse. Please notify the Club on TEL: 0121 477 5872 if different arrangements are made. Please note any changes in your team on the OoD's Return.
PLEASE AVOID JUST NOT TURNING UP. THIS IS VERY UNFAIR ON THE OTHER MEMBERS OF THE CLUB
5. The keys to the garage, water gate, OoD's shelter and ignition keys for the rescue boats are with the Club Manager. The keys should be returned to the Club manager after sailing has finished. There are various items of equipment which, because of their value, are kept by Richard. These include binoculars. Please ask the manager for them and ensure that this equipment is returned to the Club Manager before you leave. Two- way radios are kept in the OoD Shelter, plugged into a charging system. Committee members can give instruction on their use, if required.
6. Arrange for members of your team to keep the slipway clear of trolleys during sailing, and help with launch and recovery especially for new, novice & single handed sailors.
7. Put out Non Racing Signing On sheet (BLUE). Ensure that anyone sailing, but not racing (including the university) signs on. Ensure any visitors are signed in by a sailing member of the club. The reverse of the sheet should be completed by the OoD during the course of the day to record which duty crew attended and any problems with equipment.

8. Do not leave until all sailing has finished and all equipment has been stored unless you have made adequate arrangements for this to be done in your absence. Remember that you are responsible on your duty day. You are responsible for ensuring that the water gates, OoD shelter and garage are locked after the days sailing. If you are in any doubt please contact the Club Manager.

9. PLEASE NOTE THAT BOTH SATURDAY AND SUNDAY DUTY CREWS ARE REQUIRED TO BE ON DUTY FOR THE PERIODS SPECIFIED IN THE SAILING PROGRAMME IRRESPECTIVE OF WHETHER THERE IS RACING SCHEDULED.

10. PLEASE ENSURE THAT THE RACING RESULTS AND THE OOD'S RETURN ARE HANDED TO THE CLUB MANAGER AFTER THE DAY'S SAILING.

11. You may have inexperienced duty crew and if so, as the opportunity arises, please give them instruction on rescue boat handling and race organization etc

Race Organisation

1. Pre race

- a) Put out race sheets (YELLOW), one or two sheets for each start (for handicap races there will generally be one start but if the number of boats justifies it, you can divide the fleet into fast and medium/slow). These sheets are kept in the boxes left hand side of the OoD's shelter.
- b) Put out the course board which is kept in the OoD's shelter and use the standard courses wherever possible. These should be displayed in the frame provided which should be hung on the top left hand corner of the course board. Indicate the start and finish lines on the course board and the number of laps and the start time of the race using the chalk provided. Put out the notice board showing either the fleet class divisions for a handicap race if necessary or the class start times for a pursuit race which is also kept in the OoD's shelter.
- c) You should have two rescue boats on the water unless the conditions are particularly light and you do not intend to use a water based start/finish.
- d) A copy of the Sailing Instructions for club racing can be found in the OoD's shelter.
- e) There maybe novices racing and to encourage and identify them, they can tie a red ribbon to their booms. (ribbons in OD hut) This will allow experienced sailors to give them clear signals if required during the race and allow the duty crew to identify that they may need extra assistance with launch and recovery.

2. Setting the course

- a) Remember to go out onto the lake to accurately determine the wind direction and set the start line
- b) Try to set at least one true windward leg with your start line at the start of the windward leg and your finish line for handicap races at the end of a windward leg.
- c) Avoid long courses if the wind is light as this may make shortening the course difficult.
- d) Avoid more than one windward leg in pursuit races as this will make finishing the race difficult.
- e) Try to set your start line with a small amount of port bias.

- f) There is a set of standard courses for different wind directions in the OoD's shelter. These should be used wherever possible.
- g) In high winds try to keep competitors away from the dam wall area.
- h) IF YOU HAVE ANY PROBLEMS. TAKE ADVICE FROM A MEMBER OF THE SAILING COMMITTEE. ALTHOUGH YOU ARE IN CHARGE, MEMBERS OF SAILING COMMITTEE HAVE A GREAT DEAL OF EXPERIENCE IN RUNNING OF RACES AND THEIR ADVICE MUST BE HEEDED.

3. Starting the race: (Pursuit)

- a) There is a computer aided start device provided in the OoD's shelter which can be used to sound the start signals in accordance with the club's race start sequence. Instruction for the system can be found in the OoD's shelter.
- b) The basis of a pursuit race is that, for a particular length of race, start times are such that classes sailed with equal competence would cross the finishing line at the same time. To achieve this, the Mirror starts on zero and all other classes start at start times which have been calculated based on their handicaps and the duration of the race. A list of start times is displayed in the OoD's shelter and is available for taking out in the rescue/committee boat if required.
- c) When all helms have signed on, enter the classes starting using the computer or manual system as preferred. If you are using a water based start, list the start times of each class so that you will be able to sound start signals at the appropriate time.
- d) Go through the start procedure shown on the sheet in the OoD's shelter. If you inadvertently miss a signal don't worry. Helms should know their start times and provided you have sounded the pre-start signals, it is the helms responsibility to start correctly.
- e) If you are using a water based start, be on station at the starting line with flags (kept in the flag rack in the OoD's shelter), sound signal (kept in the cupboard in the OoD's shelter), a suitable means of timing the race and a means of mooring (several large concrete weights are provided in the garage for this purpose).
- f) Make sure you arrive on station in good time to moor your committee boat before you need to commence the starting sequence. (usual to moor at the port end of the starting line)
- g) The flag sequences for both handicap and pursuit races are given on separate sheets displayed in the OoD's shelter. There are also copies available for you to take out with you if required.

4. During the race:

- a) Record the position of each boat on the WHITE record sheets writing down the class and sail number in the order in which they complete each lap as this will assist you in ensuring that the correct number of laps are sailed.

5. Finishing the race: (Pursuit)

- a) Finish the race from the rescue boat on the water as close as possible to the race duration time after the start. Any deviation from this time, either shorter or longer, will distort the results.
- b) Make sure you have sufficient helpers to sound the finishing signal, call the boat class, number, and do the recording

- c) You should finish the race by proceeding back through the fleet recording the position of boats as you pass them. This will give the most accurate result. Alternatively, if you doubt your team's ability to successfully accomplish this due to fleets size, their position on the course, weather condition etc., station yourself adjacent to the next mark to be reached by the leading boat and record the position of the boats as they cross the line between you and the mark.
- d) Do not attempt to do your recording directly onto the yellow sheets. With a large fleet, this is a recipe for disaster. You will not have enough time to find the finishing boat before the next one arrives. You should use the white lap and finishing time recording sheets specifically for this purpose and should record the boat class (suitably abbreviated), the last three digits of the sail number.
- e) Having finished all the boats, transfer their position to the YELLOW race sheets.

6 Finishing the Race (Handicap)

- a) You may finish the race either on the water or from the OoD hut.
- b) You may shorten the course for the slower boats in the fleet provided that that start and finish lines are the same and you have counted the laps completed for each boat.
- c) Do not attempt to do your recording directly onto the yellow sheets. With a large fleet, this is a recipe for disaster. You will not have enough time to find the finishing boat before the next one arrives. You should use the white lap and finishing time recording sheets specifically for this purpose and should record the boat class (suitably abbreviated), the last three digits of the sail number and the finishing time in MINUTES AND SECONDS.
- d) Make sure you have entered all the finishing times, the race start time, YOUR NAME AND THE DATE in the appropriate places on both the yellow and white the race sheets.
- e) If the slow fleet sailed fewer laps than the other fleets, make sure the number of laps which each fleet sailed is clearly indicated on the race sheets.
- f) Work out the results with the calculator provided as follows;
 $(ELAPSE\ TIME\ (in\ minutes) \times 60 + SECONDS) / HANDICAP = CORRECTED\ TIME.$
 It is necessary to take into account by prorata slower boats that have done less laps. Enter the first four digits of this number in the corrected time column. A tie can usually be broken by adding the fifth digit. If you are unsure about this method, you can use the Langston tables. If you are still unsure obtain the assistance of a member of the sailing committee but please realise that it is your responsibility to work out the results.
- g) Having finished all the boats, transfer their position to the YELLOW race sheets.

7. On completion of racing

- a) Store all items of equipment where they were found.
- b) Make sure that you have entered your name, the date and the start time on the top of all the race sheets and hand all your race record sheets to the Club Manager for safe keeping.

-oOo