

**OFFICER OF THE DAY**

**STEP**

**BY**

**STEP**

**GUIDE**

*(updated 16th April 2016)*

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# Guidelines for Officers of the Day at RNIYC

## Introduction

The following guidelines are written with a view to assisting boat owners (of whatever experience) who are required to perform Officer of the Day Duties at Royal North of Ireland in connection with Club Racing. They are not rules, they are advisory notes designed to assist you and make your experience a pleasure as opposed to a dreaded chore.

## Before the Event

Recruit members of your crew to assist you. Do not rely on the possibility of someone being around the club on the day. You will need a minimum of two people to do the job however a third would be advisable if you are inexperienced as an OOD.

If you are inexperienced it would help to turn up and watch/assist another OOD at work before your actual duty day.

Read the sailing instructions for club racing contained in your fixture card and any amendments which may be posted on the board or starters box. Particular attention should be paid to Sailing Instruction 7 (recalls). This seems to be the rule that causes problems for most people. Also see 'Starting and Finishing Lines' below. **All the instructions you need for your duty are in this folder.**

## On the Day

### Sailing Safety

The decision as to whether to race is yours. If you are in doubt or inexperienced, the various class secretaries will give you their opinion as to whether or not to race. You may delay your decision by raising the postponement flag. Your decision will be influenced by prevailing weather conditions (too much wind or fog) and available rescue facilities.

Check that rescue boats and crew are available. Make contact with the rescue boat crew. If dinghies are racing then rescue craft **MUST** be deployed on the water.

## **Course Boards**

You will see that the sailing instructions refer to a Course Card. Course cards are available from the club office and are laminated. A copy is also included in this folder for reference and a copy is displayed in the starter's box. The course boards are in the starters box.

## **How it all works**

Basically the system will work like this: Course Cards are in a plastic folder in the starters box. The Secretary/Captain of the various classes may consult with you. The final decision on a course is yours. However, do bear in mind that different classes prefer different course types and we want everyone to enjoy competitive club racing.

Sailors can go straight out onto the water and **at or before** their five-minute signal boards depicting the course will be displayed on the battery. Classes will read East to West.

If you do display the course of the first round before the five-minute signal that course shall not then be changed before the start.

## **Course selection**

Although the positioning of the start lines do not always permit it, ideally, races should be started to windward with the first leg being as true a beat as possible, i.e. the wind directly against the required direction of travel. The selection of courses available from the course card should give OODs/Class reps sufficient choice in all wind directions and strengths. Subsequent course planning should include true beats and spinnaker legs in each round. One sided beats, fetches and "white sail reaches" should be avoided if possible.

Course length will be dictated by the prevailing weather conditions. In light conditions, long courses should be avoided. In any conditions always bear in mind that you may wish to shorten the race, so don't set very long rounds! Better to have three short rounds than two long ones.

## **Flags and Sound signals**

The operation of the flags and sound system will not be effected by the course boards system, which exists merely to inform competitors what course they should be sailing. The wooden carry box containing the flags required for OOD duties its located in the Starter's Box and is clearly marked.

Get all the required flags hanked on to the halyards on the flagstaff. Have your flagman/woman put the course boards out on the battery prior to the first five minute warning signal (Elites).

## As the start approaches

There is no fixed formula for how you and your team carry out the required tasks as the start sequence approaches, however the following is suggested:

- Ensure you have pen and paper available to make notes etc.
- Check that lists of boats in each class are available. Results sheets can be found in the plastic folders to the left of the binoculars. NEVER use the last one, make some copies!
- As the start sequence approaches, note the boats in the vicinity of the start area - if a list is available, this may be just a ticking process. If not, you should physically note each sail number. Cross-reference your list with a count of boats. This will make things easier later.
- One person will be at the flags. Two persons (if available) should be in the starter's box (the OOD and a note taker).
- Open the window of the starter's box and ensure the flag operator can hear instructions.
- Turn on the large black master switch on the Autohoot System.
- Call the time to go to the commencement of the start sequence.
- At the first warning signal, turn the small black switch on the auto hoot box to the left . This turns on the timer and sounds the warning signal automatically and continues the countdown to the start sounding all signals on the way (4 minute-1 minute-start). The timer will continue through all the class starts in this way unless you turn it off by turning back to the right. The unit beeps for 10 seconds before making any preparatory or start signal. This allows you to alert your flag operator.
- As the boats approach the start line you should sight them through the telescope, your assistant may call the countdown to the flag operator.
- Once you have sounded the start signal you will give one of the following instructions:
- "All clear!" in which case the flag operator will lower the class flag of the class starting and raise the class flag of the next class to start.
- "Recall!" In this case one or more boats have been over the line at the start and you have identified them. The flag operator will raise the recall ('X') flag and you will make one further sound signal by pressing the red button on the auto hoot box. Pushing the red button for recalls does not interfere with the timer for the next sequence.
- If all boats that were over the line at the start return to the start side of the line then the recall ('X') flag will be lowered. Otherwise the recall ('X') flag shall not be lowered until four minutes after the start. Those boats which do not return in the correct manner or at all will be deemed to be "on course side" at the start and will be disqualified. You should mark them as "OCS" on the results sheet.
- "General Recall" In this case one or more boats have been over the line at the start and you have not been able and are not going to be able to identify them. The flag operator will raise the first substitute flag and you will make **TWO** further sound signals by pressing the red button twice on the auto hoot box. Pushing the red button does not interfere with the timer for the next sequence.

- All boats in this class should stop racing and return to the start side of the start line. The first substitute flag should be removed after four minutes and the (re-)start of the recalled class shall be five minutes after the class last starting on that day.

### **Starting and Finishing lines**

The starting line is described in the sailing instructions however this description is as viewed from the water. From the starter's box the starting line is determined by the hairline in the fixed telescope. When the start is from the East line, the hairline in the telescope should be lined up with the E mark and locked. **The hairline is the starting line.** The inner limit mark, which may not be on the start line, is merely a limit mark which starting boats must observe. When starting from the West line the procedure is the same except that the scope is moved so that the hair line lines up with the W mark and is locked.

### **Finishing line**

The finishing line also runs from the outer limit mark to the starter's box. For example, when the finish is at the East line the hairline on the telescope should be lined up with the E mark and locked. The hairline is now the finishing line.

### **Finishing**

Ideally races should last approximately one and a half hours dependent on prompt starting and available daylight and limit times. However OODs should consider carefully before allowing a race to commence another round. You should consider how long it will take the lead boats to complete the present round and ask yourself, "will a further round (even if it is shorter) extend the race by too long?" Bear in mind that all boats should finish within the time limit. When each class of boats are on their last round and sailing to a finish remove their course board from the display rack.

Record all sail numbers in the order in which they finish and a sound signal should be made for, at least, the first boat by pressing the red button on the auto hoot box. **In the case of the dinghy handicap races, the finishing times of each boat MUST be recorded accurately.** Use the results sheets provided. You will need a note taker for this task!

### **After the Race**

Note all finishers (within time limit) and post results on board outside starter's box. The Class Secretaries will then take care of them and record the results on the computer. Ensure you attend to the following:

- Ensure all course boards are removed from the display rack and returned to the starter's box.
- Turn off the master switch on the auto hoot system. This turns off the Auto hoot system and the VHF radio power supply.

- Unhank the flags, roll them neatly, put them in the wooden carry box and return the box to the starter's box.
- **Final duty is to ensure that boatmen return safely to shore after ferrying all competitors ashore and returning the launch to its moorings.**

Go to the bar and enjoy your pint. You may be asked politely about a decision you made. Be aware of what notes you have made and be firm. If the enquirer is rude or aggressive, tell him politely that you do not wish to discuss the matter further and suggest that if he/she has a problem, they should protest. Protest forms are available in this folder. **Continue enjoying your pint.**

I hope you have enjoyed reading these notes and I trust they have been of help, no matter what experience you may have. If you feel that these guidelines need some amendment, please feel free to leave a note for me/Conor in the small red note book contained in the back of this folder. If during course setting you found that a particular course you had in mind was not catered for, again, please make a note of this in the notebook with details of the course including marks in order of rotation and wind direction.

## Thank you!

Sian Kerr  
Hon. Sailing Secretary

# Club Racing Sailing Instructions 2016

## RULES

Racing will be governed by the prescriptions of the RYA & the Racing Rules of Sailing 2013-2016 (RRS) and the relevant class rules except as amended by these Sailing Instructions (SIs).

## ELIGIBILITY

No boat shall rank as a starter until all fees have been paid.

## SAFETY/RESCUE

All competitors shall wear personal flotation device (PFD) except briefly to adjust clothing, when using Club launches and when racing. Wet / Dry suits do not constitute PFDs. All competitors **please note**, there will be no racing if rescue cover is not available.

## VHF

Safety and other information may be transmitted on VHF Ch.37. Boats may monitor this channel for racing purposes but failure of the Officer of the Day (OOD) to transmit or receive such information will not be grounds for redress.

## INSURANCE

It is the responsibility of the owners, or helmsperson, to ensure that they have adequate insurance against all claims arising. RNIYC does not accept any liability for loss of property, personal injury, death or damage to property howsoever caused.

## COURSES

(a) Courses will be as per **Course Card 2016**. First round course details will be displayed on the battery at the preparatory signal for the first class.

(b) The course for subsequent rounds will be displayed as in (a) above while boats are on the final leg of the round then being sailed, before they reach the club lines. When no more rounds are to be sailed the course boards will be removed.

## STARTING

Starboard hand courses shall start on the East line and Port hand courses shall start on the West line. Starting lines are formed by the short mast above the starter's box and the East (E) or West (W) line mark as appropriate. Each line is limited by an orange inner limit buoy, which may or may not be on the starting line, and which is a starting mark when starting and a mark of the relevant courses otherwise. When approaching the line to start, boats must pass between the appropriate line mark (E or W) and the inner limit mark. If the inner limit mark is more than one boat length on the pre-start side of the line, boats must sail to the nearest approachable part of the line having passed it on the correct side. All Classes must cross **both** lines on all relevant subsequent rounds of the

course (E-W or W-E). Starting Signals will be in accordance with RRS 26. General Recalls will be in accordance with RRS 29.2, except that the start time for the recalled class shall be five minutes after the last start on that day.

## **FINISHING**

Starboard hand courses shall finish on the West line and Port hand courses shall finish on the East line. The finish line shall be between the short mast on the starter's box and the relevant outer limit mark. Boats must pass between the limit marks when finishing. If the inner limit buoy is on the post finish side of the line, the inner limit is that point of the line nearest to the buoy. Provided that one complete round has already been sailed, the course may be shortened in accordance with RRS 32.2 to finish between a boat displaying the 'S' flag and a nearby mark.

## **TIME LIMITS**

Evening races 2100 - Saturday races 1715. If the first boat in any class fails to finish within the time limit, points shall be awarded to that class on the basis of the last completed round. When any boat in a class finishes within the time limit, boats in that class finishing up to fifteen minutes after the time limit will be recorded.

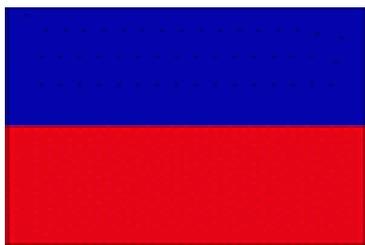
	Weekday	Saturday
Warning Signal	1855	1445
RS Elite	1900	1450
Squib Class	1905	1455
Fairy Class	1910	1500
Fast Dinghy H/cap	1915	1505
Slow Dinghy H/cap	1920	1510

## **PROTESTS**

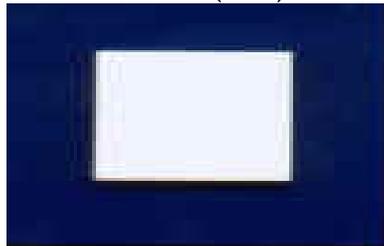
Protests shall be in accordance with RRS 61.1 except as amended below. A boat intending to protest shall also fly a protest flag at the time of the incident until she is no longer racing. Protests must be lodged with the OOD or a member of the sailing committee before 2200 (evening races) or 1815 (Saturday races). Protests will normally be held on the 1st and 3rd Wednesday of each month. Interested Club members may attend protest meetings as spectators only, subject to agreement of the parties and the committee chairman.

# Flags required for Club Racing

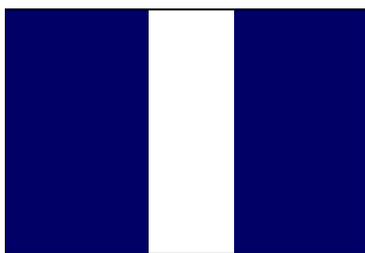
ELITE CLASS ("E")



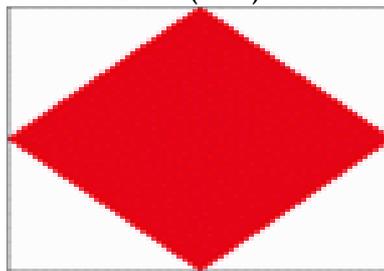
PREPARATORY ("P")



SQUIB CLASS ("NN9")



FAIRY CLASS ("F")



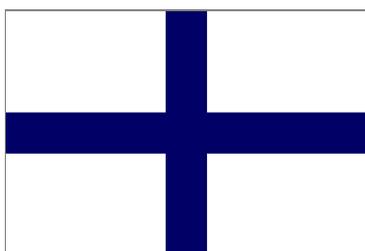
FAST DINGHY HANDICAP ("D")



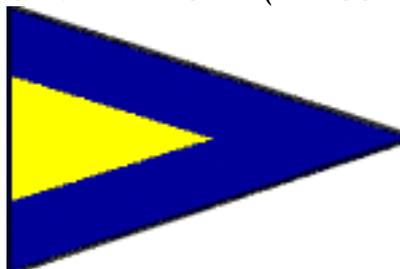
SLOW DINGHY HANDICAP ("M")



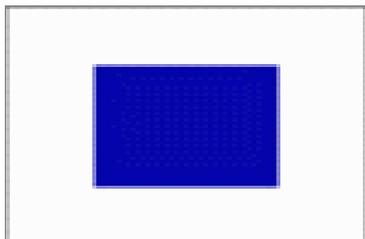
INDIVIDUAL RECALL ("X")



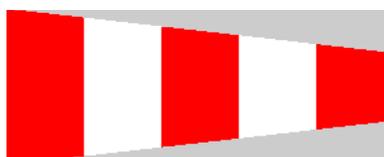
GENERAL RECALL ("1<sup>ST</sup> SUB")



SHORTEN COURSE / FINISH ("S")



ANSWERING PENNANT ("AP")



# OOD Start Procedure: 5-4-1-GO

TIME		SOUND SIGNAL		FLAG	
WEEKDAY	SATURDAY				
1855	1445	1 SHORT		HOIST "E"	
1856	1446	1 SHORT		HOIST "P"	
1859	1449	1 <u>LONG</u>		LOWER "P"	
1900	1450	1 SHORT	ELITE START	LOWER "E"	
				HOIST "NN9"	
1901	1451	1 SHORT		HOIST "P"	
1904	1454	1 <u>LONG</u>		LOWER "P"	
1905	1455	1 SHORT	SQUIB START	LOWER "NN9"	
				HOIST "F"	
1906	1456	1 SHORT		HOIST "P"	
1909	1459	1 <u>LONG</u>		LOWER "P"	
1910	1500	1 SHORT	FAIRY START	LOWER "F"	
				HOIST "D"	
1911	1501	1 SHORT		HOIST "P"	
1914	1504	1 <u>LONG</u>		LOWER "P"	
1915	1505	1 SHORT	FAST DINGHY START	LOWER "D"	
				HOIST "M"	
1916	1506	1 SHORT		HOIST "P"	
1919	1509	1 <u>LONG</u>		LOWER "P"	
1920	1510	1 SHORT	SLOW DINGHY START	LOWER "M"	

IF ANY CLASS HAS HAD A GENERAL RECALL THEN THEY START LAST ON THE DAY. LOWER THE 1<sup>ST</sup> SUB FLAG WITH ONE SOUND SIGNAL FOUR MINUTES AFTER THE ORIGINAL START (THIS WILL COINCIDE WITH THE NEXT CLASS ONE MINUTE WARNING-DO NOT MAKE TWO SOUNDS AT THIS TIME). IF THE RECALLED CLASS WAS THE LAST TO START ANYHOW, THEN A SOUND MUST BE MADE WHEN LOWERING THE 1<sup>ST</sup> SUB FLAG. THE FIVE MINUTE WARNING SHOULD FOLLOW ON ONE MINUTE LATER WITH THE HOISTING AGAIN OF THE CLASS FLAG. CARRY ON AS NORMAL.....4(HOIST "P")-1-(LOWER P)-GO(LOWER CLASS FLAG)