

Horning Sailing Club

Brief Guide for Officer of the Day - 2010

A full set of guides will be available on laminated sheets in the starter's box. Even if you are an experienced OOD, please read this guide carefully – some procedures may have changed.

Actions to be taken before your OOD duty

1. When the rota arrives please note down your duty.
2. Make a note of the telephone numbers of the rest of your team from the White Book. Some members are ex-directory and the Hon Membership Secretary may be able to help by asking them to contact you.
3. Contact all the members of your team two weeks prior to the day and confirm their availability and time of arrival at the club. The whole team should arrive at least 90 minutes before the first race.
4. All dories must have two crew members.
5. In case of non-availability of any member of your team, please ensure that they know it is their responsibility to arrange a substitute and not yours.
6. A set of keys will be available for you to open up in the morning and lock up in the evening. These will need to be obtained from the Officer of the Day 2 weeks prior to your own duty as there will be 2 sets in circulation on a 2 week rota. With the keys will be the code for the alarm to the galley and sheds.
7. If you are OOD for sailing on the Broad please contact the Club Stewards at least two days before your duty and inform them whether you wish to use the pontoon, so that they know whether or not to pre-position it for you

On the Day

8. Allow at least one and a half hours before the first start time for preparation to unlock.
9. Hoist the Club Burgee (on the mast) and the Ensign (on the yard). Ensure that the Flag officers flags are raised as they arrive on the Island.
10. Ensure that your team understand their duties.
11. The Race Steward will have prepared one safety boat ready to lay out marks and ensured that there is sufficient fuel for all the safety boats.
12. The radio master will have ensured that a full set of radios including handhelds are charged and available.
13. Check that all equipment is on each safety boat:
 - A) Fuel tank (with sufficient fuel)
 - B) First aid kit properly secured
 - C) Oar
 - D) Fully functioning radio
 - E) Key and kill-cords
 - F) Remind all rescue boat drivers that they must observe the 4 mph speed limits except in case of emergency
14. Keep one handheld radio for yourself. From 2004 a second has been put on one of the keelboats for safety reasons.
15. Arrange for members of your team to clear any bird droppings from the decking around the club house using the yard brooms in the shed.

River Course

A full set of sailing instructions will be available to you in the starter's box.

16. Check that all the marks are laid according to the sailing instructions.
17. Load flag mast from the right with the Blue Peter on the far left when standing behind the flagmast.
18. Set and put up your course on the course board.
19. Set start line.
20. Use the PA system to welcome club members and make any relevant announcements.
21. Liaise with the timekeeper over posting race sheets in the clubhouse. It has been agreed by the Race Management Committee that Cruiser entries can be accepted on the line – they do not have to enter on the sheet in the club house
22. Start Races at published time (Subject to Weather Conditions)
23. If there are no entrants for a race, you still must use the published start times.
24. For keelboat races on the river, there should be a maximum of 10 starters in any one start. If entries exceed 10, please divide the starters into separate starts 5 minutes apart and delay subsequent class starts accordingly. The number of cruisers in a start must also be a consideration.
- 25. Organise your safety boats at appropriate strategic points and especially to monitor closely the progress of any Allcomers C participants. If there is a casualty brought back to the Club in a rescue boat needing an ambulance you are recommended to send them in the safety boat to the car park slipway to meet the ambulance there. This avoids carrying casualties over the bridge**
26. It has been agreed that cruisers racing on the river can enter on the line and do not need to fill in the entry sheet on the notice board.

Broad Course (please allow plenty of time for preparations)

A full set of sailing instructions will be available to you in the starter's box.

27. You have the option of using the pontoon, Bure Magic or Eric Alexander/Dory as the committee boat for starting the races. If Bure Magic is not used as the committee boat, you are encouraged to arrange for her to be available on the Broad for spectators and as a base for dinghy and keelboat sailors. Instructions for operating Bure Magic are available in the Starter's Box and on the boat itself.
28. Collect pontoon key, start hooter, finishing bell, starting flags plus postponement and shortened course flags (from shed and starter's box), thermos flasks, milk and mugs (from the galley), timekeeper and all their equipment and take your team to the broad.
29. Together with the Race Steward and any other helpers, tow the pontoon to the most appropriate downwind position for a starting line or position your chosen committee boat. Bear in mind that Eric Alexander can be used for starting and/or finishing and also that the wind can change direction, so a position close to the edge of the Broad may later prove impractical.
30. Anchor the pontoon securely using mud weights with sinkers on the upwind warps.
31. Lay the marks on the Broad according to the Sailing Instructions and wind conditions. Try to facilitate at least one good beat and a beating start and finish. Avoid sending fleets into dead spots in the corners of the Broad.
32. Load flag mast from the right with the Blue Peter on the far left when standing behind the mast.
33. Plan and put up your course trying to minimise opportunities for fleets to cross each others' paths and include at least one long beat.
34. Set start line, preferably with some Port bias. Make sure line is long enough for the size of the fleets.
35. Ensure that an announcement is made from the club on the PA system regarding the timing of a tow, if available, to the broad from the club plus any other relevant announcements.
36. Ensure the tow leaves on time at least 30 minutes before the first start and that all the safety boats you require are on the broad by the time the first ten minute warning sounds for the first race.
37. Radio back to the galley when morning racing finishes to warn them of approaching customers.
38. Start races at the published time (subject to weather conditions)
39. When mooring pontoon back at the end of the day ensure the pontoon is secured by chain and shackles.

22/3/2010

Down River Course

A full set of sailing instructions will be available to you in the starter's box.

40. Collect Code flags, portable mast, hooter, finishing bell, starting post (for transit), finishing tripod (which can be used as a start line).
41. Issue 'X' mark (if Thurne race) to safety boat, suggest location past the first bend towards Acle, according to wind conditions (longer leg in strong winds).
42. Consider moving the start line according to wind i.e. in light winds consider starting at the Waterworks or even St Benets. Boats will need to be towed so arrangements need to be made for this.
43. Using the club PA, announce the time of any tow, where applicable, location of start plus any other relevant announcements.
44. Take all equipment and go to suitable starting point.
45. Load flag mast from the right with the Blue Peter on the far left when standing behind the mast. Site mast so that helms can see it.
46. Start Races at published time (subject to weather conditions)
47. In case of adverse weather conditions, it is the responsibility of the OOD to consider setting a suitable alternative course. This may be a shortened passage race downriver or indeed any passage race in either direction. Such a change will not constitute abandonment of the day's racing and results will count towards relevant trophies. Abandonment is an option.
48. In the event of such a change in course, the OOD will hold a briefing in the clubhouse for all participants no later than 09.30 hrs. This will allow time for the relevant decision to be communicated to other starters situated away from the clubhouse site.
49. Select an appropriate finishing point according to conditions. This may be set on a moored safety boat at any point, a shore-based spot such as The Waterworks, or the original start point or indeed back at the HSC clubhouse. The decision belongs to the OOD but there is a strong preference for finishing at or before the Waterworks. The wind upstream of that point tends to be fickle.

End of the day.

50. Ensure the timekeeper has accurately noted all starters (sail numbers and helm and crew names) and calculated all results. If you do not know the name of helm and crew – ask and obtain the information
51. Complete the EDP Results report for the EDP and either post it in the envelope provided (Sun pm at latest), or email it to edpsport@archant.co.uk, or fax it to 01603 623872.
52. Complete the equipment report form and post it, with the completed time sheets, to the results co-ordinator in the stamped envelope provided. Advise Hon Sec if there is a shortage of timesheets.
53. Remove and stow in its original position, all the equipment that has been used during the day.
54. If the floating bridge has been in use, arrange for its transfer to the pens.
55. Ensure all safety boats have their equipment stored, petrol tanks to the fuel container stores, radios to the shed and batteries disconnected, portable radios to the radio cupboard in the starters box, first aid kits and paddles/oars to the shed and each dory is secured with padlocked wire through the engine handles.
56. If Bure Magic has been used, make sure she is left in a clean and tidy state and empty and flush out the toilet cassette(s).
57. Dory starter keys including kill-cords and Eric Alexander starter key and battery key must be returned to the lockable key box in the clubhouse.
58. Return all radios to the radio cupboard.
59. Ensure the galley team are happy with cleaning and securing the galley.
60. Check with your team that all their tasks have been completed.
61. Lower Club Burgee and Ensign and replace on the fridge in the galley. Lower and store Flag Officers flags.
62. Report any major problems (protests, injuries, conflicts with third parties, etc) to a Flag Officer at the earliest opportunity
63. Set the alarm in the clubhouse outside the galley.
64. Secure the galley, clubhouse, sheds, fuel container stores, toilets and island.
65. Your OOD keys are to be handed on to the OOD for 2 weeks following your own duty. That person is responsible for arranging the handover.

This is just a brief set of guides; for further information and advice, please contact an Officer of the Club.

22/3/2010