
Duties of the OOD

CONTENTS

1. On Arrival	1
2. On Departure	2
3. Sequence for a Pursuit Race	2
4. Sequence for a Handicap Average Lap Time (ALT) Race.....	4
5. Sequence for a Class Race (Club Open Meetings And Club Regatta Days).....	6
6. Race Management System Instructions	8
7. Calculating Handicaps (No computer!).....	10
8. Appendix A: Tables.....	11
Table 1: Portsmouth Yardsticks for SSC Boats	11
Table 2: Seconds to Decimal Time Conversion	12

1. On Arrival

- 1.1. Make sure the premises are unlocked - Clubhouse (front and side doors), Nissen Hut, both toilets, men's changing room. Most keys are on a single ring located on the hinge door jamb inside the bosun's store at the rear of the clubhouse. Keys for the lavatories and gents changing room are located behind the entrance door to the clubhouse. Check that all the power switches are ON by lifting the "Commodores Board" and pressing the top GREEN button. If heating is required, press the lower GREEN BUTTON. Should the heating fail to engage, twist the RED button to the left and try again.
- 1.2. The key to the Boathouse and the Fuel Store is located on the door jamb inside the Bosun's store room door at the rear of the Clubhouse, this is on a white buoyancy ring. The key to Charity is also stored here and is on a red buoyancy ring.
- 1.3. If it is a cold day put the Clubhouse and changing rooms heating fans on.
- 1.4. Put up Red Ensign on flagpole, this should be the highest flag, also raise Club Ensign.
- 1.5. Get other flags ready for races; see details within Race Procedures within this book.
- 1.6. Fit Committee Boat up with race equipment: Flagstaff, flags, horn (attach leads to battery terminals) use a bell, whistle or aerosol horn as back up. Set up the start watch, this is attached to the mast of the flagstaff in the Committee boat. (See detailed instructions at back of this book.)
- 1.7. Fill in all Race Entry and Race Results sheets for the day with your name, date, and race series name and number, and place the Entry sheets on the clip adjacent to the course board in the Clubhouse. Note there are different Race Results sheets for different types of races so you will need to select the right ones for the day. Refer to current Programme for details of the races scheduled for the day.
- 1.8. On normal Sunday Race Series days, other than Day Series, note that afternoon races are run in pairs, with the second race started immediately following (back-to-back) with the finish of the first. Detailed instructions for running these races follow later in this book.

One or more of the following series will apply:

Race	Description
Morning Long Distance Series:	1 Race, Average Lap Time, Approximately 60 minutes duration.
Early Afternoon Series:	1st Race: Pursuit Race based on 30 minutes duration. 2nd Race: ALT Race of approximately 30 minutes duration. Starts back-to-back with finish of 1st race
Late Afternoon Series:	1st Race: Pursuit Race based on 30 minutes duration. 2nd Race: ALT Race of approximately 30 minutes duration. Starts back-to-back with finish of 1st race

- 1.9. Try to maintain race start published times. The later you start the last race the later everybody, especially you, (who is supposed to lock up) gets home!


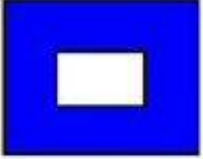
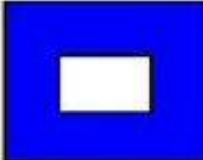




2. On Departure


- 2.1. Collect Race Entry sheets and check that helms have all signed on correctly.
- 2.2. Print out and hang the Results sheets and Entry sheets in the clip on the wall next to the Race Series Results wall chart, for later collection by the Sailing Secretary.
- 2.3. Sign attendance on the Duty Officer Roster Wall Chart.
- 2.4. Check the beach for lost property and equipment that may have been removed from the Clubhouse, chairs, crockery etc.
- 2.5. Report any boats that are not tied down to the Beachmaster or in his absence to any Officer.
- 2.6. Take down all flags and equipment and re store correctly.
- 2.7. Check that the urn is unplugged and turn all power & light switches off. When you go out of the Clubhouse push the red button next to the door, this turns off the mains power supply. Lock up all doors and the entry gate when leaving.
- 2.8. If other members wish to stay after your departure ensure that they take on the responsibility of locking up.

3. Sequence for a Pursuit Race

- 3.1. Select the course and display it on the Course Board in the Clubhouse. (Note that if a different course is anticipated for a subsequent ALT Race then this course should also be displayed in the Clubhouse, or alternatively use the course board on the Committee Boat).
- 3.2. Determine from the Race Entry sheet the slowest Class that has at least one entry for the race. This Class will start at 0.00 (the first start signal). Using the Club Race Computer determine the incremental start times for all other Classes for which there are entries, and display all these start times in the Clubhouse next to the Course Board. Make a note of these start times on the Race Results sheet to take with you in the Committee Boat. (Note if you will be running a subsequent back to back ALT race, then take an additional Race Results sheet with you on the Committee Boat).
- 3.3. Use of the Pursuit Race Start Times Table (see next page). Note that in most cases the duration of the race is 30 minutes from the first start. However in the case of a Mirror being the first start, then the race duration is 35 minutes, and in the case of an Optimist it is 40 minutes. (If you have an Optimist start, it is advised that you try to start the race 5 minutes ahead of the scheduled start time to avoid delays in starting later races in the day). **Incremental start times are calculated based on these race durations so it is essential to finish the race exactly in line with these durations.**

- 3.4. Select the column for the Class of boat to start first. Read off, from the rows below, the incremental start times for all other Classes to start. All the times shown are plus minutes and seconds from the zero start.
- 3.5. If any other Classes, not listed in the table, wish to enter, then ask for help to calculate an incremental start time.
- 3.6. Prior to leaving shore the OOD should ring the bell outside the Clubhouse in order to advise sailors that the Committee Boat is going to the start area. This is only a warning it is not a set time prior to the first signal.
- 3.7. Use the race timing clock mounted on the Committee Boat mast, ensure it is set ready for the 5 minute count down sequence. Note that when it reaches 0.00 (the first start) the clock will automatically start to count up, enabling you to time all subsequent incremental starts. Leave the clock running for the duration of the race and it will also indicate when to sound the finish signal.




Action	Activity	Flag
At the Warning Signal (5 minute gun)	HOIST CODE FLAG R Yellow cross on red background AT THE SAME TIME SOUND THE HORN	
At the Preparatory Signal (4 Minute gun)	HOIST CODE FLAG P White rectangular centre with blue background (Blue Peter) AT THE SAME TIME SOUND THE HORN	
At 1 minute	LOWER CODE FLAG P White rectangular centre with blue background (Blue Peter) AT THE SAME TIME SOUND THE HORN	
At the first start – zero time	LOWER CODE FLAG R Yellow cross on red background. AT THE SAME TIME SOUND THE HORN	
After the first start	REHOIST CODE FLAG R – Yellow cross on red background	
For each subsequent start	LOWER CODE FLAG R Yellow cross on red background AT THE SAME TIME SOUND THE HORN REHOIST CODE FLAG R – Yellow cross on red background	
If any boats are early starters ie a boat is part or wholly over the start line at the start signal then:	SOUND HORN HOIST CODE FLAG X – Blue cross on a white background ATTEMPT TO HAIL THE OFFENDING BOAT(S)	

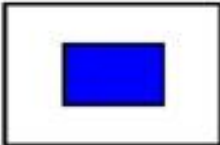
Action	Activity	Flag
	LOWER CODE FLAG X WHEN ALL BOATS HAVE RETURNED AND STARTED CORRECTLY	
General Recall	You cannot have a General recall in a pursuit race; you must identify all early starters. If you have a large number of boats for one start then get help for the start.	
During the Race	Record sail numbers as boats complete each lap.	
Finishing	As handicap times have been built into the start times, it is important to finish the race exactly on the specified race duration time.	

- 3.8. It is advised that the race officer position the committee boat either in the vicinity of the leading boat or, when there are boats about to finish on a beat it is important to position the committee boat in line between the windward and leeward buoy in order to judge which boat is nearer to wind
- 3.9. At the completion of the race time sound horn twice hoist Flag S (blue rectangular centre with white background) take all the boat positions by driving carefully down the fleet and recording. If there are a great many boats in the fleet it may be advisable to record as many positions as possible immediately prior to the finish signal.

4. Sequence for a Handicap Average Lap Time (ALT) Race

- 4.1. ALT races are handicap races where all the boats start together, but they are different from normal handicap races in that they allow slower boats to complete less laps than faster boats, and still complete the race and record a position, whilst also enabling the OOD to finish all boats at a similar time.
- 4.2. Set a course with the marks separated by a distance that will result in the fastest boat taking approximately 10 minutes to complete a lap. (Simple triangular or trapezium courses are recommended). The Start / Finish Line must be about a third to a half way up the windward leg. Use a Pink buoy for the port end of the line. The Committee Boat should remain in the same position throughout the race, as the Start Line will also form the Finish Line and all competitors MUST pass through the line on EVERY lap.
- 4.3. Display the course on the course board in the clubhouse. If this ALT race is being run immediately following a Pursuit Race, then it will be necessary to display the course either prior to going on the water for the Pursuit Race, or alternatively using the course board on the Committee Boat.
- 4.4. Reset the Race timing clock mounted on the Committee Boat mast, ready for the 5 minute count down sequence. Note that when it reaches 0.00 (the start time) the clock will automatically start to count up. Leave the clock running and it will also indicate the race duration and when to sound the About to Finish signal (see below), and will then provide finish times for all boats.
- 4.5. If this ALT race is being run immediately following a Pursuit Race, then give a signal of 5 short blasts on the horn, at least 30 seconds before the 5 minute gun, to advise competitors that you are on station.


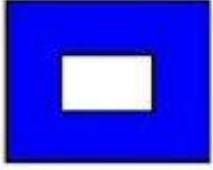
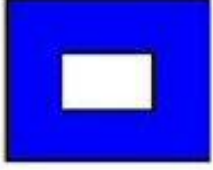

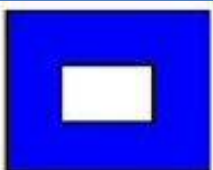
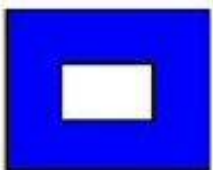


Action	Activity	Flag
At the 5 minute gun (5 minutes before the first start)	HOIST CODE FLAG R Yellow cross on a red background AT THE SAME TIME SOUND THE HORN	
At 4 minutes	HOIST CODE FLAG P White rectangular centre/blue background (Blue Peter) AT THE SAME TIME SOUND THE HORN	
At 1 minute	LOWER CODE FLAG P Blue Peter AT THE SAME TIME SOUND THE HORN	
At the start – zero time	LOWER CODE FLAG R Yellow cross on red background AT THE SAME TIME SOUND THE HORN	
If any boats are early starters ie a boat is part or wholly over the start line at the start signal then:	SOUND HORN HOIST CODE FLAG X Blue cross on a white background ATTEMPT TO HAIL THE OFFENDING BOAT(S)	
	LOWER CODE FLAG X WHEN ALL BOATS HAVE RETURNED AND STARTED CORRECTLY	
General Recall, only use if too many boats to identify are early starters	SOUND HORN HOIST FIRST SUBSTITUTE FLAG Yellow horizontal triangle with blue background. REHOIST THE NUMERAL PENNANT FOR THAT START	
The recalled start will be 5 minutes after the last start	LOWER THE FIRST SUBSTITUTE AND THE NUMERAL PENNANT AND RECOMMENCE START PROCEDURE AS ABOVE	
<p>Boat numbers and timed should be carefully recorded EVERY time they pass through the Start / Finish Line. It is essential to keep track of the number of laps each boat has completed.</p>		



Action	Activity	Flag
Approximately 25 minutes (or 45 minutes in the case of Day Series races) after the start	Sound the 'About to Finish' sound signal. It is recommended that this is sounded when there is a gap in the fleet, and the first of a group of boats is approaching the Leeward mark. If there is no obvious gap then it is recommended that the signal is made as the LEADING BOAT of one of the slower classes approaches the Leeward mark. HOIST FLAG S (Blue rectangular centre with white background). SOUND HORN TWICE	
All boats finish the next time they cross the line.	However NOTE that any boats in a position <u>between the leeward mark and the finish line</u> at the time of sounding the About to Finish signal, <u>must complete another whole lap.</u>	
As boats finish :	SOUND HORN RECORD THE FINISH TIME ON THE RESULT	

- 4.6. The Average Lap Time for each boat is then calculated by dividing their finish time by the number of laps completed. For normal Sunday Race Series days, final positions are then calculated by applying RYA PY boat handicaps to the ALT as described below. For Day Series days, the ALT must be grossed up by multiplying by the number of laps sailed by the fastest boat, before applying the Personal Handicap adjustment, and then the RYA PY boat handicap as described below.

5. Sequence for a Class Race (Club Open Meetings And Club Regatta Days)

- 5.1. Select course and display it on the course board in the clubhouse as soon as possible before the 5 minute gun or alternatively use the course board on the Committee Boat.
- 5.2. From the Race Entry sheet, determine the number of Classes and separate starts that will be required. All Classes with four or more entries, plus a Fast and a Slow Handicap, are to have results recorded and prizes awarded, separately. Classes may be grouped into Starts, fast Classes with the Fast Handicap, slow Classes with Slow Handicap, and then perhaps two other Starts for medium speed Classes. In practice it is recommended to have a maximum of FOUR separate starts. A different Code Flag will be required for each Start.
- 5.3. Display the sequence of Starts and Classes, their Code Flags, and the number of laps for each, next to the Course Board. Make a note of these on the Race Results sheet to take with you in the Committee Boat. Try to keep the race to about 50 Minutes for the fastest Class. Starts should be at 3 minute intervals following the first start, with fastest Classes starting first. Ensure you have sufficient Code Flags with you in the Committee Boat.
- 5.4. Prior to leaving shore the OOD should ring the bell outside the Clubhouse in order to advise sailors that the boat is going to the start area. This is only a warning it is not a set time prior to the first signal.
- 5.5. Use the Race timing clock mounted on the Committee Boat mast for this purpose. It can be set to 5 minutes and will then count down, giving sound signals to you. It then, without resetting, counts up to indicate further start times and will provide finish times for handicap Classes.

Action	Activity	Flag
At the 5 minute gun (5 minutes before the first start)	HOIST CODE FLAG R Yellow cross on a red background AT THE SAME TIME SOUND THE HORN	
At 4 minutes	HOIST CODE FLAG P White rectangular centre with blue background (Blue Peter) AT THE SAME TIME SOUND THE HORN	
At 1 minute	LOWER CODE FLAG P Blue Peter AT THE SAME TIME SOUND THE HORN	
At the first start – zero time	LOWER CODE FLAG R Yellow cross on red background AT THE SAME TIME SOUND THE HORN IF THERE IS A SECOND START HOIST ANOTHER CODE FLAG	
At zero + 1 minute	HOIST CODE FLAG P White rectangular centre with blue background (Blue Peter) AT THE SAME TIME SOUND THE HORN	
At zero + 2 minutes	LOWER CODE FLAG P Blue Peter AT THE SAME TIME SOUND THE HORN	
At zero + 3 minutes	LOWER CODE FLAG FOR SECOND START AT THE SAME TIME SOUND THE HORN IF THERE IS A THIRD START HOIST ANOTHER CODE FLAG REPEAT LAST FOUR STEPS.	
If any boats are early starters ie a boat is part or wholly over the start line at their start signal then:	SOUND HORN HOIST CODE FLAG X Blue cross on a white background ATTEMPT TO HAIL THE OFFENDING BOAT(S) LOWER CODE FLAG X WHEN ALL BOATS HAVE RETURNED AND STARTED CORRECTLY	
General Recall, only use if too many boats to identify are early starters	SOUND HORN HOIST FIRST SUBSTITUTE FLAG Yellow horizontal triangle with blue background. REHOIST THE NUMERAL PENNANT FOR THAT START	

Action	Activity	Flag
The recalled start will be 3 minutes after the last scheduled or rescheduled start	LOWER THE FIRST SUBSTITUTE AND THE NUMERAL PENNANT AND RECOMMENCE START PROCEDURE	
Record sail numbers as boats complete each lap.		
To shorten course for a Class:	The Committee Boat should be on station at the selected finish mark. As the leading boat of the Class Start approaches the last but one mark of the shortened course SOUND HORN TWICE. HOIST FLAG S Blue rectangular centre with white background HOIST APPROPRIATE CODE eg FLAG R Yellow cross on a red background	
To shorten course for another Class Start:	As the leading boat of that Class Start approaches the last but one mark of the shortened course. SOUND HORN TWICE HOIST APPROPRIATE CODE FLAG	
As boats finish :	SOUND HORN FOR FAST AND SLOW HANDICAP BOATS ONLY, RECORD THE FINISH TIME ON THE RACE RESULTS SHEET AS ACCURATELY AS POSSIBLE FOR OTHER CLASS BOATS, RECORD THE FINISH POSITION ONLY	

6. Race Management System Instructions

- 6.1. These instructions may also be found on the wall above the PC in the office.
- 6.2. There are essentially two stages in the operation of the Race Management System:
 - Stage 1: Entry of boats and competitors.**
 - Stage 2: Entry and calculation of race results.**
- 6.3. It is recommended that Stage 1 is done prior to running the race as this will automatically generate a pro forma Race Sheet for you to take on the water, and also for a Pursuit race will automatically calculate the incremental start times for all Classes.
- 6.4. If there is insufficient time to perform Stage 1 prior to the race then this may be done afterwards in conjunction with Stage 2. In this case it will be necessary to use the appropriate pre-printed Race Sheet (in the folder in the OOD tin), and in the case of a Pursuit to also manually calculate incremental start times (this will probably take you longer than using the PC so is not advised!).

Entry of Boats and Competitors

- 6.5. Power on the PC, screen and printer at the mains switch on the wall and check there is paper in the printer.
- 6.6. The Race Management System (RMS) front menu will start automatically. Click 'Data Entry' button
- 6.7. A list of races scheduled for today's date will automatically be presented. Click the selected race.
- 6.8. Enter details of boats and competitors from the Sign On sheet. Use the drop down lists as far as possible. (If a boat or competitor cannot be found in a list then type the new name into the relevant field, answer any subsequent prompts, and click YES to save to the database). For subsequent races in the day, for example the

second of a pair of back to back races, you can pre-populate the screen for the next race with competitors by clicking on the 'Populate' button, and then deleting or adding further competitors.

- 6.9. Click 'Print Race Sheet' button and take the printed sheet with you on the water. (Print sheets for both races when back to back).

Entry and Calculation of Race Results

- 6.10. If it's a Pursuit Race click 'Calculate Pursuit Times' button. Enter the race duration in minutes (normally 30 mins, but if the slowest Class is a Mirror then enter 35 mins and if an Optimist then enter 40 mins). Click 'OK' and Print the Start Times sheet displayed. Write the Pursuit start times on the blackboard beside the course board and take the printed sheet with you on the water.
- 6.11. Return to the data entry screen for the race just completed (from the RMS front menu click 'Data Entry' button and select the required race from the list).
- 6.12. If it's a Handicap for each boat, click in the Elapsed Mins box. A window will open called 'Enter Elapsed Time'. Enter the elapsed time in minutes and seconds. If you are using Average Lap Times then also enter the number of laps completed. Click 'Done'. (the form will close and you will return to the data entry screen which will now display the elapsed time in decimal format and number of laps). Repeat for each boat.
- 6.13. If a boat DNS (Did not Start) or DNF (Did not Finish) then click the appropriate box. (The system will automatically give the boat points equivalent to the number of entries plus one).
- 6.14. When you have finished entering times for all the boats, click the 'Calculate Race Points' button. Main series points and Junior series points will be displayed. If you wish to award points to the OOD (only permitted if this is the second or subsequent duty performed by the OOD this season) then click the 'OOD Points' button and select the OOD's name from the list (the system will automatically award 4 points to that person).
- 6.15. For each boat enter the 'on the water' finish position in the 'Overall Points' column. Junior series points will be calculated by the system.
- 6.16. If you wish to award points to the OOD (only permitted if this is the second or subsequent duty performed by the OOD this season) then click the 'OOD Points' button and select the OOD's name from the list (the system will automatically award 4 points to that person).

Printing of Race Results

- 6.17. After each race, or at the end of the day, print the results by clicking on the 'Print Race Results' button. Display the results sheet on the wall above the Sign On desk.

Finished?

- 6.18. When all race data has been entered and results printed for the day, click the 'Exit' button to return to the front menu and click the 'Exit' button again to close the Race Management System.
- 6.19. To shut down the system click "Start", "Turn off Computer" and "Turn Off" to power down the computer. Then switch off at the wall socket

7. Calculating Handicaps (No computer!)

- 7.1. Classes are given a "Portsmouth Yardstick Number" which is calculated to give competitive racing. Faster classes have lower numbers than slower classes. The list (Appendix A, Table 1) comprises boats normally sailed at Shropshire Sailing Club.
- 7.2. To obtain a corrected time for boats in a handicap race convert the elapsed time, that is the time from the boats start to its finish into decimal minutes (Appendix A, Table 2). Divide this time by the Handicap Factor shown above.
- 7.3. EXAMPLE: A Laser completes a race with an actual elapsed time of 45 minutes and 34 seconds. The decimalised time is 45.5666 minutes.
- 7.4. To get the corrected time 45.5666 is divided by 1.078, (the handicap factor of the Laser), giving a final corrected time of 42.2696 or 42.27 (rounded).
- 7.5. **FOR DAY SERIES ONLY**, the PY Handicaps will first be adjusted by a Personal Handicap, before applying the above calculation to derive the corrected time. Personal Handicap factors will be provided by the Sailing Committee at the start of the day.

8. Appendix A: Tables

Table 1: Portsmouth Yardsticks for SSC Boats

Class	Rig	Portsmouth Yardstick	Handicap Factor
Optimist		1646	1.646
Mirror	Main,jib,spinny	1386	1.386
Feva S S/H	Main & gennaker only	1320	1.320
Topper		1290	1.290
Feva S	Main,jib, gennaker	1270	1.270
Pico 2H	Main & jib	1263	1.263
Pico	Main only	1259	1.259
Feva XL S/H	Main & gennaker only	1239	1.239
Topaz		1210	1.210
Topaz 2H	Main & jib	1190	1.190
Feva XL	Main,jib, gennaker	1189	1.189
Solo		1155	1.155
GP14		1127	1.127
Enterprise		1116	1.116
Laser Rad		1101	1.101
Wayfarer		1099	1.099
Nat 12		1093	1.093
Laser 2K		1089	1.089
Laser		1078	1.078
Lark		1073	1.073
Scorpion		1056	1.056
Laser Vago XD S/H	Main & gennaker only	1045	1.045
Laser II		1035	1.035
FF		1025	1.025
Laser Vago XD	Main,jib, gennaker	1015	1.015
Buzz		1005	1.005
Fireball		982	0.982

Table 2: Seconds to Decimal Time Conversion

Seconds	Decimal	Seconds	Decimal	Seconds	Decimal	Seconds	Decimal
1	.0166	16	.2666	31	.5166	46	.7666
2	.0333	17	.2833	32	.5333	47	.7833
3	.0500	18	.3000	33	.5500	48	.8000
4	.0666	19	.3166	34	.5666	49	.8166
5	.0833	20	.3333	35	.5833	50	.8333
6	.1000	21	.3500	36	.6000	51	.8500
7	.1166	22	.3666	37	.6166	52	.8666
8	.1333	23	.3833	38	.6333	53	.8833
9	.1500	24	.4000	39	.6500	54	.9000
10	.1666	25	.4166	40	.6666	55	.9166
11	.1833	26	.4333	41	.6833	56	.9333
12	.2000	27	.4500	42	.7000	57	.9500
13	.2166	28	.4666	43	.7166	58	.9666
14	.2333	29	.4833	44	.7333	59	.9833
15	.2500	30	.5000	45	.7500		