



For brevity he or him implies she or her.

Officer Of The Day (OOD)

The OOD is in charge of the club whilst he is on duty and is the focal point and main contact for the activities of the club on the day that he is on duty.

The OOD is responsible for his duties but may delegate them as he finds necessary. He is helped by the Assistant Officer the Day (AOD) and the Patrol Boat (PB) helm.

Duties

Ensure cakes and milk are available for afternoon tea and cake.

You will need to arrive at the club by 10:00 am to be in time to organise the first race start for 11:00 am.

The Club electricity is turned on at the main fuse box in the entrance hall.

Keys for the patrol boats and the under decking store are on the keyboard in the cubby hole in front of kitchen.

Check the electric cable is plugged into the start hut and the buzzer works; give a very short test buzz.

Equipment needed is in the race box: A blue folder/clip board contains the race sheets and a brown box contains the stop watch, yellow starting timer and count down/up timer. The yellow starting timer should 'rattle' which means a battery needs to be fitted; undo the screw; use it to pull the back off and fit the battery (the batteries run down quickly if left in).

The 4 radios are kept on charge in the drawer in the start hut.

It is recommended that the race sheets are used while in the ring binder and displayed in the race hut so members can sign on as soon as they arrive.

Display the red ensign on the flag pole. (Stored in Start hut).

The course setting tasks are high priority so members can know the course before rigging. If necessary seek advice on a suitable course; avoid putting marks where there is a wind shadow especially if there is a big South or North component to the wind; keep away from the windward bank. Leave plenty of room for other craft to pass between a mark with boats rounding and the bank; sculls are very wide.

Decide on the course and display on the white board that is on the inside of start hut door (there is some meths and a cloth in the start hut to help clean it); put today's date, race start time, Race Officers and anticipated race duration on the board. Write the course in the format:-

- 1 P (in red)
- 2 S (in green)
- 3 P
- 4 S

and add an arrow to indicate the start direction. Mark the approximate mark positions on the white board in the appropriate colour and add the path of the course.

Display the course on the front of the start hut using the arrow and red & green squares with numbers; the arrow indicates the direction to and handing of the first mark with green for starboard and red for port.

Make a copy of the course rounding order on some scrap paper plus locate the appropriate number of Red and Green flags for marks and put all in the patrol boat for when the marks are to be laid.

Take radios off charge and give Patrol Boat Helm his radio and check transmission and reception.

Locate the loud hailer it should be in the start hut. Check that it works.

The Weather Station is in the bar. Fit it on poles (2), that are in the race hut, and mount on the pole near the flag pole by 11:00. Mount the display on the notice board in the club house; if not working remove and replace the batteries in the display.

Ensure someone has volunteered or been delegated to help with lunch, tea and cakes; let them know the anticipated race finish times.

There MUST be two people in the patrol boat if going to give assistance to a boat. The patrol boat should be manned until 17:30 pm, or until the last boat has finished sailing if earlier, so members can continue sailing safely after racing finishes.

Races

Races should start on time, without waiting for members to be ready, but MUST NOT start earlier than the published time.

Morning races start at 11:00 and 12:00; they should last for about 45 minutes.

The first afternoon event starts at 14:00 and should last for 30 to 45 minutes.

The second afternoon event normally starts at 15:30 (15:45 at the latest), after tea and cakes and should last 45-60 minutes.

After the clocks go back to GMT the second afternoon race start sequence should start as soon as the last boat completes the TFC event.

Starting

The Start and Finish Line is the transit formed by lining up the pole in front of the start hut and the pole at the bank. The marks in the river or on the far bank do not define the start line; they are only a guide but should be close to the start line.

Standard RYA race starting sequence uses flags and sound signals but we use numbered boards and sound signals. Our starting sequence sound signals are a buzzer BUT we have an extra bell sound one minute before the Warning signal to indicate that the starting sequence is about to start (we don't give a delayed start signal).

Race finish timings MUST be accurate to the second. Always synchronise the start time to a normal watch exact minute and write it down on the race sheet; it is very easy to get the timing watches wrong and real time gives a backup. It is VERY important to have a backup for the Watch Horn because low batteries can cause failure with no warning.

Minutes

to start	Signal name	Display	Sound
6		Blank	Bell
5	Warning	5	Buzzer 2 seconds
4	Preparatory	4	Buzzer 2 seconds
1	One-minute	1	Buzzer 2 seconds
0	Starting	Off	Buzzer 2 seconds Start stop watch



If anyone is over the line at the start immediately make a 2nd sound signal, using the buzzer, try and hail the offending boat(s) and hail again when clear of the line.

Make sure all details are entered on the race sheet. When recording times **always use minutes & seconds** not, hours minutes seconds; enter minutes at the top left and seconds at bottom right with no separator i.e.

03
55

 (it is faster and leaves more room). Times are entered for each lap so a check can be made if a member queries how many laps he has done; **only the finishing lap needs to be accurate to the second**; the accuracy of intermediate lap times is unimportant.

Finishing

A race will have a nominal elapsed time; this will normally be 45 minutes for 11:00, 12:00 and 15:30 races. The time will be put on the course board. We use average lap time so all boats don't need to do the same number of laps but it is preferred except for very slow boats.

Usually the OOD finishes a race at a suitable time for the conditions and boat positions. When the first boat to be finished has rounded the last mark and there is no other boat between it and the finish line give two sound signals and display shortened course (letter S). The first boat to be finished need not be the lead boat. All boats are finished the next time they cross the finish line after the race has been shortened.

If a gaggle of boats are finishing very close together as they finish write down each boat identifier and time, in finishing order, on another sheet of paper as it is quicker than trying to identify the boat on the race sheet; transfer the times to the race sheet when done, if only the first and last time of a gaggle can be recorded the time for intermediate boats should be estimated.

Packing up

Refund yourself any expenses from the tea and cake charge of 50p per person; any surplus goes in the bar.

Loud hailer

Clip board

Radios & charger

Flag from the Flag pole

Weather Station goes in bar on top West shelf

Arrow and red & green squares with numbers

Red and Green flags

Lock race hut

Keys for the under decking store are back on the keyboard

Put the race sheets on the notice board

Put equipment away (with a battery moved from the contacts in the yellow timer)

Take the kitchen rubbish and food bags away

Following can be delegated

The Club electricity is turned off at the main fuse box in the entrance hall

Club alarm set

Club doors Locked

TFC Activities

The 14.00 event is intended to encourage less experienced members or those not keen on racing to get on the water and thereby improve their sailing skills. Accordingly the OOD should devise activities suited to the members present with the assistance of the Sailing secretary or other members. The activity should not normally be a conventional race. Some suggestions are appended below

Ideas For Sunday 14.00 TFC Event

(depending on conditions and participants interests)

• Conditions OK to sail

1. Short race, boats paired, sail with a "mentor" (who has to finish behind).
2. Series of practice starts, back to back (short course 1 mark and back to the line, shorten sequence to 2 min ,1 min and off)
3. Lay a "slalom" down wind. Practise gybing, sailing by the lee etc.
4. "Duck" race.
5. Treasure hunt – short course, boats collect tokens as they round marks
6. Everbody in Lasers/Picos, draw lots for position, "follow my leader" round the course, boats keeping station.
7. Short course, 1 downstream leeward mark, practise rounding (combine with 2?).
8. Capsize drill. (solo & with crew).
9. Round the island race (in Picos, laser Radial or Canoes. Lasers if confident to heel.

• Light / No wind Conditions

1. Tow upstream, race, sail, drift back. Rules suspended as appropriate. Combine with treasure hunt or duck race.
2. Capsize drill (1 person, 2 person)
3. Paddling relay round marks in midstream and back (combine with 2?).
4. Lash tiller midships, steer boat without it.

• Canoes

1. Lay a slalom, paddle (race?) round it
2. Paddle backwards round slalom
3. "Duck" race/ treasure hunt
4. Relay round a mark from slip (practise getting in/ out quickly)

• Patrol boat Exercises.

1. Lay 4 marks in line 2 boat lengths apart, steer round it.
2. Ditto backwards.
3. Come alongside & hold station at a mark (fixed)
4. Ditto floating free.
5. Ferry glide into a berth.



Using the Yellow Watch Horn

The race start time should be synchronized to an independent watch to an exact minute to give a backup if the timing watches fail; write the exact start time on the race sheet. It is VERY important to have a backup for the Watch Horn because it can fail due to sudden battery failure.

The yellow watch horn is a count down timer that speaks at intervals. It can be started at 10 minutes to the start but 6 minutes to the start is recommended.

Starting watch horn at 6 minutes to the start

- 1 At around 6:30 minutes before start turn ON by pressing ON/START; 10:00 will display.
- 2 At 6 minutes before the start press ON/START to start count down. Ring **BELL** loudly and call 1 minute to 5; use loud hailer if available.
- 3 At 5:00 minutes before the start (9:00 displayed) press ON/START; count down will jump to 5:00, give 2 sec buzzer & display 5 on display board.
- 4 At 4:00 give 2 sec buzzer & display 4 on display board.
- 5 At 1:00 give 2 sec buzzer & display 1 on display board.
- 6 At 00:00 give 2 sec buzzer & display off on display board.

If needed start Race Stop Watch Timer (**very easy to forget**).

Make sure start time is on the race sheet.

To switch watch horn off Press & Hold MODE/OFF for 5 secs; it will also switch off automatically after a few minutes.

Using the MeasuPro Count-down/Up Timer

The timer has a clock and 4 independent timers. The timer T1 will count down from 0:06:00 to 0:00:00 and then count up; a beep will sound for 1 minute and can't be turned off. Timing can't be paused.

- 1) Press T1. If it is counting down then press Stop, Press Clear, Press M six times; 0:06:00 displays.
- 2) If it is counting up press Stop twice.
- 3) If 0:06:00 doesn't display press Clear, Press M six times; 0:06:00 displays.
- 4) If not using an alternative real time watch press Clock (Time displays). Decide on the race Start Time and write on race sheet.
- 5) 6 minutes before the race start time press T1. Press Start, ring bell and loud hail 6 minutes to start; time counts down and continues counting up when 0:00 is reached.
- 6) Don't touch the watch until after all boats have finished. Write down the **time each boat crosses the start line** while it is counting up.
- 7) After all boats have finished press Stop to stop counting and press Stop again and 0:06:00 should display ready for starting the next race.