

Aldenham SC Dinghy Racing – 2019/20

(effective from 24 March 2019)



Guidance Notes for the Officer of the Day

(These notes do not replace or substitute the Sailing Instructions, the Racing Rules of Sailing or the Club's Members' Guide to Safety dated November 2018 that all members have access to online and on the Club's notice boards)

If you have any comments about these guidelines, please let the Sailing Secretary know. Thank you.

OOD Guidance Notes – 2019/20



Introduction

- **Thank you** for taking on your Duty. It is much appreciated. Your support to see the task is done and not just left to others is part and parcel of membership at Aldenham Sailing Club. These notes may seem lengthy but, if you are unfamiliar with the routine, reading them through should help you manage and hopefully enjoy the experience
- **New OODs and assistant OODs will be guided and supported**, so if in doubt just ask, as other members are always pleased to help. Do not hesitate to refer to the Sailing Secretary if you need advice, or if you feel you are being overwhelmed in any way
- **Arrive in good time** – at least an hour before the first start – to prepare yourself and your team. **Be prepared for the weather** and having to conduct safety duties as required with adequate clothing/waterproofs/buoyancy etc
- **As the Officer of the Day you are in charge**. This isn't a licence for dictatorship, but you must make things clear and simple to everyone involved. As a Club member you are assumed to be familiar with the Club's Members' Guide to Safety documentation (most recently updated in November 2018). If not, please seek it out (online) or discuss with a member of the Committee
- It is courtesy that **non-duty members keep themselves out of the Race Office** unless invited. Do not hesitate to politely ask others to vacate the Race Office and allow you and your team space to function as you see fit, not be interrupted and maintain a safety look-out

Changes from prior years

- Following last year's introduction of a **Single Start sequence** for most racing and **Personal Handicapping** scoring there is only one material change this year which is that the **Summer Third Race** has been dropped
- An additional scoring code of **TRN** has been added which is to reward experienced sailors for forfeiting their opportunity to sail competitively by on the water coaching of **novices and others**. Please ensure that this is indicated on the signing on sheets if relevant

OOD Guidance Notes – 2019/20



Preparation before racing

- Plan to start racing **punctually** and finish on time as per the programme
- Check, with the Sailing Secretary if necessary, that the weather is suitable and that you have an adequate team to run the racing. If the wind is either too strong or too light consider postponing or abandoning racing – it's your decision
- **Decide on the first leg of the course:** how a race is to be started will influence many of the steps that follow. A start line must be at 90 degrees to the wind, with the first mark of the course directly upwind of the mid point of the start line. Ideally the first leg is as long as the lake permits (to ensure the fleet spreads out by the 1st mark) but with that 1st mark being in the wind. **Expect that this may necessitate a Committee Boat start** using the dark blue safety boat and the committee boat rig is stowed in the garage
- If you are able to justify a Race Office start, ensure that the start line is of adequate length (about 1.5 times the aggregate length of boats intending to race) and that the start line transit posts (red triangles) are exactly in line with any inner/outer distance marks used and in a position that is easy to view from the Race Office. It is likely that it will be necessary to move the outer distance marker to create an appropriate line
- Once the start is decided, the rest of the course should be set with:
 - a. Marks of the course chosen for being in clean air and not blanketed by trees (do not hesitate to move a mark into clear air)
 - b. A mix of beat(s), reaches and at least one true run
 - c. At least one finish opportunity per lap assuming a Race Office finish is preferred
- Mark the course up on the club house course whiteboard using a dry wipe marker to show the start line, outer (and inner if used) distance markers, mark sequence, direction of rounding and also the target race duration. Prepare the mobile course board with the mark numbers in sequence with port and starboard roundings indicated by colours and place outside so that it is visible when afloat
- Ensure at least one safety boat is functioning and positioned close to the Race Office. Agree who in your team will act as the Safety Boat helmsman and crew if required. Be prepared for the need to recover crews from capsized dinghies and tow (flooded) dinghies
- Lay out the appropriate Race Sign-on Forms and ensure a pen is to hand for helmsmen to register
- Turn the power on for the Race Office starting horn. Set up the OOD stopwatch ready to count down for the relevant start sequence
- Agree who will do what in the Race Office (or on the Committee Boat): hooter, flag signals, stopwatch, line watcher/over-the-line decision taker, recorder of lap positions and finishing times etc

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At the start of the race

- Proceed with the relevant starting sequence (Club Racing or Wednesday Night Pursuit)
- **Individual recall:** be ready to recall (see starting sequence pages for more details), and hail where practical, any boats that have jumped the start even by a small margin to be fair on all other competitors
- **General recall:** if too many boats jump a non-pursuit race start, and you cannot see clearly who they are, signal a General Recall and restart the race sequence from the 2-minute gun

During the race

- Keep active watch for any boat in difficulty that may require assistance
- Record position of each vessel every lap as it crosses the start line, and all finishing times and the number of completed laps
- Promptly despatch a Safety Boat to assist a casualty if required. A Safety Boat functions properly with a crew of two. Ensure the Safety Boat crew keep an alert look out for any additional/more urgent incidents when underway to a first incident
- Be prepared to abandon any race if conditions dictate

At the finish of the race

- Aim to finish the leading boat at the target race duration which is usually 40 minutes: see the starting sequence pages for more details
- To achieve this, you will need to: (a) set a finish line, and (b) determine a last mark
- Set a finish line (using the transit markers, normally lined up with the Race Office) at 90 degrees to the straight-line course between the last mark of the course and what the next mark would have been if the race were to continue
- Hoist the Shortened Course Flag and sound 2 long blasts as the lead boat is rounding your nominated last mark and display that last mark's big number board on the outside of the Race Office
- Record the exact time on the OOD stopwatch (to nearest second) of the leading boat crossing the finish line and for all subsequent boats. This is essential for all races except for pursuit races where the finish position only is used
- Give one short blast of the horn as the lead boat first crosses the finishing line and finish all subsequent boats including any boats that are one or more laps behind. These are to be clearly marked on the relevant race form indicating how many laps each boat has completed

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Start of any subsequent race(s)

Race 2

- Plan to start Race 2 on time and with the same sequence as for Race 1 but commencing one hour later, or as soon as the last boat has finished if later. (Do not wait for crews to come ashore if this means your schedule will slip)
- Lower the Race 1 Shortened Course Flag, and remove the last mark's big number board from the outside of the Race Box before commencing the countdown sequence for Race 2

Race 3

- On 'Cup Days' there is a Race 3 which is a repeat of the Race 2 starting sequence as shown but commencing one hour later, or as soon as the last boat has finished if later. (Do not wait for crews to come ashore if this means your schedule will slip)

After completion of last race of the day

- Return any race marks to their usual position if they are out of place
- Return any Safety Boat(s) to its berth and make secure once all boats are off the water (unless another club member takes it over)
- Stow the transits, the mobile course board and the last mark's big number board from the outside of the Race Box
- Lower shortened course flag, and any other flags remaining
- Secure the OOD stopwatch
- Sign off the Race Sign-on Forms and file them as indicated
- Lock shut the Race Box window and clear the bench of all pens etc and put away in the under bench cabinet
- Turn the power off for the Race Office starting horn

Class and Other Flags



Class Flags		Racing Flags	
Enterprise ("E")		Blue Peter ("P")	
Laser ("L")		Individual Recall ("X")	
Fast Handicap ("T")		General Recall (1 st Sub)	
Illusion ("I")		Shorten Course ("S")	
RS300 ("R")		Change of Course ("C")	
		Postponement (AP)	
		Race Abandoned ("N")	
		Mandatory Personal Flotation Devices ("Y")	

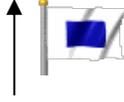
Starting Sequence for all Club Racing (including Bank Holiday series)



Countdown	Description	Class Flag	Other Flags	Sound
n/a	Postponement: hoist answering pennant when there is an expected delay beyond the normal start of more than 15 mins			2 long 
-4 mins (10h56)	Warning Signal: hoist Fast Handicap Class Flag. Start stopwatch set on 4 minute countdown	 "4min"		1 long 
-2 mins (10h58)	Preparatory Signal: hoist Blue Peter Flag		 "2min"	1 long 
-0 mins (11h00)	Start: lower both Fast Handicap Class Flag and Blue Peter Flag together	 "Start"		1 long 
asap	Individual Recall: hoist X Flag asap after start if applicable. To be lowered once offending vessel(s) has cleared the start line having correctly restarted		 ↓	1 short 
Asap	General Recall: hoist First Substitute asap after start if applicable. To be lowered after 1 minute and start sequence restarted with a 2-minute Preparatory Signal (both flags hoisted)		 ↓	2 short 

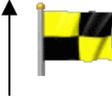
Starting Sequence for all Club Racing (including Bank Holiday series)



Countdown	Description	Class Flag	Other Flags	Sound
 +30 mins ish (11h30)	<p>Plan ahead for the finish: after about 30 minutes racing start to think about setting the Finishing Line with transits and prepare to display 'Last Mark' board</p> <p>Shorten Course: hoist S Flag as lead-boat rounds last mark of course so that lead boat finishes as close to 40 mins after start as possible but within a target range of 38 – 42 minutes. Lower S Flag when last boat crosses line</p>		 	2 long 
+40 mins (11h40)	<p>Finish for first boat across line: finish ALL boats crossing finishing line AFTER the first boat - even if they are a lap or more behind</p> <p>IMPORTANT NOTE: record all finishing times and number of laps completed for all boats</p>			1 short sound per finishing boat 
n/a	<p>Abandon Race: in the event that the race needs to be abandoned hoist Flag November</p>			5 long 

Starting Sequence for Wednesday Night Pursuit



Countdown	Description	Handicap Class Flag	Enterprise Class Flag	Laser Class Flag	RS 300 Class Flag	Other Flags	Sound
-21 mins (18h55)	Warning Signal: hoist Fast Handicap Class Flag. Start stopwatch set on 21 minute countdown						1 long 
-19 mins (18h57)	Preparatory Signal: hoist Blue Peter Flag Start: Cadet (if req'd)						1 long 
-17 mins (18h59)	Start: Mirror (if req'd)						[1 long] 
-16 mins (19h00)	Start: Topper (if req'd)						[1 long] 
-15 mins (19h01)	Start: Pico (if req'd)						[1 long] 
-11 mins (19h05)	Start: RS Feva (if req'd)						[1 long] 
-10 mins (19h06)	Enterprise Warning Signal: hoist Enterprise Class Flag						1 long 
-9 mins (19h07)	Laser Warning Signal: hoist Laser Class Flag						1 long 
-8 mins (19h08)	Enterprise Preparatory Signal: hoot only						1 long 

Starting Sequence for Wednesday Night Pursuit



Countdown	Description	Handicap Class Flag	Enterprise Class Flag	Laser Class Flag	RS 300 Class Flag	Other Flags	Sound
- 7 mins (19h09)	Start: Laser Radial (if req'd) Start: Solo (if req'd) Start: RS Vision (if req'd) Laser Preparatory Signal: hoot only						1 long
-6 mins (19h10)	Start: Enterprise						1 long
-5 mins (19h11)	Start: Laser Start: S/H Enterprise (if req'd) Start: Wayfarer (if req'd)						1 long
-4 mins (19h12)	RS300 Warning Signal: hoist RS300 Class Flag Start: Aero (if req'd)						1 long
-3 mins (19h13)	Start: RS 200 (if req'd)						[1 long]
-2 mins (19h14)	Start: Blaze (if req'd) RS300 Preparatory Signal						1 long
0 mins (19h16)	Start: RS 300						1 long
asap	Individual Recall: hoist X Flag on OOD decision asap after start if applicable. To be lowered once offending vessel(s) has cleared the start line having correctly restarted						1 short

Starting Sequence for Wednesday Night Pursuit



Countdown	Description	Handicap Class Flag	Enterprise Class Flag	Laser Class Flag	RS 300 Class Flag	Other Flags	Sound
 +35 mins ish	Plan ahead for the finish: after about 30-35 minutes of racing start to think about how you will take a snapshot finish of all boats. This is to be done by motoring back down the fleet from the leading boat using a Safety Boat and marking off each competitor when passed						
+40 mins (19h56)	Precise finish time for ALL boats (for a Pursuit Race to work as intended the race finishes at a precise time)					1 short when acknowledging each finishing boat	