DEBEN YACHT CLUB
OFFICER OF THE DAY DUTY INSTRUCTION NOTES 2018

1. DEBEN YACHT CLUB STANDARD SAILING INSTRUCTIONS & SAFETY POLICY

These instructions should be used in conjunction with the 'Standard Sailing Instructions' published on the club website and posted on the noticeboard below the Crow's Nest.

The OOD should read the club safety policy and identify the key responsibilities of the OOD. You should pay particular attention to parts 5, 8, 9 & 10. All club members should have received a copy of the policy but further copies are displayed in the Crows Nest, on the wall and in the OOD Instruction Manual.

2. OOD CHECKLISTS

Enclosed with these instructions are **three checklists**. They are designed so that if followed hopefully nothing will be forgotten.

3. CLASSES

We have two fleets for all events except cup races. The split between fleets is at Portsmouth Yardstick Number 1160. The table below gives some guidance on the types of boats you might expect to see in each fleet.

Fleet	Boats to expect
Fast Handicap	Laser [Full rig & Radial rig] Kestrel, RS 200 RS300 RS400 RS vision RS Vereo Streaker, Alto, Laser Vortex, Hadron H2, Devoti D-one, Devoti D-one 9.5, Laser 2000, Laser Vago
Slow Handicap	Topper, Mirror, RS Feva, Laser 4.7, Miracle, RS Qba, RS Tera, Topper Vibe

4. SETTING THE COURSES

It is the responsibility of the OOD to set appropriate courses for the day's racing.

When deciding upon what course to set please consider:

- Wind direction and wind speed
- Weather forecast
- Number of boats in each class racing
- Safety boat cover available - consult the person in charge of the safety boats for the day and if required Mark A is now kept on the pontoon and will need to be laid if required.

It is recommended that your choice of course is checked with one of the course advisors listed in the Crows Nest, this helps give a good variety over the season as well as ensuring the length is appropriate for the majority of participants. Make a record of the course and be sure you fully understand what the competitors will be doing and when you will be finishing them.

4.1 DINGHY COURSES

The duration of the points races should be approximately 1½ hours for the slower boats when running one race a day and approximately 45 minutes long for the slower boats when there are two races a day. This is timed for the majority of the Fast Handicap Fleet. For the Slow Handicap the length of race **must be appropriate for the Toppers** and as a result any Miracles are likely to have a race of around an hour on a normal race day.

4.1.1 Dinghy Course Setting

All courses should usually be taken from the '**Deben Yacht Club Dinghy Course Card (2011Edition)**'.

The key to a good course at Woodbridge is in creating a leg with a good long beat. To assist you in deciding which course(s) to set please refer to the **Course Tables**. These will suggest recommended courses for the prevailing wind direction and wind speed. The Tables can be found in the '**OOD Instruction Manual**'.

A combination of two courses can be set.

For example you could set a course as follows: **course 14 times 2**
followed by course 1 times 3

Ensure the successive course follows on correctly. i.e. that the first buoy on the second course follows the last buoy on the first course. (This means for example that it is NOT possible to set course 14 followed by course 7. It would be impossible to round 'A' correctly.)

But for all course setting the basic rule is if in doubt, set a longer course - it is easy to shorten a race but impossible to lengthen a race after it has started!

4.1.2 Channel Mark 14
Please note the rules state that when DYC mark 'Fourteen' is in place this will be rounded by the Dinghies instead of the channel mark.

4.1.3 Dinghy Start Line
The Dinghies should normally **start on a beat** to windward. This means the start line needs to be as near as possible to 90 degrees to the wind. Unless you are starting from a committee boat, use one of the DYC Club Lines 'A', 'A North' ('A$_N$') or 'A South' ('A$_S$'), which ever gives you the closest to 90 degrees to the wind. The course Tables in the OOD Handbook show which line should be used for each wind direction.

When the start is early on the tide, [**2 hours or more**] **consider a 'downwind' start to avoid using mark A due to lack of water at the mark.**

4.1.4 The Finishing Line
The 'A' line should normally be used for the finish line.

4.1.5 Display of Dinghy Courses
Final courses for Dinghies must be displayed at least 30 minutes before the first start. There is a board for each fleet. Pennant 6 for the Fast Handicap and Flag F for the Slow Handicap.

If it is necessary to change the course (e.g. wind direction changes) you should ensure this is **very well publicised**. **20 minutes** should be allowed between the time when the change is made and the start of the race. If necessary **postponement action** must be taken (see below). This action is, however, better than wasting a good day's sailing.

4.1.6 Evening Points Races
When setting courses for **Evening Points** allow for the reduction in wind strength (evening drop) and the limited time before sunset. A course length of about 1 to 1¼ hours is about right depending on conditions.

4.2 YACHT COURSES
Generally, the yachts will start themselves. Otherwise, the slow safety boat (Nimbus)should be used as a committee boat for the Yacht start. The safety boat helm and crew are responsible for the starting of Yachts at **the Published Start Time** if requested to by the yacht fleet. This may not necessarily be the same as that of the dinghies. The OOD or Assistant OOD are not required to assist with the Yacht start.

4.2.1 Yacht Course Setting
Liase with the Yachts that intend to race to determine which course to set.

4.2.2 Yacht Starting Line
Liase with the Yachts that intend to race to determine their start line (Usually between channel mark 14 and DYC buoy Fourteen)

4.2.3 Yacht Finishing Line
The 'A' line should normally be used for the finish line. As OOD you are responsible for finishing the yachts as they head up river through the line. Be sure to record all their times.

4.2.4 Display of Yacht Courses
The Yachts course should be displayed on a blackboard on the committee boat. The course for Yachts should be displayed at least 15 minutes before the Yachts start.

5. STARTING PROCEDURES

(a)   The published start time on the DYC Course Card refers to the Fast Handicap class.

(b)   The order for starting Dinghies is:

1st   Fast Handicap

2nd   Slow Handicap

(c)   Flag signals will be made at the intervals shown on the checklist, with attention being drawn to the Flag(s) by the sounding of one blast of the klaxon or other sound signal.

(d)   Record the exact starting time of each race on the Race Results sheets. This is needed to work out handicap results.

Entries must be checked for each class (this can be done between the 4 minute and 1 minute signals, or immediately after the start) and details should be copied to the Race Results Sheets during the race.

6. OTHER POSSIBLE ACTION AT A START

6.1 Timing Error
If a serious timing error is made for the class that receives the erroneous start-time there should be a **General Recall** signal and that class restarted after all the other fleets have started.

6.2 Craft Over The Line At The Start – Recalls

(a)   Lower Class Flag(s) as normal for the start. Make a second sound signal on the klaxon.

(b)   Hoist flag "X" immediately and fly it until all boats have returned and started correctly, or for a maximum of 2 minutes.

(c)   Record sail numbers of boats over.

(d)   The OOD may shout out the sail numbers or name of boat(s) over at his discretion by using the Public Address System. Do this if you are sure you can communicate with them.

(e)   The OOD may shout "All Clear" once offending boat(s) have cleared the start line correctly. Do this if you have called out the numbers of boats over at the start.

6.3 Unidentified Craft Over The Line At The Start - General Recall

If it is not possible to identify which craft are over the line at the start a **General Recall is required.**

(a)   Make 2 further sound signals on Klaxon.

(b)   Run down Class Flag(s).

(c)   Hoist General Recall Flag (1st Substitute - triangular yellow & blue)

(d)   Restart the Class after the completion of all other starts. The restart should be 5 minutes after the last start unless the recall occurred on the last start, in which case the restart is 10 minutes after the last start. Write the times and signals on the starting checklist.

6.4 Timing for restarting (recalled fleet was not the last start)

Time	Event	Flags Hoist	Flags Lower
1 minute before last start			First Sub
Last Start	Last fleet starts Recalled Fleet's 5 minute	Recalled Fleet's Flag	Last Fleet's Flag
1 minute after last start	Recalled Fleet's 4 minute	P	
4 minutes after last start	Recalled Fleet's 1 minute		P
5 minutes after last start	Recalled Fleet's start		Recalled Fleet's Flag

6.5 Timing for restarting (recalled fleet was the last start)

Time	Event	Flags Hoist	Flags Lower
4 minutes after the last start			First Sub
5 minutes after last start	Recalled Fleet's 5 minute	Recalled Fleet's Flag	
6 minute after last start	Recalled Fleet's 4 minute	P	
9 minutes after last start	Recalled Fleet's 1 minute		P
10 minutes after last start	Recalled Fleet's start		Recalled Fleet's Flag

7. POSTPONEMENT & ABANDONMENT

7.1 Postponement of a Race

Used when a **delay** is necessary, e.g. for inclement weather or any other reason **before** a race has started. This delays proceedings for an unlimited period of time.
It is a good idea to leave a postponement until just before the programmed start to ensure people are ready to start after the postponement ends.

(a)   Hoist the Answering Pennant

(b)   Make 2 sound signals

(c)   When ready to start race time count down - make 1 sound signal and lower Answering Pennant 1 minute before first 5 minute gun.

(d)   Proceed with 5 minute gun etc. procedure.

7.2   Abandonment of a Race

Used when a race is to be stopped **after** the start sequence has started: e.g. for very serious bad weather or other serious incident, lack of wind on a falling tide or serious timing error by the OOD. Use with utmost discretion.

(a)   Hoist Flag 'N'

(b)   Make 3 sound signals

(c)   Record reason for Abandonment on Race Entry Sheets.

(d)   If the race is to be re-started make announcements to that effect and ensure that your intentions are clear to all competitors.

(e)   When ready to start race time count down - make 1 sound signal and lower Flag N 1 minute before first 5 minute gun.

(f)   Proceed with starting procedure.

8.   SHORTENING COURSES

If it appears that the planned course will **not** be completed in time (e.g. sunset approaching or if the tide is beginning to ebb adversely) then courses should be shortened for all the classes in which the first boat has not yet finished.

The OOD should liase with the Rescue Boats regarding the necessity to shorten courses.

(a)   Set the Finish Line. This may be the DYC Clubhouse line or the shortened course **finishing line** may be one between the Rescue Boat mast (or hand held board or other 'mast' on the fast rescue) and a rounding mark of the course.

 If a mark of the course is used the OOD must ensure the Rescue Boat is moored on the **correct** side of the mark to ensure that the finishing boats complete the course correctly (i.e. they pass the mark to Port or Starboard as if they were continuing the race).

 Do not be afraid of a committee boat finish it is straightforward, often the rescue crew know the procedure and it is highly likely the competitors will thank you for it!

(b)   Hoist Flag 'S' above the Class Flag at the Club mast, shore-line, or on the Rescue Boat when on station at the appropriate rounding mark or line. When the safety boat is on station to finish a race it should also fly a plain blue flag.

(c)   Make 2 sound signals on the Klaxon or other available noise to draw attention to the shortened course.

(d)   Finish boats as they cross the finish line – recording their times.

(e)   **Time in all Yachts and Dinghies.**

9.   TIME LIMITS

Time limits are given in the Sailing Instructions..

If any Yacht or Dinghy has not finished within the time limit a series of sound signals will be given and all flags run down and removed from the Clubhouse mast.

All Yachts or Dinghies not finished by this time shall be recorded as 'Did Not Finish' (DNF).

In the event of a **Special Race**, the OOD can inform the entrants that this ruling will **not** apply by displaying a **signed notice** on the **Race Notice Board**.

10. FINISHING

(a) All courses finish at LINE 'A' (not 'A$_N$' or 'A$_S$') (except for shortened courses or series using a committee boat)

(b) **Finishing positions and times must be recorded for all boats.**

(c) Care must be taken not to miss a craft finishing at the tail end.

(d) A Yacht or Dinghy finishes the **instant any part** of her hull or crew or equipment in its **normal position** crosses the finishing line.

(e) A look out should be kept for **Protest Flags**, which should be acknowledged, and any craft retiring.

(f) The Klaxon (or other appropriate sound signal) should be made for each boat finishing.

11. PROTESTS

Any protests must be lodged with the OOD within 1 hour of the last boat finishing the race concerned. A protest is to be written out on the Approved Form.

The Club Captain is to be informed that a protest has been lodged. He will arrange for the protest to be heard as soon as possible after the race. Witnesses names, addresses and telephone numbers should be taken.

12. WORKING OUT HANDICAP RACE RESULTS

(a) Work out elapsed time. i.e. Take the start time from the finishing time:
e.g. 15:47:24 minus 13:00:00 = 2 hours 47 mins 24 seconds.

(b) Convert this answer into seconds:
2 x 60 = 120 minutes
120 + 47 = 167 minutes
167 x 60 = 10020 seconds
add 24 secs = 10044 seconds

(c) Use this formula:

$$\text{Corrected Time} = \text{Elapsed Time (in seconds)} \times \frac{1000}{\text{Boat's Handicap}}$$

$$\text{For a Mirror (handicap 1386): } 10044 \times \frac{1000}{1386} = 7246.753$$

(d) Round answer up or down = **7247** seconds.

(e) Boat with the LOWEST answer comes 1st and thereafter 2nd, 3rd, 4th etc.

13. POST RACE CHECKLIST

There are a number of jobs still to do such as displaying the Race Results and filing away the entry/declaration and results sheets. Please work through the checklist to ensure nothing is forgotten.

SECURITY

WHEN LEAVING THE CROW'S NEST PLEASE REMEMBER TO SWITCH EVERYTHING OFF, CLOSE ALL WINDOWS & LOCK THE DOOR.
ENSURE ALL VALUABLES ARE OUT OF SIGHT.

ALSO, PLEASE ENSURE THAT THE DINGHY PARK GATE AND SHEDS ARE LOCKED
(Or delegate this task to someone still packing up)