

DEBEN YACHT CLUB OFFICER OF THE DAY

Pre - Start Checklist 2018

(Refer to OOD Instruction Notes for detailed instructions)

	ACTION	✓
1.	Arrive at DYC 1½ hours before published start time.	
2.	Unlock Crow's Nest – Key is on main rack in clubhouse.	
3.	Display 'Entry and Declaration' sheets for each class on the Race Notice Board below the Crow's Nest. This must be done at least 1 hour before the published start time. (Forms are in the trays in left hand cupboard in the Crow's Nest).	
4.	Unlock the rest of the Clubhouse, including the changing rooms, and open the veranda gate.	
5.	Hoist Red Ensign at the peak and Club Burgee at the mast head (both flags are stored in the Crow's Nest).	
6.	Check Crow's Nest timer is working. Use this Timer in preference to your wristwatch as it is synchronised to GMT/BST.	
7.	Turn on Klaxon and test.	
8.	Switch on and test public address system (push button on the amplifier at head height in the right cupboard).	
9.	Set dinghy courses as per instructions. Aim for a course length suited to the event, typically 1.5 hours for the slower boats if there is one race, 45 minutes if there are two. Remember Mark A is stored on the pontoons when not in use and will need to be laid if required as part of the course.	
10.	Yachts normally set their own course. Confirm this has been done (best contacts Chris Cobb or Mel Ringer) and check whether you will need to finish them on the club line. (When yachts are racing.)	
11.	Display Course Boards from Crow's Nest to show: (a) Course(s) set (Red card) (b) Number of times round (Green & white card) (c) which start line i.e.: 'A'/'As'/'An' (Black card).	
12.	Rig flags starting with the halyard furthest up river in this order: FLAG X (Boat Over Signal) FIRST SUBSTITUTE (General Recall Signal) FLAG F (Slow Handicap class flag) PENNANT 6 (Fast Handicap class flag). FLAG P (Preparatory Signal)	
13.	Check who is Safety Boat Team Leader for the day. Ensure Team Leader is aware of courses set and number of times round etc.	
14.	Complete 'radio check' with all Safety Boats. (Instructions are on the Crow's Nest wall).	
15.	Read through the 'Safety Policy' on the Crow's Nest wall.	
16.	Clear Crow's Nest of all non-essential people - helps with concentration!	
17.	Enter the time for all signals on the 'Starting Check List'	
18.	Commence starting procedures with '5 minute gun'.	
19.	REMEMBER TO RECORD THE EXACT START TIME OF BOTH FLEETS	

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Starting Check List

Today's Time	Time	Event	Flags Hoist	Flags Lower
	(-5 Minutes)	Fast Handicap 5 Minute (Class Warning Signal)	6	
	(-4 Minutes)	Fast Handicap 4 Minute (Preparatory Signal)	P	
	(-1 Minute)	Fast Handicap 1 Minute (Warning Signal)		P
	(0 minutes) (Published Start)	Fast Handicap Start Slow Handicap 5 minute	F	6
	(+1 Minute)	Slow Handicap 4 Minute (Preparatory Signal)	P	
	(+4 Minutes)	Slow Handicap 1 Minute (Warning Signal)		P
	(+5 Minutes)	Slow Handicap Start		F

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Post - Start Checklist 2018

	ACTION	✓
1.	Keep Crow's Nest manned at all times to observe racing and keep a listening watch. Observe the radio instructions.	
2.	Keep a record of current leading boats and number of laps left to go (use lap record form).	
3.	Check that the Galley have reserved meals for all Safety Boat crews , OOD and AOOD.	
4.	Copy details from the Entry and Declaration sheets onto the multi-part Results Sheet. Replace the Entry and Declaration sheets on the notice board under the Crow's Nest. Obtain the Results Sheets for the Yachts from the Yachts Starter. This will confirm the exact start time of the Yachts race.	
5.	Consider whether it is necessary to shorten the race.	
6.	Prepare to finish the race.	
7.	Finish all boats. REMEMBER TO TIME IN ALL BOATS.	
8.	Check the declaration sheets to ensure that all boats are accounted for.	
9.	After the race calculate Fast and Slow Handicap results.	
10.	Complete Race Results sheets. <ul style="list-style-type: none">• Pass yellow copy to Alan Grant. If not available, place the yellow copy in the 'Results File' in the Crow's Nest• Display the top (white) copy on the Race Results Notice Board	
11.	File 'Entry and Declaration' sheets in 'Declaration File' on shelf in Crow's Nest.	
12.	Bring in all flags and remember to have mark A lifted and placed back on the pontoon.	
13.	Switch everything off, i.e. Radio, PA.	
14.	Record any problems in the 'OOD Log Book' so the Club Captain can address them.	
15.	Ensure any collisions between racers and moored or moving yachts have been recorded in the 'Incident Book'.	
16.	Lock up Crow's Nest. Ensure all valuables are stored in the cupboards.	
17.	Check Dinghy Park gate and sheds are locked. If sailors are still packing away, DELEGATE this responsibility to ensure lockup!	
18.	If you are the last person to leave the Clubhouse ensure all doors and windows are locked and secure.	

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YACHTS STARTING – CHECKLIST 2018

(Refer to OOD Instruction Notes for detailed instructions)

	ACTION	✓
1.	Ensure that you have the following equipment in the committee boat as well as the usual support boat equipment: <ul style="list-style-type: none"> • Committee Boat Kit in a grey metal box containing: All flags needed, Horns, Clipboard with Results Sheets, spare paper and pencils, chalk. • Loud Hailer, Blackboard (these are too big to go in the box). 	
2.	Synchronise the Yacht starter's watch with the Crow's Nest timer	
3.	Test the horn and Loud Hailer.	
4.	Complete 'radio check' with Crow's Nest.	
5.	Obtain the yacht course from the OOD and display it on the blackboard.	
6.	Anchor the Committee Boat on the Yachts starting line more than 15 minutes before the Yachts start. The Committee Boat should be positioned on a line joining the post on the South shore and the cut, approximately half way along.	
7.	Rig flags as follows: ORANGE FLAG (Committee Boat Start Flag) FLAG P (Preparatory Signal) PENNANT 3 (Yachts Class Flag) FIRST SUBSTITUTE (General recall Signal) FLAG X (Boat Over Signal)	
8.	Enter the time for all signals on the 'Starting Check List' below	
9.	Commence starting procedures with '5 minute gun'	
10.	Enter the details of all Yachts on the Results Sheet, together with the actual start time of the race. Pass this to the OOD before the end of the race.	

YACHTS STARTING - FLAG SEQUENCE

Today's Time	Time	Event	Flags Hoist	Flags Lower
	(-5 Minutes)	Yachts 5 Minute	Pennant 3	
	(-4 Minutes)	Yachts 4 Minute (Preparatory Signal)	P	
	(-1 Minute)	Yachts 1 Minute Warning		P
	(0 minutes) (Published Start Time)	Yachts Start		Pennant 3