

DUTIES OF THE ‘ OFFICER OF THE DAY’

Being the Club Officer of the Day (OD) involves a number of duties apart from running and controlling a Race. They are listed below separately from Course setting and Race Control

GENERAL:

Please be at the club not less than one hour before the scheduled starting time of the race, which is stated in the club calendar.

It is suggested that some of the duties listed below, and particularly those with an asterisk, can be delegated, in whole or in part, to the Assistant OD (see AOD Duties and ** Below)

Please note that you should remain on the bridge at all times throughout the race/activity, in order to keep a radio and visual watch. If you have to leave the bridge, ask the AOD to cover for you, and maintain a radio watch by switching on the galley speaker (switch on wall over the plug sockets)

SETTING UP & PREPARATION

- 1. The keys to the Bridge doors** will be found in the first galley drawer on the LHS of the sink attached to a Tufnol pulley block and **MUST BE RETURNED THERE AFTERWARDS**. The third key is for the Club Dinghy Shed and the small one for the galley cupboard
- 2. **Open changing rooms** check toilet requisites (supplies in locked cupboard in old ladies' changing room;-key under galley counter)
- 3. **.Switch on water heater** above sink in galley
- 4. Open Bridge.**
- 5. **Attach ensign** to yardarm and Club burgee to flagpole. (Flags in drawer on bridge). Lower RYA Training flag if flying and re-hoist after race.
- 6. Switch on Radio** and check **Autohoot is on** (should be left on) and timer clock is set at zero.
- 7. Check existing local weather conditions, forecast and tide** You can check the Slaugden SC website which gives real time readings.
Obtain weather forecast online – *XC weather* has a shortcut on the Laptop desktop
Write wind strength, direction, and any strong wind warning clearly on the blackboard in the Clubroom, and on the OD race entry form (in filing cabinet on bridge).
- 8. It is the OD's responsibility to decide if racing should proceed** or should be cancelled in the light of prevailing and forecast conditions. In Junior races a more cautious approach should be taken.

If a Safety Boat is not available or only one crew is available a Race Risk assessment should be completed which asks you to assess conditions and competitors. This is for the clubs legal protection. and
- 9. Place an Entry/Declaration Form** for each race and pen on the table in the Clubroom for entrants to complete. The forms are in the filing cabinet at the back of the Bridge. The form should show the course and any special sailing instructions for the race. Ensure you give entrants adequate time to complete the form, ideally 40 minutes, but *at least 20 minutes* prior to the start
- 10. Decide and set the course** (see RACE CONTROL below) in accordance with the programmed race, **not later than half an hour before first race**. Place Mark letters in Board and hang on railing (2 people to handle Board) **NB** a minimum of two boats entered is needed for a valid race.

11. **Where 2 or 3 races are indicated** on the calendar without separate times they are to be run consecutively, the next starting as soon as the last competitor of the previous race has finished, or before if there are exceptionally slow boats
 12. **Prepare class flags and Blue Peter** for hoisting at appropriate times.
 13. **Check availability of Safety Boat.** If no Safety Boat available, consider carefully whether to allow or cancel racing, especially in very light or strong winds. Conduct and record a Risk Assessment (sheets in cabinet) bearing in mind all factors, (e.g. wind, tide, experience etc) If the decision is to go ahead, inform all competitors that no Safety Boat is available
 14. **Before the Safety Boat is launched** the OD should ensure that the SB crew are properly kitted out and wearing buoyancy aids, and that fuel has been checked.
Inform the **Safety Boat crew of number and details of all boats competing and any special instructions** such as whether any beginners are involved.
Check that crew understand their duties, including maintaining radio watch at all times and to lookout for **flag Q** (“Come to bridge for orders”).
 15. **Carry out Radio Check** with Safety Boat crew whilst within hailing range. If radio not working, inform all competitors. *Refer to VHF radio operating instructions for correct procedures – section 2*
 16. **Temporary marks if used** will need to be taken out by the Safety Boat,
 17. After extra high tides arrange for it to **check positions of sailing marks** and re-position them as necessary before the start of race (if time allows).
- RUN THE RACE - see RACE CONTROL -** finish each competitor with a hoot and record the Elapsed (Finishing) time.
18. **Calculate Handicaps** on the Laptop and complete results sheets.
 19. **Hear any Protests** – (see Race Control)
 20. **Announce results** –Ring the bell at the Clubroom entrance to summon race competitors, announce result and put results sheet on clip in Clubhouse
 21. **In the event of any accident or major incident** you should follow the procedure set out in the Operating Manual, and keep a log of your actions, decisions and communications. Make a record in the Accident book

CLEARING AWAY

22. Ensure **all hand-held radios** are dry and secure on Bridge and **left on** charge and SB containers are returned.
23. **Log any difficulties** encountered with radio or other equipment in the logbook provided and inform the Commodore or a Flag Officer as soon as possible.
24. **Take in boards, switch off VHF, set Autohoot timer to zero**
25. **Lower Ensign and Club Burgee**, re-hoist RYA Training flag, if necessary
26. **Lock Bridge.** (Top and bottom doors).
27. **Check galley** and changing rooms cleared
28. **Switch off Water heater, close all windows including changing rooms and WC. Shut Clubhouse**

