

RACE MANAGEMENT

INTRODUCTION & GUIDANCE TO BEING THE OFFICER OF THE DAY

1. **The OFFICER OF THE DAY (OD) is the Race Manager.** S/He is responsible for the enjoyable and safe outcome of the race(s) under his/her control conducted under the International Sailing Rules and the local Sailing Instructions (in Yearbook)
He needs to be mindful of many factors such as
 - **present & forecast weather conditions,** (preferably obtain forecast before arriving)
 - **the tides,**
 - **the types of boats taking part,**
 - **the age and experience of the competitors.**
2. **As OD, you have sole authority** for deciding whether or not a race should take place, or, once it has started whether it should continue, be shortened, or be abandoned. Do seek the opinions of experienced sailors present at the time, but the ultimate decision is yours. If in doubt as to whether a race should be allowed to take place, you should cancel it, or, in certain circumstances, limit the types of boats and the competitors who may take part, e.g. by not permitting junior and/or inexperienced sailors to enter.
3. **A key factor in achieving a successful race is the choice of a course** that is appropriate and suitable for the conditions and the competitors. The Manual contains guidance on recommended courses to suit different winds, conditions, tides, etc, and should be consulted. Ideally, the course chosen should provide scope for competitors with their different craft to practise and improve their skills, whilst at the same time avoiding situations which are likely to overtax their abilities or create unacceptable risks (e.g. avoiding gybes in strong winds). So far as is possible a course should always include at least one beat to windward where skills are most required **and should finish in the same direction as it starts** to eliminate the effect of tide on the handicapping.
4. It is important to have **regular communication with the Safety Boat.** The OD should check before the Safety Boat is launched that the SB crew are properly kitted out and wearing buoyancy aids, and that the radio communication between bridge and SB is functioning by a test call. Inform the SB helm of any particular issues such as inexperienced sailors taking part and ensure that the helm is aware of the course and the number and type of boats competing. **Correct radio procedure** between bridge and SB is highly desirable and ODs should familiarise themselves with VHF procedures.
5. **The OD should consider postponing the start,** if the SB crew has not allowed enough time to get the boat fully organised in advance of the scheduled race time, until they are ready. Also you may wish to postpone if conditions are marginal but expected to improve
6. **An understanding of handicapping is necessary** for a race involving more than one class of boat. The OD or AOD must be able to use the Laptop on the Bridge to calculate corrected times from the elapsed times. An XL sheet entitled OSC Handicaps should appear on the desk top. And when open provides for the entry of elapsed (i.e. finishing) times and then shows corrected times in the next column. It is important to know which rig a boat is using to enter in the right row.
7. **The OD must be fully familiar with the Sailing Instructions and their Duties.** It will help you if you take time to study these in advance. Some duties can, and should, be delegated to the Assistant OD, leaving you to concentrate on the most important items.
8. **Give yourself plenty of time** to set things up before the start of the race. With this in mind, it is advisable to allow yourself **an hour** at the Clubhouse prior to the scheduled race start time.