



Duties for Officer of the Day

Outline of duties for Officer of the Day (OOD). Updated by the Sailing Committee 2018/2019

The OOD is responsible for the club activities on the day of duty.

At least 1 week before duty

Confirm that your assistants scheduled for the day will be available and remind them to arrive at the club at least 3 hours prior to the scheduled race start time.

On the day - Open the clubhouse by 9:30am

- Raise CYC, Australian and Queensland flags [in this order facing the Bay]
- Throughout the morning the direction and wind speed should be monitored and discussed with a Sailing Committee member if available.
- Ensure boat crew are familiar with the course setting and use of all boat equipment including safety gear
- Ensure radio personnel on shore are briefed on correct radio procedures
- Make sure a stop watch (preferably two) is present in the race box
- Obtain weather forecast for the day off internet or by phoning Boating Weather 1900 926 115 and put on white board – websites [BOM or coast watch]
- Obtain tide times from programme and put on whiteboard.
- Enter race details on the sign on sheets (blank ones are in the filing cabinet) and put them on the canteen counter; and sign on including boat details.
- Inspect yard and ramp for litter, glass and other hazards. Remove Sweep ramp of sea weed.
- Allocate one member to assist in the kitchen during the morning preparations

PREPARE THE BOATS

- Push AJ and Briggsy out to the top of the ramp.
- Obtain 2 way radio for Briggsy (**Channel 11**)
- A Boat Preparation Procedure and Checklist for each boat should be used for boat preparation. The documentation is stored in individual clipboard in the race box. (attached hereafter for reference).
- Ensure that assistants have arrived and know their duties
- Arrange for one assistant to man the club box and radio on shore for the duration of the race and to take finish times

BRIEFING

- In conjunction with a sailing committee member decide on the course for the race and write it up on the blackboard
- Conduct a course briefing 45 minutes before the scheduled start.
- Remind requirements of life jacket; boots; and 'CYC strongly recommends that all crews carry a knife attached to the mast for rescue purpose; to sign on and SIGN OFF.
- Cover: starts (flags override the horn); finish line; shallow areas.

BOAT LAUNCHING

- Boat Operator and Crew are not to enter the boat when launching
 - Ensure there are at least 5 (Briggsy) or 7 (AJ) volunteers incl. the boat operator and crew available to assist in launching the boat.
1. Push the boat down the ramp backward
 2. Boats to be pushed in to the water until the trailer mudguards are covered
 3. Uncouple and push the boat backwards in to the water – one volunteer to take hold of the bow.

4. Swing the boat to face the swell and wind and hold it there, ensuring there is enough water underneath the boat to prevent the motor from striking the bottom.
 - Push the boat in further if required.
5. Whilst one volunteer is holding the boat in to the swell and wing at the bow of the boat, the boat operator and crew climb on board using the rear ladder.
 - Ensure the weight distribution in the boat is even.
6. Boat Operator – Lower the motor enough to adequately cover the water intake and start the motor. NB – motor to remain in neutral at this point.
7. Once confirmed that the motor is running and pumping water, ask the volunteer at the bow to release the boat and move well clear of the boat.
8. Engage the forward gear and move off slowly – adjust the trim as necessary.

SAILING ACTIVITIES

- Radio clubhouse to confirm number of boats in race and starting time
- Radio clubhouse at about one minute before start
- Radio clubhouse and count down last 5 seconds to the start
- Radio clubhouse of any starting incidents - individual or general recall, DNS or DNC
- During the course of the race monitor boats on the water. Frequently radio the race box with information about position of boats, any retirements, weather conditions and condition of boats
- Warn the race box as the lead boats are heading for the finish line
- When the last boat finishes, radio box to ensure all boats are safely ashore
- Collect all marker buoys and return to shore

Starting hints and procedures

Once course has been set, set start line at 90 degrees to wind direction. Start line length is approximately 1.5 boat lengths per number of boats in race

Flag order follows. Put up....

1. Course flag (port or starboard)
2. Division flag with blast of horn - 5 minutes to start
3. At 4 minutes code flag "I" goes up with blast of horn
4. At 1 minute to go drop code flag "I" with blast of horn
5. At start, drop division flag with blast of horn and immediately prepare flag for next division which indicates 5 minutes to go to next division start
6. At 4 minutes code flag "I" goes up with blast of horn
7. At 1 minute drop code flag "I" with blast of horn
8. At start drop division flag with blast of horn

NB: Make sure the race box official hears the start through the radio - Note that flags override horn.

ON SHORE ACTIVITIES POST SAILING

- Onshore, ensure rescue boat is cleaned and washed and run the motor through with fresh water. If there are any problems with the boat advise a member of the sailing committee or management committee so that it can be repaired
- Turn off the radios in the rescue boat and detach the aerial
- Lay centre console of rescue boat flat with deck
- Refuel both boats and check the oil level – and advise if more fuel is required in the jerry cans
- Put rescue boat away and shut up the front of the club
- Generally tidy up the hall and leave tables and chairs in an orderly manner
- Tidy up ladies and gents toilets and hose down if necessary
- Ensure all windows are shut both upstairs and downstairs (including toilets)
- Sweep clubhouse upstairs
- Lower flags and shut up the race box
- Remove rubbish to downstairs on completion of day. Ensure grounds are tidy
- Ensure all keyed doors-front, rear and side are key locked
- Pull up chair and have a beer
- Ensure front gates are locked on leaving.
- Thank you for your efforts today.