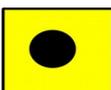


Guidance Notes for the Officer of the Day March 2017

These notes are a shortened version of those which appear on the Club's website. They cover the basic instructions for managing a race and can be used for normal Club Series racing with a single mass start and individual recalls.

1. Read the **Sailing Instructions and Guidance Notes** (on the Club website and posted in the clubhouse) before the day of your duty. Make sure that you have a watch capable of recording seconds. Arrive at the club at least 45 mins before the advertised start of the first race. If you have not done an OD duty before get someone to assist you. The Rescue Cox and the Assistant Rescue Cox must be in attendance before any racing takes place. **They are not permitted to assist you in race management. Their priority is safety on the water and they should be in the rescue boat.**
2. Ensure race entry forms and course slips are available in the clubhouse and fill in the headings.
3. Setting the course. The course must be set 20 mins before the race start. Verify the wind direction and select a course from the list of standard courses and set the details on the course board and put the string around the appropriate buoys. Set 9 laps to be sailed (see 11). Take a note of the course details for the OD hut boards (see 5).
4. **Check the hooter.** Take it and the required flags (H, I, S, red ensign and club burgee) to the OD hut. Either flags on sticks or loose flags hoisted on the mast may be used for starting races. Hoist the club burgee and the red ensign on the OD hut halyards.
5. Place buoy numbers showing which side it has to be left (Port or Stb), number of laps and line board on the rack by the OD hut in sequence at least 10 mins before the warning signal.
6. Prepare stopwatch, race sheet/note paper and pencil.
7. **STARTING THE RACE.** Races shall be started by using the following signals. Times shall be taken from the VISUAL signal, the absence of a sound signal shall be disregarded. Watch out for boats on the course side of the starting line in the final minute before the starting signal.

	Minutes before start	Signal flag + 1 sound signal	Flags displayed
Warning	5	H raised	
Preparatory	4	I raised	 + 
1 Minute Rule in force	1	I lowered	
Start	0	H lowered	

8. Each flag should be kept hidden then put up at exactly the correct time and a sound signal given.
9. Boats starting early – Individual Recall procedure. Watch the boats approaching the starting line. If any part of a boat's hull, crew or equipment is over the line at the starting signal or was in the triangle formed by the ends of the starting line and the first mark during the last minute before the starting signal and did not return around the outer distance mark, hold the H flag up again and give one extra sound signal. They should then return round the outer distance mark to start again. If they do so the H flag can be removed. If they do not return, they have not started correctly. Mark the race sheet accordingly (OCS) but continue to time them in case they wish to challenge your ruling. Lower the H flag after 2 minutes.
10. **Monitor the race continually and record every boat as it completes each lap. Keep a note of the times for each lap for use in determining the number of laps to be sailed.**
11. Finishing. Races should last for between 45mins and 60 mins in total. As you have set 9 laps, you must decide when to shorten the course. Sometimes the faster boats will have lapped a slower boat. Decide which boat will be the first to finish the race. A slow boat if a long way behind can be finished prior to the others. Before the first boat to be finished reaches the last leg of the course, hoist flag S (white/blue square) with 2 sound signals, making sure that any preceding boats have crossed the finishing line and are on their next lap. The exact time that each boat then passes the finishing line must be recorded to the nearest second with it's sail number. As each boat crosses the line, make one sound signal to signify the end of the race for that boat, except that if a boat started incorrectly or did not sail the proper course then do NOT give it a finishing signal (but still record the time in case of dispute).
12. Calculate the handicap results immediately after the end of the race. If the time recorded was from the 5 min signal then 5 min must be deducted to give the race time.
13. The race is decided on corrected average lap times. The method of calculating corrected times is shown on the top of the printed entry form and on the calculator board in the clubhouse. Current Portsmouth Yardstick numbers are available in the clubhouse. The finishing positions in the race are obtained by comparing the corrected times. The completed race sheet should be left in the box on the course board in the clubhouse.
14. At the end of all racing take down the number boards and flags, shut the OD hut and return all equipment to the clubhouse. Inform a member of the Committee if there are any problems with any of the starting equipment.
15. Before leaving the club check that someone with keys will secure the club.