



Hythe (Southampton) Sailing Club

Protocols for Officer of the Day (OOD) - Dinghy Races – updated for 2018


The OOD provides an essential role in ensuring a successful outcome before, during and after a dinghy race. ***The dates when individuals have agreed to undertake the role of OOD are shown on DutyMan. If circumstances have changed and you are unable to undertake your duty, please log on to DutyMan and use the system to find a replacement. If this fails then contact numbers for other OODs are provided in the Sailing Year Book. It is your responsibility, if you are unavailable, to ensure there is someone available to undertake the role of OOD for each occasion when your name appears on the list.***

Your responsibilities prior to the race...

During the week prior to the race you are asked to:

Contact the Safety Boat driver (contact numbers are provided in the Sailing Year Book) and confirm that they are available to provide cover or have found a replacement. You should also ensure they have a safety boat crew as it is recommended that there should be at least two people in each safety boat that goes afloat

On the day of the race you should:

- Prior to leaving home check the weather forecast. The BBC coastal forecast for the Solent provides basic info that will enable you to determine the changes to the weather over the day and may be found at:
http://www.bbc.co.uk/weather/coast_and_sea/inshore_waters/7#selected-location or
<https://www.bbc.co.uk/weather/0/2646317> (wind speed given in mph)
- Check the conditions meet the requirements shown on the HSC sailing conditions checklist
- Arrive in reasonable time prior to the race to discuss the conditions with the safety boat driver and confirm or postpone the race. This will normally be at least an hour before the start of the race. To show the race is taking place raise this flag 
- Ensure the starting equipment is available and working – the flag sequence for the start is shown on the race recording sheet and also at the bottom of this document
- The Safety Boat driver will have the keys for the radio locker. Check the radios are working effectively. The channel is already set and locked
- Ensure the Safety Boat driver completes the Safety Boat check list on the back of the “Race Sheet”
- Agree the course according to the wind direction and conditions and display on the “Course Board” at the top of the Slipway
- Instruct the Safety Boat driver about the position of the marks in accordance with the proposed course you have set, ensuring they lay the “Start Mark” first so that competitors can practise starts, followed by the next mark to be rounded.
- Register boats and helms on the “Race Sheet” and let the Safety Boat driver know the number of boats taking part
- **Start the race on time!!** It is the *responsibility of crews* to be ready for the start, not for the OOD to delay the start

- Maintain a vigilant watch during the race and keep in regular contact with the safety boat, especially if there are novice sailors taking part
- Ensure lap timings are kept accurately
- Undertake the calculations to find corrected winner
- **Things you will need:**
 - “Lock Code” to open the Start Hut and Club key to open the Sail Store and access key to the Radio Box
 - Good watch/stopwatch, a calculator and pen
 - **Race Recording Sheet** (these are available on the Notice Board in the Start Hut)
 - Binoculars; whilst not essential might be helpful to maintain a lookout (spare in Start Hut)
 - Ensure use of the same call signs for each race; use **Hythe OOD** for the shore radio and **Hythe Safety** for the radio afloat. If more than one Safety Boat is on the water use the following - **Hythe RIB; Hythe JAFFA; Hythe ELC**

Please note that if Cruisers are being launched on the day of the race, it may be necessary to liaise with the tractor driver to ensure there is space at the top of the slipway to enable dinghies to be launched safely. Tractor drivers have been asked to leave two cruiser boat lengths at the top of the slipway whilst waiting to undertake a launch.

For further information please see Notice of Race and Sailing Instructions on the Club website.

Revised March 2018

Start flags:

	6 mins	5mins	4 mins	3 mins	2 min	1 mins	0 mins (start)	shorted course & finish
Flags up								
Flags down	1 blast	1 blast	1 blast			1 blast	1 blast	Shorten course – 2 blasts when first boat 100 metres from the line
Time								

HSC Dinghy Race SH4-18 entry.doc