

# Guidance Notes for OOD & Safety Boat Duties

## Long Course Racing

### 1 Introduction

These Guidance Notes are for 'long' courses, which are generally set around existing features (such as navigational marks, forts etc). The Club's Trophy Races are generally of this format.

There is a separate set of Guidance Notes for Short Course Races (which are generally multi-lap events held on much smaller courses around inflatable marks laid by the Club, and have significantly different requirements for both the OOD and Safety Boat Team).

Please arrive at the Club at least 1 hr before the start of the race.

If you do not know how to obtain keys or the Race Box please contact a member of the Committee before your duty.

Remember that you are not alone – please ask for help if you need it.

This document is arranged into 3 sections: 'OOD and Safety Boat Team', 'OOD Notes' and 'Safety Boat Team Notes'. Please read the sections that apply to you, and at least scan through the other section.

If you have any comments or suggestions about these notes or any aspect of your duty, please bring them to the attention of a Committee Member.

***To contact the Coastguard in an emergency dial 999***

#### 1.1 Equipment Checklist

The Race Box contains most of the items required by the OOD and Safety Boat Team. Please do not take the Race Box outside the Club House, and make sure that it is returned to its storage location afterwards.

Description	Location	Responsibility
Starting platform	By flagpole	OOD and Safety Boat Team
OOD mobile 'phone	Race Box	
Starting Hooter (fog horn) and pump	Race Box	
Laptop	Race Box	
Blank Race Sheet	Race Box, 'Forms' folder	
Clipboard and pen	Race Box	
Safety Boat mobile 'phone and waterproof bag	Race Box	Safety Boat Team
Fuel	20 litre green 'Jerry Can' in Safety Boat Container	

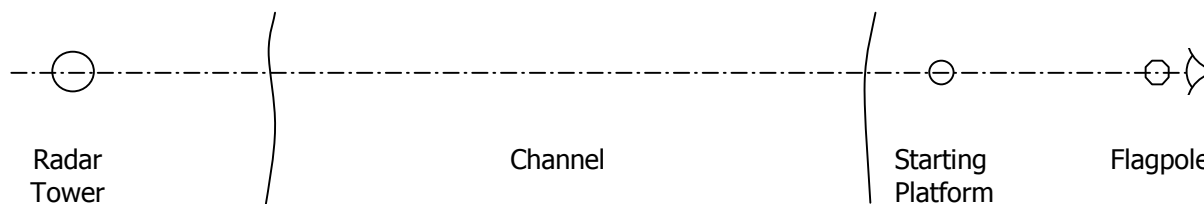
### 2 OOD and Safety Boat Team

Unlock the Clubhouse and open at least 2 shutters.

Before you do anything else, check the charge level in the Safety Boat and OOD mobile phones and put them on charge if less than half charged. Either use the 'Car' chargers plugged into the 12V battery-powered 'cigarette lighter' power sockets in the corner of the Clubhouse nearest the flagpole, or use the mains chargers plugged into the 3-pin power socket in the same corner. You do not need to start the generator to use the 12V socket but you will need to start it to use the 3-pin (240V) socket.

Check that both phones have some credit left on them – key \*#1345# and send – the resulting number (something like #6.24 for example) is the remaining credit in pounds and pence. If there is less than £5 credit left please make a Committee Member aware of this so that more credit can be put on before the phone is used.

Pull the starting platform out to the top of the shingle bank and position such that it is in line with the Club flagpole and the radar tower across the water (this is important since the boats will be judging the start line based on alignment of the flagpole and starting platform, whereas the OOD will be judging the line based on the starting platform and the radar tower). One person should adjust the platform position in response to directions from another person judging alignment:



If there are any event-specific sailing instructions, review them so that you know what the boats will be doing.

## 2.1 Safety Communications

Due to the size of the courses used for Trophy Races it is unlikely that the Safety Boat Team will be able to see all the boats at any one time. A mobile phone provides a means by which a boat can ask for assistance if it is out of visual contact with the Safety Boat.

In the event of assistance being required, a boat may contact either the OOD or Safety Boat by mobile phone.

The telephone numbers for the OOD and Safety Boat mobiles are programmed into the respective phones (and into the Cobra unit, see section 5).

## 3 OOD Notes

### 3.1 Preparation

The starting hooter is air-powered and you will need to use the hand pump to pump it up before use. Check that it works, and that the starting platform paddles and clock are working.

You will not need the laptop until after the race. Please do not take the laptop outside the Clubhouse.

Fill in all relevant boxes on the race sheet, put the race sheet on the clipboard and leave it with a pen on the side in the Clubhouse for members to sign on.

Set the course at least 30 minutes before the start of the race. Write the course on the blackboard and add a course drawing (but note that it is the written course that governs). Most of the courses are pre-defined but if you have any doubts there is likely to be someone around to ask.

Do a 'coms' check with the Safety Boat to make sure you know how the mobile phone works; call them, then get them to call you. The telephone number for the Safety Boat mobile is programmed into the OOD phone.

Make sure that the Safety Boat Team takes a list of competing boats with them.

### 3.2 The Race

Please try to adhere to the advertised start time for the race. If the start time has to change, ensure that the new time is communicated to all competitors.

Note that any postponement must be for a minimum of 10 minutes.

***The Race must not start unless the Safety Boat is on the water.***

Execute the race start sequence as per the diagram on the starting platform boards.

Note on the race sheet any competitors not sailing (i.e. still on the beach) at the 4 minute signal. Please remember to do this.

Use the hooter for sound signals; a sound signal is given at each movement of the Starting Boards. If the hooter does not work, continue with the start sequence.

Remember that the race starts when the countdown finishes, not at a predefined time.

If anyone is over the line at the start, raise one board again; once they restart correctly (by sailing completely back across the line) you can lower the board again. If they do not turn around and restart properly, note them as OCS ('On Course Side') on the race sheet.

If there are several boats over the line, and you are not sure who was over at the start, get the Safety Boat to call the boats back for a restart (a General Recall). Begin the start sequence once all boats have re-crossed the start line.

During the race you must remain available to help coordinate with the Safety Boat and the Coastguard in the event of an emergency.

If the wind drops significantly you should consider shortening the course or even abandoning the race altogether.

As OOD it is not your responsibility to cancel the race if the wind gets up (the HFSC Sailing Instructions state: '...the responsibility for a boat's decision to participate in a race or to continue racing is hers alone'), although you may decide (in consultation with the competitors and the Safety Boat Team) not to start the race, or to delay the start.

As each boat finishes record the finishing time on the Race Sheet.

***Make sure all the helms sign off at the end of the Race;*** this is a safety issue.

### **3.3 After the Race**

Calculate the race times using the laptop; there is a spreadsheet provided for this and it should be self-explanatory but if you do not know how to calculate times ask a Committee Member.

Check the remaining credit on the OOD and Safety Boat mobile phones and record this on the back of the Race Result Sheet. Key \*#1345# into each phone and send – the resulting number (something like #6.24) is the remaining credit in pounds and pence.

Return the Starting Platform to the compound and completed Race Sheet to a Committee Member, or leave it in the plastic wallet on the notice board marked 'Race Results'.

Empty the rubbish bin in the Clubhouse and put in a new liner (liners in the drawer in the kitchen area). Only empty the one marked 'Rubbish', not the recycling bins. Take the rubbish with you.

Check that the Launching Ramp Mats have been recovered.

Shut up and lock the Clubhouse.

***If you cannot be last, please make sure someone will take the responsibility.***

## **4 Safety Boat Team Notes**

### **4.1 Safety Boat Preparation**

Open the Safety Boat Container.

Check that the Safety Kit is on board as detailed on the laminated sheet attached to the sail box in the Container.

Lift the motor and latch it in its 'up' position.

Pull the Safety Boat and Launching Trolley out of the Container and park it in front of the clubhouse for preparation; you need about 4 people to do this safely.

Top up the fuel in both tanks (fuel is ordinary unleaded, NOT premix). Fuel is kept in the Safety Boat Container in a green 'Jerry can' marked Petrol (beware there is also a Jerry can of Diesel in the shed).

Read the attached 'Safety Boat Communications – Use of Cobra Bluetooth Handset'. Do a 'coms' check with the OOD so that you know how to use the Cobra unit (make a test call as well as receiving one).

**Read** the Operating Instructions for the Safety Boat again even if you think you know it all.

Take a list of competing boats with you in the Safety Boat.

## 4.2 Launching

The Safety Boat Crew should be dressed to go into the water.

Before you launch make sure you have with you:

- The Club Safety Boat mobile phone in a waterproof bag
- A list of boats racing

Push the Launching Trolley far enough into the water that when the Safety Boat motor is down there is at least a foot of water under the propeller, and the boat is floating off the support rails. Lock the motor down, start it and reverse off the Launching Trolley with the engine on tickover until you are well clear and have plenty of water under the propeller.

After the Safety Boat is launched move the Launching Trolley above the high water mark.

## 4.3 During the Race

Remember there is a speed limit in the harbour.

Stay behind the start line clear of boats and follow the fleet out.

The Safety Boat should be positioned so that the crew can see as many of the boats on the racecourse as possible.

You should anchor or idle slowly, watching the fleet to make sure nobody gets into difficulty and if possible make sure they sail the right course.

Do not tear about all over the place, it just wastes petrol.

If you go to assist a competitor:

- Always ask if they want assistance before you help them – they may not!
- If someone is in the water, always go for the man first and the boat second – whatever the person says
- If you help someone who is in the water, turn the motor OFF as soon as you have hold of them in the water
- Position the Safety Boat between a person in the water and any potential danger (like a jet ski)
- Approach a boat or person from downwind so you do not get blown onto them

The Safety Boat's first priority is to assist any competitors in distress. Its secondary priority is to check that boats sail the correct course and to pass race-related instructions to the competitors from the OOD.

## 4.4 Safety Boat Recovery

**Remember the Safety Boat must stay in the water until ALL BOATS have returned** or confirmed that they are free-sailing.

Recover the Safety Boat straight onto the Launching Trolley.

If you wish to land temporarily, approach the shore with the motor on minimum throttle, with the crew ready to lift the motor. When you are about 4 boat lengths out, kill the motor and lift it immediately so that the Safety Boat drifts gently to shore. Lay out the anchor on the shore to hold the Safety Boat if you are leaving it unmanned. When ready to leave, recover the anchor and push the boat away from the shore until there is enough water to lower the motor with at least a foot of water under the propeller, and lock the motor down. Do not push off completely from the shore in case you cannot get the motor to start (and for safety the crew should hold the boat from the side whilst the engine is started, not from directly in front). Reverse away from the beach with the engine on tick-over until you are well clear and have plenty of water under the propeller.

If possible use the tractor to pull the Safety Boat and Launching Trolley up the ramp (it is safer than using a car because the speed is much lower and there is less chance of running people over).

If everyone has finished sailing, recover the Launching Ramp Mats.

Should any damage occur or the boat or motor has any problems, please report as soon as possible to any Committee member. Telephone numbers of Committee Members are in the Clubhouse.

#### **4.5 Tractor**

Operating Instructions are on the Tractor.

#### **4.6 Safety Boat Storage**

Get help to push the Safety Boat back into the Container.

## 5 Safety Boat Communications – Use of Cobra Bluetooth Handset

- 1, Turn on the Safety Boat Mobile Phone BEFORE turning on the Cobra Handset. Keep the Mobile Phone in the waterproof bag around your neck.
- 2, The Cobra Handset should turn on when the Safety Boat's Main Electrical Isolator is switched on. If not, turn it on using the Power Button on top. It will beep after a few seconds to indicate that it has paired correctly with the mobile phone.
- 3, The Handset will ring loudly for an incoming call. To answer the call, press the Green Phone Button.
- 4, When speaking, press the Push to Talk button (as if you were using a radio). Speak VERY LOUDLY, directly into the microphone (this is the small hole above the screen on the right, NOT the part of the handset below the screen).
- 5, To hang up a call press the Red Phone Button.
- 6, To make a call, press the Function Button marked 'Menu' on the screen, then using the up/down arrows select 'Phonebook', then select a number from the list. Press the Green Phone Button to initiate the call.
- 7, The Cobra Unit will power off when the Safety Boat's Main Electrical Isolator is switched off. Don't forget to turn off the Safety Boat Mobile Phone.

The Cobra unit has many other functions that you won't need but may cause confusion. If something unexpected happens, turn the Cobra Handset off, wait 20 seconds then turn it back on again and wait for it to connect to the Mobile Phone.

