

Guidance Notes for OOD & Safety Boat Duties

Short Course Racing

1 Introduction

These Guidance Notes are for short course racing that is held around inflatable marks laid by the Club (the Spring and Autumn Series races are of this format).

There is a separate set of Guidance Notes for Trophy Races (which are held on much larger courses which do not normally use laid marks, and have significantly different requirements for both the OOD and Safety Boat Team).

Please arrive at the Club at least 1½ hrs before the start of the first race to allow time to prepare the marks and lay the course.

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	
Copy of 'Sailing Instructions for Short Course Racing'	Race Box, 'Documents' folder	
Safety Boat mobile phone and waterproof bag	Race Box	Safety Boat Team
Mark Inflator	Race Box	
Waterproof pad and pencil	Race Box	
3 Inflatable Marks with Anchors, Weights and lines	Safety Boat Container	
Fuel	20 litre green 'Jerry Can' in Safety Boat Container	

2 OOD and Safety Boat Team

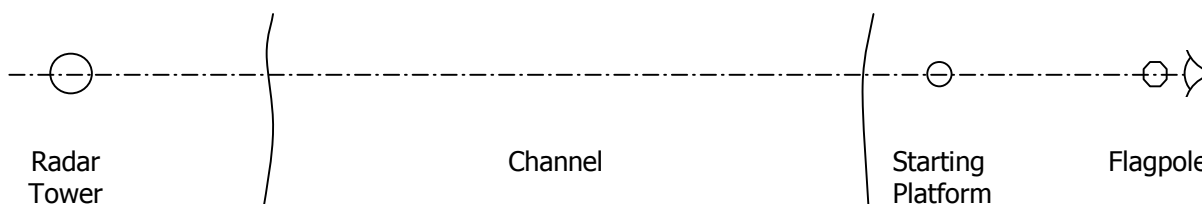
Unlock the Clubhouse and open at least 2 shutters including one at the north (flagpole) end.

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 ODD 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:



Review the 'Sailing Instructions for Short Course Racing' so that you know what the boats will be doing, and agree where the marks are to be laid and how large the course is to be (there is guidance on course size in section 4.4 below). Lay the course to the west of the harbour entrance - do not lay a course across the main channel.

2.1 Mark Rounding Times

Agree whether mark-rounding times will be recorded by the OOD or by the Safety Boat Team; the OOD will only be able to do so if Mark 1 or Mark 2 is easily visible from the Club (which will depend on course orientation). Refer to section 4.4 for Mark numbering.

The purpose of recording mark rounding times is to provide a way of resolving any dispute about the number of laps completed by a boat. Times should be taken for many roundings as possible, but the exercise will not be invalidated if a few mark roundings are missed since it should still be possible to work out a boat's average lap times and therefore detect if a lap has been missed.

Select either Mark 1 OR Mark 2 (but not Mark 3) and make a note of each boat's sail number and approximate mark-rounding time. A simple list is required, e.g.

<u>Times taken from mark 2</u>	
Sail no.	Time (w/ward mark)
099	12.33.13
10253	12.35.54
887	12.41.32
	<i>etc...</i>

A waterproof notebook is provided for the Safety Boat Team to use for this purpose.

Also note the sail number of any boats that capsize.

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.

The 'Sailing Instructions for Short Course Racing' include a course description so it is not necessary to write the course on the blackboard. However it may be necessary to add a sketch and notes on the blackboard to clarify which side of the first and last marks the boats must pass, if the course orientation makes this uncertain. You should make a copy of the 'Sailing Instructions for Short Course Racing' available for reference at least 30 minutes before the start of the race (ideally tape the pages to the blackboard or leave a copy on the table). Make it clear which course orientation applies on the day. There is a copy of the 'Sailing Instructions for Short Course Racing' in the Race Box.

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.

Make sure that the course has been laid as agreed with the Safety Boat Team.

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.

Record mark-rounding times if you have agreed with the Safety Boat Team that you will do this.

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. If you need to shorten the course, refer to the 'Sailing Instructions for Short Course Racing'.

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.

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

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

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 Mark Preparation

Lay the deflated marks on the raised area in front of the Clubhouse. If they were not rolled-up for storage take care to keep the deflated plastic bladder inside the rope netting.

The inflator is powered from the 12V 'cigarette lighter' power socket in the corner of the Clubhouse nearest the flagpole; pass the power cable through the window. You do not need to start the generator to use the socket.

As you inflate the marks make sure the rope netting around each mark sorts itself out and does not catch.

Put the anchors, lines and weights (concrete filled tyres) into the Safety Boat to save carrying them down the beach by hand.

You can put the inflated marks into the Safety Boat as well but if it is windy they tend to get blown out; carrying them may be a better bet (they are very light). Please do not drag them across the stones or concrete.

4.3 Launching

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

Before you launch make sure you have with you:

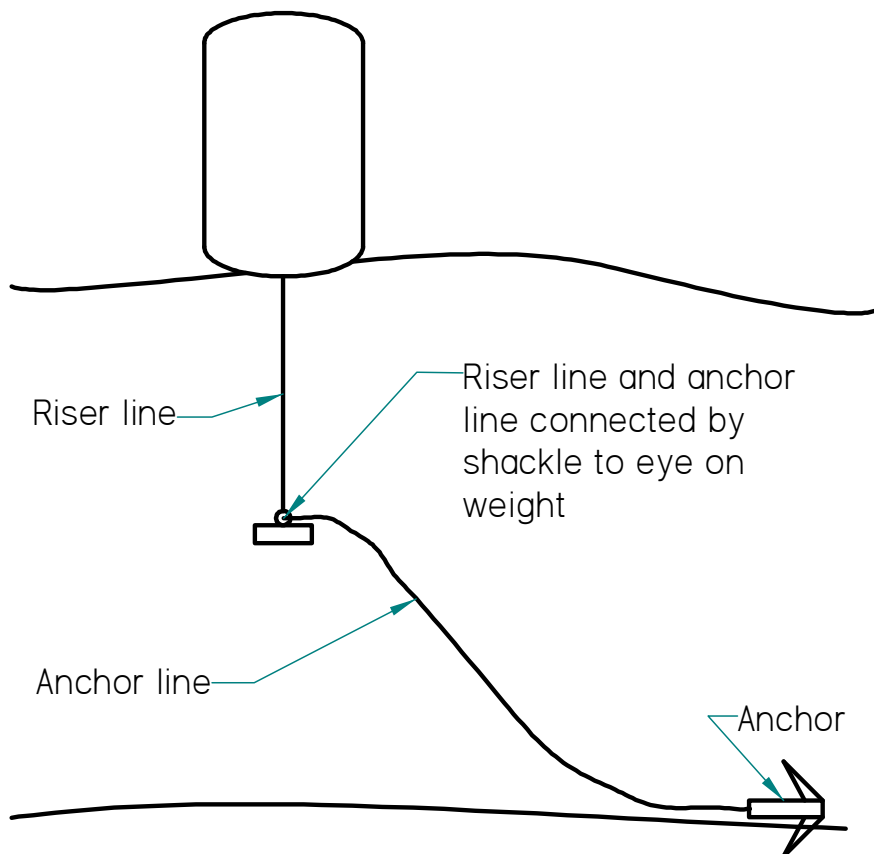
- The Club Safety Boat mobile phone in a waterproof bag
- A list of boats racing
- A (waterproof) watch if you are recording mark-rounding times (see 2.1)

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.

To tow the marks, tie them to the side ropes of the Safety Boat towards the stern (do not tow them on long ropes behind for any distance because they bounce everywhere, twist their lines and are a potential hazard).

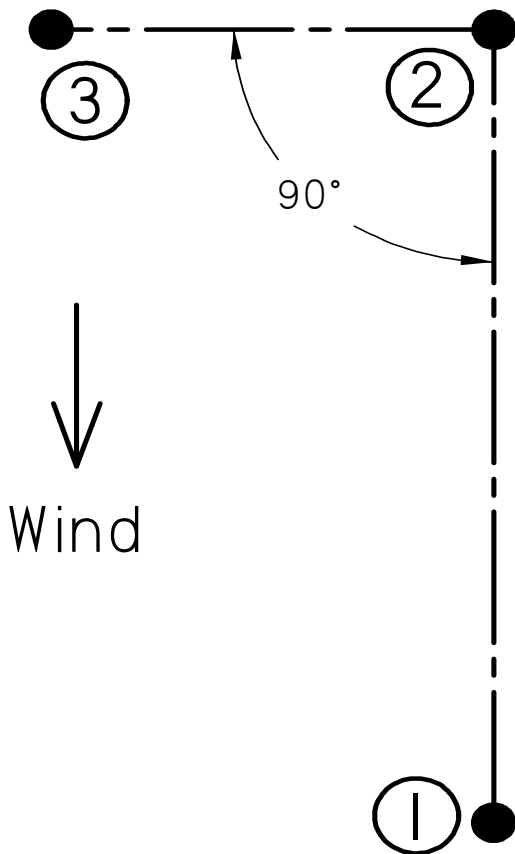
After the Safety Boat is launched move the Launching Trolley above the high water mark.

4.4 Mark Laying



Attach the Riser Line to the Weight via the shackle through the eye in the Weight. At the same time attach the Anchor Line to the same shackle and ensure that the Anchor is securely attached to the other end of the Anchor Line – see drawing.

With the Safety Boat stationary, open the Anchor and lower it and the Weight over the side; there is no need to adjust the length of the Anchor Line or Riser Line. Rigging the mark in this way allows it to move with the tide, keeps the mooring vertical so that the boats do not hit it, and keeps the mark upright.



Lay the marks so that:

- Mark 2 is directly upwind of Mark 1
- Mark 3 is positioned so that a line drawn through Marks 1, 2 and 3 forms a right angle, with the distance between Mark 2 and Mark 3 approximately 1/2 to 1/3 of the distance between Mark 1 and Mark 2.

The distance between Mark 1 and Mark 2 will vary depending on wind strength but as a guide:

- Force 3-4; approximately the same distance as twice the width of Langstone harbour entrance.
- Force 5-6; approximately the same distance as three to five times the width of Langstone harbour entrance.

4.5 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 just to windward of the Windward Mark (Mark 2), from where the crew can see the boats on the racecourse. From this position they can record mark-rounding times (if they have agreed with the OOD to do this), and can also relay any shortened course information to the

competitors.

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 pass race-related instructions to the competitors from the OOD and to record mark-rounding times.

4.6 Recovering Marks and Putting Them Away

Once the OOD has confirmed that racing has finished for the day you can recover the marks.

When deflating the marks please TAKE CARE NOT TO LOSE THE VALVES. Do not unscrew them and leave them hanging because they pull out of their retaining straps easily, then they get lost. If possible bring marks back to the raised area in front of the Clubhouse to deflate them; you can then roll them

with their rope netting, which gets all the air out and prevents the deflated bladder falling out of the rope netting, and you can screw their valves back in for safe keeping.

Put the deflated, rolled marks in the storage net at the end of the end of the Safety Boat Container.

4.7 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.

4.8 Tractor

Operating Instructions are on the Tractor.

4.9 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.

