



GUIDANCE NOTES

Senior Officer of the Day

These Guidance Notes are very important – please read them as they contain instructions on the running of the club that will be new to you

If you are uncertain of anything please contact the Vice Commodore, Bruce Snelling

Responsibilities of the Senior Officer of the Day

The Senior OD has overall responsibility for the operation of the whole club for the day on which they are on duty. **This does not just mean running the racing programme for the day.** If the full team do not report for duty, then the priority should be to ensure that the sailing and racing is managed **safely** and efficiently – with House functions taking second place. In most weather conditions it is possible to run the racing very short handed, but, if you find yourself in that position, it is a matter of how comfortable you feel based on your experience and the prevailing conditions – you are entitled to cancel racing if insufficient help is available.

Responsibilities of the Senior OD are:

- Preparation of the club for the days' scheduled sailing activities as per the published (or amended) Calendar of Events.
- Preparation and putting away of chosen safety boats in use for the day.
- **Removal of all cash taken in the Galley and the Bar at the end of the day**, and posting of a cheque for the corresponding amount to the Club Treasurer, whose contact details are available on the Calendar of Events, and in the Duty Log Book.
- **Completion of the "Duty Log" book** which has been introduced as a means of recording the activities of the club each Sunday.
- The on-going safety of all boats on the water, including members and guests on pontoons; the wearing of properly fitting buoyancy aids is compulsory anywhere on the water including pontoons, and the Senior OD should seek to impose this safety requirement.
- Consideration on continuation or suspension of sailing in relation to the prevailing weather and wind conditions. If, in consultation with your duty team and/or available members of the General or Sailing Committee, the conditions are considered un-safe, then you may suspend sailing either temporarily or permanently for the day.
- Organising the scheduled racing programme. On normal sailing days in the Spring and Summer this means three races, at 10:30am, 12:30pm and 2:30pm.
- As most afternoons sailing continues until well into the afternoon your duties will not normally finish before 4.00 PM.

In summer the end of the day can be much later than 4.00pm. If you want to leave, you must arrange for suitably able members who are staying on after you to close the club, and if necessary put away the safety boats – you are not absolved of your responsibilities unless you are absolutely certain that these jobs will be completed in your absence (Most people who want to stay are willing to do this).

Note:

Members of the Duty Team are permitted to claim free hot drinks from the Galley (but not soup) whilst they are officially on duty.

Arrival at the club and preparation

It is essential that you arrive at the club by 9.30am, and **do not forget your club keys**. Arrival by 9.15am will give you adequate time to:

- Prepare the safety boats,
- brief the duty team,
- collect and set up all of the equipment required for the race programme
- prepare an initial appropriate course for the first race. If **you are unsure about setting an appropriate course, do not be afraid to ask those planning to race** – they will always be more than helpful with suggestions and are generally very happy setting their own course.

The Duty Team

The normal full duty team should comprise:

- Senior Officer of the Day (Senior OD)
- Officer of the Day (OD)
- Assistants Officers of the day – to assist with manning safety boats and running the racing
- Galley
- Bar

The Duty Team Board

The Duty Team Board has been introduced, to inform club members of whom the duty team are, and what events are planned for the day.

- The Duty Team Board hangs near the Galley counter.
- The Senior OD should ensure that it is filled in.
- It should detail any special events scheduled for that day, as per the Calendar of Events (as published or amended).

The Race Programme

The published (or amended) Calendar of Events will detail the programme for the day. On most days this will include the normal club series races, supplemented by other special events (such as the Ladies Series, Youth Series, Optimist Series etc):

- Throughout the year two races are scheduled with the first start occurring at 10.30am, and the second start around 12.30pm.
- A 2.30pm race should also be organised during the Spring and Summer series.
- Special event start times may differ.
- Races should be of between 50 minutes and 1 hour duration.
- Do not try to start races before the published time; some members can arrive quite late, and still make the published start time; competitors may be allowed to seek redress, or have the race declared “null and void” if it has been started before the scheduled time.
- Be flexible, and delay the start if members request it.
- Detailed instructions on managing the racing programme are contained in the large white plastic race management box.

The Handicap Fleet

Club racing is run as one handicap fleet and the Senior OD must manage the fleet correctly in order to work out adjusted finishing positions.

- All boats start together. See the separate instructions on Starting and Signals.
- All boats should submit their race cards via the box in the club house; return race cards to the rack in the club house after racing is completed.
- All boats are entered in the **Handicap/Restricted fleet record book**.
- Individual fleet results will be extracted from the Restricted fleet results by fleet captains.
- **Ensure that 'Youth Entrants' (18s and under) who compete in any races are marked as such in the Results Book, for extraction into their own Youth Series Results.**
- **All classes, that enter the normal club racing programme, race in the handicap fleet – this includes Solos, Enterprises, Laser's, Laser Radial's, 4.7's, Topper's, Bosun's, RS200's Etc, this includes all classes up to PY1400.**
- **All classes race on an AVERAGE CORRECTED LAP TIME basis.** To calculate the Average Corrected Lap Times you must :
 - Record the positions as each boat crosses the finish line at the end of each lap.
 - Record the finishing position on the water, and the finishing time.
 - Calculate the **corrected time** = (Actual Elapsed Time (in seconds) x 1000) divided by the class "Portsmouth Yardstick" handicap.
 - Calculate the Average Lap Time = **Corrected time** divided by the number of completed laps.
 - The winner is the boat with the lowest average corrected lap time.
 - A list of PY numbers is included in the white race equipment box; a short list is included on each page of the results book.

The Duty Log Book

The "Duty Log Book" has been introduced as a means of recording the activities of the club on an ongoing basis. It is essential that this is completed as fully as possible by the Senior OD.

The Duty Log Book should provide a record of:

- The Duty Team who were meant to attend, and who actually attended on the day.
- The general weather conditions, wind direction and approximate wind strength.
- Shortcomings in relation to boat cards. All members have a responsibility to ensure their Boat cards are fully up to date. The Senior OD should check the boat card for all boats entering the water (for racing or otherwise). The boat card should confirm:
 - Validity of Insurance (they really should not be sailing if they cannot prove valid insurance)
 - Class Association Membership
 - Confirmed Buoyancy (if applicable); this is not applicable for Lasers.
- Incidents of note, including all equipment breakages or damage to club property (whether caused during the day or found on arrival), plus missing general equipment items.
- Usage of Club Boats, and by whom. Note that it is the responsibility of the individual using a club boat to pay for its hire – the Senior OD should simply record that a club boat has been used (and by whom).
- All damage and defects to club boats.
- Other incidents of note – multiple capsizes, funny events, mishaps etc.
- Net Income from the Bar and Galley. **Please remove all notes based cash from both the Galley and Bar Income, bank them yourself and send a cheque and note for the equivalent to the Club Treasurer.**

Equipment required

The main items of equipment that you will need to run the club for the day are as follows:

<u>Item</u>	<u>Location</u>
<i>Safety</i>	
At least two safety boats	Moorings / Container
Boarding ladders for both Daisy/Doris	Store cupboard by Gents changing rooms
First Aid Kits	Large White Plastic Box in Committee Room
<i>General</i>	
Duty Log Book	Large White Plastic Box in Committee Room
Duty Board completed	Above Galley Serving Hatch
"W" - Windward Mark (large buoy with flag if required to set a good beat)	Store cupboard by Gents changing rooms
<i>Race management equipment</i>	
Race Book • Handicap/Restricted Fleet	Large White Plastic Box in Committee Room
Pens/pencils	Large White Plastic Box in Committee Room
Calculator	Large White Plastic Box in Committee Room
Accurate watch/stopclock/stopwatch	Large White Plastic Box in Committee Room
Starter Hooter	Committee room/Race Hut
Loudhailer	Committee room
Flag sets	Race Hut
Course Board set	Race Hut
<i>Fuel</i>	
Diesel for Daisy and Doris	Black Container in the well under the floor of Race Box
Petrol mix for the Dory / Yellow boat	Red / Yellow fuel containers in the well under floor of the Race Box. Note that these should be ready mixed (Unleaded Petrol plus 2 stroke oil) by the Bosun – Unsure? ASK!

Please return all equipment to its proper place at the end of the day. Ensure that the covers are properly fastened to all the safety boats, and that they are moored up safely and correctly.

Within 48 hours of the Duty Day

Contact Bruce Snelling (Vice Commodore) to inform him of those scheduled Duty Team members who failed to appear to do their duty, plus any other important information – breakages etc. This will be noted and reported to the General Committee.