



RICKMANSWORTH SAILING CLUB

OOD Duties & How to Run a Race





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❑ Role of the OOD

❑ Running a race:

- ❑ Safety

- ❑ Different race types

- ❑ Course

- ❑ Start and finish

- ❑ During the race

- ❑ Recording results





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OOD and duty team

OOD usually a Committee member or experienced club member, duties include:

- ☐ Opening up and closing up the club
- ☐ The power boats (separate training course)
 - ☐ Use springs when tying up
 - ☐ Follow Club guidance notes on using
- ☐ Safety – OOD may decide to cancel racing
- ☐ Run the races
- ☐ Run the bar, teas and coffees



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- 1 Obtain latest combination code from Club website for the locks to the white gate at Marble & Granite, the main gate and the footbridge from the car park into the club compound
- 2 Obtain combination code for the rear bar store to access the electric outboard, safety radios and club keys





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- ❑ Club keys, power boat keys and electric outboard are kept in the rear bar store
- ❑ During the refurbishment the electric outboard battery may be charging in the workshop
- ❑ The winch key is in a key safe in the boat shed.
The Winch should only be used by trained members
- ❑ Switch off/on the alarm
- ❑ In freezing temperatures switch on/off the water pump



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- 🚩 Duty team should include a competent safety boat driver
- 🚩 Read guidance notes for use of power / safety boat
- 🚩 Consider need for mandatory personal safety devices
- 🚩 Wear sensible clothing for onshore, pontoon and power boat
- 🚩 Refer to the Race Management handbook in the Race Hut
- 🚩 Use the checklist for the OOD and the Duty team



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- OOD is a responsible role, in worst case OOD is answerable to the Coronor.
- Major Incident Plan



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Different Types of Race

- Class racing
- Handicap racing
 - Average lap
 - Pursuit
- Match & Team racing





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Series Handicap Events

- Spring
- Early & Late summer
- Afternoon
- Autumn
- Wednesday evening
- Spartan
- Windward-leeward
- Frostbite





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Other Racing Events (in addition to series)

▣ Club

▣ Club Trophy, Ricky Chase, ...

▣ Open

▣ Firefly, International 14, ...

▣ Invitation

▣ Queensmead, ...

▣ Novalty

▣ Long Distance, Pro-Am, Turbo, Regatta...



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What about non racers?

- 🚩 RSC encourages racing and general sailing
- 🚩 Non-racers should avoid boats racing
 - 🚩 Try to set course with space for others to sail
 - 🚩 Ask non-racers to avoid sailing while race in progress
 - 🚩 Ensure non-racers understand where course is.
- 🚩 No general sailing at Open events.

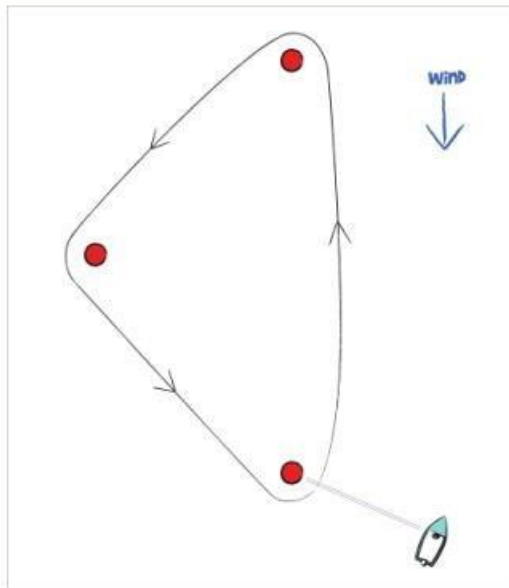


Racing Courses

- 🚩 Round the buoys – chosen by OOD
- 🚩 Windward – leeward.
- 🚩 First mark should be beat to windward.
- 🚩 Windward mark(s) should be left on port side.
- 🚩 Set start (and finish) line(s).
- 🚩 Consider wind direction, strength and variability.
- 🚩 Avoid wind shadow & eddies.
- 🚩 Long or short course?

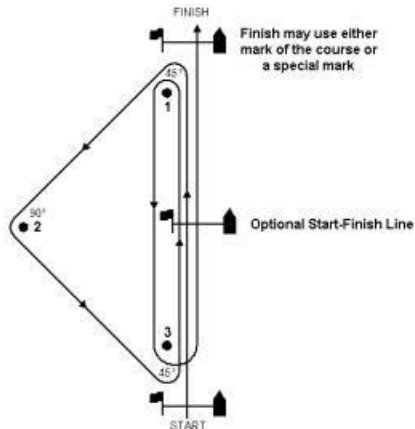


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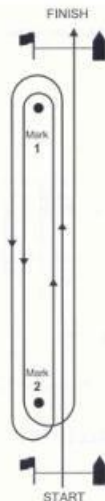
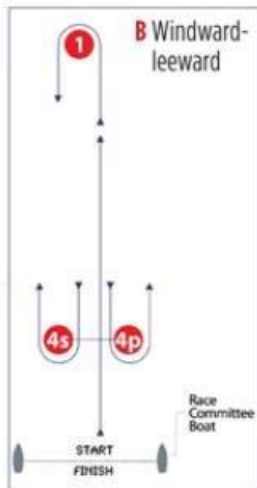


Olympic Course

A windward
leeward course
with wing
mark to
separate boats.



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A windward leeward course might include a gate at one end allowing boats to return upwind after rounding either of two marks.



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Things to consider when setting a Club course:

- ▶ Wind can vary so try to include two windward legs, skewed so at least one will be a good beat.
- ▶ Ensure Outer Distance Mark (ODM) is on line or upwind, not downwind.
- ▶ Avoid wind shadows.
- ▶ Move marks if necessary.
- ▶ Use only the mark flags you need (easier to see course).
- ▶ For short race or light/dying winds set short course.
- ▶ Aim for lap times of 10 to 15 mins.
- ▶ Ensure you can see the finish line!



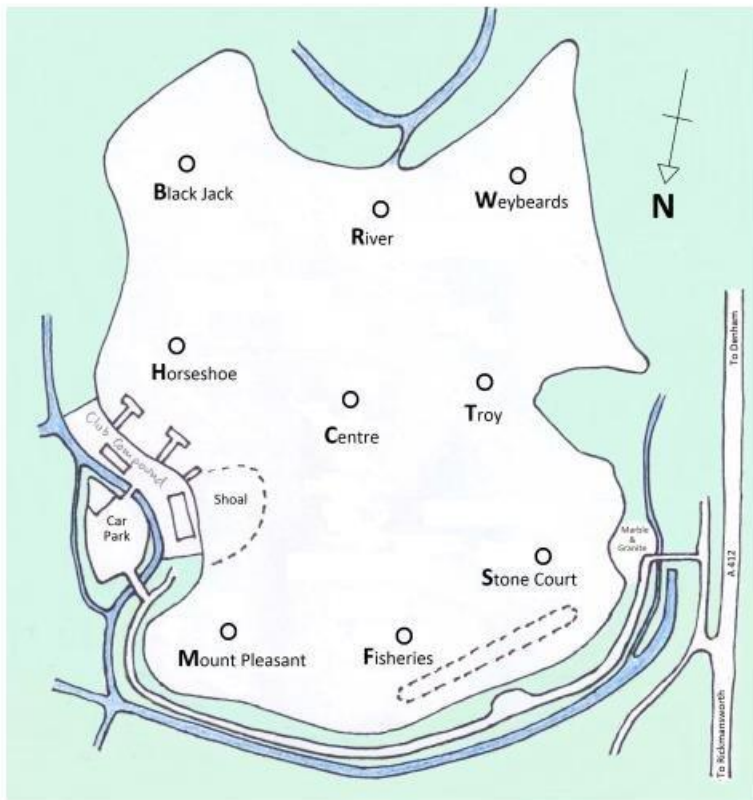
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- 🚩 Orange marks should transact with race hut
- 🚩 Try to start with a beat and include two other points of sail
- 🚩 Finish line should be sailed naturally through at end of lap
- 🚩 Consider moving buoys in dead patches from trees
- 🚩 Test the wind strength from the safety boat
- 🚩 Course length should be shorter if wind is light or dropping
- 🚩 Course board string shows how to go round the buoy



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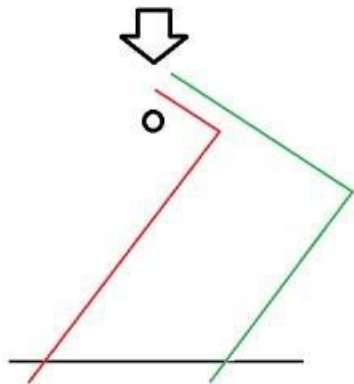
- 🚩 The windward marks should be left to port as this avoids congestion with most boats approaching on starboard
- 🚩 The normal RSC start line is a transit through the flag pole nearest the clubhouse and the nearest orange flag.
- 🚩 The Outer Distance Mark should be just upwind of the transit line and shows the end of the start box
- 🚩 At RSC with some winds it is not possible to set a line with a beat to the first mark (wind from NE). Either accept a reaching start or use a committee boat



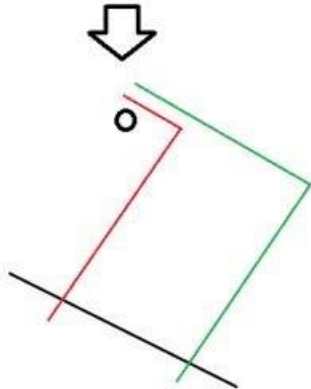


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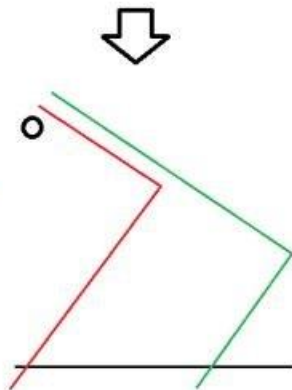
Avoid a biased line



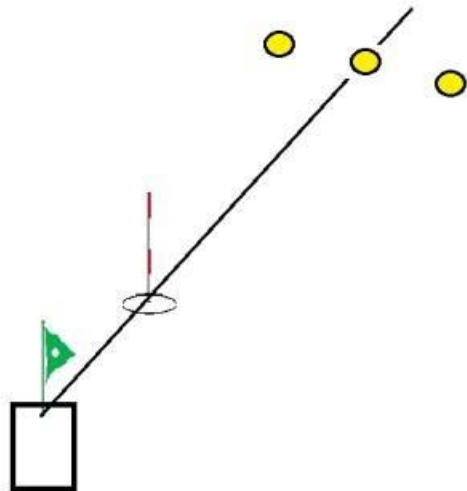
Red & Green sail same distance



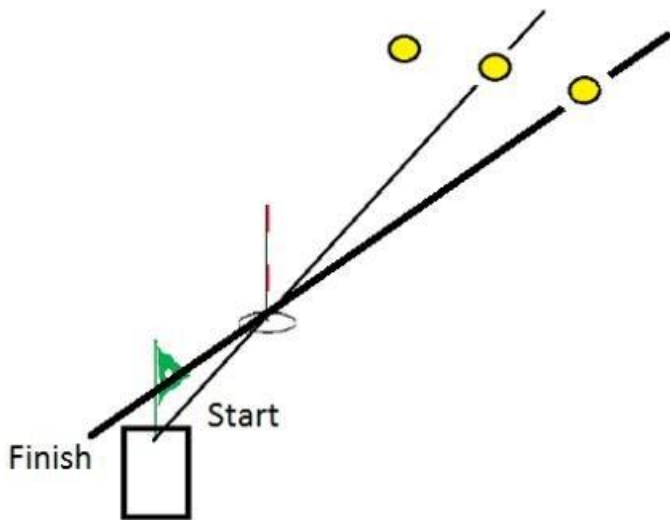
Red sails shorter distance than Green



Red & Green sail same distance



Start line



Finish line



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Starting a Race

- The start (and finish) line(s).
- Start sequence, flags & sounds.
- Pursuit
- On course side at start?
- Use of clocks.





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- The stopwatches are programmable
- Aim for an average 45 minute race time
- Have all flags so they are ready to hoist
- Record the finish time and the number of laps
- Safety boat should attend all capsizes until helm indicates they will continue racing

Starting a race

1. 5 mins before start hoist Q (warning) flag & one sound signal



2. 4 mins before start hoist P (preparatory) flag & one sound signal



3. 1 min before start lower P flag & one sound signal



4. At zero (start) lower Q flag & one sound signal



Starting a Race (continued)

6. If at start any boat is over line (OCS) hoist **X** flag & make a sound signal, lower when boat(s) restart or after 4 mins.



7. Restart.
8. General recall.
9. Black flag.
10. Delay start.
11. Abandon race.

continued



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Finishing a race - handicap

- ☑ All handicap races are average lap time races. Whilst some races may have a fixed number of laps, most races finish after an appropriate length of time (say 40 minutes)
- ☑ To finish the race at the appropriate time, make two sound signals and raise the "S" flag to shorten the course
- ☑ As each boat then crosses the line give a single sound signal and record the time and no of laps sailed





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Finishing a race - pursuit

- ▶ Pursuit races have a staggered start with the fastest boats starting last.
- ▶ The race lasts a set time from the first start
- ▶ At the end of the time make a double sound signal then record all boat positions with a single sound
- ▶ See the separate guidance on pursuit races





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During a Race

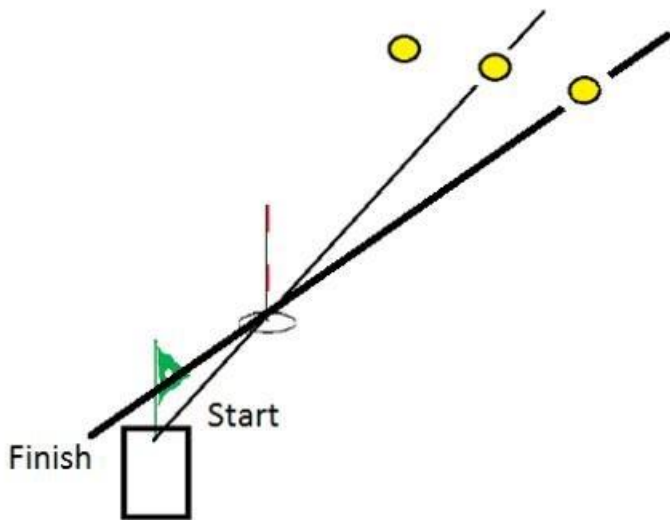
- Keep constant lookout for boats in need of assistance
- Moving or replacing marks.
- All boats must pass through the line at end of each lap, record positions as each boat crosses the line.
 - Average lap races – ensure correct number of laps is recorded for each boat.
 - Pursuite races



Finishing a Race

- Shorten course
- Flag and sound
- Finish line
- Record finishes as each boat crosses line
- Sign off





Finish line

Race Record Sheet

[illegible]



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Abbreviations for Results Sheet

- 🚩 DNC - did not come to start
- 🚩 DNS – did not start
- 🚩 OCS – on course side at start
- 🚩 DNF – did not finish
- 🚩 RET – retired after finishing
- 🚩 DSQ – disqualified
- 🚩 RDR – redress given
- 🚩 OOT – out of time



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Calculation of Handicap results

Boat	Laps	Time (mins & sec)	Ave. Lap (mins)	Handicap	Adj. Time	Position
Solo	4	45.06	11.27	1050	10.73	3
Vortex	4	39.51	9.88	900	10.98	4
Laser	4	43.31	10.83	1030	10.51	2
Oppie	3	40.55	13.52	1300	10.40	1

Note: When using a timepiece in minutes and seconds convert the time to seconds (e.g. 40min 57sec = 2457 seconds) then find average lap time and divide by handicap to get adjusted time.

To work, all boats must pass through line on every lap of race.



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Pursuit race

- Fast boats (low handicap) start later than slower boats.
- Race for fixed time, e.g. 45 mins.
- All boats should finish close together.



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Starting a pursuit race.

- Ensure all boats know when to start (see posted list).
- Same 5,4,1,start sequence as for single start.
- Slowest boat will start first, at zero + t_1 minutes where t_1 is their allotted time delay.
- Faster boats will start at zero + t_n minutes where t_n is their allotted time delay.
- From start time (zero) make a single sound signal every minute until all boats have started.
- For any boat OCS at their start hoist X flag, lower after 30 seconds.



Finishing a Pursuit race

- All boats should finish close together.
- At specified time shorten course.   
- Boats finish when they round next mark on course or cross the finish line.
- OOD must note first boat and try to note rest (but boats should note who is ahead and who behind them).

INTERNATIONAL CODE FLAGS & RACE SIGNALS

CLASS FLAGS



A
Laser



B



C
Change of Course



D



E
Dinghy



F



G



H



I
Rule 30.1
is in effect



J



K
All Boats
Start Together



L
Come Within
Hail



M
Missing
Mark



N
Races Started
are Abandoned



O
Optimist



P
Preparatory Signal



Q
Division A
(Fast)



R



S
Shortened Course



T



U
Division B
(Slow)



V



W
All Boats



X
Individual
Recall



Y
Wear Personal
Buoyancy



Z
Rule 30.2
is in effect



Committee Boat
on Station



First Sub. /
General Recall



Second Sub.



Third Sub.



1



2



3



4



5



6



7



8



9



0



Answering Pennant /
Racing Postponed



Start / Finish
Line



Starboard
Rounding



Port
Rounding



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Periodically, ask yourself the following questions about the race:

- Is it fair?
- Is it clear?
- Are sailors enjoying themselves?

If the answer to all is yes then you are probably making the right decisions.



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