



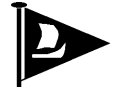
## INSTRUCTIONS FOR THE OOD

(OFFICER OF THE DAY)

2009 version

DUTY NOMINATIONS AND REMINDERS .....	2
PREPARATION TIME .....	2
<i>OOD Equipment</i> - .....	2
<i>Weather</i> .....	2
<i>Cancellation of Races - Code flag N</i> .....	3
<i>Sailing Instructions Change - Code flag L</i> .....	3
USE OF CLUB BOATS .....	3
PRE RACE PREPARATION AFLOAT .....	4
FLAGS .....	5
STARTING SEQUENCE.....	5
DURING RACING.....	6
<i>Shortening Courses</i> .....	7
<i>Sail short round - Code Flag S, 2 sound signals</i> .....	7
FINISHING RACES .....	7
<i>Protests</i> .....	8
<i>Abandoning Races - Code Flag N, 3 sound signals</i> .....	8
OOD RECORDING .....	9
<b>RECORD .....</b>	<b>9</b>
AFTER RACING .....	10
<b>OOD QUICK VIEW TIMETABLE .....</b>	<b>11</b>
<i>PRECEEDING FORTNIGHT</i> .....	11
<i>45 minutes before the scheduled start</i> .....	11
<i>COMMITTEE BOAT - A GOOD 30 MIN BEFORE THE FIRST START</i> .....	11
<i>RACE SCHEDULE</i> .....	11
<b>COURSE CHART .....</b>	<b>13</b>
<b>APPENDIX</b>	
SAILING INSTRUCTIONS AS PER CLUB HANDBOOK (8 pages)	
ICOM IC-M21 VHF Radio button details	
Beaufort Scale	

# Instructions for the OOD



## INSTRUCTIONS FOR OFFICERS OF THE DAY

### Duty Nominations and Reminders

The Officer of the Day (OOD) is responsible for confirming the other nominated duty holders (boat drivers) will attend to their duties on the race day.

The other nominees are for safety and ferrying duties (launch and RIB). Each of these duty officers is responsible for finding at least one helper each. The OOD is responsible for ensuring that these officers appreciate their responsibilities for the respective duties. The OOD should ring all duty members, two weeks in advance, to remind them of their tasks.

### Preparation Time

The OOD and his (committee boat) assistants should have collected and checked the required equipment, and given the Rescue officers their preliminary instructions in good time (i.e. 1 - 1.5 hours before racing)

### OOD Equipment -

1. You should find everything needed - flags, hooter etc - already on board the committee boat - meaning that **the only items required to be brought out** with you will be a **Hand held radio, result sheets** and a **watch**. You will find a clipboard with result sheets available from the Sailing Office. Again, the success of this system depends on everyone leaving things as they found them!
2. Portable Hand held radios.  
These are plugged in to chargers when not in use  
Use two, i.e. OOD and Chevy (Launch)  
(radios fitted to RIB boats – before setting out please satisfy yourself that they are working )  
**Please remember to turn off, dry and recharge after use.**  
**Failure to do so could jeopardise someone's life!**
3. Horn and battery box – These should be left on the Committee boat. (Any problems with this equipment should be reported to the Sailing Captain after your duty.)
4. You may find a pair of binoculars to be useful.

### Weather

Obtain a current weather forecast from  
Met Office NI forecast:

[http://www.metoffice.gov.uk/weather/uk/ni/ni\\_forecast\\_weather.html](http://www.metoffice.gov.uk/weather/uk/ni/ni_forecast_weather.html)

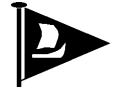
Met Office Inshore Waters Forecast Lough Foyle to Carlingford Lough:

[http://www.metoffice.gov.uk/weather/marine/inshore\\_forecast.html?area=13&type=All](http://www.metoffice.gov.uk/weather/marine/inshore_forecast.html?area=13&type=All)

or a wind map - <http://www.xcweather.co.uk/>

# Instructions for the OOD

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Marinecall Inshore waters forecast Lough Foyle to Carlingford Lough:  
09068 500 465 and follow menu instructions

- also reconfirm the tide times for the race day - Easytide

<http://easytide.ukho.gov.uk/EasyTide/EasyTide/ShowPrediction.aspx?PortID=0634&PredictionLength=2>

## **Cancellation of Races - Code flag N**

If, 45 minutes before the scheduled start of the first race, the OOD decides to cancel all or some classes, he must fly Code flag N from the club Flagstaff. (Square flag chequered blue and white). If the cancellation is for some classes only, then their class flags should be flown below flag N

## **Sailing Instructions Change - Code flag L**

If sailing instructions for a particular race have been amended (in accordance with sailing instruction 4 - eight days before - race committee responsibility) Code flag L must be flown from the club flag staff at least 45 minutes before the scheduled, start of the first race. (Square quartered flag, yellow and black)

## **USE OF CLUB BOATS**

**Launch ("Chevy")** maximum 12 person including crew

Seaworthy, slow, powerful, load carrying, economical

Normal role includes an initial ferrying run or two; laying or repositioning of Mark E if necessary; escorting, towing dinghies; and inward ferrying runs.

**RIB ("Humber")** maximum 6 persons including crew.

Seaworthy, fast, powerful, limited load carrying, uneconomical

Avoid using as a ferry (except for OOD party)

In order to ensure safe use of any RIB, it **must** be crewed by 2 persons. It is club policy that this boat is used as little as possible, it is reserved for circumstances when additional support craft are required and for dinghy assistance. It is especially useful in emergency situations where speed of response and its low "flexible" topsides are vital i.e. in choppy seas.

**RIB ("Osprey")** maximum 8 persons including crew

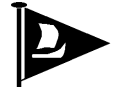
Very seaworthy, difficult to control at slow speed, needs an experienced driver, fast when required, some heavy load carrying (in displacement mode) - not economical – must be crewed by two.

## **Use of Support Craft**

The OOD must decide to what extent (and which) the inflatable will be used. It may suit conditions to have the Humber RIB in use with the Osprey RIB on the pontoon. If inadequate manning is available, the OOD must cancel Dinghy Classes, in accordance with sailing instruction 2.2. An under-manned rescue boat is potentially just as dangerous as no rescue cover.

# Instructions for the OOD

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The OOD has overall responsibility for co-ordinating the use of the support craft, and maintaining radio contact using Channel 37 (M). There are sufficient handheld VHF radios to give at least 3 boat communications at race times – remember there is a fixed set in the clubhouse - only useful if manned. The RIBs have working fitted sets.

The committee has decided that no person under 18 may be in charge of any powered craft belonging to the club. However, younger members may act as assistants in order to gain experience of rescue duties.

**Life jackets (or personal buoyancy) must be worn at all times by all passengers and crew in club boats.**

Before setting out, the OOD must brief support crew regarding the craft to be used, the manning of each craft, the specific role to be served and be satisfied as to the competence of each to fulfil their role.

The Sailing Committee will gladly give advice or training on the handling and characteristics of club boats. This advice should be sought in advance.

## **PRE RACE PREPARATION AFLOAT**

Aim to be on the committee boat a good 30 min before the first start.

Choose the appropriate courses bearing in mind:

- Strength and direction of the wind, especially on a Wednesday night with light winds. A north wind is the most difficult wind direction to set a course.
- Sea State
- Visibility
- Expected changes in any of the above
- Set of the tide if the wind is light
- Desirability of windward start, and/or a good beat to windward in the course
- Ability of boats to clear the line if the wind is light and the tide strong
- Reasonable duration of races, bearing in mind the type of boats and time limits

## **Recommended Courses - an art in itself - more details later in charts and course list**

1. Cruisers Class I - Prefer longer courses if good wind
2. Cruiser II and Leisures need small courses if the wind is light.
3. Dinghy I like moderate length courses and Dinghy II (inc Toppers) should be kept close to the committee boat

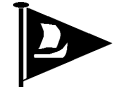
**The number of rounds to be sailed** will be displayed with the course letters. (Rule 9.3) Courses can be shortened during the race if required.

Note that courses must be displayed not later than the 10 minute signal for the respective class, and cannot be changed after this time unless the correct postponement procedure is followed.

The shortened course flag S may be flown at any time up to the starting signal, (RRS 32), and you can use shortened courses from the start.

# Instructions for the OOD

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Mark E is a temporary light mark which must be laid as required. It is to be retrieved after racing and stored on the committee boat.

Mark E should be positioned such that it is Square to the wind if the start is to windward.

\* a small deliberate bias may be introduced by the experienced OOD, to counter tidal effects and/or starboard end bunching. If you are using course for west or east winds, it is vital that you set up the start line with E placed appropriately to the committee boat to avoid end bias.

The Chevy launch (blue boat) is the most suitable craft if it is necessary to reposition Mark E ( a temporary light mark) .

If there is time it helps to try to get names and boats numbers on the result sheets in advance.

TIP – It is at this stage boat sail numbers and or names are collected and placed on starting lists – If unsure of class list in the preceding class and then check if the boat has started in that class – if non started move to lower class.

## FLAGS

There is a new flag hoist system with five halliards giving ample ropes to prepare all flags for hoist before their warning signal, in addition Flag X (Square flag St George's cross blue on white) for premature starters can now be easily waved on a stick.

## STARTING SEQUENCE

The starting sequence begins 10 minutes before the first start.  
The club has chosen RRS 26 - starting system 1.

If a postponement is necessary the answering pennant (Triangular flag with vertical red and white stripes) must be hoisted and a sound signal made. When the postponement ends, the answering pennant is lowered, and another sound signal made. The warning signal (10 minutes) is made one minute after that. (RRS 26.2).

The names and sail numbers of all starters are entered on the result sheets. Note that any yacht sailing in the vicinity of the start line between the preparatory signal (5-min) and the start shall be scored as a competing yacht. (RRS 1.5)

For the dinghy classes, the class of boat (E.g. Wayfarer, GP14, Mirror, Other etc) is entered on the result sheets, since class prizes may be awarded for classes with sufficient entries.

For the mirror classes, the OOD must check particularly that the boat is sailed by 2 persons, since any mirror sailed single-handed is infringing class rules.

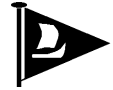
Toppers/Optimists are sailed single handed, and should be given a Holm Bay (Short) course only  
(e.g. course AG etc). A rescue boat should keep a particular eye on them at all times.

At each start, the starting time is recorded on the result sheet in hh:mm:ss  
- 24 hour clock notation eg 19:30:00

Each class gets a - warning signal (10 min)

# Instructions for the OOD

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Preparatory signal (5 min)  
Start signal

## Important notes:

Times are governed from the raising or lowering of flags, **not** the sound signal

The start must be 5 min after the preparatory signal, **not** 10 minutes after the warning signal (ie if the preparatory signal is made early or late, the start time is taken from that time, not the time of the previous 10 minute signal).

## Premature Starters - Code Flag X - 1 sound signal

At each start the OOD must watch for premature starters. In such case, Code Flag X is hoisted and a second signal is made. The flag remains raised until all premature starters have returned to restart, but lowered before the next class is due to start. Any boats not returning to restart are entered as premature starters on the result sheets, and disqualified.

## General Recall - 1st substitute, 2 sound signals

If there are so many premature starters that it is not possible to identify all the offenders, than a general recall may be signalled by hoisting the 1st substitute flag, and two sound signals. Since the use of this flag means rescheduling remaining starts, it should only be used when there is no possibility of the race continuing equitably.

## DURING RACING

Keep a close eye on all boats, especially dinghies, and note any that retire.

Tick off all boats completing intermediate rounds. **Note that boats are required to pass between the committee boat and the start mark (eg Mark IE) at the end of each lap.**

Watch for and note boats flying protest flags (code flag B (red) is usual)

Keep in touch with support craft, ensuring that they are performing the duties required of them, and not motoring around aimlessly, wasting petrol (especially the RIBs).

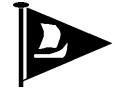
Observe weather conditions, and decide if any or all class races should be shortened or finished at another mark, to avoid abandoning in the face of time limits.

TIP - It can be useful to take intermediate times on the competing boat laps – hence allowing you to predict the finish time or a course shortening. It also indicates perhaps inaccurately potential finish positions.

After all the starts, the OOD may have to arrange for Mark E, to be repositioned to ensure alignment of the finish line. The definition as stated in rule 28.1 (RRS). For EDYC points racing, this means that all classes cross the finish line in the same direction as the line was crossed at the start. Accordingly, some repositioning may be necessary.

# Instructions for the OOD

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## Shortening Courses

The OOD should consider the likely finishing time of the majority of boats in a class, rather than a fast leader or a slow tail ender.

Courses may be shortened in a number of ways:

Finish at the end of the round being sailed - Blue Flag, 2 sound signals  
Signal as the leading boat rounds the penultimate mark. Hoist Blue flag, the affected class flags, and make 2 sound signals. Class flags are not required if all classes are to finish.

**Sail short round** - Code Flag S, 2 sound signals

Signal as the leading boat rounds the penultimate mark. Hoist code flag S, the affected class flags if necessary, and make 2 sound signals.

A combination of Blue flag and code flag S is used to both shorten and then finish on the round being sailed.

Finish at an indicated mark of the course - Blue flag, 2 sound signals  
Signals as the leading yacht rounds the mark before the nominated finishing mark. The blue flag and class flags are flown from the support vessel being used to finish the race, along with 2 sound signals. The finish line is between the mark and the support craft. It is obvious that this method requires planning, especially if different classes are using different marks.

The OOD must use discretion as to exactly when signals for shortening courses are displayed. It is unfair to delay the signal until the leading yacht is busy rounding the mark, since it may miss the signal. It is within the spirit of the rules to confirm the receipt of the message with the yachts affected, but only if all yachts are contacted in this way.

## FINISHING RACES

A yacht finishes when any part of her hull, etc crosses the finish line in accordance with the sailing instructions and having completed the prescribed number of rounds.

A sound signal should be given when each boat finishes.

## Record the finishing time in hh:mm:ss for all classes.

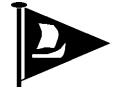
For each boat that started, the time, placing, or reason for not finishing (disqualified, retired, premature starter, did not finish etc) noted on the result sheet. In brief the OOD must account for all the yachts in the race.

If any yacht in a class finishes within the stated time limit, then that limit is extended by the stated time for subsequent yachts in the race. Those that have not finished within the extended time are ranked "Did not Finish (DNF)".

The appropriate time limits for races are given in the sailing instructions

# Instructions for the OOD

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## Protests

Boats with a hull length less than 6 metres need not display a flag when protesting.  
ISAF Rule 61.1

Protest forms are readily available and if a completed one is received please date and time it, plus confirm the protest fee of £20 has been received (if appropriate).

## Abandoning Races - Code Flag N, 3 sound signals

The OOD has the discretion to abandon the race at any time, and must do so if no yachts have crossed the finish line before the time limit has expired.

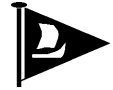
The signal for abandonment is Code Flag N and 3 sound signals, along with class flags for the affected classes. If all classes are to be abandoned, it is not necessary to hoist class flags.

In all cases of abandonment, the OOD is responsible for ensuring positively that all yachts are properly aware of his decision, and that they are all able to return safely ashore or to moorings.

**The OOD should not go ashore until completely satisfied as to the safety of all those afloat.**

# Instructions for the OOD

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## OOD Recording

### The OOD record sheet is the OFFICIAL record of the days racing

It is not just seen by the results officer - in the case of a Protest or a Request for Redress it may be used by:

1. A Protest Committee.
2. If a Request for Redress goes to Appeal, copies may have to be sent to the RYA in Hamble. (This is not unknown even for EDYC points racing). Therefore it must be legible and have the following information:

### Record

1. Date
2. Officer of the days name.
3. Wind direction and force - if wind variable in either please state.
4. Course to sailed for each class and any shortening details.
5. Start time for every Class
6. Record if anybody over the start line at the start signal for that class (OC S). Record if they subsequently returned (around the ends), following the display of code flag X, and started correctly.
7. Record the lap times and finish times for each boat in the handicap classes (two cruiser classes and two dinghy classes). No times means no results!
8. Record lap times and finish times for all classes. This is useful to help the OOD gauge if another round is achievable before the time limit expires.

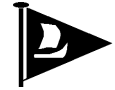
In addition the time of the last finisher in every class is required to calculate the time limit for Protests for that class (EDYC Sailing instruction 13 states one hour from the time of the last finisher in the class). Therefore it is more sensible to record every finisher in every class.

(These other times are also useful to help me unscramble OOD errors, when they occur.)

9. Record retirels.
10. Record if any boats have informed the OOD of their intention to Protest.
11. Boats requiring duty points must claim these. EDYC Sailing instruction 14.2 requires duty points to be claimed on the OOD Record sheet. The results officer is not always present at EDYC and this Sailing instruction will be applied - **no** exceptions.

# Instructions for the OOD

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## AFTER RACING

The OOD must make sure that all dinghies are safely ashore, or that support craft finish towing dinghies and ferrying all crews ashore, before properly mooring or recovering the club craft.

The committee boat must be left tidy and secure.

Back at the club, ensure that all is well, the support craft are properly moored or recovered, and dismiss the crew. Why not use the green tokens to buy them "a cup of tea" .

Equipment should be left back in the sailing store. The hand held radios must be switched off (essentially wiped dry) and reconnected to their correct chargers. Any deficiencies noticed with the equipment afloat including launch or safety boats should be noted on one of the result sheets and reported to the sailing captain, so that they can be made good before the next race.

If your boat or that of any duty officer was unable to race because of race duties, then it can be awarded "average points". Make the appropriate declaration on the result sheet (15.2). Results sheets are in the OOD book at the back.

The completed and signed results sheets along with any protest forms which may have been received, should be given to one of the following (in order of preference):-

Results officer	Terry Ingles	2009
Sailing captain	Chris Burrows	2009
Any other officer of the club		

**It will be excellent if the OOD confirms all equipment, keys etc have been returned to store or other location and are ready for the next event.**

**Breakages and/or loss should be reported directly to the sailing committee ( and notice board) so that they may be corrected / remedied before the next event.**

Remember the green tokens for your crew and helpers – free teas

# Instructions for the OOD



## OOD QUICK VIEW TIMETABLE

### PRECEEDING FORTNIGHT

The Officer of the Day (OOD) is responsible for finding at least two (committee boat) assistants for this duty and have familiarised himself with the full requirements of the duty. - Rule 4 Changes to the sailing instructions (posting 8 days before on notice board) should be noted if in effect.

### ON THE DAY

Obtain a current forecast from the WEB at [www.metoffice.gov.uk](http://www.metoffice.gov.uk)

[http://www.metoffice.gov.uk/weather/uk/ni/ni\\_forecast\\_weather.html](http://www.metoffice.gov.uk/weather/uk/ni/ni_forecast_weather.html)

Met Office Inshore Waters Forecast Lough Foyle to Carlingford Lough:

[http://www.metoffice.gov.uk/weather/marine/inshore\\_forecast.html?area=13&type=All](http://www.metoffice.gov.uk/weather/marine/inshore_forecast.html?area=13&type=All)

Marinecall Inshore waters forecast Lough Foyle to Carlingford Lough:  
09068 500 465 and follow menu instructions

### 1 - 1.5 HOURS BEFORE RACING

The OOD and his assistants should have collected and checked the OOD Kit Bag and equipment, and given the Safety/Rescue officers their preliminary instructions in good time (i.e. 1 - 1.5 hours before racing).

### 45 minutes before the scheduled start

If, 45 minutes before the scheduled start of the first race, the OOD decides to cancel all or some classes, he must fly Code flag N from the club flagstaff. If the cancellation is for some classes only, then their class flags should be flown below flag N

If sailing instructions for a particular race have been amended (in accordance with sailing instruction 4) Code flag L must be flown from the club flag staff at least 45 minutes before the scheduled, start of the first race.

### COMMITTEE BOAT - A GOOD 30 MIN BEFORE THE FIRST START

Choose the appropriate courses bearing in all factors and put up course boards/cards

Have Mark E laid by one of your support boats

Collate a list of boats likely to race/in the vicinity of the start

Prepare flags and sound signals as per the schedule

### RACE SCHEDULE

6.1 The schedule of dates is incorporated in the attached Sailing Calendar.

#### 6.2 Classes TIME of WARNING SIGNAL

	SAT	WED
Cruiser 1 Handicap (PYS 1080 & under)	14.20	19.20
Cruiser 2 Handicap (PYS 1081 & over)	14.25	19.25
Dinghy 1 Handicap (PYS 1140 & under)	14.30	19.30
Dinghy 2 Handicap (PYS 1141 & over)	14.35	19.35

Start Races as appropriate, noting competitor's boat names and numbers also premature starters.

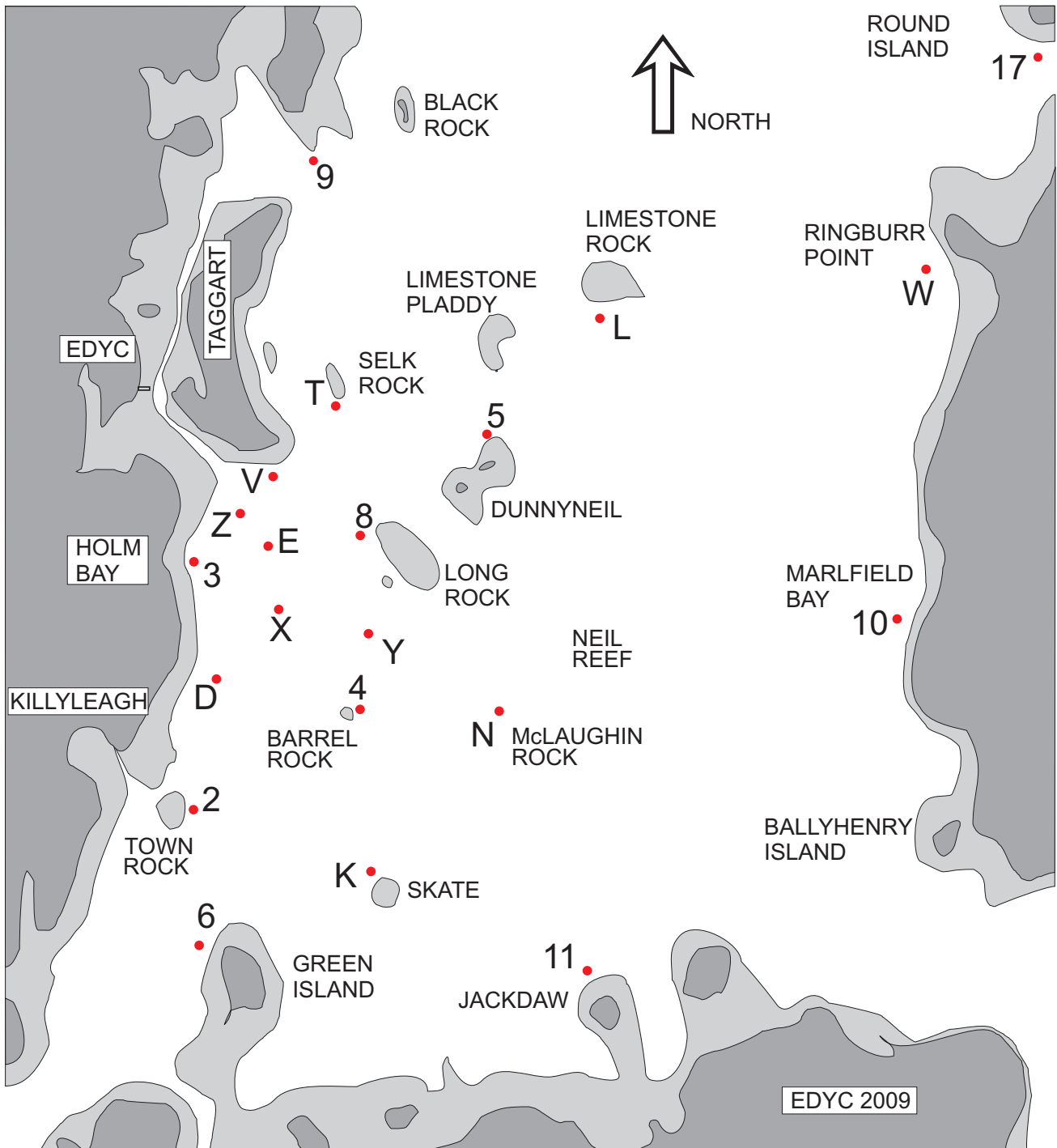
# Courses 2009



Wind Direction	Course Letters	Course	Shortened Course	Leave all marks to	Wind Direction	Course Letters	Course	Shortened Course	Leave all marks to
South	AA	6-N-9	2-4-V	Port	North	EA	9-N-6	T-Y-2	Starboard
	AB	2-N-T	4-N-V	Port		EB	T-N-6	T-Y-2	Starboard
	AC	D-5-9	D-Y-T	Port		EC	9-5-X	T-X	Starboard
	AD	4-T	X-T	Port		ED	T-Y-D	V-Y-X	Starboard
	AE	D-Y-V		Port		EE	T-8-D		Starboard
	AF	X-8-T		Port		EF	V-8-4	V-8-X	Starboard
	AG	X-8-V		Port		EG	V-8-X		Starboard
South West	BA	3-10-17	3-N-5	Port	North East	FA	17-N-3	5-N-3	Starboard
	BB	2-N-5	2-8-V	Port		FB	5-N-2	5-N-3	Starboard
	BC	3-N-5	3-4-T	Port		FC	5-N-3	T-5-3	Starboard
	BD	3-Y-5	3-Y-8	Port		FD	5-4-3	5-3	Starboard
	BE	3-Y-8		Port		FE	5-3		Starboard
	BF	Z-8-V		Port		FF	8-4-3	8-X-3	Starboard
	CA	3-11-10	3-N-5	Port		GA	10-9-3	10-5-3	Port
West	CB	3-2-10	3-N-5	Port	GB	10-5-3	N-5-3	Port	
	CC	3-N-5	3-N	Port	GC	N-5-3	N-Z-3	Port	
	CD	3-N	3-4	Port	GD	5-T-3	8-T-3	Port	
	CE	3-Y-8		Port	GE	8-T-3		Port	
	CF	3-X-8		Port	GF	8-V-Z		Port	
	DA	OOD Instructs			South East	HA	11-2-T	N-2-V	Starboard
	DB	V-10-11	V-N-3	Starboard		HB	N-2-V	N-V	Starboard
DC	V-N-3	V-4	Starboard	HC		4-D-V	Y-D-V	Starboard	
DD	V-8-Y		Starboard	HD		Y-D-V	Y-3-V	Starboard	
DE	V-8-X		Starboard	HE		Y-3-V		Starboard	
DF	V-Y-X		Starboard	HF		X-3-Z		Starboard	

The published courses are amended from year to year. Please ensure your course sheet is current – This is the 2009 table

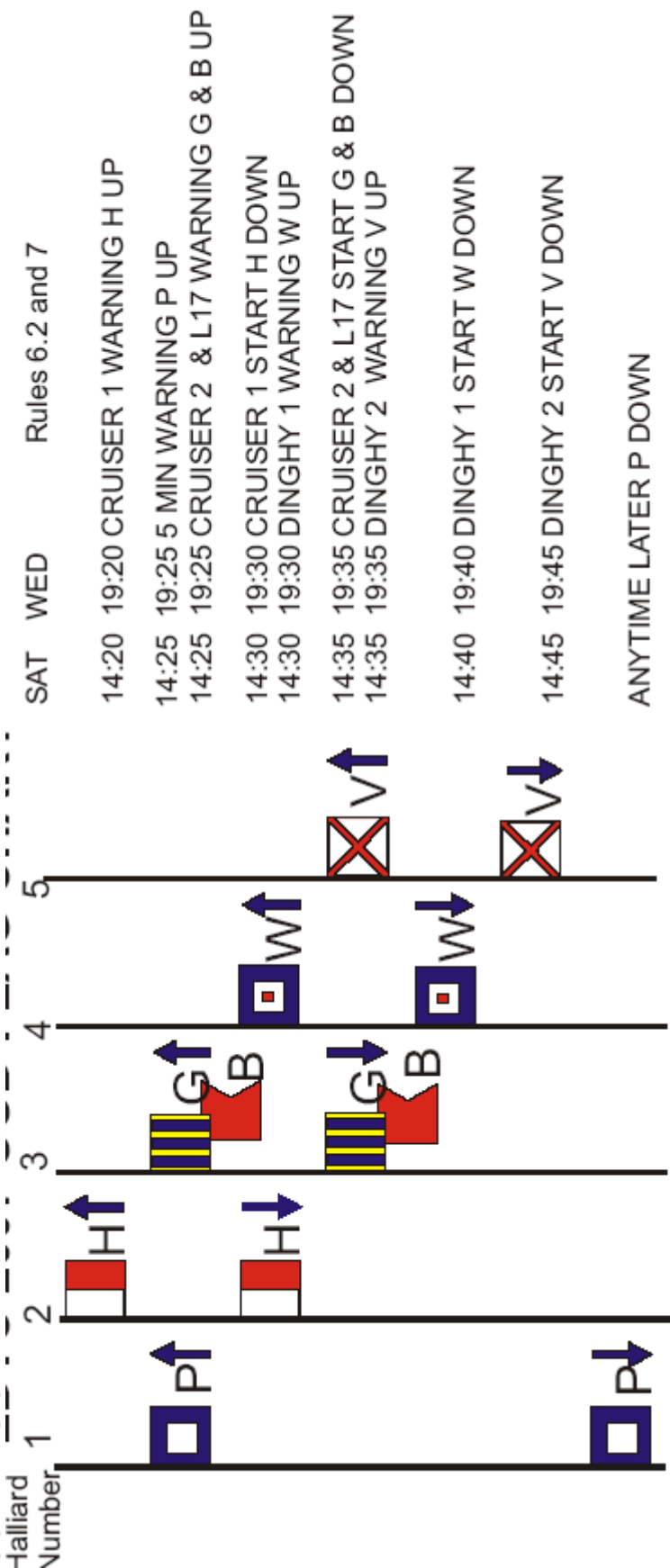
# COURSE CHART POSITION OF CLUB RACING MARKS



This sketch is intended only to indicate the approximate normal location of the racing marks used by EDYC. It is not suitable for navigation purposes and is not to scale.

A download of this sketch is available from [www.edyc.co.uk](http://www.edyc.co.uk)

**OOD FLAG CHART 2009**



The above flags may be supplemented by the following as required

X INDIVIDUAL RECALL S FLAG S SHORT ROUNDS (R11.2) + CLASS FLAG FIRST SUBS - GENERAL RECALL AP POSTPONEMENT

S FLAG S SHORT ROUNDS (R11.2) + CLASS FLAG

T FLAG T TIME LIMIT (R13.3) 17:15 (18:00) 21:30 (22:10 21:40)



BLUE FLAG FINISH NEXT CROSSING (R11.3)



## - FLAG CHECK CHART

-  H CRUISER 1
-  P BLUE PETER 5 MIN WARNING
-  G CRUISER 2
-  W DINGHY 1
-  B L17
-  V DINGHY 2
-  AP POSTPONEMENT

The above flags may be supplemented by the following as required

-  X INDIVIDUAL RECALL  FIRST SUBS - GENERAL RECALL
-  S FLAG S SHORT ROUNDS (R11.2) + CLASS FLAG
-  T FLAG T TIME LIMIT (R13.3) 17:15 (18:00)  
21:30 (22:10 21:40)
-  BLUE FLAG FINISH NEXT CROSSING (R11.3)

### TOTAL 12 FLAGS

Class Code Flags: H, G, B,W, V  
 Race Control Flags: N, P,S,X,T,L, 1st sub,  
 AP-Answering Pennant, Blue

L change in instructions  
 N - No class -No sailing etc