



Hythe Sailing Club

Protocols for Officer of the Day (OOD) for dinghy races


The OOD provides an essential role in ensuring a successful outcome before, during and after a dinghy race. If you are unable to be there, please arrange an exchange with someone else on the list.

Your responsibility prior to the race

During the week prior to the race you are asked to:

- Contact the safety boat driver and confirm that they are available to provide cover or have found a replacement. **You should also ensure they have a safety boat crew as it is a requirement that there are two people in each safety boat that goes afloat**

On the day of the race you should:

- Prior to leaving home check the weather forecast. The BBC coastal forecast for the Solent provides basic info that will enable you to determine the changes to the weather over the day and may be found at:
http://www.bbc.co.uk/weather/coast/coastalforecast/regional_forecast.shtml?11
- Arrive at least one hour prior to the race and discuss the conditions with the safety boat driver and confirm or postpone the race. To show the race is taking place raise this flag 
- Ensure the starting equipment is available and working – the flag sequence for the start is shown on the race recording sheet.
- The safety boat driver will have the keys for the radio locker. Check the radios* are working effectively. The channel is already set and locked.
- Agree the course according to the wind direction and conditions and display on the course board at the top of the slipway
- Instruct the safety boat driver about the position of the marks in accordance with the proposed course you have set, ensuring they lay the start mark first so that competitors can practice starts
- Register boats and helms on the race sheet and let the safety boat driver know the number of boats taking part
- Start the race on time. It is the responsibility of crews to be ready for the start, not for the OOD to delay the start
- Maintain both a vigilant watch during the race and regular contact with the safety boat especially if there are novice sailors taking part
- Ensure lap timings are kept accurately
- Undertake the calculations to find corrected winner

Things you will need:

- club key to open the start hut and sail store and access key to the radio box
- good watch/stopwatch, a calculator and biro
- race recording sheet (these are available on the notice board in the start hut)
- binoculars, whilst not essential might be helpful to maintain a lookout

*Ensure use of the same call signs for each race **Hythe OD** for the shore radio and **Hythe Safety** for the radio afloat.

For further information please see Notice of Race and Sailing Instructions on the club website.

March 2007