



Officer of the Day Duties

The safety of all those on the water takes priority

Rescue first, race second

Week before:

- Check petrol. Buy more (95 or Premium unleaded), keep receipt, reimburse from cash box/race fees.
- Confirm a 2nd Race Officer to help you

On the Day:

Before leaving home:

- Obtain and print out weather report. Recommended sites:
 - <https://www.weatherzone.com.au/nsw/south-coast/merimbula>
 - <http://www.bom.gov.au/places/nsw/wallagoot/>
 - <https://www.seabreeze.com.au/weather/wind-forecast/nsw-south-coast>

Before the Race:

- Post the weather report, put out sign-on, competitors' sheets and money tin.
- Check that rescue boat has required equipment. See list attached.
- Check fuel.
- Radio check with club house. Pack mobile phone.
- Launch the rescue boat, sit in the middle of the lake and check weather and wind recordings. Record these readings on the [Australian Sailing Wind Graph](#)
- If the wind is gusting consistently to more than 20 knots or less than 3 knots, cancel the race. This needs to be measured over time, maybe an average over 12 minutes, on the lake measuring the true wind. See page 2 of the Setting the Course document.
- Set the course.

Set the course:

See attached document.

Briefing:

- Call sailors together at 12:00. Points to discuss:
 - The proposed course: where are the buoys, taken to Port or Starboard.
 - Start line and starting procedures, including what flag will be used as the warning signal.
 - Finish Line.
 - Start Time (aim for 12:30pm) or postponement details.
 - Number of divisions; whether there will be 1 or 2 starts or starting handicaps.
 - Procedure for shortened course.
 - 2nd race; back-to-back or after a break. Any alterations to course.
 - Sign on/off sheet location. Remind people to sign on and pay fees.
 - On handicap race days advise sailors handicap start times.

The Flags:

The flags are set up on the flag staffs in the start boat. At the base of each flag staff there is the flag identification and what the flag should be used for. Please look for this.

The flag staffs are setup so that flags can be easily changed using the sister clip arrangement.

Starting

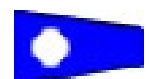
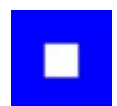
It is better to get the fleet(s) racing as soon as possible, rather than having the fleet wait around too long as the course is fine tuned.

Starting procedure for Handicap Races

- Use flags to display 5-minute start sequence to first boat starting.
- Use the sequence chart at the top of the results sheet to determine and record the start timings.
- Using a clock or watch in 24 hour time, record the **time of day** at the start of the 5 minute start sequence.
- At the end of the 5 minute start sequence, raise the handicap number for the first boat that is starting.
- Change numbers board every minute. Sounding the horn or call out time. The numbers should count upwards until all boats have started.

Starting procedure for Point score races:

- Using clock or watch in 24-hour time, and **using the time of day**, begin the start sequence at a 5-minute interval, for example 12:25:00
- Use the sequence chart at the top of the results sheet to determine and record the start timings.
- Times shall be taken from the visual signals; a sound signal should be attempted with each flag change
 - Fly **red** or **green** flag to indicate **port** or **starboard** course
 - Fly **orange** flag when anchored and on position at the start line. This should be raised 5 minutes before the starting sequence and lowered about 5 minutes after the start.
- The start sequence is as follows.
 - **Warning Flag Raised;** 5 Minutes before start:
 - Class flag + 1 sound (e.g.: 12:25:00)
 - Class flag 1 is numeral pennant 1; a white pennant with red dot
 - **Preparatory Flag Raised:** 4 minutes before start: raise P flag + 1 sound (e.g.: 12:26:00)
 - P flag: Blue flag with white square
 - **Preparatory Flag Lowered:** 1 minute before the start: Preparatory flag removed + 1 long sound (e.g.: 12:29:00)
 - **Warning Flag Lowered:** start + 1 sound: (e.g.: 12:30:00)
 - If second division; raise Class Flag 2.
 - Class Flag 2 is numeral pennant 2; blue flag with white dot
 - Start Division 1 is 5-minute warning for Division 2.
 - Repeat above procedure; preparatory, (12:31:00) one minute, (12:34:00) start (eg: 12:35:00)



Two or more classes may start together by using all class flags together.

Recalls: if boat(s) are over the line at the start (OCS):

- **Individual recall:** If one or more identifiable boats are over the line at the start:
 - Raise X flag + 1 sound
 - X flag is white flag with blue cross
 - Leave flag up until all recalled boats have sailed back over the start-line and re-started, or 4 minutes has passed (RRS 29.1)
 - It can be helpful to yell out who is being recalled
- **General Recall:** If too many boats started early or for any reason the start is to be done again, recall all boats (RRS 29.2):
 - Raise 1st sub flag + 2 sounds
 - 1st sub flag is blue with yellow triangle
 - When boats have returned, lower + 1 sound.
 - 1 minute later, raise Class Flag and begin 5 minute sequence again



During the Race

Watch the fleet. Be prepared to assist in the rescue of sailing boats.

- Having the anchor line attached to a small buoy allows for the line to be dropped for a quick response to any action that might need to be taken.
- Take photos of the fleet in action

Shortened Course Procedure:

- Use this if you are required to shorten course. This could be due to inclement weather or insufficient wind.
- The boat should be anchored outside the course, so that boats sail through the new finish line when sailing their usual course. Set the finish line perpendicular to the previous mark and raise S Flag (S Flag is white with blue square).
- As the first boat nears the shortened course finish, sound the horn TWO times. You can sound the horn as other boats approach the finish line to let them know to look at the Committee Boat.



Abandoned Race Procedure

- If the race needs to be abandoned for any reason, such as inclement weather, insufficient wind, a mark that is missing or out of position or for any other reason directly affecting the safety or fairness of the competition:
 - Remove all active flags that are flying.
 - Raise the N flag over the H flag with 3 sounds. This means: **'all races abandoned; further signals ashore'**
- The Committee Boat should then motor around the course, sounding the horn when in earshot of boats, with the flags N over A flying, ensuring that all boats are to go to shore and await further instructions.



Finishing procedure:

- When in position for finish line **and the first boat has rounded the last buoy**, on her way to the finish, raise the blue flag.
- Consider wearing the electronic note-taker, press 'record' and read the exact time.
- As boats approach the line, call their sail number, then say "now" as they cross the line, or press horn as each boat crosses line. If possible, occasionally state the exact time.
- Helper(s) records the sail number and **time of day** (in 24-hour time) on finishing sheet. Record all boats on the same sheet, in the order they finish.
- Option to sound horn - When the first boat finishes only or when each boat finishes.

After the Race:

- Check all boats are finished and returned to the beach or accounted for.
- Present elapsed race times to Event Co-ordinator.
- Collect buoys, return to shore.
- Flush motor, boat and trailer with fresh water.
- Return boat to shed.
- Lower outboard, turn off battery at isolator switch, cover boat
- Lock up and secure clubhouse. Ensure gas is turned off at the gas bottle.