

### **Guidance Notes for the Officer of the Day (Cruisers)**

Dinghy and cruiser OODs should consult.

1. Comprehensive notes and instructions are in the results folder in the race office. Ensure you have read these before carrying out your race officer's duties.
2. Arrive no later than one hour before the start of the race.
3. The key for the race office is located in the main building training room (located in the downstairs passage to the right of the toilets) the key is on a large red disc hanging on the wall marked OOD race office.
4. On the day of your race duty, contact the port authority (tel. 0191 5142752) in order to identify any planned shipping movements.
5. Hoist ensign and club burgee.
6. Set suitable course for prevailing wind and tide. Mark appropriate course on course board outside.
7. The starting procedure is fixed to the post next to starting light switches in the race office.
8. Start the race and record starters, observe progress and be ready to shorten course if conditions dictate. Monitor vhf channel 37 (m) during the course of the race.
9. Finish race and record elapsed time to a second.
10. Enter results and name of OOD in cruiser results book.
11. Return ensign and club burgee.
12. Mark-up the OOD attendance sheet in the club foyer.

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### **Guidance Notes for the Officer of the Day (Dinghies)**

Dinghy and cruiser OOD's should consult.

1. Be on duty as per dinghy programme.
2. Arrive not later than one hour before the start of the race.
3. Ensure safety boats and crews are available, ready for your instructions. For guidance, a safety ratio of 1 Rib per 10 dinghies should be observed.
4. Agree courses & sailing area after consultation with dinghy sailors and reference to any relevant facts, i.e. weather, sea conditions, commercial shipping, etc.
5. Display course on the course board.
6. Start race(s).
7. Record sail numbers and starting time.
8. Observe progress of races, maintain lap charts, and shorten course if necessary and record finishing times.
9. Check that all boats have returned from sailing.
10. Return all gear to boat house.
11. Enter results, name of OOD and rescue crew on the dinghy results sheets.
12. Report any comments onto the dinghy results sheets.
13. Mark-up the OOD & rescue attendance sheet in the club foyer.

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### **Guidance Notes to Safety Boat Crew**

1. Be on duty as per dinghy programme. A SYC member must be appointed in charge of each club boat. This club member must be at least 16 years old.
2. Arrive no later than one hour before the start of the race.
3. Report to the O.O.D. (dinghies) for any instructions.
4. Collect such gear as maybe required and transfer to the rescue boat. Vhf, sufficient fuel, oil, tow rope etc.
5. Prepare boat and check equipment. Establish vhf contact with the race officer on an agreed working channel. Maintain radio contact with O.O.D throughout your duty.
6. All club boat crew should wear a suitable buoyancy aid or lifejacket.
7. At least one person should be dressed suitably in the event that they may need to enter the water (e.g. wear wetsuit / dry suit)
8. Ideally there should be not less than two crewmembers in each club boat when engaged in rescue operations.
9. Record all boats and keep them continually under observation throughout the racing.
10. Keep on the alert and treat any capsizes as urgent when the crew is not visible. (Most of the time it will be a case of standing-by).
11. Ensure all boats return from racing or have retired.
12. Return any gear and ensure that the club boats are safely moored or brought ashore and locked up in the boathouse.
13. Ensure RIB engines are flushed with fresh water following use.
14. Report back to the O.O.D. and have any comments entered onto the dinghy results sheets.