



Duties of OOD

1. Be on station one hour before schedule start of first race
2. Keys for various locks are kept in the small safe in the clubhouse office (if necessary, please ask any Committee member for combination).
3. Ensure the compressor, timing device and marine radios are all switched on and operating.
4. Open the boat house and prepare safety boats for use ensuring kill cord in place.
5. Signing on sheets and lap sheets can be obtained from the filing cabinet in the office and:
 - 5.1 Signing on sheet displayed in the hall available for members signing on. Once race has started, transfer to the OOD Office (hut) for awareness of who is in compliance. (Those who have not signed on should be advised before the start of the next race).
6. Course & Race Procedure:
 - 6.1 Hoist the Club Pennant to show that there is a safety boat on station/water at which time boats may take to the water.
 - 6.2 Once the course has been set and finalised, complete the information on the blackboard in the Race Office (hut).
 - 6.3 Assign the appropriate code flags to the mast halyards
 - 6.4 Select appropriate programme on the timer (normally the 1st on the screen) and set countdown for the number of starts, initiating the countdown exactly **4 minutes before the designated start time.**

Please Note: *flags must be in synchronisation with the timer as the code flags are the official timing device and the hooter is only there to draw attention to the flags.*

- 6.5 The Race Officer must watch the start line to ensure that there are no boats over at each start. If there are, a second manual sound signal is made (remote pushbutton) and the class flag left in the dipped position, until the offender returns or left at half-mast for a **maximum of 4 minutes**. Failure to return must be recorded. Should there be too many to identify, then a General Recall is made using the code flag and 2 manual sound signals.
- 6.6 After all starts completed, stop the countdown timer by pressing the RED and WHITE buttons simultaneously on the electronic counter.
- 6.7 Record the time of each boat through the start/finish line for every completed lap. (Lap Sheets).
7. On completion of the day`s sailing (includes casual sailors and windsurfers), return the marker buoys to the stand and take the safety boat(s) off the water. The Club Flag must now be taken down, indicating that no-one can go afloat as there is no rescue boat on the water.
8. The safety boats(s) must now be decommissioned; the petrol tank removed before the boat enters the Boat house, washed down, if required, and the radio turned off.
9. It is the responsibility of the OOD crew to ensure that the heaters are turned off in the Office in the Clubhouse and the OOD`s hut, and that the OOD`s hut is securely locked, together with the petrol store, boat house, the end shed, the wetsuit shed and the windsurfers container, and the keys returned to the small safe in the Clubhouse office.
10. The “Goose Fence” must also be in place.
11. If the Race Officer leaves before other members, he/she will need to ensure that a responsible person is in charge to securely lock the club before departure.