

**OOD DUTIES & PROCEDURES – CHECKLIST 2017-2018**

**Tick each item as completed**

1. The OOD should arrive at least 2 hours before the posted race time. In anticipation please read carefully the **SAILING INSTRUCTIONS** available on the Website & in the Handbook.
2. On arrival, unlock all beach gates and Clubhouse doors as necessary
3. Hoist Australian Flag on northernmost pole and Club Burgee (white half uppermost) on adjacent pole. Flags are located on the Tower bench. **Write your name on whiteboard as OOD.**
4. **DELEGATE ASSISTANT** to check change rooms, sweep concrete paths and beach mats where practical. Please keep Tower Assistant as busy and involved as possible.
5. Binoculars are stored on shelf above computer.
6. Switch on radio (ch 72) & select **LOW** power. (Instructions under radio) Carry out radio checks with Patrol Boats Dusty, Macaw and Cass when manned.
7. Assemble Race Management Forms from sleeves in white ring binder on bench.
8. **Place “Sign On Instructions” in Perspex (located below computer), & Change of Details Form on Sign On Bench.**
9. The **SIGN ON iPad** will either be ready on the bench or will be provided by scorer at **midday. Familiarize yourself** with how to refresh Sign On screen and **how to change to Sign Off. ASK SCORER HOW TO ACCESS “TES ON WATER” ON COMPUTER for later use.** (Refer to filed instructions for setting up iPad & TES on WATER if scorer not present.)
10. Sailors **not on** the iPad will need to Sign On with OOD in the Tower on Sign On sheet.
11. Initiate a meeting with the Rear Commodore or Rep, & Patrol Boat Captains to take place at **12.30** to discuss courses, safety issues, course shortening, and any other matters. Call over PA system for the above people to attend this meeting.
12. Patrol boats should be on the water 1 hour prior to race. Liaise with Patrol Boat skippers as to when launching is required and call for launching assistance over PA system. The **course should be set 30 minutes** before race start assuming there is consistent wind.
13. A **BRIEFING** will be held at **1pm** to declare intended courses and any other matters. Remind sailors to Sign On correctly. (See separate briefing checklist.)
14. Ensure front double gates are locked before racing commences. Send assistant.

**FOR ACTIONS WHILE BOATS ON WATER – PLEASE TURN OVER**

## **MONITORING RACING**

**GENERAL** – Monitor races from Tower. One person should be scanning the fleet through binoculars at all times. Any capsized boat should be reported to the Patrol Boats immediately unless a very quick recovery is observed. If the OOD leaves the Tower at any time, the Patrol Boats should be advised and again on return. Fill out the Race Management Log as indicated. Be prepared to arrange assistance for early retirees with their boat recovery.

### **ALL BOATS MUST BE ACCOUNTED FOR. FOLLOW THESE PROCEDURES WHEN ALL BOATS HAVE LEFT THE SHORE.**

1. Change **SIGN ON** to **SIGN OFF** on the iPad. Place **“SAILOR’S DECLARATION FORM “** beside iPad.
2. ASCERTAIN FROM **“TES ON WATER”** ON COMPUTER HOW MANY BOATS SHOULD BE ON THE WATER. CORRELATE THIS WITH ACTUAL BOATS ON WATER. Extra boats not signed on may be able to be identified and monitored. Liaise with Patrol Boats.
3. DNFs or DSQs etc as noted from the Tower or advised from the water should be noted for the scorer on the **“OOD’S RECORD OF RETIRING BOATS”** sheet as supplied in white ringbinder.
4. When racing finished, one Patrol Boat must remain on water until all boats ashore. Patrol Boats will advise when ready for recovery. Call for recovery assistance over PA system
5. **SIGNING OFF. . WHEN LAST BOAT TO COMPLETE THE COURSE REACHES SHORE, REMIND SAILORS TO SIGN OFF WITHIN 20 MINUTES AND REMIND AGAIN 5 MINUTES BEFORE CUT OFF TIME.** Encourage early finishers to Sign Off sooner.
6. OOD COLLECTS **SIGN ON/OFF** IPAD AT CUT OFF TIME AND DETERMINES ANY DSQs FROM FAILURES TO SIGN ON/OFF CORRECTLY. Advise scorer.
7. **ENSURE THAT THOSE THAT HAVE NOT SIGNED OFF ARE SAFELY ASHORE. THIS IS AN ESSENTIAL SAFETY REQUIREMENT.**
8. OOD **remains** in tower while Scorer enters results to answer any queries that may arise.
9. Complete and file Race Control sheets, Time sheets, Sailors’ Decl’n Form, OOD’s Retiring Boat Form etc in “Completed Forms” ring binder on bench under appropriate Series heading. Most recent uppermost.
10. Lower Flags & leave on tower bench for next OOD. Turn off radio. Store binoculars. Lower window blinds. **Leave both sliding windows slightly open. DO NOT TURN OFF COMPUTER.**