OOD DUTY GUIDANCE NOTES

OOD activities in Clubhouse required Before the Race

- Arrive 1 to 1.5 hours before the first race starts.
- Get laptop and radios out of the lock-up and set it up the laptop in clubhouse (key for lock-up kept in safe place). Switch the radios on.
- Switch on the laptop and select the appropriate Excel file for today's race(s)
  a) Wednesday Evening: Recording Wednesday Race Results.xlsm
  b) Sunday Series Racing: Recording Sunday Race Results.xlsm
  c) Sunday 1 day Trophy Day: Recording 1 Day Event Race Results.xlsm
- Leave the laptop on to allow competitors to sign on

OOD activities required at the Racebox Before the Start

- Determine wind direction and strength and decide on a course.
- Slot the course numbers at the front of the racebox
- Check DCM has rescue boats out with sufficient fuel. You need to have at least 2 rescue boats available.
- Carry out a radio check with rescue boats.
- Direct the DCM to drop the start flags as instructed.
- Get AOOD to assist in attaching the flags to the flag pole.
- Power on Auto Timer and select 'Standard Start' – 6 minute should be displayed
- If everyone has signed on, retrieve the laptop from clubhouse and plug it in at racebox.
- When the clock on the laptop displays 6 minutes before the start, press the red button on the Autotimer to start the time sequence.

OOD activities required to Start the Race

- At the 5 minute signal ask the AOOD to **raise** the class flag - (red)
- At the 4 minute signal ask the AOOD to **raise** the prep flag - (blue with white square)
- At the 1 minute signal ask the AOOD to **lower** the prep flag - (blue with white square)
- At the 5 minute signal ask the AOOD to **lower** the class flag - (red)

OOD activities required if Boat(s) Over Start Line

- If any boat is over the start line at the start, press the sound signal **once** and raise the 'Individual Recall' flag – (white background with blue cross).

- If too many boats are over the line, press the sound signal **twice** and raise the "General Recall" flag – (blue and yellow triangle)
- Reset the Autotimer so it is displaying 6 minutes again.
- When all boats have returned to the start line again, lower the General Recall flag and give one sound signal and press the red button to start the Autotimer. Repeat the start sequence.

OOD activities required After Race has Started

- On the laptop, select the large icon "Start Recording the Race"
- If the start time is **later** than published, select the actual start time from the drop down, (to the left of "Save Results")
- There is an option to include your result as the OOD if required, especially if needed to qualify for a series. Scroll down to below 20th entry and enter your name, sail number, class and select "yes" from "claim average points"

OOD activities required When Boats Complete 1st and all Subsequent Laps

- As each boat completes the 1st lap, select 1st for each boat. After all but 2 boats have completed the 1st lap, select "yes" to sort competitors in finishing order.
- Repeat this for all the other laps
- If a boat retires, select "DNF"

OOD activities required When Boats are Finishing

- If you want to shorten the race, after the lead boat passes the last but one mark, make **two sound signals** and raise the shortened course flag – (white with inner blue square).
- As boats cross the finish line, select the "Finish" button on the laptop and press the sound signal. Note: if you use the special mouse plugged into the laptop and Autotimer, pressing the mouse to finish will also give the sound signal.
- Once all boats have finished, check the start time details before saving the file, if ok then save the file.

OOD activities required at the End of the Race

- Bring in all the flags and course numbers.
- Take the laptop into the clubhouse
- If familiar with the process, upload the results into Sailwave and publish the results onto the website.
- Ensure the laptop and radios are put back into the lock-up.