

PROCEDURES FOR DUTY OFFICER AND SAFETY BOAT CREWS FOR DINGHY RACES

The Club wishes to optimise management and safety of our dinghy races, so the following notes are provided to assist those people rostered for Duty Officer and Safety Boat Crew. Before the beginning of the season the Club may run training sessions for Duty Officers and Safety Boat Crews. If you have not attended one or need help or clarification on anything please contact any of the Committee members. They will either help you themselves or tell you whom to contact. Please refer to the example timetable and make sure that races are organised in adequate time rather than a last minute rush.

DUTY OFFICERS should familiarise themselves beforehand with:

- 1 The brief notes on 'how to run a race' which are kept in the race office (black ring-binder);
- 2 The current racing rules (white ring-binder);
- 3 The Club's computer and its program used for running races and recording race results;
- 4 Relevant emergency procedures (also in black ring-binder).
- 5 Where a junior has rigged a dinghy him/herself, then the duty officer should ensure that a responsible adult checks it.

SAFETY BOAT CREWS should familiarise themselves with:

- 1 The proper operation of Safety Boats and their equipment. Instructions for operating outboard engines are provided on laminated sheets kept in the Safety Boats;
- 2 The correct procedures for providing assistance and rescue. Details are given in the RYA Booklet 'Safety Boat Handbook' (code G 16/90).

Please Note:

- 1 The Duty Officer and Safety Boat crews should arrive at least 1 hour before the scheduled start of a race and agree the operating channel(s) to use on the Personal Mobile Radios (PMRs) for that day.
- 2 One person from each Safety Boat should be prepared to enter the water if required. PMRs are provided to enable the Duty Officer and Safety Boat crews to communicate whilst races are under way. Any "Mayday" emergency must be communicated to the Coastguard on Channel 16 by the Duty Officer using the VHF radio in the Race Office.
- 3 The Duty Officer has overall responsibility to ensure adequate safety cover is provided and races should be postponed or abandoned if safety cover is compromised, e.g. by breakdown of safety boat or significant deterioration of weather conditions.
- 4 The race course can utilise temporary marks (buoys or flags). These will be laid by the Safety Boats at the direction of the Duty Officer. Temporary marks are intended to provide better racing, with shorter and more varied legs, so they should be used within the confines of the existing permanent marks. They should not be laid where they are likely to obstruct harbour traffic (see Sailing Instructions 6 and 7).
- 5 The Duty Officer must give a briefing at least 30 minutes prior to the start of the first race of the day and may hold a briefing prior to the start of the second race if it is considered necessary. All helms entering a race session must 'sign-on' and are advised to attend the briefing. Anyone entering a race does so entirely at their own risk.
- 6 The Duty Officer should advise novice and inexperienced crews not to sail if the conditions prior to the start are clearly beyond their abilities. If conditions deteriorate badly during a race, advice for a boat to retire may be relayed by radio via the Safety Boat.

EXAMPLE TIME-TABLE FOR DUTY OFFICER & SAFETY BOAT CREW

Time to Start	Duty Officer	Safety Boat Crews
-1 hour	<ul style="list-style-type: none"> - Open up Clubhouse & Dinghy Shed. - Choose likely course. - Take out flags. - Switch on computer & 12 volt system. - Mount hooter outside & check it works. - Prepare briefing. - Prepare 'signing-on' sheet. 	<ul style="list-style-type: none"> - Collect fuel, flares & knives - Collect temporary marks & flags - Prepare Safety Boats & take to the Clubhouse jetty - Consult with Duty Officer before the briefing.
-30 min	<p>BRIEFING</p> <ul style="list-style-type: none"> - Draw course on blackboard, emphasising any temporary marks. - Demonstrate signals (e.g. flags for each class, use of flag P, start, recall, shorten course, postpone, abandon, etc). - Advise competitors of weather, state of tide & currents. - All competitors to 'sign-on'. 	<ul style="list-style-type: none"> - Attend Briefing. - Collect PMRs from the charging point in Race Office and agree with Duty Officer the working channel(s) for the day.
-20 min	<ul style="list-style-type: none"> - Radio check with Safety Boat crews. - Enter competitors into the computer. - Hitch on the flags. 	<ul style="list-style-type: none"> - Radio check with Duty Officer. - Lay temporary marks as directed by Duty Officer.
Start	<ul style="list-style-type: none"> - New system start signals. 	<ul style="list-style-type: none"> - Check temporary marks are in their intended position.
After start	<ul style="list-style-type: none"> - Notify any boats 'On Course Side' of start using relay via one of the Safety Boats if necessary 	<ul style="list-style-type: none"> - Notify any boats 'On Course Side' of start, if requested by Duty Officer.
Finish	<ul style="list-style-type: none"> - Normal finishing signals, take all times 	
After finish	<ul style="list-style-type: none"> - Competitors may wish to make protests & should report any accidents. - Attend to protests & fill in accident book. - Post race results on the notice board.* - Stow flags, hooter, etc & file rough notes. - Switch off charger & Tidy Up office. - Close Bar & activate alarm system. - Lock-up Clubhouse & Dinghy Shed.. 	<ul style="list-style-type: none"> - Wait for all boats to finish and leave the water. - Collect any temporary marks. - Put Safety Boats on moorings. - Return equipment to the Dinghy Shed. - Top-up fuel tanks. - Return PMRs to charging points in Race Office.
After race	<ul style="list-style-type: none"> - Contact next person on Duty Helm rota and pass on key-set & cash float. - Take copy of results to The Oban Times. in Lochavullin Estate 	<ul style="list-style-type: none"> - Advise the Bosun of any Safety Boat faults or a need for fuel - Contact the next person on the Safety Boat rota.

* If, for any reason, results cannot be printed, do not switch the computer off but contact a member of the committee.

NB: Much of the above Duty Officer's programme applies to Keelboat races also.