OOD Training Workshop

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Overall Agenda

- OOD / race committee duties.
- SailSys for the OOD.

The Rule Makers Hierarchy

World Sailing

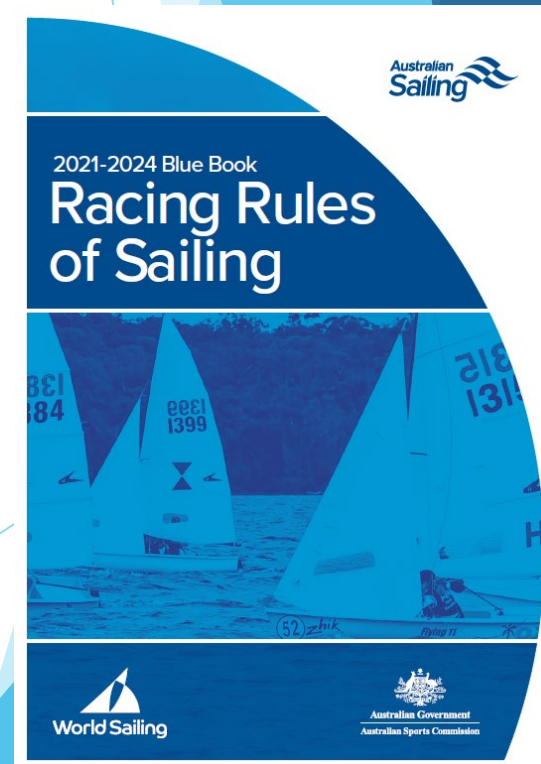The Racing Rules of Sailing (RRS)
4-year cycle

Australian Sailing

The Racing Rules of Sailing with
Prescriptions of Australian Sailing
"Blue Book" and Special Regulations.

Townsville Yacht Club

Notice of Race,
Sailing Instructions

OOD – A Shared Responsibility

▶ Your duty for one race.

▶ Provide Officer of the Day (OOD) and support crew to manage racing that day.

▶ Detailed manuals provided:

    ▶ Officer of the Day Procedures Manual

    ▶ SailSys for the OOD

    ▶ Live Time Capture in SailSys

▶ TYC Race Director Mark Vickers advises OOD on the day.

TOWNSVILLE YACHT CLUB
Sailing

Officer of the Day Procedures Manual

SailSys for the OOD

This guide is to help a race's Officer of the Day (OOD) to use the SailSys online race management

Live Time Capture

The SailSys Live Time Capture is the most sophisticated tool for recording live times as boats finish. It is 'connection' independant ensuring that you don't lose times if the internet drops out. Highlighted below are the key features

Before Race Day

▶ Make sure you will be available.

▶ If something comes up, arrange to swap.

    ▶ *Contact the TYC office or Sailing Committee for help.*

▶ Organise crew a few days beforehand. Ideally, 4 people.

▶ Choose OOD.

▶ Discuss what to bring.

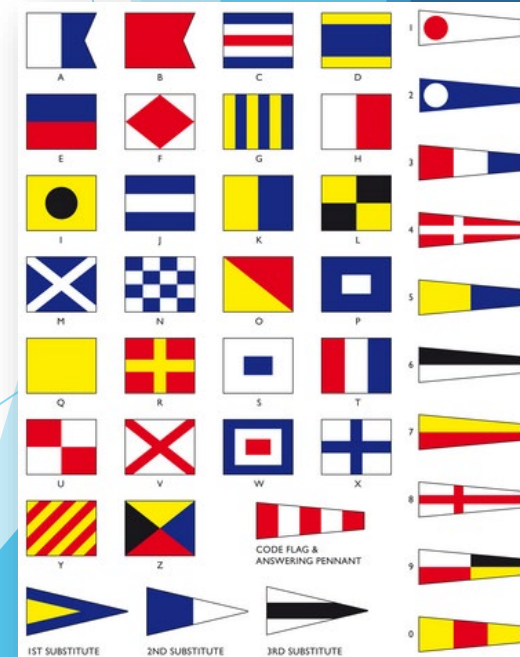▶ Confirm start boat and driver.

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Sailing

Race Day Preparation

- Arrive at least 2 hours before the start.

- Check supplied equipment (grey backpack for small items):

  - Buoy(s).

  - Flags. Orange, blue, division(s), course, preparatory, answering pennant, X (RRS 29.1), 1st substitute (RRS 29.2), S (RRS 32.1), C (RRS 33), 3rd Substitute (SIs).

  - Air horn(s).

  - VHF radio (source a handheld if necessary).

  - List of boat entries plus pencils to write down finish times, POBs.

  - Sailing Instructions, Incident Management Plan, OOD Procedures, Akuna Checklist.

  - Computer/tablet to run Boat Beacon and SailSys.

- Complete pre-race Akuna checklist.

- Inflate the buoy(s) before leaving.

Before Leaving TYC

▶ Safety briefing

▶ Discuss with start boat driver re times, proposed course.

▶ Allocate duties :

    ▶ Handling anchors and buoys.

    ▶ Timekeeper.

    ▶ Recorder.

    ▶ Flag hoist and drop.

    ▶ Sound signal.

    ▶ Line monitor (boats breaking the start, finishing).

    ▶ Radio operator (with VHF licence).

▶ Record start boat POB in SailSys -> Crew Lists.

▶ Leave TYC in plenty of time

Laying the Starting Line

- Start areas in Appendix E of SIs.

- Check water depth and that you are clear of submarine cables.

- Lay mark(s): pin end and perhaps rounding mark(s).

- Set the line at right angles to average wind.
  - OK for bias of up to 10 degrees towards the pin end.

- Make the line 120m to 150m long.

- If the line is not correct, reset the line even if it means a short postponement.
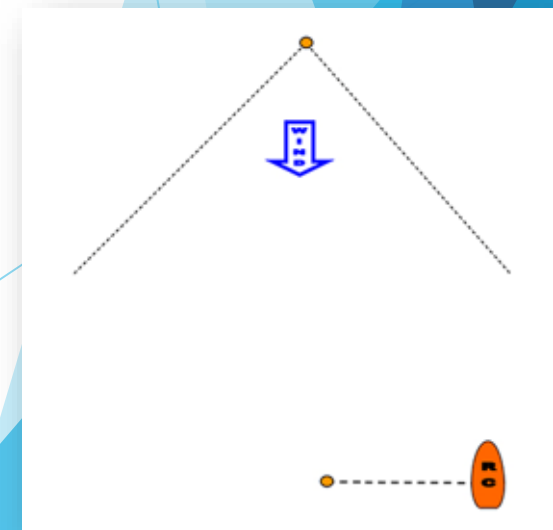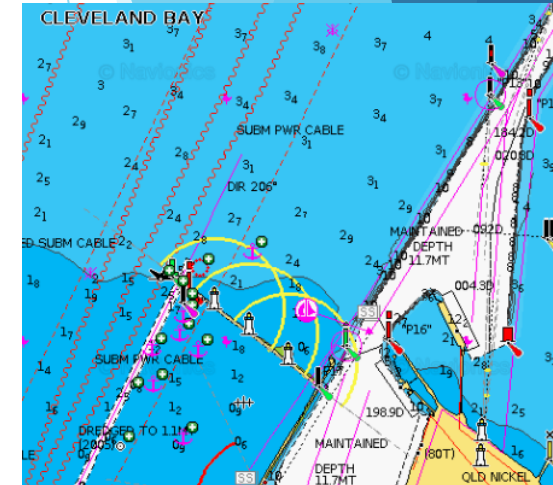
Start Sequence

▶ Races are started as per RRS 26, with a 5-minute sequence.

▶ Use GPS time, e.g. from chartplotter.

Time	Action
>10 min before start	Hoist orange flag (no sound signal)
Start minus 5 min	Hoist division flag (TYC Burgee) with one short sound signal
Start minus 4 min	Hoist preparatory flag (P) with one short sound signal
Start minus 1 min	Drop preparatory flag with one long sound signal
Start	Drop division flag with one short sound signal
Start plus a few seconds (< 4)	If boat(s) OCS, hoist X with one sound (Individual) or 1st Substitute with two sounds (General)
Start + 4 min	Drop orange flag (no sound signal)

▶ Check OOD Procedures Manual for other flags.

Get flags right: RRS 26: "…the absence of a sound signal shall be disregarded".

Problems?

▶ If something goes wrong – even during the 5-minute countdown: POSTPONE.

   ▶ RRS 27.3 Before the starting signal, the race committee may for any reason postpone...the start.

   ▶ Drifting mark (or start boat!). Significant error in timing signals. Other vessels interfering. Insufficient wind. Wind shift >10 degrees.

▶ Raise AP with two sound signals (and lower other flags as appropriate).

▶ Resolve the problem.

▶ Notify boats of new start time on Ch 77.

▶ Lower AP with one sound signal 1 minute before new start sequence (6 min to new start).

It is better to delay the start and get it right than to

cause confusion and lack of fairness for the competitors.
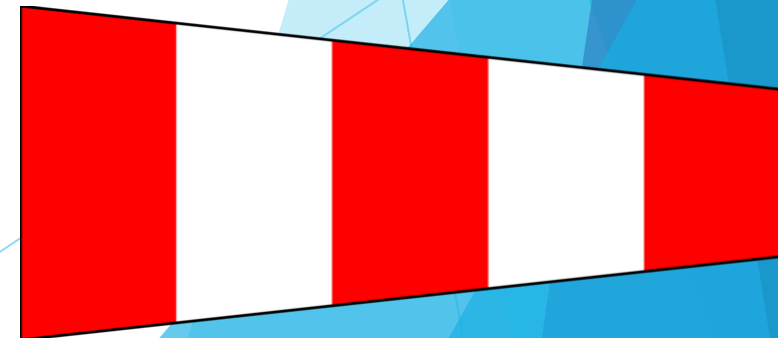
Additional Race Start Tasks

- Record boats starting and people on board (POB) reported over the radio (channel 77) on the provided start sheet.

- (Optionally) Count down to the start over VHF, e.g. last 10 seconds.

- After the starting signal:

  - (Optionally) Notify clear start over VHF, or

  - Signal individual recall, record OCS boat(s), optionally - notify boat(s) over VHF, or

  - Signal general recall.

Timekeeper Protocol

- Announce time to next action(s).

- Before start:
  - not "6 minutes to start" but "1 minute to warning signal and division flag up"
  - "15 seconds to prep flag down and long sound signal"

- Before finish:
  - "Next boat to finish is Akarana, time is 17:04 and 15, 16, 17, 18, …"

During the Race

- Monitor VHF channel 77 for announcements, e.g. retirements.

- Monitor weather conditions – may need to shorten course if wind drops (and first boat hasn't finished), or abandon if conditions deteriorate.

  - Notify over VHF (and receive acknowledgement from each competitor individually) if there are any changes.

- For Buoy Races:

  - Monitor need to move marks if the wind shifts and (if necessary) move marks and notify competitors.

- Take photos / videos for TYC Sailing Facebook.

Finishing the Race

- Usually, the start boat is also the finish boat.

- If necessary, move to finish area (X in Appendix E of SIs).
    - In rough weather, can anchor inside the Duck Pond.
    - Check water depth.

- Lay finish line perpendicular to the direction from the last mark.

- Hoist the blue on-station/finish flag as 1st boat rounds last mark.

- Monitor VHF channels 77 and 16 for boats announcing they are approaching the finish.

- Record the time for each boat as it finishes – on paper and in SailSys.

- Remove blue flag after last boat finishes (or at time limit).
    - If TLE, radio boats still to finish.

After the Race

▶ Retrieve and deflate start / finish buoy(s).

▶ Return to TYC.

▶ Pack away equipment.

▶ Take off rubbish.

▶ Wash down the start boat.

▶ Record any losses, breakages or problems in the Akuna checklist.

▶ Log out of SailSys.

▶ Hand the gear bag (including the tablet) to the Race Director or leave it behind the bar for collection later.

▶ Head to the bar for a well-earned drink.

Incident Management

- Start boat is a safety boat.
  - May need to suspend duties to provide assistance to a boat (or crew) in difficulty.
  - If so, advise competitors.
- The Race Committee becomes the Incident Management Team.
- Usually, the OOD becomes the Incident Management Team Leader.
- All need to be familiar with the TYC Incident Management Plan.

SailSys for the OOD

- SailSys is our race management system.
  - OOD needs a SailSys account.
  - Boat needs to be entered in the race.
- OOD is a SailSys "Race Admin" for the day.
- Log in to the SailSys web site as usual (https://app.sailsys.com.au/login).
- Before and during the race, record:
  - Starters
  - Finish times
  - Penalties
- Processing described in *SailSys for the OOD*.

Race Admin Access

▶ TYC menu with Races sub-menu.
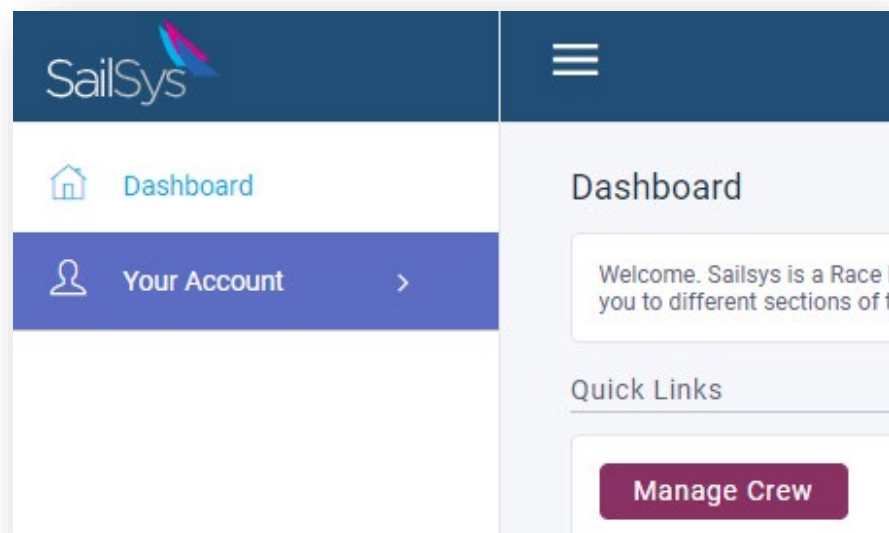
Normal login
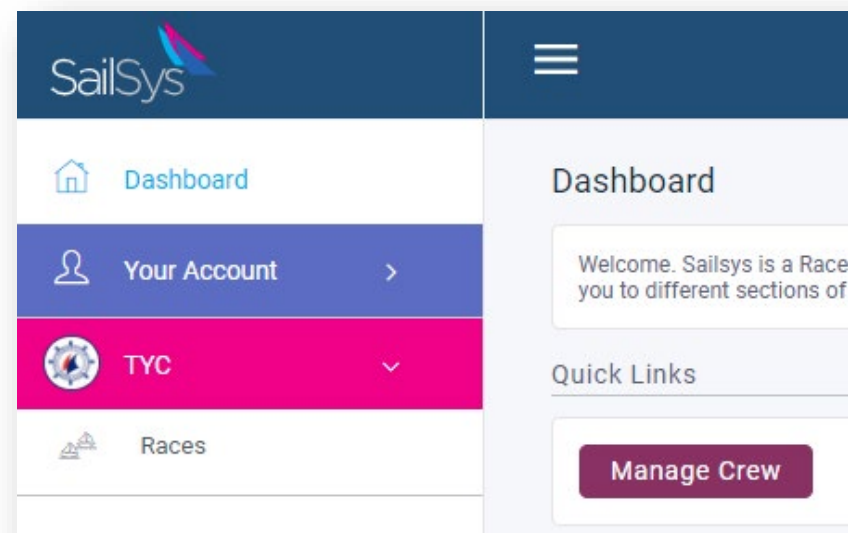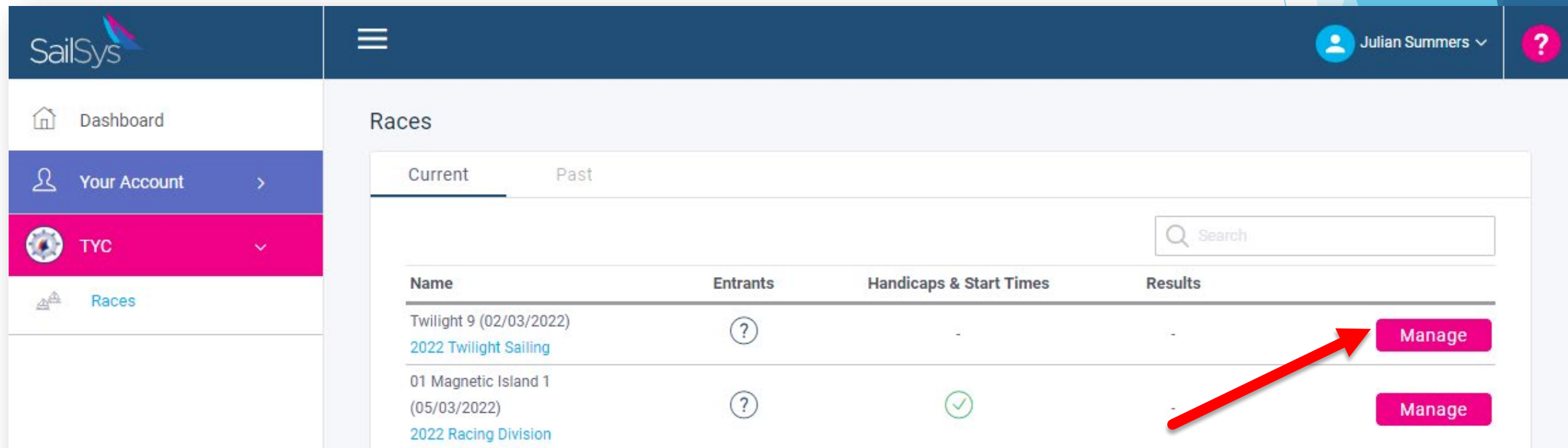
Race Admin login

Race Access

- Open Races menu and locate the day's race.
- Click Manage to start processing.

On a Phone or Tablet

- Need to close the menu to see the page.
- Use landscape display (rotate phone).

Race Details Page

Twilight 9 (02/03/2022): 2022 Twilight Sailing

Entrants **6**   Visible ⌄   ⊙

                                                          Crew List   Print

	Name ⇕	Sail No. ⇕	Skipper ⇕	Division ⇕	Club
1	Elyara	605	Tim Lowy	Twilight Sailors	TSC
2	Fahrenheit	322	Andrew Mitchell	Twilight Sailors	TYC
3	Mach 1	777	John Stokes	Twilight Sailors	TYC
4	Ostara	B38	Lance Denby	Twilight Sailors	TYC
5	Vaya Con Dios	5435	Wayne Simonsen	Twilight Sailors	TYC
6	Zoe	98	Mark Vickers	Twilight Sailors	TYC

Handicaps   Visible ⌄

Initiate Sign On   Message Competitors   Edit Start Times   Abandon Race   Copy Race Results

Conditions   ⊙

Starters **0/6**   ⊙

Finishers **0/0** ?   ⊙

Results ?   Process Results

Entrants and Handicaps will have been set up.

Start Postponed?

▶ Use Edit Start Times.

Weather Conditions

Twilight 9 (02/03/2022): 2022 Twilight Sailing

| Entrants **6** | Visible ⌄ | ⊙ |

| Handicaps | Visible ⌄ |

Initiate Sign On   Message Competitors   Edit Start Times   Abandon Race   Copy Race Results

Conditions ⌄

| Next Low/High Tide | | Wind Speed | 0 | knots |

| Tide Height | 0 | m | Wind Direction | |

Other Info   Add any other information here

Save

Starters List

- Starters list same as Entrants list.

Record Starters & Penalties

▶ Tick only those boats that started the race.

▶ Do not tick your own boat – it has DBP (duty boat penalty) to score 1st place.

▶ Scores:

  ▶ DNC (did not compete) for entrants who don't turn up.

  ▶ DNS for boats that came to the start area but didn't start.

  ▶ OCS for boats on course side at the starting signal and didn't *start*.

▶ Click Save after making changes.

Starters 0/6						
Twilight Sailors: 0/6		Print	☐ Select All ☐ Hide Started	Q Search		
Name ⇕	Sail No. ⇕	Started	Division ⇕	Start Time ⇕	Penalties	
Elyara	605	☐	Twilight Sailors	17:00:00	-	⊕
Fahrenheit	322	☐	Twilight Sailors	17:00:00	-	⊕
Mach 1	777	☐	Twilight Sailors	17:00:00	-	⊕
Ostara	B38	☐	Twilight Sailors	17:00:00	DBP	⊕
Vaya Con Dios	5435	☐	Twilight Sailors	17:00:00	-	⊕

Updated Starters List

- Shows:
  - Number of entrants who have started.
  - Boats with penalties.
- Click Save after making changes.

During the Race

- Update penalties in the Starters list:
  - NSC - not sailed course.
  - RET – retired
  - TLE – time limit expired
- Click Save after making any changes.

At the Finish

▶ Boats ticked as started appear in the Finishers list.

▶ Record finish times on paper and in SailSys.

▶ Use SailSys Finishers list or Live Time Capture.

▶ If NSC, record finish time on paper but not in SailSys.

Live Time Capture

► Record Finishers button opens Live Time Capture.

After the Race

▶ Check finish times: paper vs SailSys. Correct in SailSys as necessary.

▶ Check your boat has DBP.

▶ Check boats not ticked in Starters list have DNC (or other penalty).

▶ Process Results becomes active – don't use it.

Finishers 5/5 ⑦					⌄
☐ Hide Finishers ☐ Multiday Race			Q Search		
Name ⬍	Sail No. ⬍	Finish Time ⬍	Division ⬍	Penalties	Protest
Ostara	B38	16:06:45.000 ✎	TYC Racing Division	- ⊕	⚑
Fahrenheit	322	16:11:08.000 ✎	TYC Racing Division	- ⊕	⚑
Warrigal	YC598	16:04:05.000 ✎	TYC Racing Division	- ⊕	⚑
Vaya Con Dios	5435	16:14:20.000 ✎	TYC Racing Division	- ⊕	⚑
Espera	7224	16:42:00.000 ✎	TYC Racing Division	- ⊕	⚑

Questions?