

## **OFFICER OF THE DAY – PROCEDURE**

### **The duties of the Officer of the Day (OOD) are to:**

- Collect buoys from the Race Organiser.
- With assistance from the Race Organiser, set the course for the day and give the race briefing.
- Place the Start/Finish line.
- Conduct a radio check with all signed-on boats on Marine VHF Channel 72
- Record the start.
- Maintain a listening brief on Marine VHF Channel 72.
- Monitor the conduct of the race, and shorten the race if necessary.
- Record the finish.
- Retrieve the Start/Finish buoy.
- Return the result sheets to the Handicapper as soon as possible and return the equipment to the Race Organiser.
- Complete and File the Race Day Report with the Club Secretary.

### **Placing the Start/Finish Line**

- The Start/Finish line is set immediately after the briefing. The equipment will be removed from the bunker at Styles by the Race Organiser and will be available at either Styles or the “F” Jetty (whichever is appropriate) prior to the Race Briefing.
- The start line should be set clear of any wind shadows with the line being at least 100m wide.
- Other Start/Finish lines may be determined at that races’ briefing if necessary.

### **Recording the Start**

- The clock and recording sheets are collected from the briefing point following the briefing
- The duty boat should be positioned on the starboard end (lakeside) of the line by 15 mins before the first division’s start and shall raise and lower the appropriate start flags as per the Sailing Instructions.
- The start time of all Divisions will be recorded on the appropriate sheet.
- If any boat crosses the line early it will be recalled by one blast on the horn and display of the appropriate flag (Individual Recall). If this occurs the offending boat is required to proceed around one end of the start line and re-start. Failure to do so will result in disqualification.
- It is the duty of the Officer of the Day to record any interference caused by a boat within the start area inside the 5 minute time limit to its start time and any boat that runs a motor within the 5 minute period.
- After the last boat crosses the start line the OOD is to maintain a listening brief on Marine VHF Channel 72. The OOD is free to sail or motor around the course to monitor the progress of the race if they so desire.

### **Recording the Finish**

- The OOD is to be in position on one end of the Start/Finish line before the leading boat crosses the line.

### **Shortening the Course**

- If it become obvious to the OOD that the majority of the fleet will not complete the course by 3.30 pm. The OOD will consult with the Race Organiser and make agreement as to whether to shorten the race, and by what manner. The change in course will be notified to the fleet on Marine VHF Channel 72 using the call sign “Catalina Fleet”.
- Refer to the Sailing Instruction in regards to Time Limits.

Val Harrison  
Commodore

Newcastle and Hunter Trailer Yacht Assoc.