

WILLIAMSTOWN SAILING CLUB INC.

SOP01 Appendix # 1 : OOD LOG SHEET and CHECKLIST

Date:

Calendar Race No(s): and

OOD Name:

Weather Record:

Conditions (clear, cloudy, rain, etc.)		
Expected wind strength and direction:	Knots:	Direction:
Temperature:	Air:	Water:
Bay conditions:	Wave height:	Tide: (L) (H)
Air quality:		

Course for first race and second race (Refer course board)

Boat Crews:

Boat	Skipper name	Crew name(s)	Patrol Area	Fuel level Before/After	
Jack Cox					
Course Boat Willy 1					
Rescue Willy Red (RHIB)					
Rescue Willy Blue (RHIB)					

Starter/ Race Officer: (Name)

Announcements:

Duty Division(s):

Sign Off: Date.....

OOD Signature.....Name.....

Williamstown Sailing Club

Officer of the Day LOG SHEET and CHECKLIST

Your duties as OOD include the following:

- o Arrive at the Club by 10:00am.
- o Obtain and complete all the relevant documents (see below for list).
- o Check the availability of your duty crew, including rescue craft and tower.
- o Get Jack Cox retrieved from mooring and checked (liaise with Race Management Team).
- o Get rescue boats fuelled and launched (liaise with Race Management Team).
- o Ensure sign-on tablet in canteen is operating (liaise Sailing Committee Member).
- o Raise Clubhouse flags (liaise with Glen Charlesworth).
- o Supervise rigging areas.
- o Chair Race Committee Meeting.
- o Hold the General Briefing.
- o Go on Jack Cox (Start Boat) to assist Race Officer.
- o Upon return to Club, ensure that all boats have returned safely.
- o Leave all completed documentation next to the sign-on tablet at completion of racing.

You will need the following documents:

- Appendix 1.** OOD Checklist and Log Sheet, which sets out your duties for the day, *i.e.*, this document.
- Appendix 2.** Race Control Sheet, which you use to manage the starts.
- Appendix 3.** Finish Times Sheet - a paper record of finish times and boat finishing status (DNS, RET, DNF, etc). Manual recording is at the discretion of the Race Officer and must be done if there is any doubt about the operation of the electronic recording system.
- Appendix 4.** Additional Participant Information regarding casual entrants, unregistered crew and temporary sail numbers. Place this document on the sign-on deck in the briefing area. Collect it after the briefing and take it on the Start Boat.

You will also need to print out a copy of the Boats on Water from the ClubOps sign-on system - for identifying on-water boats during the race. *This document will be printed for you by a Sailing Committee Member.*

Weather, temperature, air quality and shipping forecast (11:30 am)

Best to bookmark and acquaint yourself with these pages the day before.

- o Check current wind current conditions at St Kilda and Fawkner Beacon, as well as water temperature, air temperature and tides:
<http://baywx.com.au/>
- o Check BOM website at 11:30 a.m. for forecast, either via the above site or directly via
<http://www.bom.gov.au/vic/forecasts/portphillip.shtml>

Print this forecast and attach to Duty Log (page 1 of this document).

- o If relevant, check the air quality at Brooklyn:
<https://aqicn.org/city/australia/melbourne/brooklyn/>
- o Check shipping movements for any unusual activity
<https://www.vicports.vic.gov.au/operations/Pages/ship-movements.aspx>

Race Committee meeting (commences at 11:30 am)

COVID-19 Safety Change.

The pre-race meeting must be held on the upper deck, not in the training room.

The courses are printed on laminated sheets for reference and these can be taken upstairs for the Race Committee meeting.

Use the whiteboard upstairs for deciding on the course to be sailed.

Then transfer detail to the chalkboard downstairs.

When complete, take the chalkboard to the eastern deck area and place it on the seating bench leaning up against the fence.

The general briefing is to be held outdoors on the eastern deck area.

The microphone can be used from the upper deck balcony or the sailors can be addressed from downstairs.

- o Put microphone and stand out, plug microphone into outlet and amplifier on (amplifier switch is upstairs inside cupboard below urn on north wall, opposite bar; switch is on the right-hand side, light will be red when powered up).
- o Call for attendance at 11:25 a.m. and begin the meeting at 11:30 a.m..
- o Request the Sailing Committee and the Race Management team to attend.
- o Request Green Fleet trainers to attend if holding a Supported Green Fleet Race.
- o If necessary, request representatives from each class of boat and from visitors classes. This may be necessary if there are few Sailing Committee members present at the meeting.
- o Estimate the number of boats present from each class.
- o Discuss and resolve issues arising from weather or other factors.
- o Discuss and decide race management duties for start and rescue boats.
- o Complete the following Boat Crew Table on page 1 of this document:
 - Detail rescue boat responsibilities and patrol areas.
 - At least one rescue boat must be directed to patrol the river channels whenever boats are sailing in that area.
 - Not all rescue boats will be required if there are a low number of participants and/or the weather conditions are mild and are forecast to remain mild for the duration of the event. In general, allow 1 rescue boat for 10 competitors. Also take into account the skill mix of the participants.
 - Record fuel levels on all boats.
- o Check the Sailing Calendar to ascertain the number of Races to be sailed and the course to be sailed.
- o Ascertain the number of boats likely in each Division (see Table overleaf):

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Division 1	All Trailable boats	Ultimates, Hartley 16, Explorer, Silhouette
Division 2	OTBs with yardsticks greater than 140 and less than or equal to 150	Mirrors
Division 3	OTBs with yardsticks greater than 120 or less than or equal to 140	Sabres, Pacers, Heron, Laser 4.7
Division 4	OTBs with yardsticks greater than 110 or less than or equal to 120	Impulse, RS Aero, Laser Radial, Laser
Division 5	OTBs and catamarans with yardsticks less than or equal to 110	505, Hobie 16, Kitty Kat
Division 6	Green Fleet and OTBs with yardsticks greater than 150	Minnows, Club Pacers if Green Fleet

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- o Together with the Race Committee, decide on appropriate course for the race(s) if none is specified in the Sailing Calendar (check)
- o Together with the Race Committee, decide on the number of laps to be sailed by each Division, and the start sequence interval, taking into account the weather, the number of boats present, the time constraints and the skill mix of competitors.
 - The available courses are detailed in the Sailing Instructions. Bear in mind that courses may be set as either port on starboard courses and, for some courses, leeward or windward finishes. Windward / leeward finish need not be declared in advance.
 - The start order need not be revealed to competitors in advance, they need to watch the flags on the start boat.
 - The standard start sequence interval is 5 minutes, this can be reduced to 3 minutes if necessary for multi-race days.
 - Avoid starting trailables with OTBs and avoid starting fast boats with slow boats.
 - Remember that the 1:30 pm start time is the actual start time of the race itself. Divisional pennant (s) will precede this by 3 or 5 minutes.

RACE 1 Start #	Start time	Divisions	Laps
1	1:30 pm	e.g., 1 and 3	e.g., 3
2			
3			
RACE 2 Start #	Estimated start time	Divisions	Laps
1			
2			
3			

- o Update information on Course Board: week number, races numbers, wind, tides, waves, course, laps, start sequence interval, etc.

Competitor Briefing (at 12:30 pm)

- o Announce Competitor Briefing at 12:25 pm. Commence at 12:30 pm.

- o Welcome all members and visitors.
- o Inform all sailors and visitors about the procedures for crossing the shipping channel.
- o Remind competitors to sign on and off.
- o Remind competitors not registered in ClubOps, persons sailing under a temporary sail number, visitors, or persons sailing with a crew other than their regular crew to complete the Additional Competitor Information Form.
- o Give overview of weather forecast.
- o Announce course, laps, and explain other details as necessary (e.g., finish line).
- o Announce retrieval duties for rescue boats (Division 1 & 3 or Division 2)
- o Ask for questions.
- o Announcements: birthdays, after-race functions, etc.

Before departing on the Jack Cox (if acting as Race Officer):

- o Check you have the necessary equipment and forms with you, in particular the ClubOps tablet and a mobile phone that can act as a hotspot for the tablet. Check that
- o Supervise course layout; ensure appropriate direction and length of race for wind strength
- o Before the race starts, revise individual duties and procedures for start sequence, including flags and hooter. Be prepared for signaling an individual or general recall if necessary.
- o Before the race starts, revise individual duties for the capture of finish times. Check all equipment (clock, tablet, hooter).
- o Make sure you record either a finish time (or a DNS, DNF or DSQ) for all boats who have signed on for the race.
- o Monitor conditions throughout race and, in conjunction with rescue boats and tower, determine the need to:
 - Abandon the race if conditions deteriorate beyond class rules.
 - Shorten course, e.g., to avoid late return or poor incoming weather.

After the race:

- o Ensure that all sailing boats and rescue craft are accounted for.
- o Supervise retrieval of rescue craft with assistance of the duty division and boat crews.
- o Ensure that the Jack Cox and its equipment are secure and the battery switch is turned off.
- o Record fuel levels on all boats.
- o Complete any post-race remarks on the OOD log sheet and sign off.
- o Leave completed race documents next to the tablet in the canteen.
- o Organise a Protest Committee if required.
- o Remove any No Parking signs
- o Stow club flags
- o Check the club premises and equipment are all made safe, i.e., club flags, amplifier, tower, kitchen, main gates, decks, canteen, deck gates, sail locker, race locker, Polycraft boat with motor returned to storage cage west end, Polycraft without motor is secured by chain onto deck railing.
- o Duty crew must check with their OOD before departing.

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