



**MEDWAY YACHT CLUB**  
**Guidelines for MYC Officer of the Day and Race Management Team 2018**  
*Saturday and Sunday Sailing Programme*

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## 1. Introduction

- 1.1 These notes have been prepared to assist OFFICERS OF THE DAY (OOD) and the RACE MANAGEMENT TEAM (RMT), particularly those who are new to the job in carrying out their duties.
- 1.2 The OFFICER OF THE DAY (OOD) will find that on most occasions, events run smoothly; it is when the unexpected happens or when weather conditions are bad that difficult decisions may have to be made. Please see **MYC RACING POLICY DOCUMENT and attachment covering responsibilities, incidents and emergencies** – found in race box or available from MYC office.
- 1.3 On the day of duty the OOD/RMT should, if necessary, seek advice from Flag Officers, Class Captains or other experienced Members of the club.
- 1.4 THE MEDWAY YACHT CLUB INDEMNIFIES MEMBERS ACTING AS OFFICER OF THE DAY AGAINST ANY CLAIM MADE AGAINST THE MEMBER RESULTING FROM THEIR ACTIONS IN CARRYING OUT THEIR DUTY.

## 2. People

- 2.1 The RACE MANAGEMENT TEAM (RMT) will consist of the OOD or Race officer (RO), Race Steward, the line assistant, Race Angels (Saturdays only) and nominated Safety / Patrol Boat Crews.
- 2.2 When a club RO is on duty the OOD hands over racing responsibility to the RO, **BUT REMAINS THE PERSON RESPONSIBLE FOR THE CLUB ON THAT DAY** and continues to work with the RO on duty.

***Important note: - safety/patrol boats are now locked onto both the pontoon and their moorings. Keys to the locks are on the keyring of the boat keys, which are kept in location as stated in 4.4 e) ii). Should there be any problems with the boat keys over the weekend, it MUST be reported in the OOD report at the end of the day.***

## 3. Summary of Responsibilities

- 3.1 The OOD is in charge of the Club and whilst on duty is the focal point and main contact for the activities of the club on the day.
- 3.2 The responsibilities are in two areas: i) The club and ii) Racing, and are as follows:

### 3.2.1 The Club

- a) The MYC House rules are respected including the presence of dogs on the terrace and the behavior of children.
- b) Visitors are welcomed to the club and they sign in the visitor's book – this includes giving assistance in response to requests for moorings. The Trot boat driver, Bosun or Mooring Master should be consulted if present.
- c) The Trot boat "Invicta" is operated satisfactorily – including management at the busy times of the day - The MAXIMUM CARRYING CAPACITY IS 12 PERSONS.
- d) Safety Warning notices are displayed in the club compound and on the public footpath when winches are in operation.
- e) Dinghy launching trolleys are parked neatly and do not obstruct the public footpath.
- f) Cruisers do not stay on the pontoon for longer than absolutely necessary at weekends (10 minutes is normally the limit) especially during racing.
- g) Cars do not remain on the hard or dinghy park after unloading
- h) Make sure that the club flag is hoisted on the flag pole (Saturdays and Sundays)

### 3.2.2 Racing

- a) Make contact with all patrol/safety boat crews to **ENSURE** that they and their crews will be on duty at the correct time: **12.00 noon Saturday and 9.30 am Sunday**
- b) OOD to hand responsibility for racing over to a club RO when on duty.  
NORMALLY NOW RACE OFFICER AVAILABLE ON SUNDAYS.
- c) OOD to attend pre-race meeting at 12.45 pm on Saturdays.
- d) Contact Sailing Secretary or club office concerning matters relating to the day's race/ rolling calendar if you require further information.
- e) Watch and listen to weather reports during the preceding 24 hours to obtain a picture of the prevailing weather conditions.
- f) Organise protest committees and arbitration if there is no RO on duty that day.
- g) OOD to complete officer of the day forms. When a RO is on duty this is to be completed together.

## 4. ON THE DAY OF DUTY

- 4.1 **Dress for OOD Duty:** for men – a reefer jacket or blazer and tie; if this is not possible a lounge suit or sports jacket should be worn. For ladies – trousers or skirt and jacket. This form of dress is a tradition which the club wishes to maintain, it enables members to identify the OOD readily.
- 4.2 **Report Time:** Arrive at the club in good time ready for duty. 12.00 noon on Saturdays and 9.30am on Sundays.
- 4.3 **Immediate Duties:**
  - a) If your duty day is a Saturday, check to see if there is a club RO on duty and make yourself known them.
  - b) Obtain from the race box:
    - i) Red armband
    - ii) Your letters for the name board – (board positioned by changing rooms)
- 4.4 **Racing Duties:** (when a club RO is not on duty)
  - a) Make your self familiar with the MYC sailing instructions.
  - b) **Consider weather conditions:**
    - i) Write the weather forecast for the day on the board by the changing rooms
    - ii) Are the conditions suitable for the racing programme to go ahead? If not the RMT must postpone/abandon racing.
    - iii) If weather conditions are considered rough or wind speeds in excess of force 5 are forecast or recorded wind speeds are gusting beyond force 5 and the Y flag is available to be flown from the line.
    - iii) Displaying a black ball near the race hut indicates that no one under the age of 16 years may race either as helm or crew unless they are crewing for a competent adult who accepts full responsibility for them.  
This should be raised in consultation with Class Captains if conditions look too rough for younger sailors.
  - c) **Shipping:**
    - i) Contact Medway Ports Ltd (MP) control room (Medway VTS) for shipping movement on the river for the day – Tel: 01795 663025.
    - ii) Write shipping movements for the day on the board by changing rooms

- iii) If there is excessive movement of shipping in the river at the start of racing, consideration must be given to postponement - be aware how the shipping for that day can affect the racing.
- d) **Race Box:**
- i) Obtain the race signing on sheets and attach to the labelled clip boards. Display the clip boards under the respective Class names on hooks positioned by the changing rooms. Ensure that the pencils attached to clip boards are sharp.
  - ii) Start and finish sheets are located in the document rack – place ready on the desk.
  - iii) Power switch for the race control equipment is located on the wall beneath the document rack.
  - iv) **Make yourself familiar with the RESULTS system on the PC and the LIGHT AND SOUND systems (used for starting and finishing racing).** (See separate document).
  - v) Assist the Race Management Team with the starting and finishing procedures and exclude all unauthorised persons from the race box.
- Familiarise yourself with the procedures for: **POSTPONEMENT, RE-CALLS, SHORTEN COURSE, TIME LIMITS** – See attached flow charts.
- e) **Patrol/Safety Boats:**
- i) Ensure that the semi-rigid inflatable (RIB) is only used by members holding a Safety Boat Certificate, or with permission of the Management Committee. Only under very special circumstances is the RIB to be used as a Trot Boat. No children under aged 16 allowed to crew unless they hold an RYA PB2 certificate. Normally carry 2 crew but in extreme conditions 3 may be necessary.
  - ii) The patrol and safety boat keys are kept in the white cupboard, that is situated in the Nissan hut, the hut has a combination lock – (check with office for number and that there has been no changes to procedure). Patrol boats are locked onto both pontoon and moorings. Keys for these locks are found on the boat key keyring.
  - iii) Before racing can commence, Skippers and Crews **MUST** be in attendance and boats operational on the water. The OOD/RMT must be satisfied that the complement for each boat is sufficient for the anticipated weather conditions. (In the event of any of the nominated Crews failing to report, the OOD/RMT must seek volunteers to make up deficiencies) The duty displacement crew **MUST** assist the trot boat before & after racing on Saturday.
  - iv) Ensure each patrol/safety boat skipper has:
    - 1.) Written list of courses to be sailed by each class and details of the part of the river to be patrolled.
    - 2.) A box containing a safety boat manual, flags, a first aid kit; a kit for shortening courses, a radio/transmitter/receiver – all should be on the boats with the exception of the RIB who will need the yellow canister from the Race Hut.
    - 3.) Record the hand held number and the name of the person it is issued to.
  - v) Before racing starts ask patrol/safety boat skippers to check the inventory of their boat (list in manual) and if not satisfied, report back.

- vi) Remind crews that normal engine checks should be carried on the boats.
  - vii) Check Radio communications before the start of racing with the boat crews.
  - viii) **WSC- on Sundays** it is advisable to make contact with the Wilsonian SC (call sign "BLOCKHOUSE") to advise of location of racing and to co-ordinate safety coverage.
- F) **Pre Racing Meeting:**
- i) When a club RO is on duty, the RO will take the pre-racing meeting, however the OOD must still attend to understand the day's events and to assist the RO.
  - ii) This is to be held at 12.45 hours on Saturday. 10:15 and 13:00 hours on Sunday. Attendance: RO, OOD, Race Angels, Class Captains and a representative from the Safety Boat Crews. Purpose of the meeting is to select courses and to ensure that they are suitable for the weather conditions and the safety boat cover. Class Captains failing to attend or send a representative to the meeting do **not** have any choice of course (the meeting will be called by RO at 12.45 by sounding the hooters at the race box).
  - iii) Ensure that any "special course instructions" are effectively circulated and understood by the RMT and patrol/safety boat crews.
  - iv) The OOD/RMT should ensure, especially when weather conditions are marginal, that competitors are fully aware of: **RRS Fundamental Rule 4** – *"It shall be the sole responsibility of each yacht to decide whether or not to start or continue the race"*
- g) **After Racing has started:**
- i) Numeral Pennant 8 should be flown on the Line after the last start and until such time as all entered boats have returned safely, or are accounted for and the Patrol/safety Boats are no longer required.
  - ii) Maintain radio contact with patrol/safety boat skippers as necessary ensuring that the RMT are fully aware of the 'conditions' down river. A shortening of the courses may be necessary, taking in to consideration the time limit.
  - iii) Ensure that Line Staff have refreshments at a convenient time. In the event of racing finishing late, advise the Galley.
- h) **After Racing has finished:**
- i) Race results may be displayed.
  - ii) The OOD/RMT should remain on duty until the race programme is completed and all competitors have returned safely or are accounted for, and any Protest Committee or Arbitration has been arranged. (For protests and arbitration see 4.6)
  - iii) Co-ordinate the search in the event of missing boats or crew. Boat owners who volunteer their services as additional cover should report to the OOD/RMT personally or by radio (see 5. below)
  - iv) Ensure that crews have been taken off racing yachts before advising patrol/safety boat crews to stand down.

- v) One hour after completion of last race, collect signing on/off sheets. Check the sheets are completed satisfactorily. All entrants not signed off will be disqualified, unless an acceptable reason is given, e.g. one Sonata does not have MYC mooring and does not return to the Club. Also Sunday cruisers do not have signing on/off sheets.
- vi) File signing on/off sheets in the class files in the left hand side of the document rack.
- vii) File work sheets, i.e. start and race results input sheets in the file in the right hand side of the document rack.
- viii) File final copy of race results in Saturday and Sunday files (as appropriate) in the right hand side of the document rack.
- ix) When all entered boats have returned safely, or are otherwise accounted for, advise the patrol/safety boats by radio that they may stand down. This is also indicated by lowering Pennant 8.
- x) Computer – save results, close down. Switch off power at right hand socket beneath document rack.

**4.5 Saturday Dinghy Racing** –Wilsonian Sailing Club (WSC) Members have been invited by MYC to race with our dinghies on a Saturday. There will be a list in the race box of all WSC racers which will include boat names and make, sail numbers, PY numbers, owners and crews.

- a) WSC will put up a signing on sheet at the WSC site and their OOD will make contact with you by VHF to let you know who has signed on to race that day by 13.30.
- b) You will then inform the WSC OOD which course is to be raced – (changes happen and they are aware that they must check the course that is displayed at the race box).
- c) After racing the WSC members will sign off at the WSC site and their OOD will communicate by VHF to Upnor line informing that they have signed off.
- d) If there is any doubt please confirm with the MYC Dinghy/Wayfarer class captain.

**4.6 Protests and Arbitration** – These are to be arranged by the OOD if a club RO is not present.

- a) Protests must be lodged in writing with the RO/OOD. Protest forms are kept in the Race Hut. (See Sailing Instructions for time limit of protest)
- b) The RO/OOD should assemble a protest Committee of three persons.
- c) The protest should be heard after the race or at a later date to be arranged by the RO/OOD
- d) The RO/OOD must offer Arbitration to the competitor and make arrangements as required; There is a list of MYC Club arbitrators in the race box.
- e) Arbitration is a less formal process than a protest – MYC Sailing Committee would like to keep a record of arbitrations if they take place and request that the RO/OOD or the arbitrator fill out a MYC Club Arbitration form.
- f) Protest forms to be returned to the office after the hearing is complete.

#### **4.7 Role of Club Race Officer (RO)**

MYC are developing a team of RO's to regularly run the Saturday racing at the club.

When a club RO is on duty the OOD shall hand over responsibility for racing. The RO's responsibilities will be as follows:

- a) RO is only responsible for running racing when on duty – OOD will continue to be point of contact for the club on that day.
- b) RO is not responsible for organising patrol/safety boat crews for duty – This is OOD responsibility.
- c) RO's decision will be final and will report to Flag Officers or Sailing Secretary and

can be relieved by either signifying his/her intention to take over the duty.

- d) RO to work together with OOD throughout the duty. Keeping OOD informed and updated with events.
- e) RO to wear causal dress.
- f) RO to call and hold pre-racing meetings.
- g) RO to organise protest committees or arbitration when on duty.
- h) RO to fill out OOD end of duty form together with OOD at the end of the day.

**5. IN CASE OF EMERGENCY** – See MYC Racing Policy Document and attachment covering responsibilities incidents and Emergencies.

- 5.1 The Trot Boat may be used as a Safety Boat; she may be contacted by radio. Numeral Pennant 9 to be flown from the yardarm of the Club Flagstaff to draw attention to the fact that the Trot Boat service has been suspended. Cruiser volunteers may also be sought to assist in rescue/towing operations
- 5.2 MPA Operations Room at Sheerness (01795 663025) may be contacted for assistance
- 5.3 Ambulance, Coastguard or Police can be contacted by dialling 999 Non emergency police number dial 101
- 5.4 Other Sailing Clubs can be contacted for assistance e.g. Wilsonians call sign “Blockhouse”
- 5.5 The Club’s first aid equipment can be found in the Club House, additional kits are in the Office and Race Hut
- 5.6 The OOD/RMT should remain on duty until the emergency is over or they have been Relieved

**6. MYC and WSC – Sunday Safety Co-operation**

*Note: This procedure is to just give the OOD’s something to work t., The arrangement between WSC & MYC is a good one, with the objectives being*

- a) Better inter-club communication*
- b) Better safety cover for dinghy sailors on the river*
- c) unitise the 2 clubs resources to its maximum benefit for both clubs.*

**6.1 Procedure for OOD and Safety Boat Crews**

- a) On arrival – Make contact with WSC Race officer via Radio (WSC call sign is **BLOCKHOUSE**) Let them know the following:
  - i) Which boats we have on the River eg: Nimrod, Kellaway, Bellis, Marguerite etc and which boat/s will be following the dinghy fleets (this is Wayfarer’s and handicaps)
  - ii) Ask WSC RO which of their boats will be on the water (to obtain the call signs)
  - iii) Let the WSC RO know what is our farthest mark down river of the courses to be sailed by MYC boats
  - iv) Ask WSC what will be their furthest downriver mark of the courses that are to be sailed by their fleets.
  - v) Share any other information which you think is relevant with WSC
- b) After obtaining the relevant information from the WSC RO, you and the WSC RO may feel that you would like to plan the safety cover for the days racing (eg: decide between the two of you which boats cover which part of river etc). The key is to work together.

## 6.2 Brief Safety Boat Crews

- a) With what is expected of the safety boat crews for the safety cover on that day eg: which part of river they are covering etc
- b) Inform them of which WSC boats are on the water and their call signs
- c) Encourage them to talk to the WSC safety boats on the river and organise themselves, as a lot of the time you and the WSC RO will not be able to see what is happening further down river.
- d) Make them aware that WSC RO -call sign BLOCKHOUSE - may communicate with them directly throughout the days racing and that they may need to communication with WSC RO if necessary.

## 7 At End Of Duty

7.1 The OOD/RO **MUST** make a written report of any defects in club equipment, particularly boats. Leave report in the Office for Sailing Committee's attention – Fill in Duty Form

7.2 Ensure the following are returned:

- a) OOD armband to Race Hut
- b) Radios/transmitters to Race Hut – place on chargers.
- c) Ensure RIB containers are returned.
- d) Patrol Boat keys to white cupboard in the Nissan Hut
- e) All Race Box items to be put away and Race box to be locked.
- f) Lock all possible gates. Any unlocked gates need to be advised to the Steward.
- g) Complete OOD report and return to the office.

All radios should be on channel 37 or M