



PEYC Committee Boat - OOD Check List

Give this check list to the least experienced person in your team to monitor and check-off all the actions. They will learn what to do, and you are less likely to forget something important if you are distracted.

1. Advance Preparation and at PEYC Clubhouse:

- Down-load and print your OOD Check List & Duty Sheets (NB: Committee Boat and/or Pier sheets). Check for relevant amendments to the Sailing Instructions and review the weather forecast.
- Contact the committee boat skipper & your team members and agree when to meet at the clubhouse.
- Check sign-in sheets are on the clipboards. If not, use lap-top in Race Office to print them. Assign a team member to bring the sign-in sheets to the committee boat by 40-minutes before the first start.
- Consult with the committee boat (CB) skipper to decide if conditions are suitable to use it.

2. Onboard Committee Boat:

- Fit race clock on cabin bulkhead, uncoil horn cable and check it functions. Display the CB orange flag and confirm it will be a CB start on VHF Chan 77. Leave the marina by 40-minutes before the first start.
- Once in clear wind away from Port Edgar, record wind speed & direction while stationary, decide which start mark to use and inform the fleet on VHF Chan 77.
- With CB stationary, facing into wind at start mark, accurately measure wind direction from the foredeck with compass/wind vane, record wind strength in knots and check the tidal current direction at the mark.
- Decide where to lay the 2nd start mark considering shipping channel proximity, depth and a start line length of >15m x number of yachts in the biggest division. Check that the start mark anchor line length is at least twice the depth. Stream the mark from the CB stern post with only the anchor onboard and motor against current towards the planned position.
- Use hand bearing compass and motor until the 1st start mark bears 90 deg to the wind. Continue another ~20m before dropping the anchor to position the mark correctly. Once it is settled, check the line bearing.
- Re-check the wind strength, consider the forecast trend and estimate the likely average strength during the race. Select the recommended Div-3 course from the Duty Sheet table. Display the courses along the CB stbd side no later than 5-mins before the first warning signal and announce them on VHF Chan 77.
- Check signed-in yachts are present & add any that failed to sign-in. Acknowledge Restricted Sail requests, decide if they should be granted and give your decision on VHF Chan 77. Record RS decisions on sheets.
- Prepare postponement, division, preparatory, recall & general recall signal flags and assign two people to display/remove them. Assign someone to monitor the clock, call the flag sequence and sound the horn.
- Assign someone to advise on CB positioning prior to each start and monitor the line at the start signal. Call either 'Clear start' or identify OCS yachts and call for 'Individual Recall' (Flag X + one sound signal) or 'General Recall' (First Substitute + two sound signals). Identify OCS yachts on VHF Chan 77.
- After the last start, recover the 2nd start mark using the 'chain & rope' system on the port side of the CB.
- Motor to the finish mark, normally mark E in west area, and anchor the CB to form a finish line such that yachts will finish from the direction of the previous mark by leaving the finish mark on the same side as on previous rounds. Position the finish line at 90 deg to the course from the previous mark but, if the divisions will be finishing from different marks, set the line at 90 deg to the average of the courses.
- Assign one person per division to record the time of each yacht every time it passes the finish mark. Keep track of the leader and back-marker in each division to judge when the races should be finished. Each division's lead yacht must finish within the time limit, opening the extension beyond that for the remainder.
- Most races will be finished using the shorten course signal. Display flag S (+class flag if needed) with two sound signals well before the lead yacht approaches the line. Announce shorten course on VHF. If you think a lead yacht might complete another round before the time limit but are unsure, let the race continue and be prepared to signal the 'Shorten course and wind-back' procedure in SI 1.15, before the time limit.

3. Result Calculation at PEYC Clubhouse:

- Follow the instructions in the Race Office to enter the race data, print & post the results, upload to the PEYC website, file the race sheets in the folder, print next race sign-in sheets & lay out clipboards.