

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 this Check List, Duty Sheets (Including back-up Pier sheet) and results sheet(s). Check for relevant amendments to the Sailing Instructions and review the weather forecast.
- Contact committee boat skipper & your team members & agree when to meet at Faithful (Berth B33).
- Check on the PEYC website which yachts have registered to race.
- Consult with the committee boat (CB) skipper to decide if conditions are suitable to use it.

2. Onboard Committee Boat:

- Uncoil the horn cable and check that 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, check the wind direction while stationary, decide which start mark to use (Normally at mark E, H or A) and inform the fleet on VHF Chan 77.
- With CB stationary at start mark, facing into wind, 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, so that it stays in place when released.
- 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 course from the Duty Sheet table, display it on the CB stbd side no later than 5-mins before the first warning signal and announce the course on VHF Chan 77. Note the target time for the leading Div-1 yacht to complete the first round.
- Check registered yachts are present & add any that failed to do so. 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, class, preparatory, recall & general recall signal flags and assign one person 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.
- Immediately 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 the west area, and anchor the CB to form a finish line before the lead yacht completes its first round. The line must be positioned so that yachts will finish from the direction of the previous mark by leaving the finish mark on the same side as on previous rounds. If possible, position the finish line at 90 deg to the course from the penultimate mark but, if yachts will be approaching from different marks, set the line at 90 deg to the average of the courses.
- Assign one person to record the time of each yacht every time it passes the finish mark. Keep track of the leader & back-marker to judge when to finish (2nd rounds are nominally half the length of 1st rounds). The lead yacht must finish within its time limit, opening the extension beyond that for the remainder.
- Most races will be finished using the shorten course signal. Display flag S with two sound signals well before the lead yacht nears the line, confirming it by VHF. If the lead yacht is unlikely to complete the 1st round within the target time, signal shorten course in good time & announce it on VHF.

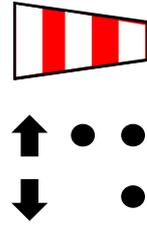
3. Race Result Calculation:

- Enter the race data into the laptop PC stored in the filing cabinet in the clubhouse Race Office or send a photo to the PEYC Sailing Secretary at jim@scott-mail.co.uk. Store the sheets in case of queries.

4. Flag Signals and Timing:

Postponement: (International Code Flag AP [Answering Pennant])

If you can't start the sequence on time, signal AP (Postponement), with two sound signals, no later than the first scheduled Class Warning signal (18:55). When ready, remove AP, with one sound signal, and display the Class Warning signal one minute later.



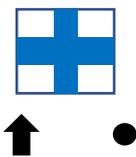
If you make a start sequence mistake or see a potential ship conflict with the fleet about to start, use the AP signal as above and restart the sequence when appropriate.

Start Sequence (NB: Sound signal with each flag move):

Wed PM	Delta Time	Div-3 (Yellow)	Div-2 (Green)	Div-1 (Red)	Action
18:55	-5	↑			Div-3 class warning displayed
18:56	-4	↑			Div-3 preparatory P displayed
18:59	-1	↓			Div-3 preparatory P removed
19:00	0	↓	↑		Div-3 start - Class flag removed Div-2 class warning displayed
19:01	+1		↑		Div-2 preparatory P displayed
19:04	+4		↓		Div-2 preparatory P removed
19:05	+5		↓	↑	Div-2 start - Class flag removed Div-1 class warning displayed
19:06	+6			↑	Div-1 preparatory P displayed
19:09	+9			↓	Div-1 preparatory P removed
19:10	+10			↓	Div-1 start - Class flag removed

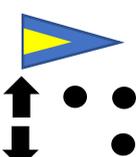
Individual Recall: (International Code Flag X)

If identifiable yachts are over the line at the start signal, display IC flag X with one sound signal (Sound signal is a mandatory requirement). Continue displaying flag X until identified yachts have all returned fully to the prestart side of the line or until 1 minute before next start. If a yacht fails to return, record its finish time but mark it as OCS (On Course Side) in results.



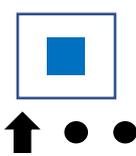
General Recall: (International Code Flag 1st Substitute)

After the start signal, if unidentified yachts are over the line, or there's been a major error in the start procedure, display IC flag 1st Substitute with two sound signals to recall that class. Remove the signal with one sound signal when yachts have returned and you are ready to restart the sequence. New warning signal for the recalled class is made 1 minute later.



Shorten Course: (International Code Flag S)

To shorten a multi-round race, display IC flag S with two sound signals well before the lead yacht approaches the line. If only this flag is displayed, it applies to all classes. If displayed with a class flag, it applies only to that class. Use the VHF to inform the fleet.



Shorten Course and Wind-back: (International Code Flags S+W)

If after some yachts have started the 2nd round, the wind dies such that a substantial part of the fleet may not be able to finish both the 1st & 2nd rounds, consider signalling SI 1.15 'Shorten Course and Wind-back' using IC flags S & W, with four sound signals, to wind the race back to the 1st round. Use VHF to inform the fleet.

Race Abandonment (See OOD Manual for signals):

If the wind dies & yachts are making no progress, do not abandon the race if a yacht has already finished or completed a round, but consider using SI 1.15 'Shorten Course and Wind-back'. If no yacht has completed a round, do not abandon the race without asking, by VHF, if any competitors want to continue. If they so wish, continue monitoring the race until the time limit, abandoning then if no boat has finished.