**Yealm Yacht Club**

# Guidelines for the Officer of the Day

All racing organised by Yealm Yacht Club is under the control of the Officer of the Day (OOD) appointed for the event.

**Safety**

The OOD is legally responsible for safety.

If the OOD has concerns about safety of competitors because of

* Weather Conditions
* Nature of the Course
* Types of Boat
* Experience of crews
* Adequacy of safety boat cover

He/she may cancel the race, alter the course or restrict entries.

The OOD is responsible for deployment of the safety boats.

The OOD may take part in the event so long as it does not detract from the primary responsibility of managing the event.

**Preparation**

* The OOD should consider deconfliction of YYC events and other organised recreational activities
* Familiarise themselves with the sailing instructions for the event
* Liaise with safety boat and committee boat crews
* Check weather forecast and if appropriate check actual weather at harbour master’s office or other appropriate weather observation station.
* For racing from club line obtain keys to the race hut from behind the bar or from dinghy secretary Julian Webb 872314
* For racing from Mouthstone line if vehicle access is required obtain key to Revelstoke Drive gate from behind bar
* For racing from club hut check appropriate flags and sound signals available in the starting hut
* For Mouthstone line or committee boat starts, check content of “Yacht Bag” normally kept in the Starting Hut.
* Have a record of all entrants

**Setting the course**

All dinghy racing unless specifically arranged otherwise are to be held in the river inside the sand bar. *NB : The orange boats must not be used beyond the sand bar*

Yacht Racing will be as specified in the Sailing Instructions for the event or round the YYC standard courses in Wembury Bay and Plymouth Sound.

**Start and Finish**

These should be conducted in accordance YYC sailing instructions. For dinghy events these are displayed in the starting hut. For yachts these are in event sailing instructions.

Finish should be signalled by sounding a horn unless race instructions permit self timing

Finish times should be recorded by the OOD and results published or handed to another responsible club officer as soon as practical after the event.

Safety boats should be stood down when all entrants are accounted for .

**Communications**

VHF hand held radios are stored in the radio cabinet in the changing rooms. Key to the radio cabinet in the starting hut.

OOD and safety boat crews should agree a working channel. (Usually Channel 77 for YYC events)

OOD and safety boat crews should be aware of the **code red** procedure outlined below as promulgated by the Port of Plymouth Sailing Association

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*Whether training, racing or general sailing if a* ***first aid emergency, entrapment situation******or sinking*** *arises, where outside professional medical assistance is likely to be required, the attending safety boat/support vessel must contact the OOD using the designated code words –*

*"****Code RED", "Code RED" and location, ie at the windward mark or other geographical position.***

***The nearest safety boat/ vessel should immediately proceed to support the incident and inform the OOD of the situation*** *who will then take over co-ordination, receiving details of the incident and alerting the appropriate support services.*

*On hearing the words* ***‘Code Red’*** *ALL**other craft,* ***including other groups operating in the vicinity or in VHF range,*** *are to maintain* ***radio silence*** *untill the situation has been resolved.*