Officer Of the Day [OOD] responsibilities

1. OODs will normally be members of the Club Committee who will be familiar with club policies, procedures and agreed actions. Other experienced members can be designated by the Committee if they are fully briefed on these responsibilities and any other relevant policies, procedures and actions.
2. The OOD is responsible for running the racing as laid out in the club Sailing Instructions, or organising the cruise, as determined by the Sailing Programme.
3. The OOD's responsibilities listed here only apply to the club activities listed in the sailing programme, those taking part and those free-sailing in Sully Bay while racing is taking place. Those sailing outside Sully Bay do so at their own risk and should not expect to be covered by the Patrol Boat. Those free-sailing in Sully Bay should let the OOD know if they want to be covered by the Patrol Boat and follow the OOD's instructions. The OOD should inform the Patrol Boat crew of those boats who wish to be covered by the Patrol Boat and the Patrol Boat crew should warn any such boat if they go outside Sully Bay and the area they can monitor.
4. The OOD SHALL HAVE THE SOLE DISCRETION AS TO WHETHER OR NOT ANY SCHEDULED RACING SHALL TAKE PLACE and shall have given due regard to the club risk assessments, the weather conditions, sea state, and whether the Patrol Boat can be launched and recovered without damage. No scheduled races will take place if the Patrol Boat cannot be launched. THE OOD's DECISION IS FINAL AND SHALL NOT BE CHALLENGED BY ANY OTHER MEMBER.
5. The OOD will deploy members of the day's assigned Race Duty crew, and / or other volunteers, to ensure that as far as possible on the day:- the Patrol Boat is crewed by appropriately competent persons; the Race recording tasks can be carried out reliably; at least one person is available on the slipway to help with and monitor launching and recovery of boats.
6. If there is no one assigned for slipway duty (i.e. only one Race Duty 2 listed or present) the OOD should be ready to help on the slipway for launch and recovery and dressed to enter the water. Waders are available if conditions allow, otherwise full wetsuit may be required so OODs should bring appropriate gear. If the OOD is needed to help recovery, the Patrol Boat crew should be contacted to warn people who need help not to go ashore until the race has been finished and the OOD is ready.
7. The OOD should make sure that each Patrol Boat is equipped with two radios (one switched off as a spare) and that radio communication is tested before launch.
8. Courses will be set by the OOD and displayed on the sailing notice board before the launch of the Patrol Boat prior to the day's racing. Course marks will be shown diagrammatically as will the route and direction of the course. The planned duration of the race will also be indicated. If a complicated course is set consideration should be given to replacing an orange/red buoy with a white buoy (hanging in the garage) so the order the marks are rounded

is clear. For large or complicated courses the Patrol boat should be briefed to go ahead of the leading boat to show the way.

9. In the event of low visibility, the OOD must instruct the Patrol Boat to set a course such that the Patrol Boat can see all boats on the course. The OOD must make sure that the Patrol Boat knows who is sailing the course and that the Patrol Boat keeps track of the boats and warns individuals, as appropriate, not to sail outside the area it can monitor. In these conditions boats free-sailing will not be covered by the Patrol Boat and the OOD should make this clear to those not sailing the course.
10. Changes to the course may be made after the launch of the Patrol Boat but, if so, every effort will be made by the OOD and Patrol Boat crew to inform all competitors of such change of course.
11. The OOD will decide and brief the Race Duty crew, as and when appropriate, on when the race will be finished under the provisions of Sailing Instructions 11 and 12.
12. For a cruise event the OOD must complete a Cruise Risk Assessment. The form is in the Documents section of the website.
13. For a cruise event the OOD should arrange for two Patrol Boats to be launched. One should proceed at the front of the fleet and the other at the rear. The second Patrol Boat should be launched where possible after the crew have helped the participants to launch and come ashore first at the end to help participants to recover their boats.
14. The OOD must hold a briefing for those going on the cruise before launching, covering the safety requirements (e.g. the need to wait for the Patrol Boats before setting off and to try to sail as one fleet, where the cruise is heading, the state of the tide and weather forecast, where there is safe landing, what to do in an emergency/fog/too much wind/too little wind).
15. The OOD must keep list of those going on the cruise on their person/ in the Patrol Boat (as well as on the Cruise Risk Assessment form left in the clubhouse) and ensure that all participants have also signed in the logbook in the clubhouse.
16. The OOD may rule during the course of a day's racing or cruise that the event shall be abandoned and boats are to return to shore e.g. in the event of fog or severe weather conditions, failure of the Patrol Boat with no substitute available or an emergency which takes the OOD/Patrol Boat away from covering the race. This is done using the signals for Race or Sailing Termination in Annex 1 of the Sailing Instructions or, if a Cruise, by radio and personal communication from the Patrol Boat.
17. When the ODD is aware that sailing conditions are likely to be beyond the capability of, or equipment available to, a particular Club member, the OOD Is authorised to dissuade that member from starting or continuing to take part in an event.
18. The OOD should remind sailors to log their launch in the Sailing Log Book and check that all those covered by the OOD (see paragraph 3) have returned and completed the entry at the end of organised sailing.