Bowmoor SC OOD Guide

Issued May 2026

1. Before the day

You will be notified of your duty date via DutyMan and you need to contact your team whose contact details are on DutyMan.

You should ensure that they are all aware of their duty and if they cannot show up on that day that they swap with somebody who can, again using the DutyMan system.

The committee boat is the preferred option for running racing. In most conditions it enables better courses to be set enhancing the enjoyment for the sailors. Therefore, please ensure that safety boat crew and AOODs come prepared to go out on the water with appropriate clothing and buoyancy aids so that they can assist the safety boat driver and/or on the committee boat.

The OOD should bring pens, pencils, rubber, burgee and binoculars if you have them as such items tend to "wander" from the race hut/committee boat. The OOD should also be aware of the Bowmoor Sailing Instructions for Club Racing.

2. On the day

Safety:

If there is lightning in the vicinity then the OOD as an officer of the club should cancel or postpone the racing. We cannot be seen to encourage racing in such conditions.

If the weather is such that the safety boat(s) cannot cope with the number of people in the water, then the OOD should attempt to recruit more safety boat crews from sailors on the shore. If this is not possible then the racing should be abandoned. To abandon the race fly flag N and make three sound signals.

Communication between the race crew:

Switch on and test a pair of walkie-talkies in order to maintain communication between the committee boat/race hut and the safety boat(s). All people on the committee boat or in the race hut should be checking to see if anyone is in trouble on the water and if they are then contact the safety boat.

Where to run the race from:

The preferred option is the committee boat but the race hut can also be used. If you have any concerns about using the committee boat, you can contact Rear Commodore Sailing or the Sailing Secretary for advice or to arrange some help on the day. There is also guidance on operating the committee boat. The key to the committee boat is located in a key locker just inside the main clubhouse door to the left, alongside the key locker for the boat shed and the keys for the race hut.

Setting the Course:

Thirty minutes before the start you should identify the direction of the wind by going out onto the water in the safety boat with a burgee. Check the wind direction at the leeward and windward marks and the middle of your proposed beat(s).

Set the beat directly into the wind and complete the course with reaches and a run. There is a book of courses on the committee boat and in the race hut and it is a good idea to choose the appropriate one if you are not sure of the course you want to set.

The moveable buoys V, W, X, Y and Z are useful for setting a good course. Use W as the first windward mark and V for a second beat if appropriate. Avoid using the numbered marks close to the shore for the windward mark unless you are sure they are in good wind and not in shadow. Please do not use X, Y or Z for the windward mark unless there are three beats within the chosen course. They can be used as spreader or other turning marks.

A longer course makes recording each lap easier. A short course is advisable in lighter winds and gives more flexibility when finishing the race by shortening the course.

When using the Committee boat the course can be posted on the back of the boat prior to the first warning signal.

If using the race hut, the course should be posted on the hut 20 minutes before the start time. If you are late with the course, then ensure that all boats for the first start are launched and sailing before starting the race sequence.

The default number of laps is 10 so you do not need to display the number of laps on either the committee boat or the race hut.

If you need to change the course before or during the race start sequence, then the start should be postponed. Fly the answering pennant with two sound signals followed by flag C and several short sound signals. After changing the course on the committee boat or the race hut, take down the two flags along with 1 sound signal.

The race start sequence can then be started. If using the race hut, you must give time for sailors to take note of the new course and launch so the start sequence should not be started until all boats for the first start have launched.

Use the course advisors listed at the end of this guidance to help setting a course. You may be approached by one of these advisors if there are any concerns expressed about the course and the Sailing Committee has approved this process.

Setting Up:

Complete the signing on sheets with your name, date, class, race letter and number from the programme and position them downstairs at the back of the race hut.

Setting Up in the Committee Boat:

Site the committee boat near the bottom of the first beat at the starboard end of the line.

When on station, the committee boat should fly the orange flag from the main flagpole sited on the port side of the boat at the back of the covered cabin/at the front of the open cockpit.

The hooter button is situated on the back of the covered cabin and should be tested.

The start line is between the main flagpole and pink buoy “S” and should be laid at right angles to the wind (or with a very slight port bias to avoid congestion at the back of the committee boat). You can use an Inner Distance mark (IDM) but should not be necessary. If so try and ensure it is on or behind the start line.

As the hooter button is situated on the back of the cabin so it is advisable that the individual and general recall flags are set on the two forward flag lines so that the OOD can sight down the line and, if a recall is necessary (1 hoot for individual and 2 for general), have immediate access to the appropriate recall flag. Other flags as needed can be hooked onto the other flag lines towards the stern of the committee boat (see flag sheets and starting sequence).

In addition to start sequence flags, you should have an answering pennant ready to fly if a postponement is needed; for example, if the start sequence needs to be stopped for any reason such as a missed/mistimed sound signal or a massive wind shift requiring a course change.

Course boards can be sited in the wooden beam on the stern of the committee boat, so the course runs from left to right when viewed from the water.

Setting Up in the Race Hut:

Switch on the automatic timer, the wind indicator and the horns at the wall sockets. See separate instructions for the timer, and set the number of starts and 6, 3, GO sequence. Test that the horns are working properly.

Put the flags on the halyards in the lowered position (see flag sheets and starting sequence). For class flags see the programme. Use the gold main mast for flag S.

Set the starting line at right angles to the wind. The start line is between the pink buoy marked “S” and the gold mainmast on the race hut. An IDM is usually preferable not to disadvantage longer centre/dagger board boats, should be a flagged dan buoy, should ideally be on the line or just behind but not in front, and positioned at least 10 metres from the shore. The transit post should be lined up as a guide to the sailors but is not part of the start line.

The Start:

The club start sequence is 6, 3, GO with 3-minute intervals between starts.

On the committee boat there are two clocks, but they do not have countdown, so the OOD is advised to use a racing watch to control the start. Raise and lower flags as per the start sequence required.

In the race hut, 6 minutes before the first start set the auto timer going by pressing the start button and raise and lower the flags as per the starting sequence.

If any boats are over the line at the start, make one additional sound signal with the green button and raise flag X. Any boat that is over the line at the start and does not return and recross the line is disqualified (OCS). Lower the X flag when all the premature starters have recrossed the line. If one or more do not return, lower after 2 minutes.

If you cannot identify which boats are over the line, make two additional sound signals and raise the first substitute flag for a general recall. Lower the first substitute after 2 minutes. Any fleets that have to restart have to go to the back of the start sequence.

The restart will be 3 minutes after the last start in the sequence. At the time of the last start in the sequence, raise both the class flag for the first fleet to restart and flag P, and make a sound signal 3 minutes later for the restart and lower both flags.

If there are more than one restarts, at the time of the first restart do not lower flag "P" and raise the class flag for the second start. Repeat this process for any other restarts so that all restarts continue at 3-minute intervals.

Recording and Finishing:

Collect the signing on sheets from below and take to committee boat or race hut. It may be easier to designate AOODs to look after a fleet each. As the boats complete a lap, record their numbers and positions. Make a mental note of the time that it takes for the lead boats so that you can work out how many laps should be sailed. Continue to record positions throughout the race so that you are sure how many laps each boat has done.

To finish the race fly flag S and make two long sound signals at an appropriate time. You can finish just one class by also flying its class flag. All designated boats finish the race when they next cross the finish line after flag S is flown, so you may find that you are finishing back markers before the race leader. Mark positions and number of laps accordingly. Give each finishing boat a sound signal. (Note: during the race a boat does not have to go through the finish line although mark "S" can be designated as a mark of the course).

It may be easier, depending on the number of boats sailing, to record the sail number and the finishing times of Handicap boats on a separate sheet of paper as boats finish and then transfer the results onto the result sheets that you have been using to record their positions and the number of laps.

In the race hut using the automatic race timer, if you fail to record a finishing time or are not sure that it is correct then all the finishing times can be re-displayed on the timer. If you set the voice recorder running when you shorten the course you may be able to identify any boats that you may fail to write down.

Record the time of each handicap boat and the number of laps completed and at the top of the sheet write down the time to subtract i.e. the number of minutes the fleet started after the first fleet started (or note on the race sheets the adjustment that needs to be made if any).

All race results should be put in the wooden wall box on the right-hand side a few metres in from the main clubhouse entrance door.

At the End of the Day:

Ensure that all moveable buoys are brought ashore. Replace the flags and course boards in their appropriate place on either the committee boat or in the race hut.

In the race hut, return the race hut transit to its locked position, turn off all the switches, except those for the battery charger and the radios, switch off the voice recorder, and lock up the race hut.

On the committee boat return it to its mooring buoy, switch off, and remember to take the key back to the key locker.

Check that the safety boats are drained and locked inside the boat house with the fuel cans locked in the petrol store. Thank your team and accept the thanks of the racers.