

Hollingworth Lake Sailing Club - Duty Team Guidelines

These guidelines apply to formally organised racing at Hollingworth Lake Sailing Club and are intended to give members of the duty team a clear understanding of what is required to run safe, quality racing. These guidelines are not intended for use with other club activities, such as organised training, which have their own specific guidelines.

Patrol Boat Crew (RIB Crew)

The purpose of a Patrol Boat and crew is to offer assistance to other water users where safe and appropriate to do so. We do not provide "rescue" or "lifeboat" standard cover and crew are not expected to act to that standard.

1. The number one priority is your own safety, second is the safety of other people and last is the safety of objects such as a boat
2. Nobody is obliged to go on the water and if you deem the conditions to be unsuitable for yourself then you are perfectly entitled to refuse to go out. You should make this decision clear to the race team and anyone who still decides to go out on the water does so at their own risk
3. The driver must ALWAYS wear a kill cord while the boat is operational. There is no exception to this rule
4. Always have a radio onboard in contact with the race team and the box team or other officials of the session
5. The driver must always be trained to at least RYA level 2 powerboat standard and all crew members must be at least 16 years old
6. It is preferable that 2 crew members are aboard. The boat should not be over crowded with unnecessary crew and it is not advised to carry just the driver
7. It is not advised that any member of the crew endangers themselves by entering the water. Consider your own safety first, don't become another person that needs assistance. The only situation in which a crew member should leave the patrol boat is to right an upturned dinghy if a sailor is believed to be trapped beneath it. The crew member should only do so if safe and should return to the patrol boat as soon as possible
8. Dress appropriately for the conditions. Remember that you may spend time sat still, so your usual sailing gear might not be suitable. Warm, waterproof and windproof clothing is advisable. A buoyancy aid must always be worn when on the water
9. The patrol boat must be on the water and the crew aboard during advertised sailing times. Have the boat launched and ready at least 30 minutes before the session is due to begin. The crew must not come ashore until all boats participating in the racing are safely ashore
10. You should never moor the patrol boat at anchor during a session as this will slow response time
11. You will be asked to help the race officer organise the racing by doing things like repositioning marks. However only do so if you are still able to quickly provide assistance to other lake users
12. If you are unable to fulfil your duty then it is your own responsibility to find a suitable replacement duty officer. Make sure your replacement is equally qualified for the duty. They should be over 16 years old and the change should still leave at least a driver with PB2 onboard

Race Team

You provide great racing for your fellow sailors. You are responsible for setting the course, starting the race and finishing the race including recording the race times. If there is someone in the starters box then you may use their assistance, but it is ultimately your responsibility to ensure the racing runs smoothly, which in some instances may mean you need to start and finish the racing on the water.

1. You must be proficient in operating the committee boat before you drive it during an officially organised session
2. The boat is not designed to provide assistance to other lake users and should therefore not be considered a patrol boat. The primary purpose of the committee boat is to aid the running of races, which is limited to such activities as moving marks and laying start and finish lines. If conditions dictate that a second patrol boat is required then a second RIB and crew should be found.
3. You are responsible for your own safety. If you deem the conditions unsuitable for your own safety then you may refuse to run the racing. However, other people may choose to go out on the water and they do so entirely at their own risk. You may offer advice to people you deem inexperienced for the conditions, but it is ultimately that person's decision to go out on the water
4. Be there at least an hour before to get everything ready and to begin assessing the conditions to set the best course you can. The marks at HLSC are easily moved and can be easily repositioned to provide the optimum course
5. It's always preferable that the first leg is to windward. Set the start line wherever on the lake gives a suitable first windward leg
6. Depending on the variety of boats taking part in the racing you may need to employ average lap times. To accommodate this, when setting your course you must start and finish at the same point on the lake. Marks I & O do not necessarily need to be in the course and a finish can be made at any mark
7. All boats of the same class should ideally complete the same number of laps, although it is accepted that this is not always possible. It's also advised that a time is recorded for each boat on each complete lap. This helps calculate finishes more accurately if there are any objections to the results.
8. You may need to finish on the water from the committee boat. Take the necessary equipment to record the finishing times (paper, spare pens/pencils, stopwatch recording the race time, rainproof clipboard). If someone is in the starters box then communicate over the radio to them who is crossing the line and hold the radio open during the sound signal so that they can record the time. Do not hold the radio open any longer than needed in case the patrol boat crew or box crew need to communicate over the channel
9. If you have someone in the starters box and you plan to finish the race from the starters box then please go ashore to assist them in recording the race times
10. On Sunday and during open meetings races should be 40 to 60 minutes long for all boats. On a Wednesday evening when 2 races are being run this time should be reduced to 30 to 40 minutes
11. If you are able to, please enter the race times into Sailwave. If not find someone who is proficient and ask them to enter and calculate the results. This gives a good talking point after sailing and helps the race results officer record overall series scores. If you wish to learn how to use Sailwave then please contact the race results officer or the sailing secretary
12. If you are unable to fulfil your duty then it is your own responsibility to find a suitable replacement duty officer. Make sure your replacement is equally qualified for the job and that the swap leaves at least 1 person on the boat who is able to operate the committee boat to a satisfactory standard

Officer of the Day

The "OOD" should ensure that everyone on the Race Team and Patrol Boat Crew is reminded ahead of time. Any duty member unable to fulfil their duty is responsible for finding a replacement themselves, it is not the job of the OOD. The OOD and any member of the Sailing Committee who is present on the day of racing should offer advice where required to the duty team in an effort to ensure great racing is provided. The OOD is not expected to be present on the day and the Race Team is entirely responsible for running the days racing.

Starters Box

Members of the starters box team should provide assistance to the duty team by:

1. Actively survey the lake and alert the patrol boat crew of any lake users in need of assistance
2. Provide assistance to the race team by starting stopwatch timers at the start of the race and where possible record finishing times of each craft participating in the race on the race sheets
3. It's also advised that a time is recorded for each boat on each complete lap. This helps calculate finishes more accurately if there are any objections to the results.
4. Ask the Race Team to join you in the box if you need any assistance when you are finishing a race and recording times.
5. You may be able to offer advice to the race team, such as if you believe a race should be shortened based on the length of the race and the distance boats have to cover before they next reach the end of the lap
6. If you are able then enter the race times into sailwave. This gives a good talking point after sailing and helps the race results officer record overall series scores. If you wish to learn how to use Sailwave then please contact the race results officer or the sailing secretary