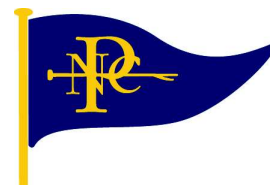


Norfolk Punt Club - 2018



RUNNING RACING: NOTES FOR THE OFFICERS OF THE DAY, SAFETY BOAT CREW AND TEA HUT TEAM

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Section 1 OVERVIEW

Preamble

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- OOD1 is responsible for co-ordination of the duty team and running the day's racing
- Any problems regarding the safety boats, officers' box, buoys, etc., or any missing items, should be reported to Rear Commodore as soon as possible

- Copies of the following documents are in the OOD Manual in the Officers' Box. Please note them.
 - Child Protection Policy
 - Risk assessment
 - Accident book
 - List of First Aiders
 - Detailed guide to running the racing

- Any accident that occurs during sailing and results in a personal injury should be recorded in the accident book. The secretary and Commodore should be notified of any incidents
- Please note the laminated notice 'What to do in case of emergency' in the Officers Box

- **Note:** following the theft of an engine in September 2016 we have new security in place for safety boats and new signage. Our insurance requires our procedures to be followed, including locking the gate at the bottom of the field at the end of the day.

- **Enjoy your day – and Thank You!**

Week before

- Confirm meeting arrangements with team in advance
- For full programme, OOD1 & 2, and Safety Boat Crew - **9.30am** at the BTAC site (the field where we can park)
- Agree how tea hut to be operated with teas team (self-service until served teas from....) and time of tow for additional tea duty people (either 10.45 or 12.30 tow). OOD may need to take some milk for self-service in the tea hut ahead of the team arriving
- Any queries before the day, please contact the rota organiser or a flag officer (details at end of overview)

On the day – on land

- Lock combination for BTAC gates either end of the field is - 1357
- The storage boxes at the BTAC site - lock combination 1926 – contain
 - safety boat petrol tanks
 - two yellow boxes with Safety Boat kit in them (including for first-aid) and kill cords, keys
 - cowlings for safety boats
 - water cans
 - radio holders
 - and possibly, full small cans of petrol for the wash pump which will need taking out to pontoon

- Collect radios from locker on side of the BTAC Bosun's store. Same combination lock code - 1926.
- NB The key to the new green shed is also in the storage box. (Shed contains club buoyancy aids and some spare club boat kit, should you need them.)
- Use club cart to take everything to NPC Staithe. (Note the way the cover is tied on.)
- No need to put your mobile number on the sign at the staithe – see later for OOD phone
- Prepare safety boats – see [Section 2](#) for detail. Lock codes are
 - 11926 – Funyak
 - 21926 - Rib
- Fill water cans on Public Staithe. (Large cans should be partly filled so they are not too heavy to pick up to fill urns in tea hut.)

On the broad

- Unlock huts
 - Key code for the hut door combination locks on the pontoons is C1926Y
 - The keys for the Kon-Tiki and the store under the Officer's Box hang by the door inside the Officer's Box
- 'Open' the tea hut - by unlocking the doors, opening shutters, turning on gas (cupboard code 1926) and lighting the urns. (NB Tea hut facilities are self service for members at all times. Honesty box on the counter.)
- Check that the radios are all working, are all on the same channel (normally channel 7) and that no-one else can be heard using that channel. Allocate one to each safety boat
- Prepare pontoons
 - Check the condition of pontoons, note any defects to report to Rear Commodore
 - Remove goose muck if necessary. Use the pressure washer under the OOD box steps; lock code 1926. Spare cans of petrol are kept in the store under the OOD box. (Set out any empty cans for return to petrol store at base at end of day.)
 - Check loos are in order. Put brushes around bowls if needed (do not use chemical cleaners, please) and take dusting brushes to spiders webs (especially in the gents, which tend to get less attention). Refil paper holders. Check bins have bags in them. (Loo rolls and bin bags stored in plastic box in Ladies changing area. Back up supplies in cupboard on south side of loo hut. Lock combo 1926.)
- Prepare for racing
 - OOD Manual and paperwork in plastic storage container in Officer's Box
 - Switch on OOD mobile phone (kept in cupboard). Plug in and leave on charge
 - Position bell, three clocks (all synchronised) and hooter button
 - Set the course. See [Section 3](#) for detail. NB Recent clarification on the Dolphin
 - Mark out course with buoys stored in Tea Hut. Use the FunYak to avoid damage to the RIB
 - Put out race entry sheets on clip boards in Kontiki
 - Check the condition of the broad water and if there is any hint of blue/green algae, please put a warning on the blackboard advising against swimming
 - Send safety boat to staithe for tow outs - 10.45 & 12.30
- Run racing – see [Section 4](#) for detail
 - OOD should position one safety boat on the water at all times during racing. When boats are sailing near N and/or A marks the safety boat should be at the south end of the broad with visibility of these marks

- The second safety boat should be either positioned between the middle and the north end of the broad or on standby, moored on the pontoon, depending on conditions and at OOD discretion
- 'Served teas' are usually between Series 3 and 4. Around 3.30pm. See [Section 5](#) for detail

End of day – on pontoon

- Bring in and put away buoys (in Funyak), flags, and course boards
- Tea Hut
 - Fill urns and rationalise water in containers; Set out empty containers to be returned to base
 - Switch off gas and lock gas cupboard
 - Close shutters
- Switch off OOD mobile phone and return to cupboard; tidy Officer's Box
- Collect up race sheets and envelope from OOD Box of papers – to send to Will and Emma Daniels
- Load any empty water containers and wash pump petrol cans – and radios in holders - on to safety boat for return to base
- Loos
 - Check loo reservoir. (The lcd display for the tank is in the gent's loo.) If more than 2/3rds full, inform Rear Commodore who will arrange pump out
 - Collect rubbish from bins in loo cubicles and in changing areas. Put clean bags in bins (stored in plastic box in Ladies changing area)
 - Run brush around loo bowls – more cleaning if needed
 - Throw a bucket of water down the gents urinals
- Lock the Kon-tiki and storage under OOD Box and return keys to hook in OOD Box
- Ensure latches are down on combination locks for Officer's Box, Tea Hut (x2) and loos (x2). (Do NOT lock with a key.)

End of day – on land

- Leave safety boats moored as you found them – see [Section 2](#) for detail
- **Lock the gate** at the bottom of the field after you
- Load safety boat petrol tanks, yellow boxes, water containers, empty water pump petrol cans, radios onto trolley for return to store at BTAC site
- Take radios out of holders. Ensure radios are turned off, put securely in their chargers, and the padlock locked. **Do not try to turn on the electricity.** That will happen automatically the following week before racing
- Put away in store the fuel tanks and kill cords, yellow boxes, radio holders, water carriers and empty wash pump petrol cans
- Return trolley to left hand side of NPC storage cupboards on BTAC site with cover tied as you found it

End of day – later

- Prepare draft text for EDP and send to Alan Davis (alanrustydavis1@aol.co.uk) – deadline end Monday. Include results if Catherine Watson was not sailing on the day. (If she was there she will send the results to Alan.) See [Section 6](#) for detail
- Post result sheets to Emma and Will Daniels

Key contacts

Commodore: **Drew Wilton** 01692-536251/ 07990 885887 commodore@puntclub.co.uk

Vice Commodore: **Alex Craker** 01692-630561 / 07780 953309 vicecommodore@puntclub.co.uk Rear

Commodore: **Martin Mills** 01692-536879/ 07501 622068 rearcommodore@puntclub.co.uk

Duty Rota Organiser: **Nick Dixey** 01508 522182/ 07958 332462 nick@dixeys.co.uk

Section 2 SAFETY BOATS AND CREWS

General notes for crew

- Safety Boat **drivers and crew** are **required to wear a buoyancy aid at all times.**
- Drivers
 - must be PB2 qualified
 - must have the **kill-cord attached** to their leg, clothing or buoyancy aid - **not** round the wrist as it has been known to come off
 - must always warn your crew if you are going to drive at speed or change direction
- Once the racing programme is under way
 - safety boats should **only** be used for that purpose (or as directed by the OOD)
 - one safety boat should be on the water at all times during racing. When boats are sailing near N and/or A marks the safety boat should be at the south end of the broad with visibility of these marks
 - the second safety boat should be either positioned between the middle and the north end of the broad or on standby, moored on the pontoon, depending on conditions and at OOD discretion
- If a rescue is deemed necessary, the rescuer should take charge of the situation
 - must always **take second crew over 16 to attend a potential incident**
 - **NO ONE under 16 should be in the boat when attending a potential safety event**

Preparation of boats – generic

- Remove covers, including cowling covers; replace cowlings (brought from the store)
- Unlock and remove the padlock and the security wire from boats (Funyak – 11926; Rib – 21926)
- Check safety gear on board and in order - any inadequacies to be reported at earliest possible opportunity to a flag officer
 - Fire extinguishers, paddle and mud weight should all be in the boat lockers
 - Radios must work
 - Yellow safety box, mud weight and fuel must be tied securely to boat

Specifics for RIB

- Use the **taller** of the two fuel containers
- Insert the petrol tank into the seat space, connection to the aft port side. Ensure the connector snaps home fully
- Place the red master switch key in the holder on the back of the centre console. Turn it on by one-quarter turn
- Insert the black ignition key into the control box. The string is long enough – do not untie the two keys
- Lower the engine by using the switch on the port side of the engine below the cowling, or the UP/DOWN rocker switch on the throttle lever starboard side of the seating console
- Prime the fuel bulb until firm
- Insert the kill cord onto the switch below the key and close it
- Driver to attach kill cord before starting the engine

- Leave the control in neutral, and start the engine on the key. NB The engine will not start unless the throttle lever is in neutral.
- Make sure the red oil pressure warning light on the engine goes out after a couple of seconds
- Check the cooling water is coming through
- Check that the grey tubing is safety tied up and has not come undone. It should **NOT** be pushed down but make sure it is not a trip hazard. (This ensures the angle for movement on the steering is not too tight.)

Specifics for FunYak

- Use the square key to unlock the aft port locker and remove the lid
- Insert the **flatter** petrol tank into the locker. Ensure the connector snaps home fully
- Replace the lid and lock in place
- Unlock the lid of the centre, cross boat locker in front of the console, which contains the paddle, mud weight and spare lines. Do not remove the lid; leave it in place
- Check that the white towing bridle is lying inside the boat when not in use. Do not remove it. It must **not** be used as a mooring line
- Turn the electrical isolator switch (starboard aft) to the 'on' position and using the rocker switch immediately aft of the isolator, activate the bilge pump to remove any water
- Insert the black ignition key into the control box
- Lower the engine by using the switch on the port side of the engine below the cowling
- Prime the fuel bulb until firm
- Insert the kill cord onto the switch below the key and close it
- Driver to attach kill cord before starting the engine
- Leave the control in neutral, and start the engine on the key
- Make sure the red oil pressure warning light on the engine goes out after a couple of seconds
- Check the cooling water is coming through
- Use fenders when towing alongside

Putting the boats away

- Obviously a reverse of the preparation procedure
 - Lift the engine out of the water using the electric tilt
 - Turn FunYak battery switch OFF at the end of use
 - Disconnect the fuel line at the tank, NOT at the engine
 - Remove cowling for return to store and replace cowling cover
 - Remove fuel tank for return to store
 - **For FunYak insert the connector into marked hole (to keep it out of any water)**
 - Remove yellow safety box, kill cord and key for return to store
 - Replace console covers
 - Secure at mooring with wire and padlock through the engine shafts

Section 3 SETTING COURSES

- First leg of the course - normally to windward with a port bias on the start line if possible (i.e. port end of line further to windward than starboard end)
- Set start line in front of the Officer's Box
 - Place white flag pole behind the Officer's Box in best of its three positions to help achieve this
 - Move the sight line at the front window of the Box to correspond with the front and rear masts – see diagram above front window in box
 - Set the start line and distance marks approximately 0.5m downwind of line (use white buoys, white flags)
 - OOD has discretion to set up a rectangular "Exclusion Zone" (starting box) with two additional buoys 30 to 40 m from the start line. (Use white buoys; white flags with crosses)
- For first race at 11.30 - suggest using a tight course of a sausage and a triangle kept to the north of the island for close racing and good spectator sport
- For the other races, after lunch, the more 'normal' course should be used
 - Windward legs preferable to runs and broad reaches
 - D (blue and yellow flag), R (red and yellow flag) and J (blue and white flag) marks can be placed anywhere on the Broad
 - Not all marks have to be included in course
 - J mark is for Junior races but can be used for other races if no juniors racing
 - Note paragraph 8 of Sailing Instructions – in particular, SI 8.7: When mark 1 and mark A are consecutive marks of the course, all boats shall pass to the east of Pleasure Island
 - It is generally helpful if there is a line of sight between consecutive buoys
 - Any marks shared by Slow and Fast fleets MUST be rounded in the same direction
 - NB A run through the East Gap can be dangerous.
- Set the Dolphin as if a 'fixed point' (around half way between the black and yellow post and the first red post off the island, to form an arc) to denote a shallow water obstruction between the buoy and the northern 'corner' of the Neatishead channel
 - It must be passed to the east
 - It is not a mark of the course – and should not be used as such - 'Mark Room' does not apply (see recently clarified SI 10(1))
- The large yellow buoy is used as the finishing line and should be placed directly opposite the Officer's Box
- Courses are normally two rounds, with choice of three rounds for Punts (if they are given a separate start). The Slow fleet may be given one round. The number of rounds for each class must be clearly marked on the course boards (see below)
- Course boards (reading from left to right) should be set in slots at top front of Race Box, including number of rounds. Also set repeater course at back of Box (L to R)
- If there are insufficient boats to run Slow and Fast starts and the starts are combined the race MUST not start before the published time of the last race in that series

- *NB A series of example courses are being prepared covering different wind directions as an additional guide*

Section 4 RUNNING RACING

Flags and starting sequence

- There is a detailed guide to running the racing in the OOD's manual in the Officer's Box
- When a flag officer is present, fly officers' pennant on white flag pole behind Officer's Box
- In strong winds, fly red flag above Officers' pennants, to indicate that personal buoyancy should be worn
- The normal race programme is set out in the club handbook. Use the following flags for the (flags should be in correct pigeon holes which are marked):
 - Combined Allcomers – red and white – numeral pennant 4
 - Fast fleet – Allcomers A – red, white, yellow and black quartered – numeral pennant 9
 - Slow fleet – Allcomers B – black and white – numeral pennant 6
 - Class flags for class races
- Use central halyard at front for Blue Peter and shortened course
- Raise furlled flag in race sequence from right to left on front gantry
- Start times as in Club handbook - in adverse weather conditions these may have to be changed. (But it is worth keeping to this timetable if possible for ease and avoidance of mistakes/incorrect flags, etc.)
- NB If there are several Punts racing, the OOD may, at her/his discretion, introduce a separate start at the end
- Starting sequence
 - Break out class flag on 10-minute warning signal (horn). Collect race sheets after 10-minute warning signal
 - Break out Blue Peter on 5-minute preparatory signal (horn)
 - Lower class flag on start signal (horn) – unless recall needed (see below). Also lower Blue Peter unless the start signal is a 5 minute signal for next class, in which case Blue Peter remains up
- One minute rule - ring bell 1 minute before each start. Any boat over the start line after bell must return round outside start line distance buoys, otherwise deemed not to have started until crossed line correctly
- Recalls - if any boat is over the line at start, sound start signal once again (horn), leave class flag at the dip until offending craft has returned to the right side of start line and started correctly, or for four minutes if earlier (RRS 29.2). As a courtesy it is normal to use the loudhailer to tell the miscreant of their error; it is not compulsory

During racing

- Check handicaps on race entry sheets; refer to the Portsmouth Yardstick list in Officers Box or Kon Tiki. Enter start time and numbers of starters
 - Check off boats as they cross the line after first round
 - To shorten course, if required:
 - All classes: fly S flag - sound horn twice as first boat passes penultimate buoy
 - Specific class: fly S flag and class flag - sound horn twice as above.
- In both cases, the leading boat finishes when it next crosses the finish line in any direction

Finishing Races

- A boat finishes when any part of it crosses an imaginary line drawn from the foremost signal mast to the outer limit mark (large yellow buoy)
- Enter finish time of each boat on race sheet. For handicap races calculate elapsed time and work out corrected time using the following formula:
 - Corrected time = Elapsed time (seconds) x 1000 /Portsmouth Number (handicap)
- Post race results on notice board on Kon-Tiki until end of day's racing

Section 5 TEAS

- The tea hut facilities are available for all members to use at any time
- OOD to consult tea hut team in advance on how they want to operate the tea hut on the day. Hot drinks and squash to be available throughout day – either served by the tea hut team or on self-service (and self-washing up) basis. And cakes could be on offer throughout as long as there will be enough left for ‘afternoon tea’ around 3.30 between race Series 3 and 4. This is at the discretion of the team
- OOD may need to take milk ahead of the tea hut team arriving

- The number of cakes required depends very much on the time of year and the weather (anything from 4 – 10). Chocolate cakes are very popular
- Tea hut team will need to bring
 - milk - usually 3 litres, depending on weather and time of season. Possibly more now that the tea hut is ‘open all hours’
 - 3 or 4 tea towels
 - some float

- Alcohol hand wash is available both sides of the counter for both team and punters
- Water carriers should be in the hut ready for use. Fill urns using jug to save lifting heavy containers
- Place cakes behind the screens, to prevent handling
- Tea, coffee, sugar, hot chocolate, squash, bin bags and J cloths should be in the Tea Hut
- All cakes are to be served onto plastic plates using tongs
- Price List on wall above counter near door; money/honesty box on counter
- Cost of cake ingredients used in their baking can be subtracted from takings before providing the balance to the Club. Either give cash to a committee member on the day or pocket it and pay the amount to the club by BACS later, REF: Teas [date]. (It is helpful to send an email to the Treasurer to inform of the amount and when paid in.)

- Please wash up and leave tea hut tidy
- If any items are running low, please inform the Rear Commodore

Section 6 RESULTS & PRESS COVERAGE

Results

- Catherine Watson – if there – will note down the results and email to Alan Davies for the EDP (see below) (Alan’s email address: alanrustydavis1@aol.co.uk)
- E-mail ALL race sheets to Emma & William Daniels on williamgdaniels@hotmail.com or post to 43 Highover Way, Hitchin, Herts. SG4 0RG using addressed envelope on box of papers in the Officers’ Box
- Please also send the results of ALL open events to Emma & William Daniels as above

Press coverage

- We are trying to generate a little more publicity for the club
- Please email a short report (including the results if Catherine Watson not sailing) to Alan Davis by close of the Monday, who will pass on to the EDP (email address alanrustydavis1@aol.co.uk
- The EDP needs copy – so please make the ‘story’ as lively as possible, including any unusual events. In particular describe the
 - ‘tone’ of the day in terms of weather (Sun? Rain? Cloud? Chilly? Mediterranean?) and of course the wind
 - turn out of boats and their mix
 - tightness – or otherwise of the racing – and any twists and turns
- The results section should include the
 - Series
 - Race name e.g. Allcomers A
 - Number of starters (? - depending how you have told the ‘story’)
 - First three boats (name or sail no) and name of helm

Section 7 VARIATIONS TO PROGRAMME

Open Events

- Consider candidates for a protest committee, should one be needed
- For the benefit of visitors to Open Events, OODs are asked to include in briefings of competitors
 - reference in to the areas of shallow water around the island, as marked by new position of markers
 - clarification that the Dolphin denotes an area of shallow water behind it, between the buoy and the northern 'corner' by the entrance to Neatishead channel. It is not a mark. It is to be treated as an obstruction and passed to the east. 'Mark Room' does not apply.
- For the Cruiser Open and cruiser races at Regatta, OODs are instructed *to consider the length of the line and do what they can in the circumstances to make it as long as possible in relation to the numbers of boats.*

Short programme following open events

- Most of the setting up will have been done
- The normal Sunday racing begins with Series 2 and not before 13.25
- Liaise with the OOD for the open event to agree
 - logistics around pickups from the Staithe - there should still be a tow at 12.30
 - regarding arrangements for prize giving to ensure that you are not trying to start a race at the same time

Tuesday evenings

- Course - we have tended to use a sausage triangle course which involves 3 buoys and a start line. This does not take long to set up, and the sailors have had great fun sailing it. We suggest you use this method for the first race.
- Depending on the number of boats and the conditions, the racing is sometimes arranged using fixed marks (such as the island!).