

1. For 2010, the Officer of the Day is normally a member of the Sailing committee, and will perform the duties listed below. However, all skippers are expected to be able to fulfil the duties if required, and all skippers & crew should understand the process required for the orderly conduct of yachting in Mackay. Please be aware that some of the procedures outlined below are essential for compliance with the club's Aquatic Events Authority issued annually by the Harbour Master.
2. Prepare and post **Amended Sailing Instructions** for the race if required, at least one week prior to race on the club notice board and the email notification list. This is necessary for Long Inshore and Offshore races; and also events not covered by the standard sailing instructions.
3. Contact the **Starter/Timekeeper** to check they are available.
4. Contact the **sponsors** and organize presentation details of time, place, and procedure at least one week prior to the event or presentation day.
5. Be familiar with, and have with you for the race, a copy of the **MYC Emergency Management Plan**. This is at Clubhouse in OOD folder.
6. Check with **Mackay Port Authority**, Ph 49555107 for possible shipping movements during the race. Late updates can be obtained on VHF Ch 16 by calling Mackay VTS. You must assess the possible situations that could arise and, and prevent any possible interference with shipping movements. You must:-
  - a. Delay the start if necessary, and/or
  - b. Set courses away from shipping channel, and/or
  - c. Use the Alternate Finish Lines set out in the Sailing Instructions.
7. On the race day, or the previous day when appropriate, check if the conditions are such that the race should be postponed. Weather reports are available on 49551355, or 1300360427, or [WWW.bom.gov.au](http://WWW.bom.gov.au). If a **Strong Wind Warning** exists for the Mackay area two hours before the scheduled race start time of any race, the race is postponed to a resail date. If **dangerous conditions are deemed to exist**, even in the absence of a Strong Wind Warning two hours prior to the start, the race may be postponed at the discretion of the OOD in consultation with the Rear Commodore or his nominee. Dangerous conditions include sea conditions due to residual wave & tide action, flood debris, and observed local conditions irrespective of weather forecasts.
8. **Three starters** are required to start a race. If there are not three starters, the race is to be postponed or abandoned.
9. **Marker Buoy Inshore D** must be laid for Short Inshore races if there is any chance of Easterly or Westerly winds; or any chance, due to shipping movements of the Alternate Finish Line using Inshore D being used. **OOD to do or organise**. Collect a suitable buoy and ground tackle from the dinghy storage area under the clubhouse, and have it laid. Ensure that it is visible from the Starters Position in case it is required for Alternate Finish Line. Arrange to have it collected after the race and returned to the storage area.
10. **Course selected** should take account of expected wind & tide, and should be selected to be fair to all competitors. On a day with two Short Inshore races, the morning course should be the shorter course of the day. On two race days, notify the starter of the selected course at least 20 minutes prior to the start, for notification to all competitors by VHF radio. If

considered necessary due to shipping movements, include the use of an Alternate Finish Line (Sailing Instructions 14 (b) )with the selected course. When preparing Amended Sailing Instructions for a Long Inshore or Offshore race, include provision for shortening the course, in the event that it becomes necessary on the day.

11. A **Shortened Course** may be called by the OOD during the race as per Sailing Instructions if conditions require the change. The decision to shorten a course must be made early enough for the lead boats not to be prejudiced by having already passed the shortening mark. The OOD must notify the Starter by radio, and the Starter will attempt to contact each yacht to acknowledge that they are aware of the shortened Course. Failure to have adequate radio coverage and volume will not be grounds for protest once the Starter has attempted to contact each yacht.
12. **Account for all yachts** at the end of the day, by checking with the Starter that all yachts have returned safely.
13. Organise a **Protest Committee** if required.
14. **Assist with presentation**, thanking of sponsors, dissemination of results to skippers, and media reports if required.