



DRAYCOTE
~ **WATER** ~
SAILING CLUB

OOD BRIEFING NOTES
(Website)

October 2015

DUTYMAN – THE PRINCIPLES

- **OOD duty is shared between members who race**
 - **Currently estimated to be 1-2 duties a year (but whatever required)**
- **Dutyman allows you to select when you do those duties, who with & to swop duties if you can't make it**
- **If you don't select, duties will be allocated to you**
- **You **must** confirm your duties on Dutyman (whether you selected or not)**
- **Dutyman will remind you of them automatically**

An overview of how it works:

	This year	Task
Allocation Period	Oct – Nov	Member can select duties for next period (the next calendar year)
Publishing Roster	1 st Dec	Roster is published with selected duties & allocated duties for those who have not made their own selection
Confirmation e-mail	1 st Dec	System sends out e-mails with your duties for you to confirm them or swop them

DUTYMAN – WHAT YOU DO

- **On the Club website, click on the “Dutyman” tab**
- **Login with your username & password** (if you haven’t got these, click on “Need a log in reminder”, enter your e-mail address & you will be e-mailed your log in details)
- **Check contact details under the profile tab** (& check family members & ensure they have their own e-mail & phone number entered)

Allocation Period

- **Select your duties using “Duty Allocation Form” on right hand side**
- **Click on the dates / duties you want to do** (get crew / helm to select the same dates if wanted) – **can deselect at top of form**

When Published (receive confirmation e-mail)

- **Confirm duty & select for reminder e-mails** (none, 28 days, 7 days)
- **Blue ticks show confirmations**
- **If you cannot do a date, your responsibility to use duty swapping feature** (tab on far right) **to do this**

KEY POINTS FOR OOD

WARM-UP RACE

- This is a warm-up race rather than one that counts to any series
- Everyone needs to have finished within 30 minutes after last start
- Need to set short courses to achieve this
 - Suggest trapezoid, triangle, windward / leeward – OOD to decide
 - Aiming for 8-10 min laps for Fireballs
 - Everyone does the same course
- No results are taken, so fine to just abandon it if in danger of messing up with Race 1

RACES 1 & 2

- Looking for each fleet to have c. 1 hour racing, irrespective of start
- This means those who start later should finish later
- OOD responsible for choosing the course, but need to be able to deliver average laps for menagerie (Round-The-Cans & Windward / Leeward) – i.e. need start & finish in the same place for them

STAGES

1. **PREPARATION**
2. **SET THE COURSE**
3. **SET THE START LINE & PUT UP THE COURSE**
4. **RUN THE SEQUENCE**
5. **MONITOR THE RACE**
6. **FINISH THE RACE**
7. **BETWEEN RACES**
8. **PRODUCE THE RESULTS**












1. PREPARATION

- 1. Read the instructions** (based on this & available online)
- 2. Look on Wind Guru / XC Weather to see the forecast**
- 3. Turn up by 9.15am at the latest**
- 4. Put out the signing on sheets:**
Race 1: 6 sheets (Start 5x2) (no sheets for Warm-up race)
- 5. Meet the team** (assess experience etc) – if they don't all turn up, 2 is quite sufficient to run racing. If there's only you, talk to Dave, Will, Jeremy
- 6. Talk to bosun** (issues for the day – other use of the water, training, etc)
- 7. Get the equipment together**
- 8. Put on appropriate clothes** – warm layers, waterproofs & buoyancy aid (wetsuits not advisable; can borrow waterproofs from club)
- 9. Briefed on Committee Boat by bosun** (all 18+ can drive, unless bosun says otherwise based on experience / conditions, but must be briefed)

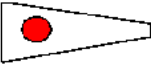
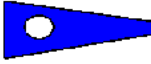
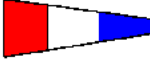

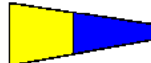

GET THE EQUIPMENT TOGETHER

Required on Boat

Flags Required

			
Green (On Station)	Yellow (Warning)	Blue (Preparatory)	Red (Start)
			
Flag X (Individual Recall)	First Substitute (General Recall)	S (Shorten Course)	
			
Answering Pennant (Postponement)	Flag N (Abandonment)	Flag H (Signals Ashore)	Flag A (No More Racing)

Fleet Flags (Sun only)

		
No. 1	No. 2	No. 3
		
No. 4	No. 5	No. 6

Other Requirements

- Start Boards 1-6 (Sun); 1-4 (Wed)
- Course Letters
- Portable Electric Horn and/or Gas Horn
- Stop Watch (preferably 2)
- Paperwork (maps of lake, lap sheets, blank paper)
- Burgee
- Pencils or Pens

Check you've got everything

Specifically check the flags:

- **Never just take what's in the box**
- **Always check they can "fly"** – have rope & attachments, are attached to the rope
- **I put the fleet flags in a separate bag** (there when needed, don't get in the way)
- **Some like X & First Substitute on either end of a stick** (so they can be raised quickly if individual or general recall)

Check the hooters work

Check stopwatches are working / you know how to use them

Bosun will provide:

- **Red start mark**
- **Triangular mobile mark**

2. SET THE COURSE

1. **Identify the wind direction & strength** – taking note of forecast changes in strength & direction
2. **Option to look at the course setting software** (but wind direction on club mast not necessarily the same as on the water & it requires OL)

3. **Get on the water early**

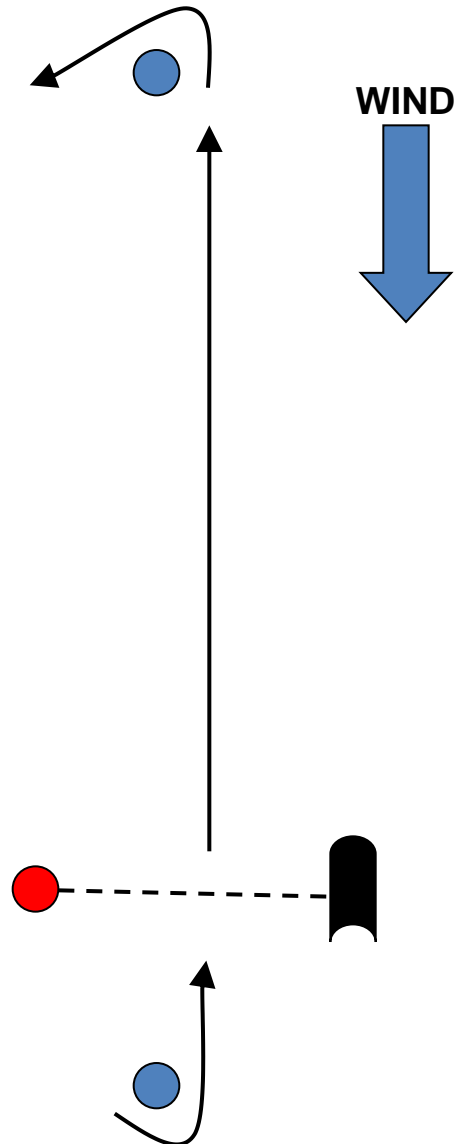
4. **Think about the length of the course**

<u>Race</u>	<u>Intended length</u>	<u>First start lap</u>
Warm up	Max 30 mins	8-10 mins
Race 1 & 2	c. 60 mins + for all	c. 20 mins

5. **Identify the core part of the course**

- **Leeward & windward marks** (trying to avoid windward shore under hill) – **NB you can use the triangular mobile mark**
- **Leave the first mark to port** (unless specific need to do otherwise)
- **Identify the approach to the leeward mark that means that all boats are rounding similarly**
- **Set gate so all fleets (incl W/L) go through the same way** (on the beat)

THE CORE PART OF THE COURSE



The start line would normally be a short way to windward of the leeward mark using a red buoy.

It would then become the “gate” & finishing line for menagerie as a minimum, but, quite likely, everyone. **Always for everyone on Wednesdays.**

Starting off at a Club mark is not an option if anyone is doing an average lap race – which is always the case for menagerie on Sundays & all fleets on Wednesdays. It is therefore only an option for the Race 3 on Sundays.

CREATING THE REST OF THE COURSE

1. Do you want to include OL?

- **Can finish from OD box** (but not if have menagerie & only 2 people)
- **But often makes for poor course** (but nice for spectators!)
- **Must make sure you don't have a "hook" finish – boats must sail through finish line** (from A, B, M, N, K, T, J) rather than "hook" it

2. Try to keep course away from a windward shore. Avoid:

- **C, D or E** in a northerly
- **K, OL, J** in a southerly

3. Consider using triangular mobile mark

4. Other points:

- **Fetches** – try to avoid
- **Reaches** – tight or broad, depending on wind conditions
- **Runs** – try to include a dead run, but consider avoiding when really windy
- **Second beat** – if shifty, good to have a slightly different direction

SOME COURSE SETTING GUIDELINES

Windstrength	Beam reaches	Broad reaches	Runs	Gybes
Up to 8mph	Short / not many	Avoid	Dead runs please	Yes
8 – 15 mph	Yes	Short / not many	Dead runs please	Yes
15-25 mph	Short / not many	Yes please	Not many	Not near the walls
25+ mph	No	135 degrees is good	Avoid	Avoid, Not near the walls

SET DISTANCE v. AVERAGE LAP

SET DISTANCE – Sunday: single class fleets & Race 3

- Where everyone sails the same distance
- Their finishing time is recorded (if menagerie / Race 3)
- The handicap system uses their total sailing time to calculate places

Issues

- Different boats can have very different race lengths
- OOD team can be waiting a long time for the last slow boat

AVERAGE LAP – Sunday: menagerie; Wednesdays: everyone

- Where everyone sails a whole number of laps (no part laps)
- The number of laps they complete is recorded
- Their finishing time is recorded
- The handicap system uses their average lap time to calculate places

Issues

- Must have complete laps
- Must record number of laps completed

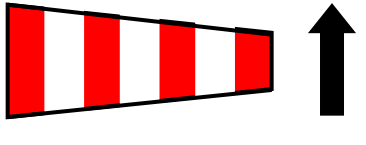
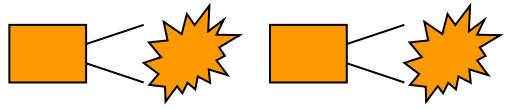
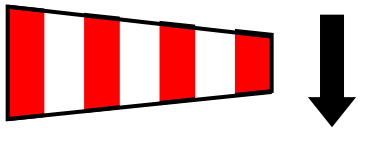
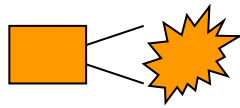
3. SET THE START LINE & PUT UP THE COURSE

- 1. Anchor committee boat having checked the depth**
 - **No more than 10 metres deep** (particularly if windy)
 - **Let out 3 times depth in chain** (particularly if windy)
 - **First 2 metres painted red, then marked in red every 5 metres**
 - **Drop mud weight astern to stabilise boat**
- 2. Put up the start line pole with the on station flag (green) on it**
- 3. Radio for bosun to drop red buoy** (and mobile mark if using it)
- 4. Instruct them to drop red start buoy** – ideally giving very slight port bias & a length of $1.5 \times$ number of boats in largest fleet \times their boat length
- 5. Put up the course, double checking:**
 - **You have the start mark shown**
 - **Each buoy is the right colour** (red leave to port, green to starboard)
 - **You include the gate** (if required)
 - **You have a windward / leeward course** (Sunday Races 1 & 2)
- 6. Display the course** (tied so that it faces outwards, away from the line)
- 7. Attach the flags to stern rigging in the order you will use them**

POSTPONEMENT

You may postpone a race at any stage before the starting signal, for a variety of reasons:

- Usually when the wind is either too strong, too light or too unstable for you to run a fair race (you would often do this onshore)
- Or when you just aren't ready in time
- Or there is a major wind shift which makes a mockery of your course

Raise AP with 2 sound signals & lower all other flags		
When resolved (& on station), lower AP with 1 sound signal		
Start sequence 1 minute later		





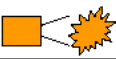












You can clarify your postponement by raising under it: **Flag H** (signals ashore); **Flag A** (no more racing); **Numeral Pennant** (no. of hours postponed)

4. RUN THE SEQUENCE






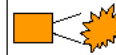
- 1. Allocate the roles**
 - **Stop watch, Hooter, Flags, Line** (usually chief OOD), **Start no. board**
- 2. Put out the sequence where all can see it**
- 3. Put the hooter where it can clearly be heard** (not in the bilges)
- 4. Stop watch** (ideally have 2 stop watches running):
 - **Call time every 30 secs** – how long till next action, what next action is (& isn't) – e.g. red flag down, no hooter; red flag up, hooter
 - **In final minute before any action, every 15 seconds**
 - **In final 10 seconds before any action, count down by second**
 - **All in a very loud voice so everyone can hear**
 - **Leave watch running for the whole race**
- 5. Hooter: Loud, long hoot when required**
- 6. Flags: Up or down at exact time** – this is what the time is set by, the hooter is only to draw attention to the flags
- 7. Line: Commentary if someone likely to be over; if so, immediately say:**
 - **One extra hoot, flag X** (record all numbers over, if poss. shout numbers, check those that return & record those that don't as OCS)
 - **Or: Two extra hoots, first substitute** (general recall)

THE SEQUENCE


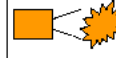


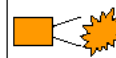
Draycote Starting System

Time	Flags		Sound	Number Board	
	Up	Down		Take off	Put on
When boat On Station		↑			
0 min		↑			
1 min		↑			← 1
3 min			↓		
4 min		↑		1 →	← 2
THAT'S IT FOR THE SUN RACE 3 (EXCEPT GENERAL RECALLS)					
6 min			↓		
7 min		↑		2 →	← 3
THAT'S IT FOR SUN WARM UP RACE (EXCEPT GENERAL RECALLS)					
9 min			↓		
10 min		↑		3 →	← 4
12 min			↓		
13 min		↑		4 →	← 5
THAT'S IT FOR SUN RACE 2 & WED (EXCEPT 1ST SUN OF MONTH & GENERAL RECALLS)					

Draycote Starting System

Time	Flags		Sound	Number Board	
	Up	Down		Take off	Put on
15 min			↓		
16 min		↑		5 →	← 6
THAT'S IT FOR SUN RACE 1 (EXCEPT 1ST SUN OF MONTH & GENERAL RECALLS)					
18 min			↓		
19 min		↑		6 →	

In the case of a general recall, just continue the sequence for each fleet in turn (for example):

19 min		↑		6 →	← R ¹
21 min			↓		
22 min		↑		R →	

¹ Where R= Restarted Fleet Number

SUNDAYS – TIMINGS

Warm Up

Warning		10.15
Preparatory		10.16
Start 1	PY 1100 & below	10.19
Start 2	PY 1101 +	10.22
Finish		By 10.55

Not before

Race 2

Not before

Warning		13.15
Preparatory		13.16
Start 1	Fireball	13.19
Start 2	Flying Fifteen	13.22
Start 3	Solo	13.25
Start 4	Menagerie (RTC & W/L)	13.28
(Start 5)*	(Get Racing)	(13.31)

Race 1

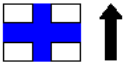

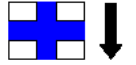
Warning		11.00
Preparatory		11.01
Start 1	Fireball	11.04
Start 2	Flying Fifteen	11.07
Start 3	Laser	11.10
Start 4	Solo	11.13
Start 5	Menagerie (RTC & W/L)	11.16
(Start 6)*	(Get Racing)	(11.19)

* Get Racing Only 1st Nov

PREMATURE STARTERS




Individual & General Recalls

Individual Recall: If all premature starters identifiable

Raise flag "X" with One <u>extra</u> sound signal		
When offender has returned, or after two minutes, Lower "X"		

Record all numbers that were over and, if possible, shout out their numbers. Check off those that return & re-start; record those that do not as OCS.

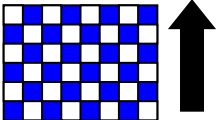
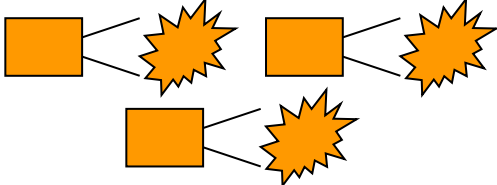
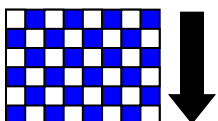
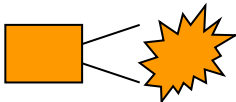
General Recall: If not all identifiable

Raise First Substitute with Two <u>extra</u> sound signals		
After two minutes lower First Substitute. Fleet goes to the end of the starting sequence		

ABANDONMENT

You may abandon a race at any stage after the starting signal, for a variety of reasons:

- Usually when you are instructed by the bosun to abandon a race because of the conditions
- Or because a major wind shift which makes a mockery of the race

<p>Raise flag N with 3 sound signals & lower all other flags</p>		
<p>When resolved (& on station), lower flag N with 1 sound signal</p>		
<p>Start sequence 1 minute later</p>		

You can clarify your abandonment by also raising Flag H (signals ashore) or Flag A (no more racing)

5. MONITOR THE RACE

- 1. Record on the lap sheets the order the fleet comes through the line each lap**
 - For menagerie, & **always on Wednesdays for everyone**, mark off every lap each boat completes by putting an “X” in the lap column (NB don’t forget this for the final lap!)

SUNDAYS RACES 1 & 2

- 2. Note the time on the stop watch when the leader of each fleet comes through the line**
- 3. Calculate how long each lap is taking for each fleet**
- 4. Decide when to finish each fleet to give them the appropriate length race** (noting that the later starters have been racing for less time – see following table)
- 5. Decide whether you are going to finish all fleets next time they come through the line, or just some of them**

SUNDAYS RACES 1 & 2

The aim is for every fleet to have around a 60 minute race:

- This is impossible to deliver precisely, but you need to be calculating the lap time for each fleet to decide when to stop each fleet (not the race)
- Only in exceptional circumstances should you give the leader of any fleet a race of less than 50 minutes
- Because the stop watch starts counting again at 60 minutes, the simple rule of thumb is that you will not usually stop a fleet until the stop watch is showing the same time as when that fleet started, as the following table shows:

<u>Start</u>	<u>Fleet</u>	<u>Stop watch time</u>		<u>Elapsed</u>
		<u>Start</u>	<u>Finish</u>	<u>Time</u>
1	Fireball	04.00	04.00	60.00
2	Flying Fifteen	07.00	07.00	60.00
3	Laser (R1) / Solo (R2)	10.00	10.00	60.00
4	Solo (R1) / Menagerie (R2)	13.00	13.00	60.00
5	Menagerie (R1)	16.00	16.00	60.00

EXAMPLE OF MONITORING THE RACE (1)

- **Note time on stop watch when leader of each fleet comes through the line & calculate elapsed & lap times (by subtracting start time)**

	Fireball – start on 4.00				Flying Fifteen – start on 7.00			
	Lap 1	Lap 2	Lap 3	Lap 4	Lap 1	Lap 2	Lap 3	Lap 4
S/watch	23.00	42.00	62.00		29.00	51.00	73.00	
Elapsed	19.00	38.00	58.00		22.00	44.00	66.00	
Lap time	19.00	19.00	20.00		22.00	22.00	22.00	
	Laser – start on 10.00				Solo – start on 13.00			
S/watch	34.00	58.00	82.00		36.00	59.00	82.00	
Elapsed	24.00	48.00	72.00		23.00	46.00	69.00	
Lap time	24.00	24.00	24.00		23.00	23.00	23.00	
	Menagerie – start on 16.00							
S/watch	30.00	44.00	58.00	72.00				
Elapsed	14.00	28.00	42.00	56.00				
Lap time	14.00	14.00	14.00	14.00				

- **Shorten everyone from the end of Fireball lap 3 (no need for class flags)**
- **Menagerie leader gets 56 minutes, but slower boats may get a lot more**

EXAMPLE OF MONITORING THE RACE (2)

	Fireball – start on 4.00				Flying Fifteen – start on 7.00			
	Lap 1	Lap 2	Lap 3	Lap 4	Lap 1	Lap 2	Lap 3	Lap 4
S/watch	23.00	42.00	62.00		29.00	51.00	73.00	
Elapsed	19.00	38.00	58.00		22.00	44.00	66.00	
Lap time	19.00	19.00	20.00		22.00	22.00	22.00	
	Laser – start on 10.00				Solo – start on 13.00			
S/watch	34.00	58.00	82.00		36.00	59.00	82.00	
Elapsed	24.00	48.00	72.00		23.00	46.00	69.00	
Lap time	24.00	24.00	24.00		23.00	23.00	23.00	
	Menagerie – start on 16.00							
S/watch	32.00	48.00	64.00	80.00				
Elapsed	16.00	32.00	48.00	64.00				
Lap time	16.00	16.00	16.00	16.00				

- **If you stopped everyone after the Fireballs, Menagerie would only get a 48 min race**
- **So you use class flags to shorten & let Menagerie go round another time**

6. FINISH THE RACE

SUNDAYS RACES 1 & 2


- 1. Decide whether you are going to finish all fleets next time they come through the line, or just some of them**
 - **If the former, you just raise the shorten course flag** (but, if the fleets are mixed up – e.g. the leading Fireballs have gone through & you are shortening the race for the Flying Fifteens but some Fireballs are behind the Flying Fifteens – best using class flags to minimise confusion)
 - **If the latter, you raise the shorten course & class flags**
- 2. Raise the flag(s) with two hoots**
 - **No longer a requirement to do it when they round the final mark – just before they go through the line**
- 3. Menagerie are on average lap, so you finish them when they next come through the line having shortened them, whereas other fleets have to do same number of laps as leader**
- 4. When each boat finishes, give a sound signal & record on lap sheets:**
 - **Single class fleets: Finishing positions**
 - **Menagerie fleets: Finishing times (from stopwatch) & number of laps**

OTHER SUNDAY RACES

SUNDAY WARM UP RACE

1. Decide when you are going to finish to ensure everyone will be finished by 10.55am
2. Raise the S flag with two hoots
3. When each boat finishes, give sound signal & record finishing position on lap sheets
4. If you are running out of time (10.55 is near): abandon the race: raise Flag N with 3 hoots

SUNDAY RACE 3

1. Use table to determine finish 
2. Can finish at any buoy, or OL (if in course)
3. Raise the S flag with two hoots
4. When each boat finishes, give a sound signal (if poss) & record finishing time on lap sheets

Class	End time (mins)
49er	26
RS800	30
RS700	30
Int 14	30
Fireball	35
Contender	35
29er	35
RS300	35
Flying Fifteen	35
Lark	40
Laser	40
Laser 2000	40
RS200	40
Solo	40
Miracle	40

SHORTENING FLAGS & PROCEDURE

DWSC Fleet Flags – For Shortening Course

Only shorten each fleet when they have done the appropriate length race.



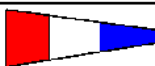

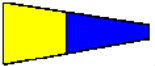


To shorten course:

For all fleets: Hoist flag “S” by itself & make 2 sound signals as the first boat you are finishing approaches the finishing line.

For individual fleets: Hoist flag “S” above or alongside fleet flag(s) & make 2 sound signals as the leading boat in each class approaches the finishing line.

For Sunday Warm Up / menagerie / Wednesdays: You always finish all boats the next time they cross the finish line after you shorten course. It doesn't matter if boats have done different numbers of laps.

For Sunday third race: All boats must do the same number of laps. So you only finish them when they have completed the same number of laps as the leader.

Start 1	1	
Start 2	2	
Start 3	3	
Start 4	4	
THAT'S ALL THAT IS REQUIRED ON SUNDAYS RACE 2, EXCEPT 1ST SUN EACH MONTH		
Start 5	5	
THAT'S ALL THAT IS REQUIRED ON SUNDAYS RACE 1, EXCEPT 1ST SUN EACH MONTH		
Start 6	6	
AND YOU ALSO NEED:		
Shorten Course	S	

7. BETWEEN RACES – SUNDAYS

- 1. Leave the Committee Boat on the water & call the bosun to take you in**
– BUT don't leave the Committee Boat unmanned if it is windy – bring it in
- 2. Collect signing on sheets**
- 3. Put out new signing on sheets:**
Sunday: Race 2: 5 sheets (Start 4x2)
Sunday: Race 3: 1 sheet
- 4. Talk to people about the course, get feedback**
- 5. Preferably set a different course for the next race**

8. PRODUCE THE RESULTS

1. For single class fleets, transfer places onto signing on sheets
2. For menagerie fleets, transfer finishing time onto signing on sheets &, for average lap (menagerie, W/L, Wed), the number of laps completed

AFTER THE RACE

Come ashore with the W/L Race Sheet showing class and sail numbers, number of laps completed and elapsed times for all boats; eg:

CLASS	SAIL NUMBER	LAPS COMPLETED (X)												S/WATCH TIME (mins:secs)
		1	2	3	4	5	6	7	8	9	10	11	12	
RS200	356	X	X	X	X									62:50
RS800	763	X	X	X	X	X	X	X	X	X				58:47
RS200	717	X	X	X	X	X								65:12

- There is no need to work out actual time racing for menagerie fleets
- Just record the time on the stopwatch
- The handicap results person will take off time before their start

3. Put these back in the office with the completed Duty Officer's Report

If you're not going to do this, everyone might as well have stayed in bed!

PROTESTS

- **If a protest or request for redress is submitted, it is not the OOD's responsibility to sort it out** (partly because a request for redress will usually be against you!)
- **There is a "Protest Kit" (green box) available in the Race Box which provides instructions about Rules Disputes, which provides for options of an Advisory Hearing, RYA Arbitration & Protests, & has protest forms**
- **You should provide a protest form for anyone wishing to submit one, & you should note what time the race that the protest is about finished**
- **When you are given the completed form, note on it both when the race finished & what time you were given the completed form**
- **You should talk to one of the following, who will take it from there:**
 - **The Water Manager, RCS, or a member of the Committee**
- **If none of these are available, leave the completed protest form with all the other paperwork in the office**