



**DRAYCOTE**  
~ **WATER** ~  
**SAILING CLUB**

**OOD BRIEFING NOTES**  
**WEDNESDAYS**  
(Website)  
**June 2017**

## WEDNESDAYS – KEY POINTS FOR OOD

### FORMAT

- 4 starts
- Up to 50 mins race (dependent on light)
- Average laps

### PLEASE NOTE

- The wind often dies in the evening: Need to set a relatively short course to allow for this (aiming for fastest in Start 1 to lap in c. 15 mins)
- Record **every** boat (and its time) as it goes through the gate each lap in the order it goes through (no need to keep fleets separate)
- Average lap: need to start & finish in same place; you decide when to finish & finish everyone from then on
- BUT consider finishing very slow boats (Optimists, Teras) before everyone else – give a hoot & tell them they're finished – no need for flags
- When deciding when to finish, consider the dying wind, failing light & time the water closes. **If told by Club Manager / bosun to shorten the course, you MUST**
- At the finish just keep recording every boat (and its time) as it goes through the gate in the order it goes through (no need to keep fleets separate)
- On shore transfer the results to signing on sheets – **YOU MUST DO THIS**

## STAGES

1. **PREPARATION**
2. **SET THE COURSE**
3. **SET THE START LINE & PUT UP THE COURSE**
4. **RUN THE SEQUENCE**
5. **RECORDING BOATS EACH LAP**
6. **FINISH THE RACE**
7. **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 6pm at the latest**
4. **Put out the 4 signing on sheets:**
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** (see next page)
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 (Wednesday)

#### 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)

#### Other Requirements

- Start Boards 1-4
- Course Letters
- 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
- **X & First Substitute are on either end of a stick** (so they can be raised quickly if individual or general recall)

**Check stopwatches are working / you know how to use them**

**Bosun will provide:**

- **Start mark**
- **Triangular moveable mark**

## 2. SET THE COURSE

1. **Identify the wind direction & strength** – taking note of forecast changes in strength & direction
2. **Have a look at the course options on page 11**
3. **Get on the water early**
4. **Think about the length of the course**

Race

Wed

Intended length

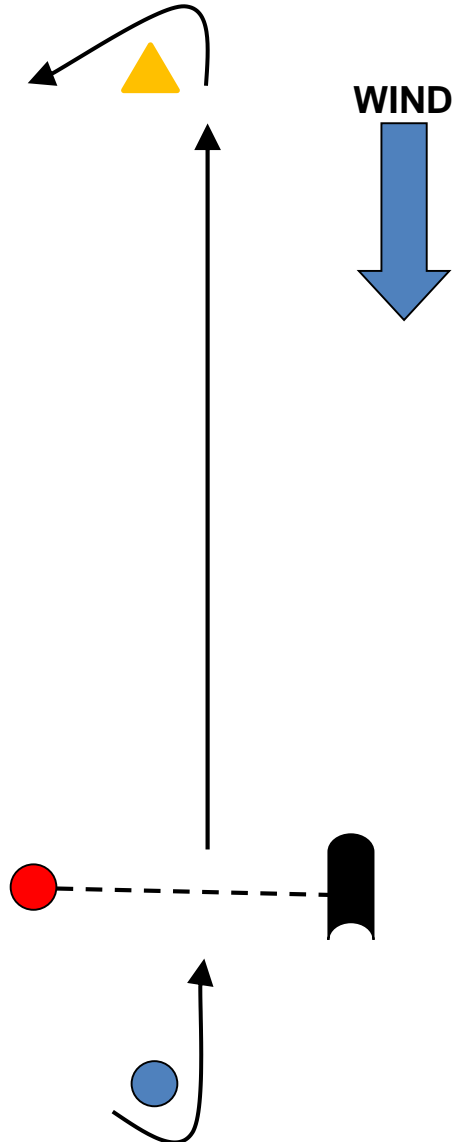
c. 50 mins (depending on light)

First start lap

c. 15 mins

5. **Identify the core part of the course**
  - **Leeward & windward marks** (try to avoid windward shore under hill)
  - **Recommended use triangular moveable mark as windward mark** (can be in exactly right direction & distance & can be moved up to sequence start)
  - **Leave the first mark to port** (unless specific need to do otherwise)

## THE CORE PART OF THE COURSE



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

It would then become the “gate” & finishing line for **everyone on Wednesdays.**

Starting off at a Club mark is not an option as everyone is doing an average lap race, so need to start & finish at the same place.

Windward mark recommended to be **triangular moveable mark** (this can be moved up until the start sequence to give the best beat)

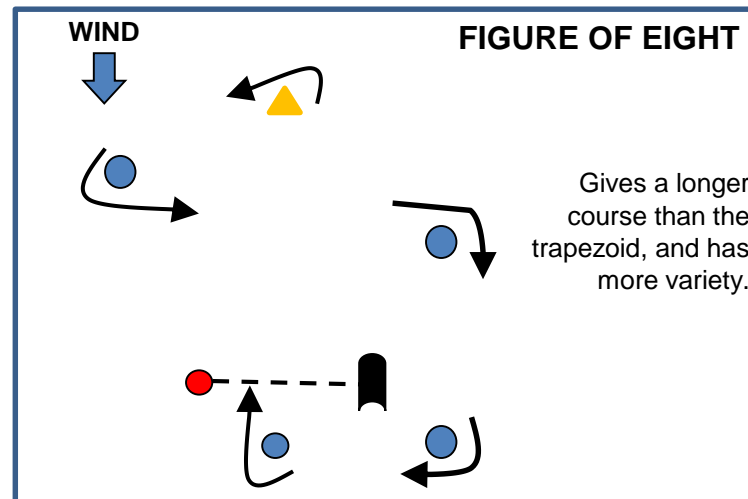
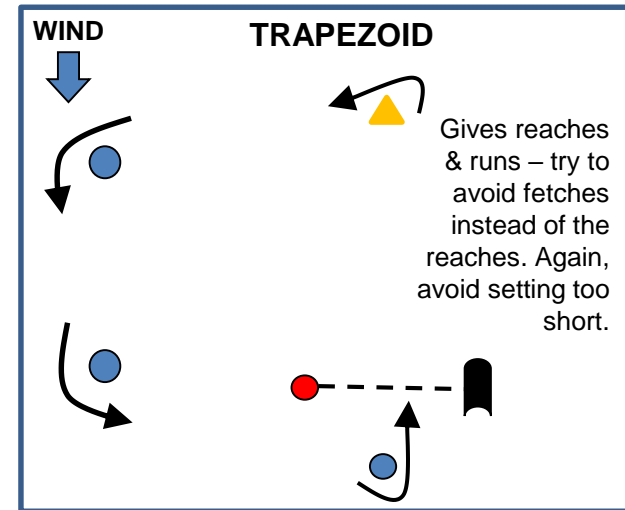
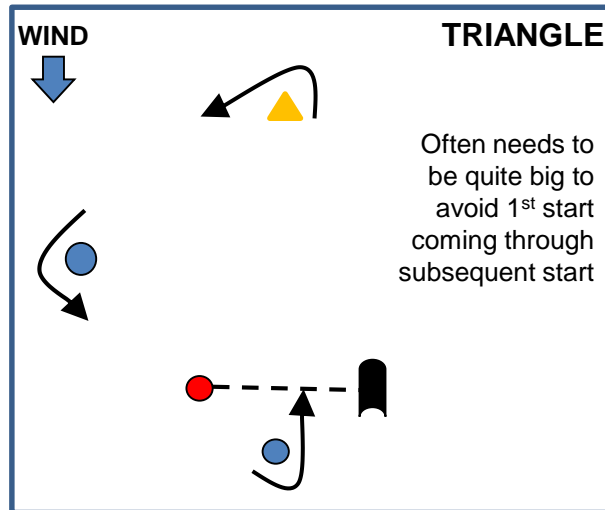
## CREATING THE REST OF THE COURSE

1. Try to keep course away from a windward shore. Avoid:
  - C, D or E in a northerly
  - K, OL, J in a southerly
2. Consider using triangular moveable mark
3. 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
  - Marks – if a mark could be rounded either side you probably don't need it in the course



## SOME COURSE OPTIONS

You might like to consider some of these, or a combination of them:



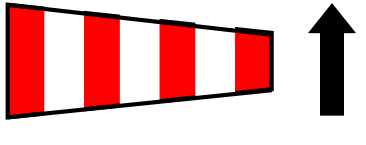
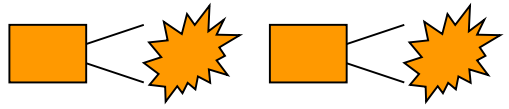
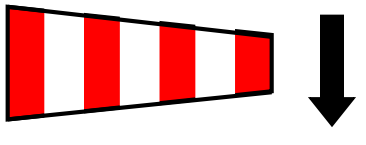
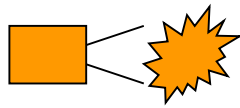
### **3. SET THE START LINE & PUT UP THE COURSE**

- 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 meters painted red, then marked in red every 5 meters**
  - **Drop mud weight astern to stabilise boat**
- 2. Put up start line pole (port gunwale) with on-station flag (green)**
- 3. Ask bosun to drop start buoy & mobile mark (if using)**
- 4. Instruct them to drop red start buoy – ideally giving very slight port bias & a length of 1.5 x number of boats in largest fleet x their boat length**
- 5. Put up the course, double checking:**
  - **You have the start mark shown** (top line)
  - **Each buoy is the right colour** (red leave to port, green to starboard)
  - **You include the gate**
- 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		











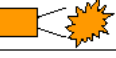






You can clarify your postponement by raising under it: **Flag H** (signals ashore); **Flag A** (no more racing); **Numeral Pennant** (no. of hours postponed)

## 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. **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**
4. **Hooter**: Loud, long hoot when required
5. **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
6. **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
<b>THAT'S IT FOR THE SUN WARM UP (EXCEPT GENERAL RECALLS)</b>					
6 min					
7 min		↑		2 →	← 3
9 min					
10 min		↑		3 →	← 4
12 min					
13 min		↑		4 →	← 5
<b>THAT'S IT FOR SUN RACE 2 &amp; WEDNESDAY (EXCEPT GENERAL RECALLS)</b>					

## Draycote Starting System

Time	Flags		Sound	Number Board	
	Up	Down		Take off	Put on
15 min					
16 min		↑		5 →	← 6
18 min					
19 min		↑		6 →	
<b>THAT'S IT FOR SUN RACE 1 (EXCEPT GENERAL RECALLS)</b>					

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

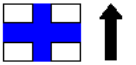

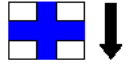
19 min		↑		6 →	← R <sup>1</sup>
21 min					
22 min		↑		R →	

<sup>1</sup> Where R= Restarted Fleet Number

## 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.

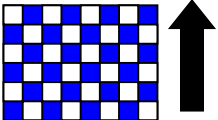
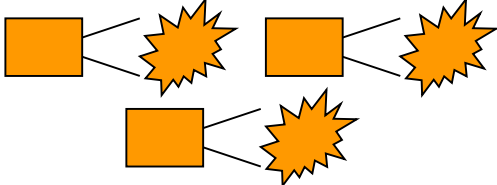
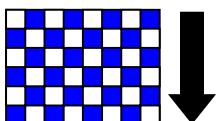
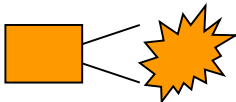
**General Recall:** If not all identifiable

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 &amp; lower all other flags</p>		
<p>When resolved (&amp; 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. RECORDING BOATS EACH LAP**

### **Using the Lap / Finishing Sheets:**

- Record **every** boat (and its time) as it goes through the gate each lap in the order it goes through (no need to keep fleets separate)
- Just keep recording them in order – you don't need to find the last time they went through, just write them down on the next line



## 6. FINISH THE RACE

- 1. Decide when you are going to shorten** (taking into account if the wind is dying or light fading & instructions from the Club Manager / Bosun) – **no need to worry about fleets, you just shorten everyone**
- 2. Raise the S flag with two hoots shortly after the boat before the one you are going to shorten has been through the line & before the one you are going to shorten has**
- 3. Carry on writing down each boat** (and its time) **as it goes through the finishing line on the Lap / Finishing sheets** (if there is a whole bunch of boats together you may not have time to put a time against every one – just make sure you get the order that they finish & as many times as possible)

**BUT consider finishing the very slow boats before you shorten everyone else if they would take ages to finish – just give them a hoot & record their time – no need for flags**

## **7. PRODUCE THE RESULTS**

### **Don't just leave the Lap / Finish sheet**

- 1. Starting from the last finisher, transfer their finishing time from the Lap / Finish sheet onto the appropriate signing on sheet and then go back through the Lap / Finish sheet counting the number of times they went through the line (including at the finish) & record this as the number of laps on the signing on sheet (suggest you put a tick against each one you count)**
- 2. Repeat this through all the finishers until all lines on the Lap / Finish sheet are ticked**
  - There is no need to work out actual time racing**
  - Just record the time on the stopwatch**
  - The handicap results person will take off time before their start**
- 3. Leave these in the OD box with the completed Duty Officer's Report**

## 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 last boat finished in the protested race**
- **When you are given the completed form, note on it both when the last boat finished & what time you were given the completed form**
- **You should talk to one of the following, who will take it from there:**
  - **The RCS, a member of the Committee or Club Manager**
- **If none of these are available, leave the completed protest form with all the other paperwork in the office**