



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

**SUNDAY SUMMER SERIES**  
**OOD BRIEFING NOTES**  
(Website)

**March 2018**

## WHAT'S NEW?

- The fleet captains & Committee review turnouts towards the end of each season to inform the next season's racing schedule
- This is an active decision making process & while we may stay with the status quo that's only if the turnouts support it
- We have moved away from the "we've always ...." approach

**There have been 3 changes since the 2016/17 Summer series:**

1. **Warm Up Race: Dropped** (too few participating)
2. **Race 1 & 2: No Windward / Leeward course set** (to few participating)
3. **Race 3**: (Mass start, Windward / Leeward) **Held back-to-back to** (or very shortly after) **Race 2** (Warning signal not before 1430)

## SUNDAYS – KEY POINTS FOR OOD

### FORMAT

- Race 1                      6 starts, c. 1 hour
- Race 2                      4 starts, c. 1 hour
- Race 3                      1 start, 35-45 min, proper Windward / Leeward, average laps

### RACE 1 & 2

- c. 1 hour racing for each fleet, irrespective of start, (Novice & Junior: c. 40 mins)
- Those who start later should finish later
- OOD chooses course, but start & finish in same place (for average lap fleets)

### RACE 3

- Proper windward / leeward course (windward mark, gate) – need extra gate mark
- Run back-to-back to (or shortly after) Race 2 (but don't finish Race 2 early – Race 2 should still be c. 1 hour)
- Warning signal not before 1430 (can be later to ensure Race 2 is c. 1 hour)

### RESULTS

- Record / transfer results to signing on sheets properly & complete OOD report

## STAGES

	<b>Slide</b>
<b>1. PREPARATION</b>	<b>7</b>
<b>2. SET THE COURSE</b>	<b>9</b>
<b>3. SET THE START LINE &amp; PUT UP THE COURSE</b>	<b>15</b>
<b>4. RUN THE SEQUENCE</b>	<b>17</b>
<b>5. MONITOR THE RACE</b>	<b>22</b>
<b>6. FINISH THE RACE</b>	<b>27</b>
<b>7. BETWEEN RACES</b>	<b>30</b>
<b>8. PRODUCE THE RESULTS</b>	<b>31</b>

## 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 9.30am at the latest**
4. **Put out the signing on sheets:**  
Race 1: 6 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 (Sunday)

#### 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)

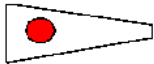


Flag H  
(Signals Ashore)



Flag A  
(No More Racing)

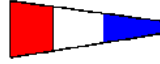
#### Fleet Flags



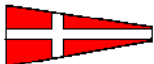
No. 1



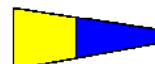
No. 2



No. 3



No. 4



No. 5



No. 6

#### Other Requirements

- Start Boards 1-6
- 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**
- **Yellow cylindrical moveable mark**

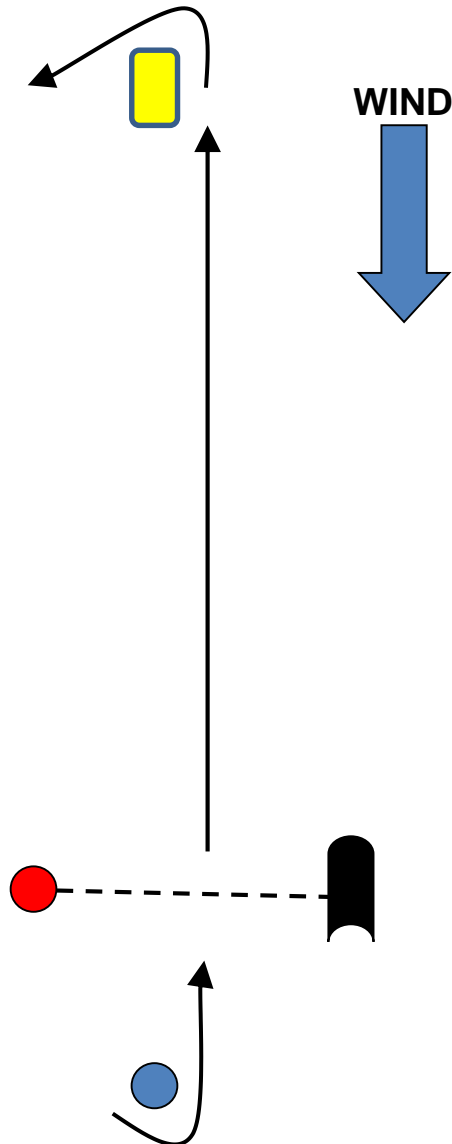
## 2. SET THE COURSE

1. **Identify the wind direction & strength** – taking note of forecast changes in strength & direction
2. **Have a look at the course options on page 12**
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>
Sun Race 1 & 2	c. 60 mins	c. 20 mins
Sun Race 3	35 – 45 mins	10 – 15 mins

5. **Identify the core part of the course** (not Sun Race 3)
  - **Leeward & windward marks** (try to avoid windward shore under hill)
  - **Recommended use yellow 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 menagerie as a minimum & usually everyone.

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

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



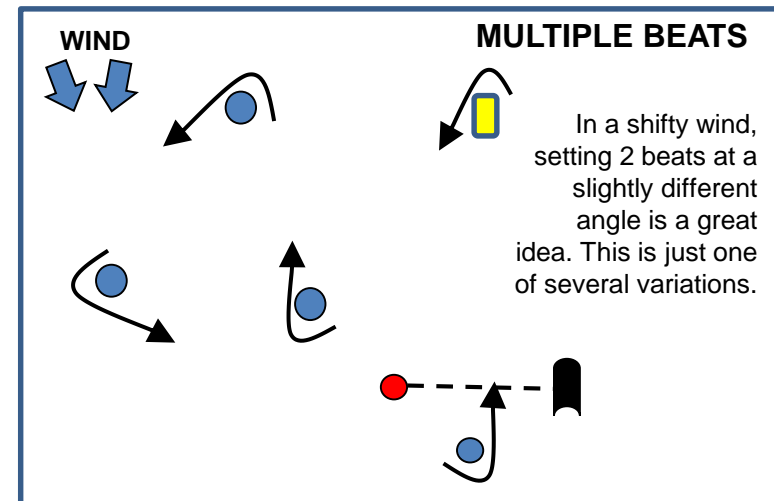
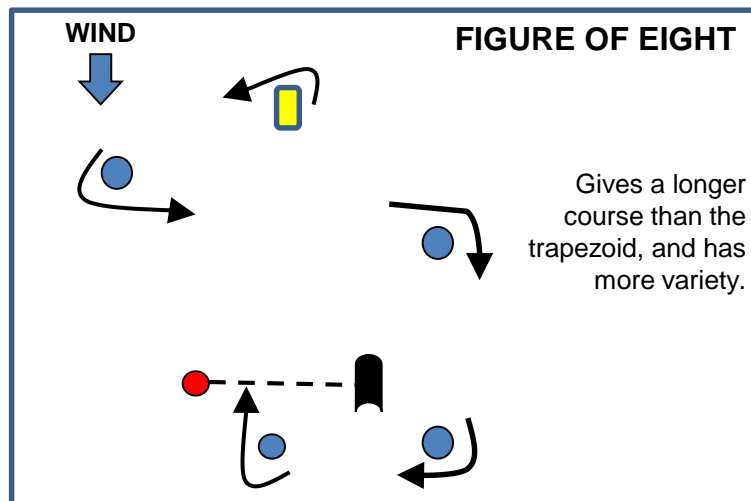
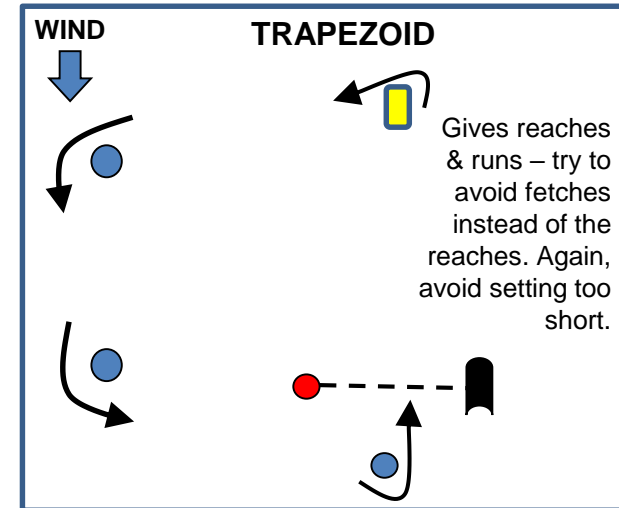
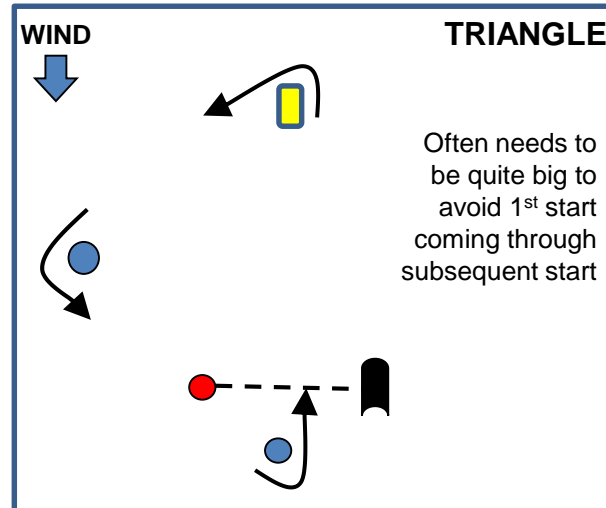
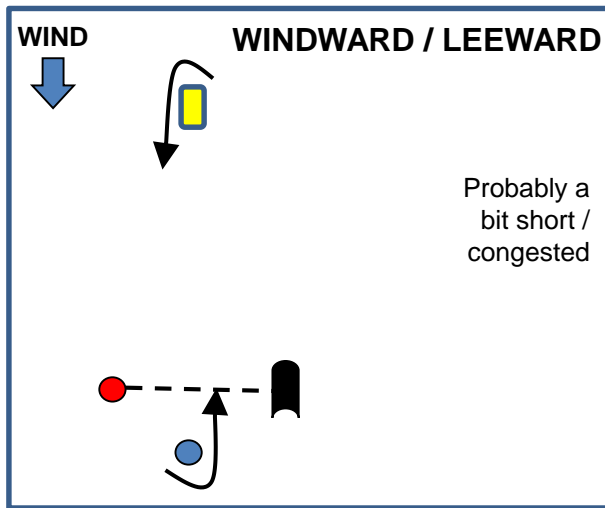
## CREATING THE REST OF THE COURSE

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. 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
  - Marks – if a mark could be rounded either side it probably shouldn't be in (unless keeping away from shallows)

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

## SOME COURSE OPTIONS

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



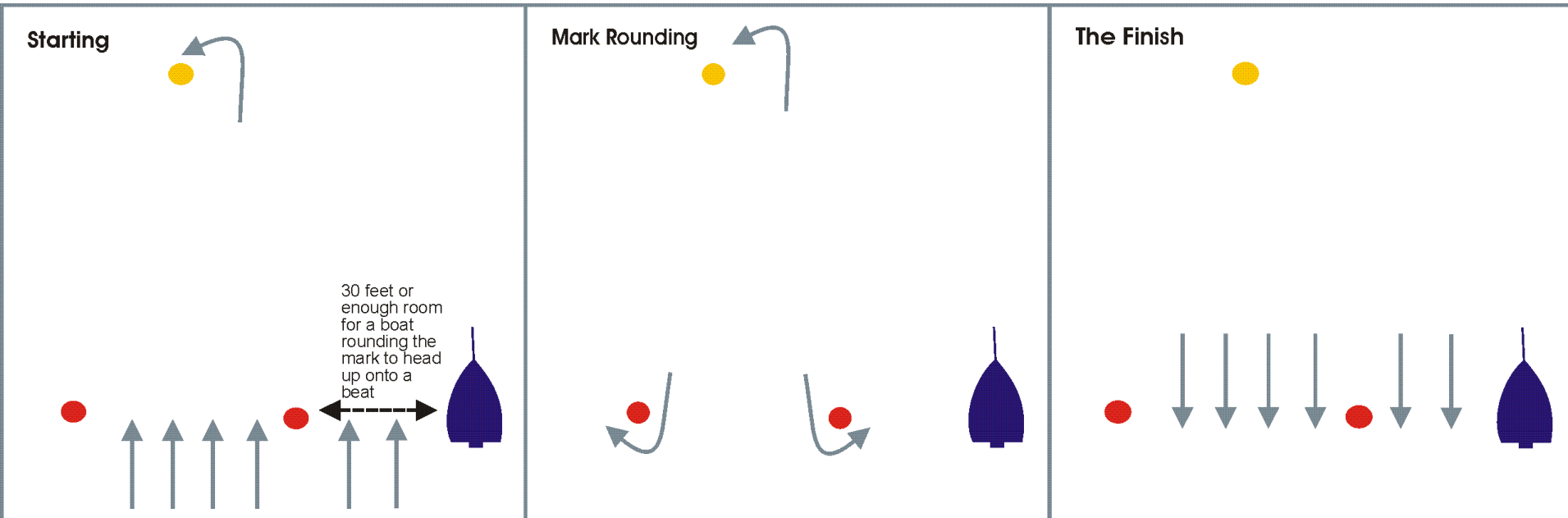
## SUNDAY RACE 3 WINDWARD LEEWARD COURSE

### 1. Identify the windward mark

- Can use yellow moveable mark

### 2. Set up start line / gate

- Longer line than normal with another mark on the line c. 30 feet from committee boat (NB This is not a start or finishing mark)



## SET DISTANCE v. AVERAGE LAP

### SET DISTANCE – Sunday: single class fleets

- Where everyone sails the same distance
- Their finishing time is recorded (if not single fleet class)
- 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, novice & junior, Race 3

- 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 (same place for start & finish)
- Must record number of laps completed
- Some single class fleet boats may be racing in Novice & Junior (Start 6) (indicated by yellow ribbon) – they need to be timed

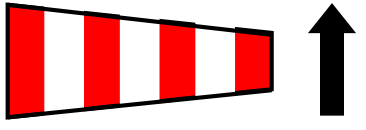
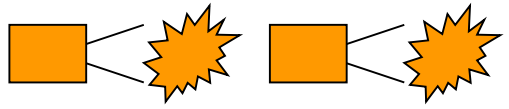
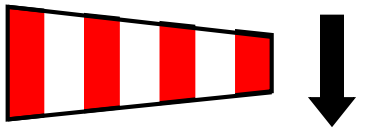
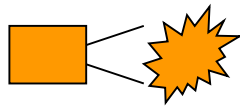
### **3. SET THE START LINE & PUT UP THE COURSE**

- 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 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  $1.5 \times$  number of boats in largest fleet  $\times$  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


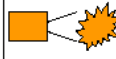


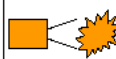
## Draycote Starting System

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
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 (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.

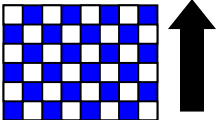
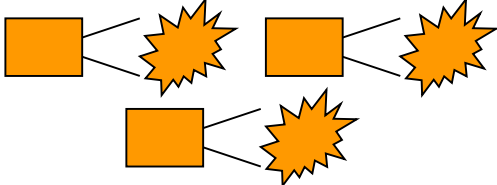
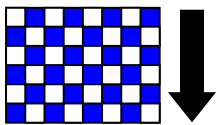
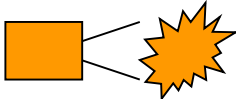
**General Recall:** If not all identifiable

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. MONITOR THE RACE – SUNDAYS RACES 1 & 2**

- 1. Record on lap sheets the order the fleet goes through the line each lap**
  - **For menagerie: mark off every lap each boat completes by putting an “X” in the lap column (NB don’t forget this for the final lap!)**
- 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 the following table)
- 5. Decide whether you are going to finish all fleets next time they come through the line (flag S), or just some of them (flag S & class flag)**

**NB Menagerie (& Novices & Juniors) are racing average laps, so no need to finish leading boat first. Just start finishing them at the time you judge best to give them closest to a 60 min race (c. 40 min for Novice & Juniors)**

**You may choose to finish a really slow boat (Optimist / Tera) earlier – just give them a hoot & tell them they are finished – no need for flags**

## SUNDAYS RACES 1 & 2

The aim is for every fleet (except Novice & Junior) to have a **60 minute** race:

- 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 (except Novices & Junior)
- 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
6	Novices & Junior (R1)	19.00	c. 00.00	41.00

## SUNDAYS RACE 3

**NB This is an average lap race for everyone, so you just start finishing at the appropriate time (no need to finish leading boat of a fleet first) to give a 35-45 min race**

**Mark off every lap each boat completes by putting an “X” in the lap column (NB don’t forget this for the final lap!)**

**You may choose to finish a really slow boat (Optimist / Tera) earlier – just give them a hoot & tell them they are finished – no need for flags**

## 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)

	<b>Fireball – start on 4.00</b>				<b>Flying Fifteen – start on 7.00</b>			
	Lap 1	Lap 2	Lap 3	Lap 4	Lap 1	Lap 2	Lap 3	Lap 4
S/watch	23.00	42.00	<b>62.00</b>		29.00	51.00	73.00	
Elapsed	19.00	38.00	<b>58.00</b>		22.00	44.00	66.00	
Lap time	19.00	19.00	<b>20.00</b>		22.00	22.00	22.00	
	<b>Laser – start on 10.00</b>				<b>Solo – start on 13.00</b>			
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	
	<b>Menagerie – start on 16.00</b>							
S/watch	<b>32.00</b>	<b>48.00</b>	<b>64.00</b>	<b>80.00</b>				
Elapsed	<b>16.00</b>	<b>32.00</b>	<b>48.00</b>	<b>64.00</b>				
Lap time	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>				

- 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 (incl. Novice & Junior) are on average lap, so you finish them when they next come through the line having shortened them, whereas single class 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 (incl. Novice & Junior): Finishing times (from stopwatch) & number of laps**



## SUNDAY RACE 3

- 1. Decide when you are going to shorten**
- 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. Record time for all boats when they cross finish line after the signal & don't forget to put an "X" for the final lap!**

# SHORTENING FLAGS & PROCEDURE

## DWSC Fleet Flags – For Shortening Course

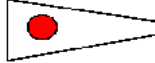

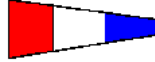
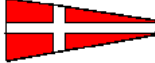
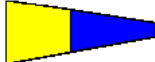


**Only shorten each fleet when they have done the appropriate length race.**

### 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 / Sundays Race 1 & 2 Menagerie / Novice & Junior / Sunday Race 3 / 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 (although it is preferable if the single class fleets do).

FLEET FLAGS FOR SHORTENING SUNDAYS RACE 1 & 2		
Start 1 (Fireball)	1	
Start 2 (Flying Fifteen)	2	
Start 3 (Race 1: Lasers; Race 2: Solos)	3	
Start 4 (Race 1: Solos; Race 2: Menagerie)	4	
THAT’S ALL THAT IS REQUIRED ON SUNDAY RACE 2		
Start 5 (Race 1: Menagerie)	5	
Start 6 (Race 1: Novice & Junior)	6	
AND YOU ALSO NEED:		
Shorten Course	S	

## **7. BETWEEN RACES 1 & 2 – 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 Race 1 signing on sheets**
- 3. Put out new signing on sheets (for both Race 2 & 3):**

Sunday:	Race 2:	4 sheets
	Race 3:	1 sheet
- 4. Talk to people about the course, get feedback**
- 5. Preferably set a different course for Race 2**

## 8. PRODUCE THE RESULTS

### Don't just leave the lap sheets

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, Novice & Junior, Race 3), the number of laps completed

stopwatch times for all boats, etc.

CLASS	SAIL NUMBER	LAPS COMPLETED (X)												ELAPSED TIME (mins:secs) S/WATCH TIME	
		1	2	3	4	5	6	7	8	9	10	11	12		
RS200	356	X	X	X	X										
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. 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**