



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

**RACE TEAM BRIEFING NOTES**  
(Manual)

**Updated July 2023**

## KEY POINTS FOR OOD

- Sunday & Wednesday racing is now all **AVERAGE LAP**:
  - Once you finish 1 boat, finish them all
- OOD chooses course, but start & finish must be **in same place**

## RECORDING LAPS / RESULTS

- Record **every** boat (& its time) as it goes through the gate each lap in the order it goes through (no need to keep fleets separate)
- You decide when to finish & finish everyone from then on
- **BUT** consider finishing very slow boats (Optimists, Teras) before everyone else – no need to hoot, just tell them they're finished / get a RIB to tell them
- At the finish just keep recording every boat (& 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**

## WEDNESDAYS

- 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)
- 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**

## FORMATS

### SUNDAYS

Not before

- Race 1                      5 starts, c. 1 hour                      1<sup>st</sup> warning signal:                      11.00
- Race 2                      3 starts, c. 1 hour                      1<sup>st</sup> warning signal:                      13.15

### WEDNESDAYS

- Race                      4 starts, c. 50 mins\*                      1<sup>st</sup> warning signal:                      19.00#

\* Dependent on wind / light

# First 2 & last 2 Wednesdays, racing starts 30 minutes earlier

## STAGES

	<b>Slide</b>
<b>1. PREPARATION</b>	<b>5</b>
<b>2. SET THE COURSE</b>	<b>7</b>
<b>3. SET THE START LINE &amp; PUT UP THE COURSE</b>	<b>11</b>
<b>4. RUN THE SEQUENCE</b>	<b>14</b>
<b>5. RECORDING BOATS EACH LAP</b>	<b>19</b>
<b>6. FINISH THE RACE</b>	<b>20</b>
<b>7. BETWEEN RACES - SUNDAYS</b>	<b>22</b>
<b>8. PRODUCE THE RESULTS</b>	<b>23</b>

## 1. PREPARATION

1. **Read the instructions** (based on this & available online)
2. **Look on WindGuru / XCWeather** to see the forecast
3. **Turn up by:** Sun: 09.30; Wed: 18.00 (17.30 1<sup>st</sup> 2 & last 2 Weds)
4. **Put out the signing on sheets:**  
Sun Race 1: 5 sheets; Wed: 4 sheets
5. **Meet your fellow OD** The automated system is easily run by 2 people or 1 at a pinch. If there's only you, talk to Dave / Matt for extra support
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; you can borrow waterproofs from the club)
9. **Briefed on committee boat by bosun** (all 18+ can drive, unless bosun says otherwise based on experience / conditions, but must be briefed)

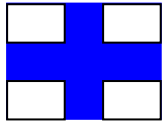
## GET THE EQUIPMENT TOGETHER



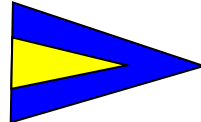
**Green**  
(On Station)



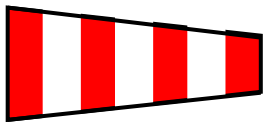
**Flag L**  
(Change of course)



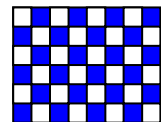
**Flag X**  
(Individual Recall)



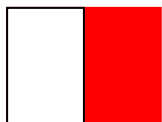
**First Substitute**  
(General Recall)



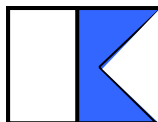
**Answering Pennant**  
(Postponement)



**Flag N**  
(Abandonment)



**Flag H**  
(Signals Ashore)



**Flag A**  
(No More Racing)

### Flags:

- **Check** – never just take what's in the box
- **X & First Substitute are on either end of a pole** (so can be raised quickly if individual or general recall) & will be on the boat

### Stopwatches (preferably 2):

- **Set to -5 minutes:** Press 'Mode' until '5M ↓+↑' appears: set right. If '1M ↓+↑' appears, press 'Prog' till this becomes '5M ↓+↑'.

### Course letters

### Burgee

**Paperwork** (maps of lake, these instructions, lap sheets, blank paper)

### Pens / pencils

**Bosun will provide:**

- **Start mark**
- **Yellow cylindrical moveable mark**

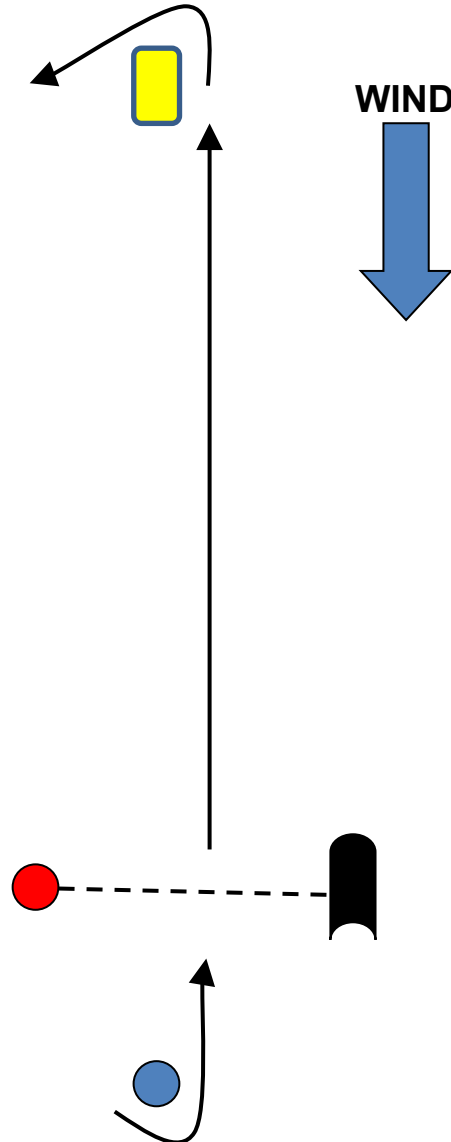
## 2. SET THE COURSE

1. **Identify wind direction & strength** – taking note of forecast changes
2. **Have a look at the course options on page 10**
3. **Get on the water early**
4. **Think about the length of the course**

<u>Race</u>	<u>Intended race length</u>	<u>First start lap</u>
Sun Race 1 & 2	c. 60 mins	c. 20 mins
Wed	c. 50 mins (depending on light)	c. 15 mins

5. **Identify the core part of the course**
  - **Leeward & windward marks** (try to avoid windward shore under hill)
  - **Recommend 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 specifically 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 then becomes the 'gate' & finishing line for everyone. It should only be used once each lap – at the end of the lap.

Starting at a Club mark is not an option.

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



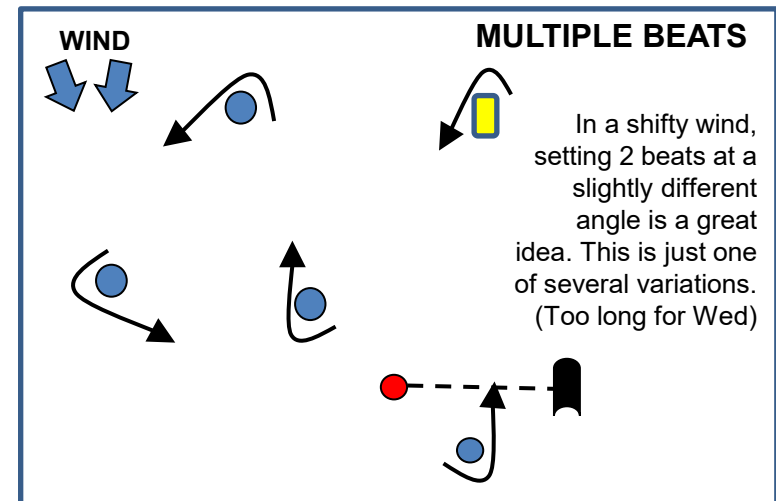
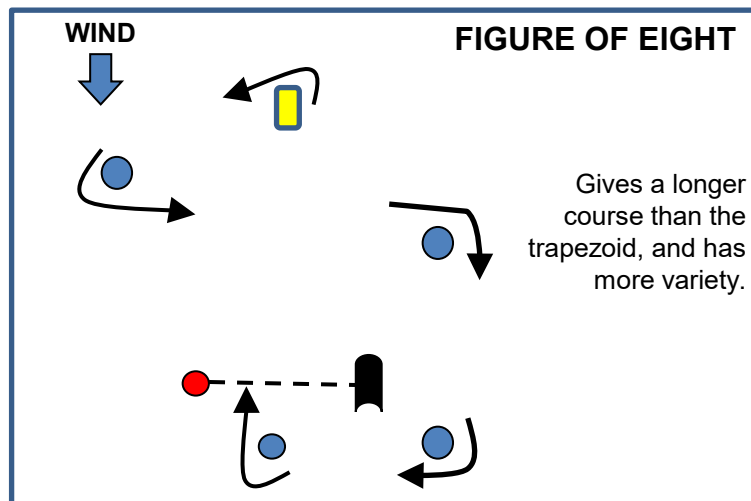
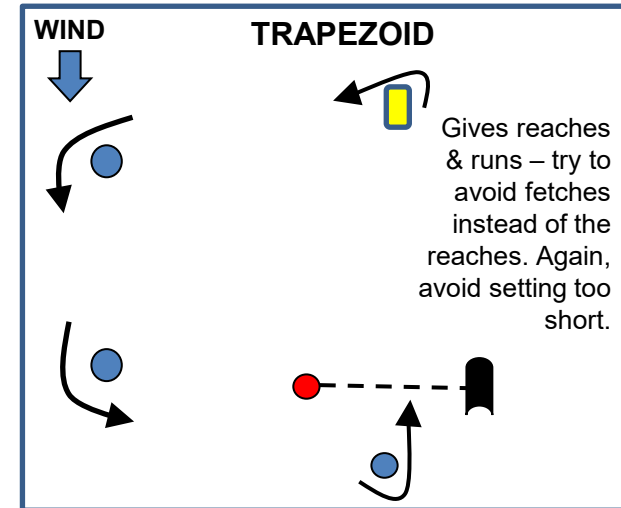
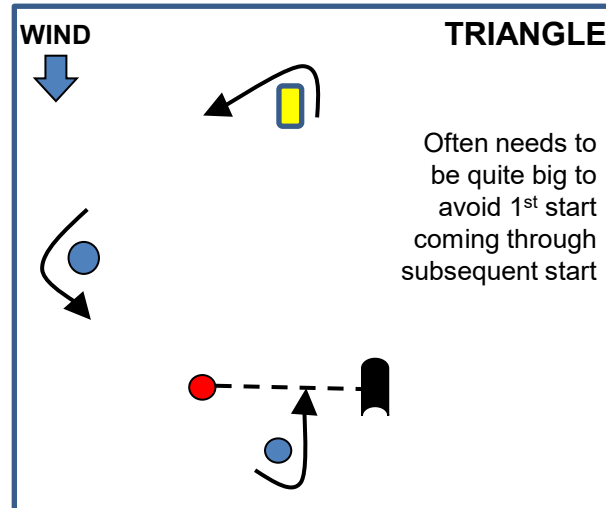
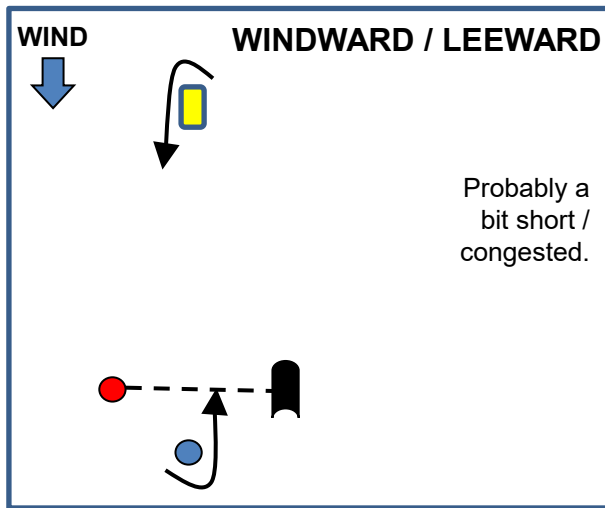
## CREATING THE REST OF THE COURSE

1. Try to keep course away from a windward shore. Avoid:
  - C, D, E or F in anything with north in it
  - M, K, OL, J in anything with south in it
2. Recommend use yellow cylindrical moveable mark as windward 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
  - 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)
  - Gate – only use once each lap – at the end of the lap

Wind strength	Beam reaches	Broad reaches	Runs	Gybes
Up to 8mph	Short / not many	Avoid	Dead runs please	Yes
8-15mph	Yes	Short / not many	Dead runs please	Yes
15-25mph	Short / not many	Yes please	Not many	Not near the walls
26+mph	No	135° is good	Avoid	Avoid / not near the walls

## SOME COURSE OPTIONS

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



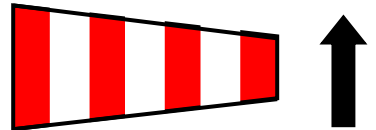
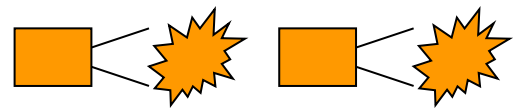

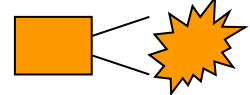
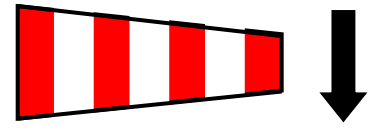
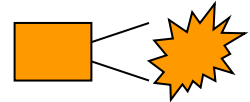
### **3. SET THE START LINE & PUT UP THE COURSE**

- 1. Anchor committee boat having checked the depth**
  - **No more than 10 metres deep** (particularly if windy)
  - **Let out ample chain: 3 x depth** (particularly if windy)
  - **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 & yellow 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, with each buoy in the right colour** (red leave to port, green to starboard)
  - **The start mark & gate at the end of the lap are already there**

## POSTPONEMENT

You may postpone a race **at any stage** before the FIRST starting signal, either ashore or from the committee boat, 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 & turn off automated system		
If you change the course (see P13)		
When resolved, lower AP with 1 sound signal		
<p>If postponed ashore: Start sequence 30+ minutes later          If postponed from committee boat: Start sequence 1 minute later</p>		



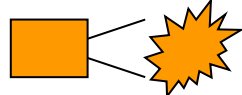
**You can clarify your postponement by raising under it: Flag H** (signals ashore); **Flag A** (no more racing); **Numeral Pennant** (no. of hours postponed)

## CHANGING THE COURSE

**Sometimes it will be necessary to change the course after you have displayed it, if:**

- **There is a major wind shift which makes a mockery of your course**
- **You spot that you put the course up wrong**

**You must do this BEFORE you start the start sequence OR POSTPONE the start sequence to do it**

Take down the original course		
Put up the new course		
As you display the new course, raise Flag L with 1 sound signal	 	
Keep flag L raised till the finish of the race		















## **4. RUN THE SEQUENCE**

**Start sequence is now fully automated with lights, hooter & start numbers**

**Once started, it will cycle through successive starts until it is turned off**

- 1) Check stopwatch(es) set to (-)5 minutes (see P6) & start the stopwatch**
- 2) Turn on Power Switch (before stopwatch reaches 4.30)**
- 3) At 4 mins, press Start Sequence button (sequence will now run automatically)**
- 4) Stopwatch will now count up to zero at Start 1 & continue up**
- 5) Look along the line at each start to see if anyone is over. If one or more boats over, press the Extra Hooter button:**
  - Once (Individual) & raise Flag X or**
  - Twice (General) & First Substitute (see page 17 for more details)**
- 6) If there's a General Recall, leave sequence to continue & flagged fleet will have their start after the other fleets, make a note of the start**
- 7) Turn off system when all fleets have started**

**THE SEQUENCE**

Draycote Race Starting System				
Time	Light (Flag)	Sound	Start No	
When boat is On Station				
-5 mins	Start stopwatch at -5 mins			
-4 mins				
-3 mins			1	
-2 mins				
-1 mins				
0 mins			2	<i>1<sup>st</sup> start</i>
1 mins				
2 mins				
3 mins			3	<i>2<sup>nd</sup> start</i>
Sequence continues automatically until all starts have been completed. Turn off system once all fleets have started.				

**Points to Note:**

- Starting Sequence is fully automated**
- Incorporates Lights, Hooter & Start Numbers**
- No need for flags** (apart from the Green On Station Flag), **pressing hooters or changing Start Numbers**
- Your key tasks are to**
  - **start stopwatch at -5 mins**
  - **start Sequence at -4 mins**
  - **watch the line for boats over at each start**
- Once started, the Sequence will continue until you turn it off**
- Start Number is indicated on the starboard side of the Committee boat**
- Should automatic system fail, replace the lights with flags** (box with these coloured flags will be kept inside the Committee Boat just in case)

## TIMINGS

### Sunday Race 1

### Not Before

Warning		11.00
Preparatory		11.01
Start 1	Fireball	11.04
Start 2	Flying Fifteen	11.07
Start 3	Laser / ILCA	11.10
Start 4	Menagerie	11.13
Start 5	Aero 5, 6, 7, 9	11.16

### Sunday Race 2

### Not before

Warning		13.15
Preparatory		13.16
Start 1	Fireball	13.19
Start 2	Flying Fifteen	13.22
Start 3	Menagerie	13.25

### Wednesday

### Not before

Warning		19.00
Preparatory		19.01
Start 1	PY 1100 & below (incl. Fireball)	19.04
Start 2	Flying Fifteen	19.07
Start 3	Laser, Laser Radial, Laser 4.7	19.10
Start 4	PY 1101 & above (incl. Solo), Aeros (5, 6, 7,9)	19.13

### First 2 & last 2 Weds



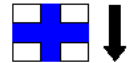
Racing starts 30 minutes earlier



# 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.

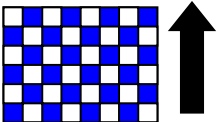
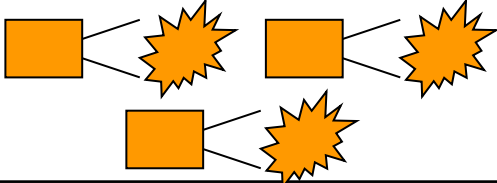
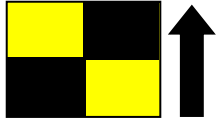
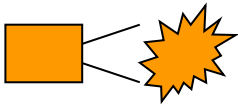
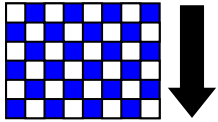
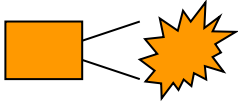
**General Recall:** If not all identifiable

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 first 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; turn off automated system</p>		
<p>If you change the course, use Flag L (see P13)</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 Sheet:

- Record **every** boat (& its time from the stopwatch) 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
- This can be quite hard work if a lot of boats cross the line together
- **A way to make it easier is to write the sail numbers down as they sail to the last mark, & then just add the times when they cross the line – it doesn't matter if the order is not the precise order they cross the line, it's the time that matters**

	Class	Sail No	STOPWATCH TIME (hrs:mins:secs)
1	<i>505</i>	<i>3967</i>	<i>18:02</i>
2	<i>29er</i>	<i>7523</i>	<i>18:50</i>
3	<i>Blaze</i>	<i>235</i>	<i>20:25</i>
4	<i>Aero 9</i>	<i>267</i>	<i>21:10</i>

## 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. Turn on the Power Switch to ready the system at least 20 seconds before you plan to finish the racing**
- 3. As the first boat you wish to shorten approaches the line (& all boats ahead have crossed the line), press the Shorten Course button. This will sound two hoots & display a fixed blue & flashing yellow lights**
- 4. Press the Extra Hooter button to finish the first boat. There is no need to hoot subsequent boats**
- 5. Carry on writing down each boat (& its time from the stopwatch) as it goes through the finishing line on the Lap / Finishing sheet**

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

## IF THE WIND DIES COMPLETELY

Ideally you have anticipated this & shortened the course beforehand, but:

**If the wind dies completely & some or all competitors are unable to complete the course:**

**Single Fleet Race** (only Fireball & Flying 15 fleets)

You can finish them **in the positions they are** on the course using Flag W (see SI 14.2.1.)

**Wednesday Evening / Multi-Fleet Race** (all other fleets)

You can finish them on the course using Flag W:

- If **all** competitors can't finish & have completed at least 1 lap, use their time & laps from when they last crossed the start / finish line (SI 14.2.3)
- If **some** competitors can't finish, take the time they last crossed the start / finish line & add 60 minutes & 1 lap (SI 14.2.2.)

## **7. BETWEEN RACES – SUNDAYS**

### **AFTER RACE 1**

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

### **AFTER RACE 2**

- 1. Collect Race 2 signing on sheets**

**NB There is no longer a requirement to sign off for organised racing – you don't need to leave the signing on sheets out for people to sign off**

## 8. PRODUCE THE RESULTS

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

1. **Signing on sheets: record if there was a general recall & transfer finish time from Lap / Finish sheet into 'Stopwatch Time' col. for each boat**
  - 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
2. **Go back though the Lap / Finish sheet counting the number of times each boat went through the line (including at the finish) & record this in the 'No. of Laps' column on the signing on sheet for each boat (suggest you put a tick against each one you count on the Lap / Finish sheet)**
3. **Repeat for all the finishers until all lines on Lap / Finish sheet ticked**
4. **Leave these in the OD box with the completed Duty Officer's Report**

Boat Class	Sail No	Helm	Crew	No. of laps*	Stopwatch Time*
<b>J1CA 7</b>	<b>3330000</b>	<b>Andrew Smith</b>		<b>1</b>	<b>45:23</b>
<b>J1CA 6</b>	<b>4440000</b>	<b>Alex Soot</b>		<b>2</b>	<b>51:26</b>
<b>J1CA 4</b>	<b>736594</b>	<b>Brian Sweep</b>		<b>2</b>	<b>51:27</b>
<b>J1CA</b>	<b>7802938</b>	<b>Rachel Sooty</b>		<b>2</b>	<b>53:26</b>

## PROTESTS

- **If a protest or request for redress is submitted, it is not the OOD's responsibility to sort it out (a request for redress may be against you!)**
- **There is a "Protest Kit" (green box) available in the Race Box (on top of the flag cupboard) which provides instructions about Rules Disputes & provides for options of an Advisory Hearing, RYA Arbitration & Protest, & has protest forms**
- **Provide a protest form to anyone wishing to submit one, & 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**