



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

**RACE TEAM BRIEFING NOTES**  
(Manual)

**Updated March 2025**

## 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**                      **4 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#**

\* 6 on 1<sup>st</sup> Sunday of each month for Novice Start.

\*\* Dependent on wind / light

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

## STAGES

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## 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; Sun Race 2: 4 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



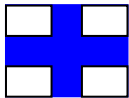
**Green**

(On Station)



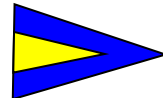
**Flag L**

(Change of course)



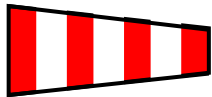
**Flag X**

(Individual Recall)



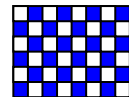
**First Substitute**

(General Recall)



**Answering Pennant**

(Postponement)



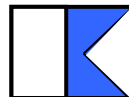
**Flag N**

(Abandonment)



**Flag H**

(Signals Ashore)



**Flag A**

(No More Racing)



**Flag S**

(Shortened Course)

### 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**

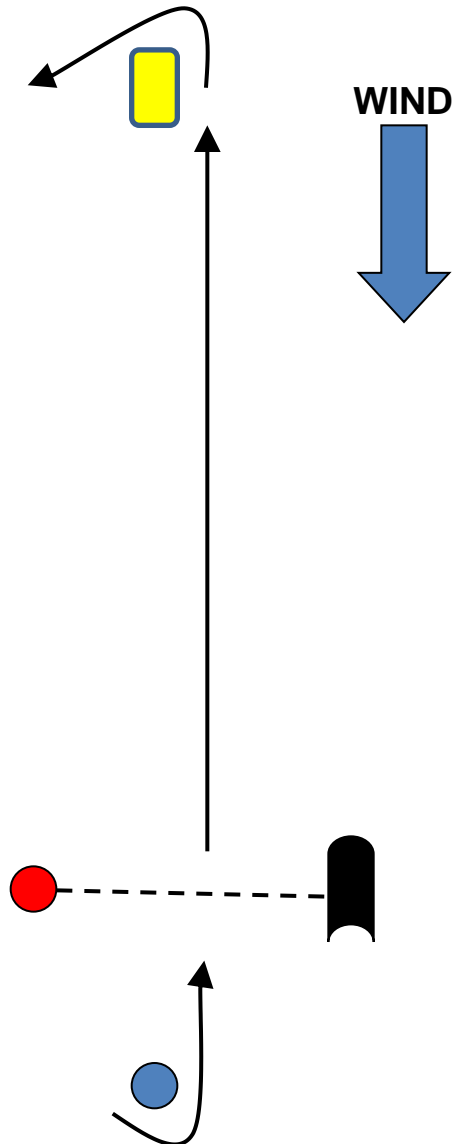
## 2. SET THE COURSE

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

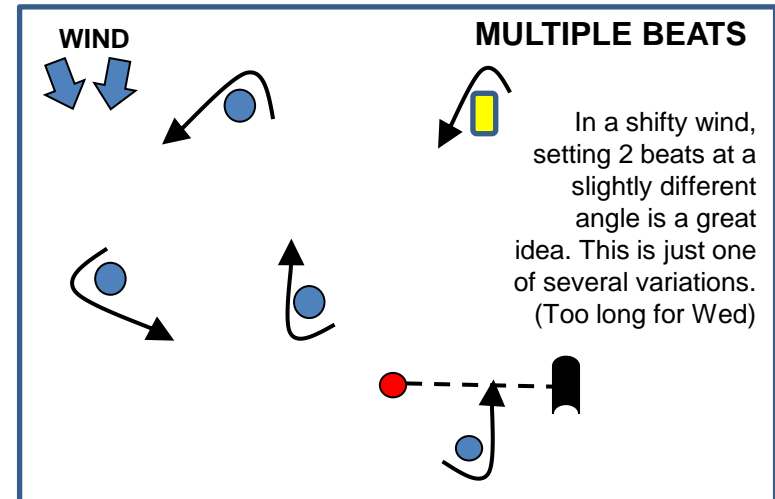
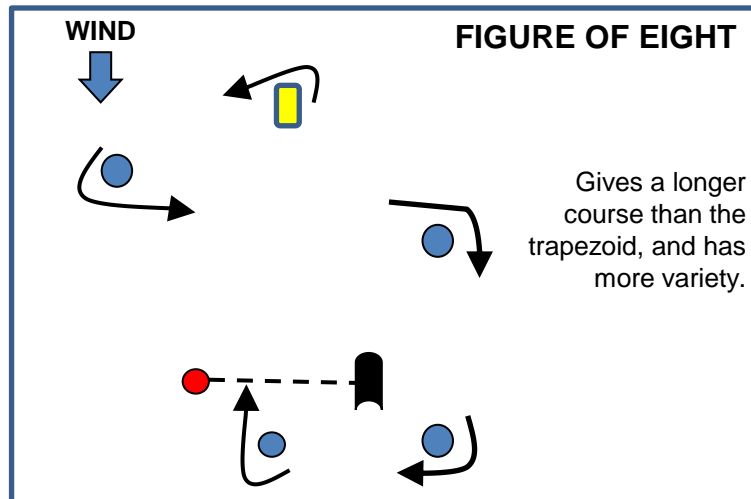
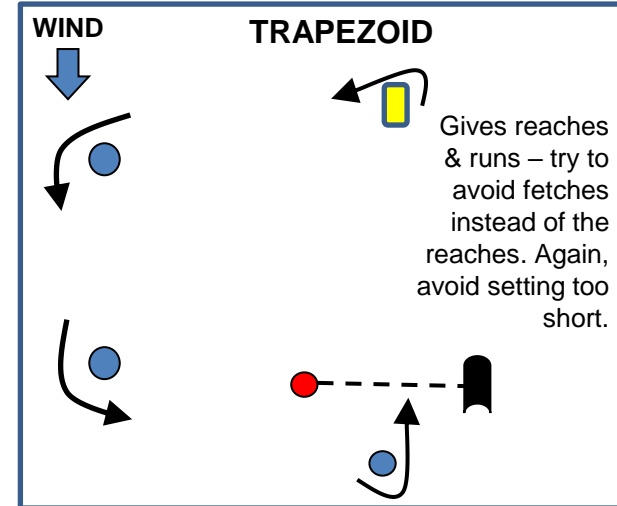
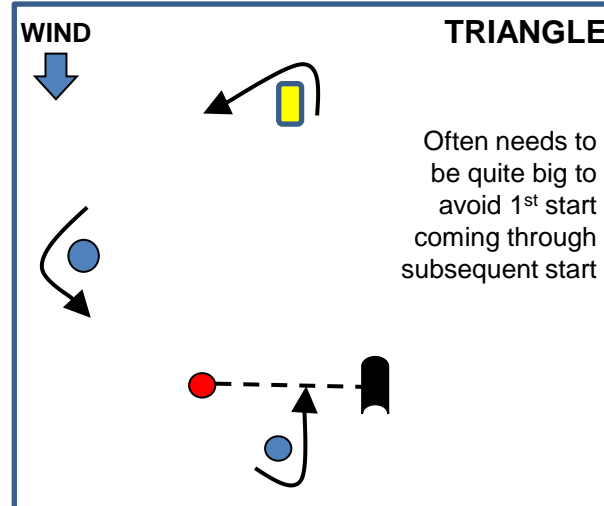
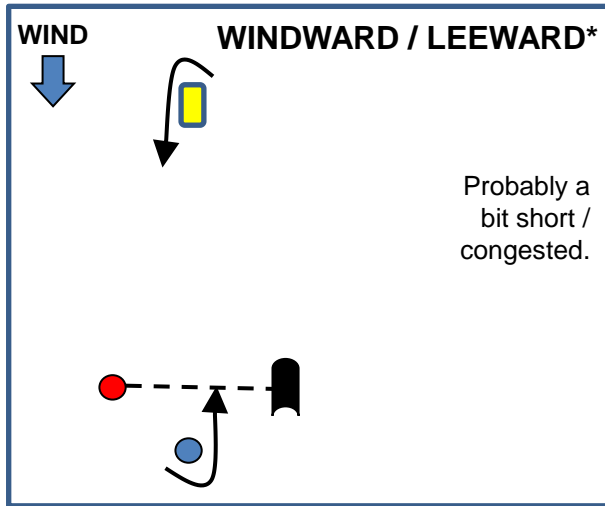
1. Try to keep course away from a windward shore. Avoid:
  - C, D, E or F in anything with north in it
  - M, K, OL, J in anything with south in it
2. Recommend use yellow cylindrical moveable mark as windward mark
3. Other points:
  - Fetches – try to avoid
  - Reaches – tight or broad, depending on 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:

\*If conditions are favourable discuss setting Windward Leeward for the PM Sunday race.



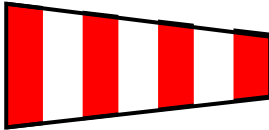
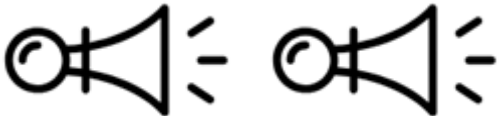


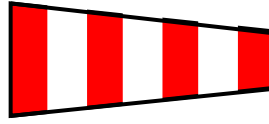

### **3. SET THE START LINE & PUT UP THE COURSE**

- 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)**

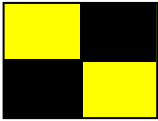


**If Race 1 is not started by 12pm on Sunday then it is automatically abandoned and Race 2 will proceed as scheduled.**

## 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 (Sun AM after 10:55, Sun PM after 13:15, Weds PM after 18:59)**
- 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**
- 8) If possible before the first starters approach call safety boat to shorten the start line to reduce the size of the Gate/Finish line to approximately half the length of the start.**

**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:**

1. Starting Sequence is fully automated
2. Incorporates Lights, Hooter & Start Numbers
3. **No need for flags** (apart from the Green On Station Flag), **pressing hooters or changing Start Numbers**
4. Your key tasks are to
  - start stopwatch at -5 mins
  - start Sequence at -4 mins
  - watch the line for boats over at each start
5. Once started, the Sequence will continue until you turn it off
6. Start Number is indicated on the starboard side of the Committee boat
7. 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	Fast / Fireball	11.04
Start 2	Aero 5, 6, 7, 9	11.07
Start 3	Flying Fifteen	11.10
Start 4	ILCA (Laser)	11.13
Start 5	Menagerie Slow	11.16
Start 6*	Novice Start*	11:19*

\* 1<sup>st</sup> Sundays only - 6/4, 4/5, 1/6, 6/7, 3/8, 7/9, 5/10

## Sunday Race 2

### Not before

Warning		13.16
Preparatory		13.17
Start 1	Fireball	13.20
Start 2	Menagerie Fast	13.23
Start 3	Flying Fifteen	13.26
Start 4	Menagerie Slow	13:29

## Wednesday

### Not before

Warning		19.00
Preparatory		19.01
Start 1	Menagerie Fast / Flying Fifteen	19.04
Start 2	Laser, Laser Radial, Laser 4.7	19.07
Start 3	Menagerie Slow (incl. Solo)	19.10
Start 4	Aeros (5, 6, 7,9)	19.13

## First 2 & last 2 Weds




Racing starts 30 minutes earlier



## PREMATURE STARTERS


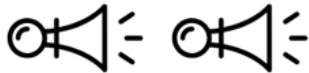

### *Individual & General Recalls*

**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.

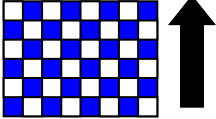

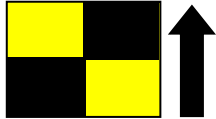

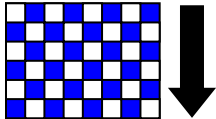

**General Recall:** If not all identifiable

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

Raise flag N with 3 sound signals & turn off automated system		
If you change the course, use Flag L (see P13)		
When resolved (& on station), lower flag N with 1 sound signal		
Start sequence 1 minute later		

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. Raise the Shortened Course Flag (S) on the Committee Boat.**   
- 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**

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:    4 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 through 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>JICA 7</b>	<b>3330000</b>	<b>Andrew Smith</b>		<b>1</b>	<b>45:23</b>
<b>JICA 6</b>	<b>4440000</b>	<b>Alex Soot</b>		<b>2</b>	<b>51:26</b>
<b>JICA 4</b>	<b>736594</b>	<b>Brian Sweep</b>		<b>2</b>	<b>51:27</b>
<b>JICA</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**