DRAYCOTE WATER SAILING CLUB

RACE TEAM BRIEFING NOTES

(Manual)

Updated October 2026

KEY POINTS FOR OOD

- **Sunday & Wednesday racing is all AVERAGE LAP:**
  - **Once you finish 1 boat, finish them all**
  - **You must record times for every boat every lap. You need these if the race has to finish early, and the club needs these for the RYA returns we need to submit.**
- **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	1st warning signal:	11:00
• Race 2	3 starts, c. 1 hour	1st warning signal:	13.15

WEDNESDAYS

• Race	4 starts, c. 50 mins**	1st warning signal:	19.00#

** 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 1st 2 & last 2 Weds)
4. **Put out the signing on sheets:**

   Sun Race 1: 5 sheets; Sun Race 2: 3 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)

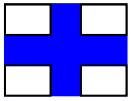
GET THE EQUIPMENT TOGETHER



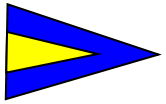
Green
(On Station)



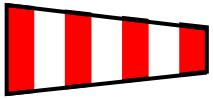
Flag L
(Change of course)



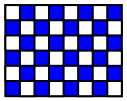
Flag X
(Individual Recall)



First Substitute
(General Recall)



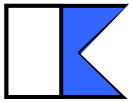
Answering Pennant
(Postponement)



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**

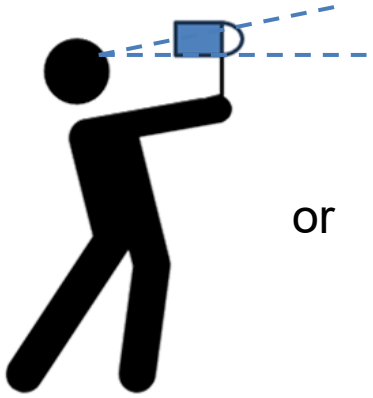
Race	Intended race length	First start lap
Sun Race 1 & 2	c. 60 mins	c. 20 mins
Wed	c. 50 mins (depending on light)	c. 15 mins

5. **Identify the core part of the course – See page 8 & 9**
   - **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)

2. SET THE COURSE – The first beat

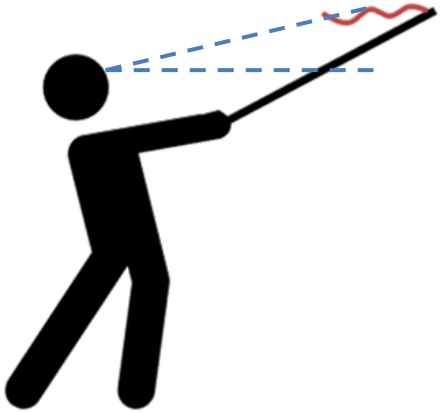
1. Move the committee boat to a downwind location on the water

2. Stand at the front of the committee boat and use a Burgee or Wind Indicator to identify where the wind is coming from.



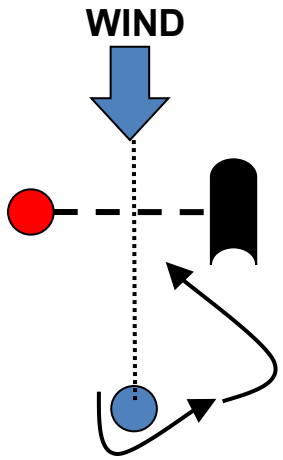
Hold Burgee at arms length

or



Rod with indicator string at end

3. Based on this select a mark for the down wind end of the course and anchor the committee boat 50-150m upwind and to the Right side of the course looking upwind.



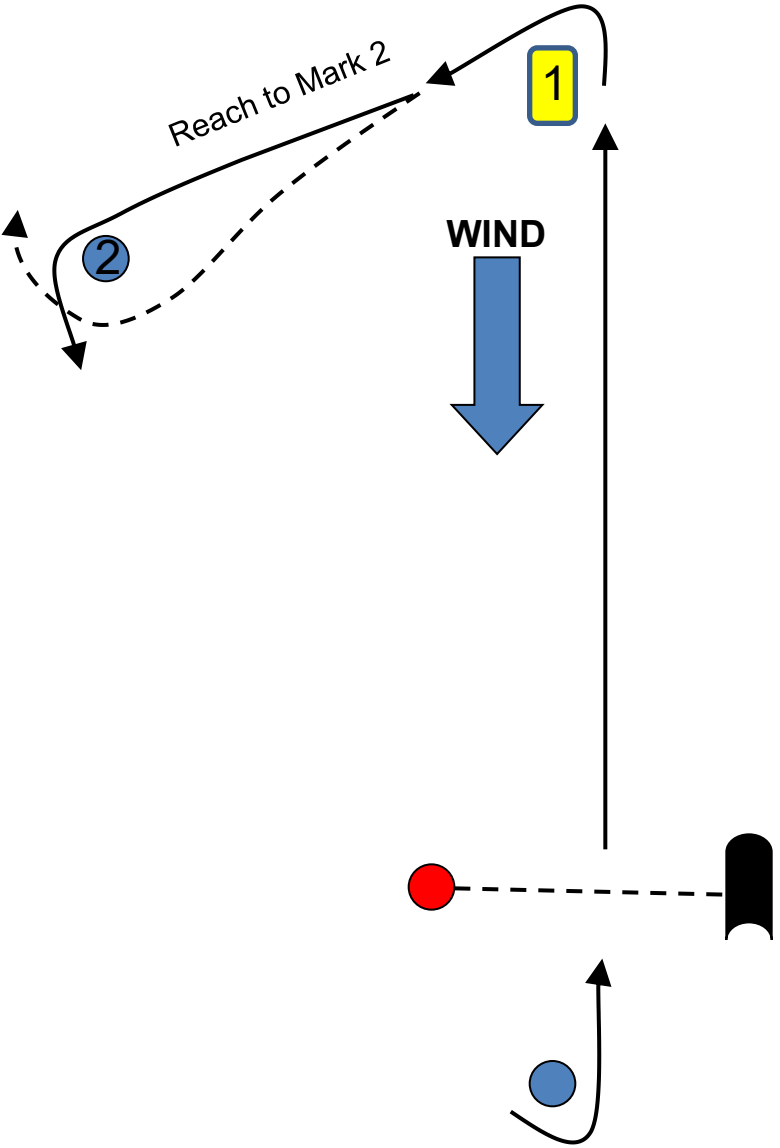
Start/Finish line upwind from final mark

4.Return to the front of the committee boat and check the wind again this on and off for 5-10mins to see how the wind is moving around.

Identify a point on the shore as your reference – this should be upwind.

If the wind is regularly shifting you can pick the average

THE CORE PART OF THE COURSE



5.Once you selected your final mark you can set the Windward mark using the Yellow Inflatable Buoy which will be placed by the Bosun.

Based on the reference position you have taken from the committee boat use the radio to guide the Bosun to the right position upwind.

The Start line is then the 'gate' & finishing line for everyone. It should only be used once each lap – at the end of the lap.

Ask the Bosun to position the Windward mark to create a reach to the second mark on the LH side of the course – 1st Mark (Yellow) rounding should be to Port.

Check Wind Direction again!

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**

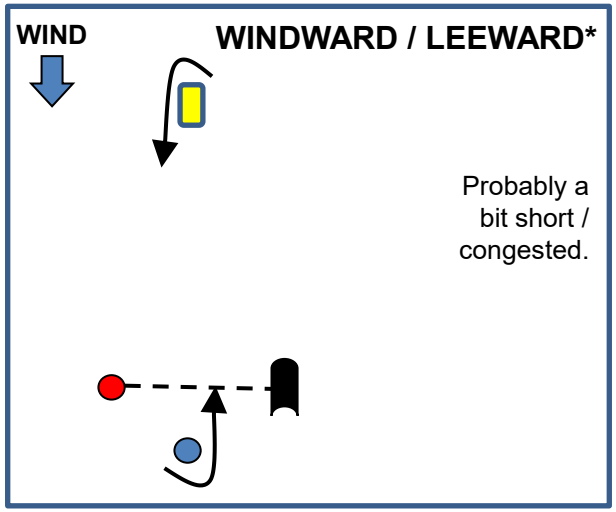
Wind strength	Beam reaches	Broad reaches	Runs	Gybes
Up to 8mph	Short / not many	Avoid	Dead runs please	Yes
8-15mph	Yes	Short / not many	Dead runs please	Yes
15-25mph	Short / not many	Yes please	Not many	Not near the walls
26+mph	No	135° is good	Avoid	Avoid / not near the walls

SOME COURSE OPTIONS

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

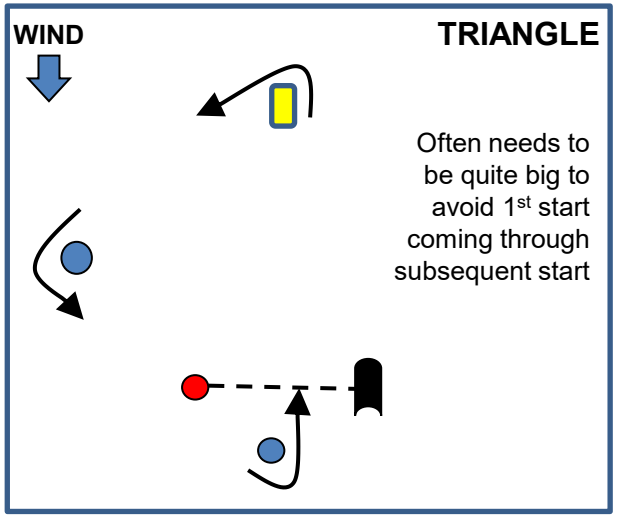
***If conditions are favourable discuss setting Windward Leward for the PM Sunday race.**

WINDWARD / LEEWARD*



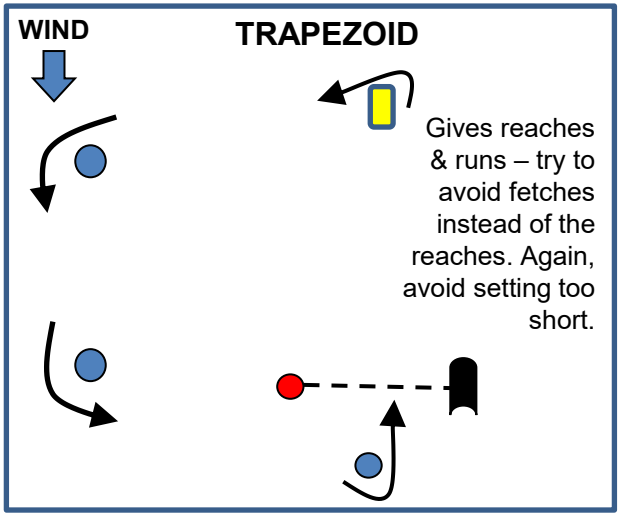
Probably a bit short / congested.

TRIANGLE



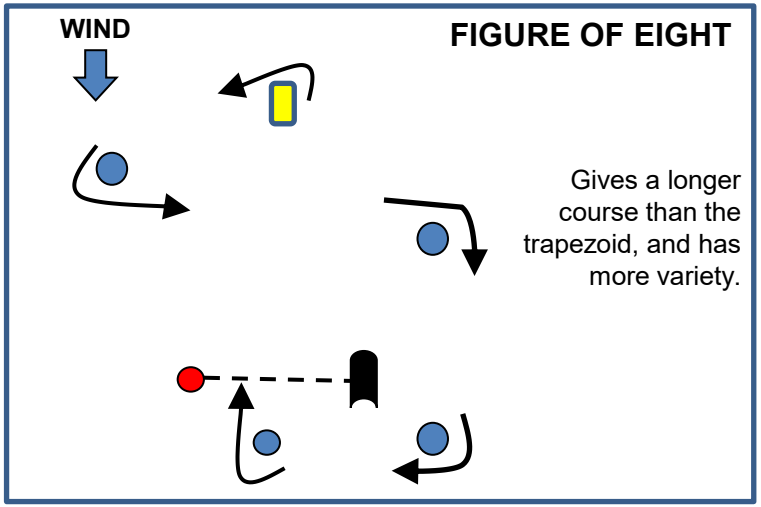
Often needs to be quite big to avoid 1st start coming through subsequent start

TRAPEZOID



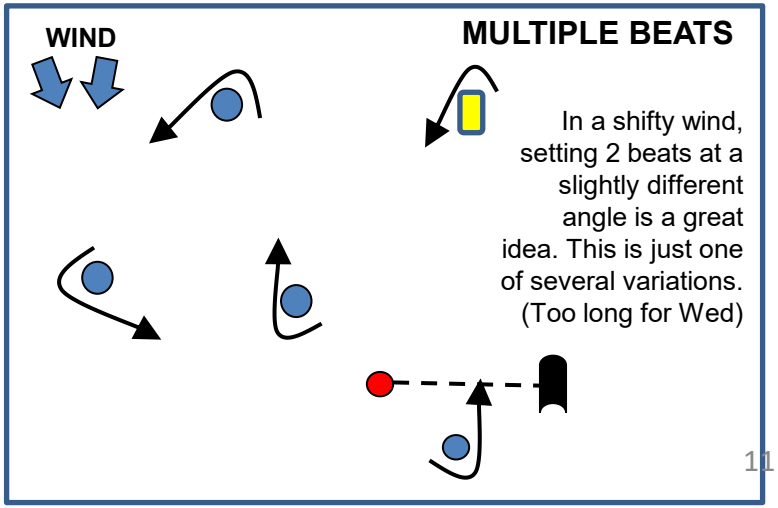
Gives reaches & runs – try to avoid fetches instead of the reaches. Again, avoid setting too short.

FIGURE OF EIGHT



Gives a longer course than the trapezoid, and has more variety.

MULTIPLE BEATS



In a shifty wind, setting 2 beats at a slightly different angle is a great idea. This is just one of several variations. (Too long for Wed)

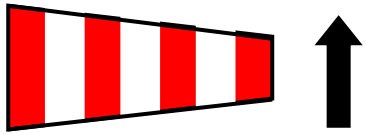
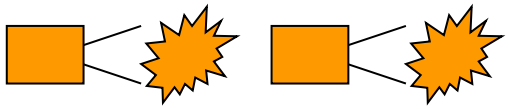
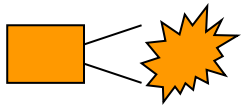
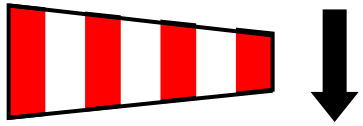
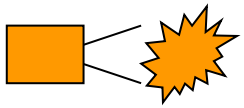
3. SET THE START LINE & PUT UP THE COURSE

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		
If postponed ashore: Start sequence 30+ minutes later If postponed from committee boat: 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)

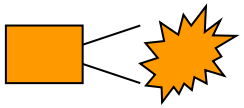
If Race 1 is not started by 12pm on Sunday then it is automatically abandoned and Race 2 will proceed as scheduled.

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 P15) **& start the stopwatch (Sun AM after 10:59, Sun PM after 13:14, 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.**

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4. RUN THE SEQUENCE

Set Both Watches



Press MODE to enter timer mode

Press PROG to set 5 mins

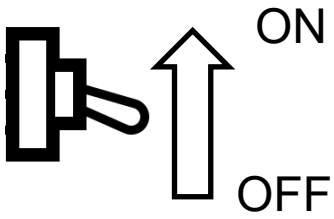


Press START 1minute before Warning Signal

Race	1st Warning not before	Stopwatch Start Time AFTER:
SUN AM	11:00	**10:59**
SUN PM	13:15	**13:14**
WED Early	18:30	**18:29**
WED	19:00	**18:59**

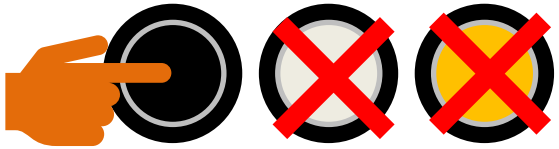


Turn on Starting System between 4:45 and 4:30



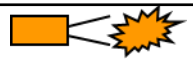
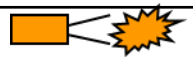
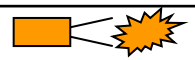
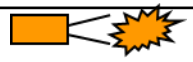
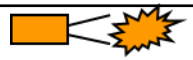


Press "Start Sequence" on Starting system – hooter sounds – sequence runs Automatically



Start Sequence | **Extra Hooter** | **Shorten Course**

THE SEQUENCE

Draycote Race Starting System					
Time	**Watch**	**Light (Flag)**	**Sound**	**Start No**	
When boat is On Station	05:00				
-5 mins	↓05:00	Start stopwatch at -5 mins			
-4 mins	↓04:00				
-3 mins	↓03:00			1	
-2 mins	↓02:00				
-1 mins	↓0 1:00				
0 mins	00:00			2	*1st start*
1 mins	0 1:00↑				
2 mins	02:00↑				
3 mins	03:00↑			3	*2nd start*
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)

DRAYCOTE WATER SAILING CLUB

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	11.13
Start 5	Menagerie Slow	11.16
Start 6*	Novice Start*	11:19*

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/Solo	13.25

- 1st Sundays only - 5/4, 3/5, 7/6, 5/7, 2/8, 6/9, 4/10

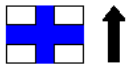
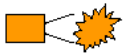
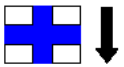
Wednesday		Not before
Warning		19.00
Preparatory		19.01
Start 1	Menagerie Fast / Flying Fifteen	19.04
Start 2	Laser, Laser Radial, Laser 4.7	19.07
Start 3	Menagerie Slow (incl. Solo)	19.10
Start 4	Aeros (5, 6, 7,9)	19.13

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 extra 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

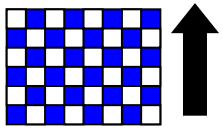
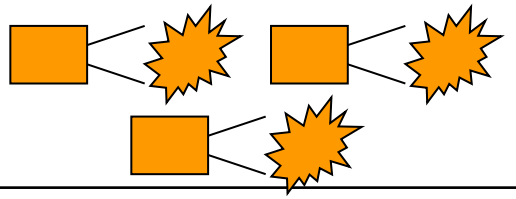
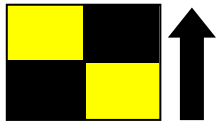
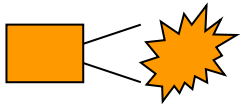
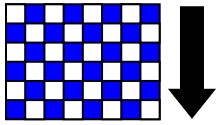
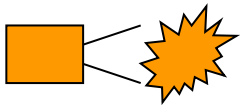
Raise First Substitute with Two extra sound signals		
After two minutes lower First Substitute. Fleet goes to the end of the starting sequence		

Terry Hand
Updated Jeremy Atkins 2014
06/04/2014

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	*505*	*3967*	*18:02*
2	*29er*	*7523*	*18:50*
3	*Blaze*	*235*	*20:25*
4	*Aero 9*	*267*	*21:10*

6. FINISH THE RACE

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.**

Check the target race length:

SUNDAYS – Target 55-60mins after Start 5

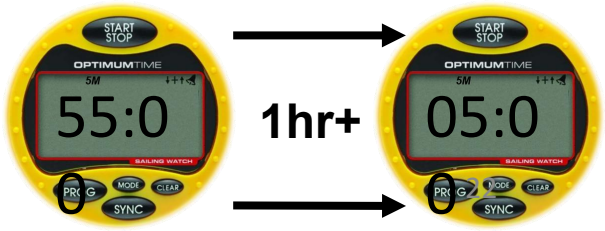
Around 65-80mins on Stopwatch depending on conditions

1hr +



WEDNESDAYS – Target 45-50mins after Start 4

Around 55-65mins on Stopwatch depending on conditions



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 from the sailors in the wet bar on the course and when to start the PM race**
5. **You don't have to start at 1:15pm delay if needed based on the length of the first race and feedback from the wet bar. Warning Signal is "NOT BEFORE 1:15pm" so waiting a few minutes for lunch, wind or boats to arrive is fine!**
6. **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*
ILCA 7	*3330000*	*Andrew Smith*		*1*	*45:23*
ILCA 6	*4440000*	*Alex Soot*		*2*	*51:26*
ILCA 4	*736594*	*Brian Sweep*		*2*	*51:27*
ILCA	*7802938*	*Rachel Sooty*		*2*	*53:26*

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**