

SailSys for the OOD

This guide is to help a race's Officer of the Day (OOD) to use the SailSys online race management system. The OOD will be responsible for the following within SailSys:

1. Entering the start boat crew in the Crew List.
2. Confirming the start time for each race.
3. Ticking off from the list each boat that starts.
4. Recording the finish time for each boat.
5. Allocating a penalty where appropriate, e.g. DNC, DNS, OCS, NSC, RET or TLE.
6. Recording any yacht flying a protest flag.



The OOD will need a SailSys user account to perform these race management duties. All TYC boat skippers will have a SailSys account as part of their race entry process. If the OOD is not a TYC boat skipper, that person will have to set up an account prior to the race day. Instructions for doing this are in Appendix A.



Once the OOD has a SailSys user account, TYC will allocate the OOD a "Race Admin" role within SailSys. This will make an additional menu, labelled "TYC", visible in SailSys so that the OOD can manage the race.



The boat will need to be entered in the race so that the people managing the race can be entered in the SailSys Crew Lists and the boat can be allocated the Duty Boat Penalty (DBP) so that it is scored equal to first place.

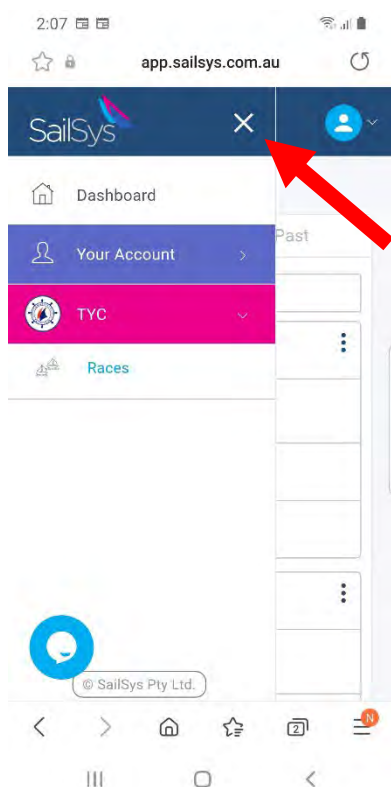
Crew Safety

Names of the crew operating the start boat need to be recorded in the same way as the crews of the boats racing. This is done using the Crew Lists function in SailSys.

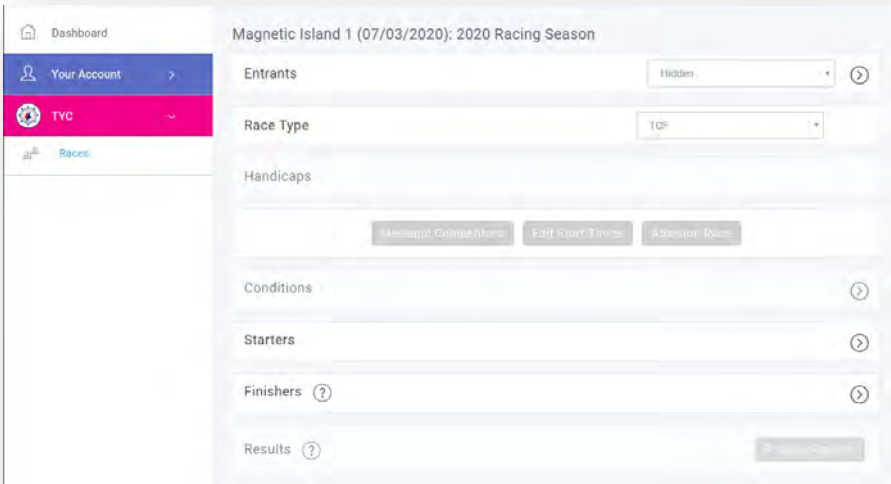

1. Under **Your Account**, choose **Crew Lists**.
2. Locate the entry for your boat in the day's race and pick the names of the crew on the start boat from the dropdown list.
3. If anyone does not appear in the dropdown list, click the **Crew Register** button at the top of the page and add their details, then pick them in the race's dropdown list.
4. If TYC has provided a driver for the start boat, you do not need to record them in the Crew Lists since TYC has a record for them.

Phone / Tablet Display

When using SailSys on a phone or tablet, the left-hand menu can hide some of the screen. After selecting the screen you want, e.g. Races, click the X in the top right of the menu to hide it so you can see the whole screen.



1 Before the Start


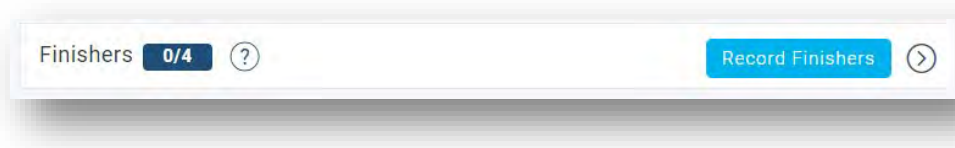
Getting Started	<p>a) On the tablet or PC provided by TYC, open a web browser and log in to SailSys at https://app.sailsys.com.au/login.</p> <p>b) Under the usual “Your Account” menu, you will see an additional “TYC” menu. Open this to see a link to “Races”.</p> <p>c) Locate the day’s first race and click on Manage to see the race management page for that race.</p> 
Confirm Race Details	<p>d) The “Entrants” value should have been changed to “Visible” – if not, change it to “Visible” now. Click on the ➤ if you want to see a list of yachts entered.</p> <p>e) The “Race type” will be “TCF”.</p> <p>f) There is a button to “Edit Start Times”. You can use this to change the start time if, for example, you had to postpone the start.</p> <p>g) The next pane (“Conditions”) allows you to record the weather conditions at the start. This is helpful but isn’t compulsory.</p>
<p>Identify Starters</p> 	<p>h) Open the “Starters” pane by clicking on the ➤.</p> <p>i) As each boat calls in that they intend to race, tick them as “Started”.</p> <p><i>Do NOT tick your own boat as a starter; it just needs to have the DBP (duty boat penalty) applied (see below).</i></p> <p><i>If a boat turns up to race that is not on the list of Entries or Starters, record the boat’s details separately on a piece of paper. Also record their finish time on paper. This will allow TYC to add them to the race if, for example, they registered and entered too late before the race to be recorded in SailSys.</i></p>
Allocate Penalties	<p>j) For any yacht on the Starters list that does not come to the start line, allocate a penalty DNC (Did Not Compete) by clicking the ⊕ in the Penalties column and adding the DNC penalty. (See page 6 for a full list of scoring penalties.)</p> <p>k) Check that the OOD’s boat has “DBP” recorded in the “Penalties” column – this Duty Boat Penalty awards the OOD’s boat a score of 1 point for having</p>

	<p>done start boat duty. If necessary, click the ⊕ in the Penalties column and add the DBP penalty.</p> <p>l) If any boat is over at the start and doesn't return and re-start correctly, allocate them a penalty of OCS.</p> <p>m) If any boat came to the start area but did not start correctly (as defined in the RRS), allocate them a penalty of DNS (Did Not Start).</p>
Save Changes	n) After making any changes in the Starters list, click the Save button to record your changes.
Later Races	o) If there is more than one race being held on the day, go back to the list of races and click Manage to open the management page for each subsequent race, following the steps above.

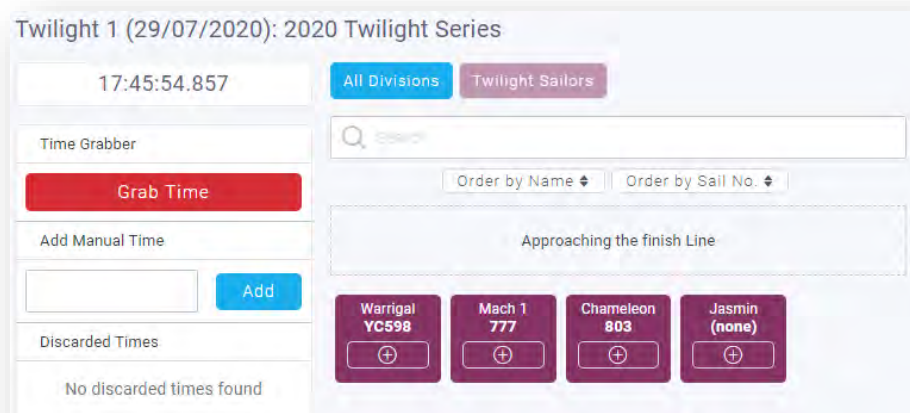
2 During the Race

Allocate Penalties	<p>a) If you observe any boat sailing an incorrect course, go to the Starters list and add the penalty "NSC".</p> <p>b) If any boat retires, go to the Starters list and add the penalty "RET".</p> <p>c) If the time limit runs out, go to the Starters list and allocate the penalty "TLE" (Time Limit Expired) for any boat still racing.</p>
Save Changes	d) After making any changes in the Starters list, click the Save button to record your changes.

3 At the Finish

Record Finish Times	<p>a) Record the finish time for each boat as it finishes. Get two people to do this – one entering the information in SailSys, the other writing it on paper. You can then cross-check the two sets of results to confirm accuracy. This will also ensure anyone who is not on the Starters list in SailSys has a finish time recorded.</p> <p> <i>Write down the finish time for any boat you have scored NSC in case they protest and have the penalty overturned. However, do NOT put a finish time into SailSys.</i></p>
Use Live Time Capture	<p>b) The simplest way to record finish times is using "Live Time Capture". To access this, click the Record Finishers button and the Live Time Capture page will display.</p> <div data-bbox="430 1758 1388 1904">  </div>

The Live Time Capture page displays a separate tile for each starter – just click a boat’s tile as it crosses the line to record its finish time. The boat’s tile will move across to the Finished Boats list.




See the separate document “Live Time Capture” from SailSys for a more detailed explanation of this tool for recording finish times.

Review
Finish
Times

- c) Click on the ⌕ to open the Finishers pane and check recorded times against the hand-written ones.
- d) Click the pen icon next to an incorrect time to type in the correct time.

Record
Protests

- e) Record any boats that are flying a protest flag by clicking the grey flag in the “Protest” column for that boat. The flag will change colour to red.

Final
Checks

- f) Once all the boats have finished, review the information in SailSys and make corrections if necessary. Things to check include:
 - a. In the Starters list, does the OOD’s boat have the penalty “DBP”?
 - b. In the Starters list, do all other boats not ticked as Started have the penalty “DNC”?

You can use the **Hide Started** checkbox at the top of the list to get a shortlist of non-starters to make it easier to check penalties.

- c. In the Finishers list, do the finish times match those recorded on paper? If not, use the pen icon next to the boat’s finish time to make corrections. Click the **Save** button to record your changes.

Process
Results

- g) There is a button to **Process Results** which becomes active after you enter the finish times. Don’t do this - leave it to the Handicapper to do later. The results will be made visible after the race results have been announced.

4 Scoring Penalties

The following scoring penalties have been set up in SailSys:

Abbreviation	Penalty Name	Score
DNC	Did Not Compete (did not come to the starting area)	Starters + 2 points
DNS	Did Not Start (other than DNC or OCS)	Starters + 2 points
DNF	Did Not Finish (failed to meet requirements of RRS definition <i>finish</i>).	Starters
RET	Retired (during or after the race)	Starters + 1 point
DSQ	Disqualified	Starters + 2 points
OCS	On Course Side (broke the start and didn't return correctly)	Starters + 2 points
NSC	Not Sailed the Course	Starters + 2 points
BFD	Black Flagged (RRS 30.4 applied at the start)	Entrants + 1 point
DNE	Disqualification Not Excludable	Starters + 2 points
DGM	Disqualified for Gross Misconduct	Entrants + 1 point
DBP	Duty Boat Penalty (start boat duty)	1 point
TLE	Time Limit Expired	Finishers + 1 point
DPI	Discretionary Penalty Imposed (e.g. failed to do start boat duty)	See SIs
SCP	Scoring Penalty (e.g. not using Boat Beacon)	2% time penalty

The OOD may allocate one of the following penalties to a boat if appropriate: DNC, DNS, DNF, RET, OCS, NSC, BFD, DBP, and TLE.

Appendix A: Creating a SailSys Account

- a) Open the TYC web site and navigate to the Sailing -> Racing Information page. Under the heading “SailSys Race Management”, click on the “SAILSYS LOG IN” button. At the bottom of the login screen is a link from which you can register.
- b) Enter your name and email address, then enter a password you will be able to remember.
- c) Click the **Register** button.
- d) You will receive an email from SailSys asking you to confirm your email address. Click the “Verify Email” button in this email. This will take you to the SailSys login page and display a message confirming that your account setup is complete.

That’s it! Your SailSys account is now set up and ready to go.