



OFF SOUNDINGS CLUB

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Members of the Board of Governors
Off Soundings Club

There are several Race Management items to be discussed at the April 5 Board meeting. In the interest of using our time well background material for discussion of the following topics is enclosed:

- Guest Invitations,
- Proposed changes to race documents,
- Related changes to the OSC website,
- Schedule of Race Secretary publications on the OSC website,

Guest Invitations:

The following numbers of guests carry over from 2002:

- Member Invitations – 19
- Nonsuch – 7
- Multihull – 16
- Total- 42

New Invitation Applications as of this writing: (list attached):

- Member Invitations – 3
- Nonsuch – 1
- Multihull – 0

Proposed changes to race documents (prototype samples enclosed):

- Format changes: Reduction in size to 5 ½" x 8 ½" stapled booklets. Both booklets will have the usual heavier covers and will be staple-bound. While some fairly minor cost savings may result, primarily in postage, the main objective is to provide documents that are easier to store and handle, especially aboard the boat. The format has been reviewed with a number of skippers with generally favorable reaction.
- Content changes: Fairly minor, oriented to bringing the publications more in line with the *Racing Rules of Sailing* and provide a more consistent interior layout that will be easier to understand and use.

- First Notice: Publish what has formerly been a collection of loose 8 ½" x 11" sheets as a half-size booklet with a light blue cover and printed in black ink to clearly distinguish it from the Final Notice. This will be easier to keep together and use.
- Final Notice: Smaller size, but essentially the same in content. Bold subparagraph headers make it easier to locate and follow the instructions. Class Entry Lists are printed in landscape format in larger type than the text providing space for notes and making them easier to read underway. Printed in the usual blue ink on white stock.

Changes to OSC website:

- While all race publications will still be printed and distributed by mail as in the past, most information will also be available for download and printing by those that have Internet capability, a significant majority of the entrants.
- We have acquired the Adobe Acrobat software, which allows storage and publishing of computer generated documents in .pdf (Portable Document Format) an electronic file type that can be downloaded and printed by users. Some documents have been loaded to the website in this format and we know that people are already using them. The Acrobat Reader required to access the on-line documents is available as a free download at www.adobe.com. Most members that I have communicated with so far already have this software.
- Specifically excluded from on-line publication are forms to which we want to control access such as the Guest Invitation Application, Race Entry Blank, and presumably the Membership Application form.
- This will be especially convenient for early publication of class assignments. Also, the on-line version of the race booklets will be 8 ½" x 11" format for those that prefer it. They can print their own. This will be also be a good source for skippers who like to duplicate individual pages and sections of the sailing instructions and entry lists for use aboard.
- Any Board member wishing to publish material on the Website should contact Bill Loweth or me. If you have the material in electronic form we can put it into .pdf format. If not we can put it into electronic form as well.
- The schedule of planned website publications is enclosed.

If anyone has comments or other race management topics that they would like me to be prepared to discuss please contact me by phone, 860-599-1157 or by e-mail, steve_purdy@compuserve.com.

Best regards,

