**YACHTING NEW ZEALAND SAILING INSTRUCTIONS 2017-2020 TEMPLATE**

GUIDELINES TO USE

This template provides a set of tested sailing instructions designed primarily for major championship regattas for one or more classes. It therefore will be particularly useful for national championships and other events of similar importance.

An alternate option for producing sailing instructions is the use of **Appendix S Standard Sailing Instructions** (page 136 RRS 2017-2020). Appendix S may be used at any event in place of printed sailing instructions. Specific information/details relevant to the event is provided to sailors in the form of *Supplementary Sailing Instructions*. A template of the Supplementary SI’s can be found on the [Yachting NZ website- event resources page](https://www.yachtingnz.org.nz/events/event-management/event-resources).

Note: Appendix S can only be used if stated in Notice of Race

The template can also be useful for other events; however, for such events some of these instructions will be unnecessary or undesirable. Race officers should therefore be careful in making their choices.

This template relates closely to Appendix L, Sailing Instructions Guide, and its expanded version Appendix LE on the World Sailing website,

The principles on which all sailing instructions should be based are as follows:

1. They should include only two types of statement: the intentions of the race committee and protest committee and the obligations of competitors.
2. They should be concerned only with racing. Information about social events, assignment of moorings, etc., should be provided separately.
3. They should not change the racing rules except when clearly desirable. (When they do so, they must follow rule 86 by referring specifically to the rule being changed and stating the change.)
4. They should not repeat or restate any of the racing rules.
5. They should not repeat themselves.
6. They should be in chronological order; that is, the order in which the competitor will use them.
7. They should, when possible, use words or phrases from the racing rules.

Rule references within the sailing instructions use RRS, SI and NoR to denote the source of the rule. ‘RRS x’ is a rule in The Racing Rules of Sailing. ‘SI x’ is a rule in the sailing instructions, and ‘NoR x’ is a rule in the notice of race.

Care should be taken to ensure that there is no conflict between a rule in the notice of race and a rule in the sailing instructions.

If the sailing instructions are made available electronically, printed copies should be provided on request.

**To use this template:**

First review RRS J2 and decide which instructions will be needed. Paragraphs that are required by rule J2.1 are marked with an asterisk (\*). Delete all inapplicable or unnecessary paragraphs. Delete the asterisk.

Select the version preferred where there is a choice, indicated by **(OR)**

Fill in the relevant detail in the spaces where a (bracketed yellow highlight) appears.

Select the preferred wording if a choice or option is shown in square brackets ([ . . .]).

Instructions/further information is provided *in red italics throughout the document*- **delete these in final version**

After deleting unused paragraphs, renumber all paragraphs in sequential order. Be sure that paragraph numbers are correct where one paragraph refers to another.

There should be no yellow or red left over in the final copy.

(REGATTA NAME)

(DATES- *inclusive from equipment inspection, event measurement or the practice race until the final race or closing ceremony)*

The Organising Authority is *(NAME OF ORGANISING AUTHORITY)*

(ADDRESS, CITY, COUNTRY)

**SAILING INSTRUCTIONS**

NB: The notation ‘[DP]’ in a rule in the SI means that the penalty for a breach of that rule may, at the discretion of the protest committee, be less than disqualification*.*

*Include the following if/as they apply*

1. **RULES**
	1. **\***The regatta will be governed by the rules as defined in *The Racing Rules of Sailing*.

*Note for Windsurfing*

*Appendix B preamble states that “Windsurfing competition will be sailed under The Racing Rules of Sailing as changed by Appendix B*”

* 1. The Yachting New Zealand Safety Regulations Part (Insert the relevant Part (and category if applicable) [Category ---]) shall apply. [Notwithstanding the dispensation granted by Yachting New Zealand sailboard competitors shall comply with clause 1.]

*Refer to* [*Yachting New Zealand Safety Regulations 2017- 2020*](https://www.yachtingnz.org.nz/sites/yachtingnz/files/YNZ%20Safety%20Regulations%20of%20Sailing%2017-20%20%28Final%29%20%28small%29.pdf)

*If the regatta has more than one type of boat (e.g trailer yacht and keel boats) the details applicable to each type must be stated.*

* 1. (*List by name any other documents that govern the event; for example,* The Equipment Rules of Sailing*, to the extent that they apply*) will apply.
	2. Appendix T, *Arbitration*, will apply.

*Include only if Arbitration is to be offered*

* 1. Racing rule(s) (*Insert the rule number(s)*) will be changed as follows: (State the changes)

*See RRS 86*

* 1. Under RRS 87, rule(s) (*Insert the rule number(s)*) of the (*insert class name*) class rules [will not apply] [is/are changed as follows: (*state the changes)*.]

*Refer to specific Class rules. Select statement that applies.*

*Make a separate statement for the rules of each class, if a multi-class regatta.*

*Note any change to a class rule of an international class that is not permitted by the class rule itself requires written permission of the international class association.*

1. **\*NOTICES TO COMPETITORS**

Notices to competitors will be posted on the official notice board(s) located at (Insert the location(s)).

*If notices are online, state how and where they may be found.*

1. **CHANGES TO SAILING INSTRUCTIONS**

Any change to the sailing instructions will be posted before 0900 on the day it will take effect, except that any change to the schedule of races will be posted by 2000 on the day before it will take effect.

*Change the times if different.*

1. **SIGNALS MADE ASHORE**
	1. Signals made ashore will be displayed at (Insert the location).
	2. When flag AP is displayed ashore, ‘1 minute’ is replaced with ‘not less than (insert the number of minutes) minutes’ in the race signal AP.

***(OR)***

A boat shall not go afloat until flag D is displayed ashore.  The warning signal will not be made before the scheduled time or less than (insert the number of minutes) minutes after flag D is displayed.

*Select the statement that applies*

1. **\*SCHEDULE OF RACES/CLASS FLAGS**

*Note: At least 7 races are required to be scheduled for a National Championship to be recognised*

* 1. Schedule of Racing:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day/Date: | Class: | Class Flag: | No of Races: | Time of First Warning Signal: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Revise as desired and insert the dates, classes (if multiclass event), class flags, number of races and times. Include a practice race if any. When the series consists of qualifying races and final races, specify them.*

*Alternatively, the schedule could be given in an attachment.*

One extra race per day may be sailed, provided that no class becomes more than one race ahead of schedule and the change is made according to SI 3.

*Ensure this SI number corresponds to your paragraph number for Changes to Sailing Instructions*

* 1. To alert boats that a race or sequence of races will begin soon, the orange starting line flag will be displayed with one sound at least five minutes before a warning signal is made.
	2. On the last scheduled day of racing no warning signal will be made after (*Insert the time)*.
1. **RACING AREAS**

Attachment (*Insert relevant attachment number or letter)* shows the location of racing areas.

***(OR)***

The Race Area will be on the waters (*Describe the location of the race area relative to a known point e.g. a yacht club, or a geographical feature.)*

*Select the statement that applies*

1. **THE COURSES**
	1. The diagrams in Attachment (*Insert relevant attachment number or letter*) show the courses, including the approximate angles between legs, the order in which marks are to be passed, and the side on which each mark is to be left. [The approximate course length will be (*Insert the course length)*.]

*A method of illustrating various courses is shown in Addendum A of Appendix L or LE.*

*Include final sentence if applicable.*

* 1. No later than the warning signal, the race committee signal vessel will display the approximate compass bearing of the first leg.
	2. Courses will not be shortened. This changes RRS 32.

*Delete unless a class association particularly requests that races not be shortened.*

* 1. Legs of the course will not be changed after the preparatory signal. This changes RRS 33

*Include only when changing positions of marks is impracticable*

1. **MARKS**
	1. Mark descriptions are as follows**:**

|  |  |  |
| --- | --- | --- |
| **Mark:** | **Description:** | **Alternate mark description:** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| Start - starboard end |  |  |
| Start - port end |  |  |
| Finish - starboard end |  |  |
| Finish - port end |  |  |

*Include the relevant mark numbers and descriptions as needed.*

*Use Marks 4S and 4P when mark 4 forms a gate, with Mark 4S to be left to starboard and Mark 4P to port.*

*Describe start and finish committee boats and/or pins.*

***(OR)***

Marks are described in Attachment (*Insert the number or letter used in SI 7.1).*

* 1. A race committee vessel signalling a change of a leg of the course is a mark as provided in SI 11.2.

*Include if SI 11.2 is included*

1. **AREAS THAT ARE OBSTRUCTIONS**

The following areas are designated as obstructions:

(*Describe each area by its location and any easily recognized details of appearance)*.

1. **STARTS**
	1. Races will be started by using RRS 26 with the warning signal made *(Insert the number of minutes)* minutes before the starting signal.

***Only*** *include if the asterisked option in RRS 26 will be used (ie you are not using the 5-minute warning signal).*

*Include if sailboard races are included in the event and System 1 is used – see Appendix B3.3*

* 1. **\***The starting line will be between staffs displaying orange flags on the starting marks.

***(OR)***

**\*** The starting line will be between a staff displaying an orange flag on the starting mark at the starboard end and the course side of the port-end starting mark.

***(OR)***

**\*** The starting line will be (*Insert the description).*

*Select the statement that applies*

* 1. Boats whose warning signal has not been made shall avoid the starting area during the starting sequence for other races. [DP]
	2. A boat that does not start within *(Insert the number of minutes)* minutes after her starting signal will be scored Did Not Start without a hearing. This changes RRS A4 and A5.
	3. If any part of the boat’s hull, crew or equipment is on the course side of the starting line at the start signal, the race committee may attempt to broadcast her name and/or sail number on VHF channel (*Insert the channel number)*. Failure to make a broadcast will not be grounds for redress. This changes RRS 62.1(a).

*Use only where boats are expected to have a VHF and the number of boats makes this instruction possible to administer.*

1. **CHANGE OF THE NEXT LEG OF THE COURSE**
	1. To change the next leg of the course, the race committee will move the original mark (or the finishing line) to a new position.

***(OR)***

To change the next leg of the course, the race committee will lay a new mark (or move the finishing line) and remove the original mark as soon as practicable. When in a subsequent change a new mark is replaced, it will be replaced by an original mark.

*Select the statement that applies*

* 1. Except at a gate, boats shall pass between the race committee vessel signalling the change of the next leg and the nearby mark, leaving the mark to port and the race committee vessel to starboard. This changes RRS 28.

*When SI 11.2 is included, SI 8.2 must also be included. Reverse ‘port’ and ‘starboard’ when the mark is to be left to starboard.*

1. **THE FINISH**
	1. **\***The finishing line will be between staffs displaying blue flags on the finishing marks.

***(OR)***

**\***The finishing line will be between a staff displaying a blue flag on the finishing mark at the starboard end and the course side of the port-end finishing mark.

***(OR)***

 **\***The finishing line will be (*Insert the description).*

***(OR)***

 **\***The ends of the finishing line are described in Attachment *(Insert relevant attachment number or letter)*.

*Select the statement that applies*

* 1. If the race committee is absent when a boat finishes, she should report her finishing time, and her position in relation to nearby boats, to the race committee at the first reasonable opportunity.

*Include only if likely to be applicable*

1. **PENALTY SYSTEMS**
	1. The Scoring Penalty, RRS 44.3, will apply. The penalty will be (*Insert the number of places)* places.

***(OR)***

The penalties are as follows: (*Describe the penalties)*

*Include SI 13.1 only when the Two-Turns Penalty will not be used*

* 1. For the (*Insert the class)* class(es) RRS 44.1, is changed so that the Two-Turns Penalty is replaced by the One-Turn Penalty.
	2. Appendix P will apply [as changed by SI(s) [13.2] [and] [13.4]] [and] [13.5].

*Select the wording that applies. Unless all of Appendix P applies, state any restrictions.*

* 1. RRS P2.3 will not apply and RRS P2.2 is changed so that it will apply to any penalty after the first one.

*Recommended only for junior events and for the Optimist, P Class, Starling and Laser 4.7 classes.*

* 1. If a boat is penalised under Appendix P2 after she has finished, she shall be given a scoring penalty of 10% without a hearing although her score will not be worse than the score for a DSQ.
1. **TIME LIMITS AND TARGET TIMES**
	1. **\***Time limits and target times are as follows: (*Insert the classes and times).*

|  |  |  |  |
| --- | --- | --- | --- |
| ***CLASS*** | ***TARGET TIME*** | ***FINISH WINDOW*** | ***TIME LIMIT*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. Boats failing to finish within the Finish Window after the first boat sails the course and finishes will be scored Did Not Finish without a hearing. This changes RRS 35, A4 and A5.
1. **PROTESTS AND REQUESTS FOR REDRESS**
	1. Optimist, P Class boats will not be exempt from displaying a protest flag. This changes rule 61.1(a).

*Include for regatta where Optimist and P class are sailing.*

* 1. Protest forms are available at the race office, located at (*Insert the Location)*. Protests and requests for redress or reopening shall be delivered there within the appropriate time limit.
	2. For each class, the protest time limit is 60 minutes after the last boat has finished the last race of the day or the race committee signals no more racing today, whichever is later.

*Change the time limit if different*

* 1. Immediately after finishing a boat intending to protest shall, in addition to the requirements of RRS61.1(a), inform the [race committee] [protest committee] at the finishing line of her intention to protest and the identity of the boat(s) protested against. The protesting boat must receive an acknowledgement from the [race committee] [protest committee]. This changes RRS 61*.*

***This clause should be used only in a limited number of situations****. In normal circumstances, it should not be necessary and should be removed. It is given here to give suitable wording as certain Class Associations require that the sailing instructions contain the requirement (in addition to displaying a protest flag) that immediately after finishing the boat informs the Race Committee of their intention to protest and the boat protested. In their experience, this avoids the risk of coach prompted protests after the sailors return to shore. Other junior Class Associations do not include such a requirement.*

*Select appropriate wording*

* 1. Notices will be posted no later than 30 minutes after the protest time limit to inform competitors of hearings in which they are parties or named as witnesses. Hearings will be held in the protest room, located at (*Insert the protest room location)*, beginning at [the time posted] [(*insert, if applicable, the time for the first hearing*)].

*Change the posting time if different.*

* 1. Notices of protests by the race committee, technical committee or protest committee will be posted to inform boats under RRS 61.1(b).
	2. A list of boats that, under SI 13.3, have been penalised for breaking RRS 42 will be posted by the end of the protest time limit.
	3. Breaches of SIs 10.3, 17, 20, 22, 23, 24 and 26 will not be grounds for a protest by a boat. This changes RRS 60.1(a).

 *Ensure this numbering is accurate with final SI’s*

* 1. On the last scheduled day of racing a request for redress based on a protest committee decision shall be delivered
1. within the protest time limit if the requesting party was informed of the decision on the previous day;
2. no later than 30 minutes after the party was informed of the decision on the day.

This changes RRS 62.2

* 1. Decisions of the [protest committee] [international jury] will be final as provided in RRS 70.5.

*Include only if RRS 70.5 applies. Select appropriate wording*

1. **SCORING**
	1. The scoring system is as follows: (*Describe the system).*

*Include only if the Low Point System of Appendix A will not be used.*

* 1. *(Insert the number)* races are required to be completed to constitute a series.

5 races are required to be completed for a National Championship to be recognised.

* 1.
1. When fewer than (*Insert the number)* races have been completed, a boat’s series score will be the total of her race scores.
2. When (*Insert the number)* to (*Insert the number)* races have been completed, a boat’s series score will be the total of her race scores excluding her worst score.
3. When (*Insert the number)* or more races have been completed, a boat’s series score will be the total of her race scores excluding her two worst scores.

YNZ encourages the use of Appendix A without modification, therefore 16.3 is unnecessary.

1. **SAFETY REGULATIONS**
	1. The Race Committee will protest a boat for a breach of the safety regulations.

*Only use this clause if you have systems in place to check the safety regulations.*

* 1. Boats not leaving the shore for a scheduled race shall promptly notify the race office.
	2. Check –out and check –in ashore:
1. Competitors shall individually check out before racing by personally signing the check-out sheets located (*Insert the Location of Check-out sheets).* [DP]
2. Competitors shall individually check-in immediately on returning to shore after racing, no later than the protest time limit by signing the check-in sheets located (*Insert the Location of Check-in sheets*). [DP]

***(OR)***

State the procedure

*Select the statement that applies*

* 1. A boat retiring from racing shall notify the Race Committee before leaving the racing area, or if that is not possible, shall notify the Race Office as soon as possible after returning ashore. [DP]
	2. Boats retiring from racing shall in accordance with SI 17.4 shall complete a retirement declaration form at the Race Office before the protest time limit. [DP]
1. **REPLACEMENT OF CREW OR EQUIPMENT**
	1. Substitution of competitors will not be allowed without prior written approval of the [race committee] [protest committee]. [DP]

*Select appropriate wording. When a protest committee is present for the regatta YNZ recommends approval by the protest committee.*

* 1. Substitution of damaged or lost equipment will not be allowed unless authorised by the [race committee] [protest committee]. Requests for substitution shall be made to the committee at the first reasonable opportunity. [DP]

*Select appropriate wording*

1. **EQUIPMENT AND MEASUREMENT CHECKS**

On the water, a boat can be instructed by a member of the race committee or the technical committee to proceed immediately to a designated area for inspection. Ashore, equipment may be inspected or measured at times specified in the class rules, the notice of race, and at the following time(s) (*Insert the times).*

*Use only when systems in are in place to have measurement checks.*

1. **EVENT ADVERTISING**

Boats shall display event advertising supplied by the organising authority as follows: (*Insert necessary information on the display of event advertising material)*. If this rule is broken, World Sailing Regulation 20.9.2 applies. [DP]

*See World Sailing Regulation 20.4*

1. **OFFICIAL BOATS**

Official boats will be marked as follows: (*Insert the descriptions. If appropriate, use different identification markings for boats performing different duties.)*

1. **SUPPORT BOATS**
	1. Except when requested to participate in rescue operations, team leaders, coaches, and other support persons shall stay outside areas where boats are racing and are restricted to a 5 knot speed limit, from the time of the preparatory signal for the first start of a sequence of starts until all boats have finished or the race committee signals a postponement or abandonment of all races. The areas the boats are racing in is defined as the area inside the course and within 100 metres of any mark, lay line, starting line, finishing line or any area where any boat that is racing is sailing or may sail. [DP]
	2. Attention is drawn the relevant local council bylaws regarding wearing of lifejackets and other restrictions.

*A copy of the local bylaws highlighting the relevant sections should be posted on the official notice board.*

* 1. When flag V (with a long sound signal) is displayed on a committee boat all support boats are requested to remain afloat and assist all sailors.
	2. Support boats shall be marked with (*Insert the identification markings)*. [DP]
1. **DIVING EQUIPMENT AND PLASTIC POOLS**

Underwater breathing apparatus and plastic pools or their equivalent shall not be used around keelboats between the preparatory signal of the first race and the end of the regatta. [DP]

*Include only for specific classes where this is an issue.*

1. **RADIO COMMUNICATION**

Except in an emergency, a boat that is racing shall not make voice or data transmissions and shall not receive voice or data communication that is not available to all boats. This restriction also applies to mobile telephones. [DP]

*Insert any alternative text that applies. Describe any radio communication bands or frequencies that will be used or allowed*

1. **PRIZES**

Prizes will be given as follows: (*Insert the prizes)*

*If perpetual trophies will be awarded state their complete names.*

1. **HAUL-OUT RESTRICTIONS**

Keelboats shall not be hauled out during the regatta except with and according to the terms of prior written permission of the race committee. [DP]

Use only when required

1. **INSURANCE**

Each participating boat shall be insured with valid marine third-party liability insurance with a minimum cover of (*Insert the amount)* per incident or the equivalent. Certificate of insurance is to be [submitted with entry] [presented at registration]

*$1,000,000 for dinghy events and $5,000,000 for keel boat events*

*This clause is recommended standard practice by Yachting New Zealand and World Sailing for all events.*

*Select relevant wording regarding when certificate of insurance is to be provided.*

1. **DISCLAIMER OF LIABILITY**

Competitors participate in the regatta entirely at their own risk. See RRS 4, Decision to Race. The organising authority will not accept any liability for material damage or personal injury or death sustained in conjunction with or prior to, during, or after the regatta.

*The laws applicable to the venue in which the event is held may limit disclaimers. Any disclaimer should be drafted to comply with those laws.*

**ADDENDUM A**

ILLUSTRATING THE COURSE

*Shown here are diagrams of course shapes. The boat’s track is represented by a discontinuous line so that each diagram can describe courses with different numbers of laps. If more than one course may be used for a class, state how each particular course will be signalled.*

*Include Course diagrams as relevant.*

*A range of standard course diagrams can be found on event resources page of Yachting New Zealand website*

[*https://www.yachtingnz.org.nz/events/event-management/event-resources*](https://www.yachtingnz.org.nz/events/event-management/event-resources)