**Yachting New Zealand**

SAILING INSTRUCTIONS GUIDE

*This guide provides recommended wording for sailing instructions (SIs) and complies with Racing Rules of Sailing (RRS) Appendix J*. *Th*e *principles on which the sailing instructions should be based are:*

1. *SIs should be concerned only with racing. Information about social events, assignment of moorings, etc., should be provided separately.*
2. *SIs should include only the intentions of the race committee, technical committee and protest committee and the obligations of competitors.*
3. *SIs should not change the racing rules except when clearly desirable. When they do so, they must follow rule 85.1 by referring specifically to the rule being changed and stating the change.*
4. *SIs should not repeat or restate any racing rules and should not repeat themselves. A rule in the notice of race (NoR) does not need to be repeated in the SIs.*
5. *The SIs should, when possible, use words or phrases from the racing rules.*
6. *Add '[ DP]' at the beginning of an SI if that SI is subject to discretionary penalty (see RRS Introduction Notation).*
7. *SIs should be in the order in which the competitor will use the instructions.*

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

*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.*

*First review rule J2.2 and then decide which paragraphs are required for the event. Paragraphs that are required by rule J2.1, if they are not in the NoR, are marked with an asterisk (\*). Select the preferred option if a choice or option is shown in* [square brackets]**.** *Instructions that apply to the suggested wording are shown in italics. Follow the directions in italics to fill in the required information in the spaces where <angled brackets>* *appear. Instructions/further information is provided in red italics throughout the document. Delete these in the final version. There should be no <angled Brackets>, red italics or asterisk(\*) in the final document.*

*After including all the appropriate paragraphs, number all paragraphs in sequential order. Be sure that rule numbers are correct where one rule refers to another rule.*

*An alternate option for producing sailing instructions is the use of* ***Appendix S Standard Sailing Instructions*** *(page XXX RRS 2021-2024). 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/race-officials/race-official-and-event-resources)

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

*YNZ recommends that the Race Officer is involved with the drafting of the SI’s and it is essential that the Race Officer at least reviews them before they are sent to YNZ for approval prior to publication.*

*<event name><year>*

*[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 (SIs)

*Insert the full name of the event. From the NoR, include the dates, the name of the organizing authority, and the location.*

*Preamble* The notation ‘[NP]’ in a rule of the sailing instructions (SIs) means that a boat may not protest another boat for breaking that rule. This changes RRS 60.1(a). *Place ‘[NP]’ at the beginning of each rule to which it applies. Omit this sentence if no SIs use [NP].*

**1 RULES**

1. \*The event is 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 2021- 2024*](https://www.yachtingnz.org.nz/sites/yachtingnz/files/YNZ%20Safety%20Regulations%20of%20Sailing%2017-20%20%28Final%29%20%28small%29.pdf)](https://www.yachtingnz.org.nz/racing/safety-regulations)

*If the event 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. *For a change to a rule in the Racing Rules of Sailing:*

*Option 1:* RRS *<number>* is changed as follows: *<reworded rule>*.

*Option 2: <statement>* This changes RRS *<number>*.

*RRS 85.1 requires a specific reference to a rule being changed. So, the SI may start with:* Rule <*number*> is changed to read: *.* *. . or it may end with* This changes rule <*number*> . *There are specific examples of these in this guide. See also RRS 86 and 87 to be sure that the rule change is permitted.*

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 event.*

*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.*

**2 CHANGES TO SAILING INSTRUCTIONS
2.1** 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 as needed.*

**2.2** Changes to a sailing instruction may be made on the water by *<description of procedure>*. *Use if changes to the SIs will be made on the water. See RRS 90.2(c).*

**3 COMMUNICATIONS WITH COMPETITORS**

**3.1 \***Notices to competitors will be posted on the official notice board located at [*<URL>*] [*<location>*] . *Provide the URL or location, as appropriate.*

**3.2** The race office is located at *<location>* [, telephone *<phone number>*][, email *<email address>*].

**3.3** On the water, the race committee intends to monitor and communicate with competitors on VHF radio channel *<channel>*. *Use this SI if VHF radios have been required in the NoR.*

**3.4** The following communications [may][will] be made by the race committee on VHF channel *<number>*.

*<list of items>*

*The list may include confirmation of any of the following: time checks, race area, schedule changes, starting order of classes, location of race committee vessel, alternate preparatory signals, courses, change of courses, shortening, postponement, abandonment, starting signals, recalls, next start sequence, times of finishers (to calculate time limits). If any of these replace flag signals, they will most likely change a rule of the RRS and will need to be worded in accordance with SI 1.5.*

If the race committee displays flag *<. . .>*, alternate VHF channel *<number>* will be used.

*When using this SI, be sure that the VHF system is reliable. Be aware that relying on VHF communication while boats are racing can be unreliable. Only use this SI if VHF radios have been required in the NoR.*

**3.5** [DP] [While racing][From the first warning signal until the end of the last race of the day], except in an emergency, a boat shall not make voice or data transmissions and shall not receive voice or data communication that is not available to all boats. *Not required if included in the NoR.*

**4 CODE OF CONDUCT**

**4.1** [DP] Competitors and support persons shall comply with reasonable requests from race officials.

**4.2** [DP] Competitors and support persons shall [handle any equipment][or][place advertising provided] by the organizing authority with care, seamanship, in accordance with any instructions for its use and without interfering with its functionality.

*Use when the organizing authority provides equipment such as tracking units or bow numbers.*

**5 SIGNALS MADE ASHORE**

**5.1** Signals made ashore will be displayed at *<location>*.

**5.2** When flag AP is displayed ashore, ‘1 minute’ is replaced with ‘not less than *<number>* minutes’ in Race Signals AP.

*When there is more than one race area, create a table with “race areas” and “time in minutes” if the proximity to the land based venue is significantly different for some race areas.*

**5.3** [DP] Flag D with one sound means ‘Boats [are requested not to][shall not] leave the [harbour][shore] until this signal is made. The warning signal will not be made before the scheduled time or less than *<number>* minutes after flag D is displayed.’

*Use if boats launch from a controlled area close to the land based venue. When there is more than one race area, create a table with “race areas” and “time in minutes” when proximity to the land based venue is significantly different for some race areas. Note 5.2 and 5.3 can be combined into one table where there are multiple course areas. The time is usually the same for lowering AP and display of D.*

**6 \*SCHEDULE OF RACES**

*At least seven races are required to be scheduled for a National Championship to be recognised.*

**6.1** *Create a table that includes race number, date, class(es), and other appropriate items.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Day/Date* | *Class* | *Number of races* | *Time of First Warning Signal* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Include a practice race if any. When the series consists of qualifying races and final races, specify them. Alternatively the schedule could be given as an attachment.*

**(OR) 6.1** The race schedule, including the time of the first warning signals and assignment of classes to Race Areas is shown in Addendum C.

**6.2** 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 2.1.

*Verify SI number in final draft. Check this SI against the NoR and any class requirements for conflicts.*

**6.3** 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.

**6.4** On the last scheduled day of racing no warning signal will be made after *<time>*.

*Insert the time. This is best in the NoR and, if in the NoR, does not need to be repeated in the SIs.*

**7 CLASS FLAGS**

**7.1** [The *<class>* Class flag is *<flag description>*.][The class flags are: *<table>*]

**8 RACING AREA**

**8.1** [The racing area is *<description>*][SI Addendum A shows the location of the racing area(s).]

**9 COURSES**

**9.1   \***The diagram(s) [below][in SI Addendum B] show(s) the course(s), 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. *Insert a number or letter.* [The approximate course length is *<length>*.]

*If appropriate insert the course length in nautical miles. A method of illustrating courses is shown in Appendix S.*

**9.2** No later than the warning signal, the race committee signal vessel will display the approximate compass bearing of the first leg.

 *Include only if boats have compasses and you have the ability to make the signal*.

**9.3** Courses will not be shortened. This changes RRS 32. *Use only if required by the class rules.*

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

*Use only if required by the class rules or when changing the position of the marks is impracticable.*

**10 MARKS**

**10.1   \***Mark descriptions are as follows:

|  |  |  |
| --- | --- | --- |
| Mark | Description | New mark description as provided in SI 13 |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| Start – Starboard End |  |  |
| Start – Port End |  |  |
| Finish – Starboard End |  |  |
| Finish – Port End |  |  |

**(OR) 10.1** Mark descriptions are shown in Addendum B - courses

**10.2** *If not clear in the course diagrams, add:* The following marks are rounding marks: *<list>*.

 *See definition: Sailing the Course*

**10.3**In the event that a gate mark is missing and has not been replaced with an object displaying flag M, the remaining mark shall be rounded to port.

**11 OBSTRUCTIONS**

**11.1** The following [object(s)][line(s)][area(s)] [is][are] designated as [an] obstruction(s):

*Describe each object, line or area that is an obstruction. See the definition Obstruction.*

**12 THE START**

**12.1** Races will be started using RRS 26 with the warning signal made *<number>* minutes before the starting signal.

*Use only if the warning signal will not be made 5 minutes before the starting signal. Include of windsurfers are included in the event and System 1 is used - see Appendix B3.*

**12.2** Races will be started as follows: *<description>*. This changes RRS 26.

*Describe any starting system other than the system in RRS 26. Also modify SI 6.3 if desired.*

**12.3   \***[The starting line is between staffs displaying orange flags on the starting marks.][The starting line is between a staff displaying an orange flag on the [starting mark][signal vessel] at the starboard end and the course side of the port-end starting mark.][The starting line is*<description>*.]

*See RRS Race Signals Orange flag.*

**12.4   [DP][NP]** Boats whose warning signal has not been made shall avoid the starting area during the starting sequence for other races.

**12.5** If any part of a boat’s hull is on the course side of the starting line at her starting signal and she is identified, the race committee will attempt to Broadcast her name and/or sail number on VHF channel <insert channel>. Failure to a make a broadcast, failure of her to hear such a broadcast, or the order in which boats are broadcast will not be grounds for a request for redress. This changes RRS 62.1(a).

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

**12.6** A boat that does not start within *<number>* minutes after her starting signal will be scored Did Not Start without a hearing. This changes RRS A5.1 and A5.2.

**13 CHANGE OF THE NEXT LEG OF THE COURSE
13.1** [To change the next leg of the course, the race committee will move the originalmark or the finishing line to a new position.][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.]

**13.2** When Mark 1 has been replaced, Mark 1a is no longer a mark of the course. It will be removed as soon as practicable. This changes RRS 33.

*Use only when an offset spreader mark is in a course.*

**14 THE FINISH**

**14.1 \***[The finishing line is between staffs displaying blue flags on the finishing marks.][The finishing line is 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. ][The finishing line is *<description>*.]

*See RRS Race Signals Blue flag.*

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

*Consider adding [DP] when using ‘shall’.*

**15 PENALTY SYSTEM**

**15.1** The Scoring Penalty, RRS 44.3, applies. [The penalty is *<number>* places.] *or* [The penalty is *<description or formula>.*]

 *Only include if an alternative to 44.1 and 44.2 is required. For instance big boats where tacking and gybing in quick succession could be dangerous.*

**15.2** For the *<name(s)>* class(es), RRS 44.1 is changed so that the Two-Turns Penalty is replaced by the One-Turn Penalty

**15.3** RRS Appendix P applies.

*Only include if there will be on-water judging*

**15.4** RRS Appendix P applies with the Two-Turns penalty replaced by the One-Turn Penalty.

*Recommended when SI 15.2 is used.*

**15.5** RRS P2.3 does not apply and RRS P2.2 is changed so that it applies to any penalty after the first one. *Use when it is desirable to keep boats racing, despite multiple breaches.*

**16 TIME LIMITS [AND TARGET TIMES]**

**16.1 \***The Race Time Limit (see RRS 35), Target Time and the Finishing Window are shown in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Class | Target Time | Race Time Limit | Finishing Window |
|  |  |  |  |
|  |  |  |  |

**(OR) 16.2** [Boats failing to finish within the Finish Window after the first boat starts, sails the course and finishes within the race time limit will be scored Did Not Finish without a hearing. This changes RRS 35, A5.1 and A5.2][The Finishing Window is the time for boats to finish after the first boat sails the course and finishes. Boats failing to finish within the Finishing Window, and not subsequently retiring, penalized or given redress, will be scored Time Limit Expired (TLE) without a hearing. A boat scored TLE shall be scored points for the finishing place [one][two] more than the points scored by the last boat that finished within the Finishing Window. This changes RRS 35, A5.1, A5.2 and A10.]

**(OR) 16.2 [**The race committee may award a finishing score to a boat that is still racing by displaying to her from a committee vessel (which may be in motion) flag W with one sound signal. A boat so notified is no longer required to sail the course (changing rule 28), shall stop racing and shall return to the starting area, or return ashore if there is no more racing. A finishing score under this Sailing Instruction will be the score she would have received had she sailed the course and finished within any time limit, without gaining or losing any place. However, when two or more boats that are overlapped are notified, they will be scored as if they were tied.]

 *The second 16.2 is an alternative method for non-handicap racing (one design) to reward boats with an appropriate finishing position relative to the fleet when they are significantly behind the leaders. This clause should only be used when the race committee has good processes to monitor the whole fleet and when there is a wide variety of ability in the fleet. There is no finish window when using this rule.*

**16.3** Failure to meet the Target Time will not be grounds for redress. This changes RRS 62.1(a).

**17 HEARING REQUESTS**

**17.1** [The][For each class, the] protest time limit is *<. . .>* minutes after the last boat [in that class] finishes the last race of the day or the race committee signals no more racing today, whichever is later. The time will be posted on the official notice board.

*The protest time limit may be different for different race areas.*

**17.2** Hearing request forms are available from the race office at *<URL or location>*.

*See RRS 61.3 and 62.2.*

**17.3** 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 *<description>*, beginning at [the time posted] [*<date and/or time>*] .

**17.4** A list of boats that have been penalized for breaking RRS 42 under Appendix P will be posted.

**17.5** RRS 62.2(a) and 66.2(a) do not apply.

*Use when the 30 minute time limits in these rules are not desirable.*

**17.6** The right of appeal from a protest committee decision is denied as provided in rule 70.5[(a)][(b)][(c)].

*Not required if included in the NoR. Yachting New Zealand prescriptions and Addendum A require Yachting New Zealand approval for this clause.*

**17.7**Optimist and P Class boats will not be exempt from displaying a protest flag. This changes Rules 61.1(a)

 *Include for events where Optimist and P Class are sailing.*

**17.8**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.*

**18****SCORING**

*18.1 to 18.5 Note: RRS J2.1(1) requires the information in J1.3(5) to be included in the SIs only if the information is not included in the NoR.*

**18.1** The scoring system is as follows: *<description>*.

*Include only if the scoring system is different from the system in Appendix A. Describe the system or how the system differs from the system in Appendix A.*

**18.2** <number> races are required to be completed to constitute a series.

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

*RRS A2.1 provides for one race being excluded in a series. This may be changed. 18.3 to 18.5 give examples. Yachting New Zealand encourages the use of Appendix A without modification*

**18.3** A boat’s series score is the total of her race scores.

**18.4** A boat’s series score is the total of her race scores excluding her *<number>* worst scores.

**18.5** (a) When fewer than *<number>* races have been completed, a boat’s series score is the total of her race scores.

(b) When from *<number>* to *<number>* races have been completed, a boat’s series score is the total of her race scores excluding her worst score.

(c) When *<number>* or more races have been completed, a boat’s series score is the total of her race scores excluding her two worst scores.

**18.6** Rule A5.3 applies.

*Use only for a series where the number of starters in each race may vary substantially.*

**19 [DP][NP]SAFETY REGULATIONS
19.1** *Describe any check-in and check-out procedures.*

*e.g. [DP] Check-out and check-in ashore*

*(a) Competitors shall individually check-out before racing by personally signing check out sheets located <location>.*

 *(b) Competitors shall individually check-in immediately on returning to shore after racing by personally signing check-in sheets located <location>.*

**19.2**  A boat that retires from a race shall notify the race committee at the first reasonable opportunity. [Promptly after returning to shore, the boat shall complete a retirement declaration form, which is available at *<URL or location>*. ]

**20 REPLACEMENT OF CREW OR EQUIPMENT
20.1** [DP]Substitution of competitors is not allowed without prior written approval of the *<name of committee>*.

**20.2** [DP] Substitution of damaged or lost equipment is not allowed unless authorized in writing by the *<name of committee>*. Requests for substitution shall be made to the committee at the first reasonable opportunity, which may be after the race.

*When a protest committee is present for the event YNZ recommends approval by the protest committee.*

**21 EQUIPMENT AND MEASUREMENT CHECKS
21.1** A boat or equipment may be inspected at any time for compliance with the class rules, notice of race and sailing instructions.
**21.2** [DP] When instructed by a race official on the water, a boat shall proceed to a designated area for inspection.

**22 OFFICIAL VESSELS
22.1** Official vessels will be identified as follows: *<description or table>*.

**23 [DP][NP] SUPPORT TEAMS**

**23.1** 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.

**23.2** Attention is drawn to the relevant local council bylaws regarding the wearing of lifejackets and other restrictions.

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

**23.3** Support person vessels shall be identified with *<description>*.

*Insert the identification and only include if not in the NoR.*

**23.4** All official and support vessels shall always have an engine safety cut out switch (kill cord) attached to the driver while the engine is running, unless prior written exemption has been provided by the Organising Authority.

**24 BERTHING**

**24.1** [DP][NP] Boats shall be kept in their assigned places while in the [boat park][harbour].

**25 HAUL-OUT RESTRICTIONS**

**25.1** [DP] Boats shall not be hauled out during the event except with and according to the terms of prior written permission of the race committee.

*Replace the race committee with the technical committee if appropriate.*

**26 DIVING EQUIPMENT AND PLASTIC POOLS
26.1** [DP]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 last race of the event.

*Adjust the prohibition period as necessary.*

**(OR)26.1** [DP]Keelboats shall not be cleaned below the waterline by any means [during the event][from *<date><time>* until *<date><time>*].

*Adjust the prohibition period as necessary.*

**27 PRIZES**

**27.1** Prizes will be given [in each class] for *<list place(s)>*.

*List the places and, if needed, the number of entries or starters.*

**28 RISK STATEMENT**

**28.1** RRS 3 states: ‘The responsibility for a boat’s decision to participate in a race or to continue to race is hers alone.’ By participating in this event each competitor agrees and acknowledges that sailing is a potentially dangerous activity with inherent risks. These risks include strong winds and rough seas, sudden changes in weather, failure of equipment, boat handling errors, poor seamanship by other boats, loss of balance on an unstable platform and fatigue resulting in increased risk of injury. **Inherent in the sport of sailing is the risk of permanent, catastrophic injury or death by drowning, trauma, hypothermia or other causes.***.*

**29 INSURANCE**

**29.1** Each participating boat shall be insured with valid third-party liability insurance with a minimum cover of *<amount>* per incident or the equivalent.

*$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 and is mandatory for National Championship events.*

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

**Addendum A Racing Areas**

Insert a picture of the racing areas

**Addendum B Courses**

**Addendum C Schedule of Races**

|  |  |  |  |
| --- | --- | --- | --- |
| Class | Date | Time of first warning signal | Race Area |
|  |  |  |  |
|  |  |  |  |