**Yachting New Zealand**

NOTICE OF RACE GUIDE - ( updated August 2025 )

*This guide provides recommended wording for a notice of race (NoR) and complies with Racing Rules of Sailing (RRS) Appendix J. The principles on which the notice of race should be based are:*

*1 The NoR should include the information a competitor will need to decide to compete in the event.*

*2 The NoR should include any information a competitor will need in advance of the event to prepare for the event.*

*3 The NoR should not change the racing rules except when clearly desirable. When they do so, they must follow RRS 85.1 by referring specifically to the rule being changed and stating the change.*

*4 The NoR should not repeat or restate any of the racing rules.*

*5 The NoR should, when possible, use words or phrases from the racing rules.*

*6 Add '*[DP]*' at the beginning of a rule if that rule is subject to discretionary penalty (see RRS Introduction - Notation).*

*7 Addenda may be used for additional items, such as the applicable national prescriptions in English when entries from other countries are expected.*

*8 Recommendations for accommodations, social information, etc., should not be included in the NoR but may be distributed with the NoR.*

*Rule references within the notice of race 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.*

*J1.1 requires that some paragraphs are included in every NoR. They are marked with an asterisk (\*). Then review rule J1.2 and J1.3 to decide which of these paragraphs are also appropriate. 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 instructions in italics to fill in the required information in the spaces where <angled brackets> appear.*

*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.*

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

*<year><naming rights sponsor>* **New Zealand** *<class>* **National Championship**

*<Location>*

*<Dates>*

The Organising Authority is *<Name of Organising Authority>*

**Notice of Race (NoR)**

*Insert the full name of the event, the location of the event, the inclusive dates from equipment inspection, event measurement or the practice race until the final race or closing ceremony, and the name of the organising authority.*

*Preamble: Use the following when any rule will not be subject to protest by a boat.* *Place* ‘[NP]’ *at the beginning of each rule to which it applies.*

‘[NP]’ denotes a rule that shall not be grounds for protest by a boat under RRS 60.1.

**1 RULES**

**1.1** *\**The event is governed by the rules as defined in *The Racing Rules of Sailing.*

**1.2** TheYachting New Zealand Safety Regulations Part *<the relevant part and category if applicable>* shall apply.

Refer to [Yachting New Zealand Safety Regulations 2025 – 2028](https://www.yachtingnz.org.nz/racing/safety-regulations)

*If the event has more than one type of boat. (e.g. trailer yacht and keelboats) the safety regulations applicable to each type must be stated.*

*For dinghy events Part 1 of the safety regulations apply. See preamble to Part 1 of Safety Regulations.*

**1.3 \****<document name>*, available at *<location>* applies.

*List any other regulations or documents that will apply to the event. State the document name and its location, URL or where or how each document may be obtained.*

*Example 1. Auckland Council Navigation Bylaw 2021 applies – available at* [*https://www.aucklandcouncil.govt.nz/plans-projects-policies-reports-bylaws/bylaws/Documents/navigation-bylaw.pdf*](https://www.aucklandcouncil.govt.nz/plans-projects-policies-reports-bylaws/bylaws/Documents/navigation-bylaw.pdf%20)

*Example 2. Restrictions for Te Pēwhairangi (Bay of Islands) Marine Mammal Sanctuary*

*applies – available at* [*https://www.doc.govt.nz/parks-and-recreation/places-to-go/northland/places/bay-of-islands-mms/restrictions/*](https://www.doc.govt.nz/parks-and-recreation/places-to-go/northland/places/bay-of-islands-mms/restrictions/)

**1.4 - 1.5** *A number of paragraphs in the NoR change a rule in another document, for example, the RRS or class rules. Each of these is best placed in the appropriate paragraph of the NoR, for example PENALTY SYSTEM. However, if there is no clear place for some of them, include them here.*

*RRS 85.1 requires a specific reference to a rule being changed. So, the NoR paragraph 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 guidance. See also RRS 86 and RRS 87 to be sure that the rule change is permitted.*

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

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

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

*For a change to a class rule:*

**1.5** *<name of class>* class rule *<number>* [does not apply] [is changed as follows: *<reworded class rule>*].

*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.*

**1.6** [The navigation rules of the International Regulations for Preventing Collisions at Sea (IRPCAS)][The *<government right-of-way rules>*][RRS Appendix RV, Reduced Visibility] replaces RRS Part 2 from [*<time>*] until [*<time>*].

*Specify which government right-of-way rules, if used, and when they apply. Consider replacing the IRPCAS with Appendix RV, Reduced Visibility.*

*Under the definition of Rule, the Prescriptions of Yachting New Zealand apply to all events in New Zealand - refer to* [*Yachting New Zealand Prescriptions 2025 – 2028.*](https://www.yachtingnz.org.nz/race-officials/race-official-and-event-resources)

*Under RRS 88.2 Yachting New Zealand prescriptions shall not be changed unless a dispensation from a specific prescription is granted by Yachting New Zealand.*

*Any changes must be stated in the Notice of Race/Sailing Instructions.*

*For an international event, state the prescriptions that apply.*

**1.7** *Only needed if changes to prescriptions are required. To change the prescriptions, use one of the following:*

**1.7** The following Yachting New Zealand prescriptions do not apply: <*list>*.

**(OR) 1.7** The Yachting New Zealand prescriptions that apply are stated [in full below][in NoR Addendum *<. . .>*].

**(OR) 1.7** The Yachting New Zealand prescriptions do not apply.

**(OR) 1.7** The Yachting New Zealand prescription(s) to *<rule(s)>* [is][are] changed as follows: *<description of change(s)>*.

*Use as appropriate and only in accordance with any national authority prescription to RRS 88.2.*

**1.8** If there is a conflict between languages the English text takes precedence.

*Consider the consequences if local government regulations apply that are published in a language other than English.*

**1.9** When rule 20 applies, a boat may indicate her need for room to tack or her response by *<communication>*. *Specify the alternative communication.*

**1.10** Appendix T, Arbitration will apply.

*Include only if Arbitration is to be offered.*

**2 SAILING INSTRUCTIONS**

**2.1** The [sailing instructions][supplementary sailing instructions] will be available before *<time>* on *<date>* at *<location>*.

*Insert the time, date and location.*

**2.2** The sailing instructions will consist of the instructions in RRS Appendix S, Standard Sailing Instructions, and supplementary sailing instructions that will be on the official notice board located at <*location>.*

*Use only if RRS Appendix S will apply. Insert the location or URL. YNZ recommends for all events including National events that Appendix S be used unless there are compelling reasons otherwise.*

**3 COMMUNICATION**

**3.1** The online official notice board is located at <*URL*>.

*Use only if there is an online official notice board. Include also the URL of any official website.*

**3.2** Notices will also be posted to the event WhatsApp group <*group name*>.

*Use only if notices will also be posted to an event WhatsApp group. Insert the name of the WhatsApp group.*

**3.3** [DP] All boats shall carry a VHF radio capable of communicating on *<channel(s)>*.

*List channels that may be used. Include any safety or hailing channels specified by local regulations.*

See RRS 37.

**3.4** On the water, the race committee will make courtesy broadcasts to competitors on VHF radio. The channel will be stated in the SIs.

**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.

**4 ELIGIBILITY AND ENTRY**

**4.1 \***The event is open to all boats of the *<class name or list of class names>* class(es) [that *<list requirement(s)>*].

*Insert the class or classes and any eligibility requirements.*

**(OR) 4.1 \***The event is open to all boats with valid *<handicap or rating system>* certificates with *<maximum, minimum, range>* handicap(s).

**4.2 \***The *<handicap or rating system>* applies to boats racing under *<class>*.

*Insert applicable handicap rating rule. Add any exceptions and additional qualifications, for example, crew weight, owner/driver, etc. Repeat if more than one rating rule applies.*

**4.3 \***Classes are defined as follows:

|  |  |  |
| --- | --- | --- |
| Class | Rating or Handicap Rule | Handicap Range |
| *<class 1>* | < *rating or handicap rule*> | <*handicap range*> |
| *<class 2>* | < *rating or handicap rule*> | <*handicap range*> |

*For example: Class 1 - IRC - 0.950-1.025.*

**4.4 \***Eligible boats may enter by completing the entry form and submitting it, together with the required fee, to *<address>*.

*Insert the address.*

**(OR) 4.4 \***Eligible Boats may enter the event by completing the online entry form on the event website at <*URL*> and paying the required fee.

If paying by internet banking, please refence any payments with *<class>*, your sail number, and if space permits, the skippers surname.

**4.5** To be considered an entry in the event, a boat shall complete all registration requirements and pay all fees by *<time>* on *<date>.*

*Insert the entry closing time and date.*

**4.6 [**Late entries will be accepted under the following conditions: *<conditions>*.] [No entries will be accepted after *<time>* on *<date>*.]

*Insert any conditions.*

**4.7** The following restrictions on the number of boats apply: *<restrictions>*.

*Insert any restrictions.*

**4.8** To be eligible to compete in this event each [competitor][entrant and crew member(s)] shall be a financial member of a club recognised by the [competitor’s][entrant’s and crew member(s)’] national authority.

Proof of affiliated club membership to be [submitted with entry][presented at registration].

*Required for Yachting New Zealand national championships. See RRS 75 and* [*Yachting New Zealand regulation 4.5.4*](https://www.yachtingnz.org.nz/resources/regulation-454)*.*

**4.9** Each competitor, entrant and crew members shall be *<insert any special competitor eligibility requirements, e.g. age limits or class association membership>*

**5 FEES**

**5.1 \***Entry fees [including <*description*>] are as follows:

|  |  |  |
| --- | --- | --- |
| Class | Early Entry Fee until <*date*> | Standard Fee |
| *<class 1>* | *<fee>* | *<fee>* |

*Insert all required fees for racing-*

*In ‘description’ include items such as marina fees, included social functions when there is a single fee covering these items.*

**5.2** Other fees:

*<description>* *<fee>*

*Insert optional fees (for example, for social events).*

**6 CREW LIMITATIONS**

**6.1** The following crew limitations apply: *<requirement(s)>*

*Insert any limitations, for example, number of crew, their weight, age, or gender (provided applicable discriminatory regulations are followed). Refer to class and/or event rules – if class rules restrict or define crew limitations they do not need to be repeated in the NoR.*

**6.2** (a)When a registered skipper is unable to continue in the event the organising authority may authorise an original crew member to substitute.

(b)When a registered crew member is unable to continue in the event the organising authority may authorise a substitute, a temporary substitute or other adjustment.

**6.3** The following categorisation requirements apply (see RRS 79): *<requirement(s)>*.

*Insert any event sailor categorisation requirements or restrictions. See also applicable class rules. For events that actively manage crew lists with grouping of individual crew members, see World Sailing Sailor Categorisation Code, Regulation 22, Guidance Notes for Race Officials, Classes and Organising Authorities.*

**7 ADVERTISING**

**7.1** Boats [shall] [may be required to] display advertising chosen and supplied by the organising authority.

*See World Sailing Advertising Code. Include other applicable information related to advertising.*

**7.2** The organising authority may provide bibs that competitors are required to wear as permitted by the World Sailing Advertising Code.

*See World Sailing Advertising Code.*

**8**  **QUALIFYING SERIES AND FINAL SERIES**

**8.1** The event [will][may] consist of a qualifying series and a final series.

*Use only when a class will or may be divided into fleets racing a qualifying series and a final series.*

**9**  **SCHEDULE**

**9.1 \***Registration:

|  |  |  |
| --- | --- | --- |
| Date | From | To |
| *<date>* | *<time>* | *<time>* |

*Insert the date and times.*

**9.2** Equipment inspection and event measurement:

|  |  |  |
| --- | --- | --- |
| Date | From | To |
| *<date>* | *<time>* | *<time>* |

*Insert the day, date and times, use a table when appropriate.*

**9.3 \***Dates of racing:

|  |  |  |
| --- | --- | --- |
| Date | *<class>* | *<class>* |
| *<date>* | racing | racing |
| *<date>* | racing | reserve day |
| *<date>* | reserve day | racing |
| *<date>* | racing | racing |

*Revise as desired and insert the dates and classes. Include a practice race if any. When the series consists of qualifying races and final races, specify them. The schedule can also be given in an addendum.*

**9.4** Number of races:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Class | Total Number Scheduled | Races per Day - Scheduled | Races per Day - Maximum | Target time  (minutes) |
| *<class>* | *<number>* | *<number>* | *<number>* | *<number>* |
| *<class>* | *<number>* | *<number>* | *<number>* | *<number>* |
| *<class>* | *<number>* | *<number>* | *<number>* | *<number>* |

*For a National Championship to be recognised at least seven races must be scheduled.*

**9.5 \***The scheduled time of the warning signal for the [practice race][first race[each day]] is *<time>*.

*Insert the time and use a table if appropriate.*

**9.6** On <*day, date*> no warning signal will be made after *<time>*.

*Insert the day and date of the last scheduled day of racing. Insert the time - it is helpful to competitors to know this time before the event so they can plan travel, accommodation, etc.*

**10 EQUIPMENT INSPECTION**

**10.1** Each boat shall produce or verify the existence of a valid [measurement][rating] certificate.

**10.2** [DP] Boats shall be available for equipment inspection from <*time*> on <*day, date*>.

**10.3** Boats may be inspected at any time.

**10.4** The following equipment [may] [will] be inspected or measured: *<list>*.

*List the equipment with appropriate references to the class or rating rules.*

**10.5** [DP] Boats shall also comply with RRS 78.1[when presented for inspection][at <d*ate(s), time(s)*>].

**11 CLOTHING AND EQUIPMENT**

**11.1** A competitor’s clothing and equipment shall not weigh more than <*number*> kilograms, as permitted by RRS 50.1(b).

*Use when a change in this weight is desired. Specify the number.*

**12**  **VENUE**

**12.1** NoR Addendum *<. . .>* shows the [location][plan] of the event venue.

*Insert a number or letter.*

**12.2** NoR Addendum *<. . .>* shows the location of the racing areas.

*Insert a number or letter. Provide a marked map or chart with the approx. racing area highlighted.*

**13** **COURSES**

**13.1** <*description*>

*Insert a general description of the course, including when appropriate its length in nautical miles.*

**(OR) 13.1** The course(s) to be sailed will be [W/L][Triangle][Trapezoid] using laid inflatable marks. The detailed course, including the order in which marks are to be rounded and the side on which each mark is to be left will be advised in the [sailing instructions] [supplementary sailing instructions].

**(OR) 13.1** The course(s) to be sailed will be as follows: *<description>*.

*Describe the course in detail. This is normally in the SIs but if the course is fixed, competitors may find a detailed description in the NoR useful, especially for offshore distance races.*

**13.2** The marks that may be used are as follows: <*list or table*>.

*Applicable for distance races or an event using fixed marks. Include each mark designation, location, description or coordinates, and chart name/number, as appropriate.*

**14** **PENALTY SYSTEM**

**14.1**  [The Scoring Penalty, RRS 44.3, applies. The penalty is *<number>* points. ] [The penalties are as follows: *<description>*.]

*Include only when the Two-Turns Penalty is not used. Insert the number of points or describe the penalties.*

**14.2** For the *<class name or list of class names>* class(es) RRS 44.1 is changed so that the Two-Turns Penalty is replaced by the One-Turn Penalty.

*Insert the class(es).*

**14.3** The intention is to appoint an international jury as provided in RRS 91(b).

**14.4** The right of appeal from a protest committee decision is denied as provided in RRS 70.3[(b)][(c)][(d)].

*This is required only if RRS 70.3(b), 70.3(c) or 70.3(d) applies.*

*Yachting New Zealand approval is required to deny the right of appeal – for an application to YNZ to deny the right of appeal refer to* [*https://www.yachtingnz.org.nz/sites/default/files/2018-12/YNZ%20Addendum%20A%20190110.pdf*](https://www.yachtingnz.org.nz/sites/default/files/2018-12/YNZ%20Addendum%20A%20190110.pdf)

**15** **SCORING**

**15.1 to 15.5** *Note: RRS J1.3(5) requires the NoR to include a description of the scoring system* ***only*** *if it is different from the system in Appendix A and if it would help competitors decide whether to attend the event.*

**15.1** 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.*

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

*For a National Championship to be recognised, five races are required to be completed.*

***15.3*** *RRS A2.1 provides for one race being excluded in a series. This may be changed. 15.3 gives examples. Yachting New Zealand encourages the use of Appendix A without modification. In which case 15.3 is unnecessary.*

**15.3** A boat’s series score shall be the total of her race scores.

**(OR) 15.3** A boat’s series score shall be the total of her race scores excluding her *<number>* worst score(s).

**(OR) 15.3** (a) When fewer than *<number>* races have been completed, a boat’s series score will be the total of her race scores.

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

(c) When *<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.

*Insert the number of races when zero, one or more races will be discarded.*

**15.4** RRS A5.3 applies.

*Use only for a series over multiple weeks, or months and where the number of starters each week or month may vary substantially.*

**15.5** RRS 90.3(e) applies*.* [The ‘24 hours’ time limit in that rule is changed to ‘XX hours’].

*Use when necessary and optionally with any change in the ‘24 hours’ time limit in that rule.*

**16** **SUPPORT PERSON VESSELS**

**16.1** [DP] Support person vessels shall be marked with *<description>*.

*Insert the identification markings. National letters are suggested for international events. Add information about registration of support vessels if applicable and any specific local bylaws that apply.*

**16.2** [DP]All support person 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.

**16.3** [DP]No privately operated RPAS (drones) are allowed within the course area, or within 100m of any boat or vessel associated with the event.

*Only include if necessary due to the nature or location of the event. Refer to any CAA and local regulations and state any regulations that apply to the event venue.*

**17 CHARTERED OR LOANED BOATS**

**17.1** A chartered or loaned boat may carry national letters or a sail number in contravention of her class rules, provided that the race committee has approved her sail identification before the first race.

*See RRS G3.*

**18** **BERTHING**

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

**19** **HAUL-OUT RESTRICTIONS**

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

**20**  **DIVING EQUIPMENT AND PLASTIC POOLS**

**20.1** 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 event.

*Adjust the prohibition period as necessary.*

**20.2** 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.*

**21 DATA PROTECTION**

**21.1** <*requirement(s)*>

*State any data requirement(s) necessary for compliance with data protection legislation that applies in the venue of the event.*

**22** **RISK STATEMENT**

**22.1** RRS 3 states: ‘The responsibility for a boat’s decision to participate in a race or to continue racing 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.**

**23** **INSURANCE**

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

*Insert the amount. $1,000,000 for dinghy events and $5,000,000 for keelboat events. This clause is recommended standard practice by Yachting New Zealand and World Sailing for all events.*

**24** **RIGHTS TO USE NAME AND LIKENESS**

**24.1**  By participating in this event, competitors automatically grant to the organising authority and the event sponsor(s) the right, in perpetuity, to make, use, and show, at their discretion, any photography, audio and video recordings, and other reproductions of them at the venue or on the water from the time of their arrival at the venue for the event, until their final departure, without compensation.

**24.2**  Drones / RPAS (Remote Piloted Aircraft System) under the control of the organising authority may be used during the event.  Participation in the event will be taken as agreement and consent to be overflown by and have RPAS operate within close proximity to competing boats.

**25 PRIZES**

**25.1** National Champions will be recognised in accordance with Yachting New Zealand regulation 4.5.4.

**25.2** Prizes will be given as follows: *<description>*.

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

**26** **FURTHER INFORMATION**

**26.1**  For further information please contact *<description>*.

*Insert necessary contact information.*