



Yachting New Zealand National Championship Event Process

As the organising authority (OA) for a national championship, specific criteria must be met for an event to be approved as a national championship and for the winner(s) to be officially recognised as the national champion(s). Please refer to Yachting New Zealand Regulation 4.5.4 (National and Major Event Management) for more information.



Yachting New Zealand Regulation 4.5.4

1 Finalise details

- Class association confirms venue and organising authority (club acting with/on behalf of class). Confirm event dates, race officials (national race officer and national judge), and other necessary arrangements.

2 Formally apply to YNZ for endorsement to run the event

- Formally apply to host a national event via the Yachting New Zealand (YNZ) website. **(Submit application to YNZ 6 months prior to the event.)**

→ [Apply here](#)

4 Draft Notice of Race (NoR)

- Organising authority drafts the NoR in consultation with the race officer, class association and protest/jury chair. **(Submit draft to YNZ for review 4 months prior to the event.)**

→ [NoR template](#)

3 Receive confirmation

- Receive confirmation email from YNZ that your event application is approved.
- Email will confirm assigned YNZ reviewer and list contact details.
- YNZ adds your event to the online regatta calendar.

5 Send draft NoR for review

- Email draft NoR as a Word document to your allocated reviewer and **copy (cc) in the YNZ national event administrator at ciorc@yachtingnz.org.nz 4 months prior to start of event.**

6 NoR review

- Once draft NoR is received, reviewer may request amendments from the organising authority. This generally involves an exchange of email correspondence until final approval is granted. **(Allow 14 days for reviewer process. All involved parties should be cc'd.)**

Following on next page



Dispensation

Dispensations to Regulation 4.5.4 can be submitted via letter to the CEO of YNZ, emailed to ciorc@yachtingnz.org.nz

7 NoR approval

- Once reviewer approves NoR, the NoR can be made public.
- YNZ adds NoR to your event on its online events calendar.
- You post NoR under your event on club and class association websites.
(Publish 3 months prior to the event.)

9 SI review

- Once draft SI is received, reviewer may request amendments from organising authority. This generally involves an exchange of email correspondence until final approval is granted.
(Allow 14 days for reviewer process. All involved parties should be cc'd.)

8 Draft Sailing Instructions (SI)

- Organising authority drafts SI or SSI in consultation with race officer, class association, and protest/jury chair.
(Submit draft to YNZ for review 2 months before start of event.)

→ SI template

→ SSI template

10 SI approval

- Once reviewer approves SI, the SI can be made public on **date stated in NoR**.
- YNZ adds SI to your event on their online events calendar on approved date.
- Organising authority can post SI under your event on websites, social media etc.

11 Event takes place

- National event is hosted.

13 Receive winner confirmation

- Receive winner confirmation/rejection from YNZ via email.
- National event winners will be listed in YNZ's annual report.
- National event winners receive digital acknowledgement certificate at end of season.

12 Submit event report

- **Within 4 weeks** of event, submit event report via YNZ website.
- Report can be submitted by either club or class association as representatives of organising authority.
- Refer to YNZ Regulation 4.5.4 i) for recognition of winners guidance.
- Submitted event report reviewed by your reviewer.

→ Submit fleet racing report

→ Submit match/teams racing report

→ YNZ Regulation 4.5.4 i)