**YACHTING NEW ZEALAND NOTICE OF RACE 2017-2020 TEMPLATE**

GUIDELINES TO USE

This guide provides a notice of race 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.

The guide can also be useful for other events. However, for such events some of the paragraphs will be unnecessary or undesirable. Similarly, additional information may need to be included for events where overseas competitors are expected. Organising authorities should therefore be careful in making their choices.

This guide relates closely to Appendix L, Sailing Instructions Guide, and its expanded version Appendix LE on the [World Sailing website](http://www.sailing.org), the introduction to which contains principles that also apply to a notice of race.

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

**To use this template:**

First review RRS J1 and decide which paragraphs will be needed. Paragraphs that are required by rule J1.1 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.

*Note: If the notice of race is made available electronically, printed copies should be provided on request.*

The items listed below, when applicable, should be distributed with the notice of race, but should not be included as numbered paragraphs in the notice.

1. An entry form, to be signed by the boat’s owner or owner’s representative, containing words such as ‘I agree to be bound by The Racing Rules of Sailing and by all other rules that govern this event.’ ([YNZ template can be found on YNZ event resources page](https://www.yachtingnz.org.nz/events/event-management/event-resources))
2. For an event where entries from other countries are expected, the applicable national prescriptions in English.
3. List of sponsors, if appropriate.
4. Lodging and camping information.
5. Description of meal facilities.
6. Race committee and protest committee members.
7. Special mooring or storage requirements.
8. Sail and boat repair facilities and ship’s chandlers.
9. Availability of chartered or loaned boats and whether rule G3 will apply.

(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)

**NOTICE OF RACE**

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

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

*Include 1.2 to 1.7 if/as they apply*

Under the definition of Rule the prescriptions of YNZ apply to all events in New Zealand

*See RRS 88 and refer to* [*Yachting New Zealand Prescriptions 2017-2020*](https://www.yachtingnz.org.nz/sites/yachtingnz/files/images/YNZ%20Prescriptions%202017-2020.pdf)

*This prescription shall not be changed unless a dispensation from a specific prescription is granted by Yachting New Zealand.*

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

*For an international regatta state the prescriptions that apply.*

* 1. The Yachting New Zealand Safety Regulations Part (Insert the relevant Part (and category if applicable) [Category ---]) shall apply.

*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.*

*For dinghy events Part 1 of the Safety Regulations apply, see Prescription Rule 84.*

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

The changes will appear in full in the sailing instructions. The sailing instructions may also change other racing rules.

*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: (*detail 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. 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 (*Insert the location)*.

*Use only if RRS Appendix S, Standard Sailing Instructions, will be used.*

* 1. Appendix T, Arbitration, will apply.

*Include only if Arbitration is to be offered*

1. **ADVERTISING**

*Include the following if/as they apply*

* 1. Competitor advertising will be restricted as follows: (*Insert restrictions).*

*See World Sailing Regulation 20, Advertising Code. Include other applicable information related to Regulation 20.*

* 1. Boats [shall] [may be required to] display advertising chosen and supplied by the organising authority. If this rule is broken, World Sailing Regulation 20.9.2 applies. [DP]

*Select wording that applies.*

*See World Sailing Regulation 20.4.*

1. **\*ELIGIBILITY AND ENTRY**

*Include the following if/as they apply*

* 1. The regatta is open to all boats of the (*insert class name*) class(es).

***(OR)***

The regatta is open to boats of the (*insert class name*) class(es) that (*Insert eligibility requirements.).*

* 1. Eligible boats may enter by completing the attached form and sending it, together with the required fee, to (*Insert the postal, fax and email addresses)* by (*entry closing date*).

***(OR)***

Eligible boats may enter by (*Insert entry details/options, including payment options)* by (*entry closing date*).

* 1. Late entries will be accepted under the following conditions: (*Insert any conditions*).
	2. The following restrictions on the number of boats apply: (*Insert any restrictions).*
	3. To be eligible to compete in this event each [competitor][entrant and crew member] shall be a financial member of a club recognised by the [competitor’s][entrant and crew member’s] national authority.

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

*Select [competitor] for single-handed events and [entrant and crew member] for other events.*

*Required for Yachting New Zealand recognised National or New Zealand Championships. See RRS 75 and* [*YNZ regulation 4.5.4*](https://www.yachtingnz.org.nz/sites/yachtingnz/files/REGULATIONS%20Part%204%20Administration%20of%20Racing%20Rules%20%28May%202017%29.pdf)

*Select wording that applies re proof of affiliation.*

* 1. Each competitor, entrant and crew members shall be (*Insert any special competitor eligibility requirements, e.g. age limit or class association membership)*.
1. **CLASSIFICATION**

The following classification requirements will apply (see RRS 79): (*Insert any requirements*).

1. **FEES**
	1. Required fees are as follows: (*Insert all required fees for racing).*

 E.g.

|  |  |
| --- | --- |
| CLASS | FEE |
|  |  |
|  |  |

* 1. Other fees: (*Insert optional fees. for example, for social events).*
1. **QUALIFYING SERIES AND FINAL SERIES**

The regatta will consist of a qualifying series and a final series.

*Use only when a class is divided into fleets racing a qualifying series and a final series.*

1. **SCHEDULE**
	1. **\***Registration: (*Insert the day, date, times and venue)*
	2. Equipment inspection and event measurement: (*Insert the day, date, times and venue)*
	3. **\***Dates of racing: (*Insert the date and class)*

*E.g.*

|  |  |  |
| --- | --- | --- |
| ***Date*** | ***Class*** | ***Class*** |
|  | *racing* | *racing* |
|  | *racing* | *reserve day* |
|  | *reserve day* | *racing* |
|  | *racing* | *racing* |
|  | *racing* | *racing* |

*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 attachment.*

* 1. Number of races: (*insert the classes and numbers)*

*E.g..*

|  |  |  |
| --- | --- | --- |
| *Class* | *Number Races per day* | *Target time for each race* |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. **\***The scheduled time of the warning signal for the [practice race][first race][each day] is (*Insert the time)*.

*Select wording that applies.*

* 1. On the last scheduled day of racing no warning signal will be made after (*Insert the time)*.
1. **MEASUREMENT**
	1. Each boat shall produce a valid [measurement] [rating] certificate.

*Select word that applies.*

***(OR)***

Each boat shall produce a valid [measurement] [rating] certificate. In addition, the following equipment [may] [will] be inspected or measured: (*List the equipment with appropriate references to the class rules)*.

*Select wording that applies*

* 1. A boat shall comply with RRS 78.1 at (*Insert the time(s))*.
1. **SAILING INSTRUCTIONS**

The sailing instructions will be available after (*time*) on (*date)* at (*location)*.

1. **VENUE**
	1. Attachment (*Insert relevant attachment number or letter*) shows the location of the regatta venue.

*Provide a marked map with driving instructions as an attachment to this NOR*

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

*Provide a marked map or chart as an attachment to this NOR*

1. **THE COURSES**

The courses to be sailed will be as follows: (*Include the description*).

***(OR)***

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. **PENALTY SYSTEM**

*Include the following if/as they apply*

* 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 paragraph 12.1 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. Decisions of the [protest committee] [international jury] will be final as provided in RRS 70.5.

*Select words that apply*

*Include only if the protest committee is an international jury or another provision of RRS 70.5 applies.*

1. **SCORING**

*Include the following if/as they apply*

* 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.

*For a national championship to be recognised, 5 races are required to be a competed and at least 7 races scheduled.*

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

b) 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.

c) 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 modifications in which case 13.3 is unnecessary.*

1. **SUPPORT BOATS**

Support boats shall be marked with (*Insert the identification markings)*. [DP]

1. **BERTHING**

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

*Select words that apply*

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]

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]

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. **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.*

1. **FURTHER INFORMATION**

For further information please contact: (*Insert necessary contact information)*.