



NEW ZEALAND RADIO YACHTING ASSOCIATION

RACE MANAGEMENT MANUAL

2016



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INTRODUCTION

This manual was compiled in 2016 by the NZRYA Council. The idea for the manual came about in an attempt to provide some uniformity in the management of NZRYA Ranking regattas around New Zealand.

Ranking regattas count towards NZRYA ranking points. Ranking points are the method by which skippers may be selected to represent New Zealand in International regattas – either World or Continental regattas. Places awarded to New Zealand are offered to skippers in order of their ranking position at the closing of a ranking period. A copy of the current NZRYA Ranking Regulations can be obtained from the NZRYA website

It was decided that regattas which attracted ranking points should be managed as much the same as one another around the country.

The following manual does not replace any of the ISAF Racing Rules of Sailing, or Appendix E. Other rules which govern regattas are listed in the Notice of Race. None of those rules are replaced either.

The manual is designed to assist Race Officers, Administrators, Measurers and Volunteers associated with the management of a regatta. It is broken into different areas as follows: Race Management Policy, Administration, Volunteer notes and Documents.

Thank you to Glenn Dawson of the Australian Radio Yachting association who with his race managements committee have created the template upon which this manual is based.

Paul Goddard
Chairman
NZRYA

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RACE MANAGEMENT POLICIES FOR NZRYA RANKING EVENTS

Please note that these policies are guidelines to the Race Committee. Failure to observe these guidelines are not grounds for redress.

1. General Principle

1.1 The policies set out in this document are intended to ensure that an event Race Officer (RO) and Race Committee are provided with sufficient guidelines to ensure that the standard of racing expected by those competing in an NZRYA Ranking event is fair and of the highest possible standard available, is achieved.

1.2 The overarching principle is that the regatta must be managed so that the racing is fair for all competitors.

2. Definitions

2.1 Race Committee - The Race Committee is appointed by the Organizing Authority (see RRS 89.2(b)). The Race Committee is responsible conducting all aspects of racing both on the water and onshore. The Race Committee shall publish written NZRYA Standard Sailing instructions and conduct and score the race or event as required (see RRS 89 and 90).

The Chairman of the Race Committee may be the Race Officer. If not, the Chairman liaises closely with the Race Officer who is the “on-the-water manager”. The Chairman supports and directs the Race Officer by carrying out tasks on shore including the multiple administrative tasks that a Race Committee is required to carry out (changes to the Sailing Instructions, changes of equipment, initiating Race Committee protests etc).

Members of the Race Committee are Race Officers, Starting Officials, Finishing Officials, Fleet Board Managers, Course Layers, Time Keepers and Finishing Recorders. The Race Committee may also appoint observers under rule E5.1.

2.2 Race Officer – a Race Officer (RO) appointed or approved by NZRYA or the Organizing authority has the overall responsibility for the conduct of all on water racing.

The RO should be an experienced sailor with a sound knowledge of the Racing Rules of Sailing. The RO should also have experience in running regional ranking events and events using HMS prior to being appointed the RO of a State or National event.

The RO will have responsibility for all on water race matters and has the authority to make decisions on these matters without the need to consult the Race Committee.

If time or situation allows further consultation the RO may consult the Race Committee (RMT) as required.

3. Times / Timing / Changes In Schedule

- 3.1 Times will be advertised using the 24 hour clock format.
- 3.2 A shortage of time or an insufficient number of completed races is not a basis for varying these policies.
- 3.3 The commencement of racing shall be as close as practicable to the time listed in the Notice of Race. No heats will be started 'ahead of schedule' except as provided for in the Sailing Instructions.
- 3.4 After a postponement of more than 10 minutes, to alert competitors that racing will re-commence, an acoustic announcement will be made with one sound signal at least five minutes before the warning signal of the next race. The starting sequence for the next race will not commence earlier than 5 minutes from this announcement, and may be longer depending on the conditions.
- 3.5 If racing is stopped for a substantial period due to wind or safety conditions, lunch may be taken early and on resumption of racing further breaks may be taken at the discretion of the Race Officer.
- 3.6 Starts will not be delayed for competitors to reach the race area if they could have arrived with reasonable diligence. Consideration should be given for boats which have been promoted or demoted from an earlier heat, as they may need to check the fleet board to confirm their fleet allocation.
- 3.7 The Race Committee will use the whole of the scheduled sailing times if necessary. Racing will not conclude prior to the scheduled finishing time without the unanimous agreement of all competitors.

4. Decision to Race

- 4.1 Before the event starts the Race Committee will consider the conditions under which a heat may be postponed. These conditions should be announced at the initial competitors briefing.
- 4.2 Racing will be started at the scheduled time if the wind conditions and visibility are within the parameters outlined in these policies. Waiting for 'better' conditions may be unfair, and will be avoided.
- 4.3 The Race Committee can wait for the wind to 'stabilize' prior to commencing racing.
- 4.4 The start may be postponed if a major wind shift is expected based on a known pattern or other reliable information (example: sea breeze can be seen in the distance and is expected to fill in). Otherwise, the Race Committee will start racing as soon as practicable after the scheduled time
- 4.5 Decisions regarding postponing or abandoning a heat, should be based on the boat-handling that can reasonably be expected from a competent, but not expert, sailor.
- 4.6 A heat should not be started if boats are unable to maneuver to start, have insufficient maneuverability during the race to safely avoid a collision and complete

the course within the time limit. The RO may consult the Race Committee before postponing a heat for this reason.

- 4.7 A heat should not be started when high wind speeds, combined with sea conditions, current, rapid changes in wind speed or any other factors, affect the safety of boats, sailors, the Race Committee and vessels. The RO is encouraged to consult his / her team where possible.
- 4.8 A heat may not be started if the whole course area is not visible from the control area. Example: there could be some showers up one end of the course moving away, or fog obscuring marks of the course. The RO should make a judgment call and may elect to start the race. In the event that the judgement proves to be incorrect, the RO may postpone the heat or race if required. Conditions may never be perfect, as long as they are fair.

5 Sighting the Starting Line / Timing / Signaling / Recording

- 5.1 Whenever practical, the Finish Official will be an appropriately experienced person, who will be designated as the Start Official. The RO may choose to perform this task.
- 5.2 The Start Official should consider using a sighting device to visualize the line.
- 5.3 The Start Official or an Assistant may use a hand-held voice recording or video recording device and record, without stopping, from at least 1 minute prior to the starting signal until after the start. A commentary of anything of interest will be recorded (such as boats getting close to the line, bunching, etc.). The recording will cease once anything of interest has concluded after the start.
- 5.4 If records are made, they will be preserved until after the conclusion of the entire event. If digital recorders are used, each day's recording will be saved and indexed for easy retrieval.

6 Calling OCS

- 6.1 If a boat or boats are on the course side of the starting line at the start, the Start Official will call either an individual recall or general recall immediately. If the Start Official has called an individual recall, they may consult with his/her fellow Start Official to confirm the sail number of the offending boat and recall the numbers deemed to be OCS at the start. If the sail number of the boat judged to be OCS is not able to be identified within 1 minute after the start, the starter should then abandon the race and restart the race.
- 6.2 In no circumstances will an individual recall be signaled later than 5 seconds after the starting signal.

7 General Recall

- 7.1 When the Start Official is not satisfied that all boats on the course side of the starting line prior to the start signal (or that have broken rules 30.1, 30.3) have been identified, a General Recall will be called.

- 7.2 If a race management error is discovered after the starting signal (e.g., timing, incorrect boats scheduled to sail), the Race Committee will abandon the heat. In these circumstances, the Race Committee will not signal a general recall.
- 7.3 If a start has been postponed, or a General Recall has been caused by the length or angle of the starting line, the Race Committee will adjust the starting line and make another attempt to restart the race.
- 7.4 The black flag (Rule 30.3) will only be used when repeated general recalls are caused by the skippers or boats themselves, or rapid oscillations of the wind, and not by actions of the Race Committee.
- 7.5 When using the black flag, the Race Committee will make every effort to signal a postponement as soon as any subsequent problems with the starting line become evident.

8 Postponing A Race During The Starting Procedure

- 8.1 The RO or Start Official should postpone a race during the starting procedure in response to adverse conditions depriving boats of a fair chance of a good start. These may include, but are not limited to:
 - a. Significant shift in the mean wind direction.
 - b. A drifting mark.
 - c. Other boats interfering with the boats starting.
 - d. Inappropriate length or angle of starting line.
 - e. A reduction in visibility affecting the ability of the Race Officer/s to sight the line, or identify premature starters.
 - f. Errors in the timing of the start, or in the timing signals.
 - g. Any other factor affecting the fairness of the start for all competitors.
 - h. If any wind shift occurs before the starting signal such that it significantly increases the risk of a general recall.
- 8.2 In case of any problems with the starting line as described above, a postponement may be signaled, up to the last second before the start.
- 8.3 In rapid oscillations the RO or Start Official will endeavor to lay a starting line based on the mean oscillations expected.
- 8.4 If the Start Official determines that adjusting the starting line is likely to improve the chances of fair start without a general recall, then a very late postponement may be considered.
- 8.5 For a postponement that the Race Committee anticipates will be longer than ten minutes, an acoustic announcement will be made. Prior to recommencement of racing, an announcement and sound signal will be made approximately 5 minutes prior to the warning signal of the next race as described in Clause 3.4.

9 Abandonment

- 9.1 The Race Committee may abandon the heat if the conditions change such that after the start a fair race can no longer be conducted. Some examples might be if:
- a. after starting boats can fetch the windward mark on either tack;
 - b. boats can fetch the next mark of the course on one tack on both the windward or the downwind leg of the course. At a major event at least one of the main legs of the course must be a beat, however the course may invert and the beat be on what was designated the downwind leg.
 - c. wind changes occur that subsequently destroy what was intended of the course such as a windward and return course turns into a reaching only course.
- 9.2 The heat will not be abandoned for these reasons when at least one boat has rounded the last mark of the course and is sailing to the finish or has already finished.
- 9.3 The Race Committee may abandon a heat/race if the course area is not visible from the control area at any time during the heat/race.
- 9.4 The Race Committee may abandon the heat when it is unlikely that the leading boat will complete the course within the overall time limit, even if a new wind were to arrive. The further into the heat, the less likely it is that the Race Committee will abandon. The RO is encouraged to consult the Race Committee before abandoning a heat for this reason.
- 9.5 A heat should not be abandoned due to high wind speeds, combined with sea conditions, current rapid changes in wind speed or any other factors, except when the safety of boats, sailors, the Race Committee and vessels is affected. The RO is encouraged to consult the Race Committee before abandoning a heat for this reason, as this decision could be controversial.
- 9.6 The Race Committee will consider abandoning the race if it determines that an outside influence has made the heat unfair. Every effort will be made to ensure that other vessels do not interfere with racing. The RO may consult the Race Committee before abandoning a heat for this reason.
- 9.7 Competitors will be reminded that the decision to race, or to continue to race, is their sole responsibility, as outlined in the Sailing Instructions and in RRS 4.

10 Courses / Course board

- 10.1 The Race Committee will endeavor to set a course so that boats are evenly spread:
- a. along the start line;
 - b. on each side of the beats;
 - c. on each side of the runs;
 - d. at the gate.

This is intended to define what is a 'good course'. It is both a target, and criteria

for evaluation after the heat and is a self-evaluation process.

- 10.2 The Race Committee will attempt to set the length of the course as follows:
 - a. the longest possible first leg within the constraints of the course area.
 - b. a course which will achieve a target time of between 10 to 15 minutes for the lead boat to complete, depending on the prevailing conditions. The seeding race may be slightly longer in duration.
 - c. the course length will be laid to give the first boat of each fleet the best chance of achieving the target time.
- 10.3 Gates should be approximately 8 hull lengths wide and laid square to the sailing wind. Variations in width and angle may be appropriate to adjust for current or other prevailing conditions.
- 10.4 The offset mark should be at least 5 hull lengths from the windward mark. Boats should clearly leave the windward mark before entering the offset mark zone.
- 10.5 All mark rounding should be consistently port or starboard. Port-hand rounding is preferred at a windward mark.
- 10.6 In shifting winds, it is advisable to set two different sets of windward / offset marks. This allows the RO to announce which set of marks the boats will round prior to the race. This allows racing to continue because the course does not have to be moved frequently. Marks used for a change of course (i.e. alternate rounding marks) should be of a different colour to the original course marks.
- 10.7 It is common to number the marks for easy identification. If the size of the number on the marks is of the same dimensions as the sail number for the class being sailed, it assists judging whether any mark has been set too far away as the number cannot be reliably read. It also means that a sail number will not be reliably read, leading to increased frustration by sailors wishing to protest, and increased rule flouting by sailors exploiting the poor visibility.
- 10.8 Usually, a change of course is not necessary with wind shifts of 5-15°. Consider changing the course when the wind shift is 20 degrees or more. However, be ready to adjust the starting line bias if the wind shifts by more than 10 degrees.
- 10.9 The course must be shown on the course board. Experience has shown that the course should not be “explained” by the RO. The course board must speak for itself. If competitors remain puzzled or confused after consulting the course board, it needs to be improved or corrected. Experience has also shown that the course to be sailed should not be “illustrated” on the course board with drawings or line connecting marks or showing the rhumb lines. Instead, the board should simply state the course as a list of lines and marks, for each mark whether they should be passed on port or starboard, and whether they are “rounding” marks.
- 10.10 The course board must be positioned so that it is visible to competitors while they are racing (RRS E3.3). This can be an onerous requirement, and considerable care might need to be given to satisfying it.
- 10.11 NZRYA Sailing Instructions alter RRS E3.8c allowing shortened courses. If a shortened course is to be used, a single shortened course option should be posted

on the course board.

11 Setting the Course to a new Wind Speed or Direction

- 11.1 The Race Committee will consider re-setting the course following a change in wind direction. The course will definitely be re-set if:
 - a. after starting boats can fetch the windward mark on either tack;
 - b. boats cannot cross the starting line on both tacks.
- 11.2 The Race Committee will endeavor to set a new course so that the new course meets the requirements of Para 10 - Courses.
- 11.3 The Race Committee will re-set the length of the course following a change in wind speed so that the new course meets the requirements of Para 10 - Courses.
- 11.4 If the course, and hence the course board, is changed, the Sailing Instructions require the RO to make a sound signal to alert all competitors to the change, and not just those who happen to be nearby when the change is made.

12 Setting the Starting Line

- 12.1 Starting lines will generally be laid square to the median sailing wind, or with a very slight port end bias. Current, favored side of the course, expected wind shifts and other variables may justify variation from this guideline.
- 12.2 During the course of the event, it will become obvious to the RO if one end or other of the line is considered favoured by the competitors. The Race Officer should observe how the fleet reacts to the bias on his first starting line and adjust as required for subsequent starts. The RO should carefully observe competitor behaviour at the start and, regardless of what the wind vane or other indicator devices might thereafter be showing, continually re-adjust the line bias until the competitors spread themselves relatively evenly along the start line. This establishes a fair starting line.
- 12.3 The Race Committee will use the following guide to determine the length of the starting line. A larger multiplier may be used in strong winds or heavy seas.

The minimum Starting line length = number of boats x boat length x 1.5

13 Finishing Line / Finishing Procedures

- 13.1 The finishing line is generally set at 90 degrees to the direction to the last mark of the course. On many occasions this will also be at 90 degrees to the wind direction but this is not necessarily so.
- 13.2 If a separate finish line is set, it should be relatively short: 12-15 boat lengths, depending on the fleet size, the type of boats competing and the weather conditions. A short finishing line may decrease the chance of massive group finishes; it significantly reduces the margin of error and therefore reduces the possible advantages that may be created by the movement of either end of the line.

- 13.3 It is recommended that finishes generally be upwind finishes. If this is not practical, consider using a short reaching leg to a finish line which is easily viewed by the finishing team. Generally, downwind finishes are to be avoided, as the Finish Officials will find the sail numbers too difficult to read.
- 13.4 Whenever possible, there should be a minimum of two Finish Officials. Ideally, at least one of the Finish Officials will be an appropriately experienced Race Officer.
- 13.5 At least one Finish Official should use a line sighting device to visualize the line.
- 13.6 At National events, one line Finish Official will use a hand-held recording device to record the order of finish.
- 13.7 It is recommended that video recordings of the finish of races be made, particularly when promotion and relegation through fleets is in operation.
- 13.8 If video or audio recordings are used, they will be labelled and preserved until after the conclusion of the entire event. If digital recorders are used, each day's recording will be saved and indexed for easy retrieval.
- 13.9 A written record of the finishing order will also be maintained. However, the voice recording will take precedence in the event of a conflict with the written report.
- 13.10 The instant the first boat finishes, sound a clearly recognizable signal (e.g. an air-horn blast or a whistle), so that the other competitors have a time reference to the first finish. Record the hour, minute and seconds, and calculate the time-out limit for the remainder of the fleet. An audible "end of time" signal for the race is useful.
- 13.11 Every boat must be recorded as she finishes, regardless of whether it is alleged that she may not have sailed the correct course. ISAF CASE 80 makes it clear that, without a hearing, a boat may not be penalized for failing to sail the course. It is always possible that the hearing decides the boat did indeed sail the correct course, and if her finish was not recorded then the Race Committee has made a serious error.

14 Progression of racing – requests for time.

- 14.1 Requests for time for rig changes should be considered in context. If it is clear that conditions have altered and a number of skippers request time to change their rig, then it is fair to allow all skippers time. If conditions have not changed, or if skippers have been given time very recently to change rigs, but skippers have decided not to make use of it, then keep the racing moving.
- 14.2 Allow time for boats that have been promoted or demoted and are scheduled to sail in the next heat to change rigs when requested. At all times, ensure the principle of fairness for all competitors is followed.
- 14.3 If a boat is given redress because she was damaged, her redress shall include reasonable time, but not more than 30 minutes, to make repairs before her next heat/race.
- 14.4 Time is not normally permitted for the purpose of changing batteries, except for a boat which has just completed a heat and is scheduled to sail in the next heat.

15 Fleetboard administration

- 15.1 The major control mechanism for a radio sailing fleet event is the fleet control board. This provides the heat composition, (ie the list of boats in each heat), for the currently scheduled race. The fleet control board requires continuous updating as the results from a heat arrives, so the promoted boats can be identified and placed into the next higher heat. It is important that the Race Officer pay close attention to the management of the Fleet board, particularly that the Board is only amended by authorized personnel.
- 15.2 It is important that the promoted or demoted boats in a heat are able to easily determine their status. This is usually done by updating the fleet control board, but less formally may involve a competitor being allowed to approach the Recorder after all boats racing in the heat/race have been recorded to check their position, or more formally may involve explicit notification from the RO.

16 Corrections Due to Scoring Errors or Requests for Redress

- 16.1 The Race Committee will adjust posted finishing places if it is satisfied that, based upon its records or observation, it has made a scoring error.
- 16.2 If the Race Committee believes it may have made any other error affecting the outcome of the race for which redress may be available, it may request redress on behalf of the potentially affected boat(s).
- 16.3 The Race Committee will consider requesting redress on behalf of a boat if it is satisfied that that boat's score has been made substantially worse by the actions of an official boat.
- 16.4 A common error is to fail to schedule the correct boats in a heat. In such circumstances, the Race Committee should NOT attempt to "fix" its error by, for example, declaring the heat or race abandoned after the heat. Instead, it should initiate a request for redress for the boat(s) concerned under RRS 60.2(b), or by asking the boat(s) concerned to submit requests for redress under RRS 60.1(b).

17 Race Committee Protests

- 17.1 Since the primary responsibility for protesting breaches of the rules rests with competitors, the Race Committee will not normally protest a boat.
- 17.2 The Race Committee may protest a boat in the following circumstances:
 - a. A breach of a sailing instruction that may not be protested by another boat;
 - b. An apparent breach of good sportsmanship (Rule 2);
 - c. Failing to take a penalty after knowingly touching a mark, but not protesting another boat;
 - d. Failing to sail the course (Rule 28)
 - e. Did not complete a penalty turn
 - f. Did not attempt to sail clear in order to commence a penalty turn as soon as possible after an incident

- g. Caused serious damage to another boat
 - h. Gained a significant advantage as a result of infringing another boat.
 - i. Following an observer's report of an unresolved incident
- 17.3 Note that RRS E6.4 requires a competitor to communicate an intention to protest, and RRS E6.5 gives a competitor time, and a time limit, for the actual submission of a protest. This means that the next heat shall not start if an intention to protest is received, in the event that the protest could affect the composition of that heat. It is often possible to start the next heat provided the next heat cannot be affected by the outcome of the protest.
- 17.4 It may well be regarded as a desirable courtesy to inform any OCS boats or other disqualified competitors in person, giving them ample time to consider their rights to request redress.

18 Results

- 18.1 Progressive results should always be available on the official notice board. It is unsatisfactory if competitors are not kept up to date of their current position and are not able to check that their finishing positions have been correctly recorded. Worse is the possibility that local competitors may obtain knowledge of their positions through familiarity with the Race Committee or scoring personnel when such knowledge is not freely available to other competitors. The result sheet will be the official source of information and, in terms of the rules, is all that is required.
- 18.2 Results will be calculated using any NZRYA approved scoring system.
- 18.3 Final results are to be sent to the secretary to be forwarded to the NZRYA, in accordance with the NZRYA regulations.

There are three types of ranking event in New Zealand – National Championships, NI and SI Championships and Regional Championships. The volunteer base for running these events will vary according to the level of the event and the location in which the event is held.

There are a number of elements of the race management structure which are required to ensure that these events are run to a minimum standard throughout the country. In addition, there are a number of elements of race management which are desirable to be utilized where possible.

The availability of volunteers is always a challenge. People who give up their time and sailing, so that others can race are invaluable. There are times at which there are few volunteers, and several of the race management positions might be filled by the same individual.

A National Championship will have greater significance and attracts a greater point score than the other regattas, so necessarily will have greater race management requirements. The following table shows items which are mandatory (M), and those which are desirable (D) at a regatta.

	Race Management	National	NI / SI	Regional
Volunteers	Experienced Race Officer	M	M	M * ₁
	Boat Driver	M	M	D
	Scorer / Start / Finish Judge	M	M	M
	Observers (may be competitors)	M	M	D
	Protest Committee Chairperson	M * ₂	D	D
Administration	Notice of Race lodged 6 weeks prior to event	M	M	M
	Weighing IOMs at registration	M	M	D
	Providing running scores	M	M	D
	Notice Board and Course Board	M	M	M
	Fleet board for HMS fleet racing	M	M	M
	Prohibit smoking in launch and control area	M	M	M
Publications	Sailing Instructions available for skippers onsite	M	M	M
	Protest forms / Rules Book	M	M	D

	HMS (for fleet sailing)	M	M	M
	Unavailable Measurement Certificate declaration form	M	M	D
Racing	2 minute Countdown timer	M	M	D
	Upwind start and finish	D	D	D
	Single shortened course option on course board *3	D	D	D
	Windward / Leeward course with Gate	M	M	D
	Launching and Control Areas – on course board	M	M	M
	Finishing Voice recorder / Video recorder	M	D	D
Infrastructure	Toilet facilities	M	M	D
	Shade	M	D	D
	Lifejackets for everyone in the boat NZRYA Insurance requirement.	M	M	M
	Grandstand structures must be erected by licenced contractors. NZRYA Insurance requirement.	M	M	M

Note 1: Regional events may be used to give less experienced Race Officers the opportunity to improve their skills. Please provide any less experienced Race Officer with support to assist them to have the chance to gain experience.

Note 2: Protest Committee Chairperson for fleet regattas.

Note 3: Only use shortened course option when conditions may require it.

REGATTA ADMINISTRATION AND PLANNING

The purpose of this document is to assist Committees planning a major event by providing a list of the requirements to host the regatta.

VOLUNTEERS

Some positions may be able to be covered by the same individual, however the following positions should be considered:

Race Officer	Assistant Race Officer
Scorer	Start / Finish recorder
Boat Driver	Observers
Protest Committee Chairperson	Measurer / Measuring team

INFRASTRUCTURE

Major items which are required to ensure the regatta operates effectively, even in bad weather.

Event Headquarters	Toilet facilities
Shade structures	Launching Ramp
Overnight Storage	

ON-WATER EQUIPMENT

Items which are required to ensure the regatta can operate efficiently – on water.

Rescue Boat	Motor
Battery / Fuel for motor	Life Jackets
Boat wind indicator	Spare oars
Course Buoys	Spare buoys / weights / tackle
Walkie Talkie set	Fuel container / spare fuel
Battery Charger / Spare battery	

ON-LAND EQUIPMENT

Items which are required on the shore, to ensure efficient operation and management of the regatta

Notice Board	Course Board
Fleet Board	Scoring Computer
Printer	Power Source – generator
Tables and Chairs	Control area markers
Starting Equipment – countdown timer	PA system
Magnetic labels for fleet board	Observers Bibs
New Zealand Flag (Nationals)	Promotional Flags

Chilli Bins	Rubbish Bins
Measurement Scales	Measurement equipment
Finishing Video Recorder	Padlock for storage / regatta office

CONSUMABLES

Items which are consumed in the process of running the event

Ice	Drinks
Sunscreen	Insect repellent
First Aid Kit	Paper for printer
Spare ink Cartridge for printer	Rubbish Bin bags
Name Tags & Pouches	Pads for Observers
Pens / White Board markers	Fuel for Boat motor
Fuel for Generator	

PUBLICATIONS

Printed material which is required for reference or use

Notice of Race	Sailing Instructions
Protest Forms	Finishing record sheets
Event Program / List of competitors	Heat Management System
Racing Rules of Sailing Book	Case Book
International Class Rules	Equipment Rules of Sailing
Unavailable Certificate Declaration	System for reducing Protest hearings
Race Management Manual	

ENTRY, REGISTRATION and MEASUREMENT

Preliminary items

Website / Online Entry	Competitors List
Welcome Pack	Measurement Venue
Measurement Procedure	Stamp for marking fins, rudders, batteries etc.

CATERING / SOCIAL

Decide whether you will be providing meals for participants:

Lunches	Person to collect lunches
Presentation Function	After sailing drinks
Social Function	

OTHER

Many items go towards making a regatta successful. The following should be considered:

Finance – Budget	Sponsorship
Merchandise – Event shirts / hats etc	Perpetual Trophies
Individual Trophies	Thank-you gifts for Volunteers
Social event for wives / partners	Annual General Meeting (Nationals)
Event promotion - local	

There may be other items required for different venues which don't appear in these lists.

If there are any additional items which have not been included, the Race management Committee would appreciate hearing from you.

REGATTA CHECK MEASUREMENT

The following lists describe the measurements which NZRYA consider might be checked at a ranking regatta. Some of these items are suggestions only. Some elements are considered to be mandatory. Mandatory items are marked with **Bold red X's**.

The more "X"s which are placed alongside a check measurement, the more important it is for the regatta measurer to scrutineer that item.

International One Meter Class	Regional	NI / SI	National	Action for non-compliance
Verify Registration Certificate with boat number on hull and sail numbers.	xxxxx	xxxxx	xxxxx	Complete form, provide copy within 1 week
Confirm all sails are signed, dated and have NZRYA stickers (sails after 2014)	xx	xxxxx	Xxxxx	Skipper to consult local measurer
Weigh boat with each rig in dry state	xx	xxxx	Xxxxx	Counter weights
Weigh keel	x	xxxx	Xxxxx	Reduce weight
Check bumper measurement			X	
Check sail markings for compliance		xxx	Xxxxx	Rectify
Check deck limit mark		Xxx	Xxxxx	Place mark on hull
Float and check draft			Xx	Rectify
Check LOA			Xxxx	Rectify
Weigh rudder			xx	
Weigh batteries			xx	

International Marblehead Class	Regional	NI/SI	National	Action
Verify Registration Certificate with boat number on hull and sail numbers.	xxxx	xxxx	xxxx	Complete form, provide copy within 1 week
Confirm all sails are signed, dated and have NZRYA stickers	xxxx	xxxx	Xxxx	Skipper to consult local measurer
Check draft of boat using template			Xxx	Rectify
Check that limit marks comply with certificate		x	Xxx	Rectify
Check bumper measurement			X	
Check sail markings for compliance		Xxx	Xxx	Rectify
Check draft with Depth Restriction Gauge			X	
Check LOA		x	Xx	

International Ten Rater Class	Regional	NI/SI	National	Action
Verify Registration Certificate with boat number on hull and sail numbers.	xxxx	xxxx	Xxxx	Complete form, provide copy within 1 week
Check measurement forms for Sail 1, Sail 2 and Spars with same hull number.	x	Xxx	Xxxx	
Check Master sail has been measured, signed, dated and have NZRYA stickers.	x	xxxx	Xxxx	Skipper to consult local measurer

Check a randomly selected sail measurement		x	Xxxx	Rectify
Check all sails to be used fit inside the Master sail		xx	Xxxx	Rectify
Confirm all additional sails are signed & dated	x	xx	Xxx	Rectify
Check that LWL limit marks comply with certificate			Xx	Rectify
Check bumper measurement			X	
Check sail markings for compliance		x	Xxxx	
Float and check draft			X	
Check LOA			X	
Weigh boat in sailing condition. Weight shall not be more than plus or minus 0.05kg of weight recorded on certificate.			X	Rectify (applies to boats measured after 1 Jul 16)

International A Class	Regional	State	National	Action
Verify Registration Certificate with boat number on hull and sail numbers.	xxxx	xxxx	Xxxx	Complete form, provide copy within 1 week
Confirm all sails are signed, dated and have NZRYA stickers.	xxx	Xxxx	Xxxx	Skipper to consult their State measurer
Check "J" measurement marks comply with certificate		xxxx	Xxxx	Rectify
Check a randomly selected sail measurement		x	Xxxx	Rectify
Check bumper measurement			Xx	
Check sail markings for compliance		Xx	Xxxx	Rectify
Check Owners flag		xxx	Xxxx	Rectify
Weigh boat		xx	xxx	Rectify
Check A, B and I measurements			xx	Rectify

JOB DESCRIPTIONS

RACE OFFICER

The Race Officer (RO) is the on-water-manager, who lets his team get on with their jobs with limited interference. The RO considers the bigger picture and maintains an overview of what goes on around the entire course. He may listen to, but be immune from all or any requests for changes suggested by any interested competitor.

The following is a list of tasks to be performed by the RO. He may delegate some of the tasks if suitable personnel are available, but he remains responsible to ensure they are completed correctly.

1. REGISTRATION:

Check the Master Entry list with the Registration Officer. Establish if any entrants have not completed the registration process.

Check with the Measurer, that all boats have been check measured, and record any problems.

Check the Master Entry list with the Scorer.

2. SAILING:

2.1 Set the Course.

- i. Decide whether you wish to enlist specific helpers to assist in decision making. Try to avoid having input from too many people.
- ii. Take note of the position of the sun and whether participants will be looking into glare throughout the day – avoid if possible.
- iii. A fair start line should be between 1.3 and 1.5 times the sum of the total boat lengths in the race, depending on conditions.
- iv. Attempt to set a bias towards the port end of the line to encourage a spread of boats on the start line.
- v. Attempt to set the first leg of the course as long as possible directly into the wind.
- vi. Offset marks after the windward mark should be able to be fetched without having to tack.
- vii. Try to set port rounding courses and use a gate at the bottom of running legs. Try to set the gate so that either rounding mark is a viable option. A triangle / windward / leeward / triangle / beat to finish course can be used for variation.
- viii. Ensure both start and finish lines are visible from the control area. Start lines should have sufficient water behind them for pre-start maneuvering.
- ix. Attempt to set the course so that the races take between 8 and 12 minutes.

2.2 Complete the Course Board

The Course board should contain the following information:

- i. Initial course.
- ii. One shortened course option if the Sailing Instructions allow.
- iii. Description of the buoys – buoy number or colour
- iv. The sequence the buoys are to be rounded
- v. Control area
- vi. Launching area

2.3 Check on your Race Committee

Ensure Boat Drivers and Race Observers are present and know their positions.

3. BRIEFING.

At the Skippers Briefing, address the following topics:

- i. Welcome, Thank Sponsors
- ii. Location of Regatta Headquarters, Official Notice Board, Scoreboard, Fleetboard and Course Board
- iii. Location of Staging area, Launching area, Control area
- iv. Start procedure. Sound signals for warning skippers.
- v. Fleet procedures. Number of promotion and relegation positions
- vi. Introduce Officials
- vii. Rescue boat procedures
- viii. House keeping – toilet facilities, sunscreen, water etc
- ix. Time for racing to conclude.
- x. Time for first heat to commence.

4. SAILING:

- i. If racing in fleets – call out sail numbers for boats in the next heat – (or delegate)
- ii. Call Boats in the water – One minute to tape.
- iii. Record boats who enter water (starters) and those who don't (non-starters) in conjunction with the scorer / finish recorder

5. START:

The start line is a line on the course side of the start buoys. Position yourself, so you can look directly along the line.

- i. If all boats start correctly: Hail "All Clear"
- ii. If there is an individual recall: Hail "Recall 76, 99; Recall 76, 99"
- iii. If you are unable to identify all boats over: Hail "General Recall"
- iv. Record the start time.
- v. No boat to start once the first boat has crossed the finish line.
- vi. A heat or race taking > 30 minutes may be abandoned.
- vii. Record boats on the course side of the start line, which do not return to pre-start side of line.

- viii. In the event of a General Recall, restart tape for another 2 minute countdown.
- ix. If you decide to call a Black Flag Start – announce “Black Flag” start.
- x. Any boat sailing in the triangle formed by the start marks and the windward mark, in the minute prior to the start, will be asked to leave the race course.

6. SHORTENED RACE:

The RO may shorten or abandon a race in accordance with RRS32 as amended by E3.10.

A race can be shortened before a boat commences the leg of the course on which it will finish, in accordance with the “shortened course option” on the course board.

7. ABANDONED RACE:

Abandon a race as a last resort. The decision to abandon is generally only used if:

- i. The start was unfair
- ii. There was a major wind shift on the first leg which severely disadvantaged a significant portion of the fleet.
- iii. There is no requirement to abandon a race solely if the leading boat sails to the first buoy without tacking.
- iv. To abandon a race: Hail “Race Abandoned, Race Abandoned”

8. FINISH:

A boat finishes when any part of her hull crosses the line on the course side of the finishing buoys. She does not have to completely cross the finish line.

- i. Position yourself so that you can see the finish line.
- ii. Call the numbers of the boats as they finish
- iii. If a boat crosses more than once, record it both times

Record the finish time of the first boat to finish the race. Initially all boats have 10 minutes in which to complete the course.

FOR HMS ONLY:

In light airs, if the fleet is well spread, note the places of the boats as they round the last mark. If the 10 minute Time-Out limit expires, and there are 4 boats or fewer on the course, immediately record their finishing places as if they had finished at that point.

If more than 4 boats are still racing, the Time-Out limit is extended until there are only 4 boats still racing, at which time the final 4 boats are recorded as if they had finished at that point.

Once the time limit is reached, hail "Time! Boats still racing will be scored on the water"

NOTE: There is no Time-Out limit in Race One.

9. AFTER FINISH:

Check with Observers for any outstanding infringements.

- i. A boat which finishes, but has been observed not to have sailed the course correctly (missed a buoy, hit a buoy etc), must be recorded as finishing and assigned a position.
- ii. The RO must protest the boat under RRS 28, for it to be disqualified. Prior to protesting, the RO should approach the skipper and advise them that they have been observed to sail the course incorrectly. The RO may say "You have been observed to have not sailed the course correctly in that you Do you wish to retire, or for me to protest you under RRS 28?"
- iii. The Race Officer cannot disqualify a competitor unilaterally. There must be a protest.
- iv. Are there any protests from competitors?
- v. Competitors have 10 minutes from the end of the heat to inform the RO, or prior to the preparatory signal for the next heat, whichever is first.
- vi. Protest conditions are listed in the Sailing Instructions for the event.
- vii. Requests for redress require a protest.

10. BEHAVIOUR:

The Race Officer should be aware of any skippers who are showing signs of using loud, intimidating, aggressive, bullying behaviour or language. The Race Officer has the option of taking skippers who ignore warnings to protest under Rule 2 – Fair sailing, or in the event of severe situations, Rule 69.

11. GENERAL:

In the event of there being low wind, make a decision to postpone racing if the boats cannot manoeuvre properly.

If there are fleets, and the A fleet has not commenced before the advertised finish time, the final race will be abandoned.

Regularly communicate with the Scorer to ensure everything is OK with the Scoring.

Lunch may be called early in the event of poor sailing conditions (low wind, unstable wind etc), in the hope that conditions may stabilize, and racing can commence.

JOB DESCRIPTIONS

START / FINISH LINE OFFICIALS

References:

- A.** RRS Appendix A.
- B.** HMS. and
- C.** HMS - Advice to Competitors and Race Committee

1. BOATS IN THE WATER

1.1 Your duties form part of the responsibility of the scoring team and as such you come under the control of the Race Officer through the Head scorer.

1.2 In the event that there are fleets, and the HMS is in use, where possible call the sail numbers of the boats which are scheduled to sail in the next heat. It is not your responsibility to ensure the correct boats are on the water, but the onus is on the skippers to ensure they know in which fleet they are scheduled to sail.

1.3 Record the numbers of the boats which enter the race area.

Record the boats scheduled to sail which do not enter the race area.

1.4 Immediately report any boats which are incorrectly sailing in the start area and other problems or discrepancies to the RO.

2. RULES

The Racing Rules of Sailing switch on at the Preparatory Signal (One minute prior to the start).

3. START LINE

3.1 Start judging is in conjunction with the Race Officer. You are to:

3.2 Record the time of the start, or set a stopwatch at the start. The race has a time limit (30 minutes) and if the first boat has not completed the course in the time allowed, the RO may decide to abandon the race.

3.3 The start line is taken from the course side of the marks at the ends of the start line.

3.4 Call any boat which is on the course side of the start line at the start. The call must be repeated. Identify the boat by number if possible and repeat the call – for example “recall seven six, recall seven six”.

3.5 Call the hull colour if you cannot see the number, be careful as several boats may be of similar colour. Watch the boat to identify the sail number as soon as possible. If sail

numbers can not be identified within a expectable time, a general recall may be required.

3.6 The boat must return to the pre-start side of the line and restart. Once returning to restart, a boat must give way to all boats not doing so. The onus is on the skipper to start the race correctly.

3.7 Document with a notebook, or record on a media device those boats on the course side of the start line at the start signal. Report any boat that does not start correctly to the RO.

4. GENERAL RECALL

4.1 If there are too many boats over the line to identify or there has been an error in the starting sequence, make two loud sound signals, hail "general recall", repeat the call and restart the tape.

4.2 When directed by the Race Officer, announce that rule 30.1 ("around the ends rule") is now enforced. When this rule is in place, after a general recall, any boats over the start line in the minute prior to the start must return to the pre-start side of the line by sailing around the ends of the start line.

5. BLACK FLAG

5.1 If the Race Officer decides that there have been too many general recalls, the Race Officer, may call a "Black Flag" start.

5.2 Any boat which sails into the triangle formed by the two start marks and the windward mark, in the minute prior to the start will be asked to leave the race course immediately.

5.3 Record the sail number of any boats which have been asked to leave the course area.

6. FINISH LINE

6.1 Finish judging is in conjunction with the Race Officer and Scorer Assistant.

6.2 The Finish line is the line between the two finish marks on the course side of the marker buoys.

6.3 Your job is to call the sail numbers as they cross the finish line. The Scorer Assistant will record the numbers. Use the tape recorder to tape the calls. This will assist in the event of very close finishes. In the event of discrepancy the tape recording is to take precedence.

6.4 Make a distinctive sound signal when the first boat crosses the finish line – eg whistle.

6.5 Record the time at which the first boat crosses finish line. There is a time limit for the remainder of the fleet to finish (5 minutes).

6.6 Record the time the last boat crosses the line. This may be used to determine if a protest is submitted within the required time frame

6.7 Where possible, the use of a video camera set up on the finish line will assist in identifying the correct finishing order, in the event of particularly close finishes.

6.8 Record the number of every boat that crosses the finish line – even a boat which appears to cross the line twice. That boat may have had to complete a penalty on the course side of the line prior to finishing.

6.9 A boat's finish is when the bow crosses the finish line, but the boat is still racing until it has cleared the line. If an infringement occurs after the boat has finished, but before it has completed racing, it still needs to exonerate itself in the event it is in the wrong.

6.10 Notify the RO of any outstanding problems.

7. SCORING

7.1 Assist scoring and updating fleet board as required under the direction of Head Scorer.

7.2 Any other duties as delegated by Race Officer or Head Scorer.

JOB DESCRIPTIONS MANAGING THE FLEET BOARD

The following are suggestions for managing the fleet board for multi heat events. They are based on ideas gathered from International events.

- In no way do they supersede the HMS, nor are they intended to form part of the Standard Sailing Instructions, but are designed to be read in conjunction with HMS.
- The suggestions are based upon a working knowledge of fleet boards and scoring.
- They are not intended to be an instruction manual for novices.

SUGGESTIONS FOR FLEET BOARD MANAGEMENT OF MULTI HEAT EVENTS

1. At the commencement of the regatta:

- i. ALWAYS PUT ALL BOATS/SKIPPERS ON THE FLEET BOARD IN ORDER, ACCORDING TO SCORE SHEET IN EACH AND EVERY HEAT, INCLUDING DNF, DNS, DNC, ETC.
- ii. RUN SEEDING RACE as per HMS Instructions
- iii. THEN Put all skippers' numbers on the board in correct order of finishing in their respective seeding heats.

2. Following the seeding races:

Race 2:

Using HMS **Schedule A** to determine numbers in each fleet, (e.g. if there are 34 boats in say, 3 heats), move top placed boats (e.g. 4 in our example) from each seeding race into Heat A to give the correct number as per Schedule A; next 3 (in our example) from each seeding race to Heat B; and the rest from each seeding race into Heat C.

i. Run Race 2 Heat C

Put 4 from Heat C up into Heat B; and put the remainder on the board in correct order under Heat C

ii. Run Race 2 Heat B

Put top 4 from Heat B into Heat A; and put the remainder of Heat B on the board in correct order.

iii. Run Race 2 Heat A; and put all of Heat A on the board in correct order of finishing.

NOTE: AT THIS STAGE, DO NOT PUT ANY SKIPPER/BOAT DOWN; I.E. NO DEMOTIONS! JUST LIST ALL BOATS IN THEIR CORRECT FINISHING ORDER UNDER THAT HEAT ON THE BOARD.

Race 3:

Then use HMS **SCHEDULE B** to set up heats for RACE 3.

- i. Start with lowest Heat (e.g. Heat C in our example) and make up the scheduled required number of competitors for Heat C using all of Heat C and the lowest placed boats in Heat B (in our example) of Race 2.
- ii. Then make up the 2nd lowest heat (e.g. Heat B in our example) using the remaining boats in Heat B plus the lowest placed boats in Heat A (in our example) of Race 2 to make up the required numbers.
- iii. Confirm numbers are correct for each heat then

AFTER RACE 3 the regatta continues, using 4 up and 4 down (or 6 up and 6 down) principle.

3. Suggestions for management of the fleet board:

By ALWAYS putting each and every heat in order of finishing before moving the top placed 4 (or 6) up to the next heat, or relegating the bottom 4 (or 6) down, it is very easy to confirm boats in each heat, and to make changes if needed (e.g. if a high placed boat becomes a RAF or DSQ etc).

4. Protests:

- i. If a Protest is to be heard, place both skippers' numbers on the Board as they finished the race but turn both skippers' numbers upside down on the board. When resolved, turn skippers' numbers right way up.
- ii. Then adjust order of finish if needed; e.g. DSQ or RAF to last position on board in respective heat.
- iii. Proceed with Promotions and Demotions, and run next heat.

JOB DESCRIPTIONS

GUIDELINES FOR OBSERVERS

E3.1 Races with Observers

The race committee may appoint race observers, who may be competitors. They shall remain in the control area while boats are racing and they shall hail and repeat the identity of boats that contact a mark or another boat. Such hails shall be made from the control area. Observers shall report all unresolved incidents to the race committee at the end of the heat.

DUTIES OF AN OBSERVER

- 1 Remain within the control area during the race. It is important your position does not hinder the view of the competitors.
- 2 Do not use binoculars....you should have the same view of the course & environs as the competitors.
- 3 Call any contact between boats or between a boat and a marker buoy and note the details.
- 4 Call all incidents **loudly and clearly twice**,
 - “CONTACT Two Three & Three Five, CONTACT Two Three & Three Five” and wait for an acknowledgement.
 - “CONTACT Four Four and MARK, CONTACT Four Four and MARK” and wait for an acknowledgement.
- 5 Call only if an incident has occurred. If in doubt, **do not call.**
- 6 Call promptly, as it is the responsibility the offending boat to accept a penalty immediately and complete the penalty at the earliest reasonable opportunity.
- 7 Calls must be made so that they are reasonably likely to be heard by competitors (see RRS E2.1a). It is not your responsibility to continuously call, or to chase the offending skipper to let them know.
- 8 Record the completion of penalty turns. A penalty turn consists of one tack and one gybe in the same direction. The offending boat should attempt to sail clear as soon as possible following the incident and commence their turn. Record the completion of a turn, even if you believe the wrong boat has taken the penalty. If you believe that a boat has gained an advantage despite taking a penalty make a note of the advantage gained and report to the Race Officer

- 9 If a boat delays sailing clear to take their turn, make a note of where and when the incident occurred and where and when the turn was started and report to the Race Officer.
- 10 In the event of a boat sailing on the incorrect side of a bouy, you **do not alert** the skipper – just note down which buoy, which lap of the course and which boat was involved and report to the Race Officer.
- 11 In the event of a skipper calling “out of control”, note the sail number or the skipper who made the call. That boat is immediately considered to have retired from the race.
- 12 Use a notebook to record details of any unresolved incidents, incorrect penalty turns or protests you observe. Record the sail numbers of the yachts involved and the circumstances of the incident. Add a small drawing if possible, outlining relevant boat positions, mark location, wind direction and time. You will be able to refer to your notes if called to offer evidence in a protest situation.
- 13 Report any unresolved issues promptly to the race committee (immediately at the conclusion of the race/heat)
- 14 The observer’s duty is to note the incident, it is **NOT** your duty to determine guilt, identify any specific rule infringed or suggest any action or remedy.....but you should be clear in your own mind about these issues.....you may be required to give evidence at a subsequent protest hearing.
- 15 Avoid entering into any argument or conversation with skippers regarding any incident you have observed.
- 15 Record the use of any foul language or un-sportsmanship like behaviour of those competing in the race and report any incidents to the Race Officer
- 16 Observe the course for any debris, drifting marks, changing weather patterns or external factors like power boats, sailing yachts, canoeists or other people who may use the waterway which may affect the fair running of a prescribed race and report those findings to the Race Officer.

JOB DESCRIPTIONS

BOAT DRIVER'S INFORMATION

1. INTRODUCTION

- a. As a Boat driver, you are under the guidance of the Race Officer.
- b. Do not take instruction from Skippers.
- c. You should be on standby and attempt to recover or untangle boats as soon as practicable.
- d. Except when a boat is in immediate danger of damage or sinking, ensure your actions do not interfere with boats still racing.

2. PRE CHECKS

Prior to the start of each day's event you are to:

- a. check there is sufficient fuel available, or the battery is fully charged.
- b. check there are sufficient lifejackets available;
- c. check presence of oars/paddles and a bailer;
- d. check all buoys for any damage, sharp edges, correct weights and lines
- e. test run motor; and
- f. report any difficulties or problems found to the PRO.

3. SAFETY

The following safety precautions are to be observed:

- a. At all times in the boat, you must wear a life jacket.
- b. Care is to be taken when entering and existing the boat;
- c. Ensure you are familiar with the operation of the motor before caring out any duties, especially the use of the "kill switch" when operating a petrol driven outboard.
- d. Whenever possible, there are to be two crew in the boat when recovering boats or positioning buoys;
- e. Only authorized personnel are to operate the boat; and
- f. There is to be no smoking in the boat.

4. COURSE LAYING

Only take guidance from the PRO or his assigned representative when laying/change a course and:

- a. Where possible, have the use of two-way radios to assist in communication between the RO and boat driver.
- b. When positioning the marker buoys, try to orient the boat so that you can see the RO, and watch for the "drop" signal.
- c. When shifting a mark – there will be some movement of the buoy before there is movement of the weight at the bottom. The distance that the weight

moves will be the distance that the buoy moves. This means that you have to shift the mark further than it seems, to allow for drift.

- d. If you drag the mark, but don't shift the weight, the buoy will just drift back to its original position. and
- f. When laying marks, drop the weight and allow it to settle to the bottom prior to releasing the buoy. Avoid throwing the buoy and weights into the water at the same time.
- g. Always approach buoys into the wind to prevent the chance of the line wrapping around the boats propeller. Place the engine in neutral when lifting marks into the boat.

5. BOAT RECOVERY

When recovering a disabled boat take great care not to do further damage. You should:

- a. Where possible approach a stricken boat from the leeward side.
- b. For A Class boats, it is probably better to tow them back to the pontoon rather than attempting to lift them into the boat. Use a towing string on the transom of each boat for this purpose.
- c. When retrieving a vessel, a good practice is to try and retrieve a vessel from the top of the keel where it meets the hull, this gives you greater control of the vessel and reduces the damage to the boat and sails compared to lifting a vessel from the mast.
- d. If you do attempt to carry a boat inside the rescue craft, be really careful of the rudder of the yacht – they are prone to damage from hitting the side of the dinghy.
- e. If retrieving a boat prior to the start of an event, you are to never adjust a boats equipment or turn a boats electrical instruments on or off. Your duty is to return the vessel to the competitor and have them make the necessary changes as required.
- f. In the event of a boat sinking, make an attempt to rescue the vessel in an efficient but safe manner, if possible have a spotter assist you and if the boat sinks use the spotters location to drop a buoy if available in the last known position to allow for the possible retrieval of the vessel at a later date.
- g. In the event of a boat out of control, try to use common sense as to when to approach the disabled boat. The boat will be less of an obstruction on the course than the dinghy.

6. DEBRIS

If you happen to see some debris floating in the water and can remove it without too much difficulty – please do so.



<Regatta Name>

<Dates for the Regatta>

NEW ZEALAND RADIO YACHTING ASSOCIATION (Inc.)

<Place Where the Regatta Will be Held>

This is an NZRYA Ranking Event

NOTICE OF RACE

1 ORGANIZING AUTHORITY

This regatta is organised under the overall authority of the New Zealand Radio Yachting Association Incorporated (NZRYA) and conducted by the "**<Insert Club>**" and its duly appointed Race Committee.

2 RULES

2.1 The regatta will be governed by the rules as defined in The Racing Rules of Sailing 2013-2016 as amended by Appendix E (Radio Sailing Racing Rules).

2.2 The following documents will apply: This Notice of Race (NoR), the event's Sailing Instructions (SI), International Class Administration Rules, the Equipment Rules of Sailing (ERS), the respective International Class Rules.

2.3 The current NZRYA approved Heat Management System (HMS) will apply in the event that multiple fleets are utilized.

2.4 The following Racing Rules will be changed:

E3.1: The control area will be defined on the course board.

E3.2: Launching area will be specified on the course board

E3.3: The course will be displayed on a Course Board.

E3.6: Following a general recall, Rule 30.1 shall apply to the restart"

E3.8(c): Courses may be shortened."

E4.2(b): Amend to allow assistance from the rescue boat.

E4.2: Add (d) While ashore or within a launching area.

E5.1(a): The race committee will appoint Observers, who may be competitors.

E6.4: Add "but prior to the preparatory signal for the next heat or race."

E6.6(f): Delete “and as a result retiring”.

The changes will appear in full in the Sailing Instructions.

3 ELIGIBILITY AND ENTRY

3.1 The competition is open to affiliated members of NZRYA (Inc.) whose NZRYA subscriptions are current and to members of a recognized Division Member of the International Radio Sailing Association. Entry will be denied to anyone who has been expelled or is currently serving a suspension from the NZRYA (Inc) or any state or territory RC sailing association affiliated with the NZRYA (Inc).

All boats must have a current registration certificate for the class entered.

3.2 The following class/es will be sailed:

<Insert Classes to be sailed>

3.3 Eligible boats may enter Online at **<Insert website address>** or by completing the entry form and sending it, together with the required fee to **<Insert address and email>** . Entries close at **<Insert Time and Date>**. Payment may also be made at Registration.

3.4 Late entries may be accepted under the discretion of the regatta organizers under the following conditions:

<Insert conditions>.

3.5 Final Entry: No further entries will be accepted after **<Insert final close off time and date for entries>**.

4 FEES

4.1 Required fees are as follows:

<i>Class</i>	<i>Fee</i>
_____	_____
_____	_____
_____	_____

4.2 Other fees:

5 EVENT SCHEDULE

5.1 **<List Class/es and their Scheduled Dates>**

5.2 Racing Times:

Day One: **<Insert day and date>**

Registration: From **<Insert time>** To **<Insert time>**

Measurement and inspection: From **<Insert time>** To **<Insert time>**

Briefing commences: **<Insert time>**

Warning signal for first race: **<Insert time>**
Racing concludes: No heat will commence after **<Insert time>**

Subsequent Days:
Briefing commences: **<Insert time>**
Warning signal for first race: **<Insert time>**
Racing concludes: No heat will commence after **<Insert time>**

Final Day: **<Insert day and date>**
Briefing commences: **<Insert time>**
Warning signal for first race: **<Insert time>**
Racing concludes: The final race will not commence after **<Insert time>**

Presentation function: **<Insert time and location >**

- 5.3** A break for lunch may be included at the discretion of the PRO. Lunch will be taken at a time to best fit in with the racing.
<Insert details about lunch provided or no lunch provided.>

6 MEASUREMENTS

Each boat shall produce a current, valid measurement certificate at registration. All registration formalities, including payment and any measurement checks, must be completed by **<Insert date and time of closing of registration>**

7 FREQUENCIES

For frequency bands other than 2.4 Ghz, each competitor shall nominate a minimum of three (3) frequencies with their entry. Permitted frequency bands are 27, 29, 36, 40 Mhz and 2.4 Ghz.

8 PERSONAL SAIL NUMBERS

- 8.1** Authorised personal numbers shall take preference over other conflicting sail numbers provided the member seeking to use their Personal Number has entered the event, and paid the entry fee prior to the nominated "close of entries" date as set out in this Notice of Race.
- 8.2** Skippers wishing to use authorized personal numbers shall produce a current, valid personal number certificate at registration.

9 SAILING INSTRUCTIONS

The NZRYA Standard Sailing Instructions are available on the NZRYA website and a copy will be placed on the Event Noticeboard prior to the commencement of racing.

10 VENUE

The event will be sailed at

<Insert address and map reference or GPS co-ordinates of the venue>

Launching details: <Will launching be Dry or Wet?>

11 COURSES

Where possible, the course will comprise a first leg and a finish leg to windward. The course will generally be a windward / leeward course utilizing a gate at the leeward end of the course.

The Race Committee will attempt to set a course which will take approximately 10 to 15 minutes for the first boat to complete.

12 PENALTY SYSTEM AND PROTESTS

12.1 Rule 44.1 is amended by E4.3: Taking a Penalty.

12.2 The Arbitration System for Protest Hearings (Sailing Instructions Appendix A) <will / will not> be used.

12.3 A Protest Committee will be appointed to hear any protests arising from the event and may comprise competitors not involved in the incident. RRS 61.2 and 62.2 may be replaced by a verbal notification and hearing if all parties affected by the incident agree.

12.4 Decisions of the protest committee will be final as provided in rule 70.5.

13 SCORING

The scoring system is as follows:

- a. For single heat racing the RRS A4 will apply.
- b. For multi fleet racing RRS A4 as amended by HMS and the Event Sailing Instruction shall apply.
- c. Where there are less than 21 competitors, the event may be sailed in one fleet.

14 PRIZES

Prizes will be given as follows: <Describe prizes>.

15 CONDUCT

The New Zealand Radio Yachting Association Inc and the "<Insert Club Name>" recognise that all events offer considerable publicity opportunities to Clubs, Associations and the sport generally. Competitor behaviour can impact unfavourably on the sport and all competitors.

Behaviour by a competitor that is in breach of good manners or sportsmanship or which may bring the sport into disrepute shall result in a hearing in accordance with RRS 2 or RRS69.1 or the PRO may offer a competitor a two turns

on the spot penalty to avoid going to protest. However, the PRO is not obliged to make this offer, nor is a competitor obliged to accept it in which case a protest hearing shall proceed.

16 DISCLAIMER OF LIABILITY

All those entering or taking part in these Championships contract to do so at their own risk and responsibility. See Rule 4. The New Zealand Radio Yachting Association (Incorporated), "**<Insert name of Club associated with the event>**" and any other parties involved in the organisation of this event disclaim:

“Any and every responsibility whatsoever for loss, material damage, personal injury or death, or inconvenience that might occur to persons and goods, both ashore and on the water, prior to, during or after the regatta, as a consequence of entering or participating in the Championship covered by this Notice of Race.”

At all times the responsibility for the safety of their boat and themselves plus the decision to participate or continue must rest solely with and remain at all times with the competitors.

A competitor may only enter the event by accepting these conditions as they appear on the entry form for this event.

17 FURTHER INFORMATION

For further information please contact **<Insert contact information>**.



<Regatta Name>

<Dates for the Regatta>

NEW ZEALAND RADIO YACHTING ASSOCIATION (Inc.)

<Place Where the Regatta Will be Held>

This is an NZRYA Ranking Event

SAILING INSTRUCTIONS

1 RULES

- 1.1** The regatta will be governed by the rules as defined in *The Racing Rules of Sailing 2013-2016* as amended by Appendix E, the Radio Sailing Racing Rules.
- 1.2** The following documents will apply: the Notice of Race (NoR), these Sailing Instructions (SI), International Class Administration Rules, the Equipment Rules of Sailing (ERS), the respective International Class Rules. The current NZRYA approved Heat Management System (HMS) will apply in the event that multiple fleets are utilized. Protest Arbitration as described in Appendix A **<will / will not>** be utilized.
- 1.3** Racing rules will be changed as follows:
- E3.1: Amended to read “The control area will be defined on the course board. Competitors shall be in this area when controlling boats that are racing, except briefly to handle and then release or relaunch the boat.”
 - E3.2: Amended to read “Launching area will be specified on the course board”
 - E3.3: Amended to read “The course will be displayed on a Course Board. The board shall be located in or adjacent to the control area.
 - E3.6: Add “Following a general recall, Rule 30.1 shall apply to the restart”
 - E3.8(c): Amended to read “Courses may be shortened.”

- E4.2(b): Amend to allow assistance from a rescue boat.
- E4.2: Add (d) While ashore or within a launching area.
- E5.1(a): Amended to read “The race committee will appoint Observers, who may be competitors.”
- E6.4: Add “but prior to the preparatory signal for the next heat or race.”
- E6.6(f): Delete “and as a result retiring”.

2 NOTICES TO COMPETITORS

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

3 CHANGES TO SAILING INSTRUCTIONS

Changes to the sailing instructions, either as permitted in the rule itself or in accordance with RRS 86.1, may be made at any time between heats, prior to the warning signal. Any changes will be posted on the official notice board. Two sound signals followed by a verbal announcement shall be made by the Race Officer (RO) to call attention to the change.

4 SCHEDULE OF RACES

4.1 Dates of racing:

<Insert date and class>

4.2 The scheduled time of the warning signal for the first race each day is **<Insert time>**.

4.3 To alert boats that a race or sequence of races will begin soon, an announcement and one sound at least five minutes before a warning signal will be made.

4.4 On the last day of the regatta no race will be commence after **<Insert time>**.

5 THE COURSES

5.1 Course descriptions are to be displayed on the course board, together with a single, alternative, shortened course option.

5.2 A description of the marks, including starting and finishing marks stating the order and side on which each is to be left shall be posted on the course board.

5.3 Courses can only be changed between heats or races. Any change to the course will be posted on the course board and before the next heat or race, a sound signal and a verbal warning will be made to signal the change.

5.4 During a heat/race, the RO may shorten the course to the prearranged option shown on the course board. Shortening of the course will be signalled by two

sound signals followed by the hail “shortened course” by the RO before the leading boat starts the leg on which she will finish.

6 LAUNCHING AND CONTROL AREA / OUTSIDE HELP

- 6.1** Boats shall be launched and retrieved from within the designated launching area.
- 6.2** A boat scheduled to race in a heat may be launched, held on the bank, taken ashore and re-launched at any time during the heat however they shall not be released for the first time after the first boat in that heat has finished.
- 6.3** While ashore or within a launching area boats may be adjusted, drained of water or repaired, have their sails/rigs changed or adjusted, have entangled objects removed, or have equipment repaired or changed.
- 6.4** A boat that has gone ashore or aground outside the Launching Area, or becomes entangled with another boat or a mark, may be freed and re-launched with help from a rescue boat. This changes E4.2(b)

7 RESCUE BOAT

Only an authorized boat crew, under the direction of the RO, are to operate the rescue boat.

8 THE START

- 8.1** Races will be started in accordance with RRS E3.4 with the warning signal made two (2) minutes before the starting signal.
- 8.2** Following a general recall, RRS 30.1 may apply to the restart. This changes E3.6.

9 RACING TIMES

- 9.1** Racing is to start as soon as possible after the scheduled start times.
- 9.2** In fleet racing the warning signal will indicate the starting sequence for the next heat as soon as practicable after a heat has been concluded.
- 9.3** Except where an announcement is made during the initial briefing, or in exceptional circumstances and where all competitors agree, racing will continue until the times specified in the Notice of Race.

10 TIME LIMIT and TIME-OUT LIMIT

- 10.1** Except as provided in HMS 2.2, the time limit for all heats will be 30 minutes from the start.
- 10.2** The Time Out Limit for racing after the first boat finishes shall be 5 minutes.
- 10.3** At the expiry of the Time Out Limit:
 - a) If 4 or fewer boats are still racing they shall be recorded according to SI 10.4.
 - b) If more than 4 boats are still racing the Time Out Limit shall be extended

until only 4 boats remain racing, at which time the RO shall give two sound signals and call time. Boats still racing shall be recorded according to SI 10.4.

- 10.4** Boats failing to finish within the Time Out Limit shall be recorded as DNF, RET, OCS, DNS or DNC in that order, as appropriate. DNF boats still racing at the end of the Time Out Limit will be recorded and scored in accordance with their place on the water.

11 PROTESTS and REQUESTS FOR REDRESS

- 11.1** Protests will be accepted in accordance with RRS E6. If Arbitration is to be used for this event, it is to be conducted in accordance with Appendix A to these Instructions.
- 11.2** The protest committee will consist of three competent persons, which may include competitors. If a party to a hearing objects to any individual competitor being a member of the protest committee, because they believe that person to be an interested party, they may object under rule 63.4.
- 11.3** A boat intending to protest shall inform the race committee as soon as reasonably possible after finishing or retiring, and in fleet racing, prior to the preparatory signal for the next heat or race. This changes E6.4
- 11.4** Protests and requests for redress shall be held at a time and place determined by the race committee except where HMS applies, when protests and requests for redress will be heard in accordance with HMS 1.7.
- 11.5** Decisions of the protest committee will be final as provided in rule 70.5(a).

12 SCORING

- 12.1** The RRS Appendix A Low Point system will apply for single fleet events. For multi-fleet events, RRS Appendix A as modified by HMS and these Sailing Instructions shall apply.
- 12.2** Excluded scores (discards). When the total score is calculated for each boat, her worst scores will be excluded as follows:
- a. After 4 races have been completed, 1 discard
 - b. After 8 races have been completed, 2 discards
 - c. After 16 races have been completed, 3 discards and so on for every further 8 races completed.
- 12.3** When a tie needs to be broken to establish the order of finishing places between two or more boats in promotion or relegation positions at the finishing line, or recorded equally at the end of a heat or at the end of the event:
- a. For single fleet racing: Appendix A7 and A8 will apply.
 - b. For fleet racing: HMS 1.5 will apply.

13 WITHDRAWN BOATS

- 13.1** Withdrawn boats in a multi - heat event are covered by HMS 1.3.

13.2 A boat withdrawn from a single heat event will be recorded as DNC and may return to racing at any start, with the permission of the race committee.

13.3 Any competitor who intends to withdraw from racing, either permanently or temporarily, is to inform the race committee at the earliest opportunity.

14 REPLACEMENT OF EQUIPMENT

Substitution of damaged or lost equipment will not be allowed unless authorized by the race committee. Requests for substitution shall be made to the committee at the first reasonable opportunity.

15 EQUIPMENT AND MEASUREMENT CHECKS

A boat or equipment may be inspected at any time for compliance with the class rules and sailing instructions. A boat can be instructed by a race committee equipment inspector or measurer to proceed immediately to a designated area for inspection.

16 PRIZES

Prizes will be given as follows: **<Describe prizes>**.

17 CONDUCT

17.1 The New Zealand Radio Yachting Association (Incorporated) recognises that major events offer considerable publicity opportunities to the Association and the sport generally. Competitor behaviour can impact unfavourably on the sport and all competitors are advised that their actions will be under scrutiny and in the event of any behaviour that is in breach of Principles of Sportsmanship and Fair Play, or which may bring the sport into disrepute may result in a protest hearing under RRS 2. or for extreme breaches, in accordance with RRS 69.1

17.2 The RO may offer a competitor a two turns on the spot penalty to avoid a protest hearing as in SI 17.1 however the RO is not obliged to make this offer nor is a competitor obliged to accept it in which case a protest hearing may proceed.

18 SMOKING

Smoking is prohibited within the control area or any enclosed spaces.

19 DISCLAIMER OF LIABILITY

All those entering or taking part in these Championships contract to do so at their own risk and responsibility. See RRS 4 Decision to Race. The New Zealand Radio Yachting Association (Incorporated), **"<Insert name of Club associated with the event>"** and any other parties involved in the organisation of this event disclaim:

“Any and every responsibility whatsoever for loss, material damage, personal injury or death, or inconvenience that might occur to persons and goods, both ashore and on the water, prior to, during or after the regatta, as a consequence of entering or participating in the Championship covered by these Sailing Instructions.”

At all times the responsibility for the safety of their boat and themselves plus the decision to participate or continue must rest solely with and remain at all times with the competitors.

A competitor may only enter the event by accepting these conditions as they appear on the entry form for this event.

Appendix A: ARBITRATION

- 1 Rule 44.1 is changed to permit a boat that has broken a rule of Part 2, Part 4 or Rule 31 to take a penalty after racing but prior to any protest hearing. Her penalty shall be a scoring penalty equal to a finishing place mid-way between the boat's actual finishing place and the score for a disqualification. Half points shall be disregarded and the points of other boats shall not be adjusted. For fleet racing and the application of HMS 3.3(b), the boat accepting this penalty will be given a finishing place in the heat equivalent to RET. Rule 63.1 is changed such that an arbitrator may allow a protest to be withdrawn.
- 2 An arbitration hearing will be conducted for protests lodged in accordance with Rule 61 which allege an infringement of a rule of Part 2, Part 4 or Rule 31. Such hearings will be held subsequent to the protest being lodged and prior to a protest hearing. For the purposes of the arbitration hearing, Rule 61.2 is amended so that a written protest form is not required.
- 3 The time and place of the arbitration hearing will be decided by the arbitrator and such advice may be given verbally. One representative of each boat will attend the arbitration hearing and no witnesses will be allowed. The arbitrator will decide the manner in which testimony is given.
- 4 After taking testimony, the arbitrator will make one of the following conclusions:
 - (a) The protest does not comply with rule 61 (as amended) and the protestor should withdraw the protest.
 - (b) The matter shall proceed to a protest hearing. This may be because rules not suited to arbitration may be involved or because evidence is too complex or divergent or because injury, serious damage or a significant advantage may have occurred or because of the apparent severity of the alleged infringement or for any other reason decided by the arbitrator. The protestor shall have ten minutes from the conclusion of the arbitration hearing in which to complete and lodge a formal protest form.
 - (c) No rule was broken and the protestor should withdraw the protest.
 - (d) A rule was broken by one or more of the boats involved, the infringing boat(s) may accept a scoring penalty as detailed above and if so accepted, the protestor should withdraw the protest.
- 5 An arbitration hearing shall not be re-opened. No conclusion of an arbitrator shall be subject to appeal or be grounds for redress.
- 6 The decision of the arbitrator is non-binding, and either skipper may elect to progress to a full protest hearing. Protesting skippers shall have ten minutes from the conclusion of the arbitration hearing to complete and lodge a formal protest form.
- 7 Failure to attend an arbitration hearing may, at the discretion of the arbitrator or

protest committee, result in an additional points penalty being added to the boat's score for that race.

- 8 Should the protest proceed to a protest hearing then the arbitrator may be a member of the Protest Committee. Any evidence given by an arbitrator during a protest hearing shall be given only in the presence of the parties to the hearing.



NEW ZEALAND RADIO YACHTING ASSOCIATION ENTRY FORM

<Regatta Name>

<Class>

ENTRANT:

Name

.....

Address

.....

Postcode

Telephone / E-mail

.....

Name of Club

.....

FREQUENCIES

2.4 GHz Y / N

OTHER:

.....

BOAT DETAILS

Sail Number

Personal Number: Y / N

Boat Registration Number

.....

Design

Designer

.....

INDEMNITY

I agree to abide by the conditions of the event as contained in the Notice of Race, Sailing Instructions, the Racing Rules of Sailing and any Notices published by the Sailing Committee.

All entrants taking part in this event do so entirely at their own risk:

The New Zealand Radio Yachting Association (Incorporated), "<Insert name of Club associated with the event>" and any other parties involved in the organization of this event disclaim:

"Any and every responsibility whatsoever for loss, damage, injury or inconvenience that might occur to persons and goods, both ashore and on the water as a consequence of entering or participating in this event. At all times the responsibility for the safety and themselves plus the decision to participate or continue must rest with the competitor."

I accept these conditions:

COMPETITOR'S SIGNATURE.

DATE

Principles of Sportsmanship and Fair Play

1. Introduction:

Sailing is a self-policing sport, but the enforcement of rules 2 and 69 is the responsibility of all those involved - competitors and race officials. Allowing unacceptable behaviour to go unchecked is the same as condone it and does not protect those sailors who have chosen to compete within the rules. The promotion of fair play and sportsmanship is the responsibility of all those involved in our sport.

2. Rule Two - Fair Sailing:

"A boat and her owner shall compete in compliance with recognized principles of sportsmanship and fair play. A boat may be penalized under this rule only if it is clearly established that these principles have been violated. A disqualification under this rule shall not be excluded from the boat's series score."

3. Dealing with Dissent and Misconduct:

Rule 2, Fair Sailing, refers to recognised principles of sportsmanship and fair play. With one exception, 'The Basic Principle', the rules deliberately do not define these principles. It is necessary to take each situation in context.

3.1 Basic Principle

Sportsmanship and the Rules: "Competitors in the sport of sailing are governed by a body of *rules* that they are expected to follow and enforce. A fundamental principle of sportsmanship is that when competitors break a *rule* they will promptly take a penalty, which may be to retire."

3.2 General Principles

The following principles (which are examples and not a definitive list) are published by the RYA and AY. They are generally accepted as examples of the "recognised principles" referred to in Rule two. Any breach of these principles should be considered unsportsmanlike behaviour or misconduct by a skipper and therefore breach of RRS 2 at any Radio Controlled sailing event..

i. Respect for the rules:

Breaches of this principle include:

- a. Knowingly breaking a rule and not taking a penalty.
- b. Deliberately breaking a rule .
- c. Intentionally breaking a rule to gain an unfair advantage.
- d. Collusion with another competitor to ignore rule breaches which may aggrieve or disadvantage other competitors. and
- e. Gamesmanship, defined as behaviour of questionable fairness but not, strictly illegal.

ii. Respect for other competitors:

Breaches of this principle include:

- a. Bullying, intimidating or harassing others.
- b. Verbal abuse, unnecessary shouting or foul language.
- c. Ungracious acceptance of defeat.
- d. Sailing to benefit another competitor to the detriment of own position. and
- e. Deliberately making misleading hails.

iii. Respect for race officials:

Breaches of this principle include:

- a. Use of language which might convey incompetence, prejudice or insult. and
- b. Dissent against a race official decision.

iv. Respect for property :

Breaches of this principle include:

- a. Reckless sailing likely to result in damage or injury.
- b. Abuse of boats or equipment supplied by an Organizing Authority or belonging to a competitor. and
- c. Careless damage to property.

4. RO or Skippers Action:

For clearly unacceptable behaviour, any skipper may protest the offending boat under rule 2 and the matter taken to protest. The race officer may deem the offending skipper's actions a breach of sportsmanship and apply the relevant rules. These may include an on-the-water penalty, in accordance with the Sailing Instruction, initiating a Rule 2 protest or a Rule 69 hearing depending on the severity of the offence. Following the imposition of any on-the-water penalty, the race officer will critically observe a competitor's continuing behaviour. Any escalation of misconduct, poor sportsmanship or dissent will be penalised again as a separate incident.