

2011



# SAILING REGULATIONS, SAILING INSTRUCTIONS & RACE OFFICER GUIDANCE NOTES



# SAILING REGULATIONS, SAILING INSTRUCTIONS & RACE GUIDANCE NOTES

There are several documents relating to sailing at the Club:

- a. *The Racing Rules of Sailing (RRS)* with RYA prescriptions, published by the RYA, which apply when racing.
- b. General Sailing Instructions, which apply for all races not covered by specific Sailing Instructions. These are reproduced below.
- c. Sailing Regulations, which apply at all times when cruising or racing, and are reproduced below.
- d. *The International Regulations for Preventing Collisions at Sea (IRPCAS)*, which apply when cruising
- e. Course cards, tidal and lake. These are on sale behind the bar.
- f. Brief Guide to Racing Procedures, reproduced below.
- g. Club Guides for Race Officers, tidal and lake. These are available from the Hon. Sailing Secretary on request.
- h. Notices posted at the Clubhouse.
- i. This handbook acts as Notice of Race for Club racing during the year, other than when a separate Notice of Race is posted for a particular race or series.

## SAFETY NOTE

It is expected that when on the water, whether racing or not, Club members will take appropriate actions to ensure the safety of their crew and their boat, displaying good seamanship and consideration for others at all times.

## SAILING REGULATIONS

### 1 Boat owner responsibilities

The safety of a boat and her entire management, including insurance, shall be the sole responsibility of the owner/person in charge of sailing the boat. In addition, every boat owner is at all times responsible for the condition of their boat. They shall make sure that the boat is adequately secured and in a condition to withstand any weather which may be encountered and that it will not cause damage to any other property. (Note: The boatman or other Club staff or officers do not take this responsibility).

### 2 Club member responsibilities

Every club member is responsible for duties as Race Officer or rescue boat crew, including arranging appropriate help to carry out the duties, when their name, or the name of their boat, appears in the Club handbook. If they are unable to carry out these duties for any reason, they are responsible for making alternative arrangements and notifying the Hon. Sailing Secretary or the Official Starter.

### 3 Race Officer authority

The appointed Race Officer will be in sole charge of racing and, whilst in office, will have the full authority of the Sailing Committee with the exceptions of the right to decide protests or cancel races.

### 4 Personal flotation devices

Whilst racing, all sailors in open or half-decked boats shall wear personal flotation devices adequate for the conditions and capable of supporting them at all times. Wet suits and dry suits are not adequate personal buoyancy.

They must continue to wear their personal flotation device whilst boarding and aboard any Club launch or RIB.

## 5 Anchors, paddles and painters

Boats *whilst cruising* shall carry a painter or dedicated rope capable of taking a tow, with a minimum length of 4 metres from the stem of the boat, an anchor capable of holding the boat to the seabed, and paddles capable of powering the boat to the shore, this equipment being suitable for the prevailing and foreseeable conditions.

Boats *whilst racing* shall conform to their Class rules and the Sailing Instructions.

## 6 Junior members

Junior members shall not sail without the permission of a parent or guardian and, whilst on the water, shall wear personal buoyancy adequate for the conditions and capable of supporting them at all times.

Except when taking part in organised Club events, Junior members in charge of a boat are not permitted to sail outside the limits of an imaginary line drawn from the lake wall out to the moorings and back in to the Caldys steps.

## 7 Lake licence

All boats sailing on the lake must display a valid Wirral Borough Council lake licence.

## 8 Insurance

All boats must carry third party insurance to a minimum of £2,000,000.

# GENERAL SAILING INSTRUCTIONS FOR CLUB RACING

**These Instructions cover all classes of boats participating in standard Club races, whether racing on the tide or the lake.**

## 1 Rules

1.1 Races will be governed by *The Racing Rules of Sailing (RRS)*, except as any are changed by these Sailing Instructions.

1.2 Rule 2 of RRS is amended to append the following paragraph:

Club Officers and RYA Qualified Officials listed below, provided they are not involved in the race or the series, may protest under RRS Rule 2 (Fair Sailing) for intimidation, violence or verbal abuse (including bullying and obscene language that intimidates or offends) and, if protesting under no other rule, they must inform the Race Officer within 15 minutes of the race finishing. The protested boat will automatically be disqualified without a hearing and will score DNE. There is no requirement for the protest or decision to be in writing. This changes RRS Rules 61.2 and 62.2. However, the decision can be the subject of a request for redress under RRS Rule 62, and any such request must be submitted in writing before the time limit and will be heard by a full Protest Committee.

List of Club Officers and RYA Qualified Officials:-

The Race Officer, a Flag Officer, Hon. Sailing Secretary, Assistant Sailing Secretary, Class Captain for the boat involved, or any National /International Judge/Umpire.

1.3 In the RRS definition *Zone*, the distance is changed to two hull lengths for all lake races only.

## 2 Entries

2.1 Eligibility requirements for *competitors* are:

· In a single or two-handed boat, the owner and helm must be members of WKSC. Where the crew required is more than two the owner, helm and at least one crew member must be members. For these purposes, a junior member is classed as a member.

· Mates' races. A mate must be a regular crew of the boat but must not have helmed the boat in more than two races in the season or have helmed the second hands' race.

2.2 Eligibility requirements for *boats* are:

· Boats and equipment must conform to the rules of their Class Association.  
· Boats shall carry a painter or dedicated rope capable of taking a tow, which is a minimum length of 4 metres from the stem of the boat.

### 3 Notices to Competitors

Notices to competitors will be posted on the notice boards located in the Clubhouse or on a board outside the front of the Clubhouse.

### 4 Changes in Sailing Instructions

Any change to the Sailing Instructions will be posted before the warning signal for the race concerned. Any change to the schedule of races will be posted at least 24 hours before it will take effect.

### 5 Signals Made Ashore

Signals made ashore will be displayed on the Club flagpole or, alternatively, in respect of races on the lake, in the vicinity of the start line.

### 6 Schedule of Races

Races are scheduled as displayed in the current Club Handbook, subject to any changes made in accordance with SI 4 above.

### 7 Class Flags

Class flags will be:

Star	E	Illusions	No.1
Hilbre	I	Lark	M
Falcon	R	Laser	L
Handicap tidal	D	Mirror	K
Cruisers	U	Optimist	O
Firefly	F	Solo	C
Cadet	Y	Fast handicap dinghy	W
GP14	G	Slow handicap dinghy	V
GP14 silver fleet	J	Youth handicap dinghy	T

### 8 Racing Area

The racing area will be as shown on the course cards. These are for guidance only and are not drawn to scale.

### 9 Courses

The courses for the lake and the tide will be as shown on the respective course cards. A number or letter will be displayed by the race officer near the starting position to indicate which course of the appropriate card will be set. For certain special races, a course will be displayed on a board at the Clubhouse and flag L flown from the flagpole.

### 10 The Start

10.1 Races on the tide will be started using RRS Rule 26.

10.2 For racing on the lake Rule 26 will be amended as follows:

At 6 minutes before the first race in any sequence of racing, an Attention Signal will be made. This will be a sound signal only and should not be taken as part of the starting sequence, the timings of which will be as follows, using visual and sound signals as set out in RRS Rule 26:

At 3 minutes before the start, the Warning Signal will be given.

At 2 minutes before the start, the Preparatory Signal will be given.

At 1 minute before the start, the One-Minute Signal will be given.

For the avoidance of doubt, the Attention Signal will only be made once on any race occasion.

10.3 The starting line will be as indicated by the appropriate course card.

10.4 Boats whose Warning Signal has not been made shall keep clear of the starting area and of all boats whose Preparatory Signal has been made.

10.5 RRS Rule 29.2 is amended such that the Race Officer may, after a general recall, re-start the recalled class either before or after the starts for any succeeding classes scheduled in the racing programme.

10.6 For racing on the lake, no boat shall start more than 3 minutes after its Starting Signal.

## **11 The Finish**

11.1 The finishing line will be as shown on the appropriate course card.

In the event that the race is shortened, finishing will be as described on the appropriate course card.

11.2 RRS Rule 32 is amended such that, after a general recall, the Race Officer may consider a race concluded when some but not all the competing boats have finished. In this event, flag Q will be flown and one sound will be made. Boats not having finished will be recorded as retiring.

## **12 Fast and slow handicap dinghies**

12.1 Handicap racing will be scored under the Portsmouth Yardstick system, unless a separate notice is posted for a particular race or series.

12.2 A fast handicap dinghy is one with a PY rating of 1170 and below.

## **13 Electronic equipment**

13.1 Boats racing under the WKSC burgee shall not use GPSs. Boats racing under the WKSC burgee may use mobile phones for non-sailing communication. Competitors are cautioned not to infringe RRS Rule 2.

13.2 Boats racing under the WKSC burgee on the tide may carry VHF radio, but switched off. Where individual Class rules permit the use of VHF radio whilst racing, the Class may do so provided the following is adhered to:

- i. A copy of the rules is lodged with the Hon. Sailing Secretary showing the relevant rule change and the minutes of the meeting where the rule was changed.
- ii. No other Class is involved in the same race.
- iii. Radios are used for safety purposes only whilst racing is taking place.

13.3 Boats racing on the lake may not use VHF radios.

## **14 Protests, exoneration penalty and arbitration**

14.1 Protests shall be written on official protest forms, which are available in the Clubhouse and shall be submitted to the Honorary Sailing Secretary within 60 minutes of coming ashore. If the Honorary Sailing Secretary is not available, then the form should be submitted to a responsible person, date and time of receipt noted and lodged behind the bar.

- 14.2 Protests will be heard in approximately the order of receipt. A notice confirming the time and place of each Protest Committee hearing will be posted on the notice board at the Clubhouse at least 24 hours before the hearing. The Sailing Committee may not give any other notice to parties to the protest; so all parties should watch the notice board.
- 14.3 Exoneration Penalty. Rule 44.1 is changed to allow a boat to take a 30% scoring penalty, calculated as in rule 44.3(c). A boat that may have broken a rule of Part 2, or rule 31 or 42, may, after finishing the race and before the start of a protest hearing, notify the race committee that she accepts a scoring penalty of 30% of the number of boats ranked as starters (these points will be calculated to two decimal places), subject to a minimum of 2 and a total score of not more than the number of boats ranked as starters in that race. This penalty does not reverse an OCS score, a disqualification under rule 30.3 or a penalty under appendix P. It is not available to a boat that caused injury or serious damage, or gained a significant advantage by her breach: in these circumstances, her penalty is to retire.
- 14.4 RYA Arbitration. When a protest or request for redress is lodged, a boat may at the same time request RYA Arbitration. If the parties and an arbitrator agree that RYA Arbitration is suitable, , the arbitrator will call a hearing conforming to section B of Part 5 of the Racing Rules of Sailing, except that rule 64.1(a) will not apply. The arbitrator will decide the time and place of the hearing, and such advice may be given verbally.
- When the arbitrator decides that a boat that is a party to the hearing has broken a rule for which the Exoneration Penalty is available, the party will be invited to accept that penalty and, if accepted, the protesting boat shall withdraw the protest by signing to this effect on the protest form, changing rule 63.1. When the arbitrator decides no boat has broken a rule, the protestor shall similarly withdraw the protest.
- When there is not an agreement to use RYA Arbitration, or the Exoneration Penalty is not accepted or applicable to the facts, there will be a normal protest hearing, at which the arbitrator may be a member of the protest committee. A boat may accept an Exoneration Penalty, or retire, at any time before the start of the protest hearing.
- When redress is offered and accepted at RYA Arbitration, the race committee may seek to have this reviewed by asking for a full hearing. When redress is offered and not accepted, or not offered at all, the boat may have her request heard before a protest committee. Rule 66 will not apply to any RYA Arbitration decision. The arbitrator is neither the race committee nor the protest committee. Therefore, the outcome of RYA Arbitration cannot be grounds for redress or be appealed.

## **15 Penalties**

The penalty for breaking a Class Association rule may be less than a disqualification.

## **16 Scoring**

16.1 The Low Point scoring system, RRS Rule A4, will apply but is altered such that a boat which ranks as a starter and does not finish, including a boat which infringes a rule but retires within a reasonable time, will score points equal to the number of boats ranked as starters in that race.

16.2 A boat's score for a series will be the total of her scores for each race less the worst scores discarded as below:

Races sailed	Number of discards
1-4	0
5-6	1
7-8	2
9-11	3
12-14	4
15-18	5
19-21	6

16.3 When a boat owner has Race Officer or Rescue Duties for a race in which their boat could have competed, but does not compete, it will be considered to have raced and will score points for that race equal to the average of points in all races in the series in which the boat has competed. These points will be calculated to two decimal places.

16.4 A boat awarded 'average series points' by the Protest Committee, unless stated otherwise, will score points equal to the average of points in all races in the series in which the boat has competed.

## 17 Prizes for series races

In order to qualify for a series prize, a boat must take part in at least half the races in the series. The number of prizes is based on the average turnout for the series.

Qualifying boats	No. of prizes
2 or less	1
>2 to 4	2
> to 12	3
>12	4

## BRIEF GUIDE TO PROCEDURES FOR STANDARD RACES

### 1 Scope

This section is intended to provide a plain-language guide to the procedures to be used for standard races at the Club. As such, it is not intended to be a complete and definitive document. It is unofficial and shall not be referred to in any protest situation. For the official wording, refer to the General Sailing Instructions for Club Racing.

### 2 Courses

A number or letter will be displayed by the Race Officer near his starting position to indicate which course of the appropriate course card will be set.

For certain special races, a course will be displayed on a notice board at the Clubhouse and flag L flown from the flagpole.

### 3 Starting procedure

On the tide, races will be started using Rule 26 as stated in *The Racing Rules of Sailing*. The interval between starting signals will be 5 minutes.

On the lake, races will be started at 3 minute intervals (see WKSC Sailing Instruction 10.2).

A sound signal will be made at the time of each signal.

At the Warning signal, the Class flag will be flown. At the Preparatory signal, a Preparatory flag will be flown; normally, this will be flag P.

At one minute, the Preparatory flag will be lowered.

At a boat's/Class start, the Class flag will be lowered and the Warning flag for the next Class will be hoisted, if there is one. At the Race Officer's discretion, Classes can be started individually (e.g. when there are two races and not all Classes have finished the first race).

#### **4 Recalls**

**Individual:** if one or more boats are over the line, a second sound will be made and flag X will be flown until all offending boats have returned behind the line, or for not longer than 4 minutes.

**General:** if the Race Officer does not consider the start of a race to be proper, a second and third sound will be made and the 1st Substitute flag flown. In a sequence of starts, the recalled Class can be re-started either before the starts for any succeeding Classes or after the last Class scheduled in the racing programme. The next warning signal should be made one minute after the 1<sup>st</sup> Substitute is lower

#### **5 Postponement and abandonment**

The Race Officer may postpone racing to another day by making two sounds and flying the Answering Pendant flag over flag A. This signal is generally made ashore on the Club flagpole. The Hon. Sailing Secretary may reschedule the race by posting a notice at the Clubhouse.

On the water, the Race Officer may temporarily postpone a race at any time before its start (e.g. due to lack of wind) by making two sounds and flying the Answering Pendant flag. Normally, this flag will be lowered and one sound made one minute before the next starting signal. However, when flown over flag H, it means that all boats should return to moorings and/or go ashore.

The Race Officer may abandon a race at any time by making three sounds and flying flag N. Normally, this flag will be lowered and one sound made one minute before the next starting signal. However, when flown over flag H, it means that all boats should return to moorings and/or go ashore.

#### **6 Shortened course**

The Race Officer may shorten course by making two sounds and flying flag S. Finishing will be as described on the course card.

#### **7 Early termination of racing**

The Race Officer may consider a race concluded when some but not all the competing boats have finished. In this event, flag Q will be flown and one sound made. Boats not having finished will be recorded as retiring.

#### **8 Penalties for rule infringements**

In most cases, a boat may take a 'Two-Turns' penalty for a rule infringement, or a 'One-Turn' penalty for hitting a buoy. In more serious cases, the boat must retire.

#### **9 Protests**

Any protest must be submitted within 60 minutes of coming ashore to the Hon. Sailing Secretary or Race Officer on an official protest form, which is available at the Clubhouse.

An RYA Arbitration procedure, which is intended to be more rapid and less adversarial, is available and may be requested by the protestor.

A notice confirming the time and place of any full Protest Committee hearings will be posted on the notice board at the Clubhouse at least 24 hours before the hearing. The Sailing Committee may not give any other notice to parties to the protest; so all parties should watch the notice board.