

## APPENDIX LG

### SAILING INSTRUCTIONS GUIDE

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

- 1 SIs should be concerned only with racing. Information about social events, assignment of moorings, etc., should be provided separately.*
- 2 SIs should include only the intentions of the race committee, technical committee and protest committee and the obligations of competitors.*
- 3 SIs should not change the racing rules except when clearly desirable. When they do so, they must follow rule 85.1 by referring specifically to the rule being changed and stating the change.*
- 4 SIs should not repeat or restate any racing rules and should not repeat themselves. A rule in the notice of race (NoR) does not need to be repeated in the SIs.*
- 5 The SIs should, when possible, use words or phrases from the racing rules.*
- 6 Add '[DP]' at the beginning of an SI if that SI is subject to discretionary penalty (see RRS Introduction Notation).*
- 7 SIs should be in the order in which the competitor will use the instructions.*

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

*Care should be taken to ensure that there is no conflict between a rule in the notice of race and a rule in the sailing instructions.*

*First review rule J2.2 and then decide which paragraphs are required for the event. Paragraphs that are required by rule J2.1, if they are not in the NoR, are marked with an asterisk (\*). Select the preferred option if a choice or option is shown in [square brackets]. Instructions that apply to the suggested wording are shown in italics. Follow the directions in italics to fill in the required information in the spaces where <angled brackets> appear.*

*After including all the appropriate paragraphs, number all paragraphs in sequential order. Be sure that rule numbers are correct where one rule refers to another rule.*

*See Appendix S for sailing instructions for simple events.*

Heading

<event name><year>

## SAILING INSTRUCTIONS (SIs)

*Insert the full name of the event. From the NoR, include the dates, the name of the organizing authority, and the location.*

Preamble

The notation '[NP]' in a rule of the sailing instructions (SIs) means that a boat may not protest another boat for breaking that rule. This changes RRS 60.1(a). *Place '[NP]' at the beginning of each rule to which it applies. Omit this sentence if no SIs use [NP].*

1

### RULES

1.1

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

J2.1(1)\*

1.2

*A number of paragraphs in the SIs change a rule in the RRS. Each of these is best placed in the appropriate paragraph of the SIs, for example PENALTY SYSTEM. However, if there is no clear place for some of them, include them here.*

*RRS 85.1 requires a specific reference to a rule being changed. So, the SI may start with: Rule <number> is changed to read: . . . or it may end with This changes rule <number>. There are specific examples of these in this guide. See also RRS 86 and 87 to be sure that the rule change is permitted.*

1.2

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

J1.2(2)

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

J1.3(1)

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

J2.1(1)

2

### CHANGES TO SAILING INSTRUCTIONS

2.1

Any change to the sailing instructions will be posted before 0900 on the day it will take effect, except that any change to the schedule of races will be posted by 2000 on the day before it will take effect. *Change the times as needed.*

J2.2(3)

2.2

Changes to a sailing instruction may be made on the water by <description of procedure>. *Use if changes to the SIs will be made on the water. See RRS 90.2(c).*

J2.2(4)

3

### COMMUNICATIONS WITH COMPETITORS

3.1

Notices to competitors will be posted on the official notice board located at [<URL>][<location>]. *Provide the URL or location, as appropriate.*

J2.1(7)\*

3.2

The race office is located at <location> [, telephone <phone number>][, email <email address>].

J2.1(7)\*

3.3

On the water, the race committee intends to monitor and communicate with competitors on VHF radio channel <channel>. *Use this SI if VHF radios have been required in the NoR.*

**3.4** The following communications [may][will] be made by the race committee on VHF channel *<number>*.

*<list of items>*

*The list may include confirmation of any of the following: time checks, race area, schedule changes, starting order of classes, location of race committee vessel, alternate preparatory signals, courses, change of courses, shortening, postponement, abandonment, starting signals, recalls, next start sequence, times of finishers (to calculate time limits). If any of these replace flag signals, they will most likely change a rule of the RRS and will need to be worded in accordance with SI 1.2.*

If the race committee displays flag *<...>*, alternate VHF channel *<number>* will be used.

*When using this SI, be sure that the VHF system is reliable. Be aware that relying on VHF communication while boats are racing can be unreliable. Only use this SI if VHF radios have been required in the NoR.*

**3.5** [DP] [While racing][From the first warning signal until the end of the last race of the day], except in an emergency, a boat shall not make voice or data transmissions and shall not receive voice or data communication that is not available to all boats. *Not required if included in the NoR.*

## **4 CODE OF CONDUCT**

**4.1** [DP] Competitors and support persons shall comply with reasonable requests from race officials.

**4.2** [DP] Competitors and support persons shall [handle any equipment][or][place advertising provided] by the organizing authority with care, seamanship, in accordance with any instructions for its use and without interfering with its functionality. *Use when the organizing authority provides equipment such as tracking units or bow numbers.*

## **5 SIGNALS MADE ASHORE**

*J2.2(6)*

**5.1** Signals made ashore will be displayed at *<location>*.

**5.2** When flag AP is displayed ashore, ‘1 minute’ is replaced with ‘not less than *<number>* minutes’ in Race Signals AP.

**5.3** [DP] Flag D with one sound means ‘Boats [are requested not to][shall not] leave the [harbour][shore] until this signal is made. The warning signal will not be made before the scheduled time or less than *<number>* minutes after flag D is displayed.’

## **6 SCHEDULE OF RACES**

**6.1** *Create a table that includes race number, date, class(es), and other appropriate items.*

*J2.1(2)\**

**6.2** One extra race per day may be sailed, provided that no class becomes more than one race ahead of schedule and the change is made according to SI 2.1. *Verify SI number in final draft. Check this SI against the NoR and any class requirements for conflicts.*

**6.3** The scheduled time of the warning signal for the first race each day is *<time>*.  
*J2.1(2)\* Insert the time.*

**6.4** To alert boats that a race or sequence of races will begin soon, the orange starting line flag will be displayed with one sound at least five minutes before a warning signal is made.

**6.5** On the last scheduled day of racing no warning signal will be made after *<time>*.  
*J1.3(7) Insert the time. This is best in the NoR and, if in the NoR, does not need to be repeated in the SIs.*  
*J2.1(1)*

## **7 CLASS FLAGS**

**7.1** [The *<class>* Class flag is *<flag description>*.][The class flags are: *<table>*]

*J2.1(5)\**

## **8 RACING AREA**

**8.1** [The racing area is *<description>*][SI Addendum *<...>* shows the location of the racing area(s).]  
*J2.2(10)*

## **9 COURSES**

*J2.1(3)\**

*J2.2(13)*

**9.1** The diagram(s) [below][in SI Addendum *<...>*] show(s) the course(s), including the approximate angles between legs, the order in which marks are to be passed, and the side on which each mark is to be left. *Insert a number or letter.* [The approximate course length is *<length>*.] *If appropriate insert the course length in nautical miles. A method of illustrating courses is shown in Appendix S.*

**9.2** No later than the warning signal, the race committee signal vessel will display the approximate compass bearing of the first leg.

**9.3** Courses will not be shortened. This changes RRS 32. *Use only if required by the class rules.*

**9.4** Legs of the course will not be changed after the preparatory signal. This changes RRS 33. *Use only if required by the class rules or when changing the position of the marks is impracticable.*

## **10 MARKS**

*J2.1(4)\**

**10.1** Mark(s) [is][are] *<description>*. *Provide the description, colour and, if appropriate, the location of each mark, including the starting and finishing marks, in text, table or SI addendum.*

**10.2** *If not clear in the course diagrams, add:* The following marks are rounding marks: *<list>*.

**10.3** New marks, as provided in SI 13, are *<description>*.

## **11 OBSTRUCTIONS**

**11.1** The following [object(s)][line(s)][area(s)] [is][are] designated as [an] obstruction(s): *Describe each object, line or area that is an obstruction. See the definition Obstruction.*  
*J2.2(15)*

## **12 THE START**

**12.1** Races will be started using RRS 26 with the warning signal made *<number>* minutes before the starting signal. *Use only if the warning signal will not be made 5 minutes before the starting signal.*

**12.2** Races will be started as follows: *<description>*. This changes RRS 26. *Describe any starting system other than the system in RRS 26.*

**12.3** [The starting line is between staffs displaying orange flags on the starting marks.][The starting line is between a staff displaying an orange flag on the [starting mark][signal vessel] at the starboard end and the course side of the port-end starting mark.][The starting line is *<description>*.] *See RRS Race Signals Orange flag.*  
*J2.1(5)\**

**12.4** Boats whose warning signal has not been made shall avoid the starting area during the starting sequence for other races. *Consider adding [DP].*

**12.5** If any part of a boat's hull is on the course side of the starting line during the two minutes before her starting signal and she is identified, the race committee will attempt to broadcast her sail number on VHF channel *<designation>*. Failure to make a broadcast or to time it accurately will not be grounds for a request for redress. This changes RRS 62.1(a).

**12.6** If any part of a boat's hull is on the course side of the starting line at her starting signal and she is identified, the race committee will attempt to hail her sail number. Failure to hail her number, failure of her to hear such a hail, or the order in which boats are hailed will not be grounds for a redress for request. This changes RRS 62.1(a). *Use only when all the boats are likely to be within hailing distance.*

**12.7** A boat that does not start within *<number>* minutes after her starting signal will be scored Did Not Start without a hearing. This changes RRS A5.1 and A5.2.

## **13 CHANGE OF THE NEXT LEG OF THE COURSE**

**13.1** [To change the next leg of the course, the race committee will move the original mark or the finishing line to a new position.][To change the next leg of the course, the race committee will lay a new mark (or move the finishing line) and remove the original mark as soon as practicable. When in a subsequent change a new mark is replaced, it will be replaced by an original mark.]  
*J2.2(14)*

## **14 THE FINISH**

**14.1** [The finishing line is between staffs displaying blue flags on the finishing marks.  
*J2.1(5)\** ] [The finishing line is between a staff displaying a blue flag on the finishing mark at the starboard end and the course side of the port end finishing mark. ] [The finishing line is *<description>*.] *See RRS Race Signals Blue flag.*

**14.2** If the race committee is absent when a boat finishes, she [should][shall] report her finishing time, and her position in relation to nearby boats, to the race committee at the first reasonable opportunity. *Consider adding [DP] when using 'shall'.*

**15 PENALTY SYSTEM**

**15.1** The Scoring Penalty, RRS 44.3, applies. [The penalty is *<number>* places.] *or* [The penalty is *<description or formula>*.]  
*J1.3(6)*  
*J2.1(1)*

**15.2** For the *<name(s)>* class(es), RRS 44.1 is changed so that the Two-Turns Penalty is replaced by the One-Turn Penalty.  
*J1.3(6)*  
*J2.1(1)*

**15.3** RRS Appendix P applies.  
*J2.2(1)*

**15.4** RRS Appendix P applies with the Two-Turns penalty replaced by the One-Turn Penalty. *Recommended when SI 15.2 is used.*  
*J2.2(1)*

**15.5** RRS P2.3 does not apply and RRS P2.2 is changed so that it applies to any penalty after the first one. *Use when it is desirable to keep boats racing, despite multiple breaches.*  
*J2.2(1)*

**16 TIME LIMITS [AND TARGET TIMES]**

**16.1** The Mark 1 Time Limit, Race Time Limit (see RRS 35), and the Finishing Window are shown in the table below.  
*J2.1(6)*  
*J2.2(18)*

Mark 1 Time Limit	Race Time Limit	Finishing Window
<i>&lt;time&gt;</i>	<i>&lt;time&gt;</i>	<i>&lt;time&gt;</i>

*Add a column on the left side for multiple classes and a row for the times for each class. Add a column on the right side for Target Time(s), when used.*

**16.2** If no boat has passed the first mark within the Mark 1 Time Limit, the race will be abandoned. *Include if the Mark 1 Time Limit is used.*

**16.3** The Finishing Window is the time for boats to finish after the first boat sails the course and finishes. Boats failing to finish within the Finishing Window, and not subsequently retiring, penalized or given redress, will be scored Time Limit Expired (TLE) without a hearing. A boat scored TLE shall be scored points for the finishing place [one][two] more than the points scored by the last boat that finished within the Finishing Window. This changes RRS 35, A5.1, A5.2 and A10.  
*J2.2(18)*

**16.4** Failure to meet the Target Time will not be grounds for redress. This changes RRS 62.1(a).

## 17 HEARING REQUESTS

- 17.1**  
*J2.2(21)* [The][For each class, the] protest time limit is *< . . . >* minutes after the last boat [in that class] finishes the last race of the day or the race committee signals no more racing today, whichever is later. The time will be posted on the official notice board. *The protest time limit may be different for different race areas.*
- 17.2** Hearing request forms are available from the race office at *<URL or location>*.  
*See RRS 61.3 and 62.2.*
- 17.3**  
*J2.2(21)* Notices will be posted no later than 30 minutes after the protest time limit to inform competitors of hearings in which they are parties or named as witnesses. Hearings will be held in the protest room, located at *<description>*, beginning at [the time posted] [*<date and/or time>*].
- 17.4** A list of boats that have been penalized for breaking RRS 42 under Appendix P will be posted.
- 17.5**  
*J2.2(21)* RRS 62.2(a) and 66.2(a) do not apply. *Use when the 30 minute time limits in these rules are not desirable.*
- 17.6**  
*J1.3(8)*  
*J2.1(1)* The right of appeal from a protest committee decision is denied as provided in rule 70.5[(a)][(b)][(c)]. *Not required if included in the NoR.*

## 18 SCORING

- 18.1 to 18.5**  
*J1.3(5)*  
*J2.1(1)* *Note: RRS J2.1(1) requires the information in J1.3(5) to be included in the SIs only if the information is not included in the NoR.*
- 18.1** The scoring system is as follows: *<description>*. *Include only if the scoring system is different from the system in Appendix A. Describe the system or how the system differs from the system in Appendix A.*
- 18.2** *<number>* races are required to be completed to constitute a series. *Insert the number.*
- 18.3 to 18.5** *RRS A2.1 provides for one race being excluded in a series. This may be changed. 18.3 to 18.5 give examples.*
- 18.3** A boat's series score is the total of her race scores.
- 18.4** A boat's series score is the total of her race scores excluding her *<number>* worst scores.
- 18.5** (a) When fewer than *<number>* races have been completed, a boat's series score is the total of her race scores.
- (b) When from *<number>* to *<number>* races have been completed, a boat's series score is the total of her race scores excluding her worst score.
- (c) When *<number>* or more races have been completed, a boat's series score is the total of her race scores excluding her two worst scores.

**18.6** Rule A5.3 applies. *Use only for a series where the number of starters in each race may vary substantially.*

## **19 SAFETY REGULATIONS**

**19.1** *Describe any check-in and check-out procedures. Consider applying [DP].*

*J2.2(5)*

**19.2** [DP] A boat that retires from a race shall notify the race committee at the first reasonable opportunity. [Promptly after returning to shore, the boat shall complete a retirement declaration form, which is available at [<URL or location>](#).]

*J2.2(5)*

## **20 REPLACEMENT OF CREW OR EQUIPMENT**

**20.1** [DP] Substitution of competitors is not allowed without prior written approval of the [<name of committee>](#).

*J2.2(25)*

**20.2** [DP] Substitution of damaged or lost equipment is not allowed unless authorized in writing by the [<name of committee>](#). Requests for substitution shall be made to the committee at the first reasonable opportunity, which may be after the race.

## **21 EQUIPMENT AND MEASUREMENT CHECKS**

**21.1** A boat or equipment may be inspected at any time for compliance with the class rules, notice of race and sailing instructions.

*J1.2(1)*

**21.2** [DP] When instructed by a race official on the water, a boat shall proceed to a designated area for inspection.

*J1.2(1)*

## **22 SUPPLIED BOATS**

**22.1** Boats will be supplied by the organizing authority. See SI Addendum [<...>](#).

*J2.2(7)*

*Create an addendum with rules for supplied boats. For an example, see SI Addendum A to this guide.*

## **23 OFFICIAL VESSELS**

**23.1** Official vessels will be identified as follows: [<description or table>](#).

## **24 [DP] SUPPORT TEAMS**

*J2.2(9)*

**24.1** Support teams, including all support persons and support person vessels, shall comply with the support team regulations [at [<URL or location>](#)][SI Addendum [<...>](#)]. *Provide an addendum or a supplement for support team regulations.*

**24.2** Team leaders, coaches and other support persons shall stay outside areas where boats are racing from the time of the preparatory signal for the first start until all boats have finished or retired or the race committee signals a postponement, general recall or abandonment.

**24.3** Support person vessels shall be identified with [<description>](#). *Insert the identification and only include if not in the NoR.*

**25 TRASH DISPOSAL**

**25.1** Trash may be placed aboard official [or support person] vessels.

**26 BERTHING**

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

**27 HAUL-OUT RESTRICTIONS**

**27.1** [DP] Boats shall not be hauled out during the event except with and according to the terms of prior written permission of the race committee. *Replace the race committee with the technical committee if appropriate.*

*J2.2(9)*

**28 DIVING EQUIPMENT AND PLASTIC POOLS**

**28.1** Underwater breathing apparatus and plastic pools or their equivalent shall not be used around keelboats between the preparatory signal of the first race and the end of the last race of the event. *Adjust the prohibition period as necessary.*

*J2.2(9)*

**28.2** Keelboats shall not be cleaned below the waterline by any means [during the event][from *<date><time>* until *<date><time>*]. *Adjust the prohibition period as necessary.*

**29 PRIZES**

**29.1** Prizes will be given [in each class] for *<list place(s)>*. *List the places and, if needed, the number of entries or starters.*

*J1.3(10)*

*J2.1(1)*

**30 RISK STATEMENT**

**30.1** RRS 3 states: ‘The responsibility for a boat’s decision to participate in a race or to continue to race is hers alone.’ By participating in this event each competitor agrees and acknowledges that sailing is a potentially dangerous activity with inherent risks. These risks include strong winds and rough seas, sudden changes in weather, failure of equipment, boat handling errors, poor seamanship by other boats, loss of balance on an unstable platform and fatigue resulting in increased risk of injury. **Inherent in the sport of sailing is the risk of permanent, catastrophic injury or death by drowning, trauma, hypothermia or other causes.** *Each venue jurisdiction may need a different or modified version of this risk statement.*

**31 INSURANCE**

**31.1** Each participating boat shall be insured with valid third-party liability insurance with a minimum cover of *<amount>* per incident or the equivalent. *Insert the currency and amount.*

*The following sailing instruction is recommended when all boats will be supplied by the organizing authority. It can be changed to suit the circumstances. When used, it may be an addendum to the SIs or it can be inserted after SI 2.*

*Heading*

## **SI ADDENDUM A**

### **BOATS SUPPLIED BY THE ORGANIZING AUTHORITY**

#### **A1 BOATS**

- A1.1** Boats will be supplied for all competitors, who shall not modify them or cause them to be modified in any way except that
- (a) a compass may be tied or taped to the hull or spars;
  - (b) wind indicators, including yarn or thread, may be tied or taped anywhere on the boat;
  - (c) hulls, centreboards and rudders may be cleaned, but only with water;
  - (d) adhesive tape may be used anywhere above the water line; and
  - (e) all fittings or equipment designed to be adjusted may be adjusted, provided that the class rules are complied with.
- A1.2** All equipment supplied with the boat for sailing purposes shall be in the boat while afloat.
- A1.3** The penalty for not complying with one of the above instructions is disqualification from all races sailed in which the instruction was broken.
- A1.4** Competitors shall report any damage or loss of equipment, however slight, to the organizing authority's representative immediately after securing the boat ashore. The penalty for breaking this instruction, unless the protest committee is satisfied that the competitor made a determined effort to comply, is disqualification from the race most recently sailed.
- A1.5** Class rules requiring competitors to be members of the class association do not apply.