



Herne Bay Sailing Club

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HBSC Sailing Instructions for Club Racing

HERNE BAY SAILING CLUB

SAILING INSTRUCTIONS FOR CLUB RACING

Key to Abbreviations:

HBSC:	Herne Bay Sailing Club
RRS:	The Racing Rules of Sailing 2009-2012
RYA:	Royal Yachting Association
ICF:	International Code Flag

BASIC PRINCIPLE

Racing will be conducted according to the principles and practices of the RYA Racing Charter (see appendix A).

1 RULES

- 1.1 Club racing will be governed by the ISAF 2009 – 2012 ‘Racing Rules of Sailing’ (found on the website www.sailing.org/rrs), prescriptions specified by the RYA, individual dinghy class rules and these sailing instructions.
- 1.2 Any changes to the sailing instructions will be posted at least 1 hour before the first signal (see sections 5.1 for details)

2 NOTICES TO COMPETITORS

- 2.1 The events and start times are published in the HBSC Fixture List.
- 2.2 On the day of the event, the course marks, start times and relevant signals, and any other notices, will be indicated on the Club notice board in good time.

3 CHANGES TO SAILING INSTRUCTIONS

- 3.1 Before a race or during a series, the Sailing Committee may change the Sailing Instructions by posting a written notice on the Club notice board at least one hour prior to the start of the race or races concerned. Flying IC flag ‘L’ from the Club signal gantry will signal any such change.

4 SIGNALS MADE ASHORE

- 4.1 Signals made ashore will be displayed from the Club signal gantry.



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5 SCHEDULE OF RACES

- 5.1 The programme of races will be as laid down in the HBSC Fixtures List.
- 5.2 The Sailing Committee may modify or alter the sailing programme. Notice of this will be posted on the Club notice board with sufficient time for members to be aware.

6 FLEETS

- 6.1 The **Slow Handicap Fleet** is for boats with PY rating of 1102 and above.
- 6.2 The **Fast Handicap Fleet** is for boats with a PY rating of 1101 and under.
- 6.3 When required: The Catamaran Fleet is for multihull boats with any PY rating.
- 6.4 Boats with a PY of up to 1150 may opt to race in the fast fleet for a whole series.
- 6.5 Fleets may be combined or sub-divided according to the actual or anticipated number of entries. Details will be posted on the Club Notice Board at least 30 minutes before the first warning signal.

7 CLASS FLAGS

- 7.1 In Club racing the flags used will be as follows:

Single Fleet:

All Class Handicap (ACH) IC Flag T

Individual Fleets:

Catamarans	When required IC Flag U
Fast Handicap	IC Flag T
Slow Handicap	IC Numeral 6 Flag

- 7.2 Boards may also be used to supplement the class flags. For example, to signal a shortened course for a particular fleet. These will be displayed on the race tower.
- 7.3 For a Committee Boat start, boards may be used rather than flags. Instructions will be posted on the Club Notice Board prior to the race at least 30 minutes before the first warning signal.

8 COURSES

- 8.1 The Duty Race Officer is responsible for setting the courses. They may be assisted by Sailing Committee members as appropriate.
- 8.2 Courses will be displayed on the Course Board in the Clubhouse at least 30 minutes before the first warning signal.
- 8.3 Class fleets may use different courses.



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9 MARKS

- 9.1 Marks may include round yellow or orange club buoys, council speed limit '8 knot' markers or orange pillar club buoys.
- 9.2 Other structures, for example, the Dolphin, the Pier or other channel markers, may be also be used as marks of the course.

10 THE START

- 10.1 Races will be started by using rule 26: Details on the board and in the starter's cabin.
- 10.2 Where there is more than one start, the starting signal for the first start will coincide with the warning signal for the second, and so on as illustrated above.
- 10.3 In the event of a general recall, the starting sequence will be repeated.
- 10.4 The starting signals for Pursuit Races will be posted on the Club notice board prior to the race.
- 10.5 The 'Club' start line is between by a pole on Starters Cabin and a distance mark 'the pole' to seaward. An Outer Distance Mark (ODM) may be laid to extend the line, in which case the ODM will be indicated on the race notice board. The ODM indicates the outer limit of the start but does not define the line; this is defined by extending the 'Club' start line. It does however define the Finishing line.
The Race Officer should set an angled start line if the wind direction makes it advantageous.
- 10.6 A 'committee boat' start line will be between the mast of the committee boat flying an orange flag, and a nearby course mark.
- 10.7 A competitor may be penalized without a protest hearing for failure to comply with rule 29. The penalty will be disqualification. This changes rule 63.1.

11 ALTERATIONS TO THE RACE COURSE

- 11.1 The Duty Race Officer may reposition marks or move the finishing line during the course of a race without signals as long as no competitors have rounded the previous mark. Flag R may be used to indicate a reversal of the course.

12 THE FINISH

- 12.1 The finishing line will normally be the 'Club' start line (see above) or between the mast of a boat flying a blue flag or 'S' flag and a nearby race mark for a 'committee boat' finish.



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13 TIME LIMIT

- 13.1 If no boat in a fleet passes the first mark within 30 minutes the race will be abandoned.
- 13.2 The time limit for each race will be 90 minutes except for back to back races (45-60 mins) and the Long Distance Race when the time limit will be determined by the Race Officer.
- 13.3 Boats failing to finish within 30 minutes of the finishing time of the first boat to sail the course and finish will be scored as Did Not Finish without a hearing. For the Long Distance Race this will be extended to 1 hour. This changes rules 35 and A4.

Please note: time limits may be changed on the day subject to condition 5.1

14 PROTESTS & ARBITRATION

14.1 ARBITRATION (see appendix D)

- 14.1.1 All competitors are encouraged to use the RYA arbitration procedures to settle disputes. This does not alter a competitor's right to proceed to a protest.
- 14.1.2 The exonerated penalty shall be 20% of the number of boats entered for that race and a minimum of 2 places
- 14.1.3 There is no fee for arbitration.

14.2 PROTESTS

- 14.2.1 A boat wishing to protest will inform the Race Officer as soon as is practicable. Protest forms are available from the Race Office and should be delivered to the Duty Race Officer or Sailing Secretary on completion within the time limit.
- 14.2.2 For each class, protests must be delivered within 90 minutes of the last boat finishing in the last race of the day.
- 14.2.3 There is no fee for a protest.

15 SCORING

- 15.1 Points are normally awarded to the boat and sail number and helm combination irrespective of the crew and/or helm. A change of helm/crew should be reported to the race officer for his permission before the race, and may not be used deliberately to enhance the usual helm's position in a series. Any change to sail number during the course of a series must be advised to the Race Officer of the day.
- 15.2 The low point scoring system will be used as described in RRS rule A4, i.e. each boat starting and finishing in a race, and not thereafter retiring or being disqualified, will be scored points as follows: -

First place	1 point
Second place	2 points
Third place	3 points
Each place thereafter	add 1 point



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- 15.3 Amending RRS A4.2 and A9, points for boats that do not finish will be as follows: -
- DNC - Did Not Compete – score points equal to the number of boats that entered the series plus one.
 - DNS - Did Not Start but signed in and sailed to the starting area - score points equal to number of boats that entered the race plus one.
 - DNF - Did Not Finish - score points equal to the number of boats that entered the race plus one.
 - DSQ - Disqualified - score points equal to the number of boats that entered the race plus two.
 - OOD, RO or TB- Duty on Race Day - score 3 points. To count an OOD, RO or TB score, a competitor must have competed in a race in the same series. If the same person performs more than one OOD, RO, or TB duty then they must have competed in the same number of races as duties to count them in that series. For this purpose competing in a race can include DNS, DNF and DSQ. A maximum of two duties per series can be counted except for the case in which a member has done two duties and is co-opted by ballot to the Safety Boat.
- 15.4 Series Ties will be broken following the procedure as described in RRS rule A8.
- 15.5 The number of discards is shown below:

No of races completed	No of discards
1-2	0
3-5	1
6-8	2
9-11	3
12-14	4

16 SAFETY

- 16.1 The safety of a boat and her entire management including third party insurance shall be the sole responsibility of the owner/competitor racing the boat.
- 16.2 The race organisers will not be liable for any loss, damage, death or personal injury howsoever caused to the owner/competitor, the skipper or crew, as a result of their taking part in the race or races. Moreover, every owner/competitor warrants the suitability of his boat for the race or races.
- 16.3 The notice of participants is drawn to RRS ‘Basic Principle’, and RRS ‘Part 1 - Fundamental Rules’.
- 16.4 Rule 40.1 is amended to say that personal floatation devices (pfd) should be worn at all times while afloat whether racing or cruising.



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17 RADIO COMMUNICATION

- 17.1 A boat shall neither make radio transmissions while racing nor receive radio communications not available to all boats. This restriction also applies to mobile telephones.

18 PRIZES

- 18.1 Series Prizes: A trophy or prize will be awarded to the winner in each fleet, class (where appropriate), and overall, in each series or special sailing event as determined by the Sailing Committee. (See Appendix 'C').

- 18.2 Special Cups: Special Cups will be awarded for a series comprising one to three races. The number of races qualifying will be shown on the Club Notice board or announced at the race briefing at least 30 minutes before the first warning signal.

18.2.1 The Humphreys Cup. Awarded to the winner of a single series where the helm must be 14 years of age or under on 1st January in the year of the event.

18.2.2 The Allan Cup will be awarded to the winner of a single series where the helm must be 18 years of age or under on 1st January in the year of the event.

18.2.3 The Greybeards will be single series where the helm must be 40 years of age or over on the day of the event.

18.2.4 The Ladies Cup will be a single series where the helm must be a lady.

18.2.5 The Colin Sproxtton Lone Mirror will be single series sailed single-handed in Mirror dinghies.

18.2.6 The Easter Bonnet will be a single race open to all dinghies and multihulls conducted as a pursuit.

18.2.7 The Long Distance Race will be a single handicap race open to all dinghies and multihulls.

18.2.8 RNLI Race will be a series open to all dinghies and multihulls.

18.3 The Club Championship will be awarded to the helm (& crew) of the boat with the lowest score in 12 series races across the season. There is an award for the leading Helm in each of the fast and slow fleet. An individual must compete in 15 races to qualify (excludes qualification as RO). The Sailing Committee may reduce the qualifying and scoring number of races before the last series race of the season. Competitors will be informed of this via the Club Notice board. When adverse conditions lead to a cancellation, all helms that have completed the signing procedure will be scored equivalent to a DNS.



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Appendix' A' - RYA Racing Charter

Objectives

- **To provide the framework for everyone to enjoy the sport of sailboat racing in whatever capacity and to whatever level the individual desires.**
- **To ensure that the sport of sailboat racing welcomes people and treats them equally.**
- **To ensure that those who experience sailboat racing are encouraged to continue.**

Principles and Practices

- The sport welcomes all participants; it relies largely on self-compliance and self-policing. Those that deliberately take unfair advantage of this or behave in an inappropriate manner, either on or off the water, can expect to be brought to account.
- Competitors agree to compete and behave in compliance with the rules and in accordance with accepted standards of sailboat racing. When involved in a genuine dispute, both the parties to the dispute and those deciding the matter will use the established procedures for achieving resolution.
- Foul or abusive language, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated.
- Organizers, officials and other providers of sailboat racing agree to strive to provide the fairest racing possible. This includes encouraging feed-back and facilitating the resolution of genuine disputes (including protests) in a timely and proper manner.
- Coaches and other advisors agree to encourage their charges to compete, officiate or behave only in compliance with the above principles and practices.
- This Charter applies equally to those who organize, manage, coach, advise, judge, provide services and compete (including those who support competitors) in sailboat racing.
- The RYA encourages the adoption and implementation of this Charter, and provides guidance and support to individuals and organizations to assist implementation. This guidance and support is consistent with the practices of the International Sailing Federation.
- For further information visit www.rya.org.uk/racing/charter



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Appendix B - CONDITIONS OF ENTRY

- Membership of HBSC.
- A Race Entry Form will be available in close proximity to the Club notice board. Prior to the start of the first race of each day, the helm or crew from each entered boat shall complete the form as instructed.
- A competitor who fails to complete the Race Entry Form will be assumed to be a non-starter i.e. 'DNS'. This amends rule 63.1. Competitors who realise, when afloat, that they have not signed out may do so via the Safety Boat.

Rotas for Racing and Rescue Management will be posted in the Clubhouse and on the HBSC Website.

Appendix C

Spring, Summer, Late Summer & Autumn Series

An overall series winner will be determined for each fleet.

The Sailing Committee will arrange the classes into four fleets of similar sailing characteristics for the purposes of competing for Series Trophies.

Class Series Prizes

If three or more boats of a single class e.g. Laser 2000, compete in a race in a series then this can contribute to a Class series prize. A Class would need to complete at least 50% of the races in a series to qualify for a Class series prize. No discards will be available for class prizes above and beyond those for Fleet series prizes.



Appendix D

Arbitration Procedure

INTRODUCTION

If an incident on the water in fleet racing is not resolved by a boat taking a penalty (one turn for touching a mark, two turns for breaking a rule of Part 2 of the Racing Rules of Sailing, retiring in other cases), then the normal outcomes are:

- a protest hearing which may result in a disqualification: this appears to be becoming less common
- a boat retires after finishing: this can happen
- nothing happens, because there is no protest, and no retirement: this is becoming too frequent

The RYA understands a reluctance to take matters to protest hearings, but no one in the sport should condone disregard of the rules. The RYA therefore wishes to recommend that clubs should consider adopting:

- (a) an Exoneration Penalty which is less severe than disqualification, and is available after racing for many infringements; and
- (b) An Advisory Hearing and RYA Arbitration, two new quicker ways of resolving disputes.

EXONERATION PENALTY

a 20% scoring penalty as stated in rule 44.3(c) (except that the minimum penalty is two places). The RYA recommends a 20% scoring penalty, which is appropriate for most Club racing. However, this can be varied in the sailing instructions according to the level of the event, number of competitors or size of fleet. For example, a 30% scoring penalty may be more appropriate at an Open Meeting, and a 40% scoring penalty at a National Championship.

- it may be accepted after finishing and before the start of any protest hearing
- when it is accepted, a protest committee cannot penalise that boat further over the same incident
- once accepted, it cannot be withdrawn even if a protest committee later decides no rule was broken

It is available for breaches of the rules of Part 2 (rules 10-23) and of rule 31, if a penalty could have been taken for the infringement at the time of the incident: and for breaking rule 42.

PUTTING THE EXONERATION PENALTY INTO EFFECT

Adopting the Exoneration Penalty does not need either the Advisory Hearing or RYA Arbitration to be adopted, but the Exoneration Penalty is an essential part of RYA Arbitration. It may be decided that making the Exoneration Penalty available for a boat to accept will be sufficient. However, the use of one or both of the two new methods for resolving disputes is recommended, and can be stated to apply in the notice of race and in the sailing instructions. They are:

1. AN ADVISORY HEARING

Its purpose is to discuss incidents with an adviser and resolve them promptly in an informal but positive way, so that competitors understand the rules better. It is available only where there is no injury, serious damage, related protest or RYA Arbitration.

When an Advisory Hearing is requested, and if all parties agree to this procedure, an adviser will quickly hear what the parties have to say, decide whether the issues are clear enough without further evidence, and, if so say whether any boat broke a rule, and, if so, which and why.

Redress is not available, but a race committee may agree to correct a mistake if it comes to light.



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2. RYA ARBITRATION

Its purpose is to decide protests and requests for redress more simply and quickly.

When a protest form is lodged, a boat may request RYA Arbitration, or the protest committee may suggest it. If the boats and a member of the protest committee or race committee agree that RYA Arbitration is suitable a single arbitrator (who may be that member of the protest committee) hears the evidence of the parties and decides whether any boat broke a rule, and, if so, which and why. The arbitrator will then invite a boat that appears to have broken a rule to accept an Exoneration Penalty. When a penalty is accepted, this will normally conclude the matter – a boat that takes a penalty shall not be penalised further with respect to the same incident unless she caused injury or serious damage or gained a significant advantage. When it is not accepted, the protest hearing will follow. The arbitrator may decide that in fact the matter should be heard as a full protest, but a boat may still accept an Exoneration Penalty before the hearing which will avoid the possibility of disqualification. When redress is offered and accepted, the protest committee or race committee may ask for a full hearing. When it is offered and not accepted, or not offered at all, the boat may proceed with her request at a full hearing before a protest committee.



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SUMMARY – ADVISORY HEARINGS, RYA ARBITRATION AND PROTEST HEARINGS ADVISORY HEARING

	RYA ARBITRATION	PROTEST HEARING	
Initiation	Oral request	Protest form	Protest form
Validity of Protest notification	Not required	Required	Required
Time Limit for a boat to ask for a hearing	None	Normal protest time limit, arbitration request may be made on the protest form related to the incident	Normal protest time limit
If one boat does not agree to participate -	- the hearing will not take place	- the arbitration will not take place, and it will be heard as a normal protest	- the protest committee will normally proceed if one party decides not to attend
Penalty	A boat may voluntarily accept an Exoneration Penalty if it is available for the rule broken, but she is not required to do so.	Arbitrator may invite (but not require) a boat to accept an Exoneration Penalty if it is available for the infringement, or, if it is not, to retire (RAF)	Normal disqualification or other applicable penalty
If there was injury, serious damage or a boat gained a significant advantage	Exoneration Penalty not available, the boat should retire	Exoneration Penalty not available, the boat should retire	Disqualification for not retiring
Redress	Cannot be awarded, but a Race Committee may correct an error that is identified	Full range of redress options where the issue is not complicated	Full range of redress options
Further options	None	Any party may seek to have the decision reviewed by calling for a full hearing of the protest or request by a protest committee. ¹	The decision may be appealed
Paperwork	None	Completed protest form	Completed protest form