

SAILING INSTRUCTIONS

BASIC PRINCIPLE SPORTSMANSHIP AND THE RULES

NCYC is affiliated with YNSW and conducts all sailing in line with the ISAF RRS and YA Special Regulations and recommendations.

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 (RRS 2009-12 p.23).

1.0 RULES

1.1 To minimize the risks of racing and boating, sailors at NCYC must be familiar with and obey the rules as laid out in the sailing instructions and:

- Racing Rules of Sailing (RRS 2009-2012)
- YA Special Regulations
- Regulations for the Prevention of Collision at Sea
- Maritime Services Act
- Newcastle Harbour Safety Information prepared by Newcastle Port Corp, NSW Maritime and NCYC.
- Port of Newcastle Incident Control Plan.
- Any other Regulation that applies to boating on Newcastle Harbour.
- NCYC Emergency Management Plan.
- IRC Rules 2011 Parts A, B and C shall apply.

1.2 BEFORE RACING

- Racing Rules of Sailing 2009–12 Part 1, Fundamental Rules, apply to all skippers and crew racing at NCYC. All skippers and crew must read and understand Rules 1 – 5 prior to racing.
- Racing Offshore Newcastle is Category 4 as defined by YA Special Regulations Part 1. All boats must have a current, valid YA Special Regulations Compliance Form and carry the equipment identified on that Form at all times.
- NCYC Overnight offshore Races are Category 3 as defined by YA Special Regulations Part 1. All boats must have a current, valid YA Special Regulations Category 3 Compliance Form and carry the equipment identified on that form at all times.
- Racing Inshore in Newcastle Harbour is Category 7 as defined by YA Special Regulations Part 1.
- It is the skipper's responsibility to ensure the crew knows where Life Saving Equipment is stowed on the boat and how to use it.
- Attention is drawn to YA Special Regulations Advisory Appendix C and the need to practice man overboard procedures with your crew regularly. NCYC strongly recommends that all yachts should schedule an MOB drill prior to racing and again at regular intervals during the season.
- Skippers shall ensure all crew members know how to locate and wear a PFD on your yacht.

- 1.3 EMERGENCIES - Attention is drawn to RRS 1.1. "A boat or competitor shall give all possible help to any person or vessel in danger".
 CREW OVERBOARD – The RO must be notified immediately of a crew overboard incident. After 15 minutes an emergency response may be initiated by the RO including a Search and Rescue response unless already activated by the vessel affected.
 DISTRESS OR ACCIDENT – Attention is drawn to Special Regulations Recommendations Part 2 (Item 8) specified by Yachting Australia.
 URGENT CREW TRANSFER POINTS
 Vessels needing to urgently transfer crew are advised that the preferred landing points are:
- NCYC Marina
 - D'Albora Marina, Nelson Bay
 - Swansea Channel Wharf (East of bridge, adjacent to RSL Club).
 - Royal Prince Alfred Yacht Club, Newport.

2.0 SAFETY EQUIPMENT AND AUDITS

- 2.1 YA Special Regulations (YASR) shall apply to all entrants in the NCYC races. Refer to section "YA Special Regulations Audit" within this handbook.
 2.2 Attention is drawn to YASR Part 1 Section 1.02 Owners Responsibility.
 2.4 NCYC reserves the right to perform random safety audit inspections on any yacht entered into a NCYC race and DSQ will apply for non-compliance with YASR.

3.0 ENTRIES

- 3.1 To enter a race a boat shall complete Race Entry issued for the event. Entry are online on the NCYC website (www.ncyc.net.au) using the Top Yacht entry system.
 3.2 Entries for series, regattas and special events shall be lodged no later than one and a half hours before the warning signal. By completing Top Yacht Entry skippers declare that they have complied with the following:
- 3.2.1 Completed entry
 - 3.2.2 Safety category documentation
 - 3.2.3 Current \$10,000,000 (ten million dollar) public liability insurance certificate.
 - 3.2.4 A current IRC certificate .
 - 3.2.5 Payment of entry fee
 - 3.2.6 Completed crew list.
- 3.3 DNC will apply for non-compliance.
 3.4 Late entries may be accepted subject to Sailing or Race Committee approval and shall be accompanied by any late fees levied.

4.0 TIMES

- 4.1 Time limits shall apply to the following races
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| • Twilight races | 2.5 hours |
| • Sunday races SSOP and SpSOP | 4.5 hours |
| WSOP | 4.0 hours |

5.0 STARTING SIGNALS AND PROCEDURES

- 5.1 RRS 26 starting system shall apply to all races.
 5.2 Race entrants shall confirm the yacht's intention to sail and its crew number aboard no later than the Warning Signal. This shall be done leaving the RO to starboard on the start line or sailing past the CV. If necessary this may be done by VHF radio.
 5.3 By hailing the RO as above a race entrant is confirming that crew details are entered on the TopYacht Entry System. If the crew aboard is not the same as crew so entered it may be scored DNS without a hearing. (This changes RRS A4.)
 5.3 A boat shall not start later than 10 minutes after its start signal.
 5.4 After a long postponement, to alert boats that a race or sequence of races will begin soon, an orange flag may be displayed with one sound at least 4 minutes before the warning signal is displayed.

6.0 STARTS

6.1 NCYC Class Flags are as follows:

Offshore races T flag
Harbour races E flag

6.2 NCYC Race Start Times are approximately as follows:

Spring Short Ocean Pointscore (SpSOP)	1330 hours
Summer Short Ocean Pointscore (SSOP)	1330 hours
Winter Short Ocean Pointscore (WSOP)	1230 hours
Ocean Pointscore (OP)	1000 hours
Summer Twilight Races	1730 hours
Winter Twilight Races	1530 hours

7.0 RECALLS

7.1 Recalls will be in accordance with RRS 2009 – 12.

8.0 START/FINISH LINES

8.1 The start/finish line shall be an imaginary line from a mast carrying the NCYC club burgee on the CV, or from a shore position, displaying the start signals in the vicinity of Scratchley's Restaurant and the East Cardinal Mark (ECM) opposite unless changed in the Sailing Instructions. The Twilight Sweepstake and Pursuit race finish line shall be an imaginary line from a mast carrying the club burgee on Queens Wharf and the Port Lateral Mark 6 (PLM 6) opposite.

8.2 The start/finish line for Offshore Start Windward/Leeward races shall be an imaginary line from the mast carrying the NCYC club burgee on the CV and course mark B.

9.0 MARKS AND COURSE

9.1 NCYC marks are large orange inflatable buoys approximately one (1) metre in diameter.

9.2 A large yellow spherical buoy of the same dimensions will be used for course alterations except for Offshore Start Windward/Leeward races.

9.3 The position of the first mark will be a bearing and distance from the harbour entrance PLM0 given by the CV prior to the warning signal. All other mark positions will be given by the CV.

9.4 Course mark M1 will be positioned either upwind or downwind of the previous mark of the course at a distance judged by the race officials to allow for a satisfactory race.

9.5 Additional courses may be used which will be described in separate SI.

9.6 In the event that a mark has moved or is missing RRS 34 will apply. Alternatively, yachts must sail to the position as advised by race officials via VHF.

9.7 Code flag 5 will be displayed on the Club flagpole by noon and an announcement made in the Club on Days when the Offshore Start Windward/Leeward course is to be used.

10.0 CHANGING THE NEXT LEG OF THE COURSE

10.1 RRS 33 will apply.

11.0 PROTESTS/ARBITRATION/REDRESS

11.1 A yacht intending to lodge a protest form shall inform the RO on the Finish Line immediately on finishing the name of the vessel being protested. If the RO is not at the Finish Line the name of the vessel being protested must be lodged with the protesting yacht's Finishing Declaration.

11.2 Protest forms shall be lodged as described by RRS Part 5.

11.3 Protest Lodgment Forms are in the RRS or may be available from the NCYC website or the sailing office if attended.

11.4 A protest fee of \$25 must accompany a Protest Lodgment Form.

11.5 Rule 44.1 is changed to permit a boat that has broken a rule of Part 2 or Rule 31 to take a penalty after racing but prior to any protest hearing. Her penalty shall be a scoring penalty as calculated in rule 44.3(c).

11.6 For a protest between two boats alleging only an infringement of a rule of Part 2 or Rule 31 an Arbitration hearing will be required subsequent to the protest being lodged and prior to any protest hearing.

- 11.7 The Arbitrator will decide the time and place of the hearing and such advice may be given verbally.
- 11.8 One designated representative from each boat, who shall have been on board the boat when the incident occurred, may appear together before an Arbitrator appointed by the Rear Commodore.
Note: No witnesses shall be allowed.
- 11.9 The Arbitrator will check the protest for validity. If the Arbitrator decides the protest does not comply with the protest validity requirements of rule 61 the protestor will be invited to withdraw the protest. If the protestor does not withdraw the protest, it will be submitted for a protest hearing.
- 11.10 If the protest is valid the Arbitrator will have each party describe the incident, limiting each party to approximately two minutes. The Arbitrator will then express one of the following opinions:
 - a) No rule is broken. The protestor can elect to withdraw the protest and if so, will sign to this effect on the protest form. The protest is then withdrawn and shall not be re-opened or appealed. If the protestor does not withdraw the protest it will be submitted for a protest hearing.
 - b) A rule is broken by one or both boats. The representative of the offending boat can elect to either accept a 20% scoring penalty or proceed with a protest hearing. If the penalty is accepted, and the protestor also withdraws the protest by signing to this effect on the protest form, the matter is closed and cannot be submitted to a hearing, re-opened, appealed or submitted for redress.
 - c) The protest should go to a protest hearing.
- 11.11 When protests are submitted to the protest committee, the Arbitrator may be a member of that protest committee.
- 11.12 When the protestee has agreed to accept a 20% scoring penalty during arbitration, but the protestor has not accepted an invitation to withdraw the protest, then the boat that was prepared to accept the penalty is found to have broken a rule at the protest hearing she may only be penalized 20% with a scoring penalty by the protest committee, unless she failed to retire when rule 44.1 required her to do so. The protest committee may penalize the protestor.
- 11.13 An Arbitration hearing shall not be re-opened.
- 11.14 The Arbitrator is neither the race committee nor the protest committee; therefore, the outcome of the Arbitration hearing cannot be grounds for redress by any of the parties or be appealed.
- 11.15 In all cases, the penalty taken must be appropriate for the infringement. A boat taking a penalty other than retirement cannot have caused injury or serious damage, or have gained a significant advantage from her breach.
- 11.16 Protest Hearings shall be held at the NCYC Sailing Office. Arbitration hearings will be as soon as practical after lodgement of Protest Forms at a location convenient to all parties.

12.0 HANDICAPS

- 12.1 A boat's handicap in PHS divisions shall be based on an arbitrary time correction factor (TCF).
- 12.2 IRC race results will be calculated by the application of the IRC TCF as a multiplier of the boat's elapsed time.
- 12.3 Race/Class boats shall provide a copy of their amended rating certificate to the sailing office not less than one and a half hours prior to the warning signal of a race. A boat's results shall not be retrospectively amended due to a rating change.
- 12.4 Boats shall notify the Sailing Office in writing at least seven days prior to a race any change (addition or alteration) to a boat's hull, appendages, equipment, sailing inventory or crew that may affect its performance. A boat failing to comply may be subject to action by the Race Committee (RC) under RRS 60.2 (c) and Part 5 Section C 69.1 (a).13.5.
- 12.5 Once published, the handicap adjustment method for PHS shall not be changed during a series.
- 12.7 The selection of a handicap method or adjustment system shall be at the discretion of the RC.
- 12.8 Applications in writing for reviews of the PHS handicap will be considered by the RC.
- 12.9 Handicaps or time offsets for pursuit races will not be given verbally from the Starter's Boat or Start Officials.
- 12.10 Handicap place for each yacht is determined on corrected times calculated by multiplying the elapsed time by the TCF.
- 12.11 The Handicap Committee shall have the discretion to adjust any PHS handicap without notice.

13.0 POINTSCORES AND DISCARDS

- 13.1 Pointscore shall be conducted on the nominated races in the Sailing Program.
- 13.2 Discards will be 15% of completed races unless amended by other SI's.
- 13.3 RRS Appendix A – Scoring, Low Pointscore shall apply to all pointscores amended as follows: Appendix A 4.2 shall be replaced with A9.
- 13.4 The number of completed races to constitute a series shall be 50% of the scheduled races.
- 13.5 For results to be counted towards the annual pointscore a boat shall contest no less than 50% of the races in a series.
- 13.6 Annual Pointscore shall be conducted over all pointscore races scheduled.
- 13.7 Annual Pointscore 'APS' Calculation (This rule amends RRS A1, A2, A4, and A9).
 - In each series a boat shall score points calculated in her division by the difference between 3rd and 1st (in points) divided by the number of scoring races divided by the number of boats in that Division multiplied by Divisional placing multiplied by 10.
 - The APS shall use the boat's final overall divisional placing from each series.
 - Boats not competing in a series shall score 20 points for that series.
 - If 4, or more, series are run each boat's APS score shall be the total of her series scores excluding her worst score (1drop). Should less than 4 series be run the APS will be the total of all series (no drop).
 - The boat with the lowest total APS wins and other shall be ranked accordingly.
 - The series ties shall be broken in accordance with RRS A8.

14.0 DISPENSATION

- 14.1 Dispensation may be awarded for up to 40% of races in a Series for Yachts representing NCYC in races, regattas or cruises in company organised by YA affiliated Clubs or Classes.
- 14.2 Dispensation shall not be awarded for participation in equivalent Series Pointscore races organised by clubs other than NCYC.
- 14.3 Requests for Dispensation must be submitted in writing addressed to the Rear Commodore no later than 21 days prior to the first proposed race absence.
- 14.4 Dispensation will be a two stage approval process:
 - a) Nomination of the event and NCYC series pointscore anticipated to be missed prior to the event;
 - b) Proof of participation in the event via results to be posted at NCYC.
- 14.5 When Dispensation is approved series points for races missed will be calculated in the Series as the average for that Yacht's 5 best results elsewhere in the series.
- 14.6 Guidelines for dispensation will be considered around timeframes as:

NCYC Pointscore Series Races absent	Event Location	Examples of Events
Up to 1	Newcastle, Lake Macquarie or Port Stephens	50 Miler, 30 Miler, 24hr Race, Class Titles at Port Stephens, Newcastle or Lake Macquarie
Up to 2	Sydney Harbour, Botany Bay or Pittwater	MHYC IRC Regatta, RSYS Annual Cruise, Class Titles
Up to 3	Other North/South NSW and interstate.	More likely to be annual regattas or "one-off" events.

The intention of these guidelines is to provide a framework for Skippers to plan their sailing season. If a boat can return to races at NCYC sooner than the requested Dispensation period it should do so. Attention is drawn to RRS2. In the interests of good seamanship additional dispensation may be considered if extreme weather events or other misadventure prevents return to NCYC within the requested timeframe. The Yacht's logbook and copies of BOM Warnings will be required for this consideration.

15.0 BOAT AND CREW ELIGIBILITY

- 15.1 RRS 46, 55 and 75 apply.
- 15.2 A female shall helm in the Lady Skipper Race.
- 15.3 At least one person aboard must be under the age of 18 years on the day of the race for a yacht to qualify in the Junior Sailor Day race.
- 15.4 A boat not displaying the sponsor's advertising, if supplied, shall be scored DNF.

16.0 DECLARATIONS

- 16.1 To be scored as a starter a boat shall be required, prior to the warning signal, to have completed an Online Crew List.
- 16.2 To be scored as a finisher a boat may be required to complete a Finishing Declaration on the prescribed form, which shall be lodged to the RO within 1 hour after that boat's finishing time.
- 16.3 A retiring boat shall notify the RO as soon as possible and shall not cross the finish line.
- 16.4 A boat which has retired may be required to complete a Finishing Declaration and provide details of the reason for retirement.

17.0 DIVISIONS AND CLASSES

- 17.1 The Sailing Committee shall allocate boats to racing Divisions, Class or One Design Fleets.
- 17.2 New Classes or Racing Divisions may be formed if, in the opinion of the Sailing Committee, that new Class or Division will be viable for the sailing season.
- 17.3 Classes and race Divisions may be disbanded when, in the opinion of the Sailing Committee, the number of starters does not make continuation viable. On disbandment, the Race Committee shall make equitable arrangements for reallocation of boats and their pointscores.
- 17.4 Yachts cannot arbitrarily transfer from one division to another part way through a series.

18.0 RACE CONDITIONS

- 18.1 A motor may be used to arrive at the start line after the preparatory signal is displayed. After ceasing use of a motor and before starting to race the boat must take the penalty which complies with RRS 44.2. A yacht observed by the RO infringing this SI will be scored as DNS.
- 18.2 A motor may be used to keep out of the way of commercial shipping. As long as no advantage is taken, no penalty shall be imposed. RRS 42.3(h).
- 18.3 All boats shall monitor VHF emergency radio channel 16 for the duration of the race.

19.0 NUMBER OF BOATS TO CONSTITUTE A RACE

- 19.1 One finisher to constitute a race.
- 19.2 For a race to be scored as a Pointscore Race a Pointscore entrant must finish.

20.0 PRIZES

- 20.1 The following prizes will be awarded for all races as soon as possible after each race
1-5 starters 1st; 6-10 starters 1st, 2nd; 11+ starters 1st, 2nd, 3rd.
- 20.2 The following prizes will be awarded for all pointscore series as soon as possible after each series: 1-5 starters 1st; 6-10 starters 1st, 2nd; 11+ starters 1st, 2nd, 3rd.

21.0 CHANGES TO THE SAILING INSTRUCTION

- 21.1 For the purpose of RRS 90.2 (c) Changes to Sailing Instructions the required time, unless otherwise stated, is 1 hour prior to the warning signal of a race.
- 21.2 Oral changes may be given on the water by the RO. These may be done via VHF radio. Crews are reminded to monitor channel 16 at all times.

22.0 SPRING, SUMMER AND WINTER RACE FORMAT BY SAILING COMMITTEE

- 22.1 Spring, Summer and Winter Pointscore races will be conducted on Sundays.
- 22.2 A pointscore race will be a scratch start, pointscore format.
- 22.3 The Sailing Committee will conduct a pointscore series based on the Spring, Summer and Winter Pointscore series results. Trophies for the overall winner of Spring and Summer Pointscores (SSOP & SpSOP) in each division will be awarded.