



**SAILING INTRUCTIONS
AND
SAFETY PROCUDURES**

2017-18

SAILING INSTRUCTIONS

September 2017 –April 2018

1 Rules

- 1.1 Races will be governed by the 'rules' as defined in the current Yachting New Zealand *Racing Rules of Sailing* (RRS), version 2017-2020.
- 1.2 The Yachting New Zealand Safety Regulations Parts I and V, as applicable, shall apply.
- 1.3 A boat shall not discharge rubbish in the water.

2 Notices to Competitors

Notices to competitors will be posted on the official notice board located at the WSPBC clubhouse.

3 Changes to Sailing Instructions

- 3.1 When practicable, changes to the sailing instructions will be posted not less than 2 hours before the scheduled start on the day it will take effect. The Race Officer may also issue instructions at the briefing (see clause 5.2 below).
- 3.2 Changes to sailing instructions (including the course) on the water can be delivered verbally, provided each boat is informed individually.

4 Entries

- 4.1 Entries written on the official entry form will normally be accepted up to 45 minutes before the advertised start time.
- 4.2 Only financial sailing members or life members of the club are eligible to win club trophies and prizes. Visitors are however, most welcome to take part in any club race.
- 4.3 The Sailing Committee has the discretion to waive the requirement in clause 4.2 where the Helmsperson seeks approval for an alternative crew member prior to entering the race.
- 4.4 It is mandatory that the designated "Helmsperson" take the helm for the duration of the race, except that other crew may helm temporarily during sail changes, refloating when aground or foul of an obstruction, righting after capsizing, or when rendering assistance to another boat or person.

5 Briefing

- 5.1 When practicable, a briefing will be conducted by the Race Officer 45 minutes prior to the advertised start time of the first race of the day.
- 5.2 The Race Officer may give further instructions during the briefing to amend the sailing instructions for the race/s on that day.

6 Signals

- 6.1 Signals will be in accordance with the RRS Race Signals, except that:
 - i. the signal "First Substitute" with 2 sounds means a general recall as described in clause 14 of these sailing instructions.
 - ii. AP raised ashore means races not started are postponed. The warning signal will be made at least 20 minutes after removal.
- 6.2 Signals ashore may be raised on the flagpole above the Start Box, or on a prominent plaque placed in the Start Box window.

7 Schedule of Races

As shown in the Club Program.

8 Class and Division Flags

These will be specified at the briefing

9 Racing Area

Races will be sailed on the Waimakariri River in close proximity to the WSPBC clubhouse.

10 Courses

The Race Officer will describe the course/s at the briefing.

11 Marks

Unless stated otherwise at the briefing, the marks will be orange spherical buoys, except that one or more marks for junior courses may be a black, green or blue rectangular prism buoy.

12 Starting Line

- 12.1 The Club starting line, for shore based starts, will be between two orange buoys. If one of the buoys displays a flag this marks the starboard end of the line.
- 12.2 For boat starts the starting line will be between a staff displaying an orange flag on the committee boat at the starboard end and the port-end starting mark.

13 The Start

- 13.1 Shore based starts will follow a 5 minute starting sequence (unless the Race Officer states otherwise) using the following signals. (Times shall be taken from the visual signals; the absence of a sound signal shall be disregarded.)

<i>Minutes before</i>	<i>Signal</i>	<i>Lights</i>	<i>Sound</i>
<i>Starting signal</i>			
5	Warning	5	one sound
4	Preparatory	4	one sound
3		3	
2		2	
1	One-minute	1	one long sound
0	Starting	0	one sound

- 13.2 Boat starts will use a 3 minute starting sequence (unless the Race Officer states otherwise) using the following signals. (Times shall be taken from the visual signals, the absence of a sound signal shall be disregarded). This changes Rule 26.

<i>Minutes before</i>	<i>Signal</i>	<i>Flags</i>	<i>Sound</i>
<i>Starting signal</i>			
3	Warning	Class Flag Raised	one sound
2	Preparatory	P, I, U, Z or Z with I, Raised	one sound
1	One-minute	Preparatory Signal Removed	one long sound
0	Starting	Class Flag Removed	one sound

- 13.3 The Warning Signal for each succeeding class or division will be made with or after the Starting Signal of the preceding class or division.
- 13.4 Mark Foy Starts will require each boat to use an assigned starting number as follows:
- (a) Boats on number "0" start at the starting signal.
 - (b) The number "1" will be displayed 30 seconds after the start and removed 1 minute after the start.
 - (c) Boats will start on removal of the number assigned to them.
 - (d) Succeeding numbers will be displayed and removed accordingly.
- 13.5 Boats whose warning signal has not been made shall keep clear of the starting area.

14 Recalls

- 14.1 Recalls will be in accordance with Rule 29, except that flag "First Substitute" with 2 sounds will be displayed until 1 minute before the next starting signal. The Warning Signal for a new start for the recalled class/es shall be made after all other scheduled starts, in their original order.
- 14.2 For shore based starts the recall visual signals will be displayed from the Start Box.

15 The Finish

- 15.1 The Club finishing line, opposite the clubhouse, will be between two orange buoys, one of which may display a flag.

- 15.2 The finish line for boat starts will be between an orange staff on the start boat and an orange buoy.
- 15.3 A boat that has finished must clear the finishing line in either direction as soon as possible, and must not interfere with any boat that has yet to finish, and must yield right-of-way.

16 Time Limits

- 16.1 The time limit for a race will be 2 hours unless the Race Officer states otherwise.
- 16.2 A boat failing to finish within 25 minutes after the first boat sails the course and finishes will be scored 'Did not Finish' (DNF). This changes Rule 35 and A4.1.

Penalties

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) equal to 40% of the number of entries in her fleet, or 50% of the difference between her finishing position and the number of entries in her fleet, whichever is less.

18 Protests

- 18.1 Protest forms are available at the Start Box. Protests shall be delivered there within 30 minutes of the last boat finishing the last race of the day.
- 18.2 Parties to a protest will be notified the time and venue for any hearing, once it is arranged.
- 18.3 For protests where only a rule of Part 2 or rule 31 is alleged to have been broken, an arbitration hearing will be offered prior to any formal hearing. Yachting New Zealand regulation 4.5.5 will apply (This changes Rule 44.1). The scoring abbreviation for a penalty accepted at an arbitration hearing is ARB.

19 Scoring

- 19.1 To constitute a club championship series, a minimum of two boats shall compete for junior classes, or three boats for senior classes.
- 19.2 Four Club Championship races must be completed to constitute a series.
- 19.3 Scores accumulated in a club series will remain with the "Helm / Class" combination.
- 19.4 A series score depends on the number of races completed;
- (a) When fewer than five races have been completed, a boat's series score will be the total of her race scores.
 - (b) When five or six races have been completed, a boat's series score will be the total of her race scores excluding her worst score.
 - (c) When seven or more races have been completed, a boat's series score will be the total of her race scores excluding her two worst scores.

20 Safety

- 20.1 A boat that retires from a race shall notify a race official as soon as possible.
- 20.2 If a competitor is in immanent danger of being swept onto a hazard by current or wind, a rescue boat may briefly tow the competitor so as to clear that hazard as allowed for in rule 42.3 (h).

21 Disclaimer of Liability

Competitors participate in all Club events entirely at their own risk. See Rule 4, Decision to Race. The Organising Authority will not accept any liability for material damage or personal injury or death sustained in conjunction with or prior to, during, or after any event.

SAFETY PROCEDURES

2017-2018 Season

Yachting New Zealand Safety Regulations apply to all boats taking part in club activities. These safety regulations are printed on the yellow pages towards the back of current Yachting New Zealand Racing Rules of Sailing & Safety Regulations. Parts I and V are applicable to the types of boat sailing at our club.

Part I refers to unballasted centreboard & open yachts.

Part V covers trailer yachts.

Club Safety Procedures

The following is specific to our sailing area and is in addition to the Yachting New Zealand Safety Regulations.

- 1 Crews should exercise caution in going onto the water in boisterous conditions or conditions heavier than they have experienced. They should only do so if they are assured that assistance will be at hand in an emergency.
- 2 In the event of a capsize in conditions beyond the capability of the crew to handle the boat, or breakage of gear, crews should stay with the boat **at all times** until assistance arrives.
- 3 Competitors in difficulty are requested to respect the instructions of the patrol boat crews. They are there to help and their first priority is **your safety** and wellbeing. They may decide to take you to safety and leave your boat until later.
- 4 When conditions deteriorate during the course of a race, the Race Officer may signal either of two options.
 - i. Shorten the race, in which case you must decide whether to try to complete the race, or go ashore immediately; or
 - ii. Abandon the race, in which case you should go ashore immediately.
- 5 In conditions where there is current running seaward and there is no wind, head to the nearest bank by using your paddle or centreboard. Don't wait for a patrol boat, particularly if you are past the entrance to the lagoon. You can be picked up off the bank later. A patrol boat can only attend to one boat at a time.
- 6 When juniors have completed their race, they must not sail down below the seaward side of the lagoon. This is to avoid the situation where the current may take them further seaward while patrol boats are attending other boats still racing.
- 7 Under International Regulations for Preventing Collisions, small vessels or sailing vessels must not impede vessels which can navigate only within a narrow channel. Actions taken (by small vessels) to avoid collisions should be positive, obvious and made in good time.

Signalling for Assistance

1. Crews should signal for assistance as soon as possible before becoming exhausted.
2. The correct signals to indicate that assistance is needed are:
 - (a) **Crew in Boat**
 - (i) Either both hands raised above the head and lowered to the sides cyclically at 5 second intervals; **or**
 - (ii) A flag or other object on a spar moved from side to side through an arc of 30 degrees either side of the vertical, cyclically at 5 second intervals.
 - (b) **Crew in Water**

One hand raised above the head for 3 seconds at 5 second intervals.

Instructions for Crews Involved in a Capsize

1. Capsizing is a perfectly normal part of sailing, and if treated as such, with proper procedure and a few precautions, will remain that way.
 - (a) Check that all crew are safe - not caught under sails, under the hull or injured.
 - (b) **Do not leave the boat:** The shortest swim is always too far and the boat is more visible than your head in rough water.
 - (c) **Do not swim after gear that comes adrift:** Many boats are so buoyant when capsized that they can be blown out of reach.
2. An intact boat will not sink, so do not panic. But if the water is cold, do not delay in righting the boat and re-boarding her.

Instructions for Righting after Capsizing

1. **To right the boat** in conditions where the capsize has been caused by carelessness and not by stress of weather, or gear loss or failure:
 - (a) Uncleat all sheets and make sure that they are free.
 - (b) Swim the boat almost head to wind and have a crew hold her there.
 - (c) Right the boat by bringing her to windward by leaning on the centreboard and pulling on the gunwhale shroud, trapeze wire or on the bight of the weather jib sheet, and pulling the stopper knot into the fairlead. Be careful not to pull her right over on top of you.
 - (d) Re-board the boat either over the transom if the crew weights are unequal or if the boat is unstable, or over the gunwhale.

Note: Small crew may lie in the water in the cockpit of an open boat as she is brought up so as to be in the boat when righted.
 - (e) Bail and/or sail out the water making use of through any bailing device fitted.
2. **To right the boat** in conditions where the capsize has been caused by stress of weather or where essential gear has been broken or lost:
 - (a) Hold with mast on the water with crew on the centreboard.
 - (b) Cast off all sheets and halyards.
 - (c) Swim the boat almost head to wind.
 - (d) Right the boat as described in 1. (c) above.
 - (e) Re-board, stow sail/s and bail.
 - (f) Secure towline through bow fairlead.
 - (g) Signal that assistance is required as indicated above.
 - (h) Advise patrol boat of your condition and that of your crew.
 - (i) Act as promptly as possible on the instructions of the patrol boat crew. They will be more at ease and therefore better able to assess the overall position.