



# South Brisbane Sailing Club

# Sailing Instructions

**Updated: August 2023**

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| Document Revision |  |                                   |
|-------------------|--|-----------------------------------|
| Date              | Changes  | Status                            |
| 27 Aug 2016       | Major revision to adopt Low Points Scoring   | Approved by Sailing Sub-Committee |
| 17 Aug 2017       | Reinforce role of Officer of the Day in abandoning race and instructions to participants   | Approved by Sailing Sub-Committee |
| 26 June 2018      | Amend RRS web address to Australian Sailing (1)<br>Change "Officer of the Day" to Principal Race Officer / Race Officer as per RRS (2)<br>Align start sequence with RRS (5)<br>Additional entrance requirements for Club Championship (20)                 | Approved by Sailing Sub-Committee |
| 7 Dec 2020        | Amend Part 5a of SBSC Sailing Instructions to reflect section 5.2 of Australian Sailing Racing Rules to amend Starting Line Flag and time of raising;<br>Amend reference to committee boat as starter.<br>Amend 'Support Boat' to 'Safety Boat'            | Approved by Sailing Sub-Committee |
| 26 Feb 2021       | Amend Part 2 f) regarding responsibilities of Race Officer.<br>Amend Part 9, 10, 11, 12 regarding Time Limits, Shortening of the Course, Abandoning of the race and Postponing of the start esp. with regard to insufficient winds to complete the course. | Approved by Sailing Sub-Committee |
| 28 Sept 2021      | Minor revision to start sequence,<br>Duplicated Handicap clauses now documented in in the NOR  | Approved by Sailing Sub-Committee |
| 29 July 2022      | Minor amendments, Section 20 Championship awards of first, second and third given when minimum of 5 boats race in a given Division.  | Approved by Sailing Sub-Committee |

|                           |  |  |
|---------------------------|--|--|
|                           | Updated RDG (Race Management Duties) to point scoring to be consistent with Halsail software definition. |  |
| Proposed 2023 Ammendments |  |  |

| <b>Definitions</b>           |   |
|------------------------------|---|
| <i>Sailing Sub-Committee</i> | The Sailing Sub-Committee of the South Brisbane Sailing Club Inc as recognised in the Club Constitution.<br>Members are: Commodore, Vice Commodore, Rear Commodore, Race Secretary, Club President, Club Secretary and any other club members who may be appointed by the Sailing Sub-Committee from time to time in accordance with the Club Constitution. |
| <i>Race Management Team</i>  | People responsible for management of the race on the day including the Principal Race Officer, Race Officer, Flags Officer, Safety Boat Operators, Finishers, Race Secretary and Race Results Officer   |
| <i>The Club</i>              | The South Brisbane Sailing Club Inc.  |

## 1. Racing Rules, Policies and procedures

- a) Racing at SBSC is conducted under the Racing Rules of Sailing (RRS) 2021-2024 and Prescriptions of Australian Sailing <https://www.sailingresources.org.au/officials/racing-rules/> and the class rules of the competing boats, as modified by these Sailing instructions:
- i. The Club will sail all races during the season using the RRS adopted at the commencement of the season;
  - ii. As modified by The Notices of Race prepared for the season and **special** events;
  - iii. In accordance with Events Permits issued by Marine Safety Queensland (MSQ) to:
  - iv. To the procedures set out in the SBSC Incident Management Plan **so as to**;
  - v. Manage on water risks identified in the On-Water Risk Management Plan

## 2. Race Officer responsibilities

- a) The Commodore or their nominee (or their substitute – see 2c) shall be the Principal Race Officer (P.R.O.)
- b) The Commodore's nominee shall be a person that is acceptable to the Sailing Sub-Committee.
- c) In the absence of the Commodore or their nominee, the P.R.O. will be selected from the officers listed below in order of precedence:
  - Vice Commodore
  - Rear Commodore
- d) In the event that the Commodore or their nominee, Vice Commodore and Rear Commodore are not available, members of the Sailing Sub-Committee who are present will elect the P.R.O.
- e) The P.R.O. will confirm and announce the Race Officer (R.O.) at the Race Briefing.

The P.R.O. is responsible for:

- providing the race briefing

- determining the course of the race
  - Establishing that new skippers and crews intending to sail meet requirements of a basic assessment of competency to sail in the expected conditions. New skippers and crews must complete the Sailing Competency and Fitness Questionnaire and following that may be required to demonstrate boat handling skills and safety knowledge.
  - deciding whether or not to start the race, taking into account the number and competency of skippers and crew intending to sail, expected wind and tide conditions during the race, the availability of safety boat operators and core members of the race management team
  - providing advice to the R.O. during the race on key race decisions such as abandonment of the race or shortening of the course
  - oversight of Race Management Team activities
- f) The R.O. is responsible for the conduct of the race, including duties such as:
- coordination of activities of all members of the Race Management Team
  - ensuring that sign-on and sign-off sheets are available for completion by sailors
  - ensuring all members of the on-water Race Management Team sign-on and sign-off
  - setting of marks
  - final laying of the starting line and finishing line to avoid bias
  - starting the race
  - ensuring that all safety vessels are appropriately and lawfully skippered, ensuring that at least one crew member of each safety boat is able to swim and provide in-water assistance to a boat and crew in need of assistance
  - deciding whether to abandon the race, taking into account the number and competency of skippers and crew who are sailing, prevailing or anticipated weather and tide conditions, the availability and skill of safety boat operators and core members of the race management team (refer section 11).
  - instructing any sailor to return to the club house if they are considered not fit to sail under prevailing conditions, including escorting of the boat if needed.
  - ensuring that start and finishing places and times are accurately recorded.

### 3. Competitors responsibility

- a) Competitors taking part in races conducted by the Club do so at their own risk and responsibility, and the Club does not accept responsibility for the suitability of any boat whose entry is accepted nor for the sufficiency or adequacy of its equipment. Attention is drawn to R.R.S fundamental Rule 3, which states, "The responsibility for a boat's decision to participate in a race or to continue racing is theirs alone"
- b) New competitors to the club may be asked to demonstrate competency under clause 2 e) above.
- c) Notwithstanding clauses 3.a),b), above, South Brisbane Sailing Club Inc. reserves the right to refuse entry to any race by a skipper, crew or boat considered unseaworthy or of insufficient competency to race.
- d) A decision to participate in a race or to continue racing is hers alone.
- e) Approved Life Jackets or buoyancy vests (PFD's), will be worn by all skippers and crew as required by Class requirements. Refer to R.R.S. 1.2 / 40 / E1.4.
- f) Racing pennants need not be carried.
- g) Competitors will follow instructions of the PR.O. and R.O.  
 Competitors are expected to race fairly, to be cognisant and respectful of the rules and to undertake due penalties honourably  
 In an emergency and when it is safe to do so, competitors may have a duty to assist other vessels.

#### 4. Protests

- a) Protest flags if required shall be code flag "B". Protests, set out in writing on the appropriate form, must be accompanied by a fee of \$5:00.
- b) The Commodore, or in his absence, the Vice Commodore or elected officer present, shall appoint a Committee of five (5) (hereinafter referred to as the Protest Committee), to hear the protest.
- c) Any protest must be written and lodged with the P.R.O. not later than two (2) hours after the last boat has completed the race involving the protest, unless the P.R.O. has reason to extend these limits.
- d) A protest shall be convened at the earliest possible opportunity and such meeting may, at the discretion of the Protest Committee, be adjourned from time to time.
- e) The Protest Committee may, at its discretion, order the refund of any fee accompanying any Protest.
- f) Refer to R.R.S. part (5).
- g) Boats of hull length less than 5 metres need not display the flag.

#### 5. Starting signals

- a) Races shall start using the following signals. Times shall be taken from the visual signals; the absence of a sound signal shall be disregarded.

| Signal                    | Flag   | Sound         | Minutes before Starting Signal |
|---------------------------|--|---------------|--------------------------------|
| On station, First warning | Orange Starting Line Flag raised                             | 1 short sound | Not less than 10 min           |
| Warning                   | Class or Division Flag                                       | 1 short sound | 5 min                          |
| Preparatory               | Raise Preparatory Flag (P, I, Z, Z with I, U, or black flag) | 1 short sound | 4 min                          |
| One minute                | Preparator flags removed                                     | 1 long sound  | 1 min                          |
| Starting                  | Class or Division flag removed                               | 1 short sound | 0 min                          |

#### 6. Courses

Considering weather and tide conditions and fleet size and capability, courses will be determined on the day by the P.R.O. with such determined course being advised to competitors during the race briefing.

- a) The P.R.O. shall determine proposed starting and finishing lines which will be adjusted by the R.O. to suit on-water conditions.

#### 7. Starting recalls

- a) *On course side:* When at a boat's starting signal, any part of her hull, crew or equipment is on the course side of the starting line (OCS), she shall sail completely to the pre-start side of the line before starting and be governed by her original preparatory signal. Failing to comply with this instruction will incur a penalty under R.R. S rule 30.1. (Refer also to R.S.S. rule 29) (On course side (OCS))
- b) *Individual recall:* When at a boat's starting signal, any part of her hull, crew or equipment is on the course side of the starting line, the R.O. shall promptly display code flag X with

one sound. The flag shall be displayed until all such boats are completely on the pre-start side of the starting line or its extensions and have complied with rule 29.1 and or rule 30 if applicable.

- c) *General recall*: When at the starting signal the R.O. is unable to identify boats that are on the course side of the starting line or to which rule 30 applies, or there has been an error in the starting procedure, the R.O. may signal a general recall (display the first substitute with two sounds). Any fleet that has been given a general recall by the R.O. , shall sail to the pre-start side of the starting line and must not interfere with the next fleet about to start. The warning signal for a recalled fleet will take effect when the last fleet has started. In other words, the re-start for a recalled fleet will be moved to the back of the normal fleet starting sequence.

## 8. Penalties

- a) Code Flag I is generally used: Starting penalty – Refer I.S.A.F. rule 30. Round-an-End Rule: If flag I has been displayed before, with, or as a boat's preparatory signal, and any part of her hull, crew or equipment is on the course side of the starting line or it's extensions during the minute before her starting signal, she shall sail to the pre-start side of the line, crossing and extension around either end, before starting.

- b) For touching a mark – Refer R.R.S. rule 31 and 44.1

For breaking rules of Part 2 (when boats meet) – Refer R.R.S. rule 44.1 and 44.2

## 9. Time limit

- a) If the first boat has not finished the course or the shortened course within two hours, the race will be abandoned.
- b) If in the opinion of the R.O., the course or shortened course cannot be completed within the two-hour time limit, the race will be abandoned and the R.O. will signal competitors (refer 11 b).
- c) If the first boat finishes within two hours, other boats will be timed until 2.5 hours from the start time, after which any boat, which has started and has not finished will be deemed "Did not finish".
- d) At least one lap must be completed within the two-hour limit to count as a race.
- e) The P.R.O. may declare an amendment to this time limit prior to commencement of the race and advise competitors at the Race Briefing. (This particularly applies to events for which more than 1 race is planned)

## 10. Shortening of course

If in the opinion of the R.O., the course should be shortened, a signal (code flag S if possible, accompanied by two sounds) will be shown at or near a rounding mark and the R.O. may inform every competitor verbally. The signals will not be given until the leading boat, as judged by the R.O., has completed one leg of the course. Competitors shall then sail to the finish line observing marks as required. (Refer to R.R.S. rule 32)

- a) If in the opinion of the R.O., a shortened course is applicable to a particular fleet only, then the respective class flag shall accompany code flag S, this will be displayed on the shore station. The race officer may inform all boats verbally.
- b) If in the opinion of the R.O., the apparent conditions make it unlikely that competitors will sail to the finish line observing marks as required, then a chequered flag shall accompany code flag S; this implies that competitors shall sail directly to the finish line.

## 11. Abandoning the race

- a) *Abandonment before the start.* The PRO or RO may elect to abandon all racing because of:
- (i) weather (refer RRS 32.1)
  - (ii) insufficient wind and/or strong river flow (e.g. wind speed <5 knots or 20+ knot gusts, tidal range  $\geq 2\text{m}$ ), where it is considered unlikely that most competing boats will finish within the race time limit, or
  - (iii) any other circumstances deemed appropriate by the P.R.O. or R.O. (refer RRS 27.3).
- NOTING that particular consideration be given to abandonment of a race which is part of the Club Championship series.
- b) *Abandonment after the start.* The R.O. may abandon the race by display flag N over A with three sounds from both safety boats and direct all competitors to **immediately** sail directly to the club house. (Refer RRS 32) if:
- (i) the apparent conditions make it dangerous for competitors and safety boat crew to continue sailing, or
  - (ii) there is insufficient wind for the leading boat to complete the set course or a shortened course with the race time limit.

## 12 . Postponed start

- a) The P.R.O or R.O. may postpone the start of the race if weather or any other conditions warrant such a delay such as
- (i) foul weather, or
  - (ii) insufficient wind and/or strong tidal conditions (e.g. wind speed <5 knots or 20+ knot gusts, tidal range  $\geq 2\text{m}$ ) for the majority of competing boats to finish within the race time limit, or
  - (iii) any other circumstances deemed appropriate by the P.R.O or R.O. (Refer also RRS 27.3, 32).

## 13. Finishing signal

- a) Each boat may be finished with a chequered flag. The finish line will be as indicated in the course instructions or as advised.
- b) After crossing the finishing line at the completion of a race, boats shall not interfere with boats that have yet to finish. Breach of this instruction will incur disqualification.

## 14. Sign on and sign off declaration

- a) Skippers will record their declaration of intention to sail, and to observe and race in accordance with the R.R.S and these Sailing Instructions by signing on before the race.
- b) Skippers will sign off within (1) hour of returning to shore.
- c) The skipper of a boat retiring from a race is required to record their retirement on the sign off declaration form upon returning to shore.
- d) Skippers may delegate their crew to sign on, sign off or record retirement.
- e) The sign-on and sign-off declaration forms will be displayed in the clubhouse.
- f) For failing to sign off within the allotted time a penalty of disqualification (DSQ) will be incurred.
- g) If a skipper does not sign on they will be awarded a score of DNC.

## 15. Scoring system and yardstick adjustment

- a) Scoring for all series including the Club Champion for each class or Division shall be derived by the lowest total aggregate points accumulated for the heats sailed in each series, excluding discards, calculated in accordance with Low Point scoring system of the R.R.S. Appendix A.  
NOTE: The number of discarded results permitted in any series will be specified in the Notice of Race.
- b) Finishing times will be adjusted using a yardstick based on, but not necessarily the same as, Class Yardsticks notified by Australian Sailing
- c) Class yardsticks adopted for each season are applicable to all boats and all classes sailed at the club.
- d) Class yardsticks will not be varied during the season
- e) Aggregate points and handicap points for each series will be calculated and accumulated for a Skipper for each Yardstick Class (e.g. Laser Radial / Standard / 4.7) sailed.
- NOTES:  
(i) Where a skipper changes boats within the same yardstick class, the handicap and accumulated points will be transferred with the Skipper.  
(ii) If a Skipper sails multiple yardstick classes of boats, the Skipper shall have a separate aggregated points and handicap for each yardstick class of boat.  
(iii) Points for each Skipper / Yardstick Class sailed will be recorded and accumulated separately for each Class / Division and for each series competed.
- f) Class yardsticks for the season will be notified not less than 1 week prior to commencement of the season by issuing of an electronic notice to all members and posting of a Notice of Race on the clubhouse notice board.

## 16. Scoring abbreviations and penalty scores

- a) Scoring abbreviations and the associated awarded points, together with their respective descriptions, are defined as follows.  
NOTE:  
Any penalty score can be discarded from the accumulated points of a skipper / yardstick class for a race series.
- (i) DNC (Did Not Compete)
- A boat that does not attend the race on the day, does not sign on or record an intention to race, is regarded as DNC for that race.
  - The skipper of a boat that DNC, shall be awarded one more point than the aggregate number of skipper / yardstick class entries in the series.
- NOTE  
A skipper or their delegate who does not sign on will be given a score of DNC
- (ii) DNF (Did Not Finish);
- A boat that failed to finish. This includes a retired boat.
  - The skipper of a boat that DNF, shall be awarded points, based on the number of skipper / yardstick class entries in the division that finished the race and adding one (1) additional place.
- (iii) DNS (Did Not Start);
- A boat has failed to start is a boat intending to race who has signed on, but fails to start for some reason; for example, gear failure.
  - The skipper of a boat that DNS, shall be awarded points, based on the number of skipper / yardstick class entries in the division that started the race and adding one (1) additional place.
- (iv) DSQ (Disqualified);



|        |   |
|--------|---|
|        | <ul style="list-style-type: none"> <li>The skipper of a boat that is DSQ for breaching the RRS, shall be penalised by incurring one more point than the number of skipper / yardstick class entries entering the race. (e.g. failure to sign on or sign off, breach of rule).</li> </ul>  |
| (v)    | FGP (Finish Gate Penalty); <ul style="list-style-type: none"> <li>The skipper of a boat that sails through the finishing gate whilst not finishing, shall be scored as Disqualified (DSQ).</li> </ul>   |
| (vi)   | FSO (Failed to Sign Off); <ul style="list-style-type: none"> <li>The skipper of a competing boat failing to sign off, shall be scored as Disqualified (DSQ).</li> </ul>   |
| (vii)  | OCS (On Course Side); <ul style="list-style-type: none"> <li>A boat is on the course side of her starting line at her starting signal and has failed to start, or has broken rule 30.1.</li> <li>The skipper of a boat that does not exonerate herself, will be penalised by disqualification (DSQ).</li> </ul>   |
| (viii) | RDG (Race Management Duties); <ul style="list-style-type: none"> <li>A skipper who forfeits competing in a race to volunteer for essential Race Management Duties, will be entitled to points equivalent to the Average points for all races excluding DNC results.</li> <li>The skipper gets the mean of the points in all other races in the series, excluding points for DNC up to the maximum number of races it is allowed to exclude (discard). If it has more DNC results than it can exclude, the excess will be included in the mean.</li> </ul> <p>NOTE:<br/>Race management duties include safety boat crew or Finisher.</p> |

## 17. Points awarded

- a) The points system for the purpose of all series including the Club Championship and Handicap Championship as per R.R.S Appendix A:
  - First place: 1 point
  - Second place: 2 points
  - Third place: 3 points
  - Fourth place: 4 points
  - All subsequent places: Add one (1) point per place
- b) There is no minimum number of boats required to constitute a fleet. That is, if for some reason only one (1) boat contests a series heat for a constituted Class / Division, then the skipper of that boat shall be awarded points for first place for the heat.

## 18. Resolution of tied position

- a) If there is a series score tie between two or more boats, each boat's race scores shall be listed in order of best to worst, and at the first point(s) where there is a difference the tie shall be broken in favour of the boat(s) with the best score(s). No excluded scores shall be used
- b) If a tie still remains between two or more boats, they shall be ranked in order of their scores in the last race. Any remaining ties shall be broken by using the tied boats' scores in the next-to-last race in which both boats competed, and so on until all ties are broken.

## 19. Handicap Calculations

- a) The handicap algorithm embedded in the Halsail scoring system is used for calculating handicap scores and the RYA's NHC is the selected fleet for SBSC handicap calculations

- b) New skippers will be allocated a base handicap
- c) Ongoing Skippers will carry Handicaps from one season to the next.
- d) Races in very uneven and variable conditions or for example where a significant portion of the fleet is unable to finish due to poor wind and tide effects, may be excluded from handicap calculations.

## **20. Club Championships**

- a) The number of Championship heats for each season, will be determined by the Sailing Sub-Committee, and may differ from season to season as specified in a Notice of Race.
- b) The prescribed schedule of Championship heats for a season will be displayed on the club internet site.
- c) The Handicap Championship of each Race Division shall be determined by each skipper's performance in a Yardstick Class over the Club Championship series.
- d) Skippers finishing with major prizes in the Club Championship are ineligible for places in the Handicap Championship.
- e) When three (3) boats or more enter the club championship division, then prize(s) shall be given in that division;
- f) But there shall be no second or third prize unless there are at least five (5) entries.
- g) The Skipper of a boat must be a full sailing member of the Club to be recognised as an entry in a Club Championship heat.

## **21. Number of Boats to Constitute a Race Division**

- a) The minimum number of boats from a class required to constitute a Race Division eligible to contest for the Club Championship and prizes shall be three (3).
- b) If there are insufficient boat numbers in a class to constitute a separate Race Division, all boats within the class shall sail and compete within an All Boats Division and contest that Division Championship as determined by the Sailing Sub-Committee.
- c) Formal applications from representatives of a class may request recognition as a Race Division in its' own right, for consideration by the Sailing Sub-Committee.

## **22. Notice of Race**

- a) A Notice of Race advising interpretation of Sailing Instructions for a season will be posted on the club notice board and distributed to all members prior to commencement of the season.
- b) The Notice of Race will include but is not limited to:
  - a) Rules for the sailing season
  - b) Any variation to Club Sailing Instructions
  - c) Advertising on boats
  - d) Eligibility and entry
  - e) Race fees
  - f) Race schedule, including Series titles, Class allocations to Divisions, Dates of Championship Heats and Social Heats
  - g) Class yardsticks
  - h) Racing Area and Venue
  - i) Courses
  - j) Penalty system
  - k) Scoring system
  - l) Prizes
  - m) Disclaimer of Liability

## **23. Approval**

These updated Sailing Instructions were endorsed by the SBSC Sailing Sub-Committee (as listed) on.  
29 July 2022