

INTERNATIONAL FUNBOARD CLASS ASSOCIATION

**RACE MANAGEMENT GUIDELINE 2013 – 2016
SLALOM RACING**



The International Funboard Class Association was adopted as
an ISAF international class in 1987.

September 2014

1. INTRODUCTION

Slalom is one of the most spectacular and powerful windsurfing disciplines. The short races of 3 till 5 minutes can be raced in compact areas close to the spectators. The races are in high speed with short legs and close mark rounding's. The format is elimination which also requires an efficient Race Committee. In some events 40 starts a day are no exception!

Slalom racing is increased in popularity in recent years. The number of internationally, nationally and locally regattas is growing. On the highest level we see kids from 10 years and masters from 50+ years on our international regattas. We also notice that the level of the participants has become increasingly higher. In addition, the present competitors demands higher service. This also applies to the Race Committees who are involved in organizing slalom regattas. To support the Race Committees who also want to improve themselves, the IFCA made this guideline for slalom events.

This guideline is based on ISAF policies for race management and input from experienced Race committees involved in Slalom racing during the past years.

In the Racing Rules of Sailing 2013 – 2016 some important rules are deleted from the 2009-2012 version. Some of these rules are in Championship Rules of May 2013. In this guideline the Championship Rules are used together with the Racing Rules of Sailing.

I hope this guideline can help you to further professionalize our sport and together with you to bring this beautiful discipline to an even higher level.

I like to thank Eric Kling for writing this guideline.

More information about organizing regattas can be found at the national Federation or the ISAF [http://www.sailing.org/tools/documents/RMManual2012-\[12283\].pdf](http://www.sailing.org/tools/documents/RMManual2012-[12283].pdf)

Bruno de Wannemaeker,
President IFCA



2. GENERAL

2.1 SCOPE

This guide attempts to highlight best practice, accommodate many of ISAF Race Management. Policies and interpret the rules accordingly. It is not intended to be a fully comprehensive manual of race management but rather an aide memoire for race officers and those wanting to know more. It may also be appropriate to vary the practices described in this guide for smaller events when there are other constraints on the race management to be taken onto account. The ISAF Race Management Manual should also be referred to and is available on the ISAF website, as are the ISAF Race Management Policies.

2.2 ABBREVIATIONS

Throughout this document some phrases are used a lot and so are abbreviated in many instances:

Principal Race Officer		PRO
Race Officer		RO
Protest committee		PC
International Jury	abbreviated to	IJ
Racing Rules of Sailing		RRS
Notice of Race		NOR
Sailing Instructions		SIs

2.3 TERMINOLOGY

Terms used in the preamble to 'Race Signals':

↑	A visual signal is always <i>DISPLAYED</i>
↓	A visual signal that is displayed is at some time <i>REMOVED</i>
●	A sound signal
-----	Repetitive sounds
————	A long sound signal
' <i>Shall</i> '	Mandatory action
' <i>Will</i> '	Intended action
' <i>Should</i> '	Best endeavours
' <i>May</i> '	Optional action

Use these terms at all times!

2.4 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 action to be taken against them.
- Competitors agree to compete in compliance with the rules and behave in accordance with accepted standards of sailboat racing. When involved in a genuine dispute, all 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.
- Organisers, officials and other providers of sailboat racing agree 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 advisers agree to encourage their competitors to compete, and behave in compliance with the above principles and practices.

This applies equally to those who organise, manage, coach, advise, judge, provide services and compete (including those who support competitors) in slalom racing.

2.5 THE RULES

In the races we use a large number of rules established by the ISAF Sailing Federation , the class associations or the race organizers.

The main rules are in "The Racing Rules of Sailing" (RRS) . This is a publication of the ISAF. Beside the RRS there are additional rules in the IFCA Championship rules, the IFCA class rules and of course the Notice of Race (NOR) and Sailing Instructions (SI)

RRS: definition rules;

Rule

- (a) The rules in the RRS, including the Definitions, Race Signals, Introduction, preambles and the rules of relevant appendices, but not titles;
- (b) ISAF Regulation 19, Eligibility Code; Regulation 20, Advertising Code; Regulation 21, Anti-Doping Code; and Regulation 22, Sailor Classification Code;
- (c) the prescriptions of the national authority, unless they are changed by the sailing instructions in compliance with the national authority's prescription, if any, to rule 88.2;
- (d) the notice of race;
- (e) the sailing instructions; and
- (f) any other documents that govern the event.

RACING RULES OF SAILING

The race officials' bible is the rule book - the Racing Rules of Sailing. We are duty bound to know the rules and so be very familiar with the rule book. Racing is governed according to the Rules as defined in the RRS (see definition 'Rule'). The rules that are contained within the RRS book are defined as the Definitions, the Race Signals, the Introduction, the preambles and the relevant appendices. Through its prescriptions to the RRS, a Member National Authority (the Federations, Associations...) states how certain of these rules are to be interpreted or applied at its own events or those organised by an Organising Authority affiliated to that MNA (see 'Authority to Run Racing'). For Slalom regattas "Appendix B" of the "Rules of Sailing" applies.

Some significant modifications for boards are:

- Rule 16.3: In the last minute before the starting signal a right-of-way board shall not change his course (advice to change in the SI "one minute" to "30 seconds").
- Rule 18: The rule starts when the boards are about to round the mark (no zone)
- Rule 26: Starting signals
- Rule 31: Boards are allowed to touch the marks, but not to hold on it.
- Rule 42: Boards are allowed to pump
- Rule 44: The penalty for boards is a 360 turn with no requirements for tacking or gybing.
- Rule 62.1e: A board can also ask for redress if it was capsized because of an action of another board breaking a rule in part 2
- Rule 63.6: Protests and requests for redress need not be in writing; they shall be made orally to a member of the protest committee as soon as reasonably possible following the race. The protest committee may take evidence in any way it considers appropriate and may communicate its decision orally.
- Rule A8 : The discarded result(s) will count to break the tie, if any.

2.6 What competitors should expect:

- Racing that, as far as possible, is fair, enjoyable and safe.
- Shore facilities, administration and race management to acceptable standards and appropriate to the event.
- A way to complain or make a suggestion, and a response to complaints and suggestions.
- Consistency during the whole regatta.
- Prompt resolution of any disputes.

2.7 What is expected of competitors:

- Courtesy and respect to other competitors, officials, and other persons, afloat and ashore.
- Compliance with the rules, and take a penalty when they break a rule.
- Use of the provided services to resolve any disputes.

2.8 Know your competitors

Some participants are professionals and can have more regatta experience than the race officers. Therefore take their comments or feedback in account by your discussions, however keep in mind that the comment of a competitor not performing well can be less objective.

Parents are a diverse group of individuals in terms of experience and interest. Keep in mind that some parents are experienced competitors and others have little or no experience. They are not bound by any Code of Conduct or Ethics. Their main object is to have the safety, well-being and their goals for their children foremost in mind.

Some of the techniques that have served race officials well include:

- Be visible and approachable.

- Walk around the regatta site and be available to talk with competitors, while avoiding the appearance of taking a personal interest in one individual or group. However, where possible, ensure there are two officials walking around the site or at any discussion.
- Being approachable does not mean that you should try to please everybody all the time as, to do so, will only create a situation where you please nobody or, worse still, appear weak and able to be manipulated.
- Be aware of cultural and language differences. What might be considered normal and acceptable behaviour in one culture could be confronting or rude in another. Learning a few words in a foreign language such as "good morning" can go towards establishing a good relationship even if communication is otherwise difficult.

3. ORGANISING COMMITTEE

ISAF revises and publishes every four years the Racing Rules of Sailing under which racing will be conducted. ISAF owns the copyright of the RRS.

Clubs, classes and other organisations are deemed to be 'affiliated' when affiliated to the MNA of the venue at which the event is taking part.

3.1 ORGANISING AN EVENT



Racing may only be conducted under the RRS if there is an organising authority and this can only be:

- (a) the ISAF;
- (b) a member national authority of the ISAF;
- (c) an affiliated club;
- (d) an affiliated organization other than a club and, if so prescribed by the national authority, with the approval of the national authority or in conjunction with an affiliated club;
- (e) an unaffiliated class association, either with the approval of the national authority or in conjunction with an affiliated club;
- (f) two or more of the above organizations;
- (g) an unaffiliated body in conjunction with an affiliated club where the body is owned and controlled by the club. The national authority of the club may prescribe that its approval is required for such an event; or
- (h) if approved by the ISAF and the national authority of the club, an unaffiliated body in conjunction with an affiliated club where the body is not owned and controlled by the club.

An organisation which is not an organizing authority as defined above may not run racing using the RRS. If it does so it is in breach of ISAF copyright and acting unlawfully. Race officials working on behalf of such organizations may face serious consequences, as may coaches and competitors.

ORGANISING AUTHORITY

One or more of the bodies listed above may be the 'Organising Authority' and as such is initially responsible for all aspects of the event (ultimate responsibility for a few areas can only then be delegated to appropriate bodies e.g. the Protest Committee or International Jury have ultimate responsibility on hearings). The Organising Authority will set up or appoint both the:

1. Regatta Organising Committee (Event Committee)

The Regatta Organising Committee will accept responsibility, usually through a number of sub-committees, for all aspects of the regatta, such as measurement, social events, press and sponsor contacts. One of these committees is the:

2. Race Committee

The Organising Authority is required by the RRS 89.2(b) to appoint the Race Committee. It is delegated with all the powers required to conduct the racing. *It can only be appointed by the Organising Authority.*

The organising authority may appoint the Protest Committee or delegate that task to the Race Committee.

If an International Jury is to be in place at an event it can only be appointed by the Organising Authority (when this may require the approval of the appropriate MNA).

The *Organising Authority also has sole responsibility to publish the NoR*. This should be published in a manner appropriate to the event concerned. For many events this would be the host authority's website (and/or class website). If there is a closing date for entry this should be as close to the regatta as possible whilst allowing sufficient time to plan for the number of entries received. Such planning will cover all areas of the event including safety management.

It is essential that the Organising Authority complies with the requirements of the RRS otherwise competitors will not have the protection of the RRS or the appeal procedures provided by the National Authority.

Throughout the organising and running of a regatta the Organising Authority, through its subcommittees and particularly the Race Committee, should remember that its prime objectives are to:

- provide fair competition for all competitors;
- ensure the regatta is run in accordance with the RRS and the rules of other relevant authorities when they apply;
- ensure that all competitors can, and do, conform to the rules of the regatta;
- as far as possible give satisfaction to all competitors;
- ensure that SIs are produced which follow the RRS Appendix J2.

3.2 EVENT ORGANISATION

Good organisation is the key to a successful regatta.

There are three types of event:

- Championships - International, National, Regional. The organising authority will negotiate with the Class involved as to the number of competitors to be allowed, the number of races involved, the types of courses to be used, etc.
- Open Events to which competitors outside of that club are invited to take part. There is generally no negotiation with the Classes involved but the event is organised using the same checklist used for championships.
- Club Events - these may prescribe that only members of that club can participate. No negotiation with Classes is needed.

3.3 PRE-EVALUATION OF THE EVENT

The committee structure will vary according to the needs of the event, its size and its status. Before it is set up it is important that the Organising Authority goes through a process to determine the appropriateness of the host club to manage the proposed event. It is important that an evaluation is carried out prior to accepting the role of Organising Authority. Can the host club match all the requirements requested by the class association or other body proposing the event?

a. Facilities

Can the club cope with the number of boats expected? Is the racing area adequate for Slalom racing? Is there enough room for two courses if needed? Is the catering and are the bar arrangements sufficient to meet the demands of hungry and thirsty sailors? Are there enough changing facilities with showers and toilets? Is there enough parking place for the cars and trailers of the competitors? Is the launching area big enough to rig all the sails? Is the access from the launching area to the water safe enough for the competitors and their equipment?

b. Personnel

Does the club or venue, have sufficient experienced personnel to man all the duties required for the proposed event? Will it be necessary to arrange for training sessions with club members for different aspects of the event? Will the club have to look for assistance from outside its own organisation?

c. Risk Assessment

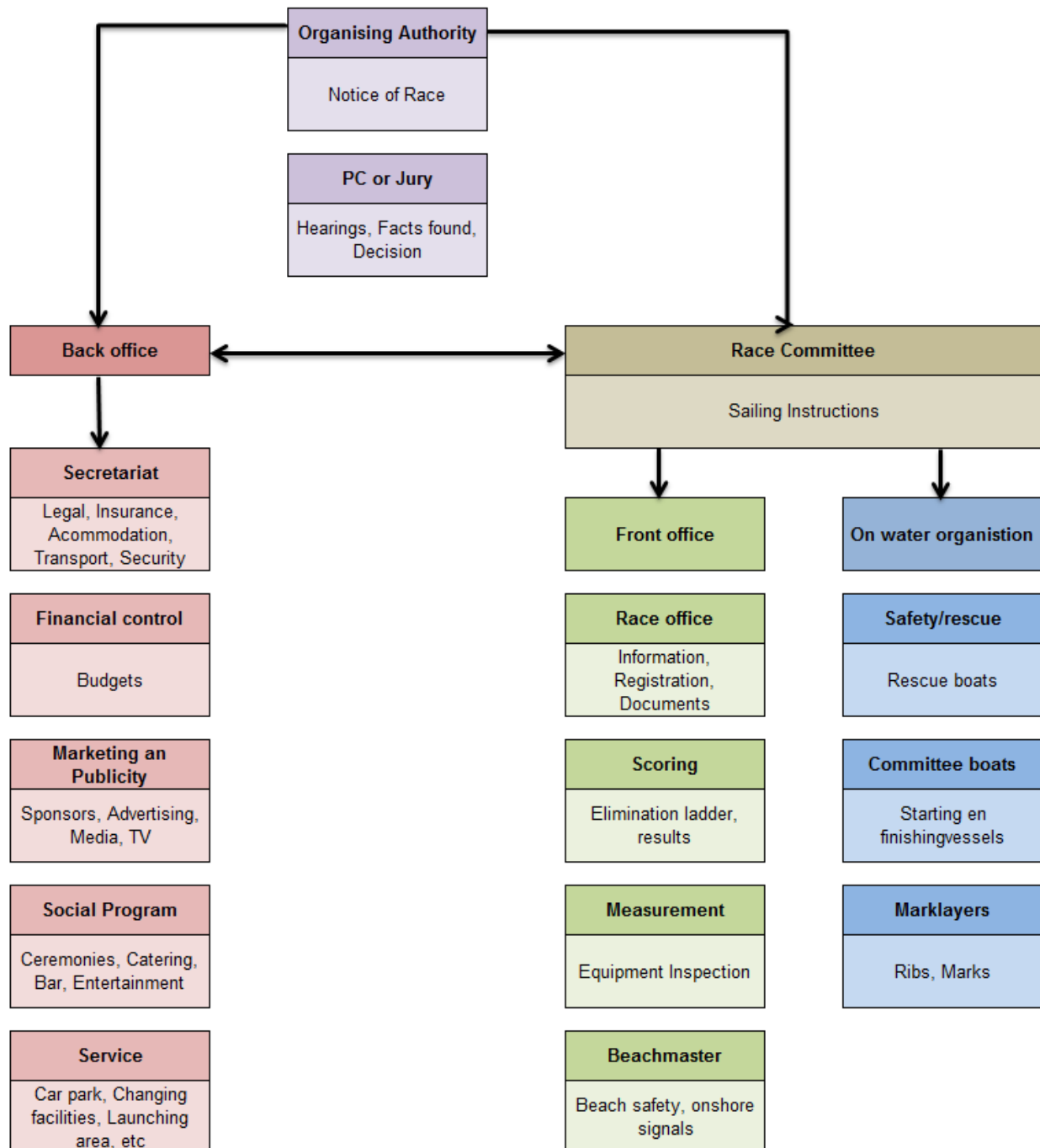
It is most important that the venue assesses the risks involved in running the regatta. Are the weather conditions suitable at the proposed dates? Are there tidal conditions that can create hazards in the racing area and its approaches? Is there likely to be commercial traffic movements that will restrict the ROs ability to set courses? On shore, are there any hazards such as overhead electricity and telephone cables which could cause problems? Is the venue able to be secured from access by the general public? Is it necessary to employ a security company to patrol the venue?

Once the club has answered the above questions, and other questions which may be venue specific, then a decision whether or not to proceed with the event can be made. Do not say 'YES' to an event simply to host a prestigious event. If there is any doubt about the ability of the venue to fulfil the expectations of the competitors, now is the time to stop the process and say 'NO, we cannot host this event'. If the answer is 'YES' then planning can start.

3.4 ORGANISING COMMITTEE

The Organising Committee is responsible for all aspects of the event. It will appoint several subcommittees to oversee particular aspects of the event. For many smaller regattas, some of the functions will be combined into one sub-committee.

The following plan includes sub-committees suggested as a basis from which a good management structure can be evolved:



3.5 RACE OFFICE



The race office is the administrative centre of the regatta. It should be well equipped to deal with any necessary administration. The race office should have all the necessary items found in any efficient office. The race office is best split into the 'front' office and the 'back' office.

a. Front Office

The 'Front' Office will be the point of contact between the competitors and the organisation. It will deal with SIs, tickets for social events, first aid, etc. This will also be the point of contact for the press and media from where they will receive all the information they require. For very large events a separate Media and Press centre will be provided. The front office should also have instant access to the emergency services.

b. Back Office

The 'Back' office should have access restricted to a few key personnel. This is where the Race Committees and the Class Association representatives can meet as required. The results will be processed here.

c. Official Notice Board (ONB)

The race office must also provide an Official Notice Board with the following sections:

- Race Committee
- Protest Committee or Jury
- Measurement Committee
- Results

The ONB(s) must be located close to the Race Office (although it is becoming increasingly common to have the official notice board solely on the event website). Posting of notices should be limited exclusively to Race Office personnel, Jury, Protest committees and measurer.

An additional notice board should be located near the launching area with the elimination ladder and starting schedule.

d. Auxiliary Notice Board

A second information board will serve to post: meteorological information; social programme; map of the facilities; town map indicating services as well as locations of the social events, etc. A designated section of this board may also be used by competitors to put up their advertisements. This will preclude the posting of numerous "for sale" messages in undesired areas.

e. Official Flagpole

One of the responsibilities of the staff in the race office is to display visual signals, and make the appropriate sound signals, on the official flagpole on shore. All these signals should be authorized by the PRO. In many large regattas, this job is allocated to the beach master. Only one person should operate these signals so that a standard practice is followed. The location of the official flagpole should be in proximity to the official notice board - the position of both must be described in the SIs. A full set of flags or other appropriate visual signals should be available at the Race Office, to include flags "A", "H", "L", "N", "Y", "AP", numeral pennants 1- 6 and appropriate class flags. A sound signal device (horn) is also necessary here.

3.6 RACE COMMITTEE

The Race Committee is delegated with all the powers required to conduct the racing. It is responsible for what does or does not take place on the water. It runs the races. The Race Committee is responsible for the safety of all competitors and others involved in the event. It should adopt the principles of the ISAF and IFCA.

Officials should take steps to break down the sometimes detached nature of being a regatta official, and not only administer the rules but also assist the sailors and their coaches by helping interpret the rules to contribute to the participants' enjoyment of the sport.

The Race committee is a team of individuals who have specific roles to play:

RRS 90

The Race Committee

- Shall publish the Sailing Instructions in accordance with RRS J2 (see also APP L, SI Guide)
- Shall run the regatta in accordance with RRS and the directions of the Organising Authority
- Shall score the regatta in accordance with the rules.
- Shall appoint a Protest Committee if appropriate

a. Chairman of the Race Committee or Event Director

The Chairman of the Race Committee may, but preferably not for a major event, be the Principal Race Officer (PRO). This person liaises closely with the RO(s), supports and directs them off the water and authorizes changes to the SIs.

b. Principal Race Officer

If there are multiple courses being used at the same time, the overall race management of the regatta is the fully responsibility of the PRO who liaises with the RO on each course. If there is only one course without a PRO the RO is responsible for all race management tasks. The PRO keeps an overview of all courses and is the ultimate decision maker on the overall conduct of the event. The PRO also supervises the onshore aspects of race management, ensures that signals are displayed correctly and that notices are placed on the official notice board. The PRO liaises closely with the Chairman of the Race Committee/Event Director and the Class Representative, if there is any.

c. Race Officer

The RO is responsible for the actual conduct of the racing on his course. Ideally, the RO is an on-the-water manager, who lets the team get on with their jobs whilst keeping an overview of what goes on around the entire race course. The RO will liaise closely with the Principal Race Officer. The RO and key assistants should record all their actions on recorders for later reference. The recorders should be left on during all start, recall and finishing procedures. As the responsible person on a race course, the RO will usually represent the Race Committee at protest hearings and hearings for redress requests, although, exceptionally, this role may be delegated. The Race officer shall monitor the overall picture.

d. Starting Officer

The Starting Officer works on the starting vessel. His main job is the starting procedure. While the starting officer takes care of the start, the Race officer can focus on the races which are in process. The Starting Officer ensures that all systems and crew on the starting vessel are ready and operational.



e. Assistant Race Officer

The Assistant Race Officer (ARO) is on the Beach and is in charge of the procedures on the beach. This liaison with the competitors and RO is essential.

f. Timekeeper

This is, after the RO, the most important position on the Race Committee. More starts have been spoiled by the Timekeeper being distracted than any other single cause. It is a position that requires single-minded concentration and a good clear voice.

g. Visual Signals Officer

The Visual Signals Officer will be responsible for ensuring the visual signals are ready for display and removal at the appropriate time. All timings are taken from the Timekeeper.

h. Gunner

The Gunner works closely with the Visual Signals Officer. He has responsibility for all the sound signals that accompany the visual signals. The tasks of Gunner and Timekeeper may be combined if the sound equipment allows.

i. Recorders

The Recorders are responsible for the paper work on the water. They record:

- the competitors that report at the start;
- a log of actions and communications;
- wind direction and strength;
- the course(s) used;
- all the boats identified as being OCS;
- the sail numbers of the boats incurring penalties;
- the sail numbers of boats correcting errors;
- the finish.

A back-up Recorder is advisable on the pin-end boat and the finish boat.

A good Recorder compiles a diary of the race.

Tape or digital recorders should also be used to record finishing positions as they are called while actually crossing the finishing line. Where a lot of boats finish in a close group this equipment is essential for sorting out conflicts in the results.

j. Mark Layers

A good mark layer is as good as an additional ARO, providing the RO with wind information at various points on the course. Mark layers must be able to measure the wind strength and angle at any time and report this to the RO, working from a boat which should be a fast power boat equipped with a GPS. A minimum of 2 marklayers is required. Marklayer 1 for marks 1, 3 and finishline and Marklayer 2 for marks 2, 4 and pinend. As the main task is to stand by for alterations to the course the Marklayers are no rescue boats and only can be used as back-up for the rescue!

k. Beach Master

The responsibilities of this officer can be as varied and as onerous as he likes to make them, but the contribution of him and his team to the success of a regatta can be tremendous. He is one of the principal shore-based officials.

A Beach Master ensures the orderly and systematic launching of boards and retrieval on their return. Important safety checks such as noting who has and has not gone afloat, and similarly, who is still to return must be completed by the Beach Master. The Beach Master communicates, usually by VHF, with the RO giving the time that the last board left the beach and the expected number of boards in the starting area.

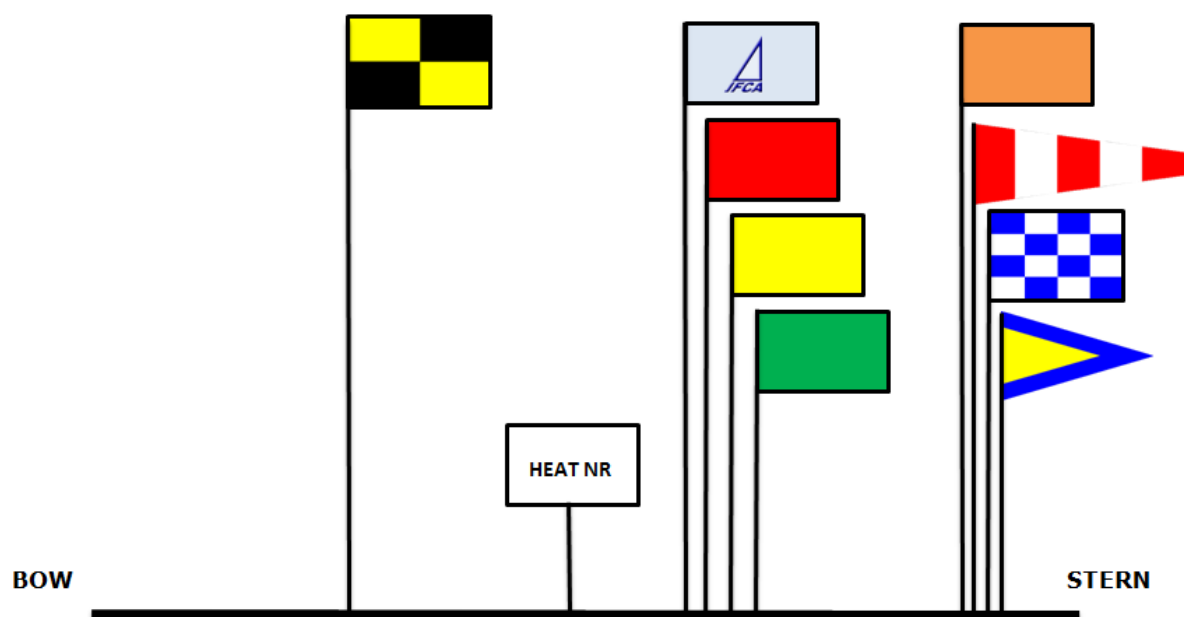
l. Safety Officer

In dinghy and board racing the Safety Officer deals with safety and rescue operations under the guidance of the RO. In practice, they both work together very closely although the RO is ultimately responsible for the safety of the event. The Safety Officer must be familiar with the regatta venue, the characteristics of the class(es) competing, the class rules and, of course, the SIs. Cooperation with local Rescue organizations is highly recommended.

3.7 RACE COMMITTEE EQUIPMENT

a. Signal Boat

The Starting vessel should be of a size sufficient to accommodate the Race Committee personnel. Depending on the type of course, it may also act as Finishing vessel. It should be appropriate for the conditions likely to be encountered and have adequate cover against too much sun, wind, rain or other inclement weather. It should have a GPS and appropriate charts. It should be manoeuvrable, visible and clearly identified in accordance with the SIs. A full set of visual signals should be carried and, if flags, attached to the halyards as indicated. A visual signal attached to poles is an alternative system. Since a visual signal is 'displayed' as soon as it becomes conspicuous, thought needs to be given so that this occurs at the correct time. Poles achieve this better than a halyard system unless shock cord is the material used for the halyard or the flag is 'broken out'. The latter involves hoisting the wrapped flag before a tug on the halyard unfurls it.



Lay-out flags for a Slalom Committee boat.

It is advisable to fix the flags for the starting procedure on separate short poles (2 metre) so they can be displayed and removed quickly. The heat numbers shall be visible from the pre start line area.

The minimum size of the flags shall be 75x90 cm. The minimum height of the heat numbers shall be 230 mm. They shall be clearly legible, Helvetica or better.



b. Marks

Marks should be large and bright with ground tackle which is heavy and long enough. A weight directly under the mark will keep it upright.



3.8 PERSONAL EQUIPMENT

Most ROs will have their own equipment which may include: wind direction indicator; hand bearing compass; anemometer; course laying aids; stop watch; tape/digital recorder; VHF radio; handheld GPS; adequate all weather clothing; mobile phone; range finder; binoculars.

3.9 THE PROTEST COMMITTEE OR INTERNATIONAL JURY - JUDGING

The term "judging" is used to include protest and request for redress hearings; questions of eligibility and boat measurement compliance; on the water observance/judging - rule infringements. The degree to which an organiser should provide a full range of judging services to competitors very much depends on the type of event being conducted. For the duties of the jury see chapter 13.

a. Protest Committee

A Protest Committee may be appointed by the Organising Authority or the Race Committee to hear protests and requests for redress.

b. International Jury

An International Jury *shall* be appointed by the Organising Authority in accordance with the RRS Appendix N. This appendix specifies in detail, the composition and authority of an International Jury and cannot be altered by a Sailing Instruction or a MNA Prescription.

c. Appeal

However according Racing Rule B10-70 appeal is not possible in elimination series a experienced Slalom jury is essential.

d. Interaction between the Protest Committee and Regatta Organising Committee

A draft of the SIs should be sent to the Chairman of the Protest Committee or International Jury for interpretation and if necessary, wording alteration. This will then avoid confusion between the Race Committee and the Protest Committee during the event. The Protest Committee should limit its comments to interpretation. The method of working, as described in the SIs, is strictly the province of the Race Committee. It is important to schedule a meeting between the Protest Committee, the PRO, ROs and any other key personnel prior to the first competitor/coach meeting to discuss:

- on-the-water procedures (course changes, limitations on racing, etc.);
- the procedure for processing the protests;
- SIs and any changes to them;
- any reports of the Race Committee to the Protest Committee;
- Protest Committee / Race Committee relations;
- radio procedures.

Protest Committee / Jury's

- Protest committee
 - o Appointed by the Organising Authority or the Race Committee
- International Jury
 - o An independent committee appointed by the Organising Committee and meeting the requirements of Appendix N
- Interaction with Race Committee
 - o Important to work together throughout
- Appeals
 - o According RRS B10-70 no appeals in elimination series.

3.10. SAFETY

Whilst the boats are entirely responsible for their own safety (RRS 1, RRS 4 and standard safety SIs) the RO has ultimate responsibility whilst on the water for the duty of care held by the Organising Authority.



Prior to the event taking place it is important to carry out a risk assessment and to produce a 'Crisis Management Plan' or 'Safety plan'. The safety management adopted differs according to the nature of the event. Factors influencing the type and amount of safety cover provided include:

- Number of boards on the water.
- Distance of the racing area to the shore or launching area.
- Ability and age of the competitors
- Number and experience of rescue boats and crew
- Offshore conditions (weather, open water, waves, current....)

Medical facilities must be available either through the event itself with a doctor onsite, or through the emergency services and local hospitals. All boats involved in the management of an event should be equipped with a first aid kit as a minimum requirement.

a. Crisis Management Plan

The 'Crisis Management Plan' or 'Safety Plan' shall be available for everybody involved in the regatta. Issues in the Plan are:

- Duties and position of the principle Safety officer
- Communication between the safety crew and Beach master
- Communication between the Safety officer and Race officer
- Patrol plan of the rescue boats
- Evacuation of the participants of the water at different conditions;
 - o One competitor with damage or injury
 - o Several competitors with damages or injuries
 - o The whole fleet because of thunderstorms or other emergency
 - o The whole (or part of the) fleet due a lack of wind to return to the shore.
- Communication with the emergency Services
- Phone numbers of emergency Services
- Accessibility for the emergency Services
- First aid post ashore
- First aid support on the water and on the shore
- Special local conditions

b. Safety Officer

A Safety Officer will deal with safety issues under the direction of the RO. Reporting to the Safety Officer will be a team of individuals in RIBS who are experienced in safety on

the water and have patrol boats that are appropriately equipped. As an extension to this aspect of race management the provision of a Mother ship may be appropriate.

The following issues also need to be considered:

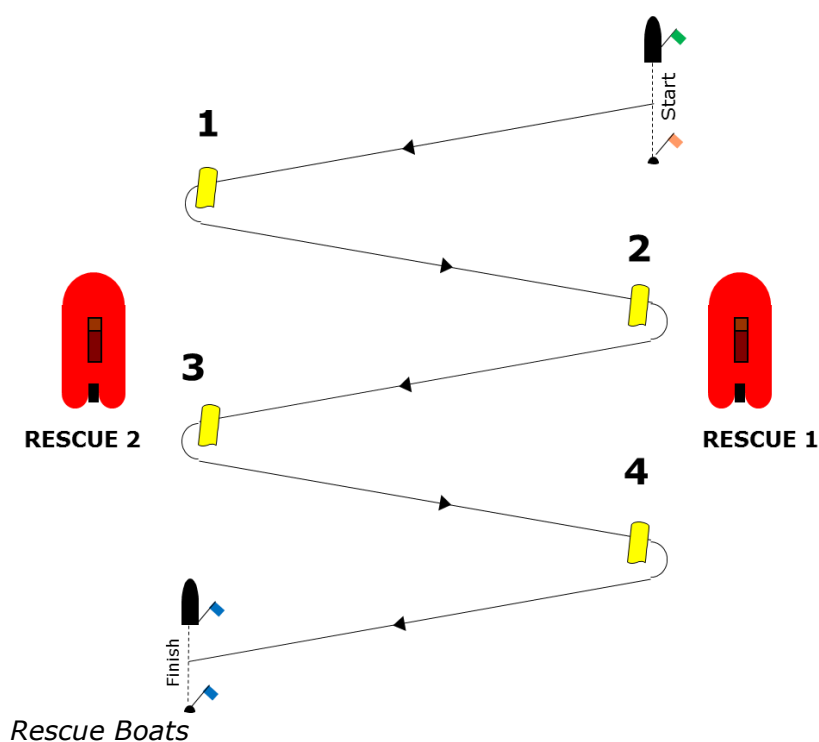
- A system with which to identify boards or rigs with crews removed such as marking with streamers.
- Contingency plans for a change in conditions including the onset of fog.
- Liaison with shore-side facilities and emergency services to cope with medical emergencies and injuries including a designated point for landing such incidents.
- A method understood by all safety crews to patrol effectively when boards go afloat to the race area, race and return to the launching area.
- A policy for identifying and assisting crew at a capsize board and when to intervene.
- Knowledge how to transport a surfboard.
- Methods for effective communication between patrol boats and also with the RO using VHF (especially when conditions make this difficult such as strong winds).

Number of Race Areas

The requirement for a centralised system of communication and coordination of cover is determined by the number of race areas. At a major event with multiple course areas the most efficient management of the safety systems will be effected through a centralised base. Again, this could be afloat, as in the case of an event safety leader on a boat, or ashore in an office. Communication from the safety fleets to the central base ashore is usually via VHF radio but may also be made with mobile telephones. When racing is on a single course it is often not necessary to have a base other than the RO or Safety Officer.

Mode of Assistance

Boards are best assisted by RIBs. A patrol plan for the RIBs is essential to effect good safety monitoring and cover. This plan must be defined and understood by all safety crews to patrol effectively. Each safety boat will have designated area to patrol during the race and during transit of boats to and from the racing area. During the races safety boats will move to a pre-allotted patrol zone. As most incidents happens at the Marks in general 1 covers the even Marks and 1 covers the odd Marks.



The number of rescue boats at an event depends on the competition level, age, ability and number of competitors, anticipated conditions, etc. There is no recommended ratio as there are too many variables to consider - so it's a matter of common sense and judgement. The rescue boats should be of a design and size appropriate to the task - RIBs are commonly used.

Rescue Boat Crews

All rescue boats should normally have a minimum of two adults aboard, one of whom must be competent and ready to enter the water to help rescue if necessary and to be dressed appropriately for that responsibility. It would be unusual to have more than three people aboard. It is essential that the boat carries enough fuel to cope with any emergency. The driver of course must use the kill cord at all times when under way.

Rescue Boat Equipment

Equipment should be carried by all rescue boats appropriate to the water on which racing is held – a harbour, offshore or an inland waterway. This may include: a fully functional VHF radio; a whistle or fog horn; a compass; an anchor and warp suitable for the race area; a sharp knife (preferably serrated); a kill cord and an easily accessible spare; personal buoyancy for the crew (to be worn at all times); distinctive tape with which to identify abandoned boats; paddles and bailer; drinking water; a tow rope (preferably made of floating line); a waterproof first aid kit and survival bag or thermal protective aid. The following equipment should also be carried by a proportion of the Patrol Boats on each course, the number being dependent on the size and type of event: wire cutters to cut away rigging and trapeze wires; a tool kit; a GPS; a torch; spare radios.

Emergency Guidelines

In the event of an emergency occurring (including severe injury to a sailor or event personnel or structural damage endangering the safety of a boat in the event), the first boat on the scene at a event, should inform all stations using a predetermined code (such as 'Code Red') and the location of the incident. The code itself is to be defined in the safety plan and emphasized at the briefings. An immediate assessment of the situation by the race officer is made and if appropriate the incident plan then becomes active.

If the situation is considered to be hazardous to the rest of the fleet the race officer may elect to stop racing by either shortening course or executing an abandonment as appropriate.

An emergency is only declared closed when the situation has been resolved. The race officer will only then inform all stations that 'Code Red' is cleared.

Risk Assessment and Crises Management

Prepare a Risk Assessment

- This can show what should be altered in your planning or deficiencies that should be remedied
- It is a written record of what you may normally think about

Prepare a Crisis Management Plan

- Who takes control if there is a problem?
- When do you call out the emergency services?
- What arrangements do you have with the Police, coastguard and the local Authority?
- Who controls or disseminates information after an incident?

3.11. NOTICE OF RACE

The NoR is published by the Organising Authority and *shall* be conform to RRS Appendix J1. In legal terms, it is a formal offer of contract to a potential competitor with the conditions under which he or she will be allowed to participate in the regatta. The competitor must be assured that these conditions will not vary significantly and that participating in this regatta will not produce any conflict with the ISAF eligibility code.

Drafting the NoR must be done with great accuracy. RRS Appendix J1 lists five items that *shall* appear in the NoR and a further fifteen which *shall* be included if it will help the competitor to decide to enter.

1. *the title, place and dates of the race and name of the organizing authority;*
2. *that the race will be governed by the rules as defined in The Racing Rules of Sailing;*
3. *a list of any other documents that will govern the event (for example, The Equipment Rules of Sailing, to the extent that they apply), stating where or how each document or a copy of it may be seen;*
4. *the classes to race, any handicap or rating system that will be used and the classes to which it will apply, conditions of entry and any restrictions on entries;*
5. *the times of registration and warning signals for the practice race, if one is scheduled, and the first race, and succeeding races if known*
6. *the date and time of last possible warning signal of the event.*
7. *the date and time of the prize giving*

RRS Appendix K is the 'NoR Guide'. It should be the basis of every NoR. Using it has two advantages:

1. The words used are those approved by the ISAF Racing Rules Committee. This provides a standard terminology.
2. The Guide provides alternatives, that is, a 'pick and mix' system with marginal notes. This enables the Organising Authority to tailor the NoR to the event.

Because the NoR is a rule (see the Definitions in the RRS), it should not contain information about accommodation, the social programme, car parking, etc. This information is vital to competitors and should be published in a separate document. The NoR can only be amended by using the same process as the original publication and in reasonable time. Any boards that have entered before the amendment must be notified directly.

Notice of Race

- The NOR is published by the Organising Authority
- The NOR is a rule
- Appendix J lists all the items that should be included in the NOR
- Appendix K is a Guide to write a NOR –this should always be used.
- Set the start times based upon prevailing conditions
- Accommodation and other information should be contained in a separate document (part 2)
- Amended by the same process as the original publication and in reasonable time.

3.12. SAILING INSTRUCTIONS

The SIs are published by the Race Committee and *shall* be in accordance with RRS Appendix J2.

When writing the SIs reference to the NoR should be made. This will ensure that statements made in the NoR are compatible with the SIs.

The SIs are extremely important and must be prepared with great care. The effective operation of the regatta, the responsibility and authority of the officials and the link to the Racing Rules are all governed by these instructions. All officials associated with the actual conduct of the regatta must be thoroughly conversant with them.

Appendix J2 lists the nine items that all SIs *shall* contain. There are a further 40 items which may apply depending on the regatta. If they do apply then they *shall* be included in the SIs.

1. *that the race will be governed by the rules as defined in The Racing Rules of Sailing;*
2. *a list of any other documents that will govern the event (for example, The Equipment Rules of Sailing, to the extent that they apply);*
3. *the schedule of races, the classes to race and times of warning signals for each class (including the last day);*
4. *the course(s) to be sailed, or a list of marks from which the course will be selected and, if relevant, how courses will be signalled;*
5. *descriptions of marks, including starting and finishing marks, stating the order in which marks are to be passed and the side on which each is to be left and identifying all rounding marks (see rule 28.2);*
6. *descriptions of the starting and finishing lines, class flags and any special signals to be used;*
7. *the time limit, if any, for finishing;*
8. *the handicap or rating system to be used, if any, and the classes to which it will apply (not for slalom racing);*
9. *the scoring system, if different from the Low Point System in Appendix A, included by reference to class rules or other rules governing the event, or stated in full. State the number of races scheduled and the minimum number that must be completed to constitute a series.*

RRS Appendix L is the 'Sailing Instructions Guide' and should be the basis of all SIs. Using it has two advantages:

1. The words used are those approved by the ISAF Racing Rules Committee. This provides a standard terminology.
2. The Guide provides alternatives, that is, a 'pick and mix' system with marginal notes. This enables the Race Committee to tailor the SIs to the event.

The standard instructions should be used unless there is good reason for deviating from them. Local harbour by-laws and Class Rules may have to be considered. The use of standard SIs is a valuable service to competitors worldwide, who should not then be confused by each Race Committee confronting them with its own version.

Send the draft to the Chairman of the Jury or Protest Committee, for comment. Because this document describes the working method of the RC, it is essential that when the Jury check the document they check the language and its interpretation only and do not alter the working method.

SIs may only be changed by following the process outlined in the RRS: in writing and posted on the Official Notice Board within the required time limits or verbally on the water according to procedures described in the SIs.

Sailing instructions

- The SI are published by the Race Committee
- The SI are a rule
- Appendix J lists all the items that should be included in the SI
- Appendix L is a Guide to write a SI –this should always be used.
- Appendix LE is downloadable from the ISAF website
- Amended in writing and posted on the Official Noticeboard.

3.13. RELATIONSHIP BETWEEN NOTICE OF RACE AND SAILING INSTRUCTIONS

These are preferably written together. If this is not feasible then write the SIs with a copy of the NoR in front of you. Always have Appendices K & L for reference. The NoR is always published first. Copies of NoR and SIs shall be available at registration. The NoR and SIs are part of the Rules. Any conflict between NoR and SIs is dealt with by RRS 63.7 when the protest committee applies the fairest interpretation of the conflict, or has to be decided in the SIs ("In case of a conflict between the NoR and the SIs the SIs will prevail")

3.14. CHANGING RULES WITHIN THE RRS

A Member National Authority may change some rules within the RRS if considered appropriate (subject to the RRS allowing this - some rules cannot be changed). These are known as Prescriptions and they apply to any event organised by that Organising Authority or an authority affiliated to that MNA. Prescriptions can be changed by the SIs unless ISAF have given authority that they cannot be changed.

SIs may change some racing rules (in the RRS). Rules that cannot be changed by the SIs are rules listed in 86.1(a), rule 76.1, 76.2 and Appendix R. Changes are made by referring specifically to the rule and stating the change. The words used to state the change are important: do not say 'Amend', 'Vary', 'Add' etc., but always say 'Change' (e.g. ".....This changes RRS 40."). It is a good idea to highlight those rules that cannot be changed in your RRS book for reference whilst writing your SIs.

4. PREPARING FOR RACING



4.1 PRINCIPLES FOR RACING

The main principles for racing;

- Fair play for all participants.
This means that the choice of the course configuration, the start or the abandoning of a race the consequence for all participants must be weighed. Participants will have many specialisms (tactical, technical, light or strong winds, waves etc.). During a regatta, they have a chance to use this specialism. To abandoning the race because of the decrease of the wind affected the light wind specialist and favours the strong wind specialist. In the opposite, if the race is abandoned because of strong winds it disadvantages the strong wind experts. This also applies for the course configuration with long legs for speed or short legs for board handling at the marks.
- The races should be short (about 3 - 5 minutes).
Sailing a race with very little wind when planning is not possible is similar to a 10 km run. Windsurfing is also a fast action sport with a preference for more short races.
- Racing areas should be as close to the shore as possible.
In that case the races are better for the public to follow. Parents or guardians then can be more involved in the races. Between the races a "pit stop" to give the possibility to eat and drink can be comfortable.
- Limit the waiting on the water.
Not all participants have a coach boat available. Due to the heavy physical work at a windsurf regatta, the clothing of the participants which is not suitable for a long passive break. While waiting, participants therefore will cool down. With a waiting time of more than 15 minutes consider to send the competitors to the shore.
- Deviate as little as possible from existing procedures and rules.
Participants need to concentrate on the races. Deviation from existing procedures will increase confusion and errors. This should obviously be avoided wherever possible.

4.2 WORKING PLAN

Most experienced ROs develop a working plan without realising that they have done so. When a team of people operate together over a number of years at major events, many of the actions become automatic. They have worked together so often that they can predict the ROs requests and are in position ready to carry out the request as soon as it is received.

Be clear what your parameters are for the conditions to be suitable for racing. It is the extremities that create most problems. Is there enough wind? (minimum for Slalom racing is 11 knots) Is there too much wind? (for a safety only!) With the class representative if possible, define in your mind the upper and lower wind strengths that allow racing for the class involved. The age and fitness of the competitors will have a bearing on the answers to these questions. Is the wind stable enough in direction?

There are many ways of setting the course - your race management team will get to know your preferred method. Be very clear as to who does what in your race management team. Once delegated, let them get on with the job and only step in if you see a major error about to occur.

Ensure that your team is aware of the need for punctuality and your daily timetable, the requirements and timings of which will vary considerably from venue to venue. For example the difference in timings required for an event run from a marina with all its facilities and a beach launched venue can vary tremendously. The deadline is the start of the race and the whole timetable has to be arranged so that this deadline can be met without undue pressure on the race committee.

A Postponement because the race committee is not ready is not acceptable!

Operating at a venue outside of your own club brings more challenges. The RO, appointed to an event at a venue he/she has not used before, has several factors to be aware of:

- There will be someone at that club who feels that they should have been appointed as the RO. Therefore the first skill required is one of diplomacy and team building.
- The race management team will not be aware of the skill level or the working method of the incoming RO.
- The visiting RO will not have the local knowledge that is essential to the success of any event.

The visiting RO will need to adapt his/her working method to suit the skill level of the local race management team while also gaining as much information about the local conditions as possible.

Race Team Daily Timetable

- 08:15 Meet at Race Office
 - 08:30 Race Officers Conference with:
 - o Assistant Race Officer
 - o Safety Officer
 - o Mark layers
 - o Organizing Secretary
 - 09:00 Race Committee go afloat
 - 09:30 Commence wind checks
 - 10:00 Commence laying the course
 - 10:00 Competitor briefing
 - 11:00 START
- FINISH – patrol boats return when the whole fleet is safely ashore

4.3 CONSISTENCY

The RO must make every effort to have consistency during the whole regatta or series. Once you become predictable, as far as the fleet are concerned, the management will become easier and the sailors are less likely to become frustrated. The following issues should be taken into consideration:

- When races are delayed
- OCS vs General Recall
- Starting penalties
- Length of starting line and finishing line
- Course configuration and procedures for setting the course

4.4 RACE MANAGEMENT BRIEFINGS

At any event the RO should have a briefing with his/her team.

In multi course events the PRO should have a pre-regatta meeting with the RO's (and their deputies) to discuss the logistics of the regatta, responsibilities and the line of communications between those concerned.

Each Course RO should then have a team meeting with his/her race officials to confirm each person's responsibilities and answer any of their questions. This meeting should cover all aspects of the event, the policies to be followed and the procedures involved. The aim is for each person to know clearly their own role and who is responsible for all required duties. At this meeting emphasis on timekeeping is essential. It only requires one person to be late and the whole timetable can be delayed. This is unacceptable.

Race Team Briefing

- Time to go afloat
- Punctuality
- Role of each team member
- Procedures
- Policies
- Criteria for starting a race
- Course laying methods
- Rule observance – competitors
- Role of the Safety Officer
- Radio procedures
- Refreshments
- Daily briefing and debrief

The Principal Race Officer and, in a multi-course regatta, the Course ROs, should also have a meeting with the Chairman of the Protest Committee. At this meeting the ROs will outline the mode of operation and how they intend to run the Regatta. Interpretation of the SIs should be clarified. Provided that there has been consultation on the SIs with the Chairman of the Protest Committee beforehand, there should be no problems in this area. It is important to try to avoid amendments to the SIs unless absolutely necessary.

Job	name boat	skipper	crew	Equipment: marks/flags	VHF call sign
start				orange, all flags, white board, markers, radio	
mark1 / chase boat				AP, 1st sub, N, horn, GPS/Kompass, anemometer, windvane, radio	Mark1
mark2				AP, 1st sub, N, horn, GPS/Kompass, anemometer, windvane, radio	Mark2
Finis				blue, L, AP, X, A, H, recorder, radio	Finish
rescue 1				Flag "RESCUE". competitorslist, 1st aid set, streamers, radio	Rescue 1
rescue 2				Flag "RESCUE". competitorslist, 1st aid set, streamers, radio	Rescue 2
Media 1				Flag "Press", competitors list	Press 1
Media 2				Flag "Press", competitors list	Press 2
Front-protest office				all forms, all info,	Frontdesk
Jury				separate room	Jury
Beachmaster				all beach flags	Beachmaster
Speaker			1 ass.	start lists, rankings, results,....	Speaker
Scorer				sailwave, quiet private office, working printer....	scoring
Food and drinks crew					
Socials					

4.5 SAFETY BRIEFING

Whilst the PRO is responsible for safety it is common practice for the Safety Officer to lead this briefing, but always with the PRO present. The content of a safety briefing should cover the following issues:

- Introductions of the PRO, SO and other key people.
- Any local hazards.
- The ability of the competitors racing.
- The tally system in place.
- The system used to identify boats that have had their crews removed such as marking the rigs or boards with streamers.
- The location of the mother ship if one is available.
- The contingency plans for a change in conditions including the onset of fog and the use of GPS.
- The methods for dealing with injuries and medical emergencies.
- The location for landing injuries and medical emergencies.
- The method to be used to patrol effectively whilst sailing out to the race area, during the race and whilst returning to shore
- The VHF channel to be used and backup channels should the main one become blocked.
- The correct method for using a VHF particularly when conditions are poor with strong winds.
- The definition of when and what to transmit on the VHF particularly if there is only one channel for the course area concerned – no chatter particularly during the start sequence.
- The policy for standing down at the end of the day.
- The times of daily briefings and debriefings.
- The collection and distribution of refreshments to take out on the water

4.6 DECISION TO RACE

If it is possible to race with the wind at the time then racing should started. It is unfair to some competitors to wait for 'better' conditions. The wind limit for Slalom racing is 11 knots. Tide and current will influence bottom end wind speeds in that in strong currents a higher wind speed is necessary to achieve fair racing.

In general, it is not considered to be best practice to run racing ahead of schedule. When it is believed that the weather will be unsailable the next day, heavy wind sailors may be disadvantaged should racing be possible. For similar reasons racing should not be postponed for the day too early.

Don't be afraid to start in shifty conditions. This is part of racing. Be aware, however, that if the course cannot be sailed properly due wind shifts once started, abandonment or shortening course are tools to be used to ensure fairness.

4.7 REGISTRATION EN ENTRIES

- Collect all pre-registration documentation
 - o Entry forms
 - o Evidence of valid third party insurance
 - o Proof of age
 - o Emergency Contact & Health Information Form - for those under age of 18
 - o Equipment forms
 - o Entry fees
- Prepare the registration documents for the late entries
- Prepare documentation and goodies (if any) to be handed out to all competitors
- Check if all documents and fees are received and completed.
- Listing of requirements not yet complied with by any competitor (entry fee, measurement certificate, etc.)
- Make a competitors list with sail numbers, divisions and competitor sponsors and publish this list on the Official Notice Board to give competitors an opportunity to check the data and to report corrections.

5. COMMUNICATION

Most of the information for the participants is listed in the Notice of Race (NoR) and the Sailing Instructions (Si). Any modifications or additions to the Sailing Instructions shall be published on the Official Notice Board (ONB).

Adjustments of the Notice of Race are except for minor adjustments not possible. The Notice of Race can be seen as the contract between the Race organization and the Participants.

It will be clear that the competition discipline cannot be changed if the participants have already arrived or booked the travel or accommodation.

In other words, everything on which a participant may have made the choice to participate in the competition (discipline, date and time, race and age classes, prices, costs, etc.) should remain unchanged.

During the event, all announces from the race committee, relating to the racing shall be published on the notice board so that all participants here to take notice.

As an extra service to the competitors, a daily skipper meeting may be held. Participants are not required to be present here. At the skippers meeting no information can be given which is not published on the Official Notice Board and can influence racing (modification of the starting schedule, procedures, signals etc.).

If in response to the skipper meeting adjustments are necessary, they must be published on the notice board!

In slalom racing it is sometimes necessary to give information to the competitors on the water. For example; a change in the heat orders due General Recalls etc. This is possible if the procedure is described in the Sailing Instructions

In the Sailing Instructions:

"Oral instructions:

If oral instructions or changes to the Sailing instructions will be given, the flag ICF "L" shall be shown at least 5 minutes before the instructions or changes. Sufficient effort has to be made to inform all the competitors involved."

Take care not to fall into the trap of saying something that could be misinterpreted.

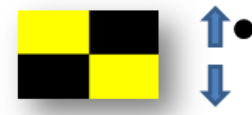
Do not make oral changes to the SIs. See RRS 90.2(c).

Avoid giving grounds for a 'request for redress'.

Be confident and project your voice!

5.1 OFFICIAL ANNOUNCEMENTS

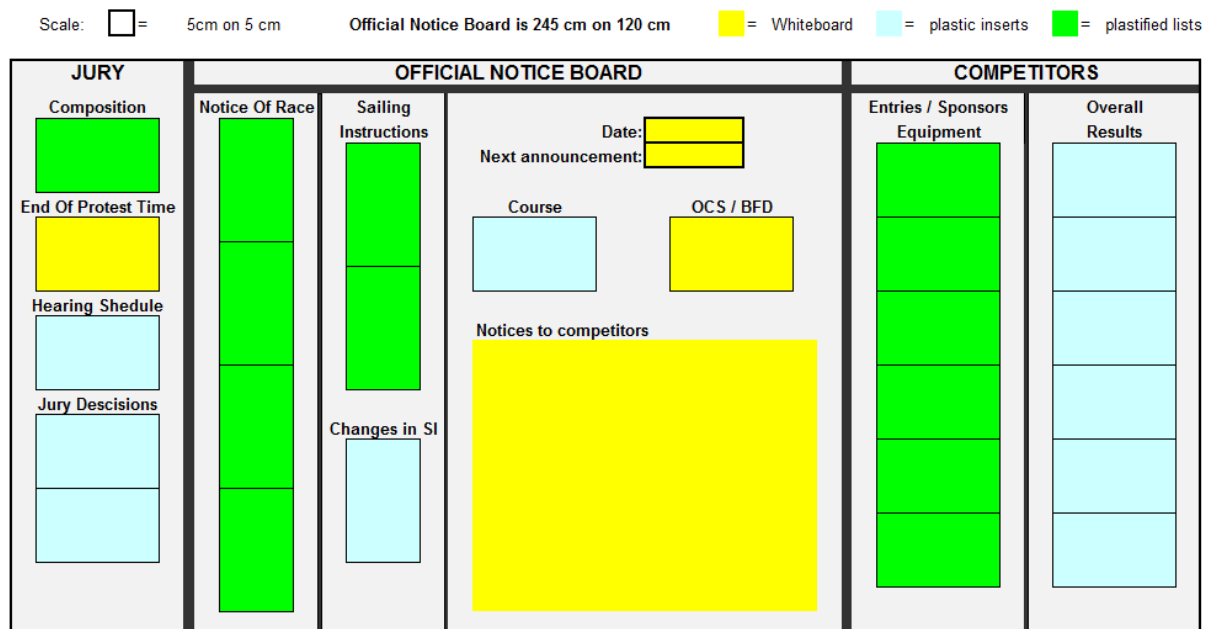
The official announcements have to be available for all participants, including for those who have not been at the Skippers meeting. Only messages that are posted in time (with displaying flag "L") on the Official Noticeboard are accepted at a protest hearing.



Flag 'L' should be removed *without a sound signal* when the displayed notice has become effective. This is at the start of the scheduled race it affects. For amendments to the SIs, 'L' should be removed at the Warning signal of the first race to which the change first applies.

The notice board should be clear arranged. The status of the announcements shall be clear.

An example:

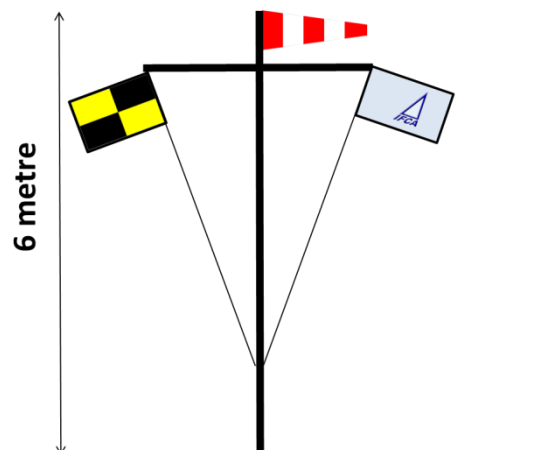


Official Noticeboard

Each announcement should have a number and the date and time of publication so that participants can identify the new announcements quickly.

Many participants want to publish an ad with the equipment they have for sale. It is a good service to have a separate location for these Ads. This will also prevent unwanted publications are posted on the notice board or in other locations where they are undesired.

The official flagpole has a minimum length of 6 metre and is visible for all the competitors in the competitor area located near the noticeboard. The flagpole needs lines for at least 3 flags at the same time.



5.2 SKIPPERS MEETING

The skipper meeting has no official status, but it gives participants the opportunity to get acquainted with the race officials and ask explanatory questions. For the race officer this is usually the first opportunity that he is in contact with the participants. Make sure that the skipper meeting is well prepared and starts at the exact time (GPS) as programmed. A poorly prepared and chaotic skippers meeting will provide a bad feeling among the participants and is therefore a bad start of the event.



An "agenda" for the first skipper meeting may be;

1. Welcome to the participants , coaches, spectators and sponsors;
2. Introduction of the race officer, the chairman of the jury, the beach master and other key officials. Do not forget the front office!
3. Location of the important accommodations (race office, protest room, official noticeboard, official flagpole etc.)
4. Location of the jury (jury flag)
5. (Local) details in the racing area (dangers, obstacles, prohibited areas, etc.)
6. Rules of the organizing club
7. Parking and rigging area
8. Presence of press
9. Catering
10. Social events
11. Schedule
12. Weather forecast
13. Course with the description of the committee boats, and marks, and the racing area
14. Starting schedule and starting procedure
15. Class Flags
16. Attention to announcements on the notice board (adjustment in procedures, course, schedule etc.)
17. Remind sailors that sailing is a self policing sport, and their obligations under "Sportsmanship and the Rules"
18. Questions and comments of participants
19. Synchronizing starting watches for the competitors

For the next days the skippers meeting can be shorter and can be limit to;

1. Comments on the previous day
2. Weather forecast
3. Course
4. Starting schedule
5. Attention to notice board and
6. Catering
7. Social events
8. Questions and comments of participants
9. Synchronizing starting watches for the competitors

At the point "questions and comments of participants " you will get many responses from the participants ranging from absurd to very large value. The trick is to estimate the

response to the correct value and not to respond too quickly. Consider the reaction of large value and if they have a reason to make changes. However, be careful to do this for the same day and thereby create confusion among the competitors.

6. ELIMINATION LADDER



The slalom format is elimination. The competitors are distributed over 2, 4 or 8 groups with 8-12 competitors. These groups shall be of equal strength. To make sure that the best participants only encounter each at the end of the elimination they shall be distributed according to the Distribution Table from the IFCA Championship Rules. The schedule of heats shall be posted on the official notice board no later than **30** minutes before the starting signal for the first heat. RRS B10-37.3

6.1 RANKING THE

COMPETITORS

The first step is to rank the competitors with the best at the top and the worst at the bottom. Competitors with a same level are ranked alphabetical. The same applies to the participants that you do not know how good or bad they are. They are at the bottom of the ranking and ranked alphabetically.

The result:

1. Best competitor
2. Second best competitor
3. Third best competitor
4. Forth best

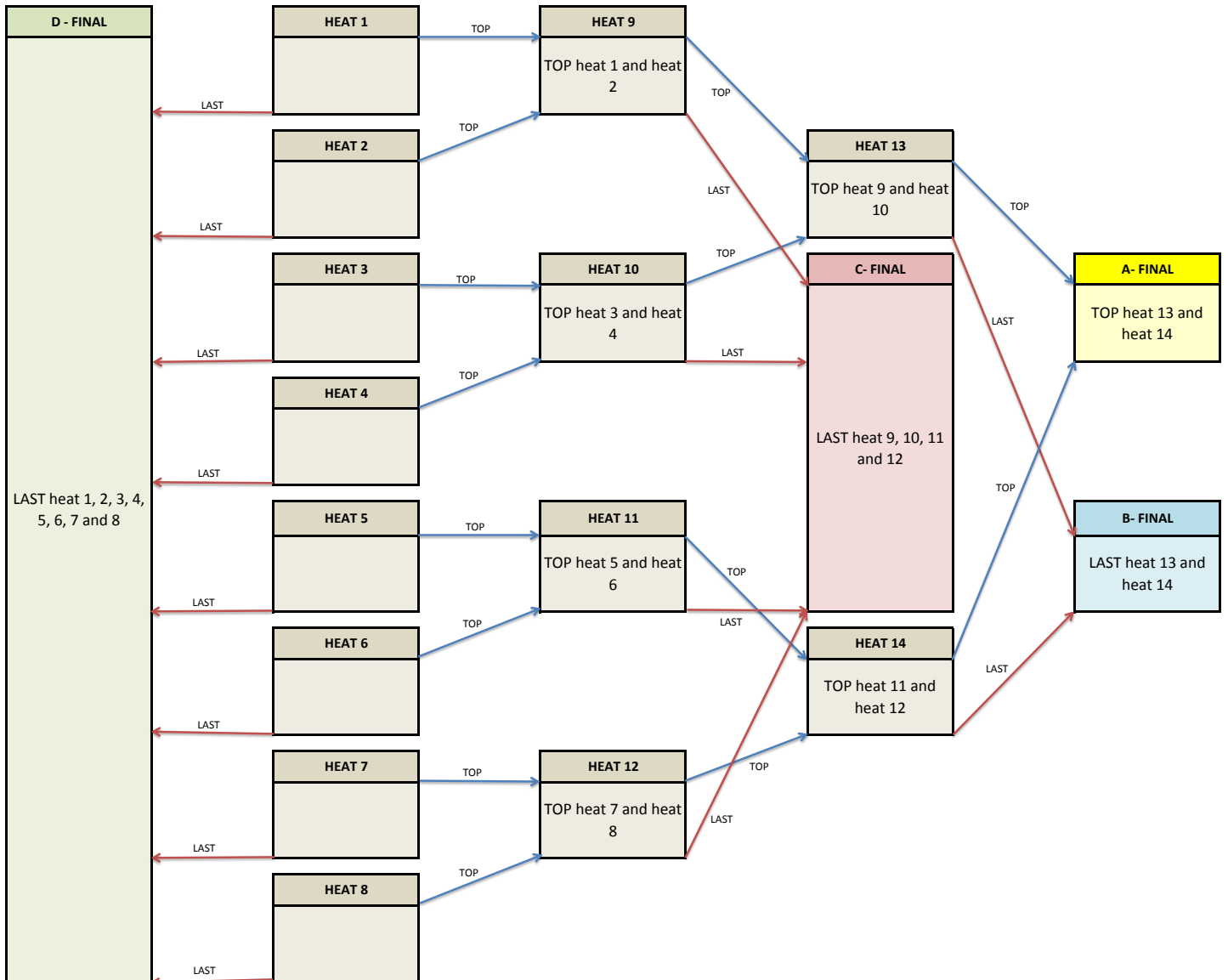
To determine how good a competitor is, you can use the results of other regattas. For example: the PWA-ranking, the IFCA-ranking and/or the national ranking. After the first elimination the previous overall results of the fleet shall be used to rank the competitors for the next elimination.

6.2 THE DISTRUBUTION TABLE

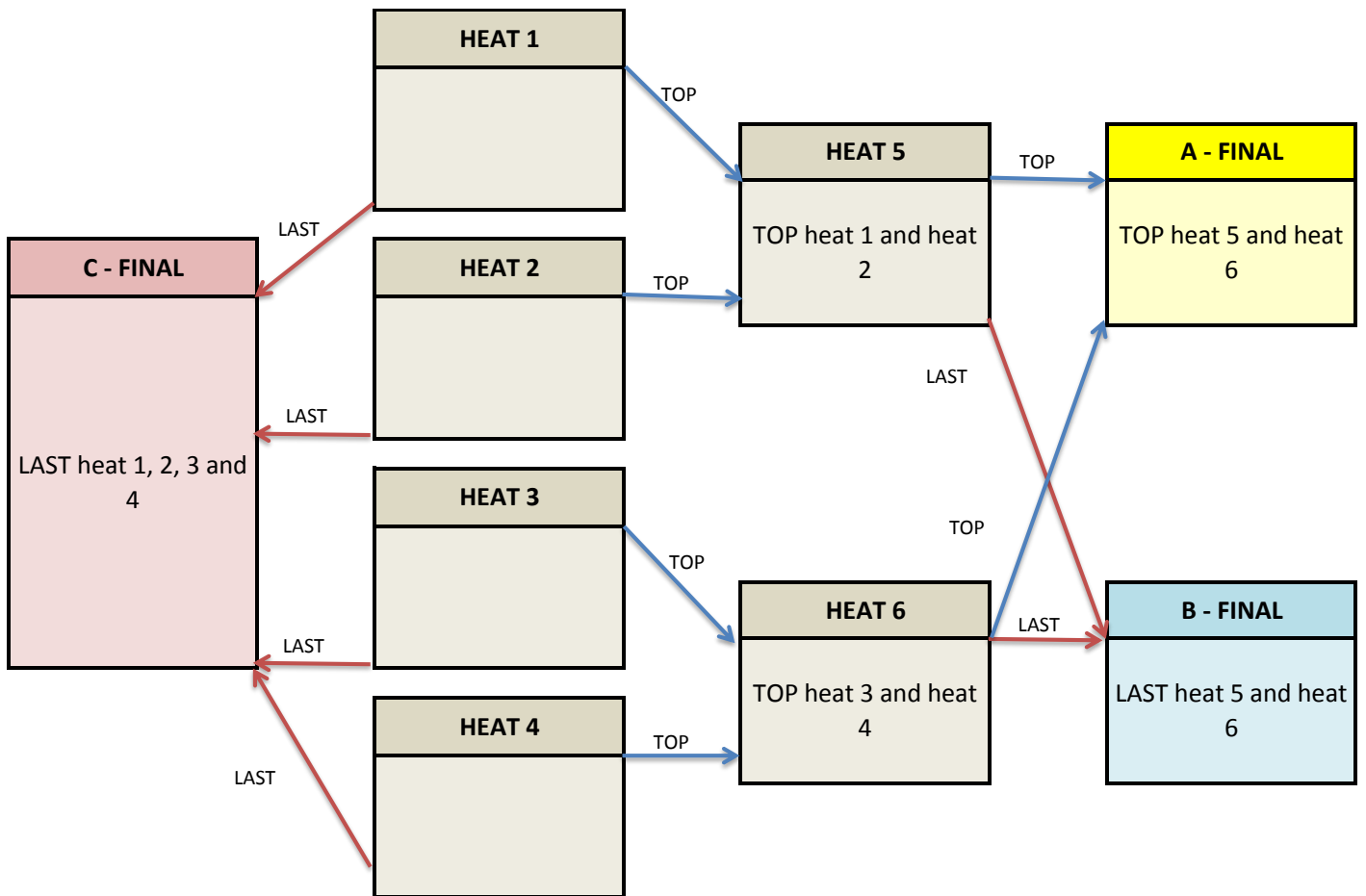
HEATS IN FIRST ROUND											
8 HEATS				4 HEATS				2 HEATS			
heat	Rank competitor			heat	Rank competitor			heat	Rank competitor		
1	6	38	70	1	3	19	35	1			
	11	43	75		6	22	38				
	22	54	86		11	27	43				
	27	59	91		14	30	46				
2	3	35	67	2	2	18	34	1	2	10	18
	14	46	78		7	23	39		3	11	19
	19	51	83		10	26	42		6	14	22
	30	62	94		15	31	47		7	15	23
3	7	39	71	3	4	20	36	2			
	10	42	74		5	21	37				
	23	55	87		12	28	44				
	26	58	90		13	29	45				
4	2	34	66	4	1	17	33		1	9	17
	15	47	79		8	24	40		4	12	20
	18	50	82		9	25	41		5	13	21
	31	63	95		16	32	48		8	16	24
5	5	37	69	3	4	20	36				
	12	44	76		5	21	37				
	21	53	85		12	28	44				
	28	60	92		13	29	45				
6	4	36	68	4	1	17	33		1	9	17
	13	45	77		8	24	40		4	12	20
	20	52	84		9	25	41		5	13	21
	29	61	93		16	32	48		8	16	24
7	8	40	72	4	1	17	33				
	9	41	73		8	24	40				
	24	56	88		9	25	41				
	25	57	89		16	32	48				
8	1	33	65	4	1	17	33				
	16	48	80		8	24	40				
	17	49	81		9	25	41				
	32	64	96		16	32	48				

6.3 RACING SCHEDULES

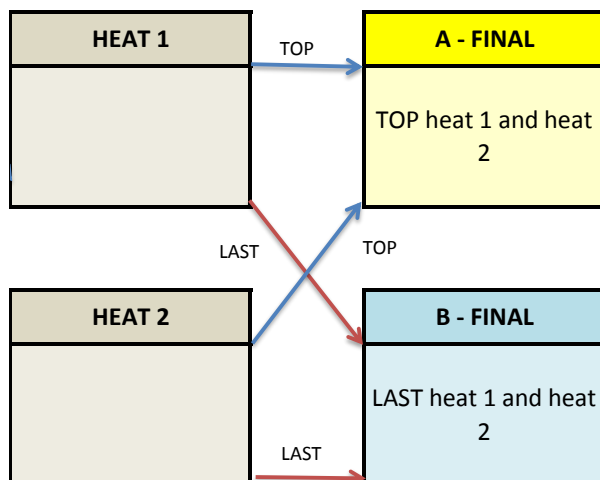
LADDER –A-



LADDER -B-



LADDER -C-



6.4 ROUND ROBIN

Another format is Round Robin or Flight racing. This can be used at local events. The round robin is the only format in which every competitor sails against every other competitor. Each competitor sails the same number of races, and knows the minimum number of races that he will be allowed to sail when he enters the event.

If an event consists of a single round robin, it is hard to create a result that is equitable to all competitors if for any reason the round robin cannot be completed.

Like in 6.1 the fleet is distributed in groups. In this format there is no elimination. Each group races with every other group in a 'round robin' before the scores are merged. This produces overall positions. The composition of the groups stays the same till all groups raced with all the other groups. After a complete "race" the composition of the groups shall be adjusted to the new results.

As the Round Robin is not described in the IFCA Championship rules they shall be described in the Sailing Instructions.

Race #1

	Flight 1	Flight 2	Flight 3	Flight 4
Round 1	A-B	C-D	E-F	G-H
Round 2	A-C	B-E	D-G	F-H
Round 3	A-D	B-C	E-H	F-G
Round 4	A-E	B-F	C-G	D-H
Round 5	A-G	B-H	C-F	D-E
Round 6	A-H	B-G	C-E	D-F

In the Sailing Instructions:

"Races will be sailed in a Round Robin series"

Terminology

In a round-robin series the competitors assigned to groups and scheduled to sail against all other groups

Terminating a Series

- The race committee may terminate a series at any reasonable time taking into account the entries, weather, time constraints and other relevant factors.*
- When a round-robin series is terminated, any round-robin in the series in which 80% or more of the full schedule of races has been completed shall be scored as complete; if fewer races have been completed, the round-robin shall be excluded from the results, but may be used to break ties.*

Seeding

In a round-robin series the competitors shall be ranked in groups according IFCA Championship rule Distribution table.

Scoring a Round Robin Flight

The scored points in a flight shall be according IFCA Championship rule "Scoring"

Scoring a Round-Robin Series

If the competitors in a round-robin group have not completed an equal number of races, they shall be ranked in order of the average number of points scored.

Ties in a Completed Round-Robin Series

Ties in a completed round-robin series shall be broken using only the results in the series, in order with the result of the flight in which both competitors may race

Ties in an Incomplete Round-Robin Series

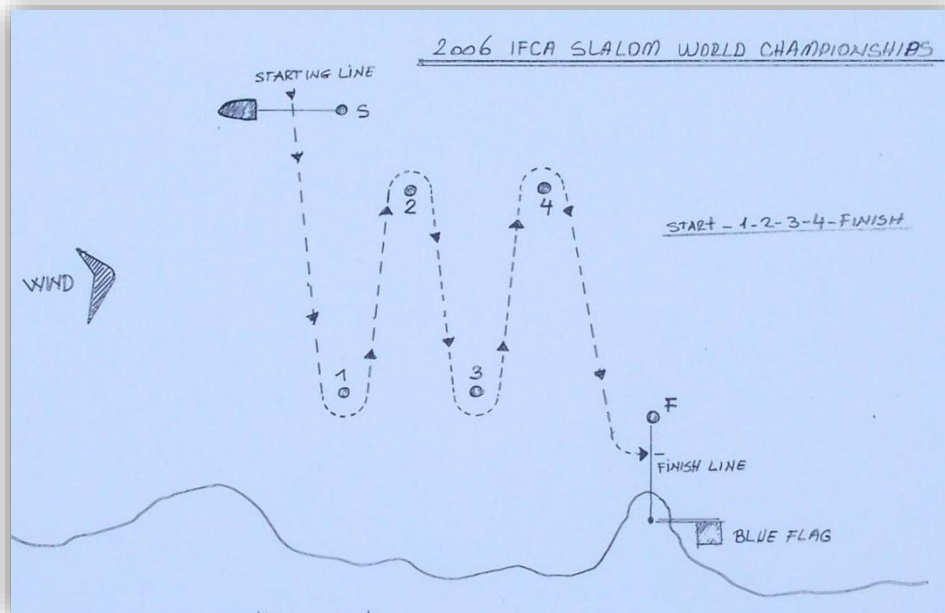
If a round-robin series is not completed and the competitors with the tie did not compete in the same flight the competitors shall be ranked according to the results from all completed round-robins in the series.

Ties shall be broken according RRS B8-A8"

6.5 POINTS IN UNFINISHED HEATS

When a heat cannot be completed, the points for the unscored places shall be added together and divided by the number of places in that heat. The resulting number of points, to the nearest tenth of a point (0.05 to be rounded upward), shall be given to each board entered in the heat. In not sailed heats all the competitors in that heat shall have the average points of all points which can be scored in that heat.

7. COURSES



7.1 LOCATION

The course location on the water is very important. It should take into account the environment, such as trees, cliffs, sea lanes and of course the wind. Because the competitors in slalom racing regularly go to the shore between their heats, the course should be as close to the competition area as possible. In this case the press and the spectators also can watch the race very well

With the course close to the shore it is important to make sure that the competitors do not have to cross the racing area to go to their starting area. This is specially a point of attention if the finishing line is in front of the competitors area.

Location of the Race Area

Important factors affecting race management

- Clean winds; avoid cliffs and areas that create bends in the wind
- Even depth of water; ease of setting marks
- Tidal currents; these should be avoided if at all possible
- Space for more than one course; do not overlap course areas
- Distance from beach; Overview for the press,

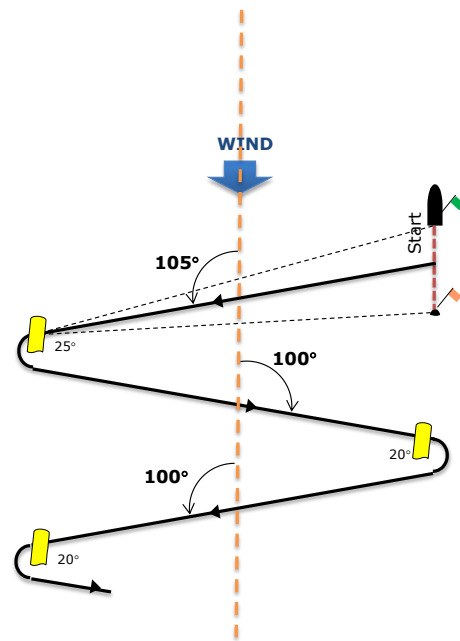
7.2 COURSE GEOMETRY

The course for slalom racing is downwind. The target time for each heat is 3 till 4 minutes. In good wind conditions the total course length should be about 2.000 metre.

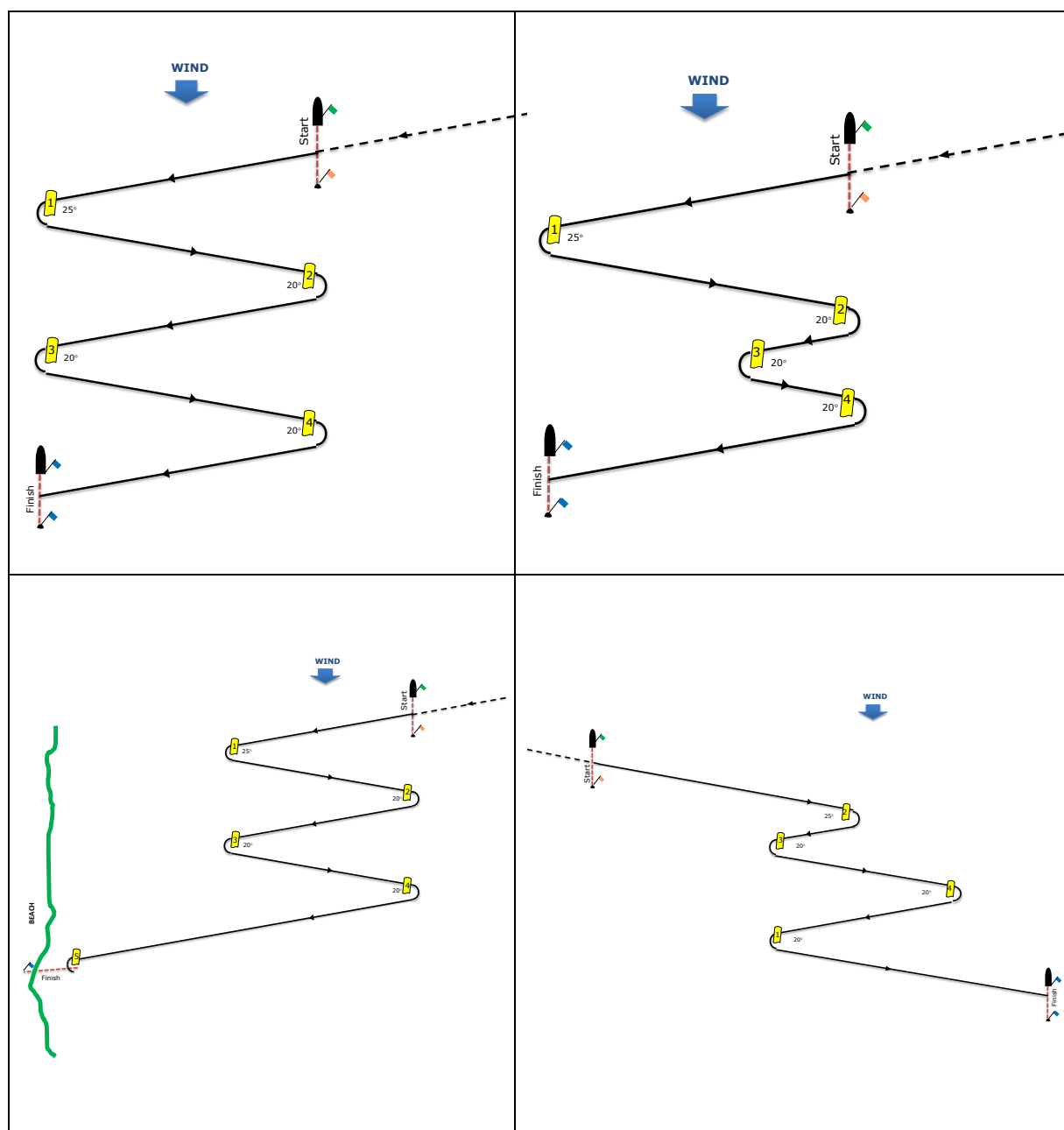
All the legs, except the first after the start are about 10 degrees from the wind direction. The first leg after the start is about 5 degrees more downwind (15 degrees) to give the right angle also to the starters at pin end.

With current, the angles shall be adjusted to the direction and strength of the current.

The rounding of the first mark always gives the most problems as the fleet is still close together. To avoid these problems, who can end in protests and requires for redress, the first leg should be min 400-500 metres.



7.3 SOME EXAMPLES OF COURSES



As already stated, it is wise to have a long first leg to avoid problems at the first Mark. The length of the other legs can be longer or shorter. By using both short and long legs the competitors need various qualities. For short legs the mark rounding is very important and the participant must have a good gybe technique. For long legs board speed is more important. During a slalom race the competitors should master both techniques.

7.4 STARTING AREA AND STARTING LINE

The start is like all the other legs on a reach. This means that the competitors will start at high speed. To give them the possibility to make this speed with the correct timing the prior start area should have a length of about 300 metres. This is a part of the racing area and no competitors are allowed here except if they are in the heat in which the starting procedure is in process. (Heat number and class flag are displayed)

Startline

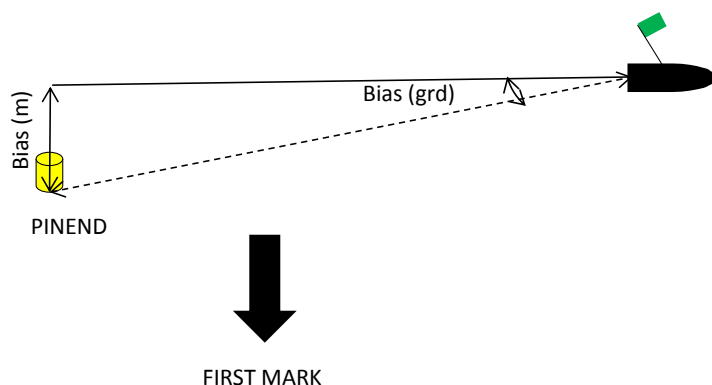
The starting line is parallel with the wind direction with a bias of 8-10 degrees in (favour of the pinend) and with a length of about 70-90 metres. (boardlength x competitors in the heat x 3)

The starting vessel is positioned upwind of the starting line with the crew working on the stern of the ship. Of course there are small buoys at the anchor line to warn the competitors sailing upwind of the starting vessel to the starting area for the anchor line. (Even than some competitors will collide on the anchor line!)



Without help from the startvessel it is not easy to put the pinend mark with the correct bias. With the help of this table it is easier (and faster). In the table the bias is recalculated from degrees to meters.

Bias (degrees)	Length Startline (m)	Bias (meters)
5	70	6,12
5	80	7,00
5	90	7,87
5	100	8,75
10	70	12,34
10	80	14,11
10	90	15,87
10	100	17,63



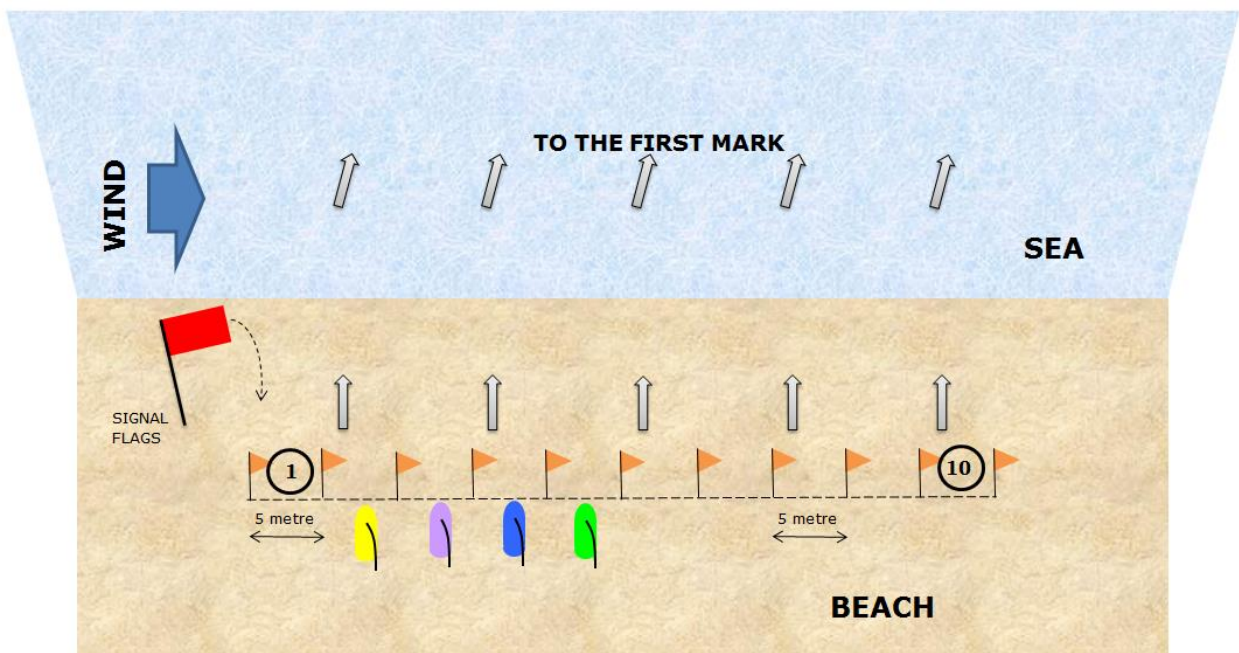
7.5 BEACHSTART

If you are lucky and there is a side shore wind at the beach it is possible to make a beach start. According the IFCA Championship rules:



Slalom Beach Start:

- The starting stations shall be numbered so that station 1 is the most windward one. The position of the competitors on the starting grid is according the position in the previous heats or by drawing. The first on station 1, the second on station 2, etc.
- After boards have been called to take their positions, the race committee shall make the preparatory signal by displaying a red flag with one sound. The starting signal shall be made, at any time after the preparatory signal, by removing the red flag with one sound.
- After the starting signal each board shall take the shortest route from her starting station to the water and then her beach start position without interfering with other boards. Part 2 rules will apply when both of the competitor's feet are on the board.

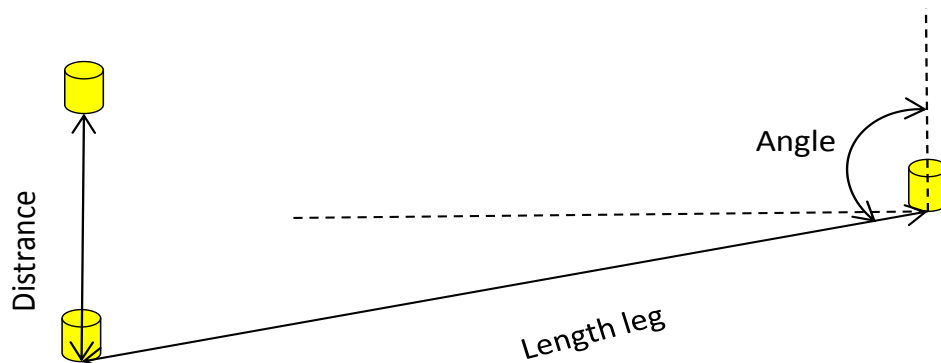


7.6 LAYING THE MARKS

After the first leg is position with the compass it is possible to put the other marks in position by laying them at the correct distance of each other. In this way two boats can work separately.

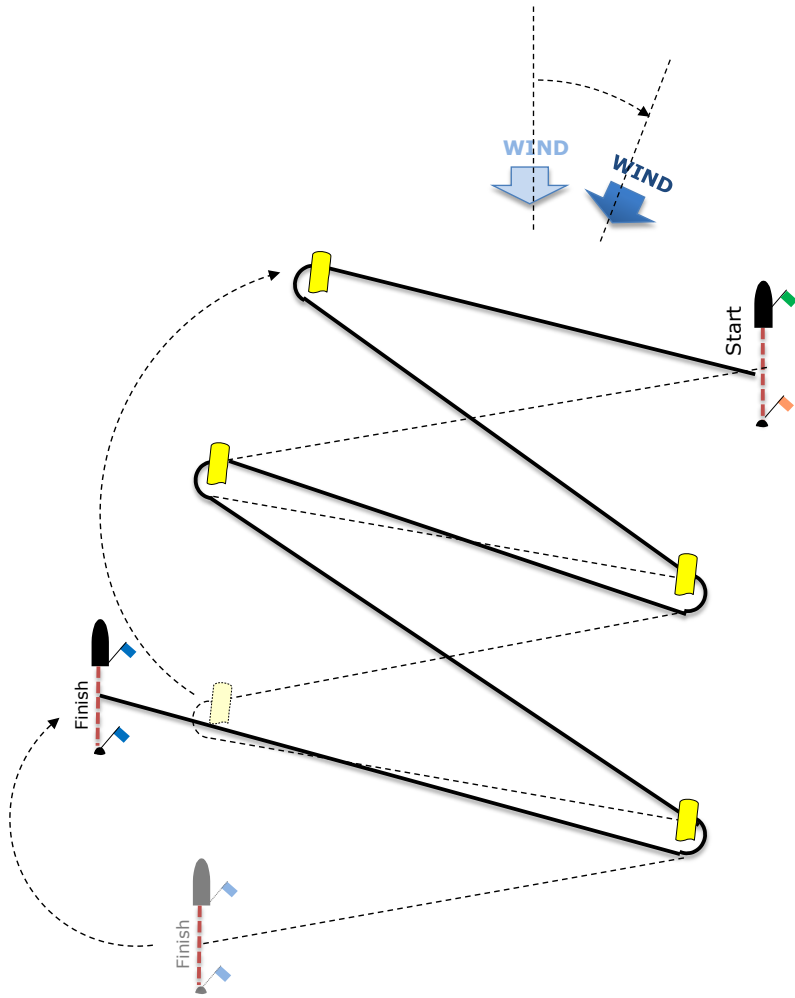
The table is the angle in degrees between the leg and the wind direction. The length of the leg influences the distance between the marks.

Angle to the wind	Length Leg (m)	Distance between Marks (m)
100	300	104
100	400	139
100	500	174
100	600	208
100	700	243
105	300	155
105	400	207
105	500	259
105	600	311
105	700	362



One minute before the start the first mark shall be in place. The other marks shall be in place before the competitors start the leg toward this mark. As the races are only 3-5 minutes it is not possible to move the marks after the start except with a very experienced crew and enough ribs. It is recommended to abandon the heat if large wind shifts making it a no fair racing and to move the marks after that

With big wind shift (20 degrees) the quickest way to change the course is to hop one mark over another as shown in the figure. In that case you only have to move one mark and the finishing line and maybe to adjust one more mark.

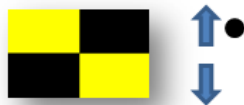


8. STARTING

8.1 SIGNALS BEFORE START

On the beach:

1. Notice to the competitors



When displayed ashore the meaning of flag L is: "A notice to competitors has been posted." This is often an amendment to the SIs but does not have to be - it could be an official notice of another kind. Flag 'L' should be removed *without a sound signal* when the displayed notice has become effective. This is at the start of the scheduled race it affects. For amendments to the SIs, 'L' should be removed at the Warning signal of the first race to which the change first applies.

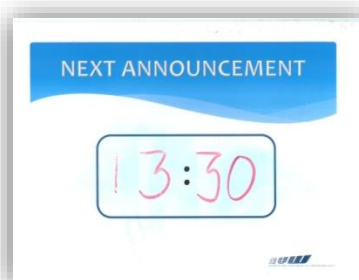
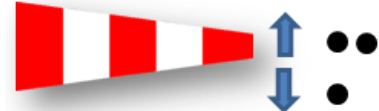
2. Personal floatation devices



If 'Y' is to be displayed it *shall* be at or before the warning signal. Wearing personal floatation devices is required as per RRS 40 or as stated in the SIs. The signal is displayed with one sound.

3. Indefinite Postponement

(flag AP accompanied by two sound signals). The flag AP is displayed on its own. There is no time limit on this signal, but if there will be a long postponement there it is recommended to inform the competitors about the intentions. This could be a notice on the noticeboard:



When displayed ashore, this signal requires a SI extending the time between its removal and the next signal. At international event this time normally is 20 minutes, but can be changed in 30 or more depending of the distance from the competitors area tot the race area.

In the Sailing Instructions:

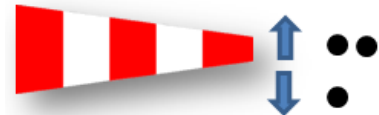
"When flag AP is displayed ashore, 1 minute is replaced with "not less than 20 minutes". This changes RRS."

This signal requires one sound signal when it is removed.

On the starting vessel

1. Indefinite Postponement

(flag AP accompanied by two sound signals). The flag AP is displayed on its own. There is no time limit on this signal. Flag 'AP' is left on display until one minute before the warning signal and shall be lowered when the attention signal (3 minutes) is displayed. This signal requires one sound signal when it is removed.

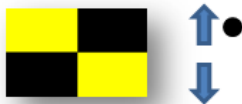


2. Races Postponed – Further Signals Ashore

(AP over H accompanied by two sound signals). This signal is displayed when the RO decides that for safety or any other reason, the fleet would be better off ashore. Technically, the only way the fleet can find out what the RO's intentions are for the rest of the day's program, is to go ashore and look at the shore based flagpole and/or the official notice board (many ROs will display flag 'L' on the official flagpole and then put a written notice on the official notice board detailing the race committee's intentions). There is no sound signal when this signal is removed.



3. Notice to the competitors








When displayed afloat the meaning of flag L is: "Come within hail" or "follow this boat".

This is a very useful signal used to lead the fleet to a better area for racing or to enable the race officer to talk to the fleet. It is good practice to emphasise that a change in the starting order has been made.


If a signal flag is displayed over a class or fleet flag the signal only refers to that class or fleet!

8.2 STARTING SIGNALS

The standard starting sequence for slalom races is:

Before Start Short before 3 minutes	Flag  	Sound signal NO sound
3 minutes <i>Attention signal</i>	 	1 sound
2 minutes <i>Warning signal</i>	   	1 sound
1 minute <i>Preparatory signal</i>	   	1 sound
30 seconds <i>Half minute</i>	 	1 sound
START	 	1 sound
After start time limit (in SI)	   	NO signal

The procedure for a beach start

Before Start	Flag	Sound signal
If competitors in position <i>Preparatory signal</i>	 	1 sound
Short after the preparatory signal <i>(If competitors ready for start)</i>	 	1 sound
START	 	

If a mistake is made in displaying the flags or timing the start shall be aborted and the "AP" shall be displayed to signal a postponement of the start! After removing the "AP" the heat shall be restarted.

8.3 THE PRE-ATTENTION SIGNAL



It is good practice to give competitors some warning that a new start sequence is about to begin. It tells the competitors that the race committee is ready and the start sequence is imminent, so they can prepare accordingly.

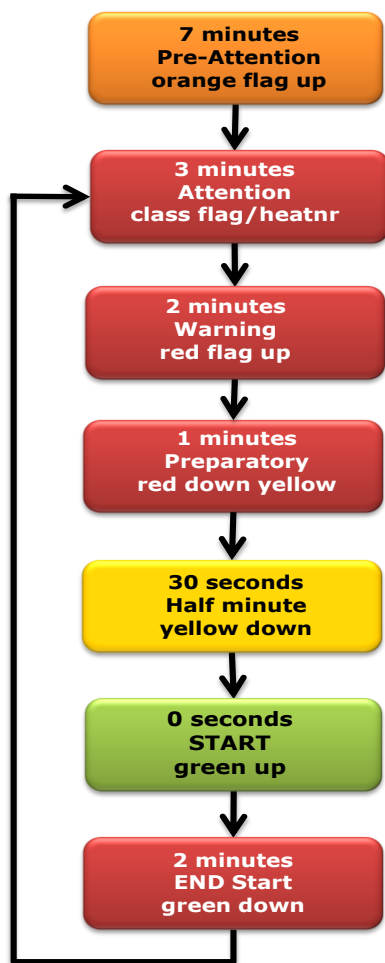
In the Sailing Instructions:

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

Races never shall be sailed 'ahead of schedule'.

8.4 THE ATTENTION SIGNAL

The class flag, as prescribed in the SIs, is used as the attention signal. It is the first signal in the starting sequence and the one from which the fleet will start their stopwatches. It is good practice to have a fixed time between the attention signal of the different heats.



In this example every 5 minutes (or a multiple of 5) an Attention signal will be displayed. It is also advisable to stay in this system after the "AP" (postponement) is removed

Every effort should be made by the race committee to display this signal at the time stated in the Sis or on the noticeboard. It is accompanied by one sound signal.

8.5 THE PREPARATORY SIGNALS

After the preparatory signal until the starting signal, a board shall have her sail out of the water and in a normal position, except when accidentally capsized.

8.6 HALF MINUTE TO THE START

In general the competitors will approach the start during the last 30 seconds before the starting signal. During these last 30 seconds a right-of-way-board shall not change course if as a result the other board would need to take immediate action to avoid contact.

IFCA Championship rule 6.1.2 modifies RRS 16.3

To cover the events during the starting sequence, each person sighting the line should use a recording device and record continuously from at least 30 seconds before the starting signal and to include anything of interest after the start. In this period he should describe what he sees as if he were commentating on the radio. In this manner he paints a picture of the wind and sea state, of the location of boats relative to the start line, noting sail numbers and any boards that might be getting too close to the line.

Always endeavour to record the timekeeper as he counts down to the start. Sound signals will also be recorded.

At the start signal the RO should call 'Line clear' or alternatively record boats that are OCS. This latter recording is the most important recording to be made. It is difficult to record boat numbers immediately the start is made, therefore start recording boats that might be over in the 2 to 3 seconds before the start signal, or as soon as they cross the start line early. This way there is a good chance that every boat that is OCS will be correctly identified.

Recordings should be labelled and not erased until after the conclusion of the entire event. You never know when a Protest Committee might require that particular piece of evidence.

8.7 SIGHTING & CALLING THE LINE

This is more difficult than it seems. It is recommended that you stand 1 metre behind the mast on the transit of the line.

The boards are passing the line at high speed. A speed of 30 knots is no exception. With a speed of 30 knots a board sails 100 metre in 6,6 seconds, or sails 15 metre in 1 second!



It is important to be sharp on the starting signal and focus on the line and try to make a "photo" in your mind. If you could not see the sail number immediately you can follow the board to find out the sail number later. A board can be identified by the sail, or competitor outfit.

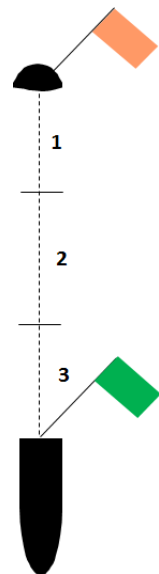
Always have a second pair of eyes. This will help in the correct identification of the boats. The RO has to make an instant decision at the start signal. He has one of two choices to make;

1. It is a good start - 'Line Clear'
2. There are one or more clearly identified OCS boats - 'OCS'

To assist him in the decision making process he requires information from other race committee members sighting the line. At this stage the RO does not require boat sail numbers. The information he requires is:

1. How many boats identified?
2. How many boats in total over the line?

This information is transmitted to him as two numbers (eg 2 and 3; two boats identified, three boats over in total). The smaller number can only be the number of identified boats, the bigger is the total number over the line.



Sighting and Calling the Line

- Stand behind the signal flag at least one metre away. Sight the pin end from the course side of the mast.
- Have a second person sighting the line

8.8 RECALLS

AI Slalom starts are according RRS B10-29 (*with the "Black Flag Rule" without displaying the black flag*). If the race committee identifies boards OCS the boards shall be disqualified without a hearing, even if the race is abandoned.



If even one board is identified the race committee has to signal "general recall". The race committee shall hail or display her sail number, and she shall leave the course area immediately. If the race is restarted or re-sailed, she shall not sail in it.

RRS B10-29;

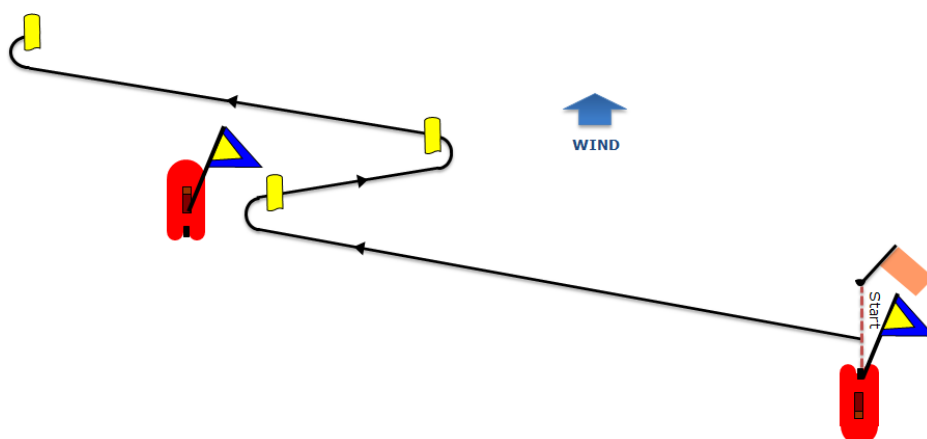
RECALLS

For a race of an elimination series that will qualify a board to compete in a later stage of an event, rule 29 is changed to:

- (a) When at a board's starting signal any part of her hull, crew or equipment is on the course side of the starting line, the race committee shall signal a general recall.
- (b) If the race committee acts under rule 29.1(a) and the board is identified, she shall be disqualified without a hearing, even if the race is *abandoned*. The race committee shall hail or display her sail number, and she shall leave the course area immediately. If the race is restarted or resailed, she shall not sail in it.
- (c) If the race was completed but was later *abandoned* by the protest committee, and if the race is resailed, a board disqualified under rule 29.1(b) may sail in it.

If half of the fleet or more are identified OCS there will be no restart and all remaining competitors advance to the next round.

The 1st substitute shall be displayed on the starting vessel. It is a good practice to show the 1st substitute also at the first mark in order to ensure that the competitors can go to the starting area as quickly as possible to prepare the restart.



The RO must always ask him/herself what caused many boats to be over the line at the start. There can be a variety of reasons including:

- a wind shift causing an unexpected surge of boats at one end of the line.
- a tidal current pushing boats onto the course side of the line.

- a poorly defined start line. If the masts are not tall enough or the flags on the masts are not big enough sailors have difficulty knowing where the start line is.

As it takes much time to make a restart after a general recall it is good practice to make an adjustment in the Sailing instructions to signal a general recall only in the semi-finals and finals (or quarter finals with 8 heats in the first round). With 4 or 8 heats in the first round the fleet will be spread over the whole leg. There will be fewer conflicts at the first mark rounding as in semi-final and final where the fleet will be more the same level and more compact.

In the Sailing Instructions:

"Recalls"

Slalom general recalls will be signaled

- *During the semi-finals and finals in accordance with RRS 29 (B 10)*
- *In other elimination heats in accordance with RRS 29 (B 10), without signaling a general recall. This modifies RRS 29 (B 10)."*

In case of any problems with the starting line (length, or angle to the wind etc.) AP instead of General Recall is to be used just before the start.

The race should be Abandoned (use flag "N") In case of a race committee error discovered *after* the starting signal (e.g. timing), rather than signalling a General Recall. The rules do allow a 1st Substitute to be used in these circumstances but it is considered better to abandon. This is on the basis that best practice tells the sailors that a General Recall is used when the problem was caused by them; when the problem is ours we AP if it is recognized before the start or Abandoned when realized afterwards.



Flag "1st sub" or "N" is left on display until one minute before the warning signal and shall be lowered when the attention signal (3 minutes) is displayed. If there is no alteration to the course or any other delay, the RO should prepare for a new warning signal as soon as possible within the timing sequence.

9. DURING THE RACE

9.1 RACE CONTROL AFTER THE START

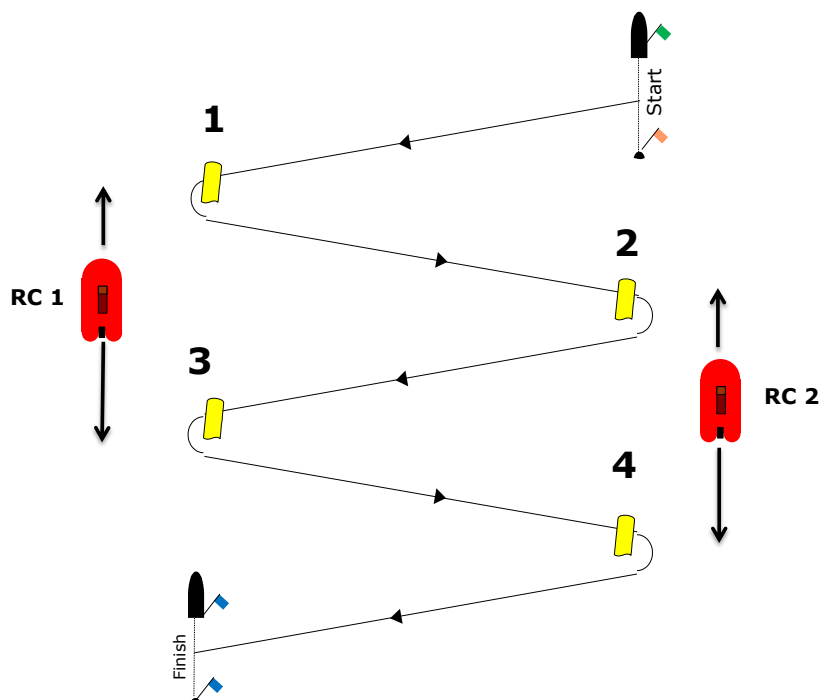
Every 5 minutes a start of a new heat means that a heat is still racing during the starting procedure of the next heat. For this the Starting officer shall focus on the starting procedure and the Race officer shall monitor the overall picture.

Once a heat is progressing up the first leg, the RO has to switch his mind to other matters. There are several situations that can develop during a race and spoil it. With careful observation and a supply of information from the mark laying boats around the course area, the good RO will be able to anticipate any problems before they reach a critical stage. Some issues that can spoil what started as a good race are:

- Collapse of wind speed making the time limit impossible to achieve and therefore losing the race.
- Increase in wind speed resulting in danger to life, turning the race into a survival course.
- Change in wind direction. This may mean adjusting the course to a new wind.
- Marks moving (perhaps due to anchors not holding on a rising tide).

If the race becomes unfair (Due non-planning conditions there is a shift in the order, or wind shifts make it not possible to fetch the mark or any other reason) the race shall be abandoned.

To have a good overview over the course and the competitors the committee boats have to sail with the competitors from Mark 1 to Mark 3 and back and from Mark 2 to Mark 4. In the last minute of the start there shall a committee boat at Mark 1 to signal the general rec all. The other task of the committee boats is to measure the wind during the mark rounding of the first competitors.



9.2 ABANDON

Care must be taken with these signals because when displayed alone they apply to all classes. It may be necessary to qualify them with a class or fleet flag.

All Races are abandoned - Return to the Start Area

(Flag 'N' accompanied by three sound signals)

When displayed alone, flag 'N' can *only* be used after the start. It means that the race is abandoned, competitors should return to the start area and a new start will be made as soon as practical.

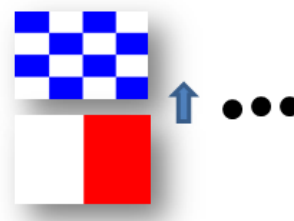


Flag "N" is not only displayed on the starting vessel, but even more important on all race committee boats as it is almost impossible for the competitors to see the signal flags behind them.

Flag "N" is left on display until one minute before the warning signal and shall be lowered when the attention signal (3 minutes) is displayed

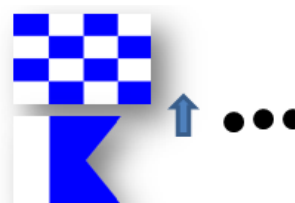
All Races are abandoned - Further Signals Ashore

(Flags 'N over H' accompanied by three sound signals) Flags "N" over "H" may be displayed at any time - before or after the start.



All Races are abandoned - No More Racing Today

(Flags 'N over A' accompanied by three sound signals) Flag "N" over "A" may be displayed at any time - before or after the start.



The Last Resort

When using flag 'N' (or 'N/H' or 'N/A') after the start of a race, that race is stopped. The RO has to consider that abandoning the race can influence the result of competitors. De competitor in the lea will not be very happy. In the opposite the competitor on the last place will be very happy as his mistake at the start or mark rounding will not involve his result!

The rule that allows a RO to abandon a race once a boat has finished requires him to 'consider the consequences for all boats in the race or series' before he abandons. It is very important to study the rule (RRS 32) that authorises the use of the abandon signal. This rule lists five reasons for abandonment:

1. An error in the starting procedure (this includes an invalid signal for an Individual Recall).
2. Foul weather.
3. Insufficient wind.
4. A mark that is missing or out of position.
5. Any reason directly affecting the safety or fairness of the race.

RRS 32.1;

SHORTENING OR ABANDONING AFTER THE START

After the starting signal, the race committee may shorten the course (display flag S with two sounds) or abandon the race (display flag N, N over H, or N over A, with three sounds), as appropriate,

- (a) because of an error in the starting procedure,
- (b) because of foul weather,
- (c) because of insufficient wind making it unlikely that any boat will finish within the time limit,
- (d) because a mark is missing or out of position, or
- (e) for any other reason directly affecting the safety or fairness of the competition,

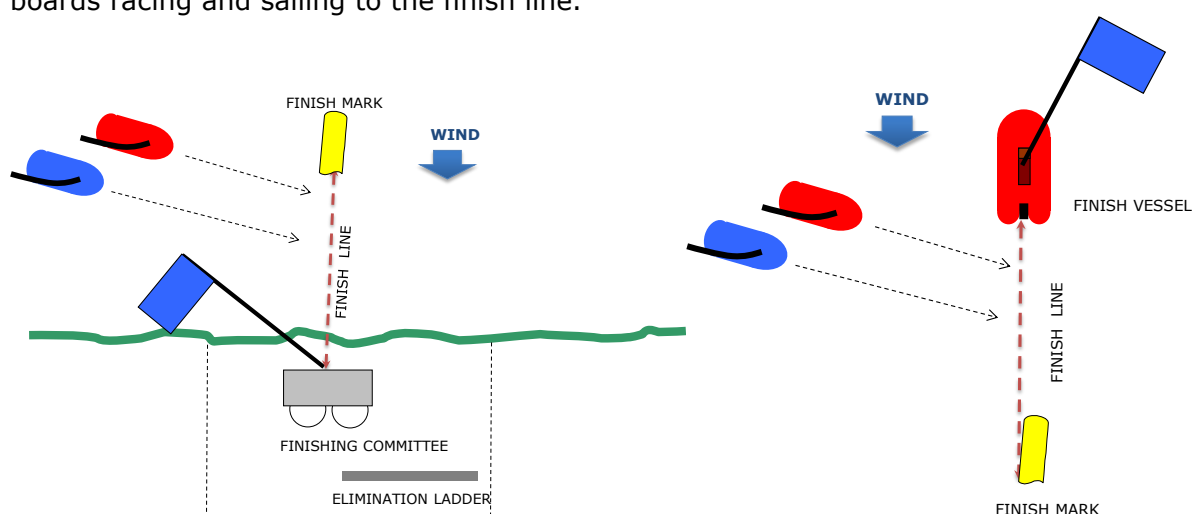
or may shorten the course so that other scheduled races can be sailed. However, after one boat has sailed the course and finished within the time limit, if any, the race committee shall not abandon the race without considering the consequences for all boats in the race or series.

10. THE FINISH

The finish is the most underrated and most important part of the race. For the competitors the goal of everything what happened in the race is to have a best possible finish place (or at least to have advance to the next round). For the race committee it is an important moment. Errors in the starting procedure can be restored by abandoning the race or to postpone the start. This is not possible for the finish!!!

10.1. THE FINISH LINE

The location of the finish line in relation to the course can be critical. With a finish located close to the beach boards leaving the beach toward the starting area can interfere with boards racing and sailing to the finish line.



On the other hand, a finish line in front of the beach also has great benefits for race management. The results can be processed on shore immediately without radio communication.

To make the finish as easy as possible, it is important that the finish line is situated correct.

1. There should be no confusion among competitors from which side they have to sail over the line. *"A boat finishes when any part of her hull, or crew or equipment in normal position, crosses the finishing line from the course side."* (definitions RRS)
2. The sail numbers should be readable when the competitors are sailing towards the finish.
3. With a short line of example 50-60 meters all sail numbers are readable while multiple boards are finishing simultaneously.

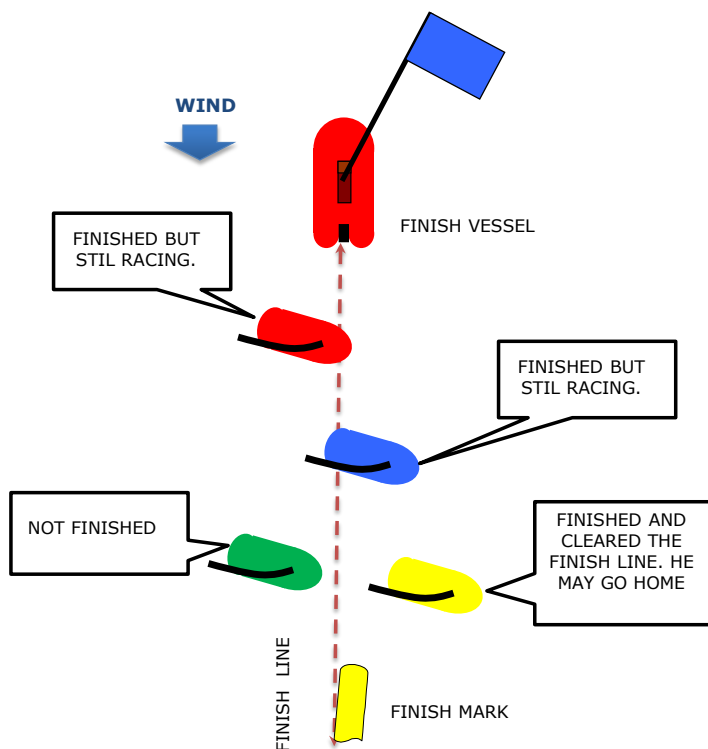
When displayed at the finish of a race, the Blue flag indicates to the competitors that the race committee vessel recording the finish is 'on station' at the finish. It does not define the finish line. This should be described separately in the SIs.





10.2. THE FINISH OF THE RACE

Scoring the sail numbers is precision work, especially if boards "simultaneously" finishes the stress often increase. Therefore provide sufficient backup. Ideal are two teams who work separately. Each teams of two persons, one with a voice recorder reads out the numbers and the other writes down the numbers. In order not to affect or disturb these two teams are sufficiently far apart. If necessary an additional contra-finish vessel can be just.



The definitions of finishing and racing should be clearly understood by the RO sighting the finish line. Once any part of a boat, its hull, crew or equipment in its normal position breaks the plane of the finish line from the course side, that is its finishing time or position. The whole boat does not have to cross the line.

Competitors intending to protest shall inform also inform the race committee of her intention to protest as soon as practicable after she finishes or retires. In general this is

at the finish line. This means that the finish committee is the first of the race committee who is informed about a protest. They have to inform the jury as soon as possible which competitor intends to make a protest.

10.3. PROBLEMS AT THE FINISH

The most common problems in the finish are:

1. A competitor sails for the second time through the line. A participant may, after he crossed the finish line for the first time still corrects a fault by taking a penalty (see definition). The finish committee must therefore assume that the participant after the first crossing made a correction in which case the second crossing is the official finish. If the participant does not agree here, he can ask for redress (Rule 62.1 (a)).
2. The sail numbers do not meet the requirements and are of poor quality. Before the race attention has to be spent here. Give the appropriate participants as soon as possible a written warning by publishing their name or sail number on the notice board. During the race make a notice on the starting line and publish a warning on the noticeboard. Do not take too much effort to try to understand the sailnumber. It is better to miss a poor written sailnumber than to miss the other the competitors because you are too busy with this poor number.
3. Several participants with the same sail number. Make sure the sail numbers throughout the event cannot be changed and have to be the same number as on the registration form. Allow only in exceptional cases to change the sail number.

10.4. SOUND SIGNALS AT THE FINISH

The moment the first boat that started properly finishes sound a clearly recognizable signal so that the other competitors have a time reference to the first finish. This time must be recorded (the hour, minutes and seconds) and the time limit calculated. It should be remembered, however, that an OCS boat that was the first to cross the finish line may request redress and be reinstated, thus influencing the time limit.

No other sound signals should be made. There is no reference to a sound signal being required in the *RRS*, when a boat finishes. Making a sound signal for every boat is a nuisance when the RO is recording the finishing positions on a Dictaphone.

In the Sailing instructions:

"Boats failing to finish within 5 minutes after the first finisher in their heat shall score DNC except those who are scored DSQ, BFD, OCS, RAF, RDG or DNE."

10.5. OTHER SIGNALS AT THE FINISH



If according 8.8 of this guideline only a general recall will be signalled in the semi-finals and finals and no recall will be signalled in the other fleets it is difficult for the competitors to know the result in the heat and who is advanced to the next "Round".

To inform the competitors that one or more competitors were over early at the start, flag "X" can be displayed on the finishline. A notice of this action shall be in the Sailing instructions.

In the Sailing Instructions:

"To inform the competitors that one or more competitors are identified as OCS flag "X" should be displayed at the finishing line without a sound signal."

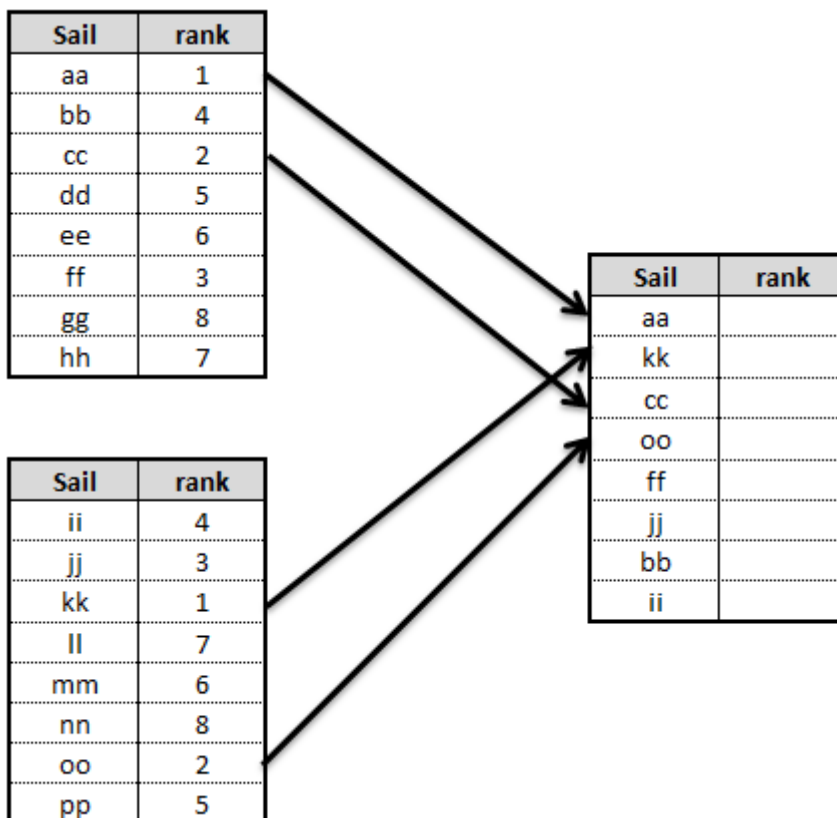
Of course flag "X" only will be displayed during the finish of the heat involved. Communication between the Starting officer and finishing officer is essential!

10.6. HEAT SCORING

During the elimination at the finish of a heat the most important is speed and especially which competitors advance to the next round. A good system is to send a photo of the result sheet of the heat by email or WhatsApp to the scoring and the noticeboard with the elimination ladder.

For the competitors it is important that they can confirm on the noticeboard with the elimination ladder that the advance to the next round or not. Speed is therefore essential.

The common system is the write the competitors in the next heat in order of the ranking in the heat before. The first of heat 1 on position 1, first of heat 2 on position 2, second of heat 1 on position 3, second of heat 2 on position 4



In the new heat the competitors are ranked from the best to the worst. In this way the scorer can work faster as the competitors in the new heat are already almost in order.

To update the elimination ladder on the noticeboard two crewmembers are necessary which are in close contact with the scoring/finish line to check the results constantly. To avoid communication problems due different language the finish crew and the crew at the heatboard have the same native language.

Discuss how the sailnumbers will be transmitted. To avoid mistakes in the numbers the best way is "one, five, seven" instead of "hundred-fifty-seven" as in some languages numbers are pronounced on a different way (France, Dutch, German)

Even better is to transmit with an iphone and to make a picture of the finish list and to transmit this with WhatsApp to a group with the scorer, heatboard, and media officer who want to have this info for the live ticker.

To create enough working space to write the results on the elimination adder it is advisable to put a fence about 1,5 meter in front of the noticeboard where the competitors should stay behind.

10.7. ELIMINATION SCORING

To reduce the "waiting" between the eliminations the main activity after the finish of the last heat of the elimination for the Scoring- and Assistant Race Officer on the beach is processing the final results and the preparation and publishing the seeding for the new elimination. The new seeding is based on the overall result of the fleet or class. (See 6.1)

11. SCORING

11.1. GENERAL

It is the Race Committee's responsibility to score the race and so the RO must at least check the final scoring and sign the results sheet(s) showing the elimination scores. This may be delegated to a senior member of the team. In the event of a competitor questioning the scoring (when it is believed to be incorrect) the RO must check the records and if there is a mistake the results must be corrected. This can be at any time.

Unless specified to the contrary in the SIs:

1. The Low Points System is the default system and this includes one discard within a series of races.
2. If one boat finishes within the time limit but subsequently retires or is DSQ, the race is still valid for all other boats finishing.
3. The Race Committee can only score:
 - a. Finishers - they are allocated the appropriate number of points according to their position
 - b. Boards that did not start - DNC & DNS
 - c. Did not comply with RRS 30.3 - BFD
 - d. Did not finish - DNF
 - e. Boats that retire - RET
4. Only the Protest Committee can take other scoring actions that worsen a boat's score. The implication of this is that the Race Committee cannot score a boat DSQ for any reason. It can only protest the boat if it believes it infringed a rule (eg failing to sail the proper course or hitting a mark without taking a penalty).
5. Race ties are scored the points that would have been awarded to those boats had they finished separately divided by the number of boats involved in the heat.
6. Series ties are broken according RRS B8, A2.
7. For a Regatta DNC, DNS, OCS, BFD, DNF, DNE, RET, DSQ are all scored the points for the number of boats entered in the series +1.

11.2. SCORING POINTS

The points of the elimination are scored in the final heats (Gold final, Silver final, Bronze final or Emerald final).

A - Final:

The points for the first place in the A - Final are 0.7, followed by 2, 3..... Competitors not finishing the A - Final heat get the points of the last position in the heat. Points given by the jury (RDG) cannot be more than the maximum points possible in the A - Final.

sail	pos	points
ABC-1	3	3
ABC-2	RDG	by jury (<9)
ABC-3	4	4
ABC-4	BFD	8
ABC-5	1	0,7
ABC-6	DNS	8
ABC-7	DSQ	8
AMC-8	2	2

B - Final:

The points for the first place in the B - Final are the number of competitors in the A -Final plus 1, followed by +2, +3..... Competitors not finishing the B – Final heat get the points of the last position in the heat. Points given by the jury (RDG) cannot be less than the minimum points or more than the maximum points possible in the B - Final.

sail	pos	points
ABC-9	1	9
ABC-10	DSQ	16
ABC-11	4	12
ABC-12	2	10
ABC-13	BFD	16
ABC-14	3	11
ABC-15	RDG	by jury (>8 and <17)
ABC-16	5	13

C - Final:

The points for the first place in the C - Final are the number of competitors in the A - Final and B - Final plus 1, followed by +2, +3..... Competitors not finishing the C - Final heat get the points of the last position in the heat. Points given by the jury (RDG) cannot be less than the minimum points or more than the maximum points possible in the C - Final.

sail	pos	points
ABC-17	3	19
ABC-18	4	20
ABC-19	2	18
ABC-20	5	21
ABC-21	BFD	28
ABC-22	7	23
ABC-23	1	17
ABC-24	DSQ	by jury (>16 and <29)
ABC-25	6	22
ABC-26	9	25
ABC-27	8	24
ABC-28	DNS	28

11.3. UNFINISHED HEATS

When a heat cannot be completed, the points for the unscored places shall be added together and divided by the number of places in that heat. The resulting number of points, to the nearest tenth of a point (0.05 to be rounded upward), shall be given to each board entered in the heat.

11.4. DISCARDS

The discards for Slalom racing are already defined in Appendix B of the RRS

RRS B10 – A2;

<u>Eliminations</u>	<u>Discard</u>
1 - 2	0
3 - 4	1
5 - 7	2
8 and more	3

12. POST RACE TASKS

12.1. ACCOUNTING FOR ALL BOATS

In association with mark boats, patrol boats and the Race Office, the RO satisfies him/herself that all competitors and RC boats are accounted for. Especially in difficult conditions the "all clear" is not given until all competitors and RC boats are ashore, on moorings or at least in sheltered water. The tally system, if used, should be carefully checked to ensure that all the regulations have been complied with.

12.2. RACE COMMITTEE PROTESTS

Since the primary responsibility for protesting breaches of the rules rests with competitors, the race committee will not normally protest a competitor. However, the race committee is obliged to protest a boat when it receives a report from an event measurer for an infringement concerning measurement. Outside of this, it is considered best practice to only protest a boat for a blatant breach of the rules that affects the fairness of a race such as failing to take a penalty after failing to sail the course. The race committee would also normally protest a competitor for a breach of good sportsmanship.

12.3. EVALUATION

Get the opinions of others. Be prepared for criticism. Listen to it; it may be useful. Talk to the competitors and their coaches (who are not usually shy when it comes to giving feedback). Talk to the Protest Committee Chairman. The Protest Committee, particularly if they have been on the water, may have some comments to make about the way the race has been managed.

Always evaluate your own performance and that of your Race Committee. What went wrong? Why did it go wrong? What can be done better? What went well? How can we make it even better?

13.JURY

13.1. GENERAL

- Protests are mostly from the 1st competitor who is not in the group to advance to the next round. (4th – 5th position)
- The first mark rounding is the most critical as the competitors are close together.
- In the first round there is a big difference in the level.
- In the semi-finals and especially in the final the level is more equal and the mark rounding will be more critical.

For the jury it is important to focus on the 4th and 5th position at the mark rounding and make notice which can be used in case of a protest.

13.2. START

At the start there is a special rule: RRS B2-16.3

RRS B2-16.3

When, at the warning signal, the course to the first mark is ninety degrees or more from the true wind, a right-of-way board shall not change course during the last minute before her starting signal if as a result the other board would need to take immediate action to avoid contact.

In the IFCA championships the last minute is changed in last 30 seconds. (CR 6.1.2)

The 30 second signal is: Yellow flag removed (no sound signal)

13.3. MARK ROUNDING



Most of the protests are about rule 18 (mark room)
In RRS Appendix B the zone is deleted in the rules and RRS 18 is switched on when a board starts to round the mark. (The competitor unhook the trapeze, steps out the footstrep, he brings his bodyweight and mast more backward and leeward and the mast more leeward.) In high speed you can see the spray behind the board changing.

It is very rare to have protest about other rules.

13.4. REDRESS

The reason for most of the protests is to get a redress. In RRS appendix B is an extra rule for redress

RRS B5-62.1(e)

Capsizing because of the action of a board that was breaking a rule of Part 2.

Of course like in other regattas redress is only to consider on a claim or possibility that a boat's score in a heat, race or series has been or may be, **through no fault of her own**, made **significantly worse** by

In elimination races a redress can be an advance to the next round. In that case there can be more competitors in this heat. Redresses in the final and runner-up final are like fleet racing although never more points as the last place in his heat or less points as the first place in his heat.

To give an advance to the next round the jury has to be convinced that the competitor had a reasonable change to advance to the next round if the incident did not occur. This means that an incident at the last mark between the 7th and 8th place normally cannot result in an redress given!

When redress may be granted for more than one race due to damage the principle in ISAF Q&A 2007-001 will apply. This limits the number of races for which redress should be granted.

When during a hearing it becomes apparent that redress may be granted that could affect a whole fleet, the hearing should be adjourned and the Jury (in consultation with the Jury Chairman) should initiate redress on behalf of the whole fleet in order to make them all parties to the hearing.

In the final heats points shall be given for redress. As the competitor has some result already before the finals the points given cannot be less or more than the points which can be scored in that heat.

13.5. REDRESS HEARINGS

STEP	QUESTION / REMARK	RESULT	
1	Was the boards score made significant worse	Yes Proceed	No Dismiss
2	Was the board at any fault in the matter? <i>(The reason for the worse score must have been through no fault of the boards crew)</i>	No Proceed	Yes Dismiss
3	Does the request meet one of the five categories in rule 62.1 an B5-62?	Yes Proceed	No Dismiss
3a	(a). an improper action or omission of the OA, RC or PC – must specifically be the cause of the worse score.	Some errors or omissions, including mistimed or incorrect signals, will not meet this test.	
3b	(b). the boards score was made worse by physical damage or serious injury caused by another board breaking a Part 2 rule, or a vessel required to keep clear.	Physical damage or serious injury that effects the performance of the competitor.	

3c	(c). giving help in compliance with Racing Rule 1.1	Yes if the board was complying with rule 1.1 (see Case 20)
3d	(d). the board's score was made worse by the actions of another board in an incident in which the other board was found to have broken rule 2 or was disciplined under rule 69.1(b)	Most likely IJ will initiate redress after the rule 2 hearing.
3e	(e) capsizing because of the action of a board that was breaking a rule of Part 2.	Is the board breaking a rule identified and get a penalty

13.6. OCS HEARINGS AND DECISIONS

The person in the best position to observe boards over the line is the race official sighting the line. If the line sighting and board identification are reasonable and proper, and the race committee is confident that the board is correctly identified over the line, it is unlikely that any other witness will have been in a better position.

For board "456" that was not OCS but was incorrectly identified as OCS:	<i>Boards will normally be signalled to retire so most likely average points will be appropriate. However, check for other possibilities.</i>
---	---

13.7. PUMPING

Like in all the other windsurfing classes pumping is allowed. As Slalom racing is only in planning conditions (if the wind drops the race shall be abandoned) there is not so much pumping. In light wind conditions just before the start and after the mark rounding's.

13.8. WIND STRENGTH AND SUITABLE CONDITIONS

The decision to race or abandon a race due the wind strength or suitable conditions is a decision of the PRO after consulting the IFCA Class representative (if there is any) and cannot be protested or a reason for a redress.

In the IFCA Championship rules: "11.3. Protests regarding wind strength and suitability of wind direction or wave conditions shall be disallowed."

13.9. PROTESTS

As the result of a protest is important for the next round, protest hearings shall take as less time as possible. The protests are orally (without a protest form) and immediately after the finish of the heat involved. The competitor has to inform the other party immediately after the incident hearing "PROTEST". He also has to inform the RC as soon as possible (at the finish)

The protestor has to bring the protestee (and if available the witnesses) to the jury.

13.10. THE PROCEDURE

1. Inform the starting vessel/Race officer if there is a protest that can influence the starting schedule!! (The RO will postpone the start)
2. Each competitor can explain the situation in max 30 seconds
3. The questions of the jury members
4. Last statement of the parties
5. Find the facts, conclusion and decision.
6. Inform the RC about the decision (DSQ and/or RDG) and the protest is finished

A hearing has to take normally not more than 2-3 minutes.

13.11. COMMUNICATION WITH THE COMPETITORS AND THEIR COACHES

All competitors, but especially youth competitors, should expect a consistent and fair process, in a language they can understand. The protest hearing should be formal and in plain English. The judges should be fair, respectful, and helpful to all participants.

Competitors may not have had previous experience in a formal protest hearing. The chairman should ensure that the parties, including their coaches, are informed of the processes that will be followed and if necessary clearly explain to the parties (and witnesses) the process, both initially and as the hearing proceeds. This can also be explained in the first skippers meeting of the event. In that case special attention can be given to the requirements for launching a protest and of course how to avoid a protest after an incident.

The main requirements for the protestor are:

- Call "protest" to the protestee
- Inform the RC immediately at the finish line
- When ashore immediately go to the jury and bring the protestee and the witness (if there is any)

To avoid misunderstanding, throughout the hearing and especially when communicating the facts found, conclusion and decisions, the judges should use the vocabulary of the rules. Judges should bear in mind that a competitor may not have a full understanding of the rules and procedures

When speaking with sailors, use the sailor's name (ask if necessary). Also when explaining rules or interpretations with sailors, the judge should endeavour to use the vocabulary used in the rules and not change the language of the rules. If the competitor is young it is preferable, if available, to include the sailor's coach or parent in the hearing.

13.12. DISCRETIONARY PENALTIES

If the jury has the possibility to give an alternative penalty according to the SIs for a breach, the penalties may range from zero penalty to disqualification. However, the following guidelines will be observed in assessing penalties. If the jury decide that a penalty greater than DSQ is appropriate, then they will consider initiating action under rule 2 or rule 69.

Penalties are divided into 5 bands:

Band 0 – zero penalty

Band 1 – 2 points

Band 2 – 5 points

Band 3 – 10 points

Band 4 – DSQ/DNE

Questions the jury will consider when deciding the appropriate initial penalty band include:

1. Did the breach compromise the safety of competitors or race organizers?
2. Did the board gain a competitive advantage through her breach?
3. Could the breach bring the sport or the organization into disrepute?
4. Did the breach result in damage or injury?
5. Was anybody inconvenienced?

The following questions are then considered to determine if there is cause to increase or decrease the band or reasons to maximise/minimise the penalty within the band;

1. Was the breach deliberate?
2. Was there a good reason for the breach?
3. Was there any attempt to conceal the breach?
4. Was the breach a careless or cavalier disregard of the rules?
5. Has the breach been repeated?
6. Was the breach reported by the competitor?

The following principles are then used to apply the penalty:

1. Any penalty must exceed any likely gain.
2. A discretionary penalty will not normally make a boat's score worse than retirement or disqualification.
3. Percentage penalties are calculated and then rounded up or down to a whole number of points.
4. If a fleet is split into groups, the calculation is based on the group size.
5. When more than one race is sailed in a day, unless the breach specifically affects each race, any penalty will be applied to one race only.
6. When a rule is broken while not racing, the penalty will be applied to the race in which the boat sailed nearest in time to that of the incident.

If a board realises they have broken a rule that is subject to discretionary penalties, they should report to the jury office where they will be asked to complete a form to describe the breach. The jury will then propose a penalty that a board may accept without a hearing.

In the appendix you find a suggested guidance which you can use and publish for the competitors.

13.13. ATTENTION

Slalom racing is with high speed (15 meter per second)
If you are on the water **TAKE CARE ABOUT YOUR POSSITION!!!**



14.MEDIA

With good publicity the sport can be promoted and is interesting for the sponsors. It is therefore important to take account of the media. This is a task of the PR staff. He can speak to press during the event to, provide information and other needs that they have.

Of course we provide the media with a lunch, drinks and an event T-shirt. Make arrangements in advance who will handle with the media is and how he gets his information.

Do not send the press to other employees (incl. the race committee) they are busy with the race management and therefore cannot give the media the required attention.

Make arrangements in advance. How important is the media for the event and what facilities are made available. For example, media boats, separate media room with separate fast internet connection. Lists of participants with sail numbers, results, map of the course, sailing instructions. To get the best picture chances are that there is a conflict between the interests of good media and a good race. It is therefore important to make sure that the photographers do not interfere in the race. Media boats drivers should have experience with racing and should know the competitors. They know what the best position for the media is without interfering the race.

Make with the drivers agreements about priorities. TV cameras need to have a clear forward view and want to be as close as possible to the competitors to create stable images. Of course this also applies to photographers, but since they do not make long shots is a little disturbing not a problem. In addition, TV images are the most interesting for the sponsors (and the competitors)

Inform the competitors at the skippers meeting about the presence of the media and ask their cooperation for interviews. If you have a Media officer introduce him at the skippers meeting.

14.1. WEBSITE AND SOCIAL MEDIA

Currently, websites and social media are the mean way to communicate with the competitors before the event and the "spectators" on a distance. They also provide a good opportunity to bring the sponsors to the attention.

To keep the competitors and "spectators" interested in you event the information shall be up-to-date.

During the event information should be published about:

- Competitors list with their equipment
- The results in the heats and overall result
- The weather conditions
- Important information from the noticeboard
- Social events
- Photos and videos from the event
- Protests and decisions
- Starting schedule

- Sailing instructions

Before the event at least the following information should be published:

Notice of Race

- Competition area and the local conditions
- The facilities made available
- Address of the Race office and a description of the route to the Event site.
- Travel options as airport, train and bus stations.
- Accommodation in the event area
- How to get more information
- Photos and videos of the Racing area, event site and previous events.

14.2. COMMUNICATION

Fast and accurate information on Facebook is essential to keep the followers. It is important to organize that the information from the race course will be received as fast and much as possible by the media officer. As this communication will disturb the radio communication of the race committee a separate radio channel is recommended.

- Which information is required?
- Who will give this information?
- How will this information will be available?
- Is it possible to receive the finish sheets by email or WhatsApp group.

To keep a good feeling with the races an "office" with a clear few on the racing site and an stable internet connection is recommended.

14.3. MEDIA-OFFICER

Try to get as much information from the media representative(s) as you can, to help both them and yourself. This can include:

- their name,
- what broadcaster, website, newspaper or magazine they are working for,
- who their audience is,
- what information they want to know,
- when their deadline is (in the case of a journalist making contact outside of an event),
- why are they producing the story/feature,
- how much information do they need (short news story or a feature?).

Offer yourself as a source of information and comment only on your expertise/responsibility.

If you have time take time to educate the media representatives on a particular subject if necessary. This may well mean they come back to you in the future.

If you can, put together two or three newsworthy views/items on your subject Prepare for any negative issues that could come to light.

Wherever possible choose somewhere to talk to the media representatives that is quiet with no interruptions and where you feel relaxed and comfortable.

Be concise. If a media representative is writing down what you are saying, they are more likely to get it wrong if you talk quickly or at length. If you are being interviewed for the broadcast media (television, radio, internet) short 'yes'/'no' answers are not very interesting and if you talk for too long people lose interest.

Be positive, passionate about windsurfing. Your positive attitude will reflect in what is broadcast or what a journalist writes. Use language that you would like to hear or see in print and attributed to you.

Be natural and be yourself. Always be calm and courteous, even if you feel angry or frustrated.

Broadcast interviews need to be interesting/entertaining. Talk about the interview with the media representatives first to get a feel for the type of interview they want and discuss the questions with them before you start. If you are unsure if you have understood a question properly, repeat the question to the journalist in your own words to make sure that they have explained it properly.

It is all right to ask if you have answered the question adequately, but not if it is a live broadcast. In pre-recorded broadcast interviews, it is alright to stop and ask to start again if you make a mistake.

Make a record of the contact

Do not assume that the media representative understands the event/situation/issue as well as you do. Find out at the start what their level of knowledge is so you can give the appropriate amount of detail.

Be aware of the journalist's deadlines. If you need to get back in contact with the journalist or need to get someone else to contact them make sure you know what their deadlines are and get back in contact as quickly as possible.

Journalists like facts, figures, and interesting comments to quote in their stories, so where possible try to have some ready.

Do not ask to see a draft of an article before it is printed. This infringes on the journalist's independence. A useful tactic to remember is, if the story is very technical or covers a topic that the journalist is unfamiliar with, then you can ask to see it under the pretext of offering to check the details for them.

End the meeting by thanking the journalist and giving them telephone numbers where they can contact you and/or the ISAF media team in future.

Keep a record of press contacts

15.Checklist

15.1 RACE OFFICE

- ☐ Shelter for wind, rain or sun
- ☐ Lycra's (if possible with separate colours for the top 3 in each class: yellow, blue, red)
- ☐ Notice of Race
- ☐ Sailing instructions
- ☐ Championship rules
- ☐ Class rules
- ☐ Racing Rules of Sailing
- ☐ Registration desk with chairs
- ☐ Change
- ☐ Pencils
- ☐ Receipts for the fee
- ☐ Forms
 - ☐ Entry forms
 - ☐ Equipment forms
 - ☐ Emergency Contact and Health Information Forms
 - ☐ Protest Decision Form
 - ☐ Request to the Race committee form
 - ☐ Retirement forms
- ☐ Radio

15.2 STARTING VESSEL

- ☐ Vessel with working space for minimum 4 persons
- ☐ Anemometer
- ☐ Wind vane
- ☐ Compass
- ☐ Radio
- ☐ Flagpole on the starting line (for the orange flag)
- ☐ Paper en pencils
- ☐ Memo recorder
- ☐ Stopwatch (start watch)
- ☐ Binocular
- ☐ Flags: Class flags, "Red", "Yellow", "Green", "Orange", "1st substitute", "AP", "H", "A", "N" and "L" (75 X 90)
- ☐ Heat numbers (min 23)
- ☐ Horn
- ☐ Whistle
- ☐ Whiteboard with markers (BFD sail numbers)
- ☐ Notice of Race
- ☐ Sailing instructions
- ☐ Racing Rules of Sailing
- ☐ Championship rules
- ☐ Starting schedule
- ☐ Course diagram
- ☐ Competitors list
- ☐ 1 mark for the anchor line of the vessel
- ☐ 2 spare radio (or battery) for the crew on the water.

15.3 FINISH(Vessel)

- ☐ Vessel with working space for 3 persons
- ☐ With finish on the shore
 - ☐ An enclosed area for participants and spectators with an unobstructed view of the starting line
 - ☐ Shelter for wind, rain and sun with a table and enough chairs
- ☐ Anemometer
- ☐ Wind vane
- ☐ Compass
- ☐ Radio
- ☐ I-phone
- ☐ Whistle
- ☐ Flagpole on the finishing line (for the blue flag)
- ☐ Finish sheets
- ☐ Paper en pencils
- ☐ Memo recorder
- ☐ Stopwatch (start watch)
- ☐ Binocular
- ☐ Flags: "Blue", "X" and "N" (75 X 90)
- ☐ Whiteboard met markers (BFD sail number)
- ☐ Competitors list
- ☐ Starting schedule

15.4 MARK LAYERS

- ☐ 2 Fast ribs (min 40 HP) with a safe working space for 2 persons
- ☐ Course diagram
- ☐ Anemometer
- ☐ Wind vane
- ☐ Compass
- ☐ Radio
- ☐ Whistle
- ☐ Paper en pencils
- ☐ Stopwatch (start watch)
- ☐ Flags: "1st substitute", "N" and "M" (75 X 90)
- ☐ 4 course marks with enough lines and anchors
- ☐ 1 spare course mark
- ☐ 1 finish- and 1 start mark in another colour or shape as the course marks with enough lines and anchors
- ☐ Spare lines and anchors

15.5 RESCUE AND PRESS

- ☐ Fast rib (min 40 HP) with a safe working space for 2 persons
- ☐ Radio
- ☐ Course diagram
- ☐ Competitors list

15.6 BEACHMASTER

- ☐ Radio
- ☐ Official Notice Board
- ☐ Flag pole
- ☐ Flags: Class flags, "AP", "A", "L" and "Y" (75 X 90)
- ☐ Horn
- ☐ Whistle
- ☐ Paper, pencils and markers

- ☐ Noticeboard forms
 - ☐ Course diagram
 - ☐ Class flags
 - ☐ Weather forecast
 - ☐ Seeding
 - ☐ Starting schedule
 - ☐ Results
 - ☐ Notices to the competitors
- ☐ Stopwatch (start watch)
- ☐ Binocular
- ☐ PI- system
- ☐ Tape
- ☐ Notice of Race
- ☐ Sailing instructions
- ☐ Championship rules
- ☐ Class rules
- ☐ Racing Rules of Sailing
- ☐ Competitors list

15.7 NOTICEBOARD WITH ELLIMINATION LADDER

- ☐ Whiteboard markers
- ☐ Radio
- ☐ I-Phone

15.8 SCORING

- ☐ Quiet office with a table and chairs
- ☐ Electricity
- ☐ Computer with windows
- ☐ Printer with enough paper and ink cartridges
- ☐ Spare ink cartridges and paper
- ☐ Scoring program
- ☐ Competitors list
- ☐ Radio
- ☐ I-phone
- ☐ Internet

15.9 JURY

- ☐ Office with a table and chairs
- ☐ Electricity
- ☐ Flag: "JURY" (75 X 90)
- ☐ Radio
- ☐ Internet
- ☐ Competitors list
- ☐ NOR
- ☐ SIs
- ☐ Championship rules

15.10 MEDIA OFFICER

- ☐ Office with table and chair
- ☐ Electricity
- ☐ Radio (1 x RC channel and 1x media channel)
- ☐ I-phone
- ☐ Internet

- Competitors list

15.11 OTHERS

- Proper clothes for the crew
- Food and drinks for the crew
- Spare fuel for the boats
- 2 spare radios for the crew ashore
- Charging station for the radios

15.12 CREW

- Race office
 - Cashier (1)
 - Secretary (2)
 - Information (1)
- Starting vessel
 - Starting officer (1)
 - Timekeeper (1)
 - Sounder (1)
 - Signals (1)
- Finishing vessel
 - Line caller/recorder (1)
 - Scribe (1)
- Course setter
 - Skipper (2)
 - Crew (2)
- Press and Rescue
 - Press officer (1)
 - Skipper (1)
- Beach master
 - Beach master (1)
- Scoring
 - Scoring program (1)
 - Heat board (2)
 - Runner (1)
- Jury
 - Chairman (1)
 - Members (4)

Notice of Race

<TITLE OF EVENT>

<Date>

<Location, City, Country>

Organised by: <Club>

in co-operation with the: <Organisation>

1. Rules

- 1.1. The event will be governed by the rules as defined in the Racing Rules of Sailing – Windsurfing Competition Rules (WCR).
- 1.2. The International Funboard Class Association (IFCA) Championship Rules shall apply.
- 1.3. No national prescriptions will apply.
- 1.4. If there is a conflict between languages the English text will take precedence.

2. Advertising

- 2.1. Sailors may be required to display advertising chosen and supplied by the organising authority. ISAF Regulation 20 'Advertising Code' shall apply.
- 2.2. Event branding shall be worn at all times when afloat, and as requested by the organisers during media interviews and during the prize giving.

3. Divisions

- 3.1. This championship is for <MEN> and <WOMEN> only.
- 3.2. <There may be prizes for highest placed <Seniors>, <Youths>, <Junior>, <Masters> or <Grandmaster>.
- 3.3. A Senior shall be a man over the age of 19 and under the age of 36, or a women over the age of 19 and under the age of 31.
- 3.4. A Youth shall be a <girl/boy> under the age of 20 (born in <year> or later).
- 3.5. A Junior shall be a <girl/boy> under the age of 17 (born in <year> or later).
- 3.6. A Master shall be a man over the age of 35 (born in <year> or earlier), or a women over the age of 30 (born in <year> or earlier).
- 3.7. A Grandmaster shall be a man over the age of 45 (born in <year> or earlier), or a women over the age of 40 (born in <year> or earlier).
- 3.8. A minimum of <5> competitors is required to constitute a prize division.

4. Eligibility and Entry

- 4.1. All entries shall meet the requirements of ISAF Regulation 19 - Eligibility Code.
- 4.2. Competitors shall be members of a National Class Association which is a paid up member of the international class association, or of the IWA. Membership formalities can be completed on site.
- 4.3. <Eligible competitors may enter online - credit/debit card or bank transfer payment required.>
- 4.4. The following shall be presented upon registration:
 5. Evidence of valid third party insurance
 6. Proof of age
 7. Emergency Contact & Health Information Form - for those under age of 18

8. Fees

- 8.1. The entry fee is: <xxx> euro, except for Youth - <xxx> euro.
- 8.2. A discount of <xxx> euro applies for entries received by <date>.
- 8.3. Late entries accepted at registration will incur a <xxx> euro surcharge.
- 8.4. Entry fees paid at registration shall be paid in cash (euro).

9. Race format

- 9.1. The <title of event> shall be an "open entry" championship for <Men and Women>.
- 9.2. Competitors shall race a maximum 4 elimination series per day.
- 9.3. One completed slalom round is required to validate the championship.

10. Schedule

<day and date>	
<time - time>	Arrival & Registration
<time>	Official opening
<day and date>	
<time - time>	Registration
<time>	First possible warning signal
<day and date - day and date >	
<time>	Racing
<day and date>	
<time>	Last possible warning signal
<time>	Prize giving ceremony & party
<day and date>	Departure

- 10.1. The first possible warning signal will be made each day at <time> hrs, except on <date>
- 10.2. There will be a daily skippers meeting <xxx> hour before first possible warning signal.

11. Equipment and Equipment inspection

- 11.1. An Equipment Inspection Form, which will also be available at registration, shall be returned to the Event Equipment Inspector before the end of registration.
- 11.2. Equipment inspections may be made at any time during the event.
- 11.3. Sail Numbers. The Equipment Inspectors will pay special attention to sail identification rule compliance. A discretionary penalty of 1 point may be imposed for every slalom elimination series sailed with sail numbers that are not complying.

12. Sailing instructions

- 12.1. The sailing instructions (SI's) will be available upon registration. Any changes to the SI's shall be approved by the Class Representative.

13. Courses

- 13.1. Courses will be as described in the IFCA Championship Rules or as prescribed in the sailing instructions or published on the official notice board (ONB).

14. International jury

- 14.1. An International Jury may be appointed in accordance with RRS Appendix N. There shall be no appeal from their decisions in accordance with RRS B10-70.5(a)

15. Scoring

- 15.1. Appendix A and RRS B10 applies.
15.2. IFCA Championship Rule 8.1.1 The Low Point system shall be used however the points for the first place shall be 0,7.

16. Coaches and support boats

- 16.1. Coaches and support boats shall be registered with the organiser. Support boat drivers shall have a valid boat licence and third party liability insurance.

17. Safety

- 17.1. If personal buoyancy is prescribed every competitor and support boat crewmember shall wear a personal flotation device that shall conform to the minimum standard ISO 12402-5 (Level 50).

18. Prizes and Titles

- 18.1. Trophies shall be awarded to the first <three> <Men>, <Youth>, <Junior>, <Masters>, <Grandmasters> and <Women>.
18.2. The winners shall be declared: ".....".
18.3. A Prize Fund of <> euro (net of taxes) shall be distributed according to IFCA Championship Rules.

19. Official ceremonies

- 19.1. Competitors are requested to attend the event's social functions; however, the organising authority may refuse entry to those whose standard of attire is not commensurate with the occasion. Prize winners may forfeit prizes for non-attendance at the prize giving ceremony.

20. Disclaimer of liability

- 20.1. Competitors participate in the event entirely at their own risk; see WCR 4 - Decision to Race. The organising authority or any of their officials or representatives or the sponsors or their officials or representatives will not accept any liability for material damage or personal injury or death sustained in conjunction with or prior to, during or after the event.

21. Insurance

- 21.1. Each participating competitor shall be insured with valid third party liability insurance with a minimum cover of <1.000.000> euro per event or the equivalent.

22. Right to use name and likeness

- 22.1. In registering for the event, competitors automatically grant to the Organising Authority the right in perpetuity to make, use, modify and show from time to time at their discretion, any motion pictures, still pictures and live, taped or filmed television and other reproduction of them, taken during the period of the event, for the said Event as defined in the Notice of Race and Sailing Instructions in which he/she participates without compensation.

23. Further information

- 23.1. Registration will be in the race office at the event site.
23.2. For further information please contact: <name, phone, email>

ADDITIONAL INFORMATION SHEET

The following information is not part of the rules for the Event.

1. Travel and transfers

- 1.1. <The organiser has as special arrangement with <xxx> – full details in the Travel & Accommodation leaflet (see separate pdf)>
- 1.2. The distance between the airport of <city> and the Race Office is <xxx> km. <There will be <free> transfers between the Airport and the Race Office, we only ask to send an email to the organization with the date and your flight schedule.>
- 1.3. For transfer please contact: <name, phone, email>

2. Accommodation

- 2.1. <There is a variety of holiday-rental accommodation in <city>, but the local organiser has a contract with local hotels with excellent conditions and prices for all the competitors and family (see separate pdf)>
- 2.2. All the hotels have a maximum distance to the Race Office of <xxx> m.
- 2.3. For all reservations don't forget to tell the Hotel reservations that you participate in the <title>.
- 2.4. Further accommodation pdf

3. Prevailing conditions

- 3.1. Wind: <xxx> to <xxx> knots;
- 3.2. Air temperature: <xxx>°C to <xxx>°C
- 3.3. Water temperature: <xxx>°C

4. Venue and Racing area

<MAP(s)>

Sailing Instructions

<TITLE OF EVENT>

<Date>

<Location, City, Country>

Organised by: <Club>

in co-operation with the: <Organisation>

[DP] denotes a rule for which the penalty is at the discretion of the Jury.

[NP] denotes a rule which cannot be protested by a competitor.

1. Rules

- 1.1. The event will be governed by the rules as defined in the Racing Rules of Sailing including Appendix –B-.
- 1.2. The International Funboard Class Association (IFCA) Championship Rules shall apply.
- 1.3. **No national prescriptions will apply.**
- 1.4. In case of a discrepancy within the rules, these Sailing Instructions will take precedence.
- 1.5. If there is a conflict between languages, the English text will prevail.

2. Notice to Competitors

- 2.1. Notices to competitors will be posted on the Official Notice Board (ONB) located **<on the corner of the competitor equipment area>.**

3. Changes to Sailing Instruction

- 3.1. Any change to the SI will be posted at least 30 minutes before the starting time of the race or races concerned. Changes affecting the schedule of the next day's racing shall be posted not later than 60 minutes after the finish of the last scheduled heat or after AP over A is displayed whichever is later.
- 3.2. If oral instructions or changes to the sailing instructions will be given, the flag ICF "L" shall be shown at least 5 minutes before the instructions or changes. Sufficient effort has to be made to inform all the competitors involved.

4. Signals Made Ashore

- 4.1. Signals made ashore will be displayed on the Official Flag Poles located **<on the corner of the competitor equipment area>.**
- 4.2. When flag AP is displayed ashore, 1 minute is replaced with "not less than **<15>** minutes". This changes RRS (race signals).
- 4.3. When flag Y is displayed ashore, rule 40 applies at all times while afloat. This changes the Part 4 preamble.
- 4.4. If no division flags are shown the signals will apply to all divisions

5. Schedule of Races and Official Briefings

- 5.1. The daily skippers meeting will be held at 60 minutes before the first possible warning signal.
- 5.2. The time of the first possible Warning Signal will be at <time>, <except for the first day where it will be <time>>
- 5.3. The daily race schedule will be posted on the Official Notice board at least 30 minutes before the first start.
- 5.4. The schedule is subject to alteration
- 5.5. At the discretion of the Race Committee, races may be rescheduled.
- 5.6. To alert boats that an elimination or sequence of eliminations will begin soon, the orange starting line flag will be displayed with one sound at least five minutes before a warning signal is made.
- 5.7. There will be a maximum of 3 eliminations per day
- 5.8. The numbering of the eliminations shall be in order of sailing

6. Class Flags

- 6.1. Class flags will be:

Men



Women



Youth Under 20



Junior Under 17



7. Racing area [DP] [NP]

- 7.1. The racing area will be illustrated on the ONB as an area extending 75 metre beyond the course including the finishing line and their extensions, in which a board normally sails while racing and 300 metre below the starting line. See appendix A
- 7.2. Boards not racing shall avoid the racing area.

8. Courses

- 8.1. The courses will be as illustrated on the ONB. The course diagram (not to scale) will be posted on the ONB at least 30 minutes before the start. Courses will be as prescribed in the IFWC & IFCA Championship Rules or variations of it.

9. Marks

- 9.1. The marks shall be described on the course diagram.
9.2. The Course Marks will be <orange cylindrical buoys>.
9.3. The Starting marks will be <the flagpole with the orange flag> on the Race Committee Signal Boat and a <yellow pyramid buoy>.
9.4. The Finishing marks will be <the flagpole with the blue flag> on the Race Committee Finishing vessel or ashore and a <yellow squarr buoy>.

10. Areas that are Obstructions [DP] [NP]

- 10.1. The following areas are designated as obstructions:

11. Starting [DP] [NP]

- 11.1. The starting line shall be illustrated on the course diagram
11.2. Slalom on water start; according to the IFCA Championship rules 6.1
11.3. Slalom beach start; according to the IFCA Championship rules 6.2
11.4. The starting signals will be shown from the Race Committee Signal Boat on the windward end of the starting line, seen in the direction of the first mark or from a flagpole windward of the starting line in case of a beach start.
11.5. Competitors whose warning signal has not been made shall avoid the starting area during the starting sequence for other races.
11.6. Boards failing to start within 2 minutes after her starting signal will be scored Did Not Start without a hearing. This changes RRS 35, A4 and A5
11.7. A repetitive sound signals will be given when flag "1st substitute"(general recall) is displayed. This changes RRS Race Signals

12. Recalls

- 12.1. Slalom general recalls will be signalled:
☐ In the first round, the C- Final and the D – Final in accordance with RRS 30.3, without displaying the black flag. The "X" flag will be displayed at the finish vessel to inform the competitors there are one or more recalls in that heat. This modifies RRS 30.3.
☐ All the other heats in accordance with RRS B10-29

13. Finish [DP] [NP]

- 13.1. The finishing line shall be illustrated on the course diagram.
13.2. All boards that have finished must keep clear of competitors still racing and the finish line and shall leave the racing area as soon as reasonably possible.

14. Time limits

- 14.1. The start time limit is 2 minutes after a valid start in the concerning heat.
14.2. Boards failing to finish within 5 minutes after the first board in her class sails the course and finishes will be scored Did Not Finish (DNF) without a hearing. This changes RRS 35, A4 and A5.

15. Jury & Protests

- 15.1. An <independent protest committee> <international jury> will handle the slalom protests in accordance to RRS B10-63.
- 15.2. Protests and requests for redress need not be in writing; they shall be made orally to a member of the jury as soon as reasonably possible following the race. The jury shall take evidence in any way it considers appropriate and may communicate its decision orally. RRS B10-63.6
- 15.3. The protestor shall make every reasonable effort to bring the protestee to the jury
- 15.4. The location of the Jury on the beach near <competitor area> will be signalled by a <white flag marked "Jury">.
- 15.5. Special attention will be for RRS B5-61 ".....She shall inform the Race Committee of her intention to protest immediately after she finishes or retires"
- 15.6. Penalties for breaches of instructions marked with [DP] may be less than disqualification if the protest committee so decides. The scoring abbreviation for a discretionary penalty will be DPI.
- 15.7. Breaches of instructions marked with [NP] will not be grounds for a protest by a boat. This changes rule 60.1(a).
- 15.8. On the last day of the regatta a request for reopening a hearing shall be delivered
 - ☐ Within protest limit if the requesting party was informed of the decision on the previous day
 - ☐ No later than 30 minutes after the requesting party was informed of the decision on that day.
- 15.9. Add new RRS rule 64.1(d): "When there is a minor and unavoidable contact, nobody shall be penalized"

16. Scoring

- 16.1. Appendix A and RRS B10 applies.
- 16.2. IFCA Championship Rule 8.1.1 The Low Point system shall be used however the points for the first place shall be 0,7.

17. Safety Regulations [DP] [NP]

- 17.1. The safety of the sailboard and its entire management including insurance shall be the sole responsibility of the competitor racing the sailboard who must ensure that the sailboard is adequate to face the conditions that may arise in the course of the race. Neither the establishment of these sailing instructions nor the inspection of the board under these conditions in any way limits or reduces the absolute responsibility of the competitor for his/her board and entire management thereof. The race organizers, the race committee and the jury will not be responsible for any loss, damage, death or personal injury however caused to the competitors as a result of their taking part in the race or races.
- 17.2. Flotation devices: If personal buoyancy is prescribed, every competitor shall wear a personal flotation device that shall conform to the minimum standard ISO 12402-5 (Level 50).
- 17.3. If either one of the signals "N over H", "N over A, "AP over H" or "AP over A" is made on one or more RC vessels, boards shall return to the competitors area on the beach as soon as possible.
- 17.4. Competitors shall go afloat and ashore in <the competitors area> only.

18. Replacement of equipment [DP] [NP]

- 18.1. Substitution of damaged or lost equipment will not be allowed unless authorized by the Race Committee. Request for substitution shall be made in writing at the

first reasonable opportunity. Forms for replacement are available at the Race Office.

19. Equipment and measurement checks

- 19.1. A board or equipment may be inspected at any time for compliance with the class Rules and Sailing Instructions. On the water, a board can be instructed by the Race Committee to proceed immediately to a designated area for inspection.

20. Event Advertising [DP] [np]

- 20.1. Competitors are required to wear the advertising vest, provided by the organizer at the registration, while racing and training and on the race site. In case of loss or damage of the original Lycra vest a new Lycra vest can be collected at the race office. **A refundable deposit of <25> euro shall be paid and returned if the spare Lycra vest is returned undamaged at the end of the event.**
- 20.2. The lycra vest shall be worn outside other clothing when going afloat for training or racing.
- 20.3. **Organizers sail stickers are mandatory on all sails applied back-to-back.**
- 20.4. **The sticker shall not be cut or adopt in any way**

21. Shore Regulations [DP] [NP]

- 21.1. The instructions of the RC or the Beach master shall be strictly obeyed.
- 21.2. Unless otherwise directed by the organising authority, boards and equipment shall be launched and retrieved from the designated area at the event sit
- 21.3. **Camping is only allowed in designated camping areas. Camping in campers or vans on the streets or in parking lots is not allowed**

22. Trash disposal [DP] [NP]

- 22.1. Boards and support boats shall not put trash in the water. Trash may be placed aboard of support- and race committee boats

23. Prizes & Titles

- 23.1. Trophies shall be awarded to the **first <three> <Senior>, <Youth>, <Junior>, <Masters>, <Grandmasters> and <Women>.**
- 23.2. The winners shall be declared: ".....".
- 23.3. **A Prize Fund of <> euro (net of taxes) shall be distributed according to IFCA Championship Rules.**
- 23.4. Prize winners may forfeit prizes for non-attendance at the prize giving ceremony.

24. Disclaimer of Liability

- 24.1. Competitors participate in the regatta entirely at their own risk. See rule 4, Decision to Race. The organizing authority will not accept any liability for material damage or personal injury or death sustained in conjunction with or prior to, during, or after the regatta.

25. Insurance

- 25.1. Each participating boat shall be insured with valid third-party liability insurance with a minimum cover of **<1.000.000> euro** per incident or the equivalent.

26. Official Ceremonies

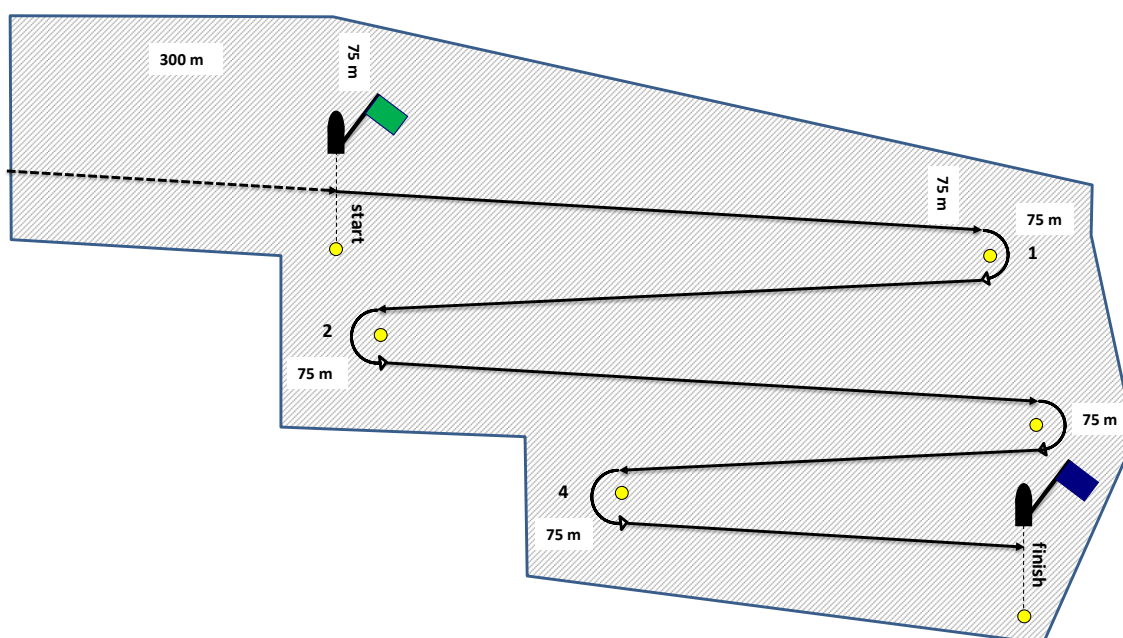
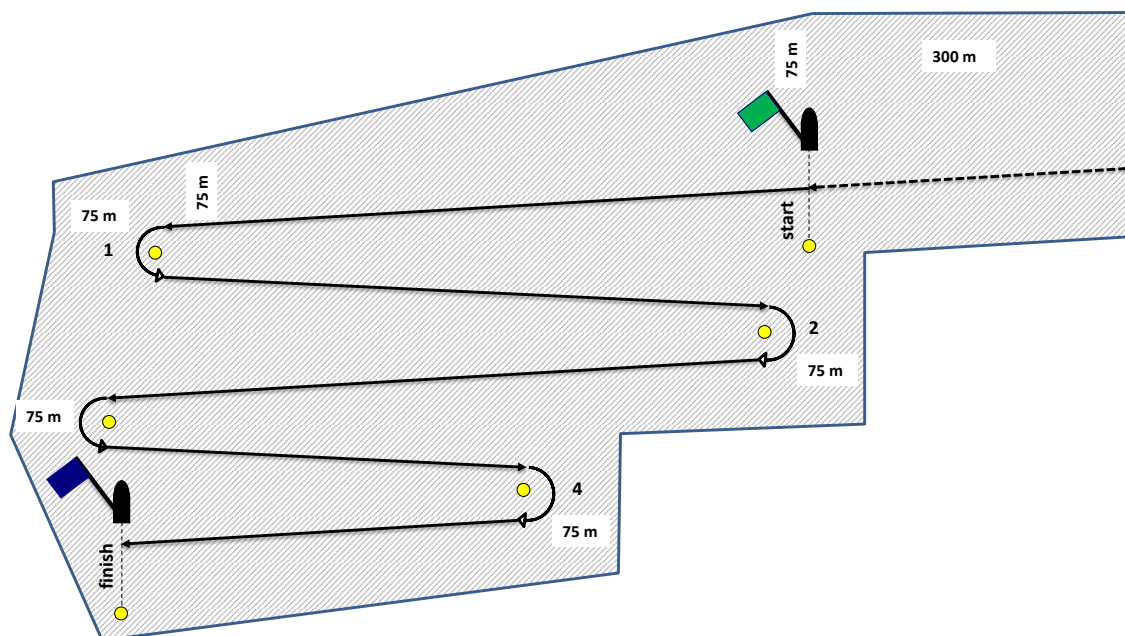
- 26.1. The attendance of all competitors to the opening and closing ceremonies are mandatory, however, the organising authority may refuse entry to those whose standard of attire is not commensurate with the occasion.

27. Officials

Race Organizer	<organization>
Principal Race Officer	<name, country>
Measurer	<name, country>
IFCA Race Supervisor	<name, country>
Jury president	<name, country>
Judges	<name, country>
	<name, country>
	<name, country>
	<name, country>

APPENDIX -A-

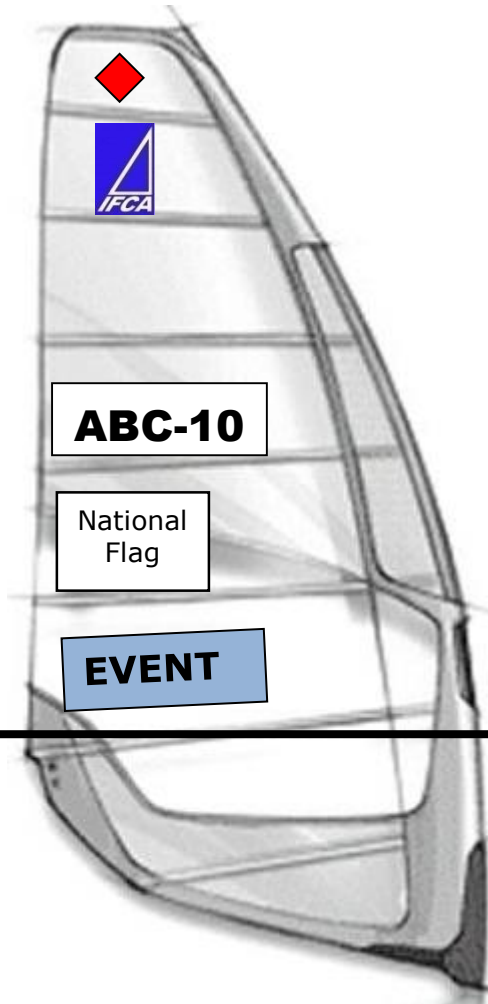
RESTRICED AREAS:



The areas are defined as follows: not closer than 75 metres to any board racing (except a board in distress requiring assistance) or to a mark, layline or rumblines, and inside the course trapezoid. Until the starting signal boards NOT RACING and coach boats shall be at least 300 metres below the starting line or its extensions.

SAIL AREAS

If you dissect the sail above the boom into three parts, from the luff:



In the top third you have space for the red rhomboid (for women only) or (see class rules) the class insignia, the Board Manufacturers name or logo

The middle third is where you place your national letters and sail numbers (and if required the national flag)

The lower third, and in the back half of that area, is the place reserved for event sponsors, maximum 0,4 square meter.

The rest of the sail (below the boom and the front half of the lower third above the boom and even above the sail numbers..) can be used for personal sponsors.

AGENDA SKIPPERSMEETING

First day

1. Welcome to the participants , coaches, spectators and sponsors;
2. Introduction of the race officer, the chairman of the jury, the beach master and other key officials. *Do not forget the front office!*
3. Location of the important accommodations (race office, protest room, official noticeboard, official flagpole etc.)
4. Location of the jury (jury flag)
5. (Local) details in the racing area (dangers, obstacles, prohibited areas, etc.)
6. Rules of the organizing club
7. Parking and rigging area
8. Presence of press
9. Catering
10. Social events
11. Schedule
12. Weather forecast
13. Course with the description of the committee boats, and marks, and the racing area
14. Starting schedule and starting procedure
15. Class Flags
16. Attention to announcements on the notice board (adjustment in procedures, course, schedule etc.)
17. Remind sailors that sailing is a self policing sport, and their obligations under "Sportsmanship and the Rules"
18. Information from the jury
19. Questions and comments of participants
20. Synchronizing starting watches for the competitors





Next days

1. Comments on the previous day
2. Weather forecast
3. Course
4. Starting schedule
5. Attention to notice board and
6. Catering
7. Social events
8. Questions and comments of participants
9. Synchronizing starting watches for the competitors

FORMS

- Startprocedure
- Entry form
- Emergency Contact and Health Information Form
- Equipment form
- Retirement form
- Request to the Race committee form
- Jury policy
- Notice to the competitors
- Protest Decision Form
- Finish sheet

STARTING PROCEDURE

Before Start Short before 3 minutes	Flag  	Sound signal NO sound
3 minutes <i>Attention signal</i>	 	1 sound
2 minutes <i>Warning signal</i>	   	1 sound
1 minute <i>Preparatory signal</i>	   	1 sound
30 seconds <i>Half minute</i>	 	1 sound
START	 	1 sound
After start time limit (in SI)	   	NO signal

STARTING PROCEDURE

Before Start	Flag	Sound signal
If competitors in position <i>Preparatory signal</i>	 	1 sound
Short after the preparatory signal (<i>If competitors ready for start</i>)	 	1 sound
START	 	



Entry form

<TITLE OF EVENT>

<Date>

<Location, City, Country>

Organised by: <Club>

in co-operation with the: <Organisation>

Last Name

Sail Number

First Name(s)

Address

Town/City

Postcode

Country

Phone

Email

Date of Birth

Gender ☐ Male

☐ Female

Age Division ☐ Junior (u17)

☐ Youth (u20)

☐ Senior (u35/30)

☐ Master (o35/30)

☐ Grandmaster (o45/40)

Nation Class Association

Club

Entry Fee ☐ Junior <150> euro

☐ Youth <180> euro

☐ Master/Grandmaster
<210> euro

AGREEMENT

☐

I agree to be governed by the ISAF Racing Rules, the relevant Class Rules, the Notice of Race and the Sailing Instructions and I accept the penalties assessed under these rules and such other action as may be taken hereunder, subject to such appeal and review procedures as are provided herein, as the final determination of any matter arising under these rules and I agree not to report to any court or tribunal not provided here in with respect to such determination. I accept that under RRS Fundamental Rule 4, it is my sole responsibility to decide whether or not to start or to continue to race or compete, and I agree not to report to any court or tribunal with respect to such a decision and its consequences.

Competitors Signature

Consent for under 18 yrs

INSURANCE

☐

I declare that I have valid third party insurance cover as required by the Notice of Race for this Championship.



Emergency contact & health form

<TITLE OF EVENT>

<Date>

<Location, City, Country>

Organised by: <Club>

in co-operation with the: <Organisation>

PLEASE BRING A COMPLETED COPY OF THIS FORM WITH YOU TO REGISTRATION AT THE EVENT

Competitor Name	<input type="text"/>
Sail	<input type="text"/>
Date of Birth	<input type="text"/>
Name of Responsible Adult	<input type="text"/>
Contact number at this event	<input type="text"/>
Emergency Contact Name	<input type="text"/>
Relationship	<input type="text"/>
Home Address	<input type="text"/>
Home Phone	<input type="text"/>
Mobile or Cell Phone	<input type="text"/>
Email	<input type="text"/>

- Authorisation ☐ I, the parent / guardian have legal custody of the minor. I hereby authorise the responsible adult to act as my nominated person at the championship. I agree that this authorisation shall remain in effect for the duration of the minor's participation in the championship and related activities and shall not be revoked before the end of the championship.
- Non-Liability of the club and the class ☐ I agree that in no event will the club or the class, their parent companies, affiliates, or the partners, owners, directors, officers, employees, agents and committee persons have any liability whatsoever arising from or in connection with any action or non-action of the responsible adult.
- Terms of Entry ☐ I, the parent / guardian understand and agree to the terms of entry as detailed in the Notice of Race and sailing instructions and confirm that the "Agreement" in the entree form shall be binding on him/her. I further confirm that the responsible adult will accompany the minor for the duration of the championship.
- Agreement ☐ By submitting this form I certify that I have carefully read, understand and agree to the above agreement and non-liability statement.

MEDICAL INFORMATION

Name of Doctor/Physician

Medical Centre Name and Address

Important Medical History

Medication

Allergies

Further Information

Date of last anti-tetanus

Consent

☐

I hereby authorise the responsible adult named above to give permission for my child to receive any emergency dental, medical or surgical treatment, including anaesthetic, as considered necessary by the medical authorities present, as defined in the Notice of Race & Sailing Instructions for the Championship.

Parent/Guardian Name

Medical Insurance Company

Policy

Value

Allows Repatriation by special air taxi

☐ Yes

☐ No

PLEASE BRING A COMPLETED COPY OF THIS FORM WITH YOU TO REGISTRATION AT THE EVENT



Equipment form

<TITLE OF EVENT>

<Date>

<Location, City, Country>

Organised by: **<Club>**

in co-operation with the: **<Organisation>**

Name

Sail Number

Board 1

Serial
Number

Board 2

Serial
Number

Name

Brand

Model

Size

Sail 1

Sail 2

Sail 3

Sail 4

General comments/approved changes:

Inspector's signature:

Date:

You are limited to using: 2 boards, 4 sails at an event. You must list all the limited equipment you intend use during this event. Other items of equipment are unlimited and need not be registered. Save time and bring your completed form to the Equipment Inspectors at the event. Do not wait until the last minute to register your equipment



Retirement Declaration

I declare that I finished across the finishing line

AND NOW WISH TO RETIRE

RACE No.	CLASS /FLEET	SAIL No.	NAME	SIGNED

Request for a review of a board's score



Request

- ☐ the Race Committee
- ☐ to the Jury

From (Name)

Class/Fleet

Sail No.

Request

- ☐ Change of Sailnumber
- ☐ Change of Equipment
- ☐ Other Request

REQUEST

DECISION



Jury policy

<TITLE OF EVENT>

<Date>

<Location, City, Country>

Organised by: <Club>

in co-operation with the: <Organisation>

DISCRETIONARY PENALTIES

When the jury has discretion to decide the appropriate penalty for a breach, the penalties may range from zero penalty to disqualification. If the jury decide that a penalty greater than DSQ is appropriate, then they will consider initiating action under rule 2 or rule 69.

Penalties are divided into 5 bands:

Band 0 – zero penalty

Band 1 – 2 points

Band 2 – 5 points

Band 3 – 10 points

Band 4 – DSQ/DNE

The following penalties are suggested as guidance:

SI	Breach	Band
<7>	<u>AVOIDING RACING AREA</u>	
	- Breach without interference with a board racing or an official boat	1
	- Breach with interference with a board racing or an official boat	2
	- Breach with contact with a board racing or an official boat	4
<10>	<u>AVOIDING AREAS THAT ARE OBSTRUCTIONS OR FORBIDDEN</u>	
	- Accidental	1
	- Deliberate	4
<17>	<u>SAFETY REGULATIONS</u>	
	- Failing to comply with requirements for reporting	1
	- Failing to wear flotation devices afloat when flag Z is displayed	4
	- When non-compliance results in initiation of search and rescue	4
	- Failing to return to the competitors area on the beach after "N over H", "N over A, "AP over H" or "AP over A" is displayed on one or more RC vessels	1
	- Going afloat or ashore outside the competitors area	2
<18>	<u>REPLACEMENT AND REPAIRS OF EQUIPMENT</u>	
	- Removing measured/inspected equipment from venue without approval	3
	- Failing to make prompt request for replacement	1
	- Failing to comply with requirements for replacement afloat	2
	- Making modification or repairs without required permission	4
<20>	<u>NOT WEARING ADVERTISING VEST</u>	
	- Failing to wear the advertising vest or organizer event sticker first time	1
	- Failing to wear the advertising vest or organizer event sticker after the first time	2
	- Any other event stickers on the required place for event stickers.	1

<21>	<u>NOT OBEYING THE INSTRUCTIONS OF THE BEACHMASTER</u> <ul style="list-style-type: none"> - Accidental - Deliberate 	1 4
<22>	<u>TRASH DISPOSAL</u> <ul style="list-style-type: none"> - Accidental - Careless - Deliberate 	0 1 4
<u>CLASS</u> <u>RULES</u>	<u>SAIL NUMBERS AND COUNTRY CODES</u> <ul style="list-style-type: none"> - Sailnumber on wrong position in the sail - Sailnumber NOT clearly legible (Helvetia or simmulair) - Sailnumbers smaller then 23 cm - Sailnumbers NOT black on white background - Different country code as her/his national authority 	1 1 1 0 0
	<u>OTHER BREACHES</u> <ul style="list-style-type: none"> - Modification of manufacture supplied and controlled equipment - Prohibited fairing or refinishing of hull/foil surfaces - Use of equipment not registered - Use of equipment wrongly registered (but certified) - Use of prohibited GPS or other electronics - Safety equipment missing or inadequate 	3 3 4 3 4 4

OCS HEARINGS

The person in the best position to observe boards over the line is the race official sighting the line. If the line sighting and board identification are reasonable and proper, and the race committee is confident that the board is correctly identified over the line, it is unlikely that any other witness will have been in a better position.

TO MAKE A PROTEST

1. Inform the protestee during or immediately after the incident
2. Inform the race committee at the finishing line.
3. After finish go immediately to the jury (white flag with "JURY") on the beach with the protestee and witness (if any).

Chairman of the Jury:



Notice to the Competitors

Time

Date

Number

From

- ☐ Race committee
- ☐ Jury
- ☐ Organizing Authority

To

NOTICE

Signature



HEARINGS and DECISIONS NOTICE

Event:	Organizing authority:		
Venue:	Date:	Notice: N°	Posting time:

Starting from the scheduled time on the listed parties and witnesses shall stay at disposition of the Jury to discuss the hearings referring to facts occurred in the present races. In Slalom, protests and requests for redress shall be made orally immediately following the heat in which the incident occurred. The Jury may communicate its decision orally.

Case	Race/ Heat	Fleet	Protestor	Protestee	Witness	RRS alleged to be broken	Scheduled time	Facts & Conclusions	Decision

Jury Chairman _____

signature _____

MARKROUNDING / FINISH ORDER

Finish/Mark
no

Time
comp.



Time last
comp.

Rk	Sail no	Remark/Protest
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

MARKROUNDING / FINISH ORDER

Finish/Mark
no

Time
comp.



Time last
comp.

Rk	Sail no	Remark/Protest
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Job	name boat	skipper	crew	Equipment: marks/flags	VHF call sign
start				orange, all flags, white board, markers, radio	
mark1 / chase boat				AP, 1st sub, N, horn, GPS/Kompass, anemometer, windvane, radio	Mark1
mark2				AP, 1st sub, N, horn, GPS/Kompass, anemometer, windvane, radio	Mark2
Finis				blue, L, AP, X, A, H, recorder, radio	Finish
rescue 1				Flag "RESCUE". competitorslist, 1st aid set, streamers, radio	Rescue 1
rescue 2				Flag "RESCUE". competitorslist, 1st aid set, streamers, radio	Rescue 2
Media 1				Flag "Press", competitors list	Press 1
Media 2				Flag "Press", competitors list	Press 2
Front-protest office				all forms, all info,	Frontdesk
Jury				separate room	Jury
Beachmaster				all beach flags	Beachmaster
Speaker			1 ass.	start lists, rankings, results,....	Speaker
Scorer				sailwave, quiet private office, working printer....	scoring
Food and drinks crew					
Socials					