



File: IMCA/ITCA Sailing Instructions Guide, August 2021.docx

# IMCA/ITCA Sailing Instructions Guide

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*Status: Approved by the combined IMCA and ITCA ECs*

*This guide provides a set of tested sailing instructions designed primarily for major championship events. They presume that an International Jury has been appointed and that races will be umpired under IRSA Addendum Q. This guide conforms to RRS Appendix J2*

*World Sailing has published guides, previously Appendix L, in a variety of languages, as mentioned in the RRS.*

**[Full Event name]**

**[Dates (full dates from opening of measurement to closing ceremony)]**

**[Venue (Town and Country)]**

## SAILING INSTRUCTIONS

### Organizing Authority

The [Event name] is organized by [name of host club or organisation] in conjunction with [any other organisations such as the national radio sailing organisation, class association, IRSA, World Sailing (WS) Member National Authority etc], and the International Marblehead/Ten Rater Class Association (IMCA/ITCA).

## 1. RULES

1.1 The event will be governed by the *Racing Rules of Sailing*. RRS Appendix E will apply.

1.2 The following documents will also govern the event:

[Class name] Rules

IMCA/ITCA Championship Regulations

Equipment Rules of Sailing

IRSA Sailing Addendum Q (Umpiring)

Heat Management System (HMS)

1.3 The Jury may publish a document setting out an accelerated procedure for protests and requests for redress.

1.4 RRS **XX.x** and **XX.x** are changed as follows:

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Chartered or loaned boats may carry the national letters denoting the national authority and/ or the sail number of the person or organisation providing the boat. This changes RRS G1.1(b) as modified by RRS E8.

Other rule changes are stated in the instruction that changes the rule.

1.5 No national prescriptions shall apply.

[Or]

1.5 The National Prescriptions that shall apply are set out in Addendum X

## 2. NOTICES TO COMPETITORS

2.1 Notices to competitors will be posted on the Official Notice Board situated near the Race Office.

## 3. CHANGES TO SAILING INSTRUCTIONS

3.1 The International Jury and the IMCA/ITCA [class] delegate shall approve changes in the Sailing Instructions.

3.2 Any change of the Sailing Instructions shall be posted on the Official Notice Board and shall take effect from the first heat of a new race. However, changes to the Control Area, Launching Area, and Practice Area will take effect from the next heat. When a notice is posted the Race Committee will make two sound signals followed by a hail announcing that a change has been posted.

3.3 Any change to the scheduled first warning signal of the day will be posted by [insert time] on the day before it will take effect.

## 4. SCHEDULE OF RACES

4.1 Schedule:

All dates are 20XX unless otherwise indicated

{insert dates} Registration, Practice, Equipment Inspection.

{insert date} Opening ceremony {insert time}.

{insert dates} Racing days {insert time} until {insert time}. The Race Committee may continue racing

after **{insert time}**.

**{insert date}** Reserve day. There may be racing if less than 3 races have been completed at the end of racing on **{insert date}**.

**{insert date}**, Racing from **{insert time}** until **{insert time}**. The Closing Ceremony is scheduled at **{insert time}**.

More information at **{insert Web site URL}**.

4.2 The scheduled time for the first warning signal on **{insert dates}** is **{insert time}**. The racing area shall be available for practice from **{insert time}** to **{insert time}**.

4.3 The first warning signal of a heat shall not be given after **{insert time}**, unless a change to the Sailing Instructions is announced according to SI 3.2.

4.4 On the last scheduled day of racing the first warning signal of a heat shall not be given after **{insert time}**.

## 5. COMPETITORS AS OBSERVERS

5.1 The Race Committee will appoint observers. All competitors will serve as observers as required by the Race Committee.

5.2 A competitor unable to serve as an observer for a heat shall obtain prior written approval from the Race Committee, or notify the Race Committee in writing of the name and sail number of a substitute observer, who shall also be a competitor. Approval will normally only be granted if a competitor's boat requires immediate repairs or on medical or safety grounds.

5.3 An observer appointed for a heat who is not present in the control area from the Warning Signal until released by the Race Committee, or who fails to act diligently as an observer, may be protested by the Race Committee under rule 60.2(a).

## 6. RACING AREA

6.1 The sailing area shall be **{insert location}**.

6.2 Boats may be launched and sailed at any time in the practice area. Any limits to the practice area shall be posted on the official notice board.

6.3 A boat not racing in the heat being sailed shall not sail within 15 metres of either a boat racing or any mark of the racing course.

6.4 Changes to the practice area shall be posted on the Official Notice Board according to SI 3.2.

A boat infringing SI 6.2 or 6.3 may be penalised by the Race Committee without a hearing. The penalty shall be a One-Turn penalty to be taken according to rule E7(b). This changes rules 63.1, 64.1 and A5.

## 7. CONTROL AREA AND LAUNCHING

7.1 The limits to the Control Area shall be posted on the Official Notice Board. Competitors shall be in this area when controlling boats that are racing, except briefly to handle and then release or relaunch the boat.

7.2 The Launch Area shall be defined by a notice posted on the Official Notice Board.

7.3 Boats shall not enter the Launch Area until authorized by the Race Committee.

7.4 A boat infringing SI 7.3 may be penalised by the Race Committee without a hearing. The penalty shall be a One-Turn penalty to be taken according to rule E7(b). This changes rules 63.1, 64.1 and A5.

7.5 Launching and re-launching:

- (a) A boat scheduled to race in a heat may be launched, held in the launching area, taken ashore or re-launched at any time during the heat. However, she shall not be released for the first time during a heat after the first boat in that heat has finished.

- (b) Boats shall be launched or recovered only from within the launching area.
- (c) While ashore or within the launching area, boats may be adjusted, drained of water or repaired; have their sails/rigs changed; have entangled objects removed; or have equipment repaired or changed.

Changes to the Control Area and the Launching Area shall be notified as required by SI 3.2

## 8. COURSES

8.1 The course, including a description of the marks, starting and finishing line, the order in which marks are to be rounded, and the side on which each mark is to be left, shall be displayed on the course board as provided in RRS E3.3 before the warning signal of each heat.

## 9. HEAT COMPOSITION

9.1 The heat composition shall be posted on the Heat Board near the control area.

9.2 Heat selection for Race 1 will be carried out as follows:

The boats will be ranked according to their finishing positions, if any, in the previous {insert event name} Championships. Boats without a finishing position in the previous {insert event name} Championships will be ranked according to the alphabetical order of the competitor's surname. From this list of ranked boats, boats will be sorted into heats in the order: A, B, C, D, E, E, D, C, B, A, and so on.

## 10. THE START

10.1 The Race Committee shall hail the heat and race number of the next heat. It is the competitor's responsibility to hear this call and for the boat to compete in her assigned heat. Failure to hear and comply with the Race Committee's hail will not be grounds for redress. This changes RRS 62.

## 11. TIME LIMITS

11.1 No boat shall start after the first boat in the heat has finished.

11.2 Boats starting more than one minute after the starting signal shall hail and receive acknowledgement from the Race Officer that they have started.

11.3 The time limit for the first boat to finish after having sailed the course in accordance with rule 28 shall be 30 minutes.

## 12. TIME OUT LIMIT

12.1 Except as in SI 12.4, the Time Out Limit for racing after the first boat finishes shall be 5 minutes.

12.2 At the expiry of the Time Out Limit:

(a) If 6 or fewer boats are still racing they shall be recorded according to SI 12.3.

(b) If more than 6 boats are still racing the Time Out Limit shall be extended until only 6 boats remain racing, at which point they shall be recorded according to SI 12.3.

12.3 Boats failing to finish within the Time Out Limit shall be recorded as DNF, RET, OCS, DNS or DNC in that order, as appropriate. The Race Committee shall record the order on the water of boats that would otherwise be scored DNF that were still racing when the Time Out Limit ended. These boats shall not be scored DNF but shall be given finishing places determined by the order on the water recorded by the Race Committee and scored according to rule A4.1

12.4 There will be no Time Out Limit in Race 1.

### 13. PROTESTS AND REQUESTS FOR REDRESS

13.1 Protests and requests for redress need not be in writing. The protest committee may take evidence in any way it considers appropriate and may communicate its decision orally.

13.2 Parties to a protest shall be informed orally by hailing that a protest hearing is opening. It is the responsibility of the parties to come to the hearing without delay accompanied by any witnesses. No other notice of the hearing will be given. This changes RRS 63.2.

13.3 An accelerated procedure for protests and requests for redress as published under SI 1.3 may be used before a formal protest hearing is opened.

13.4 Protests may be heard under rule N1.4(b). The time limit for requesting a hearing by a full International Jury is 5 minutes after the parties have been informed of the panel's decision. However, after the warning signal of any heat to which a party to the hearing may be promoted, any decision or redress shall not change the race schedule for that race. This changes rules 64.1 and 64.2.

13.5 For the purposes of rule 64.4(b) the 'authority responsible' is the IMCA/ITCA Technical Committee or its official delegate at the event.

Decisions of the International Jury will be final as provided in rule 70.5.

### 14. SCORING SYSTEM

14.1 Heat Management System [insert version if necessary] will apply.

14.2 Five races shall be completed to constitute the Championship.

14.3 A boat finishing in a heat to which she has not been assigned shall be scored DNS for the heat to which she was assigned. She shall not sail in her assigned heat of the race concerned.

### 15. REPLACEMENT OF EQUIPMENT

15.1 Substitution of damaged or lost equipment shall not be allowed unless authorized by the International Jury. Requests for substitution shall be made to the Jury at the first reasonable opportunity.

### 16. EQUIPMENT AND MEASUREMENT CHECKS

16.1 A boat or equipment may be inspected at any time for compliance with the class rules and sailing instructions. On the water, a boat may be instructed by the Race Committee, an equipment inspector, or an official measurer to proceed immediately to a designated area for inspection.

### 17. TRANSMITTERS

17.1 Unless the Race Committee prohibits their use, competitors not racing may use their transmitters at any time for the purpose of tuning or practice sailing.

### 18. PRIZES

18.1 Prizes shall be awarded to {insert the places}.

### 19. LIABILITY

19.1 RRS 4 of the Racing RRSs of Sailing states: "The responsibility for a boat's decision to participate in a heat or to continue racing is hers alone."

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Sailing is by its nature an unpredictable sport and therefore involves an element of risk. By taking part in any of the events covered by this notice of race, each competitor agrees and acknowledges that:

- a. They are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of themselves and their boat to such inherent risk whilst taking part in the event;
- b. They are responsible for the safety of themselves, their boat and their other property whether afloat or ashore;
- c. They accept responsibility for any injury, damage or loss to the extent caused by their own actions or omissions;
- d. Their boat is in good order, equipped to sail in the event and they are fit to participate;
- e. The provision of a race management team, patrol boats, umpires and other officials and volunteers by the organiser does not relieve them of their own responsibilities;
- f. The provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances.

## 20. CONDUCT

20.1 Major events offer significant public exposure to our sport. Inappropriate competitor behaviour can reflect negatively that exposure. All participants are advised that their actions will be under scrutiny, not only by the public, but also by the race officials. Participants are required to behave with dignity and respect.

20.2 Any behaviour that breaches good manners or sportsmanship or that brings our sport into disrepute shall result in a hearing under RRS 69, Misconduct.

20.3 Penalties may include one or more One Turn Penalties to be taken in the boat's next race in accordance with RRS E7(b), disqualification from the race in question or subsequent races, exclusion from the event, or other action within the International Jury's authority.

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