

CLEVELAND YACHT CLUB INC.

**Sailing Instructions,
2017 - 2020**

CLEVELAND YACHT CLUB INC.
Sailing Instructions

Version 12
2017 – 2020

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CLEVELAND YACHT CLUB INC.
Sailing Instructions

Version 12
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SAILING INSTRUCTIONS FOR CLUB RACING AT CLEVELAND Y.C.

The headings and numbering system of these Sailing Instructions are for ease of reference only and do not constitute part of the Sailing Instructions.

In the event of conflict between the Sailing Instructions the Racing Rules of Sailing, the prescriptions and special regulations of Australian Sailing or the Sailing Calendar, these Sailing Instructions will take precedence.

1 SCOPE

These sailing instructions shall apply to all races and series organised by or on behalf of the Cleveland Yacht Club unless separate sailing instructions are issued at the time of entry to a race or series.

2 RULES

The races and series will be governed by the prescriptions and special regulations of AS, the Racing Rules of Sailing (RRS) 2017 - 2020, the constitution of the Cleveland Yacht Club Inc., the class rules of the respective classes except as any of these are altered by these Sailing Instructions.

2.1 CHANGES TO RACING RULES

The Racing Rules will be changed as follows:

RRS Rule 32.1: Add: Abandoned races may be re-sailed at a later date providing no racing commenced on the day of abandonment. This race may be resailed at a later date specified by the sailing committee. At least 1 week notice of the re-sail date shall be given.

RRS Rule 32.2: In the event of a course being shortened by a race committee boat displaying Code Flag **S**, vessels will proceed directly to the finish line from that buoy. They are not required to observe any subsequent buoys or marks in their prescribed course except those of the finishing gate. The finishing gate will be negotiated as defined by Sailing Instruction 14.

RRS Rules 35 and 63.1 & Appendix A5: Any boat not finishing within 60 minutes of the first boat in their division shall be scored Did Not Finish (DNF).

RRS Rule 60.1(a): Breaches of instructions 12.4, 18 and 20 will not be grounds for a protest by a boat. Penalties for these breaches may be less than disqualification if the protest committee so decides.

RRS Rules 61.3: For each division, the protest time limit is 60 minutes after the last boat has finished the last race of the day.

The same time limit applies to protests by the race committee and protest committee about incidents they observe in the racing area.

RRS Rule 63.1 and Appendix A 5 A competitor crossing the finish gate or finishing incorrectly before completing their specified course will be scored as Disqualified (DSQ) without protest.

RRS Rule 63.1 and Appendix A 5: Competitors failing to sign on will be deemed not to have entered the race (Did Not Compete); those failing to sign off may be disqualified (DSQ) without protest.

RRS Rule 63.1 and Appendix A 5: A boat starting later than 10 minutes after her starting signal may be scored as Did Not Start (DNS).

3 RACE ENTRY

3.1 ELIGIBILITY TO RACE

Club races are open to all club members. Visitors may also enter and sail in club events at the discretion of the Officer of the Day but are not eligible for any prizes and will not be included in the results. For dinghies and catamarans, competitors should enter the details of their boat and crew on the form provided in the clubhouse on race day and pay the prescribed race fee.

3.2 TRAILABLE YACHTS

Trailable yachts shall contact their race organiser or the clubhouse by radio and notify their intention to race. Accounts for their race fees will be posted to the owner periodically.

3.3 RACING DIVISIONS

Except for single division starts, or if specified otherwise by the sailing committee, club races will be split into four divisions as indicated below:

Catamaran Division

Division A Dinghies with a VYC yardstick of 110 or less

Division B Dinghies with a VYC yardstick of 110.5 and over

Trailable Yacht Division

3.4 SAILING OUTSIDE RATED DIVISION

A competitor may sail outside their rated division; however, unless the sailing committee has granted prior consent, they will not be eligible for any prizes and will not be included in the results.

3.5 MINIMUM NUMBER OF ENTRANTS

A minimum of 3 entries are required to form a division in a race. Any vessels intending to compete in an unformed division may start in an alternate division without the penalty required in Sailing Instruction 3.4. Any number of vessels may contribute to a division in a series.

4 NOTICES TO COMPETITORS

Notices to competitors will be posted on the official club notice board located in the clubhouse.

5 CHANGES TO SAILING INSTRUCTIONS

Any changes to the sailing instructions will be advised at least one hour prior to the race times on the day it will take effect. Changes will be posted on the official club notice board located in the clubhouse.

6 SIGNALS MADE ASHORE

Signals made ashore will be displayed on the flag staff on the eastern side of the clubhouse.

7 SCHEDULE OF RACES

Races will be sailed as per the current CYC sailing programme. Any change in the schedule of the race(s) will be advised at least one week before the change will take effect. Changes will be posted on the official notice board located in the clubhouse.

8 DIVISION FLAGS

Flags will be as defined by Attachment **A**.

9 RACING AREAS

Attachment **B** defines the location of the racing area(s).

10 COURSES

10.1 NOTIFICATION OF COURSE

The course will be the course as specified in Sailing Instruction 10.2 by means of numeral pennants corresponding to the courses as defined in Appendix **A**.

These pennants will be displayed by the starter's vessel no later than the warning signal.

A course briefing will be held in the clubhouse not less than 30 minutes prior to the scheduled race start time.

10.2 STANDARD COURSES

The diagrams in Attachment **C** show the courses, the order in which marks are to be passed, and the side on which each mark is to be left. These courses may be adjusted to suit conditions by the OOD during the course briefing.

10.3 LENGTH OF COURSES

The length of each leg will be such as is required to give a race time of approximately 40 minutes but may vary at the OOD's discretion eg for Sprints or Island Series.

10.4 COURSE FLAGS

No later than the warning signal, the race committee signal boat will display a red flag indicating a port hand course, or a green flag indicating a starboard hand course, will be sailed.

No later than the warning signal, the race committee signal boat may in addition raise a numeral pennant corresponding to a standard course to be sailed as defined by Sailing Instruction 10.2 and Appendix **A**.

11 MARKS

The marks of the course will be described at the course briefing as defined in Appendix C.

12 THE START

12.1 STARTING PROCEDURE

Unless advised otherwise at the pre-race briefing, the races will be started as follows. This changes RRS Rule 26.

Course Flags: The course flags shall be raised prior to the warning signal signalling the starter's vessel is on station for the start and the pennant indicating the course to be sailed for the next division to start.

Warning Signal: 5 minutes before the start, the division flag will be raised and a sound signal may be given.

Preparatory Signal: 4 minutes before the start time, code flag I will be raised and a sound signal may be given.

Attention signal: 1 minute before the start time code flag I will be lowered and a sound signal may be given.

Starting Signal: The starting signal is the lowering of the division flag and a sound signal may be given.

The warning signal for succeeding classes will be made no later than 2 minutes after the starting signal of the preceding class in accordance with Sailing Instruction 10.4.

RRS Rule 30.1 (*'Round-an-End Rule'*) will apply to all starts.

12.2 ABSENCE OF SOUND SIGNALS

The flag signals by the starter's vessel are binding as reference points for the starting procedure.

12.3 STARTING LINE

The starting line will be an imaginary line between the starter vessel's mast (if it does not have a mast, the front edge of the centre console) and a buoy.

12.4 BOATS YET TO START

Boats whose warning signal has not been made shall avoid the starting area.

12.5 STARTING TIME LIMIT

A boat starting later than 10 minutes after her starting signal may be scored as Did Not Start (DNS).

This changes Rule 63.1 and Appendix A 5

12.6 ANTI-BARGING BUOY

An anti-barging buoy may be trailed astern of the race committee vessel and shall be passed on the same hand as the race committee vessel.

Note: This mark constitutes part of the race committee vessel. Any boat which touches the race committee vessel or anti-barging buoy or any line attaching the buoy to the race committee vessel is

obliged to immediately sail clear of all other boats and complete one penalty turn including one tack and one gybe prior to restarting.

13 CHANGE TO NEXT LEG OF THE COURSE

To change the next leg of the course, the race committee boat will display Code Flag **C** and move the original mark (or the finishing line) to a new position. This change will occur before the lead boat has commenced the leg being altered.

14 THE FINISH

14.1 POSITION OF FINISH LINE

The finishing line shall be either of the following:

- a) The finishing line shall be an extension of an imaginary line between the Port Marker, situated approximately 300 metres due east of the clubhouse, and the race box on the seaward facing side of the clubhouse.
- b) The finishing line shall be an imaginary line extending from the foremost part of the cab to the designated finishing buoy which the finishing vessel is situated in proximity to.

14.2 FINISHING GATE

In the event of a), the finishing gate will be defined by the Finishing Buoy sited on the seaward side of the Port Marker. In the event of b) the gate shall be as the finishing line is designated in 14.1b).

14.3 KEEPING CLEAR OF FINISHING GATE

At all times, unless completing the course, competitors must not cross the finishing gate. In the case of a competitor crossing the finish gate or finishing incorrectly before completing their specified course they will be scored as Disqualified (DSQ). This changes Rule 63.1 and Appendix A 5

It is emphasised that a boat should continue past the finishing gate for a reasonable amount of time to ensure the finishing line has been crossed.

15 TIME LIMITS

15.1 LEADING BOAT

Should the leading boat fail to cross the finishing line within 120 minutes of the start, the race shall be declared void.

15.2 SUBSEQUENT FINISHERS

Any boat not finishing within 60 minutes of the first boat in their division shall be scored Did Not Finish (DNF). This changes RRS Rules 35 and 63.1 and Appendix A 5

15.3 SHORTENING THE COURSE

In the event of a course being shortened by a race committee boat displaying Code Flag **S**, vessels will proceed directly to the finish line from that buoy. They are not required to observe any subsequent buoys or marks in their prescribed course except those of the finishing gate. The finishing gate will be negotiated as defined by Sailing Instruction 14. This changes RRS Rule 32.2.

15.4 ABANDONING THE RACE

Abandoned races may be re-sailed at a later date providing no racing commenced on the day of abandonment. This race may be resailed at a later date specified by the sailing committee. At least 1 week notice of the re-sail date shall be given. This changes RRS Rule 32.1.

16 PROTESTS AND REQUESTS FOR REDRESS

16.1 LODGING A PROTEST

Protest forms are available at the race office. Protests shall be delivered there within the protest time limit. A fee of \$5 shall accompany the protest form when it is lodged. This fee will be refunded should the protest be successful.

16.2 TIME LIMIT

For each division, the protest time limit is 60 minutes after the last boat has finished the last race of the day. The same time limit applies to protests by the race committee and protest committee about incidents they observe in the racing area. This changes RRS Rule 61.3.

16.3 NOTIFICATION

Notices will be posted within 30 minutes of the protest time limit to inform competitors of hearings in which they are parties or named as witnesses. Hearings will be held in the clubhouse of Cleveland Yacht Club beginning at the time specified by the head of the protest committee and detailed on the notice of protest.

Notices of protests by the race committee or protest committee will be posted to inform boats under RRS Rule 61.1(b).

16.4 NON-GROUNDS FOR PROTESTS

Breaches of Sailing Instructions 12.4, 18 and 20 will not be grounds for a protest by a boat. This changes RRS Rule 60.1(a). Penalties for these breaches may be less than disqualification if the protest committee so decides.

16.5 Protest or Infringement by Race Committee

The race committee of the day, upon witnessing, may apply a penalty to any competitor on the day for any witnessed infraction or breach of the rules, including but not limited to incorrect observation of the RRS, not starting correctly, finishing correctly, observing course correctly or failing to sign on/sign off, or failing to notify the Race Committee of the day, of anything that would unfairly advantage that competitor. The race committee shall advise the aforementioned sailor, verbally without the need for a

protest form, in a reasonable time of the infringement. Additionally, the Race Committee will add this notice to the race notice board on the day, to additionally serve to notify all other competitors. The Race committee may choose to optionally impose a time penalty at its discretion also. Any redress on the above Protest by the competitor, must be accompanied by a standard protest/redress form with accompanying fee, and will be heard by a protest committee in the standard arrangement. The race committee will not enter into verbal negotiations with the competitor on their decision by way of redress.

17 SCORING

17.1 RACE SCORING

The High Point Percentage point scoring system will apply.

17.2 RACES CONSTITUTING A SERIES

The number of races required to constitute a series are described in the Sailing Calendar.

17.3 RACE HANDICAPPING

Race results shall be determined either by the VYC yardstick for dinghies and catamarans, the current class based handicap system of the Queensland Trailable Yacht Committee for trailable yachts, or by a personal handicap system as defined by the Sailing Committee.

17.4 PERSONAL HANDICAP RACES

Any series of races that are sponsored, unless otherwise defined in the current sailing programme, will be scored with the personal handicapping system.

17.5 NOTE ON YARDSTICK CORRECTION (CATAMARANS)

The yardstick correction applying to 'Sloop Rigged Cats sailing one-up' will not apply to a vessel's personal yardstick. This correction will be applied to their class yardstick and this value is used as their personal yardstick for applicable races that are sailed one-up. These races will have no effect on future personal yardstick calculations.

17.6 FREQUENCY OF YARDSTICK CALCULATION

The calculation and review of Personal Yardsticks takes place within the Top Yacht software, and is adjusted after each race.

17.7 CHANGING HELM OR GEAR

When a skipper changes helm within the same class of boat, the accumulated championship points transfer with the skipper. Skippers sailing different classes of vessel will have a separate personal yardstick for each class they sail.

In the event of sailing a new vessel, within a class the skipper has an existing personal yardstick for, their personal yardstick for that class will be forfeit and be reset at the class yardstick of the vessel.

Changing a major element of gear (such as but not limited to a new sail or hull) will be treated as sailing a new vessel. Rulings on this shall be the prerogative of the Sailing Committee.

17.8 FAILURE TO NOTIFY CHANGE OF RIG

Failure to notify a change of rig which gives advantage to a sailor's boat may result in disqualification from the race/s in which the offence occurred.

17.9 OOD AND REP Credits

Members rostered for Officer Of the Day or rescue boat duty (OOD) or acting as club representative at another club or class association event (REP), will be credited with racing but will not receive any points for that race.

17.10 REVIEW OF RESULTS

Results are subject to review for at least 1 week following being posted on the official club notice board or published on the club's website. Any extension of this time limit will be determined on a case by case basis.

18 SAFETY REGULATIONS

18.1 SIGN ON / SIGN OFF

All competitors will be required to sign-on prior to the warning signal of each race and signoff on completion of the course as soon as practically possible. Sign on / sign off sheets will be available until 60 minutes after the last boat has finished the race.

18.2 BACK TO BACK RACES

Where races are conducted back to back the Sign on / Sign off sheets will be available until 60 minutes after the last boat has finished the last race being sailed on that day.

18.3 FAILURE TO FINISH

Competitors who retire from a race are required to notify the race committee and by indicating their failure to finish on the Sign-on / Sign-off sheet as soon as possible on return to the club as described in Sailing Instruction 18.1.

18.4 FAILURE TO SIGN-ON / SIGN-OFF

Competitors failing to sign on may be deemed not to have entered the race (Did Not Compete); those failing to sign off may be disqualified (DSQ) without protest. This changes RRS Rule 63.1 and Appendix A5.

18.5 BUOYANCY VESTS

The use of a buoyancy vest of adequate design and in sound condition is mandatory. The decision of the race committee on the suitability of the equipment will be final. The decision of the race committee based on *AS Special Regulations Part 2 Rule 1 and AS Special Regulations - YA Recommendations Part 2* as to the suitability of the equipment will be final.

19 OFFICIAL BOATS

Official boats will be identified by displaying the Cleveland Yacht Club burgee.

20 SUPPORT BOATS

Support boats will not approach within 100 metres of boats that are racing from the time of the preparatory signal until the time all boats have finished or the race committee signals a postponement, general recall or abandonment of the race. Failure to comply may result in the disqualification of all competitors associated with the infringement. All support boats must register with the race committee.

21 RADIO COMMUNICATION

A boat shall neither make radio transmissions while racing nor receive radio communications not available to all boats. This restriction also applies to mobile telephones.

22 PRIZES

Awards for series results will be presented at the annual trophy presentation night.

23 OFFICER OF THE DAY

The duties and responsibilities of the Officer Of the Day are as defined in Appendix D.

24 DISCLAIMER OF LIABILITY

Attention is drawn to the RRS. Fundamental Rules, Part 4

“The responsibility for a boat’s decision to participate in a race or to continue racing is hers alone.”

Competitors participating in sailing at Cleveland Yacht Club do so entirely at their own risk.

The Cleveland Yacht Club Inc. and all parties involved in the organisation of events will not accept any liability for loss, material damage or personal injury or death sustained on conjunction with, or prior to, during, or after any event.

The Cleveland Yacht Club Inc. and all parties involved in the organisation of events are not responsible for the seaworthiness, or adequacy of a boat whose entry is accepted. In accordance with RRS Rule 76 the Cleveland Yacht Club Inc. reserves the right to refuse any entry.

25 INSURANCE

Each participating boat shall be insured with valid third-party liability insurance with a minimum cover of \$5,000,000.

APPENDIX A – FLAG SIGNALS

Starting Signals



Port Course Starboard Course

Warning Signal - 5 minutes



Catamaran Division



Division A Monohulls



Division B Monohulls

OR



Preparatory Signal – 4 minutes



Code Flag I

Attention Signal – 1 minute







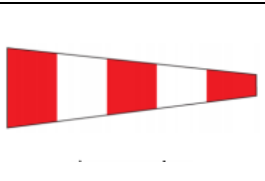
Lower Code Flag I

Starting Signal – 0 minutes



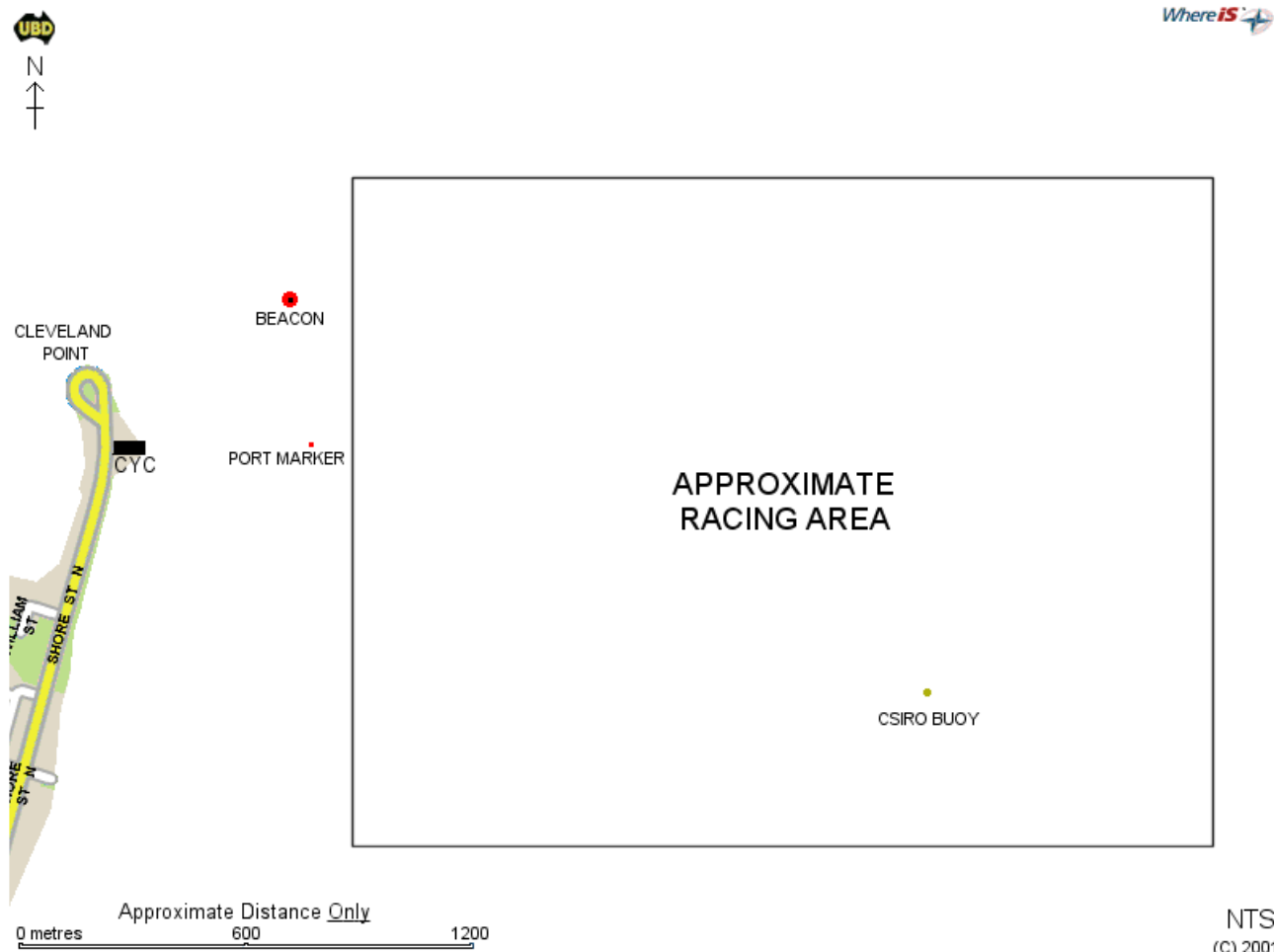
Lower Division Flag

OTHER RACE FLAGS

Recall Signals		Shortened Course	Race Abandoned	Race Postponed
				
X Individual recall.	First Substitute General recall. The warning signal will be made 1 minute after removal.	S The course has been shortened	N All races that have started are abandoned.	AP Races not started are postponed. The warning signal will be made 1 minute after removal.

APPENDIX B – RACING AREAS

Approximate location of the racing area:



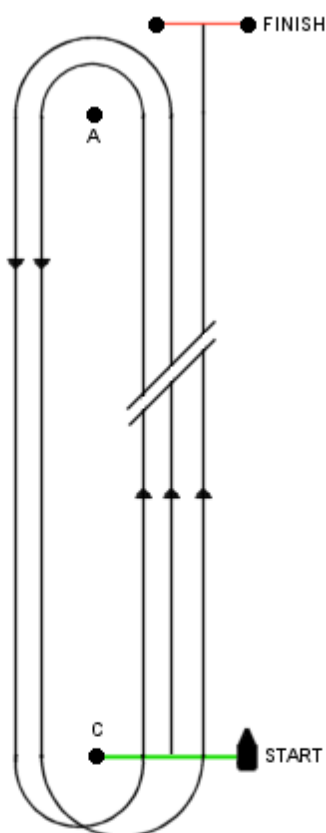
APPENDIX C – THE COURSES

WINDWARD-LEEWARD COURSE

Start – A – C – A – C – A – C – A – C – Finish

Either a port hand (red course flag) or a starboard hand (green course flag) course may be sailed. The above diagram demonstrates a port hand course. A starboard hand course is a mirror image of the port course.

DIAGRAMS ARE FOR ILLUSTRATIVE PURPOSES ONLY



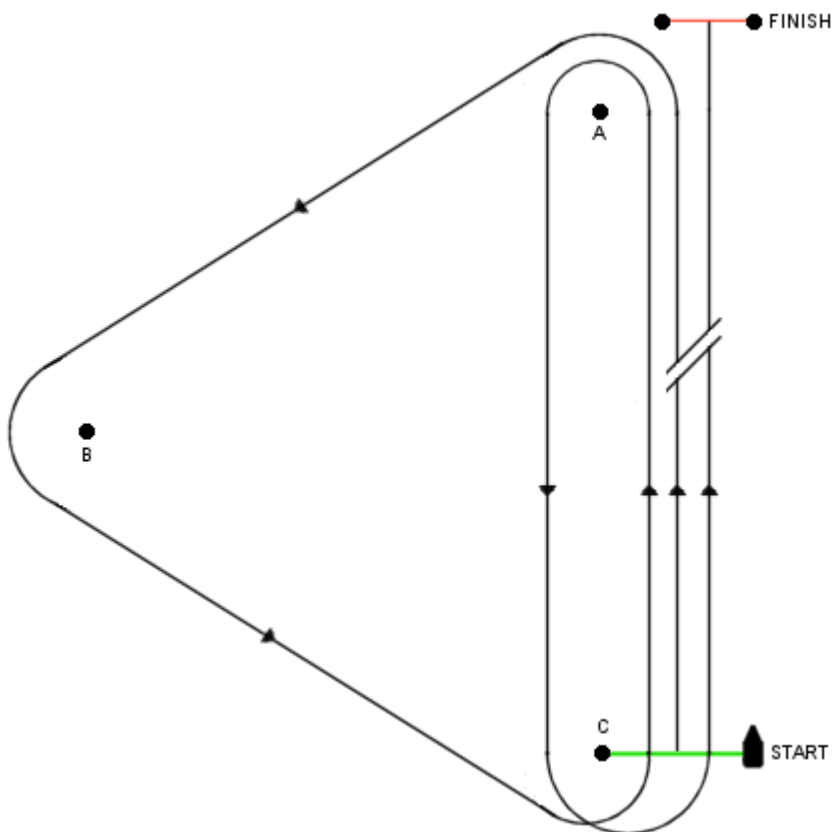
WINDWARD-LEEWARD-TRIANGLE COURSE

Division A: Start – A – B – C – A – C – A – B – C – A – B – C – Finish

Division B: Start – A – B – C – A – C – A – B – C – Finish

Either a port hand (red course flag) or a starboard hand (green course flag) course may be sailed. The above diagram demonstrates a port hand course. A starboard hand course is a mirror image of the port course.

DIAGRAMS ARE FOR ILLUSTRATIVE PURPOSES ONLY



DEFINITIONS

AS	Australian Sailing
BCYS	Back Calculated Yardstick. Essentially the PYS over one race.
Catamaran	Or 'Cat.' Sailing vessel with two hulls.
Class	The type of boat entered by a competitor.
Clubhouse	For the purposes of these instructions is the upper floor of CYC.
Crew	Any persons on the vessel who are not the helmsman.
CRO	Club Race Officer
CT	Corrected Time. These times are used to order the results of a race.
CYC	Cleveland Yacht Club.
Dinghy	See <i>Monohull</i> .
DNC	Did Not Compete. Vessel was not entered in the race or did not get to the starting area.
DNE	Non-Excludable Disqualification. Gross breach of rules or did not serve as OOD.
DNF	Did Not Finish the defined race course correctly.
DNS	Did Not Start the race in the allowed time. Made it to the starting area.
DSQ	Disqualified from the race for an infringement of the rules.
ET	Elapsed Time. The time taken for a vessel to complete the course legally.
Event	Series of races which the sailor is competing in. eg Sprints
Finish	The time at which the front most part of a vessel crosses the finishing line.
Finishing Line	The line of sight from the time keeper in the race box projected through the Port Marker.
Finishing Buoy	Usually a pink buoy placed on the course side of the finishing line to the east of the Port Marker.
Fleet	All of the vessels entered in the race.
Handicapping	Equalises differences between classes of boat.
High Point Percentage System (HPP)	Highest number of points, expressed as a percentage of total possible points for a competitor over a series of races, is the winner.
Line Honours	The vessel to finish first in their division.
Mixed Fleet	A fleet made up of different classes of boat.
Monohull	Sailing boat with a single hull in contact with the water.
Multihull	See <i>Catamaran</i> .
Port Marker	Red port marker post due east of the race box.
OCS	On Course Side of the line in the last minute prior to the starting signal. Did not return to start correctly.

Off-the-beach	Smaller sailing dinghies and cats able to be launched off the beach.
OOD	Officer of the Day: Performs duties of the Race Officer for the club on the day.
PRO	Primary Race Officer: A qualification obtained through Yachting Queensland.
Protest Committee	Committee set up by the Race Committee as required to review protests and apply penalties. The Management Committee will nominate a list of members from which the Protest Committee may be drawn.
PYS	Personal Yardstick calculation. Based on results rather than class yardstick.
Race Box	The most seaward room on the upper level of CYC to be used as a base of operations for the orchestration of races.
Race Committee	Parties responsible for the running of a particular race. Consists of the OOD and members rostered for duty on the day.
Race Result	The finishing result of a race after handicapping.
REP	Representing the club at another event at the time of the race.
Rig	The sail arrangement and equipment that a vessel carries while racing.
RRS	The Racing Rules of Sailing 2017 – 2020
	Sailing Committee Members of the club elected to monitor the running of races.
Sailing Programme	The annually published schedule of races.
Sailor	Refers to a person taking part in a race on a particular vessel.
Series	Races over a period of weeks with their results combined for an overall trophy.
Skipper	The person responsible for the steering of the vessel they are competing on.
Sloop	Carries a Jib along with a mainsail.
Super Sloop	Carries a Spinnaker and a Jib along with a mainsail.
The Gate	A line drawn from the Port Marker to the finishing buoy.
Trailable Yacht	A large sailing vessel able to be legally towed by a car without restriction but not usually launched from the beach.
Vessel	A combination of the sailing boat, skipper and crew involved in a race.
VYC	Victorian Yardstick Calculation.
VYS	Victorian Yardstick. Based on class of boat.
YS	Yardstick. The class yardstick of a boat.

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