JUNIOR OLYMPIC

SAILING INSTRUCTIONS GUIDELINES

Comments in ***bold italics*** are instructions, explanations or questions to be used in finalizing the Sailing Instructions. Keep them simple and informative. Remember, your audience is kids.Refer to the *Racing Rules of Sailing 2017-2020*, Appendix J - Notice of Race and Sailing Instructions and Appendix L - Sailing Instructions Guide for additional information.

**USA JUNIOR OLYMPIC SAILING FESTIVAL *[event name or region]***

## *Date*

## *XYZ Yacht Club, City, State*

National JO Sponsors:

New England Ropes

***[list local sponsors here]***

[club burgee here]

****

## SAILING INSTRUCTIONS

# 1. RULES

1.1 The regatta will be governed by *rules* as defined by the Racing Rules of Sailing (RRS).

# 2 ENTRIES

 Boats that have completed registration are eligible to race.

**3 SAFETY**

3.1 A Coast Guard-approved PFD must be worn and fully secured at all times while afloat, except for brief periods while adding or removing clothing. Whistles permanently attached to the PFDs are recommended. This changes rule 40.

3.2 A boat retiring from a race shall notify a race committee boat before leaving the course, or, when that is impossible, the Regatta Office immediately after arrival ashore.

1. **CHECK-IN**

Competitors shall check in with the Race Committee Signal Boat before the initial warning signal of the first race each day.

# 5 NOTICES TO COMPETITORS

Notices to competitors will be posted on the Official Notice Board(s) located ***[insert the specific location(s)].***

# 6 CHANGES IN SAILING INSTRUCTIONS

 Any change to the SIs will be posted before ***[insert time]*** on the day it will take effect, except that any change to the schedule of races will be posted by ***[insert time]*** on the day before it will take effect.

**7 SIGNALS MADE ASHORE**

7.1 Signals made ashore will be displayed at ***[insert the specific location].***

7.2 Flag AP with two ***[insert sound signal]*** (one ***[insert sound signal]*** when lowered) means, “The race is postponed. The initial Warning Signal will be made not less than ***[insert time]*** minutes after AP is lowered.” This changes Race Signal AP.

**8 SPECIAL SIGNALS**

Code Flag A (White and Blue vertical stripes) displayed with no sound while boats are finishing means "no more racing today."

**9 SCHEDULE OF RACES**

 Races are scheduled as follows:

|  |  |  |
| --- | --- | --- |
| **Race** | **Day & Date** | **Time of Warning Signal** |
| Practice Race |  |  |
| Race 1 |  |  |
| Race 2 |  |  |
| Race 3 |  |  |

***[Insert the days, dates and times. Include any practice races.]***

* 1. No initial Warning Signal will be made after ***[insert time]*** on the last day of racing.
	2. The distance from the launch site to the racing area is approximately ***[insert distance]***.

9.3 Should conditions make it impossible to complete the scheduled number of races, the regatta shall be terminated and the results based on the races completed and scored; in any event, when ***[insert number]*** or more races are completed a boat’s worse score will be dropped. This changes A2.

**10 CLASS FLAGS**

 Class flags will be:

 Class Flag

 Class Flag

 Class Flag

**11 RACING AREA**

 The racing area will be as shown in Illustration A, attached.

 ***[A section of a chart or other suitable map should be copied and marked for this purpose.]***

# 12 THE COURSE

12.1 The diagram(s) in Illustration B show the course(s), the order of rounding, and the side on which each mark is to be rounded or passed.

***[Attach the course diagram(s). A method of illustrating various courses is shown in Appendix K, Addendum A of the rulebook. Course diagrams are also available in Appendix S.]***

12.2 The course will be displayed from the Race Committee Signal Boat.

**13 MARKS**

 Marks of the course will be ***[insert description].*** New (change) marks, will be ***[insert description].***The starting and finishing marks will be ***[insert description].***

**14 THE START**

14.1 Races will be started in accordance with rule 26.

14.2 The starting line will be between the staff from which an orange flag is displayed on the Race Committee Signal Boat at the starboard end of the line (looking upwind) and the course side of the port-end starting mark. ***[verify per local practices and equipment]***

14.3 Boats whose Warning Signal has not been made shall keep clear of the starting area.

14.4 A boat shall not start later than ***[insert number]*** minutes after her starting signal. A boat starting later than ***[insert number]*** minutes after her starting signal shall be scored Did Not Start (DNS) without a hearing. This changes rules 63.1, A4.1 and A5.

**15 RECALLS**

The Race Committee intends to hail OCS boats after the starting signal. The failure to make or receive such communication shall not be grounds for redress. This changes rules 41 and 62.1 (a).

**16 THE FINISH**

 The finishing line will be between a staff displaying an orange flag or shape on a Race Committee boat and the course side of a nearby finish mark unless the finish is for a shortened course. See RRS 32.2.

 ***(OR)***

 The finishing line will be between a staff displaying an orange flag or shape on a Race Committee boat and the course side of a port-end finishing mark.

 ***(OR)***

 The finishing line will be between staffs displaying orange flags or shapes on two Race Committee boats.

**17 PENALTY SYSTEM** [*To encourage taking penalties as appropriate and to encourage arbitration, the following may be invoked in the Sailing Instructions.*]

The following sections of Appendix V shall apply:

**V1 PENALTY AT THE TIME OF AN INCIDENT**

The first two sentences of rule 44.1 are changed to: ‘A boat may take a One-Turn Penalty when she may have broken one or more rules of Part 2 or rule 31 in an incident while racing. However, when she may have broken one or more rules of Part 2 while in the zone around a mark other than a starting mark, her penalty shall be a Two-Turns Penalty.

**18 TIME LIMIT**

 The time limit will be ***[insert time]*** for the ***[insert class(es)]*** class and ***[insert time]*** for the ***[insert class(es)]*** class. Boats failing to finish within ***[insert time]*** minutes after the first boat sails the course and finishes will be scored Did Not Finish (DNF) without a hearing. This changes rules 35, 63.1, A4.1, and A5.

**19 PROTESTS**

19.1 Protests shall be in writing and delivered to the regatta office within ***[insert time]*** minutes after the time of the docking of the race committee signal boat for that competitor’s course.

19.2 Protests will be heard in approximately the order of receipt as soon as practicable.

19.3 Protest notices will be posted within ***[insert time]***minutes of the protest time limit to inform competitors where and when there is a hearing in which they are parties to a hearing or named as witnesses. This posting shall constitute the notification required by RRS 61.1(b) and RRS 63.2.

19.4 The following sentence is added to rule 66. “On the last day of racing, a party to the hearing may ask for a reopening no later than one hour after being informed of the decision.” This changes rule 66.

19.5 Infringements of SIs 3, 4, and 22 are not protestable by another boat. This changes rule 60.1(a).

19.6 The penalty, if any, for an infringement of a rule other than a rule of Part 2 will be at the discretion of the Protest Committee and may be less than disqualification.

***[To encourage learning, arbitration and open protest hearings are recommended. However, do not use arbitration unless you have an experienced certified judge to serve as arbitrator. Questions? Contact Race Administration Director Matt Hill (matthewhill@ussailing.org).]***

***20. PROTEST ARBITRATION [To permit arbitration, Appendix T must be invoked. Arbitration adds an extra step to the protest resolution process but can eliminate the need for some protest hearings, thus speeding up the process for events in which many protests are expected. Arbitration may not be appropriate for all events as it requires an additional knowledgeable person to act as the arbitrator. Organizers should include the following in the Sailing Instructions for educational purposes:]***

The following sections of Appendix T, Arbitration, shall apply:

**T1 POST-RACE PENALTIES**

(a) Provided that rule 44.1(b) does not apply, a boat that may have broken one or more rules of Part 2 or rule 31 in an incident may take a Post-Race Penalty at any time after the race until the beginning of a protest hearing involving the incident.

(b) A Post-Race Penalty is a 30% Scoring Penalty calculated as stated in rule 44.3(c). However, rule 44.1(a) applies.

(c) A boat takes a Post-Race Penalty by delivering to the arbitrator or a member of the protest committee a written statement that she accepts the penalty and that identifies the race number and where and when the incident occurred.

**T2 ARBITRATION MEETING**

An arbitration meeting will be held prior to a protest hearing for each incident resulting in a protest by a boat involving one or more rules of Part 2 or rule 31, but only if each party is represented by a person who was on board at the time of the incident. No witnesses will be permitted. However, if the arbitrator decides that rule 44.1(b) may apply or that arbitration is not appropriate, the meeting will not be held, and if a meeting is in progress, it will be closed.

**T3 ARBITRATOR’S OPINION**

Based on the evidence given by the representatives, the arbitrator will offer an opinion as to what the protest committee is likely to decide:

(a) the protest is invalid,

(b) no boat will be penalized for breaking a rule, or

(c) one or more boats will be penalized for breaking a rule, identifying the boats and the penalties.

**T4 ARBITRATION MEETING OUTCOMES**

After the arbitrator offers an opinion,

(a) a boat may take a Post-Race Penalty, and

(b) a boat may ask to withdraw her protest. The arbitrator may then act on behalf of the protest committee in accordance with rule 63.1 to allow the withdrawal.

Unless all protests involving the incident are withdrawn, a protest hearing will be held.

# 21 SCORING

 The Low-Point Scoring System of Appendix A shall apply for all classes. A maximum of ***[insert number]*** races are scheduled, of which ***[insert number]*** shall be completed to constitute a series. If ***[insert number]*** or more races are sailed, a boat’s worst score shall be discarded. This changes RRS A2.1.

 ***[Suggest that one (1) race be used as the minimum number of races to constitute a series. Make sure this instruction matches the NOR.]***

**22 SUPPORT BOATS *[optional but recommend that some instruction be given]***

22.1 Except as noted in 22.2, team leaders, coaches and other support personnel shall not be in the racing area from the time of the preparatory signal for the first class to start until all boats have finished or the Race Committee signals a postponement, general recall or abandonment. Support persons who violate this instruction may be subject to penalty under RRS 64.4.

22.2 Optimist Green Fleet: Coaching is encouraged during the starting sequence, around marks, and for staying generally “on course.” Green Fleet support boats must identify themselves to the Race Committee and be careful not to interfere with any racing boats. Safety is paramount.

22.3 Coaches must wear fully secured PFDs while on the water. Other support people – Race Committee, mark and safety boat operators, parents, etc. – are strongly encouraged to wear fully secured PFDs while on the water.

22.4 All coach boats and other support boats/support personnel must agree to aid any competitor in distress or requesting assistance of any sort.

**23 PRIZES**

 Junior Olympic medals will be awarded to each member of the crew placing first, second and third in each division.

 ***[insert other awards here]***

**Attachments**: Illustration A - The Racing Area

 Illustration B - Course Diagrams (see Appendix L, Addendum A or

 Appendix S)

**Course Diagrams**: <http://www.ussailing.org/race-officials/race-officers/materials-for-race-officers/forms-diagrams-equipment/>