

APPENDIX K

NOTICE OF RACE GUIDE

This guide provides a notice of race designed primarily for major championship regattas for one or more classes. It therefore will be particularly useful for world, continental and national championships and other events of similar importance. It can be downloaded from the World Sailing website as a basic text for producing a notice of race for any particular event.

The guide can also be useful for other events. However, for such events some of the paragraphs will be unnecessary or undesirable. Organizing authorities should therefore be careful in making their choices.

This guide relates closely to Appendix L, Sailing Instructions Guide, and its expanded version Appendix LE on the World Sailing website, the introduction to which contains principles that also apply to a notice of race.

Rule references within the notice of race use RRS, NoR and SI to denote the source of the rule. 'RRS x' is a rule in The Racing Rules of Sailing, 'NoR x' is a rule in the notice of race, and 'SI x' is a rule in the sailing instructions.

To use this guide, first review rule J1 and decide which paragraphs will be needed. Paragraphs that are required by rule J1.1 are marked with an asterisk (). Delete all inapplicable or unnecessary paragraphs. Select the version preferred where there is a choice. Follow the directions in the left margin to fill in the spaces where a solid line (_____) appears and select the preferred wording if a choice or option is shown in brackets ([. . .]).*

After deleting unused paragraphs, renumber all paragraphs in sequential order. Be sure that paragraph numbers are correct where one paragraph refers to another.

Care should be taken to ensure that there is no conflict between a rule in the notice of race and a rule in the sailing instructions.

If the notice of race is made available electronically, printed copies should be provided on request.

The items listed below, when applicable, should be distributed with the notice of race, but should not be included as numbered paragraphs in the notice.

- 1 *An entry form, to be signed by the boat's owner or owner's representative, containing words such as 'I agree to be bound by The Racing Rules of Sailing and by all other rules that govern this event.'*
- 2 *For an event where entries from other countries are expected, the applicable national prescriptions in English.*
- 3 *List of sponsors, if appropriate.*
- 4 *Lodging and camping information.*
- 5 *Description of meal facilities.*
- 6 *Race committee and protest committee members.*
- 7 *Special mooring or storage requirements.*
- 8 *Sail and boat repair facilities and ship's chandlers.*
- 9 *Availability of chartered or loaned boats and whether rule G3 will apply.*

On separate lines, insert the full name of the regatta, the inclusive dates from equipment inspection, event measurement or the practice race until the final race or closing ceremony, the name of the organizing authority, and the city and country.

NOTICE OF RACE

The notation '[DP]' in a rule in the NoR means that the penalty for a breach of that rule may, at the discretion of the protest committee, be less than disqualification.

1 RULES

- 1.1*** *The regatta will be governed by the rules as defined in *The Racing Rules of Sailing*.*

Use the first sentence if appropriate. Insert the name. List by number and title the prescriptions that will not apply (see RRS 88). Use the second sentence if it applies and if entries from other countries are expected, and state the relevant prescriptions in full.

- 1.2** [The following prescriptions of the _____ national authority will not apply: _____.]
[The prescriptions that may require advance preparation are stated in full below.]

(OR)

Use if appropriate, but only if the national authority for the venue of the event has not adopted a prescription to RRS 88.

- 1.2** No national prescriptions will apply.

List by name any other documents that govern the event; for example, The Equipment Rules of Sailing, to the extent that they apply.

- 1.3*** _____ will apply.

See RRS 86. Insert the rule number(s) and summarize the changes.

- 1.4** Racing rule(s) _____ will be changed as follows: _____. The changes will appear in full in the sailing instructions. The sailing instructions may also change other racing rules.

(OR)

See RRS 86. Either insert here the rule number(s) and state the changes, or, if not using this NoR, do the same in each NoR that changes a racing rule.

- 1.4** Racing rule(s) _____ will be changed as follows: _____.

Insert the rule number(s) and class name. Make a separate statement for the rules of each class.

- 1.5** Under RRS 87, rule(s) _____ of the _____ class rules [will not apply] [is (are) changed as follows: _____].

- Use only if RRS Appendix S, Standard Sailing Instructions, will be used.*
- Insert the location.*
- 1.6** If there is a conflict between languages the English text will take precedence.
 - 1.7** The sailing instructions will consist of the instructions in RRS Appendix S, Standard Sailing Instructions, and supplementary sailing instructions that will be on the official notice board located at _____.

2 ADVERTISING

- See World Sailing Regulation 20, Advertising Code. Include other applicable information related to Regulation 20.*
- 2.1** Competitor advertising will be restricted as follows: _____.

- See World Sailing Regulation 20.4.*
- 2.2** Boats [shall] [may be required to] display advertising chosen and supplied by the organizing authority. If this rule is broken, World Sailing Regulation 20.9.2 applies. [DP]

3* ELIGIBILITY AND ENTRY

- Insert the class(es).*
- 3.1** The regatta is open to all boats of the _____ class(es).

(OR)

- Insert the class(es) and eligibility requirements.*
- Insert the postal, fax and email addresses and entry closing date.*
- Insert any conditions.*
- Insert any restrictions.*
- 3.1** The regatta is open to boats of the _____ class(es) that _____.
 - 3.2** Eligible boats may enter by completing the attached form and sending it, together with the required fee, to _____ by _____.
 - 3.3** Late entries will be accepted under the following conditions: _____.
 - 3.4** The following restrictions on the number of boats apply: _____.

4 CLASSIFICATION*Insert any requirements.*

The following classification requirements will apply (see RRS 79): _____.

5 FEES*Insert all required fees for racing.***5.1** Required fees are as follows:

<i>Class</i>	<i>Fee</i>
_____	_____
_____	_____
_____	_____

*Insert optional fees (for example, for social events).***5.2** Other fees:

6 QUALIFYING SERIES AND FINAL SERIES*Use only when a class is divided into fleets racing a qualifying series and a final series.*

The regatta will consist of a qualifying series and a final series.

7 SCHEDULE*Insert the day, date and times.***7.1*** Registration:

Day and date _____
From _____ To _____

7.2 Equipment inspection and event measurement:*Insert the day, date and times.*

Day and date _____
From _____ To _____

Revise as desired and insert the dates and classes. Include a practice race if any. When the series consists of qualifying races and final races, specify them. The schedule can also be given in an attachment.

7.3* Dates of racing:

<i>Date</i>	<i>Class</i> _____	<i>Class</i> _____
_____	racing	racing
_____	racing	reserve day
_____	reserve day	racing
_____	racing	racing
_____	racing	racing

Insert the classes and numbers.

7.4 Number of races:

<i>Class</i>	<i>Number</i>	<i>Races per day</i>
_____	_____	_____
_____	_____	_____

Insert the time.

7.5* The scheduled time of the warning signal for the [practice race] [first race] [each day] is _____.

Use when it would be helpful to competitors to know this time before the event. Insert the time.

7.6 On the last scheduled day of racing no warning signal will be made after _____.

8 MEASUREMENT

8.1 Each boat shall produce a valid [measurement] [rating] certificate.

(OR)

List the equipment with appropriate references to the class rules.

8.1 Each boat shall produce a valid [measurement] [rating] certificate. In addition the following equipment [may] [will] be inspected or measured: _____.

Insert the time(s).

8.2 A boat shall comply with RRS 78.1 at _____.

9 SAILING INSTRUCTIONS

Insert the time, date and location.

The sailing instructions will be available after _____ on _____ at _____.

10 VENUE

*Insert a number or letter.
Provide a marked map
with driving instructions.*

10.1 Attachment _____ shows the location of the regatta harbour.

*Insert a number or letter.
Provide a marked map
or chart.*

10.2 Attachment _____ shows the location of the racing areas.

11 THE COURSES

Include the description.

The courses to be sailed will be as follows:
_____.

(OR)

*Insert a number or letter.
A method of illustrating
various courses is shown in
Addendum A of Appendix L
or LE. Insert the course
length if applicable.*

The diagrams in Attachment _____ show the courses, including the approximate angles between legs, the order in which marks are to be passed, and the side on which each mark is to be left. [The approximate course length will be _____.]

12 PENALTY SYSTEM

*Include paragraph 12.1
only when the Two-Turns
Penalty will not be used.*

12.1 The Scoring Penalty, RRS 44.3, will apply. The penalty will be _____ places.

*Insert the number of
places or describe
the penalties.*

(OR)

12.1 The penalties are as follows: _____.

Insert the class(es).

12.2 For the _____ class(es) RRS 44.1 is changed so that the Two-Turns Penalty is replaced by the One-Turn Penalty.

*Include only if the
protest committee is an
international jury or
another provision of
RRS 70.5 applies.*

12.3 Decisions of the [protest committee] [international jury] will be final as provided in RRS 70.5.

13 SCORING

Include only if the Low Point System of Appendix A will not be used. Describe the system.

13.1 The scoring system is as follows: _____.

Insert the number.

13.2 _____ races are required to be completed to constitute a series.

Insert the numbers throughout.

13.3 (a) When fewer than _____ races have been completed, a boat's series score will be the total of her race scores.

(b) When from _____ to _____ races have been completed, a boat's series score will be the total of her race scores excluding her worst score.

(c) When _____ or more races have been completed, a boat's series score will be the total of her race scores excluding her two worst scores.

14 SUPPORT BOATS

Insert the identification markings. National letters are suggested for international events.

Support boats shall be marked with _____.
[DP]

15 BERTHING

Boats shall be kept in their assigned places while they are in the [boat park] [harbour].
[DP]

16 HAUL-OUT RESTRICTIONS

Keelboats shall not be hauled out during the regatta except with and according to the terms of prior written permission of the race committee. [DP]

17 DIVING EQUIPMENT AND PLASTIC POOLS

Underwater breathing apparatus and plastic pools or their equivalent shall not be used around keelboats between the preparatory signal of the first race and the end of the regatta. [DP]

18 RADIO COMMUNICATION

Insert any alternative text that applies. Describe any radio communication bands or frequencies that will be used or allowed.

Except in an emergency, a boat that is racing shall not make voice or data transmissions and shall not receive voice or data communication that is not available to all boats. [DP]

19 PRIZES

If perpetual trophies will be awarded state their complete names.

Prizes will be given as follows: _____.

20 DISCLAIMER OF LIABILITY

The laws applicable to the venue in which the event is held may limit disclaimers. Any disclaimer should be drafted to comply with those laws.

Competitors participate in the regatta entirely at their own risk. See RRS 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.

21 INSURANCE

Insert the currency and amount.

Each participating boat shall be insured with valid third-party liability insurance with a minimum cover of _____ per incident or the equivalent.

22 FURTHER INFORMATION

Insert necessary contact information.

For further information please contact _____.