

APPENDIX H – WEIGHING CLOTHING AND EQUIPMENT

See Rule 43. This appendix shall not be changed by sailing instructions or prescriptions of national authorities.

- H1** Items of clothing and equipment to be weighed shall be arranged on a rack. After being saturated in water the items shall be allowed to drain freely for one minute before being weighed. The rack must allow the items to hang as they would hang from clothes hangers, so as to allow the water to drain freely. Pockets that have drain-holes that cannot be closed shall be empty, but pockets or items that can hold water shall be full.
- H2** When the weight recorded exceeds the amount permitted, the competitor may rearrange the items on the rack and the measurer shall again soak and weigh them. This procedure may be repeated a second time if the weight still exceeds the amount permitted.
- H3** A competitor wearing a dry-suit may choose an alternative means of weighing the items.
 - (a) The dry-suit and items of clothing and equipment that are worn outside the dry-suit shall be weighed as described above.
 - (b) Clothing worn underneath the dry-suit shall be weighed as worn while *racing*, without draining.
 - (c) The two weights shall be added together.

APPENDIX J – NOTICE OF RACE AND SAILING INSTRUCTIONS

See rules 87.2 and 88.2(a). The term ‘race’ includes a regatta or other series of races.

J1 NOTICE OF RACE CONTENTS

J1.1 The notice of race shall include the following information:

- (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);
- (4) the classes to race, conditions of entry and any restrictions on entries;
- (5) the times of registration and warning signals for the practice race or first race, and succeeding races if known.

J1.2 The notice of race shall include any of the following that would help competitors decide whether to attend the event or that conveys other information they will need before the sailing instructions become available:

- (1) that advertising will be restricted to Category A (see Appendix 1) and other information related to Appendix 1;
- (2) that the ISAF Competitor Classification System (or some other competitor classification system) will apply;
- (3) the procedure for advance registration or entry, including fees and any closing dates;
- (4) 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’;
- (5) measurement procedures or requirements for measurement or rating certificates;

- (6) the time and place at which the sailing instructions will be available;
- (7) any changes to the racing rules (see rule 86);
- (8) any changes to class rules, referring specifically to each rule and stating the change;
- (9) the courses to be sailed;
- (10) the penalty for breaking a rule of Part 2, other than the 720° Turns Penalty;
- (11) denial of the right of appeal, subject to rule 70.4;
- (12) the scoring system, including the number of races scheduled and the minimum number that must be completed to constitute a series;
- (13) prizes.

J2 SAILING INSTRUCTION CONTENTS

J2.1 The sailing instructions shall include the following information:

- (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;
- (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 and side on which each is to be left and identifying all rounding *marks* (see rule 28.1);
- (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 scoring system, included by reference to Appendix A, 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.

J2.2 The sailing instructions shall include those of the following that will apply:

- (1) that advertising will be restricted to Category A (see Appendix 1) and other information related to Appendix 1;
- (2) that the ISAF Competitor Classification System (or some other competitor classification system) will apply;
- (3) replacement of the relevant rules of Part 2 with the *International Regulations for Preventing Collisions at Sea* or other government right-of-way rules, the time(s) or place(s) they will apply, and any night signals to be used by the race committee;
- (4) changes to the racing rules permitted by rule 86, referring specifically to each rule and stating the change;
- (5) that the prescriptions of the national authority will not apply;
- (6) if the prescriptions of the national authority will apply at an international event, a copy in English of the prescriptions;
- (7) changes to class rules, referring specifically to each rule and stating the change;
- (8) restrictions controlling changes to boats when supplied by the organizing authority;
- (9) the registration procedure;
- (10) measurement or inspection procedure;
- (11) location(s) of official notice board(s);
- (12) procedure for changing the sailing instructions;
- (13) safety requirements, such as requirements and signals for personal buoyancy, check-in at the starting area, and check-out and check-in ashore;
- (14) declaration requirements;

- (15) signals to be made ashore and location of signal station(s);
- (16) the racing area (a chart is recommended);
- (17) approximate course length and approximate length of windward legs;
- (18) the time limit, if any, for boats other than the first boat to *finish*;
- (19) time allowances;
- (20) the location of the starting area and any applicable restrictions;
- (21) any special procedures or signals for individual or general recalls;
- (22) boats identifying *mark* locations;
- (23) procedure for changes of course after the start and any special signals;
- (24) any special procedure for shortening the course or for *finishing* a shortened course;
- (25) restrictions on use of support boats, plastic pools, radios, etc.; on hauling out; and on outside assistance provided to a boat that is not *racing*;
- (26) the penalty for breaking a rule of Part 2, other than the 720° Turns Penalty;
- (27) penalization without a hearing under rule 67 for breaking rule 42;
- (28) whether Appendix N will apply;
- (29) protest procedure and times and place of hearings;
- (30) if rule M1.4(b) will apply, the time limit for requesting a hearing under that rule;
- (31) denial of the right of appeal, subject to rule 70.4;
- (32) the national authority's approval of the appointment of an international jury under rule 89(c);
- (33) substitution of competitors;
- (34) the minimum number of boats appearing in the starting area required for a race to be started;
- (35) when and where races *postponed* or *abandoned* for the day will be resailed;
- (36) tides and currents;

(37) prizes;

(38) other commitments of the race committee and obligations of boats.

APPENDIX K – SAILING INSTRUCTIONS GUIDE

This guide provides a set of tested sailing instructions 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. The guide can also be useful for other events; however, for such events some of these instructions will be unnecessary or undesirable. Race officers should therefore be careful in making their choices.

An expanded version of the guide will be available on the ISAF website (www.sailing.org) and will contain provisions applicable to the largest and most complicated multi-class events, as well as variations on several of the sailing instructions recommended in this appendix. It will be revised from time to time, to reflect advances in race management techniques as they develop, and can be downloaded as a basic text for producing the sailing instructions for any particular event.

The principles on which all sailing instructions should be based are as follows:

- 1 They should include only two types of statement: the intentions of the race committee and the obligations of competitors.*
- 2 They should be concerned only with racing. Information about social events, assignment of moorings, etc. should be provided separately.*
- 3 They should not change the racing rules except when clearly desirable.*
- 4 They should not repeat or restate any of the racing rules.*
- 5 They should not repeat themselves.*
- 6 They should be in chronological order; that is, the order in which the competitor will use them.*
- 7 They should, when possible, use words or phrases from the racing rules.*

To use this guide, first review rule J2 and decide which instructions will be needed. Instructions that are required by rule J2.1 are marked with an asterisk (). Delete all inapplicable or unnecessary instructions. 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 instructions, renumber all instructions in sequential order. Be sure that instruction numbers are correct where one instruction refers to another.

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

SAILING INSTRUCTIONS

1 RULES

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

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

1.2* _____ will apply.

Include only if the prescriptions will not apply. Insert the name.

1.3 The prescriptions of the _____ national authority will not apply.

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

1.4 Rule(s) _____ of the _____ class rules [will not apply] [is (are) changed as follows: _____].

1.5 If there is a conflict between languages the English text will prevail.

2 NOTICES TO COMPETITORS

Insert the location(s).

Notices to competitors will be posted on the official notice board(s) located at _____.

3 CHANGES TO SAILING INSTRUCTIONS

Change the times if different.

Any change to the sailing instructions will be posted before 0900 on the day it will take effect, except that any change to the schedule of races will be posted by 2000 on the day before it will take effect.

4 SIGNALS MADE ASHORE

Insert the location.

4.1 Signals made ashore will be displayed at _____.

Insert the number of minutes.

4.2 When flag AP is displayed ashore, '1 minute' is replaced with 'not less than _____ minutes' in race signal AP.

(OR)

4.2 Flag D with a sound signal means 'The warning signal will be made not less than _____ minutes after flag D is displayed. [Boats are requested not to leave the harbour until this signal is made.]'

Delete if a class rule applies. **4.3** When flag Y is displayed ashore, rule 40 applies at all times while afloat. This changes the Part 4 preamble.

5 SCHEDULE OF RACES

Revise as desired and insert the dates. **5.1*** Racing is scheduled as follows:

<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. **5.2*** The numbers of races scheduled is as follows:

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

- (a) Reserve days may be used if races are not completed as scheduled or if the race committee considers it unlikely that races will be completed as scheduled.
- (b) One extra race per day may be sailed, provided that no class becomes more than one race ahead of schedule.

Insert the time. **5.3*** The scheduled time of the warning signal for the first race each day is _____.

5.4 When more than one race (or sequence of races, for two or more classes) will be held on the same day, the warning signal for each succeeding race will be made as soon as practicable. To alert boats that another race or sequence of races will begin soon, the postponement signal will be displayed for at least four minutes before a warning signal is displayed.

Insert the time.

5.5 On the last day of the regatta no warning signal will be made after ____.

6 CLASS FLAGS

Insert the classes and names or descriptions of the flags.

Class flags will be:

<i>Class</i>	<i>Flag</i>
_____	_____
_____	_____
_____	_____

7 RACING AREAS

Insert a number or letter.

Attachment ____ shows the location of racing areas.

8 THE COURSES

*Insert a number or letter.
A method of illustrating various courses is shown in Addendum A.*

8.1* 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 ____].

- Insert either 'Mark _____' with the number of the leeward mark or 'the midpoint of the starting line'.*
- 8.2** No later than the warning signal, the race committee signal boat will display the approximate compass bearing from _____ to Mark 1.
- 8.3** When there is a gate, boats shall sail between the gate marks from the direction of the previous mark and round either gate mark.
- 8.4** Courses will not be shortened. This changes rule 32.
- 9 MARKS**
- Change the mark numbers as needed and insert the descriptions of the marks. Use the second alternative when Marks 4S and 4P form a gate, with Mark 4S to be left to starboard and Mark 4P to port.*
- 9.1*** Marks 1, 2, 3 and 4 will be _____.
- (OR)**
- 9.1*** Marks 1, 2, 3, 4S and 4P will be _____.
- Insert the descriptions of the marks.*
- 9.2** New marks, as provided in instruction 11.1, will be _____.
- Describe the starting and finishing marks: for example, the race committee signal boat at the starboard end and a buoy at the port end. Instruction 10.2 will describe the starting line and instruction 12.1 the finishing line.*
- 9.3*** The starting and finishing marks will be _____.
- 9.4** A race committee boat signalling a change of course is a mark as provided in instruction 11.3.

10 THE START

Include only if the asterisked option in rule 26 will be used. Insert the number of minutes.

- 10.1** Races will be started by using rule 26 with the warning signal given _____ minutes before the starting signal.

(OR)

Describe any starting system other than that stated in rule 26.

- 10.1** Races will be started as follows: _____.

- 10.2*** The starting line will be between staffs displaying orange flags on the starting marks.

(OR)

- 10.2*** The starting line will be between a staff displaying an orange flag on the starting mark at the starboard end and the port-end starting mark.

(OR)

Insert the description.

- 10.2*** The starting line will be _____.

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

Insert the number of minutes.

- 10.4** A boat starting later than _____ minutes after her starting signal will be scored Did Not Start. This changes rule A4.1.

11 CHANGE OF THE POSITION OF THE NEXT MARK

- 11.1** To change the position of the next mark, the race committee will move the original mark (or the finishing line) to a new position. The change will be signalled before the leading boat has begun the leg, although the mark may not yet be in the new position. Any mark to be rounded

after rounding the moved mark may be relocated without further signalling to maintain the course configuration.

(OR)

11.1 To change the position of the next mark, the race committee will lay a new mark (or move the finishing line) and remove the original mark as soon as practicable. The change will be signalled before the leading boat has begun the leg, although the new mark may not yet be in position. Any mark to be rounded after rounding the new mark may be relocated without further signalling to maintain the course configuration. When in a subsequent change a new mark is replaced, it will be replaced by an original mark.

Insert the class(es).

11.2 For the _____ class(es), rule 33 is changed so that, instead of displaying a compass bearing, the race committee will display a green [triangular] [board] [flag] if the direction is changed to starboard or a red [rectangular] [board] [flag] if the direction is changed to port.

Reverse 'port' and 'starboard' when the mark is to be left to starboard.

11.3 Except at a gate, boats shall pass between the race committee boat signalling the change of course and the nearby mark, leaving the mark to port and the race committee boat to starboard. This changes rule 28.1.

12 THE FINISH

12.1* The finishing line will be between staffs displaying orange flags on the finishing marks.

(OR)

- 12.1*** The finishing line will be between a staff displaying an orange flag on the finishing mark at the starboard end and the port-end finishing mark.
- (OR)**
- Insert the description.* **12.1*** The finishing line will be ____.
- 12.2** When the course is shortened at a gate, a race committee boat near the gate will display flag S and boats shall finish by sailing through the gate from the direction of the previous mark. The finishing line will be between the gate marks. This changes race signal S.
- 13 PENALTY SYSTEM**
- Include instruction 13.1 only when the 720° Turns Penalty will not be used. Insert the number of places or describe the penalties. Insert the class(es).* **13.1** The Scoring Penalty, rule 44.3, will apply. The penalty will be ____ places.
- (OR)**
- 13.1** The penalties are as follows: ____.
- 13.2** For the ____ class(es) rule 44.2 is changed so that the 720° turn is replaced by a 360° turn.
- 13.3** A boat that has taken a penalty or retired under rule 31.2 or 44.1 shall complete an acknowledgement form at the race office within the protest time limit.
- 13.4** As provided in rule 67, the [protest committee] [jury] may, without a hearing, penalize a boat that has broken rule 42.
- (OR)**

- 13.4** Appendix N will apply [as changed by instruction 13.2].

14 TIME LIMITS

Insert the classes and times. Omit the Mark 1 time limit if inapplicable.

- 14.1*** Time limits are as follows:

<i>Class</i>	<i>Time limit</i>	<i>Mark 1 time limit</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

If no boat has passed Mark 1 within the Mark 1 time limit the race will be abandoned.

Insert the time (or different times for different classes).

- 14.2** Boats failing to finish within _____ after the first boat sails the course and finishes will be scored Did Not Finish. This changes rules 35 and A4.1.

15 PROTESTS AND REQUESTS FOR REDRESS

- 15.1** Protest forms are available at the race office. Protests shall be delivered there within the protest time limit.

Change the time if different.

- 15.2** For each class, the protest time limit is 90 minutes after the last boat has finished the last race of the day. [The same protest time limit applies to all protests by the race committee and [protest committee] [jury] and to requests for redress. This changes rules 61.3 and 62.2.]

*Change the time if
different.*

*Insert the location and
time.*

15.3 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 [jury office] beginning at ____.

15.4 Notices of protests by the race committee or [protest committee] [jury] will be posted to inform boats under rule 61.1(b).

15.5 A list of boats that, under instruction 13.4, have acknowledged breaking rule 42 or have been disqualified by the [protest committee] [jury] will be posted before the protest time limit.

15.6 For the purpose of rule 64.3(b) the ‘authority responsible’ is the measurer appointed by the organizing authority.

15.7 Breaches of instructions 10.3, 13.3, 17, 18.2, 21, 22 and 23 will not be grounds for a protest by a boat. This changes rule 60.1(a). Penalties for these breaches may be less than disqualification if the [protest committee] [jury] so decides.

15.8 On the last day of the regatta a request for reopening a hearing shall be delivered

(a) within the protest time limit if the party requesting reopening was informed of the decision on the previous day;

(b) no later than 30 minutes after the party requesting reopening was informed of the decision on that day.

This changes rule 66.

*Change the time if
different.*

Include if the protest committee is an international jury or another provision of rule 70.4 applies.

15.9 Decisions of the jury will be final as provided in rule 70.4.

16 SCORING

16.1* The [Low Point] [Bonus Point] scoring system of Appendix A will apply.

(OR)

Describe the system.

16.1* The scoring system is as follows: _____.

Insert the number.

16.2* _____ races are required to be completed to constitute a series.

Insert the numbers throughout.

16.3

- (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.

17 SAFETY REGULATIONS

Insert the procedure for check-in and check-out.

17.1 Check-in and check-out: _____.

17.2 A boat that retires from a race shall notify the race committee as soon as possible.

18 REPLACEMENT OF CREW OR EQUIPMENT

18.1 Substitution of competitors will not be allowed without prior written approval of the [race committee] [protest committee] [jury].

18.2 Substitution of damaged or lost equipment will not be allowed unless approved by the race committee. Requests for substitution shall be made to the committee at the first reasonable opportunity.

19 EQUIPMENT AND MEASUREMENT CHECKS

A boat or equipment may be inspected at any time for compliance with the class rules and sailing instructions. On the water, a boat can be instructed by a race committee measurer to proceed immediately to a designated area for inspection.

20 OFFICIAL BOATS

Insert the descriptions. If appropriate, use different identification markings for boats performing different duties.

Official boats will be marked as follows: _____.

21 SUPPORT BOATS

21.1 Team leaders, coaches and other support personnel shall stay outside areas where boats are racing 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.

Insert the identification markings. National flags are suitable at international events.

21.2 Support boats shall be marked with _____.

22 HAUL-OUT RESTRICTIONS

Keel boats shall not be hauled out during the regatta except with and according to the terms of prior written permission of the race committee.

23 DIVING EQUIPMENT AND PLASTIC POOLS

Underwater breathing apparatus and plastic pools or their equivalent shall not be used around keel boats between the starting signal of the first race and the end of the regatta.

24 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.

25 PRIZES

When perpetual trophies will be awarded state their complete names.

Prizes will be given as follows: _____.

26 DISCLAIMER OF LIABILITY

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.

27 INSURANCE

*Insert the currency and
amount.*

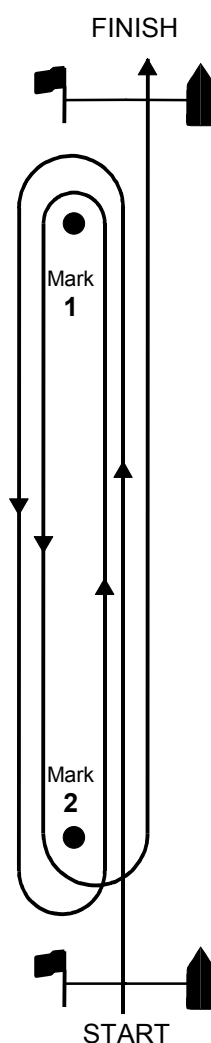
Each participating boat shall be insured with valid third-party liability insurance with a minimum cover of _____ per event or the equivalent.

Addendum A – Illustrating the Course

Shown here are examples of course illustrations. Any course can be similarly shown. When there is more than one course, prepare a separate diagram for each course and state how each will be signalled.

A Windward-Leeward Course

Start – 1 – 2 – 1 – 2 – Finish

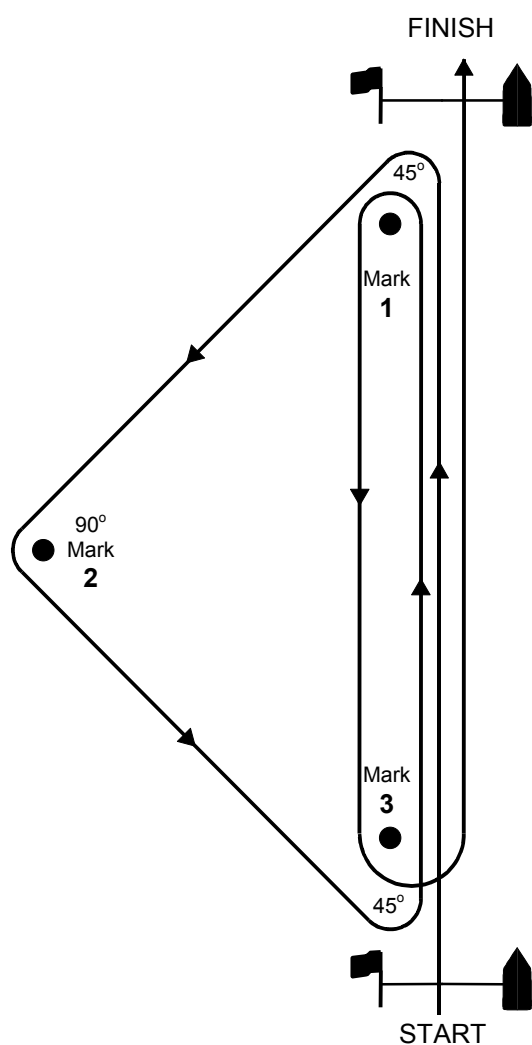


Options for use with this course include

- (1) increasing or decreasing the number of laps,*
- (2) deleting the final windward leg,*
- (3) using a gate instead of a leeward **mark**,*
- (4) using an offset **mark** at the windward **mark**, and*
- (5) using the leeward and windward **marks** as starting and finishing **marks**.*

A Windward-Leeward-Triangle Course

Start – 1 – 2 – 3 – 1 – 3 – Finish



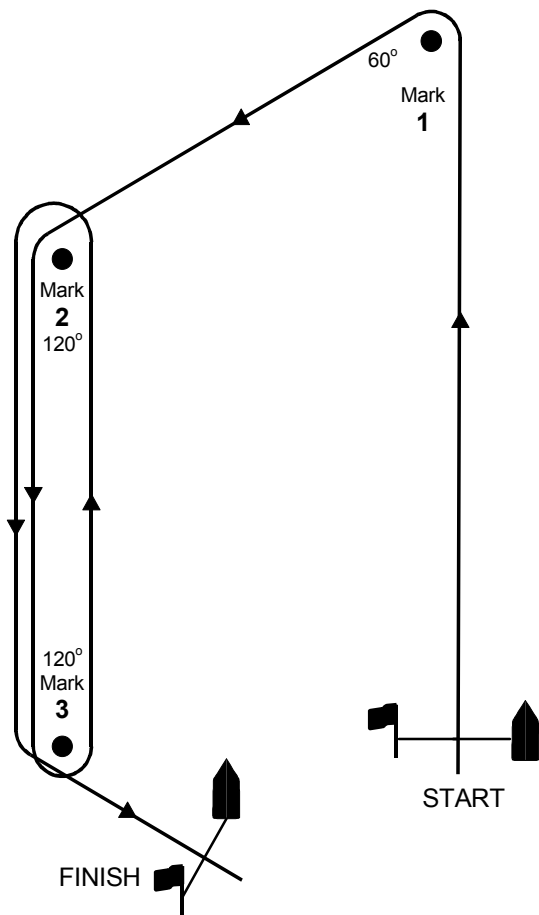
Options for use with this course include

- (1) *varying the interior angles of the triangle (45° – 90° – 45° and 60° – 60° – 60° are common),*
- (2) *deleting the last windward leg,*
- (3) *using a gate instead of a leeward **mark** for downwind legs (but not reaches),*
- (4) *using an offset **mark** at the beginning of downwind legs (but not reaches),*
and
- (5) *using the leeward and windward **marks** as starting and finishing **marks**.*

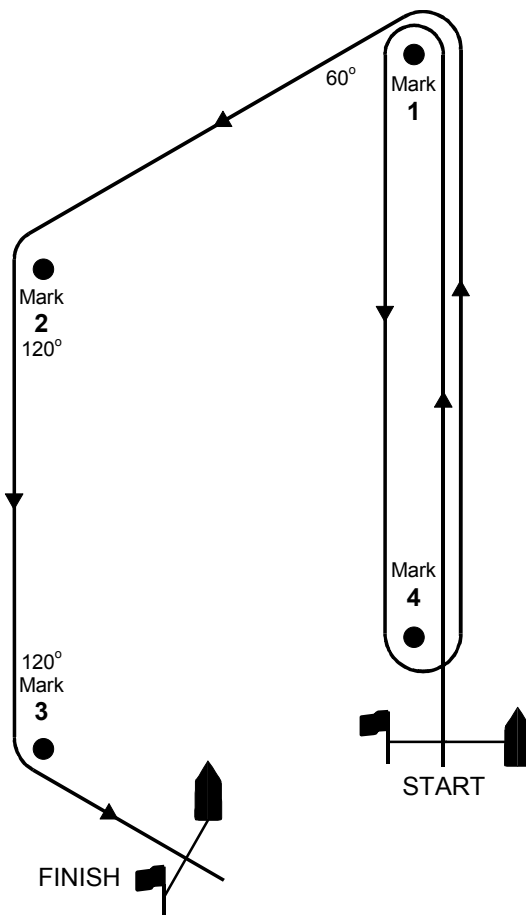
*Be sure to specify the interior angle at each **mark**.*

Trapezoid Courses

Start – 1 – 2 – 3 – 2 – 3 – Finish



Start – 1 – 4 – 1 – 2 – 3 – Finish



Options for use with this course include

- (1) adding additional legs,*
- (2) using gates instead of leeward **marks** for downwind legs (but not reaches),*
- (3) varying the interior angles of the reaching legs,*
- (4) using an offset **mark** at the beginning of downwind legs (but not reaches),*
and
- (5) finishing boats upwind rather than on a reach.*

*Be sure to specify the interior angle of each reaching leg. It is recommended that Mark 4 be different from the starting **mark**.*

Addendum B – Boats Provided by the Organizing Authority

The following sailing instruction is recommended when all boats will be provided by the organizing authority. It can be changed to suit the circumstances. When used, it should be inserted after instruction 3.

4 BOATS

- 4.1** Boats will be provided for all competitors, who shall not modify them or cause them to be modified in any way except that
- (a) a compass may be tied or taped to the hull or spars;
 - (b) wind indicators, including yarn or thread, may be tied or taped anywhere on the boat;
 - (c) hulls, centreboards and rudders may be cleaned, but only with water;
 - (d) adhesive tape may be used anywhere above the water line; and
 - (e) all fittings or equipment designed to be adjusted may be adjusted, provided that the class rules are complied with.
- 4.2** All equipment provided with the boat for sailing purposes shall be in the boat while afloat.
- 4.3** The penalty for not complying with one of the above instructions will be disqualification from all races sailed in which the instruction was broken.
- 4.4** Competitors shall report any damage or loss of equipment, however slight, to the organizing authority's representative immediately after securing the boat ashore. The penalty for breaking this instruction, unless the [jury] [protest committee] is satisfied that the competitor made a determined effort to comply, will be disqualification from the race most recently sailed.
- 4.5** Class rules requiring competitors to be members of the class association will not apply.