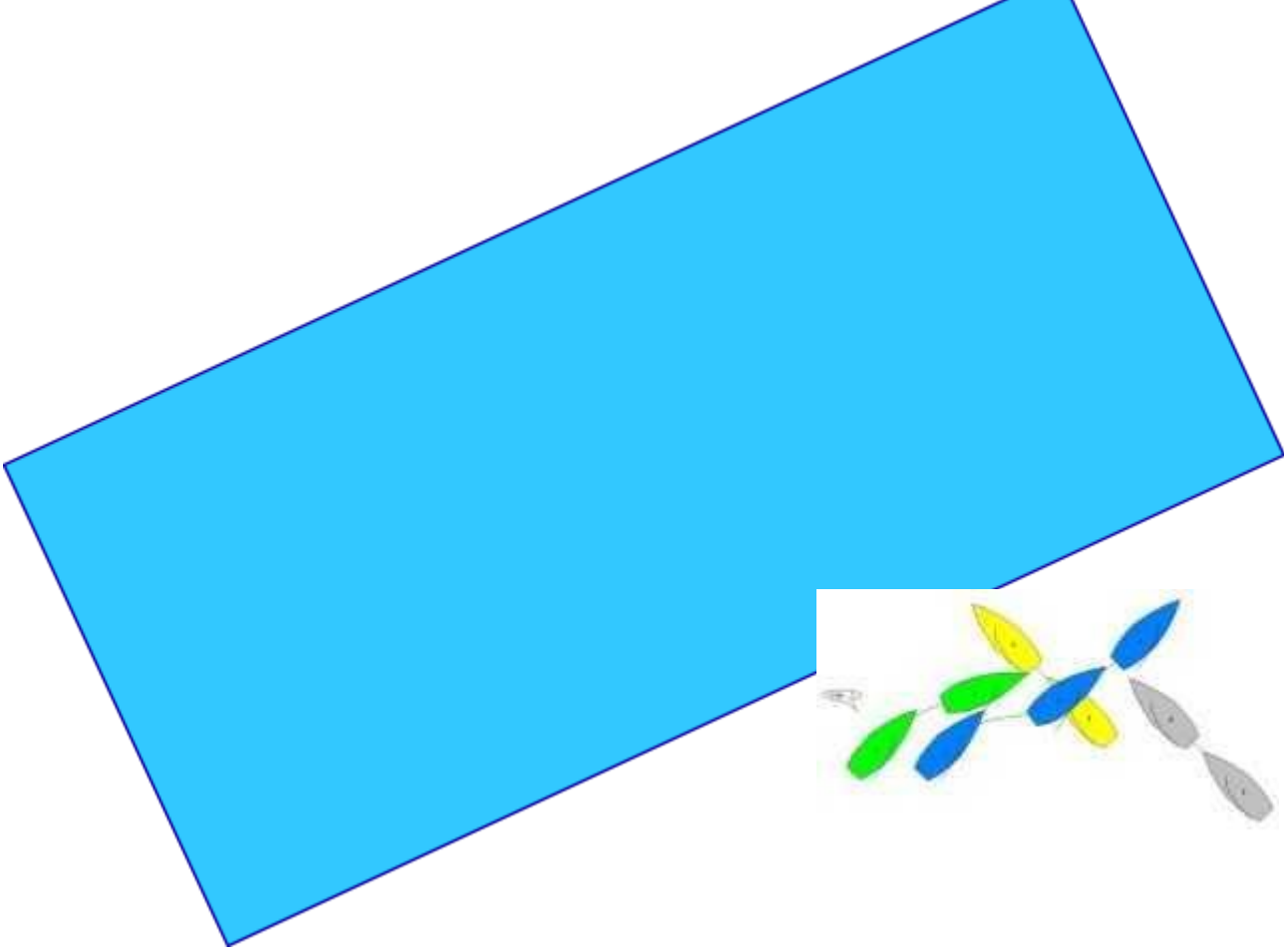




Compiled by
Martin Smethers

November 2005

(Updated January 2009)



Introduction

There has been an increased interest in organising team racing events recently, as well as people becoming involved in the organisational side, where previously they have not.

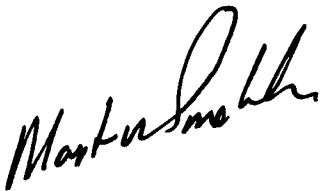
The prospects are quite daunting for a newcomer, and this guide will hopefully help in getting your event off the ground and let it run smoothly.

In some instances, there is no right or wrong way to do some things; in others, there most certainly is. Whilst not being endorsed by any particular body, it is true that the contents of this handbook have stood the test of time at many events, and at many venues.

Much of this information was originally compiled by Geoff Jackson (Spinnaker Club) to whom the team racing world owe a debt of gratitude for the work he has contributed.

If you have any questions that remain unanswered, please send them to the appropriate association. BUSA should go to jessica.maplebeck@rya.org.uk and queries for UKTRA should be sent to the relevant person, whose address can be found on the web site. If all else fails, send your query to me, and I will either answer it or pass it on.

Good luck



Martin Smethers

e-mail: Martin@Smethers.co.uk

January 2009

Version 1.3

Association Web Addresses



www.teamracing.org



www.busa.co.uk



www.rya.org.uk



www.sailing.org

Resources and Information

- **UKTRA Notice of Race and Sailing Instructions**
*These can be downloaded either from the UKTRA or the BUSA web sites.
Both come as editable WORD files*
- **Learn about Umpiring**
On the UKTRA web site, you will find several PowerPoint Presentations on umpiring, and how the system operates
- **Umpires**
Names of qualified umpires can be found on the RYA and UKTRA web sites. Alternatively, send details of your event, by e-mail, toBruce@hebbert.demon.co.uk or martin@teamracing.org with event details
- **Team Racing Calendar**
*The definitive team racing calendar is on the BUSA web site.
Please send details for inclusion to jessica.mapplebeck@rya.org.uk*
- **Identification BIBs**
Details on the BUSA web site or contact jessica.mapplebeck@rya.org.uk
- **VHF Radios**
*There are 6 radios and chargers.
Contact theoffice@spinnakerclub.co.uk*
- **Starting Boat Kit**
Contact theoffice@spinnakerclub.co.uk for further details
- **Team Racing Call Book** *Can be downloaded from the ISAF web site*
- **Team Racing for Sailboats** *by Steve Tylecote, from Fernhurst Books or any good chandlers*
- *** Coaching Team Racing** *by Bruce Hebbert an UKTRA Publication*

*For items marked above with a * - please contact martin@teamracing.org*

Team Racing Event Management

Key Personnel and Job Descriptions

Chief Race Officer (CRO)

The CRO is in overall charge of the event, and the buck stops with him. He should not get bogged down with any specific task during the event, for example, being on the start boat, but should be keeping an overall watch on what is happening everywhere, both on and off the water. If you do not have the luxury of a Course Manager or a Race Co-ordinator, then these roles may well fall to the CRO.

Course Manager

His sole responsibility is to keep the course orientated to the ever shifting wind direction. He should also, in agreement with the CRO, monitor the time each race takes, and adjust the course length to achieve this target. He should be able to work on his own initiative.

Race Controller (Co-ordinator)

Appointed for larger events, is responsible for race scheduling, advising alternative basis for competition as circumstances change, and to ensure that a result is possible at the end.

The Start Boat

The aim is to run enjoyable and fair racing. If the competitors enjoy themselves so will everyone else.

Dividing the Jobs on Board

The Principal Start Officer (PSO) is in overall charge of the start boat.

Specific Jobs;

- Decide, with advice from others, if each start should proceed on time
- Hoist and lower visual signals (could swap responsibility for visual signals with TO)
- Sight start line and decide on Individual and General recalls (*Note: General recalls should NEVER be used*).
- Checking that recalled boats start correctly
- Hoist and lower Recall code flag
- Decide in consultation with CRO and Course Manager if the line requires adjustment or the first beat needs alteration
- Keep check on drifting of the start boat by establishing a suitable set of transit points

Timing Officer (TO)

Specific Jobs

- Responsible for all timing and calling out 10 second count down to each signal
- Making all sound signals (could swap responsibility for visual signals with PSO)
- Advising PSO of approaching expiration of time limit (usually 2 minutes) for recalled boats

Communications Officer (CO)

Some events are sufficiently relaxed to manage without a Communications Officer in which case the duties are spread amongst the other two.

Specific Jobs

- Establishing that each team is in the start area just before their race
- Receiving messages from Beach Master or others regarding teams delayed for any reason
- Advising Finish Boat, CRO and Results Officer of each start and details of boats that have not returned after an Individual recall or Did Not Start (DNS) for any reason
- Keeping written record of each start, recalls and DNS's - essential in case of Redress claim
- Operating a backup timepiece

Team Racing Event Management

Essential Equipment to take onto Start Boat

Visual Signals

- Triangle or flag T for use as Warning signal  or  (This can be any flag)
- Ball or flag P for use as Preparatory signal  or 
- Answering Pennant (AP) signalling a postponement 
- Flag X to signal Individual recall 
- First Substitute flag to signal General recall  (General recalls should really NEVER be used)
- Flag U to signal that a race is to be umpired, Hoist and lower on instructions of the Chief Umpire. 
- Flag L to signal ALL competitors to come close to start boat to receive verbal instructions. 
- Flag N to signal abandonment of a race, only use after discussion with CRO. 
- Means of displaying the race numbers 

Other Gear

- Timepiece with repeat countdown facility
- Backup timepiece
- Audible signalling equipment (if electric hooter is used check the battery!)
- Back up audible signalling equipment (e.g. a whistle)
- List of teams in waterproof cover
- Race schedule in waterproof cover
- Writing implements with clipboard and means of keeping these dry in use
- Radio
- Loudhailer

Personal Gear

Suitable clothing for a long session in the start boat without getting too cold or wet!

If you make a mistake in the Start Sequence

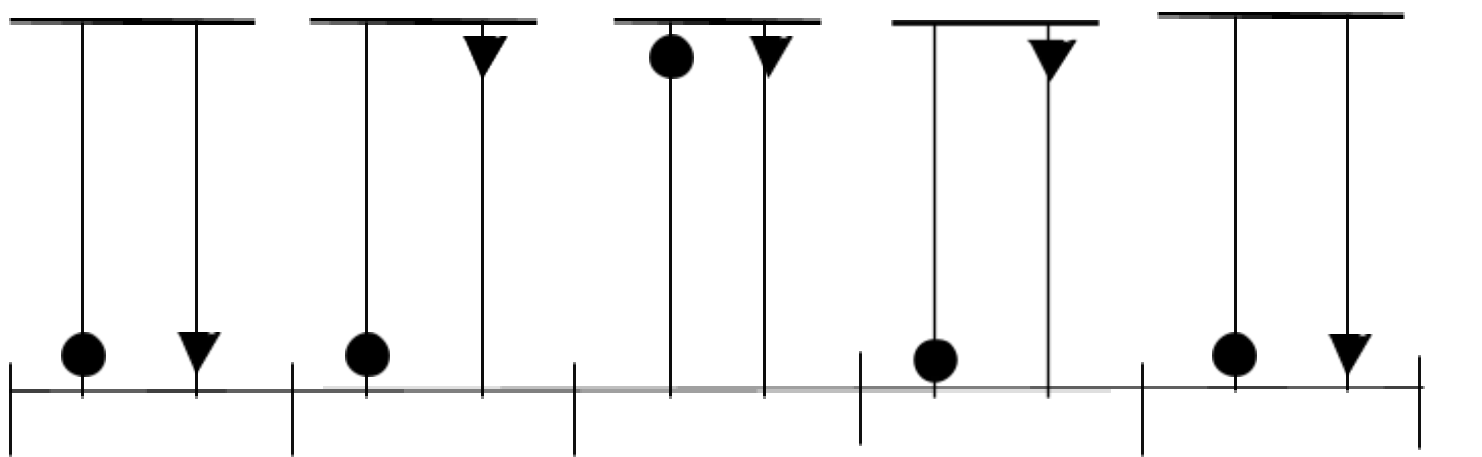
If you make any mistake in the start sequence you must make two sound signals and show the postponement (AP) flag (a pennant with red and white vertical stripes).

Once all competitors have seen the answering pennant you may stop showing it - there is no need to follow the usual procedure (i.e. hauling it down with a sound signal exactly one minute before a warning signal - just make a series of rapid sound signals just before the new warning signal.

Team Racing Event Management

The Start Sequence

Note that this sequence illustrates a three minute start sequence. This can be adjusted to whatever is required.



Before Warning Signal	At Warning Signal	At Preparatory Signal	At One-Minute	At Start
Any time	3 minutes before start	2 minutes before start	1 minute before start	At start
	Hoist triangle (or flag T) with one sound signal	Hoist ball (or flag P) with one sound signal	Lower ball (or flag P) with one sound signal	Lower triangle (or flag T) with one sound signal
Just before making the warning signal simply make a number of rapid sound signals to draw competitors' attention to the fact that something is about to happen.		The race number display <u>must</u> be showing the correct number for the next race when this signal is made. Competitors are under racing rules from this signal.		This is the warning signal for the next race. If another race is not following in <u>exactly</u> 3 minutes also lower the triangle (or flag T) to get to the pre-warning position as shown on the extreme left.

Alternative starting method, using Battens

Warning	3 minutes	3 Battens displayed with one sound signal
Preparatory	2 minutes	2 Battens displayed with one sound signal
One-minute	1 minute	1 Batten displayed with one sound signal
Start	0	No Battens, with one sound signal <i>unless rolling starts, in which case, display 3 battens again</i>

Communicate

After each start, use radio to broadcast either: "Race? All boats clear" OR "Race? team Y had Z (*number of*) boats over that did not return and are OCS." Always get an acknowledgement from Finish Boat if radioing about boats over.

Team Racing Event Management

Timing

The time-keeper should count down to each signal time from 10 seconds out. Count loudly so that everyone on the start boat can hear. It does not matter if the competitors can hear - in fact it helps get a clean start!

Time Limit for a Boat to Start

Any boat that does not correctly start within 2 minutes of its' start signal shall be recorded as a DNS (did not start). Notify the finish boat straight after the 2 minutes is up.

Individual Recall



If any part of a boat or crew in their normal positions is over the line at the start signal (this is the SOUND signal NOT the visual signal; this is in the SI's) then you need to do an individual recall. Immediately display flag X AND make another sound signal (BOTH FLAG AND THE SECOND SOUND SIGNAL ARE ESSENTIAL FOR THE RECALL TO BE VALID). Hail out loudly the TOTAL NUMBER OF BOATS that were over – you are best NOT to hail or point to individual boats that were over.

Even if ALL the boats were over, still do an individual recall procedure - only use the General Recall when you genuinely cannot identify all the boats that were over.

Keep on displaying flag X for one minute or until all the boats that were over early have completely returned to the pre-start side of the line and/or its extensions. Lower the flag immediately the boats have crossed to the correct side of the line, do not wait until they re-start. Early starters can re-start up to 2 minutes after their start time and still count as a valid starter.

Delaying a Start for a Boat or Team that is not present

The decision whether to delay or not is fraught with pitfalls - delay and the team that was ready to start may successfully claim redress, fail to delay and the team not present could get redress.

If you are in radio contact with the CRO or Race Controller, let them make the decision. If you have to make up your own mind it is best to base your decision on whether the delay was outside the control of the team concerned. A breakdown of gear when boats are provided by the organisers is a reasonable cause of delay, finishing a cup of tea is not! If in doubt, carry on and run the race, the aggrieved party can then argue the case with the protest committee. The race can then be re-run if required.

One person on the start boat should try to keep track of boat change-overs and races finishing so that you can have the start sequence under way by the time the competing teams reach the start area, BUT the two minute Preparatory Signal should not have been made. If you get it wrong and boats have not arrived before the two minute Preparatory Signal, simply haul the triangle and ball down, display flag AP and make two sound signals then restart the sequence at the Warning Signal!

Race Number Display

The Race Number Display must be turned over to show the next race that may start as soon as the previous race start signal has been made. Do not wait for late starters to cross the line. It does not matter that the race whose number you are now displaying may not start for a little while (even the next day!!). THIS IS MOST IMPORTANT SINCE THE NEXT START IS DEFINED BY THE RACE NUMBER SHOWN AT THE PREPARATORY (two minute) SIGNAL. This means that the race number

Team Racing Event Management

actually must be on display BEFORE the preparatory (two minute) signal. If you make a mistake use the AP and restart the sequence at the Warning (three minute) signal.

Changing Sequence of Races

On the direction of the Chief Race Officer or the Race Controller, you can skip a race number and insert it later on. The sailing instructions define that the ruling instruction regarding the next race to be started is the number displayed on the start boat. It is the competitors' responsibility to make themselves aware of the next race you will start. Even so there is opportunity for redress claims if the Race Officer gets it wrong.

The Finish Boat

The finish boat team are the most important part of the entire Race Committee. Without accurate results there is no competition. We can re-run a start but we can never reproduce a finish.

Note: If asked a question about ANYTHING to do with the racing always preface your reply with "I believe that" ONLY THE PROTEST COMMITTEE CAN DECIDE HOW TO INTERPRET THE SAILING INSTRUCTIONS OR RULES.

Essential Equipment to take onto the Finish Boat

- Pens (at least 4!)
- Copy of Race Schedule
- Record Sheets (one for each race)
- Clipboard
- Watch
- Whistle, to signal a finishing boat has crossed line
- Radio (VHF) to communicate with PRO and Start Boat.
- Blue flag (to signal that you are "on station").

Dividing the Jobs on Board

Finish Officer

- Is responsible for judging the finish
- Must watch every race as it approaches finish to determine if any problems may occur
- Give a whistle every time a boat crosses the line. As long as the boat crosses the line from the direction of the last mark you have no option but to record them as a finisher except if they are outside the time limit either at the start or the finish. *See notes that follow.*
- Shout out loudly the team letter (and sail numbers if there is time) in the order as they cross the line. The Record Officer must be able to hear first time and it is helpful if the competitors hear also.
- Acknowledge any protest flag that is brought to your attention. Tell the Record Officer to record this fact. There is no requirement in the rules to record any protest flag that is not brought to your attention by the helm or crew but it is useful to note that you saw one and they DID NOT bring it to your attention.
- Confirm the identity of the teams by asking the sixth placed boat.
- Advise CRO/Course Manager if the final beat (if it is intended to be a beat) becomes one sided.

Team Racing Event Management

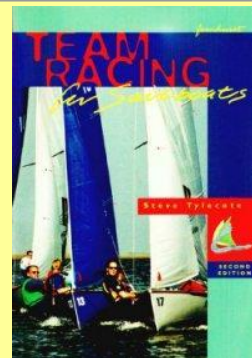
Records Officer

- Is responsible for recording all results and additional information.
- CAREFULLY STUDY THE SPECIMEN RECORD SHEET on page 11, WITH THE NOTES.
- Is responsible for communications with the start boat, CRO etc.
- As the first boat crosses the line, note the time.
- If any boat finishes more than 10 minutes after the first boat, note the time and give them 6 points for last place.
- Any team members that fail to start within 2 minutes of the start signal are given 6 points.
- Any premature starter (OCS) has 10 points ADDED to their place points.

Steve Tylecote's Team Racing

This has already become the bible for all enthusiastic team racers. Steve has captained many of the UK's most successful teams at World Championship level. He won Gold in 1995 and Bronze in 1999. He was an early contributor to the UKTRA Callbook.

This excellent book provides a unique insight into the thinking of one of the most respected and talented team racers of his generation.



The CALL BOOK for TEAM RACING

Published by ISAF
With over 100 situations explained,
with diagrams

UKTRA Team Race Coaching Manual

Written by Bruce Hebbert, Coach to Sevenoaks School and the GBR Silver Medal winning team at the 1998 ISAF World Team Racing Championships and assisted by Tom Hebbert, winner of over 15 UK and International team racing titles in dinghies and keelboats. This manual is written primarily for those involved in coaching team racing at an introductory and intermediate level.

A great starting book for the enthusiasts who want to understand the rules and tactics.
Cost £4.50 (including post and packing)



**COMPLETE BEFORE START OF
RACE**

Team Racing Event Management

How to complete the Record Sheet for each

Each team has a team identification letter or number.

Record sheet for 3 boat team racing

RACE NUMBER.....

Team No.....From left column of schedule(ID.....).....

Sail nos...../...../.....

Team No..... From right column of schedule(ID.....).....

Sail nos...../...../.....

place	bow marker order (list bow MARKERS in order)	sail number order (list sail numbers in order)	notes (protest flag, re- rounding etc)	place points to be awarded - see notes below	TEAM points Put team from left column here	TEAM points Put team from right column here
1				1		
2				2		
3				3		
4				4		
5				5		
6				6		
Total						

* Enter 6 points if a boat DID NOT START within the time limit or DID NOT FINISH within the time limit. Do not count these boats as finishers and displace other boats but if they cross the line make a note in the note column above. This is VERY important in case of a protest. Unless the appendix to the sailing instructions says otherwise, capsized boats are allowed to right themselves and be recorded as finishers within the provision of the rules and sailing instructions.

PREMATURE STARTERS that did not return to start properly should be finished in the position as they cross the line with the appropriate points for that position and a note made with a "PRC" for protest from the race committee. Advise them of this after they have crossed the line. The points score for a team must be increased by 10 for every premature starter.

WINNER IS TEAM No.

.....Protests - yes/no - how many.....

	TEAM	TEAM
Total penalty points given by protest (usually 6 or 10)		
NEW TOTAL POINTS		

Winner after protests - team.....

Often, there may be an incident on or near the finish line. It is very important that the whole sequence of events is recorded so that the correct result can be unravelled afterwards.

- Record each boat every time it crosses the line from the direction of the last mark.
- Record any protests, penalty turns taken and umpires decisions given after a boat has crossed the line for the first time.
- If in doubt, first ask the helm and failing a coherent answer, ask an umpire for information.

COMPLETE AS BOATS FINISH

AFTER RACE HAS FINISHED

- Assign points to each team according to their finishing place. Even boats that were (OCS) early must be given their place points. Points are 1 to 6 as shown.
- Add 10 points per boat that was over the line early and DID NOT return to start correctly.
- Enter total points
- Enter identification letter or number of winning team with name below.
- Enter number of protests acknowledged by you on the finish boat

Team Racing Event Management

RACE NUMBER

Team Letter From LEFT column of schedule (**Name**)

Sail no's / /

Team Letter From RIGHT column of schedule (**Name**)

Sail no's / /

Place	Team Letter List Letters in order	Sail number order List sail numbers in order	Notes Protest flag, re-rounding etc	Place points to be awarded - see notes below	TEAM points Put team from LEFT column here	TEAM points Put team from RIGHT column here
1				1		
2				2		
3				3		
4				4		
5				5		
6				6		
				Total		

* Enter 6 points if a boat DID NOT START (DNS) within the time limit or DID NOT FINISH (DNF) within the time limit. Do not count these boats as finishers and displace other boats but if they cross the line make a note in the note column above. This is VERY important in case of a protest. Unless the appendix to the sailing instructions says otherwise, capsized boats are allowed to right themselves and be recorded as finishers within the provision of the rules and sailing instructions.

PREMATURE STARTERS (OCS) that did not return to start properly should be finished in the position as they cross the line with the appropriate points for that position and a note made with a 'P(RC)' for a protest from the race committee. Advise them of this after they have crossed the line. The points score for a team must be increased by 10 for every premature starter.

WINNER IS TEAM Letter **Protests - yes/no - how many**
TEAM Name

	TEAM	TEAM
Total penalty points given by protest (usually 6 or 10)		
NEW TOTAL POINTS		

Winner after protests is TEAM

Team Racing Event Management

Damage Pro-Forma

This form is to be completed by a Judge/Umpire following any cost incurring incident in a “Boats Provided” event.

Description of damage

Race number

Helm sailing damaged boat

of Team

Is this DAMAGE or BREAKAGE (delete one not applicable).

Note: Competitors are not liable for breakages due to fair wear & tear, poor maintenance or inadequately specified fittings.

Helm sailing boat that
collided with the damaged boat

of Team

Umpires' apportionment of responsibility

Damaged boats helm	0%	25%	50%	75%	100%
Other boats helm	100%	75%	50%	25%	0%

Scale of charges

- Small non-puncturing damage to hull £ 25
- Large non-puncturing damage to hull £ 50
- Small hole through hull £ 50
- Large hole through hull £100
- Small amount of sail damage £ 35
- Large amount sail damage £ 70
- Other (e.g. mast at £450!)

Amount paid/due £..... | £.....
From |
|
|

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17		
	Race no																		Totals	
	Against																		Wins	
	Win/Loose																		Looses	
	Points																		Points	
	Protests																		Av Points	
After Protests	Win/Loose																			
	Points																			

	Race no																		Totals	
	Against																		Wins	
	Win/Loose																		Looses	
	Points																		Points	
	Protests																		Av Points	
After Protests	Win/Loose																			
	Points																			

	Race no																		Totals	
	Against																		Wins	
	Win/Loose																		Looses	
	Points																		Points	
	Protests																		Av Points	
After Protests	Win/Loose																			
	Points																			

	Race no																		Totals	
	Against																		Wins	
	Win/Loose																		Looses	
	Points																		Points	
	Protests																		Av Points	

After Protests	Win/Loose																				
	Points																				

		Team 1	Team 2	Team 3	Team 4	Team 5	Team 6	Team 7	Team 8	Overall Wins	Position
		Sennockian	Institute B	Bristol	Chiddingstone	Tonbridge	Institute A	Red Pepper	Larks		
Team 1	Sennockian		W 9	L 15	L 13	L 15	W 10	W 6	L 12	3	5
Team 2	Institute B	L 12		L 15	L 12	W 7	W 13	W 6	L 13	3	6
Team 3	Bristol	W 6	W 6		W 6	W 6	W 6	W 6	L 12	6	2
Team 4	Chiddingstone	W 8	W 9	L 15		L 12	W 11	W 7	L 14	4	4
Team 5	Tonbridge	W 6	L 14	L 15	W 9		W 12	W 6	W 10	5	3
Team 6	Institute A	L 17	L 14	L 21	L 16	L 15		L 16	L 14	0	8
Team 7	Red Pepper	L 15	L 15	L 15	L 14	L 15	W 11		L 14	1	7
Team 8	Larks	W 9	W 8	W 9	W 7	L 11	W 7	W 7		6	1

Results Read across the page

Example When Team 1 sails against Team 2, find Team 1 on the left hand side then go across until you find Team 2. Enter Team 1's score in the small box and

indicate if they Won (W) Lost (L) on the water and also mark a "P" if the race is subject to protest. Then go to Team 2 on the left hand side, go across until you find Team 1, enter Team 2's result in the small box and then enter W or L in the rest of the box. Also a "P" if applicable.

		Team 1	Team 2	Team 3	Team 4	Team 5	Team 6	Team 7	Team 8	Overall Wins	Position
Te am 1											
Te am 2											
Te am 3											
Te am 4											
Te am 5											
Te am 6											
Te am 7											
Te am 8											

Results Read across the page

Example When Team 1 sails against Team 2, find Team 1 on the left hand side then go across until you find Team 2. Enter Team 1's score in the small box and indicate if they Won (W) Lost (L) on the water and also mark a "P" if the race is subject to protest. Then go to Team 2 on the left hand side, go across until you find Team 1, enter Team 2's result in the small box and then enter W or L in the rest of the box. Also a "P" if applicable.



< Name of Host Club >
NOTICE of RACE
< Name of Event >
< Date of Event >

The organising authority should amend or delete the red text as required for their event. They must take particular care to ensure that all boats (both sailing and motor) that they own, borrow or charter are adequately insured for use at the event.

1 INTRODUCTION

The event is for [two][three][four] boat teams and will be sailed in [type of boat] supplied by [the organising authority][competitors]. Each boat shall be sailed by [number] people.

2 ORGANISING AUTHORITY

The organising authority is [name of Club or other organisation]

3 RULES

- 3.1 The event will be governed by the *rules* as defined in the Racing Rules of Sailing including appendix D, Team Racing Rules.
- 3.2 Races will [not] be umpired.
- 3.3 The UK Team Racing Association (UKTRA) Standard Team Racing Sailing Instructions will apply. These change some rules in the RRS; they are available on the UKTRA web site (www.teamracing.org) and at registration.
- 3.4 In accordance with rule 70.5(a) the right of appeal will be denied.

4 ENTRIES AND DEPOSIT

- 4.1 Entries are invited from < Insert eligibility details for teams >
- 4.2 The closing date for receipt of entries and payment of the entry fee is < Insert date >
- 4.3 The entry fee will be < Insert amount of entry fee > per team.
- 4.4 Each team will be liable for the cost of damage to boats, equipment and property up to a maximum of £250 < Insert a higher amount if required > per incident. A deposit for this amount will be required at registration and before a team may sail. If the organising authority estimates that the total damage attributable to the team exceeds the deposit, the team will be required to deposit a further £250 in order to continue sailing. Damage attributed to competitors generally or to an unidentified team will be attributed equally between all teams. A team may apply to the protest committee to determine their responsibility for any damage. < Delete this entire paragraph when competitors provide and sail their own boats >

5 EVENT FORMAT AND SCHEDULE

- 5.1 The format of the event will be < Insert round robin or Swiss league or other followed by semi-finals and a final, or state format will be available at registration >
- 5.2 Registration will take place at < Insert date, time and place >
- 5.3 There will be a briefing at < Insert date, time and place >
- 5.4 The first warning signal will be at < Insert time >

6 BUOYANCY AND CLOTHING

Adequate personal flotation devices and wet or dry suits shall be worn by all competitors at all times when afloat. < Amend or delete as required >



UK TEAM RACING ASSOCIATION

Standard Notice of Race

January 2009

7 DISCLAIMER OF LIABILITY, INSURANCE

- 7.1 A boat is entirely responsible for her own safety, whether afloat or ashore, and nothing, whether in the Notice of Race or Sailing Instructions or anywhere else, reduces this responsibility.
- 7.2 It is for the boat to decide whether she is fit to sail in the conditions in which she will find herself. By launching or going to sea, the boat confirms that she is fit for those conditions and that her crew is competent to sail and compete in them.
- 7.3 When the boats are provided by the competitors, the boat is required to hold adequate insurance and in particular to hold insurance against third party claims in the sum of at least **< insert minimum insurance requirement > pounds. < £3,000,000 is the current UK market norm >**
- 7.4 Nothing done by the organisers can reduce the responsibility of the boat nor will it make the organisers responsible for any loss, damage, death or personal injury, however it may have occurred, as a result of the boat taking part in the racing. The organisers encompass everyone helping to run the race and the event, and include the organising authority, the race committee, the race officer, umpires, patrol boats and beachmasters.
- 7.5 The provision of patrol boats does not relieve the boat of her responsibilities.

8 PRIZES

These will be awarded at the discretion of the organising authority. **< Alter if you can be more specific >**

ENTRY FORM

Team Name

.....

Team Contact

.....

Address

.....

Phone & Email

.....

I agree to be bound by the Racing Rules of Sailing and all other rules that govern this event. In particular I have read paragraph 7 of the notice of race and confirm that I agree to its provisions and that my boat will conform to its requirements throughout the event.

Signed

.....

On behalf of the team entered

NOTES All helms will be required to sign a copy of this declaration at registration.

An additional disclaimer may be required at registration from a parent or guardian of any

The entry form and fee is to be returned to **< add name and address for entry >**



1 Rules

- 1.1 Racing will be governed by the *rules* as defined in the Racing Rules of Sailing including Appendix D, Team Racing Rules.
- 1.2 The right of appeal is denied in accordance with rule 70.5(a).
- 1.3 When invoked in the appendix to these SIs, rule D2.3(a) is deleted and replaced by
 - (a) SINGLE-FLAG PROTEST PROCEDURE
 - Rule D2.2(a) is replaced by
 - When a boat protests under a rule of Part 2 or under rule 31, 42 or 44, she is not entitled to a hearing. Instead, a boat involved in the incident may promptly acknowledge breaking a rule and take the appropriate penalty. If the protested boat takes a penalty, the incident is closed. If not, an umpire shall decide whether any boat has broken a rule and shall signal a decision in compliance with rule D2.2(b).
- 1.4 When boats are provided by the Organising Authority they shall be deemed to conform to their class rules. When class rules change rule 42 such changes shall not apply.

2 Eligibility

- 2.1 To become eligible a team shall register as required by the notice of race or, if not specified, on arrival at the event. The team shall provide any required damage deposit before going afloat for the first time.
- 2.2 After registration no team member may be changed without the prior permission of the race committee which will be given only in exceptional circumstances.

3 Notices to Competitors

Notices to competitors will be posted on the official notice board located in the clubhouse used for the event unless a different location is specified in the appendix to these SIs.

4 Changes to Sailing Instructions

Changes to these SIs will be signalled by flying flag L from the shore signal position. Such changes will be posted on the official notice board not less than 10 minutes before the warning signal of the first affected race.

5 Signals made Ashore

- 5.1 The shore signal position is the club flagpole unless a different location is specified in the appendix to these SIs.
- 5.2 When displayed ashore flag AP with two sound signals (one sound signal when lowered) means "Races not started are postponed". The warning signal for the next race will be made not less than ten minutes after flag AP is lowered. This amends race signal AP.

6 Event Format and Schedule of Races

- 6.1 The format of the event will be described in the notice of race or on the official notice board at the event. The format may be modified during the event in a fair and practical way as solely determined by the race committee taking into account the entries, weather conditions, time constraints and any other relevant factors.
- 6.2 The schedule of races will be displayed on the official notice board. Any changes thereto and schedules for subsequent rounds will be displayed not less than 10 minutes before the start of that phase of the competition.
- 6.3 Every race will be assigned a race number in the race schedule.
- 6.4 Unless otherwise specified in the appendix to these SIs, the race number will be displayed on the committee boat between the preparatory signal and start signal for that race. When the race number is displayed in this way, it overrides all prior communications, schedules or instructions. The race committee may at any time remove a particular race from the published sequence of races and run it at a later time.

7 The Course and Time Limit

- 7.1 Unless otherwise specified in the appendix to these SIs:
 - 7.1.1 the starting line will be between the mast of a committee boat and a starting mark;

- 7.1.2 the finishing line will be between the mast of a committee boat and a finishing mark.
- 7.2 The starting mark, finishing mark and course marks will be described on the official notice board.
- 7.3 The course configuration will be displayed on the official notice board.
- 7.4 The race committee may move marks of the course at any time. Rule 33 will not apply.
- 7.5 Unless otherwise specified in the appendix to these SIs, the time limit for each race will be 30 minutes. Boats failing to finish within ten minutes after the first boat finishes will be scored DNF. This amends rule 35.

8 The Start

- 8.1 Races will be started by using the following signals. Times shall be taken from the start of each sound signal; the failure of a visual signal shall be disregarded. This amends rule 26.

<i>Signal</i>	<i>Minutes before starting signal</i>	<i>Sound</i>	<i>Alternative visual signals</i>	
Warning	3	One	Class flag or cone shape up	3 battens
Preparatory	2	One	Flag P or ball shape up	2 battens
One-minute	1	One	Flag P or ball shape down	1 batten
Starting	0	One	Class flag or cone shape down	No battens

The visual signals for the event will be described in the appendix to these SIs or on the official notice board.

- 8.2 When a boat is subject to rule 29.1 flag X need not be displayed for more than 1 minute after the starting signal; this amends rule 29.1. The race committee may hail the sail numbers or the total number of premature starters.
- 8.3 A boat that fails to start within two minutes of her starting signal will be scored DNS without a hearing. However, if the boat was OCS at her starting signal, she shall be scored in accordance with rule D3.1. This amends rules A4 and A5.
- 8.4 After a general recall succeeding races may be delayed for the recalled race. Attention is drawn to SI 6.4.
- 8.5 Attention may be drawn to an imminent warning signal by a series of short sound signals. If flag AP has been flown, these signals may be used in place of the standard one minute interval. This amends race signal AP.

9 Protests and Penalties

- 9.1 Protests and requests for redress shall be delivered to the race office within 10 minutes after the relevant incident or, if the incident is afloat, within 10 minutes after coming ashore.
- 9.2 The protest committee may refuse to hear a protest or request for redress unless its outcome is relevant to progress, but not seeding, in the next round of the competition. This amends rule 63.1.
- 9.3 When rule D2.2 applies and the race umpires together with one other umpire (when available) decide that a boat has broken rule 14 and there is damage or injury, they may penalise her team by half a race win without a hearing. The boat will be informed as soon as practical and may request a hearing. Any penalty after a hearing will be in accordance with rule D3.1(c). This amends rule 63.1.
- 9.4 When a competitor breaks additional SI 1.9, personal flotation device, or 1.10, wet or dry suits, in the SI appendix the competitor's team shall be penalised one race win without a hearing. This amends rule 63.1.
- 9.5 When a protest committee decides that a breach of a rule has had no significant effect on the outcome of a race, it may make any arrangement it decides is equitable, which may be to order a resail or to impose no penalty. This amends rule D3.1.

10 When Boats are supplied by the Organising Authority

- 10.1 For each race the race committee will allocate boats to the participating teams.
- 10.2 Spinnakers, trapezes and the gear specifically provided for the utilisation of these shall not be used.
- 10.3 Standing rigging shall not be altered nor any gear removed without the permission of the race committee.
- 10.4 BREAKDOWNS

- 10.4.1 Competitors are responsible for inspecting their boats before racing.
- 10.4.2 Competitors shall report any defects, damage or breakdown to the race committee at the first reasonable opportunity.
- 10.4.3 When to continue racing after damage a breakdown risks further damage to the boat, she shall retire immediately.
- 10.4.4 The race committee shall decide redress in accordance with rule D5.
- 10.4.5 The race committee may postpone a resail indefinitely and score each team half a race win unless the result is relevant to progress, but not seeding, in the next round.
- 10.5 CONTINUITY
 - 10.5.1 Before starting and after finishing or retiring, boats shall sail to minimise any delay to the race schedule and without interfering with any race in progress.
 - 10.5.2 A boat shall remain the responsibility of the team until handed over to the race committee or the next team to use that boat. Boats shall be handed over as empty of water as practical and in racing trim.
- 10.6 LIMITATION TO REDRESS FOR BREAKDOWNS
 - 10.6.1 SI 10.6 applies only when invoked in the appendix to these SIs.
 - 10.6.2 Rule D5 and SI 10.4.4 are deleted.
 - 10.6.3 Before the warning signal for a race or within two minutes of finishing a race or within three minutes of changing into a boat, whichever is the later, a boat may display a red flag to indicate a breakdown or damage to the boat and to request a delay to the next start. If she is not ashore or alongside the dock, she shall proceed as soon as possible to close to leeward of the race committee boat and remain there, unless otherwise directed.
 - 10.6.4 The time allowed for repairs will be at the discretion of the race committee.
 - 10.6.5 After the warning signal for a race, the race will not be postponed or abandoned or resailed because of any breakdown unless a delay was requested as above.
 - 10.6.6 No redress will be given in respect of any breakdown unless an umpire makes the request or rule 62.1(b) applies. This changes rule 64.2.

11 Disclaimer of Liability, Insurance

- 11.1 A boat is entirely responsible for her own safety, whether afloat or ashore, and nothing, whether in the Notice of Race or Sailing Instructions or anywhere else, reduces this responsibility.
- 11.2 It is for the boat to decide whether she is fit to sail in the conditions in which she will find herself. By launching or going to sea, the boat confirms that she is fit for those conditions and that her crew is competent to sail and compete in them.
- 11.3 When the boats are provided by the competitors, the boat is required to hold adequate insurance and in particular to hold insurance against third party claims as required by the notice of race or, if not specified, in the sum of at least the UK market norm (currently three million pounds).
- 11.4 Nothing done by the organisers can reduce the responsibility of the boat nor will it make the organisers responsible for any loss, damage, death or personal injury, however it may have occurred, as a result of the boat taking part in the racing. The organisers encompass everyone helping to run the race and the event, and include the organising authority, the race committee, the race officer, umpires, patrol boats and beachmasters.
- 11.5 The provision of patrol boats does not relieve the boat of her responsibilities.



Appendix

Note to Race Committee

This appendix is on a separate sheet to allow you to post a single copy of the standard UKTRA Team Racing Sailing Instructions on the Notice Board and hand out just this sheet to each team or competitor. Completion of this sheet in clear handwriting is quite acceptable; cross out non-applicable items.

Event:

Section 1: Additional Rules

1.1 Races will be umpired. Rule D2.2 applies.	YES / NO
1.2 Single-Flag Protest Procedure applies as rule D2.3(a) and SI 1.3.	YES / NO
1.3 Races with Limited Umpiring applies as rule D2.3(b).	YES / NO
1.4 Rule D2.4(b) will apply to all protests. <i>If 'Yes' UKTRA recommend that an NJ or IJ chair the protest committee</i>	YES / NO
1.5 Redress for Breakdowns is limited and SI 10.6 applies.	YES / NO
1.6 A boat that capsizes after her starting signal such that her masthead touches the water shall retire immediately.	YES / NO
1.7 A boat that capsizes after her starting signal and inverts such that both her gunwales are touching the water or her mast is stuck in the bottom of the lake or sea shall retire immediately.	YES / NO
1.8 Provided the flag remains on the buoy there shall be no penalty when a boat touches any part of a flag which does not surround the staff of a mark. This amends rule 44.1.	YES / NO
1.9 An adequate personal flotation device shall be worn at all times whilst afloat.	YES / NO
1.10 Wet or dry suits shall be worn at all times when afloat.	YES / NO

Section 2: Alterations to Standard Team Racing Sailing Instructions

- 2.1 The official notice board is located (if not in the club house)
- 2.2 The shore signal position is (if not the club flagpole)
- 2.3 The committee boat will identify the next race to be started by (if not as specified in SI 6.4)
- 2.86288480 The start line will be (if not as specified in SI 7.1.1)
- 2.86288481 The finish line will be (if not as specified in SI 7.1.2)
- 2.86288482 The time limit for each race is minutes.
- 2.86288483 The time limit for boats to finish after the first boat is minutes (if not as specified in SI 7.5)
- 2.86288484 The intended interval between the starts of successive races is: minutes (normally 3, 4 or 5)
- 2.86288485 The starting system visual signals will be: (see SI 8.1)
- Warning signal (class flag, cone shape, 3 battens)
- Preparatory signal (flag P, ball shape, 2 battens)
- If not shown above, the visual signals will be described on the official notice board.
- 2.86288486 Unless specified in the notice of race the damage deposit / limit of loss for one incident is £.....

Section 3: Local and Other Rules

- 3.1 The following other local rules apply:
-

Team-Racing Resail Guidelines

Which will be followed at this event.

These are not rules or sailing instructions. They are only guidelines and individual cases may have extenuating circumstances requiring a different interpretation. Also, there may be differences at individual events; the briefing notes for each event should note changes.

Resails, generally, will NOT be granted in the following instances:

- Failure to display a red flag when the breakdown occurred
- Failure to apply for a resail within the specified time
- Knots becoming untied in and around the hull
- Equipment such as shackles becoming loose or undone in and around the hull
- Less than approximately 5 litres of water in a buoyancy tank
- Where boats have not tried to continue racing
- Where the breakdown was the fault of the crew
- Where a reasonably competent crew would have been able to avoid the breakdown
- A breakdown caused by careless handling, capsizing or a breach by a boat on the same team
- Rudders lifting through lack of securing down devices, pins or rope
- Tiller extensions parting from tiller, unless the fitting is faulty and there has been a failed attempt to re-assemble it

Resails, generally, WILL be granted in the following instances:

- Knots becoming untied above half-way up the mast
- Equipment such as shackles becoming loose or undone above half-way up the mast
- Broken toe-straps in hiking-out conditions but NOT those coming undone
- More than approximately 5 litres of water in a buoyancy tank
- Breakdowns caused by a breach of a rule by an opponent
- Wear-and-tear (such as a wooden rubbing strake becoming loose) which results in the boat becoming dangerous to either its occupants or other sailors

Request for resail pro-forma

Race Number:

Request:

Time lodged

Team

Helm

Sail number

? Representative of opposing team is present.

	Resail officer	Competitor	Reported
When did it happen?			
In what way did the breakdown significantly worsen the boat's finishing position?			
When was red flag displayed?			
When did teams come ashore?			
Is the request within the time limit?			
Why didn't boat continue racing?			
Was breakdown fault of the crew?			
Reasonably-competent crew avoided it?			
Was finishing position predictable?			

Extracts from the rules:

D5 BREAKDOWNS WHEN BOATS ARE SUPPLIED BY THE ORGANIZING AUTHORITY

D5.1 A supplied boat suffering a breakdown, and seeking redress as a result, shall display a red flag at the first reasonable opportunity and, if possible, continue *racing*. The race committee shall decide redress as provided in rules D5.2 and D5.3.

D5.2 When the race committee decides that the boat's finishing position was made significantly worse, that the breakdown was through no fault of the crew, and that in the same circumstances a reasonably competent crew would not have been able to avoid the breakdown, it shall make as equitable a decision as possible. This may be to order the race to be resailed or, when the boat's finishing position was predictable, award her points for that position. Any doubt about a boat's position when she broke down shall be resolved against her.

D5.3 A breakdown caused by defective supplied equipment or a breach of a *rule* by an opponent shall not normally be determined to be the fault of the crew, but one caused by careless handling, capsizing or a breach by a boat on the same team shall be. Any doubt about the fault of the crew shall be resolved in the boat's favour

Decision (ring one):

No resail or Resail or Adjust points:

I have informed both teams of my decision

..... Resail Officer date **and** time

Event issue number:

Team Racing Event Check List

Event name..... Date

	To decide	Notes	By When	Action by	Tick when done
1	Is event to be run?	Usually decided by a club committee. What date?	Up to 12 months before event		
2	Decide on Organising Authority (OA).	RYA affiliated clubs can be OA's. Class Associations cannot.	Before anything else can happen.		
3	OA to get authority to run the event.	All National events need RYA permission. Ask RYA or UKTRA for advice if you think that you may need authority.	At least 9 months before event		
4	Appoint a Race Committee (RC).	At some time before the event the OA must appoint a Race Committee (RC). This committee assumes responsibility for ALL matters once the event has started. It should be small. 1) CRO 2) 3) <i>Note: The Chief Umpire should not be a member of the Race Committee</i>	Before event		
5	Appoint an Organising Committee (OC).	This committee is the one that does the work leading up to an event. 1) Chair	Before anything else can be done	OA	
6	Appoint CRO	At larger team race events, the CRO is responsible for all waterside matters and has a Race Co-ordinator to look after shore side matters.	By 3 months before event	OC	

7	Appoint Race Controller (Co-ordinator)	To co-ordinate shore side matters at larger events	By 3 months before event	OC	
8	Appoint Chief Umpire (CHUMP).	Must be an RYA National Judge as well if decisions are not to be subject to an appeal. Advised that only experienced RYA National Team Racing Umpires are appointed.	By 3 months before event	OC	
9	Sort out provision of boats (for BP events).	Number of flights required is determined by the number of entries planned and the format of the competition. UKTRA Race Management team can provide assistance. Quality of boats and matching of flights is important. Flight 1..... Flight 2..... Flight 3..... Flight 4..... Flight 5..... Flight 6.....	By 3 months before event	OC	
10	Decide entry limit (and event format)	For one day event, 8 teams. For 2 day event, 16 teams for a 2 league first round followed by Gold, Silver & Bronze leagues S/F & F or 20 if 2 leagues straight into quarters.	By 3 months before event	OA/OC/PRO/ R Co-ord.	
11	Decide how to limit entry	Either by qualifying, first come - first served or by CV. Decide if there is to be a closing date.	By 3 months before event	OA/OC	
12	Notice of Race	The UKTRA produce a standard notice of race, which can be downloaded from the UKTRA web site at www.teamracing.org In particular all changes in actual rules must be included. Also any local club rules regarding buoyancy aides and wet suites/dry suits in cold weather must be specified here.	By 3 months before event	OA	

13	Entry fee	A complete budget must be prepared. Major costs are; sailing boat “hire” (including transport when required), Umpires expenses, Feeding the team of helpers, petrol for umpires etc boats and any club “per capita” charge. Decide if food for competitors is to be included in entry. Damage deposit must be determined and method of collection.	Before sending entries out	OC	
14	Write SI’s	Use standard SI’s available from UKTRA at www.sailing.org The Final Appendix sheet can be prepared just before event and posted on the notice board. Who writes? Who provides copies?	Ideally at same time as NoR.	RC with CRO & CHUMP	
15	Decide who is to receive entries	Must be available by telephone, e-mail and have permanent address. 	Before sending entries out	OC	
16	Distribute NoR to prospective entrants	Who does this? 	By 3 months before event	OC	
17	Catering	Decide who is doing this and totally delegate. It is not a matter for the OC or the RC. 			
18	Radios	Every key person must be on a radio net.	Early if you have to hire	OC	
19.1	Start boat	Must have: - Easy to use signal halyards, electric hooter, protection from weather for start officers, good anchor and preferably self powered.	Day of event but check 6 weeks before.	OC	

19.2	Finish boat	Do you need one - ask CRO and Race Controller. Essential for any event with 3 or more flights. Must have protection from weather for finish officers; good anchor maybe a stern anchor and preferably self powered.	Day of event but check 6 weeks before.	OC	
19.3	Umpire boats	How many?What type? 1) 2) 3) 4) Umpire boats should ideally be between 4 and 5m length, with 30 – 40hp engines. RIBs are far better than rigid boats, and should have central steering	Day of event but check 6 weeks before.	OC/CHUMP/ Race Controller	
19.4	CRO Course Manager's boat	Do you need one? What type?	Day of event but check 6 weeks before.	OC	
19.5	Rescue boats	Do you need? How many? What type?	Day of event but check 6 weeks before.	OC	
19.6	Course buoys	Pole buoys with small grappling hook type anchor. Colour coded & numbered flags are required for these buoys. Min number is 6 for "S" course, more for more complex courses.			

20	Decide on number of umpires and send out invitations. Consult with the Chief Umpire	Are races to be observed or umpired? How many umpire boats are available? 1) 2) 3) 4) 5) 6)	At least 12 weeks before event.	OC/RC/CHUMP	
21.1	Start Officers	Minimum 2 but must have 3 for rotation on long events. There must always be at least 1 experienced team racer on board. 1) 2) 3)	Appoint at least 4 weeks before event	OC	
21.2	Finish Officers	Only if separate finish boat used. Minimum 2 but must have 3 for rotation on long events. There must always be at least 1 experienced team racer on board. 1) 2) 3)	Appoint at least 4 weeks before event	OC	
21.3	Course Manager	If used must be experienced.	Appoint at least 4 weeks before event	OC	
22.1	Results Sec	Accuracy is essential. Accountants are good! Experienced finish officers can do this if a very well sheltered finish boat is used. Results sec also operates the registration desk on the first day of event.	Appoint at least 4 weeks before event	OC	
22.2	Beach master	Only for large events to co-ordinate boat changeovers	Appoint at least 4 weeks before event	OC	
22.3	Resail Officer	Must be experienced team racer. Operates as a one man protest committee so must be approved by CHUMP.	Appoint at least 4 weeks before event	OC/CHUMP	

22.4	Chief Bosun (for BP events only) and flight bosuns (for large events)	To be responsible for each flight. Flight bosuns are only needed for large events but then you need 6 bosuns if there are 6 flights. Each bosun must have own tool kit with shackles and duct tape in their pocket. Other spares should be kept ready to hand. Tiller extension joints often fail! Bosun must check all boats on arrival at event and upon departure for damage. Responsibility also includes fuel for boats. Chief Bosun 1) 2) 3) 4) 5) 6)	Appoint at least 4 weeks before event	OC	
22.5	Rescue Officers	Umpires may double up on this duty if there is shortage of boats. Must should have RYA Power Boat Level 2 Certificate 1) 2) 3)	Appoint at least 4 weeks before event	OC	
23	Boat identification	If flights are not already colour coded for team racing each flight (all 6 boats) must be readily identified. Coloured flags (~150mm X 200mm) fixed to shrouds below spreaders are a good idea. ADDITIONALLY, easy identification must be provided. Orange triangles (about 150 mm sides) for one half of a flight and light blue squares (about 150mm sides) for the other 3 boats in sticky plastic (e.g. Fablon) are good. All fights only need the orange triangles, blue squares to differentiate teams - don't use more weird shapes.		OC	
24	Protest flags (red & yellow)	These are the competitor's responsibility. However a quantity of pieces of red and yellow cloth about 150mm X 200mm can be profitably sold to those who forget their flags.		OC	

25	Purchasing Prizes	What prizes? Definitely try and organise a significant “keepsake” for each member of the teams that win and are runners up. Engraved pint mugs are good and only need cost about £6 a go. Any prizes for 3rd and 4th place should be identical since there may not be time for a sail-off and they may need to be awarded as joint 3rd. This is an opportunity for sponsors to provide “gear” that can be given to the teams. Try to spread “goodies” as far down the results sheet as possible. Who organises?	Appoint at least 4 weeks before event	OC	
26	Helpers “thank-you’s”	Usually bottles of wine. How many (umpires at least and helpers who are not part of OC)? Avoid appearance of organisers giving themselves expensive presents. Who buys?	Appoint at least 4 weeks before event	OC	
27	Schedules for event	These can only be prepared a day or so before event. Person responsible.....	Appoint at least 4 weeks before event	OC	
28	Who does prize giving	Often Commodore of host club. Who	Appoint at least 4 weeks before event	OC	
29	Press reports	Delegate writing report and photographs. Y&Y need copy emailed / faxed by Tuesday following event, photos to arrive by Wednesday.		OC	