

MANLY 16FT SKIFF SAILING CLUB

SAILING INSTRUCTIONS

2023 / 2024 SEASON

16ft and 13ft Skiffs

Table of Contents

1. RULES
2. CHANGES TO SAILING INSTRUCTIONS
3. COMMUNICATION WITH COMPETITORS
4. CODE OF CONDUCT
5. SIGNALS MADE ASHORE
6. SCHEDULE OF RACES
7. CLASS FLAGS
8. RACING AREA
9. THE COURSES
10. MARKS
11. AREAS THAT ARE OBSTRUCTIONS
12. THE START
13. CHANGE OF THE NEXT LEG OF THE COURSE
14. THE FINISH
15. PENALTY SYSTEM
16. TIME LIMITS AND TARGET TIMES
17. PROTESTS AND REQUEST FOR REDRESS
18. SCORING
19. RACE MANAGEMENT
20. REPLACEMENT OF SKIPPER, CREW OR EQUIPMENT
21. EQUIPMENT AND MEASUREMENT CHECKS
22. COMMITTEE VESSELS
23. RADIO COMMUNICATION
24. PRIZES
25. DISCLAIMER OF LIABILITY
26. RISK WARNING
27. SAFETY REGULATIONS
28. INSURANCE

APPENDIX A – SHIP AND FERRY ACTIVATED EXCLUSION ZONE

APPENDIX B – HANDICAP SYSTEM

Record of Amendment

<i>Revision</i>	<i>Date</i>	<i>Change Summary</i>
<i>0</i>		<i>Original 2023/2024</i>

MANLY 16FT SKIFF SAILING CLUB

16ft and 13ft Skiff Sailing Instructions

The notation '[NP]' in a rule of the sailing instructions (SIs) means that a boat may not protest another boat for breaking that rule. This changes RRS 60.1(a).

The notation '[DP]' in a rule in the SI 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 All races conducted by Manly 16ft Skiff Sailing Club ('Club' or 'M16SSC') will be governed by the 'rules' as defined by the current 2021-2024 World Sailing Racing Rules of Sailing (RRS)(as amended), the Prescriptions and Special Regulations (Part 2) of Australian Sailing (AS), the Club Constitution, Sailing By-Laws (SBL), Policy Documents and Manuals of the Club, and the rules of the relevant 16ft Skiff and 13ft Skiff Class Associations, except as any of these are changed by these Sailing Instructions or the Notice of Race.
- 1.2 The RRS definition of "Zone" is changed from 3 hull lengths to 25 metres. The change to the definition was approved by Australian Sailing on 14 February 2023.

2. CHANGES TO THE SAILING INSTRUCTIONS

- 2.1 Any change to the Sailing Instructions made ashore will be posted before 1200hrs on the day it will take effect.
- 2.2 Any change to the Program of Events will be posted by 2000hrs on the day before it will take effect.

3. COMMUNICATION WITH COMPETITORS

Notices to Competitors will be posted on the Official Notice Board located on the outside wall to the left of the entry to the Club. Where possible a WhatsApp message will be sent to crew members who have provided a mobile phone number as part of the skiff registration process.

4. CODE OF CONDUCT

Competitors and support persons shall comply with reasonable requests from race officials.

5. SIGNALS MADE ASHORE

- 5.1 Signals made ashore will be on the flag-mast located on the Club deck.
- 5.2 When Flag AP is displayed ashore '1 minute' is replaced with 'not less than 30 minutes' in the Race Signal AP. Alters RRS Race Signals.

6. SCHEDULE OF RACES

- 6.1 The race program is available from the Club's website (www.manly16s.com.au).
- 6.2 Club races may be suspended if they conflict with Australian or NSW 16ft and 13ft Association fixtures.
- 6.3 Any scheduled race that is postponed or abandoned, may be re-sailed at the discretion of the Sailing Committee.
- 6.4 The Warning Signals:

Australian Eastern Standard Time	16ft Skiff	13ft Skiff
NPS / Point Score	Not before 13:55	Not before 13:55
Australian Eastern Daylight Time		
NPS / Point Score	Not before 14:25	Not before 14:25

MANLY 16FT SKIFF SAILING CLUB

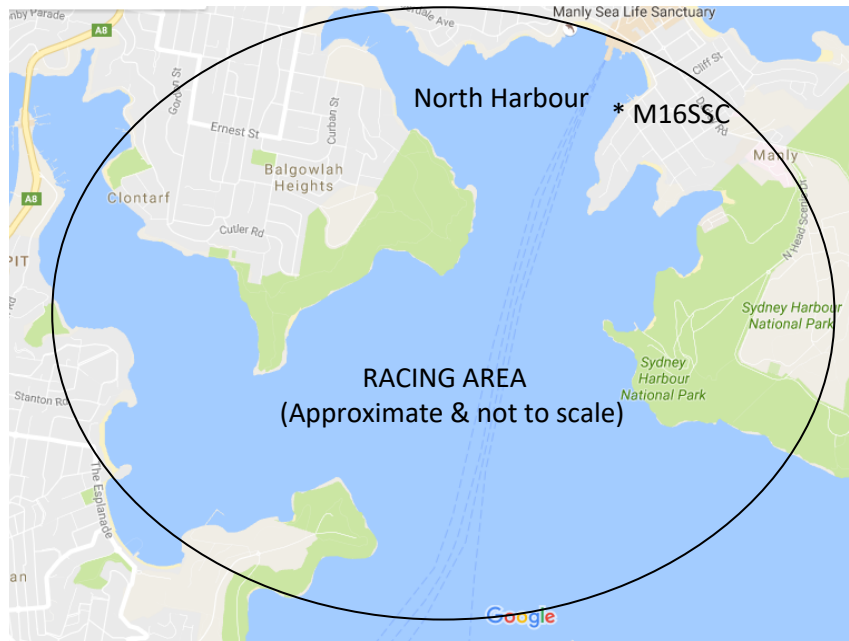
16ft and 13ft Skiff Sailing Instructions

7. CLASS FLAGS

- 7.1 The Class Flag for the 16ft Skiff division will be a white flag with '16' superimposed in black.
- 7.2 The Class Flag for the 13ft Skiff division will be a white flag with a red 13ft Skiff emblem.

8. RACING AREA

- 8.1 The Racing Area will be on the waters of Port Jackson.
- 8.2 Map of course area.



9. THE COURSES

- 9.1 Courses for the 16ft Skiff Division are as described on the Club website.
- 9.2 Courses for the 13ft Skiff Division are as described on the Club website.
- 9.3 No later than the Warning Signal, the Race Committee boat will display the appropriate course signal.
- 9.4 Courses for special events may be determined at the discretion of the Commodore or Race Officer. Separate Sailing Instructions may be issued for these events.

10. MARKS

- 10.1 Rounding Marks for the 16ft Skiff Division are as described on the Club website.
- 10.2 Rounding Marks for the 13ft Skiff Division are as described on the Club website.
- 10.3 The port end starting mark for the 16ft Skiff Class will be either an orange inflatable cylindrical buoy or the flagstaff on an anchored boat displaying an orange flag.
- 10.4 The port end starting mark for the 13ft Skiff Class will be a blue inflatable cylindrical buoy.
- 10.5 The finishing mark at the opposite end of the line to the committee vessel (see clause 14) for the 16ft Skiff Class and the 13ft Skiff Class will be a blue inflatable cylindrical buoy.
- 10.6 Change marks as provided in Sailing Instruction 13 will be an inflatable pink conical buoy.

11. AREAS THAT ARE OBSTRUCTIONS

The area of water inside the registered moorings adjacent to the Forty Baskets Beach shoreline in North Harbour and inside the registered moorings in Hunters Bay (Balmoral) will be considered Prohibited Water (ie, obstruction) for boats that are racing and boats shall not sail inside the area designated Prohibited Water. Boats that infringe this instruction will be disqualified without a hearing.

12. THE START

- 12.1 The starting line will be between a staff displaying an orange flag on the Race Committee boat at the starboard end and the start mark at the port end.
- 12.2 A boat starting later than ten minutes after the starting signal will be scored DNS. Alters RRS A4.
- 12.3 A minimum of three 16ft skiffs or three 13ft skiffs starting is required to constitute a race.

13 CHANGE OF THE NEXT LEG OF THE COURSE

To change the next leg of the course, the race committee will lay a change mark (or move the finishing line) and remove the original mark as soon as practicable. When in a subsequent change a new mark is replaced, it will be replaced by an original mark. This adds to RRS 33.

14 THE FINISH

- 14.1 With the exception of the Compass Bearing "L" (Leeward) Courses, the finish line will be between a staff displaying a blue flag or shape on a race committee vessel at the starboard end and the port end finishing mark.
- 14.2 The finish line for Compass Bearing "L" Courses will be between a staff displaying a blue flag or shape on a race committee vessel at the port end and the starboard end finishing mark.
- 14.3 [NP] Boats identified as being significantly behind the fleet but still racing may be finished on course by any official race committee vessel via a verbal hail. Identified boats will be assigned an estimated finish time and should return to the starting area or shore promptly as indicated by the race committee vessel.

15 PENALTY SYSTEM

RRS 44.1 is changed so that the Two-Turns Penalty is replaced by a One-Turn Penalty.

16 TIME LIMITS AND TARGET TIME

16.1 Long Course Races

The race target time will be 90 minutes. The time limit for the race will be 3 hours from the last starting signal or 35 minutes after the first skiff's finishing time, whichever occurs first. Any boat not finishing within the time limit will be scored Did Not Finish (DNF). This alters RRS 35. For races that begin with a handicap start, the three hours will be from the 'Scratch' boat starting signal. This alters RRS 35.

16.2 Short Course Races

The race target time will be 45 minutes. The time limit for the race will be 90 minutes from the last starting signal or 20 minutes after the first skiff's finishing time, whichever occurs first. Any boat not finishing within the time limit will be scored Did Not Finish (DNF). This alters RRS 35.

- 16.3 Failure by the race committee to achieve the target time will not be grounds for protest by a boat. Alters RRS 62.

17 PROTESTS AND REQUESTS FOR REDRESS

- 17.1 Appendix T – Arbitration, will apply.

17.2 General Requirements

- 17.2.1 Protests shall be lodged with either the Commodore, Vice-Commodore, Race Secretary or Race Officer within the Protest Time Limit.
- 17.2.2 The Protest Time Limit is sixty (60) minutes after the last boat of her class has finished the last race of the day. Alters RRS 61.3, 62.2.
- 17.2.3 Notices will be posted on the Official Notice Board no later than 30 minutes after the protest time limit to inform competitors of the Hearing/s in which they are parties or named as witnesses, the Order of the Hearing/s, and the time and location of the Hearing/s.
- 17.2.4 Breaches of Sailing Instructions 11, 18, 23, 24, 28 shall not be grounds for Protest by a boat. Alters RRS 60.1(a). Penalties for these breaches may be less than Disqualification if the Protest Committee so decides. The scoring abbreviation for a discretionary penalty imposed under this instruction will be DPI.

MANLY 16FT SKIFF SAILING CLUB

16ft and 13ft Skiff Sailing Instructions

17.3 Hearings

- 17.3.1 The Protest Committee will convene as soon as possible after the protest has been lodged, but no later than 1100hrs on the next scheduled race day.
- 17.3.2 The Protest Committee may approve the extension of a Hearing after the deadline noted in SI 17.2.1 but only in extenuating circumstances. This adds to RRS 63.2.

18 SCORING

- 18.1 RRS A5.3 will apply to the scoring for any championship or point score series.
- 18.2 The points allocated to a boat in a race will be allocated to the registered hull that was used in that race. Points cannot be transferred to another hull that may be registered with the Club during the current racing season.
- 18.3 Scoring for individual championships and point scores, including the number of races to constitute a series and the number of drops, will be as per Notice of Race clauses 10.2 to 10.6. Alters RRS A2.1.

18.4 Casual entries

- 18.4.1 Boats who fail to correctly enter for Club races by 30 September 2023 will be deemed to be a Casual Entry for the purposes of scoring and the provision of any prize money awarded until such time as the registration documents are verified by the Sailing Committee.
- 18.4.2 Until verification by the Sailing Committee, all casual entries will be shown as a placegetter in a race but will not be scored in any 16ft skiff or 13ft skiff point scores or awarded any prize money or trophies that may apply to that race. The points scored or any prizemoney earned by any eligible boat in the race will be adjusted accordingly to account for the race position of any casual entry. Alters RRS A2.

18.5 Average Points

- 18.5.1 Any boat Representing the Club during the National, State, Inter-Club Regatta Championships, Dumaresq Cup or any inter-club sprint series sanctioned by the NSW 16ft and 13ft Skiff Associations will be given average points for any point score races conducted during the sailing season.
- 18.5.2 'Representing the Club' means that the boat must start in the event on the day of the Club Point Score race, except in the case of the National Championships where the boat must have entered for the series and started in at least one race during that series. The boat need not finish the race it started.
- 18.5.3 Any 13ft Skiff unable to sail due to the skipper or crew being seconded to a 16ft Skiff on the day of the race will be eligible for average points for a maximum of three occasions in any one season. An exception to this maximum may be made at the discretion of the Race Committee, following a written request by the owner of the 13ft skiff.
- 18.5.4 The 13ft Skiff seeking average points in accordance with SI 18.5.3 must make the request in writing to the sailing office at least one hour prior to the start of the race in which the 13ft Skiff was unable to sail.
- 18.5.5 A boat eligible for average points in accordance with SI 18.5.1 or SI 18.5.3 shall be deemed to have sailed in a 'Point Score' race.

18.6 Allocation of Average Points

- 18.6.1 The Average Points shall be allocated as the average of points for all races in a series, apart from the final of that series.
- 18.6.2 The Allocation of Average Points will be determined from results scored in the current sailing season only.

19 [NP] SAFETY

- 19.1 All Boats shall sign on before the first warning signal each race day, but no earlier than 0600 hours, and sign off no later than the end of the protest time limit. The sign on/sign off sheet is located at <https://manly16s.com.au/sign-on-sign-off/>
- 19.2 If a boat forgets to sign on, they can travel past the Race Committee Start Boat and verbally sign on.
- 19.3 All boats are allowed 3 strikes toward sign on and 3 strikes toward sign off. On the fourth occurrence and each subsequent infraction thereafter, a 50% reduction in available daily prize money for the boat will be applied.
- 19.4 If a boat retires, it must either:
 - a. Notify a rescue boat of their retirement;
 - b. Sail past the start/ finish boat and advise of their retirement, or, if neither of the above are practical;
 - c. Call the nominated number for the phone on the start/ finish boat within 20 min of getting back to shore to advise the Race Committee that they have retired and made it back to the beach. The nominated number will be included in the SIs and distributed to sailors.
- 19.7 [DP] The penalty for not advising the committee of their retirement is no start money.

20 REPLACEMENT OF SKIPPER, CREW OR EQUIPMENT

20.1 Skipper or Crew

Any change of skipper and/or crew to that which is nominated on the online Boat Registration lodged with the Club must be notified to the Race Officer at least one hour prior to the advertised commencement of the race, either:

- on Form 103: Change of Skipper or Crew; or
- via email to sail@manlyskiff.com.au ; or
- via a text message to mobile phone - 0407 242 221

Failure to comply with this rule shall result in the boat concerned being deemed a Scratch boat in that race for the purposes of handicapping.

20.2 Equipment

20.2.1 Where a sail is replaced with one having a different sail insignia or number to that nominated on the online Boat Registration with the Australian 16ft Skiff Association, this change must be notified to the Race Officer at least one hour prior to the commencement of the race, either:

- on Form 105: Change of Insignia; or
- via email to sail@manlyskiff.com.au ; or
- via a text message to mobile phone - 0407 242 221

20.2.2 All other items of equipment, with the exception of the hull, may be replaced without prior consent. All replacement equipment must comply with relevant class measurement rules. No temporary replacement of hulls will be permitted.

21 EQUIPMENT AND MEASUREMENT CHECKS

A boat may be inspected at any time for compliance with the class rules, AS Special Regulations Part 2 and these Sailing Instructions.

22 COMMITTEE VESSELS

All race committee vessels will display the burgee of the Club.

23 RADIO COMMUNICATION

A boat shall neither make radio transmissions while racing nor receive radio communications not available to all boats, except in the following circumstances:

- in the case of a genuine emergency;
- in response to a direct call from a race committee vessel; or
- to notify the Race Committee of retirement from the race.

This restriction also applies to mobile telephones.

24 PRIZES

24.1 Prizes may be awarded to the winner for each of the Club's Point Scores. Further prizes may also be awarded at the discretion of the Sailing Committee.

24.2 Perpetual Trophies are outlined in the Sailing By-Laws.

25.3 Any trophy for a race that is postponed or abandoned and not re-sailed may be re-allocated at the discretion of the Sailing Committee.

25 DISCLAIMER OF LIABILITY

25.1 Competitors participate in all Club races entirely at their own risk. Attention is drawn to Fundamental Rule 3 of the RRS which states: 'The responsibility for a boat's decision to participate in a race or to continue racing is hers alone'.

25.2 The Club, its officers and servants, will not accept any liability for material damage or personal injury or death sustained in conjunction with or prior to, during, or after racing, nor for the seaworthiness of a boat whose entry is accepted, or the sufficiency or adequacy of its equipment, or for damage which might result from competing in Club events.

25.3 The person who signs and lodges the boat's entry form warrants the Club that he/she will draw to attention of any person onboard SI 26 - RISK WARNING.

MANLY 16FT SKIFF SAILING CLUB

16ft and 13ft Skiff Sailing Instructions

- 25.4 The person who signs and lodges the boat's entry form acknowledges receipt of SI 27 RISK WARNING and releases the Club from any claim or liability whatsoever for any harm or personal injury suffered, by him/her or any person claiming through him/her in any event conducted by the Club.

26 RISK WARNING

- 26.1 This RISK WARNING is issued jointly by the Club and Transport for NSW, pursuant to the *Civil Liability Act 2002* (NSW) to all persons wishing to participate in the sailing activities conducted by Manly 16ft Skiff Sailing Club.
- 26.2 Participants are warned that, regardless of the precautions, which might be taken by reasonable and experienced persons, sailing can be a dangerous pursuit and participants are exposed to significant risk of property damage, physical harm and possibly death.
- 26.3 As an indication, these risks may include, but are not limited to:
- a) The extremes of weather and sea conditions;
 - b) The potential that control of vessels may be lost, resulting in collision with objects and other vessels;
 - c) The sudden movement of the vessel at any time and the possibility that participants may fall or be thrown overboard, resulting in drowning;
 - d) The possibility that participants may be injured by equipment on the vessel;
 - e) The absence of immediate medical care and the likelihood that significant delays may occur before medical care is available;
 - f) Exposure to the elements for extended periods.
- 26.4 The Club and Transport for NSW also warn participants that regardless of their best intentions, they may be unable to render assistance to participants who are in distress. Participants are warned to consider the above risks and all other risks before deciding to participate in any sailing event with the Club.
- 26.5 Marks - Competitors are advised that there are four cardinal marks in the main course area. These are Pile 8 at Fairlight, and Bombora marks 5, 10 and 11. The locations are referred to on the course sheets.

27 SAFETY REGULATIONS

Note:

Sailors are reminded that activity contrary to Maritime Legislation, Exemption Order Conditions or failure to report on-water incidents may result in the cancellation of the Club's Exemption Order.

27.1 Ferry and Commercial Shipping – Safety of Navigation

All competitors shall observe the Ship and Ferry activated Exclusion Zone (Refer Appendix A of these Sailing instructions). Failure to do so will result in disqualification.

Note:

All ferries are now fitted with bow cameras that continuously record the vessel's progress in addition to 25 cameras located around Sydney Harbour, which monitor ferries and record close quarter incidents. The cameras may be used for enforcement action by Transport for NSW. Fines in excess of \$500 may apply for non-compliance.

27.2 Incident and Accident Reporting

- 27.2.1 It is a requirement of the Club's Exemption Order that all on water incidents resulting in damage worth more than 10% of the vessels value or otherwise described in must be reported to Transport for NSW.

Note:

If owners do not report the incident and simply claim repair costs on insurance, they may find that the insurance companies do not accept the claim. Insurers may ask Transport for NSW for the results of any inquiry into the incidents.

- 27.2.2 Reports can be made directly to Transport for NSW (Forms are available on the Transport for NSW Website or at the Sailing Office). The Sailing Office must also be provided with a copy as part of the Club's own incident and risk management requirements.
- 27.2.3 If a protest is heard following a reportable incident, and a result is given by the protest committee, this should be forwarded to Transport for NSW and in most cases will satisfy the reporting requirements for all parties. Otherwise, a formal report should be made to Transport for NSW and the Sailing Office.
- 27.2.4 None of the requirements in this section remove or alter the reporting requirements as prescribed in the relevant NSW Marine Safety Legislation.

28 INSURANCE

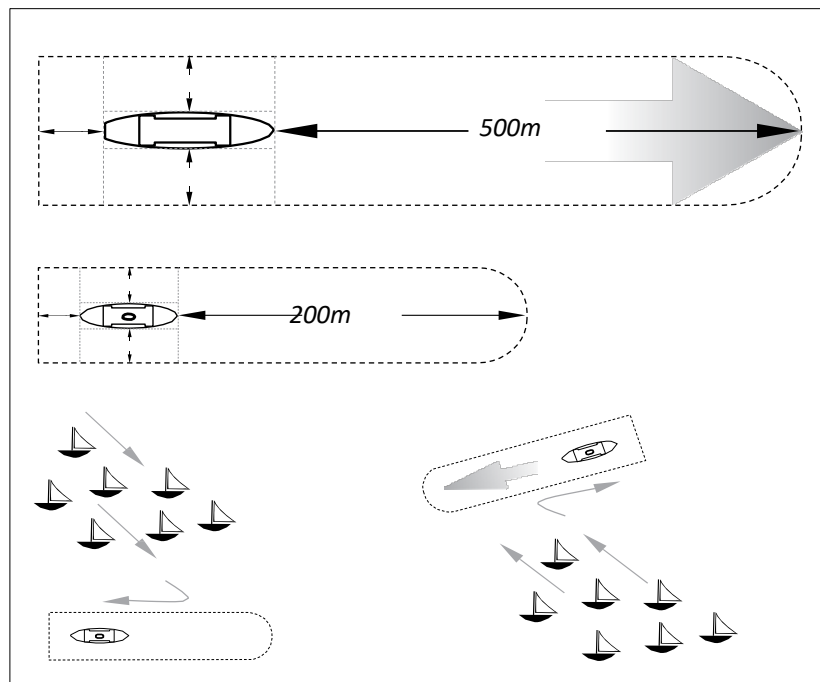
All boats shall have a minimum of AUD \$10 million public liability insurance covering the use of the boat while racing.

APPENDIX A – Ship & Ferry Activated Exclusion Zone

(Transport for NSW Exemption Order Condition)

Additional Conditions For Sailing Events

- All competitors must maintain a minimum distance of 500m from the bow of any ship¹ and 200m from the bow of any ferry² and no less than 30m from the sides/stern of any ship or ferry underway.
- Failure to do so will result in disqualification.



¹ Oil tankers & seagoing Cruise ships

² Other seagoing commercial vessel or a Ferry operating in accordance with an approved timetable and displaying an orange diamond shape

APPENDIX B - Handicap System

1. The handicap system adopted at the commencement of the sailing season shall not be altered during that season.
2. A time correction factor (TCF) will be used to determine handicaps.
3. The Handicap Committee will determine the handicap for each boat for the first race by referencing the boat's results in the first three races of the season. Handicap results for race 1 and 2 will not be calculated until race 3 is sailed. This method may be supplemented (and will be required if a boat does not sail in any of the first 3 races) by considering the corrected handicap from the results of the last point score race of the previous season (where applicable) and any changes in crew or sails, rigging or the hull (if relevant).
4. The Handicap Committee reserves the right to adjust a boat's handicap at any time. This will not be cause for redress. Alters RRS 62.

New skippers and skiffs

5. When a skipper, boat or hull is new to the Club, the boat shall be assigned a handicap per clause 3.
6. All boats and/or skippers new to the Club that perform better than their handicap during their first eight point score races may be liable to a handicap adjustment at the discretion of the handicap committee.

Change of skipper or crew

7. In the event of a change of skipper or crew, the handicap committee may amend the boat's handicap, except that no boat shall receive a handicap higher than its last adjusted handicap with its regular skipper. This requirement does not apply to a change of skipper or crew as outlined in paragraph 8.
8. If a replacement skipper or crew for a 13ft Skiff is a current Junior Division sailor or if a replacement skipper or crew for a 16ft Skiff is a current Junior Division or 13ft Skiff sailor, the Handicap Committee shall amend the boat's handicap considering the experience and ability of the replacement skipper or crew. The boat's amended handicap may be higher than its last handicap with its regular skipper.
9. If a boat's nominated skipper is absent, the handicap committee may adjust the boat's handicap for subsequent races based on the boat's performance during that absence.

Handicap Penalties

10. After each race the results system will adjust a boat's handicap.
11. Penalties incurred in non-point score race/s do not carry forward to a subsequent point score race.
12. In a non-point score race, boats will be handicapped according to the adjusted handicaps after the previous point score race.
13. If there are two or more non-point score races in succession, a boat's handicap will be adjusted using the automated TCF change in the results software.
14. If a non-point score race is held at the commencement of the sailing season, boats will be handicapped by reference to the corrected handicap from the results of the last point score race of the previous season (where applicable) and any changes in crew or sails, rigging or the hull (if relevant).

Requests for Revision of Handicap

15. A skipper may seek revision of their handicap. They shall make an application to the Race Secretary in writing or via email to sail@manlyskiff.com.au who shall then submit the application to the Handicap Committee for consideration.
16. Any decision to revise the handicap will not be effective until at least eight days after lodgement of the application.
17. Any revisions of handicap will be reported at the next Sailing Committee Meeting and placed on the official noticeboard and/or Club website.

Handicap Starts

18. For races that are handicap starts, each boat's TCF will be rounded to a whole number of minutes.