
RYA GUIDANCE

GUIDELINES FOR OFFSHORE RACE ORGANISATION AND KEELBOAT REGATTAS

This document is intended as guidance, each event will have its own detailed requirements.

A checklist with recommendations for Keelboat Regattas is attached at **Appendix B**.

RYA RACING CHARTER

The RYA publishes a Racing Charter setting out Principles and Practices appropriate for organisers and competitors. Organisers are expected to comply with this charter in the planning and implementation of their events.

The latest version of the Charter can be obtained from the RYA web site at www.rya.org.uk/racing.

WHO CAN ORGANISE A YACHT RACING EVENT

The Racing Rules of Sailing require that races are organised by an 'Organising Authority', as defined in RRS 89.1.

A club organising a race must be affiliated to its ISAF member National Authority (for clubs in the UK, this is the RYA). For a race that will pass through the waters of more than one National Authority, the organising club must be affiliated to the National Authority of one of the ports of call.

In some cases a body other than a club may qualify as an Organising Authority. For full details refer to RRS 89.1.

EVENT PLANNING

General planning

Give yourself enough time to plan and promote your event. First-time or one-off events will require a longer planning lead time than events that are already established in the calendar with an existing constituency of competitors.

Boat owners plan their programme well in advance, often a full season ahead to ensure the boat and crew are properly prepared.

For an event with a duration longer than a weekend, aim to have your Notice of Race and publicity in place well before the end of the previous season.

Longer duration events of a week or more may require your planning and preparation to begin two years or more in advance.

An effective plan must encompass the following:

- What type of sailors do you wish to attract
- What is the target fleet
- What is the destination, what berthing and other facilities will be required
- How will the event be funded
- Marketing/Publicity
- Safety planning

See **Appendix A** for a checklist of topics to consider

The course

Plan the course taking into account:

- Required marks and waypoints, clearly identifying marks or waypoints that must be rounded. For further information on the use of waypoints in lieu of marks see **RULES** below.
- Significant navigational hazards along the route, using additional marks or waypoints where appropriate to keep boats clear.
- Traffic separation schemes. If these are significant for the course, consider making them excluded zones and document the coordinates in the Sailing Instructions. For more information see **RULES** below.

Document the course fully in the Sailing Instructions.

Identify ports of refuge along the route and include details in the crew briefing

The finish

Consider whether a separate finishing team is required. Is it possible for officials to travel from the starting location to the finish in good time?

The finish line for an offshore event may need to remain open for a considerable period.

If using a shore based line:

- Can boats approach closely enough to be identified at night?
- Is the line safe under all conditions of weather and tide?
- Is the line accessible easily for race officials
- Are there adequate facilities at the line for race officials (shelter, toilets, etc.)?

If using a committee vessel:

- Can the vessel remain on station in all conditions of weather and tide?
- Can the vessel be self-sufficient for an extended period?
- Have a contingency plan in case the vessel is required to come off station.

Self finishing:

Under certain circumstances it may be appropriate for boats to take their own finishing times and report these to the Race Committee. This may also be a useful contingency arrangement when a committee vessel is off station.

SAFETY MANAGEMENT

Race categories and the Offshore Special Regulations

The ISAF Offshore Special Regulations (OSR) recommend construction, equipment and training requirements for racing yachts.

The requirements are structured into “categories” that correspond to different types of event based on the degree of self-sufficiency required of the yachts and the extremes of weather they are expected to encounter.

It is strongly recommended that organisers carefully consider each event and assign it to an appropriate OSR category. This will enable competitors to ensure that their boat and crew are suitable and properly prepared for the event.

The following briefly describes the standard categories; more detail, and the full Offshore Special Regulations, can be found on the ISAF web site at www.sailing.org/documents/offshorespecialregs/index.php.

- **Category 4** - Short races, close to shore in relatively warm or protected waters normally held in daylight.
- **Category 3** - Races across open water, most of which is relatively protected or close to shorelines.
- **Category 2** - Races of extended duration along or not far removed from shorelines or in large unprotected bays or lakes, where a high degree of self-sufficiency is required of the yachts.
- **Category 1** - Races of long distance and well offshore, where yachts must be completely self-sufficient for extended periods of time, capable of withstanding heavy storms and prepared to meet serious emergencies without the expectation of outside assistance.
- **Category 0** - Trans-oceanic races, including races which pass through areas in which air or sea temperatures are likely to be less than 5 degrees Celsius other than temporarily, where yachts must be completely self-sufficient for very extended periods of time, capable of withstanding heavy storms and prepared to meet serious emergencies without the expectation of outside assistance.

Not every event fits neatly into one of the standard categories. You may extend (or in rare cases reduce) the requirements of a specific OSR category if this is appropriate for the particular circumstances of your event. For example, many clubs extend the requirements of Category 3 to include a life-raft for races that cross, for example, the English Channel, but do not fall within the stricter criteria of a category 2 event.

Several experienced offshore racing clubs (e.g. The Royal Ocean Racing Club - RORC and the Junior Offshore Group - JOG) have developed standard extensions (often called prescriptions) to the OSR to meet the needs of their events. Details of these prescriptions can be found on the club websites: www.rorc.org, www.jog.org.uk.

Stability requirements

The ISAF OSR do not specify stability criteria for each race category but many clubs require boats to meet stability criteria based on the ISO STIX/AVS system.

STIX (Stability Index) is calculated from the physical characteristics of the boat according to a formula specified in the ISO 12217-2 standard.

AVS (Angle of Vanishing Stability) is the angle of heel at which a boat becomes unstable and will capsize to an inverted position.

Higher STIX and AVS numbers suggest greater stability.

The ISO standard defines four design categories for boats, which correlate approximately to the OSR race categories as follows:

ISO design category	A	B	C	D
OSR race category	1-2	3	4	n/a
Minimum STIX	32	23	14	5
Minimum AVS	$130-(0.002 * m)$	$130-(0.005 * m)$	90	75

Where m is the boats Minimum Sailing Weight in Kilograms

It is strongly recommended that race organisers set minimum STIX and AVS requirements appropriate to the OSR category of their event.

Boats with IRC ratings have their STIX and AVS specified on the rating certificate.

The IRC Rating Office has extensive information on STIX/AVS on its website www.ircrating.org.

Further information on boat stability and buoyancy can be found in the RYA booklet G23 – RYA Stability and Buoyancy.

Training

The ISAF OSR recommend minimum crew training for race categories 2 or higher. For other races, you should consider whether specific training is appropriate for your event.

RYA training courses are available (Offshore Safety, First Aid) that are approved by ISAF to meet the relevant ISAF OSR requirements. See www.rya.org.uk/coursestraining.

For further information on OSR training requirements, see **Appendix H**.

Qualifying passages/races

If your race may attract entries from boats and/or crews unknown to you, you may want to require that entrants qualify for the event by completing other specified races or passages. This enables the entrant to satisfy himself and the organiser that the boat and crew have experienced conditions similar to those they are likely to encounter during your race.

Ensure that the races/passages specified represent a reasonable test of the experience required for your event but bear in mind that it is reasonable for competitors with successful experience at one level to move forward to a more challenging event.

Take into account that sailing under racing conditions can be more demanding than a simple passage that can be undertaken at a time and under conditions that the skipper chooses.

In addition many clubs require that the skipper and crew submit a sailing CV to demonstrate appropriate experience before accepting an entry

Boat tracking/loggers

Many events now provide satellite based tracking equipment to competitors, which can be accessed via the web. This provides useful information to the Race Committee on the position of competitors and the progress of the race. It also provides publicity and encourages non competitor involvement e.g. friends and family.

Warning: It is important to recognise that the currently available tracking devices are not designed as safety devices. Organisers and competitors should not rely on these systems for safety purposes. This should be clearly stated in the Notice of Race and Sailing Instructions.

AIS (Automatic Identification System)

AIS is a VHF based vessel identification and reporting system that is mandatory equipment for many classes of commercial shipping. The system broadcasts information that includes vessel identity, position, course and speed.

An AIS receiver can only receive AIS information transmitted by other vessels. A yacht equipped with a receiver can use this information to locate and identify AIS equipped vessels in its vicinity, but will not be informing other vessels of its location.

An AIS transponder transmits AIS data for the vessel as well as receiving data transmitted by others. A yacht equipped with a transponder can both locate AIS equipped vessels in its vicinity and alert other vessels of its own identity and position.

AIS is not a legal requirement for yachts, but the ISAF OSR require yachts competing in category 2 or higher events to carry an AIS transponder. It is recommended that Sailing Instructions for such events should require the AIS transponder to be switched on at all times while racing.

Boat and Crew information

Ensure that appropriate boat, crew and contact information is held for each boat competing. This will be required if there is an emergency involving the boat.

If this information is collected or stored electronically it is important for safety management that a paper copy is available to race officials that are operating away from the race office or in situations where electronic communication may be difficult.

See **Appendix C** for recommended information.

Radio/phone reporting

If a race will not be using electronic tracking, consider establishing checkpoints on the course at which competitors must report by radio or by mobile phone/text message. This will help the race office to keep track of the progress of individual competitors and the race as a whole.

RRS and/or IRPCAS

A boat that breaks a rule of the IRPCAS can always be prosecuted but she can only be protested under the RRS if that rule is stated in the notice of race or sailing instructions as governing the event. See ISAF case 109. However, the RRS state that a boat racing must comply with the IRPCAS when she meets a vessel that is not racing, so she can always be protested if she breaks a rule of the IRPCAS under those circumstances. See the preamble to Part 2 of the RRS.

It may be difficult, especially at night or in situations where boats racing encounter many non-racing boats, for a racing boat to identify which other boats are racing. If such situations may occur in your event, you can consider replacing the rules of Part 2 of the RRS by the “right-of-way rules” of the IRPCAS, either for the whole race or at specified times. When this is done, the IRPCAS “right-of-way rules” apply to all boats, whether they are racing or not.

To implement this for your race, it must be specified in the sailing instructions, clearly stating when the IRPCAS “right-of-way rules” will replace the rules of Part 2 of the RRS.

For more information, including discussion of some important differences between the RRS and the IRPCAS, see the RYA guidance “Racing under the IRPCAS” which also includes recommended sailing instructions. www.rya.org.uk/racing

Permitting stops/outside assistance or the use of an engine

As a safety measure, it may be appropriate for some offshore events, especially those for club-level racers, to permit a boat to temporarily stop racing, accept outside help or to use an engine when safety requires it.

This requires amendments to the RRS and must be documented in the Sailing Instructions.

For more information see **RULES** below.

Inspections

Many organisers choose to carry out inspections of boats prior to an event, either at random or for the whole fleet.

In general, inspections carried out for safety purposes (rather than to ensure compliance with class or rating rules requirements) should confine themselves to checking that required equipment is in fact on board, properly stowed and in date and that correct procedures have been carried out. Checking for construction requirements or fitness-for-purpose of equipment is usually beyond the technical resources available to organisers.

Always make it clear in the Notice of Race and Sailing Instructions that a completed inspection does not imply that the boat is seaworthy or otherwise fit to participate in the event.

Use experienced inspectors. Issues are not always “black and white”; and may need to be discussed with the Person in Charge. If issues arise, consider what is appropriate for the boat concerned in the circumstances of the event. Is the Person in Charge satisfied with the setup of his boat?

When an inspector has any concerns about compliance with the requirements, they must be formally notified to the Person in Charge of the boat and the Organising Authority.

Ensure that all crew are aware of where safety equipment is stowed and how it is used.

Ensure that all crew know who is in charge if the Person in Charge becomes unavailable.

If issues cannot be resolved to your satisfaction, remember that entry can be refused before the first race of an event provided the boat is notified of the reason.

Crew briefing

Ensure that competitors are briefed on all relevant information concerning the race, paying particular attention to weather forecasts, the course, navigational hazards, ports of refuge, safety and reporting requirements, starting and finishing procedures, etc.

If it is not possible to hold a briefing meeting, make sure the information is available to all competitors in printed form and via email in good time before the race begins.

Note: briefing information does not constitute an amendment to the Sailing Instructions unless the Sailing Instructions specifically say so. In the event of conflict, the written Sailing Instructions will take priority over information given in a briefing.

See **Appendix D** for a list of topics that should be considered for a briefing.

ORGANISER'S RESPONSIBILITIES/LIABILITY

Duty of Care

In common with all sporting events, a yacht race carries inherent risks.

While the skipper of a boat is generally responsible for the safety of their boat and crew and RRS 4 provides that the decision to participate in a race or to continue racing rests with the boat alone, organisers should nevertheless assume that they are under their own duty to take reasonable steps to ensure that the race is managed reasonably safely.

At the outset all organisers should be aware of their potential exposure to liability. The RYA publishes a useful booklet, *Race, Training and Event Management – The Legal Aspects* – Contact the RYA Legal team for further information – legal@rya.org.uk

RYA members and affiliated clubs may check the current advice from the RYA Legal Department website at www.rya.org.uk/infoadvice/legaladvice, or contact the RYA Legal Department directly for advice.

There are a number of steps an Organising Authority should take which will show it has carefully assessed the risks associated with the event. These do not necessarily remove liability but will help to demonstrate proper management of the event.

Risk Assessment

A risk assessment should be carried out for every event.

The assessment should identify each risk element, the intensity of the risk (low to high), the measures that are in place to minimise the risk and the actions to be undertaken if an incident occurs. This assessment should be carefully documented.

Take care to include risks to all parties that may be affected by the event, not just competitors; for example: event officials, spectators, rescue organisations, non-competing vessels, etc.

A typical risk assessment template is attached at **Appendix E**. Be aware that this will need to be modified to take account of the circumstances of each event.

It is recommended that the assessment is lodged with all relevant bodies associated with or affected by the event; for example: Port Authorities, Harbour Master(s) and the Maritime and Coastguard

Agency (MCA) departments relevant to the race area (including equivalent foreign authorities if the event goes outside UK waters).

Take care to check whether local regulations require a risk assessment to be lodged and with whom and in what form.

Incident Management/Operational Manual

In the event of any incident, whether major or minor, it is important that the Race Team reacts promptly and appropriately. The Race Team, including all volunteers, must be aware of how to handle an incident situation. A clear instructional document should be issued to everyone who may become involved.

A list of topics to consider is attached at **Appendix F**.

Outside Agencies

Coastguard

HM Coastguard is a section of the Maritime and Coastguard Agency, responsible for the initiation and co-ordination of all civilian maritime Search and Rescue (SAR) within the UK Maritime Search and Rescue Region. This includes the mobilisation, organisation and tasking of adequate resources to respond to persons either in distress at sea, or to persons at risk of injury or death on the cliffs or shoreline of the United Kingdom.

The Coastguard is the first point of contact if you believe that there is a real risk that a competing boat is in distress. However, if a boat is overdue or otherwise out of contact, organizers should consider the circumstances before alerting the Coastguard in order to avoid false alarms.

For example: does the boat have AIS or a tracker, and when was the last report? Have you tried all possible means to contact the boat? What are the weather and sea conditions? How experienced is the crew? Are there other boats in the area you can contact who may be in touch with them? Could the boat have retired without telling you? If the risk of distress is real, contact the Coastguard.

The Coastguard may receive information of a distress via a radio call from the distressed vessel, direct alerting via MF or VHF DSC, EPIRBS, telephone call, personal call to a Coastguard station, direct observation by the Coastguard or from outside sources such as Police, Harbour Authorities, Ambulance, or Air Traffic Control.

When an alert is received direct from a yacht, the Coastguard will remain directly in contact. Be aware that they may not contact the event organiser unless they require further information on the boat or crew or until the incident is concluded.

Once the Coastguard is involved, all contact with other agencies such as RNLI, Search and Rescue, Ambulance, or Police will be made directly by the Coastguard.

For full details on the work of the MCA and HM Coastguard to go: <http://www.dft.gov.uk/mca>

Incident reporting

The Marine Accidents Investigation Branch (MAIB) of the Department of Transport is responsible for investigating accidents occurring in British waters or to UK registered vessels abroad.

There is no statutory requirement to report accidents involving only private pleasure vessels. However it is strongly recommended that accidents involving death, serious injury or very serious damage are reported voluntarily.

It is a legal requirement to report accidents involving charter boats.

Affiliated clubs are not required to report accidents to the RYA, but the RYA encourages voluntary reporting under the guidelines published at www.rya.org.uk/infoadvice - follow the link "Safety Management Policy", then "Accident and Incident Reporting".

If your event passes through the waters of other countries, check the reporting requirements for the countries concerned.

Event Insurance

Clubs/organisers should maintain insurance suitable for their events. This should cover all anticipated risks for the event, including race officials and third parties.

It is recommended that you approach a specialist broker to obtain cover for your specific circumstances.

Limitation of liability

Exclusion clauses and disclaimers traditionally included in Notices of Race and Sailing Instructions may not be effective in limiting the liability of a race organiser and in some cases may be unlawful. Instead, the RYA recommends that the Notice of Race and the Sailing Instructions include a statement of risk.

The RYA recommended risk statement is attached at **Appendix G**. This may be modified as appropriate for your event.

Some offshore events will require all crews to sign a declaration and/or a media rights waiver form.

Child Protection

The law imposes a higher standard of care for events organised for children or inexperienced participants and fewer legal defences may be available to the organisers of such events.

Special care must be taken if there is a possibility that the skipper or person in charge of a racing boat may be a minor (i.e. aged under 18) as there are limitations on the extent to which a minor might be held to be responsible for their own safety and the safety of others.

More information can be found in *Race, Training and Event Management – The Legal Aspects*.

Weather restrictions

Weather is inherently unpredictable, and it is not possible to guarantee the weather conditions that may be encountered during a race. Similarly, it is not usually possible for an organiser to know the characteristics of every boat entering a race, or the skills and competence of each crew.

It is properly the responsibility of the skipper or person in charge to ensure that his boat and crew are suitable for the weather conditions they may encounter.

The organiser should carefully consider the weather conditions that boats are likely to meet during the race and ensure that an appropriate OSR category is assigned to the event (see **SAFETY MANAGEMENT: Race categories and the Offshore Special Regulations** above).

The organiser should obtain comprehensive weather forecasts for the period of the event and where appropriate include this information in a pre-race briefing.

If unusual weather circumstances are forecast, falling outside the parameters of the OSR category of the race, it may, in rare cases, be appropriate to delay, restructure or abandon the event.

RULES

Notice of Race and Sailing Instructions

These documents, together with the RRS, define the rules for the race.

Appendix J of the RRS describes the required content of the Notice of Race and Sailing Instructions.

Most offshore events will require additional information. The guiding principle should be:

- The NoR must include rules that a potential competitor will need to know in order to decide whether to enter and to enable proper preparation of the boat and crew.

- The SIs must include rules that a competitor will need to know immediately before and during the race.

In addition to these rules it may be helpful to competitors to issue a “Notice to Competitors” which contains information on the destination Port, Travel and Accommodation, Social events, helpful contact numbers, etc.

RRS and/or IRPCAS

See **SAFETY MANAGEMENT** above.

IRPCAS Rule 10 - Traffic Separation Schemes

Traffic Separation Schemes (TSS) are internationally defined areas where there is a high concentration of commercial shipping. The schemes provide “traffic lanes” and “exclusion zones” to ensure that vessels can safely transit the area.

The rules that define how vessels use and cross these schemes are defined in Rule 10 of the IRPCAS. These rules are legally binding on all vessels including racing yachts. Vessels breaking the rules may be subject to prosecution and heavy fines.

From January 2013, compliance with IRPCAS 10 is required by the RRS (see RRS 48), boats that do not comply can be protested and penalised. Breaking the law brings the sport into disrepute and flagrant breaches of IRPCAS 10 could be grounds for a hearing under RRS 69, Gross Misconduct.

Remind competitors of their obligations under IRPCAS in the competitors briefing.

Information on racing in situations where TSS may be significant is included in the RYA guidance note “Racing under the IRPCAS”. See www.rya.org.uk/racing.

Using waypoints in place of rounding or passing marks

Because a waypoint is not an object, it has no status as a mark under the racing rules and the normal mark rounding rules are not applicable. If it is felt necessary to define right of way rules for boats rounding or passing a waypoint, the permission of the RYA is required because the rule changes necessary are outside the scope of changes that sailing instructions are permitted to make under rule 86.1(b).

For detailed information and a recommended approach to the use of waypoints, see the RYA/RORC guidance “Racing around Waypoints” at www.rya.org.uk/racingrules; click on the link to “guidance” and then “Guidance Primarily for Race Officials”.

Stops, outside assistance and use of engines while racing

RRS 41 prohibits a boat from receiving outside assistance, and RRS 42 prohibits the use of an engine while racing. The normal penalty for a breach of these rules is disqualification.

RRS 41 can be amended by the SIs and RRS 42 explicitly permits the SIs to allow the use of an engine in circumstances specified in the Sailing Instructions.

The SIs can also specify penalties other than disqualification for breaches of these rules.

In these circumstances it is good practice to require competitors to report details of any stops, assistance received and engine use and to refer the report, as a protest by the Race Committee, to a protest committee to decide whether an advantage was gained.

The SIs should state the rules changed and document the circumstances under which stops, outside assistance and engine use is permitted and the penalties that may apply.

Moveable ballast

Unless moveable ballast is permitted by a boat's class rules, or by the Sailing Instructions, draw competitor's attention to the fact that moving equipment or sails around the boat to change its trim or stability is cheating.

Manual power

By default, RRS 51 requires that all of a boat's standing rigging, running rigging and underwater appendages (including the rudder) are adjusted or operated by the power provided by the crew. This means that self-steering equipment and such items as electric powered winches cannot be used. If this affects your event (for example a short-handed race may be impractical without the use of a self-steering system), the Notice of Race and Sailing Instructions can change RRS 51 to permit the appropriate equipment.

Class rules may also restrict or permit the use of non-manually powered equipment and are often not changeable by the NoR or SIs, check carefully to ensure what you wish to implement is allowed.

Advertising

Advertising on racing boats is controlled by ISAF Regulation 20, the Advertising Code. Compliance with the code is mandatory under the racing rules; it cannot be amended by the Notice of Race or Sailing Instructions.

Provided that the advertising complies with the code:

- Unless permitted by a boat's class rules, a race organiser cannot prohibit a boat from displaying advertising chosen by the owner or refuse an entry based on such advertising.
- A race organiser can specify in the Notice of Race and Sailing Instructions that event specific advertising is displayed by competing boats.

For full details of the rules for the display of advertising see the *ISAF Regulation 20 - Advertising code* at www.sailing.org/documents/regulations/isafregulations/index.php.

The RYA publishes a guidance note on the application of the advertising code, see www.rya.org.uk/racing.

Alternative penalties

The racing rules permit boats to take an on the water penalty for a breach of a rule of Part 2 (the rules that apply when boats meet) or for touching a mark. The default penalty is a two-turns penalty (one turn for touching a mark). In offshore events turns penalties may not be appropriate (for example, for safety reasons or to prevent abuse) and the Sailing Instructions may specify an alternative penalty. Common alternatives are a time or points penalty applied for each rule infringement.

For details, see RRS 44, J2.2(27) and L14.

Protest Committee

Although protests are less frequent in offshore events you will need to consider the appointment of a protest committee and to decide where and when any hearings will take place.

If your event has legs that terminate overseas or at a significant distance from the starting port it may be appropriate for protests to be heard there. Consider whether it will be possible to convene a suitably qualified protest committee at the remote venue or whether an event protest committee will be required to travel to each venue. Plan for this in advance and give details in the Sailing Instructions.

Alternatively, in some cases it may be possible to conduct hearings by telephone conference or by email. If you use this approach, take care to comply as closely as possible with RRS Appendix M and ensure that the process is seen to be fair to all parties. If possible, document the process to be followed in the Sailing Instructions.

If the event requires an International Jury, this must be arranged well in advance and must conform to the requirements of RRS 91.

An International Jury may be appropriate if the event is a major championship (note World Championships require an International Jury), or has a high proportion of overseas competitors from several countries. If circumstances make it appropriate to deny the right of appeal, either an International Jury must be appointed or the conditions of RRS 70.5 must be satisfied.

Appeals Authority

If your race goes outside UK waters, consider where any appeals will be sent. By default appeals are to be sent to the National Authority associated with the organising club, however if the race passes through the waters of another National Authority, the Sailing Instructions must specify to which National Authority appeals will be sent; see rule 70.3 and J2.2(33).

Prescriptions to the racing rules

The prescriptions that apply are normally those of the National Authority associated with the organising club, but if your race passes through the waters of another National Authority, the Sailing Instructions must specify which prescriptions will apply and when.

Missing Marks

If a mark is missing or out of position boats may be unable to sail the course in compliance with the rules; resulting in the disqualification under RRS 28 of affected boats or the abandonment of the race under RRS 32.1(d). Unless the Race Committee was aware that the mark was missing or moved, setting such a mark as a mark of the course is not usually an improper action and therefore no redress is available to affected competitors (See RYA cases 2002/10 and 2010/2). To avoid this situation, the Sailing Instructions may change RRS 28 to permit boats to round the charted position of the missing mark.

Racing under IRC

See the IRC guidelines for race management which provided useful advice for organising events for IRC. The guidelines can be found in the IRC yearbook and at ircrating.org.

APPENDIX A – EVENT PLANNING CHECKLIST

Basic organisation

Organising Authority
Race Committee
Other committees (e.g. safety, inspection, measurement)
International Jury / Protest Committee

Page 1

Page 10

Target competitors

Professional/Corinthian/Cruiser Racer/Club
Classification requirements

Page 1

Target fleet

Boat size range
Fully crewed/short handed
Classes
Handicap/One design
Number of boats

Page 1

Funding

Entry fee
Extras not covered by fee
Chargeable extras identified and priced
Does the event need sponsorship to be financially viable?
Sponsor benefits to competitors and event identified?
Sponsorship in place

Page 1

Safety

Special regulations categorization
Stability requirements
Training requirements
Boat and crew qualification requirements
AIS
Weather suitability for the event
Inspection procedures
Risk assessment
Incident management plan
Crew Briefing
Limitation of Liability
RRS and / or IRPCAS
Traffic Separation Schemes

Page 2

Page 3

Page 4 and Appendix H

Page 4

Page 4

Page 8

Page 5

Page 6 and Appendix E

Page 7 and Appendix F

Page 6 and Appendix D

Page 8 and Appendix G

Page 5

Page 9

Outside assistance / Engines

Page 5, Page 9

Marketing/Publicity

Page 1

Marketing plan

Event Clashes

Event clashes

Collaboration with other clubs

Clashes at ports of call

Is there a local association that coordinates events and publishes a calendar, e.g. on the south coast, the Solent Cruising and Racing Association (www.scra.org.uk). If so, check with it.

Destination

Page 1

UK or overseas

Host Club/marina contacts.

The Course(s)

Page 2

Length/duration

Hazards

Ports of refuge

Fairness issues

Marks/waypoints

Departure and Destination Facilities

Berthing

Support facilities

Contact details

Host port accessibility at all states of the tide and in all weather

Hazards associated with the host ports

Local regulations/byelaws

Local regulations/byelaws applicable at the host ports.

Customs and Immigration requirements at the host ports

Finishing facilities for offshore races

Page 2

Finishing line

If using a shore based line?

Accessibility for race officials

Facilities

If using a committee boat?

Contingency plan if committee vessel is off station.

Self-timing

Other organisational factors

Race Committee established
Social arrangements, where appropriate
Insurance

Accommodation

For race officials
For competitors and supporters
Who is responsible for booking, payment, etc.?

Travel

Travel requirements for race officials and others.
Travel facilities for competitors and supporters.
Who is responsible for booking, payment, etc.?

Documentation

Notice of Race
Sailing Instructions
Entry Form
Inspection checklist
Crew Details
Boat information

Page 8 and following

Page 8 and following

Page 4 and Appendix C

Page 4 and Appendix C

APPENDIX B – EVENT ACTION LIST FOR INSHORE REGATTAS

Assign tasks to a team appropriate for the scale of the event

Before the event

1. Publish the Sailing Instructions.
2. Choose a capable Race Team
 - a. Course setter(s)
 - b. Line officer(s)
 - c. Radio operator(s)
 - d. Recorders
 - e. Flag operator(s)
 - f. Time keeper
 - g. Gunner/sound signal operator
 - h. Mark layers
3. Source sufficient equipment and committee vessels
4. Hold rehearsals, including checking equipment
5. Carry out a skippers' briefing immediately before the event starts (e.g. the night before or the morning of the event)

Actions during the regatta

1. Arrange daily briefings, where appropriate, particularly in terms of weather and any limitations.
2. Ensure that you have course shortening arrangements in place.
3. Visit yachts after each race day to establish whether the competitors were satisfied with the day's racing: if not identify action to improve the situation.
4. Publish the results in accordance with the SIs.
5. Conduct, or arrange protest committee hearings as appropriate.
6. Issue any amendments and post them in accordance with the Sailing Instructions.
7. Make arrangements for press briefing as appropriate, including publication of results.

Post regatta actions

1. Obtain feedback

APPENDIX C – BOAT AND CREW INFORMATION

The Boat

Design and type

(Monohull, trimaran, catamaran)

Name

(Where displayed: e.g. stern, sides of hull, dodgers, etc.)

Sail Number

(Where displayed: e.g. Mainsail, Overlapping headsails, spinnakers, Deck, sides of hull, dodgers, etc.)

Hull Colour(s)

Deck Colour(s)

Other distinguishing features of boat

Radio transmitters carried

(Type, call sign, MMSI, etc.)

Mobile telephone number(s), if carried on board

Satellite telephone number, if carried on board

EPIRB type(s) and ID Number(s), confirm EPIRB(s) registered

The Crew

Number of persons on board

Skipper/Person in Charge Name

Nominated deputy Skipper/Person in Charge name

(When Skipper/Person in Charge unavailable or incapacitated)

For each crew member:

Name

Age

Address

Telephone number(s)

(mobile, home, business, etc.)

Email address

Personal EPIRB (PLB) if carried, type and ID Number, confirm EPIRB registered

One or more emergency shore side contacts, available during the race

(Name, relationship, telephone numbers, email, etc.)

Qualifications and validity dates

(if required by Notice of Race or Sailing Instructions)

Specific medical/medication requirements

APPENDIX D – BRIEFING INFORMATION

Notes:

Information given at a briefing does not override the Sailing Instructions unless the Sailing Instructions specifically say so.

*Topics marked with * should be documented in the Sailing Instructions.*

The Start

Identification/reporting requirements *

Amendments to Sailing Instructions on the day of the start *

Time of start and location of start line *

Starting procedure *

Tide information

Navigational hazards in the start area and its approaches

Expected shipping movements

Local regulations affecting the fleet *

Radio channels and call signs to be used and for which purposes *

Official vessels (description and functions) *

Spectator vessels (including any restrictions) *

Team/Coach boats (including any restrictions) *

The Race

The course *

Exclusion zones *

Weather forecast, provide a chart if appropriate

Navigational hazards along the course, provide a diagrammatic chart if appropriate

Reporting schedule and procedures *

(include notification of retirement, temporary cessation of racing, protests, etc.)

Radio channels to be used and for which purposes *

AIS transponders to be switched on *

The Finish

Identification/reporting requirements *

Location of finish line *

Finishing procedure *

(include self-timing arrangements if used)

Tidal information (reference ports, tidal hazards, etc.)

Navigational hazards in the finishing area and its approaches

Local regulations affecting the fleet *

Radio channels to be used and for which purposes *

Official vessels (description and functions, including time(s) on station) *

Contingency arrangements if official vessel(s) not on station *

Spectator vessels (including any restrictions) *

Team/Coach boats (including any restrictions) *

Customs/immigration requirements/documentation

Berthing arrangements

Sponsor Requirements

E.g. flags, decals, etc. *

Social arrangements

APPENDIX E – RISK ASSESSMENT TEMPLATE

The following is a typical risk assessment template, based on a format used by several major clubs that run offshore events.

Do not treat risk assessment as a tick-box activity. Think carefully about all risk elements for your event and how you can minimise the risks. Ensure that risks to third parties not directly involved in the event are included.

Note: Amend the template and content as appropriate for the circumstances of your event.

{Club Name}

Cowes – Cherbourg – Cowes Race.

First Start from Cowes: {Date and time}

First Start from Cherbourg: {Date and Time}

MARINE SAFETY RISK ASSESSMENT

Issued by: {Club Name}

EVENT SUMMARY

Event:	Cowes – Cherbourg – Cowes Race
Organising Authority:	{Club Name}
Starting Lines:	Location and description of start line
Chief Race Officer:	Name
Operating Period:	Dates covered by the event
Operating area:	Solent, English Channel and Cherbourg
VHF Channels:	VHF channels to be used
Committee Callsign:	Callsign.
CRO Mobile Phone:	Telephone number
Race Headquarters	Address Telephone/Fax numbers Office hours
PMSRA prepared by:	Name

Event Website:	Web site url
Email:	Email address
Expected number of entries: {give range}	35 - 40
Authorities Informed:	ABP, Southampton Harbour Master
{List the bodies that have been copied with this risk assessment}	Queens Harbour Master Portsmouth,
	Solent Coastguard
	Portland Coastguard
	Cowes Harbourmaster
	Solent Cruising & Racing Association
	Cherbourg Yacht Club
	Cherbourg Harbour Master
	Affaires Maritimes de la Manche, Cherbourg

GENERAL INFORMATION

The Cowes Cherbourg Cowes Race:

1. **Introduction**

Note: give an overview of event, date or dates of races; number, type and size of boats racing; major club assets available to control the event.

The {Club Name} Cowes to Cherbourg and Cherbourg to Cowes Races will take place from {Date} to {Date}. The regatta will consist of two offshore races passing through the central Solent to the Eastern Solent, The English Channel and waters off Cherbourg.

2. **Starts**

Note: give location of starting area, description of starting line and committee boats to be used for the starts, starting order for multi-class starts.

Races will be started from {location and description of starting line} on {date} at {time} and from the {location and description of starting line} on {date} at {time}. The fleet is divided into three starting groups to reduce the number of boats on each start. The Affaires Maritimes & the Local Harbour Master inform the Commodore of the French Naval Establishment of our proximity to the Base.

3. **Racing Area**

Note: give a description of the racing area and the boundaries of the race or races.

Please refer to attached Sailing Instructions for direction of Cowes-Cherbourg race start. Racing will pass through the Central/Eastern Solent, The English Channel and waters off Cherbourg.

4. **Finishes**

Note: give a description of finishing area and likely times of finishing.

Races will be finished in Cherbourg on {expected range of dates} and in Cowes on {expected range of dates}.

5. **Manning and Race Control**

Note: describe plans for the manning of the race management of the event, organisational structure, race control and any emergency plans.

The Chief Race Officer (CRO) has appointed a team of experienced race officials in key roles.

CONTROL MEASURES AND ASSETS

Notes:

List the control measures and assets that will be in place to manage the risks associated with your event. The measures for your event may differ from the examples given below.

For ease of reference, divide into appropriate sections for your event.

These measures and assets should be cross referenced from the overall RISK ASSESSMENT at the end of the document to show which measures and assets are applicable to each identified risk element.

1. Planning:

Measures.		General Comments.	Comments, Measures & Assets.
1.1	Use of Tidal Prediction Information.	Racing is arranged to suit tidal streams.	To ensure tidal stream takes competitors clear of the Solent.
1.2	Planning of Starting Sequences.	Starts planned for maximum control of fleet.	
1.3	Advance Briefing of Race Officials.	By written instructions.	Race officials are experienced in running of similar offshore races.
1.4	Advance Briefing with Authorities.	Appropriate authorities given written information prior to the Start.	Present PMS Risk Assessment with subsequent updates as required.
1.5	Shipping Movements.	Liaise with Southampton VTS and SP.	
1.6	Weather Monitoring.	The Race Officers obtain weather information prior to the start.	
1.7	Manning.	{Club Name} will ensure adequate competent race officials for event management.	A large percentage of Race officials are experienced offshore sailors.
1.8	Emergency/Contingency Procedures.	Establishment of Standard Operating Procedures (SOPs) for emergency situations.	
1.9	Media Management.	Establish one point of contact to control information for press, TV and radio especially in the case of an emergency.	Chief Race Officer {telephone numbers}

2. Communications

Measures.		General Comments.	Comments, Measures & Assets.
2.1	Annual Programme and Notice of Race	Advises preliminary details of races and conditions of entry plus safety requirements and special regulations for entries.	Notice of Race is sent out by mail to Persons in Charge several weeks before the start of the race.
2.2	Sailing Instructions/Amendments.	Instructions to owners including governing rules and amendments, compliance with specific local notices to mariners etc. The facility exists to issue amendments as appropriate.	Various international rules and regulations exist and are referred to in race data and entries are advised that these must be adhered to.
2.3	Competitors' Shore Contact.	Competitors are required to submit a shore-side contact who will be available throughout the Race	Shore-side contact will have details of the entire crew of the boat and their next of kin.
2.4	Signals.	Signals for postponement and other control of the start as per ISAF International Racing Rules of Sailing.	All race start and other instructions may be given by VHF radio in addition to flag & sound signals.
2.5	Use of personal buoyancy and safety harnesses.	Requirement for crews to wear these are clearly stipulated in Special Regulations and the Sailing Instructions.	
2.6	VHF Radio Announcements.	Radio contact with competitors and race officials on a designated VHF frequency.	At the start and finish.
2.7	VHF Communications during the race.	Listening watch maintained where possible throughout racing on {list of channels and when they are applicable}	All competitors required to carry at least one VHF transceiver.
2.8	Mobile Telephones.	Communication between race officials and on occasion with competitors.	Communication is possible up to 20 miles offshore.

3. Before starts:

MEASURES.		GENERAL COMMENTS.	Comments, Measures & Assets
3.1	Safety Inspections.	Spot checks of the required on-board safety equipment may be carried out by race officials at any time during the Series of Races.	Persons in Charge are aware that failure to comply with requirements may lead to disqualification from the Race.
3.2	Length of the Starting & Finishing Lines.	Fixed starting lines in GB and France as described in Sailing Instructions.	
3.3	Suitability of crews to enter race	Competitors are reminded of the need for an adequate number of suitably experienced and physical fit crew to cope with bad weather in the ISAF Offshore Special Regulations 1.02.1	

4. Additional measures for French Waters

MEASURES.		GENERAL COMMENTS.	Comments, Measures & Assets
4.1	Designated Boats.	VHF Channel and call sign	Name and mobile number
4.2	{Boat Name}	VHF Channel 16 & 72. Call Sign: {call sign}	{name and mobile number}
4.4	{Boat Name}	VHF Channel 16 & 72. Call Sign: {call sign}	{name and mobile number}

5. Additional measures at the finish.

MEASURES.		GENERAL COMMENTS.	Comments, Measures & Assets
5.1	Layout of the Finishing Lines.	Fixed finish lines in GB and France as described in Sailing Instructions.	
5.2	Retirement Monitoring	Vessels are required to report their retirement to the Race Officer.	
5.3	Race Declaration	Persons in Charge are required to submit a declaration after finishing.	Assists in monitoring safe arrival of competitors. CRO has shore contact number for competitor.
5.4	Use of Engine.	Race rules stipulate when an engine may be used to minimize emergencies.	

RISK ASSESSMENT

Hazard	Description of Hazard	Estimated Risk Level before Measures	Numeric before Measures N*	Likely Impact M*	Risk Factor N x M	Primary Control Measures & Assets	Final Risk Assessment
1. Collisions	Competitor with competitor.	Low	1	2	2	1.2, 2.2, 2.6, 3.2, 3.3	Low
	Competitor with commercial vessel	Medium	2	3	6	1.4, 1.5, 2.2,	Medium
2. Grounding	Poor navigation	Low	1	1	1	2.7, 2.8, 3.3	Low
	Result of rig or equipment failure	Low	1	2	2	2.7, 2.8, 3.3	Low
3. Boat damage	Rig or equipment failure	Medium	2	2	4	2.7, 2.8, 3.3	Low/Medium
	After grounding	Low	1	1	1	2.7, 2.8 3.3	Low
	Due to heavy weather or fog	Medium	2	2	4	2.7, 2.8 3.3	Low/Medium
4. Personal Injury	Man Overboard	Medium	2	3	6	2.5, 2.7, 2.8 3.3	Medium
	Injury impacting on rescue services	Medium	2	2	4	2.7, 2.8	Low/Medium
5. Other Hazards	Gale conditions	Medium	2	2	4	3.3	Low/Medium
	Heavy or confused seas	Medium	2	2	4	3.3	Low/Medium
	Bad visibility	Medium	2	2	4	3.3	Low/Medium
	Shipping Movements	Medium	2	3	6	3.3	Medium
	Fatigue	Medium	2	1	2	3.3	Low

KEY: in the table above:

Numeric Risk level

N = 1, low risk

N = 2, medium risk

N = 3, high risk

Impact (injury)

M = 1, First Aid only

M = 2, Paramedic or Ambulance

M = 3, Serious Injury or Death.

Impact (property)

M = 1, Minor damage

M = 2, Repairable damage

M = 3, Total write-off

APPENDIX F - INCIDENT MANAGEMENT/OPERATIONAL MANUAL

Develop a document suitable for your event, typical topics to address include:

- Who is in Charge?
- The chain of command in the event of the responsible individual being unavailable (If the Race/Event Director is not available who takes over?)
- A list of all event officials and their responsibilities.
- Contact details for all event officials.
- When and how to involve outside agencies? Under what circumstances does an external agency take over management of an incident?
- Contact details for external agencies (Harbour Authorities, Coastguard, Police, RNLI, Host Clubs, etc.)
- Where are the details of competing boats (Name, hull and deck colours, sail and hull numbers, radio call sign and MMSI, mobile and/or satellite phone numbers, EPIRB IDs, etc.) filed?
- Where are the details of boat's crew and their shore-side contacts filed?
- How do you deal with the Media? Who is your nominated media spokesperson – this should be one person with the rest of the team required not to make comments to the media. Events can unfold quickly; you must avoid "misinformation".

Notes:

1. *If possible, store this document electronically so that it can be distributed quickly if required.*
2. *Ensure that a printed copy is available to all race personnel that may be operating away from the race office or in areas where electronic communication may be difficult.*

APPENDIX G - RISK STATEMENT

Some events may require a more comprehensive set of event terms and conditions than those set out below. Before using these clauses you are recommended to: conduct a risk assessment for the event (see section Organiser's Responsibilities/Liability and Appendix E above); to consider whether appropriate safety measures have been taken; and, to consider whether the suggested clauses are right for the event or need to be modified.

To be included in the Notice of Race and Sailing Instructions.

Rule 4 of the Racing Rules of Sailing states: "The responsibility for a boat's decision to participate in a race or to continue racing is hers alone".

It must be recognised that sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the event, you agree and acknowledge that:

1. You are aware of the inherent element of risk involved in the sport and you accept responsibility for the exposure of yourself, your crew and your boat to such inherent risk whilst taking part in the event;
2. You are responsible for the safety of yourself, your crew, your boat and your other property whether afloat or ashore;
3. You accept responsibility for any injury, damage or loss to the extent caused by your own actions or omissions;
4. Your boat is suitable for the event;
5. The provision of a race management team, patrol boats and other volunteers by the event organiser does not relieve you of your own responsibilities;
6. The provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances;
7. You are responsible for ensuring that your boat is equipped and seaworthy so as to be able to face extremes of weather; that there is a crew sufficient in number, experience and fitness to withstand such weather; and that the safety equipment is properly maintained, stowed and in date and is familiar to the crew;
8. [If not covered elsewhere in the Notice of Race or Sailing Instructions] Your boat is adequately insured, with cover of at least [£#] against third party claims;

INSPECTIONS

The fact that the Race Committee conducts inspections of a boat does not reduce the responsibilities of the boat set out in this Notice of Race.

To be contained in the entry form immediately above the signature of the competitors

DECLARATION

I agree to be bound by the Racing Rules of Sailing and all other rules that govern this event. In particular, I confirm that I have read the Notice of Race and accept its provisions and agree that my boat will conform to the requirements set out in the Notice of Race throughout the event.

APPENDIX H - TRAINING

Training requirements are set out in ISAF Offshore Special Regulations 2012-2013 (OSR).
www.sailing.org/documents/offshorespecialregs/index.php.

The OSR also includes model specifications for the relevant training courses.

Category 3

Sea Survival training

There is no requirement for formal training, but it is recommended that crew members undertake the training required for category 2.

First Aid Training

OSR 6.05.3 requires that *At least one member of the crew shall be familiar with First Aid procedures, hypothermia, drowning, cardiopulmonary resuscitation and relevant communications systems.*

There is no requirement for formal training, but it is recommended that crew members undertake the training required for category 2.

Category 2

Sea Survival training

OSR 6.01 requires that *at least 30% but not fewer than two members of a crew, including the skipper* must have undertaken training within the five years before the start of the race. The training required is detailed in OSR 6.02 (theoretical training) and OSR 6.03 (practical, hands-on training). Both the theoretical and the practical training is required.

Proof of training

An in-date certificate from an ISAF Approved Offshore Personal Survival Training always meets the ISAF requirement.

Other proof of training may also be acceptable. Details of the training undertaken and proof of completion should be submitted in writing. Organisers should reserve the right to accept or reject such training at their discretion.

Note. On its website, ISAF states *“A frequently asked question is whether STCW 95 (The Standards of Training, Certification & Watchkeeping Convention) approved sea survival training is a permitted alternative. Ultimately what is acceptable is up to the race organizer however ISAF standard advice is NOT to accept STCW courses (however first aid course are accepted). The reason for this is that the STCW course is a commercial ship qualification and therefore does not contain sailing related items and recreational safety equipment.”*

What ISAF approved courses are available?

In the UK, ISAF have approved the 2 day *RYA/ISAF Offshore Safety* course.

Note. The one day ***RYA Sea Survival*** course is not acceptable. Some training providers provide an additional one day course to upgrade from the basic Sea Survival course or as a refresher for an expired Offshore Safety course. Competitors undertaking such a course should check that they will receive a valid RYA/ISAF Offshore Safety course certificate.

For competitors from outside the UK, the ISAF publish a list of recognised training courses (www.sailing.org/training/coursesforcoaches/28016.php).

First Aid Training

OSR 6.05 requires that *at least one member of the crew* shall have an ISAF approved first aid certificate completed within the last five years.

What ISAF approved courses are available?

An ***STCW-95 Elementary First Aid Course (compliant with STCW 95, A-VI/(1-3))*** is always acceptable. This is a commercial marine course and is available world-wide from many marine training providers.

In the UK, ISAF have also approved the ***RYA First Aid*** course.

For competitors from outside the UK, the ISAF publish a list of recognised training courses (www.sailing.org/classesandequipment/offshore/osr_recognized_first_aid_qualifications.php).