BBSC SAILING INSTRUCTIONS PART 1: COMMON INSTRUCTIONS 2024-2025_v1

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Application

1. These Common Instructions are to be read in conjunction with the **Club's**:
   (a) Keel, Trailable and Multihull Notice of Race and its **Program**; and
   (b) other Keel, Trailable and Multihull **instructions** to which these Common Instructions apply.

Notices to competitors

2. A notice to competitors shall be **posted**.

A change to an instruction or date

3. If a change is made to the RRS that effect the Program or a change is made to this Program or to the Sailing Instructions for a race or series, the change may be announced at a pre-race briefing or posted, which includes a posting on the Club's website <bbsc.org au>, an SMS text or an announcement in the Club's E-newsletter..

Race Officer's course choice

4A. After displaying signal 'L' on the start boat, the **Race Officer** may detail on a board a course to be sailed in a race with the following abbreviations having the following meanings:

Abbreviation	Meaning
LS	Laid Start
LM	Laid Mark
P	After a numeral, the mark to be left to port
S	After a numeral, the mark to be left to starboard
All P	All marks to port
All S	All marks to starboard
1.	Square Head mark
2.	Chain Bay mark
3.	Yellow Rock mark
4.	Tollgate mark
5.	Wimbie Beach mark
6.	Caseys Beach mark
7.	Marine Park Middle Mark
F	Finish.

4B. The finish of a **Race Officer's** course will be in the vicinity of a position shown on the board after the letter '**F**'.

Warning signal

4. The warning signal for a Division 1 race will be numeral pennant 1 and for a Division 2 race numeral pennant 2. This changes **rule** 26.

Minimum starters

5. The minimum number of boats required for a race in a Division 1 series is two boats that are entered in the series.

6. The minimum number of boats required for a Division 1 race other than a race in a series is two boats.

7. The minimum number of boats required for a Division 2 race, or a race in a Division 2 series, is one boat that is entered in the series or race.

8. The minimum number of boats required for a Division 1 divisional or class result to be determined is two boats in the Division.

9. The minimum number of boats required for a Division 2 divisional result to be determined is one boat in the Division.

10. Where the instructions for a series or race is neither a Division 1 nor Division 2 series or race, (for example, the Winter Series), the minimum number of boats required for a result is one boat that is entered in the series or race.

11. Where less than the minimum number of boats start a race, the race shall be deemed to have been abandoned and in the case of a race in a series no points shall be awarded.

Prohibited sailing areas

12. A boat in a race must not pass between:
    (a) a South Cardinal Mark in the vicinity of Acheron Ledge and Reef Point; or
    (b) Snapper Island and Observation Point;
    (c) a moored boat and the shore.

13. A boat failing to observe a prohibited sailing areas **instruction** shall be scored DSQ.

Late start time limit

14. A boat starting later than 15 minutes after her starting signal may be scored DNS. This changes **rule** A4.

Recalls.

15. The **Race Officer** may, in addition to the procedures prescribed in **rule** 29, hail a boat or contact it by radio. This changes **rules** 29 and 41.

The use of a motor.

16. Subject to the following **instruction**, a boat must stop or disengage her motor prior to or at the preparatory signal (or in the case of a **handicap race**, her deemed preparatory signal) for any race in which she intends to participate and must keep it stopped or disengaged until she completes or retires from the race.

17. A boat that might otherwise start later than 15 minutes after her starting signal (or in the case of a **handicap race**, 15 minutes after her starting time) may use her motor after her preparatory (or in the case of a **handicap race**, her deemed preparatory) signal provided that after stopping or disengaging the motor, she takes a Two-Turns Penalty under sail before crossing the starting line.

Protests and requests for redress

18. It is recommended that a person proposing to lodge a protest does so only after enquiries of the proposed other party and any potential witness to ensure that there is no misunderstanding of the incident upon which the protest might be based.

19. A protest shall be delivered to a member of the **Committee** before the expiration of 24 hours after the incident upon which the protest is based.

20. The time limit for seeking redress under **rule** 62 is 72 hours after the publication of the relevant result.

21. As soon as practicable after the protest time limit, a member of the **Committee** will inform each competitor of a protest in which the competitor is named as a party or a witness. Hearings may be heard in the approximate order in which they were received commencing as soon as practicable at a time and place determined by the **Protest Committee** and notified to each party and witness.

22. A breach of an **instruction** relating to:
    (a) boat informing the **Race Officer** that it has taken a penalty;

(b) notifying the **Race Officer** of its participation in, or retirement from, a race; or

(c) failing to display a Division 1 pennant,

will not be grounds for a protest by a boat. This changes **rule** 60.1(a). The penalty for a breach of an **instruction** referred to in sub-paragraphs (a), (b) or (c) above may be less than disqualification if the **Protest Committee** so decides.

23. When the **Protest Committee** decides that a boat that is a party to a protest hearing has broken a **rule**, it may:

(a) decide not to impose a penalty;

(b) disqualify her;

(c) in the case of a race other than a **handicap race**, impose a time penalty by increasing her elapsed time for the race by 6% or ten minutes, whichever is the greater; or

(d) in the case of a **handicap race**, penalise her two places.

This changes **rule** 64.1.

24. A penalty may be imposed whether or not the applicable **rule** was mentioned in the protest.

Pre-hearing meeting with an expert.

25. Prior to a **Protest Committee** hearing a protest alleging a breach of Part 2 of the **Rules** (When Boats Meet) and no other **rule**, one representative from each boat involved in the protest may meet with an expert agreed to by the representatives. No witness, other than the representatives, may attend the meeting. The expert is neither the **Committee** nor a **Protest Committee** and an outcome of a meeting with an expert cannot be grounds for redress or be appealed. This changes **rule** 63. If after meeting with the expert, a boat accepts she has broken a **rule**, she shall be penalised:

(a) in the case of a race other than **handicap race**, by increasing her elapsed time for the race by 3% or 5 minutes, whichever is the greater; or

(b) in the case of a **handicap race**, penalise her one place.

26. A protest that is not resolved after a meeting with an expert shall be referred to a **Protest Committee**. The **Protest Committee** may hear evidence from the expert on statements made by the representatives during their meeting with the expert.

Scoring

27. Subject to the **instructions** under this heading:

(a) the Low Point System of Appendix A to the **Rules** will be applied to determine a boat's result in the Division 1 Bay Cup Series, the Coastal Cup Series, the Winter Series and to determine the **Club** Champion; and

(b) the Bonus Point System of Appendix A to the **Rules** will be applied to determine a boat's result in the Division 2 Bay Cup Series, the Division 2 Tollgate Classic Series, a River Wranglers' Series and the Women's Race Series.

Scoring Adjustments

Casual entrant

28. Where a boat participates as a casual entrant in a series' race, the first series-entrant boat to finish will accrue points in the series as if she were the winner of the race and each other series-entrant boat will accrue points as if there were no casual entrant. This changes Appendix A to the Rules.

Representing the Club / Duty Boat

29. Where a boat which is entered in a series is unable to participate in a race in the series because its skipper or crew is:
    (a) representing the Club in a class championship or otherwise representing the Club in an official capacity; or
    (b) assisting the **Race Officer** in the management of the race,
    the Committee may give the boat redress by adjusting her score for the race as outlined below. The Committee's decision shall be final and not subject to redress or protest.

Crossing the bar

30. Where a boat entered in a series is unable to participate in a series' race because it was unable to cross the Batemans Bay bar due to the depth of water on it and / or the condition of the sea over the bar, the **Committee** may, subject to the receipt of a written application setting out the details, give the boat redress by adjusting her score for a race in the series. The **Committee's** decision shall be final and not subject to redress or protest.

31. Where a decision is made to give redress to a boat pursuant to the "*Representing the **Club / Duty Boat***" or "*Crossing the bar*" **instructions**, the boat shall score points equal to the nearest tenth of a point (0.05 to be rounded upward) of her average points to the date of the race in question. If the race in question is:

(a) the first or second race in the series the average results will be the mid-fleet (median) result for the number of entries:
  (i) in her division / class for a divisional / class result; or
  (ii) in the combined divisions for an overall result.

(b) the third or subsequent race in the series, the average results will be back calculated from her mean results in the races that have been completed. This changes Appendix A to the **Rules**.

Change in ownership

32. Where a boat entered in a series has accrued Time Correction Factor points in the series changes ownership, the **Committee** may, on receipt of a written application from the new **owner**, allow the boat to retain the points. This changes Appendix A to the **Rules**.

Safety

Pre-race / pre-series briefings

33. Attention is drawn to the requirements in the Notice of Race under the heading "Pre-race / pre-series briefings.

Category 4 races

34. The **Committee** has added to the requirements of Category 4 the requirements specified in the Notice of Race under the headings "Regulation 2.01 categories, racing areas, dates and pre-race /series briefings" / "Coastal Cup Series" / "Races other than the Pentastar".

Category 7 races

35. The **Committee** has added to the requirements of Category 7 the requirements specified in the Notice of Race under the headings "Regulation 2.01 categories, racing areas, dates and pre-race / series briefings" / "Other Series and Races" / "Category 7 plus".

Emergency Management Plan

36. A boat participating in a race shall carry a laminated copy of the **Emergency Plan Summary** (available on the **website)**.

37. The person in charge of a boat participating in a race shall bring the **Emergency Management Plan** to the attention of each crew member.

Logging on and off with Marine Rescue NSW

38. A boat participating in a race shall log on and off with Marine Rescue NSW, Batemans Bay (and each other Marine Rescue NSW base that has coverage of a race).

39. Membership of Marine Rescue NSW, Batemans Bay's Radio Club is recommended.

Informing the Race Officer

40. A boat intending to participate in a race shall, prior to the warning signal for the race, inform the **Race Officer** (by hailing or radio) of her intention to race, her sail number and the number of persons on board.

41. A boat that retires from a race shall notify the **Race Officer** as soon as practicable.

Retractable keel or centreboard

42. A boat with a retractable keel or centreboard participating in a race shall maintain the retractable keel or centreboard in its fully lowered and locked position throughout the race.

Motor mounted in a well

43. A boat with a motor mounted in a well within the boat may apply to the **Committee** for permission to remove the motor from the well during a race. The **Committee's** decision on such an application is final and not subject to protest or redress.

Wind speeds

44. If the wind speed is estimated or measured by the **Race Officer** to be:
    (a) over 33 knots in any gust; or
    (b) over 30 knots continuously for a period in excess of 30 seconds,
    the **Race Officer** may abandon the race.

45. If a race is not abandoned by the **Race Officer**, it does not mean that conditions are safe for all boats – attention is drawn to **rule** 4 and **regulation** 1.02.

Personal Floatation Devices (PFDs) Lifejackets

46. It is recommended that a person intending to participate in a race visit the <nsw.gov.au/sites/default/files/2021-03/boating-handbook.pdf> at pages 43-45 and familiarise themselves with its requirements relating to

personal floatation devices. The handbook includes "*6 steps to self-service your inflatable lifejacket*".

47. The Club understands that:
    (c) a NSW Transport Boating Safety officer may, when a boat is on the water, request proof that each PFD carried by the boat complies with NSW Transport requirements; and
    (d) one way of satisfying such a request is to produce a current PFD self-inspection certificate (see the NSW Transport website).

48. A boat completing an Australian Sailing Special Regulations Equipment Compliance Form must ensure that there is a completed manufacturer's or self-inspection PFD certificate available for each PFD to be carried on the boat.

Radio communication

49. A boat in a race shall maintain a listening watch on VHF channel 74 (for race information) and VHF channel 16 (for the purposes of **regulation** 2.02.4).

50. Radio communications between the **Race Officer** and a boat in a race shall be on VHF Channel 74.

51. A communication between the **Race Officer** and a boat before or during a race in relation to such matters as a starting time, a course, a general or individual recall, the shortening of the course or abandoning the race does not constitute outside help. This changes rule 41.

52. The absence of a communication between the **Race Officer** and a boat in relation to a matter of a kind described above is not subject to a protest or redress.

Club burgee

53. A member's boat participating in a race shall fly the **Club** burgee. (A Club burgee may be acquired via the **Club's website**).