

## **Guidelines for using the NOR and SIs Templates**

Here are some suggestions for adapting the NOR and SI templates to fit your interclub. One size does not fit all, so use the templates as guides not rules. The US Sailing RRS for 2021-24 has a new philosophy about the two documents used for regattas, the NOR and SIs. Essentially the updated approach means that anything that might influence someone's decision to participate in the event should be in the NOR - fees, venue, eligibility, etc and should not be repeated in the SIs.

### **Notice of Race (NOR) Template**

First, a word about the Organizing Authority (OA) for Interclubs and other special events including the Lucas Cup, Championship, and Rainbow. The OA is the host club that collects money, registers people and makes decisions about the events. FWSA is NOT the OA. There has been some confusion about that and what name to insert as the OA on the NOR and SIs.

Section 1: The regatta will be governed by the rules as defined in The Racing Rules of Sailing.

#### Section 2: Eligibility and Entry

2.2 Since the FWSA Spirit Award has been discontinued, each host club has the option to open the event up to all clubs to fill the number of boats available (example: the first ten sailors that RSVP) rather than limit participation to a few clubs and end up with available boats.

2.4 Independent FWSA members are eligible to sail in all FWSA sponsored events.

#### Section 3: Fees

3.1 Fees are set by the host club to cover lunch and other expenses such as awards.

#### Section 4: Schedule

4.3 Consider how long it may take competitors to get to the race course after the competitors' meeting and set that as the time for the first warning, usually between 10 - 10:30 am.

4.4 Set your end time to allow for enough time to do three races, if weather conditions permit.

#### Section 5: Sailing Instructions

It's helpful to have the sailing instructions available online or emailed to clubs ahead of time.

#### Section 6: Venue

Here's where you describe where the races will actually be sailed.

#### Section 7: Courses

The courses usually are sailed windward/leeward, triangles, or a combination thereof. That said, courses can be configured with a mid-leg start/finish or a start/finish line below the leeward mark. The configurations depend on your sailing venue and PRO and club preferences. The template contains diagrams for the start/finish to be below the marks with separate start and finish lines. Just be sure to include the correct diagrams for the courses you plan to sail.

#### Section 8: Scoring

One race constitutes a regatta!

#### Section 9: Awards

The host club decides the award scheme. Some clubs include awards for first time participation, sportsmanship and/or other creative categories that could be aligned with the interclub's theme like best costume.

#### Section 10: Disclaimer of Liability

Most clubs include the standard language found in the template and have competitors sign a waiver when checking in for the event.

#### Section 11: Safety

If your club requires more than is stated in the template, add those things in this section, such as a towline of a specific length or a certain type of USCG approved PFD.

#### Section 12: Covid 19 Safety Guidelines

Add whatever language your club finds appropriate at the time. Here's some sample language: "By taking part in any of the events covered by this notice of race, each competitor agrees and acknowledges that they are responsible for complying with any regulations in force at the time with respect of COVID-19 and for complying with the insert club's name COVID-19 procedures. Competitors and support persons shall comply with any reasonable request from an event official."

#### Section 13: Further Information

Put contact info here.

### **Sailing Instructions (SIs) Template**

Section 1: The regatta will be governed by the rules as defined in The Racing Rules of Sailing.

#### Section 2: Notice to competitors

Specify where notices will be posted at your club.

#### Section 3: Changes to the Sailing Instructions

Specify by what time changes will be posted.

#### Section 4: Signals Made Ashore

Specify where and when signals will be displayed. In sailing, signals are officially made with flags and horns. For example, if the race is postponed or abandoned, the appropriate flags should be displayed and accompanied by auditory signals, not just an announcement via the public address system.

#### Section 5: Schedule of Races

5.1 and 5.2: Include your club's designated times for first and last warning.

5.5: include how competitors will be notified that races will begin.

#### Section 6: Class Flags

Use what flags your club has available for the fleet(s) that will be sailing. Describe the flags here.

#### Section 7: Courses

7.1 Include an attachment with the diagrams that correspond with all possible courses that may be sailed.

7.2 Indicate where courses will be displayed on the race course.

#### Section 8: Marks

8.1 Specify the color marks to be used as windward marks for the different boats on the course, if multiple fleets are sailing.

8.2 If an offset is used, describe that mark.

8.3 Describe leeward and reach marks.

8.4-5 Describe what marks your club will use to indicate the start and finish pins.

#### Section 9: Start

Describe the starting line to be used. If boats must start within a certain time frame to be scored, include that here.

#### Section 10: Changes to the next leg of the course

Your race committee may or may not do this depending on the length of the course and resources. No problem, just delete this section.

#### Section 11: Finish

Describe how the finish line will be indicated.

#### Section 12: Time limits

12.1 Decide the time limit for races at your club, based on the boats sailed and the venue. Usually interclub races for Sunfish are approximately 20-30 minutes. 12.2 Set a time limit for competitors. Allow enough time for less experienced sailors to finish but not too much time!

#### Section 13: Protests

Describe your club's protest process.

#### Section 14: Safety

Remember, the NOR describes required safety equipment. This is where you describe any required on-the-water safety processes. The two included in the template are standard.

#### **ATTACHMENTS**

Attach the course diagrams.

Additional attachments can be for the course venue and marks to be used.