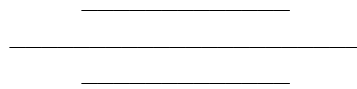


**ABBOTSFORD 12 FOOT FLYING
SQUADRON INCORPORATED**

***Race Management
Instructions***



REVISED 21st July 2008

INDEX

1.	GENERAL.....	1
2.	OFFICIALS.....	1
3.	OFFICER OF THE DAY	1
4.	JUDGE	1
5.	ACTING OFFICIALS.....	1
6.	SAILING PROGRAMME	1
7.	STARTING PROCEDURES	2
8.	MARK MISSING.....	2
9.	COURSES.....	2
10.	SHORT COURSE RACES.....	2
11.	ENTRIES FOR RACES	2
12.	SKIFF STORAGE	2
13.	TRAINING	2
14.	ALTERATION TO RACE MANAGEMENT INSTRUCTIONS.....	2
15.	RULES FOR THE OPERATION OF THE OPEN CLASS.....	3
16.	ESTABLISHMENT OF A NEW CLASS	3
17.	REGISTRATION OF SKIFFS INCLUDING FEES	3
18.	HANDICAPPING	3
19.	POINT SCORE	4
20.	CLUB CHAMPIONSHIP.....	4
21.	ADVERSE WEATHER CONDITIONS	5

RACE MANAGEMENT INSTRUCTIONS

1. GENERAL

These Race Management Instructions are for the purposes of organising, conducting and judging skiff races held by the Abbotsford 12 Foot Flying Squadron Incorporated (the Club).

2. OFFICIALS

(1) In addition to Office Bearers (Club Constitution and Rules Part III 19(2)(a)-(f) and ordinary committee members, the Club may seek to fill the following positions.

- Patron
- Commodore
- Vice-Commodores
- Senior Vice-President
- Vice-Presidents
- Assistant Treasurer
- Starter and Judge/Officer of the Day
- Auditor
- Canteen Co-ordinator
- Training Boats Co-ordinator
- Y.A. Delegate
- Publicity and Promotions Officer
- Launch Driver and Caretaker
- Runabout Co-ordinator
- Club Historian
- Legal Adviser
- Training Co-ordinator
- Sailing Class Co-ordinators
- Social Co-ordinator
- Liquor Licensee
- Webmaster

Plus such positions and sub-committees as the Club in general meeting or the Sailing Committee may decide.

- (2) Class Co-ordinators shall be those class representatives elected to the Management Committee per Rule 19(B) and (C) in Part III of the constitution.
- (3) Nomination of candidates and election to positions/sub-committees shall be conducted in terms of Club Rule 20, except that any vacant positions due to insufficient nominations or casual vacancies shall be appointed by the Sailing Committee, or the Club in general meeting.

3. OFFICER OF THE DAY

The Officer of the Day shall have control of all matters concerning the day's racing as far as permitted by the sailing instructions.

The Officer of the Day shall be the Starter and Judge on the race day.

4. JUDGE

The judge shall decide the order in which the competing skiffs cross the finishing line and record the exact times.

In the case of only one skiff starting, the judge shall have the power to declare such skiff a winner when he considers the skiff has covered sufficient distance of the course.

The judge's report is to be posted on the notice board as provisional as soon as possible after the completion of the race and the results voted for acceptance at the Sailing Committee meeting following the race.

5. ACTING OFFICIALS

If any person, not duly elected, purports to act as a race official, the race shall not on that account be declared null and void if all members competing in such race obey the directions of the purported official throughout the race.

6. SAILING PROGRAMME

A Sailing Programme shall be issued by the Honorary Secretary setting out the schedule of races approved of by the Sailing Committee and shall form part of these Sailing Instructions. The Sailing Programme shall designate the races to be conducted for each sailing class and the order and times of starting signals for each respective class. A copy of the Sailing Programme shall be displayed on the Club notice board. Approval of and amendment to the Sailing Programme shall be determined by the Sailing Committee without notice period.

7. STARTING PROCEDURES

- (1) Club races shall start at times determined by a General Meeting of the Club. This time may be further altered for any race at any Sailing Committee meeting on a three-quarter- majority vote at the meeting, or by the starter under the I.S.A.F. rules.
- (2) If only one skiff arrives to start a race, the starter must start that skiff and the race shall be valid.
- (3) Any skiff that does not start within 15 minutes of the starting time shall be deemed a non-starter.

8. MARK MISSING

In the event of a mark being missing or shifted, the Officer of the Day shall, where possible, have it replaced in its correct position by a similar or substitute mark. If replacement is not possible, the race may be re-sailed in accordance with I.S.A.F. Rule 36.

9. COURSES

The courses to be sailed by each class approved of by the Club shall be determined by the Club in a General Meeting. Any amendments to courses should be completed prior to the commencement of the sailing season with one week's notice being given of any proposed motion for course alteration. A list of Club courses, which shall form part of the Sailing Instructions, shall be displayed on the Club notice board by the Honorary Secretary.

10.SHORT COURSE RACES

Short course racing may form part of the racing programme.

11.ENTRIES FOR RACES

- (1) Every skiff registered with the Club shall be entitled to compete in every respective class Club race, subject to Sailing Instruction see S.I.5(3) (right of refusal). Age restrictions as determined by the ANSC apply to skippers and crews of sabots. On receipt of a written request from a member, the Club's monthly general meeting may, after consultation with a minimum of three sabot class parents who are members including the class coordinator, grant dispensation for that season, any such determination will be on a case-by-case basis and applies only to club racing.
- (2) The skipper of each skiff shall be advised to the appropriate Sailing Class Co-ordinator no later than 2 hours prior to the programmed starting time of each race. If no advice is so received under this Sailing Instruction, the skipper in the previous race shall be automatically carried forward to the next race. See also S.I. 10(4).
- (3) Any skiff of the relevant class may compete by invitation in any Club race, starting at the direction of the starter, finishing times shall be recorded by the judges and the skiff recorded as a visitor, the skiff shall not be eligible for any Club trophy or point score that may apply to the race. This invitation may be withdrawn for the season after 3 visits.

12.SKIFF STORAGE

Skiff storage areas in the Clubhouse may be made available by the committee for the storage of registered skiffs owned by Club members. Subject to the payment to the Club of an annual shed rent fee, which shall be determined at each Annual General Meeting of the Club, allocation of a storage area will be at the discretion of the Club Captain.

Acceptance of storage facilities shall be strictly on the agreement that such storage is at the member's own risk and that the Club accepts no responsibility whatsoever for the insurance, safety or condition of the skiff or equipment stored in the Clubhouse. Furthermore, storage shall be on any other terms and conditions, which may from time to time be laid down by the Sailing Committee.

13.TRAINING

The Club may conduct races for beginner Sabot 2up's to be known as Cadet Sabot's. Sailing times are to be recorded, however no point score or race trophies will be awarded. Cadet Sabot's are eligible to compete in 2up Sabot races. The provision of instruction or training whilst racing shall be permitted for all classes in all races except Club Championships and such coaching is subject to the direction of the Club Training Co-ordinator.

14.ALTERATION TO RACE MANAGEMENT INSTRUCTIONS

Unless otherwise provided for in these Race Management Instructions any Race Management Instruction or any motion already passed, may be altered or abolished or any new Race Management Instructions added hereto at any General Meeting of the Club if a three-quarters majority of financial members voting at the General Meeting vote in favour of such proposal. At least one week's notice of the proposed motion must be given by lodging the notice with the Honorary Secretary.

Excepting where changes are made in the interests of safety or to comply with the requirements of a statutory body, any change to the Club's Courses or Sailing Instructions will not take effect until the beginning of the next full sailing season after the adoption of the change by the Club.

If such motion is defeated, the same motion cannot be moved again in less than eight weeks.

The notice period for such motions, unless otherwise provided for, does not pertain to actions in the administration of the Race Management instructions.

15. RULES FOR THE OPERATION OF THE OPEN CLASS

A suitable course shall be selected from existing courses by the Open Class Coordinator in consultation with the skippers of the affected skiff(s) and the class coordinator from the class sailing that course.

Such skiff will start one minute after the start of the existing class and finish as for that class course.

A handicap result can be calculated by applying R.M 18 to the yardstick result.

If no published yardstick for a design of skiff can be located, the Open coordinator, in consultation with the class, shall agree to a club yardstick for the skiff using whatever information is available.

16. ESTABLISHMENT OF A NEW CLASS

- (1) Any member proposing to introduce a new class into the Club must do so in writing setting out their proposal in detail.
- (2) In considering such a request the Committee shall consider the benefits the new class could bring to the Club and the consequences to established classes, and any other relevant matters including the Clubs capacity to cope with the new class.
- (3) Voting on this shall be open to all Club members in accordance with R.M.14.
- (4) Then and only then an invitation may be extended to a new class to register with the Club.

17. REGISTRATION OF SKIFFS INCLUDING FEES

- (1) Before a skiff can compete in any club event (except where a skiff is competing by invitation) it must comply with the Sailing Instructions and become registered with the Club by having: -
 - (a) its name and its identifying insignia and or number notified to the class co-ordinator and
 - (b) lodged with the Honorary Secretary the prescribed skiff registration fee.
- (2) Skiff registration fees for the ensuing sailing season shall be determined at each Annual General Meeting of the Club and will include class association fees where applicable.
- (3) Where a skiff has paid its class association fee through another affiliated club, the prescribed registration fee shall be reduced by the amount of the association fee set down for its class. Persons registering skiffs and seeking the reduction of fees are obliged to tender evidence that association fees have already been paid.

18. HANDICAPPING

The method of handicapping Club races shall be as follows: -

- (1) The class Handicap Committee comprising a minimum of 3 members shall, by taking into consideration the performance of skiffs and their relevant skippers in past races in this or any other club, and all other relevant details, allocate handicaps for each registered skiff for its first point score race of the season, subject to the following: -
 - (a) Any new skiff (i.e. any skiff newly built and having no known race history) shall automatically be allocated a handicap of scratch for its first point score race. This handicap may vary for subsequent races in accordance with Clause 18(3) and will be reviewed after three races in accordance with Clause 18(1).
 - (b) If a skiff changes her skipper in accordance with clause 11(3), the class Handicap Committee shall, after taking into account all relevant information, review the skiff's handicap.
- (2) The handicap Committee shall reconsider the handicaps of :-
 - (a) Every skiff after starting and finishing in its first three point score races of the season.
 - (b) Every skipper after starting and finishing in his first three consecutive point score races of the season.
 - (c) Every skiff in a class, if requested by more than 50% of the skippers of registered skiffs in that class.
- (3) After every Club point score race all skiffs which started in that event shall be handicapped for the next race in the following manner:-
 - (a) Three minutes shall be deducted from the handicap of the winning skiff.
 - (b) Two minutes shall be deducted from the handicap of the second skiff.
 - (c) One minute shall be deducted from the handicap of the third skiff.
- (4) If the application of penalties as set out above, reduces the handicap of any skiff to figures less than zero, the skiff with the lowest figure shall be placed on scratch and the handicaps of all other skiffs being handicapped shall be increased by the figure necessary to bring such lowest figure to zero.
- (5) A skiff placed in a race that is not a point score event shall not be penalised as to its handicap.
- (6) Handicap limits which shall apply are as follows:-

12 Foot Skiffs and	
Restricted 12 Foot Skiffs	40 minutes

Abbotsford 12 Foot Flying Squadron Race Management Instructions

Laser, Laser Radial & Laser 4.7	25 minutes
420's	20 minutes
Flying Elevens	30 minutes
Sabot 1up	30 minutes
Sabot 2up	30 minutes
Cadet Sabots	There is no application of handicap.
Open class	30 minutes

- (7) Each Class Co-ordinator or delegate shall post the handicaps for each race on the class notice board and provide the Officer of the Day/Starter with a copy at least one hour before the programmed start of each race.
- (8) Handicaps shall not be altered after the start of a race if they are found to be in error as a result of a club official acting in good faith.

19.POINT SCORE

- (1) Throughout each season there shall be conducted at least 15, but no more than 25 point score races.
 - (a) All races for all classes shall be point score races, excluding social events as indicated on the sailing programme drawn up at the commencement of each season and adopted by the Sailing Committee.
 - (b) In the event of a series of Short Course Races being conducted on a race day then the overall result of that day's Short Course Races shall be deemed to be the Point Score result for that day.
 - (c) Abandoned point score races will not be re-sailed unless the race is a heat of the club championship.
- (2) Each boat's tally for the point score will be the best results from a specified number of races – to be recommended by the Class Co-ordinator after consultation with competitors and adopted by the Sailing Committee before the first race of the season.
- (3) Points for the point score shall be allocated as follows: -
I.S.A.F. Rule A4.1 Low Point System:
 - (a) A boat that did not compete (DNC) shall be awarded points one more than entrants in the series,
 - (b) A boat that did not finish (DNF), retired after finishing (RET), or was disqualified (DSQ) shall be awarded points one more than the number of starters in that race.
 - (c) The number of entries for the series is to be determined by the Class committee and endorsed by the Sailing committee before the first race of the season.
- (4) In the event that less than 3 Sabots are registered for each of 1 up and 2 up racing, by heat 1 of the Pointscore, then only a combined Sabot pointscore shall be conducted
- (5) In the event that less than 3 skiffs have registered in a class by heat 1 of the pointscore, the sailing committee may merge that class pointscore into the open class pointscore.
- (6) A junior point score for 12 Foot Skiffs and Lasers may be held subject to Race management Instruction 20(2).
- (7) The sailing committee may group handicap results into short series additional to the season pointscore.

20.CLUB CHAMPIONSHIP

- (1) The Club Championship shall be decided over seven heats using I.S.A.F Rule A4.1 Bonus Point System. Points shall be counted for each skiff's best six results. A boat that did not compete (DNC) shall be awarded points one more than entrants in the series, a boat that did not finish (DNF), retired after finishing (RET), or was disqualified (DSQ) shall be awarded points one more than the number of starters in that race. Any skiff that commences racing after the first heat of the season, shall be allocated retrospective DNC points for all heats held prior to her first start. The number of entries referred to in R.M. 19(3)(c), shall be used as a number of entries in each race for the whole series.
- (2) In the event of a race starting but no skiffs finishing, the race is considered valid for the purposes of the club championship.
- (3) An average of two or more starters taken over all heats sailed during the season and at least 2 finishers in at least 4 heats, shall be required for each Class Championship to be valid. Should this average not be attained, then no Club Championship for that class shall be declared
- (4) A junior point score and junior championship for 12 Foot Skiffs and Lasers may be held subject to: -
 - (a) A minimum of three junior skiffs (i.e.: a skiff skippered by a member under 21 years of age at the beginning of the season) must be on the Club register prior to the third heat of the Club Championship
 - (b) To win the junior championship such junior skiff must finish in at least four heats and
To win the junior point score such junior skiff must have competed in at least 70 per cent of the point score races of the season
- (5) A Laser Radial Club Championship may be held subject to R.M. 20(3). Competitors are also eligible for the Club Laser Championship.
- (6) A Laser 4.7 Club Championship may be held subject to R.M. 20 (3). Competitors are also eligible for the Club Laser Championship and Laser Radial Championship

21.ADVERSE WEATHER CONDITIONS

- (1) The Officer of the Day shall postpone the start of any race if there are insufficient adequately manned patrol boats on the water, giving due consideration to actual and forecast weather conditions and the number and skill of the sailors offering to start on that occasion.
- (2) The Officer of the day shall shorten courses or abandon races for the day in circumstances where the actual or forecast weather conditions indicate that conditions have become or may become unsuitable to continue racing (e.g. an approaching thunderstorm).
- (3) Competitors should note Sailing Instruction 5 (Responsibility).