



Skate Sailing Association of Australia

Nationals Notice of Race Preparation Guidance

Overview

This document provides guidance on preparation of the Notice of Race (NOR) for the Skate National Championship (Nationals) using the Notice of Race Skeleton document stored on the Skate Sailing Australia website.

It provides guidance on what to change in the skeleton document and an indication of how to make the changes.

The skeleton document has been created with Microsoft Word (Word) and it is assumed that the NOR for the Nationals will be created using Word.

Appendix J – Notice of Race and Sailing Instructions - in the Racing Rules of Sailing 2017-2020 (RRS) provides guidance on content that must be included in the NOR.

Appendix K – Notice of Race Guide – provides a NOR template with instructions on how to express the required content. The Skate NOR skeleton has been prepared to align with Appendix K, and it is recommended that the latest Notice of Race Guide be downloaded from the Regatta Document Templates page on the Australian Sailing Resources website to identify any recent recommendations on changes to NOR format <https://www.sailingresources.org.au/class-assoc/regatta-templates/>:

Two key points re content:

- The NOR should not repeat or re-word content from the RRS or other relevant rules;
- NOR content should be able to be understood without reference to other rules documents eg if a Skate Class Special Rule is changed, the title or summary of that rule should be included in the NOR to provide context for the rule change.

Preparing the Notice of Race

Step	Action	Guidance
1	Download NOR Skeleton and create copy for current Nationals	Download the NOR skeleton from the Skate Sailing Australia Website > Competition Page Open the downloaded document in the Downloads Folder and Save As a word document with name of the current Nationals in your Nationals folder Keep the new document version open
2	Alter the document headers and footers to include the details for the Nationals	The document is divided into 3 sections and the header and footer need to be changed for each. The first section has the header in long and short format and both will need to be altered. Double click on the header of the first page to enter the Header and Footer dialog and allow access to modify headers and footers to make the following changes: Header Section 1 First Page:



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Step	Action	Guidance
		<ul style="list-style-type: none"> • Championship Series Number • Series start and end dates • Host Club Name • Host Club Logo – copy in to replace the Ceduna logo in the skeleton and resize to fit <p>Header Section 1 Page 2:</p> <ul style="list-style-type: none"> • Championship Series Number • Host Club Logo <p>Header Section 2 – Attachment A:</p> <ul style="list-style-type: none"> • Host Club Logo <p>Header Section 3 – Entry Form</p> <ul style="list-style-type: none"> • Host Club Logo <p>Footer Section 1 First Page</p> <ul style="list-style-type: none"> • Issue Date – date NOR document is published <p>Footer Section 1 Page 2:</p> <ul style="list-style-type: none"> • Issue Date
3	Update Notice of Race content with the details for the current Nationals	<p>Item 1.4 Changes to the specified rules</p> <ul style="list-style-type: none"> • Rule to be changed, its description and the change for this Series. • If more than one Rule is to be changed, describe each change separately in its own Rule in this section. Continue numbering on from 1.4 ie 1.5, 1.6 etc <p>Item 3.2 – insert the correct entries closing date</p> <p>Item 3.3 – insert closing date and late entry fee if late entries are to be accepted</p> <p>Section 4 Schedule</p> <ul style="list-style-type: none"> • Enter the Registration date and commencement time • Update the Dates of Racing table • Insert the expected time for the warning signal for Race 1 – can be revised in the Sailing Instructions



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Step	Action	Guidance
		<p>Section 7 – Venue</p> <ul style="list-style-type: none"> • Insert host club name • Identify the location of the racing area, ideally with a photo or drawing to show the location of the host club and racing area <p>Section 10 – Prizes:</p> <ul style="list-style-type: none"> • Update the prizes to be awarded if required <p>Section 12 – Insurance</p> <ul style="list-style-type: none"> • Update of the required level of third party liability cover has changed <p>Section 13 – Further Information</p> <ul style="list-style-type: none"> • Include details for key contacts
4	Update Attachment A – Useful Information	<p>Content of this section can be revised as required to provide supporting information for attendees including links to websites etc.</p> <p>Note that as per RRS Appendix K, this content is not to be included in the core NOR numbered Sections and Items – hence the inclusion of this Attachment in the NOR Skeleton</p>
5	Update the Entry Form	<p>Include details for the current Nationals (email entry submission and bank transfer for entry fees are the preferable options):</p> <ul style="list-style-type: none"> • Contact details for submission of entries • Entry Fee • Closing Date • Banking Details if not using the SSAA Bank Account
6	Create PDF Version of the NOR	<p>Continue to update the Word version of the NOR until content is correct.</p> <p>Then create a PDF version of the document – Save as -> PDF – to be loaded to the Skate Sailing Australia website for downloading by entrants.</p>



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Considerations

The Host Club has ultimate responsibility for the completeness and correctness of the Notice of Race and for obtaining all required approvals.

The host club and proposed Race Schedule should be published to the Skate Sailing Australia website as soon as they are known and the Notice of Race should subsequently be posted to the website for download by entrants. This can be organised through the Skate Sailing Association of Australia.

It is anticipated that revisions to the Notice of Race and this NOR Guidance Document will be required to align with the next edition of the Racing Rules of Sailing when it is published – due January 2021.