



# Skate Sailing Association of Australia

## Nationals Notice of Race Preparation Guide

### Overview

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

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

The template 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 template 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/>:

The Skate Sailing Association of Australia (SSAA) Special Rules specify the approved approach to planning and running a Skate National Championship and the Notice of Race must be aligned with the Special Rules. Any rule which is changed for the Nationals must be noted at Item 1.4 in the Notice of Race.

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 Template and create copy for current Nationals	Download the NOR template 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.



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		<p>The text to be altered is highlighted in yellow and you will need to remove the highlighting as you make each change.</p> <p>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:</p> <p>First Page Header – Section 1:</p> <ul style="list-style-type: none"> <li>• Championship Series Number</li> <li>• Series start and end dates</li> <li>• Host Club Name</li> <li>• Host Club Logo – copy in to replace the Ceduna logo in the template and resize to fit</li> </ul> <p>Header Section 1 Page 2:</p> <ul style="list-style-type: none"> <li>• Championship Series Number</li> <li>• Host Club Logo</li> </ul> <p>Header Section 2 – Attachment A:</p> <ul style="list-style-type: none"> <li>• Championship Series Number</li> <li>• Host Club Logo</li> </ul> <p>Header Section 3 – Entry Form</p> <ul style="list-style-type: none"> <li>• Championship Series Number</li> <li>• Host Club Logo</li> </ul> <p>Double click on the body of the page to close the Header editing dialog.</p> <p>Return to Page 1 and double click on the footer to make the following changes (remember to remove the highlighting as for the Header):</p> <p>First Page Footer - Section 1</p> <ul style="list-style-type: none"> <li>• Issue Date – change to date NOR document is published</li> </ul> <p>Footer - Section 1 Page 2:</p> <ul style="list-style-type: none"> <li>• Issue Date</li> </ul> <p>Double click on the body of the page to close the Footer editing dialog.</p>



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Step	Action	Guidance
3	Update Notice of Race content with the details for the current Nationals	<p>The text to be altered is highlighted in yellow and you will need to remove the highlighting as you make each change.</p> <p><b>1. RULES</b></p> <p>Item 1.4 Changes to the specified rules</p> <ul style="list-style-type: none"> <li>• Rule to be changed, its description and the change for this Series.</li> <li>• 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</li> <li>• Delete Item 1.4 if there are no changes to the specified rules</li> </ul> <p><b>3. ELIGIBILITY AND ENTRY</b></p> <p>Item 3.2 – insert the correct entry closing date</p> <p>Item 3.3 – insert closing date and late entry fee if late entries are to be accepted</p> <p><b>4. SCHEDULE</b></p> <p>Item 4.1 - Enter the Registration date and commencement time</p> <p>Item 4.2 - Update the Dates of Racing table</p> <p>Item 4.3 - Insert the expected time for the warning signal for Race 1 – can be revised in the Sailing Instructions</p> <p><b>7. VENUE</b></p> <p>Item 7.1 - Insert host club name</p> <p>Item 7.2 – Insert a photo or map showing the location of the host club and racing area and insert the name of the area of the bay where the racing area will be located.</p> <p><b>10. PRIZES</b></p> <p>Item 10.1 - Update the prizes to be awarded if required</p> <p><b>12. INSURANCE</b></p> <p>Item 12.1 - Update with the required level of third party liability cover</p>



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Step	Action	Guidance
		<b>13. FURTHER INFORMATION</b> Include details for key contacts
4	Update Attachment A – Useful Information	Content of this section can be revised as required to provide supporting information for attendees including links to websites etc.  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 Template
5	Update the Entry Form	The text to be altered is highlighted in <b>yellow</b> and you will need to remove the highlighting as you make each change.  Update with details for the current Nationals: <ul style="list-style-type: none"><li>• Contact details for submission of entries</li><li>• Entry Fee</li><li>• Insurance Third Party Liability cover amount</li><li>• Entry Closing Date</li><li>• Banking Details if not using the SSAA Bank Account</li></ul>
6	Create PDF Version of the NOR	Continue to update the Word version of the NOR until content is correct.  Then create a PDF version of the document – Save as -> PDF – to be loaded to the Skate Sailing Australia website for downloading by entrants.

### Considerations

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

Details of 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.