



# Skate Sailing Association of Australia

## Nationals Sailing Instructions Preparation Guide

### Overview

This document provides guidance on preparation of the Sailing Instructions (SI) for the Skate National Championship (Nationals) using the Sailing Instructions Template document stored on the Skate Sailing Australia website.

It covers the minimum content required for the Sailing Instructions and provides guidance on what to change in the template document.

The host club is responsible for preparation of the Sailing Instructions and will decide the format of the document. They may include additional sections and rules to align with local conditions and the intended approach to running the regatta.

The template document assumes the Sailing Instructions are included in a regatta program book however the Sailing Instructions may also be distributed as a simple document addressing the content from page 5 onwards in the template document.

The template document has been created with Microsoft Word (Word) and these instructions assume that the SI for the Nationals will be created using Word.

In all cases the text to be altered is highlighted in **yellow** and you will need to remove the highlighting as you make each change.

### Sources – Sailing Instructions Template and Governing Rules

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 SI.

Appendix L – Sailing Instructions Guide – in the Racing Rules of Sailing 2017-2020 - provides a SI template with instructions on how to express the required content. The Skate SI template has been prepared to align with Appendix L, and it is recommended that the latest Sailing Instructions Guide be downloaded from the Regatta Document Templates page on the Australian Sailing Resources website to identify an recent recommendations on changes to SI format

<https://www.sailingresources.org.au/class-assoc/regatta-templates/>:

The Sailing Instructions must align with the Skate Sailing Association of Australia (SSAA) Special Rules which can be downloaded from the Competition page of the Skate Sailing website

<https://www.skatesailingaustralia.org/calendar.html> and which specify the approved approach to planning and running a Skate National Championship.

Any rule which is changed for the Nationals, from any of the sets of rules that govern the regatta, must be noted either in **Section 1. RULES** of the Sailing Instructions or in the section to which the rule relates.

Key points re content:

- The SI should not re-word content from the RRS or other relevant rules
- SI 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 SI to provide context for the rule change.



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### Preparing the Sailing Instructions

Step	Action	Guidance
1	Download SI Template and create copy for the current Nationals	<p>Download the SI template from the Skate Sailing Australia Website &gt; Competition Page</p> <p>Open the downloaded document in the Downloads Folder and Save As a word document with name of the current Nationals in your Nationals folder</p> <p>Keep the new document version open</p>
2	Alter the document headers and footers to include the details for the Nationals	<p>Go to Page 2 of the template and double click on the page header to enter the Header and Footer dialog to make the following changes.</p> <p>In the page header:</p> <ul style="list-style-type: none"> <li>• Replace or remove the sponsor logo on the left side of the</li> <li>• Update Championship Series number</li> <li>• Update regatta start and end dates</li> </ul> <p>In the page footer:</p> <ul style="list-style-type: none"> <li>• Update the document issued date.</li> </ul> <p>Double click on the body of the page to close the Header and Footer editing dialog.</p>
3	Update Regatta Booklet Front Cover, Sponsors, Club Welcome and Nationals officials (Pages 1-4)	<p><b>Page 1 - Booklet Cover</b></p> <p>Replace Ceduna Foreshore logo with that of the major sponsor for the current Nationals</p> <p>Replace Ceduna Sailing Club Logo with the logo of the major sponsor for the current Nationals</p> <p>Update the Championship Series Number</p> <p>Update the regatta start and end dates</p> <p>Update the host club name and address.</p> <p><b>Page 2 – Sponsors List</b></p> <p>The page is formatted with a table (1 row x 2 columns) for each sponsor – Sponsorship category in left column and Sponsor logo in the right column.</p> <p>Update the first sponsor table with logo for the series major sponsor</p>



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Step	Action	Guidance
		<p>Insert an entry for each other nationals sponsor in the remaining tables on Page 2. Tables may be added if there are more sponsors than tables in the Template.</p> <p>Note: Sponsor logos should also be added to the Skate Sailing Association website. This can be arranged through the SSAA.</p> <p><b>Page 3 – Host Club Welcome</b></p> <p>Update this page with the message from the Host Club.</p> <p>Messages from key sponsor representative and Skate Sailing Association executive may also be included if desired.</p> <p><b>Page 4 – Regatta Officials</b></p> <p>Update Class Details and Principal Personnel list with detail for the current Nationals.</p>
4	Update Sailing Instructions content with the details for the current Nationals (Page 5 onwards)	<p><b>ORGANISING AUTHORITY</b></p> <p>Update Host Club name</p> <p><b>1. RULES</b></p> <p>Optionally list the governing rules altered by these Sailing Instructions – in similar format to Section 1 of the Notice of Race OR note the altered rule in the relevant section of the Sailing Instructions.</p> <p><b>2. NOTICES TO COMPETITORS</b></p> <p>Item 2.1 – insert the location of the Regatta notice board.</p> <p><b>3. CHANGES TO SAILING INSTRUCTIONS</b></p> <p>Item 3.1 – insert the times by which changes to the Sailing Instructions and Schedule of Races are to be posted.</p> <p><b>4. SIGNALS MADE ASHORE</b></p> <p>Item 4.1 – insert location of the onshore signals flagpole Item 4.2 – insert onshore postponement signal duration</p> <p><b>5. SCHEDULE OF RACES</b></p> <p>Item 5.2 – insert end time and date for regatta Warning Signals.</p> <p><b>6. CLASS FLAG</b></p> <p>Item 6.1 – update class flag description if required.</p> <p><b>7. RACING AREA</b></p> <p>Item 7.1 – update location of the Racing Area.</p> <p><b>9. MARKS</b></p>



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		<p>Items 9.1, 9.2, 9.3 – update with details for each type of Mark.</p> <p>Item 9.4 – review with related item 12.2 to align with change of course leg procedure</p> <p><b>10. AREAS THAT ARE OBSTRUCTIONS</b></p> <p>Item 10.1 – Host club to update for local conditions.</p> <p><b>11. THE START</b></p> <p>Item 11.1 – update start line description for local conditions</p> <p><b>13. THE FINISH</b></p> <p>Item 13.1 – update finish line description for local conditions</p> <p><b>14. TIME LIMITS &amp; TARGET TIMES</b></p> <p>Item 14.1 – update maximum time allowed for the winning boat to finish</p> <p>Item 14.2 – update maximum time allowed after winning boat finish time for the remainder of the fleet to finish. Note that the score for Did Not Finish aligns with Skate Class Special Rule 5.3</p> <p>Item 14.3 – note that this rule is also aligned with Skate Class Special Rule 5.3</p> <p><b>15. PROTESTS</b></p> <p>This section should be reviewed in totality for alignment with the intended Protest processes for the Nationals. Additionally, the following specific information should be updated:</p> <ul style="list-style-type: none"> <li>• Item 15.2 – update with location of blank Protest forms</li> <li>• Item 15.3 – update the Protest time limit</li> <li>• Item 15.4 – update target time for posting of Protest hearing schedule</li> <li>• Item 15.8 – update the time limit for requesting re-opening of a hearing on the last day of the regatta.</li> </ul> <p><b>17. SAFETY REGULATIONS</b></p> <p>Item 17.1 – update to describe the Nationals sign-on process. This will typically be via an onshore register or by hailing the Committee boat in the region of the Start Line.</p> <p>Item 17.2 – update to describe the Nationals sign-off process. This will typically be via an onshore register or by hailing the Committee boat in the region of the Finish Line</p> <p><b>25. INSURANCE</b></p> <p>Item 25.1 - Update with the required level of third-party liability cover</p>



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Step	Action	Guidance
5	Update the Attachments	<p><b>ATTACHMENT 1 – Regatta Event Schedule</b> – update with detail for the current Nationals</p> <p><b>ATTACHMENT 2 – Racing Area</b> – this will most likely be the racing area diagram from the Notice of Race</p> <p><b>ATTACHMENT 3 – Courses</b></p> <ul style="list-style-type: none"><li>• Insert a diagram for each course planned to be used during the regatta and identify the heats to which each course will apply.</li><li>• Course diagrams are included in Addendum A of the Racing Rules of Sailing and are also available for download from the Australian Sailing Resources website.</li></ul> <p><b>ATTACHMENT 4 – Trophies and Prizes</b> – this will most likely be the list from the Notice of Race</p> <p><b>ATTACHMENT 5 – Past Skate National Champions</b> – Update to include most recent winners – refer to list on Skate Sailing Association website</p> <p><b>PROTEST FORM</b> – no amendments required.</p>
6	Create PDF Version of the Sailing Instructions	<p>Continue to update the Word version of the SI until content is correct.</p> <p>Then create a PDF version of the document – Save as -&gt; PDF – to be loaded to the Skate Sailing Australia website for downloading and/or printing by entrants and officials.</p>

### Considerations

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

A printed copy of the Sailing Instructions should be provided to all entrants during Entry Registration. A PDF copy of the Sailing Instructions should also be loaded to the Competition Page of the Skate Sailing Association website. This can be organised through the Skate Sailing Association of Australia.

It is anticipated that revisions to the Sailing Instructions template and this Guidance Document will be required to align with the next edition of the Racing Rules of Sailing when it is published – due January 2021.