

# Writing Notices of Race, Sailing Instructions & Supplemental Sailing Instructions

Irene McNeill, IRO



# Learning Objectives

Understand the purpose of race documents

Learn the three steps to writing NoRs & SIs

Cover changes in 2021-2024 RRS

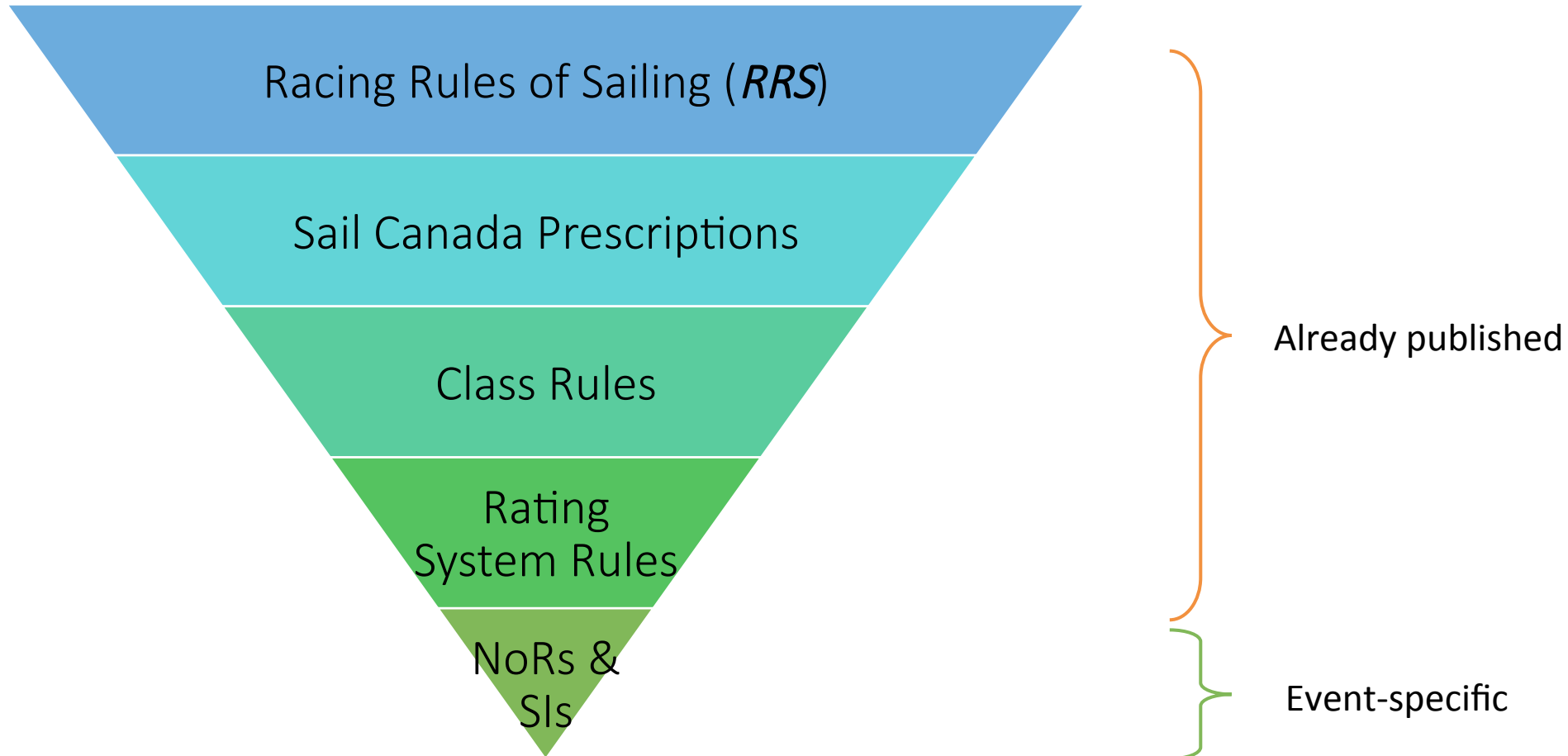
# “Fair sailing” = “not confusing”

- We want race documents that are consistent from event-to-event & country-to-country
- World Sailing templates are used because they:
  - Have a pre-determined structure and layout
  - Make it easy to choose the option or fill in the blanks
  - Allow for easy translation into different languages



# Understanding Race Documents

# Documents that Govern a Race





# General Format of Race Documents

- They contain two types of statements:
  1. Intentions of race committee & protest committee
  2. Obligations of competitors
- NoRs and SIs should not repeat themselves
- Sections are placed in chronological order
- They do not change the racing rules except when clearly desirable and, if done, follow:
  - **RRS 85** (details how to change the rule), **RRS 86** (which rules can be changed), **RRS 87** (changes to class rules) and **RRS 88.2** (changes to prescriptions).

## Guiding Principles – Notice of Race (NoR)

### "INVITATION TO THE EVENT"

- Contains information that a competitor:  **Only include racing information**
  - Would want to know when deciding whether to enter an event
  - Will need in advance of the event (weeks or months...) to prepare for the event
- Does not contain information about:  **Add in separate "Practical Information Not Part of The NoR" document**
  - Social events, assignment of moorings, etc.

# Guiding Principles – Sailing Instructions (SIs)

## **"WHAT COMPETITORS NEED TO KNOW WHEN THEY ARRIVE"**

- Do:
  - Refer to the NoR to avoid repetition of content
  - Use the standard terminology (i.e. words that World Sailing has given a meaning to)
- Do not:
  - Repeat or restate any of the racing rules

\*Words in NoR & SI templates have been carefully considered and tested for years. Don't change (unless you really have to)!\*



Language is  
important!

- World Sailing frequently used words:
  - **Shall, must**
  - **Will, may**
  - **Display, remove**



Wording

~~Regatta~~



↓

Event

↪ Defined as a 'race' or 'series of races'.

This was changed as many rules apply before and after boats are racing, including on shore.



# Terminology

<b>TERM</b>	<b>MEANING</b>
Boat	A sailboat and the crew on board
Competitor	A person who races or intends to race in the event
National authority	A World Sailing member national authority (MNA)
Race committee	The race committee appointed under rule 89.2(c) and any other person or committee performing a race committee function.
Racing rule	A rule in The Racing Rules of Sailing
Technical committee	The technical committee appointed under rule 89.2(c) and any other person or committee performing a technical committee function.
Vessel	Any boat or ship



# Phrasing

## Rules

Use “RRS #”, “NoR #” and “SI #”

## Flags

Use flag D, flag AP, etc.

## Race Signals

Use Race Signals AP, etc.



# Three steps to Writing NoRs & SIs

## The Three Steps



Download the  
templates



Choose options / Fill in  
the blanks



Review & post

# 1. Download the Templates

Sailing.org




Race Officials





Event Organizers



NOR & SI Guides

EVENT PARTNERS  SUPPLIERS

HOME WORLD SAILING MEETINGS RANKINGS EVENTS **RACE OFFICIALS** CLASSES & EQUIPMENT SAILORS TRAINING DOCUMENTS & RULES

 Luna Rossa reach the PRADA Cup Final\_  NEWS INDEX











**Race Officials** International Judge + International Measurer + International Race Officer + International Umpire + International Classifier + **Event Organizers +**  
 Appointments to Events Q & A Service + Rule 42 + Rapid Response Calls Conflict of Interest Disciplinary Race Officials Search

### NOTICE OF RACE AND SAILING INSTRUCTIONS GUIDES

The Racing Rules of Sailing contains Notice of Race and Sailing Instructions Guides, designed primarily for major championship regattas.

You can download templates using the links below.

#### Notice of Race and Sailing Instructions Guides

 Addendum Q - January 2019
 Addendum Q - Umpired Fleet Racing Medal Race - Information to Competitors (June 2017)
 Appendix KG
 Appendix KG (.docx) <b>KG – Notice of Race Guide</b>
 Appendix KG (.odt)
 Appendix LG
 Appendix LG (.docx no table) <b>LG – Sailing Instructions Guide</b>
 Appendix LG (.docx)
 World Sailing Standard Match Racing Notice Of Race (January 2017)
 World Sailing Standard Match Racing Sailing Instructions (January 2017)

#### ISAF RACE OFFICIALS SEARCH

FAMILY NAME

FIRST NAME

LANGUAGES

COUNTRY


OFFICIAL STATUS

CLASS

**SEARCH**

Your search returned 0 match(es)  
Click on any of the items below to view the official's bio page

FAMILY NAME	FIRST NAME	COUNTRY	FIRST APPLIED	TYPE	CLASS
-------------	------------	---------	---------------	------	-------





## 2. Fill in the Blanks

## Common Options in both Guides

### ***Italics***

Instructions that apply to the suggested wording are shown in *italics*

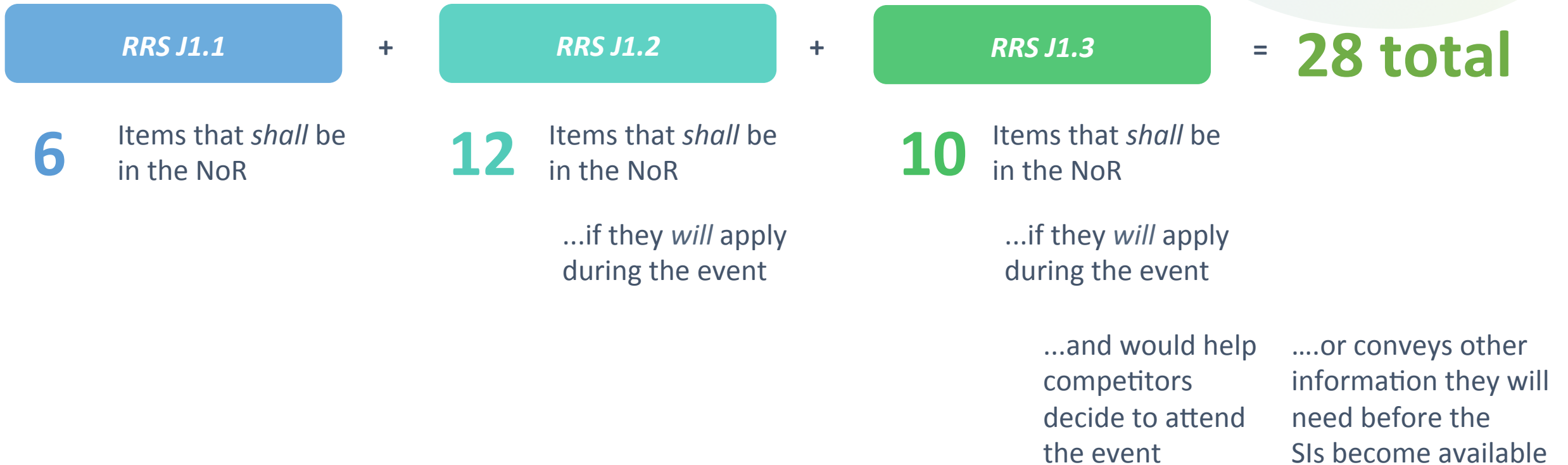
### **[Square brackets]**

Select the preferred option if a choice or option is shown in the brackets

### **<Angled brackets>**

Follow the instructions in *italics* to fill in the required information in the spaces where they appear

# APPENDIX J1 – Guide to Writing an NoR



# Notice of Race – Sections to Include

HEADING - Event name, organizing authority, dates, location, country

## 1. RULES –

1.1 The event is governed by the rules as defined in *The Racing Rules of Sailing*.

## 2. SAILING INSTRUCTIONS

2.1 Availability of SIs time, date and location.

*and if Appendix S is being used, include NoR 2.2*

2.2 The sailing instructions will consist of the instructions in RRS Appendix S, Standard Sailing Instructions, and supplementary sailing instructions that will be on the official notice board located at *<location>*.

# Notice of Race – Sections to Include

## 3. COMMUNICATION

3.1 Location of the official *online* notice board if there is one.

3.2 VHF radio

## 4. ELIGIBILITY AND ENTRY

4.1 Which boat(s) are being invited

4.2 Which boat(s) with valid certificates are invited.

4.3 Which handicap system is being used

4.4 Requirements for entry (fee and entry form) with date it is due by

4.5 Late entry conditions

4.6 Restriction on number of boats, number of crew

# Notice of Race – Sections to Include

5. FEES – Early entry fee/standard fee

## 6. SCHEDULE

6.1 Registration

6.2 Equipment Inspection/Measurement

6.3 Dates of racing

6.4 Number of races

6.5 Scheduled warning time

6.6 Time of last warning on last scheduled day of racing

## 7. COURSES

## 8. PENALTY SYSTEM

8.1 Scoring penalty, one turn penalty instead of two turns,

# Notice of Race – Sections to Include

## 9. SCORING

15.1 Number of races to constitute a series

15.2 All races to count or series score excluding one or two worst scores

## 10. RISK STATEMENT

## 11. INSURANCE

## 12. PRIZES

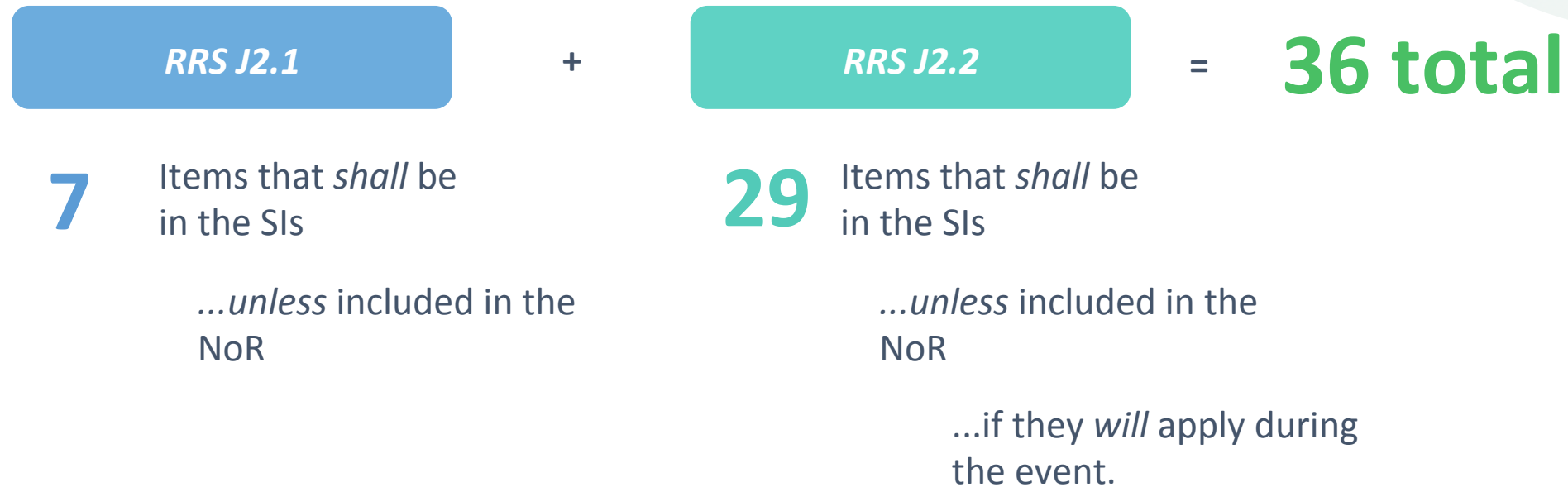
12.1 Prizes to be awarded.

12.2 Other prizes may be awarded.

## 13. FURTHER INFORMATION

Contact information for person/club organizing the event.

# APPENDIX J2 – Guide to Writing SIs





# Sailing Instructions – Sections to Include

HEADING - Event name, organizing authority, dates, location, country

## 1. RULES

## 2. CHANGES TO THE SAILING INSTRUCTIONS

## 3. COMMUNICATING WITH COMPETITORS

3.1 Notices to competitors on official notice board at [*<URL>*][*<location>*].

3.2 Race office location

3.3 VHF radio channel

3.4 Information race committee intends to broadcast.

## 4. SIGNALS MADE ASHORE

4.1 Location where signals ashore are displayed

4.2 When flag AP is displayed ashore, ‘1 minute’ is replaced with ‘not less than than *<number>* minutes’ in Race Signals AP.

4.3 Flag D

# Sailing Instructions – Sections to Include

## 5. SCHEDULE OF RACES

5.1 To alert boats that a race or sequence of races will begin soon, the **orange** starting line flag will be displayed with one sound at least five minutes before a warning signal is made.

## 6. CLASS FLAGS

## 7. RACING AREA

## 8. COURSES

8.1 The diagram(s) [below][in SI Addendum <. . .>] show(s) the course(s), including the approximate angles between legs, the order in which marks are to be passed, and the side on which each mark is to be left. [The approximate course length is <*length*>.]

# Sailing Instructions – Sections to Include

## 9. MARKS

9.1 Description of start mark, finish mark, rounding marks, offset mark

9.2 Description of change mark

## 10. THE START

~~10.1 Default system is 5 minutes in **RRS 26.**~~

10.2 Description of starting line [orange flag/start mark]

10.3 [DP] [NP] Boats whose warning signal has not been made shall avoid the starting area during the starting sequence for other races.

10.4 If any part of a boat's hull is on the course side of the starting line at her starting signal and she is identified, the race committee will attempt to hail her sail number. Failure to hail her number, failure of her to hear such a hail, or the order in which boats are hailed will not be grounds for a redress for request. This changes RRS 62.1(a).

# Sailing Instructions – Sections to Include

## 11. CHANGE OF THE NEXT LEG OF THE COURSE

## 12. THE FINISH

12.1 Description of the finish line [blue flag and finish mark]

## 13. PENALTY SYSTEM

13.1 Scoring penalty; one turn penalty; Appendix P instructions

## 14. TIME LIMITS [AND TARGET TIMES]

14.1 Mark 1, race time limit and finishing window

14.2 TLE 'time for boats to finish after the first boat [in their class] sails the course and finishes.'

## 15. HEARING REQUESTS

## 16. SCORING

# Sailing Instructions – Sections to Include

## 17. SAFETY REGULATIONS

17.1 [DP] check-in procedures if any

17.2 [DP] A boat that retires from a race shall notify the race committee at the first reasonable opportunity. [Promptly after returning to shore, the boat shall complete a retirement declaration form, which is available at *<URL or location>*.]

## 18. TRASH DISPOSAL

18.1 Trash may be placed aboard official [or support person] vessels.

## 19. PRIZES

## 20. RISK STATEMENT

## 21. INSURANCE



## Appendix S

# Standard Sailing Instructions

### Supplemental Sailing Instructions (SSIs)

- Official notice board and flagpole location
- Table with schedule of races (day and date)
- # of races per day
- Warning time of the 1st race each day
- Latest time for a warning on the last scheduled day of racing
- Description of the marks
- Time limits if any
- Any further changes or additional sailing instruction information (most common one is the addition of different courses)
- Use the numbers in Appendix S

**NOTE:** Can only be used if stated in the NoR

## SUPPLEMENT to the STANDARD SAILING INSTRUCTIONS (Numbering corresponds to the RRS Appendix S)

### 4. SIGNALS MADE ASHORE

4.2 The flagpole is located on the front lawn of the Royal Canadian Yacht Club

### 5. SCHEDULE OF RACES

5.3 Number of races:

Date	Maximum Races per day	Frist Waring Signal
Saturday February 27	4	1030
Sunday February 28	4	1000

On the last scheduled day of racing, no warning signal will be made after 1400 hrs.

### 7. COURSES

7.3 Courses will be either WA, LA or LAD. The supplement describes course LAD, the order in which the marks are to be passed and the side on which each mark is to be left.

### 8. MARKS

8.2

Mark	Description
1, 2S, 2P	Yellow inflatable
1a	Small ball
Start / Finish	Green inflatable
Change Mark	Orange inflatable

8.3 In the event of the next leg change of the course, Mark 1a will not be relocated. Boats shall round the new Mark 1 leaving it to port.

8.4 If only one gate mark is set, boats shall leave the single mark to port.

### 12. TIME LIMITS

12.4

To Start	Mark 1 Time Limit	Race Time Limit	Finish Window
4 Minutes	15 minutes	60 Minutes	10 Minutes

12.5 A boat that does not start within 4 minutes after her starting signal will be scored Did Not Start without a hearing. This changes RRS A5.1 and A5.2.

12.6 Boats failing to finish within the Finishing Window, and not subsequently retiring, penalized or given redress, will be scored Time Limit Expired (TLE) without a hearing. A boat scored TLE shall be scored points for the finishing place one more than the points scored by the last boat that finished within the Finishing Window. This changes RRS 35, A5.1, A5.2, A10 and S12.3.

### 13. PROTESTS AND REQUESTS FOR REDRESS

13.5. Protest hearings are expected to be heard in person but may be changed to online. Instructions for online hearings will be provided by the protest committee



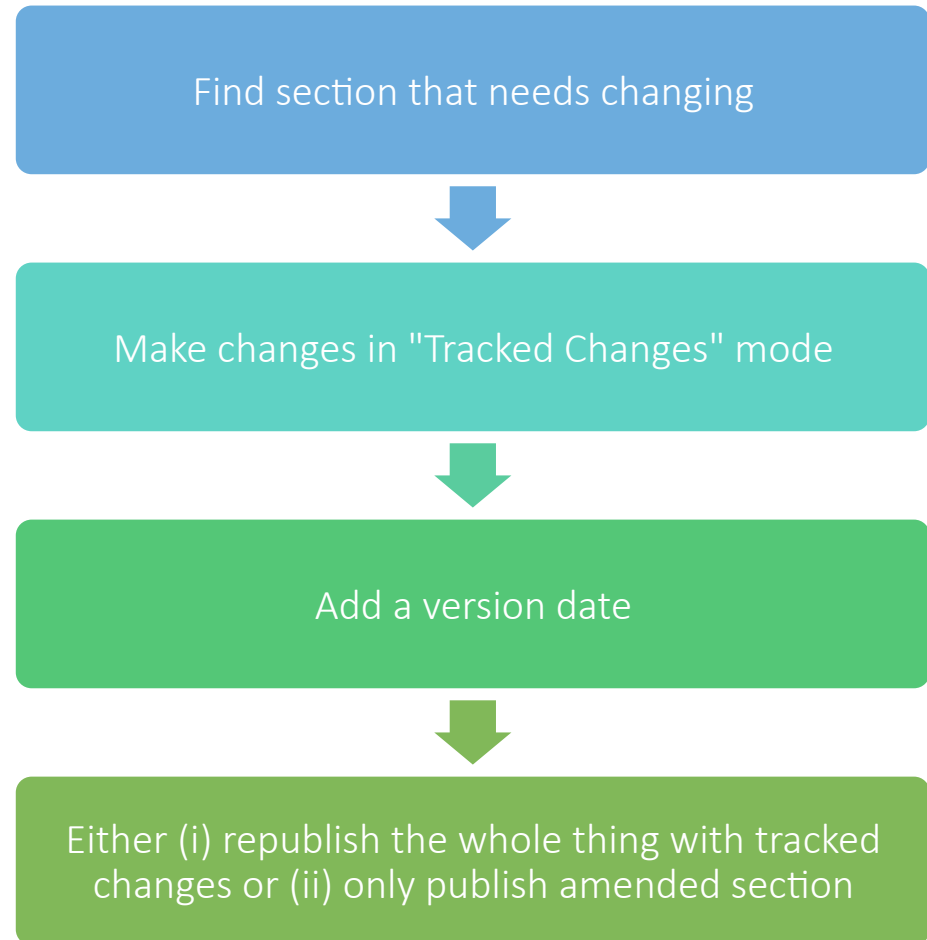
## Other Appendices

- Appendix B – Windsurfing Fleet Racing Rules\*
- Appendix C – Match Racing Rules
- Appendix D – Team Racing Rules
- Appendix E – Radio Sailing Racing Rules
- Appendix F – Kiteboarding Racing Rules\*

\* Change 'boat' to 'board' or 'kiteboard'



# Revisions to NoRs





# Example 1 – Revised NoR

## **FALL REGATTA**

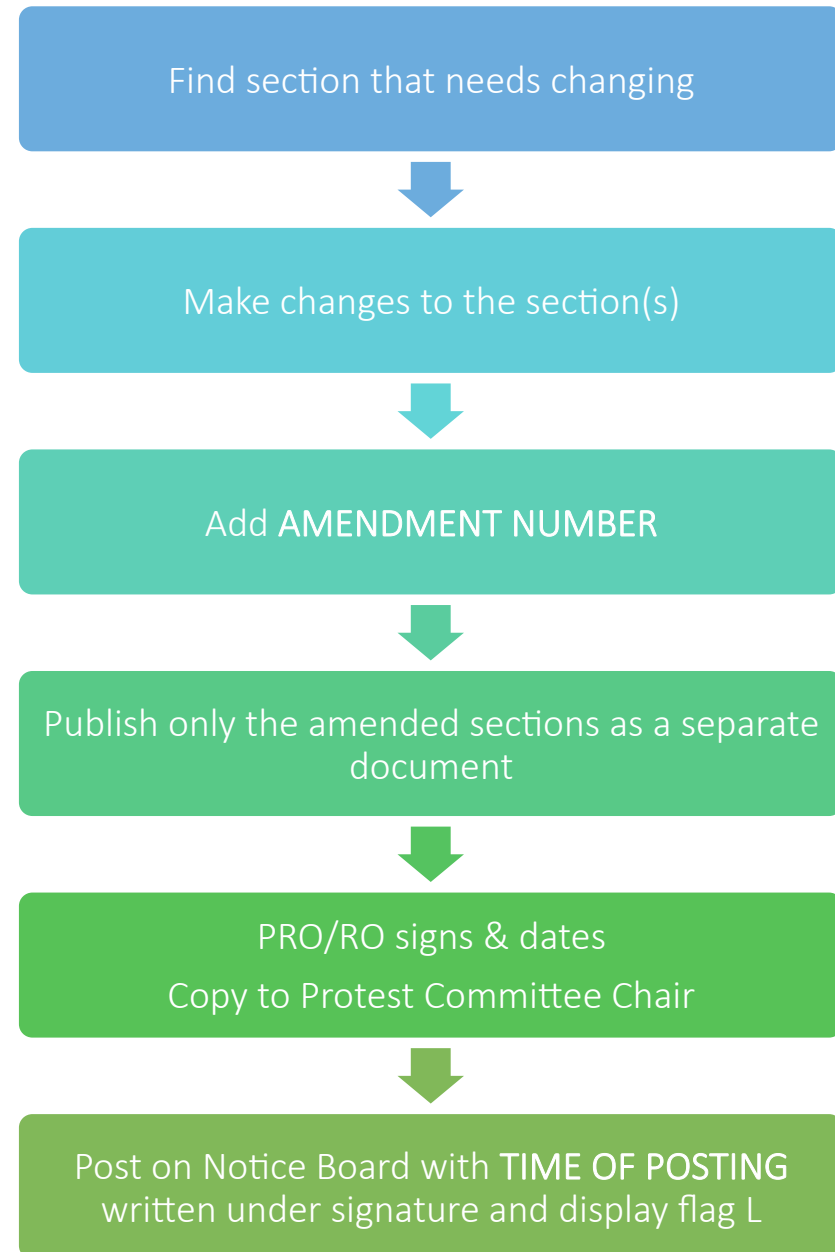
**Royal Canadian Yacht Club, Toronto, Canada**

**Notice of Race (NoR)**

***Revised FEBRUARY 11, 2021***

1. Delete the wording in NoR 1.2 and replace with...
- Or
2. Add NoR 3.2 ....

# Amendments to SIs or SSIs



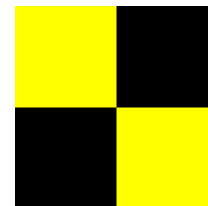
## Example 2 – Amended SSI

**Amendment #1** to the  
**SUPPLEMENT to the STANDARD SAILING  
INSTRUCTIONS**  
**(Numbering corresponds to the RRS Appendix S)**

1. Delete SSI ‘...’ and replace with the following:

Signed & dated

Posted at HH:MM on date



If there is conflict  
between NoR and  
SIs...don't worry!

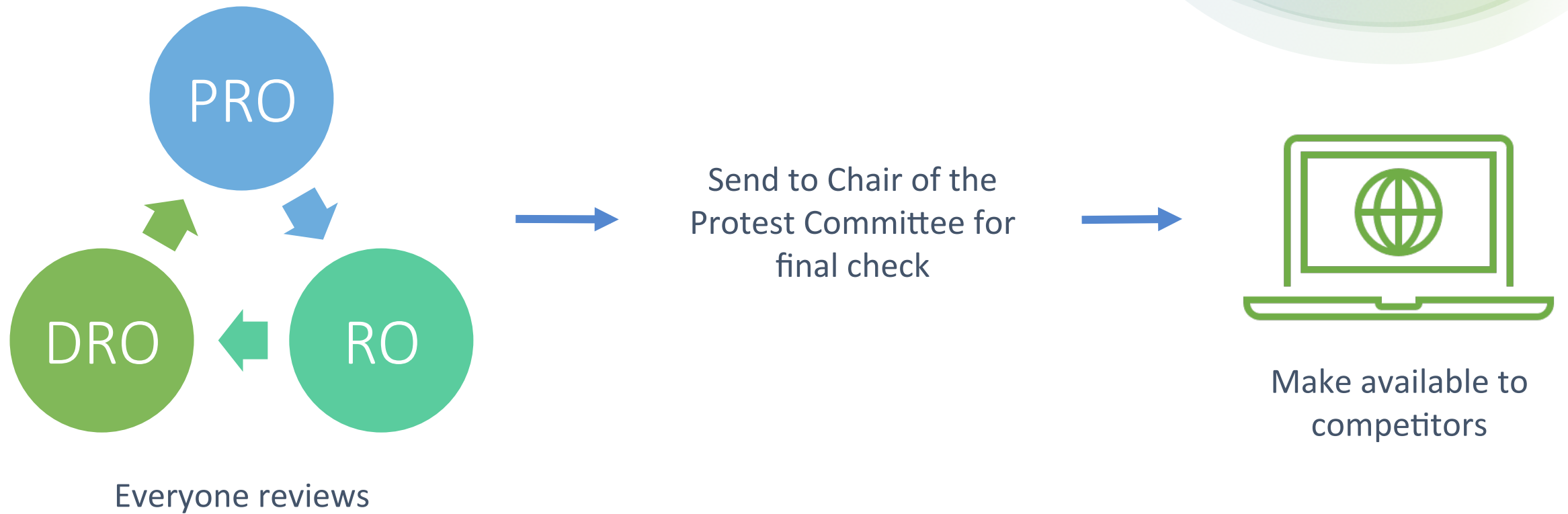
### ***RRS 63.7***

'If there is a conflict between two or more *rules* that must be resolved before the protest committee makes a decision, the committee shall apply the *rule* that it believes will provide the fairest result for all boats affected.

Rule 63.7 applies only if the conflict is between rules in the notice of race, the sailing instructions, or any of the other documents that govern the event under item (g) of the definition *Rule*.'

# 3. Review and Post

# Last, but not least!



# Final Tips

- Use the guides unless there is good reason to deviate from them
- This is a golden opportunity to re-write all your NoRs and SIs to the new templates
- Do not be creative!

“Fair sailing” = “not confusing”



A decorative graphic consisting of several overlapping, semi-transparent rings in shades of blue and green, arranged in a circular pattern around the central text.

# New for 2021-2024

## ~~[DP]~~ Discretionary Penalty

- **NEW** - *RRS 64.6* No longer need to define [DP] underneath the heading of NoRs or SIs
- The notation [DP] in a rule means that the penalty for a breach of the *rule* may, at the discretion of the protest committee, be less than disqualification.
- Guidelines for discretionary penalties are available on the World Sailing website
- Place [DP] at the beginning of each rule to which it applies
- Common [DP]'s are listed in Appendix KG & Appendix LG
  - e.g. voice or data transmissions, substitution of equipment, berthing, haul-out restrictions, etc.

# [NP]

- **Still need to define [NP] underneath the heading of NoR or SIs**
- The notation '[NP]' in a rule of the notice of race/sailing instructions (SIs) means that a boat may not protest another boat for breaking that rule. This changes RRS 60.1(a).
- Place [NP] at the beginning of each rule to which it applies
- No [NP]s listed in Appendix KG or Appendix LG
- Examples of common [NP]'s are:
  - e.g. boat in starting area before their start, areas that are obstructions, safety regulations such as check-ins, leaving harbour before flag D is displayed, etc.

## New to NoR, SIs and SSIs

- **Good practice:** confirm your rule references as **there are new rules and rules that have been re-numbered**

*RRS 4* now becomes *RRS 3*

*RRS 55* now becomes *RRS 47*

- **NEW** - *RRS 40.1* requires a competitor to wear a PFD. This rule can be put into effect by writing this instruction into the NoR or SIs
- **NEW** - *RRS 26*  
"\* or as stated in the **notice of race** or sailing instructions"

## New to just NoR

- **NEW** - NoR (not SIs) must state if the rules of Part 2 (When Boats Meet) are replaced by the right-of-way rules of the International Regulations for Preventing Collisions at Sea (IRPCAS) or by governmental right of way rules
- **NEW** - **RRS 90.3(e)** allows the NoR to put a time limit on making changes to race or series results, including the correction of errors; and it provides a default time limit of 24 hours after protest time limit for the last race, being informed of the protest committee decision after the last race or the results are published. This allows the Organizing Authority (OA) to state an 'end' to an event. **Only the notice of race may change '24 hours' to a different time.**
- **NEW** - **RRS 25.1**
  - 'The notice of race *shall* be made available to each boat that enters an *event* before she enters. The sailing instructions *shall* be made available to each boat before a *race* begins.'

## New to just SIs and SSIs

- **NEW - RRS 62.2 (a)**

“However, on the last scheduled day of racing, a request for redress based on a protest committee decision shall be delivered no later than 30 minutes after the decision was posted.”

- **NEW** - Appendix V for Sail Canada only. It's available to download on the website and is a **Sound Signaling Starting System**. The appendix only applies if the sailing instructions so state and the appendix is attached to them.

# New to Appendices

- Appendix A5
  - **NEW** - **RRS A5.1** & **RRS A5.2** now direct the race committee to score a boat that did not *sail the course* in the same way as a boat that did not *start* or did not *finish*, i.e. without a hearing
  - **NEW** - **RRS A5.3** describes alternative scoring for boats that come to the starting line but do not start, etc. Previous A9. Requires the NoR or SIs to put into effect.
- **NEW** in Appendix LG:
  - Score for not finishing within the finishing window is change to TLE (Time Limit Expired) from DNF

## New to Appendices (cont'd)

- **NEW RRS 3** risk statement:

- 'The responsibility for a boat's decision to participate in a race or to continue to race is hers alone.' By participating in this event each competitor agrees and acknowledges that sailing is a potentially dangerous activity with inherent risks. These risks include strong winds and rough seas, sudden changes in weather, failure of equipment, boat handling errors, poor seamanship by other boats, loss of balance on an unstable platform and fatigue resulting in increased risk of injury. Inherent in the sport of sailing is the risk of permanent, catastrophic injury or death by drowning, trauma, hypothermia or other causes. *Each venue jurisdiction may need a different or modified version of this risk statement.'*



# Resources

- John Abel, IRO – Changes to The Racing Rules of Sailing for Race Officers  
2 December 2020. <https://vimeo.com/486819814>
- Kathy Dyer, IJ – 2021-2024 Racing Rules Seminar for Judges  
Session 1 - 26 January 2021 & Session 2 - 28 January 2024  
<https://vimeo.com/506141394>
- Dick Rose – The Racing Rules of Sailing for 2021-2024, Study Version  
[https://www.sailing.org/tools/documents/StudyVersion20212024WorldSailingRacingRulesofSailing-\[26383\].pdf](https://www.sailing.org/tools/documents/StudyVersion20212024WorldSailingRacingRulesofSailing-[26383].pdf)
- Dave Perry – A Quick Overview of the Significant Rule and Game Changes in the 2021-2024 Racing Rules of Sailing  
<https://s3.amazonaws.com/rrs.prod/URRS%2C+Significant+Changes+by+Dave+Perry%2C+November+10%2C+2020.pdf>



# Questions



## Definition of ‘*Rule*’

1. The rules in this book, including the Definitions, Race Signals, introduction, preambles and the rules of relevant appendices, but not titles;
2. World Sailing Regulations that have been designated by World Sailing as having the status of a *rule* and are published on the World Sailing website<sup>1</sup>;

<sup>1</sup> (Advertising, Anti-Doping, Betting and Anti-Corruption Code, Disciplinary Code, Eligibility & Sailor Categorization)



## Definition of '*Rule*'

3. The prescriptions of the national authority, unless they are changed by the notice of race or sailing instructions in compliance with the national authority's prescription, if any to rule 88.2;
4. The class rules (for a boat racing under a handicap or rating system, the rules of that system are 'class rules');



## Definition of '*Rule*'

5. The notice of race;
6. The sailing instructions; and
7. Any other documents that govern the event<sup>2</sup>.

<sup>2</sup>. e.g. World Sailing Equipment Rules of Sailing (**ERS**), World Sailing Offshore Special Regulations (OSRs), International Regulations for Preventing collisions at Sea (IRPCAS), government right of way rules, local/regional regulations, etc.

The slide features decorative curved lines in shades of blue and green. One line starts at the top right and curves downwards. Another starts at the bottom left and curves upwards. A third line is at the bottom right, curving upwards. The text is centered in a dark blue font.

# Making Changes to the Rules

# Changes to the *Rules*

- **RRS 85:**
  - **RRS 85.1** – A change to a *rule* shall refer specifically to the *rule* and state the change. A change to a *rule* includes an addition to it or deletion of all or part of it.

# Changes to the *Rules*

- **RRS 85.2** – A change to one of the following types of *rules* may be made only as shown below.

Type of rule	Change only if permitted by
Racing rule	Rule 86
Rule in a World Sailing code	A rule in the code
National Authority prescription	Rule 88.2
Class rule	Rule 87
Rule in the notice of race	Rule 89.2(b)
Rule in the sailing instructions	Rule 90.2(c)
Rule in any other document governing the event	A rule in the document itself



# Changes to the Racing Rules

- **RRS 86.1** - A racing rule shall not be changed unless permitted in the rule itself or as follows:
  - a) Prescriptions of a national authority may change a racing rule, but not the Definitions, the Basic Principles; a rule in the Introduction; Part 1, 2 or 7; rule 42, 43, 47, 50, 63.4, 69, 70, 71, 75, 76.3 or 79; a rule of an appendix that changes one of these rules; Appendix H or N, or a rule in a World Sailing Code listed in rule 6.1.
  - b) The notice of race or sailing instructions may change a racing rule but not rule 76.1 or 76.2, Appendix R, or a rule listed in rule 86.2(a).
  - c) Class rules may change only racing rules 42, 49, 51, 52, 53, 54 and 55.

## Change to the Racing Rules (cont'd)

- **RRS 86.2** – In exception to rule 86.1, World Sailing may in limited circumstances (see World Sailing Regulation 28.1.3) authorize changes to the racing rules for a specific international event. The authorization shall be stated in a letter of approval to the organizing authority and in the notice of race or sailing instructions, and the letter shall be posted on the official notice board.
- **RRS 86.3** – If a national authority so prescribes, the restrictions in rule 86.1 do not apply if rules are changed to develop or test proposed rules. The national authority may prescribe that its approval is required for such changes.

# Changes to Class Rules

- **RRS 87** – Only the notice of race may change a class rule only when the class rules permit the change, or when written permission of the class association for the change is posted on the official notice board.

# Changes to the National Prescriptions

- **RRS 88.1** – ‘If boats will pass through the waters of more than one national authority while racing, rule 88.1 has been changed such that now only the notice of race (and not the SIs) must identify the prescriptions that will apply and when they will apply.’
- **RRS 88.2** – The notice of race or the sailing instructions may change a prescription but only if the national authority permits it and World Sailing has approved its application to do so.

*‘Sail Canada prescribes that its prescriptions to **RRS 61.2 and RRS 67** may not be changed or deleted. The NoR or SIs may change or delete any other Sail Canada prescription only if a no-appeal jury or an international jury has been appointed for the event.’*