

**BBSC SAILING INSTRUCTIONS PART 1: COMMON INSTRUCTIONS**  
**2021-2022\_v1**  
**CONTENTS**

Application.....	2
Notices to competitors .....	2
A change to an instruction or date .....	2
Warning signal .....	2
Minimum starters .....	2
Prohibited sailing areas .....	3
Late start time limit .....	3
Recalls. ....	3
The use of a motor. ....	3
Protests and requests for redress .....	4
Pre-hearing meeting with an expert. ....	5
Scoring .....	5
Scoring Adjustments .....	6
<i>Casual entrant</i> .....	6
<i>Representing the Club / Duty Boat</i> .....	6
<i>Crossing the bar</i> .....	6
<i>Change in ownership</i> .....	7
Safety.....	7
<i>Pre-race / pre-series briefings</i> .....	7
<i>Category 4 races</i> .....	7
<i>Category 7 races</i> .....	7
<i>Emergency Management Plan</i> .....	7
<i>Logging on and off with Marine Rescue NSW</i> .....	7
<i>Informing the Race Officer</i> .....	8
<i>Retractable keel or centreboard</i> .....	8
<i>Motor mounted in a well</i> .....	8
<i>Wind speeds</i> .....	8
<i>Personal Flootation Devices (PFDs)</i> .....	8
Radio communication .....	9
Club burgee .....	9

**PART 2: COMMON INSTRUCTIONS 2021-2022 v1**

Appendix to Part 2: Common Instructions: Gate Start ..... 10

Recommended Gate Start procedure illustration. .... 11

**Application**

1. These Common Instructions are to be read in conjunction with the **Club's**:
  - (a) Keel, Trailable and Multihull Notice of Race and its **Program**; and
  - (b) other Keel, Trailable and Multihull **instructions** to which these Common Instructions apply.

**Notices to competitors**

2. A notice to competitors shall be **posted**.

**A change to an instruction or date**

3. A change to an **instruction** shall be **posted**. A late change to an **instruction** shall be announced at the pre-race briefing.
4. A change to a date of a race in the **Program** will be **posted**.

**Warning signal**

5. The warning signal is flag **Q**. This changes Racing rule 26.

**Minimum starters**

6. The minimum number of boats required for a race in a Division 1 series is two boats that are entered in the series.
7. The minimum number of boats required for a Division 1 race other than a race in a series is two boats.
8. The minimum number of boats required for a Division 2 race, or a race in a Division 2 series, is one boat that is entered in the series or race.
9. The minimum number of boats required for a Division 1 divisional or class result to be determined is two boats in the Division.
10. The minimum number of boats required for a Division 2 divisional result to be determined is one boat in the Division.
11. Where the instructions for a series or race is neither a Division 1 nor Division 2 series or race, (for example, the Winter Series), the minimum number of boats required for a result is one boat that is entered in the series or race.

**PART 2: COMMON INSTRUCTIONS 2021-2022 v1**

12. Where less than the minimum number of boats start a race, the race shall be deemed to have been abandoned and in the case of a race in a series no points shall be awarded.

**Prohibited sailing areas**

13. A boat in a race must not pass between:
  - (a) a South Cardinal Mark in the vicinity of Acheron Ledge or Acheron Ledge and Reef Point; or
  - (b) Snapper Island and Observation Point.
14. A boat in a race in a River Wranglers' Series must not pass between a moored boat and the shore.
15. A boat failing to observe a prohibited sailing areas **instruction** shall be scored DSQ.

**Late start time limit**

16. Subject to any **instruction** relating to a **Gate Start**, a boat starting later than 15 minutes after her starting signal may be scored DNS. This changes Racing rule A4.

**Recalls.**

17. The **Race Officer** may, in addition to the procedures prescribed in Racing rule 29, hail a boat or contact it by radio. This changes Racing rules 29 and 41.

**The use of a motor.**

18. Subject to the following **instruction**, a boat must stop or disengage her motor prior to or at the preparatory signal (or in the case of a **handicap race**, her deemed preparatory signal) for any race in which she intends to participate and must keep it stopped or disengaged until she completes or retires from the race.
19. Subject to any **instruction** relating to a **Gate Start**, a boat that might otherwise start later than 15 minutes after her starting signal (or in the case of a **handicap race**, 15 minutes after her starting time) may use her motor after her preparatory (or in the case of a **handicap race**, her deemed preparatory) signal provided that after stopping or disengaging the motor, she takes a Two-Turns Penalty under sail before crossing the starting line.

**PART 2: COMMON INSTRUCTIONS 2021-2022 v1****Protests and requests for redress**

20. It is recommended that a person proposing to lodge a protest does so only after:
  - (a) enquiries of the proposed other party and any potential witness to ensure that there is no misunderstanding of the incident upon which the protest might be based; and
  - (b) reading the entries in the **Handbook** relating to Protests and Redress.
21. A protest shall be delivered to a member of the **Committee** before the expiration of 24 hours after the incident upon which the protest is based.
22. The time limit for seeking redress under Racing rule 62 is 72 hours after the publication of the relevant result.
23. As soon as practicable after the protest time limit, a member of the **Committee** will inform each competitor of a protest in which the competitor is named as a party or a witness. Hearings may be heard in the approximate order in which they were received commencing as soon as practicable at a time and place determined by the **Protest Committee** and notified to each party and witness.
24. A breach of an **instruction** relating to:
  - (a) boat informing the **Race Officer** that it has taken a penalty;
  - (b) notifying the **Race Officer** of its participation in, or retirement from, a race; or
  - (c) failing to display a Division 1 pennant,will not be grounds for a protest by a boat. This changes Racing rule 60.1(a). The penalty for a breach of an **instruction** referred to in subparagraphs (a), (b) or (c) above may be less than disqualification if the **Protest Committee** so decides.
25. When the **Protest Committee** decides that a boat that is a party to a protest hearing has broken a Racing rule, it may:
  - (a) decide not to impose a penalty;
  - (b) disqualify her;

**PART 2: COMMON INSTRUCTIONS 2021-2022 v1**

- (c) in the case of a race other than a **handicap race**, impose a time penalty by increasing her elapsed time for the race by 6% or ten minutes, whichever is the greater; or
- (d) in the case of a **handicap race**, penalise her two places.

This changes Racing rule 64.1.

26. A penalty may be imposed whether or not the applicable Racing rule was mentioned in the protest.

**Pre-hearing meeting with an expert.**

27. Prior to a **Protest Committee** hearing a protest alleging a breach of Part 2 of the **Rules** (When Boats Meet) and no other Racing rule, one representative from each boat involved in the protest may meet with an expert agreed to by the representatives. No witness, other than the representatives, may attend the meeting. The expert is neither the **Committee** nor a **Protest Committee** and an outcome of a meeting with an expert cannot be grounds for redress or be appealed. This changes Racing rule 63. If after meeting with the expert, a boat accepts she has broken a Racing rule, she shall be penalised:
- (a) in the case of a race other than **handicap race**, by increasing her elapsed time for the race by 3% or 5 minutes, whichever is the greater; or
  - (b) in the case of a **handicap race**, penalise her one place.
28. A protest that is not resolved after a meeting with an expert shall be referred to a **Protest Committee**. The **Protest Committee** may hear evidence from the expert on statements made by the representatives during the course of their meeting with the expert.

**Scoring**

29. Subject to the **instructions** under this heading:
- (a) the Low Point System of Appendix A to the **Rules** will be applied to determine a boat's result in the Division 1 Bay Cup Series, the Coastal Cup Series, the Winter Series and to determine the **Club** Champion; and
  - (b) the Bonus Point System of Appendix A to the **Rules** will be applied to determine a boat's result in the Division 2 Bay Cup Series, the Division 2 Tollgate Classic Series, a River Wranglers' Series and the Women's Race Series.

**PART 2: COMMON INSTRUCTIONS 2021-2022 v1****Scoring Adjustments***Casual entrant*

30. Where a boat participates as a casual entrant in a series' race, the first series-entrant boat to finish will accrue points in the series as if she were the winner of the race and each other series-entrant boat will accrue points as if there were no casual entrant.

This changes Appendix A to the **Rules**.

*Representing the Club / Duty Boat*

31. Where a boat which is entered in a series is unable to participate in a race in the series because its skipper or crew is:
- (a) representing the Club in a class championship or otherwise representing the Club in an official capacity; or
  - (b) assisting the **Race Officer** in the management of the race,

the Committee may give the boat redress by adjusting her score for the race as outlined below. The Committee's decision shall be final and not subject to redress or protest.

*Crossing the bar*

32. Where a boat entered in a series is unable to participate in a series' race because it was unable to cross the Batemans Bay bar due to the depth of water on it and / or the condition of the sea over the bar, the **Committee** may, subject to the receipt of a written application setting out the details, give the boat redress by adjusting her score for a race in the series. The **Committee's** decision shall be final and not subject to redress or protest.
33. Where a decision is made to give redress to a boat pursuant to the "Representing the **Club / Duty Boat**" or "Crossing the bar" **instructions**, the boat shall score points equal to the nearest tenth of a point (0.05 to be rounded upward) of her average points to the date of the race in question. If the race in question is:
- (a) the first or second race in the series the average results will be the mid-fleet (median) result for the number of entries:
    - (i) in her division / class for a divisional / class result; or
    - (ii) in the combined divisions for an overall result.

**PART 2: COMMON INSTRUCTIONS 2021-2022 v1**

- (b) the third or subsequent race in the series, the average results will be back calculated from her mean results in the races that have been completed. This changes Appendix A to the **Rules**.

***Change in ownership***

34. Where a boat entered in a series has accrued Time Correction Factor points in the series changes ownership, the **Committee** may, on receipt of a written application from the new **owner**, allow the boat to retain the points. This changes Appendix A to the **Rules**.

**Safety*****Pre-race / pre-series briefings***

35. Attention is drawn to the requirements in the Notice of Race under the heading “Pre-race / pre-series briefings.”

***Category 4 races***

36. The **Committee** has added to the requirements of Category 4 the requirements specified in the Notice of Race under the headings “Regulation 2.01 categories, racing areas, dates and pre-race /series briefings” / “Coastal Cup Series” / “Races other than the Pentastar”.

***Category 7 races***

37. The **Committee** has added to the requirements of Category 7 the requirements specified in the Notice of Race under the headings “Regulation 2.01 categories, racing areas, dates and pre-race / series briefings” / “Other Series and Races” / “Category 7 plus”.

***Emergency Management Plan***

38. A boat participating in a race shall carry a copy of the **Emergency Management Plan** (available on the **website** and in the **Handbook**).
39. The person in charge of a boat participating in a race shall bring the **Emergency Management Plan** to the attention of each crew member.

***Logging on and off with Marine Rescue NSW***

40. A boat participating in a race shall log on and off with Marine Rescue NSW, Batemans Bay (and each other Marine Rescue NSW base that has coverage of a race).

**PART 2: COMMON INSTRUCTIONS 2021-2022 v1**

41. Membership of Marine Rescue NSW, Batemans Bay's Radio Club is recommended.

***Informing the Race Officer***

42. A boat intending to participate in a race shall, prior to the warning signal for the race, inform the **Race Officer** (by hailing or radio) of her intention to race, her sail number and the number of persons on board.
43. A boat that retires from a race shall notify the **Race Officer** as soon as practicable.

***Retractable keel or centreboard***

44. A boat with a retractable keel or centreboard participating in a race shall maintain the retractable keel or centreboard in its fully lowered and locked position throughout the race.

***Motor mounted in a well***

45. A boat with a motor mounted in a well within the boat may apply to the **Committee** for permission to remove the motor from the well during a race. The **Committee's** decision on such an application is final and not subject to protest or redress.

***Wind speeds***

46. If the wind speed is estimated or measured by the **Race Officer** to be:
- (a) over 33 knots in any gust; or
  - (b) over 30 knots continuously for a period in excess of 30 seconds,
- the **Race Officer** may abandon the race.
47. If a race is not abandoned by the **Race Officer**, it does not mean that conditions are safe for all boats – attention is drawn to Racing rule 4.

***Personal Floatation Devices (PFDs)***

48. It is recommended that a person intending to participate in a race visit the NSW Centre for Maritime Safety website and familiarise themselves with its requirements relating to personal floatation devices (PFDs).
49. The **Club** understands that a NSW Transport Boating Safety officer may, when a boat is on the water, request proof that each PFD carried by the boat complies with NSW Transport requirements and that one way of



**PART 2: COMMON INSTRUCTIONS 2021-2022 v1**

satisfying such a request is to produce a current PFD self-inspection certificate (see the NSW Transport website).

50. A boat completing an Australian Sailing 2021-2024 Special Regulations Equipment Compliance Form must ensure that there is a completed manufacturer's or self-inspection PFD certificate available for each PFD to be carried on the boat.

**Radio communication**






51. A boat in a race shall maintain a listening watch on VHF channel 74 (for race information) and VHF channel 16 (for the purposes of **regulation 2.02.4**).
52. Radio communications between the **Race Officer** and a boat in a race shall be on VHF Channel 74.
53. The **Club** shall monitor VHF channels 74 and 16 for the purposes of **regulation 2.02.4**.
54. A communication between the **Race Officer** and a boat before or during a race in relation to such matters as a starting time, a course, a general or individual recall, the shortening of the course or abandoning the race does not constitute outside help. This changes Racing rule 41.
55. The absence of a communication between the **Race Officer** and a boat in relation to a matter of a kind described above is not subject to a protest or redress.

**Club burgee**

56. A member's boat participating in a race shall fly the **Club** burgee. (A Club burgee may be acquired via the **Club's website**).

**PART 2: COMMON INSTRUCTIONS 2021-2022 v1****Appendix to Part 2: Common Instructions: Gate Start**

1. The Gate Boat shall position a Gate Mark displaying Flag O in a position to provide a clear upwind start to the first mark in the course determined by the **Race Officer**;
2. A **Gate Start** race shall be started by the Gate Boat using the following sound signals:

<i>Minutes</i>	<i>Sound signal</i>	<i>Means</i>
<b>5</b> before starting signal.		Warning signal
<b>4</b> before starting signal.		Preparatory signal
<b>1</b> before starting signal.		One minute
<b>0</b>		Starting signal
<b>5</b> (or another announced period) after starting signal		Gate closed

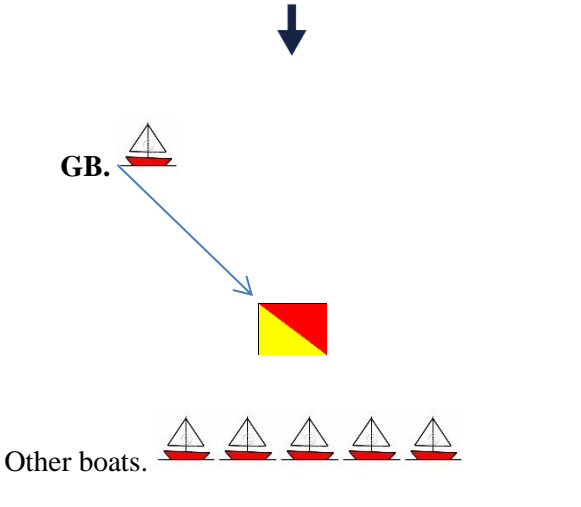
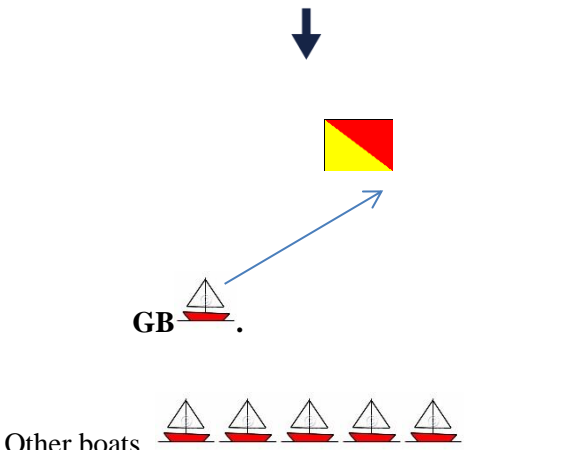
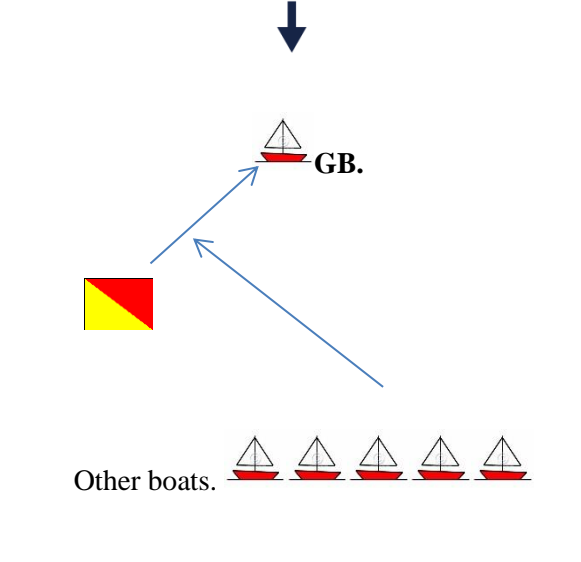
This changes Racing rule 26.

3. Immediately prior to the starting signal (not less than 10 seconds), the Gate Boat will sail hard on the wind on Port tack from the Gate Mark to establish a starting line being a line from the Gate Mark to the stern of the Gate Boat sailing close hauled on Port tack.
4. The Gate Boat shall sound the starting signal;
5. Each boat other than the Gate Boat shall start on starboard tack by passing the starting line between the Gate Mark and the stern of the Gate Boat;
6. The Gate Boat shall remain on a Port tack for a period of 5 minutes (or such other period announced by the nominated **Race Officer** at the pre-race briefing);
7. In the 5 minute (or other announced period) a boat must avoid fouling or otherwise interfering with the Gate Boat. This changes Racing rule 10. A breach of this requirement will result in immediate disqualification which shall not be subject to redress or protest;
8. The Gate Boat shall sound one long signal at the end of the 5-minute (or other announced) period and the gate shall be deemed closed;
9. A boat that fails to cross the starting line within the 5-minute (or other announced) period shall be scored DNS (this changes Racing rule A4.1); and.
10. After she finishes the race, the Gate Boat shall be responsible for retrieving the Gate Mark.

**A RECOMMENDED GATE START PROCEDURE IS ILLUSTRATED ON THE NEXT PAGE.**

## PART 2: COMMON INSTRUCTIONS 2021-2022 v1

## Recommended Gate Start procedure illustration.

<ul style="list-style-type: none"> <li>• Gate Boat (<b>GB</b>) positions the Gate Mark (<b>GM</b>) directly down-wind from the first mark.</li> <li>• Five minutes prior to the start, the <b>GB</b> positions herself to leeward of the <b>GM</b> and sounds the warning signal.</li> <li>• Four minutes prior to the start, the <b>GB</b> sounds the warning signal.</li> <li>• At, say, 2 minutes the <b>GB</b> commences an off-the-wind port tack approach to the <b>GM</b>.</li> <li>• Other boats stay down wind of the <b>GM</b> and clear of the <b>GB</b>.</li> </ul>	<p style="text-align: center;"><b>Wind direction</b></p> <p style="text-align: center;">↓</p>  <p style="text-align: center;">Other boats.</p>
<ul style="list-style-type: none"> <li>• One minutes prior to the start; the <b>GB</b> sounds the one-minute signal.</li> <li>• Immediately prior to the starting signal, the <b>GB</b> sails hard-on-the wind on Port tack to the <b>GM</b> and sounds the starting signal.</li> <li>• Other boats stay down wind of the <b>GM</b> and clear of the <b>GB</b>.</li> </ul>	<p style="text-align: center;"><b>Wind direction</b></p> <p style="text-align: center;">↓</p>  <p style="text-align: center;">Other boats.</p>
<ul style="list-style-type: none"> <li>• The <b>GB</b> continues hard-on-the-wind on Port tack past the <b>GM</b> to establish the starting line.</li> <li>• The <b>GB</b> shall maintain Port Tack for 5 minutes (or another period announced by the Race Officer at the pre-race briefing).</li> <li>• Other boats start on starboard tack and must avoid fouling or interfering with the <b>GB</b>.</li> <li>• Each other boat must cross the starting line within five minutes (or another announced period).</li> <li>• Five minutes (or other announced period) after the starting signal, the <b>GB</b> shall sound one long signal and the gate shall be deemed closed and the <b>GB</b> may change tack.</li> </ul>	<p style="text-align: center;"><b>Wind direction</b></p> <p style="text-align: center;">↓</p>  <p style="text-align: center;">Other boats.</p>