**Match Racing**

NOTICE OF RACE GUIDE

*This guide provides recommended wording for a notice of race (NoR) and complies with Racing Rules of Sailing (RRS) Appendix J. The principles on which the notice of race should be based are:*

*1 The NoR should include the information a competitor will need to decide to compete in the event.*

*2 The NoR should include any information a competitor will need in advance of the event to prepare for the event.*

*3 The NoR should not change the racing rules except when clearly desirable. When they do so, they must follow rule 85.1 by referring specifically to the rule being changed and stating the change.*

*4 The NoR should not repeat or restate any of the racing rules.*

*5 The NoR should, when possible, use words or phrases from the racing rules.*

*6 Addenda may be used for additional items, such as the applicable national prescriptions in English when entries from other countries are expected.*

*7 Recommendations for accommodations, social information, etc., should not be included in the NoR but may be distributed with the NoR.*

*Rule references within the notice of race use RRS, NoR and SI to denote the source of the rule. ‘RRS n’ is a rule in* The Racing Rules of Sailing*. ‘NoR n’ is a rule in the notice of race, and ‘SI n’ is a rule in the sailing instructions.*

*J1.1 requires that some paragraphs are included in every NoR. They are marked with an asterisk (\*). Then review rule J1.2 and J1.3 to decide which of these paragraphs are also appropriate. Select the preferred option if a choice or option is shown in* [square brackets]*. Instructions that apply to the suggested wording are shown in italics. Follow the instructions in italics to fill in the required information in the spaces where <angled brackets> appear.*

*After including all the appropriate paragraphs, number all paragraphs in sequential order. Be sure that rule numbers are correct where one rule refers to another rule.*

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| *Heading*  *J1.1(1)\** | | *<event name>*  *<organizing authority>* - Organizing Authority  *<dates>*  *<location>, <country>*  **Notice of Race**  *Insert the full name of the event, the inclusive dates from equipment inspection, event measurement or the practice race until the final race or closing ceremony, the name of the organizing authority, and the city and country.* | |
|  | | The following abbreviations apply to this Notice of Race and the Sailing Instructions:  PC: Protest Committee or International Jury  NoR: Notice of Race  OA: Organising Authority  RRS: Racing Rules of Sailing  SI: Sailing Instruction  RC: Race Committee  TD: Technical Delegate  [NP]: A boat may not protest as per NoR 1.3 | |
| **1** | | **RULES** | |
| 1.1  *J1.1(2)\** | | The event is governed by the rules as defined in *The Racing Rules of Sailing*, including RRS Appendix C | |
| 1.2  *J1.1(3)\** | | The rules for the handling of boats and the equipment list, detailed as part of the Sailing Instructions, will apply, and will also apply to any practice sailing and sponsor races. Class rules will not apply. | |
| 1.3 | | The notation ‘[NP]’ in a rule of the Notice of Race or Sailing Instructions 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.* | |
| 1.4  *J1.2(2)*  *J1.3(1)* | | *A number of paragraphs in the NoR change a rule in another document, for example, the RRS or class rules. Each of these is best placed in the appropriate paragraph of the NoR.. However, if there is no clear place for some of them, include them here.*  *RRS 85.1 requires a specific reference to a rule being changed. So, the NoR paragraph may start with:* RRS *<number>* is changed to read: *. . . or it may end with* This changes RRS *<number>*. *There are specific examples of these in this guidance. See also RRS 86 and 87 to be sure that the rule change is permitted. For a change to a rule in the Racing Rules of Sailing:*  *Option 1:* RRS *<number>* is changed as follows: *<reworded rule>*.  *Option 2: <statement>* This changes RRS *<number>*. | |
| 1.5  *J1.3(2)* | | The prescriptions of the RNWA will apply and can be found on the WS website (<https://www.sailing.org/inside-world-sailing/rules-regulations/racing-rules-of-sailing/>) | |
| 1.6 | | The ‘Rules for (Open) Championships Sailing, Windsurfing and Kiteboarding’ will apply and can be found on the RNWEA website ([reglement-voor-kampioenschappen-20191101-v5-docx.pdf (watersportverbond.nl)](https://www.watersportverbond.nl/media/rmxdy253/reglement-voor-kampioenschappen-20230221-v7.pdf)). | |
| 1.7 | | If there is a conflict between languages the English text takes precedence. *Consider the consequences if local government regulations apply that are published in a language other than English.* | |
| 1.8 | | The event [has applied for] [is a] World Sailing Grade *<grade (WC/1/2/3/4/5)>*. This grading is subject to review by World Sailing. The event may be re-graded when there is clear reason to do so. | |
| 1.9 | | *Add if this is applicable*  An International Jury will be appointed in accordance with RRS 91.B and RRS Appendix N. The right of appeal will be denied in accordance with RRS 70.5.  1.10\* The GDPR declaration which can be found at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  De hier te noemen website is de site van de OA waar de AVG verklaring te vinden is. Een `conceptverklaring is te vinden op de site van het watersportverbond. [avg-wedstrijdorganisatie-modeltekst-v2.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.watersportverbond.nl%2Fmedia%2Fey5j0o3y%2Favg-wedstrijdorganisatie-modeltekst-v2.docx&wdOrigin=BROWSELINK) | |
| **2** | | **SAILING INSTRUCTIONS** | |
| *J1.3(3)* | | The SI’s will be available after *<time>* on *<date>* at *<location>*. | |
| **3** | | **COMMUNICATION** | |
| 3.1  ***J2.1(7)*** | | Notices to competitors will be posted on the online official notice board which is located at <*URL*>. *Use only if there is an online official notice board.*  Notices to competitors will be posted on the official notice board located at *<location>*. *Use if there is an actual notice board* | |
| 3.2 | | Signals made ashore will be displayed from *<description and location>.* | |
| **4** | | **ELIGIBILITY AND ENTRY** | |
| 4.1  *J1.1(4)\** | | *<Number>*skippers will be invited.  *<Criteria for invitation>*  Skippers wishing to receive an invite may register their request with the OA by *<details of requesting invitation>.* | |
| 4.2  *J1.1(4)\** | | Only skippers invited by the OA, and who confirm acceptance of the invitation, as detailed in the letter of invitation, will be eligible to enter this event.. *The letter of invitation should include: the method of accepting invite (email etc); date for acceptance of invitation; details of any non refundable entry bond (include currency; and wording of NoR 4.6 regarding withdrawal from event within 2 months.* | |
| 4.3  *J1.1(4)\** | | All competitors shall meet the eligibility requirements of World Sailing regulation 19.4. | |
| 4.4 | | All competitors shall obtain a World Sailing Sailor ID by registering online at www.sailing.org/sailor\_id\_request.php. Skippers shall inform the OA of their World Sailing Sailor ID at registration. *This is the current, temporary webpage. Should be checked and may need to be updated.*  *Required for WS graded events. OA is required to send World Sailing results accompanied with the WS Sailor ID.* | |
| 4.5  *J1.1(5)\** | | The skipper shall complete registration, pay any entry fee, [arrange the damage deposit of *<amount including currency>*] *remove reference to damage deposit if not required* and shall ensure that all crew complete crew weighing, all between <*date(s) and time(s)>* unless extended by the OA.  To be considered an entry in the event, a boat shall complete all registration requirements and pay all fees. | |
| 4.6 | | When a skipper accepts an invitation and later withdraws within two months of the event or leaves the event before the end without written approval from the OA, a zero score may be applied to their Ranking points for that event by World Sailing. (World Sailing Regulation 27.2.2(d)) | |
| **5** | | **DAMAGE / DAMAGE DEPOSIT** | |
| 5.1 | | Each supplied boat is insured by the OA for third-party liability insurance with a minimum cover of *<amount including currency>* per incident. | |
| 5.2 | | Each skipper is responsible for the damage or loss to their boat unless responsibility is otherwise assigned by the umpires or PC. The damage deposit is the limit of liability of each skipper for each incident. In the event that a deduction is made from the deposit, the skipper will be required to restore the deposit to the original value to continue in the event. | |
| 5.3 | | The OA will refund any remaining damage deposit within 10 days after the event. | |
| **6** | | **CREW (INCLUDING SKIPPER)** | |
| 6.1  *J1.1(4)* | | The number of crew (including the skipper but excluding persons placed on board by the OA) shall be *<insert number(s)>*. All registered crew shall sail all races | |
| 6.2  *J1.1(4)* | | After the warning signal for a match, the registered skipper shall not leave the helm, except in an emergency. | |
| 6.3  *J1.1(4)* | | When a registered skipper is unable to continue in the event, the *<who (TD/RC/IJ/PC/OA)>* may authorise an original crew member to substitute. | |
| 6.4  *J1.1(4)* | | When a registered crew member is unable to continue in the event, the *<who (TD/RC/IJ/PC/OA)>* may authorise a substitute, a temporary substitute or other adjustment. | |
| 6.5 | | The total weight of the crew, including the skipper, dressed in at least shorts and shirts, shall not exceed <number> kg, determined at the time of registration or such time as required by the RC.  *For Women's Match Race events the weight limit shall be either (1) a maximum total crew weight limit of ‘Y’ (where Y = 68kg x the number of standard crew members for the boat (X)). The OA may permit the boat to be raced with X, X minus 1 or X+1 crew members within that total weight limit, or (2) a maximum average crew weight limit of 68kg.*  *Use the crew numbers in NoR 6.1 to calculate the crew weight* | |
| 6.6 | | Crew weight may be checked during the regatta. When crew weight was checked prior to racing, at any re-weighing the total weight limit is increased by 10 kg. Any crew weighing in excess of this increased limit shall not be penalised, but they shall reduce their weight to the increased weight limit before racing again. | |
| 6.7 | | The OA may place a person on each boat as either a guest, cameraman, or umpire observer. | |
| **7** | | **EVENT FORMAT** | |
| 7.1 | | The OA intends to provide *<number>* *<boat /class>* type boats for racing in the event. Each boat will have the following sails: *<sails (Mainsail, Genoa, Jib, Spinnaker)>* | |
| 7.2 | | Boats will be allocated as decided by the race committee. The intention of the RC will be to allocate boats by draw, either daily or for each round. The RC may also require boats to be exchanged in a knock-out stage. | |
| 7.3 | | The sails to be used will be allocated by the RC. Competitors may be requested to exchange sails during a series to satisfy sponsorship commitments. | |
| 7.4 | | While all reasonable steps are taken to equalise the boats variations will not be grounds for redress. This changes RRS 62. | |
| 7.5 | | The number of matches to be sailed each day will be determined by the RC with the intention of the RC to start each subsequent flight as soon as practicable after the previous flight. | |
| 7.6 | | *Choose course description that suits, or write brief course description.*  [The course will be windward/leeward with starboard rounding, finishing downwind.]  [The course will be windward/leeward with optional offset legs in the event of cross course current, resulting in either port or starboard rounding, and finishing downwind.] | |
| 7.7 | | The intended racing area will be *<course area>* and is shown below *<add chart screenshot>.* | |
| 7.8 | | (a) Skippers will be seeded [into a round robin] [and divided into <number> groups] based on [a draw] [results in previous competition] [World Sailing ranking list 30 days prior to the event].  (b) After the First Stage the following will apply:  (1) Skippers will be paired based on ranking in the First Stage with the highest ranked skipper paired with the lowest and the other skippers paired accordingly, unless the stage specifies a different arrangement.  (2) In reference to RRS C4.1, the highest ranked skipper from the first stage shall choose their end for the first match and boats shall alternate every odd match.  (3) Crews will exchange boats after odd matches of the series, unless otherwise agreed by both skippers.  (4) Further matches in the series will not be sailed once the first skipper scores the points required for that stage. | |
| 7.9 | | The event will consist of the following stages:  (a) First Stage - Round Robin(s)  (1) Each group /All skippers will sail a round robin.  (1) Each group /All skippers will sail a double / triple round robin.  (1) Each group /All skippers will sail a continuous round robin until *< date and time>.*  (2) The [eight] [four] highest scoring skippers [from each group] shall qualify for the next stage.  (b) Second Stage - Knock-Out Quarterfinals  (1) The first skipper of each series to score at least *< number>* points shall proceed to the semi-finals.  (c) Third Stage – Fifth to Eighth Place  (1) The losing quarter finalists shall sail for fifth to eighth places.  (2) In each series the first skipper to score at least one point will be the winner.  (3) The two winners in each series shall sail against each other for fifth and sixth places.  (4) The two losers in each series shall sail against each other for seventh and eighth places.  (d) Fourth Stage - Knock-Out Semi-Finals  (1) The skipper finishing first in Stage One shall select his opponent when requested by the RC to do so. The remaining two skippers shall race each other.  (2) The first skipper of each series to score at least *< number>* points shall proceed to the Final Stage, the losing skippers shall proceed to the Third and Fourth Place Stage.  (e) Fifth Stage – Knock-Out Third and Fourth Place  (1) The losing semi-finalists shall race to determine third and fourth place.  (2) The first skipper to score at least *< number>* points shall be awarded third place, the losing skipper awarded fourth place.  (f) Sixth Stage – Knock-Out Final  (1) The first skipper to score at least *< number>* points shall be awarded first place, the losing skipper awarded second place. | |
| 7.10 | | The RC may change the format, terminate any stage or the event when, in its opinion, it is impractical to attempt to hold the remainder of matches under the existing conditions or in the remaining time scheduled. Early stages may be terminated in favour of later stages | |
| **8** | | **PROVISIONAL PROGRAMME** | |
| 8.1 | | *Delete / add events.*  Schedule  (a) Race office open from *<time / date>* (b) Registration from date and time until *<time / date>* (c) Crew weighing from date and time until *<time / date>* (d) Practice from date and time until *<time / date>* (e) First briefing at *<time / date>* (f) First meeting with umpires at*<time / date (following the first briefing.)>* (g) Opening Ceremony on *<time / date>* (h) Racing days from *<date> to <date>* (i) Time of the first race each day will be *<time>* (j) The latest time for an attention signal on the last day of racing will be *<time>*. (k) Daily press conference approximately *<minutes>*after the last race of each day. (l) Prize giving on *<time / date>.* | |
| 8.2 | | *Delete / add events.*  Unless excused by the OA, attendance at the following is mandatory:  (a) Initial briefing for skippers. (b) Daily briefing, for skippers. (c) Daily press conferences, for skippers sailing that day. (d) Regatta dinner, for skippers. (e) Prize giving for the final skippers and crews. | |
| **9** | | **ADVERTISING** | |
| 9.1  *J1.2(5)* | | [NP] Boats shall display advertising chosen and supplied by the organizing authority. *See World Sailing Advertising Code. Include other applicable information related to advertising.* | |
| **10** | | **[NP] CODE OF CONDUCT** | |
| 10.1 | | Competitors and Support Persons shall comply with any reasonable request from any official, including attendance at official functions, co-operation with event sponsors and shall behave so to not bring the event into disrepute. | |
| 10.2 | | Competitors and support persons shall [handle any equipment] [or][place advertising provided] by the organizing authority with care, seamanship, in accordance with any instructions for its use and without interfering with its functionality. | |
| **11** | | **[NP] SUPPORT PERSON** | |
| 11.1 | | [Support person vessels shall conspicuously display identification of the team being coached.]  [The OA will provide vessels from which coaches may observe racing and communicate with their teams between matches. Individual support person vessels will not be permitted.]  [No support person vessels will be permitted.] | |
| 11.2 | | Support persons shall stay approximately 100m from the racing area while boats are racing or comply with reasonable requests from the officials. | |
| 11.3 | | The OA will/will not provide berths for support person vessels. | |
| **12** | | **[NP] MEDIA, IMAGES, and SOUND** | |
| 12.1 | | If required by the OA:  (a) Television personnel and equipment (or dummies) supplied by the OA shall be carried on board while racing.  (b) Competitors shall wear microphones supplied by the OA during racing and be available for interviews when advised by the OA or RC. (c) Registered skippers shall wear communications equipment supplied by the OA that will allow commentators to communicate with them whilst racing. | |
| 12.2 | | Competitors shall not interfere with the normal working of the OA supplied media equipment. | |
| **13** | | **DATA PROTECTION** | |
| *J1.2(10)* | | By participating in this event, competitors automatically grant to the organizing authority and the event sponsors the right, in perpetuity, to make, use, and show, at their discretion, any photography, audio and video recordings, and other reproductions of them made at the venue or on the water from the time of their arrival at the venue, until their final departure, without compensation. | |
| **14** | | **RISK STATEMENT** | |
|  | | RRS 3 states: ‘The responsibility for a boat’s decision to participate in a race or to continue racing 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.* | |
| **15** | | **PRIZES** | |
| *J1.3(10)* | | Prizes will be given as follows: *<description>*. *If perpetual trophies will be awarded state their complete names.* | |
| **16** | | **FURTHER INFORMATION** | |
|  | | For further information please contact *<description>*. *Insert necessary contact information.* | |