

OFFICIAL PROCEDURAL RULES

for

Interscholastic Sailing Competition

Sanctioned and Sponsored by the

Interscholastic Sailing Association of North America

(the national authority for interscholastic sailing)

and

Member District Associations

Spring 2005-Fall 2008

*Serving as Standard Sailing Instructions for all events organized by the Interscholastic Sailing Association
of North America during the years 2005 – 2008.*

Revised: December 2004

FOREWORD

These Procedural Rules (PR) are a revision of the *Fall 2001-Spring 2005* ISSA Procedural Rules and reflect current practice and the 2005-2008 International Sailing Federation (ISAF) Racing Rules (RRS) with US SAILING prescriptions.

ISSA anticipates that as these Procedural Rules are used over a period of time, some modifications or changes may become desirable or necessary. With this in mind, suggestions for modifications or changes are welcomed and should be sent to the attention of the President of ISSA, for consideration by the Executive Committee.

Approved by the Executive Committee
31 December 2004

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PART 1 - INTRODUCTION

The aim of all competition shall be to declare as winner the team or individual best qualified on the merits of superior sailing skill and sportsmanship. The host schools and officials shall make every effort to assure that each race provides a fair test of sailing and maintains the highest standards of sportsmanship.

The purpose of these Procedural Rules (PR) is the unification of conditions of interscholastic sailing competitions throughout North America. They are mandatory for all National Competition but may be modified, as stated below, by District Associations in the interest of providing increased opportunity for participation.

All competition within the Interscholastic Sailing Association of North America (ISSA) or any of its member District Associations shall be governed by the International Sailing Federation's *Racing Rules of Sailing for 2005-2008* (RRS), as adopted by the United States Sailing Association (US SAILING), and the prescriptions of US SAILING, except as they are amended herein. These Procedural Rules and their Appendices shall rank as sailing instructions for all regattas.

A copy of these Procedural Rules shall be posted or be readily available at all regattas. Schools will be held responsible for a thorough knowledge of these Rules, and persistently offending schools will be subject to disciplinary action.

All references to rule numbers contained herein refer to rules in this book except where otherwise indicated.

The ISSA shall act as the national authority for interscholastic sailing.

CHANGING THE PROCEDURAL RULES

A District Association or a host school may change these Rules, or the alterable ISAF Rules, provided that:

- (a) for ISSA championship events and intersectionals, the President of ISSA approves the alteration and advance notice is given to every competing school;
- (b) for district events, other than intersectionals, the head of the District Association approves the alteration, and advance written notice is given to every competing school; or
- (c) in emergencies, regatta officials and team coaches or designated adult representatives agree to the modification(s) - if at all possible before the race begins.

PART II - REQUIREMENTS FOR REGATTAS

ISSA CHAMPIONSHIP REGATTAS

The ISSA is the Organizing Authority and establishes the Conditions for National High School Championships. Schools from every member District are eligible for these events.

INTERSECTIONAL REGATTAS

ISSA is the Organizing Authority for all intersectional regattas, events for which schools from more than one Member District are eligible, and is responsible for their scheduling and coordination.

DISTRICT CHAMPIONSHIPS

District Championships, or other events that are eliminations for a National Championship, shall conform to the Conditions of that Championship as adopted by ISSA, and are restricted to the Regular and Regular-in-Provisional-Status members of the District Association. Each District is the Organizing Authority for its Championship or elimination.

PROMOTIONAL REGATTAS

The scheduling and conduct of events to be attended by schools from more than one Member District and having one or more divisions described as "scholastic" or "interscholastic" should be cleared and coordinated through the President. ISSA encourages the development of new or novel regattas and sailing opportunities for school sailors. Any event in this category must be supportive of ISSA and District schedules, procedures, and principles.

COMMERCIAL SPONSORSHIP

Commercial sponsorship of any ISSA event must be approved by the President of ISSA in advance.

PART III - REQUIREMENTS FOR COMPETITORS

1. ELIGIBILITY

1.1 Schools

All schools must be members in good standing of ISSA and their District Association, which must be recognized by the ISSA.

1.2 Competitors

All competitors must be full time students, in the 9th grade or higher, of the school they represent, and subject to the academic and disciplinary requirements of that school. A student is considered to be in his or her grade for the school year, including past graduation or advancement to the next level, until the new school year starts.

1.3 Responsible adult

For a school to be eligible to compete, an adult who is responsible for the school's team must accompany the school's team.

1.4 Eligibility Questions

All questions and protests concerning eligibility shall be referred to the ISSA President.

1.5 Amateur Status

All competitors shall be Group 1 or Group 2 competitors as defined by ISAF Regulation 22. Any sailor who does not meet these criteria may apply to the President of ISSA for a waiver.

2. SAFETY AND SPECIAL CLOTHING

2.1 Swimming Ability

All competitors must be able to swim at least 50 yards and tread water for 5 minutes in fresh water. It shall be the responsibility of the school to make sure that students meet these requirements before being allowed to participate.

2.2 Lifejackets

Lifejackets meeting U.S. Coast Guard regulations for Personal Flotation Devices (PFDs)- Type III – shall be worn, properly secured, by all competitors while on the water. PFDs shall be worn outside of all clothing and foul weather gear, except for a thin T-shirt, which may be worn over a lifejacket to prevent snagging of lines or equipment.

2.3 Waiver of swimming requirement

The Regatta Chairperson may waive the swimming requirement in cases of physical disability, provided adequate life saving equipment is worn at all times.

2.4 Special Clothing

Host regatta sites may require special clothing (wet or dry suits) for any regatta, providing advance written notice is given to each competing school.

3. BOATS

3.1 Boats used in ISSA championship, district championship or elimination regattas shall be as competitively equal as possible. Sails, equipment, standing rigging and running rigging should be in good working order.

3.2 Spinnakers and trapezes shall not normally be used.

4. TEAMS AND SUBSTITUTIONS

4.1 A team attending the Mallory is limited to eight sailors. A team attending the Baker is limited to nine sailors. A school may enter only one team in the Mallory and/or Baker. A team attending the Cressy shall consist of one sailor in the Radial or Full Rig Division. Schools may not be limited to one Cressy team; however, the team or teams that they send must have qualified through their District.

4.2 Substitutions – In Cressy events, no substitution of skippers is permitted. In team racing, substitutions are unlimited. In fleet racing there shall be no limitations on substitutions during a regatta, except, when there are two or more divisions, in which case an individual:

(a) (i) who has competed as a skipper for one or more race in a particular division shall not thereafter sail in any other division.

(ii) However, an individual who has competed as a crew, but not as a skipper, may shift to another division as skipper or crew but thereafter sail only in that division.

(iii) The penalty for breaking PR 4.2 (a)(i) or PR 4.2 (a)(ii) will be disqualification and re-scoring of the affected races.

(b) Record of Participation - Each team shall enter legibly and completely on the Record of Participation Form the names and class years of all skippers and crews as well as the races in which they competed. At the end of a regatta, a responsible team representative shall sign the Record of Participation Form.

(i) In dinghy events, teams failing to complete or sign the Record of Participation Form before the expiration of Protest Time at the end of the regatta, shall have 20 points per division added to their total team score by the Regatta Chairperson. (Changes RRS 63.1) (See also PR 13 and PR Appendix 2 - RECORD OF PARTICIPATION FORM).

(ii) In team racing events, teams failing to complete or sign the Record of Participation Form before the expiration of Protest Time at the end of the regatta, shall have 2 losses added to their total team score by the Regatta Chairperson. (Changes RRS 63.1 (See also PR 13 and PR Appendix 2 - RECORD OF PARTICIPATION FORM).

(c) Penalty for Use of Ineligible Student- Unless PR 4(d) applies, the penalty for use of an ineligible student, as determined by the President, shall be disqualification from, and re-scoring of, the affected races. Requests for reinstatement shall be fully documented

and sent to the President of ISSA, who shall send the documentation, with a recommendation for action, to the Protest Committee, which shall make the final ruling (Changes RRS 63.1) (See also PR 9).

- (d) Emergency Substitutions - In an emergency (illness, accident or failure of transportation) an individual from another school may be used as a substitute crew – not skipper - provided the Regatta Chairperson approves, he or she meets the ISSA eligibility requirements, and the event is not a District or National Championship or an elimination leading to either.

5. CONTESTANT CONDUCT AND WEIGHT LIMITATION

- (a) No competitor shall use, either on or off the water, alcoholic beverages (beer, wine, distilled spirits), or any controlled substance (marijuana, cocaine, etc.), the possession of which is unlawful. Infringements of this regulation will be the basis for disciplinary action. This regulation is in effect during the entire event, from date and time of arrival through date and time of departure from the locale.

A hearing will be held generally in accord with the recommendations of ISAF Appendix M. Penalties for a violation of this regulation may range from a reprimand to dismissal from the regatta. Additionally, the hearing officers may recommend further action under RRS 69.

The officers for hearing a violation will consist of the Chief Judge, acting as Chairperson of the hearing, the Jury, and the President of ISSA or his/her designee in the event he/she is not present. The local event Chairperson shall serve ex officio as a non-voting member of the panel and will have an open right to express his or her views during the course of the hearing.

- (b) There shall be no limitation on the weight of any crew member.

PART IV - MANAGEMENT OF REGATTAS

6. REGATTA OFFICIALS

- 6.1 For ISSA National Championships, the Regatta Chairperson and Judges shall be appointed by the ISSA President or his or her delegate. For all other regattas, the host school or Organizing Authority shall make the appointments. Where available, US Sailing Certified Judges should be used.
- 6.2 The Race Committee shall consist of a minimum of two adults and shall include the Regatta Chairperson and at least one disinterested person to act as Chairperson of the Protest Committee. The Race Committee's responsibilities shall be to:
 - (a) Have general supervision over all aspects of the regatta, including conduct of competitors both on and off the water, and prescribed safety practices.
 - (b) Conduct the races.
 - (c) Arrange all protest hearings.
 - (d) Keep an accurate record of race results and scores.

- (e) Organize a "rescue party" equipped with at least one powered launch in good running order to assist competitors in capsized boats, if necessary, get and move marks and observe mark roundings. It is desirable to have a competent judge aboard this craft who can report rule infringements to the Race Committee.

7. CONDUCT OF REGATTAS

7.1 Competitors' Meeting

At the Competitors' Meeting, all competitors shall be given the sailing instructions, either written or oral, which shall rank as rules and may alter the RRS or these Procedural Rules. The course and description of marks may be given orally (Changes RRS 89.2) The Competitors' Meeting should begin no later than one-half hour after the scheduled reporting time.

7.2 Sailing Instructions

Sailing Instructions may be changed later in accordance with RRS 89.2(c).

7.3 Rules

- (a) All regattas sponsored or sanctioned by ISSA or its member District Associations shall be governed by the *Racing Rules of Sailing for 2005-2008* and US SAILING Prescriptions, except as modified herein, these Procedural Rules and the sailing instructions.
- (b) Team Racing. Appendix D of the RRS (TEAM RACING RULES) shall apply, as modified by Procedural Rule 12.

7.4 Number of Races Sailed

- (a) A fleet racing regatta should consist of one or more round-robin(s), wherein each competing school sails each boat once (twice if there is only one fleet of boats), and the number of races for each division equals the number of schools. However, in the event that a round-robin is not completed, the regatta shall consist of the number of races sailed up until the conclusion of racing. If there are two divisions and, at the conclusion of racing, there are an unequal number of races in each division, the number of races in each division shall be made equal by discarding as many races as necessary from the end of the series for the division that has completed the most races. When there are fewer boats than competing schools, each school shall be given "bye(s)" to complete the round-robin. Procedural rule 9 describes how a "bye" is scored.
- (b) Unless there is a reasonable chance that two or more round-robins can be completed, and the intention to do so is announced before the regatta begins, a regatta shall be limited to one round-robin.
- (c) A minimum of three races in each division is required for a regatta to be official.

7.5 Divisions

In fleet regattas where four or more schools are competing, there shall be two divisions, unless otherwise specified in written notice. At Cressy or singlehanded events there shall be only one division.

7.6 Rotation of boats

- (a) In fleet regattas, boats should be rotated after every race or after every other race. At Cressy events where fleets of equal boats are provided, or sailors bring their own boats, no rotation of boats is necessary.
- (b) In team race regattas consisting of one or more round-robins, fleets of boats should be rotated. If the series is best two out of three wins, boats should be rotated between teams after every race. If the series is best three out of five wins, boats should be rotated between teams after every other race.
- (c) The Regatta Chairperson shall try to ensure that the boats used are equal in performance. Boats clearly superior or inferior should be excluded. A substitute boat may be inserted in the rotation because of damage, but the sails of the original boat shall be used, if possible.

7.7 Courses

- (a) All courses, if possible, shall be laid out so that the first leg is a beat to windward. Triangles and windward-leeward courses with the start/ finish line in the middle of the windward leg are always acceptable, as are variations of the two. For team racing, Appendix 6 offers an acceptable alternative course.
- (b) Courses should be laid out in areas free of obstructions such as shoals, moored boats, etc., and should provide a race of 15 to 20 minutes duration.
- (c) Drop marks shall be used if at all possible, and the course shall be changed as often as necessary, but no mark shall be moved while any boat is on a leg that the mark terminates.
- (d) Races should not be shortened; they should be abandoned.

7.8 Signals

- (a) RRS US Sailing Prescription Appendix Q - Sound-Signal Starting System shall be used.
- (b) General Recalls - After a General Recall, the "Round-the-Ends Rule" provisions of RRS 30.1 shall apply. Flag I need not be displayed. (This changes RRS 30.1.)
- (c) Special Signals - The Sailing Instructions shall designate any special signals and explain their meaning.
- (a) Postponing a regatta - When a regatta in progress is postponed to a later date, it shall be started anew, except for team races which shall be started at the point at which racing was halted.

7.9 Marks

Course marks and any mark boats to be used shall be described in detail. The use of "lead" boats proceeding from one mark to another ahead of the fleet should be avoided.

7.10 Special Equipment

Unless otherwise specified in the sailing instructions, only signal flags, tape, tell tales, bailers, fastening devices, knife, pliers, screwdriver, food and drinking water may be carried while racing. The standing rigging of boats shall not be altered without approval of the Race Committee. The host regatta site may specify the purchase ratio of running rigging.

8. COACHING

The following are the limitations on the actions of a coach, advisor, team member or Race Committee member acting as a coach:

- (a) When and Where Permissible - A competitor may receive coaching, assistance, equipment or sustenance only while on shore or on the dock. When boats do not return to the dock after each race, the Race Committee may designate an area where all of the above may take place, provided at least one coach from each team has equal access to the area, which may be a boat or float. Except at National Championships, when a coach is also acting as a member of the race committee, contact with a competitor shall also be limited to a designated area; otherwise that coach shall be allowed to perform duties necessary in running the regatta.
- (b) Before Protesting - A competitor shall not communicate with anyone other than teammates or other competitors before reporting to the Race Committee an intention to file a protest. Breaking this rule may be grounds for closing the protest hearing.
- (c) RRS 41 Outside Help - Communication between teammates while racing in different boats or divisions is limited only by the provisions of RRS 41, Outside Help, and, for team racing, RRS D1.2(b).

9. SCORING - FLEET RACING

- (a) Basic Scoring - The Low Point Scoring System, RRS Appendix A shall be used. No scores will be excluded (i.e., there are no 'throwouts'). However, RRS A8, A9, A10 do not apply, as changed by PRs 9(b), 9(c) & 9(d) below, shall be used.
- (b) Races shall be numbered sequentially in order by division. Each boat's series score shall be the total of her race scores for that division. The boat with the lowest series score wins and the others shall be ranked accordingly (Replaces RRS A2).
- (c) A boat disabled (unless granted compensation) or not finishing for any other reason (DNF), or a boat that has not complied with RRS 29.1 or 30.1 (OCS) shall be scored ONE point more than the number of competing teams in the division. A boat that does not start (DNS) or retires after finishing (RAF) shall be scored TWO points more than the number of competing teams in the division. A boat that is disqualified after a hearing (DSQ) shall be scored FOUR points more than the number of competing teams in the division. (Changes RRS A4.2).
- (d) A boat not sailing a race at the direction of the Race Committee (BYE), a boat awarded breakdown points (BKD) and a boat given redress (RDG), shall be scored by the procedure in PRs 9(e) & 9(f) below, unless, in the latter case, the Protest Committee directs otherwise. (Changes RRS 64.2).

- (e) When a round robin, as described in PR 7.4 is completed the BYE shall be excluded. In the event that the round robin is not completed a BYE shall be scored using the procedure in PR 9(f)(iii)(1).
- (f) Breakdowns in Fleet Racing
 - (i) When a boat suffers a breakdown, the boat's crew shall make all reasonable efforts to fix the damage and continue racing, unless that would result in further damage or risk to the crew. Race officials may require a damaged boat to retire.
 - (ii) When a boat's finishing position is materially prejudiced either by equipment failure clearly not the fault of the boat's crew or by swamping, capsizing, disablement or damage caused by an infringing boat as determined by the protest hearing, that boat may be awarded compensation.
 - (iii) Redress for Breakdowns - When the Protest Committee is satisfied that redress is warranted, it shall use one of the following methods:
 - 1) Unless PR 9(f)(iii)(2) or (3), below, apply, points shall be awarded as the competitor's average score for all other races of that division. However, the boat shall receive its actual finishing place if that place was better than the average score. Decimals are rounded to the nearer integer, rounding .5 up to the integer above. Such compensation may result in two boats having the same score.
 - 2) If the breakdown occurred at or near the finishing line and the boat's position was clearly secure, she may be scored in that position. Even though other boats may have finished ahead of the RDG boat, such boats shall be scored as having finished behind the RDG boat.
 - 3) When method PR 9(f)(iii)(1), above, clearly does not yield a fair scoring of a competitor's performance in that race and PR 9(f)(iii)(2), above, does not apply, the Protest Committee may award compensation that is more equitable for that competitor.
 - (iv) Limit on Redress for Breakdowns - The award of breakdown points (BKD) to a school shall be limited to two per division when six or more races are sailed, one per division when less than six races are sailed. If a boat breaks down in a race and cannot be repaired or replaced in time for the subsequent race(s), the school(s) assigned to that boat shall be awarded BYE(s) for the race(s).
- (g) Scoring Abbreviations: The use of the abbreviations in RRS A11 is recommended.

10. ALTERNATIVE PENALTIES

The Two-Turns Penalty - RRS 44.2 - shall be used except that the Race Committee may shorten the penalty to a One-Turn Penalty or may delete this option.

11. SCORING THE REGATTA

- (a) Schools shall be ranked in the order of the lowest total score first and the highest last, subject to PRs 11(b) & 11(c), below.

- (b) Final Results - Final regatta results shall be based only on the scores of races of which each division has completed an equal number.
- (c) Breaking Ties
 - (i) In case of a tie for first place, the winner shall be the school that has beaten the other (considering breakdown points and byes awarded) in more races. If that fails to break the tie, it shall be the school with more firsts, then seconds, then thirds, etc. If that fails, the tie shall stand, except when PR 11(c)(ii), below, applies (Replaces RRS A8);
 - (ii) In case of a tie for first place in a championship or trophy regatta or a place that qualifies a team for a future regatta, and PR 11(c)(i), above, does not resolve the tie, a sail-off, after specified sailing hours if necessary, shall determine the winner;
 - (iii) In case of a tie for any of the first three places in a division, the procedure in PR 11(c)(i), above, shall be used.

12. TEAM-RACING RULES AND SCORING

RRS Appendix D shall be used for team-racing regattas, except that PR 12.1 replaces RRS D4.2.

12.1 Ties

- (a) Breaking Ties - The following methods shall be used for breaking ties:
 - 1) A sail-off, if conditions and time permit, of a single race between each tied team (which does not affect their overall won/lost records);
 - 2) Who beat whom, i.e., the team beating the other more times when the tied teams met;
 - 3) Total points difference of the tied teams when they met;
 - 4) A future sail-off, if both teams can attend, to be scheduled by the Organizing Authority either at the same site or at a neutral, equitable site.
- (b) The methods in PR 12.1(a), above, shall be applied in the order specified below when:
 - (i) A tie involves a qualifying place for a future regatta or round, and the tied teams met once - 1, 2, 3, 4; and they met more than once - 2, 1, 3, 4;
 - (ii) A tie involves a trophy (but not a qualifying place), and the tied teams met once - 1, 2, 3, tie stands; and they met more than once - 2, 1, 3, tie stands;
 - (iii) A tie involves neither a qualifying nor a trophy place - 2, 3, tie stands, unless the race committee, in its discretion, elects to use PR 12.2(b)(ii), above.

- (iv) When none of the methods in PR 12.2(b)(i), above, are able to break a tie, the place shall be decided by the toss of a coin.

12.2 Breakdowns in Team Racing

Breakdowns in Team Racing shall be scored in accordance with RRS Appendix D5.

12.3 Changing the Format

When conditions make the announced format unmanageable, the Regatta Chairperson and Jury may alter the format to ensure an equitable determination of the winner.

13. REGATTA REPORTS

Regatta reports are required for all regattas. Within three days after a regatta, the Regatta Chairperson shall submit a signed report to the President of ISSA. The report shall consist of:

- (a) The regatta name and date;
- (b) A tally sheet showing the total scores for each school, the winning competitors and crews, and the skippers and crews of at least the first three schools in each division;
- (c) A report showing the points scored by each school in each race;
- (d) All signed Record of Participation Forms as required by PRs 4(b) & 4(c) - if a Record of Participation Form other than that in Appendix 2 is used it must, at a minimum, furnish all of the information required by Appendix 2, including the Statement of Compliance;
- (e) A synopsis of the racing conditions (wind, water, etc).

The host site shall retain a copy of the regatta report. In addition, for eliminations held 14 days or less prior to a championship, or other regatta for which schools qualify, the final scores shall be transmitted within twenty four hours to the President of ISSA and to the Regatta Chair of the upcoming event(s).

PART V - OTHER SAILING RULES

14. MEANS OF PROPULSION, RRS 42

RRS 42 -- Propulsion in *The Racing Rules of Sailing for 2005-2008* shall be in effect.

Only repeated breaches of RRS 42 may be considered a breach of RRS 2 - Fair Sailing or cause for a hearing under RRS 69.

15. SERIOUS COLLISIONS

A collision causing damage requiring more than normal maintenance is regarded as serious damage and considered a serious incident. When such damage occurs, the protest committee may hold a hearing under RRS's 60.2, 60.3 & 63 to determine the facts and consider whether those involved exercised reasonable care in handling their boats. When the Protest Committee finds that either or both boat(s) did not, one or both shall be disqualified, regardless of any alternative

penalty(ies) accepted under RRS 44.1. In extreme cases, either or both boat(s) may be excluded from the rest of the regatta.

PART VI - PROTESTS, PENALTIES, AND APPEALS

16. NOTIFICATION

(a) A boat intending to protest shall comply with RRS 61.1(a) when notifying the other boat. When the identity of the protested boat could be uncertain, the boat's sail number shall be included. Failure of a hailed boat to hear the hail shall not, by itself, be grounds for closing the protest.

(b) A protesting boat shall, at the first reasonable opportunity after finishing, notify both the Race Committee and the protested boat of her intent to protest. Failure to do so may be grounds for closing the protest hearing under RRS 63.5.

(c) The Race Committee and/or Judge(s) may file a protest against a boat when it sees an apparent infringement of any rule, but it cannot disqualify a boat without a hearing.

(d) It is recommended that the protestor submit the protest on the Protest Form provided by the host organization or school at or before the time specified by the Race Committee. The Race Committee may waive the requirement for written protests and may hear protests on the water. The US SAILING protest form in Appendix 1 is always acceptable.

(e) Proper Protest Hearing Procedure is outlined, in detail, in ISAF Appendix M. It is strongly recommended that race committees or protest committees refer to this section for guidance.

(f) The right of appeal may be denied provided that it is essential to determine promptly the result of a race that will qualify a boat to compete in a later stage of an event or a subsequent event.

17. PROTEST COMMITTEE PARTICIPATION

Under RRS 63.4, a coach or a person in a similar capacity may serve as part of the protest committee, subject to challenge.

18. HEARINGS

The Jury shall take such evidence as it deems necessary to determine the facts (Replaces RRS 63.6).

19. WRITTEN PROTEST DECISIONS

A request for a written protest decision by a party to the hearing shall be made at the end of the hearing (Changes RRS 65.2). **GROSS BREACHING OF THE RULES OR MISCONDUCT**

RRS 69, Allegations of Gross Misconduct, shall apply

21. APPEALS AND QUESTIONS OF INTERPRETATION

RRS 70, Appeals; Confirmation or Correction of Decision; Rule Interpretation and Appendix F Appeals Procedures, shall apply.

THIS SIDE FOR PROTEST COMMITTEE USE

Fill in and check as appropriate

Number _____

Heard together with numbers _____

Withdrawal requested; signed _____ Withdrawal permitted

Protest time limit _____

Protest, or request for redress or reopening, is within time limit. Time limit extended.

Protestor, or party requesting redress or reopening, represented by _____

Other party, or boat being considered for redress, represented by _____

Names of witnesses _____

Interpreters _____

Remarks

Objection about interested party..... _____

Written protest or request identifies incident _____

'Protest' hailed at first reasonable opportunity _____

No hail needed, protestee informed at first reasonable opportunity _____

Red flag conspicuously displayed at first reasonable opportunity _____

Red flag seen by race committee at finish _____

Protest or request valid, hearing will continue

Protest or request invalid, hearing is closed

FACTS FOUND

Diagram of boat _____ is endorsed by committee.

Committee's diagram is attached.

CONCLUSIONS AND RULES THAT APPLY

DECISION

Protest is dismissed.

Boat(s) _____ is (are) disqualified.

is (are) penalized as follows _____

Redress is not given. is given as follows _____

Request to reopen a hearing is denied. is granted.

PROTEST COMMITTEE

Members _____

Chairman's signature _____ Date and time _____

APPENDIX 2

INTERSCHOLASTIC SAILING ASSOCIATION
RECORD OF PARTICIPATION FORM

REGATTA _____ HOST _____ DATE ___/___/___

School: _____ Team Rep. Sig. _____			
“A” Division (For a team race event, complete the information below and use the “B” Division for overflow)			
Full Name	Grade	Races Sailed as Skipper	Races Sailed as Crew
SAILOR(S)			

“B” Division ((For a team race event, use the space below for extra sailors)			
Full Name	Grade	Races Sailed as Skipper	Races Sailed as Crew
SAILOR(S)			

ENLARGE AS NECESSARY

Statement of Compliance: By signing above, I certify that the above is a true and accurate record of participation, that the competitors named above are eligible under ISSA eligibility requirements, and that they complied - to the best of my knowledge - with RRS Rule 2. (See PR 4.2 (b) for requirements and penalties)

APPENDIX 3 GUIDELINES FOR BREAKDOWNS

This is intended to guide competitors, race committees, and judges in the application of PRs 9(f) & 12.3, Breakdowns, but not to limit the authority of judges in resolving individual cases equitably.

Competitors are expected to use reasonable care and seamanship in handling boats. They are also expected to check the likely points of failure of a boat they are about to sail. If they do not do so, they should not expect relief when simple and preventable failures occur.

At the competitors' meeting, the Race Committee, should point out the particular items on the boat(s) being used that need to be checked before each race. Judges should take into account a situation in which a competitor legitimately did not have time to make the necessary inspections.

The tests for breakdown compensation include:

- 1) Did a piece of equipment break?
- 2) If so, did a significant loss of finishing position result?
- 3) Could the failure have been prevented by reasonable inspection and/or adjustment before the race.
- 4) Was the equipment used in an improper manner?

Compensation should be awarded only when equipment fails, not for improper handling or poor seamanship. Where on the course the failure occurred should be considered in determining whether it caused a significant loss of finishing position.

Examples of equipment failure for which compensation should be considered, even though the equipment may still be serviceable, if the competitor made a visual inspection before the race:

- 1) Loss of a batten during a heavy-air race, if the sail was not rigged by the competitor;
- 2) Water in air-tight compartment(s) in excess of one gallon, when the competitor was not given time to drain the compartment(s);
- 3) Damage to a centerboard gasket that significantly increases drag and/or permits excessive amounts of water to enter the boat.

Examples of equipment failure for which compensation should not be awarded, when the equipment remains serviceable:

- 1) Failure of a halyard knot or the opening of a halyard shackle, if rigged by the competitor;
- 2) Pintles and gudgeons that become disengaged;
- 3) Out hauls or boom vang that disengage or slip;
- 4) "Ring dings" or fast pins that disengage because they were not taped.

APPENDIX 4 GUIDELINES FOR ON-THE-WATER JUDGING

Responsibilities and Protesting

The following is intended to promote uniform practices among judges resulting in a fairer competition for all competitors. Generally, judges have three responsibilities at regattas:

- 1) To hear and decide protests;
- 2) To monitor the racing;
- 3) To advise the Race Committee as necessary and appropriate.

The sport of sailboat racing is self-policing. As monitors, the very presence of judges on the course should reduce disputes and improve compliance with the rules. Therefore, judges should limit their authority to bring protests under RRS 60.2 & 60.3 to:

- 1) Clear-cut breaches of RRS 42, Propulsion;
- 2) Obvious, audible collisions and no penalty taken nor any competitor protest (see RRS 44);
- 3) Collisions for which the alternative penalties of RRS 44 are insufficient (see RRS 44.1);
- 4) Marks clearly touched and no penalty taken nor any competitor protest (see RRS 31).

Kinetics

The Jury should decide whether or not to issue warnings before taking action under RRS's 60.2 & 60.3. When wind and water conditions are such that RRS 42 may become a factor, that decision should be announced at the competitors' meeting. If it is to warn first, make clear that it does not mean that every competitor is entitled to a warning. The fleet, as a whole, should be given no more than one or two warnings. Also, a flagrant breach shall not be entitled to any warning.

When warnings are given, they should be made as loudly and clearly as possible, so other boats should hear. If the boats do not return to shore or the dock after the race, ask (again loudly) the boat warned to acknowledge the warning. If the rotation is made at the dock, post the warning on the notice board.

Before protest action is brought, in compliance with RRS 61.1(b), two judges, or one judge and a knowledgeable companion, should agree that the rule was clearly, not marginally, broken. The boat's actions should be documented, which is best done with a tape recording that details the action as it happens. (See below).

Equipment and Observation

When there is a choice, the best boats for judges are small and agile, such as hard-bottomed inflatables or boats similar in design to Boston Whalers®. They also make little wake at planing speed. Wake is of great concern to sailors, even when it is doing no harm.

The most useful equipment for judges to carry are paper, pencil and a tape recorder. A count up/down watch, a wind vane (a piece of yarn or audio tape on a stick works fine), an anemometer, a compass, and binoculars may also be useful. Pencil and paper are best used for recording general information such as wind and water conditions, namely wave height and the distance between crests, and for incidental notes.

Reserve the tape recorder for making observations of actions by boats so they can be played back during hearings.

In making the recording: identify the race number, leg and time; identify the boat doubly, by sail number and another item; cite the location; describe what the Jury is seeing as it occurs; and describe the actions of other nearby boats (it helps, greatly, to demonstrate that an breaching boat stands out like a sore thumb). As an example: "We are watching sail number 13, skipper with red cap, half-way up the first windward leg; pumping by hiking; out in, out in, out in, out in; top of mast in an arc of two feet or more; out in, out in; has stopped; started again; out in, out in, out in; four boats in the vicinity, all with masts very steady; out in, out in, out in, etc."

A boat that is surfing surges forward, stern higher than the bow, while being carried on the face of a wave. To do that, the wave's face has to be almost as long as the boat. If the observers don't see a surge, with stern up and bow down, the boat is not surfing. A boat that is planing accelerates rapidly and dramatically. Crew weight is critical to planing, so some may plane while others do not. Boats that do not plane, lack "planing conditions," and they must stop pumping and await a stronger puff.

Observation Locations

Before the start, the Jury should position their boat behind the line and behind the main concentration of boats. That is the best place to see sculling and beam-to-beam contacts. It is not the Jury's job to sight the line for the race committee. After the start, follow the fleet part way up the beat. Then, go to the windward mark, swinging wide to the less congested side, and accelerating to a plane.

Take position above the mark on the extension of the lay line, where port tackers can best be seen coming in to tack, and starboard tackers are heading toward the Jury boat. When all the potential action has passed, move on to the middle of the fleet outside the rhumb line, so the Jury can observe boats both ahead and behind, to watch for pumping or rocking. Move toward the gybe mark in time to reach it before the first boats likely to be overlapped.

Stop two hull lengths before the mark, at which point the timeliness of overlaps can be decided and the observers can easily see any contacts as boats gybe. On the second reach (and on runs), follow the same procedure. Since some protests arise from multiple overlapped boats having contact before they gybe, which often cannot be seen from the Jury boat, it is well to jot down sail numbers, inside to outside, when three or more boats approach the gybe or leeward marks overlapped.

During beats to the finishing line, follow the same procedure as on the first beat. From above the line and near its favored end, the Jury can best see incidents that occur as boats tack to cross it - and will be in good position to hail congratulations to the winner.

APPENDIX 5 GUIDELINES FOR SAILING INSTRUCTIONS

When a need arises to write Sailing Instructions, the Sailing Instructions shall contain the following information:

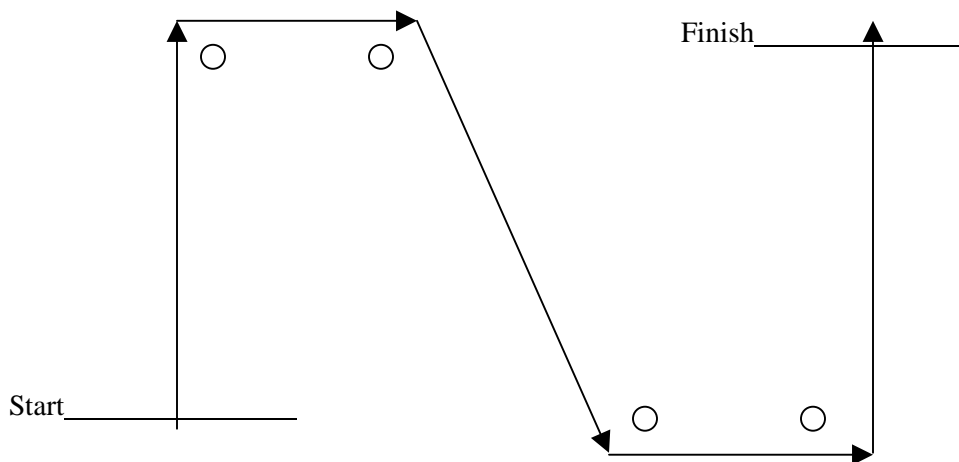
- (a) Rules that govern the conduct of regattas.
- (b) The schedule and number of races and the order and times of warning signals.
- (c) The courses to be sailed, description of the marks, the order in which they are to be rounded or passed, and on which side.
- (d) Description of the starting line, the starting system and any special signals to be used.
- (e)* The procedure for individual and general recalls.
- (f) Description of the finish line.
- (g) Time limit, if any, for finishing.
- (h)* The scoring system, including the method for breaking ties.
- (i) Alternative penalties, if any, for rule infringement.
- (j)* Protest procedure.
- (k)* Breakdown procedure.
- (l) Boat rotation procedure.
- (m) Any other information that competitors need to know.

* Include these items only if the procedures in the RRS or the Procedural Rules are being changed.

APPENDIX 6 COURSES FOR TEAM RACING

Courses for team racing should stress team racing tactics and strategy. The 'Digital N' (see diagram below) with the first weather mark and first off-set mark rounded to starboard is recommended. The 'Triangle' course with a windward finish, either starboard or port roundings and a broad second reach is also acceptable.

In any case, the choice for courses for the National Championship, District Championship and Intersectional Regattas must be included in the Notice of Race for the regatta.



APPENDIX 7

GUIDELINES FOR ON THE WATER TEAM RACE UMPIRING

Team racing is a self-policing sport, and the Team Race Appendix D was written by team racers to further that concept. Sportsmanship and the Rules expect competitors who break a rule to take a penalty themselves, without being told to do so. However, it sometimes happens that two parties have a different view as to what exactly happened. The purpose of using on the water umpires for team racing is to resolve these issues without spending endless hours in a protest room at the end of the day.

Umpires on the water act as a "portable protest committee." They serve in a PASSIVE role, as they would be sitting ashore waiting for protests to come to them. Except in certain specific situations umpires do not initiate penalties. Whenever you have a protest, whether or not there are umpires watching your match, the following procedures DO NOT CHANGE. If you concentrate on the procedures for a normal protest, the whole process should fall into place much more easily.

So, you want to protest, what should you do?

1. Hail "PROTEST" and display a protest flag.
2. Try to resolve the issue between you and the other boat.
3. At this time, one or the other may accept a One-Turn Penalty.
4. If you cannot resolve the matter within a reasonable time, move onto the next stage.

When there are umpires following your race:

5. Only the boat, that displayed a protest flag, can ask an umpire for a decision. This is done by displaying a yellow flag and hailing "UMPIRE" in accordance with RRS D2.2 (a).
6. The umpire will then make a decision [RRS D2.2 (b)] by displaying; a GREEN flag - 'No penalty imposed, incident closed', a RED flag - 'One or more boats are penalized' and the umpire will hail or signal each boat to be penalized, or a YELLOW flag - 'The umpire has insufficient facts to decide'.
7. If there is a GREEN flag there is no penalty and the incident is closed.
8. If there is a RED flag, the penalized boat(s) must then complete a Two-Turns Penalty.
9. If there is a YELLOW flag, or no response from an umpire, the protesting boat may initiate a protest after the race. She must comply with PR 16 (b) and notify the Race Committee and the protested boat of her intent to protest.

Remember, only when the boat that flew a protest flag (as required in order to lodge a valid protest) then flies a yellow flag and hails 'Umpire,' will the umpire signal a decision. Also, to file a protest after a race where no umpire saw the incident (or flies a yellow flag), the protest flag MUST be flown until finishing and notifying the Race Committee and the protested boat.

Other Considerations;

The umpires are closely following the match. They will try to position themselves so they will be able to see situations as they develop, and will be able to render a correct decision in the event of a protest. That said, when protesting, the more information you can give the umpires at the time of the incident will increase the chances of them making the correct decision. For example, a hail of "The windward boat hit me", or "#5 hit the mark".

If you protest another boat as a result of prompting from a teammate, the chances are that it will be ruled invalid because of the time delay.

Remember, if you take a penalty at the time of an incident, take a One-Turn Penalty. If you take a penalty after having been signaled by an umpire take a Two-Turns Penalty. If you are disqualified in a protest hearing, you will receive 6 penalty points.