



Penarth Yacht Club

Sailing Instructions

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Introduction

This document covers the procedures to be followed when dinghy racing at Penarth Yacht Club.

Officer of the Day (OOD) duty

1. Every scheduled race will have a nominated Officer of the Day (OOD).
2. The (OOD) is responsible for
 - deciding whether to run the race,
 - contacting Cardiff Harbour Authority to determine shipping movements (see paragraph later in this document).
 - setting out the course and details of tides, shipping movements etc on the blackboard
 - unlocking and re-locking the slipway barrier
 - preparing and manning the safety boat.
 - ensuring that results are collected and returned to the results coordinator.
3. If those nominated for OOD are unable to attend they should attempt to arrange a substitute. Failure to attempt this will result in the award of a **20 point NON DISCARDABLE** score for that **SERIES** (however it is recognised that if in spite of reasonable efforts no volunteer comes forward a substitute will need to be 'volunteered' on the day with no penalty for the nominated crew).
4. A helmsman acting as OOD shall be awarded 3 points. N.B. Helmsmen should ensure this duty is noted on the race sheet.
5. The OOD shall operate the safety boat for the race.
6. The safety boat is to be manned by 2 competent persons at all times. Those nominated in the handbook for OOD duty must arrange a suitable crew as they would if racing.
7. Both crews of the safety boat must be members of Penarth Yacht Club, BE over 16 and hold a RYA level 2 powerboat certificate or be otherwise considered competent by the Sailing Committee.
8. It is the OOD decision whether the reserve safety boat is fuelled and left on the slipway. This will depend on the number of competitors, their skill level, and the prevailing weather conditions.
9. The OOD must also take a radio tuned to channel 37.
10. If the OOD intends to set a course across or outside the shipping lane they should also be prepared to communicate on VHF Channel 68 South Wales Radio (Associated British Ports, Cardiff).

Reserve Duty

1. Reserve duties of helm / crew are scheduled for Sunday races only.
2. The reserves should:

- prepare a tally on a results sheet of all sailors, including crews, preparing to launch on the day. If any sailors are on the tally sheet but decide not to launch this should be noted on the tally.
- agree with the OOD
 - whether they should cover the race from the balcony or can sail.
 - whether the second rescue boat should be fuelled and left ready on the slipway
- 3. If they sail they should take a radio and be prepared to take any action required by the OOD (e.g. return to shore and take out the reserve safety boat).
- 4. A helmsman acting as Reserve shall be awarded 3 points. N.B. Helmsmen should ensure this duty is noted on the race sheet.
- 5. If those nominated for Reserve duty are unable to attend they should attempt to arrange a substitute. Failure to attempt this will result in the award of a **20 point NON DISCARDABLE** score for that **SERIES** (however it is recognised that if in spite of reasonable efforts no volunteer comes forward a substitute will need to be ‘volunteered’ on the day with no penalty for the nominated crew).
- 6. If no Reserve is scheduled one of the fleet must take a radio tuned to channel 37. The fleet member with radio must provide assistance as required by the OOD

Slipway Barrier

The club is aware of the potential danger of the swinging slipway barrier when it is not locked in the open or closed position. It is therefore essential that the persons opening or closing the barrier ensure that it is locked in either position so that it cannot swing free and cause potential injury to people passing.

It is the responsibility of the OOD to ensure the slipway barrier is secured when open, and closed at the completion of racing.

Contacting Harbour Master

1. The Harbour Master controls vessels within the harbour and as far as Lavernock point. In order to confirm with the requirements of the Marine & Coastguard Agency and the Harbour Master it is necessary for all shipping movements within Cardiff Harbour, which includes the waters off Penarth, to be monitored and for radio communication to be available to safety boats and racing fleets. It is therefore necessary to carry out the following procedures prior to sailing: -
 - a. Telephone the Harbour Master’s office (Telephone No.: 029 2083 5025), Inform them of sailing activity and obtain details of all planned shipping movements. Alternatively, those with radio licences may call up “Cardiff Radio” on Channel 68.
 - b. Channel 37a to be used between safety boats and shore

Dinghy Racing Instructions

1. **Classes**

Dinghy races will be held at Penarth Yacht Club for International Enterprise and Laser Dinghies, along with Mixed Handicap subject to demand.

2. The minimum number of boats for a race will be 2.

3. **Racing Rules**

All races will be governed by The Racing Rules of Sailing, (RRS) by the International Sailing Federation (ISAF), the rules of the appropriate classes except as any of these are changed by the sailing instructions by these sailing instructions.

Principles:

a) Sportsmanship, fair sailing and misconduct

A fundamental principle of sportsmanship is that when you break a rule you will promptly take a penalty, which may be to retire. You must play fairly. If you do not, or if you bring the sport into disrepute, you may be penalised severely.

b) Helping those in danger

You must give all possible help to any person or vessel in danger.

c) Decision to race

Deciding whether it is safe for you to start or continue racing is for you alone, not for the people running the race.

d) The environment

When sailing you must respect the environment. You must not put trash in the water.

4. **Owners' Responsibilities**

The safety of each yacht and its crew shall be the sole and inescapable responsibility of the skipper, nothing contained in these sailing instructions shall in any way limit those responsibilities.

5. **Insurance**

All craft must carry a minimum of £5,000,000 third party insurance.

6. **Safety**

6.1. Life-jackets or buoyancy aids shall be worn at all times.

6.2. It is strongly advised that wet suits or dry suits are worn in winter, spring and rough weather.

6.3. The committee reserve the right to disallow any boat which is considered to have insufficient buoyancy, or to be unseaworthy, from participating in club activities.

7. **Promenade/Slipway**

When dinghies are being prepared and rigged on the promenade, adequate room (minimum requirement 1 metre) must be left for pedestrians.

8. **Event Classification**

All racing will be category B in accordance with ISAF Racing Rules of Sailing.

9. Courses

Dinghy courses will be displayed on a board outside the Main Boathouse.

10. Start Lines

The starting lines shall be:

- 10.1. Club line: The extension of a line through the centre of the red triangle above the Clubhouse balcony and the main flag mast.
- 10.2. Outer distance mark: The outer distance mark shall be specified on the course board.
- 10.3. Inner distance mark: An inner distance mark may be used for shore starts and will be specified on the course board.
- 10.4. Safety boat start: A line between a mast or oar on the safety boat and an adjacent mark of the course.

10. Signals

Signals shall be a light, flag or oar as defined below. Sound signals will draw attention to visual signals in accordance with the ISAF Racing Rules.

11. Start

All signals will be accompanied by one sound signal.

	Time	Clubhouse lights	Safety Boat
Preparatory Signal	3 minutes	Red ON	1 x oar raised
	2 minutes	Red & Amber ON	2 x oars raised
	1 minute	Red OFF	1 x oar lowered
Start	0 minutes	Amber OFF	2nd oar lowered

The starts will be sequential with the order of starting to be determined on the day.

12. Premature starters

At the starting signal, your boat must be completely on the pre-start side of the starting line. If it is not, you must return and start correctly, keeping clear of boats that have started while you do so; otherwise you will lose your finishing place.

In the event of a premature start by one or more boats, the following signals will be made:

12.1. Individual recall

	Clubhouse lights	Safety Boat
1 Sound signal	White light ON	1 x oar remains raised

These signals will remain displayed until all yachts have started correctly or until it becomes clear that no boats intend to return.

12.2. General recall

	Clubhouse lights	Safety Boat
2 Sound signals	Red & White ON	2 x oars raised

13. **Finish**

You finish when any part of your boat, crew or equipment in the normal position crosses the finishing line in the direction of the course from the last mark (after completing any penalties you need to take as a result of breaking rules near the finishing line).

13.1. **Finish Line**

13.1.1. A line between the OUTER distance mark as defined by the course board and red triangle above the Clubhouse balcony.

13.1.2. Safety boat finish: A line between a mast or oar on the safety boat and an adjacent mark of the course.

14. **Shortening course or temporary mark**

14.1. The Race Office may shorten the course due to deteriorating weather, decreasing wind, safety concerns or any other reason. In this event the following signal will be made:

	Clubhouse lights	Safety Boat
2 Sound signals	Red light ON	1 x oar raised

Once these signals have been made, the race will be finished at the next mark of the course.

14.2. If, for safety or other reasons, the course needs to be varied, the safety boat may fly the signal M, raise an oar, or lay a temporary mark, thereby replacing the next mark.

15. **Merchant Ships**

All merchant ships in the vicinity of Cardiff roads shall be considered to be “Restricted in their ability to manoeuvre” or “Constrained by their draft”. All dinghies and yachts shall keep clear of merchant vessels to avoid impeding their passage using any means of propulsion necessary.

16. **Rule infringement**

The penalty for all rule infringements except for touching a mark will be a Two-Turns. The penalty for touching a mark will be a One-Turn.

17. **Protests**

Protests shall be delivered to the Sailing Committee or race officer within 2 hours of completing the race.

If you are involved in an incident and think the other boat has broken a rule, you may protest. You must inform the other boat by shouting “Protest” at the first opportunity they can hear you. If your boat is 6 metres or longer, you must also display a red flag at the first opportunity after the incident and leave it displayed for the remainder of the race. You will need to lodge the protest in writing, but you do not have to go ahead with the protest if you later change your mind.

If you feel your finishing position has been made significantly worse because

the race committee (the people running the race) has done something wrong, or because another boat broke a rule and this resulted in injury to you or your crew, or physical damage to your boat, you may be able to get redress (for example, by being given points for an estimated finishing position). You need to apply in writing to the protest committee.

Sometimes, the much simpler and quicker RYA advisory and arbitration procedures for resolving rules disputes are available.

18. **Points**

18.1. The winner of each series shall be the helmsman with the lowest score from his /her best 60% of all races sailed in that series. If 60% is not a whole number it shall be rounded to **its nearest whole number**.

18.2. Each helmsman who finished a race shall score points as follows:

1st Place 1 point

2nd Place 2 points

3rd Place 3 points

Thereafter points will be equal to finishing positions.

18.3. A helmsman who ranks as a starter and subsequently retires scores points equal to the number of starters +1.

18.4. A helmsman who is disqualified shall score the number of boats entered per series + 2.

18.5. A helmsman who does not start a race shall score the number of boats entered per series + 1 point.

18.6. Each Enterprise Fleet helmsman will be allocated a personal handicap based upon his/her performance in the previous series in which he/she sailed. This ranking will be used to calculate a handicap winner for each series. This system will be administered by the Sailing Committee with the purpose of rewarding the sailor who shows the most improvement over a series.

Handicap ties will not be broken and will remain ties. The decision of the Sailing Committee is final.

18.7. Time Limit. Any boat finishing more than 30 minutes after the winner will be deemed D.N.F. scoring number of boats entered that race + 1 point

18.8. Travelling helmsmen.

Helmsmen competing at events away from PYC, such as National Events, Area Championships/Regattas etc. will be awarded average racing points for the PYC series that each event is held.

19. **Abandoned Races**

19.1. If racing is abandoned, a flashing light will be shown from the Clubhouse balcony accompanied by repeated sound signals.

19.2. If a race is abandoned, after a complete lap has been completed, the positions at the end of the previously completed lap will be considered an acceptable result.

20. **Change of helmsman**

It is the responsibility of each helmsman to ensure the Officer of the Day (OOD) is aware of all details of helmsman and crew of their boat. Particularly when these differ from the registered owner of the boat.

Handicap Pursuit Race

1. Handicap pursuits will be raced on Saturdays and Wednesdays throughout the year and Saturday will be divided into two-separate Series – Saturday Points and Saturday Sequel
2. Boats will start at different times depending on their handicap. It is suggested that Race Officers set a small course, which will aid accurate scoring.
3. The race starts to be either from the safety boat or the club line.
4. The race duration will be **60 minutes** in length and the final positions are the actual positions that boats pass the next mark, after the time has elapsed. For example if the lead boat passes the leeward mark in the 59th minute, all boats must race to the windward mark, where the race ends.
5. The safety boat is responsible for determining the start sequence (taking into consideration the classes of boats that have entered the race) and writing this on the chalk board alongside the course diagram. The OOD is responsible for recording the final positions on each lap as normal.
6. Current start time for each class are shown below. These are subject to change as per the RYA published Portsmouth Yardstick.

Class	Handicap	Start	Actual Minutes
Mirror	1390	0 'START'	00:00 'START'
Topper	1365	+1	01:00 min
RS FEVA XL	1244	+5	06:00 min
Laser 4.7	1208	+2	08:00 min
Laser Radial	1147	+2	10:00 min
RS QUEST	1130	+1	11:00 min
Enterprise	1122	+1	12:00 min
Laser	1100	+1	13:00 min
K1	1070	0	13:00 min
Rooster 8.1	1051	+10	23:00 min

Removal of gear and equipment

Borrowing without permission of gear and equipment from other boats is likely to severely prejudice that boat's performance or prevent them from sailing. Helmsmen or crews found to have done this may be disqualified from a race or series at the discretion of the Sailing Committee.

Boat storage

Boat storage, both within and adjacent to the Club, is limited. The Club, therefore, operates the following policy:

1. All sailing boatsheds are managed by the Boatshed Manager
2. Berths in the two main sheds and adjacent to the Club will be allocated by the Sailing Committee in November for the forthcoming year. A waiting list for those who have applied in writing for berths will be maintained by the Sailing Committee. In view of the shortage of storage space, priority will be given to boats that race regularly in order to promote fleet racing. The allocation of berths will be reviewed regularly throughout the year and boats that have raced at PYC less than 5 times in the previous 6 months may be required to vacate their berths to make way for boats that have raced at PYC more often during that period. The Boats rents paid by any member required to vacate during the year will be refunded pro-rata.