

# Sailing Instructions

INTERNATIONAL TOPPER  
CLASS ASSOCIATION (GBR)



## **GJWDirect** **Inland Championships (NS3)** **Grafham Water SC** **2<sup>nd</sup> & 3<sup>rd</sup> April 2022**



**Version 1**  
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## The organising authority is Grafham Water SC in conjunction with ITCA (GBR)

### 1 Rules

- 1.1 The event is governed by the rules as defined in the Racing Rules of Sailing (RRS).
- 1.2 The International Topper Class Rules apply. [DP]
- 1.3 The following text is appended to International Topper Class Rule C.5.4.3.c): "No part of such a 2:1 cascade block and line shall be modified or replaced, but the entire 2:1 cascade block and line may be replaced with a 2:1 cascade block and line from an approved supplier."
- 1.4 The local rules that apply are set out in Annex B. [NP][DP]
- 1.5 Competitors should note that ITCA (GBR) implements the RYA Racing Charter and that they are required to sail in compliance with the Charter, which can be found at the front of the RYA rule book *The Racing Rules of Sailing 2021 – 2024* or at <http://www.rya.org.uk/racing/Pages/RacingCharter.aspx>. [NP][DP]
- 1.6 Competitors and supporters shall comply with any reasonable request from an event official. [NP][DP]
- 1.7 In all rules governing this event:
  - a. A boat may not protest another boat or request redress for any breach of a rule marked [NP]. This changes RRS 60.1.
  - b. For breaches of rules marked [SP] the race committee may apply a standard penalty without a hearing. This changes RRS 63.1 and A5.1.
  - c. The notation [DP] is as defined in the RRS (and means that the penalty for a breach of the rule may, at the discretion of the protest committee, be less than disqualification).
- 1.8 In case of conflict with the Notice of Race these Sailing Instructions shall prevail. This changes RRS 63.7.

### 2 Notices to Competitors

- 2.1 Notices to competitors of all classes will be posted on the official notice board at:  
<https://gbrtopper.ourclubadmin.com/event.php?event=1015>  
Notices may also be posted to the official event WhatsApp group.
- 2.2 There will be a competitor briefing that all competitors should attend at 10:00 on the Saturday, outside the clubhouse cafe.
- 2.3 Communication with competitors (including BFD notification under RRS 30.4 and Rule 42 penalty signalling under RRS P1) will be by championship number. This changes RRS 30.4 and P1.

### 3 Changes to Sailing Instructions

- 3.1 Any change to the sailing instructions will be posted at least two hours before the scheduled start time on the day it will take effect, except that any change to the schedule of races will be posted by 18:00 or the end of the latest protest time limit (whichever is the later) on the day before it will take effect.

### 4 Signals made Ashore

- 4.1 Signals made ashore will be displayed from the flagpoles near the water's edge in front of the club house.
- 4.2 Flag AP displayed ashore means that launching has been postponed. Launching will commence shortly after AP is removed, unless at that time launching is postponed again or racing is abandoned. This changes Race Signal AP in the RRS.
- 4.3 Boats shall not go afloat until flag D is displayed ashore with one sound signal (launch signal). The first warning signal for the next scheduled race will not be made until all boats that launched promptly after the launch signal have had sufficient time to sail directly to the starting area. [NP][DP]
- 4.4 Boats shall only launch from and come ashore at slips to the west of the clubhouse. [NP][DP]

### 5 Schedule of Races

- 5.1 Racing is scheduled for all three classes on both days.
- 5.2 The scheduled time of the launch signal and warning signal for the first start of the first race of each day for each class is as follows:

Day	4.2 class		5.3 and 6.4 classes	
	Launch signal	Warning signal	Launch signal	Warning signal
Saturday	10:40	11:25	10:40	11:25
Sunday	10:00	10:40	10:00	10:40

- 5.3 To alert boats that a race or sequence of races will begin soon, the orange starting line flag will be displayed on the race committee signal vessel with one or more sound signals at least five minutes before a warning signal is made.
- 5.4 On the last day of the event no starting signal will be made after 14:30, unless fewer than four races have been completed for a class by this time in which case this time limit is extended to 15:30 for that class.

### Format of Racing

- 5.5 Up to six races will be sailed by each of the **5.3 and 6.4 classes** over the two days, with three races scheduled for Saturday and three for Sunday. However, up to four races may be sailed on either day if the race committee so decides [NP].
- 5.6 The **4.2 class** will sail up to **eight** races over the two days, with four races scheduled for Saturday and four for Sunday. However, up to five races may be sailed on either day if the race committee do decides [NP].
- 5.7 Boats should remain in the race area until the race committee signals either "no more racing today" (AP over A, or N over A) or "further signals ashore" (AP over H, or N over H). Races on each day will normally be sailed back-to-back. Any races not completed on Saturday will be postponed to Sunday (and sailed before the races scheduled for Sunday).
- 5.8 The race committee may split the 5.3 class entry into flights. When the entry is divided into four flights races will be started as follows, with the warning signal for the second start being made not less than 1 minute after the first start.

Race	1 <sup>st</sup> Start	2 <sup>nd</sup> Start
1	Yellow & Blue	Red & White
2	Yellow & Red	Blue & White
3	Yellow & White	Blue & Red
4	White & Red	Blue & Yellow
5	White & Blue	Red & Yellow
6	Red & Blue	White & Yellow

- 5.9 The **6.4 class** will start with the 1<sup>st</sup> start of the 5.3 class in each race.
- 5.10 If a race is abandoned on the water for any reason (flag N displayed on the race committee signal vessel) all subsequent races are postponed until the abandoned race has been resailed and completed.

### 6 Class / Flight Flags and Boat Pennants

- 6.1 The class flag for the **5.3 class** will be flag T. However, when the fleet is divided into flights, the class flag for each flight will be a flag whose colour corresponds to the flight colour.
- 6.2 If the **5.3 class** is split into flights, each boat shall, while racing, display from the top of her mast a coloured pennant corresponding to her flight colour (available from the race office). [NP][DP]
- 6.3 The class flag for the **4.2 class** will be flag T defaced with "4.2".
- 6.4 The class flag for the **6.4 class** will be flag J.

### 7 Racing Areas

- 7.1 **The 4.2 class will race on a separate racing area from the 5.3 and 6.4 classes.** The approximate location of the racing area for each class will be posted on the official notice board before the launch signal is displayed on each day.

### 8 The Courses

- 8.1 The courses to be sailed, including the order in which the marks are to be passed and the side on which each mark is to be left, are as set out in **Course Card A** of the **ITCA Course Card v1** for the **5.3 and 6.4 classes**, and as set out in **Course Card B** for the **4.2 class**. The number of beats to be sailed will be displayed on a board on the race committee signal vessel from no later than the warning signal until at least the starting signal for each start.
- 8.2 No later than the warning signal, the race committee signal vessel may display the approximate compass bearing of the first leg.
- 8.3 When one of two gate marks is missing the remaining mark shall be left to port.

## **9 Marks**

- 9.1 The starting marks will be either two committee vessels each displaying an orange flag, or a committee vessel displaying an orange flag and a dan buoy with an orange flag.
- 9.2 The finishing marks will be either two committee vessels each displaying a blue flag, or a committee vessel displaying a blue flag and a dan buoy with a blue flag.
- 9.3 For the 5.3 and 6.4 classes, all other marks will be orange inflatable buoys except Mark 5 which will be a yellow inflatable buoy. Mark 2 may have a sponsors' banner; mark 5 may have a blue band.
- 9.4 For the 4.2 class, all other marks will be orange inflatable pillar buoys.

## **10 Prohibited Areas and Obstructions**

- 10.1 A vessel in close attendance to a boat, vessel or person in difficulty is an obstruction.

## **11 The Start**

- 11.1 The starting line will be between the mast displaying an orange flag on the committee vessel at the starboard end of the line and at the port end either:
  - a mast displaying an orange flag on a committee vessel, or
  - the course side of a buoy with an orange flag.
- 11.2 If a buoy with an orange flag is used, the race committee may position a vessel outside the port end of the starting line. When that vessel is in position or manoeuvring to hold position, a boat that touches it shall take a one-turn penalty as defined in RRS 44.2.
- 11.3 Boats whose warning signal has not been made shall keep clear of the starting area during the starting sequence for other races and flights. [NP][DP]
- 11.4 A boat that starts more than 4 minutes after her starting signal will be scored 'Did Not Start' without a hearing. This changes RRS 35, 63.1, A4 and A5.
- 11.5 If a start under RRS 30.4 (Black Flag Rule) is recalled or abandoned after the starting signal, the championship numbers of the boats that have been disqualified from the race under that rule will be displayed on the race committee signal vessel for a minimum of 3 minutes before the next warning signal. A repeated sound signal will be made as the numbers are first displayed. (Competitors are reminded that any boat so notified must not sail in any restart or resail of that race - see RRS 30.4). This changes rule 30.4

## **12 Change of the Next Leg of the Course**

- 12.1 To change the next leg of the course, the race committee will move the original mark, or the gate, or the finishing line, to its new position.
- 12.2 The requirement to signal a change of course in accordance with RRS 33 does not apply if the race committee changes the angle of the next leg of the course by no more than plus or minus 10 degrees and/or extends or shortens its length by no more than 100 metres. This changes RRS 33.

## **13 The Finish**

- 13.1 The finishing line will be between the mast displaying a blue flag on the committee vessel at the port end of the line and at the starboard end either:
  - a mast displaying a blue flag on a committee vessel, or
  - the course side of a buoy with a blue flag.
- 13.2 Boats finishing should make every effort to show the championship number on their sail clearly to the committee vessel(s).
- 13.3 After finishing and clearing the finishing line, boats shall keep clear of the finishing area and of all boats not yet finished. [NP][DP]
- 13.4 Boats re-crossing the finish line in the direction of the course from the last mark may be scored for their final crossing.
- 13.5 In addition to the procedure for shortening course in RRS 32, the race committee may also award a finishing position to a boat that is still racing by displaying to her from a committee vessel (which may be in motion) flag W with one sound signal. A boat so notified is no longer required to sail the course and finish (changing RRS 28.1), shall stop racing and shall return to the starting area, or return ashore if there is no more racing. A boat's finishing position under this sailing instruction will be the position she would have received had she sailed the course and finished within any time limit, without gaining or

losing any place. However, when two or more boats that are overlapped are notified, they will be scored as if they were tied. [NP]

#### **14 Policing of Rule 42**

14.1 Appendix P (Special Procedures for Rule 42) will apply as changed by instruction 14.2.

14.2 RRS P2.3 will not apply and RRS P2.2 is changed so that it will apply to any penalty after the first one.

#### **15 Time Limits and Target Times [NP]**

15.1 The target time, Mark 1 time limit and race time limit for each class are as follows:

	<b>4.2 class</b>	<b>5.3 and 6.4 classes</b>
<b>Target time</b>	35 minutes	40 minutes
<b>Mark 1 time limit</b>	25 minutes	30 minutes
<b>Race time limit</b>	70 minutes	80 minutes

15.2 If no boat has rounded Mark 1 within the Mark 1 time limit the race committee will abandon the race. (Similarly, RRS 35 specifies that if no boat finishes within the race time limit the race committee shall abandon the race).

#### **16 Post-Race Penalties, Advisory Hearings and Declarations**

16.1 The Post-Race Penalty and the RYA Arbitration procedure of the RYA Rules Disputes Procedures will be available. See Annex A – Post-Race Penalty and RYA Arbitration for details.

16.2 Boats shall declare any penalty turns or on-the-water retirements at the tally board upon returning to shore.[NP][DP]

#### **17 Protests and Requests for Redress**

17.1 Boats intending to protest or request redress for an incident on the race course shall inform one of the race committee finish vessels at the end of the finish line as they finish the race, or promptly thereafter. If they do not finish the race they shall inform either a jury vessel or a support vessel as soon as practicable after they retire. RRS 61 is changed so as to make these requirements essential for such a protest or request for redress to be valid.

17.2 Protest forms will be available from the race office. Protests and requests for redress or reopening shall be delivered there within the protest time limit.

17.3 The protest time limit for each class will be 30 minutes after the last competitor in that class comes ashore promptly after the last race of the day. This time limit is extended by 15 minutes for a protest by the race committee or protest committee concerning an incident they observed in the racing area.

17.4 A notice will be posted no later than 15 minutes after the last protest time limit on each day to inform competitors of hearings in which they are parties or named as witnesses. Advisory hearings, arbitration hearings and protest hearings may begin without a notice and within the protest time limit when the parties are available.

17.5 On the last day of the event a request for re-opening a hearing shall be delivered:

- within the protest time limit if the party requesting re-opening was informed of the decision on the previous day;
- no later than 15 minutes after the party requesting re-opening was informed of the decision on that day.

This changes RRS 66.2.

17.6 On the last day of the event a request for redress based on a protest committee decision shall be delivered no later than 15 minutes after the decision was posted. This changes RRS 62.2(a).

#### **18 Outside help**

18.1 RRS 41(a) is changed to allow help to recover after a capsize from the race committee or registered support vessels.

18.2 No boat shall be towed by any support vessel at any time whilst afloat, unless the boat is disabled or permission has been given by the course safety lead or race officer. This includes towing to or from the race area. [DP]

## **19 Scoring**

- 19.1 The event will be scored in accordance with RRS Appendix A, except as amended below.
- 19.2 The event will be valid for a class if one race is completed and scored for that class.
- 19.3 Subject to RRS 90.3(b), a boat's series score will be the total of her race scores excluding her worst race scores as follows:
  - a. When three or fewer races have been completed, no race score will be excluded.
  - b. When between four and seven races have been completed, one race score will be excluded.
  - c. When eight or more races have been completed, two race scores will be excluded.
- 19.4 When the entry for a class is divided into flights:
  - a. Each start in a race will be scored by Appendix A, low point system (as here amended). The scores from each start will be combined to produce the results of the race (so that there will be two firsts, two seconds, etc). These are not race ties and RRS A7 will not be applied among such results.
  - b. When one or more starts is postponed, recalled or abandoned, the race will not be completed and scored for any boat until at least one boat in each start has started, sailed the course in compliance with RRS 28, and finished within the time limit, and the race has not subsequently been abandoned.
  - c. In RRS A5.2 the words "the number of boats entered in the series" are deleted and replaced with "the largest number of boats assigned to start together in the race".
  - d. RRS A8.2 is amended by appending the words "in which they sailed against each other (pairwise)" to the end of the first sentence and after the words "next-to-last race" in the second sentence.

## **20 Safety [NP][SP][DP]**

- 20.1 RRS 40.1 (Personal Floatation Devices – Basic Rule) applies at all times when afloat.
- 20.2 When a member of the race committee or its designated official considers that a boat, its equipment or a competitor may not be adequate for the current or expected conditions, or for any other reason associated with safety, he or she may stop the boat launching, or require it to return ashore, or go to a designated location.
- 20.3 Boats and competitors shall comply with all reasonable support vessel crew instructions.
- 20.4 A boat that retires from racing shall notify a support vessel before leaving the race area, or if that is not possible, shall notify the race office as soon as possible after returning ashore.
- 20.5 The launching trolley of each boat shall have a tag attached to the handle clearly identifying the championship number of the boat.
- 20.6 A fixed loop shall be formed in the longer end of the bow line of each boat to facilitate towing. As required by class rule C.5.4.7.c), the longer length of the bow line shall be stowed in a manner that permits its immediate use for towing using a small piece of elastic cord around the mast. It shall not be stowed by passing it around the mast. The penalty for breaking this instruction or class rule C.5.4.7.c) is 10% (rounded up) of the number of boats in her last race of the day added to her score without a hearing.

## **21 Tallying [NP][SP]**

- 21.1 Each competitor shall, in person, collect their tally band from the tally board before launching, and return their tally band to the tally board on returning ashore.
- 21.2 Each competitor shall wear their tally band on a wrist, outside all clothing, at all times when afloat, except briefly whilst changing or adjusting clothing or personal equipment. [DP]
- 21.3 The time for a boat to tally out ends when the boat is launched. The penalty for failing to tally out is 10% (rounded up) of the number of boats in her first race after the incident, added to her race score without a hearing.
- 21.4 A boat that fails to tally out must request and receive permission to remain afloat from a safety official before starting any race. A boat in this situation that starts a race before receiving such permission will be scored DNC for that race without a hearing. This changes RRS 35 and A4.
- 21.5 The time for a boat to tally in finishes ten minutes after the last boat in her class is ashore. The penalty for failing to tally in is 10% (rounded up) of the number of boats in her last race before the incident, added to her race score without a hearing.
- 21.6 If a competitor fails to tally in or out three times at an event, on the third time the penalty will be DSQ from the race concerned without a hearing.
- 21.7 An announcement will be made when boats may tally out.



## **22 Equipment Restrictions [DP]**

- 22.1 Competitors are reminded that class rule C.6.4 limits each boat to using only one sail during an event, except in case of loss or damage beyond repair, in which case any replacement shall be made only with the approval of a member of the technical committee or race committee.
- 22.2 Competitors are reminded that class rule C.4.2.a) prohibits the carrying or attachment to the boat of any electronic device, other than electronic timing devices which do not have any other function / capability, except when required or permitted by the organising authority or race committee.

## **23 Advertising [NP][DP]**

- 23.1 When any event sponsor's promotional material is issued at registration, competitors shall make every reasonable effort to display it on their boats and sails throughout the event, as directed at registration.
- 23.2 Any individual caught stealing sponsor promotional items, e.g. flags, banners, prizes, shall be deemed to have committed a breach of good manners and may be subject to a hearing under RRS 69.

## **24 Support Person and Safety Fleet Rules [NP][DP]**

- 24.1 Except when necessary in the interests of safety, or when expressly asked to do so by a member of the race committee or safety team, no support person that is not on board a vessel that is registered as part of the safety fleet shall provide help or assistance to a boat or competitor at any time while afloat, except help to launch or recover their boat. This changes RRS 41.
- 24.2 Except when necessary in the interests of safety, no vessel that is under the control of a support person but is not registered as part of the safety fleet shall cause undue wash, interfere with the work of any race committee or other official vessel, or be positioned anywhere within 100m of the race course at any time (or within 200m if proceeding at more than 5 knots).
- 24.3 All vessels and drivers that wish to be part of the safety fleet shall register with the organising authority before going afloat. The organising authority may decline to register any vessel or driver that they consider to be unsuitable or that fails to meet the requirements listed in the current ITCA (GBR) Safety Operating Procedures Manual.
- 24.4 All registered safety vessels and their crews shall undertake the duties assigned to them by the relevant course safety leader (CSL) at all times.
- 24.5 Except when necessary to fulfil its designated safety duties, no registered safety vessel shall cause undue wash, interfere with the work of any race committee or other official vessel, or be positioned:
  - a. closer than 50m to any boat that is racing (and no closer than 150m if the vessel is motoring at more than 5 knots)
  - b. between any boat that is racing and the next mark of the course
  - c. within 50m of the starting line and marks from the time of the preparatory signal until all boats have left the starting area, or the race committee signals a postponement, general recall or abandonment
  - d. within 50m of any mark of the course when boats are in the vicinity of that mark
  - e. within 50m of the finishing line and marks while boats are finishing.
- 24.6 All persons onboard registered safety vessels shall wear a personal floatation device at all times while afloat, except briefly whilst changing or adjusting clothing or personal equipment.
- 24.7 Drivers shall wear a kill cord at all times when an engine is running.

## **25 Waste**

- 25.1 Rubbish may be placed aboard support and race committee vessels.

## **26 Radio Communications**

- 26.1 A boat shall neither make radio transmissions while racing nor receive radio communications not available to all boats. This restriction also applies to mobile telephones.

## **27 Prizes**

- 27.1 Prizes will be awarded at the conclusion of the event at the discretion of ITCA (GBR), the host club and the event sponsor(s).

## **28 Risk Statement**

### **28.1 Rule 3 of the Racing Rules of Sailing states: "The responsibility for a boat's decision to participate in a race or continue racing is hers alone".**

Sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the event each competitor (and their parent(s) or guardian(s) in the case of a competitor under 18 years of age) agrees and acknowledges that:

- a. They are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of themselves, their crew and their boat to such inherent risk whilst taking part in the event;
- b. They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore;
- c. They accept responsibility for any injury, damage or loss to the extent caused by their own actions or omission;
- d. Their boat is in good order, equipped to sail in the event and they are fit to participate;
- e. The provision of a race management team, support vessels and other officials and volunteers by the event organiser does not relieve them of their own responsibilities;
- f. The provision of support vessel cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances;
- g. It is their responsibility to familiarise themselves with any risks specific to this venue or this event drawn to their attention in any rules and information produced for the venue or event and to attend any competitor briefing held for this event.

## **29 Insurance [NP][DP]**

- 29.1 Each participating boat shall be insured with valid third party liability insurance with a minimum cover of £ 3,000,000 per incident or equivalent.

## **30 Further Information**

- 30.1 For further information please contact:

<b>Kathryn Deaton (Class Secretary)</b>	<b>07584 191238</b>	<a href="mailto:secretary@itca-gbr.co.uk">secretary@itca-gbr.co.uk</a>
<b>James Ripley (Events Manager)</b>	<b>07505 836387</b>	<a href="mailto:eventsmanager@itca-gbr.co.uk">eventsmanager@itca-gbr.co.uk</a>
<b>Sally Dugdale (Chair Racing)</b>	<b>07786 085518</b>	<a href="mailto:racing@itca-gbr.co.uk">racing@itca-gbr.co.uk</a>



## Annex A – Post-Race Penalty and RYA Arbitration

### A.1 Post-Race Penalty

- A.1.1 A boat that may have broken a rule of Part 2 of the Racing Rules of Sailing or rule 31 may, after finishing the race concerned and before the start of any related protest hearing, notify the race committee or protest committee that she accepts a Post-Race Penalty – a 30% scoring penalty (SCP) calculated as stated in rule 44.3(c), except that the minimum penalty is three places and she shall not be scored worse than the score for DSQ. However, if the boat caused injury or serious damage or, despite taking a penalty, gained a significant advantage in the race or series by her breach her penalty shall be to retire.
- A.1.2 When a Post-Race Penalty is accepted: (a) Neither the boat nor a protest committee may then revoke or remove the penalty. (b) The boat shall not be penalized further in a protest hearing when the protest committee decides that it was appropriate to the facts found and the applicable rules.

### A.2 RYA Arbitration

- A.2.1 When a protest is lodged, a boat may at the same time request RYA Arbitration; a member of the protest committee may also offer it.
- A.2.2 If the parties and a member of the protest agree that RYA Arbitration is suitable, an arbitrator (who may be that member of the protest committee) will call an Arbitration Hearing. When it is the arbitrator's opinion that a boat that is a party to the arbitration hearing has broken a rule for which the Post-Race Penalty is available, the party will be invited to accept that penalty and, if accepted, the protesting boat will be allowed to withdraw the protest, changing rule 63.1.
- A.2.3 When there is not agreement to use RYA Arbitration or when, after RYA Arbitration, a protest is not withdrawn or the Post-Race Penalty is not applicable to the facts, there will be a normal protest hearing at which the arbitrator may be a member of the protest committee. Rules 66 and 70 (reopening and appeal, respectively) do not apply to an arbitration since this is not a protest committee decision or procedure. A boat may still accept a Post-Race Penalty at any time before the start of a protest hearing and receive its protection from further penalization. She may also retire.

## Annex B – Local rules

1. The rules and bye-laws of Grafham Water Sailing Club apply. All visiting competitors and their supporters will be temporary members of Grafham Water Sailing Club for the duration of the event and shall abide by all club rules and bye-laws.
2. It is prohibited to sail within the prohibited area at the west end of Grafham water. The eastern boundary of this area is marked with small yellow spherical buoys. This area is an obstruction.
3. It is prohibited to sail within 20 metres of any fishing boat. The area within 20 metres of any fishing boat is an obstruction.
4. Grafham Water Sailing Club does not allow the use of motorised support vessels that are not part of the registered safety fleet for an event.