



# Skate Sailing Association of Australia

## Nationals Templates User Guide

### Overview

This document provides guidance on use of the Skate National Championship Templates to create the following documents for a National Championship:

- Notice of Race (NOR)
- Entry Form
- Sailing Instructions (SI)
- Hearing Request Form (Protest Form).

The templates have been updated to align with the Racing Rules of Sailing (RRS) 2021-2024 with specific reference to:

- Racing Rules of Sailing 2021-2024 Appendix J – Notice of Race and Sailing Instructions
- Australian Sailing Notice of Race and Sailing Instructions Guides
- Skate Sailing Association of Australia Special Rules.

Their content represents the minimum information required for each document.

The templates are suitable for use for any Skate regatta and can be downloaded from the Competition page of the Skate Sailing Australia website <https://skatesailingaustralia.org/calendar.html>

A comprehensive collection of regatta management templates and race officer resources is available for download from the Officials Resources page of the Australian Sailing Resources website <https://www.sailingresources.org.au/officials-volunteers/nop-resources>

### Common Concepts

The templates were created with Microsoft Word and it is recommended they be also be configured for a specific Nationals using Word, however it should also be possible to configure them using Google Docs.

In general, content that must be changed eg the Host Club name is highlighted in yellow.

It's assumed document formatting (page headers and footers, title pages etc) may change depending on sponsorship arrangements. The Sailing Instructions template provides an example of how this might be achieved. Dummy host club and sponsor logos are included in the templates and should be replaced with those of the relevant organisations.

All documents have their header defined as a table without the borders showing to make it easy to substitute logos without losing the formatting. The borders may be temporarily marked in to assist in altering the header as per Figure 1.



Figure 1 - Document header with borders marked in

Both the Notice of Race and Sailing Instructions have their content defined as a table without the borders showing, with a row for each rule and a separate cell for the rule number and rule content. Additional rules



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can be inserted by adding a row above or below an adjacent rule. The borders may be temporarily marked in to assist with formatting the rules as per Figure 2.

7.3	The scheduled time of the warning signal for Heat 1 on 29 December 2019 is 1pm.
<b>8</b>	<b>EQUIPMENT INSPECTION</b>
8.1	Each boat shall be weighed and measured, and any new sails measured at State level prior to the regatta.
8.2	Boats may be weighed or measured, and sails measured during the regatta at the discretion of the Race Committee.

Figure 2- Rule configuration in the NOR and SI templates

The Skate Sailing Association can provide support in use of the templates to prepare Championship documentation if required.

### Document Publishing and Distribution

The Skate Sailing Association maintains a page on its website for National Championships and other regattas and will publish the documents on the website. The documents may also be uploaded to the Host Club website or the Skate Sailing Facebook page as appropriate.

All documents will be published in PDF format.

Skate sailors at all clubs will be notified when new or updated documents have been published.

The Skate Sailing Association website has provision for promotion of sponsors and the Association will work with the Host Sailing Club to publish this material as it becomes available.

### Document Preparation

#### Notice of Race

As per the Skate Sailing Association Special Rules, the NOR must be published by 01 November.

Please address the following:

- Revise the Championship number, dates and Host Sailing Club throughout the document
- Insert the host club logo in the document headers – pages 1 and 2
- Insert the document issued date in the footers – pages 1 and 2
- Rule 1.4 – Identify any overarching changes to rules. Delete Rule 1.4 if none applicable
- Rule 4 – Eligibility and Entry – determine closing date for entries and whether late entries will be accepted – generally they will.
- Rule 5 Fees – Confirm the Entry Fee and Late Entry Fee.
- Rule 7 – Schedule – Update the dates and times in this section to match the proposed regatta schedule
- Rule 12 – Insurance – Confirm liability cover required – generally \$10M
- Rule 13 – Confirm the prizes that are planned to be awarded
- Rule 14 – Further Information – insert contact details for the SSAA and the host club
- Attachment A – Regatta Venue – Insert Host Club address and racing area details
- Attachment B – Additional Information – Insert other information for prospective competitors.



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It's recommended that the Entry Form be kept separate so it can be downloaded on its own from the regatta website, filled in and submitted by entrants without having the Notice of Race details attached.

Please note the following:

- The Host Club has ultimate responsibility for the completeness and correctness of the Notice of Race and for obtaining all required approvals.
- Details of the host club and proposed Race Schedule should be published to the Skate Sailing Australia website as soon as they are known and the Notice of Race and Entry Form should subsequently be posted to the website for download by entrants by 01 November prior to the Championship at the latest. This can be organised through the Skate Sailing Association of Australia.

### ***Entry Form***

The Entry Form will generally require only the following changes:

- Revise the Championship Number and insert the Host Club logo in the document header, which is configured as a table in the same manner as the Notice of Race (refer above)
- Insert entry submission details
- Confirm insurance liability cover and entry submission date
- Confirm Entry Fee banking details – it is assumed entry fees will be paid by funds transfer.

### ***Sailing Instructions***

Ideally the Sailing Instructions should be published 1 week after the closing date for entries.

They should be available for download from the Skate Sailing Association website with printed copies being available throughout the Championship.

It is anticipated that the Sailing Instructions will be formatted to recognise the Championship sponsors with potential revisions and considerations as follows:

- Title Page – reformat as desired but ensure the following information is displayed:
  - Skate Class and Host Club logos
  - Championship number and dates
  - Host Club name
- Sponsors Page – reformat as required to reflect sponsorship agreements
- Subsequent page headers and page content – insert sponsor details as committed in sponsorship agreements.

Please address the following revisions to Sailing Instructions content:

- Revise the Championship number, dates and Host Sailing Club throughout the document
- Host Sailing Club Welcome – include message from Host Club representative – generally the Commodore or Sailing Manager
- Regatta Officials – update names and contact details
- Rule 2 – Changes to Sailing Instructions – confirm posting arrangements
- Rule 3 – Communications with Competitors – confirm arrangements
- Rule 5 – Signals Made Ashore – confirm arrangements



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- Rule 6 – Schedule of Races – confirm location in the Sailing Instructions and timing of final signal
- Rule 7 – Class Flag – confirm flag to be used in the starting procedure
- Rule 9 – Courses – confirm details here in conjunction with Attachment 3
- Rules 10 – Marks and 13 – Change of Next Leg of the Course – Confirm mark descriptions and change of course approach
- Rule 11 – Obstructions – revise to reflect local conditions as required
- Rules 12 – The Start, 14 – The Finish and 15 – Time Limits and Target Times – revise to reflect intended arrangements
- Rule 16 – Hearing Requests – review for alignment with intended protest procedure and the Hearing Request Form
- Rule 18 – Safety Regulations – revise to reflect intended sign-on and sign-off arrangements
- Rule 25 – Insurance – revise for required liability cover
- Attachment 1 – Regatta Event Schedule – revise to match the intended schedule
- Attachment 2 – Racing Area – Insert details to match local arrangements
- Attachment 3 – Courses – insert diagrams and course length/duration details to match local conditions – refer to Course Diagrams and Tables document on the Australian Sailing Regatta Management Templates page for additional content <https://www.sailingresources.org.au/class-assoc/regatta-templates/>
- Attachment 4 – Trophies and Prizes - Revise trophies and prizes as required
- Attachment 5 – Past Skate National Champions - Insert up-to-date details – refer Skate Sailing Association website.

### ***Hearing Request Form***

This form should match with the latest version on the Australian Sailing Regatta Management Templates page.

If desired, a version with page header adapted for the Championship may be created by revising the Championship Number and inserting the Host Club Logo.

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