

**LITTLETON SAILING CLUB**

**GENERAL INSTRUCTIONS 2021**

 V 2.1 Revised August 2023

1. **INSTRUCTIONS**

These General Instructions apply to all members of the Clubs and other organizations and their guests who use the waters of Littleton Lake. Members of visiting sailing clubs will be temporary members during their visit.

These General Instructions may be modified by Special Instructions posted on the Club Notice Board at any time. In exceptional circumstances they may be modified orally by the Officer of the Day. The General Instructions and any Special Instructions apply to all boats, sailboards and paddleboards, and for the purpose of this document only, the term "boats" shall mean "boats, sailboards and paddleboards". Boats racing will also be subject to the Sailing Instructions applicable to the event.

1. **Duty Team**

Unless otherwise stated the Duty Team must remain on station until 14:00 (GMT) or 15:00 (BST). If any sailing takes place beyond these times the Duty Team (at least OD & SB, more if racing taking place) must remain on station until sailing completed. They can stand down at 15:00 (GMT) or 17:00 (BST) when Buddy Sailing rules will apply.

1. **SAILING OUTSIDE OPENING TIMES**

Members who wish to sail at the Club when there is no advertised sailing/racing programme (i.e. no safety boat is operating) may do so entirely at their own risk. They should arrange for a responsible person to be available on site, with access to a craft on the water, who can provide assistance should the Member get into difficulties.

1. **DISCRETION TO PROHIBIT SAILING**

The Officer of the Day may prohibit or cancel sailing and/or recall boats on the water. Code Flag “N” will be flown for general prohibition or Code Flag “AP” for temporary postponement. The Management Committee can, if deemed necessary, change the times and/or days when the lake may be used.

1. **RULES OF NAVIGATION ON LAKE**

The following rules of navigation shall apply to all persons who are using boats on the Lake:

1. if reasonably possible, a boat not racing shall not interfere with a boat that is racing:
2. rights of way for all sailing boats, whether racing or not, shall be governed by the current World Sailing “The Racing Rules of Sailing 2021-2024” (RRS) Part 2:
3. all rowing boats, canoes, kayaks and paddle boards shall be regarded as power vessels, and shall keep clear of all sailing boats and sailboards, and be subject to the International Regulations for Preventing Collisions at Sea as published by The International Maritime Organization:
4. all boats, whether racing or not, shall give way to a motor boat (or any other boat providing assistance) which is:
5. recovering persons from the water;
6. aiding a boat in difficulty;
7. towing a boat; or
8. placing marks under the direction of the Officer of the Day.
9. **SPECIAL WARNINGS AND RESTRICTIONS**

The following special warnings and restrictions are in force at the Lake:

**OVERSIZE DINGHIES AND MULTIHULLS:**

No multihulls or boats exceeding 16'6" (5.05 m) overall length may sail at Littleton, unless authorized specifically in writing by the Management Committee. An exception has been granted in respect of the multihulls used by Littleton PhabSail.

**PROHIBITED AREA FOR SAILING BOATS:**

1. **HIGH TENSION ELECTRICITY CABLES CROSS LOW OVER THE SOUTHWEST BAY OF THE LAKE. BOATS MUST NOT PASS BEYOND THE GUARD CABLE INSTALLED ACROSS THE BAY;**
2. Boats must not enter the diving area adjacent to racing mark 3;
3. No sailing boats may moor at the jetty in front of the Race Control Box;
4. Any instructions concerning other prohibited areas for sailing that may be displayed on the Club Notice Boards must be strictly obeyed.

**PROHIBITED AREAS ASHORE:**

1. Neither boats, trailers, nor launching trolleys are to be left at any time so that they obstruct any slipways, pathways or access roads.
2. MASTS MUST BE LOWERED BEFORE BOATS ARE TAKEN BENEATH THE HIGH-TENSION ELECTRICITY CABLES PASSING OVER THE CAR PARKS. THIS IS A VITAL SAFETY PRECAUTION.
3. **RISK STATEMENT**

The RRS Fundamental Rule 3 states “The responsibility for a boat’s decision to participate in a race or to 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 sailing on Littleton Lake each competitor, member or visitor agrees and acknowledges that:

1. 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 such sailing and events;
2. They are responsible for the safety of themselves, their crew, their boat and their property whether afloat or ashore;
3. They accept responsibility for any injury, damage, or loss to the extent caused by their own actions or omissions;
4. Their boat is in good order, equipped to sail on Littleton Lake, and/or in the event, and they are fit to participate;
5. The provision of a race management team, patrol boats and other officials and volunteers by Littleton Sailing Club does not relieve competitors, members, or visitors of their responsibilities;
6. **PATROL BOAT COVER**

The provision of patrol boat cover is limited to such assistance as can be practically provided in the circumstances, particularly in extreme weather conditions.

1. **USE OF POWER BOATS**

Power boats may only be driven on Littleton Lake by those people authorized to do so by the Management Committee, and who have received appropriate training, or those receiving such training. The use of power driven boats, other than safety boats or work boats, is forbidden unless authorized specifically in writing by the Management Committee.

1. **PERSONAL FLOTATION DEVICES**

All persons sailing at the Lake, or manning any other boat on the water, must wear an adequate personal flotation device. Wet suits and dry suits are not deemed to be personal flotation devices. The Officer of the Day may prohibit any person from sailing that does not wear or properly wear a personal flotation device and may disqualify them from any race.

PROTECTIVE CLOTHING: COLD WATER CAN KILL. DRY SUITS OR WET SUITS SHALL BE WORN BY ALL CREW MEMBERS AT ALL TIMES WHILE AFLOAT BETWEEN THE MONTHS OF OCTOBER TO MARCH INCLUSIVE.

1. **BUOYANCY OF BOATS AND BUOYANCY TESTS**

All boats must have their designed buoyancy maintained in satisfactory working order and satisfy class association or national authority buoyancy regulations. The Officer of the Day has the authority to prohibit the use of a boat with defective buoyancy.

1. **THIRD PARTY INSURANCE – COMPULSORY**

All boats using the Lake must be insured against third party risks to a minimum of £2,000,000. All persons wishing to sail at the Lake, whether as Members or Licensees hereby agree to comply with the requirements of Standard Sailing Instruction 20 and undertake that they have indemnity against Third Party liabilities up to £2,000,000 for any one incident. In applying for membership or renewing membership, all members agree to abide by Club Rules and Bylaws which include adequate insurance arrangements (as defined) for their boats whether racing, sailing, rowing or paddling.



**LITTLETON SAILING CLUB**

**STANDARD SAILING INSTRUCTIONS**

1. **RULES**

1.1 Racing will be governed by the rules as defined in World Sailing The Racing Rules of Sailing 2021-2024 (RRS).

 1.2 The Littleton Sailing Club General Instructions will apply.

1.3 All Helmsmen shall sign the Race Sheet In the Clubhouse foyer prior to starting in any race, and in doing so agrees to be bound by The RRS and all other rules governing the event.

1. **CHANGES TO SAILING INSTRUCTIONS**

 Any change to the sailing instructions will be posted no less than 30 minutes before the Warning Signal of the race(s) to which it will apply.

**3**  **NOTICES TO COMPETITORS**

 Notices to competitors will be posted on the official notice board located in the Clubhouse foyer.

**4 CODE OF CONDUCT**

 Competitors shall comply with reasonable requests from race officials.

**5**  **SIGNALS MADE ASHORE**

 Signals made ashore will be displayed at the mast at the Race Control Box.

**6 SCHEDULE OF RACES AND ENTRY NUMBERS.**

6.1 The programme of races and start times will be as advertised on the Club Notice Board.

 6.2 One boat at the start and intending to race constitutes a race.

**7 CLASS FLAGS**

 Handicap Flag “G”

 Solo Flag “Numeral 1”

 RS 200 Flag "Naval Numeral 2"

 Comet Flag "White flag with Comet logo"

 Other class flags, as required, will be shown on the official notice board.

**8 RACING AREAS**

8.1 The racing area is Littleton Lake.

8.2 Boats shall not pass beyond the guard cable installed across the south-west bay of the lake.

8.3 Boats shall not enter the diving area adjacent to racing mark 3.

8.4 Any instructions concerning other prohibited areas for sailing will be displayed on the Club Notice Boards and shall be strictly obeyed.

**9 COURSES**

9.1 The diagram attached at Appendix 1 shows the location and identification of fixed marks on the Lake. In addition, up to three movable marks may be used with the designations A, B and C and when these marks are deployed a diagram of the course may be displayed on the pictorial course board (see 8.3 below).

9.2 The course for each race and the number of laps to be sailed will be either that displayed on the side of the Committee Boat or that displayed in front of the Race Control Box at the time of the preparatory signal. Marks indicated on a green background are to be left to starboard and those indicated on a red background are to be left to port. The course board in black and white chequered design indicates that the inner and outer distance marks (described as the “gate” on maps of the Lake) form part of the course and that boats must pass between these marks on every lap.

9.3 If the pictorial course board behind the Race Control Box is used then the course displayed on the Committee Boat and/or Race Control Box will take precedence. If there is any conflict between the course shown on the Committee Boat and that shown in front of the Race Control Box, then that shown on the Committee Boat will take precedence.

**10. MARKS**

10.1 The fixed marks shown in the diagram at Appendix 1 are all yellow spherical buoys with their identifying numbers painted on in black.

10.2. The three movable buoys referred to in S.I. 8.1 are orange spherical buoys. Buoy A shows ‘A’, buoy B shows ‘B’, and buoy C shows ‘C’.

**11. AREAS THAT ARE OBSTRUCTIONS**

The areas described in S.I. 7.2, 7.3 and 7.4 are designated as obstructions.

**12. THE START**

12.1. Races will be started by using RRS Rule 26 with the warning signal made 5 minutes before the starting signal, except for Pursuit Races when the Littleton Pursuit Race Sailing Instructions will apply.

12.2. The starting line will be either:

1. the line formed by the transit between the two poles on the Race Control Box, the front flying an orange flag, with boats passing between the inner and outer distance marks; or
2. when flag W is displayed on the Committee Boat and/or the Race Control Box to signify a lake start, a line between the flag pole of the Committee Boat flying an orange flag, and an outer distance mark or a mark of the course.

12.3. Boats whose warning signal has not been made shall avoid the starting area during the starting sequence for other races.

12.4. When two or more classes are due to start and a class is subject to a General Recall, the flag First Substitute will only be displayed for 2 minutes and will be removed without a sound signal. This changes RRS Rule 29.2 and Race Signals, First Substitute.

12.5. A class subjected to a General Recall will be restarted five minutes after the last start scheduled for that sequence of starts; if there is more than one offending class they will be restarted in the same order as that in which they were recalled. This changes RRS Rule 29.2.

**13. CHANGE OF THE NEXT LEG OF THE COURSE**

Not used.

**14. SHORTENING THE COURSE**

14.1. Flag S will be displayed with two sound signals as the leading boat rounds the mark that commences the final leg of the shortened course. This changes RRS Rule 32.2

14.2. After the leading boat has finished all remaining boats will be finished the next time they pass through the finishing line. Any finished boat that has sailed less laps than the leading boat will have her final time calculated using her average lap time. This changes RRS Rules 28.1 and A3.

**15. THE FINISH**

The finishing line will be between the inner and outer distance marks on a line formed by the transit between the two poles on the Race Control Box, the front pole flying a blue flag, or between the pole on the Committee boat flying a blue flag and an outer distance marker or a mark of the course.

**16. TIME LIMITS**

The time limit for all races is 90 minutes, except the Six Hour Race, the Junior 2 Hour Race and the Pepper Pursuit Race. Boats failing to finish within 30 minutes after the first boat sails the course and finishes will be scored Time Limit Expired (TLE) without a hearing. A boat scored TLE shall be scored points for the finishing place one more than the points scored by the last boat the finished within the Finishing Window. This changes RRS Rules 35, A5.2 and A10.

**17. PROTESTS AND REQUESTS FOR REDRESS**

17.1 Hearing Request shall be completed on the appropriate form, available from the Race Control Hut, and the Officer of the Day must be advised within 30 minutes of the requesting boat finishing or retiring. This changes RRS Rule 61.3.

17.2 The Exoneration Penalty and the Advisory Hearing and Royal Yachting Association (RYA) Arbitration procedures of the RYA Rules Disputes Procedures will be available. See the official notice board for details, which form part of these Sailing Instructions. A list of Advisors and a description of the Advisory Process is available in the Club foyer.

17.3 If an Advisor is available, the hearing may be carried out on the day. Alternatively the protest form should be posted in the mail box at the foot of the Clubhouse stairs, clearly marked as a “Rules Dispute”, and an Advisor will contact you to arrange a mutually convenient time to hold the hearing.

**18 OUTSIDE HELP.**

Any boat competing in Club racing which has capsized, run aground, become entangled in vegetation, or whose crew cannot re**-**board, may receive outside help from a disinterested source or from a Littleton Sailing Club safety boat and may then continue to race, provided such help does not give any advantage in race position. Any boat receiving such help which does gain a significant advantage may be protested and penalized as per the concluding paragraph of RRS Rule 41. This changes RRS Rule 41.

**19 SCORING**

19.1 Handicap racing for dinghy classes shall be run using the RYA Portsmouth Yardstick Scheme tables. Current Portsmouth Numbers (PNs) will be used where available but PNs will not be changed mid-series. Where no current PN is available, class recommended PN or historic numbers will be used in this order of preference. If no PN is available for a dinghy class then the Sailing Sub Committee may appoint a handicap to allow racing.

19.2 Scoring for series races will use the system described in Appendix 2 of these instructions.

19.3 The number of races comprising a series will be as set out in the sailing programme, though the number of races to count will depend on the actual number of races run in a series.

19.4 Races that are not in a series competition may rank for prizes as determined by the Sailing Sub-Committee and as published in the Scene. The Low Points system of Appendix A of the ISAF “Racing Rules of Sailing” will apply.

**20 INSURANCE**

All competitors shall have insurance cover with a minimum of £2 million third party indemnity and in applying for membership or renewing membership, all members agree to abide by Club Rules and Bylaws which include adequate insurance arrangements (as defined) for their boats whether racing, sailing, rowing or paddling.

**21 DISCLAIMER OF LIABILITY**

Competitors participate in the race entirely at their own risk: see The Racing Rules of Sailing Fundamental Rule 4, Decision to Race. The organizing authority will not accept any liability for material damage or personal injury or death sustained in conjunction with or prior to, during or after the race.

**22.. RISK STATEMENT**

RRS Fundamental Rule 3 states “The responsibility for a boat’s decision to participate in a race or to 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 events organized by Littleton Sailing Club, each competitor member or visitor agrees and acknowledges that:

1. 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 such events;
2. They are responsible for the safety of themselves, their crew, their boat and their property whether afloat or ashore;
3. They accept responsibility for any injury, damage, or loss to the extent caused by their own actions or omissions;
4. Their boat is in good order, equipped to sail in the event and they are fit to participate;
5. The provision of a race management team, patrol boats and other officials and volunteers by Littleton Sailing Club does not relieve competitors, members, or visitors of their responsibilities;
6. The provision of patrol boat cover is limited to such assistance as can be practically provided in the circumstances, particularly in extreme weather conditions.

**APPENDIX 1.**



**APPENDIX 2**

**SCORING OF SERIES (GENERAL AND PERSONAL HANDICAP):**

For all **general and personal handicap race series** the following will be used to score the series (excludes one-day and two-day events).

1. The series will be scored on the number of races as shown in the table below according to the total number of races available to race in the series:

| Total number of races available to race in the series | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Number of races to qualify**  |  | **2** | **3** | **3** | **4** | **4** | **4** | **4** | **5** | **5** | **5** | **5** |
|  **Number races to count** |  | **2** | **3** | **3** | **4** | **4** | **5** | **5** | **6** | **6** | **7** | **7** |

| Total number of races available to race in the series | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Number of races to qualify**  | **6** | **6** | **6** | **6** | **7** | **7** | **7** | **7** | **8** | **8** | **8** | **8** |
| **Number of races to count** | **8** | **8** | **9** | **9** | **10** | **10** | **11** | **11** | **12** | **12** | **13** | **1** |

The ”Low Point System” of Appendix A of the World Sailing “The Racing Rules of Sailing 2021-2024” will apply

2. A helm who **retires** or “**did not start**” a race shall be awarded points of one more than the total number of entries for that race. (N.B. “Did not start” means that the boat and helm were on the water in the vicinity of the start line before the start with the intention of starting the race but did not actually start the race – signed on but still moored at a pontoon is not enough!)

4. Any “entries” on the signing-on-sheet that do not have either a name, or a class of boat or any indication of having raced (e.g. did not sign off if they retired) shall not be considered as entries as far as scoring the race is concerned. If a helm does not enter on the signing on sheet, it is at the discretion of the Officer of the Day whether or not to include the result.

5. If a helm wishes to sail in a series using different rigs or class of boat, then each rig or class of boat will count as a separate entry within the Series (i.e. results cannot be combined). However, a helm may sail **different boats** of the **same class and rig** as part of a single entry in the series. A helm may also sail with various crews as part of a single entry in the series.

**Prizes** will be awarded on the basis of the top 3 places following the final race of the Series, or 50% of the qualifiers rounded down if less.

**For all general and personal handicap one-day and two-day events (Pioneer Cup, Allen Vase, Icicle etc.**) **The above holds except for 3 and 5 which** are **replaced by:**

3. A helm who did not enter a race shall be awarded points equivalent to one more than the total number of entries for the event.

5. A helm shall use the same boat, sails, crew etc. for all of the races in the given one and two-day event.

One and two-day events will be scored as per the advertised programme for the day. This will usually be 2 out of 3, 3 out of 5 with short races or occasionally 6 out of 10 races over 2 days.

SCORING OF SERIES (SINGLE CLASS RACING): Generally, single class racing is scored using the above system**,** but it is best to check with the individual Class Captains for confirmation.