

Pewaukee Yacht Club - Pewaukee, Wisconsin

Section A: Fleet and Race Administration

GENERAL: Guidelines for scheduling of sanctioned fleets racing during the season. Each sanctioned race or series will be identified on the published season schedule established prior to the start of each season by the Pewaukee Yacht Club (PYC) Race and Regatta Committee. In the schedule, the committee will give consideration to and be guided by the following:

1. SANCTIONED CLASSES

1.1. Sanctioned Classes shall be Opti, Class X, Melges 17, Class MC, Class C, Class E and Class A. Laser will be scheduled but not sanctioned as part of the championship series.

1.2. ENTRIES

a. Yachts A, E, C, Melges 17, MC, & X class sailboats with helmsmen in good membership standing of the PYC with regular full membership (not racing crew or senior non-sailing status) are eligible to participate in the Championship Series.

b. Except in Class X, all regular crew members must be members in good standing of the PYC. Non-members are allowed to crew on registered yachts for a total of two season championship races each calendar year.

c. All yachts which at the end of the season championship series have not won a race in that series are eligible to compete in the Consolation Race. In doing so they shall compete with their regular crew or persons of comparable experience.

d. Guest skippers are allowed in all fleets but must be a member in good standing of the PYC with regular full membership (not racing crew or senior non-sailing status). Guest skippers are limited to two races per season per yacht if two thirds of a quorum of the fleet (one half of the fleet members) votes to impose this limitation. The fleet must vote on this limitation if it so desires prior to the season's races, and notify the chairman of the Race and Regatta Committee and the Head Judge before May 1st of the year that the limitations are to be imposed.

e. MC Master Series guest skippers must, in addition to the requirements of Race

Administration 1.2d, be age 50 on or before the first scheduled season Championship Race to qualify the yacht owner for the Masters Championship Series.

f. The Opti fleet allows any PLSS Opti student to sail in the green fleet on Wednesday nights, regardless of their PYC membership status. A non PYC member who sails in the green fleet on Wednesday nights would pay 2x the fleet dues that a PYC member pays. The Wednesday night series will be split into two fleets, a green fleet and a championship fleet.

1.3. YACHT RACING NUMBERS: Racing numbers are assigned by the Chairman of the Membership Committee and are required for both the deck & sails for the class A, E, C, and X Class. The procedure will be as follows:

a. A single number is assigned to a "Family" for use on all of the yachts owned by the family in various classes. If a family has more than one yacht in a single class, it will be assigned as many numbers as required to separately identify each yacht.

b. A family will retain title to a number so long as a member of the family is a regular member of the PYC, or until the family voluntarily releases the number.

c. No family may assign that number to any other family.

d. For purposes of number assignment "Family" is defined as parent, children, grandchildren, sibling, niece, and nephew.

e. For all numbers assigned after January 1, 2003, if a yacht will carry the sail number or hull identification different from one assigned thereto, the helmsman must request permission to do so from the PRO responsible for the race concerned. The helmsman must also confirm the change in his number as he finishes the race. Yachts not conforming will be scored DNS and all yachts, which finished the race after such yacht will have their finish place adjusted accordingly. It is the responsibility of the helmsman to have correct hull and sail identification within three sanctioned races.

f. Yachts are registered for the series under a specific family number. A registered yacht and eligible helmsman will not be allowed to compete under a different registered yacht number in the same class.

1.4. YACHT WEIGHTS: All yachts participating in any PYC sanctioned event must weigh no less than the class minimum as set by the class scantlings. It shall be the responsibility of the owner to be sure their yacht conforms to these weights at all times. Weights obtained from the factory certification, certification from the ILYA or from the appropriate National Class Association will be acceptable. If evidence is brought to the attention of the PRO or any of the Race Committees for the class involved by protest that the weight of a yacht is less than that required by the governing class scantlings, the Technical Committee will require of the yacht's helmsman that he appropriately demonstrate that the yacht does weigh an amount equal to or greater than that required. If the yacht is so weighed and it is found that it does not meet the above weight specification, it will be disqualified from all previous races in the current season series for which it was awarded points.

2. RACE SCHEDULING

2.1. For each sanctioned class a season championship series consisting of weekend (defined as Friday night, Saturday and Sunday) and holiday races. Races in the championship series will normally be held for the various classes in accordance with the following:

Friday Evening: Melges 17 6:00
Saturday a.m.: X 10:00*
Saturday p.m.: E 2:00
Sunday a.m.: C and MC 10:00* & 10:05*
Sunday p.m.: A 2:00
Holiday a.m.: C 10:00 and X 10:05
Holiday p.m.: E 2:00

*30 minutes earlier if back-to-backs are scheduled

2.2. Races in the twilight series will normally be held for various classes in accordance with the following:

Tuesday p.m.: Class X and A 6:30
Thursday p.m.: Classes E & M17 6:30, C 6:35, MC 6:40.

2.3. Special events, such as:

a. Holiday series in which some or all of the races included therein may be season championship races.

- b. Tune-up races.
- c. Consolation races (see Section 1.2 for participation requirements).
- d. Other races as may be scheduled by the PYC Race & Regatta Committee.

2.4. No races in the championship series will be held on dates prior to the Saturday which proceeds Memorial Day or after Labor Day.

2.5. No races in the championship series for a class will be held on dates that conflict with the class participation in regattas sanctioned by the ILYA, WYA, and PYC or in national championship events. Furthermore, no races will be scheduled in any championship series on dates for which events are scheduled in the ILYA Annual Championship Regatta.

2.6. Every effort will be made to complete the races as scheduled. If a race in the season championship series is abandoned, the necessary make-up race will be automatically scheduled to be sailed as the second race in a back-to-back format with the next scheduled season championship race (no make-up races will be scheduled for Class A, Class E or Melges 17). No make-up race will be automatically scheduled for the 4th of July. Also, no make-up back-to-back races will be scheduled on previously scheduled back-to-back races. The starting time of the first race in the back-to-back make-up race format shall start 30 minutes earlier than originally scheduled. In multi-fleet formats, (i.e. C and MC on Sunday on holidays) if one fleet needs a makeup race; all fleets will start 30 minutes earlier. Fleet captains must advise race committee of make-up races by Tuesday before the race in question.

2.7. If the remaining schedule prevents sailing of a make-up race in accordance with Section 2.6, the fleet captain shall contact the Race & Regatta Chairman to determine appropriate action.

3. SCORING

3.1. Refer to Sailing Instructions Section 17 for scoring details.

3.2. When a yacht changes ownership during the season, any points accumulated by the yacht

therefore in a series shall be credited to the original owner.

4. TROPHIES

4.1. Permanent trophy will be awarded each season as follows:

- a. A distinctive award for first place in the season championship series for each sanctioned class.
- b. For Class "X", a suitable award for the helmsman of those yachts finishing in the top 30% of competing in the season championship series and in addition awards for the regular crew of all winning yachts.
- c. For all other classes, a suitable award for the helmsman and crew of those yachts finishing in the top 25% of competitors in the season championship series.

4.2. Trophies not permanently won shall be signed for by the owner or agent of each yacht receiving the trophy and must be returned to the Fleet Captain by the weekend proceeding the Labor Day weekend of the next year. All engraving, polishing and repair required to bring the trophy up to date or to original condition are the responsibilities of the owner of the yacht. If the trophies are not returned in presentable conditions the required work will be done at the cost to the owner of the yacht last presented.

5. RACE ADMINISTRATION

5.1. Race & Regatta Committee (RRC): Per PYC By-Laws this committee shall administer all of the PYC's sailing / racing activities. This committee shall be organized as follows:

- a. Chairman, a director of the PYC
- b. Assistant Chairman, a director of the PYC
- c. Head Judge Team (three people) who shall be:
 - i. Members of the RRC
 - ii. Co-Chairs of the annual Judging Seminar
 - iii. The Technical Committee
 - iv. Managers of all Race Committee Teams
- d. Fleet Captains - Responsibilities are:
 - i. Improve the quality of sailboat racing at the PYC. To schedule and promote participation in events and activities aimed at making certain, to the minimum extent possible, that all the

yachts in the fleet are efficiently equipped and rigged, and properly tuned. Schedule classes or events (i.e. the twilight series) aimed at improving the helmsmanship, crewing and racing tactics, including an understanding of the Racing Rules.

- ii. Provide timely communication as needed to the PRO and members of the fleet on all relevant matters. PRO must be informed by phone or in person of makeup races or other scheduling by noon of the Tuesday before the race in question. Fleet communication may be by email.
- iii. Assist the Membership Committee in the policing of Fleet and Race Administration Section 1.2.
- iv. Recommend to the Race Committee whether to cancel, postpone or proceed with a scheduled race under marginal racing conditions. The final decision is the responsibility of the Race Committee.
- v. Inform all fleet members of all communications given to the Race Committee prior to races. All communications with the Race Committee are to be solely done through the Fleet Captain.
- vi. Organize and conduct fleet meetings to discuss fleet business. The Fleet Captain shall be elected by the members of the fleet for a term of one year. At the same election the fleet may elect an assistant Fleet Captain to assist with the fleet duties. It shall be the design that the assistant Fleet Captain may move up to the Fleet Captain position the next year if the fleet members so vote. Election for the next year shall be held near the end of the sailing season.
- vii. Coordinate the publishing of fleet reports and activities to the editor of the PYC newsletter.
- viii. Submit to the Trophy Committee a list of all season race winners and the winners of all series and any other special series for each class before the date specified by the Trophy Chairman. One week prior to the Trophy presentation each Fleet Captain must have in his/her possession every trophy to awarded to the fleet members the previous year and bring all trophies to the Clubhouse, or designated venue on the day of the Trophy presentation before 1:00 p.m.

- ix. Provide five members from his/her fleet to help put in and take out the piers at the PYC at the scheduled time.
- x. Review and add fleet concerns to the RRC during the construction of the season schedule. All regatta dates for its class National Championship, preseason, post-season and other pertinent regattas are submitted for inclusion in the annual schedule.

5.2. Official Scorer - Responsibilities are:

- a. Obtain current racing year fleet rosters from Pewaukee Yacht Club Annual to be used to build initial scoring database.
- b. Establish process, in conjunction with the Head Judge Team, for Race Committees to complete and submit completed score cards as soon as possible after the conclusion of a race. Completed protest forms also need to be retrieved. Consult with daily PRO's to correct discrepancies on score cards.
- c. Enter scores into a yacht scoring program that has been reviewed and accepted by the Head Judge Team and make results available to publish on the PYC web site. The goal is to have the scores published on the web site no later than the Tuesday after the weekend's racing and the printed score sheets posted in the PYC clubhouse as soon as practical.
- d. Communicate the weekend's results to the PYC Membership via the website or other official notification by Tuesday after racing, or as soon as reasonable.
- e. Keep all scorecards until the end of the season in order to resolve any reported scoring discrepancies.
- f. Deliver all scorecards and final race results to each fleet captain at the end of the season so they can complete the scripts used in the PYC Trophy Presentation. Each card has the correct race trophy included.
- g. Refer all conflicts or issues to Race and Regatta Chairman for resolution and implement RRC decisions as needed.

5.3. Race Committee (RC)

- a. A Race Committee (RC) shall be assigned for each sanctioned race and shall consist of a Principal Race Officer (PRO) in charge thereof, together with the Timer, Gunner, Signalmen, and others who make up his judging team.

- b. Race Committees are responsible for the course design, management, conduct and judging of each sanctioned race.
- c. PRO shall be responsible for keeping a record, on official PYC forms, of the results of all races sailed under his supervision. Promptly upon completion of a race, these results shall be submitted to the PYC Scorer according a process outlined by the Head Race Committee Team and deposited in the designated place in the PYC clubhouse. Any actions per PYC SI rule 16 Protests must be followed if required.

5.4. PROTESTS and ARBITRATION: Appendix T (arbitration) shall be in effect for all sanctioned racing. Arbitrations will be heard as soon as practical and the PRO shall contact an arbitrator from the RRC endorsed list to hear all arbitrations. All protests shall be heard and decided by a Protest Committee made up of: The PRO, or acting PRO, who shall organize the committee and establish the time of the hearing and two other persons of the Race Committee of the day. The PRO of the race has the option to choose one or two members from any other RC team to hear the protest. If an arbitration is conducted prior to a protest hearing, the arbitrator shall not be a member of the protest jury for said incident.

6. VHF RADIOS: In addition to SI Rule 27 the Race Committee shall adhere to the following radio guidelines during the administrating of a season championship race:

6.1. Broadcast on the Competitors channel 45 minutes and again at 15 minutes before the race warning signal a general plan for the starting of the race (i.e. start on time, or in the case of marginal conditions plans if any for a postponed start).

6.2. The Race Committee shall communicate to the fleet via VHF radio and is instructed to announce pertinent race information (i.e. intent to sail, course configuration, countdown to signals etc.). Failure to do so on the part of the race committee or failure to receive such radio transmissions by a competitor shall not be grounds for redress.

Section B: Sailing Instructions

1 RULES

1.1* All PYC sponsored races will be governed by the current Racing Rules of Sailing (RRS) as amended, the prescriptions of United States Sailing, the rules and bylaws of the Pewaukee Yacht Club (PYC), and by these Sailing Instructions.

1.2 The race instructions and rules specified herein apply to all races sponsored by the PYC for its members. Competitors participate in PYC races entirely at their own risk. See RRS 4, Decision to Race. Competitors acknowledge that sailing involves potential risks. As a condition of their participation in PYC races, competitors release all claims they may have against the Pewaukee Yacht Club and its officers, directors, members, committees and employees for damage to property, personal injury or death sustained in conjunction with or prior to, during or after the regatta. Competitors shall be responsible for damage or injury caused by their breach of The Racing Rules of Sailing or applicable governmental rules for the avoidance of collision.

1.3 CONDUCT: Any conduct deemed detrimental either on or off the racecourse may result in expulsion from the PYC, whether the event is conducted by the Pewaukee Yacht Club or other sailing authority. Examples of such conduct include harassment of another competitor or official, tampering with competitor's equipment, or damaging the property of others.

2 NOTICES TO COMPETITORS

Notices to competitors will be published in the PYC Annual, the "Lifters & Headers" publication, the PYC Website, and email when needed. The Official Notice Board is located at the PYC clubhouse.

3 CHANGES TO SAILING INSTRUCTIONS

The PYC Race & Regatta Committee may change the Sailing Instructions with written notice and emailed to the entire membership and posted on the official Notice Board.

4 SIGNALS

4.1 Signals made ashore will be displayed at the PYC on a signal boat at the pier.

4.2 For Class E the code flag "F" means that all yachts are required to sail with NCESA Mainsail flotation panels installed and only those yachts so equipped are permitted to race. Code flag "F" will be displayed 45 minutes prior to the warning signal of the race in which it applies. The displaying of code flag "F" will be completed from the signal boat and will be accompanied by a gun signal and an announcement to the fleet via VHF radio broadcast on the designated competitor's channel by the PRO of the day.

5 SCHEDULE OF RACES

5.1* Race schedules and starting times are published in the PYC Annual and website. Guidelines for the scheduling of season races can be found in the PYC Race & Fleet Management Rule 2.)

6* CLASS FLAGS

The Class flag for all fleets will be a red flag (code flag "B").

7 RACING AREAS

The racing area will be the waters of Pewaukee Lake as determined by the PYC schedule and the Race Committee for the designated fleet.

8 THE COURSES

8.1* The course diagrams with identifying letters shown in Addendum A of these instructions indicate the types of courses to be sailed and the method of designation.

9 MARKS

9.1* The marks will be brightly colored balls.

10 AREAS THAT ARE OBSTRUCTIONS None

11 THE START

11.1 Races will be started by using RRS 26.

11.2* The starting line will be between a staff displaying an orange flag on the committee boat at the starboard end of the line and a brightly colored ball at the port end or between staffs displaying orange flags on two RC Boats. Signals will be made from the race committee signal

boat stationed on the starboard end of the starting line.

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

11.4 RRS 30.1 will be in effect on all starts.

11.5 Except in class X, if any part of a boat's hull, crew or equipment is on the course side of the starting line during the minute before her starting signal and she is identified, the race committee will attempt to broadcast her sail number on indicated VHF channel. Failure to make a broadcast, hear the broadcast or to time it accurately will not be grounds for a request for redress. This changes RRS 62.1(a). For class X, a competitor determined to be OCS during the minute before her start will be hailed.

11.6 In multiple fleet starts the order of the start will be Class E, Class Melges 17, Class C, Class MC, and Class X, as applicable.

11.7 The starting signal of a race may be postponed for any period of time not later than 11:30 for an a.m. race, 3:30 for a p.m. race and 7:00 p.m. for a Friday evening race. This does not apply to the second race in a back-to-back format if conditions allow for timely completion of the second race following the successful completion of the first race. A timely completion is defined as not interfering with the start of any other sanctioned races that day. No morning races can start after noon, no afternoon races can start after 4:00 p.m. and no Friday evening race can start later than 45 minutes prior to sunset.

12 CHANGE OF THE NEXT LEG OF THE COURSE

12.1 After the starting signal, the race committee may not shorten a course by displaying flag S. This changes RRS 32.1 and 32.2.

13* THE FINISH

13.1 The finishing line will be between a staff displaying a blue flag on a race committee boat at the starboard end of the line and the nearby

mark at the port end, or between staffs displaying blue flags on two race committee boats.

13.2 A boat that retires from a race is requested to notify a RC boat before leaving the racing area, or, if that is not possible, notify the race committee or staff at the PYC immediately upon arrival on shore.

14 PENALTY SYSTEM

14.1 For the A, E and C classes RRS 44.1 is changed so that the Two-Turns Penalty is replaced by the One-Turn Penalty.

15 TIME LIMITS AND TARGET TIMES

15.1* In each championship race, the following time-based race guidelines will be used to determine race length. In addition, each fleet will have a MAXIMUM time limit as shown:

Class	Time Limit	Target Time
A	2 hours	75 minutes
E	2 hours	75 minutes
C	2 hours	75 minutes
Melges 17	2 hours	60 minutes
MC	2 hours	60 minutes
X	2 hours	60 minutes

The ideal race length for all fleets in a back-to-back race format will be 60 minutes.

15.2 Boats failing to finish within 30 minutes after the first boat sails the course and finishes will be scored, without a hearing, with the total points of the boats that finish the race plus two places. This changes RRS 35, A4 and A5.

M17 FLEET ONLY: If the last boat/s to finish a race is/are unduly delaying the start of the second race of the day, and such action is determined by the RC to be in the best interest of the fleet, the RC will terminate the race and score those boats in the place they would have finished, based on the judgment by the RC, at the time the race was terminated to allow for a timely start of a second race. The scoring of a boat under this section will not be grounds for redress. This changes RRS 62.1(a).

15.3 Failure of a race not meeting the time based guidelines is not grounds for redress. This changes RRS 62.1(a).

16 PROTESTS AND REQUESTS FOR REDRESS

16.1 Immediately after finishing or withdrawing from the race in which the infraction occurred, a protesting yacht shall notify the Race Committee of the racing number of any and all protested yachts. If the protesting yacht has finished the race, notice shall be given to the RC stationed at the starboard end of the finish line. This changes RRS 61.1 (a).

16.2 Protests shall be written on the forms available at the PYC clubhouse and lodged with the Principle Race Officer (PRO) of the race within one hour of the landing of the RC signal boat. If the protesting yacht does not finish the race, the time limit may be extended by the PRO of the race, taking into account the circumstances of that yacht.

16.3 Decisions are required per RRS Rule 65, to be posted on the PYC clubhouse bulletin board.

17 SCORING

17.1* The Low Point Scoring System, RRS Appendix A2, and Race Scores in a Series Longer Than a Regatta, RRS Appendix A9, will apply.

17.2* Each starter which does not finish a race shall be credited with the number of points corresponding to one place worse than the number of yachts which started the race, but in no event shall the number of points be greater than that which would be assigned to the yacht which does not start.

17.3 Each registered yacht which does not start a race, or which is disqualified for committing a breach of the rules other than RRS Rule 2, 42 & 69, shall be credited with the number of points corresponding to one place worse than the number of registered yachts which competed in the series.

17.4 In computing the total points accumulated for each yacht in the Season

Championship series for all classes, points for the worst races, one for each six races finished by its fleet, including all appropriate scoring penalties except DNE can be eliminated from its score. This changes RRS A2.

18 SAFETY REGULATIONS

18.1 Each competitor, including all skippers and crew and, in the case of a minor, his or her parents and/or guardian, is ultimately responsible for such competitor's personal safety.

18.2 A boat that retires from a race shall notify the race committee as soon as possible.

18.3 All Class X sailors and crew are required to wear Coast Guard approved personal flotation devices "shore-to-shore" for all PYC races.

18.4 When code flag "Y" is displayed, life jackets shall be worn as designed to be worn by the manufacturer. When this signal is displayed after the warning signal, failure by a yacht to comply shall be cause for disqualification.

19 EQUIPMENT AND MEASUREMENT CHECKS

A boat or equipment may be inspected at any time for compliance with the class rules and sailing instructions. On the water, a boat can be instructed by a race committee, or by the Technical Committee, to proceed immediately to a designated area for inspection.

20 ADVERTISING

Boats will conform to World Sailing regulation in accordance with RRS 80.

21 OFFICIAL BOATS

Official boats will be marked as follows: RC flag or symbol.

22 SUPPORT BOATS

22.1 Team leaders, coaches and other support personnel shall stay outside areas where boats are racing from the time of the preparatory signal for the first class to start until all boats have finished or retired or the race committee

signals a postponement, general recall or abandonment.

23 TRASH DISPOSAL

Boats shall not put trash in the water. Trash may be placed aboard support and race committee boats.

24 HAUL-OUT RESTRICTIONS

NONE – Refer to PYC rules of operation for dry sailing and boat parking requirements.

25 RADIO COMMUNICATION

25.1 Except in an emergency, 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.

25.2 VHF radio will be one way that the RC will communicate to the competitors. See PYC Race & Fleet Management Guideline 6 VHF Radios for Race Committee Radio procedures.

25.3 The only communication devices that may be used by the competitors when racing are: a) a weather monitor, b) a radio tuned to receive only RC transmissions that are intended for all boats and c) a cell phone that may be used for emergency purposes only. Failure to hear a RC transmission shall not constitute grounds for redress. Except for emergency purposes, no transmissions shall be made to the RC or other person when racing.

25.4 Designated channels:

Main (East) Course: Channel 71 –
Competitors Channel 72 - Race Committee Only
West Course: Channel 73 – Competitors
Channel 74 - Race Committee Only

26 PRIZES

PYC Trophy guidelines are listed in Fleet and Race Administration Section 4

27 DISCLAIMER OF LIABILITY

Competitors participate in the regatta entirely at their own risk. See RRS 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 regatta.

28 INSURANCE

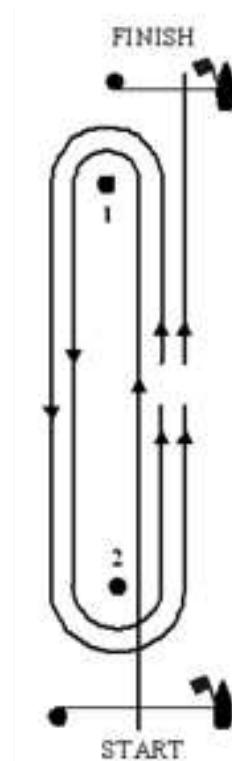
Each participating boat is responsible for its own third-party liability insurance.

ADDENDUM A

ILLUSTRATING THE COURSE

Shown here are diagrams of course shapes. The boat's track is represented by a discontinuous line so that each diagram can describe courses with different numbers of laps. If more than one course may be used for a class, state how each particular course will be signaled.

A Windward-Leeward



Options for this course include

- (1) increasing or decreasing the number of laps,
- (2) deleting the last windward leg,
- (3) varying the interior angles of the triangle (45°-90°-45° and 60°-60°-60° are common),
- (4) using a gate instead of a leeward mark for downwind legs,
- (5) using an offset mark at the beginning of downwind legs, and
- (6) using the leeward and windward marks as starting and finishing marks.

Course

Start - 1 - 2 - 1 - 2 - Finish

Options for this course include

- (1) increasing or decreasing the number of laps,
- (2) deleting the last windward leg,
- (3) using a gate instead of a leeward mark,
- (4) using an offset mark at the windward mark, and
- (5) using the leeward and windward marks as starting and finishing marks.

A i i l
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