

**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, & OPTI Boat class sailboats with helmsmen in good membership standing of the PYC are eligible to participate.

b. Except in Class X, all regular crewmembers 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 subject to the following: any member in good standing of the PYC with regular full membership (not racing crew or senior non-sailing status) may guest skipper a yacht, but is 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.

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. All numbers assigned after January 1, 2003 will carry the sail number or hull identification different from one assigned thereto, the helmsman must request permission to do so from the judge responsible for the race concerned. The helmsman must also confirm he 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.

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 Head Judge or any of the Race Committees for the class involved by protest or otherwise that the weight of a yacht is less than that required by the ILYA and the NCASA specifications, the Head Judge 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 by ILYA. Until it is so demonstrated, the yacht will not be permitted to participate in any sanctioned races. 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 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:	Class Melges 17/Class A
Saturday a.m.:	X
Saturday p.m.:	Class E
Sunday a.m.:	Classes C and MC
Sunday p.m.:	Class A
Holiday a.m.:	Classes C, MC, and X
Holiday p.m.:	Class E

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

Tuesday p.m.:	Class X
Thursday p.m.:	Classes E, C MC, and M17

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 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 judges 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 this procedure, the fleet captain shall contact the Race & Regatta Chairman to determine appropriate action.

### 3. SCORING

3.1. All races will be scored in accordance with provisions of paragraph RRS A2 and A9, Race Scores Longer Than a Regatta

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.

3.3. In computing the total points accumulated for each yacht in the Season Championship series for all classes, points for the poorest races, one for each six races finished by its fleet, including DNSs, DSQs, and DNFs can be eliminated from the score.

### 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 and 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 Appeals committee

iv. Managers of all Judging 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. Assuring that each yacht has a correct weight affidavit on file with the PYC before the start of the racing season. It is the responsibility of the Fleet Captain to notify the PRO of any nonconforming yachts.
  - iv. Assist the Membership Committee in the policing of Fleet and Race Administration Section 1.2.
  - v. 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.
  - vi. 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.
  - vii. 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 shall elect an assistant Fleet Captain to assist with the fleet duties. It shall be the design that the assistant Fleet Captain will 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.
  - viii. Coordinate the publishing of fleet reports and activities to the editor of the PYC newsletter.
  - ix. 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.
  - x. Provide five members from his/her fleet to help put in and take out the piers at the PYC at the scheduled time.
  - xi. 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 of 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. Retrieve score cards late Sunday afternoon to assure that all cards for the week are completed and delivered by the race committees. Completed protest forms also need to be retrieved. Consult with daily PRO's to correct discrepancies on score cards.
  - c. Enter scores into scoring spreadsheets, determine throwouts, determine applied penalties, print score sheets, and 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 club house by the next Saturday morning.
  - d. Communicate the weekend's results to the PYC Board of Directors Communications Chairman by the Monday following the weekend's racing for publication in local newspapers.
  - 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 deposited in the designated place in the PYC clubhouse. Any actions per PYC SI rule 16 Protests must be followed if required.

5.4. PROTEST COMMITTEE: All protests shall be accepted or refused and if accepted, heard and decided by a Protest Committee made up of:

a. 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, if circumstances require, to choose one or two Judges from any other judging team to hear the protest. The Protest Committee, however, will consist of no more than three Judges. No participant in the fleet involved including crew, helmsman, or owner, shall be eligible to sit on the Protest Committee.

6. VHF RADIOS: In addition to SI Rule 27 the Race Committee shall adhere to the following radio guidelines during the administering 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 may communicate to the fleet via the radios and is asked to announce all race information (i.e. course configuration, countdown to signals etc.) as they see fit.

## 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 Association, 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. In sanctioning and conducting races neither the PYC nor any of its agents assumes in any manner any responsibility or liability whatsoever for participating yachts, their crews or their guests. "Participants agree to his/her responsibility for safe and proper operation and welfare of other boaters and persons. Participants understand and agree to indemnify and hold harmless the PYC, including the PRO, judges, officials, and employees from any and all claims for loss of damage to property or injury, including death, to persons, including the participants themselves resulting from the participation in any sailing event."

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 specific membership mailing 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 mailed to the entire membership and posted on the official Notice Board.

## 4 SIGNALS

4.1 Signals made ashore will be displayed at PYC.

4.2 For Class E Scow 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 middle of the planned racing area for the race in question 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 judge 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. The identifying course letter will be displayed on the race committee signal boat before or with the warning signal, along with a number indicating the number of laps, complete or partial, to be sailed to finish. In modified courses the mid-leg buoy shall be disregarded except at the start and finish (number of laps or partial laps for T, TM, W, and WM may be varied).

8.2 No later than the warning signal, the race committee signal boat will display the designated course. Compass headings are not needed.

## 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 with the warning signal made 5 minutes before the starting signal.

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. 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 is modified in that the one-minute "Round the Ends" rule will be in effect on all starts.

11.5 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.

11.6 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.

11.7 Black Flag: Premature starters will be notified before or at the windward mark, by hail, display board, or VHF radio that they have been disqualified. This modifies RRS 30.3.

11.8 Black Flag: If a race sailed under black flag rule is abandoned and re-sailed, all competitors eligible to start who were disqualified under RRS 30.3 in the abandoned race, are again eligible to start. This changes RRS 30.3 and 36.

## 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 finishing line) to a new position.

12.2 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

The finishing line will be between a staff displaying an orange flag on a race committee boat at the starboard end of the line and the nearby mark at the port end.

## 14 PENALTY SYSTEM

14.1 For the A and E classes rule 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 judgement 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.

## 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.

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 All protests are to be heard and decided upon promptly, preferably on the day of the race involved. The Protest Committee shall be made up per PYC Race and Fleet Management Rule 5.4. The PRO of the race is instructed to notify a Head Judge immediately if a protest cannot be heard on the day of the race involved. Decisions are required per RRS Rule 65, to be posted on the PYC clubhouse bulletin board.

16.4 No adult or party to a protest shall be admitted to a protest hearing, or an appeal, other than as a witness.

## 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. See Race Management Section 3.

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.

## 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 REPLACEMENT OF CREW OR EQUIPMENT NONE

## 20 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 equipment inspector or measurer to proceed immediately to a designated area for inspection.

## 21 ADVERTISING

Boats will conform to ISAF regulation 20 ADVERTISING in accordance with RRS 80.

## 22 OFFICIAL BOATS

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

## 23 SUPPORT BOATS

23.1 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.

## 24 TRASH DISPOSAL

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

## 25 HAUL-OUT RESTRICTIONS

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

## 26 DIVING EQUIPMENT AND PLASTIC POOLS NONE

## 27 RADIO COMMUNICATION

27.1 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.

27.2 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.

27.3 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. The penalty for breaking this rule will be total disqualification from the season series or such lesser penalty as may be determined by the Race and Regatta Committee. 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. Radios are not permitted in Class X.

27.4 Except in Class X all On the Course Side (OCS) yachts are to be hailed by both the VHF radio on the competitors channel and loudhailer in a clear and timely manner after the start of the race.

## 27.5 Designated channels:

Main (East) Course: Channel 71 - Competitors

Channel 72 - Race Committee Only

West Course: Channel 73 – Competitors

Channel 74 - Race Committee Only

## 28 PRIZES

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

## 29 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.

## 30 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

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

Star i i

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 ( $45^{\circ}$ - $90^{\circ}$ - $45^{\circ}$  and  $60^{\circ}$ - $60^{\circ}$ - $60^{\circ}$  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.