

**THE CONDUCT OF 16FT SKIFF SAILING  
IN NEW SOUTH WALES**

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(Adopted 3/8/02)

# THE CONDUCT OF 16FT SKIFF SAILING IN NEW SOUTH WALES

## PART 1 - INTRODUCTION

### The Season

- 1.1 The Association's sailing season shall:
- (a) commence on the last Saturday in September; and
  - (b) finish on the following Easter Monday.

### Association Races

- 1.2 The following races shall be an Association race:
- (a) the State Championships; and
  - (b) the Dumaresq Cup; and
  - (c) interclub regatta races conducted by a Club; and
  - (d) an approved Association race.

### The Conduct of Association Races

- 1.3 All races conducted by the Association are to be conducted in accordance with:
- (a) this document; and
  - (b) the class rules; and
  - (c) the Racing Rules of Sailing, as amended by:
    - (i) the class rules; and
    - (ii) this document; and
    - (iii) the Sailing Instructions; and
  - (d) prescriptions made under the Racing Rules of Sailing by the Australian Yachting Federation Inc.
- 1.4 In the event of any conflict between Racing Rules of Sailing and this document, the terms of this document will apply.

## **Eligibility to Sail in Association Races**

1.5 Only:

- (a) skiffs registered with the Association; with
  - (b) a Club not under suspension from the Association; sailed by
  - (c) financial members of a Club not under suspension of the Association may:
  - (d) enter; and
  - (e) sail in
- Association Races.

## PART 2 - INTERPRETATIONS

### Interpretations

2.1 In this document:

**Adjusted handicap race** means a race described in paragraph 4.16(c)

**Association** means the New South Wales 16ft Skiff Association Inc.

**Association Race** means one of the races listed in paragraph 1.2.

**Association Secretary** means the Secretary of the Association.

**AYF scoring system** means the Low Point Score system (and not the Bonus Point Score system) and associated rules set out in Appendix A (Scoring) of the Racing Rules of Sailing.

**Class rules** means the class rules published by the Australian 16ft Skiff Association.

**Club** means an ordinary member of the Association.

**Executive Committee** means the Executive Committee of the Association.

**Handicap race** means a race described by paragraph 4.14(b).

**Interclub race** means a race set by the Association as an interclub race under paragraph 4.14.

**Measurement Committee** means the Committee elected at the Annual General Meeting of the Association.

**Owner** means a person who is:

- (a) a financial member of a Club; who either
- (b) owns; or
- (c) manages the affairs

of a skiff.

**Participant** means:

- (a) an owner of a skiff;
- (b) a crew member of a skiff; or
- (c) anybody involved in the organisation of an Association race.

**Principal Race Officer** means the person appointed to that position by the Association.

**Qualified measurer** means:

- (a) a person nominated by a Club under paragraph 9.10; and
- (b) appointed by the Measurement Committee under paragraph 10.10.

**Race Committee** means the committee constituting:

- (a) the Commodore; and
- (b) the Secretary; and
- (c) the Starter and Judge; and
- (d) three (3) other people appointed by the Executive Committee.

**Registrable equipment** means:

- (a) sails;
- (b) masts;
- (c) centreboards; and
- (d) rudders

**Racing Rules of Sailing** means the *Racing Rules of Sailing*, as published and in force from time to time by the Australian Yachting Federation Inc.

**Sailing instructions** means the Sailing Instructions for an Association event issued by the Race Committee.

**Sailing Official** means the people performing the functions set out in Part 9.

**Scratch race** means a race described by paragraph 4.16(a).

**Skiff** means a 16ft skiff.

**State colour** is a light blue pennant with a waratah flower to the mast, followed by the letters "N.S.W. 16ft S.A."

- 2.2 The singular includes the plural, and *vice versa*.
- 2.3 Any gender includes all other genders.
- 2.4 Headings are inserted for convenience only, and do not form part of the Rules.
- 2.5 The power to charge fees for Association events includes the power to make different fees for different Association events.

## PART 3 - THE REGISTRATION PROCESS

### Requirements of Registration

- 3.1 At the start of each season, an owner wishing to register a skiff must register it with the Association each sailing season, using the form set out in **Appendix 1**.
- 3.2 Only skiffs complying with the class rules can be registered.
- 3.3 A registration must include evidence the hull complies with the class design rules.

### Dual Registration

- 3.4 Where a person proposes to register a skiff with two or more Clubs, the person must nominate the Club to be regarded as the skiff's home Club.

### Requirements to Register Other Sails, Spars &c.

- 3.5 At the start of each season, an owner must register the:
  - (a) sails;
  - (b) masts;
  - (c) centreboards; and
  - (d) rudders

**(registrable equipment)** he proposes using.
- 3.6 Only registrable equipment that comply with the class rules can be registered.
- 3.7 The owner must comply with the class rules as to:
  - (a) how many pieces of registrable equipment can be registered in any one season; and
  - (b) when and how more pieces of registrable equipment can be registered over the course of the season; and
  - (c) proving the fact registrable equipment has been destroyed or otherwise rendered unusable.
- 3.8 An owner seeking to register registrable equipment must provide evidence the equipment complies with the class rules.

**NOTE:** So as to further the object of ensuring the skiff remains affordable to sailors, Rule 11 of the class rules restricts the amount of registrable equipment an owner can use in races in any one season.

## **Remeasurement of altered skiffs and equipment**

- 3.9 Where a skiff or its equipment that has been registered with the Association has been altered, the owner must have the registrable piece of equipment reregistered.

## **Measurers**

- 3.10 For the purposes of the class rules, people who are able to measure skiffs and registrable equipment in New South Wales are:
- (a) members of the Measurement Committee; and
  - (b) qualified measurers.

## PART 4 - ASSOCIATION RACES

### The State Championship

- 4.1 The State Championship may be entered by all skiffs registered with a Club.
- 4.2.1 The State Championship shall consist of 4 races at two different affiliated clubs/venues and be sailed over the following two weekends during each season – third (3<sup>rd</sup>) weekend of November and the first occurring of either the fifth (5<sup>th</sup>) weekend of November or the first (1<sup>st</sup>) weekend of December. One race is to be scheduled for each day of each weekend, unless a resail of a previous race is required, when two races may be scheduled on one day.  
(amended 26/5/10 and 4/2/18)
- 4.2.2 The races are to be allocated on a roster basis as follows:  
2014/15 - Port Hunter and Manly  
2015/16 - St George and Drummoyne  
2016/17 - Belmont and Middle Harbour  
2017/18 - Illawarra and Manly  
2018/19 - Port Hunter and St George  
2019/20 - Drummoyne and Belmont  
2020/21 - Middle Harbour and Illawarra.  
*Note:* from 2021/22 season, the roster will commence again in the order prescribed above (commencing 2014/15).
- 4.2.3 The allocation of the weekends to rostered clubs each season shall be decided by the Association on a season by season basis.
- 4.2.4 Four (4) races are scheduled of which three (3) shall be completed to constitute a series. In the event that only three (3) races can be completed, a skiff's score shall be the sum of its score for all races. Otherwise, scoring shall be in accordance with RRS rule A2 (Appendix A).  
(all of Rule 4.2 amended 9/8/14)
- 4.3 Appendix A of the Racing Rules of Sailing shall be used to determine the winner and placings in the State Championship, unless otherwise varied by these Rules or the Sailing Instructions. (amended 26/5/10 and 4/2/18)
- 4.4 The skipper of the skiff winning the State Championship shall have:  
(a) his name; and  
(b) the name of his skiff engraved on the permanent trophy.
- 4.5 The skipper shall be entitled to retain the trophy for the ensuing 12 months.

### The Dumaresq Cup

- 4.6 The Association shall nominate one race as the race to decide the Dumaresq Cup (the **nominated race**).

- 4.7 As far as practicable, the race should be conducted on a rotational basis around the Clubs.
- 4.8 The winner of the adjusted handicap race held in conjunction with the nominated race shall win the Dumaresq Cup.
- 4.9 The name of:
- (a) the winning skiff; and
  - (b) its skipper
- shall be engraved on the trophy.
- 4.10 The skipper shall be entitled to retain the trophy for the ensuing 12 months.

### **Interclub Races**

- 4.11 Each Club may apply to conduct one interclub regatta on one weekend each sailing season. If a club is allocated one or more heats of the State Championship during the sailing season this shall be regarded as the interclub event for that club.  
*(amended 7/8/04)*
- 4.12 An application for an interclub regatta must be lodged with the Association secretary by 1 July prior to the sailing season in which the race is to be sailed.
- 4.13 An application must contain the courses proposed to be sailed.
- 4.14 As soon as practicable after 1 July prior to the sailing season, the Association shall set the dates of interclub races to be sailed in the upcoming sailing season.

### **Other Approved Association Races**

- 4.15 The Association may approve other races as an Association race, on such terms and conditions as the Association decides.

### **Types of Races**

- 4.16 An Association race can be conducted as:
- (a) a scratch race, where all skiffs start together and are placed in their order of finishing; or
  - (b) a handicap race, where skiffs start according to their handicap and are placed in their order of finishing; or
  - (c) an adjusted handicap race, held in conjunction with a scratch race, where handicap places are decided by subtracting a skiff's handicap from their finishing time in the scratch event, with the winner being the skiff with the fastest adjusted time.

## PART 5 - ASSOCIATION POINT SCORES

### Association Championship Point Score

- 5.1 Subject to paragraph 5.17, the Association Championship Point Score shall be conducted using the “highest point score system”, as set out in **Appendix 2**.
- 5.2 Skiffs registered with a Club shall win points for that Club on the basis of the position the skiff finishes:
- (a) in each scratch race that is an interclub race (including those allocated as a heat of the State Championship); and
  - (b) overall in the State Championship; and
  - (c) on adjusted handicap in the race nominated as the Dumaresq Cup race.
- (amended 7/8/04, 5/4/06 and 10/10/07)
- 5.3 The Club gaining the most points will win the Association Championship Point Score.
- 5.4 The Club winning the point score will be presented with a suitably inscribed pennant.

### Charles Wood Handicap Point Score

- 5.5 Subject to paragraph 5.17, the Charles Wood Handicap Point Score shall be conducted using the “highest point score system”, as set out in **Appendix 2**.
- 5.6 Skiffs registered with a Club shall win points for that Club on the basis of the position the skiff finishes in the adjusted handicap race conducted in conjunction with each scratch race that is an interclub race
- (amended 5/4/06 and 10/10/07)
- 5.7 The Club gaining the most points shall win the Charles Wood Handicap Point Score.
- 5.8 The name of winning Club shall be engraved on the Charles Wood Trophy.
- 5.9 The Club winning the trophy shall be entitled to retain the trophy for the ensuing 12 months.

### Regattas Fastest Time Point Score

- 5.10 Subject to paragraph 5.17, the Regattas Fastest Time Point Score shall be scored as provided in Appendix “A” of the Racing Rules of Sailing using the Low Point System. The Regatta Fastest Time Point Score shall be regarded as a “series” for the purposes of Appendix “A” and a “series longer than a Regatta” specifically for the purposes of Appendix “A9”. A skiff shall be allowed to exclude her two worst scores.

(amended 9/2/05 and 5/4/06)

- 5.11 Skiffs shall be awarded points on the basis of the place where the skiff finishes in each scratch race that is an interclub race.

(amended 5/4/06 and 10/10/07)

- 5.12 (*deleted 9/2/05*)

### **Regattas Handicap Time Point Score**

- 5.13 Subject to paragraph 5.17, the Regattas Handicap Time Point Score shall be scored as provided in Appendix "A" of the Racing Rules of Sailing using the Low Point System. The Regatta Handicap Time Point Score shall be regarded as a "series" for the purposes of Appendix "A" and a "series longer than a Regatta" specifically for the purposes of Appendix "A9". A skiff shall be allowed to exclude her two worst scores.

(amended 9/2/05 and 5/4/06)

- 5.14 Skiffs shall be awarded points on the basis of the place where the skiff finishes in the adjusted handicap race held in conjunction with each scratch race that is an interclub race.

(amended 5/4/06 and 10/10/07)

- 5.15 (*deleted 9/2/05*)

### **Dual Registered Skiffs**

- 5.16 A skiff registered with more than one Club can only win points on behalf of the Club indicated as its home Club in its registration form.

### **Change of Ownership**

- 5.17 Where a skiff changes ownership:

- (a) the Club at which the skiff was formerly registered retains points won in the:
  - (i) Association Championship Point Score and
  - (ii) the Charles Wood Handicap Point Score; and
- (b) the Club at which the skiff is subsequently registered will receive the points in those point scores; and
- (c) the previous owner shall keep points won in the:
  - (i) Regattas Fastest Time Point Score; and the
  - (ii) Regattas Handicap Time Point Scorebut will receive points for a non-start in relation to the other races in those point scores held after the change in ownership; and
- (d) the new owner shall keep points won in races conducted from the time the person took ownership of the skiff, but will receive points for a non-start in relation to races held prior to taking ownership of the skiff.

## **PART 6 - ENTERING AN ASSOCIATION RACE**

### **Entering an Association Race**

- 6.1 To enter a skiff in an Association Race, the owner must:
- (a) use the entry form, as set out in **Appendix 3**; and
  - (b) have the entry form in the hands of the Secretary of the Association by the time determined by the Association; and
  - (c) pay the relevant nomination fee, as set out in **Appendix 4**.
- 6.2 An owner can forward entries and fees payable through a Club.
- 6.3 The owner of a skiff may enter a skiff not entered in the manner set out in this Part by paying the beach entry fee set out in **Appendix 4** to the Secretary or Starter for the race no later than one hour prior to the starting time for the race indicated in the Sailing Instructions issued for the race.

### **Resails**

- 6.4 If a race has to be resailed, all skiffs entered for the race are automatically entered for the resail.
- 6.5 No other entries are permitted for a resailed race.

### **Skippers and Crew**

- 6.6 Unless paragraph 6.8 is followed, a skiff must be sailed by the skipper and crew nominated in the entry form.
- 6.7 A skipper or crew change can only be made if a change of crew form, as set out in **Appendix 5** is lodged with the Starter for the race no later than one hour prior to the starting time for the race indicated in the sailing instructions issued for the race.
- 6.8 If the Race Committee thinks the change of crew will materially affect the performance of the skiff, the Committee can change in either direction the handicap for the skiff allocated by the Handicap Committee.
- 6.9 The skipper and crew sailing a skiff must be a financial member of a Club.

### **Changing Sail Colours**

- 6.10 Unless paragraph 6.16 is followed, a skiff must sail under the ensign registered with the Association.
- 6.11 A change of a skiff's colours can only be made if a change of colours form, as set out in **Appendix 6**, is lodged with the Starter for the race no later than one hour prior to the starting time for the race indicated in the sailing instructions issued for the race.

### **Temporary Marking of Mainsails**

- 6.17 The Race Committee can require any skiff to make such markings on its mainsail as the Committee requires.
- 6.18 The markings must adhere to the mainsail for the duration of the race.

## **PART 7 - THE CONDUCT OF ASSOCIATION RACES**

### **Sailing Officials**

- 7.1 The Sailing Officials of the Association shall discharge the responsibilities set out in Part 9 of these Rules.
- 7.2 If a Sailing Official cannot attend an Association race, then either:
- (a) the person performing the same function as the missing Sailing Official at the Club in which the race is being held; or
  - (b) if an interclub race, the person nominated by the Club as the person who can act as a substitute for a Sailing Official at the time the Club applied for the interclub race, under paragraph 4.16(c); or
  - (c) if necessary, a person appointed by the Commodore can discharge the responsibilities of a sailing official.
- 7.3 The Association must appoint a Principal Race Officer for each Association race.

### **Courses**

- 7.4 After having regard to the prevailing weather of the day, the starter shall choose one of the courses nominated by the Club when requesting the allocation of an interclub race as the course to be sailed.
- 7.5 The course should be between 20 and 25 kilometres in length.

### **Signals to be Flown Under the State Colour**

- 7.6 All signals will be flown under the state colour.

### **Starter's Boat**

- 7.7 The starter's boat will be identified by:
- (a) a yellow flag with a black S; and
  - (b) the state colour.

### **Rounding Marks**

- 7.8 Rounding marks for association races shall be buoys with the class flag at least 600 millimetres square.
- 7.9 The Sailing Instructions or an attachment thereto shall describe the marks and say on which side they are to be passed.

## **Checking of Sail and Hull Measurements**

7.10 The Race Committee may randomly select any skiff that has sailed in an Association race and instruct the Measurement Committee to ensure that the skiff and its equipment comply with the class rules (a **check**).

**NOTE:** If asked by the chairman of the Measurement Committee, a qualified measurer can perform a check.

7.11 A sailing official must verbally notify either the boat owner, skipper or a crew member as soon as possible after the skiff has completed the race that it has been nominated for a check.

7.12 Any direction given by a member of the Measurement Committee for the purposes of a check must be complied with.

7.13 The Measurement Committee shall, as far as is practical, carry out the check as soon as the hull or sails are handed over.

7.14 The Measurement Committee may impound any hull or sails selected for such a check.

7.15 The hull or sails must be returned to the owner as soon as possible after the check has been completed.

7.16 The Measurement Committee shall report in writing any irregularities observed to the Race Committee for the event and the Association.

## **Postponing or Abandoning an Association Race due to strong wind conditions**

7.17 If the wind speed averages over 30 knots over a 15 minute period and the sea conditions in the course area are very rough the Starter must either postpone or abandon the race.

## **Resail**

7.18 The Association may decide to resail a postponed or abandoned Association race.

7.19 The Association Secretary must notify the Clubs who had skiffs registered with it entered in the postponed or abandoned race the time and place at which the race is to be resailed.

## **PART 8 - THE SAILING OFFICIALS OF THE ASSOCIATION AND THEIR RESPONSIBILITIES**

**NOTE:** All Sailing Officials other than the Principal Race Officer and Race Committee are elected at the Association's Annual General Meeting.

### **The Commodore**

8.1 The Commodore shall:

- (a) be the officer in charge of all Association controlled races; and
- (b) ensure race officials are appointed to Association races; and
- (c) where there is no conflict of interest, act as chairman of all protest meetings; and
- (d) keep a record of all sailing records, which should be available at all Association meetings.

### **Vice Commodore**

8.2 The Vice Commodore shall:

- (a) act at the direction of the Commodore, or
- (b) in his absence, assume the duties of the Commodore.

### **Principal Race Officer**

8.3 The Principal Race Officer shall:

- (a) oversee the starting officials conducting an Association race; and
- (b) be responsible for the preparation of starting and finishing reports for Association races and their subsequent submission to the Association.

**NOTE:** The Principal Race Officer must hold the minimum qualification of State Race Officer as recognised by the Yachting Australia.

### **Starter and Judge**

8.4 The starter and judge must:

- (a) select the course to be sailed and ensure that the rounding marks are in position; and
- (b) lay out the starting line; and
- (c) start and finish the race in accordance with the Sailing Instructions.

### **Assistant Starter and Judge**

- 8.5 The assistant starter and judge must:
- (a) act at the direction of the starter and judge, or
  - (b) in his absence, assume the duties of the starter and judge.

### **Timekeeper**

- 8.6 The timekeeper shall time the:
- (a) start; and
  - (b) finish
- of all skiffs competing in an Association race.

### **Assistant Timekeeper**

- 8.7 The assistant timekeeper shall:
- (a) act at the direction of the timekeeper; or
  - (b) in his absence, assume the duties of the timekeeper.

### **Handicap Committee**

- 8.8 The Handicap Committee must determine a handicap for each skiff prior to each Association race, in the manner set out in Part 11.

### **Race Committee**

- 8.9 The Race Committee must:
- (a) ensure:
    - (i) Notice of Races; and
    - (ii) Sailing Instructionsare prepared for Association Races; and
  - (b) perform the powers and functions set out in this document.
- 8.10 Where there is an intention to vary the Racing Rules of Sailing, the Race Committee must make sure the Sailing Instructions adequately refer to:
- (a) the Rule of Sailing being amended; and
  - (b) the nature of the change.

## Measurement Committee

8.11 Members of the Measurement Committee must:

- (a) appoint people to be qualified measurers; and
- (b) where necessary, measure skiffs and equipment for the purposes of allowing a skiff to be registered; and
- (c) where a protest relates to whether a skiff or its equipment do not comply with the class rules, rule as to whether or not the skiff or piece of equipment (as the case requires), complies with the rules; and
- (d) where required by the Race Committee in charge of an Association race;
  - (i) check the sails and hulls of a skiff that has sailed in an Association race; and
  - (ii) report any irregularities to the:
    - (A) Race Committee; and
    - (B) the Association.

**NOTE:** By participating in an Association event, an owner of a skiff agrees that members of the Association may have to impound a skiff, or part of its equipment, to allow the Measurement Committee to conduct a check for the purposes of this paragraph.

8.12 The Measurement Committee mustn't appoint a person to be a qualified measurer unless:

- (a) the person has been nominated by a Club under paragraph 9.10; and
- (b) the Committee thinks the person has the experience necessary to be able to correctly:
  - (i) measure skiff hulls and registrable equipment (the **measured equipment**); and
  - (ii) certify that the measured equipment complies with the class rules.

8.13 The Chairman of the Measurement Committee can ask a qualified measurer to perform any of the functions the responsibility of the Committee.

## Registrar

8.14 The Registrar must:

- (a) register all skiffs; and
- (b) allocate a unique registration number to all skiffs:

- (c) maintain a register of the names of skiffs; and.
- (d) maintain a register of ensigns.

8.15 The Registrar must refuse to register:

- (a) a skiff name or;
- (b) ensign

if he thinks the name or ensign:

- (c) closely resembles an ensign already in use; or
- (d) is obscene or in bad taste.

8.16 A decision made under the previous paragraph can be appealed to the Association.

## PART 9 - SPECIAL OBLIGATION OF CLUBS

**NOTE:** A Club who breaches these obligations can be suspended or expelled from the Association.

### Duty to Assist the Association and Promote the Class

- 9.1 A Club must do all things necessary to:
- (a) assist the Association in the administration of skiff sailing in New South Wales; and
  - (b) promote the development of the class.

### Clubs Must Supply Adequate Rescue Vessels and Official Launches at Association Races

- 9.2 A Club at which an Association race is being conducted must:
- (a) have sufficient rescue craft sufficient to ensure the safety for the number of skiffs entered for an Association event to be conducted at that Club; and
  - (b) have sufficient launches to perform such other tasks as directed by the Race Committee; and
  - (c) ensure the skippers of those craft follow the directions of relevant race officials; and
  - (d) ensure those craft fly the State colour.

### Club must make available Maps of the Course

- 9.3 A Club at which an Association race is being conducted must ensure that a map of the courses on which race(s) may be held is made available for each skiff entered in the race to collect at least one hour prior to the start of the race(s).

### Club Races

- 9.4 Unless the Association has approved it, a club must not sail a Club race when the Australian Championships are conducted at a Club in New South Wales.
- 9.5 A club must not conduct a Club race (a **prohibited race**) on the same day a State Championship race is being conducted in the same Zone as the Club. For the purposes of this rule, the Zones are allocated as follows:
- Northern
    - Belmont
    - Port Hunter
  - Central
    - Drummoyne
    - Manly
    - Middle Harbour
  - Southern
    - St George
    - Georges River
    - Illawarra

(amended 7/8/04 and 7/8/10)

- 9.6 The penalty for conducting a prohibited race is that skiffs registered with the Club conducting the prohibited race will not be able to sail at the next Association race.

### **Open Championship and Invitation Races**

- 9.7 A Club must not conduct:
- (a) an open championship race for skiffs; or
  - (b) an invitation race for skiffs
- unless the race is approved by the Association.

### **Trophies and Prizemoney**

- 9.8 In all circumstances, it is the responsibility of a Club holding an Association race to ensure:
- (a) the correct skiff is presented with the correct trophy; and
  - (b) the correct prizemoney is paid to a skiff.

**NOTE:** This means that if a Club elects to present trophies or pay prizemoney prior to the results being confirmed at the Association meeting following the Association race and the results are amended for some reason (eg. protest or calculation error) the Club and not the Association is responsible for any subsequent claim lodged by a competing skiff.

### **Holding Security Bond**

- 9.10 Prior to the conduct of an Association Race, the Association may request a Club to lodge a security bond of up to \$5,000 with the Treasurer of the Association prior to the conduct of the event, which will be returned to the Club upon the successful conduct of the Race.

### **Qualified Measurers**

- 9.11 A Club should nominate one of its members to be a qualified measurer.

**NOTE:** A person can only become a qualified measurer if the Measurement Committee is satisfied the person has the experience necessary to be able to certify that skiffs and their equipment comply with the class rules.

- 9.12 A Club must tell the Registrar which of its members have been appointed as qualified measurers by the Measurement Committee.

- 9.13 Where a Club has no qualified measurer available from its own membership, the Club is under a duty to organise for:

- (a) another qualified measurer from another Club; or
- (b) a member of the Measurement Committee to be present

so that an owner can have his skiff and equipment measured to:

- (i) ensure their compliance with the class rules; and
- (ii) permit the owner to register his skiff and registrable equipment.

**Club must ensure Skiffs are registered and comply with class rules**

9.14 A Club is under a duty to ensure that skiffs sailing with the Club are:

- (a) registered with the Association; and
- (b) comply with the class rules.

**Clubs must comply with Association Race Standards**

9.15 A Club proposing to conduct an Association Race must satisfy the standards set out in **Appendix 7**.

9.16 Despite the previous paragraph, the Association may grant dispensation to a Club from complying with any of the standards.

## PART 10 – DISCIPLINING OF PARTICIPANTS

### Disciplining of Participants

10.1 Where the Executive Committee of the Association has reasonable grounds to believe that:

- (a) an owner of a skiff; or
- (b) a crew member of a skiff; or
- (c) anybody involved in the organisation of an Association Race

has:

- (d) persistently refused or neglected to comply with a decision of the Association; or
- (e) has displayed unsportsmanlike behaviour; or
- (f) is guilty of conduct unbecoming of a participant of the Association; or
- (g) has acted in a manner prejudicial to the interests of the Association; or
- (h) has breached the terms of this document

the Secretary shall, as soon as practicable, serve a notice in writing on the member:

- (i) setting out the proposed resolution of the Executive Committee and the grounds on which it is based;
- (j) stating that the member may address the Executive Committee at a meeting to be held not earlier than 21 days and not later than 28 days after service of the notice;
- (k) stating the date, place and time of that meeting; and informing the member that the member may do either or both of the following:
  - (i) attend and speak at that meeting; or
  - (ii) submit to the Executive Committee at or prior to the date of that meeting written representations relating to the resolution; and
- (l) that if the Executive Committee thinks the accusation against the participant has been proved, the participant can either be:
  - (i) permanently excluded from the affairs of the Association; or
  - (ii) excluded from the activities of the Association for a specified period; or

- (iii) fined a specified amount; or
- (iv) reprimanded.

10.2 At a meeting of the Executive Committee held as referred to in paragraph 10.1, the Executive Committee shall:

- (a) give to the member an opportunity to make oral representations; and
- (b) give due consideration to any written representations submitted to the Executive Committee by the member at or prior to the meeting; and
- (c) if the Committee thinks the accusation against the participant has been proved, to:
  - (i) permanently exclude the participant from the affairs of the Association; or
  - (ii) exclude the participant from the activities of the Association for a specified period; or
  - (iii) fine the participant a specified amount; or
  - (iv) reprimand the participant.

10.3 Where the Executive Committee makes a decision under paragraph 10.2, the Secretary must tell the member in writing of

- (a) the decision; and
- (b) the member's right of appeal under Rule 10.5 within 7 days of the decision being made.

10.4 A decision by the Executive Committee under paragraph 10.2 does not take effect:

- (a) where the member does not exercise the right of appeal under paragraph 10.5 - until the expiration of the period; or
- (b) where within that period the member exercises the right of appeal - unless and until the Association confirms the resolution pursuant to paragraph 10.8.

10.5 A participant may appeal to the Association against the resolution of the Executive Committee which is made under paragraph 10.3, within 7 days after notice of the resolution is served on the member, by lodging with the Association Secretary a notice to that effect.

10.6 After receiving a notice, the Association Secretary must list the appeal as a matter to be dealt with at the next general meeting of the Association.

10.7 At the meeting:

- (a) a representative of the Executive Committee of the Association; and
- (b) the participant

shall be given the opportunity to state their cases either:

- (c) orally; or
- (d) in writing; or
- (e) both.

10.8 The members of the Association present shall then vote by secret ballot on the question of whether the resolution should be

- (a) confirmed; or
- (b) revoked.

10.9 If three quarters of votes cast passes a resolution in favour of the confirmation of the resolution the resolution is confirmed.

10.10 In any submission, a person the subject of an allegation can make submissions in relation to both:

- (a) the facts of the particular case; and
- (b) penalty.

## **PART 11 - HANDICAPPING PROCEDURES**

- 11.1 The Handicap Committee shall determine the handicap for each skiff prior to each Association race.
- 11.2 The maximum handicap a skiff can have is 30 minutes.
- 11.3 The Handicap Committee must reduce a skiff's handicap by:
- (a) six (6) minutes, for each win; and
  - (b) four (4) minutes, for each second place; and
  - (c) two (2) minutes, for each third place
- in a handicap race.
- 11.4 The skipper of a skiff that has:
- (a) completed three Association races; and
  - (b) hasn't had its handicap reduced because it has been placed first, second or third in a handicap race during the season
- can apply to the Handicap Committee in writing for a review of its handicap.
- 11.5 Nothing prevents the Handicap Committee from reviewing the handicap of a skiff that hasn't come first, second or third in a handicap race that is an Association event.
- 11.6 All handicaps for all skiffs shall be reviewed at the commencement of each season.

**NOTE:** Where the Race Committee for a race has been informed of crew change, it may rehandicap the skiff under rule 6.8

## **THE APPENDICES**

**APPENDIX 1 – REGISTRATION FORM**

**APPENDIX 2 – “HIGHEST POINT SCORE” SYSTEM OF SCORING**

**APPENDIX 3 – RACE ENTRY FORM**

**APPENDIX 4 – SCHEDULE OF FEES**

**APPENDIX 5 – CHANGE OF CREW FORM**

**APPENDIX 6 – CHANGE OF ENSIGN FORM**

**APPENDIX 7 – REQUIREMENTS AND STANDARDS APPLYING TO A CLUB  
HOSTING AN ASSOCIATION RACE**

# New South Wales 16ft Skiff Association

## SKIFF REGISTRATION FORM

CLUB: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME OF SKIFF: \_\_\_\_\_

SAIL COLOUR DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

DIAGRAM OF COLOUR:

(For new registrations the diagram shall be coloured, to scale and dimensioned as far as possible).

HULL NUMBER ALLOCATED: \_\_\_\_\_

CREW NAMES: 1. \_\_\_\_\_ (skipper)

(Full name in  
BLOCK letters)

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

OWNER: \_\_\_\_\_

Contact address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ **Email:** \_\_\_\_\_

(Please print clearly)

Crew Email: 1. \_\_\_\_\_ 2. \_\_\_\_\_

(Please print clearly)

(Please print clearly)

I acknowledge that the club nominated above is the "home" club of my skiff for the purposes of rule 3.4 of the "Conduct of 16ft Sailing in New South Wales" rules and that the skiff complies with all rules specified in the "Class Rules" of the Australian 16ft Skiff Association.

Signature of Owner: \_\_\_\_\_

**APPENDIX 2 - HIGHEST POINT SCORE SYSTEM OF SCORING**

Points shall be awarded to the first 36 skiffs to finish in each race as follows:

<i>Place</i>	<i>Points</i>
1 <sup>st</sup>	500
2 <sup>nd</sup>	334
3 <sup>rd</sup>	223
4 <sup>th</sup>	149
5 <sup>th</sup>	100
6 <sup>th</sup>	67
7 <sup>th</sup>	45
8 <sup>th</sup>	31
9 <sup>th</sup>	29
10 <sup>th</sup>	27
11 <sup>th</sup>	26

and thereafter reduced by one (1) point for each place to 36<sup>th</sup>.

**APPENDIX 3**

**NSW 16FT SKIFF ASSOCIATION**

**NSW STATE CHAMPIONSHIPS & INTERCLUB REGATTA**

**ENTRY FORM**

<b>NSW State Titles</b>	4 Heats		\$120
<b>Belmont</b>	date		\$30
<b>Drummoyne</b>	date		\$30
<b>Illawarra</b>	date		\$30
<b>Middle Harbour</b>	date		\$30
<b>Manly</b>	date		\$30
<b>Port Hunter</b>	date		\$30
<b>St George</b>	date		\$30
<b>TOTAL</b>			\$_____

- If entering State Titles only cross State Title box.
- If not entering State Titles only cross regatta(s) that you intend to sail in.
- *Entries for the State Titles close on (specify date)* with the Secretary of the NSW 16ft Skiff Association. Late entries will **not** be accepted.

**Name of Skiff**.....

**Skippers Name** ..... **YA Member #** .....

**Crew Names (1)**..... **YA Member #** .....

**(2)** ..... **YA Member #** .....

**Ensign** .....

**Club** .....

**Hull Rego No** .....

**“I agree to be bound by the Racing Rules of Sailing and the Prescriptions and Special Regulations of the AYF and by all other rules that govern these events and I acknowledge that Rule 4 – Decision to Race, places the sole responsibility for deciding whether or not to start or to continue racing my boat.”**

**Signed:** ..... **Date:** .....

**(Owner / Skipper)**

**APPENDIX 4**  
**NSW 16FT SKIFF ASSOCIATION**  
**SCHEDULE OF FEES**

<i>Activity</i>	<i>Fee Payable</i>
Annual Skiff Registration Fee	\$70
Annual Subscription	\$170
Beach Entry Fee (per race)	\$35
Combined Season State Championship and Interclub Race Entry Fee	(to be decided each season)
Entrance Fee (for a club)	Nil
Interclub Race Entry Fee (per race)	\$30
New Hull Fee	Nil
Petty Cash advance	\$100
Secretary's Honorarium	\$4,400

APPENDIX 5

NEW SOUTH WALES 16FT SKIFF ASSOCIATION

CHANGE OF CREW FORM

REGATTA: \_\_\_\_\_ DATE: \_\_\_\_\_

To the Officer of the day,

In compliance with Rule 6.7, I hereby notify you that \_\_\_\_\_  
\_\_\_\_\_ (please write **full** name) will sail in the position of  
\_\_\_\_\_ on the skiff \_\_\_\_\_  
in lieu of its normal crew in today's race.

He normally sails in the skiff \_\_\_\_\_ as skipper/  
sheet hand/ forward hand (circle the position that is appropriate) on the handicap of \_\_\_\_\_  
minutes at the \_\_\_\_\_ Club. I confirm that the  
replacement crew is a member of the \_\_\_\_\_ Club.

Signature: \_\_\_\_\_

Name of person notifying the change: \_\_\_\_\_

\_\_\_\_\_  
(Association use only)

Notification received by \_\_\_\_\_ at \_\_\_\_\_ (time)

Remarks and action taken : \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

APPENDIX 6

NEW SOUTH WALES 16FT SKIFF ASSOCIATION

CHANGE OF ENSIGN FORM

REGATTA: \_\_\_\_\_ DATE: \_\_\_\_\_

Approval is requested for the skiff \_\_\_\_\_

to carry the following colours on its mainsail \_\_\_\_\_

\_\_\_\_\_

in today's race.

DIAGRAM:

Signature: \_\_\_\_\_

Name of person notifying the change: \_\_\_\_\_

\_\_\_\_\_

*(Association use only)*

Notification received by \_\_\_\_\_ at \_\_\_\_\_ (time)

Request : Approved / Denied

Signature: \_\_\_\_\_

## **APPENDIX 7**

### **REQUIREMENTS AND STANDARDS APPLYING TO CLUBS HOSTING AN ASSOCIATION RACE**

#### **The Association shall supply the following:-**

- 1) Notice of Race
- 2) Sailing Instructions
- 3) Association Officials names and positions including the Race Committee
- 4) Entries (including skippers names and handicaps)
- 5) Flags
- 6) Sound (gun or horn)
- 7) Pennant and/or Ribbon (when required)

#### **The Host club shall supply the following on the day of the race:-**

- 1) Notice Board in a prominent location (with its position clearly stated in the program)
- 2) Flag pole
- 3) Designated area for protest hearings and Association Officials to complete race results
- 4) Snacks and Meals to be available for crews and officials to purchase
- 5) Course marks and flags
- 6) Sail measuring area
- 7) Announcement equipment
- 8) Photocopier, FAX and phone
- 9) Change rooms and showers for crews
- 10) Starter's Boat (supplied with Club starter as an adviser, a skipper and deckhand only)
- 11) Two Rescue Boats (supplied with a maximum of two crew on each)
- 12) A holding security bond of \$500 to be returned after the event following satisfactory compliance with all Association requirements
- 13) Race Program which shall include:-
  - a) Names and positions held of the Club's main Sailing Officials
  - b) Names and positions held of the key Association Officials (including Race Committee)
  - c) Location of Notice Board

- d) Courses
- e) Tides (if applicable)
- f) Sponsor's Name and /or advertising
- g) Distribution of prizemoney
- h) List of entries (including skippers names and handicaps)

The following shall be supplied to the Association Race Committee at least four (4) weeks prior to the event:

- 1) COURSES (including bars, reefs, danger and prohibited areas. These courses shall be capable of sailing up to one hundred (100) in safety.)
- 2) NAME OF STARTING BOAT (including names of skipper, crew and club starter)
- 3) NAMES OF RESCUE CRAFT
- 4) NAMES OF HOST CLUB'S SAILING OFFICIALS AND THEIR POSITIONS.

A meeting several weeks prior to the host club's event between their sailing officials and representatives of the Association Race Committee is recommended and should be arranged with the Association Commodore.