

SAILING INSTRUCTIONS
SNIPE CLASS INTERNATIONAL RACING ASSOCIATION
Western Hemisphere and Orient Championships
Hayward Western Hemisphere Trophy
September 21 – 25, 2021
SPONSORED GIBSON DUNN
Cottage Park Yacht Club
Winthrop, MA

1. RULES:

The regatta will be governed by:

- 1.1 The rules as defined in “*The World Sailing Racing Rules of Sailing for 2021-2024*” available at [https://www.sailing.org/tools/documents/WSRRS20212024FinalwithChgsandCorrecns201113-\[27417\].pdf](https://www.sailing.org/tools/documents/WSRRS20212024FinalwithChgsandCorrecns201113-[27417].pdf)
- 1.2 The SCIRA Rules of Conduct for Conducting National and International Championship Regattas (RoC) available at: https://snipe.org/images/2021/SCIRA_2021_Rules_of_Conduct_final.pdf
- 1.3 The Deed of Gift of the Commodore John T. Hayward Trophy, Available at https://www.snipe.org/images/2021/Hayward_West_Hemis_Orient_2021-final.pdf
- 1.4 If there is a conflict between languages, the English text will take precedence.

2. NOTICES TO COMPETITORS:

- 2.1 Notices to competitors will be posted on the official notice board located in the club lobby or ballroom.

3. CHANGES TO SAILING INSTRUCTIONS

- 3.1 Any change to the sailing instructions will be posted before 9:00 hrs on the day it will take effect, except that any change to the schedule of races will be posted by 18:00 hrs on the day before it will take effect.
- 3.2 Any change to the Sailing Instructions shall be approved by the SCIRA Representative.

4. SIGNALS MADE ASHORE

- 4.1 Signals made ashore will be displayed on the head pier yardarm.
- 4.2 When the “AP” race signal is displayed ashore, ‘1 minute’ is replaced with not less than ‘45 minutes’ in the race signal “AP.”
- 4.3 When the “AP over H” race signal is displayed ashore, the boats shall not leave the harbour. The warning signal will be made no less than 45 minutes after the signal is lowered with one sound. This changes Race Signals. [NP] [DP]

5. SCHEDULE OF ON SITE REGISTRATION, MEASUREMENT AND RACING:

- 5.1 Cottage Park Yacht Club will be open to arriving competitors Saturday, September 18th and Sunday, September 19th for practice.
- 5.2 On-site Registration:
Sunday, September 19, 10:00 to 17:00 in the club ballroom.
Monday, September 20, 10:00 to 15:00 in the club ballroom.
- 5.3 Measurement:
Sunday, September 19 10:00 to 17:00
Monday, September 20 10:00 to 15:00

- 5.4 Schedule of Races: Two races per day are planned. However, the race committee may run a third race on any day of racing when behind the schedule. . On the last day of racing, three races may be sailed only if they are needed to constitute a series. .
- | | |
|-------------------------|--|
| Monday, September 20 | 14:00 Start of Practice Race |
| Tuesday, September 21 | 12:00 Start of first race of the day; second race to follow |
| Wednesday, September 22 | 12:00 Start of first race of the day; second race to follow |
| Thursday, September 23 | 12:00 Start of first race of the day; second race to follow |
| Friday, September 24 | 12:00 Start of first race of the day; second race to follow |
| Saturday, September 25 | 12:00 Start of only race of the day. Second race to follow if any earlier races are not completed. |
- 5.5 The regatta shall consist of 9 races of official SCIRA courses.
- 5.6 After a long postponement, the race committee will display the orange line flag with repeated sounds not less than four minutes before making the warning signal. The race committee's failure to observe this instruction is not grounds for redress. This changes RRS 62.1.
- 5.7 On the last day of racing no warning signal will be made after 15:00 unless needed to constitute a series.
- 5.8 There will be a competitor's meeting following the Opening Ceremony at approximately 6PM on September 20th in the ballroom and announced by two horn blasts.

6. CLASS FLAGS

- 6.1 The official Class Flag shall be the Snipe Class flag, a red Snipe on a white background.

7. RACING AREAS

- 7.1 The Racing Area location chart is posted on the Official Notice Board and in competitor packets.

8. WEATHER LIMITATION

- 8.1 A race shall not be started unless the Race Committee and SCIRA Representative are confident that a fair race can be completed.
- 8.2 The wind speed ranges shall be no less than 5 knots and not to exceed 23 knots or in accordance with the applicable Deed of Gift.
- 8.3 If during a race the wind and/or wave action changes to the point where the selected course would be inadvisable (See Course Selection Diagram), the Race Committee shall change the course at any mark. A change of the type of course during the race shall be signalled displaying the new appropriate flag and accompanied by repetitive sounds before the leading boat has passed or rounded the mark.
- 8.4 Wind reading instruments shall be between 2 and 3 meters above the surface of the water. The duration of reading shall be 3 consecutive minutes prior the race warning. The wind reading shall be taken from an unobstructed area on the boat, it is recommended that there be a minimum 4 meters of free space surrounding the wind instruments. If during the race the wind speed goes under the minimum (5 knots) the RC may wait for the time limit to expire or abandon the race as per RRS 32.1(b). If during the race the wind speed goes over the maximum (23 knots) wind speed allowed for more than 3 consecutive minutes the race shall be abandoned. If frequent heavy gusts go over the limit even for less than 3 consecutive minutes, the Race Committee and the SCIRA Representative, for ensuring a fair and safe race, may decide to not start or abandon the race.

9. THE COURSES

- 9.1 The diagrams in Appendix A show the courses, including the approximate angles between legs and the order in which marks are to be passed. All course marks except gates shall be left to port.
- 9.2 The course signal ("W", "T", "O", "W2", "T2" or "O2") shall be posted on the course board with one sound at least one minute before the warning signal. It will remain displayed for not less than five minutes after the start.
- 9.3 No later than the warning signal, the race committee signal boat will display the approximate compass bearing of the first leg.

- 9.4 The number of legs in a race may be reduced (RRS code flag S) but at least 2 (two) windward legs of the race shall be completed. This changes RRS 32.2.
- 9.5 A sustained wind variation of 20 degrees or more from the posted bearing during the first leg of a race shall result in the race being abandoned and re-sailed or abandoned. This changes RRS 32.1.
- 9.6 A sustained wind variation of 40 degrees or more from the posted bearing during the first lap shall result in the race being abandoned and re-sailed or abandoned. For the purpose of this rule a lap means the rounding of mark 3 (or passing the gate 3s-3p) for the first time. This changes RRS 32.1.

10. MARKS

- 10.1 Marks 1, 1bis, 2, 3, 3s and 3p will be orange cylinders.
- 10.2 New marks, as provided in instruction 13.1, will be yellow cylinders.
- 10.3 The port-end starting mark will be a boat with an orange flag displayed.
- 10.4 The finishing mark will be:
 - mark 1 for “W”, “O”, and “T” courses; between the orange cylinder and the blue flag on the finish boat.
 - for “W2”, “O2”, and “T2” courses, between a green mark and a blue flag on the finish boat.
- 10.5 A race committee vessel signalling a change of a leg of the course is a mark as provided in SI 13.2.
- 10.6 If one of the marks "gate 3s-3p" is not placed, or is not replaced as per RRS 34, the remaining mark shall be left to port. This changes RRS 34.

11. AREAS THAT ARE OBSTRUCTIONS

- 11.1 The following areas are designated as obstructions:
 - a keep away buoy off Signal boat
 - White buoys - no entrance zone buoys off the airport

12. THE START

- 12.1 RRS 30.4 (‘Black Flag Rule’) shall not be used.
- 12.2 The starting line will be between a staff displaying an orange flag on the race committee signal boat at the starboard end and a staff displaying an orange flag on the port-end pin boat per instruction 10.3 b).
- 12.3 A boat starting later than 5 minutes after her starting signal will be scored Did Not Start without a hearing. This changes RRS A4, A5.1 and A5.2.
- 12.4 The race committee, after the finish of a race and before the warning signal of a subsequent race, will attempt to post on the race committee vessel a list of OCS, or ZPF, or UFD boats. The race committee’s failure to post or incomplete or incorrect posting will not be grounds for redress. This changes RRS 62.1(a).

13. CHANGE OF THE NEXT LEG OF THE COURSE

- 13.1 To change the next leg of the course, the race committee will lay a new mark (or move the finishing line) and remove the original mark as soon as practicable. When in a subsequent change a new mark is replaced, it will be replaced by an original mark.
- 13.2 Except at a gate, boats shall pass between the race committee boat signalling the change of the next leg and the nearby mark, leaving the mark to port and the race committee vessel starboard. This changes RRS 28.
- 13.3 After the completion of first windward leg of the race the remaining legs may be increased or decreased by not more than 30% of the original length. This changes RRS 33.
- 13.4 If Mark 1 is changed in courses “W” or “W2”, 1bis (offset) will no longer be a mark of the course.

14. THE FINISH

- 14.1 The finish line will be between a staff displaying blue flag on a race committee boat and a green mark on the port-end of the finish line. This changes Race Signals.
- 14.2 The A flag displayed on the race committee boat at the finish means that there will be no more races for the day.

15. PENALTY SYSTEM

- 15.1 Appendix P will apply.

16. TIME LIMITS AND TARGET TIMES

- 16.1 The target time for the first boat to finish is 60-75 minutes. Failure to meet the target time will not be grounds for redress. This changes RRS 62.1(a).
- 16.2 The time limit for the first boat to complete the first lap is 40 minutes. If the first boat fails to complete the first lap within 40 minutes the race committee shall abandon the race. For the purpose of this rule a lap means the rounding of Mark 3 (or passing the Gate 3s/3p) for the first time.
- 16.3 The time limit for the first boat to finish the race shall be 1 hour, 30 minutes. Any boat finishing more than 30 minutes after the first boat finishes or failing to finish within 2 hours from the start, whichever is shorter, shall be scored Did Not Finish (DNF) without a hearing. This changes RRS 35, A4 and A5.

17. PROTESTS AND REQUESTS FOR REDRESS

- 17.1 Appendix T will apply.
- 17.2 Protest forms are available at the regatta desk, located in the club lobby. Protests and requests for redress or reopening shall be delivered there within the appropriate time limit.
- 17.3 The protest time limit is 90 minutes after the last boat has finished the last race of the day or the race committee signals no more racing for that day, whichever is later.
- 17.4 Notices will be posted no later than 30 minutes after the protest time limit to inform competitors of hearings in which they are parties or named as witnesses. Hearings will be held in the protest room, located on the second floor in the member meeting room, beginning at the time posted.
- 17.5 Notices of protests by the race committee, technical committee or protest committee will be posted to inform boats under RRS 61.1(b).
- 17.6 A list of boats that have been penalized for breaking RRS 42 will be posted on the Official Notice Board.
- 17.7 A list of boats that have been penalized for breaking RRS 29.1(OCS) or 30.1(OCS) or 30.2(ZPF) and 30.3(UFD) will be posted on the Official Notice Board.
- 17.8 Breaches of rules in the SI marked with [NP] and NoR 3.4 (bow numbers) will not be grounds for a protest by a boat. This changes RRS 60.1(a).
- 17.9 The penalty for breaking rules in the SI marked with [SP] and NoR 3.4 (bow numbers) may be applied at the discretion of the race committee, without a hearing, and shall be the 5% scoring penalty for the nearest race completed by the infringing boat, but not worse than the number of points corresponding to DSQ. If there are multiple infractions in the same race they accumulate to that race. This changes RRS 63.1 and A5.
- 17.10 The penalty for breaking rules in the SI marked with [DP] may be applied at the discretion of the Protest Committee.
- 17.11 Penalties for breaking Class Rules may be less than disqualification.
- 17.12 A list of boats that have been penalized as per SI 17.9 and 17.10 will be posted on the Official Notice Board.
- 17.13 An International Jury is constituted and shall have authority per RRS Appendix N. Their decision shall be final as provided in RRS 70.5. Per Appendix N2.2, SCIRA reserves for itself the right and responsibility to decide issues of eligibility, measurement and equipment. SCIRA may refer any issue to the International Jury for advice.
- 17.14 The use of team racing tactics is prohibited.
- 17.15 For the purpose of RRS 64.4(b) the “authority responsible” is the Measurer of the event or SCIRA Representative.
- 17.16 The Jury will abandon the race if, during a redress hearing, they conclude that the race committee did not follow Sailing Instructions 8, 9.5, 9.6, 9.7, and 13.3. This changes the RRS 64.3.
- 17.17 All parties, witnesses and observers are expected and requires to use a face mask during hearings and arbitration meetings.

- 17.18 A remote zoom hearing may be used only in the cases in which a COVID infection is suspected. The Remote Hearing Protocol for such a hearing is outlined in Appendix B.

18. SCORING

- 18.1 Three (3) races are required to be completed to constitute a regatta.
- 18.2 (a) When fewer than five (5) races have been completed, a boat's series score will be the total of her race scores. No races will be excluded.
- (b) When from six (6) to nine (9) races have been completed, a boat's series score will be the total of her race scores excluding her worst score.
- 18.3 A boat intending to retire and be scored RET shall report its intent in writing to the race committee or the Jury within the protest time limit.

19. SAFETY REGULATIONS [NP][SP]

- 19.1 Before the warning signal of her first race of the day each boat is required to sail past the stern of the main race committee signal boat on starboard tack and verbally check in. When the race committee verbally acknowledges a boat's bow number, the check-in has been officially noted.
- 19.2 A boat that retires from a race shall notify the race committee as soon as possible

20. REPLACEMENT OF CREW OR EQUIPMENT

- 20.1 The same crew shall race in all races, except for reasons satisfactory to the race committee. Requests for a change of crew shall be submitted in writing to the Principle Race Officer, Matt Hill. Once a crew has been excused, he/she may not return for the balance of the series.
- 20.2 The same skipper shall sail all races and can be replaced after the first race only, and then only if he/she is obviously incapacitated. If a skipper is replaced, the first race shall be the race dropped, or scored DNC.
- 20.3 Substitution of damaged or lost equipment will not be allowed unless authorized by the race SCIRA Representative. Requests for substitution shall be made to the race committee at the first reasonable opportunity. [NP]

21. EQUIPMENT AND MEASUREMENT CHECKS [NP]

- 21.1 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 member of the race committee, or the technical committee, or the equipment inspector or measurer, to proceed immediately to a designated area for inspection.

22. EVENT ADVERTISING [NP][SP]

- 22.1 Boats shall display event advertising supplied by the organizing authority.

23. RIGHTS TO USE NAME AND LIKENESS

- 23.1 By participating in this event, competitors automatically grant to the SCIRA, organizing authority and the event sponsors the right, in perpetuity, to make, use, and show, at their discretion, any photography, audio and video recording, and other reproductions of them made at the venue or on the water from the time of their arrival at the venue, until their final departure, without compensation.

24. OFFICIAL BOATS

- 24.1 (a) Signal Boat will be marked with a blue race committee flag.
- (b) Official mark boats will be marked as follows: yellow race committee flags.
- (c) Judges' boats will be marked with Code "J" flags.
- (d) Support boats will be marked with white flags.
- (e) Coach boats will be marked with a white flag with blue numbers
- (f) Spectator boats will be marked with an orange flag with black number on it.

25. SUPPORT BOATS [NP] [DP]

- 25.1 At the preparatory signal, coaches shall be positioned at least 50 meters below the starting line. After the starting signal coaches may follow the fleet, but only on the port side of the course and shall stay 50 meters from any mark
- 25.2 Coaches may not communicate with competitors after the warning signal for any race until after the competitors have finished of the race, abandoned or general recalled. This changes the preamble of Part 4.
- 25.3 Coaches shall register at the Regatta Desk and all support boats shall be identified.

26. RADIO COMMUNICATIONS

- 26.1 A boat shall neither make or receive radio transmissions while racing nor receive radio communications not available to all boats, except in an emergency. This restriction also applies to mobile telephone and other devices with GPS capabilities. .

27. TRASH DISPOSAL [NP] [DP]

- 27.1 Before her preparatory signal, trash may be placed aboard support and Committee Vessels.

28. PRIZES

- 28.1 Prizes shall be awarded as provided by NOR.

NOTATIONS

[NP] The notation [NP] in a rule in the SI means that a breach of this rule shall not be grounds for a protest by a boat.

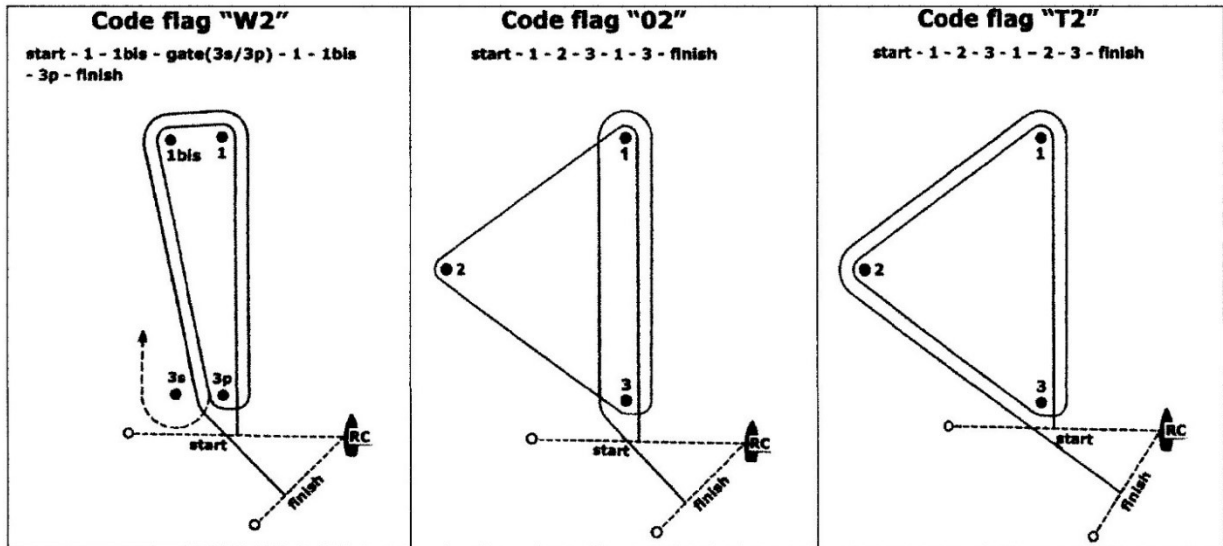
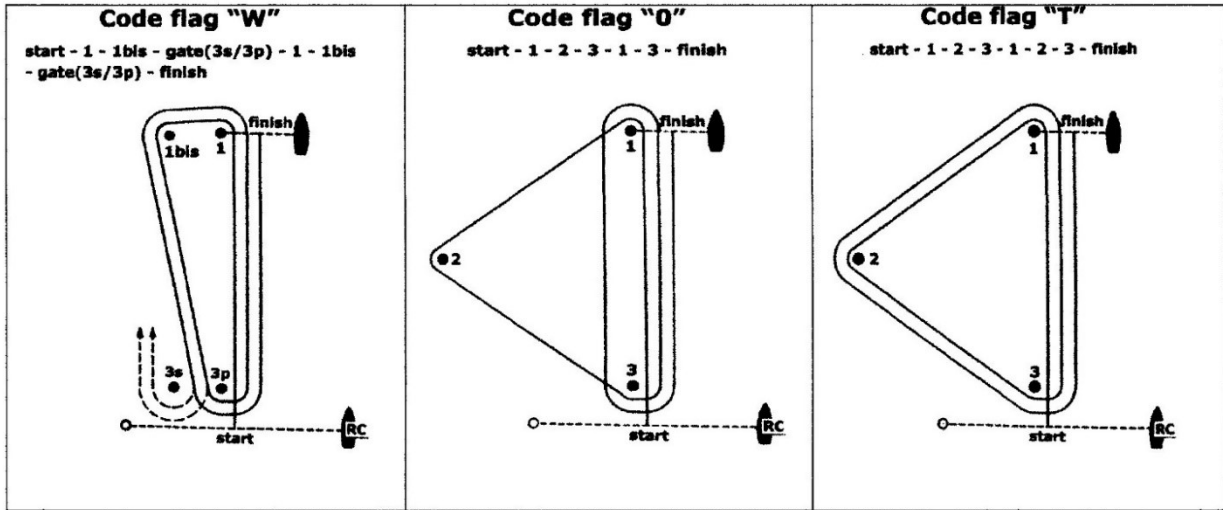
[SP] The notation [SP] in a rule in the SI means that for a breach of this rule a standard penalty will be applied.

[DP] The notation [DP] in a rule in the SI means that for a breach of this rule a discretionary penalty will be applied.

Principal Race Officer: Matt Hill

SCIRA Representative: Jim Lowe

APPENDIX A



APPENDIX B

Remote Hearing Protocol

This protocol will be followed by the International Jury when conducting hearings remotely using video communication software. Parties will be expected to follow this protocol unless agreed otherwise with the Panel Chair. Any queries or questions regarding it may be directed to the Panel Chair or the Jury Chair. This protocol is consistent with RRS Part 5.

Throughout this protocol, 'hearing' refers to a hearing in the context of the Racing Rules of Sailing and 'meeting' refers to a videoconference held using video communication software.

1. Hearing Preparation

Before the start of the event, competitors should be prepared with the technology needed for any hearings that they might be involved in. Unless agreed otherwise, remote hearings will be conducted as a videoconference meeting using a software package to be specified. Appendix A provides instructions for installation and use of the video communication software to be used.

Parties will be asked in advance of the hearing to provide a phone number which can be used to contact them in case of technical difficulties. The Jury will create a WhatsApp group for each case (where time permits) to assist with this.

Ensure that you have an adequate internet connection from any location where you plan to join any meetings.

2. How hearings will work

a) Before the hearing

The Jury will run the meeting, hosted by a member of the panel or by an appointed host.

The Jury will send to all parties and panel members a notice of the time and place of the hearing. It will include a link to the videoconference, along with the names or sail numbers of the parties, any witnesses named on the protest form, the hearing time, and the identity of the panel members.

Parties will declare to the Jury before the start of the meeting, the names and contact details of any witnesses or observers that they would like to attend the hearing. The Jury may set a deadline for this to be done. The Jury will send details of how to join the meeting to the witnesses and observers, however it remains the responsibility of the parties to ensure that their witnesses are available to join the meeting.

The presence of observers is at the discretion of the Jury. Observers who have not been declared to the panel in advance, or who cannot be positively identified (e.g. no camera) may be refused permission to attend.

The parties may also be asked to declare whether they believe that any panel member has a conflict of interest, and their reason.

Each party should aim to join the meeting approximately 10 minutes before the scheduled start time. Ideally, allow extra time, if possible, to account for any technical problems.

To join the meeting, clicking on the link provided will open the videoconference app automatically. All parties and panel members should login from a quiet location where there is a stable internet connection and disturbances are unlikely.

After joining the meeting, a waiting screen will be shown which will indicate the case number and names of the parties. This waiting screen will advise you to wait until you are admitted into the meeting. The panel will see that you are waiting, and may message you using the chat function to advise you of the approximate waiting time.

If the meeting fails to load with the message "Waiting for the host to start the meeting", this indicates that the Jury have not yet opening the videoconference meeting. You will need to try again closer to the hearing time.

Once the jury panel are ready, all participants will be moved from the waiting room into the main videoconference room. All participants should join the meeting with the camera **ON** (using the video icon) to ensure that they can be positively identified. All panel members, parties, witnesses, and observers will join the meeting at this point.

Before the hearing formally starts, the Jury will ask each participant to confirm their identity and that their camera and microphone are working. A brief explanation of the features of the videoconference platform will be offered to any participant that requires this. The Jury will also explain what participants should do in case they have any problems. All participants will be asked to confirm that they have read and understood this protocol.

Following this introduction, witnesses will be moved back to the waiting room until they are called to give their evidence. At this point, observers will be asked to turn their camera **OFF** and microphone to **MUTE** for the remainder of the hearing. The Panel Chair may, at any point, ask any Observer to turn their camera on and to confirm their identity.

Observers attempting to join the meeting after it has begun will not be admitted to the hearing unless the Panel Chair decides otherwise.

b) During the hearing

The hearing will proceed according to the rules of RRS Part 5, including each party presenting their evidence in turn and having the opportunity to question each other. Witnesses will be added from the waiting room in turn to present their evidence.

Participants are encouraged to use the 'raise hand' function of the videoconference) to attract the attention of the Panel Chair. If this is unsuccessful, then participants may unmute themselves if needed to speak.

Competitors who wish to use a diagram or model boats to present their evidence may do so in several ways:

- Draw a diagram in advance of the hearing using Boat Scenario (<http://boats.sourceforge.net/>) or another software package and use the share screen function to show it.

- Draw a diagram with pen and paper to present using your camera. Note that, it is possible to join the videoconference using two devices, so you may for example, use your mobile phone as a separate camera.
- Use model boats or other objects, adjusting your camera appropriately.

Witnesses

It is the responsibility of the parties to have their witnesses available and to notify the Jury of their contact details.

Witnesses are permitted to be in the main meeting room only while giving evidence. Therefore, they should not be in the same location as any of the parties to the hearing. They should therefore login using a separate device. If this is not possible, this should be declared to the Panel Chair as soon as possible.

During the hearing, the Jury may decide to deliberate. In this case, all participants other than panel members will be returned to the waiting room. The Jury may advise of the approximate waiting time.

c) After the hearing

Once the hearing has finished, the Jury will advise you how the decision will be communicated. This may be by:

- Reconvening the same session of the hearing after a recess;
- Setting a new hearing time; or
- By other communication.

3. Recording

Hearings may not be recorded without the explicit permission of the Jury. Covert recordings, including 'screen-shots' and other audio or visual copying of a hearing is strictly prohibited and will be considered by the Jury as misconduct under RRS 69.

Appendix A

Instructions for Installation of Zoom©


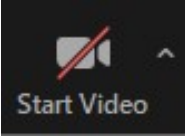
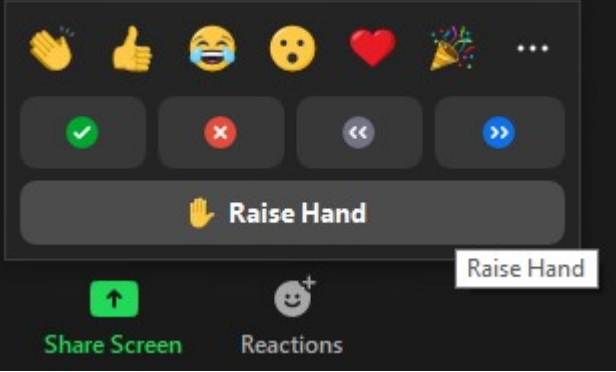
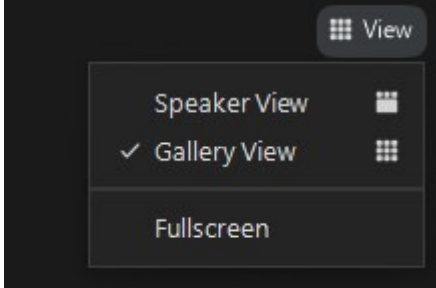
Zoom©. Zoom is freely available online and may be used on Windows PCs, Macs and tablets.

Please follow these instructions to install Zoom, and check that it is working correctly.

- a) Sign up for a zoom account (a paid subscription is NOT required)
 - i) Go to <https://zoom.us> and create an account.
 - ii) Set your name, email address and phone number
- b) Download Zoom client or app
 - i) On a PC or laptop, go to <https://zoom.us/download> and click Download for Zoom Client for Meetings.
 - ii) If you have already installed Zoom, install the latest updates.
 - iii) On a tablet, go to the App Store and download the Zoom app.

- c) Login to Zoom and check that the app is working. Click 'New Meeting' to familiarise yourself with the settings and check that your video and audio working.

Functions in Zoom include:

<p>Microphone Control Use this button to mute or unmute the microphone. As shown the microphone is in mute.</p>	
<p>Camera Control Use this button to turn the camera on or off as required. As shown the camera is off.</p>	
<p>Reactions Panel After clicking on the 'Reactions' Tab the panel shown will be displayed. To attract the attention of the Panel Chair, click the raise hand option shown</p>	
<p>Viewing options There are two options for viewing participants. Speaker view will show only those who are speaking, while Gallery view will show all those in the meeting.</p>	

More information on the features of Zoom can be found online at: <https://support.zoom.us/hc/en-us>