

# Southern New South Wales Sabot Sailing Association

## Operations Manual

Revised March 2006



## Southern NSW 2 up Team

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## National 2-up Team Champions Yeppoon 2006

This Operations Handbook has been designed and developed by the Southern New South Wales Sabot Sailing Association. It is to be used in conjunction with other best practice formats and to evolve as seen fit by future SNSWSSA committees.

This handbook has been created by dedicated volunteers past and present, whose focus is to ensure a stable and nurturing environment for the sailors of tomorrow.

Special thanks go to the working committee of Andrew Chapman, Ian Brown, Nigel Nattrass, Peter Whitley and Rolf Lunsmann for collating the information to make this handbook a living document.

This revised edition has been endorsed by the SNSWSSA committee of 2005-06.

Good sailing,

David Mitchell  
President SNSWSSA

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# ADMINISTRATION

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## Vision

Provide an environment that promotes, encourages and inspires the sailors of tomorrow.

## Values

The SNSWSSA encourages all sailors to be guided by a set of values that recognise honesty, fairness and respect through its Code of Conduct - ASPIRE.

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<b>Attitude</b>	a positive attitude is essential to overcome obstacles, to learn and to do my best
<b>Sportsmanship</b>	sport is more important than one person and cheating damages sport
<b>Pride</b>	pride keeps me going when I am tempted to give up
<b>Individual Responsibility</b>	I am the only one responsible for how I sail and I will thank others for supporting me
<b>Respect</b>	I respect all competitors, team-mates, coaches, officials and parents
<b>Express</b>	I can express my opinion but I will not criticise others.

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(Adopted from the AIS Athletes Code.)

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## Structure

The SNSWSSA is an association of affiliated clubs. The Association is managed by a Management Committee which consists of elected Office Bearers and one delegate from each affiliated club. It operates under the SNSWSSA Constitution.

The SNSWSSA Committee is responsible to its members and Affiliated Clubs for the management of the Association and all its activities including the conduct of events and the development, monitoring and review of the Training Plan.

## Roles of Office Bearers

Each year, presiding office bearers should endeavour to plan the succession of departing office bearers in the Association. Efforts should be made to encourage parents and guardians from all affiliated clubs to seek office. It is preferable to have all participating club delegates as office bearers.

### President

The role of the President is to:

- Co-ordinate a shared vision for the SNSWSSA and prepare or reinforce goals and objectives to deliver that vision.
- Co-ordinate resources to deliver the shared goals and objectives.
- Be the public face of the SNSWSSA.
- Chair meetings of the Management Committee.

The President is also responsible for overseeing any legal matters arising that involve the SNSWSSA.

### Vice President

The role of the Vice President as sponsorship co-ordinator is to:

- Prepare sponsorship proposals with the SNSWSSA committee.
- Sell the benefits of sponsorship of Sabot events or training
- Finalise sponsorship details.
- Deliver a professional product for the sponsor.

The Vice President is also responsible for the co-ordination of the SNSWSSA's insurance tasks.

### Secretary

The Secretary's role is to:

- Receive inward correspondence and present at next meeting
- Write and send outwards correspondence in accordance with committee direction.
- Take the minutes of the SNSWSSA meetings, or delegate the task to a Minute Secretary, and distribute minutes of each meeting at least one week prior to the following meeting to each delegate
- Distribute agendas for meetings of the SNSWSSA at least one week prior to each meeting to each delegate
- Forward any income to Treasurer
- Develop and publish each season's combined training and racing calendar, in co-ordination with the Training Co-ordinator.
- Liaise with ANSC Secretary
- Ensure ANSC, YA and YNSW have current contact details for SNSWSSA

### Treasurer

The Treasurer is responsible for the operation of both SNSWSSA accounts as outlined in *Finance*, including the responsibilities to:

- Issue invoices as required.
- Bank cheques and cash received, on a regular basis.

- Make account payments.
- Reconcile the bank account statement issue at the end of each month with the cashbook.
- Ensure financial institutions have correct association contact details.
- Provide budgets and/or cash-flow analyses as required.
- Ensure that the Association's financial operations are audited annually.
- Report to each meeting of the Management Committee on the financial position of the Association.
- Provide an annual report on the financial position of the Association.
- Prepare and submit all statutory reports required of the Association.
- Arrange changeover of account signatories, when required
- Arrange and/or maintain insurance policies of the Association

### **Registrar / Child Protection Officer**

The registrar's responsibility is to maintain a register of Sabot sailors affiliated with the Association, containing the following information:

1. Name
2. Boat Registration Number
3. Owner's Name and Address phone number and email address
4. Age and Date of Birth
5. Parent/guardian details.
6. Medical details
7. Signed Child Protection forms for parents/guardian

### **Measurer**

The Measurer's role is to:

- Supply current, clear and precise National Plans and measurement rules to members of the SNSWSSA as is reasonably required.
- Measure new boats or remeasure changed boats and issue measurement certificates and boat numbers.
- Maintain a register of boats with a copy of the current measurement certificate for each
- Hold and secure the measurement tools on behalf of the association.
- Attend all SNSWSSA events, and co-ordinate SNSWSSA race day safety checks, in accordance with the safety checklist template.
- Liaise with the National Measurer

### **Publicist**

The role of the Publicist is to:

- Prepare a SNSWSSA newsletter for members.
- Seek positive publicity for the Sabot Class in SNSW.

### **Training co-ordinator**

The role of the Training co-ordinator is to:

- Chair the Training Committee.
- Arrange date, time and location information, appoint coaches and monitor performance, in conjunction with the Training Committee.
- Assist in the development of each season's training and racing calendar.
- Coordinate "Working with Children" compliance checks for all employed coaches.

### **Web page administrator**

The Web page administrator is responsible for maintaining a SNSWSSA website.

### **ANSC Delegates**

The ANSC delegates represent the SNSWSSA at the Annual General Meeting of the ANSC at each National Championship regatta

### **Yachting Association Delegate**

The YA Delegate represents the SNSWSSA on the YA Training Committee.

### **Uniform Coordinator**

The role of the coordinator is –

- arrange appropriate uniforms for team members, Sabot Week sailors, coaches, managers and parents (if requested) for the upcoming Nationals and Sabot Week.

The cost of the uniforms for coaches and managers to be covered by the Association.

### **SNSWSSA Race Officer**

The SNSWSSA Race Officer is responsible for overseeing the conduct of racing at race events held by the SNSWSSA. The SNSWSSA Race Officer briefs the Principal Race Officer, ensuring racing is conducted in accordance with the guidelines in *Race Event Management*.

### **Club Delegate (2 per affiliated club) – 1 vote per club**

Club Delegates provide a communication link between the Association, their affiliated club and its Sabot sailing members.

At the commencement of each season, the club delegate should:

- Determine the number of Sabots and Sabot sailors who will be registered with the Association from the affiliated club.
- Provide the Secretary with details of all boats and sabot sailors to be affiliated for the year.
- Ensure that the club pays all its Affiliation Fees including the Club Fee and the fee per sailor.
- Provide information to the club on the Sabot Program for the season and ensure that the Club's program is compatible with the SNSWSSA Program. The Club's events and races should be compatible with the SNSWSSA training and racing calendar.
- Assess all the Club's Sabot sailors to determine those who meet the Intermediate Criteria set out in the Training Section.
- Ensure that at the Club all Sabot sailors and their parents or guardians are aware of the Associations insurance requirements and that they are aware of the need to provide evidence of insurance and age before they participate in a SNSWSSA event.
- Ensure that all sabots at their club meet the safety requirements as set down by the ANSC

Prior to an event, the club delegate should:

- Determine the number of sailors from the Club who intend to participate in the Selection Series, Sabot Week, the State

Championships or Zone Championships. For these sailors ensure that they are aware of:

- o Measurement rules
- o Safety rules
- o Class rules, including age restrictions
- Brief the Club's crews on what to expect at a SNSWSSA event.
- Co-ordinate orders for and distribution of Nationals and Sabot Week team clothing.

At the conclusion of the season, the club delegate should:

- Provide advice to the Training Committee on which sailors from the Club are likely to continue sailing sabots in the following season.
- 

Generally, the club delegate should:

- Provide a written contribution outlining Sabot activities at the Club for SNSW Newsletters.
- Pass on to the Club all SNSWSSA information on events, policy and other issues.
- Promote the Sabot class within the Club.

### **Training Committee**

The training committee consists of at least three people with a background in sailing appointed by the SNSWSSA Committee.

The role of the training committee is to appoint coaches, select training squads, and organise the training calendar.

It is the responsibility of the Training Committee to appoint an Event Director for each training event. It must also organise venues and ensure sufficient support craft are available for coaching and patrol.

The training calendar for each season should be endorsed by the SNSWSSA Committee in May of the previous season.

## Management Cycle

The following is an outline of when general tasks of the association should be performed:

Month	Tasks
February	<p>Ask for feedback from all coaches about training programs</p> <p>Conduct review of National Championships, Sabot Week and preceding training programs</p> <p>Review criteria for selection into the train-on squad</p> <p>Identify likely members of the Train-on squad for the following season based on criteria</p>
March	<p>Discuss minutes from ANSC &amp; Measurers' conferences</p> <p>Conduct an audit of the Association's books, in preparation for the AGM</p> <p>Provide notice of the SNSWSSA AGM</p> <p>Initial preparation of training and racing calendar for the coming season.</p> <p>Call for EOI for team coaches and Sabot Week coach(es)</p>
April	<p>Determine costs for coming training events.</p> <p>Organise collective transport arrangements for boats if the location of the upcoming National Championships warrants it.</p> <p>Finalise training and racing calendar for the following season – including dates and venues for Selection Trials, zone and State championships, where applicable at AGM</p> <p>Appoint National and Sabot Week coaches for the following season – as required</p>
May	<p>Determine costs for winter training</p> <p>Publish the full racing and training calendar for the following season to clubs and on the website.</p>
June	<p>Send invitations for Intermediate winter training</p>
July	<p>Decide proposals for AGM of the ANSC</p> <p>Check stock of team badges and order, if required (Leichhardt Trophies – Gladesville)</p>
August	<p>Determine costs for November and December team and Sabot Week training</p> <p>Appoint Uniform Coordinator and Team managers for the coming Titles.</p>
September	<p>Publish Notice of Race for Selection Trials and Zone Championships and order trophies</p> <p>Publish Notice of Race for State Championships (every alternate year)</p> <p>Organise for payment of indemnity insurance</p> <p>Organise for payment of affiliation to ANSC</p> <p>Club delegates to provide Association with details of registered boats for the following season using the supplied pro forma</p>

October	Review and update the SNSWSSA Handbook if required
November	Send order for team shirts and other merchandise Organise for payment of insurance of RIB, trailer and outboard Appoint additional sabot Week coaches, if required Delegates encourage members to attend ANSC and Measurers conferences at coming titles.
December	Team managers conduct elections of Team Captains (see criteria) and takes Zone flag to and from nationals Distribute team shirts in preparation for National Championships and Sabot Week Present badges to team members at Association "Social Night" with all affiliated sailors invited.

# Tasks of the Association

## Venue Selection

The SNSWSSA selects venues for Selection Trials and Zone Championship heats, as well as the State Championships and National Championships/Sabot Week regattas when required.

When selecting Selection Trial venues, the following considerations should be taken into account:

- The sailing conditions should be as close as possible to those expected at the upcoming National Championships. If SNSW or NNSW is hosting the National Championships, the Selection Trials should be held at the same venue.
- The SNSW Selection Trials should be held in conjunction with the NNSW Selection Trials in the interests of a larger and more competitive fleet.
- The host club(s) should be able to cater for approximately one hundred sailors, on and off the water.
- The heats should be held across multiple weekends in the interests of a variety of conditions for fair sailing.
- Waterways without significant traffic usage should be preferred.

When selecting Zone Championship venues, the following considerations should be taken into account:

- Zone Championship heats may coincide with Selection Trial heats or State Championship heats.
- Where possible, heats should be spread between a variety of venues and sailing conditions.
- The host club(s) should be able to cater for approximately fifty sailors, on and off the water.
- Some heats may be held in areas of SNSW in which the class is looking to increase its stature.

When selecting the State Championship venue, the following considerations should be taken into account:

- The host club should be able to cater for approximately one hundred sailors, on and off the water.

When selecting the National Championship/Sabot Week venue, the following considerations should be taken into account:

- The host club should be able to cater for approximately two hundred and fifty sailors, on and off the water.
- The host club should be one with its own qualified race officer to conduct the regatta.
- Waterways without significant traffic usage should be preferred.

## Finance

The SNSWSSA has, a day to day operations account, Surplus funds to be held in Term Deposits and be available to meet the cash needs of the Association.

The day to day operations account includes the following items of income and expenditure:

- Indemnity insurance (currently held with Robert Masterman)
- RIB/Trailer insurance (currently held with Club Marine)
- Trailer and RIB registration
- Fuel
- Event trophies such as Southern Zone Championship trophies
- Event management costs
- Entry fees
- Affiliation fees: individual, club, and ANSC.
- Measurement fees
- Postage and printing costs
- Newsletter publication
- Website maintenance

The training account includes items of income and expenditure relating to intermediate training:

- Coaching costs
- Income from training events

The SNSWSSA should conduct an independent audit of its books at the end of each financial year.

### Insurance

The SNSWSSA should ensure that all assets are insured for loss or damage, and that all office bearers are insured for public liability and personal indemnity. A risk management plan should be maintained and updated as necessary.

### Assets

The SNSWSSA is responsible for the maintenance of its assets. These are:

- RIB and trailer
- Trophies – Milo Clogs (2); Sprint Clogs (x2); Zone Shields – 1-up & 2-up; Snr 2-up shield (held at Lane Cove SC)
- Outboard motor
- Flags and Zone flag
- Buoys
- Ropes
- Anchors
- Computer
- Printer
- Team badges (held by Secretary and distributed to team members in December)
- Any other equipment necessary for training and racing tasks.

All assets are to be held in the name of the SNSWSSA.

## Additional Trophies

State Trophies – Scratch – 1-up and 2-up;  
Handicap – 1-up and 2-up

State Teams shields – Yarra Bay Shield & Nicholson Shield

Australia day Perpetual – held by Australia day Council

## Key Documents

The Association maintains the following documents:

- The Constitution of the SNWSSA – By Laws
- Entry form templates for training and regattas
- Notice of Race
- Sailing Instructions
- Template Indemnity Forms for training and regattas
- Safety checklist templates for measurement
- Instructions for Event Directors, in accordance with the risk management plan, as contained in the Race Event Management Plan.
- Templates for Sailing Instructions and Notices of Race for both fleet and teams racing events
- A Risk Management Plan, for training and racing events, covering on-water and off-water.
- A flow-chart display of officials and their roles and contact details for training and racing events.
- Training feedback sheets
- A Smoke-free Policy
- A Sun-safe Policy
- A Privacy Policy
- A Working with Children Policy (to be finalised)
- Terms of Employment for coaches (to be developed)

# TRAINING PLAN

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## Tasks and Aims

This Training Plan has also been developed to support the Affiliated Clubs who make up the membership of the SNSWSSA. The Plan provides the Clubs with training opportunities that build on their own "Learn to Sail" programs, providing on-going development for their Sabot sailors.

The SNSWSSA has approximately 110 registered sailors from 10 Affiliated Clubs. These sailors vary in skills and experience from 7 year old crews in Two-up Sabots, who may be in their first season of sailing, through to 16 year old sailors who are competitive at state, national level in small dinghy racing. The skills of the sailors range from the most basic sailing competencies, through to advanced level skills of sailors who expect to be competitive in the Sabot National Championship.

The SNSWSSA Training Plan has been developed to cater for this wide range of ages and skills while delivering to each participant substantial and specific training outcomes. The Plan will also foster, encourage and support their enjoyment of sailing as a sport.

Each season in the order of 65 One-up sailors and 25 Two-up crews participate in SNSWSSA organised training.

Specific aims of the Training Plan are to:

- Develop the competencies of individual sailors in:
  - Equipment tuning
  - Boat handling
  - Strategy
  - Tactics
  - Regatta preparation
  - Safe and healthy sailing
- Build team spirit in the lead up to the Sabot National Championships.
- Maximising the long term retention of young people in the sport of sailing by highlighting the fun of sailing.
- Promote the Sabot class.
- Foster better life skills facilitated through participation.
- 

The SNSWSSA Training Program is formulated on a "user-pays" basis with subsidy from sponsorship, where available, a YNSW (EAP) grant and Association funds. The Training Committee will determine the ratio of coaches to sailors on a needs basis for all training events prior to team selection.

Coaches are retained for each training event and the number of personnel is determined on the number and skill level of sailors who enter an event. As a result, no part payments can be accepted. Cheque or money order to be the method of payment.

# Planning and Programming

Each season's training program occurs in three phases:

## Phase 1 - Until Selection Trials

The SNSWSSA Training Sub-committee should assess each sailor who has participated in the program throughout the previous season, assess their progress and identify two groups, one being a Train-on Squad and the other being the initial members of a Train-up Squad.

The Train-on Squad will be those sailors who have sailed at or near the advanced level in the previous season and would be expected to sail at the advanced level in the coming season. These sailors shall meet the following criteria:

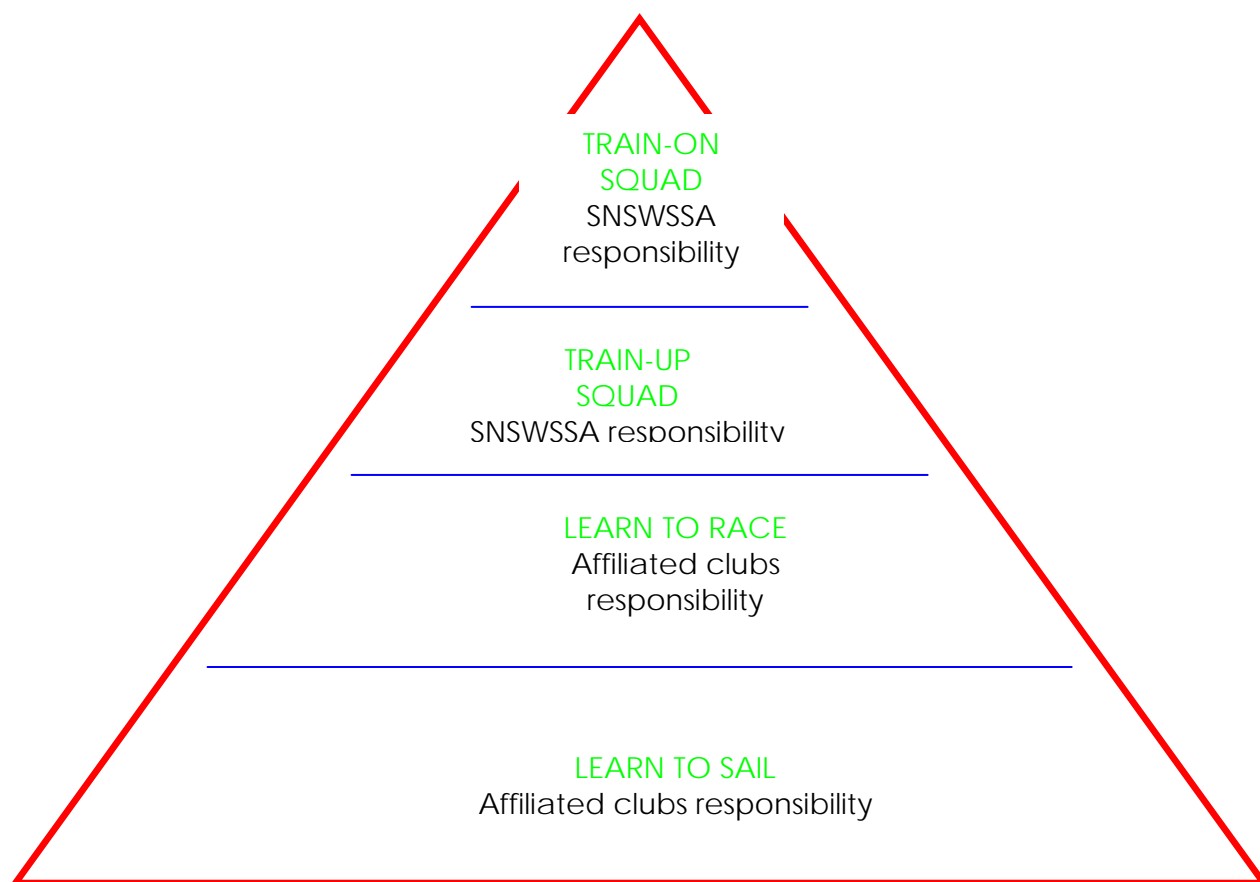
- For Two-ups (Juniors): Either competed at the most recent Nationals and finished in the top 50% of the fleet and top 20% of the State Championships; or finished in the top 2-3 in the most recent State Championships of those eligible to continue as a junior.
- For One-ups (Seniors): Either competed at the most recent Nationals and finished in approximately the top 80% of the fleet or top 25% of the State Championships; or finished in the top 15 in the most recent Senior State Championships or finished in top 10% of most recent Sabot Week.
- Junior Skipper moving to senior class will participate in exceptional circumstances, finishing in the top 50% of the recent nationals and / or top 20% of the recent State Titles and / or a history of outstanding results at State and national level.
- All participants in the Train-on Squad must provide a written commitment to attend the coming Nationals as well as the State Championships.

If the Train-On Squad has insufficient numbers to run a quality program, the Train -Up Squad sailors may be invited to join, undertaking the same written commitment to attend the coming National and State Championships. The Training Committee will consider criteria when calling for EOI to join the Train-On Squad such as a sailor's results at their most recent zone, state or national or sabot Week regatta and participation in previous SNSWSSA training and racing events.

Train -On Squad positions will be limited to ensure the quality of the program is maintained.

The Train-up Squad would be those sailors who have participated in intermediate level training in the previous season and who would be expected to be at an advance intermediate level in the coming season. Sailors should be capable of sailing a Sabot course in above ten knots of breeze unassisted. This is to re-enforce that intermediate training is not a "learn to sail" program. The Train-up Squad can be added to by sailors nominated by Club Delegates who have assessed sailors against the Train-up Squad criteria in consultation with the Training Committee.

In the following season the members of the Train-on Squad would normally be expected to train at the Advanced Level and the Train-up Squad at Intermediate Level One, Two or Three.



### **Winter training Train – On Squad**

Winter training normally consists of multiple sessions of one day each, programmed in May, June, July, August. Participation should be by invitation. The Winter training program should be completed prior to the commencement of the affiliated clubs' seasons.

### **Train – Up Squad**

Winter training normally consists of multiple sessions of one day each, programmed in August at the same location, if possible, as the Train-On Squad. Train-Up Squad training should not clash with YN SW Youth Sail and these sailors should be encouraged to attend.

The priority of winter training is to develop boat handling skills and trial equipment, especially in heavy weather.

### **October holiday training Train – On Squad**

Train-On Squad members to be encouraged to attend YNSW Youth Championships on the Long Weekend. SNSWSSA to cover the cost of the National team coach(es) attending the regatta.

### **Train – Up Squad and other sailors**

Intermediate training should be given at an event programmed over three consecutive days in early October during the school holidays. This event should not clash with the YNSW Youth Championship so that as many

sailors wishing to attend the regatta may do so. This will also assist with the employment of junior coaches who often compete in the regatta.

This event should cater for all intermediate and advanced level Sabot sailors, with groups streamed for their appropriate level.

This event should aim to prepare sailors for the Selection Series, with an emphasis on strategy in racing.

The final day of the event to be a Sprint Race Day run in Gold and Silver fleets comprising both 1-up and 2-up boats. Perpetual trophies (Milo Clogs) to be presented.

Sabot sailors who attend the Youth Championship would be able to enter the Sprint Day only.

## Selection Criteria for National Team

The Association will conduct a separate point score (when the selections are sailed in conjunction with another event eg States) based on the position of NSW across the finish line. In order of finishing overall, the first 12 senior sabots and the first 6 junior sabots shall be selected for the NSWSSA National team. If any of the selected representatives decline to accept the offer of a spot on the team the next placed finisher may be invited to join the team.

## Phase 2 - Until National Championships and Sabot Week

Following the Selection Series sabot sailors should be identified as those preparing for the National Championships as part of the *NSW Team* and those preparing for Sabot Week or simply wanting to develop their intermediate level skills.

### **National Team Preparation**

The Nationals Team should be supported through at least two events each of two days in the period between the Selection Series and the Nationals.

Factors that should be taken into account in planning and programming the National Team Training:

- Hold in conjunction with Northern Zone where possible.
- Locate training on the waters where the Nationals will be sailed or on waters that offer conditions as close as possible to those expected during the Nationals.
- Conduct of the NSW Sprint Series is to be held on one day involving all team members from both zones. The organising zone will alternate annually.

Members of the Senior SNSW Nationals Team would be expected to train at the Advanced Level. Members of the Junior SNSW Nationals Team would be expected to train at the Junior (2-Up) Intermediate Level 2 or higher.

### **Sabot Week Preparation**

Intermediate sailors should be offered at least two days of training in the period between the Selection Series and Sabot Week. Whilst this training should prepare sailors for Sabot Week they should also offer on-going intermediate level training for those sailors who may not be attending Sabot Week.

Factors that should be taken into account in planning and programming the Sabot Week Preparation:

- Hold in conjunction with National Team Training where possible.
- Any event programmed for all day Saturday will attract fewer numbers due to the clash with School sports.
- Note that events scheduled in December will attract fewer numbers than those in November due to competition with other community events.

Sabot Week sailors would normally be expected to train at Intermediate Level One, Two or Three.

In the event that numbers are insufficient to deliver training for 1-ups and 2-ups separately, the Training Committee may combine the groups. The recommended ratio is 1 coach to 12 sailors.

## **Phase 3 - At National Championships and Sabot Week Regatta**

### **National Championship Coaching Support**

Coaching support should be offered to the Nationals Team with coaches appointed for the One-up Team and the Two-up Team. The recommended ratio is 1 coach to 12 sailors. When possible this should be co-ordinated with Northern NSW Zone.

### **Sabot Week Coaching Support**

Coaching support should be offered to those SNSW Sabot Week sailors who wish to take it up. Coaches should be provided so as to allow one coach per group of 12 One-ups and one coach for the Two-up crews. Sabot Week crews should be encouraged to take up the coaching offer but may choose not to.

During the nationals and Sabot Week regattas coaches would:

- Brief sailors prior to each race.
- Observe sailors during the race and de-brief them after the finish.
- Be available for protest hearings (if necessary).
- Provide coaching at any practice sessions that may be organised on measurement days.

## Personnel

At each training event, there shall be a flow chart displayed designating the responsibilities of personnel at the event. Attention should be drawn to this during daily briefings.

### **Training co-ordinator**

See "Roles of Office Bearers" .

### **Event Director**

The Event Director is a member of the Training Committee for each nominated training event. The Event Director is responsible to the Training Sub-committee for the daily conduct of operations at a particular event in accordance with the Operations Section of the Training Plan ,in consultation with the Head Coach and Club Liaison Officer..

The Event Director is responsible for monitoring weather conditions at each event and calling boats from the water if required.

### **Head Coach**

Responsible to the SNSWSSA Training Sub-committee for ensuring that the curriculum set out in the "Training Curriculum" section of this plan is delivered. The Head Coach:

- Liaises with each coach and provides them with guidance on the development of their programs.
- Monitors the performance of coaches.
- Provides feedback to the coaches on their performance.
- Leads sailors and coaches in the implementation of Sun Safe policy and sensible nutritional habits
- Liaises with the Event Director in regard of necessary disciplinary action.
- Ensures coaches selected are of a suitable standard and conduct themselves in an appropriate way.
- Monitors the completion of feedback sheets from all coaches.

### **Host Club Liaison Officer**

The Host Club Liaison Officer is nominated by the Host Club and liaises with the Event Director to ensure the effective running of the event. The Host Club Liaison Officer is responsible for ensuring that the Host Club responsibilities are met.

### **Team Managers**

Team Managers are appointed annually by the SNSWSSA committee for each of the National and Sabot Week teams. A team manager:

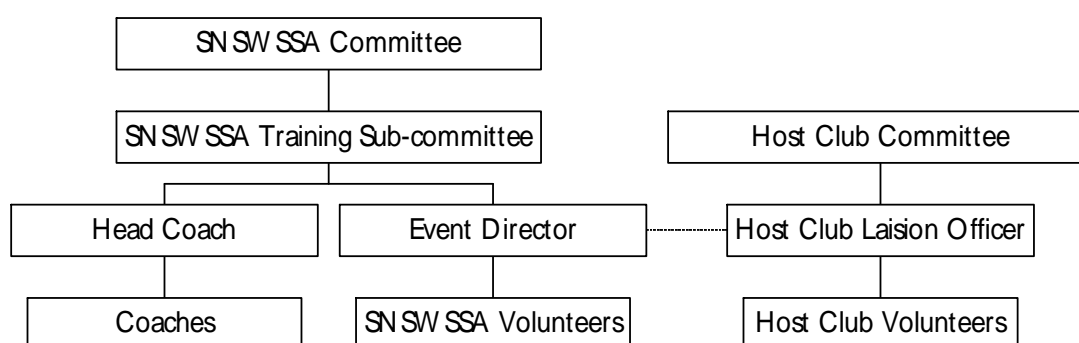
- Is responsible for providing important information (eg. scheduling) to participants before and during training and racing events.
- Is a filter of communication between parents/guardians and coaches.
- Attends meetings, as required, whilst at the National / Sabot Week regatta

- Attends SNSWSSA meetings in October to February inclusive, to facilitate effective communication and organisation.

### Team Captains

A boy and girl captain are to be elected from the 1-up members of the Team. To be eligible, a sailor must have competed at a previous Nationals regatta.

### Training Organisation



### TRAINING SCHEDULE

TRAIN – ON SQUAD	TRAIN-UP SQUAD	OTHER SAILORS
<p><b>June</b> – 2 Sundays</p> <p><b>July</b> – 2 Sundays OR 2 days in holidays</p> <p><b>August</b> – every Sunday</p> <p><b>October</b> – YNSW Youth Championship Holiday event OR final day only</p> <p><b>Oct/Nov.</b> – Selection series</p> <p><b>Nov – Dec</b> Team / Sabot Week training</p>	<p><b>August</b> – 3 Sundays - YNSW Youth Sail</p> <p><b>October</b> YNSW Youth Championship Holiday event OR final day only</p> <p><b>Oct/Nov.</b> – Selection series</p> <p><b>Nov – Dec</b> Team / Sabot Week training</p>	<p>Club Learn to Sail programs</p> <p>Club Learn to Race programs</p> <p><b>October</b> – 3 day holiday camp</p> <p><b>Oct/Nov.</b> – Selection series</p> <p><b>Nov – Dec</b> Team / Sabot Week training</p>
<p>Subsidized by</p> <ul style="list-style-type: none"> <li>- SNSWSSA</li> <li>- YNSW EAP grant</li> <li>- Milo</li> </ul>	<p>Subsidized by</p> <ul style="list-style-type: none"> <li>- SNSWSSA</li> <li>- Milo</li> </ul>	<p>Subsidized by</p> <ul style="list-style-type: none"> <li>- SNSWSSA</li> <li>- Milo</li> </ul>

## Developing Coaches

The SNSWSSA Training Program recognises the need to develop the skills and experiences of coaches and particularly the value of providing coaching opportunities to sailors who have graduated from Sabot sailing. This is taken into account in the selection of coaches and through the role that the Head Coach has in providing guidance to and acting as a mentor to young coaches.

Affiliated Clubs should provide coaching opportunities on a voluntary basis for their senior Sabot sailors.

## Safety, Security and Risk Management

Training events are conducted in accordance with the SNSWSSA's Risk Management Plan.

The following general safety requirements apply to all training events:

- All Sabots must pass a safety equipment, sail drop and PFD check before being eligible to participate in training.
- All Two-up Sabots must have a "2" prominently marked in a separate place on the transom.
- Any participant not wearing a PFD shall not leave the shore.
- An up to date weather forecast should be posted on the Notice Board by the Event Director.

## Weather Conditions

The event director is to make a decision on whether to commence or proceed with an on-water training session in the event of high wind speeds. The decision should be in consultation with coaches and a representative from the SNSWSSA, and take into account sea conditions, wind direction, launching and landing conditions, availability of support craft and the capabilities of sailors in each training group.

Prior to the first training session the Event Director shall establish a protocol of abandonment and communicate this with all coaches and the manager of on-water activities. Topics covered shall include the identification of a marshalling area for rescued sailors, procedures to note of each Sabot left after the crew is taken off or boat tagged to note that crew has been taken off.

## Host Club Responsibilities

Host Clubs are required to:

- Meet the requirements set out in the SNSWSSA Sun Safe Policy.
- Meet the requirements set out in the SNSWSSA Smoke-Free Policy
- Provide facilities including toilets and change rooms, and maintain in a clean and acceptable state during use.
- Provide first-aid facilities with appropriate communication between activities.

- Provide a Liaison Officer to be the primary contact point for the SNSWSSA's Event Director during the event.
- Provide lunches, which may be in the form of a fund raising event or through a canteen.
- Provide equipment
  - Boats for each coach, if needed.
  - Additional boats for mark laying and pick-ups.
  - Indoor or shaded area for theory or off-water sessions.
  - Buoys as required.
- Starting and finishing services for practice races (Recording services will not generally be required).
- Provide a drinking water supply in the rigging area.
- Provide boat wash down facilities at the end of the day.

## SNSWSSA Responsibilities

- Advertise and promote the event.
- Process entries and collect fees.
- Provide volunteers to staff the registration desk and process beach entries if appropriate.
- Nominate a Medical Officer who shall be present throughout the event.
- Provide an Event Director.
- Engage coaches and undertake Child Protection checks as appropriate.
- Develop and run each day's program including scheduling sessions and lunch breaks.
- Monitor weather conditions and call boats from the water if necessary.
- Assign participants to coaching groups and advise them of their groups.
- Assign on-water areas to each coaching group.
- Monitor and direct coaches as appropriate.
- Accept feedback from participants and parents.
- Pay Perdiem to boat owners who provide support craft to subsidise boat and fuel costs.

## Training Curriculum

The SNSWSSA offers training at a number of levels catering for the wide range in skills and experience of Sabot sailors. This section sets out the skills taught at each level, the learning outcomes sought a summary of the learning strategies used.

The levels covered in this curriculum include:

- Junior (Two-up) Intermediate Level One (JI1)
- Junior (Two-up) Intermediate Level Two (JI2)
- Senior (One-up) Intermediate Level One (SI1)
- Senior (One-up) Intermediate Level Two (SI2)
- Senior (One-up) Intermediate Level Three (SI3)
- Advanced Level

Prior to each training event, the training committee shall assess each training group as being at one of the six levels. The coach shall construct training around the schedule and curriculum outlined below.

## Entry Level

The SNSWSSA relies on its Affiliated Clubs for the provision of entry-level training. The Association's Intermediate programs are based on working with crews who have already developed the capability to sail a Sabot and to negotiate a triangular course in up to ten knots of breeze.

The responsibility for ensuring that sailors have reached a competency level appropriate for them to participate in SNSWSSA Training Events lies with individual parents and carers who, in signing a Parent Declaration, should be aware of the fact that the safety provisions in place for the event are based on the understanding that all sailors will have the competencies set out below.

Club delegates should assess sailors and make a recommendation as to whether they have reached SNSWSSA Intermediate Level. In making assessments and recommendations Club Delegates should ensure that all one-up sailors and all two-up crews enrolling in SNSWSSA Intermediate training have the following competencies in breezes of up to 10 knots average wind speed:

- Rig their boats unassisted.
- Know basic personal and group safety requirements which apply before going afloat and while afloat.
- Safely leave the shore from a beach or ramp in flat water or small chop.
- Right their boat after a capsize and bail the boat dry without assistance.
- Prepare a boat for towing, secure a tow line on their boat and maintain a stable boat while under tow in either single or multiple tow situations.
- Sail to windward, responding to gusts to keep the boat upright.
- Select the correct gybe when sailing downwind.
- Sail downwind keeping the boat stable in gusts.
- Be able to identify windward and leeward positioning.
- Know the rules governing right of way with respect to:
  - port and starboard boats meeting,
  - windward and leeward boats meeting and
  - basic mark rounding rights.
- Safely return to shore unassisted at a beach or ramp in flat water.

Parental declaration shall be signed accepting responsibility for their child attendance whether they demonstrate this competency level or not.

## Training Schedule

Skill Area	Winter training	October holiday training	Pre-Nationals training
Equipment	Testing new equipment, fixing problems	Secondary	All equipment for the Nationals should be ready, and being used in training.
Boat Handling	Primary focus of training – should be relevant to expected Nationals conditions. Secondary	Consolidation	Secondary – but preparation on similar waters to Nationals necessary.
Strategy	Secondary	Primary focus of training.	Secondary, but expected weather patterns at Nationals venue should be covered.
Tactics	Secondary	Secondary	Primary focus. As many big fleet, large course sessions as possible – Nationals and Sabot Week together, rules to be enforced.
Starts	Secondary	Concentrated sessions on starting.	Concentrated sessions on starting, but now on larger courses – Nationals and Sabot Week together, rules to be enforced.
Race/Regatta Preparation	Secondary	Secondary	Primary focus. Should cover whole regatta and individual race preparation.

## Curriculum Details

The following pages set out the detail of the SNSWSSA Training Curriculum.

The curriculum is a statement of outcomes desired for sailors to have attained at the completion each level of training.

### Junior (Two-up) Intermediate Level One (JI1)

Skill Area	Skills Covered
Equipment	As per Senior Level One
Boat Handling	<p>Sail comfortably around a full triangle course in up to 15 knots.</p> <p>Crew to adjust sail trim accurately at all breeze angles. Skipper and crew to base body positioning on sitting as close together as possible.</p> <p>Skipper and crew to develop various positioning arrangements for different wind pressures, upwind and downwind.</p> <p>Consistently tack through a ninety degree angle through feel.</p> <p>Tack and gybe with solid understanding of movement between skipper and crew.</p> <p>Skipper and crew to develop strong hiking techniques.</p> <p>Execute a tight rounding at any mark.</p> <p>Be able to recover from irons.</p>
Strategy	As per Senior Level One
Tactics	As per Senior Level One
Starting	As per Senior Level One
Race/Regatta Preparation	As per Senior Level One

## Junior (Two-up) Intermediate Level Two (JI2)

Skill Area	Skills Covered
Equipment	As per Senior Level Two. Importance of 2-up specific hiking straps and tiller extension.
Boat handling	Sail comfortably around a full triangle course in at least 20 knots. Skipper and crew to adjust body positions as wind pressure varies, while remaining close. Perform a basic three-step roll tack (leeward roll, windward roll, flatten) as co-ordinated by skipper. Stop a boat while maintaining control by pointing high and easing sail. Understand steering a boat in reverse, and apply to recover from irons. Use body positions to heel to windward downwind. Develop tacking and gybing techniques with close co-ordination of movement between skipper and crew.
Strategy	As per Senior Level Two Crew to identify upcoming pressure changes and communicate to skipper.
Tactics	As per Senior Level Two Crew to identify location and status of boats in close proximity and communicate to skipper.
Starting	As per Senior Level Two
Race/Regatta Preparation	As per Senior Level Two

## Senior (One-up) Intermediate Level One (SI1)

Skill Area	Skills Covered
Equipment	<p>Ability to rig own boat without assistance.</p> <p>Perform a sail drop and navigate a boat comfortably under tow.</p>
Boat Handling	<p>Sail comfortably around a full triangle course in up to 15 knots.</p> <p>Accurately adjust sail trim in tandem with steering.</p> <p>Hold the tiller in an overhand grip, and use both hands to adjust the mainsheet.</p> <p>Sit forward in a boat upwind and downwind, with confident use of the tiller extension.</p> <p>Develop a strong hiking technique.</p> <p>Consistently tack through a ninety degree angle by feel.</p> <p>Execute a tight rounding at any mark.</p> <p>Be able to recover from irons.</p>
Strategy	<p>Ability to sail tightly within a course.</p>
Tactics	<p>Basic working knowledge of RRS 10, 11, 18 and 31.</p>
Starting	<p>Ability to cross the start line on time on a starboard tack.</p> <p>Understand starting procedures.</p>
Race/Regatta Preparation	<p>Understand key points in sailing instructions – eg. course layout, starting procedure.</p> <p>Understand Low Point Scoring System.</p>

## Senior (One-up) Intermediate Level Two (SI2)

Skill Area	Skills Covered
Equipment	Understand the basic effects of the boom vang and cunningham on the sail, and use them on the water appropriately.
Boat Handling	<p>Sail comfortably around a full triangle course in up to 20 knots.</p> <p>Proficiently adjust body position and sheeting angles as wind pressure varies – changing gears concept.</p> <p>Consistently heel the boat to windward downwind and keep the boat flat upwind.</p> <p>Perform a basic three-step roll tack (leeward roll, windward roll, flatten).</p> <p>Stop a boat while maintaining control by pointing high and easing sail.</p> <p>Understand steering a boat in reverse, and apply to recover from irons.</p>
Strategy	<p>Understand the basics of wind shifts – sailing on lifts and tacking on knocks, and apply in a race.</p> <p>Identify gusts on the water, and sail for them as required in a race, upwind and downwind.</p> <p>Anticipate changes in wind pressure in advance, and adjust body position and controls appropriately.</p> <p>Understand why sailing the middle of a work is generally favoured, and look to do so in races.</p> <p>Understand the basic effects of tidal flow, and adjust courses appropriately, upwind and downwind.</p>
Tactics	<p>Basic working knowledge of RRS 10-16, 18, 19 and 31.</p> <p>Confidently round any mark in traffic.</p> <p>Understand the concept of disturbed air, identify when a boat is in disturbed air, and adjust course accordingly.</p>
Starting	<p>Ability to roughly identify bias on a start line.</p> <p>Understand basic starting “rules”: eg. starboard tack, no barging.</p> <p>Ability to position boat into clear gaps in the fleet on the start line.</p>
Regatta/race Preparation	<p>Understand the importance of basic pre-race preparation – sailing part of the course, adjusting to conditions.</p> <p>Consult weather forecasts.</p>

## Senior (One-up) Intermediate Level Three (SI3)

Skill area	Skills Covered
Equipment	<p>Ability to rig own boat for expected conditions – eg. batten selection and tension, foot tension, rig tension.</p> <p>Identify wear, and need for replacement of equipment – eg. sails, rudder.</p> <p>Understand the importance of early purchase of equipment, followed by trial, storage and re-trial at regatta venues.</p>
Boat Handling	<p>Sail comfortably around a full triangle course in up to 25 knots.</p> <p>Perform a roll tack in up to 15 knots such that the boat accelerates out of the tack.</p> <p>Perform multiple successive roll tacks while maintaining speed and control.</p> <p>Use windward and leeward helm to steer.</p> <p>Gybe consistently well in up to 25 knots – identify the best time to gybe a boat in heavy breeze.</p> <p>Use steering and body position to maintain speed through chop upwind.</p> <p>Pump the sail to surf chop/swell, and know the restrictions under RRS 42.</p> <p>Continuously stop and start a boat while maintaining control, with the aid of body position.</p> <p>Sail a boat backwards for at least 100 metres.</p> <p>Recover from irons in any breeze using reverse steering, body position and centreboard.</p> <p>Approach mark roundings in position for optimum exit.</p> <p>Use sight transits to judge boat speed against others.</p>
Strategy	<p>Understand, identify, and use geographic, oscillating and persistent shifts.</p> <p>Confidently identify a gust on the water, predict whether it will lift or knock, and approach it accordingly.</p> <p>Understand the detriments of long laylines, and sail accordingly.</p> <p>Identify gusts downwind - sailing low in gusts and high in puffs – understanding the reasons why.</p> <p>Know and apply the twelfths rule for tide.</p> <p>Apply tidal flow to course selection upwind and downwind, and mark roundings – set transits on downwind legs.</p> <p>Identify bias on a finish line and finish a race accordingly.</p>
Tactics	<p>Working knowledge of all rules in Parts 2 &amp; 3 of RRS.</p> <p>When on a port tack, identify whether ducking or lee bowing is the preferred option and execute in a race situation.</p> <p>Understand when to cover, and apply a basic cover of individual or multiple boats upwind.</p> <p>Position a boat for a good mark rounding in traffic, understanding RRS 18.</p> <p>Understand the factors behind decisions to go high or low on reaches, and make appropriate judgements in races.</p>

Starting	<p>Know basic techniques for identifying start line bias, and use them before a start.</p> <p>Set a transit.</p> <p>Factor bias, traffic, wind patterns and individual strengths/weaknesses into a decision about where to start.</p> <p>Develop techniques for boat end, pin end and mid-line starts, and execute them in a race.</p> <p>Stop or slow a boat under control in traffic to hold a position on the starting line.</p> <p>Identify tide direction and strength at a start line and adjust a planned approach accordingly.</p>
Race/Regatta Preparation	<p>Understand the importance of consistency to a series result.</p> <p>Understand the importance of pre-race preparation, and develop a standard routine.</p> <p>Understand the benefits and operation of two and four-way split tacks before a race, and use them accordingly.</p> <p>Understand the benefits and operation of a start line split tack and use it accordingly.</p> <p>Know techniques to identify tide strength and direction on the course, and apply before a race.</p> <p>Be attentive to wind changes, start signals and course configuration before a start.</p> <p>Understand the importance of checking equipment throughout a regatta.</p>

Advanced Level

Skill Area	Skills Covered
Equipment	Understand the dynamics of a sail, and apply to rigging and equipment choice with respect to regatta conditions and individual sailor's characteristics.
Boat Handling	<p>Control a boat in moderate breeze without the use of the rudder.</p> <p>Sail a boat in moderate breeze blindfolded, using the feel of the boat for effective navigation.</p> <p>Sail around a full triangle course in at least 25 knots without a survival mentality.</p> <p>Develop a consistently timed tacking technique in heavy weather and chop to minimise potential error.</p> <p>Develop a consistently timed gybing technique in heavy weather, for both square-to-square and wing mark angles.</p> <p>Use body position and steering to sail a boat effectively through chop upwind, applying the limitations of RRS 42.</p> <p>Continuously stop and start a boat under control in any breeze.</p>
Strategy	<p>Identify any wind pattern as geographic, oscillating, persistent or a combination thereof, and apply that knowledge to advantage in a race.</p> <p>Track wind oscillations over time and apply that knowledge to advantage in a race.</p> <p>Identify patterns in gusts in terms of path, shape, pressure and wind direction, and apply that knowledge to advantage in a race.</p> <p>Develop methods of thinking ahead during a race, such that a broad plan for the next leg is in place before the preceding mark.</p>
Tactics	<p>Understand the differences between, and benefits of tight, light and loose covers, and apply them as appropriate in a race.</p> <p>Develop individual-specific techniques of escaping from a cover.</p> <p>Ability to use all relevant rules in Parts 2 &amp; 3 of RRS to tactical advantage in a race.</p> <p>Understand the concept of lee-bow eyesight error and apply to advantage in a race.</p> <p>Develop individual-specific tactical manoeuvres, eg. changing pointing to deceive trailing boats into a top mark.</p>
Starting	<p>Ability to consistently and confidently start in the front row at the favoured end of the line, with speed and clear air, although not always aiming for the biased end.</p> <p>Develop a variety of individual-specific approaches to a start line, and apply in racing: eg. a pin-end, a boat-end and a mid-line approach plan.</p>

<p>Regatta/race Preparation</p>	<p>Understand the difference between aggressive and defensive sailing in all six skill areas, and when it is appropriate to be aggressive or defensive in a regatta or race.</p> <p>Understand the importance of sailing beyond that provided at a club or association level in order to accelerate improvement.</p> <p>Develop an understanding of one's individual strengths and weaknesses, working on improving weaknesses in training; maximising strengths and minimising weaknesses in racing.</p> <p>Perform confidently and competently in a protest situation.</p> <p>Understand RRS 2 and RRS 69, and their implications on racing.</p> <p>Be developing their own profile of sport psychological performance at racing events.</p>
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## Feedback

At the commencement of the season's training program, coaches shall assess each sailor's competencies based on the appropriate level of the curriculum.

At the conclusion of the season's training program, coaches shall assess each sailor's competencies based on the appropriate level of the curriculum, compare with the initial assessment, and provide written documentation of their progress to each sailor.

Both shall be done by the following scoring methodology:

1. Aware (Seek expert advice)
2. Informed (Has knowledge but cannot perform well)
3. Involved (Sometimes looks able)
4. Competent (Is able to perform)
5. Best practice (Can give relaxed demonstration repeatedly)

This should be on a pro forma, indicating an individual's relevant level by using the outlined method. Brief comment shall be made of a "one only" aspect that would gain them the best improvement of placing with a race at this time with advice of how to go about this.

## Development

A training program for teams racing is in development by the SNSWSSA.

# RACE EVENT MANAGEMENT

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## Aims

The Race Event Management Plan has been developed to provide a framework for the management of races and series' run by the SNSWSSA.

## Events

The SNSWSSA conducts all its racing events in partnership with Host Clubs.

The SNSWSSA runs the NSW Zone Championship each season, open to all Senior and Junior sailors from affiliated clubs.

The SNSWSSA runs a NSW Selection Series each season, open to all Senior and Junior sailors from affiliated clubs, from which a NSW Senior and Junior Team is selected for the season's National Championship. Heats of the NSW Championship may constitute heats in the Selection Series. The first twelve Senior Sabots and the first six Junior Sabots shall be selected for the NSW Team.

The SNSWSSA runs the NSW State Championship in every alternate season,

The SNSWSSA runs the Australian Sabot Championship and Sabot Week regattas in every sixth season, on behalf of the Australian National Sabot Council.

The SNSWSSA also conducts other events determined on an annual basis by the Committee. In recent years these have included a Sprint Series and a Teams Racing Series.

## Personnel

### **Event Director**

The Event Director is appointed by the SNSWSSA. The Event Director is responsible to the SNSWSSA for the daily conduct of general operations at a race event in accordance with the Race Event Management Plan. The Event Director is responsible for preparing and issuing the Notice of Race and Sailing Instructions for the event, in consultation with the SNSWSSA, based on the SNSWSSA Notice of Race and Sailing Instructions templates, and ensuring that the event is conducted in accordance with those documents

### **Principal Race Officer**

The Principal Race Officer is responsible for the conduct of racing, in accordance with the Racing Rules of Sailing, the Sailing Instructions for the event, and the guidelines for Sabot racing events below.

# Guidelines for Sabot Race Event Management

## Safety and Risk Management

Sabot race events shall be conducted in accordance with the SNSWSSA Risk Management Plan. The following are minimum requirements for officers to discharge their duty of care and safety obligations:

### Safety Checks, and Signing on and off

- All Sabots must pass a safety check before being eligible to compete in Heat 1. The safety check shall be conducted in accordance with the safety check template maintained by the SNSWSSA. A record of the safety check should be initialled and retained for each Sabot.
- All 2Up Sabots must have a "2" prominently marked in a separate place on the transom.
- Any Sabot skipper not signing on/off shall be subject to disqualification.
- In the interest of safety and wasted resources, several announcements of the sign on and sign off protocol should be made to the sabot sailors shortly after and before the sheets are officially positioned.
- A person should be assigned to check Sign On sheets for Seniors and Juniors at the time of planned preparatory signal for each division and any blanks ruled through and initialled.
- Sign Off sheets should be checked at the close off time. Any blanks should be checked that the Sabot is safely onshore.
- A sailor not wearing a PFD should be subject to disqualification. PFDs complying with YA must be worn at all times whilst on the water.

### Support Craft

- A ratio of 1 officially delegated support boat to no greater than 10 sabots is required on the course, to be stationed evenly around the course.
- Radio call signs and mobile numbers should be listed and a paper copy distributed to each vessel including those spectator vessels which may be relied upon as potential rescue boats.
- Briefing of Race Committee vessels is essential before each race.

### Adverse Weather

- An up to date weather forecast should be placed on the official Notice Board.
- If an adverse weather change is forecast, mobile contact should be established with other clubs or reliable sources in the direction of the expected weather change and regular checks made by the Principal Race Officer.
- A briefing of sailors before the first heat of a series is essential. The aim of this briefing should be to educate sailors on racing, and should aim to be understood by all sailors, taking into account the ranges of age and experience.
- A protocol of rescue and abandonment of race in adverse conditions is to be established by the Event Director; topics covered should include a marshalling area for rescued sailors, and a note of

each Sabot left in the event of a crew being taken from a Sabot by a rescue vessel.

- Race officers shall consider abandonment in foul weather that may not exceed the 25 knot wind speed limit, by reference to the experience levels of the Senior and Junior fleets respectively, and the observed ability of the majority of sailors in each fleet to handle the conditions.
- If the Race committee is awaiting sufficient wind, Sabots should be held on land and no one allowed to launch until the Principal Race Officer determines that a race is imminent. The official flags shall be stated in the sailing instructions and flown on shore to signify this.
- The same restriction applies to strong winds in the vicinity of the maximum of 25 knots.

### **Medical**

- A list of those parents/guardians or other spectators, on water or on land, who are available and qualified in first aid, and their mobile phone numbers, should be distributed on Race committee vessels.

### **General**

- If multiple races are to be held on one day (excluding sprint races), adequate time must be allowed for Sabots to reach shore to rest, lunch and use facilities and return. This is imperative for health and personal hygiene.
- If Sabots are likely to be on water in hot conditions for longer than 3 hours, supplies of bottled water should be available on water from support vessels for all Sabots.

### **Courses**

- The standard Sabot course is triangle, windward-return, triangle and finish located approximately 50m windward of the windward mark.
- In the event of extremely adverse weather conditions or time constraints on the conduct of racing, The PRO should shorten the course as appropriate.
- On a standard Sabot racing course the windward mark is approximately 0.7 nautical miles from the bottom mark. This length may be shorter, but should not be less than 0.5 nautical miles.
- An equilateral triangle (all marks at 60 degrees and all sides equal) is best because:
  - When a change of course is made it is a simple matter to move the windward and wing marks by the same distance and angle.
  - Leading Sabots will not be on a collision course with trailing Sabots on the previous reach if they tack immediately after rounding the leeward mark.
  - Sabots achieve more speed and Sabot sailors have more fun. More speed allows Sabots to counteract adverse current and tide approaching mark roundings.
- Port courses should be maintained wherever possible.
- A starboard course should only be used in an extreme case where a port course is absolutely impossible. A starboard course provides unnecessary risk of incident on the layline to the windward mark.

### ***Starting Procedure***

- The Committee vessel should be in position at least 25 minutes before the preparatory signal.
- The leeward mark can be laid immediately and this should be approximately 50m to windward of the Committee vessel.
- A hand bearing compass must be used to record the wind direction and it is suggested that wind direction readings should be taken and recorded every 2 minutes. The readings should be averaged to provide the agreed wind direction.
- The pin buoy should be set at approximately 90 degrees to the agreed wind angle.
- The flagstaff on the Committee vessel must be vertical.
- A barging buoy should be used for starts with more than twenty Sabots.

### **Procedure for Laying Rounding Marks**

- As soon as the pin buoy is laid, the bearing of the windward mark from the Committee vessel (X) should be given to the course layer together with distance. The mark layer should take the Committee vessel as the reference point, not the pin buoy.
- If a GPS unit is used, its use should be confined to establishing distance, because compared with a compass, a GPS can be inaccurate with bearings. A hand bearing compass should be used for the bearing to the windward mark (X), and when laid, a reciprocal check should be made.
- To determine the bearing from the windward mark to the wing mark (Y), add 240 degrees to X. The mark layer should proceed along this bearing until reaching an intersection with a bearing to the Committee vessel equivalent to Y less 300 degrees. This will be the position of the wing mark.

### **Pin End and Observer Vessels**

- Two observers should be on an anchored observer vessel and in radio contact with the Committee vessel to call and record OCS Sabots. A discreet or different channel should be selected for this purpose.
- If recalls are signalled by the Committee vessel, the pin end observers should note details of all audible and visual signals observed.
- If the observer vessel is crewed by Sabot parents/guardians, there should be one Senior and one Junior parent/guardian. The Junior parent/guardian should call the Senior start line and vice versa.
- As soon as the final class start is away, the observer vessel should proceed to the windward mark and take up station on anchor to fall back to 30m to windward of the mark.
- The Junior parent/guardian should call any contacts with the mark for Senior roundings and vice versa.
- Any contacts should be recorded on paper noting sail number, time and which lap of course. No comment should be made within hearing of any competitor.

### **Protest Committee**

- The Protest Committee shall be appointed by the SNSWSSA.

- The Protest Committee or Jury, including chair, should be identified and commitments made with them before the first day of the Regatta.

The Protest Committee should not include any person related to a competitor. If this is not possible, the Committee member related to a Senior Sabot should only sit on a protest involving Juniors and vice versa.