

PRETORIA SAILING CLUB

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2013 - 2016

Handbook

PSC Sailing Instructions 2013 - 2016

1. Rules

- 1.1 All races shall be governed by the ISAF Racing Rules of Sailing 2013-2016 (RR), the SAS prescriptions relating thereto, together with the rules of the Class Associations, these Sailing Instructions, the Pretoria Sailing Club By-Laws and the current Sailing Calendar.

2. Authority of race officials

- 2.1 During the race, the race officer, duty officer and rescue officer shall have the authority of the Sailing Committee in all matters pertaining to the race in progress. The bridge and rescue boats are out of bounds to all persons except bridge and rescue personnel and other authorised members.

3. Racing area delegated

- 3.1 The racing area is clearly marked in the diagram of the Rietvlei Dam, found at the end of this handbook and in printed paper form in the PSC Committee Room.
- 3.2 Any boat sailing into the prohibited areas, or landing on any shore other than the club site may be protested and disqualified.
- 3.3 Exclusions to Rule 3.2 may occur only:
 - 3.3.1 in an emergency situation; or
 - 3.3.2 if a boat is instructed to do so by the Bridge Officer, Duty Officer or Rescue Officer.

4. Entries and eligibility

- 4.1 Boats may be entered by completing a sailing entry form in the PSC Committee Room at least thirty minutes prior to the scheduled starting time of the first race competitors choose to participate in.
- 4.2 Competitors need only sign on again if they have changed boats and/or skippers.

4.3 Competitors not signed on will not be scored.

4.4 To be eligible to enter a race, a boat:

4.4.1 shall be included in the club's register of boats; and

4.4.2 shall have a valid class measurement certificate.

5. Notice to competitors and changes to the Sailing Instructions

5.1 Notices to competitors will be posted on the official notice board located in the PSC Committee Room.

5.2 Any changes to the Sailing Instructions will be posted on the official notice board at least thirty minutes before the first warning signal of the race affected.

6. Races

6.1 Event starting procedures, duration, start times and so on, are found in the following table.

Event	Scoring	Start	No of Races	Warning Signal Not before	No of Discards	Duration	Time Limit
Club Championships	Class	Group	See Sailing Club Calendar	10:30 13:30	1 for every 4 raced	60 min for first boat in the class	Finish time to be 25% of the first boat in the class or at the discretion of the Bridge Officer.
Spring Series	Class / Handicap	Group	See Sailing Club Calendar	10:30	1 for every 4 raced	45 min for first boat in the class	
Summer Series	Class / Handicap	Group	See Sailing Club Calendar	10:30	1 for every 4 raced	45 min for first boat in the class	
Autumn Series	Handicap	Mass	See Sailing Club Calendar	10:30	1 for every 4 raced	45 min for first boat in the class	
Winter Series	Class	Group	See Sailing Club Calendar	13:30	1 for every 4 raced	45 min for first boat in the class	
Mad Dogs / Cool Cats Series	Handicap	Mass	See Sailing Club Calendar	13.30	1 for every 4 raced	45 min for first boat in the class	

Event	Scoring	Start	No of Races	Warning Signal Not before	No of Discards	Duration	Time Limit
Saturday Series	Handicap	Mass	See Sailing Club Calendar	10:30 13.30	1 for every 4 raced	45 min for first boat in the class	Finish time to be 25% of the first boat in the class or at the discretion of the Bridge Officer.
Club Regattas	See Notice	See Notice	See Notice	See Notice	See Notice	See Notice	

6.2 Starting sequence and classes are shown in the table below.

Start	Sequence	Pennant	Classes
Group	1	1	49er, 505, Flying Dutchman, Spearhead, Fireball, Dolphin
	2	2	Finn, Laser, Laser II, Rebel, Enterprise, Sprog, GP14
	3	3	Optimist, Dabchick, Mirror, Gypsy, O9r, RSTera and other junior boats.

6.3 Starting sequence may be changed as per the notice board.

6.4 An individual class will only be scored as such if it has attained a minimum of five starters for that event. Boats not able to form a class will be scored on the Portsmouth rating in the Open Class.

6.5 Back to back races will be indicated by the bridge flying a flag code "L".

6.6 Start times of warning signals for races commencing after coming ashore will be decided by the Bridge Officer and posted on the PSC Committee Room notice board.

6.7 Abandoned races will not be re-sailed.

7. Starting Procedure

7.1 The following table details the starting procedure.

<i>Signal</i>	<i>Flag</i>	<i>No of Sounds</i>	<i>Minutes To Start</i>
Warning	Pennant Up	1 Short	3
Preparatory	Preparatory Flag Up, (with code flags “I”, ”Z”, or Black Flag if applicable)	1 Short	2
One Minute	Preparatory Flag Down	1 Long	1
Start	Pennant Down	1 Short	0

7.2 The warning signal for the second and subsequent groups shall be 1 minute after the start of the preceding group.

7.3 Any boat not starting within 8 minutes of the group shall be deemed DNS (did not start), except that boats in the last group to start must cross the start line in the direction of the first mark of the course 4 minutes after the last group’s start signal.

8. Recall

8.1 Individual recall: RR29.1 will apply.

8.2 General recall: RR 29.2, 30.1, 30.2, 30.3 will apply.

9. Course

9.1 *Types*

<i>Name</i>	<i>Display on Bridge</i>	<i>Instruction</i>	<i>Marks</i>
Club Course	Course Number	The course number represents the course to be sailed as displayed on the PSC course card.	Orange Club Marks 1 - 8, and “A”

<i>Name</i>	<i>Display on Bridge</i>	<i>Instruction</i>	<i>Marks</i>
Club Olympic	“O” followed by 3 mark numbers.	The three mark numbers following the “O” represent club mark numbers equivalent to the marks number 1, 2 and 3 in an Olympic course. The Bridge will be indicating by means of a red or green flag which side the marks should be left to. The marks are to be rounded in the following sequence : Lap 1 : 1,2,3 Lap 2 : 1,3 Lap 3 : 1,2,3 Finish on final leg to 1	Orange Club Marks 1 - 8, and “A”
Standard Olympic	“O” only	Three white marks numbered 1, 2 and 3 will be set out by the bridge. The Bridge will be indicating by means of a red or green flag which side the marks should be left to. Lap 1 : 1,2,3 Lap 2 : 1,3 Lap 3 : 1,2,3 Finish on final leg to 1	White Marks 1 – 3
Windward Leeward	“W” only	Three white marks numbered 1, 2 and 3 will be set out by the bridge to represent an Olympic Type race course. The bridge will be indicating by means of a red or green flag which side the marks should be left to. Lap 1 : 1,2,3 Lap 2 : 1,2,3 Lap 3 : 1,2,3 Finish on final leg to 1	White marks 1 - 3

9.2 *The start*

9.2.1 The line shall be between the black and white pole with orange burgee on the bridge and a yellow start mark.

9.2.2 All boats not due to start must keep clear of the start line after the “P” flag has been raised.

- 9.2.3 The line shall be crossed in the direction of the first mark.
- 9.2.4 The start mark may be removed and moved before the preparatory signal of a start group.
- 9.2.5 The start mark must be in place before the preparatory signal of a start group.

9.3 ***The finish***

- 9.3.1 The line shall be between the black and white pole with orange burgee on the bridge boat and the nearby mark of the course.
- 9.3.2 or the black and white pole with orange burgee on the bridge boat and a yellow buoy.
- 9.3.3 A finishing boat may not re-cross the finish line and must keep clear of all competitors who are still racing.
- 9.3.4 The finish line is to be crossed in the direction of the course.

9.4 ***Shorten course***

- 9.4.1 The course may be shortened in terms of RR32.

9.5 ***Change of Course***

9.5.1 Club courses

A change of course will be signalled by a Race Committee Boat displaying a Code "C" flag and the new course.

A sound signal must be made for every boat as it approaches the Committee Boat.

9.5.2 Club Olympic

- 9.5.2.1 A change of course will be signalled near the mark representing Mark 3, by a Race Committee Boat, displaying a Code "C" flag and the new mark number representing Mark 1. A sound signal must be made for every boat as it approaches the Committee Boat.

9.5.3 Standard Olympic

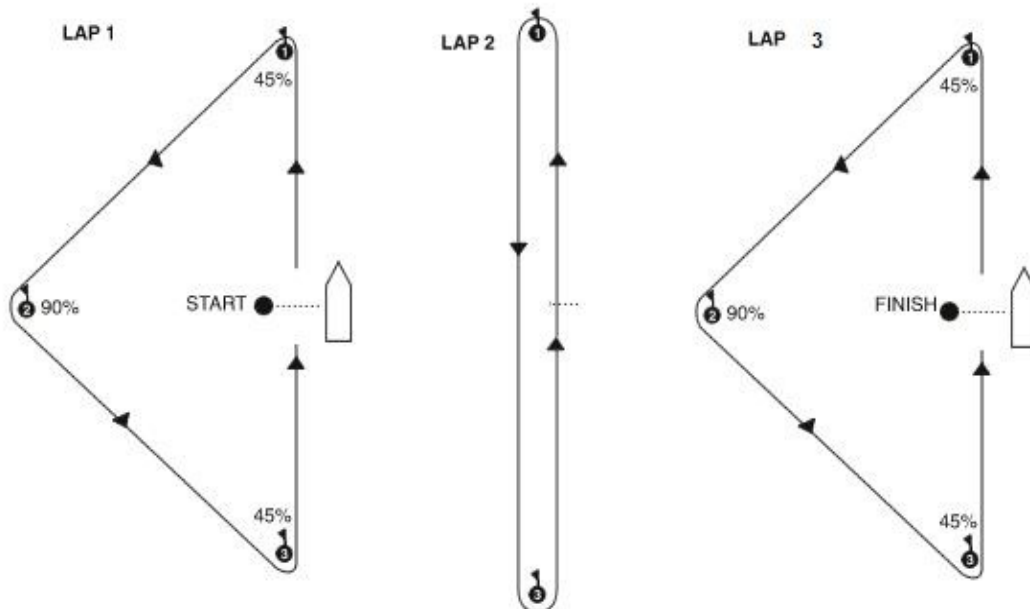
- 9.5.3.1 Course changes to be made using RR33.

- 9.5.3.2 All course changes must be signalled before the first boat has begun the changed leg. A sound signal must be made for every boat as it approaches the Committee Boat.

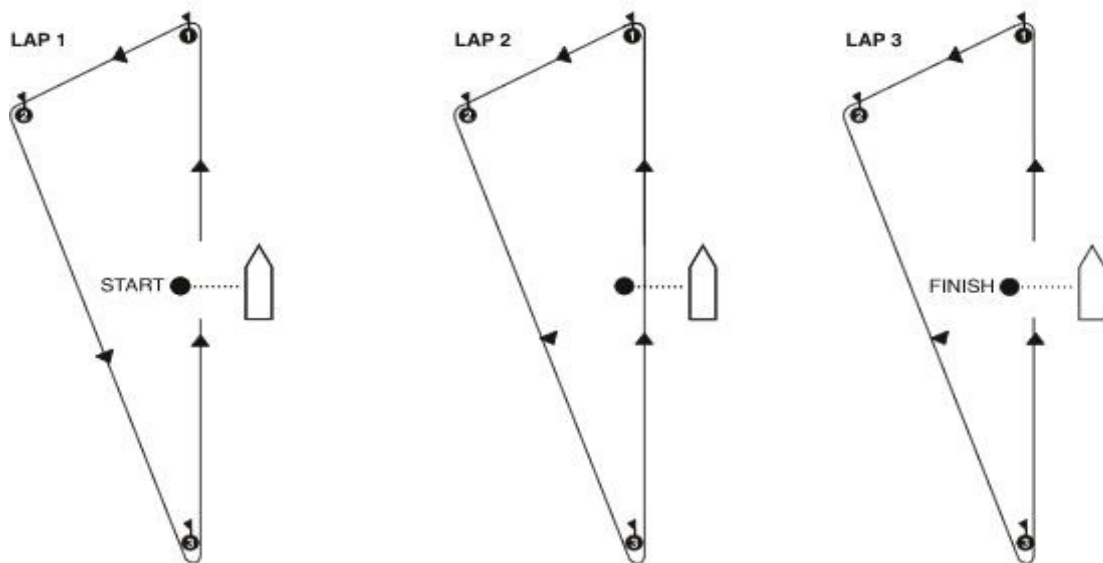
9.6 Obstructions

9.6.1 White plastic buoys mark the dam wall and pump station as obstructions and a dangerous area.

COURSE: OLYMPIC



COURSE: WINDWARD LEEWARD



10. On-shore Bridge

10.1 The on-shore bridge may be used at the club and all sailing instructions remain the same except for the following changes:

- 10.1.1 Instruction 9.2.1 is changed to 'T start line will be between a black and white pole with orange burgee on the bridge and Mark "A" and an inner limit mark'.
- 10.1.2 Instruction 9.3.1 is changed to 'The finish line will be between a black and white pole with orange burgee on the bridge and Mark "A" and the inner limit mark'.
- 10.2 Only Club Courses where Mark "A" is a mark of the course may be sailed.

11. Alternative penalties

Penalties at time of incident as per ISAF Rule 44.1 and Rule 44.2 shall apply.

12. Scoring

- 12.1 The low point scoring system, RR Appendix A4 will apply. Ties will be broken in accordance with ISAF RR Appendix A8 "Series Ties".
- 12.2 Skippers not signed on will not be scored.
- 12.3 Average points for missed races:
 - 12.3.1 shall be awarded for Club Championships if the sailor is:
 - a PSC Duty Officer.
 - representing PSC at a provincial, national and inter club events.Application for average points must be made in writing to either the Sailing Secretary, or Vice Commodore, stating the events sailed that prohibited the sailor from competing in the club Series Event.
 - 12.3.2 shall be awarded for Club Series if the sailor is:
 - a PSC Duty Officer
 - In the case of bridge and rescue the member must sign on before racing commences.

13. Protests

Protests will be in accordance with ISAF RR61.

- 13.1 A protest shall be lodged with the Duty Officer, after completion of the protest form, within 45 minutes of finishing the race, as per RR61.3.
- 13.2 Each protester shall ensure that:
he or she , and any witnesses, is available for a hearing 15 minutes after the lodging period has expired.
- 13.3 The protestee has been informed of the protest in accordance with RR61.1.
- 13.4 Should the protester and/or protestee fail to arrive at the hearing, the protest may be heard in their absence.

14. Abandonment

A race may be abandoned in accordance with RR32.

15. Declaration

- 5.1 A helmsman of a boat who has finished a race shall be presumed to have observed and obeyed all rules and sailing instructions and it will not be necessary to sign a declaration.
- 15.2 A helmsman of a boat not finishing or retiring from a race need not sign a declaration.
- 15.3 A helmsman of a boat has retired after finishing the race.

16. Buoyancy

The Sailing Committee reserves the right to disqualify from a race or races, or return to shore, a boat which it considers to have inadequate buoyancy.

17. Life-saving equipment

17.1 Every boat afloat shall, regardless of its own buoyancy:

17.1.1 carry at all times a suitable buoyancy aid for all members on board.

17.1.2 It is compulsory for youth 16 years and under to wear a buoyancy aid.

17.1.3 The Bridge Officer or Duty Officer may, at their discretion, display a code "Y" flag indicating that the wearing of buoyancy aids is mandatory.

17.1.4 Competitors failing to wear buoyancy aids shall be disqualified.

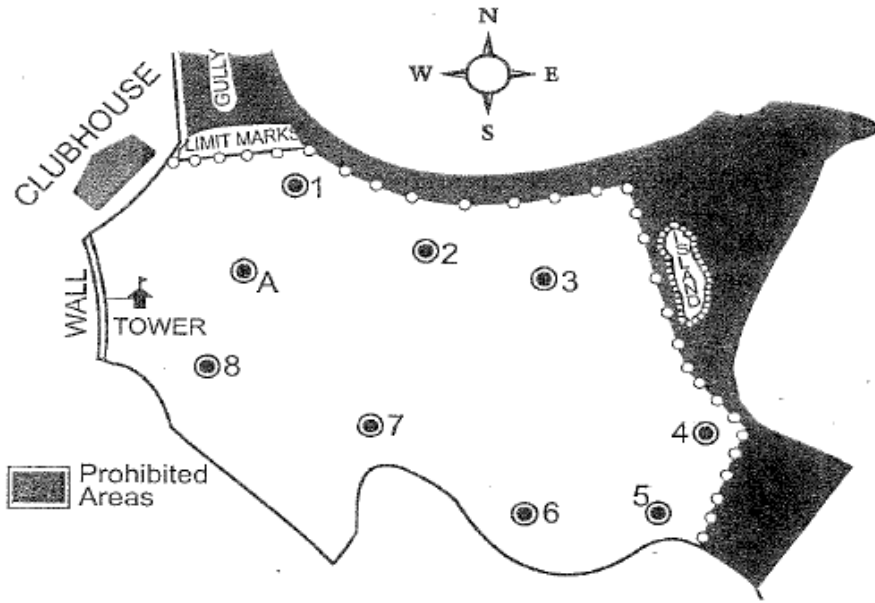
18. Liability

Members sail entirely at their own risk. None of the organisations or persons concerned in the running of races accepts any liability for damage or injury suffered at any time, as per Item 17 of the PSC Constitution.

19. Cruising boats

Any boat not participating in a race must keep well clear of the vicinity of the starting and finishing lines, and shall at all times fly a flag or pennant from the end of the boom. Cruising boats must also keep well clear of all racing boats.

A PLAN OF RIETVLEI DAM
 Showing mark positions and prohibited areas



PRETORIA SAILING CLUB	
1	1 · A · 5 · 3 · <u>6</u> · 2 · <u>7</u>
2	2 · 5 · 4 · <u>6</u> · 3 · 8 · A · 7
3	<u>3</u> · 6 · 4 · <u>8</u> · <u>1</u> · 7
4	4 · 1 · A · 8
● 5	<u>5</u> · 1 · 7 · <u>2</u> · 6 · 3
● 6	<u>6</u> · 1 · 8 · <u>2</u> · 7 · 3
● 7	<u>7</u> · 2 · <u>8</u> · A · 5 · 3
● 8	8 · <u>4</u> · <u>7</u> · A · 3
9	A · 5 · 1 · <u>7</u>
● 10	1 · <u>6</u> · <u>8</u> · 4
● 11	<u>4</u> · 8 · 7 · <u>1</u>
● 12	A · <u>4</u> · 8 · 7 · <u>2</u> · 3
13	1 · A · 6 · 2 · <u>7</u>
14	2 · <u>8</u> · <u>1</u> · 6 · 3 · <u>7</u>
15	3 · <u>8</u> · <u>2</u> · 7
● 16	<u>5</u> · 1 · 7 · <u>3</u>
● 17	<u>6</u> · 2 · 7 · <u>3</u>
● 18	<u>7</u> · 2 · 8 · <u>3</u>

Underlined marks to be left to Starboard

Start at 3

BYE-LAWS

Amended 2014

1. GENERAL

- a. These Bye-laws are compiled in terms of the Constitution of the club and it shall be a condition of membership that they shall be observed at all times.
- b. These Bye-laws must be read in conjunction with the Constitution of the Pretoria Sailing Club. The Constitution has precedence.
- c. All members shall pay a Friends of Rietvlei annual subscription together with PSC subs, as agreed with the Rietvlei Nature Reserve.

d. Club site

The club leases a site at the Rietvlei Dam in the Rietvlei Nature Reserve, which is the property of the Tshwane Metropolitan Municipality. No person shall harm or disturb any animal, bird or fish life in the reserve. Boats that have sailed at other venues should be hosed down to minimise the risk of weed contamination at Rietvlei. This also applies to launching dollies.

e. Penalties

Restrictions on the use of the site are imposed by the Tshwane Metropolitan Municipality and such restrictions are embodied in these Bye-Laws. Any member who infringes a Bye-Law and thereby incurs imposition of a penalty by the Metropolitan Municipality shall defray the full cost of such penalty. In addition such member shall be subject to such disciplinary measures as the Executive Committee may, at its discretion, invoke, including expulsion from the club.

f. Suggestions/complaints

Suggestions/complaints of any nature should be lodged in writing with the Administrator for the attention of the Executive Committee.

g. Membership Card

On payment of the annual membership fee, each member will be issued with membership cards confirming membership of the club and South African Sailing (SAS). One card may be affixed to his/her motorcar or other vehicle allowing access to the club and the additional copy presented at away events or regattas. Membership cards are not transferable and these may on no account be passed on to non-members, nor to any other third party. Members who pay a SAS levy elsewhere must furnish PSC with proof of payment.

h. Entry to the club

To gain entrance to the club via the Main Gate of the Rietvlei Nature Reserve, members must show their membership card on demand. Having entered the main gate, members and their guests shall proceed directly to the club site and shall not enter any other part of the reserve for any reason whatsoever. The speed limit in the reserve is 30 kph.

i.. Entry to the club grounds.

Gate access is regulated by means of the cellular phone number of a member or in the case of a family member, the spouse/life partner and in certain circumstances, such as if they hold

a driver's licence, the children. Access is activated within 24 hours of paying one's subs. Non payment of subs by the due date, as set out in the Club Constitution, will result in the termination of access. The same will apply in the case of termination of membership or suspension from the club.

- j. Motor vehicles shall be parked only in the designated parking area and vehicle access to any other part of the club shall be for the sole purpose of delivering or removing boats from their allocated parking bays. Casual parking on roadways or grass verges adjacent to the boat shelters is strictly prohibited.

k. **Damage**

A member shall be held responsible for any damage which he/she or his/her guests may cause to the property of the club or to the property of other members. The club shall in no way be responsible or liable for any damage to or loss of property at the club, nor for any injury sustained by a member or any of his/her guests.

l. **Conduct and dress**

Members shall at all times within the boundaries of the club, dress and conduct themselves in a seemly manner. The Executive Committee may, at its sole discretion, invoke disciplinary action against any member whose conduct is deemed to be improper and/or contrary to good sportsmanship.

- m. No animals, pets or firearms may be brought into the reserve.

- n. No fishing is allowed from any part of the club grounds or from any boat.

o. **Visitors**

The guests of any members are the responsibility of the member in terms of observance of the club Bye-Laws. A guest may not visit the club more than once a month and shall be admitted only if accompanied by or hosted at the club, by a member. Members may sign their guests in at the main gate by giving the officer or guard on duty their name and vehicle registration number. Guests participating in club races shall not qualify for any club trophy or other award, except at regattas to which they have been officially invited.

p. **Prohibited areas**

All prohibited areas are clearly marked on the map which is displayed in the clubhouse and also at the end of this booklet. Any boat sailing into these areas may be disqualified. It is emphasised that the area 69 metres from the fisherman's shore is a prohibited area and any boat sailing into this area during a race (except in the case of an emergency) will be disqualified. This ruling may be protested with valid cause. No person may land on any shore of the dam other than at the club house site except in cases of emergency or on the instruction of the Bridge and Rescue officers. Boats are not permitted to be afloat between sunset and sunrise. No paddling or swimming is allowed except where necessary for launching/beaching a boat on the shore, or recovering from a capsize.

q. **Boat/trailer parking**

i) **Parking rental rules**

Boat parking at the club is a privilege and not a right. The Club reserves the right to move or change the parking bay allocation of any boat/dolly or trailer without the approval of the owner.

It is the responsibility of the owner to ensure that the boat/dolly/trailer left at the club is kept neat and functional. The club, its officials and employees are not responsible in any way for the safekeeping, breakages, theft, loss and/or maintenance on any boat/dolly or trailer.

The continuation of the rental or initial allocation of a boat/trailer parking bay is based on an approved annual fee which is based on one boat with its dolly or one trailer per bay.

If a road trailer is stored in the grounds it is charged separately, irrespective of whether it is parked with its boat/dolly or in its own trailer parking bay. If it is parked with its dolly/boat, it must be parked in such a manner as not to encroach on other bays and also in a manner which is neat and tidy, preferably with its dolly/boat mounted on it. Only one road trailer may be stored with a boat/dolly in a boat parking bay.

If more than one boat is stored in a bay it is also charged, in addition to the first boat, at the same rate as for the first boat; that is: 2x the appropriate annual parking fee.

Only one boat/dolly may be parked on a road trailer in a trailer parking bay and in this case an annual fee for the trailer and also for the boat parking will be charged.

Examples to illustrate invoicing principles:

If a member stores two boats in a bay (for example in Sheds D, A and C) the cost is 2x the annual fee.

If a different member rents a space in the same bay (for example in D U and L (upper or lower) or in B u and L (upper and lower) the bay is charged separately to each member.

So a bay can be used for more than one boat but is charged per boat. The dolly is deemed to be part of the boat.

If a member stores a trailer plus a dolly plus a boat in the bay it is charged as 1x boat and 1xboat trailer. Members are requested not to store more than one dolly per boat.

If a member stores a trailer in the trailer park with a boat, it is charged at the trailer park rate plus the appropriate annual boat parking rate.

ii) **Exceptions to parking rules**

If a member has invested in adding an upper level to a covered parking bay, (according to the standard approved by PSC), that additional parking may be used by the member (for his boat) and will not be charged for, for the duration of his continuous membership at PSC. If the membership is terminated, however, for whatever reason, this benefit falls away. The benefit is not transferable to any other person, be he/she family or otherwise.

Members who have Honorary Life Membership may store one boat and dolly at no charge at the club for the duration of their honorary status. This parking will be at the discretion of the Executive Committee or the designated committee member.

Country members may not store boats or trailers at the club.

iii) **Parking application procedures**

A member does not, by virtue of his membership, become entitled to park his boat/dolly/trailer on the club premises. Written application for permission to do so shall be made to the Administrator on the appropriate form.

Once a form has been submitted, on request, the boat (on its dolly/trailer) may be left in the holding area pending the processing and finalisation of the application.

Once a request has been approved, the appropriate annual fee must be paid to the club before a member may move the boat/dolly/trailer into a designated parking bay which has been identified by the designated committee member for this purpose.

Once payment is confirmed, the parking bay details will be communicated to the applicant. The responsibility for the movement of the boat into the designated bay, the securing of the approved tags from the Rear Commodore and the affixing thereof to the boat/dolly/trailer are the sole responsibility of the owner (See also Section 6 of the Club Constitution).

The allocation of covered bays and parking positions, at all times, shall be at the sole discretion of the Executive Committee or a designated club member. Any boat or trailer kept on club property must be listed on the boat register and be readily identifiable by means of its tag and sticker. Undercover parking is reserved for those members who either sail regularly or contribute to the running of the club.

Trailer parking is limited and any member wishing to store a boat/trailer at the club shall apply on the appropriate form to the Executive Committee (or designated committee member) with justification as to why it cannot be housed elsewhere. Permission will be granted at the discretion of the Executive Committee who will be the final-decision making body in a case of dispute or question.

Approved parking tags and stickers are available from the Rear Commodore on approval of a parking application. The tag is to be fastened to the front of the trailer/dolly in a visible position. The sticker is to be displayed prominently on the transom of the boat. Ideally boat and/or boat covers should also to be clearly marked with the boat's sail number.

Members shall not interfere in any way with the parked boats/trailers of other members but should advise any member of the Executive Committee if such an incident occurs. In cases where boats/trailers/dollies are parked in the incorrect bay/shelter, the designated committee member is to be contacted for assistance.

iv) **General parking rules**

1. All boats and trailers are parked at the owner's risk.
2. Parking bays may only be used for a boat and its dolly and or trailer with related equipment. **No other items may be stored, for example canoes, rowing boats and so on.**
3. All parking shall be paid for at the time that annual subscriptions are due.
4. Dollies, trailers and boats must, at all times, be fitted with approved tags and stickers which bear the information of the member, the boat and the parking bay in a legible manner.
5. Dollies, trailers or boats found unidentified will be removed to a demarcated area at the club for a period of three months. Removal of such equipment must be directly away from PSC, or, with the permission of the designated committee member, back to a nominated parking bay. Equipment, boats or trailers not claimed after three months will be disposed of or sold. The balance, after deduction of any monies payable to PSC, will be paid to a claimant after identification and proof of ownership to the PSC committee. Proof of registration for SAS will be required. The onus of registration with SAS lies with the owner. Any disagreement regarding the payment of fees lies with the owner to provide the proof of payment of parking

fees. The removal of a boat to the demarcated area will result in cancellation of tag and sticker and loss of the designated parking bay.

6. All masts, booms, rudders and centreboards are to have the sail number of the boat marked on them in letters of at least 15mm in height and in a contrasting colour to the mast/boom or foil. Trailers shall have the member's name and membership number similarly displayed on the approved tag.
 7. On change of ownership, parking must be applied for by the new owner; in other words, the parking belongs to the member and not to the boat.
 8. Boat parking is allocated dependent upon frequency of use by the owner during the past season. Boats sailed more frequently will be allocated parking closer to the water and/or under cover. Participation in away events must be advised to the nominated committee member in writing at the end of the season, which will count. Casual sailors must complete an entry, per day sailed, in the register provided. Owners of boats which have not been sailed during the past year may be required to either move their boats to a less active parking area or to remove their boats and store them at their homes. Such request will be made initially by text message or email to the contact details provided by the member. The club reserves the right to move a boat without the permission of the owner where such is warranted by operational need. Boats not removed within 30 days of such a communication will attract a parking fee penalty of 40% of the annual open parking bay rate per month or part thereof until moved or removed from the club.
 9. All boats must be parked neatly in their allocated bays after use.
- r. The Bridge, Committee Boat, rescue boats and Jetty are out of bounds to all except bridge crews and other authorised persons.
 - s. The Galley is out of bounds to all except the Galley staff and authorised personnel.
 - t. Members may not remain overnight at the club unless specific permission has been given, via the Executive Committee.
 - u. Members shall ensure that no litter is left lying around at the club or thrown into the water.
 - v. The dam wall is strictly out of bounds.
 - w. **Club colours**

In order to provide recognition to members of the club, a system for the awarding of Club Colours is in existence. Any member in good standing may submit a recommendation for the award of colours to the Executive Committee. Such a recommendation should have the support of the relevant flag officer, as defined in the Constitution. Typically this award may be considered for members who have given significant, ongoing service to the club in all areas of sailing, administration and general activities. Specific guidelines are available from the Administrator. Such guidelines may be reviewed from time to time and approved by the Executive Committee.