

hansa

CLASS ASSOCIATION UK



Running a Hansa UK National Championships Event 2014



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Running a Hansa UK National Championship Event

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Running a Hansa UK National Championships Event

Section 1 - Planning Documents



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Hansa Class Association (UK)
Running a Hansa UK National Championship Event

Section 1 - Planning Documents

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What the HCA(UK) Provides

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Running a Hansa UK National Championship Event

Chapter 1 - What HCA(UK) Provides

The people and clubs that run the National Championships events for us are usually very experienced and skilled and we thank you all for all your help and guidance. This information is given not to say how an event must run but just to help add consistency to the events. We hope you find it useful.

The Hansa Class Association UK undertakes to provide:

1. A “Running a Hansa National Championships Event” booklet that includes the following:

- All event planning documents needed
- All event management documents needed
- All event checklists needed - master copies
- All event forms needed - master copies

2. HCA(UK) will provide Prizes for the National Championships event as follows:

- **Hansa 2.3:** (wide and single seat versions, 2-person and/or 1-person sail in the same race for the same prizes) First, second and third place prizes (one prize per place)
- **Hansa 303 one person:** First, second and third place prizes (one prize per place)
- **Hansa 303 two person:** First, second and third place prizes (two prizes per place i.e. helm and crew)
- **Liberty:** First, second and third place prizes (one prize per place)
- **Liberty Full Servo:** First, second and third place prizes (one prize per place)
- **First Novice:** A Perpetual Trophy plus a first place prize. This is awarded to the best “Novice to Hansa sailing” competitor and is selected by the host club/ HCA(UK) officers from sailors nominated by individuals.
- **Endeavour:** A Perpetual Trophy plus a first place prize. This is awarded to the competitor showing the highest level of endeavour during the event and is selected by the host club/ HCA(UK) officers from sailors nominated by individuals.

This gives a total of 7 perpetual trophies and 20 prizes that the HCA(UK) Provides.

Important Note: If your club would like to choose and arrange the supply of the trophies the HCA(UK) may be prepared to allow this and make a budget available to you for this purpose. Contact Ron Sawford if you wish to arrange this.

3. HCA(UK) will also provide the following:

- a person to come to your club to go through this “Running a Hansa UK National Championships Event” booklet with your team if you wish. **Please note:** please arrange this as ASAP as we try to fit these visits in before the end of March.
- the HCA(UK) “Access” Class Flags for each Hansa fleet.
- Promoting the event and publishing the management documents at www.hansaclass.org.uk
- an HCA(UK) Officer to attend your event on the racing days for support and advice

If you intend using club marks we require you to fix a flag to each with its number indicating the sequence taken i.e. windward mark = 1 etc. The Association has dan-buoys which are tall and have numbered flags that clip onto the club buoys. **If you need these, please book them at least one month before your event.**

If needed and arranged by the host club at least one month in advance the HCA(UK) may be able to provide an experienced person to act as assistant race officer to support the club’s own race officer. (**Note:** the more time you give us to identify and arrange this the better the likelihood that we can help)

Running a Hansa UK National Championships Event

Chapter 2 - What the Host Club Provides

1 The Host Club undertakes to:

- Provide Three day's racing for 5 Hansa Class fleets consisting : (Racing starting on Friday afternoon). We aim for 8 races each of 40 minute duration. Day 1 = 2 races in the afternoon sailed back to back. Day 2 = 2 races before lunch sailed back to back and 2 races after lunch sailed back to back. Day 3 = 2 races before lunch sailed back to back.
- We ask you to aim to finish racing on the Saturday no later than 16.00 as we usually hold an HCA (UK) AGM before the evening's social activities.
- We ask you to aim to finish racing on the last day no later than 15.00 and prize giving by 16.30.
- You will need to produce an Invitation document. And possibly an advertising flier.
- Provide Information for local accommodation. (including Camping) You will need to produce a document laying out the range of accommodation available in your area and giving accessibility details, distances from your venue and contact details for each one.
- You will need to produce a Notice of Race that conforms to the Racing Rules of Sailing 2013-2016 Rule J1. **Please Note:** If the event is to be held **before June** include in the Notice of Race a reminder that water temperature will be low and it is each sailor's responsibility to take all necessary personal safety precautions to take this into account.
- **Note:** Sailing Instructions and a pro-forma Event Specific Schedule (ESS) will be provided by HCA (UK). Your club will need to complete the pro-forma ESS and print the copies you need for your event. You will find guidance notes in the Management documents section of this booklet.
- You will need to produce a "Registration and Entry form" that is usable on-line. For guidance see the management documents section of this booklet.
- provide a room for the HCA(UK) AGM (this is usually held on the Saturday evening between the end of racing and the evening meal) (usually around 50 people including 10 to 15 in wheelchairs)
- Provide an evening meal on the Saturday evening. It is usual to charge extra for this meal.
- Provide a venue with:
 - Full access for wheelchair users
 - Accessible toilets and changing facilities
 - At least two personnel hoists in sufficient depth of water i.e. one meter, for transferring sailors (and Liberty keels) to and from the boats.
 - Safe keel down transfers of sailors into and out of their boats.
 - Facilities where competitors and visitors can purchase refreshments throughout the event.

Please note:

The HCA(UK) are now issuing the following advice to event-organising clubs : "Organising clubs should be aware that some Hansa/Access sailors with disabilities are unable to wear personal buoyancy devices (PFDs) with fixed buoyancy and will need to wear auto-inflating PFDs. If this contravenes normal club policy special arrangements should be made to allow competitors to use nationally recognised PFD types with which they are comfortable and in which they have confidence including auto-inflating lifejackets."

What the host club provides is continued on next page.....

What the host club provides continued

2. Provide Personnel with relevant experience to:

- Welcome and direct people as they arrive.
(Please Note: on the first day people usually start to arrive at 8.30 and will need access to the toilets and if possible light refreshments).
- Run the catering and any other social events planned.
- Help with competitor's boat handling where needed i.e. unloading, assembly, launching, taking off the water and loading back onto trailers and/or vehicles.
- Run the Race Entry administration including the collection of entry fees.
- Manage the Jetty/Pontoon and Hoisting operation.
- Manage and crew the safety boats.
- Give the pre-race briefing and announce any local rules applicable to the venue.
- A fully experienced Race Officer with a team of at least three other assistants to run the racing and record start times of each race and finish times for all boats in each class. It is stressed that this needs at least one fully experienced race officer with a minimum of three other knowledgeable assistants.
- To calculate the results throughout the event, posting morning results at lunchtimes and each days results at the end of each day and also to prepare the overall results and prize-giving data.
- An experienced person to run a protest committee if needed, who can Interpret and apply the current Racing Rules of Sailing and prescriptions of the RYA (a copy of these rules will be needed at the event).
- To provide a suitably knowledgeable person to act as "Advisor" in connection with Sailing Instruction 10.4. If unable to provide a suitable person, please inform HCA(UK) at least one month before your event, who will try to provide an Advisor.
- Run the prize-giving and offer thanks
- We are not suggesting an entry fee as this will vary according to what the host club is paying out and providing. The HCA(UK) will require £2.50 per boat from the entry fee to contribute towards their costs.
- Possibly organise prizes for the day's event as follows: The HCA(UK) will supply the trophies for the event. (If your club would like to choose and arrange the supply of the trophies the HCA(UK) may be prepared to allow this and make a budget available to you for this purpose). Contact Ron Sawford to arrange.
- Give on the last day, or send by post within one week after your event, to Ron Sawford:
 1. Completed Race Entry, Fleet, Race Timing, Overall Results and Prize Giving Form, any completed HCA(UK) Membership Application Forms, Feedback Form.
 2. The ACA UK portion of the entry fees - £2.50 per boat.

Running a Hansa UK National Championships Event

Chapter 3 - Planning Guide

We recommend that one competent person takes on the role of Event Manager and follows the steps laid out below will avoid most of the potential problems (that can and have occurred in the past) and your event will stand a good chance of being a resounding success.

1. On receipt of this Running a Hansa UK National Championships pack:

- 1.1 Let Ron Sawford know you've received it. (contact details at the foot of this document)
- 1.3 Read through this "Running a Hansa UK National Championships Event" booklet. You will find all Event Planning Documents, Information Sheets, Event Management Documents and master copies of all Checklists and all Forms that you will need. Take particular note of the "Summary of Main Changes".
- 1.4 Decide who will be the overall manager of the event.
- 1.5 Put your team together, (see the "What the Host Club Provides")
- 1.6 Give consideration to the issue of sailors who need to wear auto-inflating Personal Flotation Devices (PDFs). Put into place any consultations, actions and, if needed, special arrangements to enable these sailors to compete.
- 1.7 Arrange any of the HCA(UK) offers of resources you need.
- 1.8 Decide whether you want an HCA(UK) person to come to your club to go through this "Running a Hansa TT Event" booklet with your team. If you do then arrange this ASAP with Ron Sawford as we try to fit these visits in before the end of March.

2. At least eight weeks before your event:

- 2.1 Produce, with your team, a "Programme" for the event. For guidance see the management document section of this booklet.
- 2.2 Consider Entry fees. It will be a great advantage for you to know how many sailors are coming to your event as early as possible therefore, In order to encourage as many people as possible to enter early, we recommend that entry fees paid after say 2 weeks of your event have a surcharge of at least £10 added. Having decided this then produce, with your team, a "Race Entry form". For guidance see the management documents section of this booklet.
- 2.4 Produce, with your team, an "Invitation" to your event and possibly an "Advertising Flier For the event. For guidance see the management document section of this booklet.
- 2.5 Produce, an "Accommodation" document that provide Information for local accommodation. (including Camping) that lays out the range of accommodation available in your area and giving accessibility details, distances from your venue and contact details for each one. For guidance see the management documents section of this booklet.
- 2.6 Produce, with your team, a Notice of Race that conforms to the Racing Rules of Sailing 2013-2016 Rule J1. **Please Note:** If the event is to be held **before June** include in the Notice of Race a reminder that water temperature will be low and it is each sailor's responsibility to take all necessary personal safety precautions to take this into account. For guidance see the management document section of this booklet.
- 2.7 Send all these documents to Ron Sawford for publication on the HCA(UK) website. **Note.** Please send the "Race Entry Form" in MS Word format so it can be downloaded from the website, completed and sent back via email. The other documents can be sent in either MS Word or PDF.

Planning Guide continued on next page

3. At least six weeks before your event:

- 3.1 If you are providing them, order the Trophies you will need for the event. See “What the host club provides”.
- 3.2 Have a meeting with the person who is to be the Race Officer for the event and give her/him a copy of the “Race Team Checklist”, and the current HCA(UK) Sailing Instructions and the Event Specific Schedule (ESS). Go through these with her/him) making sure the main points, any new requirements and the Fleet and Timing forms are fully understood. Is he/she going to use fixed club marks? If so, have you ordered the HCA(UK) dan-bouys? (these do not have their own bottom gear but clip onto your club buoys, are numbered 1 to 4 and are tall making them more visible from distance). If needed arrange with Ron Sawford, contact details below.
- 3.3 Perpetual Trophies. The National Championships do have perpetual trophies awarded,. Therefore prior to the event identify who won these the previous year and take action to make sure that the trophies will be returned before or on the day of the event. **Ron Sawford can help with this if needed.**
- 3.4 With key members of your team produce a timetable for the event. See “What the Host Club Provides”.

4. One month before your event:

- 4.1 Have a meeting with the person who will have overall responsibility for protests. Give her/him a copy of the “Special Class Rules for Hansa and Liberty class Dinghies” and the “Protests Checklist” and make sure she/he has and will have on the day, a copy of the current “Racing Rules of Sailing and Prescriptions of the RYA”. Go over the Checklist together and make sure rule 10.4 is understood. Make plans for the use of rule 10.4 and for forming a protest committee on the day if needed.
- 4.2 Make sure everything is in place regarding the Catering. Remember it will be good if at least drinks can be available from 8.30am each day. Plan the meals throughout the event and in particular plan the Saturday evening meal. (Please note that there will need to be time allowed for the Associations AGM between the end of racing and the start of the Saturday evening meal.

5. Two weeks before your event:

- 5.1 If you are providing the prizes check that they have arrived and are correctly engraved.
- 5.2 Arrange a meeting with the people who will be leading the following elements on the day: Race entry Administration, Managing the jetty and hoisting, Safety Boat team and Briefing. Give each of these leaders a copy of the appropriate checklist and go over it with them to make sure they fully understand their role and the day's timescales.
- 5.3 Make sure everything is planned regarding who will calculate and publish the results. Make sure that, each day, the morning race results can be posted at lunchtime.
- 5.4 Decide and arrange the person who will manage the prize giving and give them a copy of the “Prize Giving Form”.
- 5.5 Check that all is still ok with the Race Officer and the person responsible for handling protests.

6. One week before your event:

- 6.1 With the Race Officer complete the pro-forma Event Specific Schedule for your event. See the Management Documents section of this booklet for guidance to where on-line you can find the pro-forma ESS and guidance in completing it for your even.
- 6.2 Print 33 copies of the completed Events Specific Schedule (ESS). You will need one for each helm entered (to be given out at registration) and one for the notice board, one for the RO and one for yourself.
- 6.3 Photocopy the following ready for use on the day:
 - 2 copies of the Sailing Instructions (one for the notice board and one as a spare for the Race Officer if needed)
 - 1 copy of each of the four Fleet Forms and the Hoisting Form. (for Race Admin)
 - 30 copies of the Entry Form. (for Race Admin) (reduce this figure by the amount of pre entries you have received)
 - 6 copies of the HCA (UK) Application for Membership Form. (for Race Admin)
 - 8 copies of the Race Timing Forms. (for the Race Team) (You may use your own club's race timing forms if you prefer)
 - 2 copies of the Overall Results Form. (for the person calculating the results) (You may use your own club's overall results form/format if you prefer)
 - 1 Copy of the Prize Giving Form. (for the person calculating the results)
 - 6 copies of Protest Form (for the person handling protests) (You may use your own club's protest forms if you prefer)

7 . On the first day of your event:

- 7.1 Arrive at the venue at the latest by 8.00 and make sure the gate and club are open and if possible light refreshments are available to purchase. (People usually start to arrive at 8.30 and will need access to the toilets and if possible light refreshments.)
- 7.2 Post a copy of the current HCA(UK) Sailing Instructions and the completed Event Specific Schedule on the notice board. Remember that people in wheelchairs will need to be able to read them.
- 7.3 Make sure the team allocated to helping entrants that need assistance to unload and launch their boat is in place.
- 7.4 Make sure the Race Entry Administration Team has the entry point set up. Give them the 30 copies of the completed ESS (30), the copied Entry Forms (30), one of each Fleet forms (4), Hoisting form (1), and HCA(UK) Application for Membership Forms (6), and go over the Race Administration Checklist with them. Inform the team that if any of the entrants want the sailing instructions a copy is posted on the notice board.
- 7.5 Make sure the person managing the Jetty and Hoisting is in place and go over the Management of Jetty and Hoisting Checklist with her/him.

On first day of your event continued

- 7.6 Make sure the Race Officer (RO) and his (at least two) assistants are in place and that they have the Race Team Checklist, the HCA(UK) Sailing Instructions, the HCA(UK) "Access" Class Flags and the HCA(UK) dan-buoys (if needed). Make sure they are aware that the published time for the first race. Therefore if they are not able to start the race at that time they need to fly the Temporarily Postponed signal, which is the Answering Pennant (AP) with two sound signals when raised, either on the start boat in position for the start or on the flag pole ashore that is designated in the Event Specific Schedule (ESS) - see HCA(UK) Sailing Instruction and ESS. Remind them that the results of the morning races need to be displayed on the notice board at lunch time each day. Stress the need to start the races at the planned times if at all possible, the success of the whole timetable depends on this.
- 7.7 Make sure the person responsible for the briefing is getting everything ready to start the briefing at 10.15. Go over the Briefing Checklist with her/him. Stress the need for the briefing to end soon enough for the people needing hoisting to get into their boats and to the start the first race by 11.00. Also If the event is to be held before June include in the Briefing a reminder that water temperature will be low and it is each sailor's responsibility to take all necessary personal safety precautions that take this into account. Remember to allow at least eight minutes for each sailor needing hoisting, per hoist, between the end of your briefing and the start of the first race. Stress that starting and finishing the briefing and the hoisting at the correct times are the most important factors in starting the first race at the planned time and subsequently the success of the whole day's timetable.
- 7.8 Make sure the Safety Boat crews are in place and go over the Safety Boat Checklist with them. Note particularly the safety issues around the monitoring of sailors wearing auto-inflating Personal Flotation Devices laid out in paragraph 4 of the "Safety Boat checklist". Stress the need to help the Jetty/Hoisting manager to get boats into position for hoisting and out to the start line as needed.
- 7.9 Make sure that the person responsible for handling protests is on site and has the current Racing Rules of Sailing, HCA(UK) Special Class Rules for Hansa Class Dinghies, some protest forms and are ready to deal with protests if needed as the boats come off the water at lunchtime and after the last race of the day.
- 7.10 Make sure the person calculating the race results is ready to calculate the morning races in time to post the results on the notice board at lunchtime.
- 7.11 Check with the person managing the catering that everything is in place for providing the fixed meals throughout the event.
- 7.12 Be available throughout the day, with the "Running a Hansa UK National Championship Event" booklet, to answer any questions and/or photocopy if extra forms are needed.

8 . On the second day of your event:

- 8.1 Arrive at the venue at the latest by 8.00 and make sure the gate and club are open and if possible light refreshments are available to purchase. (People usually start to arrive at 8.30 and will need access to the toilets and if possible light refreshments.)
- 8.2 Check that all teams are in place and ready to continue the programme.

Planning Guide continued on next page

Chapter 3 - Planning Guide continued

On the Second day of your event continued

- 8.3 Be available throughout the day, with the "Running a Hansa National Championships Event" booklet, to answer any questions and/or photocopy if extra forms are needed.
- 8.4 During the last race of the day make sure the room is ready for the HCA(UK) AGM that usually takes place between the end of the days racing and the Saturday evening meal.
- 8.5 Make sure all arrangements are in place for the Saturday evening meal.

9. On the third day of your event:

- 9.1 Arrive at the venue at the latest by 8.00 and make sure the gate and club are open and if possible light refreshments are available to purchase. (People usually start to arrive at 8.30 and will need access to the toilets and if possible light refreshments.)
- 9.2 Check that all teams are in place and ready to continue the programme.
- 9.3 Be available throughout the day, with the "Running a Hansa National Championships Event" booklet, to answer any questions and/or photocopy if extra forms are needed.
- 9.4 During the last race lay out the prizes and prepare for the prize giving. Make sure the people who will be doing the prize giving are on site and aware of the procedure and timings.
- 9.5 After you have received the final overall results prepare the prize giving form, get the people into place and manage the prize giving. You may wish to ask an HCA(UK) rep to speak after the prize giving.
- 9.6 Consider giving the Completed Overall Results form, Race Entry, Fleet, Race Timing, and Prize Giving Form, any completed HCA(UK) Membership Application Forms, Feedback Form and the HCA(UK) portion of the entry fees per boat. to Ron Sawford at the end of the day.

10. Within one week after your event:

- 10.1 Send to me (Ron Sawford) any documents and HCA(UK) portion of the entry fees you did not give me at the event.
- 10.2 If you can please nominate a person to send in, within three days, a report of the event and a few (say 3) photos (photos as J-Peg files of at least 300kb), we will get these published on our website www.hansaclub.org.uk and in sailing magazines.

Thank you very much for all the hard work you and your team have put into giving the Hansa family of Sailors, Helpers and Supporters a friendly, fair and fantastic days racing.

Final Note: Please encourage people from your own club to take part in the racing and in particular people who, in the past, have not been able to race because they cannot helm the boat. As the Hansa classes are now "Open", the 303 fleet is ideal for them, just ask one of your helpers or club sailors to sail with them and helm the boat. Let's get these people enjoying the excitement of sail racing, whatever their ability. Their inclusion is a major objective of our Association.

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CLASS ASSOCIATION UK



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**Running a Hansa
UK National Championships Event
Section 2 - 2014 Event Management
Documents**



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Hansa Class Association (UK)
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Section 2 - Management Documents

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HCA(UK) Special Class Rules 2014

HCA(UK) Sailing Instructions 2014

Guidance for completing the HCA(UK) Event Specific Schedule.

Hansa Class UK National Championships

Summary of Main Changes For 2014

- Access Sailing have now changed their name to Hansa Sailing. Therefore the boats are now called Hansa boats. I have included the term Hansa/Access in some of the documents to emphasise that they are the same boat.
- Both the HCA(UK) Sailing Instructions and the Special Class Rules for Hansa Dinghies have changed so please do not use last year's. The new versions are included in this booklet and are dated as follows: Special Class Rules = December 2013 and Sailing Instructions = Dec 2013.
- The HCA(UK) Sailing instructions now have two parts:
 - 1 the main Sailing Instructions (SIs).
 - 2 an Events Specific Schedule (ESS). Several sections of the SIs refer to information that will be laid out in the ESS. The ESS is completed before the day in liaison with the race officer and is then posted, together with a copy of the SIs, on the notice board. At a National Championship or a Grand Prix event a copy of the ESS will also be given, at registration, to each helm that enters.
- We remind you that we have the following recommendations for the Briefing. If the event is to be held before June please include in the Briefing a reminder that water temperature will be low and it is each sailor's responsibility to take all necessary personal safety precautions to allow for this.
- The HCA(UK) now issues the following advice regarding Personal Flotation Devices (PFDs) to event organising clubs: Organising clubs should be aware that some Hansa/Access sailors with disabilities are unable to wear PFDs with fixed buoyancy and will need to wear auto-inflating PFDs. **If this contravenes normal club policy, special arrangements should be made** to allow competitors to use their nationally recognised PFDs, including auto-inflating lifejackets which they have assessed themselves to be safest, satisfactorily comfortable and in which they have confidence.
- You are reminded of the following addition to the "Safety Boat Checklist" - Be aware that some Hansa/Access sailors with disabilities will need to wear auto-inflating Personal Flotation Devices. Therefore, special arrangements must be made to ensure such sailors are closely monitored at all times that they are on the water, by a safety boat adequately manned for their **immediate rescue** in the event of the sailor being in the water. This must be given the highest of priorities. Therefore find out if any sailors are wearing PFDs and need this special cover and allocate a safety boat and crew to them before they go on the water.
- If you intend using club marks, fix a flag to each with its number sequence taken i.e. windward mark = 1 etc. The Association has dan-buoys with numbered flags that clip onto the club buoys. If you need these, please book them at least one month before your event.
- Electronic versions of all the documents in this "Running a Hansa UK National Championships Event" booklet are available on the Association's web site www.hansaclub.org.uk. Go to the "Events" section and the "Running a Hansa Event" page, and follow the links.

Any questions regarding any of the "Running a Hansa UK National Championships Event" contents or any other issues regarding hosting our events please do not hesitate to contact me on e-mail ron.sawford@btinternet.com

Or phone: 07710 527536.

Many thanks. Ron Sawford

Running a Hansa UK National Championships Event

Documents that you will need to produce for your event

Event Programme:

Your club will need to produce a timetable for your event.

We suggest that you include the following:

- the title, dates and venue of the event.
- The time on the first day of the event, or the day before if you allow this, that boats can start arriving at the venue
- the opening and closing times of the club each day.
- opening and closing times of the galley for refreshments.
- the time registration is to start.
- the times of briefings and first race each day + number of races planned for each day.
- planned meal times.
- the day, time and room of the HCA(UK) AGM.
- times and rooms of the Saturday evening meal.
- any other information you think would be useful.

You will find examples of “**Event Programmes**” that were produced for previous years Hansa/Access UK National Championships by going to www.hansaclub.org.uk then select “**Events**”, then select the “**Running a Hansa Event**” page. At the bottom of this page you will find links to various documents produced for previous UK National Champs.

When your programme is produced send it to Ron Sawford who will publish it on the HCA(UK) web site. Please send it in either MS Word or PDF Format.

Invitation:

Your club will need to produce an invitation to Hansa/Access sailors to your event.

We suggest that you include the following:

- title and dates and venue of the event.
- the invitation from your club to sailors and their teams to the event.
- description of your club, shore facilities and water.
- your club’s activities and achievements.
- your club’s past events and experience with the Hansa/Access fleet.
- request and press for early entry (with a good entry fee savings on early entry by applying a surcharge on entries received after say 2 weeks before the event. (for more details of this see item 2.2 of the Planning Guide in this booklet.)
- a bit about the social elements of your event.
- the facilities and availability of refreshments throughout the event.
- direct them to the accommodation information that you are providing.
- give an assurance of a warm and friendly welcome.
- Any other information you think would be good.

You will find examples of “**Invitations**” that were produced for previous years Hansa/Access UK National Championships by going to www.hansaclub.org.uk then select “**Events**”, then select the “**Running a Hansa Event**” page. At the bottom of this page you will find links to various documents produced for previous UK National Champs.

When your invitation is produced send it to Ron Sawford who will publish it on the HCA(UK) web site. Please send it in either MS Word or PDF Format.

continued

Documents that you will need to produce for your event continued

Event promotional flier

You will find examples of “**Event Fliers**” that were produced for previous years Hansa/Access UK National Championships by going to www.hansaclub.org.uk then select “**Events**”, then select the “**Running a Hansa Event**” page. At the bottom of this page you will find links to various documents produced for previous UK National Champs

When your flier is produced send it to Ron Sawford who will publish it on the HCA(UK) web site. Please send it in either MS Word or PDF Form.

Accommodation document:

Your club will need to produce a document that provide Information for local accommodation. We suggest that you include the following:

- a range of accommodation available in your area including Hotels, Motels, Guest Houses, Bed and Breakfasts, Static Caravan Sites, Touring Caravan Sites and Camping Sites.
- contact details for all listed places including phone number, email, address with postcode.
- The distance each location is from the venue.
- details of the amount of fully wheelchair accessible rooms each location has.
- details of any enhanced facilities such as wet rooms hoists etc. that any location has.
- any other accessibility detail you think would be useful.
- any other information you think would be useful.

You will find examples of “**Accommodation**” documents that were produced for previous years Hansa/Access UK National Championships by going to www.hansaclub.org.uk then select “**Events**”, then select the “**Running a Hansa Event**” page. At the bottom of this page you will find links to various documents produced for previous UK National Champs.

When your Accommodation document is produced send it to Ron Sawford who will publish it on the HCA(UK) web site. Please send it in either MS Word or PDF Format.

continued

Documents that you will need to produce for your event continued

Registration and Entry Form

Your club will need to produce a "Registration and Entry Form".

You will need to include the following:

- the title and dates of the event and the title of the form
- instructions for on line use. Wording such as - "Copy this page into a new document, complete and return by ...*insert latest date early entry will be accepted...* with or without the Entry Fee of £... *insert early entry fee.* . (£..*insert late entry fee...* if form received after ...*insert latest date early entry will be accepted...*) Please make cheques payable to "....." . "
Note: some clubs allow the entry to be made on line and the payment due to be paid at the events registration. If that is so then include the following - *If this form is submitted by email, it must be signed and the fee paid at regatta registration.*
- Competitor Details - Include for Helm and also for Crew (if applicable) boxes headed as follows Name, Address, Postcode, Phone, Email, Sailing Club, Hoist Needed, Member of HCA(UK) or equivalent- indicate which. **Note:** all competitors must be members of the HCA(UK) or their countries equivalent Hansa Class Association. Anyone can join the HCA(UK) on the day of registration by completing an Application for Membership form which will be available at registration. Membership starts when the form is signed. Membership is currently free.
- Boat Details - Include Boat Class, Sail Number (include country code).
- Agreement - include wording such as - I/we agree to be governed by the ISAF Racing Rules, the relevant Class Rules, the Notice of Race and the Sailing Instructions and I/we accept the penalties assessed under these rules and such other action as may be taken hereunder, subject to such appeal and review procedures as are provided herein, as the final determination of any matter arising under these rules and I/we agree not to report to any court or tribunal not provided herein with respect to such determination. I/we accept that under RRS Fundamental Rule 4, it is my/our sole responsibility to decide whether or not to start or to continue to race or compete, and as a direct consequence I/we accept that we will have no legal redress against ...*insert your club/organisation...*Sailing Club, the Hansa Class Association (UK), their sponsors or any of those bodies officials or representatives.
Include in this panel boxes for the Signatures of both the Helm and the Crew and for the date the agreement is signed. If the form is received by email then the Helm and Crew will need to sign it at the events registration. So include the following - *If this form is submitted by email, it must be signed and the fee paid at regatta registration.*
- The final Panel should wording such as:
Please return by ..*insert latest date early entry will be accepted..* **for the entry to be accepted at the lower fee.**
Send to (Email Preferred ..*insert email to send form to* or post to: ... *insert postal address with post-code form can be sent to ...*
Entry Fee of £..*insert early entry fee....* (**before** ..*insert latest date early entry will be accepted..*) **is enclosed: Yes/No** (delete as appropriate).
Entry Fee of £ ..*insert late entry fee....* (**after**..*insert latest date early entry will be accepted.....*) **is enclosed: Yes/No** (delete as appropriate)

You will find examples of "Race Entry Forms" that were produced for previous years Hansa/Access UK National Championships by going to www.hansaclass.org.uk then select "Events", then select the "Running a Hansa Event" page. At the bottom of this page you will find links to various documents produced for previous UK National Champs.

When your "Registration and Entry form is produced send it to Ron Sawford who will publish it on the HCA(UK) web site. **Note.** Please send the "Registration and Entry Form" in MS Word format so it can be downloaded from the website, completed and sent back to you via email.

continued

Documents that you will need to produce for your event continued

Notice of Race

Produce, with your team, a Notice of Race that conforms to the Racing Rules of Sailing 2013-2016 Rule J - appendix K

We suggest that you include at least the following:

- Title - Hansa Class UK National Championships
- Venue and dates
- Classes - The regatta will incorporate the following championships:
Hansa 2.3 UK Championship, Hansa 303 Single Person UK Championship, Hansa 303 Two Person UK Championship, Liberty UK Championship Liberty "Full-Servo" UK Championship
(Subject to at least 3 entries for this class being received by.....) *enter dates 2 weeks before your event.*

Plus the following headings:

1. Rules.
2. Eligibility and Entry.
3. Entry fees. - Early entry fee Late entry fee (*enter a fee surcharged by at least £10 for late entry*)
4. Schedule.
5. Measurement and Inspection.
6. Sailing Instructions. - The sailing instructions will be the standard HCA(UK) instructions as shown on the website www.hansaclub.org.uk . Any changes to these instructions will be described at the briefing and displayed on the Championships Notice Board in the Clubhouse.
7. On water jury boats.
8. Penalty system.
9. Scoring.
10. Safety. - **If** the event is to be held **before June** include in the Notice of Race, under this "Safety" heading, a reminder that water temperature will be low and it is each sailor's responsibility to take all necessary personal safety precautions to take this into account.
Also **if** your club has rules that restrict the use of auto-inflating Personal Flotation Devices (PDFs), some of our sailors need to wear auto-inflating (PDFs). Therefore you need to a system of dispensation from this rule that allows them to wear an auto-inflate PFD. The precise requirements of that dispensation need to be included in the Notice of race under this "Safety" heading.
11. Berthing.
12. Radio communication
13. Prizes.
14. Disclaimer of liability.
15. Insurance.
16. Other information. For example:
 - 16.1 All Competitors and their helpers and supporters will be considered temporary members of Sailing Club for the duration of the championships.
 - 16.2 Competitors are advised to regularly check the HCA(UK) web site www.hansaclub.org.uk for updates and notices as it may not be practical to contact every official or potential competitor.
 - 16.3 Any amendments to this Notice of Race will be posted on the HCA(UK) web site www.hansaclub.org.uk or, after the date of the event, on the Championship Notice Board in the Clubhouse.
 - 16.4 Competitors automatically grant the Organising Authority and ACA(UK) without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of, or relating to, the Regatta, unless otherwise advised in writing prior to the event.
 - 16.5 Accommodation & Catering – Kitchen in the Club House provides full catering facilities. For accommodation (direct them to the accommodation document.)
 - 16.6 For Further Information and Queries, please contact the Nationals Manager -email

You will find examples of "Notice of Race" documents that were produced for previous years Hansa/ Access UK National Championships by going to www.hansaclub.org.uk then select "Events", then select the "Running a Hansa Event" page. At the bottom of this page you will find links to various documents produced for previous UK National Champs.

When your Notice of Race is produced send it to Ron Sawford who will publish it on the ACA(UK) web site. Please send it in either MS Word or PDF Format.

Hansa Class Association (UK)

Non-HCA(UK) Rules

In order to ensure that you have the most up to date version of the rules that are not under the control of the HCA(UK) we do not provide hard copies but rather provide links to on line versions that are kept up to date by the various issuing authorities. The follow information will guide you to these.

International Hansa and Liberty Class Rules

The HCA(UK) Special Class Rules (provided in this Management documents section of this booklet) requires the following:

1. These special class rules must be read in conjunction with the current Hansa and Liberty Class Rules

You will find the current Hansa and Liberty Class Rules by going to www.hansaclass.org.uk then select "Documents" then select "HCA(UK) Class Rules". On this page you will find links to International PDF versions of the class rules for the Hansa 2.3, Hansa 303 and Liberty.

These Class Rules are quite large documents to print as hard copies and you may find it more acceptable to have the PDF version available on the day on a computer/laptop or tablet instead.

Racing Rules of Sailing (RRS)

The HCA(UK) Sailing Instructions (provided in this Management documents section of this booklet) requires the following:

1. RULES

Racing will be governed by **The Racing Rules of Sailing - (RRS)**

You will find the current Racing Rules of Sailing by going to www.hansaclass.org.uk then select "Documents", then select "RRS-Current Racing Rules of Sailing". On this page you will find links to the International PDF version of the Racing Rules of Sailing

The Racing Rules of Sailing is a large documents to print as a hard copy and you may find it more acceptable to have them available in book form (good versions are available, with guidance notes if required, from the RYA Bookshop and from most good chandelaries and bookshops). Or you could have the PDF version available on the day on a computer/laptop or tablet instead.

RYA Prescriptions

The HCA(UK) Sailing Instructions (provided in this Management documents section of this booklet) requires the following:

1. RULES

.... (RRS), (and) the prescriptions of the RYA

You will find the current prescriptions of the RYA by going to www.hansaclass.org.uk then select "Documents", then select "RRS-Current Racing Rules of Sailing". On this page you will find a link on to the RYA website page where you can download the current RYA Prescriptions.

HANSA CLASS ASSOCIATION (UK)

Special Class Rules (2014)

for Hansa and Liberty Class Dinghies when participating in Travellers' Trophy Events, the UK National Championships, and other events in the UK

1. These special class rules must be read in conjunction with the current Hansa and Liberty Class Rules on the International Hansa Class Association Website <http://www.hansaclub.org/> - Technical Section.

These international rules will apply for all events held in the UK, except where specifically amended by these special rules. Access 303S dinghies shall follow the principles of the Hansa 303 Class Rules, and may compete on equal terms with Hansa 303s in any 303 single-person races.

2. Competitors in HCA(UK) events and event organisers should note the following:

2.1. Competing sailors with right of way need to take into consideration possible delayed reaction times and limited manoeuvrability of other sailors in Hansa Classes.

2.2. Special consideration shall be given in conveying information and signalling to the needs of sailors with special needs be they physical, intellectual or sensory disabilities.

3. Sailor Weight Rules – Recommended maximum sailor and luggage weights for each Hansa model are displayed on the builder's plate which is fixed to the cockpit of all boats. Should a boat appear to be overloaded, the organising committee for an event may require the crew and equipment to be weighed and, if over the recommended maximum weight for that hull, take any action considered appropriate, including disqualification from the event.

4. The following variations to International Hansa Class Rules are allowed:

4.1. Sail Numbers – Sailors who have their own sails may seek a personal number from the Secretary of HCA(UK). In this case, boats must be entered in HCA(UK) events under their correct registered number, and the Race Officer be informed of the personal number being used.

4.2. No deliberate adjustments to the sail area (reefing and un-reefing) are permitted during a race between the raising of the class warning flag and crossing the finish line. The clew outhaul may be adjusted whilst racing.

4.3. Alternative hard or soft seats may be used in place of standard hammock seats. These may be fibreglass single seats supplied by SSM Ltd, or other single or double seats approved by the Technical Sub-Committee of HCA(UK). The seat may not be changed during a regatta or event [See International Class Rule C.2.1.(c)].

4.4. When racing in TT events Hansa 303 dinghies sailing with full or partial servo controls and Access 303S dinghies may use a keel with an additional 10Kg of weight added, e.g. keels weighing not less than 30Kg and not more than 45Kg. This varies Class Rule E.1.1. The concession is not permitted for the UK National Championships or international competitions.

5. Towing / Safety Line. [N.B. This amends Class Rule C.2.1(h) for Hansa 2.3 and 303 classes and C.2.1(i) for the Liberty class]

Competitors are responsible for the safety of their boats and are requested to have two lines attached – one to the bow and one near the stern – the bow line should be a minimum length of 3 metres for a 2.3, 4 metres for a 303, and 5 metres for a Liberty, all with a minimum 2 metre stern line. These should be accessible to safety boats while afloat to allow a prompt tow in case of difficulties or damage. This concession is not permitted for international competitions.

6. If interpretation of the International Hansa or Liberty Class Rules or these Special Class Rules is required, a member of the HCA(UK) Technical Sub-Committee must be consulted.

These Rules must be made available to all competitors in appropriate HCA(UK) events.

Special Note: It is strongly recommended that all sailors should lodge with a member of their organisation remaining on shore, or a trusted friend, details of their medical condition and prescribed drugs in a sealed envelope, only to be used in the event of a medical emergency.

Issued November 2013

Hansa Class Association (UK)

Hansa Class Association (UK)

SAILING INSTRUCTIONS 2014

(This document has 4 pages)

To be used at all Travellers' Trophy Meetings and the UK National Championships (subject to any locally issued supplementary Sailing Instructions – see Event Specific Schedule [ESS]).

N.B. The responsibility for the overall management of HCA(UK) events, including all safety aspects, rests with the Host Club for the event.

1. RULES

Racing will be governed by **The Racing Rules of Sailing 2013-2016 (RRS)**, the prescriptions of **the RYA** and the current **Special Class Rules of the Hansa Class Association (UK)**, except as modified by these Sailing Instructions.

2. CONDITIONS OF ENTRY

The safety of a boat and her entire management including insurance shall be the sole responsibility of the owner/competitor racing the boat who must ensure that the boat and crew are adequate to face the conditions that may arise in the course of a race. Neither the establishment of these sailing instructions nor any inspection of the boat under these conditions in any way limits the absolute responsibility of the owner/competitor for his crew, the boat and the management thereof. The host club and HCA(UK) shall not be responsible for any loss, damage, death or personal injury howsoever caused to the owner/competitor or his/her skipper or crew, as a result of their taking part in the races. Moreover, every owner / competitor warrants the suitability of his/her boat for the races. Boats used in HCA(UK) events must have a minimum of £3Million Third Party liability Insurance.

3. PERSONAL SAFETY

Nationally approved personal buoyancy shall be worn at all times whether afloat or in the vicinity of the pontoons or jetties, except briefly while changing or adjusting clothing or personal equipment. Flag 'Y' will not be displayed. This changes RRS 40. The wearing of wet or dry suits does not constitute adequate personal buoyancy.

N.B. Some organising clubs will also require helpers to wear personal buoyancy when on pontoons or jetties.

4. NOTICES TO COMPETITORS

4.1. Notices to competitors will take the form of a briefing by the Race Officer to be held ashore prior to racing. This briefing will be supported by an Event Specific Schedule (ESS) displayed prominently at the venue on the official notice board. Where an interpretation is required the ESS will be used.

4.2. Any changes to these Sailing Instructions will be notified at the briefing and in the ESS referred to in paragraph 4.1 above.

4.3. In conveying information and signalling, special consideration shall be given to the needs of sailors with special needs, be they physical, intellectual, emotional or sensory.

5. SIGNALS MADE ASHORE AND AFLOAT

Signals made afloat will be displayed on the Committee Boat. Note especially the use of the postpone-



ment signal

Flag 'Answering Pennant' (AP), e.g. as described in the RRS – Race Signals section at the back of the RRS as published by the RYA. If this flag is only displayed ashore, the 1 minute time between the lowering of the flag and the first warning signal will be extended as described in the ESS.

6. THE COURSE

6.1. Course Instructions – The Course to be used will be described at the briefing by the Race Officer and in the ESS prior to racing. Note that this may change during an event with competitors being notified by the method described at the briefing.

Sailing Instructions continued on next page

6.2. Start and Finish Line – these will be described in the ESS and will normally be between a Committee Boat flying the appropriate flags and an outer distance mark. A course should be set to ensure that boats already racing do not pass through the area of the Start Line until all classes have started. However, failure to do this will not be grounds for protest against the Race Officer or Race Committee.



6.3. Lead Boat – A lead boat wearing **Flag ‘L’** may be deployed in front of the fleet to indicate the course. It will normally only lead for the first lap of the first race to start. Any error by a lead boat will not be grounds for protest against the Race Committee.

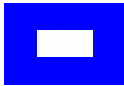
6.4. Zone at marks will be as defined in the RRS-Definitions and will be three hull lengths of the boat nearer to the mark.

6.5. Moving a mark – When it is necessary and possible, the Race Officer may either move a mark, or lay a substitute mark after the start. This change will be made clear by the lead boat or another support boat. This changes RRS Rule 33.

6.6. Missing mark – RRS Rule 34 will be used.

7. STARTING PROCEDURE

7.1. Races will be started as described in RRS Rule 26.



Flag ‘P’ or **Flag ‘I’** only will be used as the flag for the Preparatory Signal. Flag ‘P’ is normally to be used. The use of Flag ‘I’ is described in RRS Rule 30.1.

7.2. Racing will be organised in four classes with three starts as follows:-

- **Liberty (Open Class, and Full-Servo Class if applicable)**



(Special Class Flag –White on Purple);

- **Hansa 303 [two-person]**



(Special Class Flag – White on Red);

- **Hansa 303 [single-person]**



(Special Class Flag-Red on White);

- **Hansa 2.3 (Open Class, and Full-Servo Class if applicable)**



(Special Class Flag – Blue on White);

The 303 classes will normally be combined in one start with both class flags used together.

.....Sailing Instructions continued

7.3. The Start Line will be as defined at the briefing and in the ESS (see paragraphs 4.1, 4.2 and 6.2).

7.4. After a start sequence has commenced, boats not racing and not involved in the start under way shall keep clear of the start area. Failure to do so may lead to disqualification by the Race Officer. Whilst a start sequence is still in progress, boats already racing shall make every effort to keep clear of the start area and boats preparing to start. Attention is drawn to RRS Rule 24.1.

7.5. Starting Times - Intended starting times shall be described in the Notice of Race, if issued, otherwise at the pre-race briefing at paragraph 4.1 above and in the ESS. Two, or exceptionally three, race sequences may be held “back-to-back” in any racing period.

7.6. Individual Recalls. These will be made in accordance with RRS Rule 29.1 using **Flag**



'X' with one sound signal. It is the responsibility of every boat to start correctly. Efforts will be made by the Committee Boat and support boats to notify any boats over the line at the start, or infringing RRS Rule 30.1 concerning the use of Flag “I” as the preparatory signal. Failure to be notified of a starting infringement will not be considered grounds for protest against the Race Officer or Race Committee.

7.7. General Recalls. These will be signalled in accordance with RRS Rule 29.2 using **Flag ‘First Sub-**



stitute’ and two sound signals, amended as follows:-

- All boats in a recalled class must retire well behind the Start Line.
- If a General Recall is signalled for a class which is not the last class currently due to start, the recalled class will 'go to the back of the queue', and the General Recall Flag will be removed at the same time as the Preparatory Flag is next removed.
- If a General Recall is signalled for the last class currently due to start, its restart will be made as in RRS Rule 29.2.

8. FINISHING

8.1. Finish Line. The Finish Line will be as defined at the briefing (see paragraphs 4.1 and 4.2) and in the ESS unless the race is shortened as in paragraph 8.3.

8.2. Where possible boats that have finished and are no longer racing shall not interfere with boats that are still racing by keeping clear of the finish area. RRS Rule 24.1 applies.

8.3. Time Limit. The race length is expected to be approximately 30 minutes for the leading boat in TT meeting races and 40 minutes for National Championship races. The time limit for other boats will be 15 minutes after the finishing time of the leading boat in their class, unless otherwise indicated at the pre-race briefing, or extended by the Race Officer who may use his/her discretion.

At the expiry of the time limit, boats which have not finished shall be scored in their positions on the water as judged by the Race Officer, giving equal positions if necessary. **If no boat in a particular class is likely to complete the race within 1 hour, the Race Officer may abandon the race in accordance**



with RRS Rule 32 using **Flag ‘N’** over the appropriate class flag and three sound signals.

8.4. Shortening Course. The Race Officer may shorten the course in accordance with RRS Rule 32 us-



ing **Flag ‘S’** over the appropriate class flag(s) and two sound signals.

The race may be finished at any point of the course by creating a new Finish Line which shall be either the previously designated finish line, or between a boat flying an ‘S’ flag and a mark of the course or a specially laid mark.

Sailing Instructions continued on next page

.....Sailing Instructions continued

9. PENALTIES

The penalty for breaking a rule of Part 2 of the RRS, including touching a mark of the Course, is to make ONE turn in the same direction including one tack and one gybe while keeping clear of all other boats. This changes RRS Rule 44.1.

10. PROTESTS

10.1. RRS Rule 61.1(a) requires a hail of 'PROTEST' by any boat intending to make a protest. This will only be waived if no crew member of the protesting boat is physically able to make such a hail.

10.2. Those with right of way need to take into consideration possible delayed reaction times and possible limited manoeuvrability of other sailors. Protest Committees will take this into consideration when hearing a protest involving right of way rules.

10.3. Protests shall be notified to the Race Officer or other shore based official within 30 minutes of coming ashore and a written protest be lodged at the Race Office within 1 hour of coming ashore.

10.4. The helmsman of a competing boat which is the subject of a protest and who, on coming ashore and taking advice, decides that he or she has indeed infringed a rule of Part 2 of the RRS may agree to take a points penalty equivalent to two places in the relevant race. Agreement to take this 2 point penalty must be done within the time limit set in these Sailing Instructions for the lodging of a formal written Protest. In event of two or more infringements by the same boat, a penalty of 2 points must be taken for each infringement. This will not affect the points awarded to other competitors in the race. In event of such an incident being the subject of a protest or protests, all parties to the protest(s) must agree to the taking of this alternative points penalty. If there is no such agreement, the protest(s) shall be heard.

11. OUTSIDE HELP

RRS Rule 41 is modified to permit any boat to receive help from a Support Boat for any reason other than for additional propulsion. To request help, arms should be raised and lowered, or repeated blasts made on a whistle, or an approved hand held flag should be waved until acknowledged by a Support Boat. Any boat being aground, or on a lee shore, and then pulled off by a Support Boat shall not be penalised ON CONDITION that no advantage is given to the competitor in making progress towards the next mark of the course.

12. DECLARATIONS

No declarations shall be required.

13. SCORING SYSTEM

The 'Low Point' scoring system, RRS Rule 90.3 and Appendix A shall apply. The completion of one race will be sufficient to constitute a series. In a race series of three or more races a boat's worst score will be discarded.

14. LOCAL RULES

Any Local Rules are deemed to be part of these Sailing Instructions. Details shall be made available at the briefing (see paragraphs 4.1 and 4.2 above) and in the ESS.

15. ADDITIONAL REQUIREMENTS

Retirement from a race. A competitor wishing to retire must inform the Race Officer or a Support Boat of their intentions before leaving the racing area. If communication is not possible, he/she should make every effort to inform an appropriate event official at the earliest possible time after coming ashore.

16. EVENT SPECIFIC SCHEDULE (ESS)

The ESS will provide information on the location of the official notice board, the racing area, course marks, courses to be sailed, location of the signals made ashore, the location of the race office and the time of the first warning signal.

Issued December 2013.

Hansa Class Association (UK)

Please Note: Your club will need to complete an Event Specific Schedule (ESS) for your event.

The ESS is a document that functions as a remote part of /expansion of the Sailing Instructions. The Information it contains forms important parts of the Sailing Instructions as it refers readers to it for essential information. The HCA(UK) Sailing Instruction is incomplete without it and therefore it is essential that it is provided. See the Guidance in completing the Event Specific Schedule in this booklet.

Running a Hansa UK National Championships Event

Guidance for completing the Event Specific Schedule (ESS):

Your club will need to complete an Event Specific Schedule for your event and give a copy to each helm.

The ESS is a document that functions as a remote part of /expansion of the Sailing Instructions. The Information it contains forms important parts of the Sailing Instructions as it refers readers to it for essential information. The HCA(UK) Sailing Instruction is incomplete without it and therefore it is essential that it is provided.

We have included a blank ESS form in the master copy section of this booklet as a fail-safe but **we recommend that you use the on-line version** as it will be much easier. As a fail-safe you could fill in a photocopy of the blank ESS form and photocopy it.

You will find on-line an MS Word pro-forma version of an “**Event Specific Schedule (ESS)**” that has notes inserted for your guidance in completing it. Go to www.hansaclub.org.uk then select “**Events**”, then select the “**Running a Hansa Event**” page. On this page you will find links to the “**MS Word version of the Event Specific Schedule (ESS)**” that you can download and complete for your event then print the number you will need. For the National Championships and Grand Prix (GP) events you will need to print enough completed copies for each helm that enters to have one.

The following are the guidance notes that are on the on-line form plus a few extra:

- Name of Event: *enter the name of your event.*
- Organising Authority: *enter the name of the Organising Authority. (usually your Sailing Club or Sailability Group.*
- SI 7.5 - Schedule of Races: *enter the days and dates for your event + the time for the first warning signal (That is the warning signal for the first race on the first day at the time given on the Notice of Race) + The number of races to be sailed. (that is the number of races planned and given in the Notice of Race).*
- SI 16 - Location of Sign-on / Sign-off Register: *enter the location of the sign-on / sign-off system.*
- SI 4.1 and SI 16 - Location of the Official Notice Board. *Enter the location of the official notice board.*
- SI 16 - Location of Racing Area: *enter description of the area for racing with any hazards.*
- SI 6.1 - Description of Course Marks: *enter the description of the course marks.*
- SI 6.2 - Description of Committee Boat or land-based start Line: *enter description of boat or land-based start line.*
- SI 6.2 - Description of Outer Distant Mark for Start Line: *enter description of the other start mark.*
- SI 6.2 - Description of Finish Mark if different: *enter the description of the other finish mark.*
- SI 6.5 - Description of Change of Course Mark: *enter description of change of course marks.*
- SI 6.1 - Courses: *enter the description of the course or refer to an attachment.*
- SI 5 - Signals made Ashore and Afloat - Postponement: *enter the expected time between the lowering of a flag “AP” displayed ashore and the first warning signal.*
- SI 7.2 Starting Sequence of First Races of First Day: *enter the starting sequence.*
- SI 10.3 - Location of Race Office: *enter the location of the race office.*
- SI 5 - Location of Signals made Ashore (if applicable): *enter the location of the official signal mast.*
- SI 14 - Additional Sailing Instructions and local rules: *enter any additional SIs and local rules that apply.*



hansa
CLASS ASSOCIATION UK



**HCA(UK) Secretary
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Email: ron.sawford@btinternet.com**

hansa
CLASS ASSOCIATION UK



Running a Hansa UK National Championships Event

Section 3 - Master Copies - Checklists



**HCA(UK) Secretary
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Hansa Class UK National Championships

Section 3 - Master Copies - Checklists

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Race Team Checklist

Briefing Checklist

Management of Jetty/Pontoon and Hoisting Checklist

Safety Boat Checklist

Protest Checklist

Hansa Class UK National Championships

Race Entry Administration - Checklist

The forms provided are designed to enable the effective gathering and dissemination of all necessary information and experience has shown **must be used** to avoid confusion between fleets.

You will need the following forms:

- 30 Race Entry forms - one for each entrant. I suggest you have 30 ready but this will be reduced by the number of pre entries you have received.
- 30 Event Specific Schedule - I suggest 30 as you will need to give one to each helm that enters.
 - 1 Hansa 2.3 Fleet form
 - 1 Hansa 303 one person Fleet form
 - 1 Hansa 303 two person Fleet form
 - 1 Liberty Fleet form
 - 1 Hoisting form
- 6 HCA(UK) Application for Membership form. I suggest you have 6 ready

Please use these forms as follows.

1. Race entry form to be completed by all entrants:

- Sailors that have sent entry forms in by email will need to sign their forms at registration. Some may have pre paid the entry fee, if they have not they will need to pay at registration. The early entry fee needs to be applied providing the entry form was received before the appropriate date.
- There needs to be one entry form completed for each boat entered. Encourage sailors to fill them in as fully as possible. Each piece of information is essential to a successful day for both the club and the sailor. Encourage entrants to include their **first names** as the use of these at the prize giving makes for a much more equal, personal and friendly occasion.

2. Give out Event Specific Schedules: Give each Helm a copy of the Event Specific Schedule.

3. Collect Entry Fees:

- As directed by your club.
- Some may have pre paid the entry fee, if they have not they will need to pay at registration. The early entry fee needs to be applied where the entry form was received before the cut off date.
- Please **Note: entry fees are now levied per boat not per sailor** so the cost of entry for a 303 two person boat is the same as the entry fee for a 303 one person boat.

4. All entrants must be, or become on the day, a member of the Hansa Class Association, so:

- If the entrant is not a member of the HCA(UK) ask them to complete **an application for membership form. Membership is free and starts from the time the form is signed.** (If you run out of the forms just record the sailors name, address and phone number and I (Ron Sawford) will follow them up after the event)

5. As you receive completed race entry forms transfer data to the following forms.

- Onto the **Fleet forms** record the boat number and sailors name(s) i.e. Hansa 2.3 fleet, Hansa 303 one person fleet, Hansa 303 two person fleet, Liberty fleet form. Done correctly you will end up with just one fleet form for each class.
- Onto the **Hoisting form** record the boat numbers, sailors' name and the sailors' helpers' names (if possible) of all sailors who have ticked the box that says they need hoisting into their boats.

6. Deal with meals orders and payment: As Directed by your club.

7. Distribute the completed forms as follows.

- Before the briefing give/send the **Hoisting form** to the hoisting manager so he/she can prepare for hoisting to start as soon after the briefing as possible. Also so he/she can calculate the time needed between the end of the briefing and the start of the first race.
- Before the first race give/send the **Fleet forms** to the race team. This is best done before they go on the water for the start of the first race. If you miss them then get one of the safety boats to take them out to the team. They will need these to double check which boats are in each fleet.

Hansa Class UK National Championships

Race Team - Checklist

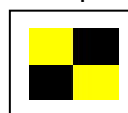
(This checklist has 2 pages)

- Appoint a race officer with a minimum of three assistants. More if possible.
- **Before the event** the RO will need to liaise with the event manager to complete the Event Specific Schedule. For guidance see the Management Documents section of this “Running a Hansa UK National Championships” booklet.
- For all HCA UK Hansa/Access racing events the following “Access” Class Flags will be used:



as laid out in the HCA (UK) Sailing Instructions –Dec 2013 that are provided in this events pack. These flags will be provided prior to the event or on the day by a member of the HCA(UK). *Before the day check that this has been arranged.*

- Both the HCA(UK) Sailing Instructions and the Special Class Rules have changed so use the HCA (UK) Special Class Rules - Dec 2013 and HCA(UK) Sailing Instructions - Dec 2013.
- The HCA(UK) Sailing Instructions now have two parts:
 - 1 the main Sailing Instructions (SIs).
 - 2 an Events Specific Schedule (ESS). Several sections of the SIs refer to information that will be laid out in the ESS. The ESS is completed before the day in liaison with the race officer and is then posted, together with a copy of the SIs, on the notice board. At a National Championship or a Grand Prix event a copy of the ESS will also be given, at registration, to each helm that enters.
- Make sure you know which boats are in each fleet. The entry administration team will provide you with Feet Form for each fleet complete with boat numbers for you to double check that you have all boats in the correct fleet. If you haven't been given these by the time you take to the water to start the first race, chase them up. The non-disabled and disabled sailors sail in the same fleet so be sure you do not separate them. Done correctly you will end up with just one Fleet Form for each class.
- For all HCA(UK) Hansa/Access racing events 2014, the 303 one person boats and 303 two person boats will be sailed in their own separate classes. The 303 classes will be combined in one start with both class flags used together.
- If there are 3 or more boats in the Liberty fleet they have a separate start,
- When setting the course please, where possible, use a simple triangular or trapezoid course.



- Consider the use of a **lead boat** displaying **Flag “L”** - as laid out in HCA(UK) Sailing Instructions 6.3
- Be in communication with the hoisting manager so you can be sure that all sailors that need hoisting into their boats are afloat. **Note:** that although it is a sailor's responsibility to make the start line on time, this is not the case if your club has not hoisted them into their boat in time. **So keep in contact with the hoisting manager raise your postponement flag if needed and encourage safety boats to tow out any latecomers.**

The race team checklist is continued on next page

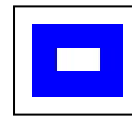
Race team checklist continued from previous page

- Check the Notice of Race for the published time of the first race and if you are not able to meet that target the race start boat needs to be in position and flying the Temporarily Postponed signal or it needs to be flown ashore on the official signal mast (see the ESS). The flag to be used is the

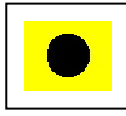


Answering Pennant (AP) with two sound signals when raised.

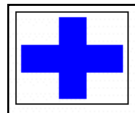
- **Races will be started as described in RRS Rule 26.** *Read the rule for details but here's a few reminder notes - (5-4-1-go, the go of one class being the 5 of the next)*
- Make the starting sequence and timings in accordance with the sailing instructions provided. (*start fleets in the following sequence: Liberty then 303 then 2.3*)



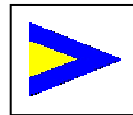
- **Please Note:** The Sailing Instructions 7.1 includes the following: **Flag P**



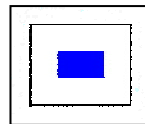
- or **Flag I** *may be used as the flag for the Preparatory Signal*, **Remember each of these flags have different start line rules applied to them so make sure it has been made plain at the briefing which you intend using and the rules the chosen flag applies to the starts.**



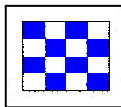
- **Individual Recalls. Have Flag X** ready to hoist if needed, **Raise with one sound signal.**



- **General Recalls. Have Flag 'First Substitute'** ready to raise if needed. **Raise with two sound signals**



- You will also need on board **Flag S** (**shorten course, for rules see Sailing Instr 8.3**)



and **Flag N** (abandon Race, for rules see Sailing Instr 8.2)

- At the start allocate one person to calling the time and making the sound signals. A second person to hoisting the flags. A third person watching the line and calling the boat number of individual boats if over the line and a fourth person for a general recall also calling for the appropriate recall flag to be raised and sound signals to be made.
- At the finish allocate one person to calling the boat numbers and a second person to calling the time and a third person to writing them down.
- The boat sail numbers are quite small so make sure to have binoculars available on the race boat.
- Sailors have asked that wherever possible morning race results are displayed at lunchtime

Hansa Class UK National Championships

Briefing - Checklist

- Check the Notice of Race for the published time of the briefing and the first race and time the duration of the briefing to allow this time to be met. It is important to the successful running of the day's events that you do all you can to keep to these times, so try to keep the briefing concise.
- It is important that the briefing is ended in a time that will **allow at least eight minutes per hoisted sailor per hoist between the end of briefing and the start of the first race**. The entry administration team can supply you with the number of sailors needing hoisting. Because of this variable you will need to keep a close eye on the number of people needing hoisting as you may need to bring briefing forward to achieve this time factor.
- **Very Important Note:** If the event is to be held before June include in the Briefing a reminder that water temperature will be low and it is each sailor's responsibility to take all necessary personal safety precautions to take this into account.
- **Inform the sailors that** the HCA(UK) Sailing instructions now have two parts:
 - 1 the main Sailing Instructions (SIs).
 - 2 an Events Specific Schedule (ESS). Several sections of the SIs refer to information that will be laid out in the ESS. The ESS is completed before the day in liaison with the race officer and is then posted, together with a copy of the SIs, on the notice board. At a National Championship or a Grand Prix event a copy of the ESS are also be given, at registration, to each helm that enters. **Invite questions on the ESS.**
- Have a plan of the course and describe the course and number of laps. Point to buoys on the water if possible. If the start line is a gate on each lap of the course make this plain.
- Describe the start sequence. **Always use the start sequence laid out in RRS Rule 26** (*as a reminder this is - 5-4-1-go, the go of one class being the 5 of the next*) and the class order is usually first start = Liberty, second start = 303 both classes, third start = 2.3.
- The Sailing Instructions 7.1 includes the following: "Flag 'P' or Flag 'I' may be used as the flag for the Preparatory Signal", make it plain at the briefing which you intend using and the rules applicable to the chosen flag.
- If you intend showing the various flags at the briefing have someone else ready to hold them up in the sequence you need them.
- Tell and describe if a lead boat is to be used. See Sailing Instructions paragraph 6.3 - Lead Boat
- Point out any known hazards (e.g. shallows, weed).
- Introduce the hoisting manager and tell the people needing hoisting that the most usual reason for the starts to be delayed is the hoisting process so please will everyone who needs hoisting and their assistants get quickly to the hoisting area and report to the hoisting manager for instructions.
- Tell the time of the first start. Remember to allow at least eight minutes per sailor per hoist that needs hoisting per hoist between the end of the briefing and the start of the first race plus transit to start area.
- Remember it is published in the Notice of Race and if you are not able to meet that target the race start boat needs to be in position and flying the Temporarily Postponed signal, which is the Answering Pennant (AP) with two sound signals when raised. Or if weather does not permit the boat to be in position fly the AP ashore on the official signal mast (see the ESS). (also see HCA(UK) Sailing Instructions – Dec 2013 Section 5 - Signals Made Ashore and Afloat)

Hansa Class UK National Championships

Management of Jetty/Pontoon and Hoisting Checklist

- Have one person to oversee and direct the placing of boats on the pontoon/jetty.
- The race administration team will give you a “Hoisting” form that lists all sailors that will need hoisting. Be at the briefing and tell the person doing the briefing the number needing briefing and make sure he/she allows enough time between the end of the briefing and the start of the first race to get everyone hoisted in their boats and out to the start line. We suggest that you will need at least 8 minutes per sailor per hoist. If you have not received the hoisting form by the time of the briefing then go to race admin and get the best information they have.
- Work to a pre arranged plan.
- There will need to be a personnel hoist available and an experienced team to operate it and oversee transfers.
- Appoint a person to oversee/manage the hoisting of sailors into and out of their boats and introduce this person to the sailors at the briefing.
- Reserve the hoist area for boats that need the hoist only. Think about the possibility of marking with stickers or flags those boats that need hoists.
- As boats approach the water ask if the hoist will be needed. If so, direct to the hoist area. If not, do not allow them to tie up in the hoist area.
- In the hoist area line the boats up in an orderly queue ready to be brought to the hoist.
- Have an area available to move the boat to after the sailor has been hoisted in, where the sailor's assistant can prepare them for sailing. Do not allow this to happen under the hoist as this will cause serious delays for other hoisting.
- The person managing hoisting needs to be in contact with the race officer to let them know when all sailors who need hoisting are afloat.
- Have the hoist operator available throughout the time that sailors who need hoisting are on the water so that in the event of a sailor needing to come ashore early the hoist operator is available.
- Have one of the safety boats available to you to move boats around each other if they get in the wrong area.
- Have the use of power boats to tow the sailors using the hoist to the start line if needed.
- When sailors come ashore organise the tying up of boats so that they are ready for the hoisting for the next race.
- Remember that although it is the responsibility of the sailor to get to the start line on time, if the sailor needs to be hoisted into the boat and has been waiting, it is your responsibility to get them into their boats (i.e. through the hoist) in time for them to make the start line on time. Therefore this part of the day's operation is crucial to both the club and the sailor having a successful event.

Hansa Class UK National Championships

Safety Boat - Checklist

- Make sure there are enough safety boats with experienced crews to **cover the day's wind conditions** and other variable needs.
- Ensure that all safety boats have **reliable radio contact** with the Race Officer and also someone on shore so that they can be directed to incidents when necessary. This radio contact should be tested regularly throughout the event.
- Let the safety boat crews know of **any sailors who may need special attention** such as high level needs or novice sailors etc, giving boat numbers and boat/sail colours
- **Be aware that** some Hansa/Access sailors with disabilities will need to wear auto-inflating Personal Flotation Devices. Therefore, special arrangements must be made to ensure such sailors are closely monitored at all times that they are on the water, by a safety boat adequately manned for their **immediate rescue** in the event of the sailor being in the water. This must be given the highest of priorities. Therefore find out if any sailors are wearing PFDs and therefore need this special cover and allocate a safety boat and crew to them before they go on the water.
- Make sure that there is a fully manned safety boat capable of immediate deployment to any incident at all times that the Hansa competitors are on the water.
- Have one of the safety boats available to the Jetty/Pontoon/Hoisting manager to you to move boats on the jetty around each other if they get out of sequence for hoisting or in the wrong area.
- Have the use of power boats available to the Jetty/Pontoon/Hoisting manager **to tow the sailors using the hoist to the start line** if needed. Remember that although it is the responsibility of the sailor to get to the start line on time, if the sailor needs the hoist it is your responsibility to get them into their boats (i.e. through the hoist) in time for them to make the start line on time. Therefore this part of the day's operation is crucial to both the club and the sailor having a successful event.
- It is now admissible for a sailor to adjust the reefing on the water before their class flag is raised and after crossing the finishing line. We suggest that **safety boats offer help in making such adjustments** to sailors who are not able to carry out these adjustments themselves, subject to safety cover not being compromised.

Hansa Class UK National Championships

Protests - Checklist

- Make sure you have one experienced person available to lead proceedings should any protests occur.
- Make sure you have available experienced people for a protest committee.
- Make sure you have a copy of the current “**Racing Rules of Sailing 2013-2016 (RRS)**” available. A copy can be downloaded or printed from <http://www.accessclass.org/> - Technical Section.
- Make sure you have a copy of “HCA(UK) Special Class Rules - Dec 2013” A copy of this is included in your resource pack.
- Please make sure the protest committee is made aware of the rules that have to be taken into account by protest committees laid out in the “HCA(UK) Sailing Instructions - January 2013”, namely Section 10. Protests. 10.1 to 10.3 states:

10.1. RRS Rule 61.1(a) requires a hail of ‘PROTEST’ by any boat intending to make a protest. This will only be waived if no crew member of the protesting boat is physically able to make such a hail.

10.2. Those with right of way need to take into consideration possible delayed reaction times and possible limited manoeuvrability of other sailors. Protest Committees will take this into consideration when hearing a protest involving right of way rules.

10.3. Protests shall be notified to the Race Officer or other shore based official within 30 minutes of coming ashore and a written protest be lodged at the Race Office within 1 hour of coming ashore.
- Your attention is brought to rule **10.4** of the “HCA (UK) Sailing Instructions - 2014, which makes allowance for settling protests before a protest committee hearing (specifying options and penalties). The Association will make every effort to have an advisor available to anyone using rule 10.4 if the host club cannot provide one. 10.4 states:

10.4. The helmsman of a competing boat which is the subject of a protest and who, on coming ashore and taking advice, decides that he or she has indeed infringed a rule of Part 2 of the RRS may agree to take a points penalty equivalent to two places in the relevant race. Agreement to take this 2 point penalty must be done within the time limit set in these Sailing Instructions for the lodging of a formal written Protest. In event of two or more infringements by the same boat, a penalty of 2 points must be taken for each infringement. This will not affect the points awarded to other competitors in the race. In event of such an incident being the subject of a protest or protests, all parties to the protest(s) must agree to the taking of this alternative points penalty. If there is no such agreement, the protest(s) shall be heard.
- We recommend the organisers strongly encourage using the S.I. rule 10.4 process with an advisor before any protest hearing is considered. The outcome of the rule 10.4 process will be either a withdrawal of the protest, an acceptance of the prescribed penalty or a full protest hearing. It is our belief that giving people the opportunity to settle before the need for a full hearing can potentially save much time.
- Simple Protest Forms are provided in the resource pack but its ok for you to use your club’s or the RYA’s Protest Forms if you prefer.



**HCA(UK) Secretary
Ron Sawford
Tel: 07710 527536
Email: ron.sawford@btinternet.com**

hansa
CLASS ASSOCIATION UK



Running a Hansa UK National Championships Event

Section 4 - Master Copies - Forms



**HCA(UK) Secretary
Ron Sawford
Tel: 07710 527536
Email: ron.sawford@btinternet.com**

Hansa Class UK National Championships

Section 3 - Master Copies - Forms

Index

For the Race Entry Form - see the Management documents section of this booklet.

Hansa 2.3 Fleet Form

Hansa 303 One Person Fleet Form

Hansa 303 Two Person Fleet Form

Hoisting Form

Liberty Fleet Form

Race Timing Form

Overall Results Form

Protest Form

Blank Event Specific Schedule Form. Only use this photocopy version of the ESS form as a fail-safe, rather **use the on-line pro-forma**. See "Guidance for completing the Event Specific Schedule (ESS): in the "Management Documents" section of this booklet

Prize Giving Form

Application for Membership Form

Hansa Events Feedback Form

Hansa Class Association (UK)

Hansa 2.3 Fleet Form

This fleet includes the 2.3 single, wide or breeze, servo or manual, sailed by one or two people.

Host Club:

Event Date:

Boat Number	Helm Name	Crew Name where applicable

Hansa Class Association (UK)
Hansa 303 One Person - Fleet Form

This fleet includes the 303 sport, wide or breeze, servo or manual sailed by one person.

Host Club:

Event Date:

Boat Number	Helm Name	

Hansa Class Association (UK)
Hansa 303 Two Person - Fleet Form

This fleet includes the 303 wide or breeze, servo or manual, sailed by two people.

Host Club:

Event Date:

Boat Number	Helm Name	Crew Name

Hansa Class Association (UK)

Liberty - Fleet Form

This fleet includes servo and manual Liberties.

Host Club:

Event Date:

Boat Number	Helm Name	

Hansa Class Association (UK)

Hoisting Form

Host Club:

Event Date:

Boat Number	Boat Model	Name of person needing hoisting	Name of person's assistant during hoisting (Include a mobile phone number if available, for use during the day)

Hansa Class Association (UK)

Race Timing Form

Host Club:

Event Date.....

(Please do not forget to record the exact time the race started)

Race Number:

Start Time:

Boat Class	Sail Number	Laps <i>(Please record finish time of each boat)</i>				Finish Time	Final Position
		Lap 1	Lap 2	Lap 3	Lap 4		

Hansa Class UK National Championships - Overall Results Form

Event Date: _____

Host Club: _____

Hansa Class: _____

A 8.1 If there is a series-score tie between two or more boats, each boat's race scores shall be listed in order of best to worst, and at the first point(s) where there is a difference the tie shall be broken in favour of the boat(s) with the best score(s). **No excluded scores shall be used.**

A 8.2 If a tie remains between two or more boats, they shall be ranked in order of their scores in the last race. Any remaining ties shall be broken by using the tied boats' scores in the next-to-last race and so on until all ties are broken. **These scores shall be used even if some of them are excluded scores RRS 2013-2016-- A8.1 and A8.2**

Helm/Crew Name (s)	Sail Number	Race 1	Race 2	Race 3	Race 4	Race 5	Race 6	Race 7	Race 8	Final Points	Final place

Hansa Class Association (UK)

PROTEST FORM - also for arbitration

1. EVENT	
Organizing authority	
Date of race	
Race number	

2. TYPE OF ACTION	
Protest by boat against boat	
Protest by race committee against boat	
Protest by protest committee against boat	

3. TYPE OF HEARING REQUESTED	
Full protest	
Arbitration	

4. BOAT PROTESTING.	
Class	
Fleet	
Sail No	
Represented by	
Your Club	
Tel	
Email	

5. BOAT(S) PROTESTED		
Class	Fleet	Sail No

6. INCIDENT	
Number(s) of Rule(s) alleged to have been broken	
Time and place of incident	
Name(s) of witness(es)	

7. INFORMING PROTESTEE(S).	
How did you inform the protestee(s) of your intention to protest?	
By hailing When?, Word(s) used	
By displaying a red flag When?	
By informing in some other way. When, where and how?	

8. PROTESTOR'S DIAGRAM:
Show on diagram: Wind direction and strength Mark and direction to next mark

9. PROTESTOR'S DESCRIPTION OF INCIDENT

Hansa Class Association UK

Event Specific Schedule

A copy of this Event Specific Schedule will be available to all competitors. A single copy of the Hansa Class Association UK Standard Sailing Instructions will be posted on the event notice board. Copies may also be available to competitors on request.

Name of Event :

Organising Authority:

Version of Hansa Class Association UK Sailing Instructions that apply to this regatta – Issue dated December 2013

SI 7.5 Schedule of Races:

Day and Date	Time of First Warning Signal	Races

SI 16 Location of Sign-On / Off Register:

SI 4.1 and SI 16 Location of Official Notice Board:

SI 16 location of racing area:

SI 6.1 Description of Course Marks:

SI 6.2 Description of Committee Boat or land-based Start Line:

SI 6.2 Description Outer Distance Mark for Start Line:

SI 6.2 Description of Finish Mark if different:

SI 6.5 Description of Change of Course Mark:

SI 6.1 Courses:

SI 5 Signals made Ashore and Afloat - Postponement:

SI 7.2 Starting Sequence of First Races of First Day:

SI 10.3 Location of Race Office:

SI 5 Location of Signals Made Ashore (if applicable):

Additional Sailing Instructions and local rules **SI 14**



Hansa Class UK National Championships Prize Giving Form

Host Club:

Event Date:

Class	Place	Sailors Name(s) Please include first names of helms and crews. This helps to make everyone feel equal.	Club	Perpetual Trophy Yes/No
Hansa 2.3	First Place			
	Second Place			
	Third Place			
Hansa 303 One Person	First Place			
	Second Place			
	Third Place			
Hansa 303 Two Person	First Place	Helm ----- Crew		
	Second Place	Helm ----- Crew		
	Third Place	Helm ----- Crew		
Liberty	First Place			
	Second Place			
	Third Place			
Liberty Full Servo	First Place			
	Second Place			
	Third Place			
Please list any other prizes awarded and what they were for:				

Hansa Class Association (UK)

Application for Membership

Membership of the Hansa Class Association UK is open to all Hansa/Access sailors, helpers, supporters, sponsors and anyone with an active interest in fully integrated sailing.

Membership of the HCA(UK) is currently free.

I would like to apply for membership of the HCA(UK):

Name:

Address:

Postcode:

Telephone:

E-mail:

Local Sailing or Sailability club with which you are involved (if applicable):

I am an/a:

(Please tick as many as apply)

Hansa/ Access Sailor
Helper
Supporter
Sponsor
Other

Signed:

Date:

Please return this form to:

Ron Sawford
Secretary HCA(UK)
97 Gotch Road
Barton Seagrave
Northants, NN15 6UF

tel: 07710 527536

email: Ron.sawford@btinternet.com

Hansa Class Association (UK)

Hansa Event Feedback Form

If you have any feedback on ways in which we (the HCA(UK)) could better assist the host clubs in running Hansa racing events, please could note these below and return them to us with your completed results forms. Your comments and suggestions would be appreciated. Thank you.

Return to:
Ron Sawford (Secretary HCA(UK))
97 Gotch Road
Barton Seagrave
Kettering
Northants
NN15 6UF

NOTES

NOTES

NOTES



hansa

CLASS ASSOCIATION UK



HCA(UK) Secretary
Ron Sawford

Tel: 07710 527536

Email: ron.sawford@btinternet.com