Handbook SSLA – Edition 2025

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The intention of this handbook is to have major information available for all involved parties at Swiss Sailing League events with the race format of **Umpired Fleet Racing**. It is a guideline for race officials, sailors and others involved. The newly launched 2K Club Team Racing in the format of **Umpired Team Racing** is <u>not yet incorporated</u> in this handbook.

The content refers to events organised by the Swiss Sailing League. The points listed are mandatory to be considered by the related parties. We expect that persons involved know the content of this handbook and act accordingly. The objective is that all SSL events are conducted most identically thus most clarification is possible.

The Swiss Sailing League Association is the OA (Organizing Authority) for all SSL League events (exception: Swiss Sailing is the OA for both the Super and Women Super League), thus ultimately responsible for the success and problem free event procedures. The manual is intended to assist sailors, race officers and their teams, organisers, etc.

We recommend reading it carefully before the event.

Validity: All race officials working at an SSL event are required to apply the procedures and operations as described in this manual, provided as they do not contradict the applicable rules.

Modification, tips, errors, proposals: please report it via E-Mail to Markus Blaesi at Swiss Sailing League Association (markus.k.blaesi at swisssailingleague.ch).

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CONTENT

1. News 2025

The following subjects and points are new or different compared to the previous year:

- At the General Assembly 2024 (23.11.2024), the **SSLA Policy** Statement for Umpired Fleet Racing events in the League was accepted and published (in m2S, ONB). The rules are mandatory. A copy of it you find in **chapter J**.

- The "Identification of boats scored OCS – Communication with Umpires" process is now mandatory for the Race Management. The process is described in **chapter K**.

- **Paring list**. For both the SSL Series and SSL Women Series, the pairing list consist of 200 races. As soon as this number is reached, SSLA creates a new list starting with race No. 201.

  It is planned to elaborate the pairing lists with a "Paring List generator", being developed by a mathematic student. The pairing list of series shall not be changed during the whole season.

- **Gold and silver fleet – at Cup Events**. In order to make events with large differences in performance more interesting for the participants, the concept of split the fleet to a gold and silver fleet may be implemented. Actually, SSLA has not yet decided whether it will be implemented already in 2025, and at which event (Cup)

- **Crew Changes effected by Sailors**. Started as a pilot in 2024, it was decided by the General Assembly to implement as of 2025 that Crew Changes will be carried out by the sailors. It means, they are piloting the crew exchange boats (usually RIBS). Consequently, more information at the check-in is requested. @Person in charge: please check before the event the driving licenses and insurance coverage of your teammates and compile the form "Appendix Y CREW CHANGES carried out by SAILORS – QUALIFICATION (CCQ)". It can be downloaded from the ONB. Example. See chapter L.

- **Crew Change Zone.** As of 2025, sailors shall go in the green zone (to port from the boat's perspective) for a crew change when no problems with the boat exist, whereas going starboard (red zone) in case of a problem (Lima flag). The boatman will wait in the red zone, whereas the crew change boats are waiting in the green zone.

- The recurring problems with the colour recognition of the orange and yellow flags for sighting the windward buoys have come to an end. The **Foxtrot (F) flag** is now used for the orange windward mark and the **Yellow (Q) flag** for the yellow windward mark.

- It is the intention, to provide **"Live-Streaming"** of the races with GoPro's from one or 2 boats.

- **Security Concept.** It is mandatory that every event organiser is providing a Security Concept and assigns the function "Security Officer" to a person. The day before the event, the organiser and the SSLA EC go through and determine who will inform the sailors at the briefing.

- As of General Assembly 2024, the new formed **SSLA Technical Committee**, led by Fabain Meier, is in charge to all "technical issues" (boats, Ribs, material). The team is being set up, and further information and instruction will follow and implemented in this Handbook if necessary (examples: use of gennaker bag).

- For all the lakes that have implemented a system for boat registrations "**Ship reporting and cleaning obligation**" related to the Quagga issue, SSLA will register the boats to be

delivered to an event. In consultation with the club organising the event, the permits for the launching of the boats are then organised and carried out.

- At most of the SSLA events there are now **6 Umpires in mission**. It means, a total of 3 RIBS shall be made available for the umpires.

- At many events in the season 2025, there are **two boatmen** in charge.

- SSLA has purchased 8 new Jibs for the season 2025. They will be used mainly in the "higher" leagues.

- Last Warning signal last day. The SSLA Annual General Meeting 2024 has decided that two 'boatmen' will be available at certain events in 2025. The last warning signal will therefore be moved to 16:00. The prize-giving ceremony should take place at 17:15 at the latest, even if not all boats are ready for departure.

SECTION A: Event Organisation

1.1 SWISS SAILING LEAGUE ASSOCIATION (SSLA)

1.1.1 Event Coordinator SSLA

At every event, a designated person of SSLA in the function of "SSLA Event Coordinator" (SSLA-EC) will usually be present from Day-Zero (the day before the first racing day) until the last day of the event. He/she represents the OA, except for Swiss Sailing Championships. It means, directives given by this person shall be followed both ashore and afloat. The SSLA-EC supports the event organiser and race management with jointly agreed activities (e.g. recording race results).

1.1.2 SSLA Principal Race Officer

This function is the contact person for Race Management issues. The responsible person for 2025 is Hubert Telfser, E-Mail: hubert@vtxnet.ch, Phone: +41 79 253 56 75.

1.1.3 SSLA Principal Chief Umpire

This function is the contact person of the Chief Umpire (and his team) for specific questions and decisions making regarding the Umpiring. The responsible person for 2025 is Adrian Bauder.

1.1.4 SSLA-Services before the event

1.1.4.1 Manage2sail / Official notice board (ONB)

SSLA takes care of the registration of the teams and preparations. All relevant information will be uploaded to the ONB such as NoR, SI, pairing list, SA (Sailing Agreement) and documents provided by the event organiser (e.g., safety concept). SSLA assigns access and update authorisations to the RO (or a designated person) for every single event, if requested.

1.1.4.2 Manage2sail / Pairing list

SSLA creates the pairing list according to the rules determined in the NoR, and the races are recorded in M2S – ORM, so that the result registration will be efficient. The pairing list will also be forwarded to TracTrac, for every event, so that the tracking can be activated by the SSLA EC and the tracking will be live.

1.1.4.3 Pre-Event checks & works by SSLA

On time registration. A team shall register in M2S with the crew listno later than 7 days prior to the first racing day of that event. The penalty for registering the crew list later than 7 days prior the first racing day shall be 3 points in the first race of the event. See chapter 1.12.2.

Rejection of a team's participation at the event. If a team does not register with the crew list by no later than 3 days prior to the first racing day, the OA shall reject the registration of this team. See chapter 1.12.3.

Swiss Sailing membership of the sailors. SSLA checks that each crew member has a valid Swiss Sailing membership card for that club.

Sailors exchange between SL/CL and Farm Team in PL. In order to allow more flexibility, especially if a main team is short of crew or a coach or other person participating in a main team

would like to support the development of the club's farm team, the following rules will apply from 2025:

- A crew member of a main team is permitted to participate as a crew member of the club' farm team once per season.

- A crew member of a farm team is permitted to be a crew member of the main team of the same club, once per season without any further restriction. Such a crew member shall not be a crew member of the farm team again, if registered as a crew member of the main team of the same club a second time.

SSLA maintains a list of persons of clubs that sailed in more than one league.

1.1.4.4 Security Concept

SSLA is uploading the received Security Concept by the event organiser to the ONB.

1.1.4.5 Contact Event organiser with the registered teams

In case the event organiser wishes to contact the teams before the event (e.g., asking for a dinner registration, or providing additional information not listed in the SI, such as parking places), SSLA shall be contacted. The e-mail addresses from m2S will be provided.

1.1.4.6 Boat registering - Quagga

The non-native quagga mussel is spreading in Switzerland and affecting lake ecosystems. There are currently different cantonal regulations on what must be done when boats are put into and/or taken out of the water.

All SSLA sailing boats, ribs and robotic marks must be cleaned in accordance with the legal requirements when launching or at the latest before launching at the new event location.

SSLA is registering all the sailing boats and RIBs when cantons of lakes require mandatory a boat registration and approval related to the quagga issue before launching a boat in the lake. SSLA will forward the related documents to the SSLA-EC and the check with the event organiser about the approval process before launching. The SSLA-EC is the contact person for all related to the the "Ship reporting and cleaning obligation".

1.1.5 Services at Day-Zero

Day-Zero means the day before the first racing day.

1.1.5.1 SSLA Van

The van is a temporary deposit of SSLA materials (e.g., sails, radios, flags) that are needed at SSLA events. The van must be located near the water for direct access by the boatmen and SSLA-EC.

1.1.5.2 Transport of boats, trailers, ribs

The transport of the various items and material to and from the event location will be organised by SSLA. As principle: The items will be transported to specific car parks as of the evening of the previous event until the Day Zero of the current event. Parking and access will be agreed with the event organiser.

1.1.5.3 Event material

Material for the land organisation will be provided by SSLA, such as sponsoring wall, flags of SSLA and sponsors. A mobile loudspeaker set with microphone and a whiteboard will be provided for better communication during briefings, debriefings and award ceremonies as well as for announcements.

1.1.5.4 Material for the race office

SSLA is providing Club-Pads, Club-Bibs, Check-in list of the teams, other related documents (e.g., compiled Sailing Agreements and Declaration of Consent – Parental Form). In addition, 20-25 copies of the pairing list (in plastic wrap) to be distributed to teams and officials at check-in. Additional documents can be downloaded from the ONB (manage2sail) of the respective event.

1.1.5.5 Material for race management

- 14 radios (4 Crew Exchange, 2 Umpires, 1 Boatman, 1 SSLA-EC, 2 RO, 4 reserve) inclusive battery recharging stations.
- Various flags (RC, Umpires, Services, SSL flag, etc.) and sticks. Details see chapter 1.9.2.1.
- Tablet / board with "Flag C" and Foxtrot flag on the front, and "Flag C" and yellow flag on the back; will be provided for the race committee for course change announcement for the second leg. Other necessary flags will be provided for the race management such as flag Whiskey, November, X-Ray, AP, Alpha, Hotel etc.
- Tracker devices and battery chargers.
- White board for result service incl. pen and cleaning material.
- Race Officer tools like anemometer, horn, compass, time-keeping devices.
- Race Numerator: to be attached to the stern of the signalling vessel.
- SSLA Tablet of the SSLA-EC, with battery buster, cables, and handbook.
- First-aid kit (to be put on the signalling vessel).

1.1.5.6 Material for Mark Layer (ML)

The RoboMark trailer stores all the material required for the RoboMarks. This also includes a tablet, with battery (power bank) and cables. SSLA does not provide "traditional" buoys.

1.1.5.7 Material for the Umpires

Flag sets (black, green/white, OCS, and red) and spare sets. Flag "Umpire" for the RIBS plus sticks (incl. spare sets). Additionally, the pairing list will also be distributed. The SSLA will provide a mobile speaker set with microphone, a whiteboard and magnetic model boats for the debriefing sessions.

1.1.5.8 Material for boatman

Flag M and Flag "Service" for the RIB plus stick to be attached to the boat.

1.1.5.9 Individual aterial

The race management is responsible for personnel items required to fulfil its tasks, such as a knife, timers.

1.1.5.10 Tracker Assignment

Prior to each event, SSLA creates the pairing list in manage2sail so that the race results can be easily recorded in manage2sail's ORM – "Online Result Manager", and the intermediate and final ranking lists can be published periodically. The pairing list is also listed in TracTrac as the tracking system used. On behalf of the SSLA-EC, the boatman will attach the tracking units on the four robotic marks and the 8 J/70 boats.

1.1.5.11 Event Skipper WhatsApp groups

SSLA has set up various WhatsApp Skippers Groups for SL, CL, PL/QF, WSL, WCL and the Youth, Master and Heidi-Cup. These groups include the skipper / responsible person of every club team, the boatmen, SSLA-EC and other persons. It is an important communication medium for event related information purposes. It is not a substitute for race information as defined by the SI and other regulations. Following a list of WhatsApp Skippers Groups:

> SSLA Skipper group SL
> SSLA Skipper group CL
> SSLA Skipper group PL&QF
> SSLA Skipper group Women SL
> SSLA Skipper group Women CL&QF
> SSLA Skipper group Youth Cup
> SSLA Skipper group Master Cup
> SSLA Skipper Group Heidi-Cup
> SSLA Skipper group 2K TR
> SSLA Skipper group SSL Cup

1.1.5.12 Race Office – Check-in room

The SSLA-EC and the event responsible of the club determine the place for the Check-in and then storage room for material used during the event.

1.1.5.13 Robotic Marks

SSLA-EC is setting up the Robotic Marks in a professional manner, together with the boatmen, bring batteries and tablets to the race office to be loaded up.

1.1.5.14 Dinner and Food issues

- The SSLA-EC has dinner with the boatmen, and the umpires that arrive the day before the racing day, at the cost of SSLA.

- The SSLA-EC checks with the event organiser the dinner on racing days (e.g., vouchers for the umpires and boatmen) and the lunch bag organisation.

1.1.5.15 Security Concept

The SSLA-EC shall meet the dedicated Security Officer of the event and discuss the Security Concept. The related task (SSLA-EC, Event organiser, Race Management) shall be addressed and it must be determined who is going to inform the sailors (best is if that is done directly by the designated security officer).

1.1.5.16 Crew Change System

SSLA-EC shall check with the Race Management the entire Crew Change System (boats at disposition, flagged, radio, communication briefing, pilots, etc.).

1.1.5.17 Final Quality Checks

The SSLA-EC is carrying out quality checks so that all is ready for the event. Together with the boatmen the boats and Ribs, and Robotic marks shall be reviewed (e.g., flags, petrol and petrol management in place). Land Pole (or defined place) for hissing the AP-flag on land. And many more issues.

1.1.6 Check-in (1st racing day)

The check-in is carried out by SSLA-EC together with a nominated person of the event organiser. More details, see chapter 1.2.3. and the following articles.

1.1.7 Photograph, Video, Live-Streaming

For each event it will be defined together with the organising club whether SSLA will provide a photograph, video man/woman or the club does. In case SSLA intends to set up a "big" Live-Streaming (together with Wacker TV), the organising club will be informed about the task at an early stage; in that case additional meetings with the producer company shall be arranged in order to plan the event thoroughly.

1.1.7.1 Requirements for photographers

At the briefing of the SSLA-EC with the photographer, the focus of the shots to be taken is determined. In addition to the artistic freedom granted to each photographer, at least 1 or 2 photographs of each participating team, of the sponsors on the water and on land, as well as of the Umpires, the Boatman, and the Race Committee. Volunteers will also be photographed during their work.

1.1.8 On going Event Services SSLA-EC (OA)

1.1.8.1 Substitution of a crew member

When a registered crew member is unable to enter an event or to continue in such an event, the OA may authorize a substitute or a temporary substitute.

SL, CL or WL: Any substitute shall meet the requirements according to the NoR in case of substituting a person in charge.

PL, PL-QF or the various Cups: A substitute shall meet the requirements of the NoR in case of substituting a person in charge. However, the OA may authorize one substitute per team that complies with other specific rules as described in the NoR.

1.1.8.2 Crew substitution "special"

Sickness or special reasons of absences on race days of persons in teams. Valid only for Promotion League, Women Challenge, Master Cup, Heidi Cup and Youth Cup. To manage situations where a crew member is unable to participate in a race due to sickness or unforeseen circumstances, the team skipper may find someone to replace that person and seek approval for the change from the OA of the event. The person to be replaced need not be a member of the

same club, and a member of another club may be the replacement, subject to approval from the OA at the event. The crew exchange will be registered and published in M2S by the SSLA-EC.

1.1.8.3 Official communication – briefing next day

By 20:00, the SSLA-EC will publish an official notice in M2S (ORM) on behalf of the Race Officer if the briefing time is changed to the next day.

1.1.8.4 Organise, supervise and make infra ready

SSLA-EC makes sure that

- the robotic marks are ready for the event (batteries, trackers, tablet)

- the trackers units are set on the boats and the robotic marks

- the radios for the essential communication are distributed / taken. Take a reserve radio with you on board.

- after the event (not last racing day), all the used radios are put back to the charging units

- after the event (not last racing day), all the robotic mark batteries are brought to the race office for loading up the batteries. Also, the tablet and related items (power bank) shall be put in the race office to be charged.

- the tracker units are being brought to the Race Office for charging, if necessary. Checking the battery loading status in the trac-trac system.

1.1.8.5 Be member of the Race Management

The SSLA-EC usually is being member of the signalling vessel crew, most likely covering the following tasks:

- Manage the trackers (starting, putting in sleeping mode, etc.)

- Registration results (manage2sail), publish the results now and then

- Command the robotic marks

- Supervise the work and actions at the event

- Support Boatman in case of damage management

1.1.8.6 Contact with Principle Race Officer

SSLA-EC can always contact via WhatsApp group "SSLA EC" the members of the board, and in particular Hubert Telfser, in case there are questions, uncertainty or special incidents.

1.1.9 After the last race of the event

The following task will be organised and carried out by the SSLA-EC:

- Finalise the event ranking and publish it.

- Support the boatman if necessary

- Supervise the packing of the robotic marks

- Check for completeness trackers and radios

- Collect all the flags, basically all the material you provided

- Banners, etc.

- Actualise the annual ranking list.

- Collect the bibs for washing

- Collect the club pads and stow them in the van, usually a grey box is used

- Write a text for SSLA Update, or provide article and photos on Sunday evening/Monday to be published.

1.2 EVENT ORGANISER

1.2.1 Responsible

For each event, the organising club appoints a responsible person as main contact person for SSLA. The designated person shall be present from the Day-Zero (the day before the 1st racing day) until the end of the event, or according to the specified availability.

1.2.2 General Services ashore

Attention: the following list may not be complete. These services shall be provided by the event organiser.

Room for Battery recharging and tools. Before the event and after the races (every day), the tracker units, radios, SSLA-EC tablet, battery power banks, Robotic Mark's Android-tablet, hub-box, and other batteries must be brought ashore to be recharged.

Catering services. On the days of regatta, the organising club will provide lunch bags and mineral water for the umpires, Race Management team, the boatmen and the SSLA-EC. These costs go on behalf of the organising club.

Sailors' Dinner. It is very welcome that the event organising club plans dinners at the expenses of the sailors, while the meals for the umpires, the Race Management team, the boatmen and the SSLA-EC are at the expense of the event organiser. The event organiser can prepare a document that is distributed to the participants before the event (e.g., how many people, selection of menu, price, etc.). It is requested that the prices for the dinner are decent and not going over CHF 30.00.

Volunteers will help to get everything ready for the event at Day-Zero and will help pack up at the end of the event.

The participants (i.e. the sailors) in SSL events greatly appreciate being able to enjoy a free **Dock Beer** at the end of the regatta days (except on the last day of the regatta).

A **room** or part of a room shall be made available for the **Umpires**.

Room for doping control. In case the doping control agency is going to check sailors at SSLA events, they probably only contact the president of the event organising club.

1.2.3 Check in teams

It shall be done by a person of the event organiser together with the SSLA-EC. The following actions must be done:

- Check with the responsible sailing team that the data of the listed persons (print out of manage2sail) are correct and present. The registration list will be provided by the SSLA-EC.

Modifications shall be immediately updated in the registration list and in Manage2sail. The responsible club team present signs the registration list.

- All-women teams and youth teams shall declare the number of crew members sailing for the event (4 or 5). This number cannot be changed later and shall be noted on the registration list. The SSLA-EC checks this with the Race Officer from time to time whether the teams comply with the determined number of crew.

- Verification by SSLA-EC that the skipper of the registered club has submitted the signed Sailing Agreement (SA) form containing the "Irrevocable Payment in case of a damage" clause.

- Verification by SSLA-EC that all required Declaration of Consent – Parental Form" (DoC) (when younger than 18 years) are available at check-in.

- Verification by SSLA EC that the person in charge has a boat skipper license for sailing boats as required under Swiss federal law.

- The skipper (responsible club team) at the event is part of the "Event Skipper WhatsApp group". Check the phone number and add or update.

- The skippers shall announce to SSLA-EC any crew changes during the regatta days (must be approved by the OA and published in the ONB M2S).

- SSLA-EC will check and mention if a member sails in two leagues. Each time a team changes crew, the special control list of SSLA-EC will be taken into account.

- SSLA-EC will check the compiled form 'Crew Changes carried out by sailors – Qualification (CCQ) 2025'. It will be explained where the boats are parked and that is makes sense that the dedicated crew members (piloting the Ribs for crew changing) get familiar with the boats.

- Handing out the 2 Club-Pads and the 4-5 Club-Bibs to every registered club/team.

- Handing out a plasticized pairing list

- Sale of dinner vouchers.

- Submission of any further documents to the skipper.

- SSLA EC rejects teams that do not come to the event. The paring list in m2S will be modified.

- SSLA EC makes sure to add penalty points in case of late registration, according to NoR.

1.2.4   Check in umpires, boatman, others

- The umpires, the boatman and the SSLA-EC also go through a check-in. SSLA-EC hands out appropriate material (e.g., flags, pairing list) and dinner vouchers.

- SSLA-EC explains to the umpires where their RIBS are parked.

1.2.5   Services afloat ("water")

The organisation afloat is the solely responsibility of the event organiser. The concept shall be approved by OA.

1.2.5.1   Necessary boats (summary)

For a successful SSL event the following boats are required:

1 x Signalling vessel (Race Officer)

3 x RIB for the umpire teams (at certain events, only 2 umpire boats are requested)

1 x RIB for the boatman SSLA (the boatman is also viewing the start line from the pin end)

3-5 x RIB for crew changes (depending on the number of teams participating in the event)

SSLA is providing three RIBs. The capacities are as follows:

RIB 1	Joker Clubman	12 places incl. pilot
RIB 2	Brig Falcon F570L	11 places incl. pilot
RIB 3	Joker Coaster 470	08 places incl. pilot.

Together with the event organiser, the SSLA-EC decides which RIBs will be assigned to the umpire teams.

An additional Rib / motorboat shall be planned for photographs and video persons.

Big Live-Streaming events (with Wacker-TV) require additional resources.

The petrol service shall be organised in such a way that a secure usage of the Ribs and other boats is guaranteed. After the event, the Ribs of the SSLA shall not be filled up with petrol.

1.2.6   Crew Exchange

Basically, crew exchanges will be performed by the sailors (qualified pilots). In case there are teams without pilots that fulfil the SSLA requirements (Licence Cat. A and corresponding liability insurance), the event organiser is requested to put pilots for the crew exchange at disposition.

According to the pairing list, the teams always sail on a different boat and against other teams. The race committee must supervise an efficient crew exchange during the racing days. As a rule, 3-5 RIBs are required (depending on the person transport capacity). The drivers report to the Race Management. Instructions and responsibilities shall be discussed prior to the event by SSLA, RO and sailors.

When a crew change is completed, the RO must be informed by radio "Crew Change Boat [1-4] completed". When all crew exchanges are executed, the countdown of 3 minutes before setting up the warning signal initiates.

The "CREW CHANGE" flag must be attached to the Crew Exchange boats (SSLA will supply flags and sticks).

SSLA and the event organiser verify the crew exchange system on time (e.g., have all the teams a pilot ? is the organising club at disposition to give the Ribs in the hands of sailors? etc.). The SSLA-EC checks on Day-Zero the final implementation.

It is crucial for the success of the event, since fast exchanges do maximise the numbers of races.

1.2.7   Anchored signalling vessel as mark

As policy, SSLA is wishing not to have a signalling vessel that is used as mark. However, if it makes sense, the following rules have to be followed:

0.1.   Inform SSLA a couple of weeks before the event about this request.

0.2.   Positioning of the anchored Signalling Vessel: it shall be on the port end! Boatman will make "pin-end" control on the port side.

0.3.   The signalling vessel shall be protected on the port and stern side with fenders.

~~0.~~4.   The checking for early start (OCS) shall be the placed pink flag on the pole as the point of reference on the signalling vessel. The tracker must be placed on the pole where the pink flag is set.

1.2.8   Other than SSLA Robotic Marks

When not racing with Robo Marks of the SSLA. The race management must inform the Principle Race Officer at least 1 month before the event. Consequently, an amendment (or inform on time before publishing the SI of that event) shall be published.

1.2.9   Information and Communication

SSLA warmly proposes that the organising clubs inform the local and regional press, radio and TV stations about the event in good time. It should be explicitly suggested that the club, together with SSLA, offers that people from this environment can participate on an umpire boat or on the signalling vessel during the regattas and thus receive a special event.

1.2.10 SSLA Tent

SSLA will deliver a tent in the van on request. The dimension is 5 x 10 metres. Assembly and dismantling are the responsibility of the event organiser. SSLA does not charge any fees for its use. Please communicate in good time.

1.2.11 Signals made ashore

At least before publishing the Sailing Instruction, the event organiser is requested to determine the place of displaying the "Signals made ashore" and inform SSLA's Principle Race Officer.

1.2.12 Approve Ship cleaning - Quagga

Before launching the boats, the dedicated person of the club shall approve the cleaning efforts of SSLA for the boats and give its okay. In case of problems, the boatmen and SSLA-EC will be at disposition for further support and explanation.

1.2.13 Skippers' Meeting

The procedure and order at the skippers' meeting of SSL events are structured as follows:

1. Host (Event organiser)	Welcome. Probably only at first meeting
2. SSLA-EC	Thanks to the organising club and sponsors. Inform about check-in issues. Announcements also for other events, transport issues, etc.
3. Race Officer	Every day. RO probably opens the skippers' meeting at the second (and third) day.
4. Chief Umpire	Every day
5. Boatman	General points relating to the boats. Only on the last day, information about the preparation of the boats for transport.
6. Security Officer	Brief info on the first briefing of the event

1.2.13.1 Information Last Event Day - organisational aspects

At the last skippers meeting of an event, the event organiser, in cooperation with the SSLA-EC and the Boatman shall give clear instruction, on who has to do what. The following points have to be checked and communicated:

a) in case of hauling out the boats, how is the organisation planned

b) in case the boat remains on site, not to haul out the boats, but how to prepare them.

c) in case, the sails need to be changed: how will it work (boatman)

1.2.13.2 Boat hauling out – prepare all to leave the event venue

The basis for the instruction is the document "Guidelines and directives for teams using the Swiss Sailing League J/70 Fleet boats 2024".

This procedure will be briefly explained at the skippers meeting,

a) In principle, the teams using the boats in the last race shall prepare the boat and go to the crane station and prepare the boats according to the guidelines.

b) These teams also prepare the boats for transport after hauled out. They can count on the support of other teams. The boats must be securely packed and tied up for transport

c) The tasks of the teams that did not sail in the last race are divided as follows:

a) One team works to bring the sail boat trailers to the crane station. In case the boats will be hauled out via a slipway, these teams also take care of this this process, using the SSLA Van and/or another car.

b) One team shall take over the boatman's RIB #3 [Joker Coaster 470] as soon as the boatman is back from the lake, collects the robotic marks from the water and brings them to the designated place (near the crane). Hand-over the marks to the team, responsible for the RoboMarks. The team then places the corresponding Rib-Trailer (#3) near the place, prepare Rib No 3 to be hauled out, place the rib correctly on the trailer, and prepare the rib and trailer for transport.

c) One team is responsible for the RoboMarks. This team is responsible to place the Robotic Mark trailer for stowing the robotic marks near the water. It is important to pack the marks according to the instructions.

d) Two teams take care of the other 2 SSLA Ribs (whether they are used by the umpires or for crew changes). The Ribs are: RIB 1 Joker Clubman, and Rib 2 Brig Falcon F570L. This team is also responsible to place the corresponding trailers (No 1 for Rib No 1, and No 2 for Rib No 2) near the place where the ribs are hauled out. Afterwards, the two Ribs shall be prepared to be hauled out, place the ribs correctly on the trailer, and prepare the ribs and trailers for transport.

e) One team is at the disposal of the boatman who will assign various tasks to this team individually.

f) One team is at the disposal of the SSLA-EC, to pack all the organisational stuff, like radio, tracker, flags, etc., and stows them in the SSLA Van.

7.1.11.2.14   Event Valid or not

An SSL event is void when not every team has scored 2 completed races.

7.21.3 EVENT INFO UPDATE

SSLA-EC provides information before, during and after the event. More details about these services: see chapter 0 SECTION E: Event reporting / informationSECTION E: Event reporting / information.

7.31.4 FINANCIAL COMPENSATION

SSLA will reimburse the event organising club a lump sum of CHF 2'500 for a 2-day event, or CHF 3'000 for a 3-days lasting event, after the event organiser has issued an invoice.

SSLA organises the accommodation for the umpires, boatmen and SSLA event coordinators. It covers the cost of accommodation, transport to and from the event, as well as the dinner cost if they arrive on Day-Zero.

In case the event organiser provides a capable person to help set up the boats on Day-Zero, SSLA will pays a lump sum of CHF 400. However, as of 2025 we will have 2 boatmen and this service shall be agreed between the event organiser and SSLA several months before the event.

7.41.5 PLANNING AND SETTING UP AN SSL EVENT

Each event for the following year is usually fixed by spring of the current year and discussed with the organising clubs. The regatta calendar is published via an update and entered in manage2sail by the summer.

The event organiser shall have a clear understanding how it will organise a league event.

The SSLA prepares a memorandum of understanding (MOU) for the event organising club in good time so that the club can plan the key points and inform SSLA. In addition to the provisional programme, the MOU also includes organising the assignment of parking places for the delivery of the boats and RIBs before the event (accessible 7x24), launching method (crane or via ramp), parking the boat and Ribs on the lake, cooperation at the preparation days, appointing the race officer and his team, hosting the guests (sailors), and many other points up to making the boats available for transport after the event.

Only the essential points are briefly explained in this chapter; the details are part of the MOU. For larger events, it is quite possible that the SSLA will draw up a contract with the organising club.

7.4.11.5.1 Flow diagram - Milestones

This general timetable describes the milestones in the organisation of the event.
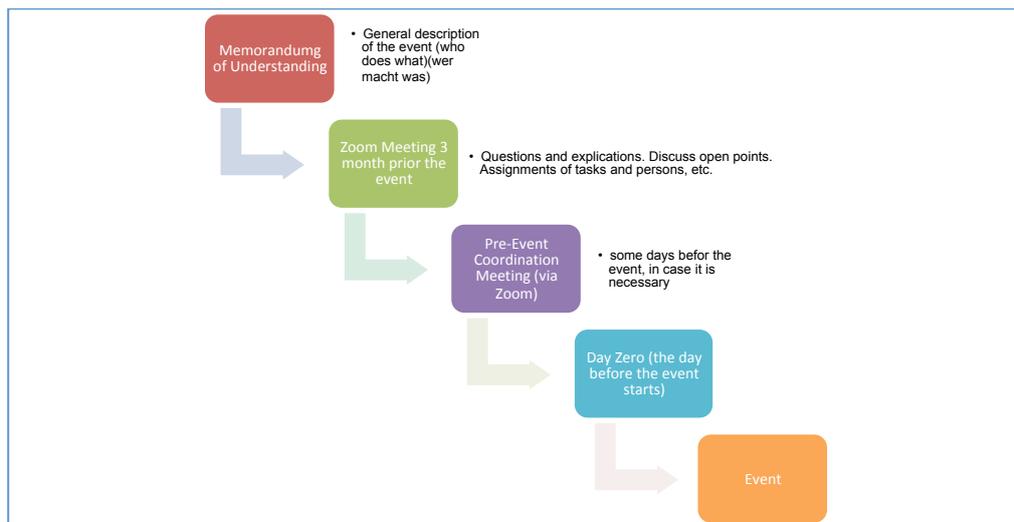
7.4.21.5.2   Duties, responsibilities, services

Both parties have obligations and services which are explained in this document.

7.4.2.11.5.2.1 SSLA

Documents: SSLA publishes on time the documents such as

a) Notice of Race (NoR)

b) Sailing Instruction (SI)

c) SSLA Handbook: Highly recommended to read, especially for the event organiser and Race Management regarding who does what, what expectations the SSLA has of the organisation on land and on the water, for example.

SSLA prepares and publishes all official documents. The registration of teams is being supervised by SSLA. The check-in procedure is being done by SSLA-EC together with a person from the event organiser. Basically, all documents are published in manage2sail in good time and can be accessed and printed under the relevant event or from the ONB (m2S): Swiss Sailing League 2025 Registration Information Overall Ranking manage2sail.

For the sailing instruction the event organiser provides so-called "local" information before the publication. If requested, SSLA can forward e-mails to the registered teams.

SSLA staff. SSLA is assigning the boatman (one or two) for the event and is providing relevant information. The boatman (possibly 2) is physically present one or two days before the event starts until the end of the event. To support the event organiser and setting up various items, the SSLA-EC will be physically present from the day before the start of the event (referred to as "Day Zero") until the end of the event.

The Principal Chief Umpire is assigning the umpires for the event in good time.

7.4.2.21.5.2.2 Event Organiser

Organisation. The planning and the logistics of an SSL event require a good management team and sufficient manpower (volunteers) for the organisation both on land and especially on the water.

Situation plan. Where to park the boats and Ribs, the Robomark Trailer and the SSLA Van before the event; access 7x24? Where and how (crane, ramp) are the boats launched? Where to park the J/70-boats and RIBs in the water (buoy, parking slot)? Where to park the empty trailers during the event?

Robot buoys are set up, should be placed on a buoy or taken out every racing day, or is there a secure place in a harbour ? The SSLA van shall be parked near the water front, with easy access for the boatman during the event.

Where is the Race Office? Is there a room for the umpires? Where stay the sailors when not racing? What about the tent? (SSLA has one 10x5 meters).

Providing Lunch bags for the officials and volunteers? Where shall the sailor's dinner take place? Drinks during the day? Toilets and changing rooms?

The day of departure: who is bringing the trailers near the crane / ramp? Where and for how long can the trailers with the boats be parked before departure? When will the tent be deinstalled? These are some of the questions to be answered and clarified.

Clubhouse / Venue. The host club must be able to accommodate up to 70+ sailors, depending on the event. Example: 16 teams present = 16 teams x 4.2 persons), + umpires (6, or 4), + race committee (4-6), + SSLA-EC (1), the boatman (1-2) and volunteers.

A meeting point/room/place for the race committee and the umpires as well as for the SSLA material (e.g. radios with charging stations, batteries for the robot markers) must be available.

Staff. At Day-Zero (or even the day before Day-Zero) the boatmen will arrive and set up the boats. It may be requested that volunteers of the club help, in particular when craning (person with a license). The boatmen need to know where the boats (sailing and Ribs) can be parked, and where the Robotic Marks can be set.

Person assignments to the functions:

- Race Management.

  Chief Race Officer (head of the race management)
  Time-Keeper (timekeeper)
  Flag Setter
  Mark Setter (buoy setter)
  Results (arrivals, penalties) and result registrations

- Security Officer

- Quagga Boat cleaning expert, to release the okay for launching the boats.

On the water the boatman reports to the Race Officer and ashore to SSLA-EC.

Setting up flags, banners, together with the SSLA-EC.

Who is doing the check-in together with the EC-Coordinator.

Kitchen-Services – Lunch bags – Catering – Drinks – Dock beer.

Make a team list as you do for any event.

~~7.4.2.3~~ 1.5.2.3 *Generic Provisional program*

The program will be determined both by SSLA and the event organiser. Many issues determine the program. Usually, the program is set as follows:

- Thursday and Friday

Thu 1200	1 or 2 boatmen with the help of the event organiser set up the boats (J/70 and Ribs of the SSLA)
Fri 0800	Set up SSL tent (only if necessary)
Fri 1100	Robot buoys are set up, will be placed on a buoy/ secure place in the harbour
Fri 1100	Set up SSLA - material in the regatta office (trackers, radio, charging batteries of the buoys, etc.), Setting up the sponsoring wall ashore.
Fri 1500	Petrol for the Ribs, prepare the signalling vessel for the event
Fri 1800	Everything is ready for the event

- Friday /Saturday

0930 - 1030	Race office open, registration confirmation
1030	Skippers briefing
1130	1st warning signal
	After race Dock-beer
	Debriefing with the umpires
	approx. 1930 Sailor's Dinner

- Sunday

0830	Skippers briefing
0930	1st warning signal
approx. 1600	Latest time for warning signal
	followed by hauling the boats, Ribs, Robotic Marks and getting them ready for transport. All equipment in the van.
approx. 1715	Award ceremony

~~7.4.2.4~~ 1.5.2.4 *Sailboats*

SSLA will transport the sailboats to the car park designated by the event organiser. Delivery (7 x 24 hours should be possible).

On Thursday and Friday before the first day of the regatta, the sailboats will be rigged by 1-2 SSLA boatmen. Launching: crane or ramp? The boats must be parked in a safe place for the duration of the event. Where can the trailers be parked?

After the last race of the event, the participating club teams help to prepare the boats for hauling out and loading onto the trailers so that they can then be transported to the next event. SSLA organises the entire exercise together with the event organiser officials and with the sailors under the supervision of the Boatmen. Attention: thorough washing up as part of the watering out! Keyword: quagga mussels.

~~7.4.2.5~~ 1.5.2.5 *Robotic Marks*

SSLA events take place normally with the SSLA robotic buoys. The trailer with the robotic marks will be delivered at determined days; where can it be parked (7 x 24 hours should be possible).

On Day Zero, the robot trailer must be parked near a ramp or crane so that the marks can be set up and launched. A safe place in the water (harbour) is necessary if the buoys are not hauled out in the evening.

At the end of the event, the buoys will be moved to the trailer provided for robotic marks and stowed away. This work will be done by a sailing team as at every SSLA event. Attention: thorough washing up as part of the dewatering! Keyword: Quagga mussels.

~~7.4.2.6~~1.5.2.6 SSLA RIBs

SSLA will organise the transport of its three (3) RIBs on a trailer to the event organiser after the end of the previous event. They will be parked at a designated place by the event organiser. Delivery (7 x 24 hours should be possible).

At the Day-Zero, the RIBs shall be launched via crane or ramp and parked safely on water. Where will be related trailers be parked afterwards? The RIBs must be refuelled. Currently SSLA has 3 Ribs at disposition.

At the end of the event, the RIBs are packed onto the trailers and transported away; no refuelling is required. This task will be done by an assigned sailor team.

Please note: thorough washing up as part of the dewatering process! Keyword: Quagga mussels.

RIBs for the umpires. It is up to the event organiser to assign the Ribs to the corresponding functions. Fact is that the umpires need good and fast Ribs to do their job. The boats must be filled with petrol and ready for use before each competition day. The umpires attach the "UMPIRE" flag to their dedicated RIBs (the flag and stick are provided by the SSLA).

Crew Exchange - Crew exchange on the water. The event organiser has to set up an efficient crew change organisation during the regatta days. The changeover must be carried out quickly and safely with 4-5 RIBs as a rule. After a change of the teams is completed, the pilot reports the successful change to the race committee. The instructions on the water and the responsibilities will be discussed by SSLA and the race committee before the event. The race committee can only initiate the start procedure once all the required teams have changed, and after 3 minutes giving time for the last crew changed.

The "CREW CHANGE" flags must be displayed on the crew change RIB (SSLA provides flags and poles).

RIB for the Boatman. SSLA delivers a RIB for the Boatman. The RIB must be fully fuelled and ready for use before each day of the event. The boatman will attach the "SERVICE" flag to the Boatman's RIB (the flag and stick will be provided by SSLA). The event organiser decides whether or not SSLA's boatman RIB will be assigned for the Boatman. If not, however, a RIB must be made available with which the boatman can easily reach the boats for any repairs.

~~7.4.2.7~~1.5.2.7 SSLA Van

SSLA has an Iveco bus in which sails, spare parts and other material are transported to the venue. This van should be parked as close to the lake as possible from the first day of the regatta, as the boatman may need immediate access to spare parts during the races on the regatta days.

7.4.2.81.5.2.8 Required boats (summary)

The following boats are required by the event organiser for a successful SSL event, depending on the type of event:

- 1 x starting vessel (race committee)

- 2-3 RIBS for two/3 umpire teams

- 1 x RIB for the SSLA boatman

- 4-5 RIBs for crew changes (depending on how the crew change is organised and what type of RIBs - dimensions - are available).

Note: Refuelling the RIBs is in the responsibility of the organising club (budget), but not at the end of the event.

7.4.2.91.5.2.9 Catering

It is up to the event organiser to organise a dinner on Saturday night. The price should be in the range of 20-30 francs per meal. Sailors must register at check-in, where payment can also be made (system voucher) or, if necessary, directly to the restaurant staff before leaving the dinner.

Advance information via e-mails can be sent out after registration for the event, e.g. publication in the sailing instructions.

Lunch bags. On regatta days, the event organiser shall provide a lunch bag and mineral water free of charge for each of the at least four umpires, the two boatmen and the SSLA-EC coordinator. Of course, the other participants (race team, pilots, etc.) will also receive this service.

The rule is

u)a)   the umpires receive a lunch bag and free drinks (except alcoholic drinks) every day during the regatta at the expense of the event organiser. The event organiser will also pay for the umpires the dinner on Saturday evening (sailors' dinner).

u)b)   The one or 2 boatmen will receive the same services as a)

u)c)   The SSLA-EC will receive the same services as a).

7.4.2.101.5.2.10   Sponsor wall

Shall be place where the briefing and the price giving ceremony will take place. SSLA will bring a sponsor wall that is easy to place and set up.

7.4.2.111.5.2.11   Banners

SSLA will bring banners (from SSLA and sponsors) that are easy to set up. These are to be placed where they are effective.

7.4.2.121.5.2.12   Security concept

The event organiser submits a safety concept to the SSLA, which is then published on the ONB in manage2sail.

7.4.2.131.5.2.13 *Photo and video*

In case the event organiser hires a photographer and/or video man, this is fine and very welcome. The photos and videos should be made available to the SSLA-EC no later than the evening of the event.

The SSLA-EC will also create and publish photos and videos via Instagram and Facebook that are taken on the signalling vessel during the regatta.

In case SSLA is organising a photographer and/or video man, the event organiser will be informed in good time.

7.4.2.141.5.2.14 *Signals ashore*

Are the signals hoisted ashore from a club flagpole? Or from the signalling vessel?

7.4.2.151.5.2.15 *Nice-to-have*

In recent years, the following points have made all participants in SSL events happy:

- After sailing "harbour beer" for all

- Parking spaces for umpires (2-4), boatman (1) and SSLA-EC (1)

- Coffee and cake in the morning, with or without payment

7.4.2.161.5.2.16 *Co-operation with other club(s)*

If this is the case, please inform SSLA and make sure that this is mentioned everywhere.

7.4.2.171.5.2.17 *Venue information*

Name and exact address
Number of toilets (for M, for F)
Changing rooms
Site plan
Racing areas. Possible race areas, obstacles, official navigation routes
Situation plan
Winds

SECTION B: Race Management

The Race Officer (RO) and his/her team are familiar with the Racing Rules of Sailing, the Notice of Race, and the Sailing Instruction of the corresponding Swiss Sailing League event, as well as all further documents associated with the event.

The RO organises the races and ensures strict application of the rules described and is responsible that the teams involved fulfil all the required tasks in the various disciplines (e.g., racecourse setting via robotic marks, race management ashore and afloat, crew exchange, result service, skippers meeting, communication with the umpires and boatman, information about next day racing, etc.). The dispositive with flags M in case of a total failure of the robotic mark system shall be defined and the relevant tasks assigned to the various race management teams.

Attention should also be paid to the functions and processes of the crew exchange. We therefore recommend a briefing before the event.

7.51.6 FUNCTIONS

Below is a list of functions/tasks at SSLA events and their specific duties.

7.5.11.6.1 *Race Officer (RO)*

Appointed by the event organising club. If not experienced, SSLA offers to assist the Race Officer before and during the event. At certain events, SSLA assigns the RO in cooperation with the event organiser.

It is the responsibility of the Race Officer to appoint and assign the persons to the various tasks and duties. The race management list shall be forwarded to the SSLA once stabilised. It is important, that authorized and responsible persons know what to do. The OA may assign additional personnel to the event.

For every race, a protocol with the various relevant information must be recorded.

No AP over H, or AP over A, when there's wind (4 knots), provided that the boats arrive at the berthing place before sunset or 20h, whichever is the latest. This "rule" is binding.

7.5.21.6.2 *Race Committee (RC)*

Consists of persons who perform the SSLA event with all the races and associated tasks.

7.5.31.6.3 *Flag Setter*

Works under the direction of the race officer. Ensures that all necessary flags are available.

7.5.41.6.4 *Timekeeper (TK)*

Is responsible for everything related to time keeping and provides clear and precise information about all timing steps, before and during a race (very important for the start procedure), the duration of the race (e.g., to check the max. race time) and inform the result service about boats approaching the finishing line. Usually, this task counts the remaining time steps during the start procedure (e.g., 20 seconds remaining) loud enough. The counts are to be made via radio for the counter-starter.

For SSLA races the TK must notice the start time, the time of the first boat finishes and the time of the last boat finishes the race.

The first boat shall finish the race within 20 minutes of the start. If not, the race shall be abandoned.

A boat that has not crossed the starting line 3 minutes after her starting signal, will be scored "DNS" without a hearing.

Boats that finish a race later than 5 minutes after the first boat, will be scored "DNF" without a hearing.

Additional time management is necessary, when

- Display flag X (X-Ray) in case one or more boat are "OCS" (on the course side of the starting line at their starting signal) and have not started correctly (duration 3 minutes after the flag has been displayed), it is the RO task to inform the Chief Umpire. Details see "SECTION K: Identification of boats scored OCS – Communication".

- Display flag Foxtrot or Yellow (defined windward mark for the first leg) for 3 minutes; after which the flag shall be removed.

- Display flag B (Bravo) to signal the beginning of the 2 minutes protest time limit.

- Display flag L (Lima) in the protest time period if necessary (add 2 minutes or more if necessary).

Additional time management. An extension for not setting the warning signal is 10 minutes if a boat has a "LIMA flag case". Set the timer. If this time is exceeded, the next start shall begin with the hoisting of the warning signal (all other conditions like wind are fulfilled), regardless of whether a 'Lima boat' is ready or not. See also SECTION J: SSLA POLICY–UMPIRED FL. RACING EVENTS.

We recommend having a spare time keeping system on board.

~~7.5.5~~1.6.5   *Tracking Service (TS)*

At SSL events, the races are displayed by the tracking system TracTrac. TS is responsible that the sailboats and robotic marks (and probably also the signalling vessel when anchored) are equipped with the corresponding tracker units. The SSLA-EC provides a list of trackers that must be allocated adequately on boats and marks. SSLA-EC ensures that the batteries of the tracker units are charged overnight. Spare trackers are part of the equipment of the TS, as well as the SSLA-EC Tablet, battery charger (power bank) and related cables.

The pre-configured tracker software ("pairing list") has to be updated with the starting time for every race and the tracking shall be stopped after the race. In case of an abandonment of a race, it must also be deleted from the tracking system.

In the tracking system the targeted windward marks must be checked and assigned before each race. An assignment to the changed windward mark must be done at every display of flag C.

A team that has not entered an event and consequently does not race shall be eliminated in the Tracking system for the corresponding race.

TS reviews at regular intervals, whether all tracking units on the website of www.tractrac.com are online of the specific event.

Important: before the first race, after the last race of the day, or when a longer interruption of a racing day occurs, the TS shall set all the trackers into a "Sleeping" mode. Only a couple of

minutes before races are resumed, the mode (profil) of every tracker unit shall be set on "Intense (1/15) 11 h". With this measure, trackers may be left overnight on the boats and marks.

7.5.6 1.6.6 *Result Service (RS)*

The tasks with related to the result registration and publication are usually carried out by the SSLA-EC. Before the RO starts a race, the corresponding race number must be set on the numerator of the signalling vessel.

RS notices the race number, the starting and the two finishing times (first and last) of a race onto a whiteboard. Depending to the finishing scores, the clubs (abbreviation) must be noted on the board, as well as possible penalties being imposed before, during and after a race (e.g., DNS, RDG, OCS, DNF, RET).

In case of an OCS at the start, RS shall mark the relevant boat(s) numbers on the result board and deletes the OCS penalty when boats have corrected their starting error.

At the end of a race the result board shall be photographed for security reasons before the whiteboard is attached on the stern (or near stern) of the signalling vessel. Having done this, the RS informs the RO that the results are displayed. The RO will initiate the protest time procedure by displaying flag B for 2 minutes. In case of a change of results (according to umpire's decisions) during the protest time, flag L (Lima) shall be displayed immediately with one sound for at least another 2 minutes and another photography of the result board shall be taken. When the protest time has expired (flag B down), RS removes the result board from stern.

All the duties in relation to the result services, see Section C in detail.

7.5.7 1.6.7 *Mark Layer (ML)*

The Mark Layer (ML) is the person who manages the robotic marks on the signalling vessel. At SSLA events the use of robotic marks is mandatory. ML is aware about towing the marks to the racecourse on time and manage the position of the marks. ML can see the individual wind direction (red line) of every mark online on the RoboMark software. This information needs to be communicated with the RO to make the necessary decisions about possible course changes. ML is responsible for heaving the expertise to manage the robotic marks at SSL events. For this purpose, instruction manuals shall be checked before the event. It is possible to also practice the use of the robotic marks on "Day-Zero" (the day before the first racing day) since the Robotic Marks are delivered on time to the venue.

SSLA is not providing any "traditional" inflatable buoys. In case of a partial or total failure of the robotic mark system, RO shall organise the set-up of the failed robotic marks with either anchoring or floating with weights. Also, the positioning of boats displaying flag M as replacement a missing mark belongs to the management of the worst-case scenario.

It is up to the RO and ML to prepare this kind of scenario.

7.5.8 1.6.8 *Crew Exchange (beach master)*

Depending on the defined crew exchanging system at the event, the beach master must ensure that the crew exchange works smoothly ashore (main objective: club teams enter early enough the exchange-RIBs for their next race, based on the pairing list). In case of problems, the beach master informs the RO immediately.

7.5.91.6.9 Crew Exchange pilots

Every pilot of a crew change boat informs via radio the Race Officer with the radio that it has completed the crew change. The RO checks whether all crew changes are performed. If yes, the RO informs the TK to start the 3 minutes counter before hissing the Warning signal.

The crew exchange pilots must be ready to wait on time near the finishing line in the crew change zone "green" to exchange the crews of the corresponding boat.

7.5.101.6.10 Crew Change zone

As of 2025, sailors shall go in the green zone for a crew change when no problems with the boat exist, whereas going first to the red zone in case of a problem (Lima flag).

The boatman will wait in the red, whereas the crew change boats are waiting in the green zone.
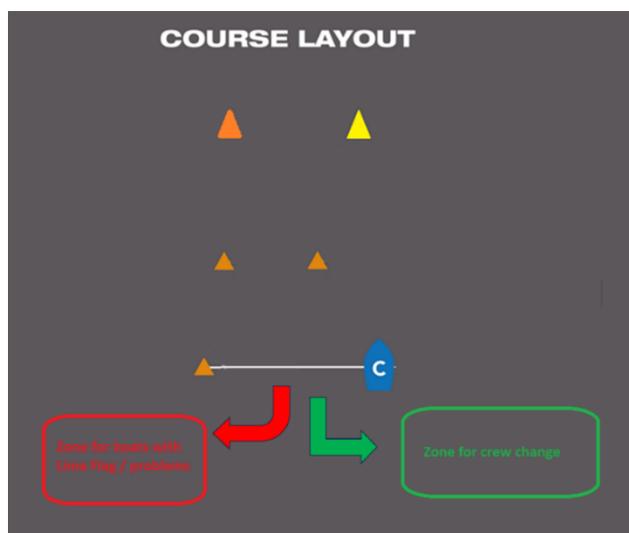
7.5.111.6.11 Bearing the Starting/Finishing Line

Based on the racecourse setting, we have a starting/finishing line that is determined by two robotic marks. The signalling vessel shall be positioned in such a way, that it can perfectly observe the start and finish of the boats – it must be able to take a correct bearing. The pilot of the signalling vessel and in coordination with the Race Officer shall be able to position the boat on time perfectly on the starting line. This is vital for fair sport.

In case the Signalling vessel is anchored and a mark, the flag pole with the pink flag is the determination point for the starting and finishing line.

7.5.121.6.12 Counter Starter

The duty of the boatman is to sight the starting line at the pin end to check early starts and informs the RO via radio of his judgement. He uses the following words:

- "Clear start", for a clear start, or
- "OCS", if there is one or more clearly identified boats OCS.

After "OCS" is reported, the counter starter communicates with the RO about the boats identified with the boat number (e.g., 2 and 3).

The boatman can also be directed by the RO to be at the pin end when expecting a tight arrival/finish of boats.

~~7.5.13~~1.6.13 *Race Office*

It is the point of contact between the sailors, umpires, volunteers, etc. and the organisation. It carries out the check-in and the check-out services. All necessary material shall be prepared before the race office opens. The race office must be familiar with the safety aspects of the event and shall have instant access to emergency the services.

~~7.6~~1.7 OFFICIAL NOTICE BOARD (ONB)

Manage2sail is the Official Notice Board. At SSL events we don't have physical boards anymore. The posting of notices is restricted to the SSLA-EC and Race Officer function.

We have the League's general ONB: Swiss Sailing League 2025 Registration Information Overall Ranking manage2sail, and we have the ONB of a specific event. Example:

~~7.6.1~~1.7.1 *Change of race schedule*

According to the Sailing Instruction, any change to the race schedule shall be posted not later than 20:00h the day before it will take effect. This decision is made by the Race Officer, together with the Event organiser and SSLA-EC. Once determine, SSLA-EC is registering in m2S (ORM) the corresponding message. Once the document is published, a copy of the generated PDF shall be also published via the Skipper WhatsApp group of the event!

7.7 1.8 EVENT ON-GOING UPDATES

During an event, various information about the team composition shall be managed by the OA, represented by SSLA-EC:

7.7.1 1.8.1   Crew Exchange special

Illness or special reasons of absences on race days of persons in teams. Only valid for Promotion League, Women Challenge League, Master, SSL, Heidi and Youth Cup. To manage situations where a team member is unable to participate in a race due to illness or unforeseen circumstances, the team skipper may find someone to replace that person and seek approval for the change from the OA of the event. The replacement person is not required to be a member of the same club, and a member of another club would be permitted to be the replacement person, subject to approval from the OA at the event. The crew exchange will be registered and published in m2S.

7.8 1.9 EQUIPMENT

7.8.1 1.9.1   Safety

In addition to the various measures considering the safety concept, an Emergency First-Aid Kit provided by SSLA must be available on the starting vessel.

7.8.2 1.9.2   Race Committee Equipment

7.8.2.1 1.9.2.1 Flags Race Management
SSLA is providing the following flags:

Flag	Quantity for event	Use afloat	Use ashore	Comments
AP	2	X	X	
A	1	X		
B (Bravo)	1	X		
C (Charlie)	1	X		A tablet with the flag "C" and flag F, and flag "C" and Yellow (Q)
F (Foxtrot)	1	X		
H (Hotel)	1	X		
L (Lima)	1	X		
M (Mike)	4	X		Mark Layer – alternative scenario
N (November)	1	X		
P (Preparatory)	1	X		
W (Whisky)	1	X		Use of gennaker prohibited
X (Xray)	1	X		
Y (Yankee)	2	X	X	Life jackets must be worn
1	1	X		Pennant 1
3rd substitute	1	X		Amendments afloat will be posted on the ONB and signalled by displaying the flag "3rd Substitute" (and L).
Club	1	X		Club burgee flag (size approx. 40 x 48)
SSL	1	X		To be placed on the starting vessel
(Q) Yellow	1	X		
Pink	1	X		When Signalling Vessel is a mark

7.8.2.21.9.2.2 Flags from SSLA

SSLA is providing the following flags:

- 1 x (white) RC (to be placed on the signalling vessel)

- 2-3 x UMPIRE (to attach well visible on the ribs of the two umpire boats)

- 3-5 x CREW EXCHANGE (to attach well visible on the ribs of the crew exchange boats)

- 3 x SERVICE (one to attach visibly on the rib of the boatman, on the crew exchange platform, and one for a video/photograph boat)

- 5 x (red) flag with white RC (for any other boats related to the event organisation).

7.8.2.31.9.2.3 Material for the race office

SSLA provides additional equipment for the race office. Details see chapter 1.9.2 Race Committee Equipment.

7.8.31.9.3   *Personal Equipment*

Every person, responsible for a specific task, is personally responsible for ensuring that have the necessary items like watches for timekeeping, tapes, horns (and spare ones) for signals, anemometer, compass, etc. available. Some of these tools/items are provided by SSLA.

7.8.41.9.4   *Communication Network*

At an SSLA event we have 2 different communication channels with radios:

- Channel One: Race Management

- Channel Two: Internal Umpires

7.91.10   RACE PROCEDURES
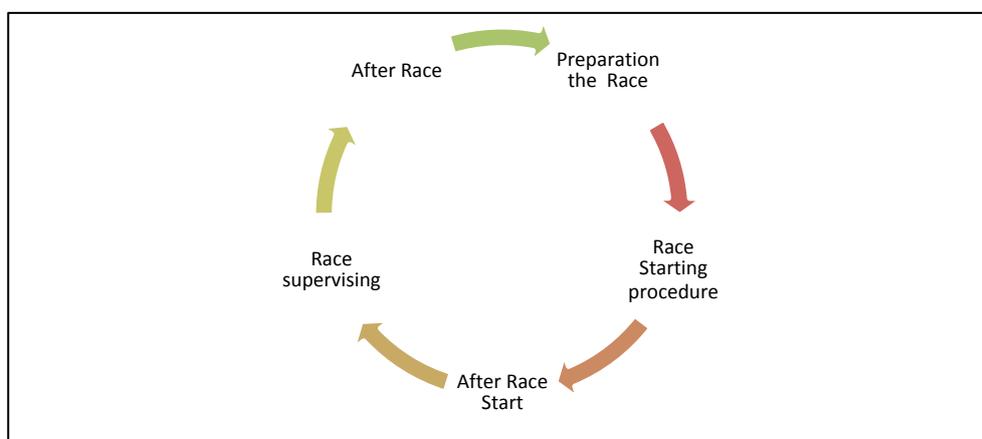
7.9.11.10.1   *Preparation the Race*

The RO determines the exact time for the next race. To do so, he/she shall consider the message from the responsible "Crew Exchange Master" that the crew exchange has been completed, and three minutes of time is passed for checking the boat by the last exchanged team. Rule: a team has 3 minutes time to check the boat after entering the boat.

During the crew exchange, the Race Management team watches the boats whether a "Lima" flag is set and informs the boatman immediately about that. Only if no "Lima" is displayed for 3 minutes after the last team has done the crew exchange, or the boats with "Lima" have signalised that all is okay after an intervention of the boatman, the RO can initiate the next starting procedure.

The racecourse shall be reviewed by the mark layer and possibly reset.

Breakdown or damage of a boat. If a boat cannot be made ready for a start due to a defect within a certain time, but max. 10 minutes waiting time, the RO shall start the race without the boat in question. The Result Service must be able to handle the situation with DNS and probable average points calculation according to the rules stated in NoR and SI (see chapter 0).

As soon as the new starting time is set, the following tasks must be done:

- Setting the race number (counter, indicating the race no, and increase it by one).

- Communication " the starting procedure will be initiated in xx minutes " or "Next start at hh:mm" to umpires and all other race officials of the race management via radio.

- Cleaning the notice board of the results of the previous race (if registered in m2S).

- Tracker System: setting the effective starting time, publish when warning signal is set. Set the windward mark in the system for the first leg according to the RO.'s decision. May delete not participating boats.

- Prepare the flag Foxtrot or Yellow (= windward mark for the first leg) for display.

Flag setter: Prepare all flags in consultation with the race officer.

Wind condition, **to initiate the race starting procedure**: a minimum of 4 knots must be measured on deck of the signalling vessel. If the wind is slightly below 4 knots (not less than 3.8) and 4 or more knots are secured at the windward mark, the Race Officer may initiate the race starting procedure.

A series of short sound signals will be made to alert competitors to an upcoming warning signal. Usually that is done when the teams had to wait for a start due to a break of a boat.

Flag AP shall only be used in an event of significant delays (with an expected duration of more than 15 minutes).

7.9.21.10.2   *Race Starting Procedure*

Attention: The flag setter must be ready to set the appropriate the flags immediately in case of an interruption of the starting procedure with AP or a with X-Ray if a boat is OCS.

Flag Setting and Sounds

Y (Yankee) shall be displayed prior to the race starting procedure.

Mind: after the preparatory signal is hissed, a race shall not be postponed or abandoned due to breakdown of a boat (whether signalling flag Lima or not).

When flag AP is displayed ashore, the warning signal is made no fewer than 30 minutes after removal. At certain places, the SI may define another time (e.g., Davos 15 minutes).

Minutes (before start = 0)	Flag and sound	Remarks
-3	🔴 ⬆ Flag 1 DISPLAYED; with 1 sound signal	
-3	(Other flags)	Not mandatory, depending on certain conditions, e.g., W, Y.
-2	🟦 ⬆ Flag P DISPLAYED; with 1 short sound	
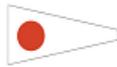
-2	<red diamond> or <yellow square> ↑	Foxtrot: sail to the windward mark with the colour orange. Yellow: sail to the windward mark with the colour yellow.
-1	<blue flag with white square> ↓ Flag P REMOVED, with 1 long sound	
0	<pennant with red circle> ↓ Flag 1 REMOVED; with 1 sound	
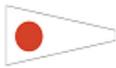
~~7.9.3~~1.10.3   After Race Start

<u>Early Start (OCS)</u>

If one or more sailboats have started too early (on the course side of the starting line at her starting signal).

<blue cross flag> ↑	Flag X DISPLAYED; with 1 sound; the flag X shall be displayed immediately (**not later than 3 seconds** after the start signal removed)	The race committee does not inform the boat(s) identified as OCS. The Chief Umpire will be informed if the boat does not return to the prestart side to start correctly
<blue cross flag> ↓	Flag X REMOVED	The flag will be removed when all OCS identified boats have returned to the prestart side, or 3 minutes after the starting signal.

<u>Ordinary start</u>
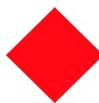
<red diamond> or <yellow square> ↓	Flag Foxtrot or Yellow REMOVED	Foxtrot or yellow flag shall be removed 3 minutes after the starting signal.

<u>Abandonment individual Race</u>

In an unexpected situation (e.g., fair racing not possible, a drifting mark cannot be replaced, etc.) the Race Officer can abandon the race at any time after having consulted the chief umpire. An abandonment is not possible after the first boat has finished the race.
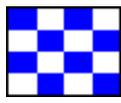
<blue and white checkered flag> ↑	Flag N DISPLAYED; with 3 sounds	A race that has started is abandoned. Return to the starting area.
<blue and white checkered flag> ↓	Flag N REMOVED; with 1 sound	The warning signal can be made 1 minute after removal, unless at that time the race is abandoned again or postponed.
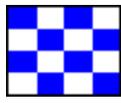
~~7.9.4~~1.10.4   *Race supervising*

This is only possible before the first boat rounding at the gate. The <u>board</u> with flag C and the relevant coloured flag (foxtrot or yellow) must be displayed on the signalling vessel, well visible for the sailors and being able to hear the sound signals. When the boats approach the gate, the RO will give repetitive sound signals. No flags hissed otherwise (C, F, or yellow).

~~7.9.4.2~~1.10.4.2   Race to be abandoned for whatever reason.

The RO may, after consulting with the chief umpire abandon a race in progress, e.g., when the race cannot be completed fairly (e.g., due to wind conditions with extreme shifts, no wind, storm).

~~7.9.4.3~~1.10.4.3   Race Time limit exceeded.

The first boat must cross the finish line within 20 minutes after the start, otherwise the race will be abandoned.

~~7.9.4.4~~1.10.4.4   Boat contact

The umpires inform the RC about boats that have made a contact with their hulls. They clearly indicate which boats are involved and on which side of the boat the contact occurred. It must be checked by the boatman after the boats concerned have finished (e.g., contact between boat 1 and 3). Function RS is writing this on the result whiteboard.

~~7.9.4.5~~1.10.4.5   Boat not sailable

It can happen that a boat goes out of function during a race. In this case the boatman is asked to go to the crew and see what's the problem. Mind the maximum waiting time before hissing the Warning signal.

~~7.9.4.6~~1.10.4.6   Having problems with Gennaker

When a boat is not in the possess to sail with gennaker (broken equipment; kites not anymore available), the following rules shall be followed:

~~2.~~1.   When the Race Officer is getting this information by the boatman before hissing the Warning Signal → hissing Flag W (Sailing without Gennaker) immediately.

2.   When information is received after the Warning Signal hissed, hissing flag W only as of the next race.

~~2.~~3.   When the boat with the gennaker problem cannot be repaired, the boat shall be taken out of race. As soon out of race, we continue sailing without the restrictive flag W (of course, unless the wind is above 30 knots).

~~7.9.4.7~~1.10.4.7   Race Course change

The windward mark should not be moved for the second leg, except the change of direction is a maximum of 3° (equals around 20 meters when length of the leg is 400 meters), and the position is lengthened or shortened by 20 metres without the sailors noticing (no flag C at the gate). For all other changes, the setting of the second windward mark requires to display C + F/yellow (course change) at the gates. The Robotic mark app shows the deviation (in degrees and meters) when changing the marks for the new course.

~~7.9.5~~1.10.5   *After finishing a race*

~~7.9.5.1~~1.10.5.1   *Breakdown or damage of a boat*

After the boats, involved in a collision, completed the race, the boatman is obliged to check each boat for damage. After the inspection, the boatman shall inform both the umpires and RC by radio about the results of his investigations, whether there are damages or not. In case there is damage, the boatman must report the LEVEL of damage for each boat (A, B, C, D; see chapter 1.18 Damage Levels – Penalty list) and the estimated time to repair the damage per boat.

If a damaged boat cannot be ready for a start within a certain time, max. 10 minutes, the RO shall start the race without the boat(s) in question. It is not the intention to wait longer before starting a next race. The Result Service must able to handle the situation with DNS and probable average points calculation according to the rules stated in NoR and SI (see chapter 0).

The boatman is obliged to make a note of the person(s) responsible of the damage(s) for the evening's meeting with the parties involved to sign the damage protocol.

~~7.9.5.2~~1.10.5.2   *Protest and Classification*

RS completes the result board with assistance of the timekeeper (finish time of the first and last boat). The various incidents that affect the scoring (e.g., OCS, contacts, black flag disqualified) must be noted. In case of a <u>contact incident</u>, the procedure of initiating the protest time will be delayed until the boatman confirms both to the Chief umpire and race office whether the level of damages and who caused it will be included in the scoring. Once everything necessary has been noted and the result board is in place, the protest time procedure shall be initiated.

<u>Display of the race results, protest after the race, extension of the protest time, change of the results on the board, end of protest time.</u> The following points must be considered:

1. **Protest by the boat(s) either before or during Flag B is displayed.**
   A team (boat) shall inform the race committee on the boat designated with the white flag RC in the following way:
   - Hail the race committee before or during the display of flag B.
   - RO will immediately inform the Chief Umpire about the protest to via radio.
     More than 1 boat can lodge a protest.

2. **Display of Flag B, with 1 sound**

	Flag B DISPLAYED, with 1 sound	Attach the result board onto the defined position of the signalling vessel. The flag must be displayed for at least 2 minutes.

3. **Conditions for removing flag B, with 1 sound.**
   a) no protest was lodged after two minutes during which flag B was displayed.

   b) Chief umpire informs the RO that all protests have been heard and closed, or will be heard ashore to save race time, or have no impact on the current list of finishing places. Attantion: no removal of flag B before 2 minutes.
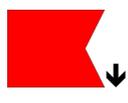
	Flag B REMOVED, with 1 short sound	REMOVE flag B and the result board.

4. **Protest(s) accepted have an impact of the displayed results: NO**
   Action: Flag B REMOVED, with 1 short sound (Not earlier than 2 minutes after flag B has been displayed).

5. **Protest(s) accepted have an impact of the displayed results: YES**
   The scoreboard shall be modified according to the instructions of the Chief Umpire.

	Flag L DISPLAYED, with 1 short sound Attention: do not remove flag B	Displaying flag L means, the result board has been changed. Teams have 2 minutes time to view the result board again. Teams can lodge a protest to the RC. The procedure starts again as described.

6. **End of protest time.**
   Flag L must be displayed for minimum of 2 minutes. After this, both Flag L and B can be removed with 1 short sound.
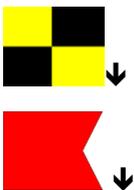
	Flag L REMOVED and Flag B REMOVED with 1 short sound	No AP setting is necessary after the removal. Races can continue.

~~7.9.5.3~~1.10.5.3 *Result registration*

Only after the results have been confirmed (and any changes noted after successful protests), the data of the completed race will be entered into manage2sail. See chapter 0.

~~7.9.6~~1.10.6 *Exclude boat(s) from next race*

It is at the discretion of the RO to allow time for repairs of boats. However, if a repair cannot be done within 10 minutes, the damaged boat shall not be sailed in the next race and be taken away of the starting area by the boatman. In such a case, RO must organize a substitute as counter starter (since the boatman is probably occupied with the damaged boat). The race shall start with the warning signal.

The result service shall take note about the non-start of the boat concerned and register the results according to the rules in NoR and SI. Attention: also remove the boat from the tracking system.

Mind: SSLA is sailing with up to 3 boats in tilt.

~~7.9.7~~1.10.7 *Racing postponed.*
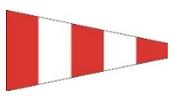
	Flag AP DISPLAYED, with 2 short sounds	Races not started are postponed.
	Flag AP REMOVED, with 1 short sound	The warning signal for a new race will be made 1 minute after removal, unless at that time the
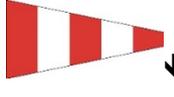
		race is postponed again.

~~7.9.8~~1.10.8   *Racing postponed (go to harbour)*
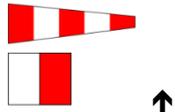
	Flag AP over H DISPLAYED; with 2 short sounds	Races not started are postponed. Further signals ashore.

~~7.9.9~~1.10.9   *Racing postponed (no more racing today)*
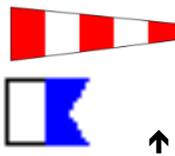
	Flag AP over A DISPLAYED; with 2 short sounds	Races not started are postponed. No more racing today.

~~7.9.10~~1.10.10 *Abandonment racing for today*
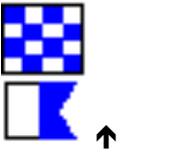
	Flag N over A DISPLAYED; with 3 short sounds	All races are abandoned. No more racing today

~~7.9.11~~1.10.11 *Important information afloat*

	Flag L DISPLAYED, with 2 short sound signals	RC has an important information on the water. Sail close to the signalling vessel. An umpire or RC representative can give this information verbally.
	Flag L REMOVED, no sound signal	

~~7.9.12~~1.10.12 *3rd substitute – Amendments to SI afloat*

	Flag 3rd substitute DISPLAYED, with 3 sound signals, and together with Flag L DISPLAYED	Amendments are made afloat and posted on the ONB and signalled by displaying the "3rd Substitute". An umpire or RC representative may verbally communicate the content of the amendment.
	Flag 3rd Substitute REMOVED, no sound signal, and Flag L REMOVED.	If a new starting procedure is scheduled by the RC, the procedure begins one minute later.
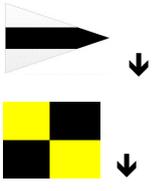
SECTION C: Result Services

This section describes everything related to the result services. The Result Services RS function is responsible for managing the results (see 1.6.6). A careful review by the umpires will be done when displaying the results (i.e., when forwarding their decisions with regards to damages and other penalties), the boatman, and eventually the sailors checking the result whiteboard exposed at the stern of the signalling vessel.

The function "RS", usually is carried out by the SSLA-EC, who has to manage both the event ranking and the annual ranking in M2S ORM (for SL, CL and WSL). After a completed flight, the results shall be published so that users can view the interim ranking.

The basis for registration of the results is the pairing list of the event as filed in ORM M2S.

~~7.10~~1.11   PAIRING LIST

The creation of the pairing list is the basis for recording the results. It is very difficult to create a list, especially when the number of teams does not match the number of boats. Example: 15 teams, 7 boats available. The key of the pairing list is to have two races per flight so that sailors can sail as much as possible. Another issue is that the allocation to the different boats must be considered, to avoid that a team always sailing on the same boat. The assignment of which team is sailing against which team shall be based on drawing.

~~7.10.1~~1.11.1   *Pairing List*

The teams (order) for the pairing list will be drawn for the Series events before the season. It is planned to use as of 2025 a so-called "Paring List generator", being developed by a mathematic student. The pairing list for Series shall not be changed during the whole season.

~~7.10.2~~1.11.2   *Pairing list publishing*

Once the pairing list is fixed, it will be published on the Official Notice Board (ONB), registered in M2S (ORM), and forwarded to TracTrac to parameterise the races in the tracking system.

~~7.10.3~~1.11.3   *Not completed flight in Series SL, CL, WSL*

Generally, the results of not complete sailed flights are not considered in the event ranking (but in the annual ranking). However, the races sailed will be listed in the pairing list of the following event (unless it is the last of the series), and the sailed results from the previous event will be registered in the new event (they count for the new event).

The event will start with the not-sailed races of a started flight of the previous event.

Last event of a series: if a flight is not completed, the races sailed are not considered both for the event and for the annual ranking, as SSLA does not use the Average point system for the series (Swiss Championships).

When a boat is tilt for more than one race: all the teams that cannot sail on that boat receive Average Point (considering the Sailing instruction, i.e., exceptional rule for the first 2 races at an event).

Scoring: when a team had a race with average points, before publishing the event scoring, a recalculation shall be done including all races into the average point calculations (done by m2S).

7.111.12 PREPARATION

Only when all teams have successfully registered in M2S for the respective event, the data can be activated in M2S ORM and the pairing list will be adequately filed.

7.11.11.12.1 *Pairing list plasticised*

A couple of days before the event, SSLA prints out the pairing list and plasticises it, so that it can be handed out to the sailors, umpires and others at the check-in.

7.11.21.12.2 *Not On-time registration*

According to the NoR, a team shall complete the crew list by no later than 7 days prior to the first racing day. If this is not the case, the RS function must add a penalty for this team at the first race sailed, see chapter 1.14.6.

7.11.31.12.3 *Not completed registration*

If a team does not submit the crew list for an event at least 3 days prior to the first race day the OA shall reject the entry of this team. It will be removed from the entry list for this event, see also chapter 1.13.1.

7.121.13 CHECK-IN

7.12.11.13.1 *A team that does not come to the event …*

… will not be listed in the event classification; it is also removed from the paring list (that means, SSLA-EC must correct the pairing list and clearly upload it to the ONB in m2S). The plasticised and distributed paring lists at the check-in will not be modified. At the skippers meeting, the SSLA-EC or RO will explain the situation and consequently how the crew exchange will be handled (as best practise in the past years: the team following the team that did not turn up, shall take the boat assigned to them for the following race). Boats not taking part of the race must leave the racing area discreetly.

In the annual ranking, the team not appeared at the event is classified as DNC (Did not come to the starting area) of its originally scheduled race.

The person responsible for managing the Tracking System (TS) of the event must delete the non-appearing team from the "pairing list" in the tracking system.

7.131.14 REGISTRATION RESULT OF A RACE

The procedures before a race can be officially registered in the m2S system are described in chapter 1.10.5.

To check and verify the registration of the race results, you find a photo done of the result-whiteboard on SSLA-EC's tablet, mandatory taken before the whiteboard with the race results was displayed on the boat. In addition, although not 100% reliable, there is the tracking system where the finishes can be reviewed.

7.13.11.14.1 *OCS*

Boats that are disqualified and taken out of the race due to not corrected early start shall be scored as OCS and will receive the points equal to the number of boats listed in the pairing list for that race.

~~7.13.2~~1.14.2   DNF (Did not finish)

Informed by the TS which boats finished too late (5 minutes after the of the first boat finished), they shall be scored DNF (Did not finish) with number of points equal to the number of boats listed in the pairing list for this race.

~~7.13.3~~1.14.3   DNS (Did not start)

A boat that does not start within 3 minutes after her starting signal – crossing successfully the starting line - shall be scored "Did Not Start" (DNS) with number of points equal to the number of boats listed in the pairing list for this race.

~~7.13.4~~1.14.4   RET (retired)

A boat that retires (regardless of the reasons for her retirement, and whether she has, or has not, notified the RC) shall be scored RET with number of points equal to the number of boats listed in the pairing list for this race.

~~7.13.5~~1.14.5   SCP (Scoring Penalty) – Damages
Based on the assigned Penalty points in case of a damage (or damages), the code SCP will be set in addition to the determined points, according to the table listed in 1.18 Damage Levels – Penalty list.

~~7.13.6~~1.14.6   DPI - Penalty for late registration
According to the NoR, a team must fully register the crew list by no later than 7 days prior to the first racing day. If this is not the case, the RS function must impose a penalty with 6 points, code DPI (Discretionary penalty on this team for the team's first completed race,).

~~7.13.7~~1.14.7   Teams with boat breakdowns or damages

In case a boat could not start a race due to a breakdown or a damage signalled in compliance with the NoR or SI and no repairs could be made until the preparatory signal, this team shall be scored as DNS if such a situation happened <u>for the first, the second or the first two races</u> of an event. DNS, see chapter 1.14.3.

~~7.13.8~~1.14.8   Register races in event and annual ranking

As first step after the protest time expired, the results shall be registered for the event (m2S ORM), and subsequently in the annual ranking (for SL, CL and W-SL only).

~~7.14~~1.15   FLIGHT COMPLETED

Provided a flight is completed and the results of the individual races of the completed flights are registered. then the RS function must check whether there were cases with breakdown or damages. If yes, the following must be done:

~~7.14.1~~1.15.1   DNS and DNF due to breakdown / damage

In case a boat

  a) could not start in the race due to a breakdown or a damage signalled in compliance with the NoR and SI and no repair could be made until the preparatory signal; and / or

b) could not finish a race due to a breakdown or a damage signalled by the boat with Lima during the race, the team shall be scored DNF when such a situation happened <u>for the first, the second or the first two races</u> of an event.

When the boat has successfully completed its third race, Result Service (RS) shall recalculate the boat's DNS/DNF scored race(s) (1st and/or 2nd race) using the average point system and change both the event and the annual ranking. The code DNS/DNF shall be replaced with the code RDG.

~~7.14.2~~1.15.2   *Publish temporary event ranking*

The recorded results shall be published in m2S after every completed flight.

~~7.14.3~~1.15.3   *Publish temporary annual ranking*

The recorded results shall be published in m2S after every completed flight, (for SL, CL and W-SL only).

~~7.15~~1.16   **EVENT FINISHED**

~~7.15.1~~1.16.1   *Event void*

A SSLA event is invalid, if no team has been scored in at least 2 completed races. In that case, no final event ranking shall be published.

~~7.15.2~~1.16.2   *SL, CL, W-SL event – not completed flight*

When an event for SL, CL or W-SL ends without the flight being completed with the last race, the results in the M2S event (not in the annual ranking) must be <u>deleted</u> before publishing. If it is not the last event of that series, the results will be registered in the next event (see chapter 1.12.3 Not completed registration). Special aspects, i.e., at the last event of a series, see actual NoR for the SSL Series and SSWL Series 2025.

~~7.15.3~~1.16.3   *Promotion League event - Scoring*

Both the event and annual ranking. See description in the NoR for the SSL Series 2025.

~~7.15.4~~1.16.4   *SSLA Cup events*

The RS function shall delete not completed flights for the ranking.

~~7.15.5~~1.16.5   *Publish final ranking per event*

Having done the previous activities, the RS function is publishing the event ranking for final.
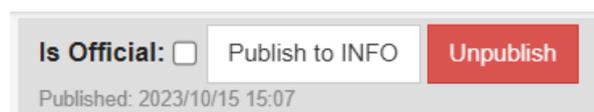
Therefore, the "Is official" box must be ticked before pressing the "Publish for info" button in m2S, ORM.

~~7.15.6~~1.16.6   *Annual Ranking*

After the non-last ACT of SL, CL or W-SL, simply publish the currant ranking list, regardless whether the flights are completed or not.

The annual ranking list is only generated for the Super League, Challenge League and Women's League and visible on m2S: Swiss Sailing League 2025 Registration Information Overall Ranking manage2sail.

7.16~~1.17~~   SERIES COMPLETED

7.16.1~~1.17.1~~   *SL, CL and W-SL completed*

If the last flight is not completed in the last race of the last ACT of the SL, CL or W-SL series, the races in an uncompleted flight will be cancelled and thus removed of the ranking.

After that, the Annual Ranking of the respective league can be officially published.

7.16.2~~1.17.2~~   *Promotion League/W-CL completed*

There is no annual ranking list for the PL and the Women Challenge League (W-CL), as the last event is counted together with the Qualifier.

However, after having published the Event Ranking of all Promotion League event (incl. Final and Qualifier) and W-CL, the final "annual" ranking list of the PL and W-CL need to be produced, via Excel sheet. Attention: before you publish the ranking list, only consider teams of the PL and W-CL without the QF-Teams!

Intermediate Overall Ranking Swiss Sailing Promotion League 2023 After 2 ACTS

Club		Versoix	Lausanne	Murten	Total	Rank
CVL	Club de Voile de Lausanne	3	2		5	1
SRS	Swiss Racing Sailors	2	4		6	2
YTL	Yachtclub Tivoli Luzern	8	1		9	3
SNR	Société Nautique Rolloise	6	3		9	4
YCB	Yacht Club Bielersee II	5	5		10	5
YCC	Yachting Club of CERN	1	10		11	6
RCO	Regattaclub Oberhofen II	4	8		12	7
SCRG	Sailcom Racegroup	9	6		15	8
CNPr	Club Nautique de Prangins	10	9		19	9
SCM	Segelclub Murten	14	7		21	10
YCK	Yachtclub Kreuzlingen	7	14		21	11
SCF	Segelclub Fällanden	12	11		23	12
YCR	Yacht Club Rapperswil	11	12		23	13
ZISC	Zurich International Sailing Club	13	13		26	14

Furthermore, publish the ranking list of the Qualifier (with the QF teams according to the NoR of SSL and WSSL Series 2025).

All the 3 different classifications shall be published on the ONB both the event (PL ACT 3, W-CL ACT 2) and the Swiss Sailing League 2025 Registration Information Overall Ranking manage2sail.

7.171.18   DAMAGE LEVELS – PENALTY LIST

Point penalties for contact are divided into 4 levels as shown in the table below:

Level	Type of Contact	Extent	Effect	Scoring Penalty
Level A no damage	between hulls	No damage resulted.	---	one point
Level B Minor damage	any kind of contact between boats	Does not significantly affect the value, general appearance or normal operation of the boat.	Boat may race without repair although some minor surface work may be required after the event. Repairs should not normally require more than 1 hour of work.	two points
Level C Damage	any kind of contact between boats	Affects the value and/or general appearance of the boat.	The damage does not affect the normal operation of the boat in that race but may need some (temporary) work before racing again. Requires more than 1 hour of work but should not normally require more than 3 hours of work.	four points
Level D Major Damage	any kind of contact between boats	The normal ope-ration of the boat is restricted and its structural integrity may be diminished.	The boat will need some repair work before racing again. Requires more than 3 hours of work.	six points

SECTION D: Race course management

The SSLA racecourse for the Umpired Fleet Racing format is a classical windward-leeward course with leeward gates. The use of SSLA robotic marks is mandatory and the related instructions must be followed by the RC and particularly by the mark layer (ML), the person who manages the robotic marks on the starting vessel. A key element is the direct communication between ML and RO on the signalling vessel about setting and managing the racecourse.

The robotic marks are the driver to speed up the setting of a racecourse, in order to change it quickly and correctly.

~~7.18~~1.19 DIRECTIVES SSLA

When setting the racecourse, the following parameters defined by SSLA shall be considered.

Race duration	Target time is 15 minutes (the length of a leg is determined on this basis). It is not always possible to achieve the target time right from the first race.
Racecourse	Together with Flag P (Preparatory signal), the Foxtrot or yellow flag will be displayed, indicating to sail to the windward mark (F→ Orange).
	No later than the preparatory signal, the ML shall not move the marks of the starting line and if possible, also the windward mark.
Change racecourse	RC shall announce the change of the course after the first downwind leg, before the first boat is approaching the gate. A course change indicated by a tablet (board) consisting of the flag C and the Flag Foxtrot on one side, and flag C and the Flag Yellow on the other side, to indicate the race course to be taken for the second upwind leg. On the signal vessel, the C-Flag tablet (board) shall be aligned facing towards the wind.
Start Line Length	
	The formula is: # of boats x length (J/70) x factor 1.5 (→8 boats x 8 x 1.5) = **96 meters**
	At heavy lake wave conditions / wind strength, the line shall be extended to **110 meters**
Gate Line Length	Length: 50 meters (not less due to 3 lengths zone for each gate mark).
Leg length	Is the sum of distances between a) Distance Start Line and planned Gate Line and b) Distance Gate Line and planned Windward Mark
Distance signalling vessel and Gates	about 50 meters (not to too close and not too far away)
Anchored signalling vessel as mark	As policy, SSLA is wishing not to have a signalling vessel that is used as mark. However, if it makes sense, the following rules have to be followed:
	- Positioning of the anchored Signalling Vessel: it shall be on the port end!
	- The signalling vessel shall be protected on the port and stern side with fenders.
	- The checking for early start shall be the placed pink flag on the pole as the point of reference on the signalling vessel. The tracker must be placed on the pole where the pink flag is set.
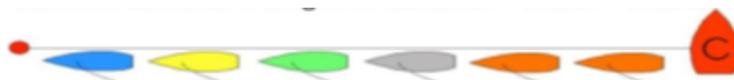
7.191.20 LAUNCHING A NEW FLIGHT

When deciding to start a new flight, the Race Officer must take into account that, all races of a flight can be successfully completed, especially in the last event of a series (SL, CL, W-SL). The time aspect is very important. At the last ACT of the above-mentioned series, the results of a flight that has not sailed completely, will be cancelled without substitution. To be on the safe side, the theoretical extrapolation or scenario should also be discussed with the SSLA-EC and the Chief Umpire in good time.

7.201.21 PREPARING THE ROBOMARKS

All specified steps must be carried out, using the various checklists of the RoboMark system. Calculate enough time to be ready on time. It is the responsibility of the ML to set up the marks accordingly and ensure that the trackers are attached to the marks.

7.211.22 PREPARING THE SIGNALLING VESSEL

The Robotic-Mark trailer contents a rod and also the Hub (orange unit). The rod shall be attached to the Signalling Vessel (if possible high and not attached to an iron pole). The orange Hub-Box is placed after the corresponding battery has been inserted.

7.221.23 SPARE PARTS / EQUIPMENT AFLOAT

We have 2 spare batteries for the robotic marks which need to be charged overnight. At least one battery should be taken as spare unit on board of the signalling vessel. The ML must take the android tablet as well as the power bank incl. cables and the orange and yellow flag for attachment on top of the Robotic Mark.

7.231.24 PERSONAL EQUIPMENT MARK LAYER

We recommend at least a compass and an anemometer.

7.241.25 FIRST STEP AT EVERY RACING DAY

In the morning of every racing day the mark layer (ML) shall check the robotic marks, following the checklist "Race Ready Checklist" for every mark. The following is an extract of the To-Do-List:

- Put the charged batteries into the four marks.
- Put the four designated trackers to the corresponding robotic marks.
- Insert the dedicated charged battery into the hub box and start the hub box.
- Start the app on the laptop (android tablet) and carry out the general checks. Important: activate the map of the event place (via connecting to an internet), the day before the first racing day.
- Have the personal and robotic mark equipment (i.e., spare parts) ready to take it on the boat.

7.251.26 DEFINE RACE PLACE PROVISIONALLY WITH RO

Before the skipper meeting on a race day, both the RO and ML shall meet and decide on two things:

- What time does the RO expect the first race of the day to start

- Where shall the racecourse most likely to be located, considering the information and assessment of both RO and ML.

7.261.27   PRE-SETTING THE RACECOURSE

Based on this information, the ML goes out on the lake <u>before</u> the skippers meeting and provisionally sets the racecourse.

7.271.28   SETTING THE RACECOURSE

Having the robotic marks out on the lake in the area where the signalling vessel will probably be placed, the ML

a) places the RoboMark Hub-Box and related hub-box-pole on his/her boat (regardless of whether it is a signalling vessel or another boat)

b) setting the parameters on the main setting menu:
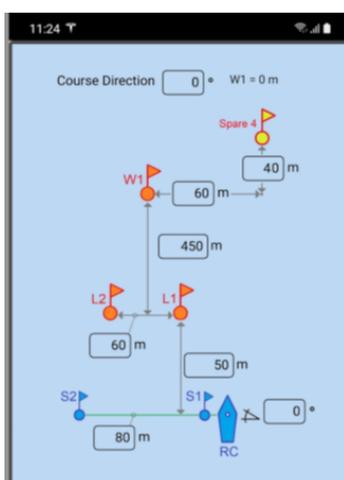
The ML sets the values according to the rules and weather conditions. Here are a few points:

Course direction: Depending on wind direction, take value from Compass (in °)

Setting the yellow mark: when the mark is not used in another function: place it 60 meters to starboard of mark 1 (assuming that the wind is shifting in that direction; otherwise, 60 meters to port). Place it 30 meters higher than the orange windward mark.

Starting line bias: Angle: default value 0. The value shall be defined in cooperation with the race officer.

The marks move independently to the defined positions with individual commands. The racecourse is now provisionally set before the race officer and crew, and the sailors reach the race area.

7.281.29   SETTING THE FINAL RACECOURSE

RO and ML make final preparations on the signalling vessel. The RoboMark Hub-Box and related pole shall be set, and the final adjustments on the racecourse settings are entered in the software. Important: ML let the pilot of the signalling vessel drive to the place where the port

starting mark shall be placed. The positioning of the racecourse can be set and calculated by pushing the «**Snap to RC Boat**» button on the software. The marks now can be sent to their final position.

The signalling vessel may move out of the racecourse.

7.291.30   CHANGING THE RACECOURSE

It is important that the race management (RO and ML) always know whether or not the existing mark positions should be changed due to changing conditions. Important is the timing. For instance, the windward mark used for the first leg can only be changed for the next race when the last boat has passed the windward mark after the 2nd rounding.

The Winward mark set for the first leg shall can be new positioned for the second leg without noticing the sailors (no flag C), if the change of direction is within max 3° (equals 20 meters when length of the leg is 400 meters), and an extension or reduction of the position by 20 meters distance). For all other changes, setting a new position of the windward mark must be indicated with flag C + flag F or Yellow at the gate, using the provided tablet (board). The RoboMark app shows the deviation from ° (degrees) in meters (or vice-versa) when changing the course.

7.29.11.30.1   New racecourse during the race

If ML and RO consider changing the second up wind leg, they must decide on this change before the first boat approaches the gates, to display on the signalling vessel the board with flag C and corresponding flag of the windward mark to be approached. For this purpose, SSLA provides a tablet (board) with the flag "C and the Foxtrot flag" on one side and "Flag C and Yellow Flag" on the back side. The sailors must be informed with repetitive horn signals. Important: when changing the Luv mark, this change shall also be noticed in the Tracking system!
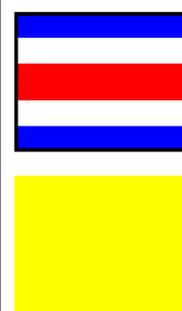
7.29.21.30.2   New racecourse after a race

If necessary, the new course can be prepared (using the app with "assign"). After the last boat has crossed the finishing line, the ML can set the new racecourse according to the defined parameters and procedures.

7.29.31.30.3   Wind information

Additional wind information is available in the robotic mark app in the wind window. For every mark it visualises the wind directions over a certain period of time (e.g., the last two hours). Important for the ML: Do not necessarily reposition a mark when minor wind shifts are repetitive within a certain range.

7.~~30~~1.31   MANAGING MARKS SIGNALLING VESSEL NOT ANCHORED

Generally, we use the robotic mark system where the <u>signalling vessel is not a mark</u>. The following is a description of the use of the marks if the signalling vessel is anchored and non-anchored.

Starting		That's how the four marks shall be set (W1, S2 and S1, and 4). The signalling vessel (anchored or not anchored) is positioned to monitor the start and react in case of OCS.
Conditions to set the gate		<u>Only</u> - after a successful start, or - in case of an OCS start, after all the boats clearly identified have returned to the pre-start side of the start line and started correctly, or - when flag X was removed the setting of the gate can be done.
Gate		***Method A: when signalling vessel is not anchored.*** Set - buoy 3 (from S2 to L2), and - buoy 2 (from S1 to L1) and drive away with the signalling vessel. Example:
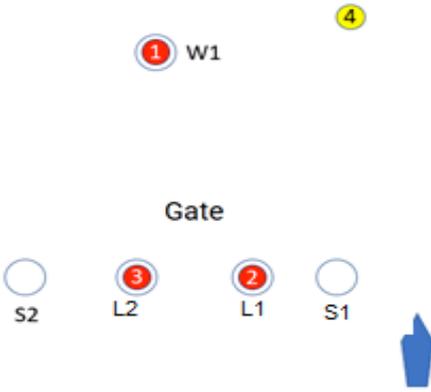
| Gate | | **Method B: when signalling vessel is anchored.**

Set
- buoy 3 (from S2 to L2), and
- buoy 2 (from S1 to L1)

In the configuration you set how many meters away is the gate from the signalling vessel.
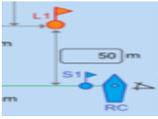
 |
| **Prepare**
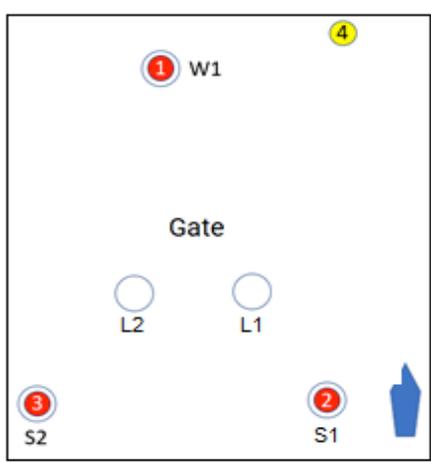
Finish line | | After the last boat rounded the gate, the finish line shall be prepared:

Set
- buoy 3 (from L2 to S2), and
- buoy 2 (from L1 to S1)

Repositioning of the signalling vessel and the finish line marks to observe the finish is necessary.

SSLA advises to make the length of the arrival line to 50 meters. And only after the race completed to be set again as originally determined for the start. |

~~7.30.1~~1.31.1   *Change Windward Mark*

Basically, a set windward mark used for the first leg shall not be repositioned during a race. For changing the race course, the other ("not used") windward mark shall be used. The winward mark for leg 1 remains at the "old" position and shall not be repositioned. Exception: the yellow (spare) mark is used for other purposes.

| **Change Windward Mark** | From orange mark to yellow or vice-versa | Open dialogue "course", enter new course direction (e.g., 275°) and set distance to the gate and save the course.

The new W1 point appears in the new location.

Menu Assign: Buoy 4 (or 1) select W1 and press "goto".

Check in the tracking software whether the correct windward mark is assigned. If not, set this in the Trac-Trac-Tool. See also chapter 1.32 Sync Change of Windward Mark ~~Sync Change of Windward Mark~~ |

~~7.30.2~~1.31.2 *Placing a mark "Stay at position".*

Place the mark at the desired position. Set the RoboMark with motors down, and fully engaged, main switch "On"). Press the green "Anchor Button" for at least three seconds.

~~7.31~~1.32 SYNC CHANGE OF WINDWARD MARK IN TRACTRAC

As mentioned in chapter 1.6.5 Tracking Service (TS), the TS shall assign the new valid windward mark in the Trac-Trac-Software, each time the <u>windward mark is changed</u>. TS is also required to check whether the assigned windward mark is set correctly before the start of a race.

On the left side you can see a schematic diagram of the race course.
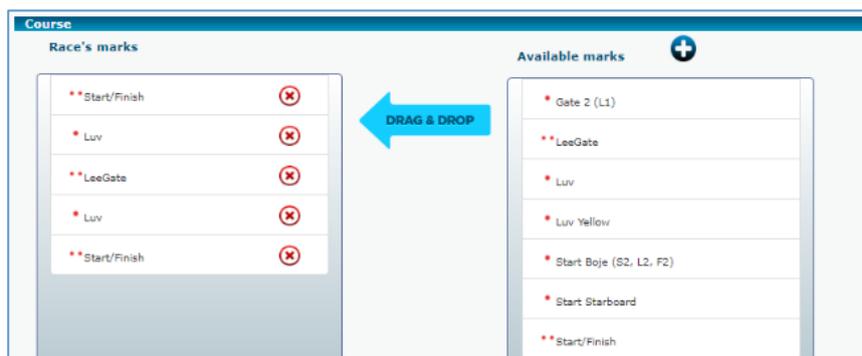
On the right side, the software TracTrac shows of the corresponding race all the "available" marks, e.g., Windward (Luv) Yellow.

If it is decided to set the windward mark (Luv) of the racecourse to the yellow one, the assigned "Luv" (orange windward mark) will be exchanged with the yellow one (drag & drop function).

~~7.32~~1.33 SIGNALLING VESSEL = MARK

~~7.32.1.1~~1.33.1.1 *Requirements if accepted*

In the event it is accepted by SSLA that at a specific event the race course can consider an <u>anchored signalling vessel</u>, or the robotic mark system has massive problems, the signalling vessel anchored is a mark of the race course.

Using an Anchored signalling vessel requires to fulfil the following requirements:

a) Positioning of the anchored Signalling Vessel: it shall be on the port end!

b) The signalling vessel shall be protected on the port and stern side with fenders.

c) The checking for early start shall be the placed pink flag on the pole as the point of reference on the signalling vessel. The tracker must be placed on the pole where the pink flag is set.

d) The RO will inform accordingly at the Skippers Meeting. An amendment is required, unless the decision to use the anchored signalling vessel as mark was published in the Sailing Instruction.
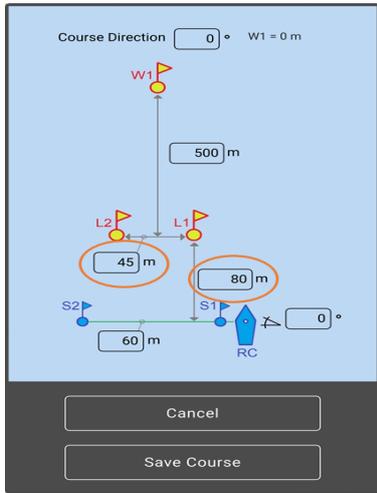
Defining the racecourse

Push the «Snap to RC Boat» button to re-position the course relative to the RC-vessel.

1   = W1
2b = L1
2a = L2
S   = S2
F   = S2
RC-Boat = S1

Normally the RC will use the same buoy as mark for S, 2a and F as follows by:
- moving mark S after the starting procedure in the position of mark 2a, and
- moving mark 2a after all boats have passed the gate in the position of mark F.

Mark 2b normally remains in its position

Setting for the start, and **Prepare the marks to Start**	The starting/finishing line will be the course side of a robotic mark at the port end and a staff displaying a pink flag on the signal vessel at the starboard end. 	Use the «Assign» dialog to assign each RoboMark to its target position
GATE		MOVING MARK S (#3) AFTER THE STARTING PROCEDURE IN THE POSITION OF MARK 2A
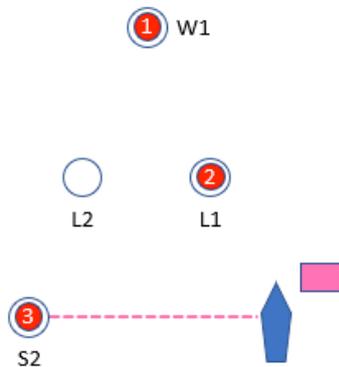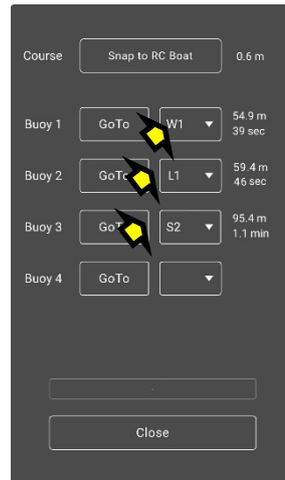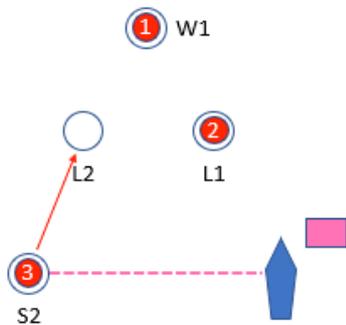
PREPARING FINISHING		MOVING MARK 2A AFTER ALL BOATS HAVE PASSED THE GATE IN THE POSITION OF MARK F. CREATE THE FINISH LINE.
FINISHING		WHEN LAST BOAT CROSSED THE FINISHING LINE YOU CAN RE-CREATE THE STARTING LINE. IN THE ASSIGN – DIALOG CHOOSE S2 AS TARGET POSITION FOR ROBOMARK 3.
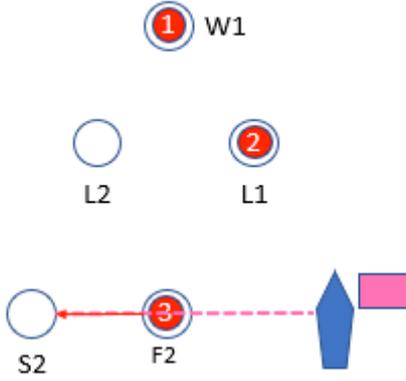
Mind: in these designs, the signalling vessel is on the port side. It must be place on the pin-end.

7.33~~1.34~~ FAILURE

7.33.1~~1.34.1~~ *About one Mark*

Wind shifts can be managed well with the orange and yellow windward buoys. If the yellow or orange windward buoy fails, this has the following consequences:

a) Yellow mark used as starting/gate mark.

Provided that one of the 3 orange marks does not work properly, the yellow mark is used as a replacement of the defective orange mark. Important: the yellow robotic buoy (conical shape) must have an orange flag on the top, so that the sailors know it is an orange mark.

b) Racing with one windward mark.

In the event of severe wind shifts, ML and RO are forced to reposition the only windward buoy (orange or yellow) during the race (before the first boat approaches the gate) and communicate this situation to the sailors with flag C and the corresponding flag.

7.33.2~~1.34.2~~ *Failure of the Robo Mark System*

In case the robotic mark system has a total failure (it means, also the function "Stay at position" does not work, the RC shall make use of the signalling vessel as a mark. Traditional marks can be set if available. It is assumed to work with Flag M.

~~7.33.2.1~~1.34.2.1 *Flag M*

ML shall consider another option by using boats with the flag M ("The mark is missing. Round me instead of the missing mark."). When flag(s) M is/are set in a race, the RO shall signal this with repetitive sound signals.

SECTION E: Event reporting / information

7.341.35   EVENT INFORMATION OVERVIEW

The following overview shows what information we would like to provide before, during and after an event. It is clear that we cannot always do everything due to limited personnel resources.

Usually, before and after an event a SSLA newsletter (UPDATE) will be produce, where we inform about the coming event and make a review of the previous event.

7.351.36   TRACKING

Of all events we are providing Tracking services with the tool TracTrac. The user can access via

d)a)   Home page SSLA
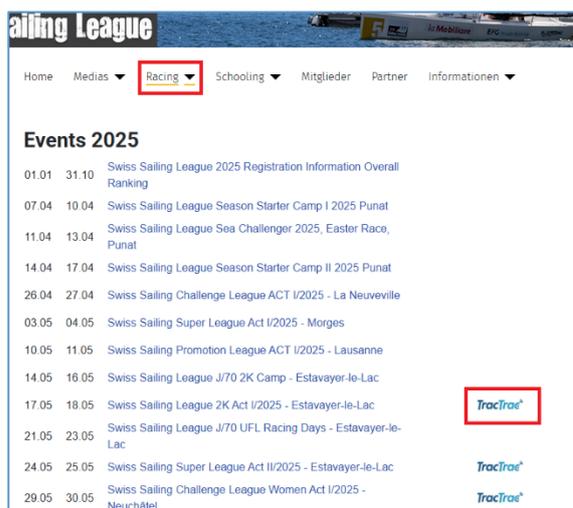
e)b)   Web-Site Tractrac.com
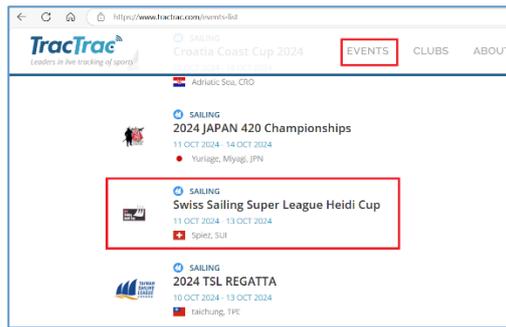
7.361.37   EVENT-INFORMATION ON SOCIAL MEDIA

SSLA-EC is making information and photos with the SSLA-EC tablet an publishes regularly information on Facebook, Instagram and Twitter.

7.371.38   EVENT SKIPPER WHATSAPP GROUP

Certain information will be provided in the Event Skipper WhatsApp group of the corresponding event.

7.381.39   RESULTS AND RELATED INFORMATION

During the event, the results are published and available for sailors and interested people on the event-site in m2S.

7.38.11.39.1   *On-going event updates*

During an event, various information about the team composition is managed by the OA (represented by SSLA-EC) and published in manage2sail.

Example: Crew-Change

7.391.40   "LIVE-STREAMING" WITH GOPRO

It is the intention to provide a "live-streaming" with 1 or 2 GoPro cameras, set on J/70 boats, of all events. Details will follow. The first test will be performed during the Challenge League event in La Neuveville.

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SECTION F: Sailor

The Notice of Race (NoR) and the Sailing Instruction (SI) take precedence over all points described below. We ask every sailor to read SSLA documents and any amendments as well. Everything is listed in the ONB of the respective event.

7.401.41   TEAM MANAGER, SKIPPER (=PERSON IN CHARGE)

The club participating in the SSLA event appoints the responsible team manager. He/she will find various information from each in the ONB. The ONB shall be checked from time to time before the event. Following some points to be considered:

7.40.11.41.1   *Registration team on time*

Register your club team in M2S at least 7 days before the event starts to avoid any penalty. **Attention: no registration 3 days before the first racing day will result into a suspension for the event!**

7.40.21.41.2   *Information to sailors*

For every event, SSLA and the event organiser may publish various information in the ONB (e.g., info to sailors with regards to the dinner and related cost; you may be requested to answer).

7.40.31.41.3   *Transport Boats and RIBS after the event*

SSLA asks the participating teams to transport boats and ribs to the next event location or in that direction after the event. As compensation, SSLA pays CHF 1.00/kilometre after handing in the compensation form (also available in the ONB). If you are willing to do so, please forward an E-mail attn. sekretariat@swisssailingleague.ch some time before the event.

7.40.41.41.4   *Sailing Agreement (SA)*

SSLA is asking to download, complete and sign the Sailing Agreement (SA) for every event or when the team is the same during the season, once per season. It must be sent by E-Mail to sekretariat@swisssailingleague.ch no later than the day before check-in. The SA is a declaration of taking responsibility when using the J/70 boats, and describes the procedures in case of damage to the boats and loss of equipment.

The Sailing Agreement (SA) also contains the clause "Irrevocable Payment in case of a damage". SSLA does not require a cash deposit. By signing the SA, SSLA opens a "damage account" for each club team and records damages, repairs and loss of equipment according to the Sailing Agreement (SA). The casco and liability insurance covers CHF 1000.00 for each claim.

7.40.51.41.5   *Declaration of Consent – Parental Form*

In case a crew member is under the age of 18 on last day of the event, they shall complete the listed "Declaration of Consent – Parental Form" (DoC), which can be downloaded from the ONB.

The DoC shall be signed by the parents or the legal guardian and sent by email to sekretariat@swisssailingleague.ch no later than the day before the check-in, together with a copy of the passport or the identity card of the parent or the legal guardian. You also can bring it with you at check-in.

~~7.40.6~~1.41.6   *Crew Changes–Qualification form (new)*

Crew Changes will be carried out by the sailors. It means, they are piloting the crew exchange boats (usually RIBS). Consequently, more information at the check-in is requested. **@Person in charge**: please check before the event the driving licenses and insurance coverage of your teammates and compile the form "Appendix Y CREW CHANGES carried out by SAILORS – QUALIFICATION (CCQ)". The form can be downloaded from the ONB, and sent compiled by email to sekretariat@swisssailingleague.ch no later than 3 weeks before the event.

~~7.40.7~~1.41.7   *Presence at the event*

Code of Conduct [DP]. The presence of the team leader (or delegate) is mandatory at SSLA events on the following occasions:

- First briefing
- Briefing on Saturday and Sunday
- Award Ceremony
- Any media appointments, which will be announced at least 2 hours in advance.

~~7.40.8~~1.41.8   *Boat handling*

Please make sure that you and your team keep the boats and all equipment tidy and well maintained. During the event the teams are responsible for the respective boats and equipment. This applies to both while sailing on water and when moored in the harbour.

~~7.40.9~~1.41.9   *End of event*

The team shall fulfil its obligations according to the skippers meeting (see chapter 1.2.13.1).

~~7.40.10~~1.41.10   *After racing – housekeeping boats*

The team returning the boat after the last race of the day, must ensure the boat is cleaned up, according to the guidelines and instructions of SSLA (see document).

~~7.41~~1.42   SAFETY CONCEPT

You will find a safety concept on the ONB. Please read it before you arrive at the venue.

~~7.42~~1.43   CHECK-IN

~~7.42.1~~1.43.1   *Procedure*

At least one person of the team must show up at the event's race office.

You have to bring the following documents (if not sent by E-Mail) complete and signed:

- Sailing Agreement (SA)

- Declaration of Consent – Parental Form" for each crew under 18

- Appendix Y CREW CHANGES carried out by SAILORS – QUALIFICATION (CCQ)

You do:

- Confirm and sign on the check-in list that all listed team members are present. Any corrections can be made there, but not later.

- Show the sailing license of the crew member.

- State the number of crew members on board when checking-in for the event. It cannot be changed during the event. The number of crew shall be 4, or 5 only for all-women's-teams or youth-teams (all U23).
- Inform about possible crew changes during the event (e.g., on Sunday X will sail instead of Y).
- Confirm if you transport a boat or rib after the event.

<u>You get:</u>

- 2x club pads (to place on the main sail)
- 1 set of club bibs, cleaned
- 1 pairing list (plasticised)
- Others (e.g., voucher for dinner), depending on the event organiser.
- Check phone number in the Event WhatsApp Group or add it to it.

7.43~~1.44~~   BRIEFINGS

7.43.1~~1.44.1~~   *Presence*

At least one team member must be present at the daily briefing.

7.43.2~~1.44.2~~   *Changes of schedules*

Changes of schedules for briefings will be announced in the ONB by 8 p.m. at latest for the following day. Example:

The SSLA-EC will also make a message in the WhatsApp group. The person in charge is responsible to forward the message(s) to the crew.

7.43.3~~1.44.3~~   *Briefing last event day*

Note the task assignments / obligations according to the skippers meeting (see chapter 1.2.13.1).

7.44~~1.45~~   CREW SUBSTITUTION

7.44.1~~1.45.1~~   *Ordinary crew change*

The team leader notifies the SSLA-EC of planned crew changes at check-in, or, when not foreseen, spontaneously before a race (in good time and before sailing). OA will decide whether a crew can be replaced by checking the rules according to the NoR. Requests will be published in the ONB, of whether they are accepted or not.

Special cases

See NoR of SSL Series and SSWL Series 2025!

7.451.46   WEARING BIBS
Crew members are required to wear the bibs when sailing, being at the briefing and at the price ceremony.

7.461.47   SIGNALS MADE ASHORE

The SI informs on where the signals will be displayed ashore. When flag AP is displayed, the warning signal will be made no fewer than 30 minutes after removal. When the signalling vessel leaves the dock, flag L is hoisted with one sound signal.

7.471.48   BEFORE LEAVING THE BOAT IN THE HARBOUR
Prepare the boat as follows:

- folding, bagging and stowing the sails as instructed (sails dried, jib rolled up accordingly on the forestay and covered with a cover, mainsail rolled and stowed inside on cabin bed, gennaker dried and stowed in douse bag).

- leave the boat in the same clean condition in which was boarded on that day.

- release backstay tension.

- ensure that the boat is empty of water. At the end of the final day, clean the boat (cabin and deck), remove all trash, and remove all tapes and marks.

- ensure that boats are properly moored, with fenders and mooring lines to prevent any damage during mooring.

- when your team is the last on a boat after the racing day race is finished, take the tracker unit before leaving the boat and bring it to the race office or give it to the boatman present.

7.481.49   BOAT EXCHANGE

Read the pairing list and be ready with your team on-time, according to the instruction provided by the event organiser.

7.48.11.49.1   *You enter the boat (J/70)*

1. Ask the leaving crew: is there any problem?

2. After entering the boat, you have 3 minutes time to check that everything is in order. If not, display flag L ▨ (on the port shroud). In that case, the boatman will come to your boat.

3. Place the club pads on the main sail.

7.48.21.49.2   *You leave the boat (J/70) after a race*

1. Furl the jib; the main sail shall remain hoisted during the crew change.

2. Put the gennaker in the gen-bag, nicely folded.

3. Take all your personal belongings with you, incl. club pads from the main sail

4. Tell the changing crew whether there are problems which you identified.

~~7.48.3~~1.49.3   *Damage or loss of equipment*

If you have caused damage, or your boat has been touched in an incident, or equipment has been lost, or you have noticed something (especially damage on a sail), please hoist the Lima flag at the latest before you leave the boat.

Do not leave the boat until the boatman has given permission to do so.

The boatman will make a note of the race and boat number, and will contact you the evening after the races to clarify the incident.

~~7.49~~1.50   FLAGS DISPLAYED AT THE SIGNALLING VESSEL

Permanently displayed at the signalling vessel are the following flags:

CLUB FLAG OF THE EVENT ORGANISER	Burgee of the club
RC	White Flag with the letters "RC"
SSLA	SSLA Burgee
Pink	Only when the Signalling Vessel is anchored and a MARK. The pink flag represents the starting/arrival point.

~~7.50~~1.51   START

~~7.50.1~~1.51.1   *Setting flags and sounds*

see chapter 1.10.2 Race Starting Procedure, description "Flag Setting and Sounds".

~~7.50.2~~1.51.2   *OCS start*

see chapter 1.10.3 After Race Start, description "Early Start".

~~7.50.3~~1.51.3   *Abandonment individual race*

see chapter 1.10.3 After Race Start, description "Abandonment individual Race".

~~7.50.4~~1.51.4   *Racing postponed*

see chapter 1.10.7 Racing postponed.

~~7.50.5~~1.51.5   *Racing postponed (go to harbour)*

see chapter 1.10.8 Racing postponed (go to harbour).

~~7.50.6~~1.51.6   *Racing postponed (no more racing today)*

see chapter 1.10.9 Racing postponed (no more racing today).

~~7.50.7~~1.51.7   *Abandonment racing for today*

see chapter 1.10.10 Abandonment racing for today.

~~7.51~~1.52   INDIVIDUAL RACE ENDED

~~7.51.1~~1.52.1   *Team is going to lodge a protest*

After a race, a team can sail to the vessel marked with flag "RC" and lodge a protest. The Race Officer will contact the umpires. The umpires may extend the two minutes protest time after flag B has been displayed, by informing the RO accordingly.

~~7.51.2~~1.52.2   *Protest procedure after race*

see chapter 1.10.5, section: Showing race results, protest after the race, Extension of protest time, change results on the board, end of protest time.

~~7.52~~1.53   OTHERS

~~7.52.1~~1.53.1   *Important information afloat*

see chapter 1.10.11 Important information afloat

~~7.52.2~~1.53.2   *3ʳᵈ substitute – Amendments to the SI*

see chapter 1.10.12 <u>3ʳᵈ substitute – Amendments to SI afloat</u>~~3ʳᵈ substitute – Amendments to SI afloat~~.

~~7.53~~1.54   SAILS CARE

SSLA puts a lot of effort to ensure that good quality sails are available. The sailors shall contribute their share to maintain the quality. It is essential to follow the rules, such as:

a) Gennakers must always be put back in the bag provided in each J/70 <u>after each use</u>.

b) After racing day: sails are dried, mainsail and jib furled, gennaker spread in the cabin to dry, all sails bagged and stowed to further instructions. Mainsail battens remain in the sail, jib battens are stowed in the sail bag.

c) Hoist the sails correctly.

d) Check the sails (when boat exchange, see chapter 1.49)

~~7.54~~1.55   DEBRIEFING WITH THE UMPIRES

A daily debriefing with the umpires is officially scheduled in the program. The participation is welcome but not mandatory.

~~7.55~~1.56   RACECOURSE

Generally (<u>but not always</u>), the anchored signalling vessel is not a mark. The start / finish line always consists of two robotic marks. Be aware that either in the Sailing Instruction or at the first event briefing, the Race Officer may inform that this dispositive is different, namely Start and Finishing Line is between an anchored boat (with Flag Pink on a pole as bearing point) and a Robotic Mark.

Be aware that in case of anchored signalling vessel, it is located on the pin-end side of the starting/finishing line.

	Starting vessel: when the boats start or finish the vessel must be in line with the starboard and port start/finish marks (L1 and L2) to sight the start/finish line when boats passing. **Gate marks:** after the start, marks L2 and L1 are new positioned, either a) remain on the height of the racecourse (where the starting line was set). The distance between start L1 and L2 will be shortened). b) the marks (L2 and L1) may be moved upwards (higher than the starting line) and the distance between the marks is shortened.
	Gate marks will become Finish marks: When the boats have passed the gate, the marks will be set as the finish line. Therefore, the marks L2 and L1 will normally set at the positions of the original start line or make a finishing line with about 50 meters length.

~~7.55.1~~1.56.1 *Which is the windward mark – first leg*

In the **Race starting procedure, at -2 minutes before the start**. Together with flag P, flag Foxtrot or the yellow flag is displayed to indicate which is the windward mark to approach for the first leg: Foxtrot → orange mark, Yellow → yellow mark.

~~7.55.2~~1.56.2 *Course Change for 2nd Leg*

If a course change is decided by the RC, the boats approaching the gate will be made aware of this course change, by displaying a board with Flag C and either flag F (Foxtrot) or Yellow to indicate which windward mark to be sailed to in the second leg. The tablet (board) is set on the Signalling Vessel, accompanied with repetitive horn signals.	
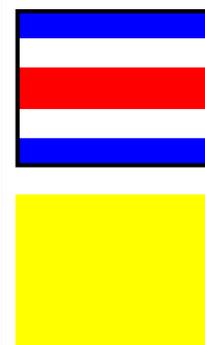
~~7.55.3~~1.56.3 *Yellow mark used as start/gate mark*

Flags that are attached on top of a robotic mark means that they replace another mark.

Example: the orange flag on yellow mark means that the mark is now a designated orange mark.

~~7.55.4~~1.56.4 *Heavy problems with Robotic Marks*

It might be that the RC will position boats with the flag M ("I'm a Mark"). Be aware of that. It will be accompanied with repetitive horn signals.

~~7.56~~1.57 CONTACT WITH THE HULL OF ANOTHER BOAT

For details, see Appendix UF.

If the hull of a boat makes contact with the hull of another boat and the umpires have given a penalty to the boat(s) concerned, the applicable penalty will be added to the final score of the boat(s) in question.

The umpires will inform the RC and the boatman of such penalties and the boat numbers concerned by radio. They then also inform these involved boats.

At the end of a race, the boatman will check the boats involved and assesses the incident. The boatman determines the appropriate penalty points based on the extent of the damage. The assessment will be forwarded to the RC to be recorded on the result board.

The boatman will contact the team(s) after the race day to write the damage report.

~~7.57~~1.58 PROBLEM WITH THE BOAT

Please display the Lima flag on the boat if you are sailing and have any problems or have noticed any damages or even loss of equipment.

~~7.58~~1.59 YOU WANT TO PROTEST

Clearly show the red flag on the boat, and hail as loud as possible "Protest". If you fail to do both as soon as reasonable possible, the umpires consider your protest as invalid and show you the green/white flag.

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~~7.59~~1.60   END OF THE EVENT - BOATHANDLING

At the skipper meeting of the last race day, the boatman provides information on the tasks to be completed when preparing the boats, ribs, and robotic marks for departure.

Before the price-giving-ceremony, all participants and others involved shall prepare the boats, buoys, and ribs for departure.

Following points must be considered at the end of the race event:

- Teams have to help hauling out the boats.

- Boats must be placed on its respective trailers in accordance with the instructions.

- Masts, rigging parts and all other equipment must be packed according to the instruction suggestions (see further guidelines).

- Boats and all other equipment must be properly secured to the trailer for transport. Drivers must double check that all parts are secured correctly before driving off with the trailer.

- Sails must be dried, mainsail and jib furled, gennaker spread in the cabin, when dry, all sails packed in bags and stowed according to further instructions. Mainsail battens remain in the sail, jib battens are packed in the sail bags.

- Forestay, shrouds, spreaders, and backstay must be packed and stowed in the boat for transport.

An instruction manual "How to make the boats ready for the transport" will be distributed separately.

~~7.60~~1.61   TIDYING UP THE BOAT

- **SAILS**: Mainsail must be furled and stored in the cabin (to either side of the bed). Jib shall be properly furled on the forestay and protected with its cover. make sure that it is firmly blocked

(or tied) so that it does not unfurl unintentionally during the stay. Jib sheets stay on. Gennaker can remain in the douse bag, but must kept dry. Sheets and tackline can remain attached.

- **RUDDER**: Secure the tiller so that it does not swing around, easiest is to use the slack of the backstay control line.

- **COMPANIONWAY**: If weather conditions permit, the companionway hatch can be left open to ventilate the boat. In this case leave the vertical blade door inside the boat and only use the top hatch. In bad weather close the companionway properly.

BOOM: Place the end of the boom on the cockpit floor to prevent it from swinging too much while docked.

HALYARDS: gennaker and mainsail halyard tops must be buckled at the foot of the mast and tightened accordingly.

7.61 ~~1.62~~ ON THE DOCKS, BOATS IN WATER DURING EVENT

- **CREW EXCHANGE ASHORE/ AFLOAT**: Make sure that you pick up all your belongings after leaving the boat, this includes any garbage leftovers, remnants of marking tape, additional tell tales or similar. If any damage, anomalies, or loss of equipment is realized, the team must immediately inform the boatman. Empty out any excess water in cabin bilges.

- **MOORING THE BOAT IN THE DOCKS**: use all three mooring lines to moor the boat. Use all three fenders while moored, be sure they are in the correct position to protect the boat. Tie down the boat accordingly to avoid further damage to the deck equipment. Use the 'u bolt' on the foredeck to tie the bow; make sure that the mooring lines and the lower furling swivel on the forestay do not chafe. If there are no attachment points on the stern, use the winches. Guide the stern mooring line through the push pit and attach it to the winch. Don't use the cam cleat to attach the morning line. Don't fix the mooring line directly to the push pit.

7.62 ~~1.63~~ ON THE TRAILER FOR ROAD TRANSPORT

- **KEEL:** Remove the keel cover, unscrew the keel plate and lift the keel, make sure that the foil does not touch the keel box while being winched up/down, use the rubber tube protection. When transporting on the trailer, the keel is should lay on the trailer support, so the keel is pulled down slightly, but leave some tension on the rope so that the keel crane remains fixed during transport. The inox keel plate must be stowed in the grey box and the nuts shall be screwed back onto the screws for transport. The keel cover is placed on the bed, near the rudder.

- **MAST:** Make sure that you do not place the mast on the spreaders pointing downwards, as this can damage the spreaders when you step down (or step off) the mast. At the same time make sure that the shroud turnbuckles are not pushed to the side by force, otherwise they could be irreparably bent (the turnbuckles should be in upright position during the manoeuvre).

At take-off, it is recommended to remove the standing rigging from the mast: forestay, vertical shrouds (together with spreaders), diagonal shrouds, backstay (batten, dyneema wire, cascade system with rings and shackles). The shrouds are rolled up tightly and stowed in the gennaker douse bag (grey bag) and placed on the centre cabin for transport.

Windex is placed in the grey box for the transport.

- All bolts and shackles should remain on the rigging parts: shroud bolts on the turnbuckles, mast foot bolts on the mast, forestay bolts on the fs turnbuckle, backstay shackles (two) on the backstay wire, spreader bolts on spreaders. Jib halyard shackle (on forestay swivel) stays on the halyard.

- Control lines: The boom vang cascade is removed from the mast and boom. The upper metal block remains with the vang line, the single block at the foot of the mast remains on the mast. Cascade system (lines with double block, one shackle and upper metal block) is placed in the grey box during transport. The Cunningham line remains on the mast.

  Halyards: all tops of halyards are attached to the foot of the mast and tightened.

- For transport the mast must be positioned on the mast support of the trailer in the fore part and on the wooden support provided for this purpose at the back of the boat. The foot of the mast must point forward. Use the canvas cover to pack the lower mast part. Use suitable lines and straps to tie the mast and the wooden supports.

- **RUDDER**: Pull out the rudder pin to release the rudder from hinges. Clean and dry the rudder before placing it in the bag (otherwise it become mouldy). The rudder pin must remain on the rudder for the transport. The tiller extension must remain attached. When stowing the rudder in the boat cabin, place it on the side of the bed, with the foil facing forward (towards bow), the tiller aligned with the rudder foil and pointing towards the stern of the boat. Place a fender or sponge underneath to protect it.

- **BOOM**: After removing it from the mast, leave the gooseneck bolt on the boom. Remove the vang (including the upper metal block attached to the boom), pull the mainsail sheet off the blocks, leaving the upper double mainsail sheet block on the boom. Vang lines (with 1x double block, 1x upper metal block) and mainsail sheet are stowed with the other sheets and control lines in the grey box.

- **BOAT EQUIPMENT**: Flags (Lima and protest flag) are stowed in the grey box; boat hook and paddle are placed on the bed in the cabin close to the boom or rudder; PFDs are packed in its container bag and placed behind the cabin bench on either side; sponge and bucket in the grey box; winch handle in the grey box; two mooring lines in the grey box (the third one is used to tie the bow on the trailer): fenders (3 pcs) stowed under companionway step (or used to cushion / support the boom and rudder during transport). Bag with the anchor is stowed under one of the cabin benches.

- **SHEETS AND CONTROL LINES**: Try to dry all sheets before packing and locking them in the boat. Clean all ropes from any markings, tapes, etc. Wind up the GENNAKER/JIB/MAINSAIL SHEETS and stow them in the grey box. The JIB SHEET BLOCKS remain on the boat, the MAINSAIL SHEET BLOCKS remain on the boat (lower double block) and on the boom (upper double block). Pull out the BACKSTAY CONTROL LINE, wind it up and stow it in the grey box. MAINSAIL TRAVELER LINE remains on the boat (fix it on both sides to prevent movements of the traveller during transport). TACKLINE in the grey box.

- **SAILS:** the sails should be dried before packing and stowing. The Mainsail and jib are furled, the mainsail battens remain in the sail, the jib battens are pulled out and stowed in the sail bag. Gennaker should be spread in the cabin and when dry stowed in its sail bag.

  For transport, place the sails inside the cabin over the rudder, on one side of the cabin bed.

- **TRAILER:** when pulling the boat onto the trailer, check that it is correctly centred (the best reference is the keel bulb, which is centred on the side of the bracket provided for this purpose). The bow of the boat should approx. 3 cm away from the front support in (mast support pole).

  Tie the boat to the front and rear of the trailer using the appropriate webbing. Use a third mooring line to tie the bow to the mast support pole. Use the end of the same mooring line to block the bowsprit during transport.

  Make sure that the lighting bracket is correctly attached to the trailer.

7.63~~1.64~~   PRICE CEREMONY

All team members shall be present – excuses maybe accepted but need an approval by SSLA event coordinator. Wearing the bibs of the team members is appreciated.

7.64~~1.65~~   EVENT CHECK-OUT

Bring back to the race office:

- Club pads
- Bibs

7.65~~1.66~~   TRANSPORT BOOT / TRAILER / RIBS (EQUIPMENT)

You are kindly asked to transport the equipment (boat, trailer, rib) to the defined destinations in consultation with the EC-Coordinator. Thank you very much!

Having successfully transported an item, download the document "Compensation form SSL transport 2025 (formulaire)" from the ONB, link [Swiss Sailing League 2025 Registration Information Overall Ranking manage2sail](#), fill it in and send it to SSLA for reimbursement.

7.66~~1.67~~   DAMAGES

If a team is going to take over a boat, it shall check. In case you find a mal function, a missing flag, or you even see a damage, please hiss the flag Lima, so that the boatman approaches you and you can inform about your recognitions.

After a damage occurred either by a crash with another boat, or just it happened during your sailing (e.g., break of a sail), you hiss the flag Lima before you cross the finishing line. The boatman is obliged to make a note of the person(s) responsible of the damage(s) for the evening's meeting with the parties involved to sign the damage protocol.

SECTION G: Umpire

The umpires have their own organisation and briefings. Below are a few points to be observed:

7.67 1.68 EQUIPMENT

- Umpire flag set (plus one set of spare ones)
- Stick and Umpire flag for umpire assigned Rib
- Radios

7.68 1.69 CHECK-IN

- The Umpires check-in at the race office. They will receive the equipment plus some pairing list (plasticised), as well as vouchers for dinners and coffees.
- Check-out: please bring the items back to the Race Office. Radios must be brought to the race office every day to charge the battery.

7.69 1.70 COFFEE AND LUNCH BAGS

- Coffee for the umpires. At each event, the SSLA is providing a coffee machine and coffee from Caffè Ferrini SA. The umpires can brew their own coffee and fill it into the thermos flasks, which are also provided. The thermos flasks must be returned after the event.
- Lunch bags. The umpires will receive the lunch bags on time for their daily mission.

7.70 1.71 BLACK UMPIRE FLAG DSQ

The umpires must inform the race committee about the decision as soon as possible.

7.71 1.72 TOUCHING HULL OF ANOTHER BOAT

If a boat is penalised for contact with the hulls, the umpires will inform the boatman and race officer, and name the boats concerned.

Having finished the race, the boatman checks the boats for damage. Having done this, the boatman informs the result of the checks by radio (e.g., boat 1: with damage, boat 3: no damage). The umpires receive the information from the RC and confirm it if it is correct.

Protest Committee. All umpires are members of the protest committee, and the CU (Chief Umpire) decides who will be part in the respective hearing panel.

7.72 1.73 DEBRIEFING WITH THE UMPIRES

SSLA puts at disposal

- Whiteboard with writing utensils and a set of sail boat models (for explanation)
- Loudspeaker + micro

SECTION H: Boatman

The boatman is the key contact for sailors, organisers, umpires, and others related to SSLA boats, Ribs and Robotic Marks, before, during and after the event.

~~7.73~~1.74   CHECK-IN

The boatman checks-in at the race office. He receives various items of equipment (see below), vouchers for dinners and drinks.

The boatman will receive lunch bags at the event. Catering on non-race days (e.g., Day-Zero) is provided by SSLA.

~~7.74~~1.75   EQUIPMENT

The following equipment is provided to the boatman at the check-in or daily (radios):

- Flag "Service", with stick, for the boatman Rib.

- Radio. For communication. Back to the Race Office over night to recharge the battery.

- Trackers, for the boats and marks. Collect in the evening to recharge the battery.

~~7.75~~1.76   COFFEE AND LUNCHBAGS

- Coffee for the boatman. At each event, the SSLA is providing a coffee machine and coffee from Caffè Ferrini SA. The boatman can brew his own coffee and fill it into the thermos flask, which is also provided. The thermos flasks must be returned after the event.

- Lunch bags. The boatman will receive the lunch bags on time for the daily mission.

~~7.76~~1.77   SAILS

- Sails assignments. Together with the SSLA-EC, the boatman assigns the sails to the boats. A list of sails and the category used will be given to the boatman at the beginning of the season. The sail assignment to boats depends specifically on the type of event:

   o New Jib, gennaker and main sails: the new ones (1st set) will only be used for the Super, Challenge and Women Super League. The 2nd set for the other regatta events and camps / schooling activities;

   o Mainsail: there are two sets. The designated main sails go for the "higher class" events;

   o Reserve sails per category are also noted in the sails inventory.

- Logbook of Sails. The boatman maintains a logbook of the sails assigned and used per event.

- Log of Sail damages. The file must be updated for each event. It contains the extent of damage and who caused it. In addition, it must also be noted whether the sails need to be repaired or not.

- Regular inspection of the sails by North Sails.

~~7.77~~1.78   SAILING BOATS

- Boat Logbook: keep the logbook with notes, list scratches, replaced items, etc.

7.78 1.79   SKIPPERS MEETING

Attendance. At the skippers meeting on the last day, give instructions about the preparation of the boats, ribs, and robotic marks for the departure.

7.79 1.80   COUNTER STARTER

The boatman shall act as counter starter for each race, unless he is dealing with a damaged boat. The boatman must also be at the pin-end, at the request by the RO, for the finish of boats if a close finish is expected.

7.80 1.81   AWARE OF LIMA FLAG

During the event, the boatman observes the sailors and their boats. When Lima flag ▰ is set, he immediately goes to the boat.

7.81 1.82   TOUCHING HULL OF ANOTHER BOAT

If a boat is penalised for contact with the hulls, the umpires inform the boatman and race officer, and name the boats involved.

After the race, the boatman is checking the named boats for damages. Having done this, the boatman informs the result of the checks by radio (e.g., boat 1: with damage, boat 3: no damage). The boatman shall decide on the so-called <u>Damage Level, which</u> refers to the penalty points. See chapter 1.18 Damage Levels – Penalty list.

7.82 1.83   DAMAGE - REPORT

In case of a damage (e.g., by collision), or when noticed other damages, the boatman first repairs the damage (if possible) on the water, estimates the required time to resolve the problem and immediately inform the Race Officer. In case of a collision, the boatman also reports, the so-called Damage Level which is related to the penalty score. See chapter 1.18.

The boatman shall note the damage that has occurred (boat numbers, teams, race no) and immediately informs the teams, that he will schedule a meeting with the involved parties in the evening to make the relevant damage report. There is not time to waste on water.

7.83 1.84   GENNAKER BAG

From time to time the boatman shall check whether the sailors are using the gennaker bag to stow the "Asy" (kite) after use. Issue open at SSLA's technical committee.

7.84 1.85   WHATSAPP GROUP EVENT

All the teams, the boatman and other related persons are included in the corresponding Skipper WhatsApp groups (see 1.1.5.11 Event Skipper WhatsApp groups).

The main purpose is to provide important information during the event. The WhatsApp group does not replace the usual information procedures with related to the regatta (NoR, SI, etc.). One of the main users is the boatman who should communicate using this new medium.

The main reasons for publishing the messages are:

- **Compile and sign Damage Report**. The boatman writes the information via WhatsApp, naming the relevant skippers (e.g., pls. meet the clubs RCO and YCB at the Race office at 19:00, damage Race xy).

- Boats not tidied up after a race day. After the events, the boatman checks each boat and sends a message to the relevant club (e.g., Yachtclub X please check jib sail to stow correctly), using the pairing list which boat and club must be addressed in the WhatsApp message. Reasons for the call are:

    o Sails not packed correctly

    o Gennaker not placed in the assigned position

    o Not enough fenders set

    o Sails not set correctly

    o Boats not cleaned

    The list must be completed by the boatman.

7.85~~1.86~~   ROBOTIC MARKS

During the events, the boatman will bring the robotic marks with his rib to the signalling vessel, to set up the race course.

After the race day, except at the last day, the boatman collects the robotic marks and takes them to the harbour (designated place). The batteries are taken to the Race Office for recharging.

The next day, the recharged batteries are brought to the robotic marks, together with the SSLA-EC.

If possible, the boatman takes the robotic marks out to the race course before the boats leave the harbour.

On the last day of the regatta, after the last race, the boatman drives with his rib to a designated place (harbour) without the robotic marks. A designated team will take the rib to collect the robotic marks and bring them to a location, so that another designated team can take care of the RoboMarks.

7.86~~1.87~~   ORGANISING PACKING THE BOATS

At the end of the event, the boatman will supervise the packing the boats. Before the departure of each trailer, the boatman shall give his okay having checked each trailer.

SECTION I: Security / Safety / Emergency

The event organiser is obliged to publish a safety concept on the ONB. The race management, SSLA-EC and the persons of the race office are informed about the various steps to be taken in case of an emergency.

Every event organiser shall provide to SSLA on time the Security concept; it will be uploaded on the ONB of the specific event.

An event organising club has to designate a Security Officer. This person is responsible and principle contact person in case of security incidents.

The main responsibility on the water lies with the race officer. One of the decisions is to abandon the event in good time after analysing the weather conditions. In case of medical emergencies, the RO initially organises the rescue mission (until it is overtaken by the rescue teams). The RO also gives instructions to the pilots of ribs or any other boats in the race management. The signalling vessel must be equipped with a first aid kit.

The Security officer has to be informed by the RO immediately.

SECTION J: SSLA POLICY–UMPIRED FL. RACING EVENTS

Valid as of 23.11.2024

Following the policies of SSLA that shall be considered at SSL Events while sailing the Umpired Fleet Racing format. The actual version is published in the ONB.

1. No AP over H, or AP over A, when there's wind (4 or more knots), provided that the boats arrive at the berthing place before sunset or 20h, whichever is the latest. This "rule" is binding.

2. A race shall be initiated (hissing Warning signal) after 3 minutes of the last crew changed into a new boat.

3. When a boat is tilt, we have the following rules today: ▪ Within three minutes of changing into a new boat a team may display flag L to signal breakdown or damage to the boat, the sails or injury to the crew and request a delay to the next start.

   The Race Management is waiting max. 10 minutes for a repair. It means, the next start of a race will be initiated whether the boat is repaired by then and whether it makes it to the starting line or not. The scoring is being done according to the Sailing Instruction.

4. After the preparatory signal is hissed, a race shall not be postponed or abandoned due to breakdown of a boat (whether signalling flag Lima or not).

5. When a boat is tilt for more than one race: all the teams that cannot sail on that boat receive Average Point (considering the Sailing instruction, i.e., exceptional rule for the first 2 races at an event).

6. Scoring: when a team had a race with average points, before publishing the event scoring, a recalculation shall be done including all races into the average point calculations (done by m2S).

7. SSLA is sailing with up to 3 boats in tilt.

8. When a boat is not in the possess to sail with gennaker (broken equipment; kites not anymore available), the following rules shall be followed:

   b)a)   When RC is getting the information before hissing the Warning Signal → hissing Flag W (Sailing without Gennaker) immediately.

   c)b)   When information received after the Warning Signal hissed, hissing flag W as of the next race.

   d)c)   When the boat with the gennaker problem cannot be repaired, the boat shall be taken out of race. As soon out of race, we continue sailing without the restrictive flag W (of course, unless the wind is above 30 knots).

9. Anchored signalling vessel as mark. As policy, SSLA is wishing not to have a signalling vessel that is used as mark. However, if it makes sense, the following rules have to be followed:

   e) Positioning of the anchored Signalling Vessel: it shall be on the port end!

f) The signalling vessel shall be protected on the port and stern side with fenders.

g) The checking for early start shall be the placed pink flag on the pole as the point of reference on the signalling vessel. The tracker must be placed on the pole where the pink flag is set.

10. When not racing with Robo Marks of the SSLA. The race management must inform the Principle Race Officer <u>one month</u> before the event; an amendment (or inform on time before publishing the SI) of that issue shall consequently be published before the event will start.

SECTION K: Identification of boats scored OCS – Communication with Umpires

Boats which are OCS, are removed from the course as soon as possible. This avoids the situation when leading boats are disqualified after finishing, which is unsatisfactory for media and spectators.

Procedure for Race Committee

1. At the starting Signal, the race committee (RC) says on the umpire radio channel either *"Clear Line"* or *"OCS boats".*

2. 2 minutes after the starting Signal, the RC informs the umpires by radio that one or more boats are recorded OCS.
   - The RC says *"N <quantity> boats are OCS, stand by for numbers".*
   - All umpires hear this. The transmission may be deferred slightly if the RC sees that the umpires are busy.
   - The Chief Umpire (CU) confirms receipt by saying *"N boats are OCS".*

   If OCS was signalled and all boats returned, the RC will say *"Negative X-ray".*

   If no transmission is made at this time, the umpires know that they are not required to Signal any boats.

3. The RC confirms to all umpires the sail numbers of the boats that are recorded as OCS.
   - The RC says *"Flag X-ray for boat XXX, Flag X-ray for boat YYY"* etc.
   - The CU confirms *"Flag X-ray for boat XXX, Flag X-ray for boat YYY"* etc.

4. If there are boats OCS, the RIB that is in the best Position relative to the boat confirms to the CU that it will make the call, and repeats the sail number:
   - The umpire says *"Umpire Z is ready to display flag X-ray to boat XXX".*
   - The CU confirms that the number is correct.

5. The relevant RIBs Signal the relevant competitors with flag X. These competitors shall leave the course immediately.
   - Each RIB confirms to the CU that it has signalled the competitor.
   - If a boat does not retire after being signalled as OCS, she breaks rule Q3.3(a) and an umpire should penalize her with a black flag under rule Q4.1(f).

SECTION L: Appendix Y CREW CHANGES carried out by SAILORS – QUALIFICATION (CCQ)

Swiss Sailing League Association, c/o Swiss Sailing, Talgutzentrum 27, CH-3063 Ittigen

CREW CHANGES carried out by SAILORS – QUALIFICATION (CCQ) 2025

Started as a pilot in 2024, it was decided by the General Assembly to implement as of 2025 that Crew Changes will be carried out by the sailors. It means, they are piloting the crew exchange boats (usually RIBS). Consequently, more information at the latest at the check-in is requested.

The person in charge for a club team shall compile this form (CCQ) at least 14 days before the event start and forward it attn. sekretariat@swisssailingleague.ch.

In order for Swiss Sailing League Association (SSLA) and the club organising the events to plan the event safely with regard to crew change organisation, the person in charge must

a) List the names of the crew members who have a valid category A boat licence. Verification in this regard is a matter for the person in charge (and not SSLA).

b) Check and confirm that the listed holder of a category A boat licence has third-party driver insurance that is either already included in his/her personal liability insurance or has supplementary insurance in his/her personal liability insurance. With the supplementary insurance 'Use of third-party motor vehicles', the driver is protected against the financial consequences of an accident involving a third-party vehicle. This (supplementary) liability insurance covers such damage or provides support in the event of unjustified claims. Verification in this regard is a matter for the person in charge (and not SSLA).

This document is valid as of the date of signature (legally signed) and sent to SSLA.

Club

Crew member 1

    Cat A ☐   Insurance ☐

Crew member 2

    Cat A ☐   Insurance ☐

Crew member 3

    Cat A ☐   Insurance ☐

Hereby I confirm that the listed crew members consist of a valid boat driving license Category A and a corresponding liability insurance as indicated in this form.

Signature of the Person in Charge	Date

Attn. sekretariat@swisssailingleague.ch

SSLA CREW CHANGES carried out by SAILORS – QUALIFICATION (CCQ) 2025

Abbreviations

2K	2 Keelboats (Team Racing)
CL	Challenge Leage
CU	Chief Umpire
m2S	Manage2sail (www.manage2sail.com)
NoR	Notice of Race
OA	Organisation Authority
ONB	Official Notice Board (manage2sail)
PC	Protest Committee
PL	Promotion League
RC	Race Committee
RO	Race Officer
RRS	Racing Rules of Sailing
SI	Sailing Instruction
SL	Super League
SSL	Swiss Sailing League
SSLA	Swiss Sailing League Association
SSLA-EC	Swiss Sailing League Association Event Coordinator
WL	Women League
W-SL	Women Super League
W-CL	Women Challenge League

TRACKING