

WINDSURFING RACE COMMITTEE HELP ARTICLES

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Everything you need to know about

Why Have Rules Anyway?

but didn't know who to ask

The RC Help Articles are especially written for people new to the Race Committee. This article helps explain why rules are our friends, not our enemies.

Here in the United States, the Notice of Race for every windsurfing event sanctioned by the United States Windsurfing Association begins with the statement,

"This Event shall be governed by the Racing Rules for Sailing including Appendix B4, the prescriptions of US SAILING, any Class Rules, the US Windsurfing Event Manual, and this Notice of Race".

All sports have rules to assure that their competitive events are FUN, SAFE and FAIR for all. Yacht Racing Rules were first written in the 19th century and regularly updated for the non contact sport of yachting and yacht racing. These rules helped sailors enjoy racing and avoid collisions. (If you remember nothing else from this article, remember these three words: FUN, SAFE and FAIR. That's what rules are all about and why they exist!)

The INTERNATIONAL GOVERNING BODY for the sport of sailing, including windsurfing, is the INTERNATIONAL SAILING FEDERATION (formerly the International Yacht Racing Union or IYRU until January, 1996). They have written the RACING RULES FOR SAILING or RRS (formerly INTERNATIONAL YACHT RACING RULES IYRR) which are reprinted in the United States by the United States Sailing Association, the NATIONAL GOVERNING BODY for the sport of sailing, including windsurfing. Under the auspices of US SAILING are a number of NATIONAL ORGANIZING AUTHORITIES (NOA) which govern the various kinds of sailing. The United States Windsurfing Association (originally formed in 1987 as the United States Boardsailing Association) is the duly authorized NOA for the sport of windsurfing. Under the auspices of US Windsurfing are a number of LOCAL ORGANIZING AUTHORITIES (LOA) and that's where some of you come into the picture!

Here in the United States, US SAILING and US Windsurfing have agreed, in order to achieve the objective for fun, safe and fair competition, that all member LOAs shall conduct and judge their events by the RRS, prescriptions of US SAILING and any Class Rules. Early on however, LOAs requested specific guidance and thus US Windsurfing developed and published the EVENT

GUIDELINES which have been updated annually. In 1993, US Windsurfing published the SCORING SYSTEMS HANDBOOK to help Race Directors and Race Committees understand the rationale behind US Windsurfing's approach to setting up and scoring an Event. Notice the words "setting up" an Event. It's possible to score your Event perfectly and still get results that are unfair or biased if you setup or conduct your Event improperly! Thus, how you setup, conduct and score your Event are all equally important.

Here in the United States, US Windsurfing Event Manual require Race Committees to setup and score their Events a certain way based on the level of Event or Regatta they want to conduct. Sometimes, LOAs have the freedom to choose from several options (like for Fun Events) and sometimes they don't (like for National or International Championships). If LOAs don't like a particular Rule, Guideline or Option in The Event Manual, they may request a change from US Windsurfing. If US Windsurfing approves the request, then the LOAs must publish the change in their Notice of Race so that everyone knows in advance what rules and guidelines are applicable for a particular event. However, US Windsurfing recommends that LOAs under their authority just follow the EM without changes. They're the consensus of many top competitors and experienced event organizers, both nationally and internationally.

Nobody likes to be told what to do and how to do it! That's just human nature! But someone defined maturity once as "the ability to live under authority without losing your cool". That's not to say we can't make changes if we disagree with what's going on! But there's a right way and a wrong way to make changes! US Windsurfing, for example, is always looking for ways to improve the sport, simplify the rules and make racing even more fun, safe and fair for everyone! Therefore, they invite racer's to communicate their ideas to a Regional Director or one of the National Directors.

We hope you've gotten the point that rules are needed to make Events fun, safe and fair for all. Why not buy a copy of US Windsurfing's Event Guidelines (or, if you're living in a country other than the USA, your own NOA's current Event Guidelines) and study them thoroughly. Then if you have any questions or need further clarification or interpretation or want to offer alternatives, contact your NOA's Events Committee. Meanwhile, we recommend you keep it simple and easy. Avoid making up rules on the fly; instead, just use your NOA's recommended options for your Events. Remember that an Event conducted properly is more fun for everyone! Best wishes for a successful racing season.

Everything you need to know about

Ch. 2 Competition Formats

but didn't know who to ask

RC Help Articles are especially written for people new to the Race Committee. This article deals with the manner in which an Event is conducted and competitors vie with one another in groups.

There are four recognized formats:

All Race

By Fleet

Fleet by Class

Fleet/Class by Division (abbreviated Flt/Cl by Div).

For the All Race format, everyone competes together regardless of their Fleet, Class or Division. This format is used mostly for smaller Events but if combined with a scoring system that allows recognition and awards by Competition Group (Fleet, Class or Division), it can be used for larger Events as well. The other formats are used for larger Events to make racing more enjoyable and to spread the recognition and awards around. For the By Fleet format, everyone in the same Fleet competes and are scored together. For the Fleet by Class format, everyone in the same Class within the same Fleet competes and are scored together. For the Flt/Cl by Div format, everyone in the same Division within the same Fleet and Class compete and are scored together.

Be sure to include your Event's Competition Format when you write your Notice of Race. Also make sure, in the interest of competition fairness, that your Competition Format remains consistent within the discipline and if at all possible, between the disciplines as well. If you divide part of your groups in any way, then the resulting Competition Format is inconsistent and competition fairness is compromised.

There are times however that you might have to combine some of your Competition Groups to create a valid group (e.g. when there are less than six competitors in a group). If this is the case, then restore consistency and thus competition fairness by forming a new group and awarding points based on the number of competitors in the new group, i.e. combine your Men's Division with your Women's Division for a new Coed Division or combine your 35 Masters Division with your 40 Senior Masters Division for a new 35 Masters Division. Make sure you maintain the new Division throughout the ranking period and award points based on the number of competitors in the combined heat or start rather than the number of competitors in each original group. This will accurately reflect the competition value and maintain the integrity of the groups.

If you select the Fleet/Class by Division format, then make sure to offer an Open (All Age) Division in addition to your specific Age Divisions. If you have a large Open Division, then offer a Masters Open Division as well. This is the only situation where the Open Division and Masters Open Division are valid and viable Divisions. It gives competitors who like to race everyone regardless of age or weight a chance to do so.

If you're just starting a racing program in your area, keep it simple and use the All Race Competition Format but be sure to select a scoring system that allows you to give recognition and awards by Fleet, Class or Division (see RC Help Article on Scoring Systems). Meanwhile,

remember that an Event conducted properly is more fun for everyone! Best wishes for a successful racing season.

Everything you need to know about

Ch. 3 Scoring Systems 101

but didn't know who to ask

The RC Help Articles are especially written for people new to the Race Committee. This article deals with the manner in which an Event is scored.

The subject of scoring competitive events is many centuries old and the purpose of this article is not to reinvent that wheel! It's not that present day scoring systems are perfect because they aren't. Each has inherent strengths and weaknesses. It's important that you understand each scoring system, its accuracy and ease of use, what it prioritizes and then make an intelligent decision which will make the Event fun and fair for everyone. I hope this series on Scoring Systems will help a lot!

A word of caution! Even if you select the best scoring system possible, you can still bias and even invalidate the results by using inappropriate penalty score values or discarding and tie breaking rules! Therefore, be sure to familiarize yourself with these important factors. There are discussed in other RC Help Articles.

The most common scoring system worldwide among the windsurfing community is the Low Point/Reverse Scoring System. Low Point Scoring has even been adopted for the 1996 Olympics.

The Reverse Scoring feature isn't necessary for the Olympics since competition value is not a relevant factor except in tabulating a series of events.

In recent years the Bonus Points Scoring System (the old Olympic Scoring System) and the High Point Scoring System as well as some interesting variations of High Point, have been used but none of these have gained widespread acceptance. Actually, the term High Point may be misleading since the Low Point/Reverse Scoring System, by virtue of the reverse scoring feature, is High Point Scoring. The main difference between Low Points/Reverse Scoring and High Point Scoring is the degree of "point spread" generated and the ease of use but more about that later.

To "see" a scoring system's basic structure, just plot the finishing places on a "x/y" graph where x = finishing place and y = points. An "x-y" graph is one of the easiest ways to study the relationship between finishing place and points earned.

Scoring System Design

Each scoring system has an underlying scoring design or structure:

"SIMPLE STRAIGHT LINE"

"STRAIGHT LINE/CURVED LINE"

"CURVED LINE"

In a "SIMPLE STRAIGHT LINE" system, the scale of points between all finishing places is a constant, e.g. one point. The Low Point, Low Point/Reverse and the High Point Scoring Systems are all "straight line" systems except when .7 or .75 is used for First Place. They are all equally accurate and give the same results; the latter two also equally reward those who win at the larger events.

In a "STRAIGHT LINE/CURVED LINE" system, the scale of points between finishing places diminishes progressively from first to some place before last. The Bonus Points Scoring System (the old Olympic Scoring System) is an example of a "straight line/curved line" system. You award 1st Place = 0 points, 2nd = 3, 3rd = 5.7, 4th = 8, 5th = 10, 6th = 11.7 and 7th on = Place + 6. This system obviously makes sense but the inherent bias toward winners makes breaking into the top spots difficult.

In a "CURVED LINE" system, the scale of points between finishing places diminishes progressively from first to last, reflecting the fact that it's harder to move from 3rd to 2nd in a race than from 21th to 20th. The Cox-Sprague Percentage Scoring System, adopted by the Yacht Racing Association of Long Island Sound, is an example of a "curved line" system. The windsurfing community has not generally adopted "curved line" systems because they're too labor intensive when done manually; they ideally require a computer with appropriate software; and there's some question as to whether the resulting point differential is really worth the effort in windsurfing competition.

To confuse matters further, there are at least three more variations to the above basic structures:

"DUAL STRAIGHT LINE"

"REGRESSIVE CURVED LINE"

"VARIABLE LINE"

In a "DUAL STRAIGHT LINE" system, the scale of points between finishers is a constant (e.g. 1) for one group of finishers and then another constant (e.g. 0) for the balance of finishers (i.e. everyone after 10th Place in Slalom Race heats are scored the same, that is, given the same finishing place). If you use a system like this, expect a lot of unjustifiable ranking reversals!

In a "REGRESSIVE CURVED LINE" system, the scale of points between finishing places increases

progressively from first to last (indicating it's easier to move from 2nd to 1st than it is from 3rd to 2nd and so on, which doesn't make any sense at all).

In a "VARIABLE LINE" system, the scale of points varies between finishing places depending on whether or not the competitor earned bonus points for starting the race, finishing the race or some other reason.

I

would strongly urge RC's to stay with "simple straight line" scoring! If you ever decide to try to reinvent the scoring wheel, be sure to look at your "revolutionary method" in terms of its basic structure, keeping in mind the downside of that structure.

When Do You Use Reverse Scoring?

If you plan to conduct only one event a year, just use Low Point Scoring. It's accurate, easy and fair. Just give a .7 or .75 to First Place, 2 to Second Place, 3 to Third Place and so on. Add up the scores for each racer, apply discards, break ties and rank. If two or more competitors are tied after you've applied all relevant tie breaking rules, then award all tied competitors the same rank and the next ranked competitor a score equal to the number of competitors ahead of him or her plus one.

If you plan to conduct more than one event a year, use Low Point/Reverse Scoring. After you rank the racers, just flip the ranking column upside down. If there's a tie in ranking, award all tied competitors the same points. Then give the next ranked competitor points equal to the number of competitors remaining. Transfer these points (not ranking) for each competitor to the disciplines Regatta or Season Recap.

What's the rationale behind reverse scoring? Remember, not all events are created equal. Larger events always have a greater Competition Level than smaller events, since the more competitors you have to compete against, the greater your chances of being defeated. 1st Place in an event of 100 is worth more than 1st Place in an event of 20! You need some way to reflect the Competition Level when adding Event results together for a Regatta or Season recap and the way you do it is with Reverse Scoring which rewards those that win at the larger events.

Differences Between Low Point and High Point Scoring

Earlier, I promised to tell you the difference between traditional High Point Scoring and Low Point/Reverse Scoring:

High Point Scoring reverse scores the ranking column for EACH RACE.

Low Point/Reverse Scoring reverse scores just the EVENT ranking column.

Now, for High Point Scoring, if everybody is totally consistent in performance, the point spread is equal to NRacers X NRaces. If everybody is totally inconsistent in performance, the point spread is identical to Low Point/Reverse Scoring or NRacers. Usually, High Point Scoring's

point spread is somewhere between the two extremes.

So, Low Point/Reverse Scoring IS High Point Scoring (except not to the extent of reverse scoring all races) and both reward racers that win in larger events (but High Point Scoring rewards them more). Low Point/Reverse Scoring and High Point Scoring are like brothers--- same family but different.

There are several reasons that the majority of people in the worldwide windsurfing community, including the Olympic Committees since 1996, prefer Low Point/Reverse Scoring over High Point Scoring.

It's fast. If you Low Point/Reverse Score, you flip the event ranking column at the end of the day. If you High Point Score, you need someone to convert every race score to points.

It's consistent. If you Low Point/Reverse Score, 1st Place is always .7 or .75 or 1; 2nd is always 2 and so on. If you High Point Score, 1st Place is always NRacers in the scoring group and that varies from group to group.

It's easily understood. If you Low Point/Reverse Score, the finishing place is the score, easy to read and understand. If you High Point Score, you'll hear racers saying things like, "Let's see, what's 7 points equal to? Oh yeah, that's 6th place. What place is 18 points?..." and so on.

The disincentive factor is minimized. If you Low Point/Reverse Score, you minimize the disincentive factor by keeping the point spread equal to the number of racers with just a point separating one rank from the next. If you High Point Score, you maximize the disincentive factor by allowing the point spread to increase. There's no way to totally eliminate the disincentive factor since there's no way to allow everyone to win but at least you can minimize it.

It's media and public friendly. If you Low Point/Reverse Score, the results are easy to interpret by spectators and the media since the finishing place is the score. In High Point Scoring, the points can be very confusing.

If you're just starting a racing program in your area, keep it simple and use the Low Point/Reverse Scoring System. Meanwhile, remember that an Event conducted properly is more fun for everyone! Best wishes for a successful racing season.

Everything you need to know about

Ch. 4 Scoring Systems 101B

but didn't know who to ask

The RC Help Articles are especially written for people new to the Race Committee. This article deals further with the manner in which an Event is scored.

Be sure to read the previous article before reading this one! It will give you an understanding of scoring and the underlying "design" or "structure" of various scoring systems. If you missed it, go to RC Help #3 now.

For help on Cooperative Scoring (which is not discussed in this article), go to RC Help #12 now.

Low Point/Reverse Scoring works fine for many events but they have several inadequacies:

They fail to change All Race, By Fleet or Fleet by Class winners into Fleet/Class by Division winners for maximum recognition and awards;

They fail to allow Fleets combined for competition to be scored individually; and

They fail to provide Multi-Discipline compatibility regardless of the Competition Format used.

Fortunately, there are two Advanced Low Point/Reverse Scoring Systems

Low Point/Reverse/Relative Scoring

Low Point/Reverse/Conversion Scoring.

The first one, Relative Scoring, partially answer these inadequacies. The second one, Conversion Scoring, overcomes them all.

Low Point/Reverse/Relative Scoring figures All Race, By Fleet or Fleet by Class ranking then sorts the field by Fleet/Class by Division for recognition and awards. Relative Scoring can award any kind of points you want, your choice: All Race, By Fleet, Fleet by Class or Fleet/Class by Division. The term "Relative Scoring" comes from the fact that a racer's Fleet/Class by Division standing is interrelated or relative to his or her All Race, By Fleet or Fleet by Class standing. In other words, a racer's smaller group standing is interrelated or relative to their larger group standing.

Low Point/Reverse/Conversion Scoring, on the other hand, converts All Race finishing places to Fleet, Fleet by Class, or Fleet/Class by Division finishing places and awards Fleet, Fleet by Class or Fleet/Class by Division points; or converts By Fleet finishing places to Fleet by Class or Fleet/Class by Division finishing places and awards Fleet by Class or Fleet/Class by Division points; or converts Fleet by Class finishing places to Fleet/Class by Division finishing places and awards Fleet/Class by Division points.

Sound complicated? Let's see if we can make it easier to understand. You're the scorekeeper of a

large Regional Championship. The Notice of Race offers 3 Fleets and a number of Classes and Divisions. The Race Director expects several hundred competitors and plans to run 3 courses, each with its own start and finish line. The turnout at Registration is disappointing and you check in just 85 competitors. The Race Committee decides to start all three Fleets on the same start line 6 minutes apart, race them on the same course (Open and One Design Fleets twice around and Sport Class once around) and use a common finish line. After the first race, the RD hands you one piece of paper with finishing places 1-85 for the combined Fleets and tells you he wants scoring By Fleet and he wants you to assign Fleet points.

In the example above, you can't use Relative Scoring. Although it can figure ranking By Fleet, it's finishing places and totals are unrelated to the racers actual finishing place By Fleet and the racer's actual total By Fleet due to the staggered starts, different number of laps and the lack of a separate finish line or at least separate scoresheets for each Fleet. The RD specified scoring By Fleet and awarding of points By Fleet which means you must use a Conversion Scoring system that converts All Race finishing places into By Fleet finishing places and awards By Fleet points. We could call this option All Race to Fleet Conversion (assigning Fleet Points)".

Here's another example. It's the same event but this time 300 competitors check in and each Fleet races on its own course and has its own start line and finish line. Four races are scheduled the first day and three races each for the second and third day for a total of 10 races. The RD tells you he wants recognition and awards by Fleet/Class by Division but he also wants to minimize the possible "disincentive" factor due to the large number of competitors in each Fleet with the resulting very large point spread. What scoring system do you use?

You have your choice. You can use:

Low Point/Reverse/By Fleet Relative and award Fleet/Class by Division Points. This option results in a printout that shows Fleet finishing places for each race, Fleet totals, Fleet/Class by Division ranking and Fleet/Class by Division points; or

Low Point/Reverse/By Fleet to Fleet/Class by Division Conversion and award Fleet/Class by Division Points. This option results in a printout that shows Fleet/Class by Division finishing places for each race and Fleet/Class by Division totals, ranking and points.

Select whichever scoring system you prefer but be aware of one thing: all scoring systems have inherent design characteristics which could result in ranking reversals! If you were the Race Director, which scoring system would you have chosen in the following true case?

1994 US Windsurfing / Snapple National Championships

Using Low Point/Reverse/By Fleet Relative scoring, the finishing places and totals (with two discards) for three One Design Fleet, IMCO Class, Lightweight Division racers were:

Racer "A": 5 6 6 5 6 7 7 2 10 7 Fleet Total: 44.0 Rank: 5

Racer "B": 6 10 7 6 8 10 23 7 6 8 Fleet Total: 58.0 Rank: 6

Racer "C": 4 4 4 3 2 9 3 34 34 34 Fleet Total: 63.0 Rank: 7

Using Low Point/Reverse/By Fleet Conversion to Division scoring, the finishing places and totals (with two discards) were:

Racer "C": 4 3 3 3 2 3 6 9 9 9 Div Total: 33.0 Rank: 5

Racer "A": 5 5 5 5 5 6 5 2 6 5 Div Total: 37.0 Rank: 6

Racer "B": 6 6 6 6 6 7 8 5 5 6 Div Total: 46.0 Rank: 7

Who do you think was the more highly skilled racer, "A" or "C"?

Ranking reversals like this occur when you convert larger group (in this case, Fleet) finishing places to smaller group (in this case, Fleet/Class by Division) finishing places. The larger group finishing place "point spread" is totally lost due to "point spread compression"; all you have left is the relative standing. Thus, in a way, Conversion Scoring creates a bias in favor of inconsistency, and the greater the inconsistency, the greater the bias!

Note that after the second day of competition (seven races), Racer "C" was clearly the best racer but he left the event a day early and thus received three Penalty values of 34 (NRacers in Fleet + 1), two of which were discarded. However, in Relative scoring, the remaining Penalty score value of 34 dropped him to 7th place while in Conversion Scoring, the remaining 34 converted to a Penalty score value of 9, too low to counter his otherwise excellent scores and he earned 5th place.

So, which scoring system do you think is preferable? Regretfully, the jury still hasn't reached an unanimous decision on this matter! Many respected RD's prefer Relative and many respected RD's prefer Conversion. Generally speaking:

If you value skill level more highly than consistency (remember, Racer C was clearly the better racer after two days of racing), you'd select Conversion Scoring. On the other hand,

If you value consistency more highly than skill level (remember, Racer A was clearly more consistent after three days of racing) then you'd select Relative Scoring.

Both are equitable indicators of who should win and it's your decision which to use.

This same "point spread compression" challenge also prevents Conversion Scoring from being used in multi-heat Slalom Racing, since the compression can be extreme with the small racing groups. For example, take a Slalom Heat of 8 racers representing 5 Divisions. If you converted their overall finishing places of 1 through 8 to their Division finishing places, you'd have five First Places! The resulting totals and ranking would probably be meaningless. If you want to maximize recognition and awards, then, for Slalom Racing (and Course Racing with small

Divisions), your best option would be Low Point/Reverse/Relative scoring!

Conversion Scoring also has a couple of other downsides. When scored manually, the conversion process is slow, complex and extremely subject to error but these objections are irrelevant with good software, like RaceManPro, and a fast computer. Finally, the conversion process may result in more ties which in the interest of fairness should be broken in favor of the racer with the higher Fleet ranking, which adds a third tie-breaking rule.

Maybe We All Take It Too Seriously

Now, just for the fun of it, I'd like to leave you with some "food for thought". I've been asked many times, concerning the example above, which system I personally prefer and my answer is simply, "Neither". You see, "point spread compression" actually occurs in both systems which is why neither system can determine the top performer with total accuracy! Let me explain.

The bottom line of windsurfing racing is who makes it across the line first (e.g. who has the shortest elapsed time) and, if the event has more than one race, who does it most often (e.g. who has the total overall shortest elapsed time).

However, in scoring windsurfing races, we don't record starting and finishing times like our sailboating friends! Instead, we record finishing places which effectively compresses time differences (in hours, minutes and second) to exactly one second or "place".

For example, the first racer across the line might have an elapsed time of 25 minutes and 30 seconds; the second racer 25:35; the third racer 29:05; the fourth racer, 35:15 and the fifth racer, 40:30. Obviously, the top performers were the first and second place racers (only 5 seconds apart with everyone else trailing by up to 15 minutes) yet only one ranking place or point separates the top five or the entire group for that matter.

Thus, the only measure of which racer is really the top performer in the 1994 US Windsurfing Snapple National Championships is which had the total overall shortest elapsed time and since we don't have that data, then neither system has any edge over the other except in terms of the previously defined preferences of skill level over consistency, which remember, are moot points!

While yacht racing uses FINISHING TIMES, windsurfing racing uses FINISHING PLACES ... so, in the case of a multi-race event, why are we taking our racing results so seriously as if our scoring system was completely and totally valid? I think we put way too much emphasis on who wins, when in fact, the scoring procedures we use really can't tell us clearly who wins because we don't keep track of the most important indicator of skill there is: who has the total overall shortest elapsed time

Robby Naish and Paolo Rista Compete With the Oahu Locals

Here's another example of the point I'm trying to make. For three years, I was Race Coordinator/Race Director for all the races on Oahu and we scheduled Saturday events every two weeks plus two or three week long regattas during the summer. One week, Robby Naish and Italian Paolo Rista were in town so I invited them to come race with the locals, which they graciously agreed to do. This particular day we scheduled Course Racing and set a M" course with a long upwind leg and each race was TWO LAPS. Robby and Paulo didn't want to interfere with the "real competition" so delayed their start but still they lapped the rest of the fleet! They finished their two laps just as our local leaders completed their first lap! On the score sheet, it was Robby 1st, Paulo on his heels for a close 2nd, and our fastest local contender 3rd ... but since Robby and Paulo lapped him, he took twice as long to finish as they did! On paper, his 3rd Place ranking would certainly give him bragging rights and who would know far behind he actually was? In all honesty, that was a humbling experience for all the local racers! We saw a lot of heads down and shaking that day! Now you see how recording of finishing places really may not be a good indicator of skill level ... so why are we taking racing so seriously?

If you're just starting a racing program in your area, keep it simple, put everyone in the Sport Class and use "Cooperative Competition" scoring! If you must go in for "Antagonistic Competition" scoring, at least keep it simple, use the Low Point/Reverse/Relative Scoring System, and remind everyone not to take the results too seriously.

Remember, an Event conducted properly is more fun for everyone! Best wishes for a successful racing season.

Everything you need to know about

Ch. 5 Determining your Scoring System

or

**"The Relationship Between How Competitors Vie With One Another
and the Way You Score Them"**

but didn't know who to ask

The RC Help Articles are especially written for people new to the Race Committee. This article discusses what you need to know to score your Event based on your Competition Format and other options.

First of all, understand that there are up to seven steps (it could be as few as one or as many as

seven) that must be considered when determining your scoring options. These seven steps involve selecting various options among the following formats:

Competition: how competitors vie with one another

Start: how competitors start the race

Course: how many times around the course or number of laps

Finish: how you record finishing places

Scoring: which system you'll use

Recognition: how you'll recognize the winners

Points: the kind of points you'll award, if any

COMPETITION FORMAT

How competitors vie with one another is called "Competition Format". You can compete everybody all in one group (the ALL RACE competition format option). You can compete everybody by their Fleet (the BY FLEET competition format option). You can compete everybody by their Class within their Fleet (the FLEET BY CLASS competition format option). Or you can compete everybody by their Division within their Class within their Fleet (the FLEET/CLASS BY DIVISION competition format option). Or, for Slalom Racing, you can compete everybody by Heat (ALL RACE competition format option), or by Heat within their Fleet (the BY FLEET competition format option), or by Heat within their Class within their Fleet (the FLEET BY CLASS competition format option), or by Heat within their Division within their Class within their Fleet (the FLEET/CLASS BY DIVISION competition format option).

When would you usually use each of these Competition Formats?

You might use the ALL RACE option for a small event (RaceManPro Scoring Protocols [1] through [15]).

You might use the BY FLEET option for larger events (RaceManPro Scoring Protocols [16] through [20]).

You might use the FLEET BY CLASS option at a championship event with large Classes (RaceManPro Scoring Protocols [21] through [24]).

You might use the FLEET/CLASS BY DIVISION option at a large event where you compete everyone in their Division (RaceManPro Scoring Protocol [25]).

Or, if you have computer software like RaceManPro from the Race Management Professionals,

you might opt to use the computer generated Heat Assignments and let everyone compete by Heats within their larger group: VIRTUAL ALL RACE SLALOM (RaceManPro Scoring Protocols [13] through [15]).

How would you usually start and finish each of these Competition Formats?

When you use the ALL RACE options, you start everyone together on the same start line at the same time, run them the same number of laps around the course, and finish them on the same finish line. You would mark your single scoresheet from "1" to "NRacers".

When you use the BY FLEET options, you start your Fleets separately. You have a separate scoresheet for each Fleet marked from "1" to "NRacers" in the Fleet.

When you use the FLEET BY CLASS options, you start your Fleets with their Classes separately. You have a separate scoresheet for each Class marked from "1" to "NRacers" in the Class.

When you use the FLEET/CLASS BY DIVISION option, you start your Fleets with their Classes and Divisions separately. You have a separate scoresheet for each Division marked from "1" to "NRacers" in the Division.

When you use the VIRTUAL ALL RACE options ([9-11] and [13-15]), you can start everyone on the same line at different times, have different number of laps for the various groups if you want, finish everyone on a common finish line and have a common scoresheet marked "1" to NRacers in Event. While this makes life easy for the Race Director, it can be a scoring nightmare for everyone else unless you have a software program like RaceManPro which can sort it all out in seconds!

The "VIRTUAL ALL RACE" option takes a little explaining! It means "existing in effect or essence although not in actual fact or form". If you had a separate scoresheet for each competition group, you wouldn't need a special scoring protocol with a fancy name like "VIRTUAL ALL RACE" but you would need more scorekeepers and a way to identify the racer's group as they crossed the finish line OR a way to convert overall scores into smaller group scores (OVERALL to FLEET, OVERALL to CLASS or OVERALL to DIVISION or OVERALL to HEAT).

If you didn't convert scores, the only valid score totals are those which belong to the first group you started and, for Course Racing, you'd probably end up with the Sport Class with their single lap having lower score totals than the top runners which wouldn't make any sense at all! Since a lot of racers like to see their overall finish places as well as their smaller group ranking, you need a special scoring protocol and we call it "VIRTUAL ALL RACE". (Note: RaceManPro uses the same reports for all racing. For Course and Course/Slalom, the value inside the box on the report is the Fleet, Class or Division finish place. For Slalom, the value inside the box is the Heat finish place).

Enough on how competitors vie with one another. Let's move on now and look at the START in

more detail.

START

There are basically three ways you can handle the start.

Everybody in their competition group (ALL RACE, BY FLEET, FLEET BY CLASS or FLEET/CLASS BY DIVISION) can start at the SAME time on the SAME line. Or,

Everybody in their competition group can start at DIFFERENT times on the same line or at DIFFERENT times on different lines. Or,

If you're using computer generated heat assignments, you can start everybody in their competition group by heats (the SLALOM option).

Remember, if you use ALL RACE, BY FLEET or FLEET BY CLASS formats and you specify DIFFERENT start time or line or number of laps and SAME or common scoresheet, you must use one of the "VIRTUAL ALL RACE" conversion scoring protocols.

By the way, never use CONV TO FLEET, CONV TO CLASS or CONV TO DIV scoring options with SLALOM starts! What would happen if your heat of 8 racers came from 8 different competition groups? You'd have 8 First Places! For Slalom Racing, it's important to use the VIRTUAL ALL RACE CONV TO HEAT scoring protocol. We've actually made it difficult for you to do otherwise.

You might wonder why you need the CONV TO FLT, CONV TO CL and CONV TO DIV scoring protocols when you have VIRTUAL ALL RACE scoring protocols? Well, each is designed for a specific purpose. The CONVERSION options share the same parameters as the BASIC and RELATIVE options: SAME Start/Laps and SAME Scoresheet. The VIRTUAL ALL RACE options are designed specifically for DIFFERENT Start Times/Lines/Laps but SAME or common scoresheet. The VIRTUAL ALL RACE options require a more complex protocol than the regular CONVERSION options.

FINISH

The way you record finishes are also of concern only in certain cases. By definition, the ALL RACE competition format uses SAME or one common scoresheet while the FLEET/CLASS BY DIVISION competition format uses DIFFERENT or multiple scoresheets, one for each Division. But for the BY FLEET and FLEET BY CLASS competition formats, you will have to select a finish format. When you come down to it, there are only two ways to handle the recording of finish line positions. You can record finishing places all on the SAME scoresheet or you can use a DIFFERENT scoresheet for each group or it won't make any difference, in which case you label it SAME/DIFF.

SCORING

There are four Low Point scoring formats:

BASIC SCORING

RELATIVE SCORING

CONVERSION SCORING

COOPERATIVE SCORING (covered separately in RC Help Article #12)

Basic Scoring

In BASIC SCORING, you compute total, ranking and points earned. Since everyone in the group (whether it be ALL RACE, BY FLEET, FLEET BY CLASS or FLEET/CLASS BY DIVISION) competes together, the total is always the overall or larger group total.

Relative Scoring

If you sort the Basic Scoring results by Fleet/Class by Division, you'll have RELATIVE SCORING. Each racer's Division ranking will be related or relative to their larger group ranking. You usually award points based on the FLEET or CLASS group ranking. If the event is large, however, you might want to consider awarding points based on DIVISION ranking, thus helping to minimize the possible disincentive factor.

Conversion Scoring

If you convert each racer's larger group finishing place for each race to their smaller group finishing place for each race, you'll have CONVERSION SCORING. Results obtained through Conversion Scoring are usually the same as for Relative Scoring except in cases where a racer's performance varies a great deal and the number of discards are insufficient to negate the poor performance. Then look for possible ranking reversals between the larger group totals and the smaller group rankings where a racer with the lower (and thus better) total, can actually lose to a racer with a lower (and thus better) smaller group ranking.

Because of the possibility of ranking reversals inherent in Conversion Scoring, you may want to consider using it only in special cases. For example, if you plan on awarding an overall trophy to the winner of a Multi-Discipline Regatta and you plan on using Fleet/Class by Division Competition format for one of the disciplines (like Wave Performance), then you must use Conversion Scoring to equalize the points tallied from all disciplines. Or, if you start two Fleets on the same line, 6 minutes apart, send the Olympic Sailing (Pumping) Fleet/Open Sport Class around once while the Olympic Sailing (Pumping) Fleet/Open Class goes twice, and you finish them on the same line using a single scoresheet, then you must use one of the "Virtual All Race" conversion scoring protocols which converts the overall finishing places to Fleet, Fleet by Class or Fleet/Class by Division finishing places. Otherwise, it's probably better to go with Relative Scoring. If however, you really like Conversion Scoring and want to use it for all your events, then consider how to handle ranking reversal complaints should they occur. The fairest solution is probably to assign involved racers the same ranking since you cannot really determine who is

the top performer since you lack elapsed time data.

By the way, don't let the "smaller group" and "larger group" terms confuse you. The largest competition group is ALL RACE where everybody competes together. The next size competition group is FLEET and By Fleet racing in the United States of America is divided into OLYMPIC (PUMPING} and CLASSIC (NON-PUMPING). The next size competition group is FLEET BY CLASS and Class racing in the United States is divided into OPEN, LIMITED and INTERNATIONAL and OPEN SPORT, LIMITED SPORT and INTERNATIONAL SPORT (the SPORT CLASS is a once around class usually on shorter courses). The next size competition group is FLEET/CLASS BY DIVISION and Divisional racing is divided into age groups (like Juniors 15 and under, Juniors 16-18, Men and Women 19-34, Men and Women Masters 35-44, and so on) and weight groups (like Light, Medium, Heavy or Super). Finally, the smallest competition group is the HEAT and a large Division may be divided into several Heats or Starts.

(Note: the above Competition Format was being used at the time this article was written. However, in 1997, when five of us "old timers" left the US Windsurfing Executive Committee, that was all changed, regretfully from my point of view).

Basically, all four scoring options are available to all competition formats but there are notable exceptions. You can't use Conversion Scoring for Slalom Starts (except CONV TO HEAT) when you use computer generated heat assignments and all racers compete in every race since the conversion of larger group finishing places to smaller group finishing places compresses the point spread and thus makes the results meaningless. For example, if you have 12 racers in a heat, representing 7 Divisions, you'll convert their scores to 7 First Places and most likely, 5 Second Places! You can use the CONV TO HEAT since RaceManPro converts the overall finish place directly to the Heat finish place bypassing the Fleets, Classes and Divisions.

RECOGNITION

It's easy to determine your "recognition format" since the options are the same as for "competition format". You can recognize top performers all in one group (the ALL RACE option). You can recognize top performers by their Fleet (the BY FLEET option). You can recognize top performers by their Class within their Fleet (the FLEET BY CLASS option). Or you can recognize top performers by their Division within their Class within their Fleet (the FLEET/CLASS BY DIVISION option).

If you select the ALL RACE competition format combined with BASIC SCORING, then you have only one recognition format to chose from: ALL RACE. If you select the BY FLEET competition format combined with BY FLEET SCORING, then you have only one recognition format to chose from: BY FLEET. If you select the FLEET BY CLASS competition format combined with FLEET BY CLASS SCORING, then you have only one recognition format to chose from: FLEET BY CLASS. Finally, if you select the FLEET/CLASS BY DIVISION competition format, you're limited to FLEET/CLASS BY DIVISION scoring format and FLEET/CLASS BY DIVISION recognition format (and FLEET/CLASS BY DIVISION points format as well).

Moving now from Basic to Advanced Scoring, if you select RELATIVE SCORING, then by definition

you're limited to FLEET/CLASS BY DIVISION recognition format. Finally, if you select CONVERSION SCORING, then you have the full range of recognition formats available to your competition format (three for ALL RACE [By Fleet, Fleet by Class and Fleet/Class by Division], two for BY FLEET [Fleet by Class and Fleet/Class by Division] and one for FLEET BY CLASS competition formats [Fleet/Class by Division]). Now, is this all perfectly clear?

POINTS

Finally, you have five options for awarding points. But first, let's review the reason for "Reverse Scoring". Remember, not all events are created equal. Larger events always have a greater competition level since the more competitors you have to compete against, the greater your chances of being defeated. First Place in an event of 100 is worth more than First Place in an event of 20! You need some way to reflect this competition worth or value when adding Event results together for a Regatta or Season recap. One way to do this is to "reverse score" since the points awarded are a reflection of the competition level. Low Point/Reverse Scoring rewards those that win at the larger events.

It's easy to determine the points awarded since the formats are the same as for competition format. You can award points based on the number of competitors in the entire group (the ALL RACE option). You can award points based on the number of competitors in their Fleet (the FLEET option). You can award points based on the number of competitors in their Class within their Fleet (the CLASS option). Or you can award points based on the number of competitors in their Division within their Class within their Fleet (the DIVISION option). Or you can chose to award no points at all (the NONE option). This option might be used if you have only a single event a year and there's no need to recap a regatta series or if you're conducting the season's "grand finale" and all you need do is determine ranking.

By now it should be clear that for the By Fleet and Fleet by Class competition formats, the key to which scoring system you use is how you handle the start times and number of laps AND the finish line scoresheet!

In a nutshell, as long as you start each group at the same time and they complete the same number of laps, you can use any finish and scoring option you want (except you'd have no reason to use the Virtual All Race options).

See the Summary table at the bottom of this page for an overview of what we've been talking about.

Remember that an Event conducted properly is more fun for everyone! Whatever you do, avoid making up new rules and scoring protocols "on the fly". Chances are, if you do, you'll bias the results and could easily invalidate them. Competitors trust the Race Committee to know what they're doing ... but when results just don't "seem" right, they will complain ... and when they do, it's no fun for anyone!

As you've seen from this article, event scoring can be complicated and even mind boggling. When programming RaceManPro, we had to figure out all the possible logic threads and scoring protocols, apply them to actual event results, carefully analyze the results looking for ranking reversals, and figure out why they occurred ... so we've already done all the hard work for you.

All you have to do is follow the guidelines in these Race Committee Help Articles, use RaceManPro, and be confident you'll conduct a fair and fun event for everyone.

For your information, over the years we've looked into a number of suggested scoring systems. In every case, we decided against including them in RaceManPro general release due to the extreme bias they created and/or the extreme complexity of the protocol, making manual scoring difficult, time consuming and error prone. Therefore, if RaceManPro doesn't include it, you probably don't need it!

Best wishes for a successful racing season. And, by the way, "Congratulations!" on becoming one of the most educated Race Committee members in the world! We hope you have a long and enjoyable career!

Everything you need to know about

Ch. 6 Discards (Throw Outs)

but didn't know who to ask

The RC Help Articles are especially written for people new to the Race Committee. This article deals with discarding or throwing out the worst scores.

Discarding is always a hot topic among Race Directors. Some prefer no discards at all while others like a lot of discards. Some base discards on competitor performance while others on the number of completed heats or races in the Event. It does make a difference!

No discards. "There will be no discards. All races are to be counted".

Advantages: these RD's think racing is a test of superior skill, strategy and equipment, period.

Disadvantages: no discards unfairly penalizes bad luck, equipment failures, personal injury, safety and skill level concerns, work schedules, etc.

A lot of discards. "Regardless of the number of races, only your best three will be counted".

Advantages: these RD's think racing should be fun and lots of discards is a good way to help make it more fun.

Disadvantages: too many discards may promote the wrong attitude. "I'll race as long as the wind is good then leave and let my discards take care of the missed races".

Discards based on competitor performance. "If you complete all seven races you can throw out your worst two race results; if you complete only six races, you can only throw out your worst race; if you complete five races or less, you can't throw out any race results".

Advantages: these RD's think this system encourages racers to finish every race.

Disadvantages: it's racer unfriendly and compromises competition fairness because it treats everyone differently and heavily penalizes racers who fail to complete the required number of races due to the factors listed above in #1. It's also scorekeeper unfriendly as they have to count the number of races each competitor finished. Most knowledgeable racers don't like this kind of discarding rule!

Discards based on the number of complete races or heats in an Event. A lot of NOA's recommend "One discard if the Event has four completed races, two for seven and three for eleven or more".

Advantages: it rewards faithful race attendance and the attitude of hanging in there" until the end. It's a good balance between no discards and too many discards. It's racer friendly as it treats everybody alike. It's scorekeeper friendly as they figure the same number of discards for every competitor. Most knowledgeable racers like this rule!

Disadvantages: can't think of any.

Not all race results can be discarded. DSQ (DiSQualification) scores under IRR, specifically Fundamental Rule C, Fair Sailing and Fundamental Rule D, Accepting Penalties, shall become a DND (DoNotDiscard) and can not be discarded. When a racer violates a Right of Way Rule and declines the Alternative Penalty (doesn't do a 720 degree turn when permitted in the Notice of Race), you convert the DSQ into a DND. This is the only Penalty Score that you can convert to a DND! All others can be discarded. The reason for the DND is to encourage racers to perform the Alternative Penalty, compete safely and observe Right of Way Rules. Otherwise, a racer may elect to sail recklessly until his or her allowable discards are used up.

If you're just starting a racing program in your area, keep it simple and use your NOA's recommended discard rule. For US Windsurfing, it's 1/4, 2/7 and 3/11+ heats or races. If you're conducting an Event with an IMCO Class, just use 1 discard. Meanwhile, remember that an Event conducted properly is more fun for everyone! Best wishes for a successful racing season.

Everything you need to know about

Ch. 7 Penalty Scores

but didn't know who to ask

The RC Help Articles are especially written for people new to the Race Committee. This article deals with Penalty Scores.

There are seven instances where you must assign penalties in windsurfing competition:

DNC Did Not Compete

OCS On Course Side

DNS Did Not Start

DNF Did Not Finish

RET Retired

DSQ DisQualified

DND Do Not Discard

You may also see these values used in the Penalty field:

RDG Redress Given

YMP Yacht Materially Prejudiced

AVG Average

You have two basic options when it comes to assigning values to Penalty Scores: NRACERS + 1 for Course Racing, Course/Slalom and Long Distance and LAST (POSSIBLE FINISHING PLACE IN HEAT) for Slalom Racing. Some Race Directors however, like to use NRACERS without the extra penalty point which is a tie-breaking value. So, you have some freedom here and all of the three options are fair. The important thing is you assign Penalty Score values consistently across the board for all Fleets, Classes and Divisions (except of course in the case of multi-heat starts when your competitors vie with each other by Heat within their Fleet/Class by Division. Then your Penalty Score values will VARY depending on the size of the Division).

There's one more note you may need to make next to a score but it's not really a Penalty designation and it's exempt from the requirement to keep all Penalty Score equal in value within the discipline: AVG = Average, assigned by a Protest Committee as a result of a Protest Hearing determination.

There's a good reason Penalty Scores should be equal in value within the discipline! It may sound logical to assign NRACERS + 1 for DNC or DNS and NRACERS + 2 for all other Penalty Scores; or NRACERS + 2 for PMS, NRACERS + 3 for DNF and NRACERS + 4 for DSQ. You may reason that the extra point for PMS (Pre-Mature Start) might discourage racers from being over early; that the extra two points for DNF might encourage racers to finish, and the extra three points for DSQ might discourage reckless sailing resulting in Right of Way violations. Well, as logical

as it might sound, it's really not logical at all and the end result could be disastrous!

If you assign DNC and DNS the basic NRACERS + 1 value, and give all other Penalties a higher value, you're saying that racers who did not compete are better off than those who went to the trouble to compete and were over early, or for some reason sailed but couldn't finish, or who missed a buoy or violated another racers Right of Way! If you conduct an event in marginal wind and sea conditions, you'll want to make sure you don't coerce racers to compete if in fact they believe the conditions are beyond their ability or skill level. That doesn't make any sense at all. Finally, there's just no rational reason to "punish" racers with Penalty Score values any greater than last place or last place + 1. It doesn't make an event any more fair, fun or a better learning experience to do so!

Also, if your Event has only one heat or race and you're using Low Point/Reverse or High Point Scoring, then the penalty becomes variable in nature and unpredictable. Let's say, for example, you conduct a Long Distance race and you recognize racers by their Division within their Fleet and Class. Let's say there are 12 racers in one Division and 5 finish the race, 4 didn't compete and 3 were over early and didn't restart. Look at the finishing places: 0.7, 2, 3, 4, 5, 13 (NRACERS + 1), 13, 13, 13, 14 (NRACERS + 2), 14, 14. Now look at the ranking: 0.7, 2, 3, 4, 5, 6, 6, 6, 6, 10, 10, 10, and the points: 12, 11, 10, 9, 8, 7, 7, 7, 7, 3, 3, 3. The extra one point penalty in finishing place multiplied itself to a four point difference in Points, enough to seriously affect a racer's regatta or season recap or overall Multi-Discipline ranking! Where's the equity in that?

If you have only two groups of Penalty Score values, it doesn't make any difference whether you add one extra point or four extra points to NRACERS + 1, the ranking and points are always the same! If in the example above, the PMS racers had all been DSQ'd, then the NRACERS + 4 would still result in the same ranking and points! The greater the number of DNC racers, the more draconian the point differential between Penalty Score values become.

Summarizing, why not keep it simple and easy. Make your Penalty Score values equal to NRACERS + 1 for Course Racing, Course/Slalom and Long Distance and LAST for Slalom Racing and make sure all your Penalty Scores are equal in value within the Discipline (except when using the Fleet/Class by Division Competition/Scoring Format combined with multi-heat starts).

Remember that an Event conducted properly is more fun for everyone! Best wishes for a successful racing season.

Everything you need to know about

Ch. 8 Tie Breaking Rules

but didn't know who to ask

The RC Help Articles are especially written for people new to the Race Committee. This article deals with Tie Breaking Rules.

Ties can occur at the Event, Recap and Multi-Discipline levels. We recommend you break ties at the Event but not at the Recap and Multi-Discipline levels!

For all Events you break ties in favor of the competitor who:

Rule 1: beat the other the most number of times they competed together. If the tie still remains, then you break it in favor of the competitor who:

Rule 2: has the greater number of 1sts, 2nds, 3rds, and so on. If the tie still remains, then it stands as the final result. If however, you want to use another tie breaking rule to expedite recognition and awards, then it shall be that the tie is broken in favor of the competitor who:

Rule 3: beat the other the last time they competed together. (This is the only rule IMCO uses for their Events).

If you use Low Point/Conversion Scoring, you should add a fourth tie breaking rule. Ties are broken in favor of the competitor who:

Rule 4: has the higher Fleet or Fleet by Class score or points.

If two or more competitors are tied at the Recap or Multi-Discipline levels, just give duplicate awards. If you try to break ties at these levels, you'll run into a lot of challenges! For example, since competitors may not attend every race during the Season, there's always the possibility that a tie exists on the basis of Points alone and not because of actual competition results with a tied competitor. Sometimes a Points tied competitor at the Recap level who beat another may request a redress in which the tie can be broken using Event results. You should be prepared to handle these kind of situation. You have a couple of options:

Decline the request. We recommendation you use High Scores Tabulation Method and give duplicate awards to tied competitors.

Honor the request and try to beak the tie. We don't recommend you do this but if you do it anyway, there are two ways to break a tied at the Recap level:

If you use High Scores (3) Tabulation, you may break the tie by adding in another Event or two (High Scores (4) or (5)). Usually the ties are broken or at least moved down the line out of the critical top five. If you opt for this method, you should be aware of the fact that it may not solve the problem! Although the tie is broken, it'll probably be broken in favor of the higher points competitor and not the one who may have beaten the other the most number of times!

If you use either Cumulative or High Scores (3) Tabulation, you may try to break the tie using

actual Event results, counting the number of times the points tied competitors beat each other.

Summarizing, we recommend you keep it simple and easy. Use Tie Breaking Rules 1-4 as required and if two or more competitors are tied at the Recap or Multi-Discipline levels, just give duplicate awards. Remember that an Event conducted properly is more fun for everyone! Best wishes for a successful racing season.

Everything you need to know about

Ch. 9 Planning for Your Event

but didn't know who to ask

The RC Help Articles are especially written for people new to the Race Committee. This article discusses how to setup your Event.

Here's how to plan for your Event:

Step 1: Obtain a copy of your NOA's Event Guidelines.

If you live in the United States, also obtain a copy of US Windsurfing's Scoring Systems Handbook and Gaastra Hawaii's Race Manual (all available through US Windsurfing Headquarters in Hood River, Oregon). These materials offer invaluable information on setting up and conducting events ranging from Fun Races to International Championships. The 100 page US Windsurfing Event Manual is the result of input from many top competitors and experienced event organizers, both nationally and internationally. The 55 page US Windsurfing Scoring Systems Handbook covers the nitty-gritty of scoring and recapping. The 275 page Gaastra Hawaii Race Manual is a "gold mine" of helpful information, charts, forms and summaries.

The section on the US Windsurfing Event Guidelines is outdated. Therefore, you may have a copy of the book for the cost of Shipping/Handling: in the USA, \$6.00; Elsewhere, \$12.00, or next time you're on Maui, drop by and get a copy free of charge. Contact papamaui@papamaui.com if you would like a copy.

Your NOA's Event Manual may seem to have a somewhat "arbitrary" tone. If so, it's important to remember that the Event Manual exists to assure that events are fun, safe and fair for everyone. Nevertheless, some NOA's have provisions that allow you to enjoy a certain degree of autonomy. In other words, the rules, guidelines and options in their Event Manual are not "set in stone" and you may change them by following the proper protocol. Here in the United States, you can change the US Windsurfing Event Manual by requesting advance approval from US Windsurfing and publishing the approved changes in your Notice of Race so that everyone knows in advance what rules and guidelines are applicable for your particular event.

Step 2: Purchase adequate liability insurance for your event or series of events!

It's not only a good idea but it's also required by most State, County or City agencies who issue "water rights permits" and "beach or shoreline permits". In the United States, LOA's have the privilege of purchasing low cost US SAILING/US Windsurfing Regatta Insurance at rates far lower than can be obtained elsewhere.

Step 3: Decide on the type of event you plan to conduct and then select the Fleets, Classes and Divisions you plan to offer.

You can choose from World, International and National Championships, Points Regattas and Direct Qualifiers, Recognized Events, Fun Events and other kinds of Events not included in the above.

Step 4. Consider offering a Sport Class (less competitive racing on shorter courses) for your Event.

Fear and intimidation are primary reasons a lot of windsurfers give for not competing. A properly setup Sport Class will minimize these concerns. Be sure to read RC Help Article #12 which explains how to make the Sport Class less competitive, more fun and more educational. For all Fleets, consider advertising "no entry fee/no membership" racing for novice's first few events.

Step 5: Consider encouraging your racers to enter the IMCO, ISAF Raceboard or IBSA Formula 42 Classes.

These Classes are designed to minimize the cost of competition and attract new people to the sport. The Class Rules for each are nearly identical, the main difference being the brand of board (Mistral One-Design for International Mistral Class vs. any ISAF approved longboard for ISAF and IBSA Classes) and the number of sails that can be used (2 sails for IMCO and ISAF and 4 sails for IBSA Classes). The IBSA Formula 42 Class also offers shortboard racing on boards meeting Class specifications.

Step 6: Decide on the competition format for your Event.

For National and International Championships conducted in the United States, US Windsurfing requires LOA's to use Fleet or Fleet by Class Competition Format. For all other Racing events, US Windsurfing recommends Fleet by Class Competition Format for larger events or All Race or Fleet Competition Format for smaller events. The Fleet/Class by Division Competition Format (everyone in the same Division within the Fleet and Class compete together) may be used for very large Events (over 100 competitors) provided an Open Division (or Open Division plus Masters Open Division) is offered. For Wave Performance, US Windsurfing recommends either

All Race, Fleet, Fleet by Class or Fleet/Class by Division Competition Format.

Generally, it's a good idea to have the Mens and Womens Divisions compete separately. If you decide to conduct your Racing or Wave Performance Event using the Fleet/Class by Division Competition Format, be sure to offer an "Open Division" for all ages. If you have a very large Event and your Open Division is too large, then consider offering a "Masters Open (35+) Division" as well. Do not offer an Open Division or Masters Open Division when using the All Race, Fleet or Fleet by Class Competition Format since the Open Divisions are totally inconsistent with the design and intent of these formats. If you offer "restricted" Class sailing (referring to sail sizes), then, in the interest of competition fairness, offer Weight Divisions in addition to or instead of Age Divisions. Otherwise, your Event will usually be biased in favor of lighter weight competitors.

Step 7: Decide on your Discard and Tie Break Rules.

For all your events, base your discards on the number of completed races/heats in an Event. One discard schedule that a lot of racers like is one discard for four completed races, two for seven and three for eleven or more. Make sure the number of discards are equal for every competitor. Make your Penalty Score values equal to the Number of Racers + 1 (or simply NRacers if you like) for Course Racing and its variations including Long Distance and Last Possible Finishing Place in Heat for Slalom Racing. Make sure your Penalty Scores are equal in value vent conducted properly is more fun for everyone! Best wishes for a successful racing season.

Everything you need to know

Ch. 10 Recap Tabulation Methods (1)

but didn't know who to ask

The RC Help Articles are especially written for people new to the Race Committee. This article discusses the two Recap Tabulation Methods.

By the way, to avoid confusion, I like to use the term "Scoring System" to refer to Event scoring and final results tallying and "Tabulation Method" to refer to Recap final results tallying. Race Committees should understand each tabulation method thoroughly, know their strengths and weaknesses, and then consistently select that system for each Recap.

The term "Tabulation Method" is defined as the manner in which the results from a series of races or Events are added together for Regatta, Season or Regional Rankings. The two recognized methods are:

Cumulative (Points earned from all Events are added together for ranking), and

High Scores (Points earned from the best three Events only are added together for ranking although four or five Events can be used to avoid ties at the top ranking levels).

The easiest way to prepare a Discipline Recap is to transfer each racer's Points earned for each Event to a Recap Scoresheet or Tally Sheet, total the Points and assign Recap Ranking. Then, if you plan on having a Multi-Discipline Ranking, reverse score the Recap Ranking and transfer those points to the Multi-Discipline table for each Discipline. This maintains the concept of Competition Level and thus Competition Value through to the Multi-Discipline level. On the other hand, if you want to weigh each Discipline equally, then transfer Discipline Ranking instead of Discipline Points to the Multi-Discipline table but do this only for the Multi-Discipline table, not the Events Recap table.

The Cumulative Method adds up all the points from every Event on the Regatta or Season Recap. Thus, it could tend to reward faithful race attendance more than skill level. The more often a racer competes, the greater the opportunity to place well on the Regatta or Season Recap. In fact, it's entirely possible for a racer with "average" skill levels who competes often to place higher than a racer with "superior" skill who competes seldom. The Cumulative Method tends to reduce traveling elsewhere to compete or helping out on the Race Committee because of the premium placed on race attendance.

The High Scores Method (an extension of the Reverse Scoring concept) adds up only the top three Events on the Regatta or Season Recap. Thus, it could tend to reward skill level more than race attendance. However, most Racers realize that the more races they attend, the greater the Competition Level of the Event and thus the higher number of points earned. Note that the High Scores Tabulation Method will yield results equal to the Cumulative Method if three Events or less were conducted for the Season! The High Scores Method tends to encourage traveling elsewhere to compete and volunteering to help out on the Race Committee since racers aren't penalized for missing races as in the Cumulative Method.

Both methods are valid and equitable, therefore, it's really up to you which one you want to use. If in doubt, use the High Scores system. The next article in the series will cover the question of why points are tallied for Regatta or Season Recaps instead of ranking. But for now, remember that an Event conducted properly is more fun for everyone! Best wishes for a successful racing season.

Everything you need to know about

Ch. 11 Recap Tabulation Methods (2)

but didn't know who to ask

The RC Help Articles are especially written for people new to the Race Race Committee. This article discusses why you should transfer points to the Regatta or Season Recap instead of ranking.

Previous RC Help articles have recommended Low Point/Reverse Scoring as the scoring system of choice because it's

Easy to understand,

Provides for fast and accurate manual scoring,

Rewards racers according to the size of the event, and is

Fair to all.

They have also explained how to "reverse score" (turn the Event's ranking column upside down) and transfer the Points (not Ranking) to each discipline's Regatta or Season Recap (or summary of Events and Points awarded) thus reflecting Competition Level and Competition Value.

Competition Level is related to competition size.

Question: Is 1st Place in "Event A" with 50 competitors always equal to 1st Place in "Event B" with 150 competitors?

Answer: Obviously not!

Larger events have a greater Competition Level since the more competitors you have to compete against, the greater your chances of being defeated. You need some way to reflect this Competition Worth or Value when adding event results together for a Regatta or Season Recap and reverse scoring is the easiest and fairest way to do it. If every Event in your Series (or in the region, state, nation or world for that matter) had exactly the same number of competitors, there would be no need for reverse scoring and the terms "Competition Level" and "Competition Value" wouldn't be needed.

What about Competitor Skill Level?

Question: Is 1st Place in "Event A" with 50 competitors always equal to 1st Place in "Event C" with 50 competitors?

Answer: Maybe, maybe not.

If "Event A's" competitors are all novices and "Event B's" competitors all Pros, then obviously

not. Unless you're running an Invitational Event or an event that requires qualification, or screening your competitors for Open, One Design or Sport Fleet, or seeding your heats, you have little or no control over the skill levels of competitors who enter. However, if "Event A" and "Event C" has about the same mix of skill levels, then the rankings might be equivalent. Reverse Scoring really isn't intended to differentiate between Competitor Skill Levels.

That's primarily the job of the scoring system! Reverse Scoring primarily recognizes the fact that competitors who do well in a larger Event probably had a more difficult time doing so than competitors who do well in a smaller Event, and should be rewarded accordingly.

Are there any alternatives to our recommended Cumulative or High Scores Tabulation Methods? We know of only one and it's actually more of a Scoring System (referring to Event scoring and final results tallying) than a Tabulation Method (referring to Recap final results tallying). We call it the "Open Table Scoring System Tabulation Method" (Open Table Tabulation Method for short) and here's how it works: Instead of tallying POINTS earned from each Event (Cumulative Tabulation Method) or POINTS earned from the top 3 Events (High Scores 3 Tabulation Method), this method copies every competitor's FINISHING PLACES for every race in each Event in the series onto a separate table (which is left open for the duration of the series, thus the term "Open Table Tabulation Method"), and at the conclusion of the series, re-computes totals, tie-breaking and ranking. If you had a Series of four Events with four races each, you would get to throw out one race in the 1st four races, one in the 2nd four, one in the 3rd four and one in the 4th four, for a total of four discards, rather than 3/11+ if you're using the popular 1/4, 2/7 and 3/11 discard rule. An optional feature of this method is the possibility of counting only three of the best four Events, which would mean an additional three discards for a total of seven. If you like a lot of extra work, this system might appeal to you! Since I personally don't like a lot of extra work, I don't like this system, I mean method, or whatever it is ;-)

Summarizing,

Cumulative Tabulation Method:

Rewards faithful race attendance and racers who do consistently well throughout the Series.

Penalizes racers who happen to have a bad day or two, but the greater the number of Events in the Series, the less of an effect this has on rankings.

Racers with "average" skills who compete often can actually place higher than racers with "superior" skills who compete seldom.

Due to the fact that Competition Value is figured in, the method benefits racers who do well in larger Events in their Region.

High Scores 3 Tabulation Method:

Rewards racers who have at least three good days of racing.

Doesn't penalize racers who happen to have a bad day or two.

Allows racers the opportunity to travel elsewhere to compete or volunteer for the Race Committee without penalty.

Due to the fact that Competition Value is figured in, the method benefits racers who do well in larger Events in their Region.

Open Table Tabulation Method:

Discard schedule of 4/16 or 7/16 seems excessive, benefiting the competitor who missed an Event or several races, had a number of bad races, a breakdown or two, or a lot of bad luck, rather than rewarding consistent performance and faithful race attendance.

When an Event Series has a lot of races, the negative impact of one or two poor races on the final results lessens; raising the number of discards seems counter-productive except perhaps for the Sport Fleet or a Fun Race Series.

If discards follow the popular 1/4, 2/7 and 3/11+, results would be nearly identical with Low Point Scoring the entire Event Series! But, as long as you have to arbitrarily throw out one race per Event, this method will favor the racer with only one bad race per Event and disfavor the racer who had a bad day (or who had to miss an Event, unless of course, the option of discarding an Event was used).

The method is definitely more labor intensive than Cumulative and a lot more labor intensive than High Scores 3, thus is "scorekeeper unfriendly". We seriously question if the extra time and effort can be justified.

The method seems to result in more ties than Cumulative or High Scores 3, especially when the "discard worst Event" option is used.

Since Competition Value is NOT figured in (provided of course the Events were significantly dissimilar in size), the method puts competitors who compete in larger Events on parity with competitors who compete in smaller Events.

When the roster sizes for the Events are similar, we can find no reason to use this system as the disadvantages outweigh any possible advantages. We could not determine at what point, in terms of roster size differences, this method would begin to show results that might justify the recalculation of final results.;

Finally, we've never taken the time to write the code for this unusual method so we've not been able to do a full comparative analysis. We have manually tallied a small "constructed" series of Events using the Cumulative, High Scores and Open Table Tabulation Method and the results for the top 3 racers and a larger bottom group were about the same although the large mid-group seems to have a lot of ranking reversals.

We suggest you keep it simple and use Cumulative or High Scores Tabulation Methods. They're easy, quick and fair. If in doubt which one to choose, we recommend High Scores. Remember that an Event conducted properly and a Regatta or Season Recap figured fairly is more fun for everyone! Best wishes for a successful racing season.

Everything you need to know about

Ch. 12 Sport Class Cooperative Competition

but didn't know who to ask

The RC Help Articles are especially written for people new to the Race Committee. This article discusses an innovative approach to Sport Class racing, designed to attract novices to the world of competition and maximize the fun and learning factors. Here in the United States, the US Windsurfing Board of Directors, meeting MARCH, 1995 in Chicago, voted unanimously to encourage LOAs to use the Cooperative Competition concept for their Sport Classes.

The Challenge

Whether windsurfing as a sport is declining, remaining stable or growing, LOAs should initiate innovative measures to attract beginners to the sport and novice racers to competition. The Sport Class, defined as "less competitive racing on shorter courses" was an excellent innovation, however, it's not growing as it should and one reason might be that it remains in fact very competitive!

Take a look at the difference between "racing" your friends for fun (and who hasn't done that!) and "racing" in a formal competitive environment for ranking or points. Racing your friends tends to be cooperative (good natured and educational) while traditional competition is usually antagonistic (unfriendly and contentious). The Sport Class should have two main priorities: "having fun" and "improving skills".

The Solution

First of all, we suggest you consider renaming your Sport Class to "Sport Club" (it sounds more fun!) Have a beach party to kickoff the new Sport Club and publicize it well. Next, make the Sport Club "less competitive" and "more cooperative" by removing the emphasis on scoring/ranking and involving the top performers in a new form of recognition that shares their knowledge with those needing improvement:

Post results that list only the winners (top performers) without totals, ranking or points.□

Have the winners give a short (1/2 hour or 45 minute) workshop to the rest of the competitors immediately following every event.

At the end of the season, have an awards dinner or barbecue and award the racer whose name appeared on the winners list most often the title of "Champion". The rest of the winners earn the title of "Runner-Up Champions". Everybody else is a "Competitor". Again, don't post totals, ranking or points (don't even save these records). Give each of the runner-up champions a little time to share their thoughts on how to become a winner or top performer. Give the Champion more time to share his or her thoughts on improving windsurfing skills and racing strategy.

There's an unique scoring system to determine top performers especially designed for Cooperative Competition but it's not mandatory that you use it for local level racing! If you like, you can just use your existing scoring system to determine top performers, but remember, in either case, don't post or save the results! That defeats the purpose of Cooperative Competition. For more on Cooperative Competition's unique scoring system, go to RC Help #13 now.

It's important to remember that this program is based on a proven learning theory and appeals to a person's INTRINSIC drive to achieve, feel valued, and help others, rather than EXTRINSIC rewards (bonuses, ranking, grading, points, trophies, awards, gold stars, incentives, etc.) . Please avoid the tendency to add extrinsic rewards to the program! If you must give trophies or plaques, then don't make a big deal out of it and make them available to anyone who meets your criteria, i.e. "most improved", "had the most fun", "brought the most guests", etc. However, if you can, just try Cooperative Competition in its pure form for a year or two and see how it goes. I'd appreciate it if you kept me informed of your results!

We're confident if you follow these guidelines, your Sport Club will grow and become a really fun and educational adventure which will attract more and more people.

Remember that an Event conducted properly is more fun for everyone! Best wishes for a successful racing season.

Everything you need to know about

Ch. 13 Behavioristic Windsurfing

but didn't know who to ask

A condensed version of Behavioristic Windsurfing appeared in

AMERICAN WINDSURFER, Vol 3 Issue 4, 1995,
in the AWIA Report, pages 86-87.

FOREWORD by Scott See, AWIA Executive Director

Cyberspace is a fascinating place to surf. Not as much fun as windsurfing on emerald blue warm Caribbean water, but in the winter, it can help pass the time til spring. I got a lead that there is an interesting article called Behavioristic Windsurfing located somewhere on the World Wide Web. I downloaded Behavioristic Windsurfing and it hit a resonant chord in me. The article corroborated my pseudo-philosophical belief that the meaning of life is to have fun. And I certainly believe that the meaning of windsurfing is to have fun. We have gotten away from that. While the sport is still the most fun in the world, it has suffered as a result. It is time to get back to the basics, bring out our longboards, and just go out and sail around for the fun of it.

Now, one aspect of our sport which is supposed to be fun is racing. After all, the definition of racing is two windsurfers out on the water at the same time. It's great fun to see who can get to the other side of the lake or bay fastest. A natural progression for some is to get into more formal racing. Unfortunately, this may backfire and spoil the fun of windsurfing altogether. It's too bad, since having fun is what it is all about. Now I will let this article explain further, but before you read on, keep in mind that these principles apply to more than just racing. There is a message in here deeper than the plot. The theme is universal.

Have fun!

Be sure to read RC Help #12 Sport Class Cooperative Competition before reading this article.
Then come back to this page and read the full, uncondensed article which follows:

RC Help Article #12 presented an innovative approach to Sport Class racing, designed to attract novices to the world of competition and maximize the fun and learning factors. This article looks behind the scenes to the learning theory that supports the Sport Class Cooperative Competition concept.

Introduction

Competition may be either "antagonistic" or "cooperative". Most competition today is antagonistic, some more and some less. Windsurfing events are certainly more benign than boxing, football or ice hockey but nevertheless, are still antagonistic. Cooperative competition emphasizes the fun and learning factors with top performers sharing their knowledge and skills with the other competitors. Antagonistic competition stresses high performance and extrinsic motivation with winners often guarding equipment and technique differences which helped them achieve top honors.

Antagonistic competition will probably be with us for a long time to come. Cooperative competition is a concept whose time has come. Our goal is to see all windsurfing competition, whether it be antagonistic or cooperative, become standardized throughout the world in terms of safety, fun and fairness. While many Race Committees have evolved competition and scoring formats which allow for fun and fair events, there are many who haven't. They continue to do the best they can with the awareness they have; it's just too bad they don't have more awareness! We hope RaceManPro (Windsurfing Race Management Program software) can somehow make a difference!

We think it's time to introduce and promote the cooperative competition concept for the Sport Class. After all, the Sport Class is a natural with its stated goals of "being less competitive on shorter courses". At the same time, we hope to see antagonistic competition evolve toward higher levels of fun and fairness and perhaps, in time, take on some of the qualities of cooperative competition (like the workshops where top performers share their secrets with the other competitors after the event). We're not out to change the world overnight but we are out to change the world!

Is antagonism in competition one reason more windsurfers don't participate in competitive events?

During the three years I was Race Director for H.A.W.A.I.I. on Oahu, I asked a lot of recreational windsurfers why they didn't compete. I heard lots of different answers but one of the most common was, "I'm not into racing; I just windsurf for fun". Yet, every day they sailed, these people were out racing their friends and having a great time. So, "WHY is informal racing fun and formal racing no fun, yet, both informal and formal racers have fun?" The follow up question is, "WHAT can we do to attract more windsurfers into competition and to make events more fun or at least appear more fun?"

Let's not take the last question first! That's often how we do things, that is, we ask WHY, then WHAT; lacking real answers to WHY, then we work on the WHAT. This time, let's try to answer the WHY question!

Is windsurfing "Behavioristic"?

Think back to your family, your school, your job, and then windsurfing. Is there anything in common with all of these?

Parents: "Be good and I'll fix you desert".

Teachers: "Do well on the test and I'll give you an A".

Boss: "You do good and we'll give you a raise".

Race Director: "Be in the top five and you'll get a trophy".

A while back some friends introduced me to Alfie Kohn's book, Punished by Rewards: the Trouble with Gold Stars, Incentive Plans, A's, Praise and other Bribes. I read it and I'll have to admit, I

had to change my thinking! The chapter on "Pop Behaviorism" reminded me of my "Theories of Education" class at U.C.L.A. where we were introduced to Edward Thorndike (who in 1898 promoted the "Law of Effect: behavior leading to a positive consequence will be repeated"); John B. Watson (who became known as the "Father of Behaviorism"); and B.F. Skinner (who, as Kohn succinctly points out, conducted most of his experiments on rodents and pigeons but wrote most of his books about people). It's amazing to me their theories of learning still permeate our society from the cradle to the grave and continue to form the basis for most parenting, education, management ... and competition in sports!

Several years ago someone introduced me to a new scoring system: "Start the race and you'll get a bonus point; finish it and you'll get another; beat as many boards as you can and get a point for each one you beat". This is an example of "Pop Behaviorism". Right now you might be asking, "What's wrong with bonus points?" Well, nothing if you happen to think gold stars, incentive plans, A's, praise and other bribes are O.K. too!

Now, I'd like to share with you some thoughts from Alfie Kohn's book that appealed to me and relate them to windsurfing competition:

"Educators opposed to Pop Behaviorism cite learning theory research which suggests that the most destructive way to use extrinsic motivators is to offer them for doing something that is potentially interesting in its own right." Is starting a race, finishing and beating other competitors exciting, challenging and fun OR dull, boring and a waste of time? If racing is indeed exciting, challenging and fun, then why have extrinsic motivators like bonus points, ranking and trophies?

"Rewards must be judged on whether they lead to lasting change --- change that persists when there are no longer rewards to be gained. Research indicates that rewards usually improve performance only at extremely simpleminded, indeed, mindless tasks and even then they improve only quantitative performance, not qualitative." I think we all agree that racing isn't mindless! What's mindless is our thinking that we need extrinsic motivators!

"Anything presented as a prerequisite for something else---that is, as a means toward some other end---comes over time to be seen as less desirable." Thus, 'Start the race and you'll get a bonus point' automatically devalues the act of starting the race. And, 'Finish the race and you'll get another bonus point' automatically devalues the act of finishing the race. Finally, 'Pass as many boards as you can and get a bonus point for every board you beat' automatically devalues the act of beating the other boards.

"Rewards are usually experienced as controlling and people tend to recoil from situations where their autonomy has been diminished. If they continue in the activity, it's really due to their pleasure of the activity, not the pleasure derived from receiving rewards." It seems to me that most amateur competitors derive far more pleasure from their time on the water than their brief time on the platform receiving their trophy. After all, what can you do with a trophy? I mean, you can't sell them or trade them for new equipment or even give them away! You can't even recycle them!

"Human beings are born with a natural curiosity about their world and their ability to achieve what they can in it." Windsurfers too have a natural curiosity about their world of water and

wind and their ability to achieve what they can with it. Most are inclined to explore it without extrinsic inducement. If windsurfers happen to get into competition, they gradually learn to function on a reward system. Maybe our goal should be to involve novices in a form of competition that prioritizes fun and learning and promotes the intrinsic value systems!

Someone suggested once that racers are motivated by watching one of their peers receive a reward. However, "Evidence from the field of non-behavioristic education, suggests that extrinsic motivators are more likely to demotivate and that losing in a competition due to having not received as many rewards could be even worse." Wonder how many people we've lost due to demotivation?

"We're tempted to take shortcuts and to manipulate behavior with the use of rewards, instead of explaining, helping people develop needed skills, fostering a commitment to good values, and bringing people in on the process of deciding how to learn and improve skills." This is the crux of the issue! We might think we don't have the time to do it right but when you come right down to it, do we really have any choice?

"Competitors who are led to think about how well they are doing---or even worse, how well they doing compared to everyone else---are less likely to do well. This strategy chips away at intrinsic motivation. The 'How ja do?' preoccupation of competitors, compulsively comparing their own performance to others, is not a function of human nature but of the performance orientation that is prevalent among competitive events, which in the long term, stifles a competitor's interest in what they should be learning and any intrinsic motivation they may have left." Wow! If this is true, and I think it is, we'd better do something about it as soon as possible! Anyone interested in a year of competition without extrinsic motivators? Anyone want to work instead on doing everything we can to put these things out of people's minds? Anyone ready to, as Alfie Kohn says, "unhook the task from the compensation"?

"Motivation to compete is typically highest when the competition offers an opportunity to learn new skills, to experience some variation in task, and to acquire and demonstrate competence. (Racers) are motivated by their own inherent need to succeed at a challenging task. Our job is not to motivate but to provide opportunities for racers to achieve so they will become motivated." More words of wisdom! I think the time has come to THINK, to FOLLOW A DECISION TO ITS LOGICAL END and to HAVE A GOOD REASON FOR WHAT WE DO!

"If you must offer rewards, then at least:

1 offer fewer of them or make each one smaller, give them out privately and avoid making a big fuss over the whole process.

2 offer rewards after the fact, as a surprise

3 make rewards available to anyone who meets a given standard instead of making each person an obstacle to the other's success

4 make rewards as similar as possible to the task

5 give racers as much choice as possible about how rewards are used

6 try to immunize individuals against the motivation killing effect of rewards

Returning now to WHY and WHAT...

WHY is informal racing fun and formal racing no fun, yet, both informal and formal racers have fun? Informal and formal racing is fun because it appeals to the intrinsic need we all have to master our world of water and wind and to become the very best we can be given our physical and mental capabilities.

WHY is formal racing perceived as no fun? The perception that formal racing is no fun is probably just a cover up for the fear of failure.

WHAT can we do to motivate people to participate in formal competitive events?

1 Take steps to minimize the fear factor.

2 Prioritize the fun and learning factors.

3 Offer a workshop immediately following the event so top performers can share their secrets with the other competitors.

Cooperative Competition's unique scoring system is based on elapsed time on the course (rather than finishing place) and a comparison of the racer's average time vs. the group average time. The formula determines lower and upper control limits to see which racers, if any, were top performers. The scoring system can separate competitors into three groups:

Top Performers

Competitors

Those Needing a Lot of Improvement.

If all competitors fall within a range of equivalent times wherein the variation in average time can be attributed to factors inherent in the system (not enough or too much wind, too small or too large a board, too small or too large a sail, wrong fin, bad start, interference at the start or a mark, dehydration, malnutrition, or whatever) instead of the people, then everyone is just a "Competitor". No one can distinguish themselves as a "winner" (having overcome the factors inherent in the system) or "someone needing a lot of improvement" (someone totally a victim of the factors inherent in the system).

Don't look now but, traditional scoring practices (i.e. the sum total of finishing places) can only determine who crossed the line first and who did it most often. It could designate as "winner" a competitor whose total elapsed time for all races was actually greater than that of a loser (i.e. anyone who didn't win). Moreover, you might arbitrarily award trophies to the top five or ten, regardless of whether they qualified as top performers or not!

Thus, antagonistic windsurfing competition is flawed not only by a highly questionable emphasis on extrinsic motivators but a faulty basic scoring premise as well, namely, that by totaling finishing places you can accurately determine who the top performers are. Well, maybe you can and maybe you can't! When you come right down to it,

Only time CAN tell

I urge you to get Alfie Kohn's book and read it. I think the man's got some worthwhile answers! Meanwhile, I hope this article has provided you some food for thought! Why not introduce and promote the cooperative competition concept for your Sport Class? It can coexist right along with your antagonistic competition, no problem! Then, just think about ways you can help your antagonistic competition program evolve toward higher levels of fun and fairness. Consider the possibilities of adapting some of the qualities of cooperative competition to your other events (like the workshops or a ranking cutoff point, etc.). Like we said in the beginning, we're not out to change the world overnight but we are out to change the world ... and we'd like you to help us!

Everything you need to know about

Ch.14. The Race Committee

but didn't know who to ask

The Race Committee is the quintessential element of a successful competition program. From the Principal Race Officer to Race Director to Registrar and Scorekeepers to Boat Crew, each has an important function. This RC Help Article offers brief job descriptions for each Race Committee member.

The typical RC consists of:

Principal Race Officer

Race Coordinator

Race Director

Assistant Race Director

Beachmaster

Registrar

Scorekeepers

Boat Crew 1, 2, 3

Data Processor

Public Relations

Other volunteers as needed

The Principal Race Officer (P.R.O.)

Sanctioned events require a Principal Race Officer or Head Judge. The presence of a P.R.O. minimizes potential conflict and insures the races are safe, fun and fair for all.

The P.R.O. does not organize events, plan races or participate in racing. His or her primary function is to serve as a liaison between:

The International Sailing Federation (International Yacht Racing Union until 1996) Racing Rules for Sailing (RRS), prescriptions of the National level Sailing Association, the Event Guidelines of the National level Windsurfing Association, the local Windsurfing Association's Notice of Race and the Sailing Instructions, and the local Race Committee and Event Participants.

In case of disputes, differences of opinions and protests, it is the P.R.O.'s responsibility to make the final decision based on the Racing Rules, Prescriptions, Event Guidelines, Notice of Race and the Sailing Instructions. It is imperative that the P.R.O. have copies of each readily available at the venue. The P.R.O.'s decision is final and cannot be protested.

The P.R.O. is an impartial observer and may not participate in the race nor may he or she have any other responsibility in the race. Their sole function is to observe the event and be prepared to settle disputes within established guidelines.

The Race Coordinator

The Race Coordinator's position is an important one! He or she is responsible for:

Planning the annual Racing Calendar considering Events in other areas.

Getting the necessary permits for all events from the State/Province and City/County Agencies.

Writing the Notice of Race and the Sailing Instructions and distributing them to local

Windsurfing shops and competitors.

Making sure the Race Notice and Sailing Instructions are posted at race site.

Following all necessary steps for obtaining sanctioning.

Getting race sponsorship.

Appointing a Race Director and helping form and train a Race Committee.

The Race Director

The Race Director's work begins where the Race Coordinator's work ends. The race Director is responsible for:

Working with the Race Coordinator to write the Notice of Race and Sailing Instructions and to find and train volunteers.

Making sure the Boat Crew has the Race Committee Boat(s), personal flotation devices, safety equipment, radios, flags, buoys, anchors and all lines all race ready.

Supervising the boat launching and delaunching.

Supervising the setting of buoys.

Conducting the Skipper's Meeting

Starting the races and observing them.

Making sure the Event runs smoothly.

The nature of the Race Director's responsibilities are such that it's usually impossible for him or her to participate in racing.

The Assistant Race Director

The Assistant Race Director may be considered in training for the Race Director position one day. Assistants are responsible for helping the Race Director in:

Making sure the Boat Crew has the Race Committee Boat(s), personal flotation devices, safety equipment, radios, flags, buoys, anchors and all lines all race ready.

Supervising the boat launching and delaunching.

Supervising the setting of buoys.

Conducting the Skipper's Meeting

Starting the races and observing them.

Making sure the Event runs smoothly.

The nature of the Assistant Race Director's responsibilities are such that it's usually impossible for him or her to participate in racing, although in smaller local events, participation is definitely a possibility.

The Beachmaster

Racers are usually under a lot of pressure preparing equipment, rigging sails, and getting ready for the race. They're often unaware of time!

Before the Skipper's Meeting, the Beachmaster is responsible for:

Making sure racers know the time for the Skipper's Meeting.

Circulating among the windsurfer's rigs making sure all sails have numbers on both sides.

Making sure everyone attends the mandatory Skipper's Meeting.

After the Skipper's Meeting, the Beachmaster is responsible for:

Helping racers get on the water in time for start.

Answering racer's questions about approximate time for upcoming heats or races, etc.

Helping Scorekeeper;s spot finishers if necessary.

Entering race results on the "big board" or Official Notice Board as soon as possible after each heat.

The Registrar

Registration of racers (signing the waiver, signing in on the appropriate roster and paying fees) is an important part of racing. Without a waiver, the association exposes itself to unnecessary liability.

The Registrar is responsible for:

Registering racers using appropriate entry forms, rosters and waivers.

Collecting entry fee.

Making a Roster for each Event/Fleet/Class/Division.

Determining if racer is current in their Local, National and International Association or Class Association membership; if not, has racer complete application and collects fee.

Determining if racer has sail numbers on both sides of sail.

The Registrar's responsibility in a small event ends when the race begins; therefore, it's possible for the Registrar to participate in racing if they desire. In a large event however, the Registrar usually is needed for the duration of the event and they often help in other capacities as well, e.g. scorekeeping.

The Scorekeeper

The Scorekeeper's work begins at the start of the Skipper's Meeting when the Race Director or Beachmaster gives them the forms they need for the Event they'll be scoring.

Generally speaking, the Scorekeeper is responsible for:

Getting the Scoresheets ready.

Recording race results including any heat or start numbers, finishing places and penalty notes.

If figuring the races manually, deducting any discards, checking for and breaking ties, totaling scores, assigning ranking and points earned.

Posting results on the "big board" or Official Notice Board.

The Boat Crew(s)

The Boat Crews are responsible for the Race Committee Boat and other boats as needed. On Race Day, they are responsible for:

Making sure the Race Committee boat(s) are race ready with PFDs, safety equipment, radio, flags, timing device, buoys, anchors and lines.

Making sure boat(s) are fueled and oiled, battery charged and in good running condition.

Launching the boat(s) in time to set the buoys at least an hour before the race is scheduled to begin.

Once the race begins, the Boat Crew is responsible for:

Making sure of wind minimums.

Helping, if necessary, start the Race or Heat using proper Preparatory, Warning and Start

visual and audible signals.

Scoring finishers if necessary.

Observing the race, making sure buoys are rounded properly.

Noting any infractions of the Racing Rules, Event Guidelines, Notice of Race or Sailing Instructions.

The Data Processor

The Data Processor is needed only when RaceManPro or other computer software is used.

Generally, the Data Processor is responsible for:

Updating the Sail Registry as necessary.

Creating Rosters and heat assignments as necessary.

Inputting computing race results.

Providing printouts of race results.

Provide Press Releases to media on a timely basis.

The Public Relations Coordinator

The Public Relations Coordinator is responsible for putting the Sport of Windsurfing in front of the public.

Generally, the P.R. Coordinator is responsible for:

Sending Season Event Calendar to the newspapers, radio, TV stations and various Internet Web Sites, Public Relations companies, tourist publications, Chamber of Commerce, Visitor and Tourist Bureaus, and other.

Notifying newspapers, magazines, community calendars, radio stations, TV stations and various Internet Web Sites of upcoming events.

Notifying the media and various Internet Web Sites of race results.

Inviting the media to events and making sure a boat is provided for photography purposes.

Everything you need to know

Ch. 15 Preparing for an Event

but didn't know who to ask

All Events, whether they be Fun Races or National Championships, require prior preparation. Fun Races of course take less planning than a National Championship but each takes time.

The information in this article is aimed primarily at people new to the Race Committee or for younger associations or clubs. A lot of the information may be "obvious" for experienced RCs but for someone just starting out, it could prove very helpful. This information should be considered "guidelines". Some are common to every Event while some are for a specific Discipline or Event. Almost all might be necessary for a major Event while many would be superfluous for a Fun Event.

Determine Goals and Objectives

Here are some possible goals to keep in mind as you plan your Event:

Decide whether the Event will be a Fun Race or a Recognized or Sanctioned Event.

If a Sanctioned Event, decide whether it'll be a Points Regatta or Direct Qualifier.

If a Championship, decide what level: Regional, National or International.

Consider eligibility requirements for participants.

Consider whether eligibility requirements must still apply for your Sport Fleet.

Allow for a Sport Class in all Events

We recommend that Sport Class racers be allowed to participate in ALL Events, including Championships, without qualifying requirements (except general membership requirements expected of all). We consider the inclusion of the Sport Fleet in major events an excellent way to promote the sport, involve as many people as possible and appeal to both the public and the media. From our point of view, we think eligibility requirements for the Sport Class are counterproductive and totally contrary to the definition and goals of a Sport Class, and may result in inhibiting participation and future involvement in racing. Such requirements can drive away many windsurfers who might otherwise "get hooked" on windsurfing competition. We think Event organizers, who have the best interests of the sport and the individual windsurfer in mind, will provide a Sport Class for all Events large and small. Furthermore, they will waive

eligibility requirements and provide competition which is less competitive on shorter courses and hopefully along the lines of the cooperative competition concept.

Be sure to check out your National Sanctioning Authority's qualification requirements for the Sport Class and if they have them, consider applying for a waiver.

Related topic: RC Help #12 Sport Class Cooperative Competition.

Determine Dates and Site

When planning your Season Calendar, try to consider Events being planned in adjacent sailing areas, states or regions and Events being planned nationally and internationally.

Select locations and racing areas within locations that match the skill levels of the majority of prospective competitors. If novices are racing, consider an alternate course location if the racing area presents expert level challenges.

Obtain Permits and Sanctioning

Apply for appropriate permits from State/Province, County and City authorities. Be sure to apply for permits the prescribed length and time before the Event.

Apply for sanctioning from your National level windsurfing association. Be sure to apply for sanctioning the prescribed length and time before the Event.

Mail or FAX notices of calendar or Event to Public Relations companies, newspapers, radio and television stations, regional visitors information offices, and various Internet Web Sites.

Appoint P.R.O. and Protest Committee

While a Fun Event may need neither, a major Event may need both a P.R.O. and a Protest Committee. Sanctioned Events often require either three Judges or an Umpire or Referee. Make sure that whoever you appoint to the Protest Committee has a thorough understanding of ISAF and especially the new shortened rules.

Appoint Committee Chairpersons

Appoint Coordinators or Committee Chairpersons to take charge of registration, regatta office, publicity and media relations, housing assistance, equipment shipping assistance, foreign language interpretation, equipment storage, social events, scoring, budget control, prizes and awards, opening and closing ceremonies or dinner, beach cleanup, protest committee secretary, and special hospitality.

Select Special Hospitality Coordinator carefully since a regatta's success is often judged by

competitors, not by who won, but how much fun they had, the warm welcome they received, the friendliness of the Race Committee, regatta workers, and community merchants, and positive media coverage.

Determine the number and qualification of persons needed to help each Coordinator.

Select a Race Committee

Race Committee members should be windsurfers preferably with racing experience although it can be made up of community members, parents of racing youth, and non-racing windsurfers. For major Events, consider the possibility of using military personnel from nearby bases for the RC. On Oahu we used Marines from Kaneohe Marine Air Base for our one or two major week long Events each year. We held a training session prior to the Event and volunteers were granted "community service leave". Everyone, event organizers and racers alike, agreed they were, without a question, the finest RC we could have hoped to ever have!

The RC should be kept to a minimum and only those actually needed to do the job should be used. Although this article and the previous one offers guidelines for a number of RC positions, understand that not every Event requires that all positions be filled!

Fun Races may need only a Race Director and Assistant Race Director who start and scores races from the boat and maybe a combination Registrar, Scorekeeper and Data Processor. Sanctioned events may need more personnel but within reason, the smaller the Race Committee, the better.

For Points Regattas and Direct Qualifiers, consider asking racers and parents of racing youth to volunteer. Try to find a key person to assume the position of Assistant Race Director and train that person to set courses, conduct Skipper's Meetings, start races, score races and conduct protest hearings. This training program can provide a RD the opportunity to take a break from conducting races if necessary and maybe even compete enough times to maintain their own ranking.

Most volunteers are called several days or a week before the event but the Assistant Race Director position for the next race should be filled at the beginning of the previous event's Skipper's Meeting. IF people are hesitant to volunteer, consider continuing the meeting only when someone has volunteers for the position. (It's always interesting to observe the reaction of some racers when asking for volunteer help. I've seen racers leave the meeting, begin shouting "Quit wasting time! Let's start racing!" and just stand in silence waiting for someone else to volunteer. It's important for the RD to maintain control of the Skipper's Meeting, to help the racers understand that help is needed and to inform racers that each one is expected to volunteer 10 or 15% of their race time to helping out. The reason High Scores Tabulation Method is preferred is it allows racers to drop one event a year to help without penalizing their standing.

Racers who lack the ability or aptitude to be an Assistant Race Director should be given other opportunities to help. It's important that as many as possible share the load however small each share might be.

Make Instruction Manuals for the RC

Inexpensive yet attractive Instruction Manuals for the RC can be made using Report Covers and some of these RC Help Articles. We used the forms and charts in the Gaastra Hawaii Race Manual (available from papamaui@mac.com for the cost of S/H) for our Instruction Manuals.

Arrange for Special Services

Many sites may lack adequate parking, restroom facilities, telephone, electricity, press and regatta offices, food and drink concessions, repair area, physically challenged access, etc. Also, competitors and visitors appreciate knowing about weather and wind forecasts, local sail and board repair, currency exchange or banks close to the event site, medical, dental and chiropractic services, travel agencies and airlines. Often special discounts can be arranged in exchange for promotional consideration.

Make sure a Coordinator is appointed to handle these special needs and others not listed here but unique to a particular site or region.

Make a Budget

Include income from entry fees, sponsorship support, governmental or private grants, production fees, program advertising revenue, sales of food and refreshments, subsidies from national authority, class association or host club, and sale of T-Shirts and sail numbers.

Include expenses for advertising, auto expense, dues and contributions, helicopter and press boat, Race Committee boat lease, other boat leases, boat gas and oil, printing, banners, equipment rental, equipment purchase and maintenance, insurance, travel and housing if bringing the Race Director or P.R.O. in from out of the area, catering, computer and copy machine rental, postage and telephone, souvenirs, prizes and awards, maintenance, security, buoys, anchors and lines, tent rental, official clothing, medicinal supplies, entertainment, marine radios and batteries, loudspeaker system rental or purchase, hand held loudspeakers rental or purchase and refreshment supplies.

Include in the budget all goods and services provided without charge on both the income and expense lists.

Related Topic: RC Help #16 Proposed Event Budget Form

Distribute Advance Publicity

Distribute advance publicity to national windsurfing authority, area windsurfing shops, windsurfing sail and board manufacturers, potential competitors, windsurfing magazines, newspapers, radios and television stations, selected Internet Web Sites, etc.

Prepare Notice of Race and Sailing Instructions

The Race Coordinator or Race Director should write the Notice of Race and Sailing Instructions,

then review them with the Principal Race Officer and other key Race Committee and Protest Committee members before publishing.

Distribute Notice of Race and Sailing Instructions in advance to national windsurfing authority, windsurfing publications and area windsurfing shops.

Using RaceManPro's mailing label feature, print labels for windsurfers who have competed in previous Events or whose names appear on the Season Recap or to all or selected groups on the Sail Registry. Mail Notice of Race well in advance of Event date. Mail Sailing Instructions when entry is confirmed or distribute at the venue at Registration or Check In.

Prepare Regatta Program

Include all information of interest to competitors, other visitors, regatta workers, and press representatives.

Include welcome messages from dignitaries; recommended restaurants with price range; names of Race Committee, Protest Committee and other important regatta workers; brief history of the Event and host association; local attractions; schedule of all events; and past winners.

Confirm Eligibility, Publish Roster, Prepare Packets

Check local and national association membership requirements for each competitor.

Publish roster of eligible competitors both alphabetically and by Fleet/Class by Division.

Prepare competitor packets including badges, tickets, gifts, invitations, car rental discounts, maps, etc.

Arrange for Equipment Borrowing, Rental or Purchase

Decide what equipment will be purchased and used in future regattas and what equipment will be rented or borrowed. Consider short and long term cost and storage when making those decisions. Remember to plan for replacement cost if borrowed or rented equipment is damaged or lost. For purchased equipment, consider cost vs. value and avoid buying cheap equipment that functions poorly, and that's likely to last for just a few races or a season or two. Check local regulations regarding the use of marine radios for water sport events and if permitted, invest in good quality marine radios. Try to avoid "walkie-talkies" like the plague.

Conduct Organizational Meetings

The Race Coordinator should prepare a final format while Event Coordinators should prepare summaries of their specific procedures, responsibilities and personnel required. Regular meetings should be held to discuss progress in each Coordinator's area of concern.

Decide Extent of Post-Regatta Assistance Needed

Decide extent and kind of post-regatta assistance and courtesies to be provided for competitors: equipment storage and transportation, trophy shipping, final results and press releases, etc.

Find and Train a Pre-Race Boat Crew

Find and train a Pre-Race Boat Crew. Both the boat and trailer need routine maintenance and a pre-race check a day or two before the event. Also, buoys, anchors, and lines must be ready for the event. The evening before the event, the Pre-Race Crew should check:

Anchors: concrete blocks work O.K. and are less expensive than store bought anchors. Non-floating nylon line should be used for anchor line. A short length of garden hose looped through the block should be used to prevent the block from chafing the line.

Buoy Towing Line: if you can, avoid towing buoys and carry them in the boat! But if you can't, then provide a special floating line in the boat for towing buoys (a single line works better than multiple lines which tend to tangle easily). To prepare the towing rope, take two 15-20 meter lengths of floating line (non-floating line can foul the propeller), tie a loop on three ends and a snap shackle on the other, and tie a series of loops in the lines about 2 meters apart. Buy brass snap shackles (far less expensive than stainless steel) and attach one onto each loop. Two short lines are better than one long line in case there's just a few buoys to tow.

Drag Chains: a drag chain is mandatory for the boat anchor and optional for buoy anchors unless in deep or rough water. Use a 2 meter length of heavy (1 to 1,25 cm) drag chain attached between the anchor and the buoy line to help keep the buoy from lifting and dragging the anchor. However, providing plenty of line to allow for swells and surges is usually sufficient for buoys. Avoid using snap shackles to attach anchor lines to buoys as snap shackles may not be dependable in heavy seas or surf conditions. Buoys should usually be attached directly to the anchor line using a "bowline" knot.

Fuel Tanks/Oil: the tank(s) should be full of fresh fuel or fuel/oil mixture. If the motor has an oil injection system, the oil tanks should also be full. Reserve contains of fuel should also be provided.

Find Sponsorship for the Event

Finding sponsorship for amateur windsurfing events can be a real challenge! Having an attractive sponsorship package is always helpful. The package should consist of the association's brochure, event calendar, summary of sponsorship benefits and photographs of events showing sponsor banners, etc.

Sponsorship benefits may include:

Exclusive designation as Event Title Sponsor

Signage at Event

Name and Logo associated with particular Event in Registration Booklet

One-quarter page ad inside Official Event Program

Special recognition at opening ceremonies

Special recognition as Event Sponsor

Announcer recognition as Event Sponsor

Tax deductible donation

Right of first refusal for subsequent Events

Pre-Event and Post-Event press releases with Sponsor Name and Logo to local radio, TV, newspaper and major wire services; also windsurfing magazines

Certificates suitable for framing to winners with Sponsor Name prominently displayed

Ch. 16 Proposed Event Budget Form

ADMINISTRATION COSTS

General

Event Management

Race Management

Other

PRODUCTION COSTS

Advertising

Radio

Television

Flyers

Posters

Awards Party

Awards/Trophies

Catering

Entertainment

Give-a-Ways

Boats and Helicopters

Boat Leases

Boat Crews

Fuel/Oil

Helicopter Charter☐

Equipment Purchase

1 _____☐

2 _____☐

3 _____☐

Equipment Rental

Cellular Phones☐

Charter Equip☐

Computer/Printer☐

Electrical☐

Fencing

Marine Radios☐

Mobile Office(s)☐

Office Equipment☐

Portable FAX☐

Portable Restrooms☐

Public Address☐

Scaffold/Tower☐

Spectator Seating☐

Tents☐

Tables/Chairs☐

Vehicles☐

Fuel, Vehicles☐

Permits, Insurance, Fees

Permits☐

Insurance☐

Sanctioning Fee☐

Charitable Donations☐

Lifeguard

Services☐

Wave Runner☐

Medical

Supplies☐

Nurse/Doctor☐

Prize Money

Amount☐

Promotion

Banners/Flags☐

Competitor Refreshment☐

Competitor Water☐

Competitor Vests☐

Decals for Sail☐

T-Shirts☐

Security

Personnel☐

Travel

Officials☐

Hospitality☐

Entertainment[]
Promotion[]
Accommodations
Welcome Party
Catering[]
Decorations[]
Entertainment[]
Give-a-Ways
TOTAL EXPENSES:

INCOME
Sponsorship[]
Entry Fees
T-Shirt Sales[]
Sail#s[]
Guest Meal:Welcome[]
Guest Meals:Awards
TOTAL INCOME:[]

Everything you need to know about

Ch. 17 INTERNATIONAL SAILING FEDERATION (ISAF) NEW BRIEF RACING RULES FOR SLALOM AND COURSE RACING INCLUDING COURSE/SLALOM AND LONG DISTANCE

but didn't know who to ask

These new rules pertain to all forms of Racing (Course, Course/Slalom, Long Distance, etc.) and Slalom Racing. They're easy to understand, simple and work both at a mark and between marks.

DEFINITIONS

Right-of-Way Line The right-of-way line is an imaginary line through the bow of the sailboard at 90 degrees to the line between the two course marks that bound the leg on which she is sailing.

Inside and Outside The inside of a sailboard is the side on which she shall leave the next course mark. The outside of a sailboard is her other side.

Overtaking A sailboard is overtaking from the time she establishes an overlap from clear astern until:

When overtaking on the outside, she is clear ahead, or when overtaking on the inside, her r-o-w line is ahead of the r-o-w line of the overtaken sailboard.

When an overlap exists while approaching the starting line to start, the windward sailboard is the overtaking sailboard.

BRIEF RULES

13.1 When one sailboard is required to keep clear of another, the r-o-w sailboard shall not alter course so as to obstruct the other sailboard while she is keeping clear.

13.2 When the race committee specifies that surf conditions exist: a) A sailboard that is coming in shall keep clear of a sailboard that is going out. b) A port-tack sailboard that is neither going out nor coming in shall keep clear of a starboard-tack sailboard.

Otherwise: A port-tack sailboard shall keep clear of a starboard-tack sailboard.

13.1 Except when gybing around a mark, a sailboard that is either tacking or gybing shall keep clear of a sailboard on a tack.

13.4 a) A sailboard overtaking on the inside shall keep clear of an overtaken sailboard until her r-o-w line is ahead of the r-o-w line of the overtaken sailboard. b) A sailboard overtaking on the outside shall keep clear of an overtaken sailboard throughout the existence of that overlap.

SUMMARY

The new rules are simple and work both at a mark and between marks!

If you're the inside windsurfer and you're overtaking the outside windsurfer, then keep clear until your r-o-w line (i.e. the front tip of your board) passes the r-o-w line (i.e. the front tip) of the board you're overtaking. Then you can hail "coming up" and head the outside windsurfer upwind if you want.

If you're the outside windsurfer, and you're overtaking the inside windsurfer, you must keep clear until you're clear ahead. Then you can cut inside.

Everything you need to know about

Ch. 18 WAVE SAILING RULES: HAWAII

but didn't know who to ask

SWIMMERS AND SURFERS HAVE RIGHT-OF-WAY

**AND WINDSURFERS MUST KEEP CLEAR*!
SAIL SAFELY AND AVOID COLLISIONS!**

*The term "Keep Clear" is used over and over again in these rules. Know what it means: slow down, change course, stop ... whatever it takes to keep clear of the windsurfer with right-of-way ... who should maintain course to avoid confusing the windsurfer keeping clear. Nevertheless, if you still find yourself on a collision course, remember, the same rule applies as for driving a car in the USA: you stay to the right of the oncoming car, or in this case, windsurfer ... and avoid crossing paths!

RULES FOR GOING OUT OR COMING IN

A windsurfer going out has right-of-way. A windsurfer coming in shall keep clear!

A leeward windsurfer has right-of-way. A windward windsurfer shall keep clear!

A windsurfer clear ahead has right-of-way. A windsurfer clear astern shall keep clear!

A windsurfer on a tack has right-of-way. A tacking or gybing windsurfer shall keep clear!

RULES FOR WAVE RIDING

The first windsurfer to sail shoreward on a swell or wave has possession of that swell or wave. The other windsurfer(s) shall keep clear!

When it's impossible to determine possession based on the above, then the windsurfer immediately in front of or closest to the peak of the wave shall have right-of-way. The other windsurfer(s) shall keep clear!

When it's impossible to determine possession based on the above, then the windward windsurfer shall have right-of-way. The leeward windsurfer shall keep clear!

RULES FOR TRANSITIONS

When two windsurfers are in transition at the same time, the leeward windsurfer has right-of-way. A windward windsurfer shall keep clear!

A windsurfer shall not make a transition onto a wave when possession has been determined based on the above rules for wave sailing.

Everything you need to know about

Ch. 17 Conducting Your Event

but didn't know who to ask

The information in this article is aimed primarily at people new to the Race Committee or for younger associations or clubs. A lot of the information may be "obvious" for experienced RCs but for someone just starting out, it could prove very helpful. This information should be considered "guidelines". Some are common to every Event while some are for a specific Discipline or Event. Almost all might be necessary for a major Event while many would be superfluous for a Fun Event.

The topics covered in this RC Help Article are:

Be On Time!

Bring Everything You Need

Laying the Marks

Wind Minimums

Conducting the Skipper's Meeting

Using the Proper Start Sequence

Managing the Boats

Keeping Good Records

Conducting the Event Professionally

Changing the Course

Keep Slalom Races Moving Fast

Score the Races Accurately

Know the Rules

BE ON TIME!

Very few things stifle enthusiasm and spawn like behavior as a late Race Committee! If the Notice of Race states that Registration starts at 8:00AM, the Skipper's Meeting starts at 8:45AM and the first possible start is 9:15AM, then make sure the boat is in the water at 7:00AM; the buoys set by 8:00AM to allow time for course checking, warm-up and practice; the Skipper's Meeting is 8:45AM; and the first start is 9:15AM (provided there's wind of course!) If you do this, the racers will soon learn to be on time!

As a general rule, the Race Director, Assistant Race Director, and Boat Crew should be on site and ready to work 2 hours before the scheduled Skipper's Meeting. For a major Event, even more time is usually needed.

Registrars and Beachmaster should be at the site and ready for Registration 1 hour before the scheduled Skipper's Meeting.

BRING EVERYTHING YOU NEED

Here's a checklist of racing supplies and equipment that you can use to make sure you have everything you need:

State/Province, City and County Permits

Wind Meters

Laptop Computer with RaceManPro, Portable Printer, Printer Cable, DC Battery Adapters for both Computer and Printer, and Battery

Racing Marks

Marine Radios (avoid "walkie-talkies"!)

Supply of Sail Numbers

Personal Flotation Devices for Boat Crew

Megaphone

Plastic storage box with lid: clipboards, duct tape, masking tape, pens, pencils, china markers, dry erasable felt tip markers, extra paper, association membership forms, etc.

Chalkboard or Whiteboard

Race Committee Boat with: Danforth boat anchor; drag chain and line; start flags (white, blue and red, postponement); other signal flags as required; full fuel tanks; extra line; safety

equipment; PFDs; tools; extra spark plugs; heat number board is Slalom Racing; lots of beverages and water; sunscreen; hat, etc.

Audible signal devices

Folding table and chairs

LAYING THE MARKS

There are two commonly used methods for laying racing marks:

One method lays all the marks except the windward and gybe mark. Just before the race, lay these marks.

The second method lays all the marks at one time. Just before the race, adjustments are made to the windward and gybe marks.

For Course Racing, the windward mark should be directly upwind of the start line. The first gybe mark should be a little off the wind between a close and broad reach.

A compass and flag can be used to help lay the marks. At the start line (which should be as close as possible to the beach for the sake of spectators), determine wind direction with a flag and then take an upwind compass reading. Proceed to windward on your compass reading and lay your upwind mark. If you're using the standard Course Race "M" course, lay the middle gybe mark next, then the windward gybe mark, and then the downwind gybe mark. Finally, lay the inside gybe marks. If your finish area is too far from the beach for spectators to easily see the finish, then add a short upwind leg with a final reach to the beach. Spectators enjoy watching the racers as they round the final mark off in the distance and come blazing toward the beach and the finish line. For interest, consider a short 50-100M upwind finish. Many a race has been lost by the faster offwind sailor being passed in the last seconds of the race by the better upwind sailor.

If laying marks for a Slalom Race, select either a downwind course, Figure 8 or similar course. For variation, consider a downwind/upwind course. When racers finish the last downwind leg, they must bear to windward, then tack and finish through the start line. If laying a downwind course, keep the course tight, reaches 200-600 meters in length, and buoys 30-60 meters apart. Fun Races should have 4 gybing marks while more serious races can have up to 8.

WIND MINIMUMS

We think racing should happen if at all possible. Therefore, consider writing into your Notice of Race a provision to automatically convert your Event to Fun Racing should you not have wind minimums at scheduled first possible start time.

CONDUCTING THE SKIPPERS MEETING

The Skipper's Meeting is the time for racers to listen to:

An enthusiastic welcome

An announcement of the Event and sanctioning

A summary of the course, any hazards, and special DSQs like swim area violation

An announcement of the start sequence

A review of any last minute changes

A reminder of alternative penalties for rule infringement (i.e. 720 turn)

An Announcement of the schedule for the day

Consider making it your policy that:

The Race Director controls the Skipper's Meeting, not the racers.

The Skipper's Meeting not be an "open forum" in which racers are allowed to complain, argue, or try to change what the Race Committee has planned.

The racer's questions about the course, starting sequence, alternative penalties, etc. be answered clearly and completely.

USING THE PROPER START SEQUENCE

A water start should be either between two race committee boats, or between a race committee boat and a mark. When a race committee boat marks the end of the line, the line itself should be identified by a high-visibility flag or shape on the boat. Anchor lines should be marked by a buoy 3M or 4M in front of the boat and races should be warned not to pass between the buoy and the boat. When raising anchor, this buoy facilitates grabbing the line.

For large Course Racing starts of over 75 boards, consider using a two part starting line with an additional race committee boat centered between the other marks. For even larger groups of 100-200 boards, use RaceManPro's computer generated heat (start) assignment system.

Course Race Start 6 Minute

Unless otherwise prescribed by the Sailing Instructions, a Course Race should have a six minute start. As a courtesy to racers, the postponement flag may be raised for a short time. When it's

dropped, the starting sequence begins exactly one minute later.

6 minutes Warning White Up One short sound

4 minutes White Down

3 minutes Preparatory Blue Up One short should

1 minute Blue down

0 minutes Start Red Up One long sound

Course Race Start 6 Minute with Sound Signals

6 minutes Warning White Up One short sound

4 minutes White Down

3 minutes Preparatory Blue Up One short should

1 minute Blue down

30 seconds Three short sounds

20 seconds Two short sounds

10 seconds One short sound

5 seconds One short sound

4 seconds One short sound

3 seconds One short sound

2 seconds One short sound

1 second One short sound

0 minutes Start Red Up One long sound

Slalom Race Start 3 Minute

Unless otherwise prescribed by the Sailing Instructions, a Slalom Race shall have a three minute start.

3 minutes Warning White Up One short sound

2 minutes White Down

1 minutes Preparatory Blue Up One short sound

30 seconds Blue down

0 seconds Start Red Up One long sound

1-2 minutes Red Down Change Heat#

When last racer rounds 2nd Mark, begin next starting sequence.

Slalom Race Start 3 Minute with Sound Signals

3 minutes Warning White Up One short sound

2 minutes White Down

1 minute Preparatory Blue Up One short sound

30 seconds Blue down

20 seconds Two short sounds

10 seconds One short sound

5 seconds One short sound

4 seconds One short sound

3 seconds One short sound

2 seconds One short sound

1 second One short sound

0 minutes Start Red Up One long sound

Slalom Race Start 2 Minute

2 minutes Warning White Up One short sound

1.5 minutes White Down

1 minutes Preparatory Blue Up One short sound

30 seconds Blue down

0 seconds Start Red Up One long sound

1-2 minutes Red Down Change Heat#

Any start may have premature starters but a large fleet often has so many unidentified starters that a restart is necessary. Dividing the group into starting heats or dividing the start line into two parts in combination with a well-laid line, is a proven method of reducing the number of unidentified premature starters.

Beach starting is a viable alternative to water starting a race. Each racer shall be randomly assigned a starting station at the line by drawing a number directly before his start. If using RaceManPro's computer assigned heat assignments, the heats are already randomized for beach starting. The number at the top of the heat is the most windward position while the number at the bottom of the heat is the most leeward.

In a beach start, the preparatory signal is the raising of the red flag and giving 3 short sound signals. At any time thereafter, the starting officer may give the starting signal by lowering the red flag and giving one long sound signal. Premature starters (any part of the board, rig or body is on the course side of the starting line) shall be disqualified for that heat with no opportunity for restart. There shall be no general recalls.

Once the starting signal is given, each racer shall take the shortest possible route from the starting position to sailing position in the water. Normally, this will be a course approximately at right angles to the shoreline.

MANAGING THE BOATS

A major Event usually needs at least three boats: a Race Committee Boat, a P.R.O. boat and a Duty Boat.

The Race Committee boat and Duty boat are usually used for laying marks although the P.R.O. boat may also be used.

When racing begin, the P.R.O. boat is used by the Principal Race Officer and judges for observing the start line and finish line and to make sure the course is sailed correctly.

The Duty boat is used to observe specific areas of the course during racing, record buoy rounding by racers, make rescues, change the course, provide spectator control, give the media opportunity to observe the race up close and take pictures and provide assistance as needed.

Each boat should have a marine radio on board and the Race Director should remain in communication with them.

These numbers are guidelines only but Fun Events, Recognized and Sanctioned Events at the

Points Regatta level usually require only one boat, the Race Committee boat which also serves as a Duty boat. Direct Qualifiers may require two boats and National and International Championships may require at least 3.

KEEPING GOOD RECORDS

The Race Committee should keep records in writing, on film and on tape recorders for later reference by the R.C, the P.R.O. and judges, and the scorers.

Such records should include, if possible, sail numbers of racers who arrive at the start line, sail numbers of racers who start prematurely or in violation of "Round the Ends" rule, racers involved in apparent rule infringements, the order of finish, and any protest or protest intentions reported at the Race Committee boat or finish line.

When possible, the order of roundings at all marks should be taken, but only when boats and personnel are available for this secondary task.

CONDUCTING THE EVENT PROFESSIONALLY

In a major Event, the R.D. should insist that the Race Committee and P.R.O. boats be used only by Race Committee members and the P.R.O. and judges respectively. All others including "V.I.P.s", the press and media should be accommodated on the Duty boat or other boat reserved specifically for that purpose.

In a smaller Event, a single Race Committee boat often must serve as a multipurpose boat but care should be taken to make sure the quality of racing isn't compromised.

CHANGING THE COURSE

If conditions change (wind direction, lost buoy, etc.) to such an extent that the course becomes unsailable, the Race Committee must be prepared to take appropriate action immediately. Either the race must be finished, abandoned or changes made as quickly as possible.

If a fair finish isn't possible, then the race must be abandoned using appropriate sound signals and code flag N.

Incidentally, it's important that signal flags be large enough to be seen easily from some distance away. Nothing is more frustrating to racers than small, nearly invisible signal flags.

Also, consider the possibility of using white, blue and red flags for starting sequences because they're far easier for color blind or "visually color challenged" persons to see. Many R.D.s use red, yellow and green flags as they're easier for the media and public to understand but from our point of view, this isn't a valid reason to make starting difficult for many racers.

If a course change is necessary, the change may be made during the race or between racing. The Sailing Instructions must clearly provide for course changes during racing in order for this option to be selected. Even then, making changes during the race must be done without prejudice to any racer. When relocating one or more marks, lay a new mark with different characteristics, then remove the old mark. Make the appropriate signaling as described in the Sailing Instructions.

When a course change during racing is not provided for or cannot be done fairly, then the race must be abandoned and the change must be made between races. In this case, make the appropriate sound signals and fly Code Flag N from the boat. Code Flag L must be raised on the beach, written notification made on the Official Notice Board and a brief Skipper's Meeting held to advise of the change.

Even if conditions remain the same, be prepared to change the course during the Event. As the old saying goes, "Variety is the spice of life" and it's true in windsurfing competition also! It helps keep racing fun, challenges the racers and evens out any advantage some races may have with a particular course. Make sure course changes are properly made with Code Flag L raised on the beach, written notification made on the Official Notice Board and a brief Skipper's Meeting held to advise of the change.

KEEP SLALOM RACES MOVING FAST

One feature of the randomized heat assignment program is the short time required to conduct an Event. This is due primarily to the fact that everyone knows their heat assignments at the beginning of the race day. There's no time wasted on the beach waiting for a new heat assignment based on who won the last race.

For Slalom Racing or dual start Course Racing or Course/Slalom Racing, the Race Committee must provide a standard information procedure so races know the heat number in progress or coming up. Here's one way to do it:

Before the white flag, during white, blue and red flags, display "1". One or two minutes after the start (Course or Course/Slalom) or when the final racers gybes around the second mark (Slalom), drop the red flag and display "2".

During the white, blue and red flags, display "2". One or two minutes after the start (Course or Course/Slalom) or when the final racers gybes around the second mark (Slalom), drop the red flag and display "3", and so on.

This procedure assures that late starters will know the heat in progress. If necessary, the red flag and heat number in progress can stay up longer than one or two minutes. Just make sure when the red flag goes down, the next heat number goes up.

SCORE THE RACES ACCURATELY

Scoring consists of recording finishing places, discarding, tie breaking, ranking, awarding

points and totaling event values to obtain recap or multi-discipline ranking.

Recording finishing places

The first step of the scoring process may seem so easy that nothing could be said about it. However, I've actually seen cases where scorekeepers assumed a certain racer would cross the finish line first, looked down to record the finishing place and while they were looking down, the racer just behind pumped his sail and crossed the line just a second ahead. Therefore, remember these four rules for scorekeepers:

KEEP YOUR EYES ON THE FINISH LINE

RECORD VALUES AFTER EACH RACER CROSSES THE LINE, NOT BEFORE

ALSO RECORD FINISH PLACES ON A TAPE RECORDER

RECORD PENALTY NOTES WITH SCORE VALUES

If the Event has lots of finishers at the same time, use one scorekeeper as a spotter to call our finishing places while the other scorekeeper records. Again, use a tape recorder or video camera to assure scorekeeping accuracy.

KNOW THE RULES

Be sure to have a copy of your NOA's Event Guidelines and RRS on hand at all times. Study them often. Meet with your RC and take turns explaining the rules to each other. Invite a knowledgeable member of the local sailing club to give a talk to your association on the racing rules. Remember, rules help make an event safe, fun and fair. There's really no excuse why anyone should ever conduct an event without knowing the rules or having your National Association's Event Manual or RRS handy.

Finally, avoid making "rules on the fly". Rules hastily decided seldom have a rational basis and seldom have been thought through to their logical end.

Everything you need to know about

Ch. 20 Revised Racing Rules

but didn't know who to ask

The revised racing rules are simple, easy to learn and fair. Think of them as just two chapters in a short book. Chapter One has to do with DEFINITIONS. Chapter Two has to do with the RULES themselves. Since definitions are things we all know anyway, we can skip Chapter One and go right to Chapter Two, right? Wrong!!! In this case, even though the terms may be familiar, they do require total understanding if we're to apply the rules properly! So, let's start at the beginning.

CHAPTER 1: DEFINITIONS

You only have four definitions to learn: RIGHT-OF-WAY LINE, INSIDE, OUTSIDE and OVERTAKING.

Before you start thinking that everybody knows what "inside" and "outside" mean and "overtaking" couldn't be all that difficult, let me ask you again to carefully study each of these definitions, because if you don't, you're not going to apply the rules properly! RIGHT-OF-WAY LINE (R.O.W.) is an imaginary line through the bow of the sailboard at 90 degrees to the line between the two course marks that bound the leg on which you are sailing. The R-O-W line is always at right angles to the line between two course marks (including the starting mark and the upwind mark) ... but it can intersect your sailboard at various angles depending on whether you're heading upwind, downwind or on a reach. Picture an animation of the R-O-W line, moving at right angles to the line between the two course marks that bound the leg on which you're sailing, and then "turning the corner" and starting down the line between that mark and the next one. Now put your board anywhere along that R-O-W line as it moves. You can move your board downwind or upwind or anywhere in between, but notice how the R-O-W line is always at right angles (90 degrees) to the line between the marks. The angle of your board to the R-O-W line can change but not the angle between the R-O-W line and the line between the marks! When the R-O-W line rotates around the mark, it maintains that same right angle to the mark.

The INSIDE of your sailboard is the side on which your board leaves the next course mark. The OUTSIDE of your board is the other side. If you're sailing a downwind Slalom Race, you start out with the inside of your board on the same side as the next course mark. When you round that mark, the inside of your board switches over to the other side as you head for the next mark. When you round that mark, it switches back to the other side, and so on. If you're sailing a Figure 8 Slalom Race, the Inside-Outside just flops back and forth at each gybe until you're done.

Your sailboard is OVERTAKING from the time you establish an overlap from clear astern until you are clear ahead (if you're on the Outside) or your R-O-W line passes the R-O-W line of the overtaken board (if you're on the Inside).

CHAPTER 2: RULES

The first rule you must know is Rule 13.1:

"When one sailboard is required to keep clear of another, the right-of-way sailboard shall not alter course so as to obstruct the other sailboard while she is keeping clear".

If you're going out from the beach and on a collision course with a board coming in, and that board bears off to avoid a collision, don't alter your course to obstruct the other board, thus causing a collision. Or, if you're on starboard tack (right hand forward on the boom) and you're on a collision course with a port tack board tack (left hand forward on the boom), and that board bears off, don't alter your course to obstruct the other board, thus causing a collision. Or, if you're being overlapped from your outside, and you hail "Coming up!", and the other board alters course to windward, don't you alter your course to obstruct the other board while it's keeping clear, thus causing a collision. You can hail "Coming up!" again and if the other board is maxed out and can't head upwind, then that board must slow down or stop ... but you can't alter your course to obstruct the other board while it's slowing down or stopping, thus causing a collision. Or, if you're being overlapped, and you hail "Bearing off!", and the other board heads off, don't you alter your course to obstruct the other board while it's keeping clear, thus causing a collision. You can hail "Bearing off!" again and if the other board decides that bearing off isn't in its best interest, then that board must slow down or stop ... but you can't alter your course to obstruct the other board while it's slowing down or stopping, thus causing a collision. In other words, this rule does not prevent you, if you have right of way in an overlapping (but not yet overtaken) situation, from exercising your right of way and heading another competitor upwind, or pushing another competitor downwind; but it does prevent you from causing a collision while the other board is keeping clear. If the other board who's required to keep clear doesn't keep clear, you can protest but you can't cause a collision. After all, this is a polite windsurfing race, not a destruction derby.

Rule 13.2 addresses right of way in surf conditions since ocean racing, especially Slalom and Course Slalom, is often held at least partly in the surf. When surf conditions exist,

"A sailboard that is coming in shall keep clear of a sailboard that is going out" and "A port-tack sailboard that is neither going out nor coming in shall keep clear of a starboard-tack sailboard". In all other conditions, "A port-tack sailboard that is neither going out nor coming in shall keep clear of a starboard-tack sailboard".

Just remember, you're going out when you're leaving the beach and you're coming in if you're approaching the beach; you're on a starboard tack if your right hand is nearest the mast and you're on a port tack if your left hand is nearest the mast.

Rule 13.3 replaces the old Rule 41 with its four parts. It simply states,

"Except when gybing around a mark, a sailboard that is either tacking or gybing shall keep clear of a sailboard on a tack".

In other words, look before you change direction and yield right-of-way before making any change" except when gybing around a mark when Rule 13.4 applies. Picture several racers approaching the mark and all initiate their gybe. Now, if you're clear ahead, you have right of way and everyone else must keep clear. If you're not clear ahead, but overlapping, you must keep clear until, if you're on the inside, your r-o-w line passes the r-o-w line of the board you're overtaking OR if you're on the outside, you establish clear ahead. This can all happen while rounding a mark! The amazing thing is that these simple rules cover all situations, both between and at marks!

Rule 13.4 replaces old Rules 37 to 40 and Rule 42. It simply states,

"A sailboard overtaking on the inside shall keep clear of an overtaken sailboard until her right-of-way line is ahead of the right-of-way line of the overtaken sailboard" and "A sailboard overtaking on the outside shall keep clear of an overtaken sailboard throughout the existence of that overlap".

Thus, if you're overtaking on the Outside, you have no rights until you're clear ahead of the Inside board; up until then, the Inside board has right of way and can hail "Coming up!" and head you up! If you're overtaking on the Inside, you have no rights until your R-O-W line passes the R-O-W line of the overtaken board; until then, the board you're overtaking can head you down off the wind. When your R-O-W line passes the overtaken board's R-O-W line however, you can hail "Coming up!" and start to head the other board upwind if you like.

CONCLUSION

FOUR definitions and FOUR rules. That's simple and easy, something novices can understand and experts can appreciate! They cover nearly all situations and do it fairly For those situations not covered, check out RRS. You can see a copy on the Internet at www.sailing.org or www.paw.com/sail/harken .

Everything you need to know about

Ch. 21 Notice of Race and Sailing Instructions Templates

but didn't know who to ask

HERE'S A QUICK AND EASY WAY TO WRITE YOUR NOTICE OF RACE

PREVIEW

COPY template, SELECT options, PRINT and DISTRIBUTE! Be assured your NOR contains everything a prospective competitor needs in order to choose whether or not to attend your Event. Just make sure you do it at least a month before the Event ... and then not change it!

This is a template or an example of what a NOR might look like. If you think of something that might help a competitor decide whether or not to attend, go ahead and add it to this NOR. If you're planning an Event Series, just include all the dates, alternate dates and Event titles in one NOR.

1 Title, Place, Date(s) and LOA Name.

Place Title, Place, Date(s) and LOA Name in bold letters at the top of your NOR. Then copy the following statements and select the options you want. (Options are always separated by the word "OR").

2 Event Statement.

Place this statement under the Title(s), Place(s), Date(s) and LOA Name: "This Event shall be governed by International Sailing Federation's Racing Rules for Sailing including Appendix B4, the prescriptions of (Your National Sailing Association, if applicable, i.e. US SAILING), any Class Rules, (Your National Windsurfing Association Event Manual, i.e. the US Windsurfing Event Manual), this Notice of Race and the Sailing Instructions."

3 Category and Level of Event.

"This Event is a (Select the Category and Level of Event according to your National Windsurfing Association Event Manual, i.e. Category I, Sanctioned OR Category II, Fun OR Category III, Other Event [not Category I or II but covered by US SAILING / US Windsurfing Insurance) Event" and if a Category I, Sanctioned Event, then "at (Select ONE of these options: Level A, International Championship OR Level B, National Championship OR Level C, Regional Championship OR Level D, Points Regatta OR Level E, Recognized).)"

4 Place and Time of Registration, Entry Fee and any Special Fees.

"The Place and Time of Registration shall be (state site and time). The Entry Fee for this Event shall be (state amount)."

5 Requirements of and Restrictions to Entry, if any.

"All competitors must be current (state your National Windsurfing Association) members (you may add the following: "except novices who need not be members if they've sailed in three Events or less). If this Event is a Regional, National or International Championship, add: "All competitors must display their (state your National Windsurfing Association) registered sail number (or the sail number of their chartered equipment), on both sides of their sails, starboard uppermost. Competitors within a family unit must either fly a streamer or register and display a temporary extra "1" or other number on their sails."

6 (State your National Windsurfing Association) approved changes to any rules in Part 1 or 3.

"None" (or list your National Windsurfing Association approved changes you've made to the Event Manual. Remember, you must usually have prior approval from your National Windsurfing Association to make these kinds of changes).

7 Competition Groups

"This Event shall offer the following Competition Groups: (Select from options like these: Olympic Racing OR Classic Sailing OR Olympic Racing and Classic Sailing) Fleet(s); (Select ONE or MORE from options like these: Open, Open Sport, Limited, Limited Sport, International OR International Sport) Classes ; and (Select ONE or MORE from options like these: Age [for Open Classes], Weight [for Limited or International Classes], and Sex [for all Classes] Divisions.)"

If this Event is a Points Regatta or an International, National or Regional Championship, then add: "All competitors in one of the Open Classes must register in their own Age Division as determined on the first day of the Event."

8 Competition Format

"The Competition Format shall be (Select ONE of these options: All Race OR By Fleet OR Fleet by Class OR Fleet/Class by Division.)"

9 Scoring system.

"The Scoring System shall be (Select ONE of these options: Low Point Scoring OR Low Point / Reverse Scoring OR Low Point / Relative Scoring OR Low Point / Conversion Scoring OR other scoring system.)"

"The First Place value shall be (Select 1, OR .75, OR .7)"

"The Discard Rule shall be: (Select ONE of these options: one discard for a 4 race or round Event, 2 for 7 and 3 for 11 [recommended for International, National, and Regional Championships and Points Regattas] OR 1 discard for a 9 race or round Event [recommended for IMCO Intl. Event] OR 1 discard for a [Select 4 or 5] race or round Event, 2 for 9+ [recommended for Olympic Event].)

"The Penalty Score value shall be: (Select ONE of these options: NRacers [recommended for Slalom Racing] OR NRacers + 1 [recommended for Course, Course/Slalom and Long Distance Racing]).

"The Tie Breaking protocol shall be: (Select ONE of these options: Olympic Rules 2 & 3 [has greater number 1sts, 2nds, 3rds, etc. and has best place in race last sailed] [recommended for Olympic Events] OR IMCO Rule 1 Only [beat other most number times] [for IMCO Intl Events] OR Rule 2 Only [has greater number 1sts, 2nds, 3rds, etc.] OR Rule 3 Only [has best place in race last sailed] OR Rules 1 & 2 Only [beat other most number times & has greater number 1sts, 2nds, 3rds, etc.] OR Rules 1, 2 & 3 [beat other most number times, has greater number 1sts, 2nds, 3rds, etc. & has best place in race last sailed] [Recommended for all non-Olympic and non-IMCO racing] OR Rules 1, 2 & 4 [beat other most number times, has greater number 1sts, 2nds, 3rds, etc. and who has better larger group score] OR Rules 1, 2, 3 & 4 [beat other most number times, has greater number 1sts, 2nds, 3rds, etc., has best place in race last sailed, & who has better larger group score] [Recommended for all non-Olympic and non-IMCO racing when Conversion Scoring used].

10 Regatta or Season Recap Tabulation Method.

"The Race Committee shall transfer (Select ONE of these options: Points [Recommended] OR Percentages [Recommended] OR Ranking OR Totals) earned at the Event, to the (Select ONE: Regatta OR Season) Recap."

For an Event Series, add "For (Select Regatta OR Season) Recap Ranking, the RC shall use the (Select High Scores [Recommended] OR Cumulative) Tabulation Method and tally the top (Select ONE: 3 [Recommended] OR 4 OR 5) scores."

11 Local Wind Minimum

"The Local Wind Minimum shall be 5 OR 6 OR 7 OR 8 knots for (state discipline: Course OR Course Slalom OR Long Distance) Racing AND/OR 10 OR 11 OR 12 knots for (state discipline: Slalom Racing OR Wave Performance.)"

12 Abandonment Procedures

"For (DISCIPLINE), the race (flight) or start (heat or match) will be abandoned when the wind drops below ___ knots for ___ (Select seconds OR minutes) before there is a proper finisher."

13 Additional compulsory safety obligations, if any.

For example, "Competitors will be required to wear a P.F.D. at all times when sailing" OR "None".

14 Obligation, if any, to carry advertising for the Event sponsor on one side or both sides of sail.

For example, "Competitors (Select will OR will not) be required to carry advertising for the Event sponsor (if will, then "on [Select one side OR both sides] of sail".)

15 If applicable, the amount, method of apportioning and method of payment of prize money.

16 Awards to be given.

For example, "First, Second and Third Place competitors (Select competition group, i.e. in each Fleet OR in each Class within each Fleet, OR in each Division within each Class within each Fleet) shall be recognized (Select time and place) and receive (Select, e.g., appropriate windsurfing accessories [Recommended] OR a trophy OR a plaque, etc.)

Your NOR is a "contract" between you and the racer, who decides whether or not to attend your Event based on how you say you'll conduct it. If you change the NOR after you distribute it, you're being unfair to your prospective participants. Therefore, select your options carefully and conduct your Event exactly as you say!

HERE'S A QUICK AND EASY WAY TO WRITE YOUR SAILING INSTRUCTIONS

PREVIEW

It's easy and quick! COPY template, SELECT options, PRINT and DISTRIBUTE! Be assured your SI contain everything a prospective competitor needs to know in order to compete. You can change the SI by written notice on the Official Notice Board at least one hour prior to the start of the race or heat to which the change applies (For Points Regattas, Fun and Other Events, one/half hour).

This is a template or an example of what the SI might look like. If your National Association Event Rules and Guidelines (or Event Manual) or International Class Rules stipulate that the SI may not alter the Racing Rules of Sailing, the International Class Rules or your National Association's Event Rules and Guidelines (or Event Manual) unless you have prior approval from both the International Class and/or the National Association and publish the changes in your NOR ... then please make sure you do so.

If you're planning an Event Series, you may include all the dates and alternate dates in one SI.

1 Title, Place, Date(s) and LOA Name.

Place Title, Event Site, Date(s) and LOA Name in bold letters at the top of your NOR. Then copy the following statements and select the options you want. (Options are always separated by the word "OR").

2 Event Statement.

Place a statement like this under the Title, Event Site, Date(s) and LOA Name: "This Event shall be governed by International Sailing Federation's International Racing Rules including Appendix B4, the prescriptions of (your National Sailing Association), any Class Rules, the (your National Windsurfing Event Rules and Guidelines or Event Manual), this Notice of Race and the Sailing Instructions ."

3 Schedule of competition

"Races are scheduled as follows: (Insert the days, dates and times.)"

4 Description of the competition area(s) and course(s) and any special signals you plan to use.

"The competition area: (Insert description, chart or map)."

"The course, including approximate angles between the legs, the order marks are to be rounded, and the side each mark is to be left: (Insert chart or map and if applicable, add: Mark 1 will be approximately ___ Meters from Mark 3. The first and last legs will be approximately ___ Meters longer than the distance from Mark 3 to Mark 1.)"

"Marks 1, 2 and 3 (or A, B, and C) will be [insert color, size or shape]. New marks, when used in accordance with instruction ____, 'Change of Course after the Start', will be [insert color, size or shape]. The starting and finishing marks will be ____ [insert color, size or shape]."

5 A description of the starting line, the starting system and any special signals you plan to use.

"The starting line will be between the [insert color or shape] flag on the Race Committee boat at the starboard end and the port end starting mark."

"The FLAG starting sequence will be [if Course, Course/Slalom or Long Distance, select from:]

6 minute start sequence [recommended by IMCO IntI] (6 min, Warning Flag; 3 min, Preparatory Flag; 1 min, One Minute Flag; 0 Start) OR

6 minute start sequence [recommended by US Windsurfing] (6 min, White Warning Flag up; 4 min, White down; 3 min, Blue Preparatory Flag up; 1 min, Blue down; 0 Start Red up).

[if Slalom Racing when heats are used, select from:]

3 minute start sequence (3 min, White Warning Flag up; 2 min, White down; 1 min, Blue Preparatory Flag up; .5 min, Blue down; 0 Start) OR

2 minute start sequence (2 min, White Warning Flag up; 1.5 min, White down; 1 min, Blue Preparatory Flag up; .5 min, Blue down; 0 Start Red up).

"The SOUND starting sequence will be (Select ONE of these options: one long blast at raising of Warning, Preparatory and Start flags OR three blasts at raising of Warning, two blasts at raising of Preparatory and one blast at raising of Start flags)." In addition, consider adding these courtesy sound signals: "Just prior to the Start, 3 short, 30 second before; 2 short, 20 second before; 1 short, 10 seconds before; then 1 short, 5, 4, 3, 2, and 1 second before."

If you plan to use Fleet Starts, then add: "The interval between the Starting Flag of one fleet and the Warning Flag of the next fleet will be x minutes."

6 The procedure for individual and general recalls and any special signals you plan to use.

"After a general recall, the warning signal for the recalled group will be made with the lowering of the First substitute flag and one minute before the Preparatory Signal, for that group (note change from IRR 4.1).

"The procedure for individual recalls shall be as follows: the RC shall promptly display Code Flag "X", accompanied by one sound signal and the hailing of the sail number(s)."

"The procedure for general recalls, when there is a number of unidentified premature starters, shall be as follows: The RC shall promptly display First Substitute - General Recall Flag, accompanied by one long sound signal."

"In case of general recall, the Start countdown will begin 1 minute after the lowering of the "Code and Answering Pennant" flag."

7 A description of the finishing line and any special instructions for finishing a course shortened after the start.

For example, "The finishing line shall be between the orange flag or shape on the RC Boat and Mark 1 at the port end."

8 Time limit, if any, for finishing.

For example, "The time limit will be ___ minutes for the Olympic Racing Fleet and ___ minutes for the Classic Sailing Fleet. Boards failing to finish within ___ minutes after the first board finishes or after the time limit, whichever is greater, will be scored "Did Not Finish"(DNF).

9 Scoring system.

"The Scoring System shall be (Select ONE of these options: Low Point Scoring OR Low Point/Reverse Scoring OR Low Point/Relative Scoring OR Low Point/Conversion Scoring OR other scoring system.) For information on the First Place value, Discard Rule, Penalty Score values, and Tie Breaking protocol, see the NOR."

10 Location of the Official Notice Board.

"The location of the Official Notice Board shall be at ____."

11 Any special safety information.

12 Protests.

"Protests shall be written on forms available at ___ and filed there within ___ minutes of the last finish."

And there you have it. Just follow this template and you'll have your official Notice of Race and Sailing Instructions done before you know it! Best wishes for a successful racing season!