



INTERNATIONAL
hansa
CLASS ASSOCIATION

RACE MANAGEMENT GUIDE

Including requirements for World,
International & Regional Championships

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INTRODUCTION

Scope and Objectives

The objective of this guide is to attempt to highlight good practice in authorised international Hansa Class events and race management. It is not designed as a fully comprehensive manual, rather as a prompt or aide-memoire for race officials and those involved or interested in open level championships. Not all of the practices will apply to all events and a certain amount of common sense is required when deciding how to run events at whatever level.

International Hansa Class Sanctioned Events

Hansa Class World, International and Regional Championships are organised to promote inclusive Hansa Class sailing throughout the world.

The IHCA committee will agree which applying NHCA or Organising Authority will act as host to events. The Vice President (Championships) will make recommendations after ensuring that the applicants are able to fulfil the requirements laid down by the IHCA.

The Organising Authority must read and agree to be bound by these guidelines, the IHCA Event Management Guide and undertake that they can fulfil the requirements before being accepted.

An Organising Authority must have the agreement of their WS NMA before applying for an international event.

Application to host an event should preferably be made at least two years before the proposed event to the IHCA Executive Committee in writing. An Expression of Interest form is available from the IHCA website (hansaclass.org).

The Organising Committee shall ensure the championships have the highest quality racing and the best conditions for developing friendship and goodwill among competitors and all participating people.

Process

A club that wishes to host an International Hansa Class Championship shall inform the IHCA through its NHCA. The club should then contact the IHCA Vice President (Championships) who is a member of the IHEC. Members of the IHEC will coordinate class championships that are not yet granted.

Official request

The IHEC will assist the club to complete the Expression of Interest form, which should include the following information:

- Proposed dates
- Venue information including accessibility
- Weather and tide details
- Travel and accommodation information, (including type of accommodation, accessibility details and prices)
- Social and official program
- Fees and costs
- Particulars of the club or the area.
- Experience in such championship organisation.

Visit of the site

The Organising Committee shall host a member or representative of the IHCA Executive Committee to inspect the organising club and location, together with the NHCA or NMA, preferably during a major national or international event.

Pre-Evaluation of the Event

The committee structure will vary according to the needs of the event, its size and its status. Before it is set up it is important that the Organising Authority goes through a process to determine the appropriateness of the host club to manage the proposed event. It is important that an evaluation is carried out prior to accepting the role of Organising Authority. Can the host club match all the requirements requested by the IHCA?

Facilities

Can the club cope with the number of boats expected? Are the catering and bar arrangements sufficient to meet the demands of hungry and thirsty sailors? Are there enough changing facilities with accessible showers and toilets?

Personnel

Does the club or venue, have sufficient experienced personnel to man all the duties required for the proposed event? Will it be necessary to arrange for training sessions with club members for different aspects of the event? Will the club have to look for assistance from outside its own organisation?

Risk Assessment

It is most important that the venue assesses the risks involved in running the regatta. Are the weather conditions suitable at the proposed dates? Are there tidal conditions that can create hazards in the racing area and its approaches? Is there likely to be commercial traffic movement that will restrict the Race Officers ability to set courses?

On shore, are there any hazards such as overhead electricity and telephone cables which could cause problems? Is the venue able to be secured from access by the general public? Is it necessary to employ a security company to patrol the venue?

Conclusion

Once the club has answered the above questions, and any other questions which may be venue specific, a decision to proceed, or not, with the event can then be made. Do not say 'YES' to an event simply to host a prestigious event. If there is any doubt about the ability of the venue to fulfil the expectations of the competitors, now is the time to stop the process and say 'NO, we cannot host this event'. If the answer is 'YES' then planning can start.

Abbreviations

IHCA.....	International Hansa Class Association
NHCA	National Hansa Class Association
IHEC	International Hansa Events Committee
WS	World Sailing
NMA	National Member Association
RRS.....	Racing Rules of Sailing
ERS	Equipment Rules of Sailing
PRO.....	Principal Race Officer

The International Hansa Class Association provides guidance on running Hansa Class racing under the Racing Rules of Sailing. The guidance offered is the opinion of experts and is not a binding interpretation of the rules, nor will it be appropriate for all racing.

This publication, acts as an aide memoir for race officials and those involved in race management. In addition, various resources such as speed charts/applications and course diagrams are available for download and used by those preparing Notices of Race and Sailing Instructions.

ADVISORY SERVICES

The International Hansa Class Association also provides advisory services. The International Hansa Class Association Management Committee provides advice on race management issues, including the writing of Notices of Race and Sailing Instructions.

GLOSSARY

Organising Committee

The Organising Committee is the committee of the Organising Authority that is in charge of the complete organisation of the event in accordance with the World Sailing Rules & Regulations, the International Hansa Class Association Race Management Guide (this document), the International Hansa Class Association Event Management Guide, the International Hansa Class Rules and the rules and laws that apply in the host country. The Organising Committee includes representatives of the organising club, which shall be affiliated to World Sailing through its National Member Authority, representatives of the National Hansa Class Association, and the Technical Delegate of the International Hansa Class Association. Until the Technical Delegate is appointed the International Hansa Class Association shall be represented by members of the International Hansa Events Committee.

Race Committee

The Race Committee shall conduct races as directed by the Organising Authority and as required by the World Sailing Racing Rules of Sailing and World Sailing Equipment Rules of Sailing.

Technical Delegate

The Technical Delegate is appointed by the Executive Committee of the International Hansa Class Association. Their role is:

- to be the official link between the International Hansa Class Association and the Organising Committee.
- to monitor that provisions of the International Hansa Class Association Race Management Guide are applied by the Organising Committee.
- to monitor that the event is organised in accordance with the World Sailing Rules and Regulations.
- to monitor that the event is organised in accordance with the requirements of any additional organisation sanctioning the event.
- to assist the Organising Committee in the organisation of the event.
- to approve all official documents such as Notice of Race, Sailing Instructions, etc.
- to provide technical advice to the Race Committee.
- to provide a link between the competitors and the Organising Committee.

International Hansa Events Committee

The International Hansa Event Committee is appointed by the Executive Committee of International Hansa Class Association to actively pursue and coordinate Hansa global events. Its membership may include Vice President (Championships), Vice President (Development), Hansa Representative, Executive Officer, and a member of National Hansa Class Association interested in hosting an event. Until the International Hansa Events Committee has been appointed all referrals shall be directed to the International Hansa Class Association executive members.

IHCA REQUIREMENTS FOR AUTHORISED EVENTS

Language

The official language of the events is English. In case of different interpretations about a translated text, the English version shall prevail.

The events

Each year, the IHCA may authorise Hansa Class World, International or Regional Championships including:

- The Hansa 2.3 Single Person Championship
- The Hansa 2.3 Servo Championship
- The Hansa 303 Single Person Championship
- The Hansa 303 Two Person Championship
- The Liberty Championship
- The Liberty Servo Championship
- The SKUD 18 Championship

These events are generally held concurrently at a single venue but in certain circumstances individual championships may be authorised.

Dates of the events

Combined World Championships are currently awarded biennially each odd year (e.g. 2025, etc.).

Combined Regional Championships are currently awarded for Europe, the Americas and Asia-Pacific Region (including the sub-continent) biennially on each even year (e.g. 2024, etc.).

Individual Class Regional, International or World Championships may be awarded in addition to the above at the discretion of the IHCA. The dates of World, International and Regional Championships will, wherever practicable, avoid conflict with the dates of other Hansa Class Championships, WS Youth Championships, WS Sailing World Cup events, EUROSAR Champions Cup events, Para World Sailing Championships, Olympic and Paralympic sailing events and other major sailing competitions.

Application of rules

The WS RRS, WS ERS, WS Regulations, International Hansa Class Rules, will govern the event.

The documents IHCA Race Management Guide, IHCA Event Management Guide and IHCA Measurement Procedures are provided to assist in organising the event.

Eligibility

Participation in Hansa Class Championship events is open to boats where at least one of the crew is a financial member of a NHCA affiliated with the IHCA or an individual member of the IHCA.

Minimum Fleet Sizes

The minimum number of entries required for an open division to be valid at Hansa Class Regional Championships is four (4) boats, and the minimum number of entries required for a division to be valid at World or International Championships is six (6) boats.

For servo classes, the minimum number of entries required for a division to be valid at Hansa Regional Championships is three (3) boats, and the minimum number of entries required for a division to be valid at World or International Championships is four (4) boats.

Where the number of entries for any one division does not meet the minimum number by the entry closing date, that division will not be sailed in the Championship UNLESS the division can be combined with another compatible division. For example, Liberty Servo-Assist can be sailed with Liberty Open Division, or 2.3 Servo-Assist can be sailed with 2.3 Single Person Division. Where the number of Liberty Servo-Assist or 2.3 Servo-Assist entries reaches the minimum number as per the

Notice of Race by the entry closing date, medals and/or prizes will be awarded in the Servo-Assist Championship. The Servo-Assist boats will also be eligible for medals and prizes in their respective Open classes. Should either Servo-Assist division not reach the required minimum number, boats of that class would only be eligible for prizes in the Open class.

These fleet size requirements shall be clearly indicated in the Notice of Race.

Advertising

Each event shall be conducted in accordance with the WS Advertising code.

Format of the event

The Hansa Class Championships shall primarily be of conventional fleet racing format. However, if the number of entries within an individual class exceeds 30 then that class shall be divided into flights and sail on a round robin system.

The schedule, including registration, practice race/s, reserve day and championship races for all Hansa Classes, should not exceed 7 days. Individual classes shall preferably sail 9 races. A minimum of 4 races is required to complete a Championship. The criteria for excluding race scores can vary at individual championship events.

Hansa classes may be grouped into two fleets to enable sailors to sail in more than one division, for example; Fleet A for single-person classes and Fleet B for two-person classes as follows:

Division 1	Hansa 2.3 Single Person	Fleet A
Division 2	Hansa 2.3 Single Person Servo	Fleet A
Division 3	Hansa 303 Single Person	Fleet A
Division 4	Hansa 303 Two Person	Fleet B
Division 5	Liberty Single Person	Fleet A
Division 6	Liberty Single Person Servo	Fleet A
Division 7	SKUD 18 Two Person	Fleet B

Fleets A&B shall alternate morning and afternoon sessions.

It is recommended that two races are scheduled for each class in each session with the second race starting as soon as possible after the end of the first race. At the discretion of the Race Committee, a maximum of three races may be sailed on the same day for any division.

Sample Timetable

Day 1	Registration & measurement
Day 2	Registration, measurement, practice race & opening ceremony
Day 3	Fleet A Races 1 & 2 (AM), Fleet B Races 1 & 2 (PM)
Day 4	Fleet B Races 3 & 4 (AM), Fleet A Races 3 & 4 (PM)
Day 5	Fleet A Races 5 & 6 (AM), Fleet B Races 5 & 6 (PM)
Day 6	Fleet B Races 7 & 8 (AM), Fleet A Races 7 & 8 (PM)
Day 7	Fleet A Race 9 (AM), Fleet B Race 9 (PM) Presentation & Closing Ceremony

Trophies

The following perpetual trophies will be provided by the IHCA:

- The Hansa 2.3 Single Person World / International / Regional Champion's Trophy Plaque
- The Hansa 2.3 Servo-Assist International / Regional Champion's Trophy Plaque

- The Hansa 303 Single Person World / International / Regional Champion's Trophy Plaque
- The Hansa 303 Two Person World / International / Regional Champion's Trophy Plaque
- The Liberty World / International / Regional Champion's Trophy Plaque
- The Liberty Servo-Assist International / Regional Champion's Trophy Plaque
- The SKUD 18 International / Regional Champion's Trophy Plaque

The following trophies, medals or prizes are to be provided by the organising authority:

- The Hansa 2.3 Single Person World / International / Regional Champion
- The Hansa 2.3 Single Person World / International / Regional Championship 2nd Place
- The Hansa 2.3 Single Person World / International / Regional Championship 3rd Place
- The Hansa 2.3 Servo-Assist International / Regional Champion
- The Hansa 2.3 Servo-Assist International / Regional Championship 2nd Place
- The Hansa 2.3 Servo-Assist International / Regional Championship 3rd Place
- The Hansa 303 Single Person World / International / Regional Champion
- The Hansa 303 Single Person World / International / Regional Championship 2nd Place
- The Hansa 303 Single Person World / International / Regional Championship 3rd Place
- The Hansa 303 Two Person World / International / Regional Champions
- The Hansa 303 Two Person World / International / Regional Championship 2nd Place
- The Hansa 303 Two Person World / International / Regional Championship 3rd Place
- The Liberty World / International / Regional Champion
- The Liberty World / International / Regional Championship 2nd Place
- The Liberty World / International / Regional Championship 3rd Place
- The Liberty Servo-Assist International / Regional Champion
- The Liberty Servo-Assist International / Regional Championship 2nd Place
- The Liberty Servo-Assist International / Regional Championship 3rd Place
- The SKUD 18 International / Regional Champions
- The SKUD 18 International / Regional Championship 2nd Place
- The SKUD 18 International / Regional Championship 3rd Place

Further trophies, medals or prizes may be awarded with the approval of the IHCA appointed Technical Delegate.

Charter boats

The host nation and club must be able to supply good racing-quality boats for charter for championships available at the event venue. Charterers may be required to provide their own sails with a sail number valid in their country. It is recommended that charter fees not exceed 5% of the local retail price of a new boat. Coach and support RIBs should also be available for charter at a reasonable cost possibly with insurance coverage. Full details of charter boats should be available with the Notice of Race.

Travel, Accommodation and Transport

As with any quality international sailing event, full details of accommodation and its accessibility, travel, visa requirements etc. must be available. A range of accommodation close to the venue, including affordable fully wheelchair accessible options, must be provided.

A high proportion of competitors in Hansa Class events will be sailors with a disability. The quality, proximity and physical accessibility of accommodation and accessible transport will have a significant impact on their enjoyment of the event.

A member of the Organising Committee, in conjunction with representatives of the IHEC, shall be responsible for inspecting and verifying the physical access claims of local accommodations, confirming the availability of wheelchair accessible transport, and distributing detailed information to the national associations and entered competitors.

RACE MANAGEMENT

Races shall be organised by an Organising Authority – RRS 89.1

Rules

Racing Rules of Sailing (RRS)

You should know those rules that affect race management and be familiar with the contents of the RRS. These are not the only rules the event is governed by. These additional rules include the WS Regulations which include Anti-Doping, Anti-Corruption, Advertising, Discipline and more, Class Rules, etc. when invoked by the Notice of Race.

National Prescriptions

National Authorities may also publish Prescriptions to the rules which may alter the meaning, scope or effect of the RRS.

Equipment Rules of Sailing (ERS)

The rules covering the use, measurement and inspection of the equipment used in the sport. These must be invoked by the Notice of Race.

Class Rules

The rules of the International Hansa Class of boats racing are always rules.

Organising Authority

- Shall publish the Notice of Race (See RRS Appendix J1 for contents) and be approved by the IHCA appointed Technical Delegate or the IHCA IHEC.
- Shall appoint the Race Committee.
- Shall appoint, when appropriate, the Protest Committee (or International Jury), a Technical Committee (chaired by the IHCA appointed Technical Delegate) and umpires (if needed).
- May appoint other sub-committees (social, press, etc.).

The Organising Authority has sole responsibility for publishing the Notice of Race. This is normally on the Organising Authority or the Hansa class website. If there is a closing date for entries, it should be as close as possible to the event whilst allowing sufficient time to plan for the number of entries received.

Such planning should cover all aspects of the event including safety management.

RRS Appendix KG is a Microsoft Word template for a Notice of Race on the [WS website](#). This template uses tried and tested wording. We strongly recommend its use.

The Notice of Race shall be made available, preferably 9 months prior to the event, but definitely at least 6 months prior to the event and to each boat that enters the event before she enters. The Notice of Race must be published before opening entries.

It is usually better for the Organising Authority to appoint the Protest Committee. They can delegate this task to the Race Committee but not if there is any chance of a conflict of interest.

An International Jury can only be appointed by the Organising Authority.

It is essential that the Organising Authority complies with the requirements of the RRS otherwise competitors will not have the protection of the RRS or the appeal procedures provided by the NMA.

Race Committee

- Shall publish the Sailing Instructions (See RRS Appendix J2 for contents)
- Shall run the event in accordance with the RRS and the directions of the Organising Authority
- Shall score the event in accordance with the rules
- Shall appoint a Protest Committee if appropriate

RRS Appendix LG is a Microsoft Word template for Sailing Instructions on the [WS website](#). This template uses tried and tested wording. We strongly recommend its use.

The Sailing Instructions shall be made available at least one week prior to the event and posted on the event's website and the Official Notice Board (electronic and/or physical).

Other responsibilities:

- Responsible for all 'on the water' activities
- Endeavour to ensure the safety of all competitors and others involved in the event
- Recognise that success is measured

Technical Delegate

The IHCA shall appoint the Class Technical Delegate. For the pre-event preparation, the Technical Delegate's role may be handled by a deputy appointed from the IHEC.

For World Championships, a technical visit will be conducted one year before the date of the championship to verify the progress of preparations and compliance with the information provided in the expression of interest. The local costs of this technical visit, including local travel and accommodation, will be borne by the host club. The IHCA shall endeavour to appoint a Technical Delegate located within reasonable proximity to the event venue.

Technical visits for Regional and International Championships may be required. Depending upon the nature of the event and the venue, this will be determined at the discretion of the IHCA.

Technical Committee

Responsible for all equipment inspection, sail and hull measuring and weighing. At smaller events this is sometimes not required or consists of a very small team – maybe even a solo measurer. Has the power to protest a boat and is required to do so if they believe the boat or personal equipment is not compliant with the class rules.

Equipment Inspection

The Organising Authority, in consultation with the IHCA appointed Technical Delegate, shall appoint the Chief Equipment Inspector for Worlds and International/Regional events. The Technical Delegate shall be consulted about the composition of the equipment inspection team and measurement / weighing facilities.

Protest Committee or International Jury

Independent Protest Committee (Jury)

- Independent, that is, of the Race Committee, members possibly from other clubs.
- Not to be confused with an "International Jury".
- Often afloat during racing.
- Suitable for open events where sailors come from other clubs

International Jury

- Independent committee.
- Appointed by the Organising Authority or WS in conjunction with the IHCA.
- Immune from appeals.
- Appointed under Appendix N.

An International Jury is normally only required for major events, especially those that require an unequivocal result before competitors depart.

Interaction between the Protest Committee and Event Organising Committee

A draft of the Sailing Instructions should be sent to the chair of the Protest Committee or International Jury for comment several months prior to the commencement of the event. This avoids

lengthy debates at the initial meeting with the Protest Committee at the event and long lists of "Amendments to the Sailing Instructions".

It is important to schedule a meeting between the Protest Committee, the PRO, ROs and any other key personnel prior to the first competitor/coach meeting to discuss:

- On the water procedures (course changes, limitations on racing, etc.)
- The procedure for processing the protests
- Sailing Instructions and any changes to them
- Any reports of the Race Committee to the Protest Committee
- Protest Committee/Race Committee relations

Protest Committee members may go out to the racing area to familiarise themselves with the courses, the types of boats sailed and to observe the weather conditions in which the races are conducted. Depending on the Organising Authority policy they may be required to actively monitor rule infringements on the water. If this is the case, the procedures they will follow should be detailed in the Sailing Instructions.

EVENT ON SHORE ORGANISATION

Also refer to the IHCA Event Management Guide on the [IHCA website](#).

Official Functions

Each World Championship shall include at a minimum:

- Competitors' Briefing
- Opening Ceremony
- Closing and Prize-giving Ceremony
- International Hansa Class Association Forum

These functions will be provided at no cost to the IHCA, officials or competitors. Any additional social or recreational activities should be optional and provided at reasonable cost.

Logistics

Onshore amenities, particularly those which are disability specific, should be discussed with the IHEC, these include:

- Club and marina facilities to be wheelchair accessible
- Secure and sufficient area for storage and rigging
- Secure car and trailer parking close-by with areas for trailers and containers
- Adequate and safe launch and recovery ramps accessible whatever the height of the tide
- Sufficient hoists with trained personnel to transfer persons from wheelchairs to boats and from boats to wheelchairs.
- Clean, spacious, changing rooms preferably with accessible showers
- Clean, inexpensive and accessible accommodation nearby
- Access to an airport or accessible train station or similar public transport
- Means of local transportation for a considerable number people with disabilities
- Fresh water taps in the rigging area
- Accessible toilets in sufficient number with sufficient dimensions
- Accessible catering and social facilities
- Suitable food for all competitors and supporters, including vegetarian, gluten free and other special dietary requirements
- Spectators and supporter's needs must be provided for by the host club. This should include food and drink being available. The availability of accessible spectator craft is recommended if the sailing area is not visible from the venue

Registration

Adequate space accessible for registration

Equipment Inspection

Facilities shall be provided for equipment inspection including weighing and sail checking and measurement. The list of full details for equipment inspection may be provided by the Technical Delegate or Chief Equipment Inspector.

Jury

A room of suitable size for the Jury to use for hearings shall be provided with access to office support (internet, photocopier etc.). A jury secretary shall also be provided by the Organising Committee.

International Hansa Class Association

During any Championships, an International Hansa Class Forum or Meeting will be held. The Organising Committee shall supply a room with a capacity of not less than 50 persons to host the meeting with data projector and audio.

EVENT ON-WATER ORGANISATION

The Organising Committee shall ensure that:

- The event is reserved solely for the Hansa Classes
- Well laid, clearly marked courses are provided and clear signals are made from the Committee boat
- Sufficient number of experienced and appropriately trained personnel provide safety coverage using RIBs in good reliable condition

Safety

The Organising Committee shall take all reasonable steps to ensure the safety of participants in the event and shall appoint a Safety Officer to coordinate appropriate actions and responses.

The number of safety boats will be at least 1 for every 5/10 competing boats. Those boats shall be inflatable boats and will have at least two suitably experienced and qualified persons onboard with appropriate equipment.

First aid assistance shall be available at the venue and on the water at all times throughout the event.

Jury

A suitable RIB shall be available for the Jury members in order for them to observe racing throughout the event.

Coaches

Coach and support boats must remain outside the course area unless assisting with rescue / safety at the request of the PRO.

Coach and support boats shall be identified with the national letters or national flag of their respective country while afloat.

EXPENSES

The Organising Authority will meet the following expenses:

- Trophies & Prizes
- Travelling and accommodation expenses to the championship for the Technical Delegate
- Travelling and accommodation expenses for Jury members
- Travelling and accommodation expenses for the Chief Equipment Inspector and permanent members of the equipment inspection team.
- Travelling and accommodation expenses for the Race Officer and Race Committee.
- A minimum of two meals per day shall be provided for the above personnel.

FUNDING AND SPONSORSHIP

It is the responsibility of the Organising Authority to cover all funding for the event.

Entry fees will support the event but these should preferably not exceed 300 EURO (or equivalent) for each boat and include the welcome function, presentation ceremony and event polo / t-shirt for each competitor.

Sponsorship is the responsibility of the organising committee and shall be used for the benefit of competitors to reduce the entry fee and improve the overall quality of the event.

DISCLAIMER

The organising committee is responsible for the correct application of all the laws and rules applied in the hosting country, regarding the organisation of sport and/or sailing events. The International Hansa Class Association shall not be responsible of any infringement regarding the laws and rules applied in the hosting country regarding sport and/or sailing events.

REGATTA DOCUMENTS

Notice of Race (NoR)

The NoR is published by the Organising Authority and shall conform to RRS Appendix J1.

- Published by the Organising Authority, preferably 9 months prior to the event, but definitely 6 months prior to the event.
- NoR contents are rules
- NoR can change rules
- RRS Appendix J1 lists all the items that should be included in the NoR
- Do not repeat the RRS
- Can be amended – see Rule 89.2(b).
- A Microsoft Word NoR template can be downloaded from the [WS website](#).

IHCA requirements in the NoR

- The minimum number of boats to constitute a valid division.
- The SKUD 18 shall be sailed as per Sections J1 to J5 of the Class Rules (delete the four which do not apply).
- Liberty Class Rule C.2.3 (Weight Equalisation) will / will not apply (delete one). Note: C.2.3. will always apply for Liberty World Championships but is optional for Regional and International Championships.
- The Notice of Race shall be approved by the IHCA appointed Technical Delegate or the IHCA IHEC.

The Notice of Race is the invitation to a potential competitor to take part in the event. As such it should contain all the information necessary for a competitor to decide whether to enter the event and any information required to prepare for the event.

Drafting the NoR must be done with great accuracy. WS RRS Appendix J1 lists six items that shall appear in the NoR and a further twelve which shall be included if they apply and a further ten that shall be included if it will help the competitor to decide to enter.

RRS Appendix KG is a NoR template, available on the World Sailing website. The words used are those approved by the World Sailing Racing Rules Committee. This provides a standard terminology.

The template provides alternatives, that is, a ‘pick and mix’ system with marginal notes. This enables the Organising Authority to tailor the NoR to the event. It is good practice to keep the same order, paragraph numbering and format as used in the templates.

As the NoR content are rules, any other information such as social events, how to get there, etc. should NOT be in the Notice of Race. This information is vital to competitors but should be published in a separate information document.

The NoR can be amended provided adequate notice is given. The amount of notice required will depend on the impact of any change, for instance a change to the latest time of the last race may need to be made months in advance for an event where competitors may need to book flights but for a local event it may be made with only days or weeks' notice. Any boats that have entered before the amendment should be notified directly.

Sailing Instructions (SIs)

The SIs are published by the Race Committee and shall conform to RRS Appendix J2.

- Published by the Race Committee, no later than one week prior to the event.
- Sailing Instructions are rules
- Sailing Instructions can change rules
- RRS Appendix J2 lists all the items that should be included in the SIs
- Do not repeat the RRS
- Do not repeat a rule in the NoR
- Can be amended Rule 90.2(c) (In writing to Official Noticeboard within time stated in SIs)
- Can be changed verbally - ONLY on the water - and ONLY if procedure written into the SIs
- A Microsoft Word SIs template can be downloaded from the [WS website](#).

IHCA requirements in the SIs are: -

- For all Hansa classes: -
 - RRS 20.4 may specify an alternative form of communication to indicate her need for room to tack or her response, and require boats to use it.
 - RRS 44.1 is changed so that only one turn, including one tack and one gybe, is required.
 - RRS 61 is changed so that a competitor unable to make an audible call of "PROTEST" because of disability or reason shall not be required to do so.
 - RRS 63.3(a) is changed so that a representative at a protest hearing need not have been on board at the time of the incident.
 - RRS 41 is changed so that outside assistance limited to repairs, reefing and bailing may be provided by support, safety and committee boats under the direction of the Race Committee.

When writing the SIs cross-reference to the NoR should be made. This will ensure that statements made in the NoR are compatible with the SIs. It is not necessary to repeat in the SIs rules which are in the NoR.

The SIs are extremely important and must be prepared with great care. The effective operation of the event, the responsibility and authority of the officials, the link to the Racing Rules, and the Appeal Authority are all governed by these instructions. All officials associated with the actual conduct of the regatta must be thoroughly conversant with them.

RRS Appendix J2 lists seven items that shall appear in the SIs and a further twenty-nine which shall be included if they apply.

RRS Appendix LG is a Sailing Instruction template, available on the World Sailing website. The words used are those approved by the World Sailing Racing Rules Committee. This provides a standard terminology.

The template provides alternatives, that is, a 'pick and mix' system with marginal notes. This enables the Organising Authority to tailor the SIs to the event. It is good practice to keep the same order, paragraph numbering and format as used in the templates.

For top-level regattas, there is an expanded version of the SI template to be found on the World Sailing website. This contains provisions for even the largest and most complicated multi-class events.

Class Rules

Class Rules for all Hansa classes are available from the technical section of the Class Website (hansaclass.org/technical).

Interpretation of the SKUD 18 Class Rules shall be made by the IHCA.

Interpretation of all Hansa Classes, except the SKUD 18, shall be made in accordance with the WS Regulations.

Measurement

Measurement procedures for the Hansa classes are available from the technical section of the Class Website (www.hansaclass.org).

Equipment inspection should include: -

- World Championships – safety equipment checks, weighing of the hull and keel, measurement of spars on all boats and random selection of sails.
- International and Regional Championships - safety equipment checks, checks of the hull and keel and weighing a random selection, checks of spars and sails and measuring a random selection.

ADVICE FOR RACE COMMITTEES

The following information is provided for the assistance of Race Committees responsible for conducting events including the Hansa Classes.

Location of the Course Area

For Hansa racing the ideal location will give:

- Clean winds
- Even depth of water
- Minimal tidal currents
- Enough space
- Course areas not overlapped

Course configuration

Courses are generally windward/leeward for individual classes or trapezoid when conducting races of several classes concurrently.

To assist the RO to determine the configuration and length of the course the IHCA can provide a spreadsheet that will assist in that task. The spreadsheet was developed by WS. Alternatively, the iPhone/iPad app “Beat Length”, adapted from the WS spreadsheet, is another method of configuring the course.

Wherever possible, slower classes (2.3 / 303 two person) should be separated from the faster classes (303 single person / Liberty) and all of the smaller classes should be separated from the SKUD 18.

Time on the Water

The Hansa Ethos aims to accommodate the needs of as many competitors as possible. Within a Hansa fleet there are sailors whose stamina decreases rapidly with long periods on the water, so it is imperative to minimise pre start delays and intervals between races. Long delays orienting the course to suit a shifting breeze can therefore inadvertently disadvantage many, so a compromise should be sought. It's the disadvantage of a slightly biased start and course versus the negative impact an excessive delay has on the most vulnerable in the fleet.

It is recommended that the time on the water (dock to dock) should not exceed 4 hours. In hot and/or humid conditions the time on the water should be reduced.

Target race times are 30-35 minutes for the first boat.

It often happens, particularly with Race Officers unfamiliar with the class, that the first race in a series is overly long, and abandoned when the first boats fail to finish in time. In light, drifting and often hot conditions it is very disappointing, and distressing for many when races eventually get started after lengthy delays adjusting the course, only to be abandoned when time runs out. The Class Association therefore asks race officers to consider a shortened course for the first race if it's in very light shifty conditions. Subsequent courses can always be lengthened if a steady breeze sets in.

Recommended Wind Speeds

Class	Average Minimum Wind Speed at the Start	Average Wind Speed with Difficult Waves	Average Wind Speed with Small Waves	Maximum Gust
Hansa 2.3	5kts	14kts	16kts	20kts
Hansa 303	5kts	16kts	18kts	22kts
Liberty	5kts	18kts	20kts	24kts
SKUD 18	5kts	20kts	22kts	26kts

Note: The above wind speeds are guidelines only. Decisions about when to commence, continue or abandon racing are the responsibility of the race officials and should take into consideration local conditions, the ability of the sailors, fatigue levels and the capability of safety coverage. Where possible, the IHCA Technical Delegate or an IHCA Committee member should be consulted for advice.

It is recommended that races should not start, or races in progress should be abandoned, when average wind strength or gusts exceed the speeds indicated in the table above, or the race committee considers conditions are unsuitable for racing.

SAFETY

The most suitable safety and rescue boats are mid-sized RIBs. Rigid hull boats should be padded to prevent damage when working alongside Hansa Class boats on the water. The Hansa Class boats have positive buoyancy and are adequately ballasted with lead in the centreboard, and will not capsize except in a violent knock-down. Daily safety checks of all boats to ensure they have their keel locking pins fitted correctly is mandatory.

Although the RRS require a boat to retire if it receives outside assistance, within Hansa events assistance in reefing or dealing with a steering or similar problem is not usually considered grounds for compulsory retirement particularly for sailors with a disability.

Bailing

Hansa class boats are not fitted with pumps or self-bailers although the SKUD 18 has two large diameter drain tubes at the rear of the cockpit. The Hansa 2.3S and the Liberty may ship some water, the Hansa 2.3W and the Hansa 303W will ship water if heeled over in gusty conditions and can become swamped. It is helpful if rescue boats carry a small bucket or similar to assist in bailing.

Reefing

If the sailor requests assistance with reefing, proceed as follows:

- Turn the Hansa and safety boats head to wind.
- Release mainsheet from the cleat on the centreboard case and outhaul from the cleat on the boom. On the Liberty, also release the kicker.

- Release the mainsheet reefing line (inboard line on 303 and Liberty) from the cleat on the port side of the centreboard case.
- Haul aft on reefing line on the port side of the centreboard case, or rotate mast by hand. Note that the boom will rise as sail is reefed.
- Re-cleat the reefing line on the port side of the centreboard case. This will prevent the mast from turning and the sail from coming un-reefed.
- Adjust the outhaul and cleat on the boom.

Note: For the reefing system to operate correctly, the reefing clamp through which the mast tube passes under the centreboard housing must be tight (but do not over-tighten).

Towing

A painter should be passed through the towing ring saddle on the bow, and a bowline tied around the mast. Boats can be towed in single file by tying the tow rope of the following boat to the traveller rope at the stern of the boat ahead. Boats can also be towed alongside by kedging, with the painter secured to the bow area of the tow vessel and the seat rail or traveller line secured aft. Always tow at a slow or moderate speed.

Loss of steering - Servo-Assist

Should a servo-assisted boat suffer loss of steering the most likely cause will be a discharged battery. Another possible cause may be a short-circuit in the servo-control (joystick). It is recommended that safety crews remove rudder blade/s and tow alongside (kedging).

Loss of steering - Manual steering

If a manually sailed boat suffers a loss of steering the likely cause is a steering line coming off the base of the joystick under the seat. Pushing the manual joystick fully to port or starboard will allow the steering line to be slipped back into the slot in the joystick base. Alternatively, if the tiller connector has become dislodged, insert the clevis pin into the tiller end fitting and secure with spring clip.

Boom unclipped from mast

Should the boom come off the mast, proceed as follows:

- Turn boat head into the wind.
- Release mainsheet and outhaul (and kicker on Liberty).
- Push rowlock at forward end of boom onto bobbin just below the mainsail tack ensuring lines are not twisted.
- Adjust outhaul.

Sailors with disabilities

Many of the sailors in Hansa fleets have a physical disability, but it is important to be aware this has no bearing on their sailing ability. Sailing ability varies quite widely, from the very capable and experienced to the novice.

Physical disabilities include paraplegia and quadriplegia, leg or arm amputation, cerebral palsy and stroke. Some may have difficulty with verbal communication. Sailors with an intellectual disability or multiple disabilities may also be competing in these classes. Once again, ability may vary significantly.

As the Hansa classes are ballasted keelboats, sailors with a disability have different limitations in terms of coping with wind and water conditions in comparison with able-bodied sailors of similar sailing ability.





Due to the potential for injury of the sailor and the safety crews if transferring afloat, it is recommended that sailors with a physical disability who are injured or unwell should remain in the boat and be transferred ashore using a crane or hoist.

The Race Committee should note that special consideration to the needs of sailors with physical, intellectual or sensory disabilities in regard to conveying information (ashore and afloat), and signalling afloat.

It may assist during the competitors briefing to note that sailors with right of way may need to take into account the possibility of delayed reaction times and limited manoeuvrability of some sailors.

Also, that while the audible call of “PROTEST” is required in accordance with RRS 61, a competitor may be unable to make such a call because of disability or similar reason

IDENTIFYING THE HANSA CLASSES

	
<p>Hansa 2.3 Length: 2.3m Cat Rigged Single or Two Person Single Rudder Blade</p>	<p>Hansa 303 Length: 3.0m Schooner Rigged Single or Two Person Conventional Jib Single Rudder Blade</p>
	
<p>Liberty Length: 3.6m Schooner Rigged Single Person Self-Tacking Jib with Strut Twin Rudder Blades</p>	<p>SKUD 18 Length: 5.8m Sloop Rigged Two Person Self-Tacking Jib Twin Rudder Blades Asymmetric Gennaker</p>