

Racing Rules Of Sailing

Instruction Manual



Educational materials of the project Sailing Digital

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Erasmus+ Programme
of the European Union





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On-line regatta management

Development of on-line regatta management started some ten years ago, with an aim to help sailors have a remote view of the Official Notice Board.

I worked with on-line regatta management for the first time in 2018 at Finn Silver Cup (U23 World Championship) in Koper, Slovenia.

We used the program Jury Board, developed by a German International Judge, Peter Scheuerl. In subsequent years, Peter didn't continue the development of his software, and nowadays it is not in use any more (or at least I didn't see it used for a long time).

At the same time, Manage2Sail, RacingRulesOfSailing and Sailti were developed. All of the software was used as an addition to the traditional Official Notice Board at that time. Later on, during Covid times, on-line race management systems came into common use and developed a lot. Now on-line platforms are in use as an Official Notice Board.

Nowadays, Manage2Sail, RacingRulesOfSailing, Sailti and ROMS are most widely used, while RacingRulesOfSailing is most used in the countries of this project participants.

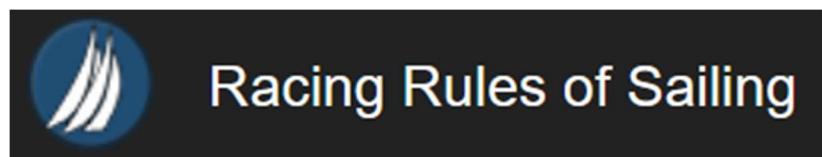


Racing rules of Sailing and RacingRulesOfSailing.org

Racing rules of Sailing are rules published every four years by the World Sailing.

RacingRulesOfSailing.org is a sailing regatta management on-line application.
RacingRulesOfSailing.org is not affiliated with World Sailing.

RacingRulesOfSailing.org is developed and owned by Paul Zupan, International (sailing) Judge from USA.



Regatta management

Sailing regattas should be managed as prescribed in the Racing Rules of Sailing.

Organizing Authority is the one organizing the event, including all on-shore activities, and is appointing all the necessary committees: *Race Committee*, *Technical Committee* and *Protest Committee*.

The *Race Committee* is conducting races as directed by the organizing authority and as required by the rules.

The *Technical Committee* is conducting equipment inspection and event measurement, as directed by the organizing authority and as required by the rules.

The *Protest Committee* is judging the races, conducting the hearings, deciding the protests and redresses and deciding on disciplinary sanctions in case of misconduct.

User groups of RacingRulesOfSailing.org

There are three base user groups:

- Group 1: organizing authority, race committee and technical committee
- Group 2: sailors or competitors (boats)
- Group 3: protest committee

Membership

All groups' members, except competitors, should be members of RacingRulesOfSailing.org. Base membership is free. You can become a member by signing up.



Signing up

When signing up, you have to provide the following data:

- choose whether you are an official, a competitor, coach, organization or other
- e-mail address
- full name
- choose password for log in

After entering the system, you can manage and edit your profile.

In the profile, you can provide data on your country, time zone, language, phone number, WhatsApp number, World Sailing ID, MNA (Member National Authority = National Sailing Federation), MNA number.

Further, you may declare your certification as Race Officer, Judge, Umpire or Measurer.

After signing up, you can freely use the limited number of functions offered by RacingRulesOfSailing.org.

To gain some additional options and functionalities in your application, you can become a Patron to the RacingRulesOfSailing.org. Patron membership costs 8 USD per month or 100 USD per year.

There are some options which are provided against a cost regardless. Those include:

- information to competitors by SMS (costs 18 USD per 50 competitors per day)
- information to competitors by WhatsApp (costs 75 USD per event)
- information to competitors by Telegram Group (costs 75 USD per event)
- registrations (for entry fee up to 400 USD 3% plus processing, for entry fee over 400 USD 2,5% plus processing with upper limit 12,50 USD per competitor)



Sign up

Official Competitor Coach Organization Other

Email

Email Confirmation

First Name
Your full first name - no initials

Last Name
Your full last_name - no initials

Password

Password Confirmation

[Sign Up](#)

[Sign In](#)
[Didn't Receive Confirmation Instructions](#)
[Didn't Receive Unlock Instructions](#)

Sign-up page

Edit Profile

Race Official Competitor Coach Organization Other

Email

First Name
First Name (your full first name - no initials please)

Last Name
Last Name (your full last name - no initials please)

Country

Time Zone

Language

Phone
Phone (include your country code)

WhatsApp
Phone (include your country code)

WS No.

MNA

MNA No.

Certifications

<input type="checkbox"/> Judge	<input type="checkbox"/> Umpire
<input type="checkbox"/> Judge In Training	<input type="checkbox"/> Umpire In Training
<input type="checkbox"/> Club Judge	<input type="checkbox"/> Regional Umpire
<input type="checkbox"/> Regional Judge	<input type="checkbox"/> National Umpire
<input type="checkbox"/> National Judge	<input type="checkbox"/> International Umpire
<input checked="" type="checkbox"/> International Judge	
<input type="checkbox"/> Race Officer	<input type="checkbox"/> Measurer
<input type="checkbox"/> Club Race Officer	<input type="checkbox"/> Measurer in Training
<input type="checkbox"/> Regional Race Officer	<input type="checkbox"/> Fleet Measurer
<input checked="" type="checkbox"/> National Race Officer	<input type="checkbox"/> National Measurer
<input type="checkbox"/> International Race Officer	<input type="checkbox"/> International Measurer
<input type="checkbox"/> Race Officer In Training	<input type="checkbox"/> Technical Delegate
	<input type="checkbox"/> International Technical Delegate

[Delete User Account](#)

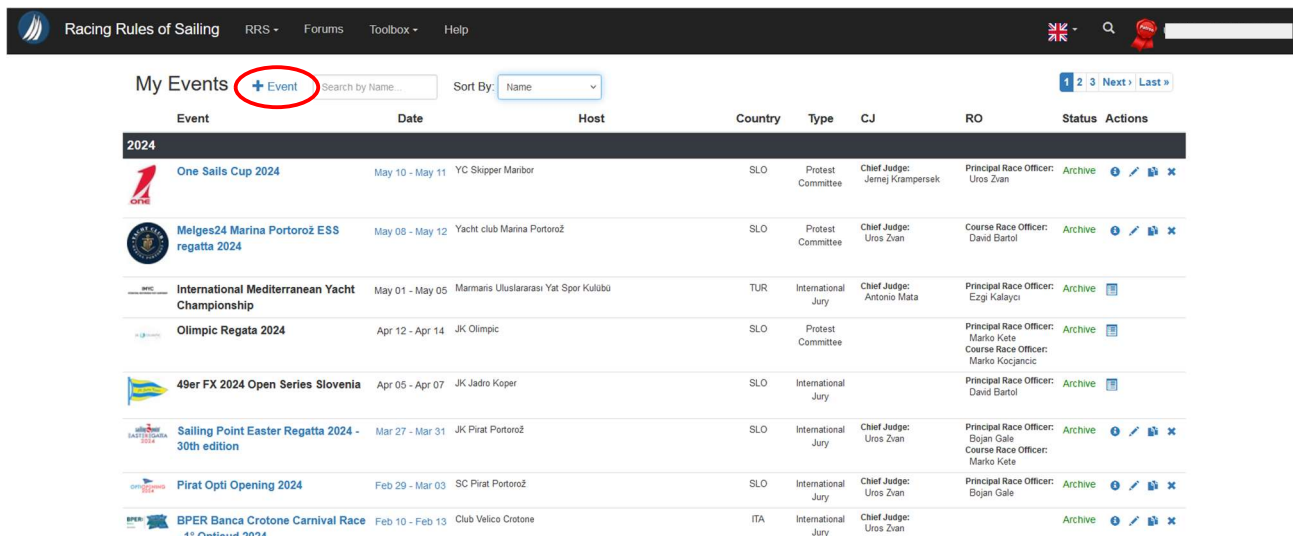
[Submit](#) [Back](#)

Edit Profile Page

Group 1: organizing authority, race committee and technical committee

Organizing authority is the one to set up the event in RacingRulesOfSailing.org. For this purpose, Event Editor is assigned.

At first, Editor has to sign in into RacingRulesOfSailing.org. After signing in, you have to choose “Toolbox” from the menu and from submenu “My Events”. Web page with list of events at which that person took part, if any, appears on the screen.



The screenshot shows the 'My Events' page on the Racing Rules of Sailing website. At the top, there is a navigation bar with 'Racing Rules of Sailing', 'RRS', 'Forums', 'Toolbox', and 'Help'. On the right, there are flags for the UK and a search icon. Below the navigation bar, the 'My Events' section has a '+ Event' button circled in red, a search box, and a 'Sort By: Name' dropdown. A table of events follows, with columns for Event, Date, Host, Country, Type, CJ, RO, Status, and Actions. The table lists several events for 2024, including 'One Sails Cup 2024', 'Melges24 Marina Portorož ESS regatta 2024', 'International Mediterranean Yacht Championship', 'Olimpic Regata 2024', '49er FX 2024 Open Series Slovenia', 'Sailing Point Easter Regatta 2024 - 30th edition', 'Pirat Opti Opening 2024', and 'BPER Banca Crotona Carnival Race - 1° Optisud 2024'.

At the top of the page you can click “+Event” and start creating new event. In the first section you are entering basic data of the event (dates, title of the event, hosting club, country and time zone). Be careful with time zone which must be correctly chosen, otherwise there can be problems with time of publishing, receiving documents and countdown protest time limit.

Create New Event How to Create a New Event

Status ?

Start

End

Race Series
Regatta is a series of races not on consecutive dates.

Title
Please don't use all capital letters

Host
Please don't use all capital letters

Type

City
Please don't use all capital letters

State

Country

Time Zone

Draft: Before you're ready to make public.
Test: When you want to try out features but not be public.
Active: Public and will accept protests.
Archive: Public but will not accept protests.
Hide: Not public.

Possible status of the Event



At the top of the page you can find the drop down menu with Status of the event. Here, you can choose who can see the event and if they can lodge requests (in the text, the word ‘protest’ is used, but actually it’s all about requests).

Below, it is possible to choose the type of the protest committee.

There are special requirements for International Juries in appendix N of the Racing Rules Of Sailing. More or less International Jury should be composed of at least 5 judges. No more than two should be from same MNA and majority of them shall be International Judges recognized by World Sailing.

Type	International Jury
City	Protest Committee
	National Jury
	International Jury
State	Umpire Panel

There is no appeal possible against decision of the International Jury under Racing Rules of Sailing, rule 70.5

There is no special requirements from World Sailing for other types of Protest Committee. Requirements issued by MNA may apply.

At next stage, you have to choose what functionalities of RacingRulesOfSailing.org you want to use at the event.

Settings

<input type="checkbox"/> Registration	<input type="checkbox"/> Online Notice Board
<input type="checkbox"/> Official Notice Board *	<input type="checkbox"/> Protests
<input type="checkbox"/> Arbitration *	<input type="checkbox"/> Notice to Competitors *
<input type="checkbox"/> Signals Ashore *	<input type="checkbox"/> Questions for Officials
<input type="checkbox"/> On-The-Water Penalties	<input type="checkbox"/> Scoring Inquiries
<input type="checkbox"/> Crew Substitutions *	<input type="checkbox"/> Equip. Substitutions *
<input type="checkbox"/> Penalty Reports	<input type="checkbox"/> Jury Task Assignments *
<input type="checkbox"/> Starting Penalties *	<input type="checkbox"/> Standard Penalties *
<input type="checkbox"/> Retirements *	<input type="checkbox"/> Declarations of Interest
<input type="checkbox"/> Score Sheets *	<input type="checkbox"/> Boat Damage Reports *
<input type="checkbox"/> Confirm User Identity *	

* requires that you are a Patron of RacingRulesOfSailing

Publish Notifications To

Email

SMS * - USD \$18 Text Message Cost Per Day (per 50 competitors)

Dates SMS messages will be sent [default] [Select Specific Dates](#)

Telegram * - USD \$75 Telegram Group Communication (One time charge)

WhatsApp * - USD \$75 WhatsApp Communication (One time charge)

* RRS.org charges for use of these services.

Event Emails

[+ Add Email](#)

Add any email addresses competitors may use to contact officials. Select the type of email address, such as Race Committee, then add a description, such as a name, or 'PRO' or 'Course Director', and an email address. These email addresses will be displayed on the public pages.



Functionalities not marked with asterisk are free for use, while functionalities marked with asterisk are available for Patrons only. To use functionalities in red text, you have to pay extra, even if you are a Patron.

Extra payment, as already mentioned, is needed to use registration system. *Registration* system includes entry fee payments. To receive payments, you have to open Stripe Account (<https://stripe.com>).

Registration through RacingRulesOfSailing.org is not really popular among European Organizing Authorities and we will not talk about it in detail here.

Just one more thing about on-line payments by using Stripe – before using it, check that it is legal with your country and EU legislation.

There is not much difference between “*On line Notice Board*” and “*Official notice board*”. Different is just a name and appearance on the web.



Prvo jadro Maribora 2024
Online Notice Board
Event Documents



Prvo jadro Maribora 2024
Official Notice Board
Event Documents

Event

[Razpis regate / Notice of Race](#)

[Regatna navodila / Sailing Instructions](#)

Event

[Razpis regate / Notice of Race](#)

[Regatna navodila / Sailing Instructions](#)

“*Protests*” allows competitors to lodge protest and other requests (as Requests for Redress) on-line. This option is available for boats, protest committee, race committee or technical committee.

“*Arbitration*” is an option to be used by the protest committee when appendix T applies. It allows arbitrator to write down her/his opinion and some other notes. The latter is accessible under “Hearing Decisions”

“*Notice to competitors*” offers a possibility for Organizing Authority, Race Committee, Protest Committee and Technical Committee to directly communicate with boats.



Od Do Not Reply <admin@racingrulesofsailing.org>

Za uros@zvan.cc

Zadeva **Joep Straus test regatta - New Notice to Competitors No. 01**

Joep Straus test regatta

[New Notice to Competitors No. 01.](#)

Source: Race Committee

Venue: Oostende

Published At: 14 Jun 23:14

Schedule on June 15th, 2024

First warning signal on June 15th, 2024 is scheduled at 13:00.

“Signals Ashore” is a functionality which allows Race Committee to visually display race signals on “On-line notice board” or “Official notice board”

“Question for officials” allows competitors to ask questions to the officials (Organizing Authority, Race Committee, Protest committee or Technical Committee). Questions and answers are publicly visible.

“On the Water Penalties” allows judges to enter and publish rule 42 breaches when appendix P applies.

“Scoring inquiries” is a function through which competitors can ask for correction of the results when they thought race committee made an error.

Through “Crew substitution” and “Equipment substitution”, boats can ask for substitution of crew or equipment.

When Sailing Instructions demand for boats to declare when they voluntarily took a penalty which may be penalty turns, retirement or scoring penalty, then “Penalty reports” shall be ticked.

“Jury Tasks Assignments” is an option which helps Protest Committee or International Jury to assign their tasks among committee members.

“Starting penalties” allows Race Committee to publish starting penalties (OCS, UFD, ZFP, BFD).

“Standard penalties” allows Race Committee and Technical Committee to publish standard penalties in accordance with Sailing Instructions.

If Sailing Instructions demands from boats to declare retirement, then the option “Retirement” should be ticked.

If “Conflict of Interest” is ticked, any committee members can declare conflict of interest. Every committee member can declare conflict of interest only for him/her self.



To declare conflict of interest, committee members have to press the button “Conflict of Interest” at the bottom of the left column. New screen appears with a list of officials. A pen will appear next to the name of any official that is logged in. By clicking on the pen, you can declare type of your conflict of interest. There are also some instructions on how to declare it.

Declarations of Interest by Officials [Notice to Competitors](#)

Official	Role	Declarations	Actions
Krampersek, Jernej	Judge		
Uzmah, Stanko	Judge		
Zvan, Uros		My nice is sailing in yellow fleet	

Conflict of interest stays saved in your personal account and will appear in all your next events if you do not remove it.

By clicking on “*Notice to competitors*”, an official notice with declaration of “*Conflict of Interest*” appears under “Documents” on official notice board.

“*Score sheets*” helps Race Committee members to exchange any information that is important for scoring. Score sheets includes mark rounding, finishing list or any other information. This information is usually written by hand on a piece of paper. Accordingly, you can upload a photo of such a document in this section.

It’s a rarely used option, as the Race Committee usually prefers to exchange such information through WhatsApp or other messaging platforms.

“*Boat damage reports*” allows competitors to report any damage to their boats to Race and Organizing Committee. They can report even Pre-Existing damage.

This option is also rarely used, as it usually doesn’t hold any significant meaning for race management.

“*Confirm user Identity*” is an option with which it’s possible to avoid any spam/false requests. If this option is ticked when competitor is lodging any requests, he/she will get an SMS with a code asking to confirm one’s identity.

This code should be retyped in the pop-up window which appears after clicking “Save”.

Confirmation code is sent to the phone number associated with the competitor.

I personally don’t prefer this option, especially in connection to young competitors. Their entries are usually done by the coaches, parents or guardians and are not connected with competitor’s phone, but with the coach, parent or guardian phone number.



Hearing Request Confirmation

Once you submit this request, you cannot withdraw it without the consent of the jury. You will be able to edit your request until the start of the hearing, but you will not be able to delete it. If you submit it, and subsequently wish to withdraw it, you will need to make that request directly to the jury.

Confirmation Code:

Please enter the confirmation code sent to you by SMS and/or email.

[Resend Confirmation Code](#)

Submit this Request

Cancel

In case of adult racers, we do not expect them to send spam/false requests. If it happens, it is considered a misconduct, which should lead to rule 69 hearing. Also, in the event of collecting requests on paper in the Race Office, usually the identity of competitor is not checked.

This option is available only for patrons and for them it's free of charge.

The following functionalities will have you choose the notification system:

Publish
Notifications To

Email

SMS * - USD \$18 Text Message Cost Per Day (per 50 competitors)

Dates SMS messages will be sent [default]

[Select Specific Dates](#)

2023-04-07 - 2023-12-31

Telegram * - USD \$75 Telegram Group Communication (One time charge)

WhatsApp * - USD \$75 WhatsApp Communication (One time charge)

* RRS.org charges for use of these services.

As previously mentioned, you can choose between Email, SMS, Telegram or WhatsApp messenger. Only Email notifications are free of charge.

In the next step, you can add official addresses of Organizing Authority, Race Committee, Protest Committee and Technical Committee. These addresses will appear on the Official or On-line Notice Board.

With Decision and OTW (On The Water) Penalty Suggested Wording, as well with the Jury Tasks, you cannot select anything except "General".

Available languages for emails are English, French, Italian and Dutch.

You can also add your event website and results URL. You can add Telegram Group URL, which is connected with Notification system over Telegram messenger (a payable notification system).

At the end, you can add event- or any other logo. This logo will appear on the Official or On-Line Notice Board and all other documents (except uploaded).

After finishing with Editing the Event, you have to press “Save Event” button to save your work.

Note that when a patron is editing the event, he/she can turn on and use all the options marked with asterisk. If later on somebody who is not a patron is editing the event, and he/she presses the “Save Event” button, all options marked with asterisk are lost. This applies also for changing the event status.

After saving the event, you are redirected to the Event Panel page.

- [Edit Event](#)
- [Time Limits](#)
- [Hearing Requests](#)
- [Hearing Schedule](#)
- [Hearing Decisions](#)
- [Notice to Competitors](#)
- [Signals Ashore](#)
- [Questions](#)
- [Crew Substitutions](#)
- [Equip. Substitutions](#)
- [Scoring Inquiries](#)
- [Penalty Reports](#)
- [Starting Penalties](#)
- [OTW Penalties](#)
- [Standard Penalties](#)
- [Event Boats](#)
- [Boat Damage Reports](#)
- [Assignments](#)
- [Competitors](#)
- [Notifications](#)
- [Score Sheets](#)
- [Scoring Panel](#)
- [Conflicts of Interest](#)
- [Public Pages](#)

Help: Best Practices

Joep Straus test regatta

April 07 - December 31, 2023
Event ID: 5974
UUID: a10e
Event State: Active - Competitors can submit requests for this event.

Communications Settings:

- Email
- Text Messaging
- Telegram Group
- WhatsApp

Dashboard

Protest Time Limit(s)		
None Today		
Hearing Decisions Today Incomplete Total 2 2 2	On-the-Water Penalties Today Total 0 0	Notice To Competitors Today Total 0 1
Questions for Officials Unanswered Total 0 0	Crew Substitutions Unanswered Total 1 1	Equipment Substitutions Unanswered Total 0 0
Scoring Inquiries Today No Response Total 1 1 1	Penalty Reports Today Total 0 0	Starting Penalties Today Total 0 0
Damage Reports Today Total 0 0		

Documents [+ Common Documents](#) [+ Event Documents](#) [+ Event Links](#)

ONB* Added

Event -

Drag and drop documents to change sort order
 Selected documents will be visible on the Notice Board.

Officials [+ Official](#)

- Add an official as the jury chairman
- Add at least one official as the principal race officer
- Add at least one official as the scorer

Name	Email (all)	Phone	Role	MMA
Krampersek, Jernej	nej00@gmail.com	+386 41 745 626	Judge X +	SLO
Uzmah, Stanko	stankouzmah@gmail.com	+386 30 202 222	Judge X +	SLO
Zvan, Uros	uros@armatura-uz.si	+386 41 425 341	Editor X Course Race Officer X +	SLO

[Back](#)


In the next step, the Editor has to add Officials (Organizing Authority, Race Committee, Protest Committee and Technical Committee members).

It's possible to add only officials who are already signed into RacingRulesOfSailing.org and have created their own profile. It's highly recommended that all committee members sign up to the RacingRulesOfSailing.org before the event. Otherwise, they will not be able to use the features of on-line race management system.

You can add an official by clicking on “+Official”

Officials **+ Official**

- Add an official as the jury chairman
- Add at least one official as the principal race officer
- Add at least one official as the scorer

Name	Email [all]
Krampersek, Jernej	nejc68@gmail.com
Uzmah, Stanko	stankouzmah@gmail.com
 Zvan, Uros	uros@armatura-uz.si

After clicking on ‘Add official’, a new box appears on the screen. You can type the name of the official in that box and names with the officials that correspond to the typed text appears. You can choose the official by clicking on his/her name.











Officials **+ Official**

- Add an official as the jury chairman
- Add at least one official as the principal race officer
- Add at least one official as the scorer

Heiko Thoelmann (GER) - heiko.thoelmann@raceofficials.de

After choosing the official, you have to assign his/her roles.

There are many roles which may be assigned, but three of them are necessary: Jury (Protest Committee) chairman or Chief Judge, Principal Race Officer and Scorer. You can add role to the official by pressing the “+” button in line with official or you can remove role by pressing “x” next to the already assigned role.

Role	Role
Judge   	Judge   
Judge  	Judge  
Editor  Course Race Officer  	Editor  Course Race Officer  

After pressing “+”, a new drop-down menu with “Add Role” appears. By clicking on it, you can choose official roles from the long menu.

- Add Role
- Organizing Authority
- Class/Fleet Representative
- Principal Race Officer
- Course Race Officer
- Deputy Race Officer
- Course Representative
- Race Committee
- Scorer
- Chief Judge
- Chief Umpire
- Vice Chairman
- Judge
- Umpire
- Judge/Umpire
- Jury Secretary
- Technical Committee
- Technical Delegate
- Chief Measurer
- Measurer
- Editor

Add Role ▼

Judge ✕ +

Editor ✕ Course Race Officer

After assigning roles to the official Organizing authority, they have to publish notice of race. This should be prepared as word or pdf document and uploaded as “Event document”. You can add it by pressing “+ Event document”’s.

Documents + Common Documents + Event Documents + Event Links

	ONB*	Added	Actions
Event -			
Notice of Public Links	<input checked="" type="checkbox"/>	2023-04-07	✕
Notice to Competitors – 01 Schedule on June 15th, 2024	<input checked="" type="checkbox"/>	2024-06-14	✕
Jury Declarations of Interest NEW	<input checked="" type="checkbox"/>	2024-06-17	✕

Drag and drop documents to change sort order
 * Selected documents will be visible on the Notice Board.

After clicking on “+ Event documents”, a new dialogue will open. You will have the possibility to browse on your computer and search for desired document to upload it. You can also add a title to the document.

The Organizing Authority is expected to publish Notice of Race and some other information to competitors, i.e. information about accommodation, rules at venue, etc. Race Committee will publish Sailing Instructions, it’s amendments, other notices and results.

Results may be published also at the separate web page. Link to that page can be added when creating event, as mentioned previously.

Documents + Common Documents + Event Documents + Event Links

Add Event Document

You may upload documents specific to this event. Documents common to many events (World Sailing documents, Class Rules, RRS 42 documents, etc.) should be linked through the Common Documents link above.

Browse... No file selected. Document Description

File size must be less than 10 megabytes

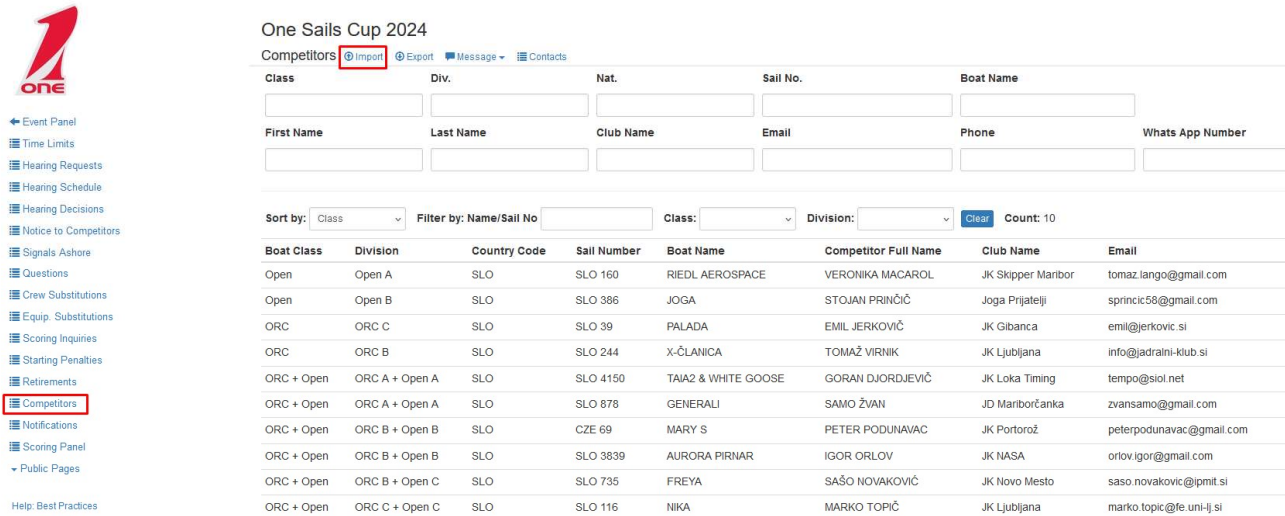
+ Save × Cancel

Organizing Authority, Race or Technical Committee may also publish some other class or World Sailing documents, which can be found under “*Common documents*”, and can choose from the on-line library. Be careful with those documents because some of them may be expired! Always check the validity of the document. You can also upload your own document to the shared library by choosing “Toolbox” → “Documents” → “+Document”.

Competitors list

After collecting all the entries, Organizing Authority have to import the list of competitors in the system. There are two ways how to do it.

In the menu in the left column, you have to press button “Competitors” and a new page will open.



One Sails Cup 2024
Competitors **Import** Export Message Contacts

Class Div. Nat. Sail No. Boat Name

First Name Last Name Club Name Email Phone Whats App Number

Sort by: Class Filter by: Name/Sail No Class: Division: Clear Count: 10

Boat Class	Division	Country Code	Sail Number	Boat Name	Competitor Full Name	Club Name	Email
Open	Open A	SLO	SLO 160	RIEDL AEROSPACE	VERONIKA MACAROL	JK Skipper Maribor	tomaz.lango@gmail.com
Open	Open B	SLO	SLO 386	JOGA	STOJAN PRINČIČ	Joga Prijatelji	sprincic58@gmail.com
ORC	ORC C	SLO	SLO 39	PALADA	EMIL JERKOVIČ	JK Gibanca	emil@jerkovic.si
ORC	ORC B	SLO	SLO 244	X-ČLANICA	TOMAŽ VIRNIK	JK Ljubljana	info@jadralni-klub.si
ORC + Open	ORC A + Open A	SLO	SLO 4150	TAIA2 & WHITE GOOSE	GORAN DJORDJEVIČ	JK Loka Timing	tempo@siol.net
ORC + Open	ORC A + Open A	SLO	SLO 878	GENERALI	SAMO ŽVAN	JD Mariborčanka	zvansamo@gmail.com
ORC + Open	ORC B + Open B	SLO	CZE 69	MARY S	PETER PODUNAVAC	JK Portorož	peterpodunavac@gmail.com
ORC + Open	ORC B + Open B	SLO	SLO 3839	AURORA PIRNAR	IGOR ORLOV	JK NASA	orlovigor@gmail.com
ORC + Open	ORC B + Open C	SLO	SLO 735	FREYA	SAŠO NOVAKOVIČ	JK Novo Mesto	saso.novakovic@pmt.si
ORC + Open	ORC C + Open C	SLO	SLO 116	NIKA	MARKO TOPIČ	JK Ljubljana	marko.topic@fe.uni-lj.si

In the example above, we already have a list of boats.

We can start from scratch, adding new competitors manually by typing into boxes above, or import list of the competitors from xlsx (Excel) file.

After pressing the button “Import”, a very clear manual on how to do it will appear, along with a “browse” button to search for the file that contains the competitors list.

✕
Import Competitors

You can import competitors by uploading a spreadsheet. It must be an .xlsx type file, the data must be on the first worksheet in your spreadsheet and the columns must be in the following order:

Class	Division	Nationality	Sail Number	Boat Name	First Name	Last Name	Club Name	Email	Phone	WhatsApp
-------	----------	-------------	-------------	-----------	------------	-----------	-----------	-------	-------	----------

The spreadsheet must contain all columns even if a column is blank (but the header must still be present) and only the these columns will be imported. Nationality must be in the three letter abbreviated format. Leave Nationality blank if Sail Number already includes the nation code. Phone numbers must be in international format (they must include the country code). **Try to include the email, phone number and WhatsApp number, they are important as this application relies on email, SMS and WhatsApp to communicate with the competitors. Not importing an email and phone number severely impacts competitors' response to automated notices.**

Browse... No file selected.

Delete all existing competitors and replace with this import?

Import
Cancel

It's very important to fill class data. When searching for competitors, the system is searching primarily by class and then by sail number. Never leave this field empty!

If competitors are from different nations, but with the same sail number, this can cause problems when importing competitors from xlsx file or when imposing penalties, R42 infringements etc. To avoid such problems, it is highly recommended to insert sail number together with MNA letters. Country Code will normally be the same except when rule G3 applies.

Country Code	Sail Number	Boat Name
SLO	SLO 160	RIEDL AEROSPACE
SLO	SLO 386	JOGA
SLO	SLO 4150	TAIA2 & WHITE GOOSE
SLO	SLO 878	GENERALI
SLO	SLO 244	X-ČLANICA
SLO	CZE 69	MARY S
SLO	SLO 3839	AURORA PIRNAR

When creating an entry form, be mindful of which contact details you will use to effectively communicate with competitors: email, phone number, WhatsApp number. These details should be connected with competitor on the competitors list. They will not appear publicly!

If you choose “Confirm user identity” when you created the event, you will need an associated phone number for each competitor.

Communication with competitors

Organizing Authority can communicate with competitors in three ways:

Sending a message to all competitors or to certain Class or Division only. To send such a message you have to go to competitors list (press button “Competitors” in the menu) and choose button Message at the top of the list.

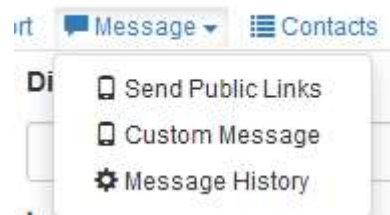
One Sails Cup 2024

Competitors [Import](#) [Export](#) [Message](#) [Contacts](#)

Class	Div.	Nat.	Sail No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	Club Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sort by: Division Filter by: Name/Sail No Class: Division:

Boat Class	Division	Country Code	Sail Number	Boat Name	Competitor Full Name
Open	Open A	SLO	SLO 160	RIEDL AEROSPACE	VERONIKA MACAROL



You can send message with public links or custom message. After pressing “Custom Message”, a message window will appear.

You can choose a way to send the message (Email, Text = SMS, Email & Text or WhatsApp), to which Class and to which Division you want to send the message. You can send it to all competitors.

Send Message to Competitors

One Sails Cup 2024

Send Via Email

Send To All Classes

All Divisions

Subject

Only used in email

Message

Keep message short

Send Message
Cancel

Such a message will not appear on Notice Board, but will be sent to every competitor as an email or to the phone number associated with him or her. Be careful: this is never an official notice! Official notices must be published on the Notice Board.

Publishing a notice to competitors

Organizing Authority can also publish a notice to competitors on the Notice Board. You have to choose “Notice to Competitors” in the menu on the left side, as previously mentioned.

Publishing any document

It's always possible to create a personal document and publish it as .pdf or .docx, or any web readable format document, under Event documents, as also previously mentioned.



All the explained methods of communication with competitors also applies to Race Committee, Protest Committee and Technical Committee.

Other features of Race committee

Signals Ashore is a simple function to repeat signals displayed on the flag pole ashore on the On-Line Notice Board. This feature allows competitors to see on-line which signals are displayed on shore.

You have to choose “Signals ashore” from the main menu on the left.

Sailing Digital

Signals Ashore [+ Add Signal](#)

* A maximum of four active signals can be displayed

Title	Status	Flags	Post	Remove	Publish	Last Published	Actions
AP over 1	Draft				Both		
AP over A	Active		2024-06-18 22:00		Both	2024-06-18 21:43	

By pressing “[+Add Signal](#)” you can create plenty of signals which you can activate or deactivate. You can create signals using all international code flags and many class flags.

Starting Penalties can be published using the button in main menu.

2023 Split Quantum Winter Regatta

Add Starting Penalties

Course	Division	Race	Penalty	
<input type="text"/>	<input type="text"/>	<input type="text"/>	None <input type="text"/>	
Sail No.				
<input type="text" value="OPT 1319 Bepo Duplančić M"/>		<input type="button" value="Cancel"/>		
Class	Country Code	Sail No.	Competitor	Actions

To find the boat in question, you have to start typing sail number in the Sail No. box. By typing 19, for example, a list of all boats whose sail contains the number 19 will appear. You can select the proper boat by clicking on it.



Sail No.

- OPT 1191 VITO LAV BARANOVIĆ M
- OPT 1196 Roman Mohorović M
- OPT 1319 Bepo Duplančić M
- OPT 319 Teo Lolić M
- OPT 919 Toma Duvnjak M
- OPT CZE 819 Matilda Kosikova F

Penalty

None ▾

None

DNC

DNS

OCS

ZFP

UFD

bfd

RET

DNF

DNE

In the upper right corner, you can select a penalty. Information about penalty is going directly to the scorer by email and it's recorded in the scoring panel, which will be explained later.

Standard Penalties

The system to publish standard penalties is the same as for starting penalties.

2023 Split Quantum Winter Regatta

Standard Penalties [Print List](#)

Competitor

- OPT 1277 Tonka Kostelić F
- OPT CZE 772 Vladimír Kováč M

	vision	Nat.	Sail No.
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Course	Race	Description	Penalty
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No.	Course	Race	Class	Sail No.	Description	Penalty	Created	Actions
02		4	OPT	1394	Bailer not attached to hull	6pts	17 Nov 16:35	✎ 💬 ✖ Scoring Needed
01		3	OPT U12	1659	Centerboard not attached to hull	6pts	17 Nov 16:35	✎ 💬 ✖ Scoring Needed

When starting penalty is published, a notice “*Scoring Needed*” will appear. When scorer confirms in the scoring panel that score change was done, then “scoring needed” notice will change to “scoring confirmed”.

Questions, Crew Substitution, Equipment Substitution and Scoring Inquiries will be explained in the later section.

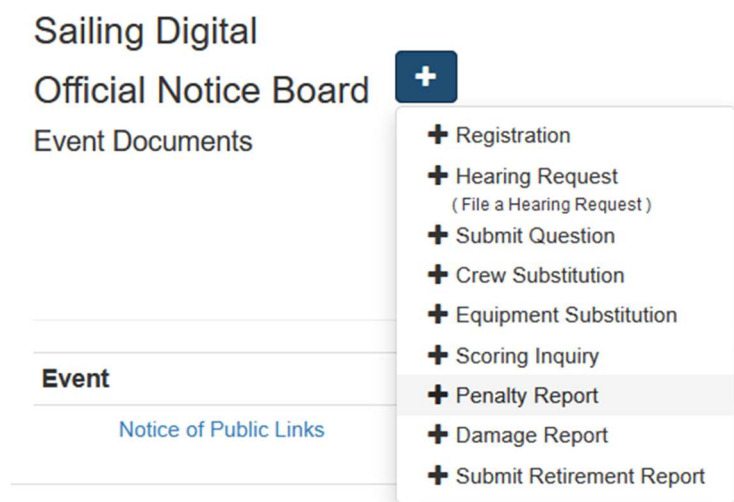
Group 2: sailors or competitors (boats)

Sailors or competitors can use the system to register for the event, lodge different requests, ask questions or submit different reports.

The page that sailors can see looks a bit different than the page available to officials.

Sailor can see white + on blue field next to the text “Official Notice Board”. By pressing on “+”, various options open.

On the picture bellow, you can see all possible options turned on. We will skip registrations at this point and focus on other options.



The screenshot shows the Sailing Digital interface. At the top, it says "Sailing Digital". Below that is "Official Notice Board" with a blue square containing a white plus sign. Underneath is "Event Documents". A dropdown menu is open, listing the following options, each with a plus sign:

- Registration
- Hearing Request (File a Hearing Request)
- Submit Question
- Crew Substitution
- Equipment Substitution
- Scoring Inquiry
- Penalty Report
- Damage Report
- Submit Retirement Report

Below the menu, there is a section for "Event" with a link for "Notice of Public Links".

Filing a hearing request is the most complex form, and many competitors encounter various issues on filling them in. Well prepared competitors, who know the rules well, will not have any problems filing it. It consists of the same sections as a paper hearing request form.

First you have to fill in date, race number and choose hearing type.

Sailing Digital

Hearing Request Form

Used for a Protest, Request for Redress or Request to Reopen

Do not enter a request here if a written request was submitted by a competitor. You should create a new decision based on the written request. Only create a new request here if you are actually submitting a new request through this form or you want to create an electronic copy of the paper request.

Date

Race No.

Hearing Type

Select Protest Type

Request to Reopen

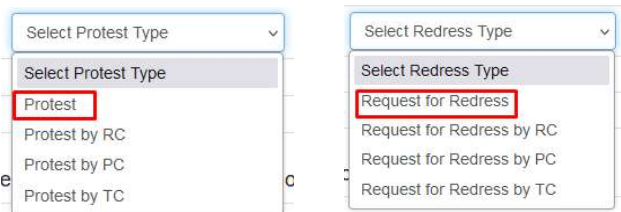
Reopening by PC

Select Redress Type

Support Person

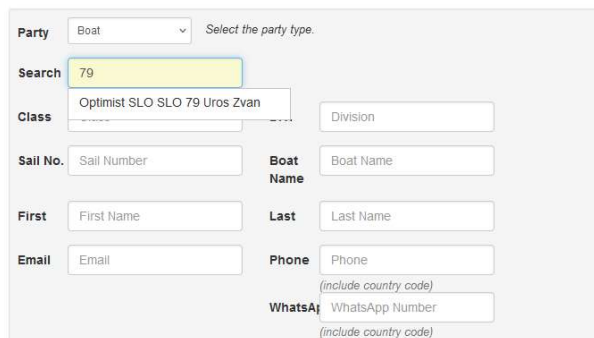
Other

Options for requests lodged by a boat are: protest boat vs. boat, request for redress or request to reopen the hearing.

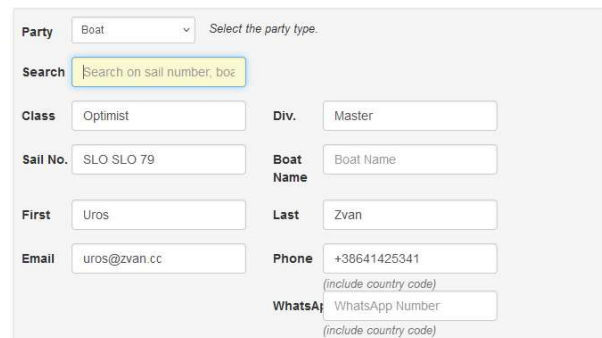


After choosing the type of request, the initiator has to first search for their sail number, as explained in the previous section. After selecting the sail number from the list, all fields will be automatically filled in.

Initiator

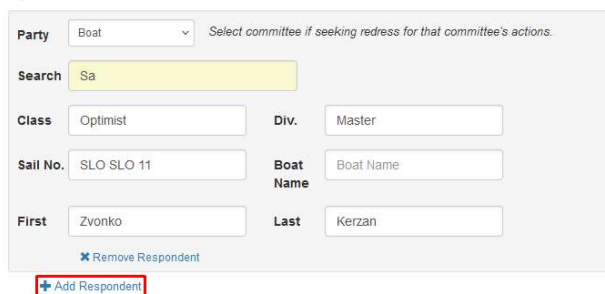


Initiator



In the same way, the respondents (protestee) data should be filled in.

Respondent(s)



If there are more respondents, they can be added by clicking on “+ Add Respondent” button.

All the rest are standard protest contents: information of place and time of the incident, rules alleged broken, witnesses, about way how the protestee (respondent) was informed and most importantly, description of the incident.

If you encounter problems in describing the incident, there is always an option to draw a sketch, a diagram, or hand-write the description text and attach the picture.

Incident Information

Time & Place

Rules

Witnesses

Informing the boat protested
How did you inform the other boat of your intention to protest

By hailing? **When?** **Words?**

By displaying red flag? **When?**

By some other way? **Details**

Description of Incident

ATTACH PICTURE

At the end of the form, you can describe any damage or injury, or you can add any other attachments.

Damage or Injury

Attachments



[Optional] Attach any diagram, protest form, images of damage or injury

<input type="button" value="Browse..."/> No file selected.	Description <input type="text" value="Description of Attachment"/>
<input type="button" value="x Remove Attachment"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

If the option “Confirm user identity” is turned on, you will have to enter the code sent to the phone number associated with competitor before submitting the request. This applies for all types of requests.

After saving a protest, both initiator and respondent will get an email in the following form:



From Do Not Reply <admin@racingrulesofsailing.org> 
To uros@zvan.cc 
Subject **Your Protest has been filed**

Sailing Digital

Your protest has been filed.



You can monitor the status of your protest at: [Protest Schedule](#)

Do not reply to this email. This is a system generated email and any reply will **not** be delivered to the proper party.

Useful links for Sailing Digital

[Official Notice Board](#)
[Register for Event](#)
[File a protest](#)
[Ask the Jury a Question](#)
[Crew Substitution Request](#)
[Equipment Substitution Request](#)
[Submit a Scoring Inquiry](#)
[Submit a Penalty Report](#)
[Protest Hearing Schedule](#)
[Protest Decisions](#)
[On-The-Water Penalties](#)

Later on, when protest committee will schedule a hearing, the parties in question (initiator and respondent) will get a new email with location and time of hearing. But be careful: this is not an official notice! Follow the Official Notice Board – although the electronic system should not be different, some email may be received with delay.

From Do Not Reply <admin@racingrulesofsailing.org> 
To uros@zvan.cc 
Subject **A hearing has been scheduled (or rescheduled) for Request number 01.**

Sailing Digital

A hearing for your protest has been scheduled on Jun 21, 14:00, room/panel: .


You can find the schedule for your protest at: [Protest Schedule](#)

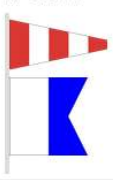
Do not reply to this email. This is a system generated email and any reply will **not** be delivered to the proper party.

Useful links for Sailing Digital

[Official Notice Board](#)
[Register for Event](#)
[File a protest](#)
[Ask the Jury a Question](#)
[Crew Substitution Request](#)
[Equipment Substitution Request](#)
[Submit a Scoring Inquiry](#)
[Submit a Penalty Report](#)
[Protest Hearing Schedule](#)
[Protest Decisions](#)
[On-The-Water Penalties](#)

By checking the hearing schedule on the Official notice board, respondents can find and check also the Hearing Request Form, so they can get acquainted with the issue and prepare for the hearing accordingly.

Sailing Digital
Official Notice Board 
Hearing Schedule

AP over A 

Protest Time Limit(s): **None**

No.	Type	Race	Initiator	Respondent(s)	Schedule	Location
01.	Protest ➔ Hearing Request Form	1	Optimist - Master - SLO SLO 79	Optimist - Master - SLO SLO 11	Jun 21 14:00	JZS office

Hearing request form will be downloaded as .pdf document and may automatically open in your browser, that depends on the settings in your computer or phone.

Submit question is very simple. First you have to choose from the drop-down menu as to who you are asking a question to. Then you have to fill your data by searching for your sail number. Lastly, you write down your question and save it to the system.

Sailing Digital

Questions For Officials

Number

Type ▾

Competitor Submitting Question

Search










Class **Div.** **Sail No.** **Boat Name**

First **Last**

Email **Phone**
(include country code)

WhatsApp
(include country code)

Question

B **I** **S**         

After saving the question, you will get confirmation email.



Crew substitution and Equipment substitution are also very simple. You have to fill your data, always by searching for your sail number, previous crew or equipment and new crew or equipment. You can describe also the reason for substitution.

Sailing Digital

Crew Substitution Form

No.	<input type="text" value="01"/>	Date	<input type="text" value="2024-06-19 00:"/>
-----	---------------------------------	------	---

Competitor Requesting a Crew Substitution

Search	<input type="text" value="Search on sail number, boat or comp"/>						
Class	<input type="text" value="Class"/>	Div.	<input type="text" value="Div"/>	Sail No.	<input type="text" value="Sail Number"/>	Boat Name	<input type="text" value="Boat Name"/>
First	<input type="text" value="First Name"/>		Last	<input type="text" value="Last Name"/>			
Email	<input type="text" value="Email"/>		Phone	<input type="text" value="Phone"/>			
				<small>(include country code)</small>			
			WhatsApp	<input type="text" value="WhatsApp Number"/>			
				<small>(include country code)</small>			

Crew Information

Previous Crew	<input type="text" value="Name of Previous Crew"/>		
New Crew	<input type="text" value="Name of New Crew"/>	MNA No.	<input type="text" value="MNA Number"/>

Request

<input type="text" value="Rich text editor toolbar with icons for bold, italic, underline, link, list, quote, undo, redo, and attachments."/>	
<input type="text"/>	
<small>Describe the reason for the crew substitution</small>	



Penalty report, Boat Damage Report and Retirement form are very similar. After competitors submit one those forms, they will be addressed by the officials.

Penalty Report will be checked by the protest committee, which will decide if any change to the scoring is needed. If scoring change is needed, then an official will choose this option and scorer will be automatically informed.

Boat Damage report shall be checked by organizing authority, which may add some notes – especially when damage occurred on the shore.

Retirement report shall be checked by Race Committee. Race committee shall decide if there is any score change needed and choose the option from the drop-down menu. If the score is changed, the scorer will also be informed automatically.



Group 3: Protest Committee

Main role of the protest committee is solving competitors' requests. These can be protests or requests for redress. When appendix T is in use, some protests may be solved by arbitration and protest committee has to deal with this as well.

Protest committees are also holding hearings against support persons and misconduct hearings under rule 69.

Protest committee is also the one to judge rule 42 on the water when appendix P applies, and the list of infringements must be published.

Protest committee has to deal also with protest time limits, hearing schedule, and have to communicate changes in the results with the scorer.

All this can be done by using RacingRulesOfSailing.org.

Time limits

Usually, there is an agreement between Protest Committee and Race Committee, who is in charge of publishing protest time limit. Time limit will many times depend on the arrival of the last boat into the finish. Time of the last boat finished is recorded by the Race Committee. In such a case, Race Committee can publish a protest time limit, or can inform Protest Committee about finishing time of the last boat.

Time limits can be created by selecting "Time Limits" from main menu.

In the new window which appears, you can find classes and divisions from competitor list. You can add classes and divisions from list of available to list of selected. Selected classes and divisions will appear in the "Description" box. You have to type time in the "Time" box. Hours and minutes shall be separated by ":" and you will have to press the button "Create".

Instead of selecting classes and divisions, you may simply type any text in the "Description" box (i.e. "all classes").

When protest time limits are created, they are not yet visible on the Notice Board. You have to select and click the button "Publish" to make it visible.



Sailing Digital

Protest Time Limits [Print Time Limits](#) [Messages](#)

Date	Description	Time [00:00]
2024-06-19		
<i>Displayed to Competitors</i>		
Available	Selected	
Classes ILCA 7 Optimist	Divisions Master U21	
Create		

Publish*	Date	Description	Classes	Divisions	Count	Time	Actions
<input type="checkbox"/> Off	Jun 19	ILCA 7, U21	ILCA 7	U21	1	23:35	✎ ✕
<input checked="" type="checkbox"/> On	Jun 19	Optimist, Master	Optimist	Master	2	23:30	✎ ✕

* Click publish to show the time limit on the hearing schedule and to broadcast the time limit to all competitors via email and text message.

On the Official Notice Board, protest time limit and remaining time can be seen on subpage “Schedule” and under “Notifications”.

		Protest Time Limit(s):	Remaining			
		2024-06-19 Optimist, Master 23:30	00:22:01			
No.	Type	Race	Initiator	Respondent(s)	Schedule	Location
01.	Protest ➔ Hearing Request Form	1	Optimist - Master - SLO SLO 79	Optimist - Master - SLO SLO 11	Jun 21 14:00	JZS office

Date

19 Jun 23:02 **Protest Time Limit - Sailing Digital**
 Sailing Digital - Protest Time Limit for Optimist, Master: 23:30

At the “Event Panel”, officials can see it at the top of the dashboard.

Dashboard

Protest Time Limit(s)		
Optimist, Master:23:30 00:18:02		
Hearing Decisions		
Today Incomplete	Total	
0	1	1
On-the-Water Penalties		
Today Total		
0	0	
Notice To Competitors		
Today Total		
0	0	
Questions for Officials		
Unanswered Total		
0	0	
Crew Substitutions		
Unanswered Total		
0	0	
Equipment Substitutions		
Unanswered Total		
1	1	
Scoring Inquiries		
Today No Response Total		
0	0	0
Penalty Reports		
Today Total		
0	0	
Starting Penalties		
Today Total		
0	0	
Damage Reports		
Today Total		
0	0	

Hearing Schedule must be published by the Protest Committee when it receives hearing request(s).

Publishing hearing schedule is very intuitive. You can schedule it at certain time or with some other options, like: 30 minutes after PTL (Protest Time Limit), 60 minutes after PTL, Following Previous Hearing, or After Racing. These options are available in the drop-down menu.

Hearing Schedule for Sailing Digital

[Show Completed](#) [Print Schedule](#)

No.	Type	Race	Initiator	Respondent(s)	State	Date	Schedule
01	Protest	1	Optimist - Master - SLO SLO 79	Optimist - Master - SLO SLO 11	Hearing Pending	2024-06-21	At Set Time
					JZS office		14 00

Hearing Decisions

Holding hearings is the most complex task of the Protest Committee. All the necessary scribing can be done through RacingRulesOfSailing.org, where we can find some very useful accessories.

After pressing the button 'Hearing Decisions', a new page will appear. There is a list of protests lodged and we can also see their status under the tab "Decision".

By pressing on the status which is at the beginning by default "Hearing Pending" drop down menu with different options will open.

Hearing Decisions [Decisions Summary](#) [Notice of Protests](#)

Sort By: Filter By: Scoring Count 1

No.	Type	Race	Initiator	Respondent(s)	Decision	Actions
01	Protest <input type="checkbox"/> Hide Request Form? Hearing Request	1	Optimist - Master - SLO SLO 79	Optimist - Master - SLO SLO 11	Hearing Pending	<input type="button" value="Show Decision"/> <input type="button" value="Lock and Edit"/> <input type="button" value="My Notes"/> <input type="button" value="Hearing Checklist"/> <input type="button" value="Message Parties"/> <input type="button" value="Delete Decision"/>

On the right side, we have different icons:

- show decision – you can look at the decision after it was finalized
- lock and edit – the scribe has to edit it during scribing
- my notes – you can follow scribing in real time and write down personal notes
- hearing checklist – during scribing, other judges can fill the checklist
- message parties – sending message to the parties
- delete decision – you can delete the whole case

If you delete the whole case, you can also retrieve it back. To retrieve a deleted case, you have to press “Show Deleted”.

Sailing Digital

Hearing Decisions [Decisions Summary](#) [Notice of Protests](#) [Show Deleted](#)

Sort By: Filter By: Scoring Count 1

No.	Type	Race	Initiator	Respondent(s)	Decision	Actions
No Decisions Found						

Deleted cases will be visible in light gray colour. To retrieve it back, you have to press the icon “Restore this decision”.

Sailing Digital

Hearing Decisions [Decisions Summary](#) [Notice of Protests](#) [Hide Deleted](#)

Sort By: Filter By: Scoring Count 1

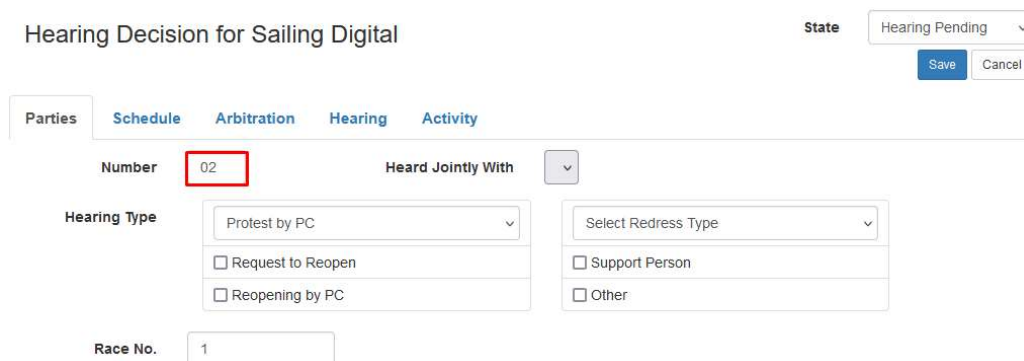
No.	Type	Race	Initiator	Respondent(s)	Decision	Actions
01	Protest <input type="checkbox"/> Hide Request Form? Hearing Request	1	Optimist - Master - SLO SLO 79	Optimist - Master - SLO SLO 11	Status: Hearing Pending	<input type="button" value="Show Decision"/> <input type="button" value="Restore this decision"/>

If you are deleting the case, case numbers of the other cases do not change. Anyway, you can change case number manually. You have to choose “Lock and Edit” and there is a case number at the top of the screen. You can manually change it.

For experienced scribe, the rest of the decision is very intuitive to scribe.

There are several tabs at the top of the page which we have to be explained (check the picture below).

In the first tab “Parties”, there is basic data about the hearing type, race and parties. In case that more cases arose from the same incident, they should be heard together. In such a case, we have to click to the drop-down menu next to the case number and choose which cases are heard together.



Parties’ data are filled automatically by collecting data from competitors list. Here we have to be aware that only one person can be associated with the boat in the competitors list. This person will appear as boat representative. This is OK at the single-handed classes, but at the multi crew boats, also other crew members can represent the boat at the hearing. It’s necessary to check representative’s name and change it if needed.

Next tab is “Schedule”, where same data are available as at the hearing schedule. The only difference is that only the data of the current case is visible.

Tab “Arbitration” appears only if option Arbitration is chosen when setting up the event. Under arbitration, the arbitrator will make some notes.

There is very a useful button “Suggested wording” under “Decision” tab. It’s highly recommended to use it. The next important tab is scoring change drop down menu. If scoring change is needed, this should be marked here and scorer will be notified.



Parties Schedule **Arbitration** Hearing Activity

Arbitrator

Initiator Protest Committee

Respondent(s) ILCA 7 - U21 - GER GER 300 - Hans Franz

Prerequisites

Arbitrator's Opinion

Decision Suggested Wording

Scoring Change No Scoring Needed

Arbitrator Notes

Suggested Wording for Arbitration [General Collection] ✕

Select the paragraphs below to include in the Arbitration Add Selected Wording Close

Rule	Wording
<input type="checkbox"/> Procedural Matters - 30% PRP	[During][Before] the arbitration meeting, [Boat A] accepted a 30% Post-Race Penalty in accordance with RRS T1(a).
<input type="checkbox"/> Facts Found	[Boat B] requested to withdraw the protest.
<input type="checkbox"/> Conclusion	There is no reason to refuse the request to withdraw the protest
<input type="checkbox"/> Decision short	Protest withdrawn; [Boat A] accepted a 30% Post-Race Penalty in race [##]
<input type="checkbox"/> Decision	The [international jury][protest committee] allows the protest to be withdrawn.



Most complex part of the decision is under “Hearing” tab.

This tab includes all standard protest decision content, with a button for suggested wording at the Procedural Matters, Conclusions and Decisions. As already stated, it’s highly recommended to use it.

Decision is followed by an already well-known drop-down menu for Scoring Change. At the end, you have some boxes where you have to insert (select from officials list) panel members, date and time when decision was announced.

After hearing is closed and scribing is done, you can go to the top of the page and in the top right corner change the status of the hearing. It’s recommended to only publish the abstract at first. After all the hearings of the day are done, it’s recommended to do quality control, and to check and correct scribing. Be careful, don’t change the meaning! Only after quality control is done, it’s recommended to publish the full decision.

Sample of Hearing Decision:

Parties	Schedule	Arbitration	Hearing	Activity
Documents and Photos + Document	Hearing Request Form received: 29 Mar 17:47			
Witnesses	<input type="text" value="FIN 1207"/>			
Interpreters	<input type="text" value="Hasa Subasiglu"/>			
VALIDITY				
Objections	<input type="text" value="No"/>	<input type="text" value="Comments"/>		
Time Limit	<input type="text" value="Within Time Limit"/>	<input type="text" value="Comments"/>		
Incident Identified	<input type="text" value="Yes"/>	<input type="text" value="Comments"/>		
Hail	<input type="text" value="Protest hailed"/>	<input type="text" value="Comments"/>		
Red Flag	<input type="text" value="Not required"/>	<input type="text" value="Comments"/>		
Valid?	<input type="text" value="Request Valid"/>	<input type="text" value="Comments"/>		



Last tab is “Activity”. Under this tab we can find all saved versions of decisions.

In this example case, we can see a lot of saved versions, which were mainly done during quality control. The name of the official who saved it, and date and time are shown.

Any version can be seen by clicking on it, but not restored.

Parties Schedule Arbitration Hearing **Activity**

DECISION VERSIONS

1. [decision_04-hearing_in_progress-heiko_thoelmann.pdf](#) - 29 Mar 19:08
2. [decision_04-publish_abstract-uros_zvan.pdf](#) - 29 Mar 20:25
3. [decision_04-publish_abstract-heiko_thoelmann.pdf](#) - 29 Mar 22:41
4. [decision_04-publish_abstract-heiko_thoelmann.pdf](#) - 29 Mar 22:43
5. [decision_04-publish_abstract-heiko_thoelmann.pdf](#) - 29 Mar 22:44
6. [decision_04-publish_abstract-heiko_thoelmann.pdf](#) - 29 Mar 22:48
7. [decision_04-publish_abstract-heiko_thoelmann.pdf](#) - 29 Mar 22:48
8. [decision_04-publish_abstract-heiko_thoelmann.pdf](#) - 29 Mar 22:49
9. [decision_04-publish_abstract-heiko_thoelmann.pdf](#) - 29 Mar 22:50
10. [decision_04-publish_abstract-heiko_thoelmann.pdf](#) - 29 Mar 22:50
11. [decision_04-publish_abstract-heiko_thoelmann.pdf](#) - 29 Mar 22:52
12. [decision_04-publish_abstract-heiko_thoelmann.pdf](#) - 29 Mar 22:52

36. [decision_04-publish_abstract-heiko_thoelmann.pdf](#) - 29 Mar 23:08
37. [decision_04-publish_abstract-heiko_thoelmann.pdf](#) - 29 Mar 23:08
38. [decision_04-publish_abstract-heiko_thoelmann.pdf](#) - 29 Mar 23:09
39. [decision_04-publish_abstract-heiko_thoelmann.pdf](#) - 29 Mar 23:09
40. [decision_04-publish_abstract-uros_zvan.pdf](#) - 29 Mar 23:13
41. [decision_04-publish_abstract-uros_zvan.pdf](#) - 29 Mar 23:19
42. [decision_04-publish_abstract-uros_zvan.pdf](#) - 29 Mar 23:19
43. [decision_04-publish_full_decision-uros_zvan.pdf](#) - 29 Mar 23:28



Now we will show also how it's possible to follow scribing in real time under "My Notes".

This function helps the protest committee a lot and helps to speed up decision-making. After parties leave the protest room, the scribe person doesn't need to read out his/her scribing aloud, because all the protest committee members can see it on their own computers. They can even write down their own notes when they disagree with the scribe. These notes can't be seen by any other committee members, except for the owner of the notes. This makes the discussion between protest committee member much easier and faster. Notes can be saved and they remain visible only to their owner.

Here we can see final scribing under "My Notes"

My Hearing Notes

04. Opt - FIN 1104 - Leon Boldt Junior vs. Opt - TUR 7177 - Maya Dilek Junior

Procedural Matters

1. Hasa Subasiglu attended the hearing as interpreter for TUR 7177.
2. Nilo Salmeion attended the hearing as a witness for FIN 1104.
3. Arbitration Inappropriate - The incident may includes injury or serious damage.
4. The panel of the international Jury was composed in accordance with RRS N1.4(b).

Facts Found

1. The conditions on the first beat of the 3rd race were 4-6 kts.
2. TUR 7177 was sailing on the starboard layline of mark 1 on starboard since entering the zone.
3. FIN 1104 on port was sailing below the port layline on a course to pass ahead of TUR 7177.
4. After FIN 1104 passed ahead of TUR 7177, she luffed and passed head to wind at a distance of 0.5 m to TUR 7177.
5. TUR 7177 established a leeward overlap and immediately bore away.
6. Before FIN 1104 reached a close-hauled course a contact occurred between FIN 1104 main sails leach and TUR 7177 mast, causing a tear of 20 cm length in FIN 1104 sail.

Rules

RRS N1.4(b), T1, 13, 14

Conclusions

1. After passing head to wind and before being on a close-hauled course, FIN 1104 failed to keep clear of TUR 7177. FIN 1104 broke RRS 13.
2. FIN 1104 did not avoid contact when it was reasonably possible, and broke RRS 14.
3. It was not reasonably possible for TUR 7177 the right-of-way boat to avoid contact with FIN 1104 when it was clear that FIN 1104 was not keeping clear. TUR 7177 did not break RRS 14.

Decision

FIN 1104 is DSQ in race #3.

...and "my note" regarding rule N1.4(b), which was missing under procedural matters

My Notes



n1.4b

OTW Penalties is a function which Protest Committee is using when appendix P applies.

Here we will show proper procedures when judges are deciding on the penalty under rule 42 on the water, and the recommended use of RacingRulesOfSailing.org.

Taking penalty note on the water:

- race nr., leg nr.
- sail number,
- infringement
- competitor's action



- time of the infringement (day time – not time before or after start!)
- if there is later general recall, postponement or abandonment, take a note!

Inserting infringement in the RacingRulesOfSailing.org:

Every judge is inserting his list of infringements by himself.

Judge is always searching for the sail number in the search window. Never type in sail numbers manually. If sail number doesn't exist, we have to consult OA and RC, and add a competitor to the competitors list. Generally, this should not happen.

On-The-Water Penalties [Print List](#)

Class	Nationality	Sail No.	Penalty	Race	Leg	Rule	Response	Jury	Judges
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2023-03-27	Comments: <input type="text"/>								<input type="button" value="Submit"/>

If the boat already has a penalty on the same day, the judge should have in mind that other judge maybe already inserted a penalty which occurred later. In such case, consultation with other judges is needed. Penalty number should be corrected and maybe the jury's response will be changed also.

On-The-Water Penalties [Print List](#)

Class	Nationality	Sail No.	Penalty	Race	Leg	Rule	Response	Jury	Judges
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2023-03-27	Comments: <input type="text"/>								<input type="button" value="Submit"/>

In case that the general recall, postponement or abandonment is signaled, the judge has to choose one of these options from menu »Response«. Don't choose "no response", 1 turn, 2 turns or Retirement in such a case, even if the boat did turns.

Response

No Response
No Response
One Turn
Two Turns
Retired
General Recall
Abandoned
Postponed

In the window "Comment", the judge has to write down the description of infringement, and time of infringement at the end. This helps sailors understand the penalty and also helps the judges to correctly follow the order of penalties.

Comments: Repeated flicks of a sail due to body pumping. 15:33



Scoring Panel in the main menu is a very important component of RacingRulesOfSailing.org. Its main functionality is to facilitate communications between Race Officers and Scorer, and between Judges and Scorer.

All penalties imposed by the Race Officers (starting penalties) and by Judges (penalties arising from Protest Decisions, Arbitration or Post Race Penalties or from OTW), are collected in the Scoring Panel.

When opening ‘Scoring Panel’, the following screen shows up:

European Championship A-Class
Scoring Changes

0	0	Score Sheets
5	0	Scoring Inquiries
1	0	Penalty Reports
0	0	On-The-Water Penalties
0	0	Standard Penalties
9	1	Starting Penalties
10	2	Hearing Decisions

By clicking on the group of penalties, a list with details will appear.

9 1 Starting Penalties

Course	Division	Race	Competitor	Penalty	Status
A-CAT	classic	9	A CAT - 436	UFD	<input type="checkbox"/> Scoring Confirmed?
A-CAT	open	2	A CAT - 1	UFD	Scoring Confirmed
A-CAT	open	2	A CAT - 1	UFD	Scoring Confirmed
A-CAT	open	2	A CAT - 95	UFD	Scoring Confirmed
A-CAT	open	5	A CAT - 1	UFD	Scoring Confirmed
A-CAT	open	5	A CAT - 1	UFD	Scoring Confirmed
A-CAT	open	5	A CAT - 32	UFD	Scoring Confirmed
A-CAT	open	7	A CAT - 51	UFD	Scoring Confirmed
A-CAT	open	7	A CAT - 300	DNS	Scoring Confirmed

When scorer is inserting penalty in the results tab, the box with status of the penalty “Scoring Confirmed” should be clicked. After clicking “Scoring confirmed”, the number in the red circle will reduce by one and number in the black circle will increase by one. As long as there are some red circles still showing, this means that all scoring changes have not yet been confirmed.

At the Hearing Decisions, the scoring confirmation is a bit more complex. When the scorer confirms scoring change, then scoring in the decision is automatically changed to “Scoring Done”.



The Judge responsible for checking and confirming results has to check the results, and if penalty is correctly inserted, they only have to edit the decision in the results tab, and change from “Scoring Done” to “Scoring Confirmed” in the scoring section box.

Scoring Change

Interaction with scorer in RacingRulesOfSailing.org is very well set. It’s just important to strictly follow it and results can be checked and confirmed very easy and smoothly without errors.



Conclusion

RacingRulesOfSailing.org is a very complex On-Line Race Management software. It's mostly very intuitive, but not in all details.

For Officials, it is important to use all the features that the application is offering. It's good to use all of the included communication systems between race officials, and not to mix them with other messengers. It's much more reliable and useful to use scoring sheets and send results from the finishing line, than to use WhatsApp or any other application. All score sheets are stored in the same place, and when needed at the hearing, are also available to the Protest Committee members. In this case, there is no need for the jury to walk to the scorer's office and disturb him during setting up results.

On the other hand, Score Sheets may be visible also to competitors, which some Race Officers don't like. They can also hide scoring sheets. But visible scoring sheets can reduce the number of scoring inquiries and request for redress, while competitors can see hand-written finishing lists by themselves.

One of the best options for Protest Committee members, which is offered only in the RacingRulesOfSailing.org, is "My Notes", through which the members can follow scribing in the real time.

Very good interaction between scorer and other officials, if used properly, can significantly shorten time for checking the results.

Sometimes, especially with less experienced sailors, the functions of RacingRulesOfSailing.org are not transparent enough, and sailors are facing problems and lodging wrong documents. From the sailors' side, sometimes more basic Race Management software, like for example ROMS, is easier to use.

Avoidance of possible issues for sailors, as well as improvements in using RacingRulesOfSailing.org by officials, can be achieved by making more detailed user manuals than the ones that are available on the existing web page, as those are very basic. This document can help a lot in understanding how to appropriately and extensively use the software and all the options it offers.

This document is introducing whole system of Racing rules of sailing application. To help users in the future, it would be desirable to divide it in three documents for three groups of users, to help them to better understand RacingRulesOfSailing.org and use it smoothly and effectively.