Sydney Maritime Modellers Club



Race Procedures

Version 4. August 2022

SMMC Committee 2022



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1.0 General Principles

The policies and procedures set out in this document are intended to ensure that during a **Race Day** event, the **Race Secretary, Race Officer (RO),** and **Class Co-ordinator** are provided with sufficient guidelines to ensure that the standard of Racing expected by those competing in the club events is fair, orderly and is of a standard that is acceptable to the SMMC Committee.

A shortage of time or an insufficient number of completed races is not a basis for varying these policies. These are also designed to include Safety Procedures that need to be followed to adhere to our duty of care for members.

Race Procedures details are to be published on the club's website for application and clarity and are subject to SMMC Committee approval and change.

2.0 SMMC Code of Conduct

SMMC members have the responsibility to contribute to safe and harassment-free sport by:

- Treating others with dignity and respect;
- Behaving in a manner that does not put either yourself or others at risk of harm;
- Responding to situations where you see others being treated unfairly, bullied or harassed; and
- Sail by the rules. Remember all other skippers are people too and have varying degrees of experience to be accounted for and all should be encouraged to help each other. Clubs are competitive but also a learning environment for Club representation in Regattas.

For all on the water incidents, talk to the other skipper, do not yell, and sort the incident on the water if possible. If it is not possible, lodge a protest and have your fellow skippers sort out the incident. Arguments cause grief for others racing so please maintain decorum and personal respect.

Never argue with a race official. If you disagree with another sailor, lodge a protest by hailing sail # "### protests ###" twice clearly and seek assistance of fellow skippers to sort out the incident calmly.

For all club events, a totally verbal protest procedure (i.e. where written protest forms and statements are not required) will be allowed.



3.0 Officials' Duties

3.1 Race Secretary

- Receives race results from Class Co-ordinators for each Race Day event;
- Keeps updated records of all series;
- Validates each weeks records with Class Co-ordinators;
- Keeps a master copy of race results submitted;
- Coordinates with club web supervisor to post scores as soon as practicable after each Race Day; and
- Inputs changes as required into these procedures.

3.2 Class Co-ordinator

A Class Co-ordinator is an important and valued role. He/she is appointed for races to ensure race starting, handicapping and scoring is carried out accurately, efficiently and Race Days are in accordance with these policies. In addition, race results must be recorded, sail number changes identified, and to ensure club's policies are followed for safe and enjoyable competitive racing.

Class Co-ordinators complete scoring and send weekly details for the Race Secretary to formulate monthly scores distributed via the Website. A list of Class Co-ordinators can be found on the club's website. The Class Co-ordinator will introduce new competitors, advise members on course information, appoint individual race officers and record and maintain handicaps as required.

Duties include:

- Reviewing safety in particular temperature pre-race or during races for heat/cold stress, water flooding, wind safety onshore/offshore and assisting the RO with the application of lightning and hail stop race conditions;
- To facilitate a minimum of hold-ups;
- Calculate handicaps prior to the Race Day;
- Manage the start timing device and charge ready for the Race Day event;
- Prepare the first RO and order of RO's for that day;
- Supervise the recording results so they are completed accurately;
- Check results and email and/or message via photo the results and scores to the Race Secretary;
- Notify the Race Secretary the details of new competitors, new sail numbers, boat types;
- Assist new competitors unfamiliar with RO Duties;
- Organise protest committee's as required; and
- Nominate a replacement for the day in the event the normal Class Co-ordinator cannot be present.



3.3 Race Officer Duties (RO)

The duties of the Race Officer (RO) will involve all club members and be rotated between competitors alphabetically (based on surnames). The RO duties for the first race of a new day or series will be based on who is next in queue from the previous Race Day, month or year.

Sequence of Duties

Pre-start

- RO is determined by the Class Co-ordinator;
- Handicaps are announced and confirmed at the commencement of the start sequence;
- Any previous RO is given time to launch his yacht into the water in the changeover of RO's; and
- The Course and course direction will be outlined by the RO depending on the prevailing wind conditions such that the yachts will work into the wind towards the windward marker buoy of the course wherever possible.

Start

- RO starts the start sequence timer 1 or 2 minutes, using the handicap or scratch start tapes for racing;
- RO must position themselves so that they have clear vision of the start line and must request sailors to move to facilitate this;
- In exceptional cases, a race should not be started if boats are unable to manoeuvre to the start. The RO may consult the Class Co-ordinator. Similarly, a start in high wind speeds or rapid changes in wind speed or direction or any other factors that may affect the safety of boats or skippers should be considered;
- RO will call all incidents/collisions/start line changes that occur on the water from 60 seconds prior to the start of the race;
- RO will watch the start and call all premature starts as an Individual Recall or General Recall within 5 seconds of the start;
- RO may issue a General Recall where a number or individual competitor's premature starts cannot be identified, within 5 seconds of the start;
- RO will call incidents/collisions that occur on the water. If in doubt, do not call. It
 is not the RO's duty to attribute fault on incidents/collisions that they observe and
 call. Note the incident if not resolved. Unresolved issues may lead to a protest
 hearing and possibly result in a skipper being disqualified;
- RO's will report to the Class Co-ordinator if incidents are not resolved on the water by a competitor completing a 360 penalty turn (tack and jibe) or by agreement;
- RO's are responsible for stopping a race immediately if severe weather situations arise. Please see Severe Weather Guidelines for examples such as lightning and thunderstorm activity. Competitors should be notified that a lightning/thunderstorm watch is in place;



 RO's may refer requests for redress to the Class Co-ordinator and or consult experienced skippers before either awarding or dismissing the request.

Finish

- Record the placing as each yacht finishes using sail numbers and including boats that were disqualified (DSQ), did not finish (DNF) and did not start (DNS);
- Redress of a position will mean that two yachts will finish in the same position i.e. 4th;
- Importantly, work out the new handicaps for the next race and bring the new RO off the water ready for their turn;
- Pass handicaps to next RO;
- Ensure the RO can operate the timer.

Course Modification during the race

Due to very light or no wind, the course may be shortened to a single triangle by the RO as long as no yachts have completed the rounding of the first marker buoy. Only use the shortened course option when conditions require it.

Course Visibility

The RO may delay the start or abandon a race at any time if the whole of the course area (markers) are not visible from the control area at any time during the race. (Examples, fog or bush fire smoke).

Change of Duties

It is mandatory to have a separate non competing RO when there is 6 or more yachts racing in any one race unless there is unanimous consent from skippers competing on the day.

If there is unanimous consent from competitors competing on the day:

- RO duties can be assigned to non-competing member(s).
- RO duties can be assigned to competitor(s) out of sequence as long as the competitors are scored as "DNS" for the races they officiate out of sequence.
- A race may be sailed without an RO. Under such circumstances, each of the RO duties need to be assigned to either competitors racing or members not competing prior to the start of the race. It is the responsibility of the competitors to all officiate the finishing places with the first boat to cross the line to record finishing places.
- In the advent of a dispute where there is no RO, the Class Co-ordinator will confer with any club Committee members to determine outcomes.



4.0 Racing

4.1 Race Calendar

A Race Calendar will be prepared by the club Committee and distributed to sailing members via the club's website. In general the sailing season will run from February through November, with a break for the month of June. Make-up days may be offered and Regattas also need to be accommodated in the schedule.

The club will run season long series consisting of Race Days for General Handicap, or Classes. Times and dates shown on the Race Calendar are available on the website.

4.2 Race Days

- IOM Scratch Race Day will contain a maximum of seven races if time permits;
- IOM Handicap Race Day will contain a maximum of seven races if time permits;
- Soling Scratch Race Day will contain a maximum of ten races if time permits;
- General Handicap Race Day will not limit the number of races completed within the time limit;
- DF65/RG65 Scratch Race Day will not limit the number of races completed within the time limit;
- DF95 Scratch Race Day will not limit the number of races completed within the time limit;

4.2.1 Minimum Requirements for a Race Day

Competitors are requested to arrive at least 10 minutes prior to the scheduled Race Start time to allow for announcements and handicaps to be read out and the Control area and launching requirements to be explained.

A Race Day will only be counted as part of a series if:

- There are a minimum of four competitors ready to race within 10 minutes of the scheduled start time.
- At least four races must be completed within the scheduled time.
- For a race to be counted as part of the Race Day, at least three boats need to start the race.
- Competitors may race even though others have dropped out until the allotted end time.

4.2.2 End of Race Day

A Race Day will conclude once the prescribed maximum number of races has been completed or the scheduled finishing time has been reached. A race that has commenced prior to the scheduled finishing time will continue until completed, unless a Lightning Stop or Hail Safety event occurs in which case the race will be abandoned.



4.2.3 Abandoned Race

A race may be abandoned due to extreme conditions (wind conditions, heat, smoke, rain, etc.) if the RO and all competing sailors choose to do so.

A race will not be abandoned when at least one boat has rounded the last mark of the course and is sailing to the finish or has already finished with the exception of safety events deemed to have a safety implication i.e.

- Lightning Stop phase is instigated by the Race Officer.
- Hail of any size is seen falling by the Race Officer.

4.2.4 Abandoned Race Day

A Race Day can be abandoned if in the view of the majority of competitors and officials that the minimum number of races will not be started before the scheduled end time.

The Race Day will be rescheduled by the Race Secretary as soon as the Calendar permits. Spare Race Days are allocated in the Calendar for such outcomes.



5.0 Scoring

Scoring shall be managed as described in HMS 2016 V2 with amendments as described below where applicable:

- The competitor acting as RO shall score points equal to the average of their accumulated results from that day before drops are considered.
- Competitors who did not attend a Race Day will be scored as DNS for each race missed;
- Competitors attending NSWRYA or ARYA organisational activities (AGMs, Meetings, Organising Committee's etc.) may be awarded average points as described below for the day(s) missed due to such events;
- Competitors competing at NSWRYA or ARYA sanctioned events (Regattas, Interclubs, State or National Titles) may also be awarded average points for the day(s) missed in attending such events as long as the event in question is held for the same class of boat that the sailor would have sailed on the day(s) missed. For example, a skipper attending a NSWRYA or ARYA sanctioned class event may request average points for missing a Class Race Day or General Handicap (only if the competitor sailed the same class in the General Handicap);
- Average points for a skipper will be determined by calculating the average of all their Race Day's points scores over the complete series (excluding any "average points" days already recorded);
- Appendix A, Clause A4.2 is changed to: A boat that did not start, did not finish, retired or was disqualified shall be scored points for the finishing place one more than the number of boats entered on the day. Any boat that starts in at least one race is deemed to have entered on the day;

5.1 Race Day Drop Calculation

Scores for each Race Day in each class inclusive of rankings for that day are posted on the website as soon as possible after each event. Scores are calculated based on the accumulated race scores of each boat in each race, less drops. Drops are applied as follows:

- 1-3 races: No drops. (Does not constitute a valid Race Day under these Race Procedures)
- 4 7 races: 1 drop. (Single worst race score is discarded)
- 8 15 races: 2 drops. (Two worst race scores are discarded)
- 16 23 races: 3 drops; and so on for every 8 races completed.

A boat that did not start, did not finish, retired or was disqualified shall be scored points for the finishing place one more than the number of boats entered in the Race Day.



5.2 Annual Drop Calculation

The number of Race Day scores that will count toward the overall annual result for which the top 3 positions are awarded will follow a similar rules to races on a race day. Drops will be applied as follows:

- 1 3 race days: No race day score drops.
- 4 7 race days: 1 drop. (Single worst race day score is discarded)
- 8 15 race days: 2 drops. (Two worst race day scores are discarded)
- 16 23 race days: 3 drops; and so on for every 8 race days completed.

It is up to each class to determine if they race over two separate seasons (where drops are applied in accordance with the prescribed methodology for the Autumn and Spring seasons) or the entire year's sailing will count towards a single season (where drops are applied in accordance with the prescribed methodology across the entire sailing calendar). Changes to how the season(s) will be structured will be communicated to competitors prior to the start of the affected sailing season(s).

5.3 Breaking of Ties

- In accordance with RRS A7, in the event of boats tied at the finishing line, the points for the place for which the boats have tied and for the place(s) immediately below shall be added together and divided equally.
- In accordance with RRS A8.1, if there is a series-score or Race Day score tie between two or more boats, each boat's race scores shall be listed in order of best to worst, and at the first point(s) where there is a difference, the tie shall be broken in favour of the boat(s) with the best score(s). No excluded scores shall be used.

6.0 Handicap System

Handicaps may be reviewed at the start of each Calendar year. Handicaps of all competitors may be reduced equally as far as is practicably possibly at the start of the year to reduce start delays. Handicaps will be carried over between Race Days and each series and reviewed annually.

New competitors will be given an appropriate handicap as judged by the Class Coordinator. If this handicap is shown to be incorrect after the first Race Day it may be changed by the Class Co-ordinator in consultation with experienced competitors. This is to be noted on the Handicap sheet. If competitors change hulls during a series, a new handicap may be issued after the new hull has completed one Race Day which will be done in consultation with experienced competitors and noted on the handicap sheet.



Handicaps will be calculated and adjusted at the end of each race and come into effect for the following race. Adjustments will be made based on where skippers finished.

6.1 Handicap Adjustment Request

If a competitor is dissatisfied with their handicap, they can make a request to the club Committee for a handicap adjustment. The Committee may refuse the request or revise the competitor's handicap as appropriate with an explanation for why the handicap was changed.

6.2 Handicap Application during Race Days

The handicaps of competitors may be adjusted by the Class Co-ordinator during the races based on the agreed handicapping system for finishing places in that Calendar Year for that Class. Changes of Handicap application can only be agreed through the Committee and announced to sailors prior to the start of racing.

6.3 Boat Hull & or Sail Number Changes

There should be no more than one change of boat hull during any one series (1 - Feb to June) and (2 - July to Dec) unless approved by the Club Committee. The intention is that members should strive to maintain the same boat hull for a series covering half the year. Handicapping may be adjusted for hull changes at the discretion of the Class Coordinator in consultation with experienced skippers competing or during Race Days. (Examples: significant hull length change, width, hull type differences mid-series). Members should advise the Class Co-ordinator on the day or in advance. The Race Secretary will determine whether the race result should be counted for any boat hull change that does not fall within the parameters or spirit of this policy before publication of the month's results.

Competitors must notify the Class Co-ordinator of new sail numbers prior to the start of the Race Day to assist in scoring as sail number changes can result in scoring issues. Class Co-ordinator must also identify and record all new sail numbers against the member's name on the results sheet. The Sail Register will be updated accordingly and must be noted by the Race Secretary.

Skippers with no sail numbers will be counted as sail number "000" for that day and be advised to put sail numbers on for the following race by the Class Co-ordinator.

Sail numbers may be obtained from the Committee members (Club Sail Number) or sail numbers may be obtained by members via Class Associations or ARYA. Links to Associations are available on the club's website.



7.0 Safety Policies

These policies reflect a Duty of Care to be provided to members and should be implemented by Class Co-ordinators and overseen by the Committee Officers.

7.1 Public Footways

The public have a footpath behind most of our control areas. Care should be taken to consider the public access on the footway when moving in the control area and accessing yachts on the grass. When carrying yachts please be observant of others on the footpath particularly in windy conditions when the yacht may move suddenly when carried.

7.2 Launching Areas

The recommended launching areas are advised by the Class Co-ordinator and will avoid the need to step on wet areas and exposed rocks due to slip risks. The railings in the control area or adjacent sites provide opportunities to launch yachts. Water banks are dangerous at the best of times and care should be taken to avoid the edges particularly in wet or windy conditions.

7.3 Out of Control Yachts, Water Access

Under no circumstances should members enter the water to recover yachts. Local Council byelaws are noticed at the Lakeside and must be followed. Poles may be available from some members to assist in yacht rescue or other members' yachts can also assist in rescues. The Club dinghy (when available) may be used to rescue yachts out of control or move/maintain markers. The dinghy must be manned by a member who must be wearing a life jacket and should at all times be supported by Committee members present on the day. Seek advice of Committee members on the day to recover your yacht in a safe manner. The Class Co-ordinator may delay or abandon the Race Day due to safety related incidents. Members shall not use these rules to gain any advantage.



8.0 Severe Weather Guidelines

Heat, Cold, Lightning, Wind, Flooding, Hail, Bush Fires, Building Fires.

Severe weather and localised events are a danger to all activities outdoors and comes in many different forms like excessive heat, high winds, waves, lighting, bush and building fires and flooding. All of these may create a safety risk to competitors and spectators.

8.1 Forward Planning

Knowing when severe weather will impact an event venue is a key element in prevention of injuries or damage. Below are some methods to obtain timely information on approaching weather:

- Weather forecasts
- National Weather Service Alerts through the use of automatic detection equipment (Lightning Protection and Tracking Systems, radar)
- Local TV and radio broadcasts
- Internet
- Mobile Phone Applications.

8.2 Heat Stress

Particularly but not exclusively, February is often a time we get races impacted by heat and the club has a specified requirement for the abandonment of races in these conditions.

Competitors, officials and spectators should be encouraged to use sunscreen and wear hats or other head protection. Water is available at the local shopping centre and competitors are encouraged to bring their own water supplies to the lakeside.

The Heat Stress Index is determined by reference to the BOM as the apparent temperature (combined temperature and humidity value.)

The Class Co-ordinator on Race Day can abandon the Race Day if he feels that safety of the participants is at risk due to heat stress by assessing the apparent temperature.

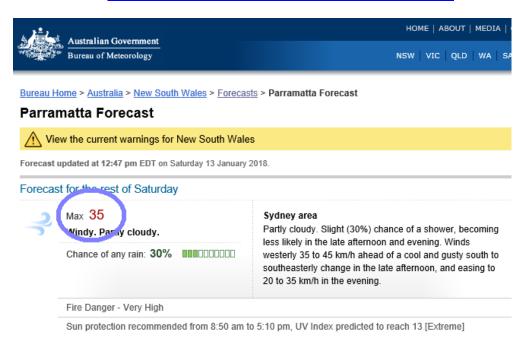
If the apparent temperature has reached 40 degrees Celsius for any time of the Race as indicated in the Calendar then the Race Day MUST be abandoned by the Class Coordinator. Re-scheduling will apply if the minimum races are not completed for that class. The Bureau of Meteorology (BOM) Sydney Olympic Park updates the latest weather observations each half hour that can be accessed from their site by a mobile phone.



The Sydney Parramatta forecast may be reviewed 24 hours before the Race Day for the Max temperature forecast issued by the BOM. This is typically reviewed on the Thursday prior to the weekend. A 38 Degree Celsius forecast for Parramatta may be reviewed by the Class Co-ordinator with reference to the Race Secretary for a decision to abandon the Race Day based on a recent forecast of the Apparent Temperature reaching 40 degrees Celsius at any time during the Race.

The Class Co-ordinator should arrange for cancellation to be posted to the website and members informed by email prior to the Race Day whenever possible to avoid unnecessary travel.

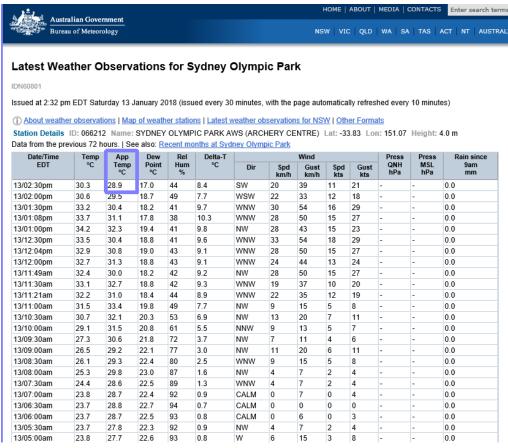
Latest Forecast - http://www.bom.gov.au/nsw/forecasts/parramatta.shtml



http://www.bom.gov.au/products/IDN60801/IDN60801.94760.shtml

Latest Observations - http://www.bom.gov.au/products/IDN60801/IDN60801.95765.shtml





8.3 Cold Stress

In the unlikely event that a forecast 24 hours prior to Race Day indicates the temperature will or is likely to be less than the Apparent Temperature of 0 degrees Celsius at any time during the Race as indicated in the Calendar, then the Race Day may be re-scheduled. The Bureau of Meteorology (BOM) Sydney Olympic Park Latest weather Observations via their website can be accessed on a mobile phone on the day of the race. It is recommended to use the same guidelines outlined in the above policy with the addition of warm clothing.

8.4 Lightning / Thunderstorm

Includes cloud-to-cloud as well as cloud-to-ground activity.

High winds, rainfall, and cloud cover often act as precursors to actual cloud-to-ground strikes. Many lightning casualties occur in the beginning, as the storm approaches because people ignore these precursors. Also, many lightning casualties occur after the perceived threat has passed. The lightning threat generally diminishes with time after the last sound of thunder, but may persist for more than 30 minutes. When thunderstorms are in the area and not necessarily overhead, the lightning threat can exist even when it is sunny, not raining, or when clear sky is visible.



The Race Officer is responsible for declaring the lightning/thunderstorm watch and activating each phase on the basis of weather information received, in conjunction with their local observations and assessment of the developing situation.

8.4.1 Lightning/Thunderstorm Watch/Alert Phase

Initial advice of possible thunderstorms within 30km of the event.

8.4.2 Lightning/Thunderstorm Stop Phase

If the Race Officer determines that the threat of lightning strike is imminent, they must implement the following course of action:

- Cease all racing immediately. This may include the abandonment of a race in progress at what-ever stage.
- Instruct personnel to seek shelter inside buildings or inside metal bodied vehicles. The HSS hospital reception building would provide the nearest shelter.
- No one should seek shelter under / near light poles, fences, under trees or use mobile phones.
- The RO and Class Co-ordinator will then ensure personnel have up-to-date information on weather event.
- Implement racing postponement.

8.4.3 Thunderstorm All Clear/Downgrade/Cancellation Phase

- As the storm passes, the Stop Phase can be downgraded to an Alert Phase.
- The Alert Phase can be cancelled when the storm is continuing to recede and once the Race Officer is satisfied that the risk to personnel is reduced, All Clear can be issued.

8.5 Strong Winds and Waves

• When strong winds (Winds in excess of 50 km/h (27kt)) are forecast, the Class Coordinator should continually monitor wind conditions both ashore and on the water. The securing of equipment on the shore i.e. sunshades, tents, notice boards etc. is paramount to ensure the risk of injury or damage is mitigated. The primary on-water concern in high wind situations is the safety of any rescue boat crew. Generally on enclosed waters i.e. lakes, waves do not impact the ability to continue racing. Postponement or abandonment can be called by the Class Coordinator and the Race Officer.

8.6 Flooding

Heavy rainfall may make ground conditions unsafe for continued racing and raise
water levels of the lake. Class Co-ordinators should consider both the
environmental impact as well as competitor safety when assessing the suitability
of ground conditions. The pontoon at the Norwest Lake is subject to flooding. In
such circumstances the IOM control area may be used.



8.7 Hail Storm

If the Race Officer determines that a hail storm is occurring (hails stones falling) they must implement the following course of action:

- Cease all racing immediately. This may include the abandonment of a race in progress regardless of stage of the leader.
- Instruct personnel to seek shelter inside buildings. The HSS hospital reception building would provide the nearest shelter.
- No one should seek shelter under / near light poles, fences, under trees or use mobile phones at the foreshore of the lake for the risk of lightning.
- Implement racing postponement or all clear to continue racing.

8.8 Bush Fires, Building Fires

Localised fires may create situations where members need to take shelter to avoid smoke or flames. If the Race Officer determines that a fire is producing smoke and or flames within the vicinity of the foreshore area such that the spreading of smoke or flames or changes in wind direction may lead to hazardous conditions, they must implement the following course of action:

- Cease all racing immediately, this may include the abandonment of a race in progress regardless of stage of the leader.
- Instruct personnel to seek shelter away from hazards
- Implement racing postponement or all clear to continue racing.

APPENDICES



Appendix 1 IOM Handicapping System – Double Tail IOM Handicap Score sheet

Handicap System	Position	Race 1	Race 2	Race 3	Race 4	Race 5	Race 6	Race 7
	1							
<4	2							
	3							
	4							
4-6	5							
	6							
	7							
	8							
7-12	9							
	10							
	11							
	12							
	13							
	14							
13+	15							
	16							
	17							
	18							
	DNF							
	DNF							
	DNF							
	RO							



IOM Handicap adjustments Double Tail

Steps in deducing new handicaps:

Count number of finishers (excl DNF DNS) select column

Record 1st 2nd 3rd 4th HC changes from the top

Record vice versa HC changes from the last place

		Number of Finishers on the Water			
		>4	4-6	7-12	13+
	1 st		+10	+15	+20
e.	2 nd		+5	+10	+15
Chang	3 rd			+5	+10
Position/Handicap Change	4 th	No Changes			+5
/Han	4 th Last	No Ch			-5
ositior	3 rd Last			-5	-10
Ä	2 nd Last		-5	-10	-15
	Last		-10	-15	-20



Appendix 2 General Handicap adjustments

		Handicap
		change
	1 st	+15
	2 nd	+10
Position	3 rd	+5
Pos	4 th	No Change
	All finishers	-5
	DNF DNS	No Change