



ONEC SAILING POLICY

OTTAWA NEW EDINBURGH CLUB

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PART 1 : OVERVIEW

1.1. General obligation

- A. When registering as a sailing member (or as a member's guest) all participants in the sailing program acknowledge and agree to abide by the following policies.

1.2. Sailing Program

- A. The sailing program is comprised of the following:
 - (i) Dinghy program (ONEC owned boats);
 - (ii) Privately own keelboats program; and
 - (iii) Youth Day Camp.

1.3. Sailing Steering Committee (SSC)

The SSC is responsible for the delivery of the sailing program and is composed of the following positions:

- A. Sailing Director – Member of ONEC Board of Directors with overall responsibility for the delivery of the sailing program
- B. Racing Coordinator – Responsible for the club racing program including the Don Rantz Memorial Regatta as well as management of the sailing program awards
- C. Communication Coordinator – Responsible for the communication with members as well as responding to communication from the public
- D. Training Coordinator – Responsible for the coordination of the Adult Membership Dinghy Training Program
- E. Dock Master – Responsible for the maintenance of the sailing program's docks
- F. Fleet Captain – Responsible for the maintenance of the sailing program's fleet of dinghies
- G. Harbour Master – Responsible for allocation and maintenance of the moorings for privately-owned boats
- H. Social Coordinator – Responsible for organizing social events for sailing members.
- I. Website coordinator – In collaboration with the Communication Coordinator, responsible to ensure the ONEC website sailing information is accurate and up to date.

1.4. Communications

- A. Emails
 - (i) Sailing Director (director@sailonec.com)
 - (ii) Communication Coordinator (communications@sailonec.com)
 - (iii) Training Coordinator (training@sailonec.com)
 - (iv) info@ONEC.ca for club events/communications
- B. Website
 - (i) ONEC (www.onec.ca) This website has a chat function that allows direct communication among members, as well as a calendar of all activities in the sailing program.
- C. Social Media
 - (i) Facebook Page: Ottawa New Edinburgh Club
 - (ii) Facebook group: Sail ONEC (for members only)

1.5. Volunteering

- A. The day camp instructors are the sailing program's only paid staff. The sailing program relies entirely on volunteers to organize and carry out the maintenance of boats and facilities, the adult training program, the racing program, and the planning of social events. While there is no mandatory quota of volunteer work, all members are strongly encouraged to help out in any way they can, so as to allow the continued delivery of a successful sailing program while keeping membership costs down.

1.6. Safety

- A. All members must be able to swim.

- B. When on the docks or aboard boats, members must provide and wear a PFD or life jacket and carry a safety whistle (Fox 40 or equivalent).
- C. Members should check the weather forecast and radar as well as assessing wind speed, wind direction, and any threatening conditions before setting out.
- D. Members must keep the club facilities clean and tidy.
- E. Equipment must be stowed in designated locations.
- F. SailONEC uses an audible signal (two long blasts of a whistle or horn) to warn members to get off the water. The return-to-shore flag signal is used to recall boats to the docks:



- G. The consumption of alcoholic beverages is not permitted in club-owned boats.
- H. All members should be familiar with the following information or equipment:
 - (i) Emergency contact information: call 911 for all emergencies at ONEC facilities or on the river.
 - (ii) Fire and Evacuation Procedures.
 - (iii) Location of First Aid Supplies and the Defibrillator.
- I. Members who go sailing on the following days should expect increase water traffic and take appropriate measures to stay safe:
 - (i) June 24th – St-Jean Baptiste Quebec Statutory Holiday
 - (ii) July 1st – Canada Day
 - (iii) Wednesday and Saturday evenings in late July and August – Lac-Leamy Casino Fireworks
 - (iv) Labour day weekend – Gatineau Hot Air Balloon Festival

1.7. Restrictions of activities

- A. No official ONEC sailing activities are scheduled to coincide with the following events which they lead to the closure of the Sir George-Étienne Cartier Parkway:
 - (i) Bike for CHEO – Usually second Sunday of May
 - (ii) Ottawa Marathon – Usually third Sunday of May
 - (iii) Army Run – Usually third Sunday of September

PART 2 : DINGHY PROGRAM

This section applies only to Dinghy program participants (using club-owned dinghies).

2.1. Participation

- A. Only those who have signed up for the ONEC Sailing membership can fully participate in the sailing program activities. ONEC staff (including sailing instructors and pavilion staff) are treated as members by virtue of their employment.
- B. Individuals over 18 years old can sign up for adult membership regardless of previous sailing experience.
- C. Individuals between the ages of 16 and 18 years with a CANSail 3 certification can sign up for a youth membership. Youth members have full sailing privileges but may not go out on the water alone. They must sail with a buddy, who can be in the sailboat with them, in an accompanying sailboat, or in a powered coach boat within sight that can provide assistance if needed.
- D. Individuals under 18 years of age who are not youth members, including all those under 16 and all those who lack CANSail 3 certification, may sail as guests but must be accompanied on the water by a parent or legal guardian.
- E. Social members can crew while pleasure sailing as often as they like, but cannot helm a boat. During racing events social members can crew only if no other members are available.
- F. Guest(s)
 - (i) Members are responsible for the safety and conduct of any guests they bring to the club.
 - (ii) Only certified skippers may bring guests on the water as they will be responsible for their safety.
 - (iii) Members must have their guests sign the GUEST WAIVER (see Appendix 1) before sailing.
 - (iv) Skippers can bring an individual guest once or twice during the season. If the guest wishes to sail more often, they need to become a member (at least a social member).
 - (v) Guests cannot helm a boat.

2.2. Opening and closing of on-water sailing season

- A. Dinghies and powerboats are launched, weather permitting, at the end of April or beginning of May.
- B. Dinghies are taken off the water on the weekend prior to Thanksgiving.

2.3. Required sailing skills

- A. Outside of formal club events, ONEC sailboats are not supervised by a rescue boat. It is extremely important that members have the necessary skills and preparation to return a sailboat safely to the club in changeable weather and river conditions, including the ability to rescue themselves from a capsize.
- B. Members who do not yet have the necessary skills to bring a sailboat safely back to the club must go through the Adult Membership Dinghy Training Program where they will be taught the basics by experienced ONEC sailing members. See part PART 3 : on page 5 for more information.
- C. Adult Members with sailing experience can request an orientation session with an experienced member who will determine if they have the required skills to use club boats without supervision.

2.4. Sailing Area

- A. ONEC provides insurance for club-owned boats operated within 10 nautical miles of the Riverhouse.
 - (i) This means members can sail from Parliament Hill to Petrie Island.
 - (ii) Any incidents outside of the navigation limits will be at the members' risk.

2.5. Use of boats

- A. Club boats includes: CL-16, Laser, Laser 2, Pico, RS Quest, RS Zest, and RS Feva.
- B. Boats are available on a first-come, first-served basis except when reserved for training or racing activities (see below).
- C. Members must ensure that any boat they set out in carries the minimum safety equipment required by the Transport Canada Safe Boating Guide.

- D. Members must follow the “rules of the road” for Canada’s waterways as set out in the Collision Regulations under the Canada Shipping Act.
- E. Certain club activities reserve some or all of the available boats:
 - (i) Adult Membership Training Program requires the use of all CL-16s and Lasers at each training session.
 - (ii) Races require the use of CL-16s or Lasers, according to the type of race. Check the calendar for specific days.
 - (iii) The Youth Day Camp runs on weekdays in July and August and requires the use of all Lasers, RS Quest, RS Zest, Laser 2, Picos, and one CL-16.

2.6. Use of powerboats

- A. SailONEC has access to a pool of powerboats managed centrally by the Riverhouse Director.
- B. The powerboats are used for: rescue, race organization, training, and the movement and maintenance of docks and boats. They are not available for the personal use of members or guests.
- C. Members operating a powerboat must:
 - (i) possess a Pleasure Craft Operator’s Card; and
 - (ii) receive an orientation from an experienced member.

2.7. Accident, Injury & Collision Reports

- A. All damage to club-owned boats (including sailboats and powerboats) must be reported. Any fires, injuries, or fatalities that occur at the Riverhouse, on the docks, or while on the water in club-owned boats must also be reported.
- B. Reports can be made to either the Sailing Director or Communication Coordinator , which will send the information directly to the appropriate members of the SSC. In case of emergency (such as an injury, fire, or a person in danger) call 911 FIRST, then notify the ONEC pavilion staff, and only then proceed to report the incident to either the Sailing Director.
- C. The report should include as much information as possible such as:
 - (i) What happened
 - (ii) Who was involved (Members, Instructors, Day Camp participants, Guests or third parties).
 - (iii) Who witnessed the event
 - (iv) Pictures of the scene or the damage
 - (v) List of injuries, if any

PART 3 : ADULT MEMBERSHIP TRAINING PROGRAM

The Adult Membership Dinghy Training Program, for members over 18 years old, covers the following content. Instructors can vary the pace of instruction according to the experience and aptitudes of the trainees they supervise, so individual sessions may not proceed exactly as described here.

Members skills are recorded using the Sailing Membership card at Appendix 2.

3.1. Dryland Training: General session for all new members

- A. Trainees are introduced to the club:
 - (i) General sailing safety, clothing suitable for wet spray & cold while on the water, and footwear
 - (ii) Club's focus on safety, on and off the water
 - (iii) How a sailboat moves, turns using tacks and gybes and, the points of sail
 - (iv) SailONEC's reliance on volunteers and ways to help out
 - (v) The layout of the Riverhouse, dock area, facilities, boats and the location of CL16 equipment
 - (vi) The use of the tag board, log book, weather radio, and emergency equipment
 - (vii) Basic sailing knots: bowline, [double] figure eight, reef knot, sheet bend, round turn and two half hitches
 - (viii) Requirement to wear a PFD or life jacket at all times when on the dock or in a boat
 - (ix) How to rig and derig a CL16
 - (x) What equipment should be on a CL16
 - (xi) Standard recall signals: return-to-shore flag, two long blasts of a whistle or horn.
 - (xii) Terms: port, starboard, Elvstrom bailer, flotation tanks, centerboard, rudder, tiller, painter, sheet, bow, stern.

3.2. On-Water Module 1: Rigging and First Sail

- A. Trainees learn:
 - (i) What to check for in selecting a boat
 - (ii) How to rig and derig a CL16
 - (iii) The basic boat equipment: sails (main, jib, battens), rudder, tiller, paddles, towing line
 - (iv) The items to check in each boat: hand bailer, closed elvstrom bailers, closed scuppers, secure hiking straps, flotation tanks and safety equipment
 - (v) To launch a CL16 and paddle without a rudder from the bow and stern
 - (vi) How to balance a boat and move around in it
 - (vii) Safety measures, including: wearing Personal Flotation Devices (PFDs), rigging the rescue boat, weather hazards and what to do in the event of a capsize
- B. Trainees review: knots, weather radio, tag board use, emergency equipment and the location of CL16 equipment

3.3. On-Water Module 2: Balancing, Control at the Helm

- A. Trainees learn:
 - (i) The skills of a crew on a CL16 (casting off, backwinding the jib, docking the CL16, maintaining a watch, helping to balance the boat, setting the jib and centerboard)
 - (ii) To explain the 'right-of-way' rules and identify boats on a collision course
 - (iii) Terms: outhaul, Cunningham, telltales, battens, tiller extension, chainplate, bearings, transom
- B. Trainees review: CL16 boat selection, safety, pre-checks for the CL16, launching and paddling the CL16, going 'head to wind', rigging the CL16

3.4. On-Water Module 3: At the Helm

- A. Trainees learn:

- (i) To take the helm and sail in moderate wind on a 'close-haul' and 'beam reach' course
 - (ii) How to tack the boat from 'close hauled' to 'close hauled'
 - (iii) How to steer the boat in a straight line, using a stationary shore bearing
 - (iv) To use and explain tell tales, shore and water-based wind indicators
 - (v) To set the sails and steer for a 'close hauled' and a 'beam reach' course
 - (vi) To give clear commands to crew
 - (vii) How to bring the boat 'head to wind' and to get 'out of irons'
 - (viii) Terms: in irons, close-hauled, close- reach, beam reach, beating, astern, forward, head up
- B. Laser Trainees learn:
- (i) The location of Laser equipment and gear
 - (ii) Pre-checks, draining and launching the Laser
 - (iii) Laser rigging (trainer will work with trainees to teach rigging procedure)
 - (iv) How to cast off, tack, gybe, and dock the boat
 - (v) How to unrig and stow Laser equipment and gear
- C. Trainees review: CL16 boat selection, safety, pre-checks for the CL16, launching and paddling the CL16, going 'head to wind', rigging the CL16

3.5. On-Water Module 4: Sailing All Points of Sail

- A. Trainees learn:
- (i) To dock a CL16 while at the helm
 - (ii) To sail the boat on a 'broad reach' and 'run' (if wind conditions permit)
 - (iii) To gybe the boat in a safe and controlled manner
 - (iv) To give preparatory and final comments to crew on 'gybing'
 - (v) To instruct the crew on proper placement of centerboard and sails for 'broad reach' and 'run'
 - (vi) The location of stowed Laser equipment and gear
 - (vii) To rig and unrig a Laser and stow gear

Note: at this point the trainee should be able to check out as Crew

- B. Trainees review: CL16 boat selection, safety, pre-checks and launching the CL16, docking and rigging the CL16, right-of-way rules, 'close-hauled' and 'beam reach' points of sail, the 'hove-to' position, reading the wind (tell-tales, flags, smoke, other sail boats), and docking

3.6. On-Water Module 5: Capsize Drills

- A. Trainees learn:
- (i) To capsize and right a capsized boat (CL16 and Laser)
 - (ii) To describe four ways to avoid a capsize
 - (iii) To explain the dangers of hypothermia and the basic first aid steps for treating it
 - (iv) To explain the legal responsibilities of a Skipper
 - (v) To explain the dangers of a 'lee shore' and 'sailing by the lee'
 - (vi) Define: leeway, beam, transom, cleat, sailing-by-the-lee, fairlead
- B. Trainees review: Safety (rescue boats, "all return" signals, designated training area, weather hazards, what to do in the event of capsize, pre-checks, rigging and launching a CL16, docking, right of way, all points-of-sail, gybing and reading the wind (tell-tales, flags, smoke, other sail boats)
- C. Trainees practice: unrigging a CL16/Laser, stowing gear and hanging sails, unrigging rescue boats

3.7. On-Water Module 6: Person Overboard Drills

- A. Trainees will:
- (i) Learn to rescue someone from the water in a safe and efficient manner

- (ii) Try a sail theory test
- (iii) Have the opportunity to practice unrigging a CL16 or Laser, stowing gear and hanging sails, unrigging the rescue boats
- B. Trainees review: Capsize procedure, methods of avoiding capsize, measures to avoid hypothermia, signs and symptoms of hypothermia, first aid for hypothermia
- C. Trainees practice: person overboard drill, sailing preset courses (such as a figure eight or triangle) and docking

3.8. On-Water Module 7: Review and Practice Sailing Skills

There are no specific objectives for this module. Trainees are encouraged to practice, take the crew and skipper (CL16 and Laser) tests and the sailing theory test.

- A. Trainees practice: person overboard drills, capsize drills, tacking and gybing, the 'hove-to' position, all points-of-sail with correct sail and centerboard adjustments

PART 4 : RACING

The following applies only to Adult Dinghy program participants (using club-owned dinghies).

4.1. Introduction

- A. The following principles of sportsmanship, in addition to those described in the Racing Rules of Sailing govern all races at the club:
 - (i) Club members participate in racing to have fun.
 - (ii) Each participant is expected to be respectful and courteous toward all participants.

4.2. Assignment of boats in racing events

- A. For club series, crews in CL-16 races are chosen in the following order of priority:
 - (i) New SailONEC members
 - (ii) Other SailONEC members
 - (iii) ONEC social members
 - (iv) Guests
- B. For club series (whether CL16 or Laser), helms are chosen in the following order of priority:
 - (i) Certified Racing Skippers
 - (ii) Sailing Skippers with racing experience (whether as crew or skipper)
 - (iii) Other Sailing Skippers with a Racing Skipper as crew
- C. Between each race, boats and crews are rotated among all skippers.
- D. For club championships and regattas, crews and skipper positions are assigned as in club series, but crew and skipper remain together for the whole event.

4.3. Race Course

- A. Except for the long distance courses, all courses will be competed on an Olympic course as indicated at Appendix 3.

4.4. Scoring

- A. On-Water scoring can be done using the document at Appendix 4.
- B. Members have an official standing in the results only if they who have participated in at least half of the races in a series or event, counting both races where they competed and those where they helped with RC duties.
- C. Every race will be scored for every participant as follows:
 - (i) First and subsequent places: Points equal to the participant's position in the race relative to other participants.
 - (ii) Do not Finish (DNF): Points equal to the number of boats in race plus 1 point. Any boat which has not finished within 45 minutes of the first boat crossing the finish line is automatically scored DNF.
 - (iii) Do Not Start (DNS): Points equal to the number of boats in race plus 2 points.
 - (iv) Disqualified (DSQ): Points equal to the number of boats in race plus 2 points. A DSQ result cannot be discarded, even in series where the worst results are dropped (see below).
 - (v) Race Committee (RC): Members doing Committee Boat Duties will be awarded the average score of all the races in which they competed.
 - (vi) Crew: Members who are usually skippers but who sail as crew due to a shortage of sailors on a given day will be awarded the average score of all the races in which they competed.
- D. For racing series (held over several weeks), Skipper and Crew results will be computed as follows:
 - (i) For a series of 4 or 5 races, the sum of all race results
 - (ii) For a series of 6 races, the sum of the best 4 races in the series
 - (iii) For a series of 7 to 9 races, the sum of the best 6 races in the series

- (iv) For a series of 10 to 15 races, the sum of the best 9 races in the series
- (v) For a series 16 races or more, the sum of the best 11 races in the series
- E. For championship events (one day events) including the Don Rantz Memorial Regatta, Skipper and Crew results will be computed as follows:
 - (i) For a competition of 4 or 5 races, all race results will count.
 - (ii) For a competition of 6 or more races, each participant's worst score will be excluded.

4.5. Racing Status

Racing skipper status is used to identify sailors with a desire to compete in club races. Status is awarded based on the following requirements:

- A. Racing Skipper "B" Fleet:
 - (i) Demonstrate theoretical knowledge of the racing rules
 - (ii) Demonstrate practical knowledge of race committee duties (includes possession of a valid Pleasure Craft Operator Card)
 - (iii) Endorsements from two existing racing skippers
- B. Racing Skipper "A" Fleet: In addition to all the requirements for Racing Skipper "B" Fleet status, must have won at least one series or club championship (excluding the Racing School Championship). At the discretion of existing racing skippers, prior racing experience may qualify a sailor to "A" fleet immediately.

4.6. Outside Regattas

- A. Subject to the approval of the Sailing Director, racing skippers may borrow a club boat to participate in a regatta held at another club, provided that this does not interfere with training, racing, or day camp activities. They may also borrow a trailer to transport the boat to and from the regatta, subject to the same conditions.

PART 5 : PRIVATELY OWNED KEELBOAT PROGRAM

5.1. Overview

- A. SailONEC maintains a few mooring balls east of the NCC Riverhouse where members may be allowed to keep their own privately owned keelboats.
- B. SailONEC provides a few dinghies to allow members to row from the docks to their boat.
- C. Members who wish to moor their keelboat at the club should contact the Harbour Master to determine if a suitable mooring is available.

5.2. Insurance

- A. It is a condition of membership that all privately-owned boats must be insured. ONEC's insurance does not cover privately-owned boats.
- B. Members must provide ONEC with proof of insurance coverage, including no less than \$1,000,000 liability coverage.
- C. Proof of insurance is required when paying for membership.

5.3. Alcohol

- A. Owners of privately-owned boats can bring alcohol they have purchased to their own boat and consume it there in accordance with Federal and Provincial Acts and Regulations.

5.4. Services NOT provided at ONEC

- A. ONEC's facilities do not include any of the following:
 - (i) Access to a boat launch ramp
 - (ii) Off-water storage
 - (iii) Fuel
 - (iv) Pump-out
 - (v) Access to a crane

PART 6 : YOUTH DAY CAMP

6.1. Overview

- A. The ONEC Youth Day Camp follows the Sail Canada CANSail Program.
- B. For more information go to [Cansail dinghy | Sail Canada \(sailing.ca\)](#)

SAIL ONEC

OTTAWA NEW EDINBURGH CLUB

501 ROCKCLIFFE PARKWAY

OTTAWA , ONTARIO.

SAIL ONEC GUEST WAIVER and DISCLAIMER

To be read and signed by all Sailing guests before taking part in any Club activities.

I can swim, I am not less than eight years of age and I agree to the following.

DISCLAIMER

The Ottawa New Edinburgh Club, its servants, agents and members are not responsible for any damage, injury or loss suffered by any person either before, during or after participation in any SAIL ONEC program, whether held at its facility on Rockcliffe Parkway or at any other location, for any reason whatsoever including negligence on the part of the Ottawa New Edinburgh Club, its agents, servants or members.

WAIVER

I agree to assume all risks involved in the participation of SAIL ONEC activities.
I agree to relieve SAIL ONEC and the Ottawa New Edinburgh Club, its agents, servants and members of all liability for damages, injury or losses of all and every description.

I acknowledge having read and understood this release of liability (to be signed by the guest/s or by the parent/guardian if the guest is under eighteen years of age):

Date of Activity: _____

Host Member (please print): _____

Guest 1. _____
(Print name) (Signature of Parent/Guardian if guest is under 18)

Guest 2. _____
(Print name) (Signature of Parent/Guardian if guest is under 18)

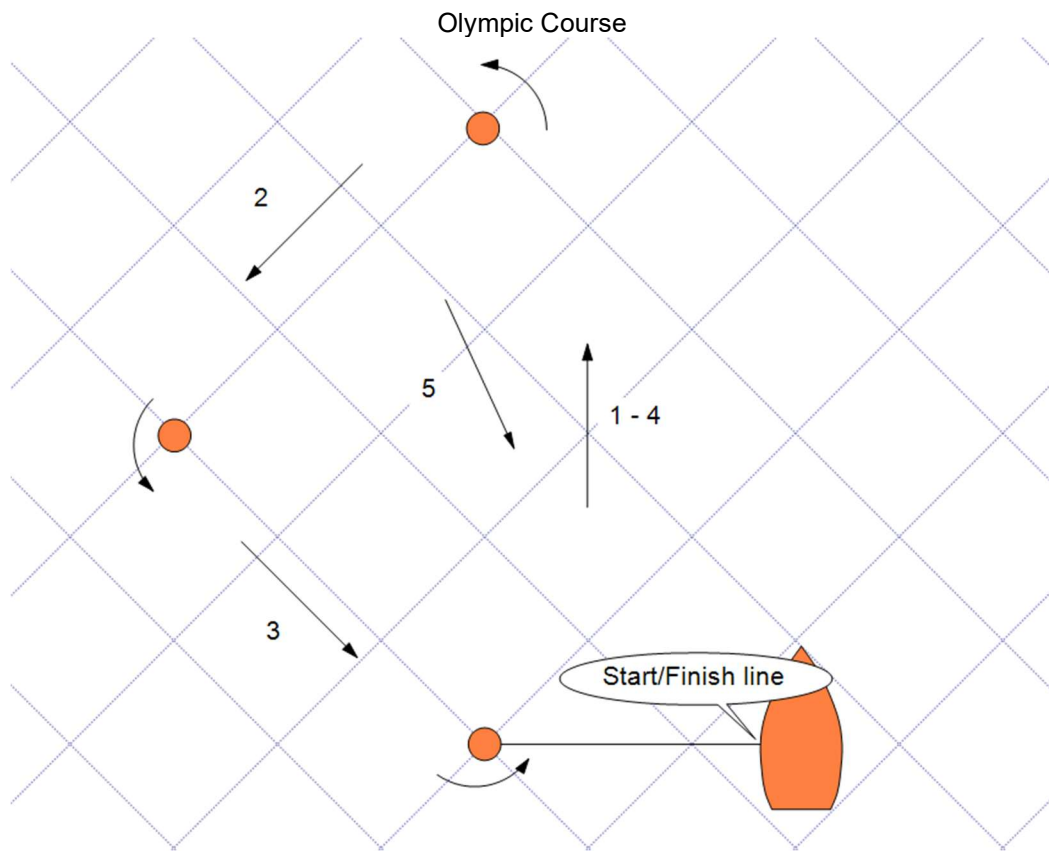
Guest 3. _____
(Print name) (Signature of Parent/Guardian if guest is under 18)

Please leave this copy in this binder.

Appendix 2

SailONEC – Membership and Training/Ensemble des Membres et Formation				
First Name and Initials/Prénom	Family or Last Name/Nom de famille	Tag No/Numéro		
Email Address/ Courriel (<i>write it down if you are willing to be contacted by other members</i>)				
Previous Sailing Experience/Expérience de voile précédente			P.C.O.C. Number/Numéro	
Privacy Statement - ONEC respects the privacy of its members. Basic membership information is collected for the purposes of communicating information on club membership, events and programs. Membership information collected is never given or sold to a third party. ONEC members may use the email address to contact the member to arrange a sailing outing				
Status/Niveau SailONEC Training//Formation		Sail Canada certification		
New Member/Nouveau Member				
Crew/Equipage				
Sailing Skipper/capitaine de plaisance				
Racing skipper/Capitaine de course				
Certification	Skills/competance	Examiner/ Examineur	Date	MANDATORY FOR SKIPPERS
RS Zest	Rigging/Gréer			
	Unrigging/Dégréer			
	Practical-crew /Examen-equipage			
	Capsize Drill/Chavirage			
CL-16	Practical-skipper/Examen-capitaine			
	Rigging/Gréer			
	Unrigging/Dégréer			
	Practical-crew /Examen-equipage			
Laser	Capsize Drill/Chavirage			
	Practical Skipper/Examen sur l'eau			
	Rigging/Gréer			
	Unrigging/Dégréer			
Common checkout/ Vérification générale	Capsize Drill/Chavirage			
	Practical Sail/Examen sur l'eau			
Security / Sécurité	Knot/Noeuds			
Racing Skipper – 'B' Fleet Capitaine de course – 'B' Fleet	Sailing theory/Théorie de la voile			
	Rescue Boat / Bateau de sécurité			
	Race committee duties/Devoirs du comité de course			
	Racing rules/Règles de course			
Racing Skipper – 'A' Fleet Capitaine de course – 'A' Fleet	Endorsement A/Appui A			
	Endorsement B/Appui B			
	To have won a racing event as a Racing Skipper « B » Fleet.			
















Appendix 3



Appendix 4
Sail ONEC Race Results

Date:	Series/Championship:	Race number:		
Race Committee duties (Names or tag number):				
Sail Number	Skipper (Tag # or name)	Crew (Tag # or full name)	Position	Time

STARTING SEQUENCE

	Timing	Visual signals	Sound signals
Warning	3 minute	Class flag (Albacore) goes up 	
Preparatory	2 minute	Preparatory flag (P, I or Z) goes up  ↑	
One-minute	1 minute	Preparatory flag (P, I or Z) goes down  ↓	
Start	0 - Start of the race	Class flag goes down ↓ 	 Shout " all clear" is there is no recall
Recall (Individual)	After the start signal, when one or more identify boats have crossed the start line before the signal.  ↑  If possible, shout "sail number "	X flag up until 4 min have gone by or when all boats that went over early have come back to do a proper start.  ↓	
Recall (General)	After the start signal, when one or more non-identify or all boats have crossed the start line before the signal.  ↑   If possible shout "General recall"	First Substitute stays up until most boats have come back. The warning signal for the next race has to be done one minute after removal of this flag.  ↓ 