Guide pour préparer l'Avis de Course

CSP OPTI – Avis de Course standard

**Lorsque l'AC a été relu par le jury, s'il est déjà connu, et qu'il est prêt à être publié, cette page et tous les commentaires et aides en rouge qui sont dans les textes sont à supprimer.**

Ce modèle standard bilingue de Swiss Sailing pour l'Avis de course (AC) est obligatoire pour l'organisation de Championnats de Suisse, de Championnats de Suisse par Points et de Championnats de classes.

Il est conforme à l'annexe J1 des Règles de Course à la Voile (RCV).

Avec de légères adaptations il peut servir de base pour tous types d'événements, de la régate locale de club jusqu'aux régates régionales et internationales.

En utilisant ce modèle et en suivant les recommandations ci-dessous vous contribuez à l'éducation des concurrents et vous leur simplifiez la vie, car partout, où qu'ils aillent ils retrouveront la même structure de document et le même vocabulaire standard.

N'introduisez pas de sponsor dans l'en-tête.

Pour vos sponsors utilisez le tableau à 5 colonnes du "pied de page", prévu à cet effet. Vous pourrez ainsi reprendre ce "pied de page" sans modification dans votre configuration de Manage2Sail, pour les deux derniers champs de la page PORTAL > EVENT > EVENT DETAILS >DOCUMENTS & LOGOS, section "ORM PDF Output".

Le document se base sur les principes suivants :

* Le but de l'Avis de Course est de donner toutes les informations nécessaires aux concurrents afin qu'ils puissent décider s'ils veulent participer ou non et, le cas échéant, de se préparer. C'est le "carton d'invitation" à la régate.
* Pour les références aux règles, les abréviations RCV (Règlement de Course à la Voile), AC (Avis de course) ou IC (Instructions de course) sont à utiliser pour indiquer la source d'une règle. Exemples : RCV 61.1(a) ou AC 5.1.
* L'AC doit être disponible **avant** que les bateaux ne s'inscrivent, conformément à la RCV 25.1 (recommandation : au moins 3 mois avant le premier jour mentionné dans l'AC).
* Les règles du RCV ne doivent être modifiées que si un changement est absolument nécessaire. Le cas échéant, le changement doit être fait conformément à la RCV 85.1 et faire référence à la règle modifiée et en spécifiant la modification.
* Les règles du RCV ne doivent pas être reformulées ni répétées dans l'AC.
* Pour formuler un article ou une règle dans l'AC, dans toute la mesure du possible, n'utiliser que le vocabulaire, termes ou expressions des RCV.

Convention rédactionnelle :

* Dans l'AC, les textes en rouge sont des commentaires pour vous aider à comprendre la signification du paragraphe**. Ils sont à supprimer avant publication.**
* Les <textes surlignés en jaune> sont à remplir avec les données de l’événement.

Ensuite, les <surlignages> et les crochets <…> sont à supprimer dès que le document est prêt à être publié.

* Les paragraphes en *italiques* sont optionnels.

*Si une option est choisie, le cas échéant renseignez les <textes surlignés en jaune> puis* *supprimez les options inutilisées.   
Modifiez la police* ***italique*** en **police** **droite** dès que le document est prêt à être publié.

* Les [textes entre crochets] indiquent des variantes.

Lorsqu'une variante est choisie, supprimez les variantes inutilisées, ainsi que les crochets […]. Le cas échéant, renseignez les <textes surlignés en jaune> et supprimez les <…>.

* Si un paragraphe complet n'est pas nécessaire, le titre est à compléter par la notation **N/A** (Not Applicable / Non Appliqué) à droite du titre. Les lignes des articles suivants de ce paragraphe sont supprimées.

**Ne pas supprimer et renuméroter le paragraphe**, faute de quoi vous perdez la séquence de numérotation et la cohérence avec les documents standard de World Sailing ou avec les IC.

* En cas de suppression d’un article dans un paragraphe, la ligne correspondante doit être supprimée et les articles suivants renumérotés.

Version 0.0 - 18 03 2021 / 1.20 - 05.08.21 / 1.25 – 07.05.23 / 1.27 – 21.07.23 / 1.29 – 07.09.23 / 1.30 – 01.10.23 / 1.32 – 01.02.24 / 1.33 – 19.07.24 / 2025-v0.0 – 30.08.2024 et 03.12.24 / 0.2 – 11.01.25

Optimist CSP/PM - <CLUB ORGANISATEUR> - <date du> / <date au> <année>

NOTICE OF RACE (NoR) / AVIS DE COURSE (AC)

Version 1.5, 13/03/2025>

Organizing Authority: See above

Class representative : Jean-Pierre Oudot

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| --- | --- |
|  | [NP] denotes a rule that shall not be grounds for protests by a boat. This changes RRS 60.1.  [SP] denotes a rule for which a standard penalty may be applied by a Committee without a hearing or a Discretionary Penalty applied by the Protests committee with a hearing. This changes 60.5(b)(3) and A5. |
| 1 | Rules |
| 1.1 | The event is governed by the rules as defined in the World Sailing Racing Rules of Sailing (RRS). |
| 1.2 | Swiss Sailing rules apply, and they can be downloaded from https://www.swiss-sailing.ch/fr/   * the SWISS SAILING [prescriptions to the RRS](https://www.swiss-sailing.ch/_Resources/Persistent/b/9/8/c/b98cbf79ebaf0a7627e3c4ab7ca25d1e83c5a611/RRS20212024SwissSailingPrescriptions_en_de_fr_it102.pdf) * the SWISS SAILING [Implementary](http://www.dict.cc/englisch-deutsch/implementary.html) [Regulations to World Sailing Codes 20 and 21](https://www.swiss-sailing.ch/fr/racing/regates/championnats-de-suisse/directives-d-application-swiss-sailing) |
| 1.3 | In a race document, if there is a conflict between languages, the Frenchtext takes precedence unless another language is provided in a SWISS SAILING prescription. In this case, the language of the prescription will prevail. |
| 2 | Sailing Instructions |
| 2.1 | The sailing instructions will be available on the online official notice board at <https://www.manage2Sail.com> event website no later than 48 hours before the first racing day. |
| 3 | Communication |
| 3.1 | Notices to competitors **will only be posted** on the online official notice board at <https://www.Manage2Sail.com>.  Any other information system can only be considered as an unofficial copy. |
| 3.2 | [NP] Communications to the competitors will be done by electronic means (e-mails – electronic notice board).  **Competitors shall provide themselves with a device (**MobilePhone or NotePad or Computer**) to obtain and read these communications**.  The e-mail address of the person in charge which was inserted during the entry process shall be valid and active during the whole duration of the event. Any difficulty in receiving communications will not be eligible for redress This changes RRS 61.4(b)(1).  No printed documents will be supplied. |
| 3.3 | [DP] While racing, except in an emergency, a boat shall not make voice or data transmissions and shall not receive voice or data communication that is not available to all boats. |
| 4 | Eligibility and Entry |
| 4.1 | The event is open to all boats of the class Optimist |
| 4.2 | Eligible boats may enter online on <https://www.Manage2Sail.com>, no later than one week before the first racing day, and pay the entry fee as stated in NoR 5.1 |
| 4.3 | Late entries will be accepted until the first racing day at 12:00 the latest, and a late entry fee shall be paid as stated in NoR 5.1. |

|  |  |
| --- | --- |
| 4.4.1 | The following information shall be produced at registration:   * Proof of the boat’s conformity with the class rules * Proof of membership of a club or an organization affiliated to a Member of a National Authority (MNA) of World Sailing. For Swiss competitors the Swiss Sailing club member card is required. * If requested by the represented country, proof of authorization for competitor’s advertising. * Proof of the boat's third-party liability insurance as stated in NoR 21. * A parental consent declaration form, completed and signed by a parent or guardian.   The form, **available HERE**, is to be filled-in and to be uploaded during the entry procedure. |
| 4.4.2 | Swiss Optimist has established a list of its members divided into 3 groups. Depending on the group in which they are placed, competitors will be required to submit documents in accordance with the following rule:   * GREEN group: if no new equipment is used, no documents need to be submitted at registration. * ORANGE group: only a copy of the boat's third-party liability [insurance certificate](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.swiss-sailing.ch%2F_Resources%2FPersistent%2Fb%2Fb%2Fa%2F0%2Fbba0c209966c3ed3f22c9ca148b8f6b6106b5745%2FAttestation%2520d%2527assurance%2520RC%2520-%2520priv%25C3%25A9e.docx&wdOrigin=BROWSELINK) shall be submitted. * RED group: the full set of documents (measurement certificate, Swiss Sailing membership card, Swiss Optimist membership card and a third-party insurance certificate) shall be submitted. |
| 4.5 | The competitor (person in charge) shall be a member of the class association. |
| 4.6 | Competitors must not be less than 15 years old on 31 December of the current year (for 2025, the cut-off date is 31.12.2010). |
| 5 | Fees |
| 5.1 | An entry fee of (see Attachment A) shall be paid at the time when entering.  A late entry fee of (see Attachment A) shall be paid at the time when entering. |
| 5.2 | Entry fees and late entry fees shall be paid by credit card or any authorized electronic payment system, during the registration process*.* |
| 5.3 | These fees are due, even if a boat withdraws the entry later or does not show up. They will only be refunded if the entry is rejected or cancelled by the organizing authority or the race committee or if the event is cancelled or the competitor is prevented from attending due to any governmental regulation. |
| 5.4 | Other fees:   * (see Attachment A) |
| 6 | Advertising |
| 6.1 | [DP] [NP] Boats may be required to display advertising chosen and supplied by the organizing authority. If this rule is broken, Word Sailing Codice 20.9.2 applies. |
| 7 | Format |
| 7.1 | The event consists of a single qualifying series. |

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| 8 | Schedule |
| 8.1 | Registration place: (see Attachment A) |
|  | |  |  |  | | --- | --- | --- | | **Dates** | **From** | **To** | | Event dates, see page 1 | 10:00 on the first racing day | 12:00 on the first racing day | |
| 8.2 | Program and number of races: |
|  | |  |  |  | | --- | --- | --- | | **Dates** | **Number of race per day** | | | 1st Day | **4** | | | 2nd Day | **4** | | | Max number of races for the event | | **6** | |
|  | However an extra race may be sailed on any day to enable the full number of all scheduled races to be completed, provided the changed number of scheduled races of such a racing day has been posted no later than 120 minutes before the first scheduled warning signal of that day. |
| 8.3 | The scheduled time of the first warning signal will be on the first racing day at 13:30, on the following racing days at 09:30. |
| 8.4 | * **If the fleet is not divided** **into several groups**, no warnings will be given after 15h30 on the last scheduled day of racing. * **If the fleet is divided** **into several groups** and the warning signal for the first group has been given before 15:30, the warning signal for the following groups may be given after 15:30, even in the event of a general recall, so that all the fleets have completed the same number of races. |
| 8.5 | On the first scheduled racing day a skippers and support person meeting will be held at 12:00 at (see Attachment A). |
| 8.6 | The following social events will be organized:   * *(see Attachment A)* |
| 9 | Equipment inspection |
| 9.1 | Each boat shall be able to produce a valid measurement certificate or conformity document as required by the class rules. |
| 9.2 | [NP] Boats have to sail with the sail number mentioned on its measurement letter.  A sail number change is possible after a written request lodged before the first race of the event and only if accepted in writing by the Race Committee.  If this rule is not fulfilled the boat will be scored DNC without a hearing.  Request may be lodged using the online, using the application "SailorAppl" |
| 9.3 | No initial measurements will be taken. |
| 10 | Venue |
| 10.1 | Attachment A shows for each event   * The location of the event * Registration fees and late registration fees * Contact details * Places of importance * Social events, if organised * Rules and laws specific to the event venue * Law / rule applicable to prevent the invasion of the quagga mussels |
| 10.2 | Attachment B shows the location of the racing areas. |
| 11 | Courses |
| 11.1 | The course to be sailed will be a IODA built-up course. |
| 12 | Penalty System |
| 12.1 | RRS Appendix P, Special Procedures for RRS 42, will apply. |
| 13 | Scoring |
| 13.1 | 1race is required to be completed to constitute the championship. |
| 13.2 | (a) When fewer than 4 races have been completed, a boat’s series score will be the total of her race scores.  (b) When 4 or more races have been completed, a boat’s series score will be the total of her race scores excluding her worst score. |
| 14 | Support Person Vessels |
| 14.1 | Support person vessels shall be equipped with at kill-cord connected to the engine ignition system and the drivers shall be connected with a kill-cord to the engine contact as soon as their engine is running |
| 14.2 | [DP] [NP] Support persons vessels shall be registered at the race office before the beginning of the event. The entry form shall mention the sail number of the boats accompanied by the support person.  The list of supported boats may be updated up to the end of registration confirmation. |
| 15 | Chartered or loaned boats – N/A |
| 16 | Berthing |
| 16.1 | [DP] [NP] Boats shall be kept in their assigned places in the boat park. |
| 17 | Launching and Hauling-out |
| 17.1 | [DP] Boats have to be launched according to the OA's instructions.  Trollies have to be stored in order to guarantee at any time free access to the slipway. |
| 18 | Diving Equipment and Plastic Pools – N/A |
| 19 | Media Rights, Cameras and Electronic Equipment |
| 19.1 | By taking part in this event, a competitor grants the Organising Authority and the event's partners the permanent right to produce, use and show, at their discretion, any motion picture, names and images of the athlete or the boat recorded during the period of the competition in which the competitor is taking part, without compensation of any kind. |
| 20 | Disclaimer of Liability |
| 20.1 | Competitors participate in the event entirely at their own risks. See RRS 3, Decision to Race. The organizing authority will not accept any liability for material damage or personal injury, or death sustained in conjunction with or prior to, during, or after the event. |
| 21 | Insurance |
| 21.1 | Each participating boat shall be insured with valid third-party [liability insurance including the coverage of risks at competition](https://www.swiss-sailing.ch/_Resources/Persistent/b/b/a/0/bba0c209966c3ed3f22c9ca148b8f6b6106b5745/Attestation%20d%27assurance%20RC%20-%20priv%C3%A9e.docx), with a minimum cover of CHF 2'000‘000.-- per incident or the equivalent. |
| 22. | Prizes |
| 22.1 | Prizes will be given as follows:   * Prizes for the 3 first boats * One Prize for the first girl * One prize for the 1st Opti B (until 11 years old) * Souvenir prize for each competitor   Other prizes may be awarded by the Organizing Authority.  For all categories, prizes are scored by extraction of the general ranking, without any point recalculation.  This change RRS A 4. |
| 23 | Further Information |
| 23.1 | For further information please contact (see Attachment A) |

Attachment A / Annexe A :

Venue / Lieu :

<Insert map of venue (e.g. Google Maps)>

Frais d’inscription et frais d’inscription tardif / Entry fee and Late entry fee :

* Frais d’inscription / Entry Fees.: <insert fee>
* Frais d’inscription tardif / Late entry fees: <insert fee>

Adresse de contact / Contact Addresses :

<Insert event address, mail and phone number>

Place et lieu d’importance / Place and Location of importance :

* Le bureau de course est / Race office is :

<insert a location>

* Les signaux à terre, le mât pour les signaux est / Ashore the signal station / flag pole is :

<insert a location>

* Le lieux du briefing est situé / Skippers / Support persons'meeting place is :

<insert a location>

* Le bureau du Jury se trouve / Hearing / the Jury room is :

<insert a location>

* La rampe de mise à l’eau et les informations du port sont / Craning / harbour facilities information :

<insert a location and contact phone number>

Les événement sociaux / Social event

* Insérez les information ici ou supprimer le paragraphe AC 8.6 / Insert list of social events if there are any, otherwise delete the paragraph NoR 8.6

Autres frais / Other fees

* Insérez les information ici ou supprimer le paragraphe AC 5.4 / <insert list of other fees if there are any, otherwise delete the paragraph NoR 5.4>

Règles applicable concernant la prévention de la propagation de la moule quagga / Rules that apply to prevent the invasion of quagga mussels :

* Insérez le texte legal ou la réglementation locale / Legal : insert the text of the local rules

Autre lois ou règles locales / Other laws or local rules :

* Insérez le texte legal ou la réglementation locale s'il y en a. / Legal : insert the text of the local rules if any

Accomodation / Logements :

**Hotels :**

**Tourist Office :**

**Camping :**

Attachement B / Annexe B :

Race Area / Zones de Course :

<Insert map of race area (e.g. Google Maps)>