



WOMEN ON WATER, TAURANGA, NZ



TAURANGA YACHT  
& POWER BOAT CLUB

# Handbook

## 2023 – 2024

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# Table of Contents

- Table of Contents .....2
- Introduction.....3
- Sponsors.....3
- WOW Calendar 2023 – 2024 .....4
- WOW Committee .....5
- Safety .....6
  - Risks..... 6
  - Education and Safety Courses ..... 7
- Preparing for WOW .....8
  - Registration..... 8
  - Race Day Procedures ..... 8
  - Race Cancellation Procedure..... 9
- Money Matters.....11
- What to Wear and Bring .....12
- WOW Technical Details .....15
  - Starting Method ..... 15
  - Rules and Sailing Instructions ..... 15
  - WOW Special Rules ..... 16
- Basic Knots.....18
- Parts of a Sailboat .....20

# Introduction

Women on Water (WOW) began in 2001 with two female members of TYPBC who saw a need to encourage women to try sailing in a fun, safe and non-threatening environment. Since then, Kath Brown and Lesley Grant's vision, boosted by the assistance of sponsors and a raft of volunteers, has grown rapidly.

Taking place usually every second Thursday evening during the summer, WOW sees women of all ages and skill levels taking to the Tauranga harbour to enjoy participation in a sport that has put New Zealand on the world stage.

## ***Mission***

WOW's primary focus is to help provide and facilitate opportunities for women to sail with the aim of improving their competency and enjoyment of the sport. We also aim to provide funding to support our ladies to sail/race elsewhere or to provide education locally or nationally.

## ***WOW Racing Division***

The Racing Division is designed to allow women the opportunity to race against each other in a fun, safe and competitive environment.

## ***WOW Training Division***

The Training Division is designed for newcomers to the sport or for those who don't yet have the confidence or experience to compete in the Racing Division. We have two groups of boats in the Training Division – Large Vessels and Smaller Vessels.

# Sponsors

WOW has huge support from our generous sponsors each season and we are forever grateful to them for it. Without them we wouldn't have as much fun at prize giving and we always enjoy sailing with them at the end of the season.

# WOW Calendar 2023 – 2024

<b>Registration evening</b>	Thursday 12 October 2023
<b>Basic Skills Night</b>	Thursday 19 October 2023
<b>Sail 1</b>	Thursday 26 October 2023
<b>Skills Night 2</b>	Thursday 2 November 2023
<b>Sail 2</b>	Thursday 9 November 2023
<b>Sail 3</b>	Thursday 23 November 2023
<b>Skills Night 3</b>	Thursday 30 November 2023
<b>WOW + Keelers Karewa Race</b>	Sunday 3 December 2023
<b>Sail 4</b>	Thursday 7 December 2023
<b>Summer Break</b>	
<b>Dinghy Sailing Night</b>	Thursday 25 January 2024
<b>Skills Night 4</b>	Thursday 1 February 2024
<b>Sail 5</b>	Thursday 8 February 2024
<b>Sail 6</b>	Thursday 22 February 2024
<b>Sail 7</b>	Thursday 7 March 2024
<b>Sail 8</b>	Thursday 21 March 2024
<b>Sail 9 (Final Sail)</b>	Sunday 7 April 2024

# WOW Committee

The WOW Committee meets once a month to organise and steer the ladies' division of the TYPBC. It hosts an annual general meeting (AGM) once a year in which office bearers are elected for a twelve-month term.

The Committee for 2023 – 2024 is:

<b>Chairperson</b>	Jackie Kelly
<b>Secretary</b>	Nic Harrison
<b>Treasurer</b>	Jane Morgan
<b>Boat Allocation</b>	Jackie Kelly & Fiona Harrison
<b>Registration</b>	Jane Morgan
<b>Social Media</b>	Kiri Inglis
<b>Education/Skills</b>	Nic Harrison
<b>Merchandise</b>	Leah Peterson
<b>Sponsorship</b>	Andrea Friar
<b>Handicapping</b>	Delwyn Keyworth
<b>Website</b>	Annika Corley
<b>Email Communication</b>	Phoebe Stewart
<b>MC for Prizegiving</b>	Share
<b>General Committee Members</b>	Lynne Gilliland
	Bianca Tencate
	Julia Suter
	Josephine Richards

The Committee is always looking for new ideas and volunteers. If you would like to help out, please contact [wow@yacht.org.nz](mailto:wow@yacht.org.nz).

# Safety

Sailing has inherent risks, many of which cannot be eliminated without destroying the unique character of the sport. These risks, inherent and otherwise, can cause loss or damage to participants' equipment, accidental injury, illness, or in potentially extreme cases, trauma, disability, or death.

The WOW Committee aims to minimize these risks to the best of its ability and reserves the right to postpone or cancel any WOW sailing activity if it deems conditions to be unsafe. Skippers also bear considerable responsibility for the safety of their crew and boat, so they have the final say in whether their boat sails or not.

Fortunately, the likelihood of the aforementioned risks is minimised considerably in the protected waters of the Tauranga harbour. As such, you should be **aware** of the potential risks, but **not worried** about them.

## Risks

Some risks associated with sailing, however slight, that you should be aware of include:

### ***Drowning***

Obviously, this can result from falling overboard, or if a boat capsizes or sinks - an extremely rare event.

However, most boats have lifelines and cabin-top rails to hang onto to help prevent sailors from falling overboard, so hang onto something when moving about the boat: **ONE HAND ON THE BOAT AT ALL TIMES.**

All boats must also carry a personal floatation device (PFD) or lifejacket for every person on board. We strongly advise all ladies to wear a life jacket. If you don't have one, ask the skipper of the boat where they are kept. Your personal safety and well-being is imperative so never feel embarrassed to wear one.

In reality, falling overboard in protected waters, with help always nearby, and especially while wearing a PFD, is usually more of a scare and a nuisance than a serious threat – just make sure you've brought a change of clothes!

### ***Being hit by the boom***

The boom is a metal pole attached to the mast and the bottom of the mainsail that swings from side to side during certain manoeuvres. The level of injury from being hit can range from a light tap to concussion and being knocked overboard.

However... skippers will always shout out when they are about to perform the manoeuvres - listen out for "Tack!", "Gybe!" or "Duck!" in particular. This should give you adequate time to prepare for the action and get safely out of the way.

Also be sure to familiarise yourself with the range of the boom including the mainsheet ropes attached and understand how far in each direction it is capable of swinging (have the skipper or crew point it out if you're new on the boat.) Find out the "safe spots" on the boat and be prepared for unexpected

boom movements e.g. the wake of large power boats that may cause the boom to swing unexpectedly, especially in calm weather with little wind.

### **Collisions**

Potential severity ranges from no injury whatsoever to death from trauma or drowning. They can also cost boat owners a substantial amount of money!

However... serious collisions on the water are quite rare. While skippers must make snap decisions and quick manoeuvres when steering the boat, they are doing so with a good understanding of the basic “rules of the road”. They also know that the safety of the crew and the vessel are imperative so they will avoid collisions at all costs.

## **Education and Safety Courses**

Sailing is a skill that can take a lifetime to achieve. Every time you go out on the water you are bound to learn something new. While WOW provides a fantastic opportunity for ladies to experience sailing, it cannot (and does not aim to) teach everything there is to learn.

Some other recommended ways you can expand your sailing knowledge include:

The TYPBC has professional coaches offering practical learn to sail courses for adults over the summer period.

Contact the Club coach at [learntosail@yacht.org.nz](mailto:learntosail@yacht.org.nz)

Or visit [www.yacht.org.nz/sailing-school](http://www.yacht.org.nz/sailing-school)

Yachting New Zealand – Subscribe to their email list as there is lots going on.

Visit [www.yachtingnz.org.nz](http://www.yachtingnz.org.nz)

Coastguard New Zealand – Numerous courses are offered throughout the year. The Day Skipper course or the more advanced Boatmaster course is recommended.

Visit [www.boatingeducation.org.nz](http://www.boatingeducation.org.nz)

# Preparing for WOW

## Registration

WOW is a unique division within TYPBC in that it allocates available crew to available boats. In order for this system to work, crew **MUST** register their interest in sailing by responding to the email sent to all WOW registrants on the Sunday before sailing on Thursday. You **MUST** respond by 5pm Tuesday prior to each race. This allows the boat allocation person enough time to ensure that there are enough boats available for the number of ladies wishing to sail.

**It is quite simple – if we don't know you want to sail,  
we don't know to find a boat for you!**

The online response form will gather all required information to allocate you to a suitable boat.

### ***Enrolment and Individual Safety Declarations***

All WOW participants are required to complete our Enrolment and Safety Declaration Form when registering for WOW. This provides us with your emergency contact details, amongst other important information. This must be completed prior to your first sail, and is part of the online registration.

## Race Day Procedures

### ***Sign On***

It is expected that **ALL SAILORS**, including skippers & male helpers, sign on for each race at the TYPBC clubhouse regardless of whether you are sailing in the Racing or Training Division. For safety reasons we need to know who is on the water for the evening.

Crews allocated to boats moored in Bridge Marina will be advised by text to go straight to their boat in order to save travelling in rush hour traffic. Skippers will let WOW Chair know who is on their boat once everyone has arrived. WOW Chair will sign the names in at the clubhouse.

Sign on takes place on race day from 4.30pm and all participants must be signed on **NO LATER** than 5.20pm so that everyone can get to their designated boat in time.

If you are unable to get to the Clubhouse by then, you are still required to sign on. **This can be done by txt or phone to WOW Chair on 021 188 1182 prior to 5.20pm. Remember to provide your full name and which boat you sail on.**

**Please note:** It is advised that crew get to their boat as close to 5pm as possible so that they can make themselves familiar with the boat they are sailing on and assist with the setup of the boat. It makes for a more relaxed start to the evening if everyone is early and ensures the boat can depart the dock allowing time to get to the start line with sails hoisted ready to sail.



## **Start Time**

All boats must call 'Tauranga Sport Radio' on VHF channel 77 no earlier than 5.40pm with their final persons on board (POB) count (including any males on board). Once this number has been received, the Tower will provide the course number and the boat's start time based on its allocated handicap.

We also radio in how many people are wishing to stay for dinner after sailing. This gives the club's chef an idea for numbers.

All WOW races use the Mark Foy start system which sees the first boat starting at 6pm, after the 5 minute start sequence commencing at 5.55pm. Other boats will follow as per their start time provided by the Race Officer.

**From 6pm the start horn will sound at one minute intervals, with the Race Officer giving the time at intervals on VHF Channel 77 and may state the boats due to start on the next sounding.**

## **Finish Time**

The duration of each race will depend on numerous factors such as wind speed, wind direction, tide, the course chosen, and the type of boat sailed on. Most races finish within 1½ to 2 hours. It is expected that crew help pack away sails and bring some drinks and nibbles to be shared with the skipper and crew during the after race de brief. This is a valuable time to get to know your fellow crew members. The crew will leave the boat clean and tidy before leaving. Typically, a boat would be expected back at the dock no later than 8.30pm.

The club bar is open for drinks and dinner can be purchased before prizegiving which starts at 8:45pm.

## **Time Limit**

The time limit for all WOW Thursday night races expires at 8.30pm. All boats that have not crossed the finish line at this time will be recorded as not finishing and may motor back to the dock.

## **Prize Giving 8:45pm**

We encourage ALL sailors to join us back at the TYPBC Clubhouse for prize giving, announcements and socialising with fellow crew and skippers. Winning race boats are awarded bottles of wine from our major sponsor, Mills Reef, and spot prizes are offered to others. Raffle tickets are handed out for prizes donated by our sponsors. An affordable buffet meal is available, and the bar is open.

This is a great way to end an evening on the water.

Family and friends are welcome to join us at the clubhouse.

## **Race Cancellation Procedure**

In the event of poor weather conditions and/or high winds on a WOW race day, the WOW Committee and Race Officer may consider postponing or cancelling the sailing for both Training and Racing Divisions. This decision will be made no later than 5pm.

The WOW Committee will endeavour to post notification of any pending decisions on the TYPBC website – [www.yacht.org.nz](http://www.yacht.org.nz) – so check before you leave home or work. It is also a good idea to check the WOW Facebook page as notification may be posted here as well:

[www.facebook.com/WOWTauranga](http://www.facebook.com/WOWTauranga)

In the event that we do decide to cancel a sail we encourage crew & skippers to come to the Clubhouse for a prepared education and activity program. This will be free for club members and only \$10 for WOW day members. The bar will be open, and the buffet meal will still be available at an earlier time than usual.

**Please Note:** The elements that make sailing so much fun can also lead to major headaches for the WOW Committee! While it might be blowing a gale at 10am, the wind could completely die down by 5pm and provide for ideal sailing conditions. As such, any decision to postpone or cancel will not take place before 3pm at the earliest.

In deciding whether to cancel a race, the Committee will consider the safety of participants, the willingness of skippers and boat owners to sail, and the nature of the weather conditions. It is mindful that weather conditions are an inherent but constant risk in the sport of sailing and that WOW women may wish to challenge themselves against the elements in the relative safety of the harbour. The final call is, however, with the owner/skipper of the boat as to whether the boat sails or not.

# Money Matters

As much as we would all love to be able to sail for free, this is not possible. Money collected for participating in WOW is used to pay for items such as Yachting New Zealand affiliation costs, insurance, TYPBC staff wages, TYPBC clubhouse utilities and maintenance, and other related expenses.

WOW also uses some of the funds raised to subsidise education and sailing opportunities to WOW members at a reduced rate e.g., dinghy sailing.

## **WOW Day Members**

Day memberships cost \$20 per sail and cover participation in one WOW sail. These are suitable for beginner ladies who are unsure whether sailing is right for them or for ladies who don't think they can make the majority of the WOW nights.

## **TYPBC Members**

Participation in WOW is covered in your annual subscription fee so you do not need to pay extra. Your membership status will be checked before you can sail.

If you would like to become a TYPBC member, you can get a membership form from the TYPBC office or download one from the TYPBC website:

<https://www.yacht.org.nz>

Please feel free to note any of the WOW Committee members as your nominator for membership. Membership fees are graded depending on the time of year you join.

## **Payment Methods**

You may pay for your Day, Prepaid or Club Membership by cash, EFTPOS or credit card.

Club Membership and WOW Prepaid may also be paid for through internet banking.

**TYPBC Account: 01-0434-0082955-00**

**Please Note:** Be sure to put your **NAME** in the reference and what you're paying for e.g. "Club Subs" or "WOW Prepaid".

# What to Wear and Bring

Weather, wind, and general sailing conditions will dictate what you wear. However, there are a few standard items you should bring.

## ***Personal flotation Device (PFD)***

It is always preferable to have your own PFD – life jacket, so if you do have your own – bring it with you. Otherwise use the ones that are on the boat.

## ***Shoes***

For safety reasons everyone should wear shoes and not bare feet. The best shoes are soft-soled, non-slip, **non-marking** – runners are ok. Always check your shoes for tar or stones just before boarding the boat. Jandals are not suitable and should not be worn while sailing.

## ***Clothing***

Comfortable shorts or pants, preferably without toggles or chords that can get caught on equipment or sat on; a stretchy, close fitting shirt; a warm and/or waterproof jacket along with a hat, UV or Polaroid sunglasses, sunscreen and lip balm.

It is advisable to bring a change of clothes to be left in the car while you're sailing.

The weather can change quickly and it is always cooler on the water than on land so you're best to bring layers of clothing that you can add or remove as needed.

Avoid clothing with a high percentage of cotton especially items next to your skin. Once wet, jeans, regular t-shirts and cotton sweaters stay wet and with the wind blowing past will quickly make you cold. It's no fun being cold on a boat!

Materials such as merino or possum wool, silk, polypropylene, and polar fleece are best for keeping you warm.

## ***Sailing Gloves - A must.***

These are an important safety item that each crew member should purchase. There are several styles available but most sailors prefer the gloves that cover three fingers. These protect most of your hands from rope burn yet expose your forefinger and thumb so you can undo knots or screws.

## ***Jewellery***

Items such as rings, earrings, necklaces and bracelets should be avoided as they can get caught on clothing or equipment. They are also impossible to retrieve if they go overboard!

## ***Hair***

Hair can easily get caught in winches or ropes so it is best to keep it tied back.

## ***Fingernails***

These should be trimmed short to prevent breakage as they become softened by the sea water.

## ***Knees***

Knees can often get bruised in sailing so many women choose to wear soft kneepads, such as those worn in volleyball.

### ***Hat Clips / Sunglasses Straps***

A hat clip or cord to attach your hat to your collar prevents it from being blown off (especially when looking up at the wind), likewise, a cord or strap around your neck will save sunglasses from dropping overboard.

### ***Warm Weather Suggestions***

- Shirt with a collar to protect your neck from sunburn
- Bring a small bag with -
  - Sunscreen lotion & chapstick
  - UV or Polarized sunglasses with neck cord
  - Sailing gloves
  - Sweater and/or spray jacket
  - Secure-fitting cap or full brim hat with hat clip
  - Water bottle

Beware that temperatures can change very quickly on the water so always bring some warmer gear with you.

### ***Cold Weather Suggestions***

- Wool cap or beanie – prevents heat loss through head
- Layering of shirts - Start with a base layer made of merino wool or a modern synthetic e.g. polypropylene. Follow by a close-necked, long sleeved shirt, then a heavy wool sweater and/or synthetic fleece or waterproof jacket
- Non-marking, non-slip shoes or sea boots with long wool socks
- Lifejacket/harness/tether line (if you have one)
- A waterproof sailing bag should include:
  - Sunscreen lotion & chapstick
  - Sailing gloves
  - Foul-weather pants and jacket
  - Extra warm clothing
  - Water bottle
  - Towel to dry off afterwards – you will probably get wet!

Check the forecast and pack appropriately!

### ***Foul Weather Gear***

This offers the best protection & includes:

- Hood with drawstring
- Sealed seams to prevent water leakage
- Pockets with protective flaps and drainage holes
- Velcro or elastic cuffs to prevent water from rushing up legs and sleeves

### ***Food & Drink***

Sailing can be thirsty work so you may want to bring a bottle of water in a non-breakable container. Snacks can be eaten afterwards during debriefing at the dock and remember to take all your rubbish

off the boat with you. A bottle of wine or a six pack of beer for your boat owner or skipper also goes a long way to being invited back again!

***Toilet Note***

All WOW ladies are advised to go to the toilet before making their way to their boats. Although most boats are equipped with perfectly functioning toilets, it can be rather inconvenient and cumbersome to go so you're better off going on land while you can.

# WOW Technical Details

## Starting Method

The Mark Foy starting method is used for both the Racing and Training Divisions of WOW.

The WOW committee member whose role it is to calculate the handicap for each boat will give the starting times for each boat to the Race Officer (RO) each event. This is a time correction factor arrived at from a combination of the boat's design and its performance in recent races it has competed in or its expected performance based on other similar boats. The RO may then make a slight adjustment based on the weather conditions or experience of the WOW crew sailing the boat. Each WOW night the RO reviews the start times of all boats participating.

### **Notes on WOW Handicaps**

The Handicapper and the Race Officer review the handicaps after each sail and recognise the following points:

If a boat is sailing consistently well, is winning a lot of races, or has a handy series lead, then there is justification for raising their handicap, i.e. a later start time.

The problem with raising it too high is that it penalizes the crew for sailing well, which is what all sailors should aspire to.

Therefore, any increase in their handicap should be a bit less than the level they are sailing to as good performance should not be unduly punished.

In a similar vein, a boat that is struggling can have a drop in handicap but not to the point where they are handed a race victory on a plate – they must be made to work for it.

In short, the ideal system is one that enables any boat to have a chance of a win if they sail to the best of their potential and ability.

## Rules and Sailing Instructions

All sailing in NZ is currently governed by the Racing Rules of Sailing (RRS) 2017 – 2020, the International Sailing Federation (ISAF) rules for racing yachts.

Every sailing club also follows its own instructions, hence, TYPBC has its own General Sailing Instructions and Notices of Race which governs the WOW Summer Series and is the official set of rules for WOW. This document provides an overview of the rules only for information.

The 2023 – 2024 Sailing Instructions including the course sheets are available from the TYPBC office or from our website:

<https://www.yacht.org.nz>

### **Boat Eligibility and Entry**

To be eligible to participate in WOW the skipper/boat owner (entrant) shall be a member of TYPBC or another YNZ affiliated club.

Boat entries will be accepted by completing the WOW Entrant's Declaration form available at the TYPBC office or by email request to:

[wow@yacht.org.nz](mailto:wow@yacht.org.nz)

There is no entry fee for boats in either division.

Any Racing Division entries after the 3<sup>rd</sup> race are subject to WOW committee approval and all remaining 6 races must then be completed to be eligible for prizes.

As per the YNZ Safety Regulations each WOW boat owner must ensure their boat meets certain safety standards, which include having a working VHF radio and an operational inboard or outboard motor.

Measurement is not required; however safety inspections may be undertaken.

## **WOW Special Rules**

WOW is unique in that it is the team that is the entrant in the Racing Division not just the boat. This enables the team to use another boat if their usual one is not available, allowing them to continue competing in the Racing Division and carry their points over to the new boat.

### ***WOW Racing Division***

Race boats may have one male onboard if less than 10 metres long or two males if more than 10 metres long. The male is onboard purely in an advisory capacity and is to give minimal tactical assistance. He must not give any physical assistance from five minutes before the boat's allocated start time until the boat crosses the finish line **except** if he feels the safety of the crew or boat is in jeopardy.

### ***WOW Training Division***

Trailer yachts may have one male onboard; keelers may have two males onboard.

This division is a "No Extras" division which means that boats may not use spinnakers unless the H flag is flying, and if the skipper feels confident, they may choose to teach the crew how to use the spinnaker. The training division boats are not technically racing but should follow the course given for safety reasons.

**Please Note:** As a common courtesy, training boats are expected to stay out of the way of the boats competing in the Racing Division.

### ***Scoring***

The Low-Points Scoring System of Appendix A of the RSS (Racing Rules of Sailing) will apply.

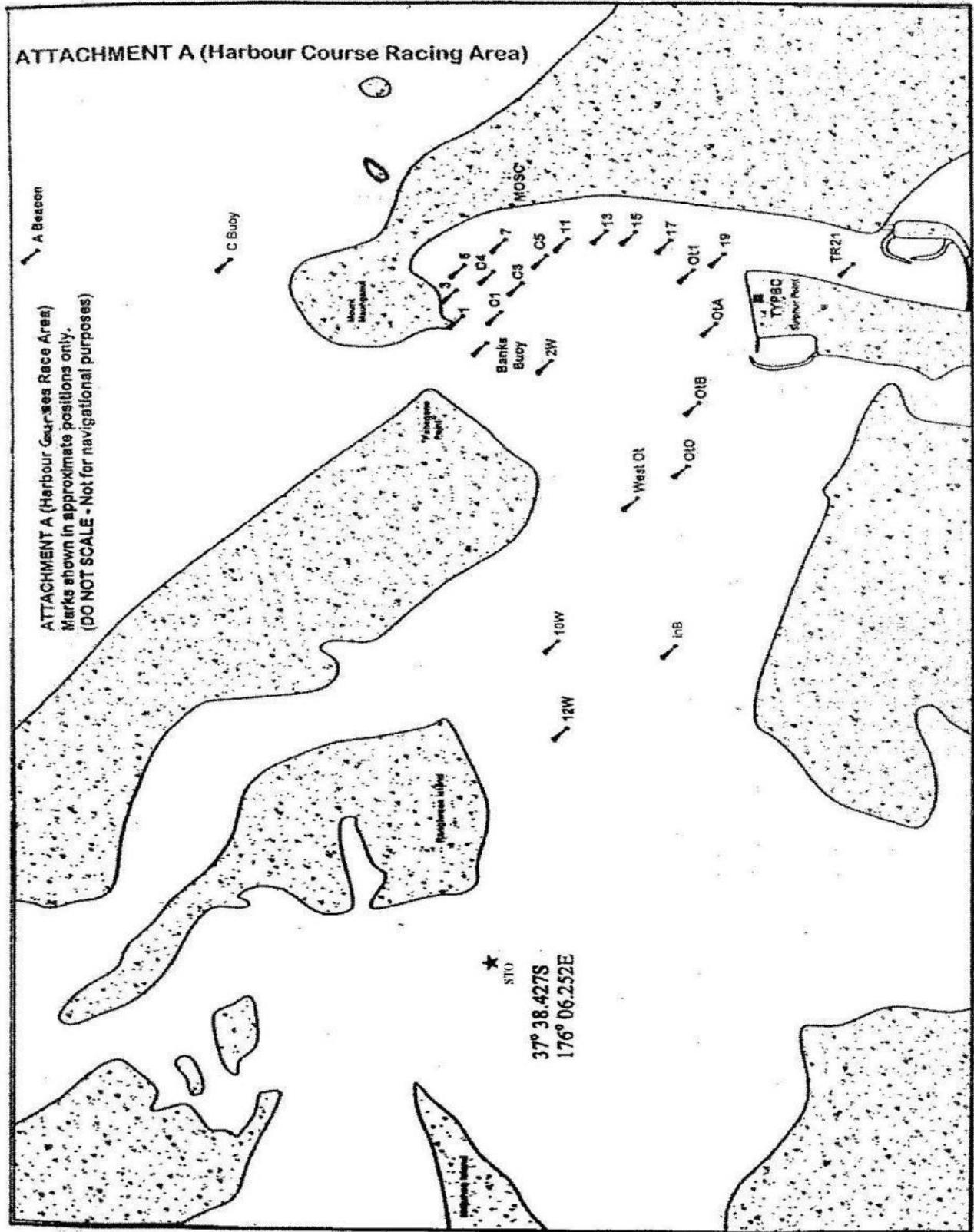
Three races will be required to be completed to constitute a series.

A total of 9 races are scheduled for the series, of which the **worst** result will be discarded if 6 or more races are completed.

**Please Note:** The current seasons TYPBC Sailing Instructions and Notices of Race, including the Harbour Courses, is available from TYPBC office or the TYPBC website.



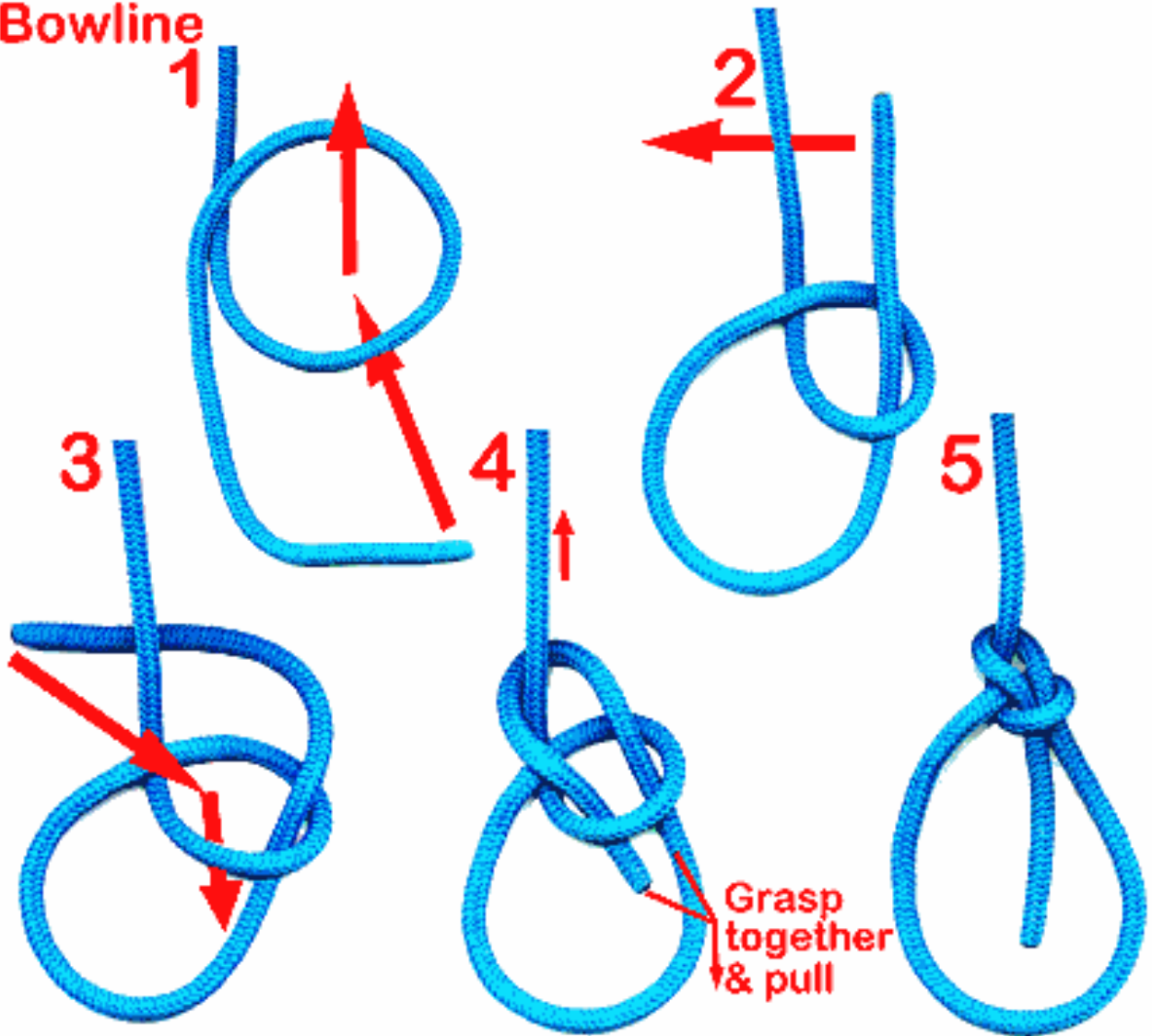
# CHART OF HARBOUR



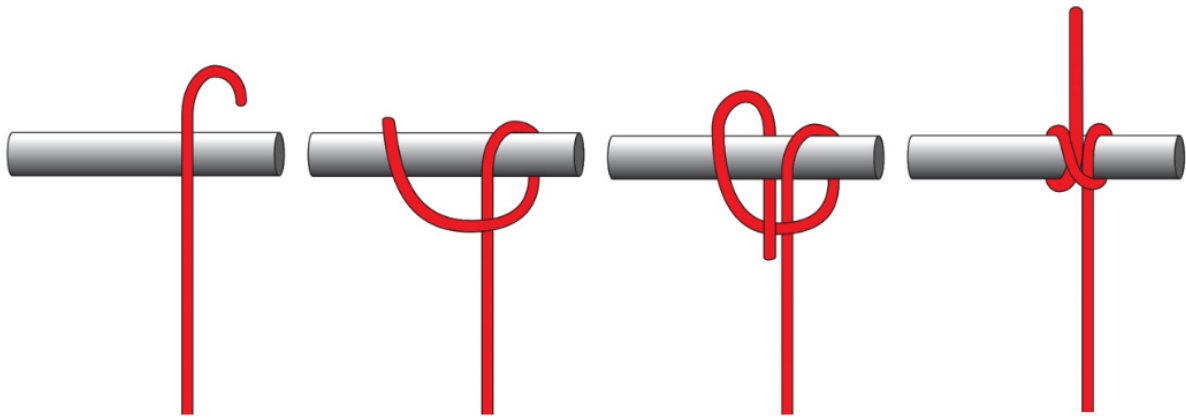
# Basic Knots

## Bowline

### Bowline



## Clove Hitch



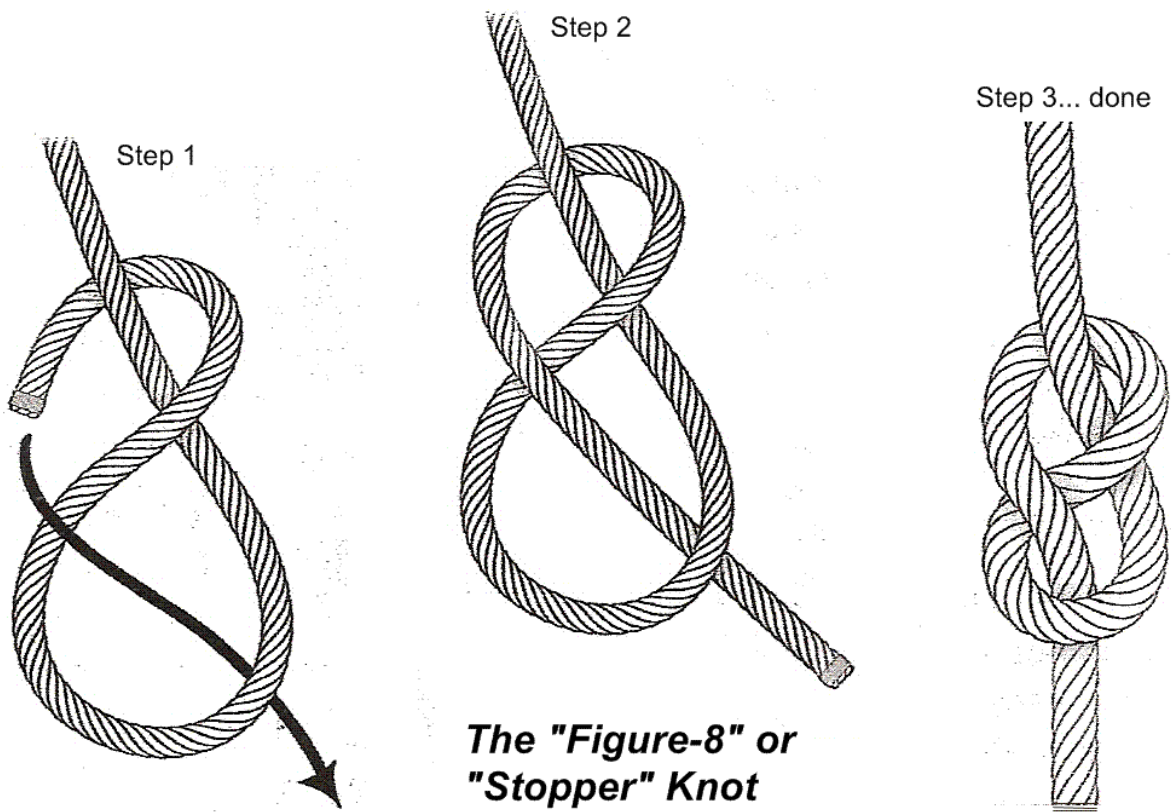
Wrap line on the rail or bar

Continue the loop around the fixed bar with the line crossing in front

Create a second loop with the line passing between the bar and the line

Finish the hitch by cinching both ends of the line

## Figure Eight



# Parts of a Sailboat

