

FORMS



CERTIFICATE APPLICATION AND CHANGE FORM

Revised Jan 2007

New Change

Certificate #

OWNER INFORMATION

Yacht Club:

Name	First	Last
Address	Street	
	City	
Phone	Prov/State	Postal/Zip
	Email	
Phone	Home	Work/Ext
	Mobile	Fax

BOAT INFORMATION

Sail Number:

Current or New	Boat Name	Yacht Class
Previous (if known)	Boat Name	Yacht Class

All measurements in Decimal Feet Only !!

Handicappers ONLY !

		CODE	FS	NFS
Jib	Largest Headsail (Jib LP)	Whisker Pole (WPL)		
Flying Sails	<input type="checkbox"/> Symmetrical Built before 2006 Y <input type="checkbox"/> N <input type="checkbox"/>	Max Girth	Luff	
	<input type="checkbox"/> Asymmetrical Built before 2006 Y <input type="checkbox"/> N <input type="checkbox"/>	Max Girth	Luff	
	FS Attachment	Spinnaker Pole (SPL)	Bowsprit (BSL)	
	<input type="checkbox"/> No Flying Sails – (Downwind Jib Adjustment = Jib adjustment)			“h”
Main	Backstay? Yes <input type="checkbox"/> No <input type="checkbox"/> <small>If “Yes” please indicate configuration Conventional / Backstay Deflectors / Removable / Running</small>			
	New Sail? Yes <input type="checkbox"/> No <input type="checkbox"/> <small>If “Yes”, measurement confirmed by Sail makers Certificate / Handicapper measurements</small>			
	Full Length Battens? Yes <input type="checkbox"/> No <input type="checkbox"/>	Headboard (HB)	Girth Middle (MGM)	Girth Upper (MGU)
Propulsion	OUTBOARDS		OTHER	
	<input type="checkbox"/> Standard – Retracted when racing (M)		<input type="checkbox"/> NO MOTOR (1)	
	<input type="checkbox"/> Prop. Immersed both tacks (K)		<input type="checkbox"/> IB converted to OB: <i>New class needed</i>	
<input type="checkbox"/> Inadequate speed under power (\sqrt{LWL}) (P)		<input type="checkbox"/> OB converted to IB: <i>New class needed</i>		
INBOARDS – check each type as applicable (Handicappers: refer to manual for code)				
<input type="checkbox"/> In Aperture	<input type="checkbox"/> 2 Blades	<input type="checkbox"/> Folding/Feathering	<input type="checkbox"/> Inadequate Speed <Hull Speed ($1.34\sqrt{LWL}$)	
<input type="checkbox"/> Out of Aperture	<input type="checkbox"/> 3 Blades	<input type="checkbox"/> Fixed/Solid	<input type="checkbox"/> Retractable prop with flush plate	
<input type="checkbox"/> Saildrive				
<i>I certify that the above information is true and accurate to the best of my knowledge, and that no changes other than those herein have been made.</i>			Total Adjustment (R)	
			Standard Potential (SP)	
Owner's Signature _____ Date _____			Adjusted Speed Potential (ASP)	
Submitted by: _____ Club _____			FS	NFS
Handicapper's Signature _____ Date _____				

PHRF – LO APPLICATION FORM INSTRUCTIONS

All owners requesting a PHRF – LO handicap certificate are required to take measurements of the appropriate sails and record them on the application form along with all pertinent data relating to his/her boat. The data that has been supplied is entered into the PHRF – LO database and a certificate is then issued for each owner. If an owner requires assistance or needs further instruction, the club handicapper will be able to assist.

NOTE: A certificate is issued for an owner, not a boat. If you have applied for a certificate previously but do not have the certificate number, do not apply for a new certificate. Your previous certificate will be located and changed to reflect any new data that may apply.

OWNER INFORMATION:

1. If you know your **certificate number** please indicate it on the application form. If you are applying for the first time, a certificate number will be generated for you.
2. List your **Yacht Club** name or PHRF-LO acronym (if known)
3. **PRINT** your **name, address, city, province or state, postal code, phone number(s)** and email for our records. (This information is for internal use only and is not released without your consent)

BOAT INFORMATION:

1. List the **sail number** as it appears on your sails
2. Record the **Current or New** name you have given your vessel.
3. If you have re-named the boat (as in 2 above), please supply the name this vessel may have had previously. (This is to facilitate locating the information on this yacht in our data records)
4. Record the **Current or New** class of yacht (EG: C&C 27 Mark 4) must be listed. (**DO NOT** list your yacht class as a C&C or Sloop, etc.)
5. If the “Class of boat” has changed since the vessel was last certified and a “New” class of boat has been assigned (as in 2 above), please supply the class this vessel was previously handicapped under.

MEASUREMENTS:

1. **JIB**
LP – ALL BOATS (EXCEPT THOSE WITHOUT A JIB) must list the length of the **Largest Headsail.**
Whisker Pole – Please indicate the length of the **whisker pole** if you use one while racing.
2. **FLYING SAILS**
Symmetrical – must include measurements for Max. Girth & Luff Length
Asymmetrical – must include measurements for Girth, Luff length, Leach length and Foot length
(If you are using both types of sails, please list the appropriate dimensions for both)
FS Attachment - Please include the spinnaker pole or bowsprit pole length as applicable.
No Flying Sails – Please check this if you will be racing with Main & Jib only.
(NO measurements are needed)
3. **MAIN**
Backstay – If there is a backstay, please circle the appropriate configuration
New Sail – If this is a new sail, please indicate how measurements have been confirmed.
Full length battens – Please indicate if there are full length battens
Measurements – Please supply all confirmed measurements for Headboard, Girth Middle, Girth Upper.
4. **PROPULSION** – Please check all applicable configurations.

CERTIFICATION:

1. **OWNER** – Please sign and date verifying that all the information is accurate
2. **HANDICAPPER** – (Submitted by) – print your name and club. Please sign and date the application.

DEFINITIONS

JIB

LP is defined as the shortest distance from the projected intersection of the leech and the foot of a jib to the luff in a direction 90 degrees to the luff.

WPL- the length of the whisker pole measured from the centerline of the forward face of the mast to the center of the clew cringle of the sail to which the whisker pole is attached. The measurement shall be in a direction parallel to the water. A whisker pole will be supported only at its ends by its attachment to the sail and mast. A spinnaker pole used as a whisker pole, may utilize the lines used to support it in position.

FLYING SAILS - Symmetrical

Max Girth - the maximum girth of the flying. This is 2 x the maximum half width of the symmetrical sail measured from the mid point of the sail to the luff with the spinnaker folded in half.

Luff Length (SLL or LL) of the flying sail shall be the distance from the projected intersection of the luff and foot with the head under moderate tension.

FLYING SAILS - Asymmetrical

Max Girth - This is the maximum distance from the mid point of the luff to the mid point of the leech under moderate tension.

Luff Length (SLL or LL) of the flying sail shall be the distance from the projected intersection of the luff and foot with the head under moderate tension.

Leach Length (LE) of the flying sail shall be the distance from the projected intersection of the leech and foot with the head under moderate tension.

FOOT (Spinnaker Foot) shall be the distance from the tack to the clew measured in the shortest path on the surface of the sail.

FLYING SAILS – Attachment

SPL - defined as the spinnaker pole length measured from the centerline of the mast to the extreme outboard end of the pole in its fitting and set in a horizontal position athwart ship.

BSL – is defined as the bowsprit length, the distance from the forward side of the mast to the attachment point of the asymmetrical spinnaker

MAIN

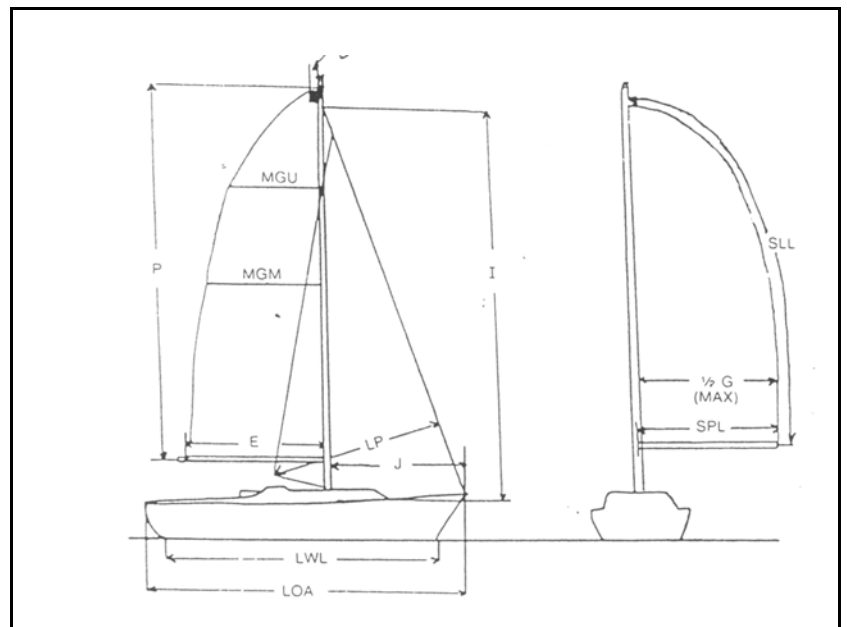
HEADBOARD (HB) - maximum width of the mainsail headboard.

MAIN GIRTH MIDDLE (MGM) - Shall be the length of the girth of the mainsail taken at the mid point of the leech .

MAIN GIRTH UPPER (MGU) - Shall be the length of the girth of the mainsail taken at the $\frac{3}{4}$ point of the leech

To measure the girths, fold the head to the clew and mark the mid point of the leech, fold the head to the mid point and mark the $\frac{3}{4}$ point on the leech. MGM and MGU are measured from the mid and upper marks on the leech to the closest point on the luff.

Refer to the ISAF Equipment Rules of Sailing.





PHRF Lake Ontario APPEAL PROCEDURES

An Overview

(as per section 10 of the Handicappers Manual Bylaws)

Only a current Certificate holder may appeal his/her own or any other handicap.

The appeal must be made in writing and may only contain a completed copy of the PHRF-LO Appeal form (attached), supported by objective data, which consists of a maximum of (5) five single sheets of documentation.

The appeal must be presented within (5) five days of an event or Regatta from which the Certificate Holder intends to appeal his/her own or another vessel(s) handicap.

A copy of the appeal must be forwarded either electronically or by post to the PHRF-LO Administrative office at:

PHRF-LO
P.O. Box 61524, Fennell RPO
Hamilton, On, Can. L8T 5A1
Or
admin@phrf-lo.org

If the appeal is against another boat or class, the PHRF-LO Administration office shall notify the Certificate Holder(s) affected that their handicap is being appealed.

1st Level Review: The Club Handicapper(s) who represents the protesting vessel shall first review such appeal. The Club Handicapper shall “acknowledge receipt of”, and “respond and comment” to the appellant on his/her appeal within (10) ten days of receiving the written appeal.

2nd Level Review: Upon receiving the written response from the Club Handicapper, the Certificate Holder may appeal the Handicapper’s decision, in writing, to the District Council in his/her District.

- The appeal shall be made within (5) five days after the local review and must be accompanied by the written statement from the local Handicapper(s).
- A total of (10) ten copies of the appeal (and supporting documentation as specified above) and an electronic copy must be supplied to the District Chief Handicapper for distribution to the District Council of Handicappers. Mailing address available on request.
- When the District Council hears the appeal, the local Handicapper(s) concerned shall not vote.
- The District Council shall provide the appellant with a written response to his/her appeal, within (10) ten days of the District hearing the appeal.

3rd Level Review: Upon receiving the written response from the District, the Certificate Holder may, if dissatisfied with the District review, appeal that decision to the Central Council of Handicappers.

- The appeal shall be made within (5) five days after the District review and must be accompanied by the written statements from the Club Handicapper review and the

District Council review.

- A total of (10) ten copies of the appeal (and supporting documentation as specified above) and an electronic copy must be supplied to the District Chief Handicapper for distribution to the Central Council of Handicappers. Mailing address available on request.
- The District Chief Handicapper from the District of origin shall not vote on the final appeal.
- The Central Council shall not hear the appeal until the next scheduled Central Council meeting.
- All appeals will be reviewed by one of the Assistant Chief Handicappers (or a delegate) prior to being presented to Central Council.

Considerations:

1. Appeals will be heard on the basis of received race results. No appeal will be heard from any Member Club that has been delinquent in sending results for presentation at the AGM, for both of the previous 2 racing seasons prior to an appeal being presented to the Central Council.

- Such appeals will be held over until their clubs race results can be presented at an Annual General Meeting.
- The Central Council of Handicappers may vote to accept/review an appeal from a Member Club with an inactive racing program.
- In cases where there is an absence of race results due to an inactive racing program at the individual's Member Club, an appeal may be considered given the Certificate Holder can supply:
 - Information showing other results from around the Lake that have been included in the race analysis presented at the AGM.
 - A written statement from the Member Club's Board of Directors or an Executive Member of the Member Club, describing their present racing program.

2. Any handicap change based on a successful appeal at the Central Council will remain in effect until the next Central Council meeting held in conjunction with the AGM.

- Exception to above: If the appeal was against another class of yacht and in review, had merit, sailors with the affected class of yacht may launch an appeal if they are unhappy with the revised handicap. (i.e.: allow Certificate Holders of the affected class an opportunity to respond/defend their current handicap)

3. CONFLICT OF INTEREST - in the event of commercial or perceived conflict of interest, these must be declared openly before any action that may reflect on any issue for discussion. If any individual Handicapper or Member of Central Council has a direct interest in any item for discussion he/she must declare this before decisions are taken and absent himself/herself from the discussion and voting.

WHAT IS PHRF LAKE ONTARIO

PHRF handicaps are **BOAT PERFORMANCE HANDICAPS**. They are based upon the **SPEED POTENTIAL** of **CLASSES** of yachts. They are supposed to be determined from the actual Observed Performance of yachts on the racecourse.

PHRF handicaps are not intended to be a skipper or crew handicapping system or to compensate for differences in sailing ability or inadequate equipment. (as in golf handicaps)

Ideally, PHRF does not use formulae or measurements to arrive at a handicap, but uses race results to relate classes of yachts to their Speed Potentials. Thus, yachts cannot be made obsolete by newer or faster designs and PHRF handicaps should be ideal for Club and interclub racing.

New yacht designs to Lake Ontario do go through some data analysis for initial assessment. This analysis is valid only until adequate race results are provided for review and validation of the handicap applied.

A Standard Yacht meets certain criteria in that:

- 1) The rig hull and ballast are standard to the manufactures specifications.
- 2) The largest headsail without penalty has an LP of 150%
- 3) The spinnaker does not exceed 180%
- 4) The standard propulsion is either an outboard, which is retracted while racing, or a folding or feathering prop.
- 5) The spinnaker pole does not exceed the J with a standard spin.
- 6) The means of propulsion is capable of reaching SQRT(LWL)
- 7) Yachts with retractable keels must be capable of self-righting when the keel is retracted or the keel must be kept down while racing.

The Standard Yacht then begins by receiving the SP for that class of yacht. Adjustments are then made for the various credits and debits to arrive at the actual sailed handicap or ASP.

PHRF is an honor system dependent on fair-minded yachtsmen and it is the sole responsibility of the Owner to inform the Handicapper of any changes in his yacht allowances. A Protest Committee may at any time demand to see the Certificate and require that the boat and sails be measured to assure conformity.

WHAT DO THE NUMBERS MEAN? The faster the yacht the lower the TOD (Time-on-Distance) ASP in seconds/nautical mile. Using the TOT method of calculation we have a correction factor which represents a seconds/hour correction.

Handicap Changes: Handicaps are not changed to 'stop' any boat from winning and every attempt is made to have handicap changes reflect more accurately the SPEED POTENTIAL as seen in race data for the class, so that racing can be made more competitive on a boat to boat basis.

S.Cramer
Past Chief Handicapper
PHRF Lake Ontario



PHRF - LO

HANDICAP APPEAL FORM

PART I - HANDICAP APPEAL INFORMATION

Name of Yacht Under Appeal:		Handicap	FS-ASP	NFS-ASP
Class of Boat:	Sail #:	Current		
Owner of above:		Proposed		

PART II - APPELLANT'S Information

Name:		Certificate Number:
Street:	City:	Yacht Club:
Prov/State:	PC/Zip:	
Home Phone:	Bus Phone:	Email:
How many years of racing experience for skipper?		

Current Yacht Information

Boat Name:					
Class:					
How is bottom paint applied?					
How often is bottom cleaned?					
How is bottom cleaned?					
Sail Inventory	Sailmaker	Material	Oz.	Condition	Age (months)
Mainsail					
Genoa, LP%					
Genoa, LP%					
Genoa, LP%					
Spinnaker #1					
Spinnaker #2					
Others (list)					

Crew Information

Number

How many normally in your crew (including the skipper)?	
How many crew members sail at least 50% of the races?	
Years with you as crew:	

PART III - RACING Information

Current Yacht Event/Races Sailed:	Division and Year	Placing

Other Yachts Types Sailed:	Name of Boat	Year	Placing

List those boats you feel sail with you on a boat for boat basis

Name of Boat	Class	FS-ASP	NFS-ASP

(Optional) List those boats whose handicaps you consider unfair and you're recommended handicap

Name of Boat	Class	FS-ASP	NFS-ASP

NOTE: Additional comments or data relevant to the appeal may be appended separately. Maximum of 5 single sheets of supporting documentation is allowed. Recommended attachments include:

- ❖ Any previous appeals and results of same
- ❖ Brochure information
- ❖ Personal summation and reasons for appeal.

DATE: _____ APPELLANT'S SIGNATURE: _____

DATE: _____ HANDICAPPER'S SIGNATURE: _____

HANDICAPPER – APPEAL REVIEW

YACHT CLASS UNDER REVIEW: _____

Checklist:

- Appeal form is signed and dated. Date appeal received:**

- Appellant has valid certificate**
- Club has submitted races for both of previous 2 years. If not, explain**

- Date of acknowledgement to appellant** _____
- Copy of response to appellant attached**

LOCAL REVIEW – to be completed by Handicapper

If upon review it is found that the appeal needs to proceed to the next level, the Handicapper should supply the following information to the District Chief, with a copy to the PHRF-LO Administration office, prior to presentation at the next District meeting.

Please provide results for at least 5 suitable races with the relevant MOSS scores if possible

5 Suitable Races	MOSS	Other comparable data	Handicap
		Charlie Kramer MPR	
		Steve Killing SP	
		IRC	
		IMS	
		MORC	

Other PHRF Regions with this class of boat	Handicap	# of Boats

Other comparable Classes on Lake Ontario	FS – SP	NFS - SP	# of Boats

Handicappers Name: _____ **Signature** _____

Date: _____ **Reviewing District** _____

DISTRICT APPEAL REVIEW

YACHT CLASS UNDER REVIEW: _____

PRE-REVIEW Checklist:

- Appeal form is signed and dated. Date appeal received:** _____
 - 10 Copies and electronic copy are attached**
 - No more than 5 pages of supporting documentation are attached.**
 - Appellant has valid certificate**
 - Club has submitted races for both of previous 2 years. If not, explain**
-
- Handicapper Appeal Review is attached**
 - Acknowledgement from club handicapper was sent to appellant**
 - Copy of Club Handicapper response is attached**

ON REVIEW checklist:

- 3 Handicappers representing 3 different member clubs voted on the appeal. (the appellant's club handicapper(s) abstained from voting).**
- Response was sent to appellant**

DISTRICT REVIEW

Date of District Review	
Number of Handicappers present	
Results of review	

DATE: _____

DISTRICT CHIEF'S SIGNATURE: _____

CENTRAL COUNCIL APPEAL REVIEW

PRE-REVIEW Checklist:

- Appeal form is signed and dated. Date appeal received: _____
- 10 Copies and electronic copy are attached
- No more than 5 pages of supporting documentation are attached.
- Appellant has valid certificate. Copy attached.
- Club has submitted races for both of previous 2 years. If not, explain

(Recent Analyzed results or worksheet is attached)

- Handicapper appeal review is attached
- Date of acknowledgement to appellant _____
- Copy of Club Handicapper response attached
- Copy of District Review response attached.
- Assistant Chief Handicapper has reviewed appeal

ON REVIEW checklist:

- The District Chief from the appellant's district abstained from voting.
- Response was sent to appellant

CENTRAL COUNCIL REVIEW

Date of Review	
Number of Districts represented	
Results of review	

DATE: _____

CHIEF HANDICAPPER'S SIGNATURE: _____



INITIAL ASSIGNMENT FORM

2006

INITIAL SPEED POTENTIAL OF A STANDARD BOAT

YACHT CLASS:

STANDARD MEASUREMENTS

*Please include a line drawing, brochure of the boat
and resources on back*

Rig		Hull
J -	 ft.	Prop – (OB/EXP/APR/SDR)
JSP -	 ft.	Length Overall (LOA) -
I -	 ft.	Length Waterline (LWL) -
ISP -	 ft.	Displacement -
E -	 ft.	Beam -
P -	 ft.	Draft -

AK Factor – <i>See Manual pg58</i>	Primary Sail: Symmetrical / Asymmetrical Bowsprit boat? Y / N Main Measurements required? Y / N
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This information obtained from: brochure Y / N if “no”
 measurement done by: handicapper / owner : name _____
 or other: explain _____

CUS/MOD: Boat Description: _____

HANDICAPS	Flying Sails	Non Flying
Starting SP		
Cus/Mod Adjustment	+ -	+ -
SP		
Protect The Fleet	-6	-6
New Class SP		
R (Optional)		
ASP (Optional)		

District _____
 Dated: _____

Handicapper Signature / Club

1. _____
2. _____
3. _____

District Level Initial Assignment Support Information

Support Document attachments:

- | | Yes | No |
|--|-----|-----|
| 1. Brochure or Class drawing accompanies this form. | [] | [] |
| 2. Underwater profile is attached. (Can be picture or drawing) | [] | [] |

Resources:

3. Include at least three other PHRF region handicaps from the US Sailing book.
Give region and handicap.

4. Include any measurement rule conversions

IOR _____ IMS _____ MORC _____

5. Include at least three PHRF-LO comparable yachts and handicaps.

6. Kramer (CKSP) _____ Killing (SKSP) _____

7. Handicapper best "ASP" approximation _____
Is it supported by the data? Y / N

Explain any incomplete information as requested above.

District Chief summary of decision process:

The information on this page is required in order for Central Council to review this handicap. Please supply all information as requested.

PHRF – LO INITIAL ASSIGNMENT FORM INSTRUCTIONS

This form is intended for the yacht that is not currently in the PHRF – LO Database. It must accompany a completed Certificate Application and Change Form and the appropriate fee. The Club Handicapper completes the YACHT CLASS, STANDARD MEASUREMENTS, RESOURCES and CUS/MOD: Boat Description: Sections of the form and assures its accuracy and completeness. All forms and any fee are then forwarded to the District Chief Handicapper for District action before it is sent to the PHRF-LO Administrative Office.

YACHT CLASS – Identify the yacht class as specified on the manufacturer’s brochure or other documentation.

STANDARD MEASUREMENTS (The Standard Measurement information is found in the manufacturer’s brochure or other manufacturer supplied material)

Hard measurements (rig and hull measurements) are recorded in decimal feet, accurate to the nearest 0.01 foot while soft measurements (sails) are recorded in decimal feet, accurate to the nearest 0.1 foot.

Primary Sail – Circle the “type” of sail this boat normally uses. Symmetrical or Asymmetrical

Bowsprit (circle yes or no)

Main measurement required? (circle yes or no)

J – Distance from the forward side of the mast to the point where the headstay attaches to the deck or bowsprit in a direction perpendicular to the mast..

JSP – the farthest distance from forward side of the mast to an asymmetric spinnaker tack location. Note that this can be much greater than the J on sprit boats.

I – distance from the sheer line abreast the mast to the intersection of the headstay with the forward side of the mast.

ISP – the spinnaker hoist, measured from the bottom of the spinnaker halyard, when drawn horizontally forward from the mast, to the level of the sheer line abreast the mast.

E – length measured along the boom from the aft side of the mast including any external track or groove to the aftermost position to which the sail is permitted to extend.

P – the distance along the aftside of the mast from the top of the boom to the black band at the top of the mast or the top of the main halyard sheave.

Length Overall (LOA) – Distance from the forward most part of the deck and the aft-most part of the stern.

Length at Waterline (LWL) – Distance from the intersection of the bow and the water to the intersection of the stern or rudder and the water, whichever is longest.

Draft – The depth of the vessel

Beam – The widest point of the boat measured perpendicular to the centerline.

Aspect ratio of the Keel (AK) factor – is the Keel Depth divided by the Keel length.

Keel Depth is the distance between two lines parallel to the waterline, one intersecting the deepest point of the keel and the other intersecting where the hull transitions into the keel. (Not necessarily the hull/keel seam.)

Keel width is measured at the mid-keel depth, parallel to the waterline. (The centerline distance, not the distance along the surface of the keel.)

Displacement – The weight of the yacht, in pounds.

Rig – The designation of the yacht’s rig: cutter, cat boat, cat ketch, sloop, ketch, schooner, yawl, etc. and Mast Head (MH) or 15/16, 7/8, ¾, etc.

RESOURCES – researched by the **Club Handicapper** to help develop, establish and justify an initial handicap.

US Sailing - Other PHRF region handicaps from the **US Sailing PHRF Handicaps** book.

Examine the prevailing handicaps for the yacht class with special consideration to:

- 1) Regions adjacent to Lake Ontario (the Great Lakes, the Northeast and New England)
- 2) Regions with two or more yachts in the class
- 3) Regions with more experience/confidence in their handicaps (with “B” or “C” level handicaps)

Other Msmt – Convert popular measurement rules to PHRF - TOD handicaps (may be derived from the Kramer+.xls program)

- 1) IOR $SP=2160 \times (1/\sqrt{\text{IOR Rated Length}})-1/\sqrt{150})-125$ (unreliable, mean difference age and design dependent)
- 2) IMS $SP=\text{IMS}(\text{GP})-550$
- 3) MORC $SP=2160 \times (1/\sqrt{\text{MORC}})-1/\sqrt{160})-112$ (mean difference –3.51 sec/mile, very weight sensitive)

Comparable Lake Ontario Yachts - Select three to six yachts with similar RSA/D values, handicaps, length overall (LOA), and displacements.

If you find no similar yachts in the RSA/D list, look for similar RSA/D values in the Standard Boat Characteristics List (in the Annual Race Analysis), then check for similar handicap, LOA, and displacement figures.

C. Kramer’s MPR (CKSP) & S. Killing CalcRating (SKSP). Given the values in the STANDARD MEASUREMENT Section above, the PHRF – LO Kramer+.xls program (available through the handicapper section of the PHRF – LO web site) will calculate the RSA/D, CKSP and SKSP values. *The Kramer formula is very sensitive to the AK (Keel Aspect) value. It is important that this value be accurately measured and recorded.*

CUS/MOD Boat Description: (described in Part I of the PHRF – LO Handbook.) Record any yacht alterations from class made at the factory (Custom) and any yacht alterations from class made after it’s manufacture (Modified).

Supplemental Sources for STANDARD MEASUREMENTS

Search for a website sponsored by the yacht manufacturer or class association or contact the PHRF – LO Administrative Office to see if such data is in the US Sailing database. As necessary, measure or otherwise confirm any measurement data in question.

District Level Initial Assignment Checklist

Instructions:

Upon receipt of an Initial Assignment and Certificate Application and Change forms from a Club Handicapper (for a yacht new to the PHRF-LO database), the District Handicapper will complete the front side of this form to assure all information necessary to assign a handicap is provided. It is then sent with the certificate application and change form and the initial assignment form to the PHRF – LO Administrative Office.

Standard Measurements:

Assure each section of the initial assignment form, Standard Measurements section, is properly completed and check off the corresponding boxes. Also assure the form is accompanied by a manufacturer's brochure giving a line drawing or photograph of the yacht's profile and all necessary dimensions. Yacht Class materials that provide the same information are acceptable. Any information not provided through the above sources should be physically measured, recorded, and provided by the Club Handicapper and accompany the Certificate Application and Change and the Initial Assignment Forms.

Resources:

Assure the Club Handicapper provides adequate information to support his/her recommended handicap. If any of the requested information is missing, determine why it was not submitted.

Custom/Modified Yacht:

If the Club Handicapper indicates that this is a Modified or Custom yacht, assure the description of the changes from the class yacht are adequately described and support any change to the yacht's base handicap.

Explain any no answers to the questions:

Identify the reasons for any no answers to the questions asked by the District Level Initial Assignment Checklist.

Rationale for assigned handicap:

Provide the basis of support for the handicap recommended to PHRF – LO by the District.