



REGATTA PROCEDURES

The guidelines below will help you through the basic responsibilities and process of running a successful regatta.

REGATTA CHAIRPERSON:

1. Contact the Vice-Commodore of Race and schedule a meeting to review the following:
 - The prior year Regatta Report.
 - The Regatta Objectives.
 - The race area(s) - how many courses and Race Committee boats and volunteers will be required? Will RC boats be required?
 - Race location and format - is there anything you would like to change?
 - Develop a Notice of Race (NOR) and Entry Form.
 - The budget and budget implications.
 - Sailing Instructions.
 - Trophies.
 - Website registration.
2. Recruit a Principal Race Officer. Do this as early as possible.
3. Contact representatives of the fleets invited to the regatta by phone and email. Do they have suggestions for courses, number of races and/or other preferences?
4. Recruit Protest Committee chair.
5. Plan shore side activities (if any).
 - Are there any special equipment or dock space issues to consider?
 - Recruit members to help with registration
 - Competitors' Meeting - plan to open the meeting.
 - After sailing gatherings – food and format. Contact VC of House and Club Manager.
 - Consider parties, music, and equipment.
 - Trophy presentation – Verify availability of flag officer. Who will take the photos? Make sure the names of the Race and Protest Committees are available for recognition.
6. The Races (see PRO Checklist):
 - Confirm Protest Committee staffing as required at the completion of racing each day.
7. Regatta Follow Up:
 - Thank your PRO, Protest Committee, and Race Committee.
 - Contact fleet representatives and solicit their feedback and constructive criticism.
 - Write a Regatta Report and submit to VC of Race and to newsletter. Ask your PRO and Protest Chair to provide details. Describe what went well and what didn't. Be sure fleet feedback is included. Provide as much information as possible to assist future years' Regatta Chairs. Focus on areas for improvement.

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PRINCIPAL RACE OFFICER:

1. Meet with Regatta Chairperson to discuss Objectives, Notice of Race, SI's and boat plan.
2. Report back to PRO with desired changes in NOR and SI's.
3. Begin Recruiting Race Volunteers
 - For every regatta, a fleet will be designated to help with race committee. Be sure to contact the fleet captain early.
 - Begin recruiting members for race committee duty.
4. Wednesday before the race:
 - Advise the Regatta Chairperson of the expected number of volunteers so lunches can be ordered.
 - Verify the Regatta Chairperson has arranged for Protest committee.
 - Contact all race committee volunteers to confirm meeting times and location.
 - Contact the Vice Commodore of Race to ensure all boats have necessary equipment and fuel.
5. Morning of the race or before:
 - Determine whether Sailing Instruction Amendments are required. If so, Prepare and post, and fly Lima flag within prescribed timeframe.
 - Be sure you are the first RC volunteer to arrive on site. Greet volunteers as they arrive. Collect phone numbers from all volunteers incase radios malfunction or emergency.
 - Conduct a RC briefing identifying responsibilities, clarifying what's expected and answering all questions.
 - Collect the final entries from registration
 - Be present for Skippers meeting.
 - Prior to leaving the dock, conduct a radio check with all support boats.
 - Plan to leave the dock 1hour before the first sound signal.
6. During the races:
 - Conduct the on-the-water races per the Racing Rules of Sailing and Sailing Instructions. Take as much command as you are able. Be sensitive to the possibility of too much chatter on the VHF. Use an alternate channel when discussing RC problems.
 - When races are completed for the day, be sure that a single mark set boat is not left to pull all the marks.
7. After the days races:
 - Note time that RC entered the harbor and contact Protest Committee if needed.
 - Deliver scores to Regatta Chairperson or Official Scorer.
 - Ensure that all RC boats are cleaned of trash, rinsed, and all contents are properly stowed.
 - Make sure all marks and equipment are stowed in the RC boxes located next to the yellow crane or in the commodores shed.
 - Report any damage or issues with equipment to the VC of Race.

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