

Regatta Management: Organization, Creating Fun and Atmosphere, Publicity



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Successful Event Management

The Essence of a Successful Event is good racing

Recipe for a Successful Party

- good, stick to your ribs food
- dose of silliness
- dash of mischief
- Then Mix well

Decorating really makes a beeeeg difference

**** BE ORGANIZED ****

Publicity

Task List	URL's
Ensure your event gets in the Division 16 booklet	
Ensure it gets on Div 16 website	http://events.catspaws.org
Ensure it gets in cat-alist, website and email broadcast	www.cat-alist.com
If open or Dart event, ensure it gets on dart website	http://www.dartcatamaran.ca/
Ensure it gets publicized at the host club and surroundings	
take the time to drive around and post NORs in local sailing clubs	
Contact Local newspapers	
Contact local radio stations	
If event at EYC, ask Fogh if they will modify their sign for the weekend	

Notes:

NAHCA posts mid-winters, continental and world events only.

Cat Sailor magazine charges for posting NORs on website and in their magazine.

Season Regatta Timelines

<u>Date</u>	<u>Venue Requirements</u>
1-Jan	Season race schedule must be determined for all regattas
2-Jan	Event coordinator selected by event
30-Jan	All NOR's completed
30-Jan	All NOR's send to Bob O. for Division Booklet
15-Feb	Schedule and NORs up on Nancy's website

<u>Date</u>	<u>Venue Requirements (EYC Specific)</u>	<u>Contact</u>	<u>Flying High</u>	<u>Ben Hur</u>
30-Jan	Inform social for dates	Kathy Richmond	DONE	DONE
30-Jan	Get regatta on social event schedule	Kathy Richmond	DONE	DONE
30-Jan	If applicable, book band	KA	wip	N/A
30-Jan	Book PRO	Irene McNeill	DONE	DONE
15-Feb	Inform Race chair of need for committee boat to book	Steve Reid	DONE	DONE
15-Feb	Book committee boat	Steve Reid	DONE	DONE
15-Feb	Inform crash boat captain of need for crash boats	Mike Walker	DONE	DONE
1-Mar	Event form submission	KA		
1-Mar	Create budget, get approved	Chris Koper		
1-Mar	Crash boat people - to ensure are licensed	Mike Walker		
1-Mar	Protest committee members			
1-Apr	Scoring team			
1 mo. Prior	Pre-registration survey, to determine count of attendees			

<u>Date</u>	<u>Post Event Tasks</u>
Event	Dump blue box items
Event	Dump garbage
Event	Ensure property is immaculately clean
Event	Put boats/trailers, etc back the way it was found
Event	Take down decorations, sails, clubhouse
Event	reimburse anyone who spent money on event prep, MUST have receipts
Event	Thank you letters/emails to sponsors
Event	Close budget
Event	Submit budget, receipts, any remaining cash/checks to treasurer

Event Organization Time-Lines

Count Long Term Pre-organization - The Utopia

1	organizer of on water crew organization crash boat drivers/crew committee boat team (5 ideal but can use less)	Good to have one person look after this role drop, move marks, rescue need PRO, results taker (preferably 2), flag person, horn person
1	organize social	
1	organize trophies	
1	organize food	
	Registration paperwork - creation and printing	
Terry Chemij	lunches	
	Goody bag, sponsorship	ask restaurants for gift certificates, hotels, athletic stores (not only marine, marine ones get inundated with requests).

Count Short Term Pre-organization - The Utopia

2	Building prep	check paper toweling in bathrooms, cleanup property & building, put out garbage, move boats around. Put up Hobie H signs
Peter (Cougar)	Property cleanup shuffle boats	cut grass, trim make room for trailer, campers, boats
3	Decorations	put up sails, decorations

Count People at Event - The Utopia

4	2 people per crash boat	It is always good to have at least 2 crash boats for small events, can be done with 2 but 4 is better
2	race committee	count how many boats leave, come back. Help boats in and out.
1	beach captain	
2	registration (minimum)	
4	helpers for during social, serving food, cleanup	
2	Results – scorekeeper	1 person for class specific, 1 for open (helper for open)
15		

Regatta Booklet, Paperwork and Registration

Regatta Booklet could include:

1. welcome letter, by host club, organization, event coordinator
2. history of event
3. schedule of the event
4. list of sponsors
5. thank you's to volunteers
6. SI's
7. what is NAHCA, what is Div 16, what is ORCA
8. What is an open class event, and how it works
9. what is a class event, how starts usually work
10. Top 5 things to know on the race course if you are a new to racing
11. Restaurants
12. regional accommodation
13. chandleries
14. vehicle repairs, trailer repairs
15. maps, directions (general, to site)
16. division/ORCA race schedule

Paperwork

1. NOR
2. SI's
3. Dinner tickets
4. Registration forms
5. Parking pass
6. Registration desk instructions

Registration Checklist

1. Need paperwork
2. Markers
3. Pens
4. Kitty
5. Calculator
6. Envelopes to put paperwork in
7. Computer to enter registrants

Prizes

- club burgees
- coffee mugs
- Wine glass
- beer stynes, glass
- beer stynes, pewter
- very expensive
- Bottles of home made wine
- wind socks
- kites
- wind chimes
- glass boats
- expensive, fragile
- Vase
- Little glass fish
- Mast cut down and mounted like a beer mug
- Sailing picture taken at event
- Sailing picture
- Sailing print
- Sailing etching
- Stained glass boat
- Decorative plate
- Sailing Calendar
- wood carving
- plexi glass Hobie H
- Wood Hobie H
- wall plaques
- standard trophee
- medals
- ditty bags

Suppliers We Have Used

Tailspin Kites

tel: 519-348-4460

e-mail: sales@tailspinkites.com

URL: www.tailspinkites.com

Hoult-Hellewel Trophies & Awards

1780 Midland

755-1129

Genco Marine

Tip: dinghie racers in outer harbour buy awards in bulk, race chairs get together and buy once for the year for all events/clubs.

5 Most Important Things to Know When Racing

Rule #1 – have fun!
Rule #2 – be safe!
Rule #3 – Have fun!

Now down to the serious stuff

1. The STARTS

It is usually 10 minutes to the start, with 5 minute intervals between signals.

Sometimes events do 6 minutes to the start, with 3 minute intervals between signals.

Timing	Signals	Notes
10 minutes	yellow flag goes up (sometimes white, or faded yellow)	Start your watches!
6 minutes	yellow flag goes down	If you missed the first timing, get your watch ready, second chance coming soon.
5 minutes	Blue flag goes up	2 nd change to start your watch
1 minute	Blue flag goes down	You should be pretty close to the start line now
The start!	Red flag goes up	Sail fast!

2. START LINE OBSTRUCTION

The Start Line is almost always an obstruction, so don't sail through it.

3. RACE COURSES:

Course #	Course	Finish	Options
1	(S) A C A (F)	Downwind	1G
2	(S) A C A C A (F)	Downwind	2 G
3	(S) A C A B C (F)	Upwind	
4	(S) A B C A C (F)	Upwind	
5	(S) A C (F)	Upwind	5 G
6	(S) A C A C (F)	Upwind	6 G
7	(S) A C A B C A C (F)	Upwind	

All marks left to port except Gates. Gates may be exited in either direction.

4. Penalties and 360-DEGREE RULE

If you break a rule while racing, you should do a 360 degree turn as penalty, this should be done as quickly as is reasonably possible.

A 360-degree Turns Penalty consists of one tack and one gybe, or one gybe and one tack, before resuming course. It must be a FULL turn.

Try not to do your turn where you can get in the way of other racers, i.e. sail away a bit.

5. If you are RETIRING FROM A RACE, then NOTIFY THE RACE COMMITTEE: A boat which retires from a race shall notify the Race Committee either before leaving the course area or upon arriving at shore.

One Design Sailing

One design sailing is boats of the same design compete in their specific class only.

For example:

A fleet of Hobie 16's would race only against each other.

Boats are scored on order of finish, and time on the course is not relevant.

One design boats, by definition are essentially the same performance wise, and thus are considered to be a **purier test of sailing ability**, as fewer variables can come into play.

Open Class Sailing – A Description

That means that the performance (elapsed time) of a particular boat is adjusted (to a corrected time) by the application of a rating factor (handicap). As various boat types will respond differently to changing wind strengths, we now use what is commonly known as Wind-speed corrected ratings. Wind-speed corrected ratings cover 4 separate wind categories, using the Beaufort scale (a marine wind scale system). These categories range from very light air (force 0-1), to near gale conditions (force 5-9). Other factors such as optional equipment (i.e.: spinnakers), or crew weights can be accommodated.

The ratings for a particular boat class are reviewed and adjusted annually,, based on the results submitted to USSA from each season. The ratings are monitored and adjusted (if required) by the USSA Multihull Portsmouth Committee. And the scoring system used most commonly in North America is referred to as the "Portsmouth Ratings". There are other systems employed elsewhere in the world, such as the Texel Ratings, and the European Ratings System.

In open class racing, it pays to realize that you are racing against the clock, as much as you are against your fellow competitors. A team who elects to simply cross the finish line ahead of another boat, will almost certainly lose to someone who is pushing their boat as hard as possible. It is rarely sufficient to simply cover and finish just ahead, as is the case in a one-design scenario. Open class also allows sailors an increased opportunity for exposure to different sailing techniques and sailing technologies, outside of those that they might encounter within their own one-design class. Also meeting and learning from new sailors provides interesting new perspectives and learning opportunities as well.

Admittedly, Open class is by its very nature a compromise, as are many aspects of sailing. However, experience has shown that competitors, who train and compete regularly, finish as consistently as their sailing performances would suggest they should. And the increased turnout at regattas benefits everyone.

The huge proliferation of new catamaran designs world wide has increased the types of catamarans that sailing organizations encounter.

Open class sailing provides a practical solution to permit increased participation and enjoyment for all, particularly at the local and regional levels.

Sailors nearly unanimously agree that major championships should be contested on one-design boats. But Open Class racing fills a need within our sport, and has promoted inter-class respect and increase participation levels for both distance and round the buoys racing.

Open class Scoring instructions for Race Committees

Timing

The scoring system uses **standard watch time** !!! Therefore there is no need to use a stopwatch.

Sample Recordings:

Start: open class red flag 11:50:00

Finishes: (mark the sail #, and watch time as each boat finishes)

Examples:

#283 - 12:32:26

#308 -12:34:10

Windspeeds

Three readings per race are recommended:

1. once shortly after the starting sequences are finished
2. Once approximately mid-race
3. and a final reading just as boats begin the final leg.

Example:

10-14-13 kts.

"The timing intervals for windspeed readings" is approximate, and not critical. It should be taken when convenient, and thus should not interfere with other RC duties.

Make sure you note the windspeed units, e.g. knots, kilometers or miles per hour (knots are preferred, but the scorers can work with any of those three)

Registration Instructions

1. Get their NAHCA card
2. Run the card through the blank credit card machine and have them fill in the info
3. Fill in the payment slip
4. **For Division events (not ORCA) - If not an NAHCA member, and sailing a Hobie an extra \$5**
5. Total it
6. Get the money ** DO NOT take US cheques or credit cards **
7. Pass the slips on to the computer
8. Enter name, sail, etc in the computer
9. Mark off number of dinners, T-shirts on the master sheet
10. Mark the boat down on the racing sheet
11. Keep a separate sheet for problems (ie no sail#, crew signature) to be dealt with by the skippers meeting
12. Pass the slips on

Give out the following:

- parking pass for non EYC people
- 1 bag of goodies
- Sailing Instruction Booklet
- _____ coloured ribbon if B fleet

Based on the payment slip, give out the following:

- dinners tickets

Things for Registration People to Remember

count how many for dinners, if different menu items, need it broken down
this info then goes to kitchen post registration, and regatta chair

List of registrants - boats, sail numbers, names to PRO and regatta chair