

FLYING SCOT SAILING ASSOCIATION

SANCTIONED REGATTA PLANNING GUIDELINES AND REQUIREMENTS

These guidelines are intended for use by the Regatta Chair for clubs or organizations that intend to host a sanctioned FSSA regatta. They also contain suggested dates for the actions needed, to help plan a successful regatta.

Certain items require the approval of the FSSA or the Chair of the National Championships Committee (NCC). These are indicated in **bold** below, along with the required dates that these items must be submitted for approval.

Some of the items below apply only to certain regattas, such as the North American Championship (NAC). These items noted as such. In addition, for the NAC, see the "North American Championship Checklist" for more detailed planning guidance. It is posted on the FSSA web site (www.fssa.com). Click on Racing, then Regatta Management.

Many other useful documents cited below (such as the Standard Bid Letter, Standard Notices of Race and Standard Sailing Instructions) are also posted on the FSSA website, under Racing, then Regatta Management.

DATE	ACTION ITEM
24 months prior to the regatta	Submit to the FSSA Executive Secretary a formal bid letter, identifying the specific regatta you wish to host, and the month and year. Use the "Standard Bid Letter for Sanctioned Regattas," and enclose the "Questions for Potential Regatta Hosts." Both these documents can be found on the FSSA website. Identify the Regatta Chair in the bid letter, with his/her address, phone, and e-mail address.
24 months prior to the regatta	Reserve the club's facilities for the entire weekend of the regatta (or entire week for the NAC).
Immediately after your organization is awarded the regatta	Contact the current year's Regatta Chair, and ask that person to copy you on all e-mails related to the regatta. This will give you the perspective on all the details going on, and give you an appreciation for the complexity of putting on a sanctioned regatta.
During the NAC the year prior to the regatta	Announce the dates and location of your regatta at the NAC held the year before your regatta. Be prepared to answer questions regarding parking, launch/hoist facilities, docking, drysailing and/or

	<p>mooring, likely wind conditions, accommodations with local sailors (if feasible), motel and camping (onsite or offsite) availability (with distances from the regatta site), baby sitting availability, on-site swimming, meals to be provided, local shopping or other activities for non-participants who travel with sailors, and other items of interest to the participants. If you cannot attend the NAC, provide this information to the FSSA Executive Secretary, or solicit a volunteer familiar with your club to be your designated representative at the NAC and answer questions.</p>
12 months prior to the regatta	<p>For the NAC only, read the FSSA By-Laws, concerning NAC requirements, schedules, trophies, etc.</p>
12 months prior to the regatta	<p>Establish a regatta budget. (Note: for the NAC, keeper trophies cost thousands of dollars.)</p>
12 months prior to the regatta	<p>Establish a detailed regatta planning Schedule of Events or Task List. This will help each committee chair (see next box) see how they fit into the big picture. An example is posted on the FSSA website.</p>
12 months prior to the regatta	<p>Select the chair for each committee that you will need to run a good regatta. Consider a separate committee for each of the following, although some could be combined:</p> <ul style="list-style-type: none"> • Welcome • Budget and financials (consider setting up a separate checking account for the regatta) • Technical support (computers or laptops, printers, paper, internet access, etc.) • Registration, including establishment of fees based on the regatta budget, pre-registration, and on-site registration. • Lodging/housing • Apparel (shirts, caps, etc.) and other keepsakes, including distributing and selling these items at the regatta • Measuring (NAC only). • Trophies and Awards (secure well in advance). (For the NAC and Midwinters, contact the FSSA regarding perpetual trophies. There are many of them, and it takes a long time to round them up.) • Sponsors. (Major sponsors should be contacted a year in advance, which is when they set up their sponsorships.) • Written program (if you are producing one)

	<ul style="list-style-type: none"> • Entertainment (including shore activities for a non-wind day) • Publicity and spectators • Photography • Baby sitting • Judge selection and housing • Racing Equipment (including signal boat, mark boats, judges' boat, and rescue boats) • Scoring (including posting of results and sending results to FSSA) • Parking and Launching • Meals • Clean-up • Thank-you/appreciation • Chartering • Junior and Womens' Regatta (NAC only) • Safety, Rescue, and First-Aid • Hospitality
12 months prior to the regatta	Identify local motels with reasonable rates, and attempt to secure a block of rooms at a reduced group rate.
12 months prior to the regatta	For the NAC and Midwinters, select facilities for the Executive Committee meeting and the Board of Governors' meeting. In addition, for the NAC only, select facilities for the Board of Governors' dinner and the Annual Membership Meeting/dinner.
12 months prior to the regatta	Contact the Regatta Chair from the current year's regatta, as soon as it is over, to solicit advice, tips, and lessons learned from that person's experience.
9 months prior to the regatta	Submit the Notice of Regatta (NOR) with Registration Form to the Chair of the NCC for approval. For the NAC, use the "Standard NOR for the NAC" on the FSSA website as the basis. For other Sanctioned events, use the "Standard NOR for Non-NAC Sanctioned Regattas" on the FSSA website as the basis. (This will enable the NOR and Registration form to be published in Scots N Water and posted on the FSSA Website in a timely manner). It is also recommended that you include a photo of the club and launch/docking area. The NOR should include as much information as possible regarding parking, launch/hoist facilities, docking, drysailing and/or mooring, likely wind conditions, accommodations with local sailors (if feasible), motel and camping (onsite or offsite) availability (with

	distances from the regatta site), baby sitting availability, on-site swimming, meals to be provided, local shopping or other activities for non-participants who travel with sailors, and other items of interest to the participants. It is also a good idea to collect emergency contact information on the registration form.
6 months prior to the regatta	Submit the name of the proposed Principal Race Officer (PRO) to the Chair of the NCC for approval, along with the proposed PRO's credentials (US Sailing Race Officer Certification, experience running similar regattas, etc.). Note 1 – it is expected that the host club will pay for the meals and lodging for the PRO. Note 2 – The host club (not the NCC) selects the PRO.
6 months prior to the regatta	Obtain the scoring program and practice using it.
6 months prior to the regatta	Submit the name of the proposed Chief Judge to the Chair of the NCC for approval, along with the proposed Chief Judge's credentials (US Sailing Judge Certification, experience at similar regattas, etc.). Note 1 – For the NAC, at least two additional judges are required, and one of the judges must be a FSSA member. Also, it is expected that the host club will pay for the meals and lodging for the judges. Note 2 – The host club (not the NCC) selects the Chief Judge.
6 months prior to the regatta	Obtain sponsor donations, items for door prizes, gift packages for each boat, information on local attractions, etc.
6 months prior to the regatta	Develop designs for T-shirts and other apparel and keepsakes. Place an order as soon as you have the final count.
5 months prior to the regatta	Order trophies.
5 months prior to the regatta	Submit the proposed Sailing Instructions to the Chair of the NCC for approval. For the NAC, use the "Standard SI for the NAC" on the FSSA website as the basis. For other Sanctioned events, use the "Standard SI for Non-NAC Sanctioned Regattas" on the FSSA website as the basis. (There is no need to send the Sailing Instructions to the Chief Judge or PRO. The NCC will coordinate with them.)
3 months before the regatta	Obtain measurement templates (NAC only).

1 month prior to the regatta, and again one week prior to the regatta	Request a copy of the current FSSA membership list from the FSSA Executive Secretary, to ensure that all registrants are paid members.
The day prior to the regatta, and each day after racing	<p>Meet with the Chair of the NCC, the PRO, and the Chief Judge to review the appropriate items from the “Guidelines for Regatta Chair Interaction with the NCC” (on the FSSA website).</p> <p>Also, prior to the first race, review with the PRO and the Chief Judge the “Condition Guidelines” (on the FSSA website), which provides guidance on wind conditions and other factors to consider when deciding whether or not to hold a race.</p>
Prior to and during the regatta	<p>General advice:</p> <ul style="list-style-type: none"> • Train measurement committee people (NAC only) before the regatta. Practice on local boats at least a week in advance, to iron out any bugs and get the local boats out of the way. • Welcome arrivals, show them where to park, and provide them any information they need about the club and its facilities. For the NAC, a flow chart with registration and measuring information has proven useful. • Post directional signs on nearby highways, and at the entrance to the club. • Have computer equipment available, including printer, paper, and ink, and internet access to validate US Sailing memberships, and to obtain weather information. • Locate the nearest ambulance service, hospital with emergency services, and other appropriate medical facilities in case anyone gets injured or sick. • VERY IMPORTANT - Have drinking water available at the hoist or launch area. Also Porta-Johns, if there are no restroom facilities nearby. • Consider obtaining a spectator boat.
After the regatta	Send written thank-you notes to all contributors, and thank all the internal people who helped.
After the regatta	Prepare a list of tips, advice, and lessons learned, to pass on the next regatta chair. For this list, solicit input from your committee chairs and committee members.

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