

How to Run a Successful Regatta



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The Sailing Foundation

For the advancement of sailing in the Pacific Northwest

“It’s easy for things to go south quickly without good preparation.”

–Scott Wilson, ISSA rep for NWISA & Bellingham coach

Outline

- Introductions
- Key Focus Areas
 - Regatta Size/Format
 - Schedule (not just the event itself)
 - Venue
 - Information Management
 - Communication
 - Volunteer Roles
 - Support Boats
 - Race Documents
 - Umpires/Judges/Protest Committee
 - Safety
 - Fun
 - Swag, Awards, Food
- References
- Q&A

Regatta Size/Format: How big is your event?

1. District Championship/Area Qualifier or Higher

- a. Need to go all out—start planning early and recruit strong volunteer team!
- b. Umpires/judges for rule 42, designated protest committee, full hearing
- c. Must follow procedural/class rules **closely**
- d. Sailors expected to be very independent and knowledgeable

2. HS Ranking / Youth Circuit

- a. Follow Youth Circuit Guidelines
- b. Several critical volunteer roles
- c. Designated protest committee recommended and/or 3min justice
- d. Help sailors learn (explain, show, include green fleet for NWYRC)
- e. Coach back 10-15%

3. Local / Open Event

- a. Focus on fun and learning
- b. 3min justice
- c. More flexible
- d. More support for sailors

Regatta Task Countdown Sequence

- 9-10 months ahead for big regattas
- 2+ months ahead
- 1 month ahead
- Week-of regatta

(see task checklist)

Venue Considerations

- Capacity on shore and docks—cap on # registrants?
- Tides
- Shelter for bad weather and welcoming space for families
- Spectating from shore or boat
- Bathrooms
- Meals—how and where?
- Parking for cars and trailers—alternate location?
- Volunteer greeters and directors?
- Signage to direct
- Member expectations & managing shared space

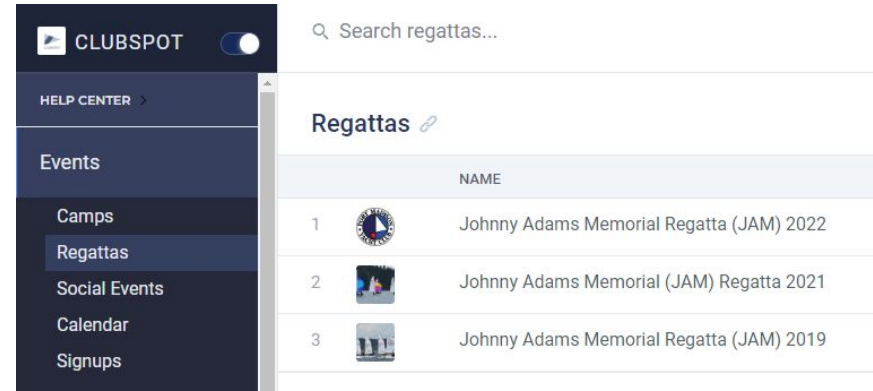


Information Management




Administering Event Data is Key!

- Registrations
- Payments
- Scoring
- Safety
- Communication

Single Source of the Truth



The screenshot shows the CLUBSPOT interface. On the left is a dark sidebar menu with the CLUBSPOT logo and a toggle switch. Below the logo are links for HELP CENTER, Events, Camps, Regattas (highlighted), Social Events, Calendar, and Signups. On the right is a search bar labeled "Search regattas...". Below the search bar is a section titled "Regattas" with a link icon. Underneath is a table with three rows of regatta information.

	NAME
1	 Johnny Adams Memorial Regatta (JAM) 2022
2	 Johnny Adams Memorial (JAM) Regatta 2021
3	 Johnny Adams Memorial Regatta (JAM) 2019



The screenshot shows the techscore interface. At the top is a blue header with the techscore logo, "Demo NWISA", and buttons for "Close" and "Public Site". Below the header is a navigation bar with tabs for "Regatta", "Teams", "Rotations", "RP Forms", "Finishes", "Downloads", and "Windows". The "Regatta" tab is selected. Below the navigation bar is a "Settings" section with a "Regatta details" sub-section. The settings form includes:

- * Name:
- Private: Private regattas are not published and are temporary.
- * Date:



Communication

Pre Regatta

Competitors' Meeting

During the Regatta

Post Regatta

Competitors' Meeting

Make everything clear at the competitors' meeting and give sailors a chance to ask questions.

Then give spectator boat drivers and parents a chance to connect.

Green fleet has an additional meeting afterward and delayed departure/earlier return.



Green Fleet Competitors' Meeting



Volunteer Roles: On Shore

- Regatta chair
- Pre-regatta boat, dock, club prep
- Dockmaster
- Parking directors
- Greeters
- Check-in/registration
- Charter boat coordinator
- Marine gas refueler
- First aid on-call
- Kitchen/meal manager
- Food prep
- Awards
- Clean-up



Volunteer Roles: On-the-Water

- PRO
- RC assistants (driver, OCS, signals)
- Finish boat driver, line signal, line callers, scorers
- Markset drivers and assistants—divide course & conquer
- Safety/support (1:10)
- Green fleet PRO, RC assistant, 1-2 markset, multiple support/coach boats
- Spectator boats (ID at end of competitors' meeting; all day or in/out?)
- RC shuttle

Tracking

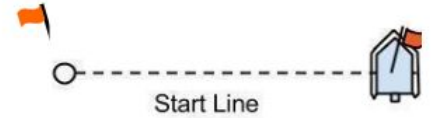
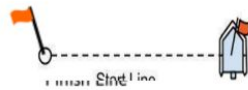
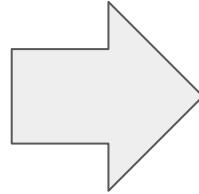
Support Boats



Race Documents

- Emergency Action Plan & Extraction Map (post, share)
- Safety/Support Volunteer Contact Sheet (post, share)
- Designated Notice Board
- Print Protest Forms: [U.S. Sailing Protest Form](#)
- Print [Fleet Racing Score Sheet](#) (20 & 35 finishes per page)
- [NWISA Resources](#)
- [NWyRC Page](#)
 - NW Host Guidelines
 - NOR Template
 - Sailing Instructions Template

Race Courses



Safety



Safety Precautions

- Plan 1:10 support boats-to-dinghies safety ratio (including markset, judges, & coach boats)
- Do safety walk of house and grounds
- Host EAP review with all OTW support before competitors' meeting
- Recruit trained medical volunteers, identify at competitors' mtg, have OTW during racing
- Distribute EAP and extraction map
- Require lifejackets
- Make sure VHF's are charged and channels announced

Extraction Map



PMYC On-the-Water First Responder Quick Card

- 1) Assess scene. Ensure your safety. Alert others immediately on VHF.
- 2) PRO/event leader will direct for efficiency and group supervision.
- 3) **Call 911**. If necessary, contact Coast Guard on VHF channel 16 for EMS patch.
- 4) Provide care to patient. On-call medics may advise.
- 5) Safely transport patient to best extraction point to meet EMS
 - Pt. Madison Boat Launch/Water Company Dock off Euclid Ave NE (16475-16101)
 - Hidden Cove Park: 8588 Hidden Cove Rd
 - Eagle Harbor City Dock below Winslow's Waterfront Park: 301 Shannon Drive
- 6) Continue to provide care (CPR/First Aid) until help arrives.
- 7) Notify emergency contacts of patient. PRO/event leader will notify Commodore.
- 8) Do not talk to media or post on social media about the incident to protect the privacy of the patient.



Fun!

Ways to Make Regattas Fun!

- Swag
- Dinner
- Housing/Camping
- Music
- Raffle
- Game
- Maximized racing for conditions
- Be proactive & organized
- Avoid mishaps

JAMmies, JAM Playlist, & Thank you JAM



A person with long blonde hair, seen from behind, is taking a photograph with a camera. They are on a boat with a yellow deck and a red and grey hull. In the background, several sailboats are on a large body of water under a cloudy sky. One sailboat in the foreground has a white sail with the number '8746' and a blue and yellow spinnaker. Another sailboat further back has a white sail with a blue stripe. The shoreline is lined with trees.

Photos make fun memories!

Green fleet marks don't have to be marks, but they do need to have 3-minute starts, short races, and rules.



Green Fleet Awards!



Let's Go Sailing!!!

