

# NWYRC Host Guidelines

(2023 Version)

## **1. Registration, Eligibility, and Charters**

- Please submit the NOR draft to the series chair for review 5 weeks prior to the event. After review, the series chair will post/circulate NOR and set up registration on ClubSpot. The series chair will make you an admin so that you can score, have access, and make necessary updates.
- We suggest entry fees of approximately \$60 or less per sailor if possible. A portion of the registration fee will be deducted by The Sailing Foundation based on the level of support provided. Green Fleet registration fees are recommended at \$30 or less.
- Late fee of \$20 goes into effect the Wednesday before the regatta begins.
- If there are t-shirts or other items for sale, we suggest making these available for extra purchase rather than including them in the entry fee.
- When possible it's encouraged that hosts provide charter boats at a nominal fee. It's up to hosts to determine this fee, but it's typically no more than \$50 for a weekend. The highest charter demand is usually in the double-handed development class (FJs) and Green Fleet. Green Fleet charters should be free.
- All sailors must be registered with the NWYRC. They only have to do this once and then they're in the system. If it's a sailor's first regatta, chances are they'll need to register with NWYRC.

## **2. Keep it Safe**

- Make sure competitors are wearing USCG approved Type III PFDs, not buoyancy aids. This is a major issue of liability for any host who allows minors on the water without an approved PFD.
- Have an on-the-water safety plan (EAP) in case of bad weather or emergency. Share it with visiting coaches and have a quick safety meeting with ALL support/coach boats either before or after the competitors' meeting.
- Consider flying a big flag with a red cross on one of the docks all weekend as a good visual for where coaches and EMTs can both rendezvous in an emergency.
- Do head counts before, during, and after racing. Did everyone finish the race? Did everyone make it back to shore? Have a plan to account for sailors.
- Remind sailors it's OK to call it a day early, but make sure they tell someone. If it's a long sail in/out, do you have the resources to provide escorts back to the dock? If not, do you have a way of anchoring retired boats off to the side of the race course?
- Don't rely too heavily on Rule 4 (Decision to Race). There are times where RC must make that decision regarding the safety of the fleet or an individual boat. Suggest adding that wording to SI's. The safety boats shall come to the aid of a boat in distress at their judgment. A boat in distress cannot refuse assistance from a safety boat who perceives them to be in danger and may continue racing if able.
- Designate a chief safety boat/safety officer. That person monitors the racing and helps PRO decide if it is prudent to keep racing. Is there a parent who is a doctor who can ride on board?

- Make sure competitors have tow lines affixed to their boats.
- Safety/mark boat operators must be qualified and competent at rescuing capsized boats.
- Require all spectator/coach boats to monitor a designated VHF radio channel while afloat.  
Remind them that they are expected to help in case of emergency, regardless of whether or not it's their sailor in trouble.

### **3. Sailor Care**

- Allow approx. 5 minutes between when the last boat finishes and the first warning so that ALL sailors have a chance to check in with their coach, drink some water, reapply sunscreen, go to the bathroom, etc.
- Consider adding one "longer" (20 min) break afloat for lunch. During this time also consider providing a larger boat with a working head as a relief point where people can use the bathroom or address sanitary needs, or a boat to shuttle sailors to shore. Make sure all competitors know that this is being offered and when/where to go.
- Designate a support boat to carry water refill jugs and snacks for competitors that can be passed out between races.
- In an effort to be green and reduce trash, bottled water is discouraged. Sailors should have a reusable water bottle with them that can be refilled from water jugs carried by support boats.
- During NWYRC events coaching is allowed during the race for the back "25%" of the fleet so that they are learning something, not just sailing around in last place.
- Make sure that there are support boats that can tow sailors to and from the race course if it's a long sail and they don't have a coach (JAM, Bellingham, etc.)

### **4. Championship Fleet Starts**

- Signals should be made in accordance with Rule 26 (5 Minute Start with Flags). This prepares sailors for racing beyond High School/College Sailing.
- Smaller fleets may be combined with larger fleets . It's common for the smaller Laser Full Rig fleet to start with the Radials and maybe even the 4.7's, but then scored independently.
- The race committee should be prepared to use the I Flag and then the U Flag in the case of multiple general recalls. Most youth sailors are already familiar with these rules from high school sailing.

### **5. Championship Fleet Courses**

- The target time should be about 30-35 minutes per race. This is the length of time it takes for the first boat to complete the race course.
- Consider using a time limit of 50 minutes. If the first boat is unable to complete the race course in 50 minutes, the race would be abandoned. Make sure that there is a timekeeper for each fleet.

- Boats who are holding up racing may be finished in place if there is a clear order. This will help keep races moving.
- For slower classes like the Opti this might mean setting a shorter windward of a different color.
- In regattas with more than 5 starts, or close to 150 participants, it's recommended that there be an "Alpha" (Lasers, FJs, 29ers) and "Bravo" (Opti Champ) course.
- Windward/Leeward, Modified Windward/Leeward, and Trapezoid Courses are preferred.
- Leeward gates and windward offsets are recommended when doing Windward/Leeward courses with larger fleets.
- Use separate start/finish lines to avoid confusion.
- It's recommended that the start/finish lines be restricted if applicable.
- At venues where spectating is not possible from shore, try to provide parents with a designated spectator boat (BYC, JAM, JO's Etc.). This is a great way for club volunteers to get involved!
- Be prepared to end a race a leg or two early if the race is taking too long, by adhering to RRS 32 and using 2 horns and the S Flag. Make sure the mark boats have the supplies to display the S Flag and make sounds. You may choose to write in that you will not signal a mark moved, changing RRS 33. Make sure that you are not adjusting the leg of a race that sailors are on.
- If a race needs to be abandoned display, N flag with 3 horns. Sailors should then return to the starting area.
- Remember if you write in the SIs that changes to the sailing instructions may be made on the water with an L flag.

## **6. Schedule**

- First race at noon is recommended for Saturday with the goal of getting in at least half the regatta that day (6 or 7 Races). Make sure the meal prep team (if applicable) is flexible, since racing can go late on Saturdays.
- Sunday generally uses an earlier start and finish time. Recommended that first start is at 10am on Sunday and last warning is at 3pm. Awards no later than 4:30 if possible.
- 10 races is generally the target number per regatta. Make sure this is included in the Sailing Instructions and NOR.
- Do awards as quickly as possible after racing on Sunday. Encourage all competitors to stick around, but be aware that many people have long drives and ferries to catch.

## **7. Scoring, Protests, and Awards**

- The Sailing Foundation will set up the registration on ClubSpot and give you full administrative access to the event to conduct check-in, scoring, and more.

- Regattas must be scored in accordance with Appendix A, which includes one throw-out after five races and a second throw-out when at least 10 races have been completed.
- Protests are infrequent, but do happen. These are best settled using “3 Minute Justice” where each party gets a minute (approx.) and then the committee gets a minute to deliberate. Nothing is worse than a long drawn-out protest hearing, especially if it has little bearing on the results. There’s not a national championship on the line.
- Protest committees often consist of one member of the race committee (unless a sailor is protesting RC or seeking redress because of improper action by the RC) and two coaches who don’t have sailors involved in the incident and don’t stand to significantly gain based on the protest results.
- Sailors may protest one another for not complying with class rules or using illegal equipment. It is on the sailors to enforce these class rules, not the race committee. The race committee may, however, protest a competitor for a breach of rule 2 (sportsmanship) or a safety violation such as not wearing a Coast Guard approved PFD or failing to carry an appropriate bow line.
- Awards are encouraged and should be proportionate to fleet size.
- In double-handed classes, it is important that regatta organizers recognize both the skipper AND crew.
- Opti Champ Fleet (White, Blue, Red) shall race and be scored together. The host may choose to recognize and/or award the top finishers of each age bracket. This is more common in big fleets of 20+ boats. Otherwise it’s common to just recognize the top three overall, regardless of age.
- No performance-based awards for Green Fleet, but a participation award is encouraged.

## **8. Opti Green Fleet**

- Green Fleeters are invited and encouraged to attend all NWYRC events.
- The goal of Opti Green Fleet is to provide a safe, fun, and positive learning experience. The focus is on growth, not competition.
- Consider a reduced entry fee for Green Fleet (approx. half the price of standard entry fee)
- Recruit a Green Fleet PRO who will plan and be in charge of that course in coordination with the regatta chair and championship PRO.
- Green Fleet should be invited to the championship fleet competitors’ meeting and then stay to have their own competitors’ meeting afterward with a later launch to stay out of the way of championship fleets.
- Green Fleet shall be sailed on a separate course closer to the host venue for ease of sailors going in early.
- The PRO must be on station before Green Fleet launches so they have a target to sail toward.
- Green Fleet starts use a 3-minute dinghy start. The flags needed for this course are the Green Fleet flag, L flag, AP flag, X-flag, 1st repeater, and orange flag.

- Green Fleet target time for first finisher is 10 to 15 minutes.
- Open coaching during racing is encouraged. Green Fleet coaches are expected to coach and help all Green Fleeters, not just their own.
- For ease of coaching, it's helpful for the sailors' first names to be written large on the transoms using light colored painter's tape and black Sharpie.
- Sailors in Green Fleet may use non-class approved equipment, including roto-molded prams, if that's what they have access to.
- It's common practice to take a lunch break ashore in the middle of the day. A group debrief during this time is encouraged.
- Green Fleet stops racing when gusting 12-15 kts or more. When boats are struggling, the Green Fleet PRO should confer with coaches if it is time to abandon racing.
- Results are kept, but no prizes shall be awarded based on performance. It's encouraged that all Green Fleeters receive a participation medal or award; this is to discourage older sailors perpetually staying in Green Fleet to accumulate prizes. You can order participation medals from the USODA directly.
- Please email results to [ysd@thesailingfoundation.org](mailto:ysd@thesailingfoundation.org)
- Cumulative Green Fleet results will not be kept.
- When a sailor consistently finishes near the top of Green Fleet in three regattas, it's time to move up to Champ Fleet, although there are no rules regarding age or number of years spent in Green Fleet.
- Markset boat should also be a host-provided coach and safety boat for all.

## **9. Print**

- [Checklist for immediate use](#)

## **10. Recommended Supplies**

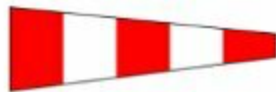
- N flag—abandonment
- I flag—1 min/round the ends rule
- U flag—very similar to the black flag
- S flag—shortened course
- L flag—come within hail
- X flag—individual recall
- 1st substitute—general recall
- AP flag—postponement
- Orange flag—starting line
- Blue flag—finish line
- A flag—racing done for the day (N over A)
- H flag—go ashore (N over H)
- 1-4 numeral pennants (helpful for poor racing conditions)

- P flag–preparatory
- Class flags
- Many air horns
- Whistles
- Megaphone
- Flag cheat sheet
- Ice chest with ziplock bags for easy ice packs
- Water Refill stations on the water
- Emergency Action Plans
- Onshore Safety Coordinator
- 2+ mark boats per race course that are prepared to rescue sailors and boats, with the correct knowledge
- Charged VHF's (one per support and RC boat)
- List of all support people with their assignments and cell phone numbers

# RACE SIGNALS

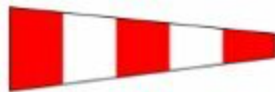
The meanings of visual and sound signals are stated below. An arrow pointing up or down ( $\uparrow \downarrow$ ) means that a visual signal is displayed or removed. A dot ( $\bullet$ ) means a sound; five short dashes (-----) mean repetitive sounds; a long dash (—) means a long sound. When a visual signal is displayed over a class flag, the signal applies only to that class.

## Postponement Signals



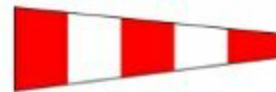
$\uparrow \bullet \bullet \bullet \downarrow \bullet$

**AP** Races not started are *postponed*. The warning signal will be made 1 minute after removal unless at that time the race is *postponed* again or *abandoned*.



$\uparrow \bullet \bullet$

**AP over H** Races not started are *postponed*. Further signals ashore.



$\uparrow \bullet \bullet$

**AP over A** Races not started are *postponed*. No more racing today.



**Pennant 1**  $\uparrow \bullet \bullet \downarrow \bullet$



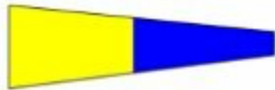
**Pennant 2**  $\uparrow \bullet \bullet \downarrow \bullet$



**Pennant 3**  $\uparrow \bullet \bullet \downarrow \bullet$



**Pennant 4**  $\uparrow \bullet \bullet \downarrow \bullet$



**Pennant 5**  $\uparrow \bullet \bullet \downarrow \bullet$



**Pennant 6**  $\uparrow \bullet \bullet \downarrow \bullet$

**AP over a numeral pennant 1-6** *Postponement of 1-6 hours from the scheduled starting time.*

## Abandonment Signals



$\uparrow \bullet \bullet \bullet \downarrow \bullet$

**N** All races that have started are *abandoned*. Return to the starting area. The warning signal will be made 1 minute after removal unless at that time the race is *abandoned* again or *postponed*.



$\uparrow \bullet \bullet \bullet$

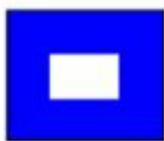
**N over H** All races are *abandoned*. Further signals ashore.



$\uparrow \bullet \bullet \bullet$

**N over A** All races are *abandoned*. No more racing today.

### Preparatory Signals



↑ • ↓ —

**P** Preparatory signal.



↑ • ↓ —

**I** Rule 30.1 is in effect.



↑ • ↓ —

**Z** Rule 30.2 is in effect.



↑ • ↓ —

**Black flag.**  
Rule 30.3 is in effect.

### Recall Signals



↑ •

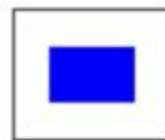
**X** Individual recall.



↑ • • ↓ •

**First Substitute** General recall.  
The warning signal will be made 1 minute after removal.

### Shortened Course



↑ • •

**S** The course has been shortened. Rule 32.2 is in effect.

### Changing the Next Leg



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**C** The position of the next *mark* has been changed:



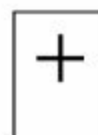
to starboard;



to port;



to decrease the length of the leg;



to increase the length of the leg.

### Other Signals



↑ •

**L** Ashore: A notice to competitors has been posted.  
Afloat: Come within hail or follow this boat.



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**M** The object displaying this signal replaces a missing *mark*.



↑ •

**Y** Wear a personal flotation device.



(no sound)

**Blue flag or shape.** This race committee boat is in position at the finishing line.