

APPENDIX 11

ISAF Management Manual Section A
Race Planning/Organisation



Section A

Pre-Race Planning and Organization



1 AUTHORITY AND RESPONSIBILITY

Abstract

Four authorities which usually govern major regattas are named as well as the committees which take the responsibility of organizing and running the regatta in line with the requirements of these authorities. Finally, the prime objectives of regatta organizers are discussed.

For most major regattas, four bodies share the authority.

The first of these is the **International Sailing Federation (ISAF)**, which provides, revises and publishes every four years the *Racing Rules of Sailing* (referred to as '*Racing Rules*' or '*RRS*') under which the racing will be conducted.

Also with authority through the *Racing Rules* is the respective member **National Authority** of the ISAF. Through its prescriptions to the *Racing Rules*, it states how certain rules are to be interpreted or applied, and it may change some *Racing Rules* if considered appropriate and subject to *RRS 86*. Furthermore, it coordinates the dates and venues of national regattas, and may approve key regatta personnel such as the Regatta Chairman, the (Principal) Race Officer(s), and the Protest Committee Chairman.

The next body is the **host club** (or another organization). Affiliated to the national authority the club's input is generally through the Regatta Organizing Committee and this may be apparent through certain sailing instructions relating to local conditions. Finally **Class Associations** will want to ensure that their class rules, both in terms of measurement and their established practice for regatta organization, are observed.

The involvement of all four bodies is usually apparent in those sailing instructions which refer to the control of the regatta. (See, for instance, the heading of the draft Sailing Instructions in Appendix 5B.)

One or more of these four bodies will singly or collectively become known as the **Organizing Authority** and will set up the Regatta Organizing Committee. It is essential that the Organizing Authority conforms to the requirements of *RRS 87.1*; otherwise, competitors will not have the protection of the *Racing Rules* or the appeal procedures provided by the National Authority. This is easily complied with by ensuring that a National Authority-affiliated club is nominated as the Organizing Authority. *RRS 87.2* requires the Organizing Authority to publish a Notice of Race containing its name and further details (*RRS Appendix M1*) (see Appendix 5A).

The **Regatta Organizing Committee** will accept responsibility, usually through a number of sub-committees, for all aspects of the regatta. Sometimes this committee is called the Race Committee, but this term is better retained for the sub-committee which has the important task of race control. Other sub-committees might deal with all the other varied aspects of organizing a regatta, such as measurement, social events, press and sponsor contacts, etc., and these are discussed in detail in Chapter 2 of this Section.

Throughout the organizing and running of a regatta, the Regatta Organizing Committee should remember that its **prime objectives** are to:

- (a) ensure the **safety** of all competitors;
- (b) provide **fair competition** for all competitors;
- (c) ensure the regatta is run in accordance with the *Racing Rules of Sailing* and rules of other relevant authorities, when they apply;
- (d) ensure that all competitors can and do **conform to the rules** of the regatta;
- (e) as far as possible give **satisfaction** to all competitors.

The **safety** of all competitors (see *RRS 1*) is a prime responsibility. It is the Regatta Organizing Committee's task to ensure that every person involved in the regatta is aware of the fact that safety comes first at all times. To ensure **fair competition** (see *RRS 2*), the Race Committee must set fair starting lines, courses, and finishing lines, conscientiously observe all rules and follow good race management practice.

The Racing Rules of Sailing, the prescriptions of the National Authority and the class rules stipulate the requirements to meet the third objective above. **Rules compliance** - in the broadest sense - by all competitors is vital, not only to ensure fairness of the competition, but also to maintain the high standing of the sport of sailing with the general public and not to bring the sport into disrepute (see *RRS 69*).

Ensuring that clear, unambiguous and comprehensive **Sailing Instructions** are written must be considered a major responsibility of the Regatta Organizing Committee, although this task would normally be delegated to the Race Committee.

Satisfaction to all competitors is perhaps the most difficult objective to achieve. It is in this area that considerable judgement and experience is required. The vagaries of wind and weather will usually cause difficulties for the Race Officer, and frustrate competitors. However, the effect of these can be reduced with foresight and by following the detailed planning and procedures advocated in this Manual.



2 COMMITTEES AND KEY PERSONNEL

Abstract

This chapter is about the committees and the key personnel in charge of a regatta outlining their tasks and responsibilities. Not only the Race Committee is dealt with, but also the Protest Committee and the Safety Committee. How to build the relationship with the media and how to attract sponsors is discussed at the end of this chapter.

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2.1 **Regatta Organizing Committee**

The Organizing Authority (*RRS 87*) is charged with the whole organization of the regatta, on and off the water and including the all-important balancing of the books (see *Part 7* of the *Racing Rules of Sailing*). It will appoint a Committee, which will probably consist of six to twelve members. This Committee derives its authority in terms of *RRS 87.1* from the affiliated club or association that set it up, and to that organization it is ultimately **responsible for the whole conduct of the regatta**. Some of its members will be conveners of the various sub-committees referred to below. It will have its first meeting at least six months and possibly more than a year before the regatta begins.

Once the regatta is under way, it takes all decisions relating to the event, except those delegated to the **Race Committee**. It needs a competent, experienced **Regatta Chairman** (see 2.1.1) who is ready to answer for whatever occurs in the name of the Regatta Organizing Committee. Sometimes



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(one of) the Race Officer(s) is Chairman of the Regatta Organizing Committee, but some Organizing Authorities see advantages in having an independent Regatta Chairman.

The Regatta Organizing Committee's principal pre-regatta functions are:

- a) to prepare and issue the **Notice of Race** (*RRS 87.2, M1*);
- b) to appoint **sub-committees** or personnel for the following (see *RRS 87.2*):
 - * measurement + safety checks;
 - * on-the-water Race Committee(s);
 - * jury, when appropriate;
- c) to ensure that all the **equipment and facilities** required for the regatta are available and functioning;
- d) to approach harbour **authorities**, coast guard, meteorological offices and any other **organization**, cooperation with whom will lead to a more successful regatta.

Regatta Chairman

The Regatta Chairman will play a prominent part in staging the regatta, and must be knowledgeable in race management. Heⁿ has special **responsibilities** which, exercised in consultation with his Regatta Organizing Committee, may be summarized as follows:

- * contribute to the planning and decision-making relating to the on-and-off-the-water conduct of the regatta;
- * convene the Regatta Organizing Committee when necessary, perhaps even at the end of each day, to confirm results and review the organization and procedures, so that whatever changes are necessary in the interest of fairer racing can be made immediately.
- * The Regatta Chairman may hold any one of the positions listed below. However, in big regattas, the Regatta Chairman will have a heavy enough task coordinating the event not to be assigned any specific on-the-water duties.

Race Office

The following **types of services** provided by this Office can be distinguished:

- a) reception and information;
- b) entries and registration;
- c) results and information;

Editor's note: "or she" is implied throughout.

- d) printing and photo copy support;
- e) meteorology and weather reports.

A detailed chronological listing of all Race Office activities can be found in **Appendix 2A**. The equipment needed is listed in **Appendix 2B**.

As the Regatta Headquarters the Race Office is going to be a busy place with its own rush hours. Contact with competitors, press, and the general public should be concentrated in one area. Access to other Race Office areas should be limited exclusively to official personnel. Limited access *within* that section (e.g., during results processing, the Results room is off limits to everyone except Results staff and scorers) will also enhance efficiency, giving everybody the chance to do their job well.

2.2.1 Reception and Information

The window or counter is the **principal place of contact** between the organization and its guests: competitors, coaches, press, general public, etc. The role of this team is fundamental and must convey an image of efficiency and goodwill. Its size depends on the size and level of the competition. For some regattas the tasks required may be combined with those under 2.2.2 Entries and Registration. If there are two separate teams, they should make sure that the task of preparing all the necessary documents (see **Appendix 2C**) is clearly allocated between them.

The Reception and Information team deals with:

- * issuing entry forms and measurement instructions;
- * giving information regarding accommodation and social arrangements;
- * providing general regatta information, etc.

For a detailed listing of possible tasks, see **Appendix 2D**.

2.2.2 Entries and Registration

Here the work involves:

- i) receiving completed entry forms and entry fees;
- ii) receiving measurement forms signed off by the Measurer;
- iii) receiving copies of advertising licenses, measurement certificates, insurance documents, etc.;
- iv) issuing Sailing Instructions and other documentation, mementos, etc. (the issuing of promotional material, mementos, etc., may also be handed over to the Reception and Information team.)



Again, the number of staff required depends on the number of classes and competitors.

2.2.3 Results and Information

This is a fundamental service, and depending on the type of competition, the quantity of classes and race areas, there should be a compartment for each class or area. An outline of this team's tasks is given below. For full details on the tasks and equipment required, see **Appendix 2E**.

Before the regatta starts this team records all the data collected by the Entries and Registration desks, and on the basis of that it produces registration lists, individual dossier cards per competitor, lists of payments made, etc.

After measurement the information developed at each level or station should be immediately transferred to the Results and Information Team so as to benefit the competitors by providing immediate result information at the completion of the measuring process. Statistics on average competitor weight, height, and equipment tends to be greatly appreciated by competitors.

After each race this team is responsible for producing all the documents connected with race results.

After the last race the team's final report should include all the collected regatta statistics for officials, competitors and support personnel.

Location

The Results and Information team will require a large enough room to comfortably accommodate all the equipment. It must have direct access to the Race Office and the secretary of the Protest Committee.

To enhance accuracy and efficiency, the Results Room is usually labelled as a limited access area.

2.2.4 Printing and photocopy support

One heavy-duty photocopier in the Race Office will usually be sufficient, but more support may be required. The fast dissemination of results enhances the Race Office's level of efficiency and is always greatly appreciated by all.

The photocopying tasks involved at each stage of the regatta, and a list of materials needed, are given in **Appendix 2F**.

2.2.5 Meteorology & weather reports

The importance of this section depends on the type and level of competition, and the type of race area(s). It is most relevant in race areas not well known or tested, which will demand that the organization supply the competitors with the **maximum possible advance notice**. The inclusion of meteorological data with the Notice of Race is therefore recommended.

During competition the services of a specialist in micro-meteorology, or the local or national meteorologic service, should be procured to provide a daily weather report.

This daily report should be put in the meteorologic section of the official Notice Board, at least three hours before the Preparatory Signal. It is important to retain on the board the previous days' reports to allow a reference to the evolution experienced at least in the isobaric pattern.

Briefings

For major regattas, two daily briefings are recommended:

1. One is for the Race Committee(s), before going afloat, giving them a detailed forecast for their area.
2. The second briefing, with the same content, is the one for competitors and coaches, at least two hours before the start.

The type of information to be supplied at the briefing depends on the type of races and the type of boats that will be competing.

For a full listing of the type of information to be included with the Notice of Race and that to be given daily, see **Appendix 2G**.

2.3 **The Race Committee**

All sub-committees have important roles in a successful regatta but probably the most important is the Race Committee, appointed by the Organizing Authority (see *RRS 87.2*). The Race Committee is responsible for **what does or does not take place on the water**, it runs the races.

The Race Committee shall publish written **Sailing instruction** that conform to *RRS M2* and **conduct** and **score** the race or series as required (see *RRS 88*).

The **Chairman** of the Race Committee may, but preferably not for a major event, be the Principal Race Officer. He liaises closely with the Race Officer(s)



who is (are) the "on-the-water manager(s)". He supports and directs them off the water and authorizes changes to the Sailing Instructions.

In the following sections we will refer to "the Race Officer", "the Gunner", etc. In the case of a regatta with more than one race area, these positions exist, of course, for each separate race area. The list of equipment required is given in **Appendix 2H**.

Race Officer

Ideally, the Race Officer is an **on-the-water manager**, who lets his team get on with the job without interfering, although he should take the decisions regarding boats on the course side of their starting line, course changes, etc., himself. The advantage is that he can at all times keep an overview of what goes on around the entire race course. If appropriate, he will liaise closely by radio with other Race Officers on nearby race courses, and with the Regatta Chairman. As the **responsible person for his race course**, he will usually represent his Race Committee at protest hearings, although he may prefer to appoint a delegate. At high level events it may be required that he holds a national licence or even the ISAF qualification of "*International Race Officer*".

Before the first race he will **brief his Race Committee** on their jobs, making certain that all tasks are covered. He also ensures (whether or not through delegation) that all the necessary **equipment** is available and functioning.

He may wish to appoint an **assistant Race Officer** on the Line boat at the pin end of the starting line, who will help him identify boats on the course side of their starting line by radio.

Signals Officer

The Signals Officer will be responsible for ensuring that whatever **visual signal material**, or means of displaying such material, is required (flags, hoists, etc.) is available and functioning and that the personnel handling it are adequately briefed. The Signals Officer takes responsibility for ensuring that the **starting procedure** as outlined in the Sailing Instructions is correctly conveyed to the competitors by means of the appropriate flags or shapes which are ready for breaking, lowering or furling at the correct time. He remains closely tuned to the **Timekeeper** and the orders of the **Race Officer**.

Gunner

The Gunner is also closely attuned to the **Timekeeper** and has responsibility for all the **sound signals** that accompany the visual signals. He may also

assist with surveillance of the start, observing and calling boats on the course side of the starting line.

If guns or other fire arms are used to make sound signals, it is the responsibility of the Gunner to ensure the **safety** of their use for himself and his fellow committee members on board as well as for the competitors. Even blank shells can cause serious damage when fired at close range. The Gunner must thoroughly familiarize himself with the **operation** of his guns, particularly with regard to reloading after firing a shell.

Nowadays, some Organizing Committees try to substitute guns by very loud **horn signals**. That could save costs and waste, but experience shows that it is recommendable to have a gun at least for the starting signal.

2.3.4 Timekeeper

This is an important position. More starts have been spoiled by the Timekeeper being distracted by unnecessary chitchat than any other single cause. It is a position which requires **single-minded concentration** and a **good clear voice**. It is good procedure, at any point of time requiring action from somebody, for the Timekeeper to give a **countdown**. The nature of the countdown may vary in length and complexity depending upon how many people have to make a response, how difficult the conditions are or how experienced the team is.

The **countdown** may be: "One minute to warning signal; 30 seconds to warning signal; 15 seconds; 10; 9; 8; 7; 6; 5; 4; 3; 2; 1; Now!"

The tasks of Gunner and Timekeeper may be **combined** if the person appointed as such is competent and confident enough to fulfil them both.

2.3.5 Recorder

The Recorder is responsible for the **paper work on the water**. A competent Recorder will not only note the competitors reporting at the start and the entire starting procedure ("Black flag used after 1st General Recall", etc.), but also much of the communication passing from the Race Officer to the other officials including wind readings, bearings of marks, competitors' rule infringements, protest flags and 720° or 360° turns penalties spotted, all noted against the appropriate time. In other words, a good Recorder compiles a **diary of the race**.

He is also responsible for writing down all the **boats identified** by the Race Officer or his delegate being on the course side of the starting line at (or during the minute before) her starting signal. If *RRS 30* applies and there are boats 'on



the course side', he has to record e.g. if boats complied with *RRS 30.1* (I-flag) after being recalled, if they shall be given a 20% scoring penalty (*RRS 30.2*; Z-flag) or if they will be disqualified (*RRS 30.3*; Black flag). If boats have been disqualified, he also has to **display their sail numbers** if a general recall is signalled or the race is abandoned (*RRS 30.3*).

The Recorder should ensure that he has a **back-up person** to record those boats on the Line boat. If he also has to record the finishing order, he should have a back-up both at the pin end and on his own boat. If the Starting vessel does not also act as Finishing vessel, the Finishing vessel, too, should have two Recorders, and a back-up at the pin end.

Course-setter

For the old "triangle-sausage" Olympic course, the Course-setter needs to be able to set an **accurate course** following the Race Officer's directions regarding time/distance and compass bearings. Course changes, too, can be easily calculated with the help of a windshift table.

With the much shorter new courses (trapezoids, combinations of windward/leewards, etc.), especially with more than one class on the course, the Race Officer does not have the time to calculate and pass on data on angles and distances to the Course-setter, and he may want **fast changes** at a very late stage. Instead of consulting the tables or waiting for instructions, the Course-setter must have the confidence to take up and shift marks to the right position as soon as the Race Officer says "Go".

Ideally he should have enough information, nautical skills and the necessary equipment (course illustrations, compass, sea charts, and even GPS-devices, if appropriate) to operate **on his own** and to be independent on detailed orders from the Starting vessel. His contact with other Course-setters, his own eyesight and judgement will play a much greater role than before, and he can have a decisive influence on the success of the race.

See also Section B, **Chapter 8** on Courses for detail of requirements.

Lineboat crew

A boat at the pin end of the starting line may act as Lineboat to assist at the start. Ideally, and when equipped with suitable hoists, etc., it will **copy** as many Starting vessel **signals** as possible. See also Section B, **Chapter 9** on Starting Procedures.

2.3.8 Beach Master

The responsibilities of this officer can be as varied and as onerous as he likes to make them, but the contribution of him and his team to the success of a regatta can be tremendous. He is one of the **principal shore-based official**.

Prior to the event, the Beach Master should **know** the estimated number of keelboats competing and their place of mooring; the amount of dinghy parking needed; the amount of space required for RC boats, Patrol boats, coach boats, etc.

His **tasks** include ensuring the orderly and systematic launching of boats, lending a hand when it is reasonable to do so, retrieving boats on return, ensuring that any allocated spaces are occupied, advising on where assistance might be obtained for repairs and replacing equipment, perhaps even holding a few tools himself and a willingness to produce them.

He also takes care of important **safety checks** such as noting who has and has not entered the water, and similarly, from beach trolleys and cradles still vacant, who is still to return. It is helpful for the Beach Master to have **radio contact** with the Race Officer even when this is additional to the main shore-based radio. See also this Section, **Chapter 3.2-3.3** (boat, car and trailer parking).

2.4 **Judging – The Protest Committee**

The term "**judging**" is used in the sport of sailing to include a wide range of services to competitors, including the hearing of protests and requests for redress, deciding questions of eligibility and boat measurement compliance, and being present on the water watching for rule infringements – especially those of *RRS 42* (Propulsion).

The term "**Protest Committee**" is used to describe the body which conducts the hearings, whether it be a committee appointed by the Race Committee, the *Race Committee* itself conducting a hearing, an independent committee (*Jury*) or an *International Jury* (see *RRS 89 and P*).

The degree to which an organizer should provide a full range of judging services to competitors very much depends on the type of the event being conducted.



2.4.1 Protest Committee

A Protest Committee may be **appointed** by the *Race Committee* to *hear protests and requests for redress* when neither an independent *Jury* nor an *International Jury* has been appointed by the Organizing Authority. The *Race Committee* may **itself act** as Protest Committee, but when its own conduct is in question, it should arrange for an independent *Jury* to be appointed. This type of Protest Committee is only suitable for club level racing.

2.4.2 Independent Protest Committee (Jury)

At an "open" event to which sailors come from other clubs, it is desirable for the Organizing Authority to appoint an **independent** Protest Committee (known as a "*jury*" (see *RRS 89 (b)*), but not to be confused with an "*International Jury*"); independent, that is, of the *Race Committee*, and, if possible, made up of people from different clubs.

The independent Protest Committee's job is to ensure that **competition is fair**; its members are **often afloat** during racing and will initiate protests when they see rule infringements of a nature that affects the fairness of the competition.

Many National Authorities have a **National Judging scheme** and appoint National Judges and some require that at national events, the membership of an independent Protest Committee includes a majority of National Judges.

2.4.3 International Jury

Appointed by the Organizing Authority and **approved** by the National Authority, if required (*RRS 89 (c)*), its role is the same as that of an independent Protest Committee, although its responsibilities may be considerably extended by the Organizing Authority. An *International Jury* is expected to be able to **resolve**, or **give advice** (when so requested) to the *Race Committee* or the Organizing Authority on a wide range of **problems** which may occur at major international regattas, where there are ever increasing pressures on sailors to perform well.

The membership of an International Jury is made up of experienced judges from **different nations**, the majority of whom hold the ISAF qualification of "*International Judge*" (see *RRS Q* for composition, responsibilities and procedures). There is no facility for a competitor to appeal against the decision of a properly constituted *International Jury* acting within its jurisdiction.

At a **major international event**, it is highly desirable (and often required by a Class Association or National Authority) to appoint an *International Jury*.

2.4.4 Interaction Protest Committee and Regatta Organizing Committee

Many Regatta Organizing Committees send **draft Sailing Instructions** to the International Jury members that have been invited for comments. This avoids lengthy debates at the initial Jury meeting on location and long lists of "Amendments to the Sailing Instructions".

Information on and arrangements for lodging, transportation and regatta location must also be provided well in advance. If appropriate the Regatta Organizing Committee should ensure that the arrival schedules of the Protest Committee members are known in order to organize the pick-up from airports, railway stations, etc.

2.4.5 Protest Committee duties

Once the Protest Committee has arrived at the venue, they should meet to **discuss** the following:

- * their authority and role;
- * nomination of (vice-)chairman and, if appropriate, panel chairmen;
- * delegation of areas of responsibility to members;
- * protest policy (*RRS 14, 31, 42, 69, 79, G, etc.*);
- * study of the Sailing Instructions;
- * appointing one member as scribe if no Secretary is available.

Notices by the Protest Committee, correctly numbered and signed by its Chairman (and, if appropriate, also by the Regatta Chairman) go to the **Protest Committee Secretary**, who distributes copies to the Notice Board, the Race Officer and the Race Office. The original is to remain with the Secretary.

It may be convenient to arrange for a **preliminary meeting** between the Regatta Chairman, the Race Officers, the head of the Race Office, the Jury Secretary and any other key personnel to discuss:

- * on-the-water procedures (course changes, limitations on racing, etc.);
- * the procedure of processing the protests;
- * (changes to) Sailing Instructions;
- * any reports of the Race Committee to the Protest Committee;
- * Jury–Race Committee relations;
- * radio procedures;
- * Jury equipment.

These days most Protest Committee members **go out to the race course** to familiarize themselves with the courses and the types of boats sailed, and to observe the weather conditions in which the races are conducted. Depending on their policy they may want to actively monitor rule infringements (*RRS 14,*

31, 42, etc.). In order to do their job, they should be supplied with adequate boats, usually rigid inflatables.

For further details on recommended Protest Committee procedures, see the **ISAF Judges Manual**.

Umpiring

Event organisers of match races (one boat vs. one boat) often use the system of umpiring, in which **penalties** are imposed **during the race**, avoiding, for the most part, the need for conventional protests (see *RRS C7-C10*). Umpires may hold a national qualification or even the ISAF qualification of „*International Umpire*“.

The requirements for the type of **umpire boats** to be used depend on the sea conditions of the venue and on the type of boats competing. For smaller competition boats, the type of inflatable with a hard bottom and wheel steering is adequate. For larger boats (10 m and above), a good umpire boat is a 8-9 m sport fisherman with a flybridge and twin screws.

Umpires also require **sets of flags** (blue, yellow, green and black), radios, etc.

The recommended procedures for the preparation of umpired match and team races are described in the **ISAF Umpiring Manual**.

2.6 Measurement Committee

The Organizing Authority of a major event may appoint a Measurement Committee or a **Measurer** to measure boats, either as a part of a standard across-the-board measurement procedure, or in case of a dispute about measurement. It would be usual for a Protest Committee to consider this Measurement Committee or Measurer to be the "qualified authority" to which it would refer a measurement question.

The National Authority's **Chief Measurer** for the class(es) concerned will be a member of the Measurement Committee. At International Class Championships an ISAF Class Measurer usually is in charge of measurement procedures.

The Chief Measurer will require a sufficient number of competent **personnel** to handle all the **measurement requirements**. For pre-regatta measurement, depending on the relevant Class Rules, these will e.g. include scantlings, design and construction, fitting accessories, sail measurement and weighing. Often a jig is required for rapid, efficient assessment of design compliance. Post-race checks by the Measurer and/or members of his team may include

checking buoyancy aids, other safety equipment and the weighing of wet clothing (see *RRS 43, J*).

In order to have sufficient crew, equipment and suitable space for efficient measurement at the start of the regatta, **communications** between the Chief Measurer and the Regatta Organizing Committee at an early preparation stage are essential.

The **responsibilities** of the Measurer or Measurement Committee may include carrying out checks (such as sails set within black bands, distribution of ballast, weight of clothing, etc.) on boats, usually immediately after finishing. See *RRS 43, 78*.

2.7 Safety Committee

The Regatta Organizing Committee should appoint a capable **Safety Officer**, who will be responsible for safety and rescue operations. He must be familiar with the regatta venue, with the characteristics of the class(es) competing, and any applicable governmental or similar rules. The cooperation with local or private non-profit Rescue organizations is highly recommended.

2.7.1 Safety Officer

The Safety Officer must be familiar with the **safety regulations** under which the regatta is being sailed, that is to say the safety requirements of the National Authority, of the Class rules, of the Sailing Instructions and of any authority over the regatta water such as the local harbour board.

It is highly desirable that any possible **conflict** between these be resolved before the regatta and that the Sailing Instructions give the final word, including resolution of any conflict.

The Safety Officer's **responsibilities** before, during and after the races are listed in **Appendix 2I**.

2.7.2 Personnel and equipment

The following **list** should be filled out and be available to all relevant personnel:



Patrol boat of the Safety Officer (if not on Mother boat) (P1)	
Chief	_____
Substitute	_____
Patrol boat (P2)	
In Charge	_____
Substitute	_____
Patrol boat (P3)	
etc.	_____
Mother boat (MP)	
In charge	_____
Medical	_____
Captain	_____
Auxiliary	_____

Crews

The crew of a Patrol boat should consist of 2 persons. Preferably each patrol crew member should:

- * be 16 years or older;
- * be a good swimmer;
- * have knowledge of safety and rescue operations;
- * be experienced in the operation of Patrol and sail boats;
- * have racing experience.

Number of Patrol boats

This depends on the competition level, age and number of competitors, etc.

Watercraft

The Patrol boats must be **inflatable** or **semi-rigid**, of more than 4 metres overall length, with a **motor** of adequate power for the boat length and powerful enough to tow several boats (minimum 20-25 hp). Sometimes, especially if the distance from the racing area to the harbour is considerable, Patrol boats are not allowed to tow competitors' boats back to the harbour. In this case you should arrange for additional other (perhaps bigger rigid) boats to do the job of **towing** several (damaged?) boats over that distance.

Necessary materials

For a description of what equipment every Patrol boat should have on board, see also **Appendix 2I**.

Mother boat

The Mother boat will be **anchored** in the proximity of the **leeward mark(s)**. The Patrol boats will bring rescued boats and competitors to this boat, thus avoiding the moving of the Patrol boats to shore. If the Safety Officer is not in one of the Patrol boats, he will be on the Mother boat. The Mother boat will also have a **doctor** or adequate **first-aid personnel** on board.

An **equipment list** for the Mother boat can also be found in **Appendix 2I**. When there are several race areas at the same time, a base ashore can help to coordinate Patrol boats, Patrol personnel, supplies or ambulance assistance.

2.7.3 Patrol plan

Before the start: When the boats start to sail to the course, the Patrol boats split into 3 groups. Each group **follows** one third of the fleet to leeward.

Depending on the type of race course used, the course will be subdivided in several areas, with each Patrol boat assuming **responsibility for one area**.

After escorting the competitors to the race area, boats may **patrol** to outside, or to leeward of, the starting line. Alternatively, they may stay with the Mother boat if it has their Safety Officer on board, or near the Safety Officer's boat.

After the start: With the valid start, at least two Patrol boats will split to either side of the course, while the third one follows the tail-enders going through the middle. All cruise at low speed, **controlling** fundamentally the **last third** of the fleet.

The procedure after that depends on the type of race course used. However, whatever the course type and the number of Patrol boats available, the members of the Patrol Team should always be fully briefed on the Safety Officer's plan before going afloat. The Patrol plan must ensure that **all areas** of the race course are **covered** by at least one Patrol boat at any time.

After the finish: All groups then begin to **accompany** the fleet back to the harbour, in the same way as they did coming out, or back to the starting area for the next start. The Mother boat will be the last boat to withdraw from the race area.



2.8 Vessels Committee

A successful regatta requires a number of **support vessels**. Ensuring that these are available is sufficient a headache to warrant the appointment of a conscientious and hard working committee, knowledgeable in the characteristics of the local craft and their ownership. It may not be sufficient to know that a particular vessel is suitable and available if the **owner/skipper** is unsympathetic to the precision of timing and placing required in a major regatta. The selection and control of these vessels is an integral part of the on-the-water administration of the regatta. One of the Vessel Committee's principal functions after having obtained the number of vessels required, will be to roster them to their particular duties throughout the period of the regatta.

2.9 Social Committee

Social activities

Competitors will first and foremost want good racing conditions. Nevertheless they will expect and appreciate opportunities to **mix socially** and to **enjoy themselves off the water**. The programme for barbecues, receptions, formal dinners, the prize giving and any other functions should be the responsibility of a Social Committee. An attractive **social programme** will help to make a regatta memorable for all competitors, even those who are not among the prize winners. Always remember, however, that the social activities are complementary to the sport activities, and should be adjusted accordingly if necessary.

The Social Committee's **responsibilities** are listed in **Appendix 2J**. They include the preparation of a proposal to be presented for approval to the Regatta Organizing Committee. What this proposal should include is also listed in Appendix 2J.

Opening ceremony

The first formal element of the regatta may set the **tone for the entire event**, so planning the opening ceremony is worth careful consideration. Options for the opening ceremony are given in **Appendix 2J**.

2.9.3 Closing ceremony

The closing ceremony is when everybody leaves behind the tension of the competition and **honours** those who have won. It is also a good moment to **thank** all those who have worked together to make the event a success. Be

careful not to make this part of the ceremony too lengthy, as it quickly becomes boring. A list of possible **components** of a closing ceremony is also given in **Appendix 2J**.

2.10 Press & Publicity Committee

2.10.1 General

Good publicity promotes the Class(es), the Club(s) and the sport. To be effective the organization must ensure a build-up of **information** through a series of releases and interviews at planned intervals. This can be quite demanding on the personnel appointed for publicity.

Before the regatta, advance **mailings** should include information about the Class(es) and profiles of their most successful competitors. Also included should be a map indicating all possible arrival routes and the Notice of Race.

A few days before the regatta, **signs** directing competitors, press, and others to the location add efficiency, especially if there is more than one class and they are expected at different venues. Be sure to check with the local authorities for approval.

Note that the posted signs should be of a **size large enough** to be seen at a distance of 200 m, at 80 km/hour. It helps to make them easily recognizable by the use of the Club burgee, Class emblems, event logo, etc. Use reflective paint on a contrasting background for a good visual effect during day and night, and ensure that the signs are affixed to a strong support (ca. 1.70 m high) that will withstand the weather.

At the regatta site clear **identification** of the individual **services** enhances efficiency, and is easily accomplished by labelling the various rooms/buildings occupied by the RC, Reception & Information, Protest Committee, etc. The same goes for changing rooms, first-aid post, etc. Also make use of signs saying "RC only", "results room – no entry", etc., if appropriate.

Once racing starts, regular race **reports** should be written and distributed, which may include descriptions of incidents, leaderboard changes during the race, etc., quotes from competitors and coaches, and of course, the finishing order per race as well as overall standings.

At the end of the regatta collected **press cuttings**, **results sheets**, etc. should be readily available.

2.10.2 Relationship with media

It is advisable to designate a **Press Secretary** who should have contacts with all media. As the spokesperson for the organization his primary objective is to obtain the maximum possible dissemination of information. **Functions** of the Press Secretary could be:

- * media contacts;
- * negotiations with T.V. stations for coverage;
- * selection of a press team;
- * arranging for a professional photographer;
- * arranging for the making of an event video;
- * producing a press brochure;
- * arranging press meetings before, during and after the regatta;
- * producing press releases after each race;
- * producing final report after the regatta to be sent out to the media.

Further details on all these tasks can be found in Appendix 2K.

2.10.3 Press Office and facilities

Needs will be determined by the regatta size and level. For a big regatta Press facilities should include:

Reception area attended by a Press Officer exclusively assigned to that task.

Library area with up-to-date newspapers, magazines, brochures, regatta information, etc.

Press room (size and equipment depending on the number of press people expected) with chairs, tables, typewriters, telex, telefax, computers, e-mail/internet access, individual telephone booths, telephones, photocopiers, mailboxes, bulletin boards, photographic materials, dark room. Arrangements for billing telephone and fax services should also be in place.

Press and TV boats. Advisable are:

- * Film & photo press boat, 6-7 m long. This should be a fast boat capable of more than 20 kts. It should have a semi-enclosed cabin, and room for 6 photographers (max.).
- * Written press & radio boat, capable of 20+ kts, with a capacity for 10 to 15 persons. It should have a closed cabin.
- * TV boat with the same characteristics as the one for the graphic press. Avoid having TV crews representing different stations on the same boat. Mix with

film & photo press boat if necessary. This boat must be provided with a two-way communication system to have contact with the press room. It should be clearly marked ("PRESS-TV").

2.10.4 Press accreditation & credentials

In most big sports events the use of credentials has now expanded to **identify all persons** related to the organization and their **access** to the various areas. Credentials may be necessary if the Regatta Organizing Committee wants to:

- * identify everybody involved in the organization;
- * control access to the various sites;
- * sectorize access to certain areas by certain types of accreditation;
- * limit access in function of available capacity;
- * facilitate services, transportation, etc.;
- * differentiate privileges between different types of accreditation.

Examples of types of credentials can be found in **Appendix 2K**.

2.11 Sponsorship Committee

2.11.1 General

In days of increasing costs to organize events, yacht clubs and sailing associations are seeking outside **sponsorship** to assist in defraying these costs. Event sponsorship may take many forms from the donation of operating equipment, products and supplies, to the contribution of money.

2.11.2 Amount of sponsorship

There are two **basic elements** that a Regatta Organizing Committee must evaluate when seeking sponsorship:

1. First, what are the **needs** and philosophies of the **organizing Club(s)**?
2. And secondly, what are the **needs** of the **sponsor** and what are the capabilities of the Regatta Organizing Committee as far as fulfilling these needs is concerned?

Once the decision has been made to seek commercial sponsorship for an event, the Regatta Organizing Committee must make a list of its **requirements** and the **associated costs**. Items on such a list may include:

- * Race Management equipment (racing marks, flags, communications and electronics equipment);
- * fuel for Race Committee boats;



- * official publications (Notice of Race, Sailing Instructions, Race results, Official Programme);
- * trophies and prizes;
- * competitors souvenirs (t-shirts, caps, badges, medallions, etc.);
- * Media Centre operations;
- * hotels and facilities;
- * food and beverages;
- * computers;
- * support vehicles;
- * video and photographic support;
- * air transportation;
- * Race Committee clothing.

2.11.3 Attracting sponsors

To attract sponsors the help of a professional **marketing agency** may be required. Most of them will take a percentage of the sponsorship money that they acquire. To provide such a company with the necessary tools, prepare a file with the following **information**:

- * description of the proposed regatta;
- * history of the event (if not a one-off), including documentation on previous winners, press releases, etc.;
- * type of organization, human and material resources involved, back-up from club, local authorities, etc.;
- * detailed budget.

This same file could partially serve to request and obtain major contributions from public bodies.

2.11.4 What can you offer the sponsor?

The most valuable things you have to offer are the sponsor's name in the **title of the event**, and his right to **direct advertising** in both printed and electronic media as the "official sponsor" of the event.

Furthermore, *RRS G* permits Organizing Authorities to place certain **event-sponsored advertising** on competitors' **boats**.

However, there are many other areas where **event sponsor advertising** may be **displayed** at all times:

- a) There are no restrictions to event sponsor advertising on **Race Committee** boats, **press** boats or special **spectator** boats. This advertising may include banners, flags, decals, special painting and special clothing for Race Committee personnel.
- b) In any other areas on the water, including logos/names on **racing marks**.
- c) On the **shore** in the form of flags and banners at supporting clubs and other facilities. Inflatable balloons, advertising on marquees, score boards and official vehicles are options, too.
- d) **Public announcements** with audio equipment and video displays.
- e) All **published materials** including posters, Notice of Race, Official Programme, Sailing Instructions, Race Results, Press Kits, Press Releases, Club newspapers or magazines and official bulletins.
- f) Competitor **souvenirs** such as caps, T-shirts and prizes for the regatta.
- g) At **social events**.

The Regatta Organizing Committee must decide to what extent and where they will permit the sponsor to have direct exposure for his name or product.

2.11.5 Contracts

Once a sponsor is obtained, a formal **contract** must be entered, outlining the specific requirements and responsibilities for both the organizer and the sponsor. The contract must spell out each item in sufficient detail to **avoid conflicts** or misinterpretations, particularly in the area of sponsorship fulfilment. To prepare this contract, and to be properly informed about tax rules and rules for marketing, it will be necessary to have trusted **legal advice**.



3 FACILITIES

Abstract

This chapter specifies the necessary facilities at the regatta site, beginning with signal masts and boards to pass information to the competitors, mentioning boat moorings and boat storage, and ending with medical facilities, transportation and security.

Contents

- 3.1 Race Office requirements**
 - 3.1.1 Signal mast
 - 3.1.2 Official Notice Board
 - 3.1.3 Public address system

 - 3.2 Boat facilities**
 - 3.2.1 Mechanical lift out resources
 - 3.2.2 Moorings of keelboats, coach and committee boats
 - 3.2.3 Dinghy park
 - 3.2.4 Boats, Optimists and boats without trolleys
 - 3.2.5 Safety anchoring in dinghy park
 - 3.2.6 Team containers
 - 3.2.7 Launching ramps

 - 3.3 Car & trailer parking**
 - 3.3.1 Parking for cars and vans
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 - 3.4 Further shore facilities**
 - 3.4.1 Fuel supply
 - 3.4.2 Club facilities
 - 3.4.3 Telephones and faxes
 - 3.4.4 Food

 - 3.5 Off-site facilities**
 - 3.5.1 Repair facilities
 - 3.5.2 Medical facilities

 - 3.6 Other**
 - 3.6.1 Transportation
 - 3.6.2 Security
-

3.1 Race Office requirements

Signal mast

The signal mast must be **close** to the Race Office and be **visible** from the competitors' boat park and from the moorings of the Committee boats. It should be high enough to be seen over the sails of the boats (8-10 m high) and have as many halyards as the number of racing areas.

Flags are hard to see when there is no wind. Recent experiments include a system of rigid flags consisting of a metallic or plastic fabric that will permit the wind to pass through. The only drawback is that it must be oriented correctly since it has only two planes of vision. An alternative would be a cylinder variation. When being hoisted, signals at the signal mast should be accompanied by a **sound signal** and/or a short announcement through the **public address system**.

2 Official Notice Board (see also Appendix 2A)

Provide an official Notice Board with the following **sections**:

- * Race Committee;
- * Protest Committee;
- * Measurement Committee;
- * Results.

The board(s) must be **adequately lit** and located **close** to the Race Office. Its handling should be limited exclusively to Race Office personnel and the Secretary to the Protest Committee.

A **second information board** will serve to post:

- * meteorological information
- * social programme
- * map of the facilities
- * town map indicating services as well as locations of the social events, etc.

A designated section of this board may also be used by competitors to put up their **advertisements**. This will preclude the posting of numerous "for sale" messages in undesired areas.

3.1.3 Public address system

The system should be able to **reach all shore areas**, such as boat park, moorings, measuring area, ramps, locker rooms, etc. Besides as a means to page people, it can also be used to give competitors information about the



compass course and distance to the course area before going afloat.

Use of the public address system should be **kept to a minimum** and limited to reasonable hours. Too many unimportant messages may make listeners less attentive. Early-morning or late-night messages may cause complaints from people living close to the site.

Boat facilities

Mechanical lift out resources

A **crane** should be available to launch and take out keelboats, coach boats, etc. The hoist should have a minimum **capacity** of 1.5 tons, if it is to be used for current Olympic keelboat classes and the like. The hoist arm needs to clear the boat sufficiently to lift it off its cradle and to be long enough to place it in the water.

If Class Rules and Sailing Instructions allow competing boats to be taken out of the water after each racing day, it may be necessary to expand the facilities by the use of **portable hoists**.

The **Beach Master** (see this Section, **Chapter 2.3.8**) or his delegate will be responsible for the equipment. He should do an extensive pre-regatta check. Each hoist should have its own operator. Arrange the operators' working hours to the schedules of the fleets, both for launching and hauling out.

3.2.2 Moorings of keelboats, coach and committee boats

Competitors' boats moorings

When allowed, a large part of the fleet will avail themselves of the use of **hoists** for the daily launching, but Class Rules or Sailing Instructions now often require that the boats remain in the water during the competition, in which case **moorings** must be provided for the entire fleet.

Moorings should have the following **characteristics**:

- * the length of the line from the wall to the buoy should be the length of the boat + 2 m;
- * the length from the wall or dock to the anchoring weight should be related to the length of the boat;
- * the anchor buoy should be of plastic or any other soft material to avoid any damage to hull or foils;
- * the anchor line from the buoy to the dead weight must be long enough to clear the boat's draught.

Moorings for coach boats

Most teams have coaches who bring their own boats, usually inflatable hard-bottom dinghies. **Crane** or **slipway** facilities should be available to launch them, as well as moorings in a designated area.

Moorings for Race Committee boats

It is recommended that all the organization's vessels be **together** or arranged by their specific **purposes**, Race Committee, Patrol, etc. This makes loading materials and victuals on board much easier. It also gives the Race Officer(s) a good overview before going afloat, and makes it easier for them to **communicate** with their RC team as a whole.

Dinghy park

If there is a large number of competitors, it is advisable to assign properly **labelled spaces** per class and/or nation, and to provide **ID-tags** to attach to the trolleys/trailers. This will also help the Beach Master's team to fetch and return the right equipment, when competitors sail in or out.

If possible, the boat park should provide the following **services**:

- * loudspeakers;
- * running water, i.e. a hose of adequate length for every 10 boats;
- * proper lighting;
- * electrical outlets;
- * day and night guards;
- * holding rings to tie the boats down (especially multihulls),
- * lockers for mast, sails, etc.;
- * garbage containers.

Boards, Optimists and boats without trolleys

Board storage

Vertical storage: Supply a system of supports against a wall spaced every 25 cm at a height of 2 m, and a rubber floor to protect the boards. Alternatively, supply vertical lockers of 70 cm deep by 40 cm wide, capable of accommodating a board, mast, sail, centreboard and clothes. Such a system must have air circulation and drainage.

Horizontal storage: Lateral installation with frontal access, made of metal or wood supports at least 25 cm apart, to fit the tip of the board and the fins. The supports must be covered with a soft material (rubber, plastic, PVC). This system may be complemented by frontal lockers of 70 cm deep by 40 cm wide, capable of accommodating board, mast, sail, centreboard and clothes. They



must have air circulation and drainage.

Storage of Optimists

Like boards, Optimists may be stored in horizontal or vertical positions. A horizontal structure requires 50 cm separation. Taking into consideration that the skippers will be children, there should not be more than 3 levels of storage.

With a vertical structure, the boat should rest on its transom against a wall support, with clips every 40 cm to attach to the deck hardware.

Storage system for boats without trolleys

Boats usually have individual trolleys. For those which do not, it is necessary to provide:

- * old tyres. They are easy to obtain, but must be covered to avoid marking the hulls;
- * old mooring lines;
- * 2x4's or similar pieces of wood.

3.2.5 Safety anchoring in dinghy park

On locations where the winds may build up at night, it may be necessary to provide a system that will **tie** the dinghies **to the ground**, as a safety measure. This can be done with a permanent system of **rings** attached to the pavement. It is acceptable if there is enough space for the boats, but has the inconvenience of not being flexible for different types of dinghies. The rings should not protrude above the pavement surface, in order to avoid accidents.

Another more flexible system that is able to accommodate different types of boats may be the utilization of **old tyres filled with concrete** and rings. Clubs may choose to have a permanent system for their own fleet and a supply of concrete-filled tyres with rings attached to accommodate different visiting classes during regattas.

Team containers

Some organizers provide small containers for each of the teams near their boats, which can be used to **store** tools, sails, gear, etc. This method reduces the traffic within the compound, and is appreciated by the competitors.

Launching ramps

There are no pre-established dimensions for ramps, but as a general rule it should be possible to **launch** the entire dinghy fleet **in approximately 20 minutes**. The following **factors** should be taken into account:

- * total number of boats to be launched;
- * type of boats (single- or double-handed, multihulls, boards, etc.);
- * beam of the boats;
- * degree of difficulty of the ramp system;
- * tidal effect, surf, etc.

3.3 Car & trailer parking

3.3.1 Parking for cars and vans

In order to provide adequate parking facilities, an estimate should be made of the **number** of cars and camper vans expected.

To collect this information at an early stage, a space could be provided on the **entry form** sent to National Authorities and/or Class Associations asking for the number of cars, vans and/or trailers that will be brought to the regatta venue.

If appropriate, reserve a few **parking spaces** close to the Race Office for **key personnel**.

Ideally, the parking area should be supervised to **restrict access** only to authorized vehicles. It should be **well lit** and equipped with loudspeakers, and a **24-hour guard** should be present. The local **police** should also be informed of the event and the amount of traffic expected.

Trailer parking

A **specific area** should be assigned for competitors' and coaches' trailers. The Beach Master's team should have **cars with hitches** to drive all trailers to the designated areas. Via the Notice Board or a separate **Information Sheet** issued with the Sailing Instructions, competitors and coaches should be informed as to where they can pick up their trailers at the end of the regatta.

Remember that many boat trailers have built-on locker space, so the closer they are to the boats, the more convenient for the competitors.

3.4 Further shore facilities

Fuel supply

If the club is located in, or close to, a marina, it will probably have a **service station** with gasoline, diesel fuel and oils (2-cycle marine). Otherwise a **fuel compound** should be provided within the club and sufficient quantities stored.



It is important to **estimate** the fuel needs of all watercraft involved in the regatta. Add the normal usage data from previous years to a provision for additional usage by spectator craft. A good estimate of consumption will preclude running out of fuel during the regatta.

Each day after the races, all RC boats should be **refuelled** for the next racing day. This frees the fuel docks for their routine service the following morning, and avoids RC delays.

3.4.2 Club facilities

During the competition an **unusual number** of people will be using the club facilities, i.e., bar, restaurant, dressing rooms, rest rooms, etc. Take this into account when planning the number of personnel, volunteers, etc.

3.4.3 Telephones and faxes

The number of existing **telephone lines** in a Club is usually insufficient for big-regatta needs. The minimum requirements are:

- * Regatta Organizing Committee (1 line);
- * Reception and Information - Race Office (2 lines, including 1 for faxing);
- * Press room (4-5 lines, including 2 for faxing).

One solution is to have the telephone company install a **mobile office** providing this service to competitors and press. Manpower to service it should also be arranged.

If new **telephone numbers** are to be used, they should be known in advance and preferably be published in the Notice of Race.

3.4.4 Food

Each RC boat should make one crew member responsible for **collecting food and drinks** for the crew each morning before going afloat.

When arranging catering consider the expected **weather conditions** and the length of time the RC members will be at sea.

3.5 **Off-site facilities**

3.5.1 Repair facilities

These should consist of the following services:

- * sailmaker;
- * machine shop;
- * carpenter;
- * fibreglass repair shop.

Some clubs that are located close to marinas or harbours usually have this type of **service available**. If this is not the case, these services must be coordinated to be available, or a **list** must be prepared of services available elsewhere, with addresses, telephone numbers and a **map** of how to get there.

Medical facilities

Besides the medical help at sea (see this Section, **Chapter 2.7**), provision must be made to have access to **full medical assistance** such as the services of a local hospital, the Red Cross, a private doctor, ambulance, etc.

3.6 Transportation and Security

Transportation

Arrangements must be made for swift transportation of goods and people to and from the site before, during and after the regatta. An import-export agent should be contacted to coordinate and expedite temporary imports of containers, etc. **Transportation needs** may be needed in the following areas:

- * goods (office, on-the-water, food + drink, etc.);
- * competitors' boats, RC boats, trailers;
- * competitors and personnel (RC, Measurement Team, Protest Committee).

3.6.2 Security

Depending on the location, it may be important to arrange **security measures** that will guarantee the security of competitors, personnel and materials.



4 VESSELS & EQUIPMENT

Abstract

For the management of a race the Race Committee has to arrange for several vessels and boats that are suitable for the race area and adequately equipped for the tasks they are meant to perform. To have a fleet of both comfortable vessels able to carry the necessary signals and administration equipment and fast inflatables to lay and move marks is desirable. Finally, the type of marks used and the quality of associated devices like lines and weights can have a major influence on competitors satisfaction, stress on the course-setting personnel and the success of each racing day.

Contents

- 4.1 Starting vessel
 - 4.2 Course-setting vessel
 - 4.3 Mark boats
 - 4.4 Lead boat
 - 4.5 Rescue boats
 - 4.6 Signal boat
 - 4.7 Jury boat(s)
 - 4.8 Marks
-

4.1 Starting vessel

The Starting vessel should be of a size sufficient to accommodate the Race Committee personnel in reasonable **comfort**. Depending on the type of course, it may also act as **Finishing vessel**. It should be **appropriate** for the conditions likely to prevail in the course area; it should be manoeuvrable, visible and **clearly identified** in accordance with the Sailing Instructions. It should be equipped in accordance with the list in **Appendix 2H**.

4.2 Course-setting vessel

Particularly for the much shorter new-style Olympic courses, the Course-setting vessel should be a **fast power** boat equipped with **instruments** for determining either speed or distance run, or both, as well as a reliable compass. Depending on the type of course, once the course has been laid out, the Course-setting vessel may be used as a **Lineboat** on the pin end of the starting and finishing lines. In most types of course, however, the Race Officer will want to wait as

long as possible before finalizing the course, which means that the Course-setting vessel will not be back in the starting area in time to act as Lineboat. A separate Lineboat will usually have to perform this task, especially if more than one race per day is scheduled.

Between starting and finishing, the Course-setting vessel may be used as a **patrol boat** although its main task is to stand by for **alterations to the course** in the event of a wind change. This vessel, like the Mark boats, is a **source of information** to the Race Officer. Its list of required equipment can be found in **Appendix 2H**.

4.3 Mark boats

Mark boats are desirable for major regattas in **open waters**, especially when the **legs are longer than 1 NM** or when visibility is hampered by large waves or poor conditions. They can contribute to the fairness of the racing. Mark boats are ideally keelboats or trailer yachts or any kind of displacement vessel with a **tall mast** or rig to which an **easily identified shape** can be hoisted. The best is an equilateral triangular "sail" with sides about 1.5 m, of orange day glow material, set in the rigging at right angles to the wind.

Mark boats should be adequate for the conditions that are likely to apply in the area. While on station, Mark boats are usually in a good position to record **mark roundings**, which may be of use to the Race Committee or the Protest Committee afterwards. Mark boats can also be used for **mark laying** or **shifting marks** following a course change, in which case they may need additional equipment. **Appendix 2H** contains a list from which the desired equipment can be selected.

4.4 Lead boat

A Lead boat may be used to lead competing boats **toward the next mark**. It must be capable of **keeping clear ahead** of the boats in the prevailing conditions. It should be **clearly identified** and carry the **signals** to assist in conveying a General Recall or an Abandonment. Prior to the start the Lead boat is stationed on the course side of the starting line, more or less in the middle and well clear of any competing boat. The task of displaying General Recall and Abandonment signals may also be assigned to a Signal boat (see 4.6 below). The Lead boat's equipment is also listed in **Appendix 2H**.

4.5 Patrol boats

Patrol boats should be of **adequate capability** to assist boats in distress under adverse conditions. For dinghies the **ratio** should ideally be **one patrol craft for**



every ten competitors. In sheltered estuary waters the need may not be so great. On the other hand, a junior fleet may well require a higher proportion. Each craft should be manned by **at least two competent persons** and equipped as in **Appendix 2H**. See also this Section, **Chapter 2.7**.

4.6 Signal boat

For **large fleets** it is customary for a Signal boat to be stationed on the course side and approximately in the middle of the starting line, and around 100 to 200 metres to windward. When a Signal boat is used competitors downwind cannot see the flags so shapes are used and therefore **System 2 (RRS 26.1)** is often used. When a Signal boat is used this way, all the **starting signal equipment** listed for the Starting vessel in **Appendix 2H** will be on the Signal boat.

4.7 Jury boat(s)

Depending upon the formality of the regatta, the traditions of the Class and the requirements of the Organizing Authority, one or more Jury boats may be required. In nearly all match racing **on-the-water umpires** are used to signal infringements and instant penalties. Major international championships usually have an *International Jury* which may take some responsibility for **observing infringements** and even lodging protests, especially relating to contact between boats, illegal propulsion, touching of marks, etc.

In this case a number of Jury boats may be required, dependent on the number of Jury members who are supposed to be 'on the water' during racing. Experiments are currently also underway with **direct judging** in small fleets and in team racing.

The specifications for Jury boats will vary according to the sea conditions and the nature of the racing fleet. For dinghy racing, a **fast cabin cruiser** may act as mother vessel to two or more **inflatables**. Jury vessels should always be identified by a **Jury flag**, which may be the letter "J" or the word "Jury" on a contrasting ground, or Code flag "J". See also this Section, **Chapter 2.4**.

4.8 Marks

Marks should be **highly visible** against sea or land (bright yellow or rescue orange) and **easily towed** and **handled** by the Course-setting vessel. If marks not in use are towed during a race, the Course-setting crew must ensure that competitors do **not get confused** by moved marks.

The most suitable type are **inflatable neoprene cylinders** or **spheres** of a size suitable for the length of course and height of waves. Cylinders of 1.2-1.5 m

height and spheres of about 1 m diameter are suitable for most small-boat classes.

Marks used for a **change of course** should be of a different shape or colour or have some distinguishing mark such as a coloured (or black) band or sleeve which can be slipped over the mark.

Cylindrical marks need a heavy **counter-weight** to keep them upright and all marks need a counter-weight fixed to the anchor line about 2-3 metres below the surface to keep the line down and away from close rounding boats. A 12 to 25 kg steel weight is best. **Steel** is more effective than concrete, because in water it weighs some 87% of its weight in air, whereas concrete in water only weighs 55% of its weight in air.

The type of **anchor** best suited to the locality should be determined. Generally some form of wide fluked grapnel anchor is most satisfactory. Danforth anchors are easily fouled and when well bedded are sometimes difficult to retrieve.

The **line** should be long enough to prevent the mark dragging in heavy weather but not so long that the mark shifts with variations in wind and tide. Preferably some **chain** should be used at the anchor end to prevent chafing and improve holding.

In very **deep water**, marks can be secured with disposable **ground tackle** consisting of reject or damaged concrete blocks and non-synthetic (bio-degradable) twine which **can simply be cut**.

Marks for the Kenwood Cup off Hawaii, for example, are laid in some 600 m of water. Two or three concrete blocks are lashed together with cheap line which also provides a leader. Twine is attached to this line. At the surface end the twine is attached to another leader which also has a length of shockcord in parallel with it to prevent shock loadings. 2

Because the marks sometimes have to be retrieved in very adverse conditions, a small buoy is attached to the counter-weight so that it just reaches the surface. Small buoy, counter-weight and mark are then retrieved in that order and the biodegradable anchor line twine is cut below the leader.

5 RACE DOCUMENTS

Abstract

This chapter deals with the Notice of Race and the Sailing Instructions, two important race documents. The Notice of Race can be seen as a formal offer to a potential competitor. It has to be drafted with great accuracy as it specifies the conditions for entry, the classes and the rules to govern the event. Event categories A, B and C are described briefly. The Sailing Instructions are most important to the success of a regatta, as they provide additional information to the competitors and may change some *Racing Rules* that shall apply to the event.

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- 5.1 The Notice of Race
 - 5.2 The Racing Rules of Sailing Appendix G – Advertising
 - 5.3 The Sailing Instructions
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5.1 The Notice of Race

The Notice of Race is an extremely important document. At first sight it would seem just a simple brochure with some useful information about the regatta, tourist information, etc. In legal terms, however, it can be seen as a **formal offer** to a potential competitor with the **conditions** under which he or she will be allowed to participate in the regatta. If the competitor enters the regatta on the basis of the Notice of Race, he must be assured that the event will be held at the time and place and for the class(es) specified. He must also be assured that participating in this regatta will not bring him in conflict with the **ISAF eligibility** rules (see *RRS K*), and the Notice of Race must tell him whether or not he will be permitted to display **advertising** on his boat or sails.

Drafting the Notice of Race is a job that must be done with **great accuracy**. Outside help from a legally trained expert or the use of existing Notices from other major regattas as examples may prove useful. Make sure to be very **clear and specific** and avoid anything that could be ambiguous. Once it has been published, it will be very **difficult to change** anything in the Notice of Race.

If the published Notice of Race includes a designation of the **advertising category** of the event, "*the category shall not be changed within ninety days before the event without prior approval of the National Authority or the Organizing Authority*" (*RRS G2.3*).

Since it is possible that not everyone receives the revised text in time, in general it is strongly recommended **not to change anything** in the Notice of Race that might have changed anyone's decision **whether or not to compete**, had he been aware of the change. Once the event starts and the competitors arrive, it will be possible to make certain changes by amending the Sailing Instructions. Here again, utmost care should be taken that nothing is altered that will change the nature of the regatta and the basic rules for it.

The *ISAF Racing Rules of Sailing (RRS M1)* includes a **list of the items** that must be included in a Notice of Race. Some National Authorities have standard models of a Notice of Race which can be used. These can be very useful for local and national regattas because they often include reference to the **National Authority prescriptions** that will apply. Remember that if prescriptions of the National Authority are to apply to an international regatta, a copy of each prescription must be included in the Sailing Instructions in English.

A model containing the most essential items of a Notice of Race (at least the ones prescribed by the *Racing Rules*) is included in **Appendix 5A**.

5.2 The Racing Rules of Sailing Appendix G - Advertising

RRS Appendix G establishes the **rules** applicable to advertising (for definition see *RRS G1*) for both event sponsors and individual boat sponsors.

The **Organizing Authority** is **responsible** for designation and enforcement of the advertising category applicable to the race or regatta, and for getting all necessary approvals.

RRS Appendix G is listed in the category of unalterable rules in *RRS 86.1*; however, *RRS G2.2* **permits** the Notice of Race to **modify the time** during which *RRS G* applies. The default as stated in *RRS G2.2* is that the Appendix applies from 0700 hrs *on the first race day of the regatta until the expiry of the time limit for lodging protests following the last race of the regatta*. If the Notice of Race states that *RRS G* "shall apply only **when racing**", then there are no restrictions on advertising **when not racing**.

Under this modification, a boat may display **any type of advertising** including display of flags or banners "*when not racing*" and her crew may wear clothing with advertising during the same time period. This will also permit event organizers to require display of **event sponsors advertising** on individual boats beyond that provided in *RRS G*.

A National Authority, a class or the Offshore Racing Council may prescribe **rules** that are **more restrictive** than those of a category. Similarly, for a



particular event, an Organizing Authority may include rules for advertising in its Notice of Race and its Sailing Instructions that are more restrictive than those of the event's category, depending on the needs and philosophies of the Regatta Organizing Committee and the competitors (see *RRS G2.4*).

Category A

At the local level most events will be category A, the **default category** if no designation is included in the Notice of Race and the Sailing Instructions (see *RRS G2.3*). Category A effectively **prohibits advertising** by sponsors of individual boats or sailboards and authorizes only minimal advertising on boats or sailboards by event sponsors.

Category B

For events at higher levels, Organizing Authorities may wish to select category B advertising. At **world and continental championships of Olympic classes**, *RRS G2.3* permits category B advertising on hulls and, for Olympic sailboard classes, on hulls and sails.

Category B defines the **limits of advertising** on hulls, sails, main mast and main boom and crew clothing and equipment. In some events, there may be a mixture of category A and B when different classes are competing in the event. In this case the Notice of Race and the Sailing Instructions should state which categories of advertising apply to which classes.

Category C

Any advertising that goes further than that for category B falls under category C. **Advertising** under category C shall be (see *RRS G5.1*)

- a) approved by the national authority of the event's venue when the event is **not international**; or
- b) approved by the ISAF when the event is an **international** event. 'International' means events open to entries other than those from the National Authority of the venue.

When category C advertising has been approved, **fees** may or will be required by either the National Authority or the ISAF, depending on the event being international or not international (see *RRS G5.2; G5.3*). **Rules** for category C advertising shall be stated in the Notice of Race and in the Sailing Instructions (see *RRS 5.4*).

5.3 The Sailing Instructions

The Sailing Instructions are **extremely important** and must be prepared with great care. The effective operation of the regatta, the responsibility and authority of the officials and the all-important link to the *Racing Rules* and, if appropriate, the *Appeal Authority*, are governed by these instructions. It is equally important that the Race Officer and all the officials associated with the actual conduct of the regatta be **thoroughly conversant** with them.

Appendix 5B (as taken from *RRS N*) contains a set of **standard Sailing Instructions** with alternatives to meet various situations. There are also notes to guide Race Committees in the selection of appropriate alternatives. Compiling the Sailing Instructions for an event is the task of the Race Committee (see *RRS 88.2*). The compiling should not be looked upon as an opportunity for displaying originality or creative ingenuity.

The **standard Instructions** should be **used** unless there is good reason for deviating from them, and on occasion there will be good reason. Local harbour by-laws may have to be considered, or special launching and retrieving requirements or aspects of *RRS G*. Class Rules may prescribe some aspects of the regatta.

Sailing Instructions must be written so as **not to conflict with any Class Rules** and, when applicable, Class Championship Rules. The use of standard Sailing Instructions is a **valuable service** to competitors worldwide, who should not be confused by each Race Committee confronting them with its own version.

The introduction to *RRS N – Sailing Instructions Guide*, lists the principles on which all Sailing Instructions should be based. One is that they should be concerned **only with racing**. It follows that any other instructions should be described in a separate section.

If the Sailing Instructions proper are labelled Part A, and the non-racing inscriptions Part B, the Race Committee can still protest competitors who infringe Part B rules (or report them to the Jury), but it can prevent competitors protesting each other under this section by adding: "Instructions of this Part B shall not be grounds for a protest by a boat."

Instructions that go into this section may concern:



- * safety;
- * insurance;
- * sailnumbers (what to do if the number in the sail is not that of the certificate);
- * sail stamping;
- * keelboat docking, dinghy parking, trailer parking;
- * prohibited areas (e.g. other Race Courses) etc.

In addition, there may be matters which, although they *do* concern racing and therefore belong in the Sailing Instructions, **competitors** should **not** be able to **protest each other** for.

Examples are: advertising on hulls required by the Organizing Authority, hauling out restrictions, support and coach boat prescriptions, etc. This can be taken care of in a **subsection** of the Sailing Instruction that deals with Protests: "Infringements of Sailing Instruction .., .., .. and .. shall not be grounds for a protest from one boat against another, but may result in action by the Protest Committee (in alteration of *RRS 60*)."

In fairness to competitors the Sailing Instructions should be **available in time** for them to be studied before racing begins. It is common practice to have them available as part of the **registration packet**. That is fine, provided there is a time interval of some hours, preferably twenty-four or more, before the first race. The Skippers Briefing is not the appropriate time to give out the Sailing Instructions (see also Section B, **Chapter 7.3**).



6 COMPETITION FORMATS AND SELECTION OF THE RACE AREA(S)

Abstract

Different competition formats are briefly outlined. Fleet racing, handicap racing and match racing are frequently used. Then, some aspects of how to select the race area(s) are mentioned, e.g. class championship rules, possible length of legs, distance to shore, maritime routes and fishing areas, usual wind conditions, water depth and overlap with other race areas.

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- 6.1 Competition formats
 - 6.2 Selection of the race area(s)
-

6.1 Competition formats

Sailboat racing may be run in different competition formats. Some events have been specially created to make use of the new competitions formats, for example events for match racing. The most frequently used formats are:

Team Racing

Two teams, each consisting of **several boats**, compete in "fleet" races or match races against each other. Special rules (see *RRS D*) apply. Results for each team are summed by the results of each team member boat.

Fleet racing

Most frequent and "classic" way of competition in dinghy and multihull racing: several boats (usually of one class) compete in one or more races, starting for each race at the **same time** and sailing on the **same course**. Scoring follows the principle: the better a boat's finishing places, the better her overall results.

Handicap Racing

Different types of boats (class, design, etc.), especially in offshore racing, compete in one or more races on the same course. They may or may not start at the same time for each race. The scoring considers a boat's construction/sail **formula** (e.g. IMS – International Measurement System) and the **time** needed to sail the course from her starting signal to her finishing.

Match Racing

Matches are **short races** performed by just **two competing boats** of the same class/design. All competitors may meet each other in one or more matches, competing in a Round-Robin series, or sailing against only some other competitors in a knock-out series. Scoring is based on the **number of wins** in the matches sailed. Matches are usually **umpired** and penalties given on the water with a number of particular match racing rules (see *RRS C*) applying.

Sailing in Groups

Facing many entries in some major events (e.g. 470 class, Laser class), regatta organizers may choose "sailing in groups" as an alternative to large fleets crowding at the starting line and at each mark. The fleet is **split into** (e.g. six) **groups**, each group sailing with another group in fleet races.

The competitors will be **seeded into** each **group** by their recent performance / ranking list position and / or by casting lots. Geographic aspects may also be considered. The competitors will be **regrouped** after a pre-determined number of races completed (usually after each racing day). For the **final race**, there will be a Gold, a Silver and a Bronze group competing, based on the overall results obtained in the previous races, with or without discards.

A regatta with split fleets involves a lot of **additional administration** efforts. Boats have to be identified by, for example, coloured ribbons, indicating their current group membership. Distribution, exchange and return of ribbons have to be managed, as well as calculating the results at the end of each racing day and determining new groups for the next racing day.

6.2 Selection of the race area(s)

The Race Committee needs to **establish** the location of the race area(s) **well in advance**. If several areas will be in use at the same time, it is vital that they do **not overlap**, not even if one Race Committee starts shifting its marks before the other one(s) do(es).

An excellent way to **visualize** the location of one or more regatta areas over the chart is to cut out cardboard or draw on transparent plastic the **circles for each area**, then to move them over the chart so as to easily see all the possible features of the general area until the most adequate location is found.

To ensure that the Race Committees always know exactly where they are, and are thus able to stay well clear of each other's area, provide them with a list of **coordinates of eight points** on their race circle (N, NE, E, SE, S, SW, W, NW), and the coordinates of the centre of the circle.



If certain **Class Championship Rules** apply, they should be checked for requirements regarding:

- * length of the upwind leg;
- * length of the course;
- * minimum distance of any mark to the shore;
- * any other requirements.

Other **points of consideration** are:

- * the shore profile (effects from mountains, valleys, rivers, urban areas, etc. A high shore profile will require more distance from shore than a flat land profile. The farther the distance the higher waves);
- * shallow obstacles, sand bars, etc.;
- * water depth and type of bottom. (The nautical chart will dictate the length of anchor lines and the type of anchors);
- * empirical data and knowledge of local wind patterns and currents;
- * tides;
- * maritime routes;
- * fishing areas;
- * any governmental rules for the area.

Also consult with local fishermen, Clubs and navigators for additional information. The Maritime Authority should also be contacted and Notices to Mariners consulted.