Planning Your Way to a Successful Event

(The Role of the Race Committee)

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EYC Fleet Captain

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Subject Matter Experts

Agenda

- What Do Racers Expect
- Roles and Responsibilities
- Timeline
- NoR (What We Know)
- Race Committee
- Event Manager
- What Can Go Wrong . . .

Coordination
Collaboration
Communication

What Do Racers Expect

- ***Perfect Weather***
- ***Fair Competition***
- ***Knowledge of the Class & Sport***
- ***Competence***

Manage Expectations

Roles & Responsibilities

Organizing Authority

- *Publish NoR*
- *Appoint Race Committee*
- *When Appropriate, appoint*
  - *Protest Committee*
  - *Technical Committee*
  - *Umpires*

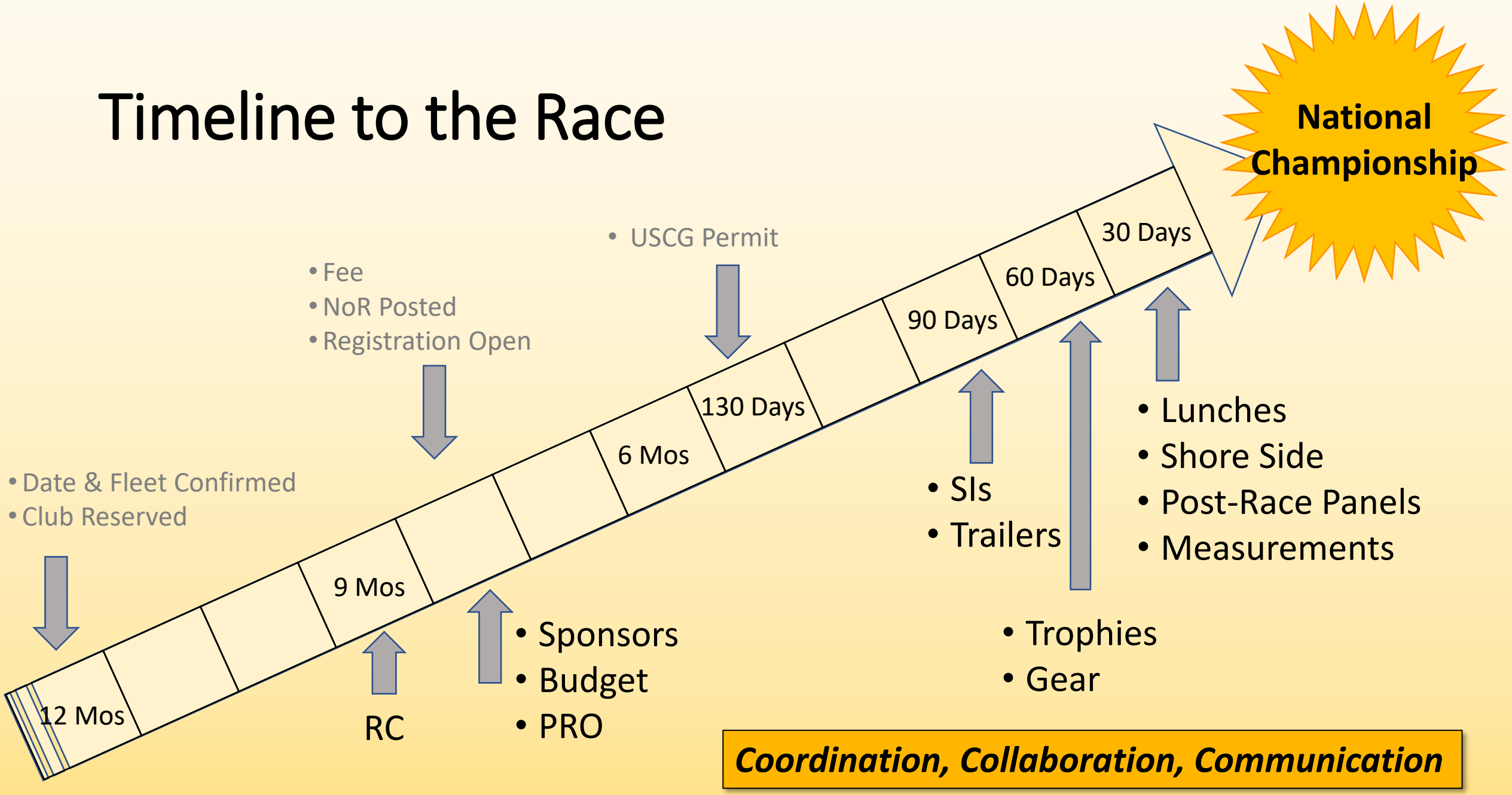
Race Committee

- Registration
- *Publish SIs*
- *Conduct Races*
  - PRO
  - Event Chair
  - RC Crew
  - Committee / Safety Boats
  - RC Equipment
- *Score Races*

- Sponsors
- Post Race Party / Panel
- Trophies
- Budget
- Trailers
- Photographer / Diver
- Regatta Gear
- Tracking App
- Weigh-in / Measurements
- On-Site Registration

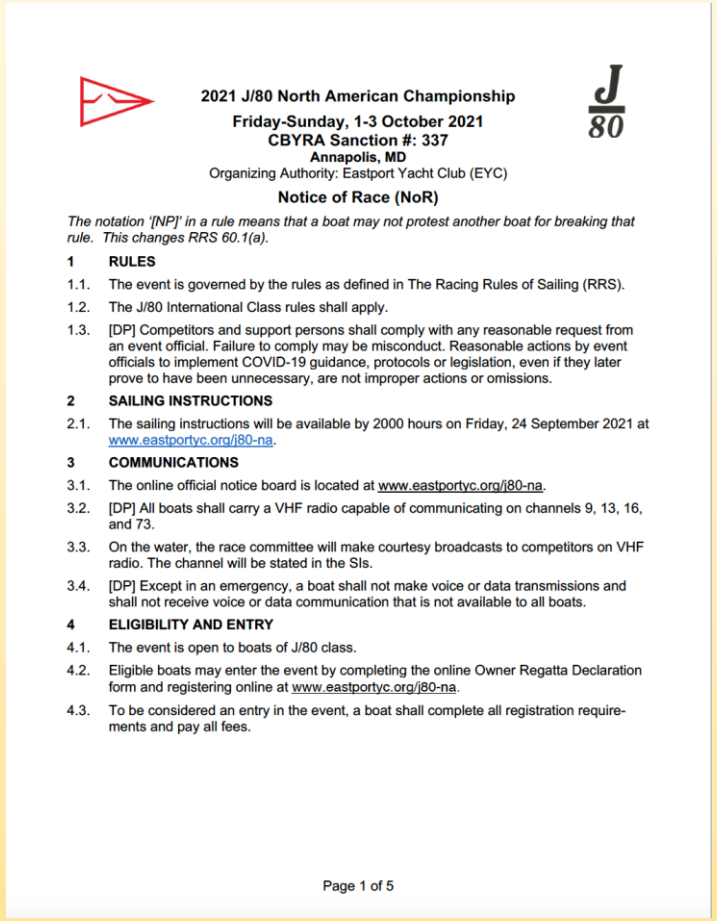
RRS 2021-2024 Rules 89 & 90

Timeline to the Race



Coordination, Collaboration, Communication

NoR (What We Know)



2021 J/80 North American Championship
Friday-Sunday, 1-3 October 2021
CBYRA Sanction #: 337
Annapolis, MD
Organizing Authority: Eastport Yacht Club (EYC)

Notice of Race (NoR)

The notation '[NP]' in a rule means that a boat may not protest another boat for breaking that rule. This changes RRS 60.1(a).

1 RULES

1.1. The event is governed by the rules as defined in The Racing Rules of Sailing (RRS).

1.2. The J/80 International Class rules shall apply.

1.3. [DP] Competitors and support persons shall comply with any reasonable request from an event official. Failure to comply may be misconduct. Reasonable actions by event officials to implement COVID-19 guidance, protocols or legislation, even if they later prove to have been unnecessary, are not improper actions or omissions.

2 SAILING INSTRUCTIONS

2.1. The sailing instructions will be available by 2000 hours on Friday, 24 September 2021 at www.eastportyc.org/j80-na.

3 COMMUNICATIONS

3.1. The online official notice board is located at www.eastportyc.org/j80-na.

3.2. [DP] All boats shall carry a VHF radio capable of communicating on channels 9, 13, 16, and 73.

3.3. On the water, the race committee will make courtesy broadcasts to competitors on VHF radio. The channel will be stated in the SIs.

3.4. [DP] Except in an emergency, a boat shall not make voice or data transmissions and shall not receive voice or data communication that is not available to all boats.

4 ELIGIBILITY AND ENTRY

4.1. The event is open to boats of J/80 class.

4.2. Eligible boats may enter the event by completing the online Owner Regatta Declaration form and registering online at www.eastportyc.org/j80-na.

4.3. To be considered an entry in the event, a boat shall complete all registration requirements and pay all fees.

Page 1 of 5

- **Dates**
- **Fleet**
- **Date to Post SIs**
- **Races**
  - Minimum number
  - Maximum per day
- **Fees**
- **Daily Schedule**
- **Venue**

- **Equipment Inspection Details**
- **Scoring**
- **Prizes**
  - Perpetual Trophy
  - Entries / place

Conduct Races

- **Registration**
  - Select/open registration/scoring program
  - Set up & upload documents
  - Monitor payments, requirements
- **Select PRO**
  - Consult with fleet
  - National or International RO
  - Familiar with sailing venue
  - Accommodations if not local
- **Recruit On-The-Water Team**
  - Appropriate skill levels & mix of skills
  - Assist PRO in final crew assignments
  - Send reminders & assignments/regrets
- **Recruit Committee / Safety Boats**
  - Recruit/reserve appropriate boats ASAP
  - Safety boat
  - Photographer boat
  - Send reminders
- **RC Equipment**
  - Mark inventory for SIs
  - Fleet flag
- **Event Chair**
  - Coordinate

Publish Sailing Instructions

- *2021-2024-App-LG-SI-Guide.pdf*
- Review/comments from PC & PRO
- Publish by NoR date

APPENDIX LG
SAILING INSTRUCTIONS GUIDE

This guide provides recommended wording for sailing instructions (SIs) and complies with Racing Rules of Sailing (RRS) Appendix J. The principles on which the sailing instructions should be based are:

1 SIs should be concerned only with racing. Information about social events, assignment of moorings, etc., should be provided separately.

2 SIs should include only the intentions of the race committee, technical committee and protest committee and the obligations of competitors.

3 SIs should not change the racing rules except when clearly desirable. When they do so, they must follow rule 85.1 by referring specifically to the rule being changed and stating the change.

4 SIs should not repeat or restate any racing rules and should not repeat themselves. A rule in the notice of race (NoR) does not need to be repeated in the SIs.

5 The SIs should, when possible, use words or phrases from the racing rules.

6 Add '[DP]' at the beginning of an SI if that SI is subject to discretionary penalty (see RRS Introduction Notation).

7 SIs should be in the order in which the competitor will use the instructions.

Rule references within the sailing instructions use RRS, NoR and SI to denote the source of the rule. 'RRS n' is a rule in The Racing Rules of Sailing. 'NoR n' is a rule in the notice of race and 'SI n' is a rule in the sailing instructions.

Care should be taken to ensure that there is no conflict between a rule in the notice of race and a rule in the sailing instructions.

First review rule J2.2 and then decide which paragraphs are required for the event. Paragraphs that are required by rule J2.1, if they are not in the NoR, are marked with an asterisk (*). Select the preferred option if a choice or option is shown in [square brackets]. *Instructions that apply to the suggested wording are shown in italics. Follow the directions in italics to fill in the required information in the spaces where <angled brackets> appear.*

After including all the appropriate paragraphs, number all paragraphs in sequential order. Be sure that rule numbers are correct where one rule refers to another rule.

See Appendix S for sailing instructions for simple events.

2021 J/80 North American Championship
***CBYRA Sanction* # 337**
Annapolis, MD

Organizing Authority: Eastport Yacht Club (EYC)

Sailing Instructions
Friday- Sunday, 1 – 3 October 2021

The notation '[NP]' in a rule means that a boat may not protest another boat for breaking that rule. This changes RRS 60.1(a).

1 RULES

1.1. The event is governed by the rules as defined in *The Racing Rules of Sailing*.

2 CHANGES TO SAILING INSTRUCTIONS

2.1. Any change to the sailing instructions will be posted before 0800 on the day it will take effect, except that any change to the schedule of races will be posted by 2000 on the day before it will take effect.

3 COMMUNICATIONS WITH COMPETITORS

3.1. On the water, the race committee intends to monitor and communicate with competitors on VHF radio channel 73.

4 CODE OF CONDUCT

4.1 [DP] Competitors and support persons shall comply with reasonable requests from race officials.

5 SIGNALS MADE ASHORE

5.1 Signals made ashore will be displayed at from the EYC flagpole, located on the waterside of the clubhouse.

5.2 When flag AP is displayed ashore, '1 minute' is replaced with 'not less than 60 minutes' in Race Signals AP.

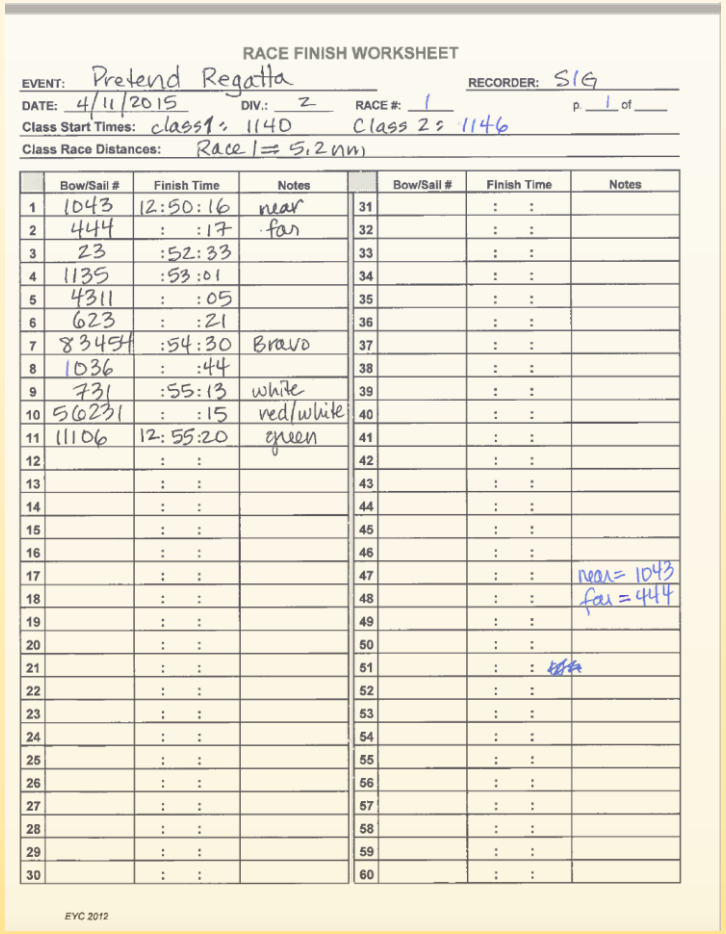
6 CHECK IN

6.1. [DP] [NP] All boats shall check in each race day with their RC Signal Vessel by hailing her sail number until receiving a confirmation hail from the RC Signal Vessel. Check-in shall be made in person and is not permitted by VHF radio.

Page 1 of 5

Score Races

- Lead Scorer
- Near Real Time
  - On the water
  - Email finish sheets
- NoR: Minimum races, A5.2
- SIs: TLE
- Scoring Inquiries
- PC Rulings



RACE FINISH WORKSHEET

EVENT: Pretend Regatta RECORDER: SIG

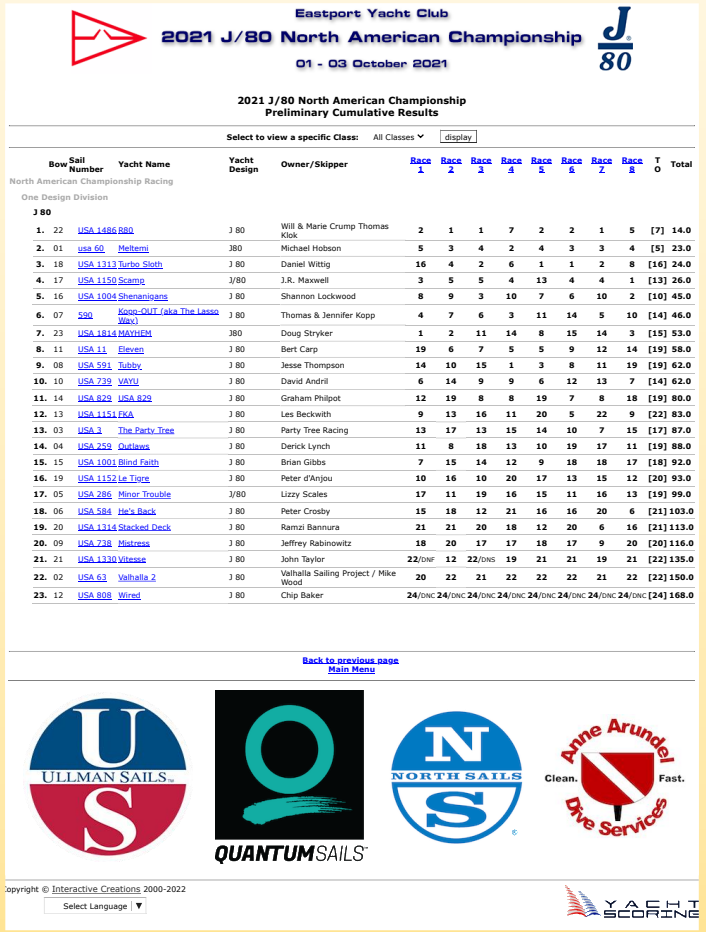
DATE: 4/11/2015 DIV.: 2 RACE #: 1 p. 1 of

Class Start Times: class1: 1140 Class 2: 1146

Class Race Distances: Race 1 = 5.2nm)

	Bow/Sail #	Finish Time	Notes		Bow/Sail #	Finish Time	Notes
1	1043	12:50:16	near	31		: :	
2	444	: :17	far	32		: :	
3	23	:52:33		33		: :	
4	1135	:53:01		34		: :	
5	4311	: :05		35		: :	
6	623	: :21		36		: :	
7	83454	:54:30	Bravo	37		: :	
8	1036	: :44		38		: :	
9	731	:55:13	white	39		: :	
10	56231	: :15	red/white	40		: :	
11	11106	12:55:20	green	41		: :	
12		: :		42		: :	
13		: :		43		: :	
14		: :		44		: :	
15		: :		45		: :	
16		: :		46		: :	
17		: :		47		: :	near = 1043
18		: :		48		: :	far = 444
19		: :		49		: :	
20		: :		50		: :	
21		: :		51		: :	
22		: :		52		: :	
23		: :		53		: :	
24		: :		54		: :	
25		: :		55		: :	
26		: :		56		: :	
27		: :		57		: :	
28		: :		58		: :	
29		: :		59		: :	
30		: :		60		: :	

EYC 2012



Eastport Yacht Club

2021 J/80 North American Championship

01 - 03 October 2021

2021 J/80 North American Championship
Preliminary Cumulative Results

Select to view a specific Class: All Classes display

	Bow	Sail Number	Yacht Name	Yacht Design	Owner/Skipper	Race 1	Race 2	Race 3	Race 4	Race 5	Race 6	Race 7	Race 8	TO	Total
North American Championship Racing															
One Design Division															
J 80															
1.	22	USA 1486	R80	J 80	Will & Marie Crump Thomas Klok	2	1	1	7	2	2	1	5	[7]	14.0
2.	01	usa 60	Meltemi	J80	Michael Hobson	5	3	4	2	4	3	3	4	[5]	23.0
3.	18	USA 1313	Turbo Sloth	J 80	Daniel Wittig	16	4	2	6	1	1	2	8	[16]	24.0
4.	17	USA 1150	Scamp	J/80	J.R. Maxwell	3	5	5	4	13	4	4	1	[13]	26.0
5.	16	USA 1004	Shenanigans	J 80	Shannon Lockwood	8	9	3	10	7	6	10	2	[10]	45.0
6.	07	590	Kopp-OUT (aka The Lasso Way)	J 80	Thomas & Jennifer Kopp	4	7	6	3	11	14	5	10	[14]	46.0
7.	23	USA 1814	MAYHEM	J80	Doug Stryker	1	2	11	14	8	15	14	3	[15]	53.0
8.	11	USA 11	Eleven	J 80	Bert Carp	19	6	7	5	5	9	12	14	[19]	58.0
9.	08	USA 591	Tubby	J 80	Jesse Thompson	14	10	15	1	3	8	11	19	[19]	62.0
10.	10	USA 739	VAYU	J 80	David Andril	6	14	9	9	6	12	13	7	[14]	62.0
11.	14	USA 829	USA 829	J 80	Graham Philpot	12	19	8	8	19	7	8	18	[19]	80.0
12.	13	USA 1151	FKA	J 80	Les Beckwith	9	13	16	11	20	5	22	9	[22]	83.0
13.	03	USA 3	The Party Tree	J 80	Party Tree Racing	13	17	13	15	14	10	7	15	[17]	87.0
14.	04	USA 259	Outlaws	J 80	Derick Lynch	11	8	18	13	10	19	17	11	[19]	88.0
15.	15	USA 1001	Blind Faith	J 80	Brian Gibbs	7	15	14	12	9	18	18	17	[18]	92.0
16.	19	USA 1152	Le Tigre	J 80	Peter d'Anjou	10	16	10	20	17	13	15	12	[20]	93.0
17.	05	USA 286	Minor Trouble	J/80	Lizzy Scales	17	11	19	16	15	11	16	13	[19]	99.0
18.	06	USA 584	He's Back	J 80	Peter Crosby	15	18	12	21	16	16	20	6	[21]	103.0
19.	20	USA 1314	Stacked Deck	J 80	Ramzi Bannura	21	21	20	18	12	20	6	16	[21]	113.0
20.	09	USA 738	Mistress	J 80	Jeffrey Rabinowitz	18	20	17	17	18	17	9	20	[20]	116.0
21.	21	USA 1330	Vitesse	J 80	John Taylor	22/DNF	12	22/DNS	19	21	21	19	21	[22]	135.0
22.	02	USA 63	Valhalla 2	J 80	Valhalla Sailing Project / Mike Wood	20	22	21	22	22	22	21	22	[22]	150.0
23.	12	USA 808	Wired	J 80	Chip Baker	24/DNC	24/DNC	24/DNC	24/DNC	24/DNC	24/DNC	24/DNC	24/DNC	[24]	168.0

Back to previous page
Main Menu

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Select Language

YACHT SCORING

On The Water Committee & Boats

- **Signal Boat**
  - Captain
  - PRO
  - DRO
  - Flags
  - Timer
  - Sounds
  - Scribe
  - Scorer (optional)
- **Leeward & Weather Mark Boats**
  - Captain
  - Race officer
  - ‘Anchor Yanker’
  - Scribe
- **Pin Boat**
  - Captain
  - Line Sighter
  - Scribe

- *Volunteer List*
- *Lunch Count*
- *Equipment List*
- *Fuel Costs*

Coordination

- **Event Chair**
- **Club, Local, & National Fleet Captains**
  - Reach out
  - Manage expectations
- **Marina, Dock Master, Club Facilities**
  - Coordinate
  - Manage expectations
- **Protest Committee**
  - Coordinate before & during the race
- **USCG Permit**
  - Provide required information

Early & Often!

Event Chair

- **Solicit Sponsors**
  - In-kind
  - Food
  - Donation
  - Logos on SIs/event page
- **Bow Numbers**
  - Environmentally friendly
  - Assign & coordinate with RC
- **Plan/Coordinate Post Race Party**
  - Meals/snacks/beverages
  - Music
- **Trophies**
  - Perpetual
  - Event
- **Trailer / Competitor Parking**
- **Post Race Panel of Experts**
  - Review races each day (play back with tracking app)
  - Provide tips & techniques

Event Chair

- **Tracking App & SME**
  - SME available for troubleshooting
  - Test before the race!
- **Shirts/Gear for Racers**
  - Provide high-res logos
  - Provide a link
- **Shirts for RC**
  - Free or a small fee
  - Obtain sizes in advance
  - Label tags with initials
- **Safety Boat**
  - First aid kit / AED
  - Medic
- **Photographer**
- **Diver**
- **Food / Snacks**
  - Panel
  - Shore Side Volunteers

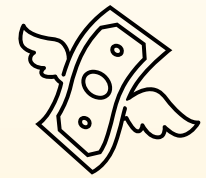
Measurements & Weigh-In

- Week before the race
- Recruit / train volunteers
- Coordinate with fleet captain
- Requirements from fleet rules
  - Sail measurements
  - Equipment list
- Organize registration / keep track of paperwork
- Scale to weigh racers
- Electronic scale for hoist
- Local sail loft for measurements & expert to approve sail measurements

Shore Side Team Scheduling

Shore Side Roster						
	Tue 27 Sep	**Wed 28 Sep**	**Thu 29 Sep**	**Fri 30 Sep**	**Sat 1 Oct**	**Sun 2 Oct**
Required Equipment (Check each boat for a required list of equipment. Interact with competitors.)	*(3-7pm)* 1 person	*(3-7pm)* 1 person	*(10am-1pm)* 2 people *(1-4pm)* 2 people *(4-7pm)* 2 people	N/A	N/A	N/A
Boat Weighing (Weigh boats on the hoist.)	*(3-7pm)* 2 people	*(3-7pm)* 2 people	*(11:30am-3pm)* 2 people (3-6:30pm) 2 people	N/A	N/A	N/A
Registration/Crew Weigh-In (Record weigh of each crew member. Keep track of registration paperwork.)	*(3-7pm)* 1 person	*(3-7pm)* 1 person	*(8am-12pm)* 2 people *(12-4pm)* 2 people *(4-8pm)* 2 people	*(8-9am)* 1 person	N/A	N/A
Sail Measurment (Roll out sails on the floor of the offsite sail loft. Determine if sails fit in the outline on the floor.)	N/A	N/A	*(10am-1pm)* 2 people *(1-4pm)* 2 people *(4-7pm)* 2 people	N/A	N/A	N/A
Boat Lauching (It helps if you can drive the yard tractor, but not required. Assist with launching boats.)	N/A	N/A	*(11:30am-3pm)* 2 people *(3-5pm)* 2 people	N/A	N/A	N/A
Competitor Social (Give out wrist bands to competitors.)	N/A	N/A	N/A	*(4-8pm)* 2 people	*(4-8pm)* 2 people	N/A
Boat Haul Out (It helps if you can drive the yard tractor, but not required. Assist with hauling out boats.)	N/A	N/A	N/A	N/A	N/A	*(2-5pm)* 2 people

Budget



Income

- Registration Fee
- Sponsor $
- In-kind Sponsors
  - Diver
  - Photographer

Expenses

- Regional Fee
- Scoring Fee
- PayPal Fee
- Fuel
- Tents / Chairs / Linens Rental
- Trophies
- RC Lunches & Drinks
- Tracking App
- Snacks – Panel & Shore Side
- Trailer Storage
- RC Shirts
- Graphics Set Up Fee
- On-Site Registration Supplies
- Post Race Party - Food/Servers/ Beverages
- Charging Station
- Bow Numbers

What Can Go Wrong Will Go Wrong

- PRO cancels
- RC boat breaks down
- Race canceled due to weather
- RC on-the-water crew no-shows
- Equipment failure

Questions ?

Thank you for coming!

Val Pendrick

Coordination, Collaboration, Communication

Race Day Timeline

0700 hours

- Open equipment shed
- Inflate/select marks
- Lay out equipment
  - Flags on poles
  - Paperwork/boat bags
  - Water jugs
  - Flag bags

0800 hours

- Team arrives
- Lay out ground tackle
- Sort lunches
- Confirm assignments
- Load boats

0830 hours

- All boats leave dock

0900 hours

- Signal & Pin boats anchor
- Weather & Leeward mark boats on the move all day

1000 - 1500 hours

- Start & finish multiple races

1530 – TBD hours

- Return to dock
- Unload/clean boats
- Put away/inspect equipment (anchors, flags, bags, etc.)
- Deflate marks
- Collect/collate recorder notes (1 set/boat)
- Score race
- Support protest hearings