

5/31/24

CLUB MANAGER

(Regatta/Date)**12 weeks**

- ___ Galley and bars hours _____
- ___ Food costs -Race Committee lunches _____
- Last day trophy presentation snacks _____
- ___ Extra personnel for food, bar, trash
- ___ Gas refueling charges _____
- ___ Reserve: ___ Main Club House
- ___ Set up for information table with cloth (_____)color
- ___ Fleet Room (protests) long table & 6 chairs
- ___ Guard for gate
- ___ trailer parking
- ___ overflow parking
- ___ set up for trophy presentation (microphone, podium, table for trophies)
- ___ hoist checked and maintained before event
- ___ office access when outside of regular hours
- ___ obtain/review copy of FAQs. Email to PROs and Regatta chairperson

6 weeks

- ___ reserve RC boats

CLUB MANAGER (continued)

4 weeks

____ # of RC lunches needed each day from Regatta Chairman
with individual restrictions list (if applicable)

2 weeks

____ # of registrants from Regatta Chairman

1 week

____ evaluate needs for # of registrants (breakfast buffet?)

____ verify # of RC lunches need each day _____ and time _____
____ food restrictions

____ verify other food needs for event (snacks before trophy presentation)

____ Boats gassed and hoist is working

____ verify security guard for regatta time _____

____ verify set up in Main Club House and Fleet Room

____ copies made by office

2 copies of NORs, & Sis

Copies of course charts (# of participants + 20)

FAQs and Protest forms (1/2 # of participants)

First day of regatta

____ verify # of RC lunches and time with Galley staff (food restrictions)

Post Regatta

____ debrief and write-up after action report

Guidelines for Planning and Managing Regattas at Mission Bay Yacht Club

Race Committee Director

Regatta Chairperson

Principal Race Officer (PRO)

The Goal of this notebook is to organize and manage Regattas at Mission Bay Yacht Club efficiently and effectively.

Upon accepting the assignment, the Regatta Chairperson should review the following from Previous Years (*where is this located??*)tbd (Brian will talk to Joe)

- _ Previous year's Regatta After Action Report
- _ Notice of Race (NOR)
- _ Sailing Instructions (SI's)
- _ Course Chart
- _ Registration Form
- _ Awards, _Trophies, _Apparel
- _ Dinner and/or Entertainments, if any

Checklist for Regatta Chairperson

- _ Verify the date of the Regatta on the Club Racing Calendar. If not posted then Regatta Chair works with the R/C Director to get it posted. This may involve an appearance at the Board of Directors Meeting for approval.
- _ Identify the assigned Principal Race Officer (PRO)
- _ Arrange a meeting with the R/C Director and PRO to develop the Notice of Race (NOR).
- _ Review Class Rules specific to this Regatta. R/C Director and PRO are also available to assist the Regatta Chairperson with questions or concerns they might have as well as input from the previous Regatta Chairperson/s of the Event.
- _ Refer to the Club Race Committee Coordinator (*Suggest this be identified in next year's Club Directory*) for a list of possible Race Committee Volunteers.
- _ Verify with R/C Director there is an assigned Ocean R/C Signal boat.

SUGGESTED TIMELINES FOR REGATTA MANAGEMENT

12 Weeks before Regatta

Regatta Chairperson communicates with the designated Principal Race Officer (PRO) to ascertain the following:

Checklist:

_How many Race areas? Bay_____Ocean_____

_How many R/C boats will be needed? Bay_____Ocean_____

_If in Ocean whose boat is the R/C Signal Boat?_____

How many R/C Volunteers can be aboard?_____

_Review any changes to previous years' format including changes to NOR and SI's.
PRO responsible to produce changes and distribute copies to Regatta Chairperson.

_Regatta Chairperson in conjunction with the PRO will recruit and fill positions regarding:

_On-Shore Volunteers

_R/C Volunteers

_Regatta Chairperson identifies Tech supports needed for the duration of the Event.

Onshore Operations – Regatta Chairperson

(as needed)

Meet with Club Manager to:

- _Verify Galley and Bar Hours during the Event

- _Coordinate Food and Beverage needs to include any Social Events (including food-dinners, snacks, R/C lunches, (kegs) and get costs

- _Extra personnel for food or bar service, and trash removal,

- _Gas-Refueling /charges.

- Reserve space for:
 - _Information (table set-up with table cloth (color) and signage)
 - _Measurement (Fleet room?)- consider space needs
 - _Trailers – where they are stored and when can they come in as well as any additional coach boats (any conflicts with MBYC events)
 - _Location of any over flow areas (Ex. Identify on site areas and off site areas arranged with City approval)
 - _Location for Protest Committee
 - _Location of Awards Presentation (table/tablecloth (color), mic set-up, podium etc.)

- Discuss Hoist Status

- Office access when locked and no staff available (Ex. Access to the copier)

Other Grounds Issues

- _Verify that the rigging dock is cleared to be used for the use of competitors to use.

- _If needed contact Port Captain about Visitor Slip Availability/Contact?

- _Evaluate need for a Dock Master, Parking Attendant and/or Hoist Manager.

- _Identify location for additional R/C and/or coach boats to be stored in the water

Budget & Finance

- _ Evaluate costs to determine budget and how it coordinates with finances.
Incorporate cost/prices in Communications as needed (flyers etc.)

Protest Committee

- _ Contact Protest Committee Chairperson to recruit the protest committee members and Judge if needed.

Scoring

- _ Verify the Scorer and their contact information.

Regatta Publicity/Public Relations Chairperson

- _ Recruit a member to fill this position _____

Duties:

- _ Create flyers

- _ Distribute flyers, NOR, SI's, Mainstay articles, press releases

- _ Create FAQ handout (Club Map and general rules ex. No dogs, skateboards, no smoking) for Guests

10 Weeks before Regatta

- _ PRO and R/C Director review the NOR and Sailing Instructions (SI's) checking for any modifications, or inconsistencies between the two. Forward copies to the Regatta Chairperson.
- _ Verify that R/C Director will post NOR online at mbyc.org and distribute it to other Clubs as appropriate. (*who determines those Clubs? Timeline for posting?*)
- _ Regatta Chairperson verifies Publicity/Public Relations Chairperson creates a Flyer for the Regatta and forwards it to the Mainstay for publication the month prior to the Event.

8 Weeks before Regatta

- _ *Verify and Set up type of Registration Process to be used. _____ WHO??*
(ex. On-line at mbyc.org, or Clubspot, or Regatta Network)
- _ Identify the positions needed for Race Committee (consult with Regatta PRO), and on-shore operations. (*See Form 1 Bay R/C, Form 2 Ocean R/C, Form 3 On-Shore Operations*)
- _ Recruit Volunteers to fill Positions identified for R/C and On-Shore Operations. (*Ask R/C Volunteers if they have any food restrictions for R/C lunches that are provided by the Regatta. Develop form to give to Club Mg.*)
- _ Verify date of Regatta with Scorer assigned to Regatta.
- _ Verify the Vendor for Apparel, number of orders, and date needed for final order.
- _ Verify any Gifts for Volunteers and quantity
- _ Verify the Trophies to be given out, the Vendor, who is ordering, delivery date
- _ Verify who is Presenting the Trophies and make contact.

6 Weeks before Regatta

- _Verify with owner of Ocean R/C Signal boat of boat readiness.
- _Check-in with Scorer that they are on target for the Regatta dates.
- _Reserve with Club Manager R/C boats needed for Regatta dates.*(no process now in place)*
- _Verify with PRO that SI's are written

4 Weeks before Regatta

- _Verify with the Protest Committee Chairperson the names of the Protest Committee and/or Judge who will serve on each day of the Regatta.
- _Verify who will be the Official Presenter of the Trophies/Awards, what dress is required and confirm with them their presence on the date needed and specific requirements.
- _Verify with the Club *(Club Mger.)* the number of R/C lunches that will be needed each day of the Regatta.
- _Regatta Publicity/Public Relations Chairperson will post Flyers around Club including the South Bulletin Board.
- _Regatta Publicity/Public Relations Chairperson will notify the office to include in their E-Blast to Members a copy of the Flyer.

3 Weeks before Regatta

_Determine if there is a need for a Dockmaster (*define*), and/or Hoist Manager-2 people (*define*). *If so recruit.....(Possible definitions-Dockmaster-Will Monitor the rigging, and front docks to keep docks reserved for boats in accordance with MBYC rules and Practices, Hoist Managers (2)- Operate both hoists to safely and efficiently deliver boats to and from the rigging docks.(create a glossary??)*

_Verify all positions have been filled for R/C and On-shore operations.

2 Weeks before Regatta

_Verify when Trophies and/or apparel will be on site prior to the Regatta. (*Notify Club Manager/Office of delivery and where to store?*)

_Verify the number of Registrants and communicate with PRO and Club Manager.

_Verify Scoring platform is set up with assigned Scorer of the Regatta for online/real time reporting of results.

_Email R/C Volunteers of dates and times. Remind that lunches will be available and verify food restrictions.

1 Week before Regatta

_Meet with Club Manager to review:

- _Number of current Registrants (*do we need a buffet for breakfasts, increase of food and bar demands? More trash pick-ups?*)
- _Verify number of R/C lunches and time they will be ready for p/u (earlier for ocean), reminder of any food restrictions.
- _Verify any other Regatta Food i.e. Dinners, snacks, Trophy Presentation.
- _Verify Boats will be gassed up and both hoists are operational.
- _Verify Security etc. (*times guard on at the gate, any additional times*)
- _Verify on-site set-ups i.e. Info. table, (tablecloth/color), Measurement, Protest Room, podium, microphone, video etc.
- _Verify hard copies of SI's, Course Charts, NOR, Protest forms (*who prints, besides Information table where will they be available?*) (2 copies NOR, SI's – 2 copies, Course Charts #of participants plus 20), (*Protest Procedure communicated to us, office etc. Brian?*) Put in here Protest
- _Send out an email to On-Shore Volunteers with a Reminder of date(s), time(s) to report, and assignment.
- _R/C Director check all Club handheld VHF radios are present and charging. Regatta Chairperson verify
- _Distribute on-line a Contact List of R/C and On-Shore Volunteers and have limited hard copies on hand for day of Regatta.

One Day before Regatta

- _PRO and selected Volunteers set up and equip all boats
- _All boats are fueled up and ready
- _R/C Director verify all VHF radios are working.
- _Forms ready (hard copies of NOR, SI's and Course Charts)
- _Verify location and time of planned Competitor's Meeting and if it is free and clear.
- _Verify availability of Finish Sheets on clipboards with pencils –located in the R/C Equipment Room.

First Day of Regatta

- _Verify onsite Information table (with tablecloth) is set-up
- _Prepare final list of Competitors after Registration Closes and Distribute copies to: PRO, Timer, Recorder, & R/C Boat Skippers
- _Communicate with Scorer for readiness
- _ Check-in with PRO for any additional needs
- _Verify with Galley Staff that R/C lunches are ready (food restrictions identified)
 - _Ocean pick up _Bay pick up
- _Extra hard copies of R/C and On-Shore Contact list available at Information table.
- _Distribute clipboards with finish sheets to the Finish Boat/s
- _Final plans for Competitors Meeting
- _Announce the Competitors Meeting (PA in office)– Regatta Chair (or Organizational designate gives welcome and introduces the PRO)

Daily Regatta Duties

- _Regatta Chair is on-site during the Regatta as the on-shore support person
 - Carry a VHF handheld radio to monitor R/C transmissions as well as
 - Communicate with PRO or Finish Boats via cell phone
- _Scorer has posted scores on-line each day.

GUIDELINES FOR PROTESTS

- _At the close of Racing, the PRO logs and documents the time that the R/C Signal Boat Docks (beginning of the official Protest Period) and posts this time on the Main bulletin board located on the south end of the Main building *along with the time it closes-length of time noted in the SI's*) and notifies the Regatta Chairperson (*provide Form for this?*)
- _Copies of Protest forms are available, location of protests is verified and communicated, and Protest Committee is present.
- _Regatta Chairperson to provide Protest forms at the Information table and write down name of person taking the Protest form and time.
- _Protest forms are returned to the Regatta Chairperson and checked for completeness, front and back), and date/time is recorded on top right corner.
- _Protest forms are collected and delivered to the Protest Committee.
- _Protest Committee is informed of their Meeting location (should have table, three chairs on one side/two chairs on other side (*make note of this with Club Manager*), and provided with kit that includes: paper, pencils, colored markers, Small boat models, Booklet-US Sailing Racing Rules of Sailing (RRS).*need kit*
- _Scores posted before Protest Hearings are "Preliminary Only". The Scorer will be notified about the decisions of the Protest Committee in order to post the final scores. All Completed Protest Forms will be retained for at least 3 months after a major regatta in case of any Appeals to a Higher Authority.

Last Day of Regatta

Awards Ceremony

- _Check Table set –up with tablecloth (Color is_____)
- _Check any other set up required –podium, microphone (do mic check), video etc.
- _Trophies/Awards displayed on Table *(If there is a perpetual trophy that all necessary paperwork (contact info.) is transferred and or transfer box stored and location of box recorded in the Perpetual Trophy notebook in the office.)*
- _Is the presenting Official present – Name/Title_____
- Contact info. _____ Dress Req. _____
- _Are final results posted on-line and review with PRO -*CHECK THE ORDER OF THIS*
- _Print out results and verify recipients' names and correct pronunciation with Official Presenter
- _Open the Awards Ceremony
 - _Intro. Thanking everyone for coming
 - _Recognize and Thank
 - _PRO
 - _People who have helped run the regatta
 - _Club staff
 - _Introduce the Official Presenter of the trophies/awards

Post Regatta

- _Debrief with PRO, Club Manager etc. on what went right or could be improved
- _Write up brief After Action Report and submit it to the R/C Chairman with a copy in the regatta file for use in the future. *(where will these files be kept)*

