

# USODA RACE & REGATTA MANUAL

[margins L 1.2, T/B/Right .7]

FOR

SANCTIONED REGATTAS AND MAJOR CHAMPIONSHIPS

# USODA REGATTA MANUAL

## TABLE OF CONTENTS

	Page
SECTION I: INTRODUCTION	
History of the Optimist & USODA	
How to contact the USODA	_____
Championship Mission Statement	_____
How to use this manual	_____
SECTION II: ORGANIZATION	
Individual committee check lists	_____
SECTION III: EVENT TIME-LINES	
Daily activities-order of events	_____
SECTION IV: USODA CONDITIONS	
Conditions for Regattas and Championships	_____
SECTION V: USODA RECOMMENDATIONS	
Recommendations for Regattas and Championships	_____
SECTION VI: Appendix Numbers 1 & 2 and Letters A & B	
SECTION VII: BEST IDEAS FROM OTHER REGATTAS	_____
SECTION IX: EVALUATION/RECOMMENDATION FORMS	
Evaluation forms	_____
Your Best Ideas	_____

SECTION I

**USODA REGATTA MANUAL**

INTRODUCTION

# USODA CLASS HISTORY

## Simple Man, Simple Boat

By Bill Douglas

Fifty years ago in Clearwater, Florida, Clark Mills designed and built the first Optimist Pram. Re-christened the International Optimist Dinghy, 300,000 are now being sailed by children in over 105 countries around the world. Mills has become the father of the largest, and the most truly international, of all international classes.

"All this publicity is gonna give me a big head!" laughs the 82 year old Mills. He puffs up his cheeks and gestures with his hands to show a swelling head, but his humor proves otherwise.

Growing up in Clearwater, Mills learned to love boats and the water. He still reveres the Florida west coast. "It was beautiful back then," he reminisces. "Beautiful." He closes his eyes, remembering back 70 years. "I sailed everywhere around here. There's not a square foot of Clearwater Bay that I haven't capsized in."

Mills began building boats as a young man, then worked in Philadelphia during World War II as a boat builder for the U.S. Navy. "I hated the cold and begged 'em to send me any place south. Someone in the Navy with a sense of humor decided they'd fix my complaining, so they sent me to Panama. But I loved it down there. Warm weather suits me fine. I work best with a little mist under my arms."

Returning after the war to live in Clearwater, Mills became a well-known and respected designer and builder. He built boats--lots of boats. Snipes, Lightnings, and a flotilla of custom boats cruised away from his Dunedin loft. A later Clark Mills design, the Windmill, became a well-known and very popular class. But back in 1946, his most renowned design, the Optimist, was still a dream away.

Mills balks at accepting credit for his most popular boat. "That's something that's always ticked me off," says Mills. (He's a sailor, so he doesn't actually say, "ticked.") "Whenever people write about the Optimist, they give me all the credit. Heck, I didn't do anything but draw up the design. The folks who came up with the idea, they're the ones who really got the ball rolling. Give them the credit."

Soon after the war's end, the idea of commissioning a small sailboat which

children could learn to sail and race was raised by a civic organization, the Clearwater Optimist Club. This club actively embraced the motto of their parent organization, Optimists International--"Friend of the Youth". Their mission was shared with Optimist clubs worldwide--to develop programs benefiting the children of their community.

Ernie Green, an Optimist club member and an early proponent of a children's sailboat, was stymied by other members who were determined--despite Clearwater's totally flat terrain--to instead promote racing in soap box derby cars, or "orange crate specials." Green tried several tacks, all unsuccessful, to promote the sailing idea, even proposing a children's regatta called "The Orange Crate Regatta."

Mills has his own view of these events. "In any club, there are always a few people with good ideas, the doers, really gung ho. And then there are the bald-headed idiots who stand up in the back of the room and tell the doers that their ideas stink." Clearly, Clark Mills has no use for the "bald-headed idiots" whose resistance delayed the launching of the first Optimist.

Enter Major Clifford McKay, to whom Mills gives much of the credit for the development of the Optimist. "McKay was a mover and a shaker and a shouter. He was a Rotary Club man and a good speaker. He urged the Optimist men to build a children's boat."

McKay's enthusiasm for the project, together with Green's lobbying, won some converts, but McKay knew he needed something dramatic to launch wavering club members into action. He sought Clark Mills help. "McKay didn't tell me much. He just said to design a children's sailboat. It had to cost no more than \$50 and be simple enough to build at home."

Mills started sketching and soon ran into a basic limitation. "Plywood was the problem. It comes in eight foot sheets. I could special order it ten feet long, but that cost a fortune, so I knew the boat had to be less than eight feet. Since it was hard to put a pointed bow in an eight foot boat, I made it a pram." So the size and shape of the world's largest class was dictated by the dimensions of a sheet of plywood and by McKay's \$50 budget. Mills chose a sprit rig, to allow some shape in the poorly designed, often home-sewn sails of the era.

Mills vividly recalls the very first Optimist hull. "It wasn't pretty, because Major McKay wanted it fast, for the next Optimist Club meeting. I hammered it together in a day and a half with 10 penny galvanized nails, slapped on a coat of paint, and called her an

'Optimist Pram.' We rigged her up in the hotel lobby where the Optimist Club met."

The club's members were amazed at how quickly the boat had gone from dream to dinghy. "They didn't know that McKay had hired the world's fastest, skinniest, hungriest boat builder," laughs Mills. His prototype converted even the soapbox derby car advocates. The year was 1947 and the design was a hit.

The Optimist Club promoted the boat, selling plans at cost--about \$2.50. A fleet of Optimists with young skippers were soon racing on Clearwater Bay. Other fleets quickly followed, in Dunedin and at Pass-A-Grille Yacht Club, on what is now St. Pete Beach. St. Petersburg and Miami weren't far behind. Although the Clearwater Optimist Club has been defunct for many years, it well deserves historical recognition for breathing wind onto the sails of the original Optimist.

The world's first Optimist skipper was Clifford McKay, Jr., Major McKay's son. "He must have been about 11. We launched the first boat on Clearwater Bay in a good breeze. Clifford handled the boat well and had a great time."

It took 1 1/3 sheets of plywood to build an Optimist. With careful layout, Mills could cut three boats from four sheets. For bulkheads and other structures, he used juniper, spruce, or large pole pine. He glued things up with resorcinol glue and used bronze nails for fasteners.

The Optimist was mainly a Florida phenomenon until 1958, when Axel Damgaard, the captain of a Danish tall ship, visited the United States and was inspired by the design. With Mills' permission, he took an Optimist back to Europe, modified it, and renamed it the International Optimist Dinghy. The IOD had a battened sail and much simplified running rigging. The new design spread quickly, first through Europe then all around the world.

Its acceptance in the U.S., however, was far from immediate. In returning to U.S. shores, the IOD collided with a large, established fleet of Optimist Prams. The Pram's well anchored popularity stemmed from its low cost and ease of home construction--aided by building tolerances far more lenient than the tight scantlings of the IOD.

As more and more IODs landed on the shores of the U.S., regattas were scheduled for both Prams and IODs. As late as 1985, separate regattas were held for both boats. Many sailors from the 1970s and 1980s owned two boats, to sail in both types of regattas.

In the early 1980s, the scales were tipping in favor of the IOD. The number of

Prams steadily declined and, by the mid 1980s, Pram racing opportunities had dried up. Today, Prams are occasionally found in learn-to-sail and community sailing programs but they are no longer an organized class and are virtually never raced.

By contrast, with 300,000 boats worldwide, IODs have become the world's largest class. In the U.S., according to Charlie Montgomery, president of the U.S. Optimist Dinghy Association, there are now 7,300 Optimists, in 36 states. "The number of boats here has more than quadrupled in this decade," he reports proudly.

Ireland's Helen Mary Wilkes, international president since 1989, thinks that Clark Mills is one of the most unusual inventors in history. "There can be very few inventions which, 50 years later, still so closely resemble the original design. The materials have changed, but a blurred photo of a 1947 and a 1997 Optimist would be indistinguishable. From the start, the Optimist was a kid centered design. Clark Mills looked at kids, saw what they needed, and gave it to them."

The simplicity of the design is a reflection of Mills himself. "If you want a simple boat, ask a simple man," he says, cocking his glasses at a screwy angle on his face, crossing his eyes, then laughing at himself.

Although the modern design looks very much like its ancestor, Mills is not entirely pleased with the boat's evolution. "I used to sell hull, blades, and spars for just \$50--\$47 for materials and \$3 for profit. Now the boat costs so much that it's no longer very accessible," he laments. "And all that fancy hardware..." He shakes his head. "All I needed was one screw eye and some stainless steel I bent up for rudder fittings."

Spurred by the promotional efforts of Green and McKay, Mills designed and built a wonderfully simple, stable, and safe boat. The Optimist has proven itself to the millions of children who have learned to sail and race in it. Mills' achievement was recognized in April by Clearwater Yacht Club, at its annual Clark Mills Optimist Regatta. Fifty years after launching the first Optimist, the club presented Mills with a silver tray, simply engraved "To Clark Mills--Thanks for the vision. 50 years of Optimist sailing, 1947-1997."

Mills is humble, totally unpretentious, completely genuine, and very salty. He enjoys laughing with people, making faces, and cracking jokes. If he's impressed with being called "The Father of the Optimist," it doesn't show. He deflects praise with a laugh, trying hard to give others the credit for his most successful design.

How rich did he get from designing the Optimist? Clark Mills never received--and never sought--any royalty or licensing fees from the Optimist. Had he done so, he and

Helen (his wife of 48 years) would be receiving fat annual checks from busy Optimist builders all around the world. But Mills has no regrets as he looks back on his boat building career. "I didn't make out very well on the money end, but I certainly enjoyed myself. The boat building business is just great." He sighs, pauses, and smiles to himself. "Yes sir, it's just great!"

Bill Douglas is a writer, an attorney, and editor of Optinews, the Optimist class magazine. He lives in Florida with his wife and two sons.

## Overview

USODA provides these abbreviated guidelines so local regatta hosts will be able to conduct regattas using rules and procedures sailors will encounter at regional and national optimist events. All sailors should be members of USODA since membership is required at any major Opti “qualifying” regatta. Membership not only provides each sailor with the class magazine, *Optinews*, which is packed with safety, local interest, and go-fast articles, it also demonstrates support and commitment to the principles of one-design sailing, sportsmanship, and fair play that makes our sport so special.

At major championships a formal measurement takes place. At local and regional regattas event organizers should eliminate measurement but must still ensure all safety requirements are met. Whether local or national, safety is foremost in Optimist racing.

If your regatta has less than 125 Optimists USODA recommends a single start. With more than 125 boats, splitting the fleet is recommended. The Race Committee should use the Course it feels most comfortable managing; however, our experience shows that smaller regattas do best utilizing an Olympic or windward/leeward courses, while larger regattas fare best with the modified Trapezoid course described.

USODA recommends using a six-minute starting sequence, as this is the starting procedure that will be used at championships. Discussion of this starting system and use of I and Black Flags is discussed in detail later.

USODA has a scoring program it recommends for use with both large and small regattas. USODA uses Overall scoring at its sanctioned regattas.

The Green Fleet is where our young skippers learn to sail and enjoy our sport. It is important that this experience be as free from the pressures of “winning” as you can make it, while at the same time opening up a new world of competition and friendships. The Green Fleet is discussed in detail and we encourage you to seek help if you have any questions about this critical event.

Trophies are important treasures for the young sailor and USODA recommends going ten (10) deep in all (white, blue, red, overall) fleets. If there is a Green Fleet, USODA’s policy is to award *Participation Awards* rather than trophies. This discourages staying in green fleet to win trophies and encourages those not interested in racing to sail in a non-threatening environment.

The following Conditions should be considered as Rules that must be followed. The Recommendations represent the wisdom collected from Opti organizers over the years.

Finally, USODA is always trying to improve Race and Regatta management. We welcome you comments, criticisms and suggestions. Please email and suggestions to Chuck Maschal, class administrator, at [www.usoda@usoda.org](mailto:www.usoda@usoda.org) or our Director of Sailing, Kenneth Andreasen at [www.usodads@usoda.org](mailto:www.usodads@usoda.org).

# U.S.O.D.A.

## Guidelines for Local Regattas

### CONTENTS

- 1.0 Mission Statement
- 2.0 Rules
- 3.0 Organization
- 4.0 Race Committee
- 5.0 Jury
- 6.0 Eligibility and Fleet divisions
- 7.0 Event Category
- 8.0 Scoring System
- 9.0 Sailing Instructions
- 10.0 Alteration of class rules or conditions
- 11.0 Measurement
- 12.0 Trophies and prizes
- 13.0 Schedule
- 14.0 Wind and weather limitations
- 15.0 Courses
- 16.0 Local Knowledge
- 17.0 Change of course
- 18.0 Safety
- 19.0 Starting system

## HOW TO CONTACT USODA

Maschal/Connors, Inc. (M/CI) manages the day-to-day administrative, regulatory and financial affairs of the United States Optimist Dinghy Association. Chuck Maschal is president of M/CI.

To contact USODA by phone you should call (609) 492-9000; the USODA fax number is (609) 492-1612. The e-mail addresses for Bill & Kim are noted below.

The USODA mailing address is PO Box 1301, 301 Norwood Avenue, Beach Haven, NJ 08008.

If you are conducting a major championship you should coordinate with USODA's Director of Sailing, Kenneth Andreasen at [dos@usoda.org](mailto:dos@usoda.org) if you are using this manual for a **Regional Qualifying or Local Regatta**, please download a local manual or sailing instructions from our website: [www.usoda.org](http://www.usoda.org).

If you need information pertaining to other areas within USODA contact the individual noted in the following directory:

Class Administrator -- Board Liaison	Chuck Maschal ( <a href="mailto:usoda@usoda.org">usoda@usoda.org</a> )
Member Services	Chuck Maschal ( <a href="mailto:usoda@usoda.org">usoda@usoda.org</a> )
Boat Registration/Transfers	
Certificates of Ownership / Measurement Certificates	
Merchandise	
Regatta and Clinic Dates ( <a href="#">see website</a> )	
Membership	Chuck Maschal ( <a href="mailto:usoda@usoda.org">usoda@usoda.org</a> )
Optinews Editor**	Stacie Kress-Booker ( <a href="mailto:optinews@usoda.org">optinews@usoda.org</a> )
Optinews Advertising	Marcy Trenholm ( <a href="mailto:optinewsadv@usoda.org">optinewsadv@usoda.org</a> )

## **USODA MISSION STATEMENT for Regattas and Championships**

The event host will provide all youth members of the USODA with fair racing up to modern standards of international one design sailboat racing. All children will experience a life-enhancing experience including the opportunity to make friends, attend social functions, experience the traditions of the sport of sailing and be provided with a safe and fun environment at all times during the event.

- I. Racing will be open to all USODA skipper members.
- II. Racing will be fair to all competitors.
- III. The Optimist Class is unique in that all sailors "age out". Each sailor will have only a limited number of chances in which to compete in the major events. Treat each event as if it were the last Optimist regatta for the competitors.
- IV. The convenience of the regatta administration, spectators and all non-participants shall be considered only if no sacrifice is made in the quality of competition and safety of competitors.

**GOOD LUCK AND FAIR WINDS**

## HOW TO USE THIS MANUAL

Welcome to the exciting world of USODA regattas and championships. The following describes the use of this manual. The intent of the manual is to provide actual documents, timelines, Conditions and Recommendations to help regatta organizers conduct a successful, safe and fun event. Please feel free to contact the USODA national office with questions or suggestions.

This manual is to be held by the EVENT CHAIRMAN. The event chairman is the person in charge of all aspects of the event and should delegate all specific responsibilities. The Event chairman will manage all aspects of the event and tidy up loose ends.

If you are using this manual for a USODA-sanctioned Championship event, USODA will assigned a Regatta Coordinator (Reg/Cor) to assist you with the many issues facing regatta hosts of major championships, including scoring issues and questions about fleet splitting. USODA regularly fine-tunes its policies in these areas. Your Regatta Coordinator will advise you about the latest policies and practices. Thank you for hosting an Optimist competition. Your dedication to the sport of sailing is the greatest gift you can give to the children who will be competing at your event.

The USODA is now one of the largest Optimist national authorities in the world. Running major Optimist events has become a significant responsibility for the host organizer. Often it is the major event of the year for the host club. However, don't be overwhelmed by the scope of the commitment or the size of this manual. It contains the combined wisdom of years of running these events. Preparation is the key to success in this undertaking, as in conducting all successful ventures.

Keep the USODA MISSION STATEMENT for Regattas and Championships in mind when making ALL decisions for the event.

The manual has six distinct sections as follows:

### I. INTRODUCTION

Contains the brief history of the USODA, names and phone numbers of the current administrative staff and class publisher, instructions for the use of this manual and the "USODA MISSION STATEMENT for Regattas and Championships". Use this as a guide for the use of the manual.

## II. ORGANIZATION

Contains the job description of each committee chairman and a specific timeline checklist. **THIS IS THE MOST IMPORTANT SECTION.** The Event chairman shall make copies of each page in this section to distribute to the committee chairmen. Each committee may be a committee of one and the combination of committees under one person may be preferable. If you are using this manual for a USODA-sanctioned Championship event you should keep the assigned Regatta Coordinator (Reg/Cor) up to date through written, e-mail and verbal reports which may include the completed timeline checklists.

## III. EVENT TIMELINES

Contains the timelines for the few days preceding the event through the conclusion of the event.

## IV. CONDITIONS FOR REGATTAS AND CHAMPIONSHIPS

*Contains the USODA Conditions for events. THESE RANK AS RULES AND MUST BE REFEREED TO IN THE NOTICE OF RACE AND THE SAILING INSTRUCTIONS.* They should be made available to all competitors.

## V. USODA RECOMMENDATIONS

Contains various recommendations from the class to event organizers. These *DO NOT RANK AS RULES* and are only guidelines to those unfamiliar with USODA class protocol.

## VI. SAMPLE DOCUMENTS

Contains sample documents used at most Optimist events and may be downloaded from our Website: [www.usoda.org](http://www.usoda.org) (may be modified to include “your” club, regatta name and dates).

## VII. BEST IDEAS FROM OTHER REGATAS

Ideas from other Regatta organizers.

## VIII. USODA MEMBERSHIP INFORMATION

In this section find the relevant documents for USODA class membership and other related information.

## IX. EVALUATION/RECOMMENDATION FORMS

**SECTION II**

**USODA REGATTA MANUAL**

**EVENT PLANNING AND ORGANIZATION**

# **USODA REGATTA MANUAL**

## **FOR REGATTAS AND CHAMPIONSHIPS**

### **ORGANIZATION**

The Event Chairman runs the event. Each of the following are sub-committees reporting directly to the Event Chairman or he/she may elect to have 2 direct reports for Land-based and Water-based (usually PRO) operations. One person may perform more than one of these jobs; however, none of these subcommittees should be omitted.

#### Event Chairman

- Finance/Fund raising
- Registration
- Advertising/Program/PR
- Trophies
- PRO - Race Chairman
- Food
- Race Facility
- Safety Officer
- Measurement
- Housing
- Social/Ceremonies/Clinics
- Charter boats (IOD's)
- Scoring
- Regatta handouts (t-shirts etc.)
- Merchandising
- Regatta secretary
- Local knowledge/Weather
- Equipment (on the water)

# USODA REGATTA MANUAL

## TIMELINE

### Running the Event

#### Days before event

##### Set up site

- set up measurement area
- set up registration area
- meeting with ALL event sub committee chairs

#### Pre-race Day

##### Welcome to the regatta handout

- welcome
- map of area
- map of race venue
- parking instructions
- boat set up area

Order of events handout (registration, measurement, opening ceremony, practice race)

Registration

Measurement

Safety boat meeting

Jury/PRO/Event chairman meeting

Race committee meeting

Practice/ practice race

Clinic

Opening Ceremony

#### Racing Day

Skippers Meeting or brief competitors meeting

Race committee meeting

Safety boat meeting

Launching

On the way to the course

Check-in

Racing

Lunch on the water

Drinking water

On the way back in

Derigging

Scoring

Protests

Notices posted  
Social event

Final day

Same as racing day  
Post final results marked “preliminary” two hours before awards  
Correct results  
Awards ceremony  
Notify media

## EVENT CHAIRMAN

### Job Description:

Manage all sub committees, coordinate with the USODA; pull together all aspects of the event. Choose all sub committee chairs and the PRO and Chief Judge

### TIMELINE - Check-list

Seven months before event

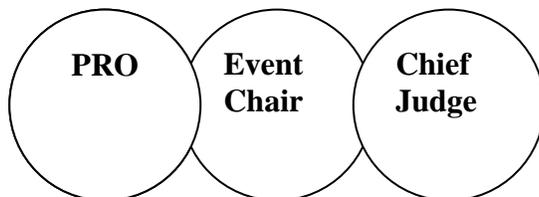
\_\_\_\_\_ Choose Principle Race Officer. Look for a very experienced race officer with good interpersonal skills. Optimist experience is preferred, but a flexible attitude, enthusiasm and a willingness to work with the Class Representative and Jury are a must.

\_\_\_\_\_ Choose Chief Judge. Optimist experience a MUST. The chief judge needs to be a very experienced judge with a strong enough personality to withstand pressure from all quarters (parents, coaches, PRO, competitors, etc.) The chief judge must also be flexible and experienced in race management in large fleets of Optimists (over 100 on the line). The Jury is responsible for all matters of fairness including on the water. The jury does not however, have authority over the Race Committee except for matters directly affecting fairness.

\_\_\_\_\_ Choose Housing Chair. Prepare list of hotels/motels for Optinews advertising.

\_\_\_\_\_ Contact the USODA for the name of the Regatta Coordinator (Reg/Cor) and the Class Representative. These individuals are responsible to see that the event is run in accordance with the USODA Conditions and the USODA Recommendations. The (Reg/Cor) is a volunteer who has experience putting on Championship Regattas and is your primary contact. The Class Representative is always extremely familiar with Optimist racing, will provide valuable information to the race organizers, and is generally present at your regatta. During the event the Class Representative will assist the PRO in all matters relating to the USODA Conditions.

C



The above graphic shows the individual areas of responsibilities. Areas that overlap are the mutual responsibility of those parties and are to be resolved in a mutually acceptable manner.

Six months before event

\_\_\_\_\_ Meet with (Reg/Cor) to discuss plans at race venue.

\_\_\_\_\_ Meet with Manager/Administrator of the race venue to discuss planned activities. Specifically discuss parking, trailers expected number of boats and participants (boats x three).

\_\_\_\_\_ Meet with ALL sub committee chairs. Distribute the job description sheet to each chair.

\_\_\_\_\_ Send out initial advertising. "Regatta Announcements" are to be used and not the Notice of Race, until that document is approved by the Chief Judge and Class Representative.

\_\_\_\_\_ Meet with all chairman to discuss the event and proposed budget.

\_\_\_\_\_ Arrange appropriate insurance for the event

#### Five months before event

\_\_\_\_\_ Meet with ALL sub committee chairs in one large meeting. Have Regatta secretary take minutes. Call on EACH chair for a progress report which shall include their completed USODA checklist. Ask specifically about their time line. Ask for dates and budget. Have the minutes typed and mailed to all chairs, your Regatta Coordinator and USODA including a list of "attended" and "did not attend" and copies of all completed committee check lists.

\_\_\_\_\_ Meet with host Club Board to outline the event and proposed budget.

#### Three months before event

\_\_\_\_\_ Meet with all chairs again for update. Send out minutes as before.

\_\_\_\_\_ Coordinate with (Reg/Cor) to discuss issues and problems.

#### Two and One month before event

\_\_\_\_\_ Meet with all chairs as before.

\_\_\_\_\_ Coordinate with (Reg/Cor)

## FINANCE/FUND RAISING CHAIRMAN

### Job Description:

Manage all aspects of the event finances, including fundraising. Assign a Fundraising assistant.

### TIMELINE - Check-list

#### Six months before event

\_\_\_\_\_ Meet with Event Chair to discuss expected entries, proposed budget, sources of income and proposed expenses.

\_\_\_\_\_ Meet with the all sub-committee chairs and (Reg/Cor) to discuss the preliminary budget.

\_\_\_\_\_ Meet with ALL sub committee chairs. Discuss method of payment and request budget estimate forms to be filled in for your approval.

#### Four months before event

\_\_\_\_\_ Prepare a detailed budget and specific payment procedure.

\_\_\_\_\_ Set up a separate account if that is required.

\_\_\_\_\_ Meet with host Club Board to outline the event and budget.

\_\_\_\_\_ Coordinate with Fundraising all ongoing efforts.

#### Three months before event

\_\_\_\_\_ Meet with all chairs again for update.

\_\_\_\_\_ Meet with Registration chair to expedite mailing of preregistration forms.

\_\_\_\_\_ Confirm all fundraising commitments. Coordinate with Fundraising all on going efforts.

#### Two months before event

\_\_\_\_\_ Meet with all chairs as before.

#### One month before event

\_\_\_\_\_ Meet as before.

## REGISTRATION CHAIRMAN

### Job Description:

Manage all aspects of the event registration, including the development & distribution of regatta announcements with pre-registration forms, pre-registration, and the event "official" registration. Coordinate with Advertising, Measurer and USODA.

### TIMELINE - Check-list

#### Six months before event

\_\_\_\_\_ Meet with Event Chair to discuss expected entries, proposed budget, entry fees, and dates of early registration and cut off.

\_\_\_\_\_ Meet with regatta host administrator to discuss expected number of entries and the proposed registration area and "flow".

\_\_\_\_\_ Meet with integral sub committee chairs. Discuss method of registration.

#### Four months before event

\_\_\_\_\_ Prepare a detailed budget and specific expenses.

\_\_\_\_\_ Meet with the (Reg/Cor) and measurer to review registration requirements, the registration area and "flow" from registration to measuring and back if necessary.

\_\_\_\_\_ Assign ten (10) personnel to registration for the following tasks:  
USODA membership & hull verification, Official blank regatta measurement form, pre-registered, late registration, skipper goodie packets, meal ID tags, SI's, Official program, additional shirts or merchandise, additional meals/social events, cashier, line monitor (traffic control), spectator boat sign-up.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Assign a person for information. Coordinate this with the Regatta Secretary. This person will staff an information "booth" for the full event to handle questions etc.

#### Three months before event

\_\_\_\_\_ Meet with all chairs again for update.

\_\_\_\_\_ Gather all required pre-registration information including, schedule (measurement, registration, races, all shore activities), housing information, costs of entry and specifically included items, costs of those items not included, and incorporate with USODA standard registration forms.

\_\_\_\_\_ Meet with Finance to expedite mailing of preregistration forms, and to discuss deposit of entry fees.

\_\_\_\_\_ Plan at least two registration times at the event. An evening session followed by a

full day session. Prepare for large, anxious crowds. Plan to start one hour prior to published time.

#### Two and One month before event

- \_\_\_ Meet with all chairs as before.
- \_\_\_ Meet with all registration personnel for mock registration.

#### Three weeks before event

- \_\_\_ Gather all registration materials.
- \_\_\_ Registration forms
- \_\_\_ USODA membership forms and current list of members.
- \_\_\_ Goodies packets
- \_\_\_ Official programs
- \_\_\_ Sailing Instructions
- \_\_\_ Competitor meal/safety tags/bracelets
- \_\_\_ T-shirts
- \_\_\_ Pens, pencils, paper poster board, markers, tape, stapler, manila folders, manila envelopes, etc.
- \_\_\_ Cash box and cash for change.
- \_\_\_ Additional merchandise for sale (coordinate with Merchandising).
- \_\_\_ ALL pre-registration forms entered to date with alphabetical listing including date, amount paid, amount due, verification of receipt of entry sent and date sent.

#### One week before event

- \_\_\_ Confirm with USODA office the class membership and boat certificates for all preregistered boats.

## ADVERTISING/PROGRAM/PR CHAIRMAN

### Job Description:

Manage all aspects of the event advertising, including the distribution of regatta announcements at various class events, OPTINEWS advertising, printing of the "Official Regatta Program" and sale of advertising in the "Official Regatta Program". Coordinate with Finance, Event Chair and (Reg/Cor). Currently USODA-sanctioned Championships will receive 2 full-page ads in Optinews. All other regattas are encouraged to advertise and can place ads for one-half current rate. Optinews will always run "articles" about your venue, etc. for free.

### TIMELINE - Check-list

#### Six months before event

\_\_\_\_\_ Meet with Event Chair to discuss expected entries, proposed advertising budget and all regatta announcement details required to advertise the event. Discuss the proposed program and budget.

\_\_\_\_\_ All regatta advertising and flyers MUST BE labeled "Regatta Announcement" NOT "Notice of Race".

\_\_\_\_\_ Meet with ALL sub committee chairs. Discuss advertising goals and targets.

\_\_\_\_\_ Place advertising in OPTINEWS for all issues leading up to the event.

\_\_\_\_\_ Prepare a proposed budget and submit to Event.

#### Four months before event

\_\_\_\_\_ Place advertising in targeted media. ("Sailing World", club newsletters, Optinews etc.)

\_\_\_\_\_ Prepare a Regatta Announcement mailer for direct mailing to all USODA class members. Coordinate with USODA office for labels, content etc.

\_\_\_\_\_ Prepare a detailed budget and specific expenses.

\_\_\_\_\_ Send out Press releases and announcements.

\_\_\_\_\_ Arrange Press coverage for the event. List local and national media contacts and phone/fax numbers. Coordinate with USODA.

#### Three months before event

\_\_\_\_\_ Place advertising.

\_\_\_\_\_ Meet with all chairs again for update.

\_\_\_ Meet with Event chair to target final advertising and distribution of regatta announcements and entry forms.

\_\_\_ Meet with scorer to discuss daily press release information.

\_\_\_ Report to Event chair advertising sold in program, event sponsors etc.

\_\_\_ Assign a PR person to coordinate with Scoring and Event for daily press releases, and TV/Radio coverage.

---

#### Two months before event

\_\_\_ Meet with all chairs as before.

\_\_\_ Finalize program, include the following:

\_\_\_ Schedule of events

\_\_\_ Notice of Race

\_\_\_ Sailing Instructions (middle page tear-out)

\_\_\_ Local weather/wind knowledge

\_\_\_ Local restaurants

\_\_\_ Local map with places of interest

\_\_\_ Maps to social events not taking place at the event

\_\_\_ Local hospitals and EMS numbers and addresses

\_\_\_ Welcome letter from Mayor

\_\_\_ Welcome letter from Host Club Commodore

\_\_\_ Welcome letter from USODA

\_\_\_ Past winners of the event including year, club, hometown.

\_\_\_ Short local history.

\_\_\_ Special rules and restrictions (parking, play areas etc.)

\_\_\_ Thanks to sponsors

\_\_\_ All sold advertising

One month before event

\_\_\_\_\_ Meet with all chairs as before.

\_\_\_\_\_ Prepare program for printer

Three weeks before event

\_\_\_\_\_ Print Official Program (boats x four).

Immediately after event

\_\_\_\_\_ Make sure Scorer submits results to Optinews

\_\_\_\_\_ Select Sailor(s) to write short story about his/her Regatta experience

## TROPHY CHAIRMAN

### Job Description:

Manage all aspects of the event's trophies including the acquisition of all related perpetual trophies, and the "keeper" trophies for the perpetuals. Coordinate with Finance, Event and Ceremonies Chairs and the (Reg/Cor).

### TIMELINE - Check-list

#### Six months before event

\_\_\_\_\_ Meet with Event Chair and USODA to discuss expected entries, proposed distribution of trophies, number and sizing of trophies and budget.

\_\_\_\_\_ Meet with ALL sub committee chairs. Discuss trophy distribution, perpetual, the number and size of the trophies, and the expected lead times and costs for various suggested styles.

\_\_\_\_\_ To calculate the number of trophies, consider the overall fleet in each division (for regattas with over 120 entrants there will be two divisions which typically receive identical trophies). Suggest providing trophies for first to tenth place in the overall scores for each division at major Championships. Suggest providing trophies for each fleet (red, white, blue) greater than or equal to 25% of the participants in each fleet; at major Championships places one through 10.

\_\_\_\_\_ Consider special categories such as "farthest distance traveled", "youngest sailor", "most perseverance", "best girl" etc.

\_\_\_\_\_ Prepare a few "generic" trophies (approximately entrants x .05) that can be used and engraved later for any last minute change of plans.

\_\_\_\_\_ Discuss with USODA the applicable perpetual and required number of keeper trophies.

\_\_\_\_\_ Coordinate with merchandising committee regarding the logo design on trophies.

#### Four months before event

\_\_\_\_\_ Finalize trophy design and sizing.

\_\_\_\_\_ Prepare a detailed budget and specific expenses.

\_\_\_\_\_ Finalize trophy engraving text.

\_\_\_\_\_ Finalize all keeper trophies for the applicable perpetual trophies.

#### Three months before event

\_\_\_\_\_ Place trophy order.

\_\_\_ Delivery date: \_\_\_\_\_

\_\_\_ Meet with all chairs again for update.

\_\_\_ Meet with scorer to discuss final results and the "flow" of results to the Master of Ceremonies for the trophy presentation.

\_\_\_ Report to Finance and Event chair the actual cost of trophies delivery date and method of payment.

\_\_\_ Meet with Social/Ceremonies chair to discuss proper display of the trophies during the event and at the awards ceremony. Discuss boxes for competitors to carry their trophies home in, the numbers of each category of trophy, and the perpetual. Discuss the order of presentation so that they are set up in proper sequence.

#### Two months before event

\_\_\_ Meet with all chairs as before.

\_\_\_ Follow up on trophy order. Confirm the delivery date. Verify the engraving text by written document.

\_\_\_ Ship in all perpetual trophies. Clean and ensure the engraving is up to date.

#### One month before event

\_\_\_ Verify that the trophies received are correct and order any changes.

\_\_\_ Meet with all chairs as before.

\_\_\_ Verify with USODA that perpetual trophies are on hand.

\_\_\_ Verify with USODA that all special categories are covered (furthest traveled, youngest, etc.).

#### During the event

\_\_\_ Display sample trophies the first place trophy and all perpetual in an attractive manner for all competitors to view.

#### Last day of the event

\_\_\_ Prepare a script of the trophy presentation with all parties involved. Present the trophies in a dignified manner.

\_\_\_ Display the trophies in an attractive array, and in order of presentation.

\_\_\_ Review with Social/Ceremonies chair the order of trophies presented and type. Also review the perpetual and any information about the perpetual to be conveyed at the

presentation.

\_\_\_\_\_ Suggested manner to present trophies:

- Present awards in reverse order of finish awarding the winner of each category first.
- Announce skipper's full name (correct pronunciation) and club. Call each skipper individually and do not call names in a bunch. Please do not succumb to pressure to conduct a cattle drive due to lack of time.
- Skipper should come up to front, receive a congratulatory handshake from a dignitary, pause for a picture moment, then proceed.
- Provide some drama and announce the first place trophy winner as: "The <year> <category> first place champion of the <event> from <club> with the score of <score> is <name>".
- Awards presentations are time consuming so prepare for such and give each sailor his/her due.

\_\_\_\_\_ After the ceremony, give competitors any shipping boxes available for their trophy to protect it on the way home.

\_\_\_\_\_ Be prepared to immediately mail any trophies that were not picked up by the recipient.

## PRO - RACE CHAIRMAN

### Job Description:

Manage all aspects of the on the water racing and any other on the water activities (practice race, in & out to racing area, rescue etc.)

### TIMELINE - Check-list

#### Six months before event

\_\_\_\_\_ Meet with Event Chair to discuss expected entries, proposed course, required boats, sources for boats, personnel needs and equipment needs, proposed expenses.

\_\_\_\_\_ Meet with the Finance and Fundraising chairs to discuss the preliminary budget.

\_\_\_\_\_ Meet with ALL sub committee chairs.

#### Four months before event

\_\_\_\_\_ Meet with the (Reg/Cor), the Class Representative, USODA office, the chief judge and event chair to decide the course, procedures and methods in order to facilitate drafting the Notice of Race (NOR) and Sailing Instructions (SI's).

\_\_\_\_\_ Prepare first draft of the NOR and SI's. Forward to (Reg/Cor), USODA, chief judge and event chair for comment.

\_\_\_\_\_ Prepare a detailed list of committee boats and personnel.

#### Race Committee Personnel List (list each by name; submit to Event Chair)

\_\_\_\_\_ Timer \_\_\_\_\_

\_\_\_\_\_ Four check-in personnel (separate from RC check-in) 1,2,3,4

\_\_\_\_\_ Four (4) recorders starting area 1,2,3,4.

\_\_\_\_\_ Scoring scribe 1.

\_\_\_\_\_ Four (4) recorders finish area 1,2,3,4.

\_\_\_\_\_ Three flag signals persons 1,2,3.

\_\_\_\_\_ One sound signals person 1.

\_\_\_\_\_ Four line judges 1,2,3,4.

\_\_\_\_\_ One finish line judge 1.

\_\_\_\_\_ Three mark set personnel 1,2,3

\_\_\_ Port end line boat captain \_\_\_\_\_

\_\_\_ Other Personnel

#### Race Committee Boat List

\_\_\_ Finish line boat (Large sailboat or trawler preferable)  
Type \_\_\_\_\_ Owner \_\_\_\_\_

\_\_\_ Three mark set boats (whaler type preferable)  
Type \_\_\_\_\_ Owner \_\_\_\_\_

\_\_\_ R C Starboard Line boat (large trawler type preferable).  
Type \_\_\_\_\_ Owner \_\_\_\_\_

\_\_\_ RC Port end line boat (High enough for sight over sails).  
Type \_\_\_\_\_ Owner \_\_\_\_\_

\_\_\_ Other RC boats  
\_\_\_\_\_  
\_\_\_\_\_

#### Three months before event

- \_\_\_ Publish Notice of Race and distribute
- \_\_\_ Review Sailing Instructions with Chief Judge and Event chair.
- \_\_\_ Meet with Safety Officer to coordinate on the water activities.
- \_\_\_ Meet with all race committee personnel to discuss duties and methods.
- \_\_\_ Set up a date for a practice race with Optimists in the designated race area.
- \_\_\_ Meet with Equipment chair to discuss required equipment.

#### Two months before event

- \_\_\_ Meet with all race committee personnel.

#### One month before event

- \_\_\_ Finalize Sailing Instructions.
- \_\_\_ Meet as before.

#### Three weeks before event

- \_\_\_ Verify equipment with equipment chairman
- \_\_\_ Verify boat availability
- \_\_\_ Publish Sailing Instructions. SI's to be distributed at registration.
- \_\_\_ Meet with scorer and verify scoring personnel and familiarity with scoring program and system to be used at regatta (fleets, divisions etc.)
- \_\_\_ Meet with Safety Officer and verify all tasks.

#### Running the event

- \_\_\_ Equipment checklist
- \_\_\_ Personnel checklist
- \_\_\_ Scoring checklist
- \_\_\_ Safety Officer checklist
- \_\_\_ Drinks, lunches etc.
- \_\_\_ Meet with full race committee before skippers meeting.
- \_\_\_ Meet with Jury before skippers meeting.
- \_\_\_ Post changes to SI's with jury and Class Representative approval before skippers meeting.

#### Organization on the water

\_\_\_ Each race committee (RC) boat captain checks off equipment and personnel list. This includes ALL boats including line boats, signal boats, and mark set boats.

\_\_\_ Assign radio channels for the following

\_\_\_ Mark set. Each mark set boat to be called "MARK SET 1" etc. the number indicating the mark they are dealing with.

\_\_\_ Line boat. Separate channel for radio transmission of starting area instructions. This line should be a private line not accessible to the coaches/spectators. "LINE SET 1" starboard end. "LINE SET 2" port end. "SIGNAL BOAT 1" signal boat if different from LINE SET 1.

\_\_\_ Jury channel. Again a private channel. This can be the same as the start line channel if necessary, but it must be secure.

\_\_\_ Keep radio instructions to a minimum.

\_\_\_ Have all Mark set boats verify with the PRO before moving a mark or displaying flags during racing.

\_\_\_ Do not call any specific sail numbers out over the radio unless the line is secure.

\_\_\_ Tape record all start sequences on a dedicated tape for each race.

- \_\_\_\_\_ Tape record all finishes on a dedicated tape for each race.
- \_\_\_\_\_ Have the scorer aboard the finish boat to enter data during the day so that provisional scores may be posted when coming ashore.
- \_\_\_\_\_ Place ALL raw data including both the start and finish tapes from each race in a separately marked manila envelope for each race. Clip to the outside of the envelope the final reconciled order of finish sheet for the scorer. This should be signed, and dated with the time. Make sure to note ALL start line penalties, DNF's, and any known DNC's. A waterproof pouch is also recommended.
- \_\_\_\_\_ Post finish boat docking time form with the protest filing deadline along with the protests recorded at the finish. Also post any starting line penalties listing the sail number and the penalty. Post these immediately upon returning to the dock on the Official Notice Board.
- \_\_\_\_\_ When ashore have the chief recorder meet with the scorer to enter the finishes and to resolve any problems not dealt with on the water.
- \_\_\_\_\_ Post the first draft of scores within 30 minutes of committee reaching shore. Make sure all results postings are marked "PROVISIONAL".
- \_\_\_\_\_ Make sure the line judges, PRO, and recorders are immediately available for protests hearings.
- \_\_\_\_\_ Notify all RC personnel when to arrive the next day. Leave time to meet with all RC before departing from the dock.
- \_\_\_\_\_ Provide a secure spot for all of the race envelopes. It is important for the Jury and the scorer to have 24 hour access to the data.

## FOOD CHAIRMAN

### Job Description:

Manage all aspects of the event's meals, drinks and snacks, including feeding the race committee, the jury, the on-shore helpers the competitors, coaches and spectators. Coordinate with Finance, Event Chair and PRO.

### TIMELINE - Check-list

#### Six months before event

\_\_\_\_\_ Meet with Event Chair to discuss expected entries, proposed meals, drinks and snacks. The cost and distribution. The sale of additional meals.

\_\_\_\_\_ Figure juice and donuts or bagels for competitors each morning. Lunch every day of the event. If this is a Championship dinners should be every other night. Sandwiches are generally turkey/chicken. Meals ashore can be simple but filling pasta, salad, breads, or make your own chicken or beef fajitas, and need not be elaborate. Snacks after racing are generally fruit, cookies or pretzels and iced tea and lemonade.

\_\_\_\_\_ Meals ashore should be able to accommodate all those at the event. Parents will purchase meals and competitors will have theirs included with registration.

\_\_\_\_\_ If there is to be an awards banquet it should be able to accommodate all of the competitors, their parents and the full working party of volunteers. An approximate ratio is 3.5 x number of competitors.

\_\_\_\_\_ Meet with ALL sub committee chairs.

\_\_\_\_\_ For the number of meals ashore plan one for each competitor plus up to an additional two per competitor for parents and volunteers.

\_\_\_\_\_ For lunch on the water figure 1.3 x the number of competitors to estimate feeding the volunteers working the event.

#### Four months before event

\_\_\_\_\_ Prepare a proposed menu of meals.

\_\_\_\_\_ Prepare a proposed drink menu. For on the water, water or sports drinks are appropriate, soft drinks are not.

\_\_\_\_\_ On the water lunches should have a dry sandwich (mustard & mayo packets), a juicy fruit like grapes is ideal but bananas are fine, a granola bar or cookie, all in a ziplock type bag for easy distribution on the water. Avoid dry, salty or sugary foods that consume rather than supply water.

\_\_\_\_\_ This is a youth event and no alcohol should be provided to any on the water volunteer.

### Three months before event

\_\_\_\_\_ Finalize menus

\_\_\_\_\_ Set up delivery times. Morning food and beverage should be set up at no later than 0800. On the water beverages should be on ice by 0830. Lunches should be prepared and ready to leave the dock any time after 1000, as requested by the PRO

\_\_\_\_\_ Meet with all chairs again for update.

### Two months before event

\_\_\_\_\_ Place Food and Beverage orders, to be adjusted for final numbers during the event.

### One month before event

\_\_\_\_\_ Verify that the on shore meals are set to handle the expected numbers.

\_\_\_\_\_ Meet with all chairs as before.

\_\_\_\_\_ Verify that lunches and beverages will arrive on schedule.

### During the event

\_\_\_\_\_ Immediately following registration call in final numbers for all deliveries and meals.

\_\_\_\_\_ Check bagged lunches for quality and freshness.

\_\_\_\_\_ Provide one dedicated lunch boat for each 75 entrants. The lunch boats can provide trash service and water at all other times. These lunch boats shall not have any safety duties or be counted as safety boats.

### Awards day

\_\_\_\_\_ Call in the final head count for the banquet.

## RACE FACILITY CHAIRMAN

### Job Description:

Manage all aspects of the event facility. This includes car and trailer parking, boat staging area, visiting motor boat launching and docking, temporary tents or buildings. Coordinate with host club.

### TIMELINE - Check-list

#### Six months before event

\_\_\_\_\_ Meet with Event Chair to discuss expected entries, proposed use of facility including all expected parking, staging, launching, and rooms use.

\_\_\_\_\_ Meet with local officials to obtain sufficient parking for all cars and boat trailers. Arrange sufficient launching and dock space.

\_\_\_\_\_ Meet with ALL sub committee chairs. Discuss required shore based space and/or equipment needs. Discuss the following minimal list.

\_\_\_\_\_ Staging area for expected number of entrants for duration of event. Should be grass or carpet and designated spots of 10' x 15' minimum.

\_\_\_\_\_ 24 hour security for above.

\_\_\_\_\_ Launching area for expected number of Optimists (large ramps or floating docks) sufficient for all boats launched/recovered in less than 15 minutes.

\_\_\_\_\_ Car parking space for entrants x .75 plus RC (including volunteer parking)

\_\_\_\_\_ Trailer parking space for entrants times .40

\_\_\_\_\_ Coach boat/ spectator boat launching, docking and parking for entrants times .20

\_\_\_\_\_ Docking for all entrants times

\_\_\_\_\_ Docking for all official Safety and RC boats.

\_\_\_\_\_ A minimum 4' x 8' Official Notice Board which must weatherproof.

\_\_\_\_\_ A minimum 4' x 8' Message Board which must be weatherproof.

\_\_\_\_\_ PA system sufficient for entrants times 2.0 people gatherings.

\_\_\_\_\_ Hose/wash down areas, away from launching site, for salt-water venues.

\_\_\_\_\_ Entrants times .03 for adult volunteers to assist in launching/recovery and traffic control.

\_\_\_\_\_ Telephones for public use.

\_\_\_\_\_ Restrooms and showers for entrants times 2.0 people.

\_\_\_\_\_ Snack bar. Should serve healthy snacks, water and juice.

\_\_\_\_\_ Rooms for:

\_\_\_\_\_ Opening ceremony

\_\_\_\_\_ Closing ceremony

\_\_\_\_\_ Social events

\_\_\_\_\_ Clinics

\_\_\_\_\_ First aid/doctor

\_\_\_\_\_ Shore station for radio/safety

\_\_\_\_\_ Regatta office with

\_\_\_\_\_ Copier

- \_\_\_\_\_ Usual office supplies
- \_\_\_\_\_ Telephone (official use only)
- \_\_\_\_\_ Fax machine
- \_\_\_\_\_ Protest Rooms (minimum 2)
- \_\_\_\_\_ Information Booth
- \_\_\_\_\_ Merchandising area.
- \_\_\_\_\_ Regatta goodies
- \_\_\_\_\_ Boat supplies
- \_\_\_\_\_ Traffic control equipment, cones, gates, and flagging tape.

Four months before event

- \_\_\_\_\_ Prepare a detailed budget and submit to Finance.
- \_\_\_\_\_ Meet with all chairs for update.
- \_\_\_\_\_ Meet with host Yacht Club Board to discuss needs and problems.
- \_\_\_\_\_ Meet with the club/facility manager to establish communications and outline of event and facility requirements.

Three months before event

- \_\_\_\_\_ Meet with all chairs again for update.
- \_\_\_\_\_ List launching volunteers.

---



---



---

Two months before event

- \_\_\_\_\_ Meet with all chairs as before.

One month before event

- \_\_\_\_\_ Meet as before.
- \_\_\_\_\_ Prepare parking, club or other required passes.
- \_\_\_\_\_ Prepare all signage including signs for the above mentioned areas and rooms.  
Number signs for Opti staging spots etc.

### Three weeks before event

- \_\_\_ Gather all required equipment
- \_\_\_ Verify all parking arrangements.
- \_\_\_ Verify all docking/launching arrangements.
- \_\_\_ Verify all temporary structure arrangements.
- \_\_\_ Verify all room reservations.
- \_\_\_ Verify volunteers for launching.

### Days before event

- \_\_\_ Set up traffic control system and parking control.
- \_\_\_ Have one volunteer to greet cars entering with "Welcome handout"
- \_\_\_ Set up staging area.
- \_\_\_ Set up launching and hose-down areas and "flow"
- \_\_\_ Set up all temporary structures.
- \_\_\_ Set up all other equipment.

## SAFETY OFFICER

### Job Description:

Manage all aspects of event safety, including on the water and ashore, coordinating medical staff, and local EMS. Coordinate with PRO.

### TIMELINE - Check-list

#### Six months before event

\_\_\_\_\_ Meet with Event Chair to discuss expected entries, proposed safety program, interaction with local EMS and proposed expenses.

\_\_\_\_\_ Meet with ALL sub committee chairs. Discuss proposed safety systems.

#### Four months before event

\_\_\_\_\_ Draft an "Emergency Procedures Policy". Include a clear path to follow from an individual emergency, to shore, to the local EMS, to the hospital, include all phone numbers phone locations and radio channels to be used. Also include a separate path for an overall emergency (severe storm etc.). Make a very clear statement of the chain of command to eliminate confusion.

\_\_\_\_\_ Develop a handout that explains and diagrams both the Quadrant/Sector Pick-up and the OptiTow (*see 7. Safety Boat Guidelines below*)

The pick-up system works with four to twenty-four (4-24) safety boats and allows parent and coach boats to readily assist in times of an emergency. The safety boats assigned to a quadrant are generally free to roam within their area, however, are generally spaced out. As skippers require assistance, one safety boat goes into the racecourse to assist. The others remain on station. In severe conditions such as, but not limited to, lightning, wind or fog, all boats in each quadrant "pull the string" collecting boats as they go. Parent and coach boats should do likewise. No one should be allowed to race across the racecourse to pick up his or her child. If everyone picks up the nearest boat/skipper, all should be safe and everyone should meet at in the middle and head to shore as a unit.

\_\_\_\_\_ Arrange approximately twenty safety boats. Provide Event chair and (Reg/Cor) with list consisting of name, boat type, days available. Have a minimum of 12 to 1 ratio of Optimists to dedicated safety boats, not including any RC boats or spectator boats.

\_\_\_\_\_ Arrange for a Spectator boat fleet captain.

Name \_\_\_\_\_ # \_\_\_\_\_

\_\_\_\_\_ Appoint a shore-based Safety Officer with the following responsibilities:

Name \_\_\_\_\_ # \_\_\_\_\_

Responsibilities of the shore-based Safety Officer:

\_\_\_\_\_ Spot check each boat and sailor for minimum safety standards.

\_\_\_\_ Notify the RC of all non-conforming boats denied permission to launch. Use the "USODA BOAT SAFETY REPORT".

\_\_\_\_ Monitor the safety channel. Coordinate with shore radio base.

\_\_\_\_ Perform emergency sail number check-off in the event of a storm or other emergency.

\_\_\_\_ Communicate all boats, not going out, to Safety Officer.

\_\_\_\_ Perform all shore based emergency duties including coordination with EMS, filling in Injury forms, have medical forms on hand for all competitors.

\_\_\_\_ Meet with Equipment chair to arrange:

\_\_\_\_ Patrol flags

\_\_\_\_ First-aid kits

\_\_\_\_ Two anchors, floats and tackle for two "disabled boat strings".

\_\_\_\_ Meet with all sub committee chairs for update. Review draft of "Emergency Procedures Policy"

Three months before event

\_\_\_\_ Meet with all chairs for update.

\_\_\_\_ Set a date for a safety meeting for all safety boats. Include the Event chair, the PRO and any interested chairs.

\_\_\_\_ Arrange for a CPR class at the safety meeting if possible.

\_\_\_\_ Publish "Emergency Procedures Policy".

\_\_\_\_ Meet with the local EMS to review EMS system and on the water system and perform a dry run.

\_\_\_\_ Arrange for a doctor/nurse to be on shore for the duration of the event.

Two months before event

\_\_\_\_ Meet with all motor boat skippers to verify that the boats are operational. Verify that each has a radio and a back-up available.

\_\_\_\_ Meet with ALL safety personnel. Have an Opti available. Demonstrate the parts of the boat and proper rescue and towing techniques. Distribute and review the "Safety Boat Guidelines" and "Emergency Procedures Policy". Have the EMS team on hand to demonstrate system. Do CPR certification.

\_\_\_\_\_ Train the Spectator boat fleet captain (SBF captain). Have the SBF captain responsible for coordinating a spectator boat briefing (identical to the safety boat briefing except for having spectator boats comply with spectator craft rules). The SBF captain is also responsible for on the water enforcement of the spectator boat rules.

\_\_\_\_\_ Train the Shore-based Safety Officer for the event including the following.

- \_\_\_\_\_ Test mast tie in.
- \_\_\_\_\_ Check air bags for sufficient inflation,
- \_\_\_\_\_ Test air bags straps to hull connection.
- \_\_\_\_\_ PFD securely fastened, proper type and size.
- \_\_\_\_\_ Functional whistle.
- \_\_\_\_\_ Water bottle aboard.
- \_\_\_\_\_ Bridle 10 cm or less.
- \_\_\_\_\_ Bridle hook (check for spring to keep closed to prevent hooking sailor or equipment.
- \_\_\_\_\_ No sharp points on tiller (Prevents puncture of air bag)
- \_\_\_\_\_ Bailer functional and tied in boat.
- \_\_\_\_\_ Minimum eight meter bow-line (painter) with loop at outboard end.
- \_\_\_\_\_ The procedure for non-conforming boats.

One month before event

- \_\_\_\_\_ Meet with all chairs as before.

Two weeks before event

- \_\_\_\_\_ Verify all personnel and boats on line and ready to go.

During event

- \_\_\_\_\_ Execute "Daily Safety Officer Check-list".
- \_\_\_\_\_ Communicate with PRO every morning for current issues to discuss with the safety boat fleet.

## SAFETY OFFICER

### Daily Check-list

- \_\_\_ Check weather reports
- \_\_\_ Talk with PRO.
- \_\_\_ Safety boat meeting
  - \_\_\_ Assign/reassign safety boat numbers.
  - \_\_\_ Weather forecasts.
  - \_\_\_ Expected safety problems
  - \_\_\_ Assign daily duty. Zone, escort, mother ship or other.
  - \_\_\_ Positive attitude.
  - \_\_\_ Hand signals with a smile.
  - \_\_\_ Radio channels and protocol.
  - \_\_\_ Other issues.
  - \_\_\_ Confirm that each boat has:
    - \_\_\_ Gas and oil for full day.
    - \_\_\_ Patrol flag
    - \_\_\_ Radio and back-up, \_\_\_\_\_ Channel \_\_\_\_\_ Alternate
    - \_\_\_ First-aid kit
    - \_\_\_ Water for competitors
    - \_\_\_ Daily assignment
- \_\_\_ Spectator boat briefing by Spectator boat fleet captain.
  - \_\_\_ Outline spectator fleet rules and enforcement.
  - \_\_\_ Review the above safety boat information.
  - \_\_\_ Stress no interference with racing or safety boat functions.
- \_\_\_ Dispatch safety boats before sailors leave the dock.
- \_\_\_ Meet with shore-based Safety Officer.
- \_\_\_ Monitor launching, check-in and radio.
- \_\_\_ Stay in touch with shore, PRO, and safety boats.

- \_\_\_\_ Survey the area all around racing area at end of day.
- \_\_\_\_ Set up "Chain of sight" string of escort boats to guide Optimists in.
- \_\_\_\_ Maintain safety ratio as boats go in.
- \_\_\_\_ Verify tag board or other check-in is complete.

## SAFETY BOAT GUIDELINES

Safety Officer _____	Call sign "SAFETY OFFICER"	
	Call sign "SAFETY _____"	
Name	Boat type	Numeral

### CHECK-LIST

Radio channel	Patrol Flag	Wire/Bolt cutters
Current entrant list	Sharp knife	
Alternate channel	First-aid kit	
Radio	Water for competitors	
Back-up radio	Sufficient gas/oil for full day.	

1. Safety first! Monitor safety channel \_\_\_\_\_ at all times. DO NOT call the Race Committee. Communicate to the Race Committee through the Safety Officer ONLY. The ratio of Optimists to Safety boats must not exceed 12 to 1 (not counting spectator or RC boats).
2. Carefully monitor your "Zone" for any skipper in trouble. Keep the Safety Officer informed of any and all activity in your zone.
3. Monitor all capsizes. Look for the skipper's head. It is possible for them to get hooked under the boat. In the event of a suspected trapped skipper IMMEDIATELY get to the boat and assist. Call for a back-up to cover your "Zone".
4. Escort or arrange an escort for all disabled or retiring Optimists. No Opti should sail in unescorted.
5. Notify the Safety Officer of the sail number of every boat retiring or disabled.
6. In the event of an emergency create a tow line of Optimists with their rigs pulled and stand-by for further instructions from the Safety Officer.
7. Tow Optis using THEIR bow lines. Come along-side each boat. Take the loose end of their bow line. The bow line has a LOOP in it. Pass the NEW LOOP through the OLD LOOP, putting the first Opti at the end of the tow and new boat at the front of the tow. This method is important for a safe tow. Have the skipper pull the rig, pull the daggerboard halfway up and SIT IN the boat and steer. Skipper's should not sit in the very back of the boat as this causes the bow to lift, creating considerable drag. Have them sit forward and amidships, close to the daggerboard trunk. It is possible to safely pull many Optis in this manner.
8. When taking a skipper aboard: Anchor Optis in a string outside of the course. Pull the rig. Secure the sprit. Pull the daggerboard half-way up. Pull and secure the rudder. String the boats as if in a tow. Pick up the string of boats when convenient. Transfer the skippers to the "Mother Ship".
9. At the end of the day, as the skippers finish racing, the escort boats create a "chain of sight" to the dock. Safety boats must to follow the last skippers in.
10. Do not consume alcohol before the event, while on the water or at the event.
11. Observe radio protocol. Call other boats by their call sign and refer to yourself by your call sign. Keep all transmissions BRIEF as possible. Make sure to clearly identify the Opti that you are working with by sail or hull number. Confirm any sail numbers that you transmit.

## USODA BOAT SAFETY REPORT

Safety Officer \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_  
Competitor's name

\_\_\_\_\_  
Sail #

### BOAT SAFETY EQUIPMENT CHECK-LIST

- \_\_\_ 8 METER (26') PAINTER, SECURELY FASTENED TO BOAT; NO KNOTS
- \_\_\_ LARGE LOOP TEID AT END OF PAINTER WITH BOWLINE KNOT.
- \_\_\_ PAINTER DOES NOT FEED THROUGH DRAIN HOLE.
- \_\_\_ BAILER. SECURED TO BOAT WITH SUFFICIENT LINE TO ALLOW USE.
- \_\_\_ AIR BAGS. PROPERLY INFLATED AND NOT LEAKING.
- \_\_\_ AIR BAG STRAPS. SECURELY FASTENED TO BOAT.
- \_\_\_ MAST TIE-IN LINE. SECURE ENOUGH TO LIFT BOAT AND NOT ALLOW MAST TO DISENGAGE FROM MAST STEP.
- \_\_\_ BOOM BRIDLE. NO LOOSER THAN 10 CM. NO OPEN HOOK.
- \_\_\_ CENTERBOARD TIED TO BOAT.
- \_\_\_ SAIL NUMBER MARKED ON BLADES, LIFE VEST, BAILERS & PRADDLE.

### COMPETITOR SAFETY EQUIPMENT SAFETY LIST

- \_\_\_ PFD PROPER SIZE AND CORRECTLY WORN.
- \_\_\_ WHISTLE. FUNCTIONING AND ATTACHED TO PFD.
- \_\_\_ ADEQUATE CLOTHING FOR CONDITIONS.
- \_\_\_ WATER BOTTLE. FILLED WITH WATER (STRONGLY RECOMMENDED).

### VIOLATION

The above named sailor is not in compliance with the minimum safety standards required to compete at this event. The competitor is denied permission to compete or leave the launching area. Compliance with the above minimum safety standards must be demonstrated to the Safety Officer before permission will be granted.

\_\_\_\_\_  
Safety Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

## MEASUREMENT CHAIRMAN

### Job Description:

Manage all aspects of measurement for the event. Coordinate with Registration and Race Facility committees.

### TIMELINE - Check-list

#### Six months before event

- \_\_\_\_\_ Meet with Event Chair to discuss expected entries proposed measurement system.
- \_\_\_\_\_ Meet with ALL sub committee chairs.

#### Four months before event

- \_\_\_\_\_ Meet with USODA chief measurer and receive training.
- \_\_\_\_\_ Meet with (Reg/Cor) on Pre-measurement Policies.
- \_\_\_\_\_ Schedule delivery of jigs at least one month before event.
- \_\_\_\_\_ Get eight assistants. Provide the Event chair with the list of names and phone numbers.

Spars\_\_\_\_\_

Sails\_\_\_\_\_

Rudder/tiller\_\_\_\_\_

Daggerboard\_\_\_\_\_

Hull Weight\_\_\_\_\_

Bow line\_\_\_\_\_

#### Three months before event

- \_\_\_\_\_ Schedule a training session for all eight assistants.
- \_\_\_\_\_ Meet with all chairs again for update.
- \_\_\_\_\_ Meet with Registration to coordinate system and "flow".

#### Two months before event

- \_\_\_ Meet with all chairs as before.
- \_\_\_ Meet with USODA chief measurer to discuss details/issues.
- \_\_\_ Get all measurement jigs and instructions.
- \_\_\_ Produce blank measurement forms.
- \_\_\_ Conduct the training session, at the race venue if possible.
- \_\_\_ Arrange for accurate scales.
- \_\_\_ Schedule measurement of local boats for two weeks or so before event.

#### One month before event

- \_\_\_ Print "Measurement Hints" form.
- \_\_\_ Meet all chairs as before.

#### Two weeks before event

- \_\_\_ Perform local boat measuring.

#### Days before the event

- \_\_\_ Set up measurement, review flow with Registration.
- \_\_\_ Blank forms, sail stamp, markers, pencils and pens.
- \_\_\_ Jigs and scales.

#### First Day

- \_\_\_ Have team arrive early.
- \_\_\_ Start early.
- \_\_\_ Have a traffic director on hand for first hour.

## HOUSING CHAIRMAN

### Job Description:

Manage all aspects of the event housing needs, including acquiring housing for out of town class/regatta officials, and provide phone information to all interested competitors prior to the event and making contact with all local motel/hotels for phone numbers, rates etc.

### TIMELINE - Check-list

#### Six months before event

\_\_\_\_\_ Meet with Event Chair to discuss expected entries, proposed housing needs and proposed expenses if any.

\_\_\_\_\_ Meet with ALL sub committee chairs. Discuss any required housing and availability of hotel rooms and projected costs.

\_\_\_\_\_ If this is a Championship event, prepare a detailed provided housing list and specific listing of all motel/hotels with pertinent information in a form ready to publish. Send to Optinews Editor.

\_\_\_\_\_ Make advance reservations as necessary for Judges, race committee, guests who are not provided with local housing.

\_\_\_\_\_ Coordinate with fundraising all ongoing efforts.

#### Three months before event

\_\_\_\_\_ Meet with all chairs again for update.

\_\_\_\_\_ Meet with Registration to expedite mailing of preregistration forms including all necessary housing information.

#### Two months before event

\_\_\_\_\_ Meet with all chairs as before.

#### One month before event

\_\_\_\_\_ Confirm reservations for Judges, race committee, guests who are not provided with local housing.

\_\_\_\_\_ Mail specific housing information to all parties being housed.

\_\_\_\_\_ Contact all local motel/hotels for current availability of rooms.

## **SOCIAL, CEREMONIES & CLINIC CHAIRMAN**

### **Job Description:**

Manage all aspects of the event social activities, including all ceremonies from opening to awards, all meals, clinics, and on shore activities. Coordinate activities with the food chairman. Assign a Ceremonies committee chairman to provide assistance with opening and closing ceremonies.

### **TIMELINE - Check-list**

#### **Six months before event**

\_\_\_\_\_ Meet with Event Chair to discuss expected entries, proposed budget, sources of income and proposed expenses.

\_\_\_\_\_ Meet with the food chairman

\_\_\_\_\_ Meet with the PRO and Finance to discuss the preliminary budget.

\_\_\_\_\_ Meet with ALL sub committee chairs. Discuss proposed activities and proposed ceremony agenda. Coordinate with Trophies, Scoring, Race Facility, and Advertising for their specific requirements.

\_\_\_\_\_ Discuss requirements and logistics for any clinics that will be coordinated with the event.

#### **Four months before event**

\_\_\_\_\_ Prepare a detailed budget and specific schedule of activities.

\_\_\_\_\_ Present proposed menus and agendas.

\_\_\_\_\_ Meet with Race Facility outline the activities planned.

\_\_\_\_\_ Present costs and details of what is included in registration and costs and availability of those not provided.

\_\_\_\_\_ Coordinate with Finance all ongoing efforts.

#### **Three months before event**

\_\_\_\_\_ Meet with all chairs again for update.

\_\_\_\_\_ Meet with Registration to expedite mailing of preregistration forms including all cost and included information.

#### **Two months before event**

\_\_\_\_\_ Meet with all chairs as before.

One month before event

\_\_\_\_\_ Meet as before.

Three weeks before event

\_\_\_\_\_ Develop an outline of the opening ceremony and skippers meeting. Suggestions are:

Start on time and conduct in a formal manner  
Welcome by the event chairman  
Introduce the host Commodore  
Introduce senior USODA Officer present  
Welcome words  
Introduce other USODA officers  
Thank the host commodore and event chair  
Introduce USODA Class Representative  
Event Chair discuss housekeeping issues, club rules, special  
procedures, etc

Introduce Chief Judge  
Introduce Jury  
Questions in writing  
Fair sailing  
Introduce the PRO  
Describe racing in general terms  
Describe racing area  
Describe appropriate race committee boats  
Describe (show) marks  
Event chair closes skippers meeting describing what will take place next.

Day of event

\_\_\_\_\_Execute

## CHARTER BOATS

### Job Description:

Manage all aspects of the event IOD charter boats.

### TIMELINE - Check-list

#### Six months before event

\_\_\_\_\_ Meet with Event Chair to discuss expected entries, expected number of required charter boats, proposed cost, sources of boats, staging area, and proposed expenses.

\_\_\_\_\_ Meet with all sub-committee chairs and (Reg/Cor) to discuss the preliminary charter plans.

#### Four months before event

\_\_\_\_\_ Contact (Reg/Cor) for boat manufacturers/importers who may be willing to provide charters and typical arrangements.

\_\_\_\_\_ Contact manufacturers/importers and make an initial commitment for the required number of boats and all associated costs.

\_\_\_\_\_ Prepare a detailed budget and submit to Finance chair.

\_\_\_\_\_ Meet with Race Facility chair to outline the staging requirements.

\_\_\_\_\_ Meet with Advertising to discuss prices for publication. Include the following.

\_\_\_\_\_ Boat type

\_\_\_\_\_ New or used

\_\_\_\_\_ Cost

\_\_\_\_\_ Number available

\_\_\_\_\_ Deposit amount and deadline

\_\_\_\_\_ All specific equipment supplied.

\_\_\_\_\_ Measurement procedure

\_\_\_\_\_ Date boat available

\_\_\_\_\_ Any specific requirements (pick-up, clean-up

\_\_\_\_\_ Liability arrangements

\_\_\_\_\_ Name of regatta contact person (Charter chairman)

Three months before event

- \_\_\_\_\_ Meet with all chairs again for update.
- \_\_\_\_\_ Meet with Registration to coordinate all charter requests.
- \_\_\_\_\_ Finalize all arrangements with supplier.

Two months before event

- \_\_\_\_\_ Verify all arrangements with supplier and delivery deadline.
- \_\_\_\_\_ Meet with all chairs as before.
- \_\_\_\_\_ Send out charter verification packets include updated information on all the above listed items.
- \_\_\_\_\_ Arrange for one adult assistant to help with the actual receipt of boats and staging.

One month before event

- \_\_\_\_\_ Meet as before.

Three weeks before event

- \_\_\_\_\_ Make all final arrangements to receive boats. Include:
  - \_\_\_\_\_ Measurement arrangement
  - \_\_\_\_\_ Supplier equipment checklist.
  - \_\_\_\_\_ Staging area
  - \_\_\_\_\_ Security for boats until in charterer's possession.

## SCORING CHAIRMAN

### Job Description:

Manage all aspects of the event scoring.

### TIMELINE - Check-list

#### Six months before event

\_\_\_\_\_ Meet with Event Chair to discuss expected entries, expected number of required separate fleet scoring.

\_\_\_\_\_ Meet with all sub-committee chairs, Regatta Coordinator and USODA to discuss the preliminary scoring plans.

#### Four months before event

\_\_\_\_\_ Contact USODA for scoring program.

\_\_\_\_\_ Arrange for one adult scoring assistant for every 100 expected boats (i.e. 200 boats = two assistants). Provide their names to the Event chair. All scorers **MUST** be prepared to spend each regatta day on the water scoring and evenings working on scoring also.

\_\_\_\_\_ Arrange for a laptop computer for each scorer.

\_\_\_\_\_ Arrange for a central on shore printer.

\_\_\_\_\_ Arrange with regatta secretary for daily copies of score sheets to be made available to all competitors, before the start of racing the next day.

\_\_\_\_\_ Arrange to score a minimum of two Opti regattas before the event. Have the assistant scorers do the same. List the event and date.

Event 1 \_\_\_\_\_ Event 2 \_\_\_\_\_

\_\_\_\_\_ Scoring is the event. Follow these guidelines:

\_\_\_\_\_ Enter only verified scores from the official recorders finish sheet. **DO NOT** accept a jumbled scratched-over mixed-up listing. The recorder must date, time and sign the official finish sheet.

\_\_\_\_\_ Keep all records from the finish boat in a dedicated, race numbered and date labeled manila envelope. Keep **ALL WRITTEN AND RECORDED** information in the envelope. Do not allow the envelope to leave except for the Chief Judge for scoring reviews.

\_\_\_\_\_ Make no arbitrary decisions regarding a boats position.

\_\_\_\_\_ Refer all scoring questions to the Jury. The Chief Judge will resolve

all questions and give the scorer written instructions.

\_\_\_\_\_ Treat all competitor's scores seriously. Even the second to last place boat worked hard for its position and deserves full consideration.

\_\_\_\_\_ Post all scores as preliminary.

\_\_\_\_\_ Understand the scoring review process and work with the Chief Judge to coordinate.

\_\_\_\_\_ Scores must be posted within 30 minutes of arriving ashore.

\_\_\_\_\_ All protests, review adjustments and corrections must be made at the written direction of the Chief Judge only.

\_\_\_\_\_ Plan to post the final (still labeled preliminary) results two hours or more before the awards ceremony. DO NOT agree to surprise awards. The sailors must be able to review the final results and request reviews. Skipping this final posting leads to awards being presented to the wrong parties.

\_\_\_\_\_ One hour before awards prepare copies of the final results (still labeled preliminary) for distribution to all competitors.

\_\_\_\_\_ After the awards and the final disposition of scoring requests, print the FINAL results for distribution to media.

\_\_\_\_\_ Mail or fax the final results to the USODA office immediately.

#### Three months before event

\_\_\_\_\_ Meet with all chairs again for update.

\_\_\_\_\_ Meet other scorers for training session.

\_\_\_\_\_ Finalize all arrangements with Regatta secretary.

\_\_\_\_\_ Meet with registration chair to arrange the flow of registrations to the scorer for entry into the scoring program.

#### Two months before event

\_\_\_\_\_ Verify all arrangements with Event chair and assistants.

\_\_\_\_\_ Meet with all chairs as before.

\_\_\_\_\_ Obtain from the PRO the names of the Chief Recorders for each finish boat.

\_\_\_\_\_ Meet with the recorders and discuss the flow of information and review their scoring forms and method of dealing with the following:

\_\_\_\_\_ OCS - Cleared or not cleared  
\_\_\_\_\_ "Z" flag penalties and documentation of all general recalls before and after.

\_\_\_\_\_ Black flag penalties

\_\_\_\_\_ DNC listing

\_\_\_\_\_ DNF listing - this usually has an important effect on the results.

\_\_\_\_\_ All unidentified sail numbers.

\_\_\_\_\_ Arrange for the smooth and expedient transfer of all tape recordings (must be separate tapes for each race), all notes (even small scraps with notes), and the official finish sheets for each race. All sorted by race.

\_\_\_\_\_ Attend and score Opti events.

One month before event

\_\_\_\_\_ Meet as before.

Three weeks before event

\_\_\_\_\_ Make all final arrangements for computers, printers and copier. If possible, have back-ups for each.

\_\_\_\_\_ Meet with assistants for final training session.

\_\_\_\_\_ Meet with Registration for final arrangement for registration information. Emphasize that no entries may be accepted without proper sail numbers (this is always a nightmare for the scorer).

## REGATTA HANDOUTS CHAIRMAN

### Job Description:

Manage all aspects of the event handouts, including freebies, T-shirts, etc.

### TIMELINE - Check-list

#### Six months before event

\_\_\_\_\_ Meet with Event Chair to discuss expected entries, expected number of required handouts, proposed cost, sources and types of freebies, door prizes, drawings, and proposed expenses.

\_\_\_\_\_ Meet with all sub-committee chairs and (Reg/Cor) to discuss the preliminary plans.

\_\_\_\_\_ Meet with the merchandising chair to coordinate the design of an event logo for use on merchandise, T-shirts etc. Contact USODA for suggestions.

#### Four months before event

\_\_\_\_\_ Contact manufacturers and/or importers and Optinews advertisers for potential handouts etc.

\_\_\_\_\_ Prepare a detailed budget and submit to Finance chair.

\_\_\_\_\_ Meet with Advertising to discuss publicity issues.

#### Three months before event

\_\_\_\_\_ Finalize logo and T-shirt designs

\_\_\_\_\_ Meet with all chairs again for update.

#### Two months before event

\_\_\_\_\_ Finalize T-shirt design and order. Get delivery deadline.

\_\_\_\_\_ Arrange for one adult assistant to help with the actual receipt of all handouts and parceling into regatta packets.

#### Three weeks before event

\_\_\_\_\_ Make all final arrangements to receive handouts and provide packets to Registration.

## MERCHANDISING CHAIRMAN

### Job Description:

Manage all aspects of the event merchandising.

### TIMELINE - Check-list

#### Six months before event

\_\_\_\_\_ Meet with Event Chair to discuss expected entries.

\_\_\_\_\_ Meet with all sub-committee chairs and USODA to discuss the preliminary merchandising plans.

#### Four months before event

\_\_\_\_\_ Contact potential merchandisers (ask USODA & Regatta Coordinator) for preliminary arrangement and distribution of income.

\_\_\_\_\_ Prepare a detailed budget and submit income/expense projections to Finance chair.

\_\_\_\_\_ Meet with Race Facility chair to outline the staging requirements.

\_\_\_\_\_ Meet with Advertising to discuss prices for publication.

\_\_\_\_\_ Meet with Regatta Handouts chair and trophy chair to coordinate the design of an event logo.

#### Three months before event

\_\_\_\_\_ Meet with all chairs again for update.

#### Two months before event

\_\_\_\_\_ Verify all arrangements with supplier and delivery deadline.

\_\_\_\_\_ Arrange for one adult assistant to help with the actual receipt of merchandise and set up staging area.

#### Three weeks before event

\_\_\_\_\_ Make all final arrangements to receive merchandise.

\_\_\_\_\_ Coordinate set up of merchandise area.

\_\_\_\_\_ Verify the final income arrangements and actual cash flow.

## REGATTA SECRETARY

### Job Description:

Manage all the Regatta office and all aspects of the event secretary duties.

### TIMELINE - Check-list

#### Six months before event

\_\_\_\_ Meet with Event Chair to discuss expected entries.

\_\_\_\_ Meet with all sub-committee chairs to discuss the preliminary plans.

\_\_\_\_ Record the minutes of each meeting. Mail to all involved including a list of attended and those not present.

\_\_\_\_ Prepare a Master listing of all sub-committee chairs with phone numbers. Update monthly and distribute with all minutes.

#### Four months before event

\_\_\_\_ Meet with Scorer, Facilities, and Registration to discuss event regatta office requirements.

\_\_\_\_ Prepare a detailed budget and submit to Finance chair.

\_\_\_\_ Meet with Race Facility chair to outline the staging requirements for a Regatta office and information booth.

\_\_\_\_ Assign two adult assistants to cover the regatta office (when the Regatta Secretary is not available) for all hours of operation during the event and for the day before the event.

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

#### Three months before event

\_\_\_\_ Meet with all chairs again for update. Record and mail minutes.

\_\_\_\_ Finalize all arrangements with copier/office equipment supplier.

\_\_\_\_ Finalize telephone arrangements for regatta office.

#### Two months before event

\_\_\_\_ Verify all arrangements with supplier and delivery deadline.

\_\_\_\_ Meet with all chairs as before.

One month before event

\_\_\_\_ Meet as before.

Three weeks before event

\_\_\_\_ Make all final arrangements to receive supplies etc.

\_\_\_\_ Verify assistants and schedule for event. Provide to Event.

\_\_\_\_ Verify telephone arrangements.

\_\_\_\_ Arrange for signage for office and Information Booth.

## LOCAL KNOWLEDGE EXPERT

### Job Description:

Manage all the dissemination of local knowledge to competitors including daily weather information. Local "Rock Star" sailing celebrity if possible.

### TIMELINE - Check-list

#### Six months before event

- \_\_\_\_\_ Meet with Event Chair to discuss expected race area and dates and times of racing.
- \_\_\_\_\_ Meet with all sub-committee chairs and (Reg/Cor) to discuss the preliminary plans.

#### Four months before event

- \_\_\_\_\_ Arrange with local weather forecaster to provide daily weather report. Try to arrange for an on-line, real time link to the national weather service.
- \_\_\_\_\_ Coordinate the daily weather briefing time with Event and PRO for publication in Sailing Instructions.
- \_\_\_\_\_ Provide PRO with daily tidal/current information to be published in the Sailing Instructions package.

#### Two months before event

- \_\_\_\_\_ Verify all arrangements with weather service.
- \_\_\_\_\_ Meet with all chairs as before.
- \_\_\_\_\_ Proof area chart and tidal/current info to be printed.
- \_\_\_\_\_ Prepare a local knowledge talk for the pre-race day. Have signage and an announcement printed.
- \_\_\_\_\_ Submit draft of local knowledge talk to PRO, USODA Class Representative, and Event Chair for review.

#### Three weeks before event

- \_\_\_\_\_ Make all final arrangements to have daily weather briefings.
- \_\_\_\_\_ Prepare final local knowledge talk.

#### During event

- \_\_\_\_\_ Have local knowledge talk on pre-race day.
- \_\_\_\_\_ Present daily weather/local knowledge talk before racing each day.

## EQUIPMENT CHAIRMAN

### Job Description:

Procure all the necessary regatta equipment for On The Water (OTW) race requirements. Work closely with PRO.

### TIMELINE - Check-list

#### Six months before event

\_\_\_ Meet with PRO Chair to discuss expected entries and equipment requirements.

\_\_\_ Meet with all sub-committee chairs to discuss the preliminary plans.

#### Four months before event

\_\_\_ Meet with PRO and prepare a detailed equipment list. Use the USODA Regatta Equipment list as a start and modify as required.

\_\_\_ Prepare a detailed budget and submit to Finance chair.

\_\_\_ Meet with Event chair to submit the proposed equipment list.

#### Three months before event

\_\_\_ Meet with all chairs again for update.

\_\_\_ Finalize all arrangements for borrowed/purchased equipment.

#### Two months before event

\_\_\_ Verify all arrangements with supplier and delivery deadline.

#### One month before event

\_\_\_ Meet as before.

\_\_\_ Gather all equipment in a central location.

\_\_\_ Verify that all equipment is functional and adequate

#### Three weeks before event

\_\_\_ Make all final arrangements to receive supplies etc.

\_\_\_ Arrange with PRO an equipment check out/in system.

\_\_\_ Arrange for staging area for equipment and flow to various race management personnel.

\_\_\_ Provide a clear system to provide quick back-ups as required during racing.

**SIGNAL BOAT EQUIPMENT CHECK LIST**

Name \_\_\_\_\_ Date \_\_\_\_\_

Flags: All flags should be proportionately sized to the length of the start line. Shapes should be considered and also sized accordingly (i.e. 100 boat line 2'x 3' min. flag size.)

- |  |  |
|--|--|
| <input type="checkbox"/> .....R.C. Flag          | <input type="checkbox"/> .....X Flag                       |
| <input type="checkbox"/> .....White Flag         | <input type="checkbox"/> .....L Flag                       |
| <input type="checkbox"/> .....Blue Flag          | <input type="checkbox"/> .....A Flag                       |
| <input type="checkbox"/> .....Red Flag           | <input type="checkbox"/> .....H Flag                       |
| <input type="checkbox"/> .....Orange (line) Flag | <input type="checkbox"/> .....W Flag                       |
| <input type="checkbox"/> .....N Flag             | <input type="checkbox"/> .....O Flag                       |
| <input type="checkbox"/> .....AP Pennant         | <input type="checkbox"/> .....First Repeater Pennant       |
| <input type="checkbox"/> .....C Flag             | <input type="checkbox"/> .....M Flag                       |
| <input type="checkbox"/> .....I Flag             | <input type="checkbox"/> .....S Flag                       |
| <input type="checkbox"/> .....Y Flag             | <input type="checkbox"/> .....Z Flag                       |
| <input type="checkbox"/> .....Black Flag         | <input type="checkbox"/> .....Laptop for real time weather |
| <input type="checkbox"/> ....._____              | <input type="checkbox"/> ....._____                        |

Refer to IYRR 4.1 for the specific use of these flags. Also consult the Sailing Instructions for any alteration of IYRR 4.1.

Electronic Equipment

- |   |  |
|---|--|
| <input type="checkbox"/> .....VHF Radio       | <input type="checkbox"/> .....2 VHF back-up radios             |
| <input type="checkbox"/> .....Secure radio    | <input type="checkbox"/> .....2 secure radio backups.          |
| <input type="checkbox"/> .....Tape recorder   | <input type="checkbox"/> .....2-Tape cassettes for each race   |
| <input type="checkbox"/> .....GPS             | <input type="checkbox"/> .....Computer w/scorer if finish boat |
| <input type="checkbox"/> .....Calculator      | <input type="checkbox"/> .....Electronic horn                  |
| <input type="checkbox"/> .....Spare batteries | <input type="checkbox"/> ....._____                            |
| <input type="checkbox"/> ....._____           | <input type="checkbox"/> ....._____                            |

## Other Equipment

- |  |  |
|--|--|
| <input type="checkbox"/> .....Pens & pencils       | <input type="checkbox"/> .....Markers                      |
| <input type="checkbox"/> .....Dry erase markers    | <input type="checkbox"/> .....Dry erase marker board Large |
| <input type="checkbox"/> .....Air horn             | <input type="checkbox"/> .....Dry erase marker board Small |
| <input type="checkbox"/> .....2 Whistles           | <input type="checkbox"/> .....Yarn on plastic stick        |
| <input type="checkbox"/> .....Hand bearing compass | <input type="checkbox"/> .....Hand bearing compass Spare   |
| <input type="checkbox"/> .....Binoculars           | <input type="checkbox"/> .....Course plotter               |
| <input type="checkbox"/> .....Bull horn            | <input type="checkbox"/> .....Bull horn Spare              |
| <input type="checkbox"/> ....._____                | <input type="checkbox"/> ....._____                        |
| <input type="checkbox"/> ....._____                | <input type="checkbox"/> ....._____                        |
| <input type="checkbox"/> ....._____                | <input type="checkbox"/> ....._____                        |

## Paperwork

- |  |   |
|--|---|
| <input type="checkbox"/> .....Sailing Instructions | <input type="checkbox"/> .....Notice of Race                |
| <input type="checkbox"/> .....IYRU Rule Book       | <input type="checkbox"/> .....All Amendments to SI's        |
| <input type="checkbox"/> .....Class rules          | <input type="checkbox"/> .....USODA Conditions for Regattas |
| <input type="checkbox"/> .....Scratch Sheet        | <input type="checkbox"/> .....Dock time form                |
| <input type="checkbox"/> .....Start form           | <input type="checkbox"/> .....Scribe form                   |
| <input type="checkbox"/> .....Finish form          | <input type="checkbox"/> .....Penalty posting form          |
| <input type="checkbox"/> .....Spare pads of paper  | <input type="checkbox"/> .....3 clip boards                 |

## Personal Equipment

- |   |   |
|---|---|
| <input type="checkbox"/> .....Hat             | <input type="checkbox"/> .....Sunscreen         |
| <input type="checkbox"/> .....Lunches         | <input type="checkbox"/> .....Foul weather gear |
| <input type="checkbox"/> .....Water/beverages | <input type="checkbox"/> ....._____             |

## MARK BOAT EQUIPMENT CHECK LIST

Mark Boat

Name \_\_\_\_\_ Date \_\_\_\_\_

Flags: All flags should be proportionately sized to the length of the start line. Shapes should be considered and also sized accordingly (ie 100 boat line 2'x 3' min. flag size.)

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> .....Blue Flag          | <input type="checkbox"/> .....M Flag |
| <input type="checkbox"/> .....Orange (line) Flag | <input type="checkbox"/> .....S Flag |
| <input type="checkbox"/> .....C Flag             | <input type="checkbox"/> .....N Flag |
| <input type="checkbox"/> .....A Flag             | <input type="checkbox"/> .....H Flag |
| <input type="checkbox"/> ....._____              | <input type="checkbox"/> ....._____  |

Refer to IYRR 4.1 for the specific use of these flags. Also consult the Sailing Instructions for any alteration of IYRR 4.1.

### Electronic Equipment

- |   |  |
|---|--|
| <input type="checkbox"/> .....VHF Radio     | <input type="checkbox"/> .....1 VHF back-up radios           |
| <input type="checkbox"/> .....Secure radio  | <input type="checkbox"/> .....1 secure radio backups.        |
| <input type="checkbox"/> .....Tape recorder | <input type="checkbox"/> .....1-Tape cassette for each race  |
| <input type="checkbox"/> .....GPS           | <input type="checkbox"/> .....Spare batteries if finish boat |
| <input type="checkbox"/> ....._____         | <input type="checkbox"/> ....._____                          |

### Other Equipment

- |  |   |
|--|---|
| <input type="checkbox"/> .....Pens & pencils       | <input type="checkbox"/> .....Markers                       |
| <input type="checkbox"/> .....Dry erase markers    | <input type="checkbox"/> .....Dry erase marker board Medium |
| <input type="checkbox"/> .....Air horn             | <input type="checkbox"/> .....Clip board                    |
| <input type="checkbox"/> .....2 Whistles           | <input type="checkbox"/> .....Yarn on plastic stick         |
| <input type="checkbox"/> .....Hand bearing compass | <input type="checkbox"/> .....Dry erase wiper               |
| <input type="checkbox"/> .....Binoculars           | <input type="checkbox"/> .....Bull horn                     |
| <input type="checkbox"/> ....._____                | <input type="checkbox"/> ....._____                         |
| <input type="checkbox"/> ....._____                | <input type="checkbox"/> ....._____                         |
| <input type="checkbox"/> ....._____                | <input type="checkbox"/> ....._____                         |

### Paperwork

- |  |  |
|--|--|
| <input type="checkbox"/> .....Sailing Instructions | <input type="checkbox"/> .....Race finish form |
| <input type="checkbox"/> .....ISAF Rule Book       | <input type="checkbox"/> ....._____            |
| <input type="checkbox"/> .....Scratch Sheet        | <input type="checkbox"/> ....._____            |
| <input type="checkbox"/> .....Roundings form       | <input type="checkbox"/> .....Spare paper      |

### Personal Equipment

- |   |   |
|---|---|
| <input type="checkbox"/> .....Hat             | <input type="checkbox"/> .....Sunscreen         |
| <input type="checkbox"/> .....Lunches         | <input type="checkbox"/> .....Foul weather gear |
| <input type="checkbox"/> .....Water/beverages | <input type="checkbox"/> ....._____             |

**SECTION III**

**USODA REGATTA MANUAL**

**EVENT TIMELINES**

## EVENT TIMELINES

### *3 Weeks Before*

- Advertising: Print Official Program (boats x 4).
- Charter Boats: Make all final arrangements including measurement arrangement, staging area, supplier equipment checklist and security for boats until in charterer's possession.
- Equipment: Make final arrangements to receive supplies, etc. Arrange with PRO an equipment check out/in system; arrange for staging area for equipment and flow to various race management personnel; provide a clear system to provided quick back-ups as required during racing.
- Handouts: Make final arrangements to receive all handouts and provide packets to Registration. Plan for storage location.
- Housing: Reconfirm all reservations.
- Local Knowledge Expert: Make all final arrangements to have daily weather briefings; prepare final local knowledge talk.
- Merchandise: Make final arrangements to receive and store merchandise; coordinate set up of merchandise area; and verify final income arrangements and actual cash flow.
- PRO: Verify equipment w/equipment chair, verify boat availability, publish Sailing Instructions (SI's to be distributed at Registration), meet with scorer and verify scoring personnel and familiarity with scoring program and system to be used at regatta (fleets, divisions, etc.), and meet with Safety Officer to verify all tasks.
- Race Facility: Gather all required equipment. Verify all room reservation, volunteers for launching and parking, temporary structure and docking/launching arrangements.
- Scoring: Make all final arrangements for computers, printers and copier; meet with assistants for final training session; meet with registration for final arrangement of registration information Emphasizing No Entries Will Be Accepted Without Proper Sail Numbers (a nightmare for the scorer).
- Secretary: Make final arrangements to receive supplies; verify assistants and schedule for event (provide to event chair); verify telephone arrangements; and, arrange for signage for Office and Information Booth.
- Social, Ceremonies & Clinics: Develop an outline of opening/closing/awards ceremonies, and the Skippers meeting (see Recommendations).
- Registration: Registration forms, USODA membership forms/lists, goody packs, official programs, Sailing Instructions, Competitor meal tags/bracelets, T-shirts, cash box & cash, additional merchandise for sale, ALL pre-registration forms listed alphabetically with date, amount paid/due, verification of receipt of entry sent and date sent.
- Safety: Verify all personnel and boats on line and ready to go.

### *Several Days Before*

- Set Up Site  
set up measurement area  
set up registration area  
meeting with ALL event sub committee chairs

Measurement: Set up measurement, review flow with Registration. Place jigs and scales, Have plenty of blank forms, markers, pens, pencils and a sail stamp ready. Measure local boats.

### *1 Day Before*

Welcome to the Regatta Handout

- Welcome
- Map of area
- Map of race venue
- Parking instructions
- Boat set up area
- Registration
- Measurement
- Safety boat meeting
- Jury/PRO/Event chair meeting
- Race Committee meeting
- Clinic/practice race
- Opening ceremony

Event Chair:- Meet with all chairs

Local Knowledge Expert: Present talk on local knowledge.

Race Facility: Set up traffic/parking control system, any temporary structures, the staging, hose-down areas and "flow" procedures. Assign a volunteer to greet cars with a "welcome handout."

### *During the Event*

Race Day

- Skippers meeting
- Race Committee meeting
- Safety committee meeting
- Launching
- On-the-way-to-the-course
- Check-in
- Racing
- Lunch on the water
- Drinking water
- On-the-way-back-in
- Derigging
- Scoring
- Protests Notices Posted
- [Social event]

Food: Immediately after registration call in final numbers for all deliveries and meals. Have breakfast ready no later than 0800. Beverages/water should be iced and ready to go by harbor gun. Lunches should be ready by 1000.

Measurement: Have team arrive early, start early, and have a traffic director on hand for at least the first hour.

Safety: Execute "Daily Safety Officer Checklist" and communicate with PRO each morning for current issues to discuss with the safety boat fleet.

Trophies: Review "During" and "Last day of the event" for suggested order of activities.

### *Final Day*

Same as racing day

Posts final results marked “preliminary” two hours before awards

Correct results

Awards ceremony

Notify media

**SECTION IV**

**USODA REGATTA MANUAL**

**CONDITIONS FOR SANCTIONED REGATTAS  
AND CHAMPIONSHIPS**

**USODA**  
**CONDITIONS FOR SANCTIONED REGATTAS**  
**AND CHAMPIONSHIPS**

**CONTENTS**

- 1.0 Mission Statement
- 2.0 Rules
- 3.0 Organization
- 4.0 Race Committee
- 5.0 Jury
- 6.0 Eligibility and Fleet divisions
- 7.0 Event Category
- 8.0 Scoring System
- 9.0 Sailing Instructions
- 10.0 Alteration of class rules or conditions
- 11.0 Measurement
- 12.0 Trophies and Prizes
- 13.0 Schedule
- 14.0 Wind and weather limitations
- 15.0 Courses
- 16.0 Local knowledge
- 17.0 Change of course
- 18.0 Safety

# USODA

## CONDITIONS FOR SANCTIONED REGATTAS AND CHAMPIONSHIPS

All USODA regattas and championships shall be conducted in accordance with the following rules.

### 1.0 Mission Statement and Overview for Regattas and Championships

1.1 The Event host will provide all youth members of the USODA with fair racing up to modern standards of international one design sailboat racing. All children will experience a life-enhancing experience including the opportunity to make friends, attend social functions, experience the traditions of the sport of sailing and be provided with a safe and fun environment at all times during the event.

1.2 Racing will be fair to all competitors.

1.3 The Optimist Class is unique in that all sailors "age out". Each sailor will have only a limited number of chances in which to compete in the major events. Treat each event as if it were the last Optimist regatta for the competitors.

1.4 The convenience of the regatta administration, spectators and all non-participants shall be considered only if no sacrifice is made in the quality of competition and safety of the competitors.

### 2.0 Rules

2.1 The current racing rules of the ISAF, the IODA class rules, the prescriptions of US SAILING, these USODA Conditions for Regattas and Championships shall apply, except as amended by these rules or the sailing instructions.

2.2 Sailing Instructions that change to the IODA Class Rules or the USODA Conditions for Regattas and Championships shall be made only with permission of the USODA.

### 3.0 Organization and Authority

3.1 The Organizing Authority shall be the USODA for the Team Trials, National and Midwinter championships. The "Host Club" in conjunction with IODA shall be the official Organizing Authority for North American and World championships when hosted in the United States (for the Worlds adds "with the approval of US SAILING).

3.2 The USODA shall appoint a Class Race Officer and/or Class Representative to see that the regatta is conducted in full accordance with the USODA Conditions for regattas and championships and the IOD Class rules. The class representative or CRO shall have the option to be present on the main Race Committee boat at any time during the regatta.

3.3 The Race Committee, Jury and the Class representative/CRO shall each have the final authority in their respective area of responsibility. In all areas where their responsibilities overlap, they shall share the final authority and act with the approval of the other parties.

#### 4.0 Race Committee

4.1 The race committee shall be composed of experienced adults. The chief race officer, class representative, jury chair, and chief scorer shall whenever possible not be immediate family members of any competitor sailing in the event.

4.2 The Race Committee's responsibility is to conduct the races and all on the water activities in as fair and impartial a manner as possible.

**4.3 The minimum required race committee boats are: 4 mark boats, 2 finish boats, 1 signal boat, and 1 pin end boat. These must be dedicated, not “multi-purpose.” There must also be at least one dedicated safety boat for every 10 sailors. NOTE: This is for the Championship course and excludes recommended resources for the Green Fleet course.**

#### 5.0 Jury and Umpires (to be used interchangeably herein)

**5.1 The Jury shall be a body separate from the Race Committee. It shall be comprised of 6 people with experience judging kinetics and Opti racing. At least three members must be US SAILING Senior Judges. All 6 must be on the water to enforce Racing Rule 42 (yellow flag system). Three boats (preferably Whaler-type) must be provided for the Jury. It is recommended that the Chairman not be from the host club. If members of the Jury are not local, private housing and invitations to social events must be provided.** Whenever possible, no member of the Jury shall be an immediate family member of any competitor sailing in the event.

5.2 The chief judge and all jury members are subject to the approval of the USODA.

5.3 The chief judge shall also review and advise the regatta host regarding the Notice of Race, the Sailing Instructions.

5.4 The Jury shall not supervise the Race Committee.

#### 6.0 Eligibility and Fleet divisions

6.1 All competitors shall comply with the following:

- a. Must be a current member of USODA. USODA no longer provides Membership Cards or numbers. USODA will provide a member list that will serve to meet this requirement verify membership if a registration list is provided.
- b. Shall not reach their sixteenth (16) birthday in the current calendar year.
- c. When measurement is required, boats must provide proof of holding a current "Certificate of Measurement and Ownership" issued by the USODA or respective National Authority USODA (USODA will provide a member list that will serve to meet this requirement in lieu of presenting a current Certificate).
- d. Display a proper sail number in accordance with IODA Class Rules.
- e. When measurement is required, all boats must be approved by the on-site regatta measurer for compliance.

#### 6.2 Fleet Divisions (age groupings)

- a. The fleet shall be divided into three groups according to the ages of the competitors on the

first day of the scheduled competition.

b. The fleet divisions shall be determined as follows:

White fleet - 10 years old or younger.

Blue fleet - 11 or 12 years old.

Red fleet - 13 years old or older and shall not have reached their 16th birthday in the current calendar year.

### **USODA green fleet policy statement**

The International Optimist Dinghy is a strict one-design class. Accordingly, green fleet is open only to competitors sailing in authentic International Optimist Dinghies that meet all IODA class rules. Furthermore, green fleet is open **ONLY** to competitors using sails, spars, foils, and other equipment that meet all IODA class rules.

Green fleet is not open to competitors sailing boats or using sails, spars, foils, or other equipment that fail to meet one or more of the IODA class rules. Boats that are specifically prohibited include, but are not limited to, any boats whose hulls are made of plastic or of injection molded plastic.

Green fleet is not open to competitors sailing boats that resemble Optimists but fail to meet one or more of the above requirements. Wooden boats that have a USODA Measurement and Registration Certificate are permitted. Boats that are prohibited specifically include, but are not limited to, any boats whose hulls are made of materials other than fiberglass ("GRP") and boats that are made of fiberglass but do not meet one or more of the above requirements.

Prohibited equipment specifically includes, but is not limited to, sleeved sails.

Green fleet is a special fleet for novices. It has two purposes:

1. To encourage novices to attend their first Optimist regatta, and
2. To encourage their continued participation in Optimist racing.

The goal of the policy is to build the fleet from the bottom up. It would be unfair to competitors, and detrimental to the sport of Optimist sailing, to permit green fleet procedures, which unduly favor the most talented green fleet skippers.

To further the purpose of encouraging novice sailors, regatta hosts should present participation awards to all Green Fleet sailors.

Regatta officials are urged to uphold these green fleet objectives by limiting green fleet participation to appropriate skippers. Sailing instructions should clearly state those restrictions. Also, if it is chosen to permit green fleet coaching while racing, the sailing instructions should clearly address this issue.

Instructors and coaches are encouraged to attend US SAILING/USODA Coach-Instructor training programs.

Regional sailing authorities may approve variations from these criteria, in order to satisfy their unique regional requirements.

### **USODA Recommended Sailing Instructions for Green Fleet**

Green fleet is open to skippers who meet all of the following criteria:

1. Skippers must be age 15 or under on December 31st of the current year.
2. (Use either A or B):
  - A. No coaching of green fleet skippers will be permitted while racing. Violation of this instruction may result in any penalty that the jury deems appropriate, up to, and including the disqualification of the coached skipper from the regatta.

(or)

B. Coaching of green fleet skippers while racing is permitted, however coaching shall be limited to skippers in the bottom half of the fleet in any given race. Only boats which have registered with the organizing authority and carry identification satisfactory to the organizing authority will be allowed to be in the race area. All individuals on such registered boats are required to wear PFD. Coach boats shall neither create wakes nor otherwise interfere with competitors. Coaches shall provide fair and consistent support to all competitors, not just their team or sailor. Violation of this instruction may result in any penalty that the jury deems appropriate, up to, and including the disqualification of the coached skipper from the regatta.

3. To adopt this policy, event organizers should include the following in the Green Fleet sailing instructions:

Green Fleet: Green Fleet policies apply. [**Coaching will not be allowed while boats are racing.**] or [**Coaching will be allowed in the bottom half of the fleet during any given race.**]

6.3 All fleets, with the exception of Green Fleet, shall start in the same start at the same time.

6.4 In large regattas where there are over 125 valid entrants, the regatta may be split into equally sized groups. The groups shall NOT be decided on the basis of age. One easy way to split the fleet is to allow them to split themselves into a Gold and a Silver fleet. The gold fleet should be clearly identified as being for the more experienced sailors. Silver fleet is for less experienced sailors and they may be sent ashore for lunch or in conditions of wind, weather or time of day, when the Gold fleet will continue to sail. This will double the number of trophies (good) but may make some sailors feel inadequate because they cannot race for the Championship. In most instances it is recommended that the fleet be divided into equally sized divisions using the results of the World and European Team Trials to balance skill levels.

a. See "Sailing Instructions for Larger Regatta with Four or More Divisions"

7.0 Event category

7.1 The event category shall be "Category A" as defined in RRS Appendix G.

8.0 Scoring system

8.1 The scoring system shall be "Low Point Scoring System" of Appendix A2 will be used, except as modified by these Conditions or the sailing instructions.

8.2 Scoring, especially with split fleets, can be an enormous challenge and USODA requires the host to use the USODA scoring system. You can download the program from the web site. Help from USODA representatives (on-site if private housing is available) can be provided.

8.3 "Overall Scoring" shall be used to determine red, blue, and white awards.

8.4 A boat shall exclude her worst score if more than five races are completed, except as modified by these Conditions or the Sailing Instructions.

## 9.0 Instructions

[See USODA standard Sailing Instructions for large split fleet championships, team race championships and single fleet championships in Section VI, Forms; also Appendix A]

9.1 The event sailing instructions shall be available at the event registration for all competitors.

## 10.0 Alteration of class rules or conditions

10.1 IODA Class Rules, the USODA standard sailing instructions and these Conditions shall only be modified with the permission of the USODA, and in accordance with IYRR 3.1.

## 11.0 Measurement

11.1 In addition to providing proof of a valid "Certificate of Measurement and Registration", all boats shall be weighed at the National Championship, Team Trials, Midwinters and other events as required by USODA. Only one boat per competitor shall be measured and used. Substitutions during the event due to damage shall be approved by the jury and measurer and non-equivalent equipment may be substituted for damaged equipment. **All boats displaying Official USODA Measurement Stickers, may go through visual inspection; however, sails will be measured at all qualifying regattas.**

11.2 Each boat's daggerboard and rudder shall be weighed and measured at these Championship events. Only one set of blades per competitor shall be measured and used. Substitutions during the event due to damage shall be approved by the jury and measurer. **All daggerboards and rudders displaying Official USODA Measurement Stickers, may go through visual inspection; however, sails will be measured at all qualifying regattas.**

11.3 Sails shall be measured at these Championship events to check compliance with IODA Class rules including CR2.7.5. Approved sails shall then be stamped with an indelible stamp. Only one sail per competitor shall be measured and used. Sail substitutions during the event, due to damage shall be approved by the jury and measurer.

11.4 Spars shall be measured at these Championship events. Only one set of spars per competitor shall be measured and used. Substitutions during the event due to damage shall be approved by the jury and measurer. **All displaying Official USODA Measurement Stickers, may go through visual inspection; however, sails will be measured at all qualifying regattas.**

11.5 If a substitution of equipment in 11.2, 11.3 or 11.4 is approved by the Jury and measurer, the damaged gear shall be held by the Race Committee until the end of the last race, or the competitors withdraw from the event. **Substituted equipment may be subject to measurement by the measurement committee.**

11.6 All IODA Class required safety equipment (painter, boom bridle, buoyancy bags, bailer, and mast tie-in) shall be inspected and approved by the measurer (also see 18.6 and 18.7).

## 11.7 Green Fleet Measurement

a. **The International Optimist Dinghy is a strict one-design class. Accordingly, green fleet is open ONLY to competitors sailing in authentic International Optimist Dinghies that meet all IODA class rules. Furthermore, green fleet is open ONLY to competitors using sails,**

spars, foils, and other equipment that meet all IODA class rules.

b. Green fleet is not open to competitors sailing boats or using sails, spars, foils, or other equipment that fail to meet one or more of the IODA class rules. Boats that are specifically prohibited include, but are not limited to, any boats whose hulls are made of plastic or of injection molded plastic.

c. Green fleet is not open to competitors' sailing boats that resemble Optimists but fail to meet one or more of the above requirements. Boats that are prohibited specifically include, but are not limited to, any boats whose hulls are made of materials other than fiberglass ("GRP") and boats that are made of fiberglass but do not meet one or more of the above requirements. Prohibited equipment specifically includes, but is not limited to, sleeved sails.

11.8 The event shall provide a USODA class approved measurer for the duration of the Championship event whenever possible.

Trophies and prizes

The minimum number of trophies are as follows:

12.1 Overall, first through 10th place; In each fleet, red, blue, and white, first through 10th place. In Green Fleet "Participation Awards should be presented to all competitors, with no awards to individual finishers. Daily awards are suggested, not based solely on order of finish, providing prizes for more competitors. A Top Girl, Farthest Traveled and other similar trophies are suggested. No National Championship is awarded in the Green Fleet.

12.2 A T-shirt should be provided to each competitor. A "goodie bag" is recommended, if affordable.

12.3 Door prizes, participation awards or give-aways awarded to all competitors or on a totally random basis and not associated with race performance shall not be restricted (or included in the limit set by 12.2).

12.4 Perpetual trophies shall be awarded as appropriate. **Only a U.S. citizen, sailing under a USA numbered sail can win the National Championship Trophy. A non-U.S. citizen can win the National Championship.** Each recipient may be awarded a "keeper" trophy. The event chairman should coordinate with the Regatta Coordinator or Class Representative on the perpetual trophies for the event and make arrangements for their timely arrival.

13.0 Schedule

13.1 Each event shall schedule a minimum of three races per racing day.

13.2 One completed race shall constitute a regatta.

13.3 Race days shall include lunch on the water.

13.4 For two-day or longer events, at least one child-oriented social event shall be scheduled.

14.0 Wind and weather

14.1 Races shall not be started in winds of less than 5 knots sustained.

14.2 Races shall not be started or continued when lightning is visible from the racecourse.

14.3 Races in progress or starting shall be considered for abandonment when there is the possibility of severe weather, high winds or storms.

#### 15.0 Courses

15.1 With a single fleet the course may be an Olympic triangle with independent start and finish lines. The Olympic triangle may consist of six legs, three of which shall be to windward, keeping in mind the race duration should be between 75 - 120 minutes. The start line shall be set approximately 50-100 yards to leeward of the leeward mark. The finish line shall be set approximately 50-100 yards to windward of the windward mark.

15.1a When splitting fleets IODA has developed a new course which is linked to the Trapezoid course, however, with the finish on the beat [see Appendix A, diagram 1 (and accompanying notes, A)]. If the number of competitors per start will exceed 65 boats the use of a 4th mark should be considered, to be laid straight to leeward of the finishing line and 50 – 100 meters from mark 3. The 3-4 leg should be at right angle to the 2-3 leg (to avoid collisions between boats at the run and boats directly tacking after rounding mark 3). Race duration should be between 55 – 65 minutes. **Modification of this course must be approved by the USODA Regatta Committee.**

15.2 Races in progress shall be abandoned when it becomes apparent that windshifts will not permit completion of at least two bona fide weather legs.

#### 16.0 Local knowledge

16.1 A local knowledge briefing shall be scheduled and held at the beginning of the event in order to minimize any local advantage.

#### 17.0 Change of course

17.1 The race committee should, whenever possible, consider a course change when a persistent shift of more than twenty (20) degrees occurs on the preceding leg.

17.2 Every effort is to be made to reconfigure the course after a windshift and subsequent change of course.

#### 18.0 Safety

18.1 The event chairman shall provide a Safety Officer and an adequate staff of safety volunteers to the following minimums:

- a. One dedicated safety boat (no race committee functions) and operator per twelve entrants is highly recommended. In every case, it is imperative that the Safety Officer instruct safety boat personnel, coaches and others who will be on the water on the Quadrant/Sector pick-up and the Opti Tow. The Safety procedures and chain of command should be handed out and available prior to the first day of racing and emphasized at each morning's skippers meeting

- b. One functioning radio per safety boat.
- c. Three onshore safety personnel to monitor launch area, radio and boats leaving venue.
- d. It is highly recommended that a method be in place for registering and controlling both coach and spectator boats. A representative of the USODA Regatta Committee is available to help with planning.

18.2 The event shall have a minimum of two dedicated safety channels (no race committee functions) for the purpose of safety communications.

18.3 All competitor's boats shall be monitored and noted when leaving, returning and while on the water.

18.4 All safety boats shall be identified with official safety flags.

18.5 Competitors shall not be allowed on the water until a sufficient ratio of safety boats are on station on the water.

18.6 All competitors shall wear a properly functioning whistle, attached by lanyard to their personal flotation device and operable while so attached.

18.7 During measurement, after the painter has been measured for length, the skipper will securely make a loop at the end of the line, using a bowline or other secure knot, which is not to be removed until after the regatta. The measurement committee may measure the painter for length with the knot in place and estimate that the length is proper for safety purposes. If there is a question the knot should be removed.

18.8 Competitors shall be subject to periodic safety checks throughout the event. Any competitor found not in compliance shall not go on the water until the safety deficiency is corrected and approved by the event safety officer.

## 19.0 Website

19.1 Host clubs are asked to establish a website (or use the Club's website) for entry and housing information, results, photos, and a link to the USODA website. Results should be posted daily. The USODA will provide a link from its website to the regatta website.

## 20.0 Media Rights

20.1 The host club will be given a limited license to use the names and logos of USODA and IODA ("Opti Marks"). Ownership of all event logos and derivative works containing any of the Opti Marks belongs to the USODA. Host clubs may not copyright anything containing the Opti Marks or results, notice of race, sailing instructions, or reports regardless of the manner of distribution, including, but not limited to, written, video, or posting on the regatta website.

## 21.0 Forms

21.1 Useful forms are available from the USODA website. Hosts need not develop these. Many race, registration, safety, and general administrative forms can be downloaded and changed to show the Host Club's and Event name.



**SECTION V**

**USODA REGATTA MANUAL**

**USODA RECOMMENDATIONS FOR SANCTIONED  
REGATTAS AND CHAMPIONSHIPS**

**USODA  
RECOMMENDATIONS FOR SANCTIONED  
REGATTAS AND CHAMPIONSHIPS**

The following Recommendations are guidelines only and shall not rank as rules. These guidelines represent years of experience running Optimist events and are strongly recommended to those who are unfamiliar with the Optimist class. Consult the "Conditions for Regattas and Championships for the applicable rule.

**A. Facility**

Staging area large enough to accommodate all entrants and all support craft (entrants x 1.25). Each boat should be assigned a spot for the duration of the event. Each spot should be marked and numbered for identification and should be approximately 10' x 15'. Grassy areas, asphalt areas and sandy areas are all acceptable. Divide with lime, spray paint corners or surveyors tape.

Parking area should be large enough to accommodate a daily influx of cars equal to the number of entrants, and race committee personnel. The parking needs to be close to the staging area to accommodate the sailors carrying a substantial amount of gear. Additional parking needs to be provided for support craft, coach boats and entrants boat trailers. This area need not be as close to the staging area.

Launching area should be floating docks. If not possible then a sandy or grassy beach which is user friendly (easy on boats and knees). The area should be large enough to accommodate the entire fleet or at least accommodate the entire fleet for a launch time of approximately fifteen to twenty minutes.

Launching/landing support should be provided. At least one dedicated volunteer per twenty entrants should be on hand to assist competitors launch and land. This includes assistance with launch area hose down and traffic control. Competitors generally have their own dollies, however, extra dollies should be provided to assure a smooth launching.

Buildings need to be available to accommodate four times the number of entrants for such things as registration, skippers meetings, meals and awards ceremonies. Although outdoor areas can work provision must be made for inclement weather.

Rooms for clinics, protests scoring, and measurement need to be provided.

**B. Racing**

The racing area needs to be large enough to accommodate a one mile race course. The area needs to be as far from shore/current influences as possible. A balance should be attempted to configure the course should be in an area which is a short Opti sail to the race course. Standard large orange inflatable buoys are preferred. Remember the competitors sit at water level and need to see the marks. Distinct alternative marks are required.

Race duration should be 45-70 minute races with three to four races scheduled per race day depending on the regatta format and number of participants (see BACKGROUND).

C. Fleet division

In large fleets of over 125 entrants, the host may elect to split the fleet. The method of division is described in the Conditions. Depending on the number of entrants you may elect to split into four or six divisions. Four is recommended since six divisions means the RC must complete 15 races in order to complete a round robin, versus 6 races with four divisions. After the division the groups should be treated exactly the same and all courses and conditions should be the same.

D. Safety

Top priority should be Safety. The most reliable and efficient person should be assigned to be the safety officer. Publishing and communicating the Quadrant/Sector pick-up and Opti Tow to both safety personnel and coaches who will be on the water is of the utmost importance.

E. Weather

The following chart suggests a guideline for the race committee regarding recommendations for course length, starting, and shortening courses relative to weather conditions. The ideal race length is one hour. In the case of light winds a race should not be started unless a minimum course can be covers in the time limit set. The race committee may, at its sole discretion, abandon any race in which conditions, or changes in conditions, render an adequate test of skill impossible. Again, these are guidelines only.

Wind Velocity (mph)	0-5	5-8	8-12	12-18	18-24	25+
Cold Weather	P	R	N	R	C	C
Moderate/light	P	R	N	N	N	C
Very heavy seas	P	R	N	N	R	C
Lateness in day	P	R	R	R	R	C

KEY P=postpone start R=reduce course by 25% C= Consider abilities of sailors and consider going ashore.

N=normal course: Trapezoid Weather leg between 0.5 and 0.7 NM;  
N=normal course: Traingle: Weather Leg between 0.5 and 0.8 NM.

F. Scoring

Scoring is often a problem area for two reasons. The first is lack of experience with the scoring program and therefore significant delays. To avoid this assign one dedicated scorer per fifty entrants to handle the load. Have them score an Opti event that precedes the actual event. Scores must be posted no later than 30 minutes of arrival on shore of the race committee boat. Next day results are NOT acceptable for large events. Often the scorer will spend the day on the finish boat entering the recorded finishes and long into the evening with corrections. Make provision for the computer and printer on board the finish boat, in this event.

The second common problem is inaccurate results. This results from the RECORDERS and not usually the scorer. It is imperative that there be one dedicated finish

recorder per fifty entrants. It is imperative that the recorders justify ALL results given to the scorer. This includes checking for DNF, # of starters vs. finishers, PMS, and verification of all sail numbers against the registration lists. There should be clear communication with the scorer at all times.

**THE PRO, RECORDERS, AND CHIEF JUDGE ARE ALL RESPONSIBLE FOR  
CORRECT SCORING OF THE EVENT.**

**SECTION VI**

**USODA REGATTA MANUAL**

**SAMPLE DOCUMENTS**

# USODA DOCUMENTS

**UPDATED DOCUMENTS MAY BE DOWNLOADED FROM THE USODA WEBSITE**  
**[WWW.USODA.COM](http://WWW.USODA.COM)**

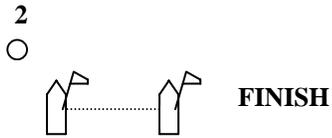
## CONTENTS

1. USODA Standard Administrative Forms (see web)
  - a. Registration
  - b. Medical Consent
  - c. Designated Adult
  - d. Honor Code
  - e. Coach Boat Registration
  - f. Charter Boat
  - g. Notice of Race
  - h. Sailing Instructions
2. USODA Safety Forms (see web)
  - a. Safety Procedures Policy
  - b. Safety Procedure Card
  - c. Safety Officer Daily Checklist
  - d. Boat Safety Report
  - e. Emergency Opti Pickup & Towing
3. Race committee forms (see web)
  - a. Scratch sheet by sail numbers (available from Scoring program – see web)
  - b. Scratch sheet by name (available from Scoring program – see web)
  - c. Protest Form
  - d. Mark Rounding Form
  - e. Scoring Inquiry Form
  - f. Signal Boat Docked Form
  - g. Finish Sheet
  - h. Scoring Finish Sheet Form
  - i. DSQ Form
  - j. OCS Form
5. USODA Membership Form (see web)
6. USODA Sanctioned Regatta or Championship Bid Form (see web)

ATTACHMENTS & APPENDICES

**APPENDIX 1**

COURSE O



1  
○

**RACING  
AREA**



**RACING AREA**



**WAITING AREA**



★ **NOTE: Stay 300 feet from boats racing** ★

**Course: START – 1 – 2 – 3A or 3B – FINISH**

---

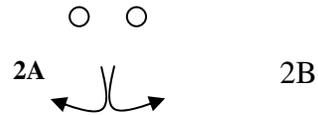
---

COURSE W



○ 1

RACING AREA



START RACING AREA



----- WAITING AREA -----

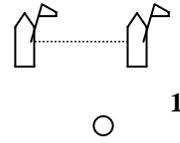


**NOTE: Stay 300 feet from boats racing**

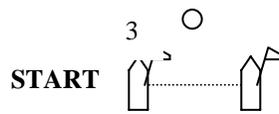


**COURSE: START - 1 - 2A or 2B - 1 - 2A or 2B - FINISH**

# COURSE T



RACING AREA



RACING AREA



WAITING AREA



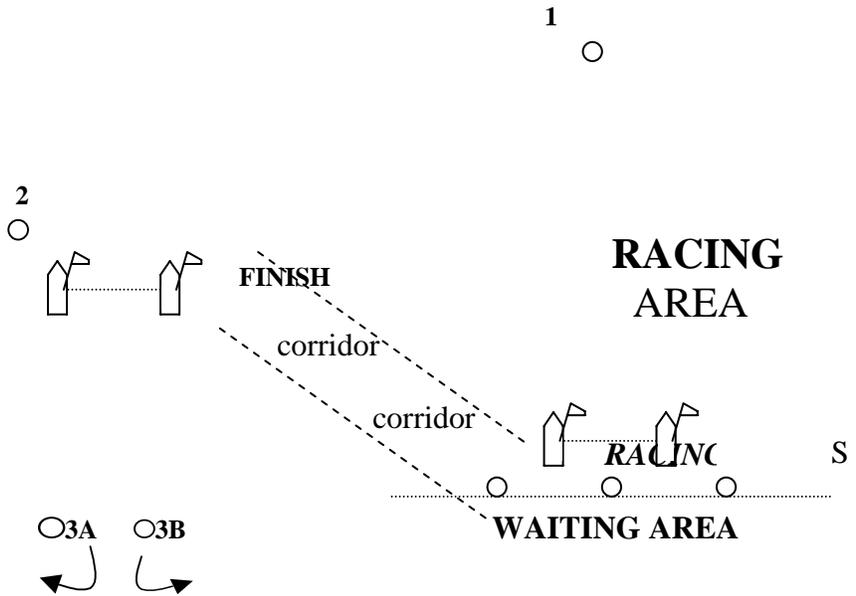
**NOTE: Stay 300 feet from boats racing**



**COURSE: START - 1 - 2 - 3 - 1 - 3 - FINISH**

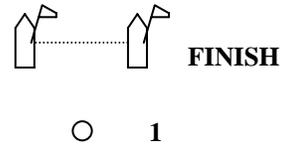
# APPENDIX 2

COURSE O

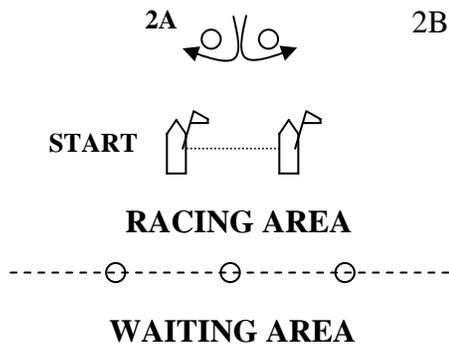


★ NOTE: Stay 300 feet from boats racing ★

COURSE W



RACING AREA

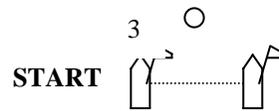


★ NOTE: Stay 300 feet from boats racing ★

# COURSE T



**RACING AREA**



**RACING AREA**



**WAITING AREA**



**NOTE: Stay 300 feet from boats racing**



## Appendix A

### **The modified trapezoid course** **For Large Opti Fleets**

[See Appendix 1 & 2, Course O]

#### **Background**

The IODA Regatta Committee has spent the past eight years addressing issues facing the hosts of major national and international regattas. Given the fact that in the U.S. we may have upwards of 240 competitors on the red/blue/white course at a national championship, and 180 at the Midwinters or North Americans, they developed a format that can deal with the growing number of competitors and time restraints imposed. Key features of the program are:

A round robin format for children is preferred to Gold and Silver fleets which exclude sailors from the championship. Some families plan their vacation for these events and to not be able to participate in the final series was deemed inappropriate.

Shorter racing time per race means the size of the course shall be reduced, which in turn means that the size of the fleets must also be reduced in order to provide sufficient room and enough free air for all competitors. To keep up the physical challenge there should be three races scheduled per day. And to reduce annoying waiting time in between the races to the minimum, the course should be adapted with a finishing line not too far from the starting line.

#### **THE COURSE**

IODA has tested numerous types of courses. Finally it was decided to develop a new course which was linked to the Trapezoid course, however, with the finish on the beat. The reasons for this choice have been:

all other “new” courses will reduce the percentage of beat to windward from 56% (old Olympic course) to less than 40%; this course offers a percentage of beat to windward of about 50%; the beats are longer (for races which last for 50/55 minutes the length of the beat may be approximately 18/19 minutes = approx. 0.6/0.7 NM) than in all other courses, giving

more room to the fleets on the course area;  
even with three fleets on the course there remains a possibility to adapt the last legs to a wind shift by replacing mark 3 only, or by moving the finish line;  
all kind of legs are represented: two beats, a reaching and a running leg, imposing also the need to gybe;  
there is no mark to be rounded two times, so there won't be any problem of two fleets interfering, rounding the mark at the same time;  
finishing on the beat has the advantage of the sail numbers being more visible for the race committee. Note that when finishing a fleet after a 50 minute race there will still be close racing at the finish with many competitors finishing in as short time. And certainly when finishing three fleets, sometime possibly overlapping each other, this principle is almost a must in order to be able to provide proper finishing orders for promptly processing results, especially on these days when there are three races;  
when keeping all angles to 60 degrees ( and placing one mark above the middle or somewhat above the port end mark of the starting line) there will be a "corridor" with sufficient room for fleets returning from the finish to the starting area, keeping well clear of the other boats still racing;  
the course is easily controlled by the race committee.

If the number of competitors per start will exceed 65 the use of a 4<sup>th</sup> mark should be considered, to be laid straight to leeward of the finishing line and between 150 and 300 feet from mark 3. The leg 3-4 should be at right angle to the 2-3 leg (to avoid collisions between at the run and boats directly tacking after rounding mark 3).

If starting procedures have already been started before all boats have returned to the waiting area, a fast committee boat must keep an eye on the boat returning to guide them around and to leeward of the pin end of the committee boat of the starting line. If not done, many competitors may pass in front of the starting fleet.

## Appendix B

### Quadrant/Sector Emergency Pick Up

The pick-up system works with four to twenty-four (4 - 20) safety boats and allows parent and coach boats to readily assist in times of an emergency. The safety boats assigned to a quadrant are generally free to roam within their area, however, are generally spaced out. As skippers require assistance, one safety boat goes into the racecourse to assist. The others remain on station. In severe conditions such as, but not limited to, lightning, wind or fog, all boats in each quadrant “pull the string” collecting boats as they go toward the center of the course. Parent and coach boats should do likewise. *No one should be allowed to race across the racecourse to pick up his or her child.* If everyone picks up the nearest boat/skipper, all should be safe and everyone should meet at in the middle and head to shore as a unit.

### How to Pick Up and Tow Opti's

Tow Optis using THEIR bow lines. Come along-side each boat. Take the loose end of their bow line. The bow line has a LOOP in it. Pass the NEW LOOP through the OLD LOOP, putting the first Opti at the end of the tow and new boat at the front of the tow. This method is important for a safe tow. Again, **Record the sail numbers** of the boats so you know who you have. Have the skipper pull the rig, pull the daggerboard halfway up and SIT IN the boat and steer. Skippers should not sit in the very back of the boat as this causes the bow to lift, creating considerable drag. Have them sit forward and amidships, close to the daggerboard trunk. It is possible to safely pull many Optis in this manner.

**USODA REGATTA MANUAL**

**BEST IDEAS FROM OTHER REGATTA ORGANIZERS**

## ON-LAND IDEAS

At our regatta we has an Opti-Store which sold candy, juice, crackers and lots of necessities (film, sun block, sun glasses, etc.) and things to occupy young children (coloring books, crayons, small balls, decks of cards, etc.). It was a huge success and we made several hundred dollars.

In order to make lunch “fun” we put a horoscope in each sailor’s lunch. The horoscopes had something to do with Opti sailing and the kids loved them. For example, “You will attend the World Championship in Ireland this year!”

For lunch we served plain subs but made each ½ different; if a skipper didn’t like ham, chances are he’d like turkey.

We never put mustard or mayonnaise on sandwiches. Get the packets and let the kids put on, or not, as they like.

Snacks? Big soft pretzels. Why? No litter, no mess.

We found it was not a good idea to segregate parents and sailors at regattas. The kids can get into too much trouble unsupervised. Plan for family activities for the evenings.

Refuse to give out trophies or conduct a give-away until the entire facility is litter-free. We were cleaned up in no time!

We had a local artist make up Opti stationary. It was a really inexpensive freebee. We encouraged kids to write “thank you letters” with this stationary. It was amazing how many kids did!

Make the person giving the trophies sure at the awards ceremony KNOWS Optis and KNOWS the skippers and the pronunciation of the skippers names (or have such a person available to advise the presenter).

Parents were impressed that we had an ambulance at the regatta site and the local rescue squad on the water. We made a \$200 donation to this organization.

## ON-WATER IDEAS

At some major regattas, safety and R.C. boats are often designated by “neon” pink and orange flags; competitors reported that it’s often difficult to differentiate between “pink” flags and “orange” flags which are used by the Race Committee. This confused several sailors at the finish line.

We decided on 2 days of racing rather than having a day of qualifiers. We split the fleet by simply having the kids chose the fleet they wanted to sail in: gold or silver. Of the 180 entrants, 80 opted to compete in the gold fleet and 100 in the silver fleet. We spelled out the differences in the fleets; “the silver fleet will sail directly in front of the club and will ‘go in’ for lunch“ (etc).

**SECTION VIII**

**USODA REGATTA MANUAL**

**EVALUATION & RECOMMENDATION  
FORMS**

USODA is constantly trying to enhance the effectiveness of this Regatta Manual and one way we find most useful is utilizing input from you and your regatta management team. We hope you will take a few moments to note the activity you managed and list any ideas you may have for improvements. If something worked well, please let us know.

REGATTA \_\_\_\_\_

If something worked well, please let us know.

Activity Managed: \_\_\_\_\_

Suggestions: