



Getting Started

An Overview of Regatta Management

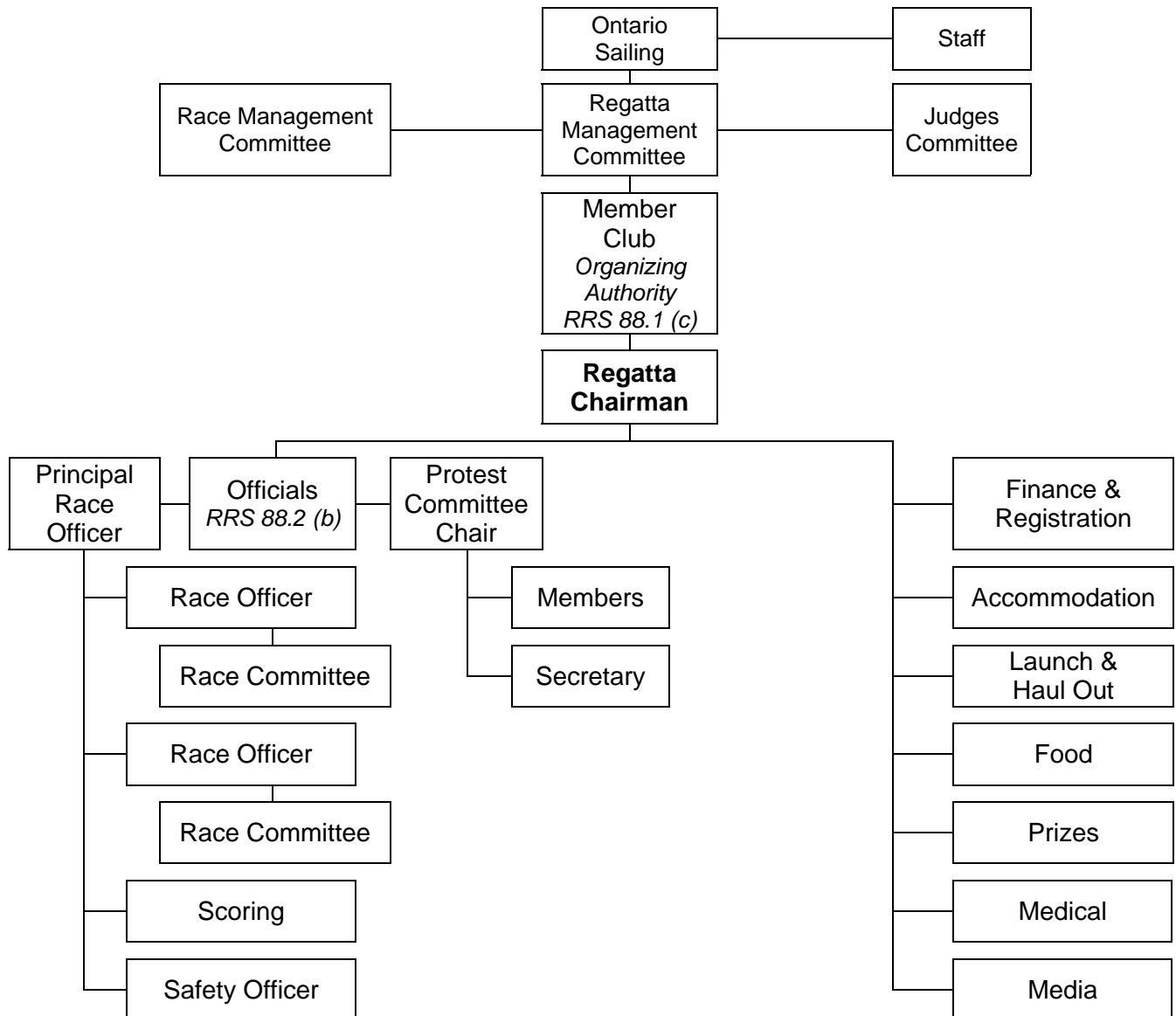
If you have never run a regatta before, this is the place to start, and the first thing you must realize is that you are not alone. There are many resources at your disposal, and we encourage you to use all of them, see - **Key Resource Contacts**.

What follows is an introduction to your new task, followed by a series of documents, guidelines, and forms to lead you through the process. While every regatta is different, we have attempted to put together as simple a package as possible. It may look rather daunting at first, but in the end, we know that it will be useful, and remember, your second regatta will be a lot easier than your first. We encourage your feedback.

1. The Structure of a Regatta Committee

Part of the structure of a Regatta Committee is dictated by the Rule Book (RRS): that part having to do with the authority to run an event, and the appointment of Officials. The remaining part is dependant on your organizational skills, which is why you were asked to take on the job of Regatta Chairman.

In the case of Ontario Sailing Sanctioned Events, the responsibility is shared between you and your club on the one hand, and Ontario Sailing on the other.



2. Appointments

Now that you have been appointed as Regatta Chairman, you get to make some appointments of your own. The chart above can be divided into two parts (below where you see your position): The left hand side concerns the Officials, while the right hand side concerns the On-Shore / Administrative functions.

a) Officials:

Elsewhere in these documents you will find the criteria for appointing the Officials see **Appointment of Officials**. In most cases you will only need to appoint two: A Principal Race Officer and a Protest Committee Chairman. Ontario Sailing specifies specific levels of certification for these people. One of the benefits of this is that the people you appoint will have the experience to then go out and appoint those that they are responsible for – thereby taking a big load off of your shoulders. The important thing to keep in mind is that it is vital that you make these appointments early since they each have a role to play long before the regatta starts. Good Race Officers and Judges are in short supply, so you need to do this early in the process.

b) On-Shore / Administrative Positions:

These are largely self explanatory, but again, the key is to appoint them early in the process, especially your Finance / Registration Chairman. One of your very first tasks is to produce a Notice of Race. Since this will contain the Entry Fee, it follows that you must first have a budget. One of the major items in the budget will be food.

Yes, RRS 88.2 (a) says that the Organizing Committee (that's you) shall publish a Notice of Race. But since this document counts as a rule, it's content must involve your Principal Race Officer. And since it is a rule, it will undoubtedly be referenced by the Protest Committee. Although the Protest Committee is not directly involved in producing the Notice of Race, it is smart to have the Chairman review it before it is published, to avoid any unintended ambiguities cropping up at a Protest Hearing.

Now you get the idea about the need to plan and organize well ahead of time. To help you with this refer to the next document, **The Master Planning Schedule**, which will help you schedule your preparations.

And once again, remember that this is a cooperative effort between you and your club, AND Ontario Sailing. If you have difficulties or questions, please ask.