



Master Planning Schedule Key Dates

The following provides a Check List of Key Dates in the Planning and Hosting of an Ontario Sailing event. It is not intended to cover all of the preparations required.

Before Club Applies for Regatta

- Determine whether club has adequate facilities, equipment, people
- Check insurance coverage (General Club Liability Insurance - minimum two million dollars,
On Water Regatta Liability Insurance - minimum two million dollars).
- Appoint Regatta Chair

January

Begin Set Up of Committee Structure:

- Chair Finance / Registration appointed
- Principal Race Officer appointed
- Chief Judge appointed
- Regatta contract signed and returned to Ontario Sailing by end of January

February

- Other key Sub Committee Chairs appointed – especially those who will have budget considerations.
- Draft Budget completed
- Notice of Race
 - Principal Race Officer sign off
 - Chief Judge sign off
- Notice of Race completed (and submitted to Ontario Sailing by end of February).
- Provision for Club Website – Details (URL) forwarded to Ontario Sailing

March

- Appointment of Race Officers and Judges – attendance at Race Management Seminars and Judging Clinics arranged.
- Provision for Race Officer Mentoring
- Provision for On Water Judging
- Scorer appointed – familiarization with Sailwave Scoring Program

Two Months Prior to Regatta

- Race Committee Equipment arranged
- Provision for Safety Boats and on shore Medical arrangements
- Race Committees appointed
- Draft Sailing Instructions completed and sent for review by Chief Judge

One Month Prior to Regatta

Sailing Instructions completed

During The Regatta

Regatta Results Posted on Club Website – or forwarded to Ontario Sailing.

A Regatta Incident Report should be submitted immediately to Ontario Sailing.

Within One Week of The End of the Regatta

Submit Final Regatta Report to Ontario Sailing