



## JSA Regatta Playbook

*Regatta Management Made Easy*

## Introduction

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Congratulations! You have been selected to host a JSA Championship regatta. Now what? This [JSA Regatta Playbook](#) is a month-by-month guide to help you through the planning process.

The JSA has assembled a wealth of information in the Regatta Management section of the website: <http://jsalis.org/regatta-management>. There you can find detailed guidelines and best practices for planning and managing your event.

A few important guidelines:

- The JSA endorses “Clean Regattas” and using the regatta forum to educate their junior sailors on the principals of protecting and preserving our waters. See [sailorsforthesea.org](http://sailorsforthesea.org) for information on running a Clean Regatta.
- Hosting a JSA regatta is a wonderful opportunity to showcase your Club to JSA sailors and their parents, and year after year different JSA Clubs step up to invest countless hours to craft a memorable event for all. The JSA understands the delicate balance between an appropriate entry fee per sailor and the desire to provide an exceptional event. JSA events are intended to be “break-even” events. Some Clubs choose to supplement JSA event budgets beyond the projected entry fees to ensure quality. For Clubs that don’t have the ability to supplement the budget, the JSA participates by supplying the trophies when requested.

The JSA looks forward to partnering with you, and don’t hesitate to contact us with any questions!

## December

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- Finalize the regatta date with the JSA.
- Select a Regatta Chair (or “Event Chair”).
- Select an experienced Principal Race Officer (PRO) who has worked with youth sailors, recruit race committee, judges and protest committee volunteers. Get them started on the NOR and SI’s
- Determine the other key subcommittee Chairs – Scoring, Safety, Housing, Hospitality, Shore-side Logistics, Communications / Sponsorship, Registration
- Complete preliminary detailed budget using the JSA Event Budget Worksheet; Set the regatta fee structure and communicate to JSA
- Develop event timeline or key date schedule

## February

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- Recruit volunteers! Make an announcement at a Club membership meeting, connect with the Junior sailing Program Chair for a list of volunteers, add a volunteer request to the Junior Sailing signup process
- Registration
  - Determine how you will accept registrations
  - Determine how you will collect regatta registration payments
- Scoring
  - Determine the best scoring system for the size and type of your regatta
- Safety
  - Recruit volunteers with boats suitable for providing assistance
  - Optimist Championships should plan for a safety inspection, see the JSA website for guidance
  - Develop a Safety Plan for both on and off the water
  - Request a Safe Boating Campaign Kit from the National Safe Boating Council by emailing [campaign@safeboatingcouncil.org](mailto:campaign@safeboatingcouncil.org)
- Housing (for multiday regattas)
  - Include a section on housing in the NOR to clarify who will be housed.
  - Set appropriate expectations both for sailors being housed and host families, see the JSA website under “Housing” for guidelines

## March / April

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- Post approved Notice of Race (NOR)
- Shore-side Logistics – Arrival / Departure Plan, Parking plan, Launching Plan, Hoisting Plan
- Hospitality – On-water lunches, breakfast and dinner for multiple day regattas, snacks and beverages immediately upon coming ashore, Entertainment Plan (a D.J., games, etc.) and chaperoning, water, water, water!
- Publicity / Sponsorship – Sponsors, Giveaways, Publicity Plan (article in club newsletter, Facebook page, website, etc.), Event Photographer
- Trophies – JSA Championship trophies are provided by the JSA, Sportsmanship Award

## May

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- Order wristbands / croakies / lanyards / tshirts if appropriate (consider different color tshirts for volunteers so they are easy to identify)
- Send dignitary invitations (including commodore or as appropriate for awards ceremony)
- Arrange for vendors (e.g., Boat Locker, Dinghy Shop, Landfall, etc.) to be onsite

## June

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- Activate Publicity Plan
- Assign responsibility for regatta publicity coverage. The JSA office requires an article and photographs to be submitted within one day of the regatta. Articles and pictures will appear in the JSA blog or newsletter. Send articles and digital photos saved in VGA-quality resolution to [info@jsalis.org](mailto:info@jsalis.org)
- Reach out to local news outlets in advance of the regatta to see if they would like to send someone to cover the racing or awards ceremony.
- Post and print approved Sailing Instructions

## 2 weeks before the event

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- Order signage, etc. (parking, registration, notice board), contact JSA office if you have not already received the JSA-provided banner, table apron, or other additional signage that will be on loan for the event
- For multiday regattas, post signs identifying specific locations for each visiting club
- Reconfirm volunteer personnel schedule
- Confirm adequate boat washing stations with hoses (4 per 100 boats is recommended)

## Registration due date

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- Process registrations
- Provide list of sailors to be housed to Housing Chair, remind Clubs if penalties are in place for your regatta (see JSA guidelines for sailors and parents, including penalties for not using host-provided housing or breaking curfew)

## 1 week before the event

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- Set up venue (signs, etc.)
- Confirm set-up crew for event and cleanup crew for post-event
- Confirm receipt of prizes, trophies, t-shirts, give-aways, raffle swag, etc.
- Confirm all water craft and radios as operational; first aid kits for safety boats
- Prepare registration packets, consider JSA "Blue Regatta" recommendations before printing SI's
- Meet with the PRO to review NOR and SI's
- Confirm Twitter feed volunteer

## 1 day before the event

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- Set up registration stations
- Set up housing desk
- Load competitor/flight information into your scoring program
- Gas up safety and coach boats
- Set up official notice board

## First Race Day

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- Get volunteers there early – competitors always arrive earlier than you expect
- Race Committee/Protest Committee/Organizing Authority joint meeting
- Competitors meeting
- Communicate Twitter feed information to parents
- SI review
- Organizational announcements (food, water, notice board)
- Safety concerns
- Instructor meeting (including safety assignments)
- Post results on website and onsite daily
- Ensure all equipment (boats, radios, Race Committee equipment) is operational at end of each day

## Last Race Day

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- Post preliminary results as soon as possible
- Finalize protest and redress adjustments as quickly as possible
- Keep the sailors attention by holding a post-race raffle with fun prizes
- Awards Ceremony preparation - set up awards table with JSA banner in best location for awards photographs. Photograph each award recipient with JSA banner clearly visible in the background.
- Thank your small army of volunteers for their service!
- Clean-up

## Post Regatta

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- Email Regatta results to the JSA office ([info@jsalis.org](mailto:info@jsalis.org)) ASAP
- Return JSA-provided signage and promotional materials

THANK YOU!!!