

You are in the home stretch!

Here is a reminder checklist
to make sure your planning
pays off!

June

- Activate Publicity Plan.
- Assign responsibility for regatta PR coverage. (The JSA office requires an article and photographs to be submitted within one day of the regatta.)
- Reach out to local news outlets in advance of the regatta to see if they would like to send a reporter to cover the racing or awards ceremony.
- Post and print approved Sailing Instructions.
- Review Safety and Weather Policies

Thank You!

Questions?
914-834-4202

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Countdown
to
Champs



Regatta Management
Made Easy

2 Weeks to Go

- Order signage, etc. (parking, registration, notice board)
- For multi-day regattas, put signs up identifying specific locations for each visiting club.
- Reconfirm volunteer personnel schedule

1 Week to Go

- Set up venue (signs, etc.)
- Confirm set-up crew for event and cleanup crew for post-event
- Confirm receipt of prizes, trophies, t-shirts, etc.

Registration Due Date

- Process registrations
- Provide list of sailors to be housed to Housing Chair

The Day Before

- 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

- Get volunteers there early – competitors always arrive sooner than you expect
- Competitors meeting: SI review, announcements (food, water, notice board, safety concerns)
- Race /protest committee /organizing authority joint meeting
- Instructor meeting (including safety assignments)
- Equipment check (fuel, radios, etc.) at end of each day
- Post results on website daily
- Review Safety and Weather Policies with all volunteers

Last Race Day

- Post preliminary results as soon as possible
- Finalize protest and redress adjustments as quickly as possible
- 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

After the Regatta

- Email Regatta results to the JSA office (info@jsalis.org) ASAP.