



Regatta Playbook

2021



INTRODUCTION

Congratulations! This Summer you will be hosting a JSA regatta. Now what? This JSA Regatta Playbook is a month-by-month guide to help you through the planning process.

We all recognize that the Summer of 2021 will be a transitional summer as we emerge from COVID. While the prospects become brighter each day, “Caution” and “Flexibility” remain all-important words to guide us in our planning. We recommend to all regatta organizers that we continually monitor local trends on infection, hospitalization and vaccination rates and be guided by CDC and local health authority guidelines.

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 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.

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



REGATTA PLANNING TIMELINE

Right Now

- 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 and recruit race committee, judges and protest committee volunteers. Get them started on the NOR and SIs using the templates found on the JSA Website at <http://jsalis.org/regatta-management>
- Determine the other key subcommittee Chairs:
 - Registration, Race Committee Support, Safety, Shore-side Logistics, Communications, Hospitality, “Green Team” (“Clean Regatta”).
- Complete preliminary detailed budget: Set the regatta fee structure and communicate to JSA.
- Develop event timeline or key date schedule.
- Recruit volunteers! Make an announcement at a Club membership meeting; connect with the Junior Sailing Program Chair for a list of volunteers.
- Registration.
 - Determine how you will handle registrations (registering competitors and collecting entry fees). (JSA endorses the use of ClubSpot Regattas - www.clubspot.com - as an integrated regatta platform for managing registrations, scoring and other key regatta management functions.
- Safety
 - For Optimists, 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 .
 - Notify all volunteers how to obtain the SafeSport training online.

June

- 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. When thinking about water, increasingly regatta organizers are requiring competitors to bring their own water bottles with organizers providing both on-shore and on-water refilling stations.
- Confirm with Protest Committee Chair logistics regarding format, venue and other related protocols and logistics.
- Communication.
 - Develop a communications plan (what platforms to use: club newsletter, website, Facebook? Instagram? Twitter?)



2021 REGATTA PLAYBOOK TIMELINE (Cont.)

- Communications (Cont.)
 - Assign an “event reporter” who can orchestrate posting of content before, during and after your event. Invite competitors and others to share content of their own.
 - Contact the JSA to find out if a JSA Liaison may be available to attend your event to help with developing, sharing and posting content.
 - Communications means “Community.”
- Trophies – Make a list of trophies you will be ordering, (don’t forget a sportsmanship award?) and place your order. *(If you are hosting a JSA Championship Event, please contact the JSA to coordinate the ordering of trophies.)*
- Order wristbands / croakies / lanyards / tee shirts, if appropriate (consider different color t-shirts 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.
- 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 approved Sailing Instructions.
- Work with Head Instructor and PRO to develop a written on-water Safety Plan.

Two Weeks Before the Event

- Order signage, etc. (parking, registration, notice board)
- *(If you are hosting a JSA Championship Event, 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 multi-day regattas, put signs up 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

- Process registrations

One Week Before Event

- 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 are operational; first aid kits for safety boats.
- Prepare registration packets, consider Clean Regatta recommendations before printing SI’s.
- Meet with the PRO to review NOR and SI’s.
- Meet with social media volunteer to confirm action plan.



2021 REGATTA PLAYBOOK TIMELINE (Cont.)

One Day Before Event

- Set up venue (signs, etc.).
- Set up registration stations.
- 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.
 - Communicate Twitter/Instagram feed information to parents at Registration.
- Race committee/protest committee/organizing authority joint meeting.
- Meet with JSA Liaison as appropriate to “map out the day.”
- Competitors meeting
 - Review of Sailing Instructions by PRO.
 - Organizational announcements (food, water, notice board).
 - Safety Review.
- Instructor meeting
 - Organizational announcements (food, water, notice board).
 - Safety Review (including safety assignments).
- Post results on web site, preferably after each race, and also onsite at end of each day.
- Confirm with Protest Committee Chair logistics regarding format, venue and other related protocols and logistics.
- Perform operational check of all equipment (boats, radios, Race committee equipment) to ensure that everything is ready for the following day.

Last Race Day

- Meet with JSA Liaison as appropriate to “map out the day.”
- 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 at this time
- Awards Ceremony preparation. Set up awards table with JSA banner *(if holding a JSA Championship Event)* and club burgee in best location for awards photographs. Photograph each award recipient with JSA banner and club burgee clearly visible in the background.
- Thank your small army of volunteers for their service!
- Clean-up.

Post Regatta

- Email Regatta results to the JSA office (info@jsalis.org) ASAP.
- Return JSA-provided signage and promotional materials *(if applicable)*.

