

PERCY PRIEST YACHT CLUB

(10/2000)

REGATTA CHAIRPERSON CHECKLIST

BEFORE REGATTA

- \_\_\_ **Begin planning the regatta a minimum of 3 months prior to the regatta date.**
- \_\_\_ **Attend the 2 monthly PPYC Board meetings before the regatta** to report on the progress for the regatta.
- \_\_\_ **Ask PPYC members to chair the various committees** (see Committee Checklists attached). Ask them far in advance. Don't try to do it all yourself!!
- \_\_\_ **Obtain an approved regatta budget** from the PPYC Board. ALL REGATTAS SHOULD BE RUN TO BREAK EVEN FINANCIALLY (No Loss!). Stick to the budget and don't overspend on trophies or food. We must offer a \$5 discount for US Sailing members. The budget should assume that everyone receives the US Sailing discount. The budget should also be based on fewer boats than attended the prior year to be conservative. Entry fees must cover all regatta costs!
- \_\_\_ **Send out the applicable checklists** to all committee chairpersons. Include a budget if applicable.
- \_\_\_ **Obtain a copy and make necessary copies of all PPYC forms** needed for the regatta:
  - \_\_\_ Blank *Entry Form* for regatta participants
  - \_\_\_ Blank *Regatta Participants--Entry List* for Race Committee (available from Vice Commodore or in filing cabinet)
  - \_\_\_ Blank *Race Committee Time Sheets* (#1 & #2) for individual races (available from Vice Commodore, in PPYC filing cabinet or on the PPYC Web site)
  - \_\_\_ Blank *Regatta Score Sheet* for posting scores for all races (available from Vice Commodore or in filing cabinet)
  - \_\_\_ *PPYC Expense Reimbursement Form* (available from Treasurer or in filing cabinet). DON'T LOSE RECEIPTS!!
  - \_\_\_ *Regatta Receipts Detail* form for Treasurer (available from Treasurer or in filing cabinet)
- \_\_\_ **Gather information for Notice of Race/Flyer** (see Committee Checklist).
- \_\_\_ **Obtain or prepare Sailing Instructions for the regatta.** Discuss Sailing Instructions with PPYC Race Director. Existing Sailing Instructions may or may not be acceptable. PPYC uses several different Sailing Instructions depending upon the regatta. The sailing instructions that may apply are (more than one may be needed for a regatta):
  - \_\_\_ **Buoy Course Sailing Instructions** (Force Five, Oktoberfest, Equalizer)
  - \_\_\_ **Distance Course Sailing Instructions** (Force Five, Oktoberfest, Fall Off, Kamikaze)
  - \_\_\_ **Pursuit Distance Course Sailing Instructions** (if applicable)
  - \_\_\_ **Separate sailing instructions for specific regattas** (Bushwhacker, Windmill Districts, etc.)
- \_\_\_ **Note--Sailing Instructions should be prepared in accordance with Rule 25 and Appendix N of *The Racing Rules of Sailing*.**
- \_\_\_ **Send copy of Notice of Race and Sailing Instructions to Race Committee Chairperson.**
- \_\_\_ **Check with PPYC Board to make sure the Club has all necessary permits for the regatta.** The following permits are required for each specific regatta date (if dates change new permits are required):
  - \_\_\_ **TWRA Regatta Permit**
  - \_\_\_ **Corps of Engineers Regatta Permit**
  - \_\_\_ **Metro Parks Permit**
  - \_\_\_ **Other permits** may be required. Ask the club Race Director and Vice Commodore.
- \_\_\_ **Invite all people who work during the regatta to eat for free**, including all Hamilton Creek employees (e.g. Race Committee, Registration Committee, Scoring Committee, Protest Committee, etc.). Be sure to allow for free meals when planning food.
- \_\_\_ **Post Notice of Race** at each marina and on the Official Notice Board at Hamilton Creek.
- \_\_\_ **Check with all committee chairpersons** several times before the regatta.
- \_\_\_ **Review checklists often.**
- \_\_\_ **Send Notices of Race that are returned because of incorrect address to the PPYC mail list manager** so that the mailing list can be updated.

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(10/2000)

**REGATTA CHAIRPERSON CHECKLIST**

**DURING REGATTA**

- \_\_\_ **At Skippers'/Competitors' Meeting, be sure to welcome everyone,** especially the out of town participants.
- \_\_\_ **Remind all people who work during the regatta that they can eat for free,** including all Hamilton Creek employees.
- \_\_\_ **Check with all Committee Chairpersons** during the regatta.
- \_\_\_ **Have someone serve snacks, beer, & dinner (if any) to the Scoring Committee and Protest Committee** if they have to work during dinner.
- \_\_\_ **At awards presentation ceremony, be sure to thank all participants,** especially the out of town and across town boats.
- \_\_\_ **At awards presentation ceremony, be sure to thank by name (write them down) everyone who helped in any manner with the regatta** (e.g. Race Committee, Registration Committee, Flyer Committee, Food & Beverage Committee, Scoring Committee, Protest Committee, Hamilton Creek employees, Sponsors, etc.).

**AFTER REGATTA (AS SOON AS POSSIBLE)**

- \_\_\_ **Give Checks, Cash, Cash Receipt Tickets (yellow copy), and Regatta Receipts Detail to PPYC Treasurer.**
- \_\_\_ **Prepare and Mail to PPYC Treasurer an Expense Reimbursement Form.** This form is available from the Treasurer or may be found in the PPYC filing cabinet. You must use this form to get reimbursed for regatta expenses you pay for personally.
- \_\_\_ **Send original regatta race results to club Race Director.**
- \_\_\_ **Send copy of regatta race results and a short article about the regatta to the PPYC Main Sheet Editor.**
- \_\_\_ **Send copy of cruiser regatta race results (including elapsed and corrected times) to PPYC PHRF Chairman.**
- \_\_\_ **Consider sending race results to newspapers.**
- \_\_\_ **Send completed entry forms to the PPYC mail list manager** for mailing list update!!! THIS IS VERY IMPORTANT!
- \_\_\_ **Send thank you cards or letters** to all regatta committee Chairpersons. If you don't do this at least thank them by phone.

**NOTES:**

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**PERCY PRIEST YACHT CLUB**  
**REGATTA CHAIRPERSON CHECKLIST**

(10/2000)

REMINDER LIST FOR SPECIAL THANKS AT AWARDS CEREMONY

\_\_\_\_\_ Sponsor(s): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Out of town participants from the following cities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Across town participants from Harbor Island.

\_\_\_\_\_ Hamilton Creek employees: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Race Committee:                      Chairperson: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Registration Committee:              Chairperson: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Food/Beverage Committee:              Chairperson: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERCY PRIEST YACHT CLUB**

(10/2000)

**REGATTA CHAIRPERSON CHECKLIST**

REMINDER LIST FOR SPECIAL THANKS (CONTINUED)

\_\_\_\_\_ **Scoring Committee:** Chairperson: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Protest Committee:** Chairperson: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Notice of Race Committee:** Chairperson: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Publicity, Awards, Favors, & Misc. Committees:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Others**

\_\_\_\_\_

\_\_\_\_\_

PERCY PRIEST YACHT CLUB

(10/2000)

REGATTA CHAIRPERSON CHECKLIST

NOTICE OF RACE (REGATTA NOTICE/FLYER) COMMITTEE

- \_\_\_ **Get necessary information** from Regatta Chairperson and/or other Regatta Committee Chairpersons (dates, classes, meals, fees, etc.) 8 to 10 weeks before regatta.
- \_\_\_ **Obtain copy of prior year's Notice of Race** to use as a guide. CORRECT ANY ERRORS!
- \_\_\_ **Prepare Notice of Race** in accordance with Rule 25 and Appendix N of *The Racing Rules of Sailing*. The Vice Commodore should have a copy of the prior year's notice. Remember, we must offer a \$5 discount for US Sailing Members and this must be in the Notice of Race. The entry fee is set by the Regatta Budget approved by the PPYC Board (entry fee must cover all regatta costs). All regattas must be run to break even financially (no loss). PPYC does not mail entry forms with the Notice of Race. There is no advanced registration.
- \_\_\_ **Prepare Entry Form** with all required information needed for scoring and determining ratings. List entry fees and applicable discounts on entry form. If cruiser regatta, be sure to include the following question: "Do you have a valid *PPYC-PHRF Rating Certificate*? YES NO If no, you must obtain a rating from the PPYC-PHRF Handicapper prior to the regatta. Call \_\_\_\_\_, PPYC-PHRF Handicapper at (\_\_\_\_) \_\_\_\_-\_\_\_\_."
- \_\_\_ **Arrange to have Notice of Race and Entry Forms printed (photocopied)** 6 to 8 weeks prior to regatta. Have enough extra notices printed to give out at regatta registration. Please print the club address as the return address with the words "ADDRESS SERVICE REQUESTED" on the flyers or envelopes so the mailing list can be updated.
- \_\_\_ **Arrange to get regatta mailing labels** from PPYC regatta mail list manager and the one-design classes 7 to 8 weeks prior to the regatta. Contact the appropriate fleet captains for one-design class labels.
- \_\_\_ **Mail Notice of Race** 4 to 6 weeks prior to the regatta. Entry forms are not mailed with Notice of Race (no advanced registration).
- \_\_\_ **Send copy of Notice of Race and Entry Form by e-mail to the PPYC Webmaster** so notice can be posted on club Web site.
- \_\_\_ **Post copy of Notice of Race on Official Notice Board** (this is required by the Sailing Instructions and is often forgotten).
- \_\_\_ **Post copy of Notice of Race on window at Hamilton Creek** (this is not required by the Sailing Instructions, but is a convenience for the competitors).
- \_\_\_ **Post copy of Notice of Race at Nashville Shores Marina** (this is not required by the Sailing Instructions, but is a convenience for the competitors from that marina).
- \_\_\_ **Send Notices of Race that are returned because of incorrect address to the PPYC regatta mail list manager** so that the mailing list can be updated.

DON'T WAIT UNTIL THE LAST MINUTE!

PUBLICITY COMMITTEE

- \_\_\_ **Send News Release to newspaper** 2 to 3 weeks before the regatta.
- \_\_\_ **Send Regatta Results to newspaper** as soon as possible after the regatta.

**PERCY PRIEST YACHT CLUB**

(10/2000)

**REGATTA COMMITTEE CHECKLIST**

**FOOD AND BEVERAGE COMMITTEE**

- \_\_\_ Discuss meals (if any), after race snacks, meal costs, and pricing with Regatta Chairperson. Obtain a meal/food budget and stick to it! It is very important not to lose money on meals!!
- \_\_\_ **Organize catering for Saturday dinner** (if any) or arrange for club members to prepare or cook food. Begin 8 to 10 weeks prior to regatta.
- \_\_\_ **Coordinate meal menu, pricing, and timing with Notice of Race/Flyer Committee Chairperson** 8 to 10 weeks before regatta.
- \_\_\_ **Arrange for free after race snacks on Saturday and Sunday**, especially if no meals are served. Be sure to account for cost of snacks in budget. Chips, dip, vegetable trays, cheese, etc. are traditional, but use your imagination.
- \_\_\_ **Arrange for complimentary coffee** on Saturday and Sunday.
- \_\_\_ **Order doughnuts/pastries** for early Saturday and Sunday morning and arrange to have them at the regatta site on time. PLEASE provide an assortment, not just boxes of plain doughnuts.
- \_\_\_ **Consider other options** (e.g. orange juice, pastries, bagels, etc.), but **WATCH YOUR COSTS**.
- \_\_\_ **Arrange for beer** to be delivered to regatta site and on ice well before racing ends each day! We usually have a permit for Saturday and Sunday. Check with Race Director or Commodore to be sure we have beer permit.
- \_\_\_ **Consider snacks** to be served with beer (see above) .
- \_\_\_ **Invite all people who work during the regatta, including the Hamilton Creek employees to eat dinner (if any) and snacks for free** (e.g. Race Committee, Registration Committee, Scoring Committee, etc). Account for these free meals when planning meal count and pricing.

**HAVE FOOD AND BEVERAGES AT REGATTA SITE ON TIME!**

**AWARDS COMMITTEE**

- \_\_\_ The PPYC Vice Commodore is responsible for obtaining all trophies and awards based on the approved regatta budget. Discuss the trophies with the Vice Commodore. It is very important not to exceed the approved budget for trophies.
- \_\_\_ **Order trophies** 6 to 7 weeks prior to regatta. If ordering silver trophies, check availability 7 to 8 weeks before regatta.
- \_\_\_ **Consider blank trophies** in case we have more boats than expected. These trophies can be reused at another regatta. Also consider leaving class name off of 3rd and 4th place trophies so that they can be used for any class.

**HAVE TROPHIES DELIVERED OR PICK THEM UP AT LEAST 1 WEEK BEFORE THE REGATTA!**

**T-SHIRTS & FAVORS COMMITTEE (if applicable)**

- \_\_\_ Obtain design for T-shirts well in advance of regatta.
- \_\_\_ Discuss costs and pricing with Regatta Chairperson.
- \_\_\_ Order T-shirts 6 to 8 weeks in advance of regatta.
- \_\_\_ Arrange for favors if possible.
- \_\_\_ Coordinate with Regatta Chairperson and Registration Committee.

**HAVE T-SHIRTS AND FAVORS AT REGATTA SITE BEFORE REGISTRATION BEGINS!**

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(10/2000)

REGATTA COMMITTEE CHECKLIST

REGISTRATION COMMITTEE

(Minimum of 3 People Needed, 4 or 5 for Larger Regattas)

- \_\_\_ \* **Blank Entry Forms** (DON'T FORGET THESE!)
- \_\_\_ \* **Completed pre-registration entry forms received from participants prior to the regatta** (DON'T FORGET THESE!)
- \_\_\_ \* **Cash Receipts Book** (available from PPYC Treasurer or PPYC filing cabinet at Hamilton Creek)
- \_\_\_ \* **Notice of Race/Flyers** (Have enough copies for each person registering.)
- \_\_\_ \* **Sailing Instructions** (Have enough copies for each boat plus extras. Be sure to have copies of separate Buoy Race Instructions and Distance Race Instructions if applicable. Some regattas use separate Pursuit Distance Race Instructions or instructions specifically for that regatta.)
  - \_\_\_ Buoy Race Sailing Instructions (if applicable)
  - \_\_\_ Distance Race Sailing Instructions (if applicable)
  - \_\_\_ Pursuit Distance Race Sailing Instructions (if applicable)
  - \_\_\_ Separate Sailing Instructions for a specific regatta (if applicable)
- \_\_\_ \* **Meal Tickets (if meals will be served).** Keep count of meals sold, including those purchased with pre-registration!!
- \_\_\_ \* **PPYC-PHRF Rating List** for cruiser regattas
- \_\_\_ \* **US Sailing PHRF Ratings Book** (current issue) for cruiser regattas
- \_\_\_ \* **US Sailing Portsmouth Rating Book** (current issue) for dinghy regattas
- \_\_\_ \* **Cash for return change** (five or six \$5's and three or four \$10's). ASK EVERYONE TO PAY BY CHECK IF POSSIBLE!!!
- \_\_\_ \* **Money bag, box, or envelopes** to keep cash and checks in
- \_\_\_ \* **Note Pads**
- \_\_\_ \* **Pens**
- \_\_\_ **Stapler**
- \_\_\_ **Paper Clips**
- \_\_\_ **Favors** if applicable
- \_\_\_ **T-shirts** if applicable (THIS IS A FULL TIME JOB FOR ONE PERSON!!)
- \_\_\_ **Prepare Regatta Receipts Detail** (account for all checks and cash by individual participant). Treasurer must have this detail to properly account for all regatta receipts. All cash must have a cash receipt ticket prepared. On receipts detail, show Entry Fees, Merchandise Sales, and Meal Sales (if applicable) separately.
- \_\_\_ \* **Prepare Regatta Participant--Entry List** by class showing boat type, sail number, helmsman/co-helmsman's name. Give one copy to Race Committee and another to Scoring Committee. (THIS IS A FULL TIME JOB FOR ONE PERSON, this person should only do this during registration!!)
- \_\_\_ **Coordinate with Race Committee and Scoring Committee** during registration.
- \_\_\_ **After registration is over, give all checks, cash, cash receipt tickets, and Regatta Receipts Detail to PPYC Treasurer or Regatta Chairperson.**
- \_\_\_ \* **After regatta be sure to send completed entry forms to the PPYC mail list manager** so the mailing list can be updated. **THIS IS VERY IMPORTANT!**

BE AT REGATTA SITE ON TIME!

\*THE ABOVE ITEMS MARKED WITH AN ASTERISK (\*) ARE VERY OFTEN FORGOTTEN OR OVERLOOKED. THIS CAN CAUSE PROBLEMS DURING REGISTRATION. PLEASE REVIEW THIS LIST BEFORE THE REGATTA TO BE SURE YOU HAVE NOT FORGOTTEN ANY OF THESE ITEMS.

**PERCY PRIEST YACHT CLUB**

(10/2000)

**REGATTA COMMITTEE CHECKLIST**

**SCORING COMMITTEE**

- \_\_\_ **Entry List** by class showing boat type, sail number and helmsperson/co-helmsperson's name (from registration committee).
- \_\_\_ **Blank Handicap Race Scoring Sheets** (contact the club Race Director for these).
- \_\_\_ **Blank Regatta Score Sheets** (contact the club Race Director for Regatta Score Sheets with columns for 6 races).
- \_\_\_ **PPYC- PHRF Rating List** for cruiser regattas
- \_\_\_ **US Sailing *PHRF Handicaps Book*** (current issue) for cruiser regattas
- \_\_\_ **US Sailing Portsmouth Rating Book** (current issue) for dinghy regattas
- \_\_\_ **Rule Book, *The Racing Rules of Sailing***
- \_\_\_ **Sailing Instructions**
- \_\_\_ **Formulas for scoring**--PHRF and Wind Dependent Portsmouth (Determine correct formula for scoring for overall/perpetual trophies if applicable by reviewing Notice of Race and Sailing Instructions. Make sure that the Race Committee understands that elapsed times MUST be kept for ALL boats if overall scoring is required.)

**PHRF (Time-on-Time):**                      Corrected Time (in seconds) = Elapsed Time (in seconds) x Time Correction Factor  
Time Correction Factor = 650/(550+PHRF)

**Portsmouth (Time-on-Time):**              Corrected Time (in seconds) = (Elapsed Time (in seconds) / Wind Dependent Rating) x  
100

- \_\_\_ **Pencils**
- \_\_\_ **Calculator(s)**
- \_\_\_ **Note Pads**
- \_\_\_ **Time Sheets from Race Committee** (including classes, sail numbers, elapsed times, finishing positions, and pending protests for each race)
- \_\_\_ **Course diagrams and course lengths from Race Committee**—(not needed for time-on-time or one-design races).
- \_\_\_ **Coordinate with Registration Committee, Race Committee, and Protest Committee**

**Optional**

- \_\_\_ **Computer, Scoring Program, and Printer.** If no printer is available, consider using a computer spreadsheet program (e.g., MS Excel) for calculations/sorting and the Regatta Score Sheet for writing in the scores for each race.

**POST SCORES AS SOON AS POSSIBLE EACH DAY!!!**

**SEND COPY OF REGATTA RESULTS TO MAINSHEET (NEWSLETTER) EDITOR AND CLUB RACE DIRECTOR A.S.A.P.!!**

**SEND COPY OF CRUISER REGATTA RESULTS TO PPYC-PHRF CHAIRMAN!!**

**SEND COPY OF REGATTA RESULTS TO PUBLICITY CHAIRPERSON A.S.A.P.**

**PERCY PRIEST YACHT CLUB**

(10/2000)

**REGATTA COMMITTEE CHECKLIST**

**PROTEST COMMITTEE**

- \_\_\_ **Sailing Instructions, addenda, and written changes**
- \_\_\_ **Notice of Race/Flyer**
- \_\_\_ **Rule Book, *The Racing Rules of Sailing***
- \_\_\_ **US Sailing Appeals Decisions and ISAF Cases book** (in PPYC display case)
- \_\_\_ **US Sailing Standard Protest Forms** (available from US Sailing)
- \_\_\_ **Class Rules (for one-design classes)**
- \_\_\_ **Model Boats** (available from US Sailing)
- \_\_\_ **Note Pads** for committee use
- \_\_\_ **Graph Paper or note pad** for drawing diagrams. **IMPORTANT--for every protest**, a diagram must be approved by the protest committee by either approving one drawn by a protestor or better, one drawn by the Protest Committee.
- \_\_\_ **Pencils**
- \_\_\_ **Coordinate with Scoring Committee and Race Committee**

**Optional**

- \_\_\_ **Tape Recorder**
- \_\_\_ **Flip Chart and easel** for drawings
- \_\_\_ **Explanations of Racing Rules** (e.g., Dave Perry's book or Paul Elvstrom's book which includes model boats.)