

## REGATTA INFORMATION

To run a good safe regatta, the hard work must be done at the planning stage.

### Local Organizing Committee (LOC)

- ? Appoint knowledgeable regatta chairperson at earliest possible time.
- ? Chairperson should form committee to delegate areas of responsibility. These include:
  1. Officials
  2. Site preparation
  3. Equipment
  4. Food services
  5. Medical services
  6. Traffic control/parking
  7. Publicity
  8. Volunteers
- ? Chairperson is the coordinator. A checklist of responsibilities/requirements should be developed for each committee member and the Chairperson should contact them regularly. Use the Checklist for Regatta Hosting as a guide.
- ? Chairperson should contact MRA for provincial sanction.
- ? Chairperson should contact provincial official's chair for assistance in arranging for registered officials.
- ? Chairperson should contact the Harbour Master and notify of the date of the regatta, the times it will run, course layout, and estimated attendance of competitors and spectators.
- ? Chairperson should request attendance by a first-aid organization, such as the St. John's Ambulance at the earliest possible time.
- ? Chairperson should book radio operators (ARI ES) at the earliest possible time.
- ? Book the equipment required, including boats, communications, docking and other facilities.
- ? Chairperson should ensure that club insurance is adequate to cover event.
- ? Order the prizes.
- ? Consideration should be given to paying honorariums to organizations who assist with safety or communication such as St. John's Ambulance and ARI ES.
- ? Regatta committee should provide any additional officials to run the regatta
  - Consider viewing the video of the RCA Rules of Racing to understand regatta organization.

### AT LEAST TWO MONTHS BEFORE THE REGATTA, SEND ANNOUNCEMENT AND INFORMATION TO CLUBS, WHICH SHOULD INCLUDE:

1. Complete Regatta details and timetable, including proposed racing schedule
2. A local road map, indicating the regatta site
3. Any important information regarding the best routes for boat trailers to approach the location and to avoid hazards, such as tight turns
4. Entry forms stipulating a deadline for their return
5. Indicate which rules of racing apply, and note any local variations, including

- (a) Competitors to wear common-coloured singlets or t-shirts
- (b) Blades to be a common colour

Consider contacting major clubs who have not sent in entry forms at least one week before deadline for entries.

## **SITE REQUIREMENTS AND FACILITIES**

The following facilities should be in place:

1. Meeting place
2. Adequate washrooms and supplies
3. Shelter and changing rooms
4. Registration area
5. Weigh-in area (if applicable)
6. An operational telephone
7. A visible, well marked start line with adequate facilities for starting races
8. A visible, well-marked finish line with adequate facilities for the finish judge
9. Adequate and safe approaches and launching facilities for shells

## **EQUIPMENT**

The following equipment should be in place:

1. A public address system
2. For each referees' launch, in addition to the regulation of the Small Boat regulations there should be:
  - (a) An experienced operator
  - (b) Enough PFD's to cover occupants and extras to assist athletes
3. Two safety launches with first responders and experienced operators
4. Batteries for the operation of megaphones and 2 way radios
5. Weigh scale (if applicable)

## **REGATTA DAY**

Ensure that a current weather forecast is available for the regatta meeting.

Prepare multiple copies of the race schedule for review / revision at the regatta meeting.

Have enlarged version of the course map for regatta meeting and subsequent posting.