

# INLAND LAKE YACHTING ASSOCIATION

## REGATTA MANUAL GUIDE

The ILYA encourages its Member clubs to host regattas and to use this manual as a guide.

### HOW TO SUBMIT A BID

Member clubs may submit regatta bids for any future date by completing the **Regatta Bid Form** ([bit.ly/ILYARegattaBidForm](http://bit.ly/ILYARegattaBidForm)) and submitting it to the Executive Director **by October 1** for consideration at the ILYA Board of Directors' Fall board meeting **or by January 15** for consideration at the Winter Board meeting. At the Fall Board meeting, invitational regattas are usually awarded two years in advance; however, Championship regattas for classes A, E, C, MC, X and Opti usually are awarded three (3) years in advance.

The guidelines in this manual may be amended at any time by the ILYA Board of Directors, and do not supersede the ILYA Bylaws, rules, or other decisions of the Board.

### ILYA Regattas Registration

Type	Classes	Membership required	Register via Regatta Network	Social events	Measurement/Weighing
Invitationals	E,C,MC, (I-20, Melges 17)	YES	YES	Host Club	NO
Championships	A,E,C,MC, Melges 17, I-20, X*, IOD**	YES	YES	Host Club w/ILYA approval	YES
<p>*X Championship has two divisions—the Juniors, who are contestants under 15 years of age; and the Seniors, who are contestants age 16 years and younger (see ILYA Bylaw 12.18.2 for age requirements based on ages as of 1/1 each year)</p> <p>**IOD Championship hosts two fleets: Green fleet and a combined Championship fleet comprised of Red, Blue and White fleets. Sailors must be under 16 as of 1/1 each year. The regattas are sailed on two consecutive weekdays.</p>					
No Tears Clinic	IOD	NO	NO	None	YES
Youth Champs	Club 420	YES	YES	host club	NO

The ILYA sends a registrar for most Invitationals and all Championships. The measurer attends ILYA Champs and X Champs. Safety checks are performed for No Tears and Opti Champs.

## COORDINATION OF HOST CLUB AND ILYA

The ILYA shall:

- Prepare and publish a Notice of Race (NOR) in cooperation with the host club to provide local and social information. (See Appendix 1)
- Prepare and publish the Sailing Instructions (SIs) (RC Chair)
- Collect all pre-registrations via a regatta management software program
- Supply all trophies for Championship events, with the exception of the Red, Blue, White and Green trophies for the IOD Championship
- Appoint all PROs and Judge/Jury personnel. Supply all RC equipment not available from the host club
- Provide measurement personnel as appropriate per class
- Provide access to ILYA Facebook, Twitter and YouTube accounts. (Member clubs should not create new sites.)

The host club shall:

- Coordinate all duties, responsibilities, organizational work and administration on land and water, which includes registration process, logistics and operations, launching, mooring, parking and measurement procedures.
- Arrange all social events and meals. Provide social packages for RC (which may or may not include evening meals) and other selected officials/sponsors.
- Provide spectator boats; instructions for parking and launching.
- Assist with RC boats and equipment as requested and possible.
- Supply all trophies for Invitational events
- Assign social media personnel and photographer for event promotion.
- Assign scorer familiar with or to be instructed in designated regatta management software for scoring and late registration. Provide space for posting scores and other official notifications and/or TV for scrolling of info.
- Provide housing for Executive Director, registrar and PRO/RC as indicated.
- Provide local DNR, mooring, water use policies along with social information.
- Shuttle boats for moored boats as needed; suggested 1:12 ratio shuttle/sailboats.
- Parking for support/RC boats

All ILYA rules will be in effect, meaning all boats, sails and crew members must meet the measurement, scantlings, weight restrictions and all other rules prescribed by Class Scantlings, unless exempted in the SIs. The ILYA IOD No Tears Regattas are designated as clinics to eliminate need for traditional SIs and NORs. **Special exceptions to ILYA rules must be approved by the ILYA Board at the Fall Meeting prior to the year in which the regatta is scheduled.**

## SANCTIONED REGATTA FORMATS AND BID SELECTION

The following types of regattas are officially sanctioned by the ILYA: Invitationals and Championship regattas, Single and Multi-Class regattas, Youth and Adult regattas. Consideration of bids will include class preference, locations of other regattas in same year, and fleet preference for alternating regions. A club contemplating hosting the multi-fleet Annual ILYA Championship Regatta must thoroughly weigh the administrative, organizational and cost differences as well as the practical functional aspects of scheduling alternatives. Sailors' recommendations will take precedence over a host club's wishes and the ILYA's desired format will be identified clearly. If circumstances warrant, a host club's application

may restrict its bid to one of the above or other specific formats. Dates and other details included in chart below.

ILYA Regatta Dates, Format					
Type	Traditional Date	# days	Classes	Format	Membership required
Invitationals	E/MC - wkend post 7/4; C - 2nd wkend post 7/4	2-3 days	E,C,MC, (I-20, Melges 17)	1-2 classes	YES
Championships	X - Last wkend July; Opti - MT following X; Adult Champs - third wk Aug; Youth/M 17 Champs - TBD *** Multifleet events	2-4 days	A,E,C,MC, Melges 17, I-20, X*, IOD**	determined by BOD at time of bid	YES
<p>*X Championship has two divisions—the Juniors, who are contestants under 15 years of age; and the Seniors, who are contestants age 16 and younger (see ILYA Bylaw 12.18.2 for age requirements based on ages as of 1/1 each year)</p> <p>**IOD Championship hosts two fleets: Green fleet and a combined Championship fleet comprised of Red, Blue and White fleets. Sailors must be under age 16 as of 1/1 each year. The regattas are sailed on two consecutive weekdays.</p> <p>***Multi-Class Championship Regattas</p> <p>a. A week long regatta consisting of one race per day for each of the classes participating.</p> <p>b. A week long Championship regatta consisting of two or more races per day for each of three classes the first half of the week, with the other three fleets sailing two or more races per day for the second half of the week.</p> <p>c. A four-day event with four fleets participating with two races preferable for each fleet.</p> <p>d. Other formats may be considered with the approval of the regatta Coordinating Committee and the Board of Directors.</p>					
No Tears Clinic	Last Monday of July	1 day	IOD	Jr/Sr based on age	NO
Youth Champs		2 days	Club 420	Laser may be added	YES

## REGATTA FINANCING AND REGISTRATION DEADLINES

Sanctioned Regattas are financed in different ways, as follows. All regatta registrations, with the exception of the No Tears, will be collected by the regatta management software administered by the ILYA. Registration money due to the club will be submitted to the club within one week of the conclusion. The amount due to the club is comprised of the host lake portion as outlined in the Finance Chart, plus a 50% split of all late fees.

Regatta entry applications must be entered and paid for on the regatta management software no later than the following dates to avoid late entry fees:

- Class X Championship, July 10
- Class IOD Championship, July 15
- Classes A, E, C, I-20, and MC Championships, July 25

Entry applications for Invitational Regattas, Youth Championship Regattas, Club 420 Regattas, and the Melges 17 Championship Regatta shall be submitted no later than two (2) weeks before the first race of the regatta. ***These deadlines may be superseded by the Notices of Race.***

If an entry application and entry fee for a yacht has not been submitted by the deadline date set forth above, the yacht may still be entered by paying a first level late entry (penalty) fee. However, the entry must be in the hands of the Executive Secretary of the ILYA before on-site registration as published in the NOR. After this cut off, entries will be subject to facilities being available and to a second level penalty fee, except for Invitational Regattas, whose late entry fees may not exceed the first level.

### Late Penalty Fees

- 1) The first level penalty fee for all Championship events will be 20% of the entry fee rounded to the nearest whole dollar.
- 2) The second level penalty fee for all Championship events will be 30% of the entry fee rounded to the nearest whole dollar.
- 3) The penalty fee for all Invitational events will be 25% of the event fee rounded to the nearest whole dollar.

### Social Fees

If social fees are run through the ILYA, a 5% software management fee will be assessed, so a host club should establish the social fee at the desired amount and then add the management fee.

ILYA Regatta Financial						
Type	Classes	ILYA Supplies Trophies	Social events	Registration fee ontime/late	Fee given Host Club	
Invitationals	E,C,MC, (I-20, Melges 17)	NO	Host Club	E - 140/170 C - 105/125 MC - 90/110	E - \$80 C - \$60 MC \$50	
Championships	A,E,C,MC X, IOD	YES exc IOD RWBG	Host Club w/ILYA approval	A - 330/396 E - 175/210 C - 130/155 MC/X - 110/130 Opti - 90/110	X/Opti - \$40 M17/420 - \$40 Multi-Fleet Annual Championship Regattas—The Regatta Entry Fees are established by the ILYA and collected by the ILYA in the amounts stated in Bylaw 12.15.4 The Club hosting the ILYA multi-fleet Championship Regatta shall receive a flat subsidy amount or partnership fee in an amount mutually agreed to by the member club and the Board of Directors. Entries are sent to, and processed by, the ILYA office through a mandatory regatta management software program selected by the ILYA.	
No Tears Clinic	IOD	NO	None	\$45/60 includes lunch and T-shirt	All but \$10/boat if fleet is >20	
Youth Champs	Club 420	YES	host club	\$80		

You may request the collection of social fees through ILYA registration software but add 5% management fee

## **PRE-REGATTA PUBLICITY AND OFFICIAL NOTICE**

The official vehicles for regatta publicity for ILYA Sanctioned Events are the ILYA digital publication *Scow Slants*, the ILYA web page, and ILYA *Scowlines*. The host club should begin planning in time for a fully informative article and Notice of Race to appear in the Spring issue of *Scow Slants* prior to the regatta (April 1 deadline). *Scowlines* is available for as much publicity as a local club desires to promote the event. The ILYA manages a Facebook, Twitter and You Tube account which should be utilized due to its large viewing audience. Member clubs should not create new sites because scores location should be on the ILYA sites.

## **MEMBER CLUB MANDATORY ILYA OPERATIONAL DEADLINES**

### **One year prior to event for Champs; January for Invitationals**

- a. Consult with Executive Director on regatta budget structure to include RC needs, social fees, host club revenue per boat, and promotion or sponsorship needs.
- b. Begin planning and procurement for housing for announcement in *Scowlines*. Consider youth housing to promote participation, RV and camping facilities and host member houses.
- c. Submit first promotional piece to *Scowlines*.
- d. Obtain rights to designated regatta management software; design and launch regatta website for registration and social announcements.

### **February**

- a. Submit local additions to SIs and NOR.
- b. Arrange housing for ILYA personnel – Executive Director or registrar.

### **March**

- a. Submit regatta logo and promotional info for *Scowlines* and digital *Scow Slants*.
- b. Notify Executive Director of social event fees and whether host club will handle those fees internally or use regatta management software. (Remember to add 5% to cover software management fee.)

### **April**

- a. Submit **final** social, soft goods and local information to digital *Scow Slants*.
- b. Appoint scorer so he/she can obtain rights and instruction in scoring in designated regatta management software. No alternate scoring method will be approved.

### **Two months before event**

- a. Review RC and registration needs to be supplied by ILYA and those to be provided by host club.
- b. Confirm housing for ILYA personnel – Executive Director or registrar.

### **One week after event**

- a. Submit suggestions regarding needed additions or updates to this Regatta Manual Guide, and comments regarding any problems that occurred to the ILYA Executive Secretary.
- b. Complete the ILYA Invitational Regatta Financial Report, and send to ILYA Executive Director. This information will be greatly appreciated by future regatta Chairs.
- c. Submit the regatta article as covered by the publicity committee along with photos for the Regatta Results issue of *Scowlines* to the ILYA Executive Director. – **Submit by Sunday night** for guaranteed inclusion in *Scowlines* which published most often on Mondays during the sailing season.

## **ILYA Regatta Financial Report**

(To be submitted by the host club one week after the regatta for next year's planning)

**Number of boats registered.**

### **Income**

Fees received, including late entry fees

Receipts from food sales

**Total income**

### **Expenses**

ILYA Fee Refund

Catering/host club food costs

Trophies

Site preparation

Sanitary Facilities

Printing

Race Committee meals/events

Launching costs

R.C. boat fuel

Taxi service fuel

Property & Equipment rentals

Security service

Public address system

Tents

Utilities

**Total Expenses**

**Appendix 1**  
**Preparation of NOR – Host Club and ILYA Responsibility**  
**"Notice of Regatta and Preliminary Instruction"**  
**Follow the RSS 2017 – 2020**  
**Sailing Conditions**  
**Deadline to ILYA is April 1 in year of regatta**

The ILYA will provide the Notice of Race. It will include all those items directly related to the sailing procedures, rules and changes specific to the regatta.

The items listed below, when applicable, should be distributed with the NOR, but should **not** be included as numbered paragraphs in the notice. This information is the local club's plans for the event.

1. Name and site of regatta with address. Please designate the regatta headquarters if different from the site address.
2. Regatta chair with contact info.
3. List of sponsors, if appropriate.
4. Lodging, housing and camping information.
5. Description of meal facilities/social plans.
6. Race committee and protest committee members.
7. Special mooring or storage requirements.
8. Sailing schedule if unusual. Otherwise regatta will commence at 10:00 AM on first listed date.



## Appendix 2

### HOST CLUB SUGGESTED COMMITTEES

Following is a list of committees which should be established in preparation for a regatta; individual clubs might have additional committees and requirements as well. Member clubs may wish to combine or separate the duties of some of these committees, but all of the duties are REQUIRED and must be handled adequately. Regatta management software may assist with the organization of the event. The ILYA utilizes regatta management software for registration but such choices as Google Docs or project management software may be beneficial.

#### 1. **Publicity Committee**

Local media should be contacted at least three months prior to the event, with follow-ups as the date approaches. A designated light, maneuverable powerboat(s) may be assigned for photography, and each journalist should be accompanied by a knowledgeable guide to explain the competition. The publicity chairman should appoint a person to cover the events of the regatta and to take photos suitable for printing in the ILYA Scow Slants and other national class association publications. **A regatta story with photos should be sent to the ILYA immediately (night of trophy presentation) for next day publication after the event.**

#### 2. **Housing Committee**

This Committee researches the availability of local hotels, campsites, and other potential housing for publication in the NOR, including addresses and rates. For Championship events, rooms should be reserved one year in advance and the rates/available hotels should be published in *Scowlines* the previous Fall.

The Housing Committee should make provisions for those participants who desire RV parking and amenities.

Private housing in host club members' homes should be provided on a priority basis for all out-of-town race officers, judges, and their spouses. However, this does not mean that the host club should pay for lodging if housing is not desired or possible. At a minimum, the Principal Race Officer, the other Race Officers, the Chief Judge, and other Judges should be **offered** private housing.

At the option of the host club, housing may be made available for participants. If so, the name, address, and phone number of the Housing Chairman should be included in the NOR.

For the Youth (Laser) Championship and Club 420 Championship events, private housing is strongly encouraged, and the availability of private housing will weigh heavily in awarding the regatta.

#### 3. **Measuring, Launching, Weighing and Hauling Out Committee**

Because this committee depends significantly on the layout of the particular yacht club, these comments will be general in nature. If weighing is required, it is desirable to have weighing facilities available for only one day. ILYA Official Measurers will do any measuring with the ILYA-supplied gantry and scale, and the Fleet Committee will supervise the weighing. A site protected from the wind is mandatory. It is, however, up to the host club to arrange a smooth traffic flow, and assist with weighing and launchings. Arrangements

should be made for trailer and car parking. Flow and checkpoints should be carefully prepared, so that during the rush there are always boats ready to be weighed, measured, etc., and the participants are told where to go next. Clubs that are hosting dry-sailed events should arrange for additional trailers, which can be used by participants who arrive on double- or triple-decked trailers.

4. **Registration Committee**

The Registration Committee shall be responsible for providing a suitable headquarters area with adequate tables and chairs. All registration and dues collection is provided by the ILYA's designated regatta network software. The ILYA will have its current membership records available to ensure that all skippers are appropriate ILYA members.

- A. Registration will be required for all skippers and crew members. The ILYA registration table will be the first contact for skippers, who must complete measurement prior to registration.
- B. Local personnel will handle individual regatta information kits, sell tickets, etc. Host clubs, in most cases, will handle social and soft goods sales.
- C. The Committee will provide personnel to assist the ILYA representative, and should have a working knowledge of the regatta management software.

5. **Mooring and Shuttle boat Committee**

The smooth and dependable operation of shuttle boats is vital to the success of a regatta where boats are moored on water.

It is recommended that a minimum of one shuttle boat to every twelve entries be provided. Shuttle boats and a designated docking area for them should be clearly marked. An adult supervisor should coordinate, direct traffic, help load and unload, etc. at all times.

Moorings should be in a protected area with good holding and as near to the regatta headquarters as possible. Mooring placements should be under the supervision of the committee and laid out in rows to make shuttle boat operation easier. Mooring area and type of buoys should be approved by local authorities where applicable. Host clubs should include local regulations in the NOR, if possible, regarding items such as fees and special requirements.

6. **Race Committee, Jury, and RC Boat Committee**

The ILYA, through its Race Management and Judges Committees, shall:

- appoint the Principal Race Officer, Chief Judge, Associate Race Officers and Judges at all ILYA sanctioned regattas
- provide necessary equipment for the race committee boats to supplement equipment of the host club and private RC, except boat anchors and line
- coordinate set up of the race committee boats with the Executive Director in advance of the start of the regatta, to include radios, flags, standards, etc.
- appoint the jury through the Judges and Appeals Committee Chair
- appoint the associate race officers, through the RC Management Chair.

The host club shall/may be asked to:

- provide RC boats when requested by PRO. (Sometimes the RC prefers to bring their own boats.)
- provide anchor pullers, assistants and drivers as requested by the PRO.

- provide housing for all out-of-town Race Committee members who request it.
  - help launch and moor race committee boats that are brought by the RC.
  - provide location of gas for all RC boats.
  - coordinate with the PRO regarding equipment that will be provided by the host lake. (PRO will coordinate with Executive Director for additional equipment needed.) It is recommended that a spare race committee boat be available in case of a breakdown.
  - provide all meals at no charge to the race committee. Typically this means all lunches. If dinner is part of the opening ceremony and competitors' briefing as is done at the ILYA X Championship, then the dinner should be provided at no charge as well.
- Generous offerings of evening social events is welcome but not mandatory.

7. **Spectator Boat Committee**

It will be the host club's responsibility to provide enough adequate spectator boats to accommodate all guests who wish to watch the races. Spectator boats should collect guests at the club pier after the majority of the sailing fleet has departed.

8. **Scoring Committee**

The host club is required to provide an official scorer, with scoring conducted through ILYA's designated regatta management software. The scorer will post unofficial race scores as provided by the Race Committee, on the official bulletin board. The official scores will be posted after any protest hearings. Host clubs might wish to provide a TV monitor or link to the regatta network for access to posted scores.

9. **Real-Time Reporting Committee**

The host club is required to provide a person to complete real-time reports of each day's events, including regatta activities, results, and perhaps a photo. The ILYA will provide the web site or email for submission.

10. **Trophy Committee**

All trophies must be secured by the host club for Invitational regattas. For ILYA Championship regattas, trophies will be provided by the ILYA (see Bylaw 17.3), with the exception of the RWBG Opti Championship fleet trophies. Participation trophies will be applicable for the No Tears and the Green Championship regatta. For all adult fleets, trophies will be awarded to approximately the top 20% of registered skippers (and crew, if possible). Awarding of race trophies and other special trophies will be based upon the fleet committees' recommendations.

**Other recommendations:**

**IOD No Tears Senior** — 10 place trophies for skipper. Participation medals for all.

**IOD No Tears Junior** — 10 place trophies for skipper. Participation medals for all.

**IOD Championship —**

**Overall** — 15 place trophies for skipper. (ILYA Championship trophies are provided by the ILYA Office for this category.)

**White** — 5 place trophies for skipper. Host club to purchase.

**Blue** — 5 place trophies for skipper. Host club to purchase.

**Red** — 5 place trophies for skipper. Host club to purchase.

**Green** — 10 place trophies for skipper. Host club to purchase; participation medals for all.

**Girls** — 3 place trophies for skipper will be provided by ILYA

**Youth (Laser) Championship** — Race trophies are not encouraged in order to keep costs minimal.

**420 Championships** — 3-5 place trophies for skipper and crew

**Single-handed (Laser)** — 3-5 place trophies for skipper.

**Single-handed (Laser Radial)** — 3-5 place trophies for skipper.

11. **Food Committee**

This committee is responsible for planning and providing all meals for the regatta. The committee should work very closely with the PRO to accommodate the racing schedule and weather conditions, including radio communication as needed to ensure smooth operations. The daily luncheon service should be designed to be served as rapidly as possible. If two fleets are sailing at the same time, the scheduling should be adjusted, if possible, so that both fleets do not dock at the same time. This committee must be notified immediately of changes in a scheduled race. Committees also may find it helpful to consult records from the prior year's regatta for planning and logistics.

At the Youth Championship, low cost is a consideration. In the IOD No Tears and IOD Championship, participants' lunches should be included in the registration fee.

12. **Social Committee**

Parties and other social events should be planned to appeal to the broadest age group represented at the regatta. A Youth Championship party should be informal and affordable.

The PRO, the Associate Race Officers, and the Chief Judge and jury members should receive tickets for all lunches and social functions (as desired by the host club) during the event.

13. **Insurance Committee**

It is strongly recommended that the host club consult its insurance counselor to determine the type or necessity of insurance coverage (or additional coverage) for hosting a regatta. The ILYA has insurance covering sanctioned events as well. For more information, contact the Executive Secretary.