Information Required to create a Notice of Race and Sailing Instructions Supplement

Before you create your Supplement, you will need to collect the relevant information about the event, running the races, and the schedule. This is usually best done through communication with the club's scheduling person, the PRO, the protest committee chairperson, and whoever manages equipment for the club. One you collect this information, you can create your Supplement. If your club is an ILYA member, you can send your info to the ILYA and we will create a Supplement and send it to you. Alternatively, you may download the Supplement Template.

1 Regatta Basic Info

1.1 Class sailing in the event

A Scow, E Scow, C Scow, MC Scow, X Boat, Optimist White, Blue, Red, or Optimist Green

1.2 Event Name

Regatta name or club series name

1.3 Organizing Authority

For events run by an association like the Inland Lake Yachting Association, or the National Class A Scow Sailing Association, these would be the Organizing Authority. If this is an event simply run by your club, then your club would be the Organizing Authority.

1.4 Name of Host Club

Your full club name goes here. For instance, your club might be called Gull Lake Yacht Club and Sailing School.

1.5 Club address

The physical address, not the mailing address. PO boxes don't belong here.

1.6 Contact Person

You'll want the name and email.

2 Venue information

2.1 Location of the regatta harbor

This is where you describe a mooring area or parking details for dry sail

2.2 The Racing area

Usually something like "the navigable waters of Pewaukee lake, generally north and west of Pewaukee Yacht Club."

2.3 Location of the Official Notice Board

Where are you going to post things? This is often something like "the northwest windows on the lower floor of the Buddy Melges Sailing Center

2.4 Location of the Race Office

This is where you will keep protest forms and they can be turned back in. It could be something like "The bar at Cedar Lake Yacht Club."

2.5 Signals ashore location

This is often a flagpole on the club's waterfront or on a boat tied to the dock in front of the club. The PRO will often have an opinion about this. Ask them what they prefer.

3   Racing information

3.1 VHF Channels

Figure out which VHF channel you will use. Be sure to avoid channels that are designated as government only, emergency, etc. Also avoid channels used by local fishermen or the club that might be in range of your course and running races at the same time.

3.2 Location of the competitor's briefing

This is often the front lawn at the club. The PRO will often have an opinion about this. Ask them what they prefer.

3.3 Description of marks

You might use orange balls for all marks, or swap in yellow cylinders for change marks and white tetrahedron's for the finish line. Describe it all.

3.4 Description of the class flag

This is usually the class logo on a white background. Describe what you use.

3.5 Protest time limit

If you don't mention anything, the "default" time in the Standard NOR/SIs is 75 minutes after the last boat finishes. If you want it to be a different time and/or start the time limit when the signal boat docks, then you need to say so. The protest committee chair will often have an opinion about this. Ask them what they prefer.

3.6 Postpone Ashore Delay

This "default" is 60 minutes between the postponement on shore dropping and a potential start. If your starting line is close and everyone can get there quickly, you might shorten this. If you have a long wait, then you might increase it. The PRO will often have an opinion about this. Ask them what they prefer.

3.7 Prizes

What prizes do you intend to award? Describe them. You might say, "Prizes will be given to the top 5 finishers, the top female, and the top skipper over 105 years of age."

4 Dates and Times

4.1 First permissible date and time of arrival

Do you want to allow people to show up 3 days early? Can they drop their boat at your club a week ahead of time so they don't have to tow it home between regattas? If not, then list the first time that is reasonable.

4.2 Onsite registration date(s) and time(s)

This will often be one time block or two.

4.3 Competitor's briefing date and time

The PRO will often have an opinion about this. Ask them what they prefer. Will this be verbal only, or will you broadcast it on VHF as well?

4.4 First scheduled warning date and time

The PRO will often have an opinion about this. Ask them what they prefer.

4.5 Last permissible start time

This could be as simple as noon on the last day of racing. If people are mostly local, you might make this time later. If the event is important, you might say that it would be noon if 3 races are completed, but 3pm if 3 races aren't completed.

5 Additional Rules

Most events won't reference any additional rules. Does your club have rules about spectator boats? If yes, referencing that document goes here. Other examples include drone policy, association bylaws (if they have rules bout racing), and jury policies (if there is a document about that).

6 Racing Specifics

6.1 Total Number of races scheduled

6.2 Ideal format

Maybe you want 3 races on day 1, and 2 races on day 2.

6.3 Maximum number of races per day

This could be the total number of races scheduled. This could also have a reasonable cap. Think about how many you would run if tomorrow's forecast indicates that racing is almost certain to be impossible.

6.4 Excluded Races

Will there be score(s) "thrown out" after so many races? Will all races be counted? Describe that system.

7 Moorings

Should people bring a mooring? How deep is the water in the mooring area?

8 Registration info

How would I register if I want to come?

8.1 Online registration link

8.2 Main in options

8.3 Entry Fee

8.4 Late Fee and date for late fee

8.5 Onsite registration fee (if different than late fee)

8.6 Additional Registration requirements

These could be things like member of certain clubs, members of an association, age restrictions, or other things for special events.