

Revised: January 24, 2009

INLAND LAKE YACHTING ASSOCIATION REGATTA MANUAL GUIDE

GENERAL INFORMATION

The ILYA encourages its Member clubs to host regattas and has prepared this manual as a guide in the planning and holding of these events. **Regatta Chairpersons or other club representatives are invited to attend a regatta planning session which is annually moderated by the Executive Secretary at the Winter Inland.**

It is the policy of the ILYA to give a reasonable lead time to member clubs when awarding regattas.

Member clubs may submit regatta bids for any future date. The ILYA Board of Directors may award regattas to member clubs two (2) years in advance of the date at their annual fall meeting. (Example: For a regatta scheduled for the summer of 2011, the bid should be received before the Board meeting in the fall of 2009).

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.

Traditional Dates for ILYA Sanctioned Regattas — These dates are approximate and subject to annual review by the Board of Directors. See the Executive Secretary for specific dates for specific events.

1. Youth Championships — last weekend in June.
2. Class E Invitational Regatta — first full weekend after the 4th of July.
3. Class MC Invitational Regatta — same as Class E.
4. Class I-20 Invitational — last weekend in June.
5. Class C Invitational Regattas — second weekend after 4th of July.
6. Class M Invitational Regatta — third weekend in June.
7. Class A Open Invitational — same as Class C.
8. Class X Championship — last weekend in July.
9. Classes A Open, A One-Design, E, C, I-20, M, and MC Championships — second week in August.
10. International Optimist Dinghy (IOD) No Tears and Championship — first Monday and Tuesday after the X Championship.
11. Class Melges 17 Championship Regattas — To be determined.

Member Club Applications for Hosting a Regatta

A copy of an Official Regatta Application Form is included in this manual. Additional forms may be obtained from the Executive Secretary.

Requests by member clubs to host a specific regatta should be filed with the Executive Secretary on an Official Regatta Application Form.

TYPES OF REGATTAS

There are basically three types of ILYA Sanctioned Regattas:

- a. **Invitational Regattas:** This is a regatta for a single class of boats. It is sailed over a two or three day weekend. The host club assumes all of the duties and

responsibilities in coordination with the Executive Secretary, and all organizational work and administration on land and on the water including the supplying of suitable trophies and adequate social events. The ILYA will have available its current membership records to insure that all skippers are appropriate members of the Association. All ILYA rules are in effect. The ILYA Race Management and Judges Committee will approve the Principal Race Officer and Chief Judge, who will appoint associate race officers and judges. The host club is responsible for providing adequate boats and the remainder of the Race Committee in consultation with the Principal Race Officer. The ILYA will supplement such items as buoys, flags, guns, lines, anchors, and radios if the host club does not have adequate equipment. The ILYA Executive Secretary should be advised of the needs of the club. Measuring is optional, but a place for measuring sails may be required as Official ILYA Measurers may be present as a courtesy to the participants. Weighing of boats is optional, but should not add expense to the regatta. The ILYA will provide adequate copies of the Sailing Instructions for the participants and officials.

- b. Championship Regattas:** These are the final ILYA Sanctioned Regattas for the year for each of the sanctioned classes. At the present time Classes A, E, C, I-20, M, and MC usually sail together on the same water over a period of up to ten days (usually seven days). Classes Melges 17, X, and IOD sail their championship regattas individually prior to the six-class Annual Championship Regatta. The Class X Championship has two divisions—the Juniors, who are contestants under 15 years of age; and the Seniors, who are contestants 16 years of age and under (see ILYA Bylaw 12.18.2 for age requirements). At championship regattas all of the ILYA rules and regulations come into full play. All boats, sails and crew members must meet the measurement, scantlings, weight restrictions and all other rules prescribed by Class Scantlings.
- c. IOD No Tears Regattas:** The ILYA IOD No Tears Regattas (currently East and West) are informal training regattas open to all IOD sailors age 16 or under who are members of an ILYA member club or its affiliated sailing school. This is the only ILYA sanctioned regatta in which the participants need not be individual members of the ILYA. The regattas are one-day events officiated by sailing school instructors under the advisement of the ILYA IOD Committee.
- d. IOD Championship Regattas:** The IOD Championship Regatta is a formal championship regatta for all IOD sailors age 16 or under. The regattas are sailed on two consecutive weekdays, the first of which is in conjunction with the No Tears East or No Tears West Regatta.
- e. Youth Championship Regattas:** The Youth Championship Regatta is a formal championship regatta for all sailors age 25 or under. Two single-handed divisions (Laser and Laser Radial) and one double-handed division (Club 420) will sail seven short races on two days. Measurement and weighing of boats is not required.

For the multi-fleet championship regatta, a total of three full-length courses may be needed simultaneously for a full week's time. The Board of Directors may decide that

Silver and Gold fleets (for inexperienced and experienced sailors) may be given separate starts or separate courses.

For the Class X Championship Regatta, two full-length courses will be needed simultaneously unless two geographically proximate lakes team up to host the event together.

For IOD Championship Regatta, two courses are needed on the same lake for both days. For the IOD No Tears Regattas, two small courses may be needed on the same lake for the day if the number of entrants warrants it.

SANCTIONED REGATTA FORMATS

The following types of regattas are officially sanctioned by the ILYA:

Single Class Invitational Regattas

Classes A and E — A three-day, weekend, five race regatta. The first race is scheduled for Thursday or Friday morning. Remaining races are by announcement.

Class C — A three-day, weekend, seven race regatta. The first race is scheduled for Thursday or Friday morning. Remaining races are by announcement.

Class M — A two day, weekend, five race regatta.

Class MC — A three day, weekend, six race regatta. The first race of a three day regatta is scheduled for Thursday or Friday morning. Remaining races are by announcement.

Class I-20 — A two day, weekend, five race regatta. The first race of a two day regatta is scheduled for a Friday or Saturday morning. Remaining races are by announcement.

Single Class Championship Regattas

Class X Senior Championship — A three day, weekend, eight race regatta. The first race of a three day regatta is scheduled for Thursday morning. Remaining races are by announcement.

Class X Junior Championship — A three day, weekend, eight race regatta to be held simultaneously with the Senior Fleet Championship Regatta, but not necessarily on the same lake. If two lakes are in very close proximity to one another, the two member clubs may apply for a joint regatta. The first race of a three day regatta is scheduled for Thursday morning. Remaining races are by announcement.

IOD Championship — A two day championship regatta comprised of six races for the Red, White, and Blue fleets; and six races for the Green fleet on a separate course.

IOD No Tears Regattas — A one day regatta comprised of no more than five short races, during which coaching is acceptable by designated race officials. Junior and Senior divisions are based on age and sail on separate courses if the number of entrants warrants it.

Multi-Class Youth Championship Regatta — A two day, weekend, seven race regatta for the single-handed Laser, single-handed Laser Radial, and Club 420 yachts. One course for all fleets, utilizing staggered starts.

Multi-Class Championship Regattas

- a. A week long, six race (Class C will schedule seven races) regatta consisting of one race per day for each of the classes participating. All races to count in

- scoring with option allowing one throw-out race for Class I-20 and Class C per ILYA Bylaw 12.15.2.
- b. A week long, six race (seven races in Class C) Championship regatta consisting of two races per day for each of three classes the first half of the week, with the other three fleets sailing two races per day for the second half of the week, with option allowing one (1) throw-out for Class I-20 and Class C per ILYA Bylaw 12.15.2.
 - c. Other formats may be considered with the approval of the regatta Coordinating Committee and the Board of Directors.

The Host club contemplating the holding of the multi-fleet Annual ILYA Championship Regatta must thoroughly weigh the administrative, organizational and cost differences as well as the practical functional aspects of each of the above alternatives. If circumstances warrant, a host club may restrict its bid to one of the above or other specific formats and shall so state in its application.

Regatta Financing

The different types of Sanctioned Regattas are financed in different ways as follows:

- a. Class A, E, C, MC, M, and I-20 Invitational Regattas - from a portion of the Entry Fee. (ILYA Bylaw 12.19.5). Entry fees are established by the Board of Directors. Late registration penalty fees may be charged in accordance with Bylaw 12.18.3. The host club shall receive the following portion of each entry fee of each yacht entered in the event. Entries are sent to, and processed by, the ILYA office.

Class A Inv.	\$87	Class C Inv.	\$47
Class E Inv.	\$57	Class MC Inv.	\$47
Class M Inv.	\$47	Class I-20 Inv.	\$47
- b. Class Melges 17, X, and IOD Championship Regattas - from a portion of the Entry Fee. (ILYA Bylaw 12.19.5). Entry fees are established by the Board of Directors. Late registration penalty fees may be charged in accordance with Bylaw 12.18.3. The host club shall receive the following portion of each entry fee of each yacht entered in the event. Entries are sent to, and processed by, the ILYA office.

Class X Champ.	\$40
IOD RWB Champ	\$50
IOD Green Champ	\$45 (if 20 or more boats enter this fleet, otherwise \$55)
Class Melges 17 Champ	\$50
Class M Champ	\$37
- c. IOD No Tears Regattas - from a portion of the Entry Fee (or not). (ILYA Bylaw 12.19.3). Entry fees are established by the Board of Directors. Late registration penalty fees may be charged in accordance with Bylaw 12.18.3. The ILYA shall receive \$10 per entry in regattas in which 20 or more boats enter. The host club retains the rest of the entry fee. If fewer than 20 boats enter, the host club retains the full amount of each entry fee. Entries are sent directly to the host club.

- d. Youth Championship regattas are funded solely by the regatta entrance fees, which are determined jointly by the ILYA and the host club. The ILYA collects no part of the entrance fees but benefits only from the collection of membership dues. Entries are sent directly to the host club.
- e. 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 12.19. The Club hosting the ILYA multi-fleet Championship Regatta will receive \$14,000.00 from the ILYA to host the event. Entries are sent to, and processed by, the ILYA office.

Pre-Regatta Publicity and Official Notice

The normal vehicles for regatta publicity for ILYA Sanctioned Events are the ILYA publication *Scow Slants* and the ILYA web page.

Planning for the regatta by the host club should take place far enough in advance to allow for a fully informative article and Notice of Race to appear in the Late Spring issue of *Scow Slants* prior to the regatta (April 15 deadline).

This article will be considered the "Official Notice" of the regatta and should include as a minimum, the information on each of the items listed below and shall be entitled:

"Notice of Regatta and Preliminary Instruction"

The _____(year) Class _____(Type of regatta) Regatta at Lake _____

1. A welcoming statement along with the mailing address and phone numbers of the host club Regatta Chairman.
2. The name of the Organizing Authority (Inland Lake Yachting Association).
3. The dates of the regatta, including registration and the last event of the regatta (trophy presentation?).
4. A statement that the regatta shall be governed by the International Yacht Racing Rules, the prescriptions of the United States Sailing Association, the rules and bylaws of the ILYA, the scantling rules of the class or classes racing, and the sailing instructions, except as any of these are modified by the sailing instructions.
5. A statement that the event is classified as an "invitational" Category A event in accordance with ISAF Regulation 20.
6. Amount of entry fees, deadline dates and penalties for late entries, per ILYA Bylaws 12.18 and 12.19.
7. Conditions for acceptance of entry—memberships, washing, launching, measuring and weighing if required, including times and locations for each operation.
8. The time and place where Sailing Instructions will be distributed.
9. Location of regatta headquarters and racing area(s).
10. Race Schedule, including time set for Skipper's Meeting and Warning Signal for the first race, and number of races.
11. Equipment required: such as type of anchor needed, length of mooring lines, etc., or a statement that the regatta is to be dry-sailed.
12. Local ordinances ashore and afloat which might affect the equipment the entrant brings to the regatta.
13. Travel directions to the club including a map of the local area showing the lake area, the location of the host club and the location of nearby motels and restaurants.

14. A total list of available housing accommodations, campsites, etc. and their price range, including the name, address and phone number of the Chairman of the Housing Committee or his delegate(s) if private housing is available.
15. Social events planned, times, suggested attire and party reservation deadlines.
16. Type and number of awards. For Annual Championship Regattas other than the IOD Championship and the Youth Championship, the ILYA provides the trophies at no charge in accordance with Bylaw 12.17.3. The ILYA encourages the host clubs of IOD Championship and Youth Championship Regattas to give ILYA Championship trophies, which can be purchased from the ILYA at a reasonable cost. Trophies for Invitational Regattas and No Tears Regattas are provided by the host clubs, which are encouraged to use the guidelines of 12.17.3 to determine the number of trophies to be awarded, if financially feasible. Additionally, the ILYA Executive Secretary can assist a host club in choosing appropriate awards, though creativity and diversity is encouraged.
17. Official Regatta Entry Application. (The ILYA currently has an Official Regatta Entry Application which covers all sanctioned events except for the IOD No Tears Regatta, the IOD Championship Regatta, the Youth Championship Regatta. This is inserted into *Scow Slants* and the web page as a normal practice. It is also available on line.

Host Club Committees

Following is a list of committees which could/should be established in preparation for a regatta. It is not intended that these might be the only committees formed, as each member club has individual differences in club personnel, physical accommodations, and other special requirements. The individual member clubs may wish to combine or separate the duties of some of these committees, but all of the duties covered are **MUST** duties and must be handled adequately:

1. **Publicity Committee**

Local news media vary in their interest, but all local media should originally be contacted at least three months prior to the event to allow them to plan extended coverage. A special light maneuverable powerboat(s) may be assigned to the news media for photography, and each newsman should be accompanied by a knowledgeable guide to explain the competition and fill in color. The publicity committee has the responsibility to call in the results to the local press after each race. The publicity chairman should appoint a reporter 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 after the event.**

2. **Housing Committee**

This Committee researches the availability of local hotels, motels, campsites, and cottages. This information should be published in the Regatta Notice including address of lodging and rates.

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. 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 (maximum of three per fleet), the Chief Judge, and other Judges (usually two) should be **offered** private housing.

At the option of the host club for X Class and IOD regattas, housing may be made available for the contestants. If so, the name, address, and phone number of the Housing Chairman should be included in the regatta Notice.

For the Youth Championship, private housing is strongly encouraged, and the availability of private housing will weigh heavily in awarding the regatta.

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

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

The functioning of this committee depends very much on the layout of the particular yacht club involved. Therefore these comments will be general in nature. If weighing is required, it is desirable to arrange to have weighing facilities available for only one day. ILYA Official Measurers will do any measuring. The Fleet Committee will supervise the weighing. It is, however, up to the local committee to arrange the smooth physical traffic flow, and assist in the actual 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 boats told where to go next (signs are helpful here).

4. Clubs hosting dry-sailed events should arrange for additional trailers which can be used by contestants who arrive on double or triple decked trailers.

5. **Registration Committee**

Registration Committee shall be responsible for providing a suitable headquarters area and setting up of tables and chairs as necessary for:

1. Registration of all skippers and crew members. Regatta address and telephone numbers are useful for protests and emergencies.
2. Local personnel to handle individual regatta information kits, pass out ILYA provided Race Instructions (RC-2), sell tickets, etc.
3. ILYA Representative, who is responsible for the checking and selling of ILYA Memberships, Rule Books, etc.
4. The Committee will provide personnel to assist the ILYA representative, and coordinate the number desired in advance of the regatta by contacting the Executive Secretary.

6. **Mooring and Shuttleboat Committee**

It is recommended that a minimum ratio of one shuttleboat to every twelve entries be provided. Shuttleboats should have some means of identification. An adult supervisor should be on duty during all shuttleboat operations to coordinate, direct traffic, help load and unload, etc. A section of the headquarters dock should be designated for shuttleboats only.

The smooth and dependable operation of shuttleboats is vital to the success of a regatta.

Moorings should be in a protected area with good holding and as near the headquarters as possible. The placement of the moorings should be under the supervision of the committee and laid out in rows to make shuttleboat operation easier. Mooring area and type of buoys should be approved by local authorities where applicable.

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

The ILYA will approve the Principal Race Officer and Chief Judge and Associate Race Officers and Judges at all ILYA Sanctioned regattas. The ILYA will also provide necessary equipment for the race committee boats to supplement equipment of the host club, excepting boat anchors and line. The committee is to coordinate the time to set up the race committee boats with radio, flags, standards, etc., with the Executive Secretary in advance of the start of the regatta. It is recommended that a spare race committee boat be available in case of a breakdown. The Chief Judge will be responsible for appointing the jury; the Principal Race Officer will be responsible for appointing the associate race officers.

Host Lake Responsibility Outlined

1. Assign a regatta/RC coordinator to the PRO.
2. Provide RC boats when requested by PRO. (Sometimes the RC prefers to bring their own boats.)
3. Provide a boat and driver for the jury if requested by the Chief Judge.
4. Provide anchor pullers, assistants and drivers as requested by the PRO.
5. Provide housing for all out of town Race Committee who may request it.
6. Help launch and moor race committee boats that are brought by the RC.
7. Provide either gas or gas money for all RC boats.
8. Coordinate with the PRO what equipment will be provided by the host lake. (PRO will coordinate with Executive Secretary additional equipment needed.)
9. 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 like at the ILYA X Championship, then the dinner should be provided at no charge as well.
10. In addition to the gas money for their boat, provide a gas stipend to the race officers bringing their own boats for their car. (We suggest either \$50 or \$100 depending on the distance.)
11. Provide good wind and weather!

PRO Responsibility:

1. Recruit a qualified race officer for each race committee boat.
2. Communicate the additional personnel needs with the regatta/RC coordinator.
3. Communicate the race committee boat needs. This means communicating with the host club the size, capacity and anchor ability.
4. Coordinate the equipment with the host club and the ILYA. Ultimately it is the PRO's responsibility to have the equipment he/she needs to run the race.
5. Review SI's with the ILYA office.
6. Coordinate the sailing and social schedule with the regatta organizers.
7. Give the sailors the best races possible with the wind conditions!

8. **Spectator Boat Committee**

It is the host club's responsibility to provide adequate spectator boats to accommodate those guests who wish to watch the races. These boats should pull up to the club pier just after the majority of the sailing fleet has started out to the starting line.

9. **Scoring Committee**

It is the host club's responsibility to provide an official scorer. The official scorer will post on the official bulletin board the unofficial race scores as given to him by the Race Committee, listing the boats as they crossed the finish line. The official scores will be posted after protest hearings are held. When possible, scores should be posted on the regatta web site.

10. **Real-Time Reporting Committee**

It is the host club's responsibility to provide a real-time reporter who can download to the web each day of the event a short summary of each day's regatta activities, results, and perhaps a photo. The ILYA will provide the web site for downloading.

11. **Trophy Committee**

All trophies have to be secured by the local club for Invitational Regattas. For ILYA Championship regattas other than the Opti and Youth Championship, trophies are provided by the ILYA (see Bylaw 17.3). Trophies at other events should be awarded as follows: 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 — 5 race trophies, 10 place trophies for skipper.

IOD No Tears Junior — 4 race trophies, 10 place trophies for skipper.

IOD Championship — 6 race trophies.

Overall — 15 place trophies for skipper. (ILYA Championship trophies are available for purchase from the ILYA Office for this category.)

White — 5 place trophies for skipper.

Blue — 5 place trophies for skipper.

Red — 5 place trophies for skipper.

Youth Championship — Race trophies are not encouraged in order to keep costs minimal. (ILYA Championship trophies are optionally available from the ILYA Office for this category.)

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

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

Double-handed (Club 420) — 5 place trophies for skipper and crew

Judges mementos and race committee mementos are at the option of the host club. Participation awards for the participants in the Championship Class X Regattas and the IOD No Tears and Championship Regattas are traditional.

12. **Food Committee**

This Committee should plan the meals (duh!). The luncheon service should be set up in such a way as to be served as rapidly as possible. Very close liaison should be established with the Principal Race Officer and this committee. If two fleets are sailing, the scheduling should be such that both fleets, hopefully, do not dock at the same time. A serious problem can be created if races are called because of lack of wind or other reasons. It should

be arranged that this Committee be notified immediately when a scheduled race is changed. Radio communication between the Principal Race Officer and the Headquarters desk is important in having the food function run smoothly.

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

13. **Social Committee**

It is suggested that parties be planned that will entertain the broadest age group represented at the regatta. For Invitational regattas, one informal party is to be included in the entry fee, if possible. Often this is a cocktail party with "heavy hors d'oeuvres." A Youth Championship party should be informal and affordable.

The Principal Race Officer, the Associate Race Officers, and the Chief Judge and jury members should receive tickets for all lunches and social functions during the event, the expense to be borne by slightly increased ticket costs.

Additional race committee help (boat drivers, recorders, etc.) should receive lunches for each day of the event.

14. **Insurance Committee**

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

**MEMBER CLUB SUGGESTED OPERATIONAL TIMETABLE
NINE (9) MONTHS PRIOR TO REGATTA
CLUB COMMODORE**

- a. Select and confirm to the ILYA the appointment of Regatta Chairman, his address(es) and phone number(s) and email address.

**FIVE (5) MONTHS PRIOR TO REGATTA
REGATTA CHAIRMAN**

Request following information from ILYA Executive Secretary:

- a. List of ILYA clubs having yachts in fleet(s) concerned.
- b. Estimate of number of yachts which will attend.
- c. Type of trophies to be awarded.

**FOUR (4) MONTHS PRIOR TO REGATTA
REGATTA CHAIRMAN**

- a. Select and confirm appointment of Committee Chairmen:
 1. Publicity Committee
 2. Housing Committee
 3. Measuring, Launching, Weighing & Hauling Out Committee
 4. Registration Committee

5. Mooring and Shuttleboat Committee
 6. Judges and R.C. Boats Committee
 7. Spectator Boat Committee
 8. Scoring Committee
 9. Trophy Committee
 10. Food Committee
 11. Social Committee
 12. Insurance Committee
 13. Others at member club's discretion
- b. Establish basic regatta program and determine:
 1. Meals to be included, if any.
 2. Social schedule and charges to be made, events to be included in registration fee, if any.
 3. Time schedule for all events.
 - c. Prepare written guidelines and procedures for all committees.
- PUBLICITY CHAIRMAN**
- a. Prepare official Regatta Notice and Registration Form and send to ILYA Executive Secretary for publication in the spring issue of *Scow Slants*.

THREE (3) MONTHS PRIOR TO REGATTA

REGATTA CHAIRMAN

- a. Request names of appointed Principal Race Officer(s) and Head Judge(s) and Associate Race Officers.
- b. Call meeting of all committee chairmen and review together each committee's duties and responsibilities and assure inter-committee coordination.
- c. Furnish copies of written guidelines for all committees, as possibly modified at Joint meeting, to each committee chairman.

PUBLICITY CHAIRMAN

- a. Obtain list of current Member club's Secretaries' names and summer addresses from ILYA Executive Secretary.

TWO MONTHS (2) MONTHS PRIOR TO REGATTA

REGATTA CHAIRMAN

Request following information from ILYA Executive Secretary:

- a. Copy of current ILYA Sailing Instructions.
- b. If Yachts are to be weighed, request name of ILYA Fleet Representative who will be present at launching.

PUBLICITY CHAIRMAN

- a. Mail Official Regatta Notice along with other pertinent information to all ILYA member clubs.

REGATTA CHAIRMAN and/or MOORING & SHUTTLEBOAT CHAIRMAN

- a. Review operation of regatta with local jurisdictional authorities, get approval for race course areas, mooring areas, and parking areas.

THIRTY (30) DAYS PRIOR TO REGATTA

REGATTA CHAIRMAN

- a. Remind chairman of Club House Committee of regatta time schedule and desired facility utilizations.
- b. Convene meeting of all committee chairmen, review progress on all specific assignments, compile list of all helpers on all committees and finalize all time schedules.
- c. Provide name tags and/or badges for all club committee personnel and Race Committee.

LAUNCHING CHAIRMAN

- a. If boats are to be weighed, re-confirm with ILYA Executive Secretary who will bring the official scale. Review launching, weighing and trailer parking circulation problems with local authorities.
- b. If boats are to be weighed make provision to have on hand adequate (100 lb. at least) of plumber's lead for sale to boats requiring it, as well as lengths of 3/8" threaded rod with nuts and washers for installation. Also have a slow speed drill and 3/8" bit and other useful tools for securing lead in boats.

REGISTRATION CHAIRMAN

- a. If crew members are to be weighed, procure an accurate scale for use during registration period. Currently no classes require crew weighing.
- b. Assure availability of vari-color meal tickets, registration cards, social event tickets, etc.

JUDGES' and R.C. BOAT COMMITTEE

- a. Confirm with Executive Secretary availability and responsibility for delivery of ILYA Race Committee gear including radios, flags, guns, etc.
- b. Confirm availability of score cards and protest forms, etc.

FIVE (5) DAYS PRIOR TO REGATTA

REGATTA CHAIRMAN

- a. Re-convene all committee chairmen and proceed through shake-down review of all activities.
- b. Prepare and post on club bulletin board a sign-up sheet for available extra crew personnel (transfer to Regatta Official Bulletin Board (if different) when it is established).
- c. Assure presence in conspicuous place of designated Official Clock.

PUBLICITY CHAIRMAN

- a. Provide press release announcing event to local press.

REGISTRATION CHAIRMAN

- a. Obtain from ILYA Executive Secretary most up-to-date ILYA individual membership list.
- b. Obtain from ILYA Executive Secretary most up-to-date list of entrants and the status of each entry.
- c. Assemble information and ticket kits, one for each pre-registered yacht, plus a pre-determined number of extras for late entries.
- d. Assemble information and ticket kits for each race officer and judge, obtain correct names from Judges' Committee. Luncheon and social event tickets should be provided free to all Principal Race Officers, Race Officers (maximum of three per fleet), Chief Judge and judges (two per fleet).

TWO (2) DAYS PRIOR TO REGATTA

REGISTRATION CHAIRMAN

- a. Print list of pre-registered yachts and deliver to Kit Assembly person. Leave some spaces after each lake listing for filling in of late entries.

AFTER REGATTA

REGATTA CHAIRMAN

- a. Please submit to the ILYA Executive Secretary your suggestions regarding the contents of this Regatta Manual Guide; and your comments where you have had problems during your regatta.
- b. Complete the ILYA Invitational Regatta Financial Report, and send to ILYA Executive Secretary. This information will be greatly appreciated by future regatta Chairmen.
- c. Submit to the ILYA Executive Secretary the regatta story as covered by the publicity committee along with photos for the Regatta Results issue of *Scow Slants*.

APPENDIX I - ILYA Invitational Regatta Financial Report

(To be submitted by the host club after the regatta)

Number of boats registered.

Income

- Fees received including late entry fees
- Receipts from food sales
- Total income

Expenses

- ILYA Fee Refund
- Catering or host club food costs
- Trophies
- Site preparation
- Sanitary Facilities
- Printing
- Race Committee meals
- Launching Costs
- R.C. Boat fuel
- Taxi service fuel
- Property & Equipment rentals
- Security service
- Public Address System
- Tents
- Utilities
- Total Expenses

APPENDIX II

INLAND LAKE YACHTING ASSOCIATION

Regatta Request Form

To be filled out by Member clubs who wish to host an ILYA Sanctioned Regatta. If more than one regatta is desired, or for different years, use separate forms.

NAME OF YACHT CLUB _____

DATE OF THIS APPLICATION _____

TYPE OF REGATTA DESIRED _____
(Invitational or Championship)

FOR CLASS(ES) _____

YEAR DESIRED _____ _____ _____
(1st Choice) (2nd Choice) (3rd Choice)

Fees are set by the ILYA Board. Please state what the current fee would include (such as free lunches, cocktail party, free beer, etc. if any):

The ILYA format for trophies at Invitationals must be followed. The ILYA purchases the trophies for the Class A, E, C, M, and I-20 Annual Championships.

What type of launching and loading facilities are contemplated?

What type of mooring facilities are contemplated?

Please give approximate acreage of sailable water area on which good racing courses can be set: _____ acres

Please outline the general regatta Program anticipated, including type of social events.

Request made by:

Commodore

Mailing Address

Secretary

Mailing Address

If granted a sanctioned regatta, the _____ Yacht Club hereby agrees to abide by all of the ILYA Rules and Regulations applying to Sanctioned Events.

Signature

Commodore

APPENDIX III OPERATING PROCEDURES FOR BOAT WEIGHING

The following procedures set forth the way in which boats are to be weighed at all annual and championship regattas.

- I. Equipment:
 - A. Hoist System:

A portable crane or a fixed jib boom crane with sufficient capacity is needed to lift boats from their trailers for launching and weighing. The crane system should if possible accommodate double and triple deck trailer rigs. Enough lifting height for bridles, scales, and hooks must also be included in the total lifting height. The ILYA has a portable hoist system on a trailer which can be borrowed by host clubs, which must arrange for its transportation, assembly and disassembly. The hoist system for Optimists, if needed, is provided by the ILYA.
 - B. Scale:

Will be provided by ILYA.
 - C. Lifting Bridles:

Each yacht is to furnish its own lifting bridle.
- II. Personnel:

When a large volume of boat launching (40 or more boats) is anticipated, five people are needed on a full time basis.

 - 1. A traffic director to get cars and trailers in line.
 - 2. Two boat checkers to check hulls for compliance with rules.
 - 3. A hook-up man, prior to reaching scale, to hook bridles and scale hooks together before and after weighing.
 - 4. A recorder who records weight and who is lead man for the launch group. This person should also verify proper installation of added weight. The recorder shall be the class chairman or a person selected by the class committee. This person shall also affix ILYA Weight Stickers to the transoms of weighed yachts.
- III. Boat Checking Procedure:

All hulls and rigging shall be checked in accordance with ILYA rule numbers 80.10-a through h (as below) and relevant class rules, plus all National class rules. Check also for flotation (Bylaw 80.7.h).

 - A. 80.10 LIMITATIONS UPON WEIGHT OF YACHTS:
 - a. At the Championship regattas other than the Youth Championship each yacht entered must be weighed at the scheduled time of launching on the official scale provided by the association, unless that yacht has been issued a permanent weight sticker by the ILYA. A yacht may be weighed late prior to one hour before the time of the first scheduled race for an additional fee of \$25.00 provided official weighing facilities are still available, and provided further that if the cost of holding these facilities exceeds \$25.00, the total amount of the

additional expense shall be apportioned equitably among the late entrants. The late weighing option can be used only in emergency and with the permission of the Head Judge. Class A scows must be weighed once on an ILYA scale and certified on their Form 1. Class A skippers shall sign weight affidavits in years following the initial weighing. Other yachts with permanent weight stickers must also sign weight affidavits at each Championship event.

- b. The host club shall provide a launching and weighing committee which will check and weigh all entries under the supervision of the ILYA Rules Committee or its appointed deputies. The yacht and its equipment, as enumerated below, or specified by Class Rules for Classes E, MC, and IOD will be checked and weighed at the time of being hoisted from its trailer for launching according to procedures established by the ILYA Rules Committee. An official certificate of weight will be made available to the skipper who in turn will present same to the official Registration Clerk for his class as part of his credentials for proper entry.
- c. Yachts of the "home fleet" shall be made available for weighing by being picked out of the water at the launching site by the launching crane prior to the rush of incoming visiting yachts.
- d. Hull weight in Classes A, E, C, I-20, M, and X, is measured less the sails but shall include mast, boom, spinnaker booms or whisker pole, standing and running rigging, boards and their lines, rudders, tillers, all hull fittings and flotation equipment excluding life jackets and throwable life-saving devices (PFD-IV). The boat must be bailed completely dry. Any deliberate wetting of the hull, lines, or rigging or concealment of improper weight shall be considered a gross infringement of the rules and shall be penalized under IYRR Rule 75. Drawers shall be removed and stowage space shall be empty. Attached bags used for handling spinnakers and spinnaker booms while racing shall be considered stowage spaces.
 1. If the hull and its equipment weighs less than the minimum weight for the class, additional corrector weight, preferably sheet or block lead, must be added and permanently affixed over the keel line and located not more than 4" below deck, 10" either side of centerline, and within 14" of masting, to bring the all-up weight to the minimum weight for the class, except in Classes E, I-20, MC, and IOD. See class rules.
 2. Glassing in lead or any other type of weight, to bring boat up to minimum weight, or adding extra glass not otherwise required structurally, including any glass that causes any portion of the hull to deviate from uniform or normal thickness, is illegal.

- e. A hull and its equipment, as enumerated above, if built to a weight lighter than the required minimum for the class, will be disallowed from competing in sanctioned events. The limits are as follows:

Class	Minimum Weight	Allowance
A	1850 lb.	185 lb.
E	see class rules	
C	650	25
I-20	595	
M	420	44
MC	see class rules	
X	470	45
IOD	see class rules	see class rules

- f. All equipment weighed in shall be retained on board throughout an event except as provided in rule 80.13.
 - g. The builders shall weigh and add lead to new boats to bring them up to the required minimum weight in each class. Builders may use scales provided by the ILYA or other approved scales. A two pound tolerance per 500 pounds will be allowed
 - h. If the person or persons appointed by the ILYA to supervise the weighing of yachts at a regatta determine with approval of the ILYA Measurer or Measurers at hand, that, because of bad weather or other cause, an accurate weight cannot be obtained, they may require a yacht to carry the same amount of corrector weight as it was required to carry at its last official weighing.
 - i. At the direction of the measurer, permanent weight stickers may be affixed to yachts whose weights are above the minimums for the class with no corrector weights installed. This shall be done when weighing conditions are ideal. Yachts with permanent weight stickers from a previous regatta need not be weighed.
- B. The "Boat Checker" shall allow only the items which are used during the race (less all sails) to be weighed. Any extra lines, spinnaker poles or hardware, which will be left on the dock at race time SHALL NOT be included in the weighing. The Boat Checkers shall always check behind board boxes and all other spaces not easily seen for removable items.

IV. Weighing Procedure:

- A. Hook a boat via a lifting bridle and lift it off the trailer. The hook-up man shall be the only one to hook and unhook the bridles. Weight of the yacht is first recorded without any weight added. If required, added weight is then recorded while the boat is still hoisted by placing the necessary amounts on the deck to bring the boat above the minimum. A sticker is applied to the transom showing the weight of the boat without corrector weights, and the number of pounds of

corrector weights required to be legal. The boat is then launched. Added weight shall be properly installed by the skipper.

- B. Re-zero the scale, if needed, between yachts.
- C. For those boats unable to furnish their own lead, the weighing committee must have on hand lead in five pound pieces, bolts and nuts, and a drill. A charge to cover cost of the lead should be made by the home club.
- D. When using an ILYA digital electronic scale, there could possibly be a built-in error of 2 lb. Therefore, as an example in class "C", if a boat weighs 648 lb. it is acceptable; at 647 lb. it must add 3 or more pounds of lead. This scale is linear so this is true for all classes being weighed.
- E. CAUTION
IN NO CASE SHOULD ANY BOAT BE LIFTED OVER ANY PERSON OR ANOTHER BOAT. THE AREA FROM THE BOAT TRAILER TO THE WATER SHALL BE FENCED OFF TO PREVENT PEOPLE FROM COMING INTO IT. THIS IS MANDATORY.

ILYA Rules Committee