

## LMSA REGATTA EVENT PROCEDURE

### 1. Present the following information to the LMSA Board for event approval:

- a. Event chairperson(s)/coordinator(s) for organizing and executing. Mentors available.
- b. Determine if fleet specific or "All" sail.  
Note: A fleet specific event requires 1 participating LMSA member.
- c. Estimated number of participants, registration fee and cost of event.  
Obtain a copy of previous budget from treasurer if available and review budget considerations.
- d. Date(s) requested.

### 2. Event requirements:

- a. **Announcement** to post on social media and website. This will include the event name, hosting party and date(s) *ONLY*. No details. Reporter will coordinate posting.
- b. **Race PRO(s)**. Heads the Race Committee (PRO & assistants) in running the race(s) and scoring.
- c. **Notice of Race aka NOR** to post on Regatta Network to open registration. This is a detail specific document regarding rules, eligibility, fees, schedule, course, scoring, trophies and venue. Created, reviewed and edited in cooperation with Race PRO. Recommend a "No Refund" statement in document. Reporter will coordinate posting and Regatta Network Registration setup. Late walkup registration forms are on file and available upon request.
- d. **Sailing Instructions aka SIs** including course diagram. Created, reviewed & edited in cooperation with Race PRO. These are distributed on the day of the race usually at check-in & late registration.
- e. **Support Boats** are typically provided by Central Fla Power Squadron. Coordinate with LMSA liaison.
- f. **Protest Committee** includes the Race PRO(s) and 3 additional people.
- g. **Portable Toilet(s) & chairs**. Coordinate delivery/pickup and payment on Friday of event.
- h. **Volunteer commitments**. Establish volunteers for each regatta job, collect names & numbers.
- i. **Trophies**. Determine number of classes expected. Item is at discretion of event chairperson but left over trophies should be reusable. Placements are 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> for each class.
- j. **Event T-shirts**. Discretion of chairperson. Determine design, sizes and quantity of each size. Design and print time depends on vendor.
- k. **Regatta Rate at hotel**. To date this is available *ONLY* at Comfort Inn when requested. Also, must secure Race PRO(s) hotel stay. Determine one night or two.
- l. **Regatta meal(s)**. Determine meals (breakfast, lunch or dinner) being served within restraints of the budget. Secure the meal or restaurant. Coordinate any deposit(s) with club treasurer.
- m. **Courtesy Notice**. Please let the marina office and the rivership office know of the event.

### 3. Budget considerations:

- a. Printing of Sailing Instructions fluctuates based on quantity, averages \$50.00-\$75.00 for batch.  
Event schedules are at discretion of chairperson and usually posted minimally at club.  
Late registration forms are generic and only a few are needed. See treasurer.
- b. Fuel for RC boat(s) and support boats at \$25.00 each.
- c. Trophies average \$12.00-\$18.00 each.
- d. T-shirts average \$9.00-\$13.00 each for limited colors, not including design/set up fee.
- e. Hotel stay for Race PRO(s) approximately \$95.00 per night per room.
- f. Meals average \$3.00 pp/breakfast and \$12-\$15 pp/dinner. Courtesy meals are offered to the Race PRO(s) and job specific volunteers.
- g. Water is appreciated on RC boats and at club, average \$3.00-\$4.00 per case. Typically use 3-4 cases.
- h. Portable Toilets average \$100.00 each and chairs \$1.34 each.
- i. Loss of revenue in entry discounts and Regatta Network fees.

#### 4. Event Week Chores:

- a. **Wednesday-Friday** is confirmations, deliveries and prep using designated volunteers.
  1. Vendor items such as rentals of toilets & chairs, meal(s), PRO hotel stay, trophies, t-shirts, etc.
  2. Petty cash for change, see treasurer.
  3. Supplies and prep for registration/check-in such as documents, printer, pens, t-shirts, etc.
  4. Supplies and prep of race tackle, marks, flags, horns, club boat, etc.
  5. Power Squadron support boat fuel money, see treasurer.
  6. If applicable, breakfast supplies.
  7. Confirm ALL volunteers for both event days. Limited time to make adjustments.
- b. **Saturday** is final prep and execution by event volunteers.
  1. If applicable, breakfast set up at least 30 minutes prior to check-in/late registration.
  2. Check-in and late registration must start on time. Distribute Sailing Instructions.
  3. Marks and tackle prep and delivery to appropriate boats along with race supplies as needed.
  4. Coordinate race volunteers with support boats.
  5. RC committee & support boat briefing with finalized competitor list.
  6. Competitors meeting.
  7. Confirm meal count via check-in & registrations.
  8. All documents, money, etc to treasurer or designated volunteer once check-in/reg ends.
  9. Cleanup of all morning events, clear area for protest and scoring.
  10. Clubhouse is either locked or occupied by volunteer during race.
  11. Designate volunteer to receive protest forms during assigned time as per RC PRO.
  12. Scores and standings are to be posted as soon as possible.
- c. **Sunday** is race prep and closing.
  1. If applicable, breakfast set up at least 1 hour prior to first race and clean up following.
  2. Marks and tackle prep and delivery to appropriate boats with supplies and volunteers.
  3. Clear area for protest and scoring.
  4. Setup for trophy presentation and refreshments if applicable.
  5. Clubhouse is either locked or occupied by volunteer during race.
  6. Designate volunteer to receive protest forms during assigned time as per RC PRO.
  7. Scores and final standings are to be posted as soon as possible prior to trophy presentations.
  8. Final cleanup of all race equipment, boat, clubhouse, etc.
  9. Any receipts for reimbursement should be turned in to the club treasurer as soon as possible.

#### **Volunteer job descriptions for race related activities:**

Race equipment & boat prep: check, prep, deliver and retrieve all race equipment/supplies.

Parking lot/Ramp aide: guide visitors to designated areas, keep ramp clear and assist as needed.

RC PRO Club Liaison: assist as needed regarding participant list, corrections and posting.

RC assistant: on the water for race(s), take directions from PRO regarding signals, flags, scores, etc.

Support boat Volunteer: on the water for race(s) to set, move & retrieve marks, assist sailors.

Protest form receiver: in club house at designated time to collect forms from participants.

Protest committee: review protest for collective decision, must be familiar with rules.

NOTE: Volunteers on the water typically commit to one day better than two due to length of time and conditions.