



BC CIRCUIT REGATTAS

REQUIREMENTS AND BEST PRACTICES FOR HOST CLUBS

BC Sailing
Revised for the 2017 Season



Acknowledgements

This document is a project of the BC Sailing Athlete Development Committee with contributions and consultation from coaches, race officers and judges around the province. The document evolves each year with feedback from member clubs, coaches, race officers and judges.

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Preamble

The BC Circuit is designed for dinghy sailors of all ages to enjoy a series of regattas around the province in a fun and competitive environment. It is meant to be accessible and inclusive. It is recommended for sailors who have some knowledge or experience in short course racing around floating marks.

For youth sailors in particular, it is an important proving ground and potential source of much needed funding for those who are successful in the overall series standings.

The Circuit is also an opportunity for clubs to develop expertise in running regattas as well as an opportunity for the development of coaches and officials.

How events are delivered is of key importance to the success of the series and this document will provide the necessary information to assist our host clubs in this goal.

BC Sailing

The BC Sailing Association is the authority for the BC Circuit and the BC Sailing Provincial Coach is the representative of the Association for the purposes of the BC Circuit. Circuit events are delivered by selected Host Clubs under this authority.

The BC Circuit could not run without the support of Host Clubs. BC Circuit events will be advertised on BC Sailing social media and the BC Sailing website to encourage participation in events. If the Host Club has any concerns about meeting the requirements, or would like guidance on strategies for achieving the recommendations or suggestions, the Host Club can contact the BC Sailing Provincial Coach. BC Sailing Directors for Race Officers and Judging are also available to Host Clubs if there is a concern about qualifications for these officials for events. If a Host Club fails to meet the requirements at a BC Circuit Regatta, BC Sailing will provide a written notice to the Host Club within 30 days of the last day of the event. This will facilitate a dialogue between the Provincial Coach, Athlete Development Committee, and Host Club to find a solution.



Host Clubs

Host Clubs must be member clubs of BC Sailing in good standing. As all clubs are not the same, this document allows for a level of flexibility on many items. However, in the interests of consistent delivery of regattas, some requirements will be mandatory. This document primarily outlines the mandatory items. Those items listed as “recommended” should be met if at all possible, those listed as “suggested” are at the host club’s discretion. Ultimately it is up to prospective Host Clubs to decide if they wish to participate as a Circuit Host based on these requirements. If a Host Club expects they will be unable to meet any of the requirements prior to the event, they are encouraged to contact the Provincial Coach for assistance in finding a suitable solution and a plan for that Host Club to meet the requirements in the following years. If a Host Club fails to meet the requirements as laid out in this document and does not contact the Provincial Coach prior to the event, they may not be considered for inclusion in the BC Circuit for the following year. After one year, the Host Club may reapply for inclusion in the BC Circuit as outlined below under “Series Scheduling and Regatta Selection”.

Additionally, it is strongly encouraged that competitors from all host clubs will participate in some or all circuit events in other regions of the province.



Series Scheduling and Regatta Selection

Regattas are selected based on attendance and quality of previous events. Prospective Host Clubs must have run two events within the previous two years to demonstrate they have the facilities and volunteers for a successful BC Circuit event. Prospective Host Clubs may apply to host a BC Circuit regatta by contacting the Provincial Coach at least 1 month prior to the BC Sailing Annual Planning Conference (usually in November) to be considered for inclusion in the following year's schedule.

The BC Circuit will consist of up to 12 club regattas spread as evenly as possible over the sailing season, spring through fall. BC Circuit Regattas are decided upon among the Athlete Development Committee and Provincial Coach with feedback from participating race team coaches. Events are considered based on the Prospective Host Club's ability to meet the requirements and recommendations as outlined in this document, as well as scheduling for the Circuit and concerned classes to maximize participation from targeted athletes and participants. If a conflict should arise, BC Sailing will communicate this with the Host Club as soon as possible prior to the event. The schedule will be published on the BC Sailing website by December 1 of the preceding year. Any changes to the schedule will be made with as much notice as possible and posted to the website.

It is expected that some classes may not attend all events. If no competitors from a BC Circuit class participate in a regatta, that regatta will be excluded from the overall results for that class. Some regattas may also be limited to a specific class or classes (eg. Opti) for BC Circuit scoring and will not count toward the overall results for other classes. This will be decided among the Athlete Development Committee, with feedback from participating regional coaches, and will be posted with the official BC Circuit calendar for that year. Host Clubs have the right to include any additional classes in their event, however those that are not designated to be scored for the BC Circuit will not be included in the overall BC Circuit scoring.

General Requirements

1. Host Clubs must:

- a. Assign a regatta chairperson to be identified to BC Sailing at least 4 months prior to the event.
- b. Select a regatta committee sufficient to handle all aspects of the event organization including, finance, safety, shore-side and on-water logistics, prizes and awards, food services, accommodations (billeting) and communications.
- c. Publish a **Notice of Race** (NOR) at least 3 months prior to the event.
- d. Publish **Sailing Instructions** (SI) at least one week prior to the event. Draft SI's shall be done in collaboration between the event Race Officers and Chief Judge. **The Provincial Coach is available to assist in this process if requested by the Host Club.**
- e. Assign the following event officials to be identified to BC Sailing at least 2 months prior to the event:
 - i. If the event will employ 2 or more race areas, a **Principal Race Officer** (PRO). The PRO is recommended to be a certified Regional Race Officer (RRO) or higher, or an experienced, certified Club Race Officer (CRO).
 - ii. **Course Race Officers** (RO) for each racing area certified at a CRO level or higher. Note, the PRO can also act as a course RO.
 - iii. A **Chief Judge** certified as a **Club Judge (CJ)** or higher.
- f. Obtain and pay for (including deductibles) the following insurance policies:
 - i. Commercial General Liability (CGL) insurance including Personal Injury and Property Damage in the amount of no less than \$2,000,000 (Two Million Dollars) including volunteers added as named insureds.
 - ii. Protection & Indemnity Coverage insurance in the amount of no less than \$2,000,000 (Two Million Dollars) on all vessels owned, chartered or used by the club and operated by its members, volunteers, guests, race committee members or BC Sailing employees or volunteers in conjunction with regattas or sailing events help or hosted by the club.
- g. Each policy of insurance will name BC Sailing as additional insureds. A certificate of insurance providing proof of the above insurance is to be delivered to BC Sailing 30 days prior to the start of the event.
2. If a club is unable to meet the minimum certification requirements for their ROs or judges, BC Sailing may be able to run a Race Officer course or Judging course prior to or in conjunction with the event to train and certify volunteers. Contact the BC Sailing **Race Management Committee** to schedule a training course.

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Administration

1. The following are **requirements** for BC Circuit Regattas:

- a. On site competitor and coach registration must be available until the close of check-in time on the first day of racing. To facilitate the registration process and decrease the number of on-site registrations, it is recommended that a late fee penalty be imposed for on-site registrations. Late fee penalties may be up to 50% of the regular registration fee.
- b. Event fees must be similar to other circuit events as much as possible.
- c. It is recommended that any surplus funds resulting from the event be reinvested in the development of youth sailing and racing at each host club.
- d. No minimum entry quota for a stated BC Circuit class may be imposed
- e. Combining starts is permissible if the number of registrations for a given class are below a threshold deemed appropriate by the PRO (see race management guidelines).



Safety

1. Safety is of the utmost importance. Host clubs **must**:

- a. Have a detailed safety plan including a provision for serious injury requiring ambulance access.
- b. Ensure the event areas are free of dangers such as overhead wires, ramps or docks in poor or slippery condition, presence of construction materials, or generally unsafe conditions.
- c. Provide a sufficient means of checking competitors out and back in to their facility at the beginning and end of each sailing day. BC Circuit Regattas are strongly encouraged to loan BC Sailing's Regatta Toolbox system for this purpose. There is no cost to use the system (credit card fees apply if using for registration). Contact BC Sailing for more information about this system.
- d. The event safety plan must include the use of coaches for safety and a safety/coaches briefing is required on the first day of the event.
- e. Competitors who have not met all the requirements for entry are not to sail in the racing areas.

Deleted: A checkout board manned by event officials is preferred, but other means such as a "seagull" system are acceptable.

2. It is **recommended** that Host Clubs:

- a. Provide at least one safety boat, with at least two crew, per race area. It is recommended that the safety boats are RIBs to minimize damage to person and equipment in the case of a rescue.
- b. Host a coaches meeting following racing at the end of the first day, or prior to racing on the second day.
- c. Have an on-site medical person should a medical emergency arise.

Infrastructure Requirements

1. Host clubs **must** provide:

- a. Sufficient areas for rigging/de-rigging of boats. These can be parking areas or lawns within reasonable distance of launch facilities.
- b. Storage area for road trailers. Offsite is acceptable if not too far away.
- c. Suitable facility for the launching and retrieval of boats. ~~Staggered starts and finish times by class/race course are encouraged to minimize congestion at the launching/landing facilities.~~
- d. Volunteers for assisting with moving and storing boat dollies are required for launching and retrieval. Dollies must be available to their owners upon return to the marina.
- e. Hoist facility or launch ramp for coach boats. There must be no charge for the launch of coach boats (eg. If using a public launch ramp).
- f. Security for all competitor/coach boats. If not on club premises, fencing and/or onsite security personnel is required.
- g. Change areas and shower facilities for competitors and coaches.
- h. A suitable area for competitor/coach registration and check-in.
- i. At least one enclosed area or meeting room for jury hearings, coach/safety briefings, etc.
- j. A prominent, easily accessible location for a regatta notice board.
- k. ~~A flag pole for onshore signals.~~

Deleted: At least two launch ramps, or one wide ramp allowing for multiple launches at one time, for competitors are recommended as traffic can become quite congested, affecting the schedule of races. If two ramps are not available, it is suggested to have a nearby alternative such as a neighbouring club or public ramp available, provided agreement to use is in place; s

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Deleted: <#>If a sign out/sign in board is used, it shall be as close as possible to the launch ramps. -

On Water Equipment

1. Each racing area **must** be equipped with:

- a. A suitable signals boat, sail or power, with enough space for a minimum of 4 crew.
- b. Ground tackle sufficient for the area and winds of up to 25 knots.
- c. All required race management flags, course indicators, sound signaling devices, whiteboard for competitor notices, radios, etc.
- d. At least two mark boats, with enough space for a minimum of 2 crew each, with ground tackle, all required race management flags, sound signals, etc.
- e. Course marks and ground tackle of sufficient size and number for the courses planned.

Deleted: <#>At least one judge boat with a minimum of two trained/certified judges per boat. Two judge boats are recommended. -

2. It is **recommended** that Host Clubs:

- a. Use marks of significantly different colour and/or shape for each race course, if more than one race area is planned. This minimizes confusion for competitors if courses are close to each other.
- b. Have at least one judge boat per racing area with a minimum of two trained/certified judges per boat. Two judge boats are recommended.

3. It is **suggested** that Host Clubs:

- a. Use a pin end boat in place of a pin end mark. If used, the pin boat should have more than an adequate anchor rode to allow for start line adjustment.

Race Management and Officials Guidelines

1. The following are **requirements** for BC Circuit Regattas:

- a. Races must not be started if there is insufficient wind in the starting area to allow a fair opportunity for all starters. Race Officers should be familiar with minimum and maximum wind strengths as outlined in the class rules for the competitors on their race course.
 - i. Race Officers for optimist courses should be familiar with the International Optimist Dinghy Association (IODA) Race Management Guidelines. These can be accessed at: http://www.optiworld.org/uploaded_files/policy.pdf_1946_en.pdf
- b. Races should not be run in over 25 knots of sustained wind. This may be less for any class with younger inexperienced sailors or if the sea state becomes unmanageable. If unfavourable conditions develop during the progress of a race, it shall be abandoned. It is up to the Race Officer's discretion to determine when a race shall be abandoned. ROs should use input from coaches when conditions become questionable to determine when to abandon racing.
- c. Notwithstanding the above, discretion is the best judge.
- d. **Fairness** is a primary consideration. If a Race Officer feels a race has become unfair for any reason, he/she must abandon it. Under this directive, it is acceptable to start any race in questionable conditions and continue as long as it is deemed to be a fair contest within the stated wind strength parameters above.
- e. Optimist Green and White fleets are to have a maximum of 3.5 hours on the water. This is from launching to landing (not just racing time).
- f. Results calculation and posting must occur as quickly as possible. This will allow for earlier travel at the end of the event. To **facilitate** this, scorers may either be on a boat on the course or results sheets may be photographed and emailed or texted to the scorer on shore.
- g. If more than one course area is used, there must be sufficient separation between the courses to minimize any course overlap. Minimal layline overlap is permissible if unavoidable.
- h. As there is no minimum entry quota for BC Circuit classes, combining starts is permissible if the number of registrations for a given class are below a threshold deemed appropriate by the PRO. A reasonable compatibility must exist between the combined classes (eg. 4.7s and radials, but not optis and 29ers).

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2. The following are **recommendations** for BC Circuit Regattas:

- a. In order to facilitate ferry times and participation in other sports for younger sailors, start times of 1200 hrs Saturday and 1000 hrs Sunday are recommended with no start signal after 1400 hrs Sunday.
- b. It is recommended that Optimist fleets have a later start time than other fleets, suggested 30 minutes to 1 hour later start than other fleets. This also reduces congestion of launch facilities.

3. The following are **suggestions** for BC Circuit regattas:

- a. It is suggested that arbitration be available as a preliminary step to protest hearings if a suitable and experienced jury is available to facilitate the arbitration process.



Classes, Scoring and Awards

1. The classes that will receive series scoring as part of the BC Circuit are:
 - a. 29er – open (male, female, or mixed)
 - b. 420 – open (male, female, or mixed)
 - c. Laser Standard – open
 - d. Laser Radial – open
 - e. Laser 4.7 – open
 - f. Optimists – based on age as of December 31 of the current year (minimum age of 7 years)
 - i. Red - ages 13 to 15
 - ii. Blue - ages 11 to 12
 - iii. White - ages 10 and under
 - iv. Optimist green (novice) - not scored
2. For the optimist class, it is **recommended** that a drop race be instituted after 3 completed races. This is in accordance with updated IODA guidelines.
3. A minimum of **3** races must be completed at an event to qualify for Circuit scoring. The Host Club can define the minimum number of races to constitute a series for their regatta (eg. minimum of 1 race is acceptable).
4. Each Host Club may include additional dinghy classes if desired. It is not recommended to have more than 3 starts (classes) per race area.
5. Event awards shall be as follows:
 - a. Top 5 for each of Optimist white, blue, and red
 - b. Participation awards for all Optimist green fleet sailors
 - c. Optimist Red and Blue fleet scored together, White fleet scored separately as they have a maximum on-water time of 3.5 hours.
 - d. All other fleets must be awarded minimum top 3.

Memorandum of Understanding

By signing this document, the Host Club agrees to achieve the requirements as outlined above and strive to meet the recommendations and suggestions as able. If the Host Club expects they may not be able to meet the requirements or recommendations as outlined above, they may contact the Provincial Coach for guidance and to find a suitable alternative or solution. A Host Club that is unable to meet the requirements may not be considered for inclusion in the BC Circuit for the following year.

Signed: _____

Dated: _____

Host Club: _____

Regatta(s): _____