



BARNEGAT BAY YACHT RACING ASSOCIATION

TO: All BBYRA Regatta Representatives  
FROM: W. N. Berson, BBYRA Vice-Commodore  
SUBJECT: Instructions to Local Regatta Committees of Member Clubs

For your information attached are recommended guidelines to enable your Club to host a well planned BBYRA Regatta.

Please distribute the enclosed to the Chairman of your Committee responsible for hosting the Regatta.

For your own specific attention, please note the following:

- a - Be on time and in uniform of the day
- b - Please, no conversation with contestants during the Regatta.
- c - Remember, all discussion aboard the Committee Boat should be held in confidence
- d - Please confine your liquid refreshments to inside the cabin

Thank you for your cooperation.

Up anchor and a successful 1977 racing season.

  
W. N. Berson  
BBYRA Vice-Commodore

WFD/mjv  
6/15/77

BBYRA INSTRUCTIONS TO LOCAL REGATTA COMMITTEES OF MEMBER CLUBS

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HID/JJS - 1963  
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## BARNEGAT BAY YACHT RACING ASSOCIATION

### INSTRUCTIONS TO LOCAL REGATTA COMMITTEES OF MEMBER CLUBS

The following instructions are promulgated by the Regatta Committee of the Barneget Bay Yacht Racing Association to standardize equipment and procedure at all BBYRA Regattas. These instructions do not in any way replace BBYRA By-Laws and Racing Rules.

#### FACILITIES

1. Starting Area and Dock shall be made clear of all moored and anchored boats and as far as possible the dock should be kept clear of all power boats not involved in the regatta. This should be accomplished prior to 0800.
2. Hoist and Launch Area. It is suggested that a member of the Host Club Local Regatta Committee be on hand at 0800 and remain in charge; also to patrol traffic to the launching area and parking.
3. Registration Area. Suitable tables and/or desk with chairs should be provided to accommodate the Entry Committee. Like facilities should be provided in a separate area for registrants to complete their entry cards. It would be helpful if another small area were provided, with an attendant, to handle the sale of articles useful to the BBYRA and registering skippers.

#### EQUIPMENT

4. Turning Markers shall be 50 gallon drums painted international iridescent orange-red with black letters on each end, and secured with suitable moorings. Each year it is the responsibility of the member clubs to properly maintain and place their assigned turning markers prior to the first race of the season and periodically check their condition and location during the racing season. It is the responsibility of the host club of each regatta to insure the condition and location of each turning marker used on the BBYRA course sheet immediately prior to the commencement of its regatta. Should it find that one of such turning markers is missing, the host club should immediately make arrangements for a substitute replacement in accordance with BBYRA regulations. It is suggested that one member of the Local Regatta Committee be assigned this responsibility. A report of the condition and proper location of turning markers must be made to the Chairman of the BBYRA Regatta Committee prior to 0900.

Assigned member club turning markers are as follows:

(OVER)

Mantoloking Yacht Club	Letters. A, B, C, D, E	} Upper Bay
Normandy Beach Yacht Club	Letters. F, G, O, Q, R	
Shore Acrea Yacht Club	Letters. H, I, J, K, N	
Lavallette Yacht Club	Letters. T, U, V, W, X, Y, Z	
Seaside Park Yacht Club	Letters. A, B, C, D, E	} Lower Bay
Ocean Gate Yacht Club	Letters. G, I, J, X, Y	
Island Heights Yacht Club	Letters. F, H, K, W	
Toms River Yacht Club	Letters. N, O, Q	
Beachwood Yacht Club	Letters. R, T, U	

5. Shapes and Signal Mast are supplied by BBYRA and must be placed aboard the Committee Boat prior to its departure at 0900. The signal mast should be stepped.

6. Class and Course Letters, Course Boards, 2 Start/Finish, Line Staffs, Sectional. 30' Mast, Stern Bumper Ball with Pole are supplied by BBYRA and must be placed aboard the Committee Boat prior to its departure at 0900.

7. Line Buoys are supplied by BBYRA, one for Lower Bay and one for Upper Bay. Orange-red in color with letter 'L' on both sides, the appropriate Line Buoy must be aboard the Line Buoy & Recall/Chase Boat prior to 0900.

8. Spare Signal Cannon must be supplied by the host club and shall be aboard the Committee Boat prior to 0900 with 75 #10 gauge blank shells (3 boxes).

9. Regatta Committee Flag, and Code Signal Flags are supplied by BBYRA in the Commodore and Vice-Commodore ditty bags

10. White, Blue, and Red Starting Cones are supplied by the BBYRA and shall be aboard the Committee Boat prior to 0900.

11. Radios with Spare Power Pack, BBYRA Patrol Flags, and Signal Code Flags 'L', 'M', 'D', 'S' are supplied by the BBYRA Safety Coordinator and must be aboard the assigned boats prior to 0900. In addition a Base Radio will be assigned to the host club for monitoring during the regatta.

Note: BBYRA Race Equipment, Items 5, 6, 7, and 10, must be picked up at the end of the day's regatta by the club hosting the next regatta. This equipment must be the appropriate boat as indicated above.

BBYRA Radio Bags with related Equipment must be returned to the BBYRA Safety Coordinator at the end of the days activity.

BOATS

12. Committee Boat and crew is supplied by the host club. The Committee Boat must be equiped with suitable working AM/VHF radio communication to contact the US Coast Guard should the need arise. All BBYRA equipment must be aboard and in place prior to the boat leaving the dock at 0900. The Committee Boat will establish its position from which starting line is determined before the warning signal is given.

The Committee Boat is never dressed and should only carry the minimum flags, such as ensign, burgee, and race committee flag. The Committee Boat should never give nor return salutes while acting as such.

13. Late Entry/Line Boat with adequate facilities and crew is supplied by host club and should leave with the Committee Boat. Late entry sheets, registration cards, course charts, lunch tickets, and finishing sequence sheets must be on board prior to leaving the dock. Upon completing registrations, the Late Entry/Line Boat should be positioned in an area leeward of the starting Line Buoy.

14. Patrol Boats with crew are supplied by host club to patrol sailing course and assure safety of all sailors. At least six (6) boats are required. Extra boats should be available in foul weather. Each boat should be equipped with an adequate staff from which to fly the appropriate BBYRA flags. Patrol Boats shall remain on patrol as long as the race continues. All casualties or yachts dropping out of a race should be reported, by class and sail number, immediately by radio to the Chairman of the BBYRA Regatta Committee.

15. Line Buoy, Recall Chase Boat with crew is supplied by host club. This whaler type boat, with Line Buoy on board, will operate at direction of the Committee Boat, and assist in setting the Line Buoy.

16. Taxi Boat with crew must be supplied by host club. This boat should assist the Committee Boat as directed to aid in transfer of personnel and related activity.

#### REGISTRATION

The host club, under the direction of the BBYRA, is responsible for the registration of all yachts and the sale of various items provided for the use of BBYRA sailors.

17. Entry Committee of at least 5 people from the host club and one from BBYRA shall be provided an area suitable to accept entries from 0830 until the preparatory signal for the last class to start.

18. Entry Materials. The BBYRA Scorer will provide the host club with the following:

- BBYRA Bulletin Board and Registration Sign
- BBYRA Weekly Entry Form (250)
- BBYRA Seasonal Boat Entry Form ( 1st three weeks only)(250)
- Protest Forms (15)
- Line Boat Packet
- BBYRA Inventory Sheet
- BBYRA Contributing Membership Blanks ( 1st 3 weeks only)
- BBYRA By-Laws and Racing Rules with Addendum thereto
- Protest Flags
- Orange and Green Pennants

All unused Entry Materials are to be returned to the BBYRA Scorer immediately following the regatta.

The host club will provide the following items:

250 BBYRA Course Sheets	Class designation signs
Pencils	Lunch Tickets
Cash box with necessary change	Thumb tacks

19. The Entry Committee will locate the Registration Sign and Bulletin Board in a conspicuous location near the Entry Desk.

20. The BBYRA Weekly Entry Form must be completed in full by the racing skipper for each race. No nicknames or initials.

21. The BBYRA Seasonal Boat Entry Form must be completed in full and signed on the back by each contestant the first time he enters his yacht for the racing season. NOTE: Double check to be sure the card has been signed on the reverse side.

22. The Line Boat Packet will contain 75 course sheets, change, and lunch tickets. The Packet will be given to the BBYRA Regatta Committee member in charge of the Line Boat before the boat leaves the dock. The Packet must be returned along with any entry fees to the Entry Committee at the end of the day's races. These entry fees must be included with other monies sent to the BBYRA Treasurer.

23. The BBYRA Inventory Sheet covers BBYRA owned equipment placed on race committee boats, but included are the Registration Sign and Bulletin Board. This inventory sheet should be returned to the Scorer at the end of the racing day.

24. Membership in the BBYRA is required of all contestants. BBYRA Contributing Membership Blanks will be distributed with BBYRA Seasonal Boat Entry Forms at the first two races and available for the third race of the season. These Blanks should be completed by the skipper, and mailed with his check directly to the BBYRY Treasurer. It is also acceptable for the entrant to present his completed membership blank and check or cash at the time he registers for the third race of the BBYRA season. The completed Membership Blank and payment should be given to the BBYRA Treasurer. Membership fee is \$5.00 per year.

25. BBYRA By-Laws and Racing Rules may be distributed to skippers free of charge.

26. BBYRA Protest flags are to be sold for \$1.00 each.

27. Orange Pennants are required for INTERMEDIATE PENGUINS and 'M' Sloops "B" Division. Green Pennants are required on JUNIOR PENGUINS and 'M' Sloops "A" Division. One (1) Pennant will be provided free of charge, per entrant, for the year.

The skipper receiving a Pennant must sign for same in the sign up sheet provided.

Additional Orange and/or Green Pennants are to be sold for 50¢ each.

28. Entry Fee and Number of Lunches are as follows:

<u>ENTRY FEE:</u>	\$3.00	\$4.00	\$5.00	\$6.00
<u>LUNCHES PER BOAT:</u>	1	2	3	4
<u>CLASS OF YACHT:</u>	Laser Laser M	Sneakbox Penguin Blue Jay Hobie 16 B Cats M Sloop	Lightning Thistle A Cats Ensigns	E Sloop

On Regatta Day when a Class Fleet has an extra race, the entry fee for the first race will be as indicated above, and the entry fee for the second race will be \$2.00

It is recommended that additional lunches be available for sale to additional crew members and/or guests.

29. Following the close of entries, the Entry Committee or other host club designee must provide the BBYRA Treasurer with a CHECK covering all monies received during the day. Mail to BBYRA Treasurer, Edward W. Feirer, 208 Barnegat Boulevard, Beachwood, N.J., 08722

MISCELLANEOUS

30. Entry Cards. Immediately after the preparatory signal for the last race both in the morning and afternoon, the entry cards should be delivered to the Scorer, BBYRA Regatta Committee, on the Committee Boat.

31. Rooster Flags shall be returned to the Entry Committee, or the Regatta Representative and turned over to the Scorer. A \$5.00 penalty will be assessed for each Rooster Flag not returned.

32. Protest Committee shall consist of 3 members selected by the BBYRA Protest Committee Chairman from a pool of qualified people submitted by member clubs. When necessary, the committee will meet immediately upon finish of the morning or afternoon races. BBYRA protest forms shall be used. Committee decision of all protests, and supporting documents shall be given to the BBYRA Scorer promptly after the meeting.

33. Trophies and Flags/Pennants. The host club will have on hand all host club trophies, flags and other awards which will be presented by the host club Commodore and the BBYRA Commordore at the conclusion of the morning and afternoon races. BBYRA Regatta Representatives will present all BBYRA Flags/Pennants and Roostersto winners of their own clubs.