



Regatta Day Checklist for Host Club

This list is intended only as a reminder for key preparations. Please read the next pages of detailed instructions with great care.

Boats:

- Solicit volunteers well in advance to make Committee Boat, Late Entry Boat, Line Boat, Pin Boat, Taxi Boat and seven (7) or more Patrol Boats available.
- Fill out the BBYRA REGATTA & PATROL BOAT LIST (Turn Page) and give it to the BBYRA Safety Coordinator at 0800, in the morning of Regatta Day.
- Assemble Patrol Boat Skippers at 0815 for instruction by the BBYRA Safety Coordinator. Final assignments of boats will be at his discretion.
- Make sure Pins are on Pin Boat

Turning Marks:

- On the day before the race, inspect all required BBYRA turning marks
- In case of a missing mark notify the responsible club to correct the problem.
- Notify the BBYRA Regatta Committee Chairman before 0830 of missing marks.

Registration:

- Provide five (5) persons and Tables and chairs for eight (8)
- Arrange for delivery of registration forms to Scorer & money to Treasurer

Parking & Boat Launching:

- Arrange for suitable persons to direct the parking of vehicles and trailers.
- Control the access to the Hoist and Launch Area and assist with the launching.

Lunches:

- Lunches should be available at about 1130
- Arrange for lunch delivery to Committee by VHF radio.

Other: Assign a person to monitor the VHF radio.

- Accommodate Members of the Press and transport to the Committee Boat.
- Provide carts and help for the delivery of equipment to & from committee boat.
- Provide 3 boxes of #10 blank shells to the Committee Boat
- Prepare Trophies
- Arrange for Protest committee

BBYRA REGATTA & PATROL BOAT LIST

BOAT	NAME / MORNING	TYPE / SIZE	CLASS
#1 COMMITTEE BOAT			
#2 LINE BOAT			
#3 PIN / CHASE BOAT			
#5 PATROL BOAT			
#6 PATROL BOAT			
#7 PATROL BOAT			
#8 PATROL BOAT			
#9 PATROL BOAT			
#10 PATROL BOAT			
#11 PATROL BOAT			
#12 PATROL BOAT			
# 13 TAXI BOAT			
#14 LATE ENTRY BOAT			
BOAT	NAME / AFTERNOON	TYPE / SIZE	CLASS
#2 LINE BOAT			
#3 PIN / CHASE BOAT			
#5 PATROL BOAT			
#6 PATROL BOAT			
#7 PATROL BOAT			
#8 PATROL BOAT			
#9 PATROL BOAT			
#10 PATROL BOAT			
#11 PATROL BOAT			
#12 PATROL BOAT			
# 13 TAXI BOAT			
#14 LATE ENTRY BOAT			



Barnegat Bay Yacht Racing Association

INSTRUCTIONS TO LOCAL REGATTA COMMITTEES OF MEMBER CLUBS AND HOST CLUBS OF THE BBYRA

The following are promulgated by the Regatta Committee of the Barnegat Bay Yacht Racing Association to standardize equipment and procedures at all B.B.Y.R.A regattas. These instructions do not in any way replace B.B.Y.R.A. Racing Rules and Sailing Instructions.

Contents:

<u>A) Turning Marks to be provided for season</u>	<u>Page 1</u>
<u>B) Regatta facilities</u>	<u>Page 2</u>
<u>C) Boats</u>	<u>Page 3</u>
<u>D) Registration</u>	<u>Page 4</u>
<u>E) Miscellaneous</u>	<u>Page 6</u>

A) TURNING MARKS

Turning Marks shall be (metal) drums of nominal 50 gallon capacity, painted orange and white with identifying letters painted black, and secured with suitable anchor and chain to withstand a season on the bay without drifting. Each year it is the responsibility of the member clubs to properly maintain and place their assigned turning marks prior to the first race of the season, and to periodically check their condition and location during the racing season.

Assigned member club turning marks are as follows:

Upper Bay

Mantoloking Yacht Club	Letters A, B, C, D, E
Normandy Beach Yacht Club	Letters F, G, O, Q, R.
Shore Acres Yacht Club	Letters H, I, J, K, N.
Lavallette Yacht Club	Letters T, U, V, W, X, Y, Z.

Lower Bay

Seaside Park Yacht Club	Letters A, B, C, D, E.
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.

B) REGATTA 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 boats not involved in the regatta, except for boats in slips. This should be accomplished prior to 0730.

2. **Hoist, Launch Area and Parking**. A member of the Host Club Local Regatta Committee must be on hand at 0730 and remain in charge; also, personnel should be available to patrol traffic to the launching area and supervise parking.

3. **Registration Area**. Suitable tables and/or desks 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 B.B.Y.R.A. and registering skippers.

4. **Equipment**. The B.B.Y.R.A. will supply all the regatta equipment to the host club not later than 2000 hours the night before the regatta. Shapes and Signal Mast must be placed aboard the Committee Boat well prior to its departure at 0830.

5. **Line Bouys**. Are supplied by the B.B.Y.R.A., orange - red in color, with the letter, (L) on both sides. Both bouys must be aboard the line bouy and recall/chase boat prior to 0800.

6. **Spare blank shells**. Must be supplied by the host club and shall be aboard the Committee Boat prior to 0800, (3 boxes = 75 #10 gauge blank shells).

7. **Radios, B.B.Y.R.A. Patrol Flags, and Signal Code Flags "E", "L", "M", "S", and "Y"** are supplied by the B.B.Y.R.A. Safety Coordinator and will be issued to the skippers of the assigned patrol boats prior to 0830. In addition, a base radio will be assigned to the host club for monitoring during the regatta. Patrol Boat skippers should be available for assignment at 0800.

8. Turning Marks

It is the responsibility of the host club of each regatta to ensure the condition and location of each turning mark used on the B.B.Y.R.A. course sheet immediately prior to the commencement of its regatta. Should it be found that one of such turning marks is missing, the host club should make immediate arrangements for a substitute replacement in accordance with B.B.Y.R.A. 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 the turning markers must be made to the chairman of the B.B.Y.R.A. Regatta Committee prior to 0830.

See Sailing Instructions for special turning markers for E Sloops.

C) BOATS

The Host Club is responsible to supply the following Boats for disposition by the BBYRA. The Committee Boat and other Boats should only be dressed with the required BBYRA identifying flags for the Regatta.

Please fill out the attached BBYRA REGATTA & PATROL BOAT LIST and hand it to the BBYRA Safety Coordinator at 0800 before the regatta.

A special briefing of all power boat skippers and crew will be held by the safety coordinator at 0800 prior to departure of the committee boat.

8. Committee Boat and crew. The Committee Boat must be equipped with suitable VHF radio communications equipment for contacting the U.S. Coast Guard if the need should arise. All B.B.Y.R.A. equipment must be aboard and in place prior to the boat leaving at 0830. The Committee Boat will establish its position from which the starting line is determined before a warning signal is given.

The Committee Boat should only carry the minimum flags such as Line Flag, and Race Committee Flag and signal flags hoisted by the BBYRA race committee as required. The Committee Boat should neither give nor return salutes.

9. Late Entry Boat with adequate facilities and crew should leave with the Committee Boat. The committee will place at least one of its members on the Late Entry Boat. A Packet with late entry sheets, registration cards, Sailing Instructions with course charts, lunch tickets and protest forms must be on board prior to leaving the dock. At the completion of registrations, the Late Entry Boat shall be positioned at the discretion of the Regatta Committee.

10. Line Boat. Should leave with the Committee Boat. It shall be positioned near the pin at the end of the starting and finish line. The committee will place one of its members on the line boat to observe the starts and finishes, Finishing sequence sheets should be placed on the Line Boat. This committee member will have an 'X' flag for premature starts and finishing sequence sheets to record finishes.

11. Pin Boat This should be a Whaler type boat. Line Buoys/ Pins must be loaded on this boat prior to departure. will operate at the direction of the Committee Boat and assist in setting the line buoys. The pin/chase boat has a vital function in setting the port end of the starting line, setting the E sloop last mark pin (as directed by the committee boat), and in hailing premature starters as directed by the radio from the committee boat. Responses to the directions of the committee boat should be immediate, and should be acknowledged. If instructed to hail premature starters, the pin/chase boat should station itself upwind of and approximately in the middle of the starting line, so that the hailing of designated sail numbers can be communicated downwind to those boats that are premature starters.

12. Taxi Boat with crew will be supplied by the host club. This boat should assist the Committee Boat, as directed, to aid in transfer of personnel from boat to boat or from and to base as necessary. Taxi boat is responsible to bring registrations from

the club to the committee boat (both am/pm); and to pick up late entry registrations from the late entry and/or line boat and to bring to committee boat. (am/pm).

13. Patrol Boats with crews are supplied by the host club to patrol the course and assure the safety of all sailors. At least seven (7) boats are required. One boat should be 15 to 20 feet long with minimum of 115 H.P. capable of towing an A Cat. Extra boats should be available in foul weather. Each boat should be equipped with an adequate staff from which to fly the appropriate B.B.Y.R.A. flags.

Patrol boats shall be identified by the number on their radio bag. Patrol boats shall remain on patrol as long as the race continues. All boats have a vital function of safety for the sailors. Each patrol boat will be assigned a class to monitor. As the class progresses around the marks of the course designated for the class by the signals from the committee boat, the patrol shall report each mark rounding of the lead boat in the assigned class to the safety coordinator by radio. The patrol shall also report to the committee by radio, the sail number of any boat in the class that withdraws, turns over or is disabled.

Only if a sailor requests assistance should a patrol boat seek to render assistance. Await instructions from the committee before leaving the course area.

Special radio instruction to all Boats: Minimize radio transmissions, always pause after pressing the transmit key before talking and then identify yourself, and the unit you are calling (e.g. 'Patrol 8 to Committee Boat'), and make your message brief. End your message by saying 'over' if you expect a response, or 'out' if you do not require an answer. (Not "over and out")

Wait a sufficient time for a response before repeating any message.

D) REGISTRATION

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

14. Entry Materials

The B.B.Y.R.A Scorer will provide the host club with the following:

POSTER WITH SCHEDULE OF FEES.

BULLETIN BOARD AND REGISTRATION SIGN

WEEKLY ENTRY FORM (250)

SEASONAL BOAT ENTRY FORM (250) (1ST 3 WEEKS ONLY)

PROTEST FORMS (15)

LATE ENTRY BOAT PACKET (prev.Line Boat Packet)

INVENTORY SHEET

CONTRIBUTING MEMBERSHIP BLANKS

BBYRA BOOKLETS WITH REGATTA SCHEDULE BYLAWS AND RACING RULES

PROTEST FLAGS & ACKNOWLEDGE INFRINGEMENTS FLAGS ("I")

All unused Entry Materials are to be returned to the B.B.Y.R.A. Scorer immediately following the regatta.

The Host Club Will Provide The Following Items:

PENCILS & THUMB TACKS
CASH BOX WITH NECESSARY CHANGE
CLASS DESIGNATION SIGNS
LUNCH TICKETS

15. Entry Committee of at least five people from the host club and one from the B.B.Y.R.A shall be provided an area suitable to accept entries from 0800 until the preparatory signal for the last class to start.

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

Season registration shall be a separate function presided over by an appointee of the BBYRA. Money collected will be kept separate from other registration income. Registration forms will be turned over to the scorer and season registration income will be handed to the treasurer.

16. The B.B.Y.R.A. Weekly Entry Form must be completed IN FULL and SIGNED ON THE BACK by each contestant, the FIRST time he enters his or her yacht for the racing season.

NOTE: Double check to be sure the card has been signed on the reverse side.

17. The Late Entry Boat Packet will contain 125 course sheets, change, and lunch tickets. The packet will be given to the B.B.Y.R.A. Regatta Committee member in charge of the Late Entry Boat, before the boat leaves the dock. The Packet must be returned to the Entry Committee at the end of the day's races. Entry fees and forms must be sent to the B.B.Y.R.A Committee Boat after registration is finished in the morning and afternoon. Scorer will receive registration forms and Treasurer will receive entry fees.

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

19. Membership in the B.B.Y.R.A. is required of all contestants. B.B.Y.R.A Contributing Membership Blanks will be distributed with B.B.Y.R.A. Seasonal Boat Entry Forms at the first two races . These blanks should be completed by the skipper and mailed with his/her check directly to the B.B.Y.R.A. 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 B.B.Y.R.A. season. The completed Membership Blank and payment should be given to the B.B.Y.R.A. Treasurer. Membership Fee is \$5.00 per year.

20. B.B.Y.R.A. Racing Rules and Sailing instructions will be distributed to skippers free of charge. Both are contained in the BBYRA booklet. Additional printed Sailing Instructions will be available at registration and on the Late Entry boat.

21. B.B.Y.R.A. Protest Flags and Acknowledge Infringement Flags.

These flags will be sold at registration. Moneys collected for these flags shall be kept separate from registration fees.

22. Money received from the registration desk shall be turned over to the designated representative of the host club. The B.B.Y.R.A. Treasurer will collect any money due to the B.B.Y.R.A. and will in due course return to the host club a share of the lunch fees collected with the seasonal registrations.

E) MISCELLANEOUS

23. Additional Lunches It is recommended that additional lunches be available for sale to additional crew members and/or guests, after assuring that all regular crew members have been supplied.

24. 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, B.B.Y.R.A. Regatta Committee, on the committee boat.

25. Protest Committee must be arranged by the host club and shall consist of three members selected from a pool of qualified people submitted by the member clubs and the B.B.Y.R.A. When necessary, the committee will meet immediately upon finish of the morning and afternoon races. B.B.Y.R.A. (USYRU) protest forms shall be used. Committee decision of all protests and supporting documents shall be given or sent to the B.B.Y.R.A. Scorer promptly after the meeting.

26. 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 at the conclusion of the morning and afternoon races. B.B.Y.R.A. Regatta Representatives will present all B.B.Y.R.A. Flags/Pennants and Roosters to winners of their own clubs.