



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 B.B.Y.R.A. 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. All Questions shall be referred to the Sailing Instructions Committee, or the BBYRA Vice Commodore.

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>
<u>F) CHECKLIST and PATROL BOAT LIST</u>	<u>Page 7</u>

A) TURNING MARKS

Turning Marks shall be (metal) drums of nominal 50 gallon capacity, with Interlux #334 International Orange at both end thirds, white on center third and identifying letters painted black on both ends, and secured with suitable anchor and chain to withstand a season on the bay without drifting in at least 5 feet of water. It is the responsibility of the member clubs to properly maintain and place their assigned turning marks at the start of the season, as authorized by the USCG and shown in the BBYRA Sailing Instructions, 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
Normandy Beach Yacht Club
Shore Acres Yacht Club
Lavallette Yacht Club

Letters ^{NOT used} A, B, C, D, E
Letters F, G, O, Q, R.
Letters H, I, J, K, N.
Letters T, U, V, W, X, Y, Z.

Lower Bay

Seaside Park Yacht Club
Ocean Gate Yacht Club
Island Heights Yacht Club
Toms River Yacht Club
Beachwood Yacht Club

Letters A, B, C, D, E.
Letters G, I, J, X, Y.
Letters F, H, K, W.
Letters N, O, Q.
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. This should be accomplished prior to 0730.

2. **Hoist, Launch Area and Parking.** A member or employee of the Host Club 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 must be provided to accommodate the Entry committee. Like facilities should be provided in a separate area for registrants to complete their entry cards. It will be helpful to provide additional space for two members of the B.B.Y.R.A. to accept B.B.Y.R.A. memberships and season registrations and handle the sale of protest flags and other articles useful to the 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. Members or employees of the Host Club should be assigned to help with the loading of Equipment, Shapes and Signal Mast aboard the Committee Boat at 0800.

5. **Line Buoys.** Are supplied by the B.B.Y.R.A., with the letter, (L) on both sides. Both buoys must be loaded aboard the pin boat prior to 0800.

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

7. **Numbered bags with Radios, B.B.Y.R.A. Patrol Flags, and Signal Code Flags** are supplied by the B.B.Y.R.A. Safety Coordinator and will be issued to the skippers of the assigned patrol boats at 0800. In addition a base radio will be assigned to the host club for monitoring during the regatta. Patrol boat skippers must 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 all turning marks** 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 or 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 the disposition of the B.B.Y.R.A.. **Please fill out the attached B.B.Y.R.A. REGATTA & PATROL BOAT LIST** and hand it to the B.B.Y.R.A. safety coordinator at 0800 before the regatta. All boats should only be dressed with the required B.B.Y.R.A. identifying flags for the regatta.

All boats should be provisioned with an adequate supply of ice and soft drinks.

"Crew" means adequate personnel to operate the boat, set marks and anchors, tow disabled boats, load and unload equipment and supplies.

1. **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 is never dressed and should only carry the flags such as Line Flag, and Race Committee Flag and other signals hoisted by the B.B.Y.R.A. Regatta committee. The Committee Boat, or any occupants should neither give nor return salutes.

2. **Late Entry Boat** with adequate facilities and crew **SHOULD LEAVE WITH THE COMMITTEE BOAT**. The committee will place two or more of its members on this boat. A packet with entry sheets, registration cards, 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** with crew. 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. This person will have Finishing sequence sheets to record finishes and an 'X' flag to signal premature starters at the instruction of the Regatta Committee. The Line Boat will make an effort to hail premature starters as directed by the Committee Boat and will keep a record of the sail numbers of premature starters.

11. **Pin Boat** with crew. Should leave with the Committee Boat. This should be a Whaler type boat, with line buoys aboard and will operate at the direction of the Committee Boat and assist in setting the line buoys. The pin boat has a vital function in setting the port end of the starting line, setting the midline mark and setting the E sloop last mark pin (as directed by the committee boat). Responses to the directions of the committee boat should be immediate, and should be acknowledged.

12. **Taxi Boat** with crew. 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 boat and to bring them to the committee boat. (am/pm).

13. Patrol Boats with crew. One per starting class, 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. More 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 are identified by the number on their radio bag for purposes of Radio Communication.

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 the unit you are calling and yourself (e.g. "Committee Boat , Committee Boat , this is UNIT 8"), 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. 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:

- BULLETIN BOARD AND REGISTRATION SIGN
- POSTER WITH SCHEDULE OF FEES
- WEEKLY ENTRY FORM (250)
- SEASONAL BOAT ENTRY FORM (250) (1ST 3 WEEKS ONLY)
- PROTEST FORMS (15)
- LATE ENTRY BOAT PACKET
- INVENTORY SHEET
- CONTRIBUTING MEMBERSHIP LIST
- CONTRIBUTING MEMBERSHIP BLANKS
- BBYRA SAILING INSTRUCTIONS AND COURSE SHEETS
- PROTEST FLAGS , ACKNOWLEDGE INFRINGEMENTS FLAGS ("I")

All unused Entry Materials are to be returned to the B.B.Y.R.A. Scorer 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 two or more 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.

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

NOTE: Double check to be sure that the card has been signed.

17. **The Late Entry Boat Packet** will contain 250 course sheets, change, and lunch tickets. The packet must 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 registration forms must be sent to the B.B.Y.R.A. committee boat after registration is finished in the morning and afternoon. These entry fees must be included with other moneys sent to the B.B.Y.R.A. Treasurer.

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. A reference list of members will be supplied to the Registration Desk. B.B.Y.R.A Contributing Membership Blanks will be distributed with B.B.Y.R.A. Seasonal Boat Entry Forms at the first three races. These blanks should be completed by the skipper and mailed with his/her check directly to the B.B.Y.R.A. Treasurer or they may be handed to a designated representative of the B.B.Y.R.A scorer or membership chairperson with a check or cash at the time of registration. All Contributing Membership fees will be delivered to the Treasurer. The Membership Fee is \$5.00 per year.

20. **B.B.Y.R.A. Racing Rules and Sailing Instructions** will be distributed to skippers at the Registration Desk free of charge. Both are also contained in the BBYRA Booklet. Additional Racing Rules and Sailing Instructions will be available at the Late Entry Boat.

21. B.B.Y.R.A. Protest Flags and Acknowledge Infringement Flags will be sold at registration. MONEYS COLLECTED FOR 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. Treasurer will return to the host club a share of the lunch fees collected with the seasonal registrations before AUGUST 15.

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 by Taxi boat to the B.B.Y.R.A. Scorer on the Regatta Committee Boat.

25. Protest Committee must be arranged by the host club in consultation with the B.B.Y.R.A. Protest Committee Chairperson 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. (US SAILING) 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 should have on hand all host club trophies, flags and other awards, which should be presented by the host club Commodore at the conclusion of the morning and afternoon races. The 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.

*arranged
by the
Boat
Don't
Ask
to Chair*

BBYRA REGATTA AND PATROL BOAT LIST

MORNING / BAG #	SKIPPER / NAME	TYPE / SIZE	CLASS
COMMITTEE BOAT			
LINE BOAT			
LATE ENTRY BOAT			
PIN BOAT #1			
TAXI BOAT #2			
PATROL BOAT #3			
PATROL BOAT #4			
PATROL BOAT #5			
PATROL BOAT #6			
PATROL BOAT #7			
PATROL BOAT #8			
PATROL BOAT #9			
PATROL BOAT #10			
AFTERNOON / BAG #	SKIPPER / NAME	TYPE / SIZE	CLASS
LINE BOAT			
LATE ENTRY BOAT			
PIN BOAT #1			
TAXI BOAT #2			
PATROL BOAT #3			
PATROL BOAT #4			
PATROL BOAT #5			
PATROL BOAT #6			
PATROL BOAT #7			
PATROL BOAT #8			
PATROL BOAT #9			
PATROL BOAT #10			