

## US Sailing Semi-Finals

### Semi-Final Host Countdown Schedule - for a national championship

Each Chair will adapt their own schedule. A month-by-month “key date” is very helpful as a way to spread out the work load and ensure that all bases are covered. If you need to have a Race Management course set up at your host venue to get a race officer or judge certified, contact **US Sailing**. Courses are run all winter and spring and we are only too glad to help. As always, things don't always run according to plan, so be prepared to make adjustments.

### ***Post the dates on US Sailing's website by January.***

#### **5 – 4 MONTHS BEFORE**

- Ensure the judge and race officers have **US Sailing** certification. (see Race Official requirements for Championship eliminations at [http://championships.ussailing.org/Championship\\_Management.htm](http://championships.ussailing.org/Championship_Management.htm))
- Check status of insurance. Ensure current coverage with Regatta Liability Insurance, and if Borrowed Boat insurance is needed, arrange for it. If your organization has purchased **US Sailing's** Burgee program, all insurance is provided. Otherwise go to: <http://www.ussailing.org/membership/insurance/>
- Review last year's budget (if available) and prepare a preliminary budget. (there is a sample you can download from [http://championships.ussailing.org/Championship\\_Management.htm](http://championships.ussailing.org/Championship_Management.htm)).
- Solicit host families, if needed
- Regatta Network will check **US Sailing** membership numbers and home yacht club's **US Sailing** membership numbers automatically. It will also collect T shirt sizes so you don't have a lot of waste. It will even score the regatta and you can post the results online. *(This will save you a lot of time, money and trouble.)* There is a small fee that US Sailing will reimburse you for. You can view a demonstration at [www.regattanetwork.com](http://www.regattanetwork.com).
- See if you need a Regatta Permit from the U.S. Coast Guard. [Depending on where you are, you may be able to fill out the application on-line. The link is \[http://championships.ussailing.org/Championships\\\_Home/ChampMngt/Safety\\\_Waivers\\\_and\\\_Risk\\\_Management.htm\]\(http://championships.ussailing.org/Championships\_Home/ChampMngt/Safety\_Waivers\_and\_Risk\_Management.htm\)](#) Go to the [Waterways Management](#) for your sector of the Coast Guard District in which you are located. The first place to look is the USCG District Website for your CG District and determine which sector you are in.

#### **3 MONTHS BEFORE**

- Finalize NOR and send it for posting to your RSA as well as any other addresses you might have. Send a copy to **US Sailing's** Championship Director who will post it on the **US Sailing** site.
- Post a downloadable copy of the NOR and the registration package on the host club's site so entries can access the documents easily. Put copies in to your Regatta Network registration too. **US Sailing** will provide you with the forms.



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- Train your registrar and activate online registration. Make sure sailors' and yacht club's **US Sailing** membership numbers are required fields. **Be sure to add the right number of crew** to your online registration.
- For Juniors: parent's e-mail addresses (home & work) should be a required field.
- Review Safety/ Risk Management requirements (downloaded from [http://championships.ussailing.org/Championship\\_Management.htm/](http://championships.ussailing.org/Championship_Management.htm/))
- Formalize any housing/transportation plans
- Develop a bad-weather plan – what will sailors do in event of rain, no wind, etc.?
- Select T-shirts, giveaways, keepers
- Update your host website with driving instructions, airports, hotels & phone numbers

### 8 WEEKS BEFORE

- Meet with committees to finalize budget, including food, any entertainment and transportation
- Confirm entertainment plans, including bad-weather plans

### 6 WEEKS BEFORE

- Update host website with dress code, updated event schedules
- Finalize committee responsibilities. Use Championship Committees list from **US Sailing** as a guide. (downloaded from [http://championships.ussailing.org/Championship\\_Management.htm/](http://championships.ussailing.org/Championship_Management.htm/))

### 4 WEEKS BEFORE

- Confirm that all Safety/ Risk Management issues are in place. (downloaded from [http://championships.ussailing.org/Championship\\_Management.htm/](http://championships.ussailing.org/Championship_Management.htm/))
- Determine how race committee and judges will communicate with each other and with host HQ
- Post preliminary schedule of events on host webpage
- Post typical local sailing conditions on host webpage
- Get logos, ads, etc. from any sponsors to include on T shirts, banners etc.
- Order small **US Sailing** medals from **US Sailing** if desired.

### 3 WEEKS BEFORE

- Order T-shirts, giveaways, keepers
- Inform visiting race officers/ judges of their housing arrangements
- Review Championship Committees sheet and make sure everything is in place: Grounds, parking, radios, safety boats, bolt cutters, web cutters ....

### 2 WEEKS BEFORE

- Inform sailors of their housing arrangements if needed. Determine if you want to send an e-mail sailors identifying their host families, giving names, addresses, phone or if you will do this at registration.
- Contact sailors who have not returned their registration package. Let them know they will not be able to compete until a completed package is sent in. For Junior Events, send notification to parents' email addresses too.
- Check that all trophies, prizes, and other materials have arrived.
- Make sure computer equipment is organized, including AV, digital camera, scoring, etc.

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- Identify registration area. Make sure there are enough outlets, phone jacks
- Confirm all food and drink orders
- Send confirmation letters to any host families.
- Identify MD on call; inform EMS of event and # participants; photocopy all medical forms and prepare a set to be kept on the medical boat (could be race committee boat)
- Determine where copies of the registration materials and medical information will be stored on shore for easy access during the semi-final

### 1 WEEK BEFORE

- If you do not have enough boats to complete the fleet minimum, send out notifications to the sailors so they can make other plans and refund their entry fees.**
- Double-check all event schedules, menus, food/drink orders, photographers?
- Check adequate supplies of water have been ordered
- Check all trophies, keepers, registration materials are prepared
- Develop awards ceremony agenda
- Contact sailors who have not returned their registration package. Let them know they will not be able to compete until a completed package is sent in. For Junior Events, send notification to parents' email addresses too.

### DAY BEFORE

- Ensure that everything is in place; will enough staff be on hand?
- Set up registration area, including **US Sailing** burgees and sponsor banners if any
- Confirm with volunteers about transportation
- Hold final Q & A for volunteers
- Distribute support boat flags, banners
- Ensure that all Coast Guard requirements are met on all support boats
- Provide all parties with emergency frequencies and other related materials
- Ensure that medical boat has supplies and medical information
- Support boats fueled? Radios on board? Refueling instructions?
- Coaches' boats prepared? Fueled? Refueling instructions?
- Space ready for lunch preparation? Adequate supplies of water?

### FINAL DAY

Remind winners to register for the Championship within 48 hours if humanly possible.

### AFTERWARD...

- Send results from Regatta Network to **US Sailing**
- If applicable: Return unused damage deposits within two weeks

## US Sailing Semi-Finals

### Entering your semi-final into the US Sailing Calendar

#### Before you begin:

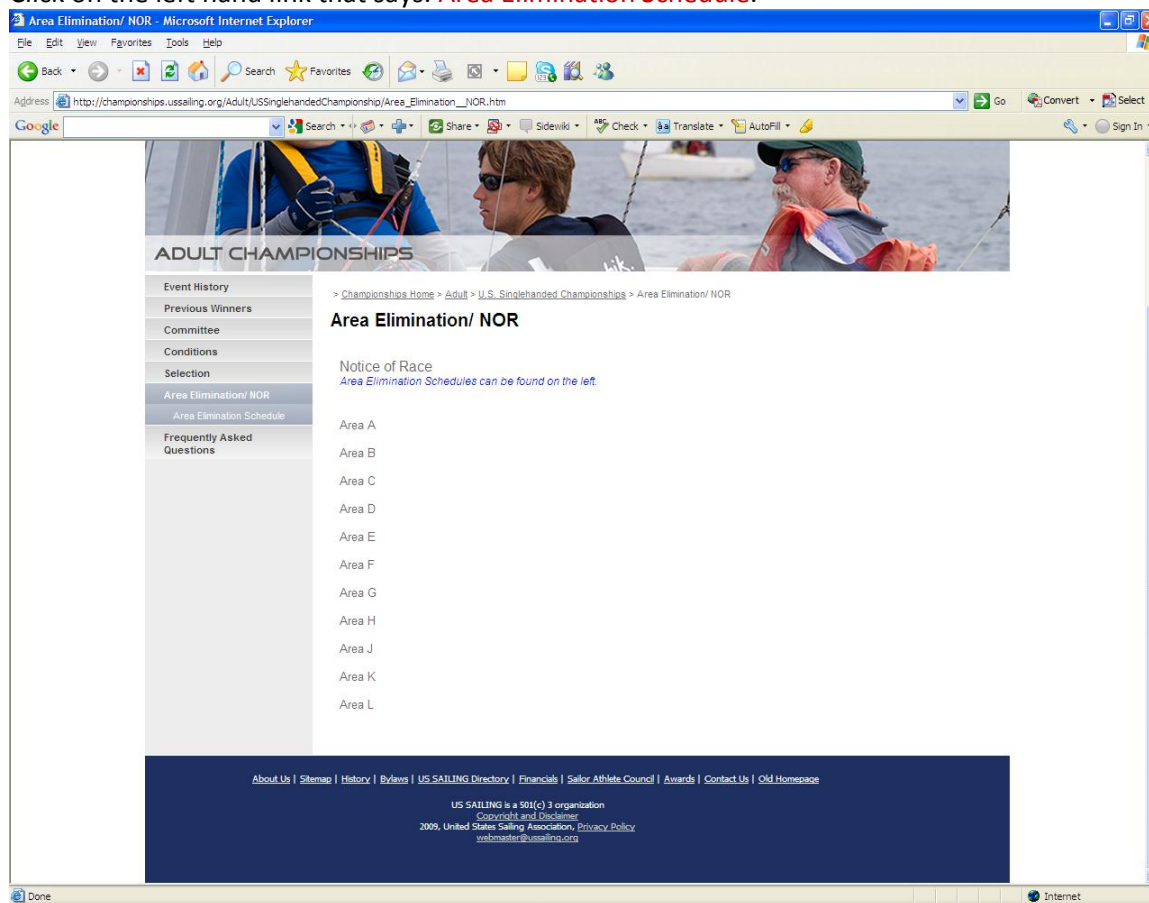
Gather the following information:

- The host of the elimination's US Sailing membership number – instructions can be found under Frequently Asked Questions in the Contact Us section of the championship site: <http://championships.ussailing.org>
- The dates of the event
- The boats being sailed
- The Event URL if available

#### Entering information:

We do this by going to the US Sailing championship homepage: <http://championships.ussailing.org> to find your championship. This method puts a little “tag” on your registration which puts it in Area, Championship, and the Main Calendar, as well as Match Racing if appropriate.

Click on the left hand link that says: **Area Elimination Schedule.**





Click on **ADD YOUR EVENT** listed under your Area. (this is what adds the little tag.)

The calendar entry page will appear. You then will need to complete each field. For example:

- Title would be “Area B U.S. Men’s Sailing Championship Semi Finals”
- Groups would be “Men” and “Adult”
- Event Type would be “Regattas – US Sailing”
- Organizing Authority/Host is the Club’s name: XYZ Sailing Club
- ID is the club’s US Sailing membership number. This number will also link to XYZ’s website.
- Geographic scope is Area
- If possible, select a class from the choices on the right. Most one designs are listed

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- General contact is the person who can answer questions and is usually the chair.

- Enter his/ her US Sailing membership number

- Event URL is the homepage for that event. For instance, if it is a US Sailing

Championship: for the Men's Championship it would be

<http://championships.ussailing.org/Adult/USMensandWomensChampionships.htm>

- You must include the **http://** or the link won't work.

Once you have filled out the form, click **Save**.

When you look at the Calendar under Championships (<http://www.ussailing.org/Calendar/>), you will see your entry listed.



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Date	Event	Host Club	Contact	Phone
5/29/04 5/30	<b><u>US Match Racing Semi Finals Area J</u></b>	<b>Newport Harbor Yacht Club</b> Newport Beach, CA USA	<b>NHYC</b>	949-723-6869
Governor's Cup				
6/12/04 6/13	Area F U.S. Jr. Doublehanded Championship (Qualifier)	Windycrest Sailing Club 21745 Windycrest Road Sand Springs, OK USA	Skeeter Chilton	918-242-3228
Club 420				
6/12/04 6/13	<b><u>Area F U.S. Jr. Singlehanded Championship (Qualifier)</u></b>	Houston Yacht Club 3620 Miramar Drive La Porte, Texas USA	<b>Georganna Scrogge</b>	
Laser				
6/15/04 6/15	ECSA U.S. Men's Sailing Championships Quarter Finals	Eastern Connecticut Sailing Association U. S. Coast Guard Academy New London, CT USA	<b>Cal Brouwer</b>	860-444-7419 860-444-7419
6/18/04 6/18	<b>Ensign Women's Regional Championship Regatta</b>	<b>Ensign Fleet 29 and Edgewater Yacht Club</b> Cleveland, OH USA	<b>Dianne Kube</b>	216-382-8133
Ensign				
6/16/04 6/20	<b><u>U.S. Multihull Championship</u></b>	<b>Roton Point Yacht Club</b> 15 Pine Point Road Rowayton, CT USA	<b>John Williams - US SAILING Alter Chair</b>	
Hobie 16-For the 2003/2004 ALTER CUP -				
6/19/04 6/20	<b><u>Area B U.S. Singlehanded Championship Eliminations</u></b>	<b>Bay Shore Yacht Club</b> West Shore Road Bay Shore, NY USA	<b>Glenn Schmidt</b>	6315873408

There will also be a link on the calendar to the host yacht club's home page. If that link is not in **bold and underlined**, it means the club hasn't paid its dues for this year. Current membership is a requirement for hosting a US Sailing Semi-Final

On an administrative note if you are entering eliminations for US Championships, please be sure that the regatta is referred to as the **semi-final** for the U.S.xxxxx Championship - its "official title", even though sometimes we refer to these by their trophy names.

If you have problems, please send an e-mail to [lizwalker@ussailing.org](mailto:lizwalker@ussailing.org).