**Instructions for Regatta Chairman**

It is your responsibility as the Regatta Chairman from the host school to see that an accurate and detailed Regatta Report is collected from your event. All regatta report forms must be completely filled out and sent to the Conference Commissioner immediately at the conclusion of the event. The following instructions should be printed off and can help answer any questions that you have.

The necessary forms can be downloaded and are in this section of the website. Here you will have a choice between Fleet Racing and Team Racing. Select the appropriate link for your event. At the next screen, you will have a list of forms to download. All forms are available in the PDF format, which requires Adobe Acrobat. Download the forms, and print off the amount recommended as described below:

* **Record of Participation** - Print off enough copies of this form for every school attending, plus a few extras. This form must be put out early Saturday morning. MAKE SURE that each school CONTINUALLY updates this form through out the event to keep an accurate record of who is sailing in each race. Also, make sure that each school signs the form at the conclusion of the event.
* **Race Scoring Sheet** - Print off an appropriate number, plus a few extras.
* **Protest Forms** - Print off enough copies so that you feel comfortable. About ten is usually more than enough, but for Championship events and Intersectionals, have a few extras.
* **Scoring Program Instructions** - This form will give you detailed instructions on how to set up and run the Navy Scoring program.
* **Navy Scoring Program** - Download this program to a disk or directly to your hard drive, to be used on the computer at your regatta site.
* **Regatta Report Summary** - Print off two copies of this form. For Team Race, there are two forms, both of which need to be filled out.

**Things That Are Required For Your Regatta Report:**

1. For INTERSECTIONALS and MCSA CHAMPIONSHIP events, you MUST FAX RP forms to the ICSA Intersectional Coordinator SUNDAY AFTERNOON.
2. For INTERSECTIONALS and MCSA CHAMPIONSHIP events, you MUST EMAIL RESULTS directly to the MCSA and ICSA List Serves after THE FIRST DAY OF SAILING.
3. For INTERSECTIONALS and MCSA CHAMPIONSHIP events, you must email final results WITH YOUR REGATTA STORY directly to the MCSA and ICSA list serves.
4. For MCSA DISTRICT ONLY EVENTS send results only to the MCSA list serve.
5. Included with the final results that are sent to the appropriate list serves, you must include a regatta story with a synopsis of the racing conditions. In the final results, you must also include the graduation year of each competitor as well as race numbers sailed by each competitor. Please see page three for an abbreviated example of this layout. Your final results should include all results, not just the top four schools.
6. Fill out your regatta summary and INCLUDE YOUR SIGNATURE.
7. Gather the following forms, place into an 8.5 x 11 envelope and mail to the Conference Commissioner via PRIORITY MAIL the day after the conclusion of your event. a. Completed Record of Participation forms
b. Completed Protest/Breakdown forms
c. A copy of the boat rotation
d. A copy of the Sailing Instructions
e. A copy of the Race Committee's race scoring sheets
f. A copy of the regatta summary.

**Things to Keep in Mind While Running Your Event:**

1. Get familiar with this information before your event. In particular, the Scoring program is not the most user-friendly software so make sure to print out the instructions for your scoring chairman. Also, enter as much information into the program before Saturday morning and make sure that you are able to print.
2. Finish the regatta report on Sunday while you are still at the event. The information will still be fresh in your mind and will only take a few minutes if you do it then.
3. Bring a copy of the Black Book with you to your event and reference ICSA and MCSA Procedural Rules as necessary. There are certain policies for decisions and any changes that need to be made to your event.
4. When allowing teams to register for the regatta, please correspond all information directly with the MCSA Race Chairman. There are certain policies that need to be observed and the MCSA Race Chairman will help you with this responsibility.
5. When hosting Intersectionals, you must tell any school from outside the district to contact their Intersectional Regatta Coordinator if they wish to withdraw from an event.

**CHECKLIST**

PRIOR TO EVENT AND MORNING OF EVENT:

* All necessary forms have been printed off and scoring program is ready to go on scoring computer
* Correspondence with MCSA Regatta Chairman for schools attending (For Intersectionals, communication must be through out of district Intersectional Coordinator).
* Sailing Instructions have been printed for posting Saturday Morning
* Copy of the Black Book to bring to regatta site
* RP forms put out early Saturday Morning for competitors to sign BEFORE they sail and to continually update through out the event

SATURDAY NIGHT:

* Results from first day of sailing e-mailed to the MCSA and ICSA List Serves (for Intersectionals and MCSA Championship events only)

SUNDAY AFTER SAILING HAS COMPLETED:

* Checked all RP forms for accurate and legible information and signatures.
* Emailed final results INCLUDING REGATTA STORY outputted from Scoring Program to the MCSA List Serve SUNDAY AFTERNOON! (And to ICSA list serve for Intersectionals and MCSA Championships).
* RP FORMS FAXED to ICSA Intersectional Coordinator SUNDAY AFTERNOON (for Intersectionals and MCSA Championship events only).
* Filled out Regatta Report Summary including SIGNATURE AT THE BOTTOM and mailed with all other materials from checklist under number 7 above.

Collected necessary forms to mail to Graduate Secretary and checked for detail and accuracy. MONDAY MORNING:

* Placed forms into envelope and mailed to Conference Commissioner via PRIORTIY MAIL

MONDAY MORNING.

Final Results Example

#### MCSA DINGHY CHAMPIONSHIP

#### UNIVERSITY OF MINNESOTA

#### MAY 3-4

REGATTA HIGHLIGHTS: The wind gods blessed the MCSA Co-Ed Dinghy Championships this weekend with winds between13-25 mph. Saturday was between 60 and 65 degrees and sunny with wind speeds between 12-15mph with gusts up to 20 mph. The day started with windward-leeward races and as the wind built up, courses were changed to triangles. 16 of the 22 races were sailed on Saturday.

Sunday brought on high winds between 20-25 mph with gusts close to 30 mph. After several capsizes, Sunday turned into a battle of survival. Temperatures were a little cooler, only being in the mid 50’s. Triangles were sailed again creating some interesting shows at the jibe mark. Sailors settled their debts on the water and no protests were filed for the entire weekend. Medals were awarded to the winning A and B divisions and the top three schools.

CONGRATULATIONS to Minnesota and Wisconsin who will represent the MCSA at the 2003 ICSA North American Dinghy Championship.

Provide a link to the Techscore results for the event.