1. Overview

Event organizers and planners should read this document thoroughly to understand what the Sunfish Class expects from the hosting organization to hold the Sunfish North Americans. Some areas may be adjusted based on organizational needs or capacity. Exceptions should be discussed with the National Regatta Chairman before deviating from the established schedule and discussed well in advance. It is recommended that a review of this document be completed prior to the submission of a request to host the event and that the request should be submitted to the National Regatta Chairman at least 30 days prior to the Sunfish North Americans prior to the year it is to be hosted. A Regatta Chairman, a Principal Race Officer and or club representative should be identified as points of contact. The National Regatta Chairman is available to assist in the event organization, planning, writing of the Notice Of Race, Sailing Instructions, scheduling or advertising in the Class newsletter and website. The NOR and SI’s must be approved by the USSCA Regatta Coordinator prior to publication.

The Sunfish North American Championships are held once annually at a club/park location in the continental US. A location that is easily accessible to a large number of Sunfish sailors is a key-determining factor. The Youth and Senior Championships are held in conjunction with each other. This event is considered as a family event and tries to encourage both youths and seniors to participate. The location typically rotates regionally including the Southeast, Midwest, Northeast, NY, Mid-Atlantic and Southwest. The Class may consider other areas, but Sunfish sailors typically drive and bring their own boats, so locations should be considered where sailors can campout at a venue. Clubs are encouraged to allow camping on the grounds.

Each sailor must be a current paid member of USSCA and/or ISCA. The regatta is a qualifier for the Sunfish Worlds held the following year, however only USSCA members are considered for the Worlds slot. This is an open regatta and all skill levels are encouraged to attend.

A club or fleet wishing to hold the NA’s needs the resources to hold the regatta, a sizable beach and reasonably sized body of water. It helps to have a sizeable Sunfish fleet. A bid form and complete budget must be submitted to the USSCA Regatta Coordinator. Subsequently, these will have to be approved by both the Regatta Coordinator and the Class President.

II. Location/Yacht Club Requirements

A club wishing to host the regatta optimally should have the following, however all conditions need not be met:

A. Accommodations
   - Local free housing with club members.
   - Camping on the site or nearby and whether motor homes are allowed.
   - Reasonably priced motels or hotels nearby.

B. Pool of available boat charters.

C. Dealer should be onsite or nearby.

D. Procedures to feed approximately 100 people.

E. Local Race Committee or out-of-towners familiar with the area.

F. Availability of protest committee members. (Committee members do not have to be US Sailing certified).

G. Facilities for storing trailers/cars.

H. Fresh water for rinsing boats.

I. Shelter/Shower/Restrooms.
III. Race Management

A. Principal Race Officer
A competent and reliable PRO is needed, preferably a U.S. Sailing certified PRO or someone who has run an event of this standing. When the event is a Pan American Games qualifier, the PRO shall be a WORLD SAILING International Race Officer (IRO). It is helpful to have a local PRO, or someone who is familiar with the sailing conditions and area. If the option to have two race courses is chosen, two PRO’s are needed, with the PRO in charge of the Championship Fleet being the final authority for both courses.

B. Race Committee
Race committee members should be experienced in large fleet starts and finishes, gate roundings, GPS mark settings and other requirements for championship racing.

C. Pin Boat
A Pin boat may be necessary if the fleet is large. Flags may be flown at both ends. At least 3 Chase Boats and 3 Mark Boats should be on hand for each course. If the judges desire to be on the water, a boat may be needed for them.

D. Judges
This regatta does not require an international jury. US Sailing Certified judges are desired, but not required, however, when the event is a Pan American Games qualifier, PASAF regulations may require the Jury be formed by 3 members that are International Judges from 3 different countries. This can be easily accomplished by having an IJ from the US, one from Canada, and a third from nearby countries such as Puerto Rico, Bermuda, Bahamas or Mexico, to help keep the regatta budget as low as possible. Typically, there are few protests. Judges on the water should have previous experience with small boat kinetics and be ready to call Rule 42 on the water.

E. Sailing Instructions and NOR
Sailing Instructions and Notice of Race should follow current USSA guidelines. Due to the level of competitors, a provision should be included in the SI’s: “If one or more competitors are unduly delaying the completion of a race, they may be scored in place and/or equal to last place (if their finishing position can clearly be recorded) and informed to return to the starting area.” Helpful Contacts: USSA Race Management Publications, the USSCA Board of Directors, your Regional Sunfish Representative, the Sunfish National Regatta Chairman (examples in attachment 3).

IV Race Options
Option 1 is the recommended event option. The National Regatta Chairman and the Class Officers must approve any other option. The event option must be posted in the Notice of Regatta, so an early decision must be selected.

A. Option 1 – One Race Course
1. This option works well when the total number of projected racers will be less than 80. It is acceptable, however, to run the races on one course with more than 80 boats.
2. The Youth Championship must be run in advance of the Championship Series, so the Youths can compete in the championship series. With this option, all Youths are eligible to race in the Championship Series.
3. The Championship Series may be 3 or 4 days and the schedule may be set up to accommodate the host club, however, 8-11 races should be targeted for completion.

B. Option 2 – One Race Course
This option has been used when the projected participation is less than 100 but more than 80 competitors. A pre-qualification series of 3 or 6 races are run to qualify for
the Championship Series or Alcort Series. See Section XIII Addendum 1 for qualifying procedures.

C. **Option 3 - Two Race Courses**

1. This option is preferred when the sponsoring club has enough volunteers and support boats to run two separate courses **and a large fleet, over 100 competitors, is anticipated.** If less than 40 boats will end up in either fleet, this is not a preferred option.

   a) Qualifying races for the championship series are held for the first two days, while the Youth Championship is being held on a separate course. Once the Youth Championship is complete and the qualifying series is complete, the top five Youths, the top 50 qualifying finishers and any previously qualified sailors will move into the Championship Fleet. All other interested Youths and the sailors not qualified in the top 50 will move into the Alcort Fleet to be sailed on its own course. The number “50” may be varied up or down depending on the total number of competitors to equalize one fleet or another. If the cutoff number is to be different than 50, it must be posted before the first qualifying race.

   b) See Section XIII Addendum 1 for qualifying procedures.

2. Sailors previously qualified include past North American Champions and the past ten World Champions. A previously qualified sailor who chooses to compete in or starts in the qualifying series will then have to qualify in the top 50 to race in the Championship Fleet.

**V Number of Races and Courses**

A. **Youth Championship**

The Youths should complete six races with a throwout after 6.

B. **Championship**

The Championship should target 9 – 11 races and complete a minimum of eight with a throwout after seven. At least three races per day should be scheduled. NA competitors should feel as though they have raced in a fair competition based on the weather conditions and race committee work.

C. **Race Courses**

*Preferable race courses include:*

i. A windward-leeward course with a gate at the leeward end and an offset mark at the windward mark.

ii. A triangle-windward-leeward-windward course.

iii. It is preferable that the start and finish lines be outside the course although this is not required.

iv. The ideal length of the course would be about 1 hour.

D. **Water**

Water should be available at the finish of each race on a chase boat set 100 yards outside of the race course below the start line.

E. **Lunch service**

Lunch can be served on shore before racing or handed out on the water. It is acceptable that a shore break be scheduled for lunch, however, this depends on your normal wind conditions and the distance from shore to the race course. The Class generally prefers lunch on the water.

**VI Schedule Options**

The schedule of the regatta is up to the host club. The following are EXAMPLES of schedules. Either of these will work for the one or two course option.
A. **Option 1 (preferred)** – Youths race on Monday and Tuesday. The Championship Regatta starts on Wednesday and ends on Friday or Saturday, if necessary, with 3 days of racing.

B. **Option 2** – Youths race on Sunday and Monday. The Championship Regatta starts on Wednesday and ends on Friday or Saturday, if necessary.

C. **Club Schedule** - Clubs may propose a different schedule subject to the approval of the USSCA Board.

**VII Social Schedule**

An EXAMPLE schedule follows based on Option 1:

<table>
<thead>
<tr>
<th>Day</th>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>Measurement and registration</td>
<td>Noon to 5 pm</td>
</tr>
<tr>
<td></td>
<td>Practice Race for Youths</td>
<td>2 pm</td>
</tr>
<tr>
<td></td>
<td>Skippers Meeting &amp; Opening Ceremony</td>
<td>6 pm</td>
</tr>
<tr>
<td></td>
<td>Welcome Party</td>
<td>6:30 pm</td>
</tr>
<tr>
<td></td>
<td>Dinner or Buffet at Club</td>
<td>7 pm</td>
</tr>
<tr>
<td>Monday</td>
<td>Racing begins for Youths</td>
<td>10:30 am</td>
</tr>
<tr>
<td></td>
<td>Measurement and registration for Championship fleet</td>
<td>Noon to 5 pm</td>
</tr>
<tr>
<td></td>
<td>Dinner</td>
<td>7 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Racing resumes for Youths</td>
<td>10 am</td>
</tr>
<tr>
<td></td>
<td>Measurement and registration</td>
<td>10 am to 5 pm</td>
</tr>
<tr>
<td></td>
<td>Practice Championship race</td>
<td>2 pm</td>
</tr>
<tr>
<td></td>
<td>Youth awards Dinner on grounds or elsewhere</td>
<td>7 pm</td>
</tr>
<tr>
<td></td>
<td>Championship qualifiers posted</td>
<td>8 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Championship Series Racing begins</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Skippers Meeting</td>
<td>9 am</td>
</tr>
<tr>
<td></td>
<td>Race 1 (first signal)</td>
<td>10:30 am</td>
</tr>
<tr>
<td></td>
<td>Executive Council Meeting</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>Dinner (optional)</td>
<td>7 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>Racing resumes</td>
<td>10 am</td>
</tr>
<tr>
<td></td>
<td>*Dinner may be scheduled or not</td>
<td></td>
</tr>
<tr>
<td></td>
<td>General Membership meeting</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>Dinner</td>
<td>7 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>Racing resumes</td>
<td>10 am</td>
</tr>
<tr>
<td></td>
<td>Awards Dinner on grounds or elsewhere</td>
<td>7 pm</td>
</tr>
<tr>
<td></td>
<td>Entertainment following dinner</td>
<td></td>
</tr>
</tbody>
</table>

**VII Food Service**

A. **Breakfast**
The option for a competitor to have a continental or full breakfast at the club should be included in the registration along with a guest fee for non-competitors and served accordingly. Often donations from bagel stores, grocery stores and the like can add to the breakfast. Coffee is popular. Campers particularly enjoy on-site breakfasts.

B. **Lunch**
Lunch may be a part of registration or bought separately. For those who choose the lunch option, a package of a sandwich, a snack and beverage (water is fine) is sufficient. Sandwiches can be “subway” type sandwiches, YC facility made or member made. Keep these inexpensive and simple. Since not everyone likes the same thing, some items can be
set out and those who are interested can partake, like fruit or health bars. If on the water
lunches are provided, they must be delivered below the start line (NOT at the finish line).

C. Dinner
Depending on the racing schedule, host clubs can choose how many dinners to serve. Sailors
and guests should be able to choose the number of dinners attended, as many attendees will
opt to go out locally for one night at least. Regional meals are most welcome and the meals
should vary from night to night. The most formal dinner should be the Awards Banquet.
Trophies should be awarded after dinner on the last day of the regatta.

D. Drinks
Free keg beer and non-alcoholic beverages should be available after each day’s races, getting
a sponsor to help with this could be beneficial.

(Note: The hosting organization may select the type of food service and selection based on
their facilities and desires).

IX Budget/Fees

A. Fees
The price of a regatta should be consistent with the number of days racing. The NA’s do
have more requirements than other regattas, but the cost should not be a deterrent to a sailor’s
decision to attend.

i. Youth – To encourage Youths to participate, the cost should be kept as low as
possible. The Youth’s is a two-day event that might include 2 lunches and 2 dinners.
Adding costs of trophies, RC expenses, a give-away and miscellaneous costs, the
event should be kept to under $80. A price break should be considered for Youths
participating in both events. The class has a “pay-it-forward” program that often
provides funding for ALL youth entry fees. This information is available from the
USSCA Regatta Chairperson.

ii. Championship – The fee for a three-day regatta should be under $200 if possible.
The monies generated from fees and sponsors should cover most of the regatta
expenses and the club’s goal should not be to make money on this regatta.

iii. Youths racing in the Championship – Youths should be charged more for the
full week, if they choose to stay. Adding an amount to their registration fee that is
slightly less than the total fee paid by the seniors would encourage more Youths to
sail. They will not be participating in the beer drinking, and in some cases other
family members will be sailing, making it very costly to participate. If possible, it is
helpful to offer a discount for more than one family member registered.

B. Planning
It is suggested a small discount be offered for early registration in order to help
overall planning.

C. Ways to keep the budget low:
Advertise with the NOR in the Windward Leg, there is no charge. Contact
Vicki Palmer sunfishyouth@gmail.com, Editor, to get publication dates and
instructions on how to get the NOR published. The Leg is published three
times a year.

Advertise on the website: www.sunfishclass.org, it is free.

Use email to alert each Regional Representative who probably has his/her
Class members on a group list. The USSCA Regatta Coordinator can help
with this.
Obtain sponsors: beer distributors, supermarkets, airlines, hotels, Laser Performance, North Sails, Harken, West Marine, and local businesses. They may donate money or items for distribution or door prizes.

Ask club volunteers to help with meals instead of catering.

XI Committees
A. Welcome Committee
Organize a group to welcome the sailors, some come early helping them to find a spot for their boats, cars, campers, and trailers. They should give information about the area and head them in the right direction.

B. Registration
People familiar with all aspects of the regatta are most helpful, as are people familiar with the area. Several stations are usually needed, such as a check-in for pre-registered, sign-up for not pre-registered, a “pay station”, a waiver signing area, a t-shirt or other giveaway area, an extra dinner/t-shirt purchase area, a measurement check-in area and so on. This should be planned out in advance so as to move registration smoothly. Non-class member sailors will be required to join USSCA at check in. If there is a dispute whether a class member has paid its annual dues, the Class Office will sort it out after the event. A current Class roster is always available at https://www.sunfishclass.org/documents/membership_db.pdf.

C. Sponsorship Committee
Putting someone in charge of making sure the sponsors get recognition is very helpful. He/she manages the door prizes, giveaways and other donated items. Hanging posters and banners with sponsor’s names and making sure the sponsors get mentioned and thanked when appropriate is important. This person would be in charge of solicitation of door prizes and other donations as well as organizing giveaway methods. These can include raffles, Chinese auctions, etc. Sponsorship can supplement the club’s budget and at the same time let the sponsors advertise their products and give their company visibility. Contact your local vendor well in advance in writing, requesting their support.

D. Food
Having a committee to arrange food service may take the pressure off of the regatta chairman.

E. Entertainment
Some entertainment may be planned, but is not essential. Most sailors are quite tired after racing all day, but will enjoy some form of music, dancing, or games, but there is no need to be elaborate beyond what the club facilities offer. Flyers or a list of nearby attractions is helpful. This could include items such as golf, mini racetracks, sporting events, local restaurants and bars.

F. Publicity
A committee should put together a News Release about the regatta and send it to the local newspapers, sailing magazines, and TV stations. Invite them to come out and take pictures, encourage them to interview any outstanding local sailors and make sure they will post the results in their media. Make sure someone follows through and sends them the results each day.

G. Scoring
A person familiar with one design scoring should be on hand to score each day. Several programs are good for this, including RaceLog and St. Pete Scoring. Printing lists of sailors for the RC check-in, a posted list of competitors, timely result posting, and emailing the results would be his/her responsibility. The PRO and Judge must approve all daily results prior to posting and in addition the final results must be approved by the Class Office prior to publishing on the web site and in the Windward Leg.
H. Give-aways

Usually the competitors receive a bag of give-aways upon registration. These could be any number of things including food, lotions, lubricants, lip protections, pens, decals, etc. A t-shirt is always given, the design of which is up to the sponsoring club. 100% cotton or rashguards are recomended while lighter colors are preferred. The sponsor’s name may go on the shirt, but it should be smaller than the regatta logo. The shirts may be offered to guests and members for a reasonable price. Drawing for door prizes is always popular; it might be a highlight for a sailor whose race performance may not be in the top ten. Glasses straps, halyards, gloves, gift certificates, centerboard bungee straps, etc. are always welcome.

I. Write Up

Some one from the hosting organization along with the Regional Representative should be selected to provide photos of the winners and write up the event for the Windward Leg, along with coordinating the final results to the Class Office and sending the report to the Windward Leg editor and posting them on the web site.

XII Trophies

A. Perpetual Trophies

The Class provides these and the USSCA Regatta Coordinator should make sure these will be at the regatta.

1. NA Championship Perpetual Daggerboard. Presented to the first place winner in the Championship series, who receives this trophy in addition to the host club provided trophy.

2. Clay Robertson Youth Championship Silver Bowl. This trophy is dedicated to Youth sailor Clay Robertson who died in an accident at the height of his Youth sailing career.

3. George Anderson Top Master Trophy. This trophy was donated in memory of George Anderson who died of a heart attack while running a marathon in Delaware the day before the 1994 North Americans at Lewes Yacht Club and is awarded to the Top Master over 40.

4. Sportsmanship Trophy.

C. Host to provide the following:

5. Youth Championship – Top Five.


8. First Female in the NA’s. (She is not the winner of the Women’s NA’s, that is a different event).


10. First Grandmaster over 60 (not required, but nice).

11. First Youth in Championship series.

12. Sportsman Trophy – For the person who displays those Corinthian traits of good sportsmanship, helping others, showing a real zest for the sport or contributing most to the event.

13. Marco Polo Award – For the person who travels the longest distance.

XII Other Useful Information

A. Eligibility

All sailors must be members of USSCA or their NSCA and have a current card. Sailors may join at the regatta with a payment for membership. This must be sent to the USSCA/ISCA Class Office by the host club. The regatta is open to all Class members.
Youth sailors are eligible to race as Youth if they haven’t reached their 19th birthday by the end of the calendar year in which the regatta occurs.

Juniors are eligible to race as a Junior if they haven’t reached their 14th birthday by the end of the calendar year in which the regatta occurs.

B. Charter boats/Dealership
A local Sunfish dealer should be contacted or involved with the regatta. There are usually quite a few sailors who wish to charter a boat. Suggested charter fee is $300-500 for the week, depending on the schedule. New boats are generally requested. The dealer should be on site to sell boat parts and other equipment. The dealers likely will be one of the regatta sponsors.

C. Measurement
The Class Measurer and delegates handle measurements done before the regatta starts. It is helpful to the Class to have a few club volunteers aid the Measurer in this. Measurement must be completed for each competitor prior to participating in any racing for the regatta.
XIII Addendums

Addendum 1 - Qualifying Procedures for Optional Series 2 & 3

Option 2 Qualifying: If the total number of Championship Series sailors is less than 100, one method to determine qualifiers is to schedule 3 races in one day. All sail in Race #1, the top 20% finishers qualify. They may go into the Championship Series. The remaining sailors race in Race #2, and the top 20% qualify. They may go into the Championship Series. In Race #3, the top 10% qualify for the Championship Series, and the remaining sailors sail in the Alcort Fleet.

Example: Race 1 – Top 20% of 70 is 14. Top 20% of 56 is 11. Top 10% of 45 is 5, putting 30 sailors in the Championship Fleet, plus pre-qualifiers and the top five Youths. The Alcort Series will have 40 sailors plus any Youths who were not top 5, wishing to race. Any pre-qualified past champion who elects to compete in the qualification series must qualify to sail in the Championship Fleet.

Option 3 Qualifying: This series is designed if there are more than 100 plus sailors for the event. Divide the sailors competition in the Championship Fleet into four fleets, giving each one a different colored ribbon to be tied to the top of their upper spar. Try to divide the fleet so the top competitors are spread out throughout the four fleets. There should be a minimum of three and a maximum of six races sailed. The starts should be at least ten minutes apart. There is no throwout.

Day 1: (Sunday or Monday)
Race 1: red vs blue, green vs yellow
Race 2: red vs green, blue vs. yellow
Race 3: red vs yellow, blue vs green

Day 2: (Monday or Tuesday)
Race 1: green vs yellow, red vs blue
Race 2: blue vs yellow, red vs green
Race 3: blue vs green, red vs yellow

Scores are totaled with the top 50% placed in the Championship Fleet. The remainder are placed in the Alcort Fleet. Remember that previously qualified (former champs) and top five Youths are also in the Championship Fleet.
Addendum 2 – Contacts:

**USSCA President:**
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(847) 651-2112  
sail59541@comcast.net

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**Regatta Coordinator:**
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margueritek@me.com

**Youth Coordinator:**
Vicki Palmer  
sunfishyouth@gmail.com

Addendum 3 - Examples *Under Revision*

- Notice of Race
- SI’s
- Previous Schedules
- Sample Budget