GUIDELINES AND PROCEDURES FOR RUNNING A MASTERS WORLD CHAMPIONSHIP

October 2003
(Revision: July 2017)

Prepared by Gail M. Turluck
With Thanks to Brian Weeks
(Revision by Rich Chapman and Eduardo Cordero)
Thank you for your inquiry regarding the ISCA Masters World Championship! We are confident that your club and its committees will work together to make the entire experience rewarding for themselves and the sailors involved. Masters regattas are a special part of the Sunfish life. There’s a bigger element of fun and ease that is a part of these events, though the sailors still take their racing seriously. The material which follows will provide the basic information which is required of a host of one of these championships. Your experienced sailors and Race Management team will know where to adapt and adjust to make things flow smoothly.

It is the Class’ intention to have the ISCA Masters World Championship dates set at least a year and a half ahead of time, so the date can be included in the Class Schedule. This also ensures that other Clubs and Fleets can adjust their schedules and regattas to permit their sailors to participate in this event. Please work closely with the ISCA Masters Chair and ISCA Office when setting the date for your event.

1. QUALIFICATION

All Sunfish sailors must be current year International Sunfish Class Association members. Individuals join the Sunfish Class by joining their National Sunfish Class Association. United States Sunfish Class Association members can join or renew their membership online at https://www.sunfishclass.org/membership/join-the-class

Other National Sunfish Class Association members (non-U.S. sailors) can join or renew their membership through their respective National Class Representative.

US Membership Application forms can be downloaded at https://www.sunfishclass.org/documents/membership_application.pdf

To verify sailor’s eligibility, membership database can be downloaded at https://www.sunfishclass.org/documents/membership_db.pdf

Your Registration Committee must verify each participant’s eligibility or have them complete an application and pay Sunfish Class dues (collect a separate check for Class dues) in order for them to participate. There are no exceptions to this rule. If it turns out an individual has paid already, the Class Office will HAPPILY mail their check back to them as they go through processing the applications from your event. If you have any questions on membership requirements, ask the ISCA Masters Chair or other Class officers who are present.

Boats and equipment must be compliant with current ISCA rules. Boats may be selected for re-measurement at any time during the regatta by the ISCA Chief Measurer, or an appointed representative.

Class Rules and other measurement information can be found at https://www.sunfishclass.org/about/rules-measurement

The winner of the ISCA World Masters Championship earns a berth for the next year’s Worlds Championship. This berth does not pass down, should that individual be unable to attend the Worlds.

2. FEES

The ISCA World Masters Championship has two types of schedules, Schedule 1 and Schedule 2 (Refer to # 5 Schedule for details). Schedule 1 is a 4-day regatta, with tune up sailing/racing on the 1st day followed by 3 days of racing. Schedule 2 is a 6-day regatta, with tune up sailing/racing on the 1st day followed by 5 days of racing with lay day on the 4th or 5th day of the regatta (similar to the ISCA World Championship). Fees for an ISCA World Masters Championship range anywhere from $100 to $140 for Schedule 1 and $200 to $300 for Schedule 2 (2017-8 prices). The entry fees include a memento (t-shirt, hat, mug, etc.), Continental-type breakfast each morning, dinners/parties/BBQs, and trophies. If possible, it is best to have lunches included too. You are encouraged to seek local sponsors to help with event costs.
3. **ACCOMMODATIONS**

About two-thirds of the sailors will be traveling some distance to the regatta. It is very important well in advance of the regatta that the host announces good information on where sailors can stay. Motels, Bed & Breakfasts, camping and volunteer housing options should be listed with location, cost and contact information. You, as organizer, know your area, know reputable places, and know where other visitors have been happy in the past.

4. **NOTICE OF RACE**

The Notice of Race template can be downloaded from the ISCA Host Resources section at https://www.sunfishclass.org/host-resources

Please send the text of the Notice of Race to the ISCA Masters Chair and Class Office for review at least 13 months in advance of the event. Allow 1-2 weeks for this part of the review process.

Once approved, the Notice of Race should be published online at least 8-12 months before the regatta. Coordinate with the Class Office to publish the event in the online Regatta Schedule to include information such as: the title of the event, dates, name, address, telephone number and e-mail of host, name of Regatta Chair (name, address, telephone number and e-mail), website address for club (if available), a statement that it is a World qualifying event, reminder of Class membership requirement, information on housing, meals, fees, social events (and appropriate dress), etc. The Class Office will also distribute the event information by e-mail and Social Media.

5. **SCHEDULE**

*Schedule 1* is recommended when the same venue in the US Florida Region organizes both the Masters World Championship and the Midwinters Championship over the course of 8 days during the month of March. Midwinters Championship arrival and registration day will follow last day of the Masters World Championship.

**ISCA MASTERS WORLD CHAMPIONSHIP AT FRIENDLY YACHT CLUB**

**MARCH** **17-20, 2018**

**Saturday March 17**
- 09:00 Hrs. – 17:00 Hrs.: Registration and Measurement
- 14:00 Hrs.: Practice Starts/Practice Race
- 17:00 Hrs. Opening Ceremony/Welcome Party and hors d’oeuvres

**Sunday March 18**
- 07:30 Hrs. – 09:00 Hrs.: Registration and Measurement
- 08:00 Hrs.: Breakfast and/or Make Your Lunch
- 09:30 Hrs.: Skipper’s Meeting
- 10:30 Hrs.: First Warning
- After Racing: Dinner

**Monday March 19**
- 08:00 Hrs.: Breakfast and/or Make Your Lunch
- 10:00 Hrs.: First Warning
- After Racing: “Off Site Entertainment/or Club Closed/or swap with After Racing on day 1

**Tuesday March 20**
- 08:00 Hrs.: Breakfast and/or Make Your Lunch
- 10:00 Hrs.: First Warning
16:00 Hrs.: Awards Ceremony and Dinner/BBQ

- Multiple back to back races will be sailed each day with lunch on the water.
- On Tuesday, March 20, no warning signal will be made after 14:00 hours.

Schedule 2 is recommended when the Masters World Championship is held as a stand-alone event.

ISCA MASTERS WORLD CHAMPIONSHIP AT FRIENDLY YACHT CLUB
AUGUST 26- 31, 2018

Sunday August 26
09:00 Hrs. – 17:00 Hrs.: Registration and Measurement
14:00 Hrs.: Practice Starts/Practice Race
17:00 Hrs. Opening Ceremony/Welcome Party and hors d’oeuvres

Monday March 27
07:30 Hrs. – 09:00 Hrs.: Registration and Measurement
08:00 Hrs.: Breakfast and/or Make Your Lunch
09:30 Hrs.: Skipper’s Meeting
10:30 Hrs.: First Warning
After Racing: Dinner

Tuesday August 28
08:00 Hrs.: Breakfast and/or Make Your Lunch
10:00 Hrs.: First Warning
Open Night or Event Outside Venue

Wednesday August 29
08:00 Hrs.: Breakfast and/or Make Your Lunch
10:00 Hrs.: First Warning
After Racing: *Off Site Entertainment/or Club Closed/or swap with After Racing on day 1)

Thursday August 30
Lay/Reserve Day: Breakfast and Lunch will be provided if racing on this day

Friday August 31
08:00 Hrs.: Breakfast and/or Make Your Lunch
10:00 Hrs.: First Warning
18:00 Hrs.: Awards Ceremony and Dinner

- Multiple back to back races will be sailed each day with lunch on the water.
- On Friday, August 31, no warning signal will be made after 14:30 hours.
- The reserve day may be observed unless either of the following conditions exist:
  o Fewer than 8 races have been completed.
  o The race committee, in their sole judgment, believes that sailing conditions expected on the final scheduled day of the regatta are unlikely to permit at least 2 races to be completed.

*Local custom may cause for some adjustment to the above schedules. Masters prefer more races and shorter races than a few Olympic-length endurance contests.

**As a number of competitors will fly in for this event, a cutoff time is needed on the last day. This gives
travelers the opportunity to travel home in a relaxed manner. State this on both the Notice of Race and Sailing Instructions.

6. **SAILING INSTRUCTIONS AND COURSES**

The Sailing Instructions Template can be downloaded from the ISCA Host Resources section at https://www.sunfishclass.org/host-resources

Please send the text of your Sailing Instructions to the ISCA Masters Chair, Class Office, and designated Jury Chairperson at least 4 months prior to the event for review. This is to ensure the plans of the host and the expectations of the incoming racers are approximately the same.

As this is a championship with an open World's berth at stake, high quality racing is expected. Having a top-notch race committee with experience running dinghy racing at the national or international level should be a priority. Courses should be of appropriate size to the weather conditions so that a race takes about 45 minutes to finish.

The Race Committee boat should have a way to display signal flags so they can be clearly seen by boats at the far end of the starting line. You may wish to have boats as both ends of the starting line. It is suggested you have one safety boat for every 15-20 boats in the event. They can double as mark set boats, lead boats (to show where the mark is in fog or rain), and refreshment boats (common courtesy in the Sunfish Class today includes having water and/or soda available at the finish of each race). A separate boat should be utilized for the International Jury. If you can arrange for more safety boats, that’s better. Safety boats are not spectator boats and should have 2 able rescuers aboard.

The Committee should strive to get in at least 7 races, more if possible. It is the Sunfish Class preference to require just 1 race to constitute a regatta. The Class prefers that the awards be distributed and that someone earns the Worlds Berth which is available.

7. **AGE GROUPS**

To be eligible, an individual must have reached his or her 40th birthday by the first day of racing (excluding the practice race). In Masters Regattas, ISCA utilizes Standard Age Groups. They may not be adjusted to make groupings of even numbers. Each age group considers itself to be a regatta within itself. Each age group looks forward to the changes which come with an individual “aging out” or “aging in.” The Standard Sunfish Age Groups are:

- Apprentice Masters: 40-49 years of age
- Masters: 50-59 years of age
- Grand Masters: 60-69 years of age
- Great Grand Masters: 70-79 years of age
- Senior Masters: 80+ years of age

8. **PRE-REGISTRATION**

It is important to seek pre-registration for Masters Regattas. You should indicate a deadline for pre-registration and include a discount for those who meet it (suggest two weeks in advance). You will want to set the deadline to allow enough time to adjust your awards order. You may make your age group determination based on pre-registrations received by the deadline. Call the ISCA Masters Chair with any questions.
9. **TROPHIES AND AWARDS**

TROPHIES: At a Sunfish Masters Regatta, trophies are awarded to the Top 3 in each age group and to the Top 5 finishers overall. This is the Class standard and is not open to adjustment, except to add more. These trophies should be traditional or classical in nature (silver, pewter or crystal bowls, trays, mugs or glasses, engraved plaques). The Top 5 awards should become larger as you ascend the order of finish. Gift awards are not appropriate awards for this event (sail bags, daggerboard covers, drink holders, etc.).

Suggestions for additional trophies:

- Youngest master
- Oldest master
- Marco Polo award (farthest traveled; maybe one for by car, another for by air)

Your committee’s planning, creation, observation and listening skills will come into play when coming up with these awards. These awards can be hand lettered with a paint pen and are intended to be low budget items. You may present as many or as few of these fun awards as you please.

**DOOR PRIZES**: Door prizes are currently very popular. Local merchants and marine suppliers will often donate items which you may give away. A good time to distribute these is at the evening social event. It’s best to have a rule that the winner must be present.

10. **MANPOWER**

To be properly prepared to host a Masters Worlds Championship you will need adequate help. You will need an overall Regatta Chair. You will need a Race Committee Chair with a minimum of two assistants, plus 2 people for each safety boat. The larger the fleet, the more safety boats you will need. The worse the weather, the more safety boats you will need. Keep in mind that some Masters sailors may have health conditions which will necessitate assistance sooner than you experience with some other racing fleets.

Notify the ISCA Masters Chair and the Class Office who your Race Committee members are at least two months in advance of your event.

You will need a dedicated Scoring Chair who will have no other responsibilities during the days of the event.

You will need enough staff to take care of all of the meals.

You will need a Registration Chair with adequate staff to handle incoming sailors.

You will need a Launch Chair who will be available to sailors as they arrive to give information on where to put their boats, where they can find a hose, where to park their cars and trailers, a hand to unload boats onto dollies, etc. It is suggested you have a Dock Committee which will be available for all launch and retrieval times to lend a hand (either at launch ramps or on the beach).

You will need to have a Protest Committee (minimum of 3, at least one of which is a National Sailing Association Certified Judge (International Judge even better) and preferably one who is familiar with racing Sunfish) available at the conclusion of racing each day. The members of the Protest Committee may not be members of the Race Committee.

Notify the ISCA Masters Chair and the Class Office who your Protest Committee members are at least two weeks in advance of your event.
11. **DINNERS OR PARTIES**

After racing events are usually the time for either a party, a dinner or a barbecue. This is to be included in the entry fee, but will be purchased for an additional fee for guests of the sailor. The club must decide upon the price. The party can be whatever you want to make of it.

12. **LUNCHES**

Lunch can be done a couple of ways. It should be included in the entry fee, especially where it is served on the water. A usual on the water lunch will have a sandwich, chips, piece of fruit, a couple cookies, and water. Lunches on land are still included, but you can choose to have sailors utilize your club’s dining room or snack bar. The difference should be reflected in your entry fee. It all depends on your club’s budget, facility, membership enthusiasm and availability and the finances of the event.

13. **SPONSORS**

Sponsors may be utilized for your regatta. They can donate a service, a regatta supply or need, or money. You may offer to allow them to hang a banner at the site during the event, to have a booth set up during registration, to include their logo on the event t-shirt sleeve or other memento (tastefully), and to include it on all printed matter (Notice of Race, Sailing Instructions, Press Releases, etc.) generated for the event. Sponsors can give money towards trophies in return for recognition. Make sure your organization is getting fair value for the exposure the sponsor will receive. Also check the RRS advertising rules. If you have questions about finding sponsors, contact the ISCA Masters Chair.

14. **PUBLICITY**

The regatta will be big news if your club makes it that way. Getting the community involved and aware that this Championship is being held in their area is a great opportunity for you to utilize this event to boost Sunfish sailing and your club in your geographic area. To do this, you need a Publicity Chair. This individual will want to start issuing press releases three to six months in advance. If you can find out the defending champion is planning to come, include that. As you discover other major champions intend to participate, include that information, too. Press releases need to be sent to local newspapers, the nearest major city daily newspaper, as well as the Sunfish Class social media pages.

Your Fleet members’ personal invitations when they go to other regattas, Notice of Race, and Internet/Social Media reminders will do the most for bringing in a good, competitive fleet.

15. **FINAL REPORT**

Once the regatta is over, there’s still one piece of work. You need to let the Sunfish Class members and the world know what occurred, right away. You will need to send a copy of your report to the ISCA Masters Chair, the Class Office, and the Windward Leg editor (addresses available at https://www.sunfishclass.org/contact-us

This report is due the day after the event is completed (electronic delivery is acceptable). It is best to take care of this while the event is still fresh in your mind and before materials begin to get lost. You are strongly encouraged to keep a copy of the entire report (including an electronic backup copy) in your club's files for a minimum of one year. Be sure to keep a hard copy of the Notice of Race, the Sailing Instructions, all notices from the Notice Board, and any protests with those materials.

Please note the layout for posting of the scoring that follows in order to feature the age groups. A separate overall standing score sheet is also recommended. While there are overall awards, these are down-played.
Your published report should resemble this:

2018 ISCA Masters World Championship  
Friendly Yacht Club, Lake Warmwater,  
Hometown, FL March 17-20, 2018

<table>
<thead>
<tr>
<th>73 boats</th>
<th>Finishes</th>
<th>Total</th>
<th>Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Senior Masters</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. John Jones</td>
<td>4-4-4-4-4-4-4-4</td>
<td>28</td>
<td>O4</td>
</tr>
<tr>
<td>New York, NY</td>
<td></td>
<td></td>
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<tr>
<td>2. Jim Janey</td>
<td>8-8-8-8-8-8-8-8</td>
<td>56</td>
<td>O8</td>
</tr>
<tr>
<td>High land Park, IL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Mary Smith</td>
<td>12-12-12-12-12-12-12</td>
<td>84</td>
<td>O12</td>
</tr>
<tr>
<td>St. Joseph, MI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Etc.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Great Grand Masters</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Jane Jones</td>
<td>3-3-3-3-3-3-3-3</td>
<td>21</td>
<td>O3</td>
</tr>
<tr>
<td>New York, NY</td>
<td></td>
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<td></td>
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<tr>
<td>2. Don Janey</td>
<td>7-7-7-7-7-7-7-7</td>
<td>49</td>
<td>O7</td>
</tr>
<tr>
<td>High land Park, IL</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3. Mike Smith</td>
<td>11-11-11-11-11-11-11</td>
<td>77</td>
<td>O11</td>
</tr>
<tr>
<td>London, England</td>
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<tr>
<td>4. Etc.</td>
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<tr>
<td><strong>Grand Masters</strong></td>
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<tr>
<td>New York, NY</td>
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<tr>
<td>2. Mary Johnson</td>
<td>6-6-6-6-6-6-6-6</td>
<td>49</td>
<td>O6</td>
</tr>
<tr>
<td>Hamilton, Bermuda</td>
<td></td>
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<td></td>
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<tr>
<td>3. Henry Queens</td>
<td>10-10-10-10-10-10-10-10</td>
<td>77</td>
<td>O10</td>
</tr>
<tr>
<td>1</td>
<td>St. Joseph, MI</td>
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<td>4. Etc.</td>
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<tr>
<td><strong>Masters</strong></td>
<td></td>
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<tr>
<td>1. Joe Smith</td>
<td>2-2-2-2-2-2-2-2</td>
<td>14</td>
<td>O2</td>
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<tr>
<td>Sayville, NY</td>
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<td></td>
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<tr>
<td>2. Pedro Gomez</td>
<td>14-14-14-14-14-14-14-14</td>
<td>98</td>
<td>O14</td>
</tr>
<tr>
<td>Caracas, Venezuela</td>
<td></td>
<td></td>
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<tr>
<td>Detroit, MI</td>
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<td>4. Etc.</td>
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<tr>
<td><strong>Apprentice Masters</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Henny Green</td>
<td>1-1-1-1-1-1-1-1-1</td>
<td>7</td>
<td>O1</td>
</tr>
<tr>
<td>Ponce, Puerto Rico</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. George Kemper</td>
<td>5-5-5-5-5-5-5-5-5</td>
<td>35</td>
<td>O5</td>
</tr>
<tr>
<td>High land Park, IL</td>
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<tr>
<td>St. Joseph, MI</td>
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<td>4. Etc.</td>
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</tbody>
</table>
The regatta was sailed on a gloriously perfect weekend. It was sunny, 82 degrees, with Southwest winds 12-16, both days. Henny Green, fresh from a win at the New England Regional, walked away with the championship. Saturday night’s barbecue was followed by a fierce Putt-putt golf tournament which was won by Janine Green. Melanie Blough was the recipient of the Golden Key award (some plastic baby teething keys), as she couldn’t seem to figure out how to get her boat started!

The Regatta Chair was Bill Smith, assisted by J.T. Marsh and Stu Knapp. The Race Committee Chair was Jenna Rink, assisted by B.D. Reames, Don Cole, Jim Cobb, and Sally Forth. The Protest Committee was Mike Judd (Chair), Todd Waters and Bruce Kent. (Etc.)

Finally, you need to include the name, address, telephone numbers (home and work), of the Regatta Chair, Race Committee Chair and Protest Committee Chair to the Masters Chair. From time to time it is necessary to contact these people after the event is concluded to follow up with a question.

We wish you the best of luck as you organize this exciting and fun championship. If you have any questions, please feel free to contact your ISCA Masters Chair.

If you have any comments, suggestions or improvements you’d like to see made to this publication, please contact the ISCA Masters Chair, Rich Chapman, 847-651-2112 or sail59541@comcast.net