GUIDELINES AND PROCEDURES
FOR RUNNING A
SUNFISH® REGIONAL CHAMPIONSHIP

Compiled by the
United States SUNFISH® Class Association Regatta Chairman
Thank you for your interest in holding the SUNFISH® Regional Championship at your club. We hope it will be a rewarding regatta experience for your club members and committees, as well as the sailors involved. The following is an outline of how the regatta is usually run and it covers most areas of procedure that are usually asked about.
So you want to host a Sunfish Regional Championship? Congratulations and thank you! If you haven’t already contacted your regional representative, you should do so right away to coordinate dates. You want to make sure that your event doesn’t conflict with other major events on the schedule. The regional rep can also help you with things like the Notice of Race, the budget for your event and publicity.

Let’s get started! Here’s what you need to know:

1. **QUALIFICATION**:

   All SUNFISH sailors must be current USSCA members (dues paid). All USSCA members are issued a membership card with an expiration date that verifies their eligibility. If an entrant is not a current member, they must fill out an USSCA membership application form and provide the appropriate fee by cash or check. Membership forms can be downloaded at https://www.sunfishclass.org/documents/membership_application.pdf. All membership applications and fees must be sent to the Class Office once registration is closed. If an entrant is already a current member, the Class Office will return their cash or check. USSCA roster is available at https://www.sunfishclass.org/documents/membership_db.pdf. All the entrants shall be on this list and regatta hosts shall not accept any excuses. All boats should have class legal or highly visible numbers on the sail. Boats are expected to be legally outfitted, although no official measurement is performed at a regional event. The winner of the regional will qualify for the next year’s SUNFISH World Championship. Clubs should not allow separate fleets for members and non-members.

2. **FEES**:

   Fees for a Sunfish Regional Championship should be calculated based on expected costs and number of participants. The fees should cover the two days of racing, any paraphernalia that is given away, a dinner or party or BBQ on Saturday night, trophies, and often, lunches each day or at least donuts and coffee each morning (Depending on club budgets). These events are not to be run as a fundraiser for the host club.

3. **ACCOMMODATIONS**:

   Some of the sailors will be traveling some distance to the regatta. It is recommended that, before hand, the club spell out where sailors can stay. Motels, camping and volunteer housing arrangements are the best bets. Free housing for sailors is a strong incentive for them to come to your event and a great way for your members to get to know sailors from out of town!

4. **ANNOUNCING YOUR EVENT**:

   Once you’ve decided on the date of the event, announce it in as many ways possible. This should include Facebook, the Sunfish Listserve as well as your club’s web page. Your announcement should also be sent to class office for posting on the regatta calendar. An
official notice of race should be prepared and distributed as soon as possible. NORs should be
cleared through the class office before distribution.

5. **SCHEDULE:**

A typical schedule for the event is usually as follows:

**EXAMPLE: NY REGIONAL AT GREAT SOUTH BAY YACHT**

**CLUB** AUG. 18-19, 2016

**SAT. AUG. 18**
8:30 am-10:30 am Registration and donuts in clubhouse
11:00 am Skippers meeting
11:30 am Start of races 1 and 2
1:30 pm Lunch
2:00 pm Start of races 3 and 4
7:00 pm BBQ/Beach party at GSB clubhouse

**SUN. AUG. 19**
10:00 am Start of races 5 and 6
12:00 pm Lunch
1:00 pm Start of race 7
4:00 pm Awards ceremony and departure of sailors

6. **RACING INSTRUCTIONS AND COURSES:**

The regatta is to be governed by the rules of the US Sailing, ISCA and the USSCA.
Following a template for sailing instructions is recommended. This will help avoid confusion
and possible protests. The courses that are usually run for a regional are windward-leeward.
Large cylinders or buoys are recommended for marks and it is highly recommended that the
courses be of decent length. Races should take about 35-45 minutes to finish.

The starting line should consist of a large boat at the starboard end. An "X" boat or mark can be
used at the port end. A couple of crash boats should be utilized for course changes and rescues.
It is very important that you have enough safety boats with qualified drives to handle
emergency situations. One race can constitute a regatta, however, the committee should try to
get in 7 or even 8 races if they can. Racing should end early on Sunday in order to add scores,
give away awards and see the sailors off at a decent hour.

7. **TROPHIES AND AWARDS:**

At a Sunfish Regional, trophies are awarded for at least the top five finishers, expecting
that the fleet size will be around 20 to 30 boats. These trophies can become larger as you
ascend the order of finish. They can be traditional or classical in nature (i.e., silver or pewter
bowls, engraved plaques) of something that is unique to your area (work by a local artist, for
example). Gift awards (sail bags, daggerboard covers, drink holders) are not recommended for
this regatta.

Other trophy ideas are:

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- Top Master (over 50)
- Top Female
- Top Junior (under 16)
- Bullet awards (top finisher in each race)
- Sportsmanship
- Farthest traveler (Marco Polo ward)
- Most consistent
- Most inconsistent
- Most improved

These are just some ideas. Just a few trophies are sufficient.

8. **DINNERS OR PARTIES:**
   Saturday night during the event is usually the time for either a party, a dinner or a barbecue. This will be included in the entrant’s fee, but will be purchased as an extra by guests of the sailors or of the club. The club must decide upon the price. Again, the party can be whatever you make of it.

9. **LUNCHES:**
   Lunches are often included in the regatta fee, especially in such a case where lunches are to be served on the water. They will usually consist of a sandwich, soda, chips and cookies. However, lunches can also be served on land. In this case, they can be purchased (hot lunches can be served) or included in the regatta fee. It all depends on the club’s budget, facilities and management of the regatta.

10. **SPONSORS:**
    Sponsors may be attained for the regatta. They can donate a service or money in return for a simple thanks or by putting their name on a tee shirt or some other gift. Tee shirts are a welcome addition to the regional event. Sponsors can put their name on the sleeve or on the back. Participants would receive one with their entry fee. Extra shirts would have to be purchased. Sponsors can give money towards trophies also in return for recognition. It’s also a great idea to have a sailboat dealer on the premises to sell parts, sailing gear, etc.

11. **PUBLICITY:**
    The regatta will be as big or as small a success as the individual club makes it. The sailing end of things almost always works out. Showing people a good time and getting club members and the community involved is another aspect. The regatta should be publicized in as many ways as possible. Facebook, the class website, the Sunfish Listserve are all great ways to get the word out. You should also contact the class office for email addresses or mailing addresses for the sailors in your region. These postings, mailings and word of mouth are very important in bringing in a large, competitive fleet.
12. **RESULTS:**

A copy of or a link to the racing results must be sent to the Class Office once the racing is completed. The results can be emailed or mailed.

The email address of the Class Office is: SunFishOff@gmail.com.

The mailing address of the Class Office is:

USSCA
P.O. Box 956
Daleville, Alabama 36322-0956
Phone: 334-709-4110

We wish you luck and smooth sailing in running this year's SUNFISH Regional Championship. Remember, your Regional USSCA Representative and the Class Office are there to help you in any way they can.