

Regatta Chair Duties

1. Publicize the event
 - A. Mooring Line coordinate with Sail Fleet Captain
 - B. Web Site coordinate with SWYC web master
 - C. San Diego Area Yacht Clubs
 - D. Flyers
 - E. Weekly Halyard coordinate with front office
2. Notice of Race and Entry Forms
 - A. Contact SWYC Race Liaison for preparation of N.O.R. and submit to Sail Fleet Board for approval.
 - B. Entry form prepared for Web site. Contact Sail Fleet board secretary.
3. After approval, Sail Fleet secretary will have the Notice of Race published and the entry form placed on the website by SWYC webmaster.
4. Sail Fleet secretary will contact Regatta Network and set up sign up program.
5. Sailing Instructions.
 - A. Contact SWYC Race liaison for writing of sailing instructions
 - B. Submit completed Sailing Instructions to Sail Fleet for approval.
 - C. Upon approval have Sailing instructions posted on the website, as in #3 above.
 - D. Ensure all permits are pulled as necessary by SWYC race liaison.
6. Ensure all fees have been paid by racers.
7. Contact SWYC Event Coordinator to reserve the venue for the after Race party.
 - A. Order food as necessary.
8. Day of the Race coordinate and set up the venue as needed.
9. Contact the Port Captain to arrange guest slips as needed for visiting racers and crew.
10. Order Trophies.
 - A. Coordinate thru, Sail Fleet Captain for budget, and SWYC PHRF liaison for classes
11. Order and sell T-shirts, hats, etc. at the After Race Party. Secure volunteers as necessary.

12. M/C the After Race Party and present awards.

A. Ensure that a Member of the Board of Directors or Commodore is present and introduce.

C. Acknowledge the Race Committee volunteers.

13. Ensure the Race Results are posted on Web site, by scorer and a hard copy is posted on Sail Fleet board.

14. If race is sponsored by another Yacht Club, coordinate with these clubs.

15. Update perpetual trophies as necessary.