



## Master Planning Schedule Key Dates

The following provides a Check List of Key Dates in the Planning and Hosting of an Ontario Sailing event. It is not intended to cover all of the preparations required.

### Before Club Applies for Regatta

- Determine whether club has adequate facilities, equipment, people
- Check insurance coverage (General Club Liability Insurance - minimum two million dollars, On Water Regatta Liability Insurance - minimum two million dollars).
- Appoint Regatta Chair

### January

Begin Set Up of Committee Structure:

- Chair Finance / Registration appointed
- Principal Race Officer appointed
- Chief Judge appointed
- Regatta contract signed and returned to Ontario Sailing by end of January

### February

- Other key Sub Committee Chairs appointed – especially those who will have budget considerations.
- Draft Budget completed
- Notice of Race
  - Principal Race Officer sign off
  - Chief Judge sign off
- Notice of Race completed (and submitted to Ontario Sailing by end of February).
- Provision for Club Website – Details (URL) forwarded to Ontario Sailing

### March

- Appointment of Race Officers and Judges – attendance at Race Management Seminars and Judging Clinics arranged.
- Provision for Race Officer Mentoring
- Provision for On Water Judging
- Scorer appointed – familiarization with Sailwave Scoring Program

### Two Months Prior to Regatta

- Race Committee Equipment arranged
- Provision for Safety Boats and on shore Medical arrangements
- Race Committees appointed
- Draft Sailing Instructions completed and sent for review by Chief Judge

**One Month Prior to Regatta**

Sailing Instructions completed

**During The Regatta**

Regatta Results Posted on Club Website – or forwarded to Ontario Sailing.

A Regatta Incident Report should be submitted immediately to Ontario Sailing.

**Within One Week of The End of the Regatta**

Submit Final Regatta Report to Ontario Sailing