



**Canadian Yachting Association
Association Canadienne de Yachting**

Portsmouth Olympic Harbour
53 Yonge St.
Kingston, Ontario
K7M 6G4
Phone: 613 545 3044
Toll Free: 877 416 4720
Fax: 613 545 3045
sailcanada@sailing.ca

Event Guidebook

CYA Event Guidebook

Table of Contents

1	Introduction	3
	Event Specific Guidelines.....	4
1.1	Event Planning Table	8
2	Overall Regatta Structure and Guidelines	9
2.1	Regatta Structure	9
2.2	Language.....	9
2.3	Time lines	10
	CYA Race Officials.....	11
	CYA Resources Provided for your event.....	14
	CYA Representative (volunteer) at CYA Events.....	14
	Equipment requirements	15
	Measurement	16
	Registration Process, Registration area and Registration Committee.....	16
	Registration Package	17
	Notice Boards and Box.....	18
2.4	Charter Boats	18
	Transportation Committee	19
	Food	19
	Accommodation.....	20
	Medical services committee	20
	Safety	21
	Site Requirements.....	22
	Seminars and Social events.....	23
3	Codes of Conduct.....	25
	CYA Coach / Instructor Code of Conduct.....	25
	CYA Youth Code of Conduct.....	25
	Alcohol and Drugs	26
	A Sailor's Oath	26
4	Media, Public Relations and Sponsorship	27
	Media Relations & Promotions committee.....	27
	CYA Sponsorship Guidelines	27

CYA Event Guidebook

Logo	28
CYA Medallions, Awards and Recognition	28
5 CYA Event Competition Guidelines and Tools.....	29
5.1 Arbitration Option.....	29
5.2 Class Flags.....	29
Coaches / organizers / meetings	29
Scoring	30
APPENDIX P.....	30
5.3 ISAF and CYA Codes	31
5.4 CYA Prescriptions	31
Race Officials – Availability and Selection.....	31
5.5 Document templates and Forms.....	32
6 Contact Information	34
6.1 CYA Staff.....	34
Provincial Sailing Associations	34
6.2 National Support Centres	34
6.3 Class Association Contact List	34
CYA web guide for Race Officials, class association and coaches	34
Other CYA Resources	36
Other Valuable Links and Information	36

CYA Event Guidebook

1 Introduction

This CD and document has been developed to assist Host Clubs in organizing CYA events.

Please consider this as an information resource tool/guide. We welcome you to contact us with any questions, concerns or ideas. We are excited to discuss ideas/issues with regards to the actual guidelines, as well as what type of information you would like to receive as an event host. Your input to this packages content is greatly appreciated. Any feedback will be used to improve the Guidebook on an ongoing basis.

Have a great time this year!

Happy Sailing!

Sarah Moscrop
CYA Racing Co-ordinator
racing@sailing.ca

Aimée Hennessey
CYA High Performance Program Assistant

Welcome to the CYA Event Guidebook. This guide has been prepared with the experiences and feedback we have received from previous hosts of CYA Events. Please use this information to help make your event even better. We look forward to working with you, and wish you all the best for your event.

Good luck, and safe sailing.

Ron Rubadeau
Chair
CYA Events Committee
Racing Division
docrocket@shaw.ca

CYA Event Guidebook

Event Specific Guidelines

CYA Regatta hosts are expected to follow the CYA regatta guidelines in terms of race officials, guidelines and procedures. When possible, CYA will endeavour to support at least the Principle Race Officer and the Protest Committee Chair (and members of both). Also, CYA will ensure there is at least one CYA coach, and a CYA volunteer attending your event. Should the CYA support of the PRO (Principal Race Officer) or PCC (Protest Committee Chair) not be possible, the expense associated with obtaining qualified personnel needs to be included in the budget process and incorporated with the entry fees.

On this note, CYA strongly believes training opportunities tied to events are a valuable means to get more people involved and informed! Whether your club would like to incorporate a course on RRS 42 (propulsion), a generic judging course or a race officer clinic - touch base with CYA...anything can be arranged!

Although regattas and programs should be self-supporting, some funding may be available. Please contact CYA to confirm how much support may be available for your regatta, as well as to discuss any ideas you may have to make your CYA event the best ever!

CYA 16 and Under (Eastern and Western) National Sailing Championships

The championship names shall be:

In the west (BC to MA) in English the

- CYA 16 and Under Western National Sailing Championships

and in French

- Championnat national de l'ouest 16 and et moins de l'ACY.

In the east (ON to NFLD) in English the

- CYA 16 and Under Eastern National Sailing Championships

and in French

- Championnat national de l'est 16 and et moins de l'ACY.

The CYA 16 and Under National Sailing Championships are major regattas held annually by the CYA and hosted by a member club.

This event is run in conjunction with the CYA 15 and Under (Eastern and Western) National Sailing Championships which is sailed in the Optimist class.

The prime objectives of the CYA 16 and Under National Sailing Championships are to:

- Recruit 16 and under sailors into CYA racing programs.
- Ensure that the highest quality racing is provided to the competitors by bringing together sailors from the western and the eastern

CYA Event Guidebook

provinces to a regional event which develops racing and sailing skills, sportsmanship and friendship.

- To promote coaches to “network” at the regional level, and to become familiar with National Sport Centre coaches.
- It also aims at giving the opportunity to the hosting club to raise the enthusiasm of their youth sailors.

Awards presented for the Western event are the:

- CYA 15 and Under Western National Sailing Championship Award
- CYA Interlux Trophy – Western Canadian Intermediate Championship - CYA 16 and Under Double Handed)
- Western Intermediate Sailing Champion – Byte Class

Awards presented for the Eastern event are the:

- CYA Canadian 15 and Under Sailing Championships Eastern
- Interlux Trophy – Eastern Canadian Intermediate Championship 16 and Under

CYA 18 and Under National Sailing Championships

The championship name in English shall be the

- CYA Youth National Sailing Championship

and in French

- Championnat national junior de l'ACY.

The CYA Youth National Sailing Championship is an annual national Youth regatta, held by the CYA and hosted by a member club.

Racing is provided for Canadian youth by bringing together competitors from all parts of Canada to an event that develops racing, race management and coaching skills, sportsmanship and friendship.

It also aims at giving the opportunity to the hosting club to raise the enthusiasm of their youth sailors.

This championship is a qualifier event for the Canadian Youth Sailing Team.

Awards presented at this event include:

- Bill Gooderham Trophy – National Youth Championship (all class winners listed)
- Interlux Trophy – Single Handed Youth Championship
- CYWIS Trophy – Canada’s Young Women in Single handed Sailing – Byte
- CYA Canadian Youth Sailing Championship – Laser Radial Class
- Women’s Double Handed Champion – CYA Canadian Youth Championship
- Interlux Trophy Double Handed Youth Championship
- Fogh Marine Sportsmanship Trophy
- Canadian Youth Championship, Byte Trophy (overall)

CYA Event Guidebook

CYA 23 and Under National Sailing Championship

The championship names shall be:

In English, the

- CYA 23 and Under National Sailing Championship

and in French

- Championnat national 23 ans et moins de l'ACY.

The CYA 23 and Under National Sailing Championship is a national regatta held by the CYA and hosted by a member club.

This event is **not** held in the years that the **Canada Games** are held.

The prime objectives of the CYA 23 and Under National Sailing Championship are to ensure that a high quality of racing is provided for the competitors, and to promote and develop racing and sailing skills, sportsmanship, race management, coaching and friendship.

It also aims at giving the opportunity to the hosting club to raise the enthusiasm of their young sailors, encourage the completion of goals in sailing beyond youth, and to promote the attainment of CYA race official levels.

Sail East and Sail West

The championship names shall be:

In English the

- CYA Sail East Regatta, and the CYA Sail West Regatta

and in French

- Régate de voile de l'est de l'ACY et Régate de voile de l'ouest de l'ACY.

CYA Sail East and CYA Sail West are multi-class, open regattas held by the CYA and hosted by member clubs.

The primary objectives of these two regattas are the promotion and development of top-level racing and race management skills in a regional context.

These events are designed to reflect the character of the host club and region. They may on occasion be related to other "celebrations" such as a centennial or world fair. However, the identity of CYA Sail East or CYA Sail West as a special and separate event must be protected. Piggybacking with another established regatta or race series at the same time or location is therefore discouraged. However, scheduling should be encouraged that allows competitors to remain in the Regatta area for other competitions scheduled around the Sail East or Sail West events.

CYA Event Guidebook

CYA Collegiate National Sailing Championship

The championship names shall be in English the

- CYA Collegiate National Sailing Championship

and in French

- Championnat national collégial de l'ACY.

The CYA Collegiate National Sailing Championship is a national regatta held by the Canadian Yachting Association and hosted by a member club.

The prime objective of the CYA Collegiate National Sailing Championship is to ensure that a high level of quality racing is made available and provided to college and university-aged athletes from across Canada.

It also aims at giving the opportunity for the host club to raise the enthusiasm of the collegiate sailors in the area.

CYA Women's Keelboat National Championship

The championship names shall be in English the

- CYA Women's Keelboat National Championship

and in French

- Championnat national feminine en quillard de l'ACY.

The CYA Women's Keelboat National Championship is held annually by the CYA and hosted by a member club. This event provides an excellent regatta whereupon Canada's Canadian Sailing Team members, provincial athletes, club members, and general sailing enthusiasts can come together and partake in a national event. The event is held later in the season so as to allow Provincial Associations the opportunity to have provincial feeding regattas/clinics.

This event provides an effective opportunity to arrange for a showing of the **Women in Wind** presentation. For more information on this program, please refer to the CYA website at: www.sailing.ca/competitive/events/wind.shtm

It is preferable that this event is held in boats provided by the host club and/or by a class association. However, CYA realizes that this is not always possible.

The CYA Trophy for Canadian Women's Sailing Championship is presented at this event.

CYA Event Guidebook

CYA Champion of Champions

The championship names shall be in English the

- CYA Champion of Champions Regatta

and in French

- Championnat des Champions de l'ACY.

The CYA Champion of Champions Regatta is a national regatta held annually by the Canadian Yachting Association and hosted by a member club.

The Champion of Champions event is intended to be a "Season Closer" that showcases Canada's finest sailors in an annual display of skill combined with Media awareness and a fundraising opportunity for the Canadian Sailing Team.

The event is intended help increase Canada's knowledge of her sailors. Competitors are drawn from the ranks of current fleet champions, Olympians past and present and special competitors. Entry is restricted to sailors as previously defined.

The host club is expected to provide a single fleet of boats that are equalized so as to most definitely challenge the sailors' skills, in an entertaining format. However, the CYA realizes that this is not always possible.

1.1 *Event Planning Table*

An Event Planning Table or checklist which summarises the comments made in this guidebook is provided on the CD as an EXCEL file for you to use and modify as required for your event.

CYA Event Guidebook

2 Overall Regatta Structure and Guidelines

2.1 *Regatta Structure*

The following is the recommended Organization Structure for the Regatta and the main tasks required from each position along with suggestions from the CYA and previous committees. The **CYA Race Management Manual** contains more detailed descriptions of all the positions.

2.1.1 Regatta Chair

Once the host club has been named it should appoint a Regatta Chair. Their responsibility is to the overall management of the regatta and should not include any involvement with a specific task (i.e. not a member of a Race Committee or Protest Committee team). During the Regatta they must be available to trouble-shoot and to act as host for Sponsors and other visitors.

The Regatta Chair is responsible to ensure that the Regatta meets the requirements of the regatta guidelines. They are responsible to report to CYA the sponsorship leads that are being pursued, on a monthly basis.

The regatta chair co-ordinates the activities of all of the following committees/persons/areas (they may decide to create others as well!):

- Principle Race Officer- all on-water race activities
- Protest Committee Chair - on-water jury / protests
- Safety
- Medical
- Equipment
- On-shore logistics (i.e. boat storage)
- Measurement
- Registration
- Food
- Accommodation
- Social activities/seminars
- Ceremonies
- Media
- Sponsorship
- Prizes/trophies

Please review the full CYA race management book/contact CYA for more details.

2.2 *Language*

The policy on language usage for CYA events is as follows:

All official documents for Canadian Yachting Association events (i.e. Notices of Race, Sailing Instructions, Technical packages) should be provided in both French and English. Whenever possible, all other unofficial documents should be translated as well. If there is a conflict between languages the English text will take precedence.

CYA Event Guidebook

Event organizers should contact the CYA for assistance in translation. Wherever possible, use the CYA supplied templates, as this will greatly reduce the cost of translation.

2.3 *Time lines*

In the years prior to the event, CYA should receive updates once every 3 or 4 months. During the regatta year - on a monthly basis - CYA should receive an update on how the event organization is coming along - which will include information for the CYA newsletter / website, updates on sponsorship being pursued, issues / problems encountered etc...

We are happy to post a link or "new news" via the CYA website - please check it out www.sailing.ca/competitive/events- please send along information on a regular basis.

Regatta contract signed: **May 1 2nd calendar year prior to event**

Notice of Race (NOR): draft NOR, **end of January** and **Final by February 28**

Principal Race Officer (PRO) and Protest Committee Chair (PCC) Approved: **May 1 prior to the event.** This is the latest possible date. CYA Regattas should have their PRO and PCC identified very early in the process, preferably on year in advance so that they may consult with the host of the previous years event to discuss the regatta and how situations have been handled.

Coaches/guest speakers for event lined up: **end of March**

In the springtime, CYA should be able to confirm to you funding for your event for race officials, coaches, guest experts etc...

Sailing Instructions (SI): **sent to CYA by the APC prior to event** so translation can be arranged.

Proof of On Water Regatta Liability Insurance (1 million dollars minimum), as well as club insurance by **May 1** of the year of the event – The CYA insurance contact is Gord Crothers who can be reached at gcrothers@insurancecentre.com . Your club may have alternate coverage available. Be sure that the coverage includes **On Water Bodily Injury**.

Conference call one month prior to event with the racing co-ordinator will take place. However, ongoing correspondence is encouraged! We encourage you to check out the "**CYA Event Planning Table**" found on the CD.

CYA will send along all medals, certificates, a CYA flag, and other CYA paraphernalia to the regatta prior to the event.

Upon completion of event, organizers are encouraged to send along regatta questionnaire / report. Thereafter, any remaining CYA funding will be sent.

CYA Event Guidebook

CYA Race Officials

Please go to the CYA Race Officials page to get the most updated listing of race officials, and to find out about the overall Race Official program and the Policy supporting the program. www.sailing.ca/services/individuals/raceofficials.shtm

Race Officials – Availability and Selection

An updated list of certified ISAF and Senior Canadian race officials is kept and compiled at the Canadian Yachting Association (CYA) office. Any individual striving to attain higher Canadian and/or International Race Management, Jury, or Umpire certification levels is strongly encouraged to contact CYA.

When possible, opportunities for Canadian race officials to gain experience at national and international events held in Canada, will be posted on the CYA website and/or circulated via email. Regatta organizers for national and/or international events are encouraged to send along requests for race officials to CYA. CYA hopes that this procedure will not only ensure good officiating at events, but will increase the number and quality of race officials in Canada.

Selection of Officials at CYA Events (Title and National Qualifying Regattas)

- A key consideration of these guidelines is that the CYA shall be given prior notice of the proposed chairman and members of the juries so that it may give prior approval. To facilitate 'prior approval' a Host Authority is required to submit a list of suggested names of the proposed chairman and jury members **before** asking them to serve.
- Further, the CYA may assist by suggesting names that would meet its approval after which the Host Authority will invite the approved chairman and members.
- By March 31, of each year, CYA regatta hosts should forward the names of proposed jury and race officers to the CYA. These names will then be forwarded to the relevant committees (Protest Committee or Race Management) for prior approval. If a regatta host is experiencing difficulty finding officials, then they are to contact CYA prior to the end January.
- For all events, it is recommended that there should be female as well as bilingual representation.

ISAF Events

- In the case of the events designated as “ISAF Special Events and ISAF Recognised Events”, ISAF exercises the right to appoint the Race Officials.
- For any ISAF Special or Recognised Event hosted in Canada, the ISAF will expect that CYA and the Organizing Authority will meet specific criteria. The ISAF may require that the CYA and Organizing Authority appoint or recommend qualified officials. To effect this, the ISAF's officials criteria must be understood by the CYA and the Organizing committee. An application form will be sent out to relevant officials to gauge interest/availability. CYA staff and the relevant CYA committees will keep

CYA Event Guidebook

- in mind that when recommending officials to ISAF and/or the Organizing Authority, that they will put forth names of individuals who
- a) show the desire for individuals to gain experience, and
 - b) own the skills and experience necessary to do a good job.

ISAF Graded Events

Please note that ISAF Guidelines must be followed for ISAF Graded Events.
www.sailing.org/rankings/CRITERIASR.asp

For ISAF Grade 3 events CYA Guidelines are as follows...

- If possible, an International Jury (IJ) should be present.
- At minimum, there should be an IJ as the Protest Committee Chair.
- If there are multiple courses, the PRO should be a Senior Canadian Race Officer. Course Race Officers should have at least a "Canadian Race Officer" status.

International Events Hosted in Canada

- Adherence to the International Class Association and ISAF's regulations for a given event should be followed. Reference to the RRS is essential. Note that the provisions of RRS 88.2(b) are to be met.
- CYA recommends there be an International Jury at the event, and the PRO be a Senior Canadian Race Officer. A Canadian Race Officer PRO may be feasible based on the number of boats.
- The club host will, via the CYA, send out applications to potential officials for the event. The names of interested officials will be forwarded along to the regatta organizers.

National Championships

- A Protest Committee should have at least 3 members, including one Senior National Judge
- PRO should be a Canadian Race Officer

Canada Games

- A Non-Appeal Jury, established in accordance with the CYA Prescription to RRS 70.4 and approved by CYA*, consisting of 5 members, with a minimum of 3 IJ. See note below.
- PRO should be a Senior Canadian Race Officer, with each Course Race Officer being at least a Canadian Race Officer.

National Qualifying Regattas (held in Canada)

- A minimum 3-person Protest Committee is required, with at least one Canadian IJ and 1 Senior National Judge.
- The RC should be at least a Canadian Race Officer.

CYA Event Guidebook

Youth Nationals

- A 5-person Protest Committee is required. A majority of this committee should be CYA certified judges, with a minimum of 1 IJ and 2 Senior National Judges. There should also be at least one female, and one bilingual member of the Protest Committee.
- The RC chair on each course should be at least a Canadian Race Officer.

Sail East, Sail West

- A minimum 3-person Protest Committee is required. The Protest Committee should include at least 2 Senior Canadian Judges.
- The PRO should be a Canadian Race Officer. It is preferable that all the RC chairs are at least a Canadian Race Officer.

23 and Under Championships, 16 and Under Championships

- A Protest Committee of at least 3 members is required. The PC should include at least 1 Senior National Judge.
- The PRO should be a Canadian Race Officer. It is preferable that all the RC Chairs are at least a Canadian Race Officer.

Provincial, Club and Local Level Events

- These events should be managed by a Provincial Race Officer PRO
- CYA recommends that a protest committee including at least one Provincial Judge is in place prior to the event.

On Water Judging (RRS 42)

Where on water judging is to be implemented, organizers should consider the experience of judges who will be asked to perform these duties. Having additional IJ or Senior National Judges will facilitate these processes.

*Special Non-Appeal Juries

The criteria for a special non-appeal jury, for purely Canadian events - such as, for example, the Canada Summer Games - is that it shall meet the requirements specified in Appendix M for international juries - i.e. 3 International Judges for a 5 member panel - but without the requirement of representation from 3 countries. Depending on the circumstances, a minimum of two IJ's may be considered for other events requiring a non-appeal jury.

The Chair of the CYA Appeals Committee is responsible for reviewing requests for non-appeal juries and for giving the CYA's approval for their appointment. See CYA prescription to RRS 70.4.

CYA Event Guidebook

CYA Resources Provided for your event

For your CYA Regatta, CYA will provide the following:

- Publicity of the event, Notice of Race to sailors in Canada via CYA website, email and other methods of communication.
- Translation of the Notice of Race and of the Sailing Instructions (as long as template provided is followed)
- Funding (when possible) for officials and coaches to event
- Additional promotion of the event (e.g. newsletters)
- CYA medallions
- CYA “paraphernalia” to be displayed by host during regatta
- Certificates for top finishers at youth events
- Funding may be available for guest experts, seminar leaders
- CYA will also work to organize a “CYA volunteer representative” for your regatta (one or two days)

Organizers are encouraged to take advantage of opportunities for donation in cash or product where possible and appropriate. The CYA Financial Assistance Program is of great value in solicitation of funds to run CYA programs (which include CYA regattas).

CYA Representative (volunteer) at CYA Events

- The person chosen for this role will be knowledgeable of overall CYA activities specifically relating to racing/CST.

Role

- The volunteer will be a representative of the CYA. He/she will be seen as a resource who is knowledgeable with regards to CYA activities, and able to direct people to the right committees / staff if issues arise
- This individual will be at event for opening and/or closing ceremonies on behalf of CYA
- They may be asked to do a brief speech. (Sample template to be provided by CYA)
- They may present medals/trophies to hosts, award winners and sponsors if requested
- They may choose to go on the water to watch racing, help with VIP boat etc... but should not have a role as an official at the event.
- They will report back to CYA with regards to issues and identified needs that became apparent at the event.

Event Organizers will be contacted in advance by CYA, or volunteer him/herself to confirm attendance (in advance)

Attire

The volunteer CYA representative should wear at least a CYA golf shirt or CYA vest at the event.

CYA Event Guidebook

CYA Representative Costs

The CYA Representative is there at your event to assist and support you, while also acting in a role to ensure a quality event.

Equipment requirements

There are two components to this section: Administration Equipment and Race Management Equipment.

Administrative Equipment/Tools

The following items are strongly recommended, as our experience shows that it will make the operation of your regatta much smoother. If you do not have this equipment or other resources available it is strongly recommended that you acquire the resources either through club members or sponsorship opportunities.

- A Regatta office which includes
 - a telephone,
 - radio to communicate with on-water and on- land race officers,
 - a typewriter (or word processor),
 - computer for scoring and scoring system,
 - a photocopier and a
 - fax machine.

Ideally, the regatta office is separate to a “welcome/info/registration desk” to save confusion especially during registration.

- Club website for uploading results. (If this isn't possible, CYA website can be used)
- Equipment (TV, VCR); 1 overhead projector; 1 slide projector with a screen; all for coach debriefings/social nights/seminars
- Flip charts/dry erase boards with stand and markers; pens for registration
- A meeting hall or meeting rooms with capacity to handle the anticipated registration.

Equipment for Race Management

This must be done to meet the requirements of the Race Committee Chair. Refer also to the CYA Race Management Manual.

The host club is responsible for obtaining all equipment required for the event. This includes all race committee boats, media boat and VIP boat (for national sponsor), marks, flags and other signals, radio and computer equipment (for compiling the results).

CYA Event Guidebook

Measurement

It is recommended that CYA regatta organizers verify, at minimum, that the sail numbers for each boat follow class rules. This should be done at registration. Class rules can be obtained through the class association or CYA.

Class associations may decide to measure their own boats at your event.

CYA does not have any hardware to supply for the measurement. Contact should be made to the Class Associations for hardware and assistance.

Equipment to weigh the competitor's clothing may be considered for your regatta - if not for just to serve as an educational tool for sailors who may run into the weighing of clothing at international events. Refer to the rulebook and/or contact the CYA for details.

Registration Process, Registration area and Registration Committee

This is a key committee. Few members do a lot of work prior to the event and more members are added for registration day. This committee sets the tone for the rest of the event. The committee usually looks after the regatta office services and the Notice boards during the rest of the event.

Advance registration - Sailors

The host club will receive the entry forms with fees and be responsible to ensure that all entrants meet the eligibility requirements for the regatta, i.e.: age limit and club membership.

Please note that at the 1996 CYA Annual Planning Conference the Board of Directors approved the following motions:

"That the CYA, PSA's and host club of CYA and PSA title events recognize the requirement that all Canadian participants at these events, including the host club, must be members in good standing of the CYA/PSA. And that the host club provide the means to ensure that all participants are members in good standing."

The club membership card is the normal method of proof.

Be sure to note this requirement in your Notice of Race.

The host club must notify competitors registering in advance that their application has been received and if there are any deficiencies in their registration. With that notice you can send a special note asking if a family member will come with the sailor to the event and if he/she wishes to be a volunteer at the event. It might help some of your committee to know who are available and what their qualifications are, especially for race committee work.

CYA Event Guidebook

On-site registration day – Sailors

Ideally a large number of participants will have pre-registered. In order to have an efficient registration process there should be a registration table with two volunteers for each class. Usually the sailors come to their respective class registration table, the volunteers check that all the information on the registration form is correct and clear (i.e.: that the sailor has indicated any health concerns or special diet, that the year of birth is indicated and that he/she is under 17 years of age and that the sailor is a member of a CYA club or his/her national association). The volunteer shall make sure that the regatta fees have been paid.

The sailor is then given a sails/boat inspection form that he/she must bring to the sail and boat inspection area(s) to get their equipment inspected. At minimum, the sail number on the sails shall be inspected to ensure that they are clearly visible from a distance. When the inspection has been completed, the inspector shall sign the form. The sailors must then return this form to the registration table to be able to receive his/her registration kit.

Entries shall be accepted until the end of the on site registration period.

On-site registration day - Coaches and Athlete support personal (ASP)

A separate registration table should be set up for the coaches, managers/athlete support personnel. The coaches and ASP shall complete an entry form, pay the regatta fees and sign the CYA Code of Conduct. The volunteers shall check that all the information on the registration form and code of conduct is correct and clear and that the person has indicated any health concerns or special diet.

Please note that it is mandatory for all the coaches and ASP to sign the CYA Code of Conduct in order to be allowed on the regatta site, and on the sailing courses.

For the CYA Youth Sailing Championships, each PSA must have at least one CYA Level 3 coach identified as their Provincial team coach supervising their team. If a PSA has athletes competing but no Provincial Coach, it must make arrangements with another PSA to make sure a Provincial Coach looks after its athletes.

Registration Package

The registration package should contain the following and be available in English and French.

- Sailing Instructions, English / French
- Event program
- Local info if necessary
- Regatta t-shirts and other give-aways

CYA Event Guidebook

Notice Boards and Box

Notice boards

It is recommended that all information on the Notice boards shall be posted in French and English. It is recommended that the Organizers include on their committee a volunteer responsible to make sure all info circulated to the sailors, coaches or general public, is bilingual. This volunteer will be responsible for translation during the regatta.

The Official Notice Board is the responsibility of the Protest Committee Chair.

The General Information Notice Board is the responsibility of the regatta office staff and shall have the following information or section:

- List of sailors registered with name, club, hometown, province, class, and age.
- List of coaches, athlete support personnel that have signed the coach of conduct form (MANDATORY). That list should provide the name, club and province of each person.
- CYA Coach Code of Conduct - CYA Discipline Guidelines
- Selection criteria for the Youth Sailing Team
- Regatta program - Regatta results
- An area to leave message
- An area to post press clipping

Notice box

Each province should have a small "mail" box assigned to them. These boxes are usually placed in the regatta office or close to it and are used to circulate information to the Provincial coaches. It should include a list of sailors, daily regatta results, any changes to the SI, and messages for athletes or coaches on their team, or other info as needed.

2.4 Charter Boats

A limited number of new or used boats should be available for charter.

Your Provincial Sailing Association may be able to help you locate local dealers in your area, which may be able to charter; alternatively, individual boat owners in your region may also be keen. Class association representatives (as found on the CYA website), may also be able to point you in the right direction.

We recommend that when boats are chartered, that the person/business chartering arrange all logistics/specifications with the charterer. Aspects such as damage deposits, inventory lists, and insurance are the responsibility of the person chartering the boat.

2.4.1 Coach boats

Provincial sailing associations (PSA) may contact the organizers to charter a coach boat for their provincial coach. The organizers should provide the PSA with a list of contact names so that the PSA can organize a charter.

CYA Event Guidebook

Transportation Committee

If sufficient prior notice is given, transportation of athletes and coaches from the nearest airport to the accommodation or sailing club may also be provided. Alternatively information on cost and availability of public transport should be circulated with acknowledgments of receipt of entry.

If the site is remote then transportation fees should be included in the regatta entry fee or competitors should be informed through the notice of race that extra fees will be charged for transportation.

Depending on the type and location of the accommodation, transportation may be required between the lodging and the sailing club. Transportation could be by chartered buses, chartered vans or private car pools. If the distance from the accommodation to the sailing club is less than one kilometre, transportation is not required.

Food

Especially at CYA youth events, meals should be provided for competitors, coaches and officials. For other CYA regattas, provision of lunch and a dinner is ideal.

Meals should be nutritionally balanced. It is advised there be a vegetarian option. To allow flexibility in race management, lunch shall be supplied in a lunch bag (preferably water-resistant) so that competitor can eat on-the-water. The following are some ideas for each meal of the day:

Breakfast: (provided as an “optional meal”)

- Milk and juice (all you can drink)
- Fruits (oranges, bananas, apples, grapes, etc..)
- Cereal or yogurt
- Eggs (not fried) or pancakes or French toast or muffins

Lunch (bag):

- Beverages (water or fruit juice - NO POP) 1 sandwich with whole wheat bread 1 fruit (apple, orange, peach)
- 1 dessert (date square, oatmeal cookie, granola bar, chocolate bar)
- Between races it is strongly recommended that a supply of water from the safety boat is made available for the competitors. It is very difficult to carry sufficient water for a day of sailing on a board or a small dinghy. Not all the competitors have a coach or manager.

CYA Event Guidebook

Dinner: (Should include at least one hot item excluding beverages.)

- Fruit plate
- Green salad
- Warm soup when the weather is cold
- Principal plate (should have a lot of carbohydrates)-pasta, rice (i.e.: spaghetti, lasagne, linguini, chicken rice, vegetable rice, etc.)
- Dessert
- Milk and juice (all you can drink)

Provisions should be made for special meals for diabetics, vegetarians or religious reasons. A space for this is allocated on the CYA entry form.

Accommodation

The host club should provide a list of potential hotels and other accommodation for sailors, coaches, parents etc at the event. A member of the organizing committee should be responsible for billet requests.

Camping should never be the only type of accommodation offered but it may be one of the options.

If accommodation is in YMCA, Scout Camp, University, College or Private School dormitories the number of athletes in a room should not exceed four.

Adequate space is required for competitors to store clothing. Each shall have his/her own bed. There shall be sufficient showers and washroom facilities for all competitors. Separate rooms and shower/washroom facilities are to be provided for female competitors. Dryer facilities are desirable.

Curfew

Competitors should be advised of curfew hours at the dormitory (22:00 no noise in room, by 23:00 everyone should be sleeping). Coaches/team leaders are responsible to ensure their teams follow disciplinary guidelines/curfew.

Medical services committee

The host club shall make arrangements for competitor's medical needs while at the regatta. In most cases that will entail the club naming a licensed medical practitioner (who will probably be a club member) to be available to competitors and coaches for medical advice and diagnosis. Hosts, volunteers and coaches should be made aware of the Emergency Action Plan.

If a doctor cannot be on site during the event, the organizers shall make arrangement to get St. John Ambulance officer on site during the regatta. The doctor or St. John Ambulance officers shall be in radio contact for easy access to him/her.

Note: The entry form shall contain sections to indicate the medical insurance #, health concern as well as diet requirement. This information should be available to the athlete's coach on request and be passed onto the appropriate committee

CYA Event Guidebook

(diet - food committee, health - safety and race committees). CYA Regatta Hosts MUST use the CYA Regatta Entry Form and Medical Waiver.

Safety

REFER ALSO TO THE CYA RACE MANAGEMENT MANUAL

Organizers must ensure that an Emergency Action Plan is in case a serious injury occurs either on or off the water.

Ensuring the rescue crew and plan is in place from the PRACTICE RACE ON- is highly recommended!

Personal Buoyancy: Competitors shall wear life jackets or other adequate personal buoyancy at all times while afloat. This changes rule 40 and the Part 4 Preamble.

Tow line: A 5-meter x 7-mm painter line must be attached to each yacht's mast, except for the Mistral class which shall have the class legal uphaul.

Rescue boats: Sufficient rescue boats must be provided at all times on the water. This should take into account the wind, water and wave conditions as well as the level of the fleet. As a guideline, at least one rescue boat should be reserved for each course. More should be on hand, specifically for youth events. Coaches can also act as rescue boats, however they should not be considered the only rescue boat on the water. Communication must be provided for rescue service.

If coaches are used as safety boat officers, CYA strongly suggests that they get their gas be reimbursed. At bare minimum, coaches should not be charged an entry fee, which goes beyond the cost of food expense.

Proposed rescue system

- In life threatening situation sailors will be taken aboard the rescue craft and taken ashore if necessary. The drifting boats will be picked up at the leeward end of the course and attached to the security buoy. Boats that have had their occupants accounted for and attended to should be marked in some non-obtrusive manner, such as a length of survey tape tied to the hull. This is to ensure everyone is aware of the status of the competitors associated with that boat.
- Sailors requiring assistance in non-life threatening situations should drift down to the leeward end of the course where they will be towed to the security buoy.
- The rescue boats will tow all disabled boats ashore one at one time following the completion of the race.

If you allow your rescue boats to tow sailors and boats ashore during a race you will lose them for at least a half- hour possibly much longer, leaving you with no security on the course. (From NA Laser Class Assn. regatta guidelines)

Beach Masters

Beach Masters shall monitor the departure and return athletes from shore.

CYA Event Guidebook

Wind strength

The CYA Racing Division adopted the following guidelines for wind strength at regattas:

"For safety reasons races may not start in winds over 25 knots". This is a guideline and Race Committees may decide not to start a race in less wind depending on the local condition, the safety equipment available, the sailor abilities at the particular regatta, or other special conditions.

Guidelines for Windsurfing

The Windsurfing course should be the closest to shore. Please note that because of pumping, the ISAF medical committee recommends the following to race organizers running windsurfing event.

In hot and humid environmental conditions during prolonged racing days, race officers should allow sufficient time (at least 30 minutes) between races for windsurfers to adequately rehydrate and rest before a subsequence race.

Adequate supply of water should be considered by race organizers on those days and race officials should be educated to recognize warning signs of thermal injuries and be trained to deal with such eventualities.

If possible the event should be scheduled early in the morning and later in the afternoon on hot and humid days.

If necessary the race organizers should avoid having more than two races on hot and low wind velocity days.

Site Requirements

There should be a storage place reserved for boats/dollies and equipment on the site as well as a secure area for sailors to leave their equipment (i.e. board bags) in the evening.

A boat chandlery should be on site or directions should be given to go to one should be included in the Registration Kit.

if the event takes place at a salt water venue there should be running water on the site and hoses available.

Washroom facilities including showers and changing rooms should be on the site.

Please refer to the section for a summary of the equipment requirements: (Administration Equipment and Race Management Equipment)

There should be a First Aid kit handy for any emergency cases on the site as well as an "Emergency Action Plan" if a health emergency occurs on water or on shore. **Be sure to review the Safety section for more details.**

CYA Event Guidebook

Ideally there should be access to shade on the site, as well as access to volleyball nets / Frisbee / grass to save any no-wind day!

Telephone access or public telephone service for the competitors should be on the site.

The host club should provide and/or suggest appropriate arrangements for meals and accommodation.

For the championships the host club must carry one million dollar regatta liability insurance, naming the CYA and sponsors as add named insured.

The host club shall agree to stage the event in compliance with the CYA regatta guidelines that outline the basic technical and non-technical requirements for the championship.

CYA is very interested to work with club hosts to secure title sponsors for the regatta. CYA requests hosts to submit a list of sponsors (minor - major) for event, as well as ensure CYA is aware of the sponsors club host is pursuing for the regatta.

Seminars and Social events

Every morning, it would be ideal for competitors to be briefed by an identified coach/regional expert with regards to the weather forecast and expected race conditions/things to watch for in the day's racing. CYA may provide resources for a coach to be at your event - please contact the racing co-ordinator.

Each evening, ideally, athletes should be given the opportunity to listen to an identified coach/regional expert/top sailors from the day to learn about what really happened out on the water during the day's racing. Seminars and talks may follow. All provide a good opportunity for athletes, coaches and enthusiasts to meet others, improve their skills, and learn how to go faster in the next day's racing.

For seminars, there may be money allocated for your event via CYA- contact the racing co-ordinator. Some popular talks/ideas for "learning sessions" include:

- Key note speaker- America's Cup/Offshore sailor/Olympian...
- Talk on sport psych, fitness, nutrition, how to prep for a major event...
- Rules talk, RRS 42 (propulsion...)

Also, it is recommended that the host club plan some entertainment for the evenings such as:

- Movies - video
- Basketball, baseball, soccer, ultimate... or any other games
- Bowling
- Social games
- Dance
- Karaoke
- Dress the coach competition

CYA Event Guidebook

- Dragon boat races
- Boat building races
- Fireworks, neat cultural (but fun) things in area

It is strongly recommended that a large social room (equipped with TV and social games) is made available to the competitors. Accessibility to a gymnasium is also recommended. The gymnasium and the social room should be close to the accommodation facility.

CYA Event Guidebook

3 Codes of Conduct

CYA Coach / Instructor Code of Conduct

Although coaches must sign this code to become certified via CYA, it is recommended that this be signed again at the event by coach - and that the sailor sign the athlete code.

The current CYA Coach / Instructor Code of Conduct is available at www.sailing.ca/about/content/CoachesCodeofConduct.pdf and should be printed and posted (as a minimum) to remind the Coaches and Instructors of their obligations.

CYA Youth Code of Conduct

The athlete attending the event as part of their registration process must sign a CYA Youth Code of Conduct. The text of the Code is available on the accompanying CD, or from the CYA website at www.sailing.ca/competitive/content/YouthCodeofConduct.pdf.

The Regatta Protest Committee, and/or CYA personnel on site will investigate any disciplinary problems that arise. If it is decided that individuals are not adhering to the above guidelines, the following actions may be pursued;

- a) Termination of individual's participation in the given event.
- b) Removal of individual's right to compete in future related events,
- c) Withdrawal of funding for future CYA and/or PSA/Club events/teams
- d) Individual may be subjected to further discipline by CYA and/or club/PSA.

Parents and Chaperones

Parents as well as adults who are participating in or staffing at CYA events are expected to support the principles discussed in the Code(s) of Conduct. Parents and Chaperones should also be reminded that:

- Young sailors should compete, set goals, and enjoy the sport of sailing for their own enjoyment, not yours.
- A sailor should be taught that doing his/her best is as important as winning. Parents should never make a child feel defeated due to an outcome of a race.
- Young sailors learn best by example. Be a good role model.

A poster stating the above should be posted on the General Information Notice Board to remind everyone.

The Regatta Protest Committee, and/or CYA personnel on site shall investigate any disciplinary problems that arise. If it is decided that individuals are not adhering to the above guidelines, the following actions may be pursued:

- a) Termination of individual's participation in the given event.

CYA Event Guidebook

- b) Removal of individual's right to compete in future related events,
- c) Withdrawal of funding to further CYA sponsored events

"You haven't won the race if in winning the race, you have lost the respect of your competitors." (Paul Elvstöm)

Alcohol and Drugs

The host is expected to support the Canadian Yachting Association's Policy on use of Alcohol and Drugs by youth. Please refer to the Coach's Code of Conduct and the Youth Code of Conduct for more details.

In addition it is expected that the organization hosting the event will encourage its volunteers to limit their consumption of alcohol in the presence of competitors when off-the-water and will not allow consumption of alcohol on-the-water. Of specific concern are volunteers of rescue and safety boats and race committees.

Doping

There is a possibility that "doping tests" may occur at your event. To gain a full background on the doping tests as well as banned/illegal substances in general please go to the Canadian Centre for Ethics and Sport website <http://www.cces.ca>.

Please contact the CYA for more details.

A Sailor's Oath

This is an oath, put together at a CYA Championship event in 2002, held at Last Mountain Lake Saskatchewan. It's a great way to open up the event - via the skipper's meeting or opening ceremonies!

On behalf of the sailors competing at this regatta, I promise that we - as athletes - will all try our best out on the water, and act in a sportsmanlike way both on and off the race course. This means that we will:

- follow the Racing Rules of Sailing,
- respect our fellow competitors as well as the race committee, volunteers, coaches, and parents,
- treat other people's equipment like it's our own, and
- have fun while enjoying the sport of sailing!

CYA Event Guidebook

4 Media, Public Relations and Sponsorship

Media Relations & Promotions committee

It is through public relations and publicity that clubs; sponsors and supporters involved with the event receive most noticeable benefits. With public recognition of their support, there will be numerous positive effects.

- 1) The general public will learn more about the sport of sailing. This awareness will support membership recruitment efforts.
- 2) The heightened awareness of the event sponsors will increase the likelihood that the particular sponsor could be retained in the future for the particular event.

CYA strongly encourages the Regatta Host to run a web site on the event with sections on the Notice of Race, Daily Results, Daily Race Reports, and News Releases etc.

If this is not possible, the CYA will try to post this information on its website. Please contact the CYA in February to organize a web page for your site or to link to your site to the CYA web site.

CYA Newsletter

Every month, a CYA Newsletter is posted on our website at www.sailing.ca. You are welcome to send any results or reports for any CYA, national or international events to sailcanada@sailing.ca to be posted on our newsletter.

The deadline for sending any information is at the middle of each month. The newsletter is a great means to make sure everyone is up to speed on all the exciting news and details for your event!

In order to sign up to receive the newsletter, please go to: www.sailing.ca/newsletter/signup.asp. Not only will you receive up to date news from the CYA, but also you will be able to monitor messages you put out through the CYA.

CYA Sponsorship Guidelines

Securing sponsorship for your regatta is a priority for both the CYA and the organizing committee. Certainly, the value of securing long-term partnerships with sponsors cannot be underestimated! For this reason, regatta organizers are requested to ensure CYA remains “in the loop” with regards to any sponsors being pursued at least once every 3 months in years leading up to the event, and on a monthly basis during the year of the regatta. It is important to ensure that no conflict exists in between existing CYA sponsors and potential sponsors of CYA regattas.

Please touch base with CYA with any questions/concerns.

CYA Event Guidebook

Logo

A CYA “Logo guide” has been included in the CD. Please be sure to follow the “CYA logo guide” any time you are using the CYA logo. Contact the CYA office and let them know which type of Logo format you would like to use. We will provide the appropriate files for your purposes (printing, regalia, website.)

CYA Medallions, Awards and Recognition

Awards at your event

CYA will provide medallions to the classes competing at each CYA regatta. For youth events, CYA certificates may also be provided. It is strongly recommended that each organizing committee organizes “other keepers” to be given in addition to the CYA medallions.

In terms of awards ceremony, some aspects to consider are as follows:

- Know prior to awards day what fleets and events will be receiving what awards
- Put together a brief script explaining which award will be presented when and by whom, also taking into account speeches from local dignitaries, VIPs. The CYA volunteer rep is definitely someone to use in presenting awards.
- Awards should be granted going from 5th to 1st (or 10th to 1st, 3rd to 1st...whichever is applicable).
- In addition to “regular awards”, CYA encourages organizers to recognize a sailor who has demonstrated high levels of sportsmanship

CYA Annual Awards

Each year, the **CYA Annual Awards** recognize Canadian accomplishments achieved in the sailing community. The top athletes, coaches, volunteers and events should be nominated!

For more details, check out the CYA web site. Nominate the sailors, volunteers, clubs, programs and organizations you think should be recognized.

www.sailing.ca/about/awards/awards1.shtm

Note: the application deadline is in the fall of each year for awards to be presented at that year Annual Planning Conference.

CYA Event Guidebook

5 CYA Event Competition Guidelines and Tools

5.1 *Arbitration Option*

The CYA recommends that at all CYA Events the Protest Arbitration Process be used whenever possible. More information on this process can be found on the accompanying CD.

5.2 *Class Flags*

Within the starting system, class flags being used need to be identified. Organizers may use numeral pennants, or alternatively, may use actual class flags with the respective class's insignia. For more information on where to find class flags, please go to the respective class website or the CYA class page <http://www.sailing.ca/services/organizations/classlist.asp>

Coaches / organizers / meetings

First meeting

A meeting between all the coaches/managers, the Regatta Chair, the Race Committee Chairs and the Protest Committee chair shall be organized before the first race. At this meeting everyone should be introduced and the following points shall be reviewed:

- Welcome from Race Chair, Protest Committee Chair, Regatta chair-questions to follow
- Intro of CYA coaches/staff, all other coaches/managers at meeting
- The event schedule (Opening ceremony, YOTS, social events, etc.)
- The Coach Code of conduct and Disciplinary Guidelines for athletes
- Sailing conditions/sailing area
- The area where the Coaches will be allowed on the course and the Coach boat identification requirements.
- Sign in/out procedures for athletes- as well as other safety points for sailing in area (i.e. rapids, current etc...)
- Safety procedures, Emergency Action plan in case of serious injury
- Logistics: Accommodation/curfew/transport
- Sportsmanship award (if applicable)
- The Coaches should elect or appoint a representative who will represent them at the daily organizational meeting (PC, RC)
- Other points deemed necessary/important

There should be a question period and it should be made clear to everyone (volunteers, coaches, managers, etc.) that they are part of the team that will make this event the best ever for the sailors.

CYA Event Guidebook

Daily meeting

Daily meetings between the Coaches' Rep., the Regatta Chairperson, the Race Committee Chairs, the Protest Committee Chair and the CYA Competitions Director are very beneficial for the success of the regatta. These should be scheduled each afternoon following racing. The purpose of this meeting is to get everyone's input to make the event is the best possible experience for the sailors. There should also, in addition, be a coaches meeting every day to discuss issues/ideas for regatta.

Scoring

A low point scoring system (Appendix A of rules) is to be used. One race is dropped if 5 or more races are sailed.

The volunteer(s) responsible for scoring should have only that responsibility during the event. The results should be posted shortly after sailors return to shore. If possible, 2 scorers with computers should be available.

Certain provisions, which should be included, are as follows:

- There should be a provision for the "Z" flag rule.
- The results of each competitive category shall be on a separate page (i.e. by class)

Results from each event must show:

- Name of competitors (crew and skipper)
- Hometown and province of each athlete
- Club of each athlete
- Sex of each athlete
- Age of each athlete (on Dec 31 of the regatta year)
- Sail Number
- Results per race
- Total results

Sail Wave is one scoring program recommended by the CYA.

APPENDIX P

For CYA Youth Events, a few modifications will be applied to Appendix P. The intent of these modifications is to ensure that:

- a) Youth events are a good learning experience promoting participation and fair sailing
- b) Canadian sailors are "up to speed" in terms of ISAF regulations and requirements once they reach the top echelons of sailboat racing in Canada and abroad.
- c) Sailors, coaches and officials have the opportunity to learn from each other at CYA events.

The full discussion for the considerations to Appendix P for CYA Title Events is found on the CD. Be sure to retrieve the latest version from the CYA website.

CYA Event Guidebook

5.3 ISAF and CYA Codes

In the current rulebook, the ISAF codes are no longer published as part of the rulebook. However, they can be obtained from the ISAF Web site (http://www.sailing.org/regulations/2005_partIV.PDF) when required. As ISAF can modify this code as required, it is recommended that you retrieve the current codes for your event.

5.3.1 Eligibility Code

The CYA policy on membership requirements is as follows:

All crewmembers competing at CYA Title Events (including National Qualifying Regattas) must be a member of the Canadian Yachting Association (or their respective national authority). Canadian sailors become members of the Canadian Yachting Association through membership at a CYA member club. Proof of CYA membership may be verified at CYA Title (and National Qualifying Regattas). A CYA club membership card is the normal method of proof.

5.3.2 Advertising Code

The CYA has prepared a reference guide for organisers and competitors to understanding the ISAF Advertising Code. It is therefore also recommended that each event retrieve the current version of this document from the CYA Web site (http://www.sailing.ca/competitive/management/ad_code.shtm) and review it with your Race and Protest Committee Chairs as it may apply to your event.

5.4 CYA Prescriptions

The CYA Prescriptions to the current rulebook are available from the CYA Website at <http://www.sailing.ca/competitive/management/prescription.shtm>.

Be sure to retrieve this document and be prepared to distribute it to competitors in you have non-Canadian participants (this presumes that all Canadian participants have a copy of the CYA version of the rulebook.) Rulebooks are available through your PSA.

Race Officials – Availability and Selection

An updated list of certified ISAF and Senior Canadian race officials is kept and compiled at the Canadian Yachting Association (CYA) office. Any individual striving to attain higher Canadian and/or International Race Management, Jury, or Umpire certification levels is strongly encouraged to contact CYA.

When possible, opportunities for Canadian race officials to gain experience at national and international events held in Canada, will be posted on the CYA website and/or circulated via email. Regatta organizers for national and/or international events are encouraged to send along requests for race officials to

CYA Event Guidebook

CYA. CYA hopes that this procedure will not only ensure good officiating at events, but will increase the number and quality of race officials in Canada.

5.5 Document templates and Forms

The current CYA Protest and Redress forms can be retrieved from the CYA Web Site in PDF format as follows:

5.5.1 Protest Form:

http://www.sailing.ca/competitive/management/CYA_protest_form.pdf

5.5.2 Redress Request:

http://www.sailing.ca/competitive/management/CYA_redress_form.pdf

5.5.3 Notice of Race and Sailing Instructions Guides and Templates.

The current guides for the Notice of Race and Sailing Instructions in MS-WORD format are found on the ISAF web site respectively at:

<http://www.sailing.org/rrs2005/AppK2005template.doc>,

<http://www.sailing.org/rrs2005/AppL2005template.doc>.

For multiclass events, there is a version available that deals with the differences, namely the starts, and is located at:

<http://www.sailing.org/rrs2005/AppLE010105template.doc>.

5.5.4 Suggested Race Courses

The RRS (Appendix L) contains a number of ISAF suggested Race Courses. Event organizers are reminded that before they **must** receive approval from the CYA Events Committee through CYA Racing Co-Ordinator prior to the event if they wish to use a Race Course other than outlined in Appendix L.

5.5.5 CYA Event Entry Form

The current version of the CYA Entry Form is provided on this CD. Please use this form, as it also gathers the information required by the CYA for reporting purposes to Sport Canada. It also provides the wording for waivers – liability and photographic image.

5.5.6 CYA Regatta Questionnaire

In order to provide quality events, the CYA Events Committee requests that you complete the **CYA Events and Regatta Questionnaire** and return it to the Racing Co-Ordinator at the CYA office as soon as your event is completed. This document can be found on the CD.

5.5.7 CYA Regatta Expense Form

In order to receive funds that your event may be entitled to, it is very important that you complete and return the **CYA Regatta Expense Form** as soon as

CYA Event Guidebook

possible following the event. Be sure to provide all supporting documentation, as failure to do so will slow down the process.

CYA FINANCIAL ASSISTANCE PORGRAM

The CYA Financial Assistance Program is outlined at:

<http://www.sailing.ca/about/bylaws/fap.shtm>

CYA Event Guidebook

6 Contact Information

6.1 *CYA Staff*

A current list of CYA Staff can be found at: www.sailing.ca/about/staff/staff2.shtm

General CYA email: sailcanada@sailing.ca

Provincial Sailing Associations

A current list of the PSA's and contact information can be found at:
www.sailing.ca/services/organizations/provincial.shtm

6.2 *National Support Centres*

A current list of the PSA's and contact information can be found at:
www.sailing.ca/about/organization/nsc.shtm

6.3 *Class Association Contact List*

A current list of the PSA's and contact information can be found at:
www.sailing.ca/competitive/disabilities

CYA web guide for Race Officials, class association and coaches

The Canadian Yachting Association (CYA) is a non-profit corporation founded in 1931 that acts as the national authority for sailing in Canada and is recognized throughout the world for excellence in training, competition and recreational programs. CYA is the national voice for Canadian sailors from entry to international competitions.

CYA's main objective is to service our members. This means win medals, deliver training and encourage people to sail and help build membership for our members.

(CYA Executive, January 2003)

CYA's Pursuits:

- To have a significant number of Canadians enjoy and support sailing and boating activities
- To win medals and have athletes achieve top 10 results internationally
- To have a strong and efficient organization developing and supporting quality sailing related activities
- To have strong and active collaboration and communication among partners

In order to achieve the above, we need to focus on promoting our sport and improving our revenue base.

CYA Event Guidebook

Useful CYA (And Other) Information Tools

CYA WEBSITE [WWW.SAILING.CA](http://www.sailing.ca)

- *About CYA*: including information on the Organization, Policies, Awards, CYA Sponsors/supplies, Meetings www.sailing.ca/about
- *Competitive Section*: includes all Domestic and International Racing Information www.sailing.ca/competitive
- *Canadian Sailing Team*: includes information on National Qualifying Regattas, Teams, Major events www.sailing.ca/cst
- *"Learn More" section*: includes information on training, cruising, and much more www.sailing.ca/learnmore/index.asp
- *CYA Store*: www.sailing.ca/store/
- *Member services*: includes information on the CYA organization, clubs, race officials, instructors and much more! www.sailing.ca/services
- *CYA Message Board*: www.sailing.ca/scripts/discus/discus.cgi
- *CYA Pleasure Craft Operator Card*: www.sailing.ca/spark/index.asp

Frequently asked for links...

- **List of Clubs**: www.sailing.ca/services/organizations/clubs.shtm
- **Coaches and instructors**: www.sailing.ca/coaches
- **Youth and Coaches code of conduct**:
www.sailing.ca/about/bylaws/cya_policies.shtm
- **Weather**: weatheroffice.ec.gc.ca/marine/index_e.html
- **Youth Programs**: www.sailing.ca/competitive/youth
- **Provincial Sailing Associations**: www.sailing.ca/links
- **Financial Assistance Plan**: www.sailing.ca/about/bylaws/fap.shtm
- **CYA Newsletter**: www.sailing.ca/newsletter/
- **CYA Operator's Card**: www.sailing.ca/spark/
- **CYA's Regatta Calendar**:
www.sailing.ca/competitive/events/dspEvents.asp
- **Canadian Youth and Senior Team Lists**: www.sailing.ca/cst/profile.shtm
- **Class Associations**:
<http://www.sailing.ca/services/organizations/class.shtm>
- **National Sport Centre Contact Info**:
www.sailing.ca/about/organization/nsc.shtm
- **CYA Staff and Board**: www.sailing.ca/about/staff/staff2.shtm
- **CYA Website Map**: www.sailing.ca/sitemap.shtm

Events Info...

• CYA Events Page (world to local)	www.sailing.ca/competitive/events
• CYA Entry Form	www.sailing.ca/competitive/events/title.shtm
• CYA Prescriptions	www.sailing.ca/competitive/management/rules.shtm
• Notice of Race (NOR) Guide	www.sailing.org/rrs2005/AppK2005template.doc
• Sailing Instruction Guide	www.sailing.org/rrs2005/AppL2005template.doc

CYA Event Guidebook

• Protest Forms	www.sailing.ca/competitive/management
• Redress Form	www.sailing.ca/competitive/management
• Eligibility Guidelines	www.sailing.ca/competitive/management/rules.shtm
• Advertising Guidelines	www.sailing.ca/competitive/management/rules.shtm
• CYA Protest and Appeals info	www.sailing.ca/competitive/management/protests.shtm

Other CYA Resources

- CYA Sailboat insurance provider: Please contact Thompson and Jemmett, Gord Crothers gcrothers@insurancecentre.com, 613-544-5313.
- Boat loan, Stephenson fund, contact Joy Hunt jhunt@sailing.ca 613-545-3022 (x104)

Other Valuable Links and Information

International Sailing Federation www.sailing.org

Sport Canada www.pch.gc.ca/sportcanada

Doping www.cces.ca

The most up to date list of restricted and banned substances for the Canadian Centre for Ethics and Sport (CCES) can be found on the above website.

Canadian Olympic Association www.coa.ca

Athletes Canada www.athletescan.com

Information Ressource Centre www.sportquest.com

Canada's Sport Hall of Fame www.inforamp.net/~cshof/makefrms.htm

Canadian Coaching Association www.coach.ca

Canadian Coast Guard www.ccga-gcac.org/links/links_e.asp