



USA Finn Association Event Manual

Signed by

Peter Frissell, USAFA President

18 September 2019

USA Finn Association Event Manual

1. Goal. To ensure the USA Finn National Championship (USAFNC), Finn North American Championship (FNAC), and the Finn Masters North American Championship (FMNAC) are held in accordance with World Sailing (WS) standards. Promote maximum participation, and create a framework for Organizing Authority (OA) to run all Type 1, Type 2, and Finn WS graded events within North American continent.
2. USA Finn Association (USAFA) responsibilities.
 - 2.1 To facilitate equal distribution of the USAFNC, FNAC, and FMNAC, also referred to as “USAFA major events” amongst West, East, Gulf, and the Great Lakes Regions.
 - 2.2 To develop and publish forested USAFA major events schedule, based on the requirements of the paragraph 2.1.
 - 2.3 To facilitate bidding, voting, and selection process that avoids any conflicts between USAFA major events, WS events, and Canada Senior Championship (CORC OCR).
 - 2.4 To help OA in promoting the event through available social and conventional mediums.
 - 2.5 Provide OA a recommendation on a qualified measurer or in the absence of such assist OA in finding a qualified and capable substitute.
 - 2.6 Ensure timely perpetual trophy delivery to the venue.
3. Bidding Process and Rules. All the bids for the major championships shall be submitted to the USAFA at least 2 months before the annual general meeting (AGM) a year prior to the event year. A bid may be submitted 2 years in advance. USAFA AGM is commonly held during the USAFNC. The USAFA prefers open-sea venues held during the season that accommodates reliable strong winds within 12-20 knots.
 - 3.1 If the USAFA receives more than 3 bids for each major event, then the President, Secretary, and the Chief Measurer shall decide which bids shall be presented to the AGM based on the paragraphs: 2.1, 2.3, and 3.
 - 3.2 USAFA reserves the right to invite potential host clubs to present a bid at the AGM.
 - 3.3 By presenting a bid, candidates will be deemed to have read and understood this Event Manual and to agree to abide by all of its contents.
 - 3.4 All bids must be submitted via approved form in Appendix A. The online version of the Form will be posted on-line at: <http://www.finnusa.org/usafa-documents/>
 - 3.5 If no bids are forthcoming, USAFA reserves the right to identify and select a venue.
4. OA General Responsibilities. After OA’s bid for the major event is accepted by the USAFA at AGM a year prior to the event year, OA assumes all duties and responsibilities outlined in this manual. OA shall notify USAFA as soon as possible if OA believes that it will fail to host the event due to exigent circumstances.
 - 4.1 Construction and costs of any measurement equipment as directed by the Class Chief Measurer and facilitate an adequate space to measure/check the boats compliance with the rules one day before the start of the regatta.
 - 4.2 Travel, lodging, and meals for the class measurer for the duration of the event.

USA Finn Association Event Manual

- 4.3 For USAFNC specifically, provide a space that can host at least 30 people on the second day of regatta. This space will be used to hold USAFA AGM after the racing for the day is completed.
- 4.4 Provide competitors free access to the club at least 1 week before the start of the Championship to facilitate training and familiarization with the venue.
- 4.5 Entry. All competitors shall present prove of the USAFA or IFA membership at least one day before regatta, have a valid sail number, and a valid ISAF (WS) ID (<https://www.sailing.org/sailors/isafsailor/index.php>). The entry fee shall not exceed \$200 and should be kept to a minimum as practical as possible.
- 4.6 Prizes. Prizes shall be specific and relevant to the Finn class with a minimum of Finn logo, name and year of the event. These may include but not limited to: plaques, half hull models, medals, cups, etc. At a minimum OA shall recognize:
 - a. Top 3 overall for less than 40 entries and top 5 overall for more than 40 entries.
 - b. Top master recognition in each division. Master, Grand Master, Great Grand Master, Legend, and Super Legend.
 - c. Classic boat recognition for the top boat over 20 years old.
 - d. Junior (not reached the 23rd birthday)
- 4.7 The prize giving ceremony shall be held as soon as possible after the end of the last race, when all the competitors and race committee are back ashore.
- 4.8 Event shirts or other memorabilia is expected but not required. The OA shall make a reasonable effort to keep memorabilia prices to a minimum.
- 4.9 Format. The OA shall make a reasonable effort to schedule 9 races for a 3-day regatta and 11 races for a 4-day regatta. As stated in the appendix to USAFA bylaws, FNAC may be either 3 or 4-day regatta. The decision on the length will be made by USAFA in conjunction with the OA and the Member National Authority (MNA).
 - a. Races should be approximately 60 minutes in duration, but target time can be lowered up to a minimum of 45 minutes when four or more races are scheduled on the racing day.
 - b. No race shall be started in less than 4 knots of wind measured on the starting vessel at the deck level. When the true wind speed measured between 6-12 ft above the water level, as far as practically possible across the race course, clearly drops below 4 knots for a period of 5 minutes, the race committee may abandon the race.
 - c. One discard will be allowed for every 6 races.
 - d. The race committee shall make a reasonable effort to set a square Windward Leeward course with the offset top mark and the bottom gate. Bottom gate marks shall be a different color from the pin mark and away from the committee boat to avoid collision with the committee boat in the event of overturning. Two lap racecourse that satisfies paragraph 4.6.a is preferred.
 - e. Scoring shall be completed through the World Sailing (WS) software that allows direct submission of the results to the WS. The USAFA encourages OA to use Sailwave Scoring Software (www.sailwave.com). The regatta results shall be submitted to the USAFA secretary on the daily basis and include the following: competitors name, sail number, Country Flag, Nationality, and ISAF (WS) ID. If one of the blocks is missing the scores will be rejected by the WS.
 - f. Race results and mark roundings shall be in BLW, or Excel formats.
 - g. Three races shall be completed to constitute a series.

USA Finn Association Event Manual

- 4.10 Notice of Race, Sailing Instructions, and Registration. The Notice of Race and Sailing Instructions shall be written in English in accordance with RRS87 and 88, RRS Appendix M and N, and be based on the IFA Standard documents, which aim to follow the World Sailing Race Management Manual as closely as possible. They shall be agreed in writing with the USAFA President or the Secretary.
- a. The Notice of Race and online registration/entry form that includes the entry list shall be published by the OA at least 3 months before the start of the Championship.
 - b. An online entry form shall be published on the OAs website. The entry form shall include the following mandatory fields: name, valid sail number, valid sailors ISAF (WS) ID, and country flag.
 - c. The sailing instructions should be ready at least one month in advance and a draft published on the event website.
- 4.11 Imagery and Video products. OA shall provide an on water photographer/videographer for at least one day of the regatta. All the imagery and video products will be utilized to promote Finn sailing and healthy lifestyle. Imagery products shall be submitted to the USAFA secretary no later than one day after regatta. OA shall communicate to USAFA if such expense is going to increase the budget by more than 10%.
- 4.12 Safety and Security is paramount.
- a. The OA shall demonstrate that it has an adequate safety plan in place. (Number of boats, experience of crews, name of the rescue leader)
 - b. Upon arrival at the venue, a class representative should have a meeting with the rescue leader and crash boat volunteers to finalize details and provide instructions on how to recover Finns to prevent any damage.
 - c. There must be at least one safety boat per 20 competitors.
 - d. A reasonably safe space should be set for the boat park.
 - e. Organizers must seek approval from the local Coast Guard Waterways Management Office for the marine event permit (<https://homeport.uscg.mil/Pages/MarineEventFormSubmission.aspx>). If necessary and applies, permits from the municipal and state authorities shall be in place.

Appendix A

20__ USAFA Major Events Application

1. What event would you like to host?

2. Please enter hosting Yacht Club Name and website link

**3. What time of the year do you have the windiest and most stable wind conditions?
Provide three timeframes/windows: the best/good/moderate conditions.**

4. Why do you think your club would be the best to host the selected championship?

5. Contact info (name, phone number, E-mail)

6. Preferred contact method

7. Questions and comments
