MISSA HOST GUIDELINES

This document outlines the requirements and recommendations from the MISSA Board for venues hosting MISSA Tier 1 and Tier 2 events.

MISSA REPRESENTATIVE (MISSA REP)

Required for all Tier 1 and Tier 2 events.

- The MISSA President/Board assigns the MISSA Rep for Tier 1 events.
- MISSA League Representatives assign the MISSA Rep for Tier 2 events within their league, including League Pre-Qualifiers, Open/Last Chance Qualifiers, and Great Oaks Qualifiers.
- The MISSA Rep should not be affiliated with the host venue and must not be a member of the Race Committee, umpire team, or judging panel.
- For Tier 3 events, a MISSA Rep may be assigned by the host if more than two programs are attending.

Responsibilities

- The MISSA Rep works in conjunction with the PRO on race management issues, including:
    - Conditions approaching minimum wind limits
    - Conditions becoming unsafe
    - Course length/timing
    - Team race format based on conditions and timing
    - Final racing plans as cut-off time approaches
- After the Competitors' Meeting, all questions or concerns from coaches regarding event management should be directed to the MISSA Rep (not the PRO). This should be explained during the Competitors' Meeting.
- Prior to racing, the MISSA Rep should create a group chat for coaches to relay questions or concerns to the MISSA Rep, and for the MISSA Rep to share updates from the PRO (e.g., harbor start time when postponed ashore, anticipated end times).

COACHING

Equal access to coaching is required for all teams (see ISSA PR 8a).

Recommended Options

- **On-the-water coaching:** All coaches must be able to bring a coach boat, or the venue must assist by pairing coaches without boats or providing coach boats.
- **Land-based coaching:** The course should be clearly visible from the coaching area and within a short sailing distance to allow for rotations, hydration, and food approximately every two races -- even if no rotations are required.

All race officials, race management personnel, volunteers, judges, and umpires are required to hold SafeSport certification. MISSA strongly recommends SafeSport certification for all coaches and team chaperones.

JUDGES AND UMPIRES

Fleet Race Judges

- **Tier 1 and Tier 2 Fleet Races:** A certified judge must be present on site to hear protests. The judge may assemble a panel of additional qualified judges. Judges must be very familiar with ISSA Procedural Rules.
- **Tier 3 Fleet Races:** A certified judge is recommended but not required. If unavailable, a panel of coaches may serve as an alternative.

On-the-Water Judges

- Required at MISSA Mallory, Great Lakes Championships, and MISSA Cressy to enforce Rule 42.
- Recommended at Tier 1 events such as MISSA Girls, Shepherd, and Great Oaks.

Team Race Umpires

- Required for Tier 1 and Tier 2 Team Races.
- Minimum standard: one umpire per race.
- Recommended: at least two umpire boats at the start and first beat, with one boat continuing to follow the race to completion.
- See RRS Appendix D and ISSA PR Appendix 7 for details.
- Not required for Tier 3 Team Races; coaches umpiring races involving their own teams is an acceptable alternative.

Flag and Sound Signal Standards

- All judges and umpires must follow procedures outlined in ISSA PR Appendix 6 (On-the-Water Judges) and Appendix 7 (Team Race Umpires).
- Appropriate flags (green/red, yellow, black) must be used, accompanied by a whistle, loud verbal hailing of sail numbers, and the flag clearly pointed at the penalized boat.

RACE MANAGEMENT

Principal Race Officer (PRO)

- A PRO or Race Committee not affiliated with a competing team (including parents or coaches) is required for all Tier 1 and Tier 2 events.
- The PRO must be highly familiar with ISSA Procedural Rules.

ISSA Procedural Rule Reminders

- Automatic I-flag start after each individual General Recall.
- BFD and UFD penalties are **not permitted** after General Recalls.
- Race time limits outlined in ISSA PR 7.8(b) must be followed.
- Races must continue until the official cut-off time whenever possible. If an additional set of races (including a 1A/1B set) can be completed before the cut-off, it must be attempted.

Required Minimum Equipment

- Start horn
- Loud hailer (sufficient volume; mini hailers are not acceptable)
- Required flags: Orange (start), Blue (finish), X, AP
- Additional fleet race flags: I-flag, First Substitute, two flags corresponding to the color of the two teams in sequences for Baker series events
- Whiteboard for course information
- Team Race hosts: red, green, and black flags for each umpire boat
- Fleet race hosts, with on-the-water judging: yellow flags for each judge boat

Link to MISSA Race Management Personnel and Race Officials (click here)

NOTICE OF RACE (NOR) AND SAILING INSTRUCTIONS (SIs)

NORs for ALL regattas must be submitted to the MISSA Board by:

- **August 1** for Fall regattas
- **February 1** for Spring regattas

Failure to meet these deadlines may result in the venue being removed as host.

Required Language

Protest Validity - Rule 60.4 Modification:

This language must be added to the "Rules" sections of all NORs and SIs

"Rule 60.4(a)(2) is changed as follows: '(2) if it alleges a breach of a rule of Part 2 or Rule 31 as is from a boat that was not involved in, and did not see, the incident or…'"

Damage Deposit Language:

"By registering for this regatta, in place of paying a damage deposit, my team agrees to pay the cost of any damages we are deemed responsible for by the host or protest committee, as well as the cost of damages that cannot be attributed to a specific team, divided equally among all participating teams."

Safety and No-Wake Language:

"Coaches must stay clear of the racing area unless assisting competitors. Coaching should take place to leeward of the start line.

No coaches or support staff are to operate above an idle speed within 100 feet of competitors in sailboats, or in the surrounding course area, unless responding to an emergency situation. The start, finish, and rotation areas all are no-wake zones. Coaches not adhering to this will be required to anchor for the remainder of the regatta, or leave the racing area.

Coaches and support staff are required to follow Coast Guard legal capacity while operating their coach boats or support boats. Vessels not operating within legal capacity will be required to leave the race area.

All coaches and support staff are required to wear an ECOS (Engine Cut Off System) device and a personal flotation device (PFD) at all times while operating a powerboat."

Actions or Penalties for Repetitive Safety/ISSA Appendix 1 Rule 2 Breaches

For any breaches of ISSA Conduct, as well as the conduct outlined above, this may be reported to the ISSA/MISSA Rep at the event immediately. Subsequent steps are outlined in ISSA PR Appendix 1.

Red Flag Requirements for Sailors

For Baker League Pre-Quals and MISSA Baker, Race Documents should mention sailors are required to bring red flags or that the host will provide flags.
For MISSA Keelboats:
If the judge team intends to enforce RRS 61.1a(2) in hearings, the host should:

1) Add an item to the NOR and SI notifying teams that each team must bring a red flag, OR
2) Provide a red flag for each boat

If the judge team does not intend to enforce this rule, this should be stated and a modification should be included in the "Rules" section of the NOR and SIs

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REQUIRED FORMATS

Fleet Race

ISSA Procedural Rule 7.5

Hosts must announce the intention for round robin format and number of round robins prior to racing.

If the number of teams in attendance is small (9 or fewer), and it is a two-day Tier 2 event involving inter-league competition, the host must try for two round robins. The host shall not cancel racing for the second day of competitions until report time on the second day, unless the announced format has been completed on the first day.

Tier 1 and Tier 2 Team Races

One or two full round-robins amongst all teams, followed by a gold "championship" round, and/or silver/bronze rounds, with the number of teams in these subsequent rounds determined by the OA/MISSA Rep, Chief Umpire, and PRO.

Hosts should be familiar with Techscore scoring and the creation of rounds prior to the event. This includes the creation of subsequent rounds.

- **Techscore Reminders**

  Prior round robins can be duplicated for the creation of future rounds.

  Subsequent championship rounds MUST be created separately then merged.

  It is recommended that these rounds be sailed simultaneously and within a specific set of boats for efficiency. The number of boats used within each individual championship round must be entered (NOT the total number of boats used).

  For example, Gold/Silver/Bronze rounds are to be sailed, with X number of teams in Gold using 1-6, X number of teams in Silver using 7-12, and X number of teams in Bronze using 13-18.

  - The Gold Round must be created among X teams using 6 boats, numbered 1-6
  - The Silver Round must be created among X teams using 6 boats, numbered 7-12
  - The Bronze Round must be created among X teams using 6 boats, numbered 13-18.
  - "Group the rounds" be selecting "Order Rounds" from the top drop-down menu to run the rounds simultaneously.

MISSA Keelboat

No registration cap

If less than 16 teams are registered, a single round-robin shall be used, with BYEs in the rotation if necessary.

If 16 or more teams are registered, the field shall be split into two independent qualifying rounds, with subsequent gold "championship" and/or silver rounds.

COURSE REQUIREMENTS

- Fleet racing courses: ISSA PR Appendix 9
- Team racing courses: ISSA PR Appendix 10
- MISSA Board requires that Tier 1 and Tier 2 Fleet Race events must use the W3, W4, or W5 courses in Appendix 9, unless otherwise approved by the MISSA Board.
- Windward offset marks are required.
- Dog-leg finishes are prohibited, except at MISSA Cressy.
  - When a single fleet is racing, a single start/finish line may be used.
  - When two fleets are racing, a finish line off the starboard end of the start boat or off the port end of the pin boat may be used.

- When two fleets are racing, starts should be staggered to follow these requirements. The warning signal for the second fleet should be started when the first boat in the first fleet arrives at the gate.