MCSA How-To-Guide and Requirements for FLEET RACE Regatta Documents

SPRING 2026

Last Updated: January 2026

Hello!

This document should contain most, if not all, of the information that you and your team will need to know for creating **FLEET RACE** regatta documents. We have included resources with helpful information, examples of great regatta documents, as well as the **requirements for NORs and SIs that EVERY TEAM in the MCSA must follow.**

Keep in mind that the Notice of Race and Sailing Instructions for MCSA Championships that serve as qualifiers to national championships must also comply with the ICSA Championship Conditions. The latest version of these can be found at the following link: https://collegesailing.org/documents/05-2025-ICSA-Championship-Conditions.pdf
We strongly suggest that hosts for national qualifiers work closely with the MCSA Representative to the ICSA Championships Committee to ensure MCSA compliance with the ICSA Championship Conditions.

Here is some basic (but helpful) information:

- NOR stands for Notice of Race. This is the *first* document that regatta organizers send out.
    - NORs are usually published or sent out to competing teams a month or more in advance. ***Read this before your team leaves for the regatta!***

- SI stands for Sailing Instructions. This is the *second* document that regatta organizers send out.
    - SIs are usually published closer to the regatta date. ***Read this before you head out on the water!***
- One of the main differences between NORs and SIs is that SIs include more information about racing specific things (what kind of course will be sailed, etc.).
    - Make sure that any language that appears in both documents is the same.
    - **MCSA Policy dictates that all regattas start at 0930.**

MCSA Requirements for Notice of Race Documents and Sailing Instructions

Per the MCSA website, which is linked here, you must do the following:

Appendix 1–OFFICIAL MCSA NOTICE OF RACE FORMAT

The NOR is the official notice from your school to other schools for your upcoming event. At the bare minimum, it should contain:

- ***Name of the event***
- ***Name of the Host School***
- ***Date of event***
- ***Name of regatta chair and phone number***
- ***One month, two week and 24 hour cancellation deadlines***
- ***Date and starting time of the competitors' meeting***
- ***Report time***
- ***Name of host regatta site***
- ***Street address and telephone number of regatta site***
- ***Name and phone number of who to call for housing assignments if offering housing***
- ***Name of the site of races***
- ***Address of the site of races***
- ***Whether or not charging a registration fee and if charging, how much*****

** Host Schools may charge a Sailor's Fee up to the policy maximum (currently $10), but are encouraged to keep this as low as possible. Host Schools must indicate in the NOR one of the following: (1) they will provide no meals, receive no money for a Sailor's Fee OR (2) they will provide meals (for 2 day regatta must provide 2 breakfasts, 1 lunch; for 1 day regatta must provide 1 breakfast and 1 lunch). If attending a regatta with a Sailor's Fee, participants must pay.

MCSA Requirements for Notice of Race Documents and Sailing Instructions

In addition to the aforementioned MCSA requirements for regatta documents, **below are updated (Spring 2026) templates for NORs and SIs that every MCSA team must use**. Using these templates will ensure consistency in regatta organization for every team in the conference. It will also ensure that MCSA regatta organization is consistent with events throughout the ICSA. For regattas that are hosted by individual yacht clubs (examples: GLIOR, Sloop Championship, etc.), their regatta documents do not have to match the MCSA guidelines.

***Note**

*The following template represents the **bare minimum** information that must be included in your regatta documents. **You may copy and paste the following templates as they are.** You may also alter these documents to best suit the specific information for your regatta, however, please follow the same format and information that is included below.*

***Note**

The schedule in the template follows the MCSA policy regarding schedule, so please do not change that.

***Note**

*Host schools may charge each team a sailor's fee for 2 day events. **This may be up to $5 per person, or up to $10 per person if food is to be provided.** If $10 is charged, the host school must provide breakfast on Saturday and Sunday, as well as lunch on Saturday. The sailors' fee may be higher for 3 day events or events hosted by yacht clubs, subject to approval from the MCSA Commissioner. Host schools may choose not to charge an entry fee.*

****MCSA FLEET RACE NOR TEMPLATE** **PLEASE EDIT TO SUIT YOUR REGATTA INFORMATION** **Delete this line****

Regatta Name

Hosted by your college or university's name

Address of Regatta site [number, street, city , state]

Regatta Date

Supporting Sponsorship from (delete if not applicable):

NOTICE OF RACE

PREAMBLE

- *The notation [NP] in a rule means that a boat may not protest or request redress under this rule. This changes Rule 60.4(a) and 61.3 as stated below.*
- *The notation [DP] in a rule means the penalty for breaking this rule may, at the discretion of the jury, be more or less than a single disqualification. This changes Rule 60.5(c) as stated below.*

1. RULES

1.1. The Organizing Authority (OA) is the Midwest Collegiate Sailing Association (MCSA) and <your college or university's name, yacht club hosting the event if applicable>.

1.2. This regatta shall be governed by the Racing Rules of Sailing (RRS).

1.3. The US Sailing prescription to 63.1 shall not apply.

1.4. The ICSA Procedural Rules, ICSA Collegiate Dinghy Class Rules and MCSA Policies shall apply.

1.5. This Notice of Race (NOR), except as modified by the Sailing Instructions, shall apply.

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

1.7. [NP] If robotic marks are used, routine movement of these marks will not be grounds for redress. This includes routine movements while keeping location, marks returning to station after having been pushed away by a competitor, and collisions with marks that do not cause damage. This changes RRS 60.1(a), 61.4(a). RRS 31 still applies.

1.8. RRS 60.4(a) adds, "(4) if the protest is by a boat and is based on a rule with notation [NP]"

1.9. RRS 60.5(c) adds, "(5) the protest is based on a rule with the notation [DP] and the protest committee decides the penalty shall be more or less than a single disqualification."

1.10. RRS 61.3 adds, "or is a request by a boat and is based on a rule with the notation [NP]."

2. ELIGIBILITY AND ENTRY

2.1. All Teams must be members in good standing of the ICSA and are scheduled to participate in the event at the Annual meeting or after that by the MCSA Regatta Coordinator.

2.2. All competitors participating must meet ICSA eligibility requirements. [See PR 12]

2.3. Student-athletes shall register annually with ICSA prior to competing.

2.4. All Student-athletes shall register online using Techscore [scores.collegesailing.org].

2.5. A representative from each competing team shall enter completely on the Record of Participation Form online with Techscore or in person, the **names** and **class years** of all **skippers** and **crews** who competed, as well as the **races** in which they competed.

2.6. A team failing to properly complete the Record of Participation Form before the expiration of protest time at the end of the regatta, shall be rescored according to PR 33(a) for fleet racing and PR 33(b) for team or match racing (see also PR Appendix C - ICSA FORMS).

2.7. The drop deadline for this event is <2 weeks if in-conference OR 1 month if inter-conference>.

2.8. The 24-hour drop deadline is 12 noon on the Friday before the event <Date>.

2.9. To drop a berth for this event, contact the MCSA Regatta Coordinator. Drop deadline penalties can be found in the MCSA Policies.

2.10. Regatta fees of <$____ per sailor/team will/will not> be charged.

2.11. If the event is classified as an interconference regatta (ie. Showcase, Interconference, Cross Regional, Promotional, Two-Conference) teams will be subject to an additional regatta fee as determined by the ICSA Fees & Billing Policies.

3. SCHEDULE AND NUMBER OF RACES

3.1. The regatta format will be a single round robin [unless the number of teams is small in which case two or more round robins or other additional races may be scheduled] as per ICSA PR 21(b)(ii) and the event conditions.

3.2. Schedule:

Saturday, <Date>

0830 Report Time
0900 Competitors' Meeting
0930 First Warning Signal **(MCSA Policy dictates that all regattas start at 0930)**

Sunday, <Date>

0930 First Warning Signal
1300 No A Division race shall be started after 1:00 pm local time for regular events and 3:00 pm local time for Championship events

4. BOATS AND EQUIPMENT

4.1. Collegiate Dinghies <Type> will be provided for competitors, who shall not modify any boat or cause them to be modified in any way.

4.2. The Sailing Instructions may permit competitors to have the option of rigging the mainsheet purchase either 3:1 or 4:1.

4.3. The standing rigging of Collegiate Dinghies shall not be adjusted.

5. TEAM UNIFORMS

5.1. All student-athletes competing in ICSA regattas shall wear a uniform designating their college.

5.2. The uniform shall be a lightweight jersey, bib, or pinnie worn over a PFD, or like-colored PFD.

5.3. To designate the college, any combination of the college's name, nickname, mascot, or other identifying image shall be present on the back of the uniform and, except for an individual's name or number, shall be the same for all team members competing. [See PR 13(e)]

6. SAILING INSTRUCTIONS

The sailing instructions will be available prior to the competitors' meeting, online at the event website (scores.collegesailing.org), on the official notice board and on the MCSA Schedule.

7. RACING AREA

The racing area will be <_____>.

8. SPECTATORS

8.1. All support persons shall remain at least 100 yards from the competitors while racing. Support persons shall receive 1 warning upon entering the racing area. The second entrance may be cause to call a hearing for the support person or the affiliated team(s).

8.2. Support person vessels shall not dock in areas that interfere with the function of the sailboat rotation area.

9. TROPHIES

Trophies <will/will not> be awarded to teams that place <in the following places (example: 1st through 3rd)>.

10. PHOTOGRAPHY, CAMERAS AND ELECTRONIC EQUIPMENT

10.1. Boats may be required to carry cameras, sound equipment, or positioning equipment as specified by the Organizing Authority (OA).

10.2. Individuals and their teams are permitted to use personal video/film/camera or sound recording equipment on their boats. Video/film/camera equipment includes, but is not limited to, GoPro and other action cameras, U.A.V.s, and Drones.

10.3. Video, data and/or photographs taken from any source shall be permitted as evidence at hearings but all equipment required for viewing shall be provided in a timely manner by the party or witness providing the evidence. This changes RRS 63.4(b).

11. RIGHTS TO USE NAME AND LIKENESS

By participating in this event, competitors automatically grant the Organizing Authority and the event sponsors the right, in perpetuity, to make, use and show, at their discretion, any photography, audio and video recordings, and other reproductions of them made at the venue or on the water from the time of their arrival at the venue, until their final departure, without compensation.

12. FURTHER INFORMATION

Visit scores.collegesailing.org for access to regatta information.
Visit the MCSA Schedule for access to schedule and regatta information.
MCSA Regatta Coordinator: Alden Gort, mcsaregattacoordinator@gmail.com
Regatta Chair(s): <name(s) and contact information>
Primary Regatta Contact(s): <name(s) and contact information>

13. ADDITIONAL REQUIREMENTS

Drysuits <will/will not> be required at this event. The OA may alter this rule at the competitors meeting.

14. REGATTA HOUSING

Regatta housing <will/will not> be provided for this event.
Provide Housing Contacts (if providing housing):
Name(s)
Email(s)
Phone number(s)

Note
Regatta housing may be provided at the discretion of the host team(s) and their team/school policies. List your information for regatta housing in this "further information" section of the NOR. Regatta housing is not subject to MCSA or ICSA policies or guidelines. It is encouraged, but not required, that schools choose to provide housing. If your school does not provide housing, please list a few local hotels that teams can consider booking.

****MCSA FLEET RACE SI TEMPLATE** **PLEASE EDIT TO SUIT YOUR REGATTA INFORMATION****

Regatta Name

Hosted by your college or university's name

Address of regatta site [number, street, city ,state]

Regatta Date

Supporting Sponsorship from (delete if not applicable):

SAILING INSTRUCTIONS

PREAMBLE

- *The notation [NP] in a rule means that a boat may not protest or request redress under this rule. This changes Rule 60.4(a) and 61.3 as stated below.*
- *The notation [DP] in a rule means the penalty for breaking this rule may, at the discretion of the jury, be more or less than a single disqualification. This changes Rule 60.5(c) as stated below.*

1. RULES

1.1. This regatta shall be governed by the Racing Rules of Sailing (RRS).

1.2. ICSA Procedural Rules (PR), ICSA Collegiate Dinghy Class Rules and MCSA Policies shall apply.

1.3. The Notice of Race (NOR) for this event, except as modified by the Sailing Instructions shall apply.

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

1.5. [NP] If robotic marks are used, routine movement of these marks will not be grounds for redress. This includes marks returning to station after having been pushed away by a competitor, and collisions with marks that do not cause damage. This changes RRS 60.1(a), 61.4(a). RRS 31 still applies.

1.6. Rule 41 is modified to add: "(e) help to recover from the water and return on board a crew member, provided the return on board is at the approximate location of the recovery".

1.7. RRS 60.4(a) adds, "(4) if the protest is by a boat and is based on a rule with notation [NP]"

1.8. RRS 60.5(c) adds, "(5) the protest is based on a rule with the notation [DP] and the protest committee decides the penalty shall be more or less than a single disqualification."

1.9. RRS 61.3 adds, "or is a request by a boat and is based on a rule with the notation [NP]."

2. ENTRY

2.1. All Teams must be members of the ICSA and are scheduled for the event at the Annual meeting or after that by the MCSA Regatta Coordinator.

2.2. All regatta team members participating must meet ICSA eligibility requirements. [See PR 12]

2.3. Student-athletes shall register annually with ICSA prior to competing.

2.4. All Student-athletes shall register Online using Techscore [scores.collegesailing.org].

2.5. A representative from each competing team shall enter completely on the Record of Participation Form online with Techscore or in person, the **names** and **class years** of all **skippers** and **crews** who competed, as well as the **races** in which they competed.

2.6. A team failing to properly complete the Record of Participation Form before the expiration of protest time at the end of the regatta, shall be rescored according to PR 33(a) for fleet racing and PR 33(b) for team or match racing (see also PR Appendix C - ICSA FORMS).

3. NOTICE TO COMPETITORS

Notices will be posted on the Notice Board on Techscore and the Official Notice Board at <location of the Notice Board>.

4. CHANGES IN SAILING INSTRUCTIONS

Any changes in the sailing instructions will be announced orally before the first race in which they are to take effect and then be posted on the Official Notice Board.

5. SCHEDULE

Saturday, <Date>

0830 Report Time
0900 Competitors' Meeting
0930 First Warning Signal **(MCSA Policy requires that racing starts at 0930)**

Sunday, <Date>

0930 First Warning Signal
1300 No A Division race shall be started after 1:00 pm local time for regular events and 3:00 pm local time for Championship events.

6. FORMAT

6.1. The regatta format will be a single round robin change of boat system.
6.2. When the number of teams in the event is small, two or more round robins or additional races may be scheduled as per ICSA PR 21(b)(ii)). This intention must be announced prior to the start of any racing in the event.
6.3. No more than two races in a division shall be sailed back-to-back with the following exception: if all teams at a Fundamental regatta agree, three races may be sailed back-to-back to accomplish more races prior to the cut-off time.

7. BOATS AND EQUIPMENT

7.1. Collegiate Dinghies <Type> will be provided for all competitors, who shall not modify any boat or cause them to be modified in any way.
7.2. The standing rigging shall not be adjusted.
7.3. <Boat Type> mainsheets may/may not be rigged with a 3:1 or 4:1 purchase.
7.4. The penalty for infringing the above instructions shall be disqualification from all races sailed in contravention of these sailing instructions.
7.5. Competitors shall report any damage or loss of equipment, however slight, to the boat repair committee immediately after arriving ashore or to the Race Committee on the water [NP]. The Protest Committee will determine what or if a penalty shall be assessed [DP].
7.6. Breakdowns will be handled in accordance with ICSA PR 23 and Appendix D. Competitors should not expect breakdown points for the failure of knots, the loss of pins or rings, except that the Protest Committee may grant redress for the failure of the main halyard masthead knot. [See PR Appendix D]

8. ROTATION OF BOATS

8.1. The rotation of boats will be in accordance with the provided rotation sheet on the official notice board and on Techscore.
8.2. The rotation of boats will occur at <location>.

9. THE COURSE

9.1. The courses will be W3s, W4s, or W5s and will be <pick one or both of the following>[displayed on a board on the signal vessel][announced orally] and described on the course diagram(s) (see Addendum 1).
9.2. Rounding marks will be <mark colors and shapes here>(example: orange and red balls/triangles).
9.3. Any mark of the course may be moved in accordance with PR 18 (c)(i).

9.4. If one of the downwind gate marks is clearly out of place or removed, competitors shall round the remaining mark to port.

10. START

10.1. Races will be started in accordance with PR 18(b).

10.2. The start line will be between an orange flag on the Race Committee Boat and the course side of a mark <color of mark or pin boat> on the port end of the line.

10.3. Delaying a start due to capsized boat(s) is at the discretion of the Race Committee.

11. FINISH

11.1. The finish line for downwind finishes (W4) will be between an orange flag on the Race Committee boat and the course side of a nearby <color> mark.

11.2. For upwind finishes (W3 and W5), the finish line will be between a flag on the Race Committee Finish Boat and the course side of the windward mark <windward mark color> to its port side.

11.3. If one or more boats are delaying the finish of a race or a rotation, the Race Committee at its discretion may end the race and then score the boat(s) in their current position [NP].

12. RECALLS

12.1. Individual Recalls will be signaled in accordance with PR 18(b)(i). The Race Committee will attempt to hail the boat(s) sail number(s). The following will not be cause for granting redress: Failure to hear a hail, failure of the RC to make a hail, an incorrect hail by the RC, or the order of the hails.

12.2. Multiple horns/whistles and the hail of the words “General Recall” will signal a General Recall. Following a General Recall, the warning for any subsequent start may be initiated at any time (Changes RRS 29.2). After a General Recall, RRS 30.1 (I Flag Rule), shall apply to subsequent starts of the corresponding race and no signal need be given (changes RRS 30.1).

12.3. The “first substitute” flag may be displayed to help with general recalls.

12.4. Per the Procedural Rules, RRS 30.2, 30.3, and 30.4 shall not apply.

13. PROTESTS AND PENALTIES

13.1. A Protesting boat shall make the notifications required by PR 29(b) except that “Race Committee” is changed to “Race Committee Finish Boat” (Changes PR 29(b))

13.2. Protests by a boat, or by the Race Committee or Protest Committee, or a request for redress and breakdowns shall be delivered to the race office no later than 30 minutes after coming ashore after a race in which the incident occurred (Changes PR 30).

13.3. Protest forms will be available at <location of the official Notice Board> and shall be filed with the Protest Committee or their representative <location>.

13.4. Video, data and/or photographs taken from any source shall be permitted as evidence at hearings but all equipment required for viewing shall be provided in a timely manner by the party or witness providing the evidence. This changes RRS 63.4(b).

13.5. Penalties for breaking a rule of RRS Part 2 or Rule 31 will be in accordance with RRS 44.1 and 44.2.

14. JUDGING

Teams not directly involved in the hearing may serve on the regatta protest committee, subject to PR 34.

15. COACHING

15.1. Coaching shall be In accordance with PR 19.

15.2. Coaching shall be from the shores or docks of the regatta site or from a coach boat if such a vessel or vessels are provided by the Organizing Authority (OA).

16. SAFETY

16.1. Competitors who require assistance from rescue boats should signify by waving arms overhead.

16.2. A competitor who retires from a race shall notify the Race Committee as soon as possible.

16.3. All coaches, competitors, and alternates must wear USCG approved non-inflatable PFDs when afloat.

16.4. If a boat that is racing receives outside help for a crew member who is in the water (including a boat that is capsized), she does not break Rule 41 and she may continue racing. This changes Rule 41. See also Rule 1 and SI 1.6.

17. MINIMUM WIND STRENGTH

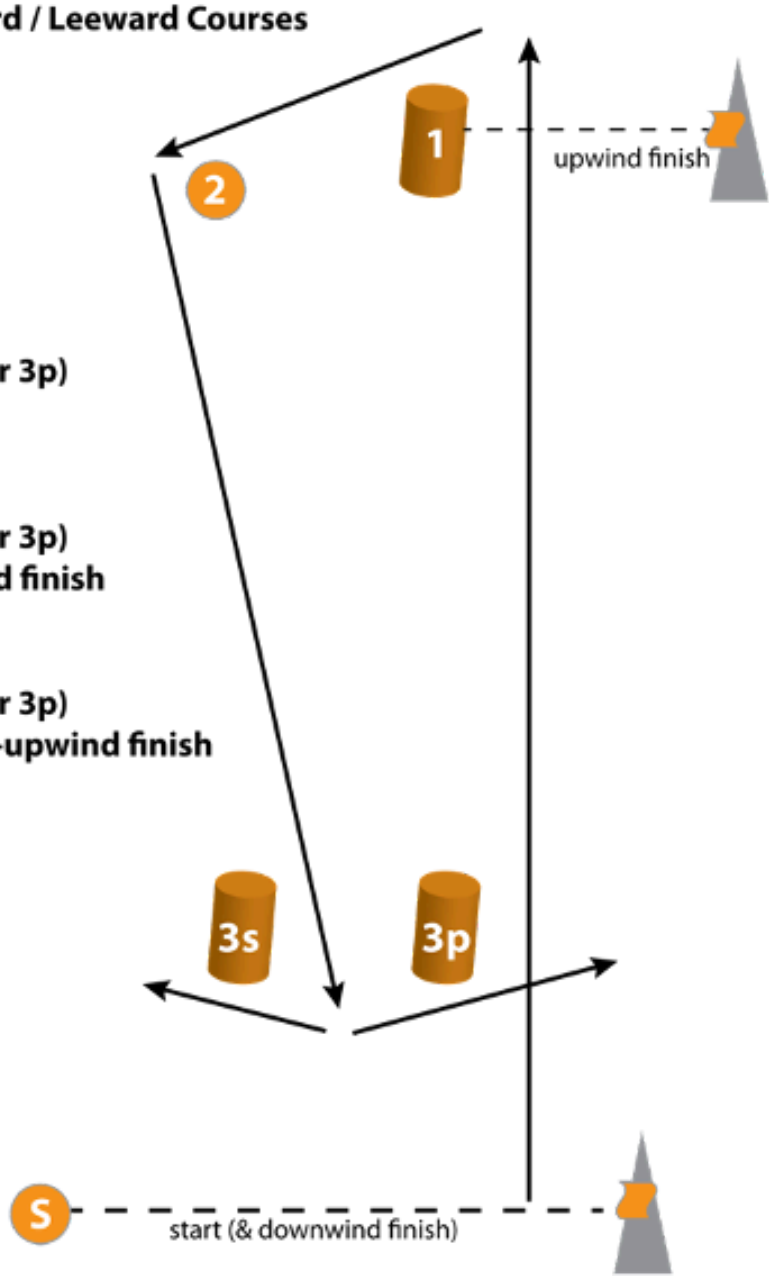
17.1. Races should not be started unless the Race Committee is satisfied that the wind strength in the starting area, and on the rest of the course, is in excess of an average of four knots (4.6 mph) for a reasonable period of time before the start as measured using instrumentation and while not moving over the bottom or anchored. The changes PR 18g. Permission for this change has been granted by the ICSA President.

17.2. If the wind speed is less than four knots (4.6 mph) in the starting area at any time during the last minute prior to the start signal, the start should be abandoned. The changes PR 18g. Permission for this change has been granted by the ICSA President.

17.3. At regattas where teams from more than one conference are competing, the wind average in SI 18.1 and the wind minimum in 18.2 shall be five knots (5.75mph).

ADDENDUM 1

Windward / Leeward Courses



W3:
Start-1-2-(3s or 3p)
-upwind finish

W4:
Start-1-2-(3s or 3p)
-1-2-downwind finish

W5:
Start-1-2-(3s or 3p)
-1-2-(3s or 3p)-upwind finish