

GUIDELINES  
of the  
Lake Michigan Sail Racing Federation  
Area III Steering Committee  
2004  
Forward

Since 1973, a committee comprised of delegates from organizing authorities sponsoring offshore sail races within Area III of the Lake Michigan Sail Racing Federation, (Wisconsin state line to New Buffalo, MI), has coordinated the activities of these groups. This work began under the Lake Michigan Yachting Association. It now continues under the Lake Michigan Sail Racing Federation, which is a member of the US Sailing, which is a member of the International Sailing Federation (ISAF).

1. Name. The committee shall be known as the Lake Michigan Sail Racing Federation Area III Steering Committee [the Committee].

2. Purpose. The Committee coordinates the open regattas of the various yacht clubs or yacht racing associations sponsoring races. Coordination consists, in general, of establishment, publication and distribution of a notice of race and sailing instructions, including racing schedules for specified offshore races of its members, rating rules and racing sections to be used, entry forms and such other information as may be useful. In addition the Committee may establish and maintain a race course system (the Metro Course System) as well as employ a secretary to handle entries, scoring, the rating bank and other duties for the yacht clubs and associations as assigned by the Committee.

### 3. Committee Membership

3.1. Requirements. Membership on the Committee is limited to yacht clubs and class/fleet associations located in Area III as defined by the Lake Michigan Sail Racing Federation. In addition, each member yacht club and/or association is expected to sponsor at least one open offshore sail race or regatta. Class/fleet associations may be exempted from this requirement at the discretion of the Committee.

#### 3.2. Election to Membership.

3.2.1 Yacht clubs or class/fleet associations sponsoring races requesting membership may be elected by majority vote of the Committee. Yacht clubs and class/fleet associations not sponsoring races requesting membership may be elected by a two-thirds majority of the Committee. Class/fleet associations requesting membership and meeting the requirements in 3.2.3 may be elected by majority vote of the Committee.

3.2.3 A class/fleet association requesting membership shall have participated in Area III racing with an average of ten boats in a minimum of fifty percent (50%) of the scheduled buoy race days for probationary period of two consecutive years.

3.2.4 A class/fleet association that has attained membership and voting rights may lose

its membership by a vote of a majority of the Committee if the class/fleet association's race participation drops below the level specified in 3.2.3 for more than two consecutive years (grace period).

4. Delegates. Each yacht club or class/fleet association, in good standing, is entitled to appoint up to two delegates and one alternate.

#### 5. Elected Officers

5.1. The elected officers of the Committee shall be fleet captain and communication officer.

5.2. The officers shall be elected for two year terms or until their respective successors are elected. Elections shall be held at the last regularly scheduled meeting of the Committee planning season, usually in March or April. To be eligible for election, the candidate shall have been a delegate for at least two years prior to election.

5.3 Fleet Captain. The fleet captain is the chief executive officer of the Committee, presides at all meetings of the Committee, appoints all committee chairs and is an *ex-officio* member of all committees. The fleet captain schedules and calls meetings. The fleet captain shall be chairman of the nominating committee.

5.4. Communications Officer. The communications officer keeps the minutes of the Committee, copies of which are distributed or made available to delegates, issues notices of meetings and keeps a roll of delegates, alternates, committee chairs and race committee chairs. In the absence of the fleet captain, the communication officer shall perform the duties of the fleet captain until the fleet captain is again able to perform her duties or a new fleet captain is elected to the unexpired term.

6. Administrator. The administrator, slated by the nominating committee (§10.1.9), is appointed by the Lake Michigan Sail Racing Federation Board of Directors bi-annually at its Spring meeting. The administrator is custodian of any funds of the Committee and will report at least annually on the status of the funds.

7. Voting. Each member yacht club or association is entitled to one vote. Members must be present at the meeting to vote. If both of a member's delegates vote in opposition to each other, the vote shall be tallied as one-half for and one-half against.

8. Quorum. Unless otherwise specifically mentioned in these guidelines, a quorum to conduct business shall consist of 50% of the voting members present excluding officers and the administrator.

9. Attendance. Attendance at regular meetings shall be limited to delegates, alternates, committee chairs, race committee chairs and invited guests of the fleet captain.

#### 10. Committees

10.1. The following shall be standing committees of the Committee:

10.1.1. Race Management. This committee shall draft the notice of race and the sailing instructions sections of the race book subject to the approval of the Committee. Although not mandatory, this committee is traditionally chaired by a race committee chair and its members are the race committee chairs of member yacht clubs and class/fleet associations.

10.1.2. Scheduling. This committee shall establish the season's racing dates subject to approval by the Committee. The committee may prepare a recommendation to the Chicago Yachting Association of the races which should be designated as Boat of the Year races subject to approval by the Committee. The fleet captain or the fleet captain's designate shall convey this recommendation to the Boat of the Year Committee chair.

10.1.3. Section Breaks. This committee shall determine the section break points of each racing rule subject to the approval of the Committee. It shall attempt to select sections breaks which are fair and will give each section an approximately equal number of yachts.

10.1.4. Rating Validation. This committee shall assure that each yacht entered in a race has submitted a valid rating certificate as specified in the notice of race and sailing instructions. Rating validation issues that cannot be resolved by this committee shall be decided by the Steering Committee. The chair of this committee shall have a reasonable technical knowledge of the rating rules.

10.1.5. Race Book. This committee shall devise a publication timetable, collect information from each committee, solicit special sailing instructions, coordinate and obtain the approval of proofs, obtain approval of the final copy, transmit final copy to printer and arrange for distribution of the notice of race and sailing instructions by May 1st of the year.

10.1.6. Metro Marks. The committee shall maintain the Metro Marks system, construct new marks, set and retrieve marks and acquire the required permits to locate them in the lake.

10.1.7. Rating Rules. The committee shall advise the Committee of upcoming changes, modifications, and/or problems with the rating rules under which Area III races are conducted. In addition, the committee will attempt to inform the Committee of rule usage in other areas of the country and the world as it may impact Area III.

10.1.8. Computer. The committee shall recommend the software and hardware that is necessary to administer and score races. The rating rules committee and the computer committee shall cooperate to recommend the scoring programs and/or

systems which should be used in Area III races.

10.1.9. Nominating. The committee shall compile a slate of candidates for the elected officers and administrator's positions by the February meeting of the Committee in the year when an election shall be held. Each member yacht club and fleet/class association shall be entitled to have one representative on the nominating committee.

10.1.10. Long Range Planning. This committee shall research, investigate and communicate with the various fleets to make recommendations to the Committee to improve the quality of racing. The scope of the committee shall be to anticipate needs one or more years in advance.

10.2. Duties and Actions. Each committee chair shall solicit members for her committee from each member yacht club or fleet/class association. The chair shall report to the Committee on the composition of his/her committee. Committees shall regularly report their activities and recommendations to the Committee for action and approval.

10.3. The Committee or the fleet captain may, from time to time, create such other committees as may be appropriate or desirable.

## 11. Finance.

11.1. The expenses incurred by the Committee shall be apportioned among its members based on use. Factors upon which apportionment is made are 1) number of races sponsored, 2) space consumed in the race book and 3) usage of Metro Marks.

11.2. Each member shall be billed annually for its share of the expenses.

11.3. Members in arrears by more than three months shall be subject to exclusion from Committee meetings by a majority vote. Members in arrears by more than six months shall be subject to expulsion from membership by a majority vote.

## 12. Amendments and Rules of Procedure.

12.1. Amendments to Guidelines. These guidelines may be amended at any meeting of the Committee, by a two-thirds vote, provided that the proposed amendment(s) had been presented to the Committee at its previous meeting and had been mailed to each delegate ten (10) days prior to the meeting at which the amendment is voted upon.

12.2. Rules of Order. Robert's Rules of Order shall govern the meetings of the Committee when not inconsistent with these guidelines.

13. Members. Members of the Committee are: Burnham Park Yacht Club, Chicago Corinthian Yacht Club, Chicago Yacht Club, Columbia Yacht Club, Great Lakes Yacht Club, Jackson Park Yacht Club, Michigan City Yacht Club, Midwest Open Racing Fleet of Chicago, Chicago T-10

Class Association, Waukegan Yacht Club, St. Joseph River Yacht Club, and the J-105 Class Association, Fleet 5, Lake Michigan.