

Host Club Guidelines & Requirements for the National Championship Regatta

Annually, the week of Labor Day in September, the Association will sponsor a National Championship Regatta. The event will have eight races over three days, on a Friday, Saturday and Sunday. Registration and launching will take place on the day before racing starts (Thursday), and an hour before the competitors briefing on the first day of racing.

The regatta site will be rotated regionally.

In order to facilitate both the Association and local host club coordination, regatta bids are solicited and usually awarded two years in advance. Information regarding the schedule is available from the Secretary of the Association. Exceptions to the regional sequence are made to foster and encourage E boat sailing at various new sites around the country. Organizations and clubs are encouraged to submit bids and invitations to the Secretary of the Association. The Nationals Bid form is available at e-scow.org – “Regatta Tab”.

National Championship invitations are received, and regatta bids are awarded pursuant to these Requirements. In the event either the host organization or NCESA feel any of these provisions should be modified or may be inadequate for any particular site, it should be clearly presented in the invitation or award.

Otherwise, the bids and invitations are accepted pursuant to these provisions as follows:

TIMELINE OF RESPONSIBILITIES - The “Host Club Timetable” is provided BELOW as the schedule and template for the Host Club’s and the Association’s responsibilities for organizing and running the National Championship Regatta. The purpose of identifying these items is to preclude any misunderstanding as to responsibilities and relative obligations. If there is any question, it should be directed at the earliest opportunity to the NCESA Vice Commodore. The Host Club should advise the NCESA Vice Commodore at the time of bid, or immediately upon awareness, of any anticipated difficulty in meeting these responsibilities.

PRO and JUDGES - The NCESA will appoint the regatta’s PRO and Chief Judge. The PRO will bring up to six additional race committee people for key positions as part of the overall race committee team. Race committee personnel will be appointed in a coordinated effort with the PRO and host club based on experience and expertise. A second National Judge and the third member of the protest committee will be appointed in a coordinated effort with the PRO and Host Club.

FEES AND EXPENSES - The NCESA will set and collect the entry fees and membership fees for the participants in the regatta. On site assistance to collect fees at the registration desk should be provided by the host in the event the Class Secretary / Treasurer is not available. **All such fees will be collected in the name of the NCESA and become the property of the NCESA whether collected in advance or at registration.**

The NCESA will pay the sum of \$6000 as a stipend to the host yacht club prior to the regatta and an additional \$500 upon receipt of a final report and budget summary that is due 2 weeks before the Board of Directors meeting (First Saturday in November). This sum is to defray expenses the club may incur in connection with the hosting the event, including but not limited to, costs of providing meals for traveling race committee and judges, rental of cranes, fuel for committee boats, and similar items.

In as much as the variety of sites may range from a large public park to an established yacht club facility, local expenses may vary. If this arrangement is not satisfactory, a proposed modification to this financial arrangement must be made at the time of the bid. The regatta should not be run at a loss by the host club; on the other hand, it should not be undertaken as a significant profit maker.

The NCESA will pay for all trophies with a budget of \$3500. The Host club is responsible for getting appropriate one-time award trophies. The proposed take home trophies must be approved by the NCESA (See Article IX – Trophies, for more explanation).

The NCESA will provide advanced publicity in official notices and in its publications. Local publicity will be the responsibility of the host club.

Event and/or Party Sponsorships may be acquired by the Host Club for their benefit.

HOST REQUIREMENTS for NCESA NATIONAL CHAMPIONSHIP REGATTA

1. Facilities needed at or near Yacht Club / Regatta Headquarters:

- Parking for cars and trailers.
- Parking for the 12 foot NCESA RC Gear Trailer (with an open area for laying out the marks and RC equipment (preferably on grass)).
- Crane(s) and / or launching ramp suitable for launching and hauling 80 boats each day.
- Taxi boats as necessary.
- Space for mooring yachts if wet-sailed regatta.
- Tables for registration and sale of lunch and dinner tickets.
- Adequate bathroom facilities.
- Having larger boats near the racing area with adequate toilet facilities for competitors to use between races is appreciated if possible
- Room for Protest Committee to meet and for hearing protests.
- Secure space for trophies, equipment and supplies to be stored.
- Power source for sailors' repairs.
- Wireless Internet access for registration, scoring, regatta reports, competitor use, and general communication.

2. Social Events & Food - Host Club will arrange the following:

For Friday night —

- NCESA sponsored "Lean In" party with *hors d'oeuvres and alcoholic refreshments* immediately following the last race. No cost to the competitors. NCESA to provide \$4000 to the Host Club to provide for provisions.

For Saturday night –

- Annual Banquet and having dinner tickets for sale.
- \$40 ticket price maximum is pricing goal in a venue with enough seating to accommodate all teams, race committee members and volunteers of the event. Goal is fun and affordable for all.
- PA system with Microphone

Other -

- Continental breakfast each morning....complimentary or for sale (discretionary).
- Sailors lunches each day - for sale.
- Provide Lunches and beverages for all Race Committee members on race days (free of charge). See below for additional meals to be covered by Host Club.
- Host Club will arrange a place for the annual meeting of the NCESA.
- Host Club is responsible for the sale of tickets and collection of money for meals and social events. Tickets should be available for sale at the time of registration or earlier on the regatta website.
- Host Club is also responsible for printing any necessary maps and other information concerning social events.

Important: The PRO and his traveling RC team and Judges shall receive FREE tickets for the Saturday dinner as well as breakfasts and lunches.

The meal ticket cost for the sailors should be adjusted for 10 - 12 free tickets for Judges and NCESA Race Committee personnel and their spouses. The NCESA does not cover the financial cost of these meals or events (this is a Host Club expense).

3. Housing –

The Host Club will provide housing in private homes for the PRO and his traveling RC team and the traveling Judges. The PRO will work with the Regatta Chair on specifics of the housing needed.

The policy of the NCESA is to keep the cost of competitor housing as low as possible. Housing in private homes is desirable, if practical (with preference to traveling race committee members and judges, NCESA secretary-treasurer, and sailors coming the longest distance).

4. Concessions

The Host Club should arrange for the sale of regatta wear onsite.

The Host Club has the exclusive right to sell or arrange to sell food, liquor and beer. However, subject to the host club's budget situation, free beer for the immediate period after the day's racing is a congenial practice.

5. Race Committee Boats and Other Boats – the Host Club will arrange for:

- Signal Boat (27 foot or larger Powerboat with enclosed area).
- Mark set boats - Four (4) -- 18 to 25 foot powerboats.
- Safety / Rescue boats – 17 to 20 foot boats (preferably 5 – 6 boats)
- Having larger boats near the racing area with adequate toilet facilities for competitors to use between races is appreciated if possible.

Please advise as to the expected availability of rescue and spectator boats by July 1 so that sailor spectators can be encouraged or discouraged from bringing their own boats. Launching and mooring facilities and gas for powerboats brought by sailor spectators are not the responsibility of the host club.

6. Race Committee Equipment –

The NCESA has a trailer with all necessary race equipment and marks to run the regatta. The Host Club will provide a convenient place to park the trailer at headquarters (near the mark boats) to outfit RC boats.

The Host Club will arrange for the following race time items (Check with PRO):

- Arrangements for race committee boats to re-fuel as needed.
- Having larger boats near the racing area with adequate toilet facilities for competitors to use between races is appreciated if possible
- Protest forms.

7. The NCESA Will Provide the Following:

- All Perpetual trophies. It will also pay for traveling awards that are chosen and approved in partnership between the Host Club and NCESA
- Up-to-date membership lists.
- NCESA regatta flag.

HOST CLUB TIMETABLE

By January 15, prior to Nationals:

CONFERENCE CALL:

- PRO to have a conference call with the Regatta Chair(s), Class Vice Commodore and Class Secretary / Treasurer to cover regatta specifics to be included in the NOR (NOR to be posted on the regatta website the first week in February).
- An event logo, provided by the Host Club will need to be sent to the PRO for the NOR and the event website.
- Determine who the Host Club contact will be for coordinating with the PRO about the RC team and what the RC boats need to be. Housing for the RC traveling team and Judges will also be discussed.

Discuss their plan for Safety boats.

Are there any questions about the Host Club requirements to be discussed

Also by January 15 , Host Club to provide to the NCESA Vice Commodore:

- a draft budget sent to the NCESA Vice Commodore to align with this understanding and the expectations of both organizations.
- personnel for the following suggested committees and supply NCESA with the names, addresses, phone & text msg numbers, and email:
 - Overall person(s) in charge of Host Club's arrangements.
 - Housing
 - A regatta reporter to write TIMELY articles for publication about the ongoing event and results.
 - A person to update social media feeds about the regatta before, during, and after the event.
- general estimate of expected availability of housing and camping, parking, food, bathrooms, and any expected problems due to local conditions.
- PLEASE NOTE: Class traveling Race Committee and Judges provide their own transportation and receive no compensation for their services. They should be given first preference on available housing in private homes. They are to receive free tickets to all events and for all meals. This cost should be included in the event budget.

By July 1:

- Permits, etc. – the Host Club will arrange for:
 - All permits to use lake/bay for the event.
 - Notifying all local officials concerning the regatta and obtain any necessary permission for parking, launching, etc.
 - Medical emergency arrangements and procedures, telephone numbers, etc.
- Host Club's Race Committee coordinator to provide the PRO with an update on the club's RC staffing progress and what RC boats they have lined up. If there is a shortage of either, then a plan needs to be developed on how to fill any "holes" there are for people and boats.
- Supply the PRO with the following items for posting on the regatta website for competitor information:
 - Map of lake/bay area showing roads, yacht club location, etc.
 - Directions to yacht club and launching areas from freeways.
 - If wet-sailed regatta, whether sailors must bring own anchors.
 - Optional safety equipment required by local conditions.
 - List of hotels and accommodations.
 - Location and availability of campsites.
 - Name, address, and phone number of persons to assist in housing.
 - Any other information on the area, such as ferry boats, airports, etc.
 - Place to launch power boats and to get gas.
 - Desirability of bringing power boats.
 - Availability of sail and boat repair.
- Supply PRO with the following information for the Sailing Instructions:
 - Map of sailing area and mooring area relative to the yacht club.
- Publicity - local newspapers alerted. Secure a person to write the report of the regatta for the *REPORTER* magazine
- Photographs - It will be of great interest if local photographers can be induced to take pictures and sell them to participants. NCESA may itself utilize those pictures for its publications. Coordinate with NCESA Secretary, as often a professional photographer will make arrangements with the NCESA to be in attendance.

By August 1:

- Host Club's Race Committee coordinator to confirm with the PRO who the club has commitments from for RC staffing and what their experience levels are (and age) and what RC boats they have lined up for duty. If there is a shortage of either, then a plan needs to be implemented on how to fill any "holes" there are for people and boats.

Host Club RC coordinator to provide to the PRO, the contact information for all the club's RC volunteers and boat owners at this point.

Confirm with Host Club that safety boats have been arranged for. How many?

Three Days Before First Race (Tuesday):

- NCESA's Race Committee Gear trailer (12 footer) arrives and needs to be parked in the RC gear set up area (near where the RC boats will be docked).

Two Days Before First Race (Wednesday):

- Arrange for all race committee BOATS to assemble at Regatta Headquarters for installation of equipment.
- Place suitable signs to help guide incoming sailors where to go.

On Day before First Race (Thursday):

- Set up table for registration and sale of tickets.
- Assemble launching crew as local conditions require. Relief crews also needed.
- Hold a full Race Committee meeting for all RC team members at 11:00 onsite.
- Hold an afternoon practice race for competitors using the same race committee personnel, equipment, and procedures that will be used for the Championship event. This should be considered a practice session for the RC team also.

NCESA Championship Social Media Regatta Guidelines

- The host club needs to designate a person or committee to work with the class Social Media Coordinator to develop a social media plan.
- The class Social Media Coordinator will do the posting with the help from the designated person or committee.
- Host club's designated person or committee will help to post on all social media platforms in real-time. Facebook lives and Instagram Stories.
- Host club's designated person or committee needs to help facilitate that photos, results, and regatta reports are posted daily.
- Host club's designated person or committee needs to ensure that a final regatta report is completed on the last day to help gain exposure from sailing outlets —for example, Scuttlebutt Sailing News.