



## The US Sailing Championships Roles and Responsibilities

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### US Sailing Responsibility and Authority

#### General

- Support the host club's event chair
- Provide secondary insurance coverage (primary is provided by the host).
- Make insurance programs available to hosts, Burgee Program, Regatta Liability, Borrowed Boat, etc.

#### Registration

- Administer application and competitor selection process
- Create online entry form, sets and collects entry fees and sends them to the Host Club.
- Provide the necessary releases and documentation.
- Post all official documents on the Championship website. All official documents are posted solely on the Championship website but can be linked to on other sites.

#### Race Management/Event Operations

- Select, hire and pay the US Sailing provided coaches.
- Delivery of the championship medals and perpetual trophies to host club for event.
- Provide return shipping labels for perpetual trophies.

#### Marketing

- Ensure the appropriate usage of US Sailing, sponsor and other logos.
- Work with Host Club to ensure all national sponsorship obligations are met.
- Coordinate with US Sailing's Marketing Department on press releases, social media, and other media coverage including photography and video.





## The National Chair for the Championship's Responsibility and Authority

### General

- Support the host club's event chair.
- Ensure that the regatta will be run under the US Sailing Board-approved [conditions](#) and [regulations](#) laid out for the championship. Review conditions and regulations at the beginning of the planning process and make amendments, as needed, in accordance with the Racing Rules of Sailing in conjunction with the National Chair and Youth Director.
- Appoint the Championship(s)'s Committee, final approval of the committee is by the US Sailing Board.
- Attend the US Sailing National Conference and other meetings ahead of event.
- Intervene if the organization and/or execution of the event is in jeopardy.
- Receive, evaluate bids and propose future host clubs to their committee.
- Write final report on status of Championship to bring to the US Sailing National Conference.

### Race Management/Event Operations

- Write the Notice of Race and approve the Sailing Instructions in accordance with the Racing Rules of Sailing.
- Has sole responsibility for choosing judges and ensuring the PRO has the appropriate certification. See [www.ussailing.org/racing/regattamanagement](http://www.ussailing.org/racing/regattamanagement).
- Attend the Championship.
- Run the Award Ceremony in conjunction with the Event Chair
- Return US Sailing merchandise, banners, burgees and trophies.

### Marketing

- Coordinate with US Sailing's Marketing Department on press releases, social media, and other media coverage including photography and video.

The National Chair for the Championship and Championship Director are the persons the regatta chair from the host club should contact in case of any problems or questions.





## Host Club & Event Chair Responsibilities

### General

- Must be a current member of an RSA and US Sailing.
- Carry sufficient primary insurance, US Sailing provides secondary insurance.
- Event location must be free of power line hazards. Clubs hosting US Sailing championships must sign a statement to that effect and send it to the US Sailing office.
- Review and understand the US Sailing conditions and regulations laid out for the championship.
- Provide housing for US Sailing coaches, race officials, committee chair and/or US Sailing staff travelling to event

### Budget

- Create preliminary budget, working with US Sailing to estimate entry fees and national sponsorship dollars.
- Raise additional money to run the championship, supplementing national sponsorship funds and entry fees. All locally raised funds go directly to the host club.
- Set budget for the regatta by March 1.
- Submit preliminary and final budget to US Sailing.

### Competitor Hospitality

- Provide breakfast, lunch and post-racing snack daily for competitors, race officials and US Sailing coaches.
- Provide at least one dinner for competitors, race officials and US Sailing coaches.
- Organize the Awards Ceremony including dinner for competitors, race officials and US Sailing coaches.
- Recommended that a parent liaison is assigned to organize hospitality for parents on site (ex: spectator boat)

### Race Management/Event Ops

- Work with National Chair to appoint PRO. PRO must have US Sailing National Certification and should be a good match for working a youth event.
- Produce Notice of Race by January 15<sup>th</sup> along with National Chair and PRO.
- Work with US Sailing to produce event programs. Host Club is responsible for providing content to US Sailing, reviewing the final draft created by US Sailing and printing copies for competitors.
- Procure motorboats for use at event by Race Committee, US Sailing hired coaches, safety and support boats.
- Order shirts for race management, race committee, judges and volunteers. Shirt design must be approved by US Sailing and comply with national sponsorship requirements.
- Provide marks to be used in race circles.
- Run the opening ceremony for the championship.
- Aid National Chair in running the closing ceremony for the championship.
- Ensure the return of perpetual trophies to US Sailing.

### Marketing

- Coordinate with US Sailing's Marketing Department on press releases, social media, and other media coverage including photography and video.
- Manage local publicity and provide a media contact to work with US Sailing during the event.
- Work with US Sailing to meet national sponsor requirements. Sponsorship funds may be withheld if said agreements are not met.

