



Hobie Class Association of North America

Championship Event Manual

Approved by HCA BOD 2/29/2008

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I Introduction

The Hobie Class Association of North America has a long tradition of administering top-quality championship events for its one-design classes. The purpose of this manual is to perpetuate that tradition by documenting the requirements and policies that the class has adopted to ensure these events maintain their prestigious status.

The HCA Race Department exists to assist Event Hosts with bid preparation and administration of Championship Events. Any inquiries should be directed to:

HCA Race Director – Mark Santorelli (RaceDirector@hobiebrat1.com)

HCA Event Coordinator – Bridget Quatrone (bqfaces@hotmail.com)

We welcome your comments and suggestions.

II Definitions

Whenever one of the following terms or abbreviations is capitalized, then the definition shall be as follows.

Championship Event – either a Hobie Cat Class North American Championship or a Hobie Cat Class Area Championship

Division – One of the sixteen HCA Divisions which divide the North American Region.

Event Host – A Hobie Fleet or HCA Division that will be the primary organizer of the event.

Fleet – A Hobie Fleet recognized and in good standing with the IHCA.

HCA – The Hobie Class Association of North America. Also abbreviated as HCA-NA.

HCA Race Department – The HCA Race Director and HCA Event Coordinator

IHCA – The International Hobie Class Association.

MNA – Member National Authority. In the United States, US SAILING. In Canada, the Canadian Yachting Association (CYA). In Mexico, the Federacion Mexicana de Vela.

Organizing Authority – As defined in RRS 88.1

Organizing Committee – For North American Championships, it is composed of the Event Chairman, the HCA Chairman, the HCA Race Director, the HCA Event Coordinator, the Event Host Chairman (either Division Chairman or Fleet Commodore).

RRS – The ISAF Racing Rules of Sailing, without MNA prescriptions.

III North American Championships

A. Introduction

North American Championships (NACs) are governed by the HCA and awarded to a Division or Fleet based on a bid process. To host such an event is a significant honor. However, since it is a **Hobie** North American Championship, the standards for the event are very high and involve a significant Event Host commitment. Many Event Hosts have found that delegating areas of responsibility to different Fleets within the Division results in less stress on any particular group.

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Currently (2008), there are eight classes / categories of North American Championships held (Hobie 14, 16 Open, 16 Women, 16 Youth, 17, 18, 20, Tiger). Typically, two or more events are held concurrently in one of two schedule formats. A three-day format (Friday-Sunday) is used for the 14, 16 Women and 16 Youth. A five-day format (Monday-Friday) is typically used for the other classes. These formats have been found to provide the best opportunities for weather and for adequate travel time to and from the event.

The three-day format will typically have a Welcome Party on Thursday or Friday and a sit-down dinner / party on Saturday. If it is a lead-in to a five day event, then a sit-down dinner may be appropriate for Sunday evening. Otherwise, it is best to wrap things up early on Sunday and get participants on the road home.

The five-day format will typically have a Welcome Party on Sunday or Monday, a mid-week ("Cut") party on Wednesday and an Awards Banquet on Friday. Of course, more social activities are always allowed if the budget permits.

B. Bid Process

Prospective Event Hosts must prepare and submit a complete bid package following the outline in Attachment A in order to be considered. Events are generally awarded on a "first-come – first-served" basis – incomplete bid packages will not be considered submitted until complete. The HCA Race Department will acknowledge receipt of the Bid and contact the proposed Event Host regarding any clarifications and/or omissions.

Once a complete bid package is received, the HCA Race Department will present it to the HCA Board of Directors for approval. If approved, the HCA Race Department will notify the Event Host.

C. Event Requirements

Participants in Hobie Class One-Design North American Championships have come to expect a certain level of excellence that is achieved by focusing on the fundamentals of a Championship Event:

- **Race Management / Jury** – Everybody comes to race, so having qualified race officers and jurists is **required**. "Qualified" means they are certified by their MNA at a national or international level (this requirement may only be waived by the HCA Race Director). The HCA members of the Organizing Committee have final approval of the appointment of the Principal Race Officer and Jury Chairman.
- **Social** – The social aspect of Championship Events is nearly as important as the racing. Organized gatherings and a sit-down awards dinner are required aspects of each event (this requirement may only be waived by the HCA Event Coordinator).
- **Safety** – Sailboat racing can be a dangerous sport. People have been seriously injured at major events. It is incumbent upon the Event Host that they be prepared for the worst. You can never have too many mark and support boats. Event liability insurance is required and must name the HCA as an additionally named insured. Notwithstanding the foregoing, it is ultimately the individual sailors' responsibility for their own safety.
- **Publicity and Reporting** – The NOR will be published in the HOTLINE at no charge to the event from the time of its creation until the issue prior to the event date. It is **highly** recommended that on-site, real-time Internet reporting of the event be done. This will require a high speed Internet connection at or near the site and a dedicated person to perform reporting. At the conclusion of the event, the event write-up must be submitted to the HOTLINE within the timeframes established by the HOTLINE Editor. Photos shall be provided to the HOTLINE free of charge.
- **Financial** – It is expected that the event will be managed in a fiscally responsible manner. At the conclusion of the event, a final income / expense statement shall be submitted to the HCA to assist future Event Hosts in planning their events. Well run events make money for the Event Hosts. **The HCA will bear no responsibility for financial losses.**



D. Event Responsibilities

Event Host (Fleet and/or Division)

- Submit North American Championship bid
- Appoint Event Chairman
- Permits: Obtain the required permits - Coast Guard, Park Departments, City, etc
- Insurance: Obtain comprehensive / general liability for land as well as water. Determine MNA insurance options. Borrowed boat insurance if applicable.
- Waivers: A waiver is a signed statement by which a competitor agrees that he will not hold another person or organization liable for any injury or damage which the competitor might incur as a result of an event being run by the race committee or racing association. The validity of waivers varies from location to location. If you have not used waivers in the past, you should consult an attorney in the area where the event is being held for advice on the use of waivers.
- Financial: The Event Host shall submit a budget for approval by the HCA. The Event Treasurer shall be appointed by the Event Chairman. All registration fees will be collected by the Event Treasurer and distributed against an approved event budget by request of the Organizing Authority. Sponsor funds shall be paid directly to the Event. Variations to this policy shall only be by approval of the HCA members of the Organizing Authority. Sponsor agreements/contracts shall be made available to the Event Coordinator. The HCA members of the Organizing Authority retain the right of final sponsor approval. Sponsor approval shall be made in writing from the HCA Event Coordinator.
- Provided Boats: In the event the boats are provided by Hobie Cat USA, there shall be a contract agreement between the Event Host and the Hobie Cat Company stating an agreement for provided boats to be used in these championships. The contract will stipulate costs, delivery dates and supplied company personnel. Essential details of this contract will be included in the Bid presented to the HCA
- Chartered Boats: In the event boats are not provided by Hobie Cat USA, the Event Host should make arrangements for boats to be chartered by participants. Preference should be given to participants traveling the furthest distance to the event. It is suggested that the Event Host function as a "matchmaker" between boat owners and charterers and allow them to establish their own fees, etc.

HCA

- Approve and award North American Championship status to the event
- Provide the services of the HCA Event Coordinator
- Approve all media contracts
- Determine the formula for selecting pre-qualified spots to the Championship.

Event Chairman / HCA Event Coordinator

- Prepare the Notice of Race (NOR) in accordance with the Racing Rules of Sailing.
- All personnel (other than the PRO and Jury Chairman) to be appointed by the Event Host in consultation with the HCA Race Department. Local volunteers with the appropriate skill levels are preferred.
- Schedule, plan and execute the social aspect of the event
- Develop an Emergency Plan to be carried by all boats on the water and the Beach Captain that addresses the procedures to be followed in the event that someone is injured at the event (who to call, what facilities are available, where should injured people be taken, etc.)

Principal Race Officer

- Prepare the Sailing Instructions (SIs) in accordance with the Racing Rules of Sailing.
- Provide a racing format suitable for the class(s) and venue.

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- All support boats are under the direct control of the PRO including the signal, mark, safety, jury, media, coaches, and VIP boats.
- Conduct a race management seminar for the race committee if applicable

Organizing Committee

- Appoint the Principal Race Officer (subject to the approval of the HCA Race Director)
- Appoint the Jury Chairman
- All media contracts will be negotiated by the Organizing Authority with final approval of the HCA Event Coordinator.

IV North American Area Championships

A. Introduction

Area Championships were initially designed to create a major championship in each of the four quadrants of North America. As the Hobie class grew, additional Area Championships were added to accommodate other geographical concentrations of Hobie Cats. The current Area Championships and the geographical areas served are:

Midwinters West Championship
(Divisions 2 and 3)
Midwinters East Championship
(Divisions 8 and 15)
North East Area Championship
(Divisions 10, 11, 12 and 16)
North Central Area Championship
(Divisions 5, 7, 10 and 14)
Mid-Americas Area Championship
(Divisions 6 and 14)
Northwest Area Championship
(Divisions 3 and 4)

Area Championships may be two or three-day events and shall have a separate start for each Hobie Class that has five or more entrants. Classes with five or less may be grouped at the discretion of the Race Officer. The Race Officer and the Jury Chairman must be certified at a regional level of the relevant MNA.

The events are expected to be the premier Hobie Sailing event of each Area of the HCA. As such, the Organizing Authority is expected to make the event memorable by providing features above and beyond those normally found in a weekend Points Regatta. To insure this and with the full awareness of the financial aspects of running any weekend event, the Area Championship Grants were created. **These grants are designed to enhance the quality of the event rather than to provide for the basic needs of the event.**

B. Bid Process

Organizing Authorities of an Area Championship shall submit a bid at **least ninety (90) days in advance of the proposed event date** to the HCA Race Department to become eligible for an Area Championship Grant. The bid package should generally conform to the outline in Attachment A (although it is not necessary to be so comprehensive) and shall contain the following **at a minimum**:

- Venue characteristics
- Proposed Dates

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- Organizing Authority, Event Host – names, address, email and phone
- Event Budget
- Proposed use of the Area Championship Grant funds (recommended)
- Social schedule
- Proposed Notice of Race

Area Championship Grants are generally awarded on a “first-come – first-served” basis – incomplete bid packages will not be considered submitted until complete. The HCA Race Department will acknowledge receipt of the Bid and contact the proposed Event Host regarding any clarifications and/or omissions. Once a complete bid package is received, the HCA Race Department will present it to the HCA Board of Directors for approval. If approved, the HCA Race Department will notify the Event Host. The Area Championship Grant will be disbursed in accordance with the Area Championship Grant Procedure in Attachment E.

C. Event Requirements

- **Race Management / Jury** – Everybody comes to race, so having qualified race officers and jurists is **required**. “Qualified” means they are certified by their MNA at a regional level (this requirement may only be waived by the HCA Race Director). Social – The social aspect of Championship Events is nearly as important as the racing. Organized gatherings are required aspects of each event (this requirement may only be waived by the HCA Event Coordinator).
- **Safety** – Sailboat racing can be a dangerous sport. People have been seriously injured at major events. It is incumbent upon the Event Host that they be prepared for the worst. You can never have too many mark and support boats. Event liability insurance is required and must name the HCA as an additionally named insured. Notwithstanding the foregoing, it is ultimately the individual sailors’ responsibility for their own safety.
- **Publicity and Reporting** – The NOR will be published in the HOTLINE at no charge to the event from the time of its creation until the issue prior to the event date. At the conclusion of the event, the event write-up must be submitted to the HOTLINE within the timeframes established by the HOTLINE Editor. Photos shall be provided to the HOTLINE free of charge.
- **Financial** – It is expected that the event will be managed in a fiscally responsible manner. At the conclusion of the event, a final income / expense statement shall be submitted to the HCA to assist future Event Hosts in planning their events. Well run events make money for the Event Hosts. **The HCA will bear no responsibility for financial losses.**

D. Event Responsibilities

Event Host (Fleet and/or Division)

- Submit Area Championship bid
- Appoint Event Chairman
- Permits: Obtain the required permits - Coast Guard, Park Departments, City, etc
- Insurance: Obtain comprehensive / general liability for land as well as water. Determine MNA insurance options.
- Financial: The Event Host shall submit a budget for approval by the HCA. The Event Treasurer shall be appointed by the Event Chairman.

HCA

- Approve and award Area American Championship status to the event
- Provide the services of the HCA Event Coordinator
- Arrange for the payment of the Area Championship Grant



Event Chairman

- Prepare the Notice of Race (NOR) in accordance with the Racing Rules of Sailing.
- All personnel) to be appointed by the Event Host.
- Schedule, plan and execute the social aspect of the event
- Develop an Emergency Plan to be carried by all boats on the water and the Beach Captain that addresses the procedures to be followed in the event that someone is injured at the event (who to call, what facilities are available, where should injured people be taken, etc.)

Principal Race Officer

- Prepare the Sailing Instructions (SIs) in accordance with the Racing Rules of Sailing.
- Provide a racing format suitable for the class(s) and venue.
- All support boats are under the direct control of the PRO including the signal, and mark boats.



Attachment A

Event Bid Outline

- I Introduction
- II Personnel
 - A. Event Host
 - B. Event Chairman
 - C. Event Treasurer
 - D. Proposed Principal Race Officer
 - E. Proposed Jury Chairman
- III Venue
 - A. Facilities
 - a. Host Hotel (if applicable)
 - (1) Adequate rooms for all participants
 - (2) Meeting rooms
 - i. Registration
 - ii. Jury
 - iii. Scoring
 - iv. HCA AGM (for H16 North Americans)
 - (3) Banquet facilities able to seat all competitors, volunteers and guests
 - b. Beach Facilities.
 - (1) Adequate room for anticipated number of boats
 - (2) Trailer parking
 - (3) Boat launch capability
 - (4) Motor Home parking / Camping spaces
 - c. Moorage
 - (1) Dock space for all support boats
 - (2) Location of nearest gas dock
 - (3) Distance to racing area
 - B. Racing Area
 - a. Prevailing wind direction and speed for dates of regatta
 - b. Clear racing area (sailing circle)
 - c. Water depth / anchoring issues
 - d. Navigation hazards, shipping channels
 - C. Current / Tides
 - a. Medical Facilities
 - b. Location of nearest medical facility
 - c. Local medical practitioner name and phone number
- III Equipment (See Attachment C)
 - A. Signal Boat
 - B. Mark / Safety Boats
 - C. Marks
 - D. RC Equipment – flags, horns, etc.
- IV Budget
 - A. Sample Budget



200X Hobie XX North Americans

Income Projection

Income	Quantity	USD	Projected Income (USD)	Comments
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Entry Fees

Open	72	375	27,000	Entry Fee per boat
Women's	10	225	2,250	Entry Fee per boat
Youth	15	125	1,875	Entry Fee per boat
Qualifier	35	100	3,500	Entry Fee (2 day)
Sub-Total of Entry Fees			34,625	

Sponsor Income

Title Sponsor	-	-	-	
Sponsor 2	-	-	-	
Sponsor 3	-	-	-	
Sponsor 4	-	-	-	
Sponsor 5	-	-	-	
Sponsor 6	-	-	-	
Sub-Total of Sponsor Income				

Merchandise Sales

Event Commission on Sales		500	Event T-Shirts, Polos, Caps, etc.
Raffle - Tickets in Advance		1,000	
Sub-Total of Merchandise Sales		1,500	
Grand Total of Income		37,125	

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200X Hobie XX North Americans

Expense Projection

Expenses	Quantity	Cost (USD)	Projected Expenses	Comments
Administration				
Transportation-Air	2	500	1,000	PRO / Event Coordinator
Transportation-Car	0	0	-	
Lodging	20	150	3,000	Volunteers
Insurance (2 million)	1		150	
Event Program	300	5	1,500	
HCA Fees	70	10	700	
Rental Cars	2	\$200	400	
			6,750	
Race Equipment				
Committee Boat	1			
Chase Boats	6			
Jury Boats	1			
Fuel	?		1,000	
Buoy Anchors	With Boats			
Flag Sets, Course Cards	Div. 2.3-YC		500	
Radios	Personal			(Contact in advance) #?
			1,500	
Event Support				
Trophies	70	25	1,750	10-Youth/5 Women/15 Open
Shirts	400	0	-	Competitors, Race Officials, RC.
Competitors Package				Cost of Items/Others Sponsored.
Security			2,000	
Promotional Support				
Miscellaneous		1	500	
Event Support Sub-Total				
Party Pack	300	2	600	
			8,350	
Social				
Welcome Party (#1)	125	8	1,000	
Youth Activity	40	10	400	
Banquet (#1)	125	25	3,125	
Welcome Party (#2)	200	8	1,600	
Mid-Week Party	200	25	5,000	
Awards Banquet	200	35	7,000	
			16,725	
Planning (Pre-Event)				
Transportation	2	400	800	
Lodging	6	64	384	
Meals	1	72	72	
Car Rental	1	107	107	
Planning Sub-Total			1,363	
Facilities/Lunches/Misc.				
Lunches for Participants/Workers	10	500	5,000	\$500/day for RC & Sailors Food & Water
Registration Room			No Charge	
Jury Room			No Charge	
HCA Council Meeting Room			No Charge	
All other Rooms Needed				
Portable Toilets				
Park Fees			1,000	
Location Permits			200	
Sub-Total			6,200	
Professional				
Photographer	Sailor Pkg.		-	
Professional Sub-Total				
Contingency				
Committee and Support Boats			500	
Miscellaneous- Unknown			1,000	
Contingency Sub- Total			1,500	
Grand Total of Expenses			34,138	



Attachment B

Event Personnel List

Site Personnel

Event Chairman
Event Coordinator¹
Principal Race Officer²
Deputy Race Officer³
Jury Chairman²
Jury 2
Jury 3
Scorer
Beach Captain⁴
Web Site Master⁴

Notes:

¹ For NAC, should attend event if event budget permits

² For NAC, lodging and transportation provided by Event

³ Optional, usually a Fleet or Division person being mentored for certification purposes

⁴ Not required at Area Championships.

Signal Vessel

In the case of a private vessel, the owner must be made aware of the activity expected of the vessel and the driver. Normally the race officer will operate the vessel unless the boat owner prefers

Timer
Flags
Special flags
Sounds
Recorder 1
Recorder 2
Boat driver. (race officer, owner or delegate of the owner)

Pin Vessel

Driver / Leader
Crew (anchor yanker)

Weather Mark Vessel

Driver / Leader
Crew (anchor yanker)

Gate Vessel 1

Driver / Leader
Crew (anchor yanker)

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Gate Vessel 2

Driver / Leader

Crew (anchor yanker)

Safety Vessels (each)

Driver / Leader

Crew (jumper – dressed to go in the water)

Media Vessel(s)

Driver / Leader

Photographer

For Area Championships, the number of support vessels may be reduced, however the minimum ratio recommended is one support (meaning a mark and/or safety vessel) for every 10 boats racing.



Attachment C – Event Equipment List

The equipment for specific events shall be agreed upon by the Event Chairman, HCA Event Coordinator and the Race Officer using the following list as a guideline. This list is for a North American Championship; the guidelines for an Area Championship are not as comprehensive. See Attachment F – R/C Equipment Matrix.

EQUIPMENT	QUANTITY	NOTES
Signal Vessel	1	Signal Vessel must have anchors, chain, line, Life Jackets and should have shade
Mark Vessels	2-3	Large enough to handle the sea condition's, several large marks and anchors, reliable engines
Marks – 3 to 8 ft (Tets, cylinders or tomatoes)	3-4	Yellow, Orange, Green, Pink
Change Mark(s) – 3 to 8 ft (different than above)	1-2	Different than above
White Marker floats 1-2 ft	2	For pin anchors whether the pin is a mark or vessel. Vessel is preferred for NACs.
Mark Inflators	3-4	One 12-volt for each vessel on the water and one for land (leaf blower, shop vac, etc). Must be reliable or have a backup
Mark Anchors & line	# of marks +1 extra per each mark	Adequate for depth, bottom characteristics
Course Boards	1 set	1, 2, 5, 6, G O and two blanks
Course Board rack, hanger, etc	1	Method for hanging course boards
White Dry Erase Boards	2	24" x 36" or so
Flag Standards (Rocket Launchers)	As needed	2 inch PVC, 2 feet long
Signal Flags	One Each	On 5-8 ft poles, flag list include flags for Signal and Mark Vessels and Beach
Class Flags	One Each	Flying H, different color for each class
P, I, U, X, 1 st Sub, S, Y, Blue	One Each	Orange Flags should be large, minimum 36" x 36" Pennants - #3 (15"x36") min, #7 (24"x54") preferred Signal Flags should be #7 (36" x 36")
M, Orange	Two Each	
A/P, C, A, H	Three Each	
N	4-5	
Air Horns / Extra canisters	5/15	Ensure horns / canisters compatible An Ollie (automatic starting system) will reduce this
Large coolers	As needed	For beach and support boats
Clip boards	As needed	For RC scoring, Mark Vessels, jury
Order of finish forms	As needed	HCA
Mark Rounding forms	As needed	For Mark Vessels
Ziploc bags	As needed	Gallon size
VHF Radios/chargers	1/vessel min	Marine band preferable waterproof
Tape recorders - Digital is preferred	2 or more	Hand Held with batteries and extra tapes if not digital
Batteries (AAA, AA, C, or others as needed)	Lots	Enough to replace on a daily basis if needed
Watches, Hand bearing compasses, Wind speed indicators, telltales, binoculars, etc	As needed	Individually owned
Wire cutters, knife, pliers, Duct & electrical tape	4-5 sets	For Mark and Rescue Vessels. Be sure each has a kit
Official Notice Board	1	4' x 8' – needs to have notices tacked to it
Scales (for crew weigh in)	1	For registration/beach
Regatta registration forms	As needed	Event Host
Rule Books		HCA & RRS
Protest Forms		US Sailing
Flag / Course Decals		HCA
Computer and printer	1	Scoring

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Additional Equipment / Arrangements

- Registration room with tables and chairs if none available at host hotel.
- Protest room with long table, capable of seating five chairs on one side. Black board or flip chart with markers for protest room.
- Banquet and party locations
- Trash cans for beach

Competitors, Staff and Race Committee

- Trophies – at least top 30% of teams for both skipper and crew. Champion’s trophy should be larger or special.
- On the water lunches and water for race committee and support boats.
- Water for competitors if budget permits.

Extras

- Touring/Social packages available for non-racers

Additional Event Equipment List

The following equipment for specific events may be requested or considered by the Event Chairman, HCA Event Coordinator and the Race Officer

EQUIPMENT	QUANTITY	NOTES
Pin Vessel	1	Driver, scribe, anchor yanker
Safety Vessels	2	Need local volunteers to staff
Jury Vessel	1	Jury prefers to drive if possible
Media Vessee;	1	Stable platform - photographer, drone operator
Anchors	As needed	For Mark Vessels
Chain	80 ft	Eight at 10 ft each 3/8 in, this will vary based on the number and size of the marks and vessels as well as water depth and wind conditions
Shackles	10	3/8 in
Miscellaneous flags/ banners		Event flags, banners, sponsor flags, fleet flags, etc.
Cellular phones	4	Individually Owned
Cell phone number list	As needed	For all Vessels and Beach
Depth finder	1	Signal Vessel. Does not hurt to have them on all support vessels
GPS	3	Individually supplied by support vessel driver/owner
Public address system	1	For beach if required
Pencil's & Magic markers	As needed	For RC, mark vessels and beach
Competitor laminated name tags		for each skipper and crew, optional
Computer and printer	1	Administration
Extension cords		dependent on beach power
Copy machine	1	Extra toner and paper
Megaphone	1	For beach
Tents / Flags		For beach, event host choice

Additional Equipment / Arrangements

- HCA Annual meeting room, tables and seating for 24 (When applicable)

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- Participant mementos for all competitors, staff and race committee, budget permitting. Does not have to be expensive.
- Shirts, shorts or caps with event logo for all competitors, staff and race committee. Sales to competitors can be a profit center.
- Event posters, if budget permits
- Event program book with schedule, welcome letters, (SI optional, prefer separate) Scoring room, a quiet room with computer, printer and high-speed Internet access
- Portable lighting if needed for beach
- Water hoses for beach, desirable if available
- Location for parts sales and storage, near competitor beach, if there is a dealer who wishes to participate.
- Boat repair contacts including sail repair, glass repair, etc.

Competitors, Staff and Race Committee

- tourist data, etc. if budget permits
- Regatta bags w/ event program sailing instructions, giveaways, i.e.: catalogues, local business ads, coupons, key chains, lip gloss, etc. dependent on sponsorship in kind donations. A budget consideration

Extras

Music on the beach either canned or live.



Attachment D

North American Championship Licensing Agreement

The parties to the Licensing Agreement are as follows:

Event Host (Hobie Fleet or HCA Division)
Event Chairman

The HCA
HCA Chairman

Date _____

WITNESSETH:

WHEREAS, the Hobie Class Association of North America (HCA) is the organizing authority for North American One-Design Hobie Cat Racing, as established by the Constitution and by-laws of the HCA, and therefore has the authority to grant a Hobie Cat regatta event “North American Championship” status.

AND WHEREAS, Event Organizer is within the HCA’s jurisdiction and has made, and the HCA has accepted, a proposal to conduct a One-Design Hobie Cat Racing regatta (hereinafter known as the Event) and wishes to apply the designation “North American Championship” to such regatta.

THEREFORE, for consideration as outlined below, the HCA grants the Event Organizer the license to advertise and promote the Event as the “North American Championship” for the class set forth in the Event Proposal upon the following terms and conditions:

1. Conformance to Proposal—The Event shall conform substantially to the Event Proposal submitted to and approved by the HCA. It is understood between the parties that in the planning process of an event, it may be necessary to make substantial deviations from the original plan outlined in the Event Proposal. Deviations, including, but not limited to, date changes, venue changes, major sponsorship requirements and other changes which would impact the nature and quality of the event must be approved in writing by the HCA Event Coordinator.
2. Conformance to HCA Minimum Requirements—The Event shall conform to the HCA Licensing Agreement Attachments, copies of which are attached to this agreement. Deviations from these minimum requirements require written approval from the HCA Event Coordinator.
3. Profit Sharing—Profit is defined as the amount remaining from gross regatta income (entry fees plus monetary sponsorship contributions) after the direct expenses of the regatta is deducted. The profits from the Event shall be divided as follows: All profit shall be divided equally between the three groups of the Organizing Authority. An income / expense statement must be provided to the HCA within 60 days of the conclusion of the Event. Any profit sharing monies due the HCA shall be due and payable within 120 days of the conclusion of the Event.
4. Licensed Trademarks—The name “Hobie Cat” and the flying “H” logo are registered and/or licensed trademarks of the Hobie Cat Company, Inc, and Hobie Designs, Inc. Usage of these symbols is subject to their approval.
5. Hold Harmless—The Event Organizer covenants and agrees to hold harmless the HCA and any agencies and all their officers, agents, and employees from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Event Organizer during the conduct of the Event, whether direct or

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indirect, and whether to any person or property. Neither the Event Organizer nor any of its members shall be liable under this provision for damages arising out of injury or damage to persons or property caused by or resulting from the sole negligence of the HCA, its officers, employees or agents.

6. Term—This Agreement shall be in effect from the date of the acceptance of the HCA of the Event Proposal and shall terminate upon the conclusion of all contractual agreements.

7. Interpretation/Jurisdiction—This Agreement shall be governed by the laws of the State of Michigan, USA.

8. The HCA owns all promotional and television rights. Approval of the HCA members of the Organizing Committee is required of all media and promotional coverage.

9. The HCA members of the Organizing Committee shall approve all sponsors. A marketing agency may not be retained by the event organizer without the prior approval of the HCA members of the Organizing Committee.

IN ACCEPTANCE THEREOF, the parties hereto have caused these presents to be executed, the day and year first written above. They certify that they are familiar with the information contained in this Agreement and they possess the authority to execute this Agreement.

EVENT HOST _____ DATE _____

By:
Name _____

Title _____

Address _____

Phone _____

Email _____

HOBIE CLASS ASSOCIATION OF NORTH AMERICA DATE _____

By:
Name _____

Title Chairman

Address _____

Phone _____

Email _____



Attachment E.1

HCA Area Championship Grants Procedure

Purpose of the Area Championship Grant:

Area Championship Grants are intended to enhance HCA Area Championship regattas in order to help make the events unique and special for the participants and volunteers. These grants were established in 2002 jointly with the Hobie Cat Company and the HCA in an effort to offer support specifically for Area Championships. The grant expenditures should in some way separate the championship from a typical weekend regatta. This grant is not to be used for normal regatta operating expenses or the purchase of alcoholic beverages. Some possible examples of appropriate expenditures are live music, regatta shirts with collars instead of tee shirts, and a more elaborate dinner.

Eligibility and Funding:

All six HCA Area Championship hosts will receive an Area Championship Grant each year. Regatta host should get approval for expenditures before making financial commitments. The amount of the grants is established in the HCA Budget each year and is currently (2011) \$1000 USD.

Grant Request Process:

For the purpose of expenditure approval, Event Chairs should submit grant requests to the HCA Race Department at least 90 days prior to the event. Grant requests made less than 90 days before an event may not be honored.

Requests should include a description of what the funds will be used for. The description should also explain how the use of these funds would enhance the event beyond that of a typical weekend regatta. A budget describing the expected expenditures must also be included.

The HCA Race Department will make determinations on grant requests within 15 days of receiving a grant request and a budget. A check will be sent to the event organizer upon approval.

At the conclusion of the event, grant expenditures with receipts must be sent to the HCA Race Department within 60 days.

If there is a dispute regarding the timely application for a grant, or another qualification issue that cannot be resolved between the Event Host and the HCA Race Department, the elected officers of the HCA shall mediate the dispute.

Contact Information:

HCA Race Department:

HCA Race Director, Mark Santorelli: RaceDirector@hobiebrat1.com

HCA Championship Coordinator, Bridget Quatrone: bqfaces@netzero.nethotmail.com



Attachment E.2

HCA NAC Grants Procedure

Purpose of the NAC Grant:

North American Championship Grants are intended to enhance HCA NAC regattas in order to help make the events unique and special for the participants and volunteers. These grants were established in 2012 jointly with the Hobie Cat Company and the HCA in an effort to offer support specifically for North American Championship Events. The grant can be applied to any aspect of the event with the exception of the purchase of alcoholic beverages, but should be part of an effort to enhance the overall quality and the experience of the event. Some possible examples of appropriate expenditures are professional race management, live music, enhanced competitors packages, higher quality trophies, and funding more elaborate social events

Eligibility and Funding:

Events that result in the crowning of North American Champions in one or more classes will be eligible for this grant. Event organizers are encouraged to present bids that combine classes in a way that is complementary, and that ensure that an appropriate minimum number of competitors will attend. The regatta host should get approval for expenditures before making financial commitments. The total amount available for grants is established in the HCA Budget each year and is currently (2013) \$6000 USD. Individual event awards are currently capped at \$1500 USD maximum – an individual event may be comprised of more than one North American Championship class and thereby would still be considered an INDIVIDUAL EVENT.

Grant Request Process:

For the purpose of expenditure approval, Event Chairs should submit grant requests to the HCA Race Department at least 90 days prior to the event. Grant requests made less than 90 days before an event may not be honored.

Requests should include a description of what the funds will be used for. The description should also explain how the use of these funds would enhance the event to a level appropriate for a North American Championship. A budget describing the expected expenditures must also be included.

The HCA Race Department will make determinations on grant requests within 15 days of receiving a grant request and a budget. A check will be sent to the event organizer upon approval.

At the conclusion of the event, grant expenditures with receipts must be sent to the HCA Race Department within 60 days.

If there is a dispute regarding the timely application for a grant, or another qualification issue that cannot be resolved between the Event Host and the HCA Race Department, the elected officers of the HCA shall mediate the dispute.

Contact Information:

HCA Race Department:

HCA Race Director, Mark Santorelli: RaceDirector@hobiebrat1.com

HCA Championship Coordinator, Bridget Quatrone: bqfaces@hotmail.com



Attachment F

R/C Equipment Matrix

(see attached Excel spreadsheet)



Attachment G Safety Plan

Successful event planning should include a safety plan. The purpose of a safety plan is to ensure that all event volunteers and participants are informed as to how to react appropriately should there be an injury or medical emergency during your event.

The complexity of any safety plan should be directly related to the size and scope of your event. Each safety plan will be unique and this document is designed to be a guide to help you create a safety plan appropriate for your event.

You should be aware that multiple agencies might have jurisdiction over your event venue. For example, the local emergency services may be responsible for on shore events while the Coast Guard may be responsible for on water events. Often multiple agencies provide emergency services for on water incidents. You may find it useful to contact the local emergency services (EMS) department having jurisdiction over your event venue for guidance in creating your safety plan.

Hobie Cat regattas include on shore activities and on water activities. You should determine how to best respond to medical emergency or injury in each environment. Where do you start?

[1] Know your resources.

- Identify people at your event who have emergency medical training. Do you have an event volunteer that is trained in emergency medical care? Is one of the competitors a health care provider? You should designate one person to be the principal point of contact for medical emergencies and injuries. Ideally this person should be trained in emergency medical care or be a health care provider (doctor, nurse, etc.). The size and complexity of your event will dictate whether you need a dedicated medical provider.
- First aid kits. You should at least have a basic first aid kit on site. All your event volunteers need to know where this is and how to access it.
- Know the location of the local hospital or medical facility. Provide the location and phone number of the local hospital to all competitors and volunteers. Be sure this information is clearly posted.
- Determine what emergency services are available. Is there a beach patrol? If so, do they provide first aid? Have the contact information readily available for contacting emergency services. In the USA the phone number is usually 911. Have one person designated to make the call to activate EMS.

[2] Plan how you will deal with an on the water emergency. Under what circumstances will you take a competitor off a Hobie for transportation to shore? Where will you take that person? If an on the water emergency requires EMS, you need to designate a place to take the injured person to meet the EMS units. You should have the actual address of this location (for example harbor master office). This needs to be decided in advance and must be accessible in any weather condition. Usually a marina or boat launch is more appropriate than trying to land on a beach in rough conditions. Radio communication with shore needs to be very clear regarding the situation and where you are taking the person. Everyone needs to understand where to go and what to do so the injured person is transferred to EMS quickly and efficiently.

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[3] When calling 911 you should have the following information on hand.

- Physical address of the launch site where your shore based activities are held
- Physical address of the location where a mark boat would transport an on the water injury
- Your phone number
- Describe the Emergency (Medical, Fire, Crime)
- Number of victims
- A description of what happen to cause the injury and some basic information about the injured person.
- Approximate age, gender of injured person(s)
- Chief complaint of injured person(s), level of consciousness, injuries, etc.
- What has and is being done
- Ask if there are any instructions before EMS arrives
- NOTE: As a general rule if the patient is in a safe location on shore, do not move them or give them anything before EMS arrives.