

Check list for major championships hosting club

(v.5 last updated 09/11/20 – master copy is held by the class secretary details above)

The Club/OA

1. What does the entry fee cover from the club? It should cover at least Judges and measurer (if applicable) Race team, rescue boats and crew, boat and driver for photography, changing rooms, protest room, suitable measurement facility, meeting room, photographer edit room, venues for social events AGM and prize giving, after sailing drinks and snacks for competitors each day. All items should be listed.
2. The club/OA must provide full contact details of a key liaison person responsible for orchestrating and ensuring successful completion of the event.
3. NOR & SI will be in the Class Association standard format. The class will supply their latest versions as a starting point for incorporation of local requirements. Club to advise on any special rules, or on the water restrictions that the class should be made aware of i.e. swimming areas, under water obstructions, and any National Prescriptions etc
4. The club/OA should provide:
 - (i) a jpeg of the club flag (for promotional materials NOR and SI)
 - (ii) a webpage to enable entry online and providing a dynamic UpToDate list of entries (including capturing categories: Youth, Master & Grand master), as well as event documents and notices.
 - (iii) Create a WhatsApp group for communication of all information, notices and protests to competitors during the event.
 - (iv) event logo
 - (v) local regs/provisions for NOR and SIs
 - (vi) digital map of venue, and race course location for NOR/SI
 - (vii) recommendations for accommodation
 - (viii) details of any restrictions and information for competitors and IMSCA
5. Class official logos can be found here <http://www.mustoskiff.com/logos.html>
6. When will entries open?
7. Staggered entry fee 4 months @ reduced rate, 2 months @ standard rate, 3 weeks @ surcharge
8. Ensure that your national authority's approval has been obtained at least 6 months prior to this event?
9. A measurement facility close to where the boats will be parked (ideally open ended suitable for weighing boats before the event, and general scrutinising).
10. It is essential that the boats have suitable launching & recovery facilities.
11. Suitable fresh water hoses for washing boats down after racing on a daily basis
12. A small medal or memento of the event for each competitor
13. Class glassware / position trophies (the class would like to offer the host club the opportunity to provide overall position glassware / trophies)
14. Will we need bow numbers?

15. Are there any on the water restrictions that the class should be made aware of? Shipping movements, restricted areas, under water obstructions etc.
16. Are there any vehicle/trailer restrictions?

During the event

1. It is essential that adequate RIB rescue cover is present (at a ratio of 1:15 boats). Solid hulled boats are not suitable.
2. A dedicated RIB for press and photography purposes.
3. Secure location to store boats and equipment, and access at least one week before and several days after the event.
4. Access for competitors to the clubs facilities and the sailing location before the event, and suitable changing and washing facilities, including mirrors.
5. Regatta desk to handle queries, generate results, manage protests and deal with other problems as they arise.
6. As the boats are single handed:
 - i) please can we have 2 or 3 assistants to help with launching per slipway and also moving launching trolleys.
 - ii) It is essential that the boats have suitable launching & recovery facilities.
7. Free drinking water available to sailors; and
8. Suitable fresh water hoses for washing boats down after racing on a daily basis
9. Free fast speed reliable Wi-Fi access to competitors and Class representatives (including photographer/marketing) during the event, which enables communications and helps spread the news of their event.
10. A secure location close to competitors boats where an Ovington support van can be parked throughout.
11. A measurement facility with a flat large table to enable sail checking; ideally the tent/building should be open ended suitable for weighing boats before the event, and general scrutinising.
12. Suitable locations for event and sponsor materials, flags and decals (as well as sponsor event rooms).
13. A location where a support Rib can be parked and secure for the duration of the event.
14. Suitable places to store road trailers.
15. Room for shipping containers (to carry boats from AUS/ NZL/ USA)

Socials

1. Opening ceremony. Short welcoming speeches followed by light food.
2. Pasta and water after racing on every day
3. BBQ x 2
4. Gala dinner. Typically, a 3 course casual meal
5. Prize giving

Event administration and press

1. Administrative staff to handle registration and sailor queries etc at the event
2. Press office for the class management team and photographer with access to fast broadband connection, to prepare and send press releases, daily news images, videos and reports
3. Club to efficiently and quickly provide results soon after completion of racing each day
4. Dedicated RIB for press and photography purposes
5. Please liaise with Class Liaison to ensure our sponsors are provided with the best opportunities and locations to display banners, flags etc
6. Pre-event informal question and answer session with Judges
7. A final electronic list of all entries to be provided to class liaison

What the class will supply

1. Class event liaison via international class secretary (secretary@mustoskiff.com) or marketing (marketing@mustoskiff.com)
2. Class official photographer/videographer
3. In addition to the prizes arranged by the club, the class may provide additional sponsors
4. prizes.
5. Daily event report and results to major media sources worldwide
6. Flags and stickers on boats for sponsors.



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