

Running a Hansa UK Nationals and Open International Event

What the Host Club Provides

The Host Club undertakes the following:

To provide three day's racing:

- **The Hansa UK National Championships.** A three day event open to sailors domicile in the UK for 4 Hansa Classes, (2.3, 303 one person, 303 two person and Liberty) consisting of eight races each of approximately 40 minute duration.
 - Day 1 has two races in the afternoon sailed back to back.
 - Day 2 has two races before lunch sailed back to back and two races after lunch sailed back to back.
 - Day 3 has two races before lunch sailed back to back.
- The time of the Day 1 briefing and first race will be as published in your notice of race.
- We ask you to aim to finish the Day 2 (Saturday's) racing no later than 16.00 as we usually hold an HCUK AGM before the evening's social activities
- Sometimes, if previous days races are lost, more races are fitted into Sunday. If this occurs, this being the last day, we ask you to aim to finish racing no later than 15.00 and prize giving by 16.30
- **Why do we include an International Open?**
 - We often have international entrants to our UK Nationals. We value their inclusion but we also want to ensure that our UK National Champions are UK Sailors. Hence the inclusion of an International Open.
- **The Hansa - International Open. Note: if there are no international entrants this event will not be run)**
 - If sailors who are not domicile in the UK enter they can only enter the Hansa - International Open.
 - The only Classes included in the International Open are those that have an international entrant.
 - They sail in the same races as the UK Nationals but their results are taken out of before calculating the UK National results.
 - All UK sailors in the classes with international entrants will be automatically entered into the international open (at no extra cost). Therefore the Inter Open results will be that of that entire class fleet.

To provide the following social events:

- An event dinner on the Saturday evening. It is usual to charge extra for this meal.
- A room for the HCUK AGM (this is usually held on the Saturday evening between the end of racing and the evening meal. Usually for around 40 people including 10 to 15 in wheelchairs).

To provide a venue with:

- Safe and full access for wheelchair users and those with limited ambulant mobility to toilets, galley, lounge, changing facilities, the pontoon and hoists.
- A room for our AGM on Saturday evening with around 40 people including 10 to 15 in wheelchairs)
- Safe, keel down transfers, of sailors into and out of their boats. Using at least two personnel hoists in sufficient depth of water (all the above Hansa classes need a minimum depth of one metre), for transferring sailors to and from the boats. **Please note:** Extra hoists make a big improvement in keeping the event on time.
- Facilities where competitors and visitors can purchase refreshments throughout the event including a breakfast, light lunch, afternoon tea and an event dinner on the Saturday evening.
- Sufficient safety boats for the event (as required by your race officer)

To provide people to:

- Plan and Manage the overall event including managing the full race days.
- Welcome and direct people as they arrive. Please note: people usually start to arrive at 8.30 and will need access to the toilets and if possible light refreshments.

- Plan and run the catering throughout the event, including the event dinner on the Saturday evening.
- Help with competitor's boat handling where needed i.e. unloading, assembly, launching, taking off the water and loading back onto trailers and/or vehicles.
- Run the Race Entry administration including the collection of entry fees if needed.
- Manage the Jetty/Pontoon and Hoisting operation.
- Manage and operate the safety boats including radio contact with the race officer and shore personnel.
- Give the pre-race briefings and announce any local rules applicable to the venue.
- A fully experienced Race Officer with a team of at least three knowledgeable assistants.
- Calculate the overall day's results and prepare the prize-giving data.
- An experienced person to run a protest committee, if needed, who can Interpret and apply the current Racing Rules of Sailing (a copy of these rules will be needed at the event). If possible, provide a suitably knowledgeable person to act as "Advisor" in connection with Sailing Instruction 10.4. also the RYA Racing Charter will apply..
- Run the prize-giving and offer thanks

To set and collect Entry Fees:

- In order to encourage early entry we suggest that you charge a significant sur-charge (at least £10) on all entries received after 2 weeks to your event. It is the choice of the host club whether to apply this or not.
- Each host club should set the entry fee at a level that at least covers the costs they expect to incur and in addition to this collect £3 per boat for the HCUK to contribute to the cost of the trophies and other HCUK costs. Some clubs seek some sponsorship to help keep the entry fees down.
- Entry fees are normally levied per boat not per sailor so the cost of entry for a 303 two person boat is the same as the entry fee for a 303 one person boat. (On some occasions a Host club may need to apply a "per person" entry fee due to the "per person" charges they need to pay another authority or the extra "per person" costs they will incur. Check with your club whether this applies to your event.

Provide the following documents:

- An invitation.
- An advertising flier.
- A Local Accommodation document. (including Camping).
- A Notice of Race - that conforms to the Racing Rules of Sailing 2017-2020 Rule J1.
- An Entry Form" – produce this in MS Word so that it can be downloaded, completed and emailed back to you.
- A Catering Form - in MS Word so that it can be downloaded, completed and emailed back to you.
- The Event Specific Schedule (ESS)
 - Sailing Instructions and an ESS pro forma will be provided by HCUK. Your club will need to complete the pro-forma ESS and print the copies you need for your event.

Note regarding prizes/trophies:

- The HCUK provides all the trophies for the National Championship and International Open event.
 - **Note:** If your club would like to choose and arrange the supply of the 19 annual UK Nationals trophies, HCUK may be prepared to allow this and make a budget available to you for this purpose. Contact Ron Sawford if you wish to arrange this.

To send or give on the last day of your event: to Ron Sawford or your area representative the following:

- The completed Race Entry, Fleet, Race Timing, Overall Results and Prize Giving Forms, any completed HCUK Membership Application Forms and the Feedback Form.
- The HCUK portion of the entry fees - £3 per boat.
- An event report and three photos sent within a week after your event to meet the publishing deadline.