

HOSTING ONTARIO SAILING REGATTAS

MEMORANDUM OF AGREEMENT – 2007

Between: (Host Club)

And: Ontario Sailing, Al Will, Executive Director

Introduction:

Thank you for offering to host an Ontario Sailing Title Event. The operation of such an event is a partnership between the Host Club and Ontario Sailing. The purpose of this document is to clarify the roles and responsibilities of the two parties. The purpose of the website support materials is to assist you in running a quality event: one that meets the 'rules'; is on schedule; is within budget; and has no accidents or unusual incidents. Ontario Sailing does not have a full-time member dedicated to these events, and like your Club, relies on volunteers. Support will be offered by the Ontario Sailing office in the form of on-line registration, volunteer support, website promotion, and information management. In addition, Ontario Sailing will attempt to assign a volunteer Ontario Sailing representative who will assist in the preparation and smooth operation of the event, and if at all possible will be present during the regatta and at the awards presentations.

The Host Club agrees to:

- Follow the Regatta Guidelines and other documents as listed under Hosting a Regatta at http://www.ontariosailing.ca/Racing/Regatta_Organization/Regatta_Organization.php
- Complete and submit, to Ontario Sailing, the Notice of Race in accordance with the regatta guidelines along with directions and/or map to the club. Please note: the standard Notice of Race form can be obtained through the Ontario Sailing website.
- Identify one individual who will serve as the Regatta Chair for this regatta. This individual should be available at work, home, and the Club and must have fax and e-mail access.
- Inform the Ontario Sailing Office (1-888-OSA-SAIL) and your regatta volunteer of any changes to the operation of the event.
- Ensure the Host Club has paid its annual membership dues to Ontario Sailing by May 1st 2007.
- Use the on-line registration program as provided by Ontario Sailing and also provide on-site registration which includes: checking proof of age of competitors; distributing "Youth Guidelines"; receiving "Waivers"; and, handling any additional fees.
- Provide a certified Principal Race Officer (Level 3 or 4), Course Race Officers (Level 2, 3 or 4), a Chief Judge (Level 3 or 4) and a properly constituted Protest Committee for the event. The Host Club recognizes the right of Ontario Sailing to approve the Principal Race, Course Race Officers and Chief Judge or provide alternate ones.
- Recognize and promote any sponsors of Ontario Sailing as requested by Ontario Sailing.
- Tabulate and submit results to the Club website daily and to Ontario Sailing within 24 hours of the end of the last race.
- Recognize the right of Ontario Sailing to cancel or move the location of the event for failure to comply with any of the above.

Ontario Sailing Agrees To:

- Promote the Regatta to the best of its ability.
- Provide a Hot Link to the Notice of Race and Host Club website from the Ontario Sailing website.
- Provide awards for top finishers.
- Provide assistance with: On-line registration/waiver forms, NOR, Sailing Instructions, etc.
- Answer questions and direct inquiries to the Host Club about the event.

- Ontario Sailing will attempt to assign a volunteer Ontario Sailing representative who will assist in the preparation and smooth operation of the event, and if at all possible will be present during the regatta and at the awards presentations. If required, this person will be able to make decisions on behalf of the Ontario Sailing on site, but not in contradiction to the ISAF Rules or the Sailing Instructions. Please note: if the Provincial Coach is assigned, she/he will be responsible for coaching Ontario athletes and not responsible for the smooth operation of the regatta.
- Post results on the Ontario Sailing website and provide a Hot Link to the Host Club website.

(Official Regatta Name)

(Host Club) (Regatta Dates)

(Principal Race Officer) (PRO Contact Information)

Host Club Representative/ Regatta Chair

(Name)

(Position)

(Contact Information)

(Signature of Host Club Representative)

Ontario Sailing: Al Will, Executive Director

65 Guise Street East, Hamilton, ON, L8L 8B4, 1-888-672-7245

PLEASE FAX TO ONTARIO SAILING BY January 31st, 2007

Fax: 905-572 6056

Ontario Sailing Representative