



Miami University Sailing Club Constitution
2024 Revised version

Article 1: The Organization

1. The name of the society shall be “The Miami University Sailing Club.” Hereafter it shall be referred to as “the club” or “the team”.
2. The club was founded in the year 1963 and re-founded in the year 1999.
3. The purpose of this club shall be the promotion, advancement, and encouragement of sailing for sport and pleasure, with emphasis on good fellowship among its members.

Article 2: Membership & Eligibility Requirements

1. The Membership: Shall be composed of those who are enrolled as full-time graduate or undergraduate students. Faculty, staff, and graduate students are prohibited from competition in accordance with the rules of the Intercollegiate Sailing Association.
2. Dues: At the treasurer’s discretion, dues may be preliminarily set before the Club Sports Funding Committee approves funding for the year, and after the funding is approved, dues may be reassessed higher than the preliminary dues in order to meet the team’s financial obligations. These reassessed dues are the “full dues.” Members who pay dues prior to the treasurer announcing the full dues will not be required to pay the difference, but all those who have not yet paid or worked out a payment plan by the time the full dues are set will be responsible for paying the full dues. Any member whose dues are delinquent is banned from participation in all regattas and all other club activities. Dues will be considered delinquent if the person has failed to pay and has attended three or more club activities after the semester and/or annual dues have been announced by the treasurer. Dues must be paid prior to attending any regatta. Dues must be paid to attend any regatta.
 - a. For the year 2024, semester dues will be \$200, Yearly dues will be \$300
 - b. Need-based discounts or waivers may be provided to those members who can demonstrate need or present proof of need-based University Scholarship.
 - i. This information is to remain private - only the commodore and treasurer may see this information - names and compromising information shall be redacted for board approval
3. The Miami University Sailing Club does not discriminate on the basis of sex, race, religion, national origin, disability, age, sexual orientation, or veteran status.
4. All club members are required annually to sign a liability release form and an emergency contact form before taking part in any club activity.
5. The Team Captain is responsible for deciding who goes to each regatta and who is eligible to race.
6. There will be no tryouts for general membership of the team.
7. Any member that receives a traffic violation while operating a vehicle for team related travel shall be subject to consideration for penalization or removal from the organization. Any speeding ticket or traffic violations received during travel to or

from a club related event will be paid by the member who was driving at the time of offense.

8. Any member found guilty of a criminal offense shall be subject to penalization or removal from the organization, at the discretion of the board.
9. All club members are required to register with the club sport office (annually) before taking part in any club activity.

Article 3: Meetings, Practices, & Events

1. "Club activities" as referred to in the Constitution will be defined as including, but not limited to, team meetings, practices, social events, and regattas.
2. Scheduling of meetings, practices, and events will be at the discretion of the Executive Board.
3. There will be no attendance policy regarding regular member attendance, but attendance will be considered when deciding regatta eligibility and priority.
4. Members of the Executive Board shall not miss more than two meetings in a row without an approved excuse. If a Board member should miss more than two meetings in a row, that member shall lose their right to vote until the Board holds a meeting to determine the commitment of said member and whether or not they shall keep the position held.
5. Trophies and awards shall be distributed at the discretion of the Team Captain.
6. A complete list of events shall be presented to the team at the club meeting immediately following the MSCA midwinter annual meeting.
7. An interest form for each regatta will be sent around by the Team Captain no later than two weeks before each event, or as soon as the event is finalized. Members who are interested in going will sign the form. The Team Captain will decide who shall attend the regatta and publicize the finalization of the list as soon as possible, but no less than one week before the event.
8. Members who have been chosen to attend a regatta by the captain have 48 hours to confirm their attendance to the regatta. If a member confirms their own attendance and chooses to no longer attend the regatta they shall be subject to drop fees and/or be responsible for finding a suitable replacement. Drop fees are \$50 and if a member drops within 24 hours of departure to a regatta the drop fee will be \$100. Drop fees can affect a member's eligibility to future regattas. These consequences will be waived if extenuating circumstances are proven to the Captain.

Article 4: Elected Positions

1. Commodore
 - a. Requisites:
 - i. A candidate must have spent at least 1 semester in a board position

- ii. A candidate must be an eligible sailor for the full 2 semester term they are running for
 - iii. A candidate may not be registered to study abroad during their potential term as commodore
 - iv. A candidate may not have served more than 2 previous semesters as commodore
 - b. Responsibilities:
 - i. Establish and maintain team goals
 - ii. Establish and maintain a budget with the treasurer
 - iii. Ensure that board members are fulfilling duties
 - iv. Assist in Board Responsibilities that board members need assistance with
 - v. Ensure that materials are appropriately shared between all board members
 - vi. Present State of the Union Speeches
 - vii. Ensure that all events are executed according to team policy
 - c. Expectations:
 - i. Present State of the Union address at Fall and Spring Referendums and Winter Elections
 - ii. Responsible for making sure that other board members fulfill their assigned expectations
 - iii. Present State of the Union Speech to entire team discussing goals, plans, budgets, etc
 - iv. Attend Regular meetings and executive board meetings weekly
 - d. Powers:
 - i. The Commodore has the power to propose amendments, but they must be voted on by the executive board in order to be added to the constitution
 - ii. The Commodore has the power to motion for the removal of a board member if that board member fails to fulfill their duties.
 - iii. The Commodore has one vote regarding issues and motions of the executive board
- 2. Vice Commodore
 - a. Requisites:
 - i. A candidate must be an eligible sailor for the full 2 semester term they are running for
 - ii. A candidate may not be registered to study abroad during their potential term as Vice Commodore
 - b. Responsibilities:
 - i. Work with the treasurer to conduct fundraising activities and meet funding goals
 - ii. Lead recruiting efforts at the beginning of each season and continuously seek ways to improve the reach and awareness of the organization

- iii. Plan social events to spread awareness of the organization and boost team morale
 - iv. Produce apparel and other customized items for the team
 - v. Work to maintain Alumni relations through regular updates, whether via email, through social media, or through updates on the team website
 - 1. Produce an Alumni Newsletter at the end of each semester that includes the following
 - a. Semester results
 - b. Alumni volunteer opportunities
 - c. Donation links
 - d. Testimonials
 - c. Expectations:
 - i. Produce a minimum of one piece of apparel per semester
 - ii. Attend Regular meetings and executive board meetings weekly
 - d. Powers:
 - i. The Vice Commodore has the power to propose amendments, but they must be voted on by the executive board in order to be added to the constitution
 - ii. The Vice Commodore has the power to motion for the removal of a board member if that board member fails to fulfill their duties.
 - iii. The Vice Commodore has one vote regarding issues and motions of the executive board
3. Treasurer
- a. Requisites:
 - i. A candidate must be an eligible sailor for the full 2 semester term they are running for
 - ii. A candidate may not be registered to study abroad during their potential term as Treasurer
 - b. Responsibilities:
 - i. Establish and maintain financial goals (New Sails, Team Gear, New Boat, etc)
 - ii. Work with the Vice Commodore to conduct fundraising activities and support recruiting
 - iii. Present with Vice Commodore on recruiting goals and expected profit from dues
 - iv. Collect dues, maintain financial records, pay all debits
 - v. Submit Yearly budget request to Club Sport Administration
 - vi. During the first week of Fall Semester, present semesterly goals for team finances

- vii. During the first week of Spring Semester, present progress on semesterly goals and changes
- viii. Generate and allocate budgets in accordance with Article 6 Section 2 of the constitution to Vice Commodore, Captain, Safety and Equipment Officer, Commodore will not receive a budget themselves, and will instead participate in the allocation
- ix. Commodore will receive preliminary budget to insure Article 6 Section 2 of the constitution is being upheld

c. Expectations:

- i. A weekly financial summary to the executive board that includes
 - 1. A broad overview of the teams spending in the past and upcoming week
 - 2. How current expenses are relating to the forecasted budget
 - 3. A summary of account balances
 - 4. Any opinions expressed by the incumbent, especially any concerns over the financial picture in relation to team spending.
- ii. Create a financial summary to be given at the State of the Team address that includes the following:
 - 1. Summary of team revenue and expenses
 - a. Income Statement
 - 2. Profit and Loss Statement
 - 3. An overview of their's and the executive boards opinions on the financial picture of the team
- iii. Propose and lead at least one fundraising event with the or campaign per semester
- iv. Prepare financial support for regattas to cover as many expenses as the organization can handle

d. Powers:

- i. The Treasurer has the power to propose amendments, but they must be voted on by the executive board in order to be added to the constitution
- ii. The Treasurer has the power to motion for the removal of a board member if that board member fails to fulfill their duties.
- iii. The Treasurer has one vote regarding issues and motions of the executive board

4. Captain

a. Requisites:

- i. A candidate must be an eligible sailor for the full 2 semester term they are running for
- ii. A candidate may not be registered for a semester abroad during their potential term as Captain

- b. Responsibilities:
 - i. Plan and Execute Practices
 - ii. Plan and Execute Regattas according to “Regatta Strategy Guide” document
 - iii.
 - c. Expectations:
 - i. Attend all facets of home regattas
 - ii. Offer at least 15 practices a semester
 - d. Powers:
 - i. The Captain has the power to propose amendments, but they must be voted on by the executive board in order to be added to the constitution
 - ii. The Captain has the power to motion for the removal of a board member if that board member fails to fulfil their duties.
 - iii. The Captain has one vote regarding issues and motions of the executive board
5. Equipment and Safety Officer
- a. Requisites:
 - i. A candidate must be an eligible sailor for the full 2 semester term they are running for
 - ii. Must be CPR/First Aid Certified through an accredited organization (Red Cross, Ellis, etc)
 - b. Responsibilities:
 - i. Repair and maintain Fleet of c420 and Safety Boat
 - ii. Conduct safety seminar at the beginning of the year regarding capsizes and safe boating, and the expectations of members in maintaining fleet with the help of the Captain
 - iii. Create and fill out incident forms for safety related incidents at discretion of all parties involved and safety officer
 - c. Expectations:
 - i. Be able to attend all home regattas and operate a safety boat or have a trained replacement able to operate a safety boat at all times during the course of the regatta
 - ii. Be well-versed in safe powerboat handling, sailboat rescue, and water safety
 - iii. Be well versed in the maintenance of sailboats, particularly 420s
 - iv. Be well versed in the maintenance of the safety boat, particularly engines
 - v. Create an inventory list at the beginning of each semester
 - d. Powers:
 - i. The Safety and Equipment Officer has one vote regarding issues and motions of the executive board

6. Secretary
 - a. Requisites:
 - i. A candidate must be an eligible sailor for the full 2 semester term they are running for
 - ii. A candidate may not be registered for a semester abroad during their potential term as secretary without the appointment of a marketing and media coordinator during their time of absence.
 - b. Responsibilities:
 - i. Attend events relating to the sailing team such as practices, regattas, and other events
 - ii. Act as photographer, videographer and reporter for the sailing club
 - iii. Produce content, posts, updates, and other materials pertinent to those positions
 - c. Expectations:
 - i. Attend a minimum of 75% of planned events (regattas, planned practices, etc)
 - ii. Produce and post video and pictures from those events
 - iii. Work with Vice Commodore to communicate through Social Media to Alumni
 - d. Powers:
 - i. The Secretary has one vote regarding issues and motions of the executive board

Article 5: Mandatory Appointed Positions

1. Endowment Chairs
 - a. Term
 - i. Position is to be elected by the general executive board and shall run from the beginning of fall semester through the following spring semester
 - a. Requisites
 - i. A candidate must have a reasonable sense of financial literature and knowledge as well as an understanding of the time value of money.
 - ii. Candidates must have a genuine ability to assist in forecasting and financial planning with the treasurer
 - iii. Ability to serve a full term in accordance with subsection a. of this article.
 - b. Responsibility
 - i. Work with the treasurer to insure the investment goal in every year is met and properly carried out
 - ii. Be in communication with university officials and the treasurer over endowment funding and strategy for meeting deadlines
 - c. Powers

- i. Ability to make critical decisions regarding the endowment and funding of it on a year to year basis.
- ii. Ability to manage the fund and make decisions regarding the spending of income derived from said fund as well as the choice to reinvest accrued interest.

2. DEI Chair

a. Requisites

- i. Understand the fundamental principles of Diversity, Equity and Inclusion.
- ii. Take the provided DEI training course.

b. Responsibilities

- i. Make sure that all team events fall under the Diversity, Equity and Inclusion guidelines.
- ii. Foster an environment of inclusivity and acceptance.
- iii. Maintain an environment that is accessible to all backgrounds and identities.
- iv. Handle any Diversity, Equity and Inclusion issues that are presented in regards to the team.

c. Powers

- i. The DEI Chair has one vote regarding issues and motions of the executive board only when called upon by the elected positions.

3. Sailing Instructor/Coach

d. Requisites:

- i. A candidate must have experience sailing and be capable of launching and retrieving sailboats and powerboats.
- ii. Candidates must have their US Sailing Level 1 certification.
- iii. Captain will facilitate nominations and will bring potential candidates to the board for approval.

e. Responsibilities:

- i. Assist the Captain in their responsibilities

f. Powers:

- i. The Sailing Instructor has one vote regarding issues and motions of the executive board only when called upon by the elected positions.

Article 6: Appointed Positions

1. Advisor to the Commodore

g. Requisites:

- i. A candidate must have served on the Executive Board for four semesters
- ii. Commodore will facilitate nominations and will bring potential candidates to the board for approval.

h. Responsibilities:

- i. Provide Guidance and assistance to the executive board and guide transitions

i. Powers:

- i. The Advisor to the Commodore has the power to propose amendments, but they must be voted on by the executive board in order to be added to the constitution
- ii. The Advisor to the Commodore has the power to motion for the removal of a board member if that board member fails to fulfill their duties.
- iii. The Advisor to the Commodore has one vote regarding issues and motions of the executive board

2. Marketing and Media Coordinator

a. Requisites

- i. Have skills relevant to producing media
- ii. Have equipment or access to equipment which allows for the production of videos, photos, and graphics
- iii. Secretary will facilitate nominations and will bring potential candidates to the board for approval.

b. Responsibilities

- i. Assist the Team, specifically the Secretary and Vice Commodore in producing media and content for Marketing and Recruiting

c. Powers

- i. The Marketing and Media Coordinator has one vote regarding issues and motions of the executive board only when called upon by the elected positions.

3. Secretary to the Treasurer

a. Requisites

- i. An interest in being elected Treasurer and the ability to carry out one whole term in the next election.

b. Responsibilities

- i. Shadow the incumbent treasurer and learn the position and nuances of it.

c. Powers.

- i. N/A This role is meant to be a shadow position to allow for a smooth financial transition from board to board that promotes strong financial growth.
- 4. Quartermaster
 - a. Requisites
 - i. A candidate must have a general understanding sailing
 - ii. A desire to help assist the Safety and Equipment Officer
 - b. Responsibilities
 - i. Work with the Safety and Equipment Officer to maintain the fleet of c420s and the Safety Boat
 - ii. Help keep any sailing related environment safe
 - iii. Aid in any other duties the Safety and Equipment Officer
 - c. Powers
 - i. The Quartermaster has one vote regarding issues and motions of the executive board only when called upon by the elected positions.

Article 7: General Responsibilities of Officers

1. All elected officers must attend the Acton Up Fleet Race, Oxford Team Race, and the Alumni Regatta
 - a. Exceptions must be approved by a majority vote of the executive board at the time of the inaugural board meeting, after reviewing the constitution and giving time to confirm availability
 - b. Failure to adhere to the responsibilities of an officer position according to the “Regatta Strategy Guide” will result in grounds for impeachment
2. All elected officers must approve an annual budget that forecasts the fall and spring semester expenses within the fiscal year
 - a. The budget will be created using the premade template or an equivalent accounting system that includes the following:
 - i. Forecasting of Revenues and Expenses
 - ii. General ledger for tracking incomes and expenses
 - iii. A general idea of how many paying members there will be
 - iv. A forecast of regatta expenses(miles traveled factored with fuel and rental expenses)
 - v. A way of tracking current outstanding credit card balances
 - vi. Profit and Loss statement(budgeted and Actual)
 1. This ensures the team is not expected to or actively losing money unless there are necessary circumstances i.e. major capital expenses.

- b. The budget will include a savings plan to be followed unless expressly instructed by the prior documents or by the result of a two-thirds voting majority of the executive board.
- c. The budget shall not forecast a negative profit and loss statement as a result of expenses relating to Operating, Away Events, Nationals, Home Events or Non-funded. If this scenario occurs, the treasurer and executive board shall revise plans within the fiscal year to establish a positive or break even profit and loss statement.
 - i. In accordance with Article 2 section 2, as a final effort, dues can be raised to cover profit and loss statements that are forecasted to be negative
 - ii. The only expense category that is approved to carry a negative profit and loss statement are infrequent capital expenses such as:
 1. Sails
 2. Boats
 3. Endowment Funding
 - a. In the period of establishing the endowment, if it is necessary to meet the target investment by a university set deadline, funds should be used regardless of the profit and loss statement forecasted or actual.
3. All elected officers are required to remain drug and alcohol-free at all official Club Sports events, as per Miami University Policy
4. All officers will be subject to the possibility of an impeachment vote if they are found to be guilty of any criminal charge.

Article 8: Elections & Impeachment

- a. Annual elections shall be held the last week of the fall semester. A nomination meeting shall precede the election meeting by one week. Two weeks prior to the nominations, the Secretary shall include the Constitution in the meeting minutes.
- b. If, for any reason, the Commodore is unable to fulfill their position, the Vice Commodore shall take over the Commodore position, until the board has a chance to meet and vote.
- c. If, for any reason, a member of the Executive Board other than the Commodore cannot fulfill their duty, the Board shall nominate a club member to fill the vacancy.
- d. Eligibility requirements are listed under Elected Officer positions and Appointed Officer Positions

Article 9: Affiliations / National Governing Bodies

- a. Governing organizations:
 - [Miami University Club Sports](#)
 - [Midwestern Collegiate Sailing Association](#) (MCSA)
 - [Intercollegiate Sailing Association](#) (ICSA)

- [U.S. Sailing](#)

Article 10: Coaches & Advisors

- a. The club chooses not to have a coach, but in order for the club to hire a coach, the motion will be voted on by the Executive Board, and then presented before the club members for a vote. A two-thirds vote will be necessary to advance or pass the motion.
- b. No university funding can be used to pay for coaching stipends or expenses incurred. Team funds from dues, donations or fundraisers can be used.

Article 11: Safety & Risk Management Plan

- a. Lifejackets must be worn at all times when on the water and docks.
- b. A first aid certified officer must be present at all events.
- c. The 100 degree rule is to be observed by all members when sailing.
- d. Risk Management Plan**
 1. Low Risk
 - a. Rigging a boat
 - i. all members are trained on how to rig a boat
 - ii. Instructor oversee boat rigging by new members
 2. Medium Risk
 - a. Travel by vans and personal vehicles
 - i. Vans: All drivers are in accordance with motor pool regulations.
 - ii. Personal Vehicles: All drivers are licensed and are instructed to provide sufficient seat belts for all passengers.
 - iii. All drivers must abide by traffic regulations.
 3. High Risk
 - a. Use of safety boat or daysailer
 - i. Only members with prior approval of the safety officer will be permitted to do this.
 - ii. Safety boat operators must be approved by the commodore before usage.
 - iii. All safety equipment must be in the safety boat with usage.
 - b. Practices

- i. First aid kit in shed
 - ii. Walkie talkies are taken out every practice by instructors
 - iii. All instructors are briefed on hazards in Acton Lake and should report any complications via walkie-talkie.
 - iv. Cars and limited cell phone reception are available in case of emergency.
 - v. During business hours and limited hours on the weekend, Hueston Woods Park Rangers are available to assist in emergencies.
- c. Regattas
- i. The hosting organization is responsible for facilitating a safe environment for all regatta participants.

Article 12: Ratification & Amendments

- a. This Constitution may be amended at regular meetings of the club or at a special meeting called by the Commodore. It must be approved by no less than two thirds of the board members before it is enacted.
- b. If the Constitution is amended, an electronic copy shall be sent to all members of the Board, and any web-hosted copies (MUST website, The Hub, the Google Doc, the Facebook group, etc.) shall be updated. If substantial changes are made, it shall also be sent through the ListServ, at the Board's discretion.
- c. The Executive Board may override the decision of any Officer with a two-thirds vote.
- d. The general membership may override a decision of the Executive Board with a two-thirds vote.

Article 13: Conduct

- a. Any activity or action that may be deemed unreasonable or unsafe is hereby prohibited. Violation will be subject to Board review in order to determine consequences. All members shall adhere to the Miami University Student Code of Conduct and all Miami University Policies at all times.
- b. Hazing is strictly prohibited, as outlined by University Policy in the Code of Student Conduct – Appendix C, and by state law.
- c. Members are prohibited from consuming alcohol or illicit drugs, despite the legality, while representing the Miami University Sailing Club. This is in accordance with Miami University Club Sports policy.

- d. When representing the team online or on social media, members must represent the team in accordance with our bylaws.
- e. Members are to be accountable for their personal actions, and are trusted to hold their peers accountable while representing the team. The members' interpersonal matters are not the Miami University Sailing Club responsibility. Interpersonal matters are to be handled by the members on their own accord.
 - o If interpersonal relationships are negatively impacting team morale, members are subject to disciplinary action according to Article 13.
- f. Members are to be accountable for actions which the team has determined to be detrimental to the Miami University Sailing Club.
- g. Club property is to be used in a manner that maximizes the lifespan. Misuse of club property is subject to disciplinary action at the discretion of the Board. Misuse of club property that necessitates the expenditure of money or excessive effort will be subject to both disciplinary action and a commensurate fine at the discretion of the Board. Misuse includes, among other things, negligence, getting traffic tickets in rented cars, and permitting the use of club property by non-members.

Article 14: Discipline

- a. Any member who violates the Miami University Sailing Club Constitution will meet with the Commodore for a hearing, which may include up to three executive board members if the violation deems under their jurisdiction.
- b. Disciplinary Action for any violation shall be determined by a majority vote of the Executive Board.
- c. Discipline may include, but is not limited to, sanctions, suspensions, and removal.
- d. For a member to be removed from the club, there must be a hearing of the member with the executive board. The board must have a unanimous vote for an official removal.
- e. Any team member can recommend that another team member be removed from the team, but the board must have a unanimous vote for an official removal.

Article 15: 5 Year plan

- a. Five year plan formatted below
 - i. Year 1
 - 1. Capital expenditure if the purchase is deemed necessary
 - 2. Savings Plans article 6 section 2
 - 3. Expected membership
 - 4. Expected regatta attendance
 - ii. Year 2
 - 1. Capital expenditure
 - 2. Savings Plans
 - 3. Expected membership
 - 4. Expected regatta attendance
 - iii. Year 3

1. Capital expenditure
 2. Savings Plans
 3. Expected membership
 4. Expected regatta attendance
- iv. Year 4
1. Capital expenditure
 2. Savings Plans
 3. Expected membership
 4. Expected regatta attendance
- v. Year 5
1. Capital expenditure
 2. Savings Plans
 3. Expected membership
 4. Expected regatta attendance
- b. Every fall the executive board will meet and ensure that plans are being followed if required things can be changed with $\frac{2}{3}$ vote
- c. Every fall the executive board will meet and approve a new plan for the 5th year

Appendix

Regatta Strategy Guide

This document is intended to set the standard for events attended by and hosted by the Miami University Club Sailing Team. Amendments can be made regarding specific events but this document should be treated as the guide for all events

Hosted Events (Acton Up, Oxford Team Race, Alumni Regattas, Scrimmages)

Timeline:

- 2 weeks prior to event (Tuesday at the latest)
 - notify teams of drop deadline **Secretary/Captain**
 - Identify suitable housing and begin asking members **VC**
 - Identify suitable location for registration **VC**
 - Evaluate condition of fleet and determine parts or repair needs **ESO**
 - Identify any needs for funding **Treasurer/Commodore**
 - Exec meeting to discuss logistics **ALL**

- 1 week prior to event (Sunday at the latest)
 - Finalize team list **Captain**
 - Finalize Housing list
 - Housing shortage will result in hotel reservations provided by Miami University Club Sailing Team, these must be obtained by the Sunday prior to the event **Treasurer and VC**
 - Finalize Registration Location
 - Location shortage will result in a public facility reservation provided by Miami University Club Sailing Team, this must be obtained by the Sunday prior to the event **Treasurer and VC**
 - Finalize NOR and SI to meet criteria below **Captain**
 - Send informational email containing NOR, SIs (If applicable), Housing Information **Secretary**
 - Exec meeting to discuss logistics **ALL**

- 5 days prior to event
 - Coordinate any repairs that need to be made **ESO**
 - Assign any responsibilities outside designated roles **Commodore**
 - Finalize Attending Members **Captain**
 - Approval for food list and trophies **Treasurer**
 - Approval for Boat Rotations **Captain**

- Friday of Event
 - Evaluate condition of Fleet and check weather **ESO**
 - Coordinate with teams as they arrive to get them situated **Commodore**

- Host Registration, teams required to provide regatta dues at Registration, failure to provide dues will result in the team being prevented from competing until dues are paid **VC coordinates**
- Saturday of Event
 - 0700 **ESO** and **Commodore** arrive at Lake to begin setting up regatta equipment (Bouys, Safety Boat, sails out, etc)
 - 0730 **Treasurer** purchases food at Kroger using Regatta Fees
 - 0800 **Captain** has Boat Rotations and prepares for Skippers meeting
 - 0800 **Vice Commodore** and **Treasurer** arrive and set up Pavilion
 - 0800 **Secretary** arrives and set up any available media production tech
- Sunday of Event
 - 0700 **ESO** and **Commodore** arrive at Lake to begin setting up regatta equipment (Bouys, Safety Boat, sails out, etc)
 - 0730 **Treasurer** purchases food at Kroger using Regatta Fees
 - 0800 **Captain** has Boat Rotations and prepares for Skippers meeting
 - 0800 **Vice Commodore** and **Treasurer** arrive and set up Pavilion
 - 0800 **Secretary** arrives and set up any available media production tech

Attended Events (Fleet Races, Team Races, Offshore and Match Racing, Clinics)

Timeline:

- 3 weeks prior to event
 - Evaluate Financial Viability **Treasurer**
 - Inform team of event **Captain**
 - Coordinate Responsibilities relating to event **Commodore**
- 2 weeks prior to event
 - Obtain Commitments from attending members **Captain**
 - Inform attending members of penalties for dropping the event after commitment with no substitute **Captain**
 - \$25 within 14 days of the event
 - \$50 within 5 days of the event
 - \$100 within 24 hours of the event
 - Determine Transportation Method **Captain, Commodore, Treasurer**
 - Determine Housing **Captain, Treasurer**
- Tuesday prior to event
 - Obtain Cash Advance for gas and rental reservations **Treasurer**
 - Follow up with team regarding boat positions **Captain**
 - Skippers/Crews, Driver/Foredeck/Sail Trimmers/Pit/Etc
 - Inform team of housing, transportation, expectations, what to bring, who we are competing against, etc. **Captain**

- If this information is not available, inform team and contact regatta host immediately and continuously until information is available
- Coordinate all functions of event **Commodore, Captain**

Sample Notice of Race (NOR)

Hello Teams attending [event],

Thank you for your intention to attend [event]! This document will serve as your Notice of Race. **Regatta fees will be \$10 per sailor to be paid at registration.** Invoices are available upon request. We look forward to having you!

The Following teams are expected to attend this event

- Miami University (Host - 420)
- Teams listed in alphabetical order (Berth - 420)
- Teams listed in alphabetical order (Berth - 420)
- Teams listed in alphabetical order (Berth - 420)
- Teams listed in alphabetical order (Berth - 420)
- Teams listed in alphabetical order (Berth - 420)
- Teams listed in alphabetical order (Berth - 420)
- Teams listed in alphabetical order (Berth - 420)
- Teams listed in alphabetical order (Berth - 420)
- Teams listed in alphabetical order (Tow - 420) *towing teams listed last*

We will adhere to the following Schedule

Friday, [Month] [Day], [Year]

1800 - earliest check in time allowed

2100 - registration begins

2400 - registration ends

Saturday, [Month] [Day], [Year]

0830 - Saturday Check in

0900 - Skippers Meeting

0915 - Rigging

1000 - First Start

1500 - Last Start

1600 - Derigging

Sunday, [Month] [Day], [Year]

0830 - Saturday Check in

0845 - Rigging

0930 - First Start

1300 - Last Start

1345 - Derigging (teams with 5+ hour drive permitted to leave)

Racing will occur at Lake Acton in Hueston Woods State Park

Lake Acton
6301 Park Office Road
College Corner, OH 45003

Contact Information

**MCSA Regatta
Chairperson**
[Name]
[Phone Number]
[Email Address]

**Miami University Regatta
Chairperson**
Captain [Name]
[Phone Number]
[mail address]

**Miami University
Commodore**
[Name]
[Phone Number]
[Email Address]

Housing Information

Housing will be guaranteed for a maximum of 6 sailors per berth. Any additional housing is not guaranteed and must be reported to the Commodore or Captain by [Day of Week], [Month] [Day], [Year]. Housing Details will be sent to attending teams primary contact no later than the Wednesday before the event. This will include Housing address, description of location, description of parking, and housing contact. **Host's are not required to provide parking for more than one vehicle.**

Amenities

Breakfast and Lunch will be provided on Saturday, and Breakfast will be provided on Sunday, so please plan accordingly. We will only provide meals if racing occurs during meal times, we will not provide food if there is a cancellation of racing.

Sailing Instructions

We will adhere to the US Sailing Racing Rules of Sailing. Boat Rotations will be provided at the event and may be sent in advance.

If you have any questions please feel free to reach out! We're hoping for good weather and great sailing, but more importantly we're hoping to get as many people on the water and a good time. This event is designed to be an enjoyable, learning event, so please keep that in mind both on and off the water. We're looking forward to having you!

Thank you

The Miami University Sailing Team