**2017 Mobility Cup, Kelowna, BC.**

**Sept 11-15, 2017**

**Co-Chair (Land) – Larry     Co-Chair (Water) - Tracy**

Ceremonies & Prizes (Larry & Tracy)              Ceremonies & Prizes (Tracy & Larry)

KYC Liaison  (Larry)                                      ASN Liaison (Tracy)     

Treasurer (Barry)Volunteers (?)

Secretary (?)                                        Accommodation/Transportation (Howard)

Sponsorship (Larry, Toni)                    Competitor Boat Support (?)

Digital Marketing (Ean)    Safety (?)

Promotions (?) Training Camp

Registration (?)  Dock Master (Barry)

Grants (Toni)       Race Committee (?)

\*\*\*\*Food Services (?)                             Scoring & Results (Barbara)?

**Co-Chair (Larry)**

Establish Committee Roles & Responsibilities

Oversee Committees

Manage meeting schedule

Coordinate schedule of Events

Answer competitor inquiries, create correspondence emails to send to Registrants: i.e. a Welcome

Message with request for Team photos, post event ‘Thank You for Participating’

Prepare event evaluation survey and summary

Act as event spokesperson

**Ceremonies & Prizes (Larry & Tracy)**

Secure Awards/Trophies/Swag

Secure and schedule MC for all aspects of event

Ensure all protocol is properly managed, invitations to dignitaries, prize presenters, etc.

Coordinate the presentation of the trophies/prizes

**KYC Liaison (Larry)**

Act as committee contact for all aspects of the Regatta.

**Treasurer (Barry)**

Set up bank account – 3 signing officers – (Tracy, Barry, Larry)

Prepare, maintain, and monitor event budget

Oversee all insurance requirements

Receive income from sponsorship, grants, entry fees, and sales

Monitor expenses, prepare expense claim forms, prepare and send payments as required

Complete financial statement

**Secretary (?)**

Maintain and circulate Committee Contact list

Record and circulate meeting minutes

Create and ensure updated Letterhead available

Create logistics tracking for race participants (and their guests), volunteers, sponsors, dignitaries, and race committee for: apparel swag, meal and onshore event tickets

Prepare event notice boards

**Sponsorship (Larry - Toni)**

Prepare spreadsheets of potential and current sponsors contact information

Create sponsorship package

Prepare letters to potential sponsors, track responses

Liaise with Marketing/Promotions Teams – recognition for Sponsors

Identify candidates for appreciation swag and invites to appropriate events

**Digital Marketing (Ean)**

Create a news release distribution list

Create news releases to be sent for articles, club newsletters, social media sites, and general distribution

Distribute NOR with assistance from ASN and other partners

Coordinate populating information to all social media sites, QRL, twitter, blog, Facebook, website

Oversee creation of Event Poster

Collect information on all competitors, as well as top competitors for media

Distribute official results to all media outlets

**Promotions (?)**

Work with Co-Chairs, Sponsorship Chair, ASN and KYC as required

Coordinate and schedule all photo and video requirements

Arrange to play back photos & videos in clubhouse after racing & events

Schedule all media interviews

Coordinate requirement for media boats(s)

Coordinate spectator boat requirements

**Registration (James ?)**

Print and manage entries

Receive and file boat insurance certificates

Set up cash and cheque storage

Distribute competitor packages/ swag bag items

Sale of regalia and extra dinner tickets

Tagging wheelchairs or other mobility devices

Manage official notice board

Provide weather briefing each morning

**Grants (Toni)**

Make and manage grant applications

**Food & Beverage (Vivian)**

Oversee sub-committee responsible for all meal requirements; venue set-up

?1/meal

? 1/day

? 1/ meal type

**Co-Chair (Tracy)**

Establish Committee Roles & Responsibilities

Oversee Committees

Manage meeting schedule

Coordinate schedule of Events

Prepare Notice of Race (NOR)

Prepare event evaluation survey and summary

Act as event spokesperson

**Ceremonies & Prizes (Larry & Tracy)**

Secure Awards/Trophies/Swag

Secure and schedule MC for all aspects of event

Ensure all protocol is properly managed, invitations to dignitaries, prize presenters, etc.

Coordinate the presentation of the trophies/prizes

**ASN Liaison (Tracy)**

Act as committee contact for all aspects of the Regatta.

Event coach boat secured

**Volunteers (Marsha?)**

Recruit and coordinate volunteers if or as needed/requested by Committees

Coordinate check in of volunteers and troubleshooting ‘days of’

Coordinate volunteer information and appreciation

Secure and coordinate all support boats (Training Camp, Jury, Judge, Race Committee, Tech Delegate, Media, etc.)

**Accommodation/Transportation (Howard)**

Coordinates billet requirements

Coordinate transportation between hotels, event venue

Secure information campsites, hotels, motels, tourist opportunities, grocery and liquor stores, restaurants etc., for event website and Participant Pack.

**Competitor Boat Support (Kerri? Gillian?)**

Coordinates launch facilities and volunteers to help with parking/retrieval

Set up & dismantling of race boats

Secure storage for trailers & containers

Secure and assign moorage for visiting boats

Coordinate security, especially at boat compounds

**Safety (Bev)**

Oversee medical services and emergency action plan, on-site medical room

Ensure all volunteers, participants are aware of plans and communications

Secure and coordinate all support boats (Safety, Sponsors, Dignitary, Media, Spectator Boats, etc.)

**Training Camp (Kerri Sailing Instructor, Gillian & Gillian # 1 & 2 Canadian Women Sailors)**

ASN/SA funding for coach

Manage logistics and needs of personnel for training camps for Silver & Gold Fleets

Share local sailing knowledge & experience

Racing tips

**Dock Master ( Clark )**

Acquire enough hoists for MC 17

Oversee placement and care of Porta-potti

Coordinate with KYC as to layout of O & A docks, lifts, etc.

Ensure all hoists & lift equipment is working properly & safely

Secure and coordinate training of transfer/hoist volunteers

Work with Paula Stone (ASN) on movement of sailors on & off boats & docks

**Race Committee (Brad)**

Create and circulate Notice of Race (NOR)

Create Sailing Instructions (SIs)

Selects Race Committee Members

Secure Principal Race Officer

Secure Judge

Secure required race management equipment and on-water communication tools

Appoints protest committee / jury members

Facilitates Chief Judges’ needs (hearing rooms, tables and chairs, models, photocopier, and protest forms, amendments to Sailing Instructions, notices to competitors, etc.)

**Scoring and Results (Barbara?)**

Posts results daily

Supply results daily to Promotions Committee Chair