**2016 MELGES 24 CANADIAN NATIONALS**

**Chair (Toni)**

Work with Co- Chairs to establish roles

Oversee all Committees

Manage meeting schedule

Coordinate schedule of Events

Secure interpreter as needed – Ceremonies for French competitors

Prepare event evaluation survey and summary

**Treasurer (Toni)**

Set up bank account – 4 signing officers – (Toni, Marc, Susanne, Michel)

Prepare, maintain, and monitor event budget

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

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

Complete financial statement

**Sponsorship (Michel)**

Prepare spreadsheets of potential and current sponsors contact information

Create sponsorship package

Create and ensure updated Letterhead available

Prepare letters to potential sponsors, track responses

Liaise with Publicity/Promotions Team – recognition for Sponsors

Identify candidates for appreciation swag and invites to appropriate events

Secure Awards/Trophies

**Grants**

Apply for available potential grants

**Registration**

Print and manage entries

Receive and file boat insurance certificates, measurement Certificates, Melges 24 Memberships

Coordinate weigh-in requirements

Distribute competitor packages/ swag bag items

Set up cash and cheque storage

Provide participants with local information plus assistance

Answer competitor inquiries, create correspondence emails to send to Registrants: i.e. a Welcome Message with request for Team bios and photos, awareness of apps and social media; prevent event updates; post event ‘Thank You for Participating’ with links to photos, results, request for feedback, etc.)

**Co-Chair On-Shore/Logistics - (Susanne)**

**Secretary (Susanne)**

Record meeting minutes

Set up sharing platform for committee progress reports – Google Docs

**Social Events (Susanne)**

KYC liaison for room bookings, equipment needs

Coordinate meals and open bars

Manage notice board and information area

**Digital Marketing / Promotions (Pamela)**

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

Distribute NOR with assistance from Canadian Melges 24 Class Association and other partners

Create a news release distribution list

Coordinate populating information to all social media sites, QRL, twitter, blog, facebook, website (with Event Chair/s)

Oversee creation of Event Poster

Photography at the regatta events of training, social events, racing and the awards

Coordinate requirement for media boats(s)

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

Distribute official results to all media outlets

**Media Representative (Alan)**

Work with Pamela and Yvonne as required

**Logistics (Tracy)**

Secure information campsites, hotels, motels, vehicle rentals, grocery and liquor stores, restaurants etc., for event website

Coordinate billet opportunities

Create and maintain a crew bank

Answer competitor inquiries, create correspondence emails to send to Registrants: i.e. a Welcome Message with request for Team bios and photos, awareness of apps and social media; prevent event updates; post event ‘Thank You for Participating’ with links to photos, results, request for feedback, etc.)

**Ceremonies (Elaine)**

Manage and act as MC at ceremonies

Ensure all dignitaries, prize presenters, and protocol is properly managed; invites, acknowledged

Prepare for presentation all medals, prizes, keeper trophies and/or other awards

Coordinate the presentation of the trophies/prizes

**Volunteer Coordinator**

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

Coordinate check in of volunteers and troubleshooting ‘day of’

Coordinate volunteer information and appreciation

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

**Co-Chair On-Water/Logistics - (Marc)**

**Liaison Canadian Melges 24 Class Association** **(Marc)**

Coordination with National Association for relevant information for event web-presence

Prepare Notice of Race (NOR)

Secure Principal Race Officer

Secure Judge

Secure on-line registration program for event

**Training Camp (Marc)**

Manage logistics and needs of personnel for training camp

Secure venue for Thursday Training Camp debrief

**Race Officer (Brad)**

Reviews Notice of Race (NOR)

Reviews Sailing Instructions (SIs)

Selects Race Committee Members

Race Management; RC and Jury boats, on-water communication, secures required race equipment

Manages official notice board

Posts results

Provides weather briefing each morning

Sailing Centre - hearing rooms, tables and chairs, models, photocopier, and protest forms, amendments to Sailing Instructions, notices to competitors, etc.

**PRO/ Jury (Peter)**

Creates Sailing Instructions (SI’s)

Reviews Notice of Race (NOR)

Selects protest committee / jury members

**Competitor Boat Support (Kerri)**

Coordinate launch facilities and volunteers to help with parking/retrieval

Secure storage for trailers

Secure and assign moorage for visiting boats

Coordinate security, especially at boat compounds

Make available boat and sail repair supplies and assistance

Coordinate Tent and Porta Potty set-up on the dock

**Scoring and Results (Barb C.)**

Supply final results daily for posting and to Promotions Committee Chair

Preliminary results to be posted a half-hour prior to Awards Ceremony

**Support Boats & Safety (Bev L.)**

Create a medical services and emergency action plan, possible on-site medical room

Ensure all volunteers, participants are aware of plans and communications

Coordinate all support boats (CPS, KYC Staff Captain, Sponsorship) Training Camp, Jury, Judge, Race Committee, Tech Delegate, Sponsors/Dignitary/Media/Spectator Boats, and Safety Boat

**THE “TREE”**

**Chair (Toni)**

 **Treasurer**

**Sponsorship (Michele)**

***Grants (??)***

***Registration (??)***

**Co-Chair (Marc) Co-Chair (Susanne)**

 **Melges 24 Liaison Secretary**

 **Training Camp Social Events**

 **Race Officer (Brad) Digital Marketing & Promotions (Pam)**

 **PRO/Jury (Peter) Media Representative (Alan)**

 **Logistics (Tracy N.)**

**Competitor Boat Support (Kerri)**

 **Scoring & Results (Barb)Ceremonies (Elaine)**

**Support Boats & Safety (Bev L.) *Volunteers (??)***