

EYC Regatta Organization Requirements and Procedures

Purpose

The purpose of these requirements and procedures is to assist the event chair in organizing the regatta and making sure that regatta plans are communicated to all those who may be affected. If there are any questions, please contact the Regatta Committee chair through chair Jon Stull, jon.stull.pe@gmail.com. These instructions and all forms are available at the Regatta Committee website, <https://www.erieyachtclub.org/fleets/regattacomm>.

Regatta Proposal Form

The event chair should submit this form to the Regatta Committee chair as soon as possible. Keep in mind that EYC facilities and catering services are booked up to 18 months ahead of time, and must be reserved before requesting approval for a regatta. Ideally the forms will be submitted 12-18 months before the regatta. Requests for smaller regattas that do not need Clubhouse or Rickloff Community Boathouse facilities or catering services can be submitted later; however, it is strongly suggested that the form is submitted prior to January 1 so the regatta can be coordinated with the PHRF fleet schedule. This is important to make sure that equipment and RC personnel will be available for the regatta.

The Regatta Committee will review the proposal, and after approving it will send it to the EYC Board for formal Board approval. The event chair will be notified when Board approval has been obtained.

Regatta Personnel Form

This form should ideally be submitted 3-6 months before the regatta, complete with planned personnel and a regatta budget. We recognize that this information is preliminary and can change, but ask that the event chairs be as complete as possible. The Regatta Committee will maintain and publish a list of people who are interested in helping out with regattas; this list will be posted on the Regatta Committee web site.

The Regatta Committee may ask to meet with the event chair, especially for major regattas and those who are new to organizing regattas.

Regatta Final Check Form

This form should be submitted 1-3 months before the regatta