



## CSA Caribbean Dinghy Championship Form Guide

### HOSTING & BIDS

1. The CSA shall solicit bids from members to host the CDC to be received by no later than January 31 in each year. The CSA is currently accepting applications for years 2018 through 2022.
2. Selection of bid and announcement of host shall be made as early as possible but in any event not more than 30 days after the deadline for submission of bids.
3. Emphasis by Host should be on assisting teams to attend via low costs, sponsorship, assistance, etc.
4. The CSA recommends that the CDC dates remain on the same weekend from year-to-year to assist teams in planning, and that the October/November time frame is best.
5. Host bids shall outline:
  - a. Type of boats available and charter fees if any
  - b. Number of teams the host club can accommodate
  - c. Regatta Director (person in charge)
  - d. Principal Race Officer
  - e. Proposed format and dates
  - f. Proposed entry fee and what it includes
  - g. Accommodation options and costs
  - h. Food and beverage options and costs
  - i. Spectator or coach boat options for visiting teams
  - j. Availability of online entry and scoring program

### RACING

1. A CSA standard Notice of Race and Sailing Instructions shall to be used, with any changes to be agreed upon by Host and CSA.
2. The NOR shall be available at least 60 days prior to the event and shall include detailed information on how scoring will be done.
3. The Sailing Instructions shall be available at least 7 days prior to the event.
4. Qualified race officers, umpires, judges, protest committee, and mark boats are to be used.
5. On the water umpiring shall be used whenever possible to minimize protest hearings.
6. Arbitration and other means of reducing protests shall be used.

7. Water to be available (with cost included in entry fee) to all competitors while racing.
8. Spectator and coach boats to be made available to assist visiting teams.

## **BOATS**

1. Classes of boats offered shall include those that best cater to the full age range of sailors and classes being sailed in the Caribbean.
2. Boats shall be rotated at intervals during the regatta as time allows.
3. Host shall provide complete boats whenever possible to minimize the need for teams to travel with gear.
4. Host shall clearly indicate what gear teams must bring, if any.
5. Boats shall be made available for practice prior to the regatta.
6. Host shall have a boat person assigned to each class to be the person responsible for repairs, spare parts, etc.

## **ELIGIBILITY**

1. Any CSA member Sailing Club or Association in good standing is eligible to enter one team (one from each island each year) in accordance with the terms set out in the Notice of Race.
2. All team members are required to be residents of the island they represent, or members of the club or association they represent.

## **ACCOMMODATION**

1. Host shall endeavour to offer housing in private homes whenever possible.
2. If private housing is not available, Host shall endeavour to secure discounted hotel rooms, preferably within walking distance.

## **FOOD AND BEVERAGE**

1. A food and beverage plan for the teams and their coaches, shall be made available for a reasonable cost, and cover the entire time period of the CDC.
2. The Host shall endeavour to negotiate discounted rates with suppliers.
3. Meal times shall be set suitably early to accommodate the younger team members.

## **TRANSPORTATION**

1. Host shall assist with transportation needs to/from the airport.
2. Host shall assist with discounted car or van rentals if required.

## **TROPHIES & PRIZE GIVING**

1. The CDC Team Trophy shall be awarded to the team with the lowest score, as per the NOR and SIs.
2. The CDC Team Trophy shall be delivered to the Host by the previous winner in time for the CDC.
3. Additional trophies shall be awarded as per the NOR and SIs.

## **PROMOTION**

1. CSA to assist in promoting the event via website and press releases.
2. Host to endeavour to have results posted online each day of the event.
3. Host to assist in the preparation of a post-race press release, to be sent out by the CSA after the event.
4. Host to capture images and make available to CSA and press following the event.
5. Host to display CSA flag and branding during the event wherever possible.
6. Host to promote event via social media feed on daily basis.

## **GENERAL**

1. Host volunteers and visiting team members shall all endeavour to wear branded shirts to help identify them.
2. A full entry list of each team, its members and their ages shall be posted.
3. An opening event/welcome party shall be organized where all teams are represented.
4. The CSA may provide financial and technical assistance to Host or visiting teams. Application for such assistance should be made to the CSA.
5. Host to provide debrief report to the CSA within 30 days with feedback for improvement.
6. Previous years' Debriefs, NORs, and hosting information shall be made available to new Hosts to assist them.