
BUSA Event Hosting Guidance

This document has been created by the BUSA committee to advise sailing clubs who are considering bidding for a BUSA/BUCS event. This document outlines the expectations of a sailing club and the BUSA committee once a BUSA/BUCS event has been awarded, the responsibilities of people involved in the organisation of the event and provides further information around communication and finances involved in hosting a BUSA/BUCS event.

This document should be used in conjunction with the relevant bidding event guidance and any communications with the BUSA committee. As always, any queries can be addressed to busasec@gmail.com, to the relevant discipline officer or to another member of the BUSA committee through busacommittee@gmail.com before submitting a bid.

Interpretation

In this document, the following words have the following meanings:

“**BUSA**” means British Universities Sailing Association.

“**BUCS**” means British Universities & Colleges Sport.

“**USC**” means University Sailing Club.

“**UKSC**” means UK Sailing Club.

“**Host**” means the USC/UKSC that has been awarded a BUSA/BUCS event.

Expectations

What should you expect from BUSA?

BUSA will:

- Manage the bidding process for the BUSA/BUCS event.
- Abide by the hosting agreement, signed by BUSA and the host club upon the event being awarded.
- Provide support to the host USC/UKSC where needed.
- Perform the relevant administration duties, to include:
 - Formatting and publishing event documentation.
 - Managing entries and dealing with associated queries.
 - Liaising with BUCS.
 - Dealing with crew-change requests.
- Appoint appropriately qualified officials.
- Find accommodation for Officials/Umpires unless otherwise requested by the host.
- Review and approve the event budget.
- Review and approve the event plan.
- Pay any requested invoices or expenses in a timely manner in line with the BUSA expenses policy.
- Provide prizes for the event.

What does BUSA expect from you?

BUSA expects that the host club will:

- Enter into and abide by a hosting agreement with BUSA.
 - This will be agreed and signed by the Host Club, Discipline Officer, Technical Delegates and BUSA Secretary.
- Work closely with BUSA to deliver the aims of the event.
- Produce a detailed event plan, including job allocations and timings during set up and pack down periods. This should be passed to the relevant discipline officer and technical delegates in a timely fashion for review and approval.
- Maintain good communication with the BUSA Discipline Officer and Technical Delegates throughout the organisational period and during the event itself.
- Perform any additional duties and allocated tasks not detailed in the BUSA Host Agreement but requested by the BUSA Discipline Officer and Technical Delegates in a timely manner.
- Provide sufficient volunteers to ensure the smooth running of the event.
- Ensure volunteers are qualified to an appropriate standard for the tasks assigned.
- Ensure the event and associated volunteers do not bring the sport, BUSA or BUCS into disrepute.
- Work with BUSA to maintain a comprehensive budget, which builds on the submitted bid budget, with at least a 10% contingency fund built in to secure the financial viability of the event in the face of unexpected circumstances.
- Pay fees or invoices in a timely manner and underwrite the event.
- Provide a photographer for the event.
- Appoint a volunteer to perform media duties and work with the BUSA Media Officer before, during and after the event.
- Produce a written event report within 3 days of the event finishing.

Communication

It is expected that all parties will maintain good communication, throughout the organisation, delivery, and following a BUSA/BUCS event.

To minimise the potential for miscommunication, all communication should take place via email with the relevant individuals. Where email is unavailable, conversations should take place by phone call, with a follow up email sent as soon as possible afterwards.

Host Clubs should encourage members of staff from the event venue to also use email when communicating with the Hosts or with BUSA.

In the event that there is confusion over who should be contacted during the organisation the event, communications should be directed to the relevant Discipline Officer who will signpost to the correct individual. During the event itself, communications should be directed to the Technical Delegates instead.

Who's who?

There are many people involved in organising a BUSA/BUCS event. This table is intended to outline who is involved and the responsibilities of each role within the organisation, running and post-event period.

<p>Discipline Officer: BUSA committee member.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Oversee the bidding process and relevant discipline sub-committee. • Liaison between host club and BUSA committee.
<p>Venue: Committee members/staff from the UKSC where the BUSA/BUCS event will be located.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Work with the Host Club to ensure appropriate facilities, equipment and access is available for the duration of the BUSA/BUCS event.
<p>Host Club: USC/UKSC chosen by BUSA to deliver a BUSA/BUCS event.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Nomination of an official contact who will: <ul style="list-style-type: none"> ○ Ensure all duties assigned to the Host Club are carried out within a timely manner. ○ Liaise between BUSA, the Venue, and volunteers. ○ Where applicable, arrange and liaise with other UKSCs/USCs and external providers to provide sufficient boat and equipment hire. • Liaise with the venue to provide appropriate equipment and facilities for the BUSA/BUCS event. • Ensure the event is fully insured. • Provide a sufficient number of appropriately qualified volunteers.
<p>Technical Delegate x2 (TD): BUSA appointed officials</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Supervise any host agreement between BUSA and host venues. • Gain an overview of all aspects of the organisation as well as advising on and approving the specification and technical aspects of the competition. • Appoint the Race Officials. • Approve the rules and regulations for the event as well as advising on matters relating to the Racing Rules of Sailing and event management. • Make decisions on behalf of BUSA as required by the RRS. • Review and publish NoRs, SIs and other official race documentation. • During the event, ensure that the event team and race officials act as a co-ordinated team as well as ensuring good communication with competitors (as well as facilitating feedback from them on the event). • Support the publication of results and manage tie-breaks, protest decisions and deal with other technical queries during the event. • In general, remain aware of any issues affecting the smooth and fair running of the event and take action accordingly. • If requested, provide feedback on the performance of the chief race officials. • Any other roles and responsibilities, as defined in World Sailing's Race Official Roles, Qualifications and Competences document.



Event Director (ED): Appointed by the Host Club unless requested to be appointed by BUSA (may be the same as the nominated host contact). It is expected that the Discipline Officer will act as ED at all Championship Finals.

Responsibilities:

- Successful execution of the event.
- Ensures all policies are adhered to and safety procedures are followed.
- Briefing and allocation of duties to volunteers during the event.
- In charge of the land-based duties during the event.

Area Chairs: BUSA committee member.

Responsibilities:

- Manage regional-specific queries.
- Gather feedback from respective membership clubs and report back to the BUSA Committee after the event.
- Signposting USCs to the relevant BUSA committee member as required.

BUSA Treasurer: BUSA committee member.

Responsibilities:

- Ensure any requested invoices, expenses or bills relating to the BUSA/BUCS event are paid within a timely manner.
- Deducting administration costs from entry fees and transferring the remaining balance back to the Host Club.
- Approving, maintaining and enforcing the event budget, and ensuring a 10% surplus is included.

BUCS Representative: BUCS staff member.

Responsibilities:

- Manages entries through BUCSPlay.
- Liaises with Universities AUs/SUs.
- BUCS points allocations and awarding from the event.

Principal Race Officer (PRO): Appointed by the Technical Delegates.

Responsibilities:

- Ensures the quality of racing is reflective of the event standard.
- In charge of the racing during the event, including:
 - Directing course managers and umpires.
 - Ensuring protests are managed in accordance with the RRS.



Finances

Pre-Bidding

It is the responsibility of the host club to produce an event budget. Social Events are not associated with BUSA or BUCS and should not be included in your budget/bid. When submitting a bid to host a BUSA/BUCS event, your budget should include:

Income:

- Proposed entry fee per team.
 - BUSA can help with estimating the number of entries if requested. Contact the relevant Discipline Officer or busaccommittee@gmail.com for more information.
 - For Team Racing, Match Racing and Yacht Racing there is a set maximum number of entries.
 - BUSA has the final say on entry fees, however a Host Club can suggest a proposed figure during the bidding process that BUSA will consider.
- Sponsorship.
 - Under BUCS rules, sponsorship of a BUCS event is forbidden unless agreed in advance. Proposed event sponsorship should therefore be discussed with BUSA before being included in a budget.
 - Please note, this does not affect pre-existing sponsorship of boats/sails.
- BUSA Admin Fee.
 - The £1/sailor/day admin fee is separate to the BUSA/BUCS event budget and should not be included in a proposed budget.

Expenditure:

- 25% initial deduction from entry fees in BUCS/BUSA administration costs. These fees are non-negotiable and will be deducted before the remaining balance is transferred, so no action needs to be taken by the Host Club.
- Venue hire fees and any cost per sailor/boat charged by the venue.
- Dinghy hire and expected towing expenses (Team Racing only).
- Travel expenses, accommodation, catering, and tea/coffee for Race Officials.
- Hire and fuel for safety, mark laying and committee boats.
- Other equipment hire (sound system, projector, drone etc).

Organisational Period

- BUSA will book and pay for all Race Officials expenses and accommodation directly.
- BUSA will pay other event-related invoices upon request.
 - All requests must have an invoice and receipt attached or they will not be processed.
 - The cost of these will be deducted before the remaining balance is transferred to the Host Club.
- Reasonable expenses can be claimed using the BUSA expense claim form and must be accompanied by a receipt.
- All entry fees are set by BUSA.
- The Host Club underwrites the event - they will receive any profits but also accept any losses.

Post-Event

- Any remaining outstanding balances shall be transferred within 7 days after the event where possible.
- Any disputes will be resolved as swiftly as possible.

Damage

Where boats are provided as part of the BUSA/BUCS event (such as in the Team Racing Championship stages), the Host Club are responsible for arranging their charter and for dealing with any damage caused under the terms of the charter. BUSA strongly recommends that the Host Club enter into a written charter agreement. Note that ordinary 'wear and tear' is not damage and so should not be charged for.

A Damage Officer should be appointed for the duration of the event, responsible for recording any pre-existing damage to boats and any damage caused during the event, including the time recorded, teams involved and race number. Photographic records should be kept.

If damage is being charged to competitors, this decision must be made before the end of the event with the relevant team informed and Technical Delegates notified at the earliest opportunity.

If damage is not being charged to competitors, it is the responsibility of the Host Club to come to an arrangement with the boat owners. If requested, BUSA can mediate in this process, but will not otherwise be involved. BUSA does not fund the cost of repairs for unidentified damage.