



EVENT AND RACE MANAGEMENT FORMS



Issued – 2011

REGISTRATION CHECK LIST

A boat is not fully registered until all items can be checked off.

Entry Form

- Is the Entry Form complete?
- Are all crew names listed?
- Has the Corinthian status been confirmed if necessary?
- Is it signed?
- Has payment been received?
- Has a list of crew addresses and next of kin been taken?
- Are all addresses at the event listed?
- Has an insurance declaration been signed?

Measurement Certificate

- Has a copy been kept?
- Is the Sail Number correct?
- Is the owners name correct?
- Is the National Authority stamp or paperwork correct?
- Has the owner signed the certificate?

Other Items

- Are the owner and the helm both current paid up members of a National Melges 24 Class Association?
- Is the boat required for Pre-event on shore measurement?
- Is the Sail Registration Form complete?
- Have all other measurement forms been returned?
- Is the Next of Kin Form complete?
- Have the crew been weighed and the weight form logged?
- Have departure details been confirmed to allow a lift out list for the crane to be compiled?
- Has the Media Information Form been returned?

MARK ROUNDING & PLACE FINISHING SHEETS

DATE:

WIND DIRECTION:

WIND SPEED:

Race No	Recorder	No Of Rounds	Starting Time	No. of Starters	No. of Finishers	1 st Finish Time	Last Finish Time
			:			:	:
				Round No	Mark No	Time 1 st Round	Time Last Round
	<u>Sail No</u>		Sail No		Sail No		
1		26		51			
2		27		52			
3		28		53			
4		29		54			
5		30		55			
6		31		56			
7		32		57			
8		33		58			
9		34		59			
10		35		60			
11		36		61			
12		37		62			
13		38		63			
14		39		64			
15		40		65			
16		41		66			
17		42		67			
18		43		68			
19		44		69			
20		45		70			
21		46		71			
22		47		72			
23		48		73			
24		49		74			
25		50		75			

SECIAL NOTES: P=Protest. RTD=Retired. DNF=Did not Finish. ZPG=Z flag penalty. OCS=On the course side at the Start and failed to comply with 29.1 and 30.

1. BFD=Dsq under 30. 3

COMMENTS:

PENALTY DECLARATION
RACE OFFICE LOG

Date	Sail No Bow No	Race No	Penalty Taken	When Taken

SAMPLE CHARTER BOAT AGREEMENT

NOTE: This agreement was used for the 1999 World Championships in the USA. It is for guidance only and the legality and details must be checked and amended for the country in question.

CHARTER BOAT AGREEMENT.

Agreement made this _____ day of _____ 200X by
and _____ between

_____ of _____ Owner of the Melges
24Yacht named _____ of an overall length of about
24 feet, Hull Number _____, hereinafter called the Owner,
and _____
of _____ Herinafter called
the Charterer.

1. Term, Hire.

The owner agrees to let and the Charterer agrees to hire the yacht on the 30th day of September 1999. The Charterer agrees to make payment by wire, cashiers check or money order to the Alamitos Bay Yacht Club by the 30th day of August 1999 for the total sum of \$5,000.00 U.S. Dollars. The owner agrees that Alamitos Bay Yacht Club will pay the owner, less expenses for insurance and any fixing expenses, on the day after the event on Monday October 11th 1999.

2. Delivery.

The Owner agrees to deliver the yacht to Alamitos Bay Yacht Club, Long Beach, California as early as the 29th day of September 1999 and no later than 12.00 noon on the 30th day of September 1999, in full commission and in proper working order, clean and in good condition throughout along with a valid measurement certificate issued by any approved class measurer.

3. Insurance.

The owner acknowledges that he has received the Information Letter for Boat Owners which documents the insurance coverage for the event, and that it is adequate.

4. Accidents.

The Owner agrees that should the yacht after delivery, sustain breakdown of machinery, or be disabled, or be damaged by fire, grounding, collision, or other cause so as to prevent the use of the yacht by the Charterer for a period of not less than twenty four consecutive hours at any time, the same not being brought about by any act or default of the Charterer, the Owner shall make a pro-rata return of the hire to the Charterer for such a period in excess of the said twenty four hours the yacht shall be disabled or unfit for use.

Provided, however that the yacht be lost or said damage be so extensive that the yacht cannot be, or is not repaired within 2 days, the same not being brought about by the act or default of the Charterer, then the charter price shall be abated pro-rata and charter money paid in advance shall be rebate pro-rata from the time of such damage, and the Charterer shall have the right to terminate this charter.

5. Running Expenses.

The Charterer agrees to accept the yacht delivered as herein and to pay all running expenses during the term of the charter.

6. Liens.

The Charterer, his agents and employees have no right or power to permit or suffer the creation of any maritime liens against the yacht, except for crew's wages and salvage. The Charterer agrees to indemnify the Owner for any charges or losses in connection therewith, including reasonable attorney's fees.

7. Drug Restriction.

Use or possession of illegal drugs, including marijuana, on board the vessel shall result in immediate termination of the charter with forfeiture of all monies paid.

8. Re-Delivery of Equipment and Indemnification.

The Charterer agrees to re-deliver the yacht, her equipment, and her furnishings, free and clear of any indebtedness incurred for the Charterer's account, at the expiration of this charter, to the Owner, at Alamitos Bay Yacht Club on Monday October 11th, at 5:00 pm in as good condition as when delivery was taken, ordinary wear and tear and any loss or damage for which the owner is covered by his own insurance, and Charterer's insurance of any as set forth in paragraph 3 of this agreement, excepted.

But should it be impossible for the Charterer to make re-delivery of the yacht as stipulated, he shall pay demurrage pro-rata to the owner for the time that such re-delivery is delayed, except in the event of total loss or serious damage to such yacht, in which event the rights of the parties shall be determined by paragraphs 3 and 8 of this agreement.

The Charterer agrees to indemnify and save the Owner harmless from and all liabilities for the loss or damage to third persons occasioned by the negligence or default of the Charterer, except to the extent that any such liability is covered by the Owner's Insurance, as set forth in paragraph 3 of this agreement.

The Charterer and Owner agree to indemnify and hold harmless from any or and all liabilities for the loss or damage to third persons occasioned by the negligence or default of the Owner or Charterer, the Melges 24 World Championship Regatta Organisers, the International Melges 24 Class Association, the United States Melges 24 Class Association, Alamitos Bay Yacht Club and any sponsors of the event.

9. Navigation Limits.

The Charterer agrees to restrict the cruising of the yacht to the navigational limits as set forth in the yacht's insurance policy.

10. Restricted Use.

The Charterer agrees that the vessel will be employed exclusively as a pleasure vessel for the sole and proper use of himself, his family, guests and servants, during the term of this charter, and shall not transport merchandise, or carry passengers for pay, or engage in any trade, nor in any way violate the Revenue Laws of the United States, or of any other Government within the jurisdiction of which the yacht may be at any time, and shall comply with the law in all other respects.

11. Non-Assignment.

The Charterer agrees not to assign this Agreement or sub-charter the yacht without prior written consent of the owner.

12. Defaults.

It is mutually agreed that should any instalment of charter money be not paid on the date designated, the Owner shall have the right to resume possession of the yacht and terminate this charter, without prejudice to his rights in respect of any arrears of Charter money, or any breach by the Charterer of the conditions herein contained.

13. Charterer's Certification.

The Charterer (if he is to operate the yacht himself) certifies that he is experienced and competent in the handling and operation of a yacht of the type named in this agreement, and that he has a sufficient, practical

knowledge of seamanship, piloting and Rules-of-the-Road. He agrees that he will not allow the said yacht to be operated by any person not so qualified during the term of this charter.

14. Damage Deposit.

It is further agreed by the parties' hereto that the Charterer shall pay a damage deposit in the amount of \$1,500.00 USD to the Alamitos Bay Yacht Club registration Committee by the 30th Day of August 1999. This deposit shall be held in a non-interest bearing escrow account and provided there is no claim against the deposit, it shall be refunded in full 15 days after charter expiration. In the event of theft or loss or damage to the yacht, her equipment or furnishings, the same not being caused by normal wear and tear or gradual deterioration the cost of replacements or repairs and refuelling costs up to \$650.00 USD shall be deducted from the deposit. Additionally the deposit is subject to counter and set-off claims arising out of this agreement by either party against the other. No payments shall be made from the deposit in the event of an insured loss where deductibles do not apply. Both parties recognise that should any controversy arise over the deposit, that Alamitos Bay Yacht Club will not act as arbiter and will not pay or refund the deposit without an arbitration decision or consent of both parties.

15. Arbitration.

Any controversy or claims arising out of or relating to this agreement. Or the breach thereof, shall be settled by arbitration in accordance with the rules of the American Arbitration Association, said arbitration to be held in the City and State of the owners residence, unless another place is mutually agreed upon. Judgement upon and award reached by the Arbitrator(s) may be entered in any court of said State having jurisdiction thereof.

To the true and faithful performances of the foregoing Agreement, the said parties hereto bind themselves, their heirs, executors, administrators and assigns, each to the other.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands the day and year above written.

Owner.

Owner Witness.

Owners Address.

Charterer.

Charterer witness.

Charterer's Address.

CREW WEIGH IN FORM – XXX EVENT

Sail Number: _____ Owner/Helmsman: _____

		Crew Name	Weight In KG
1	Helm		
2	Crew 1		
3	Crew 2		
4	Crew 3		
5	Crew 4		
		Declaration made by: Owner/helmsman: _____ Date: _____	Organisers Signature _____

CREW NEXT OF KIN FORM – XXX EVENT

Sail Number _____ Owner/Helmsman _____

Crew Address at Regatta: _____

(If more than one crew address at regatta please give all details)

		Crew Name	
1	Helm		Next of Kin Name Next of Kin Tel Next of Kin Address
2	Crew 1		Next of Kin Name Next of Kin Tel Next of Kin Address

3	Crew 2		<p>Next of Kin Name</p> <p>Next of Kin Tel</p> <p>Next of Kin Address</p> <p>.....</p>
4	Crew 3		<p>Next of Kin Name</p> <p>Next of Kin Tel</p> <p>Next of Kin Address</p> <p>.....</p>
5	Crew 4		<p>Next of Kin Name</p> <p>Next of Kin Tel</p> <p>Next of Kin Address</p> <p>.....</p>
<p>Declaration made by: Owner/helmsman:</p>			
<p>Date: _____</p>			

CREW MEDIA FORM – XXX EVENT

Sail Number: _____ Owner/Helmsman: _____

		Crew Name	Sailing Background & Other Media Notes
1	Helm		
2	Crew 1		
3	Crew 2		

4	Crew 3		
5	Crew 4		
Other Information Of Media Interest			
Declaration made by: Owner/helmsman: <hr/> Date: _____			

WORKING EXAMPLE OF RACE COMMITTEE LOG SHEET

TIME	TITLE	FLAG SIGNAL	SOUND	OTHER	
1000	RC Briefing at Black Pearl house				
1030	DOCK START	LIMA UP	1 HORN	RC FLAG UP	
??	AT ANCHOR	LIMA DOWN	NONE		
	Announce to fleet on station			VHF Channel 69	
1219	ON STATION	LOWER RC FLAG	NONE		
1219	POST COURSE Lower all RC flags	Raise Orange Flags			ANNOUCE COURSE VHF I or Z Flag
1220	ATTENTION	F UP	1 HORN	POST COURSE Deadline	
1221	REPEAT ANNOUNCEMENT				COURSE I, Z or Black
1224	(ONE MINUTE)	F DROP	1 HORN		
1225	WARNING	CF UP	1 HORN	ANNOUCE COURSE VHF Deadline	
1226	PREPARATORY	P UP I, Z, B	1 HORN		
1229	(ONE MINUTE)	P DROP	<u>1 LONG HORN</u>		

1230	START	CF DROP	1 HORN		
1238	LAST STARTER	X Drop	NONE		

1st boat to windward mark by 1315

AT FINISH:

2ND SUB IF 2ND RACE

AP OVER A IF DONE FOR THE DAY

RACE COMMITTEE FLAG CHECK LIST

SIGNAL BOAT

- Large Complete Set (3x3)
- Class Flag
- Orange Flag
- Blue Flag
- Black Flag
- Race Committee Flag
- National Ensign

Starboard End LINE BOAT

- 1st Substitute (General Recall)
- flag AP (Postponement)
- flag N (Abandon)
- flag H, A, C, S, L, M,
- Small Complete Set

PORT END LINE

- Large Complete Set (2x2)
- Class Flag (Division colour flags)
- Orange Flag
- Blue Flag
- Black Flag
- Race Committee Flag
- National Ensign

Start Line Chase Boat

- 1st Substitute (General Recall)
- Flag AP (Postponement)
- Flag N (Abandon)
- Flag H, A, C, S, L, M
- Small Complete Set

For WEATHER MARK boat:

- Flag A, C, S, L, M
- Small Complete Set
- Class Flag (Division colour flags)
- Orange Flag
- Blue Flag
- Race Committee Flag
- National Ensign
- Large identifying mesh flag

RACE COMMITTEE – RACE LENGTH SHEET - EXAMPLE

(2007 Fullpower Melges 24 World Championship at Santa Cruz Yacht Club)

		Race	Start Time	Finish Time	Time Limit	Delta to TL	Race Length in time
L (4 legs)	Saturday	PR 1	1426	1516	1616	60	50
W (5 legs)	Saturday	PR 2	1555	1647	1745	58	52
L (4 legs)	Sunday	PR 3	1246	1400	1436	36	74
L (4 legs)	Sunday	PR 4	1440	1540	1630	50	60
L (4 legs)	Tuesday	1	1238	1359	1428	29	81
LX (6 legs)	Tuesday	2	1433	1610	1623	13	97
LX (6 legs)	Wednesday	3	1238	1408	1428	20	90
W (5 legs)	Wednesday	4	1454	1616	1644	28	82
LX (6 legs)	Thursday	5	1240	1406	1430	24	86
W (5 legs)	Thursday	6	1455	1631	1645	14	96
L (4 legs)	Friday	7	1335	1449	1525	36	74
W (5 legs)	Friday	8	1525	1634	1715	41	69
L (4 legs)	Saturday	9	1230	1339	1420	41	69
	Saturday	10					110
						Average	82.66666667