



Version Details:	
Programme	British Keelboat League
Version	2021 V1
Element Name	Guidelines for organisers bidding to host the British Keelboat League events
Author(s)	British Keelboat League Association
Authorisation Date	

1. General

a. Mission:

The British Keelboat League is a series of Short course keelboat events held throughout the year to promote interclub keelboat racing. These events have been delivered to a high standard and the purpose of this bid process is to ensure that all aspects of an event would be delivered to the same high standards.

b. Event Title:

The Series is known as: “British Keelboat League” (BKL). Each individual event is referred to as a qualifier, numbered in sequential order. The Final is a standalone event in to which the other events qualify. Provisional Event Dates:

- | | |
|-------------------|--------------------|
| i. Qualifier 1 | 3/4 April |
| ii. Qualifier 2 | 24/25 April |
| iii. Qualifier 3 | 15/16 May |
| iv. Qualifier 4 | 5/6 June |
| v. Qualifier 5 | 26/27 June |
| vi. Qualifier 6 | 17/18 July |
| vii. Qualifier 7 | 14/15 August |
| viii. Qualifier 8 | 4/5 September |
| ix. Finals | 24/25/26 September |

NB. One qualifier is normally reserved exclusively for youth competitors. Please explain why your Host Organisation would want to host a youth only qualifier if that is your desire.

c. Competitor Boats:

- i. The BKL is raced using matched keelboats with a capacity of 4 sailors (may be extend to five under certain circumstances) and the host club must be able to provide at least five boats.

- ii. The Host Organisation shall supply details to the ownership of the boats. They shall provide details as to how the boats have been matched including equipment and sails etc. If the Host Organisation is bidding to use the RS21's this should be detailed in the bid
 - iii. The boats shall be clearly numbered or identifiable in some other way as to make it as easy as possible for sailors to find the boat they should be sailing.
- d. Finance:
The successful host organisation is responsible for the financial and organisational requirements of staging a BKL event as outlined in this document and in the Event Agreement.
- e. Bid process:
Bids for BKL events shall be submitted via online form by the 31st July 2020 at 23.59. The final decision for who shall host the above events will rest with the British Keelboat League Association Executive committee.

2. The Role of the BKLA after the Bid Process

a. Event Support

- i. To negotiate and agree the Event Agreement with the Host Organisation.
- ii. Administer online entry process.
- iii. Work with Host Organisations to promote the events.
- iv. To define the format of competition, schedule for the Events and coordinate race documents.
- v. To appoint the Umpires according to the Event Agreement.
- vi. To consult and advise on the race management team and equipment required to deliver the event.
- vii. Provide team identifying bibs and branded race marks.
- viii. Prizes for first to third.

b. Fees Charged by the BKLA

- i. As event delivery partner, RS Sailing will take a proportion of all entry fees as their fee.
- ii. The BKLA takes a small fee to cover the cost of membership of the International Sailing League Association (ISLA) which allows for entry in to the Sailing Champions League (SCL)
- iii.

c. Fees Breakdown	Qualifier entry fee £330
Host club (RS boats)	65% (£214.50)
RS Events	30% (£99)
BKLA	5% (£16.5)
Host club (own boats)	80% (264)
RS Events	15% (£49.5)
BKLA	5% (16.5)

Fees Breakdown	Finals entry fee £535
Host club (RS boats)	65% (£347.75)
RS Events	30% (£160.50)
BKLA	5% (£26.75)
Host club (own boats)	80% (£428)
RS Events	15% (£80.25)
BKLA	5% (£26.75)

3. Entries

- a. Entries shall be made and fees collected through the BKL website.
- b. Entry fees for the event shall be passed to the host organisation on the first available BACS run following the conclusion of the event.
- c. The BKLA requires all competitors to sign a damage waiver and NOT pay a damage deposit. If the host organisation requires a cash damage deposit, this should be noted in the bid.
- d. Entry fees shall be as follows:
 - i. Qualifier events £330
 - ii. Finals £535

4. Event Schedule (Guidance Only)

Friday

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|-------------|------------------------------------|
| 09.00 | Launch boats and prepare equipment |
| 12.00-17.00 | Practice sessions |
| 18.00 | Optional registration |

Saturday

- | | |
|---------------|---|
| 08.00 | Breakfast (available to buy at club) |
| 08.30 | Registration |
| 09.00 | First briefing/skippers briefing, meet with the umpires, Boat Draw & Collect bibs |
| 09.30 | Rig the boats/Practice Sailing |
| 10.30 | Racing |
| | Finish racing, come off the water and pack up boats |
| | Debrief (if required) |
| 18.30 – 20.30 | Optional Competitor dinner (available to pre-book/buy at club) |

Sunday

- | | |
|-----------|--|
| 08.00 | Breakfast (available to buy at club) |
| 08.30 | Morning Briefing, meet with the Umpires |
| 09.00 | Rig the boats |
| 10.00 | Racing |
| 1400-1600 | Finish racing, come off the water and pack up boats, give bibs back & Prize Giving |

5. Format of Racing:

The format of racing for the Events will be defined by the BKLA.

6. Venue Requirements

a. Event Venue:

The venue should be compact with a central area, which is the 'heart' of the event.

- i. The venue shall include all administration, race management, boat parks and the sailing area. The overall size of the venue and the plan for communications and logistics are vital issues. The venue should provide suitable areas ashore as sailors may be ashore during the day.
- ii. Any normal club activities that are scheduled to take place throughout the proposed period of the championships should be highlighted to the BKLA at the bid stage. Where there are other events running at the same time these must be highlighted to the BKLA to ensure there will be no clashes and no detriment to the BKL event.

b. Sailing area

- i. The racing area should be as close to shore as possible to allow easy viewing of the racing by spectators while still being able to deal with wind shifts and course changes.
 - ii. The racing area must be close enough to a pontoon which can facilitate changeovers of crews capable of supporting at least 20 sailors. If the race area may not be sufficiently close to the shore then the host organisation must be able to supply boats which can host non racing sailors while afloat.
 - iii. The host organisation should have sufficient ground tackle for five four foot diameter inflatable race marks. The host organisation shall provide a dedicated, experienced course manager who will work with the PRO to maintain the course with minimal delay to racing.
 - c. On-shore Facilities: There shall be one Official Noticeboard for the event and a means of displaying signals made ashore (may be a committee boat moored on the pontoon).
 - d. Launching Facilities: The club is responsible for launching all competitor boats and official boats and shall ensure that this can be done without delay to racing if required.
 - e. Mooring Facilities: Mooring facilities for Competitor boats, Race Committee boats, umpire boats, media boats and other organising authority boats shall be provided or the club shall arrange to store the boats ashore after racing. If cranes are necessary for launching and hauling out boats (race management boats, etc.). Details shall be provided within the bid. Details of how the club plans to maintain adequate fuel levels should be included in the Bid.
 - f. Catering Facilities: The venue should, ideally, have an efficient level of catering that serves healthy, hot and cold food for BKLA Staff, volunteers, competitors and support persons. The club will be required to provide lunches for all volunteers, examples of both on water and shore based lunches should be provided with the bid. There should be adequate fresh water drinking facilities for competitors and volunteers.
 - g. Onsite Parking: Onsite parking is the most convenient option for competitors and race officials. Please give details of likely availability of parking spaces. Where onsite parking is not available or there is a cost please note that any costs associated with the Race committee volunteers, BKLA staff or umpires parking will be borne by the host organisation and details should be submitted as to how this will be arranged.
7. Organising Committee Facilities:
The following office space/meeting rooms are required.
- a. Organising Committee and Administration Staff including:
 - i. Registration and briefing area with an Official Notice Board
 - ii. Medical Care: First aid facilities should be available or provision for medical care should be detailed. Medical procedures for emergencies both ashore and afloat should be provided. Inc. standard medical evacuation points and supporting process.
 - b. Press and media services: The Host Organisation is responsible for providing press and image content for the event in coordination with RS Events. Please give details for who will be able to provide this content during and after the event.
 - c. Other venue facilities/equipment: Rubbish collection containers shall be provided within all areas including hotel boats if used, which include setting an example for recycling. These should be emptied daily by the hosts.
8. Official Boats:
The following is an estimate of required boats:
- a. Race Committee
 - i. Race Committee Boat. Should be adequately protected against the elements to allow volunteers to stay afloat all day in poor weather. It is also important to ensure that an RC boat is not too large, please provide details.

- ii. Hotel boat(s). Where racing will not be close to the shore the Host Organisation shall provide adequate boats to accommodate all sailors who are not racing. Boats shall be protected from wind, rain and sun and shall have adequate toilet facilities on board. NB. The committee boat may be used for this purpose and is a good way of combining resources.
- iii. Umpire boats (rib) – at least one for every 2.5 competitor boats. Must be capable of planing with two persons on board and have seats for two people.
- iv. Bosun rib – at least one, capable of holding sufficient spares for the competitor boats.
- v. Changeover rib(s) – at least one, capable of holding an entire crew of competitors for transferring sailors in to boats while afloat. The more competitor boats the more it is likely that more than one changeover rib will be required. It is possible to combine the role of bosun with that of a changeover boat.
- vi. Mark-laying boats – one, capable of carrying four of four foot diameter inflatable marks and a two foot diameter, 4 foot high inflatable mark and associated ground tackle.
- vii. Press & Tracking (optional) - Press Boats – if possible it is a good idea to have a stand-alone press rib to capture content for event reporting.

9. Race Management Equipment:

The following equipment is essential for organising the event:

- a. Communications Equipment
 - i. VHF radios for all race committee and umpire volunteers
 - ii. All visual signals (flags, other shapes) shall be clearly visible at a distance of at least 100 metres afloat or 200 metres ashore. Flags required are: Black, Blue, Orange, P AP, N, A, E, J, K.
 - iii. A board to identify the flight number currently in sequence or underway. May be a bearing board or similar.
- b. Sound Signals
 - i. Starting signals shall be given with horns and should be able to be heard at a distance of at least 100 metres.

10. BKLA Staff and Personnel:

The BKLA reserve the right to appoint both officials and event staff in order to deliver the event at the required level. Organising Committee Staff, Officials and Volunteers.

The Organising Committee will need a large range of experienced, professional staff to manage and deliver the Event.

A number of volunteers will be required for the successful running of the Championships.

- a. Volunteers will be required for:
 - i. Race Committee – Principal Race Officer should be named in the bid.
 - ii. Registration and shore management – Event Director should be named in the bid.
 - iii. Bosun to maintain the boats while afloat – please include name in the bid, for RS 21 events this will be an RS Sailing representative.
 - iv. Umpiring, one local volunteer per umpire rib. This should be someone with experience of racing and a desire to learn more about the umpiring process. They do not need to be an experienced umpire. Please name any locals who may be willing to help.

11. Accommodation

- a. Accommodation for Competitors

- i. The competitors are responsible for their own accommodation during the event. Any bid should highlight all hotel, B&B facilities, including rental properties/agencies within 5 miles of the club which could host either BKLA staff, volunteers or competitors.
- b. Accommodation for Volunteers
 - i. The host Organisation is responsible for accommodating visiting officials and the bid should show what accommodation would be provided for visiting umpires, BKLA staff and/or race officials.

12. Event cancellation

- a. The BKLA and the Host Organisation shall consult six weeks before the event and if they feel interest is too low then the event may be cancelled or rescheduled. If cancelled, no fees shall be paid to the club and any entry fees received shall be refunded.
- b. The BKLA and the Host Organisation shall communicate in the week leading up to the event with regards to the weather forecast. If the weather forecast 48 hours before the event makes it likely that it will not be possible to run any racing then the event may be cancelled or rescheduled. If cancelled the BKLA will cover the cost of any expenses already incurred by external volunteers and any entry fees received shall be refunded. Any additional claims from the Host Organisation shall be dealt with on a case by case basis.
- c. If a decision is made to run the event, but due to weather it is not possible to get enough races in for an official result no entry fees shall be refunded and the event shall not be rescheduled.