

DRAYCOTE WATER SAILING CLUB
OPEN MEETING GUIDELINES
(Updated 16th February 2017)

These guidelines were approved by the General Committee at their meeting on 11th October 2016. They come into force from 1st January 2017 until further notice.

SUMMARY – OPEN MEETINGS

Guidelines

1. No more than 10 full weekend open meetings a year.
2. Club fleets: Saturday opens if realistically expect 20+ boats to compete; full weekend opens if realistically expect 30+ boats to compete (including at least 10 Draycote boats).
3. Outside organisations: Saturday or full weekend opens if realistically expect 40+ boats to attend and agree to income guarantee.
4. Fleets which cannot realistically expect the required number of boats may be permitted to have an open meeting, at the discretion of the Club Manager, if they guarantee the income to the Club of the required number of boats.
5. Sunday only open meetings, or joining in with Club racing on Sundays as part of the open meeting, are not permitted.

Charges

Club Fleet Open Meetings

The Club will charge the Club fleet £13.50 per (visiting and club) boat per day. It is anticipated that the Club fleets will charge all competitors the same amount and a greater amount (than £13.50 per boat per day) to cover prizes and other costs. The actual fee to be charged to competitors by the Club fleet will be determined by the Club fleet.

This fee is on the basis that the Club fleet will arrange:

- Registration, entries & the results
- The race team, mark layers, protest committee / jury
- Car parking marshals (unless over 40 boats)
- The prizes

If any of these are not done, the Club fleet will be charged as an Outside Organisation.

Outside Organisation Open Meetings

The Club will charge the competitors / outside organisation:

Fleet	Days	Per Boat Fee
Single hander	1 day	£15
Single hander	2 days	£30
Double hander	1 day	£20
Double hander	2 days	£35

These are on the basis that the organisers will supply:

- Registration, entries & the results
- The race team, mark layers, protest committee / jury
- Any additional RIBs required beyond what the Club can supply (c. 6)
- The prizes

Additional charges may be imposed if the Club has to supply the race team and if more than one course is required.

For events with a pre-entry organised by the outside organisation, a 50% discount will be given for all boats over 100.

Club Run Open Meeting (e.g. Draycote Dash)

The fees for this will be decided individually by the General Committee.

Definitions

Club Fleet Open Meeting: An open meeting proposed by an established Club fleet (defined as having a fleet captain and getting at least 5 Draycote boats racing on a reasonably regular basis, or able to prove they will for an open meeting) which is requested and organised by a member of the Club.

Outside Organisation Open Meeting: Any other open meeting proposed by a fleet or organisation from outside the Club (whether they are also a Club Fleet or not) or proposed by a member of the Club for a non-Club fleet.

Club Run Open Meeting: An event proposed and organised by the Club (e.g. the Draycote Dash).

“Realistically expect”: When talking about numbers of boats likely to attend an open meeting, this phrase is used. This does not mean that they have to get this number every year – sometimes the weather, or a clashing open meeting, might prevent this, but it is a reasonable number for them to expect providing the weather is good and there are no competing events. However, if a fleet fails to achieve the required numbers in 2 out of 3 consecutive years, they will be deemed not to be able to realistically expect this number.

Objectives

Open meetings have long been part of the DWSC calendar, but it is important that we are clear about what we are trying to achieve through them, which is:

1. Competitive sailing for our members
2. Promotion of the Club and making it more active
3. At least covering the costs of running Club Fleet Open Meetings (where a good number of members benefit)
4. Making a noticeable profit from Club Run and Outside Organisation Open Meetings (where few members benefit)
5. Minimising the disruption to members' enjoyment of our water and facilities.

Club Fleet Open Meetings

Club fleets are entitled to request:

- A one-day Saturday open meeting providing they realistically expect at least 20 boats to compete
- A weekend open meeting with their own course both days providing they realistically expect at least 30 boats to compete, including at least 10 Draycote boats

Fleets which cannot realistically expect the required number of boats may be permitted to have an open meeting, at the discretion of the Club Manager, if they guarantee the income to the Club of the required number of boats.

Any application from a Club fleet to hold an open meeting must be made by the Club member who will take overall responsibility for the event. If they leave the Club without a replacement being identified and approved by the Club Manager, the event will be cancelled. If they hand over the organisation to an Outside Organisation (e.g. class association) it will be treated and charged as an Outside Organisation Open Meeting.

Applications should be made at the first opportunity to the Club Manager. We are booking open meetings 2 years in advance, so please be aware of the need to submit applications early. Once the application has been agreed, the Open Meeting Confirmation Form needs to be completed and signed to confirm the booking.

The Confirmation Form should contain the details of the event, dates, numbers expected and the name of the member of the Club who is taking the responsibility for organising the event and a signed declaration that they have read, and agree to abide by, DWSC's open meeting guidelines and organisational procedures.

The Club Manager may request evidence (in the form of entries at other events) for the numbers of boats they are realistically expecting.

The organiser will be advised when an event is confirmed and is then responsible for notifying the appropriate class association.

The organiser is responsible for setting a budget and deciding the fees, providing the Club receives the amounts indicated. The organiser will also be responsible for arranging:

- Registration, entries & the results
- The race team, mark layers, protest committee / jury
- Car parking marshals (unless over 40 boats)
- The prizes

Outside Organisation Open Meetings

Requests from outside organisations for a Saturday or weekend open meeting (with their own course on Sunday) would be considered if at least 40 boats are reasonably expected to attend, and the organisation agrees to an income guarantee (40 x the fee per boat).

The Club will provide a committee boat, racing marks and safety cover (up to 6 RIBS). The outside organisation is expected to supply:

- Registration, entries & the results
- The race team, mark layers, protest committee / jury
- Any additional RIBs required beyond what the Club can supply (c. 6)
- The prizes

Applications should be made at the first opportunity to the Club Manager. We are booking open meetings 2 years in advance, so please be aware of the need to submit applications early. Once the application has been agreed, the Open Meeting Confirmation Form needs to be completed and signed to confirm the booking.

The Confirmation Form should contain the details of the event, dates, numbers expected and the name of the person who is taking the responsibility for organising the event. The Club Manager may request evidence (in the form of entries at other events) for the numbers of boats they are realistically expecting.

When considering applications from outside organisations, the Club Manager will consider the likely profit, the total number of boats likely to attend, the total number of people (including parents etc) and the disruption this may cause.

Cancellation

If an open meeting that has been accepted by DWSC is cancelled, the organiser will be invoiced for the costs incurred by the Club. No refunds on entry fees are offered by DWSC.

Paperwork

In addition to these guidelines there is an Open Meeting Organisational Procedures document for:

- Club fleet open meetings
- Outside organisation open meetings

These should be studied carefully because they detail what the organiser is required to do.

Other paperwork that is available and may prove useful is:

- Site plan and welcome notes (a welcome video is also available on our website)
- Pre-event check list (to be used with the Water Manager)
- Draft notice of race (requiring lots of elements to be completed by the organiser)
- Sailing instructions (to be amended if required by the organiser)
- Entry form (if this is not used, all the elements on the DWSC Entry form must be incorporated into whatever entry forms or mechanisms used)
- Check Clean Dry declaration (must be used for all events)
- Check Clean Dry poster
- Open meeting PRO notes (including flag & schedule sheet and lap sheet)
- Retirement declaration sheet
- Notice of protest time template
- Rules dispute procedure