

**DRAYCOTE WATER SAILING CLUB**  
**OPEN MEETING ORGANISATIONAL PROCEDURES: CLUB FLEET OPENS & THOSE ORGANISED BY MEMBERS**  
**(19<sup>th</sup> May 2018)**

### Introduction

The acceptance of your event is dependent upon you having completed and signed the Open Meeting Confirmation Form, including a declaration that you have read, and agree to abide by, these organisational procedures. It is therefore your responsibility to be fully aware of and carry out all your responsibilities.

The approval of this event is subject to you both remaining a member of the Club and taking responsibility for the event. If either of these ceases to be the case, the event will be cancelled unless a replacement is identified and approved by the Club Manager. If you hand over the organisation to an Outside Organisation (e.g. class association) it will be treated and charged as an Outside Organisation Open Meeting.

### Pre-Event Preparation

Use the Pre-event Check List, in discussion with the Club Manager, to identify the tasks that have to be done, by when and by whom. Hold regular meetings with the Club Manager in the run up to the event to discuss progress in all these areas.

### Pre-Entry

Online pre-entry can be arranged through WebCollect via the office. We would encourage this for all 2 day open meetings. (There is a charge for this which needs to be factored into your budget and would be taken out of the organiser's budget).

### Documentation & Paperwork

On the website you will find a number of templates that you should use to produce your documentation and paperwork as follows:

Document	What you need to do	Electronic copies	Paper copies
Notice of Race#	This is a template which you will need to complete.	Send to DWSC webmaster & class webmaster for posting at least 2 months before event.	1 to display on noticeboard at event.
Sailing Instructions#	Check these. If you are sailing an (old-style) Olympic course they should work for you unchanged. If you are sailing a different course, you will need to modify them (see later).	Send to DWSC webmaster & class webmaster at least 1 month before event.	If unchanged, the office will have a supply. If changed, the office will print 20 (max) off if given to them at least 1 week in advance. If a fleet wants 1 per competitor, it is the fleet's responsibility to print at their expense. Display 1 on the noticeboard and 1 in reception at event.
Entry Form#	You should use this as is. If you create another one or have online entry, you <u>must</u> include all that is on the standard one.	Send to DWSC webmaster & class webmaster at least 1 month before event.	If unchanged, the office will have a supply. If changed, it is the fleet's responsibility to print these off as required at their expense.
Check Clean Dry declaration	You should use this as is.	Send to class webmaster at least 1 month before event & post notices about it to warn visitors.*	The office will have a supply. All visiting competitors <u>must</u> sign before going afloat.
Welcome sheet	You should use this as is. Also recommended to have a link to the welcome video on website.	Send to class webmaster at least 1 month before event.	Have 1 on noticeboard & 1 in reception (the office will have a supply). If you want to give one out to each competitor, it is the fleet's responsibility & cost to print.

Any other documentation that the organiser wishes to provide needs to be produced and printed by them at the fleet's expense.

# If you are using your own or updating an old version, it is vital that you ensure that the following are included verbatim from the current club template documents which can be found on our website. These are updated from time to time and it is important that you are using the most up-to-date versions.

Notice of Race:	4: Pollution & Non-native Invasive Species 12: Disclaimer of Liability 13. Insurance 14: Results 16: Photography
Sailing Instructions:	18: Safety Regulations 21: Disclaimer of Liability 22: Insurance 23: Results 24. Photography 25. Local Rules
Entry Form:	Consent for email to be used by DWSC to inform of activities & events plus tick box Note about withdrawing consent & where Data Privacy Policy is available. Competitor declaration
Parental Consent Form:	Parental / Guardian Declarations Consent for email to be used by DWSC to inform of activities & events plus tick box Note about withdrawing consent & where Data Privacy Policy is available.
Medical Form:	Consent for information to be used in an emergency plus tick box

\* It is critical to ensure that you communicate in advance to visitors about the need to sign the Check Clean Dry declaration. If they arrive ready to sign this declaration (ideally downloaded from the website and pre-signed) it will make life much easier for you.

It is also worth pointing out in advance to visitors that typically they will have to drop their boat off at the sailing area and take their car some distance away to park. It is therefore worth the visitors planning the boat drop off in advance to avoid lots of long trips back to the car.

### **Sailing Instructions**

If you are using the (old style) Olympic course, the existing SIs should work for you. If you are using another course or finish format you will need to check and, if required, adjust clause 13 and Appendix A. If you do this, it would be helpful if you could supply your variations to the Club Manager so that we can build up a library of alternatives.

### **Race Team**

You need to arrange for a race team for the event. This is usually done through reciprocating with other fleets. The race team will need to consist of a minimum of:

- 1 PRO
- 2 assistants in the Committee boat
- 2 in the mark laying / line boat (one with PB2 certificate)

The PRO should hold a briefing meeting with the Club Manager 1-2 weeks before the event.

The race team should attend the safety briefing at the start of each day of the event.

### **Camping, Campervans & Caravans**

No camping is allowed on site or in the Country Park.

A limited number of campervans and caravans are permitted (for a fee) provided they are pre-booked with the office at least a week in advance. Bookings after this time may not be accepted. The office will supply those booking with the relevant details about site access etc.

Campervans and caravans must be parked in the main Club car park at the far end – lowest point. They must not park in the pay & display car park or anywhere else on the site. Space is limited, so it is vital that they are parked closely together.

### **Car Parking**

There is limited car parking on site and we have to manage it according to the size and nature of the event. This should be discussed with the Club Manager well before the event and his decision is final on this matter.

When the number of visiting boats is expected to be 20 or less, and the wind is not predicted to be above force 3, competitors may be allowed to park in the car park in the open meeting or windsurfing beach area. This can only happen if it has been agreed with the Club Manager **before** the weekend. This would only be for one car per boat – any other cars have to park in the main club car park (or pay & display). It may be different for different days (of a two-day open meeting).

For larger events, and when stronger winds are predicted, the visitors may be required to drop their boats off at the “windsurfer beach” (with the “open meeting area” and car parking reserved exclusively for windsurfers). In this case, visitors would park their cars either in the main Club car park (near the site entrance) if small numbers are expected and little disruption to Club members (e.g. a Saturday only event) or in the Severn Trent Pay & Display car park if larger numbers are expected.

If visitors are expected to park in the Club or Pay & Display car parks, the host fleet should do so too, and are not permitted to park in the western car park. It is very unwelcoming for Club members to have a short walk and visitors a much longer one. It is the organiser’s responsibility to inform the host fleet of this and to ensure compliance.

### **In The Final Few Weeks**

You will need to decide what Club facilities you want available on the Saturday evening if it is a two-day event. You should liaise with the Club Manager and make your own arrangements. The Club Manager will arrange for the bar to be covered if you advise him at least 2 weeks in advance.

No later than the Wednesday before the event, you should discuss with the Club Manager the numbers you are likely to be getting based on the weather forecast and the numbers achieved at recent open meetings by your class. The Club Manager will then inform the bosuns and caterers of the likely numbers.

You should discuss your catering requirements with the Club Manager and caterers at least 2 weeks before the event – the likely numbers, whether and when you will be coming in for lunch and whether you want to organise a pre-booking / paying of meals on a simplified menu – highly recommended for big events to avoid massive build-up of queues and delaying racing after lunch.

### **On-Shore Organisational Team Required (Both Days)**

At the start of the open meeting on the first day you will require a number of volunteers to help you with the on-shore side of the event. For a two-day event, car park marshals will also be required on the Sunday. (This is at least as important as the first day because it will be a busier day with Club members attending). For most open meetings, we would recommend that this is members of **your** fleet. Typically, they will be able to sail as well, and it is good practise to have members of the host fleet welcoming visitors.

This team should attend a briefing by the Club Manager at 0830 on each day of the event.

The team required on the day on-shore needs to be at least 6 people:

- 4 in the drop off zone to show people where to launch and either get them to park neatly or return their cars to the designated car park as soon as possible (otherwise other people will not be able to drive into the area and unhitch their boats) and stop them parking in the western car park near the Club\*
- 2 to man a registration desk in the clubhouse and take / check entries and take Check Clean Dry forms

\* For larger events the boat dropping off needs to be strictly controlled because the access road between the parking area to the west of the Club and the open meeting launch area is too narrow to pass two cars, especially since most are towing boats. There is also (depending on the height of the water) limited space to put boats and without careful guidance the space can get filled up quickly by randomly parked boats.

### Registration

Even if you have had online pre-entry you still need registration – all competitors must register at the event.

If you are taking entries on the day you will need to take the entry form and entry fee. Entry fees can be paid in cash or card. A surcharge of 3% will be added to all entries paid for by credit card.

Whether you are taking entries on the day, or they have been made in advance online, you need to carefully check the information you have in front of the competitor to ensure everything has been completed, taking particular care to check the following have been completed:

- Sail number (often changes after pre-entry)
- Class (if relevant)
- Helm name (crew name if relevant)
- Emergency contact name and phone number
- Car registration
- Signature (if paper entry form)
- Parent / Guardian form (if aged under 18)
- Medical form

You also need a signed Check Clean Dry form for each visiting boat.

The organiser will be responsible for providing a Sailwave operator to enter the competitors on Sailwave.

### Official Noticeboard

The Official Noticeboard is the heavy board underneath the stairs up to the OOD box. In the office, there is a plastic wallet holder which can be hung from this board and relevant items placed in it, which include:

- Notice of Race
- Welcome sheet
- Sailing Instructions
- Flag & schedule sheet
- Declaration sheet
- Any changes to Sailing Instructions
- Notice of Protest Time
- Rules dispute procedures

### Results

The fleet is responsible for producing the results. This can be done on the computer in the OOD box. The results of each race should be brought ashore and taken to the Sailwave operator. The Sailwave operator will then enter the results and post them on the official noticeboard.

At the end of the event, the Sailwave operator will produce the final results and a few copies for competitors.

### Protests / Arbitration

You need to organise a protest committee for the event. As standard, we would expect arbitration to be built into the sailing instructions. In this case, it is important that you have an arbitrator available at the end of each day's sailing.

There is a "Protest Pack" in the OOD box, in a green container, stored on top of the flag cupboard. This contains rule books, protest forms and guidance notes for running protests / arbitration. Please make sure this is returned complete to where you found it.

### **Prizes / Prize-giving**

It is up to you to organise the prizes and prize giving. The Club no longer holds a stock of glasses for prizes. Typically, there is a cloth (kept in the cupboard in the Ladies' toilet) which is put on the prize giving table.

You are welcome to ask a flag officer to present the prizes or just to do it yourself.

### **Leaving At The End Of The Event**

At the end of the event, all you will want to do is sit down and have a beer! However, some consideration needs to be made to how visitors will collect their boats and leave the site.

Most people will want to get their car and pack up their boat before having a shower and going to the prize-giving. You need to be aware of and prevent the build-up of parked cars (with boats behind) around the windsurfing area, particularly if there are lots of windsurfers about at this time.

### **Reports**

You should get an electronic copy of the results and submit a report and the results to both the Club's webmaster and Yachts & Yachting ([club@yachtsandyachting.com](mailto:club@yachtsandyachting.com)). This should be done within 3 days of the event. Photographs to support your Yachts & Yachting report are advisable.