

DRAYCOTE WATER SAILING CLUB
OPEN MEETING ORGANISATIONAL PROCEDURES: OUTSIDE ORGANISATIONS
(19th May 2018)

Introduction

If your event is a DWSC Club fleet open meeting, organised by a member of Draycote Water Sailing Club, they should follow the organisational procedures for Club Fleet Open Meetings. Where the event is being organised by an outside organisation (e.g. class association), or is not for a Club fleet, these procedures should be followed.

Whose Responsibility

We would normally expect the responsibility for the different elements of the event to be as follows:

DWSC	Class Association / Organiser
Committee boat	Race team & mark layers
Racing marks	Protest committee / jury
Safety cover (up to 6 RIBs)	Additional RIBs
Car parking	Entries
	Registration
	Results
	Prizes

Notice of Race

While this is your responsibility, we require the following clauses to appear:

POLLUTION & NON-NATIVE INVASIVE SPECIES: A disclaimer must be signed before launching for each visiting boat to state that the Check, Clean, Dry programme has been observed prior to arriving at Draycote Water and will be observed afterwards. This is a condition of entry.

DISCLAIMER OF LIABILITY: Competitors participate in the event entirely at their own risk. See rule 4, Decision to Race. The organising authority will not accept any liability for loss, material damage or personal injury or death sustained in conjunction with or prior to, during, or after the regatta.

INSURANCE: Each participating boat shall be insured with valid third-party liability insurance with a minimum cover of £2,000,000 per incident or the equivalent.

RESULTS: As part of entering this event your results will be published in the public domain and may be given to the RYA for their Portsmouth Yardstick scheme. While your results contain personal data, it is normal practice to expect that, when entering an event, your results will be published, and this is a condition of entry. It is therefore part of the contract to provide you with race entry and administration that we will publish the results, which may include such information such as sail number, sailing club, age and gender (if there are age and gender related results).

Sailing Instructions

While this is your responsibility, we require the following clauses to appear:

SAFETY REGULATIONS: Adequate personal buoyancy shall be worn at all times whilst on the water. Wet suits and dry suits are not adequate personal buoyancy. This changes Rule 40.

During the months of November, December, January, February and March, all persons on the water shall wear exposure proof clothing. For the purpose of this instruction 'Exposure proof clothing' shall mean an adequate expanded neoprene wet suit providing protection from neck to ankle or a dry suit providing watertight cover from neck to ankle.

SUPPORT BOATS: No support boats are permitted on the water.

DISCLAIMER OF LIABILITY: Competitors participate in the event entirely at their own risk. See rule 4, Decision to Race.

The safety of a boat and her entire management, including insurance, shall be the sole responsibility of the owner/person in charge who must ensure that the boat and crew are adequate to face the conditions that may arise in the course of the regatta. Neither these sailing instructions nor any inspection of the boat limits or reduces the absolute responsibility of the owner/person in charge for the boat, the crew, and her management. Neither the race organisers nor Draycote Water Sailing Club shall accept any liability for any loss, material damage or personal injury or death sustained in conjunction with or prior to, during, or after the regatta. Moreover, every owner/person in charge warrants the suitability of the boat for the race or races.

INSURANCE: Each participating boat shall be insured with valid third-party liability insurance with a minimum cover of £2,000,000 per incident or the equivalent.

RESULTS: As part of entering this event your results will be published in the public domain and may be given to the RYA for their Portsmouth Yardstick scheme. While your results contain personal data, it is normal practice to expect that, when entering an event, your results will be published, and this is a condition of entry. It is therefore part of the contract to provide you with race entry and administration that we will publish the results, which may include such information such as sail number, sailing club, age and gender (if there are age and gender related results).

PHOTOGRAPHY: By competing in this event, competitors grant to the organisers without payment the right in perpetuity to make, use and show any non-identifiable motion pictures, still pictures and live, taped or filmed television of or relating to the event and consent to these being published in Class, club, sponsor and other publications and / or the Class, club, sponsor or other websites.

LOCAL RULES: All sailing, including club racing, is controlled by Draycote Water Sailing Club and may take place only when the club burgee is flying on the flagstaff in front of the clubhouse. The race committee may decide to control the open meeting solely from a committee boat when normal club sailing has been abandoned or sailing is outside normal club sailing times. In this case, the committee boat will fly the club burgee meaning that only open meeting competitors may sail.

All entrants and authorised guests will be deemed to be guests of Draycote Water Sailing Club during the period of the open meeting and, as such, will abide by all of the club rules and by-laws and may sail only the boat entered for the open meeting.

All entrants and authorised guests shall also comply with the following Water Authority Regulations. We reserve the right to disqualify any competitor without a hearing any competitor who does not comply with these local rules (this changes RRS 63.1 and A5):

- No parking of vehicles on any roadways, slipways or grass areas. All vehicles shall be parked in the sailing club main car park or Severn Trent pay & display car park once the trailer and boat are unloaded. All competitors must follow the instructions of the marshals during unloading, loading and car parking.
- Dogs are not allowed on the site. They may be walked in the adjacent Country Park
- All competitors must follow the Check, Clean, Dry programme before arriving at Draycote and commit to following it having left Draycote before their next launch. All visitors will be required to sign a disclaimer to this effect.

Entry

It is assumed that you will be handling the entries and taking the money, ideally by pre-entry.

While you will probably be using your own entry forms mechanism, it is vital that these include the following information:

- | | |
|---|---|
| • Sail number | • Car registration |
| • Class (if relevant) | • Parent / Guardian declaration (if under 18) |
| • Helm name (crew name if relevant) | • Details of any medical conditions together with tick box for consent for this to be used. |
| • Emergency contact name and phone number | |

And you must include the declarations which can be found on the DWSC Open Meeting Entry Form.

At registration, you would be expected to check / complete this information.

At the start of the event, the Club should be provided with a list of entries, emergency contact names and telephone numbers and details of any medical conditions.

Check, Clean, Dry

All visiting boats must have followed the Check Clean Dry procedure before arriving at Draycote Water Sailing Club. It is vital that this is communicated to all competitors in advance of their arrival at Draycote Water. All visiting competitors will be required to sign the Check, Clean Dry declaration before launching and this should have been handed in and checked at registration. It is the organisers responsibility to collect these forms so that they can be submitted to Severn Trent if required.

Visitors

The Club welcomes your organisation, helpers, competitors and their supporters to Draycote Water Sailing Club and we hope you will all enjoy your time with us. All the above will be entitled to use the Club's site and facilities from 12 noon on the Friday before the event until the end of the event provided that they observe the Club Rules and Regulations. The Club's Rules (Articles) and Regulations can be found on the Club website (under the "About" tab).

Race Officials & Volunteers

As the organiser of the event you need to ensure that your race officials and helpers are competent for the task and adequately insured.

When holding an event at DWSC, you need to ensure that:

1. All RIB drivers are qualified to PB2 of higher.
2. All RIBs are adequately insured for the event and the role they will be undertaking.

We also require a list of the names of all helpers, with an emergency contact name and telephone number and any medical condition to be available to DWSC throughout the event.

Safety

While you may be running the racing, and supplying some of the safety cover, the overall management of the water and its safety remains with Draycote Water Sailing Club and the Club Manager, or the day's Duty Manager, has the final say on all matters (including whether launching or racing takes place).

Documentation & Paperwork

We assume that you will be supplying all documentation, but we have our own versions if they would be useful to you. Please see above for the clauses that we require included.

We require to see, before publication:

- The Notice of Race
- Sailing Instructions
- Entry Form / mechanism

We have a welcome sheet, which includes a site map, which you are welcome to use and there is a welcome video available on our website which you can link to.

You may like to point 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.

We can provide the Check, Clean, Dry declarations which must be signed by all visiting competitors and collected by you before launching.

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.

Visitors are likely to be required to drop their boats off at the launch area and 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.

Catering

The wet bar will be open for breakfast from 09.00 and will serve hot and cold food and drinks up to 15.00.

The Club's licensed bar will be open during the afternoon unless a specific request is made for longer opening hours.

If you want the Club facilities available on the Saturday evening if it is a two-day event you should discuss this with the Club Manager at least 2 weeks in advance, along with any other catering requirements.

Results

We like to post the results of all open meetings on our website. We would therefore be grateful if you can e-mail to the office (office@draycotewater.co.uk) a Sailwave file of the results as soon as possible after the event.

Prizes / Prize-giving

Please feel free to organise the prize giving as you wish. If you would like one of our flag officers to be involved, please let us know.