

## **Access National Championships - Event Host Club Planning Notes 2010**

### **Invitation.**

Produce a letter of Invitation to the event from your club to all potential entrants. Send an electronic copy of this as early as possible to the ACA(UK) Secretary, Ron Sawford. For publishing on the Associations web site and for e-mail distribution to the ACA(UK) Membership.

### **Notice of Race.**

Produce the Notice of Race in accordance with Racing Rules of Sailing 2009-2012 Appendix K. Send an electronic copy of this as early as possible to the ACA(UK) Secretary, Ron Sawford. For publishing on the Associations web site. [www.accessclass.org.uk](http://www.accessclass.org.uk)

### **Hoisting of sailors into and out of their boats**

Sailor's needs information is now gathered on the Entry form, transferred to the Hoisting form and passed to the Hoisting manager, who will follow the advice given in the Management of Jetty/Pontoon and Hoisting checklist (this is included in the events pack). The number of people needing hoisting will be passed to the person giving the briefing so that he/she can calculate the time to give between the end of the briefing and the start of the first race.

### **Sailor Weight Rules**

**There is now no weight regime applied** to any of the Access classes taking part in ACA(UK) events therefore no weight declarations or ballasting will take place and there is no need to provide scales.

### **Race Entry Administration**

Follow the Race entry administration checklist. (this is included in the events pack).

### **The Safety boats**

Follow the Safety Boat checklist. (this is included in the events pack).

### **The Race Team**

Follow the Race Team checklist. (this is included in the events pack).

### **Briefing**

Follow the Briefing checklist. (this is included in the events pack).

### **Protest Committee**

Follow the Protest checklist. (this is included in the events pack).

### **Results/Prize-Giving**

All ACA(UK) races including the Traveller series and the National Championships are open. Therefore any sailor can enter and any competing sailor can win any of the prizes awarded. There is therefore now no need to indicate non-disabled on any of the forms.

1. Take the Race Timing Forms and transfer the details onto the Overall Results Form.
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3. From this transfer the data to the Prize-Giving Form. This is designed to give the person running the prize giving all the information they need to plan and then run the event smoothly. Make sure **all first names** are recorded including crews. This helps to make everyone feel equal.

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### **Passing on the Information**

In order to publish accurate results, Ron Sawford needs the information you have gathered. Please send all the completed Race Entry (Signing On) Forms, Fleet Forms, Race Timing Forms, Overall Results Form and Prize-Giving Form in the stamped addressed envelope provided. If your club needs to keep any of these, please send copies. Accurate record keeping is very important and we greatly appreciate your help in this.

Please nominate a person to send in, within three days, a write up of the event and/or some photos, we will see if we can get these published in sailing magazines. We will also publish them on the [www.accessclass.org.uk](http://www.accessclass.org.uk) website.

### **Entry Fees**

**The Host Club will determine the overall entry fee**

**The ACA(UK) will require a £2.50 per boat** contribution from the entry fee towards their costs for the event.

#### **Please Note:**

Because of the fact that in many two person boats one of the crew is sailing in order to enable the other to sail it was agreed that entry fees should be levied per boat and not per person. Therefore the entry fee in 2010 for 303 two person boat will be equal to the entry fee for the 303 one person boats. The prize structure will stay the same i.e. a prize each for the helm and the crew of the two person boat.

**Please send the ACA(UK) portion of the entry fee by cheque, made payable to The Access Class Association(UK), to Ron Sawford at the address below/**

Ron Sawford  
97 Gotch Road  
Barton Seagrave  
Kettering  
Northants  
NN15 6UF

**Please** encourage people from your own club to take part in the racing and in particular people who, in the past, have not been able to race because they cannot helm the boat. As the Access classes are now "Open", the 303 fleet is ideal for them, just ask one of your helpers or club sailors to sail with them and helm the boat. Let's get these people enjoying the excitement of sail racing, whatever their ability.

Thank you and your team for staging one of our events, it is greatly appreciated.

Ron Sawford