

Access Traveller Event Host Club Information Sheet

The people and clubs that run the Traveller series events for us are very experienced and skilled and we thank you all for all your help and guidance. This information is given not to say how an event is run but just to help add consistency to the events. We hope you find it useful.

The Access Class Association UK undertakes to provide:

- A guidance pack for running the event including:
 - Host Club Information Sheet
 - Host Club Planning Notes
 - Jetty/Pontoon/Hoisting Checklist
 - Race Entry Administration Checklist
 - Safety Boat Checklist
 - Race Team Checklist
 - Briefing checklist
 - Protests Checklist
 - Special Rules for Access Dinghies March 2008.
 - ACA(UK) Sailing Instructions
 - Race Entry Forms
 - Fleet Forms
 - Ballasting Form
 - Hoisting Form
 - Race Timing Forms
 - Overall Results Form
 - Prize-giving Form
 - Application for ACA(UK)Membership Form
 - Feedback Form
 - A stamped addressed envelope for the return of papers to us.
- To provide a person to ballast boats if asked by the organising club.
- Publish results of each race in the series on www.sailingforall.com.
- Trophies for the overall Traveller series
- Advertising fliers for events including postage.
- An ACA UK Officer to attend each event on the day for support and advice.

The Host Club undertakes to provide:

- The host club will provide a venue with:
 - Full access for wheelchair users
 - Accessible toilets and changing facilities
 - A personnel hoist in sufficient depth of water i.e. one meter, for transferring sailors (and Liberty keels) to and from the boats.
 - Safe keel down transfers of sailors into and out of their boats.
 - Personnel scales (e.g. bathroom scales) for people to weigh themselves if they are unsure about their overall weight. If a person is not able to use the available scales we will accept an estimate of weight.
 - Facilities where competitors and visitors can purchase refreshments.
- The host club will provide Personnel to:
 - Welcome and direct people as they arrive.
 - Run the catering
 - Help with competitors boat handling where needed i.e. unloading, assembly, launching, taking off the water and loading back onto vehicles
 - Run the Race Entry administration including the collection of entry fees.
 - Manage the Jetty/Pontoon and Hoisting operation.
 - Run the safety boats

- Ballast boats where necessary. Whilst it is the responsibility of the host club to provide a person and ballast where required, this can be achieved **by asking for assistance in this from the Association.**
 - Give the pre-race briefing and announce any local rules applicable to the venue.
 - Run the racing and record the race lap times and results. **This needs at least one race officer with a minimum of two assistants.**
 - Calculate the overall day's results and prepare the prize-giving data
 - People with knowledge of the current Racing Rules of sailing (a copy of these rules will be needed at the event) for a protest committee if needed.
 - Run the prize-giving and offer thanks
- **The host club will provide Prizes for the day's event including:**
 - **Access 2.3:** (This fleet includes wide and single seat versions) First, second and third place prizes (one prize per place)
 - **Access 303:** (This fleet includes wide and single seat versions, as well as the buddy assist class) First second and third place prizes (two prizes per place i.e. helm and crew)
 - **Access Liberty:** First and second place prizes only (one prize per place). (There is currently usually only a small entry of this class)
 - **Three Consumable prizes for the winners of the Open element of each class.** For details of this see item 1 paragraphs a to f in the Summary of Main Changes page of this events pack.

This gives a total of 11 prizes plus 3 consumable prizes.

Note on choosing trophies: Because of the configuration of single or double handed boats in the 303 class a host club may find itself with a few trophies that they do not use. We suggest that in choosing your trophies, you select ones where the engraving is done on a metal piece that is subsequently attached rather than engravings directly onto the trophies themselves. This will mean that the engraved plaques can be removed and exchanged allowing trophies to be used for other events rather than wasted. This of course is only a suggestion; we leave each club to make their own decision on the trophies that they give.

- **After the event the host club will send to ACA UK:** The completed
 - Race Entry Forms
 - Fleet forms
 - Race Timing forms
 - Overall Results forms
 - Prize Giving form
 - Any completed ACA(UK) Membership Application forms
 - Feedback form
 - The ACA UK portion of the entry fees.