

## Access Traveller Event Host Club Planning Notes

### Perpetual Trophies

If your event has perpetual trophies awarded, prior to the event identify who won these the previous year and take action to make sure that the trophies will be returned before or on the day of the event.

### 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

You will need a person equipped with Access ballast weights to ballast any boat where the sailor's weight is below those listed in Rule 13 para e) "Special Rules for Access Dinghies March 2008" (this is included in the events pack). The Association will be able to help with this provided they have been pre-booked by you.

### 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

1. Make doubly shore that the non-disabled sailors are clearly marked on the overall results form because it is essential that the person computing who has won what knows who is non-disabled as their prizes are separate from the prizes for the disabled sailors. **Please make sure that the person calculating the results REMEMBERS** the following:
  - a. A Non-disabled sailor cannot win the main 1st, 2nd 3rd place prizes and will only win the Open Class prize if he/she finish in first place overall. That is in front of all disabled and non-disabled sailors in their class.
  - b. A Disabled sailor can win any of the prizes including the Open Prize if they win overall. That is in front of all disabled and non-disabled sailors in their class. This means the main trophies are awarded to the first three boats sailed by disabled sailors.
  - c. I have included this as a note on the Overall Results Form so as to put a second reminder in the system as I believe this is a part of the day's proceedings that could easily be got wrong.

2. Continued.....

Results/prize giving Continued from previous page .....

3. Take the Race Timing Forms and transfer the details onto the Overall Results Form with non-disabled sailors are clearly marked.
4. 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.

### **Passing on the Information**

In order to compile accurate results for the overall series, Ron Sawford needs the information you have gathered. Please send all the completed Race Entry (Signing On) Forms, Fleet forms, Race Timing forms, Fleet 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 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.sailingforall.com](http://www.sailingforall.com) web and will send them to Australia for inclusion in the worldwide Access Dinghies newsletter 'Telltales'.

### **Entry Fees**

**The UK ACA will require a £2 per sailor** contribution from the entry fee towards the cost of the overall Access Traveller Series. We are suggesting an entry fee per event of £7 per sailor, £5 for the host club and £2 to be forwarded to the ACA UK. Of course, this is only a suggestion, and each host club is able to make their own decision on the actual entry fee for their event.

**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. The Buddy Assist element of the 303 fleet is designed particularly for them, so 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