

Race Entry Administration Checklist

The forms provided are designed to enable the effective gathering and dissemination of all necessary information. Please use them as follows.

1. Race Entry Form to be completed by all entrants.

- Encourage sailors to fill them in as fully as possible. Each piece of information is essential to a successful day for both the club and the sailor.
- Encourage entrants to include their first names as the use of these at the prize giving makes for a much more equal, personal and friendly occasion.
- If the entrant is not a member of the ACA(UK) ask them to complete an application for membership form. Membership is free and starts from the time the form is signed.

2. As you receive completed race entry forms transfer data to the following forms.

- Record the boat number and sailors name(s) onto the appropriate Fleet form i.e. Access 2.3 fleet, Access 303 One person fleet, 303 two person fleet, Access Liberty fleet. Done correctly you will end up with just one fleet sheet for each class.
- If the sailor has ticked the box that says they need hoisting into their boat then put their name, boat number and assistant (if possible) onto the Hoisting form.

3. Distribute the completed forms as follows.

- The Hoisting form. Get this to the hoisting manager so he/she can prepare for hoisting to start as soon after the briefing as possible. Also make sure the person doing the briefing (usually the race officer) is told how many people need hoisting so he/she can calculate the time needed between the end of the briefing and the start of the first race.
- The Fleet forms. Get these to the race team before they go on the water for the start of the first race. If you miss them then get one of the safety boats to take them out to them. They will need these to double check which boats are in each fleet.

4. Collect Entry Fees.

- As directed by your club.
- Please Note: entry fees are now levied per boat not per sailor so the cost of entry for a 303 two person boat is the same as the entry fee for a 303 one person boat.