

Access Traveller Event Host Club Information Sheet 2010

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 Class Rules for Access Dinghies.
 - ACA(UK) Sailing Instructions
 - Race Entry Forms
 - Fleet Forms
 - 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.
- ACA(UK) will provide the Special Class Flags for each Access fleet.
- ACA(UK) will provide Trophies for the overall Traveller series.
- We will publish results of each race in the series on www.accessclass.org.uk
- We will advertising the event on www.accessclass.org.uk
- An ACA(UK) Officer to attend each event on the day for support and advice
- **If you intend using club marks** we require you to fix a flag to each with its number indicating the sequence taken i.e. windward mark = 1 etc. **The Association has dan-buoys** with numbered flags that clip onto the club buoys. If you need these, ***please book them at least one month before your event.***
- **If needed and arranged by the host club well in advance** the ACA(UK) may be able to provide an experienced person to act as assistant race officer to support the clubs own race officer.

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The Host Club undertakes to:

- **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.
 - Facilities where competitors and visitors can purchase refreshments.

- **Provide Personnel with relevant experience 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.
 - Give the pre-race briefing and announce any local rules applicable to the venue.
 - Run the racing and record positions for each class on each lap and, additionally, race times for the boats in each class. **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.
 - Interpret and apply the current Racing Rules of sailing (a copy of these rules will be needed at the event) and run a protest committee if needed.
 - If possible, provide a suitably knowledgeable person to act as "Advisor" in connection with Sailing Instruction 10.4. If unable to provide a suitable person, please inform ACA(UK) who will try to provide an Advisor.
 - Run the prize-giving and offer thanks

- **Provide Prizes for the day's event as follows:**
 - **Access 2.3:** (This fleet includes wide and single seat versions) First, second and third place prizes **(one prize per place)**
 - **Access 303 one person:** First second and third place prizes **(one prize per place)**
 - **Access 303 two person:** First second and third place prizes **(two prizes per place i.e. helm and crew)**
 - **Access Liberty:** First second and third place prizes **(one prize per place)**

This gives a total of 15 prizes that the host Club Provides.

- **Send in the following forms completed from the day:**
 - 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.
 - (SAE Provided)