

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.

- (a) 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.
- (b) Weight and disability are self declared: no proof is needed unless there is very serious doubt on accuracy.
- (c) 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.
- (d) 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.

- (a) Record the boat number and sailors name(s) onto the appropriate **Fleet form i.e. Access 2.3, Access 303, Access Liberty**. If the sailor has ticked the non-disabled box then record them on the same fleet form as the disabled sailors but be sure to put a tick in the non-disabled column of the fleet form. The non-disabled and disabled sailors sail in the same fleet so be sure you do not separate them. Done correctly you will end up with just one fleet sheet for each class.
- (b) 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**.
- (c) If the sailor has recorded (No) on the declaration of weight put their name and boat number onto the **Ballasting form**. You do not need to record their weight; the person doing the ballasting will take care of that.

3. Distribute the completed forms as follows:

- a. **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.
- b. **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.
- c. **The Ballasting form**. Get this to the person doing the ballasting before the end of the briefing so that he/she can be sure all boats that need are ballasted before the sailors take to the water.