

Access UK National Championships

What the Host Club Provides - 2011

(This checklist has 2 pages)

The Host Club undertakes to:

- **Provide two day's racing for 5 Access Class fleets consisting : (It is optional to add a training day on the day prior to the racing)**
 - We aim for **7 races** each of 30 minute duration. **Day 1 = 2 races** before lunch sailed back to back and **2 races** after lunch sailed back to back. **Day 2 = 2 races** before lunch sailed back to back and **1 race** after lunch.
 - Briefing on the first day should be held at 10.15 at the latest.
 - The published time of the first race is usually 11.00.
 - We ask you to aim to finish racing on the first day no later than 16.00 as we usually hold an ACA(UK) AGM before the evening's social activities.
 - We ask you to aim to finish racing on the last day no later than 16.00 and prize giving by 17.30.
 - You will need to produce an Invitation document. And possibly an advertising flier.
- **You will need to produce a Notice of Race that conforms to the Racing Rules of Sailing 2009-2012 Rule J1. Please Note: If the event is to be held before June include in the Notice of Race a reminder that water temperature will be low and it is each sailor responsibility to take all necessary personal safety precautions that take this into account.**
 - (Sailing Instructions will be provided by the ACA(UK). You can add a local page to this if needed)
- **Provide a venue with:**
 - Full access for wheelchair users
 - Accessible toilets and changing facilities
 - **At least two** personnel hoists 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.
 - **Please note:** The ACA(UK) are now issuing the following advice to event-organising clubs : **"Organising clubs should be aware that some Access sailors with disabilities are unable to wear personal buoyancy devices (PFDs) with fixed buoyancy and will need to wear auto-inflating PFDs. If this contravenes normal club policy, potential competitors need to be made aware of this restriction and special arrangements should be made to allow competitors to use nationally recognised PFD types with which they are comfortable and in which they have confidence including auto-inflating lifejackets."**
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- **Provide Personnel with relevant experience to:**
 - Welcome and direct people as they arrive. **(People usually start to arrive at 8.30 and will need access to the toilets and if possible light refreshments).**
 - Run the catering.
 - **Help with competitor's boat handling** where needed i.e. unloading, assembly, launching, taking off the water and loading back onto trailers and/or vehicles.
 - Run the Race Entry administration including the collection of entry fees.

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- 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.

- **A fully experienced Race Officer with a team of at least three other assistants to run the racing and record Start times of each race and finish times for all boats in each class. It is stressed that this needs at least one fully experienced race officer with a minimum of three other knowledgeable assistants.**

- To calculate the results throughout the event, posting morning results at lunchtimes and day one results at the end of first day and prepare the overall results and prize-giving data.
- **An experienced person to run a protest committee if needed, who can Interpret and apply the current Racing Rules of Sailing (a copy of these rules will be needed at the event).**

- 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) at least one month before your event, who will try to provide an Advisor.**
- Run the prize-giving and offer thanks

- **Provide Information for local Accommodation. (including Camping)**
 - You will need to produce a document laying out the accessibility details, distances from your venue and contact details of a range of accommodation available in your area.

- **Collect Entry Fees**
 - We are not suggesting an entry fee as this will vary according to what the host club is paying out and providing. The ACA(UK) will require £2.50 per boat from the entry fee to contribute towards their costs.

- **Prizes for the day's event as follows:**
 - The ACA(UK) will supply the trophies for the event. **(If your club would like to choose and arrange the supply of the trophies the ACA(UK) may be prepared to allow this and make a budget available to you for this purpose).** Contact Ron Sawford to arrange.

- **Send or give on the last day to Ron Sawford:**
 - Completed Race Entry, Fleet, Race Timing, Overall Results and Prize Giving Form, any completed ACA(UK) Membership Application Forms, Feedback Form.
 - **The ACA UK portion of the entry fees - £2.50 per boat.**