

Access UK Traveller Series Racing Event

Quick Planning Guide 2012

(There are four pages to this planning guide)

We provide this resource pack and these step by step planning notes because If mistakes happen it is usually because things are missed or there is no one person whose **only role** is to manage the whole event. **We believe that if you put one competent person in the role of Event Manager and that person follows the steps laid out below most of the potential problems will not occur and your event will be a resounding success.**

1. On receipt of this Host Club information and resource pack.

- 1.1 let Ron Sawford know you've received it. (Contact details at the foot of this document)
- 1.2 Read the **"Summary of main changes"** include consideration of the issue of sailors wearing **auto-inflating Personal Flotation** devices and put into place any consultations and actions you will need around the decisions and special arrangements your club and team may need to take.
- 1.3 Decide who will be the overall manager of the event.
- 1.4 Put together your team see **"What the Host Club Provides"**)
- 1.5 Read **"What the ACA(UK) Provides"** and arrange any of the offers of resources you need
- 1.6 Decide whether you want an **ACA(UK) person to come to your club to go through this Info-Resource pack with your team. Arrange this as ASAP as we try to fit these visits in before the end of February. If so arrange with Ron S**

2. At least six weeks before your event:

- 2.1 **Order the Trophies you will need for the event.** See "What the host club provides".
- 2.2 Have a meeting with **the person who is to be the Race Officer for the event** and give him a copy of the **"Race Team Checklist"** and **"The ACA(UK) Sailing Instructions Jan 2012"**, Go through these with her/him making sure the main points, any new requirements and the Fleet and Timing forms are fully understood. See **"Summary of Main Changes – 2012"**. **Is he/she going to use fixed club marks, if so, have you ordered the ACA(UK) dan-bouys ? (these clip onto your club bouys , are numbered and are tall making them more visible from distance) If needed arrange with Ron Sawford, Contact details below.**
- 2.3 **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. **Ron Sawford can help with this if needed.**
- 2.4 With key members of your team **produce a timetable for the event. See "What the Host Club Provides"**

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3. One month before your event:

- 3.1 Have a meeting with **the Person who will have overall responsibility for protests**. Give her/him a copy of the “**Special Rules for Access Dinghies**” and the “**Protests Check List – 2012**” and make sure she/he has and will have on the day a copy of the **Racing Rules of Sailing 2009-2012 and Prescriptions of the RYA**”. Go over the Checklist together and make sure rule 10.4 is understood. Make plans for use of rule 10.4 and forming a protest committee on the day if needed.
- 3.2 Make sure everything is in place regarding the **Catering**. Remember it will be good if at least drinks can be available from 8.30am on the day.

4. Two weeks before your event:

- 4.1 Check that the Trophies have arrived and are correctly engraved.
- 4.2 Arrange a meeting with **the people who will be leading** the following elements on the day: **Race entry Administration, Managing the jetty and hoisting, Safety Boat team, Briefing**. Give each of these a copy of the appropriate checklist and go over it with them to make sure they fully understand their role and the day's timescales.
- 4.3 Make sure everything is planned regarding **who will calculate and publish the results**. Make sure the morning race results can be posted at lunchtime.
- 4.4 Decide and arrange the **person who will manage the prize giving** and give them a copy of the “Prize Giving Form”.
- 4.5 Check that all is still ok with the Race Officer and the person responsible for handling protests.

5. One week before your event:

- 5.1 **Photo copy the following** ready for use on the day:
 - 2 copies of the Sailing Instructions (one for the notice board and one as a spare for the Race Officer if he forgets his own)
 - One copy of each of the four Fleet Forms and the Hoisting Form. (for Race Admin)
 - 25 copies of the Entry Form. (for Race Admin)
 - 4 copies of the ACA(UK) Application for Membership Form. (for Race Admin)
 - 4 copies of the Race Timing Forms. (for the Race Team) **(You may use your own clubs race timing forms if you prefer)**
 - 2 copies of the Overall Results Form. (for the person calculating the results) **(You may use your own clubs overall results form/format if you prefer)**
 - 1 Copy of the Prize Giving Form. (for the person calculating the results)
 - 3 copies of Protest Form (for the person handling protests) **(You may use your own clubs protest forms if you prefer)**

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6. On the **First Race** day of your event:

- 6.1 **Arrive at the venue at the latest by 8.00** and make sure the gate and club are open and if possible light refreshments are available to purchase. **(People usually start to arrive at 8.30 and will need access to the toilets and if possible light refreshments)**
- 6.2 Post a copy of the ACA(UK) Sailing Instructions Jan 2012 on the notice board. Remember that people in wheelchairs will need to be able to read them.
- 6.3 Make sure the team allocated to helping entrants that need assistance to unload and launch their boat are in place.
- 6.4 Make sure the **Race Entry Administration Team** has the entry point set up. Give them the copied **Entry Forms (30), one of each Fleet forms (4) Note: put the two Liberty fleets well separated but on the same fleet form), Hoisting form (1) and ACA(UK) Application for Membership Forms (6)** and go **over the Race Administration Checklist with them**. Inform the team that if any of the entrants want the sailing instructions a copy is posted on the notice board.
- 6.5 Make sure the Person managing the Jetty and Hoisting is in place and **go over the Management of Jetty and Hoisting Checklist with her/him**.
- 6.6 Make sure the Race Officer and his (at least three) assistants are in place and that they have the Race Team Checklist, the ACA(UK) Sailing Instructions, the ACA(UK) Access Class Flags and the ACA(UK) Dan Buoys (if needed). Make sure they are aware that the published time for the first race is **11.00 so if they are not able to start the race at that time the boat needs to be in position and flying the Temporarily Postponed signal** which is the Answering Pennant (AP) with two sound signals when raised. see ACA(UK) Sailing Instruction–Jan 2012 No 5. **Remind them that the results of the morning races need to be displayed on the notice board at lunch time. Stress the need to start the races at the planned times if at all possible, the success of the whole timetable depends on this.**
- 6.7 Make sure **the person responsible for the briefing** is getting everything ready to **start the briefing at 10.15. Go over the Briefing Checklist with her/him. Stress the need** for the briefing to end soon enough for the people needing hoisting to get into their boats **and to the start the first race by 11.00**
Also If the event is to be held before June include in the Briefing 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. Remember to allow at least eight minutes for each sailor that needs hoisting between the end of your briefing and the start of the first race.
Stress that starting and finishing the **briefing and the hoisting at the correct times are the most important factors in starting the first race at the planned time and subsequently the success of the whole day's timetable.**

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- 6.8** Make sure the Safety boat team is in place and go over the Safety Boat Checklist with them. **Particularly** the safety issues around the monitoring of sailors wearing **auto-inflating Personal Flotation Devices laid out in paragraph 3 of the “safety Boat checklist”**. Stress the need to help the Jetty/Hoisting manager to get boats into position for hoisting and out to the start line as needed.
- 6.9** Make sure that **the person responsible for handling protests** is on site and has the Racing Rules of Sailing 2009-2012, ACA(UK) Special Class Rules for Access Dinghies Jan 2012 and ready to deal with protests if needed as the boats come off the water **at lunchtime and after the last race of each day**.
- 6.10** Make sure the person calculating the race results is ready to calculate the morning races in time to post the results on the notice board at lunchtime and the first days racing on the noticeboard at the end of the first day
- 6.11** **Be available throughout the day with the Events Resource Pack to answer any questions and/or photocopy if extra forms are needed.**
- 6.12** **During the last race** lay out the Trophies and prepare for the prize giving. Make sure the people who will be doing the prize giving are on site and aware of the procedure and timings.
- 6.13** After you have received the final overall results prepare the prize giving form, **get the people into place and manage the prize giving**. You may wish to ask the ACA(UK) rep to speak after the prize giving.
- 6.14** **Consider** giving the Completed Race Entry, Fleet, Race Timing, Overall Results and Prize Giving Form, any completed ACA(UK) Membership Application Forms, Feedback Form and the ACA(UK) portion of the entry fees - £2.50 per boat. to Ron Sawford at the end of the day.

8. Within one week after your event:

- 8.1** Send to me (Ron Sawford) any documents and ACA(UK) portion of the entry fees you did not give me on the day. There is a stamped and addressed envelope provided in your resource pack for this purpose.
- 8.2** If you can please nominate a person to send in, within three days, 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.accessclass.org.uk website.

Thank you very much for all the work you and your team have put into giving the Access family of Sailors, Helpers and Supporters a friendly, fair and fantastic days racing.

Final Note: 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. As the Access classes are now “Open”, the 303 fleet is ideal for them, **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. Their inclusion is a major objective of our Association.**

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