



# Chichester Yacht Club

## Running an opening meeting at CYC

### A guide for fleet captains 2011



There is a lot to do when managing and running an open meeting at CYC, but with a word in the right ears a lot of the work can be delegated to the usual suspects. Remember that your key supporters are the Sailing Secretary (Nick Colbourne), Club Race Officer (Roger Millett), Tea Bar Co-ordinator (Biddy Colbourne) and the Event Race Officer (as per the club programme).

In accordance with the Racing Rules of Sailing an open meeting needs an Organising Authority and a Race Committee. Note that an open meeting's Race Committee is not the CYC Dinghy Section's Race Sub-committee. An open meeting's Organising Authority organises the open in the months leading up to the actual day while the open meeting's Race Committee runs the open on the day.

At CYC the Organising Authority is the appropriate fleet captain, the sailing secretary, the club race officer and the open meeting's race officer. The fleet captain, with the help of the others ensures that the tasks described in this guide are completed in a timely manner. The Organising Authority's business is carried out at CYC Race Sub-committee meetings, via emails and chats in the dinghy park...

An open meeting's Race Committee consist of the open meeting's Race Office and their committee boat crew, the safety boat helms and crews and the Beachmaster. While organising an open a fleet captain should obtain the services of an open meeting Race Officer, a Safety Boat Crew Manger and a Beachmaster. These three manage and run sections of the open meeting on the day. Remember the Race Committee has obligations under the Race Rules of Sailing and that is why I have defined it here.

An open meeting also needs some other helpers such as the tea bar helpers, the entry desk crew, a results officer and a car park attendant.

Most of the paperwork for an open already exists in some form; we just need to edit it for the new open, particularly the Notice of Race, the Sailing Instructions and the Entry Forms. Spreadsheets already exist to check the open's finances are going to break even. In 2011 we need to develop guides for the Race Officer, the Safety Boat Captain and the Beachmaster.

One of the areas that needs careful attention is the provision of safety boat cover. We need to provide sufficient safety cover for the fleet, where I'll define sufficient cover as being able to attend any incident within 2, perhaps 1, minute. By this "sufficient safety cover" will depend on the sailing conditions and the level of competence of the sailors. From this we could say that a fleet of 100 Olympic Laser sailors sailing on a summer's day in a force 3 would need hardly any safety cover at all, while a fleet of beginners in Toppers sailing on a cold spring day in a force 4 would need a safety boat each!

To achieve "sufficient safety cover" for large opens on the open sea the general rule of thumb seems to be 1 safety boat per 15 adult competitors or 1 safety boat per 10 junior competitors. We all know this is often not achieved, except in Oppy fleets where parents turn up in their own RIBs. For Federation Week 2005 they had 32 safety boats for 450 competitors (1:14). As we are not on the open sea, so we could reduce the safety cover needs to 1 to 20 for adults and 1 to 15 for juniors. These ratios normally get worst in good weather, but then no one needs rescuing anyway and better in bad weather as not so many go afloat in the first place.

Fleet captains - please:

- Check you have sufficient safety cover for the expected number of entries.
- Check with the club race officer before editing the Notice of Race, Sailing Instructions or Entry Form, they are interlink, are legal documents and effect the racing rules.

## Check list for organising an open meeting at CYC... part 1...

Task	Done
<b>In autumn of previous year...</b>	
Arrange and agree date of open meeting...	
liaise with Dinghy Section Race Committee (DSRC), local clubs and class assoc.	
Appoint Race Officer, Safety Boat Crew Manager and Beachmaster.	
Press gang as many other helpers as you can.	
Advertise meeting particularly on the class assoc's web site.	
<b>In the winter...</b>	
Agree an entry fee with the DSRC and know the budgets available to you.	
Liaise with the Club Race Officer (CRO) and produce a Notice of Race (NOR).	
Publish NOR and ensure the club's and the class assoc's websites link to it.	
Produce a poster if you think it will help advertise your open.	
<b>With two months to go...</b>	
Seek sponsorship and update open advertising where you can.	
Order prizes, but keep within assigned budget.	
Liaise with the CRO and produce the Sailing Instructions (SIs) and Entry Form.	
Ensure other paperwork has been produced in electronic form.	
<b>With six weeks to go...</b>	
Check your volunteers and remember the entry desk, results officer and car park attendant.	
Check Cyclone crew is available via the open's Race Officer.	
Check the safety boat crews are available via the Safety Boat Crew Manager.	
Check the tea bar team is available via the tea bar leader.	
<b>With four weeks to go...</b>	
Check prizes are in hand.	
Produce a list of helpers and fill any gaps.	
Ask office to print open meeting paperwork such as SIs and Entry Forms.	
Ask office to print Risk Assessment Form and Declaration Sheets.	
Advertise open again: send details to local clubs and the clubs of those who came last year.	
<b>With two weeks to go...</b>	
Ask office to have the tea bar's float, entry desk's float and Harbour Dues box ready.	
Ask the Club Results Officer to set up results file while referring to the SIs.	
Arrange for someone to write a report, check with the Publicity Officer.	
Contact your fleet and ask for cakes for after sailing tea.	
Discuss lunches for those on duty, after sailing tea and busy tea bar times with the Tea Bar Co-ordinator.	
<b>The week before...</b>	
Arrange for Cyclone to be moved onto the waiting pontoon outside marina.	
Launch the safety boats with the marks onboard and leave on the waiting pontoon.	
Check that there is sufficient fuel for the safety boats.	
If the open has an early start arrange access to the club, the paperwork, the tea bar float, the entry desk float and the harbour dues box.	

## Check list for organising an open meeting at CYC... part 2...

<b>On the day...</b>	
Arrive 3 hours before the start and set up the entry table and start accepting entries.	
Arrange for the Beachmaster to start filling in the Risk Assessment form.	
Discuss racing times and advise tea bar team when to expect heavy business.	
Arrange for the results to be produced for the end of the day and during the day if possible.	
Set out prizes, compile a list of prize winners and run prize giving.	
Sort out the entry fees and pay the tea bar as required and pay the rest into the CYC office.	
<b>After the open meeting has finished...</b>	
Write and publish a report. Send the report to the club newsletter, class magazine, Yachts and Yachting, the local press and club website.	
Publish the full results on the club website.	
Start thinking about next year's open!	

## Notes on organising an open meeting at CYC...

### In the autumn of the previous year...

1. Agree open meeting date with the person responsible on the Racing Sub-Committee for compiling the CYC sailing programme in conjunction with fleet captains from other clubs who are likely to hold their events at a similar time. Also consider other events in the harbour and other class events such as close open meetings and major class travellers, regional and national events and ensure they are not going to detract from your open.
2. Source a competent race officer with experience of running open meetings, and press gang a Safety Boat Crew Manger and Beachmaster. Also persuade others to sign by for duties at your open as early as possible.
3. Advertise your open on the class association's web site.

### During the winter and well before the Dinghy Exhibition and the end of Snowflake...

1. Contact the Sailing Secretary to agree an appropriate entry fee. Check if there are any class association charges to be added to the club fee. Understand how the income from your open is to be spent and particularly know the budget available for prizes. Some of the entry fees will be used to buy the open's Race Committee's lunches.
2. Contact the CYC Dinghy Section Race Officer to produce a Notice of Race (NOR) for your open. A new NOR that meets new guidelines was produced for 2011, please check you have the correct document.
3. Produce an event poster or flyer if you think this will help advertise your event. Copies of posters or flyers are usually made available on the CYC stand at the Dinghy Exhibition, however the NOR is the governing document and you should refer potential competitors to it first.

### With two months to go...

1. Seek sponsorship (if possible and you want to). In return we have tried to mention the sponsors in the Notice of Race, Briefing, Prize Giving and reports to Yachts & Yachting, Club newsletter etc, along with the sponsor's logos being displayed on the boats.
2. Order prizes. For adult classes we normally do prizes for 20% of the fleet or for the square root of the number of boats plus one. We usually add spot prizes for the junior fleets such as age related, special achievement, first club boat etc to be awarded at the discretion of the race committee. If you don't order the extras as trophy prizes you could buy bags of chocolates etc instead. Sort out appropriate prizes as you see fit, but keep an eye on costs, check relevant invoices and ensure we don't lose money! Glass prizes may be ordered through John and Pauline Cox, who are CYC members who own a jewellery business and have produced prizes for years. The Cox's invoice the club directly. A prize order form template is available. Typical engraving might be: Chichester Yacht Club, Class Name, Position and Club Flag. Don't get the year engraved on the prizes so if they are not given out this year they can be used next year. Before ordering new prizes check what we already have in stock.

3. Contact the Dinghy Section Committee Race Officer to produce the Sailing Instructions, Entry Forms and Declaration Sheets. The Sailing Instructions (SIs) from last year are available and have all of the latest fleet specific needs included, such as the class flag, starting sequence etc. The open's Race Officer is likely to want to review the NOR and SIs once the drafts have been produced.
4. Ensure the club office makes sufficient copies of the SIs and Entry Forms to be given to each sailor at registration on the day of the event. Also ensure some spare NORs, the Declaration sheets and a Risk Assessment sheet are printed. Also temporary membership forms may be required if non-members volunteer to help as part of the open's Race Committee.

**With six weeks to go...**

1. Set up the following management structure...  
 Top level manager - you, the fleet captain - the buck stops here!  
 Secondary level managers for the day - Event Race Officer, Safety Boat Crew Manager and Beachmaster and Tea Bar leader
2. With the Race Officer, ensure Cyclone has an appropriate crew and if not, you as the fleet captain, need to take on responsibility to find the extra crew. Also check that all crew members are going to turn up.
3. With the Safety Boat Crew Manager, ensure all safety boats have appropriate crew and if not you, the fleet captain, needs to take on responsibility to find the extra crew. Also check that all crew members are going to turn up.
4. With the Tea Bar Co-ordinator ensure the tea bar will be manned and stocked and the after sailing tea will be prepared. This could well require separate teams.
5. Check that the entry desk will be run, the car park will be monitored and the results will be produced.

**With four weeks to go...**

1. Check prizes are in hand and make arrangements to collect sponsor's prizes if appropriate. Contact those holding perpetual trophies and arrange for their return.
2. Check with the Race Officer, the Safety Boat Crew Manager, the Beachmaster and the Tea Bar Leader that their teams are full and ready to go. Produce a list of those on duty and fill any gaps. Ensure the Beachmaster understands his responsibilities. ***Remember that someone assigned a duty has the responsibility to find a replacement, if needed.***
3. Check club office has printing of SIs, Entry Forms, spare NORs, Declaration sheets and Risk Assessment sheets in hand.
4. Ask the Office to send NOR or poster to suitable clubs which may have interested sailors or from where competitors have come in the past.

**With two weeks to go...**

1. Check with the office that the tea bar's and entry desk's floats and the Harbour Dues box will be ready.
2. Contact the club's Results Officer (Ian Payne) to ensure he has set up the results files on the club's computer ready for use on the day. If you can find someone able to enter and print results as the races are completed that will make the final results quicker and they can be displayed between races for the competitor's interest and use.
3. Ensure club publicity officer, or a nominee deputy, will be producing a report of the event for Yachts & Yachting, the club dinghy website, newsletter and the class website.
4. Remind members to bring cakes for the after sailing tea.
5. Discuss with Tea Bar Co-ordinator the numbers expected for the after sailing tea and when the tea bar may well be very busy.

**The week before...**

1. Arrange for Committee Boat (Cyclone) to be moored up on the Marina jetty outside the Marina lock opposite the club on the Saturday
2. Arrange for Saturday safety crew to leave rescue boats in the water tied up to the marina jetty, with the Orange inflatable marks in them.
3. Ensure there will be sufficient safety boat fuel.

4. If you have an early start and need access to the club before 9 AM arrange for someone to be there early with the front door key and the burglar alarm code and that you have easy access to the dinghy section keys, the tea bar keys, the paperwork and the cash floats.

#### **On the day ...**

1. Arrive about 3 hours before the start and meet with your Race Officer, Beachmaster and Safety Boat Crew Manager.
2. Ensure registration table is set up early.
3. Be available to answer questions as to who is doing what and check that things happen when they should e.g. Safety Briefing, Competitors Briefing. But hopefully the Beachmaster will take this onboard.
4. Ask the Beachmaster to complete the Risk Assessment form and to stay on the shore all day carrying a radio to listen to what is going on and to be a communication point between the water and the shore as needed e.g. to warn the tea bar that sailors will shortly be ashore, to ensure the results are brought ashore promptly and are given to the person doing the results.
5. Ask the entry desk crew to write out the competitors names on the declaration sheet. Only those that have paid their entry fee should be entered on the declaration sheet.
6. Ensure that the after sailing tea team lay out about half an hour before sailors come ashore after the final race (on the Pool Table but first putting the purpose-made board and cloth on top to protect it).
7. Set out prizes well in advance of prize giving. Doing it before sailors come ashore is nice so that they can admire them and the sponsors get greater benefit.
8. Ensure results of each race are put on the notice board when available during the day for spectators to read.
9. When final results are available, photocopy sufficient for each competitor to take one home. Give one copy to publicity officer, or a nominee deputy, for their report for Yachts & Yachting.
10. Count the entry money and pay the tea bar as required and give the rest to the CYC Office together with any receipts for anything you needed to buy.
11. Agree who will present the prizes and give them copies of results so they can finalise who is receiving what.
12. It is usual to read out the results in reverse order but so that the winners still get to choose which of the sponsor's prizes they want, in advance of the prize giving, once you know who the winners are, approach them and ask them which of the sponsors prizes they would like, then the person who is second etc so that you know before the prize giving who will get each prize. It is a nice touch if you have time.

#### **Afterwards...**

1. With the help of the publicity officer, or a nominee deputy, write a report for the club newsletter, any class magazine and Yachts and Yachting. Post the event report on the class website and publish where the results can be found, this is usually the CYC web site.
2. And start planning next year's open meeting!

### Notes on the after sailing tea...

It is traditional at CYC Open Meetings to give the sailors a free tea when they come ashore. This is mostly made up of donations of cakes from club members but is supplemented by sandwiches and savouries produced by the Tea Bar.

The fleet captain needs to encourage the generation of cakes from within the class - preferably home made as the sailors like them best.

The Tea Bar co-ordinator will organise supplies for sandwiches and savouries which are prepared during the quieter moments of the day when the sailors are afloat. Liaise with the Tea Bar Co-Ordinator to give some indication of the likely number of competitors to help economic provisioning.

### Paperwork...

The following lists the paperwork required to run an open meeting:

Ref:	Document:	Filled in by:
1	Open Meeting Cost Sheet	Dinghy Section Race Sub-committee
2	Event Poster	Fleet Captain
3	Notice of Race	Dinghy Section Race Officer
4	Prize Order Form	Fleet Captain
5	Sailing Instructions	Dinghy Section Race Officer
6	Entry Forms	Dinghy Section Race Officer
7	Risk Assessment Check Report	Beachmaster
8	Signing On & Declaration Sheets	Dinghy Section Race Officer
9	Notes for Entry Desk (could be the Event Poster)	Dinghy Section Race Officer
10	Volunteer List including emergency contact details	Fleet Captain and Beachmaster
11	Temporary Membership form	Beachmaster

Copies of all these documents are available from the Dinghy Section Race Officer - Roger Millett.

Running an open meeting at CYC was developed from notes written by Sarah & Colin Smith on how to run an Oppy open meeting in 2005 and has been update over the years by Nick & Bidy Colbourne and Roger Millett.