

Yorkshire Dales Sailing Club: Open Event Roles Checklist

The aim of this document is to aid members of YDSC to organize open events. Please select from the list below roles which are appropriate to the event. NB: This is NOT a risk assessment.

Event	
Date	

Role	Outline of Activity	Name responsible	Contact phone / email
Event Publicity	<ul style="list-style-type: none"> • Liaise with Class Association • Post event details on Club Facebook, “Dinghy and Multihull Events”, YDSC Watersplash, any other publicity you can think of. (usually the class captain)		
Event Manager	<ul style="list-style-type: none"> • Acts as Event coordinator - acts as liaison between competitors, race / safety teams and the shore team. • Event Manager to identify volunteers for the roles outlined in the rest of this document below. • Class Captain usually finds/identifies an Event Manager (as the class captain will need to focus on their own sailing at the event) 		

Role	Outline of Activity	Name responsible	Contact phone / email
Welcome Registration Information Order Food	<ul style="list-style-type: none"> • Act as a welcome party and initial point of contact for competitors and visitors to the event • Ensure entrants have either pre-paid or pay at reception • Display the official notice board (the first window down the side of the patio - info inside the window facing out to keep dry) • Ensure competitors/visitors order food from galley • Ensure Donation/Tax forms are available and participants are informed about how the club can claim money from HMRC for donations 		
Principal Race Officer	<ul style="list-style-type: none"> • Control the racing. Usually an experienced race officer 		
Club Race Officer	<ul style="list-style-type: none"> • Liaise with the Event PRO 		
Deputy Race Officer	<ul style="list-style-type: none"> • Support the Race Officer 		
Results Recorders	<ul style="list-style-type: none"> • Record and publish race results. Ideally two people working together. Liaise with PRO and their team. 		

Role	Outline of Activity	Name responsible	Contact phone / email
Safety Boat Crews and Mark layer for big events	<ul style="list-style-type: none"> • Identify someone to Act as Safety Leader to coordinate rib activities on the water ensure ribs are fueled at and all required equipment is in place, before and during the event. • Taking into account size of fleet and weather forecast deploy appropriate number of safety boats for the event. • Liaise with PRO on distribution of ribs on the course • Identify a mark layer if required by PRO • Ensure ribs are correctly inflated • Safety boats drivers must hold a RYA PB2 qualification. 		
Radios/Charged and checked	<ul style="list-style-type: none"> • Pre Event Checks • Check all radios charged. • Perform radio check • Identify Channels used for race management/Safety/Housekeeping 		
Fuel Check	<ul style="list-style-type: none"> • Pre event Check all ribs have adequate fuel and fuel store has adequate reserves 		
On Water Coach For Junior Events	<ul style="list-style-type: none"> • Ensure Sailing Instructions are amended to allow this activity. RYA Race Coach 2 or above. 		
Protest Committee	<ul style="list-style-type: none"> • Identify chairman of Protest Committee to Identify 2 support members to hear any protests. Consider online meetings (Zoom) for Covid Protest meetings 		
Beach Master	<ul style="list-style-type: none"> • Manage shore activity. E.g. organization of trollies for big events. This may be necessary to deliver a Covid secure event 		

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Organise Prizes	<ul style="list-style-type: none"> Put the prizes out & liaise with the RO and Results team 		
Catering Liaison	<ul style="list-style-type: none"> Ensure the galley is kept updated on entries expected and when the fleet will be on and off the water. This could be the PRO or Assistant or Safety Leader 		
First Aid	<ul style="list-style-type: none"> Provide Onshore First Aid cover, liaise with safety leader, PRO rib drivers as appropriate 		
Parking	<ul style="list-style-type: none"> Identify Parking Marshal/s for big events Ensure they have hi vis jackets available 		
Bird Nesting Areas	<ul style="list-style-type: none"> Ensure that all participants are aware of NO GO Nesting Areas. Include in Sailing Instructions 		
Event Photographer	<ul style="list-style-type: none"> Take some photos for the report Y&Y and website and facebook 		
Event News Report	<ul style="list-style-type: none"> Produce report and send report to Yachts and Yachting Post on YDSC Website / YDSC Facebook Page 		
Duty Man	<ul style="list-style-type: none"> Ensure appropriate roles are listed on Dutyman. Some of the above roles may be listed on Duty Man. TBA after discussion 		
Weekend Event Arrangements	<ul style="list-style-type: none"> Check visitors staying on site are happy with arrangements and check security of premises 		
Post Event Review	<ul style="list-style-type: none"> Conduct post event review: What went well, any negative issues, hitches and suggestions for improvement. 		

Please send a copy of this document with completed info to: sailingsec@yorkshiredales.sc at least a week before the event is planned to take place