



Thank you for agreeing to host a race day. From past experience the following bullet points may help you check that the normal needs for one of our race sessions have been considered. The check points are in approximate chronological order of action.

1 Please familiarize yourself with the relevant sections of the current 2011 [YHYSA handbook](#)

2 People are available for each job – some can be combined as required

- 2.1 Officer of the day.
- 2.2 First aider(s), (hopefully not required).
- 2.3 Catering.
- 2.4 Lead rescue cox and crew(s).
- 2.5 Results calculation.
- 2.6 OD assistants.
- 2.7 Welcoming / Signing on crew. e.g. 09:00 – 10:30
- 2.8 Car Parking & Rigging areas Supervisor e.g. 09:00 – 10:30am
- 2.9 Launch and recovery assistance, if required.
- 2.10 Can an RYA coach be on a rescue boat? Ask if a coach is coming to your event.
- 2.11 Protest committee (Minimum 3 competent people) or an Arbitrator needs to be on stand-by just in case!

3 Safety

- 3.1 Conditions which will cancel racing have been considered
- 3.2 Rescue boat(s) as required available & reliable etc.
- 3.3 First aid supplies – emergency contact arrangements etc.
- 3.4 What should be in the briefing: e.g. cold/hot temperatures, sun cream, drink water etc

4 Committee boat for water start / finish line (if applicable).

- 4.1 Good anchor.
- 4.2 Flags (YHYSA should provide its own 'Class Flag' for racing. Competitors to be informed at the Briefing.
- 4.3 Cross trees and halyards
- 4.4 Air horns.
- 4.5 Extra marks, which can be moved as required but then stay put.
- 4.6 Radio's or mobile phone numbers.
- 4.7 Reliable & secured timer(s).
- 4.8 Reliable recording method(s).

5 Catering supplies

- 5.1 Breakfast – sometimes clubs put on bacon sandwiches on arrival.
- 5.2 Lunch Menu (Ideas 1 to 3 from: Lasagna, Pie & peas, pasties, beans, sausage, burgers, spaghetti bolognese, chicken/ pork stew, baked potatoes, rice, veg, salad, crumble, ice cream, tined fruit salad, drinks etc.)
- 5.3 Prices – up to you (normal 2011 50p/Cup £3 - 4:50/meal)
- 5.4 Pre order system available, list of names or number tickets for say 20 competitors and parents + sailing



club people. Some parents bring their own food.

6 Prizes

- 6.1 As the main prizegiving takes place at the end of the Series, Host Clubs need only provide modest prizes, normally down to 5th place and you may wish to present a "good sportsmanship" or other prize for competitors who tried hard but didn't get a high place.
- 6.2 Prizes should be purchased from the club's portion of the entry fee, sponsorship or donations. Normally allow 1st to pick then 2nd etc. Remember a double-handed boat will require two prizes.
- 6.3 Prizes can be small bits of sailing equipment from shackles, rope sealing lighter, burgee, to Casio watch & clothing from caps to fleece, Mugs or cups, USB stick, Certificates of participation (can be put in school portfolio of activities and interests).

7 Series and Race handicap calculation system (Preferably Sailwave).

- 7.1 Sailwave downloaded <http://www.sailwave.com/download/download.php> [clicking on .exe file.] not essential if you have a system you know works and is reliable.
- 7.2 Previous competitor's names pre-entered, can be obtained from YHYSA website.
- 7.3 Results system can be used in the time available (e.g. 30 min between races)
- 7.4 First names and surnames are included.
- 7.5 Different numbers of laps can be accounted for.
- 7.6 Portsmouth Yardstick handicaps are available (YHYSA SI's includes these)

8 Paperwork - signing in etc

- 8.1 Hard copy of YHYSA Standing Instructions available.
- 8.2 [Entry forms](#) – these can be downloaded from: www.yhysa.org
- 8.3 Cash float for change.
- 8.4 Meal booking.
- 8.5 Race log sheets to record each sail number & lap time.
- 8.6 Sign off sheet if you required one (not included in YHYSA SI's).
- 8.7 Protest forms and a current copy of the 'Racing Rules of Sailing'.
- 8.8 Stick on name labels for club staff + marker pen.

9 Timetable e.g.

- 9.1 09:00 – 10:30 arrive, meet and greet, rig, change, sign on.
- 9.2 10:35 Sailors briefing.
- 9.3 11:00 - 12:05+ Race 1.
- 9.4 12:00 – 13:00 Lunch.
- 9.5 13:20 – 14:10+ Race 2.
- 9.6 14:50 - 15:40+ Race 3.
- 9.7 De-rig, pack and change (full results calculated).
- 9.8 16:45 Prize giving.
- 9.9 17:00 Depart.

10 Pre-event club meeting & briefing.

- 10.1 Last minute checks with the benefit of a weather forecast and to prepare any paperwork temporary



structures / arrangements etc.

11 Agree Briefing - Helm / Crews e.g.

- 11.1 Don't forget to register and order lunch.
- 11.2 Safety – e.g. cold water, hot conditions - sun cream, drink plenty etc.
- 11.3 Shallows / Dangers / Exclusion zones etc.
- 11.4 Mark sequence.
- 11.5 You have YHYSA Series SI's. Any changes to SI's on Official Notice Board which is
- 11.6 Sail mindful of the Fundamental rules:
- 11.7
 - 1 "Give all possible help to those in danger."
 - 2 "Sail with good sportsmanship and fair play." and
 - 4 "It is your responsibility to make the decision to participate and continue racing."
- 11.8 The course will be displayed.....
- 11.9 Take care on the jetty(s) .
- 11.10 Launch areas are located at.....
- 11.11 Approximate start times (see timetable displayed
- 11.12 Start display (if used)
- 11.13 Launch signal (if used) e.g. 10 minutes to start, you can / cannot be on the water before.
- 11.14 The course may be changed up to the launch / preparatory signal?
- 11.15 Start 5-4-1-0 (These pennants will be shown at these times).
- 11.16 Start & Finish Line.
- 11.17 Individual Recalls – X & 1 sound signal and hail if possible & positively identifiable.
- 11.18 General Recalls - first substitute flag & 2 sound signals.
- 11.19 Use of "I" Flag Rule (If On Course Side within 1 minute from the start sail round start marks to start side).
- 11.20 Black Flag rule will be considered used or not?
- 11.21 Postpone or abandon race.
- 11.22 Approximate race length 50+ mins
- 11.23 Change to SI's - Shorten course procedure e.g. on boat approaching final mark in course. Proceed to finish. If you're beyond the start finish line when shorten course flag is shown - proceed to end of that lap.

12 After the racing

- 12.1 YHYSA given £2 of entry fee per competitor.
- 12.2 Copy of the results given electronically & hard copy to William.Redman@BTInternet.com.
- 12.3 Sent story and photos of event to local paper for club publicity.
- 12.4 Thanks given to everyone involved in making it a successful and enjoyable event.

I hope you find this check list helps. We would appreciate any suggestion to improve our events, make them easier to host and increase the number of young sailors taking part. Thank you for all your effort.

William Redman (Chairman Yorkshire & Humberside Youth Sailing Association)