

FLEET CAPTAIN OPEN MEETING CHECK LIST

Open meetings require extra organisation which is the responsibility of the fleet captain or nominated fleet member. Any questions to Rear Com/Sailing Committee

Much of the checklist below needs to be completed before the event

1. Communicate with National or Regional organiser and advertise event
2. Update and publicise the Notice of Race
3. Ensure DCM and OOD aware of race format and any special requirements
4. Ensure DCM has full crew before event and on the day (and check whether additional help required if weather severe)
5. Ensure Tea bar staffed and advise on likely numbers and timing
6. Ensure Bar available if required
7. Obtain suitable prizes (discuss with Rear Com who may have already purchased glassware for the season)
8. Nominate somebody to open club gate for early arrivals
9. Nominate somebody to host any visitors camping overnight - before/during or after event
10. Produce and print entry forms (Rear Com has template) and nominate somebody to assist with registration/collection of entry fees
11. Print at least one copy of Sailing Instructions
12. Make available plasticised maps of lake – buoy positions
13. On the day - Welcome visitors and introduce DCM/OOD (OOD to brief competitors)
14. Ensure results processed accurately and in a timely fashion (Suggestion -video/audio and manual recording finish in addition to computer system can avoid problems)
15. Have a Protest Committee available if needed (non competitors)
16. Arrange for presentation of prizes
17. Send results to National/Regional organiser and any fees that they require
18. Provide SSC treasurer with accounts for the day and any surplus cash

Most Important - Enjoy the day!