

Running a Hansa UK Nationals and Open International Event

Key Tasks

Appoint an Event Manager to manage the overall event, including managing the planning process, all the pre-race day elements, the full race day and all the post-race day elements.

Event Manager:

- Put your team together and establish a broad outline for your event
- Give consideration to the issue of sailors who need to wear auto-inflating Personal Flotation Devices (PFDs). Put into place any consultations, actions and, if needed, special arrangements to enable these sailors to compete.
- Arrange with your Hansa Class Co-ordinator any of the HCUK offers of resources you need such as the buoys or for a Hansa person to come to your club to go through the planning of your event with your team.
- Start planning at least 9 weeks before your event so that everyone is fully briefed and everything, including all team leaders and forms are ready for the event.
- **At least 8 weeks before your event**, with your team, produce the following documents and send to Ron Sawford or your area representative for circulation to the sailors and their teams and publication on our website:
 - An Invitation
 - An event flier
 - A Notice of Race - You will need to produce a Notice of Race that conforms to the Racing Rules of Sailing 2013-2016 Rule J1:
 - **Safety Note:** If the event is to be held before June include in the Notice of Race a reminder that water temperature will be low and it is each sailor's responsibility to take all necessary personal safety precautions to take this into account.
 - **Planning Note:** The sooner the Notice of Race is published the sooner sailors will feel confident in entering the event and booking their accommodation.
 - A Local Accommodation Document. (including Camping)
 - You'll need to produce a document laying out the range of accommodation available in your area and giving accessibility details, distances from your venue and contact details for each one.
 - An Entry Form and possibly a Catering Form.
 - Produce these in MS Word so that, once on the website, they can be downloaded, completed and emailed back to you.
 - The Event Specific Schedule (ESS).
 - Sailing Instructions and an ESS pro-forma will be provided by HCUK. Your club will need to complete the pro-forma ESS and print the copies you need for your event.
- **Prior to your event print the following from your "Forms" PDF File:**
 - 2 copies of the Sailing Instructions (one for the notice board and one for the Race team)
 - 25 copies of the Entry Form. (for Race Admin)
 - 25 copies of the completed Event Specific Schedule (ESS) (for Race Admin)
 - 1 copy of each of the four Fleet Forms, the Hoisting Form and the "Sailor Safety Information for the Safety Boat team" Form. (for Race Admin)
 - 4 copies of the HCUK Application for Membership Form. (for Race Admin)
 - 4 copies of the Race Timing Forms. (for the Race Team) (you may use your own club's race timing forms if you prefer)

- 2 copies of the Overall Results Form. (for the person calculating the results) (you may use your own club's overall results form/format if you prefer)
- 1 Copy of the Prize Giving Form. (for the person calculating the results to complete and give to the person managing the presentation of the prizes/trophies)
- 3 copies of the RYA Protest Form (for the person handling protests)
- **On the first day of the event:**
 - 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 refreshment.
 - Make sure all teams are in position in plenty of time to ensure that the event runs smoothly.
 - Post a copy of the current HCUK Sailing Instructions on the notice board. Remember that people in wheelchairs will need to be able to read them.
- **On the second day of your event:**
 - Make sure all teams are in position in plenty of time to ensure that the event runs smoothly.
- **On the last day of the event:**
 - Make sure all teams are in position in plenty of time to ensure that the event runs smoothly.
 - Run the prize-giving and offer thanks.
 - Use the prize giving form and include prize-winners first names where possible.
 - Check whether the HCUK want to say a few words after the prize giving.
- **At the end of your event:**
 - Give on the last day of your event or send within a week to Ron Sawford or your area representative:
 - The completed Race Entry, Fleet, Race Timing, Overall Results and Prize Giving Form, any completed HCUK Membership Application Forms and the Feedback Form.
 - The HCUK portion of the entry fees - £3 per boat.
 - Within six days of the event, please send an event report and a few (say 3) photos (as J-Peg files of at least 300kb); we will get these published on our website www.hansaclub.org.uk and in sailing magazines.

Catering Manager:

- **Plan and run the catering:**
 - Competitors and visitors will want to purchase refreshments throughout the three days including a breakfast, a light lunch and afternoon tea.
 - People usually start to arrive at 8.30 and will need access to the toilets and if possible a breakfast snack.
 - There will be an evening meal (Event Dinner) on the Saturday evening.

Shore Manager:

- **Welcome and direct people as they arrive:**
 - People usually start to arrive at 8.30.
- **A small team to help with competitor's boat handling where needed:**
 - unloading, assembly, launching, taking off the water and loading back onto trailers and/or vehicles:
 - Look out for sailors who are travelling alone and don't have a helper or team.
 - Look out for the helpers that have a large team of boats to get on the water.

- **Manage the Jetty/Pontoon and Hoisting operation:**
 - The race administration team will give you a “Hoisting” form that lists all sailors that will need hoisting.
 - Have a powerboat available to move boats around each other to the hoist as they are needed.
 - Have an area available to move the boat to after the sailor has been hoisted in, where the sailor’s assistant can prepare them for sailing.
 - Have the hoist operator available throughout the whole time that sailors who need hoisting are on the water so that in the event of a sailor needing to come ashore early the hoist operator is available.

Race Administration

- **Run the Race Entry administration including the collection of entry fees:**
 - **You will need the following forms:**
 - Race Entry forms - one for each entrant. Have 25 ready
 - Completed ESS – one for each entrant. Have 25 ready.
 - 1 Hansa 2.3 Fleet form,
 - 1 Hansa 303 one person Fleet form,
 - 1 Liberty Fleet form,
 - 1 Hoisting form,
 - 1 “Sailor Safety Information for the Safety Boat team“ form.
 - HCUK Application for Membership forms. Have 3 ready.
 - **Race Entry forms**
 - To be completed by all entrants. Encourage entrants to include their first names as the use of these at the prize-giving makes for a much more equal, personal and friendly occasion.
 - **Collect entry fees;**
 - Entry fees are normally levied per boat and not per sailor. (check with your event manager if this applies)
 - **HCUK Membership.**
 - If the entrant is not a member of the HCUK ask them to complete an application for membership form. Membership is free.
 - **Recording data:**
 - As you receive completed race entry form transfer data to the following forms. Onto the Fleet forms record the boat number and sailors name(s) (please also note on the fleet form if the sailor is an “international entrant) i.e. Hansa 2.3 fleet, Hansa 303 one person fleet, Hansa 303 two person fleet, Liberty fleet form.
 - On the Hoisting form record the boat numbers, sailors’ name and the sailors’ helpers’ names (if possible) of all sailors who have ticked the box that says they need hoisting into their boats.
 - On the “Sailor Safety Information for the Safety Boat team” form, record the boat numbers, sailors’ name, and the sailors’ helpers’ names (if possible) of all sailors who have ticked the box that says that they will be wearing an auto-inflating lifejacket and/or they have ticked the box that says that they will be strapped into their seat when afloat and/or have recorded any other special safety need when afloat
 - **Distributing data**
 - Before the briefing give/send the Hoisting form to the hoisting manager.
 - Give the fleet forms to the race team before they go onto the water.
 - Give the “Sailor Safety Information for the Safety Boat team” form to the safety boat team leader..

Race Team Manager

- **A fully experienced Race Officer with a team of at least two knowledgeable assistants.**
 - **Give the pre-race briefing:**

- The time of the Day 1 briefing will be as published in your notice of race.
 - Announce any local rules applicable to the venue.
 - It is important that the briefing is ended in a time that will allow at least eight minutes per hoisted sailor per hoist between the end of briefing and the start of the first race.
 - The time for the start of the Day 1 first race will be as published in your notice of race
 - **Safety note:** 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's responsibility to take all necessary personal safety precautions to take this into account.
 - Tell where the official event notice board is.
 - Have a plan of the course and describe the course and number of laps. Point to buoys on the water if possible. If the start line is a gate on each lap of the course make this plain.
 - Describe the start.
 - Tell and describe if a lead boat is to be used.
 - Point out any known hazards such as shallows, weed etc.
 - Tell time of the first start, Note - if different to the published time fly the temporary postponement (AP) flag from 11.00 and start accordingly.
- **Run the races**
- Run the races in accordance with the HCUK Sailing Instructions.
 - The Hansa UK National Championships. A three day event open to sailors domicile in the UK for 4 Hansa Classes, (2.3, 303 one person, 303 two person and Liberty) consisting of eight races each of approximately 40 minute duration.
 - Day 1 has two races in the afternoon sailed back to back.
 - Day 2 has two races before lunch sailed back to back and two races after lunch sailed back to back.
 - Day 3 has two races before lunch sailed back to back
 - The time of the Day 1 briefing and first race will be as published in your notice of race.
 - We ask you to aim to finish the Day 2 (Saturday's) racing no later than 16.00 as we usually hold an HCUK AGM before the evening's social activities.
 - Sometimes, if previous days races are lost, more races are fitted into Sunday. If this occurs, this being the last day, we ask you to aim to finish racing no later than 15.00 and prize giving by 16.30
 - Use simple triangle or trapezoid courses where possible.
 - Use the Hansa Class Flags. They are:
 - 2.3 = blue swan on white ground.
 - 303 one person = red swan on white ground.
 - 303 two person = white swan on red ground.
 - Liberty = white swan on purple ground.
 - You will need the following flags on board:
 - Flag "L". For use by a lead boat if you deploy one.
 - Answering Pennant "AP". Temporary postponement.

- Flag "P". Prep
- Flag "I" Alternative Prep (if to be used explain the rule at briefing)
- Flag "X". Individual recall.
- First Substitute. General recall.
- Flag "S". Shorten Course.
- Flag "N". Abandon race.
- Races will be started as described in RRS Rule 26:
 - Read the rule for details but here are a few reminder notes - (5-4-1-go, the go of one class being the 5 of the next).
 - Start fleets in the following sequence: Liberty class first then both 303 classes together followed by the 2.3 class last.
- Sailors have asked that each day the morning race results are displayed at lunchtime.
- **Manage and operate the safety boats including radio contact with the race officer and shore:**
 - The race administration team will give you a completed "Sailor Safety Information for the Safety Boat team" form. This will tell you the following:
 - The sailors that are wearing an auto-inflating lifejacket (PFDs).
 - The sailors who will be strapped into their seats when afloat.
 - The sailors that have any other special safety need when afloat.
 - Make sure that there is at least one fully crewed safety boat capable of immediate deployment to any incident at all times that the Hansa competitors are on the water.
 - Make a powerboat available to the Jetty/Pontoon and Hoisting manager to move boats around each other as they are needed at the hoist and to tow any sailor using the hoist to the start line if needed.
 - There should be at least one accurate anemometer in one of the boats
- **An experienced person to run a protest committee**, if needed, who can Interpret and apply the current Racing Rules of Sailing (access to a copy of these rules will be needed at the event). They can be found online at <http://www.sailing.org/documents/racingrules/>). If possible, provide a suitably knowledgeable person to act as "Advisor" in connection with Sailing Instruction 10.4.
- **Calculate the overall day's results and prepare the prize-giving data:**
 - Sailors have asked that each day the morning race results are displayed at lunchtime
 - Use or have access to the overall results form, which has the rules for breaking a tie printed at the top of it.