

Timeline for open meeting organiser version 2

Weeks	Action	Resources	Event coordinator's comments	Dates for 30 - 05-2009
as soon as possible	Find Race officer and assistant. Make sure dates don't clash with their projects.	Sailing Committee sailingsec@lancingsc.org.uk		as soon as possible
start of season	Ask Results Guru if he's there to do the results on the day.	mdcroker@which.net		w/c 23 Mar.
start of season	<ul style="list-style-type: none"> - Contact catering team and give date of event. - Contact Don to man the bar. - If there's a meal in the evening, confirm with Social Committee that the event is covered. 	See website Home>Committees Contact socialsec@lancingsc.org.uk		w/c 23 Mar.
8 weeks before	Write Notice of Race	View attached doc. Please check entry fee and dates.		w/c 30 Mar.
8 weeks before	Produce poster based on NoR.	if in need of help, isa.j@ntlworld.com		w/c 30 Mar.
6 weeks before	Display poster in clubhouse (X2) and changing rooms. Post message on forum, inviting all sailors to take part or help. Contact class fleet captain and generate interest (<i>if you're not fleet captain</i>).	Toppers: Nick Muggridge nick.m@virgin.net Lasers: David Trout atdt@fsmail.net Fast fleet: Jim Powell simplyjim@india.com		w/c 30 Mar.
6 weeks before	Send poster and advertising blurb to local sailing clubs and CAs.	CAs and local clubs websites		w/c 13 Apr.
6 weeks before	Review prizes. Contact Rooster and/or local chandleries for freebies.	Andy Carter gets the glass trophies + engraving. Ask him and give detailed list of prizes needed.		w/c 13 Apr.

5 weeks before	<p>Place sign-on sheets for volunteers in club foyer and/or next to galley hatch. Post a "Need help" message on the forum.</p> <p>Minimum needed:</p> <ul style="list-style-type: none"> - Rescue: X4 - Race box: X2 - Lane duty: X2 - Beach party: X2 - Entries: X1 <p>NB. People doing lane duty in the morning can help on the beach once all competitors have arrived.</p>	<p>Sign-on sheets templates.</p> <p>See attached.</p>		w/c 20 Apr.
4 weeks before	<p>Make sure Sailing Instructions and NoR are on the website.</p> <p>NB. Sailing instructions are only handed out on the day for some events.</p>	<p>See attached doc for example. Template with Mike Croker.</p>		w/c 27 Apr.
3 weeks before	<p>Chase volunteers – get on the phone.</p>	<p>Ask memsec@lancingsc.org.uk for up-to-date members' contact details</p>		w/c 04 May
2 weeks before	<p>Make sure Sailing Instructions, entry forms and medical forms get copied.</p>	<p>Andy Carter can do some copies. So can Jerry Hone and Mark Jackson. Medical forms on website: Sailing>Resources – Open meetings documentation</p>		w/c 11 May
1 week before	<p>Check:</p> <ul style="list-style-type: none"> - engine for Committee boat - Fuel for RIBs - Radios 			w/c 18 May
1 week before	<p>Make sure documents get to the club – go collect if necessary</p>			w/c 18 May
1 week before	<p>Print (or get printed)</p> <ul style="list-style-type: none"> - Sign-off sheets - Lap sheets - Race officer checklist 	<p>See website in Sailing>Resources – Open meetings documentation</p>		w/c 18 May

1 week before	<p>Point RO towards "Race Officer checklist for Opens"</p> <p>NB. "Race Officer checklist for Opens" overlaps this present document. Please ignore what's not relevant.</p>	<p>See website in Sailing>Resources – Open meetings documentation</p> <p>or see attached</p>		w/c 18 May
On the day	<p>Arrive early</p> <p>Place A-frame board at top of the lane</p> <p>Organise lane duties</p>	<p>Coffee machine</p> <p>Bacon sandwiches</p>		30 May
On the day	<p>Make sure RO completes a risk assessment</p>	<p>See website in Sailing>Resources – Open meetings documentation</p>		30 May
On the day	<p>Organise lane duty in the afternoon for competitors leaving the beach.</p>			30 May
Day(s) after	<p>Write (or get someone to write) report for Yachts and Yachting and local press</p>	<p>clubs@yachtsandyachting.com</p> <p>sports@theargus.co.uk</p> <p>steve.bailey@worthingherald.co.uk</p> <p>as soon as possible</p> <p>NB. At this time of year, reports for a Sunday event should be sent no later than Tuesday. Reports on "older" events might be discarded.</p>		w/c 01 Jun.

In addition, as soon as the sailing calendar is finalised, a list of open meetings is added to the Yachts & Yachting interactive calendar for the year.