

Running an Open Event in HYC – the detail

NB. Not all parts are relevant to all events

As Chairman you are responsible to find a sponsor and the various helpers required and to delegate the tasks and manage the budget

1. Getting Started:

Open the [template Action List](#). This is the simplest way to start ticking off jobs. It will prompt you to think of jobs that need to be done.

2. Regatta Committee:

As the Chairman and you will need to organise:

1. Principal Race Officer (PRO). (Ask JS re list of names)
2. Open Events coordinator to advise you with standard procedures and to keep the Sailing Committee updated of progress.
3. Entertainment /Confirm with office ASAP if rooms need to be booked
4. PR / Social Media advisor if you have a sponsor and want publicity.
5. Protest Committee Chair (often suggested by the PRO, currently linda.darbey@gmail.com creates the protest link and books the Protest committee). Protest Chair may organise the team he needs.
6. Beach master if relevant (Dinghies)
7. Race Office Coordinator/ registration team

3. Regatta Committee Meetings:

- Start prep as early as possible.
- A meeting room can be booked through the HYC Office office@hyc.ie.
- Add a Zoom/Teams invite to your meetings as this is preferred by many.
- The action template is the basis of your agenda for each meeting; pick the items you intend going through and circulate your agenda.
- Try to keep the meeting to a maximum of one hour. Ensure clear allocation of responsibilities. (Make sure each member takes notes and is aware what they need to complete for the next meeting). Sum up actions at the end of each meeting.
- Set up a what's app group or communicate by email – agree with all preferred method
- The notes you take at this meeting form the basis for your next meeting.

4. Rescue

- The Principal Race Officer will normally book how many RIBs/crews / Mark layers they will need.
- For large dinghy events a dedicated Safety Officer may be required.(Eoin K has a list of trained safety officers)
- Ensure ribs etc are booked IN GOOD TIME via hycrescue@gmail.com.
- For large dinghy events where multiple ribs are required its advised to assign a dedicated Rib coordinator to track ribs / keys / petrol / crews
- Event chair should send the [Coast Guard form](#) 48 hours before the event / contact details are on the form. If an event is cancelled the Event chair must also inform the coast guard.

5. Budget:

Use the simple template supplied to plan the spend. Use this as your guide for discussion at your first team meeting,
 You will need to revise the budget as you go along, in the light of sponsorship monies, entries and costs.
 All events must at a minimum break even, hence sponsor is required for all big events
 Do not book any high cost items like stages / bands etc until you have confirmed a sponsor.

6. **Sponsorship:** Ensure that the Office is aware of any sponsorship so as the sponsor can be invoiced via accounts@hyc.ie Invoice needs to be sent at least 2 months in advance so payment is received before the event opens. the sooner one starts looking for sponsorship the better as companies put their marketing budgets to bed November/December of the previous year. Ascertain whose responsibility it is to canvass sponsorship and let them at it!
Think about high net-worth individuals you might know in the Fleet / Club or approach whoever sponsored the event last year and offer them the 'first refusal' this year! Draw up a list, identify the person you need to speak to, make the call and go and see them! There is a template 'PowerPoint' presentation which could be adjusted for most presentations if required).

For Major events remember the following: (all printed flags bunting etc are additional cost outside of the sponsorship amount and are produced by the sponsor)

Once you have reached agreement with the sponsor then you need to confirm with them and go through the following points:

- 6.1 **Logo:** What logo do they want us to use? (Entry Form, Notice of Race, Sailing Instructions, publicity shots, crystal prizes, jackets etc.).
 Their logo will need to be sent to the printers, to results@hyc.ie / to the prizes supplier, the webmaster and your PR committee member. The webmaster will advise on the type of file/format required.
- 6.2 **Bunting/Signage:** What will they be doing? e.g., flags on poles, signs on gates, see-through logos on the balcony windshield, results board flyers, marina bridge signs.
 Do they have a signage company to erect bunting? That company should liaise with the Club Manager regarding when they may erect and take down flags and signs.
- 6.3 **Product Displays:** Do they want to display product during the event? (On the hard, in the Race Office and on the upstairs landing.) Advise the Marina staff, where appropriate.
 Do they have product backdrops we can use in the Race Office and during prize-giving?
- 6.4 **Competition:** Do they want to do a product linked competition via our website and by leaflet?
- 6.5 **TV Presentation:** Do they want to run an advertising presentation on the TV screens in the clubhouse on race days?
- 6.6 **Company Background Information:** You will need the sponsor to supply you with blurb that you can adapt for the website and media releases.
- 6.6 **Branding Afloat:** Sponsor flags will be required for the Committee Boats.
 Does the sponsor want competing boats to display sponsor flags or decals?
 Does the sponsor want to 'sleeve' a couple of race marks?

- 6.7 Sponsor's Boat: Is a boat required for viewing the event, plus food and drink and perhaps a photographer?
- 6.8 Liaison: Make sure you have all the sponsor's contact details and give him the Club Manager's details but you are the link to the sponsor
- 6.9 Prize-giving: Will the sponsor be attending the overall prize-giving and making a speech? (Avoid if possible)
- 6.10 Will they need the Centenary Room for their own entertainment purposes?
- 6.11 Sponsorship monies: Ask the sponsor what needs to be on the invoice and to whom it should be sent. Don't be afraid to ask for the money!
- Sponsorship needs to be in place before the Notice of Race is posted, to include logos on the documents (two months before the event).

AGREE INDIVIDUAL TIMESCALES FOR ALL THE ABOVE

Write and confirm everything with the sponsor and copy manager@hyc.ie and the Open Events Director (JS)

Appoint someone on your team to stay in close contact with the sponsor all the way through!

7. Communication plan:

7.1 Web Site and Social Media: Provide marketing@hyc.ie and with a note for the website/ social media, using the company info sent by the sponsor.

7.2 Press Releases: If there is a major sponsor and the event is deemed big enough, talk to marketing about press releases for Afloat, Irish Independent, Irish Times and the ISA website.

7.3 Use the communication template as your guide, ideally assign one person on your team to look after all communication.

8. Entry Form:

- Online entry only through HYC website. (HYC office set this up for you)
- Agree information required with sailing committee & office@hyc.ie
- Set early bird fee to encourage early entries and then normal entry fee
- Set "last date for entry" with the sailing committee
- Office will supply a spread sheet of entries 2 days before the event

8. Notice of Race (NoR):

- Use the 20235 updated HYC NOR is as a template or last years NOR and make relevant changes with PRO
- PRO and Protest Committee Chair are responsible for the NOR
- Pass the final copy to office@hyc.ie which is uploaded at same time as the entry portal opens
- In the case of Open Keelboat events, canvass Class Captains to drum up interest in the event e.g. 31.7s, Sigma 33s, J24's , K25 teams, Non-spinnaker (Dun Laoghaire / Malahide / HBSC and Skerries). Ideally, this should be done early in the year before Classes have finalised their calendars.
- It is not necessary to print hard copy NoRs /SIs, both documents should be online if a competitor wishes to print them out.

9 Sailing Instructions:

- Follow the same procedure as with the NoR and agree SI's with PRO / Protest Chair.

- They SIs should be posted on the website, generally 3-4 days in advance
- All competitors are expected to download their own Sailing Instructions / course cards.
- It's usual now to add a What's app QRCode to SI's so participants can be informed about catering / entertainment / sponsors / activities and prizegiving

10 **Race Office:**

The Race Office opening hours are stipulated in the NoR and you will need to organise the manning of the office during these hours.

The official notice board is the online Events portal – all NOTICES / Changes are posted there.

More recently fleets are using a What's App group QR Code in their sailing instructions as an additional method of communication. Put copy in Race Office

You will need the following for the Race Office booked through office@hyc.ie:

- *Blue baize table-cloth – office to supply & check these are clean and not crumpled.*
- *Table and chairs*
- *Where applicable get product backdrops from sponsor and erect them in full view*
- *Waste paper basket*
- *"Race Office" sign on the window with details of opening hours*
- *Lists of individual class entries (get from Results Office or website)*
- *An overall list of entries: get from the office and use it to tick off boats and to note any last-minute sail changes.*
- *If you intend competing yourself, you will need a "stand-in" to cover the race office*
- *A laptop that can wirelessly link to the web will prove useful for checking entries/ event spreadsheet/ checklist etc*
- *Both the committee boat and finish boat needs an **updated starter list** with sail numbers in order for checking off (Print copies once registration is complete)*
- *Notify Results@hyc.ie of any sail number changes*
- *All protest will be lodged and posted online, your Protest convenor should have set this up on HYC portal & given you a link for the SI's*

10. **On the Water checklist for meetings:**

Activities "on the water" will be looked after by the Principle Race Officers but it is wise to keep a check list which you can run through at your committee meetings.

Items on this list would include:

- Have the Committee Boats and drivers been booked? Via PRO
- Have they got all the necessary equipment? Marks etc Via PRO
- Is there enough helpers for the Committee Boats? Via PRO
- Is the Rescue Co-ordinator in place. Email hycrescue@gmail.com
- Have we organised enough RIBs, drivers and crew? (Rib & rescue coordinator can be the same person)
- Where possible, organise photographer and RIB for sailing/ prize-giving photos.
- Transfer of the finish details from the Committee Boats to the Results Office? (Normally via What's app)
- Ask the Race Officers for their mobile phone numbers so you can contact them (privately) at sea if necessary.
- Event chair **Must** send the [Coast Guard form](#) 2-3 days in advance of the event

11. **On Shore Checklist for meetings:**

This list is just to keep you on track and should be reviewed at your committee meetings.
The list should encompass the following:

- Do the budget and keep updated.
- Get sponsor and keep in touch with them.
- Establish a point of contact in the Marina Office with regard to an emergency.
- Communicate with results@hyc.ie
- Book Protest Rooms (with HYC Office) normally Centenary room
- Where required, organise catering through the Club Manager
- Get prizes and trophies (liaise with office@hyc.ie.)
- Organise prize-giving.
- Provision and manage the Race Office.

12. **Catering/Entertainment:**

12.1 Catering

Food (rolls) and refreshments for the Committee Boats will be ordered locally. One volunteer from the Race committee coordinates their requirements and books via Country Kitchen

(add approx costs to budget).

Bars and minerals are ordered from the Club bar through the Bar Manager and will be looked after by the Race Officers.

Catering for Rib crews is done through Country kitchen & coordinated by lead rib driver.
Add cost to budget

13. **Prizes/ Results:**

13.1 Prizes

Discuss operation and timings with HYC Results – confirm the person doing results
Based on the number of entries per class (as per the NoR), HYC office will order the prizes if requested. Currently we have an account with Dublin Crystal , and a number of other supplier – choose a prize style that fits with the budget and size of the event.

13.2 Final Prize-Giving

- HYC Results will supply the results online – match these to your list of 1st / 2nd / 3rds etc
- Establish, at an early stage, who is going to represent the sponsor at the prize-giving and what part they want to play in the prize-giving. The Commodore should always be asked to attend. If the Commodore is unavailable, he/she will suggest another Flag Officer.
- Overall prizes and trophies can be laid out on the tables just inside the dining room or outdoor for larger events and the large HYC backdrop and sponsor's backdrops should be in place for any prize-giving.
- It is not always necessary to wait for the conclusion of lengthy protest meetings before the presentation of prizes – provisional results can be given to keep the evening moving. Ensure that an announcement is made to herald the approximate time of the prizegiving.
- Make sure you use the forenames as well as surnames of all prize winners – allow time to gather this information.

The format of the prize giving should be as follows:

- (1) Introductory remarks by yourself (event chair)
- (2) Introduce the HYC Commodore/Flag Officer who says a few words.
- (3) The Commodore hands back to you and you introduce the sponsor.
- (4) You thank the sponsor.

(5) Presentations to the Race Officers, where applicable.

(6) Commence the prize-giving. Prizes are handed out in the order 3rd, 2nd, Winner . Use the new Podiums

Prizes should be handed out by the Sponsor/ Commodore or the Flag Officer attending. You will also need help in passing prizes to the Commodore and in ticking off recipient's names. It is important that any uncollected prizes are identified so that they can be given to the recipients at a later date. Photographs of the winners should be taken by club volunteer.

(7) On completion of the prize-giving, thank everybody for their attention and close.

The final results together with photographs of winners should be put up on the HYC website.

NB: The event Chair is responsible for delegating or writing a post-event report. This should be with the webmaster (marketing@hyc.ie) no more than 24 hours after the prizegiving. Any later and the news is stale.

14. Signing Off:

You will need to email to thank all those who helped you in the running of the event.

This list will include the Race Officers and their teams, the sponsor, all your committee members, the results team, the Protest Chair and his team, photographer, the Club Manager and her team, and all others who helped you with the event

Complete a final review of the budget and ensure all details are included. HYC Admin will help with bar tabs, food costs, etc. The Marina Office will detail fuel costs for RIBs and Committee Boats.

Finally, have a debrief meeting and submit observations to the Sailing (and any other relevant) Committee.