

SSC Regatta Planning

History	
2022	Created, used for 2023 and 2024 events
2024	Updating following 2024 Review (DPowell)

Before the event.

Allocate a date for the event in the Sully Programme and update the club website with this information under Events.

At least 2 months before get trophies back from last year's recipients and have engraving brought up to date. This will probably require several chase email/texts so allow plenty of time.

Have engravings done. Timpson's (Penarth/Barry) seem best local places to go.

Agree with committee the numbers we should cater for (40-50) and check whether the club members (Jean Parr and Andy Fung) are free to do the BBQ on the day. Arrange to get the money to them before the date so that they can buy supplies. Ensure policies for expected payment are clear & communicated. 2024 agreement was £5 per adult for all including club members and visitors, to be paid in cash at the time or by bank transfer for club members. On review, agreed ½ price for children in future.

Place ads/flyers on South Wales Sailing (Facebook), Sully SC Facebook and send to Cardiff Bay, Penarth, Mumbles, Tata/Port Talbot and Thornbury where we have drawn previous competitors from. Consider inviting sailors from some of the South Wales lake/reservoir clubs.

Update the Notice of Race and Sailing Instructions for the Regatta on our website.

Organise prizes for the day: Regatta winner (and second and third place), Sully Regatta winner, Sully slow fleet winner. Consider boats with crews and children when purchasing prizes eg 6 bottles of wine and 2 tubs of chocolates.

Ensure there are extra duties allocated for the day. Consider allocating a Regatta OOD, Registration Officer, Slipway Coordinator and Race recorder. Recommend 2 patrol boats. So with some overlap of duties 6 people should be sufficient for the day.

Ask members to only take to the water on this day if they intend to race or after the final race has completed.

Ensure sufficient supplies in the fridge for the day.

On The Day

Put up bunting and flag as appropriate.

Slipway Coordinator to direct visitors to appropriate places on the grass to set up.

Allow for 3 races of 40 minutes plus one hour for the BBQ .

Course setting: to be done by the Regatta OOD (perhaps with help) to set a challenging course for all involved.

Have forms completed by members and visitors and given to the Race Recorder to complete the forms in preparation for the results.

Welcome and briefing at least 30 minutes before racing to include (do we need a megaphone):

- Welcome.
- Explanation of the course.
- Explanation if choosing to use the high or low point system for results.
- Explanation of starting sequence
- Explanation of finishing sequence
- Request to keep clear of the start/finish line after having completed the race

Slipway Coordinator to organise launching boats and storage of trolleys with volunteers.

Have a “No Entry” sign in place on the stairs/balcony for the duration of the races.

Run Races and deal with issues as they arise.

Slipway Coordinator to organise recovering boats and return of trolleys with volunteers.

Have a laptop at the club with Sailwave installed and a template of the Regatta results. Results should be entered ASAP. I would recommend that at least 1 other person checks the results before the prize giving.

Prize Giving and BBQ 1 hour after races finish.

If advertised time of BBQ changes as the day progresses, put out a message on Random Sailing WhatsApp for anyone intending to visit just for the BBQ.

Ensure person(s) doing results and Patrol boat crew receive BBQ, saving or taking them a plate if necessary.

Close Down

Post Regatta

Review what went well and what could be done to improve things for next year and/or general club racing/events.- update this document.