

NCSC Open Event Checklist

Task	Comments	Notes
Event confirmed by Sailing Committee (SC)	Usually at SC meeting after AGM	
Responsible person appointed	Eg Class Representative	
Event date published in Club calendar	Liaise with Sailing Sec	
Event publicised	To club members via website and relevant Class Association site	
Online entry form prepared and fees agreed	Club fee structure. Online entry link on Club and Association website	
Principal Race Officer (PRO) + Team identified	Liaise with Duties Secretary	
Notice of Race (NoR) written	To be agreed by Sailing Secretary	
NoR published	Liaise with webmaster (DE)	
Sailing Instructions (SI) written in conjunction with Standard Class instructions	To be agreed with PRO & Sailing Secretary, linked on website	
SI Amendments posted	Signed by PRO and on official notice board (If required)	
Galley notified (Pauline)	Numbers and timings expected	
Bar Sec notified (Rear Commodore)	Numbers and timings expected	
Visitor code arranged for gate	Liaise with Works and Ways (DE)	
Club officer requested for prizegiving	Commodore or delegate	
Car / trailer parking plan drawn up	If deemed necessary	
Boat launching areas agreed	If deemed necessary	
Visitors information leaflet written	If deemed necessary (Regatta?)	
Visitors info leaflet printed	If deemed necessary (Regatta?)	
Event duties assigned as required	Car parking / Registration / Beachmaster / Results collation	
Visitor Camping arrangements	Responsible person at club while Visitors camping overnight	
Event prizes agreed	Liaise with Sailing Secretary / KH-S	
Trophies ordered	Ref Majestic Trophies	
Perpetual Trophies collected. cleaned and at club	Contact last winner	
Road signage positioned	Guidance from A612 to Club	
Event write up	Author for write up, published on Club website and media	
Event results	Recorded & sent to Class Association if part of series	
Record event Accounts	Complete Accounts summary sheet & send to club treasurer with receipts for expenses reimbursement	