

# SBSC Open Meeting Checklist :

EVENT: \_\_\_\_\_

Contact: \_\_\_\_\_

Dates: \_\_\_\_\_

Start Times: \_\_\_\_\_

- **Designated Race Officer**.....  
(appropriate experience for managing the fleet - liaise with Sailing Secretary/ Duty organiser who allocates RO duties)
- **Registration and entries officer:** .....
- **Results Officer :** .....
- **Entry Fee ;** Visitors @ £..... SBSC Members @ £.....
- **Assistant RO 1:** .....
- **Assistant RO 2:** .....
- **Safety Boat Driver 1:** .....
- **Crew 1:** .....
- **Safety Boat Driver 2:** .....
- **Crew 2:** .....
- (Approx 1 safety boat per 12-15 competitors, depending on class - Liaise with the Duty organiser )
- Ensure Results Officer/Sailing secretary has a copy of the **Class Sailing Instructions** so that appropriate SBSC SI's can be issued to competitors :.....
- **Shoremaster :**.....  
Holds a VHF radio and be a point of contact for the committee boat and safety boats. This can be the bar staff, if the bar is open during the advertised race times. Liaise with Vice Commodore.
- **Beach helper / Trolley Dollie 1 ;**.....
- **Beach helper / Trolley Dollie 2 ;**.....
- **Food and Bar requirements** - Liaise with the Vice Commodore  
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Any special requirements Eg entertainment?.....  
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- **Prizes;** Check current club stock of prizes – sq.root of no of entries eg 16 = 4, 25 = 5 .....
- .....
- **Information sent out to classes** where appropriate ? :.....  
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- **Advertising & Publicity ;** WHAT – WHERE – WHEN - COST – WHO ? .....
- .....  
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- **Other;** .....
- .....  
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