

## RUNNING OCSG EVENTS – AN ORGANISER’S GUIDE

There are a number of things that must happen for any event to remain within the auspices of the OCSG and therefore be covered by the BCU insurance, which is provided as part of our club affiliation. The fact that these procedures also demonstrate good practice and risk management is no coincidence and all those involved should be guided and reassured by them, rather than feeling restricted. In general terms the more planning and anticipation of issues you can do, the more straightforward it will be to run a good meet. Neither is it being suggested that events should be so organised that flexibility is not possible.

<b>Timescale</b>	<b>What to do</b>
2 months before event	<p>Arrange for email distribution to members of any event details that will be useful, such as location, if booking is necessary, campsite arrangements, launch fees etc. Create an “Event” on the Members Facebook page.</p> <p>Contact the Safety Advisor to ensure they will be coming.</p>
6 weeks before event	<p>Have a chat with the campsite/venue to check how busy it might be, if it’s possible to set aside an area for participants and about any special situations on /off the water.</p>
At the previous event	<p>Work out how you will provide things (or if they are needed) like signage/ a group shelter/ marker buoys/ notice-board/ OCSG banner/ meet forms/ clipboard/ marker pens/ sound signal etc</p>
3 weeks before event	<p>Find out as much as possible about the venue eg local hazards/rules/markers. Get a map and consider how you will let people know about the area, its opportunities and problems. This could be simply pinning/writing it up on the notice board at the event or providing a handout/map. Also start thinking about possible cruise destinations/bad weather alternatives/ race courses/in-situ turning marks etc. Try to plan how to get a decent weather forecast during the weekend (phone/local radio/mobile internet etc). Find out about local pubs for those who might choose to eat out over the weekend.</p> <p>Ensure you have the Safety Procedures Sheet and multiple copies of the sign-out page (print from the website).</p>
Friday pm of event	<p>Do your best to arrive in good time (preferably by late afternoon) to smooth the way with the venue/campsite and place signs for people to get to the venue easily. Talk to local pub to see if they will be able to accommodate those wanting to eat over the weekend and any booking arrangements.</p>

Friday evening	Greet those arriving especially newcomers and let them know about arrangements. Think of ideas for trips and any other plans, possibly in discussion with other group members who also know the venue. Try to post some suggested ideas on the notice board (including times) for people to see before they go to bed so they can get the most from the weekend.
Saturday am & pm	<p>Greet any latecomers and let them know what's going on. Talk with the Safety Advisor so they can be prepared to offer advice on conditions and recommendations, especially for less experienced sailors, first-timers and visitors.</p> <p>Call a welcome meeting/briefing at 10am to let everyone know what's going on. Particularly welcome any visitors who are not OCSG members. Ask them to fill in the Visitor Record Form so they are covered by our insurance (non-members are welcome to visit two meets but should then join).</p> <p>Ask if there is interest in eating out at the local pub and mention any booking arrangements – get someone to coordinate as needed.</p> <p>Find out what interest there is for racing on Sunday.</p> <p>Remind all of the need for anyone going on the water to complete the sign-out sheet and that they should team up with one or two other boats for mutual support. Remind them that there are no officially organised cruises and that canoe-sailors must take responsibility for their own actions/conduct on the water. People should only do a trip that they are capable of. The Competence Level can be used to help understand the skills for this.</p> <p>Check the sign-out sheets are being used properly. Make sure any newcomers are teamed up with someone, ideally with a similar boat and type of trip.</p> <p>Decide if you or the safety advisor will remain at the campsite/launch-beach or in the local sailing area so they will be able to welcome latecomers and point out the signing out procedure.</p>
Saturday late pm	<p>Check the sign-out sheets to ensure that everyone is back or accounted for by early evening.</p> <p>If anyone is missing panic calmly and do whatever is required...</p>
Saturday evening	Let people know the proposed timetable of events for Sunday and try to sort out some ideas for any race, bearing in mind the forecast weather and wind direction/ strength.

	Engage in discussions and social chat! Try and make newcomers feel involved and welcome. Keep an eye (and ear) on noise/possible disturbance level in relation to others nearby and if necessary “have a word.”
Sunday morning	Get your own canoe sorted out in good time if you’re planning to race. Put out any race markers. Then make sure you have a good idea of how you are going to put across the planned course(s) and start procedures - could be a map or diagram or just a spoken briefing. If you are racing find someone to act as starter /recorder/ timekeeper. Enjoy your sailing.
Sunday lunchtime	Keep people informed of anything going on. Seek out volunteers to take any group kit to the next event. Find someone to report on and post some photos on Facebook about the meet.
Sunday afternoon	[as for the morning]
Sunday late afternoon	Check the sign-out sheets and that everyone is back or accounted for. Distribute the group items to those willing to transport them (signs/buoys/horn etc).
<b>Make your way home happy that you did your best to run a good event!</b>	
Post event	Send any Visitor Registration Forms to the Membership Sec. Post photos/race results/report on Facebook and/or email to the members (send to info@ocsg.org.uk). Offer to organise another event because you enjoyed doing it so much.