**Open Canoe Sailing Group Meet Report Template**

**(with recommended headings, prompt notes and *examples in italics*)**

***–* to be edited as appropriate**

**Dates & Venue:**

*Example: Friday 4th – Sunday 6th October, 202X at Coniston Hall Campsite, Coniston, LA21 8AS*

**Turnout (or Attendance):**

*Example:* *25 boats (or 32 canoe sailors or numbers in broad terms – eg more than 20)*

**Weather & water conditions:**

This is for the meet in general. No need for more than one or two lines.

*Example: Dry, sunny and windy (gusting to 25 mph from the SW on Saturday or simply stay with broad terms)*

**Activities:**

This should be a general account, ideally limited to 50-100 words. There is no need for any more in this basic report. If *someone* wishes to write a separate full article, then of course more words, photos, maps or diagrams can be used for that. The meet report should stay brief and should not be a burden to the Meet Organiser or co-opted writer.

*General sailing on the Saturday, well-reefed! Groups visited Peel Island, The Bluebird Café, and Bank Ground Farm. Most sailors took part in two races on Sunday morning. A few took part in a capsize practice session on Sunday afternoon.*

**Remarks:**

This is optional for any highlights, points of interest or issues worthy of mention - probably no more than a couple of lines.

**Photos:**

These should be a few representative images, just for the report. There may be lots more in full articles or on Facebook.