

GUIDELINES FOR DAY ORGANISERS

Procedure to take when the Provisional Programme is established after the AGM.

All organisers and Co-ordinators will be provided with list of paid-up members with their email addresses and telephone numbers.

1) Venue and Marina contacts

When you have agreed to be the organiser of a specific event, you need to contact the venue, i.e. Pub, Marina, Sailing Club ***before year end if possible*** and make a provisional booking for the suggested date.

Make sure you have specified lunch or dinner as required.

Always make the point that, as it is a sailing event, the weather is key. If weather is doubtful, contact venue 1 week in advance but at least 2 days notice will be given if we need to cancel.

Early next year, contact the Venue and confirm the booking, and a “book by” date,

Ask for menu choices and prices, dress code and time

Do they require individual menu choices?

Do they require a deposit?

Contact the Marina for provisional booking. Ask for their call sign and any tidal limitations.

If contact was by phone, take the name and e-mail address of the person you had the discussion with and confirm all the above points in writing.

If not in a Marina, arrange moorings and Ferry to get ashore

If a ***deposit*** is required ask Paul Young (Treasurer) to pay it. Remember to ask for refund afterwards.

2) At least 14 days before

Fleet Captain or Co-ordinator may need to chivvy organisers to send in their information to Nikki to be advertised on the weekly newsletter.

The Yahoo General Newsletter has been discontinued by the Club, however, reminders of events will appear in the HISC weekly newsletter

For single event - Organiser

For weekly event - Organiser to advise Weekly Co-ordinator at (see programme)

Co-ordinator will then advertise on the weekly newsletter

- Venue, Marina and date of event
- Call sign for entering Marina and any other information
- Or Details for moorings and Ferry to get ashore - or advise to bring tender
- Specifications for Venue – time and dress etc.
- Menus and request for choice of menu if applicable
- Book by date - this should be a day earlier than that of the Venue!
- Email contact for members to book with you

3) Keep a list of people coming

Keep a list of people coming and **always acknowledge email bookings as otherwise members are not sure if their email has been received.**

On their ‘book by date’, inform the **venue** of final numbers/menu choices etc.

Advise the **Marina** of numbers of boats, their names, length and draft (as specified on the members

list.)

If weather is doubtful, communicate with either the Fleet Captain or the Co-ordinator and advise the venue 1 week in advance to cancel or advise of possibility of cancelling

At the venue decide whether gratuities should be made individually by collection, included in initial price or if a sum should be given out of fleet funds.

Or - beforehand buy gift for hosts e.g. Sailing Clubs

HISC FERRY will initially be organised by Fleet Captain for all events during the summer.

The Fleet Captain will also check the Ferry availability for departure and return before each daily event

GUIDELINES FOR WEEKLY CO-ORDINATORS

Acquire from Paul Young a list of Organisers and their email addresses.

Contact all your daily organisers and collect all relevant information from each as detailed above. 10 -14 days prior to event, send Nikki in the office the information in good time for the weekly newsletter.

You need to know all boats participating and all members coming by land

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Weather - keep a check on weather. It will be your responsibility to decide if cancellation due to strong winds is necessary, or if events should be delayed or aborted mid-week.

Ferry. The day before departure, make sure the Ferry will be running as requested.

The day before return, check Ferry availability and advise members by what time they should return

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