



# BRUCE WAKE 2010 ACCESS CLASS WORLD CHAMPIONSHIPS SKUD 18 International Championship

## ORGANISING COMMITTEE'S REPORT ON THE 2010 ACCESS CLASS WORLD CHAMPIONSHIPS

### Introduction

This report is intended to provide information on the management of the 2010 Access Class World Championships and possible guidance for organisers of future international events. Timings of key decisions and financial information will be included. The report draws on the minutes of the meetings of the organising committee; the full minutes are available on request to the chairman of the committee, Richard Smallwood – [richnang@btinternet.com](mailto:richnang@btinternet.com).

### Early Preparations

The decision to allocate the 2010 championships to Rutland Sailing Club (RSC) in the UK was taken in mid-2008 and a meeting was convened at RSC in August '08 consisting of representatives of ACA(UK), Rutland Sailability (RS) and RYA Sailability. Key members of RS to cover transport and accommodation needs were already identified and two more members of RS who also held top positions in IFDS, were included.

Issues identified at this meeting were:

- How many competitors could we expect?
- What was the likely demand for charter boats and how readily would ACA(UK) be able to meet that demand? It was agreed that separate insurance for these boats would be needed and a deposit requested from the sailors to cover the insurance excess or any lesser damage.
- Internationally qualified race officers and jury members would be needed and their transport and accommodation costs must be met.
- Significant sponsorship would be required if the cost to the entrants was to be kept to a reasonable level.

This was followed by a meeting in October '08 of essentially the same 8 people as in August, at which the following issues came to the fore:

- As the SKUD18 class was not yet recognised by ISAF, any racing for that class would have to be designated an "International Championship" and not a World Championship.
- The assistance of the International Access Class Association (IACA) would be sought to send a questionnaire to national ACAs asking for estimates of numbers that would be attending. This would be sent in January 2009, 17 months before the event, to include a request for estimates of boats needed for charter.
- It was agreed that European entrants would be asked to bring their own boats. It was also noted that there were effectively no spare SKUD18 or Liberty hulls in the UK for charter, and this would have to be pointed out.
- The official organising authority for the championships would have to be RSC. This would ensure that the club's insurance covered third party risks for all persons whilst on RSC premises or afloat in connection with the championships. RSC would then delegate to this organising committee to make the necessary arrangements.

- An approach would be made to ISAF to request that nationally-qualified race officers be allowed, although the 5-person International Jury would have to include 3 overseas members.
- A rough outline budget was produced again emphasising that significant sponsorship would be needed.
- Members of the committee agreed to look into boat measurement requirements, design of an official event logo, a draft overall programme and opening a dedicated bank account.
- As committee members were widely dispersed around the UK, it was agreed to conduct most business by email and meet again in March '09.

## The Build-up

By the meeting in March '09, additional committee members had been recruited to cover Waterfront Support, Entries and Race Office, and designated Principal Race Officer (PRO). A UK SKUD18 class specialist was also included. The IACA Vice-President for Championships and IACA Executive Officer were added as corresponding members.

The result of the international questionnaire on numbers attending was circulated showing that 118 entries could be expected. However, this was when containers with boats were expected to be sent from Australia and the USA. In the event, neither container was sent. It was also before the world-wide credit crunch was really taking effect.

An analysis of the questionnaire responses and actual entrants is at Appendix 1. It will be seen that only 82 eventually entered including three countries that did not respond initially, Italy, Japan and Portugal. The expected entrants from New Zealand and Singapore did not materialise.

Other important matters discussed at the meeting or by email were:

- The event logo was agreed and a document template would be prepared to incorporate the logo. Consideration would be given to incorporating the name of the major sponsor into the title of the event.
- For the Liberty classes, only a number of entries equal to boats available would be accepted. The "A & B fleets followed by Gold & Silver fleets" system would not be used.
- For the "open" SKUD18 class, centre-line seating would be designated.
- An invitation pack, to include the Notice of Race (NoR) would be prepared with a target date 9 months before the event.
- The closing date for charter boat requests would be 1 March, 3 months before the event, in order to ensure that suitable arrangements could be made. Note that this was later changed to 31 March, and extended to European entrants as many wanted to participate but were unable to bring their own boats. A charter boat fee of £250 might be sought (later changed to £100, with £50 returnable)
- Careful consideration would be given to the need for additional temporary buildings when entry numbers became clear. Additional jetty and hoist facilities to cope with the expected number of wheelchair users were also to be considered.

- Packed cold lunches would be provided to entrants to minimise the possible rush for lunches at the club kitchen between morning and afternoon sessions.
- The issue of the boat launching fees required by the owners of the reservoir was discussed, and it was agreed that this would have to be included in the entry fee.
- An outline budget was produced and showed a throughput of approximately £65,000.
- An organisation chart with four sub-Committees under an overall committee was agreed. The final version of this is at Appendix 2.

There was one other brief meeting, in August 2009, with much other business conducted by email. The main points agreed were:

- Charter boats would be overhauled by Access UK agents, SSM Ltd, to ensure that they were in a good condition before hand-over.
- The primary website for information would be the ACA(UK) website.
- The closing date for entries would be 24 April, 6 weeks before the event. Late entries would attract an appropriate financial penalty. Entrants withdrawing for good reasons could have their entry fees refunded at the discretion of the committee.
- An experienced and well qualified UK Race Official had been approved by ISAF to be the chairman of the International Jury.

## The Final Phase

There was significant email traffic in the latter part on 2009 to finalise the invitation pack and post the information on the ACA(UK) website. The sub-committees, most of whose members lived in the Rutland area, met as appropriate, and the main committee, now expanded to 14 members, met in January 2010 to resolve many outstanding issues. These can be summarised as follows:

- All boats would be inspected and sails measured; stickers would be used to mark equipment that had passed inspection and sails would be signed after passing measurement. The likely involvement of two experienced Australian measurers was noted and welcomed.
- Weight equalisation, as detailed in the class rules, would be used for the Liberty class.
- To ease boat parking and launching, Access Liberties and SKUD18s would be required to stay on moorings overnight.
- Discussion was initiated concerning an event shirt, ordering banners and national flags, opening a closing dinner arrangements, and a UK contact for visiting countries.
- The draft Sailing Instructions (SIs) were discussed and agreed in principle.
- The race management personnel, Race Officers and Jury members had been identified and final confirmation of their availability was awaited.
- Consideration was given to the number of safety boats needed and their manning. It was expected that Royal Air Force RIBs and their crews would back up Rutland Sailing Club's own boats and crews. A separate boat would be kept aside for photographers.
- The arrangements needed for any visiting support/coach boats and the restrictions to be placed on all power boats during racing were agreed in principle.

- A tally board was needed to keep track of competitors afloat and on return ashore.
- It was agreed to issue regular newsletters to entrants and committee members, posting them also on the website. Eight newsletters were issued between January and May 2010. As queries came in from competitors, a "Questions and Answers" document was also prepared and displayed on the ACA(UK) website.
- The local regulation requiring solid foam personal flotation devices (PFDs) would be publicised. Special requests to use self-inflating PFDs would be considered.
- The revised budget was reviewed noting that substantial sponsorship was now in place.

By the second 2010 meeting of the organising committee in March, entries, charter requests and other queries were being received regularly by the Race Office and the Chairman. Most of the business of the meeting concerned resolution of details concerning logistics, entries, charter requests and other matters referred to above. Some important new matters were:

- An accurate calibrated digital balance was required by the boat inspection team. This could be borrowed, but there would be costs for calibration.
- There would be gold, silver and bronze medals for each of the seven divisions and no separate prizes.
- The numbers wishing to attend the two set dinners exceeded the capacity of the main RSC dining room. This matter needed resolution.

There was a final meeting of the main organising committee on 6 May, just one month before the championship start date. By this stage around 30 individuals were involved in committees and sub-committees associated with the event. Apart from reviewing and updating matters referred to above, new issues requiring resolution included:

- When to allow free sailing on the days before the practice race with adequate safety cover and hoist operators.
- A late decision to require bow number stickers on all boats to aid identification by the race management team. The two-numeral competitor number was used for this.
- Final arrangements for official photographers with a dedicated power boat each day.
- For the 26 charter boats, it was agreed that SSM Ltd would be in attendance throughout to hand over the boats, deal with any defects arising, and receive the boats back at the end of the Championships.
- After reviewing the budget situation, the decision to give free event shirts to all sailors and full-time helpers arranged by the organising committee. This required urgent action by a committee member to contact all entrants and helpers to ask for sizes and then arrange payment to the shirt contractor so that shirts were available for the start of the event. Personal helpers of the sailors would be able to buy event shirts at modest cost if ordered at the start of the week.
- The level of assistance that can be given to boats whilst racing without requiring them to retire from the race. It was agreed that this would be limited to genuine emergencies only. Any assistance given must be reported to the International Jury who would decide on the appropriate penalty, if any.
- The formats of the Opening and Closing Ceremonies and Dinners.

The requirements for medical cover were considered, and appropriate contact details were included on the back page of the brochure given to all competitors at registration. In addition to the large number of first-aid-trained personnel at the event, it was recognised that there were at least two retired doctors amongst the volunteers. The sailing club office held comprehensive first aid equipment, and there were other first aid boxes around the site. It was not felt that any further special provision was needed.

As the deadline for entries approached, ever more queries were received by email, mostly from overseas, seeking clarification over entry options, charter boats, accommodation, transport and other arrangements. These were mainly dealt with by the Entry Co-ordinator and Chairman, working closely together and involving other committee members as appropriate, in order to give prompt replies.

## Equipment Inspection and Measurement

The issue of a suitable calibrated balance was solved by the loan of a calibrated digital crane scale by the ISAF SKUD18 and Sonar International measurer.

As sailors and boats arrived from Thursday, 3 June, onwards, the 5-person Anglo-Australian inspection and measurement team swung into action and were kept busy throughout Friday and Saturday. Due to a vehicle breakdown whilst travelling to Rutland, they also had to deal with some boats which did not arrive until Sunday morning.

The provision by IACA of a sail measurement template, and the fact that there was a large flat floor available on which to deploy it, was a great asset. This sail template is being retained in the UK and can be made available for other Access and SKUD18 events in Europe. Despite reminders in newsletters, some sails were presented with national letters and numbers not in accordance with class rules. Competitors were required to apply the correct letters and numbers.

Particular attention was required for the Liberty class as the competitors had to be weighed as well as the boats and keels in order to apply weight equalisation in accordance with Liberty Class rules. This required some 200Kg of lead shot, broken down into appropriate packs. See Appendix 3 for details.

Note that a column has been added to Appendix 3 which shows that if the RMW had been set a full 20Kg above Median Weight as required by the Liberty Class Rules para C.5.3, 344Kg of ballast would have been needed. This was far more ballast than was available.

Some boats did not meet current Access Class rules, notably Access keels under weight and some Access 303W and Liberty foremasts out of tolerance.

Thanks to the attendance of local Access agents, SSM Ltd., these were resolved before racing started. It was also very helpful that there was a well-stocked chandler on site from whom a wide range of equipment and spares were purchased throughout the week.

The table of Liberty weights and the list of deficiencies found in all Access classes are at Appendices 3 and 4.

## The Event

At Registration, all competitors and helpers were issued with personal name badges to wear when on site, tickets for meals, and event shirts. The competitors were also given a bag containing all the appropriate information. At least four local helpers were available to answer queries. Facilities were available to make name badges for additional arrivals.



A veritable army of Rutland Sailability volunteers were recruited to help with registration, handing out lunches, driving golf buggies, help on the jetties, safety boats etc. Those ashore were identified with orange base-ball caps and were available to answer any queries from the visitors.

Thanks to careful preparation by the very experienced committee members, issues during the week were mainly those to be resolved by the Principal Race Officer and his team when the wind was too light and variable in direction or near the upper limits for safety both afloat and during hoisting operations on the jetties.

The arrangement to have half a day's racing for each class was popular, enabling those with limited stamina to do just two back-to-back races per day. Those with greater stamina could opt to sail in a one-person and a two-person class. For the nine competitors who chose to do this, special arrangements were needed to effect the change-over, especially on light wind days when appropriate boats had to be towed from and to the race area and lunch was a bit rushed!

Despite information issued in event newsletters, some competitors turned up with self-inflating PFDs and had to borrow fixed-buoyancy PFDs from Rutland Sailability in order to satisfy local regulations.

Throughout the event the wide range of equipment held by Rutland Sailability to help sailors with a disability was put to good use. As well as the five personnel hoists, golf buggies were used to move boats and people around the site. The Sailing Club's permanent staff made great efforts to publish the race results promptly on the website and provided significant support to all those involved.

There were 17 power boats (RIBs) afloat, as mark laying boats, safety boats and support boats, for a maximum racing fleet of 55 boats, i.e a ratio of about 1:3. This proved very useful when boats needed to be moved to and from the race area in light winds and was reassuring when strong winds were encountered on one day. The experienced safety boat crews and the five support boat crews attended daily briefings and were all under the control of a designated Safety Officer by VHF radio.

It is estimated that around 60 local volunteers were involved in the event as well as a further 80 to 100 people accompanying the sailors as helpers and carers. With 100 sailors, close to 250 people associated with the Championships were around Rutland Sailing Club over the 10 day period. The club was also able to carry out normal club racing at the weekends and on the Thursday evenings without interfering with the Access event.

It was noteworthy that all the charter boats were returned at the end of the week without significant damage and all twenty-six £50.00 deposits were returned.

The final budget figures are unlikely to be available for some time. Any recipient of this report wishing to have these should apply to the event chairman; contact details are as above in the first paragraph.

## **Some Matters for consideration by future International event organisers**

Should major meals for sailors be included in the entry fee? It was felt by us that they should be, as making them an optional extra on the entry form would inevitably lead to late requests for inclusion, and we knew that the capacity of the dining facilities was limited. We felt it better to assume that all sailors and immediate personal helpers would attend the dinners and barbeque.



If finances are adequate, it would be better to make an early decision to include an event shirt, and ask for size information on the entry form? Consider early whether the organising committee and local helpers should also have free shirts?

Limitations on space and finance meant that 60 local helpers could not attend the dinners, either free-of-charge or at cost. Future organisers will no doubt consider this issue carefully.

How to cater for helpers and supporters of individual sailors or national groups? We asked them to sign up for major meals in advance so that we had numbers. For event shirts they could be asked to order and pay in advance. The difficulty is finding out who they all are. Many of these helper-supporters, especially those from the host country, turned up at Rutland without the organising committee having any prior knowledge of them.

## Main Conclusions

Most matters were planned for satisfactorily thanks to a strong team of volunteer committee members with experience and knowledge of the Access dinghy classes and their limitations, together with the expectations of the competitors. Knowledge of the SKUD18 class was limited but additional committee members were recruited to cover this.

It was well worth the effort to conduct a survey of likely entrants over a year before the event in order to aid the planning process, even if the eventual entrants were significantly lower than the optimistic early responses suggested.

A strong and well qualified race management team was identified at an early stage and the PRO included on the committee where he was a major contributor. The IACA Executive Officer was a valuable source of advice and guidance.

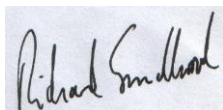
A well organised small group is needed to deal with queries from visiting competitors, especially from other countries, when the entry forms and charter requests are coming in.

In order to complete equipment checks and measurement for 76 boats thoroughly, these went on for over three days, using five experienced IACA and ACA(UK) committee members.

It is necessary to be pragmatic about setting a "Regatta Minimum Weight" for the Access Liberty Class in order to match the available ballast. Complying fully with the class rules would have required 344Kg of ballast for an entry of 16 boats. See Appendix 3 for details.

It proved vital to have a well organised and knowledgeable repair organisation on site in order to correct anomalies found at inspection and measurement, and to deal with defects arising during the week. Having a well-stocked chandler there also proved invaluable.

There are always things that could have been done a bit better!



Richard Smallwood

Chairman, Bruce Wake 2010 Access Class World Championships Organising Committee

13 July 2010

- Appendices:
1. International Questionnaire Answers and Analysis
  2. Committee Organisational Structure
  3. Liberty Weight Equalisation Table
  4. Deficiencies found at Inspection and Measurement