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## [Fleet Captain's Manual](#)

# THE INTERNATIONAL GP14 ASSOCIATION FLEET CAPTAIN'S MANUAL

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## **FOREWORD**

Dear Fleet Captain,

This Fleet Captain's Manual has been around for number of years, however I do believe it still has a relevance today. It aims to give helpful tips, ideas and information. It offers suggestions, specifically at promoting and developing your fleet. As a GP14 sailor, who knows of the camaraderie enjoyed on the racing and cruising circuit, this manual is aimed at engaging sailors at 'grass root level', to extend that sense of belonging to a vibrant and caring Class. Through your help the Class can grow and keep its place as a truly international classic dinghy, which not only meets the needs of leisure or family sailors but also the competitive racer.

**You** are one of the most important people in the GP14 Association. As Fleet Captain you are a respected member of your own club, with undoubtedly tasks to perform, as well as a representative for the GP14 Association. Your help and support are often the major contributory factor to the success of an active Fleet. Your role can be anything from loaning the odd shackle, bung and the occasional pull on the trolley, to advice on more serious matters or organising social and sailing activities. There is no question you are a key player that needs our full support.

The GP14 Association exists to help and support members in their club activities, and also at regional, national and international level. As Fleet Captain you should keep in contact with your local Area Representative, who is your general support in all GP14 matters. They are your spokesperson on the General Committee and disseminate information and support material to you.

The message is don't feel alone as help is always available. Contact our 'office' at Bolton, or use the website to get the contact information for specific enquiries, if your Area Representative is unavailable.

Thank you for taking on this important role of Fleet Captain and being part of the international team which ultimately supports our Class growth.

Ann Penny  
President  
August 2016

## **INTRODUCTION**

At this stage you may well be wondering “Just what have I let myself in for?” or “Am I totally mad?” (The answer to the latter is probably affirmative: You sail, don’t you?)

There is no doubt that you will have a lot to do, so enjoy it.

Remember the instruction at the start of ‘Hitchhikers Guide to the Galaxy’

### **Don’t panic!!!!!!!!!!!!!!**

Being the Fleet Captain will be very rewarding and great fun so here goes -----

Step one is to get to know your fleet. Find out who they are and get a list of names and addresses from your club membership secretary.

It is a good idea to include not just names, addresses, phone numbers and emails, but include boat number and name. Additional information can also prove useful, such as occupation, family members, special skills etc. Create a group email, using ‘BCC’ to ensure data protection.

Many tasks in a club are done on a self-help basis, where expertise, advice and practical knowledge are invaluable. Having this information at your fingertips and knowing how your members will be prepared to help, will be of immense value to you, your fleet and your club.

Try and be methodical, most information now is via email, but save, so correspondence can be accessed at a later date.



## USEFUL ADDRESSES AND CONTACTS

	ADDRESS	TELEPHONE
ASSOCIATION OFFICE	The International GP14 Association, 42, Seymour Road, Astley Bridge, Bolton BL1 8PT	Phone: 0044 (0) 1204 590325 Email: <a href="mailto:admin@gp14class.org.uk">admin@gp14class.org.uk</a>
AREA REP.		
LOCAL / NEAREST MEASURER		
R. Y. A. AREA REP.		
LOCAL NEWSPAPER		
LOCAL RADIO		
LOCAL TELEVISION		
Y.&Y. PUBLICITY	Yachts & Yachting 196, Eastern Esplanade Southend on Sea Essex SS1 3AB	Phone: 01702 582245 Fax: 01702 588434 Email: <a href="mailto:YachtsandYachting.org">YachtsandYachting.org</a>
BOATBUILDERS, CHANDLERY, REPAIRS ETC.		
SAILMAKERS/ REPAIRERS		
"STAR SAILORS"- ADVICE ETC.		

## **GETTING STARTED**

This falls neatly into three areas.

1. Introduce yourself to the members, if they don't know you already.
2. Set up the lines of communication within your fleet and club.
3. Sort out your contacts with the Association and your Area Rep.

### **INTRODUCTION TO YOUR FLEET**

- An email of introduction from you to each member is very useful.
- Also try to organise an informal evening at the club with your members and convey your enthusiasm to them. Ask them for input and suggestions for class activities, both social and educational, with the emphasis on fun. What you are trying to do is cement your fleet together as a unit.
- Speak to your Area Representative and ask for some business cards.

### **SETTING UP COMMUNICATIONS**

- Email is the quickest and simplest way to communicate, but keep it brief. No-one reads beyond a few lines. Be careful not to leave out those who are not yet on-line. You might need to phone these people and it could also be useful to ask them for a couple of stamped addressed envelopes.
- The notice board is also an excellent tool for communication and it shows other fleets that you are in business. Keep it full, tidy and informative. Make it look good and up-to-date and people will read it
- Please advertise Craftinsure – the Association have special links.
- Advertise the Grand Prix Series – shows how active the racing circuit is and also shows some of the fantastic venues sailed by the racing and cruising fleets.

### **WHAT ABOUT THE GP14 ASSOCIATION?**

- This is a crucial two-way affair. Your **Area Representative** has mountains of useful ideas and information for you, but he or she cannot be effective unless you communicate with him or her. First introduce yourself. Get the Rep. down to your club and let the Rep. meet the members to get a feel of your fleet's aims and ideas. It is your Rep. who will keep you informed about what is going on and who will also take your moans and groans (even praise) to the General Committee.
- You cannot expect your Area Rep. to be able to keep up with constant changes in Fleet Captains and membership in large areas so it is up to **YOU** to take the initiative.
- Area Fleet Captains meetings, usually held in November or December, provide an excellent opportunity to get to know other Fleet Captains and exchange ideas.

## **WHAT THE ASSOCIATION DOES FOR YOU**

- Help is always available from the Office. They are always willing to answer questions and if they cannot answer on the spot they will check and either get back to you or suggest whom to contact.
- The GP14 Website is a useful source of up-to-date information of all kinds and has a section on each Area.



# **THE INTERNATIONAL GP14 CLASS ASSOCIATION**

## **Why become a Member of the Association?**

The Association protects your investment as a Member by:

- Framing the Class Rules.
- Issuing Class Certificates.
- Keeping a Register of certified GPs.
- Instructing measurers.
- Keeping abreast of current developments within the marine trade.
- Promoting the Class on a broad base to maintain demand and value.
- Controlling the specification, quality and price of sails, spars and hulls.
- Maintaining the strict one-design of the GP14 to make competition fair for all.

## **What service does the Association offer its Members?**

### **The Association**

1. Publishes a Class magazine – Mainsail - twice a year in spring and autumn for every member and produces regular monthly e-newsletters.
2. Has an 'office' staffed 9:00 – 5:00, 5 days a week, to deal with queries.
3. Has well established links with Craftinsure to secure the highest quality boat insurance scheme.
4. Organises World, National and Regional Championships at sailing venues and raises funds for prizes.
5. Organises, supports, sponsors and advises on training to suit all levels of ability.
6. Produces DVDs on GP14 activities, including training.
7. Acts upon member's suggestions and complaints.
8. Represents the Class at exhibitions, including the RYA Dinghy Show: provides a centre of interest for members.
9. Maintains a boat for sale service - 'Boatmart'
10. Provides registered boat history lists and maintains Class archives.
11. Provides registered sailmaker and boat builder details.
12. Maintains a comprehensive website with access to on-line help and advice in all aspects of sailing, building, restoring and repairing a GP14.

## WHAT CAN YOU DO FOR THE ASSOCIATION?

As mentioned earlier, the Association and its Officials can only operate successfully in an environment of two-way communication. You are the official representative of the International Association within your club, so your help is vital to provide the office in Bolton with information they require from your club. You will get forms from time to time asking about membership, measurers, fleet captains and details of forthcoming events. In the last case if you have not fixed a date just answer, " Yes - date to follow "

Do keep in touch with your Area Rep. Try to attend the area meetings or, if not, try to find a substitute for yourself. Feedback from clubs is the lifeblood of an organisation like ours. The views of the members are valued. Communication is vital so **your committee** can respond accordingly.

Try to encourage your club members to join the Association. Membership forms are on our website. Check your club's rulebook. You may find that it requires all boats to have a valid class certificate. There are advantages to even the non-racing fraternity and these should be emphasised at every opportunity.

Encourage your members to come along to an open or area meeting to sample the fantastic atmosphere and social side of the Association. This will eventually encourage them to join in the racing and have a go outside normal club racing.

**Mainsail** is the in-house magazine of the Association. Keep your club in the news by submitting regular articles with information about your fleet and its activities. Light-hearted articles always go down well. Keep your Area Rep supplied with news and if possible photographs from your club for the Area Report.

Emphasize to your members the importance of re-registration of boats when ownership changes. A correctly registered and certified boat has a better re-sale value if and when the owner upgrades.

# CEMENTING RELATIONS

## The State of Your Fleet

If you have inherited a thriving and friendly fleet, then you may be tempted to leave well alone, but it is wise to acknowledge that there are always rough edges to be smoothed out and old ideas to be refreshed or discarded. Maybe you have some new ideas of your own. Do not be afraid to try out new methods or change attitudes. Nothing ventured nothing gained. Before you do however, get to know everyone, feel the mood, get consent.

If you have inherited a run-down fleet then the best attitude to take is, 'The only way is up'. Anything you do is bound to be an improvement. Conduct a rescue mission, enlist all the help you can get and see how things can take off. Enthusiasm is very infectious and a great motivator.

Consult your fleet list, survey their skills, who are the socialisers, who are the competitors, the thinkers, the organisers, enlist them all. They are all good at something. Address the major problem first, perhaps the most common is poor turnout. Try any combination of the following:-

Get everyone to agree to co-ordinate his or her sailing. Perhaps suggest they come down every other week or whatever. At least what fleet you have will all be there at the same time.

Get people to sail the same race. Use the bush telegraph phone/text to remind people or to fix up crews where necessary.

Race for wine, beer, or tea, get some apres sail fun going!

Handicap the Stars who always win (with a time handicap) - they will be flattered.

Encourage rotation of crews. Sailing is still sexist and feudal! Encouraging

the crew to helm for a race or a series can be very successful.

If your problem is dwindling numbers try :-

Inviting local Rotary Club, Junior Chamber of Commerce, Scout/Guide Troop, Youth Clubs, Local School etc to an open club day or GP14 taster day. Get involved with your local authority 'Sport for All' weeks. Ask each fleet member to invite a friend.

Organise training days or evenings in GP14's and advertise in the local press but remember this may be the Club Secretary's function. Convince him it's required for the club and your fleet by the evidence.

Organise your fleet's graveyard boats: are they still members, do they still want their boats? Are the boats sailable, can they be repaired, could they be used for training? This might bring the fleet together for a useful common purpose.

## **GETTING HELP & ASSISTANCE**

There is no way you can do everything. Delegate! Generally other members will be only too happy to do something, but not too much.

Find out which aspects of the sailing club activities each member of the fleet will be willing to help with. Often you will find that non-sailing members, or parts of the family, are delighted to be involved in some way. This also helps to cement family interest and keeps sailors at the club.

### **Help from your fleet**

You can probably split the job into a sailing and a social side. The social side is very important, because, if you don't enjoy a social side to the fleet, then you won't have a fleet to arrange a sailing side for very long.

Some ideas for passing jobs on may include

Social events	Publicity
Prizes for sailing	Catering
Making posters	Duty rota

And on the sailing side

Boat park allocation	Duty rota
Race results and records	Training
New members' helper	Notice board
Fleet Measurer	Fleet Secretary
Publicity	Sponsor finder

### **Help from your club**

Remember that your fleet is part of a club and the last thing you must do is alienate yourself or fleet from the club identity. Your Commodore and Club Secretary are people to communicate with as well. Keep in touch with what is going on in the other classes. If they come up with good ideas, use them too.

If you have any problems, first discuss them with the other fleet captains and the Sailing Secretary. They may have come across this type of problem themselves and have a solution.

**Don't forget the Area Rep. and the Association. They are always there for you.**

## **HELPING NEW MEMBERS**

Joining a new sailing club can be a very daunting and often bewildering experience especially to the novice. A warm friendly welcome from members of a Class and a happy atmosphere within the fleet will certainly dispose a new member to join your club.

Be interested in the person and their family if they are considering taking up the sport. Try to identify their particular needs and see what you can do to help.

Some basic tips (there are many others).

- **Talk to them**
- Get their phone and email contacts.
- Arrange a trial sail with an experienced member (with the right disposition).
- Arrange a crewing job or a suitable crew if necessary.
- Try to set up an “Adopt a new member scheme (BUDDY SYSTEM)”, where the newcomer is put under the wing of a member with hopefully similar interests. They will then find out about your club’s philosophy on social and sailing habits during the crucial first few weeks of either joining or considering the club.
- Make sure that someone is around to discuss equipment and/or sailing problems.
- If he or she is a novice and wishes to purchase a boat, offer advice and the best way to look around. Offer to help. Perhaps a member of the fleet could go with them to view possible purchases.
- Once they are committed, explain all the advantages of joining the GP14 Association.
- A welcome club pack including details of GP’s, fleet, club and Association is the ideal answer

### **TALK TO YOUR NEW MEMBER- Check everything is OK!**

Don’t push someone into joining the Association or sail a GP14 if there is another class at the club that may be more suitable for them. An unhappy member of your fleet will do no one any good.

# PROGRESSING NEW MEMBERS

## “A CLUB’S PERSPECTIVE”

What they need to know.

Train your member to RYA Level 1 through your Club System. If this can be done in GP14’s they may stay with the fleet – are there GP14’s that can be used for training?

Advice on the following, Personal Sailing Equipment, The Dinghy to Sail, Venues to Sail, Move on to RYA Level 2.

Or alternatively Sailability, Windsurfing, Power Boats, Yacht Courses

PERSONAL SAILING EQUIPMENT. Warmth emphasised (types available).

Buoyancy aids  
Boots  
Wetsuit  
Dry Suits  
Layered clothing      Thermals  
Gloves                      Types  
Hats; Balaclavas; Neck gaiters

BOATS.                      Explanation of classes sailed at the CLUB.

Wood v Plastic	Old v New, Under-floor buoyancy or not.
Sails	Storage, care & maintenance
Which Boats	Noticeboards, magazines, Associations, mags.
Repairs	Repairers
Buying	Take along experienced member to qualify
Boat Park	Lay out, charges, security and rules
Cost of fittings	Local chandlers
Road Trailers	Basic needs to and from home, chandlers

## WHERE & WHEN TO SAIL

Fleet Sailing	The Fleet Captain explains. This is your selling job and the newcomers decision!
Courses	Club Trainer explains.
Membership	Responsibilities, bye-laws and Club duties
Sea Sailing	Cautions – Club Regattas - Weekend Club Visits

## **FURTHER COURSES**

RYA Level 2

Fleet training days/evenings

Club Basic Race Training

Recommend one-year post level 1 to gain experience

Safety Boat Courses - are they a requirement for club Duties?

Crew for more experienced helm

Winter club night talks. Rules - Protests - Race Management - Safety

Big Boat Sailing.

Not everyone who joins your Club will suit a GP14. Recognise those who do! Keep your house in order and they will notice which is the friendly, active and vibrant fleet.

Keep your notice board up-to-date and tidy, with examples of the magazine, calendar and programme, with the current month highlighted. Yes, it's a bit like school days, but it's still a very effective way to communicate when you're not there.

Send regular short emails (find an excuse if necessary) to keep people in touch.

## **CLUB NEWSLETTER** **Promoting the Fleet**

### **Top Tips for good Newsletter**

- Bring it out at regular intervals, even if it is just at the beginning and end of the season
- Make it simple and clear to read
- Always include useful information such as dates
- Trawl the membership widely for articles.
- Print a couple of copies for the noticeboard and send out by email
- Make sure your contact details are included.

**If you don't have your own Newsletter, make sure you have a good GP14 input into the Club one.**

## **PUBLICITY AND PROMOTION**

You should encourage members of your fleet to write articles for the Club magazine and Mainsail (together with photos if at all possible). You may have a budding poet or illustrator or a technical expert, rules pundit etc. who could set up a healthy debate through this medium.

It can be very rewarding to see your efforts in print, especially if subsequent issues bring articles in response. It also raises the awareness and status of your club to be included in print. If your Club doesn't have a Newsletter, perhaps you might start one...

Local papers are usually desperate for copy. Talk to your local editor, he will give you an idea of the sort of articles he likes, and the format. Tales of local achievements or interesting initiatives will always attract an editor's attention. If you have something to shout about, tell all the local media, radio and T.V included. Who knows? They may even cover the story.

Some national newspapers will also publish yachting events if they have a national interest. The Daily Telegraph is the main paper for yachting coverage. If you have a story of major interest it may be worth giving the sports desk a call.

**Remember the old saying- "There is no such thing as a bad press" except when you don't publish at all.**

The longest established and perhaps most widely read publication is, of course, **Yachts & Yachting** (tel: 01702 582245, fax: 01702 588434). The quickest and easiest way to send an event report is via their website which has clear instructions. It will be published both in the magazine and on the website.

Reports should be around 200 words (max 250) with the top five results. These may be shortened to three if space is short. If you want full results published online please send them either using [Sailwave](#) Y&Y Results plug-in, or email them as a spreadsheet (Excel or CSV format).

### **Other guidelines for reports:**

- Give the dates of the event
- Make sure this is the version of the report that your club or class want published
- Try to thank the club staff, event organisers & the race officer

Please email any photos as JPEGs to [club@yachtsandyachting.com](mailto:club@yachtsandyachting.com). For magazine use, the photos must be 300dpi, the higher the resolution the better.

- A detailed document which can be used as a template is available from the office.

## **COMMUNICATION IS YOUR NUMBER ONE PRIORITY**



# **YOUR ACTION PLAN**

## **Making a full year's fleet programme**

In most clubs, class captains are automatically members of the sailing committee and so will have a hand in compiling the club sailing programme. Try to have available dates of major GP events so that you can avoid clashes with important club events.

Try to influence the kind of races proposed to suit your fleet. For example, if your class is strong, get your own start; if it's weak, encourage handicap racing with your own trophy within the series to encourage GP activity.

Make sure your members know when sailing begins. Perhaps a bit of bush telegraph about the 'Fitting out Supper' or beginning of the season's activities would help.

Some ideas which could be tried to stimulate interest are:-

- Handicap - Personal or P/Y
- Pursuit races based on handicaps as above
- Ladies and/or Crews and/or Junior races
- Splitting your season up into sections each with its own prize.
- Further splitting into First race, Second etc (The second race could be helmed by the crews: this brings on their skills and interest very quickly)
- Prizes for the member who has sailed the most races.
- Split your fleet into gold / silver/ bronze ability
- Reappraise the fleet after each trophy period, moving boats up or down.
- Have a sailing ladder, like a squash ladder.
- Put a plan in for fleet away-weekends to a coastal club. (Popular with major Midland GP clubs). Try to establish regular and reciprocal links with another club.

## **Special Club Events**

The hard core of regular sailors will always be ready, but enlist their help in nudging the reluctant types into action. It is surprising what a little gentle encouragement and injection of enthusiasm will do. Finding a crew is often the problem. Perhaps one member could act as the clearing-house for people wanting crews for particular events and also for those looking for a helm.

## **VISITS TO OTHER OPEN MEETINGS**

Display two lists of fixtures, club events and Open meetings, on your notice board so that members can see at a glance what's on.

For club events, display dates - particularly trophy events - with a brief description of what sort of sailing can be expected e.g. Class racing, GP Club Championship, novelty or family involvement, seamanship, long distance, training.

For open meetings, extract all the meetings that are likely to interest your members from the website as soon as it comes available or, better still, consult your Area Representative if this is your first appointment as Fleet Captain.

From the information you obtain you may be able to drum up early enthusiasm for particular popular venues, or events, that may attract your average club sailor to attend their first open meeting. Perhaps an indication of who is thinking of going to each would also encourage faint hearts. Another encouragement is the offer of help sorting out the boat and trailer for travelling.

Reminders can be sent by email nearer the time, with contact details and travel directions. This type of service to your fleet is often greatly appreciated and can easily start an upsurge of interest and enthusiasm.

For a fleet that is not large, it might be a good idea to adopt the policy, "We all go or all stay" to avoid decimating the fleet. Whatever you do, get agreement.

## **YOUR CLUB OPEN MEETING**

This is the most important event in the calendar and offers a mirror of your club to other visitors of what you expect going to their event. i.e. a friendly and hospitable welcome, good food and drink, good competition and excellent race management.

Do make an early start on arrangements for your open meeting. The sooner you get your posters and Notice of Race out the better (2 months). Make sure you are early with your requests to the better sailors of other classes to officiate at your open meeting (Usually at the previous Winter Sailing Committee). Make sure your arrangements and expectations of numbers are relayed to the Officers of the club and to whoever is in charge of catering in plenty of time.

If you are hosting a two-day meeting, a mark of true hospitality, and a good grounding for future return visits, is to ask if your class or club members will provide overnight accommodation. A sleeping bag or somebody's sofa or floor is preferable to a wet tent or expensive hotel.

The surest way of getting support for your open meeting is by your members going to the Open Meetings of other clubs. Personal contact is always important. It must always be born in mind that many Clubs have traditionally welcomed GP14s from the time when they were first designed. This respect and continuity is like a mortgage, it has to be paid for with courtesy, respect and regard for the host Club traditions.

*To run an Open Meeting see appendix 2*

## **TRAINING WITHIN THE CLUB AND ASSOCIATION**

Training is most important for the continued long-term stability of any sailing club. All fleets must be considered as one fleet from the club's perspective and the Association recommends all newcomers to the sport of sailing to take the RYA level one course. The GP14 is an excellent boat for training and novice sailing – roomy, stable and readily available second-hand.

### **GP14 CLASS ASSOCIATION TRAINING.**

Further training for the GP14 is now catered for by a specific training group who, upon request from you, can deliver a training package to suit your needs, be it novice, bronze fleet, silver or advanced racing skills. We also aim to provide a youth training programme of residential training partially funded by the Association; this programme is open to any GP14 YOUTH in your fleet who would benefit from top quality training in all the skills needed by our next generation of top GP14 Sailors. We have endless examples of sailors who have received this training and are within a generation of being in the top ten in the fleet Internationally.

Next step. Contact the Association!

# APRÈS SAILING

This is as important as the sailing, particularly for those who sail for relaxation rather than grand prix racing every weekend. Also it should embrace the “Club” spirit to form friendships beyond individual classes.

## Club Nights to form Friendships

Go- karting  
Treasure Hunt  
Darts Match  
Beetle Drive  
Line Dancing  
Barn Dance/Disco  
Barbecues  
Bowling  
Laser Quest  
Wine Tasting  
Quiz Nights  
DVDs  
Talks other than Sailing

Remember that choosing two-day weekend open events is usually based upon the **après sailing** provided, as much as on the water. Your fleet members who do not travel must also have some social activities both in winter and summer. In most cases however, the club’s social committee will conduct this. In this case, complement what goes on in the club or provide a fleet-organised affair for the club’s benefit.

## Exhibitions

Organise an outing to either the **RYA Dinghy Show** (Alexandra Palace) in March or the **Boat Show** (Southampton) in September. Parties can usually get reduced rates and a hired bus solves the driving and parking problems.

## Lectures

Suggested subjects (with suggested lecturers):

**Big GP Fleet sailing, on the Sea**  
(Local Champion/Expert)

**GP Fleet Racing Tactics and Strategies.**

(Respected Mature Sailor)

**GP Boat tuning and Trim.**

(Sail Maker- Expert)

**Rules and Protests**

(Team Racing Expert)

**Safety**

(RYA Coach)

**Race Management**

(RYA Personality)

It is most important to brief the lecturer on the level at which to pitch the content, the style of presentation and length. Most good lecturers can adjust to your requirements.

## GP 14 Class Association

### DVDs

Are available online to members.

These can be used at exhibitions, club or class promotions or training sessions.

## ACKNOWLEDGEMENTS

Thanks to all those people who have given their time, firstly in the conception, then the revamp in 1986 of The Fleet Captain's Manual. I have simply updated, edited and in some cases removed sections to make the manual more relevant for today's sailors. (Ann Penny 2016)

Contributors to the 1986 revamp:

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David Higham	Hollingworth Lake S.C.
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Lisa Haggitt	Chelmarsh S.C.
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Also to those contributors in the first issue

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Ken Webber	Winsford Flash S.C.
Biddy Colbourne	Winsford Flash S.C.
Jean Todd	Staunton Harold S.C.
Jackie Jarvis	Wembley S.C.

Also	Yachts and Yachting
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## **APPENDIX 1**

### **DOCUMENTS AND PUBLICATIONS AVAILABLE**

<b>REGISTRATION FORM</b>	To register a boat, or change of ownership.
<b>DIRECT DEBIT</b>	A form which, once completed and returned, will enable your subscription to be paid from your bank account automatically each January, and give you an automatic discount.
<b>INSURANCE</b>	A proposal form to join the Association scheme.
<b>BOATBUILDERS &amp; SAILMAKERS</b>	A list of all registered Boatbuilders/Sailmakers.
<b>CLASS RULES AND MEASUREMENT FORM</b>	Copies supplied together with a list of registered measurers
<b>BASIC BOATING BOOK</b>	A book which includes details of hull preparation and fitting out. Re-issued 1996 with more articles.
<b>VIDEOS</b>	Details of tapes available and booking forms.
<b>CHAMPIONSHIP EVENTS</b>	A list detailing National, Regional and local events for current year, in chronological order.
<b>PROMOTIONAL LEAFLET</b>	A handout that gives brief details of the history of the Association and some of the work carried out by its members.
<b>PLANS</b>	Copies of all plans for building or modifying a boat.
<b>BUILDING A SERIES II BOAT</b>	A basic guide to building a Series II boat
<b>BOAT-MART</b>	A current list of boats and equipment for sale. This is also to be found on the website.

## APPENDIX 2

### **RUNNING AN OPEN MEETING**

#### **OBJECTIVE**

The objective in organising an open event is to provide good competitive racing and all entrants, not just the 'experts', should enjoy it. After all, it is recreation and the aim of the organising club should be to send competitors home happy.

The essential equation is:

**GOOD PUBLICITY + A GOOD TIME = RETURN NEXT YEAR**

#### **DOCUMENTATION**

The following need to be prepared well in advance of the open meeting date:

- Notice of race and entry forms. Your sailing club should have this organised by the sailing committee and you should be a member of this committee, so use standard club forms. The GP14 Association have a template and can offer help.
- Sailing Instructions.
- The Association Championship Committee and Technical and Rules Committee can give advice for major championships.

#### **SAILING INSTRUCTIONS**

The current Racing Rules of Sailing provides an up-to-date model for Sailing Instructions. Clubs can modify these instructions to suit their own needs, but modifications should be as few as possible and only reflect local conditions. It is a good idea to keep close to their format.

Your open meeting will therefore be run under the Racing Rules of Sailing. Read your club sailing instructions and understand them, e.g. which starting procedure are you using and why is it best for your club?

Do not attempt to re-write any sailing instructions, as this is your sailing committee's job and you may unnecessarily cause some legal problems.

Seek further advice from your club Sailing Secretary.

For National and International Championships contact the GP14 Association Technical and Rules Committee.

## GENERAL NOTES

**It is a good idea to include information about the location of the sailing water on the notice of race.**

Limit the size of the Notice of Race to A4. Make sure the Notice of Race clearly states any alterations to the normal Rules that the sailors should know in advance – such as the compulsory wearing of buoyancy aids.

Make sure the previous year's trophy / trophies will be returned for re-presentation.

Determine the cost of meals in conjunction with the galley staff. Some clubs prefer to have a separate race entry fee, with meals extra. Others prefer an all-in fee. Whichever you adopt, make it clear what the fee covers on the entry form.

Good publicity is essential. The Notice of Race and Entry Forms should be sent to:

- All entrants of the last two years' events
- Class Captains of appropriate clubs
- Members of home fleet

Contact your Area Representative to find most active sailors. He/she may be able to save you time and postage by emailing posters and details to other clubs or individuals.

If you have a club Publicity Officer, co-operate with him/her to publicise the event and publish the results in local papers and the National Yachting Press.

Prizes should be obtained for helms and crews, going down to at least 10% plus one of the expected entries, i.e.

20 boats	first 3 overall
30 boats	first 4 overall
40 boats	first 5 overall
50 boats	first 6 overall

Helms and crews should have prizes of about equal value. Special or novelty prizes can be given in addition, e.g. oldest boat, junior prize, female helm/crew.

It is often possible, with a little effort using contacts of members of your own fleet, to obtain sponsorship to the value of £50-100. In exchange, you print the name of the sponsor on all documents and mention them in local press articles before/after the event.

Make up a file of all documents and articles where the sponsor's name has been mentioned. Send it to them with a thank you letter.

If the meeting extends over two or more days, then some form of entertainment or hospitality should be provided in the evenings at the club.

***Remember the importance of arrival and departure times as visitors who have a long way to travel often leave before prize-giving because of a late finish.***



## DUTIES

The Race Officer and Assistant Race Officer will probably be appointed from a different class within your own club. Try to influence the appointment - obtain a good Race Officer. If your club is inexperienced at running open meetings it may be worthwhile discussing the situation with your club Sailing Committee and importing an experienced Race Officer from another club. You could discuss this with your Area Rep. as well.

When the GP14 sailors are asked to run an event for other classes in your club, make sure that a professional job is done. In this way the standards of Race Officer work will become higher and in turn your fleet will benefit.

Separate jobs should be identified by the Fleet Captain and the Race Officer and should be allocated beforehand so that adequate preparation can be made:

- Car parking staff
- Reception staff
- Galley staff
- Bar staff
- Cleaning staff, especially for a two day event
- Rescue and mark laying
- Race records
- Protest Committee Chairman and Committee

When all the above jobs are properly delegated, the Race Officer can concentrate on:

- Course setting
- Start times and course lengths
- Supervision of start line laying
- Start procedure
- Watching the racing round the whole course, in order to vary and improve the course for subsequent races.

## **GENERAL NOTES TO THE RACE OFFICER**

1. Hold a briefing at least 30 minutes before the first race. Mention local rules, dangers, etc.,
2. Small-scale charts of venue, showing positioning of permanent marks and their characteristics, are helpful.
3. Breaks between races should be short. To achieve this, keep catering staff briefed about expected time of race finishes, shorter course decisions etc.,
4. Announcements about time of next race will cut down the number of boats arriving on the starting line late.

## **COURSE SETTING**

These remarks are considered to be appropriate for inland waters.

In general, water-borne starts are to be preferred as they enable the Race Officer to move the starting line to a downwind area of water, to give a good, long first beat. This reduces the likelihood of incidents on the first mark.

When laying courses the cardinal rule is “avoid fetches”. If a leg of the course is a fetch, it only results in the leading boats going further ahead and affords no opportunity for other boats to overtake. This is poor course design, which leads to bad racing. Which in turn leads to unhappy competitors.

Otherwise a reasonable mixture of beats, reaches and runs usually gives a good course. If the wind is strong enough, a planing leg is a must, i.e. the wind just behind the beam. Do not neglect to put in a ‘dead run’ if this is possible. It provides a good overtaking leg.

If the wind is very strong and capsizes are expected, set gybe marks with some caution. Never set gybe marks near a “hard” lee shore such as a dam, as serious boat damage is sure to result.

It is good practice, in strong wind conditions, to avoid gybe marks altogether in the first race, to give everyone a good sail. Then introduce gybes into subsequent courses.

If the course for the first race was poor, an ‘accidental’ meeting with the Race Officer may improve things. However, don’t try to do their job, it may not be appreciated.

## LAYING A WATER-BORNE START LINE

Depending upon the size and position of the superstructure and also the underwater shape, the committee boat will have a preferred orientation to lie steadily with one upwind anchor, i.e. it will be more steady with bow into the wind or stern into the wind. Find this out beforehand and use the best method for your boat. If the committee boat yaws badly when both methods are tried, use both bow and stern anchors.

The Race Officer should aim to lay a start line with a little port bias, about five degrees. This can be achieved by first laying the "outer" mark and then moving the committee boat to the other end of the line to a position judged to be correct, using a wind direction indicator on the committee boat. Drop the committee boat guard mark and check from both ends of the line, using the wind direction indicator.

Finally, drop the anchor upwind of the line and adjust the length of anchor warp so that the outer mark, guard mark and committee boat mast are approximately in line. It is good practice to use an "angel" on the anchor warp so that the centreboards of passing dinghies do not foul.

A final check can be made on the accuracy of the line by arranging for a dinghy, using a competitor, to come out early and test the line by making a trial start from each end in turn. Observe the dinghy: it should be possible to ascertain if you have laid the line correctly. Whether to put the committee boat at the port or starboard end of the line will depend on local conditions, i.e. depth of water, quality of holding ground; remember to avoid a dragging anchor situation.

If the wind shifts after the line has been laid, it is probably best to re-lay, even if this means a ten-minute postponement. The alternative will be a start line with a very favoured end, resulting in bunching, many incidents, premature starters and successive general recalls with frustration all round. No one will thank you for this!

## **THE TRAVELLERS TROPHY SERIES EXPLAINED**

The country is split up into five championship areas. Each area operates a series of Open Meetings from mid-March to late October, at clubs where GPs are sailed. Qualification for the Trophy and clubs that will be hosting an Open Meeting is decided at the Area Fleet Representatives meeting in November.

Usually, to qualify, you will have to sail a minimum number of the Open Meetings, usually something less than 50%. Be careful, some areas use a starring system. Either smaller or larger clubs can be given starred status to encourage sailors to attend small as well as large Open Meetings. Hopefully there will be an even mix of starred events throughout the season. However, it is always best to plan ahead because you may sail the required number of events, but if insufficient are starred, then you don't qualify. This series of starred events is known as The Grand Prix.

In most Areas the fleet is split up into Gold, Silver, Bronze, so there are plenty of opportunities to win prizes.

A full list of Open Meetings, including those that may be starred, can be found on the GP14 Website. A result sheet with the current positions can be obtained from your Area Rep at any time. This needs to be pinned to the fleet notice board to promote interest among GP sailors in your fleet.

**Good sailing**