

Channel Sailing Club

Guidelines for Holding Event Briefings

Note: This information is generally for the benefit of Event organisers, however it is also useful for all Club members so that they know what to expect.

- For comprehensive details on how to organize a Club sailing event refer to the **Cruise Leader Guide** which is available from the Members page of the Club website (password available from Committee members)
- Publish as far in advance as possible details of the event activities and likely destination(s). This encourages members to take part. The main publicity tools are; Wavelength, the Club website, the monthly e-sailing brief and Club emails.
- Make sure that the publicity mentions the Tuesday event briefing date and the standard briefing time which is 9pm.
- When allocating crew to boats be aware of possible problems. Try to ensure a roughly equal number of crew on each boat with a range of experience. If there are single females check if they would prefer to be on a boat with another female (or not).
- Prepare for the briefing in advance and make sure there are sufficient copies available of all the event material.
- Start the briefing on time and give it as a group down one end of the clubhouse (not just as a paper handed out to Skippers).
- The typical agenda for the briefing should be:
 - The boats - each by name with Skippers acknowledging
 - The crew on the boats – do a 'roll call'
 - Start times, destination(s), details of moorings, meals, etc
 - Activities planned (on and off water)
 - Expected weather and any alternative plans
 - Questions and answers
- Make sure new members are highlighted during the roll call so everyone knows who they are. This should help them to quickly get to know other Club members.
- Make sure everyone is given (or has access to) a list of people on each event – so everyone knows who is who.