

# North East & Yorkshire Youth Traveller Series (NEYYTS) 2024

## Information & Guidelines For Host Clubs

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These guidelines have been written for the host clubs. There is also an information pack for parents and competitors.

The purpose of this document is to provide a consistent message to ensure all Open Meetings in the series are delivered with the same ethos and standard of racing. This will ensure that the series enjoys tight, competitive racing at the front of the fleet while the less experienced enjoy their first forays into racing in a supported environment.

2023 was the series' 40<sup>th</sup> anniversary year. We had an absolutely amazing year, introducing a new event (regional team racing champs), attending some national team racing events and also delivering a bumper year for the series with 387 entries across the 11 events.

2024 sees us continue to grow and help shape and develop Youth & Junior sailing in the region. We can't do it without our amazing team of volunteers, both on the committee and at the numerous events we organise at the different clubs in the region. Thank you for being part of NEYYSA and for all you do for our young sailors in the region.

We look forward to sailing at your club.

**NEYYSA Steering Committee.**

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### 1. Introduction

#### 1.1 A Brief History

In the early 1980's the series started as the Sheffield Schools Traveller series, it quickly grew with huge support and input from outdoor education specialists Andy Rangecroft and Chris Murrell and eventually it became the Yorkshire & Humberside Schools Traveller Series; this series ran throughout the area and grew in popularity and success.

The focus initially was to build a competitive racing series to encourage participation in the National School's Sailing Association annual regatta each July. In the late 1990's the series started to become known as the Yorkshire & Humberside Youth Traveller Series and continued to evolve to meet the needs of the region's youth sailors. The Yorkshire & Humberside Youth Sailing Association (YHYSA) was formed in the late 1990's to support the series.

In 1996, Barbara Darling started the North East Youth Travellers Series (NEYTS) using the Yorkshire & Humberside series as the successful model. This series was also well supported and provided a similar opportunity for high quality handicap racing for youth sailors at clubs across the region.

In 2016 the RYA's Regional Volunteer Team (RVT) accepted a supporting ownership role for the two series and merged them to match the re-organisation of the sailing regions which formed the RYA North East region encompassing the North East and Yorkshire.

Given the huge area of the region, the two series continued to run semi-separately but with links between the series and encouragement for the youth sailors to travel throughout the region to experience the diverse venues available across the region.

The series continued to be run under the YHYSA organising authority but various factors reduced support and although it continued to operate with over 100 sailors participating each year, this was largely at the competitors' home clubs and the benefits and pleasures of travelling to new venues was not being realised by many young sailors.

In late 2019 a group of parents took on the organisation of the series from the RVT and re-invigorated the series to take advantage of the more regional focus on youth sailing and to provide increased opportunity for an inclusive, supportive and competitive series within the region.

2021 saw a successful return to the water after the Covid19 pandemic. Over 170 sailors participated with an average turn out of over 20 boats per event.

The association held their AGM in November 2021 and voted to change their name to the North East & Yorkshire Youth Sailing Association (NEYYSA) to better reflect the geographical region they now represent. A managing committee was elected, including 2 sailor representatives. 2022 built on the renewed focus and support for the series and saw an average 24 boat turnout throughout the series.

2023 was the 40th anniversary year for series and we celebrated with a bumper year of youth & junior sailing in the region with even more young sailors participating in our events. 2024 will continue this theme, it is an exciting time to be part of NEYYSA - come sailing with us and find out!

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### 1.2 NEYSSA MANAGING COMMITTEE 2023

Chair	Fiona Spence
Secretary	David Manning
Treasurer	Mandy Whitehead
Committee Members	John Horwood (entries & results) Claire Marks Veronica Shackleton (Welfare) Deborah Waggatt (ILCA Coaching)
Sailor Representatives	Oliver Hirst Hannah Marks Christa Shackleton Toby Waggatt Ethan Wild

### 1.3 Series Ethos & Objectives

The objective is to promote competitive racing events, friendship, quality sailing skills and personal growth. The series offers opportunity to young sailors in the region in all classes to sail against their peers on a handicap basis. The series also visits several clubs which do not necessarily host RYA Youth Class events due to their location, specific geography or water size. Experiencing a variety of sailing venues is a key element in developing high quality sailing skills that will last a lifetime.

The series is a supportive, inclusive opportunity for all to race, those at the front are often competing in their chosen class at national level, those at the back may be venturing onto the race course for the first time. All are welcome and the series view is that the peer support offered by this series out on the water and on-shore is invaluable and represents and celebrates the essence of our sport.

### 1.4 How The Series Works

Basically, each club hosts an open meeting consisting of at least 3 (weather permitting) races. The results at the end of each open meeting are then fed into the series results and at the last event, the series prizes are presented.

Clubs north of a line that passes 1 mile to the north of Yorkshire Dales SC, Filey SC and Ripon SC respectively are considered to be "north" area and those to the south of this line are "south" area. This makes no difference to the host club's organisation of their event and is merely a way to distinguish between the sailors to facilitate handing out a lot of trophies at the series prize-giving!

NEYSSA is the organiser of the series and will compile the results for the prize giving at the final event in September.

## 2. General Information

We are delighted to have 11 clubs participating in 2024. A full list of clubs hosting an event is listed in the NoR and on the website.

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### 2.1 Series Organising Authority

North East & Yorkshire Youth Sailing Association (NEYYSA) is the organiser of the series. NEYYSA organise the series with the host clubs and calculate the results for the series.

NEYYSA will provide support for publicity and any other queries the host club may have. NEYYSA does not have any say under the NoR or SIs as to whether an open meeting goes ahead (due to weather, number of entries, Covid19 etc), the final decision as to whether racing happens rests solely with the organising club.

### 2.2 (Open Meeting) Race Organising Authority

The individual club is responsible for organising and managing all aspects of their open meeting and is identified in the Notice of Race (NoR) as the race organising authority.

The club is responsible for providing all race management officials, safety cover and any other personnel to run the event safely and the event is fully run under their burgee (& insurance etc). The club has the final decision as to whether the event will proceed on the day.

This also means that the host Club's child protection and data privacy policies will apply and the club is responsible for any media reports issued for their event, the club also has responsibility for all images that are taken on the day and are released as official pictures from the event. NEYYSA will advise if any sailor has an image limitation prior to the event.

However, NEYYSA has their own safeguarding policy and welfare officer and will also act if any concerns are raised.

### 2.3 NEYYSA Membership

Competitors who enter 3 or more events in the series will become members of the association. This will give them (& their parent) voting rights in the AGM. This allows the sailors to help shape the series in the future.

Membership is available to anyone, please join via [www.yhysa.org](http://www.yhysa.org).

### 2.4 Official Notice Board

The series official notice board is the association's website [www.yhysa.org](http://www.yhysa.org).

Each club should define where their official notice board is for their open meeting in their supplement sailing instructions so that any information on the day can be posted there.

If information is available in advance NEYYSA can post it to [www.yhysa.org](http://www.yhysa.org) on your behalf.

### 2.5 Notice of Race & Sailing Instructions

The Notice of Race (NoR) for the series and the general sailing instructions are posted on the NEYYSA website. [www.yhysa.org](http://www.yhysa.org).

There are some standard sailing instructions available but each club will have their own requirements and these can be incorporated into a Supplementary Sailing Instructions, made available via the NEYYSA website and explained at the briefing.

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### 2.6 Event Publicity

The open meetings are publicised on the NEYYSA website. NEYYSA will also promote the series on their facebook page.

Clubs are encouraged to publicise their event heavily and the NEYYSA will support all efforts. The RYA's regional communications officer is also available to help with publicity via the RYA's media system.

NEYYSA is very keen for the event to be reported in Yachts & Yachting and in any local media the host club has links to. If the club is not able to arrange an event report to be sent, NEYYSA can assist with this if necessary – please just ask.

### 2.7 Entries & Fees

Entry will be via the on-line system on [www.yhysa.org](http://www.yhysa.org). The club does not need to do anything regarding collecting entry fees.

On-line entries will close on the Thursday evening before the event to give the host club time to finalise plans. On the day entries may be allowed at the discretion of the host club providing the on-line entry is not full.

An entry form template is available to aid on the day entries.

Entry declarations also includes media consent, clubs will be advised if any competitor has declined media consent by NEYYSA before the event. If consent is not given then it is the organising club's responsibility to ensure the competitor does not appear in any images or report released to the media. If a sailor cannot be publicly identified for legal or welfare reasons, NEYYSA will advise a suitable pseudonym for the published results.

To encourage participation, the max entry fee for each open meeting is £15 per boat. £5 will be levied to NEYYSA to cover series prizes. The club will be sent their money (minus the levy) the week after their event.

You will need to provide BACS information to NEYYSA to facilitate this.

NEYYSA will send the club a complete entry list and a sailwave file prior to the event.

### 2.8 Open Meeting Format

To obtain consistency across all events the format needs to be broadly similar at each venue;

- Comprehensive briefing prior to the first race (usually at 10am)
- First race starting signal no earlier than 10.15am.
- A minimum of 3 races of about 45 minutes duration for all competitors.
- Average lap times for all competitors (so the last placed boat may be finished first).
- A break for lunch.
- Prize Giving at end of the day.
- Simple courses (allowing for local variants).
- Start/Finish line the same to aid average laps.
- Use of a lead boat is not necessary but if you are running "round the cans", it is really helpful to the visitors if you can provide a lead boat for lap 1.

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### 2.9 Race Management

Do not be lulled into a false sense of security that this is a *kid's event* so it doesn't matter. Young sailors at the front of the fleet are very competent and very competitive and know their rules and will apply them. Sailors are typically very forgiving of genuine mistakes but slapdash and dismissive attitudes will guarantee upset and a stack of protest forms.

Most clubs involved in the series agree that they need to bring their A-grade race management team to the party. If you have any concerns please contact NEYYSA so we can provide support. There are a number of RYA Race Officers within the travelling parent base who are willing to assist in either an advisory capacity or can be approached to act as Principal Race Officer.

### 2.10 Protests

Protests occur every year and are encouraged. Fair sailing and good sportsmanship are key to a successful series and protests are a healthy by-product of this. Please ensure you have a suitable team of club members available to act as an impartial protest team. If you need help with this, please contact NEYYSA.

### 2.11 Help & Support

The series is a friendly and supportive environment where everyone is encouraged to help each other, this extends into the event management team. If a host club needs help and support to deliver their event they are encouraged to ask. Many parents attending the events are more than competent to assist but just need to know what they are needed for before departing home so they can come suitably equipped. There is also support from within the region, we just need to know as soon as possible.

### 2.12 Covid19

Each club is responsible for communicating any Covid19 procedures and protocols.

If an open meeting needs to be cancelled to comply with the latest government requirements, then competitors will receive a full refund of their entry fees. NEYYSA will arrange the refunds.

### 2.13 Sponsorship

Currently the series does not have any external sponsorship although we are looking into this. If a host club obtains sponsorship for this event then then this is fantastic. If the sponsor requires competitors to display advertising material please ensure the requirements comply with the ISAF rules and are detailed in your local sailing instructions.

### 2.14 Joint Events With Junior & Youth Classes

NEYYSA actively encourages clubs to run a youth class traveller series at the same time using the same course & format, boosting numbers on the start line adds to the fun as well as reducing constraints at club level on water availability for members and volunteer input. Please ensure the series' NoR is complied with if your club does this.

### 2.15 Class Measurement, Class Association Membership and Sail Numbers

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Class membership and measurement certificates are not an entry requirement. Boats are expected to *comply with the spirit of their class rules*. This is intended to encourage participation in events by sailors in club owned boats or with older boats that would not necessarily be class legal at a major class association organised competition.

We expect that competitors will treat this condition in the manner intended and not to use it to sail boats which are known to be out of class and which clubs would normally disqualify. Gross breaches of Class Rules can be protested and there is guidance in the NoR on how this is penalised.

Membership of the relevant class association is not required.

The use of replica sails is permitted and they do not need to have any measurement certification.

Boats need to have an identifying feature on their sail (a duct tape X is quite sufficient) to aid the race management team.

### 2.16 Coaching During Racing

The competitors will be asked to declare if they are participating in the main fleet or regatta fleet on their entry form.

The main fleet will receive no on-water coaching (if available) on the day. They will be left to *fight it out* between themselves. They are encouraged to seek post-race feedback from the on-water coaches, feedback is only available after the protest time limit has expired.

The NoR states that Rule 41 Outside Help is changed for series to allow outside help during the race for regatta fleet competitors needing assistance. Race management teams, safety boat crews and coaches should be briefed accordingly. This is reflected in the Sailing Instructions.

The regatta fleet is aimed at the less experienced sailors and is designed to ensure they get round the course, finish & go home smiling. Please see the coaching notes on the website.

We are in discussion with the RYA Regional Team regarding regular coaching support. This will offer a familiar face to the regatta fleet sailors as well as hopefully being able to provide some club coach/instructor CPD at the events in 2023. This is being finalised and NEYYSA will be in touch once it is confirmed with the details.

Clubs should aim to provide at least one on-water coach (RYA Race Coach or RYA Instructor with racing endorsement) to support this fleet. To clarify - this means that coaching less experienced sailors around the course so they obtain a finish is permitted without penalty. They will be expected to provide support on starting, points of sailing, mark rounding etc, they are not expected to offer rule advice which provides grounds for a protest.

The NoR has provision for a regatta fleet sailor to be moved into the main fleet if their performance warrants it. This is at the discretion of the race officer at each open meeting. There are no grounds for redress for this decision.

Ideally the club needs a way of identifying regatta fleet sailors on the water to aid the coach. Clubs have used mast-head or boom-end ribbons (a bit of hazard tape is quite sufficient) or the RYA On-Board bibs in previous years.

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If inclement conditions prevent some of the regatta fleet from venturing out, some flexibility by the host club is encouraged (such as doubling up to get them out sailing again or an adhoc onshore session) to ensure the regatta fleet sailors still get some benefit from the day. The series is flexible about awarding points for the series for the back end of the regatta fleet competitors, it is all about participation and effort at the back of the regatta fleet.

The coach boat can double up as a safety boat as necessary, particularly if conditions are inclement.

### 2.17 Series Results

The series scoring will be using Appendix A with a few additional rules as outlined in the Notice of Race.

### 2.18 Series Prizegiving

NEYYSA will liaise with the host club to arrange the series prize-giving at the final event in the series.

It is hoped that the host club will be able to provide a post prize-giving social for competitors & their support crews to mark the end of a successful series.

## 3. Pre-Event Planning

### 3.1 Publicity

Please publicise the event both within your club and externally. Encourage your less experienced sailors to enter.

### 3.2 Entries

Entries will be made via the [www.NEYSA.org](http://www.NEYSA.org) and a list of participants will be sent to the host club before the event.

The host club needs to advise the maximum number of competitors they can accommodate. It is really helpful if the host club's novice sailors can enter via the NEYSA website as this means they will be included in the pre-event information and will also start to receive information from the association about other events and opportunities that may interest them.

If there is space on-the-day entries can be allowed at the discretion of the host club.

### 3.3 Sailing Instructions

Please provide NEYSA with your local sailing instructions supplement so these can be provided before the on-line briefing.

Please note the Notice of Race comments about the use of black flags. These are discouraged until you have had at least 1 general recall per race. You can correct this in your SI but NEYSA would prefer the use of code flag P, I or U first before resorting to black flag.

The reason we request this is to try and get everyone sailing in every race rather than missing a race due to a start line "mess". The wide range of skill level on the start line means that both front of the fleet sailors and regatta sailors can get caught out by black flag on the first

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attempt. This is especially common in light winds – we had several incidents in 2021 when the front of the fleet got stuck in a raft of back markers and were pushed over the line and then had to sit the race out despite a general recall. Better to have them sailing and racing than sitting the race out. NEYYSA appreciates this may appear a bit lenient but the sailors learn more by racing than by missing out. This approach worked very successfully in 2022 & 2023 and we are keen to repeat it.

There is ONE start. It is a handicap race, run on average lap times. If there is a very large fleet, or we need to split the fleet for another reason then the Notice of Race allows this and the start sequence needs to be written into the local sailing instructions. If multi-starts are used then every boat must have their average lap time recorded so the results from each start can be amalgamated back together. If you plan to do this, please speak to NEYYSA first.

### 3.4 Event Team

Please consider the following roles and ensure that you have sufficient club members available to assist. As mentioned previously, visiting parents are usually very happy to assist but just need to know they are needed before they arrive.

Role	Comment
<b>Event Manager</b>	Event co-ordinator, acts as liaison between competitors, race / safety teams and the shore team.
<b>Welcome &amp; General Enquiries</b>	A point of contact for visitors (generally best if this person is not on the race management team)
<b>Race Officer</b>	Experienced race officer capable of setting a good start line, appropriate course, managing an average lap race and directing operations for potentially a 40+ boat event.
<b>Deputy Race Officer</b>	Support the Race Officer.
<b>Results Recorders</b>	Average lap times need to be recorded for every competitor. More hands make life a lot less stressful.
<b>Safety Boat Crew</b>	The preference is to double man all safety boats so that they are fully effective in the event of a serious incident. A ratio of 1 power boat to 10 competitors is recommended to provide adequate safety boat cover, in line with the RYA recommended guidelines. Safety boats crews should preferably hold a RYA PB2 qualification as a minimum and be experienced at recovering boats and casualties from the water. Safety boats should be manned and on the course before any sailors are on the water and until the last sailor is ashore.
<b>On Water Coach</b>	This can be a member of the safety boat team.
<b>Protect Committee</b>	At least 3 impartial people to hear any protests
<b>Beach Master</b>	This may be necessary to facilitate safe launching and recovery, it depends on your venue.
<b>Entries &amp; Results</b>	An entry list and sailwave file will be sent by NEYYSA before the event but someone needs to be responsible for getting them to the race officer & inputting them to the results system etc. Someone needs to be responsible for inputting & calculating the results and checking the output.

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	Ideally results need to go out in draft after race 2 and then after races 3 & 4 to allow time for any errors or queries to be resolved. If your club doesn't use sailwave, please tell us what format you wish to receive the entry list in so we can ensure it minimises data entry time.
<b>Prize giving Table</b>	Someone to put the prizes out & liaise with the RO and Results team
<b>Catering</b>	Venue specific
<b>First Aid</b>	Designated First Aider

### 3.5 Catering

Please share your catering provision options before the event so that competitors and parents can bring provisions as needed.

### 3.6 Schedule

It can be a pretty full-on day; this is a typical schedule to fit everything in;

<b>Before 09:30</b>	Sailors arrive Meet & Greet, rig, change. Book lunch. Faff!
<b>10:00</b>	Short orientation briefing
<b>10:15</b>	Permission to Launch
<b>10:25</b>	Race 1 start sequence, followed by race 2 prior to returning to shore.
<b>12:45 – 13:30</b>	Lunch
<b>13:30</b>	Permission to Launch
<b>13.40</b>	After noon race start sequence At least 2 races (if 4 planned in total), need to be completed after lunch.
<b>16:00</b>	Ashore, de-rig, pack up. Change Results calculated. Debrief regatta fleet, buddy system debrief by main fleet sailors.
<b>16:30</b>	Prize-giving
<b>17:00</b>	Depart

### 3.7 Pre-Event Equipment Checks

Confirm the following are available & in working order, as applicable to your venue.

- Committee Boat.
- Safety Boats.
- Extra Marks.
- Radios / Communication plan.
- Reliable timers.
- Writing equipment & competitor list.

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- Binoculars.
- Current rules of sailing & protest forms
- First Aid provision.
- Portsmouth Yardsticks for boats in series (NEYYSA can supply if necessary).
- Method of identifying the regatta fleet on the water.

Some clubs find it beneficial to record the finish sequence in case of any queries with finishing order & times. A go-pro or mobile phone works well for this.

The RYA regional team has an event trailer available for any club to borrow to assist with delivering this event (or any other event). The trailer contains a pop-up gazebo, marks, flags and other equipment to make running an event more straightforward. Please contact Adam McGovern at the RYA to arrange to borrow the trailer. The trailer is also a triple stacker so if a club would like to use it to get boats to the events then again, please speak to Adam McGovern.

### 4. During The Event

#### 4.1 Welcome

Make sure someone is available to direct arrivals and help with parking and any immediate queries. In practice, this role lasts all day!

Make sure the key locations (toilet, launching area, regatta fleet bibs/ribbons etc) are pointed out to visitors and highlight any specific procedures in place, particularly for Covid19.

Ensure any sailor who has identified as SEND on the entry form is confidentially identified and made known to the race management team and safety boat crews and any questions the event team may have are adequately answered by the sailor & their parent/guardian.

#### 4.2 Event Briefing

The Race officer, or event organiser needs to provide the pre-racing briefing, this usually happens at about 10am. Please consider mentioning the following;

- Registered and entered, lunch ordered?
- Safety – tally system? Launch permissions.
- Personal health – sunscreen, water.
- Covid19 Procedures.
- Shallows / Dangers / Exclusion zones, obstructions, etc.
- Changes to SI's on Official Notice Board & where this is.
- The course. What do the marks look like?
- Planned number of races, back-to-back?
- Start system – 5,4,1,0? Fleet flag?
- Start / Finish Line & Committee Boat if being used.
- Individual Recalls – X & 1 sound signal and hail if possible.
- General Recalls - first substitute flag & 2 sound signals.
- Use of "I", "U" or "Black" flags.
- Postpone or abandon race.
- AOB.

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### 4.3 Safety Cover & Coaching

Please see the notes previously provided about safety cover and coaching.

The club has the final decision as to whether conditions will offer safe sailing. However, some consideration needs to be given to accommodate the breadth of experience in the fleet.

If conditions are challenging consider allowing the main fleet out but keeping the regatta fleet ashore, or encourage the regatta sailors to double up (& give them equal points) or provide some adhoc coaching activities on shore. If in doubt, have a conversation with the sailors & their shore support. NEYYSA committee will usually be present too and are happy to provide input to the conversation. However, it is the club's decision as to whether conditions are suitable for sailing and they must make the final call.

### 4.4 Protests

Deal with any protests that arrive promptly and in line with the racing rules.

### 4.5 Results

Someone needs to be designated to calculate the results, using the elapsed time information. Doing this after each race so that it is not a major chore at the end of the day is helpful & speeds up the end of the day and prizegiving.

Different numbers of laps can be accounted for within the results and the average lap time system is ideal when running a number of short races with a variety of different boat speeds. Portsmouth Yardstick handicaps are available from the RYA web site or NEYYSA can provide the information.

If possible, display draft results on your official notice board throughout the day so any deliberate mistakes can be resolved before the prize giving.

Ideally the results should be calculated in sailwave to speed up amalgamation into the series results but this is not compulsory. NEYYSA will send a sailwave file with all the competitor information to the club prior to the event, it is the club's responsibility to check that the data in this file match the boats / sails in use on the day.

### 4.6 Prizegiving

The prize giving should go into the body of the fleet to encourage effort and participation.

The value of the prizes does not need to be high. Water bottles, sailing kit, chandlery, flasks, hats, chocolate, caps etc all go down well.

Consider awarding prizes to the following;

- 1<sup>st</sup> overall
- 2<sup>nd</sup> overall
- 3<sup>rd</sup> overall
- 1<sup>st</sup> Junior (U14)
- 2<sup>nd</sup> Junior (U14)
- 3<sup>rd</sup> Junior (U14)
- 1<sup>st</sup> Regatta fleet
- 2<sup>nd</sup> Regatta fleet
- 3<sup>rd</sup> Regatta fleet
- First race / open meeting
- Youngest Sailor
- Endeavour Award
- Anything else you fancy!

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The series intends to provide keepsake trophies for each event to be awarded in addition to the club's prize table. NEYYSA gratefully acknowledges the contribution and support from the RYA North East RVT for funding these prizes.

These trophies can be awarded as the club sees fit on the day – eg: 1<sup>st</sup> overall, 1<sup>st</sup> regatta fleet, 1<sup>st</sup> girl/boy, endeavour award etc etc. The idea is for the trophies to provide a link between the different events but still allow the clubs to award based on the attendees and achievements of the day.

Recently, the norm has been to put the prize selection out and allow the sailors to select their own prize from the options but this is at the club's discretion. If you choose this option you need to read out the winner first so they get first dibs on the loot!

If you can find someone to present the prizes that has not been involved in the running of the event then this adds significant gravitas to proceedings and makes the sailors feel valued.

It is series practice to encourage the open meeting winner to make a vote of thanks speech, this is important to recognise the volunteer effort to deliver the event and also to provide public speaking practice in a friendly & supportive environment! Don't be remotely embarrassed to remind the reticent sailor that someone needs to say something...!

A photo of all prize winners will be appreciated by NEYYSA! Please send any photos by email to [info.yhysa@gmail.com](mailto:info.yhysa@gmail.com). Please provide the photographer's name so they can receive credit when it is published.

## 5. After The Event

### 5.1 Publicity

Please write a report for Yacht's & Yachting and any other local media you engage with. Please also share it to social media if possible, NEYYSA will also promote the report & any publicity in partnership. The RYA's regional publicity officer is also available if you need assistance.

Ensure any sailor or their support team who has not given image consent is not included in any images you release and also confirm names are not subject to legal/welfare non-disclosure (NEYYSA will advise if this is the case before the event).

### 5.2 Send Results

Please send the results from the open meeting to NEYYSA so that the series results can be calculated. Please send results to the email address [info.neyysa@gmail.com](mailto:info.neyysa@gmail.com).

Ideally please send a sailwave file but any format that is legible is accepted.

### 5.3 Thank You

Please thank everyone at your club, on behalf of NEYYSA, who has been involved in the event, it is usually a hugely satisfying and enjoyable event but it is hard work.