Date

VIA E-Mail

Name (e-mail address)
Yacht/Sailing Club
Address
City, State Zip

Re: National Event Planning

Dear Potential Regatta Host:

Thank you for considering hosting one of the Flying Scot Sailing Association's ("FSSA") nationally sanctioned events. Whether your club is experienced or inexperienced in hosting regattas and/or Flying Scot regattas, our Class has found it helpful to provide information regarding FSSA's and Flying Scot competitors' expectations ahead of time. This letter is designed to give you a better idea of the Class’ requirements, a better idea of the volunteer time and financial commitment involved, and make the communication process efficient and agreeable between the host club and the FSSA.

Every regatta and event is different. From the time a club considers hosting a regatta, through the planning process and the regatta itself, there are many details which, if known and planned for ahead of time, will avoid many problems and surprises along the way, resulting in a better experience for the host club and the competitors. Therefore, it is important for the host club to understand its responsibilities and the FSSA's responsibilities. The Championships are FSSA’s events, and have FSSA’s name on them. Therefore, FSSA governs the event, and the host club is running it under FSSA’s auspices. Also, the host club’s plans and choices need to be acceptable to FSSA, and FSSA will provide a liaison to work with the host club and make the event successful for everyone.

While regattas are about racing, for the host club, the financial aspect and planning are equally, if not more important, because they affect the entire event, especially at a national level. We encourage you to create a comprehensive budget at the very beginning of the planning process. We also encourage you to appoint a regatta chair with strong organizational skills who knows what is expected and required. The attached document highlights many of the items that need to be factored into your assessment of what your club is capable of and whether you may need additional assistance.
Please do not hesitate to contact me if you have further questions.

Sincerely,

Nancy L. Claypool
FSSA First Vice President
(504) 251-3926
nclaypool@stonepigman.com
FSSA NATIONAL REGATTA PLANNING CONSIDERATIONS

Budget -- Must have someone who can create a detailed budget that can be continuously updated. You will want to develop as accurate a list as possible of all of the types and amounts of expenses that will be incurred, and do the same for potential income sources. This is key to setting the registration, meal and apparel prices. It is important, of course, for the host club to break even. Beyond that, FSSA wants its Championships to be as affordable as possible. Therefore, we understand making some profit from the regatta, but we do not want host clubs to view our Championships as a money-making event. When the prices to participate in one of our Championships are not within our members’ expectations, it hurts participation and is not good for you as a host or for FSSA as a Class. Again, a thorough understanding of the regatta responsibilities can avoid being in the red at the end of the event.

Sponsor Money/Donations -- Need to have someone who is skilled at getting cash and non-cash donations.

PRO – Do you know someone who has a regional or national level certification from US Sailing and is available? PROs at this level are often asked a year or more in advance to run events. Your selection must also be approved by the National Championships Committee ("NCC"), and it is recommended to do this in time for the PRO to review and have input on the NOR.

Chief Judge – Do you know someone who has a national level certification from US Sailing and is available? Judges at this level are often asked a year or more in advance to run events. Your selection must also be approved by the NCC, and it is recommended to do this in time for the Chief Judge to review and have input on the NOR and definitely the SIs.

Judges – For the NAC, do you know of two judges, in addition to the Chief Judge, who are US Sailing certified, and the higher the certification the better? Judges at this level are often asked a year or more in advance to run events. Your selections must also be approved by the NCC, and it is recommended to do this in time for them to review and have input on the NOR and definitely the SIs.

Race Committee -- Need signal boat, windward mark boat, pin/start/finish boat at a minimum; extra mark/safety boat(s) recommended. Recommend having a minimum of five people for the signal boat (PRO, timer, flag person, recorder, spotter/sound person) and three people per other RC boat (driver, anchor/mark person, recorder/helper).

Judges Boat – Recommended.

Spectator Boat – Desirable.
Housing for Officials – Will you be able to provide free housing for the PRO, judges and Race Committee? Or, will you have to pay for it or be able to provide a stipend for some or all of them?

Thank You Gifts for Officials -- It is expected that the host club will provide a thank you gift to each judge and the PRO. They spend a lot of time and money out of their own pockets to support our events, which we couldn’t run without them.

Documents -- Good news. FSSA will provide you with pre-approved NOR and SI templates for your event so most of the “heavy lifting” has already been done. Note: FSSA requires that the final NOR and SIs, and any subsequent changes, be approved by its NCC. Therefore, the NCC has created templates that contain all of FSSA’s requirements and specific language to avoid redress and unhappy situations. You, as a host club, just need to fill in the sections that require event and club specific information. After the NCC gets the input from the host club, they review the documents, discuss them with the host club, if needed, and send the final approved documents to the host club. So that you understand the process for creating, reviewing and approving the NOR and SIs, the NCC will send you a document explaining what is involved plus a recommended timeline to help ensure the NOR and SIs will be posted by the appropriate deadlines.

Note: NORs and SIs are important documents. Providing templates to the host club is not meant to take any responsibilities away from the regatta chair or officials. It is meant to use FSSA’s experience to decrease the amount of time and effort required to create these documents for their Championships, and to minimize misunderstandings by host clubs attempting to draft documents that may not be in compliance with the FSSA’s current Class Rules or approved practices.

Measurement – Need several trained volunteers at the start of the event. It is also recommended to train people and measure local boats in advance for practice and to decrease the workload when out-of-town boats arrive. Note: FSSA does not provide a measurement team to do the measuring at national events. The FSSA Measurement Committee will help find someone who can "train the trainer", and the trainer can train club volunteers. Prior to or during the event, a representative of the Measurement Committee may be available on-site or by phone for consulting.

Scoring -- Need a program that will score based on the Divisions and special trophies in the NOR, and for the NAC, handle the Qualifying Series and transition to the Championship series.

Protests -- Need forms and, if possible, the ability to make copies on site, so a copy of the protest can be given to each judge.

Trophies -- Currently, there are approximately 99 trophies for the NAC, and the type of items selected should be fitting for a national level event. This is a large expense, and trophies may need to be purchased before registration money comes in. Do you have the seed money to be able to buy trophies before you start receiving registration funds?
Registration – Need to have people experienced in setting up an on-line registration program that is capable of helping check each helmsman’s eligibility to enter the event, capturing which trophies they are eligible for scoring purposes, their Division preference, and other standard information. You also need on-site registration personnel, copies of necessary documents, any required tags for the competitors, plus optional information or handouts.

Housing for Sailors – Are you able to provide any free housing to competitors? This attracts racers because it helps keep the costs down. Are you able to negotiate discounted rates at nearby accommodations?

Meals -- Are you prepared to have at least one dinner, preferably two? Are you prepared to have a Welcome Party? Will the Welcome Party be at no cost? (That's not required, but those parties have almost, if not always, been free, and there have often been sufficient appetizers/hors d'oeuvres so that many people do not need dinner.)

If you cannot host meals at your club, do you have an economical option off-site? The competitors tend to care more about being able to eat and hang out together versus having a fancy meal, and they do pay attention to cost. Plans to hold dinners off-site at expensive venues can increase the regatta fee unnecessarily. While it's always nice to have a good dinner in a nice location, FSSA does not expect clubs to host five-star meals. Do you have the seed money to place deposits on venues if needed?

Volunteers -- Do you have enough volunteers to assist with launching, Race Committee, information, trophies, meals, scoring, etc.?

Apparel and Merchandise -- Will someone at your club handle the design, ordering and sales or do you want to contact an organization to handle this for you? Will it be possible to order items in advance? Will it be possible to purchase items on-site?

Photographer -- Desirable; could be a non-professional taking photos for FSSA’s website or for a fun slideshow at dinner. It could be a professional doing the same and/or offering photos for sale so sailors can buy pictures of themselves.

Welcome/Staff – Desirable to have people to greet you and let you know what to do when you arrive -- where to park boat/car, where registration is, where measuring is, where to find West Marine etc.

Post-Racing -- Not required, but will there be snacks? Will there be free beer? Will there be chalk talks?

Activities -- Is there anything additional you plan to do to make the event more appealing/interesting/fun? Raffle? Guest speaker? Contest? Other?

Boat Haul-Out -- In salt water areas, do you have hoses for rinsing boats? How many? How good is the water pressure? Can extra hoses be hooked up? (Rinsing is important, and this has slowed down the haul-out process at salt water venues.)

- 3 -
Safety/Medical -- Will there be someone on standby at the club to call for and direct an ambulance if needed? Will anyone on the Race Committee, safety boat, or back at the club have medical training?

Advertising – What will you do to promote the regatta? Do you understand the restrictions on advertising in the Class Rules?

Special Considerations – If your club has special requirements that may not be standard at other regattas or clubs (or if you have any local or state regulations of which we should be aware), we would appreciate knowing about those as soon as possible.

These are some, but not all, of the items that you may wish to factor into your planning and decision making so that the event will end up with a positive financial balance and competitors will be glad they came.

FSSA is happy to assist. If you would like to pursue hosting an event, please complete the Host Questionnaire form (available on the website or upon request). If you have any questions of any kind, please contact the FSSA First Vice President (contact information on the website), who will help answer them.

Thank you for your interest in FSSA!