

## FSSA NATIONAL REGATTA PLANNING CONSIDERATIONS

These planning considerations apply to the following Championships:

1. North American Championship (NAC);
2. Midwinter Championship (Midwinters);
3. Wife Husband Championship;
4. Women's Championship;
5. Atlantic Coast Championship (ACC); and
6. Northeast Regional District Championship (NERD).

The success of a regatta depends on the financial, racing, and social aspects of the event. You may be familiar with the racing and social aspects, but as the regatta host, you need to become very familiar with the financial aspect and put it at the top of your list. It is important to FSSA to keep our Championships as affordable as possible. The background of our membership is wide, and we want as many of them to be able to participate as possible. 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. FSSA understands a host club making some profit from the regatta, but we expect the host club to minimize expenses and seek income from other means than the entry fee, meals and apparel, such as through cash and non-cash donations or other fundraising ideas. FSSA does not view our championships as money-making events; they are for the benefit of FSSA members to enjoy the boat they own and the company of fellow sailors who share their interest in Flying Scots.

**Budget** – FSSA has a budget template the host club is welcome to use, or you can create your own. The host club is responsible for all expenses related to the event. FSSA does not provide any financial support. You must have someone who can create a detailed budget that includes as many of the income sources and expenses as possible, and who will continuously update it. Having a thorough understanding of what is required and desired for the regatta, along with good estimating skills, will help with creating a good budget. This is key to setting the registration fees, meal prices and apparel prices.

When setting fees and prices, you can offer everything á la carte, or you can package some or all the meals, parties, apparel, and activities together with the registration fee. Some of the “pros” for making everything á la carte is that it keeps the registration fee low so more people can participate, and it allows participants to choose how much to spend and what the overall cost of participating will be for them. This makes a difference to some people as to whether they can or will attend. A “con” to the á la carte option is that fewer people may sign up for optional meals/activities/merchandise or it may take longer to get a head count which can make planning and budgeting for the host club more difficult. Also, some people do not like seeing one fee for registration and then a higher amount at the end of registration from adding up their additional

purchases. Some of the “pros” to offering a partial or complete package is that planning can be easier for the host club, and participants are not surprised with a larger final bill at the end of registration. A “con” to packaging items together with the registration fee is that it makes the minimum fee to enter the regatta higher and make the regatta unaffordable for some competitors.

**Sponsor Money/Donations** – We recommend having one or more people who are skilled at getting cash and non-cash donations. Donations are extremely helpful in adding income and reducing regatta expenses so that registration fees and meal costs can be kept low. To convince people to become sponsors, it is helpful to create a list of the benefits they will receive, which may be from small to large and quite varied. Having a tiered plan is often helpful. Make sure that any type of advertising benefit is in compliance with the Racing Rules of Sailing and FSSA’s Class Rules.

**PRO** – For the NAC and Midwinters, the PRO must have a national level certification from US Sailing, and it is preferred, but not required, for the other Championships. Your selection must also be approved by FSSA’s National Championships Committee (NCC), and it is recommended to do this in time for the PRO to review and have input on the NOR. PROs at this level are often asked a year or more in advance to run regattas, so finding one incredibly early in the planning process is strongly advised.

**Chief Judge** – For the NAC and Midwinters, the Chief Judge must have a national level certification from US Sailing, and it is preferred, but not required, for the other Championships. 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/or on the SIs. Judges at this level are often asked a year or more in advance to work regattas, so finding one incredibly early in the planning process is strongly advised.

**Judges** – For the NAC, two additional Judges are required, preferably US Sailing certified at the national level, but one of them may be certified at the regional level. Your selections must 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/or on the SIs. Judges at this level are often asked a year or more in advance to work regattas, so finding them incredibly early in the planning process is strongly advised.

**PRO’s and Judges’ Hospitality** – They spend a lot of time and money out of their own pockets to support our events which we could not run without them. It is standard to provide them complimentary lunches on all race days and complimentary invitations for them and their spouses (if attending) to the Welcome Party and/or dinners that are part of the event. It is also standard to find free housing for the race officials. It is expected that the host club will give a thank you gift to the PRO and each Judge. Race officials for national championships, such as the NAC or Midwinters, typically do not request payment for any of their services or travel. At the regional or local level, PROs and Judges may want to be compensated for gas or some other portion of their travel, especially if they have a hotel bill. For all regattas, regardless of their level, when you ask a race official if they are willing and able to support your event, you want to be clear up front about what you are offering to provide at no charge, if you are not providing any kind of travel stipend, or if you are, what the amount is. This will help prevent you from making a large faux pas with them and prevent you from being surprised by a request for money from them later on.

**NOR and SI** -- The Chair of the NCC will provide you with NOR and SI templates that have been customized for the specific Championship you are planning to host, and you are required to use them. The templates contain all of FSSA's requirements, and the language has been chosen specifically to help avoid redress, misunderstandings and unhappy situations. You just need to fill in the sections that require event and club specific information. You are required to submit the NOR and SIs to the Chair of the NCC for approval by the committee before posting them. After the NOR or SIs have been approved, if you want to make any changes to either of them, you must re-submit them to the Chair of the NCC for approval before making any changes. The templates are meant to reduce the work for you and the PRO, and they make the NCC's review faster because the NCC will not have to check every single word in the document. The Chair of the NCC will send you several documents and more detailed information about the approval process.

**Special Considerations** – If your club has special requirements that may not be standard at other regattas or clubs, such as special local or state regulations, limited access hours to the grounds, the need for cash or credit cards only for purchases, or a waiver requirement, these must be included in the NOR.

**Protests** – A suitable location is needed for hearing protests. Forms need to be provided, and if possible, the ability to make copies on site of each protest to give to each judge is helpful.

**Race Committee (RC), Safety Boat(s), Judges' Boat** – A signal boat, windward mark boat and a pin/start/finish boat are needed at a minimum. An extra mark boat is strongly recommended, as is a safety boat and a Judges' boat. The skills/people need on the signal boat are: PRO, driver, compass/GPS reading, information recorder, anchor setting and hauling, wind reading, timer, flag signals, sound signals, spotter and weather monitor. A minimum of five people is recommended for the signal boat. The skills/people need on the mark boats are the same as the signal boat, except the PRO is replaced by a lead person, and one or more people need to know how to set marks plus be strong enough to quickly haul anchors and move marks several times. A minimum of three people is recommended for each of the other RC boats. For the safety boat, there should be at least two people, and for the Judges' boat, a driver may be needed. It is standard to provide all these volunteers with complimentary lunches on all race days. For regional or local events, complimentary dinners are also recommended.

**Spectator Boat** – This is desirable, and the captain or driver must be knowledgeable enough about racing to keep well clear of the racing area and not interfere with the competitors.

**Measurement** – The host club is responsible for finding and training volunteers to measure selected boats for Midwinters and all boats for the NAC. FSSA does not provide a measurement team to do the measuring; however, FSSA's Measurement Committee will help find someone who can "train the trainer", and the trainer can, in turn, train club volunteers. It is recommended to train people and measure local boats in advance for practice, and this will get some of the work completed ahead of the regatta. On the designated measuring days, it is important to make sure it is easy for the competitors to find the measuring people and to have enough of them available to process boats in a reasonable amount of time.

FSSA's Measurement Committee has created three different measurement lists -- a yellow, a blue and a red list -- and each boat must pass the requirements on one of the lists. The lists are

to be assigned at random, and the assignments are only to be revealed once the helmsperson has checked in on-site and is ready to measure their boat. This is to keep the competition fair and honest. Various methods have been used to assign the measurement lists such as going by the order that people registered and rotating the color of the sheet (red, yellow, blue, red, yellow, blue), which can be done ahead of time when setting up registration folders. Another method is to make a stack of the sheets in rotating color order, and when measuring starts, take the next sheet in the stack.

Competitors want to complete the measuring process quickly, so they can get their boat set up and get out on the water. It is important to do a good job of managing the measuring process to make the regatta successful and your customers happy. The Measurement Committee has created a document which explains the requirements and process in more detail. Prior to or during the event, a representative of the Measurement Committee may be available by phone or on-site for consultation.

**Scoring** – The scoring system or software needs to be able to handle the round robin races for the four fleets in the Qualifying Series, the two divisions in the Final Series and several one-of-a-kind trophies based on several different criteria for the NAC. Please plan to use a scoring system that lists the name of all crew in addition to the helmsperson. These are not solo races. Crew like to be recognized as an integral part of the team. It is also helpful to competitors to know the names of crew. The ability to post the scores online and download the final results into an Excel spreadsheet is definitely desired.

**Event Trophies** -- For the NAC, the trophies are often the largest expense, and they need to be properly accounted for in the budget. The type of items selected should be fitting for a national level event, and there are approximately 99 trophies required for the NAC. You may come across interesting items and/or they may go on sale before registration money comes in; therefore, it is helpful to have a significant amount of seed money available to take advantage of this. Also, due to the number of trophies required, purchasing them sooner than later will help preventing getting into a time crunch as the regatta approaches. We will also provide you with a trophy guideline document that sets forth the number of trophies needed based on participation.

**Perpetual Trophies** -- The host club is responsible for retrieving all the perpetual trophies and should contact the previous regatta chair or the FSSA Secretary for further information on this. When the perpetual trophies are awarded, the winner must fill out a form acknowledging receipt of the trophy and provide their contact information so the trophy can be retrieved the following year. Someone needs to be assigned to ensuring the forms are completed before the winners leave the awards ceremony. The chair of the Trophy Committee should be detail oriented and highly organized.

**Meals/Parties** – They are not required, but they are definitely recommended. Participants very much enjoy being able to spend time where everyone can be together and without having to leave quickly versus going to a restaurant for example, where the establishment wants to "turn the tables". They also tend to care more about being able to socialize than having a fancy meal. For the Midwinters and NAC, it is typical to have a welcome party, and it often consists of at least appetizers, but often includes heavy hors d'oeuvres to the point where people do not need to go out to dinner. Sometimes more substantial food and desserts are offered.

Breakfast – There is no typical offering or expectation. Some host clubs do not offer breakfast; others provide a continental breakfast, an augmented continental breakfast (yogurt, cereal, hard-boiled eggs, bagels, toast, peanut butter, fruit) or a more substantial breakfast such as an egg casserole, pancakes and sausage or something else. It is important to let competitors know, if you are providing breakfast, what type of breakfast you are providing. If you say you are providing breakfast, but you only provide donuts and coffee, that may be misleading. If you are providing a continental breakfast, please itemize what is included (*e.g.*, bagel, juice, piece of fruit) so that people can make a decision on whether that is acceptable or whether they need to make their own arrangements for a full or hot breakfast.

Lunch – Is often provided, but not always. Examples of lunches include providing the ingredients for people to make their own sandwiches (deli, peanut butter and jelly, other), having volunteers make sandwiches, providing pre-ordered sub sandwiches or wraps, using leftovers from other meals, and offering other snacks such as fruit, chips, cookies and/or water/soda. Some clubs have snack bars or restaurants where competitors can order their own lunches.

Dinner – This may be very casual such as burgers and hot dogs, tacos and burritos, spaghetti or lasagna plus salads and/or sides and/or dessert. Some host clubs have people capable of cooking or grilling entrees and creating a full dinner, and/or they opt to cater one or more of the dinners on-site or off-site, making it casual or nicer. For the NAC, it is expected to have a dinner in conjunction with the Annual Meeting.

Farewell Meal – This is not expected. The Midwinters and the NAC usually finish sometime in the afternoon, and some host clubs offer a late lunch or early dinner, such as a simple cookout or leftovers, and may or may not charge for it. There is a lot of opportunity to be creative as to the types of meals offered, and it is up to the host club to decide whether the competitors, volunteers or caterers make it. It depends on the time, cost and effort you want, or are able, to put in, and how important it is to keep costs low for the competitors. The requirement to put down one or more deposits for dinner venues may also be a factor depending on the amount of seed money you have. Remember, the competitors are your customers, and they pay attention to cost and whether they are getting value for their money.

**Activities/Sightseeing** – Is there anything additional you plan to do to make the event more appealing/interesting/fun? As mentioned earlier, competitors like to socialize with each other, and they enjoy participating in other activities besides racing. Some activities to consider offering are chalk talk(s), seminar(s) on or off the water, free beverages and/or snacks/appetizers after racing, guest speaker, contest, raffle, door prizes or other. If there is a postponement on shore for a few hours, having something for the competitors to do is better than everyone sitting around doing nothing. Providing information on local shopping, sightseeing and activities (sports, swimming, museums etc.) for adults and/or children is also appreciated, because not everyone has the time to search the Internet plus you know more about the area and its gems. Please provide a contact for baby-sitting.

**Facilities** -- Consider if additional facilities are needed on-site such as hoists, tents, tables, chairs, or Port-a-Johns and add them to the budget. If additional facilities need to be found or rented nearby for measuring, boat storage, parking, launching, dinners or meetings, those will also need to be included in the budget.

**Flying Scot Charters** – Finding Flying Scots that are available for charter can draw additional participants. They are usually offered at no cost and, if a fee is charged, it is limited to a maximum of \$50 by Class Rules. Participants need to make sure they are eligible before accepting a charter and fulfill additional requirements in the Class Rules.

**Housing for Sailors** – Providing free housing for competitors (e.g., guests at local members' homes) will attract them to the regatta, because it helps keep their costs down, especially for far away and longer regattas. Also negotiating discounted rates at nearby accommodations is helpful to attract competitors. If camping and/or camper parking is available, this should be promoted to help encourage participants on a low budget.

**Apparel and Merchandise** – Sales of apparel and/or other merchandise can help increase your income and thereby offset regatta expenses so that the registration fees and meal prices can be kept low. Some clubs choose to handle apparel sales themselves, because that allows them to retain all the income. To minimize or eliminate the risk of having unsold apparel/items, it is recommended to offer or require advance orders which are then picked up on site. Extra merchandise can also be ordered to sell on-site to last minute buyers. When offering apparel for purchase in advance, it is very helpful to have the shirt design ready to post online at the same time the NOR is posted. Some clubs prefer to hire a company to handle apparel sales to not risk losing any money. This usually means that the club will receive little or no income from the sales, but it is also less work for the club.

**Use of Flying Scot Logo** – The Flying Scot name and logo are registered trademarks of Flying Scot, Inc. Any use of either on regatta merchandise or promotion materials must be approved by Flying Scot, Inc. and bear the “R” symbol indicating the trademark. Flying Scot, Inc. has these files with the “R” available to provide upon obtaining permission. To obtain approval, host clubs should email [info@flyingscot.com](mailto:info@flyingscot.com), or send a written request to Flying Scot, Inc. 157 Cemetery Street, Deer Park, MD 21550, including the title of the event, dates, and what specifically the name/logo will appear on.

**Photographer** – This is desirable. The photographer could be a non-professional or professional taking photos for FSSA’s website, for a fun slideshow before or after dinner and/or for sale to competitors. They may need a boat and/or driver, and they may charge a fee up front that needs to be put in the budget.

**Boat Haul-Out** – In saltwater, brackish or muddy/dirty bodies of water, competitors want to rinse their boats every day. It is helpful to have several long hoses available, and good water pressure is important. Otherwise, the haul-out process really slows down, and keeps competitors from getting to the beer, the post-race clinic or to dinner.

**Safety/Medical** – We recommend having a designated person on standby at the club who can call for medical assistance and direct an ambulance to where the disabled person is, if needed. Providing the registration people, regatta chair, safety boat and PRO with a list of people on-site or on the water with medical training and their contact information is recommended. Information can be critical in an emergency; therefore, it is recommended to have hard copies available of everyone’s contact information and any medical concerns, if they share that information.

**Promoting the Regatta** – Identify all the ways you can get the word out about the regatta. Some examples are a presentation at the prior year's NAC, posting on the FSSA website, setting up an online registration page, creating a section on the host club's website, targeted emails to clubs, fleets, other. FSSA can also assist you in sending our e-mail blasts to its national membership list promoting the regatta.

**Notice Board** – All appropriate information must be posted at a physical location; posting information online is optional.

**Welcome/Staff** – Competitors appreciate being welcomed when they arrive and told or shown where they can park their boat/car, where registration is, where measuring is, etc. Having plenty of signage directing people where to find things is helpful as well as having one or more greeters at the gate, the club and/or in the parking lot.

**Registration** – A registration system or software is required that can collect a variety of information. The Registration Committee should be detail oriented, well-organized and very familiar with your system/software. Information to be collected includes: a competitors' (helmsperson's and crew's) standard information, a competitor's eligibility for several one-of-a-kind trophies for the NAC, their Division preference (when appropriate), orders for meals and/or apparel by helmspersons, crew and non-competitors.

Who's Coming? Competitors like to see a list ahead of time of who is coming -- helmsperson and crew. This attracts more people, both because of seeing how many have signed up as well as who has signed up, including crew. Participants make friends with a lot of people, so they want to see if they are planning to come.

Eligibility The Registration Committee is responsible for verifying that a helmsperson is eligible to enter the regatta. This includes checking FSSA membership status, and for the NAC, may require confirming boat ownership status, obtaining co-ownership approvals, chartering approvals and more. For the NAC, this requires working with the Chair of the NCC and the FSSA Secretary. It is a good idea to send a sample of the registration form to the Chair of the NCC for the committee to review to help ensure necessary data is collected up front to identify eligibility issues in time to correct them if necessary.

On-Site Registration Several volunteers will be needed during on-site registration to provide information, check in competitors, pass out and collect measurement paperwork, direct competitors to measuring stations, hand out copies of the SIs, and any other pertinent information such as directions or maps to off-site dinners, information on area attractions, etc.

Division Designations For the Midwinters, the Challenger Division boats are identified on the water by a colored streamer flown from the mainsail. For the NAC Qualifying Series, the regatta chair must choose one or more people to divide the entire list of competitors into four Fleets: A, B, C or D and submit it to the Chair of the NCC for that committee's approval the week before the regatta. Each fleet must be assigned a different color for their streamer, and the color and competitor assignments for the Fleets must be posted on the Official Notice Board. For the Midwinters, all Challenger Division boats are required to fly a streamer. For the NAC and Midwinters, competitors must turn in a completed measuring form (when applicable) signed off

by the designated Measuring person to Registration, who will then hand out the assigned streamer color and a small safety pin. Note: Small safety pins work well to attach the streamers to the main sail and are preferred. Streamer colors such as white, blue, and black are hard to see as streamers and are not recommended, but green, pink, yellow, red or orange are examples of colors that can be seen easily.

Emergency Info A hard copy of emergency contact information along with any medical information provided should be available for all competitors and on-the-water volunteers.

**"Know Before You Go"**. It may be good to e-mail regatta registrants and post a separate document with important reminders/deadlines before racers arrive and register. Unfortunately, often times, people are not reading the NOR thoroughly or may need to be reminded of items. These can be notices such as: 1) this is a Dry Sail venue only; bring your own lifting bridle, to 2) bring fenders and at least two 20' dock lines, to 3) you will not be able to park near your boat, so plan accordingly to 4) if you bring a dog, don't let them drink lake water because of an xyz algae.

**Volunteers** – Many volunteers are needed to have a successful regatta and to ensure that individuals are not burned out by taking on too many responsibilities. Breaking jobs up into smaller tasks or creating several time slots for which volunteers can sign up can help with getting volunteers.

**Regatta Wrap-Up** – The perpetual trophy forms completed and signed by the winners and the scores must be sent to the FSSA Secretary. It is recommended to thank all volunteers whether in person and/or by email and/or in writing by regular mail.

These are many, 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.