

# NATIONAL SAILING REGATTA PLANNING GUIDELINE AND CALENDAR OF TASKS (Timeline can be shortened for local events)

## **ONE YEAR BEFORE EVENT**

- ✓ Attend this year's Championship. Next year's rep should try to be housed with this year's chair.
- ✓ Obtain formal support from B.O.D. and reserve required facilities.
- ✓ Prepare preliminary budget

## **11 MONTHS BEFORE**

- ✓ Prepare Roles and Responsibilities Document
- ✓ Prepare Sponsorship Program and circulate
- ✓ Solicit core committee members and hold preliminary meeting.
- ✓ Define overall vision of event
- ✓ Begin recruiting and matching people with full committee responsibilities

## **10 MONTHS BEFORE**

- ✓ Ask National Chair who will be appointed chief judge; discuss who will be PRO.
- ✓ Organizing Authority to write the NOR and circulate.

## **9 MONTHS BEFORE**

- ✓ Research and follow up leads for local sponsorship
- ✓ Confirm your committee members
- ✓ Prepare a "media plan" to show sponsors how the event will give them visibility.
- ✓ Raise awareness among members about the upcoming Championship. Start soliciting housing hosts, and encouraging volunteers.

## **8 MONTHS BEFORE**

- ✓ Get logos, ads, etc. from sponsors to include in promotions
- ✓ Look into required insurance for any boats travelling to Venue.

## **7 MONTHS BEFORE**

- ✓ Continue to work on sponsorship program
- ✓ Prepare for online registration: what will be required - dates, housing, travel plans, T shirt sizes, etc.?

## **6 MONTHS BEFORE**

- ✓ Post preliminary schedule of events on SAILING webpage

## **5 MONTHS BEFORE**

- ✓ Review Safety/ Risk Management requirements
- ✓ Formalize housing/transportation plans
- ✓ Prepare necessary paperwork for posting/ downloading to registrants
- ✓ Develop a bad-weather plan – what will sailors do in event of rain, no wind, etc.?

## **4 MONTHS BEFORE**

- ✓ Update budget
- ✓ Identify host families
- ✓ Invite next year's host to your event. They should stay with you if possible.
- ✓ Select T-shirts, giveaways, keepers.

## **12 WEEKS BEFORE**

- ✓ Meet with all committees to finalize budget, including food, entertainment and transportation
- ✓ Confirm entertainment plans, including bad-weather plans
- ✓ Identify P.R. liaison.
- ✓ Prepare a welcome letter for competitors outlining the key information they will need.

## **11 WEEKS BEFORE**

- ✓ Confirm clinic coach and/ or charter boat needs
- ✓ Confirm host families

## **10 WEEKS BEFORE**

- ✓ Finalize committee responsibilities.

## **9 WEEKS BEFORE**

- ✓ Confirm that all Safety/Risk Management plans are in place

## **8 WEEKS BEFORE**

- ✓ Determine how race committee and judges will communicate with each other and with host HQ

## **7 WEEKS BEFORE**

- ✓ Post typical local sailing conditions on host webpage
- ✓ Request welcome letters from commodore, any other personage

## **6 WEEKS BEFORE**

- ✓ Inform visiting race officers/ judges of their housing arrangements
- ✓ Prepare a news release
- ✓ Review Championship Committees sheet and make sure everything is in place: Grounds, parking, radios, safety boats...

### **5 WEEKS BEFORE**

- ✓ Confirm menus and entertainment
- ✓ Confirm matching of sailors and host families.

### **4 WEEKS BEFORE**

- ✓ Inform coaches/ charter reps of their housing arrangements
- ✓ Inform sailors of their housing arrangements if possible; otherwise it can be done at registration
- ✓ Develop a transportation and housing matrix to coordinate airport pickup and delivery
- ✓ Post Sailing Instructions on the SAILING site.

### **3 WEEKS BEFORE**

- ✓ For Adult Events: Contact sailors who have not returned their registration package and/or completed their online entry forms. Let them know they will not be able to compete until their online form is complete. Waivers can be signed at registration.
- ✓ For Junior Events only – you will need hard copies of the waivers prior to registration. Let the sailors know what is missing and send notification to parents' email addresses too.
- ✓ Check that all trophies, prizes, and other materials have arrived.
- ✓ Make sure computer equipment is organized, including AV, digital camera, scoring, etc.
- ✓ Identify registration area. Make sure there are enough outlets, phone jacks
- ✓ Confirm all food and drink orders
- ✓ Send confirmation letters to host families. Determine if you want to send an e-mail to sailors identifying their host families, giving names, addresses, phone or if you will do this at registration.
- ✓ Contact KYC Communications Manager about news release
- ✓ Provide final head count to host personnel, including guests who may be coming with sailors or to evening activities

### **2 WEEKS BEFORE**

- ✓ Finalize transportation plans. If possible, e-mail each sailor flying in to confirm time and contact point/ person
- ✓ Finalize clinic plans
- ✓ Identify MD on call; inform EMS of event and # participants; photocopy all medical forms and prepare a set to be kept on the medical boat (could be race committee boat)

- ✓ Determine where copies of the registration materials and medical information will be stored on shore for easy access during the championship
- ✓ Ensure Race Committee equipment and supplies are in good working order
- ✓ Hold a full committee meeting to review each days activities to ensure all tasks required of all committees have been identified and assigned.

## **1 WEEK BEFORE**

- ✓ Double-check all event schedules, menus, food/drink orders, photographers? Press boats?
- ✓ Confirm that SAILING will be updated nightly with photos and results beginning with the first day of the clinic.
- ✓ Hold a volunteer orientation event
- ✓ Trophies displayed? Trophy accountability form on hand
- ✓ Check adequate supplies of water have been ordered
- ✓ Ensure the commodore etc. has been confirmed for the awards ceremony.

## **DAY BEFORE**

- ✓ Ensure that everything is in place for delivery of charter boats; will enough staff be on hand?
- ✓ Is your PR volunteer ready to write nightly reports and e-mail them to SAILING?
- ✓ Set up registration area, including sponsor banners
- ✓ Confirm with volunteers about transportation
- ✓ Hold final Q & A for volunteers
- ✓ Distribute support boat flags, banners
- ✓ Ensure that all Coast Guard requirements are met on all support boats
- ✓ Provide all parties with emergency frequencies and other related materials
- ✓ Ensure that medical boat has supplies and medical information
- ✓ Support boats fueled? Radios on board? Refueling instructions?
- ✓ Coaches' boats prepared? Fueled? Refueling instructions? All necessary equipment on board?

## **DURING THE CHAMPIONSHIP**

- ✓ PR person - After the each day's racing, e-mail SAILING the daily report **by 7PM**.
- ✓ Registrar - Ensure that scores have been entered on the website.
- ✓ Photographer - Upload the day's photographs to the SAILING server.

## **FINAL DAY**

- ✓ National Chair and Event Chair: Finalize awards ceremony agenda
- ✓ Have trophy accountability forms available for perpetual trophies. These must be signed immediately after the awards ceremony and before the trophy leaves the facility with the winner. If the form is unsigned, the Event Chair will assume responsibility for the trophy.
- ✓ Ensure sponsors photo backdrops are in place as necessary.
- ✓ Conduct removal, de-rigging and loading of boats as required.

- ✓ After the awards, contact SAILING to develop that evening's press release by 7 PM.

### **AFTERWARD...**

- ✓ Review host responsibilities with next year's chair and national chair
- ✓ Hold final responsibility area chair meeting/fun social gathering to debrief and celebrate.
- ✓ Send final accounting and SAILING registration fees to SAILING
- ✓ Prepare event final reports for all grants recieved
- ✓ Return unused damage deposits within two weeks
- ✓ Consider sending a report to sponsors with photographs and press clippings showing how they were featured during the event and include a thank-you note or framed photograph.
- ✓ Send trophies to the winners. Coordinate shipping with the Championship Office.
- ✓ Any other "loose ends"? Put your feet up and RELAX !!