

# Host Chair Countdown Schedule and Checklist

## - for a national championship

Each Chair will adapt their own schedule. A month-by-month “key date” is very helpful as a way to spread out the work load and ensure that all bases are covered.

### ONE YEAR BEFORE EVENT

- ❑ Attend this year’s Championship. Next year’s rep should try to be housed with this year’s chair.
- ❑ Championship national chair meets with host rep to debrief their observations. Next year’s chair should be included.

### 11 MONTHS BEFORE

- ❑ Solicit committee members
- ❑ Hold preliminary meeting of responsibility area chairs
- ❑ Begin matching people with responsibilities
- ❑ Ensure your organization’s calendar remains free for the Championship
- ❑ Chair introduces host to event’s web liaison
- ❑ Consider holding several fund raisers over winter and early spring to help defray expenses

### 10 MONTHS BEFORE

- ❑ If using LaserPerformance-supplied boats, contact LaserPerformance (401-683-0960) to discuss initial plans.
- ❑ Ask National Chair who will be appointed chief judge; discuss who will be PRO. Ensure they meet US SAILING’s Race Management Guidelines.
- ❑ Check status of insurance. Ensure current coverage with Regatta Liability Insurance, and if Borrowed Boat insurance is needed, arrange for it. If your organization has purchased US SAILING’s Bury program, all insurance is provided. Otherwise go to: <http://www.ussailing.org/membership/insurance/>
- ❑ Review last year’s budget (if available) and prepare a preliminary budget. (downloaded the template from [http://championships.ussailing.org/Championships\\_Home/ChampMngt.htm](http://championships.ussailing.org/Championships_Home/ChampMngt.htm))
- ❑ The National Chair is responsible for writing the NOR and selecting the judges. He or she will provide you with an NOR. Team with them to ensure that it is correct and meets your needs. **Use Appendices of the RRS J, K and L as a model for the appropriate language.**
- ❑ Post on US SAILING’s website by **January**. Ensure there is a clearly marked posting date. Put a link up from the host site to the NOR which is only housed on US SAILING’s internet site.
- ❑ Agree upon a PRO with your national chair.

### 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.
- ❑ Offer free “ads” in the program in exchange for sponsorship or sell ad space to finance your championship.

- ❑ Raise awareness among members about the upcoming Championship, soliciting housing hosts, and encouraging volunteers.

## 8 MONTHS BEFORE

- ❑ See if you need a Regatta Permit from the U.S. Coast Guard. Go to the [Waterways Management](#) for your sector of the Coast Guard District in which you are located. The first place to look is the USCG District Website for your CG District and determine which sector you are in. [Depending on where you are, you may be able to fill out the application on-line](#)

## 7 MONTHS BEFORE

- ❑ Have a conference call with National Chair, US SAILING and all your committee chairs to answer questions and confirm details
- ❑ Continue to work on sponsorship
- ❑ If using LaserPerformance supplied boats, schedule meeting with LaserPerformance rep
- ❑ Solicit host families, if needed

## 6 MONTHS BEFORE

- ❑ Send preliminary budget to US SAILING no later than **March 31**. That will trigger the first sponsorship check.
- ❑ Prepare for online registration: what will be required - dates, housing, travel plans, T shirt sizes, etc.? US SAILING will help you. (Download guidelines from: [http://championships.ussailing.org/Championships\\_Home/ChampMngt.htm](http://championships.ussailing.org/Championships_Home/ChampMngt.htm))

## 5 MONTHS BEFORE

- ❑ Review Safety/ Risk Management requirements (downloaded from [http://championships.ussailing.org/Championships\\_Home/ChampMngt.htm](http://championships.ussailing.org/Championships_Home/ChampMngt.htm))
- ❑ Formalize housing/transportation plans
- ❑ Prepare necessary paperwork for posting/ downloading to registrants (downloaded from [http://championships.ussailing.org/Championships\\_Home/ChampMngt.htm](http://championships.ussailing.org/Championships_Home/ChampMngt.htm))
- ❑ Develop a bad-weather plan – what will sailors do in event of rain, no wind, etc.?

## 4 MONTHS BEFORE

- ❑ **Select your registrar – this is the second most important position after the regatta chair. Make sure they have high speed internet and are very computer savvy. The registrar will be providing reports to the rest of the committee.**
- ❑ Update budget
- ❑ Identify host families – determine if they smoke, have pets, etc.
- ❑ Invite next year's host to your event. They should stay with you if possible.
- ❑ Meet with the LaserPerformance representative *if applicable* to finalize facility layout and logistics

## 12 WEEKS BEFORE

- ❑ Select T-shirts, giveaways, keepers. Submit all shirt designs to US SAILING

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**Note:**

*US SAILING has strict contractual agreements with its national sponsors.*

*These require us to sign off on any program or shirt design and to ensure that the correct and current logos are in place and of the right dimensions. Many times we will ask that the shirt manufacturer provide a stitch out with dimensions.*

*The US SAILING logo and official title of the championship must be on all giveaways.*

*It can take up to a week to get sign off on a shirt or program. US SAILING will approve a program with place holders for the competitors' names so you don't have to wait until everyone is registered to get overall approval.*

*Be sure to factor in sufficient time to get the design in, approved, possibly changed, and finalized into your schedule. Experience tell us that a last minute rush causes unnecessary stress on all parties*

- ❑ Meet with committees to finalize budget, including food, entertainment and transportation
- ❑ Confirm entertainment plans, including bad-weather plans
- ❑ Identify your PR liaison. Contact Communications Manager at US SAILING to coordinate press coverage.
- ❑ Prepare a welcome letter for competitors outlining the key information they will need to plan. This is especially important for juniors.

### **11 WEEKS BEFORE**

- ❑ Confirm clinic coach and/ or charter boat needs
- ❑ Coaches will require soft sided boats like RIBS that are easily maneuvered.
- ❑ Update host website with dress code, updated event schedules
- ❑ Confirm host families

### **10 WEEKS BEFORE**

- ❑ Finalize committee responsibilities. Use Championship Committees list from US SAILING as a guide. (downloaded from [http://championships.ussailing.org/Championships\\_Home/ChampMngt.htm](http://championships.ussailing.org/Championships_Home/ChampMngt.htm) )
- ❑ Attend training from Regatta Network.
- ❑ Put a link up from the host site to the online registration form housed on US SAILING's internet site.

### **9 WEEKS BEFORE**

- ❑ For Junior Events: **Make sure that you have located all the materials/ boats needed for the**

**clinic.** A complete list can be downloaded from the Clinic section of

[http://championships.ussailing.org/Championships\\_Home/ChampMngt.htm](http://championships.ussailing.org/Championships_Home/ChampMngt.htm)

- ❑ Confirm that all Safety/ Risk Management issues are in place. (downloaded from [http://championships.ussailing.org/Championships\\_Home/ChampMngt.htm](http://championships.ussailing.org/Championships_Home/ChampMngt.htm))

### **8 WEEKS BEFORE**

- ❑ Let US SAILING know if any participants in an adult championship are under 18. US SAILING will provide a separate registration package for minors that must be submitted prior to registration.
- ❑ Determine how race committee and judges will communicate with each other and with host HQ
- ❑ Post preliminary schedule of events on host webpage
- ❑ US SAILING will assign charters to those who have applied

## 7 WEEKS BEFORE

- ❑ Post typical local sailing conditions on host webpage
- ❑ Order T-shirts, giveaways, keepers
- ❑ Get logos, ads, etc. from sponsors to include in program
- ❑ Request letters from US SAILING president, commodore, any other personage
- ❑ Prepare program (template downloaded from [http://championships.ussailing.org/Championships\\_Home/ChampMngt.htm](http://championships.ussailing.org/Championships_Home/ChampMngt.htm) US SAILING will provide the cover and all the ads.
- ❑ Send program and T shirt design to US SAILING. That will trigger the second sponsorship check.

## 6 WEEKS BEFORE

- ❑ Put a link up from the host site to the forms housed on US SAILING's internet site.
- ❑ Inform visiting race officers/ judges of their housing arrangements
- ❑ Prepare a news release to send to US SAILING for posting on its homepage
- ❑ Review Championship Committees sheet and make sure everything is in place: Grounds, parking, radios, safety boats ....

## 5 WEEKS BEFORE

- ❑ Confirm venues for evening entertainment, menus
- ❑ Confirm matching of sailors and host families. If required by state law, ask host families of minors to submit to a background check at the local police station. Coordinate this with host family committee chair

## 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 (downloaded from [http://championships.ussailing.org/Championships\\_Home/ChampMngt.htm](http://championships.ussailing.org/Championships_Home/ChampMngt.htm))
- ❑ Post Sailing Instructions on the US SAILING site.

## 3 WEEKS BEFORE

- ❑ Send program and any shirt design to US SAILING. That will trigger your second sponsorship check. US SAILING cannot release sponsorship funds unless these have been approved.
- ❑ 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. If not, contact US SAILING.
- ❑ 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 sailors identifying their host families, giving names, addresses, phone or if you will do this at registration.
- ❑ Contact US SAILING's 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**

- ❑ Send approved program to printer
- ❑ 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
- ❑ For adult championships, ensure Rolex marks are in good working order
- ❑ Hold a Q & A evening for host families and distribute host family letter (downloaded from [http://championships.ussailing.org/Championships\\_Home/ChampMngt.htm](http://championships.ussailing.org/Championships_Home/ChampMngt.htm))

## **1 WEEK BEFORE**

- ❑ Double-check all event schedules, menus, food/drink orders, photographers? Press boats?
- ❑ Confirm that US SAILING will be updated nightly with photos and results beginning with the first day of the clinic.
- ❑ Trophies displayed? Trophy accountability form on hand? ( Normally this will be on the CD you received. In an emergency, downloaded from
- ❑ [http://championships.ussailing.org/Championship\\_Management.htm/](http://championships.ussailing.org/Championship_Management.htm/))
- ❑ 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 US SAILING?
- ❑ Set up registration area, including US SAILING burgees and 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?
- ❑ Space ready for lunch preparation? Adequate supplies of water?

## DURING THE CHAMPIONSHIP

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

## 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 US SAILING representative will assume responsibility for the trophy.
- ❑ Ensure US SAILING/ Rolex / LaserPerformance/ Chubb photo backdrops are in place as necessary.
- ❑ If applicable, help LaserPerformance rep ensure the boats are loaded prior to the awards
- ❑ After the awards, contact US 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 all constructive comments to [championships@ussailing.org](mailto:championships@ussailing.org).
- ❑ Send final accounting and US SAILING registration fees to US SAILING (see budget worksheet on [http://championships.ussailing.org/Championships\\_Home/ChampMngt.htm](http://championships.ussailing.org/Championships_Home/ChampMngt.htm) ) **within 60 days.**
- ❑ Return US SAILING burgee and banners to 15 Maritime Drive, Portsmouth, RI 02871. Together with the budget, that will trigger the final sponsorship check.
- ❑ 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 !!