



## **U.S. Sailing Organization Offshore Office**

### **How to Plan & Host a Safety at Sea Course**

**2017**

Dear Seminar Organizer,

Thank you for your interest in organizing a Safety at Sea Course. US Sailing sanctions courses which follow the Safety at Sea Curriculum, use an approved moderator, and follow the other requirements in the Sanctioning Agreement. Organizing a course can be very rewarding, educational and, with proper preparation, a lot of fun.

The Offshore Office of US Sailing provides staff support to course organizers and maintains a national database of sailors who have completed a certified course. The moderator serves as consultant to the host during the planning phase and is the seminar leader during the day of the presentations. The organizer is responsible for event planning and manages the budget, promotion, and other logistics of a successful event.

Occasionally an organizer may need to plan and host a seminar within a one or two month time period, especially if sailors need safety training for a particular race. The FIRST three items an organizer MUST DO are: 1) secure an approved moderator 2) secure a venue and 3) sign and return the Host/Organizer agreement as soon as possible. Subsequent aspects of planning and many helpful hints are found in the Planning Guide.

This document is broken into three parts for easy use:

- Host/Organizer Agreement
- List of US Sailing Approved Moderators with information about a organizer's responsibilities with regard to Moderator reimbursement
- Planning Guide

US Sailing has been sanctioning Safety at Sea courses for more than 30 years and has overseen more than 400 seminars. Much of the curriculum is based upon accident investigations conducted by US Sailing and other experts in the field. We have had tremendous experience in improving the safety of

our sport and we remain steadfastly committed to our goal of Safety at Sea. Your seminar is one more step in an important educational process.

Please review the attached documents as you prepare. We encourage you to communicate with your moderator. Their expertise both in the field and behind the podium will be an invaluable resource to you. As always, contact US Offshore's office if we can be of assistance in any way. We stand ready to help.

Yours in Sailing,

Nathan Titcomb  
Offshore Director, US Offshore  
US Sailing



## US Sailing Approved Safety At Sea Seminar

### 2017 Organizer Agreement

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of Host Organization)

Plans to hold: (please circle appropriate course)

☐ US Sailing Sanctioned Offshore Safety at Sea Course with Hands-on Training

☐ US Sailing Sanctioned Offshore Safety at Sea Course

☐ US Sailing Sanctioned Coastal Safety At Sea Course

On \_\_\_\_\_ at the following location:

\_\_\_\_\_  
(Facility & Address)

People requesting information should contact:

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(Name)

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(Phone/Fax)

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(Address)

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(E-Mail)

We have secured the services of the following:

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(Approved Moderator, Safety at Sea Course)

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(Second, Strong Speaker)

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(Second Speaker's Topic)

Anticipated Audience Size: \_\_\_\_\_

Anticipated Cost of Tickets: \_\_\_\_\_

Anticipated Cost of Seminar: \_\_\_\_\_

We agree to discount each SAS course ticket sold to members of US Sailing by \$5.00

**We agree to:**

Use the official description for the selected course US Sailing Sanctioned Offshore Safety at Sea Course WITH Hands-on Training, US Sailing Sanctioned Offshore Safety at Sea Course, or US Sailing Sanctioned Coastal Safety At Sea Course, in all literature and publicity statements.

Cover the primary core curriculum topics in the seminar planning document, and then, based on the advice of the Moderator, other topics as needed.

Provide attendee data in the Excel Spreadsheet Provided (LINK). Attendee data WILL include email addresses for class participants.

Pay US Sailing the following fees per attendee for selected seminar:

\$ 35-US Sailing Sanctioned Offshore Safety at Sea Course with Hands-on Training,

\$ 25-US Sailing Sanctioned Offshore Safety at Sea Course,

\$ 10-US Sailing Sanctioned Coastal Safety At Sea Course

Return US Sailing's Safety at Sea banner within five (5) business days following the seminar. An unreturned banner will result in a \$125.00 charge for replacement of the banner.

**In return for meeting the above criteria, we understand:**

US Sailing will add our event(s) to the web site calendar of Safety At Sea Seminars.

Cruising World and Sailing World will publicize our event in their magazines as a US Sailing Sanctioned Safety at Sea.

US Sailing will enter all graduates into their data base of sailors has having attended Safety at Sea Course.

US Sailing will issue digital certificates of attendance and provide copies of handout materials, some of which will be in digital form.

As the individual responsible for organizing this seminar, I agree to the foregoing terms and will keep US Sailing Offshore Office informed of developments and changes as they occur.

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(Organizer Signature)



## US Sailing Approved Moderators

Hiring an approved Moderator is required before your seminar can be sanctioned by US SAILING. If you would like to use someone else, you can submit in writing a sailing and teaching/speaking resume of your candidate along with your Organizer Agreement (Appendix A) for US SAILING approval. Your Moderator should provide ongoing support as well as organizing and promotional guidance in the months preceding the seminar. S/he handles one or more of the key presentations, is the linkage between the indoor sessions and outdoor demonstrations, and connects what is happening on the water to the classroom presentations. A continuous stream of conversation with the audience is useful and instructive. Moderators are up-to-date safety experts, experienced public speakers, and have mastery of their subjects.

**Brian Adams**                      Mequon, WI                      (414) 788-0990  
[brian-k-adams@att.net](mailto:brian-k-adams@att.net)

Extensive racing, cruising and delivery work in The Great Lakes and East Coast. US Coast Guard Captain's License. Boat Management, Sailing Instructor, and Marina Management background. Communicator on Sociable during Wing Nuts rescue in 2011 Chicago Mackinac Race.

**Bill Biewenga**                      Wellfleet, MA                      (508) 905-0006  
[billbiewenga@gmail.com](mailto:billbiewenga@gmail.com)

Bill is an accomplished inshore and offshore sailor. He has accumulated well over 400,000 sea miles including 41 transatlantic crossings, over 60 passages to and from the Caribbean via Bermuda, several TransPacs, numerous record attempts, deliveries and races, as well as participation in 4 round the world races. He has experience as a skipper, navigator, weather analyst/router, watch captain, helmsman, deck hand, and project manager. He has sailed in the Great Lakes and virtually every ocean of the world.

**Bruce Brown**                      Costa Mesa, CA                      (714) 435-9264  
[bruce@b2associates.net](mailto:bruce@b2associates.net)

Bruce was the chairman of the independent review panel for the 2012 Newport to Ensenada Race involving the loss of Aegean. Presenter at Volvo Ocean Race SAS Seminar in Miami. Instructor100T USCG

License Program, Presenter USCG Marine Industry days. He is a published author of numerous safety related articles.

**Rich duMoulin** Larchmont, NY (914) 834-0061  
[rt Dumoulin@gmail.com](mailto:rt Dumoulin@gmail.com)

Richard is ex-Commodore of the Storm Trysail Club where he founded the Junior Safety at Sea program of seminars. He is an active double-handed racer and shares the Hong Kong to New York record with Rich Wilson aboard Great American II. Rich has raced in 23 Bermuda Races and many Fastnet, Sydney-Hobart, Transpac, and Transatlantic, recently on Carina with Rives Potts and their sons and friends. Rich owns and operates ships and is actively involved with international maritime safety.

**Chuck Hawley** Santa Cruz, CA (831) 406-9132  
[hawley.chuck@gmail.com](mailto:hawley.chuck@gmail.com)

Chuck is the current Chairman of the Safety at Sea Committee of US Sailing and has moderated over 50 Safety at Sea Seminars in the past 20 years. He is an active sailor, having logged over 40,000 miles on a variety of sail and power craft, including six transoceanic passages.

**Sheila McCurdy** Middletown, RI (401) 847-0051  
[mailto:sheilamccurdy@mac.com](mailto:mailto:sheilamccurdy@mac.com)

Sheila has completed 15 Newport Bermuda Races – finishing second overall twice as skipper and navigator – among many other races. She has sailed over 100,000 miles in a variety of boats and holds a USCG 100-ton Master's license. She runs US Sailing's National Faculty for Training and is Past Commodore of the Cruising Club of America.

**Ralph Naranjo** Edgewater, MD (410) 263-2988  
[rjnaranjo@cs.com](mailto:rjnaranjo@cs.com)

Ralph Naranjo is the Technical Editor of "Practical Sailor" and Electronics Editor of "SAIL." For 10 years he served as the Vanderstar Chair at the US Naval Academy. He is the past chairman of US Sailing's Safety at Sea Committee. He and his family have circumnavigated and he has written numerous books and articles about his experiences.

**Ron Trossbach** Potomac Falls, VA (703) 403-8408  
[rontrossbach@msn.com](mailto:rontrossbach@msn.com)



Ron is US Navy veteran and Past Director of Navy Sailing and Vanderstar Sailing Chair at the US Naval Academy. He's sailed over 90K miles including five Bermuda Races. He chaired the 2000 Newport Bermuda Race and conducted the RAMBLER 100 capsize safety review in 2011. Ron is currently the editor of the US Edition of the World Sailing Offshore Special Regulations and SAS Seminar Coordinator for US Sailing.

US Sailing Approved 'Hands-On Moderators'  
(for 2nd Day Training for SAS)

Bruce Brown                      Costa Mesa, CA                      (714) 435-9264  
[bruce@b2associates.net](mailto:bruce@b2associates.net)

Bruce was the chairman of the Independent Review Panel for the 2012 Newport to Ensenada Race involving the loss of Aegean. Presenter at Volvo Ocean Race SAS Seminar in Miami. Instructor 100T USCG License Program, Presenter USCG Marine Industry days and Certified Instructor for STCW (IMO baseline for training, including in-water drills). He is a published author of numerous safety related articles.

Chuck Hawley   Santa Cruz, CA                      (831) 406-9132  
[hawley.chuck@gmail.com](mailto:hawley.chuck@gmail.com)

Chuck is the current Chairman of the Safety at Sea Committee of US Sailing and has moderated over 50 Safety at Sea Seminars in the past 20 years. He is an active sailor, having logged over 40,000 miles on a variety of sail and power craft, including six transoceanic passages.

Ralf Steitz                      Treasure Island, FL                      (516) 423-6422  
[ralfsteitz@gmail.com](mailto:ralfsteitz@gmail.com)

Ralf is the President of the U.S. Merchant Marine Academy Foundation, following 15 years as the USMMA director of offshore sailing activities. His experience includes the America's Cup, transoceanic races, Maxi Worlds and Farr 40 Worlds. He is the recipient of the Timothea Larr Award for excellence in sailing instruction and coaching.

**Dan O'Connor** Tiverton, RI

(800) 451-2127 and (401) 835-3740 cell

[oconnordan@icloud.com](mailto:oconnordan@icloud.com)

. He sits on the board of directors of the U.S. Marine Safety Association. He certified in Alaska as a USCG approved marine safety instructor. Dan teaches hands-on marine safety training to commercial mariners, USCG, US Navy, and public safety departments, as well as offshore racers and cruisers. Dan grew up sailing and worked for many years as a US Sailing Instructor. His offshore experience is varied and ranges from Gulf of Alaska crossings, working on offshore scallop boats, to coastal cruising with his wife and children.



## **US Sailing Planning Guide**

This guide provides basic ideas and guidelines to help you plan a successful US Sailing Sanctioned Safety at Sea Course. Racers and cruisers in your area will benefit from the knowledge of experts and local speakers during sessions about training crew, preparing boats, selecting equipment and handling offshore conditions. The seminar curriculum has been developed by US Sailing from the Offshore Special Regulations Governing Offshore Racing, but the valuable content is equally important to cruising sailors and delivery crews. A day of hands-on training may be arranged subsequent to the seminar presentations that will qualify participants for World Sailing training certification.

In this guide you will find information about facilities, attendance, budgets, committee assignments, and marketing and promotion. Please keep in mind during the planning process that any of the Moderators would be pleased to provide information and assistance. Their experiences are a valuable resource.

To conduct a successful seminar, we suggest you consider the following;

1. Form an Organizing Committee
2. Decide whether to include a second day of US Sailing Practical, Hands-On Training
3. Marketing and Promotion
4. Select an appropriate facility
5. Budget for your expected audience size
6. Management of Registration
7. Local and National Sponsorship
8. Selecting Moderators and Speakers
9. Obtaining US Sailing Support

US Sailing Online Resources that can provide helpful information during the planning process are below:

A Schedule of all US Sailing Sanctioned SAS Seminars is posted at: <http://www.ussailing.org/education/safety-at-sea/find-a-seminar-near-you/>

The US Sailing Data Base of all SAS Seminar and World Sailing Approved Seminar Certificates is posted at: <http://www.ussailing.org/education/safety-at-sea/sas-attendance-lookup/>

Questions or suggestions about the US Sailing Safety at Sea™ Seminar Program should be directed to

**US Sailing Offshore Director**

**US Sailing at** [offshore@ussailing.org](mailto:offshore@ussailing.org)

**Phone: 401-683-0800 x664**

**Fax: 401-683-0840**

**15 Maritime Drive, Post Office Box 1260, Portsmouth, RI 02871**

### **1. Forming an Organizing Committee**

While there have been many successful seminars planned and executed by a dedicated individual, planning and hosting a successful seminar is best accomplished via an organizing committee. Including others from the sailing community will enhance the experience of your attendees by adding a diverse range of expertise. Ideally, planning should begin 9-12 months before a seminar. Consider seeking out sailors for the committee with experience in a specific area and assigning responsibilities as well as dividing the labor. Aside from a planning committee, organized volunteers will be needed to help with the actual event. It is beneficial to designate a committee member as the volunteer coordinator. Other committee member responsibilities may include budgeting, speakers, marketing and publicity, equipment, signage, registrations, materials distribution, facilities, speaker support, food & beverages, audiovisual, safety, cleanup and security. Please note this is not a comprehensive list. Each event will have many other details that require attention. Your sailing community local yacht clubs are excellent places to solicit for assistance.

A planning timeline might look like this:

**1 year ahead:** form your committee, conduct market research, and establish a budget

**9-12 months before event:** set date of event, notify US Sailing, retain a Moderator from US Sailing and begin selecting presenters, create a marketing plan, find and select your venue

**6-9 months:** work with the Moderator to establish a rough schedule, arrange speakers, arrange for USCG -assistance, and set up registration process

**4-6 months:** start taking registrations, begin marketing push

**3 months out:** finalize the agenda with your moderator, rent any required equipment you need, concentrate on marketing, insure speaker travel & lodging arrangements are made.

### **1 month out:** make a final push to fill your venue

The standard US Sailing Safety at Sea Seminar is a one-day lecture style event. This format allows each speaker to give one presentation on a subject to the entire group at the event. Many seminars include a demonstration portion of a USCG rescue helicopter and MOB recovery if the waterfront venue permits. This demo requires that the seminar group to move outdoors. If your demonstration includes a Lifesling or Quick Stop recovery method demonstration, arrange and practice it with your crew before the event. Several seminars have struggled with this part of the program. It takes careful planning and practice to ensure that it's presented professionally and the attendees understand the process. Please contact US Sailing's Offshore office if you have any questions.

### **2. Consider adding an US Sailing Practical, Hands-On Training component to your seminar:**

If your seminar is organized to support a particular sailboat race, the race may require participants to attend a two-day training seminar sometimes referred to as "World Sailing Compliant" (formerly "ISAF Compliant".) In that case, to meet the needs of your target audience, consider adding US Sailing Hands-On Training. A second, 'hands-on' day greatly expands the amount of information presented to attendees, but also greatly increases the complexity of logistics. For example, a pool is for the life raft training and several classrooms are needed for the sessions.

Note that Appendix G of 'The US Safety Equipment Requirements & ISAF Offshore Special Regulations' recommends a maximum class size of 20 for hands-on training. Completion of the Classroom lecture (first day) and Practical, Hands-On training (second day) within the same calendar year earns the participant a World Sailing Approved Offshore Personal Survival Course Certificate that is valid for five years. In the U.S., the trend is to use classes of 12-20 students who rotate through various "stations" during the second day, allowing up to 80 students to participate.

### **3. Marketing and Promotion**

Marketing is usually critical to filling an event. Consider hiring someone to help with this if you don't have an experienced volunteer.

Consult the existing Safety at Sea Calendar ([LINK](#)) to verify that there is not another SAS seminar in the your area on the same date that is being considered. A signed US Sailing Organizer Agreement must be returned in order for US Sailing to add an event to the official calendar and to national advertisements. US Sailing recommends that a contract be executed and returned 9-12 months before an event. However, for those seminars that are 'last minute' events, we recognize that this may not be plausible.

National promotion of the event will be done through US Sailing and will include advertising in Cruising World and Sailing World Magazines as well as the US Sailing website. US Sailing recommends robust, grass roots promotion in order to fill your seminar. Suggestions Include: targeting local yacht clubs,

sailing websites, blogs, and Facebook. Create an event page or landing site on Regatta Network (LINK). Meet with your local sailing publications to create a marketing strategy that includes plenty of repetition. Schedule a monthly press release to local newsletters and buy advertising. Create posters (US Sailing and other organizers can provide photos & logos) and place them in stores, yacht clubs and other chandleries. These should be posted 2 to 3 months before the event. Some seminars are associated with an offshore race will have a “built in” potential audience. In those cases, work closely with race organizers to be sure the seminar is promoted within race promotional materials and written communications.

Contact local race organizers and celebrities that might be willing to help with promotion. Contact clubs and other organizers of related events; ask them if you can give a five-minute promo before their event. Many yacht and cruising clubs are looking for monthly speakers and topics of discussion. Become a promoter. Use fleet newsletters and local races to publicize. Try using public service announcements on the radio and TV.

#### **4. Facilities**

Seminars are offered in many different types of facilities. An ideal facility will have an auditorium type space allows for the use of high quality audio & projection equipment, darkened windows, plenty of seating and legroom, easily accessible restrooms, temperature control, convenient parking, adequate lighting and a space for vendors if you choose to include them. It is helpful if there is enough space for “on deck” speakers to prepare and display safety equipment. Everyone attending should be able to see and hear the presenter clearly. Community colleges work well for seminars as do large yacht clubs, community centers and theaters. Keep in mind that many seminars will have a burst of registrations in the last two weeks. Make sure that you have a maximum number in mind and avoid overselling the event. It is important that you plan to have enough room for everyone to be able to be comfortable for a full day. Audio/visual equipment is an important component (and significant expense) of any seminar although many facilities can provide A/V equipment as part of the facilities rental. A large screen as well as a projector and laptop cables for the moderator and speakers will be needed. Be sure to set up and test all equipment thoroughly with each presenter to avoid a seminar which fails due to technical problems. If your seminar will include “in-the-water” sections, consider how safety will be addressed. Plan to have adequate, properly certified lifeguards and rescue boat operators available. Make sure everyone will be wearing appropriate lifejackets. Consider bringing everyone together before the event to practice working together on this portion of the event, use handheld radios to communicate. Obtain appropriate permits from local authorities and the USCG, especially if you need to control other vessels in the area of the demonstrations. Contact local Coast Guard, law enforcement, fire departments, and 911 operators before demonstrating visual distress signals. IF you wait to call the day of the event you may be told you cannot hold your demonstration. Have an emergency plan in the event of a real emergency.

## **5. Budget**

Successful seminars are those that establish a budget with a minimal goal of breaking even for the event. This can be accomplished with somewhere between 75 to 100 attendees. The cost to attend the typical seminar is ranges between \$150 to \$175 per person per day. It is important not to undervalue the cost of the training being offered. Keep in mind that there is a \$25 fee per person due US Sailing for the one day and \$35 fee per person for the two day courses. Research and compare prices of other professional training being offered in your area; this can be helpful in determining a price point. A typical mistake is to charge too little.

Include equipment rental in the budgeting process. Often, equipment can be borrowed from local clubs, but it is important to ensure it works prior to the event. Another significant expense will be lunch, snacks and beverages for the attendees. Box lunches and a big coffee maker have worked really well in the past. Catering costs can break any budget if not controlled. Be sure to have plenty of trash and recycling containers.

## **6. Registration and Certification Requirements**

US Sailing suggests organizers take the time to create an online registration process. Online registration will prevent errors and streamline the process. Posting an FAQ page is also recommended. Having a specific and explicit registration process will lighten the workload and prevent the host from answering the same questions over and over. [Regatta Network](#) is one such organization that can host online registration for Safety at Sea™ Seminars. This is a one-stop-shopping approach that permits registration and accepts payment. Make sure that your registration process allows credit card purchases; some have found that an intermediary like Pay Pal is helpful. Consider a discount for early registration to help boost registrants. Offering discounts for couples, or multiple members of a crew encourages increased safety training for each boat and adds attendees quickly. On the day of the event, accepting registrations at the door slows down the process and can be cumbersome. Prior hosts have found that requiring pre-registration works to prevent delay and avoids overwhelming the facility and staff.

It is imperative to have complete information from each attendee in order to produce US Sailing certificates and maintain the US Sailing online lookup tool. Attendees will want to know when certificates will be sent and may need them before a scheduled sailing event. It's important to communicate effectively and repeatedly about these deadlines. The format for submitting this information in an Excel is provided 'here' ([LINK](#)). US Sailing members must identify themselves as such to be correctly entered into the US Sailing database.

## **7. Sponsorship**

Sailing World and Cruising World Magazines, and Landfall Navigation, sponsor seminars nationally. As stated earlier, US Sailing will coordinate with Sailing World and Cruising World to publish events in their advertising. Landfall Navigation will provide a bin containing safety gear to be used for demos at your

event. In addition sponsors have provided a demo life raft in past events, check with US Sailing to see if there is a national life raft “sponsor” that can provide a raft and repack it after your event. If not, consider working with a local life raft service center offering them a sponsorship role in exchange for a raft and packing.

Your organization may decide to include local vendors and sponsors. Keep in mind that merchandise sales at Safety at Sea Seminar are discouraged, however vendors are allowed to take orders and fulfill them later. Adding vendors will change the type of facilities you’ll require. Some seminars charge a nominal fee for vendors to cover the related expenses. Other seminars offer space to local business in exchange for local support of the event. In either case vendors should be low-key and specifically targeted to the audience and curriculum. Avoid including businesses that are not directly associated with the yacht race or your seminar.

## **8. Curriculum**

Most seminars run from 8am to 5 pm and have a 30-45 minute lunch break. Some seminars schedule the helicopter MOB demonstration and pyrotechnics display during the break to save time.

### **MANDATORY CURRICULUM**

- I. US Sailing Sanctioned Offshore Safety at SEA Course (one day program)
- II. Personal Safety Equipment
- III. Crew Overboard Prevention & Recovery (Lifesling and Quickstop maneuvers)
- IV. Emergency Communications
- V. Search and Rescue Procedures

### **Recommendations for Additional Curriculum, Classroom Training**

- Lending Assistance
- Care and Maintenance of Safety Equipment
- Fire Precautions and Extinguishers
- Hypothermia and Drowning
- Crew Health at Sea
- Marine Weather
- Storm Tactics and Storm Sails
- Damage Control and Repair
- Abandon Ship, Survival and Life Rafts
- Vessel Preparation
- Crew Selection and Training
- Lessons Learned from Sailing Incidents



Each of these topics can be handled by your Moderator, however having local experts makes for a better seminar so discuss this with your Moderator. Ideally, your Moderator would present one of two topics, and other speakers would present additional topics based on their expertise. Topics lacking local experts should consider bringing in a nationally recognized speaker who can handle multiple topics in addition to the Moderator.

Topic outlines giving minimum recommended points to cover for the subjects listed above are contained in the Model Training Course, Appendix G of the ISAF Offshore Special Regulations (OSR).

Your Moderator can provide a DVD entitled 'Helicopter Rescue Preparation Guide' if the local USCG is unable to attend. Keep in mind that even if you have agreement from the USCG to perform a demonstration, an active SAR case will take precedence and they may not be able to participate in your seminar.

## **9. Moderators and Speakers**

For your seminar to be sanctioned, you must use an approved Moderator. The Moderator must be involved in the scheduling to ensure all of the required topics are covered. The Moderator can provide invaluable feedback on what works and doesn't from their experience of past events. In addition, you will want to bring in local "experts" for specific topics. Keep in mind that not everyone is a good public speaker even if they are very knowledgeable about their subject matter. Try to observe a presentation by a prospective speaker before making a commitment. Work with your moderator to be sure that the time allotted is appropriate to the subject matter. Encourage any new speaker to present their material to your committee first.

Moderator fees are \$1700 for the seminar and \$500 for a second day. The recommended fee for a second strong speaker is \$500. In addition, the moderator and speakers expect to be compensated for their travel expenses, accommodations, and meals.

If possible, obtain advance copies of any materials that are to be handed out. US Sailing suggests distributing digital versions posted to your website rather than printing hard copies. This practice reduces the use of paper and also saves time and money. Some moderators or speakers consider their portion of the presentation to be intellectual property and may not make it available.

Most seminars pack a colossal amount of knowledge into a very long day. Be sure to arrange the schedule so that the moderator and speakers get a chance to hydrate and stay sharp. An audience will be able to be more engaged if the speaker is fresh.

Consider having a clock visible to the podium. The Moderator will do his/her best to keep the presentation on schedule but a visual cue is helpful. Audience members will appreciate an even that keeps to the schedule and the Moderator will appreciate assistance in keeping lectures within the time frame permitted.

## **10. US Sailing Support**

US Sailing has been involved with hundreds of Safety at Sea courses and is familiar with what is and is not effective. US Sailing's Offshore team and your moderator are available to help answer questions and help when needed.

Communicate with US Sailing Offshore staff regarding your expected attendance at least two months. Some of the support materials need to be mailed and require some lead time to ship. You will receive banners and other promotion materials from the national sponsors through US Sailing. Please be aware that US Sailing is transitioning to a digital publications format, where possible, as are some Safety at Sea sponsors.