

What makes JO events different?

- A national program that ties all events together.
- National publicity
- Support of generous national sponsors: **Gill, Sperry, New England Ropes, KO Sailing and Zim Sailing.**
- Introduction of the Olympic aspect (opening ceremony, podium medal ceremony, etc.)
- JO medals for skipper and crew
- Education incorporated at all events; Fun activities at select events.
- Lots of participant giveaways and door prizes.
- A top-notch event, consistent with US Sailing's standards of outstanding race management.
- Kid-friendly NOR and SI guidelines
- A website full of tools and resources to make your event better!

Responsibilities of a JO Host

The JO Event Organizer agrees to:

- Include three elements in your event goals:
 1. outstanding competition
 2. education & sportsmanship
 3. *fun!*
- Incorporate an Olympic atmosphere – opening flag ceremony, torch run, awards podium.
- Create an event that is open to all youth sailors and insure that every participant is a member of US Sailing. Ensure that the host club is a member of US Sailing.
- Promote participation – set a participation goal and pledge to grow the event.
- Use the Junior Olympic name and logo in compliance with US Sailing and USOC regulations.

- Appoint kid-friendly, US Sailing certified race officials.
- Purchase JO merchandise only from authorized JO vendors.
- Display US Sailing and designated sponsor signage throughout the event.
- Create a learning environment and involve the visiting coaches.
- Promote safety on and off the water.
- Develop a JO event webpage and post results promptly.

US Sailing agrees to:

- Provide national promotion.
- Develop unique Junior Olympic merchandise. License several reputable merchandise vendors.
- Provide Junior Olympic medals for each class or division, gold, silver and bronze medals for both skippers and crews.
- Provide lots of sponsor giveaways and prizes for event participants.
- Provide resources on the web to help make your better.
- Provide prompt answers to all your questions.

Event Chair Timeline

Event Chair's Timeline & Checklist

Establish a timeline for your Junior Olympic event. What follows is a basic outline.

10-12 Months:

- Confirm event dates, coordinating with US Sailing, class associations and local sailing associations so as not to conflict.
- Select key committee people (event chair, safety, race management, promotion, merchandise & other subcommittee chairs) and hold first organizational meeting.

- Meetings should be held at least once monthly thereafter. Develop event timeline or key date schedule.
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9 Months:

- Complete preliminary detailed budget.
- Confirm classes of boats.
- Initiate sponsorship plan.

8 Months:

- Confirm remaining major project and subcommittee assignments.
- Make brief presentation to host club's Board; announcement at membership meeting.

6 Months:

- Meet with the sponsor's local representative. Determine ways in which the sponsor can get involved in your event. Ideas are included in the "Sponsorship" section.
- Establish a JO section on your club's website. (Regatta Network can do this for you.)
- Publish Notice of Race and/or flyer with separate entry form.
- May is National Safe Boating month. Many safe boating freebees are downloadable from the National Safe Boating Council website.

4 Months:

- Draft and post Sailing Instructions.
- Hire a respected coach to lead your clinic.

3 Months:

- Issue initial publicity (see Publicity Timeline in "Promotion" section).
- Initiate media contact.
- Complete initial grounds plan, social media plan, ceremonies plan.
- Order all necessary outside equipment.

- Submit marine event permit.
- Develop a safety plan for both on and off the water.
- Place article in club newsletter.
- Set up online registration using Regatta Network.

2 Months:

- Order trophies. (US Sailing will provide gold, silver, bronze JO medals for each fleet.)
- Order T-shirts and other merchandise.
- Order wristbands.
- Dinner, entertainment reservations and orders.
- Dignitary invitations.
- Invite a local Olympic sailor to speak and/or give out awards.

1 Month:

- Final Sailing Instructions posted.
- Confirm personnel schedule.
- Confirm all equipment.
- Confirm chartered/borrowed boats, if applicable.
- Confirm final social, grounds, and ceremonies plans.

2 Weeks Prior to Entry Deadline:

- Email or call junior program directors in the area. Ask how many sailors, instructors and coaches will be coming to your event.

1 Week:

- Final event committee organizational meeting.
- All printed material available at event office and posted on web site.
- All on-site signs, banners, flags, posters, etc. ready for display.
- Set up venue.
- Confirm receipt of trophies, prizes, T-shirts, merchandise and giveaways.
- Send updated publicity to media.

1 Day:

- Pack registration bags; set up registration stations.

First Race Day:

- Race committee/protest committee joint meeting; include visiting coaches/instructors.
- Safety meeting – include all RC volunteers, coaches, instructors, parents.
- Competitors' meeting.
- Post results on your website daily.

Post-Event:

- Send results to local press.
- Write thank you's to sponsors and volunteers.
- Hold post-mortem meeting.