

### ***What makes JO events different?***

- ✓ A national program that ties all events together.
- ✓ National publicity
- ✓ Support of generous national sponsors
  
- ✓ 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**

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#### **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 sponsor giveaways and prizes for event participants.
- ✓ Provide resources on the web to help make your event better.
- ✓ Provide prompt answers to all your questions.

# Event Chair Timeline

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## **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.

### **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 or ClubSpot 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 or ClubSpot.

## **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.