



JSA Event Management Workshop

Tuesday, April 30, 2019 7 - 9 PM at Larchmont Yacht Club

This year's workshop will feature a special presentation with open discussion to guide race officers about effective ways of managing large numbers of boats on the starting line. The workshop will also provide a hands-on demonstration of JSA's upgraded Regatta Registration and Management platform powered by Clubspot, which incorporates the Regatta Toolbox system rolled out last summer. We'll also review the updated templates for the Notice of Race, Sailing Instructions and race courses that are used by hosts of JSA qualifier and championship events.

7:00 Opening Remarks

7:05 Regatta / Event Preparation

- Regatta Management Resources - where to find them
- Review of JSA Regatta Playbook
- Overview of 2019 NOR and SI Templates

7:35 Large Fleet Optimist Race Management

Discussion led by Dave Waldo, Executive Director at The Waterfront Center and JSA Vice Chair

- Course selection
- How to manage a large number of boats on a line

8:00 Break

8:05 Clubspot for 2019 (previously known as Regatta Toolbox)

Discussion led by Sheelagh Thomson, JSA Board Member

Clubspot Structure from the host club perspective.

Given the differences (Clubspot vs. Regatta Toolbox) and improvements in the underlying permissioning structure at the club level, JSA will provide an overview of how the Clubspot platform is organized and accessed by each club.

Regatta Host - Event Set-up

- Participants will set up a Sample Regatta, stepping through each set-up screen with a discussion of important considerations and common mistakes as we go... such as organization of boat classes, entrance fees (per boat vs. per sailor), payment options, JSA registrations, etc.
- Regatta Host and Pre-Regatta Preparation
- How to Monitor registrations
- Under Age/Weight Permission Requests - Monitor & Approve requests
- Communication with Entrants
- Emergency/Medical Info Sheets for Entrants
- Duplicate Sail Numbers
- Large Fleet - Streamer Assignments

Regatta Host - Regatta Day

- Registration Check-in
- Produce scratch sheets for Race Committee
- On-Water Check-in
- Race Scoring Demonstration

8:45 Open Discussion

- Questions from the audience
- Usefulness of age / weight requirements.