

Flying Scot Sailing Association (FSSA)

District Governors' Manual

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I. Class Organization

The Flying Scot class organization has three major components: National Officers, District Governors, and Association Management. The rules that govern the organization are the Constitution and Bylaws, found in the FSSA Handbook.

A. National Officers

The national officers are responsible for the operation of the class organization. They are the President, First Vice President, Second Vice President, Secretary, and Treasurer. These officers are elected for one-year terms at the annual meeting of the Association held at the North American Championship.

In addition to these elected officers, the other national officers are the Commodore, Immediate Past Commodore, Measurer, Editor of *Scots n' Water*, and Executive Secretary.

The national officers' names, addresses, and phone numbers are found in *Scots n' Water*, the class publication, on page 3 of each issue. This information is also listed on the FSSA website, <http://www.fssa.com/ht/fssa/fssa-officers.htm>.

The national organization has several standing committees, which are described in the class Constitution. These committees exist at the times and for the purposes stated in the Constitution. There are also special committees, which are formed under direction of the President of the Association. These ad hoc committees disband after completion of their assignment.

B. Association Management

FSSA employs J. Edgar Eubanks (JEE), 1-800-445-8629, a company specializing in association management, as Executive Secretary, to administer the day-to-day details of its operation. JEE provides invaluable support in tracking finances, maintaining the membership roster, printing documents, collecting dues, organizing meetings, and arranging for the printing of *Scots n' Water*. In addition, JEE provides a contact point for prospective members and other inquiries. FSSA's contact person is Courtney Cantrell (mail: Courtney@JEE.com)

C. District Governors

The class is divided into 13 districts, each of which has a District Governor. Each district comprises a specific geographic area in North America, and has a group of fleets assigned to it. The District Governor is elected (or re-elected) annually, by his/her District fleets, and serves from one annual meeting to the next. District Governors are encouraged to serve three consecutive one-year terms to provide continuity for the organization.

II. Duties of the District Governor

The duties of the District Governor and the Alternate District Governor are set forth in Article XI of the FSSA Constitution. The method of election is also included in this Article. The entire text of Article XI follows:

Article XI - District Officers

1. The District Officers of the Flying Scot Sailing Association shall consist of the following:

- a. District Governor - The District Governor shall be a member of the Governing Board and have general supervision over all Flying Scot activities in the District. He/she shall promote FSSA membership. The District Governor shall be a member of a fleet in the District he/she represents, or if not a fleet member, live within the geographical area of the District and shall represent the District on the Governing Board, arrange for the holding of the District Regatta, promote the establishment of new Fleets throughout the District and the maintenance of all District Fleets in good standing with the Association.*
- b. Alternate - The Alternate shall officiate during any prolonged absence of the District Governor. Should the office of the District Governor become vacated, the Alternate shall become Governor for the unexpired term.*

2. The District Governor and Alternate shall be elected by vote of the Fleets in each District. Each Fleet shall have one (1) vote. The election must be held in advance of the Annual Meeting of the Association, and the Governor and Alternate elected shall serve during the ensuing year, from the Annual Meeting to the next Annual Meeting. The retiring Governor shall forward the name of the new Governor and Alternate to the Association immediately after their election.

3. If any District fails to hold an election as provided for above, a Governor and Alternate for such District shall be appointed by the Executive Committee.

The duties are described as follows:

A. Generally Supervise All Flying Scott Activities in the District

It is important for the District Governor to be knowledgeable about what his/her fleets are doing. The District Governor has a lot of latitude in this supervision. He/she is basically a resource, available for advice and problem solving.

He/she should distribute a periodic newsletter. This could contain information on fleet activities, list of fleets, fleet captains, and contact information, list of District invitational regattas, reports on Board of Governors' meetings, recognition/awards given to District sailors, and perhaps helpful sailing tips. Simple but regular communication is the key here. Don't miss the opportunity to communicate educate, and encourage.

Equally important is vertical communication, from Scot sailors to Fleet Captains to District Governors and to the Executive Committee and back down. The District Governors are the key link, providing a conduit for suggestions, ideas, and comments about FSSA and its events.

It is also important to keep an accurate, up-to-date list of the members in all the Fleets, including regular mail and e-mail addresses. This information is crucial for total membership numbers, for keeping track of boats, budgeting, and for keeping fleets active. This list can be obtained from JEE, and should agree with the list the Fleet Captain maintains. This roster is the basis of the Annual Report from the fleet to the Class which is due January 15th of each year. The District Governor should make sure that the Annual Report is filed. The fleet's active status could hinge on this. The District Governor should also submit an annual report to FSSA with the updated roster of District fleets, the Fleet Captain and the contact information for the Fleet Captain.

There is nothing in the constitution that prescribes any district activities except for the annual District Regatta. However, the District Governor should coordinate the schedule of invitational regattas within the District to avoid conflicts.

He/she should attend as many of the District Invitational regattas as possible, rotating attendance during his/her tenure. The District Governor may choose to recognize the top place winners of the invitationals, presenting them with traveling series awards. One possible scoring system for the award is a high point system that awards a certain number of points for attending, plus points equal to the number of boats beaten in each regatta.

Approximately every two years, a specific district will be featured in an issue of *Scots n' Water*. It is the District Governor's responsibility to arrange for submission of articles for his/her district's issue. Check past issues for ideas and contact fleet captains/members for articles. Articles on a variety of topics are desirable, especially articles from non-racers. The contact person is Kay Summerfield, Editor, *Scots n' Water*, (slokay@earthlink.net). She will have deadline dates well in advance of the publication.

B. Promote FSSA Membership

Maintain a list of fleets, locations, fleet captains, and contact information, including the e-mail address of the Fleet Captain, to provide to prospective members.

Use materials supplied by FSSA to promote FSSA membership. There is an excellent new FSSA brochure, which is pertinent, colorful and informative, a great resource in encouraging membership and promoting FSSA. It can be obtained from JEE.

Speak about the benefits of membership at every opportunity. Some benefits include receiving the publication, *Scots n' Water*, access to "members only" section of the Website, participation in sponsored regattas, discounts from vendors, improved sailing ability through interaction with other members, and an esprit that only membership can bring. In addition, encourage Fleet Captains and active sailors to promote membership.

Contact new FSSA members who are not assigned to a fleet. Help them determine which of the local fleets is best for them and arrange introduction to the local Fleet Captain. JEE periodically sends e-mail lists of these new members to the District Governors.

C. Shall be a Member of a Fleet and/or Represent The District On The Governing Board

The constitution makes the District Governor a member of the governing Board of the Association. This duty specifies that the Governor should represent the district at the Board meetings. There are two Board meetings each year, one during the Mid Winter Championship and one during the North American Championship. District Governors should make every effort to attend at least one of these each year and appoint an alternate to meetings that he/she is unable to attend.

Prior to each meeting, FSSA provides a package of information to each participant, with background information for the meeting. An agenda is included which lists the topics and committee reports to be discussed. A newly elected Governor may want to consult with the outgoing Governor concerning ongoing issues. Copies of the minutes from recent Board meetings can be obtained from JEE.

D. Arrange For Holding The District Regatta

The District Governor is responsible for making sure that there is an annual District Regatta. How this is accomplished is not specified in the constitution. As districts vary, it is suggested that a new governor consult with the preceding governor(s) in his/her district to find out how a site is selected. This is often done on a rotating basis. Nor does the constitution specify any framework for the regatta. This leaves each district considerable latitude as to how it wants to conduct its district regatta.

E. Promote The Establishment Of New Fleets Throughout The District

Article VII of the constitution says that three or more active members are needed to apply for a fleet charter. The entire text of Article VII follows:

Article VII - Fleet Charters

1. A new Fleet not within the territory of an organized Fleet may be granted a charter upon application to the Executive Committee by three or more Active Members who shall either be Flying Scot owners or shall have been designated for the purpose by a recognized yacht club which owns three or more Flying Scots.

2. Fleet Charters may be granted by the Executive Committee or suspended by the Governing Board but may be revoked only at an Annual Meeting for failure to maintain in good standing a minimum membership and quota of Flying Scot sloops as above required or for other adequate causes. (For terms of annual renewal, see Bylaws.)

If three or more unaffiliated members live near one another, (information available from the new member list), the District Governor might contact them and ask permission to place them in the nearest fleet, or perhaps help them start a fleet. This is a nice welcoming gesture that shows FSSA is interested in them and wants to aid their sailing efforts. Getting them involved in fleet and district activities is the best way to make sure they have a long and rewarding experience with the Scot and as an FSSA member. A fleet charter application is included with this document.

Another way to promote new fleets is to recruit new members for the Association. Those new members can then apply for a fleet charter if they so desire. A membership application is included with this document.

In order to promote membership and fleet growth in the Association, the District Governor may be asked from time to time to contact potential members for the Association. He/she may also be asked to contact new members, or members who did not renew their membership. He/she can contact these members personally, or appoint someone within the district to do this for the Association. This could be an opportunity to get involvement from the Alternate Governor. Involving others in a capacity such as this is good training for future governors. A goal is to contact each member in the District once a year.

F. Update and Maintain District Website on fssa.com

The District Governor is advised to update and maintain his/her district website on www.fssa.com (Index: FSSA → Districts). The District Governor can provide: news updates, fleet contact information, a current schedule and show pictures of activities in the district.

III. Alternate District Governor

The class constitution calls for the election of an Alternate District Governor.

Article XI - District Officers

1.b. Alternate - The Alternate shall officiate during any prolonged absence of the District Governor. Should the office of District Governor become vacated, the Alternate shall become Governor for the unexpired term.

No specific duties are spelled out in the constitution other than representing the elected District Governor in the circumstances described above. However, this does not prohibit the District Governor from giving the Alternate some responsibilities. Here are a couple of suggestions:

It takes some time to learn about the responsibilities and how to accomplish them. This is especially true in an organization that is spread across the continent. It would be more efficient to have an Alternate work closely with the District Governor, and then succeed him. The organization would have the potential of being more effective at the governor's position if each governor had a prior year as Alternate.

Secondly, as mentioned earlier, help is needed from time to time to contact un-renewed or prospective members. This task can be undertaken by the Alternate, giving him/her an opportunity to communicate with others in the district.

Thirdly, the Alternate can take on some of the newsletter or correspondence tasks used to communicate with the fleet captains.

IV. Whom To Call For Help

The District Governor may get calls from time to time asking for help on a variety of issues. This section offers some suggestions for whom to call in order to get answers to those questions.

Rigging. Questions on rules governing rigging should be referred to either of two people: the Chief Measurer (name, address, and phone number are on page 3 of every *Scots n' Water*), or the Flying Scot builder, Harry Carpenter, at Flying Scot, Inc.

Fleet Captains. For a list of Fleet Captains in your district, call JEE.

Membership. If someone is looking for a nearby fleet, needs to contact a member, or has any questions on membership that cannot be answered by the District Governor, have him/her call JEE.

District Membership. For mailing labels for the district regatta, call JEE. A governor can receive one set per year, free of charge.

Publishing Articles. For questions about publishing an article in *Scots n' Water*, call the editor, whose name and phone number are on page 3.

Regatta Notices. For regatta notices, send them to JEE.

Boats for Sale. For advertisements on boats for sale, send them to the JEE.

2nd Vice President. The 2nd vice president has the responsibility of regular communication with the District Governors and acting as a liaison between them and the Executive Committee. Contact him/her with any questions or concerns.

For any questions regarding the Association, call any officer listed on page 3. Names and phone numbers are listed there for a purpose. They are a valuable resource.

V. Attachments

Included are a few forms that may be of help with the duties of District Governor:

- Membership application
- Fleet Charter application
- Map of the 13 Districts

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