

Flying Scot® Sailing Association Fleet Captain's Welcome Information

Congratulations on being chosen Fleet Captain for your Flying Scot® Fleet! It's a big job that requires good organization and new ideas for fleet activities. The purpose of this document is to let you know how you fit into the world of Flying Scot® sailing and to give you some resources to help with the task. A central theme of this document is fleet building. Nothing you do as Fleet Captain is more important than keeping active sailors active and bringing new sailors into the fold.

Getting Started

Meet with the outgoing Fleet Captain to get briefed about fleet activities and issues. Continuity is important, so get your hands on all the important fleet documents such as the Constitution & By-Laws, roster of members, racing schedule, old regatta announcements, sailing instructions, dues forms, Fleet scrapbook, and correspondence.

Check an issue of *Scots n' Water* for the current list of District Governors and Officers. Call your District Governor and tell him/her how to be in touch with you. Let FSSA know you've been elected (e-mail info@fssa.com). Remember, you must be an FSSA member to be Fleet Captain.

Explore the FSSA website (www.fssa.com). It's a vital source of information and getting better all the time. The website has links to other important sailing sites including US Sailing and Flying Scot®, Inc.

Fleet Constitution

If your fleet does not have a Constitution and By-laws, you may want to get one organized and approved by the membership. Fleets aren't required to have these documents, but they can help define the duties of the fleet officers and provide a basis for fleet governance. A [pro-forma document](#) is available on the FSSA website in PDF format and can be adapted to the needs of the fleet. Contact FSSA if you want a modifiable (Word) version. It's important to note that FSSA rules take precedence if the fleet's Constitution or By-Laws conflict with FSSA.

FSSA Class Rules

The [FSSA Class Rules](#) (previously referred to as Handbook) is available on the FSSA web site. FSSA can send you a copy if you have trouble printing it off the website. The Class Rules contain the FSSA Constitution and By-Laws, Specifications, and Chief Measurer's Rulings. The most recent revisions to the Class Rules were completed in September 2019. These documents help with local issues such as allowable boat modification and the requirement that all participants in FSSA-sanctioned events are FSSA members. It's a must-read since you will be the local FSSA representative and expected to speak with authority on these and similar issues.

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Your Relationship to FSSA

Fleet Captains are the eyes and ears of FSSA. An annual report will be requested by FSSA in January and should be returned within 30 days. FSSA needs to know when boats change hands and how to contact the new owners. Fleet Captains should stay in close touch with their District Governors and pass District and National news back to their members. Fleet Captains should also encourage sailors to submit articles to *Scots n' Water* and write a few themselves. These articles should be submitted to the *Scots n' Water* editor, Ned Johnston, at editor@fssa.com. Currently, articles from each district are grouped together into an issue. The deadline is posted on the Upcoming Events tab to the right at FSSA.com. "Human interest" articles on all types of fleet activities and individual adventures are encouraged. Photos that can go on the cover are especially needed.

Your Regatta Announcement and Results

Send regatta notices to info@fssa.com by February 15th for early summer regattas and by April 15th for later ones. Notices will be posted on the website and may be printed in subsequent issues of *Scots n' Water*. Send results to the same address. Save your text in either a Word or ASCII Text Format and send photos as attachments in high-resolution jpg files.

FSSA Membership

The Flying Scot® is a one-design sailboat, and having a strong national organization is crucial to maintaining the integrity of the class. Strict one-design control means that older boats compete on a par with newer ones and thus maintain their value. You should encourage all Scot owners to join FSSA whether they race or not. Membership is required for all FSSA-sanctioned events including District Championships. You should include this requirement in Race Notices and Sailing Instructions. Prospective [members can join on-line](#) at the FSSA web site.

Fleet Rosters

One of your most important jobs is keeping track of all Flying Scots® in your area. FSSA will provide a fleet roster, with monthly updates, that needs to be reviewed and updated. Typically, this has been provided in an Excel file. It's important to identify "stray" new boats in the area because they may join your fleet if invited. You can sort the columns for only your fleet to review a shorter list. A helpful tip: look for members with mailing addresses (city, state) near your home fleet. Often, individuals join online and do not necessarily know to which fleet they belong. Also, watch the New Members section of *Scots n' Water* to identify new boats in your area. Reach out to these members and invite them to an upcoming regatta, cruising event, or other social function with your fleet. Keep your own roster during the year.

Encourage your fleet members to establish a profile on FSSA.com. Here they can help you to keep valid records and maintain their membership in FSSA.

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Fleet building

Fleet building is your most important duty. Be highly visible in local sailing and readily available. Plan fun activities for the non-racing segment of the fleet as well as a racing program. Expect everyone to attend both types of activities. Social functions are very important to the health of the fleet, and one approach is to delegate responsibility for social functions to the “sociable” people in the fleet. Hold special educational events to bring everyone up to speed on all aspects of sailing. Encourage sailors to go to District and National events. Get the local newspaper to cover local Flying Scot® activities. Ask a fleet member to write a column about race results or fleet activities. Social media may also be used to generate enthusiasm.

Do whatever you can to get your fleet or sailing association involved in teaching sailing. Strongly encourage your members to participate in such programs. For those without existing "learn to sail" programs, US Sailing has an established Sailing Education and Fleet Building program named [First Sail](#). While not ideal for all fleets and organizations, this program connects individuals and families interested in sailing to you and your fleet. Consider empowering your members to become instructors and invite students to join and continue sailing at your facility.

Fleet Newsletter

Organize and distribute a fleet newsletter or participate in your sailing association's newsletter by producing articles on a regular basis. Many sailors love telling their stories, sharing lessons learned and showing off photos. You can help by collecting solicited ideas and articles. As previously discussed, these may also be submitted to the *Scots n' Water* editor, Ned Johnston, at editor@fssa.com. Try to highlight the exploits of as many of your fleet members as possible.

Fleet of the Year Award

Each year, FSSA sponsors an annual award for the “best” fleet. The Score Sheet is in the Handbook (page 13 of By-Laws). It's fun to enter, even if you don't think you can win. The exercise will tell you what activities FSSA values in its local fleets and, perhaps, give you some ideas for new events.

Local Activities

As the Flying Scot® Fleet Captain, you will represent the fleet in dealings with your local sailing club and Race Committee. Don't be shy. Sign the fleet up for its share of Race Committee duties and find volunteers to fulfill the commitment. One approach is to volunteer to run a regatta for another fleet in exchange for help with yours. Be sure to publicize your event in the upcoming events listed on FSSA.com.

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Continuity

As with other administrative positions, being Fleet Captain takes some getting used to. Don't be surprised to spend the first year learning the job. Consider a two-year term of office, and consider having an Assistant Fleet Captain elected to help you. It will take some of the load off you and help prepare a knowledgeable successor.

Another helpful step to aid in the role transfer from one fleet captain to another is the creation of a Fleet Captain Manual for your specific fleet. A well-organized fleet may produce a template of this guide and document specific efforts or processes as they are accomplished. An outline is offered in Appendix A.

Good Sailing,

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Outline for Fleet Specific Manual

1. Class Association
 - a. National and International Connections
 - b. The Competition Side of the Sport
 - c. Structure
 - i. The Independent Fleet
 - ii. The Fleet-Within-a-Club
2. Fleet Management
 - a. Officers
 - b. Committees
 - c. The Membership
 - d. Recipe for Success
 - e. Commercial Support Sources
 - f. Growth
3. Communication
 - a. Newsletter
 - i. The Editor – Your Key Player
 - ii. Contributors
 - b. Newsletter Content
 - i. Schedule of Events
 - ii. News from Fleet Officers
 - iii. Race Results
 - c. Telephone/E-Mail

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- d. Publicity – Social Media
- e. Records of Written Correspondence
- 4. Entertainment
 - a. The Social Scene
 - b. Personnel
 - c. Entertainment Activities
 - d. Food
- 5. Racing
 - a. Performance Sailing
 - b. The Sailing Instructions
 - i. The Rules
 - ii. Sportsmanship
 - c. Organization
 - d. Spread the Trophies Around
 - e. Technical Aspects
- 6. Training
 - a. Good Sailors = Healthy Fleet
 - b. Have a Clinic
 - c. Seminar/Clinic Preparation
- 7. Cruising – Together on the Water
 - a. Schedule a Cruise
 - b. The Destination

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- c. Plan the Cruise
 - i. Food
 - ii. Safety
- 8. Appendix
 - a. Handling the Fleet Data Base