

TSA COORDINATOR GUIDELINES

When coordinating a TSA-sponsored event, please follow the below guidelines.

1. Set the schedule for the day/weekend. You are coordinating the event, so it is up to you what will take place.
2. Coordinate who is participating in the event. Send out an email with a general overview of the event and ask that people who are interested email you. Keep track of those who are interested. Coordinate boats looking for crew with interested parties.
3. Provide the Secretary with detailed information about the event so that it can be posted on the website as soon as possible. The sooner the details are provided, the better.
 - *Overview of the event
 - *Meeting places
 - *Launching times
 - *Social hours
 - *Local information (restaurants, public boat ramps, fees, public facilities, camp site locations)
 - *Nautical and anchoring information, waypoints, and hazards
 - *Contact information (names and numbers, including cell phones)
 - *Driving directions, maps
4. Attend the TSA general membership meeting that will take place several weeks/one month prior to the event. Please be willing to discuss the details and answer any questions regarding the event, and provide any information based on personal sailing experience in the area.
5. Email a reminder to the group participating in the event 2 weeks before the event. Keep everyone up to date on the event during those 2 weeks regarding the weather, times, meeting places, and social events/dinner reservations. Include the Secretary in all emails so that the website and newsletter can contain current information. **If the event has to be canceled/postponed/changed for any reason, please contact everyone via phone and/or email to inform all participants.
6. Provide soft drinks and light snacks during the day or one of the evenings for the number of people who state they will be participating in the event. You will receive reimbursement of \$2.00 per person. Submit your receipt to the Treasurer for reimbursement. Alcohol is not provided by the club; it is always BYOB.
7. Make arrangements for a group dinner, if desired, if you are coordinating a weekend event. Find out who would be interested in participating in a group dinner, call local restaurants to see where a large group could be seated, and make reservations.

8. If possible take pictures and post them on the TSA photo website. For more information and directions click on the Photos link off our main website. Consider including pictures of facilities (launching ramps, docks, moorings, camp sites, etc.) that would be useful to future coordinators and participants. Share any stories and pictures with the club at the next general membership meeting.

9. Do a write-up of the event. Please send the write up to the secretary before the end of the month so it can be included in the newsletter.