

## OFF SOUNDINGS CLUB Guest Invitation Procedure

### Background

Guest race invitations are important to the Off Soundings Club as most skippers will become identified and in a sense qualified to be sponsored for membership in the club by sailing as guest skippers. This is not a hard and fast rule, loyal crewmembers, for instance, and other qualified persons may be sponsored for membership even though they have never sailed as guest skippers. The vast majority, however, have followed this route. Generally, a skipper sails two or more series as a guest and is then proposed for membership by his sponsor.

Several events requiring communication among the guest's sponsor, members of the Board of Governors, Race Secretary and Measurer have to be managed to approve the invitation and allow completion of measurement and entry by the race deadline dates. Prior to 2004 the Race Secretary processed guest invitations as the invitation deadlines are tightly connected with the race entry and measurement certificate deadlines and mail time required that communication be minimized where possible.

With the advent of e-mail nearly instantaneous communication among all parties has become possible. During 2003 e-mail was used extensively and successfully in processing guest invitations much more rapidly than in the past. Recognizing the potential of this the Board of Governors has moved responsibility for processing invitations from the Race Secretary to the Membership Chairman. This recognizes the close relationship of guest invitations to the membership process allowing a natural continuity to proposal for membership and relieves the Race Secretary of a communication intensive time sensitive responsibility that occurs simultaneously with the processing of race entries.

### Overview of the Process

To be invited a guest must have a sponsor and two seconders, all of whom are OSC members in good standing. The sponsor obtains an application from the Membership Chairman, completes and signs it, has it signed by the seconders and submits it to the Membership Chairman, who then circulates it to the Board of Governors for approval. When approved the Membership Chairman notifies the sponsor, the guest, and the Race Secretary. The Race Secretary then mails the Notice of Race and an Entry Blank to the guest. The invitation is valid for two calendar years. A second invitation can be approved, although the preference is that if the guest is desirable as a member the membership process is started after two series have been completed. Ideally, the Membership Chairman will follow up with the sponsor after the completion of two series and a proposal for membership will proceed.

### Application

Guest Invitation Forms are not publicly distributed and must be obtained directly from the Membership Chairman in hard copy or by e-mail. Invitations must be signed and submitted by the sponsor in hard copy on an Off Soundings Club Guest Invitation Application Form. Ideally, the sponsor and ~~both~~ <sup>both</sup> seconders will physically sign the form. However, when the deadline is tight on late invitations the seconds may be accepted by e-mail at the discretion of the membership chairman. However, the physical form signed by at least the sponsor is still required. Note that the form has space to indicate the proposed

guest's yacht club. Membership in a recognized yacht club is preferred; however, the Board has recently judged that under Rule 75.1 membership in USSA may be acceptable as a minimum.

### Duration

Once approved a guest invitation is valid for two seasons. I.e., an invitation whether first approved for a spring or fall series is valid through the fall series of the following year. The guest will automatically receive the Notice of Race for those series.

Persons who have been proposed for membership, i.e., for whom all necessary paperwork has been completed and submitted to the Membership Chairman, are eligible to race as guests until the membership process is completed.

### Deadlines

There are three deadlines, which must be strictly adhered to:

Early decision: 2 days prior to the spring Board of Governors meeting (allows group approval by the Board of Governors at the meeting).

Spring late invitation: 2 weeks prior to the entry deadline for the spring series (allows time to mail the entry form to the guest and for him to complete and submit the entry and have his vessel measured, if necessary).

Fall late invitation: 2 weeks prior to the entry deadline for the fall series (allows time to mail the entry form to the guest and for him to complete and submit the entry and have his vessel measured, if necessary).

### Approval

The Board of Governors must review and approve all Guest Invitations.

Early invitations are considered and acted on at the spring Board of Governors meeting.

Late invitations are acted on by e-mail, postal mail and telephone.

The following information should be supplied to Board members by e-mail, or by postal mail for those that do not have e-mail: Guest's name, Yacht Name and Type, Town of Residence, Yacht Club, Sponsor's Name, and a brief summary of the guest's sailing experience taken from the application form.

A reply date should be stated, early in the cycle this should be 5 - 7 days, as the deadline approaches two or three days may be sufficient, although mail time to those Governors not having e-mail must be considered.

Governors should review the information and reply to the Membership Chairman with any comments by e-mail or telephone by the reply date. If a Governor does not respond by the reply date approval will be assumed.

### Notification

On the day after the reply date has passed if there is no objection to the invitation the Membership Chairman will notify the following by mail or e-mail: the guest, the guest's sponsor, The Race Secretary, including the guest's postal mailing address, the Measurer.

#### Record Keeping and Follow-up

A record should be kept of guests, their sponsor and their approval date.

At the beginning of each season should verify with the Race Secretary which invitations are still in force and which have expired.

Ten days before the mailing of each Notice of race the Membership Chairman should provide the Race Secretary with a list of individuals who have been proposed for membership and are therefore eligible to be invited.

At the completion of two series or expiration of a Guest Invitation the Membership Chairman should follow up with the sponsor to determine whether membership will be pursued and when.

S. Purdy  
1/2004

# OFF SOUNDINGS CLUB

## 2004 Guest Invitation Application

This form is to be filled out by the Sponsor. The Application to race as an Invited Guest skipper must be submitted to the Membership Chairman by the Guest Invitation closing date.

Name of guest _____	Boat name _____
Address _____ _____ _____	Owner ( ) Charterer ( ) Type and Class of boat _____ Sail Number of boat _____ PHRF _____
E-mail _____	Prior Guest? (show year) _____ ; _____ ; _____
Is the Guest a member of US SAILING? Yes ( ) No ( )	Is the boat eligible to sail in Off Soundings? Yes ( ) No ( )

Guest's racing experience. (Be sure to include types of boats, responsibilities, Off Soundings experience, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Guest's recognized yacht club membership \_\_\_\_\_

<u>SPONSOR</u>	<u>SECONDRS</u>
PRINT Name _____	Name _____
Address _____ _____	Signature _____
E-mail _____	
Signature ----> _____	Name _____
Date _____	
Business relationship with Guest? Yes ( ) No ( ) _____	Signature _____
Describe ==> _____ _____	