

Shields Fleet Captains Guidelines 1.0

How to be an Effective Shields Fleet Captain

Introduction: What follows is the first edition of a guide for Shields fleet captains created in the fall of 2021 over the course of two meetings of current fleet captains in October and November. During our meetings, we discovered that given the variety in size, strength and context of our fleets, there was no simple guidance to fit all of us. We decided to create an outline that would remind any fleet captain of the basic responsibilities that come with the job in three categories, include a few notes that might spark ideas, and add a few links to references.

We had a good time together talking about how to do our jobs, and we learned from each other. We hereby encourage the class officers to mandate meetings of fleet captains a couple times a year going forward to improve these guidelines and help each other sort out the next season's problems.

If you're reading this as a fleet captain and nobody's invited you to such a meeting, contact the class officers, ask for a list of the other fleet captains, and get in touch. You'll find ready support, and your fleet and the Shields Class will benefit as a result.

Special thanks to Luiza Smith, Fleet 10, for her partnership in this document

Smooth sailing to all,
John Burnham, Shields Fleet 9

1. Grow the Fleet

- a. Maintain/develop fleet organization
 - i. Membership & Dues Collection
 1. Method of collecting/tracking dues
 2. Method of collecting data
 - ii. Officers/executive group - appoint nominating comm. annually
 - iii. Appoint chairs (measurer, scorekeeper, social, sail purchase, etc.)
 - iv. Annual Fleet Meeting
 1. Elect officers (president/secretary/treasurer (set term limits?))
 2. Race Calendar
 3. Changes to fleet rules/by-laws
- b. Communicate: plan & execute
 - i. Email
 - ii. Social media
 - iii. Telephone ("pair newer/senior members")
 - iv. Group text
- c. Engagement strategies
 - i. Clinics
 1. Webinars/Talks/Discussions
 2. In-person clinics on/off the water
 - ii. Youth Programs
 1. Shields Foundation sponsorship

- iii. Pairing / Mentoring
 - 1. Grouping experienced/less-experienced teams
- iv. Parties
 - 1. Awards Event
 - 2. Start of Season
 - 3. Crew Kegger

2. Work with Organizing Authorities & Yacht Clubs

- a. Club/Race Organizing Authority
 - i. Who is the organizing authority?
 - ii. Notice of Race; Establish annual race schedule
 - iii. Are there any racing fees?
 - iv. Club or YRA membership requirements?
- b. Race Committee
 - i. Sailing Instructions
 - ii. Protest committee procedure
 - iii. Scoring
 - iv. Volunteers/Duty Assignments
 - v. Race-day communications protocol
- c. Other (e.g. public-access programs, boatyards, other organizations)

3. Class Association Responsibilities (delegate)

- a. Liaison between local fleet and Shields Class Association
 - i. Fleet Captain (Exec. comm.)
 - ii. Fleet Measurer (Tech. comm.)
 - iii. Fleet Secretary (Class sec.)
 - iv. Fleet Treasurer (Class treasurer)
- b. e-Masthead reports & articles
- c. Circulate class news/proposals to fleet
- d. Updated and accurate Fleet Roster
 - i. Shields 'facebook' or directory (members opt-in for sharing email, number etc.)
 - ii. Update class on boat that have not raced in two years, ex: Location, Change of Ownership, etc
- e. Class dues paid on time
 - i. Online protocol under development by class
- f. 10 race rule - Certify Skippers, Helms Person, Sails and Pro's for Nationals
- g. Measurement
 - i. Sail
 - ii. Boat
- h. Ensure class rules are abided
- i. Attend Shields Class Association Meetings
- j. Recruit for Class Events
 - i. Nationals
 - ii. Have your top boat attend the OGLC (have a fleet qualifier)
- k. Connect new fleet captains with class by Jan 1
- l. Update the governing board of new elected positions
- m. Promote the class; promote the boat as one design

Reference:

[Resources for Fleet Captains](#)

Notes from [Fleet Captains Meeting #1](#)

Fleet Captain Inputs

NATIONAL COMMITTEE

Shields Class Fleet Captains National Responsibilities

- Liaison between local fleet and Shields Class Association
 - Fleet Measurer
 - Fleet Secretary
 - Fleet Treasurer
- E-masthead articles
- Get all class news to fleet
- Updated and accurate Fleet Roster
- Class dues paid on time
- 10 race rule- Skippers, Helms Person, Sails and Pro's for Nationals
- Sail Measurement
- Class rules are abided
- Shields Class Association Meetings are attended
- Recruit for nationals
- Have your top boat attend the OGLC (have a fleet qualifier)
- New fleet captains by Jan 1
- Update the governing board of new elected positions
- Promote the class promote the boat as one design
- Update class on boat that have not raced in two years, ex: Location, Change of Ownership, etc

FLEET 09

<https://shieldsfleet9.com/other-documents/by-laws/>

FLEET 10

Fleet Captain:

- Nominated by the Fleet July 15 to August 15
- Elected By September 15
- First RC Meeting After the BYC Annual Meeting
- Responsibilities:
 - Represent their Fleet in their national organization, if applicable
 - Represent their Fleet in their regional organization, if applicable
 - Represent their Fleet to the RC
 - Fleet building
 - Manage Fleets participation in the BYC PRO race support
 - Plan and manage Fleet specific social, activities

FLEET 19

Y-LAWS OF SHIELDS FLEET19

OTE: Follows the By-Laws adopted on .

Name	Mission	Membership
Board of Directors	Officers	Appointed Positions
Meetings	Amendments	Miscellaneous

MISSION AND STANDARD PROCEDURES

Mission	Appointed Positions	Awards
Basic Rules & Definitions	Racing Schedule	Annual Dues
I Payment/Disbursements	II Race Announcements	Social Event Financial Responsibilities

Y-LAWS OF SHIELDS FLEET 9

Name

1 This organization shall be known as Shields Fleet 19, Masons Island Yacht Club (the "Fleet").

2 The Fleet shall be governed by the Constitution and By-Laws of the Shields Class Sailing Association ("National Class") and such further rules as may be adopted and / or amended by the Fleet. [back to top](#)

Mission

The mission and purpose of the Fleet is to promote and organize Corinthian racing of Shields class yachts in Fishers Island Sound while supporting the National Class' objectives of maintaining the one-design character of the yachts as sponsored by Cornelius Shields and designed by Sparkman & Stephens, Inc. [back to top](#)

Membership

Categories of Membership and Voting

1 A "Fleet Member" is a person who is the owner or co-owner of a "Registered Yacht" (which is a Shields Class Yacht registered with the National Class and with the Fleet for the coming year in accordance with the By-Laws of those organizations) and who has paid the current Fleet and National Class dues and assessments as prescribed by the National Class and the Fleet, respectively, for active membership. Each Fleet Member shall register his or her yacht annually and shall pay a fee per yacht "dues" in an amount as shall be determined by the "Fleet members" at the annual April meeting. Such dues shall be payable on or before June 1 of each year.

2 An "Associate Member" is a person who is interested in furthering the objects of the Fleet and who has paid the current dues and assessments for associate membership as prescribed by the Board. Such dues shall be payable on or before June 1 of each year.

3 A "Junior Member" is a person who shall not have reached his or her 18th birthday, and who otherwise fulfills the requirements of associate membership.

4 An "Honorary Member" is a person upon whom the Fleet Members have bestowed honorary membership. Honorary Members shall not pay dues or vote.

5 Each Registered Yacht in the Fleet shall be entitled to only one vote in all matters put to a vote under these by-laws.

6 No yacht will be considered "Registered" or scored until Fleet and National Class dues and assessments are paid. The Fleet Members may, on a case by case basis in its sole discretion,

low a yacht to register after the deadline upon good cause shown and payment of a late registration fee to be determined by the Fleet Members from time to time. [back to top](#)

Officers

1 The commanding officer of the Fleet shall be the Fleet Captain. The Fleet Captain shall manage the affairs of the Fleet, preside at meetings, appoint committees, maintain records, authorize payments of indebtedness, and perform the duties of the chief executive officer of the Fleet. The Fleet Captain shall give notice of all membership meetings and shall serve as liaison with the National Class as required by Article V of the Shields Class Sailing Association Constitution.

2 The Treasurer shall receive, deposit, and pay out funds of the Fleet as authorized, maintain financial records and books of account, and provide administrative assistance to the Fleet Captain.

The Treasurer shall prepare and make available to the Fleet the registration application by April 15th of each year, and shall receive all monies, dues and fees, and deposit same in the Fleet's account. The Treasurer shall maintain the list of Fleet Members, and of other categories of members contemplated hereby, and of Registered Yachts. The Treasurer shall make an annual report to the Fleet at the spring meeting

3 Payment / Disbursements The procedure for disbursements from the Fleet's account is as follows

The Treasurer is not authorized to approve or disburse payments for expenses in the preceding calendar year without prior approval from the Fleet Captain.

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Appointed Positions

1 Fleet Scorekeeper: The Fleet Scorekeeper shall track, post, and maintain racing scores for the Fleet in accordance with the current Fleet 19 Sailing Instructions.

2 Fleet Measurer; Fleet Sail Measurer: The Fleet Measurer and Fleet Sail Measurer shall respond to inquiries to measurement rules, and shall inspect sails, boats and equipment as required, and maintain records of such measurement

3 Protest / Arbitration Committee: At the discretion of the Fleet Captain, there may be an arbitration committee appointed to deal specifically with protests arising from racing. This

Committee will be responsible for carrying out procedures outlined in the Sailing Instructions and RRS.

4 Social Committee. Each registered yacht in turn will be responsible for organizing a social event for the Fleet. These events are generally scheduled as follows:

Season Kick-Off Party (May)

Between Series Thursday Night Pot Luck Party (after the last race of the July Series)

After Season Banquet (October). [back to top](#)

Meetings

1 There shall be an annual meeting of Fleet Members for the proper business of the Fleet. The annual meeting shall be held in April.

2 There will be a post season meeting of the Fleet in October.

3 Special meetings of the Fleet may be called by order of the Fleet Captain. No meeting of the Fleet shall be valid unless at least one-third (1/3) of the Fleet Members or their signed proxies are present. Fleet Members will be given reasonable advance notice of all meetings called. [back to top](#)

Amendments

The Fleet By-Laws may be amended at any meeting of the members in the notice of which each proposed amendment is set forth. Any amendment must be approved by vote of at least two-thirds (2/3) of the Fleet Members present in person or by proxy. [back to top](#)

Miscellaneous

1 Awards:

At the annual Masons Island Yacht Club Awards Ceremony, the following prizes are to be distributed:

1st & 2nd place for each of the two Thursday Night Series.

Commodore's Cup- First place finisher in Mason's Island Regatta

Soderberg July Fourth Race- First place finisher

Anthony P. Halsey Memorial Trophy- First place finisher Weekend Series

Other awards may also be given at the discretion of the Fleet officers. [back to top](#)

Basic Rules and Definitions

1 All sections (1.0 - 7.4) of the current National Class By-Laws and rules are adopted and will be followed for all Fleet 19 procedures.

2 The RRS as well as any specific Notice of Race or Sailing Instructions governs all racing rules for each Series or Regatta.

1. Racing Schedule

The racing schedule will be completed annually by the Fleet Captain and submitted to the Fleet members at the April meeting for approval.

Unless changed via actions of the Membership, the following represents the basic outline of the annual racing schedule:

Thursday Nights:

Two Series each consisting of five racing dates are scheduled. The July Thursday Series starts on the last Thursday in June with the August Thursday Series immediately following.

Weekend Series:

This series consists of the points obtained in the following regattas: Masons Island, Ram Island, Patch Hill and the Mudheads /Hospice. There will be no throw outs allowed for this series.

Wanderberg July 4th Race- This race will be contested on July 4th.

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1 Race Announcements

2 Cancellation Procedures The decision to cancel races as per inclement weather is to be made by the Fleet Captain. As a general guideline (which may be adjusted at the RC's discretion), racing will be cancelled in the event of lightning or sustained winds exceeding 25 knots. Races may also be cancelled or postponed by majority vote of the Fleet Members for reasons other than, and including, inclement weather.

3 Social Events

All social engagements sponsored / paid for by the Fleet account must be open to all Fleet 19 members and with notifications sent out to the Fleet at least one-week prior to the event. These engagements are generally scheduled as follows:

Season Kick-Off Party (May)

Mid-Season Thursday Picnic Pot Luck Party (directly following the last race of the Thursday July Series)

Post Season Party (October)