

## **SANCTIONING AUTHORITY'S EVENT MANUAL**

### **SECTION 1: THE APPLICATION PROCESS FOR PROSPECTIVE LOAs**

Applications to host a sanctioned event shall be received between 18 months of the dates proposed.

#### **Phase 1: - Initial bid letter from prospective LOA**

A prospective event organiser should write to the IWA Office to express interest in organising a sanctioned or approved event, giving details of the type of championship proposed (world, continental, regional or series), the event site, background information on previous regattas organised, the experience of his local race committee and indicating one or more date/year preferences. Tourist brochures of the area proposed should also be included giving an idea of the cost of airfares from major world airports.

The IWA will check whether there is a member National Windsurfing Association in that country as well as a paid up National Class Association for the relevant discipline and advise the class concerned that they have received an outline bid. The IWA will then acknowledge the application and forward the standard MOU together with the relevant class technical criteria.

#### **Phase 2: - Confirmation of acceptance of MoU by LOA**

The LOA should then confirm by e-mail that he...

- Accepts the terms of the MOU;
- Agrees to attend the Class AGM;
- Proposes dates for the site visit.

#### **Phase 3: - Site Visit by IWA/Class Technical delegate**

The purpose of the site visit is to examine the facilities at the race site, hotels, camp sites, self catering apartments, examine the proposed race committee boats, see the racing area, establish a rapport with the local authority, meet the LOA's Race Director and Event Chairman and run through this Appendix in detail.

The site visit should take place at least 12 months prior to the first published day of the championship. A report will be prepared and circulated to the class committee concerned for discussion.

#### **Phase 4: - Preparation of detailed bid by prospective LOA**

After a successful site visit, the prospective LOA should prepare a detailed bid covering the topics set out below

- Specify type of event - Sanctioned/ Approved- Event/Championship (World, Continental, Regional or Series)
- Sponsorship
- Event budget
- The Management Team
- The Race Committee
- Shore Based Facilities (Section 4)
- Water Based Facilities (Section 5)
- Weather Data (5 Years) – Air/Sea Temperature;
- Outline of opening and closing ceremonies (Section 7)
- TV Production & Distribution (Section 10)
- Publicity ( Section 11)
- Supporting letters from the National Sailing Authority, Municipal & district authorities, Tourist boards.
- Large Scale Chart showing racing areas, depth of water; tidal flow/range; race venue; harbour facilities;
- Detailed plan of the venue;

#### **Phase 5: - Bid Evaluation.**

On receipt of the detailed bid by the IWA office, a report shall be prepared by the technical delegate who made the site visit giving his/her evaluation of the bid and if necessary comparing its quality with that of other bids received to host the same event. This will be passed to the Class Committee concerned for their comments and advice.

#### **Phase 6: - Invitation to attend Class World Championship**

A short list of bidders will be drawn up after the evaluation process is complete. Those on the list will be invited to "Pitch" at the Class AGM.

#### **Phase 7: - Awarding of Event.**

Based on the pitches made and the report of the technical delegate, the class AGM will be invited to vote for the bid they most favour. The bid with the most votes is awarded the event subject to receipt of the sanctioning fee and final detailed negotiations.

## **SECTION 2: RIGHTS & OBLIGATIONS OF THE LOA**

An IWA sanctioned/approved event organiser who has completed the bid process and been awarded the "Event" stipulated in the relevant Memorandum of Understanding (MoU) is granted the following rights for the period of the "Event" only:

- a) Authority to contract facilities for the "Event" as required by section 8 of this document;
- b) The right to seek local/national sponsorship for the "Event" and, with the written agreement of the IWA, contract with sponsors (See Art D below);
- c) The right to provide merchandise for sale at the "Event" (See Art K below);
- d) The right to provide sampling opportunities at the "Event" (See Art M below);
- e) The right to raise funds, with the specific agreement of the IWA, for the "Event" by other means.

### **A. Legal authority.**

Any contracts, signed by the LOA, are his sole liability. The IWA is only bound by its agreement with the LOA and written confirmation of sponsorship details.

### **B. Insurance**

- i. It is the responsibility of the LOA, to arrange insurance cover for the event itself and associated functions, together with all designated event property, left within secured offices and the board racks;
- ii. Public liability Insurance shall cover all the LOA's/SA's staff, sponsors and event officials;
- iii. Insurances shall cover the Build up & Breakdown of the event infrastructure and personnel involved, not already covered by commercially contracted organisations.
- iv. Competitor's equipment, not left within the board racks at night, is their own responsibility.
- v. The LOA shall produce, on demand, a copy of the necessary insurance certificate
- vi. The LOA shall provide for 24hr security cover for the period of the event as advertised in the NoR.

### **C. Permits & Licences**

- i. It is the LOA's sole responsibility, to obtain all necessary local permits and licences
- ii. The LOA's shall be solely responsible, to ensure that any temporary structures meet local building regulations and have written agreement, from the necessary authorities, to erect them.
- iii. The LOA shall produce all said documentation on demand.

### **D. Sponsorship**

- i. An LOA may seek sponsorship for its "Event" under the following categories:

Title Sponsor	Associate Sponsor	Resort Sponsor
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- ii. The Event Organiser's sail advertising shall comply with RRS Appendix 1.

- iii. The LOA may grant official supplier status for a number of components of the event, such as:

Airline	Car Hire	Fuel
Bottled water	Caterer	Hotel
Carbohydrate loaded drinks	Communication Equipment	Infrastructure material

- iv. The LOA may contract with prospective sponsor's of its "Event" provided that the IWA has agreed in writing, in advance to the individual sponsor and the relevant contract.

- v. Any sponsorship not approved in writing in advance by the IWA is not legally binding on the IWA or the Class concerned.

### **F. Communication route & chargeables**

- i. All communications between the IWA and local sponsors/organisations will be conducted via the LOA, unless an alternative route is specifically requested by the LOA.

- ii. Day to day liaison and communication with the IWA Office shall be via E-Mail.

### **G. 90 day cut off**

In cases, where the IWA is in discussions with a sponsor, regarding any of the above categories, there will be a 90 day prior cut off point. This means that, if no agreement has been reached 90 days prior to the event, the IWA will not bring any sponsors to the event.

### **H. Event Logo**

- i. The LOA shall send the proposed "Event" logo (s) to the IWA for approval in advance of production & printing.

- ii. The Title sponsor's logo, that of the IWA and any class's involved in the "Event" shall be incorporated into the "Event" logo and be included in all printed & electronic material including posters, flyers, brochures, letterheads, race vests, official uniforms etc.

- iii. Associate and Resort Sponsors logos may appear in an appropriate size relative to their financial contribution.

## **I. Media evaluation**

- i. The LOA shall send the IWA a complete set of press cuttings & copy videos generated by his local PR team.
- ii. If the IWA has contracted a Communications Agency to handle International PR for the "Event", the LOA will receive a copy of the press cuttings book & copy videos, when they become available.

## **J. Event Budget**

- i. The "Event" budget shall be produced by the LOA and submitted to the IWA with the bid document.

## **K. Merchandising.**

- i. Merchandising includes any form of branded product sold at the event, for example, T shirts, sweats, towels, programmes, mugs etc... The conditions for merchandising are...
  - a) merchandise may be sold in the month prior to, during, and one month after the event.
  - b) merchandise may be sold locally or through mail order, only.
  - c) the term merchandise applies strictly to promotional goods, i.e. goods with a retail value of less than Euro 30, on which one or more of the following appear either separately or together: - the "Event" title, Event logo, sponsor's logos, event dates and/or relevant editorial. Thus, the term "merchandise" as defined in this document cannot be applied to goods of any sort with a retail value of over Euro 30
- ii. LOAs or their local sponsors wishing to use the IWA or a class logo, more extensively, should contact the IWA Administration Office, in the first instance.

## **L. IWA Merchandising**

The IWA and the classes reserve the right to promote, advertise, market and sell their own, range of merchandise at IWA sanctioned events.

## **M. Sampling**

Sampling refers to the opportunities created, for a manufacturer or distributor, to offer free samples of a product to the crowds attending events. If sampling is offered, the LOA shall advise the SA in writing of .....

the number of sponsors staff involved on site in sampling.

the exact nature of what is being offered

the amount of product being sampled.

AND obtain the SA's agreement

## **N. Indirect Sampling**

Some companies may offer support, in the form of free products for competitor packs or give-aways of branded product. This is a valuable method of adding extra value for competitors and audience. LOAs must be careful to ensure give-aways, like sampling, do not conflict with other sponsorship support of the event. Permission to distribute give-aways has to be treated like sampling and is subject to the conditions described above.

## **SECTION 3 CLASSIFICATION OF EVENTS/CLASSES**

### **A. Sanctioned events**

i. A IWA sanctioned event is an established regatta of an international character, at which the rules of the relevant class apply; where the SA's Class Technical representatives are present and whose event organiser has signed an agreement with the IWA;

ii. The event may be subject to an international qualification system defined by the relevant class;

iii. National entries may also be subject to national qualification requirements established by the national sailing federation or its delegated authority.

The Notice of Race and sailing Instructions are determined by the IWA and the relevant class.

iv. The following category of event has to be "sanctioned" by the IWA:

World & Continental Championships

World Tour Regatta

World/Continental qualifying event

vii. The following category of event has to be "approved" by the IWA but may also have to be "sanctioned".

Continental Tour Regatta

Regional Championships

### **B. Championships & locations**

i. A World/continental championship may not be held by the same National WA or LOA in two consecutive years.

ii. A World championship cannot be held on the same continent (including adjacent islands) for more than two consecutive years. Nor may it be held in the same hemisphere for more than three years. It will circulate to each of the five Continents, in rotation, where possible.

iii. A bid for a World Championship will not normally be accepted until the proposed LOA has successfully run one continental championship or 3 regional championships, in succeeding years.

- iv. Regional/Tour events will be awarded to LOAs who agree to abide by the conditions set in Sect 7 & 8.
- v. Seminars shall be run by LOAs, as a matter of course, at all continental and regional Championships.
- vi. A World Championship shall consist of a minimum schedule of five days of racing,. There shall be an additional two days of registration & measurement. A continental Championship shall consist of a minimum of four race days.
- vii. One rest day may be scheduled depending on the format of the competition.
- viii. The official racing rules of the ISAF shall govern, except as modified by the relevant class rules and the sailing instructions.
- ix. If any national prescriptions are to apply, they shall first be published in the NoR.
- x. Registration fees shall be reduced to a minimum and set by the IWA.

#### **B. All Olympic Classes Regattas**

- i. Olympic Class regattas are not sanctioned by the IWA. The current Olympic windsurfing class is normally included in AOC Regattas worldwide. These regattas are sanctioned by their MNAs.
- ii. Entries normally come from competitors selected by their MNAs. There are no weight or age divisions

#### **C. World Sailing Rankings-The Official ISAF Rankings for Olympic Classes**

- i. The ISAF set criteria for international events in order that they may be graded. (Worlds + Grades 1 ,2 or 3).
- ii. Competitors earn points dependant on the grade of the regatta and their overall finishing position in the fleet. These points are calculated by the ISAF and added to the competitors World Sailing Ranking points. Only his/her six best results over two years are included.
- iii. The lists are published monthly by the ISAF and are an indication of the top competitors sailing in the world today.

#### **D. Regional Ranking Lists**

- i. IWA is in the process of setting up regional regatta series, around the world. These open championship events will count towards their own regional ranking lists.
- ii. The purpose of these series is to enable new or less well off competitors to race internationally and establish themselves, without having to expend large sums of money to travel the world.
- iii. If these regattas also meet the ISAF criteria for grading towards the World Sailing Rankings, competitors will earn points there too.

#### **E. Qualification for the Olympic Regatta**

- i. The number of competitors at the Olympic Regatta is strictly limited by the IOC.
- ii. Each country can qualify one man/woman to race in the Olympic Windsurfing Fleet according to a national qualification system based on Class World Championships.
- iii. National Authorities select their single representatives using specific criteria set down by themselves. The criteria used varies from country to country.

## **SECTION 4: LAND BASED FACILITIES**

### **Infrastructure to be provided by the LOA**

*The LOA shall provide the following facilities. These requirements may not be changed without the written consent of IWA.*

#### **SHORE FACILITIES**

##### **A. Beach**

- i. The launching area shall be 500 meters long and must have unimpeded access to the sea.
- ii. Public bathing shall be confined to a set aside buoyed area away from the launching area.

##### **B. Competitors Village**

- i. A competitors rest area shall be provided, from which the general public are excluded, of at least 5000 sq. metres. This is to be immediately adjacent to the board storage area and the beach and shall provide adequate shade & storage.
- ii. Food and soft drinks shall available at reasonable cost in the village.
- iii. Plenty of rubbish collection containers shall be provided within this area. These should be emptied daily.

##### **C. Board / sail Storage Area**

- i. Sails will be stored fully rigged and suitably shaded from the sun.
- ii. EITHER

“A” frame sail storage racks shall be provided. Sails can then be stored with the boom end attached to a hook at high level with all masts lying parallel on the ground. National or sponsor team sails shall be stored together.

OR

If there is sufficient space, rows of nationally allocated positions for sails to lie flat on the ground secured with line to metal loops driven into the ground for the purpose can be provided. Team/groups can stack their sails together if they wish.

- iii. The LOA shall provide an adequate board storage area as agreed with the SA during the site visit. This storage shall be close to the sail racks and the launching area.
- iv. The board/sail storage area shall be surrounded by a perimeter fence of 2.4 metres in height and shall be guarded 24hrs. per day for the period of the event as advertised in the NoR as a minimum.
- v. This fence can act as a windbreak if local anticipated conditions require it. Access shall be confined to registered competitors; their coaches and official event personnel only.
- vi. These facilities shall be provided free of charge.
- vii. During the event, It is mandatory that equipment is stored in this area to enable the LOA to provide effective security.

**D. Charter Equipment**

- i. Charter equipment may be provided through the IWA's industry members. Each event is approached according to its need and importance.
- ii. The LOA shall provide a separate storage area to the provider(s) of charter equipment free of charge for use before/after the event.

**E. Toilets, shower & sail wash down facilities**

- i. Sufficient Toilets/fresh water showers shall be provided for competitors.
- ii. Hard standing and fresh water hoses shall be provided for the washing of sails and boards daily.

**F. Competitor & Official car/van parking**

- i. Sufficient car/van parking spaces shall be provided for officials and coaches free of charge for the duration of the championship and the 5 days preceding.

**G Jury secretary's Office**

- i. This shall be adjoining the Beach Office.
- ii. It shall be furnished with...

photocopier	desk & two chairs
filing trays	telephone line & pay phone
One full-time assistant (volunteer)	computer/printer

- iii. The jury secretary's office shall also contain letter slots for the coaches, officials and IWA delegates
- iv. First Aid facilities shall be provided here for minor accidents only.

**H. Jury Room.**

- i. This shall be clean, dry and weather proof as well as furnished with one long table and 10 chairs.
- ii. It shall be next to the Jury Secretary's office and very close to the Beach Office.
- iii. Associated with it, there shall be a waiting area (shaded, warm & dry with seating) for waiting competitors.

**I. Beach Office (see Section 8 : Communications)**

- i. The beach office shall overlook and be very close to the beach and the official flagpoles. It shall, as a minimum, be glazed on the beach side from half height upwards.
- ii. It shall be strictly private and out of bounds to all except authorised officials. This shall contain....
  - base station for the PA system;
  - ICF & sponsors flags to be used ashore;
  - ship to shore base stations (one per course area);
  - 29meg. base station for shore-side communication net;
  - facilities to tape record all radio traffic, in an emergency;
  - 1 telephone line & phone/fax machine.

- iii. The PA system shall be supplied with a radio mike with a range to cover the race site (plus a spare).

- iv. Tables and chairs shall be provided.

**J Notice boards.**

- i. These shall be located on the back of the beach office if possible; they shall be well lit; weather proof; notices shall be easily visible to competitors & officials; but impossible to remove except by authorised personnel.
- ii. The following notice boards are required and shall be titled as such:

Official Notices	2 x 2metres	Jury Notices	2 x 2metres
Results	2 x 2metres	IWA/Class Notices	2 x 2metres
Weather	1 x 2metres	General	1 x 2metres

- iii. It is recommended that these be spaced out over a reasonable distance so that competitors can get to the board they wish to, during busy times.

**K. Commentary position/commentators**

- i. Shore based commentators shall keep competitors and spectators informed of the action on the water. Where

possible course commentary shall be provided if possible.

ii. Two shall be available at all times during racing. They shall be knowledgeable, entertaining and informative. iii. The commentary position can be over the beach office; be protected from the elements; and have space to allow interviews to be conducted. Tables and chairs shall be provided.

**L. Official flag poles**

i. One official flag pole for each course area shall be provided close to the beach office and easily visible by competitors from the pit area, board racks, and launching beach.

ii. This shall have a cross beam to provide four lines and be of sturdy construction.

**M. Other flag poles**

i. The regatta site shall have an abundance of substantial flag poles for:

National flags of participating countries;

Title and associate sponsor's flags;

IWA industry members

ii. These shall be kept away from the official flag pole (J above)

**N. Measurement Area & equipment**

i. The LOA shall provide the following equipment for the IWA official measurer:

- 200 litre barrel of fresh water ; 4kg. metal weight (tied to the barrel on a 1.2metre line); Calibrated scale to weigh boards (2 no.); Calibrated scale with separate digital read out to weigh competitors (2 no.); Events stamps with water proof ink pads. (3no.); Indelible waterproof ink marker pens (black & silver); Equipment required for detailed measurement as specified in the "Class Technical Guidelines"

ii. The LOA shall provide a measurement area including sail measurement tables and other furniture as agreed during the IWA site visit.

**O. Regatta Secretariat**

i. This is the main administration centre for the regatta and shall contain first aid facilities.

ii. It is the service centre for competitor non-technical questions

i.e. Travel arrangements, accommodation problems, payments etc.

iii. It should contain desks, chairs, computers, printers and a robust photocopier which sorts as it prints.

iv. It should be fully equipped with office consumables (pens, staplers etc) and A4 paper.

NB a recent world championship used nearly 15,000 sheets of A4 paper

v. There shall be a clear reception point which shall be staffed by knowledgeable staff. (volunteers)

**P. Meeting Room**

This shall seat 12 and will be used for administrative meetings, meetings of LOA key race officers and IWA personnel etc...

**Q. Results Office** (see section 7: communications)

i. The location of this important facility shall be confidential and only known to key personnel.

ii. The results computer shall not be in any of the aforementioned offices/Rooms.

iii. It shall be quiet, warm and dry and shall be furnished as follows...

Long Desk & four chairs

Further long table

Stacking paper trays

Fridge

Computer/fast modem & reliable printer

Uninterruptible power supply/surge protected

2no. Ex-Regatta Directory phone lines

1no. phone/fax machine

**R. Press Office** (see section 7: communications)

i. It shall be warm & quietly located on site and furnished as follows...

6no. Telephone lines

3no. telephones (phone card system)

2no. Robust fax machines

2no. computers with modems

2no. Robust printers

1no. Robust sorting photocopier

Tables & Chairs

Large fully stocked fridge (soft drinks, snacks)

Tea/ Coffee making facilities

Plenty of power points

ii. It shall be available to domestic & international journalists (invited/independent) only

**S. TV Production Office**

i. This shall be located close to the Press Office on site and be a minimum of 20 sq. metres in size.

ii. It shall be furnished with facilities to black out the light and...

long sturdy tables along one wall

6no. chairs

1no. Telephone line

1no. phone/fax machine

6no. power sockets

uninterrupted power supply/surge protected

TV interview area (branded)

**T. Physiotherapy Rooms**

i. A physiotherapy service shall be provided for competitors free of charge. This service shall be available first thing in the morning before the first race and in the afternoon after the last race.

ii. A private facility shall also be offered to competitors for a reasonable cost.

iii. The whole shall be staffed by experienced sports physios whose leader shall write a report on the work she/he has been asked to carry out. This shall be completed within six weeks of the end of the championship.

**U. Food & drink**

i. Packed lunches shall be provided free to jury members, measurers, class officials and LOA volunteers.

**V. Bottled Water & Carbohydrate loaded drinks.**

i. Ample factory sealed still bottled water shall be provided both on land and on the Race Committee & safety boats.

ii. Carbohydrate loaded drinks are medically recommended for athletes. The LOA shall use his best endeavours to get ample quantities for issuing free to racers.

**W. Security**

The LOA shall provide 24hr. security throughout the event . This shall pay special attention to the board storage area, the competitors marquee, regatta secretariat, beach office, flag poles and press & media centre.

**X. Stage**

A raised stage area shall be provided to hold daily prize giving ceremonies. This shall have a backdrop with sponsors logos prominently displayed

**Y. Incidentals**

**i. Keys**

IWA personnel shall be provided with duplicate keys to the Beach Office, Jury secretary's office, Results office, Press & TV Production Offices and the Regatta Secretariat.

**ii. Regatta Clock**

This will provide the official time throughout the Regatta.

**iii. Signage**

All of the above facilities are to be well signed except the Results office.

**iv. First Aid facilities**

These shall be provided and clearly sign posted and indicated on the event site plan.

**v. Site Plan**

A detailed site plan shall be provided including all the above facilities plus the racing areas out to sea. It shall be printed in the event programme. Large scale prints of same shall be located in the Regatta Secretariat & Beach Office and on the General Notice Boards.

## **SECTION 5: WATER BASED FACILITIES**

### **Infrastructure to be provided by the LOA**

**A. Racing Area.**

i. The open area of sea/water shall be sufficient to comfortably take two racing areas each with a windward leg length of 1500 metres. (see course diagrams attached)

ii. The area shall have a small tidal range allowing courses to be set close to the regatta site, at all stages of the tide and allowing easy spectator viewing.

iii. Water depth shall be such that the race committee can set/alter the course without undue problem or delay to the racing schedule.

iv. The holding ground shall be such that marks will hold in 40 knots of wind.

**B. Wind**

i. Mean wind speeds for an acceptable site shall be between 6 and 30 knots for the period of the event.

ii. The prevailing wind shall be on shore or cross shore.

**C. Marks & Ground Tackle.**

i. Marks shall be 2.0 metres high and either round or tetrahedral in shape. They shall not have net covers. They shall be bright orange, yellow, lime green or black in colour.

ii. Port end start/finish line marks shall be red round buoys approx. 0.6 meters in diameter capable of carrying flags as specified in the Sailing Instructions.

iii. All ground tackle shall be capable of holding, for prolonged periods, in 40 knots of wind.

**D. Port facilities.**

i. A well protected harbour shall be close to the race site

ii. The LOA shall arrange for free berthing all craft associated with the regatta including coach boats.

iii. Fuelling shall be available.

**E. Race Committee Boats.**

i. RC boats shall be capable of staying anchored on station in up to 40 knots of wind, for prolonged periods.

ii. There shall be sufficient ground tackle on boards each boat to anchor in these conditions.

iii. Each boat shall fly a flag (600x400), the designated colour of the course, to which it is attached.

iv. The following are the requirements for boats per course area...

- |                          |   |
|--------------------------|---|
| 1no. Starting vessel     | -Large yacht capable of carrying all flags specified in the SIs   |
| 1no. Port end start boat | -Fast dry boat.   |
| 3no. Mark control boats  | -Fast dry boats for moving marks quickly & taking mark roundings. |
| 1no. Finishing vessel    | -Fast dry boat capable of moving quickly to reset finishing line. |

**F. Flags/sound signals specified in the Sailing Instructions**

i. These shall be a minimum of 500mm x 700mm in size.

ii. On the RC vessel, these shall be on a horizontal beam, in the case of a yacht, or on long staffs if not and shall be easily visible by all competitors during the starting sequence.

iii. The pin end start boat shall carry a general recall flag / sound signal.

iv. Mark Control boats shall carry IC Flags S, M, C plus a red rectangular panel and a green triangular panel.

**G. Equipment to carried by RC vessels, safety, press and jury boats.**

i. This list is not exhaustive and is additional to that normally carried by the skipper/owner....

- |                          |                                 |
|--------------------------|---------------------------------|
| 4no. spare life jackets. | flares for use in an emergency. |
| first aid equipment      | bottled water                   |

**H. Rescue/safety boats.**

i. The LOA shall provide a minimum of 1 designated rescue boat with an experienced crews for every 25 competitors on the water. Crews shall be experienced in the art of rescuing windsurfers.

ii. Rescue boats shall be a minimum of 5.50 metres long and be rigid inflatables (RIBs), if possible.

iii. In an emergency, where there are very many competitors in need of rescue, the RC vessel or finishing boat shall act as mother ships to take rescued competitors on boards whilst streaming equipment on lines astern. They shall be capable of taking large numbers of rescued competitors on boards. Rescue boats should return rescued competitors to mother ships rather than to the shore.

iv. Coach boats can act as rescue boats in a dire emergency but shall not be counted on until the RC abandon all racing.

**I. International Jury boat.**

The LOA shall provide one dedicated fast, dry boat to be at the disposal of the chairman of the International Jury.

**J. Chief Measurer's boat**

The LOA shall provide one dedicated fast, dry boat to be at the disposal of the chief measurer, at all times.

**K. Coach Boats.**

i. Coach boats are permitted on the water.

ii. A general coach boat(s) shall be provided for coaches who cannot afford to charter their own boat. The cost of this can be shared between the coaches concerned if the event budget cannot cover it.

iii. The LOA shall make rigid inflatables of a minimum length of 5.25 metres available for charter to coaches.

iv. Each coach boat shall carry the national flag of its charterer as specified in the sailing instructions.

**L. Press Boats/jet skis/helicopter.**

i. Dedicated fast dry boats shall be provided that also offer a steady platform. These shall be completely under the control of the event press officer.

ii. A suitable jet ski shall be provided for the event photographer.

iii. An event helicopter shall be provided, at pre-arranged times, for use by the event photographer/film unit.

**SECTION 6: COMMUNICATIONS**

**A. PA System**

i. This may play music, much as a popular continuous music radio station.

ii. The radio mike shall, automatically, be able to cut out the music for immediate announcements.

iii. Loudspeakers should be numerous to allow the system to remain audible by competitors and public alike without having to turn up the volume so that it disturbs the local population unduly.

iv. A loop should be provided through to the press room.

v. It should cover the board storage area, competitor's village, the beach, spectator viewing points and the car park. (see Beach Office for further details)

**B. Shore based radio net.**

- i. A 29meg. radio net shall be provided. The base station for same shall be located in the beach office.
- ii. Those issued with hand held radios shall be the class race supervisor, jury chairman, jury secretary, security at board storage area, results office, protocol, press office and regatta secretariat.
- iii. The Press room shall be provided with an additional separate channel, with which to conduct their business on site and 6 hand held radios.
- iv. One Charger shall be provided with each hand held radio supplied. The LOA is responsible for ensuring that radios are charged.

**C. Office Communications**

- i. The following phone/fax lines shall be provided with fast modern fax/telephones.  
- Regatta Secretariat (3no); Beach Office (2no), Results Office (2no.) Jury Secretary's area (1no.), Press Office 6no.), TV Production Office (1no.)
- ii. The Press office should also be provided with an ISDN line.

**D. Radio Call Signs/Telephone numbers.**

- Each key official or named shore based office shall be supplied with a list of the following call signs/phone numbers: (see Results office for further details)
- Ship to shore call signs for Principal Race Officer; 29 meg. users & channels; Phone numbers of site based phone lines and their locations (one number for the press office only); Home phone numbers of key local staff inc. security chief & Race Officers; The official event doctor; Local hospital & contact name; Physios; Local meteorological Offices

**E Ship to shore radio net.**

- i. The LOA shall ensure that race committee, rescue, press, jury and measurer's boats carry ship to shore radios.
- ii. Each course area shall have a separate channel.
- iii. A 3<sup>rd</sup> channel shall be provided for the safety boats use (not channel 16).
- iv. All necessary permits shall be provided by the LOA to allow IWA / class officials to operate said radios.

**SECTION 7: CEREMONIES**

**Opening Ceremony & Welcoming Party**

**A. Outline**

- i. The opening ceremony must be a dignified occasion befitting the opening of a major Championship.
- ii. Teams may process carrying Flags or national names.
- iii. Facilities for sponsors, TV, press, officials guests and spectators are required.
- iv. A flag hoisting ceremony may be incorporated into the proceedings. This shall involve the following flags only:
  - IWA
  - Host Nation
  - Host Club
  - Title Sponsor
- vi. Speeches shall be kept short. The following shall be asked to speak
  - IWA representative
  - Organising Committee Representative
  - Host National Authority
  - Title Sponsor
- vi. The formal opening ceremony shall be separated from the following welcoming party.
- vii. Competitors shall serve themselves from the food buffet. Plentiful liquid refreshments shall be served but only a limited amount of alcohol.
- viii. Food etc shall be served "restaurant style" to key guests of the organising committee including...
  - Regatta officials and their guests (Jury, Measurers, IWA personnel, RC)
  - Key facilitators & sponsors
- ix. The welcoming party shall be free to competitors, class officials, coaches etc.. Friends/Family members of competitors may attend the party but shall buy an admission ticket.

**Prize Giving & Closing Ceremony**

**C. Outline**

- i. The closing ceremony shall a dignified occasion, enabling all competitors, coaches, team leaders, VIPs, invited guests, officials, sponsors, press, TV and others to be involved. The ceremony should take place in the early evening and all medal winners shall be in their national team clothing
- ii. A closing banquet/BBQ/ buffet shall be arranged for later the same evening in an informal atmosphere. The two events shall be clearly separated.
- iii. The first ceremony shall be for overall medal winners to be presented by the title sponsors and to the press in a

sober and professional manner as it is an official affair. (Final results sheets shall be freely available).

iv. The second event will be high spirited and shall be held in a marquee or similar area where decorations are not of importance and is for the benefit of the competitors and their supporters. Music and entertainment shall be laid on.

**D. Prize Giving Procedure.**

i. The following shall be invited to make a short speech.....

Title Sponsor's representative  
Chairman of the Organising Committee  
IWA Representative  
Local VIP

ii. The prize giving shall then follow with the major medals awarded in reverse order.

iv. After each group is formed on stage they shall take a bow together and be asked to stay back at the end of the ceremonies for further photographs and interviews with the press.

v. Having finished the official ceremony, the assembled company shall be asked to move off to the 'closing banquet'.

**E. Closing party**

i. Food shall be served immediately and again a very limited amount of alcohol shall be available free. A pay bar shall be available.

ii. Music and entertainment shall continue until the early morning!!

**SECTION 8: ACCREDITATION OF OFFICIALS & COMPETITORS**

**A. Chief Measurer & Race management Consultant**

i. The chief measurer for the event shall be nominated by the IWA/Class. He will measure the equipment on registration according to the class rules.

ii. The race management consultant is there to assist your race team and shall also be available to run a seminar as required. (see following job description)

iii. They shall receive at accreditation, or prior:

Free airfares/transfers to & from their place of residence only.  
Free accommodation in a 3 star hotel  
Daily subsistence or daily allowance for meals to be paid on arrival  
Free entry to all official functions  
'Goody bag' containing free give-aways.  
Free transport to/from the race site & harbour under their direct control

**B. International Jury ( see detailed note on "Provision for Judges" at the end of this section)**

i. This shall be constituted according to the ISAF Rules.

ii. Jury members shall receive at accreditation, or prior:

Free airfares/transfers to & from their place of residence only.  
Free accommodation a 3 star hotel  
Daily subsistence allowance for their stay to be paid on arrival  
Free entry to all official functions  
'Goody bag' containing free give-aways.  
Free transport to/from the race site & harbour under their direct control

iii. They shall be accredited at a convenient moment.

**C. Competitors & their equipment**

i. All equipment to be used by a competitor during the regatta shall be presented for measurement prior to registration; said equipment shall be scheduled on a designated numbered form available from the chief measurer. When the equipment has been duly checked, approved, numbered with the form number, stamped and scheduled the competitor may register.

ii. In return for their entry fees, competitors shall receive the following at check-in:

Tickets to enable free entry to all social events.  
Event Programme (see section on publicity)  
Beneficial rates for airfares which shall include free equipment transport.  
Ditto on hotels/self catering apartments/camp sites.  
Ditto on van/car hire  
Event T-shirt  
'Goody bag' containing free give-aways.

iii. They have priority during accreditation.

**D. Coaches**

- i. A coach is any professional person employed to train/support at least one competitor during the event. They may be mandated by their MNA or privately employed.
- ii. Coaches shall register at the secretariat on arrival and shall be given the same accommodation and transport costs as competitors.
- iii. The LOA shall facilitate coach boat launching and recovery; provide free berthing; and advise where fuel can be bought close to the berth.
- iv. Coaches may attend class general meetings and comments will be welcome from them.
- v. Coaches have access to the board storage area.
- vi. They shall conform with the prescriptions of the sailing instructions and the instructions of the LOA.
- vii. When at sea, the coaches shall keep clear of the course area(s) specified in the sailing instructions.
- viii. They shall take part in any search and rescue operation without favour to any particular sailors according to the quality of their boats and the weather/sea conditions.
- ix. They shall be accredited at a convenient moment.

**E. Volunteers.**

- i. No event could be run successfully without a small army of volunteers. They are very special people who are sometimes required to work long hours with little in return, except job satisfaction and..

Tickets to enable free entry to all social events.

Event Programme

Event T -shirt

'Goody bag' containing free give-aways.

- ii. They shall be accredited at a convenient moment.

**F. Journalists, TV production crew and Press Relations representatives.**

All journalists, TV crew and press relation representatives shall receive the following at accreditation:

Tickets to enable free entry to all social events.

Event Programme

Beneficial rates for airfares (if not specially invited, when free).

Ditto on hotels (if not specially invited, when free).

Ditto on van/car hire (if not specially invited, when free).

Event T -shirt

'Goody bag' containing free give-aways.

**G. Title Sponsors Representatives.**

One representative from each title sponsor shall receive the following at accreditation:

Tickets to enable free entry to all social events.

Event Programme

Free hotel .

Free use of a van/car

Event T -shirt

'Goody bag' containing free give-aways.

**H. Local associate sponsors & official suppliers.**

One representative from each sponsor shall receive the following at accreditation:

Tickets to enable free entry to all social events.

Event Programme

Event T -shirt

'Goody bag' containing free give-aways.

**I. Foreign associate sponsors & official suppliers.**

One representative from each sponsor shall receive the following at accreditation:

Tickets to enable free entry to all social events.

Event Programme

Beneficial rates for airfares

Ditto on hotels

Ditto on van/car hire

Event T -shirt

'Goody bag' containing free give-aways.

**J. IWA / Class Officials**

Designated IWA / Class Officials shall receive the following at accreditation:

Tickets to enable free entry to all social events.

Event Programme  
Free airfare  
Free hotel .  
Free use of a van/car  
Event T -shirt  
'Goody bag' containing free give-aways.

## **SECTION 9: SENIOR & ASSISTANT RACE SUPERVISOR Job Definition**

### **A. RACE SUPERVISOR (RS)**

The Race Supervisor (RS) is the Official Representative of the IWA / Class on site during competition. The RS is responsible to the SA and competitors to ensure that competition is run in a manner which will ensure fair and equal competition in conformity with this manual and Class Technical Requirements. The RS shall:

- i.** Approve the regatta site including: storage, regatta office, press office, measurement area and equipment, race management equipment, marks, safety equipment and scoring system prior to the start of racing
- ii.** Be the ultimate authority in the interpretation of this manual;
- iii.** Approve the Sailing Instructions; approve changes to the SIs and Notices to Competitors.
- iv.** Work closely with the Assistant Race Supervisor (ARS);
- v.** Supervise the measurement and equipment control procedures both before and during the regatta.
- vi.** Supervise doping control procedures required by the Organising Authority and/or the ISAF
- vii.** To sight the starting line on one course area; identify OCS competitors; Have the authority to abandon or postpone racing (within the RRS); offer advice to the PRO on general race management issues including scheduling of start times.
- viii.** Direct other aspects of the competition such as competitive schedule, laying of courses.

### **B. ASSISTANT RACE SUPERVISOR (ARS)**

The Assistant Race Supervisor (ARS) is appointed for Regional, Continental and World Championships as well as for any approved or sanctioned prize money events to assist the Race Supervisor (RS) and your Race Committee. He/She will have three main functions:

- i.** to act as a consultant providing feedback to the Race Officer on one course area to help ensure a fair and consistent standard to competition, free of national bias.
- ii.** to sight the starting line and identify OCS competitors in consultation with the PRO and other officials
- iii.** to be consulted by the relevant race officer on any significant decision which may affect the outcome of a race or races and specifically in relation to setting the course and the lengthening or shortening of same.
- iv.** to make The decision to postpone or abandon a race.

### **C. PRE REGATTA**

**i.** The RS shall visit the regatta site and ensure that the site has the capability of hosting the competition. During the visit the RS shall inspect the site and ensure that the following aspects of the "IWA Event Guidelines governing Championships and Racing" are met:

Sanction of the National Authority;

Environmental conditions (wind, sea, current, water and air temperature);

Suitable shore facilities (regatta office, registration area, press centre, jury room, measurement area,

boat storage, gear storage, beach, etc.);

Race management facilities (committee boats, rescue boats, flags, marks and other race management equipment);

**ii.** The RS shall meet with and approve the qualifications of the following personnel:

Regatta Chairman:

Safety Officer;

Principal Race Officer (PRO)

Scorer

Each Course Chairman

Beachmaster

National Measurer:

Competition Equipment Manager (boards Racks)

Jury Secretary.

**iii.** The RS shall inspect and approve the following:

Recommended accommodation;

Food and drink at the regatta site;

Provision of drinking water to competitors prior to and between races.

**iv.** Review and approve the social schedule with the Regatta Chairman.

**v.** After visiting the regatta site, the RS shall approve the variations to the standard IWA Sailing Instructions prepared by the IWA RMC in co-operation with the Regatta Chairman and his PRO.

## C. DURING REGATTA

### Feedback Procedures

There will be a debriefing meeting after racing on each race day. This will include the IWA Race Supervisor and RMC, the PRO, AROs and other race management personnel as required. The main purposes of the meeting will be to:

- receive a brief report from each race area;
- consider difficulties which have arisen and how they may be resolved;
- take input from each RMC on any aspect of race management;
- consider any potential amendments to the sailing instructions;
- review any other aspects of race management including scheduling.

### Disputes

When, in the opinion of the RMC, an error has occurred and has not been subsequently rectified, or there is reason to believe that an error may occur, the RMC shall, in the first instance, discuss the matter with the PRO. If the issue is not satisfactorily resolved, it shall be raised at the daily debriefing meeting.

If the matter cannot be satisfactorily resolved there, the IWA RS will address the matter with the Regatta Chairman (RC) & the PRO together.

## D. POST REGATTA

i. The RS shall prepare a report on the event for the IWA Executive Committee. The report shall contain:

- A copy of the Sailing Instruction and Amendments.
- All Notices to Competitors, including daily competitive schedule.
- A summary of protest hearings and their results.
- A report on measurement control.
- A complete set of race results, including climatic data.

## SECTION 10: TELEVISION PRODUCTION & DISTRIBUTION

In the first instance and before the LOA has been awarded the "Event", he shall contact the local regional TV company and the National Sports Channel to agree their involvement in the event. These contacts should be seen as part of the local public relations project to maximize coverage of the event for your national sponsors. Given that the budget for video production is sufficient and the event sponsor's ambitions require it, the IWA can co-ordinate the TV production & distribution of "Event" images internationally as part of a separate agreement with the LOA.

### A. Production Company

- i. The extent of this separate agreement depends on the funds available to finance the production costs and thus the size of the production unit on site;
- ii. The IWA is in regular touch with several TV production companies and has experience in working with them on international events.
- iii. If a local production company is contracted to produce event images, copies of all footage shot shall be provided to IWA;
- iv. If a domestic or third party broadcaster is involved in domestic transmission, IWA retains the right of editorial input and requires that the broadcast footage contain IWA and relevant class logos.

### B. On site TV Production Unit Infrastructure

- i. The LOA shall provide dedicated stable fast boats with own drivers (see section 8);
- ii. The LOA shall provide a helicopter for an agreed number of hours;
- iii. None of the jet skis, boats, drivers shall have split duties. The LOA shall ensure that these facilities are entirely at the disposal of the TV Production Unit so that filming time can be maximized.

### C. Copies of Event Videos

- i. Complimentary copies of the edited video shall be made available for Event sponsors, competitor sponsors, the IWA and any classes involved.
- ii. The IWA will sell event videos through its website.

## SECTION 11: PUBLICITY

The LOA shall include the following in his event budget.

### A Public relations campaign

- i. This will start three months prior to the event internationally, continue during the event with daily press releases and finish two months after the end of the "Event".
- ii. The Event PR shall contact all of the windsurfing magazines worldwide and arrange coverage; discuss their requirements for photos; and arrange follow up stories.

- iii. A strong local press campaign shall be undertaken by the LOA;
- iv. If working with the title sponsor's appointed agency, every effort shall be made to ensure that their requirements are planned for well in advance;

**B. Event Photographer**

- i. The LOA shall appoint an experienced event photographer used to shooting windsurfing images.

**C. Sponsor Branding**

- i. The LOA shall agree the extent of branding opportunities available to each sponsor well in advance of the event opening. Branding opportunities include:

Race Buoys	Interior press conference area
Stage for daily prize giving & press conferences.	TV Production interview area.
Site Flag poles	Official cars
Official documentation/web page	Event helicopter

- ii. The area just above the boom, on competitors' sails, is reserved for the title sponsor.

- iii. Branding to competitor's Race vests is reserved for the Title sponsors.

**D. IWA Sponsor Branding**

- i. The IWA has industry members. Each one is entitled to its flags/branding on site as agreed with the IWA
- ii. The LOA shall provide the following branding opportunities for IWA Sponsors as a minimum.

World, Continental, Regional, Series Championships/Events:

*Banners* : round board rack, to beach front; Media Area; Interview Area

*Flags*: on official Mast; on RC start boat(s); 10 other flag poles; Opening ceremony; Closing Ceremony

Other social functions

**E. Sail stickers/Competitors Race Vests**

- i. Sail Stickers shall comply with RRS Appendix 1. The LOA shall post a diagram, with the SA's approval, specifying where and how the advertising stickers are to be applied.
- ii. Each competitor may be issued with a lycra race vest. The Sailing Instructions specify that this shall be worn at all times whilst racing over other articles of clothing.
- iii. The LOA shall provide additional race vests in yellow, red and blue. These will be awarded to the top 3 men/women daily to make them more identifiable to the press & public.

**F. Website**

- i. The event website shall be updated regularly before the start of the event and shall contain extensive information about the race site, the surrounding region, the NoR, The Sailing Instructions, entry lists, daily results, media profiles on top competitors, daily reports, images of the race site and those on it.
- ii. The LOA shall use the URL and passwords given him by the IWA.
- iii. The LOA shall not change the passwords

**G. E-mail database**

- i. The IWA will circulate press releases to its e-mail database of addresses on behalf of the LOA;
- ii. The LOA may submit articles for inclusion in the IWA e-newsletter, subject to normal editorial controls.

**H. Press Conferences**

- i. An Opening Press conferences shall be arranged with the approval of IWA.
- ii. An IWA representative and title sponsors' representatives shall be included, in any such, for comment.
- iii. They shall be held inside in a suitably branded area.

**I. Daily Prize Giving**

- i. It is IWA's practice to hold a daily prize giving ceremony within one hour of the completion of the final race of the day.. The top three in each fleet shall receive coloured race vests (see Art E above). They shall also be given matching coloured discs to affix to their sails.
- ii. Competitors shall also be awarded further small prizes, by arrangement with IWA and sponsors.
- iii. If the top three changes from day to day, the competitors no longer featuring shall remove their identifying stickers and no longer wear their uniquely coloured vests.
- iv. On completion of the final race on the last day, it is recommended that the overall winners 'receive' their trophies for the benefit of journalists, photographers and TV at the daily prize giving ceremony

**H. Daily newsheet**

- i. A Team shall be set up to publish a daily newsheet for distribution to the public which shall contain information about competitors, results, special events, social events.
- ii. The team shall be housed in an information centre, to deal with enquiries from the general public and sell event merchandise and raffle tickets.

**I. Raffle tickets**

- i. It is recommended that the LOA set up a raffle, with official suppliers and associate sponsors providing prizes
- ii. Tickets shall then be sold to the general public and spectators visiting the race site.
- iii. The raffle shall be drawn on the last day, prior to the daily prize giving ceremony, whilst the results computer is calculating the official final result.

**J. Official Programme**

- i. The LOA shall produce an official programme for the event and to include:
  - Letters of welcome;
  - Background information & Map of the locale including Tourist Sites, restaurants, night-clubs, bars clearly identifying the race site and the Harbour;
  - Detailed site plan identifying board racks, rigging area, competitors village, beach office, Regatta Secretariat, Jury Room, Jury Secretary's Office, official flag pole, press Office, TV Production Office, first Aid posts, parking, launching area, confined bathing area, Racing Areas and Physiotherapy Rooms;
  - Course Diagrams;
  - Profiles of top competitors
- ii. The production of this publication shall be self financing, through the sale of advertising to local businesses and sponsors.
- iii. IWA reserves the right to insert:
  - A4 page colour advertisement on behalf of its Corporate sponsors (Free)
  - A4 page colour advertisement on behalf of itself (Free)
  - Half page editorial on behalf of Class Chairman with photograph. (Free)
  - Half page editorial on behalf of the President of IWA with photograph (Free)