



## Requirements for the Organization of an ILCA World Championship

*This document contains information, guidelines and requirements for the organization for an ILCA World Championship (ILCAWC). It is intended to assist in the preparation, planning and making a bid to host such an event.*

*Before a contract is signed between the host and ILCA, if required, a Memorandum of Understanding (MoU) may be provided to assist with early event planning or fund raising.*

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### ***Preferred Timeline from Bid to the Start of the ILCAWC***

The dates given in the following timeline are dates prior to the arrival of competitors on-site and may be modified to account for specific championship variations. Unless stated otherwise, actions below are required from the host.

#### **4 Years and 6 Months Prior**

- Host contemplating applying to run an ILCAWC should first contact the host region. The contact details of all ILCA regions are on the ILCA web site under Regions.
- A potential host should contact the ILCA region four and a half years prior to the proposed ILCAWC, expressing their interest and providing an overview of their experience in organizing major regattas. The ILCA region will coordinate with the potential host to determine a specific ILCAWC event that is suitable for preparing a detailed bid.
- The potential host should prepare and submit to their region a detailed bid, based on the bid outline provided by ILCA.
- A site visit may be required prior to the selection of the host to conduct an ILCAWC. Site visits will be at the expense of the bidding organization

#### **4 Years Prior**

- The ILCA World Council will confirm selection of a host.
- Obtain World Sailing (WS) and Member National Authority (MNA) approval for the championship.

#### **3 Years and 6 Months Prior**

- A contract and budget will be agreed and signed by the ILCA and host.

#### **3 Years Prior**

- Following the signing of the contract, the venue and agreed dates for the ILCAWC will be published by ILCA. The host is not permitted to announce or publicize their selection, venue or date before the signing of the contract.

#### **2 Years and 6 Months Prior**

- Develop a championship website, available for ILCA approval.
- Produce and send a proposed championship logo to ILCA for approval in advance of production & printing.
- ILCA will prepare a draft Notice of Race (NOR) and send it to the host for feedback and the addition of any local restrictions or by-laws.
- Arrange all on-the-water race organization personnel.
- Arrange helpers for launching and landing, measurement, additional safety on the water, security on the site, medical and general on-site help.
- Plan layout of onsite facilities including fencing, security, hose pipes, areas for on-site registration, charter distribution (if applicable) and measurement.
- Investigate a variety of local accommodations and arrange preferential rates where possible.
- Arrange provision for sailors to buy insurance coverage at the on-site registration or prior to arriving via the internet.

#### **18 Months Prior**

- The Championship web site should be made live 12 months before the first day of the ILCAWC.
- Training will be undertaken by the host for all volunteers as required, it is necessary under health and safety laws in some countries.

- ILCA will publish the NOR and open the event to entrants.
- In some circumstances, a second site visit may be required leading up to the LWC to confirm the arrangements and complete any details for the Host.
- Arrange all necessary local permits and licenses.
- Ensure that any temporary structures to be erected for the championship meet local building regulations and have all required written consents.
- Ensure that any contracts with 3rd party providers are signed for all shore-based facilities e.g. building contractors/suppliers of toilets, showers etc.
- Review number of volunteers/helpers and plan more recruitment if necessary and training where needed.
- Ensure that agreements are in place for the charter or loan of all race organization, jury & patrol boats.
- Make provision to have a spares shop on-site or within walking distance.
- Arrange on-site catering for sailors, their friends/family and volunteers/staff.
- Plan social events for sailors and their friends/families.
- Arrange all race organization personnel, photographers, local scorers and local judges (international judges and race officials will be arranged by ILCA in accordance with the event contract).
- Arrange accommodation and catering for jury.

### **12 Months Prior**

- ILCA to confirm jury.
- Arrange memorabilia and any other merchandise for competitors.
- A draft set of Sailing Instructions (SI's) will be created by ILCA and sent to the host for feedback. The SI's will be in line with WS standards.
- Arrange rubbish containers and waste collection.
- Arrange free wireless internet access.
- Arrange secure storage for sailors.
- Organise public address system.

### **6 Months Prior**

- ILCA will publish the Sailing Instructions.
- Arrange notice boards for sailors.
- Set up and test scoring system to be used during the regatta.
- Arrange flag poles.
- Arrange provision of fuel and fuel storage for race organization, jury & patrol boats.
- Arrange all ground tackle and buoys. Test that they will hold sufficiently.

### **1 Month Prior (approximate entry closing date)**

- 1<sup>st</sup> ILCA Payment – ILCA will advise the amount for the first host payment, 80% of the expected total. The Host must then send an invoice to ILCA for this amount to enable ILCA to make payment.
- Set up “all boats home” system.
- Finalize arrangements for opening/closing ceremonies including stage or podium for winners, three flag poles and audio system for national anthems.
- Confirm rescue and evacuation procedures.
- Familiarize yourself with the jury including their travel and accommodation arrangements. Arrange airport transfers for jury, race managers and measurers. It is recommended that contact with the jury chair at this point in time.
- Import ILCA scoring file provided by ILCA with full details of each entrant in electronic format – to enable the set-up for registration and scoring.
- Set up the race office, measurement area, competitors' village, toilets, showers etc.
- Ensure that notice boards, flag poles, public address system, hose pipe etc are in place.
- Get all race/patrol/jury boats on site. Ensure that all have sufficient safety equipment and a VHF radio.
- Practice rescue and evacuation procedures; ensure all staff are fully aware of procedures..
- Ensure that all race organization and other on-site personnel are briefed on their roles.
- Print all registration forms, measurement forms and SI's.

- Ensure that you have access to parental consent forms in case of emergency.

### **2 Weeks Prior**

- ILCA will send a parcel to the organizing club containing fleet colours, red diamonds, national anthems, national flags, cubes and plaques for winners, sail letters (if applicable), measurement stamps and ink.
- Set up areas for on-site registration, measurement and if required charter boat distribution.

### **Championship Start Date (Or when competitors arrive on-site)**

- Make any final changes to the scoring file following registration.
- Produce daily results for the sailors' notice board, the championship website and ILCA.
- Ensure that a qualified medical professional is on site two hours before each race.
- Ensure that a security guard is on duty every night.
- Ensure that rubbish collections and cleaning of toilets and showers is being carried out regularly.
- Make sure that the "all boats home" system is in place and working well.
- Update championship website daily with news reports, photographs and results.

### **Championship End Date**

- Return the national flags to ILCA.

### **1 Week after the Championship end date**

- 2<sup>nd</sup> ILCA Payment – ILCA will advise the amount for the second host payment, 20% of the total, adjusted for late entries. The host must then send an invoice to ILCA for this amount to enable ILCA to make payment.

## Entry Limitations

- 1 All entrants must be members of their National or District ILCA affiliated body.
- 2 Sailor ranking will be carried out by the class District or National body. It is recommended that sailor ranking be based on the results of a Region or District nominated event or events under a policy approved by their District or National body.
- 3 All entrants must be capable of sailing in coastal sea conditions in strong winds and waves and have good boat handling skills.
- 4 Different ILCA events have varying age requirements that must be met.

## Anticipated Entries and Course Areas

- 1 The number of expected entries depends on the type of ILCAWC as well as the location. The following table provides a rough guide to the likely number of entries based on past experience.

### Anticipated Number of Entries for various ILCAWC Events

| Venue - Region                       | 4.7     | Under-21 | Standard Men | Radial Women | Radial Youth | Radial Men | Masters |
|--------------------------------------|---------|----------|--------------|--------------|--------------|------------|---------|
| Europe                               | 250-400 | 150-200  | 150-180      | 100-140      | 250-400      | 80-120     | 300-400 |
| North America, Australia/New Zealand | 120-200 | 120-180  | 140-170      | 80-110       | 125-250      | 60-90      | 200-350 |
| Asia, South America, Other           | 100-150 | 70-125   | 120-160      | 70-90        | 80-150       | 50-75      | 100-250 |

- 2 Entry limits may be imposed on some ILCA WC events, depending on the facilities of the host or other considerations.
- 3 One course area is required when the number of sailors is 250 or fewer. Two courses are required when the number of sailors greater than 250.

## ILCA WC Schedule

- 1 A typical ILCAWC would begin on a Friday or Saturday and last from 7 to 9 days depending upon the event. The Masters' World Championships includes a reserve day off in the middle of the schedule for rest or sightseeing.

### 2 Registration & Measurement

|       |          |      |  |
|-------|----------|------|--|
| Day 1 | Saturday | 0900 | Registration, Measurement  |
| Day 2 | Sunday   | 0900 | Registration, Measurement, followed by an opening reception (buffet meal). |

### Sailing

|       |           |   |
|-------|-----------|---|
| Day 3 | Monday    | Qualification Series: 2 races back to back, each approximately 60 minutes.                                  |
| Day 4 | Tuesday   | Qualification Series: 2 races back to back, each approximately 60 minutes.                                  |
| Day 5 | Wednesday | Qualification Series: 2 races back to back, each approximately 60 minutes.<br>Mid week dinner/social event. |
| Day 6 | Thursday  | Qualification Series: 2 races back to back, each approximately 60 minutes.                                  |

Day 7 Friday

Finals Series: 2 races back to back, each approximately 60 minutes.

Day 8 Saturday

Finals Series: 2 races back to back, each approximately 60 minutes.

Closing ceremonies and prize giving.

- 3 The venue should be available several days to a week before the start of the ILCAWC for pre-regatta training.
- 4 The addition of further social events is welcome; all social events should be free of additional charge to all competitors.
- 5 Please keep in mind that the ILCAWC attracts a variety of supporters (families, etc) who will also wish to attend social events. Tickets for all social events shall be sold to supporters at the cost price to the host.

## **General Requirements**

### **Insurance**

- 1 The host must provide third party and public liability insurance coverage for the shore site (including the boat storage area), any social/function venues, any transportation provided, race organization boats, race management personnel including International judges and race officials, and any staff or volunteers arranged by the host.
- 2 Insurance must include the full period of the ILCAWC including any required on-site set-up and post event breakdown and clear away period.
- 3 The host must have adequate third-party liability insurance coverage for the duration of the ILCAWC.
- 4 If there are any country-specific insurance requirements for the competitors, these requirements must be communicated to the host region and ILCA, specifying the type of insurances and level of coverage required.
- 5 For all country-specific insurance requirements the host must provide a facility for the sailors to buy insurance at the on-site registration or prior to arrival via the internet.

### **Permits / Licences**

- 1 It is the host's responsibility to arrange all necessary local permits and licences.
- 2 The host is responsible for ensuring that any temporary structures erected for the ILCAWC meet local building regulations and have all required written consents.
- 3 The Host shall seek WS approval by the local National Authority. ILCA will be available to assist where necessary.

### **Event Memorabilia**

- 1 The host will provide championship logoed memorabilia free of charge to each competitor.
- 2 Additional merchandise may be offered for sale to competitors and supporters.

### **Accommodation**

- 1 A variety of accommodation options should be available within walking distance, ideally consisting of several classes of hotel accommodation, self-catering and camping. Where possible this should include parking of motor-homes or caravans within walking distance of the boat park.
- 2 The host will work to arrange preferential rates with local accommodation providers. Clear guidance on how to benefit from these rates should be published on the championship web site.
- 3 If there is limited accommodation within walking distance then accommodating the majority of competitors all together at a reasonable price hotel is a popular option.

### **Event Logo**

- 1 The host will produce and send the proposed Championship logo to ILCA for approval in advance of production and printing and a minimum 9 months before the ILCAWC.
- 2 Any title sponsor's logo may be included into the championship logo.
- 3 Additional sponsor's logos may appear in an appropriate size relative to their financial contribution.

## Sponsorship

- 1 The host has the right to negotiate with and appoint sponsors to the championship.
  - 1.1 Tobacco sponsorship is prohibited.
  - 1.2 Alcohol and gambling sponsorships are only permitted with the written permission of ILCA.
  - 1.3 Sponsors and advertising may not be of a political nature and must meet generally accepted moral and ethical standards for the age of the sailors.

## Championship Website

- 1 The host must produce a Championship website. ILCA will provide a WordPress website template along with hosting for the site.
- 2 The championship website may be produced in multiple languages, but all pages must be available in English.
- 3 The proposed championship website must be available to ILCA for approval a minimum of 12 months prior to the start of the ILCAWC. Following the incorporation of any required changes, the championship website must be made live no later than 12 months prior to the first day of the ILCAWC.
- 4 The championship website must contain:
  - 4.1 The address of the host and the ILCAWC location.
  - 4.2 Information regarding the local contacts, made available for enquiries at least 9 months prior to the ILCAWC.
  - 4.3 Information about local accommodation options with website links where available (and any available prearranged preferential rates) as well as details on how to claim should be available for enquiries at least 12 months prior to the ILCAWC.
  - 4.4 Historical and current information about the weather, wind and tide/current conditions, along with links to appropriate websites, made available at least 6 months prior to the ILCAWC.
  - 4.5 Information or links to local attractions, made available at least 6 months prior to the ILCAWC.
  - 4.6 Information for any press / media, made available at least 6 months prior to the ILCAWC.
  - 4.7 Transport information to and from local major airports, train stations and ferry ports (where applicable), along with appropriate maps and directions, made available at least 6 months prior to the ILCAWC. If a large number of competitors are likely to arrive by road please include local driving directions, local speed limits and towing laws or restrictions.
  - 4.8 Once the ILCAWC starts, the championship website must be updated with daily news reports and information, photos and results. Results should be broken down by age categories and uploaded onto the website immediately, and no later than 2 hours after the last race finishes each day.

## Shore Based Facilities

### Launching/ Landing Site

- 1 The launching area should be protected from all wind directions and free of obstruction with easy access from the boat park.
- 2 The launching area must be away from any public bathing area.
- 3 The launching area / ramps must be a minimum total 45 meters width with a holding area running onto the launching area.
- 4 Helpers, at a ratio of at least 1 helper for each 20 sailors, are required for assisted launching and landing.
- 5 A secure area must be available for launching trolley storage while the boats are afloat. Trolleys should be numbered and stored so that it is simple for sailors and helpers to recover them upon return to the landing area.

### Boat storage

- 1 The boat park must be capable of storing and rigging all entrants' boats at the same time. Note that 2 ILCA dinghies require 12.9m x 3.5m allowing for a passage between two rows.
- 2 The boat parking area, launching site and the route between, must be clear of all overhead obstructions.
- 3 A lock up store is required at the boat park for a ILCA dinghy maintenance team with electric light and electric power.
- 4 Overnight security guard protection at the boat park for the duration of the ILCA WC must be provided by the host.
- 5 For saltwater venues the host must provide fresh water hose pipes in the boat park for washing equipment each day at a ratio of one fresh water hose pipe for every 20 boats.

### Measurement

- 1 A measurement area must be provided during the measurement period. 8 to 10 helpers are required for measurement. The helpers will assist the ILCA appointed International Measurer.
- 2 The boats must be able to wait in line for measurement. Often 50 boats may be waiting.
- 3 A covered area must be provided, with a large table to put a sail on and two additional tables for rudder, centerboard and battens inspection. There should be enough space between the tables for an ILCA dinghy on a dolly to pass between them.
- 4 Before the championship the ILCA will provide a measurement form. The total entry +10% measurement forms must be printed by the host and supplied directly and only to the International Measurer.

### Spares Shop

- 1 An ILCA dinghy spares supplier, able to supply replacement, class legal parts and carry out repairs throughout the ILCAWC, should be available on site or within close walking distance.

### Competitors Village/ Meeting Area

- 1 Host will provide an all-weather meeting/cafe area exclusive to competitors and their friends and family, capable of seating not less than the number of entries plus 50% additional people at which beverages (including beer, wine and soft drinks) and snacks are available at a reasonable price each day of the ILCAWC from 08:00 to 22:00.
- 2 A daily "pasta/rice" snack and a soft drink must be available to sailors free of charge when they come ashore after each race to promote "après sail friendship".
- 3 The catering should be capable of quickly serving a post-race rush when everyone will come ashore at the same time.
- 4 Plenty of rubbish collection containers should be provided within this area. All rubbish containers must be emptied at least daily.
- 5 The meeting/cafe area should be in close proximity to the boat storage area.
- 6 The meeting/cafe area will provide free wireless internet access for the sailors.



- 7 A secure place for storing competitors' clothing and valuables while racing should be available close by. As well storage for centerboard bags and other equipment overnight for all competitors should be provided .
- 8 A loudspeaker system must be provided covering the entire site.
- 9 A well lit sheltered sailors notice area including at least three large (3m x 4m) weather proof official notice boards must be provided, labelled 'Race Management & Class Notices', 'Jury Notices', 'Results'.

## Toilet and showering facilities

- 1 All toilet and shower facilities must be cleaned regularly, at least daily.
- 2 A minimum number of shower units and toilets shall be provided as follows:

| No. of competitors | Male Toilets | Female Toilets | Male Showers | Female Showers |
|--------------------|--------------|----------------|--------------|----------------|
| <150               | 4            | 4              | 4            | 4              |
| <250               | 6            | 6              | 6            | 6              |
| <350               | 10           | 10             | 10           | 10             |
| <450               | 15           | 15             | 15           | 15             |
| <600               | 20           | 20             | 20           | 20             |

## Car park

- 1 Nearby free car parking shall be provided for all competitors within a short walking distance.
- 2 On-site or nearby free secure parking.

## Race Organization Offices/ Rooms

- 1 Two lock up jury offices with electric light, broadband internet access, electric power, table and chairs, each capable of seating 10 people.
- 2 One lock up Race Office with electric light, broadband internet access, electric power, table and chairs and 3 large (4m x 3m) notice boards.
- 3 A separate lockable scorer's office situated in a quiet location with one telephone line, electric light, electric power, computer and broadband internet access.
- 4 A General Office nearby with broadband internet access, at least one telephone line, and one reduction plain paper photocopier capable of photocopying at a minimum rate of 20 pages per minute together with paper for two thousand copies.
- 5 One lock up measurement / beach masters' office for ILCA use, minimum area 20 square meters, with electric light, electric power, table and chairs capable of seating 5 people.
- 6 A media center with electric light, electric power, computers and broadband internet access.
- 7 One official flag pole per race area, close to the Race Office and easily visible from the competitors' area.
- 8 A flag pole per nation for national flags to be situated near the competitors' area.
- 9 An "all boats home" check out / check in service is required.
  - 9.1 The preference is for a fob / badge system where a natural bottle neck / gate is selected (the entrance to the boat park or launching area) as a check point that sailors cannot pass through to launch without giving in their fob. Upon returning back through the check point the sailor is issued back with his or her fob.
  - 9.2 All fobs should be uniquely numbered and registered against a competitor, this allows for a rapid response should the fob system identify a missing person.
  - 9.3 It is fundamental to the system that sailors are not allowed through the check point without giving or receiving their fob.

- 9.4 The numbered fob should correspond to numbers to be fixed to the sailors' trolley and to numbered boat parking bays. This provides a second check of boats not home and significantly simplifies the boat parking arrangements.

## Medical Facilities

- 1 A trained medical professional must be available ashore from two hours before the start time of each race until all boats have safely returned to shore.

## Scoring

- 1 Daily results must be produced and posted on the sailors' notice board, the Championship website and emailed to the ILCA office.
- 2 ILCA will provide awards for various Championship titles, subject to meeting WS requirements for a World Championship (minimum 30 competitors from 5 countries in 2 continents). The host may also provide awards or gifts with the prior approval of the ILCA.
- 3 ILCA may also provide other special awards/prizes.
- 4 Before onsite registration, ILCA will provide an export of the entry list that can be used to import into the scoring software used. The format and make-up of the import can be adjusted to the Host needs.
- 5 If different Championship categories are sailed together, the overall fleet results shall be provided only for information. The official results shall be published for each of the championship titles by extraction from the overall results without recalculation. The extraction from the overall results can be based on either or both gender and age.

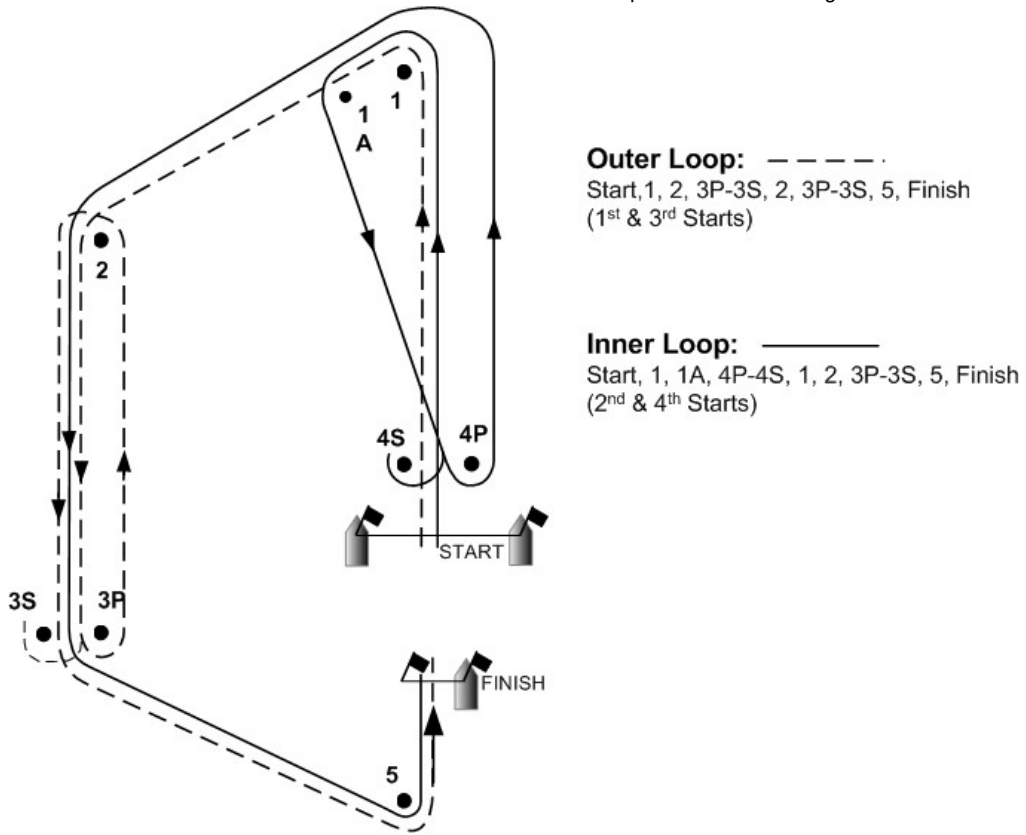
## Opening Ceremony & Prize Giving Ceremony

- 1 The host will organize an opening ceremony including a buffet meal to follow the practice race at which all competitors and guests can be welcomed to the ILCAWC.
- 2 A closing/prize giving ceremony including a buffet meal will follow the last race of the ILCAWC.
- 3 For the prize giving ceremony, the host must provide a suitable stage or three stepped podium, three flag poles on which the national flags of the winners can be hoisted, and an audio system that can be used for announcements and the playing of the respective national anthems.
  - 3.1 ILCA will provide a digital audio copy of the national anthems as well as the national flags of each country of the competitors.
  - 3.2 The host must return the flags to ILCA by 'signed for' courier no later than one week after the ILCAWC has been completed. The cost of returning the flags will be paid by the host.

## Water Based Facilities

### Race area

- 1 Each race area should be approximately 2 nautical miles in diameter and free of commercial shipping and obstructions. The nearest part of the sailing area must be no more than 2 nautical miles from the launching area.
- 2 A maximum 250 sailors can compete per race area. A further race area will be required for each subsequent 250 sailors of part thereof.



- 3 The course will be trapezoid with inner and outer loops, downwind gates and separate start and finish lines.
- 4 The trapezoid course requires 8 inflatable marks and 1 flag buoy finishing mark plus 2 alternate inflatable marks per race area.
- 5 Inflatable buoys must be a minimum of 1.5m height and 0.80m diameter.
- 6 Flag marks must have an orange flag minimum of 0.80m in height attached to a rigid pole at least 1.5m tall.
- 7 All buoys/marks must have sufficient ground tackle to hold location in up to 40 knots of wind and 2.5 meter high waves.

### Race organization boats

- 1 Race organization boats include race committee, jury boats, line boats, mark layer boats and patrol/rescue boats.
- 2 Each race area requires the minimum boats described below:

| Name                                   | Number | Description  | Equipment          | Part of rescue |
|--|--------|--|--------------------|----------------|
| Patrol boat Leader                     | 1      | Able to provide a platform to oversee rescue operation and provide a rescue base | Cell phone and VHF | Y              |
| Patrol boat (also include rescue duty) | 3*     | 5.4m RIB/Dory with a minimum 40HP engine   | VHF or equivalent  | Y              |
| Jury Boat                              | 3      | 5.4m open RIB/sport boats of minimum speed 15kts                                 | VHF or equivalent  | Y              |
| Mark Layer                             | 4      | Capable of towing 3 marks, minimum speed 15kts                                   | VHF or equivalent  | Y              |

|                     |   |  |                    |   |
|---------------------|---|--|--------------------|---|
| Starting Line Boat  | 1 | 6m open RIB/sport boats, minimum speed 15kts   | Cell phone and VHF | Y |
| Finishing Boat      | 1 | A keel boat with engine or similar, capable of carrying 4 people with a minimum speed of 7kts                          | Cell phone and VHF |   |
| Start / Signal Boat | 1 | A keel boat with engine or similar, capable of carrying 4 persons and display starting flags with a minimum speed 7kts | Cell phone and VHF |   |

\* The number of patrol boats is subject to the number of competitors, please see the description below.

- 3 The table above lists the requirements for the minimum race organization boats per race area. The Host must show details of where and how additional patrol boats, etc. will be provided.
- 4 The list above includes the minimum safety provision afloat for 150 competitors or fewer. If the final entry numbers are greater than 150, for each additional 25 competitors afloat, an additional patrol/rescue boat must be provided. e.g. for 200 competitors an additional 2 patrol boats will be required for a total of 5 patrol boats. See the example below.
- 5 Each boat must be equipped with VHF radio communications equipment (or equivalent), safety knives for cutting up to 8mm rope and anchors, and ground tackle to be able to hold station in up to 40kts and 3m high waves.
- 6 Patrol boat crews (2 per boat) shall be experienced at providing rescue cover for single-handed dinghy sailors.
- 7 All race organization boats must have a minimum of 2-crew members/jury on board.
- 8 On each course area the Patrol/Rescue team afloat shall include at least one trained first aid provider and 2 persons (divers/swimmers) capable of entering the water to assist the recovery of sailors.
- 9 An emergency evacuation plan must be in place to deal with a severely injured or disabled sailor that needs to be removed from the course area for medical treatment. The evacuation plan shall be circulated to all organization and support boats.
- 10 There shall also be provision for a Press boat of minimum 6m open RIB/sport boat with a minimum speed 15kts. The press boat shall move between course areas.
- 11 If RIBS or inflatables are not used, replacement 'hard hull' boats must have adequate permanent fendering to protect boats from collision damage when coming alongside and a low freeboard sufficient to pull tired or injured sailors aboard.

**Example for the calculation of the number of patrol boats required for the rescue organization:**

|                    | 80 participants | 120 participants | 200 participants | 350 participants<br>(2 course areas) |
|--------------------|-----------------|------------------|------------------|--------------------------------------|
| Jury Boat          | 3               | 3                | 3                | 6                                    |
| Line boat          | 1               | 1                | 1                | 2                                    |
| Mark Layer         | 3               | 3                | 3                | 6                                    |
| Patrol boat Leader | 1               | 1                | 1                | 2                                    |
| Patrol boat        | 4               | 4                | 6                | 10                                   |
| Total              | 12              | 12               | 14               | 26                                   |

## **Championship Personnel**

### **Race organization personnel**

This list identifies key functions. The responsible personnel for key functions shall form the Organizing Committee (OC) that will prepare the ILCAWC and be on duty during the ILCAWC together with personnel required during the ILCAWC. Some personnel may have more than one function although in general this is not advisable. Key functions may be carried out by more than one person or alternates.

- 1 CHAMPIONSHIP CHAIR – Takes overall responsibility for the ILCAWC.
- 2 RACE OFFICIALS MANAGER – Arranges race personnel, race equipment, scoring.
- 3 BOAT MANAGER – Arranges all race organization boats.
- 4 SOCIAL MANAGER – Arranges shore personnel, hospitality, daily catering ashore and afloat, all social functions.
- 5 SHORE MANAGER – Coordinates onshore volunteers exit and entry to water.
- 6 FINANCE MANAGER – Produces budget and keeps accounts.
- 7 SAFETY OFFICER – Oversees the safety of all people afloat during the ILCAWC.

### **Key personnel required on-site during the LWC**

- 1 Race secretary
- 2 Social secretary
- 3 Beach master/Site Manager
- 4 A helper for every 20 competitors - for assistance launching and landing (fit and strong!)
- 5 Experienced scorer
- 6 A photographer who will post pictures to the Championship website each day free of charge.

### **Daily boat crew requirements**

Per boat afloat during the LWC shall be: (For boat requirements please see section 2 of the Water Based Facilities.)

- 1 Per Patrol Boat – 2 people, at least one of whom is experienced at providing rescue to single-handed sailing dinghies.
- 2 Per Lead Patrol Boat – 2 people.
- 3 Per Line Boat – 3 people.
- 4 Per Mark Layers – 2 people.
- 5 Per Start/signal Boat – 6 people, made up of a Race Officer, flags operator, sound/ timing person, recorder and driver.
- 6 Per Finish boat – 4 people.

### **Race officials and International Jury**

- 1 ILCA will arrange an International Jury consisting of WS International Judges who have experience at international level grade one, continental or ILCA world championships. ILCA will consider any local national judges nominated by the Host for inclusion on the jury.
- 2 ILCA will arrange at least one International Measurer for the measurement process. The measurer(s) may also be a member of the jury.
- 3 ILCA will appoint a ILCA Class Representative to attend the ILCAWC who will be on site during the championship to assist the host in addressing issues that arise during the course of the event.
- 4 The Host will provide experienced local scorers who will produce the daily and overall results.

## **Cost of the Race Officials**

- 1 The host will provide and pay for accommodation for all Jury, Measurer(s) and the ILCA Class Representative. The accommodation shall be a reasonable quality hotel or shared apartment or home hosted with either a catering service or daily food allowance.
- 1 The Host will reimburse all local judges for their travel arrangements.
- 2 ILCA will arrange the reimbursement of travel for all International Judges, International Measurer(s) and the ILCA Class Representative.
- 3 The host will pay all in-country transfers between the ILCAWC venue and airports and/or train stations for all race officials including the Jury, Measurer(s) and the ILCA Class Representative.

## **Entry Process**

- 1 All ILCAWC Entries will be processed by ILCA through a dedicated entry system accessible via internet.
- 2 ILCA will provide complete registration information for all Entries to the Host in an agreed electronic format.

## **Boat Charter**

- 1 The ILCAWC may or may not include charter boat provisions.
- 2 Some ILCAWC events may require all participants to use a charter boat.
- 3 ILCA reserves the right to arrange charter boats and to administer the allocation and payment of charter boats for the ILCAWC.
- 4 For charter boats there must be space available within easy walking distance of the boat park to unload and load containers (20-40 foot / 7-14 meter) or a similar flat bed semi trailer trucks. Local help to unload/load the charter boats before and after the championship will be provided by the Host. Until the ILCAWC begins there shall be a secure location for the charter boats to be stored.
- 5 The charter providers will require a lock up office or container with electric light, broadband internet access, electric power, table and chairs and 1 large (3m x 2m) notice board.

## **Finance, ILCAWC Budget and Contract**

### **Budgets**

- 1 When submitting a bid the organizers must provide a full budget.
- 2 Available for download is a budget spreadsheet that is suggested as the basis of ILCAWC budgets.
- 3 Organizers should provide a minimum of three budgets based on the minimum, maximum and expected number of competitors. If there is a requirement for a variable number of race areas then further budgets should be provided for each increment in race areas. Please coordinate with ILCA to determine the likely range of competitors at the event for which you are preparing a budget.
- 4 Although the host will receive a portion of the entry fee for each sailor registered to compete at the ILCA WC, it has been our experience that successfully hosting a World Championship event requires additional funding sources, including corporate sponsorships or government grants.

### **Entry Fees**

- 1 ILCA will collect all entry fees.
- 2 The entry fee will be set by ILCA with input from the host, based on current expenses involved in organizing a ILCAWC. Contact ILCA to discuss a tentative fee that may be used for purposes of planning and preparing a budget.
- 3 ILCA will deduct from the entry fee an administration charge for entry processing, banking cost for processing the entries, organization of ILCAWC Cubes and trophies, International Jury arrangement and travel.
- 4 The host's part of the entry fee will be the entry fee minus the ILCA deductions.

### **Contract**

- 1 The relationship between the host and ILCA will be governed by a contract.
- 2 Both ILCA and the host must keep full detailed accounts for the event.

### **Definition of completion of ILCA WC**

- 1 The ILCAWC is considered completed once all matters arising from the ILCAWC have been completed. This would normally include the completion of the sailing, the departure of the sailors, break-down of any temporary additions to the site and the final reconciliation of any outstanding administration.

### **Payments**

- 1 Payment of the host's part of the entry fees will be made in two parts. The first 80% paid after the entry closing date. A second 20% payment after the completion of the ILCAWC.
- 2 ILCA will advise the amounts for each payment with a detailed explanation. The host must send an invoice for each payment to enable ILCA to make payment on time.