



Para World Sailing Race Management Manual

2013 - 2016

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World Sailing, Ariadne House, Town Quay, Southampton,
Hampshire, SO14 2AQ, Great Britain
Tel: +44 2380 635111 Fax: +44 2380 635789
Email: para.worldsailing@isaf.com Web: www.sailing.org

Member of the



International
Paralympic
Committee

The IFDS Race Management Manual consists of the following parts:

Part 1 – Rules of Race Management

'Rules' as defined in the 2013 - 2016 Racing Rules of Sailing

Part 2 - Guidelines for the Organizing Authority/Host Organization:

Issues to be agreed between IFDS and the Host Organization and documented in a formal contract.

Part 3 – IFDS Technical Delegate Guideline:

Recommendations for the effective conduct of IFDS sanctioned events.

Part 4 – Appendix for Blind and Vision Impaired Sailing:

Rules, definitions of and information relating to classification and assistive devices.

The objective of the IFDS Race Management Manual is to provide a standard set of rules for racing that take into account the specific situations encountered in running events for sailors with disabilities. Parts 2 and 3 discuss policy and recommendations for IFDS sanctioned events but do not rank as '*rules*'.

Introduction and Background

For a number of years, sailors with disabilities competed in the Netherlands for the International Handicap Trophy. The first World Disabled Sailing Championship recognized by the IYRU (now ISAF) was held in Switzerland in 1991 and subsequently have been held annually in other countries around the world, except in Paralympic Years.

In 1996, sailing was included in the Atlanta Paralympic Games as a demonstration sport and was endorsed as a full medal sport in two disciplines – Three-Person Keelboat (Sonar) and One Person Keelboat (2.4mR) – at the 2000 Sydney Paralympic Games and the 2004 Athens Paralympic Games.

Competition took place at the 2008 Beijing (Qing-Dao) Paralympic Regatta in three disciplines: Three Person Keelboat (Sonar), Two Person Keelboat (SKUD18), and One Person Keelboat (2.4mR).

Competition last took place at the 2012 London (Weymouth & Portland Paralympic Regatta in three disciplines: Three-Person Keelboat (Sonar), Two-Person Keelboat (SKUD18)

World championships are now held in the Paralympic Classes during each year of the Olympic/Paralympic Quadrennium. World championships are also held in Multihulls, Blind Sailing and other disciplines. In addition, regional events are organized to encourage sailors to train for IFDS World Disabled Sailing Championships and the Paralympic Sailing Competition.

IFDS Strongly recommends that experienced sailors be involved in planning and preparing for IFDS events.

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Part 1 - Rules of Race Management

Preamble

The contents of Part 1 of the IFDS Race Management Manual are 'rules' as defined in the 2013-2016 Racing Rules of Sailing.

Interpretation of the Rules of Race Management

In translating and interpreting these rules, the word 'shall' means mandatory and the word 'may' is permissive. It shall be further understood that the words "he" or "his" also represent "she" or "her." In case of a disagreement between versions in different languages, the English text shall govern.

1. General

- 1.1 International disabled sailing events sanctioned by IFDS (IFDS events) shall be governed by:
 - (a) The Racing Rules of Sailing (RRS) in effect at the time of the event.
 - (b) The IFDS Functional Classification System in effect at the time of the event.
 - (c) The IFDS Race Management Manual Part 1 in effect at the time of the event.
 - (d) The Class Rules of boats being sailed at such events.
 - (e) The Notice of Race for the event.
 - (f) The Sailing Instructions for the event.
 - (g) Other 'rules', as defined in the Racing Rules of Sailing, that may be applicable and which are so stated in the Notice of Race and Sailing Instructions.
- 1.2 The IFDS Functional Classification System and Rules of Race Management may be changed for a sanctioned event only with explicit written permission from the IFDS Executive Board or the Technical Delegate, if one has been appointed.
- 1.3 In addition to complying with RRS 75 (Entering a Race), sailors competing in IFDS Level 1 events shall be **citizens nationals** of the country that they are representing and that country shall be affiliated to IFDS through an IFDS Recognized National Authority.

2. IFDS Branding Guidelines

All official documents related to IFDS Approved Events, such as Notices of Race & Sailing Instructions, should be approved by the IFDS Technical Delegate. All such documents should acknowledge IFDS through display of the IFDS logotype in accordance with these guidelines.

2.1 Logotype

Minimum Size

The minimum size that the IFDS logo should be reproduced is dependent upon the print quality

Newsprint 80-100 dpi 30mm overall height

Offset Printing 250 dpi 20mm overall height

Proportions & Arrangement

The relative proportions of height and width, and the arrangement of logo elements and typography **MUST NOT** be varied. The logotype must be scaled proportionally at all times.

Background

Wherever possible, the field or background colour should be white. Grey or blue coloured backgrounds may be used providing the tint does not exceed 15%. Other colours or textured backgrounds should be avoided.

Logotype Colours

The colours employed in the logotype are:



Colour rendition

Printing or mechanical/electronic reproduction processes that do not accurately reproduce the logotype colours should be avoided.

Single Colour, Grayscale & Mono Applications

Where full colour reproduction is unavailable, the logotype may be reproduced as a single colour, grayscale or mono as shown. Black, grey or blue are preferred colours. Bright yellow, green, red or fluorescent colours should be avoided.



2.2 Other information

The event booklet (si's, social program etc) must have a letter from the current President of IFDS featured first among the dignitaries letters

3. Competition Levels and Criteria

- 3.1 There are two levels of Disabled Sailing Events. Based on the Event Level, the event shall meet various criteria and involve various rules as specified.
- (a) **Level 1** (e.g., IFDS Approved World Championships, and the Paralympic Regatta) shall be fully sanctioned, approved and overseen by the IFDS Executive Board;
 - (b) Shall comply with all of Part 1 of this Race Management Manual and the IFDS Functional Classification System;
 - (c) Shall include an IFDS appointed Technical Delegate, an IFDS appointed and ISAF approved International Jury, an Adaptations Committee, a full International Classification Committee, Class Measurers or Equipment Inspectors and Principal Race Officer;
 - (d) Shall follow with Part 2 of this Race Management Manual.
 - (e) **Level 2** (e.g. International Championships, non-World Status International Events and other events sanctioned by IFDS).
 - (f) Shall be recognized by IFDS and scheduled on the IFDS calendar;
 - (g) Shall comply with all of Part 1 of this Race Management Manual and the IFDS Functional Classification System;
 - (h) Shall include a Classification Committee, an IFDS appointed Technical Delegate and an IFDS appointed and ISAF approved International Jury or Protest Committee;
 - (i) Shall follow with the Provisions of Part 2 of this manual except as they may be waived with the approval of the IFDS Executive Board.

4. Classification Requirements

- 4.1 The classification requirements for competing in any IFDS event shall be published in the Preliminary Notice of Race, the Notice of Race, or six months prior to the event, whichever is earlier.
- 4.2 It is a sailor's responsibility to be properly classified before sailing in an IFDS sanctioned event. Proper classification is proven by:
- (a) listing of the sailor on the current IFDS Classification Master List as being properly classified (available online at <http://www.sailing.org/sailors/disabled/competition.php>)
 - (b) confirmation that an unclassified sailor, or one with an N or R rating, appears on the classification schedule and that he is subsequently classified and found eligible to compete at that event.
- 4.3 A fee may be charged for administration and review.
- 4.4 Sailors shall resolve any conflicts between Measurement and Classification schedules with the Measurer and the Classification Committee.
- 4.5 The maximum number of Classification Points for an individual to compete in an IFDS event shall be 7.
- 4.6 Protests regarding a sailor's classification or a crew boat combined point total shall be heard according to the IFDS Functional Classification System.
- (c) Note 1: Details of classification and related protests are outlined in the current IFDS Functional Classification System Manual, which can be accessed via the website at <http://www.sailing.org/sailors/disabled/competition.php>

5. Adaptations

- 5.1 Adaptations are defined as equipment and/or modifications to a boat (such as, but not limited to, steering devices, a chair or transfer bench) which are designed to assist the sailor while sailing.
- 5.2 Adaptations:
- (a) shall comply with existing class rules;
 - (b) shall not raise the sailor more than 200 mm above the existing seat level; except SKUD18';
 - (c) shall not improve the sailor's performance beyond that of an able-bodied person;
 - (d) shall not materially change the sailing characteristics of the boat;
 - (e) shall not be judged unsafe, as determined by the Adaptations Committee.
- 5.3 Any competitor may be protested if he or she uses personal assistive devices and/or adaptations that were not presented as part of his or her classification evaluation.

6. Crew Classification and Actions of the Crew Within the Boat

6.1 In the three-person keelboat event:

- (a) The combined points for the three-person boat discipline shall not exceed fourteen.
- (b) At least one crew member shall remain entirely in the cockpit, and shall not be permitted to sit or lie on the side deck and shall not hike out. No part of his upper body, except for hands and forearms, shall touch the deck;
- (c) Members of the crew shall not go forward of the shrouds or onto the cabin top except temporarily to clear a line or in case of an emergency;
- (d) For the two remaining crew members, the options of hiking/sitting out and the fittings to do so shall be in accordance with the class rules of the boat being used for the event.
- (e) In events where the Sonar is the designated equipment, the legs, buttocks and torso of one crew member shall remain aft of the traveller at all times. A 25mm taped black line shall indicate the extension of the traveller, the after edge of which shall be a projection of the after face of the moulded recess of the traveller. The taped line shall be added during measurement.
- (f) Penalties for breaking rules in RMM 5.1: When a protest committee decides that a boat has broken RMM 5.1 (b), (c), (d) or (e), or a class rule, it may disqualify the boat or impose a scoring penalty of any percentage to be calculated in accordance with RRS 44.3(c), or give a warning.
- (g) The 25mm band that limits the aft person position forward in the Sonar shall be set by the Sonar Measurer from data taken from previous IFDS World Championships.
- (h) The measurement is from the aft face of the raised deck coaming and the band is positioned with its aft edge set by the measurer. The distance forward will be posted by the Measurer on the Official Notice Board along with the sign-up sheets at 1700 hours on the day prior to the start of the Official Measurement.

6.2 In the Paralympic two-person keelboat event where the SKUD18 is the designated equipment:

- (a) At least one crewmember shall be female, and at least one crew member shall meet the classification criteria for TPA. These two requirements may be met by the same person.
- (b) One crew member shall be designated the 'Trimmer', and may adjust sheets, halyards and other sail control lines. All sheets, halyards and other control lines shall be led to the Trimmer's position except as permitted in 5.2(c) below. The Trimmer shall not steer the boat while racing.
- (c) One crew member, classified as TPA, shall be designated the 'Helmsperson', and shall steer the boat all times while *racing*. Only one sail control line, which shall not include sheets, the spinnaker halyard or the spinnaker retrieval line, may be led to the Helmsperson's position.
- (d) Where centreline seating is specified, in accordance with SKUD18 Class Rules, the Helmsperson shall occupy the aft seat and the steering mechanism shall be accessible and operable only from that position.
- (e) Upon written permission granted by the Event Measurer and the Event Classifiers, a crew member classified as TPA, and sailing with a crew member classified as TPB, may be designated the Trimmer. This does not change the permitted activities of the Helmsperson and the Trimmer as described in 5.2(a) and 5.2(b) above.

6.3 For Level 1 and Level 2 Events

- (a) SKUD18 helm and crew must be safely secured to their seats at all times while racing, by appropriate restraints.
- (b) At their loosest adjustment, the restraints must keep the crew seated and within 10 centimetres of the seat backrest (including any back cushion which shall not be removed after measurement) at the measurement point described below at all times and in any crew position. If using a single restraint, the restraint shall cross the pelvic area of the sailor.
- (c) This means that the measurement shall take place in full sailing outfit (foul weather gear, Personal Flotation Device (PFD) and all other needs for safety).
- (d) The measurement point is located in the mid-plane of the bracket back rest, 10cm above the sitting surface.
- (e) Restraints must be sufficiently robust to prevent accidental release in case of capsize.
- (f) Each and every release mechanism must be identified with bright red or yellow tag for ease of identification in case of emergency.

6.4 Amendments to Class Rules regarding Movement of the Crew within the Boat may be made in the Notice of Race and Sailing Instructions for individual events, but only with the consent of the Class.

6.5 Communications: In the Two-Person Keelboat, when approved by the Classification Committee, a closed radio transmission system designed to amplify and enhance communications between the helmsperson and crew may be used. Such a system shall be Blue Tooth or similar very short range radio system.

6.6 2.4mR Class Competition Format

Until 31 December 2015, One-Person Keelboats, 2.4mR's shall compete in IFDS Level 1 events under the following rules:

- (a) The 2.4 Norlin OD Class Rules
- (b) Or

- (c) The International 2.4mR Class Rules (2013 V2) and Section K – Paralympic Class version 2011-10-08 of the International 2.4mR class rules.
- (d) From 1 January 2016, One-Person Keelboats, 2.4mR's shall compete in IFDS Level 1 Events under the 2.4 Norlin OD Class Rules.

6.7 Section K – Paralympic Class version 08.10.2011

K3.1 WEIGHT

- (a) The weight in C5.1 shall be minimum 253kg and maximum 254kg and may exclude the weight of the seat.
- (b) The horizontal distance from 0.55 x LWL to the centre of gravity of the **boat** when its water line (baseline) is horizontal shall be 1343mm \pm 27mm.

K3.2 BALLAST

- (c) The ballast shall be internal in the boat and removable from the inside of the boat. It shall be divided in lead pigs consisting of minimum 8 pieces and maximum 16 pieces. The maximum weight of one pig is 30kg.
- (d) Ballast pigs shall have their primary dimension in horizontal direction.
- (e) The maximum weight of the ballast while racing, including any equipment placed below the floor, but excluding one electrical pump weighing not more than 0.400kg, one manual bilge pump made of plastic, and adherent hoses and cables, is 181kg.
- (f) All equipment made from metal denser than aluminium alloy, not used for construction purposes, shall be regarded as ballast except a battery when it is placed above the floor.

K3.3 CORRECTOR WEIGHTS

- (g) Corrector weights of lead (including batteries containing lead and weighing less than 2.7kg) shall be securely fixed according to (b) when the boat weight is less than the minimum requirement.
- (h) Corrector weights shall be placed in the cockpit area above the floor and be located such that the centre of gravity of the boat is within the limits according to K3.1 (b) above.

K5.3 KEEL TIP WEIGHT (does not apply)

K6.1 RUDDER

- (i) Boats sailed by IFDS classified sailors in IFDS qualification events and the Paralympics shall have the deep standard rudder. Dimensions of the rudder shall comply with templates given in the 2.4mR One-Design Building Specifications

7. Change of Crew

- 7.1 Only one change of crew shall be permitted during an event and only as a result of illness or injury.
- 7.2 Any such changes shall occur only with the written permission of the Technical Delegate, if appointed, or the Race Committee if no Technical Delegate has been appointed.
- 7.3 Any such change of crew shall not cause the team to become ineligible to compete under the Rules of Race Management or the Functional Classification System.

8. Safety

8.1 Life Jackets

- (a) Athletes shall wear Personal Flotation Devices (PFD's) at all times while afloat except temporarily, when not '**racing**', for reasons of safety, comfort, well-being or personal hygiene.
- (b) The use of an inflatable buoyancy aid that is stored uninflated in a belt pack does not comply with the definition of 'wear'.
- (c) Competitors shall not wear inflatable personal **flotation** devices if using a chest harness or shoulder straps to restrain them in the seat.
- (d) PFD's shall be in good condition and shall comply with specifications approved by:
 - A Recognized National Authority (IFDS Member);
 - A Member National Authority (ISAF Member);
 - A state of national standards organization;
 - A state or national certification authority.
- (e) RMM 8.1 (a), (b) & (c) shall not be enforced in the case of a very severely disabled person (VSDP) for whom, in the opinion of the Technical Delegate (TD), after consultation with the Chief Classifier, the wearing of a conventional PFD would result in diminished safety.
- (f) VSDP's seeking relief from RMM 8.1 (a), (b) & (c) above shall present themselves with supporting documentation to the TD or Assist Technical Delegate (ATD) before the end of measurement.
- (g) Responsibility for the effectiveness of a PFD used by a VSDP shall be borne by the wearer. Responsibility for not wearing a PFD shall be borne by the VSDP.
- (h) As required by RRS 1.2, each competitor is individually responsible for wearing a personal flotation device adequate for the conditions.
- (i) RMM 8.1 (a), (b), (c) & (d) change the preamble to Part 4 RRS 40.

8.2 Thermoregulation

- (a) Thermoregulation (both cooling and heating) devices, other than conventional clothing, may be worn by sailors except that such devices shall not be worn while *racing* as defined by the Racing Rules of Sailing (RRS).
- (b) A sailor wearing a thermoregulation device while racing breaks RRS 43.1(a).
- (c) The weight and placements of batteries or other equipment associated with thermoregulation devices shall be governed by Class Rules.
- (d) This rule may be changed by Class Rules or by the Notice of Race and the Sailing Instructions, but not for the Paralympic Competition, and any such changes shall comply with RRS 43.1(b).

8.3 Providing Assistance

- (a) Coaches may go to the assistance of competitors, without interfering with other racers, if they consider that the safety of the sailor is at risk.
- (b) Once assistance has been provided, a boat shall retire immediately from the race. Every effort shall be made to notify the Race Committee of this action.

9. Requesting Assistance

- 9.1 A boat requiring assistance may drop her jib, luff her sails, display Code Flag “L”, or take such other actions as may be specified in the Sailing Instructions. A boat using Code Flag “L” shall provide its own flag.

10. Technical Delegate

- 10.1 A Technical Delegate shall be appointed by IFDS for Level 1 and Level 2 events.
- 10.2 The Technical Delegate shall have final authority to rule on all racing and organizational issues that may relate to disability and the conduct of the event to assure conformity to IFDS Rules and International Paralympic Committee Rules where applicable.
- 10.3 Further, the Technical Delegate:
- (a) Shall have the authority described in ISAF Regulation 25.9.6;
 - (b) Shall approve any written permission given by an owner of a chartered boat for drilling holes or attaching adaptations to the boat;
 - (c) Shall have the authority to require that the Race Committee postpone racing, on shore or afloat, to abandon any race or to abandon racing for the day based upon his assessment of wind, sea and/or weather conditions;
 - (d) Shall represent IFDS in all matters related to the conduct of racing, including requiring that the Race Committee perform necessary actions if, in the judgement of the Technical Delegate, the safety of competitors or the quality of racing is being, or is in danger of being, materially compromised;
 - (e) Shall not be of the same nationality as the host organization except in exceptional circumstances which shall be approved by the IFDS Executive Board.

11. Adaptations Committee

- 11.1 An Adaptations Committee shall be formed to rule on adaptations for Level 1 Events. The committee shall consist of an International Classifier, the Technical Delegate, and the Event Measurer or Equipment Inspector for the Class.

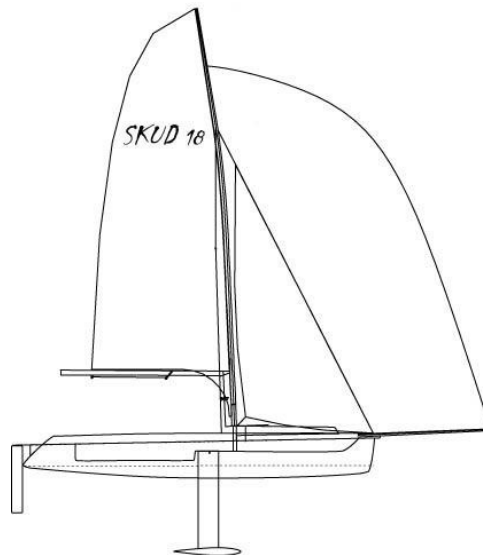
12. Course Length and Race Duration

- 12.1 Course length shall be calculated so as to have a race whose target time is between 50 and 75 minutes for the first boat to finish. Failure of the first boat to sail the course and finish within the target time shall not be grounds for redress. This changes RRS 62.1(a).
- 12.2 Courses may be shortened in accordance with RRS 32 but not prior to the completion of the second windward leg.

13. Time on the Water

- 13.1 IFDS RMM Part 1, Rule 12 (Time on the Water) is deleted. A revised version is now included in RMM Part II (14.14) where it ranks as a guideline not a ‘rule’.

Addendum to Part 1



Information to the New IFDS RMM 6.3

6.3 Level 1 & 2 Events

- (a) SKUD18 helmsman and crew must be safely secured to their seats at all times while racing, by appropriate restraints.
At their loosest adjustment, the restraints must keep the crew seated and within 10 centimeters of the seat backrest (including any back cushion which shall not be removed after measurement) at the measurement point described below at all times and in any crew position. If using a single restraint, the restraint shall cross the pelvic area of the sailor.

This means that the measurement shall take place in full sailing outfit (foul weather gear, PFD and all other needs for safety).

- (b) The measurement point is located in the mid-plane of the backrest, 10 cm. above the sitting surface.
- (c) Restraints must be sufficiently robust to prevent accidental release in case of capsize.
- (d) Each and every release mechanism must be identified with bright red or yellow tag for ease of identification in case of emergency.

Note: After this measurement is completed, both the Helmsperson and Crew must sign a measurement declaration document verifying compliance with Rule 6.3.

Herewith the special section added in the SKUD18 measurement form:

RMM 6.3	Checked
Measurement, Checked and Agreed	
Signed by Helmsperson	
Signed by Crew	

Part 2 - Guidelines for the Organizing Authority/Host Organization: To Be Agreed Upon Between the IFDS Executive Committee and the Organizing Authority - Revised November 2009

14. Introduction

Part 2 of the IFDS Rules of Race Management (“RRM”) is designed to provide guidance to event organizers as to how IFDS wishes its events to be run. The topics outlined in this section are neither ‘rules’ as defined in the Racing Rules of Sailing (“RRS”) which are covered in RRM – Part 1 nor matters covered by Part 3.

The matters discussed in this section fall into the category of good practice and desired procedures. Event organizers are bound by this items, which may be changed only with – and approval of – the IFDS Technical Delegate, because of practicality or because the Organizers can achieve the desired results in a more effective way.

IFDS believes that the recommendations and draft contact in this section will assist Host Organizations to avoid many potential pitfalls and difficulties.

15. Documents, Facilities, Committees and Organization

15.1 Accessibility

All competition areas at the venue and accommodations for an event shall be accessible for people with physical disabilities and negotiable by people with vision impairment.

15.2 Notice of Race

- (a) The Notice of Race shall be posted on the IFDS Website no later than 9 months before the event. Preliminary Sailing Instructions shall be posted on the IFDS website no later than 30 days before the event.
- (b) The Notice of Race and Sailing Instructions shall conform to the requirements of Appendix J and follow the form as laid out in Appendices K and L of the Racing Rules of Sailing.

15.3 Courses

- (a) Courses shall be trapezoid or windward/leeward with lengths appropriate to conditions. An offset mark should be used at the weather mark, and gate marks may be used for the leeward mark.
- (b) In exceptional circumstances and only with the approval of the Technical Delegate, other course configurations may be authorized.
- (c) The Technical Delegate shall approve the selection of courses for each class.

15.4 Protest Time Limit

- (a) The time limit for protests shall end no less than 60 minutes after the docking of Race Committee Finish Boat(s). Docking time shall be posted on the Official Notice Board.

15.5 Event Series

- (a) In Level 1 Events, four completed races shall constitute a championship series. Thereafter, if at least five races are completed, a boat's worst score shall be discarded. A further discard may be considered after nine races have been completed and scored.
- (b) In Level 1 Events, the Low Point Scoring System (RRS A4) shall be used as amended in the Sailing Instructions.

15.6 Classification, Measurers, Principal Race Officer

- (a) An International Jury shall be appointed by IFDS, and approved by ISAF, for all IFDS Level 1 events.
- (b) To the extent required by ISAF, an International Race Officer shall be appointed as Principal Race Officer for Level 1 and Level 2 Events.
- (c) The International Classification Committee shall consist of two teams, composed of two International Classifiers in each team as specified in the current IFDS Functional Classification System Manual.
- (d) A minimum of one measurer, responsible for each class, shall be appointed by the IFDS for Level 1 and Level 2 Events; such appointments shall be agreed upon by the IFDS, the relevant class association(s) and the host club/organization.

15.7 Insurance

- (a) The Organizing Authority shall acquire and maintain appropriate insurance including without limitation, insurance for a comprehensive general liability insurance in an amount of no less than € 5,000,000 per occurrence, covering legal liability in respect of personal injury, property damage, and products (food, drink and merchandise supplied) arising out of the organization, promotion and management of the Event by the Organizing Authority, indemnifying:
- (b) The Organizers, including all of its personnel, volunteers and others, including members of the International Jury, Classifiers, Technical Delegate, Principal Race Officers and members of the Race Committee, assisting in the organization of the Event;
- (c) The Yacht Club(s) involved and Host National Authority each as an additional named insured for their respective rights and interests;
- (d) Any suppliers, resulting from use of their boats and equipment during the Event, as an additional insured for their respective rights and interests;
- (e) Each event sponsor as an additional named insured for their respective rights and interests;
- (f) The International Sailing federation (ISAF), the International Association for Disabled Sailors (IFDS) each as an additional named insured for their rights and interests.

15.8 Technical Delegate

- (a) Procedures for Appointment
 - i) Any RNA may recommend people to become Technical Delegates. These people should;
 - (1) be experienced yachtsmen/women, preferably good racing sailors;
 - (2) know all IFDS rules and recommendations affecting IFDS/ISAF/IPC official events;
 - (3) have strong knowledge of the ISAF Racing Rules of Sailing;

- (4) have considerable experience of previous IFDS International Events and have served as a race officer or member of an Organizing Authority for a previous event;
- (5) have disability awareness.
- (ii) Recommendations of persons for Technical Delegates will be considered by the IFDS Executive Committee.
- (b) The Technical Delegate shall always act in accordance with IFDS Rules and other relevant regulations.
- (c) Before the Event, the Technical Delegate is responsible for the following matters:
 - (i) Site inspection to ensure that the facilities and competition equipment conform to IFDS Rules and requirements;
 - (ii) Selection of the Judges

The IFDS maintains a list of International Judges who have been members of an IFDS approved International Jury at previous disabled sailing events and who are considered particularly well qualified to judge at IFDS Sanctioned Events. The Technical Delegate shall coordinate with the Host Organization, IFDS and, if necessary the host country MNA in the selection of the Jury.

At least one member of the Jury shall have previous experience at disabled sailing events;
 - (iii) Jury Secretary

The Technical Delegate shall ensure that the Host Organization appoints a well organized person knowledgeable in Jury administration and procedures to act as Jury Secretary. A National Judge from the host country is often suitable and can provide that person useful experience with respect to both International Jury work and IFDS events.

The Jury Secretary shall speak fluent English.
- (d) Principal Race Officer

The Principal Race officer shall be appointed by the Organizing Authority in consultation with the Technical Delegate and, if necessary, the Host Country MNA.

15.9 Technical Delegate/Organizing Authority Checklist

To assist the liaison between both parties, the Organizing Authority shall provide the following information to the Technical Delegate:

- (a) Boats: classes, supplied or chartered, class rules, handbook(s) of relevant classes;
- (b) Venue: access, rooms, docking, moorings, hoists;
- (c) Sailing conditions: size of sailing area, weather conditions, course location(s), islands, etc;
- (d) First aid, safety and rescue strategies;
- (e) Notice of Race: draft;
- (f) Sailing Instructions: draft;
- (g) Officials: Principal Race Officer, Race Committee, International Jury, International Classification Committee, Measurer(s) approved by IFDS for each class participating, other staffing;
- (h) Event budget;

- (i) Sponsorship pledges;
- (j) Volunteers;
- (k) Event program;
- (l) Logistics: accommodations, catering, etc.;
- (m) Boat rotation system (where applicable).

15.10 Safety and Rescue

- (a) A planned, written strategy for response to any emergency, on or off the water, should be co-ordinated through the Regatta Office. This plan should include liaison with emergency services and be approved by the Technical Delegate. All participants should be informed of the existence of and means to access medical assistance, including the name of the Medical Officer. This information should be posted on notice boards and supplied to participants with their registration packets.
- (b) A Safety and Rescue Officer shall be appointed to co-ordinate the response to any emergency.
- (c) Full rescue cover should be in place throughout official on-water practice times and racing.
- (d) Race Officials and Safety Boat personnel should be trained in man overboard drills in addition to powerboat operation. It is also recommended that every official powerboat be equipped with a first aid kit and a life ring and cushion that can be thrown. Sailboats should consider similar recommendations in accordance with the class rules. A rescue boat should follow the last boat back to the harbour.
- (e) An event Medical Officer shall be appointed by the Host Organization and a first aid room with appropriate facilities shall be made available. The Medical Officer should be a Medical Doctor or equivalent with a license to practice medicine in the event area. Adequately trained first aid providers or assistants should be on duty at all times during the event.
- (f) Venue Safety: Site evaluation for the venue should include an assessment of accessibility of rooms, lifts, toilets, docks, moorings, parking and housing, appropriate ramps and assistive devices. Hazards for the visually impaired should be included in this assessment. Regatta organizers and rescue personnel should be briefed on the physical limitations of disabled people and the safety issues related to this population.

15.11 Boats – Equipment and Management

- (a) Support boats (rescue, medical, race officials, and coaches) shall be clearly marked to indicate their function. Those boats not directly involved in race management, judging, or classification, shall be kept outside the racing area, which shall be clearly defined in the Sailing Instructions.
- (b) All boats involved in race management and safety should be equipped with radios for communication between boats and for boat-to-shore.
- (c) The choice of competition equipment (Classes of boats) should be published as soon as feasible before the event, together with details of any charter fees, insurance or other costs, where applicable.

15.12 Boats for Officials

- (a) 6 boats should be made available including:
 - 1 for the Technical Delegate;
 - 3 for the Jury;
 - 2 for the Measurer(s) and Classification Committee to monitor activity during practice sailing and racing.

15.13 Weather Forecasting

- (a) A weather briefing should be given before each racing day.
- (b) Updated and constant checks should be made with a weather forecasting agency throughout the racing period and the Race Committee should be kept informed of any likely changes or deterioration in conditions.

15.14 Time On The Water

- (a) The Time on the Water period begins one hour prior to the first scheduled Warning Signal of the day, or at the time that AP Ashore is lowered, **whichever is later**.
- (b) Time on the water shall not normally exceed 6 hours except with the consent of the Technical Delegate if one has been appointed. This consent shall be granted only when wind, waves, temperature, and humidity are moderate.
- (c) The Warning Signal for a race shall not be made later than such time as would permit the race in question to be completed:
 - i) within six hours of the start of the Time on the Water Period; and
 - ii) within the Time Limit described in the Sailing Instructions. Except as described in 14.14(b).
- (d) Except with the consent of the Technical Delegate, time on the water shall be reduced to not more than five hours:
 - i) when sustained winds exceed 18 knots or when sustained winds exceed 15 knots and sea state can be described as 'difficult'. A good example of a 'difficult' sea state would be a short steep chop, generated by wind against current in relatively shallow water.
 - ii) when temperatures are lower than 15°C, or temperatures higher than 30°C along with high relative humidity, prevail.
 - iii) if the Time on Water exceeded 5.5 hours on the previous day.
- (e) A twenty (20) minute break shall be provided for each class so that competitors may attend to personal hygiene or other activities. This break shall occur either after the second race of the day or as soon after 4 hours on the water as possible, whichever is earlier. Competitors or their coaches are requested to inform the RC Signal Boat as soon as they are ready to resume racing.
- (f) In the event that the Race Committee, on the water, displays "AP over H" (races are postponed, more information on shore) or "N" over "H" (races abandoned, more information on shore):
 - i) the Time on the Water "clock" shall be reset to zero and shall restart in accordance with 14.14.1; and
 - ii) "AP" over "H" and "N" over "H", when used, shall remain displayed for not less than 90 minutes to permit sailors to leave their boats and perform necessary tasks.

15.15 Organizing authority (OA) – Recommended Personnel

15.16

Organizing Authority Chairperson	Responsibility Conducting meetings of the organizing committee, primary spokesperson for the event.
Event Manager	Coordination of the event preparations and day to day management of the event.
Accommodation Officer	Locating, Inspecting and Reserving suitable accommodation for officials and reserving blocks of rooms suitable for sailors with disabilities and their care givers.
Beach Master	Rigging, Launching and Retrieving.
Catering and Social Events Officer	Lunches, Opening and Closing Dinners, other social events
Hospitality Officer	Opening and Closing Ceremonies, Invited guests.
Medical Officer	Medical Care of Participants, Officials, Principal Race Officer involved in the regatta.
Press Officer	Media Activities.
Principal Race Officer	Race Management, Overall On-Water Activities.
Regatta Office Manager	Accreditation, Weather forecasting, Information and Race Results.
Site Logistics Officer	Access around the Venue.
Sponsorship Officer	Funding in Cash and Kind, Liaison with Sponsors.
Safety and Rescue Officer	Safety and Rescue Boats, First Aid, Respond to Emergencies on Shore and Afloat.
Transportation Officer	Transfers between the Airport, Accommodation and Sailing Venue.
Treasurer	Event Budget, Accounting and Auditing.

15.17 Other Event Officials

Officials	Responsibility
IFDS Adaptations Committee (Comprised of Technical Delegate, Chief Measurer & Chief Classifier)	Approval of Adaptations.
Bosun	Boat Management and Maintenance on Shore and Afloat (supplied boats).
International Classification Committee	Functional Disability Classification.
International Jury	Interpretation of the Rules of the Event.
Measurer	Documentation of Correct Weight and Dimensions of Boats, Correct Sail Dimensions.
Technical Delegate	IFDS Liaison, All Issues Related to Disability, planning and conduct of the event

15.18 Expenses

All expenses related to travel, accommodations and meals for the following are the responsibility of the Host Organization:

- (a) 4 Classifiers;
- (b) 1 Measurer per class competing;
- (c) 6 Jury Members;
- (d) 1 Technical Delegate.

16. IFDS Event Contract

This agreement is made on **Insert Date**

Between:

- (a) International Association for Disabled Sailing (IFDS), and
- (b) **Insert Organization Name** as the Organizing Authority (The Organizer).

Whereas:

- (c) The IFDS is the owner of all rights in the **Insert Full Event Name** and has transferred those rights to the Organizer.
- (d) The IFDS has agreed to appoint **Insert Organizing Authority Name** as the Host Organization in conjunction with IFDS of the event and the Host Organization has accepted such appointment on the terms and conditions herein contained.

Now it is hereby agreed as follows:

17. Definitions

In this agreement the following words shall have the following meanings:

Boat shall mean the boats approved by the IFDS for use in this Event.

Conditions shall mean the current Conditions for the above Championship.

Event shall mean the above Championship to take place at the Venue during the Event Period.

Event Fee shall mean the Event Fee as described in the Conditions and approved by the IFDS.

Event Period shall mean the dates as agreed with the IFDS.

Organizer shall mean **Inset Host Organization Name**.

Manual shall mean the IFDS Race Management Manual.

Venue shall mean the venue for this Championship.

FCS shall mean the current IFDS Functional Classification System.

18. Appointment of Organizing Authority

- 18.1 The Organizing Authority, in accordance with the RRS 89.1, is **Name of Organizer** in conjunction with IFDS. IFDS hereby appoints the Organizer to be fully responsible, at its

sole expense, for the entire organization of the event in accordance with the conditions, the Race Management Manual, the Functional Classification System, this contract and the budget.

- 18.2 The Event shall be organized in the IFDS spirit, by which no discrimination is allowed, regardless of race, religion or political affiliation.
- 18.3 The Organizer hereby acknowledges that all rights in the event, including without limitation the television and radio, broadcasting, cable, internet and satellite rights, are and will remain the exclusive property of the IFDS.
- 18.4 The IFDS hereby grants to the Organizer the right to secure sponsorship in accordance with the terms and conditions of this contract.
- 18.5 The Organizer hereby agrees that it will not, in any existing or future local sponsorship contracts, agree to any terms or conditions that would be in conflict or otherwise interfere with the IFDS' existing sponsorship contracts for the Event.
- 18.6 Organizer hereby agrees that it will not, in any existing or future local sponsorship contracts, agree to any terms or conditions that would be in conflict or otherwise interfere with the IFDS' existing sponsorship contracts for the Event.

19. Title Sponsor

- 19.1 In a case where the IFDS has introduced an organization that has agreed, or subsequently agrees, to become the Title Sponsor for the event, funds received from the title sponsor shall be divided as follows: ten per cent (10%) of the gross amount received to IFDS and the balance to the Organizer.
- 19.2 IFDS shall have the sole right to approve or reject all sponsors and advertising for the event.

20. Event Format

- 20.1 The format and the schedule of racing for the Championship shall be as approved by the IFDS.

21. Responsibilities of IFDS

With respect to the Event, the IFDS is responsible for:

- 21.1 Approving the Venue and Event Period;
- 21.2 Providing guidelines to the Organizing Authority in organizing the Event as determined in the Race Management Manual and FCS;
- 21.3 Deciding any disputes regarding participation;
- 21.4 Approving the Notice of Race and Sailing Instructions;
- 21.5 Approving the Event Fee;
- 21.6 After consultation with the Organizer, the appointment of:
 - (a) IFDS officials such as Technical Delegate(s) who shall be the authorized agent/s of IFDS for the event;
 - (b) Classifiers and Measurers;

(c) An International Jury, with final approval by the ISAF.

21.7 Approving the appointment of the:

- (a) Event Director;
- (b) Principal Race Officer.

21.8 Establishing the program of the Event, format of racing and disciplines to be sailed;

21.9 Deciding the type and specifications of boats and equipment to be used in the Event;

21.10 Assistance with communications before and during the event, such as announcements on websites, information to NPC's (National Paralympic Committees) and RNA's, information to press and so on;

21.11 Training officials for the specific 'disability' aspects of the regatta;

21.12 Full support in acquiring sponsorship;

21.13 Where needed secretarial support in drafting letters/Notices of Races/Sailing Instructions and so on.

22. Rights and Responsibilities of the Organizer

22.1 The Organizing Committee shall be responsible for providing a detailed budget that is attached to and part of this contract.

22.2 The Organizer shall be responsible for providing at its own cost:

- (a) All race management and race management facilities including boats;
- (b) Facilities suitable to encourage informal contact among the participants and between them and the members of the International Jury and the Organizing Authority and recognizing the need for an efficient administration of the Championship;
- (c) Suitable full board accommodation and economy travel expenses for accredited officials for the duration of the Event. (Judges, Race Officer(s), Classifiers and Measurers);
- (d) Suitable full board accommodation and economy travel expenses for the IFDS Technical Delegate;
- (e) Necessary local transportation for accredited teams and officials;
- (f) A tried and tested results system;
- (g) An official Event Photographer, and to use its reasonable endeavours to make available copyright free pictures for the use by the media and the IFDS;
- (h) An Event Internet site which the IFDS can use to link to their website, which should provide daily results/event reports during the Championship;
- (i) Such other services and facilities as outlined in the Manual;
- (j) Arrange at least one visit to the venue by the Technical Delegate prior to the event and to enable him/her to inspect the proposed venue and accommodation for the participants;
- (k) Arrange for spectators to observe the racing from a vessel or location that is wheelchair accessible.

22.3 The Organizing Committee shall supply well in advance for approval of the IFDS:

- (a) Proposed day-by-day timetable of events;

- (b) Details about technical facilities and equipment;
- (c) The text of all printed material including:
 - i) The Notice of Race (based on the ISAF RRS Appendix K);
 - ii) Entry forms;
 - iii) Posters and other publicity material;
 - iv) Event program;
 - v) Sailing Instructions (based on the ISAF RRS Appendix L);
 - vi) Race Management Forms;
 - vii) Jury forms.
- (d) Proposed arrangements for the accommodation of the participants.

22.4 The Organizer shall publish all documents in English and shall use its reasonable endeavours to distribute relevant documents to the RNA's, competitors and on the official website. The Organizer shall ensure that the IFDS logo and the Event Logo appear in accordance with the specifications supplied by the IFDS on all printed material unless otherwise indicated by the IFDS.

22.5 The Organizer shall only refer to the Event, as per the event title approved by IFDS. The short event title **Insert Event Title** may also be used.

22.6 The Organizer shall use its reasonable endeavours to negotiate with international air, road, rail and shipping carriers for special rates for transportation of competitors and equipment to and from the Event.

22.7 Immediately after the Event has finished, the Organizer shall send the final results to the IFDS, signed by the IFDS Technical Delegate and within two months after the Event an evaluation report for presentation at the next IFDS Executive Committee Meeting. A similar report shall be prepared by the IFDS Technical Delegate.

23. Insurance

The Organizer shall:

23.1 Ensure all appropriate insurances, including without limitation marine and general liability insurance, are maintained for the competition boats during the entirety of the Event, and;

23.2 Hold a comprehensive general liability insurance in an amount of not less than **Insert Amount in local currency (usually equivalent to €5 Million Euros)** per occurrence covering legal liability in respect of personal injury, property damage and products (food, drink and merchandise supplied) arising out of the organization, promotion and management of the Event, indemnifying:

- (a) The Organizing Authority including all personnel, volunteers and persons who assist in the organization and conduct of the Event;
- (b) All officials appointed by the IFDS;
- (c) The Host/Supporting Yacht Club as an additional insured for their respective rights and interests;
- (d) The Suppliers, resulting from use of the Boats and equipment during the Event, as an additional insured for their respective rights and interests;
- (e) The Event Sponsors as an additional insured for their respective rights and interests;

- (f) **Insert name of RNA/MNA** as an additional insured for their respective rights and interests;
- (g) The IFDS and its subsidiaries as an additional insured for their respective rights and interests.

24. Media

The Organizer shall provide adequate facilities for the International Media and shall use its reasonable endeavours to arrange National and International television, website and print media coverage of the Event.

25. Boats and Equipment

The Organizer shall endeavour to arrange for the supply of a sufficient quantity of boats for charter. All boats supplied shall fully comply with their Class Rules and Building Specifications and shall be of uniform high standard of construction and finish.

26. Organizer's Warranties

The Organizer hereby warrants to the IFDS that:

- 26.1 It is and will remain fully entitled to enter into this agreement;
- 26.2 It shall not raise the Event Fee above the agreed amount of **Insert maximum entry fee in Local Currency** per boat.

27. Termination

Either party may terminate this agreement by written notice to the other upon the occurrence of any of the following events:

- 27.1 The other has committed a breach of any of the terms herein and - where such breach is capable of being remedied - has failed to remedy the same within 28 days of receiving a notice specifying the breach and requiring its remedy;
- 27.2 If the other goes into liquidation, receivership, becomes insolvent, ceases, threatens to cease to carry on its business, or becomes unable to pay its debts or there is a change of control.
- 27.3 If the event is cancelled for whatever reason, including, without limitation, an event of force majeure including state of war, civil disorder, strike and/or act of God .
- 27.4 If any IFDS Recognized National Authority is prevented from participating in the event for reasons mentioned in paragraph 2.2 (provided always that nothing herein contained shall prejudice any other rights or remedies of either party against the other or against any third party which may have accrued prior to such termination).

28. Conflict

In the event of any conflict between the provisions of this agreement and provisions of the Conditions and/or the Manual, the provisions of this agreement shall take precedence.

29. No Partnership

Nothing in this agreement and no action taken by the parties pursuant to this agreement shall constitute or be deemed to constitute a partnership between the parties hereto nor constitute any party or the agent of the other party for any purpose.

30. Entire Agreement

This agreement, with attached agreements as mentioned in paragraphs 2.1 and 6.1 forms, the entire agreement as between the parties hereto and supersedes all earlier meetings, discussions, correspondence, facsimile transmissions, telexes, emails, letters and communications, understandings and arrangements of any kind so relating and there are no collateral or supplemental agreements at the relating and there are no collateral or supplemental agreements at the time this agreement is signed.

31. Severability

Should any provision of this agreement become illegal or void for any reason, the validity of the remaining provisions shall not be affected and the parties shall enter into negotiations in good faith to find a replacement for the provision in which is similar economic effect to both parties.

32. No Assignment

The Organizer may not assign sub-license, charge or otherwise part with any of their rights or obligations herein contained without prior written permission from the IFDS.

33. Governing Law

This agreement shall be governed by and construed in all respects in accordance with English Law.

34. Mediation

Any dispute, any controversy or claim arising under, out or relating to this contract and any subsequent amendments of or in relation to this contract, including but limited to, its formation, validity, binding effect, interpretation, performance, breach or termination, as well as non-contractual claims, shall be submitted to mediation in accordance with the Court of Arbitration for Sport Mediation Rules. The Language to be used in mediation shall be English.

35. Disputes

If, and to the extent that, any dispute has not been settled within 90 (ninety) days of the commencement of the mediation, or if before the expiration of the said period, either party fails to participate or continue to participate in the meditation, the dispute shall upon the filing of a Request for Arbitration by either party be referred to and finally settled by Court of Arbitration for Sport arbitration pursuant to the Code of Sports-related Arbitration. When the circumstances so require,

the mediator may, at his own discretion or at the request of a party, seek an extension of the time limit from the CAS President.

As witnessed, the hands of the parties hereto the day and year first above written.

Signed by:

for and on the behalf of the International Association for Disabled Sailing

.....

Date:

Signed by:

for and on the behalf of **Name of Organizer**

.....

Date:

Part 3 – IFDS Technical Delegate Guideline:

The section Officials and Documents 1 and 2 contains the official ‘paperwork’. When the International Jury is composed, ISAF shall approve the International Jury. To the extent a requirement by ISAF is that an International Race Officer be appointed as Principal Race Officer (PRO) for Level 1 and Level 2 Events.

1. Officials

Jury	Names
Chairman	
Vice Chairman	
Member	
Member	
Member	
Member	
Jury Secretary	
Race Officers	
Principal Race Officer (PRO)	
Member	
Member	
Classifiers	
Chairman	
Member	
Member	
Member	
Measures	
Chairman	
Member	
Member	
Technical Delegate Team	
Technical Delegate	
Assistant	

All the officials need to meet requirements as stated in the IFDS Race Management Manual Part 2 14.6 (a), (b), (c) and (d).

2. Documents

Events Contract	The contract has to be signed during the first site visit and returned to the IFDS, c/o ISAF Secretariat.
Insurance	The Organizing Authority shall acquire and maintain appropriate insurance including without limitation. Insurance for a comprehensive general liability insurance in an amount of no less than €5,000,000 per occurrence. Covering legal liability in respect of personal injury, property damage and products (food, drink and merchandise supplied) arising out of the organization, promotion and management of the Event by the Organizing Authority

Documents 2

Notice of Race (NOR)	The Notice of Race shall be posted on the Event Website no later than 9 months before the event. The NOR shall be written according to Appendix K, ISAF Racing Rules of Sailing (RRS).
Sailing Instructions (SI)	Preliminary Sailing Instructions shall be posted on the Event Website no later than 30 days before the event. SI's shall be written according to Appendix L, RRS.

According to the above documents, the NOR. and SI shall include as stated in the IFDS Race Management Manual Part 2:

14.3 Courses

14.3 (a) and (b)

14.4 Protest Time Limit

14.4 (a)

14.5 Event Series

14.4 (a) and (b)

Other guidelines are:

14.7 Insurance

14.7 (a), (b), (c), (d), (e) and (f)

3. Planning and Preparation

This section is specifically for the site visit and contains a theoretical schedule for an event. It outlines the requirements for the planning and preparation for such an event.

4. Technical Representative Site Visit

Whenever possible, an IFDS representative should make the first visit to the proposed site during a disabled sailing activity. If a Technical Delegate (TD) has been appointed, the first visit should be by the TD otherwise an IFDS Technical Representative should make a visit prior to the venue being awarded the event.

5. Technical Delegate/Organizing Authority checklists

Venue

To assist the liaison between both parties, the Organizing Authority shall provide the following information to the Technical Delegate:

Boats	Classes, supplied or chartered, class rules handbook(s) of relevant classes
Venue	Access, rooms, docking, moorings, hoists
Sailing Conditions	Size of sailing area, weather conditions, course location(s), islands, etc.
First Aid	Safety and rescue strategies
Officials	Race committee and other staffing
Volunteers	Volunteers in different sections onshore and on water
Logistics	Accommodations, catering etc.
Event Budget, Sponsor	Special sponsor actions?
Event Program	Program which can includes the SI, NOR, Social Program and all other information
Safety and Rescue, see 14.10, RMM Part II.	A planned, written strategy
Boats-Equipment and Management, see also 14.11 (a),(b),(c), RMM Part II.	Support boats rescue/medical/race officials and TD
Boats for Officials	6 boats should be made available, including: With the following: flags Technical Delegate 1 (TD) International Jury 3 (Jury) Measurers 1 (Measurer) Classifiers 1 (Classifier)

Docks and Facilities

Item
Facility for unloading/loading containers
Facility to store trailers while boats are in the water
Jetties/pontoons – wheelchair accessibility
Moorings: If possible boats should not be kept on moorings. If that is necessary, additional volunteers will be needed to assist.
Hoyer Lifts or other hoists for transferring sailors from docks to boats and boats to docks.
Sufficient hoists to launch and retrieve boats
Boat Maintenance and Spare Equipment (only when boats are supplied)
Wheelchair/prosthesis storage. Identification tags for chairs and prostheses.

Clubhouse/Venue Facilities

Item
Access for able-bodied and disabled people
Sufficient wheelchair accessible toilets, changing rooms and showers
Medical area with first aid and access for team physical and massage therapy; physiotherapy.
Café/restaurant/bar accessible for wheelchairs
Public address system
Car/van parking
Security
Laundry/drying facility
Country flags

Other Facilities

Item
Classification – 2 rooms with internet access, 1 medical type examination table each; a desk and 3 chairs, 1 waiting room or area with tables for completion of paperwork
The International Jury space for 6 members on one side of the table and three sailors – all using wheelchairs on the other. Note that witnesses sit between the parties and are dismissed after their testimony so space is needed for a witness to pass behind one of the parties who may be using a wheelchair <u>A waiting room – out of the heat, cold or rain – for the sailors/witnesses is also needed</u>
Race Committee
Technical Delegate
Meeting Room
Guests/press
Competitors' meetings/briefings
Ceremonies
Social events

Hospitality/Accommodation

Many of the sailors will need no special accommodations, but bathrooms and hotels can pose particular difficulties. All accommodations must be inspected to ensure that they are fully accessible by disabled persons.

Technical Delegates have wide experience with these matters. The most important issues are ramps for wheelchair access and the ability to enter and, while inside, manoeuvre within bathrooms:

Location	The chosen venue should have sufficient, suitable, accessible accommodations within a reasonable travelling distance (up to 15-25 km)
Hotels, Hostels and Campsites	could be considered within reasonable price range of 80-100 Euros per night.
Bookings	Provisional bookings may be required before detailed entries are received. Prices should be negotiated beforehand. An accommodation list should be prepared and a strategy devised for bookings and payments (participants book directly with hotel and pay on departure, or bookings made by OA, etc.)
Information	Participants need to be well informed about type, accessibility, and suitability of accommodation as well as the facilities included in the cost. Participants should be informed about any need to bring items
Extra Equipment	A supply or ready source of supply of narrow wheelchairs and other bathroom assistive devices, including stools and chairs, should be arranged.

Venue Checklist

This section gives all the information from the beginning until the end of the Event.

Organizing Authority – Recommended Personnel

Organizing Authority Chairperson	Responsibility Conducting meetings of the organising committee, primary spokesperson for the event.
Event Manager	Coordination of the event preparations and day to day management of the event.
Accommodation Officer	Locating, Inspecting and Booking.
Beach Master	Rigging, Launching and Retrieving.
Catering Officer	Lunches, Opening and Closing Dinners.
Hospitality Officer	Opening and Closing Ceremonies, Invited guests.
Medical Officer licenced in Host countries	Medical Care of Participants, Officials, Principal Race Officer involved in the regatta.
Press Officer	Media Activities.
Principal Race Officer	Race Management, Overall On-Water Activities.
Regatta Office Manager	Accreditation, Weather forecasting, Information and Race Results.
Site Logistics Officer	Access around the Venue.
Sponsorship Officer	Funding in Cash and Kind, Liaison with Sponsors.
Safety and Rescue Officer	Safety and Rescue Boats, First Aid, Respond to Emergencies on Shore and Afloat.
Transportation Officer	Transfers between the Airport, Accommodation and Sailing Venue.
Treasurer	Event Budget, Accounting and Auditing.

Other Event Officials

Officials	Responsibility
Adaptations Committee Comprising Technical Delegate, Chief Measurer & Chief Classifier	Approval of Adaptations.
Bosun	Boat Management and Maintenance on Shore and Afloat (supplied boats).
International Classification Committee	Functional Disability Classification.
International Jury	Interpretation of the Rules of the Event.
Measurer	Documentation of Correct Weight of Boats, Correct Sail Dimensions.
Technical Delegate	IFDS Liaison, All Issues Related to Disability.

Pre-Event Administration

Item	Check Box
Program and time line of planning and preparation	
Sponsorship	
Event Budget	
Event program	
Liaison with IFDS Technical Delegate	
Event bank account	
Event logo & Promotional Information	
Notice of Race and Sailing Instructions	
Entries & Entry Fees – Online Registration and payment through the event website.	
Event 32insurance – race officials, venue, rescue boats, boats racing	
Printing	
Customs Broker to assist with clearance of boats arriving from other countries	
Schedule arrival and unloading of containers	
Storage for trailers	
Pre-event information package	
Prizes	
Contacts with local doctors, paramedics, prosthetists, hospital, police etc.	
Location of marine equipment supply store	
Event souvenirs (shirts, bags etc.) for sale or gifts	
Internet connection/wifi for competitors	

Transportation

Item	Check Box
Accessible vans/minibuses (including the ability to transport sailors in their wheelchairs)	
Insurance coverage	
Negotiation of car rental rates	
Private vehicles for emergencies	
Qualified volunteer drivers	
Schedule of arrivals and departures	
Daily schedule – transportation between accommodations and venue	
Local maps	

Regatta Office

Item	Check Box
Computers (2), scanner and printer for regatta officials, classifiers, administration and race results.	
Internet connection/wifi	
Telephone	
Photocopier	
Official notice board, general announcement board	
Team post boxes	
Petty cash and receipt book	
Registration/accreditation materials	
Welcome pack – for participants and all event officials	
Boat rotation plan and schedule (only when boats are supplied)	
Protest desk and Jury Secretary	
Information desk	
Office assistance for regatta officials	
Weather forecasting – reception and publication	

Boats – Support

Since the ability of some sailors with disabilities to self-rescue and to perform repairs to their boats may be compromised, it is essential that Host Organizations have a sufficient number of support and rescue boats.

Item	Check Box
Race Committee	
Marks	
Rescue	
Technical Delegate 1 boat	
Classification Committee 1- boat	
Jury –3 boats	
Bosun/Measurer 1 boat	
Press/Sponsors/Invited Guests	
Coaches – 1 boat per three coaches where possible	
Spectators	
Safety - Equipped for first aid	

Equipment Afloat

Item	Check Box
Racing Marks	
Boat repair – equipment and plan (only when boats are supplied)	
Radio communication –equipment and plan for all officials afloat, including land contact.	
Identification flags for coach, official, classifier, spectator and other boats	

On Water Sustenance

It is not mandatory to provide lunches for competitors but is considered one of the marks of a superior event. If lunches are not supplied an Appendix to the Notice of Race should include information with respect to the location of places where drinks and sandwiches and other food may be purchased. Since sailors are all too often ill equipped, so official boats should be prepared:

Item	Check Box
Food and water	
Water resistant packaging (plastic carrier bag)	
Cool boxes if necessary	
Additional water for hydration – available on safety boat for participants and all water-based officials	
Distribution system	

Media and Public Relations

Item	Check Box
Website – a comprehensive up-to-date website with the capability of real time updating of event results	
Press Officer (press releases before the event) – daily press releases during the event	
Race commentary	
Media Communications Network – radio, daily press, yachting press, website media	

Opening and Closing Ceremonies; Trophy Presentation

Item	Check Box
Country flags, poles and stands	
National anthems (pre-recorded/live music)	
Public address system	
Prizes for places I, II and III. Daily prizes (optional)	
Tables and chairs (not benches)	
Person to open and close the event(s) – preferably a Flag Officer of the Host Organization. The Technical Delegate is also a part of this.	

Volunteers

Sailors with disabilities are remarkably self-sufficient but there is still a need for a large number of volunteers in order to run a successful event:

Item	Check Box
Team hosting	
Administration	
Regatta Office	
Drivers	
Catering/food distribution	
On the water race management	
Safety and rescue	
Chief medical officer	
Rigging and transfers of sailors from dock to boat and back	
Boat/sail maintenance and repair (only if boats are supplied). The contact details for boat and sail repair should be included as a part of the Regatta Welcome Package.	
Car/van parking and security	

Post Event Activities

Item	Check Box
Checking, repairing and returning boats (only when boats are supplied)	
Schedule loading of containers and removal of boats from the venue	
Thank-you letters - sponsors, officials and volunteers	
Financial reports, closing bank accounts and auditing accounts	
Report for sponsors	
Report for media, website	
Clearing site	
Processing of insurance claims	
Certificates of appreciation to event officials (optional)	

Part 4 – Appendix

Blind and Vision Impaired Sailing

This Appendix to the World Sailing Race Management Manual for Para World Sailing Events replaces the following sections of Part 1.

1. General

1.1 International events sanctioned by World Sailing shall be governed by:

The Racing Rules of Sailing (RRS), including Appendix CBS (Experimental Match Racing Rules for Visually Impaired Sailors) where applicable, in effect at the time of the event.

Section 3. Competition Levels and Criteria

Section 4. Classification Requirements

Section 5. Adaptations

Section 6. Crew Classification and Actions of the Crew within the Boat

Section 12. Course Length and Race Duration

2. Competition Level and Criteria

2.1 There are three levels of Blind Match Racing Sailing Events. Based upon the Event Level, the event shall meet specified criteria and apply additional rules as specified.

2.2 **Grade 1** (e.g. World Sailing approved Para World Sailing Championships (PWS))

(a) Shall be fully sanctioned, approved and overseen by the World Sailing Executive Committee;

(b) Shall comply with all of Part 1 of this Race Management Manual as amended by this Appendix and the Para World Sailing Functional Classification System;

(c) Shall include a World Sailing appointed Technical Delegate, a World Sailing appointed International Jury (and International Umpires where applicable), an accredited IBSA (International Blind Sports) Classifier, a World Sailing approved International Classifier Panel and a MNA accredited Principal Race Officer.

2.3 **Grade 2** (e.g. International Championships, non-World Status International Events and other events sanctioned by PWS).

(a) Shall be recognized by PWS and scheduled on the World Sailing Events Calendar;

(b) Shall comply with all of Part 1 of this Race Management Manual as amended by this Appendix and the World Sailing Functional Classification System;

(c) Shall include a qualified Ophthalmologist, an International Jury or Protest Committee and International Classifier and International/National Umpires where applicable.

2.4 **Grade 3** (National or Other Championships)

(a) Shall be recognized by PWS and scheduled on the World Sailing calendar;

(b) Shall comply with all of Part 1 of this Race Management Manual and the Para World Sailing Functional Classification System as amended by this Appendix;

(c) Shall include a qualified Ophthalmologist, an International Jury or Protest Committee and International/ National Umpires where applicable.

3. Classification Requirements

3.1 The classification requirements for competing in any Para World Sailing event shall be published in the Preliminary Notice of Race, the Notice of Race, or six months prior to the event, whichever is earlier.

3.2 It is a sailor's responsibility to be properly classified before sailing in a World Sailing or PWS sanctioned event.

3.3 Points system:

- (a) IBSA Vision Classification B1 = 1 point;
- (b) IBSA Vision Classification B2 = 2 points;
- (c) IBSA Vision Classification B3 = 3 points.

Any IBSA classified competitor may compete as B1 by agreeing to wear an approved blindfolding device* at all times when racing.

*See definition 5.0 below.

3.4

(a) In the three-person keelboat match racing events the crew shall be comprised of any combination of IBSA classified sailors. The cumulative total of IBSA points shall not exceed six.

The helm may be IBSA classified B1, B2 or B3. All helms must wear an approved blindfold device at all times when racing.

(b) In the two-person keelboat match racing events the crew shall be comprised of any combination of IBSA classified sailors. The cumulative total of IBSA points shall not exceed five.

The helm may be IBSA classified B1, B2 or B3. All helms must wear an approved blindfold device at all times when racing.

(c) In the four-person fleet racing events the category shall be defined by the classification of the helm.

Class B1 team will comprise of:

- i) a B1 Helm;
- ii) a B1 or B2 Mainsheet trimmer;
- iii) a Sighted Tactician who shall not handle any controls at any time while racing;
- iv) a Sighted Crew who can handle all controls with the exception of the Helm, the Mainsheet and the Mainsheet Traveller.

Class B2 team will comprise of:

- i) a B1 or B2 Helm;
- ii) a B1, B2 or B3 Mainsheet trimmer;
- iii) a Sighted Tactician who shall not handle any controls at any time while racing;
- iv) a Sighted Crew who can handle all controls with the exception of the Helm, the Mainsheet and the Mainsheet Traveller.

Class B3 team will comprise of:

- i) a B1, B2 or B3 Helm;
- ii) a B1, B2 or B3 Mainsheet trimmer;
- iii) a Sighted Tactician who shall not handle any controls at any time while racing;

- iv) a Sighted Crew who can handle all controls with the exception of the Helm, the Mainsheet and the Mainsheet Traveller.

4. Adaptations

- 4.1 Adaptations are defined as equipment and/or modifications to a boat to assist the sailor while sailing.
- 4.2 The following is prohibited while afloat:
 - (a) Any addition, omission or alteration to the equipment supplied;
 - (b) The use of any equipment for a purpose other than that specifically permitted;
 - (c) The use of personal electronic instruments other than compass, watches and VHF transceivers. Compasses, watches and VHF transceivers may be provided by competitors themselves.

5. Blindfold

Blindfolds are defined as a method of preventing any form of vision. This can be achieved by correct wearing of textile blindfolds, or preferably blacked out wrap-around glasses or blacked out goggles. Any blindfold device shall be approved by the event Classifiers or the TD.

6. Crew Actions Within the Boat

- 6.1 For Match Racing events only the Visually Impaired crew shall be on board while racing.
- 6.2 Crew shall remain in the cockpit or on the side deck, but shall remain inside lifelines where fitted. Crew may not go forward of the mast except temporarily to clear a line or set any equipment or in case of emergency;

7. Course Length and Race Duration

- 7.1 For Fleet Racing events, course length shall be calculated so as to have a race whose target time is between 30 and 40 minutes for the first boat to *finish*. Failure of the first boat to sail the course and finish within the target time shall not be grounds for redress. This changes RRS 62.1(a).
- 7.2 For Fleet Racing events, courses may be shortened in accordance with RRS 32 but not prior to the completion of the second windward leg.
- 7.3 For Match Racing events, course length shall be calculated so as to have a race whose target time is between 10 and 20 minutes for the first boat to *finish*. Failure of the first boat to sail the course and finish within the target time shall not be grounds for redress. This changes RRS 62.1(a).