

## **Requirements for the Organisation of a Laser Masters World Championship**

Described within this document are details for the organisation for a Laser Masters World Championship (LWC). Intended to assist you in the preparation, planning and making a bid to host the LWC - you will find included; information guidelines and requirements.

The Laser Masters World Championships is an extremely popular event that has grown significantly in recent years. An ILCA allocated championship with an optional charter and an age limitation requiring entrants to be 35 years or older. Entry numbers vary dependent upon location (please refer to Expected Entries and Course Areas Required). Run over nine days the championship is made up of two days for registration and measurement followed by three days of competition a rest day and then a further three days of racing before a prize giving ceremony.

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## ***Preferred Time Line from Bid to the Start of the LWC***

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

### **At least 4 Years Prior**

- Bids for the LWC are accepted at any time up to the end of June four years before the year of a LWC. For example if you wished to host the 2013 LWC a bid must be completed and submitted by email to office@laserinternational.org before the end of June 2009.

### **3 Years Prior**

- Three years before the championship, the ILCA World Council will select a preferred bid from those submitted.
- Within two months of the announcement of a preferred bid an initial site visit will be arranged by the ILCA office. At this meeting an initial site inspection and discussion will be carried out.
- Seek ISAF approval by the Local National Authority.

### **2 ½ Years Prior**

- A maximum four months after the site visit (2½ years before the LWC) a contract and budgets will be agreed and signed.

### **2 Years Prior**

- Following the signing of the contract and a minimum 24 months before the LWC the venue and agreed dates for the LWC will be published by ILCA. The Host is not allowed to publish his selection, the venue and date before the signing of the contract.

### **20 Months Prior**

- Arrange all race organisation personnel on the water.
- Produce a championship website. To be available to ILCA for approval 18 months prior to the LWC.
- Investigate a variety of accommodation and preferential rates.
- Produce and send a proposed championship logo to ILCA for approval in advance of production & printing and a minimum 18 months before the LWC

### **18 Months Prior**

- Eighteen months before the LWC a draft Notice of Race (NoR) will be created and sent to the organisers for feedback and the addition of any local restrictions or by-laws.
- Arrange helpers for launching and landing, measurement, additional safety on the water, security on the site, paramedic 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.
- Arrange provision for sailors to buy insurance cover at the on-site registration or prior to arriving via the internet.

### **12 Months Prior**

- The championship web site shall be made live no later than 12 months before the first day of the LWC.
- Twelve months before the LWC the final NoR will be published and entry opened.
- A second site visit may be required leading up to the LWC to confirm the arrangements and complete any details for the organisation.
- Arrange all necessary local permits and licenses.
- Arrange 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 first approved by ILCA and then 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.
- Ensure that agreements are in place for the charter or loan of all race organisation, jury & patrol boats.

- Provision to be made to have a Laser spares shop on-site or within walking distance.
- On-site catering for sailors, their friends/family and volunteers/staff to be arranged.
- Plan social events for sailors and their friends/families.
- Arrange all race organisation personnel, photographer, local scorers and local judges (international judges will be arranged by ILCA).
- ILCA to confirm jury.
- Arrange accommodation and catering for jury.

### **8 Months Prior**

- Arrange T shirts and any other merchandise for competitors.

### **6 Months Prior**

- Six months before the LWC a draft set of Sailing Instructions (SI's) will be created by ILCA and sent to the organisers for feedback. The SI's are in line with ISAF standards.
- Rubbish containers and waste collection to be arranged.
- Free wireless internet access to be arranged.
- Arrange secure storage for sailors.
- Loud speaker system to be organised.

### **2 Months Prior**

- Two months before the LWC the SI's shall be published.
- 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 organisation, jury & patrol boats.
- Arrange all ground tackle and buoys. Test that they will hold sufficiently.

### **1 Month Prior (approx entry completion date)**

- Four weeks before the event or sooner the ILCA office will provide full details of each entrant in electronic format – to enable the set-up for registration and scoring.
- 1<sup>st</sup> ILCA Payment - ILCA will advise the amount for the first host payment with a detailed explanation. The organiser must return an invoice for each payment to enable ILCA to make payment on time. ILCA aim to make the first payment of 60% one week after the entry completion date.
- Import ILCA scoring file in preparation for championship start date.
- 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.
- ILCA will send parcel to the organising club containing fleet colours, red diamonds, national anthems, national flags, cubes and plaques for winners, sail letters (if applicable), measurement stamps and ink.
- 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.

### **2 Weeks Prior**

- 2<sup>nd</sup> ILCA Payment - ILCA will advise the amount for the second host payment with a detailed explanation. The organiser must return an invoice for each payment to enable ILCA to make payment on time. ILCA aim to make the second payment of 20% two weeks before the start of the LWC.
- Set up areas for on-site registration, measurement and if required charter boat distribution.

### **1 Week Prior**

- Set up the race office, measurement area, competitors' village, toilets, showers etc.
- Ensure that notice boards, flag poles, loud speaker 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 organisation 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.

#### **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 paramedic 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.

#### **2 Weeks after the Championship end date**

- 3<sup>rd</sup> ILCA Payment - ILCA will advise the amount for the third payment with a detailed explanation. The organiser must return an invoice for each payment to enable ILCA to make payment on time. ILCA aim to make the third payment of 20% two weeks after the completion of the LWC.

**Entry Limitations**

- 1 All entrants must be 35 years or older.
- 2 All entrants must be members of their national Laser Class Association.
- 3 All entrants must be capable of sailing in coastal sea conditions in winds up to 25 knots.

**Expected Entries and Course Areas Required**

- 1 An ILCA allocated championship.
- 2 The figures in the table below show the expected numbers of entries based on previous championship entries in these countries and the continuing growth of the Laser Masters Championships.
- 3 If you are not able to accept over and above the number of expected entries then the Championship must have an entry limit.
- 4 Entry numbers can be affected by local participation, if you feel the expected entries below could be exceeded by a large local entry please contact ILCA for further discussion on a possible entry limitation.
- 5 If an entry limit is required then the LWC will be an allocated event meaning that each country will receive a limit on the number of competitors they are able to send.
- 6 The average LWC entry would include a female entry of 5% - 10%.
- 7 ILCA will guarantee the minimum number of participants and the respective payments for the entry fees.

Venue - Country	Minimum	Expected	No. of course areas required
Belgium, Croatia, Denmark, France, Germany, Ireland, Italy, Netherlands, Spain, Switzerland, United Kingdom	250	500	2
Austria, Australia, Canada, Czech Republic, Finland, Greece, Hungary, New Zealand, Poland, Portugal, Sweden, Turkey, USA	200	500	1 or 2 If the entry is less than 250 only one course area will be required, for an entry over 250 two course areas are required.
All countries not defined above.	100	250	1

## **LWC Programme**

- 1 The normal LWC would run from Friday to Saturday

### **Registration & Measurement**

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

### **Sailing**

Day 3	Sunday	2 races back to back, each approx 70 minutes.
Day 4	Monday	2 races back to back, each approx 70 minutes.
Day 5	Tuesday	2 races back to back, each approx 70 minutes
Day 6	Wednesday	Rest day, with group trip to local attractions followed by a mid week party (pasta party or bar-be-cue).
Day 7	Thursday	2 races back to back, each approx 70 minutes.
Day 8	Friday	2 races back to back, each approx 70 minutes.
Day 9	Saturday	2 races back to back, each approx 70 minutes followed by the Prize giving and party (buffet meal).

- 2 The addition of further social events is welcome, all social events shall be free to all competitors.
- 3 Please keep in mind that the LWC attracts a wide age range from 35 to 80 for the competitors and some supporters (families & partners) who will also wish to attend the social events.
- 4 Tickets for all social events shall be sold to supporters at the cost price to the organiser.

## **General Requirements**

### **Insurances**

- 1 The organising club must provide third party and public liability insurance cover for the shore site (including the boat storage area), any social/function venues, any transportation provided, race organisation boats, race management personnel including international judges and race officials and any staff or volunteers arranged by the organisers.
- 2 Insurances shall include the full period of the LWC including any required on-site set-up and post event breakdown and clear away period.
- 3 All third party liability insurance shall cover an amount of not less than two million English pounds for each claim.
- 4 If there are any country-specific insurance requirements for the competitors, these requirements must be communicated to ILCA in the initial bid specifying the type of insurances and level of cover required.
- 5 For all country-specific insurance requirements the Host shall provide a facility for the sailors to buy insurance at the on-site registration or prior to arriving via the internet.

### **Permits / Licences**

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

### **Regatta Clothing**

- 1 The organising club shall provide "championship logo" T-shirts or similar 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 should be available within walking distance, ideally consisting of several classes of hotel accommodation, self-catering and camping. There shall be the possibility to park motor homes within walking distance of the boat park.
- 2 Preferential rates shall be agreed with local accommodation providers and 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 altogether at a reasonable price hotel is a popular option.

### **Event Logo**

- 1 The organisers shall produce and send the proposed championship logo to ILCA for approval in advance of production & printing and a minimum 20 months before the LWC.
- 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 shall not be of a political nature and shall meet generally accepted moral and ethical standards for the age of the sailors.

## Championship Website

A championship web site shall be produced by the Host. The championship web site shall contain:

- 1 Information for transport to and from all major airports and, if applicable, train stations or ferry ports. If a large number of competitors are likely to arrive by road please include information on local driving directions as well as local speed limits and towing laws or restrictions.
- 2 Information about local accommodation including any pre-arranged preferential rates available and details on how to claim.
- 3 Historical and current information about the weather, wind and tide/current conditions.
- 4 Information or links to local attractions.
- 5 Information for any press / media.
- 6 Links to the entry form, NoR and the ILCA event mini site overview page.
- 7 The championship web site can be produced in multiple languages, but must have all pages available in English.
- 8 The proposed championship web site shall be available to ILCA for approval a minimum 20 months before the start of the LWC. Following any subsequent changes required the championship web site shall be made live no later than 18 months before the first day of the LWC.
- 9 ILCA will provide web site hosting facilities free of charge for the championship web site. The organisers must use the ILCA provided web hosting facilities.
- 10 Once the LWC starts, the championship website shall be updated with daily news reports, photographs and results.

## **Shore Based Facilities**

### **Launching/ Landing Site**

- 1 The launching area shall be protected from all wind directions and free of obstruction with easy access from the boat park.
- 2 The launching area shall be away from any public bathing area.
- 3 The launching area / ramps shall be a minimum total 60 metres width with a holding area running onto the launching area.
- 4 A minimum ratio of 1 helper to each 20 sailors is required for assisted launching and landing. A secure area shall be available for launching trolley storage whilst the boats are afloat. Trolleys shall 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' Lasers at the same time (2 Lasers require 12.9m x 3.5m allowing for a passage between two rows).
- 2 The boat parking area, launching site and the route between, shall be clear of all overhead obstructions.
- 3 A lock up store is required at the boat park for a Laser dinghy maintenance team with electric light and electric power.
- 4 Overnight security guard protection at the boat park for the duration of the championship must be provided by the organisers.
- 5 There shall be a minimum of 1 fresh water hose pipe for every 20 boats, provided in the boat park for washing boats and equipment daily. For freshwater venues please contact the ILCA office.

### **Measurement**

- 1 A measurement area shall be provided during the measurement days. A minimum of 10 helpers are required for measurement. The helpers will assist the class supplied International measurer.
- 2 The Lasers shall be able to wait in line (often 60 Lasers are waiting).
- 3 A covered area shall be provided with a large table to put a sail on and two further tables for rudder, centreboard and battens inspection. There should be enough space between the tables for a Laser to pass between them
- 4 ILCA will provide before the championship a Measurement form, the total entry +10% measurement forms shall be printed by the organisers and supplied directly and only to the International Measurer.

### **Laser Spares Shop**

- 1 Available on-site or within close walking distance shall be a Laser dinghy spares shop able to supply replacements and repairs throughout the championship.

### **Competitors village/ Meeting area**

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

- 7 Available close by shall be a secure place for storing competitors' clothing and valuables whilst racing and for storage of Laser centreboard bags and other equipment overnight for all competitors.
- 8 A loudspeaker system shall 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 to be labelled 'Race Management & Class Notices', 'Jury Notices', 'Results'

## Toilet and showering facilities

- 1 All toilet and shower facilities must be cleaned daily at 08:00, 12:00, 16:00 and 20:00.
- 2 A minimum showers units and toilets shall be provided as:

No. of competitors	Male Toilets	Female Toilets	Male Showers	Female Showers
<150	4	1	3	1
<250	6	2	5	1
<350	10	3	8	2
<450	15	4	10	3
<600	20	5	15	4

## Car park

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

## Race Organisation Offices/ Rooms

- 1 Two lock up jury offices with electric light, wide band internet access, electric power, table and chairs, each capable of seating 10 people.
- 2 A lock up Race Office with electric light, wide band 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 1 telephone line, electric light, electric power, computer and wide band internet access.
- 4 A General Office near by with a minimum of 2 telephone lines, 1 telephone line to be equipped with a fax machine for the exclusive use of the race organisation, and 1 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 the ILCA with electric light, electric power, table and chairs capable of seating 5 people of minimum 20 square meters area.
- 6 A Media Centre with electric light, electric power, computers and wide band 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 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 person is missing.
  - 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 paramedic facility shall be provided ashore from two hours before the start time of each race until all boats have safely returned to shore.

## Scoring

- 1 Daily results shall be produced and posted on the sailors' notice board, the championship website and emailed to the ILCA office.
- 2 ILCA will provide awards for the following championship titles:
- World Apprentice Laser Radial Overall Champion
  - World Apprentice Laser Standard Overall Champion
  - World Master Laser Radial Overall Champion
  - World Master Laser Standard Overall Champion
  - World Grand Master Laser Radial Overall Champion
  - World Grand Master Laser Standard Overall Champion
- 3 ILCA will provide before onsite registration 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 organisers needs.
- 4 ILCA will provide an award for the highest placed female in each Laser Radial category.
- 5 If different categories are sailed together the overall fleet results shall be provided only for information.
- 6 The official results shall be published for each of the championship titles listed above calculated by extraction from the overall results without recalculation. The extraction from the overall results can be based on either or both, gender and age. Example:

### Overall Results (for information only)

Name	Category	Age	Score
Sailor A	Grand Master	56	1
Sailor B	Great Grand Master	67	2
Sailor C	Grand Master	57	3
Sailor D	Grand Master	60	4
Sailor E	Grand Master	57	5
Sailor F	Great Grand Master	68	6
Sailor G	Grand Master	56	7

### Results of World Laser Grand Master Championship

Name	Category	Age	Score
Sailor A	Grand Master	56	1
Sailor C	Grand Master	57	3

Sailor D	Grand Master	60	4
Sailor E	Grand Master	57	5
Sailor G	Grand Master	56	7

#### Results of World Laser Great Grand Master Championship

Name	Category	Age	Score
Sailor B	Great Grand Master	67	2
Sailor F	Great Grand Master	68	6

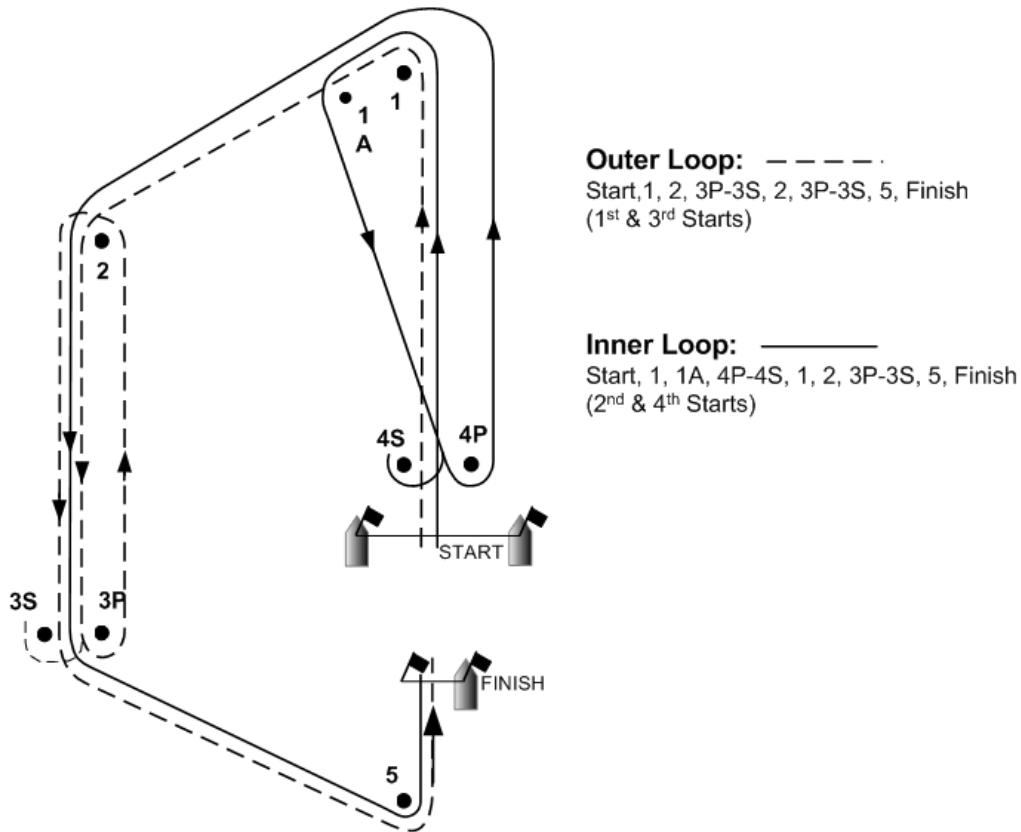
### Opening Ceremony & Prize Giving Ceremony

- 1 An opening ceremony including a buffet or pasta meal shall be organised to follow the practice race at which all competitors and guests can be welcomed to the championship.
- 2 A prize giving ceremony including a buffet or pasta meal shall be organised to follow the last race of the championship. 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 by CD.
  - 2.1 ILCA will provide a CD of the national anthems and the national flags of each country of the competitors.
  - 2.2 The Host shall return the flags to ILCA by 'signed for' courier no later than one week after the championship has been completed, the cost of returning the flags shall be paid by the Host.

## Water Based Facilities

### Race area

- 1 Each race area shall be 2 nautical miles in diameter and free of commercial shipping and obstructions. The nearest part of the sailing area shall be a maximum 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 there of.



- 3 The courses is a trapezoid with an inner and outer loop and downwind gates and a separate start and finish line.
- 4 The trapezoid course requires 8 inflatable marks and 1 flag buoy finishing mark plus 2 alternate inflatable marks per race area.
  - 4.1 A minimum of 10 inflatable buoys and 1 flag mark shall be available to run a trapezoid course on each race area.
- 5 Inflatable buoys shall be a minimum of 1.5m in height and 0.80m diameter.
- 6 Flag marks shall have an orange flag minimum of 0.80m in height attached to a rigid pole minimum of 1.5m in height.
- 7 All buoys/marks shall have sufficient ground tackle to hold location in up to 40 knots of wind and a 2.5 metre high wave.

## Race organisation boats

- 1 Race organisation boats include committee jury boats, line boats, mark layer boats and patrol 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	Y
Patrol boat	4*	5.4m RIB/Dory with a minimum 40HP engine		Y
Jury Boat	3	5.4m open RIB/sport boats of minimum speed 15kts		Y
Mark Layer	3	Capable of towing 3 marks, minimum speed 15kts		Y
Windward Mark Boat	1	A keel boat or similar, minimum length 9m		
Line Boat	1	6m open RIB/sport boats, minimum speed 15kts	Cell phone	Y
Finishing Boat	1	A keel boat with engine or similar, capable of carrying 4 people with a minimum speed of 7kts	Cell phone	
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	
Spectator / Coach Boat	1	Capable of carrying 20 people		

\* 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 organisation boats per race area. The organiser shall show details of where and how the additional patrol boats etc will be provided.
- 4 The list above includes the minimum safety provision afloat for 120 competitors or less. For each additional 10 competitors afloat over 120 in each race area a further patrol boat shall be provided. e.g. for 200 competitors an additional 8 patrol boats will be required for a total of 12 patrol boats. See the example below.
- 5 Each boat shall be equipped with VHF radio communications equipment, safety knives for cutting up to 8mm rope and anchors and ground tackle to be able to hold station in up to 40kts and 3 metre high waves.
- 6 Patrol boat crews (2 per boat) shall be experienced at providing rescue cover for single-handed dinghy sailors.
- 7 All boats must have a minimum of 2-crew members/jury on board.
- 8 On each course area the rescue team afloat shall include at least one qualified paramedic and 2 persons (divers/swimmers) capable of entering the water to assist the recovery of sailors.
- 9 An emergency evacuation plan shall be in place to deal with a severely injured or disabled sailor that needs to be taken from the course area to a hospital. The evacuation plan shall be circulated to all organisation 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 shall have adequate permanent fendering to protect Lasers 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 organisation:

## Requirements for the organisation of a Laser Masters World Championship

	80 participants	120 participants	200 participants	360 participants (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	12	20
total	12	12	20	36

## **Championship Personnel**

### **Race organisation personnel**

This list identifies key functions. The responsible personnel for key functions shall form the Organising Committee (OC) that will prepare the LWC and be on duty during the LWC together with personnel required during the championship. 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 - overall responsibility.
- 2 RACE OFFICER - race personnel, race equipment, scoring.
- 3 BOAT MANAGER - all race organisation boats.
- 4 SOCIAL MANAGER - shore personnel, hospitality, daily catering ashore and afloat, all social functions.
- 5 SHORE MANAGER - site, race secretaries, regatta office, beach master, medical.
- 6 FINANCE MANAGER - budget and accounts.
- 7 SAFETY OFFICER – safety of all people afloat.

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

- 1 A race secretary
- 2 A social secretary
- 3 A beach master
- 4 A helper for every 20 competitors - for assistance launching and landing (fit and strong!)
- 5 A 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 Rescue Leader – 2 people.
- 3 Per Line Boat – 3 people.
- 4 Per Windward Mark boat – 2 people.
- 5 Per Mark Layers – 2 people.
- 6 Per Start/signal Boat- 6 people, made up of a Race Officer, an International Race Manager, flags operator, sound/ timing person, recorder and driver.
- 7 Per Finish boat – 4 people.
- 8 Per Spectator / Press Boat – 1 driver.

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

- 1 ILCA will arrange a minimum six person international jury consisting of ISAF International Judges who have experience at international level grade one, continental or world Laser championships and a selection of local national judges.
- 2 ILCA will supply an ISAF International Race Manager (IRO's) per race area. The Race Managers will act following normal ISAF protocol regarding starting line and course length/direction, change of course, recalls and postponing or abandoning races as used at the Olympic Games and ISAF World Sailing Championships. The Race Managers will assist the Race Officers.
- 3 ILCA will arrange at least one International Measurer for the measurement process. The measurer(s) may also be a member of the jury.

- 4 The organisers shall provide experienced local scorers who will produce the daily and overall results.

### **Cost of the Race Officials**

- 1 The organisers shall provide and pay for accommodation for all Jury, Race Managers and Measurers. The accommodation shall be a reasonable quality hotel or shared apartment with either a catering service or daily food allowance.
- 2 The organisers shall reimburse all local judges for their travel arrangements.
- 3 ILCA will arrange the reimbursement of travel for all International judges, International measurers and International race managers.
- 4 The organisers shall arrange an airport to venue and return transfer facility for all Jury, Race Managers and Measurers.

## ***Entry Process***

- 1 All entries will be processed by ILCA through a dedicated web site.
- 2 Entrants' information for registration will be provided to the organisers in an agreed electronic format.

## ***Boat Charter***

- 1 The LWC is an optional charter event, meaning competitors are welcome to bring their own boats or use charter boats provided.
- 2 Charter boats will be arranged and administered by ILCA and provided through the local Laser manufacturer or local representatives.
- 3 For charter boats there must be space available within easy walking distance of the boat park to unload and load containers (small 20 foot / 7 metre) or a similar "flat bed" semi trailer trucks. Local help to unload/load Laser charter boats before and after the championship shall be provided by the organisers. Until the championship begins there shall be a secure location for the charter boats to be stored.
- 4 The charter providers will require a lock up office or container with electric light, wide band internet access, electric power, table and chairs and 1 large (3m x 2m) notice board.

## **Finance, LWC Budget and Contract**

### **Budgets**

- 1 When submitting a bid the organisers must provide a full budget:
- 2 Available for download is a budget spreadsheet that is suggested as the basis of your budgets.
- 3 Organisers shall 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.

### **Entry Fees**

- 1 ILCA will collect all entry fees.
- 2 All figures given in English pounds (£).
- 3 The entry fee will be set by ILCA. The target entry fee is £150
- 4 ILCA will deduct from the entry fee an administration charge for entry processing (£15), banking cost for processing the entries (2.5% of the entry fee), organisation of LWC trophies, international jury arrangement and travel and all ILCA site inspection visits at cost price. The estimated amounts will be automatically calculated by the budget spreadsheet based on the information entered by the organiser.

#### **Example**

£	150.00	(Entry fee)
£	15.00	(ILCA administration charge)
£	3.75	(Bank charges)
£	<u>26.25</u>	(Set other expenses per competitor as of point 4 above)
£	105.00	(Organisers part of entry fee per competitor)

- 5 The organiser's part of the entry fee will be the entry fee minus the ILCA deductions calculated based on the most probable number of expected competitors.
- 6 ILCA guarantees the organisers part of the entry fee for the minimum number of sailors as specified in the Expected Entries and Course Areas Required.

### **Contract**

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

### **Definition of completion of LWC**

- 1 The LWC is considered completed once all matters arising from the LWC 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 organiser's part of the entry fees will be made in three parts. The first 60% paid one week after the entry completion date. A second 20% payment two weeks before the start of the LWC and a final payment of the remaining 20% made two weeks after the completion of the LWC.
- 2 ILCA will advise the amounts for each payment with a detailed explanation. The organiser must return an invoice for each payment to enable ILCA to make payment on time.