

## **Requirements for the Organisation of a**

### **Laser Standard World Championship**

Described below are details for the organisation for a Laser Standard World Championship (LWC). Intended to assist you in the preparation, planning and making a bid to host the LWC - you should find included information, guidelines and requirements.

The Laser Standard World Championships is a highly competitive event that has a restricted entry. An ILCA allocated championship with a mandatory charter and an entry limited to 160 competitors. Run over ten days the championship is made up of three days for registration and measurement followed by four days of qualifications and then three days of finals before a prize giving ceremony.

As an Olympic class the Laser Standard World Championship every fourth year is part of the ISAF World Championships and so not open for bid in these years. The ISAF World Championships is held two years before the Olympic games.

Requirements for the Organisation of a.....	1
Laser Standard World Championship.....	1
<b>Preferred Time Line from Bid to the Start of the LWC .....</b>	<b>3</b>
<b>Entry Limitations .....</b>	<b>4</b>
<b>Expected Entries and Course Areas Required .....</b>	<b>4</b>
<b>LWC Programme .....</b>	<b>5</b>
<b>General Requirements .....</b>	<b>6</b>
Insurances.....	6
Permits / Licences .....	6
Regatta Clothing.....	6
Accommodation.....	6
Event Logo .....	6
Championship Website.....	7
<b>Shore Based Facilities .....</b>	<b>8</b>
Launching/ Landing Site .....	8
Boat storage .....	8
Measurement Area .....	8
Laser Spares Shop.....	8
Competitors village/ Meeting area.....	8
Toilet and showering facilities .....	9
Car park .....	9
Race Organisation Offices/ Rooms.....	9
Medical Facilities .....	9
Scoring.....	9
Opening Ceremony & Prize Giving Ceremony .....	10
<b>Water Based Facilities .....</b>	<b>11</b>
Race area.....	11
Race organisation boats.....	12
<b>Championship Personnel .....</b>	<b>13</b>
Race organisation personnel .....	13
Additional personnel required on-site during the LWC .....	13
Daily boat crew requirements .....	13
Race officials and International Jury .....	13
Cost of the Race Officials .....	14
<b>Entry Process .....</b>	<b>15</b>
<b>Boat Charter.....</b>	<b>15</b>
<b>Finance, LWC Budget and Contract.....</b>	<b>16</b>

Budgets .....	16
Entry Fees .....	16
Contract.....	16
Definition of completion of LWC.....	16
Payments .....	16

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

- 1 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 2015 LWC a bid must be completed and submitted by email to [office@laserinternational.org](mailto:office@laserinternational.org) before the end of June 2011.
- 2 Three years before the championship, the ILCA World Council will select a preferred bid from those submitted.
- 3 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.
- 4 A maximum four months after the site visit (2½ years before the LWC) a contract and budgets will be agreed and signed.
- 5 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.
- 6 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.
- 7 Twelve months before the LWC a final NoR will be published and entry opens.
- 8 A second site visit may be required leading up to the LWC to confirm the arrangements and complete any details for the organisation.
- 9 Six months before the LWC a draft set of Sailing Instructions (SI's) will be created and sent to the organisers for feedback. The SI's are in line with ISAF standards.
- 10 Two months before the LWC the SI's shall be published.
- 11 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.

### ***Entry Limitations***

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

### ***Expected Entries and Course Areas Required***

1. The LWC is an ILCA allocated championship with a set entry limit of 160 competitors.
2. The LWC will require one course area.

## **LWC Programme**

1. The normal LWC would be run over nine days from Monday to Wednesday.

### **Registration & Measurement**

Day 1	Monday	0900	Registration, Measurement
Day 2	Tuesday	0900	Registration, Measurement
Day 3	Wednesday	0900	Registration, Measurement, and Practice Race followed by an opening reception (buffet meal).

### **Qualification Series**

Day 4	Thursday	2 races back to back, each approx 70 minutes.
Day 5	Friday	2 races back to back, each approx 70 minutes.
Day 6	Saturday	2 races back to back, each approx 70 minutes.
Day 7	Sunday	2 races back to back, each approx 70 minutes.

### **Finals Series**

Day 8	Monday	2 races back to back, each approx 70 minutes.
Day 9	Tuesday	2 races back to back, each approx 70 minutes.
Day 10	Wednesday	2 races back to back, each approx 70 minutes followed by the Prize giving and party (buffet meal).

2. The sailors will wish to concentrate on their sailing through the week, but will enjoy the prize giving ceremony at the end of the week.
3. Please keep in mind that the LWC attracts a range of ages from 15 to 45 for the competitors and some supporters (parents & coaches) 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 personal 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 organisers 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.
- 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 1 helper per 40 sailors 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 and music appropriate for the ages of the competitors in the LWC.
- 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 5 of shower units and 6 toilets shall be provided.

### **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 an award for the championship title “World Laser Standard 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.

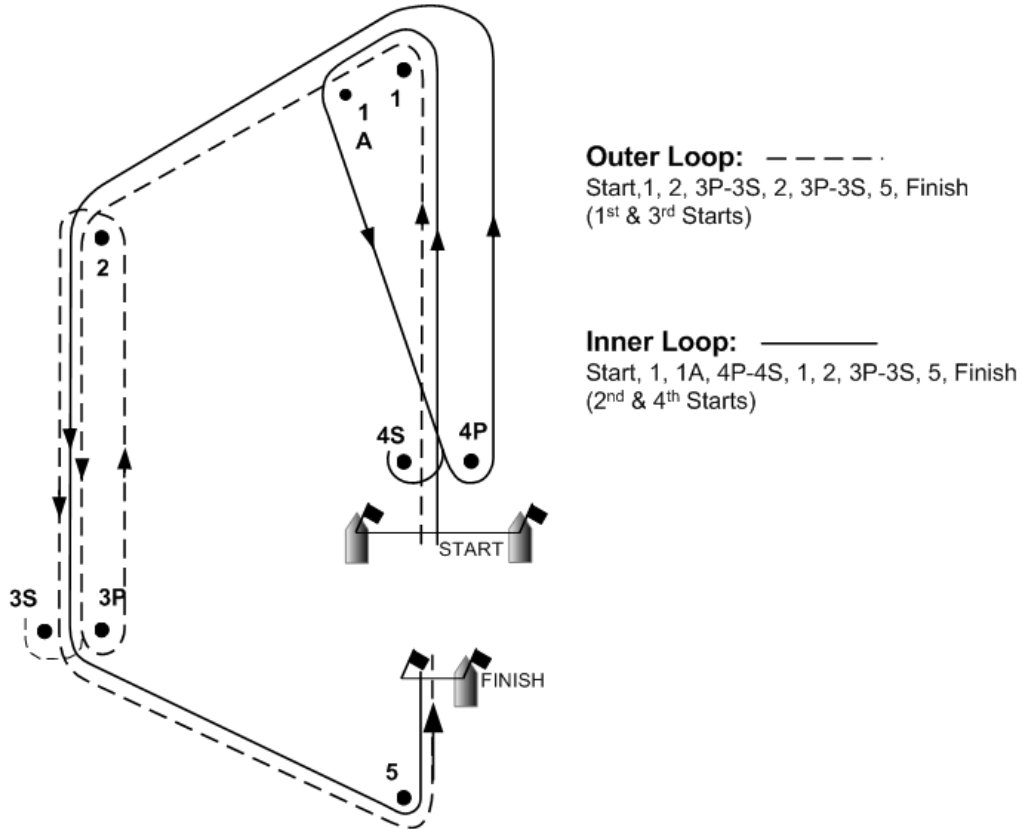
### **Opening Ceremony & Prize Giving Ceremony**

- 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 The courses are trapezoid with an inner and outer loop and downwind gates and a separate start and finish line.



- 3 The trapezoid course requires 8 inflatable marks and 1 flag buoy finishing mark plus 2 alternate inflatable marks per race area.
  - 3.1 A minimum of 10 inflatable buoys and 1 flag mark shall be available to run a trapezoid course on each race area.
- 4 Inflatable buoys shall be a minimum of 1.5m in height and 0.80m diameter.
- 5 Flag marks shall have an orange flag minimum of 0.80m in height attached to a rigid pole minimum of 1.5m in height.
- 6 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 The 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 must increase to maintain a ratio of patrol boats to sailors of 1:10.

- 3 The table above lists the requirements for the minimum race organisation boats. 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 160 competitors an additional 4 patrol boats will be required for a total of 8 patrol boats.
- 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 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 race area to a hospital. The evacuation plan shall be circulated to all organisation and support boats.
- 10 There shall be provision for a Press boat of minimum 6m open RIB/sport boat with a minimum speed 15kts.
- 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.
- 12 As a mandatory charter championship a minimum 5.4m RIB with 40HP engine is required to allow the charter boat suppliers to run an equipment boat during racing.

## ***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.
- 3 All entrants under the age of 18 must complete and send to ILCA a Parental or Guardian Consent Form (PGCF). The completed PGCF's will be made available to the organisers in electronic format for checking during registration.
- 4 The PGCF identifies the Responsible Adult for a minor and also provides a cell phone contact number so that the Responsible Adult can be contacted if needed.
- 5 The PGCF gives authority for the nominated Responsible Adult to act on behalf of the parent or guardian in case of emergency.

## ***Boat Charter***

- 1 The LWC is a mandatory charter event requiring all competitors to charter a boat upon entry.
- 2 Charter boats will be arranged and administered by ILCA 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 full detailed budget based on 120 entrants and 160 entrants.

### **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 £170
- 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.
- 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 120 entrants.

### **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.