

## **Requirements for the Organisation of a Laser Senior European Championship**

1. Described below are details for the organisation for a Laser Senior European Championship (LEC). Intended to assist you in the preparation, planning and making a bid to host the LEC - you should find included information, guidelines and requirements.
2. The LEC is comprised of three championships and requires two course areas:
3. The Laser Standard European Championship (LECS) is an allocated event with an optional charter, with an age limitation for entrants over 17 in the year of the championship. With a limited entry of 160 sailors. Run over eight days the championship is made up of two days for registration and measurement. Then four days of qualifications and concludes with two days of finals before a prize giving ceremony.
4. The Laser Radial Men's European Championship (LECRM) is an allocated event with an optional charter, with an age limitation for entrants over 15 in the year of the championship. With a limited entry of 90 sailors. Run over eight days the championship is made up of two days for registration and measurement. Then four days of qualifications and concludes with two days of finals before a prize giving ceremony.
5. The Laser Radial Women's European Championship (LECRW) is an allocated event with an optional charter, with an age limitation for entrants over 15 in the year of the championship. With a limited entry of 120 sailors. Run over eight days the championship is made up of two days for registration and measurement. Then four days of qualifications and concludes with two days of finals before a prize giving ceremony.

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

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.

### **3 Years Prior**

- Bids for the LEC are accepted at any time up to October three years before the year of a LEC. For example if you wished to host the 2012 LEC a bid must be completed and submitted by email to [office@laserinternational.org](mailto:office@laserinternational.org) before the 23<sup>rd</sup> October 2009.
- The Laser Class Association of your country will be required to present your bid to the European Region of ILCA at the European Annual General Meeting in November. The European Region of ILCA will shortlist up to three preferred bids from those submitted.
- Within 8 months of the European Annual General Meeting, there will be a site visit prior to the selection of the preferred bid. This site visit will be at the expense of the bidding club.
- Seek ISAF approval by the Local National Authority.

### **2 Years Prior**

- At the European Annual General Meeting 2 years before the LEC, the successful bid will be selected by vote, based on a recommendation by the European Executive Committee and supported by an evaluation report and site visit reports.

### **22 Months Prior**

- 22 months before the LEC a contract and budgets will be agreed and signed.

### **20 Months Prior**

- Following the signing of the contract and a minimum 20 months before the LEC the venue and agreed dates for the LEC will be published by ILCA. The Host is not allowed to publish his selection, the venue and date before the signing of the contract.
- Produce and send a proposed championship logo to ILCA for approval in advance of production & printing and a minimum 20 months before the LEC
- Produce a championship website. To be available to ILCA for approval 20 months prior to the LEC.
- Arrange all race organisation personnel on the water.
- Investigate a variety of accommodation and preferential rates.

### **18 Months Prior**

- Eighteen months before the LEC 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.
- Championship website to go live.

### **12 Months Prior**

- The championship web site shall be made live no later than 12 months before the first day of the LEC.
- Twelve months before the LEC the final NoR will be published and entry opened.
- 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).
- Work with ILCA to approve 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 LEC 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 LEC 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, 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 LEC.
- 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.

### **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 LEC.

## ***Entry Limitations***

1. For the LECRM & LECRW all entrants must be 15 years old or over in the year of the championship. For the LECS all entrants must be 17 years old or over in the year of the championship.  
1.1. "In the year of the championship", means that a competitor will attain this age within the calendar year of the championship.
2. All entrants must be members of their national Laser Class Association.
3. All entrants must be capable of sailing in waves and winds up-to 25 knots.

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

- 1 In principle the LEC is an open 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 European Senior 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 LEC will be an allocated event meaning that each country will receive a limit on the number of competitors they are able to send.
- 6 ILCA will guarantee the minimum number of participants and the respective payments for the entry fees.

Venue – Country	Minimum	Expected	Total No. of course areas required
Belgium, Croatia, Denmark, France, Germany, Ireland, Italy, Netherlands, Spain, Switzerland, United Kingdom	LECS – 100 LECRM – 50 LECRW – 75	LECS – 160 LECRM – 90 LECRW – 120	1 or 2 If the entry is less than 200 only one course area will be required, for an entry over 200 two course areas are required.
Austria, Czech Republic, Finland, Greece, Hungary, Poland, Portugal, Sweden, Turkey	LECS – 75 LECRM – 40 LECRW – 50	LECS – 140 LECRM – 60 LECRW – 95	1 or 2 If the entry is less than 200 only one course area will be required, for an entry over 200 two course areas are required.
All countries not defined above.	LECS – 50 LECRM – 35 LECRW – 40	LECS – 95 LECRM – 50 LECRW – 80	1

## Programme

1. The LEC shall be run in one week from Friday to Friday.

### Registration & Measurement

Day 1	Friday	0930	Registration, Measurement
Day 2	Saturday	0900	Registration, Measurement, and Practice Race followed by an opening reception (buffet meal).

### Qualification Series

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 followed by a mid week party (pasta party or bar-be-cue).
Day 6	Wednesday	2 races back to back, each approx 70 minutes.

### Finals Series

Day 7	Thursday	2 races back to back, each approx 70 minutes.
Day 8	Friday	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 a welcome extra; all social events shall be free to all competitors.
3. Please keep in mind that the LEC attracts a wide age range from 15 to 40 from the competitors, some supporters (parents & coaches) 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.

## **Requirements to host a LEC**

### **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 LEC 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 Euros 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. If there are any country-specific insurance requirements for the competitors, a facility for sailors to buy insurance at the on-site registration must be provided.

#### **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 consent.
3. The organisers shall seek ISAF approval by the Local National Authority. ILCA will be available to assist where necessary.

#### **Event Logo**

1. The organisers shall produce and send the proposed Event logo to ILCA for approval in advance of production & printing and a minimum of 20 months before the LEC.
2. Any Title sponsor's logo may be included into the Event 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**

1. A championship web site shall be produced. The championship web site shall contain:
  - 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 / towing laws or restrictions.
  - Information about local accommodation including any pre-arranged preferential rates available and details on how to claim.
  - Historical information about the weather.
  - Information or links to local attractions.
  - Information for any press / media.
  - Links to the entry forms, NoR and the ILCA event mini site overview pages.
2. The championship web site can be produced in multiple languages, but must have all pages available in English.

3. The proposed championship web site shall be available to ILCA for approval a minimum 20 months before the start of the LEC. Following any subsequent changes required the championship web site should be made live no later than 18 months before the first day of the LEC.
4. 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.
5. Once the LEC starts, the championship website shall be updated throughout each racing day, informing of the progress throughout the day (e.g. fleets are on the water, race 1 under way, racing postponed until 3pm, etc). The website shall also be updated every evening with daily news reports, photographs and results.

## **Regatta Clothing**

1. The organising club shall provide at the registration, 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 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.

## **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 and must be in clean water.
3. The launching area / ramps shall be minimum total 60 metres width with a holding area running onto the launching area.
4. A ratio of 1 helper to 20 sailors is required for assisted launching and landing.
5. 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 to recover them upon return to the landing area. In order for a smooth launching and landing process it is imperative to have a beach master who is responsible for organising the helpers and the beach / slipway 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 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 through-out 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 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 overnight for all competitors.
8. A loudspeaker system shall be provided covering the entire site.
9. A well lit sheltered sailor's notice area including at least three large (3m x 4m) weather proof official notice boards to be labelled 'Race Management & Class Notices', 'Jury Notices' and '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:

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

### **Car park**

1. Nearby free car parking shall be provided for all competitors.
2. On-site or nearby secure parking shall be provided for motor homes.

### **Race Organisation Offices/ Rooms**

1. Two lock up jury offices with electric light, internet access, electric power, table and chairs, each capable of seating 10 people.
2. A lock up Race Office with electric light, 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 Association 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 competitor's area.
8. An "all boats home" check out / check in service is required.
  - 8.1.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.
  - 8.2.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.
  - 8.3.It is fundamental to the system that sailors are not allowed through the check point with-out giving or receiving their fob.
  - 8.4.The numbered fob should correspond to numbers to be fixed to the sailor's 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. For the LECS and the LECRW there will be a European Trophy and a European Championship title. The European Trophy includes all competitors whereas the European Championship includes only European competitors. The European Championship results must be extracted from the European Trophy without rescoring.
2. The daily results for shall be produced for both the European Trophy, the European Championship and for the LECRW the Under 21 category, and posted on the sailor's notice board, the championship website and emailed to the ILCA office.
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 awards for each of the following championship titles:
  - European Laser Standard Champion
  - European Laser Radial Men's Champion
  - European Laser Radial Women's Champion
  - 4.1.A 'European Trophy' prize plaque will be given to the overall winners of the LECS and LECRW.
  - 4.2.In the LECRW, a prize plaque will be given to the first female competitor in the Under 21 category.
5. The official results shall be published for each of the championship titles listed

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

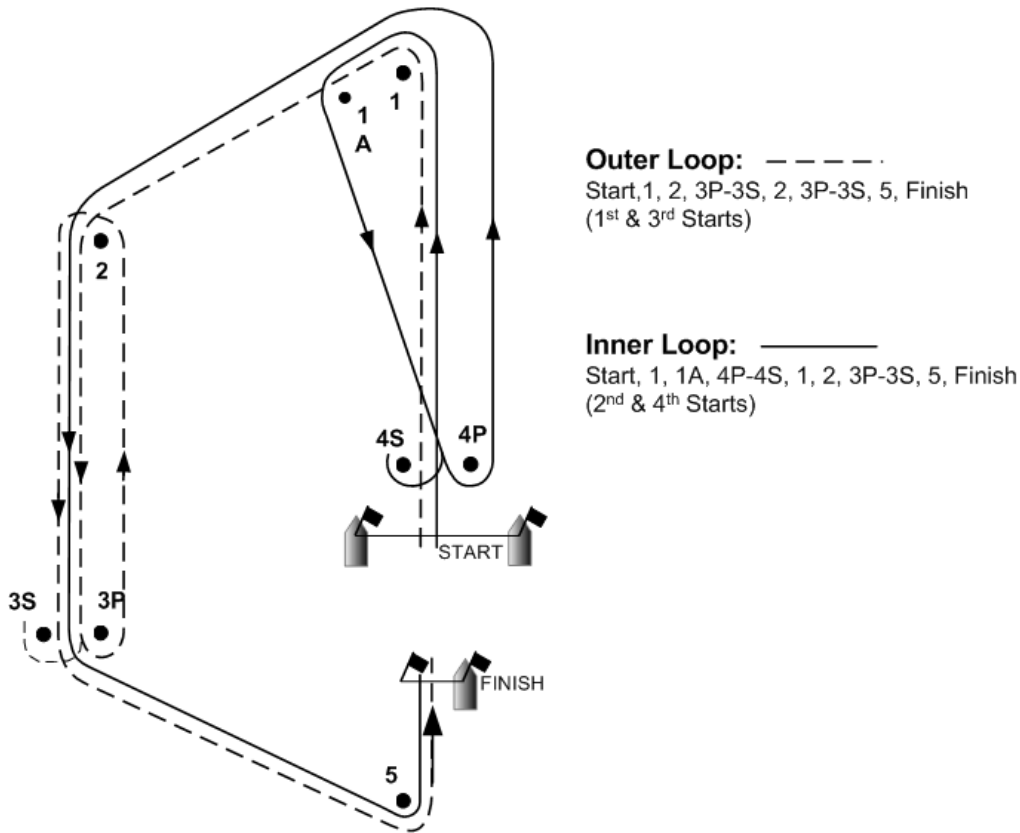
1. An opening ceremony including a buffet or pasta meal shall be organised to follow the practice race at which all competitors and guests can be welcomed to the championship
2. A prize giving ceremony including a buffet or pasta meal shall be organised to follow the last race of the championship. The 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 of the competitors.

## **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 separate race area is required for every 200 competitors.
3. Courses are trapezoid with an inner and outer loop and downwind gates and a separate start and finish line.



4. A trapezoid courses requires 8 inflatable marks and 1 flag buoy finishing mark plus 2 alternate inflatable marks per race area.
5. A minimum 10 inflatable buoys and 1 flag mark shall be available to run a trapezoid course on each race area.
6. Inflatable buoys shall be of minimum 1.5m in height and 0.80m diameter.
7. Flag marks shall have an orange flag 0.80m in height attached to a rigid pole 1.5m in height.
8. All buoys/marks shall have sufficient ground tackle to hold location in up-to 40 knots of wind and a 2.5metre 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
3. Patrol Boat Leader	1	4. Able to provide a platform to oversee rescue operation and provide a rescue base	5. Cell phone	Y
6. Patrol Boat	4*	7. 5.4m RIB/Dory with a minimum 40HP engine		Y
8. Jury Boat	3	9. 5.4m open RIB/sport boats of minimum speed 15kts		Y
10. Mark Layer	3	11. Capable of towing 3 marks, minimum speed 15kts		Y

12. Windward Mark Boat	1	13. A keel boat or similar minimum length 9m		
14. Line Boat	1	15. 6m open RIB/sport boats, minimum speed 15kts	16. Cell phone	Y
17. Finishing Boat	1	18. A keel boat with engine or similar, capable of carrying 4 people	19. Cell phone	
20. Start / Signal Boat	1	21. Capable of carrying 4 persons and display starting flags with a minimum speed 12kts	22. Cell phone	
23. Spectator / Coach Boat	1	24. 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.
  - 3.1. The list above includes the minimum safety provision afloat for 120 competitors or less. For each additional 10 competitors afloat over 120 in the 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 example below.
4. 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.
5. Patrol boat crews (2 per boat) shall be experienced at providing rescue cover for single-handed dinghy sailors.
6. All boats must have a minimum of 2-crew members/jury on board.
7. 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.
8. 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. All patrol boats should be equipped with at least five markers that shall be attached to the bow of the Laser if they have to rescue a sailor and abandoned the boat.
9. 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.
10. 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.
11. Example for the calculation of the number patrol boats required for the rescue organisation:

	12. 80 participants	13. 120 participants	14. 200 participants	15. 360 participants (2 course areas)
16. Jury Boat	17. 3	18. 3	19. 3	20. 6
21. Line boat	22. 1	23. 1	24. 1	25. 2
26. Mark Layer	27. 3	28. 3	29. 3	30. 6
31. Patrol Boat Leader	32. 1	33. 1	34. 1	35. 2
36. Patrol Boat	37. 4	38. 4	39. 12	40. 20
41. total	42. 12	43. 12	44. 20	45. 36

## **Entry Process**

1. All entries will be processed by ILCA through a dedicated web site.
2. Entrant's 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 LEC has an optional charter, meaning competitors are welcome to bring their own boats or use charter boats provided.
2. Charter boats will be arranged and administered by ILCA through the local Laser manufacturer and local representatives.
3. For charter boats there must be space available within easy walking distance of the boat park to unload, before the championships, and load after the championships containers (small 20 foot / 7 metre) or a similar number of "flat bed" semi trailer trucks. Local help to unload/load Laser charter boats shall be provided by the organisers.

## **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 LEC and be on duty during the LEC 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.

CHAMPIONSHIP CHAIR - overall responsibility.

RACE OFFICER - race personnel, race equipment, scoring.

BOAT MANAGER - all race organisation boats.

SOCIAL MANAGER - shore personnel, hospitality, daily catering ashore and afloat, all social functions.

SHORE MANAGER - site, race secretaries, regatta office, beach master, medical.

FINANCE MANAGER - budget and accounts.

SAFETY OFFICER – safety of all people afloat.

### **Additionally required on-site during the LEC:**

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**

Daily boat crew requirements per boat afloat during the LEC shall be:

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 in conjunction with the organising club will provide an 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 in conjunction with the organising club will provide an ILCA recognised measurer.
  - 2.1. The measurer may also be members of the jury.
3. The organising club shall supply an ISAF International Race Officer (IRO's) with experience of large single handed fleets per race area. The Race Manager 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.
  - 3.1. The organising club shall submit the name(s) and details of the suggested Race Officer(s) to ILCA for approval not less than six months before the start of the LEC.
4. The organisers shall provide experienced local scorers who will produce the daily and overall results.

### **Cost of Race Officials**

1. The organisers shall provide accommodation for all Jury, Race Officers and Measurers.
2. The organisers shall reimburse all local judges for their travel arrangements.
3. ILCA will arrange the reimbursement of all international judges and measurers.

## ***Finance, LEC Budget and Contract***

1. Organisers shall provide a minimum of three budgets based on the minimum, maximum and the probable number of expected competitors.
2. ILCA will collect all entry fees.
  - 2.1. All figures are given in English pounds (£).
  - 2.2. The entry fee will be set by ILCA.
  - 2.3. The target entry fee for the LEC is £140
  - 2.4. The organiser's part of the entry fee will be 2/3's of the entry fee, (£93.34 per entrant).
3. Contract.
  - 3.1. The relationship between the organiser and ILCA will be governed by a contract.
  - 3.2. Both ILCA and the organiser must keep full detailed accounts for the event.
4. Payment
  - 4.1. Payment of the organiser's part of the entry fees for each championship will be made in three parts. The first 60% paid one week after the entry closing date. A second 20% payment two weeks before the start of the LEC and a final payment of the remaining 20% plus any recalculations made two weeks after the close of the LEC.
  - 4.2. 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.