



Youth
Sailing World
Championships

Youth Sailing World Championships Event Manual

The Event Manual is designated for World Sailing member national authorities (MNAs) and event organizers after their appointment as host of the championship. This document should guide you through the time between the appointment and the end of the championship. Please note that some parts of the Manual are subject to amendments.

Apart from this document, guidance given by the World Sailing Technical Delegate is essential for the success of the championship.

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INTRODUCTION

General

Thank you for undertaking the challenge of hosting the Youth Sailing World Championships. We look forward to working closely with you over the next few years to deliver a fantastic event.

This document should be used in conjunction with the Youth Worlds Bid Guide and the contract and is designed to guide the user through the successful execution of the Youth Sailing World Championships.

It should be noted that this document has been produced over four years before the Championship. Therefore, some details, especially those relating to Wi-Fi and technology have been purposefully left out to prevent confusion related to outdated information. Therefore, the host should always discuss these matters directly with World Sailing.

This document should always be used alongside the advice and guidance of the World Sailing Technical Delegate. They will be able to add more detail and also help shape the Championship to suit the venue.

It is reminded that World Sailing will be expecting a bidder to deliver the assurances set out within their bid. The expectations within the Bid Guide and Event Manuals are the minimum required and it is expected that a host will go above these expectations if they have made assurances to do so.

Finally, if you have any questions on anything within this document or the Bid Manual, please do not hesitate to contact World Sailing via any of the contact information below:

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BEFORE THE CHAMPIONSHIPS

1. Organisation

Facilities

Please see the Bid Manual for a list of venue, race management and other facilities you are expected to provide.

Structure of the Organization

The structure of the organisation needs always to reflect on local practice and legal requirement.

- (a) Key personnel and person in charge of each of the areas indicated in the table below need to be recruited as soon as possible once you have been awarded the Championship.
- (b) Our experience of previous championships proves those who recruit key personnel late always pay the price with major issues during and after the Championship.

Organizing Committee

- (c) The MNA will appoint an organising committee (OC) including a Chairman. The Chair will be in charge of strategic decisions to be made for the Championship.
- (d) The OC will be comprised of representatives of the MNA, the organising club, the local government when appropriate and/or of the national governmental bodies with regard to the organising of sport events.
- (e) The following officials are needed to run a successful event:

Function	Reporting to:	Description
Chairman of the Organising Committee		Responsible for the event in general
Liaison to the National Federation		Usually President, Vice President or Secretary General of the MNA
Event Director	Chairman OC	Manages the Event with overall responsibility.
Competition Manager	Event Director	Responsible for the "sailing" part of the event
Equipment Manager	Competitions Manager	Responsible for Boats and Race Committee Equipment
Damage Officer	Equipment Manager	Responsible for damage deposit
Event Secretary	Event Director	Event Director Executive
Volunteer Manager	Event Director	Responsible for the volunteer corps
Ceremonies Manager	Event Director	Responsible for organising the ceremonies
Catering Manager	Event Director	Responsible for food
Social Activities Manager	Event Director	Responsible for social activities
Help Desk/Info Manager	Event Director	Responsible for the Main Information Desk
Accreditation Manager	Event Director	Responsible for the accreditation system
Transport Manager	Event Director	Responsible for local transport of competitors and officials
VIP Manager	Event Director	Responsible for the VIP's before and at the event

Sponsor's Liaison Manager	Event Director	Responsible for the care and execution of World Sailing sponsor and Event sponsor requirements
Media Manager	Event Director	To manage build up and event PR and all media operations

2. Race Officials

The IOC Olympic Charter states that the International Federation is responsible for the technical control and direction of its sport (Olympic Charter rule 57). World Sailing will appoint the following race officials to serve during the Championships:

World Sailing Technical Delegate

The responsibilities of the Technical Delegate will include:

- (a) Assisting Event Organisers in the development and planning of the event;
- (b) Giving advice regarding the Notice of Race and Sailing Instructions before the event;
- (c) Approving any alterations to the Sailing Instructions, the program and the racing schedule (i.e. postponement and /or cancellation of racing) and other rules relating to the event;
- (d) Co-ordinating the World Sailing Course Representatives (appointed by World Sailing) and the Race Officers (appointed by the Event Organising Committee);
- (e) Carrying out such other functions as the Executive Committee may decide;
- (f) Submitting a post-event report to World Sailing.
- (g) Meeting with the Principal Race Officer and the Chair of the International Jury to note World Sailing Policies.

Race Management Team (please see World Sailing Race Management Policies for more details):

- (h) The Principal Race Officer: Appointed by World Sailing, the Principal Race Officer shall serve as the lead of World Sailing Course Representatives and shall be responsible for racing on all course areas. The PRO cannot be from the host country.
- (i) The World Sailing Course Representative: An International Race Officer appointed by World Sailing responsible for the conduct of racing on a course area. The WS Course Representative cannot be from the host country unless World Sailing approve it.
- (j) The Course Race Officer: A race officer appointed by the OC. The Course Race Officer is responsible for managing the race management team and the safety procedures for an assigned course area. The Course Race Officer may be an international race officer or a certified national race officer.

International Jury: World Sailing will appoint an International Jury of 10 members, 4 of which will be nominated by the OC and may be national or international judges.

3. Notice of Race & Sailing Instructions

The Technical Delegate will provide a draft Notice of Race and Sailing Instructions based on the World Sailing standard documents. This document shall be agreed between World Sailing and the Event Director.

The final version of the Notice of Race and Sailing Instructions will be approved by the World Sailing and circulated for all Member National Authorities at least 9 months before the championships.

4. Championship Booklet

The OC will need to produce a championship booklet for distribution to all competitors, coaches, team leaders and officials at the event. The booklet should include:

- (a) Welcomes and introductions
- (b) The structure of the OC
- (c) Introduction to the venue and useful maps and venue plans
- (d) Local information
- (e) Race management and jury team information
- (f) Schedule
- (g) Summary of participation (by class & country)
- (h) Notice of Race and Sailing Instructions
- (i) Acknowledgements

As with all other formal championship documentation, the composition of this document needs to be approved by World Sailing before printing and distribution.

5. Entries

Entries will be managed by World Sailing through the online registration system.

- (a) Entries will be checked and approved by the World Sailing Executive Office before the on-site registration.
- (b) The dates of entry/registration, deadlines, etc. will need to be discussed and agreed with the World Sailing Technical Delegate and published in the NoR, however, the process usually follows the following format:

9 - 12 months before Championships	NoR Published On-line entry opens
5 months before the Championships	Entry closes Any teams who have not submitted team names must give World Sailing a timeline by when they will have completed selection. World Sailing pass registration information to hosts. Hosts can then confirm arrangements with equipment suppliers, hotels, transport providers and caterers. The OC can also start the accreditation process.

Entry communication

- (c) World Sailing will give the OC access to the registration system which includes all team information.
- (d) OC may be flexible in accepting late entries with approval of World Sailing and the equipment suppliers.

6. Sponsorship

World Sailing appreciate that OC's resources are limited and they will need to go looking for sponsors. World Sailing can support an OC's sponsorship plan and provide some supporting information such as media influence and statistics from previous Youth Worlds championships which can help value the event.

- (a) However, an OC needs to seek approval of their sponsorship procurement plan with World Sailing to ensure there isn't any conflict with current World Sailing sponsors or potential sponsors.
- (b) World Sailing will also provide the OC with brand guidelines which will need to be followed in all formal sponsorship documentation and presentations.
- (c) For more information, please speak to the World Sailing Technical Delegate.

7. Equipment Suppliers

The OC must communicate with the equipment suppliers and formulate legal contracts.

- (a) These will detail both the arrangements for transporting the equipment to and from the venue for the Championships and how many boats/boards will be purchased by the host MNA or region.
- (b) The normal arrangement is that the host will pay for the cost of shipping the equipment to and from the manufacturer and no more. i.e. if the supplier wishes to move the boats onto somewhere else following on from the Championship, then they will need to pay the difference if the cost is more than shipping them back to the factory.
- (c) It is important to use the experience of the World Sailing Technical Delegate whilst negotiating with the equipment suppliers.

8. Event identity and branding

Please refer to the Event Branding Guidelines available from World Sailing for more information. The guidelines are designed to help Event Organizers make their arrangements for sponsorship and branding.

Competitors identification.

- (a) Bibs with three-letter country code.
- (b) Event logo stickers for hulls (sail in the case of RSX)
- (c) Three-letter country code for hulls and sails. When boats are provided for boys and girls, the country will be in different colours.

- (d) National flags for sails.
- (e) Yellow, blue and red dots for the first, second and third positions in each fleet. Dots will be applied on both side of the sail and distributed every day to the leaders.

For the three-letter code stickers and the country flags, it is recommended to ask the manufacturers for a quote to apply them at the factory. This way the stickers are applied by professionals and boats and sails will arrive to the venue with the stickers. Otherwise, the organizers have to arrange this to be done at the venue to be finished before the allocation of the boats.

The Event Logo.

- (f) The Logo will be supplied by World Sailing in various formats.
- (g) All materials including the event logo or the World Sailing logo must have written approval from World Sailing.

Commercial Rights

- (h) World Sailing is the owner of all commercial rights. All potential sponsorship and supplier arrangements must be approved by World Sailing and must not in any way conflict or interfere with any of World Sailing's existing sponsorship contracts.

9. Media Plan

A Media Plan should be produced in consultation with World Sailing at least 6 months prior to the event.

- (a) Press releases will be released internationally by World Sailing.
- (b) Press Conferences may be organized if appropriate and a press conference venue should be available if required.
- (c) Press cuttings (from before, during and after the Regatta) shall be supplied to World Sailing.

10. Photography

The photographer(s) must supply daily photographs for an international audience to be used on the event website, media channels and for journalists on World Sailing's photo library.

- (a) The Event Organizer will work with World Sailing to appoint a photographer for the event.
- (b) No appointment can be made without the approval of World Sailing.
- (c) The appointed photography team will work in the media centre.
- (d) Please contact World Sailing for a brief of the requirements.
- (e) All photographs must be given to World Sailing at the end of the event.

11. Website and Social Media

The Championship website and social media channels are managed by World Sailing.

The website address is <http://www.worldsailingywc.org/>. The website includes all relevant information including regatta documentation, results, news, photographs, weather, venue information etc.

Event organizers should provide sponsor logos and information about the organizers and venue for inclusion on the website.

The social media channels include but are not limited to Facebook, Twitter, Instagram, SnapChat and YouTube.

12. Media, television and communications

Media Team

- (a) The Organizing committee should appoint a media team responsible for:
 - (i) Daily news reports (in English and host language)
 - (ii) Managing visiting journalists / photographers
 - (iii) Supporting social media output (i.e twitter) with race commentary

Media Centre

- (b) The Media Centre should be close to the boat park and the regatta offices and accommodate a minimum of 15 Journalists / Press Officers
- (c) The Media Manager will be expected to manage the operation of the media centre and liaise closely with the World Sailing Media representative.
- (d) Media Centre facilities should include:
 - (i) wired and wireless internet access with a dedicated 100 MB/s wireless high speed internet and cable connections for the exclusive use of accredited media;
 - (ii) a press conference area;
 - (iii) high speed photocopier and black and white printing facility;
 - (iv) storage for photographer and media personnel items;
 - (v) lighting;
 - (vi) furniture;
 - (vii) noticeboard for key regatta information;
 - (viii) refreshments (either free or for purchase)

13. Broadcasting

All moving image rights are the property of World Sailing.

- (a) The Event Organizer will work with World Sailing to appoint a host broadcaster for the event. World Sailing will provide guidance on the production and distribution strategy.
- (b) No appointment can be made without the approval of World Sailing.

- (c) A host broadcaster will require work space and secure equipment storage on the venue.
- (d) All image and moving image rights are the property of World Sailing. The image rights (subject to contract) may be given to the Organizing Committee and/or event sponsors.
- (e) Broadcast facilities should include:
 - (i) Editing facility area (5m x 4m)
 - (ii) Kit store (3m x 4m)
 - (iii) Dedicated hard-wired symmetrical internet access with a minimum of 50MB/s for the duration of the championship.

14. Accommodation and Meals

Teams

- (a) Costs for competitors' accommodation and meals will be met by the organisers and included in the championship fee.
- (b) Sailors, Team Leaders and Coaches should, where possible, be staying in the same place. If the competitors need to be spread, then it is important that the quality and level of accommodation be the same and the aim should be to have all sailors staying a reasonable distance to and from the boat-park.
- (c) Sailors can share rooms. However,
 - (i) There needs to be one bed per person.
 - (ii) Only same gender share rooms.
 - (iii) Athletes are not to be accommodated in same rooms as coaches or team leaders.

Team Leaders

- (d) There needs to be one bed per person.
- (e) Team leaders and/or coaches can share rooms.
- (f) Team leaders and coaches should be, wherever possible, accommodated in rooms next to their team.

World Sailing Officials and Jury

- (g) suitable full board at least three-star level, single room accommodation.

Equipment manufacturers

- (h) Costs of accommodation and meals of manufacturer personnel (per class) will be met by the organisers.
- (i) If agreed, manufacturers may share rooms.

THE CHAMPIONSHIPS

15. ARRIVAL DAY AND ACCREDITATION

Arrival Day

- (a) The arrival day shall be two days before the first race.
- (b) The Registration office is to be open from 09.00hrs - 18.00hrs.
- (c) Allocation of equipment will take place from 09.00hrs – 18.00hrs.

Shuttle Service

- (d) Teams: A shuttle service free of charge shall be provided for competing teams. Please select the “official” airport carefully and indicate the airport in all your communications with the MNAs and team leaders before the event. Teams arriving earlier or leaving later need to organise their transport on their own.
- (e) Race Officials: The roles of the Race Officials may require their attendance on the days prior the official arrival day. Airport transfers must be arranged at organizer’s cost.

Luggage Service at Site

- (f) Lock up cabinets to be provided, for each team, or combined if necessary. Another option is to provide numbered boxes (approximate size: 100cm long, 30cm wide, 50cm high) in secure area with a volunteer controlling access to boxes.

Local Transport

- (g) If the hotel(s) is not within a 5-minute walking distance from the club sufficient transportation should be arranged. Such transport should be reasonably flexible, particularly in the evenings due to protest hearings.
- (h) Experience from previous events shows that the use of busses is the most suitable transport for competitors, coaches and race officials. If the race officials will stay at a different accommodation the use of Mini-Vans or cars is recommended.

On-Site Registration

The registration should follow the following procedure:

- (a) Set up four long desks and provide a suitable waiting area, sheltered, with enough space for the team and their gear (please note that some teams might arrive at the registration directly from the airport).
- (b) Information about the venue, accommodation, transport etc. should be available as well as general tourist information to be read before a team can start with the accreditation or during unexpected delays.
- (c) The registration procedure is divided into different stations where every station has its own area of responsibility. 1-3 persons will be present at each station. Preferably, the accreditation will be carried out for a team (nation) at a time with the team leader in charge of each team.

Station 1: Check - in

- a) The team leader receives the envelope with the documents and the status of the entry is checked:
 - i. Teams with registration incomplete are sent to Station 4.
 - ii. Teams with all entries approved by World Sailing: team leader to confirm the entry list and sign the disclaimer, code of conduct etc. If there are changes in the approved entry list, the Team Leader is sent to Station 4 to complete registration.

Station 2: Accreditation

- (a) Issuing of accreditation cards, bibs and welcome pack
- (b) Team Leader hands in the national flag.

Station 3: Damage Deposit & Charter Form

- (a) The team leader will pay the total amount (by credit card or cash) for the deposit of the team's boats and boards. A receipt for the payment is issued.
- (b) Each participant will receive a boat charter form and information on where to pick up their equipment. The boat charter form will be completed by the boat supplier (situated elsewhere on the harbour). The boat supplier will keep the charter form until the day of the return of the boat.

Station 4: Incomplete registrations (not approved in advance by World Sailing)

- (a) The team leader must provide the missing documents and complete registration.
 - (i) Payment of the entry fee (in some cases World Sailing authorize the payment at the venue).
 - (ii) Medical Permission Form (for sailors under 18). The form, signed by the parent or guardian of the sailor, must be sent to the venue/club by fax or email.
 - (iii) Passport. Age, gender and nationality must be checked. If a participant has different nationality than the nation that he/she is entered to compete for, inform the Technical Delegate.
 - (iv) Accreditation photo.
- (b) One the team leader has completed registration he/she signs the disclaimer, code of conduct, etc. and proceeds to Station 2.

16. Accreditation

The accreditation card is a very important item for everyone involved in the Championships. Access to some areas, to the dinghy park, the offices for the race committee, jury, etc. will be restricted to accreditation holders. Furthermore, accreditation will be necessary to identify a certain individual.

Accreditation must be produced before registration day with the information taken from the registration system. The OC must have equipment available to make additional accreditations at the venue.

The following groups of individuals should be issued an accreditation:

Group	Abbreviation	Colour
Competitor	National letters	Yellow
Team Leader	TEAM LEADER plus national letters	Yellow
Coach	COACH plus national letters	Yellow
Race Management	RM	Orange
Beach Team / Dinghy Park	RM	Orange
Organising Committee	OC	Red
World Sailing	World Sailing	Red
VIP	VIP	Green
Sponsor	VIP	Green
Press	PRESS	Blue
International Jury Members	JURY	Orange
Equipment Suppliers	Equipment	Orange

The cards can be produced of paper with a fast and high-quality colour printer. The cards will then be laminated and put on a lanyard.

It is important that the key elements of the card are easy to read – name, nationality, function.

The back side of the card should contain emergency telephone numbers and a map of the venue or it can be used for the event sponsors.

The recommended size of the card is 148mm x 105mm. This is A5 size folded.

In case a participant loses the accreditation the OC may charge for the replacement.

17. Allocation of Boats

- (a) A draw for boats should take place before registration.
- (b) The OC should liaise with the manufacturers' representatives to ensure that all the boats and boards are ready for allocation by 09.00 hrs on the Arrival Day. The OC should run through the allocation procedure with the manufacturers to ensure that there are no mistakes or misunderstandings.

18. Practice Day

There will be one practice race for each event the afternoon of the day before the first race starting not earlier than 1200. The Practice Race will be run as an official race - i.e., all systems running; results, notices, mark rounding's, etc.

19. Equipment

Spare gear and equipment will need to be available. This must be agreed with manufacturers in advance.

Suppliers' representatives should be allocated a boat each so that they can be on the water every day with spare equipment.

There will be no measurement checks prior to distribution of equipment when the equipment is supplied. However, the World Sailing Technical Delegate and the members of the International Jury may conduct equipment checks either ashore or on the water.

Questions and Answers regarding Equipment:

- (a) The OC will receive questions from national teams regarding the equipment and the use of some particular items before or during the event. National Teams will be encouraged to submit their questions regarding the use of the equipment in writing.
- (b) The World Sailing Technical Delegate will release official answers. These will be published on the Official Notice Board and on the website.

Damages:

The damage deposit is the maximum amount a competitor is responsible for in case of damage on the boats. The Organisers shall acquire an appropriate insurance for the Boats, with an excess per boat, per incident, not higher than the damage-deposit paid by the competitors.

- (c) The following is the standard procedure for damages to the equipment during the championships:
 - (i) Competitors must fill in the damage form and hand it to the equipment supplier.
 - (ii) The supplier will check the damage and will estimate the value.
 - (iii) The Technical Delegate will sign-off the amount to be deducted from the damage deposit and, in case a protest is involved, who is responsible for the payment.
 - (iv) The race office/equipment manager will ensure that the sailor/team leader pay the damage to keep the deposit in its original amount.
 - (v) All damages are paid to the suppliers at the end of the regatta.
- (d) The last day of the championship, when the boats are returned, the process is similar. In case the suppliers find a damage after checking the equipment, this will be reflected in the charter form. The equipment manager to ensure that the damage form is returned to him and deduct any damage before the damage deposit is refunded.

20. Opening Ceremony

The opening ceremony must be a dignified occasion befitting the opening of a major World Sailing Championship. It can be very similar to an Olympic Regatta opening ceremony but there should not be any national anthems.

- (a) Teams may process in with flags and/or national names.
- (b) Facilities for sponsors, TV, press, officials, accompanying guests and all other spectators are required.

Flag Hoisting Ceremony

- (c) Only the following flags:
 - (i) World Sailing Flag (mandatory)
 - (ii) National Flag
 - (iii) MNA Flag
 - (iv) Club Flag

Speeches

- (d) The following should be asked to make a speech in the order as indicated:
 - (i) Host National Authority
 - (ii) Organising Committee Representative
 - (iii) Sponsor representative
 - (iv) World Sailing representative

Venue

- (e) In front of Club at 18.00 hours
- (f) in the centre of the town or another suitable location

Opening Ceremony for World Sailing events:

- (g) All competitors assemble by team in alphabetical order. One member of each team should carry a board/flag indicating the name of their country.
- (h) VIP's, Jury Members, Organisers etc will be seated.
- (i) Music followed by a personal welcome (speaker)
- (j) General presentation (one or two languages of which one is English)
- (k) Music and Parade
 - (i) Country by country will be called by a speaker. Each country will parade in and pass the VIP area and then be seated by a hostess.
 - (ii) After teams are seated a short interval of local folklore could take place.
 - (iii) The representative of the host national authority will make a speech.
 - (iv) The President of the Organising Committee or club will then make a speech.

- (v) The title sponsor's representative will then be called upon to make a speech.
- (l) **Mixing of the Waters Ceremony:** Each team is required to bring a 250ml bottle of water from their home waters for the Mixing of the Waters ceremony. A team member from each team is asked to step forward with its bottle. The water is poured into something and 'mixed', this mixed water is then poured into the waters of the competition to symbolise the get together of all sailors from around the world.

It is essential that this Ceremony is followed exactly as laid out in the script and that the significance of the Ceremony is clearly explained. This is one of the highlights of the evening where sailors take great pride in representing their country in this Ceremony.

- (m) This is followed by music and the World Sailing flag is carried to the flag pole.
- (n) The speaker then introduces the World Sailing senior representative to open the Championship. This person will say a short speech "And by hoisting the flag I declare the Championship formally open". (It is often the youngest, eldest or the previous world champion who hoists the flag)

The speaker then invites everyone to a reception, a barbecue or a buffet.

21. **FOOD AND SOCIAL EVENTS**

General:

- (a) OC must comply with local regulation on food safety standards.
- (b) The food for the event should have enough variation and be regarded as sports food. The quantity of food especially is important. Also, there should be sufficient fruit and carbohydrate-rich food available. If possible the ingredients should have been produced to organic standards.
- (c) Disposal plates should not be used to minimize negative environmental impact.
- (d) Water and/or non-alcoholic drinks shall be provided with every meal. Furthermore, water shall be provided at the venue and at the race committee boats. If possible refillable bottles should be provided.
- (e) Catering should be suitable for vegetarians and other diet types and for all regions of the world.

Breakfast:

Competitors, officials, jury, World Sailing Representatives, sponsor representatives should take breakfast at the hotel. The breakfast should be served in a buffet style providing different options. The following should be included in the buffet:

- (f) Fresh fruits, fresh vegetables, cheese, Cereals, Muesli, dried fruits, fresh milk, yoghurt (plain and fruit), bread and rolls (dark/rye and white), butter, cream cheese, jam (2-3 different styles).
- (g) Baked beans, scrambled eggs, bacon, eggs, sausages, cooked tomatoes.
- (h) Croissants, fruit cake or similar

Lunch:

Competitors and team leaders should receive their lunch packs before leaving for sailing or the organisers can provide a lunch buffet where the competitors and the coaches can select their lunches. The lunch boxes should include:

- (i) Roll or wrap with ham, cheese, tuna, turkey, sweet corn, avocado, etc. Vegetarian roll should be available as well.
- (j) Fruit (1-2 pieces)
- (k) Cereal bar
- (l) Chocolate bar

Food after sailing:

The pasta after sailing should help the competitors to compensate lost calories during sailing. The selection should be with regard to local conditions. The following however is never wrong:

- (m) Hot Pasta: spaghetti Bolognese or similar
- (n) Cold pasta/rice or bean salad
- (o) Soup: vegetable soup with beans or similar

Dinner:

The dinner will be the most important meal of the day and there should be a wide selection of food provided. The following should be included:

- (p) Main Course with meat and without meat
- (q) Side dishes: choice between different vegetables, rice, noodles etc.
- (r) Salad: different sorts of lettuce (green, iceberg, rocket etc.) and vegetables (peppers, tomatoes, etc.), olive oil and vinegar
- (s) Fruits: varieties of fruits (Apples, pears, grapes, melons, peaches etc.) or fruit salad
- (t) Pudding: varieties of desserts (cakes, fruit creams, custard etc.)

Social Events Schedule

- (u) It is the organiser's responsibility to provide a suitable schedule for social events (subject to World Sailing approval) and a number of occasions where competitors from different countries and classes can meet.
- (v) The following is the anticipated standard:
 - (i) Practice Race Day: 19:00 hours, Opening Ceremony.
 - (ii) Mid-week BBQ
 - (iii) After last race: closing ceremony and prize giving dinner/party.
- (w) Every night there should be some simple activities organised to make sure the sailors would get together during the evenings. Ideas put forward were video presentations, games, basketball/volleyball games, a karaoke competition, etc.

22. Other Requirements

Coach Boats

- (a) One combined coach boat per course area provided by the Organising Committee for the Team Leader/Coach support to enable spectating of racing is required..
- (b) Depending on the race area the boats need to be able to carry up to 50 coaches/Team Leaders on the One Person Dinghy course and up to 30 on the other courses.
- (c) The drivers of these boats need to be briefed in a meeting before the first day.

Spectators Boats

- (d) The OC must provide an adequate number of spectators boats, depending on the demand. All to be clearly identified (flag banner). Please indicate where to embark.
- (e) In addition, one VIP boat should be provided for the use of World Sailing and its sponsors.
- (f) Event Organisers to advise World Sailing of size, number and type.

Medical Services

- (g) On site services must be made available, and access to necessary hospitals, etc should be made known. The Organising Committee should present a detailed medical and safety plans to be distributed to all participants and Officials.

Maps

- (h) Maps of the regatta area, hotel and other facilities should be provided to World Sailing as soon as possible.
- (i) Maps should be given to all those participating and attending the Regatta (welcome pack).

Results Service

- (j) Results team should be accommodated in a quiet office with restricted access.
- (k) Updated results should be posted to the website and the official notice board as soon as possible after each race finishes.

Media boats

- (l) Press Boats – sufficient boats for the number of registered journalists.
- (m) Photo Boats – sufficient boats for the number of registered photographers, , each capable of handling up to 5 photographers and 740mm x 460mm x 265mm protector cases.
- (n) Two 7m RIB boats for the duration of the Championship Period (one of which will be used for the launching and retrieval of drones).
- (o) Boats for broadcasters to be made available if applicable.

23. Closing Ceremony – (see Appendix 1 – Mandatory Script)

The Closing ceremony must be a dignified occasion, enabling all competitors, accompanying guests, officials, sponsors and press to be involved.

The ceremony can take place at the same time as a dinner or a barbecue/dinner can be arranged after the ceremony.

Major impact to World Sailing Gold, Silver, Bronze Medals endorsed by World Sailing's trophies, must be given. Presentations by World Sailing VIP are accompanied by OC VIP.

Checklist of equipment needed:

- (a) PA system - tried and tested.
- (b) table to put trophies and medals on
- (c) flag poles sponsor, World Sailing, Host Federation, gold, silver, bronze - persons for flag poles.
- (d) national anthems of gold medallists
- (e) World Sailing flags
- (f) spare World Sailing Flags to hand over to next year's host nation
- (g) medals
- (h) trophies
- (i) sponsor's banners
- (j) podium
- (k) cushion or tray for medals

Proceedings: All competitors assemble by team in alphabetical order. One member of each team should carry a board or flag indicating the name of its country.

VIP's, Jury Members, Organisers, sponsors and all other spectators will be seated.

A mandatory script for the speakers of the Closing Ceremony can be found in Appendix 1 of this document.

24. Final night

The final night is always a good opportunity for sailors to unwind and to enjoy each other's company. However, it can very quickly get out of hand and turn problematic. The OC should work closely with the World Sailing Technical Delegate to put in place a number of precautions before the night:

- (a) A formal briefing including expectations should be given to Team Leaders/coaches in the days leading up to the last night which clearly states potential World Sailing consequences following any issues relating alcohol and/or bad behaviour.
- (b) The OC should organise a night patrol which moves around the hotel and monitors behaviour and drinking.
- (c) Team leaders and coaches need to be made responsible for the behaviour of their teams and held to account should any issues arise.

25. **Departure Day**

Transport

- (a) As per the arrival day, convenient transport should be provided for teams to travel back to the airport. Liaison with the hotel or accommodation can be a useful way to ensure all debts (room service, registration, damage deposits etc.) are paid off before teams leave the venue.
- (b) If any teams decide to leave later than the 'official' departure day, they should be left to organise transport themselves.

Container packing

- (c) Assistance in the form of volunteers should be provided for the equipment manufacturers to re-pack containers. This can be a lengthy process for the one or two manufacturer staff members who are present at the Championship.

AFTER THE CHAMPIONSHIPS

26. Invoicing

All outstanding invoicing should be completed as soon as possible to ensure payment.

27. Report

A detailed report should be created at least 60 days following the championship. This should include sections on:

- (a) General organisation of the championship including any challenges and solutions in the planning and the execution of the event.
- (b) Equipment logistics and considerations.
- (c) Accommodation, meals and transport.
- (d) Meetings and Ceremonies.
- (e) Marketing & Media including reach and audience data.
- (f) Branding and Image
- (g) Legacy
- (h) Detailed budget including expenditure account
- (i) Event evaluation and conclusions.
- (j) Feedback for World Sailing and future organizers.

The OC will be asked to attend the next World Sailing meeting (either mid-year or Annual) to report back the Youth World's Committee on the Championship from a host's perspective.

28. Budget

It is really helpful when a detailed financial statement is sent to World Sailing. This is simply to help the Technical Delegate educate future hosts on the likely costs of hosting the Championship. Especially with regards to shipping of equipment which varies depending on the region the Championship is held.

APPENDICES

Closing Ceremony - Mandatory Script

Speaker:

Before we will start with the Medal Ceremony we would like to make a special and unique contribution.

The WS Bengt Julin Trophy will be awarded to the National Team or a competitor that has, in your – the competitor's - opinion, done most to foster international understanding and has displayed the attributes that should be encouraged in international competition. These attributes include, but are not limited to: sportsmanship, respect, graciousness, friendliness, and endeavour.

Only the competitors were entitled to vote, XXX votes were received and the winner of the WS Bengt Julin Trophy is _____, representing _____.

The Chair of the Youth Worlds Sub-Committee _____ will present the awards, accompanied by Mr/Mrs _____, who will present the flowers.

BOY'S SKIFF

Next the medal ceremony for the boy's Skiff discipline (sailed in 29er);

COMPETITORS ARE GUIDED TO THE PODIUM FROM THEIR SEATS.

Third and bronze medallists are _____ and _____ representing _____

Second and silver medallists are _____ and _____ representing _____

First and gold medallists, winner of the World Sailing Prince Henry the Navigator Trophy, the new world champions are _____ and _____ representing _____

Mr _____ will present the awards, accompanied by Mr. _____ who will present the flowers.

PRESENTATION OF AWARDS

Please be all standing for the national anthem of _____

NATIONAL ANTHEM AND FLAGS HOISTED

MUSIC WHEN THEY MARCH OFF.

GIRL'S SKIFF

We now go on to the medal presentation for the girl's Skiff discipline (sailed in 29er);

COMPETITORS ARE GUIDED TO THE PODIUM FROM THEIR SEATS.

Third and bronze medallists are _____ and _____ representing _____

Second and silver medallists are _____ and _____ representing _____.

First and gold medallists, winners of the Malaysian Sailing Association President's Trophy, are _____ and representing _____.

Mr. _____ will present the awards, accompanied by _____ who will present the flowers.

PRESENTATION OF AWARDS

Please all be standing for the national Anthem of _____

NATIONAL ANTHEM AND FLAGS HOISTED
MUSIC WHEN THEY MARCH OFF.

BOYS WINDSURFER

We start the awards ceremony with the presentation of awards in the Boy's Windsurfer discipline (sailed in RS:X).

COMPETITORS ARE GUIDED TO THE PODIUM FROM THEIR SEATS.

Third and bronze medallist is _____ representing _____

Second and silver medallist, is _____ representing _____.

First and gold medallist, winner of the World Sailing Paul Phelan Trophy, the new Youth Sailing World Champion is _____ representing _____

Mr. _____ will present the awards, accompanied by Mr. _____ who will present the flowers.

PRESENTATION OF AWARDS

Please all be standing for the National Anthem of _____

NATIONAL ANTHEM AND FLAGS HOISTED

MUSIC WHEN THEY MARCH OFF.

GIRLS WINDSURFER

We now move on to the Girls Windsurfer discipline; (sailed in RS:X)

COMPETITORS ARE GUIDED TO THE PODIUM FROM THEIR SEATS.

Third and bronze medallist is _____ representing _____

Second and silver medallist is _____ representing _____

First and gold medallist, winner of the World Sailing St Moritz Windsurfing Trophy, the new World Champion is _____ representing _____.

MR. _____ will present the awards, accompanied by Mr. _____ who will present the flowers.

PRESENTATION OF AWARDS

Please all be standing for the National Anthem of _____

NATIONAL ANTHEM AND FLAGS HOISTED

MUSIC WHEN THEY MARCH OFF.

BOY'S ONE PERSON DINGHY

The next medal ceremony will be for the boy's one person dinghy discipline (sailed Laser Radial);

COMPETITORS ARE GUIDED TO THE PODIUM FROM THEIR SEATS.

Third and bronze medallist is _____ representing _____

Second and silver medallist is _____ representing _____

First and gold medallist, winner of the World Sailing St Lawrence award, the new Youth Sailing World Champion is _____ representing _____

Mr _____ (Chairman of the Organizing Committee) will present the awards accompanied by Mr. _____ who will present the flowers.

PRESENTATION OF AWARDS

Please be standing for the national anthem of _____

NATIONAL ANTHEM AND FLAGS HOISTED.

MUSIC WHEN THEY MARCH OFF

GIRL'S ONE PERSON DINGHY

The next ceremony will be girl's one person dinghy discipline (sailed in the Laser Radial);

COMPETITORS ARE GUIDED TO THE PODIUM FROM THEIR SEATS.

Third and bronze medallist is _____ representing _____.

Second and silver medallist is _____ representing _____

First and gold medallist, winner of the World Sailing Royal Netherlands Centennial Trophy is _____ representing _____

Mr. _____ will present the awards, accompanied by _____ who will present the flowers.

PRESENTATION OF AWARDS

Please all be standing for the National Anthem of _____

THE NATIONAL ANTHEM AND FLAG HOISTED.

MUSIC WHEN THEY MARCH OFF.

BOY'S TWO PERSON DINGHY

Next the medal ceremony for the boy's two person dinghy discipline (sailed in 420);

COMPETITORS ARE GUIDED TO THE PODIUM FROM THEIR SEATS.

Third and bronze medallists are _____ and _____ representing _____

Second and silver medallists are _____ and _____ representing _____

First and gold medallists, winner of the Youth Sailing World Championship Trophy, the new world champions are _____ and _____ representing _____

Mr _____ will present the awards, accompanied by Mr. _____ who will present the flowers.

PRESENTATION OF AWARDS

Please be all standing for the national anthem of _____

NATIONAL ANTHEM AND FLAGS HOISTED
MUSIC WHEN THEY MARCH OFF.

GIRL'S TWO PERSON DINGHY

We now go on to the medal presentation for the girl's two person dinghy discipline (sailed in the 420);

COMPETITORS ARE GUIDED TO THE PODIUM FROM THEIR SEATS.

Third and bronze medallists are _____ and _____ representing _____

Second and silver medallists are _____ and _____ representing _____.

First and gold medallists, winners of the RYA Trophy, are _____ and representing _____.

Mr. _____ will present the awards, accompanied by _____ who will present the flowers.

PRESENTATION OF AWARDS

Please all be standing for the national Anthem of _____

NATIONAL ANTHEM AND FLAGS HOISTED
MUSIC WHEN THEY MARCH OFF.

MULTIHULL OPEN

Going on the ceremony of the open Multihull discipline (sailed in Sirena SL16);

COMPETITORS ARE GUIDED TO THE PODIUM FROM THEIR SEATS.

Third and bronze medallists are _____ and _____ from _____

Second and silver medallists are _____ from _____

First and gold medallists, winners of the World Sailing Paul Henderson Trophy, the new world champions are _____ from _____

Mr _____ will present the awards, accompanied by Mr. _____ who will present the flowers.

PRESENTATION OF AWARDS

Please be all standing for the National Anthem of _____

NATIONAL ANTHEM AND FLAGS HOISTED
MUSIC WHEN THEY MARCH OFF.

BEST OVERALL NATION, the NATIONS TROPHY

And now we move onto the Youth Sailing World Nations Trophy which is awarded to the best overall nation.

This year the trophy is presented to _____.

Following _____ are:

2. _____

3. _____
4. _____
5. _____

COMPETITORS ARE GUIDED TO THE PODIUM FROM THEIR SEATS.

Mr. _____ and Mr _____, will present the awards and the Nations Trophy.

PRESENTATION OF AWARDS

NATIONAL ANTHEM AND FLAGS HOISTED

MUSIC WHEN THEY MARCH OFF.

I now invite to the stage the (Vice) President of the International Sailing Federation / Chairman of the Youth Championship Committee of the International Sailing Federation to close the championship.

(The WS representative declares the ceremony closed and someone lowers the WS flag so that it can be presented to representative of the organising Committee who gives it to the WS representative who passes it on to the representative from next year's organising Committee.)

WS representative says:

I would like to invite Mr _____ from _____ to the stage. (representative from the upcoming event)

The WS Flag will now be handed over from Mr _____, Chairman of the ____ Championships Organising Committee to Mr. _____ representing _____, hosting the Youth Sailing World Championship in _____.

See you next year!

Discipline	Trophy Name	Winner (crew where applicable)	From	Presented By
Boy's Skiff	World Sailing Prince Henry the Navigator Trophy	Gold		
		Silver		
		Bronze		
Grils Skiff	Malaysia Sailing Association Trophy	Gold		
		Silver		
		Bronze		
Boy's Windsurfer	World Sailing Paul Phelan Trophy	Gold		
		Silver		
		Bronze		
Girl's Windsurfer	WORLD SAILING St Moritz Windsurfing Championship Trophy	Gold		
		Silver		
		Bronze		
Boy's One Person Dinghy	WORLD SAILING St Lawrence Trophy	Gold		
		Silver		
		Bronze		
Girl's One Person Dinghy	WS Royal Netherlands Centennial Trophy	Gold		
		Silver		
		Bronze		
Boy's Two Person Dinghy	Youth Sailing World Championship Trophy	Gold		
		Silver		
		Bronze		
Girl's Two Person Dinghy	The RYA Trophy	Gold		
		Silver		
		Bronze		

Discipline	Trophy Name	Winner (crew where applicable)	From	Presented By
Multihull Open	Paul Hendersson Trophy	Gold		
		Silver		
		Bronze		
Best Overall Nation	Nations Trophy			



Youth
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