

World Sailing Regional Games Sub-Committee

Guideline for Sailing Events
at Regional Games

World Sailing – Regional Games Sub-committee Guideline for Sailing Events at Regional Games

This document is intended as a general guideline for the planning and management of sailing competition at Regional Games that vary in scale and importance from modest regional events to large continental championships. Event organizers are encouraged to consider the recommendations of this guideline in relation to the requirements of the specific event and the local context, and to contact the Regional Games Sub-committee with comments, questions and feedback.

1. The Organizing Authority

The sailing events associated with Regional Games shall be organized and managed by an *Organizing Authority*. Rule 89.1 of the *Racing Rules of Sailing* defines Organizing Authority as follows:

89.1 Organizing Authority

Races shall be organized by an organizing authority, which shall be

- (a) World Sailing;*
- (b) A member national authority of World Sailing;*
- (c) An affiliated club;*
- (d) An affiliated organization other than a club and, if so prescribed by the national authority, with the approval of the national authority or in conjunction with an affiliated club;*
- (e) An unaffiliated class association, either with the approval of the national authority or in conjunction with an affiliated club;*
- (f) Two or more of the above organizations;*
- (g) An unaffiliated body in conjunction with an affiliated club where the body is owned and controlled by the club. The national authority of the club may prescribe that its approval is required for such an event; or*
- (h) If approved by World Sailing and the national authority of the club, an unaffiliated body in conjunction with an affiliated club where the body is not owned and controlled by the club.*

World Sailing *Race Management Manual* (RMM) identifies three main objectives as falling under the authority and responsibility of the Organizing Authority:

The safety of all competitors
Fair competition, and
Compliance with the rules.

2. Technical Delegate

Under normal circumstances, World Sailing will appoint a Technical Delegate (TD) at least two years before an event. The Technical Delegate is the official representative of World Sailing at the event and works with the local Organizing Authority to manage

an event characterized by the highest standards of safety, fair play and compliance with the Racing Rules of Sailing.

The responsibilities of TD include advice and counsel on all matters related to the on-water and off-water management of the event. World Sailing Regulation 25.9.7 identifies the following as included among the responsibilities of World Sailing Technical Delegate:

- 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 and other rules relating to the event;*
- d. *co-ordinating World Sailing Course Representatives and the Race Officers (appointed by the event organising committee) where such officials have been appointed;*
- e. *carrying out such other functions as the Board may decide; and*
- f. *submitting a report to World Sailing if visits are made.*

Other responsibilities assumed by, or assigned to, TD may include:

- a. make recommendations on the appointment of the International Jury, Principal Race officer and/or Course Representative and Equipment Inspector to World Sailing;
- b. assistance with checklists for equipment and other material.
- c. assistance in communications and coordination with World

Sailing staff and volunteers.

- d. assistance in communications with the host MNA and local municipal, state and national authorities.
- e. assistance in protocol management with VIP's, sponsors and other sport officials.

Organizing Authorities are encouraged to open a dialogue with World Sailing TD as early as possible in order to take full advantage of the experience represented by TD. The Technical Delegate also plays an invaluable role in working with organizers to interpret the recommendations in this Guideline in relation to the specific event and the local context.

The Chair of the Regional Games Sub-committee may also appoint a member of the committee to serve as liaison between Technical Delegate and the Regional Games Sub-committee.

3. On the water: sailing areas, official boats and race committee equipment

3.1. Sailing areas:

- a) The recommended diameter of the sailing area for each course is approximately 1.2 - 1.5 nautical miles, smaller for match racing. Medal and relay race formats

should be approximately 0.5-06 nautical miles depending on wind condition. Courses should be located close to shore to facilitate viewing, particularly when match racing, medal or relay race formats are included. Separate courses should be located to minimize interference between courses, especially in weather conditions that may require changes of course.

- b) Whenever possible, sailing areas should be located so that the water depth does not exceed 40 meters. Where depths are greater than 40 meters, organizers should consider the special difficulties that may occur.
- c) Whenever possible, sailing areas with strong current should be avoided.
- d) Racing areas should be free from commercial and recreational traffic.
- e) One year before the event, the organizers should present a report to World Sailing with details of expected wind, wave and current conditions.

3.2. Official boats:

- a) Minimum recommendations for official boats on each course:
 - One race committee boat,
 - One pin end start boat,
 - One finish line boat,
 - Two mark-laying boats (Three, if trapezoid format used),
 - Rescue and safety boats appropriate for the size of the fleet,
 - Jury/Umpire boats (number, size and type appropriate to size and make-up of fleets).
- b) Minimum recommendations for official boats for the event:
 - One Equipment Inspection boat,
 - One World Sailing TD boat,
 - One or more press and media boats,
 - One or more VIP and spectator boats.

Under certain circumstances, the Organizing Authority may make charter boats available for coaching and other purposes.

3.3. Recommended Race Committee equipment

- a. Visual signals: all flags should measure at least 60 x 90 cm (WS Race Management Manual).
- b. Marks: each racing area shall use marks of different colour; marks used in a change of course shall be different in shape and colour from the original mark. Marks should be approximately 2 meters high, and at least 1 m in diameter. Cubes measuring 2 meters per side, spherical marks measuring 2 meters in diameter and tetrahedral marks 2 meters per edge are easily seen.
- c. Identification of competitors' boats: organizers may be required to supply bow numbers to all boats, as well as bibs with national codes to all competitors. Coloured flags or pennants may also be required to identify fleets. Coloured disks (yellow, blue, and red for first, second, and third, respectively), supplied

by the organizers and affixed to the hull or sails, may be used to identify boats leading in the series.

- d. Identification of Race Committee boats: coloured or specialized signal flags may be required for the identification of RC boats.
- e. Other equipment: TD can provide organizers with a comprehensive list of the equipment required for race management.

4. On shore: recommended general venue, launching area, Boat Park and docking issues

4.1. Venue:

- a. Whenever possible, the facilities of the on-shore sailing venue should be designed to develop a lasting legacy for sailing in the region.
- b. At events where access is restricted to the entire site, or to selected areas of the site, the restricted zones must be clearly marked and access protocols must be clearly identified.
- c. Care should be exercised in the physical planning of the venue to locate certain services and resources in close proximity. For example, facilities for Scoring, Language Services and Jury should be located in the same area and in close proximity to the Athletes' Lounge. For some events, particular care should be exercised in the allocation of space to teams for boat storage and maintenance.
- d. Official Notice Boards, lockable, should be provided for the Race Management team, Jury and general notices. A flagpole should be located close to the official Notice Board.
- e. Organizers may also be responsible for the coordination of catering services for the preparation of meals for athletes and officials, ashore and afloat. Special attention should be given to nutritional balance and to the particular dietary requirements of different cultures and religions. Adequate quantities of fresh water should be available to athletes and officials at all times. Packaging and procedures for the distribution of meals ashore and afloat should be designed to keep meals fresh and dry and to minimize waste.
- f. Appropriate facilities for the disposal of waste when coming off the water should be provided at the launching ramps.
- g. It is recommended that organizers provide access to sail repair, boat and rigging repair, and chandlery services on site whenever possible, especially if these are not commercially available in close proximity to the venue.
- h. When the event includes disabled sailors or officials, special care must be taken to ensure that all venue facilities are designed to accommodate wheelchair users.

4.2. Recommended launching area and Boat Park:

- a. Ramps for launching dinghies and boards/kites should slope no more than 10 degrees at low tide and terminate below the water surface. Ramps should be wide enough to accommodate three or four boats, if possible, and be connected to an adjacent floating dock long enough to provide temporary space for rigging and de-rigging of several boats. Ramps should be on the prevailing windward side of the harbour area, and should be accessible from different directions on

the water. Ramps should also have non-abrasive, or padded edges. In some cases, separate launching facilities may be provided for boards: a floating dock close to the board storage area, for example, or a nearby beach, when conditions allow.

- b. A fixed or movable crane may be required for launching and hauling keelboats, heavy dinghies, coach boats and race committee boats.
- c. Competitors will require an area within, or adjacent to, the boat park with electric power, fresh water connections and secure storage space for individuals and, in some cases, teams. If individuals or teams arrive with shipping containers that will be used throughout the event, appropriate space must be provided on site.
- d. The Race Committee will require similar secure facilities for the preparation, repair and maintenance of RC boats and other equipment. The procedures for the refueling of all race committee boats at the end of each day should be clearly defined. A clearly marked area for the preparation and storage of racing marks should be provided.
- e. The following areas are typically required for different types of boat:
 - Boards: 5 x 2 m per board, with additional space for the storage of rigs
 - Single-handed: 5 x 4 m
 - Double-handed: 7 x 4 m
 - Keelboats: 10 x 5 m

Note: the boat park should be equipped with provision to tie down all boats.
- f. A flagpole or flagstaff should be located in view of this area for signals made ashore.

4.3. Recommended docking facilities:

- a. Whether or not organizers decide to haul boats out every day at the end of racing, keelboats and some centerboard boats may elect to remain in the water and will require appropriate docking facilities.
- b. Additional docking facilities will be required for all Race Committee and Jury boats, rescue boats, press and television boats, VIP and spectator boats.
- c. Separate and secure docking facilities will be required for coach boats.

4.4. General space requirements for competition and venue management:

Depending on the type of event and venue, organizers will typically need to provide space for the following functions and activities:

- Race Committee operations and equipment storage
- Jury and protests
- Technical Committee operations
- Registration
- Scoring and results
- Meteorological reports
- Medical services and doping control

Social space for athletes and volunteers
Team meetings and daily briefings
Toilet and shower facilities
Radio communications
Safety and security services
Language services and general information
Food services
Competitors' container and trailer storage
Vehicle parking
Access Control and accreditation of athletes, officials and volunteers
Press and media
Fuel services
Sail repair
Rigging and boat repair
Boat chandlery

a. Race Committee operations and equipment storage:

- i) The Race Committee will require a regatta office, which serves as a central point of communication for all officials and volunteers. Mailboxes for officials and key volunteers are generally located in this office, which should be staffed at all times by at least one person.
- ii) The Race Committee will require separate workrooms, lockable, large enough for the secure storage of personal belongings with racks for hanging clothes and services for charging phones, radios and personal computers. These rooms must have access to the internet via a dedicated wireless network and should be equipped with worktables and chairs.
- iii) Electronic equipment storage: a secure and protected location is required for storage and recharging of radios and other electronic equipment.

b. Jury and protests:

- i) The International Jury requires one or two rooms for hearings, depending on the number of separate judge panels. These rooms should be air-conditioned or appropriately ventilated, and should be configured to accommodate at least ten people around a large table. Room for observers may also be desirable. Additional resources required include extra chairs, whiteboards, flipcharts, and video/data projection equipment.
- ii) The Jury will also require a separate workroom, lockable, large enough for the secure storage of personal belongings with racks for hanging clothes and services for charging phones, radios and personal computers. This room must have access to the internet via wireless network services or data connections for all judges, and should be equipped with a worktable and chairs for eight persons.
- iii) A Jury Secretary with the necessary experience and/or training must be provided by the organizers. The Jury Secretary will need a 'jury desk' in a clearly marked location, visible and easily accessed, as well as an office, adjacent or nearby, with working space for two or three support persons.

c. Technical Committee operations:

- i) Adequate facilities for measurement of sails and equipment must be provided; for each class requiring measurement services, an area shall be reserved, under protection if possible, for measurement of sails and equipment. Technical Delegate can advise on equipment required and personnel needed to run an efficient measurement facility.
- ii) Requirements for measurement of sails and equipment will vary with the number of events using competitor-supplied equipment.
- iii) Sheltered facilities for measurement of sails and equipment during the event will also be required, as well as scales for weighing persons and clothing.
- v) Technical Committee will also require a separate workroom, registration desk for measurement, services for charging phones and personal computers. This room must have access to the internet via wireless network services or data connections for all measurers/inspectors, and should be equipped with a worktable and adequate desks & chairs.

d. Medical Facilities and Doping Control:

- i) A room for Doping Control must be provided. This could be accommodated in a trailer or other temporary structure, but it must include separate toilet facilities for men and women. Also required is a workstation for the Doping Control Officers, a waiting area, with seating, for athletes, lockable storage for equipment and files. Detailed requirements for the Doping Control Facility can be provided by Technical Delegate.
- ii) A well-equipped First Aid Facility for all participants in the event shall be provided; it may be desirable to provide facilities for athletes and regatta officials that are separate from the facilities provided for the public.
- iii) Facilities for physiotherapy should also be provided, when possible.
- iv) Rigid inflatable boats (RIB's) shall be provided for use by the Safety Officer and safety personnel, and should be equipped for the transfer ashore of injured persons.

e. Social spaces:

- i) An athletes' lounge with food and beverage service should be available to all competitors. This area is an appropriate location for unofficial results, messages and other services.
- ii) A separate lounge for regatta personnel and volunteers should be provided.
- iii) All lounges should be equipped with televisions, power for laptops and phone charging, as well as wireless and/or data connections to the internet.
- iv) An 'internet café' for athletes, officials and volunteers provides internet services in a social setting and is a popular addition to any venue.

f. Toilet and shower facilities:

- i) Separate changing rooms with toilet and shower facilities for males and females shall be provided for athletes, regatta personnel, support persons and volunteers.

g. Registration:

i) Adequate facilities for registration of athletes, officials and volunteers must be provided.

h. Scoring and results:

i) Organizers shall provide secure space and all computer resources necessary for results and scoring.

ii) Facilities for scoring should be located in close proximity to Language Services and the Jury and protest facilities, if possible.

iii) Organizers should consider taking advantage of new technologies for publishing results that are compatible with World Sailing scoring and web site, in addition to conventional posting on the official results board. These include the use of a dedicated website for provisional and final results, as well as 'twitter' and other social media.

5. Checklist according to functional areas

a. Pre-event:

- Official documents: Notice of Race and Sailing Instructions.
- Website and other notices: content, timelines, distribution; identify contact for pre-event information.
- Registration: determine type and procedures pre-event (online, fax, mail) and onsite.
- Officials and VIP transportation: assistance with travel and accommodation arrangements, including reception at airport and transportation to hotel. Appropriate arrangement shall be provided for transport of race committee equipment whenever necessary.
- Competitor logistics: transport of competitors from the airport; check-in procedures for early arrivals

b. Competition management:

- Officials and VIP transport shuttle between hotel/billets and site.
- Race Committee: regatta office, flags and other signaling equipment, storage areas for equipment, rooms for each course team to meet and store clothes and personal equipment, meal arrangements
- Race Committee boats: mechanics and maintenance, fuel responsibilities, signal flags, GPS and VHF radios, recording equipment, safety equipment, secure docking facilities.
- Jury: boats, radios, flags for use on the water, flags for use ashore, jury and protest rooms, secretary and jury desk, meals and accommodations.
- Technical Committee: boats, radios, flags for use on the water, workroom, measurement room and registration desk, meals and accommodations.
- Scoring: provide necessary resources for scoring and posting of results on notice boards and official.

c. Venue management:

- Access Control and Security: control of access to each of the functional areas and general monitoring of the site (police, army, security firms, volunteers).
- Accreditation and registration: coordinate with security personnel to define zones and identify individuals and groups with access privileges.
- Ticketing: sale and validation of tickets (athletes and others claim tickets here for guests).
- Transportation: coordinate bus and shuttle services and VIP transportation needs (cars and drivers).
- Ceremonies: opening, closing and awards.
- Dress Code Control: athletes, Officials & staff for each Ceremony.
- Hospitality and protocol: coordination of VIP participation in opening and closing ceremonies and award presentations, VIP lounge, VIP access to spectator boats.
- Media: coordinate TV and IT resources for media personnel, including internet access via a dedicated wireless network.
- Language Services: coordinate translation services for designated languages.
- Food and beverage: separate services for athletes, officials and public, lunches to athletes, officials and staff (breakfast and dinner services may also be required, depending on the venue).
- Social: provide lounge facilities for athletes and officials with TV and internet service.
- Technology services: coordinate all computer and communications services.

6. Other items for consideration:

- a. Budget issues: Infrastructure, Operations and equipment, Boats – OA vs competitor-supplied, Officials' travel and accommodations, Test event.
- b. The spectator experience.
- c. Regulations for support boat and electronic equipment on the water (for example, Drones).

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sport / nature / technology



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