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# EVENT MANUAL 2018

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## **SECTION 1: THE APPLICATION PROCESS FOR PROSPECTIVE LOA'S**

### **Phase 1: - Initial bid letter from prospective LOA**

A prospective event organiser (Local Organising Authority-LOA) should write to the RS:X Executive Secretary to express interest in organising a sanctioned event, giving details of the type of championship / event proposed (world, continental or regional; championship, series or qualification ), the event site, background information on previous regattas organised, the experience of his local race committee and indicating one or more date/year preferences. Tourist brochures of the area proposed should also be included giving an idea of the cost of airfares from major world airports.

The RS:X will check whether the LOA fulfils the requirements of RRS 89.1, or there is a member National Windsurfing Association in that country as well as a paid up RS:X National Class Association. The RS:X will then acknowledge the application and forward the standard Event Contract together with the relevant class technical criteria.

### **Phase 2: - Confirmation of acceptance of the Event Contract by LOA**

The LOA should then confirm by e-mail that he:

- Accepts the terms of the proposed Event Contract;
- Proposes dates for the site visit.

### **Phase 3: - Site Visit by RS:X/Class Technical delegate**

The purpose of the site visit is to examine the facilities at the race site, hotels, camp sites, self catering apartments, examine the proposed race committee boats, see the racing area, establish a rapport with the local authority, meet the LOA's Race Director and Event Chairman and run through this Manual in detail.

The site visit should take place at least 12 months prior to the first published day of the championship. A report will be prepared and circulated to the class committee concerned for discussion.

### **Phase 4: - Preparation of detailed bid by prospective LOA**

After a successful site visit, the prospective LOA should prepare a detailed bid covering the topics set out below:

- Specify type and title of event
- Sponsorship
- Event budget
- The Management Team
- The Race Committee
- Shore Based Facilities (Section 4)
- Water Based Facilities (Section 5)
- Weather Data (5 Years) - Air/Sea Temperature
- Outline of opening and closing ceremonies (Section 7)
- Host Broadcaster/ TV Production & Distribution (Section 10)
- Publicity (Section 11)
- Supporting letters from the National Sailing Authority, Local authorities & Tourist boards.
- Large Scale Chart showing racing areas, depth of water; tidal flow/range; harbour facilities;
- Detailed plan of the venue;

### **Phase 5: - Bid Evaluation**

On receipt of the detailed bid by the RS:X office, a report shall be prepared by the technical delegate who made the site visit giving his/her evaluation of the bid and if necessary comparing its quality with that of other bids received to host the same event. This will be passed to the Executive Committee concerned for their comments and advice.

### **Phase 6: - Invitation to attend Class World Championship**

A short list of bidders will be drawn up after the evaluation process is complete. Those on the list will be invited to make a presentation during the Class World Championship.

### **Phase 7: - Awarding of Event**

Based on the pitches made and the report of the technical delegate, the Annual General Meeting will be invited to vote for the bid they most favour. The bid with the most votes is awarded the event subject to receipt of the sanctioning fee and final detailed negotiations.

## **SECTION 2: RIGHTS & OBLIGATIONS OF THE LOA**

An RS:X sanctioned event organiser who has completed the bid process and been awarded the "Event" stipulated in the relevant Event Contract is granted the following rights for the period of the "Event" only:

- a) Authority to contract facilities for the "Event" as required by Section 8 of this document;
- b) The right to seek local/national sponsorship for the "Event" and, with the written agreement of the RS:X, contract with sponsors (See Art D below);
- c) The right to provide merchandise for sale at the "Event" (See Art K below);
- d) The right to provide sampling opportunities at the "Event" (See Art M below);
- e) The right to raise funds, with the specific agreement of the RS: X, for the "Event" by other means.

### **A. Legal authority**

Any contracts, signed by the LOA, are his sole liability. The RS:X is only bound by its agreement with the LOA and written confirmation of sponsorship details.

### **B. Insurance**

- i. It is the responsibility of the LOA, to arrange insurance cover for the event itself and associated functions, together with all designated event property, left within secured offices and the board racks.
- ii. Public liability Insurance shall cover all the LOA's/RS:X's staff, sponsors and event officials.
- iii. Insurances shall cover the Build up & Breakdown of the event infrastructure and personnel involved, not already covered by commercially contracted organisations.
- iv. Competitor's equipment, not left within the board racks at night, is their own responsibility.
- v. The LOA shall produce, on demand, a copy of the necessary insurance certificate
- vi. The LOA shall provide for 24hr security cover for the period of the event as advertised in the NoR.

### **C. Permits & Licences**

- i. It is the LOA's sole responsibility, to obtain all necessary local permits and licences.
- ii. The LOA's shall be solely responsible, to ensure that any temporary structures meet local building regulations and have written agreement, from the necessary authorities, to erect them.
- iii. The LOA shall produce all said documentation on demand.

### **D. Sponsorship**

- i. An LOA may seek sponsorship for its "Event" under the following categories:
  - title Sponsor
  - associate Sponsor
  - resort Sponsor
  - the Event Organiser's sail advertising shall comply with RRS Regulation 20.
  - the LOA may grant official supplier status for a number of components of the event, such as: airline / car hire / bottled water / caterer / hotel / carbohydrate loaded drinks / communication equipment / infrastructure material etc.
- ii. The LOA may contract with prospective sponsor's of its "Event" provided that the RS:X has agreed in writing, in advance to the individual sponsor and the relevant contract.
- iii. Any sponsorship not approved in writing in advance by the RS:X is not legally binding on the RS:X Class.

### **F. Communication route & chargeables**

- i. All communications between the RS:X and local sponsors/organisations will be conducted via the LOA, unless an alternative route is specifically requested by the LOA.
- ii. Day to day liaison and communication with the RS:X Office shall be via e-mail.

### **G. 90 day cut off**

In cases, where the RS:X is in discussions with a sponsor, regarding any of the above categories, there will be a 90 day prior cut off point. This means that, if no agreement has been reached 90 days prior to the event, the RS:X will not bring any sponsors to the event.

### **H. Event Logo**

- i. The LOA shall send the proposed "Event" logo (s) to the RS:X for approval in advance of production & printing.
- ii. The Title sponsor's logo, that of the RS:X and any class's involved in the "Event" shall be incorporated into the "Event" logo and be included in all printed & electronic material including posters, flyers, brochures, letterheads, race vests, official uniforms etc.
- iii. Associate and Resort Sponsors logos may appear in an appropriate size relative to their financial contribution.

### **I. Media evaluation**

- i. The LOA shall send the RS:X a complete set of press cuttings & copy videos generated by his local PR team.
- ii. If the RS:X has contracted a Communications Agency to handle International PR for the "Event", the LOA will receive a copy of the press cuttings book & copy videos, when they become available.

### **J. Event Budget**

- i. The "Event" budget shall be produced by the LOA and submitted to the RS:X with the bid document.

### **K. Merchandising**

- i. Merchandising includes any form of branded product sold at the event, for example, T shirts, sweats, towels, programmes, mugs etc. The conditions for merchandising are:
  - a) Merchandise may be sold in the month prior to, during, and one month after the event.
  - b) Merchandise may be sold locally or through mail order, only.
  - c) The term merchandise applies strictly to promotional goods, i.e. goods with a retail value of less than Euro 30, on which one or more of the following appear either separately or together: the "Event" title, Event logo, sponsor's logos, event dates and/or relevant editorial. Thus, the term "merchandise" as defined in this document cannot be applied to goods of any sort with a retail value of over Euro 30.
- ii. LOAs or their local sponsors wishing to use the RS:X or a class logo, more extensively, should contact the RS:X Executive Secretary, in the first instance.

### **L. RS:X Merchandising**

The RS:X reserve the right to promote, advertise, market and sell their own, range of merchandise at RS:X sanctioned events.

### **M. Sampling**

Sampling refers to the opportunities created, for a manufacturer or distributor, to offer free samples of a product to the crowds attending events. If sampling is offered, the LOA shall advise the RS:X in writing of:

- the number of sponsors staff involved on site in sampling,
- the exact nature of what is being offered,
- the amount of product being sampled,

AND obtain the RS:X agreement

### **N. Indirect Sampling**

Some companies may offer support, in the form of free products for competitor packs or give-aways of branded product. This is a valuable method of adding extra value for competitors and audience. LOAs must be careful to ensure give-aways, like sampling, do not conflict with other sponsorship support of the event. Permission to distribute give-aways has to be treated like sampling and is subject to the conditions described above.

## **SECTION 3: CLASSIFICATION OF EVENTS/CLASSES**

### **A. Sanctioned events**

- i.** A RS:X sanctioned event is an established regatta of an international character, at which the rules of the class apply; where at least one RS:X Class Race Official is present and whose event organiser has signed an agreement with the RS:X.
- ii.** The event may be subject to an international qualification system defined by the class.
- iii.** National entries may also be subject to national qualification requirements established by the national sailing federation or its delegated authority.
- iv.** The Notice of Race and the Sailing Instructions are determined by the RS:X and the relevant class.
- v.** The following category of event has to be "sanctioned" by the RS:X:
  - World & Continental Championships
  - World Tour or World Ranking Regatta
  - World & Continental Championship qualifying event
- vi.** The following category of event has to be "approved" by the RS:X but may also have to be "sanctioned":
  - Continental Tour Regatta
  - Regional Championships

### **B. Championships & locations**

- i.** The same World or Continental Championship may not be staged by the same LOA in two consecutive years.
- ii.** A World championship cannot be held on the same continent (including adjacent islands) for more than two consecutive years. Nor may it be held in the same hemisphere for more than three years. It will circulate to each of the five Continents, in rotation, where possible.
- iii.** A bid for a World Championship will not normally be accepted until the proposed LOA has successfully run one continental championship or 2 sanctioned regattas in succeeding years.
- iv.** Regional/Tour events will be awarded to LOAs who agree to abide by the conditions set in Sect 7 & 8.
- v.** Seminars shall be run by LOAs, as a matter of course, at all continental and regional Championships.
- vi.** A World Championship shall consist of a minimum schedule of five days of racing. There shall be an additional two days of registration & measurement. A continental Championship shall consist of a minimum of four race days.
- vii.** One rest day may be scheduled depending on the format of the competition.
- viii.** The RRS Appendix B shall govern, except as modified by the Class Rules, Notice of Race, Standard Championship Sailing Instructions and the Local Regatta Sailing Instructions.
- ix.** If any national prescriptions are to apply, they shall first be published in the Notice of Race.
- x.** Registration fees shall be set by the RS:X.

## **SECTION 4: LAND BASED FACILITIES**

### **Infrastructure to be provided by the LOA.**

The LOA shall provide the following facilities. These requirements may not be changed without the written consent of RS:X.

#### **SHORE FACILITIES**

##### **A. Beach**

- i. The launching area shall be approx. 500 meters long and must have unimpeded access to the sea.
- ii. Public bathing shall be confined to a set aside buoyed area away from the launching area.

##### **B. Competitors Village**

- i. A competitors rest area shall be provided, from which the general public are excluded, of approx. 5000 sq. metres. This is to be immediately adjacent to the board storage area and the beach and shall provide adequate shade & storage.
- ii. Food and soft drinks shall be available at reasonable cost in the village.
- iii. Plenty of rubbish collection containers shall be provided within this area. These should be emptied daily.

##### **C. Board / Sail Storage Area**

- i. Sails will be stored semi-rigged and suitably shaded from the sun in a suitable storage space with National or sponsor team sails being stored together.
- ii. The LOA shall provide an adequate board storage area as agreed with the RS:X during the site visit. This storage shall be close to the sail storage and the launching area.
- iii. The board/sail storage area shall be surrounded by a perimeter fence of approx. 2.4 metres in height and shall be guarded 24hrs. per day for the period of the event as advertised in the NoR as a minimum.
- iv. This fence can act as a windbreak if local anticipated conditions require it. Access shall be confined to registered competitors; their coaches and official event personnel only.
- v. These facilities shall be provided free of charge.
- vi. During the event, It is mandatory that equipment is stored in this area to enable the LOA to provide effective security.

##### **D. Charter Equipment**

- i. Charter equipment may be provided through the RS:X manufacturer. Each event is approached according to its need and importance.
- ii. The LOA shall provide a separate storage area to the provider(s) of charter equipment free of charge for use before/after the event.

##### **E. Toilets, shower & sail wash down facilities**

- i. Sufficient toilets/fresh water showers shall be provided for competitors. Hard standing and fresh water hoses shall be provided for the washing of sails and boards daily. Toilets should be checked periodically during the day and be cleaned a minimum two times per day.

##### **F. Competitor & Official car/van parking**

- i. Limited number of car/van parking spaces shall be provided for officials and coaches free of charge for the duration of the championship and the 5 days preceding.

##### **G. Jury secretary's Office**

- i. This shall be adjoining the Beach Office.
- ii. It shall be equipped with:
  - photocopier
  - desk & two chairs
  - filing trays telephone line & pay phone
  - one full-time assistant (volunteer)
  - computer
  - printer
  - Broadband internet connection



- iii. The jury secretary's office shall also contain letter slots for the coaches, officials and RS:X delegates
- iv. First Aid facilities shall be provided here for minor accidents only.

**H. Jury Room**

- i. This shall be clean, dry and weather proof as well as furnished with one long table and 10 chairs.
- ii. It shall be next to the Jury Secretary's office and very close to the Beach Office.
- iii. Associated with it, there shall be a waiting area; shaded (in warmer climates), warm (in colder climates) & dry with seating for waiting competitors.

**I. Beach Office (see Section 8 : Communications)**

- i. The beach office shall overlook and be very close to the beach and the official flagpoles. It shall, as a minimum, be glazed on the beach side from half height upwards.
- ii. It shall be strictly private and out of bounds to all except authorised officials. This shall contain:
  - base station for the PA system;
  - ICF & sponsors flags to be used ashore;
  - ship to shore base stations (one per course area);
  - 29meg. base station for shore-side communication net;
  - facilities to tape record all radio traffic, in an emergency;
  - 1 telephone line & phone/fax machine.
  - Broadband internet connection
- iii. The PA system shall be supplied with a radio mike with a range to cover the race site (plus a spare).
- iv. Tables and chairs shall be provided.

**J. Notice boards**

- i. These shall be located on the back of the beach office if possible; they shall be well lit; weather proof; notices shall be easily visible to competitors & officials; but impossible to remove except by authorised personnel.
- ii. The following notice boards are required and shall be titled as such:
 

Race Com. Notices	2 x 2metres	Jury Notices	2 x 2metres
Results	2 x 2metres	RS:X Class Notices	2 x 2metres
Weather	1 x 2metres	General Notices	1 x 2metres
- iii. It is recommended that these be spaced out over a reasonable distance so that competitors can get to the board they wish to, during busy times.

**K. Commentary position/commentators**

- i. Shore based commentators shall keep competitors and spectators informed of the action on the water. Where possible course commentary shall be provided if possible.
- ii. Two shall be available at all times during racing. They shall be knowledgeable, entertaining and informative.
- iii. The commentary position can be over the beach office; be protected from the elements; and have space to allow interviews to be conducted. Tables and chairs shall be provided.

**L. Official flag poles**

- i. One official flag pole for each course area shall be provided close to the beach office and easily visible by competitors from the pit area, board racks, and launching beach.
- ii. This shall have a cross beam to provide four lines and be of sturdy construction.

**M. Other flag poles**

- i. The regatta site shall have an abundance of substantial flag poles for:
  - national flags of participating countries,
  - title and associate sponsor's flags,
  - Neil Pryde RS:X Racing flags.
- ii. These shall be kept away from the official flag pole (J above).

## **N. Measurement Area & equipment**

- i.** The LOA shall provide the following equipment for the RS:X official measurer:
  - 20 litre barrel of fresh water;
  - 4kg metal weight (tied to the barrel on a 1.2metre line);
  - Calibrated scale to weigh boards (2 no.);
  - Calibrated scale with separate digital read out to weigh competitors (2 no.);
  - Event stamps with water proof ink pads (3 no.);
  - indelible waterproof ink marker pens (black & silver);
  - Equipment required for detailed measurement as specified by the class chief measurer.
- ii.** The LOA shall provide a measurement area including sail measurement tables and other furniture as agreed during the RS:X site visit.

## **O. Regatta Secretariat**

- i.** This is the main administration centre for the regatta and shall contain first aid facilities.
- ii.** It is the service centre for competitor non-technical questions i.e. Travel arrangements, accommodation problems, payments etc.
- iii.** It should contain desks, chairs, computers, printers and a robust photocopier which sorts as it prints.
- iv.** It should be fully equipped with office consumables (pens, staplers, etc) and A4 paper.
- v.** NB! A recent world championship used nearly 15,000 sheets of A4 paper
- vi.** There shall be a clear reception point, which shall be staffed by knowledgeable staff (volunteers).

## **P. Meeting Room**

This shall seat 12 and will be used for administrative meetings, meetings of LOA key race officers and RS:X personnel etc.

## **Q. Results Office (see Section 7: Communications)**

- i.** The location of this important facility shall be confidential and only known to key personnel.
- ii.** The results computer shall not be in any of the aforementioned offices / rooms.
- iii.** It shall be quiet, warm and dry and shall be furnished as follows:
  - long desk & four chairs,
  - further long table,
  - stacking paper trays,
  - computer,
  - fast modem & reliable printer,
  - uninterruptible power supply,
  - surge protected,
  - ex-regatta directory phone line,
  - 1 no. phone,
  - fax machine,
  - Broadband internet connection and WiFi base station.

## **R. Press Office (see Section 7: Communications)**

- i.** It shall be warm & quietly located on site and furnished as follows:
  - sufficient no. of telephone lines,
  - sufficient no. of telephones (phone card system),
  - sufficient no. of robust fax machines,
  - sufficient no. of computers with modems,
  - sufficient no. of robust printers,
  - at least one robust sorting photocopier,
  - tables & chairs,
  - large fully stocked fridge (soft drinks, snacks),
  - tea / coffee making facilities,
  - plenty of power points,
  - Broadband internet connection and WiFi base station.
- ii.** It shall be available to domestic & international journalists (invited / independent) only.

**S. TV Production Office**

- i. This shall be located close to the Press Office on site and be a minimum of 20 sq. metres in size.
- ii. It shall be furnished with facilities to black out the light and:
  - long sturdy tables along one wall,
  - proper no. of chairs,
  - telephone line,
  - phone / fax machine,
  - sufficient no. of power sockets,
  - uninterrupted power supply / surge protected,
  - broadband internet connection and WiFi base station,
  - TV interview area (branded).

**T. Physiotherapy Rooms**

- i. A physiotherapy service shall be provided for competitors. This service shall be available first thing in the morning before the first race and in the afternoon after the last race.
- ii. A private facility shall also be offered to competitors for a reasonable cost.
- iii. The whole shall be staffed by experienced sports physios whose leader shall write a report on the work she/he has been asked to carry out. This shall be completed within six weeks of the end of the championship.

**U. Food & Drink**

- i. Packed lunches shall be provided free to race & class officials and LOA volunteers.

**V. Bottled water & carbohydrate loaded drinks**

- i. Ample factory sealed still bottled water are recommended both on land and on the Race Committee & safety boats.
- ii. Carbohydrate loaded drinks are medically recommended for athletes. The LOA shall use his best endeavours to get ample quantities for issuing free to racers.

**W. Security**

The LOA shall provide 24hr. security throughout the event. This shall pay special attention to the board storage area, the competitor's marquee, regatta secretariat, beach office, flag poles and press & media centre.

**X. Stage**

A raised stage area shall be provided to hold daily prize giving ceremonies. This shall have a backdrop with sponsors logos prominently displayed

**Y. Incidentals**

- i. Regatta Clock - This will provide the official time throughout the Regatta.
- ii. Signage - All of the above facilities are to be well signed except the Results office.
- iii. First Aid facilities - These shall be provided and clearly sign posted and indicated on the event site plan.
- iv. Site Plan - A detailed site plan shall be provided including all the above facilities plus the racing areas out to sea. It shall be printed in the event programme. Large scale prints of same shall be located in the Regatta Secretariat & Beach Office and on the General Notice Boards.

## SECTION 5: WATER BASED FACILITIES

### Infrastructure to be provided by the LOA

#### A. Racing Area

- i. The open area of sea/water shall be sufficient to comfortably take two racing areas each with a windward leg length of 1500 metres.
- ii. The area shall have a small tidal range allowing courses to be set close to the regatta site, at all stages of the tide and allowing easy spectator viewing.
- iii. Water depth shall be such that the race committee can set/alter the course without undue problem or delay to the racing schedule.
- iv. The holding ground shall be such that marks will hold in 40 knots of wind.

#### B. Wind

- i. Mean wind speeds for an acceptable site shall be between 6 and 30 knots for the period of the event.
- ii. The prevailing wind shall be on shore or cross shore.

#### C. Marks & Ground Tackle

- i. Marks shall be 2.0 metres high and either round or tetrahedral in shape. They shall not have net covers. They shall be bright orange, yellow or lime green in colour.
- ii. Finish line marks shall be red round buoys approx. 0.6 meters in diameter capable of carrying flags as specified in the Sailing Instructions.
- iii. All ground tackle shall be capable of holding, for prolonged periods, in 40 knots of wind.

#### D. Port facilities

- i. A well protected harbour shall be close to the race site
- ii. The LOA shall arrange for free berthing all craft associated with the regatta including coach boats.
- iii. In-port fuelling shall be available at the venue proximity.

#### E. Race Committee Boats

- i. RC boats shall be capable of staying anchored on station in up to 40 knots of wind, for prolonged periods.
- ii. There shall be sufficient ground tackle on boards each boat to anchor in these conditions.
- iii. Each boat shall fly a flag (600x400), the designated colour of the course, to which it is attached.
- iv. The following are the requirements for boats per course area...
  - 1 no. Starting signal vessel**
    - Large yacht or motorboat capable of carrying all flags specified in the Sis preferably with two drive units for holding station
  - 1 no. Port end start boat**
    - Fast dry boat.
  - 4 no. Mark control boats**
    - Fast dry boats for moving marks quickly & taking mark roundings.
  - 1 no. Finishing vessel**
    - Fast dry boat capable of moving quickly to reset finishing line.

#### F. Flags/sound signals specified in the Sailing Instructions

- i. These shall be a minimum of 500mm x 700mm in size.
- ii. On the RC vessel, these shall be on a horizontal beam, in the case of a yacht, or on long staffs if not and shall be easily visible by all competitors during the starting sequence.
- iii. The pin-end start boat shall carry the IC Flag First Substitute (General Recall), AP (Answering Pennant), N (November) and equipment for a sound signal.
- iv. Mark Control boats shall carry at least the following IC Flags: S (Sierra), M (Mike), C (Charlie) plus a Red rectangular / a Green triangular panels and +/- panels.

#### G. Equipment to carried by RC vessels, Safety, Press and Jury boats

- i. This list is not exhaustive and is additional to that normally required to be carried by the skipper / owner by local authorities:

- 4 no. spare life jackets.
- flares for use in an emergency.
- first aid equipment.
- bottled water.

#### **H. Rescue/Safety boats**

- i. The LOA shall provide a minimum of 1 designated rescue boat with an experienced crew for every 25 competitors on the water. Crews shall be experienced in the art of rescuing windsurfers.
- ii. Rescue boats shall be a minimum of 5.50 metres long and be rigid inflatables (RIBs), if possible.
- iii. In an emergency, where there are very many competitors in need of rescue, the RC vessel or finishing boat shall act as mother ships to take rescued competitors on boards whilst streaming equipment on lines astern. They shall be capable of taking large numbers of rescued competitors on boards. Rescue boats should return rescued competitors to mother ships rather than to the shore.
- iv. Coach boats can act as rescue boats in a dire emergency but shall not be counted on until the RC abandon all racing.

#### **I. International Jury boat**

The LOA shall provide at least three dedicated fast, dry boat to be at the disposal of the chairman of the International Jury.

#### **J. Technical Committee boat**

The LOA shall provide one dedicated fast, dry boat to be at the disposal of the Technical Committee, at all times.

#### **K. Coach and Support Boats**

- i. Coach and Support boats are permitted on the water.
- ii. A general support boat(s) shall be provided for coaches who cannot afford to charter their own boat. The cost of this can be shared between the coaches concerned if the event budget cannot cover it.
- iii. The LOA shall make rigid inflatables of a minimum length of 5.25 metres available for charter to coaches.

#### **L. Press Boats / Jet Skis / Helicopter**

- i. Dedicated fast dry boats shall be provided that also offer a steady platform. These shall be completely under the control of the event press officer with the agreement of the RS:X Press Liaison Manager
- ii. A suitable jet ski shall be provided for the event photographer.
- iii. An event helicopter shall be provided, at pre-arranged times, for use by the event photographer/film unit.

## **SECTION 6: COMMUNICATIONS**

### **A. PA System**

- i.** This may play music, much as a popular continuous music radio station.
- ii.** The radio mike shall, automatically, be able to cut out the music for immediate announcements.
- iii.** Loudspeakers should be numerous to allow the system to remain audible by competitors and public alike without having to turn up the volume so that it disturbs the local population unduly.
- iv.** A loop should be provided through to the press room.
- v.** It should cover the board storage area, competitor's village, the beach, spectator viewing points and the car park. (see Beach Office for further details)

### **B. Shore based radio net**

- i.** A 29meg. radio net shall be provided. The base station for same shall be located in the beach office.
- ii.** Those issued with hand held radios shall be the RS:X Class Event Director, jury chairman, jury secretary, security at board storage area, results office, protocol, press office and regatta secretariat.
- iii.** The press room shall be provided with an additional separate channel, with which to conduct their business on site and 6 hand held radios.
- iv.** One charger shall be provided with each hand held radio supplied. The LOA is responsible for ensuring that radios are charged.

### **C. Office Communications**

- i.** The following items shall be provided:  
phone / fax lines  
broadband fast internet connections
- ii.** The number of lines shall be as follows:
  - Regatta Secretariat (3no);
  - Beach Office (2no),
  - Results Office (2no.)
  - Jury Secretary's area (1no.)
  - Press Office (6no.)
  - TV Production Office (1no.)
- iii.** The Press & Media office should also be provided with a separate and very fast internet.

### **D. Radio call signs/ telephone numbers**

Each key official or named shore based office shall be supplied with a list of the following call signs/phone numbers: (see Results office for further details)  
- ship to shore call signs for Principal Race Officer; 29 meg. users & channels; phone numbers of site based phone lines and their locations (one number for the press office only); home phone numbers of key local staff inc. security chief & race officers; the official event doctor; local hospital & contact name; physios; local meteorological offices

### **E. Ship to shore radio net**

- i.** The LOA shall ensure that race committee, rescue, press, jury and measurer's boats carry ship to shore radios.
- ii.** Each course area shall have a separate channel.
- iii.** A 3rd channel shall be provided for the safety boats use (not channel 16).
- iv.** All necessary permits shall be provided by the LOA to allow RS:X class officials to operate said radios.

## **SECTION 7: CEREMONIES**

### **Opening Ceremony & Welcoming Party**

#### **A. Outline**

- i.** The opening ceremony must be a dignified occasion befitting the opening of a major championship.
- ii.** Teams may process carrying flags or national names.
- iii.** Facilities for sponsors, TV, press, official guests and spectators are required.
- iv.** A flag hoisting ceremony may be incorporated into the proceedings. This shall involve the following flags only: RS:X Host Nation Host Club Title Sponsor.
- v.** Speeches shall be kept short. The following shall be asked to speak: RS:X Representative, Organising Committee Representative, Host National Authority, Title Sponsor.
- vi.** The formal opening ceremony shall be separated from the following welcoming party.
- vii.** Competitors shall serve themselves from the food buffet. Plentiful liquid refreshments shall be served but only a limited amount of alcohol.
- viii.** Food etc shall be served "restaurant style" to key guests of the organising committee including: regatta officials and their guests (Jury, Measurers, RS:X personnel, RC) key facilitators & sponsors.
- ix.** The welcoming party shall be free to competitors, class officials, coaches etc. friends / family members of competitors may attend the party but shall buy an admission ticket.

### **Prize Giving & Closing Ceremony**

#### **B. Outline**

- i.** The closing ceremony shall a dignified occasion, enabling all competitors, coaches, team leaders, VIPs, invited guests, officials, sponsors, press, TV and others to be involved. The ceremony should take place in the early evening and all medal winners shall be in their national team clothing
- ii.** A closing banquet/BBQ/ buffet shall be arranged for later the same evening in an informal atmosphere. The two events shall be clearly separated.
- iii.** The first ceremony shall be for overall medal winners to be presented by the title sponsors and to the press in a sober and professional manner as it is an official affair. (Final results sheets shall be freely available).
- iv.** The second event will be high spirited and shall be held in a marquee or similar area where decorations are not of importance and is for the benefit of the competitors and their supporters. Music and entertainment shall be laid on.

#### **C. Prize Giving Procedure**

- i.** The following shall be invited to make a short speech. Title Sponsor's representative.
- i.** Chairman of the Organising Committee, RS:X Representative, Local VIP's.
- ii.** The prize giving shall then follow with the major medals awarded in reverse order.
- iii.** After each group is formed on stage they shall take a bow together and be asked to stay back at the end of the ceremonies for further photographs and interviews with the press.
- iv.** Having finished the official ceremony, the assembled company shall be asked to move off to the 'closing banquet'.

#### **D. Closing party**

- i.** Food shall be served immediately and again a very limited amount of alcohol shall be available free. A pay bar shall be available.
- ii.** Music and entertainment shall continue until the early morning!!

## **SECTION 8: ACCREDITATION OF OFFICIALS & COMPETITORS**

### **A. RS:X Class Event Director, Class Course Representative & Chief Measurer**

- i.** The Chief Measurer for the event shall be nominated by the RS:X Class and he/she will be nominated as the Chairman of the Event Technical Committee. The Technical Committee will measure the equipment on registration according to the class rules.
- ii.** The RS:X Class Course Representative is there to assist your race committee on the water and shall also be available to run a seminar as required. (See following Job Description)
- iii.** The RS:X Class Event Director is the ultimate authority representing the class with an interest in all issues concerning the event
- iv.** They shall receive at accreditation, or prior:
  - free airfares/transfers to & from their place of residence only,
  - free accommodation in a minimum 3 star hotel or equivalent,
  - daily subsistence or daily allowance for meals to be paid on arrival,
  - free entry to all official functions,
  - free transport to / from the race site & harbour under their direct control.

### **B. International Jury**

- i.** This shall be constituted according to the World Sailing Rules.
- ii.** Jury members shall receive at accreditation, or prior:
  - free airfares/transfers to & from their place of residence only,
  - free accommodation a minimum 3 star hotel or equivalent,
  - daily subsistence allowance for their stay to be paid on arrival,
  - free entry to all official functions,
  - free transport to/from the race site & harbour under their direct control.
- iii.** They shall be accredited at a convenient moment.

### **C. Competitors & their equipment**

- i.** All equipment to be used by a competitor during the regatta shall be presented for measurement prior to registration; said equipment shall be scheduled on a designated numbered form available from the chief measurer. When the equipment has been duly checked, approved, numbered with the form number, stamped and scheduled the competitor may register.
- ii.** In return for their entry fees, competitors shall receive the following at check-in:
  - tickets to enable free entry to all social events,
  - event programme (see Section 11 Publicity),
  - beneficial rates for airfares which shall include free equipment transport,
  - ditto on hotels/self catering apartments/camp sites,
  - ditto on van/car hire,
  - event T-shirt.
- iii.** They have priority during accreditation.

### **D. Coaches and Support Persons**

- i.** A coach is any professional person employed to train/support at least one competitor during the event. They may be mandated by their MNA or privately employed and be a member of the International Coaches Association
- ii.** Coaches and Support Persons shall register at the secretariat on arrival and shall be given the same accommodation and transport costs as competitors.
- iii.** The LOA shall facilitate coach boat launching and recovery; provide free berthing; and advise where fuel can be bought close to the berth.
- iv.** Coaches may attend class general meetings and comments will be welcome from them.
- v.** Coaches and Support Persons have access to the board storage area.
- vi.** They shall conform to the prescriptions of the sailing instructions and the instructions of the LOA.
- vii.** When at sea, the coaches shall keep clear of the course area(s) specified in the sailing instructions.
- viii.** They shall take part in any search and rescue operation without favour to any particular sailors according to the quality of their boats and the weather/sea conditions.
- ix.** They shall be accredited at a convenient moment.



## **E. Volunteers**

- i. No event could be run successfully without a small army of volunteers. They are very special people who are sometimes required to work long hours with little in return, except job satisfaction and:
  - tickets to enable free entry to all social event,
  - event programme.
  - event polo shirt or T-shirt.
- ii. They shall be accredited at a convenient moment.

## **F. Journalists, TV production crew and Press Relations representatives**

All journalists, TV crew and press relation representatives shall receive the following at accreditation:

- tickets to enable free entry to all social events,
- event programme,
- beneficial rates for airfares (if not specially invited, when free),
- ditto on hotels (if not specially invited, when free),
- ditto on van/car hire (if not specially invited, when free),
- event polo shirt or T-shirt.

## **G. Title Sponsors Representatives**

One representative from each title sponsor shall receive the following at accreditation:

- tickets to enable free entry to all social events,
- event programme,
- hotel,
- free use of a van/car,
- event polo shirt or T-shirt.

## **H. Local Associate Sponsors & Official Suppliers**

One representative from each sponsor shall receive the following at accreditation:

- tickets to enable free entry to all social events,
- event programme,
- event polo shirt or T-shirt.

## **I. Foreign Associate Sponsors & Official Suppliers**

One representative from each sponsor shall receive the following at accreditation:

- tickets to enable free entry to all social events,
- beneficial rates for airfares,
- ditto on hotels,
- ditto on van/car hire,
- event polo shirt or T-shirt.

## **J. RS:X Class Officials**

Designated RS:X Class Officials shall receive the following at accreditation:

- tickets to enable free entry to all social events,
- free airfare,
- free hotel,
- free use of a van/car,
- event polo shirt or T-shirt.

## **SECTION 9: RS:X CLASS EVENT DIRECTOR/CLASS REPRESENTATIVE & RS:X CLASS COURSE REPRESENTATIVE (Job Definitions)**

### **A. RS:X CLASS EVENT DIRECTOR / CLASS REPRESENTATIVE (CED)**

The RS:X Class Event Director is the Official Representative of the RS:X Class on site during competition. He is appointed for Regional, Continental and World Championships as well as for any approved or sanctioned prize money events to assist the Race Committee.

He is responsible to the RS:X Class and competitors for the running of the event in a manner which will ensure fair and equal competition in conformity with this manual and Class Technical Requirements.

The RS:X Class Event Director:

- i.** Shall approve the regatta site including: storage, regatta office, press office, measurement area and equipment, race management equipment, marks, safety equipment and scoring system prior to the start of racing
- ii.** Shall be the ultimate authority in the interpretation of this manual;
- iii.** Shall approve the Notice of Race, Sailing Instructions, changes to the Sailing Instructions and Notices to Competitors.
- iv.** May initiate an action if the CCR is of opinion that the racing is not conducted according to the rules, or for any other reason directly affecting the safety or fairness of the competition.

### **B. RS:X CLASS COURSE REPRESENTATIVE (CCR)**

The RS:X Class Course Representative is the Official Race Management Supervisor of the RS:X Class on site during competition.

He is responsible to the RS:X Class and competitors for the running of the event in a manner which will ensure fair and equal competition in conformity with this manual and Class Technical Requirements.

The RS:X Class Course Representative:

- i.** Is a member of the Race Committee and will work closely with the Race Officers appointed by the Organising Committee to help ensure a fair and consistent standard to competition, free of national bias. The CCR will be available to attend redress hearings as a witness for the Race Committee.
  1. The Course Race Officer(s) will be responsible for managing their race management teams and conducting the races.
  2. The Race Officer(s) will be responsible for the management of the safety procedures.
- ii.** Shall approve the following matters:
  1. Postponement (RRS 27.3);
  2. Course selection, location, configuration and race duration;
  3. Whether a starting line be moved or adjusted (RRS 27.2);
  4. Starting line decisions (OCS and Recalls (RRS 29), starting penalties (I, Black Flag - RRS 30; or U);
  5. Changing course/moving marks - adjusting the course to a new wind strength or direction (RRS 33);
  6. Shortening course (RRS 32);
  7. Abandoning (RRS 27.3, 32 and 35);
  8. Determination of finishing position;
  9. Corrections due to scoring errors;
  10. Requesting redress on behalf of a boat;
  11. Protesting a boat;
  12. Imposing a penalty (SI's);
  13. Amending the Sailing Instructions and Notices to Competitors;
  14. Schedule.
- iii.** The RS:X Class Course Representative may initiate action in relation to these matters, in which case the Course Race Officer will be governed by the RS:X Class Course Representative's decision.

### **C. PRE REGATTA**

- i.** The RS:X Class Event Director shall visit the regatta site and ensure that the site has the capability of hosting the competition. During the visit the RS:X Class Event Director shall inspect the site and ensure that the following aspects of the "RS:X Event Manual governing Championships and Racing" are met:
  - Sanction of the National Authority;

- Environmental conditions (wind, sea, current, water and air temperature);
  - Suitable shore facilities (regatta office, registration area, press centre, jury room, measurement area, board storage, gear storage, beach, etc.);
  - Race management facilities (committee boats, rescue boats, flags, marks and other race management equipment);
- ii.** The RS:X Class Event Director shall meet with the following personnel:
- Regatta Chairman
  - Safety Officer
  - Principal Race Officer (PRO)
  - Scorer
  - Each Course Race Officer
  - Beachmaster
  - National Measurer
  - Competition Equipment Manager (Boards Racks)
  - Jury Secretary
- iii.** The RS:X Class Event Director shall inspect and approve the following:
- Recommended accommodation
  - Food and drink at the regatta site
  - Provision of drinking water to competitors prior to and between races
- iv.** Review and approve the social schedule with the Regatta Chairman.
- v.** After visiting the regatta site, the RS:X Class Event Director shall approve the variations to the RS:X Standard Local Regatta Sailing Instructions prepared by the RS:X Technical Committee in co-operation with the Regatta Chairman and his PRO.

#### **D. DURING REGATTA**

##### Feedback Procedures

There will be a debriefing meeting after racing on each race day. This will include the RS:X Class Event Director and Class Race Director, the PRO, CROs and other race management personnel as required. The main purposes of the meeting will be to:

- receive a brief report from each race area;
- consider difficulties which have arisen and how they may be resolved;
- consider any potential amendments to the sailing instructions;
- review any other aspects of race management including scheduling.

##### Disputes

When, in the opinion of the RS:X Class Event Director, an error has occurred and has not been subsequently rectified, or there is reason to believe that an error may occur, the RS:X Class Event Director shall, in the first instance, discuss the matter with the PRO. If the issue is not satisfactorily resolved, it shall be raised at the daily debriefing meeting.

If the matter cannot be satisfactorily resolved there, the RS:X Class Event Director will address the matter with the Regatta Chairman & the PRO together.

#### **E. POST REGATTA**

- i.** The RS:X Class Event Director shall prepare a report on the event for the RS:X Class Association. The report shall contain:
- A copy of the Local Regatta Sailing Instructions and Amendments.
  - All Notices to Competitors, including daily competitive schedule.
  - A summary of protest hearings and their results.
  - A report on measurement control.
  - A complete set of race results, including climatic data.

## **SECTION 10: TELEVISION PRODUCTION & DISTRIBUTION**

In the first instance and before the LOA has been awarded the "Event", he shall contact the local regional TV company and the National Sports Channel to agree their involvement in the event. These contacts should be seen as part of the local public relations project to maximize coverage of the event for your national sponsors. Given that the budget for video production is sufficient and the event sponsor's ambitions require it, the RS:X can co-ordinated the TV production & distribution of "Event" images internationally as part of a separate agreement with the LOA.

### **A. Production Company**

- i.** The extent of this separate agreement depends on the funds available to finance the production costs and thus the size of the production unit on site;
- ii.** The RS:X is in regular touch with several TV production companies and has experience in working with them on international events.
- iii.** If a local production company is contracted to produce event images, copies of all footage shot shall be provided to RS:X;
- iv.** If a domestic or third party broadcaster is involved in domestic transmission, RS:X retains the right of editorial input and requires that the broadcast footage contain RS:X and relevant class logos.

### **B. On site TV Production Unit Infrastructure**

- i.** The LOA shall provide dedicated stable fast boats with own drivers (see Section 8);
- ii.** The LOA may provide a helicopter for an agreed number of hours;
- iii.** None of the jet skis, boats, drivers shall have split duties. The LOA shall ensure that these facilities are entirely at the disposal of the TV Production Unit so that filming time can be maximised.

### **C. Copies of Event Videos**

- i.** Complimentary copies of the edited video shall be made available for Event sponsors, competitor sponsors, the RS:X and any classes involved.
- ii.** The RS:X will sell event videos through its website.

## SECTION 11: PUBLICITY

The LOA shall include the following in his event budget.

### A. Public relations campaign

- i. This will start three months prior to the event internationally, continue during the event with daily press releases and finish two months after the end of the "Event".
- ii. The Event PR shall contact all of the windsurfing magazines worldwide and arrange coverage; discuss their requirements for photos; and arrange follow up stories.
- iii. A strong local press campaign shall be undertaken by the LOA;
- iv. If working with the title sponsor's appointed agency, every effort shall be made to ensure that their requirements are planned for well in advance;

### B. Event Photographer

- i. The RS:X or LOA shall appoint an experienced event photographer used to shooting windsurfing images.

### C. Sponsor Branding

- i. The LOA shall agree the extent of branding opportunities available to each sponsor well in advance of the event opening. Branding opportunities include:
  - Race Buoys
  - Interior press conference area
  - Stage for daily prize giving & press conferences.
  - TV Production interview area.
  - Site Flag poles
  - Official cars
  - Official documentation/web page
  - Event helicopter
- ii. The area just above the boom, on competitors' sails, is reserved for the title sponsor.
- iii. Branding to competitor's Race vests is reserved for the Title sponsors.

### D. RS:X Sponsor Branding

- i. The LOA shall provide the following branding opportunities for RS:X  
**Banners:** round board rack, to beach front; Media Area; Interview Area  
**Flags:** on Official Mast; RC starting boat(s); 10 other flag poles; Opening & Closing Ceremony, Other social functions.

### E. Sail Stickers/Competitors Race Vests

- i. Sail Stickers shall comply with World Sailing Regulation 20. The LOA shall post a diagram, with the RS:X approval, specifying where and how the advertising stickers are to be applied.
- ii. Each competitor shall be issued with a Lycra race vest. The Sailing Instructions specify that this shall be worn at all times whilst racing over other articles of clothing.
- iii. The LOA shall provide additional Lycra race vests in yellow, blue and red. These will be awarded to the top 3 men/women daily to make them more identifiable to the press & public.

### F. Event Mico-Website

- i. This shall be hosted on the RS:X Website
- ii. The event website shall be updated regularly before the start of the event by the RS:X Webmaster and shall contain extensive information about the race site, the surrounding region, the NoR, The Sailing Instructions, entry lists, daily results, media profiles on top competitors, daily reports, images of the race site and those on it.
- iii. The RS:X Media Manager shall be invited to attend the event and be provided with the following:
  - tickets to enable free entry to all social events,
  - free airfare,
  - free hotel,
  - free use of a van/car,
  - event polo shirt or T-shirt.

## **G. E-mail database**

- i.** The RS:X will circulate press releases to its e-mail database of addresses on behalf of the LOA;
- ii.** The LOA may submit articles for inclusion in the RS:X e-newsletter, subject to normal editorial controls.

## **H. Press Conferences**

- i.** An Opening Press conferences shall be arranged with the approval of RS:X.
- ii.** An RS:X representative and title sponsors' representatives shall be included, in any such, for comment.
- iii.** They shall be held inside in a suitably branded area.

## **I. Daily Prize Giving**

- i.** It is RS:X's practice to hold a daily prize giving ceremony within one hour of the completion of the final race of the day. The top three in each fleet shall receive coloured race vests (see Art E above). They shall also be given matching coloured discs to affix to their sails.
- ii.** Competitors shall also be awarded further small prizes, by arrangement with RS:X and sponsors.
- iii.** If the top three changes from day to day, the competitors no longer featuring shall remove their identifying stickers and no longer wear their uniquely coloured vests.
- iv.** On completion of the final race on the last day, it is recommended that the overall winners 'receive' their trophies for the benefit of journalists, photographers and TV at the daily prize giving ceremony

## **H. Daily newssheet**

- i.** A Team shall be set up to publish a daily newssheet for distribution to the public which shall contain information about competitors, results, special events, social events.
- ii.** The team shall be housed in an information centre, to deal with enquiries from the general public and sell event merchandise and raffle tickets.

## **I. Raffle tickets**

- i.** It is recommended that the LOA set up a raffle, with official suppliers and associate sponsors providing prizes
- ii.** Tickets shall then be sold to the general public and spectators visiting the race site.
- iii.** The raffle shall be drawn on the last day, prior to the daily prize giving ceremony, whilst the results computer is calculating the official final result.

## **J. Official Programme**

- iv.** The LOA shall produce an official programme for the event and to include:
  - o Letters of welcome;
  - o Background information & Map of the locale including Tourist Sites, restaurants, night-clubs, bars, clearly identifying the race site and the Harbour;
  - o Detailed site plan identifying board racks, rigging area, competitors village, beach office, Regatta Secretariat, Jury Room, Jury Secretary's Office, official flag pole, press Office, TV Production Office, first Aid posts, parking, launching area, confined bathing area, Racing Areas and Physiotherapy Rooms;
  - o Course Diagrams;
  - o Profiles of top competitors
- v.** The production of this publication shall be self-financing, through the sale of advertising to local businesses and sponsors.
- vi.** RS:X reserves the right to insert:
  - o 4 page colour advertisement on behalf of its Corporate sponsors (Free)
  - o A4 page colour advertisement on behalf of itself (Free)
  - o Half page editorial on behalf of Class Chairman with photograph. (Free)
  - o Half page editorial on behalf of the President of RS:X with photograph (Free)

Fair Winds!

International RS:X Olympic Windsurfing Class Association