



**ISAF Guidelines for Candidates
Bidding to Host the
2018 ISAF Sailing World Championships**

Table of Contents

1. General	3
2. The Role of ISAF after the Bid Process	4
3. The Role of the Member National Authority (MNA)	5
4. Fees Charged by ISAF	5
5. Marketing and Communications	5
6. Entries	6
7. The Events, Classes & Quotas	6
8. Championships Schedule	7
9. Format of Racing	8
10. Venue Requirements	8
11. Official Boats	12
12. Competition Management Equipment	13
13. ISAF Officials, VIPs, ISAF Staff and Personnel	13
14. Organizing Committee Staff, Officials and Volunteers	14
15. Accommodation	14
16. Documentation	14
17. ISAF Emerging Nations Programme (ENP)	15
18. Observer Programme & Transfer of Knowledge	15
19. Legacy and Environmental Impact	15
20. Appendix 1	16
21. Appendix 2	17
22. Contact	21

1. General

1.1 Mission

The ISAF Sailing World Championships is the most important sailing event for the Olympic Classes next to the Olympic Sailing Competition.

1.2 Frequency of the championships

The ISAF Sailing World Championships shall be organized every four years, two years before the Olympic Sailing Competition.

1.3 Championships Title

The official title shall be '2018 ISAF Sailing World Championships' and this title shall be used in every relation with the championships. The Championships may also be referred to as the 'ISAF Worlds', with or without the year. The organizers need ISAF approval for any translation of the title if the official language of the host nation is not English.

1.4 Championships Dates

The Championships shall be scheduled to take place in August or September as per ISAF Regulation 24.2.5. Please note the ISAF Executive Committee may change this date when there is good reason.

1.5 Events and Classes

All events and equipment (classes) chosen for the Olympic Sailing Competition shall be on the programme of the Championships. No other classes or events are to be part of the Championships unless approved by the ISAF Executive Committee. It should be noted that ISAF is seeking an 11th medal for the 2020 Olympic Games for Kiteboarding and ISAF may require Kiteboarding to be included in the Championships.

All Olympic Classes are committed to participate in the Championships by contract.

1.6 Finance

The Organizing Committee is responsible for the financial and organizational requirements of staging the Championship as outlined in this document and in the Championship Agreement.

1.7 Bid process

Preliminary bids for the Championships shall be received by ISAF by 1 November 2013. Final bids shall be received by 1 March 2014.

ISAF will appoint an Evaluation Commission to evaluate the bids. The Evaluation Commission will hold a meeting at the ISAF Secretariat in March or April 2014 to receive bid presentations for the Championships. A schedule will be offered, to arrange a time for each presentation. Approximately two hours will be scheduled for each bid. The bidding cities may be represented by a maximum of five persons.

The Commission will make their recommendations to the Executive Committee at their May 2014 meeting.

The Executive Committee will confirm the venue of the 2018 ISAF Sailing World Championships following its May 2014 meeting.

There will be no visits by the ISAF Evaluation Commission or by members of the ISAF Executive Committee to the bidding cities or direct approach from the cities to Commission members or ISAF Executive Committee members, for the promotion of their candidature. If an ISAF committee/commission member must travel to a city for any reason, the city may not take advantage of this occasion for the promotion of its candidature, nor cover the costs and other expenses linked to such a visit, in particular, travel and accommodation costs.

2. The Role of ISAF after the Bid Process

- 2.1 To appoint one ISAF Technical Delegate and one ISAF Marketing Delegate who will represent ISAF in its relations with the Organizing Committee, during the years of preparation and at the Championships in addition to the ISAF CEO.
- 2.2 Site visits for the ISAF Technical Delegate and Marketing Delegate shall be the financial responsibility of the Organizing Committee. Site visits or meetings with the Organizing Committee will be held on a bi-annual basis at the venue. Additional meetings at the ISAF Secretariat or at ISAF Meetings may also be required.
- 2.3 Technical Support
 - (a) To negotiate and agree the Championship Agreement with the Organizing Committee.
 - (b) To advise on and approve the specification and technical aspects of the competition venue on and off shore.
 - (c) To consult and assist in the appointment of the Event Director, Competition Manager, and key professional staff.
 - (d) To establish the format of competition and the schedule for the Championships.
 - (e) To establish and operate the qualification system for the Championships.
 - (f) To establish the rules and regulations for the Championships.
 - (g) To appoint the ISAF Officials according to ISAF Regulations and the Championship Agreement.
 - (h) To advise on and approve the specification of all Official Boats and the appointment of boat drivers.
 - (i) To consult and advise on the race management equipment required to deliver the Championships.
 - (j) To consult and advise on of the Championships volunteer programme.
 - (k) To work with the Organizing Committee on the preparation and organization of test events.
 - (l) To advise on and approve the ISAF Emerging Nations Programme.
- 2.4 Marketing, Media, Sponsorship and Communications Support
 - (a) Consult and approve the appointment of Marketing and Communications personnel.
 - (b) Co-ordinate a joint marketing and media plan with the Organizing Committee.
 - (c) To consult and assist on the sponsorship rights and sales plan.
 - (d) To appoint the Host Broadcaster for international TV production and distribution.
 - (e) To appoint a technology partner to provide timing, scoring, tracking and real-time data presentation.
 - (f) To approve the Sports Presentation plan and spectator facilities.
 - (g) To approve all branding, marketing, look and feel, communication material and the venue branding plan.
 - (h) Consult and approve the Championship website and all online/digital content.
 - (i) Advise and approve the communications plan and facilities for the media.
 - (j) To approve ISAF and VIP arrangements.
 - (k) To approve the corporate hospitality and VIP facilities on and off shore.

- (l) To approve the arrangements, programme and scripts for the official ceremonies.

3. The Role of the Member National Authority (MNA)

- 3.1 All bids shall be supported by a recommendation of the ISAF MNA of the host country.
- 3.2 The MNA, in support of the Championships, will assist both the organizers and ISAF by providing advice and technical support to the Championships in order to be run successfully.
- 3.3 If there is a conflict with national rules and regulations the ISAF rules shall apply.

4. Fees Charged by ISAF

- 4.1 The following fees shall be charged to the Organizing Committee by ISAF.

- (a) Sanction fee
- (b) International broadcasting fee (production and distribution)
- (c) Technology fee (timing and scoring)
- (d) Olympic Classes fee

Please contact ISAF for full details of the fees.

5. Marketing and Communications

- 5.1 Marketing, media and sponsorship support

ISAF is responsible for guiding and approving the marketing, media and sponsorship of the Championships. The Organizing Committee will be expected to recruit all personnel or appoint agencies to execute a world class programme.

- 5.2 ISAF Marketing and Media Rights

ISAF is the owner of all Commercial Rights. Rights assigned to the organizing committee will be defined in the Championship Agreement and may include international marketing and media rights.

ISAF retains all international broadcasting, digital and media rights; video game rights; and betting and gaming rights.

All image and moving image rights for the Championships are the property of ISAF. For the duration of the Championships and up until one year after, image rights (subject to contract) may be given to the Organizing Committee, Event Sponsors and accredited media/broadcasters.

- 5.3 TV, digital and mobile

ISAF will appoint the Host Broadcaster for the Championships and retains all rights to exploit the international broadcast of the TV programming. The Host Broadcaster appointment is strictly an ISAF decision.

The Organizing Committee will be assigned the domestic broadcast rights for the host nation of the Championships.

ISAF retains the right to exploit online broadcasting and media platforms including social media, mobile technology and applications

- 5.4 Organizing Committee marketing rights

The Organizing Committee will be able to exploit the following marketing rights:

- (i) Sale of sponsorship and advertising rights (excluding any company conflicting with any company benefiting from the International Marketing Rights of ISAF);

- (ii) Grant aid or other support from national/regional/local government and other public institutions;
- (iii) Hospitality, catering and concessions;
- (iv) Regatta ticketing/admissions;
- (v) Merchandising rights

The Organizing Committee shall receive prior written approval from ISAF of the sponsor packages offered to the market and before any contract with a sponsor/partner is signed.

5.5 Logo and branding

The Championship logo is provided by ISAF and must be included on all communication material and documentation.

Boat, board and athlete bib branding for all competitors are defined in the ISAF Regulations.

ISAF retains the right to competition venue and field of play branding opportunities to be shared with the Organizing Committee.

5.6 MNA Sponsor village

Competing MNA and classes must be given an opportunity for creating a guest/sponsor area for their own sponsors within an area in/near the venue at a cost to be approved by ISAF.

At its own discretion, ISAF may authorise in writing the Organizing Committee to make use of some of the rights reserved by ISAF.

6. Entries

6.1 All entries shall be made in accordance with an ISAF approved qualification system and online entry/accreditation system.

6.2 Entry/Registration Fees

The entry fee paid by the competitors shall be approved by ISAF. The entry fee shall include local taxes (e.g. VAT) where applicable.

A registration fee to be paid by each Coach registered shall be approved by ISAF.

7. The Events, Classes & Quotas

7.1 Events and Classes

The table below shows the current Events and Equipment (Class) for the Rio 2016 Olympic Games. These are all subject to change for the 2018 ISAF Sailing World Championships and should be treated as a guide only.

Event	Equipment (Class)
Men's Windsurfer	RS:X
Women's Windsurfer	RS:X
Men's One Person Dinghy	Laser
Women's One Person Dinghy	Laser Radial
Men's One Person Dinghy (Heavy)	Finn
Men's Two Person Dinghy	470
Women's Two Person Dinghy	470
Men's Skiff	49er
Women's Skiff	49er FX
Mixed Multihull	Nacra17

7.2 Supplied Equipment

ISAF may require some events to have equipment supplied by the Organizing Committee. ISAF will endeavour to facilitate negotiations with manufacturers ensuring the cost to the Organizing Committee is minimal.

7.3 Event Quotas

The entries for the last two Championships were:

Event	Equipment (Class)	Perth 2011	Cascais 2007
Men's Windsurfer	RS:X	91	113
Women's Windsurfer	RS:X	68	73
Men's One Person Dinghy	Laser	147	149
Women's One Person Dinghy	Laser Radial	102	107
Men's One Person Dinghy (Heavy)	Finn	72	73
Men's Two Person Dinghy	470	80	112
Women's Two Person Dinghy	470	48	63
Men's Skiff	49er	67	79
Women's Match Racing / Keelboat	Elliott 6m / Yngling	29	35
Men's Keelboat	Star	41	62
Open Multihull	Tornado	N/A	49

ISAF requests that the preliminary bids highlight the maximum and preferred fleet quotas for the Championships based on the capacity of the bid venue, resources and budget.

As a principle no start (fleet) should have more than 60 boats. Over 60 entries the fleets may be divided in fleets.

8. Championships Schedule (Guidance Only)

Day	RS X M	RS X W	Laser	Laser Radial	Finn	470 M	470 W	49er	49er FX	Nacra 17
1	Re	Re	Re	Re	Re	Re	Re	Re	Re	Re
2	Re	Re	Re	Re	Re	Re	Re	Re	Re	Re
3	Re	Re	M	M	Re	Re	Re	Re	Re	Re
4	M	M	M	M	Re	Re	Re	Re	Re	M
5	M	M	M	M	Re	Re	Re	Re	Re	M
6	M	M	R	R	M	M	M	Re	Re	M
7	R	R	R	R	M	M	M	M	M	R
8	R	R	R	R	M	M	M	M	M	R
9	R	R	RD	RD	R	R	R	M	M	R
10	RD	RD	R	R	R	R	R	R	R	RD
11	R	R	R	R	R	R	R	R	R	R
12	R	R	R*	R*	RD	RD	RD	R	R	R
13	R*	R*	R	R	R	R	R	RD	RD	R*
14			R*	R*	R	R	R	R	R	
15					R*	R*	R*	R	R	
16								R*	R*	

Re – Registration	M – Measurement	RD – Reserve Day	R – Racing	R* – Racing & Medal Race
--------------------------	------------------------	-------------------------	-------------------	-------------------------------------

9. Format of Racing

- 9.1 The format of racing for the Championships will be defined by ISAF. It is anticipated that the racing format will reflect that of the 2020 Olympic Games taking into consideration the increased fleet quotas of the Championships.
- 9.2 For each event it is anticipated that there will be an Opening Series, consisting of a qualifying series and final series, followed by a Medal Race.

10. Venue Requirements

10.1 Competition Venue

The Competition Venue should be compact with a central area which is the 'heart' of the Championships.

The Competition Venue shall include all administration, race management, boat parks, press centre, broadcast facilities and the Field of Play. The overall size of the venue and the plan for communications and logistics are vital issues. The central area should include a race village for spectators and sailors. The public should be able to view the boat parks, preparation areas and launching areas.

The Competition Venue shall have a spectator area adjacent to the Medal Race course.

10.2 Field of Play

The number of the sailing course areas shall be between 5 and 8 depending on the prevailing wind conditions and the number of hours that can be sailed during a day.

Course areas will be needed with diameters between 1.5 and 2.3 nautical miles. Neither changed marks nor beating legs must interfere with the neighbouring area. Some courses on these areas may be located in close proximity to the shore, to facilitate viewing of the racing.

There should be a designated Medal Race course area, close to the shore and suitable for spectators to view the racing from on-shore.

Maximum depth shall not be more than 45 metres. If the depth at the course area exceeds this, special permission should be obtained from ISAF.

Maximum current shall not exceed 1 knot. If the current (tide) at the course area exceeds this, special permission should be obtained from ISAF. Details on wind, current and waves shall be presented to ISAF.

All course areas should be free of any commercial or recreational traffic.

A Field of Play Mixed Zone should be incorporated into the Medal course area to allow on water interviews with athletes.

10.3 On-shore Facilities

On-shore facilities for competitors shall include space for a maximum of 1000 boats divided over the 10 events.

(a) Boat park(s)

The following space (approximate) will be required per boat in the boat-park(s):

Boards	5 x 2 m. per board
One Person Dinghies	3 x 4 m. per boat
Two Person Dinghies	7 x 4 m. per boat
Multihulls	5 x 10 m. per boat

All competing boats will be stored on launching trolleys supplied by the competitors themselves (unless the equipment is supplied by the Organizing Committee). There shall be provisions to tie-down the boats to the ground in order to keep them on the trolleys in windy conditions.

A covered storage room/marquee with sufficient racks to store the boards and rigs.

There shall be one Official Noticeboard for the Championships but repeater notice boards may also be required in the boat parks.

Flag poles for signals ashore.

Sufficient water hoses for spraying the boats with fresh water need to be supplied.

Additional shade/shelter shall be provided along the edge of the boat park area for teams/athletes to relax.

PA system(s) shall be provided.

(b) Launching Facilities

Ramps for dinghies and boards, (ending under the water surface with an angle of no more than 10°) will be required. The ramps should be located on the prevailing windward side of the harbour, and should have padded edges. The ramps should be accessible from the sea, allowing for different wind directions.

(c) Mooring Facilities

Mooring facilities for approximately 300 coach boats will be required.

If keelboats are selected for an event of the Championships mooring facilities will be required.

Mooring facilities will be needed for Race Committee boats, rescue boats, press and television boats, VIP boats and spectator boats.

Cranes will be necessary for launching and hauling out boats (coach boats, competition management boats, etc.).

Fuel station.

(d) Containers

Each team requires an area adjacent to the boat park(s) for storage of one 40 foot container (or equivalent space). The size of this container or space may be limited depending on the size of the team. Electric power shall be available for the containers.

Around four 40-foot containers per team can be expected to be used for the shipping of equipment to the venue and these should be stored in a separate storage (parking area) adjacent or close to the venue. If this is not possible other arrangements shall be made. For teams that travel by road adequate storage (parking) for trailers should be available adjacent or near the venue.

(e) Equipment Inspection Facilities

The size of the measurement area depends on the number of events without supplied equipment; an area of 1500m² is normally required. For each of the classes, an area with hard floor shall be reserved, free of wind and other weather conditions to measure and control the boats. Measurement equipment not supplied by the Class Associations (e.g. scales) shall be provided by the Organizing Committee.

(f) Mixed Zone

The Organizing Committee shall create and manage a mixed zone(s) for media use on a daily basis before and after racing in an area close to the press centre and boat launching/recovery area(s).

(g) Quarantine Zone and Pit Lane

A secure quarantine area for Medal Race equipment is required and shall be used as a pit lane for media interviews before racing. Ideally this should be adjacent to the mixed zone.

(h) Spectator Area Facilities

The spectator area should be as close to the Medal Course area as possible and allow for good viewing of the racing.

Facilities should include:

(i) Giant screens to display live and recorded footage, tracking and scoring;

(ii) A PA system for commentators;

(iii) A boat park area to display/explain the equipment and competition;

(iv) Seating, food & beverages, toilet facilities and merchandise should be available.

(i) Athlete Facilities

Athlete facilities should be in close proximity to the Regatta Office and Official Noticeboard.

A sailor's lounge with catering and free Wi-Fi should be available for all athletes.

Toilet facilities shall be provided (male and female).

Changing rooms and shower facilities shall be provided (male and female).

Medical services including first aid facilities, free physiotherapy and massage should be available for all athletes close to the sailor's lounge.

10.4 ISAF and Organizing Committee Facilities

The following office space/meeting rooms are required. All offices require basic office furniture, power, hi-speed internet connection, phone lines etc. Additional requirements such as computers, photo copiers and printers shall be provided as appropriate.

(a) Organizing Committee and Administration Staff including:

(i) Regatta Office and Official Notice Board

(ii) Briefing room for up to 150 people (can also be used for press conferences)

(iii) Competition management team offices

(b) ISAF President and Secretariat Staff

(i) an office for the President

(ii) an office for the CEO

(iii) an office for the Technical Delegate and Marketing Delegate

(iv) an office for 4-6 ISAF Secretariat staff

(v) an office for the ISAF media team and website editors (4-6 staff) in the press centre

(vi) one meeting room.

- (c) ISAF International Jury
 - Jury Chairman's Office – desk and meeting table for up to six people.
 - Jury Secretary Office – adjacent to the Jury Chairman's office with space for the Jury Secretary and two support staff
 - International Jury - five rooms for hearing protests. Each room should be air-conditioned, must be able to seat ten people on chairs around a large table and provide whiteboards, flipcharts etc.
- (d) ISAF Equipment Inspection Committee Office
 - With sufficient work space for the International Measurers and Equipment Inspection Committee
- (e) ISAF Course representatives meeting room.
- (f) International Technical Officials (ITO) lounge
 - An ITO lounge for the judges, measurers and course representatives is required. Individual lockers for clothing and personal possession will be necessary.
- (g) Race Committee Equipment storage
- (h) Class Associations Offices (8)
- (i) Accreditation Centre
- (j) On Venue Results Centre
 - (i) Technology (scoring) office
 - (ii) Room for storage/charging of tracking units & equipment
- (k) Meteorology Office
- (l) Radio communications room
- (m) Radio storage and allocation room
- (n) Volunteer Centre
- (o) Catering
- (p) Security and Police
- (q) Medical Centre
 - First aid facilities and doctors in case of serious injuries for athletes, team support personnel, Organizing Committee personnel and volunteers should be available.

10.5 Press Centre and media services

The Press Centre should accommodate up to 350 press officers and must be of a major international sporting event standard.

10.6 Facilities and Equipment for the Host Broadcaster

The Organizing Committee should budget for equipment and facilities for use by the Host Broadcaster. This includes:

- (a) Supply of a Host Broadcast building (with facilities and internet), which has a suitable, secure outside area for broadcast truck(s).
- (b) Technical links and screens at the venue (spectator area/press centre),
- (c) Outside Broadcast truck with satellite uplink (satellite link time will come from TV fee)
- (d) Helicopter for use for 4 hours per day, which is suitable for TV sports production.

Please contact ISAF for further details.

10.7 Facilities and Equipment for Doping Control

Rooms for Doping Control are required with individual male and female toilet facilities. There should also be a desk and normal office equipment for the doping control officers and a seated waiting area for 6-8 athletes. Lockable cupboards and filing cabinets should be provided.

10.8 Other venue facilities/equipment

Rubbish collection containers shall be provided within all areas which include setting an example for recycling. These should be emptied daily.

11. Official Boats

ISAF shall approve all official boats and boat drivers.

The following is an estimate of required boats:

(a) Race Committee

Starting vessels (Primary Race Committee Boats) – 1 per course area

Pin end starting vessels (rib or other) – 1 per course area

Finishing vessels – 1 per course area

Pin end finishing vessels (rib or other) – 1 per course area

Mark-laying and control boats – 5 on each course area

Marshall boats – at least 1 on each course area depending on fleet sizes

Rescue boats (rib) – at least 1 on each course area depending on fleet sizes

Jury boats (rib) – based on an International Jury of 35 at least 17 ribs will be required

Measurer boats (rib) – at least 1 on each course area depending on fleet sizes

ISAF Technical Delegate boat (rib) – 1

Organizing Committee Competition Manager boat (rib) – 1

(b) Press/TV Boats

Press Boats – sufficient boats for the number of registered journalists.

Photo Boats – sufficient boats for the number of registered photographers, each capable of handling up to 5 photographers

TV Boats – 8 boats for host broadcaster

Sufficient number of boats for visiting broadcasters

Note: Broadcaster boats will not carry still photographers.

(c) VIP Boats

1 boat for the ISAF President

1 boat for ISAF Secretary General

1 boat for VIP's, with a capacity of 50 people

(d) Spectators

Spectator boats for with a capacity of 100-200 passengers

12. Competition Management Equipment

The following equipment is essential for organising the Championships:

(a) Communications Equipment

VHF radios or equivalent, mobile phones and GPS units.

(b) Visual Signals

All visual signals (flags) shall be a minimum size of 80 x 100 cm and be displayed at least six meters above the water surface.

(c) Sound Signals

Starting signals shall be given with guns or horns and should be able to be heard at a distance of at least 500 metres. Other sound signals shall have a similar effect.

(d) Marks & Ground Tackle

Each area shall have marks of different colours. Each mark should be approximately 2 metres high and 1 metre in diameter. The Marks shall have facilities for the attachment of tracking devices and be suitable for carrying branding material.

(e) Competitor Identification

The Organizing Committee shall supply:

- boat/board identification decals for all competitors.
- Competitor bibs with three-letter country code to all competitors (ISAF shall approve the design of competitor bibs).
- Yellow, blue and red discs to affix to the hull or sail to identify first, second and third positions.

Please contact ISAF for full details of the competition management equipment required.

13. ISAF Officials, VIPs, ISAF Staff and Personnel

13.1 The following people will be present at the Championships:

- 1 President and 1 CEO*
- 8 ISAF Executive Committee members
- 1 ISAF Technical Delegate*
- 1 ISAF Marketing Delegate*
- 35 ISAF Judges and Umpires* ++
- 8 ISAF Course Representatives* ++
- 8 ISAF International Measurers* ++
- 3 Equipment Inspection Committee*
- 4-6 ISAF media team and website editors
- 4-6 ISAF Secretariat Staff
- 8 Class PR specialists
- 8 Class official representatives
- In addition, 25 day accreditation passes should be reserved for ISAF VIP guests

13.2 Expenses for ISAF Officials, VIPs and Personnel

Travel (including travel to and from all airports), food (good quality and healthy), per diems (to cover the costs of dinner and other expenses) and accommodation (with free Wi-Fi) for

those indicated with a * in Section 13.1 shall be the financial responsibility of the Organizing Committee.

- 13.3 Those numbers indicated with a ++ in Section 13.1 may be increased or reduced by ISAF to reflect the number of course areas, Organizing Committee experience and the final choice of events and equipment for the Championships.

14. Organizing Committee Staff, Officials and Volunteers

- 14.1 The Organizing Committee will need a large range of experienced, professional staff to manage and deliver the Championships.

- 14.2 A large number of volunteers will be required for the successful running of the Championships.

Volunteers will be required for:

- Race Committee Teams (International & National Officials, mark layers, safety officers)
- Venue Services (regatta office, boat parks, VIP, transport, security, catering, clothing)
- Media (press centre, broadcasting, timing & scoring, ceremonies)

- 14.3 A Volunteer Programme will be required to ensure the recruitment and training of all volunteers.

15. Accommodation

- 15.1 Accommodation for Competitors

The competitors are responsible for their own accommodation during the Championships.

- 15.2 Hotel Accommodation for ISAF Officials, VIPs and Personnel

The ISAF Officials shall be accommodated in a nearby hotel, in single rooms, three-star level, which should be a reasonably close walking distance from the Competition Venue.

A maximum of 15 double rooms may be requested for ISAF Executive Committee members and special guests. The hotel should be at least a four star hotel and preferably in the area of the competition venue.

The ISAF Delegates, Secretariat Staff and media team, who will be onsite before the Championships begin, should be accommodated as close to the competition venue as possible.

- 15.3 Hotel Accommodation for Broadcasting

Accommodation (at least 3*) for the Host Broadcasting and Technology Partner teams should be secured by the organizers at preferential rates.

16. Documentation

The text for all official documents for running the competition will be supplied or shall be approved by ISAF.

- 16.1 ISAF Documents relating to the Championships

- (a) ISAF Constitution - ISAF Yearbook
- (b) ISAF Regulations - ISAF Yearbook
- (c) The Racing Rules of Sailing
- (d) Equipment Rules of Sailing
- (e) ISAF Race Management Manual

- (f) ISAF Judging Manual
- (g) ISAF Sports Presentation Guidelines

17. ISAF Emerging Nations Programme (ENP)

The Organizing Committee shall run an ISAF Emerging Nations Programme. The aim of the ENP is to ensure the maximum number of MNAs is able to compete in the Championships. The programme should enable athletes from emerging nations to receive training and coaching courses at the competition venue prior to the Championships.

18. Observer Programme & Transfer of Knowledge

The Organizing Committee shall run an Observer Programme for MNAs, event organizers and bid committees and ensure that a full transfer of knowledge is completed with ISAF within 6 months of the end of the Championships.

19. Legacy and Environmental Impact

It is essential that the competition venue ensures a lasting legacy to the sport of sailing in the region and should be run in a sustainable and environmentally sensitive way.

20. Appendix 1

Bid Process Deadlines

Publication of 2018 ISAF Sailing World Championships Bid Guidelines	12 June 2013
Appointment of the Evaluation Commission	September 2013
Preliminary Bids Deadline	1 November 2013
Final Bids Deadline	1 March 2014
Presentation of the bids by the candidates to the ISAF Evaluation Commission	March / April 2014
Evaluation Commission report to the ISAF Executive Committee	May 2014
Decision by the ISAF Executive Committee	May 2014
Santander 2014 ISAF Sailing World Championships & Observer Programme	September 2014
2018 ISAF Sailing World Championships	2018

ISAF reserves the right at any point and at its discretion to make amendments to this timetable and process and will advise all parties immediately if this occurs.

21. Appendix 2

Bid Document Guidelines – information to be submitted by the preliminary bid deadline.

As part of the bid, please ensure the following issues and questions are addressed:

1. Motivation

Principal motivation for hosting the ISAF Sailing World Championships

The impact and legacy for your city/region of hosting the ISAF Sailing World Championships

2. General Information

Provide a brief description of the country: geography, population and political structure.

3. Organizing Committee

Please give details (including addresses etc) of proposed Organizing Committee including a short CV for each member

Details of Member National Authority (MNA)

Detail permanent staff of bidding organization (if relevant)

Proposed structure of staff within the Organizing Committee and their anticipated start date

Please indicate if you intend to outsource any specific areas (e.g. marketing/sponsorship/media) and if you have any details of the proposed partner organization(s)

4. Concept

Briefly describe your vision of the ISAF Sailing World Championships in your city/region.

Detail the following aspects:

(a) Motivation behind the choice of location of key infrastructures

(b) Expected benefits during and after the Championships

(c) Explain how your vision of the Championships fits into your city or region's long-term planning strategy.

Provide a map of your city/region on which your project is superimposed thus giving a complete visual overview of your project. This map should include the location of all major infrastructures (venue, main hotel area, main transport infrastructure – airport(s), motorways, train station, etc.)

5. Public Opinion

The general public opinion in your city/region and country towards your project of hosting the ISAF Sailing World Championships.

What opposition might there be to your project? Please detail.

6. Political Support - Government

The status of support of the national, regional, local government and city authorities for your bid and for the organization of the ISAF Sailing World Championships in your city/region.

Please confirm that the government guarantees free access to and free movement around the host country for all accredited persons on the basis of a passport (or equivalent document).

Please provide dates of any elections due to take place in your city/region/country between now and the time of the championships in 2018.

7. Finance

Note:

ISAF is trying to stop the ever increasing “benchmark inflation” that arises from comparisons of services provided at past ISAF events or other major events. Service levels should be of a reasonable standard and be adapted to each event’s real needs.

It is very important that the Organizing Committee minimise the costs and maximise the use of competition and non-competition venues and guarantee an efficient usage in terms of time, space and services, while taking into consideration the needs of the sailors.

8. Candidature Budget:

Should you be accepted as a Candidate to host the ISAF Sailing World Championships, describe how and by whom your candidature will be financed? What is your budget (in Euros) for staging the championships?

Budget definitions:

Organizing Committee budget: this is the operations budget for the organization of the World Championships. Infrastructure development costs for competition venue, marinas, sailing clubs or other major infrastructure projects must not be included in this budget.

Non-Organizing Committee budget: for financing the construction of the main and sailing infrastructure required for the championships which will be a long-term legacy. The financing of such investments should be undertaken by the public authorities or the private sector.

How will your budget be structured (private vs. public financing vs. other financing)?

9. Government Contributions:

What financial commitments have you obtained from your national, regional or local government and city authorities?

Please note that in the candidature phase it will be essential for you to obtain, the following commitments from your public authorities or private owners as they are vital to the successful staging of the championships:

- (a) A commitment to provide security, medical, customs and other government related services at no cost to the Organizing Committee;
- (b) A commitment to make available all venues (marina's, harbours, boat parks etc) owned privately or by the public authorities to the Organizing Committee at no cost or at a rental cost to be detailed in the budget;

Is there a provision of coverage of a potential economic shortfall of the Organizing Committee?

Detail any commitments to undertake and finance the necessary infrastructure developments, if needed.

Please indicate source, estimated amount and background information on how these estimates were reached.

What other revenue do you expect to be able to generate?

What are the expectations of the financing body/bodies in respect to rights and hospitality at the championships?

10. Venues

Please detail the following:

Existing Competition Venue:

Indicate the existing competition venue, which you expect will be used for the ISAF Sailing World Championships.

Please give a detailed description of the competition venue including maps and pictures.

Planned Competition Venue:

Indicate all competition venue developments that are planned, irrespective of your bid applications, which will be used for the championships.

On The Water (Field Of Play)

Describe the sailing areas and indicate the position of the racing areas and surroundings, cliffs, mountains, current, sand bars.

Submit a nautical chart of the area.

11. Accommodation

Hotels

Please indicate the number of hotels and hotel rooms within a radius of 10km from your venue and within a radius of 10-50km from your venue. Please indicate average convention rates in 2013 for 3, 4 and 5* hotels during the month of the Championships, including breakfast and all applicable taxes.

Apartments

Please indicate the number of apartments within a radius of 10km from your venue and within a radius of 10-50km from your venue. Please indicate average rates per week in 2013 for 3, 4 and 5* room apartments, including all applicable taxes.

12. Transport Infrastructure

Existing Transport Infrastructure

Indicate your existing transport infrastructure: motorways and major urban arterial network, suburban rail, subway and light rail public transport systems.

Planned Transport Infrastructure

Indicate all transport infrastructure developments that are planned irrespective of your application but that may have a possible impact on venue accessibility.

Additional Transport Infrastructure

Indicate the additional transport infrastructure you feel will be necessary.

Which is the main international airport you intend to use for the Championships?

For the airport(s) you intend to use, please indicate capacity (number of runways, number of gates, passenger terminal capacity), distance to the venue and existing and planned public transport links to the venue.

Provide a Map of your city/region onto which we ask you to superimpose all the transport infrastructure you have listed above, colour coded in line with the instructions to differentiate between existing, planned and additional transport infrastructure.

What current transport challenges does the venue face and how do you intend to overcome these at the time of the Championship?

13. Equipment Transport

Which are the main port(s) you intend to use for receiving and shipping containers? Indicate all distances (in km) and 2013 journey times (in minutes) by the most appropriate route. If a rail connection is available, add in parentheses (rail) for the appropriate connection.

Indicate shipping lines, routes and destinations that service the ports, including distance and journey times (in days) for a container to arrive from the major ports in the World.

14. General Conditions, Logistics And Experience

Proposed Dates Of The Championships:

State your proposed dates to host the World Championships and specify your reasons.

Meteorology:

Please give detailed statistical information for the time of year and hours of racing including:

- Average wind speed
- Wind direction
- Current speed
- Current direction
- Air temperature
- Water temperature
- Average number of days with precipitation

15. Experience

What experience have you had in hosting international sailing events or other international sports events?

Please list a maximum of ten major events over the last ten years, indicating dates.

16. ISAF Emerging Nations Programme

Please indicate the resources you will have available for running an Emerging Nation Programme and highlight any other initiatives.

17. Environmental

Please indicate and substantiate with an official report the cleanliness/pollution levels of the sea/lake water in the proposed sailing areas

Indicate any environmental programmes envisaged for the championship. Recycling bins for paper, plastic and glass should be compulsory if there are existing laws in the country

18. Other Initiatives

Please indicate any other initiatives that you will introduce

22. Contact

All preliminary bids must be received by the ISAF Secretariat, one by email plus five hard copies, by 14.00 (UTC) on **1 November 2013**.

All final bids must be received by the ISAF Secretariat, one by email plus five hard copies, by 14.00 (UTC) on **1 March 2014**.

ISAF will confirm receipt of all documentation.

All bids received will be treated as confidential.

An ISAF extranet for regatta organizers is due to be online in August 2013. Access to the extranet can be requested from the ISAF Secretariat.

For further information about these bid guidelines and to submit a bid please contact:

Alastair Fox
Head of Competitions
ISAF (UK) Ltd
Ariadne House
Town Quay
Southampton
Hampshire, SO14 2AQ
UK

Tel +44 (0)23 80 635111
Fax +44 (0)23 80 635789
Email alastair.fox@isaf.com
sailing.org | isaf.com