

ISAF INTERNATIONAL MEASURERS CLINIC

DETAILS OF PROCEDURE

General:

1. An ISAF International Measurers Clinic is conducted jointly by the International Sailing Federation (ISAF) and the host Member National Authority (MNA).
2. An ISAF International Measurers Clinic must allow for a minimum of 12 hours of instruction, followed by a practical measurement session.
3. The clinic must be open to attendees from other nations.
4. There are no particular limitations for candidates who wish to attend an ISAF International Measurers clinic, but it is advisable that they do have racing experience.
5. The clinic is normally given in the English language but under special arrangements, it may be done in the language of the host MNA.
6. To increase the value of the clinic to the host, ISAF recommends that the event be scheduled immediately before a national regatta when possible. If this occurs, the instructor may be available as advisor/coach for the local race officials.
7. The recommended maximum number of attendees is 20.

ISAF shall:

1. Appoint one authorised instructor for the clinic.
2. The Instructor may be from the host nation.
3. ISAF shall pay the travel expenses and instructor fees for the instructor.
4. If a major event with the possibility for coaching of local race officials will take place immediately after the clinic ISAF may arrange (upon request by the host) for the instructor to stay on for this event. The host will cover meals and accommodation, ISAF will cover the instructor fees for these days as well.
5. With adequate notice, publish the details of the clinic on the ISAF website.
6. Determine the clinic programme with the ISAF Instructor. Details of the programme will be given to the host member national authority when confirmed.

8. Following the clinic send a letter to all attendees thanking them for their participation (also copy of letter to each attendee's MNA).

The Host Member National Authority shall:

1. Contact ISAF for preliminary approval of the clinic.
2. Establish the clinic dates, the final registration date, the maximum number of attendees, the time of the on-site registration, and the time the clinic is expected to end.
3. Select the clinic venue. Hosting the clinic at a yacht club is preferred, but other suitable training sites are acceptable subject to prior consultation with the IMSC.
4. Appoint an approved local consultant to assist the ISAF Instructor.
5. Complete the MNA host application form and supply the ISAF with the above details at least 3 months in advance of the clinic.
6. Establish the clinic fee which must include the cost of all hand-out materials, such as an ISAF ERS booklet and possibly an International Measurers Manual for each attendee.
NB. The ERS and IM manual are available for download from the ISAF website to print locally. The MNA is responsible for all costs not specifically covered by the ISAF as listed above, and may apportion those costs in the clinic fee as appropriate. Payment for ISAF publications is required in advance.
7. Advertise the clinic appropriately and provide information on travel and accommodation, and other information about the clinic venue. Even though the clinic will be announced on the ISAF website, the MNA is expected to answer queries from attendees on travel and accommodation.
8. Coordinate the clinic schedule and the preparation/printing of all hand-out materials with the ISAF-appointed instructor.
9. Pay the costs of meals and accommodation for the ISAF Seminar Instructor and local consultant. Pay for and arrange the transportation of the instructor from the airport of arrival and back.
10. Offer air travel packages to attendees, if possible, to encourage attendance. If not available, attendees are to make their own flight arrangements.
11. Organize meals, accommodation, classroom facilities and classroom training equipment. Arrange for refreshments during the lecture breaks. As a guide, the following are standard requirements for a clinic:

- Data projector/OHP
- Internet access for the instructor
- White board or Black Board and writing materials
- Instructor's table and chair
- Use of a printer and photocopier (colour if possible)
- Plenty of photocopying paper
- Powerful stapler
- Desk space for each delegate
- Notepads and pencils
- Shredder
- Blank CDROMs or USB sticks to copy material for distribution to all attendees
- Facilities and equipment for practical exercises (including measurement tools and sailing equipment: sails, spars etc.), to be determined in consultation with the instructor.