



# **ISAF Guidelines to Candidates for the 2015 ISAF Team Racing World Championships**

## 1. General

### 1.1 Event Title

The official title of the event will be '2015 ISAF Team Racing World Championships' and this title must always be used in relation with the event. Organizers need approval for any translation of the title for the use in the language of the host nation if the official language of the host nation is other than English.

In the event of a title sponsor being found, ISAF may approve a change of name to reflect the sponsorship arrangements.

### 1.2 Event Dates

There are no fixed dates for the Championships and ISAF is prepared to consider a bidder's preferences. However, ISAF is unlikely to approve an event held in August 2015 due to the Olympic Test Event.

ISAF will make the final decision on the dates for the event after consultation with the winning bidder and considering the overall event calendar for the year.

Bidders should state any date restrictions in their bid document.

### 1.3 Bid process

Bids for the Championships must be received by ISAF by **12.00hrs UTC on Friday 14 March 2014**. Details of how to submit a bid are at the end of this document.

The ISAF Team Racing Sub-committee will consider the bids and make a recommendation to the ISAF Executive Committee. The Executive Committee will determine the final award.

There will be no visits by the members of the ISAF Team Racing Sub-committee to bidding cities or countries and no direct approach must be made to them. If an ISAF committee member must travel to a bidding city or country for any reason, the bidding city or MNA 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 ISAF Technical Delegate

ISAF will appoint an ISAF Technical Delegate who will represent ISAF in its relations with the Organizing Committee, during the preparation of the event and during the Championships. The ISAF Technical Delegate is usually a member of ISAF staff based in the United Kingdom.

The ISAF Technical Delegate will conduct a site visit following the award of the bid – this site visit is usually held before the event, but further visits may be made if in ISAF's opinion it is necessary to do so. The Organizers are responsible for the travel (standard economy air fare) and accommodation expenses of the ISAF Technical Delegate during all site visits and during the event.

### 2.2 ISAF has the following responsibilities and functions in relation to the event:

- (a) approving the sailing venue and proposed racing areas;
- (b) advising and approving on the specification and technical aspects of the venue;
- (c) approving the proposed supplied equipment (boats);
- (d) approving the logistical support for the racing (including race committee boats, umpire RIBs etc.);

- (e) negotiating and agreeing the Championships contract with the Organizing Committee;
- (f) establishing the format of competition and the schedule for the Championships, considering the characteristics of the venue and the equipment selected;
- (g) establishing and operating the qualifying system for the Championships (if any);
- (h) appointing the ISAF Officials in consultation with the Organizing Committee;
- (i) advising on any sponsorship rights and sales plan with the Organizing Committee;
- (j) approving all branding, marketing and communication material;
- (k) approving the event website (this may be hosted by ISAF);
- (l) advising on the communications plan and facilities for the media;
- (m) approving any ISAF VIP arrangements; and
- (n) approving the arrangements, programme and scripts for the official ceremonies.

### **3. The role of the Member National Authority**

All bids must be supported by a recommendation from the ISAF Member National Authority (MNA) in the host country.

There shall normally be only one bid per country. However ISAF may accept more than one bid per country if the MNA decides that it has equally good propositions for the Championships. In such case all bids need to be clearly supported by the MNA and ISAF needs to give permission to allow more than one bid.

The MNA will be required to sign the Championships contract between the International Sailing Federation and the Organizing Committee to confirm that they know its contents and terms. 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.

Any if there is a conflict with any national rules and regulations, the ISAF rules shall apply.

### **4. Fees Charged by ISAF**

ISAF will not charge a sanction fee to the Organizing Committee.

### **5. Entries**

All entries shall be made according to an ISAF approved qualification system and the administration of entries, entry payment and accreditation shall be done by the Organizing Committee.

#### **5.1 Entry Fee**

There shall be an entry fee to be paid by the competitor (the level of the fee must be approved by ISAF). The entry fee shall include any applicable taxes.

#### **5.2 Damage Deposit**

The Organizing Committee may charge a damage deposit to be paid by the competitors in exchange for use of supplied equipment (the level of the fee must be approved by ISAF).

### **6. Marketing and Media**

#### **6.1 Media Rights**

All image and moving image rights for the Championships are the property of ISAF although for the duration of the Championships and up until one year after, the image rights (subject to

contract) may be licensed to the Organizing Committee, event sponsors and accredited media/broadcasters.

Advertising space on the boats will be available to the Organizing Committee as per the ISAF Advertising Code (i.e. on all areas of the supplied equipment). ISAF must approve the advertising arrangements and will require its own branding to be displayed in suitable places.

## 6.2 Marketing, media and sponsorship support

The Organizing Committee will be expected to provide a media program that delivers international and national coverage of the event.

The ISAF Communications team is responsible for guiding and approving the marketing, media and sponsorship of the event. The event itself will be expected to recruit all personnel or appoint agencies to deliver an appropriate marketing, media and sponsorship programs. The level of support provided by ISAF for media activities is indicated in the document found at: [http://www.sailing.org/tools/documents/ISAFWebsitePolicyv4-\[15042\].pdf](http://www.sailing.org/tools/documents/ISAFWebsitePolicyv4-[15042].pdf) (the level of the event is "ISAF Title Event").

ISAF can provide details on preferred media facilities and how to run a successful event for the media on request.

## 6.3 Event Logo

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

## 7. The Boats

The Championships must be sailed in one-design dinghies (with no spinnakers) supplied and maintained by the Organising Committee. The boats must be suitable for the format of 3 v 3 team racing.

The Organising Committee should have at least 30 boats (5 flights of 6 boats) and spares available. The boats must be equalised and be able to operate in a wide range of wind speeds.

The boats shall have a crew of two people.

Bids shall contain full details of the proposed boats, including the number available, their age, condition and number of average days use over the last 3 years.

The boats shall be supported by a dedicated boat support team able to fix damage at the venue.

## 8. Possible Schedule of the Championships

The schedule of racing must be approved by ISAF before the Notice of Race is issued. A potential schedule would look like:

Day 0	Registration, Opening Ceremony
Day 1	Qualifying Rounds
Day 2	Qualifying Rounds
Day 3	Qualifying Rounds
Day 4	Quarter Finals, Playoffs
Day 5	Semi Finals and Finals, Closing Ceremony

## 9. Format of Racing

The format of racing will be decided by ISAF in consultation with the Organising Committee. ISAF currently expects the format to include qualifying round robin(s), quarter-finals, semi-finals and finals. Playoffs for lower ranked positions may also be included and a repechage may be included as well depending on the overall schedule.

The format may be changed by ISAF at any time.

## 10. ISAF Officials, VIPs and Personnel

The following ISAF personnel will be present at the event:

- (a) 1 ISAF Executive Committee Member
- (b) 1 ISAF Technical Delegate
- (c) 1 ISAF Course Representative

In addition it will be necessary to appoint umpires, the exact number of which will depend on the format of racing. Racing will be umpired with two umpire boats per race (with two umpires in each boat). Based on this, the current estimate is 12 to 16 umpires of which at least 8 to 10 would have to be ISAF International Umpires. No more than half the umpire team could come from any one country.

The final number of umpires would be determined by ISAF after consulting with the Organizing Committee on the event format.

### 10.1 Appointment of Officials

The appointment of the ISAF Officials is solely a matter for ISAF. ISAF will endeavour to appoint a balanced team that does not incur a disproportionate amount of travel expenses, but ISAF will need to give appropriate consideration to the fact the event is a World Championships.

National umpires may be appointed as well to the umpire team at ISAF's discretion.

### 10.2 Travel, Food & Accommodation for ISAF Officials

The travel, food and accommodation for the ISAF Technical Delegate, ISAF Course Representative and umpires are the financial responsibility of the Organizing Committee. The Organizing Committee is also responsible for providing at least three star accommodation and food for the ISAF Executive Committee Member, but not their travel expenses (met by ISAF).

## 11. Venue Facilities

### 11.1 Venues

The venue should be located reasonably close to the competition (racing) area and have full facilities for competitors and officials (as set out below).

### 11.2 Competition Area

Competition area requires a standard team racing digital "N" course, ideally located in close proximity to the shore, to facilitate viewing of the racing. The course area must be sufficiently large (400m x 400m usually) to allow the course to be rotated through 180 degrees if necessary.

The minimum depth must be such that the racing boats can get close to the shore with no impediment. The maximum depth shall not be more than 45 metres. If the depth at the course area exceeds this, special permission from 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 must be presented to ISAF.

The competition area should be free of any commercial or recreational traffic.

### 11.3 On-shore facilities

Official flagpole for signals ashore should be in or near the boat park(s).

Sufficient toilets/fresh water showers shall be provided for all competitors.

Additional shade/shelter should be provided along the edge of the boat park area for teams/groups to relax if hot conditions are likely.

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

## 12. Additional requirements

Bids should explain the security arrangements for the venue and the distance to fuelling stations.

## 13. Mooring Facilities

The racing boats should be moored as close as possible to the venue on pontoons. Mooring for the umpire RIBs, coach boats, media boats and race committee vessels should also be nearby.

## 14. Official Boats

The following is an estimate of required boats:

(a) Race Committee and Umpires:

A starting vessel between 15 to 20 feet long – 1

Mark-laying boat – 1

Umpire boats (rib) – 6 - 8 ribs of at least 5 metres in length and which shall be able to accelerate quickly with a small turning radius. Wake should be as little as possible.

ISAF Technical Delegate boat (rib) – 1

(b) Press Boats

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

## 15. Competitors' facilities

Changing rooms and shower facilities for the competitors (male and female) shall be provided, with adequate toilet facilities.

A 'Sailors Lounge' or clubhouse facilities (with catering) should be available for all competitors

Preferably there shall be a wireless network for internet access throughout.

## 16. Medical & Doping

First aid facilities for competitors, team support personnel, OC personnel and officials should be available at each venue.

A room for doping control may need to be provided. This requires individual male and female toilet facilities. There should also be a desk and normal office equipment for the doping control officers and a waiting area for 6 – 8 athletes on chairs or benches. Lock-up cupboards and filing cabinets should be provided. ISAF can provide further information on doping control on request.

## **17. ISAF Facilities at the Venue**

ISAF will need an office for the ISAF Technical Delegate. All offices will require equipment including fast internet connection (preferably cable), printers and phones.

The Umpires will need a secure office for their meetings. The room should be air-conditioned, must be able to seat up to sixteen people on chairs around a large table and provide whiteboards, flipcharts etc. This room should not double as a changing facility.

Internet access (preferably wireless) must be available and should be separate from any network available to competitors.

## **18. Accommodation**

### **18.1 Accommodation for Competitors**

The competitors are responsible for their own accommodation during the Championships. However it is important for a successful bid that there are sufficient options for competitors to find accommodation relatively close to the venues and for a reasonable cost. A good mix of hotels of different classes, apartments, bed & breakfasts, camp site etc, are important factors when evaluating the bids.

If the Organising Committee wishes to offer accommodation as part of the entry fee then that is welcomed by ISAF.

### **18.2 Hotel Accommodation for Officials**

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 venue.

The officials may have long days (possibly until 21.00 – 22.00hrs) and arrangements for the evening meal must be able to accommodate this.

## **19. Equipment**

The following equipment must be supplied by the Organizing Committee:

### **19.1 Sound Signals**

Starting signals shall be given with guns or horns and should be able to be heard at a distance of at least 100 metres. Other sound signals shall have a similar effect.

### **19.2 Visual Signals**

All visual signals (flags) shall be a minimum size of 50 x 50 cm and be displayed at least six meters above the water surface.

### **19.3 Marks**

Each mark should be approximately 0.5 – 0.75 metres high and no more than 0.5 metres in diameter. Marks should ideally be of different colours.

## **20. Scoring & Results**

It is vital that results are available quickly and are posted online. Consideration should be given by bidders to using Twitter, live blogging or other social media from the course area in order to deliver information quickly.

## **21. Documentation**

The text for all official documents for running the competition will be supplied or shall be approved by ISAF. In particular ISAF must approve the Notice of Race and Sailing Instruction and no change may be made to these documents once they have been issued without the approval of ISAF.



## Appendix 1

### Bid Process Deadlines

Bid Deadline	14 March 2014
Consideration by ISAF Team Racing Sub-committee	By 26 March 2014
Decision by ISAF Executive Committee	By 7 April 2014
ISAF Site Visit and Contract	April to September 2014
2015 ISAF Women's Match Racing World Championships	2015

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

Bidders should also note any decision by ISAF to award a bid is always subject to a successful site visit and concluding contractual arrangements with ISAF.

## Appendix 2

### Bid Document Guidelines

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

1. Motivation  
Principal motivation for hosting the ISAF Team Racing World Championships.  
The impact and legacy for your city/region of hosting the Championships.
2. General Information  
Detail brief description of the country: geography, population and political structure.
3. Organizing Committee  
Please give details (including addresses etc) of proposed Organizing Committee (OC)  
Details of Member National Authority (MNA)  
Detail members of the proposed OC, including a short CV for each member  
Detail permanent staff of bidding organization (if relevant)  
If you are outsourcing any Event Organization (e.g. marketing/sponsorship), please state your intention to do so and if you have at this stage any details of the proposed partner organization(s)
4. Venue  
Provide a map of your city/region on which your bid is superimposed thus giving a complete visual overview of the venue, competition areas and surrounds. This map should include the location of all major infrastructures (venue(s), main hotel area, main transport infrastructure – airport(s), motorways, train station, etc.)
5. Public Opinion  
You must declare to ISAF if there will be, or if there is reasonably likely to be, any opposition to the Championships.
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 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 and in your country between now and the time of the event in 2015.
7. Candidature Budget  
Should you be accepted as a Candidate to host the Championships, describe how and by whom your candidature will be financed? What is your budget (in Euros) for staging the event? How will your event budget be structured (private vs. public financing vs. other financing)?

8. Government Contributions

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

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

9. Venues

Please detail the following:

**Existing Sailing Venues:**

Indicate the existing sailing venues, which you expect will be used for the Championships.

Please give a detailed description of the sailing venue (s) and provide maps and pictures if possible.

**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 etc.

Submit nautical chart as attachment.

10. Accommodation

Please indicate the likely hotels/apartments where officials and competitors would be likely to stay.

11. Transport Infrastructure

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

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(s) and existing and planned public transport links to the venue(s).

12. 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

13. Experience

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

Please list the major events held over the last ten years, indicating dates.

14. Environmental

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

15. Other Initiatives

Please indicate any other initiatives that you may introduce to support the event

## 22. Contact

All bids must be received by the ISAF Secretariat by email by 12.00hrs UTC on **Friday 14 March 2014**.

ISAF will confirm receipt of all documentation and all bids received will be treated as confidential.

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

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