

ISAF INTERNATIONAL MEASURERS SEMINAR

DETAILS OF PROCEDURE

General:

1. An ISAF International Measurers Seminar is conducted jointly by the International Sailing Federation (ISAF) and the host Member National Authority (MNA).
2. An ISAF International Measurers Seminar must allow for a minimum of 20 hours of instruction, followed by the ISAF International Measurers Written Test.
3. The seminar must be open to attendees from other nations.
4. Candidates who wish to attend an ISAF International Measurers seminar should either:
 - a) Have been appointed as **Official Measurers** or (preferably) have attended an ISAF International Measurers clinic or equivalent MNA course.
 - b) Have proven experience of Measurement and Equipment Inspection
5. The seminar must be given in the English language.
6. To increase the value of the seminar to the host, ISAF recommends that the seminar be scheduled immediately before a major international event when possible. If this occurs, one or more instructors will be available as advisors/coaches for the local race officials.
7. The recommended maximum number of attendees is 20.
8. Candidates for ISAF International Measurer status must attend an ISAF International Measurers seminar and pass the ISAF International Measurers Written Test. Application forms will be sent automatically to Seminar attendees who meet these requirements. Further requirements and appointment details are stated in the ISAF Regulations.

ISAF shall:

1. Appoint 2 authorised instructors for the seminar.
2. The Lead Instructor shall not be from the host nation.
3. ISAF shall pay the travel expenses and instructor fees for both instructors.

4. If a major event with the possibility for coaching of local race officials will take place immediately after the seminar ISAF may arrange (upon request by the host) for one or more instructors 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 seminar on the ISAF website.
6. Determine the seminar programme with the ISAF Seminar Instructor. Details of the programme will be given to the host member national authority when confirmed.
7. Receive the examination results from the ISAF Seminar instructor and supply a copy to the Chairman of the International Measurers Sub-committee.
8. Following the seminar send a letter to all attendees thanking them for their participation and enclosing the appropriate seminar certificate stating if test was passed or not (also copy of letter to each attendee's MNA).

The Host Member National Authority shall:

1. Contact ISAF for preliminary approval of the seminar.
2. Establish the seminar dates, the final registration date, the maximum number of attendees, the time of the on-site registration, and the time the seminar is expected to end.
3. Select the seminar venue. Hosting the seminar 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 Seminar Instructors.
5. Complete the MNA host application form and supply the ISAF with the above details at least 4 months in advance of the seminar.
6. Establish the seminar fee which must include the cost of a dinner for all participants –usually on the evening before the last day of the seminar- and all hand-out materials, such as an ISAF ERS booklet and possibly an International Measurers Manual for each attendee.
NB. The ERS and 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 seminar fee as appropriate. Payment for ISAF publications is required in advance.
7. Advertise the seminar appropriately and provide information on travel and accommodation, and other information about the seminar venue. Even though the seminar will be announced on the ISAF website, the MNA is expected to answer queries from attendees on travel and accommodation.

8. Coordinate the seminar schedule with the ISAF appointed instructors.
9. Pay the costs of meals and accommodation for the ISAF Seminar Instructors 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. Organize a dinner for all participants (see also (6) above).
As a guide, the following are standard requirements for a seminar:
 - Data projector/OHP projector
 - Internet access for the instructors
 - 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 instructors.