



ISAF Guidelines for Candidates
Bidding to Host the
ISAF Sailing World Cup
(European Venues)

Table of Contents

1. General	2
2. The Role of ISAF after the Bid Process	2
3. The Role of the Member National Authority (MNA)	3
4. Fees Charged by ISAF	3
5. Marketing and Communications	3
6. Entries	4
7. The Events, Classes & Quotas	4
8. Championships Schedule (Guidance Only)	4
9. Format of Racing	5
10. Venue Requirements	5
11. Official Boats	7
12. Competition Management Equipment	7
13. ISAF Officials, VIPs, ISAF Staff and Personnel	8
14. Organizing Committee Staff, Officials and Volunteers	8
15. Accommodation	9

1. General

(a) Mission

The continued promotion of Olympic sailing in the years between Olympic Games. Its centre-piece is the ISAF Sailing World Cup (SWC) Final, an “Olympic look-alike” sailing championship held in November each year. The winner of each ISAF SWC Round will qualify to the Final. Additional qualification can be made through first place as a “home continent” sailor at an ISAF SWC Round, podium place at a Class World Championship and through ISAF rankings and “wild-cards”.

(b) Regatta Title

The official title 'ISAF Sailing World Cup < Host Venue>' shall be used in every relation with the event. The organizers need ISAF approval for any translation of the title if the official language of the host nation is not English.

(c) Regatta Dates

The two European SWC regattas shall be scheduled to take place between April and August. Please note the ISAF Executive Committee may change this date when there is good reason.

(d) Events and Classes

All events and equipment (classes) chosen for the Olympic Games shall be included. Events and equipment chosen for the Paralympic Games may be included.

No other classes or events are to be part of the ISAF SWC unless approved by the ISAF Executive Committee. It should be noted that ISAF is seeking an eleventh medal for the 2020 Olympic Games for Kiteboarding and ISAF may require Kiteboarding to be included in the ISAF SWC.

(e) Finance

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

(f) Bid process

Bids for the ISAF SWC shall be received by ISAF by July 15 2014.

The evaluation panel will confirm the venue of the ISAF Sailing World Cup by 31 July 2014.

2. The Role of ISAF after the Bid Process

2.1 Technical Support

- (a) To negotiate and agree the Event Agreement with the Organizing Committee.
- (b) To define the format of competition and the schedule for the Championships.
- (c) To appoint the ISAF Officials according to ISAF Regulations and the Event Agreement.
- (d) To consult and advise on the race management equipment required to deliver the ISAF SWC.

2.2 Marketing, Media, Sponsorship and Communications Support

- (a) Co-ordinate a joint marketing and media plan with the Organizing Committee.
- (b) To approve all branding, marketing, look and feel, communication material and the venue branding plan.
- (c) Manage the event website and all online/digital content in conjunction with the OA.

- (d) Advise and approve the communications plan and facilities for the media.
- (e) To approve ISAF and VIP arrangements.
- (f) To approve the corporate hospitality and VIP facilities on and off shore.
- (g) To approve the location of the ISAF Hospitality House in conjunction with the Organizing Committee.

2.3 ISAF will appoint and provide:

- (a) the broadcaster for international TV production and distribution
- (b) a Technology partner for timing, scoring, tracking and real-time data presentation
- (c) a centralized Entry System.

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 ISAF SWC, will assist both the organizers and ISAF by providing advice and technical support 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 – One (1) Euro
 - (b) International broadcasting fee (production and distribution) - Nil
 - (c) Technology fee (timing and scoring) – Nil
 - (d) Centralized entry (online registration) – Nil
 - (e) Manage and maintain the Event Website (in conjunction with the OA) - Nil

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 ISAF SWC. 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 Event Agreement and shall 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 ISAF SWC are the property of ISAF. For the duration of the event agreement, image rights (subject to contract) shall be given to the Organizing Committee, Event Sponsors and accredited media/broadcasters.

5.3 TV, digital and mobile

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

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

5.4 Organizing Committee marketing rights

- (a) 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
- (b) 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 SWC logo is provided by ISAF and must be included on all communication material and documentation.

- 5.6 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 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

Event	Class	Quota	Sailors
Men's Windsurfer	RS:X	40	40
Women's Windsurfer	RS:X	40	40
Men's One Person Dinghy	Laser	40	40
Women's One Person Dinghy	Laser Radial	40	40
Men's One Person Dinghy (Heavy)	Finn	40	40
Men's Two Person Dinghy	470	40	80
Women's Two Person Dinghy	470	40	80
Men's Skiff	49er	25	50
Women's Skiff	49er FX	25	50
Mixed Multihull	Nacra 17	40	80
Kite / Paralympic		40/TBD	40/TBD
	Total	410	580

8. Championships Schedule (Guidance Only)

Monday & Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Equipment Inspection Registration	Races	Races	Races	Races	Medal Race and prize giving

9. Format of Racing

- 9.1 The format of racing for the Championships will be defined by ISAF.
- 9.2 For each event there will be no qualifying series, all competitors will sail a single series in their event with the top ten qualifying for the Medal race.
- 9.3 Kiteboard racing format shall be the intended Olympic format and maybe adjusted, as this format is refined.

10. Venue Requirements

10.1 Event Venue

The venue should be compact with a central area, which is the 'heart' of the event.

The 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 public should be able to view the boat parks, preparation areas and launching areas.

The venue should have a spectator area adjacent to the Medal Race course.

10.2 Field of Play

- (a) The number of the sailing course areas shall be between 5 and 7 depending on the prevailing wind conditions and the number of hours that can be sailed during a day.
- (b) 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.
- (c) There should be a designated Medal Race course area, close to the shore and suitable for spectators to view the racing from on-shore.
- (d) 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.
- (e) Maximum current should not exceed 1 knot. If the current (tide) at the course area exceeds this, special permission shall be obtained from ISAF. Detailed information regarding wind, current and wave conditions shall be presented to ISAF.
- (f) All course areas shall provide a commercial or recreational traffic plan if needed for that specific course area.

10.3 On-shore Facilities

On-shore facilities for competitors shall include space for a maximum of 410 boats divided over the 11 events.

(a) Boat park(s)

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

Boards & Kiteboards	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

There shall be provisions to tie-down the boats to the ground in order to keep them on the trolleys in windy conditions.

There shall be one Official Noticeboard for the Championships but repeater notice boards may also be required in the boat parks. Electronic boards for notices and results should be considered a good option.

Flag poles for signals ashore.

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

(b) Launching Facilities

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

(c) Mooring Facilities

Mooring facilities for competitor's boats, coach boats, Race Committee boats, rescue boats, press and television boats, VIP boats and spectator boats will be required.

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

Fuel station.

(d) Equipment Inspection Facilities

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 shall be provided by the Organizing Committee in consultation with ISAF. This may include but not limited to lifting equipment, overhead fixing points for scales, tables, chairs, measurement tables, power source.

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) Competition management team offices

(b) ISAF International Jury

At least two 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.

Jury Secretary Office – adjacent to the Jury rooms with space for the Jury Secretary.

(c) ISAF officials room.

(d) On Venue Results Centre

- i) Technology (scoring) office
- ii) Room for storage/charging of tracking units & equipment

(e) 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 50 press officers and must be of a major international sporting event standard, including a high speed internet and cable connections for the exclusive use of accredited media.

10.6 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.

10.7 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 – at least 4 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 16 at least 8 ribs will be required

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

PRO boat (rib) – 1

ISAF Technical Delegate boat (rib) – 1

(b) Press/TV Boats/Tracking & Scoring

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 – 2 boats for the ISAF broadcaster

Sufficient number of boats for visiting broadcasters

Tracking & Scoring – 1 boat

(c) VIP Boats

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

12. Competition Management Equipment

The following equipment is essential for organising the event:

(a) Communications Equipment

(b) VHF radios or equivalent, mobile phones and GPS units.

(c) 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.

(d) 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.

(e) 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.

(f) 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.

13. ISAF Officials, VIPs, ISAF Staff and Personnel

13.1 The following people will be present at the SWC:

- 1 ISAF Technical Delegate*
- 1 ISAF Marketing Delegate*
- 14-16 ISAF Judges and Umpires*
- 1 ISAF Course Representative per area*
- 1 ISAF International Measurers*
- 1 ISAF media and website editors
- 8 Tracking & Scoring operators
- 6 ISAF TV crew

13.2 Expenses for ISAF Officials, VIPs and Personnel

Travel (including travel to and from all airports), food (good quality and healthy) and accommodation (with free Wi-Fi) for those indicated with a * in Section 13.1 shall be the financial responsibility of the Organizing Committee.

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)
- Media (press centre, broadcasting, timing & scoring, ceremonies)

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 which are the responsibility of the OA

- (a) 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.
- (b) The ISAF Delegates, and media team, who will be onsite before the Championships begin, should be accommodated as close to the competition venue as possible.
- (c) ISAF President or Vice-President shall be accommodated in a four-star level hotel.