



International Sailing Federation

Race Management Clinic

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INSTRUCTIONS AND PROCEDURE

General:

In addition to the existing high level Race Management Seminar programme ISAF is continuing to promote the development of Race Officers in target areas of the world via an easily accessible Race Management Clinic programme.

1. An ISAF RM Clinic must include a minimum of two days instruction. A written test may be set at the discretion of the MNA. However success in such a test and attendance at a RM Clinic does **NOT** meet the criteria for application for IRO Status
2. RM Clinics can be conducted in the language of the host nation.
3. Candidates who wish to attend an ISAF Race Management Clinic should have some experience of Race Management.
4. RM Clinics are based on the ISAF Race Management Manual and Racing Rules of Sailing 2009 – 2012.
5. A RM Clinic programme including itinerary (in English) has been developed specifically

NB. The RM Clinic programme has already been translated into Greek, Hungarian and Mandarin. It will also be available in French, Italian, Hebrew, Russian and Spanish in due course.

6. ISAF does not issue certificates of attendance for participants of RM Clinics but the host nation may wish to issue national certificates of attendance and a draft certificate template has been created and is available upon request.

The ISAF Shall:

1. Appoint one or two ISAF RM Instructors as clinic instructors
2. Pay the travel expenses and instructor fees for the ISAF Clinic Instructor(s).
3. Publish details of the clinic on the ISAF website.

The Host Member National Authority Shall:

1. Appoint a local consultant to assist the ISAF Clinic Instructor(s).
2. Pay the costs of meals and accommodation for the ISAF Clinic Instructor(s).
3. Organize meals, accommodation, classroom facilities and classroom training equipment (if necessary), etc.
4. Determine cost of the clinic attendance fee which must include meals, accommodation, and access to the ISAF Judges Manual and RRS.

NB. The Race Management Manual and RRS publications are available to download from the ISAF website.

It is suggested that the attendance fee also covers the cost of the ISAF Clinic Instructor's meals and accommodation.

5. Offer air travel packages to attendees, if available, to encourage attendance. If not available, attendees are to make their own flight arrangements.
6. Determine the final registration date.

7. Determine a maximum number of attendees.
8. Three months notice is required and requests to host a Race Management Clinic must be made on the Clinic application request form which should be returned to the ISAF Office.
9. If needed to increase attendance, in addition to ISAF circulations, also circulate details of the clinic along with registration forms. One copy of any circulation is to be sent to the ISAF office.
10. Liaise with the ISAF appointed instructor regarding the daily clinic itinerary to co-ordinate times, etc.
11. Receive the registration forms directly in order to compile a list of attendees, assist with queries about details of accommodation, hotel location, etc. and collect attendance fees (each attendee is solely responsible for payment of attendance fees to the host member national authority).
12. Make payment to the ISAF in advance, whenever possible, for all orders of ISAF publications.