International Sailing Federation

International Race Management Seminar

Last update: March 2014

INSTRUCTIONS AND PROCEDURE

General:

1. An International Race Management Seminar is conducted jointly by the International Sailing Federation (ISAF) and the host Member National Authority (MNA).

2. An ISAF Race Management Seminar must include a minimum of three days instruction plus time for the ISAF Race Management Written Test. The seminar must start before 1200 on day 1 and continue until 1600 on day 3. The preferred days are Friday to Sunday.

3. The seminar must be given in the English language.

4. The preferred number of participants, unless approved by ISAF, will be 16 with a maximum of 20.

5. The registration fees for participants must cover all seminar costs including meals and both travel and accommodation during the seminar for non-local participants. Travel costs to/from the venue at the beginning and end of the seminar are not to be included.

6. Each participant is solely responsible for payment of the registration fee to the host MNA.

7. Candidates who wish to attend an ISAF Race Management seminar should either have been appointed as a national Race Officer, have attended an ISAF clinic or have proven experience of race management at national level.

8. An application to host an ISAF Race Management Seminar can only be made on the MNA host application form sent to the ISAF office.

ISAF shall:

1. Appoint two ISAF Seminar Instructors who will not be from the host nation.

2. Pay the travel expenses and instructor fees for both instructors.

3. With adequate notice, publish the details of the seminar on the ISAF website.

4. Determine the seminar programme with the ISAF Seminar Instructor. Details of the programme will be given to the host member national authority when confirmed.

5. Receive the examination results from the ISAF Seminar instructor and supply a copy to the Chairman of the Race Management subcommittee.

6. After 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 national authority).

The Host MNA shall:

1. Contact ISAF for preliminary approval of the seminar.

2. Determine the seminar dates, the final registration date and the seminar registration fees both with and without accommodation - details must be given to ISAF at least 3 months in advance of the seminar.

3. Where possible, offer air travel packages (outside of the registration fee) to attendees

4. Select an approved local consultant to assist the ISAF Seminar Instructors.

5. Provide and pay airport transfer, accommodation and meals for the ISAF Seminar Instructors.

6. Pay travel expenses, accommodation and meals for the local consultant.

7. Complete the MNA host application form and supply the ISAF with the above details at least 3 months in advance of the seminar.

8. Establish the seminar fee.

9. Advertise the seminar appropriately in the host MNA and surrounding areas 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.

10. Coordinate the seminar schedule with the ISAF appointed instructor and local consultant.

11. Keep ISAF regularly informed of the list of attendees as registration forms and fees are collected. A final list of attendees must be sent to ISAF no later than 15 days prior to the seminar. The list must include the name, mailing address, country, telephone number, fax number, and email address of each attendee.

12. Organize meals, accommodation, classroom facilities and classroom training equipment as described below. Arrange for refreshments during the lecture breaks.

Seminar Material and Equipment

The following items are required for a seminar:

- A photocopier, preferably colour, for examination papers.
- A room large enough to seat all candidates in a U-shape.
- break-out areas/rooms, enough for the total number of candidates / 4
- Wi-Fi with code availability for the instructor's laptop.
- A MAC Laptop - Minimum spec to include 2.2 Ghz Intel Processor; 1GB RAM; USB port; Mac OSX v 10.6 or above; software to include the latest operating system and the latest version of Keynote.
- Speakers for the MAC Laptop with 3.5mm jack.
- A projector, minimum 2000 ANSI Lumens light power, minimum contrast ratio 1800:1
- An adapter to connect MAC Laptop to the projector.
- A projection screen.
- A laser pointer.
- A flip chart or white board, minimum size A1, non-permanent markers and eraser.
- Personal name badges for all participants, minimum size 7.5cm x 5cm, in the largest font possible to include first name in bold, and MNA 3 code letters in normal font.
- Desk name badges, minimum size 30cm x 10cm, in the largest font possible to include First name in bold, second name and MNA 3 code letters in normal font.
- Printed material, in colour, with 1 copy for each candidate and each instructor - as provided electronically by ISAF.
- A letter sent to all registered participants upon registration and at least 14 days before the seminar. This should include:

  o Joining instructions.
  o The outline programme including anticipated timings.
  o All that is provided during the seminar (refreshments, meals, travel and accommodation if requested).
  o Advise to participants to:

    ▪ Bring a rule book (Racing Rules of Sailing), writing paper, pens/pencils and, if they wish, a calculator.
    ▪ Bring a laser range finder, GPS, and digital recorder if they already own one (not necessary if they do not already have them).
    ▪ Be punctual.

- Be responsible for travel to and from the venue at the beginning and end of the seminar, as well as during the seminar if accommodation has not been provided by the MNA.
- Take the meals provided even if the participant is local to the venue.
- Ensure payment if not already made as each participant is solely responsible for payment of the registration fee to the host MNA.