

IWA Event Sanctioning Manual

This document should be read with any other guidelines or documents governing the event for each specific class.

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SECTION 1: THE APPLICATION PROCESS FOR PROSPECTIVE LOAs

Organising an international regatta is a significant undertaking, which should be planned well in advance. Applications to host a sanctioned event should be received 18 months prior to the dates proposed.

Phase 1: - Initial bid letter from prospective LOA

Upon receiving the Initial Intention Form the IWA will check whether there is a member National Windsurfing Association in that country as well as a paid up National Class Association for the relevant discipline and advise the class concerned that they have received an outline bid. The IWA will then acknowledge the application and forward the standard MOU together with the relevant class technical criteria.

Phase 2: - Confirmation of acceptance of MoU by LOA

The LOA should then confirm by e-mail that it

- Accepts the terms of the MOU;
- Agrees to pitch the bid the class AGM;
- Proposes dates for the site visit.

Phase 3: - Site Visit by IWA/Class Representative

The class may request a site visit prior to awarding the event. The purpose of the site visit is to examine the facilities at the race site, hotels, camp sites, self catering apartments, examine the proposed race committee boats, see the racing area, establish communication with the local authority, meet the LOA's Race Director and Event Chairman and run through documents governing the event in detail.

The site visit should take place well in advance of the first day of the championship. A report will be prepared and circulated to the class committee concerned for discussion.

Phase 4: - Bid Evaluation.

On receipt of the detailed bid by the IWA office, a report shall be prepared by the technical delegate who made the site visit giving his/her evaluation of the bid and if necessary comparing its quality with that of other bids received to host the same event. This will be passed to the Class Committee concerned for their comments and advice.

Phase 5: - Invitation to attend Class World Championship

A short list of bidders will be drawn up after the evaluation process is complete. Those on the list may be invited to "Pitch" at the Class AGM.

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Phase 6: - Awarding of Event.

Based on the bids and pitches made and the report of the technical delegate, the class Executive Committee or AGM will be invited to vote for the bid they most favour. The bid with the most votes is awarded the event subject to final detailed negotiations.

SECTION 2: RIGHTS & OBLIGATIONS OF THE LOA

An IWA sanctioned/approved event organiser who has completed the bid process and been awarded the “Event” stipulated in the relevant Memorandum of Understanding (MoU) is granted the following rights for the period of the “Event” only:

- a) Authority to contract facilities for the “Event”;
- b) The right to seek local/national sponsorship for the “Event” and, with the written agreement of the IWA, contract with sponsors ([See Art D below](#));
- c) The right to provide merchandise for sale at the “Event” ([See Art I below](#));
- d) The right to provide sampling opportunities at the “Event” ([See Art K below](#));
- e) The right to raise funds, with the specific agreement of the IWA, for the “Event” by other means.

A. Legal authority

Any contracts, signed by the LOA, are his sole liability. The IWA is only bound by its agreement with the LOA and written confirmation of sponsorship details.

B. Insurance

- i. The SA, its officers, officials and sponsors shall not be responsible for any claim or loss, injury or damage arising from the staging of this regatta in whole or part.
- ii. The LOA will acquire all appropriate insurance including comprehensive public liability insurance for personal injury and property damage arising out of events occurring at the event, insurance against all third party and other risks in connection with the event.
- iii. It is the duty of the LOA to exercise control of the event, and to ensure all reasonable precautions are taken to maintain the safety of the people and ensure the safety of sailors at the event. The LOA will have in place an appropriate safety plan for the event based on a [Safety Risk Assessment](#).
- iv. For the avoidance of doubt, the SA assumes no legal obligations or responsibilities for organising the event which will rest fully with the LOA.
- v. The LOA shall produce, on demand, a copy of the necessary insurance certificate
- vi. The LOA shall provide for 24hr security cover for the period of the event

C. Permits & Licences

- i. It is the LOA's sole responsibility, to obtain all necessary local permits and licences

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ii. The LOA's shall be solely responsible, to ensure that any temporary structures meet local building regulations and have written agreement, from the necessary authorities, to erect them.

iii. The LOA shall produce all said documentation on demand.

D. Sponsorship

i. LOA may seek sponsorship for its "Event" under the following categories:

Title Sponsor, Associate Sponsor, Venue Sponsor

ii. The Event Organiser's sail advertising shall comply with [World Sailing Regulation 20 - the Advertising Code](#).

iii. The LOA may grant official supplier status for a number of components of the event, such as:

- Airline
- Car Hire
- Fuel
- Bottled water
- Caterer
- Hotel
- Carbohydrate loaded drinks
- Communication Equipment
- Infrastructure
- Technical

iv. The LOA may contract with prospective sponsors of its "Event" provided that the IWA has agreed in writing, in advance to the individual sponsor and the relevant contract.

v. Any sponsorship not approved in writing in advance by the IWA is not legally binding on the IWA or the Class concerned.

vi. Tobacco, alcohol or any other partnership that may contradict the values of IWA classes shall now be permitted.

E. Communication route & chargeables

i. All communications between the IWA and local sponsors/organisations will be conducted via the LOA, unless an alternative route is specifically requested by the LOA.

ii. Day to day liaison and communication with the IWA Office shall be via E-Mail.

F. 90 day cut off

In cases, where the IWA is in discussions with a sponsor, regarding any of the above categories, there will be a 90 day prior cut off point. This means that, if no agreement has been reached 90 days prior to the event, the IWA will not bring any sponsors to the event.

G. Event Logo

i. The LOA shall send the proposed “Event” logo (s) to the IWA for approval in advance of production & printing.

ii. The Title sponsor’s logo, that of the IWA and any class involved in the “Event” shall be incorporated into the “Event” logo and be included in all printed & electronic material including posters, flyers, brochures, letterheads, race vests, official uniforms etc.

iii. Associate and Venue Sponsors logos may appear in an appropriate size relative to their financial contribution.

iv. The LOA accepts full responsibility for ensuring it has the rights to use any graphics incorporated in its event logo and used in its promotional material.

H. Media evaluation

i. The LOA shall send the IWA a complete set of press cuttings & copy videos generated by his local PR team.

ii. If the IWA has contracted a Communications Agency to handle International PR for the “Event”, the LOA will receive a copy of the press cuttings book & copy videos, when they become available.

I. Merchandising.

i. Merchandising includes any form of branded product sold at the event, for example, Tshirts, sweats, towels, programmes, mugs etc... The conditions for merchandising are...

a) merchandise may be sold in the month prior to, during, and one month after the event.

b) the term merchandise applies strictly to promotional goods, i.e. goods with a retail value of less than Euro 100, on which one or more of the following appear either separately or together: the “Event” title, Event logo, sponsor’s logos, event dates and/or relevant editorial. Thus, the term “merchandise” as defined in this document cannot be applied to goods of any sort with a retail value of over Euro 100

ii. LOAs or their local sponsors wishing to use the IWA or a class logo, more extensively, should contact the IWA Administration Office, in the first instance

J. IWA Merchandising

The IWA and the classes reserve the right to promote, advertise, market and sell their own, range of merchandise at IWA sanctioned events.

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K. Sampling

Sampling refers to the opportunities created, for a manufacturer or distributor, to offer free samples of a product to those attending events. If sampling is offered, the LOA shall advise the SA in writing of:

the number of sponsors staff involved on site in sampling.
the exact nature of what is being offered

the amount of product being sampled.
AND obtain the SA's agreement

L. Indirect Sampling

Some companies may offer support, in the form of free products for competitor packs or give-aways of branded product. This is a valuable method of adding extra value for competitors and audience. LOAs must be careful to ensure give-aways, like sampling, do not conflict with other sponsorship support of the event. Permission to distribute give-aways has to be treated like sampling and is subject to the conditions described above.

SECTION 3 CLASSIFICATION OF EVENTS/CLASSES

A. Sanctioned events

- i. An IWA sanctioned event is an established regatta of an international character, at which the rules of the relevant class apply; where the SA's Class Representatives are present and whose event organiser has signed an agreement with the IWA;
- ii. The event may be subject to an international qualification system defined by the relevant class;

The Notice of Race and Sailing Instructions are determined by the IWA and the relevant class.

- iv. The following category of event has to be "sanctioned" by the IWA:

World & Continental Championships
World & Continental Tour Regatta
World/Continental qualifying event

B. Championships & locations

- i. Depending on class policy, where possible it is advised that a World championship should not be held on the same continent (including adjacent islands) for more than three consecutive years.
- ii. A bid for a World Championship will not normally be accepted until the proposed LOA has successfully run one continental championship or 3 regional championships, in succeeding years.
- iii. Regional/Tour events will be awarded to LOAs who agree to abide class requirements
- iv. Subject to specific class requirements a World Championship shall consist of a minimum schedule of five days of racing. There shall be an additional two days of registration & measurement. A continental Championship shall consist of a minimum of four race days.
- v. One rest day may be scheduled depending on the format of the competition.
- vi. The official racing rules of the WS shall govern, except as modified by the relevant Class Rules and the Sailing Instructions.
- vii. If any national prescriptions are to apply, they shall first be published in the NoR.
- viii. Registration fees shall be set by the class and IWA.

SECTION 4: LAND BASED FACILITIES

Infrastructure to be provided by the LOA

The LOA shall provide the following facilities. These requirements may not be changed without the written consent of IWA.

A. Beach

- i. The launching area shall be 500 meters long and must have unimpeded access to the sea.
- ii. Public bathing shall be confined to a set aside buoyed area away from the launching area.

B. Competitors Village

- i. A sufficient competitors rest area shall be provided, from which the general public are excluded. This is to be immediately adjacent to the board storage area and the beach and shall provide adequate shade & storage.
- ii. Food and soft drinks shall available at reasonable cost in the village.
- iii. Plenty of rubbish collection containers shall be provided within this area. These should be emptied daily.

C. Board / Sail Storage Area

- i. Sails will be stored either fully rigged or derigged and suitably shaded from the sun.
- ii. If sails are to be fully rigged EITHER

“A” frame sail storage racks shall be provided. Sails can then be stored with the boom end attached to a hook at high level with all masts lying parallel on the ground. National or sponsor team sails shall be stored together.

OR

If there is sufficient space, rows of nationally allocated positions for sails to lie flat on the ground secured with line to metal loops driven into the ground for the purpose can be provided. Team/groups can stack their sails together if they wish.

- iii. The LOA shall provide an adequate board storage area as agreed with the SA during the site visit. This storage shall be close to the sail racks and the launching area.
- iv. The board/sail storage area shall be surrounded by a perimeter fence and shall be guarded 24hrs. per day for the period of the event as advertised in the NoR as a minimum.
- v. This fence can act as a windbreak if local anticipated conditions require it. Access shall be confined to registered competitors; their coaches and official event personnel only.
- vi. These facilities shall be provided free of charge.

vii. During the event, It is mandatory that equipment is stored in this area to enable the LOA to provide effective security.

D. Charter Equipment

i. Charter equipment may be provided through the IWA's industry members. Each event is approached according to its need and importance.

ii. The LOA shall provide a separate storage area to the provider(s) of charter equipment free of charge for use before, during and after the event.

E. Toilets, shower & sail wash down facilities

i. Sufficient Toilets/fresh water showers shall be provided for competitors.

ii. Hard standing and fresh water hoses shall be provided for the washing of sails and boards daily.

F. Competitor & Official car/van parking

i. Sufficient car/van parking spaces shall be provided for officials and coaches free of charge for the duration of the championship and the 5 days preceding.

G Jury secretary's Office

i. If sufficient in size this may be in the same area as the Jury Room.

ii. It shall be equipped with...

- Desk and 2 chairs
- independent Internet connection
- filing trays
- printer
- base station for the PA system, which shall be supplied with a radio mike with a range to cover the race site.

H. Jury Room.

i. This shall be clean, dry and weather proof as well as furnished with one long table and 10 chairs.

ii. It shall include or be next to the Jury Secretary's office.

iii. Associated with it, there shall be a waiting area (shaded, warm & dry with seating) for waiting competitors.

iv. It shall be equipped with a large 2 x 2 m white board.

v. In case of some classes additional 2 Arbitration areas shall be provided with a desk and 2 chairs each. These shall be located close to the launching area.

I. IWA Office (see [Section 6: Communications](#))

i. The IWA office shall be strictly private and out of bounds to all except authorised officials. This shall contain....

- ship to shore base stations (one per course area);
- Tables and chairs.

J Notice boards.

i. These shall be located close to the launching area; they shall be well lit; weather proof; notices shall be easily visible to competitors & officials;

ii. The following notice boards are required and shall be titled as such:

Official Notices 2 x 2metres

Jury Notices 2 x 2metres

Results 2 x 2metres

Weather 1 x 2metres

General 1 x 2metres

iii. It is recommended that these be spaced out over a reasonable distance so that competitors can get to the board they wish to, during busy times.

iv. Notices shall also be published online on the event website, however only the physical notice boards shall be official.

K. Commentary position/commentators

i. Shore based commentators are at the discretion of the organiser, unless otherwise specified by the Class. The commentators role is to keep competitors and spectators informed of the action on the water. Where possible course commentary shall be provided.

ii. They shall be knowledgeable, entertaining and informative.

iii. The commentary position can be at the beach or at another place close to public and spectators; be protected from the elements; and have space to allow interviews to be conducted.

L. Official flag poles

i. Official flag pole / poles for each course area shall be easily visible by competitors from the pit area, board racks, and launching beach.

ii. This shall have a cross beam to provide sufficient number of lines and be of sturdy construction.

iii. Only official flags shall be on the official flag poles

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M. Measurement Area & equipment

ii. The LOA shall provide a measurement area as agreed during the site visit.

N. Regatta Secretariat

i. This is the main administration centre for the regatta and shall contain or be next to first aid facilities.

ii. It is the service centre for competitor non-technical questions

i.e. Travel arrangements, accommodation problems, payments etc.

iii. It should contain desks, chairs, computers, printers and a robust photocopier which sorts as it prints.

iv. It should be fully equipped with office consumables (pens, staplers etc) and A4 paper.

v. There shall be a clear reception point which shall be staffed by knowledgeable staff.

O. Results Office

i. The location of this important facility shall be confidential and only known to key personnel.

ii. It shall be quiet, warm and dry and shall be furnished as follows...

- Long Desk & two chairs
- Stacking paper trays
- fast, independent Internet connection
- Laser printer with additional toner available at all times

P. Press Office

i. It shall be warm & quietly located on site and furnished

ii. It shall be equipped with desks chairs and a reliable Internet connection

iii. It shall be available to domestic & international journalists (invited/independent) only

Q. TV Production Office

i. This shall be on site and be a minimum of 20 sq. metres in size.

ii. It shall be locked and independent

iii. It shall be equipped with a desk, chairs and a fast and independent Internet connection

R. Hydrating.

i. Water fountains and/or waterbottle refilling stations shall be available onsite.

S. Security

The LOA shall provide 24hr. security throughout the event . This shall pay special attention to the board storage area, the competitors marquee, regatta secretariat, other offices, flag poles and press & media centre.

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T. Stage

A raised stage area shall be provided to hold daily prize giving ceremonies. This shall have a backdrop with sponsors logos prominently displayed

U. Incidentals

i. Keys

IWA personnel shall be provided with duplicate keys to the IWA Office, Jury secretary's office, Results office and Press & TV Production Offices.

iii. Signage

All of the above facilities are to be well signed except the Results office.

iv. First Aid facilities

These shall be provided and clearly sign posted and indicated on the event site plan.

v. Site Plan

A detailed site plan shall be provided including all the above facilities plus the racing areas out to sea. It shall be printed in the event programme. Large scale prints of same shall be located in the Regatta Secretariat and on the General Notice Boards.

SECTION 5: WATER BASED FACILITIES

Infrastructure to be provided by the LOA

A. Racing Area.

- i. The open area of sea/water shall be sufficient to comfortably take one or two racing areas each with a windward leg length of 1500 metres. (See Class requirements for number of courses and courses)
- ii. The area should have a small tidal range allowing courses to be set close to the regatta site, at all stages of the tide and allowing easy spectator viewing.
- iii. If possible water depth shall be such that the race committee can set/alter the course without undue problem or delay to the racing schedule.
- iv. The holding ground shall be such that marks will hold in 40 knots of wind.

B. Wind

- i. Mean wind speeds for an acceptable site shall be between 5 and 30 knots for the period of the event.
- ii. The prevailing wind shall be on shore or cross shore, if wind is offshore then additional safety shall be put in place.

C. Marks & Ground Tackle.

- i. Marks shall be 2.0 metres high and either round or tetrahedral in shape. They shall not have net covers.
- ii. Port end start/finish line marks shall be buoys or committee vessels capable of carrying flags as specified in the Sailing Instructions.
- iii. All ground tackle shall be capable of holding, for prolonged periods, in 40 knots of wind.

D. Port facilities.

- i. A well protected harbour shall be close to the race site
- ii. The LOA shall arrange for free berthing all craft associated with the regatta including coach boats.
- iii. Fuelling shall be available at reasonable cost.

E. Race Committee Boats.

- i. RC vessels shall be capable of staying anchored on station in up to 40 knots of wind, for prolonged periods.
- ii. There shall be sufficient ground tackle on boards each boat to anchor in these conditions.

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iii. Each boat shall fly a flag, the designated colour of the course, to which it is attached.

iv. The following are the requirements for boats per course area...

1no. Starting vessel - Large vessel capable of carrying all flags specified in the SIs

1no. Port end start boat - rib.

3no. Mark control boats - ribs for moving marks quickly & taking mark roundings.

1no. Finishing vessel - Dry boat capable of moving quickly to reset finishing line.

F. Flags/sound signals specified in the Sailing Instructions

i. These shall be a minimum of 400mm x 600mm in size. Class flags may be supplied by the Class.

ii. On the RC vessel, these shall be easily visible by all competitors during the starting sequence.

iii. The pin end start boat shall carry a general recall flag / sound signal.

iv. Mark Control boats shall carry IC Flags S, N, M, C plus a red rectangular panel and a green triangular panel.

Depending on target times and race formats of specific classes these requirements may differ.

G. Equipment to be carried by RC vessels, safety, press and jury boats.

i. This list is not exhaustive and is additional to that normally carried by the skipper/owner....

- spare life jackets
- flares for use in an emergency
- first aid equipment
- bottled water
- VHF radio

H. Rescue/safety boats.

i. The LOA shall provide a minimum of 1 designated rescue boat with an experienced crew for every 25 competitors on the water. Crews shall be experienced in the art of rescuing windsurfers.

ii. Rescue boats shall be a minimum of 5.00 metres long and be rigid inflatables (RIBs), if possible.

iii. Unless otherwise specified in the LOA [Safety Regulations](#) an emergency, where there are very many competitors in need of rescue, the RC vessel or finishing boat shall act as mother ships to take rescued competitors on boards whilst streaming equipment on lines astern. They shall be capable of taking large numbers of rescued competitors on boards. In this case rescue boats should return rescued competitors to mother ships rather than to the shore.

iv. Coach boats can act as rescue boats in a dire emergency but shall not be counted on until the RC abandon all racing.

I. International Jury boat

The LOA shall provide one dedicated rib to be at the disposal of the chairman of the International Jury.

J. Chief Equipment Inspector's boat

The LOA shall provide one dedicated rib to be at the disposal of the CEI, at all times.

K. Coach Boats.

i. Coach boats are permitted on the water.

ii. A general coach boat(s) may be provided for coaches who cannot afford to charter their own boat. The cost of this can be shared between the coaches concerned.

iii. The LOA shall make rigid inflatables of a minimum length of 5.00 metres available for charter to coaches.

iv. Each coach boat shall carry the national flag of its charterer as specified in the Sailing Instructions.

L. Press Boats.

i. Dedicated fast dry boats shall be provided that also offer a steady platform. These shall be completely under the control of the event press officer.

SECTION 6: COMMUNICATIONS

A. PA System

- i. This may play music, much as a popular continuous music radio station.
- ii. The radio mike shall, automatically, be able to cut out the music for immediate announcements.
- iii. Loudspeakers should be numerous to allow the system to remain audible by competitors and public alike without having to turn up the volume so that it disturbs the local population unduly.
- iv. A loop should be provided through to the press room.
- v. It should cover the board storage area and the competitor's village.

B. Office Communications

- i. All offices shall be provided with a fast and independent Internet connection
- ii. The Class Representative, Media officer and Chairman of the Jury shall be provided with a data SIM card, to be charged if data runs out.
- iii. Internal communication shall be made through a group messaging system ie. WhatsApp

C. Radio Call Signs/Telephone numbers.

- i. Each key official or named shore based office shall be supplied with a list of phone numbers of essential Staff.
- ii. The LOA shall ensure that race committee, rescue, press, jury and CEI's boats carry ship to shore radios.
- iii. Each course area shall have a separate channel.
- iv. A 3rd channel shall be provided for the safety boats use.
- v. All necessary permits shall be provided by the LOA to allow IWA / class officials to operate said radios.

SECTION 7: CEREMONIES

A. Opening Ceremony & Welcoming Party

Outline

- i. The opening ceremony must be a dignified occasion befitting the opening of a major Championship.
- ii. Teams may process carrying Flags or national names.
- iii. Facilities for sponsors, TV, press, officials guests and spectators are required.
- iv. A flag hoisting ceremony may be incorporated into the proceedings. This shall involve the following flags only:
 - Host Nation
 - Host Club
 - Title Sponsor
- vi. Speeches shall be kept short. The following shall be asked to speak
 - Organising Committee Representative
 - Host National Authority
 - Host Regional Authority
 - IWA/Class representative
 - Title Sponsor
- vi. The formal opening ceremony shall be separated from the following welcoming party.
- vii. Competitors shall serve themselves from the food buffet.
- viii. Food etc shall be served “restaurant style” to key guests of the organising committee including...

Regatta officials and their guests (Jury, Measurers, IWA personnel, RC)
Key facilitators & sponsors

- ix. The welcoming party shall be free to competitors, class officials, coaches etc.. Friends/Family members of competitors may attend the party but shall buy an admission ticket.

B. Prize Giving & Closing Ceremony

Outline

- i. The closing ceremony shall a dignified occasion, enabling all competitors, coaches, team leaders, VIPs, invited guests, officials, sponsors, press, TV and others to be involved. The ceremony should take place in the early evening and all medal winners shall be in their national team clothing

ii. A closing banquet/BBQ/ buffet shall be arranged for later the same evening in an informal atmosphere. The two events shall be clearly separated.

iii. The first ceremony shall be for overall medal winners to be presented by the title sponsors and to the press in a sober and professional manner as it is an official affair.

iv. The second event will be high spirited and shall be held in a marquee or similar area where decorations are not of importance and is for the benefit of the competitors and their supporters. Music and entertainment shall be laid on.

C. Prize Giving Procedure.

i. The following may be invited to make a short speech.....

- Title Sponsor's representative
- Chairman of the Organising Committee
- IWA/Class Representative
- Local VIP

ii. The prize giving shall then follow with the major medals awarded in reverse order.

iv. After each group is formed on stage they shall take a bow together and may be asked to stay back at the end of the ceremonies for further photographs and interviews with the press.

v. Having finished the official ceremony, the assembled company shall be asked to move off to the 'closing banquet'.

D. Closing party

i. Food shall be served immediately. A pay bar may be available.

ii. Depending on the Class involved music and entertainment may continue until the early morning!

SECTION 8: ACCREDITATION OF OFFICIALS & COMPETITORS

A. CEI & Class Representant

i. The CEI for the event shall be nominated by the IWA/Class. He will measure the equipment on registration according to the class rules.

ii. The Class Representative is there to assist on any class matters

iii. They shall receive at accreditation, or prior:

- Free airfares/transfers to & from their place of residence only.
- Free accommodation in a 3-star hotel
- Daily subsistence or daily allowance for meals to be paid on arrival
- Free entry to all official functions
- Free transport to/from the race site & harbour under their direct control

B. International Jury

i. This shall be constituted according to the World Sailing Rules.

ii. Jury members shall receive at accreditation, or prior:

- Free airfares/transfers to & from their place of residence only.
- Free accommodation in a 3-star hotel
- Daily subsistence allowance for their stay to be paid on arrival
- Free entry to all official functions
- Free transport to/from the race site & harbour under their direct control

iii. They shall be accredited at a convenient moment.

C. Competitors & their equipment

i. All equipment to be used by a competitor during the regatta shall be presented for measurement prior and/or during registration; said equipment shall be scheduled for inspection by the CEI. Equipment shall be checked and approved before racing commences.

ii. In return for their entry fees, competitors shall receive the following at check-in:

- Tickets to enable free entry to all social events.
- Event Programme (may be electronical)
- Event T-shirt
- 'Goody bag' containing free give-aways.

D. Support Personnel

i. Support Personnel is any professional person employed to train/support at least one competitor during the event. They may be mandated by their MNA or privately employed.

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ii. Support Personnel shall register at the secretariat on arrival and shall be given the same services as competitors.

iii. The LOA shall facilitate coach boat launching and recovery; provide free berthing; and advise where fuel can be bought close to the berth.

iv. Support Personnel have access to the board storage area.

v. Support Personnel shall conform with the prescriptions of the Sailing Instructions and the instructions of the LOA.

vi. When at sea, Support Personnel shall keep clear of the course area(s) specified in the Sailing Instructions.

vii. They shall take part in any search and rescue operation without favour to any particular sailors according to the quality of their boats and the weather/sea conditions.

viii. They shall be accredited at a convenient moment.

E. Volunteers.

i. No event could be run successfully without a small army of volunteers. They are very special people who are sometimes required to work long hours with little in return, except job satisfaction and it is suggested they receive at least:

Tickets to enable free entry to all social events.

Event T-shirt

'Goody bag' containing free give-aways.

ii. They shall be accredited at a convenient moment.

F. IWA / Class Officials, Partners and Media Team

Depending on contract requirements for each Class additional personnel designated IWA / Class Officials shall receive the following at accreditation:

- Tickets to enable free entry to all social events.
- Event Programme (may be electronical)
- Free airfare
- Free hotel
- Daily subsistence or daily allowance for meals to be paid on arrival
- Free use of a van/car
- Event T-shirt
- 'Goody bag' containing free give-aways.

SECTION 9: CLASS REPRESENTATIVE (Job Definition)

A. CLASS REPRESENTATIVE (CR)

The Class Representative (CR) is the Official Representative of the IWA / Class on site during competition. The CR is responsible to the SA and competitors to ensure that competition is run in a manner which will ensure fair and equal competition in conformity with this manual and any other documents governing the event. The CR shall:

- i. Approve the regatta site including: storage, regatta office, press office, measurement area and equipment, race management equipment, marks, safety equipment and scoring system prior to the start of racing
- ii. Be the ultimate authority in the interpretation of this manual;
- iii. Approve the Sailing Instructions; approve changes to the SIs and Notices to Competitors.
- iv. Supervise doping control procedures required by the Organising Authority and/or the WS
- v. offer advice to the PRO on general race management issues including scheduling of start times.

B. PRE-REGATTA

i. The CR may visit the regatta site and ensure that the site has the capability of hosting the competition. During the visit the CR shall inspect the site and ensure that the following aspects are met:

- Sanction of the National Authority;
- Environmental conditions (wind, sea, current, water and air temperature);
- Suitable shore facilities (regatta office, registration area, press centre, jury room, measurement area, board storage, gear storage, beach, etc.);
- Race management facilities (committee boats, rescue boats, flags, marks and other race management equipment);

ii. The CR shall meet with and approve the qualifications of the following personnel:

- Regatta Chairman
- Safety Officer
- Principal Race Officer (PRO)
- Scorer

iii. The CR shall inspect and approve the following:

- Recommended accommodation;
- Food and drink at the regatta site;
- Provision of drinking water to competitors prior to and between races.

iv. Review and approve the social schedule with the Regatta Chairman.

v. After visiting the regatta site, the CR shall approve the variations to the standard Sailing Instructions prepared by the CR in co-operation with the Regatta Chairman and his PRO.

C. DURING REGATTA

Feedback Procedures

There will be a debriefing meeting after racing on each race day. This will include the IWA Class Representative and RC, the PRO, AROs and other race management personnel as required. The main purposes of the meeting will be to: receive a brief report from each race area;

- consider difficulties which have arisen and how they may be resolved;
- take input on any aspect of race management;
- consider any potential amendments to the Sailing Instructions;
- review any other aspects of race management including scheduling.

Disputes

When, in the opinion of the RC, an error has occurred and has not been subsequently rectified, or there is reason to believe that an error may occur, the RC shall, in the first instance, discuss the matter with the PRO. If the issue is not satisfactorily resolved, it shall be raised at the daily debriefing meeting.

If the matter cannot be satisfactorily resolved there, the IWA CR will address the matter with the Regatta Chairman (RC) & the PRO together.

D. POST REGATTA

The CR shall prepare a report on the event for the IWA Executive Committee. The report shall contain:

- A copy of the Sailing Instruction and Amendments.
- All Notices to Competitors, including daily competitive schedule.
- A summary of protest hearings and their results.
- A report on measurement control.
- A venue report.
- A complete set of race results.
- Media report.
- Any other available statistical reports.

SECTION 10: MEDIA PRODUCTION, DISTRIBUTION and PUBLICITY

Each IWA Class has their own Media Plan developed to meet the class requirements and needs. Please refer directly to classes for details concerning production, distribution and publicity:

- IQFoil - info@iqfoilclass.org
- IFCA - <https://www.ifcaclass.com/contact/>
- Formula Windsurfing - fw@internationalwindsurfing.com
- Raceboard - raceboard@internationalwindsurfing.com
- Techno293 & Techno293Plus - t293@internationalwindsurfing.com

A. On site TV Production Unit Infrastructure

i. The LOA shall provide dedicated stable fast boats with own drivers (see section 8);

ii. None of the boats, drivers shall have split duties. The LOA shall ensure that these facilities are entirely at the disposal of the TV Production Unit so that filming time can be maximized.

iii. LOA shall provide lockable and secure offices for media production team.

B. Rights

i. Any footage made during the event shall be free to use by IWA and the Class, with no copyrights on any fields of exploitation.

C. Sponsor Branding

i. The LOA shall agree the extent of branding opportunities available to each sponsor, as well as IWA/ Class Sponsors, well in advance of the event opening. Branding opportunities include:

- Race Buoys
- Interior press conference area
- Stage for daily prize giving & press conferences.
- TV Production interview area.
- Site Flag poles
- Official cars
- Official documentation
- Event website

ii. The area just above the boom, on competitors' sails, is reserved for the title /main sponsors (Please refer to [WS Advertising Code](#)).

iii. Branding to competitor's Race vests is reserved for the title / main sponsors (Please refer to [WS Advertising Code](#)).

D. Website and Social media

i. The event website and social media shall be provided by IWA and updated regularly before the start of the event and shall contain extensive information about the race site, the surrounding region, the NoR, The Sailing Instructions, entry lists, daily results, daily reports, images of the race site and those on it.

In case of any conflict between the class specific requirements and the above the class requirements take precedence.

Appendix A – SAFETY RISK ASSESSMENT

The LOA is obliged to develop and present its own Safety Regulations, which shall be in place during the whole course of the event.

These shall include safety procedures for identified potential risk factors derived from, but not limit to:

- 1) [World Sailing COVID-19 Guidance for Event Organizers for the Protection of the Health of Sailing Communities](#)
- 2) IWA Risk Assessment tools for event organizers (coming soon)

Appendix B - ENVIRONMENTAL CODE OF CONDUCT

IWA classes feel strongly about commitment to the environment and therefore the we urge organizers, no matter the class, to follow the iQFOiL class [guidelines to limit the event's environmental impact on the planet](#).