



**IFDS RACE MANAGEMENT  
MANUAL 2005 - 2008  
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## **OBJECTIVES**

The objectives of the IFDS Race Management Manual are:

- *To provide a standard set of rules and guidelines for International racing.*
- *To draw on the best experiences of previous IFDS World Disabled Sailing Championships and Paralympic events to assist a new Organizing Authority in preparing for a successful event.*
- *To maintain consistent standards, philosophy and character for each event.*
- *To provide continuity of rules and guidelines so that competitors can anticipate and prepare properly for future events.*

Rules have been kept to the minimum required to ensure fair competition and racing.

## **CONTENTS**

The Race Management Manual includes the following sections:

### **PART 1 - IFDS Rules of Race Management:**

The rules by which International sailing events shall be conducted. These Rules and Guidelines state the obligations, responsibilities and authority of competitors, race committees and other officials.

### **PART 2 - Guidelines for the Organizing Authority/Authority:**

Areas of agreement between IFDS and the Organizing committee.

### **PART 3 - Suggestions and Recommendations for Conduct of the Event:**

Guidelines for effective conduct of such events.

### **PART 4 - Appendices:**

Definitions and information relating to classification, measurement, assistive devices, doping and sample documents.

## **BACKGROUND**

For a number of years, disabled sailors competed in the Netherlands for the International Handicap Trophy. The first World Disabled Sailing Championship recognized by the IYRU (now ISAF) was held in Switzerland in 1991 and has been held annually in other countries around the world, except for Paralympic Years. In 1996, sailing was included in the Atlanta Paralympic Games as a demonstration sport and was endorsed as a full medal sport in the 2000 Sydney Paralympic Games. In addition, regional events are organized to encourage sailors to train for IFDS World Disabled Sailing Championships and Paralympic events.

It is strongly recommended that experienced sailors be involved in planning and preparing for these events.

## **INTERPRETATION OF THE RULES OF RACE MANAGEMENT**

In translating and interpreting these rules, it shall be understood that the word 'shall' means mandatory. The word 'should' means "strong recommendation" and the word 'may' is permissive. It shall be further understood that the words "he" or "his" also represent "she" or "her." In case of a disagreement between versions in different languages, the English text shall govern.

## **ACKNOWLEDGEMENTS**

Special thanks are due to the members of the Executive Board, and Technical and Medical Committees for their contributions to the Race Management Manual.

## **PART 1 IFDS RULES OF RACE MANAGEMENT**

### **1. GENERAL**

- 1.1 International disabled sailing events sanctioned by IFDS (IFDS events) at all levels shall be governed by:
- (a) The Racing Rules of Sailing (RRS) in effect at the time of the event.
  - (b) The IFDS Functional Classification System in effect at the time of the event.
  - (c) The IFDS Race Management Manual Part 1 in effect at the time of the event.
  - (d) The class rules and guidelines of boats being sailed at such events.
  - (e) The Notice of Race for the event.
  - (f) The Sailing Instructions for the event.
- 1.2 The IFDS Functional Classification System and Rules of Race Management may be changed only with explicit written permission from the IFDS Executive Board.
- 1.3 The Notice of Race and Preliminary Sailing Instructions shall be posted on the IFDS website as soon as practical before the event. Final Sailing Instructions shall be available for distribution at registration.
- 1.4 These Rules of Race Management are exclusive. Anything not defined in Part 1 as allowable is prohibited.

*Note: For guidance in creating a Notice of Race and Sailing Instructions, refer to the ISAF Racing Rules of Sailing 2005-2008. Samples of Notice of Race and Sailing Instructions specific to disabled sailing events are in IFDS RMM Appendices H and I.*

### **2. COMPETITION LEVELS AND CRITERIA**

- 2.1 There are four levels of Disabled Sailing Events. Based on the Event Level, the event shall meet various criteria and involve various rules as specified. Event Levels are:
- (a) Level 1 (e.g., IFDS Approved World Championships, Paralympics)
    - (i) Shall be fully sanctioned, approved and overseen by the IFDS Executive Board.
    - (ii) Shall comply with all of Part 1 of this Race Management Manual and the IFDS Functional Classification System.
    - (iii) Shall include an IFDS approved Technical Delegate, an IFDS approved International Jury, an Adaptations Committee, full International Classification Committee, Class Measurers, Race Committee and Principal Race Officer.
    - (iv) Shall comply with all of Part II of this Race Management Manual.
  - (b) Level 2 (e.g. International Championships, non-World Status International Events).
    - (i) Shall be recognized by IFDS and scheduled on the IFDS calendar.
    - (ii) Shall comply with all of Part 1 of this Race Management Manual and the IFDS Functional Classification System.

- (iii) Shall include a Classification Committee, an IFDS approved Technical Delegate and an IFDS approved International Jury or Protest Committee.
- (c) Level 3 (e.g., National Championships)
  - (i) May be Recognized by IFDS and scheduled on the IFDS calendar.
  - (ii) May comply with Part 1 of this Race Management Manual except as modified by the Organizing Authority in agreement with the IFDS.
  - (iii) May include a Technical Delegate and at least one International Classifier.
- (d) Level 4 (e.g., Local Events)
  - (i) May appear on the IFDS Calendar.
  - (ii) Complies with Part 1 of this Race Management Manual in all areas involving the safety or potential safety of the sailors. May arbitrarily adapt portions of Part 1 of the Race Management Manual as necessary to the success of the event.
  - (iii) May consult with an IFDS Technical Delegate and International or National Classifier, but need not have a Technical Delegate or Classifier on site.
- (e) For events run on a World Championship Level, organizers may choose partial sanctioning<sup>1</sup>. Organizers must submit the request for partial sanction in writing to the IFDS Executive Board. The Notice of Race for such an event should state that it is partially sanctioned and should further state those conditions of full sanction which are not met by organizers, i.e. limited number of international jurors, classifiers, etc.

*Note 1: For additional details regarding partial sanction, refer to RMM Appendix E.*

### **3. CLASSIFICATION REQUIREMENTS**

- 3.1 In accordance with the IFDS Functional Classification System<sup>2</sup> a sailor must present a valid IFDS Classification passport to compete in an IFDS Level 1 or Level 2 event.
- 3.2 It is the sailors' responsibility to be properly classified before sailing in an IFDS sanctioned event. They must either produce a valid classification passport on registering for the event, or, if they have not been classified, confirm that they appear on the schedule and that they are classified at that event. Sailors who have a T or PRS Passport must also confirm that they appear on the classification schedule for review. The schedule shall be posted on the Official Notice Board. If there are scheduling conflicts between classification and measurement, it is the responsibility of the sailors to resolve the conflict as soon as possible and to notify the Classification Committee. A fee may be charged for administration and review.
- 3.3 The maximum number of points for an individual to compete in an IFDS event shall be 7.
- 3.4 The combined points for the three-person crew boat discipline shall not exceed 14.
- 3.5 The maximum number of points permitted in any two-person crew boat discipline shall be published in the Preliminary Notice of Race, the Notice of Race, or six months prior to the event, whichever is earlier.

- 3.6 IFDS may sanction events, including IFDS World Championships, in which the classification requirements specify fewer or more points than above. Such classification eligibility criteria shall be published in the preliminary Notice of Race, the Notice of Race, or six months prior to the event, whichever is earlier.
- 3.7 Protests regarding a sailor's classification or a crew boat combined point total shall be heard according to the IFDS Functional Classification System.

*Note 2: Details of classification and related protests are outlined in the current IFDS Functional Classification System Manual, which can be accessed via the IFDS website at [www.sailing.org/disabled](http://www.sailing.org/disabled).*

#### **4. ADAPTATIONS**

- 4.1 Adaptations<sup>3</sup> are defined as equipment and/or modifications to a boat (such as but not limited to steering devices, a chair or transfer bench) which are designed to assist the sailor while sailing.
- 4.2 Adaptations shall:
- (a) not violate existing class rules;
  - (b) not raise the sailor more than 200 mm above the existing seat level;
  - (c) not improve the sailor's performance beyond that of an able-bodied person;
  - (d) not materially change the sailing characteristics of the boat;
  - (e) not be judged unsafe, as determined by the Adaptations Committee.

*Note 3: Examples of previously approved adaptations can be accessed via the IFDS website at [www.sailing.org/disabled](http://www.sailing.org/disabled).*

#### **5. PERSONAL ASSISTIVE DEVICES AND ADAPTATIONS – ASSESSMENT AND EVALUATION**

- 5.1 Sailors intending to use personal assistive devices or adaptations while sailing (i.e. prosthetic devices, artificial limbs, seating, etc.) shall declare these devices to the Classification Committee for assessment and evaluation. These must be available for inspection by the Classification Committee.
- 5.2 If a personal assistive device or adaptation improves the sailors' functionality within the boat, that sailor's classification may be altered accordingly.
- 5.3 Any competitor may be protested if he uses personal assistive devices and/or adaptations that were not presented as part of classification at that event.

#### **6. MOVEMENT OF THE CREW WITHIN THE BOAT**

- 6.1 In the three-person boat event
- (a) At least one crew member shall remain entirely in the cockpit, who shall not be permitted to sit or lie on the side deck and shall not hike out. No part of the upper body, except for hands and arms, shall touch the deck;
  - (b) Members of the crew shall not go forward of the shrouds or onto the cabin top except temporarily to clear a line or in case of an emergency;

- (c) For the two remaining crew members, the options of hiking/sitting out and the fittings to do so shall be in accordance with the class rules of the boat being used for the event.
- (d) One crew member shall remain aft of the traveller. A 25mm taped black line shall indicate the extension of the traveller, the after edge of which shall be a projection of the after face of the moulded recess of the traveller. The taped line shall be added during measurement.

## **7. CHANGE OF CREW**

- 7.1 Only one change of crew shall be permitted throughout an event; such change shall occur only with the written permission of the Jury and the Technical Delegate.
- 7.2 Where applicable, such change of crew shall not cause the team to exceed the maximum number of points specified and allowed by the current Functional Classification System.

## **8. SAFETY**

### **8.1 Life Jackets**

Every competitor shall wear a personal flotation device while afloat. Competitors may remove life jackets or buoyancy assistive devices briefly (before or after racing) to adjust clothing for safety or for comfort.

### **8.2 Thermoregulation**

- (a) Thermoregulation (both cooling and heating) devices, other than conventional clothing, may be worn by sailors except that such devices shall not be worn while *racing* as defined by the RRS.
- (b) A sailor wearing a thermoregulation device while *racing* breaks RRS 43.1(a).
- (c) The weight and placement of batteries or other equipment associated with thermoregulation devices shall be governed by Class Rules.
- (d) This rule may be changed by Class Rules or by the Notice of Race and the Sailing Instructions, but not for Paralympic Classes, and any such changes shall comply with RRS 43.1(b).

### **8.2 Providing Assistance**

Coaches may go to the assistance of their competitors, without interfering with other racers, if they consider that the safety of the sailor is at risk. Care should be handed over upon arrival of a rescue team. This does not change RRS 41. Once assistance is provided, the competitor should retire immediately from the race. Every effort should be made to notify the Race Committee of this action.

## **9. REQUIRING ASSISTANCE SIGNAL**

- 9.1 A boat needing assistance shall fly international code flag L, which shall be supplied by the competitors.
- 9.2 At an event, the Technical Delegate may approve that very severely disabled sailors may use an appropriate alternative device to indicate the "Requiring Assistance Signal". If an alternative device is to be used, competitors shall be advised prior to the event. Sailors will be notified as to whether they or the Organizing Authority shall supply the alternative device.

**10. TECHNICAL DELEGATE**

- 10.1 A Technical Delegate shall be appointed by IFDS for Level 1 and Level 2 events and shall have the following responsibility and authority;
- 10.2 Shall be consulted on all racing and organizational issues that may relate to disability to assure conformity to IFDS Rules and IPC Rules where applicable;
- 10.3 Shall be responsible for site inspection to ensure that facilities and competition equipment provide appropriate access and conform to IFDS Rules;
- 10.4 Shall review the draft of the Notice of Race 6 months prior to the event. The Technical Delegate shall give final approval to the Notice of Race;
- 10.4 Shall review the sailing instructions, preferably no later than 2 months prior to the event;
- 10.5 Shall check all arrangements no later than 2 months prior to the event;
- 10.6 Shall advise and assist the Organizing Authority as required;
- 10.7 Shall advise the International Jury and Race Committee on all matters relating to disability;
- 10.8 Shall assist and advise the International Classification Committee on all matters relating to the event;
- 10.9 Shall serve as a member of the Adaptations Committee;
- 10.10 Shall be present at all draws for boat allocation (where applicable);
- 10.11 Shall approve the competition format and schedule;
- 10.12 Shall approve any written permission given by an owner of a chartered boat for drilling holes or attaching adaptations to the boat;
- 10.13 Should be present at all briefings;
- 10.14 Shall have the authority to require that the Race Committee postpone racing, on shore or afloat, or to abandon racing for the day based upon their assessment of wind, sea and/or weather conditions;
- 10.15 Shall represent IFDS in all matters related to the conduct of racing, including requiring that the Race Committee perform necessary actions if in the judgement of the Technical Delegate, the safety of competitors or the quality of racing is being, or is in danger of being materially compromised.

**11. INTERNATIONAL JURY, INTERNATIONAL CLASSIFICATION COMMITTEE, MEASURERS, PRINCIPAL RACE OFFICER AND RACE OFFICIALS**

- 11.1 IFDS shall appoint an International Jury for IFDS Level 1 and Level 2 Events; ISAF shall approve the appointment of the jury as proposed by IFDS.
- 11.2 To the extent required by ISAF, an International Race Officer shall be appointed as Principal Race Officer for Level 1 and Level 2 Events.
- 11.3 An International Classification Committee shall be appointed by IFDS for Level 1 and Level 2 Events.
- 11.4 The International Classification Committee shall consist of two teams, each composed of two International Classifiers.



- 11.5 A minimum of one measurer responsible for each class shall be appointed by IFDS for Level 1 and Level 2 Events; such appointments shall be agreed upon by IFDS, the relevant class association(s) and the host club/organization

## **12. ADAPTATIONS COMMITTEE**

- 12.1 An Adaptations Committee shall be formed to rule on adaptations for Level I and 2 events. The committee shall consist of the Chief International Classifier or his designee, the Technical Delegate and a member of the IFDS Technical Committee.
- 12.2 Decisions of the Adaptations Committee shall be final and not subject to protest.

## **13. SAILING CONDITIONS**

- 13.1 Wind strengths - Races will typically not be sailed in sustained wind speeds exceeding 11 meters/second, roughly equivalent to 22 knots or 25.3 miles per hour. This guideline may be adjusted after consultation with the Technical Delegate, according to the prevailing wind, wind gusts and sea conditions.
- 13.2 The Race Committee shall consult with the Technical Delegate regarding postponement, whether afloat or ashore.

## **14. TIME LIMITS AND TIME ON THE WATER**

- 14.1 Course length shall be calculated so as to have a race which lasts between 50 minutes and 75 minutes.
- 14.2 A recommended maximum time limit for the first boat to finish is 1 hour and 45 minutes, and this shall be the time limit if none is specified in the Sailing Instructions. Maximum time for remaining boats to finish shall be 30 minutes after the finish of the first boat if no other time is specified in the Sailing Instructions.
- 14.3
- (a) Time on the water is defined as the period from one hour prior to the first scheduled Warning Signal of the day, or as the period from the time that AP Ashore is lowered, which ever is later, until the return to the dock of any competitor who completed the last race sailed on any day.
  - (b) Time on the water shall not normally exceed 6 hours and then only with the consent of the Technical Delegate if one has been appointed. Normally, this consent will be given only when wind, waves, temperature, and humidity are moderate.
  - (c) Except with the consent of the Technical Delegate, time on the water shall be reduced to not more than five hours.
    - (i) When sustained winds exceed 18 knots or when sustained winds exceed 15knots and sea state can be described as 'difficult'. A good example of a 'difficult' sea state would be a short steep chop generated by wind against current in relatively shallow water.
    - (ii) When temperatures lower than 15°C or higher than 30°C with high relative humidity prevail.
    - (iii) On any day if the Time on Water exceeded 5.5 hours on the previous day.

- (d) A 20 minute break shall be provided for each class so that competitors may perform personal hygiene activities. This break shall occur either after the second race of the day or as soon after 4 hours on the water as possible, whichever is earlier. Competitors or their coaches are requested to inform with the RC Signal Boat as soon as they are ready to resume racing.
- (e) Race and Mark Boat Officers are encouraged to observe competitors for apparent signs of physical distress and to consult with the sailors, their coaches, event medical personnel or classifiers as these may be available. Race and Mark Boat Officers are also reminded that difficulty in thinking and reasoning logically is a classic symptom of hypothermia.

Note: A reasonable Time on the Water differs depending on the class being sailed. For example, a sailor competing in a 2.4mR is likely to be at greater risk of hypothermia than one competing in a Sonar.

## **15. COURSES**

- 15.1 Courses shall be windward/leeward with lengths appropriate to conditions. An offset mark should be used at the weather mark, and gate marks may be used for the leeward mark.
- 15.2 In exceptional circumstances and only with the approval of the Technical Delegate, other course configurations may be authorized.

## **16. PROTEST TIME LIMIT**

- 16.1 The time limit for protests shall end no less than 60 minutes after the docking of Race Committee Finish Boat. Docking time shall be posted on the Official Notice Board.

## **17. EVENT SERIES**

- 17.1 In Level 1 Events, four completed races shall constitute a championship series. Thereafter, if at least five races are completed, a boat's worst result shall be discarded. A further discard may be considered after Race 11.
- 17.2 In Level 1 Events, the Low Point Scoring System (ISAF RRS A4.1) shall be used.
- 17.3 Level 2, 3, and 4 Events may constitute a championship series using a different race series and different scoring system to Level 1 Events. If different, the race series format and scoring system shall be stated in the Notice of Race.

## **PART 2 TO BE AGREED UPON BETWEEN THE IFDS EXECUTIVE BOARD AND THE ORGANIZING AUTHORITY**

All competition areas at the venue and accommodations for an event shall be accessible for people with physical disabilities and negotiable by people with visual impairment.

### **18. TECHNICAL DELEGATE/ORGANIZING AUTHORITY CHECKLIST**

- 18.1 To assist the liaison between both parties, the Organizing Authority shall provide the following information to the Technical Delegate:
- (a) Boats: classes, supplied or chartered, class rules handbook(s) of relevant classes;
  - (b) Venue: access, rooms, docking, moorings, hoists;
  - (c) Sailing conditions: size of sailing area, weather conditions, course location(s), islands, etc;
  - (d) First aid, safety and rescue strategies;
  - (e) Notice of Race: draft;
  - (f) Sailing Instructions: draft;
  - (g) Officials: Principal Race Officer, Race Committee, International Jury, International Classification Committee, Measurer(s) approved by IFDS for each class participating, other staffing;
  - (h) Event budget;
  - (i) Sponsorship pledges;
  - (j) Volunteers;
  - (k) Event program;
  - (l) Logistics: accommodations, catering, etc.;
  - (m) Boat rotation system (where applicable).

### **19. INSURANCE**

- 19.1 The Organizing Authority
- The Organizing Authority shall acquire and maintain appropriate insurance including without limitation, insurance for a comprehensive general liability insurance in an amount of no less than €10,000,000 per occurrence, covering legal liability in respect of personal injury, property damage, and products (food, drink and merchandise supplied) arising out of the organization, promotion and management of the Event by the Organizing Authority, indemnifying:
- (a) The Organizers, including all of its personnel, volunteers and whoever is assisting in the organization of the Event;
  - (b) The Yacht Club(s) involved and Host National Authority as an additional insured for their respective rights and interests;
  - (c) Any suppliers, resulting from use of their boats and equipment during the Event, as an additional insured for their respective rights and interests;

- (d) The Event sponsors as an additional insured for their respective rights and interests;
  - (e) The International Sailing Federation and its subsidiaries as an additional insured for their rights and interests.
- 19.2 The Organizers shall keep IFDS and its licensees, fully indemnified against any and all liabilities, claims, actions, proceedings, loss and costs (including legal fees) suffered or incurred or paid by the IFDS or its licensees in consequence of or arising out of any breach or non-performance of, which are inconsistent with, all or any of the covenants, warranties, representations, obligations, undertaking or agreements on the Organizers' part contained in this agreement.

## **20. HEALTH, SAFETY AND RESCUE**

- 20.1 A planned, written strategy for response to any emergency, on or off the water, should be co-ordinated through the Regatta Office. This plan should include liaison with emergency services and be approved by the Technical Delegate. All participants should be informed of the existence of and means to medical assistance, including the name of the Medical Officer. This information should be posted on notice boards and supplied to participants with their registration packets.
- 20.2 A Safety and Rescue Officer shall be appointed to co-ordinate the response to any emergency.
- 20.3 Full rescue cover should be in place throughout official on-water practice times and racing. In addition, each sailing team in team boat classes should have completed man overboard training prior to the regatta, where feasible.
- 20.4 Race Officials and Safety Boat personnel should be trained in man overboard drills in addition to powerboat operation. It is also recommended that every official powerboat be equipped with a first aid kit and a throw able life ring. Sailboats should consider similar recommendations in accordance with the class rules. A rescue boat should follow the last boat back to the harbour.
- 20.5 An event Medical Officer shall be appointed by the Organizing Authority and a first aid room with appropriate facilities be made available. The Medical Officer should be a Medical Doctor or equivalent with a license to practice medicine in the event area. Adequately trained first aid providers or assistants should be on duty at all times during the event.
- 20.6 Venue Health and Safety
- Teams shall be allowed to use (on facility and/or in team containers) electrical appliances such as refrigeration units to preserve and maintain medical supplies and athletic equipment.
- 20.7 Venue Safety: Site evaluation for the venue should include an assessment of accessibility of rooms, lifts, toilets, docks, moorings, parking and housing, to include appropriate ramps and assistive devices. Hazards for the visually impaired should be included in this assessment. Regatta organizers and rescue personnel should be briefed on the physical limitations of disabled people and the safety issues related to this population.

## **21. BOATS – EQUIPMENT AND MANAGEMENT**

- 21.1 Support boats (rescue, medical, race officials, coaches) shall be clearly marked to indicate their function. Those boats not directly involved in race management, judging or classification shall be kept outside the racing area, which shall be clearly defined in the Sailing Instructions.
- 21.2 All boats involved in race management and safety should be equipped with radios for communication between boats and for boat-to-shore.
- 21.3 The choice of competition equipment (classes of boats) should be published as soon as feasible before the event, together with details of any charter fees, insurance or other costs where applicable.

## **22. BOATS FOR OFFICIALS**

- 22.1 5 boats should be made available for the Technical Delegate, 2 boats for the Jury, 2 boats for the Measurer(s) and the Classification Committee to monitor activity during practice sailing and racing.

## **23. WEATHER FORECASTING**

- 23.1 A weather briefing should be given before each racing day.
- 23.2 Updated and constant checks should be made with a weather forecasting agency throughout the racing period and the Race Committee should be kept informed of any likely changes or deterioration in conditions.

## **24. ORGANIZING AUTHORITY – TO INCLUDE COMMITTEE/EVENT CHAIRMAN**

<b>Organizing Authority</b>	<b>Responsibility</b>
Accommodation Officer	Locating, Inspecting and Booking.
Beach Master	Rigging, Launching and Retrieving.
Catering Officer	Lunches, Opening and Closing Dinners.
Hospitality Officer	Opening and Closing Ceremonies, Invited guests.
Medical Officer	Medical Care of Participants, Officials, Principal Race Officer involved in the regatta.
Press Officer	Media Activities.
Principal Race Officer	Race Management, Overall On-Water Activities.
Regatta Office Manager	Accreditation, Weather forecasting, Information and Race Results.
Site Logistics Officer	Access around the Venue.
Sponsorship Officer	Funding in Cash and Kind, Liaison with Sponsors.
Safety and Rescue Officer	Safety and Rescue Boats, First Aid, Respond to Emergencies on Shore and Afloat.
Transportation Officer	Transfers between the Airport, Accommodation and Sailing Venue.
Treasurer	Event Budget, Accounting and Auditing.

**25. OTHER EVENT OFFICIALS**

<b>Officials</b>	<b>Responsibility</b>
Adaptations Committee	Approval of Adaptations.
Bosun	Boat Management and Maintenance on Shore and Afloat (supplied boats).
Classification Committee	Functional Disability Classification.
Jury	Interpretation of the Rules of the Event.
Measurer	Documentation of Correct Weight of Boats, Correct Sail Dimensions.
Technical Delegate	IFDS Liaison, All Issues Related to Disability.

**26. TECHNICAL DELEGATE**

26.1 Procedures for Appointment

- (a) All RNA's may recommend people to become Technical Delegates. These people should;
  - (i) be experienced yachtsmen/women, preferably good racing sailors;
  - (ii) know all IFDS rules and recommendations affecting IFDS/ISAF/IPC official events;
  - (iii) have strong knowledge of the ISAF Racing Rules of Sailing;
  - (iv) have considerable experience of previous IFDS International Events and have served as a race officer or member of an Organizing Authority for a previous event;
  - (v) have disability awareness.
- (b) Recommendations of persons for Technical Delegates will be considered by the IFDS Executive Board;
- (c) IFDS appoints and ISAF approves the Technical Delegate for each event one year in advance;
- (d) Only one Technical Delegate shall be appointed for each event.

26.2 Role

A Technical Delegate:

- (a) is expected to advise the Jury and the Race Committee on all racing and organizational issues related to disability;
- (b) is a guarantor for the IFDS that a competition is conducted in accordance with IFDS Rules and other relevant regulations;
- (c) is an adviser and assistant to the Organizing Authority;
- (d) is required for all Level 1 and Level 2 Events.

26.3 Qualifications

The Technical Delegate shall always act in accordance with IFDS Rules and other relevant regulations.

26.4 Before the Event

The Technical Delegate:

- (a) shall be responsible for site inspection to ensure that the facilities and competition equipment conform to IFDS Rules;
  - (b) must report findings and recommendations to the Executive Board. This report should be done as early as possible before the event. The report may or may not be presented by the same person who is appointed when the event is accepted by the Executive Board;
  - (c) shall check all arrangements and the Sailing Instructions prior to the event, preferably no later than two months before the event;
  - (d) must act as guarantor that the sailing technical needs and regulations of disability groups have been fully respected;
  - (e) shall advise and support the Organizing Authority at appropriate times during event preparations.
- 26.5 The Technical Delegate shall review with the Organizing Authority the items on the Checklist given in Part 2, 40.
- 26.6 During the Event  
See IFDS RMM Part I, Section J.
- 26.7 After the Event  
The Technical Delegate should submit a final report to the IFDS Executive Board prior to the next Executive Board meeting.
- 26.8 Jury
- (a) Appointment
    - (i) An International Jury shall be appointed for Level 1 and Level 2 Events as detailed in RMM 22. See ISAF Racing Rules of Sailing, Appendix N;
    - (ii) IFDS shall approve the appointment of the jury, subject to ratification by ISAF;
  - (b) Locating Judges  
The IFDS maintains a list of International Judges who have been members of an IFDS approved International Jury at previous disabled sailing events and who are considered particularly well qualified to judge at IFDS Sanctioned Events;
  - (c) Experience  
It is strongly recommended that at least one member of the Jury have experience at disabled sailing events;
  - (d) Jury Secretary  
A person should be appointed to collect protest from the regatta office, to locate protestors, protestees, witnesses and to deal with all related paperwork;
- 26.9 Principal Race Officer  
The Principal Race Officer shall be appointed by the Organizing Authority in consultation if necessary with their Recognized National Authority;
- 26.10 Classification Committee
- (a) Appointment: A Classification Committee shall be appointed by IFDS for all Level 1 Events and is recommended by IFDS for Level 2 Events;

- (b) Composition: The Classification Committee at Level 1 Events shall consist of 2 teams, each composed of 2 International Classifiers. (See IFDS Functional Classification System Manual and RMM Appendix C for details);
- (c) Additional classifiers: The host country may identify one or two medical personnel to assist with classification in order to train as classifiers in their own right.

26.11 Measurer

- (a) Appointment

A minimum of one measurer shall be appointed to be responsible for each class for all Level 1 Events (See RMM, Part 1, I. 30).

**27. EXPENSES**

27.1 All expenses related to travel, accommodations and meals for the following are the responsibility of the Organizing Authority:

- (a) 4 Classifiers;
- (b) 1 Measurer per class competing;
- (c) 5 Jury Members;
- (d) 1 Technical Delegate.



**PART 3 SUGGESTIONS AND RECOMMENDATIONS**

**28. ORGANIZATION CHECK LIST – TASKS AND EQUIPMENT**

28.1 Pre-Event Administration

Item	Check Box
Program and time line of planning and preparation	
Event budget	
Event program	
Liaison with IFDS Technical Delegate	
Event bank account	
Event logo	
Promotional information	
Notice of Race	
Sailing instructions	
Entries	
Entry fees	
Event insurance – race officials, venue, rescue boats, boats racing	
Printing	
Pre-event information package	
Prizes	
Contact local doctor, paramedics, hospital, police	
Event souvenirs for sale or gifts	

28.2 Appointment of Officials

Item	Check Box
Adaptations Committee	
International Classification Committee	
International Jury	
Measurer(s)	
Principal Race Officer	
Race Committee	
Bosun (when boats are supplied)	

28.3 Accommodation, including appropriate accessibility

Item	Check Box
Campsites	
Hostels	
Hotels	
Negotiation of fees and preliminary bookings	
Accommodation list	
Booking and payment strategy	
Supply of assistive devices (e.g. for use in the bathroom; narrow chairs, etc.)	

28.4 Transportation

Item	Check Box
Accessible vans/minibuses ( including wheelchair access)	
Insurance coverage	
Negotiation of car rental rates	
Private vehicles for emergencies	
Qualified volunteer drivers	
Schedule of arrivals and departures	
Daily schedule - transportation between accommodations and venue	
Local maps	

28.5 Boats – Racing

Item	Check Box
Acquisition	
Transporting to venue	
Insurance	
Adaptations	
Measurement	
Purchase of sails - where applicable	
Windexes	
Country ensigns as relevant/necessary	
Need assistance flags or signal	

28.6 Boats – Support

Item	Check Box
Race Committee	
Mark	
Rescue	
Technical Delegate	
Classification Committee - 2 boats	
Jury – 2 boats	
Bosun/Measurer	
Press/Sponsors/Invited Guests	
Coaches – 1 boat per three coaches where possible	
Spectators	
Safety - Equipped for first aid	

*Note: All boats for coaches, spectators, guests and press should be accessible to disabled people.*

28.7 Equipment Afloat

Item	Check Box
Racing marks	
Boat repair - equipment and plan	
Radio communication -equipment and plan for all officials afloat, including land contact.	
Identification flag	

28.8 Dockside Facilities – accessibility

Item	Check Box
Jetties/pontoons	
Moorings	
Rigging	
Boat Maintenance and Spare Equipment	
Wheelchair/prosthesis storage. Identification tags for chairs and prostheses.	

28.9 Regatta Office

Item	Check Box
Computer and printer for regatta officials, classifiers, administration and race results.	
Internet connection	
Telephone	
Fax machine	
Photocopier	
Official notice board, general announcement board	
Team post boxes	
Petty cash and receipt book	
Registration/accreditation materials	
Welcome pack - for participants and all event officials	
Boat rotation plan and schedule (where applicable)	
Protest administration	
Information desk	
Office assistance for regatta officials	
Weather forecasting - reception and publication	

28.10 Media and Public Relations

Item	Check Box
Website – a comprehensive up-to-date website	
Race commentary	
Media Communications Network – radio, daily press, yachting press, website media	

28.11 Clubhouse/Venue Facilities

Item	Check Box
General access for able-bodied and disabled people	
Toilets	
Changing rooms/showers	
Medical area with first aid and access for team physical and massage therapy; physiotherapy.	
Café/restaurant	
Public address system	
Car/van parking	
Security	
Laundry/drying facility	
Country flags	

28.12. Other Rooms

Item	Check Box
Classification Committee - 2 examination rooms, 1 waiting room or area	
International Jury	
Race Committee	
Technical Delegate	
Meeting Room	
Guests/press	
Competitors' meetings/briefings	
Ceremonies	
Social events	

*Note: Several of the above could be in a tent/marquee or the same room at different times; some require privacy.*

28.13 Lunches

Item	Check Box
Food and water	
Water resistant packaging (plastic carrier bag)	
Cool boxes if necessary	
Additional water for hydration - available on safety boat for participants and all water-based officials	
Distribution system	

28.14 Ceremonies/Formal Social Events

Item	Check Box
Country flags, poles and stands	
National anthems (pre-recorded/live music)	
Public address system	
Prizes	
Tables and chairs (not benches)	
Person to open and close the event(s)	

28.15 Volunteers

Item	Check Box
Team hosting	
Administration	
Regatta Office	
Drivers	
Catering/food distribution	
On the water race management	
Safety and rescue	
Chief medical officer	
Rigging	
Boat/sail maintenance and repair	
Car/van parking and security	

28.16 Post – Event Activities

Item	Check Box
Checking, repairing and returning boats	
Allotting sails	
Thank-you letters - sponsors, officials and volunteers	
Financial reports, closing bank accounts and auditing accounts	
Report for sponsors	
Report for media, website	
Clearing site	
Processing of insurance claims	
Certificates of appreciation to event officials	

**29. PLANNING AND PREPARATION**

Below is a theoretical schedule for an event. It outlines the requirements for a bid proposal as well as the planning and preparation for such an event.

29.1 Preparation of a Bid Proposal

- (a) Organizers identify and liaise with a suitable:
  - (i) Host club;
  - (ii) Boat class association(s).
- (b) Organizers consult with and seek support from their:
  - (i) National Sailing Authority;
  - (ii) National Disabled Sports Associations.
- (c) Organizers prepare a proposal that includes details about
  - (i) Sailing area;
  - (ii) Choice of boat(s);
  - (iii) Logistics;
  - (iv) Maximum costs.

- 29.2 Preliminary Presentation
  - (a) Organizers present proposals to the IFDS Executive Board
    - (i) Seek provisional approval;
    - (ii) Identify an IFDS representative to investigate proposals.
- 29.3 Technical Delegate Site Visit
  - (a) Whenever possible, an IFDS representative should make the first visit to the proposed site during a disabled sailing activity.
- 29.4 Steering Committee established to:
  - (a) Prepare an event budget;
  - (b) Seek sponsorship;
  - (c) Locate sufficient boats;
  - (d) Locate suitable accommodation;
  - (e) Make preliminary preparations of logistics;
  - (f) Develop program of planning and preparation.
- 29.5 Information to RNA's
  - (a) IFDS Member Organizations are informed of the proposal; the proposal is confirmed.
- 29.6 Report to the IFDS Executive Board
  - (a) Technical delegate presents report;
  - (b) Approval given and ratified by the IFDS Executive Board and ISAF Council.
- 29.7 Sponsorships
  - (a) Organizing Authority seek grants and sponsorships.
- 29.8 Status report and personnel identification
  - (a) Planning and preparation status report given to the Technical Committee;
  - (b) Personnel identified for:
    - (i) Organizing Authority (chairman, task officers);
    - (ii) Site logistics;
    - (iii) Liaison with class association(s) regarding boats;
    - (iv) Negotiation arrangements for purchase of sails (where applicable);
    - (v) Preparation of Notice of Race and Sailing Instructions;
    - (vi) Inspection of hotels, access, provisional reservations;
    - (vii) Booking of marquee, tents, portable toilets;
    - (viii) Contacting local council;
    - (ix) Contacting local tourist board.
- 29.9 Information materials
  - (a) Prepare informational video and/or material describing the event.

- 29.10 Officials, invitations
- (a) Principal Race Officer appointed by Organizing Authority in conjunction with the IFDS Technical Delegate;
  - (b) International Jury nominated by IFDS;
  - (c) Approval for above sought from National Authority, if necessary;
  - (d) Formal invitations sent to International Jury;
  - (e) Drafts of Notice of Race and Sailing Instructions prepared;
  - (f) Race invitations and provisional entry forms sent out;
  - (g) International Classification Committee appointed by IFDS in conjunction with the Organizing Authority.

29.11 Entries

- (a) Provisional entries returned to Organizing Authority.

29.12 Status Report

- (a) Committee Meeting
  - (i) Report on entries: ask for guidance if over-subscribed;
  - (ii) Report on status of planning and preparation;
  - (iii) Show promotional video to meeting; provide other information about event.

29.13 Notice of Race, Schedule, Entry Forms

- (a) Organizing Authority sends out;
  - (i) Notice of Race, including event schedule;
  - (ii) Official entry forms;
  - (iii) The applicable edition of IFDS Classification System and Procedures.
- (b) Event Schedule

Arrival Day	Registration, classification, Sailing Instructions issued
Practice Day 1	Classification, boat familiarisation, measurement, opening ceremony, dinner
Practice Day 2	Boat familiarisation, practice race, debriefing, measurement, classification
Racing Day 1	Races
Racing Day 2	Races
Racing Day 3	Races (Consideration may be given to a lay or reserve day between days 2 and 3 or days 3 and 4.
Racing Day 4	Races
Racing Day 5	Races, closing ceremony, dinner

29.14 Entry Forms, Sails, Volunteers

- (a) Official entry forms returned to Organizing Authority
- (b) Sail order confirmed (where applicable)
- (c) Volunteers enlisted for:
  - (i) Race management duties;

- (ii) Team hosting;
  - (iii) Catering, etc.
- 29.15 Review
  - (a) Entries;
  - (b) Planning ;
  - (c) Preparation.
- 29.16 Confirmations, Entries
  - (a) Confirm hotel bookings;
  - (b) Check final logistics;
  - (c) Send copies of entries to the Chief Classifier.
- 29.17 Pre-event Package
 

Send out a pre-event information package to all countries which have entered a team, to include preliminary schedule of classification as well as measurement of boats and sails.
- 29.18 Final Details
 

Organizing Authority Confirm final details with all interested parties.
- 29.19 Post Event Logistics
 

Site, boats, financial reports, sponsor reports, media notification.

### **30. SITE FACILITIES AND LOGISTICS**

As a general principle, all event facilities need to be accessible for people with physical disabilities and negotiable by people with visual impairment. See the IFDS Sailing Manual for guidance on design of site logistics.

- 30.1 Facilities Ashore
  - (a) Rooms
    - (i) Regatta office;
    - (ii) Meeting room for team leaders and skippers;
    - (iii) International Jury room;
    - (iv) Race Committee room;
    - (v) Medical area;
    - (vi) Press/guest room;
    - (vii) IFDS Technical Delegate office;
    - (viii) Café/bar/restaurant;
    - (ix) Area for opening and closing ceremonies;
    - (x) Area for social events;
    - (xi) Several of the above could use a tent/marquee or the same room at different times; some require privacy.
  - (b) Disability Classification Room



Two rooms should be available.  
Note: Refer to Appendix C for details.

- (c) Toilets  
Ideally, purpose-built toilets should be available, but portable toilets or a chemical toilet with a support frame surrounding it could be located inside a tent as a temporary solution.
- (d) Changing Rooms  
It is essential for a disabled person to have facilities to change out of wet clothes. A heated/air-conditioned tent could be used for temporary accommodation. Showers should provide water of a steady temperature; with a suggestion that plastic garden furniture be provided.
- (e) Catering Areas  
A tent or marquee is a useful alternative to permanent accommodation which is not accessible. An electric generator, public address system, lighting, heating/air conditioning and/or electric fans may then be necessary.
- (f) Official Notice Board, Announcement Board  
Boards should be accessible and installed at a suitable height, well lit and sheltered from wind and rain.
- (g) Photographs  
A display of photographs, names, role and location of key personnel is useful for participants.
- (h) Parking  
Parking areas should be located as near as possible to the main area. More space is often required for participants to move between vehicles. Long grass, mud and deeply gravelled areas should be avoided.
- (i) Signage  
Clear signs based primarily on international symbols rather than words should be set up around the site to direct participants to and around the venue and facilities.
- (j) Laundry  
Laundry and drying facilities at the venue or information about nearby facilities should be provided.
- (k) Competitors' briefings  
Seating should be available for non-wheelchair users in any waiting areas, such as near registration, skippers meetings, near to jetties, etc. Seating around tables should be chairs, not benches.
- (l) Volunteers  
Volunteer help is needed with running the regatta office, hosting teams or guests, interpreting, catering, transportation, assisting competitors, etc. Volunteers should be given clear explanations of duties and briefed on areas dealing with issues relevant to dealing with sailors with disabilities.

## 30.2 Safety and Rescue

- (a) Safety and Rescue Officer

One person should coordinate the response to any emergency and ensure that rescue boats are on station throughout official practice sessions and racing. A rescue boat should follow the last boat back to the harbour.

As a guideline, rescue boats should have a driver and at least 1 helper, although 2 is better. The boats should be low profile, preferably inflatable, configured such that an unconscious sailor could be pulled over the side; floor space should be adequate for the sailor to be placed on the floor. Boats should have sufficient power to plane in rough water with 4 persons aboard.

(b) Rescue Boats

The number of rescue boats and requirements for them may vary, depending upon types and numbers of boats racing as well as the severity of the disabilities of the competitors. The Organizing Authority should provide the boats and personnel to operate them as directed by the Technical Delegate. Rescue boats should have at least 1 helper, although 2 is better. The boats should be a low profile, preferably inflatable, configured such that an unconscious sailor could be pulled over the side; floor space should be adequate for the sailor to be placed on the floor. Boats should have sufficient power to plane in rough water with 4 persons aboard. The number of rescue boats should be based upon the severity of disability of the competitors and be arrived at upon consultation with the Technical Delegate and Medical Committee.

One boat on each course should carry an Ambu bag (Proprietary name for a self-reinflating bag with non-rebreathing valves to provide positive pressure ventilation during resuscitation with oxygen or air) and two helpers, one of whom is trained in CPR and the use of the devices. Each sailor on a ventilator/respirator should supply a suitable dedicated rescue boat and trained staff.

(c) Providing Assistance

Coaches of severely disabled sailors may go to the assistance of their competitors, without interfering with other racers, if they consider that the safety of the sailor is at risk. Care should be handed over upon the arrival of a rescue boat. Coaches may assist but should not interfere with the work of the rescue team. Once assistance has been provided, the competitor should retire immediately from the race. Every effort should be made to notify the race committee of this action.

(d) Medical and First Aid

A Medical Officer (Medical Doctor or equivalent with a license to practice medicine in the event area) should be contactable immediately and able to reach the venue quickly, whenever racing or practice racing is occurring. Adequately trained first aid providers should be on duty at the venue at all times when sailing, preparation for sailing, or de-rigging of boats is occurring. It is preferable that at least one trained first aid provider be on the water during racing or practice racing. Other local doctors, hospitals should be contacted prior to the event and information as to their locations should be readily available.

In the event of an accident the Organizing Authority should have a clearly written, agreed upon plan of action which identifies:

- (i) who makes decisions - the hierarchy of command

- (ii) who will take action on those decisions
- (iii) when emergency services should be notified and activate
- (e) Physiotherapy services can be useful.

30.3 Insurance

(a) Public Liability

The Organizing Authority should check whether existing policies held by the host club, etc., can be extended to cover the event or whether a new policy must be arranged.

(b) Boat Coverage

The Organizing Authority should ensure that boats are insured for racing liability and boat damage, either by private policies or by a global event policy.

(c) Borrowed Boats

Competitors borrowing a boat for the event shall not be required to pay any insurance or excess/ deductibles in the event of a claim being made.

**31. WATERSIDE FACILITIES/VENUE GUIDELINES**

31.1 Jetties/Docks

- (a) Jetties and docks shall be adapted so that competitors can transfer safely into and out of boats.
- (b) Surfaces must be safe for wheelchair users and people with sticks or crutches. A carpeted surface is best; wheelchairs could be available for people who have difficulty crossing slippery or steep surfaces. Ramps should be no more than a ratio of 1:10. If this slope is not possible because of the site or tides, competitors may require help (human or hand rails). Strips of wood, narrower than wheelchairs, can assist the pusher.
- (c) Jetty space should be sufficient to allow as much of the fleet as possible to be moored alongside the dock at any one time.

31.2 Volunteers

- (a) A beach master and a team of competent people should be recruited to assist with launching, mooring, rigging boats and to assist sailors at dockside.
- (b) The experience and usefulness of the non-sailing members of the team is invaluable. They should be involved in the dockside support of their team members.

**32. ON WATER FACILITIES**

32.1 Official Boats

- (a) Start Boat: This boat should have an upper deck of sufficient height to see the entire start line;
- (b) Mark Boats;
- (c) Safety Boats (see Safety and Rescue, above);

- (d) International Jury Boat(s) - Number depends upon judging method applied. An IJ will normally wish to go on the water to observe racing. Jury boats should be fast with low windage to minimize any effect on the competition;
- (e) Technical Delegates boat;
- (f) Classification Committee Boat(s);
- (g) Bosun's/Measurer's Boat;
- (h) Press, sponsors, guest boat(s);
- (i) Coaches' boats (available, perhaps at a cost; where possible 1 boat per 3 coaches);
- (j) Spectators' boats (perhaps at a cost).

#### 32.2 Boat Function

- (a) All boats should be clearly marked to indicate their function;
- (b) Those not directly involved in Race Management should be kept outside a clearly defined racing area.

#### 32.3 Radios

All boats involved in Race Management and Safety should be equipped with radios for communication between boats and between boats and shore. A communication strategy should be planned and prepared and its details communicated to all those involved.

### 33. PROVISION, CHOICE AND ALLOCATION OF BOATS

#### 33.1 Provision of Boats

- (a) Supplied Boats;
  - Boats supplied by the Organizing Authority should be in a condition appropriate for an International Event. If these boats are not new, new sails (main and foresail) with appropriate letters and numbers are usually supplied.
- (b) Personal Boats;
  - (i) The Organizing Authority may allow sailors to bring their own boats;
  - (ii) Sailors will be expected to supply their own sails.
- (c) Additional Equipment;
  - If "disabled racing" specific or additional equipment is allowed, sailors will supply their own unless the boats are supplied (109.3 (a)).

#### 33.2 Accepted Classes

Boats and classes commonly used in IFDS events include:

- (a) Crewed Event;
  - (i) American 210;
  - (ii) Freedom Independence;
  - (iii) M16 T;
  - (iv) SKUD18;

- (v) Sonar;
- (vi) Squib;
- (vii) Surprise;
- (viii) UFO;
- (b) Single-Person Event;
  - (i) International 2.4mR;
  - (ii) Access Liberty;

33.3 Criteria for Choice of Boat;

(a) Crew Boat Event

Crew boats used in IFDS International Events should, where possible, meet the following criteria:

- (i) Be suitable for the majority of disabled sailors to sail competitively, irrespective of type or degree of disability;
- (ii) Have a flush deck with no cabin;
- (iii) Have a minimum cockpit height of 350mm above the normal seated position (on seat or floor);
- (iv) Have a minimum distance between the tiller and the main sheet of 300mm if it is normal to sit on a seat or of 500mm if it is normal to sit on the floor;
- (v) Have sufficient space between the tiller and the cockpit side to allow full movement of the tiller by the helmsman when he/she is seated in normal position and possibly strapped in;
- (vi) If it is normal to sit on the floor, have a cockpit large enough, free of projections and obstacles, to allow all sailors to move about easily;
- (vii) Have all control lines led back to the cockpit and located to allow efficient use from a sitting position;
- (viii) If possible, be suitable for reefing from a seated position. Alternatively, reefing should be specified by the Race Committee prior to leaving the harbour.

(b) Hiking Out

The inability to hike out should not seriously affect the performance and handling of the chosen boat.

(c) Sophistication

The boat should be sufficiently sophisticated, appropriate to International Racing, to allow a sufficient range of tuning capabilities.

(d) Uniformity

All boats provided for an event should be similarly equipped so that there is equal opportunity for all crews to perform well.

(e) Availability

Where possible, the choice(s) of boat should be published when the event is scheduled and be stated in the preliminary NOR, which is earlier.

(f) Single-Person Discipline

Single-person boats used in IFDS International Events should meet the following criteria:

- (i) Be suitable for the majority of disabled sailors to sail competitively, irrespective of type or degree of disability;
  - (ii) If possible be suitable for reefing from a seated position;
  - (iii) Alternatively, reefing should be specified by the Race Committee prior to leaving the harbour;
  - (iv) Provide adequate support to allow the sailor to operate all controls at all times without having to hold on to maintain balance;
  - (v) Be equipped so that all controls can be operated by hand from the normal sitting position in the boat, including the ability to reach halyards;
  - (vi) Be designed to allow the sailor to dock or to hold on to another boat or stationary object without outside assistance, especially in an emergency;
- (g) Adequate buoyancy  
Adequate buoyancy should be built in and shall be subject to regular inspection and testing.
- (h) Self-righting  
The boat should have self-righting characteristics.
- (i) Bailing  
The boat should have adequate and accessible means to remove any water that is shipped.
- (j) Sophistication  
The boat should be sufficiently sophisticated, appropriate to International Racing, to allow a good range of tuning capabilities.
- (k) Availability  
Where possible, the chosen boat(s) should be available world wide; the choice of boat must be published in advance of the event as is practical.

#### 33.4 Supplied Equipment

The following requirements apply specifically to events where the equipment is supplied by the Organizing Committee:

- (a) Boat Equipment
  - (i) Compasses;  
It must be made clear whether the Organizing Authority will provide compasses for all boats or whether competitors must bring their own.
  - (ii) Windexes;  
These should be supplied with all boats and fixed in a standard position.
  - (iii) Flags.  
A flag or other appropriate signal to indicate need for assistance should be supplied for each boat.

- (b) Allocation of Boats
  - (i) Change of Boats;
 

Although every effort must be made to ensure that all boats perform equally well, IFDS policy is to change boats after each race. Under certain circumstances (location of race area, limited docking, etc.), changing boats after each racing period may be considered. The Technical Delegate must be consulted on this matter.
  - (ii) Training and Practice Race.
 

Boats should be allocated randomly during registration for use during the practice days, including the practice race.
- (c) Racing
 

At the debriefing meeting after the practice race, skippers should draw lots to determine which boat they will use for race 1.
- (d) Rotation system
  - (i) At the end of the first race or racing period, the boats should be changed.
  - (ii) One recommended system is based upon the finishing, not the final position of the boats. The middle finishing boat is allocated to the winner; thereafter, the first finishing boat is allocated to the last crew; the second finishing boat is allocated to the next to last, etc.
  - (iii) Alternatively, a rotation matrix can be prepared in advance.
  - (iv) Whatever rotation system is used, it should be published either in the Sailing Instructions or on the Official Notice Board prior to the drawing of lots for boats.
- (e) Insurance
 

Boats, sails and their equipment should be insured by the Organizing Authority for full racing cover.
- (f) Boat Adaptation Resources
 

The Organizing Authority should supply suitable resources for boat adaptation, i.e. wooden planks, foam, etc. when boat rotation system is used. Time must be allowed in the event program for adaptations to be moved at each change of boat.
- (g) Boat Use
  - (i) Boat Modification;
    1. No alterations should be made to the boats, including the standing rigging, except in the event of breakages to prevent further damage or risk to the crew.
    2. Crews should not use polish or abrasive paper.
    3. The bosun should check all boats at the beginning and end of each racing period.
  - (ii) Boat damage.
    1. Boats and sails should not be replaced unless they are so badly damaged that the damage may affect the results of the competition or be a safety hazard.

2. Replacement should occur only if the damage is not the result of the sailor's negligence.
3. Adequate boat maintenance support should be made available on and off the water.

## **34. GENERAL PROGRAM**

### **34.1 Arrival Day**

- (a) Transfer to hotel;
  - (i) Where practical, participants, International Jury members, the Technical Delegate, International Classifiers and other invited guests should be met at airports, railway stations, etc. and assisted with transfer to their accommodation.
  - (ii) The host teams should check that accommodation is suitable and assist where necessary. Local information should be available.
- (b) Registration and Accreditation;
  - (i) The Regatta Office should be open and staffed at least one day before the day of arrival.
  - (ii) All participants, including family and friends, should register their arrival at the Regatta Office.
  - (iii) For security and identification purposes, accreditation is often needed for every person who enters a yacht club or venue; identification tags should be worn at all times throughout the event.
  - (iv) Identification tags should indicate name, country, and role (Competitor, Team Leader/Coach, Guest, Press, Jury, Classifiers, Race Committee, Technical Delegate, Volunteer, Supporter, etc.). Tags could have emergency/useful names and telephone numbers printed on the back.

### **34.2 Boat Allocation (where supplied)**

Boats should be allocated at random during the two practice days, including the practice race.

### **34.3 Classification Appointments**

- (a) All sailors, including reserves, should be given (or a signup sheet should be posted for) appointment times at which they must present themselves for classification. Appointment times should be posted in a suitable location; appointments should occur during the day of arrival and practice days.
- (b) The Classification Committee should begin classification as early as possible on the sailors' arrival day.
- (c) Classification appointments should not conflict with briefings.

### **34.4 Measurement Appointments**

- (a) All teams should be given (or a signup sheet should be posted for) appointment times at which they must have boats and sails ready for measurement.
- (b) Measurers should post these times in a suitable location, along with any relevant information needed to assist teams with measurement.

### **34.5 Welcome Pack**



- (a) Crews/teams, individual participants and event officials should each receive a welcome information pack. This should include the event program, containing a list of social events, location of meeting rooms, yacht club/venue rules which might affect visitors, local maps, tourist information, places to eat, plan of venue, use of phones and locations, electricity, etc. Perhaps a gift (t-shirt, etc.) should also be included.
- (b) Each welcome pack should also include:
  - (i) Twenty-four hour emergency contact numbers (required);
  - (ii) A written receipt for entry fees;
  - (iii) Names of participants and country contact addresses;
  - (iv) Sailing Instructions. Copies of sailing instructions should also be available for distribution during registration.

#### 34.6 First Meetings

First meetings for the following should be scheduled during arrival day:

- (a) Technical Delegate and Organizing Authority;
- (b) Technical Delegate and Race Committee;
- (c) International Jury and Principal Race Officer;
- (d) Team leaders/Coaches - domestic issues;
- (e) Skippers/Coaches meeting - sailing issues;
- (f) International Classification Committee.

#### 34.7 Team Leader/Coach Meetings

This meeting should focus on domestic logistics such as:

- (a) Transportation;
- (b) Accommodation;
- (c) Social events;
- (d) Lunches;
- (e) Catering/Bar facilities;
- (f) Health and safety.

#### 34.8 Skippers Meeting

The Organizing Authority should:

- (a) Welcome competitors;
- (b) Make an opening statement on behalf of the committee and host group;
- (c) Introduce:
  - (i) Race Officers;
  - (ii) Chairman of the Jury and members;
  - (iii) Classification Committee Chairman and members;
  - (iv) Technical Delegate;
  - (v) Main Organizers;
  - (vi) Special guests/dignitaries.

- (d) Provide information and/or warnings about rocks, hazards, tides, fishing nets, etc. which could hinder or endanger practice sailing before racing days or at the race area.

#### 34.9 Practice Race

- (a) Boat Briefing Meeting (necessary only if a new class is introduced). A presentation should be scheduled to discuss boat characteristics, performance and tuning, with contributions from someone who is highly knowledgeable about the boat and sail maker(s).
- (b) Boat Availability (where supplied)
  - (i) Boats should be available for familiarisation and adaptation and ideally should be located alongside docks/jetties for easy access.
  - (ii) Knowledgeable people should be available for hands on advice.
- (c) Safety and Rescue

On-water practice times should be published; full rescue should be in place during official practice racing.
- (d) Practice Race
  - (i) All personnel who would be involved in official races should be in place before the start of the practice race.
  - (ii) All systems should be running, including weather forecasting, mark roundings, notices, protests, etc.
  - (iii) A debriefing should follow the practice race; where applicable, lots should be drawn for boats to be sailed during race 1.

### 35. DAILY ACTIVITIES

#### 35.1 Scheduling Issues

Daily activities should be scheduled to accommodate the following:

- (a) Additional time should be allowed for disabled people to undertake many activities associated with the event.
- (b) Time should be allowed for boat adaptation after each change of boat (where supplied).
- (c) Needs of sailors, especially females, should be anticipated to allow for time to come ashore to use the toilet.
- (d) Punctuality and consistency should be adhered to as sailing conditions allow.
- (e) IFDS meetings should be scheduled and the locations confirmed.

#### 35.2 Skippers'/Team Leaders' Meeting

A meeting should be scheduled at the beginning of each racing day; the time and place should be published and the meeting should include the following:

- (a) Weather briefing/forecast;
- (b) Proposed courses;
- (c) Specific sailing hazards;
- (d) Issues from previous day's racing.

- 35.3 Packed Lunches
- (a) If appropriate, lunches should be provided each day, free of charge, for all participants and volunteer staff. The cost should be covered in the entry fee for teams. If lunches are provided, accommodation should be made for dietary restrictions. Lunches for friends and family could be supplied at cost.
  - (b) Lunches should be available in good time at the beginning of the day if they are to be eaten on the water and should be supplied in water-resistant packages.
  - (c) A distribution system should be devised and announced, including tickets, signing, team leader collection, etc.
  - (d) Additional cold storage may be required.
  - (e) Additional water should be provided on for all personnel, including participants, volunteers and officials.

35.4 Debriefings

In general, debriefings are not considered necessary; such extensions of the sailing day should be avoided. Matters arising from the day's racing should be dealt with via the official notice board or during the next day's skippers'/team leaders' meeting.

**36. HOSPITALITY**

36.1 Accommodation

- (a) Location

The chosen venue should have sufficient, suitable accommodation within a reasonable travelling distance (up to 15-25 km).
- (b) Type
  - (i) Hotels, hostels and campsites could be considered within reasonable price range of 80-100 Euros per night.
  - (ii) All accommodations must be inspected to ensure that they are fully accessible by disabled persons.
- (c) Bookings
  - (i) Provisional bookings may be required before detailed entries are received.
  - (ii) Prices should be negotiated beforehand.
  - (iii) An accommodation list should be prepared and a strategy devised for bookings and payments (participants book directly with hotel and pay on departure, or bookings made by OA, etc.).
- (d) Information

Participants need to be well informed about type, accessibility, and suitability of accommodation as well as the facilities included in the cost. Participants should be informed about any need to bring items.
- (e) Extra Equipment

A supply or ready source of supply of narrow wheelchairs or other bathroom assistive devices should be arranged.

- 36.2 Transportation
- (a) Venue/Accommodation
- Where practical, wheelchair accessible transportation should be offered to all official participants, to and from the airport and between accommodation and the sailing venue. Private cars, minibuses or specially adapted vans or buses can be used.
- (b) Transportation Officer
- A Transportation Officer should take responsibility for:
- (i) Developing a schedule of arrivals and departures.
  - (ii) Developing and posting a daily schedule of transfers between the accommodation and the sailing venue.
  - (iii) Locating volunteer drivers and checking their qualifications.
  - (iv) Hiring vehicles.
  - (v) Checking related insurance policies.
  - (vi) Considering arrangements for extra transportation for social events.
- 36.3 Invited Guests
- The Organizing Authority should consider inviting guests representing the following to visit during the event or to attend formal dinners (travel and accommodation will be at their own expense):
- (a) ISAF Executive Committee
  - (b) IPC Executive Committee
  - (c) National Disabled Sports Authority Chairman
  - (d) National Paralympic Committee Chairman
  - (e) Local dignitaries
- 36.4 Opening, Closing Ceremonies and Social Events.
- The following suggestions should be considered:
- (a) Seating should be made available for everyone (chairs, not benches).
  - (b) Public address system.
  - (c) Speeches: Kept to the minimum required to welcome guests and acknowledge and thank the event officials, sponsors, volunteers and the host club.
  - (d) Official to open the event.
  - (e) Country flags presented or unfurled at the opening ceremony, either by representatives or by the team as a whole, accompanied by their national anthems (note: check that flags and anthems are available. If not ask teams to bring their own).
  - (f) Arrangements should be made for assisting those who need it during the opening procession.
  - (g) At the closing ceremony, country flags of the top three placing crews should be displayed and the national anthem of the winning country played.
  - (h) An Official should present prizes at the closing ceremony.

- (i) Additional crews may receive place prizes/medals at the discretion of the Organizing Authority. Additional recognition may also be given, i.e. to first place finishing female skipper and/or crewmember.
- (j) All competitors should receive mementoes, to be distributed at the discretion of the Organizing Authority.
- (k) Preparations should be made and time allowed for exchange of pennants with the host club.
- (l) Token gifts should be arranged for sponsors and key officials.

#### 36.5 Social Events

- (a) The social committee will usually organize at least two social events, an opening and a closing dinner. Cost should be included in the entry fee for participants, with an additional charge for friends and family.
- (b) Care should be taken in planning any other social events. These should be informal and optional so that competitors are not under undue pressure to attend.
- (c) Facilities should be made available in the evenings for impromptu gatherings for eating, drinking and entertainment.
- (d) It is necessary that arrangements be made for food to be available for those who wish to attend additional meetings such as the Sailors Forum and the IFDS Annual General Meeting.

### 37. POST EVENT ACTIVITIES

A number of important tasks must be completed after participants have departed. Handling of these tasks should be included in event planning.

#### 37.1 Boats and Sails

Person(s) should be identified as responsible for:

- (a) checking and making minor repairs/equipment replacement.
- (b) arranging for major repairs.
- (c) transporting boats back to owners/charterers.
- (d) distributing sails.

#### 37.2 Site Clearance

- (a) A checklist should be maintained of all items borrowed or rented, along with the name of the person(s) responsible for checking and returning marquee, ramps, portable toilets, flags, computers, furniture, vehicles, etc.
- (b) Decisions should be made as to distribution of surplus items.

#### 37.3 Finance

- (a) An auditor should be identified prior to the event, allowing the event treasurer to liaise with him/her and manage accounts in an agreed-upon way.
- (b) All accounts should be completed and submitted for audit as soon as possible after the event.
- (c) Audited reports should be submitted to sponsors and grant-making organizations which require them.

- 37.4 Reports  
Persons responsible for the following should be identified:
- (a) Persons responsible for producing a final report.
  - (b) Copy co-ordinator to set deadlines, coordinate, edit and distribute the final copy.
  - (c) Recipients of the final report.
- 37.5 Letters of Appreciation
- (a) An ongoing checklist of who must receive written thanks should be kept.
  - (b) Sponsors may have been thanked in advance; others may require sport event reports, photographs, newsletter items and information on how their product was deployed.
  - (c) Event officials, host clubs and volunteers should be formally thanked for their time, energy and enthusiasm. The Organizing Authority should decide who would write and sign the letters and set a deadline for mailing them. The task may be done by the Organizing Authority Chairman or divided among task officers.
- 37.6 Insurance Claims  
In case an incident requires an insurance claim, someone should be identified and responsible for gathering evidence, completing the claim forms and following up the claims.
- 37.7 Post Event Pack
- (a) Consideration should be given to preparing a post event pack which will be mailed to a representative from each team, event volunteers and officials. This pack could be useful for subsequent reports and could include:
    - (i) Final race results;
    - (ii) Copies of a selection of press releases, information on availability of event videos, photos, etc;
    - (iii) Minutes of any meetings held.
  - (b) The person responsible for collating and mailing this material should be identified.
- 37.8 Media, results – Final reports and results should be posted to the appropriate websites.

## **PART 4 APPENDICES**

### **APPENDIX A – DEFINITIONS AND EXPLANATIONS**

IFDS Annual General Meeting - The Annual General Meeting is for all Recognized National Authorities. The IFDS Executive Board will inform all RNA's of policy, finances and future events.

IFDS - International Foundation for Disabled Sailing

IPC - International Paralympic Committee

ISAF - International Sailing Federation

ISAF RRS – International Sailing Federation Racing Rules of Sailing

MNA - Member National Authority (Those organizations which represent the country within ISAF)

Notice Of Race - The formal invitation for an event

OA - Organizing Authority

RNA - Recognized National Authority (Countries recognized as members of IFDS)

Sailing Instructions - A set of instructions for racing designed specifically for one event. These instructions are issued by the Race Committee for each event.

Executive Board - The sport is governed by the International Foundation for Disabled Sailing. The Executive Board consists of the President, the Treasurer, the IPC Liaison, and 4-6 other committee members, plus a non-voting Vice-Chairman nominated by ISAF. Committees include Technical, Medical, Development, Fund Raising, and Technical Advisers.

TD - IFDS Technical Delegate

PVI – Person with Visual Impairment

## **APPENDIX B – ALTERNATIVE RULES**

Some classes may have specific rules which apply particularly to disabled sailing competition. Check the rules of each class for such designations.

An example is the *Sonar Class Rules, Appendix B*.

*These rules are to be found in the current International Sonar Class Rules on the website <http://www.sonar.org>.*



## **APPENDIX C – REQUIREMENTS FOR CLASSIFIERS AT IFDS SANCTIONED INTERNATIONAL AND PARALYMPIC EVENTS**

### **1. SPACE**

- 1.1 Location identified for posting of classification schedules and information for athletes.
- 1.2 Area with tables for athletes to complete classification forms; chairs for those who need them.
- 1.3 1 examining room for every 2 classifiers for each day of classification. If there is a classification seminar, additional space may be required.
- 1.4 1 examining room throughout the regatta in case of classification protests.
- 1.5 1 examination bench of a height accessible to disabled people, 1 bench per room.
- 1.6 3 chairs per room.
- 1.7 Private office or adequate shared office space for the duration of the regatta.

### **2. EQUIPMENT AND SUPPLIES**

- 2.1 Access to photocopying during classification and the regatta; adequate supply of paper.
- 2.2 Access to a computer connected to the Internet.
- 2.3 Supply of blank classification forms sufficient for athletes attending the event.
- 2.4 Receipt book for collection of fees.
- 2.5 Pens provided for completion of forms.
- 2.6 Supply of athlete classification cards, National Cards or International Passports appropriate to the event. (The Medical Committee supplies the latter.)
- 2.7 Television set and VCR.

### **3. VOLUNTEERS/STAFFING**

- 3.1 1/2 people to assist with logistics and secretarial duties in the classification area.
- 3.2 Duties include:
  - 3.2.1 Posting notice of classification schedule and other notices by classifiers.
  - 3.2.2 Posting signs indicating the location of classification.
  - 3.2.3 Arranging for necessary forms and pens to be available for athletes.
  - 3.2.4 Assisting athletes in completing classification forms.
  - 3.2.5 Collecting classification administration fees and checking for accuracy and completeness.

- 3.2.6 Forwarding receipts and money collected to the appropriate entity.
- 3.2.7 Recording information as necessary for classifiers (logs of payment, classification records, etc.).
- 3.2.8 Copying as required for classifiers.
- 3.2.9 Assuring, with coaches, that athletes are on time for classification appointments.
- 3.2.10 Distributing completed classification passports or cards.
- 3.3 Dockside helper(s) to assist in directing athletes to dock test at the appropriate time. This person/persons may be expected to assist with lifting as needed.

#### **4. BOATS**

1 fast, low profile boat per each pair of classifiers throughout racing. The boats are to be clearly identified as classifiers boats. When Classification Seminars are being run, additional boats will be needed during the seminar.

#### **5. PLANNING**

In order to plan for classification, a list of sailors likely to compete and need final classification should be provided to the Chief Classifier for the event as far in advance as possible. The classifier can determine ahead of time who will need to be classified – although it is ultimately the responsibility of each competitor to check his/her eligibility to compete. This request does not apply to the Paralympics, which fall under separate arrangements.

#### **6. TRANSPORTATION**

Transportation should be made available for classifiers during the event as they may need to separate themselves from competitors and other officials. Organizers should meet all transportation costs.

#### **7. ACCOMMODATION**

Ideally, all officials, including classifiers, should be housed in proximity to each other. All accommodation costs should be met by event organizers.

#### **8. OUT OF POCKET EXPENSES**

Organizers should be responsible for any reasonable expenses incurred by classifiers.

#### **9. MEDICAL PROBLEMS AT THE EVENT**

Most classifiers will not be licensed to practice medicine in the country, province or state of the event. For legal liability reasons, it is essential that the Event Medical Officer be located/appointed and be based close to the event venue. This officer should be fully licensed and be responsible for the day-to-day medical care of the competitors, officials and other participants in the event.

All participants should be informed about the existence of and the method of access to medical assistance, including the name of the Medical Officer. This information should be given to athletes and team leaders and should be prominently displayed on notice board. Medical problems are not the responsibility of either the Medical Committee or the Classification Committee.

## **APPENDIX D – REQUIREMENTS FOR MEASURERS AT MAJOR INTERNATIONAL AND PARALYMPIC EVENTS**

### **1. WEIGHING**

When 2 or more classes are racing in the same event, it is desirable to have 2 cranes, 1 with a minimum capacity of 524 kilos and the second with a minimum capacity of 508 kilos.

Lead may have to be removed from some boats and weighed. Help will be required for this operation, and 3 trolleys each capable of carrying 200 kilos would assist the operation.

### **2. FLOTATION (2.4MR'S ONLY)**

Buoyancy will be checked at all major events. A pump with a minimum capacity of 1000 litres per minute will be required, together with a solid weight (lead or iron) of 35 kilos.

An additional pump which can be carried in a rescue boat and run from its battery would be required, should a 2.4mR become swamped.

### **3. SAIL AND SPAR MEASURING**

An undercover area should be provided for measuring sails. If possible, tables should be provided which measure 10 metres by 4 metres for the Sonars and 5 metres by 2 metres for the 2.4mR`s. Alternatively, clean floor areas of these dimensions will be required.

A clear area which measures 11 metres long and at least 1 metre wide, should be provided to enable measurement of spars.

(All measurements are approximate.)

## **APPENDIX E - STATEMENT OF IFDS POLICY ON FULL AND PARTIALLY SANCTIONED EVENTS**

The purpose of this statement is to give organizers flexibility in planning Disabled Sailing Events and to clarify for competitors the rules and expectations under which each event is conducted.

1. For an event to be fully sanctioned by the IFDS, it shall have the following:
  - 1.1. An appointed Technical Delegate
  - 1.2. A full International Jury
  - 1.3. International Classifiers
  - 1.4. An Adaptations Committee
  - 1.5. Class Measurers.
2. It shall be run under ISAF/IFDS Rules.
3. For events run on a World Championship Level, organizers may choose partial sanctioning. Organizers must submit the request for partial sanction in writing to the IFDS Executive Board. The Notice of Race for such an event should state that it is partially sanctioned and should further state those conditions of full sanction which are not met by organizers, i.e. limited number of international jurors, classifiers, etc. Furthermore, it is essential that competitors indicate their understanding of this limitation in writing on the entry form and that they agree to abide by any decisions made at an event so organized. (Recommended statement for entry form: I understand that this event does not meet the requirements for a fully sanctioned IFDS event, and I agree to abide by decisions made at this event.) All sanctioned and partially sanctioned events should be approved by the IFDS Executive Board at least six months prior to the event. In the case of an IFDS World Disabled Sailing Championship, notification should be made prior to August 1 of the year prior to the event. The following details should be supplied:
  - 3.1 Venue;
  - 3.2 Dates;
  - 3.3 Chairman or contact;
  - 3.4 Title of Event;
  - 3.5 Race Officer;
  - 3.6 Classes;
  - 3.7 Technical Delegate;
  - 3.8 Jury;
  - 3.9 Classifiers;
  - 3.10 Measurers.
4. Continental Area Championships may be included, if these are to be used as elimination or selection events for Level I Events. The choice of full sanction for elimination events, however, is left to the Organizing Authority of the event.

Such events shall include but not necessarily be limited to the IFDS World Disabled Sailing Championships.

## **APPENDIX F - BUDGET OUTLINE AND RECOMMENDED ITEMS**

1. INCOME
  - 1.1 Boat Charters - where applicable
  - 1.2 Entry Fees
  - 1.3 Food Ticket Sales - where not included in entry
  - 1.4 Sponsorships - Cash and Value in Kind
2. EXPENSES
  - 2.1 Food
    - 2.1.1 Opening Ceremonies
    - 2.1.2 Closing Ceremonies
    - 2.1.3 Dinners
    - 2.1.4 Lunches - Race Officials
    - 2.1.5 Lunches - Other Official;
    - 2.1.6 Lunches – Others
  - 2.2 Officials and VIP's
    - 2.2.1 Flights, transportation
    - 2.2.2 Housing
    - 2.2.3 Gifts
    - 2.2.4 Wearable's
  - 2.3 Beverages
    - 2.3.1 Alcoholic
    - 2.3.2 Non-Alcoholic
  - 2.4 Miscellaneous
    - 2.4.1 Fuel
    - 2.4.2 Telephone
    - 2.4.3 Copies, Copy Paper
    - 2.4.4 Competitor and Officials Badges
    - 2.4.5 Measurers Equipment - scales, tapes, stamps
    - 2.4.6 Spectator Boat(s)
  - 2.5 Program
    - 2.5.1 Regatta Book
  - 2.6 Athletes
    - 2.6.1 Memorabilia, Favours, Gifts
    - 2.6.2 Wearables
  - 2.7 Photography
    - 2.7.1 Team Shots

- 2.7.2 Action Shots
- 2.8 Sponsor Fulfilment
  - 2.8.1 Photography
  - 2.8.2 VIP's (cocktails, food, etc.)
  - 2.8.3 Banners
- 2.9 Awards, Trophies
- 2.10 Sales Tax (Where applicable)

## **APPENDIX G – ANTI-DOPING**

The ISAF Rules and Regulations for Anti-Doping apply to all events using the Racing Rules of Sailing.

The ISAF Anti-Doping Code - Regulation 21 can be found within the ISAF Regulations, which are available online at [www.sailing.org/regulations](http://www.sailing.org/regulations)

The International Olympic Committee List of Prohibited Substances and Methods (included within ISAF Regulation 21) applies. All sailors who are required to take a prohibited medication should ensure that they seek dispensation for such medications via the correct procedure as set out in the ISAF Anti-Doping Code - Regulation 21.

Further details on Anti-Doping Code can be found on the ISAF Website at

[www.sailing.org/medical](http://www.sailing.org/medical)

During the Paralympic Regatta, the IPC Medical and Anti-Doping Code prevails and can be found at [www.paralympic.org/ipc/handbook/section2/hb208.htm](http://www.paralympic.org/ipc/handbook/section2/hb208.htm)



## APPENDIX H - SAMPLE NOTICE OF RACE

Note: The following is a template to guide authors of Notices of Race for Disabled Racing. Items in square brackets [ ] must be supplied or, if necessary, changed.

For detailed guidelines and explanations, refer to the *Racing Rules of Sailing, Appendix J - Notice of Race and Sailing Instructions*. Note especially RRS Appendix J1.2 which states: "The Notice of Race shall include any of the following that would help competitors to decide whether to attend the event or that conveys other information that they will need before the Sailing Instructions become available."

**IFDS Disabled Sailing World Championship, [EVENT, TITLE, DATE, YEAR]**

**[VENUE]**

**[ORGANIZING COMMITTEE]**

**[DATE]**

### NOTICE OF RACE

#### 1. RULES

1.1 The regatta will be governed by the rules as defined in the **[2005 – 2008]** ISAF Racing Rules of Sailing.

1.2 The provisions of **[FCS 2005-2008]** shall apply.

1.3 The provisions of the IFDS Race Management Manual **[2005-2008]**, Part 1 shall apply.

The events/classes being raced are:

If the Sonar is one of the classes, add:

1.4 For Sonars, this is an Appendix B event in accordance with SCA Class Rules.

For an IFDS Disabled Sailing World Championship or the Paralympic Regatta.

1.5 The Prescriptions of [NATIONAL AUTHORITY] shall not apply.

1.6 The following Changes to Class Rules will be in effect

[CHANGES TO CLASS RULES REFERRING SPECIFICALLY TO EACH RULE BY NUMBER]

#### 2. ADVERTISING

2.1 The regatta is a Category **[EVENT CATEGORY]** event.

2.2 Competitors may be required to display event sponsor advertising. **[ANY EVENT SPONSORSHIP REQUIREMENTS]**

**If boats are to be supplied by the Organizing Authority**

#### 3. BOATS

3.1 **[BOATS WILL BE SUPPLIED BY THE ORGANIZING AUTHORITY]**

3.2 **[SPECIFY THE METHOD OF ASSIGNING BOATS AND THE ROTATION, IF ANY, TO BE USED]**

3.3 **[SPECIFY RESTRICTIONS ON EQUIPMENT AND TOOLS, INCLUDING COMPASSES AND WIND INDICATORS, TOGETHER WITH MODIFICATIONS, IF ANY, THAT MAY BE MADE TO BOATS AND EQUIPMENT]**

4. ELIGIBILITY AND ENTRY

4.1 All competitors shall comply with the ISAF Eligibility Code (ISAF Regulation 21, RRS Appendix 2).

4.2 All competitors shall be disabled persons classifiable in accordance with **[FCS 2004]** or **[TEAMS SHALL BE COMPOSED OF [x] DISABLED SAILORS AND [X] ABLE BODIED SAILORS.**

4.3 The helmsperson of each boat and the Person in Charge, if not the helmsperson, shall be current members of the **[INSERT RELEVANT ASSOCIATION].**

4.4 **[STATE ANY LIMITATIONS OR RESTRICTIONS ON ENTRY HERE].**

4.5 Entry forms are available at **[INSERT WEBSITE ADDRESS OR OTHER DETAILS].**

**If the classes racing are crewed boats, then add**

4.6 The maximum number of IFDS Functional Classification System points for an eligible team in **[CLASS 1]** is **[NUMBER]** and **[CLASS 2]** is **[NUMBER].**

**Optional**

4.7 No Entries will be accepted if received after **[DATE]**

5. ENTRY FEE

5.1 The entry fee for **[INSERT CLASS]** is **[\$, US DOLLARS; €, EUROS; £, POUND STERLING]** if received before **[DATE]** **[\$, US DOLLAR; €, EUROS, £, POUND STERLING]** if received after **[DATE]**, for **[CLASS 1]** and **[DATE]**, for **[CLASS 2].**

5.2 Entry fees may/shall be paid by **[PERSONAL CHEQUE, INTERNATIONAL MONEY ORDER, WIRE TRANSFER TO WIRING INSTRUCTIONS AT BANK OR CREDIT CARD].**

**Optional**

5.3 Meals for guests, spouses and support persons may be purchased at registration for an additional cost.

6. SCHEDULE OF EVENTS

**[THE SCHEDULE OF EVENTS SHALL BE WRITTEN AS FOLLOWS].**

Date	Time	Activity
<b><u>[FIRST DAY]</u></b>	xxxx- xxxx	Registration, Classification, Measurement
<b><u>[SUBSEQUENT DAY]</u></b>	Xxxx	Competitors Meeting
<b><u>[SUBSEQUENT DAYS]</u></b>	xxxx xxxx	Harbor Start Warning Signal for the first race of the day, subsequent races to follow <b>if applicable</b> <b><u>[SOCIAL EVENT]</u></b> at <b><u>[LOCATION]</u></b>
<b><u>[LAST DAY]</u></b>	Xxxx	Warning Signal for the first <sup>1<sup>st</sup></sup> race of day subsequent races to follow except that no Warning Signal shall be made after <b><u>[XXX]</u></b>

	Xxxx	<b><u>HOURS</u></b> Prize giving <b><u>[CLOSING CEREMONY]</u></b> at <b><u>[LOCATION]</u></b>
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7. RACING AREA  
The racing area will be **[DESCRIPTION OF LOCATION].**
  
8. COURSES  
Course to be sailed will be **[DESCRIBE TYPES OF COURSES IN GENERAL. ACCEPTABLE COURSE DESCRIPTIONS ARE 'WINDWARD-LEEWARD, TRAPEZOID, GOVERNMENT MARKS, ETC.'].**
  
9. SAILING INSTRUCTIONS  
Official Sailing Instructions will be available at registration and together with any amendments will be posted on the Official Regatta Notice Board. **[AS A COURTESY TO COMPETITORS, AN UNOFFICIAL VERSION OF THE SAILING INSTRUCTIONS WILL BE POSTED ON [WEBSITE].]**
  
10. SCORING  
The Low Point Scoring System, Appendix A of the RRS, will apply. **[?]** races are scheduled of which **[?]** shall be completed to constitute a regatta. A boat may exclude her worst score from her series total only when **[?]** or more races are completed. **[A BOAT MAY EXCLUDE HER TWO WORST SCORES FROM HER SERIES SCORE IF [?] OR MORE RACES ARE SAILED.]** This changes RRS Appendix A.
  
11. RACING AREA  
The racing area will be **[DESCRIBE BRIEFLY, INCLUDING APPROXIMATE DISTANCE FROM THE VENUE.]**  
  
**[FOR AN IFDS WORLD DISABLED SAILING CHAMPIONSHIP AND PARALYMPIC REGATTA AN INTERNATIONAL JURY SHALL BE APPOINTED.]**
  
12. INTERNATIONAL JURY  
An International Jury will be appointed in accordance with Appendix N of the RRS. Decisions of the Jury are final in accordance with RRS 70.4. Right of Appeal from the decisions of the International Jury will be denied in accordance with RRS [Rule70.4]  
NOTE: Decisions of the Jury are final.
  
13. PRIZES  
13.1 Prizes will be awarded to the top **[?]** finishers in each class.  
13.2 **[LIST ANY ADDITIONAL PRIZES TO BE AWARDED].**  
  
**[PRIZES WILL BE AWARDED TO THE FIRST PLACE FINISHER IN EACH RACE. ADDITIONAL PRIZES MAY BE AWARDED AT THE DISCRETION OF THE ORGANIZING AUTHORITY].**
  
- Optional
14. CHARTER BOATS  
**[DESCRIBE THE COST AND CONTACT DETAILS FOR CHARTERING BOATS INCLUDING ANY RESTRICTIONS AND WHETHER SAILS ARE INCLUDED AS A PART OF THE CHARTER]**

**Optional, but highly recommended for Major Events.**

15. HAUL OUT AND HULL CLEANING

15.1 The Sailing Instructions may contain restrictions on hauling out and on the use of underwater breathing (SCUBA) apparatus **[OR SNORKELS]** during the regatta.

**If restrictions are placed on hauling out but no restrictions are to be placed on underwater breathing apparatus.**

15.2 Information regarding divers willing to clean hulls will be available at registration.

16. ACCOMMODATIONS

**[PROVIDE INFORMATION CONCERNING HOTELS, MOTELS, CAMPING ETC. INCLUDE ANY RESTRICTIONS ON CAMPING AT THE VENUE.]**

17. CONTACT

For additional information contact **[NAME, EMAIL, TELEPHONE NUMBER]**.

18. OTHER

**[PROVIDE ANY OTHER INFORMATION THAT MAY BE USEFUL OR OF INTEREST TO POTENTIAL COMPETITORS]**

19. DISCLAIMER OF LIABILITY

Competitors participate in the regatta entirely at their own risk. See RRS 4, Decision to Race. The Organizing Authority will not accept any liability for material damage or personal injury or death sustained in conjunction with or prior to, during, or after a regatta.

## **APPENDIX I – SAMPLE SAILING INSTRUCTIONS**

For detailed guidelines and explanations, refer to ISAF Racing Rules of Sailing, Appendix J – Notice of Race and Sailing Instructions and Appendix L – Sailing Instructions Guide. This sample will be appropriate for IFDS Level 1 Events, but it may be modified for other events as well. Organizers should be aware that some rules in the ISAF Racing Rules of Sailing, 2005-2008 (RRS) and in the IFDS Race Management Manual 2005-2008 (RMM) cannot be changed. Refer to the RRS and the RMM for details.

**IFDS disabled sailing World Championship, [EVENT TITLE, DATE, YEAR]**

**[VENUE]**

**[ORGANIZING AUTHORITY]**

**[DATE]**

### **SAILING INSTRUCTIONS**

#### **1. RULES**

1.1 The regatta will be governed by the rules as defined in the ISAF Racing Rules of Sailing 2005-2008, IFDS Rules of Race Management 2005-2008 and the IFDS Functional Classification System Manual 2005-2008, except if changed by the Sailing Instructions.

**INSERT CLASS RULES APPLICABLE TO TYPE OF BOAT SAILED!**

1.2 For Sonar's, this is an International Sonar Class Association (ISCA) Appendix B – Alternative Rules event.

1.3 For 2.4 mR's, the class rules will apply.

#### **Optional**

1.4 The Prescriptions of the National Authority will not apply.

#### **2. ENTRIES**

A boat's entry is not completed until she has completed the entry form, paid the required fees, completed measurement, her crew has been classified and adaptations certified. Registration must be completed by **[XXXX HOURS, DAY, DATE, MONTH, YEAR]**.

#### **3. NOTICES TO COMPETITORS**

Notices to competitors will be posted on the Official Notice Board located at the **[LOCATION]**.

#### **4. CHANGES TO SAILING INSTRUCTIONS**

Any change to the Sailing Instructions will be posted before 0830 hours on the day it will take effect, except that any change to the schedule of races will be posted by 2000 hours on the day before it will take effect.

#### **5. SIGNALS MADE ASHORE**

Signals made ashore will be displayed from the flagpole located near the regatta office. If a postponement is signalled ashore, the warning signal will be made no less than 60 minutes after the AP (Answering Pennant) is lowered.

## 6. SCHEDULE

Day 1	<b><u>[DAY, DATE, MONTH, YEAR]</u></b>	
0830 hours	Registration, Classification	<b><u>[INSERT LOCATION]</u></b>
	Measurement, Practice	<b><u>[INSERT LOCATION]</u></b>
Day 2	<b><u>[DAY, DATE, MONTH, YEAR]</u></b>	
0830 hours	Registration, Classification	<b><u>[INSERT LOCATION]</u></b>
	Measurement, Practice	<b><u>[INSERT LOCATION]</u></b>
1800 hours	Opening Ceremonies and Competitors' Meeting	<b><u>[INSERT LOCATION]</u></b>
Day 3	<b><u>[DAY, DATE, MONTH, YEAR]</u></b>	
1000 hours	Warning Signal, Racing Begins	
Day 4	<b><u>[DAY, DATE, MONTH, YEAR]</u></b>	
1000 hours	Warning Signal, Racing Continues	
Day 5	<b><u>[DAY, DATE, MONTH, YEAR]</u></b>	
1000 hours	Warning Signal, Racing Continues	
Day 6	<b><u>[DAY, DATE, MONTH, YEAR]</u></b>	
	Reserve Day	
Day 7	<b><u>[DAY, DATE, MONTH, YEAR]</u></b>	
1000 hours	Warning Signal, Racing Continues	
Day 8	<b><u>[DAY, DATE, MONTH, YEAR]</u></b>	
1000 hours	Warning Signal, Racing Continues, as soon as possible – Awards Presentation	

6.1 The reserve day may be used for racing if the race committee considers it unlikely that races will be completed as scheduled.

6.2 When more than one sequence of races will be held on the same day, the warning signal for each succeeding race will be made as soon as practicable. To alert boats that another race or sequence of races will begin soon, the postponement signal will be displayed for least four minutes before a warning signal is made.

6.3 No warning signal will be made after **[TIME, DAY, DATE, MONTH, YEAR]**

6.4 A maximum of three races will be sailed in each class per day.

6.5 **[NUMBER OF RACES SCHEDULED]** races are scheduled. A minimum of four (4) races will constitute a regatta.

## 7. CLASS FLAGS AND SPECIAL SIGNALS

7.1 The class flags will be the class logos on a white background.

- 7.2 The display of flag R (a yellow cross on a red field) at the finish of any race indicates that “another race will follow”.
- 7.3 A boat needing assistance will fly the flag designated by the Organizing Authority for that purpose.
8. RACING AREAS
- There will be a separate racing area for each class, located north of the sailing club. See Sailing Instructions Appendix A – Map.
9. COURSES AND MARKS
- 9.1 Sailing Instructions Appendix B shows the course diagram and configuration, including the course signals, the order in which marks are to be rounded or passed, and the side on which each mark is to be left.
- 9.2 The approximate distance and bearing from the starting line to Mark 1 will be displayed in black numbers from the race committee signal boat.
- 9.3 Marks for the 2.4mR Course will be **DESCRIBE COLOUR AND SHAPE**. Marks for the Three-Person Keelboat Course (Sonar) will be course will be **DESCRIBE COLOUR AND SHAPE**. The Starting/Finishing marks for both courses will be **DESCRIBE COLOUR AND SHAPE**.
- 9.4 New marks when used in accordance with Instruction 12, CHANGE OF THE POSITION OF THE NEXT MARK, can be identified, as it will be marked with an horizontal black band.
10. CHECKING IN
- 10.1 Prior to her first warning signal each day, each boat shall sail past the stern of the Race Committee Signal Boat on starboard tack and hail her sail number, which shall be acknowledged.
- 10.2 Boats failing to comply with instruction 10.1 shall, without a hearing, receive a 20% scoring penalty as described in RRS 44.3(c). This changes RRS 63.1 and A5.
11. STARTING AND FINISHING LINES
- 11.1 The starting line will be between the staff from which an orange flag is displayed from the Race Committee signal boat at the starboard end and the course side of the starting mark at the port end.
- 11.2 Boats that do not start within five (5) minutes of their starting signal will be scored ‘Did Not Start, without a hearing’. This changes RRS A4.1 and A5.
- 11.3 The finishing line will be between the staff from which an orange flag is displayed on a race committee boat and the course side of the finishing mark.
12. CHANGE OF THE NEXT LEG OF THE COURSE
- 12.1 To change the next leg of the course, the race committee will move the original mark (or the finishing line) to a new position.
- 12.2 Subsequent legs may be changed without further signalling to maintain the course shape.
13. TIME LIMIT
- 13.1 The time limit for each race will be one hour and forty-five minutes (1hr 45 mins) for the first boat to finish.

13.2 Boats finishing more than 30 minutes after the first boat that sails the course and finishes will be scored Did Not Finish, without a hearing. This changes RRS 35, A4.1 and A5.

#### 14. PROTESTS AND REQUESTS FOR REDRESS

14.1 Protest forms will be available from the desk at the Regatta Office.

14.2 Protests and requests for redress shall be delivered to the Protest Desk before the relevant time limit.

14.3 The protest time limit is one hour after the relevant race committee finish boat docks after the last race of the day.

14.4 The protest time limit and a list of protests received will be posted on the Official Notice Board. This posting shall constitute the notice required by RRS 83.2. Hearings will be held as soon as possible after racing at the Regatta Office.

14.5 Notices of protests by the race committee and the jury will be posted. This posting shall constitute the notice required by RRS 61.1(b).

14.6 On the last day of the regatta, a request to reopen a hearing shall be delivered:

- (i) before the protest time limit, if the party requesting the reopening was informed of the decision before the last day of the regatta;
- (ii) no later than 30 (thirty) minutes after the party requesting the reopening was informed of the decision on that day. This changes RRS 66.

14.7 On the last day of the regatta, a request for redress shall be delivered within the protest time limit. This changes RRS 62.2.

14.8 There shall be no appeal of decisions of the International Jury (see RRS 70.4).

14.9 Only the race committee or the jury may protest alleged breaches of Sailing Instruction 10, 17 or 20. This changes RRS 60.1.

14.10 Actions of the judge or classifier boats shall not be grounds for redress.

#### 15. ARBITRATION\*

15.1 For protests involving an alleged breach of a rule of Part 2, only two boats and no damage, an arbitration hearing will be held prior to a protest hearing. The arbitrator will not be a member of the jury that hears the protest but may be called as a witness. This changes RRS 63.3(a).

15.2 After a written protest is delivered, one representative of each boat shall meet with an arbitrator at the **INSERT LOCATION** Regatta Office. No witnesses are allowed. After hearing the testimony, the arbitrator will recommend:

- (i) That the protest be withdrawn, because no rule was broken; or
- (ii) That one or both boats take a 40% scoring penalty (see RRS 44.3(c)), because some rule(s) was/were broken; or
- (iii) That the jury hear the protest.

15.3 If the protest is withdrawn or if the alternative penalty is accepted, there shall be no protest hearing, reopening, redress or appeal of that decision.

*\*Note: Section 15 may be omitted if the arbitration process is not being used.*

#### 16. SCORING

16.1 The Low Point Scoring System of Appendix A of the RRS will apply.



16.2 When five (5) or more races have been completed, a boat's series score will be the total of her race series excluding her worst score.

17. SAFETY

17.1 Personal flotation devices complying with paragraph 12 of the Notice of Race shall be worn at all times while afloat, except when removed briefly to adjust clothing for safety or comfort.

17.2 A boat withdrawing from a race shall, when possible, notify a race committee boat before leaving the racing area. When that is not possible, she shall notify a staff member at the [Insert the location of the Regatta Office] as soon as she arrives there.

18. PRIZES

First, second and third place trophies shall be awarded at the **INSERT THE LOCATION OF THE PRIZE GIVING CEREMONY**, after completion of the final race on the last day of racing, to each skipper and crew in each event.

19. REPLACEMENT OF CREW

Only one change per crew shall be permitted and such a change may occur only with the written permission of the jury. See the Notice of Race for further details.

20. SUPPORT AND COACH BOATS

20.1 Coaches and other support boats shall register with the Organizing Authority before racing begins. They shall keep well clear of the starting area, the course area and all competitors from the warning signal until each race is recalled, abandoned or completed, unless otherwise directed by the Race Committee.

20.2 Coach boats shall monitor an assigned VHF frequency, shall fly an identifying flag while on the water and shall, when directed by the race committee, assist in safety matters.

20.3 The penalty for failure to comply with this sailing instruction is at the discretion of the jury and may include the disqualification of all boats associated with the support personnel.

21. HAUL-OUT

21.1 All **INSERT CLASS** shall be in the water by 1800 hours (local time) on the day prior to racing and shall remain in the water, except that they may be hauled after racing on the day before the reserve day if racing is not conducted. All **INSERT CLASS** shall be back in the water by 1800 hours (local time) on the reserve day if they have been hauled out. Only sailing club personnel may operate the hoists. The hours of hoist operation will be posted on the Official Notice Board.

21.2 **INSERT CLASS** may be dry sailed, unless a schedule of limited hauling is posted.

21.2 Except for racing activities, no boats shall leave the area immediately adjacent to the dock area after completing measurement.

21.3 No diving or use of pools, underwater breathing apparatus or snorkels will be permitted around any competitor's boat.

21.4 The prior permission of the jury is required for exceptions to any of these provisions. Such permission will be given only in emergencies.

## 22. DISCLAIMER OF LIABILITY

Competitors participate in the regatta entirely at their own risk. See RRS 4, Decision to Race. The Organizing Authority will not accept any liability for material damage or personal injury or death sustained in conjunction with or prior to, during, or after a regatta.

## APPENDIX A – CHART OF RACING AREA(S)

The chart is for reference only and should not be used for navigation.

**[INSERT RELEVANT, APPROPRIATE CHART OF RACING AREA(S)]**

## APPENDIX B - INSTRUCTIONS

\*NOTE: Refer to ISAF Racing Rules of Sailing Appendix L Addendum A - Illustrating the Course.

COURSE: WINDWARD/LEEWARD

Course signal configuration

Numeral pennant 2: Start – 1(port)-Finish downwind

Numeral pennant 3: Start – 1(port)-2(port)-Finish upwind

Numeral pennant 4: Start – 1(port)-2(port)-1(port)- Finish downwind

Numeral pennant 5: Start – 1(port)-2(port)-1(port)-2(port)-Finish upwind

Numeral pennant 6: Start – 1(port)-2(port)-1(port)-2(port)-1(port)-Finish downwind

Etc. (Note that the number of legs of the course is the same as the pennant number).

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*The Race Management Manual (RMM) was first published in 1996, revised in 2000 and 2004 by the IFDS Technical Committee: Chairman: Linda Merkle (USA), Members of the Technical Committee: Steve Alvey (CAN), Hugh Elliot (USA), Carl Gustav Fresk (SWE), Gene Hinkel (USA), Emily Johanson (ESP), Antero Karjalainen (FIN), Chris Mitchell (AUS) and Stefan Ryott (SWE).*