



# **IFDS RACE MANAGEMENT MANUAL**

**2009 - 2012**

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## **The IFDS Race Management Manual consists of the following parts:**

### **Part 1 – Rules of Race Management**

*'Rules'* as defined in the 2009 - 2012 Racing Rules of Sailing

### **Part 2 - Guidelines for the Organizing Authority/Host Organization:**

Issues to be agreed between IFDS and the Host Organization and documented in a formal contract.

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

Recommendations for the effective conduct of IFDS sanctioned events.

### **Part 4 - Appendices**

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

The objective of the IFDS Race Management Manual is to provide a standard set of rules for racing that take into account the specific situations encountered in running events for sailors with disabilities. Parts 2, 3, and 4 discuss policy and recommendations for IFDS sanctioned events but do not rank as *'rules'*.

## **Introduction and Background**

For a number of years, sailors with disabilities 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 subsequently have been held annually in other countries around the world, except in 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 two disciplines – Three-Person Keelboat (Sonar) and One Person Keelboat (2.4mR) – at the 2000 Sydney Paralympic Games and the 2004 Athens Paralympic Games.

Competition last took place at the 2008 Beijing (Qing-Dao) Paralympic Regatta in three disciplines: Three Person Keelboat (Sonar), Two Person Keelboat (SKUD18), and One Person Keelboat (2.4mR).

World championships are now held in the Paralympic Classes during each year of the Olympic/Paralympic Quadrennium. World championships are also held in Multihulls, Blind Sailing and other disciplines. In addition, regional events are organized to encourage sailors to train for IFDS World Disabled Sailing Championships and the Paralympic Sailing Competition.

IFDS Strongly recommends that experienced sailors be involved in planning and preparing for IFDS events.

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# Part 1 - Rules of Race Management

## Preamble

The contents of Part 1 of the IFDS Race Management Manual are '*rules*' as defined in the 2009-2012 Racing Rules of Sailing.

## Interpretation of the Rules of Race Management

In translating and interpreting these rules, the word 'shall' means mandatory 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.

### 1. General

- 1.1 International disabled sailing events sanctioned by IFDS (IFDS events) 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 of boats being sailed at such events.
  - (e) The Notice of Race for the event.
  - (f) The Sailing Instructions for the event.
  - (g) Other '*rules*', as defined in the Racing Rules of Sailing, that may be applicable and which are so stated in the Notice of Race and Sailing Instructions.
- 1.2 The IFDS Functional Classification System and Rules of Race Management may be changed for a sanctioned event only with explicit written permission from the IFDS Executive Board or the Technical Delegate, if one has been appointed.
- 1.3 In addition to complying with RRS 75 (Entering a Race), sailors competing in IFDS Level 1 events shall be citizens of the country that they are representing and that country shall be affiliated to IFDS through an IFDS Recognized National Authority.

### 2. Competition Levels and Criteria

- 2.1 There are two levels of Disabled Sailing Events. Based on the Event Level, the event shall meet various criteria and involve various rules as specified.
  - (a) **Level 1** (e.g., IFDS Approved World Championships, and the Paralympic Regatta)
  - (a) Shall be fully sanctioned, approved and overseen by the IFDS Executive Board;
  - (b) Shall comply with all of Part 1 of this Race Management Manual and the IFDS Functional Classification System;
  - (c) Shall include an IFDS appointed Technical Delegate, an IFDS appointed and ISAF approved International Jury, an Adaptations Committee, a full International Classification Committee, Class Measurers or Equipment Inspectors and Principal Race Officer;

- (d) Shall comply with Part 2 of this Race Management Manual.
- (b) **Level 2** (e.g. International Championships, non-World Status International Events and other events sanctioned by IFDS).
- (c) Shall be recognized by IFDS and scheduled on the IFDS calendar;
- (d) Shall comply with all of Part 1 of this Race Management Manual and the IFDS Functional Classification System;
- (e) Shall include a Classification Committee, an IFDS appointed Technical Delegate and an IFDS appointed and ISAF approved International Jury or Protest Committee;
- (f) Shall comply with the Provisions of Part 2 of this manual except as they may be waived with the approval of the IFDS Executive Board.

### 3. Classification Requirements

- 3.1 The classification requirements for competing in any IFDS event shall be published in the Preliminary Notice of Race, the Notice of Race, or six months prior to the event, whichever is earlier.
- 3.2 It is a sailor's responsibility to be properly classified before sailing in an IFDS sanctioned event. Proper classification is proven by:
  - (a) listing of the sailor on the current IFDS Classification Master List as being properly classified (available online at <http://www.sailing.org/15218.php>)
  - (b) confirmation that an unclassified sailor, or one with an N or R rating, appears on the classification schedule and that he is subsequently classified and found eligible to compete at that event.
- 3.3 A fee may be charged for administration and review.
- 3.4 Sailors shall resolve any conflicts between Measurement and Classification schedules with the Measurer and the Classification Committee.
- 3.5 The maximum number of Classification Points for an individual to compete in an IFDS event shall be 7.
- 3.6 Protests regarding a sailor's classification or a crew boat combined point total shall be heard according to the IFDS Functional Classification System.

Note 1: 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 <http://www.sailing.org/15210.php>

### 4. Adaptations

- 4.1 Adaptations 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:
  - (a) shall comply with existing class rules;
  - (b) shall not raise the sailor more than 200 mm above the existing seat level; except SKUD18';

- (c) shall not improve the sailor's performance beyond that of an able-bodied person;
- (d) shall not materially change the sailing characteristics of the boat;
- (e) shall not be judged unsafe, as determined by the Adaptations Committee.

Note 2: Examples of previously approved adaptations can be accessed via the IFDS website at <http://www.sailing.org/disabled/classes&adaptations.php>

- 4.3 Any competitor may be protested if he or she uses personal assistive devices and/or adaptations that were not presented as part of his or her classification evaluation.

## 5. Crew Classification and Actions of the Crew Within the Boat

- 5.1 In the three-person keelboat event:

- (a) The combined points for the three-person boat discipline shall not exceed fourteen.
- (b) At least one crew member shall remain entirely in the cockpit, and shall not be permitted to sit or lie on the side deck and shall not hike out. No part of his upper body, except for hands and forearms, shall touch the deck;
- (c) 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;
- (d) 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.
- (e) In events where the Sonar is the designated equipment, the legs, buttocks and torso of one crew member shall remain aft of the traveller at all times. 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.

- 5.2 In the Paralympic two-person keelboat event where the SKUD18 is the designated equipment:

- (a) At least one crewmember shall be female, and at least one crew member shall meet the classification criteria for TPA. These two requirements may be met by the same person.
- (b) One crew member shall be designated the 'Trimmer', and may adjust sheets, halyards and other sail control lines. All sheets, halyards and other control lines shall be led to the Trimmer's position except as permitted in 5.2(c) below. The Trimmer shall not steer the boat while racing.
- (c) One crew member, classified as TPA, shall be designated the 'Helmsperson', and shall steer the boat all times while *racing*. Only one sail control line, which shall not include sheets, the spinnaker halyard or the spinnaker retrieval line, may be led to the Helmsperson's position.
- (d) Where centreline seating is specified, in accordance with SKUD Class Rules, the Helmsperson shall occupy the aft seat and the steering mechanism shall be accessible and operable only from that position.
- (e) Upon written permission granted by the Event Measurer and the Event Classifiers, a crew member classified as TPA, and sailing with a crew member classified as TPB, may be designated the Trimmer. This does not change the permitted activities of the Helmsperson and the Trimmer as described in 5.2(a) and 5.2(b) above.

- 5.3 In other events, movement of the crew within the boat shall be in accordance with class rules.

- 5.4 Amendments to Class Rules regarding Movement of the Crew within the Boat may be made in the Notice of Race and Sailing Instructions for individual events, but only with the consent of the Class.

## 6. Change of Crew

- 6.1 Only one change of crew shall be permitted during an event and only as a result of illness or injury.
- 6.2 Any such changes shall occur only with the written permission of the Technical Delegate, if appointed, or the Race Committee if no Technical Delegate has been appointed.
- 6.3 Any such change of crew shall not cause the team to become ineligible to compete under the Rules of Race Management or the Functional Classification System

## 7. Safety

### 7.1 Life Jackets

- (a) Athletes shall wear Personal Flotation Devices (PFD's) at all times while afloat except temporarily, when not 'racing', for reasons of safety, comfort, well-being or personal hygiene.
- (b) The use of an inflatable buoyancy aid that is stored uninflated in a belt pack does not comply with the definition of 'wear'.
- (c) Competitors shall not wear inflatable personal flotation devices if using a chest harness or shoulder straps to restrain them in the seat.
- (d) PFD's shall be in good condition and shall comply with specifications approved by:
- A Recognized National Authority (IFDS Member);
  - A Member National Authority (ISAF Member);
  - A state or national standards organization;
  - A state or national certification authority.
- (e) RMM 7.1 (a), (b) & (c) shall not be enforced in the case of a very severely disabled person (VSDP) for whom, in the opinion of the Technical Delegate (TD), after consultation with the Chief Classifier, the wearing of a conventional PFD would result in diminished safety.
- (f) VSDP's seeking relief from RMM 7.1 (a), (b) & (c) above shall present themselves with supporting documentation to the TD or Assist Technical Delegate (ATD) before the end of measurement.
- (g) Responsibility for the effectiveness of a PFD used by a VSDP shall be borne by the wearer. Responsibility for not wearing a PFD shall be borne by the VSDP.
- (h) As required by RRS 1.2, each competitor is individually responsible for wearing a personal flotation device adequate for the conditions.
- (i) RMM 7.1 (a), (b), (c) & (d) change the Preamble to Part 4 and RRS 40.

### 7.2 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 Racing Rules of Sailing (RRS).
- (b) A sailor wearing a thermoregulation device while racing breaks RRS 43.1(a).
- (c) The weight and placements 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 the Paralympic Competition, and any such changes shall comply with RRS 43.1(b).

### 7.3 Providing Assistance

- (a) 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.
- (b) Once assistance has been provided, a boat shall retire immediately from the race. Every effort shall be made to notify the Race Committee of this action.

### 7.4 Radios

- (a) Boats may carry radios subject to any restrictions imposed by law or Class Rules.
- (b) Additional restrictions, if any, will be included in the Notice of Race or Sailing Instructions.

## 8. Requesting Assistance

- 8.1 A boat requiring assistance may drop her jib, luff her sails, display Code Flag "L", or take such other actions as may be specified in the Sailing Instructions. A boat using Code Flag "L" shall provide its own flag.

## 9. Technical Delegate

- 9.1 A Technical Delegate shall be appointed by IFDS for Level 1 and Level 2 events.
- 9.2 The Technical Delegate shall have final authority to rule on all racing and organizational issues that may relate to disability and the conduct of the event to assure conformity to IFDS Rules and International Paralympic Committee Rules where applicable.
- 9.3 Further, the Technical Delegate:
  - (a) Shall have the authority described in ISAF Regulation 18.13.6;
  - (b) Shall approve any written permission given by an owner of a chartered boat for drilling holes or attaching adaptations to the boat;
  - (c) Shall have the authority to require that the Race Committee postpone racing, on shore or afloat, to abandon any race or to abandon racing for the day based upon his assessment of wind, sea and/or weather conditions;
  - (d) 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;
  - (e) Shall not be of the same nationality as the host organization except in exceptional circumstances which shall be approved by the IFDS Executive Board.



## **10. Adaptations Committee**

- 10.1 An Adaptations Committee shall be formed to rule on adaptations for Level 1 Events. The committee shall consist of an International Classifier, the Technical Delegate, and the Event Measurer or Equipment Inspector for the Class.

## **11. Course Length and Race Duration**

- 11.1 Course length shall be calculated so as to have a race whose target time is between 50 and 75 minutes for the first boat to *finish*. Failure of the first boat to sail the course and finish within the target time shall not be grounds for redress. This changes RRS 62.1(a).
- 11.2 Courses may be shortened in accordance with RRS 32 but not prior to the completion of the second windward leg.

## **12. Time on the Water**

IFDS RMM Part 1, Rule 12 (Time on the Water) is deleted. A revised version is now included in RMM Part II (14.14) where it ranks as a 'guideline not a 'rule'.

## **Part 2 - Guidelines for the Organizing Authority/Host Organization:**

### **To Be Agreed Upon Between the IFDS Executive Committee and the Organizing Authority - Revised November 2009**

#### **13. Introduction**

Part 2 of the IFDS Rules of Race Management (“RRM”) is designed to provide guidance to event organizers as to how IFDS wishes its events to be run. The topics outlined in this section are neither ‘rules’ as defined in the Racing Rules of Sailing (“RRS”) which are covered in RRM – Part 1 nor matters covered by Part 3.

The matters discussed in this section fall into the category of good practice and desired procedures. Event organizers are bound by this items, which may be changed only with – and approval of – the IFDS Technical Delegate, because of practicality or because the Organizers can achieve the desired results in a more effective way.

IFDS believes that the recommendations and draft contact in this section will assist Host Organizations to avoid many potential pitfalls and difficulties.

#### **14. Documents, Facilities, Committees and Organization**

##### **14.1 Accessibility**

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

##### **14.2 Notice of Race**

- (a) The Notice of Race shall be posted on the IFDS Website no later than 9 months before the event. Preliminary Sailing Instructions shall be posted on the IFDS website no later than 30 days before the event.
- (b) The Notice of Race and Sailing Instructions shall conform to the requirements of Appendix J and follow the form as laid out in Appendices K and L of the Racing Rules of Sailing.

##### **14.3 Courses**

- (a) Courses shall be trapezoid or 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.
- (b) In exceptional circumstances and only with the approval of the Technical Delegate, other course configurations may be authorized.
- (c) The Technical Delegate shall approve the selection of courses for each class.

##### **14.4 Protest Time Limit**

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

##### **14.5 Event Series**

- (a) In Level 1 Events, four completed races shall constitute a championship series. Thereafter, if at least five races are completed, a boat's worst score shall be discarded. A further discard may be considered after nine races have been completed and scored.

- (b) In Level 1 Events, the Low Point Scoring System (RRS A4) shall be used as amended in the Sailing Instructions.

#### 14.6 Classification, Measurers, Principal Race Officer

- (a) An International Jury shall be appointed by IFDS, and approved by ISAF, for all IFDS Level 1 events.
- (b) To the extent required by ISAF, an International Race Officer shall be appointed as Principal Race Officer for Level 1 and Level 2 Events.
- (c) The International Classification Committee shall consist of two teams, composed of two International Classifiers in each team as specified in the current IFDS Functional Classification System Manual.
- (d) A minimum of one measurer, responsible for each class, shall be appointed by the IFDS for Level 1 and Level 2 Events; such appointments shall be agreed upon by the IFDS, the relevant class association(s) and the host club/organization.

#### 14.7 Insurance

- (a) 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 € 5,000,000 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:
- (b) The Organizers, including all of its personnel, volunteers and others, including members of the International Jury, Classifiers, Technical Delegate, Principal Race Officers and members of the Race Committee, assisting in the organization of the Event;
- (c) The Yacht Club(s) involved and Host National Authority each as an additional named insured for their respective rights and interests;
- (d) Any suppliers, resulting from use of their boats and equipment during the Event, as an additional insured for their respective rights and interests;
- (e) Each event sponsor as an additional named insured for their respective rights and interests;
- (f) The International Sailing federation (ISAF), the International Association for Disabled Sailors (IFDS) each as an additional named insured for their rights and interests.

#### 14.8 Technical Delegate

- (a) Procedures for Appointment
  - i) Any RNA may recommend people to become Technical Delegates. These people should;
    - (1) be experienced yachtsmen/women, preferably good racing sailors;
    - (2) know all IFDS rules and recommendations affecting IFDS/ISAF/IPC official events;
    - (3) have strong knowledge of the ISAF Racing Rules of Sailing;
    - (4) 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;
    - (5) have disability awareness.

- (ii) Recommendations of persons for Technical Delegates will be considered by the IFDS Executive Committee.
- (b) The Technical Delegate shall always act in accordance with IFDS Rules and other relevant regulations.
- (c) Before the Event, the Technical Delegate is responsible for the following matters:
  - (i) Site inspection to ensure that the facilities and competition equipment conform to IFDS Rules and requirements;
  - (ii) Selection of the 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. The Technical Delegate shall coordinate with the Host Organization, IFDS and, if necessary the host country MNA in the selection of the Jury.

At least one member of the Jury shall have previous experience at disabled sailing events;
  - (iii) Jury Secretary
 

The Technical Delegate shall ensure that the Host Organization appoints a well organized person knowledgeable in Jury administration and procedures to act as Jury Secretary. A National Judge from the host country is often suitable and can provide that person useful experience with respect to both International Jury work and IFDS events.

The Jury Secretary shall speak fluent English.
- (d) Principal Race Officer
 

The Principal Race officer shall be appointed by the Organizing Authority in consultation with the Technical Delegate and, if necessary, the Host Country MNA.

#### 14.9 Technical Delegate/Organizing Authority Checklist

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).

#### 14.10 Safety and Rescue

- (a) 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 access 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.
- (b) A Safety and Rescue Officer shall be appointed to co-ordinate the response to any emergency.
- (c) Full rescue cover should be in place throughout official on-water practice times and racing.
- (d) 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 life ring and cushion that can be thrown. Sailboats should consider similar recommendations in accordance with the class rules. A rescue boat should follow the last boat back to the harbour.
- (e) An event Medical Officer shall be appointed by the Host Organization and a first aid room with appropriate facilities shall 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.
- (f) Venue Safety: Site evaluation for the venue should include an assessment of accessibility of rooms, lifts, toilets, docks, moorings, parking and housing, 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.

#### 14.11 Boats – Equipment and Management

- (a) Support boats (rescue, medical, race officials, and 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.
- (b) All boats involved in race management and safety should be equipped with radios for communication between boats and for boat-to-shore.
- (c) 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.

#### 14.12 Boats for Officials

6 boats should be made available including:

1 for the Technical Delegate;

3 for the Jury;

2 for the Measurer(s) and Classification Committee to monitor activity during practice sailing and racing.

#### 14.13 Weather Forecasting

- (a) A weather briefing should be given before each racing day.

- (b) 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.

#### 14.14 Time On The Water

- (a) The Time on the Water period begins one hour prior to the first scheduled Warning Signal of the day, or at the time that AP Ashore is lowered, **whichever is later**.
- (b) Time on the water shall not normally exceed 6 hours except with the consent of the Technical Delegate if one has been appointed. This consent shall be granted only when wind, waves, temperature, and humidity are moderate.
- (c) The Warning Signal for a race shall not be made later than such time as would permit the race in question to be completed:
  - i) within six hours of the start of the Time on the Water Period; and
  - ii) within the Time Limit described in the Sailing Instructions. Except as described in 14.14(b).
- (d) 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 15 knots 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 are lower than 15°C, or temperatures higher than 30°C along with high relative humidity, prevail.
  - iii) if the Time on Water exceeded 5.5 hours on the previous day.
- (e) A twenty (20) minute break shall be provided for each class so that competitors may attend to personal hygiene or other 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 the RC Signal Boat as soon as they are ready to resume racing.
- (f) In the event that the Race Committee, on the water, displays "AP over H" (races are postponed, more information on shore) or "N" over "H" (races abandoned, more information on shore):
  - i) the Time on the Water "clock" shall be reset to zero and shall restart in accordance with 14.14.1; and
  - ii) "AP" over "H" and "N" over "H", when used, shall remain displayed for not less than 90 minutes to permit sailors to leave their boats and perform necessary tasks.

#### 14.15 Organizing authority – Recommended Personnel

Organizing Authority Chairperson	Responsibility Conducting meetings of the organizing committee, primary spokesperson for the event.
Event Manager	Coordination of the event preparations and day to day management of the event.
Accommodation Officer	Locating, Inspecting and Reserving suitable accommodation for officials and reserving blocks of rooms suitable for sailors with disabilities and their care givers.
Beach Master	Rigging, Launching and Retrieving.
Catering and Social Events Officer	Lunches, Opening and Closing Dinners, other social events
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.

#### 14.16 Other Event Officials

Officials	Responsibility
IFDS Adaptations Committee (Comprised of Technical Delegate, Chief Measurer & Chief Classifier)	Approval of Adaptations.
Bosun	Boat Management and Maintenance on Shore and Afloat (supplied boats).
International Classification Committee	Functional Disability Classification.
International Jury	Interpretation of the Rules of the Event.
Measurer	Documentation of Correct Weight and Dimensions of Boats, Correct Sail Dimensions.
Technical Delegate	IFDS Liaison, All Issues Related to Disability, planning and conduct of the event

#### 14.17 Expenses

All expenses related to travel, accommodations and meals for the following are the responsibility of the Host Organization:

- (a) 4 Classifiers;
- (b) 1 Measurer per class competing;
- (c) 6 Jury Members;
- (d) 1 Technical Delegate.



## 15. IFDS Event Contract

This agreement is made on **Insert Date**

Between:

- (a) International Association for Disabled Sailing (IFDS), and
- (b) **Insert Organization Name** as the Organizing Authority (The Organizer).

Whereas:

- (c) The IFDS is the owner of all rights in the **Insert Full Event Name** and has transferred those rights to the Organizer.
- (d) The IFDS has agreed to appoint **Insert Organizing Authority Name** as the Host Organization in conjunction with IFDS of the event and the Host Organization has accepted such appointment on the terms and conditions herein contained.

Now it is hereby agreed as follows:

### 1. Definitions

In this agreement the following words shall have the following meanings:

**Boat** shall mean the boats approved by the IFDS for use in this Event.

**Conditions** shall mean the current Conditions for the above Championship.

**Event** shall mean the above Championship to take place at the Venue during the Event Period.

**Event Fee** shall mean the Event Fee as described in the Conditions and approved by the IFDS.

**Event Period** shall mean the dates as agreed with the IFDS.

**Organizer** shall mean **Inset Host Organization Name.**

**Manual** shall mean the IFDS Race Management Manual.

**Venue** shall mean the venue for this Championship.

**FCS** shall mean the current IFDS Functional Classification System.

### 2. Appointment of Organizing Authority

- 2.1 The Organizing Authority, in accordance with the RRS 89.1, is **Name of Organizer** in conjunction with IFDS. IFDS hereby appoints the Organizer to be fully responsible, at its sole expense, for the entire organization of the event in accordance with the conditions, the Race Management Manual, the Functional Classification System, this contract and the budget.
- 2.2 The Event shall be organized in the IFDS spirit, by which no discrimination is allowed, regardless of race, religion or political affiliation.
- 2.3 The Organizer hereby acknowledges that all rights in the event, including without limitation the television and radio, broadcasting, cable, internet and satellite rights, are and will remain the exclusive property of the IFDS.
- 2.4 The IFDS hereby grants to the Organizer the right to secure sponsorship in accordance with the terms and conditions of this contract.

- 2.5 The Organizer hereby agrees that it will not, in any existing or future local sponsorship contracts, agree to any terms or conditions that would be in conflict or otherwise interfere with the IFDS' existing sponsorship contracts for the Event.
- 2.6 Organizer hereby agrees that it will not, in any existing or future local sponsorship contracts, agree to any terms or conditions that would be in conflict or otherwise interfere with the IFDS' existing sponsorship contracts for the Event.

### **3. Title Sponsor**

- 3.1 In a case where the IFDS has introduced an organization that has agreed, or subsequently agrees, to become the Title Sponsor for the event, funds received from the title sponsor shall be divided as follows: ten percent (10%) of the gross amount received to IFDS and the balance to the Organizer.
- 3.2 IFDS shall have the sole right to approve or reject all sponsors and advertising for the event.

### **4. Event Format**

- 4.1 The format and the schedule of racing for the Championship shall be as approved by the IFDS.

### **5. Responsibilities of IFDS**

With respect to the Event, the IFDS is responsible for:

- 5.1 Approving the Venue and Event Period;
- 5.2 Providing guidelines to the Organizing Authority in organizing the Event as determined in the Race Management Manual and FCS;
- 5.3 Deciding any disputes regarding participation;
- 5.4 Approving the Notice of Race and Sailing Instructions;
- 5.5 Approving the Event Fee;
- 5.6 After consultation with the Organizer, the appointment of:
  - (a) IFDS officials such as Technical Delegate(s) who shall be the authorized agent/s of IFDS for the event.
  - (b) Classifiers and Measurers
  - (c) An International Jury, with final approval by the ISAF.
- 5.7 Approving the appointment of the:
  - (a) Event Director
  - (b) Principal Race Officer
- 5.8 Establishing the program of the Event, format of racing and disciplines to be sailed;
- 5.9 Deciding the type and specifications of boats and equipment to be used in the Event.
- 5.10 Assistance with communications before and during the event, such as announcements on websites, information to NPC's (National Paralympic Committees) and RNA's, information to press and so on.
- 5.11 Training officials for the specific 'disability' aspects of the regatta.
- 5.12 Full support in acquiring sponsorship.
- 5.13 Where needed secretarial support in drafting letters/Notices of Races/Sailing Instructions and so on.

## **6. Rights and Responsibilities of the Organizer**

- 6.1 The Organizing Committee shall be responsible for providing a detailed budget that is attached to and part of this contract.
- 6.2 The Organizer shall be responsible for providing at its own cost:
- (a) All race management and race management facilities including boats.
  - (b) Facilities suitable to encourage informal contact among the participants and between them and the members of the International Jury and the Organizing Authority and recognizing the need for an efficient administration of the Championship.
  - (c) Suitable full board accommodation and economy travel expenses for accredited officials for the duration of the Event.(Judges, Race Officer(s), Classifiers and Measurers)
  - (d) Suitable full board accommodation and economy travel expenses for the IFDS Technical Delegate.
  - (e) Necessary local transportation for accredited teams and officials.
  - (f) A tried and tested results system.
  - (g) An official Event Photographer, and to endeavour to make available copyright free pictures for the use by the media and the IFDS.
  - (h) An Event Internet site which shall be linked to the IFDS Website, which should provide daily results/event reports during the Championship.
  - (i) Such other services and facilities as outlined in the Manual.
  - (j) Arrange at least one visit to the venue by the Technical Delegate prior to the event and to enable him/her to inspect the proposed venue and accommodation for the participants
  - (k) Arrange for spectators to observe the racing from a vessel or location that is wheelchair accessible.
- 6.3 The Organizing Committee shall supply well in advance for approval of the IFDS:
- (a) Proposed day-by-day timetable of events.
  - (b) Details about technical facilities and equipment
  - (c) The text of all printed material including:
    - i) The Notice of Race (based on the ISAF RRS Appendix K)
    - ii) Entry forms
    - iii) Posters and other publicity material
    - iv) Event program
    - v) Sailing Instructions (based on the ISAF RRS Appendix L)
    - vi) Race Management Forms
    - vii) Jury forms
  - (d) Proposed arrangements for the accommodation of the participants.
- 6.4 The Organizer shall publish all documents in English and shall distribute relevant documents to the RNA's and competitors. The Organizer shall ensure that the IFDS logo and the Event Logo appear in accordance with the specifications supplied by the IFDS on all printed material unless otherwise indicated by the IFDS.

- 6.5 The Organizer shall only refer to the Event, as per the event title approved by IFDS. The short event title **Insert Event Title** may also be used.
- 6.6 The Organizer shall endeavour to negotiate with international air, road, rail and shipping carriers for special rates for transportation of competitors and equipment to and from the Event.
- 6.7 Immediately after the Event has finished, the Organizer shall send the final results to the IFDS, signed by the IFDS Technical Delegate and within two months after the Event an evaluation report for presentation at the next IFDS Executive Committee Meeting. A similar report shall be prepared by the IFDS Technical Delegate.

## **7. Insurance**

The Organizer shall:

- 7.1 Ensure all appropriate insurances, including without limitation marine and general liability insurance, are maintained for the competition boats during the entirety of the Event, and;
- 7.2 Hold a comprehensive general liability insurance in an amount of not less than **Insert Amount in local currency (usually equivalent to €5 Million Euros)** 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, indemnifying:
- (a) The Organizing Authority including all personnel, volunteers and persons who assist in the organization and conduct of the Event;
  - (b) All officials appointed by the IFDS;
  - (c) The Host/Supporting Yacht Club as an additional insured for their respective rights and interests;
  - (d) The Suppliers, resulting from use of the Boats and equipment during the Event, as an additional insured for their respective rights and interests;
  - (e) The Event Sponsors as an additional insured for their respective rights and interests;
  - (f) **Insert name of RNA/MNA** as an additional insured for their respective rights and interests;
  - (g) The IFDS and its subsidiaries as an additional insured for their respective rights and interests.

## **8. Media**

The Organizer shall provide adequate facilities for the International Media and endeavour to arrange National and International television, website and print media coverage of the Event.

## **9. Boats and Equipment**

The Organizer shall endeavour to arrange the supply of a sufficient quantity of boats for charter. All boats supplied shall fully comply with their Class Rules and Building Specifications and shall be of uniform high standard of construction and finish.

## **10. Organizer's Warranties**

The Organizer hereby warrants to the IFDS that:

- 10.1 It is and will remain fully entitled to enter into this agreement;
- 10.2 It shall not raise the Event Fee above the agreed amount of **Insert maximum entry fee in Local Currency** per boat.

## **11. Termination**

Either party may terminate this agreement by written notice to the other upon the occurrence of any of the following events:

- 11.1 The other has committed a breach of any of the terms herein and - where such breach is capable of being remedied - has failed to remedy the same within 28 days of receiving a notice specifying the breach and requiring its remedy;
- 11.2 If the other goes into liquidation, receivership, becomes insolvent, ceases, threatens to cease to carry on its business, or becomes unable to pay its debts or there is a change of control.
- 11.3 If the event is cancelled for whatever reason, including, without limitation, an event of force majeure including state of war, civil disorder, strike and/or act of God .
- 11.4 If any IFDS Recognized National Authority is prevented from participating in the event for reasons mentioned in paragraph 2.2 (provided always that nothing herein contained shall prejudice any other rights or remedies of either party against the other or against any third party which may have accrued prior to such termination).

## **12. Conflict**

In the event of any conflict between the provisions of this agreement and provisions of the Conditions and/or the Manual, the provisions of this agreement shall take precedence.

## **13. No Partnership**

Nothing in this agreement and no action taken by the parties pursuant to this agreement shall constitute or be deemed to constitute a partnership between the parties hereto nor constitute any party or the agent of the other party for any purpose.

## **14. Entire Agreement**

This agreement, with attached agreements as mentioned in paragraphs 2.1 and 6.1 forms, the entire agreement as between the parties hereto and supersedes all earlier meetings, discussions, correspondence, facsimile transmissions, telexes, emails, letters and communications, understandings and arrangements of any kind so relating and there are no collateral or supplemental agreements at the relating and there are no collateral or supplemental agreements at the time this agreement is signed.

## **15. Severability**

Should any provision of this agreement become illegal or void for any reason, the validity of the remaining provisions shall not be affected and the parties shall enter into negotiations in good faith to find a replacement for the provision in which is similar economic effect to both parties.

## **16. No Assignment**

The Organizer may not assign sub-license, charge or otherwise part with any of their rights or obligations herein contained without prior written permission from the IFDS.

## **17. Governing Law**

This agreement shall be governed by and construed in all respects in accordance with English Law.

## 18. Mediation

Any dispute, any controversy or claim arising under, out or relating to this contract and any subsequent amendments of or in relation to this contract, including but limited to, its formation, validity, binding effect, interpretation, performance, breach or termination, as well as non-contractual claims, shall be submitted to mediation in accordance with the Court of Arbitration for Sport Mediation Rules. The Language to be used in mediation shall be English.

## 19. Disputes

If, and to the extent that, any dispute has not been settled within 90 (ninety) days of the commencement of the mediation, or if before the expiration of the said period, either party fails to participate or continue to participate in the meditation, the dispute shall upon the filing of a Request for Arbitration by either party be referred to and finally settled by Court of Arbitration for Sport arbitration pursuant to the Code of Sports-related Arbitration. When the circumstances so require, the mediator may, at his own discretion or at the request of a party, seek an extension of the time limit from the CAS President.

As witnessed, the hands of the parties hereto the day and year first above written

Signed by: .....

for and on the behalf of the International Association for Disabled Sailing

.....

Date: .....

Signed by: .....

for and on the behalf of **Name of Organizer**

.....

Date: .....