

WORLD SAILING MEASURERS SEMINAR INSTRUCTORS



DETAILS OF PROCEDURE

General:

1. A World Sailing International Measurers Seminar is conducted jointly by the WS and the host Member National Authority (MNA).
2. A WS International Measurers Seminar must allow for a minimum of 20 hours of instruction, followed by the WS International Measurers Written Test, spread in 3 days.
3. The seminar must be open to attendees from other nations.
4. Candidates who wish to attend a WS International Measurers seminar should either:
 - a) have been appointed as **Official Measurers** or (preferably) have attended a WS International Measurers clinic or equivalent MNA course; or
 - b) have proven experience of measurement and equipment inspection

WS will have the final decision on those eligible to attend.

5. The seminar must be given in the English language.
6. To increase the value of the seminar to the host, WS recommends that the seminar be scheduled immediately before a major international event when possible. If this occurs, one or more instructors will be available as advisors/coaches for the local race officials.
7. The recommended maximum number of attendees is 20.
8. Candidates for WS International Measurer status must attend a WS International Measurers seminar and pass the WS International Measurers Written Test. Application forms will be sent automatically to Seminar attendees who meet these requirements. Further requirements and appointment details are stated in the WS Regulations.

WS shall:

1. Appoint 2 authorised instructors for the seminar.
2. The Lead Instructor will not be from the host nation.

3. WS shall pay the travel expenses (to the nearest international airport) and instructor fees for both instructors.
4. If a major event with the possibility for coaching of local race officials will take place immediately after the seminar WS may arrange (upon request by the host) for one or more instructors to stay on for this event. The host will cover meals and accommodation, WS will cover the instructor fees for these days as well.
5. With adequate notice, publish the details of the seminar on the WS website.
6. Determine the seminar programme with the WS Seminar Instructor. Details of the programme will be given to the host member national authority when confirmed.
7. Receive the examination results from the WS Seminar instructor and supply a copy to the Chairman of the International Measurers Sub-committee.
8. Following the seminar send a letter to all attendees thanking them for their participation and enclosing the appropriate seminar certificate stating if test was passed or not (also copy of letter to each attendee's MNA).

The Host Member National Authority shall:

1. Contact WS for preliminary approval of the seminar.
2. Establish the seminar dates, the final registration date, the maximum number of attendees, the time of the on-site registration, and the time the seminar is expected to end (the latter in consultation with the instructors).
3. Select the seminar venue. Hosting the seminar at a yacht club is preferred, but other suitable training sites are acceptable subject to prior consultation with the IMSC.
4. Appoint an approved local consultant to assist the WS Seminar Instructors.
5. Complete the MNA host application form and supply the WS with the above details at least 4 months in advance of the seminar.
6. Establish the seminar fee which must include the cost of a dinner for all participants –usually on the evening before the last day of the seminar- and all hand-out materials, such as an WS ERS booklet and possibly an International Measurers Manual for each attendee.
NB. The ERS and manual are available for download from the WS website to print locally. The MNA is responsible for all costs not specifically covered by the WS as listed above, and may apportion those costs in the seminar fee as appropriate. Payment for WS publications is required in advance.

7. Advertise the seminar appropriately and provide information on travel and accommodation, and other information about the seminar venue. Even though the seminar will be announced on the WS website, the MNA is expected to answer queries from attendees on travel and accommodation.
8. Coordinate the seminar schedule with the WS appointed instructors.
9. Pay the costs of meals and accommodation for the WS Seminar Instructors and local consultant and arrange the transportation for the instructors from the airport of arrival and back.
10. Offer air travel packages to attendees, if possible, to encourage attendance. If not available, attendees are to make their own flight arrangements.
11. Organize meals, accommodation, classroom facilities and classroom training equipment. Arrange for refreshments during the lecture breaks. Organize a dinner for all participants (see also (6) above).

As a guide, the following are standard requirements for a seminar:

- Data projector
- Internet access for the instructors
- White board or Black Board and writing materials
- Instructor's table and chair
- Use of a printer and photocopier (colour if possible)
- Plenty of photocopying paper
- Powerful stapler
- Desk space for each delegate
- Notepads and pencils
- Shredder
- Blank CDROMs or USB sticks to copy material for distribution to all attendees
- Facilities and equipment for practical exercises (including measurement tools and sailing equipment: sails, spars etc), to be determined in consultation with the instructors.