



This document is designated for World Sailing Member National Authorities (MNAs) as a guide and specification of requirements for bidding for the Para World Sailing Championships.

World Sailing (WS) is the world governing body for the sport of Sailing, recognised by the International Olympic Committee (IOC). Founded in Paris in 1907, World Sailing now has 144 Member National Associations.

World Sailing has a clear and ambitious vision:

A world in which millions more people fall in love with sailing; inspired by the unique relationship between sport, technology and the forces of nature, we all work to protect the waters of the world.

This guide is intended for MNAs and cities wishing to bid to host the 2019 Para World Sailing Championships. It is an outline specification of minimum requirements for both the sporting competition and the on-shore event, and sets out the rights and responsibilities of each party in hosting an event.

The Para World Sailing Championships – the pathway for elite para sailors

The Para World Sailing Championships is the definitive guide to the best-of-the-best in Para Sailing with clear objectives to showcase and develop paralympic sailing, create sporting heroes and engage sports fans, and excite sponsors and broadcasters.



Venue Requirements: Sport

World Sailing (WS) are seeking a compact, accessible and integrated venue that include all Administration, Race Management, Boat Parks, Press Centre, Broadcast Facilities, Field of Play, Event Village, Hospitality space, Partner Activation space and Spectator facilities. The overall size of the venue and the plan for communications and logistics are vital issues.

Full details of spectator requirements are covered later in this guide, but the venue should have a spectator area adjacent to the race course and the public should be able to view the boat parks, preparation areas and launching areas.

It is essential that the competition venue ensures a lasting legacy to the sport of sailing in the region and should be run in a sustainable and environmentally sensitive way.

Meteorology

Excellent sailing conditions will be one of the key requirements for the selection of any Para World Sailing Championships venue. Each venue will need to provide detailed statistical information for the time of year and hours of racing including: Average wind speed, Wind direction, Current speed, Current direction, Wave conditions, Air temperature, Water temperature and Average number of days with precipitation.

Water Quality

World Sailing is committed to selecting venues with excellent water quality. Each venue will need to provide statistical information on the water quality in the venue and on each course.

Field of Play

- The number of sailing course areas shall be between 2 and 4 depending on the prevailing wind conditions and the number of hours that can be sailed during a day.
- Course areas will need to be between 0.5 and 1 nautical miles in diameter. Neither changed marks nor beating legs must interfere with the neighbouring area. Some courses on these areas may be located in close proximity to the shore, to facilitate viewing of the racing.
- Detailed information regarding depth, size and location of the course areas shall be presented to World Sailina.
- All course areas shall have a commercial or recreational traffic plan if needed for that specific course area.

Boat Park

The boat park area should be close to the competitors' area and the launching ramps/pontoons.

- There shall be provisions to tie-down the boats to the ground in order to keep them on the trolleys in windy conditions.
- Sufficient water hoses for spraying the boats with fresh water need to be supplied.
- Flag poles for signals ashore
- There shall be one Official Noticeboard for the Championships but repeater digital notice boards may also be required in the boat parks
- Each team requires an area adjacent or at walking distance to the boat park for storage of one 40 foot container (or equivalent space). The size of this container or space may be limited depending on the size of the team. Electric power shall be available for the containers.
- If this is not possible, other arrangements shall be made. For teams that travel by road, adequate storage (parking) for trailers should be available adjacent or near the venue.

Launching

- Ramps for dinghies, ending under the water surface with an angle of no more than 10.
- The ramps should be accessible from the sea, allowing for different wind directions
- Docks/Pontoons accessible to wheelchair users and stable enough to not tilt over and submerge if everyone moves to one side.
- At least one personnel hoist for lifting disabled sailors with sling.

Mixed Zone & Pit Lane

• The Organizing Committee shall create and manage a mixed zone(s) for media use on a daily basis before and after racing in an area close to the press centre and boat launching/recovery area(s).

Moorings

- Mooring facilities for competitor's boats, coach boats, Race Committee boats, rescue boats, press and television boats, VIP boats and spectator boats will be required
- Cranes will be necessary for launching and hauling out boats (coach boats, competition management boats, etc.)
- Fuel station

Equipment Inspection

- A sheltered area i.e. temporary structure or other covered space free from wind and environmental
 effects (rain, direct sunlight etc.) shall be provided. Openings shall be sufficiently large enough to
 wheel boats in and out of with their mast down. The location of any such tent should be within easy
 access of the boat park and less than 100mt far from the boat park.
- The minimum size of any tent shall be 5m wide x 10m long x 3m high. Openings shall be a minimum of 3.5m wide
- Weighing Gantry
- Scales: All weighing scales shall have a valid certificate of calibration.
- Sail Inspection Table: A table of minimum dimensions 9m x 3m x 0.75m high shall be available in a tent or other covered space free from wind and environmental effects (rain, direct sunlight etc.)
- Waterproof equipment event limitation stickers. An event stamp and waterproof ink + pad shall be provided by the OA for stamping of sails. The size and design of the stamp is optional but is recommended to be no larger than 75mm x 75mm.
- Measurement equipment; including steel rules, steel tape measures, permanent pens and tape.
- Table, chairs and stationery for administration.

World Sailing and Organizing Committee

The following office space/meeting rooms are required. All offices require basic office furniture, power, hi-speed internet connection, phone lines etc. Additional requirements such as computers, photocopiers and printers shall be provided as required.

- Organizing Committee and Administration Staff including:
 - Registration Office
 - Regatta Office and Official Notice Board
 - Competition management team offices
- World Sailing Technical Delegate Office
- International Jury
 - One/two rooms for hearing protests. Each room should be air-conditioned, must be able to seat ten people on chairs around a large table and provide whiteboards, flipcharts etc.
 - Jury Secretary Office adjacent to the Jury rooms with space for the Jury Secretary
- International Classifiers
 - Two rooms, each equipped with a medical examining table, stepping stool, desk, four chairs,

and wifi access . Each room should be air-conditioned and appropriate for medical type examination of athletes during the period of Classification. A waiting area adjacent to the two rooms should be equipped with a desk and two chairs. One of the two rooms, and the waiting area can be subsequently allocated to the Jury on Day 1 of racing.

- World Sailing Officials lounge
- On Venue Results Centre
- Technology (scoring) office
- Room for storage/charging of tracking units & equipment
- Medical Centre:
 - First aid facilities and doctor in case of serious injuries for athletes, team support personnel, Organizing Committee personnel and volunteers should be available.

Media services

The media centre should be within close proximity of the main venue. A high-speed photocopier and black and white printing facility should be available as well as a noticeboard for key regatta information, storage for photographer and media personnel items and a big screen monitor to broadcast live tracking and television coverage.

Air conditioning and adequate refreshment provision should be available within the media centre.

Facilities and Equipment for Doping Control

Rooms for Doping Control are required with individual male and female toilet facilities. There should also be a desk and normal office equipment for the doping control officers and a seated waiting area for 2-3 athletes. Lockable cupboards and filing cabinets should be provided.

Other venue facilities/equipment

Recycling and non-recyclable material collection facilities need to be provided within all areas and should be emptied daily.

Adequate accessible toilet and shower facilities need to be available for the sailors within the boat park. (At least one accessible toilet every 20 sailors).

Male and female wheelchair accessible changing facilities.

Drinking water fountains must be available throughout the boat park for use by all competition stakeholders.

Accessible Parking Spaces should be available close to the sailing venue building. Clear signage for designated spaces reserved for drivers and passengers with disabilities should be made available.

Official Boats

World Sailing shall approve all official boats and boat drivers. The following is an estimate of required boats:

- Race Committee
 - Starting vessels (Primary Race Committee Boats) 1 per course area
 - Pin end starting vessels (rib or other) 1 per course area
 - Finishing vessels 1 per course area
 - Pin end finishing vessels (rib or other) 1 per course area
 - Mark-laying and control boats at least 2 on each course area
 - Marshall boats at least 1 on each course area depending on fleet sizes
 - Rescue boats (rib) at least 1 on each course area depending on fleet sizes
 - Jury boats (rib)

- Classifier boats (rib) 2 appropriate for four occupants. The second boat may be re-allocated afer Day 1 of racing
- Measurer boats (rib) at least 1 on each course area depending on fleet sizes
- PRO boat (rib) 1
- World Sailing Technical Delegate boat (rib) 1
- Personal floatation devices for all on water committee
- Press/TV Boats/Tracking & Scoring/VIP
 - Press Boats sufficient boats for the number of registered journalists.
 - Photo Boats 1 boats dedicated to World Sailing appointed photographers plus sufficient boats for the number of registered photographers, each capable of handling up to 5 photographers and 740mm x 460mm x 265mm protector cases
 - Sufficient number of boats for the number of registered broadcasters, each boat capable of handling up to 5 personnel
 - Tracking & Scoring 1 boats
 - Minimum of 1 boat for VIPs
 - Broadcast Boats: boats including fuel and English-speaking drivers who are experienced in dinghy racing.

Competition Management Equipment

The Organizing Committee shall supply the following equipment which is essential for organising the event:

- Communications Equipment: VHF radios or equivalent, mobile phones and GPS units.
- Visual Signals

All visual signals (flags) shall be a minimum size of 80×100 cm and be displayed at least six meters above the water surface.

Sound Signals

Starting signals shall be given with guns or horns and should be able to be heard at a distance of at least 500 metres. Other sound signals shall have a similar effect.

- Marks & Ground Tackle
 - Each area shall have marks of different colours.
 - Each mark should be approximately 2 metres high and 1 metre in diameter.
 - The Marks shall have facilities for the attachment of tracking devices and will be suitable for carrying branding material.
- Competitor Identification
 - Boat/board identification decals and event sticker for all competitors.
 - Coloured bibs for Event leaders (1st, 2nd and 3rd). WS shall provide the design and specify the brand of Event Leader bibs.
 - Yellow, blue and red discs to affix to the sail to identify first, second and third positions.

World Sailing can provide a complete list of all competition equipment required.

World Sailing Officials and Staff

The following people will be present at the Para World Sailing Championships:

- 1 WS Technical Delegate*
- 5 WS Judges and Umpires*
- 4 WS International Classifiers*
- 1 WS PRO*
- 1 WS Course Representative per area*
- 3 WS International Measurers*
- 1 WS Brand/Marketing/Commercial Manager
- 1 WS Communications and Digital Manager*
- 1 WS Media Delegate
- WS President, WS VPs, WS CEO and other Senior Managers
- Tracking & Scoring operators

Travel (including travel to and from all airports), food (good quality and healthy) and accommodation (with free Wi-Fi) for those indicated with a * shall be the financial responsibility of the Organizing Committee.

The costs for travel and accommodation for up to 2 site visits for max 2 WS delegates shall be the financial responsibility of the Organizing Committee.

The WS Race Officials shall be accommodated in a nearby hotel, in single rooms, minimum of a three-star level, which should be a reasonably close walking distance from the Competition Venue.

The WS Delegate, Marketing and Media team, who will be onsite before the Championships begin, should be accommodated as close to the competition venue as possible.

WS President or Vice-Presidents shall be accommodated in a four-star level hotel. A maximum of 5 double rooms may be requested for WS VIPs. The hotel should be at least a four star hotel and preferably in the area of the competition venue.

Accommodation (at least 3*) for the Host Broadcasting and Technology Partner teams should be secured by the organizers at preferential rates.

The competitors are responsible for their own accommodation during the Championships.

Organizing Committee Staff, Officials And Volunteers

The Organizing Committee will require a large range of experienced, professional staff to manage and deliver the Championships.

A large number of volunteers will be required for the successful running of the Championships to include:

- Race Committee Teams (International & National Officials, mark layers, safety officers)
- Venue Services (registration, regatta office, boat parks, VIP, transport, security, catering, general runners, setup and pack-down pre/post event)
- Media (press centre, broadcasting, timing & scoring, ceremonies)

Entry Fees

The entry fee paid by competitors and coaches shall be approved by World Sailing as part of the contractual negotiations.

The entry fee shall include local taxes (where applicable) and will be paid directly by competitors to organizers.

Championships Schedule

The format of Racing for the Championships will be defined by World Sailing.



Venue Requirements: Spectators and Hospitality

WS are seeking venues that meet both the sports criteria set-out within this bidding guide but also are attractive to spectators and are in a location that is already an existing visitor destination with good footfall.

Ideally, the venue will have an existing walk-up audience that could be engaged by the Para World Sailing Championships. Should this not be the case, the Event Organiser will need to demonstrate how they will attract spectators to the event and associated travel and parking arrangements.

WS may wish to create an Event Village for the Para World Sailing Championships, centred around a main event stage which should include 1-2 screens, dependent on Event village layout.

World Sailing will work with the Event Organizer to define the exact requirement and best options.

Paralympic Development Program

Where the venue allows, WS would like, in cooperation with the Event Organiser, to develop a plan to provide the opportunity to organize a Paralympic Development Program immediately before the event, in the same venue.

Broadcast

WS together with its appointed Host Broadcaster for the event will be responsible for live broadcast services and distribution at the event. The Host may have the opportunity to secure local broadcast rights in the event that the WS Host Broadcaster is not already active in this market.

The Host will provide the facilities to be utilised by WS in the delivery of national and international TV coverage of the Championships at its cost.

Photography

The Organizing Committee will, subject to World Sailing approval, appoint an official photography agency or a TV-team to provide copyright-free distribution photographs/videos for use by the media, World Sailing and the Organizing Committee

Tracking & Scoring

WS will be responsible for providing tracking, scoring and results data services via its global partner.

Event Branding

The presentation of the event venue and all communications need to reflect the standard of a world-class sporting competition. The Event Organiser will work closely with the WS Marketing team to ensure branding execution is of the right standard, and that all WS, Event and partner assets are used effectively. A branding plan for the event venue will be agreed and all designs will be approved ahead of production by WS.

The branding plan should include: wayfinding signage, entrance signage, event signage throughout venue, local and global partner recognition, stage and podium backdrops / dressing, leader boards, event programmes etc.

Additional public-facing engagement initiatives should be considered. For example: a hall of fame, explanations of each class, athlete biographies etc.

Communications

The Event Organiser will be responsible for appointing an Event Media Manager and Event Media Executive for the lead up and during the event. They will be expected to formulate a media plan for national media outreach and management of all on-site press operations.

An international media plan for the event will be established by World Sailing working in collaboration with the Event Media team who will be expected to deliver elements of the plan.

Commercial Rights

The Para World Sailing Championships commercial rights are a key element of the overall World Sailing global commercial rights structure. This structure is designed to maximise commercial revenues for the benefit of the sport of Sailing. The assignment of rights between the Event Organizer and World Sailing is constructed to allow the Host to optimise local revenues, and for World Sailing to optimise global partnership revenues.

WS retain the right to appoint a Title sponsor for the Para World Sailing Championships. This Title sponsor will be granted headline naming rights for the event, with major branding on all collateral (as part of the Host's branding execution cost), as well as access to hospitality and sales activation space. The latter two elements will be at the expense of the Title sponsor in terms of execution.

World Sailing have a range of global partners. These partners have exclusive category rights across the full asset base of World Sailing, which includes World Sailing events such as the Para World Sailing Championships. The specific rights vary between partner tiers, with level of branding rights granted accordingly. World Sailing will provide details of the specific rights that need to be made available to the partners as these may vary from time to time.

Event partners / sponsors, contracted by the Event Organizer, must not operate within the World Sailing defined excluded categories outlined on the following pages. The Organizing Committee shall receive prior written approval from World Sailing of the sponsor packages offered to the market and before any contract with a sponsor/partner is signed.

The table on the following page summarises the commercial rights and obligations of World Sailing and the Event Organizer.

In addition, the Event Organizer will have the right to grant aid or other support from national/regional/local government and other public institutions.

Rights Category	WSEM rights and obligations	Organiser rights and obligations
Event Advertising (within the host nation)	The right for to have the Title Sponsor of the event and all WS Tier 1, Tier 2 and Tier 3 Sponsors to be recognised as Tier 1, Tier 2 and Tier 3 Event Sponsors (as relevant) in all promotional materials and on event collateral such as (but not limited to) backdrops, marker buoys, boats, sails and bibs etc.	Save for rights granted to WSEM, exclusive rights including the right to have the name and logo of Tier 1, Tier 2 and Tier 3 Event Sponsors, branded at the venue and on all collateral material.
Event Advertising (outside the host nation)	Exclusive rights	No rights
Broadcast and Media (within the host nation)	Shared between WSEM and the Organiser	Shared between WSEM and the Organiser
Broadcast and Media (outside the host nation)	Exclusive rights	No rights

Spectator Food & Beverage	No rights	Exclusive rights
Website	Shared between WSEM and the Organiser, including the right to link Championships website to WS website and have WS Partners recognised on Championships website	Shared between WSEM and the Organiser, including obligation to create and/or manage a Championships website
Ticketing	No rights	Exclusive rights
Data	Exclusive rights	No rights
Merchandising	Exclusive rights to international sales, and sale of WS merchandise (not including any Championship Logo) at any Championships venues	Exclusive rights to domestic market and on event sales, subject to agreement with WS clothing partner(s)
Publishing	Shared between WSEM and the Organiser	Shared between WSEM and the Organiser
Video Games	Exclusive rights	No rights
Betting & Gaming	Exclusive rights	No rights
Social Media	Shared between WSEM and the Organiser	Shared between WSEM and the Organiser
Sponsorship	Exclusive rights to the Title Sponsor sponsorship for the event. Also the right for all WS Tier 1, Tier 2 and Tier 3 Sponsors to be recognised as Tier 1, Tier 2 and Tier 3 Event Sponsors (as relevant) in all promotional materials and on-event collateral such as (but not limited to) backdrops, marker buoys, boats, sails and bibs etc.	Subject to the requirements below*, exclusive rights to Presenting Partner status, as well as Tier 1,Tier 2 and Tier 3 Event Sponsors in categories not in the Excluded Sponsor Categories. Any Organiser partners are limited to activation in the host market.
Hospitality	Exclusive rights to provide hospitality to all WS Partners either via a bespoke scheme or using the event hospitality programme. Exclusive rights to international hospitality sales	Exclusive rights to domestic hospitality sales
Official Status Rights	Rights for WS Status Sponsors to be recognised for their partner status as set out in [Table 2]	Exclusive rights for domestic partners status, as per sponsorship above

On event branding	Overarching right for the Title Sponsor to be granted right to appropriate branding on all on-event materials. Rights for the inclusion of all WS Partners on event collateral wherever local partners have been granted rights e.g. scrim, marker buoys, stage backdrops etc.	Rights for local partners to be granted branding e.g. scrim, marker buoys, stage backdrops etc
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^{*} The Organiser shall notify WSEM of the identity of each potential sponsor or commercial partner and the rights to be granted, for the approval of WSEM. Except with the prior written consent of WSEM, the Organiser agrees that no such sponsor's or commercial partner's business activities may fall within any of the Excluded Sponsor Categories.

Table 2 - World Sailing Global Partner Status as at November 2017

This table is provided as an example based on current partnership agreements. It is possible that partners may change subject to contract renewals between now and the Event.

Partner	Partner status
Rolex	Official Timepiece
	Official Timepiece Partner
	Any similar phrase as determined by WS from time to time
Volvo	Official Partner of/to World Sailing
	Official Automotive Partner of/to World Sailing
	Official Automotive Partner of/to World Sailing of the Sustainability Programme
	Official Partner of/to World Sailing: Para World Sailing Championships
	Any similar phrase as determined by WS from time to time
SAP	Official Partner of/to World Sailing
	Official Technology Partner of/to World Sailing
	Official Automotive Partner of/to World Sailing of the Sustainability Programme
	Official Partner of/to World Sailing: Para World Sailing Championships
	Any similar phrase as determined by WS from time to time
GAC Pindar	Official World Sailing Partner
	Official marine logistics and freight partner of World Sailing
	Any similar phrase as determined by WS from time to time
Zhik	Official World Sailing Technical Partner
	Official Technical Clothing Partner of World Sailing
	Any similar phrase as determined by WS from time to time

Excluded Sponsor Categories

This table is provided as an example based on current sponsorship agreements. It is possible that excluded categories and sponsors may change subject to contract renewals between now and the Event.

Category	WS / WSEM Sponsor
Automotive, including cars and car derived commercial vehicles, trucks, buses, inboard marine and industrial engines and construction equipment	Volvo, and/or any Volvo group company
Broadcast, audio-visual capture and distribution	As advised by WS/WSEM from time to time
Clothing (Technical)	Zhik Pty Limited
Clothing (non-Technical)	As advised by WS/WSEM from time to time
Data management and scoring	SAP
Energy, oil and gas	As advised by WS/WSEM from time to time
Insurance	As advised by WS/WSEM from time to time
Shipping, logistics and freight forwarding	GAC Pindar
Sustainability	As advised by WS/WSEM from time to time
Technology, including information technology of enterprise software applications and software related services	SAP
Timepieces, including intelligent wrist computers which have timing as a primary or ancillary function, watches, clocks and jewellery	Rolex

Definitions

[&]quot;Tier 1 Event Sponsor" means an Event sponsor designated as a Tier 1 sponsor.

[&]quot;Tier 2 Event Sponsor" means an Event sponsor designated as a Tier 2 sponsor.

[&]quot;Tier 3 Event Sponsor" means an Event sponsor designated as a Tier 3 sponsor.

[&]quot;Title Sponsor" means a sponsor with the right to have the event known as the '[Sponsor name] Youth Sailing World Championships.

[&]quot;WS Status Sponsor" means any sponsor listed in Table 2, along with any other status sponsors WS may notify the Organiser of from time to time.

[&]quot;WS Tier 1 Sponsor" means Rolex, Volvo and SAP (including members of the Rolex, Volvo and SAP group of companies), and any other sponsor designated by WS as a Tier 1 sponsor from time to time.

[&]quot;WS Tier 2 Sponsor" means Zhik and GAC Pindar (including members of the Zhik and GAC Pindar group of companies), and any other sponsor designated by WS as a Tier 2 sponsor from time to time.

[&]quot;WS Tier 3 Sponsor" means any sponsor designated by WS as a Tier 3 sponsor from time to time.



Bidding Process

Publication of Bid Guidelines	November 2017
Final bids deadline	15 January 2018 at 17:00 UTC
Bid Presentation at World Sailing Office in London	January 2018
Recommendation to the World Sailing Board of Directors	February 2018
Signature of contract between WS, Event organizers and Host MNA and Venue announcement	February 2018

An MNA interested in hosting the event shall email the World Sailing Executive Office by 20th December 2017 to inform them of their intent to bid.

Visits

There will be no visits by World Sailing's evaluation commission or by members of the World Sailing Board to the bidding cities or direct approach from the cities to commission members or World Sailing Board members, for the promotion of their candidature. If a World Sailing committee/commission member must travel to a city for any reason, the city may not take advantage of this occasion for the promotion of its candidature, nor cover the costs and other expenses linked to such a visit, in particular, travel and accommodation costs.

Bid Document

An MNA interested to host the event should prepare the bid document in cooperation with the key persons of the organizing committee. The bid document shall be endorsed by the MNA and provide written support from the host city, the host club and the suggested accommodation.

The document shall be in Word or Adobe Acrobat and contain at least the following information:

- Location of host venue, information about the country and region;
- Proposed dates of championship;
- Names of the host MNA, club/facility and recent event management history & experience;
- Overall accessibility of the club (ideally with photos)
- Names of the members of the Organizing Committee, including the Event Director, and the main contact person;
- Number of sailable hours per day (daylight hours);
- Local weather and sailing conditions;
- Available accommodations near the venue (including wheelchair accessible accommodation)
- Venue Location & Descriptions;
- Boat park & secured area;
- Launching facilities;
- Building facilities;
- Course locations
- Travel and Transport Information
- Local connections and information (airplane, train, ferry, road, taxi, bus)
- Approximate cost of travel to the host country from the following main airport hubs around the world: London Heathrow (GBR), Schiphol (NED), Dubai (UAE), Hong Kong (HKG)
- Distance to the venue from the nearest main airport;
- Detailed logistics information regarding organized transport from the nearest airport to the venue;

- Logistics information regarding equipment transport from likely ports to the venue;
- General Tourist Information The venue The country
- Financial;
 - A preliminary budget;
 - Proposed arrangements for potential sponsors;
 - Financial support from MNA, Government, NOC or others;
- Photographs and satellite picture, if available, should be attached to the bid to allow the committee members a better understanding of the venue and the local conditions.

Attachments

- 1. Para World Sailing Race Management Manual
- 2. A draft contract can be provided to interested bidders

Contact

All bids must be received by the World Sailing Executive Office by email by 17:00 (UTC) on 15 January 2018.

World Sailing will confirm receipt of all documentation.

All bids received will be treated as confidential.

For further information about these bid guidelines and to submit a bid please contact:

Massimo Dighe Para World Sailing Manager Tel +44 (0)2039 404 888 bid@sailing.org

sailing.org



Official Partners





VOLVO

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sport / nature / technology