World Sailing

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World Sailing

International Race Management
Seminar

Last update: April 2018

INSTRUCTIONS AND PROCEDURE

General:

1   An International Race Management Seminar is conducted jointly by the World Sailing (WS) and the host Member National Authority (MNA).

2   A WS Race Management Seminar must include a minimum of three days instruction plus time for the WS Race Management Written Test. The seminar must start before 0900 on day 1 and continue until 1700 on day 3, with the exam sat within this time frame. The preferred days are Friday to Sunday.

3   The seminar must be given in the English language.

4   The preferred number of participants, unless approved by WS, will be 16 with a maximum of 20.

5   Candidates who wish to attend a WS Race Management seminar should either have been appointed as a national Race Officer, have attended an WS clinic or have proven experience of race management at national level. Those who are not national race officers and have not attended a WS Clinic must have their application assessed by WS in order to determine their eligibility to attend the seminar.

6   Participants should be accepted in the order in which their application is made and notified of the acceptance (see 30 below) as soon as possible after the application. This will allow those from overseas to have the opportunity to book travel at the most advantageous rates.

7   The registration fees for participants must cover all seminar costs including meals and both travel and, if possible, accommodation during the seminar for non-local participants. Travel costs to/from the venue at the beginning and end of the seminar are not to be included.

8   Each participant is solely responsible for payment of the registration fee to the host MNA.

9   An application to host a WS Race Management Seminar can only

be made on the MNA host application form sent to the WS office.

WS shall:

10 Appoint two WS Seminar Instructors who, under normal circumstances, will not be from the host nation.

11 Pay the travel expenses and instructor fees for both instructors.

12 With adequate notice, publish the details of the seminar on the WS website.

13 Determine the seminar programme with the WS Seminar Instructor. Details of the programme will be given to the host member national authority when confirmed.

14 Provide electronic files of the printing, to be given to each candidate and to be carried out by the MNA.

15 Receive the examination results from the WS Seminar instructor and supply a copy to the Chairman of the Race Management subcommittee.

16 After 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 this letter to each attendee's national authority, unless the attendee is an existing International Race Officer).

The Host MNA shall:

17 Contact WS for preliminary approval of the seminar.

18 Determine the seminar dates, the final registration date (at least 15 days before the seminar) and the seminar registration fees both with and without accommodation - details must be given to WS at least 3 months in advance of the seminar.

19 Where possible, offer air travel packages (outside of the registration fee) to attendees

20 Select an approved local Seminar Co-Ordinator, to assist the WS Seminar Instructors. This individual should be available at all times at the seminar venue during the seminar itself and also before the

seminar when the instructors arrive to confirm the room set up.

21 Provide and pay airport transfer, accommodation and meals for the WS Seminar Instructors.

22 Pay travel expenses, accommodation and meals for the seminar coordinator.

23 Complete the MNA host application form and supply the WS with the above details at least 3 months in advance of the seminar.

24 Establish the seminar fee.

25 Advertise the seminar appropriately in the host MNA and surrounding areas 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.

26 Coordinate the seminar schedule with the WS appointed instructor and local consultant.

27 Keep WS regularly informed of the list of attendees as registration forms and fees are collected. A final list of attendees must be sent to WS no later than 14 days prior to the seminar. The list must include the name, mailing address, country (MNA), mobile telephone number, and email address of each attendee.

28 Send a preliminary letter sent to all registered participants upon registration confirming their registration, the outline schedule in order to assist travel arrangements and that further detail will follow at least 14 days before the seminar.

29 Send a letter to all registered participants at least 14 days before the seminar. This should include:
a) Joining instructions.
b) The outline programme including anticipated timings.
c) All that is provided during the seminar (refreshments, meals, travel and accommodation if requested).
d) Advise to participants to:
　　i) Bring a rule book (Racing Rules of Sailing), writing paper, pens/pencils and, if they wish, a calculator.

ii) Bring a laser range finder, GPS, and digital recorder if they already own one (not necessary if they do not already have them).
iii) Read the WS race management policies.
iv) Be punctual.
v) Be responsible for travel to and from the venue at the beginning and end of the seminar, as well as during the seminar if accommodation has not been provided by the MNA.
vi) Take the meals provided even if the participant is local to the venue.

30 Organize meals, accommodation, classroom facilities and classroom training equipment as described below. Arrange for refreshments during the lecture breaks.

31 Ensure payment if not already made as each participant is solely responsible for payment of the registration fee to the host MNA.

Seminar Material and Equipment

The following items are required for a seminar:

- A photocopier, preferably colour, for examination papers.
- A room large enough to seat all candidates in a U-shape, each candidate having desk space at which to work.
- break-out areas/rooms, enough for the total number of candidates / 4.
- A separate room in which candidates take lunch and coffee breaks.
- Wi-Fi with code availability for the instructor's laptop.
- A MAC Laptop - Minimum spec to include 2.2 Ghz Intel Processor; 4GB RAM; USB port; Mac OSX v 10.6 or above; Keynote v6.6 or above.
- Speakers for the MAC Laptop with 3.5mm jack.
- A projector, minimum 2000 ANSI Lumens light power, minimum contrast ratio 1800:1
- An adapter to connect MAC Laptop to the projector.
- A projection screen.

- A laser pointer.
- A flip chart or white board, minimum size A1, non-permanent markers and eraser.
- Personal name badges for all participants, minimum size 7.5cm x 5cm, in the largest font possible to include first name in bold, and MNA 3 code letters in normal font.
- Desk name badges, minimum size 30cm x 10cm, in the largest font possible to include First name in bold, second name and MNA 3 code letters in normal font.
- Printed material, in A4 and colour, with 1 copy for each candidate and each instructor - as provided electronically by WS.