

Guidelines to Bid Candidates for 2018 – 2020

World Sailing Women's Match
Racing World Championship

sport / nature / technology



Womens
Match Racing
World
Championship

1 General

1.1 Event Title

The official title of the event will be “20xx World Sailing Women’s Match Racing World Championship” and this title must always be used in relation with the event. Organisers need approval for any translation of the title for the use in the language of the host nation if the official language of the host nation is other than English.

In the event of a title sponsor being found, World Sailing (WS) may approve a change of name to reflect the sponsorship arrangements.

1.2 Event Dates

There are no fixed dates for the Championship in 2018 – 2020 and WS is prepared to consider a bidder’s preferences. WS will make the final decision on the dates for the event after consultation with the successful bidder and also considering the world match racing calendar.

1.3 Bid Process

Bids for the 2018 Championship Friday 5 May 2017 at 12.00hrs UTC

Bids for the 2019 Championship Friday 1 December 2017 at 12.00hrs UTC

Bids for the 2020 Championship Friday 1 December 2017 at 12.00hrs UTC

There will be no visits by the members of the WS Match Racing Sub Committee or the WS Executive Committee to the bidding cities or countries and no direct approach must be made to them. If an WS committee member must travel to a bidding city or country for any reason, the bidding city or MNA 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.

2 The Role of World Sailing after the Bid Process

2.1 World Sailing Technical Delegate

WS will appoint an WS Technical Delegate who will represent WS in its relations with the Organising Committee, during the preparation of the event and during the Championship. The WS Technical Delegate will conduct a site visit following the award of the bid – this site visit is usually held before the event, but further visits may be made if in WS’s opinion it is necessary to do so. The Organisers are responsible for the travel and accommodation expenses of the WS Technical Delegate during all site visits and during the event.

2.2 World Sailing’s Responsibilities and Functions

- a To approve the sailing venue
- b To advise and approve on the specification and technical aspects of the venue
- c To approve the proposed supplied equipment (boats)
- d To approve the logistical support for the racing (including race committee boats, umpire RIBs etc)
- e To negotiate and agree the Championship’s agreement with the Organising Committee
- f To establish the format of competition and the schedule for the Championship, considering the characteristics of the venue and the equipment selected
- g To establish and operate the qualifying system for the Championship (if any)
- h To appoint the WS race officials following consultation with the Organising Committee
- i To advise on any sponsorship rights and sales plan with the Organising Committee
- j To approve all branding, marketing and communication material
- k To approve the event website (this may be hosted by WS)
- l To advise on the communications plan and facilities for the media
- m To approve any WS VIP arrangements
- n To approve the arrangements, programme and scripts for the official ceremonies

3 The Role of the Member National Authority

All bids shall be supported by a recommendation from the WS Member National Authority (MNA) in the host country.

There shall normally be only one bid per country. However, WS may accept more than one bid per country if the WS Member National Authority decides that it has equal good propositions for the Championship. In such case, all bids need to be clearly supported by the MNA and WS needs to give permission of allowing more than one bid.

The MNA will be required to sign the Championship event management contract between World Sailing and the Organising Committee to confirm that they know its contents and terms. The MNA, in support of the Championship, will assist both the organisers and WS by providing advice and technical support to the Championship to be run successfully.

Any if there is a conflict with any national rules and regulations, the WS rules shall apply.

4 Fees Charged by World Sailing

WS will not charge a sanction fee to the Organising Committee.

5 Entries

All entries shall be made according to an WS approved qualification system and the administration of entries, entry payment and accreditation shall be done by the Organising Committee.

5.1 Entry Fee

There shall be an entry fee to be paid by the competitor (the level of the fee must be approved by WS). The entry fee shall include any applicable taxes.

5.2 Damage Deposit

The Organising Committee may charge a damage deposit to be paid by the competitors in exchange for use of supplied equipment (the level of the fee must be approved by WS).

6 Marketing and Media

6.1 Media Rights

All image and moving image rights for the Championship are the property of WS although for the duration of the Championship and up until one year after, the image rights (subject to contract) may be given to the Organising Committee, event sponsors and accredited media/broadcasters.

Advertising space on the boats will be available to the Organising Committee as per the WS Advertising Code (i.e. on all areas of the supplied equipment). WS must approve the advertising arrangements and will require its own branding to be displayed in suitable places.

6.2 Marketing, Media and Sponsorship Support

The Organising Committee will be expected to provide a media programme that delivers international and national coverage of the event.

The WS Commercial Department is responsible for guiding and approving the marketing, media and sponsorship of the Event. The Event itself will be expected to recruit all personnel or appoint agencies to deliver an appropriate marketing, media and sponsorship programmes.

WS can provide details on preferred media facilities and how to run a successful event for the media on request.

6.3 Event Logo

The Event logo is provided by WS and must be included on all communication material and documentation.

7 The Boats

The Championship will be sailed in one-design keelboats (with spinnakers) supplied and maintained by the Organising Committee.

The Organising Committee should have at least 8 boats and a spare available if possible, when a spares inventory. 6 boats and a spare can be considered but this will limit on the proposed team capacity of the event. The boats must be equalised and be able to operate in a wide range of wind speeds. Sufficient spare equipment (such as spinnakers) must be available. The boats shall have a crew of between 3 to 5 people including the skipper. The average weight of the crew will be 87.5kg.

Bids shall contain full details of the proposed boats, including the number available, their age, condition and number of average days use over the last 3 years.

The boats shall be supported by a dedicated boat support team (bosun/match support) able to fix damage at the venue.

8 Possible Schedule of the Championship

The schedule of racing must be approved by WS before the notice of race is issued. A potential schedule would look like:

- Day 0** Registration, Opening Ceremony
- Day 1** Qualifying Rounds
- Day 2** Qualifying Rounds
- Day 3** Qualifying Rounds
- Day 4** Quarter-finals, Play-offs
- Day 5** Semi-finals and Finals, Closing Ceremony

9 Format of Racing

The format of racing will be decided by WS in consultation with the Organising Committee. WS currently expects the format to include qualifying round robin(s), quarter-finals, semi-finals and finals. Play-offs for lower ranked positions may also be included and a repechage may be included as well depending on the overall schedule.

The format may be changed by WS at any time.

10 WS Officials, VIPs and Personnel

The following people will be present at the Event:

- a** 1 WS Executive Committee Member
- b** 1 WS Technical Delegate
- c** 8 to 10 WS International Umpires (final number determined by WS)
- d** 1 WS Course Representative

10.1 Appointment of Officials

The appointment of the WS Officials is solely a matter for WS. WS will endeavour to appoint a balanced team that does not incur a disproportionate amount of travel expenses; however the appointments must reflect the status of the event as a World Championship and therefore have a global balance of appointments with appropriate strength in the officiating team.

National umpires may be appointed to the umpire team at WS's discretion.

10.2 Travel, Food & Accommodation for WS Officials

The travel, food and accommodation for the WS Officials and VIPs are the financial responsibility of the Organising Committee. WS will pay the travel costs of the Executive Committee Member.

11 Venue Facilities

11.1 Venues

The venue should be located reasonably close to the competition (racing) area and have full facilities for competitors and officials (as set out below).

11.2 Competition Area

Competition area requires a windward/leeward course of 0.8nm, ideally located in close proximity to the shore, to facilitate viewing of the racing.

The minimum depth must be such that the racing boats can get close to the shore with no impediment. The maximum depth shall not be more than 45 metres. If the depth at the course area exceeds this, special permission from obtained from WS.

Maximum current shall not exceed 1 knot. If the current (tide) at the course area exceeds this, special permission should be obtained from WS. Details on wind, current and waves shall be presented to WS.

The competition area should be free of any commercial or recreational traffic.

11.3 On-shore Facilities

Official flagpole for signals ashore should be in or near the boat park(s).

Sufficient toilets/fresh water showers shall be provided for all male/female competitors registered.

Additional shade/shelter should be provided along the edge of the boat park area for teams/groups to relax if hot conditions are likely.

Rubbish collection containers shall be provided within all areas which include setting an example for recycling. These should be emptied daily.

12 Additional Requirements

Bids should explain the security arrangements for the venue and the distance to fuelling stations.

13 Mooring Facilities

The racing boats should be moored as close as possible to the venue on pontoons. Mooring for the umpire RIBs, coach boats, media boats and race committee vessels should also be nearby.

14 Official Boats

The following is an estimate of required boats:

- a **Race Committee and Umpires:**
 - A starting vessel between 30 to 40 feet long typically (depending on the size of racing boats) – 1
 - Mark-laying boats – 2
 - Umpire boats (rib) – up to 5 ribs of at least 5 metres in length and which shall be able to accelerate quickly with a small turning radius. Wake should be as little as possible. The boats must have 2 holders for the umpire signal flags, preferably located aft so the flag does not interfere with the umpires' vision.
- b **Press Boats**
 - Press Boats – sufficient boats for the number of registered journalists and photographers.

15 Competitors Facilities

Changing rooms and shower facilities for the competitors (male and female) shall be provided, with adequate toilet facilities.

A 'Sailors Lounge' or clubhouse facilities (with catering) should be available for all competitors. Preferably there shall be a wireless network for internet access throughout.

16 Medical & Doping

First aid facilities for competitors, team support personnel, OC personnel and officials should be available at each venue.

17 World Sailing Facilities at the Venue

WS will need an office for the WS Technical Delegate.

The International Umpires will need a secure office for their meetings. The room should be air-conditioned, must be able to seat ten people on chairs around a large table and provide whiteboards, flipcharts etc. This room should not double as a changing facility.

All offices will require equipment including fast internet connection (preferably cable), printers and phones. Internet access (preferably wireless) must be available.

18 Accommodation

18.1 Accommodation for Competitors

The competitors are responsible for their own accommodation during the Championship. However, it is important for a successful bid that there are sufficient options for competitors to find accommodation relatively close to the venues and for a reasonable cost. A good mix of hotels of different classes, apartments, bed & breakfasts, camp sites etc., are important factors when evaluating the bids.

If the Organising Committee wishes to offer accommodation as part of the entry fee then that is welcomed by WS.

18.2 Hotel Accommodation for Officials

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

The Officials may have long days (possibly until 21.00 – 22.00hrs) and arrangements for the evening meal must be able to accommodate this.

19 Equipment

The following equipment must be supplied by the Organising Committee:

19.1 Sound Signals

Starting signals shall be given with guns or horns and should be able to be heard at a distance of at least 200 metres. Other sound signals shall have a similar effect.

19.2 Visual Signals

All visual signals (flags) shall be a minimum size of 50 x 50cm and be displayed at least six meters above the water surface.

Umpire flags must be provided and be able to be placed in a holder in the umpire boat. The specifications for umpire flags can be found in the WS International Umpires Manual.

19.3 Marks

Each mark should be approximately 2 metres high and 1 metre in diameter. A range of different coloured windward marks must be available to facilitate multiple leg changes. The marks shall be suitable for carrying branding material.

20 Scoring & Results

It is vital that results are available quickly and are posted online. Consideration should be given by bidders to using Twitter, live blogging or other social media from the course area in order to deliver information quickly.

21 Documentation

The text for all official documents for running the competition will be supplied or shall be approved by WS. World Sailing must approve the notice of race and sailing instructions and no change may be made to these documents once they have been issued without the approval of WS.

22 Event Information Requirements

The Organising Committee must supply to WS, no later than 4 months before the event, a detailed information packet that will be helpful to participants planning their trip and budget for the event. Information should include nearest international airport, accommodation plan and recommendations, local transportation (taxi's, buses, etc.), meal plan, average air and water temperature and wind speed, planned racing venue, and other useful planning information. WS will then send the information packet to the participants.

Appendix 1 - Process Timetable

Bid Deadline 2018 Championship	Refer to 1.3
Decision by WS	Within one month of bid deadline unless extended by WS
WS Site Visit and Contract	TBD once bid has been awarded

World Sailing reserves the right at any point and at its discretion to make amendments to this timetable and process and will advise all bidders immediately if this occurs.

Appendix 2 - Bid Document Guidelines

As part of the bid, please ensure the following issues and questions are dealt with:

1 Motivation

Principal motivation for hosting the World Sailing Women's Match Racing World Championship.

The impact and legacy for your city/region of hosting the Championship.

2 General Information

Detail brief description of the country: geography, population and political structure.

3 Organising Committee

Please give details (including addresses etc) of proposed Organising Committee (OC).
Details of Member National Authority (MNA).

Detail members of the proposed OC, including a short CV for each member.

Detail permanent staff of bidding organisation (if relevant).

If you are outsourcing any event organisation (e.g. marketing/sponsorship), please state your intention to do so and if you have at this stage any details of the proposed partner organisation(s).

4 Venue

Provide a map of your city/region on which your bid is superimposed thus giving a complete visual overview of the venue, competition areas and surrounds. This map should include the location of all major infrastructures (venue(s), main hotel area, main transport infrastructure – airport(s), motorways, train station, etc.).

5 Public Opinion

You must declare to WS if there will be, or if there is reasonably likely to be, any opposition to the Championship.

6 Political Support - Government

The status of support of the national, regional, local government and city authorities for your bid and for the organisation of the World Sailing Women's Match Racing World Championship in your city/region.

Please confirm that the government guarantees free access to and free movement around the host country for all accredited persons on the basis of a passport (or equivalent document).

Please provide dates of any elections due to take place in your city/region/country and in your MNA between now and the time of the event in 2018 – 2020.

7 Candidature Budget

Should you be accepted as a candidate to host the World Sailing Women's Match Racing World Championship, describe how and by whom your candidature will be financed? What is your budget (in Euros) for staging the event? How will your event budget be structured (private vs. public financing vs. other financing)?

8 Government Contributions

What financial commitments have you obtained from your national, regional or local government and city authorities?

What are the expectations of the financing body/bodies in respect to rights and hospitality at the event?

9 Venues

Please detail the following:

Existing Sailing Venues:

Indicate the existing sailing venues, which you expect will be used for the World Sailing Women's Match Racing World Championship.

Please give a detailed description of the sailing venue(s) and provide maps and pictures if possible.

On The Water (Field Of Play)

Describe the sailing areas and indicate the position of the racing areas and surroundings - cliffs, mountains, current, sand bars, etc.

Submit [nautical chart](#) as attachment.

10 Accommodation

Please indicate the likely hotels/apartments where officials and competitors would be likely to stay.

11 Transport Infrastructure

Indicate your existing transport infrastructure: motorways and major urban arterial network, suburban rail, subway and light rail public transport systems.

Which is the main international airport you intend to use for the Championship?

For the airport(s) you intend to use, please indicate capacity (number of runways, number of gates, passenger terminal capacity), distance to the venue(s) and existing and planned public transport links to the venue(s).

12 General Conditions, Logistics and Experience

Proposed Dates Of The Championship:

State your proposed dates to host the Championship and specify your reasons.

Meteorology:

Please give detailed statistical information for the time of year and hours of racing including:

Average wind speed

Wind direction

Current speed

Current direction

Air temperature

Water temperature

Average number of days with precipitation

13 Experience

What experience have you had in hosting international sailing events or other international sports events?

Please list the major events held over the last ten years, indicating dates.

14 Environmental

Indicate any environmental programmes envisaged for the Championship. Recycling bins for paper, plastic and glass should be compulsory if there are existing laws in the country.

15 Other Initiatives

Please indicate any other initiatives that you may introduce to support the event.

16 Contact

All bids must be received by the World Sailing Executive Office by email by 12.00 (UTC) as stated in the 1.3 Bid Process.

World Sailing will confirm receipt of all documentation and all bids received will be treated as confidential.

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

Madeleine Dunn

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