



# ISAF Youth Sailing World Championship Event Manual

## Part 1 – Bid Manual

September 2015 edition

Part One is designated for ISAF Member National Authorities (MNAs) to decide to host the Championship. Furthermore this part should provide all information necessary to prepare the bid document and the presentation to the Evaluation Panel at the ISAF Secretariat, Southampton, UK.

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## PART I - PRESENTATIONS TO YOUTH WORLD CHAMPIONSHIP SUB-COMMITTEE

### 1. Bid Document

An MNA interested in hosting the event should email the ISAF secretariat to inform them of their intent to bid and request a Bid Summary Form. This completed document shall be received at the ISAF Secretariat no later than **1 November** four years before the championship.

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 bid to host this championship must follow the following principles to ensure the integrity of the event.

- The ISAF Youth Sailing World Championship is the premier youth sailing championship in the world and is to mimic the Olympic Games experience.
- As many MNA's as possible in good standing with ISAF can enter a team. Selection of that team is the responsibility of the MNA.
- All equipment is to be supplied free of charge to the competitor in order to create a level playing field.
- All competitors, coaches and team leaders are to stay in one location with the venue and accommodation within walking distance if possible.

This final bid document shall be received at the ISAF Secretariat no later than **1 December** four years before the championship.

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

#### 1.1 General

- (a) Location of host venue, information about the country and region;
- (b) Proposed dates of championship (see Regulation 24.4.4);
- (c) Names of the host MNA, club/facility and recent event management history & experience;
- (d) Names of the members of the Organizing Committee, including the Event Director, the Principal Race Officer (if possible) and the main contact person;
- (e) Number of sailable hours per day (daylight hours)
- (f) Local weather and sailing conditions.

#### 1.2 Food and Accommodation

- (a) Accommodation arrangements
  - (i) competitors and team leaders
  - (ii) officials and jury members
- (b) Distance from the venue to the accommodation.
- (c) Number and type of meals

#### 1.3 Venue Location & Descriptions

- (a) Location of Venue
- (b) Boat Park & Secured Area

- (c) Launching Facilities
- (d) Building Facilities
- (e) Course Locations

#### 1.4 Travel and Equipment Transport Information

- (a) Local connections and information (airplane, train, ferry, road, taxi, bus)
- (b) Approximate cost of travel to the host country from the following main airport hubs around the world;
  - (i) London Heathrow, GBR
  - (ii) Schiphol, NED
  - (iii) Dubai, UAE
  - (iv) Hong Kong, HKG
- (c) Distance to the venue from the nearest main airport
- (d) Detailed logistics information regarding organised transport from the nearest airport to the venue
- (e) Logistics information regarding equipment transport from likely ports to the venue
- (f) General Tourist Information
  - (i) the venue
  - (ii) the country

#### 1.5 Financial

- (a) A preliminary budget including the recommended entry fee
- (b) Proposed arrangements for potential sponsors
- (c) Financial support from MNA, Government, NOC or others

#### 1.6 Pictures

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.

#### 1.7 Bid Presentation

The Organizing Committee are required to make a presentation confirming its bid to host the ISAF Youth Sailing World Championship at the ISAF Secretariat in Southampton, UK at the end of January or early February 3 years before the championship.

The bids will be presented to the members of the Evaluation Panel.

Each OC will have a time slot allocated for their presentation. The presentation should not exceed 2 hours which will include 30 minutes for questions and should enhance the bid document rather than repeat it. This should be an opportunity where the OC can highlight the advantages of the venue, provide some additional photographs or footage (video clip) and provide the understanding of their vision about the championship's spirit at the venue.

## PART II: OUTLINE OF GENERAL FACILITIES AND REQUIREMENTS

### 2. Facilities

## 2.1 Rooms

### (a) Regatta Office

Computer system for results, photocopier, printer/scanner, telephone, fax, radio communications, wireless internet,

### (b) Jury Room

Two protest hearing rooms with the minimum capacity of 10 – 20 people as observers will be encouraged to attend Jury hearings.

Waiting area adjacent to the meeting rooms for minimum 20 competitors being part of the hearings.

Jury secretary desk with computer, printer and photocopier located outside of the Jury Rooms

### (c) ISAF Race Officials Meeting Room

A room where jury members and ISAF Course Reps can have their meetings, leave their foul weather gear etc with wireless internet access and refreshments

### (d) Press Office

A room with desks for approximately 10-15 people. Dedicated wide bandwidth wireless (for media use only) and LAN internet suitable for uploading video and image files, local printer, photocopier, large monitors.

### (e) ISAF Office

An office located near the regatta office for 3 people and a small meeting area, with wireless internet.

### (f) Team Leaders Meeting Room

Meeting room for daily Team Leaders' Meetings (80-100 people). Requires a projector, white board, projector screen, PA system, tables & chairs (for 80-100 people).

### (g) Large Meeting Room/Area

Large room/area for Team Leaders/skippers' meeting on the Training Day (450 people). Requires PA System.

### (h) Debriefing Room

An amphitheatre style room for the daily debrief with the ISAF Coach, with projector and video screen, PA system suitable for approx. 300 plus persons. Also used for Rule 42 Presentation and Play True presentations.

### (i) Doping Control Area

A lockable private room to act as a doping control room with a minimum of 4 chairs and a small table located near a lavatory (toilet) large enough to have a person witness the sample collection, and a waiting area with chairs outside the doping control room

## 2.2 Outdoor Area

### (a) Championship Village

The village should be the core area of the event and include the dinghy park, the competitor's area, shower and toilet facilities, storage facilities, meeting rooms, Race Office and the main information desk.

### (b) Dinghy Park

The dinghy park requires an area for 250 boats and 60 Windsurfing Boards. This area should be easily accessible for trucks to unload equipment. In addition, there shall be a minimum of 10 water-hoses for rising the equipment and full-time security.

One Person Dinghies	3 x 4 m. per boat
Two Person Dinghies	7 x 4 m. per boat
Multihulls	5 x 10 m. per boat
Board racks	10 x 25 meter

(c) Competitors area

Competitor's area immediately adjacent to the Dinghy Park. Additional shade/shelter shall be provided along the edge of the area for national teams/group to meet and relax. There shall be a possibility to get additional drinks or to fill the provided water bottles. There shall be enough toilet, shower and changing room facilities for the competitors. Please state numbers of toilet, shower & changing facilities available in your bid.

(d) Main Information Desk

An information desk located in a place central place for both competitors and coaches where various information can be available.

(e) Secure Storage Facilities

(i) Equipment Suppliers

A secure area for storing spare equipment in either a lockable building or storage in containers. The space needed is approximately one 40' container or equivalent per supplier.

(ii) National Teams

There shall be storage area for competitors and coaches. This area should have easy access from the competitor's area. The provided space per competitor should be so that a sailing bag can easily be stored. The lockers shall be either lockable or as a preferred option behind a desk where a volunteer will hand out storage bins to the competitors

(f) Ramps

Launching ramp of no less than 50 meters wide and launching area for the boards (jetty with carpet)

(g) Ceremonies (at the venue) if required

Suitable area(s) for opening and closing ceremonies

## 2.3 General On-shore Facilities

(a) Official Notice Board (Large glass window area is ideal). In addition a General Notice Board for tourist info, advertisements etc.

(b) Flag and flag poles for competing countries

(c) Sponsorship and Event Flags/banners and flag poles and suitable banner branding sites

- (d) Lighting on the Boat Park
- (e) Medical facilities (first aid and doctor on call, close by)
- (f) Reliable wireless internet connection in competitor's area and the hotel. Note your available Wi-Fi speed.

## 2.4 On-The-Water Facilities

- (a) There should be the possibility of placing 3/4 course areas. Depending on the prevailing wind conditions and the number of hours that can be sailed during a day, an extra windward-leeward area for the Skiffs may be required.
- (b) The following boats will be minimally required (based on three courses):
  - (i) 4 Jury boats - ideally hybrid Ribs
  - (ii) 1 PRO boat – ideally Rib
  - (iii) 1 TD boat – ideally Rib
  - (iv) 3 Race Committee boats and 3 Pin boats
  - (v) 9 Mark layer/control boats
  - (vi) 3 Finish boats
  - (vii) 15 Rescue/marshal boats
  - (viii) 2 Press boats
  - (ix) 1 VIP/ISAF/Sponsor boat
  - (x) 1-3 Spectators boats
  - (xi) 3 Spare equipment boats for the board and boat suppliers
  - (xii) ISAF Coach boat(s) – Ideally ribs. If possible, one per course.
  - (xiii) 1 Photographer/Press Boat
  - (xiv) 1 TV/Video boat
  - (xv) A minimum of 3/4 Team Leader and Coach boats are required, one for each course. The coach boat for the Laser Radial course needs to safely accommodate up to 60 persons otherwise more coach boats are required. The coach boats for the other 2 courses may need to accommodate at least 30 persons.
- (c) All relevant flags, minimum size 70x50 centimetres, all of same size/shape
- (d) All relevant marks, Minimum height 1.70 meters + ground tackle

## 2.5 Outline Budget

- (a) All the above facilities.
- (b) Accommodation at Four star level, single room for the ISAF President or Vice President when visiting the Championship.
- (c) Travel and Three star level (single Room, with free wireless internet access) accommodation to the Championship for:
  - (i) International Judges and National Judges
  - (ii) 10 International Jury members
  - (iii) 3/4 ISAF Course Representatives
  - (iv) 1 ISAF staff member as media coordinator

- (v) 1 ISAF Technical Delegate
- (vi) Chairman of the Youth World Championship Sub-Committee
- (d) Travel and accommodation for up to two site visits prior to the Championship by:
  - (i) Chairman of the Youth World Championship Sub-Committee
  - (ii) 1 - 2 ISAF staff members
- (e) Breakfast, packed lunches, dinner for 450-500 people plus pasta/rice/beans after racing and fruit and nutritional snacks before and after racing. Special attention for enough carbohydrates and variety in the food.
- (f) Transportation to and from the airport for all official visitors/competitors and provide detailed travel information for all other visitors to the venue.
- (g) Signage around the venue indicating regatta office, jury offices etc.
- (h) PA system at the venue as well as at the boat/board park.  
This should be adequate for the opening and closing ceremonies.
- (i) Results calculation system.
- (j) 24 hour security between the time that the boats and boards are delivered and the time they are taken away.
- (k) Opening and Closing ceremonies.
- (l) Social activities as set out in section 5.4
- (m) Fuel for all boats in 2.4(b).
- (n) Telephone and fax facilities - to accommodate calls from the regatta office and press offices.
- (o) Three letter country codes for the sails and the provided boats.
- (p) Bibs for all competitors (400 approx)
- (q) Printed material: notice of race, sailing instructions, letterhead, programme, entry papers, accreditation & poster.
- (r) Transport for Supplied equipment and return to designated suppliers.
- (s) Insurance for the event and the boats /boards.
- (t) A TV camera team and production of daily highlights for internet broadcast, daily video news release and a half hour programme plus distribution.
- (u) Tracking and a minimum of 2D graphic presentation (via the ISAF website) for all events or for limited events rotated each day.
- (v) Professional official event photographer

### 3. Schedules

The schedule is for an event based in Europe/North American for illustrative purposes. The final venue decision will be taken at the Executive Committee meeting in February. For a December Youth Worlds, the schedule would remain the same until the final year and will adjust accordingly and as defined by ISAF

October Year 1

An interested Member National Authority will email intent to bid to the ISAF Secretariat and request a Bid Summary Form.



November 1 Year 1	A completed Bid Summary Form is completed by the Member National Authority and returned to the ISAF Secretariat.
December 1 Year 1	A full application is submitted by Member National Authority to the Evaluation Panel, through the ISAF Secretariat, following the bid guidelines.
December 10 Year 1	The Evaluation Panel to shortlist bids (if required) and invite Member National Authorities to present their bid in Southampton, GBR.
February Year 2	Nations interested in hosting Championship make presentations to the Evaluation Panel. Final Host Nation recommendation is made to the Executive Committee
Feb-Apr Year 2	Venue visit by the Technical Delegate Meet with Organizing Committee Visit the proposed accommodation Visit the proposed dinghy park, competitors areas
May Year 2	Confirmation of the venue at the Events Committee Mid Year Meeting
July Year 2	Organizers visit of the Championship – proposed duration 2-4 days
Autumn Year 2	ISAF will send the contract, MNA to sign
October Year 2	Information to be sent to confirm Equipment selection
November Conference Year 2	Progress report and update Confirmation of Equipment Opportunity to apply to ISAF to change or amend any agreed information supplied in the original bid document.
July Year 3	Organizers visit the championship – proposed duration 2-4 Days. Contract discussions with Manufacturers
November Conference Year 3	Progress report and update Opportunity to apply to ISAF to change or amend any agreed information supplied in the original bid document.
July Year 4	Organizers Visit the Championship for the Whole Event: Event Director, PRO/Competition Manager/ Presentation for Competitors and Coaches Notice of Race drafted Final contract with manufacturers
November Conference Year 4	Progress report and update Approval of Notice of Race Opportunity to apply to ISAF to change or amend any agreed information supplied in the original bid document.
December Year 4	Invitations sent to MNAs, entry system in place
January Year 5	Draft Sailing Instructions from ISAF to PRO
January Year 5	Boat Reservation Deadline
15 April Year 5	Entry Deadline
Spring Year 5	Site Visit Technical Delegate & Media / Marketing Staff Member Approve Branding & Media Plan
June Year 5	Sailing Instructions Published
End of June Year 5	Equipment Delivered at Venue

## 4. Officials

### 4.1 ISAF VIPs

ISAF will send the following officials as representatives for the Opening and Closing Ceremony:

- (a) ISAF President; or
- (b) ISAF Vice President

#### 4.2 ISAF Officials

ISAF will appoint the following officials:

- (a) Chairman of the Youth World Championship Sub-Committee
- (b) 1 ISAF Technical Delegate
- (c) 1 ISAF staff member as Press Officer
- (d) 6 International Judges
- (e) 3 ISAF Course Representatives

#### 4.3 Event Officials

ISAF will approve the appointment of the following officials:

- (a) Event Director
- (b) Principal Race Officer

The following Officials are needed to run the event in a successful way and sufficient volunteer teams will be required to support the officials in carrying out their duties.

Position	Reporting to	Description
Chairman of the Organizing Committee		Responsible for the event in general
Liaison to the National Federation		Usually President, Vice President or Secretary General of the MNA
Event Director	Chairman OC	Manages the Event with overall responsibility
Competition Manager	Event Director	Responsible for the "sailing" part of the event
Principal Race Officer	Competition Manager	Responsible for the race management
Course Race Officers (3 pers)	PRO	Responsible for the race management on one race course
Equipment Manager	Competitions Manager	Responsible for Boats and Race Committee Equipment
Damage Officer	Competitions Manager	Responsible for handling of damage deposit
Beach Master	Competitions Manager	Responsible for Launching Facilities & Process
Event Secretary	Event Director	Responsible for Registration / Forms
Regatta Office Manager	Event Director	Responsible for Administration of Regatta/Notice Board, system management.
Volunteer Manager	Event Director	Responsible for the volunteer corps
Ceremonies Manager	Event Director	Responsible for organizing the Opening and Closing ceremonies
Accommodations Manager	Event Director	Responsible for accommodation/food
Social Activities Manager	Event Director	Responsible for social activities
Help Desk/Info Manager	Event Director	Responsible for the Main Information Desk
Accreditation Manager	Event Director	Responsible for the accreditation system
Transport Manager	Event Director	Responsible for transport of competitors and officials from Airport to Venue
VIP Manager	Event Director	Responsible for the VIP's
Communications Manager	Event Director	Responsible for media and non-race technical communications

## **5. Accommodation and Social Events**

### **5.1 Meals**

The following meals are to be provided:

- (a) Breakfast
- (b) Lunch (lunch pack)
- (c) Pasta after sailing
- (d) Dinner

Competitors, officials, jury, ISAF Representatives, sponsor representatives should take breakfast at the hotel, receive a packed lunch and be served dinner either in the hotel or club. The food for the event shall have enough variation and be regarded as sports food. The quantity of food especially is important. In addition, there shall be sufficient fruit and carbohydrate-rich food available.

Fruit and nutrition snacks are to be available before and after races. After racing pasta for competitors and coaches served at the venue is mandatory.

Disposal plates and plastics should not be used to minimize negative environmental impact. Re - useable water bottles that are provided and can be refilled are desirable.

Water and non-alcoholic drinks shall be provided with every meal. Furthermore, water shall be provided at the venue and at the race committee boats.

### **5.2 Accommodation**

#### **(a) Teams**

Costs for competitors' accommodation and meals shall be met by the organizers and included in the championship fee. Where possible all sailors, Team Leaders and Coaches should be accommodated at the same venue. If this is not possible and the competitors need to be accommodated in two or more venues then it is important that the quality and level of all the accommodation is the same and that all sailors staying in a reasonable distance to and from the boat-park.

#### **(b) Officials and Jury**

Costs for officials and jury accommodation and meals (at least single-room at a 3\*\*\* hotel) shall be met by the organizer

#### **(c) Sponsor**

The sponsor will meet their own costs of accommodation, however costs for meals, where served to everyone else should be met by organizers.

### **5.3 Transport**

If the hotel(s) is not within a 5 minute walking distance from the venue, sufficient transportation shall be arranged. Such transport should be reasonably flexible, particularly in the evenings due to protest hearings. Buses to and from the accommodation are acceptable.

### **5.4 Social Events Schedule**

It is the organizer's responsibility to provide a suitable schedule for social events and a number of occasions where competitors from different countries and classes can meet.

The following is the anticipated standard:

- (a) Practice Race Day 19.00 hours Opening Ceremony (Dinner can be served before or after the ceremonies)
- (b) After last race

Every evening there should be some simple activities organized to encourage the sailors get together.

### **PART III: COMMERCIAL RIGHTS AND EVENT BRAND**

#### **6. Commercial Rights**

ISAF is the owner of all commercial rights. All potential sponsorship and supplier arrangements must be approved by ISAF and must not in any way conflict or interfere with any of ISAF's existing sponsorship contracts.

The Event Logo will be supplied by ISAF. All materials that include the event logo or the ISAF logo must have written approval from ISAF.

### **PART IV: INVESTING IN THE LEGACY OF THE YOUTH WORLDS**

#### **7. ISAF Youth Worlds Emerging Nations Programme (YW ENP)**

The Organizing Committee shall run an ISAF YW ENP. Proposals should describe investment in equipment and programs to train youth sailors from host nation and neighbouring region. Programs, at least, will include:

- (a) Host multiple clinics with class and manufacturer support – Invite other nations to participate.
- (b) Use clinics to develop local coaching expertise to improve quality of coaching in the region.

- (c) Run small events in youth classes to encourage race management training of local/regional volunteers and host ISAF race management clinic/seminar in conjunction.

## **PART V: CONTACT**

All bids will be treated as confidential.

If you need a sample bid or further information please contact:

ISAF UK Limited

Ariadne

Town Quay

Southampton

Hampshire. SO41 2AQ

UK

Tel: +44 (0) 2380 635111

[www.sailing.org](http://www.sailing.org)

Email: [Katherine.Mason@isaf.com](mailto:Katherine.Mason@isaf.com)