World Sailing

International Umpires

Match Racing /Team Racing

Clinic

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World Sailing (UK) Limited
Registered in England and Wales
Company Number 3255744

General:

INSTRUCTIONS AND PROCEDURE

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1. The host Member National Authority shall complete the application form and, after consulting with WS about clinic dates, forward it to the WS office at least 3 month before the clinic.

2. WS Match and Team Racing Clinic usually last for two or three days with 90% of the activities on the water.

3. The clinic is open to attendees from the national authority that is hosting the clinic and from other nations.

4. The clinic language will normally be English. When deemed practicable this would be combined with the local language.

5. The maximum number of attendees is 24.

6. There should be no more than 8 umpire delegates.

7. The clinic does not provide the opportunity to sit any written test and is not designed to prepare attendees for application for International Umpire status.

8. WS does not issue certificates of attendance for participants in clinics but the host nation may wish to issue national certificates of attendance.

World Sailing shall:

1. Appoint one or two WS IU Instructors as clinic instructors.

2. Pay the travel expenses and instructor fees for the WS Clinic Instructor(s).

3. Publish the details of the clinic on the WS website.

4. Determine the clinic programme with the WS Clinic Instructors. Details of the programme will be given to the host member national authority and the organizers as soon as possible.

The Host Member National Authority shall:

1. Appoint a local coordinator and when relevant also a local instructor (this may be the same person) to assist the WS Clinic instructor(s). It may also be valuable to appoint a sailing coach.

2. Pay travel expenses, accommodation and meals for the local coordinator/instructor.

3. Provide and pay for meals and accommodation for the WS Clinic instructor(s).

4. Provide packages with meals (other than lunch and coffee breaks) and accommodation to attendees and determine the cost of this to individual attendees.

5. Provide classroom facilities and classroom training equipment. As a guide, the following are standard requirements for a clinic:

    - Data projector for a computer
    - Internet access
    - Magnetic white board
    - Instructor's table and chair
    - Use of a photocopier
    - Desk space for each delegate
    - Notepaper and pencil

6. Determine cost of the clinic attendance fee. It is suggested that the attendance fee also covers the cost of the Clinic instructors' meals and accommodation.

7. In cooperation with the instructor(s), provide each attendee with links for downloading the relevant documents.

8. Offer air travel packages to attendees, if available, to encourage attendance. If not available, attendees are to make their own flight arrangements.

9. Determine the final registration date.

10. Supply the ISAF with the above details for ISAF website as soon as possible before the clinic.

11. Liaise with ISAF Clinic instructor(s) in developing the daily clinic itinerary to coordinate times, etc.

12. Receive the registration forms directly in order to compile an attendees' list and send that to ISAF Secretariat and the instructor(s) as soon as possible.

13. Assist with queries about details of accommodation, hotel location, etc. and collect attendance fees (each attendee is solely responsible for payment of attendance fees to the host member national authority.