



# **World Sailing Green Event Guidance**

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**(This guidance could also accompany the World Sailing document: Race Management Manual; Regatta Organisation and Management)**

## Introduction

As public awareness of environmental damage from human activities grows, it is becoming increasingly important for event organisers to understand the environmental impacts of their event; in the interest of sustainability, sound strategic management, cost effectiveness and maximising sponsorship/funding. Event participants, supporters and spectators are also likely to want to ensure that they do as little damage to the environment as possible, while continuing to enjoy the event.

As World Sailing sets the standards for how its recognised events will be run, it could have a significant role to play in helping its MNAs, and the wider sailing world, to implement “green” measures by publishing and promoting Green Event Guidance for all events that are run under the World Sailing banner.

This document provides guidance to event organisers, officials, participants and support crew on how to ensure that environmental issues are taken into consideration during the planning, staging and aftermath of a sailing event

Guidance is provided for each role (organiser, official and participant) and is split into the following sections:

- Pre-event
- During the event
- Post –event

For race organisers, who bear the brunt of dealing with the event’s environmental impacts, each suggested action is graded Level 1 (basic, fundamental measures), Level 2 (measures requiring greater investment of time / money / resources), or Level 3 (measures which require significant investment of time / money / resources but which ensure that the event meets the highest environmental standards)

Every country will have its own legislation with regard to environmental matters so it is assumed that, as a bare minimum, event organisers and participants will comply with applicable domestic and international legislation. Each country will also be at a different point in terms of, for example, the ability to recycle waste – some countries have facilities to recycle a wide variety of materials, while in others the infrastructure is at a much earlier stage. It may therefore not be possible for organisers to implement some of the suggested measures if they are operating in a country where there is less of a support infrastructure for environmental improvements.

In organising a sailing event, the primary focus will be on the sailing, event logistics and, of course, on safety. It is recognised that for many event organisers, officials and participants, environmental considerations are perhaps something new and could be seen as another set of rules and regulations to comply with. Staging and participating in a “Green Event” could be seen in a very positive light however and could present new opportunities for promotion, media coverage and sponsorship.

Given that event organizers have complex logistics for the entire event to handle, with a huge number of tasks to accomplish, it may be helpful to enlist the aid of sponsors or key event patrons to emphasize their support for environmental measures being part of the event.

# Guidance for Event Organisers

## Pre-event planning stage

### **Work out which environmental impacts you are going to address**

One way of doing this is to assess the likely impact of the event in terms of:

- Waste (what type of waste will be produced? How much might be generated? How will it be disposed of? Can it be recycled? Are there ways of ensuring waste isn't generated in the first place?)
- Supplies required (What will need to be bought in to stage the event in terms of food/ catering, equipment, paper etc?)
- Transport (how will competitors, officials and spectators arrive and get around?)
- Energy use at the venue (tackling this, along with transport, can help to reduce the "carbon footprint" of the event)
- Water use (where is water used at the venue and can its use be reduced? Could rainwater be collected and used?)
- Oil and fuel (where will these be handled and stored, will there be on-water refuelling?)
- Wildlife and habitats (is the event site a protected area or a designated nature conservation area? Are there sensitive habitats or protected wildlife nearby?)
- Potential for pollution (Litter / fuel spills / cleaning products used on boats)

Having made a basic assessment of the kind of impacts that the event will have, you can make a decision based on the time available to you, budget, number of organisers, expertise, chances of success and the risk of a pollution incident occurring. This will help you to decide which impacts you want, or need to tackle first.

### **Assign roles and responsibilities**

A strong commitment and positive attitude towards environmental efforts are essential from team or committee members. Hold a short briefing to explain to the organising team what you are going to do and what the benefits are.

It is helpful to have a "Green Champion" who can oversee the environmental elements of the event and co-ordinate activity but it is also a good idea to get the whole organising team involved with implementing environmental improvements. In this way, "going green" becomes a part of what everyone does, and isn't viewed as something completely separate to all the other arrangements that are being made.

### **Assess the venue**

Many of the environmental impacts from an event will emanate from the base venue, so it is important that event organisers give some thought to how these impacts can be managed prior to the event. Event organisers will have to work closely with the venue management team and will, to some extent, be constrained in what they can do by the contracts already in place at the venue and the infrastructure available for such things as waste management – i.e. if recycling

facilities are not available in that country for certain materials, then it will be pointless installing recycling bins at the venue.

### **Publicise what you are doing**

In order to get support for the sustainable event code from all involved with the event, it is important to communicate clearly and concisely which measures are being taken and why. At the Youth Worlds in 2006, competitor briefings included detailed information about why the event was aiming to be as low waste as possible and the daily reminders about using the recycling facilities helped to ensure that most competitors adhered to the event code.

It is worth communication and marketing your environmental measures along with the rest of the event. It's not only newsworthy, it also offers a different angle for the media and you may get coverage from a wider range of media. In addition to newspapers and regular radio and TV coverage, find out about any radio or TV talk shows that feature community news or specialize in health and environmental news.

If you have sponsors who are supporting the environmental improvement measures or the event itself, explore whether they would like to involve their public relations and marketing people in planning media outreach and education.

## **Environmental Impacts**

### **1. Waste Management**

#### **Level 1 Measures (Basic)**

- Check with the venue how they deal with their waste – is waste separated into recyclable and non-recyclable materials for example?
- Find out how the venue deals with hazardous waste (oil / fuel / paint tins / cleaning products etc). This type of waste often needs to be separated from other waste so it is important that this kind of information is communicated to participants and support crew
- Find out if special provision needs to be made for food waste. Some venues may even have composting facilities
- Ensure waste bins are clearly marked with both written and pictorial signs to indicate what can go in them (bearing in mind that written signs may not be understood by participants from overseas)
- Try to limit the amount of paperwork that is sent out to competitors prior to the event. Try to use email and the Internet wherever possible and practical
- Remind sailors that they should not discharge any rubbish / garbage / litter overboard and that they should not drop litter at shore facilities (including cigarette butts). For added impact, include this rule in the Sailing Instructions

## **Level 2 Measures**

- Try and prevent waste in the first place by sourcing products with less packaging and by keeping any packaging to a minimum (see supplies section below)

### **Level 3 Measures**

- Where water drinking quality is good, provide competitors with a refillable water bottle (with space for them to write their name on it) and install water coolers or use taps at the venue to reduce plastic bottle waste. This measure is not suitable in locations where the quality of the drinking water supply is questionable.

## **2. Supplies & procurement**

### **Level 1 Measures**

- Hire in equipment or re-use equipment from previous events, rather than buying new where possible

### **Level 2 Measures**

- Try and source supplies locally wherever possible – particularly food, and use products that are labelled Fair Trade whenever possible
- Look for products that are recycled or are made of recyclable material – even prizes could be made of recycled glass for example. Timber should be FSC<sup>1</sup> accredited and paper should have at least 75% recycled content
- If you have any control over the catering, much waste can be reduced by specifying that individual portions of things like jam, butter, sugar, milk should NOT be used (although this can sometimes conflict with health and safety considerations)
- Provide environmentally friendly cleaning products to be used at docks or shore facilities

### **Level 3 Measures**

- It is important to work closely with sponsors and suppliers to ensure that their products and services are as environmentally friendly as possible. This can be achieved by establishing a standard contracting process. Sponsors and suppliers should be encouraged to follow some environmental requirements and comply with them. A basic measure would be to ask that every supplier and sponsor has an environmental policy in place. To take it further, ask that suppliers and sponsors have an Environmental Management System (such as ISO14001)

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<sup>1</sup> Forestry Stewardship Council

### **3. Transport**

#### **Level 1 Measures**

- Provide details of access to the venue via public transport in the event publicity materials and on the website
- Encourage car sharing amongst competitors / officials and spectators – publicise any local car share websites
- Try to encourage event attendees to stay at locations near to the event venue to minimise travelling and provide details of nearby accommodation
- Organise coaches / buses to bring competitors from accommodation if this is far from the event venue
- Provide bicycles for event attendees to travel locally and move around the site (if the event is a large one)

### **4. Resource Use (Energy and Water)**

#### **Level 1 Measures**

- Take meter readings (electricity, gas and water if possible) before the event so that you can work out how much of each has been used. These measurements can serve as baseline figures against which to make improvements in future events.
- Give participants the option to purchase carbon offsets to reduce greenhouse gas emissions from event activities, e.g., committee boats and shore facilities and their travel to the event. Details of offset companies can easily be found by searching the internet, although it is advisable to choose companies that are accredited to international Gold Standard level, or to an equivalent national level.

#### **Level 2/3 Measures**

- Fit trigger hoses to outside taps to ensure that water is not wasted from hoses being left running
- Consider installing large water butts to collect rainwater which can then be used for boat washdown

### **5. Pollution Prevention**

#### **Level 1 Measures**

- Require that all motorised support vessels carry spill kits to deal with small amounts of spilt oil and fuel and include this in the event joining instructions
- Liaise with the venue to ensure you understand which outside drains lead to foul sewers and which lead directly to the water body – put up signage to tell people to put nothing but clean water into the drains leading directly to the water body
- Remind attendees that they should not discharge untreated sewage or blackwater in harbour or close-inshore areas and include this rule in the Sailing Instructions
- To reduce noise pollution, minimise the use of noise generating equipment, including PA systems, generators, loudspeakers and megaphones – especially if the venue is situated in a location where there are nearby residents or where protected or sensitive wildlife could be disturbed

### **Level 2/3 Measures**

- Have a supply of spill kits available for visiting boats (either lend them / hire them or sell them)
- Establish a bunded<sup>2</sup> on-shore refuelling point and encourage all safety boat and support boat drivers to refuel in this area, preferably using no-spill refuelling devices

## **6. Wildlife and Habitats**

### **Level 1 Measures**

- Find out whether the racing area lies within or adjacent to any areas protected for nature conservation purposes – to do this, contact the relevant government department which is responsible for nature conservation or local nature conservation groups. If any areas are protected, ask whether it is the habitat or the species that live there that are protected and ask if there are any times of year at which the habitat or species are particularly sensitive to disturbance
- Include details of sensitive habitats and wildlife in the Sailing Instructions and ask competitors and officials to take special care or to avoid these areas

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<sup>2</sup> an area that has a low wall around it that can contain any oil which is spilled

# Guidance for Event Organisers

## During the event

### Overview

Once the event starts, the focus will, quite rightly, be on the sailing and ensuring that the event runs smoothly and safely for all involved. It is still possible to include a brief reminder to participants that there are things that they can and should do to ensure that the event minimises its environmental impact. During daily briefings, participants can be told about the various environmental “features” of the event.

Information about the event’s environmental features can also be put on the event website and displayed on posters around the venue.

If you ask for feedback about the event from competitors, support teams and spectators, then try to include a couple of questions about the steps you are taking to reduce environmental impacts – this will help you to assess how successful your efforts have been.

#### 1. Waste

##### Level 1 Measures

- Try not to print out copies of all notices for each competitor. Have large notice boards around the venue and put up copies of notices and instructions on these
- Liaise with the venue to ensure that waste is being collected promptly and check that waste is being separated correctly. If it isn’t, then better signage or more reminders might be needed

##### Level 2 Measures

- Organise a shore and sea cleanup team to ensure that all litter (whether from the event or not) is collected and disposed of properly. Enlist the help of volunteers to do this
- Monitor what kinds of waste are being generated and how often bins are having to be emptied (useful data for future events)

#### 2. Supplies & procurement

##### Level 2 Measures

- Monitor the use of consumables during the event (paper, cleaning products, food etc). This helps to establish if your forecasting of how much would be needed is accurate.

#### 3. Transport

##### Level 1 Measures

- Provide frequent information about any transport you may have provided (buses, minibuses etc) – i.e. what time buses will depart and arrive to go back to hotels / accommodation
- Put up posters / signs to encourage car sharing and put up a poster or have a desk at which people can register for car sharing

### **Level 2 Measures**

- Monitor how people are arriving at the venue – how many cars / vans etc to help plan for future events

## **4. Resource use (Energy and Water)**

### **Level 1 Measures**

- Encourage everyone to conserve energy by switching lights and electrical equipment off when they leave rooms
- Make someone responsible for doing a final check at the end of every day to ensure that computers, monitors, lights, photocopiers, TVs etc are switched off at the venue
- Check that taps are not left running after boats have been washed down

## **5. Pollution prevention**

### **Level 1 Measures**

- Ensure that all motorised support boats have spill kits on board
- Clearly mark where refuelling may take place on land (ideally within a bunded area)
- Emphasise in the daily briefing any anti-pollution measures (e.g. not discharging black water near shore, only refuel in permitted areas etc)

### **Level 2 Measures**

- Provide anti-spill funnels and drip catchers for on-water refuelling
- Provide a designated area for boat maintenance (e.g. sanding) and provide tarpaulins to collect any waste

## **6. Biodiversity, wildlife & habitats**

### **Level 1 Measures**

- Clearly mark where boats may be launched and recovered so that unnecessary trampling is avoided
- Include any information about sensitive habitats and species in daily briefings and remind event attendees of any restrictions as to where they can and cannot go
- Ask competitors and support crew to wash down their boats prior before leaving the event to prevent any species from being inadvertently transported to other locations where they are not native

## Guidance for Event Organisers

### Post event

After the event, it is worth spending some time evaluating what worked well and which measures could be improved, adopted, or abandoned for future events.

Key to understanding how effective environmental measures have been is implementing some form of monitoring so it will be helpful if data can be collected on how much energy and water was used, how much waste (and what kind) was produced and how people travelled to the venue.

If you have asked for feedback from attendees, and you included questions on the measures you have taken to address environmental concerns, then you will have a valuable source of information on what worked well and what could be changed.

## Guidance for Race Officials

### Daily Briefings

- In addition to the important event information given at the daily briefings, try to include a few details about the environmental features of the event. Let the competitors and support crew know what you would like them to do (e.g. recycle waste, avoid sensitive wildlife areas) and remind them at subsequent briefings if necessary

### Conduct – on shore

- Make sure you dispose of waste in the appropriate bin. Recycle your waste if the facilities exist and be particularly careful with any hazardous waste such as oil, batteries, used paint tins or solvent containers
- Be aware of the energy and water you are using. Switch taps and hoses off when you have finished with them and switch off any electrical equipment and lights when not in use.
- When fuelling up support boats, only do so in the designated areas (preferably in a bunded area – i.e. an area that has a low wall around it that can contain any oil which is spilled). If you need to refuel on the water, try to do so using a special fuel nozzle which catches any drips.
- If you are using cleaning products on your boat and equipment, try to choose environmentally friendly products wherever possible. These are now more commonly available in supermarkets and chandleries.

### Conduct – on the water

- Never throw any litter over the side. Secure loose items to stop them blowing overboard
- If you see any participants dropping litter over the side, make a note of the boat number and ensure that appropriate action is taken when back on land (depending on how strict your initial policy is. Some event organisers apply automatic disqualification to those seen dropping litter in the water).
- Use toilet facilities on shore wherever possible and use a holding tank if one is fitted on board. Do not discharge sewage within 3 miles of land.
- Be aware of sensitive habitats and species when out on the water. If you have been advised to avoid a certain area, please respect this request
- Always take a spill kit on board a support boat and if you do experience any fuel leaks, never use a detergent to disperse the spill, it makes the problem worse
- If anchoring, be aware of any sensitive areas of seabed (such as sea grass) that can be damaged by anchoring and motor forward to the anchor when recovering it, rather than dragging the anchor back to the boat
- Be aware of fuel consumption when driving RIBS and other powered craft needed to run the event. Reduce speed where possible as this will keep noise, wash and fuel consumption down

# Guidance for Competitors and Coaches

## Pre-event

By far the biggest environmental impact from competitors and their support crew is the carbon emissions caused by travelling to sailing events. These emissions come from the burning of fuel by planes, cars and trucks. For those competing at a high level, there will be a set schedule of training and racing events at locations around the world and there will be little choice as to which events they can attend. Many of the other environmental impacts from sailing events need to be managed or mitigated by the organisers. This does not mean that competitors cannot make improvements however and careful decisions about transport, equipment and conduct can make significant differences to the impact of an event.

### Transport

- Most competitors and support crew will be taking boats and equipment to events, so travelling by any form of public transport is likely to be impossible. It may be possible to share transport with other competitors though – whether this means putting more than one boat on a trailer (depending on the class of boat), or sharing cars or vans. Class association websites could be a good place to start to find others who might be going to the same event as you.
- If it is ever possible to travel to international events without flying, then going by train, bus or even private car is always the more environmentally sound option.
- Similarly when transporting boats and equipment greater distances, rail or ship provide a far more efficient means of transportation. These methods should be looked at first and may require more advanced planning to use them as the time is likely to be greater than air or road.

### Accommodation

- The type of accommodation chosen for the duration of an event can have a surprisingly large carbon footprint. Analysis done on the carbon emissions generated by a sailing team in the UK found that accommodating the team in a house or apartment has lower carbon emissions than each having a separate room in a hotel.
- The location of the accommodation is important to ensure that transportation around the venue is minimised and can either be achieved by walking or cycling.
- The environmental management of the accommodation can be checked on booking and amongst other factors should be included when making the decision on accommodation. Many hotels have published environmental policies and have environmental management in place in terms of energy, water and waste management. Others may go further and have food and procurement policies in place.

## **Equipment**

- If you will be taking along or using a support boat with an engine, take along a small spill kit in the event of any small spills of diesel or petrol while refuelling or in case of any engine leaks. The spill kit should contain some gloves and absorbent pads to place in the bottom of the boat which absorb any spilled fuel before it can get washed into the water. The kits may also contain an absorbent sock, which can also be placed in the bilge to help absorb spilled fuel.

## **During the event**

### **Conduct – on shore**

- Make sure you dispose of waste in the appropriate bin. Recycle your waste if the facilities exist and be particularly careful with any hazardous waste such as oil, batteries, used paint tins or solvent containers.
- Be aware of the energy and water you are using. Switch taps and hoses off when you have finished with them and switch off any electrical equipment and lights when not in use.
- When fuelling up support boats, only do so in the designated areas (preferably in a bunded area – i.e. an area that has a low wall around it that can contain any oil which is spilled). If you need to refuel on the water, try to do so using a special fuel nozzle which catches any drips.
- If you are using cleaning products on your boat and equipment, try to choose environmentally friendly products wherever possible.
- Wash-down boats before arriving and leaving site to reduce the spread of invasive non-native species from one location to another (these species like to hitch a ride on small craft and have been responsible for widespread destruction of native species in lakes, rivers and seas around the world).

### **Conduct – on the water**

- Never throw any litter over the side. Secure loose items to stop them blowing overboard
- Use toilet facilities on shore wherever possible and use a holding tank if one is fitted on board. Do not discharge sewage within 3 miles of land
- Be aware of sensitive habitats and species when out on the water. If you have been advised to avoid a certain area, please respect this request
- Always take a spill kit on board a support boat and if you do experience any fuel leaks, never use a detergent to disperse the spill, it makes the problem worse

## Quick Checklist for Event Organisers

KEY AREA	AIMS	MEASURES	LEVEL
Waste	<ul style="list-style-type: none"> <li>To minimise waste produced</li> <li>To reuse or recycle as much as possible</li> <li>To minimise waste sent to landfill</li> </ul>	<ul style="list-style-type: none"> <li>Check with the venue how they deal with their waste – is waste separated into recyclable and non-recyclable materials for example?</li> </ul>	1
		<ul style="list-style-type: none"> <li>Find out how the venue deals with hazardous waste (oil / fuel / paint tins / cleaning products etc). This type of waste often needs to be separated from other waste so it is important that this kind of information is communicated to participants and support crew</li> </ul>	1
		<ul style="list-style-type: none"> <li>Find out if special provision needs to be made for food waste. Some venues may even have composting facilities</li> </ul>	1
		<ul style="list-style-type: none"> <li>Ensure waste bins are clearly marked with both written and pictorial signs to indicate what can go in them (bearing in mind that written signs may not be understood by participants from overseas)</li> </ul>	1
		<ul style="list-style-type: none"> <li>Try to limit the amount of paperwork that is sent out to competitors prior to the event. Try to use email and the Internet wherever possible and practical</li> </ul>	1
		<ul style="list-style-type: none"> <li>Remind all involved with the event that they should not discharge any rubbish / garbage / litter into the water and any should use appropriate bins to dispose of litter ashore (including cigarette butts). This rule could be included in the Sailing Instructions</li> </ul>	1
		<ul style="list-style-type: none"> <li>Ensure waste is removed from the event by a trusted person</li> </ul>	1
		<ul style="list-style-type: none"> <li>Try not to print out copies of all notices for each competitor. Have large notice boards around the venue and put up copies of notices and instructions on these</li> </ul>	1
		<ul style="list-style-type: none"> <li>Liaise with the venue to ensure that waste is being collected promptly and check that waste is being separated correctly. If it isn't, better signage or more reminders may be needed</li> </ul>	1
		<ul style="list-style-type: none"> <li>Try and prevent waste in the first place by sourcing products with less packaging and by keeping any packaging to a minimum</li> </ul>	2
		<ul style="list-style-type: none"> <li>Organise a shore and water cleanup team to ensure that all litter (whether from the event or not) is collected and disposed of properly. Enlist the help of volunteers to do this</li> </ul>	2
		<ul style="list-style-type: none"> <li>Monitor what kinds of waste are being generated and how often bins are having to be emptied (useful data for future events)</li> </ul>	2/3
		<ul style="list-style-type: none"> <li>Provide competitors with a refillable water bottle (with space for them to write their name on it) and install water coolers or use taps at the venue to reduce plastic bottle waste (assuming there is a potable water supply)</li> </ul>	3

KEY AREA	AIMS	MEASURES	LEVEL
Pollution Prevention	<ul style="list-style-type: none"> <li>To minimise water contamination</li> <li>To minimise air pollution</li> <li>To minimise soil contamination</li> <li>To minimise noise pollution</li> </ul>	<ul style="list-style-type: none"> <li>Require that all motorised support vessels carry spill kits to deal with small amounts of spilt oil and fuel and include this in the event joining instructions</li> </ul>	1
		<ul style="list-style-type: none"> <li>Liaise with the venue to ensure you understand which outside drains lead to foul sewers and which lead directly to the water</li> </ul>	1
		<ul style="list-style-type: none"> <li>Minimise the use of noise generating equipment, including PA systems, generators, loudspeakers and megaphones</li> </ul>	1
		<ul style="list-style-type: none"> <li>Remind all crews that they should not discharge untreated sewage or blackwater in harbour or close-inshore areas and include this rule in the Sailing Instructions</li> </ul>	1
		<ul style="list-style-type: none"> <li>Have a supply of spill kits available for visiting boats (either lend them / hire them or sell them)</li> </ul>	2
		<ul style="list-style-type: none"> <li>Establish a bunded on-shore refuelling point and encourage all safety boat drivers to refuel in this area, preferably using no-spill refuelling devices</li> </ul>	3
		<ul style="list-style-type: none"> <li>Clearly mark where refuelling may take place on land (ideally within a bunded area)</li> </ul>	1
		<ul style="list-style-type: none"> <li>Provide anti-spill funnels and drip catchers for on-water refuelling</li> </ul>	2
		<ul style="list-style-type: none"> <li>Emphasise in the daily briefing any anti-pollution measures (e.g. not discharging black water near shore, only refuel in permitted areas etc)</li> </ul>	1
		<ul style="list-style-type: none"> <li>Provide a designated area for boat maintenance (e.g. sanding) and provide tarpaulins to collect any waste</li> </ul>	2

KEY AREA	AIMS	MEASURES	LEVEL
Energy and water efficiency	<ul style="list-style-type: none"> <li>To reduce energy use (and therefore greenhouse gas emissions)</li> <li>To save water - increasingly an expensive and scarce resource</li> </ul>	<ul style="list-style-type: none"> <li>Take meter readings (electricity, gas and water if possible) before the event so that you can work out how much of each has been used. These measurements can serve as baseline figures against which to make improvements in future events.</li> </ul>	1
		<ul style="list-style-type: none"> <li>Give participants the option to purchase carbon offsets to reduce greenhouse gas emissions from event activities, e.g., committee boats and shore facilities and their travel to the event</li> </ul>	2
		<ul style="list-style-type: none"> <li>Fit trigger hoses to outside taps to ensure that water is not wasted from hoses being left running</li> </ul>	2
		<ul style="list-style-type: none"> <li>Consider installing large water butts to collect rainwater which can then be used for boat washdown</li> </ul>	2
		<ul style="list-style-type: none"> <li>Encourage everyone to conserve energy by switching lights and electrical equipment off when they leave rooms</li> </ul>	1
		<ul style="list-style-type: none"> <li>Make someone responsible for doing a final check at the end of every day to ensure that computers, monitors, lights, photocopiers, TVs etc are switched off at the venue</li> </ul>	1
		<ul style="list-style-type: none"> <li>Check that taps are not left running after boats have been washed down</li> </ul>	1

KEY AREA	AIMS	MEASURES	LEVEL
Purchasing and procurement	<ul style="list-style-type: none"> <li>To ensure all purchasing and procurement decisions are made with regard to their impact on the environment</li> </ul>	<ul style="list-style-type: none"> <li>Hire in equipment or re-use equipment from previous events, rather than buying new where possible</li> </ul>	1
		<ul style="list-style-type: none"> <li>Try and source supplies locally wherever possible – particularly food, and use products that are labelled Fair Trade whenever possible</li> </ul>	2
		<ul style="list-style-type: none"> <li>Look for products that are recycled or are made of recyclable material – even prizes could be made of recycled glass for example. Timber should be FSC<sup>3</sup> accredited and paper should have at least 75% recycled content</li> </ul>	2
		<ul style="list-style-type: none"> <li>If you have any control over the catering, much waste can be reduced by specifying that individual portions of things like jam, butter, sugar, milk should NOT be used (although this can sometimes conflict with health and safety considerations)</li> </ul>	2
		<ul style="list-style-type: none"> <li>Provide environmentally friendly cleaning products to be used at docks or shore facilities</li> </ul>	2
		<ul style="list-style-type: none"> <li>Establishing a standard contracting process for sponsors and suppliers, who should be encouraged to follow some environmental requirements and comply with them</li> </ul>	3
		<ul style="list-style-type: none"> <li>Monitor the use of consumables during the event (paper, cleaning products, food etc). This helps to establish if your forecasting of how much would be needed is accurate.</li> </ul>	2

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<sup>3</sup> Forestry Stewardship Council

KEY AREA	AIMS	MEASURES	LEVEL
Transport	<ul style="list-style-type: none"> <li>To reduce the carbon emissions caused by travel to, from and during the event</li> <li>To reduce congestion and pollution caused by event related travel</li> </ul>	<ul style="list-style-type: none"> <li>Provide details of access to the venue via public transport in the event publicity materials and on the website</li> </ul>	1
		<ul style="list-style-type: none"> <li>Encourage car sharing amongst competitors / officials and spectators – publicise any local car share websites</li> </ul>	1
		<ul style="list-style-type: none"> <li>Try to encourage event attendees to stay at locations near to the event venue to minimise travelling and provide details of nearby accommodation</li> </ul>	1
		<ul style="list-style-type: none"> <li>Organise coaches / buses to bring competitors from accommodation if this is far from the event venue</li> </ul>	2/3
		<ul style="list-style-type: none"> <li>Provide bicycles for event attendees to travel locally and move around the site (if the event is a large one)</li> </ul>	3
		<ul style="list-style-type: none"> <li>Provide frequent information about any transport you may have provided (buses, minibuses etc) – i.e. what time buses will depart and arrive to go back to hotels / accommodation</li> </ul>	1
		<ul style="list-style-type: none"> <li>Put up posters / signs to encourage car sharing and put up a poster or have a desk at which people can register for car sharing</li> </ul>	1
		<ul style="list-style-type: none"> <li>Monitor how people are arriving at the venue – how many cars / vans etc to help plan for future events</li> </ul>	2

KEY AREA	AIMS	MEASURES	LEVEL
Biodiversity, wildlife and habitats	<ul style="list-style-type: none"> <li>To minimise damage to banks of watercourses, shorelines, sea / river / lake beds</li> <li>To minimise disturbance to wildlife.</li> <li>To minimise habitat damage and destruction.</li> <li>To minimise visual intrusion.</li> </ul>	<ul style="list-style-type: none"> <li>Find out whether the racing area lies within or adjacent to any areas protected for nature conservation purposes – to do this, contact the relevant government department which is responsible for nature conservation or local nature conservation groups. If any areas are protected, ask whether it is the habitat or the species that live there that are protected and ask if there are any times of year at which the habitat or species are particularly sensitive to disturbance</li> </ul>	1
		<ul style="list-style-type: none"> <li>Include details of sensitive habitats and wildlife in the Sailing Instructions and ask competitors and officials to take special care or to avoid these areas</li> </ul>	1
		<ul style="list-style-type: none"> <li>Clearly mark where boats may be launched and recovered so that unnecessary trampling is avoided</li> </ul>	1
		<ul style="list-style-type: none"> <li>Include any information about sensitive habitats and species in daily briefings and remind event attendees of any restrictions as to where they can and cannot go</li> </ul>	1
		<ul style="list-style-type: none"> <li>Ask competitors and support crew to wash down their boats prior before leaving the event to prevent any species from being inadvertently transported to other locations where they are not native</li> </ul>	1

