Para World Sailing Race Management Manual

2017-2020

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Member of the

International Paralympic Committee

The Para World Sailing Race Management Manual consists of the following parts:

Part 1 – Rules of Race Management

'Rules' as defined in the 2017-2020 Racing Rules of Sailing.

Part 2 – Guidelines for the Organizing Authority

Guidelines for the conduct of events for sailors with disabilities.

The objective of the Race Management Manual for Para World Sailing Events is to provide a standard set of recommendations for rules for racing that take into account the specific situations encountered in conducting events for sailors with disabilities. Part 2 provides recommendations for sanctioned events that are not 'rules'.

World Sailing strongly recommends that experienced sailors and officials with a sound understanding of the needs of sailors with disabilities be involved in the planning and preparation of Para World Sailing events.

History

For a number of years, sailors with disabilities competed in the Netherlands for the International Handicap Trophy. The first World Disabled Sailing Championship recognized by the IYRU (now World Sailing) was held in Switzerland in 1991 and subsequently have been held most years in a variety of countries around the world.

The International Foundation for Disabled Sailing (IFDS) was established in 1992 and changed its name to the International Association for Disabled Sailing (IFDS) in 2005. With the support of International Sailing Federation (ISAF), IFDS was the international body responsible for disabled sailing until 2015 when IFDS was integrated within ISAF. The international organization responsible for sailors of all abilities has been renamed World Sailing.

In 1996, sailing was included in the Atlanta Paralympic Games as a demonstration sport and was endorsed as a full medal sport in two disciplines, Three-Person Keelboat, Sonar and the One-Person Keelboat, (2.4mRt the 2000 Sydney Paralympic Games and the 2004 Athens Paralympic Games.

Competition took place at the 2008 Beijing (Qingdao) and at the 2012 London (Weymouth & Portland) Paralympic Sailing Competitions in three disciplines: Three-Person Keelboat (Sonar), Two-Person Keelboat (SKUD18) and One-Person Keelboat (2.4mR). The same disciplines will compete at the 2016 Paralympic Sailing Competition in Rio de Janeiro. Sailing has not been included in the Paralympic Sport Program for the 2020 Games.

Para World Sailing Championships have been held in the Paralympic Classes during each year of the Olympic/Paralympic Quadrennium. World and other championships may also be held in Multihulls, Blind Sailing and other disciplines. In addition, regional events are organized to encourage sailors to train for the Para World Sailing Championships and future Paralympic Sailing Competitions.

The Para World Sailing Committee is now responsible for looking after the interests for sailors with disabilities within World Sailing

<u>Contents</u>

Part 1 - Rules of Race Management

Preamble

The World Sailing Race Management Manual for Para World Sailing Events (RMM) and its Appendices are intended to provide guidance to Organizing Authorities and race officials on conducting racing for Paralympic sailors. The Manual itself is not a rules document, nor does it have the authority under the Racing Rules of Sailing to change any racing rule, national prescription to a rule, or class rule.

1. RULES

Changes and additions to the rules as defined in the 2017-2020 Racing Rules of Sailing are required for a Para World Sailing Event. These changes permit the classification of competitors with disabilities, the composition of crews on boats, and the adaptation of boats to be regulated at these events.

Below is suggested wording that should be included in the event's Notice of Race or Sailing Instructions, or both to become rules of the event.

Add to Notice of Race	Add to Sailing Instructions
1 Rules The Para World Sailing Functional Classification System. For a sanctioned event: The Para World Sailing Functional Classification System for Para World Sailing Events may be changed only with written authority of World Sailing or the Technical Delegate, if one has been appointed.	1 Rules The Para World Sailing Functional Classification System. For a sanctioned event: The Para World Sailing Functional Classification System for Para World Sailing Events may be changed only with written authority of World Sailing or the Technical Delegate, if one has been appointed.
3 ELIGIBLITY AND ENTRY For Level 1 events: In addition to comply with RRS 75 (Entering a Race), sailors competing shall be nationals of the country that they are	

representing and that country shall be affiliated to World Sailing through a Member National Authority.	
12 PENALTY SYSTEM Penalties for breaking rules related to functional adaptations: When a protest committee decides that a boat has broken rules related to functional adaptations, or a class rule, it may disqualify the boat or impose a scoring penalty of any percentage to be calculated in accordance with RRS 44.3(c), or give a warning.	14 PENALTY SYSTEM Penalties for breaking rules related to functional adaptations: When a protest committee decides that a boat has broken rules related to functional adaptations, or a class rule, it may disqualify the boat or impose a scoring penalty of any percentage to be calculated in accordance with RRS 44.3(c), or give a warning.
	18 SAFETY REGULATIONS ▪ A boat requiring assistance may drop her jib, luff her sails, display Code Flag "V". ▪ Racing rule 40 will be changed as follows: Athletes shall wear personal flotation devices at all times while afloat except temporarily, when not racing, while changing or adjusting clothing or personal equipment, or for reasons of personal hygiene. This requirement shall not be enforced in the case of a very severely disabled person for whom, in the opinion of the Technical Delegate, after consultation with the Chief Classifier, the wearing of a conventional PFD would result in diminished safety. ▪ Racing rule 41 is changed as follows: Support persons may go to the assistance of competitors, without interfering with other boats, if they consider that the safety of the sailor is at risk. Once assistance has been provided, a boat shall retire immediately from the race. A competitor who retires shall inform the race committee as soon as possible.

	19. CHANGE OF CREW
	- Only one change of crew shall be permitted during an event and only as a result of illness or injury. - Any such changes shall occur only with the written permission of the Technical Delegate, if appointed, or of the Race Committee if no Technical Delegate has been appointed. - Any change of crew shall not cause the team to become ineligible to compete under the Functional Classification System

Interpretation of the Rules of Race Management

In translating and interpreting these rules, the word 'shall' means mandatory and the word 'may' is permissive. It shall be further understood that the words "he" or "his" also represent "she" or "her." In case of a disagreement between versions in different languages, the English text shall govern.

The following sections of Part 1 of this Manual provide further guidelines and explanations of rule changes to be made for Para Sailing events.

2. World Sailing Branding Guidelines

All official documents related to World Sailing Sanctioned Events, such as Notices of Race & Sailing Instructions, should be approved by the Technical Delegate and conform with the World Sailing Branding Guidelines. All such documents should acknowledge World Sailing through display of the World Sailing logotype in accordance with the guidelines published by World Sailing or as authorised by the Technical Delegate, if one has been appointed.

Only sanctioned Level 1 Events may be called Para World Sailing Championships. The official name of each event shall be advised by World Sailing.

3. Competition Levels and Criteria

3.1   There are two levels of Para World Sailing Events. Based upon the Event Level, the event shall meet various criteria and involve various rules as specified.

3.2   Level 1 Events:

Para World Sailing Championships and the Paralympic Regatta.

3.2.1. These events shall:
   a) be fully sanctioned and authorised by World Sailing and overseen by the Para World Sailing Committee (PWS).
   b) include the recommended additions to the Notice of Race and Sailing Instructions. Competitors shall be classified according to the Para World Sailing Functional Classification System;
   c) include a World Sailing appointed Technical Delegate, an International Jury, an Adaptations Committee, an International Classification Committee, Class Measurers or Equipment Inspectors, and an International Race Officer as PRO;
   d) follow Part 2 of this Race Management Manual for Para World Sailing Events.

3.3   Level 2 Events

These are International Championships, non-World Status International Events and other events.

3.3.1. These events:
   a) shall be recognized by World Sailing and scheduled on the World Sailing calendar;
   b) shall include the recommended additions to the Notice of Race and Sailing Instructions. Competitors shall be classified according to the World Sailing Functional Classification System unless variations are authorised by World Sailing or the Technical Delegate, if appointed;
   c) may include a PWS appointed Technical Delegate, Jury or Protest Committee and a Classification Committee;
   d) shall use Part 2 of this Race Management Manual for Para World Sailing Events as a guide.

4. Classification Requirements

4.1   The classification requirements for competing in any Para World Sailing Event shall be published in the Notice of Race or six months prior to the event, whichever is earlier.

4.2   It is a sailor's responsibility to be classified before sailing in a Para World Sailing sanctioned event. Classification is proven by:
   a) listing of the sailor on the current World Sailing Functional Classification Master List as being classified (available online at http://www.sailing.org/sailors/disabled/competition.php)
   b) confirmation that an unclassified sailor, or one with a N or R rating that appears on the classification master list and that he is subsequently classified and found eligible to compete at that event.
   c) Sailors shall resolve any conflicts between Measurement and Classification schedules with the Measurer and the Classification Committee.
   d) Protests regarding a sailor's classification or a crew boat combined point total shall be heard according to the Para World Sailing Functional Classification System.

5   Adaptations

5.1   Adaptations are defined as equipment and/or modifications to a boat (such as, but not

limited to, steering devices, a chair or transfer bench) which are designed to assist the sailor while sailing.

5.2   Adaptations shall:
a) comply with existing class rules;
b) not raise the sailor more than 200 mm above the existing seat level;
c) not improve the sailor's performance beyond that of an able-bodied person;
d) not materially change the sailing characteristics of the boat;
e) not be judged unsafe, as determined by the Adaptations Committee.
f) Any competitor may be protested if he or she uses personal assistive devices and/or adaptations that were not presented as part of his or her classification evaluation.

6. Crew Classification and Actions of the Crew Within the Boat

For each class of boat that is used in Para Sailing, specific modifications or changes will be required so that sailors with disabilities may compete on a level basis. The World Sailing Para World Sailing Committee has specific recommendations for changes to the class rules that have been in effect for previous Paralympic Games. Some classes have already included these changes in their class rules.

For classes that have not incorporated changes into their class rules for disabled sailing, Racing Rule of Sailing 87 advises how the sailing instructions for an event may change a class rules. The rule requires that written permission of the class association for the change be displayed on the official notice board. Event organizers may collaborate with the class associations to provide for these changes to the class rules in time for competitors to prepare accordingly.

The following applies for PWS Level 1 Events:

6.1   Classes racing in Para World sailing level 1 events will be racing under their respective class rules

6. 2   For level 1 events each class must have a minimum of 6 boats from 3 continents to be considered a class championship

7. Change of Crew

7.1   Only one change of crew shall be permitted during an event and only as a result of illness or injury.

7.2   Any such changes shall occur only with the written permission of the Technical Delegate, if appointed, or the Race Committee if no Technical Delegate has been appointed.

7.3   Any such change of crew shall not cause the team to become ineligible to compete under the Rules of Race Management or the Functional Classification System.

8. Safety

8.1 Life Jackets

a) Racing rule 40 will be changed as follows: Athletes shall wear personal flotation devices at all times while afloat except temporarily, when not *racing*, while changing or adjusting clothing or personal equipment, or for reasons of personal hygiene. This requirement shall not be enforced in the case of a very severely disabled person for whom, in the opinion of the Technical Delegate, after consultation with the Chief Classifier, the wearing of a conventional PFD would result in diminished safety.

b) The use of an inflatable buoyancy aid that is stored uninflated in a belt pack does not comply with the definition of 'wear'.

c) PFD's shall be in good condition and shall comply with specifications approved by:

- A World Sailing Member National Authority;
- A state or national standards or certification authority.

d) RMM 8.1, (b) & (c) shall not be enforced in the case of a very severely disabled person (VSDP) for whom, in the opinion of the Technical Delegate, after consultation with the Chief Classifier, the wearing of a conventional PFD would result in diminished safety.

e) VSDP's seeking relief from RMM 8.1 (a), (b) & (c) above shall present themselves with supporting documentation to the Technical Delegate before the end of measurement.

f) Responsibility for the effectiveness of a PFD used by a VSDP shall be borne by the wearer. Responsibility for not wearing a PFD shall be borne by the VSDP.

8.2 Thermoregulation

a) Thermoregulation (both cooling and heating) devices, other than conventional clothing, may be worn by sailors except that such devices shall not be worn while racing as defined by the Racing Rules of Sailing (RRS).

b) A sailor wearing a thermoregulation device while racing breaks RRS 43.1(a).

c) The weight and placements of batteries or other equipment associated with thermoregulation devices shall be governed by Class Rules.

d) This rule may be changed by Class Rules or by the Notice of Race and the Sailing Instructions, but not for the Paralympic Competition, and any such changes shall comply with RRS 43.1(b).

9.Requesting Assistance

A boat requiring assistance may drop her jib, luff her sails display Code Flag "V" or take such other actions as may be specified in the Sailing Instructions. A boat using Code Flag "V" shall provide its own flag.

10. Technical Delegate

10.1   A Technical Delegate shall be appointed by World Sailing for Level 1 Events and by the PWSC for Level 2 Events.

10.2.   The Technical Delegate shall have final authority to rule on all racing and organizational issues that may relate to disability and the conduct of the event to assure conformity to Para World Sailing rules, World Sailing rules and International Paralympic Committee specific rules where applicable.

10.3.1 Further, the Technical Delegate:

(a)   Shall have the authority described in World Sailing Regulation 25.9.6;

(b)   Shall approve any written permission given by an owner or a chartered boat for drilling holes or attaching adaptations to the boat;

(c)   Shall have the authority to require that the Race Committee postpone racing on shore or afloat, to abandon any race or to abandon racing for the day based upon his assessment of wind, sea and/or weather conditions;

(d)   Shall represent World Sailing in all matters related to the conduct of racing, including requiring that the Race Committee perform necessary actions if, in the judgement of the Technical Delegate, the safety of competitors or the quality of racing is being, or is in danger of being, materially compromised.

(e)   Shall not be of the same nationality as the host organization except in exceptional circumstances which shall be approved by World Sailing.

11. Adaptations Committee

An Adaptations Committee shall be formed to rule on adaptations for Level 1 Events. The committee shall consist of an International Classifier, the Technical Delegate, and the Event Measurer or Equipment Inspector for the Class.

12. Course Length and Race Duration

12. 1   Course length shall be calculated so as to have a race whose target time is between 45 and 50 minutes for the first boat to finish. Failure of the first boat to sail the course and finish within the target time shall not be grounds for redress. This changes RRS 62.1(a).

12.2.   Courses may be shortened in accordance with RRS 32 but not prior to the completion of the second windward leg.

12.3.   Alternative course lengths or configurations may be used when specified in the Notice of Race and Sailing Instructions, with the agreement of the Organizing Authority , the PWSC and the TD for the event

Appendix 1 – Blind Sailing Rules of Race Management

1.   Application of Rules

This Appendix to the Rules of Race Management replaces the following sections of Part 1:

- Section 3. Competition Levels and Criteria
- Section 4. Classification Requirements
- Section 5. Adaptations
- Section 6. Crew Classification and Actions of the Crew within the Boat
- Section 12. Course Length and Race Duration

Blind Sailing Events sanctioned by World Sailing shall be governed by the Racing Rules of Sailing (RRS) including Appendix CBS (Experimental Match Racing Rules for Vision Impaired Sailors) when applicable.

2.   Competition Levels and Criteria

There are three levels of Blind Sailing Events. Based upon the Event Level, the event shall meet specified criteria and apply additional rules as specified.

(a) Level 1 Events:

(b) Blind World Sailing Championships.

(c) These events shall:

(a)   be fully sanctioned and authorised by World Sailing and overseen by the Para World Sailing Committee (PWS).

(b)   comply with all of Part 1 of this Race Management Manual for Para World Sailing Events and the Para World Sailing Functional Classification System & Procedures Manual;

(c)   include a World Sailing appointed Technical Delegate, a World Sailing approved International Jury, International Classification Panel, International Umpire Panel when applicable, an IBSA accredited Vision Classifier and an MNA accredited Principal Race Officer;

(d)   follow Part 2 of this Race Management Manual for Para-Sailing Events.

(d) Level 2 Events:

(e) These are International Championships, non-World Status International Events and other events. These events shall:

(a)   be recognized by PWS and scheduled on the World Sailing calendar;

(b)   comply with all of Part 1 of this Race Management Manual for Para World Sailing Events and the World Sailing Functional Classification System;

(c)   include a Jury or Protest Committee and/or a Umpire Panel where applicable, a Technical Delegate, an International Classifier and a qualified Ophthalmologist are also recommended;

(d)   use Part 2 of this Race Management Manual for Para World Sailing Events as a guide.

(f) Level 3 Events

(g) These are National or other championships.

(h) These events shall:
(a)   be recognized by PWS and scheduled on the World Sailing calendar;

(b)   comply with all of Part 1 of this Race Management Manual for Para World Sailing Events and the World Sailing Functional Classification System unless variations are authorised by the World Sailing Member National Authority;

(c)   include a Jury or Protest Committee, Umpire Panel where applicable and a qualified Ophthalmologist;

(d)   use Part 2 of this Race Management Manual for Para World Sailing Events as a guide.

3.   Classification Requirements

3.1   The classification requirements for competing in any World Sailing sanctioned Event shall be published in the Preliminary Notice of Race, the Notice of Race, or six months prior to the event, whichever is earlier.

3.2   It is a sailor's responsibility to be properly classified before sailing in a World Sailing or PWS sanctioned event.

3.3   Points system:
(f)   IBSA Vision Classification B1 = 1 point;

(g)   IBSA Vision Classification B2 = 2 points;

(h)   IBSA Vision Classification B3 = 3 points.

Any IBSA classified competitor may compete as B1 by agreeing to wear an approved blindfolding device* at all times when racing. *See definition 5.0 below.

3.4   Crew Classification

In the Three-Person Keelboat match racing events the crew shall be comprised of any combination of IBSA classified sailors. The cumulative total of IBSA points shall not exceed six. The helm may be IBSA classified B1, B2 or B3. All helms must wear an approved blindfold device at all times when racing.

In the Two-Person Keelboat match racing events the crew shall be comprised of any combination of IBSA classified sailors. The cumulative total of IBSA points shall not exceed five. The helm may be IBSA classified B1, B2 or B3. All helms must wear an approved blindfold device at all times when racing.

In the Four-Person fleet racing events the category shall be defined by the classification of the helm.

A Class B1 team will comprise of:

(a)   a B1 Helm;

(b)   a B1 or B2 Mainsheet trimmer;

(c)   a Sighted Tactician who shall not handle any controls at any time while
        racing;

(i)   a Sighted Crew who can handle all controls with the exception of the Helm, the
        Mainsheet and the Mainsheet Traveler.

A Class B2 team will comprise of:
(a)   a B1 or B2 Helm;

(b)   a B1, B2 or B3 Mainsheet trimmer;

(c)   a Sighted Tactician who shall not handle any controls at any time
        while racing;

(d)   a Sighted Crew who can handle all controls with the exception of the
        Helm,
        the Mainsheet and the Mainsheet Traveler.

A Class B3 team will comprise of:
(a)   a B1, B2 or B3 Helm;

(b)   a B1, B2 or B3 Mainsheet trimmer;

(c)   a Sighted Tactician who shall not handle any controls at any time while racing;

(d)   a Sighted Crew who can handle all controls with the exception of the Helm, the
        Mainsheet and the Mainsheet Traveler.

4.   Adaptations

4.1   Adaptations are defined as equipment and/or modifications to a boat to assist the
      sailor while sailing.

4.2   The following is prohibited while afloat:

(a)   Any addition, omission or alteration to supplied equipment;

(b)   The use of any equipment for a purpose other than specifically permitted;

(c)   The use of personal electronic instruments other than compass, watches and
        VHF transceivers. Compasses, watches and VHF transceivers may be
        provided by competitors themselves.

5.   Blindfolding

Blindfolding is defined as a method of preventing any form of vision. This can be
achieved by correct wearing of textile blindfolds, or preferably black-out wrap-
around glasses or blacked-out goggles. All blindfolding devices must be approved
by the Event Classifiers or Technical Delegate.

6.   Crew Actions Within the Boat

6.1   For Match Racing events, only Vision Impaired crew shall be on board while racing.

6.2   Crew shall remain in the cockpit or on the side deck, but shall remain inside lifelines where fitted. Crew may not go forward of the mast except temporarily to clear a line or set any equipment or in case of emergency.

7.   Course Length and Race Duration

7.1   For Fleet Racing events, course length shall be calculated so as the target time is between 30 and 40 minutes for the first boat to finish. Failure of the first boat to sail the course and finish within the target time shall not be grounds for redress. This changes RRS 62.1(a).

7.2   For Fleet Racing events, courses may be shortened in accordance with RRS 32 but not prior to the completion of the second windward leg.

7.3   For Match Racing events, course length shall be calculated so as the target time is between 10 and 20 minutes for the first boat to finish. Failure of the first boat to sail the course and finish within the target time shall not be grounds for redress. This changes RRS 62.1(a).

Part 2 - Guidelines for the Organizing Authority

Introduction

Part 2 of the World Sailing Race Management Manual for Para World Sailing Events (RMM) is designed to provide guidance to event organizers for the conduct of Para World Sailing Events. The topics outlined in this section are not 'rules' as defined in the Racing Rules of Sailing (RRS).

The matters discussed in this section fall into the category of good practice and desired procedures. Event organizers are nevertheless bound by these items, which may be changed only with the approval of the Technical Delegate. Reasons for change include practicality or because the Organizers can achieve the desired results in a more effective way.

The recommendations in this section will assist Organizers to avoid many potential pitfalls and difficulties and hopefully contribute to a successful event.

Documents, Facilities, Committees and Organization

1.   Venue Accessibility
   a) All competition areas, docks and onshore facilities used by competitors shall be accessible for people with physical disabilities and negotiable by people with vision impairment.
   b) A supply of nearby accessible accommodations is essential, along with accessible transport options.

2.   Venue Safety
   a) A site evaluation of the venue should include an assessment of accessibility of rooms, lifts, toilets, docks, moorings, parking and housing, appropriate ramps and assistive devices. Hazards for people with vision impairment should be included in this assessment.
   b) Regatta organizers and rescue personnel should be briefed on the needs of people with a disability and the safety issues related to this population.

3.   Race Documents
   a) The Notice of Race shall be posted on the event website no later than 9 months before the event. Preliminary Sailing Instructions shall be posted on the website no later than 30 days before the event.
   b) The Notice of Race and Sailing Instructions shall conform to the requirements of Appendix J and follow the form as laid out in Appendices K and L of the Racing Rules of Sailing.

4.   Race Management Policies

World Sailing Race Management Policies shall be applied with the following:

   a) Para World Sailing Race Management Manual Part 1 Section 12 (Course Length & Duration)
   b) Para World Sailing Race Management Manual Part 2 Section 12 (Time On The Water)
   c) The preferred Standard Course for the 2.4 Norlin One Design is Course L (Windward Leeward)

5.   Courses

   a) Courses shall be windward/leeward with lengths appropriate to conditions. An offset mark should be used at the weather mark for windward/leeward courses, and gate marks may be used for the leeward mark
   b) With the approval of the Technical Delegate, other course configurations may be authorized.
   c) The Technical Delegate shall approve the selection of courses for each class.

6.   Protest Time Limit

   a) For each class, the protest time limit is 90 minutes after the last boat has finished the last race of the day or the race committee signals no more racing today, whichever is later
   b) For Umpired events the decision for the umpire is final

7.   Event Series

   a) In Level 1 Events, four completed races shall constitute a championship series. Thereafter, if at least five races are completed, a boat's worst score shall be discarded. A further discard may be considered after nine races have been completed and scored.
   b) In Level 1 Events, the Low Point Scoring System (RRS A4) shall be used as amended in the Sailing Instructions.
   c) when the Match racing format is in place the match racing scoring system will be used

8.   Officials

   a) An International Jury shall be appointed by World Sailing for all Level 1 events.
   b) An International Race Officer shall be appointed as Principal Race Officer for all Level 1 Events.
   c) For Level 1 Events, the International Classification Committee shall consist of two teams, composed of two International Classifiers in each team as specified in the current Para World Sailing Functional Classification System & Procedures Manual.
   d) A minimum of one Equipment Inspector for each class shall be appointed for Level 1 Events. Appointments for Level 2 shall be approved by the Technical Delegate.

9. Insurance

9.1. The Organizing Authority shall acquire and maintain appropriate insurance including without limitation, insurance for a comprehensive general liability insurance in an amount of no less than USD$ 2.000.000 per occurrence (or equivalent in local currency), covering legal liability in respect of personal injury, property damage, and products (food, drink and merchandise supplied) arising out of the organization, promotion and management of the Event by the Organizing Authority, indemnifying:

a) The Organizers, including all of its personnel, volunteers and others, including members of the International Jury, Classifiers, Technical Delegate, Principal Race Officers and members of the Race Committee, assisting in the organization of the Event;

b) The Yacht Club(s) involved and Host National Authority each as an additional named insured for their respective rights and interests;

c) Any suppliers, resulting from use of their boats and equipment during the Event, as an additional insured for their respective rights and interests;

d) Each event sponsor as an additional named insured for their respective rights and interests;

e) World Sailing as an additional named insured for their rights and interests.

10. Safety and Rescue

a) A planned, written strategy for response to any emergency, on or off the water, should be prepared. This plan should include liaison with emergency services and be approved by the Technical Delegate.

b) All participants should be informed of the existence of and means to access medical assistance, including the name of the Medical Officer. This information should be posted on notice boards and supplied to participants with their registration packets.

c) A Safety and Rescue Officer shall be appointed to co-ordinate the response to any emergency.

d) Full rescue cover should be in place throughout official on-water practice times and racing.

e) Race Officials and Safety Boat personnel should be trained in man overboard drills in addition to powerboat operation. At least one Safety boat shall be supplied with a high volume water pump (400 litres per minute) for rescue purposes. It is also recommended that every official powerboat be equipped with a first aid kit and a life ring and cushion that can be thrown. A rescue boat should follow the last boat back to the harbour.

f) An event Medical Officer shall be appointed by the Organising Authority and a first aid room with appropriate facilities shall be made available. The Medical Officer should be a Medical Doctor or equivalent with a license to practice medicine in the event area. Adequately trained first aid providers or assistants should be on duty at all times during the event.

11. Boats – Equipment and Management

a) The following boats should be provided for officials:
- 1 Rigid Inflatable Boat (RIB) for the Technical Delegate
- 1 RIB per class for the Jury (maximum 3)
- 1 RIB for the Measurer(s)
- 1 RIB for the Classification Committee to monitor activity during practice sailing and racing

b) All RIBs should be a minimum of 4.7m.

c) All boats including safety, medical and coach boats, shall be clearly marked to indicate their function. Those boats not directly involved in race management, judging, or classification shall remain outside the racing area unless required for safety or rescue purposes.

d) All boats involved in race management and safety should be equipped with radios for communication between boats and for boat-to-shore.

e) The choice of competition equipment (classes of boats) should be published as soon as feasible before the event, together with details of any charter fees, insurance or other costs, where applicable.

12. Weather Forecasting

a) A weather briefing should be given before each racing day.

b) Updated and constant checks should be made with a weather forecasting agency throughout the racing period and the Race Committee should be kept informed of any likely changes or deterioration in conditions.

13. Time On The Water

a) The Time on the Water period begins one hour prior to the first scheduled Warning Signal of the day, or at the time that AP Ashore is lowered, whichever is later.

b) Time on the water shall not normally exceed 6 hours except with the consent of the Technical Delegate, if one has been appointed. This consent shall be granted only when wind, waves, temperature, and humidity are moderate.

c) The Warning Signal for a race shall not be made later than such time as would permit the race in question to be completed:
- within six hours of the start of the Time on the Water Period; and
- within the Time Limit described in the Sailing Instructions. Except as described in 12

d) Except with the consent of the Technical Delegate, time on the water shall be reduced to not more than five hours:
- when sustained winds exceed 18 knots or when sustained winds exceed 15knots and sea state can be described as 'difficult'. A good example of a 'difficult' sea state would be a short steep chop, generated by wind against current in relatively shallow water.
- when temperatures are lower than 15°C, or temperatures higher than 30°C along with high relative humidity, prevail.
- if the Time on Water exceeded 5.5 hours on the previous day.

e) A twenty (20) minute break shall be provided for each class so that competitors may attend to personal hygiene or other activities. This break shall occur either

after the second race of the day or as soon after 4 hours on the water as possible, whichever is earlier. Competitors or their coaches are requested to inform the RC Signal Boat as soon as they are ready to resume racing.

f) In the event that the Race Committee, on the water, displays "AP over H" (races are postponed, more information on shore) or "N" over "H" (races abandoned, more information on shore):

- the Time on the Water "clock" shall be reset to zero and shall restart in accordance with 12 (b); and
- "AP" over "H" and "N" over "H", when used, shall remain displayed for not less than 90 minutes to permit sailors to leave their boats and perform necessary tasks.

14. Organizing Committee Recommended Personnel

Role	Responsibility
Organizing Committee Chairperson	Conducting meetings of the organizing committee, primary spokesperson for the event.
Technical Delegate	World Sailing / PWSC Liaison, disability related issues, support for planning and conduct of the event.
Event Manager	Coordination of the event preparations and day to day management of the event.
Principal Race Officer	Overall supervision of race management and on-water activities.
Regatta Office Manager	Management of official, competitor and support personnel accreditation, and the provision of weather forecasts, competitor information and race results.
Sponsorship Manager	Funding in Cash and Kind, Liaison with Sponsors.
Treasurer	Event budget and accounting.
Accommodation Officer	Locating, inspecting and reserving suitable accommodation for officials and reserving blocks of rooms suitable for sailors with disabilities and their care givers.
Transportation Officer	Coordinating transfers between the airport/s, accommodation and sailing venue for officials and, in some cases, for competitors and support personnel.
Catering and Social Events Officer	Coordinating the provision of competitor and volunteer lunches, Opening and Closing functions other social events.
Hospitality Officer	Coordinating Opening and Closing Ceremonies, Invitation and hospitality for VIPs.
Communications Manager	Promotional and Media Activities.
Site Logistics Manager	Physical access and venue facilities.
Volunteer Coordinator	Recruiting and coordination of on-shore and on-water volunteers.
Dock Master	Coordinating the rigging, launching and retrieval of competition and support boats and the allocation of berths.
Bosun	Management and maintenance of race management and / or supplied competition boats ashore and afloat.
Medical Officer	Medical care of competitors, officials and volunteers involved in the regatta.
Safety and Rescue	Safety and Rescue Boats, First Aid, Respond to Emergencies

| Officer | on Shore and Afloat. |

15. Expenses

All expenses related to travel, accommodation and meals for the following officials are the responsibility of the Organizing Authority:

- Technical Delegate

- International Jury / Protest Committee

- International Classifiers

- Measurers / Equipment Inspectors

16. Checklist

The following is provided as an example checklist or Organising Committee Agenda for use by Organising Committees

Para World Sailing Event Checklist / Organising Committee Agenda

1.0	Organisation	
1.1	Organising Authority Structure	
1.2	Organising Committee Key Personnel: • Chairperson • Secretary • Technical Delegate • Event Manager • PRO / Race Management Representative • Finance & Sponsorship Manager • Communications & Media Manager	
1.3	Additional Organising Committee Personnel: • Volunteer Coordinator • Accommodation Officer • Transportation Officer • Catering & Social Events Officer • Hospitality Officer • Regatta Office Manager • Site Logistics Manager • Dock Master • Bosun • Medical Officer • Safety & Rescue Officer	
1.4	Schedule of Organising Committee Meetings	
2.0	Event	
2.1	Classes / Disciplines	
2.2	Divisions / Sub-Groups	
2.3	Expected Entry Numbers	
2.4	Eligibility Criteria	
3.0	Key Documents	
3.1	Governing Documents: • Racing Rules of Sailing • Race Management Manual • Functional Classification System	
3.2	Event Agreement	
3.3	Risk Management & Emergency Plans	
3.4	Event Permits and Authority Approvals	
3.5	Public Liability Insurance	
3.6	Notice of Race	
3.7	Sailing Instructions	
3.8	Boat Draw / Rotation System	
4.0	Schedule	
4.1	Event Schedule	
4.2	Close of Entries Date	
4.3	Registration	
4.4	Classification	

4.5	Measurement	
4.6	Practice Race	
4.7	Racing Program	
4.8	Sailor Forum / Meetings	
4.9	Opening Ceremony	
4.10	Social Activities	
4.11	Prize giving Ceremony	
5.0	**Race Management**	
5.1	Race Committee: ● Principal Race Officer ● Technical Delegate ● Course Race Officers	
5.2	Course Types & Race Areas	
5.3	PRO & Course Race Officers	
5.4	Race Management Volunteers	
5.5	Check & Prepare Supplied Equipment (if applicable)	
5.6	Race Management Boats: ● Start ● Finish ● Pin ● Course ● Safety	
5.7	Buoys & Ground Tackle	
5.8	Class Flags Afloat & Ashore	
5.9	Race Management Flags Afloat & Ashore	
5.10	Identification Flags for Race Management, Officials & Coach / Support Boats	
5.11	Shore Volunteers: ● Regatta Office ● Information Desk ● Parking / Traffic ● Boat Cranes ● Personal Transfer Hoists	
5.12	Regatta Office	
5.13	PRO / TD Office	
5.14	Race Management Meeting Room	
5.15	Competitor Briefing Room	
5.16	Weather Information	
5.17	Notice Board	
5.18	Results Processing & Posting	
6.0	**Technical Delegate (TD)**	
6.1	TD Site Visit	
6.2	TD Boat	
7.0	**Jury**	
7.1	MNA Authorisation	

7.2	International Jury / National Jury / Protest Committee / Umpire Panel • Chair • Deputy Chair • Members	
7.3	Jury Secretary	
7.4	Jury Room / Gear Storage	
7.5	Jury Boats (1 per class)	
8.0	**Classification**	
8.1	International Classification Committee • Chair • Deputy Chair • Members	
8.2	Classification Secretary	
8.3	Classification Rooms & Waiting Room	
8.4	Classification Rooms Equipment – Bench, Table, Chairs	
8.5	Classifiers Boat	
9.0	**Measurement/Equipment Inspection**	
9.1	Measurement/Equipment Inspection Committee • Chair • Deputy Chair • Members	
9.2	Measurement/Equipment Inspection Volunteers	
9.3	Measurement/Equipment Inspection Procedures	
9.4	Measurement/Equipment Inspection Facilities – Scales, Gantry, Tables, Certified Measures, Storage Area	
9.5	Decals/Stamps	
9.6	Measurer/Equipment Inspectors Boat	
10.0	**Competition & Support Boats**	
10.1	Supplied Boat/Charter Arrangements	
10.2	Container Storage & Access	
10.3	Trailer Storage	
10.4	Onshore Boat Storage	
10.5	Cranes, Accessible Ramps & Docks	
10.6	Personal Transfer Hoists	
10.7	Wheelchair & Prosthesis Storage	
10.8	Berthing Allocation (incl. Coach Boats)	
10.9	Security	
10.10	Repairs/Chandlery/Sail Makers	
11.0	**Competitors, Teams & Visitors**	
11.1	Venue access audit	
11.2	Competitor & Coach Registration	

11.3	Competitor Welcome Pack incl. local maps and information	
11.4	Lunches, Food & Beverage Service	
11.5	Toilets, Shower & Change Facilities	
11.6	Personal Gear Storage	
11.7	Laundry & Drying Facilities	
11.8	Local Hires of Assistive Devices	
11.9	Visitor Information	
11.10	Multilingual Services	
11.11	Spectator Boat/s (accessible) & Driver/s	
12.0	**Accommodation, Transport & Logistics**	
12.1	Accommodation, Transport & Logistics Coordinator/s	
12.2	Accommodation & Transport Access Assessment and publish list of options for competitors	
12.3	Competitors: ● Accommodation Options ● Transport Options ● Airport Transfers ● Car / Accessible Van Rental Options ● Hotel-Venue Transport	
12.4	Officials: ● Accommodation ● Airport Transfers ● Hotel-Venue Transport	
13.0	**Catering**	
13.1	Facilities Accessible to All	
13.2	Competitors & Support Teams	
13.3	Officials (incl. evening meals)	
13.4	Volunteers (lunches & refreshments)	
13.5	Welcome Function – Venue, Facilities, Physical Access, Catering, Entertainment, VIP Protocols	
14.0	**Social Program**	
14.1	Facilities Accessible to All	
14.2	Welcome Function – Venue, Facilities, Physical Access, Catering, Entertainment, VIP Invitations, VIP Protocols, Country Flags	
14.3	Mid Event Activities – Tours, Outings, BBQs	
14.4	Presentation Function – Venue, Facilities, Physical Access, Catering, Entertainment, VIP Protocols	
14.5	Functions included or additional to entry fees	
15.0	**Trophies & Prizes**	
15.1	Perpetual Trophies	
15.2	Trophy Replicas/Giveaways	
15.3	Other Presentations – Officials/VIPs	
16.0	**Communications**	

16.1	Communications & Media Personnel	
16.2	Identification of Potential Competitors	
16.3	Email Direct Marketing	
16.4	Event Logo	
16.5	Event Merchandise	
16.6	Event Website	
16.7	Online / Paper Entry	

16.8	High Speed Internet for Officials, Media & Competitors	
16.9	Event Program (incl. NOR & SIs)	
16.10	Media Release Schedule	
16.11	Daily Event Media	
16.12	Daily Race Commentary	
16.13	Photography / Video / Tracking	
16.14	Media Room	
16.15	Media Boat & Driver	
17.0	**Finance & Sponsorship**	
17.1	Finance & Sponsorship Personnel	
17.2	Event Sponsors	
17.3	Sponsorship Fulfilment	
17.4	Entry & Registration Fees	
17.5	Draft Event Budget	
17.6	Budget Review	
18.0	**Post Event**	
18.1	Debrief	
18.2	Check, Repair & Return Supplied Equipment (if applicable)	
18.3	Resolve any insurance claims	
18.4	Event Reports: ● Technical Delegate Report ● Chief Officials Reports ● Organising Committee Report ● Finance Report ● Report to Sponsors	
18.5	Thankyou Letters: ● Sponsors ● Officials ● Volunteers	