

INTERNATIONAL MELGES 24 CLASS ASSOCIATION

EVENT MANAGEMENT REQUIREMENTS 2019

For the World and Continental Championships and as
a guideline for National Championships

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PURPOSE

This document is intended to provide a guide to potential event hosts. The success of a major class championship is measured by its delivery. A consistency of standards is expected by the competitors and an opportunity for each host to impart their “signature” on the event ensures a win-win for all. This guide will provide the information you will require in order to make your decision on whether to bid, and will serve to assist organizers in preparing bids, planning, and running events.

OVERVIEW

- The following details the specific requirements for the management and infrastructure of World and Continental Championships for the International Melges 24 Class.
- It is understood that each venue/host will have specific considerations that may be quite different from others. This document aims to provide options where possible in order to facilitate the efficient delivery of events within reasonable means.
- Specific individual requirements may be identified as follows:
 - **“Shall”** – means a non-negotiable requirement, must be followed as written.
 - **“Should”** – means there is some latitude on how this requirement is to be met. Options may be offered in this document. If not, approval shall be sought from the IM24CA Championship Coordinator.
 - **“Suggested”** – leaves the option up to the discretion and sound management of the Event Host.
- This document is divided into specific management areas as follows:
 - A: SHORE FACILITIES
 - B: SHORE FACILITY MANAGEMENT
 - C: EVENT PERSONNEL
 - D: IM24CA PERSONNEL & MEDIA TEAM
 - E: RACE MANAGEMENT EQUIPMENT
 - F: RACE MANAGEMENT AFLOAT
 - G: EVENT MANAGEMENT ADMINISTRATION

A: SHORE FACILITIES

1. Moorings/Docking

- All competing Melges 24's shall be accommodated in marinas or moorings/docking accessible from the land. The boats should be grouped in the same area.
 - If all boats cannot be grouped in the same area, they shall be within a short walk from the event regatta center/notice board, and be in earshot of the P/A system.
- Jury and press boats shall be located as close to the regatta offices as possible.

2. Trailer Storage and Parking

- There shall be secure trailer storage for all the trailers. Storage should be close to the regatta site and easily accessible. It should be controlled during launching and recovery to ensure a good flow of traffic.
- 50 – 100 boats will mean a minimum of 75 – 175 cars and trucks.
- Parking should be available for the majority close to the regatta venue.
 - If this is not possible, it is suggested that shuttle arrangements between parking and the venue be arranged
- There should be parking available next to the moorings for the support truck from the class builder, sail repair team, official event equipment supplier, etc.
- There should be reserved parking for the Race Committee, Jury and press if possible.

3. Competitors Facilities

- There shall be toilets, and changing facilities available at the event site.
- Showers should be available at the event site if possible.
- There shall be secure storage as close as possible to the regatta site for spare sails and gear etc.
- There should be a boat yard/boat repair facility, a suitably stocked chandlery and a sailmaker/sail repair facility easily accessible to the competitors.
 - If not close by, transportation options shall be available.
- Appropriate quantities of rubbish collection containers shall be provided within the venue area. These should be emptied daily.
- A place should be made available for an IM24CA owners meeting if required – this normally takes place on one of the days before racing and lasts around 2-3 hours.
- There shall be a sufficient PA system audible throughout the main competitor social areas and the moorings.

4. Catering

- Food and drink should be available at the event site before racing each day and there should be an easily accessible source of packed lunches and drinks to take afloat.
 - If not at the event site, nearby options shall be identified.
 - Availability of fresh water for filling reusable bottles is suggested to have on site.
- After racing (often 2-3 races per day) suitable healthy, re-energizing snacks and drinks should be available either at the event site or very close by.
 - Food shall be free of charge and include easy food such as pizza, pasta, or other carbo foods. Beer, wine, and/or spirits are at the organizers option.

5. Social Events

- There should be a suitable number of social events depending on the duration of the event.
 - At minimum, this shall include an opening ceremony, and a closing ceremony/prize giving.
 - It is suggested that events of longer duration include a mid-week dinner or BBQ.
 - Daily, after sailing socials and prize giving are also suggested
- A suitable number of free evenings are suggested to allow visiting competitors and their families to enjoy the local community.
- It is recommended that social events be of a casual nature. If any functions require more formal attire, this shall be clearly indicated to all competitors well in advance.

6. Accommodation

- Accommodation details shall be provided together with good contacts with local tourist offices.
- Accommodations should be close to the event and provide options for all levels including camping if available.
- Accommodation for specified officials and IM24CA team members should be as close as possible to the event as per the **Event Personnel** requirements described later in this document.
- The Event Organizer should appoint a person to help with accommodation requirements for teams who may be travelling great distances.

7. Spectators and Families

- Spectator boat(s) should be made available. Availability and booking arrangements should be made available as early as possible.
- Spectator boats shall be driven by qualified people who understand racing and the need to keep their boats clear of the race boats. The spectator boats will be governed by the IM24CA Spectator & Press Boat Rules.
- It is suggested that a list of local attractions and side-trips should be available for families of competitors.

8. Prize Giving

- It is suggested that the prize giving format should be a reflection of the host city/country.
- It shall be part of the final festivities, either as a part of a dinner or a standalone ceremony.
- Ensure that there is adequate bar space and that the PA system can be heard by all those attending.
- Daily prizes should be awarded each day after racing.
- At the main prize giving, prizes shall be given to every crew member of the boat.
- The prize list shall be approved by the IM24CA.

9. Jury Secretary's Office

This should be part of the Race Office. It shall be equipped with:

- photocopier,
- desk/table & two chairs
- filing trays
- WiFi
- printer

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- mobile phone, unless supplied by the secretary
- computer, unless supplied by the secretary

10. Jury Room

- This shall be a clean, dry and weather-proof area furnished with a table and chairs suitable for up to 10 persons.
- It shall be suitable for confidential discussions.
- It shall have enough electrical connections for laptop power cables.
- It shall have WiFi suitable for multiple simultaneous connections.
- It should have printer if possible
- There shall be a separate room (or divided space) where arbitration can take place.
- If two (or 3) Jury panels are in operation, then two (or 3) Jury rooms will be needed, all equipped the same.
- The Jury rooms shall be close to the race office and easily accessible by competitors.
- There should be a waiting area; shaded (in warmer climates), warm (in colder climates) and dry with seating for waiting competitors.
- The Jury rooms should be secure and able to be locked so that Jury members can leave personal belongings (including computers) in the rooms.
 - If this is not possible, an alternate location shall be made available

11. Race Office

- The race office shall be easily accessible from the mooring/docking area.
- The race office shall only be accessible to authorized volunteers and officials.
- It shall contain:
 - Tables and chairs adequate for the staff using the room
 - The base station and mike for the PA system;
 - Secure storage for class and sponsor flags and equipment, tracking system equipment, charging stations for VHF, etc.
 - WiFi suitable for multiple simultaneous connections
 - Cellular coverage
 - A printer and photocopier
 - Stationery and supplies suitable for the operation of a small office
- It should contain:
 - A ship to shore base station or VHF radios capable of communication to/from the race course
 - facilities to tape record all radio traffic, in the event of an emergency
 - a mobile phone, unless staff bring their own

12. Notice Boards

- If possible, the official notice board should be an electronic board that is also mobile friendly. These are available through a variety of regatta software companies.
- There shall be a physical notice board as a backup to the electronic notice board or as the official notice board if an electronic solution is not available.
 - It shall be located close to the race office; they shall be well lit; weather proof and accessible 24 hours a day.
 - Notices shall be easily visible to competitors & officials; but impossible to remove except by authorized personnel.

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- The following notice board sections are required, along with the required size for physical notice boards, and shall be titled as such:
 - Official Notice Board - approx. 1 x 2metres
 - Jury Notices - approx. 1 x 2metres
 - Results - approx. 1 x 2metres
 - Class Notices - approx. 1 x 1metres
 - Weather - approx. 1 x 1metres
 - General Notices - approx. 1 x 2metres
- It is suggested that physical notice boards will be spaced out such that competitors can get to the board they wish to, during busy times.

13. Official Flag Poles

Official flag poles for each course area shall be provided close to the race office and easily visible from the mooring/docking area.

14. Other Flag Poles

The regatta site should have an appropriate number of flag poles for:

- National flags of participating countries,
- Title and associate sponsor's flags,
- These shall be kept clear from the official flag pole.

15. Equipment Inspection Area & Equipment Facilities

- The Event Organiser shall provide the following equipment for use by the Event Chief Equipment Inspector and IM24CA International Measurer:
 - Gantry or crane for boat weighing – must be available throughout the event; in a protected area, away from wind influence and protected from rain.
 - Currently certified load cell to weigh boats – min 1500kg, max 2000kg, with resolution 0,5kg calibrated for 760 – 840 kg.
 - Event stamps with water proof ink pads x 2; black
 - Indelible waterproof ink marker pens (black & silver)
 - Trestles for rig checks
 - If required, currently certified scale to check rig weights – 1x 50kg, 1 x 15kg, with resolution 100gr and 1 x 10kg with resolution 20gr.
 - Any additional equipment as may be required for detailed equipment inspection as specified by the class chief measurer.
- The Event Organizer shall provide an equipment inspection area available throughout the event, including sail measurement tables and other furniture as agreed with the IM24CA International Measurer. The area shall be protected from wind and rain.

16. Regatta Secretariat Office

- This is the main administration/registration center for the regatta and shall contain first aid facilities.
- It is the service center for competitor non-technical questions i.e. travel arrangements, accommodation problems, payments etc.
- It should contain tables and chairs adequate for the staff using the room, computers, printers, and a robust photocopier which sorts as it prints.
- It should be fully equipped with office consumables (pens, staplers, paper etc).

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- It shall contain a screened area for crew weighing and calibrated scales of min 150kg load
 - This area must be secure throughout the event
- There shall be a clear reception point which shall be staffed by knowledgeable staff. (volunteers)

17. Results Office

- This area should only be accessible by authorized persons, the fewer the better.
- This office could be combined with the Race Office if necessary.
- It shall be quiet, warm and dry and shall be furnished as follows:
 - It should contain tables and chairs adequate for the staff using the room
 - A printer
 - A computer, unless supplied by the scorer
 - WiFi
 - Mobile phone unless supplied by the staff

18. Press Office

- It shall be warm, quiet, and located on site as close to the main regatta centre as possible
- It shall contain the following:
 - Sufficient tables & chairs to accommodate the expected number of attending journalists (water, soft drinks, snacks) plenty of power outlets
 - High speed Wifi suitable for multiple simultaneous connections
 - Suggested for a separate dedicated network
 - A printer
 - A supply of water or soft drinks
- It shall be a secured area so journalists can leave their equipment there
- It shall be available to domestic & international journalists (invited/independent) only.

19. Food and Drink

Packed lunches including plenty of water, shall be provided free to race, and class officials and media, those going afloat on press boats and Event Organizer volunteers.

20. Security

- Interior spaces and rooms shall be secured when not in use
- Exterior areas such as moorings/docks, trailer storage, sail storage shall either be fenced and secured or the Event Organizer shall provide 24hr security.

21. Presentation Area

A dedicated area shall be provided to hold daily prize giving ceremonies. This shall have a backdrop with sponsors logos prominently displayed.

22. Incidentals

- Signage - All of the above facilities are to be clearly identified with signage except the Results office.
- First Aid facilities - These shall be clearly identified with signage and indicated on the event site plan.

- Site Plan - A detailed site plan shall be provided including all the above facilities plus the racing areas out to sea. It shall be printed in the event program. Large scale prints of same shall be located in the Regatta Secretariat & Beach Office and on the General Notice Boards.
- A detailed **Safety Plan** shall be published including evacuation process in case of emergency and available doctors/hospitals nearby.

B: SHORE FACILITY MANAGEMENT

1. Competitor Briefing

- A Competitor briefing shall be held before racing commences.
- The Race Officers, Members of the Jury and IM24CA Chairman and Championship Coordinator shall be present.
- It shall be held in a suitable area with PA system to ensure that everything can be heard.
- The Sailing Instructions shall be available for sailors to have read well before the briefing. Any questions on the SI shall be put in writing and answers should be published on the official notice board by the Race Committee or the Jury.
- Daily competitor briefings after racing should also take place.

2. Race Committee Briefing

- If a Race Committee briefing is held during the event for any reason, the IM24CA Championship Coordinator shall be present.
- The Race Committee should meet before racing each day.
- The Race Committee should also meet after racing each day to discuss any deficiencies and allow for time to remedy before the next day's racing.

3. Race Office Desk

- The Race Office shall be manned from 8am until the press has finished the day's work to ensure that information is available.
 - It suggested having a separate access/entry to the press office due to late working hours.

4. Results

- Results should be transmitted ashore at the end of each race.
- Updated results for both the overall and Corinthian division should be posted on the official notice board and the event web site as soon as they are processed and copies delivered to the Press Office.
- Provisional results should be available by the time the competitors come ashore or as soon after as possible.
- The scorer shall remain on site to await the Jury decisions.
- A final set of results shall be posted as soon as the Jury decisions have been processed and before the scorer leaves the site. They shall be copied to the press office.
- If a standard scoring system, such as SailWave, is used there should also be an accompanying registration system which includes the ability to post competitor lists, provisional and final results, competitor notices, protest schedules and results, and Jury and RC notices online.
- The IM24CA has its own scoring program and system available if required.

5. Launching and Lifting Out

- This shall be a managed system by the Event Organiser. It **shall not** be left to the competitors.
- Melges 24s can be launched/hailed either by crane or on a ramp. Whichever system is used, it must be so stated in the event Notice of Race.
- Crews are required to be in attendance and assist with the maneuvering of their boats under the instruction of the crane operator if used.
- The plans shall be published in advance and displayed at the regatta center.
- For lifting out at the end of the regatta, consideration shall be given to those who have the most immediate, legitimate travel requirements.
- The IM24CA expects a high standard of organization.
- There shall be:
 - Easy access to and from the cranes or launch ramps
 - Sufficient cranes, if used
 - Plenty of space for manoeuvring the boats, rigging, de-rigging
 - Sufficient wash down area with water hoses.
- **Launching**
 - Melges 24's are simple to launch.
 - All boats can erect their own mast.
 - If used, cranes should be restricted to this task only. Please do not forget that one crane may well be used by the Equipment Inspectors to check weight or appendages positions
 - the best and safest system to lower the keel is to put the boat in the water, lower the keel - then crane out the boat.
 - It is important that the cranes are positioned so that trailer can be easily maneuvered under the crane, and removed.
 - All boats are required to have an outboard engine and therefore should be able to make their own way to their mooring or berth.
 - There shall be several shore side officials (easily identified) to:
 - Control / instruct competitors going into the water.
 - Direct them to their marina berth.
 - Ensure those boats that require weighing or foil measurement have done so before launching.
 - These officials should be in radio contact with the Race Office.
 - Sailors will want to clean the boat before launching. You must allow a little time, but do not let this disrupt the launching schedule.
 - It's suggested to have a separate area to clean the boat before launch.
 - Do not allow boats under the cranes until they are ready to be launched.
 - Boats should be launched and recovered beside a pontoon or water level dock, which has plenty of fenders.
 - Ramp launching is a suitable alternative for most boats, but at least one crane is necessary to facilitate measurement.
- **Lifting Out**
 - It is essential to establish a strict rota for lifting out. This prevents barging and damage to boats as they maneuver for position under the crane.

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- Boats should be removed from the area of the crane to a car park or similar hard standing facility to facilitate masts being taken down and the boats packed away.
- A water supply should be available for boats to be hosed down prior to their covers being put on.
- Boats should not be lifted out during the regatta unless approval has been obtained from the Race Committee in writing and either one of the Race Committee or an appointed official is present.
- **Number of Cranes (lifting out)**
 - Organizers should work on the basis of 1 crane for every 40 boats.
 - If efficiently handled this should enable all boats to be lifted out and packed away in 2.5 hours.
- **Order of Lifting Out**
 - The order of lifting out shall be notified to competitors a minimum of 24 hours in advance.
 - Consideration shall be given to those competitors who have ferries to catch or are travelling long distances. Proof of legitimate requests should be presented to the Regatta Office at the beginning of the event.
 - It is important that shore organizers know the order of lifting out and enforce it.
 - It is **critically important** to clear the route between the crane and the de-rigging area for overhead wires or other obstacles.
 - This system will ensure that the operation runs smoothly.
- **Harbourside Organisation**
 - It is usual that there is relatively restricted room around the actual crane/launch areas and therefore designated rigging and packing area away from the launching area is most useful.
 - All boats on arrival should be sent to this area to remove covers and generally sort out the boat.
 - If there are no overhead obstructions, then the masts may be stepped. If there are overhead obstructions **please ensure there is clear signage and notification** to competitors to this effect.
 - If there are obstructions such that masts must be stepped at the crane immediately prior to launching, it should be understood that this will significantly slow down the process and should be avoided at all cost. In this case masts must be fully ready for stepping before being moved into position at the crane.
 - Owners will generally prefer to move their trailers and boats in and out of the crange area
 - Alternatively, the organizer can provide a vehicle to offer to do this task if convenient for the owners
 - Whichever is used, the requirement will be for the boats and trailers to be moved in and out of the crange area smartly so as to not block the cranes for others use and keep the process moving smoothly and efficiently.
 - Owners/crews must be present and assist from the time their boat/trailer is in the crane area until such time as the boat/trailer are completely out of the area to allow for the next boat to launch/lift out.

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6. Daily Prize Giving

- The daily prize giving ceremony should be held within 90 minutes of the boats returning to their moorings.
- Daily prizes should not be significant trophies. Small keeper awards, memorabilia, or sponsor merchandise are suitable.

SINGLE FLEET	OPEN DIVISION	CORINTHIAN
Daily Prizes	Winner of each individual race	Winner of each individual race

SPLIT FLEET	OPEN DIVISION	CORINTHIAN
Daily Prizes (Qualification series)	Winner of each individual race (Fleets A&B)	Winner of each individual race (Fleets A&B)
Daily Prizes (Final series)	Winner of each individual race in Gold & Silver Fleet	Winner of each individual race in Gold & Silver Fleet

C: EVENT PERSONNEL

1. Principal Race Officer

- The IM24CA Championship Coordinator shall appoint or approve the PRO and individual course RO's.
- The PRO (and individual course RO's if required) shall be an experienced race officer recommended at a minimum of highly experienced National Race Officer, or International Race Officer level.
- They should have the experience to run a Melges 24 class regatta, or proven experience with another high-level international class. The PRO and individual course RO's shall have run at least one major Melges 24 event before being named to the class World Championship regatta.
- Proof of the PRO's and individual course RO's experience must be presented to the IM24CA Championship Coordinator at least 1 year prior to the event for approval.

2. Race Committee

- The Race Committee shall be large enough to undertake all tasks necessary without the need to double up on jobs.
- The Race Committee must have the experience to run the racing for the regatta.
- There shall be at least one certified or highly experienced race officer aboard each of the Race Committee boats.
- There shall be separate personnel and equipment for:
 - Signals boat
 - Mark Laying
 - Weather mark and offset marks
 - 2nd weather mark and offset

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- Gate mark, one for each side is suggested
 - Pin end (and mid line if required) start line sighting
 - Safety/Support boats
 - Mark position recording
 - Finish recording
 - Race course communication
 - Results transmission to the shore
 - Final race results posting
 - Social media reporting
- There shall be a person capable of speaking clear English to give VHF announcements to the fleet.
- The IM24CA's Championship Coordinator shall be a member of the Race Committee. The IM24CA reserve the right to add additional personnel of their appointment to the Race Committee.

3. Event Chief Equipment Inspector (CEI)

- The Event Chief Equipment Inspector (CEI) will be assisted by the IM24CA International Measurer.
- The CEI shall have the experience to undertake the task.
- The CEI shall liaise with the IM24CA International Measurer and Championship Coordinator to the equipment inspection needed.
- The CEI shall be with the International Measurer for the whole event to undertake post-race inspection.

4. Additional Equipment Inspectors

- The Equipment Inspectors will assist the CEI.
- There shall be an adequate number of equipment inspectors to undertake the tasks necessary.
- If a pre-racing inspection is agreed then the equipment inspectors shall be available from the start of registration until the close of equipment inspection prior to the commencement of racing.
- If there is only limitation control before racing, then a smaller number of inspectors will be needed but help will be needed after racing.

5. International Jury

- IM24CA World and Continental Championships shall appoint an International Jury in accordance with RRS Appendix N.
- World and Continental Championship regattas shall employ direct on-water and Appendix P judging per the standard Sailing Instructions
- IM24CA juries are expected to undertake pro-active on the water judging.
- Jury members are expected to be fit and competent enough to be able to function in RIB's in all weather conditions in which racing is allowed to continue.
- Arbitration per RRS Appendix T shall apply
- A minimum of 7 Jury members should be considered, to allow for two panels plus an arbitrator
 - Protest panels should be comprised of 5 members per RRS N1.2
 - Protest panels may consist of a minimum of three members per RRS N1.4(b)

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- A minimum of three panel members, including the panel chair, must be physically present. Additional panel members may be included via videoconference if required.
- The Jury shall be approved by the IM24CA Championship Coordinator.
- The Jury Chairman shall not be from the host country.
- A mobile phone from a local operator shall be provided for the Jury Chair.

6. Officials Compensation

- The Principal Race Officer, Course Race Officers, Jury members, and the Event Chief Equipment Inspector, are entitled to the following:
 - Compensation for airfares/transfers to and from their place of residence or previous event
 - Airfares shall be on a “best price” basis
 - Supplied accommodation, either within walking distance of the regatta site or by arranged transportation. Accommodation shall be one of the following options:
 - **Hotel accommodation** as follows (recommended):
 - Each official shall have a separate room, there shall be no sharing of accommodation.
 - Officials should expect to pay any additional costs for spouses or other family or friends should they request to bring them.
 - **Billeting**
 - Billet to include a private room, with private shower/bathroom if possible.
 - A lounge area with desk or table is suggested.
 - Suggested that Billets offer transportation arrangements for their guests if possible.
 - Suggested that Billets offer breakfast/coffee for their guests.
 - WiFi shall be available.
 - **Aboard private yachts** in or within walking distance to the regatta venue area
 - Provided that suitable shower/washroom/laundry facilities are located in the marina
 - A study area such as a dinette or chart table should be available
 - Bedding and towels supplied
 - WiFi shall be available in the marina area
 - Lunch and dinner on regatta days OR a suitable per diem paid on arrival.
 - Free entry to all official functions and social events.
 - Free transport to/from the race site and regatta center either by shuttle/pick up service or by taxi or rental vehicle provided at least two officials are served.
 - If Officials responsibilities run late, the Event Organiser shall ensure that food options are available if restaurants have closed.
 - Officials should expect to pay any additional costs for wives/ husbands or partners should they request to bring them.
- It is recommended that expenses for any lesser officials that have travelled to the event are also covered by the above regulations. In the very least, accommodations and lunch/dinner should be provided.
- For all other event volunteers, lunch should be provided and entry to daily social events.

D: IM24CA PERSONNEL & MEDIA TEAM

IM24CA personnel may include:

- Class Administrator/Media Coordinator
- Championship Coordinator, one from either:
 - Americas / Asia-Pacific
 - Europe
- International Measurer
- Event Press Officer
- Official Videographer
- Official Photographer
- Sailor Classification Representative (World Sailing)

1. IM24CA Championship Coordinator and IM24CA Administrator/Media Coordinator (two people)

The IM24CA Championship Coordinator and Administrator/Media Coordinator are the Official representatives of the IM24CA Class on site during competition. They are responsible to the IM24CA and competitors for the running of the event in a manner which will ensure fair and equal competition in conformity with the Event Regulations. The Championship Coordinator and Administrator/Media Coordinator are there to help the host club's Organizing Authority run the event to the highest standards.

The IM24CA Championship Coordinator and Administrator/Media Coordinator shall:

- Approve the regatta site including:
 - Sailing venue,
 - On shore facilities, storage, regatta office, press office, Jury rooms, etc.,
 - Equipment inspection area and equipment, race management equipment, marks,
 - Safety equipment, first aid facilities, written safety plan/risk assessment,
 - Venues for functions and prize giving,
 - Scoring system prior to the start of racing,
 - Any other pertinent facilities.
- They shall be the ultimate authority in the interpretation of the Event Regulations; Approve the Notice of Race and Sailing Instructions; approve changes to the SI's and Notices to Competitors. Work closely with the Principal Race Officer, Event Organizers, Chief Judge, Press Officer, Official Videographer, Official Photographer, Scorer, Webmaster and International Class Measurer.
- The Championship Coordinator shall be a member of the Race Committee and on board the RC signal boat.
- The Championship Coordinator and Administrator/Media Coordinator shall receive:
 - Supplied airfares/transfers to & from their place of residence or previous event.
 - Hotel accommodation, preferably within walking distance of the regatta site. Rooms should not be shared.
 - Daily subsistence, or daily allowance for meals and associated drinks to be paid on arrival,
 - Free entry to all official functions and social events.
 - Free transport to / from the race site & harbour under their direct control if necessary.

2. IM24CA International Measurer (one person)

- The International Measurer (IM) for the event shall be appointed by the IM24CA.
- The IM will assist the Event Chief Equipment Inspector measure the equipment on registration according to the class rules.
- The IM will have the authority responsible for interpreting the class rules as per RRS 64.3(b).
- The IM shall receive:
 - Supplied airfares/transfers to & from their place of residence or previous event.
 - Hotel accommodation, preferably within walking distance of the regatta site.
 - Rooms should not be shared.
 - Daily subsistence or daily allowance for meals and associated drinks to be paid on arrival,
 - Free entry to all official functions and social events.
 - Free transport to / from the race site & harbour under their direct control if necessary.
 - Any additional services rendered free as determined with the OA.

3. IM24CA Event Press Officer (one person)

- The IM24CA Event Press Officer for the event shall be appointed/approved by the IM24CA and are responsible to the IM24CA and competitors for the overall smooth running of the event communications and press office functions.
- **The IM24CA Media Team** led by the Media Coordinator including Event Press Officer, Videographer and Photographer, will work with the Event Organizers press team and any event Sponsor press representatives.
- The IM24CA Media Team shall ensure that the reporting is distributed to the correct press circulation.
- The IM24CA Media Team shall approve all press releases regarding the event.
- The Event Press Officer, if at the event, shall receive
 - Hotel accommodation, preferably within walking distance of the regatta site,
 - Rooms can be shared with other members of the press team if agreeable.
 - Daily subsistence or daily allowance for meals and associated drinks to be paid on arrival.
 - Free entry to all official functions and social events.
 - Free transport to / from the race site & harbour under their direct control if necessary.

4. IM24CA Official Videographer (one person)

- The IM24CA Official Videographer for the event shall be appointed/approved by the IM24CA.
- The IM24CA Official Videographer shall have access to all areas of the event site and be allowed within the course area afloat.
- Minimum requirements are daily 2-3 minute highlights with 2-3 interviews in English. IM24CA recommends that the videographer has a drone operator license.

The IM24CA Official Videographer shall receive:

- Hotel accommodation, preferably within walking distance of the regatta site,
 - Rooms can be shared with other members of the press team if agreeable.
- Daily subsistence or daily allowance for meals and associated drinks to be paid on arrival.
- Free entry to all official functions and social events.
- Free transport to / from the race site & harbour under their direct control if necessary.

5. IM24CA Official Photographer (one person)

- The IM24CA Official Photographer for the event shall be appointed/approved by the IM24CA.
- The IM24CA Official Photographer shall have access to all areas of the event site and be allowed within the course area afloat.
- The IM24CA Official Photographer will provide an agreed number of images daily for IM24CA use.
- Other photographers are acceptable with IM24CA approval.

The IM24CA Official Photographer shall receive:

- Hotel accommodation, preferably within walking distance of the regatta site,
 - Rooms can be shared with other members of the press team if agreeable.
- Daily subsistence or daily allowance for meals and associated drinks to be paid on arrival.
- Free entry to all official functions and social events,
- Free transport to / from the race site & harbour under their direct control if necessary.

6. WORLD SAILING Sailor Classification Commission Representative (one person)

- World Sailing will nominate a Sailor Classification Commission Representative to work with the event to review the WS classifications of all sailors competing in the Corinthian Division of the competition.
- The WS SCC Representative shall conduct competitor interviews either on-site or by video conference facilities using a pre-arranged schedule.
- Interview/Video conference facilities shall be in a private, sound proof area available during the registration process and until the close of protest time for classification protests.
- Classification interviews can be conducted through a teleconference if necessary.

WS Sailor Classifier Representative, if physically present, shall receive:

- Hotel accommodation, preferably within walking distance of the regatta site, rooms should not be shared.
- Daily subsistence or daily allowance for meals and associated drinks to be paid on arrival.
- Free entry to all official functions and social events,
- Free transport to / from the race site & harbour under their direct control if necessary.

E: RACE MANAGEMENT EQUIPMENT

1. Marks and Ground Tackle

- Course Marks shall be a minimum 2.0 metres high and either round, cylindrical, or tetrahedral in shape. They shall be bright orange, yellow, lime green or a very visible alternative colour.
- Change Marks shall be a minimum 2.0 metres high and be clearly distinguishable from the Course Marks
- Offset windward marks shall be a minimum 1.0 metres high and be of a different colour than the windward mark.
- There shall be a separate offset mark and ground tackle for each of the windward mark and windward change mark.
- Finish line marks shall be clearly distinguishable from the course marks and be clearly visible.
- All ground tackle shall be capable of holding, for prolonged periods, in 40 knots of wind.

2. Race Committee Boats

- RC boats shall be capable of operating in or staying anchored on station in up to 40 knots of wind, for prolonged periods.
- There shall be sufficient ground tackle on board each boat to anchor in these conditions.
- RC boats shall be clearly marked and easily identified.
- All RC Boats shall be equipped with the necessary equipment to carry out the duties of efficient race management.

The following are the vessel asset requirements for each course area:

- **Starting Signal Vessel**
 - Large weatherproof yacht
 - Up to 40 feet, preferably with a flybridge, and two drive units for holding station
 - Ample protected area
- **Port End Start Pin Boat**
 - Ideally large RHIB (18'-22')
 - Or, small power boat (up to 30') with or without flybridge
 - Should have sun/rain protective top
- **Starboard end, or mid-line start boat (if needed for 3 boat starting line)**
 - Same as port end start Pin boat
 - If for mid-line then RHIB option is preferred
- **4 Windward Mark Set/Windward Change Mark Set**
 - Strongly recommended to have one boat for each of the primary and change marks
 - Fast dry all weather boat (20'-24').
 - Capable of setting and retrieving marks (RHIB not recommended)
 - Large enough for up to 4 crew
- **5. Leeward Gate mark boats**
 - Same as Windward mark set but can be slightly smaller (16'-20')
 - Capable of moving marks quickly.
 - Large enough for 3-4 crew
- **6. Safety/support boats**
 - Fast dry boats capable of operating in all weather to assist in case of accident or emergency.
 - Recommended ratio of 1 safety boat per 15 competitor boats. This can include RC and Jury boats.

3. International Jury Boats

- The Event Organizer shall provide at least 3 dedicated R IBs to be at the disposal of the Chairman of the International Jury.
- If the event is using a split fleet format, minimum of 4 Jury boats will be required.
- They must be able to accommodate 2-3 judges for a full day afloat in all conditions.
- Boat should be a minimum 18 feet (5.5 meters) with a **minimum** 60hp engine. Melges 24 can travel at speeds of over 20 knots and the judges need to be able to keep up with the fleet and manoeuvre as necessary in all sea conditions. The RIB's should be able to travel at a top speed of 30 knots.
- Should have sun/rain protective top
- The boats shall be supplied with VHF radios.

4. International Measurer and Chief Equipment Inspectors Boat

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- The Event Organizer should provide a dedicated boat if possible
- The boat shall be minimum 18 feet (5.5 metres) RHIB suitable for all weather and equipped with an engine of minimum of 40 hp.

5. Press Boats

- The OA shall provide suitable media boats for IM24CA Press Team:
 - One boat for Videographer and Press Officer - ideally with a protected foc'sle
 - One fast RIB or similar boat shall be provided for the sole use of the IM24CA Photographer. Suggested size 6 meters with minimum top speed of 30 knots.
 - Boat should be a minimum 18 feet (5.5 meters) with a minimum 60hp engine.
- At least one other dedicated fast, dry boat should be supplied for visiting press. It shall provide a steady camera platform and must be provided with an experienced driver who understands racing and is used to driving for photographers.

6. Additional Boats

- The following boats should be available if possible:
 - Additional Press boats
 - Spectator boats
- All shall be provided with experienced drivers who understands racing.
- It is strongly recommended to hold a Press/Spectator boat orientation session prior to the start of the regatta.
- All boats shall follow the rules as set out in the COACH, SUPPORT, PRESS & SPECTATOR BOATS document which shall be attached to the event NOR.

7. Flags/Sound Signals

- Flags should be a minimum of 3ft x 3ft (900mm x 900mm) in size.
- For smaller fleets, eg. 40 boats or less, flags may be 2ft x 2 ft (600mm x 600mm) in size
- On the RC vessels, these shall be easily visible by all competitors during the starting sequence.
- The pin end start boat(s) shall repeat individual and general recall race signals.
- Mark boats shall carry at least the following Flags: S, N, M, C plus a red rectangular panel and a green triangular panel, plus and minus placards, chalk/white boards and appropriate markers.
- All RC boats shall be equipped with loud air or electronic horns. Whistles should be used only as a backup as the Jury will be using them for their calls on course.

8. Communications

- All RC vessels, Jury boats, press boats etc. shall be equipped with VHF radios.
- The RC Starting boat shall have private communication with the shore to transmit results.
- Private radio channels may be used for race management.
- Radio communications shall be possible between all members of the Race Committee, Jury and IM24CA team.

9. Harbour Facilities

- A well protected harbour shall be close to the race site.
- The Event Organizer shall arrange for free berthing all craft associated with the regatta including coach boats. Boats should not be rafted more than two deep and should return to their assigned spaces each day for the duration of the regatta.
- There should be space for each boat's dock box
- In-port fuelling shall be available within easy reach of the venue.

F: RACE MANAGEMENT AFLOAT

1. Racing Area

- The racing area should be at least one nautical mile from the nearest shore and be capable of accommodating a course area with an approximately 2 mile beat.
- The anticipated current should be no more than 2 knots.
- The centre of the racing area should be no more than 4 miles from the moorings/marina.
- There should be no obstructions or hazards in the race area.
- Water depth shall be such that the Race Committee can set/alter the course without undue problem or delay to the racing schedule.
- The holding ground shall be such that marks will hold in 40 knots of wind.

2. Wind

- As a general guideline, sustained wind speeds for racing in the course area shall be between 6 and 30 knots.
- Surface conditions will affect the safety of the event, the Race Officer shall use his/her best judgement.

3. Race Format

- The usual number of entries for World and Continental Championships will range from 40 to over 100 boats.
- Up to 90 boats can be successfully accommodated on one start line,
 - 70 to 90 boats should be started using a 3-boat starting line.
 - For more than 90 boats, or where local geography dictates, the Race Committee shall consider splitting the fleets.

The race format will be:

- **World Championships**
 - 5 racing days
 - 12 race series, no more than 3 races per day
 - 5 races required to be completed to **constitute the Championship**
 - Split fleet racing should be on the same course area
 - A qualifying series, if used, of 4-8 races followed by a final series of 4-8 races.
- **Continental Championships**
 - 4 racing days
 - 10 race series, no more than 3 races per day
 - 3 races required to be completed to constitute the Championship

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- Split fleet racing should be on the same course area
 - A qualifying series, if used, of 4-6 races followed by a final series of 4-6 races. The total number of races shall not exceed 10 races.
- Format specifics shall be discussed with the IM24CA Championship Coordinator before implementation.

4. Courses

- Courses shall be of a windward/leeward configuration with a windward offset and a leeward gate.
- 2 or 3 laps may be used based on the weather conditions and the Race Officers best judgement. 2-3 Races per day is normal practice.
- The race target time should be approximately 60 minutes.
- The offset mark should be positioned approximately 60-80 meters from the windward mark, and in ideal conditions some 10 - 15 degrees downwind. The boats should be able to bear away but not set the spinnaker.
- A gate shall be used at the leeward end of a windward leeward course, set some 7-10 boat lengths apart in such a way that there is no advantage either side. There should always be a minimum of 2 downwind legs.
- The 3 boat starting line (RC boat either in the middle or the starboard end) may be used.
- There should be a minimum of two start line boats and possible third start line boat should it be needed. Starboard hand courses shall not be used. Dog leg finishes shall not be used.
- An acceptable wind speed **during the race** should be between 6 to 30 knots. Races should not be started if wind speed is under 6 knots in the start area.

5. Length of the First Beat

- It is essential that the first beat of the race is sufficiently long to attempt to reduce overcrowding at the weather mark in larger fleets. A beat of between 1.5 - 2 nautical miles may be required.
- Subsequent beats may be shorter. The recommended time limit for the first leg is 45 minutes.

6. Individual & General Recall Signals

- Recall signals should be displayed on all RC start line boats
- In the case of a Black Flag start sail numbers shall be prominently displayed. It is essential that all competitors have time to receive or view any BFD numbers.
- All recalls may be announced over the VHF only within 30 seconds after the start.
- Starting signals are P, U and Black. The I and Z flags are not recommended.

7. Abandoning Races

- In general, it is accepted that if there is a wind shift of 25 degrees or more on the first leg that the Race Officer should abandon the race.
- Abandoning after the first leg would require exceptional circumstances.

8. Finish Line

- The finish line shall be between two RC boats displaying orange flags
- Flags indicating the end of the finish line should be clearly visible.

9. Protests

- Protest time limits shall be based on the time of the finish of the last boat in the last race of the day.
- If split fleets are used, there shall be separate protest time limits for each fleet.
- The time limit shall be based on the distance of the moorings/docks from the race area.
- Ample time shall be given.

10. Results

- Results must be sent ashore as soon as possible after each race.
- Provisional results shall be posted on the official notice board by the time the boats have returned from the racing area.

11. Between Race Signaling

- The Race Committee shall signal the end of racing for the day by displaying flags AP over A
- If the Race Committee intends to start an additional race on the same day, it shall display the 3rd Substitute (with no sound) while boats are finishing.

12. VHF Communication

- VHF transmissions to the competitors are now expected in the class.
- The Race Committee boat should not acknowledge any incoming communications while racing, except in an emergency.
- All competitors choose whether to carry a VHF and it is not the responsibility of the Race Committee to check this.
- Ensure that the person delegated as the VHF operator understands the task and can use the VHF correctly.
- Ensure that information (timings and numbers) be in clear English.
- Recall information given by VHF should be done so promptly and once only.

13. Race Managing

- Bow numbers shall match the boats sail number, except for chartered boats, and are the responsibility of the owner to be affixed per the class specifications. All recording shall be based on bow numbers.
- Boats wishing to compete in a World or Continental Championship shall comply with the above as a condition of entry.
- Mark rounding lists shall be made and kept for every mark of every race.
- The RC Start line boats shall keep paper and recording of every start in every race. Each race's information shall be stored by the RC until 1 week after the regatta ends.
- A tape or digital audio recording shall be made of each start and finish.
- Recalls shall be spotted from both ends of the line.
- Black Flag recall number boards shall be big enough to be clear.

14. Race Area Managing

- Ensure that all boats understand their rights and obligations.
- Coach/Support boats are allowed, but should not interfere with the racing. All are considered Support Persons under the RRS and are subject to protest if required.
- Ensure that you have communication with all boats on the race course area. Spectators should monitor a second VHF radio channel, not the same as the racers channel.

G: EVENT MANAGEMENT ADMINISTRATION

1. Registration Area

This must be the hub of the event management. It must be accessible to the sailors and must be able to answer questions and direct competitors as necessary.

It must have details on:

- Leaflets about local tourist attractions.
- Details on launching and recovery.
- Directions to nearest boatyard and sailmakers.
- List of local restaurants including phone numbers.

Useful phone numbers:

- Doctor.
- Hospital.
- Dentist.
- Physiotherapist.
- Chandlers.
- Boat builders.
- Sail makers.
- Rigger.
- Local garages

2. Registration

- All competitors shall have completed the standard entry form to ensure that the important information is at hand for Race Management and Press.
- Online entry shall be available and details should be checked upon receipt.
- Acknowledgment of entry should be sent to the competitor with information on directions to the club, area of boat storage and Registration Office opening times.
- All elements of registration that can be completed online in advance of arrival on site is strongly recommended to streamline the onsite process.
- The IM24CA Administrator can supply details of the information which can be gathered in advance.

As sailors register for the event, the following should be checked:

Boat Insurance

- Organizers must check that they have a signed declaration as part of the entry that the boat carries Third Party insurance.
- Organizers are strongly advised not to inspect certificates, as according to some legal opinions an indication that the organizers will require to see proof of insurance may make the organizers liable in the event the boat's insurance is invalid
- The IM24CA can take no responsibility if there are problems.

Boat's Measurement Certificate

- A current Measurement Certificate **is mandatory**.
- Without a valid Measurement Certificate, a Melges 24 is not officially entitled to race.

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- Certificates must be carefully checked.
- The organizers should keep a digital copy of each Boat's Measurement Certificate with the entry form as a thorough check may be impossible during registration.
- If a competitor fails to produce his certificate or has forgotten it RRS78.2 shall apply.
- A Measurement Certificate must:
 - Be issued in the name of the current owner.
 - Be endorsed or issued by National Authority of the Boats Owner.
 - The certificate is signed by the owner.

NOTE: An unendorsed Measurement Form is not a valid certificate. If in doubt, refer to the International Measurer or the IM24CA.

Competitor's Event Addresses

If the details have not been supplied on the entry form, it must now be completed with the contact details of the crew whilst at the event.

Class Membership

If this has not already been confirmed, check via the IM24CA website the membership of the owner and helmsman. If in doubt, refer to the IM24CA Administrator.

World Sailing Classification – Corinthian Entries Only

Immediately on receipt of Corinthian entries the World Sailing status of each crew member must be checked using the online World Sailing sailor classification register at www.sailing.org. If any competitor's crew member fails to comply with the rules governing the [IM24CA Corinthian Division](#) they must be made aware of the problem immediately. Entries for the Corinthian Division cannot be accepted unless all crew members comply (those who do not comply are still entitled to race in the open competition). If in doubt, refer to the IM24CA Administrator and World Sailing Classifier.

3. Registration Information Package

The following information package should be provided at registration.

- Instructions on pre-event equipment inspection, if the boat is required to be weighed - where to report.
- Directions to marina berths (if allocated).
- Details of how and where to get tickets for social events.
- Equipment Inspection Forms (these must be completed before the boat can be fully registered).
- A list of all entrants - boat name, number, nationality, yacht club and crew members.
- A copy of the Sailing Instructions.
- A timetable of events- social and other events.
- Map of the town with relevant buildings marked out e.g. Regatta Office, launching area, official notice board, venues for all official parties.

NOTE: this package should also be provided to the Race Committee, Jury and Press Officer.

4. Crew Weight

- Crews shall be weighed in during registration only.
- A set of calibrated yearly certified scales should be available behind screens to allow clothing removal. Minimum resolution 0,1 kg
- A careful record should be kept of each crew person's weight using the standard IM24CA crew weight form provided in Section 6 of these regulations to enable substitutions later if necessary.
- Reweighing during the event is no longer required. However, if a crew requests a substitution, the replacement crew member shall be weighed on the same scale as used for initial weigh in. The net weight change between the replacement and replaced crew shall be posted on the regatta notice board if the substitution is approved by the IM24CA coordinator.

CHANGES TO THESE RULES

Any changes or variations in these guidelines are subject to the approval of the IM24CA Executive Committee.