



# International Melges 24 Class Association EVENT MANAGEMENT REQUIREMENTS (2024 edition)

This guide will provide the information you will require to decide whether to bid, and will serve to assist organizers in preparing bids, planning, and running events.

## **PURPOSE AND STATUS**

*For purposes of World and Continental Championships, this document has the status of By-Laws of the International Melges 24 Class Association (IM24CA) and will be maintained and updated by the IM24CA as needed.*

*For World or Continental Championships, the Organizing Authority (OA) shall consider the provisions of this document to be requirements, which may only be altered in consultation with and with the expressed permission of the M24CA Executive Committee.*

*For Melges 24 Class events which are not World or Continental Championships, this document is intended to be guidance to the OA, but the provisions are not requirements. However, the intent and principles of this document should be strongly considered when planning a National or Regional Championship or a Worlds qualifying event.*

## IM24CA EVENT MANAGEMENT REQUIREMENTS 2024

### 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 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: BUDGET
  - F: RACE MANAGEMENT EQUIPMENT
  - G: RACE MANAGEMENT AFLOAT
  - H: EVENT MANAGEMENT ADMINISTRATION
- “IM24CA Managing Officers” as referred at the IM24CA website <https://www.melges24.com/im24ca-staff-managing-officers>

## 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 distance from the event regatta center.
- 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 traffic flow.
- 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 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.

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### 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 communication through electronic notice board.

### 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

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- 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.
- 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 reflect 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 final prize giving, prizes shall be given to every boat crew member.
- The IM24CA shall approve the prize list.

### 9. 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 a separate WiFi network suitable for multiple simultaneous connections.
- It should be equipped with:
  - Printer
  - Photocopier
  - Filing trays
  - Mobile phone, unless supplied by the Jury Secretary
  - computer, connected to the printer, unless supplied by the secretary.
- 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.

### 10. 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.
  - Secure storage for class and sponsor flags and equipment, tracking system equipment, charging stations for VHF, etc.
  - A separate WiFi network suitable for multiple simultaneous connections
  - A printer and photocopier

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- 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 racecourse.
  - facilities to tape record all radio traffic, in the event of an emergency.
  - a mobile phone, unless staff bring their own.

### 11. Notice Boards

- The official notice board should be an electronic board that is also mobile friendly. These are available through a variety of regatta software companies.
- If there is no electronic Notice Board available, there shall be a physical notice board.
  - It shall be located close to the race office; they shall be well-lit, weatherproof, and accessible 24 hours a day.
  - Notices shall be easily visible to competitors & officials; but impossible to remove except by authorized personnel.
- The following notice board sections are required and shall be titled as such:
  - Official Notice Board
  - Jury Notices
  - Results
  - Class Notices
  - Weather
  - General Notices
- 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.

### 12. 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.

### 13. Other Flag Poles

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

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

### 14. Equipment Inspection Area & Equipment Facilities

- The Event Organizer shall provide the following equipment for use by the Technical Committee:
  - A forklift, 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 weatherproof 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 – 2 x 50kg, 1 x 15kg, with resolution 100gr.

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- Any additional equipment as may be required for detailed equipment inspection as specified by the Technical Committee.
- The Event Organizer shall provide an equipment inspection area available throughout the event, including sail measurement tables and other furniture as agreed with the Technical Committee. The area shall be protected from wind and rain.

### 15. Regatta 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. payments, social program etc.
- It should contain tables and chairs adequate for the staff using the room, computer, printer, and a photocopier.
- It should be fully equipped with office consumables (pens, staplers, paper etc).
- 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)

### 16. 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

### 17. Press/Media 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.
  - **A separate high upload speed WiFi network** suitable for multiple simultaneous connections
  - A printer, if possible
  - A supply of water or soft drinks
- It shall be a secured area so media team can leave their equipment there.
- It shall be available to domestic & international media persons (invited/independent) only.

### 18. 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.

### 19. 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.

### 20. Presentation Area

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

### 21. Incidentals

- Signage - All 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 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 daily competitor briefing shall be held before racing commences.
- The Race Officers, Jury Members, Technical Committee Chair, IM24CA Executive Committee member, if possible 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.

### 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

- The Race Office shall be manned from 3 hrs before scheduled warning signal.
  - It suggested having a separate access/entry to the press office due to late working hours.

### 4. Results

- Results should be transmitted to the scorer at the end of each single 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.
- Provisional results should be available by the time the competitors come ashore or as soon after as possible.
- The scorer shall remain available to await the Jury decisions.

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- A final set of results shall be posted as soon as the Jury decisions have been processed.
- If a standard scoring system is used there should also be an accompanying registration system which includes the ability to post competitor lists, results, competitor notices, protest schedules, Jury and RC notices online.

### 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 manoeuvring 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 manoeuvred 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.



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### ● Lifting Out

- It is essential to establish a strict rota for lifting out. This prevents barging and damage to boats as they manoeuvre for position under the crane.
- 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 based on 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 costs. 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.

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- 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.

### 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 Managing Officers (Championship Coordinator) approve the PRO and individual course RO's.
- The PRO (and individual course RO's if required) should be an experienced race officer of the highest level, such as an International Race Officer.
- 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 Managing Officers as soon as practical prior to the event.

### 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:
  - Signal boat
  - Mark Laying

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- Weather mark and offset marks
- 2<sup>nd</sup> weather mark and offset mark
- 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. Technical Committee

- The Technical Committee shall be approved by the IM24CA Managing Officers (IM24CA Chief Measurer). The IM24CA Chief Measurer shall be a member of the Technical Committee.
- The Technical Committee should be a committee of at least 2 (two) members during the event.
- The Event Chief Equipment Inspector (CEI) should be assisted by the IM24CA Chief Measurer.
  - The CEI shall have the experience to undertake the task.
  - The CEI shall liaise with the IM24CA Chief Measurer and Championship Coordinator to the equipment inspection needed.
  - The CEI or IM24CA Chief Measurer shall be present for the whole event to undertake post-race inspection.
- The Equipment Inspectors will assist the CEI.
  - There shall be an adequate number of equipment inspectors to undertake the tasks necessary. Number of persons recommended is 6 (six) for pre-racing inspection.
  - If a pre-racing inspection is agreed, which is preferred, then the equipment inspectors shall be available from the start of registration until the close of equipment inspection prior to the commencement of racing.

### 6. International Jury

- The Organizing Authority (IM24CA and Organizing Club) shall appoint an International Jury in accordance with IM24CA Championship rules and RRS Appendix N.
- The Jury shall be approved by the IM24CA Managing Officers (Rule Adviser).
- The IM24CA reserve the right to nominate at least two persons in the jury.
- 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 RIBs in all weather conditions in which racing is allowed to continue.
- Prior to the event, the jury should be briefed by IM24CA Managing Officers concerning the interpretation of Class Rules and areas of emphasis for on-the-water judging.

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- A minimum of 6 to 7 Jury members should be considered, to allow for two panels plus an arbitrator.
  - Protest panels may consist of a minimum of three members per RRS N1.4(b)
- The Jury Chairman shall not be from the host country.
- A mobile phone from a local operator should be provided for the Jury Chair.

## D: IM24CA PERSONNEL & MEDIA TEAM

The IM24CA will send members of their team to assist in running the event.

These personnel shall include, or may be appointed by:

1. the Class Administrator,
2. the Championship Coordinator, either Americas / Asia Pacific or Europe, and
3. the Class Chief Measurer.

In addition, IM24CA personnel may include Media personnel such as:

4. an Official Photographer,
5. an Official Videographer.

These positions may be filled by mutual agreement between the IM24CA and the Organizers either recommended by IM24CA experienced media partners or with qualified local people to contain costs and can be combined.

- 1. Class Administrator**
- 2. Championship Coordinator**

The IM24CA Class Administrator and Championship 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 IM24CA Event Regulations. They are there to help the host club's Organizing Authority run the event to the highest standards.

Before the event the IM24CA Class Administrator and Championship 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,
- Approve the Notice of Race and Sailing Instructions.

The Championship Coordinator shall:

- be the ultimate authority in the interpretation of the Event Regulations; approve changes to the SI's and Notices to Competitors, working closely with the Principal Race Officer, IM24CA Chief Measurer, Event Organizers and Chief Judge,
- approve the PRO (or be the PRO) and individual course RO's,

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- be a member of the Race Committee (or the PRO) and on board the RC signal boat,
- be present and leading the Race Committee and Sailors' Briefings.

The Class Administrator shall:

- be responsible for event administration, communications, social media, media team composing, registration and WS categorization, social program, prizegiving etc,
- provide an IM24CA point of contact for all competitors, answering their questions personally or directing them to the relevant staff member or IM24CA Officer,
- act as the main IM24CA Media Coordinator working closely with the host club, OA and National Class; managing, briefing and working with the Event Press Officer, Official Videographer, Official Photographer, Scorer and other IM24CA media team members, both in the run-up to and throughout events.

### 3. IM24CA Chief Measurer

- The IM24CA Chief Measurer will have the authority responsible for interpreting the class rules as per RRS 64.4.
- The IM24CA Chief Measurer will determine:
  - which boats and items will be checked and measured.
  - what measurement equipment needs to be constructed or brought and how this should be done.
  - procedure and schedule for pre-regatta measurement with Class Administrator.
  - a system of measurement checks at the end of each race and race day.

**The Media Team**, led by the Media Coordinator, including Videographer and Photographer, will work with the Event Organizers press team and any event Sponsor press representatives.

- The Media Team shall ensure that the reporting is distributed to the class and correct international press circulation.
- The Media Team will coordinate the social media content, delivery of the photos and video footage.

### 4. IM24CA Official Videographer

- The IM24CA Official Videographer for the event shall be appointed/approved by the IM24CA Managing Officers.
- 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. The videographer should have a drone operator license, and drone footage and photos should be delivered where possible.
- IM24CA shall retain all reproduction and distribution rights to the content produced by the video team.

### 5. IM24CA Official Photographer

- The IM24CA Official Photographer for the event shall be appointed/approved by the IM24CA Managing Officers.
- 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.

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- Other photographers are acceptable with IM24CA approval.
- The photos shall be available for media and class use.

### E: BUDGET

The budget shall include:

1. The costs for the IM24CA personnel and Media Team are shared as follows:

	<b>Championship Coordinator</b>	<b>Class Administrator</b>	<b>Class Chief Measurer</b>	<b>Official Photographer and/or Videographer</b>
<b>Fee</b>	IM24CA	IM24CA	IM24CA	Share by Mutual Agreement
<b>Accommodation</b>	Event	Event	Event	Event
<b>Travel</b>	Event	Event	Event	Event
<b>Daily subsistence, official functions and social events</b>	Event	Event	Event	Event

IM24CA Personnel as per section D above, Media Team, Jury, Race Committee and Technical Committee shall receive:

- Supplied airfares/transfers to & from their place of residence or previous event.
  - 3\* hotel accommodation with a fast internet connection, preferably within walking distance of the regatta site.
  - Rooms shall 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.
  - Officials should expect to pay any additional costs for wives/ husbands or partners should they request to bring them.
  - If Officials responsibilities run late, the Event Organiser shall ensure that food options are available if restaurants have closed.
2. Daily prizes as per B.6 (winner of each individual race in Overall and Corinthian division).
    - Overall prizes/trophies for the winning helmsman and each crew member for not less than the first three in overall and Corinthian categorization.
  3. The IM24CA shall approve the prize list.
  4. Social events for no extra charge beyond the registration fee or free of charge for all participants and officials as per A.5 including at minimum an opening ceremony, and a closing ceremony/prize giving. Events of longer duration should include a mid-week dinner or BBQ.
  5. Event shirts, mementoes for sailors and officials.
  6. Event branding, banners, flags, backdrop of the prize giving.  
The OA shall assess the equipment needed in Sections A, B, E and F to determine what additional resources will be needed.

## F: RACE MANAGEMENT EQUIPMENT

### 1. Marks and Ground Tackle

- Course Marks shall be a minimum 1.5 meters high and either round, cylindrical, or tetrahedral in shape. They shall be bright orange, yellow, lime green or a very visible alternative color.
- Change Marks shall be a minimum 1.5 meters high and be clearly distinguishable from the Course Marks
- Offset windward marks shall be a minimum 1.0 meters high and be of a different color 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 RIB (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 RIB 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 (RIB 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.

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- 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 RIBs 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 RIBs 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. Technical Committee Boat

- The Event Organizer should provide a dedicated boat if possible.
- The boat shall be minimum 18 feet (5.5 meters) RIB suitable for all weather and equipped with an engine of minimum of 40 hp. Very important this be a RIB, so that on-water inspections are practical and safe.

### 5. Media Boats

- The OA shall provide suitable media boats for IM24CA Media 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.
  - Boats should be a minimum of 22 feet (7 meters) with a minimum 60hp engine and appropriate for the expected weather.

### 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 and is used to driving for photographers.
- It is strongly recommended to hold a Press/Spectator boat orientation session prior to the start of the regatta.
- All additional boats shall follow the rules as set out by the OA and RC in the COACH AND SUPPORT BOATS REGULATIONS document, which shall be attached to the event NOR.

### 7. Flags/Sound Signals

- Official Class Flag shall be used at the World and Continental Championships (see attachment)
- Flags should be a minimum of 3ft high (900mm) in size.
- For smaller fleets, eg. 40 boats or less, flags may be 2ft high (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) may 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.



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- 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, Technical Committee, Jury and IM24CA team.

### 9. Harbour Facilities

- A well protected harbour shall be close to the race site.
- The Organizing Club shall arrange for free berthing for all craft associated with the regatta, but they are not obliged to include coach and spectator 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 fueling should be available within easy reach of the venue.

## G: RACE MANAGEMENT AFLOAT

### 1. Racing Area

- The racing area should be capable of accommodating a course area with an approximately 2-mile beat.
- The anticipated current should be no more than 2 knots on the course.
- The center of the racing area should be no more than 4 miles from the moorings/marina.
- There shall be no obstructions or hazards in the race area.
- The OA / Hosting Club shall inform, possibly in the NOR attachment, the participants of all obstructions or hazards like rocks, tide, shallow water, strong current, marine traffic, winds and restricted areas on route to 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. Races should not be started if wind speed is under 6 knots in the start area.
- Surface conditions will affect the safety of the event, the Course 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 70 boats can be successfully accommodated on one start line.
  - 70 to 90 boats should be started using a 3-boat starting line.

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- 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
  - 10-12 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. The total number of races shall not exceed 12 races.
- **Continental Championships**
  - 4-5 racing days
  - 8-10 race series, no more than 3 races per day
  - 3 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 4-6 races followed by a final series of 4-6 races. The total number of races shall not exceed 10 races.
- Format specifics or changes to these recommendations, shall be discussed with the IM24CA Championship Coordinator before implementation in the Notice of Race and Sailing Instructions.

### 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.
- The race target time should be approximately 60 minutes.
- The offset mark should be positioned approximately 10-12 boat lengths from the windward mark, and in ideal conditions some 10 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.
- 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.

### 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

- In the case of a Black Flag start, sail numbers shall be broadcasted.
- All recalls are recommended to be announced over the VHF.
- Starting signals are P, U and Black.

### 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. Between Race Signalling

- If the Race Committee intends to start an additional race on the same day, it shall display the 3<sup>rd</sup> Substitute /number pennant 6 (with no sound) while boats are finishing.

### 9. VHF Communication

- VHF transmissions to the competitors are now expected in the class.
- The Race Committee vessel 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.

### 10. Race Managing

- The RC Start line boats shall keep paper and recording of every start in every race. Each race's information shall be saved by the RC for at least 1 week after the regatta ends.
- A tape or digital audio recording shall be made of each start and finish.
- Recalls shall be sighted from both ends of the line.
- Black Flag recall number boards shall be big enough to be clear.

### 14. Race Area Managing

- Coach/Support vessels are allowed but shall not interfere with the racing in any way.
- Ensure that you have communication with all boats on the race course area.

## H: 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 may 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.

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- 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 Class 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 Liability Insurance for the Event.
- 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.
- 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 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 Class Administrator.**

#### Class Membership

If this still needs to be confirmed, check via the IM24CA website the membership of the owner and helmsman. If in doubt, refer to the IM24CA Class Administrator.

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### World Sailing Categorization – 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 categorization register at [www.sailing.org](http://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 Class Administrator.

### 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).
- Sailing Instructions
- A timetable of events - social and other events.
- 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 to enable substitutions later if necessary.
- If a crew requests a substitution, the replacement crew member shall be weighed on the same scale as used for initial weigh in. The replacement and replaced crew shall be posted on the regatta notice board if the substitution is approved.

## CHANGES TO THESE RULES

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

ATTACHMENT:

Melges 24 Class Flag as referred in E:7 Flags/Sound Signals

Melges 24 Class, Race Signal Flag; Final Art

