



# EVENT APPLICATION & TIME SCHEDULE



Issued – 2011

# **APPLICATION FOR INTERNATIONAL MELGES 24 CLASS EVENTS**

The IMCA reserve the right to withdraw its approval for a particular venue or country at any stage, if it feels the organisers are unable or unwilling to comply with these Regulations.

## **The IMCA World Council approves applications for:**

- World Championships
- Continental Championships (Europeans, North Americans, Asian and Australasian)

## **A NATIONAL CLASS ASSOCIATION SHALL BE ABLE TO COMPLETE THE FOLLOWING IN APPLYING TO HOST A MELGES 24 EVENT.**

### **4 Years before the event.**

- National Association to indicate in writing to the IMCA their desire to hold a championship.
- Include brief details of the proposed venue or if a number are under review brief details on each site.

### **3 Years before the event.**

- National Association to submit to IMCA at least 6 weeks before the AGM details of:

### **The IMCA expects the following to be given full consideration:**

- The race area.
- Accessibility by road or shipping and associated costs. Also included must be which Ports and shipping lines to use and the ease of transport from the port to the regatta venue.
- Adequacy of equipment inspection facilities.
- Availability of boat repair yard, chandlery and sail lofts.
- Shore facilities:
  - Marina facilities.

- Launching facilities.
  - Trailer storage.
  - Parking.
  - Changing facilities.
  - Club and/or Meeting place capable of accepting 400+ people.
- Social events.
  - Food and catering.
  - Accommodation.
  - Spectators and tourist facilities for families and partners.
  - Press Facilities.
  - Entry fees.
  - Charter Boats.
  - The name of the PRO who will attend the next World Championships as a club representative and part of the race committee to ensure the club has Melges 24 experience.
  - National Authority permission.
  - Arrange site visit for the IMCA Championship Coordinator and other IMCA Officials, to meet the minimum of the Principal Race Officer and Chairman of the Organising Committee and any local officials which may be assisting with the regatta. This might include tourist information and accommodation advice. Arrange a walk of the site and area and facilities to be inspected.
- Finalise agreement and sign the class “Standard Agreement “ document or any other as may be required by the IMCA Executive Committee.
  - Confirmation of Championship given by IMCA

### 2 Years before the event.

- Exact dates confirmed. Allow time for competitors to travel to and from event. Confirm numbers of races and registration schedule.
- Budget submitted and checked by IMCA before entry fees are set.
- Approval from the National Authority if required.
- Advise the IMCA of the organising club/authority.
- Organise the first site visit with Championship Coordinator of the IMCA.
- Actively seen and show that sponsorship negotiations are in place.

- Provide initial promotional information to the IMCA Promotions Department.
- Prepare an initial promotional sheet for the event to be circulated to competitors at the preceding year's championships.
- Establish dedicated event web site carrying key event information.
- State principal Race Officer and Organising Committee members for IMCA approval.
- Confirm names of International Jury with IMCA and issue formal invites.
- 

### 1 year before the event.

- Advise the IMCA of the personnel involved in race management and shore side facilities and the race management structure include numbers of mark and support boats etc.
- Prepare Notice of Race using the IMCA Standard template document. Submit to IMCA for approval.
- Update event web site to include NOR, online entry and registration systems, online media registration, entry list, registration information display, etc, all new sections of the web site to be approved by the IMCA prior to publication.
- Ensure that all the race committee and jury boats will be available.
- Appoint an Event Chief Equipment Inspector and submit for approval to IMCA.
- Establish contact with the IMCA International Measurer to formally invite him to attend the event and to confirm equipment inspection requirements.
- Establish equipment inspection required and how it is to be achieved.
- Confirm final details of the requirements for the Press Office with the IMCA Press Officer.
- Check requirements and order prizes.
- Confirm Sponsors.

- Ensure accommodation arrangements and all costings and expenses are in place for all IMCA personnel, (5-7 people – details will be confirmed by IMCA Administrator)
- Confirm accommodation arrangements for the visiting Race Officers of the next championship event.

### **6 months before the event.**

- Liaise with IMCA Promotions Department to prepare invitations for journalists, etc.
- Prepare Sailing instructions using the IMCA standard template document. Submit to IMCA and Jury Chairman for approval.
- Agree details of prize giving ceremony with IMCA.
- Ensure all elements of the online competitor registration system are live and being constantly updated.
- Ensure equipment inspection facilities are confirmed.

### **2 months before the event.**

- Ensure all competitors have completed the online portion of their advance registration procedure and chase any outstanding registration information.
- Check that all boats and helmsmen are registered members of the IMCA using the online membership list at [www.melges24.com](http://www.melges24.com) and advise the competitor if any membership is outstanding.
- Check the Corinthian status of all crews entered in the Corinthian Division against the ISAF sailor classification listings at [www.sailing.org](http://www.sailing.org) and advise the competitor if any queries arise.
- Print and prepare on site registration packs.
- Record entries prior to close of entry date and chase National Class Associations as necessary.
- Check that all logistic arrangements are in place. Includes: Boats, flags, guns, launching facilities, parking etc.
- Check that sponsors banners flags etc. are available and where they are to be placed.
- Provide regularly updated entry lists to the IMCA Promotions Department for inclusion on the web site.

- Provide the IMCA Press Officer with regularly updated lists of registered journalists and press contacts and communications.

### **2 weeks before the event.**

- Assemble all required packs at the club.
- Prepare signs and trailer parks.
- Prepare equipment inspection facilities.
- Prepare Race Office and Press Office.
- Ensure that all required boats have arrived and that re-fuelling facilities are in place.
- Check arrival details of jury to ensure that airport collections are made.

## **OBLIGATIONS AND RIGHTS OF THE LOCAL EVENT ORGANISER**

A Melges 24 event organiser who has been awarded an “Event” and signed the relevant Event Contract is granted the following rights for the period of the “Event” only:

- a) Authority to contract facilities for the “Event” as required by the IMCA.
- b) The right to seek local/national sponsorship for the “Event” and, with the written agreement of the IMCA, contract with sponsors. Advertising conforms with the current ISAF regulations.
- c) The right to provide merchandise for sale at the “Event”
- d) The right to raise funds, with the specific agreement of the IMCA, for the “Event” by other means.

### **1. LEGAL AUTHORITY**

Any contracts, signed by the Event Organiser, are his sole liability. The IMCA is only bound by its agreement with the Event Organiser and written confirmation of sponsorship details.

### **2. INSURANCE**

- It is the responsibility of the Event Organiser, to arrange insurance cover for the event itself and associated functions, together with all designated event property, left within secured offices and storage facilities.
- Public liability Insurance shall cover all the Event Organisers and IMCA staff, sponsors and event officials.
- Insurances shall cover the Build up & Breakdown of the event infrastructure and personnel involved, not already covered by commercially contracted organisations.

- Competitor's equipment, not left within any event storage facilities, is their own responsibility.
- The Event Organisers shall produce, on demand, a copy of the necessary insurance certificate

### **3. PERMITS & LICENCES**

- It is the Event Organisers sole responsibility, to obtain all necessary local permits and licences.
- The Event Organisers shall be solely responsible, to ensure that any temporary structures meet local building regulations and have written agreement, from the necessary authorities, to erect them.
- The Event Organiser shall produce all said documentation on demand.

### **4. IMCA REQUIREMENTS**

- The IMCA requires that the event is organised and managed to the requirements of the class as described by the Event Regulations and the Championship Rules. The Event Organiser shall use standard documents and forms supplied by the Class where required.
- The IMCA will send members of their team at the expense of the Event organiser to assist in running the event. These personnel will include a minimum of Championship Coordinator, Administrator, Scorer, International Measurer, Press Officer, Web Master, ISAF Sailor Classification Commission Representative and Official Photographer. The event organiser is required to cover costs as follows:

	Press Officer	Admin	Scorer	Coordinator	Photographer	Int Measurer	ISAF Rep	Web Master
Wages	IMCA	IMCA	Event	IMCA	IMCA	Event	Event	IMCA
Accommodation	Event	Event	Event	Event	Event	Event	Event	Event
Travel & Subsistence	IMCA	IMCA	Event	Event	IMCA	Event	Event	IMCA
Event social functions	Event	Event	Event	Event	Event	Event	Event	Event
Box lunches on race days	Event	Event	Event	Event	Event	Event	Event	Event

- The Event Organiser shall keep the IMCA informed of the status of the event and organised plans at least every two weeks during the final year.
- The IMCA expects that visiting Race Officers of the following event will be included in the event management.

### **5. EVENT LOGO**

- The Event Organiser shall send the proposed “Event” logo (s) to the IMCA for approval in advance of production & printing.
- The Title sponsor’s logo, that of the IMCA and any club involved in the “Event” shall be included in all printed & electronic material including posters, flyers, brochures, letterheads etc.

- Associate and Resort Sponsors logos may appear in an appropriate size relative to their financial contribution.
- The IMCA requires bow number to have numbers of a minimum of 450mm high.
- Comply with ISAF regulations in effect at the time of the event.

#### **6. MEDIA EVALUATION**

- The Event Organiser shall have all press releases and other PR material approved by the IMCA prior to release.
- The Event Organiser shall work with the IMCA Press Officer throughout the event organisation period to ensure efficient PR Release.

#### **7. EVENT BUDGET**

- The “Event” budget shall be produced by the Event Organiser and submitted to the IMCA with the bid document.

**THE INTERNATIONAL MELGES 24 CLASS  
EXPECTS THE EVENT ORGANISERS TO  
PRO-ACTIVLY MANAGE THE EVENT.**



## Melges 24 - Event Budget Proforma

<p>The following headings are intended as a guide only, depending on the specific event some headings may have no cost attached thanks to volunteer help or sponsor contribution whilst for other events additional headings may be necessary. An Excel version of this file is available on request from <a href="mailto:fiona.brown@melges24.com">fiona.brown@melges24.com</a></p>	
<b>ITEM</b>	<b>Amount</b>
<b>EXPENDITURE</b>	
<b>1 Race Management</b>	<b>£ -</b>
<i>Afloat Team - Note 2 race courses may be required for major events with 100+ boats</i>	
Committee Boat Charter Fees	
Mark & Safety Boats Charter Fees	
Jury Boat Charter Fees (minimum 3boats one of which must be a suitable fast RIB of approx 6m)	
Rent Of Marks, Ground Tackle & Equipment	
Boat fuel & oil	
Boat maintenance and repairs	
Insurance for event and equipment	
Mooring for race management boats	
Flags, time keeping, sound signal and other specialist equipment	
Bow number stickers (please allow for spare individual numbers as these frequently require replacement)	
Safety equipment (life jackets, first aid kits, etc)	
VHFs	
Race Management Team Fees If Applicable	
Race Management Team Travel and Subsistence	
Jury Fees (if required - most jurors are volunteers. Jury panel should be 6 minimum to allow for Arbitration plus a secretary.)	
Jury Travel and Subsistence - Note ISAF requires that jury must comprise a majority of International Judges and no more than 2 judges from any one country.	
Packed lunches and beverages for all on the water personel	
IMCA Principle Race Officer & Championship Coordinator Fees	
IMCA Principle Race Officer & Championship Coordinator Travel and Subsistence	
Race Management Team parking	
<b>Shore Team</b>	
Event Organiser & Assistants Fees (these are the hopefully volunteers who are manaing all the registration, admin, etc)	
Event Organiser & Assistants Travel and Subsistence -	
IMCA International Measurer's Fees	
IMCA International Measurer's Travel and Subsistence	
Chief Equipment Inspector's Fees	
Chief Equipment Inspector's Travel and Subsistence	
Other Specialist Technical/Measurement Staff Fees If Required	
Other Specialist Technical/Measurement Staff Travel and Subsistence	
Additional computer, copier and other technical equipment hire if needed	
Telephone expenses	
Stationery, printing, copying, postage, etc.	
Shore Team parking	
ISAF Classification Commission Rep Travel and Subsistence (will need to be on site for registration days plus first day of racing - ISAF pays any fees)	

## Melges 24 - Event Budget Proforma

ITEM	Amount
<b>2 Press Office</b>	<b>£ -</b>
IMCA Press Officer & Assistants Travel and Subsistence (assume 2 people)	
Local Press Officer & Assistants Fee (including advance promotional activity)	
Local Press Officer & Assistants Travel and Subsistence (assume 2 people)	
IMCA Official Photographer Fees + Travel	
IMCA Official Photographer Travel and Subsistence	
Official Videography Team Fees	
Official Videograph Team Travle and Subsistence	
Race Tracking System & Support Team	
Race Tracking Support Team Travel and Subsistence	
Stationery, printing, copying, postage, etc.	
Provision of additional desking, chairs, power cables, etc. for media centre (minium 12 work stations)	
Computer, copier, printer and other technical equipment hire	
High speed wireless broadband internet connection for exclusive use of press office (note this must not be shared with competitors)	
Telephone expenses	
Press boat charter (2 x 6-7m fast RIBs plus one larger fast covered motor boat for IMCA teams, plus access to at least 2 additional general press boats for visiting media)	
Press boat fuel	
Press boat mooring	
Press boat maintenance and repairs	
Press boat drivers fees (IMCA team are all fully qualified to drive own RIBs and would prefer to drive if possible, larger IMCA boat and other press boats will need drivers)	
Press boat drivers travel and subsistence	
Production and maintenance of event website including online entry system with ISAF Classification Checking System	
Provision of 2 mobile broadband dongles/aircards for running the live from the race course blog	
Packed lunches and beverages for all press boats	
Provision of basic beverages in the press office (water, tea/coffee)	
Free issue tickets to all social functions for press	
Press parking	
<b>3 Accommodation (for non-local personnel)</b>	<b>£ -</b>
Race Management Team - number tbc	
Event Organiser's & Assistants - these are volunteers brought down to help run event who need putting up - number TBC but would expect it to be at least 4 or 5	
Jury Members & Jury Secretary (7 people total - any accompanying wives/partners must pay for themselves)	
Measurement Team (need confirmation on how many people this will be - would assume at least 6 plus the IMCA Int Measurer below) some will only be needed for registration	
IMCA International Measurer	
Registration, Admin & Results Team	
IMCA Principle Race Officer & Championship Coordinator	
IMCA Race Officer	
ISAF Classification Commission Rep (will need to be there for all days of registration plus the first day or championship race - will leave on second day of racing)	
IMCA Press Officer & Assistant - 2 people	
Local Press Officer & Assistant	
IMCA Photographer	
Official Videographer & Assistants	
Race Tracking Support Team	
VIP Press (under normal circumstances press make their own accommodation arrangements but is there anyone we particularly want to bring down who will need paying for?)	
Spectator and Press Boat Drivers	

## Melges 24 - Event Budget Proforma

ITEM	Amount
<b>4 Competitor Facilities</b>	<b>£ -</b>
Boat mooring	
Port charges/harbour dues	
Cranage/launching and recovery (recommend a minimum of two cranes available)	
Calibrated load cell for boat weighing (National Sailing Authorities will be able to provide this in most cases)	
Calibrated scales for crew weighing (high quality electronic scales will be suitable. Weight limit is in kg but suggest using a set capable of weighing in both kg and lb)	
Trailer storage 100+ Melges 24 trailers require the equivalent parking space of around 150 cars)	
Trailer number stickers (to match bow numbers - each boat ties/sticks a trailer number to it's trailer mast support making them easier to identify during haul out)	
Provision of sailmaker facilities (if no local loft available on/near site)	
Competitor parking (worst case there could be several hundred cars to park daily)	
Competitor gifts (this is optional and is normally covered by sponsor promotional items)	
Competitor registration/information packs	
Spectator boat charter (optional - we do not commit to providing spectator boats but if these can be made available it is always a welcome addition)	
Spectator boat fuel	
Spectator boat mooring	
Spectator boat maintenance and repairs	
Spectator boat drivers	
Fees for local staff to assist with boat handling, launching, recovery, etc if required	
Wireless broadband link for competitor use (to be a separate system from that used by the media centre)	
Marina/site security staff fees	
<b>5 Social Facilities (Note facilities should be able to cater for 500+ people)</b>	<b>£ -</b>
Tentage or hire of function facilities if existing facilities not adequat (including flooring, carpet, lighting, extra toilets, etc)	
Provision of main services to tent if required (electric, water, waste disposal, etc)	
Lighting (internal, external and entertainment/presentation/stage)	
Staging	
PA/Sound facilities	
Projection equipment and screen(s) (IMCA Photographer can provide a daily slide show of images. Also can be used for sponsor promo)	
Site security	
Décor and flowers	
Cleaning daily (internal and external)	
Table and chair hire	
Rubbish collection	
Bands, discos and other staged entertainments	
Drinks and food for receptions, parties and prize givings	
Provision of bar facilities and staff	
Provision of catering facilities and staff (daily snacks, packed lunches, etc)	
<b>6 Sponsor Related Expenses (should be directly covered by sponsor income)</b>	<b>£ -</b>
Bow stickers	
Backstay flags	
Battle flags	
Committee boat flags and banners	
Other flags and banners for site and competitor areas	
Charter of sponsor and VIP boats	
Sponsor and VIP boat mooring	
Sponsor and VIP boat fuel	

## Melges 24 - Event Budget Proforma

ITEM	Amount
Sponsor and VIP boat crew	
Sponsor and VIP boat catering and beverages	
Sponsor and VIP catering	
Sponsor tickets for social events	
Advertising in IMCA and IMCA magazines	
<b>7 Regatta Clothing (this is not a mandatory requirement and ideally should be produced in association with a sponsor/sponsors)</b>	<b>£ -</b>
Organiser polo shirts (free issue) - assume around 60 personnel	
Organiser jackets (free issue) - as above	
Competitor gift shirts (free issue) - assume 450 crew based on 100 boats	
Competitor retail clothing (for retail sale)	
<b>8 Prizes</b>	<b>£</b>
Overall and daily keeper prizes Overall, Corinthian and any special categories	
Cost of updating engraving, cleaning and any shipping on perpetual trophies	
<b>Total Expenditure</b>	<b>£ -</b>
<b>INCOME</b>	
<b>1 Principal Income</b>	<b>£ -</b>
Entry Fees	
Principal Sponsorship	
Secondary Sponsorship	
Federation and local authority grants, etc	
<b>2 Secondary Income</b>	<b>£ -</b>
Social tickets	
Competitor clothing	
Bar takings	
Catering facility takings	
<b>Total Income</b>	<b>£ -</b>
<b>Profit/Loss</b>	<b>£ -</b>

# **STANDARD AGREEMENT**

**(Note - This Item Is Available As A Word Document From the IMCA)**

## **STANDARD AGREEMENT BETWEEN**

.....

**And**

**THE INTERNATIONAL MELGES 24 CLASS  
ASSOCIATION,**

**For the organisation of the**

**.....Championships**

-----

This agreement is entered into by and between the  
..... (club)  
(hereinafter called the "Organiser") and the International Melges 24 Class  
Association (hereinafter called the "Association").

Whereas the Association is responsible for the organisation of the  
International and Continental Championships of the International Melges 24 it  
has decided to designate Organising Authorities to run these Championships  
in accordance with ISAF rules and its own Regulations, and

Whereas the..... (country) Melges 24 Class Association has  
expressed its wish to have the.....  
Championships (hereinafter called the "Championships") organised  
in..... (country), and

Whereas the Association has officially designated..... (country) as  
hosting of these and,

Whereas the..... (country) Melges 24 Class Association has officially  
designated the .....(club)  
as Organiser of these Championships.

The Organiser and the Association in consideration of these premises, agree to as follows.

### **SECTION 1 - Object of this Agreement**

Through this Agreement the Association gives the organisation of the ..... Championships to the .....(club).

The object of this agreement is to define the rules under which this organisation shall be conducted.

### **SECTION 2 - Official name of the Championship**

The official name of the Championships shall be:

The..... (sponsor) International Melges 24 Class..... Championship.

The Championship will be an international regatta open to all nations (hereinafter called the “Event”), and following the same organisation as the Championships. The official name of the Event shall be agreed between the Organiser and the Association by .....(no later than 9 months before the event). This name may be contracted with a sponsor and include the sponsors name.

### **SECTION 3 - Location and Dates**

The Championship and the Event shall be held at ..... (club location).

The dates shall be finalised and commonly agreed by ..... (not later than 18 months before the event), in order to be able to issue an invitation pre-notice of race at the preceding championship.

### **SECTION 4 - Application of the ISAF Racing Rules and Class Regatta Regulations**

The Championship will be governed by the rules as defined in *The Racing Rules of Sailing*.

In addition, the documents forming the “International Melges 24 Class Event Regulations” issued by the Association and updated regularly shall be applied in its latest version. The document will be available on the Association web site. The management of the event shall be undertaken within the requirements of this document:

**There shall be no change or deviation for the requirements of the Regatta Regulations without prior written agreement from the Association.**

The Organiser guarantees that, at the date of signature of this agreement, no national law or regulation in his country might prevent one of some National Melges 24 Class Associations to take part in the Championships or in the Event.

The Organiser shall establish the Organising Committee and name the liaison person between the Organiser and the Association by ..... (not later than 18 months before the event).

The Organiser shall provide the Association with the composition of the Organising Committee and with a preliminary budget by..... (not later than 12 months before the event).

The Organiser shall inform the Association the names of its suggested Jury and Race officials for approval by the Association by..... (not later than 12 months before the event).

The Association shall inform the Organiser about its intent to designate a Race Management Advisor by..... (not later than 12 months before the event).

#### **SECTION 5 - ENTRY FEES AND BUDGETS**

The Association will endeavour to provide budgets based on previous events as a guide to the Organisers.

The Entry Fee shall be finalised and commonly agreed by the Association and the Organisers by the same date as specified in Section 2.

Travel, accommodation and subsistence expenses of the Jury members, the IMCA International Measurer and the Race Management Advisor (designated by the Association) and accommodation of IMCA personnel shall be included in the Budget of the Championships and the Event and paid by the Organiser.

#### **SECTION 6 - Liability**

The Association shall not be responsible for any liabilities undertaken by the Organiser.

#### **SECTION 7 - Termination**

This Agreement shall automatically expire upon the following events, whichever shall occur first:

1. Completion of the Championship and Event organisation by fulfilment of Section 4 of this agreement;
2. Mutual consent between the Organiser and the Association to terminate this Agreement before completion of the Championship and Event organisation, under specific conditions commonly agreed to;

3. Decision by the Association to terminate this Agreement following failure of the Organiser to fulfil Section 4 of this Agreement.

In the event that the Organiser decides unilaterally to discontinue the Championship and Event organisation, or in the event that the Organiser fails to fulfil Section 4 of this Agreement, it shall pay to the Association a conventional compensation corresponding to an amount equal to 50% of the expected entry fees at the time of termination of this Agreement.

**SECTION 8 - Disputes and Jurisdiction**

This Agreement shall be interpreted in accordance with the laws of the Country of the Organiser.

**SECTION 9 - Correspondence**

All correspondence between the Organiser and the Association shall be sent to:

- for the Organiser:

.....  
.....  
.....  
.....  
.....

- for the Association:

.....  
.....  
.....  
.....  
.....

**SECTION 10 - Agreement**

In witness whereof, the Organiser and the Association, on the date of signatures here below, have entered into this Agreement as evidenced below by the signatures of their duly authorised representatives.

**For the..... Organiser:**

.....



**Date.....**

**Name & Position.....**

**For the International Melges 24 Class Association:**

.....

**Date.....**

**Name & Position.....**