



IMCA EVENT MANAGEMENT REQUIREMENTS



Issued - 2011

The following infrastructure is to be provided by or catered for by the Event Organiser/Organizing Authority.

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. Any other mooring/docking arrangements proposed must be agreed with the IMCA.
- There will need to be moorings/docking for the jury and press boats close to the regatta offices.

2. TRAILER STORAGE AND PARKING

- There must be secure trailer storage for all the trailers. It 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 very close to the regatta venue.
- There should be parking available next to the moorings for the support truck from the class builder.
- There should be reserved parking for the race committee, jury and press if necessary.

3. SECURE STORAGE

- There must be secure storage on the regatta site for spare sails and gear etc.

4. COMPETITORS FACILITIES

- There shall be toilets, showers and changing facilities available at the event site.
- There shall be a boat yard/boat repair facility, a suitably stocked chandlery and a sailmaker/sail repair facility easily accessible to the competitors.
- Plenty of rubbish collection containers shall be provided within this area. These should be emptied daily.
- A place should be available for an IMCA 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 PA system audible throughout the main competitor social areas and the moorings.

5. CATERING

- Food and drink shall be available at the event site before racing each day and there must be an easily accessible source of packed lunches and drinks to take afloat.
- After racing (often 2-3 races per day) snacks and drinks, e.g. hamburgers or pasta, should be available either at the event site or very close by.

6. SOCIAL EVENTS

- There should be a minimum of 3 social events including opening ceremony, mid week event and gala dinner which may include the prize giving.
- Free nights should be established to allow the sailors to eat in local restaurants.
- The Event organiser should check venues for themselves and not rely on brochures.
- Melges 24 events have either an informal or at most semi formal dress code. Semi formal is smart but without jacket and tie.
- If a jacket and tie is needed because of specific local rules it must be advertised with the Notice of Race well in advance of the event.

7. ACCOMMODATION

- Accommodation lists must be provided together with good contacts with local tourist offices.
- Accommodation should be close to the event and available at different standards from 5* to basic self catering.
- Accommodation for the jury and IMCA team must be close to the event and not require car travel.
- The Event Organiser should appoint a person to help with accommodation requirements for teams who may be travelling great distances.
- The person appointed should check venues for themselves and not rely on brochures.

8. SPECTATORS AND FAMILIES

- Spectator boat(s) should be made available. A questionnaire should be used with the entry form to gauge possible numbers.
- Spectator boats must 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 controlled by the IMCA Spectator & Press Boat Rules.
- Families often attend the event and there should be a list a local attractions and trips available.

9. PRIZE GIVING

- The prize giving format should reflect the country hosting the event. It may be part of a final night gala dinner or a separate event on the last day of racing after the boats are craned out.
- 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 should be given to every crew member of the boat.
- The prize list must be approved by the IMCA.

10. JURY SECRETARY'S OFFICE

- This should be part of the Race Office.
- It shall be equipped with:
 - photocopier
 - desk & two chairs
 - filing trays & telephone line
 - computer
 - printer
 - Broadband internet connection

11. JURY ROOM

- This shall be clean, dry and weather proof as well as furnished with one long table and 10 chairs and electrical connections for laptop power cables.
- There shall be a separate room where arbitration can take place.
- If two juries are operation, then two jury rooms will be needed, both equipped the same.
- The jury rooms shall not be capable of being overheard by people outside the room
- The jury rooms shall be close to the race office and easily accessible by competitors.
- Associated with them, there shall be a waiting area; shaded (in warmer climates), warm (in colder climates) & dry with seating for waiting competitors.
- The jury rooms shall be secure and able to be locked so that jury members can leave personal belongings in the rooms.

12. RACE OFFICE

- The race office shall be easily accessible from the mooring/docking area.
- It shall be strictly private and out of bounds to all except authorised officials.
- It shall contain:
 - base station for the PA system;
 - ICF & sponsors flags to be used ashore;
 - ship to shore base stations (one per course area);
 - facilities to tape record all radio traffic, in an emergency;
 - 1 telephone line & phone/fax machine.
 - Broadband internet connection
- The PA system shall be supplied with a radio mike with a range to cover the race site (plus a spare).

13. NOTICE BOARDS

- These 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 authorised personnel.
- The following notice boards are required and shall be titled as such:
 - Official Notice Board 2 x 2metres
 - Jury Notices 2 x 2metres
 - Results 2 x 2metres
 - Class Notices 1 x 1metres
 - Weather 1 x 1metres
 - General Notices 1 x 2metres
- It is recommended that these be spaced out over a reasonable distance so that competitors can get to the board they wish to, during busy times.

14. OFFICIAL FLAG POLES

- One official flag pole for each course area shall be provided close to the race office and easily visible from the mooring/docking area.

15. OTHER FLAG POLES

- The regatta site shall have an abundance of substantial flag poles for:
 - national flags of participating countries,
 - title and associate sponsor's flags,
 - These shall be kept clear from the official flag pole (14 above).

16. EQUIPMENT INSPECTION AREA & EQUIPMENT FACILITIES

- The Event Organiser shall provide the following equipment for use by the Event Equipment Inspector and IMCA International Measurer:
 - Gantry or crane for boat weighing – must be available throughout the event;
 - Trestles for rig checks;
 - Calibrated load cell to weigh boats – min 1500kg, calibrated for 760kg - 840kg;
 - Calibrated scale to check rig weights – 1x 50kg, 1 x 15kg;
 - Event stamps with water proof ink pads x2;
 - indelible waterproof ink marker pens (black & silver);
 - Equipment required for detailed equipment inspection as specified by the class chief measurer.
- The Event Organiser shall provide an equipment inspection area available throughout the event, including sail measurement tables and other furniture as agreed with the IMCA International Measurer.

17. REGATTA SECRETARIAT OFFICE

- This is the main administration centre for the regatta and shall contain first aid facilities.
- It is the service centre for competitor non-technical questions i.e. Travel arrangements, accommodation problems, payments etc.
- It should contain desks, chairs, computers, printers and a robust photocopier which sorts as it prints.
- It should be fully equipped with office consumables (pens, staplers etc) and A4 paper.

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

18. RESULTS OFFICE

- The location of this important facility shall be confidential and only known to key personnel.
- The results computer shall not be in any of the aforementioned offices / rooms.
- It shall be quiet, warm and dry and shall be furnished as follows:
 - long desk & four chairs,
 - further long table,
 - stacking paper trays,
 - computer,
 - Reliable printer,
 - uninterruptible and surge protected power supply,
 - ex-regatta directory phone line,
 - 1 phone,
 - fax machine,
 - Broadband internet connection and WiFi base station.

19. PRESS OFFICE

- It shall be warm & quietly located on site as close to the main regatta centre as possible and furnished as follows:
 - sufficient no. of telephone lines to accommodate the expected number of attending journalists
 - One robust printer/copier
 - Sufficient tables & chairs to accommodate the expected number of attending journalists
 - (water, soft drinks, snacks)
 - plenty of power outlets,
- It shall be available to domestic & international journalists (invited / independent) only.
- There shall be a dedicated high speed broadband connection with WiFi not available to sailors to ensure that any wireless link is not disrupted by sailors using private computers on the system.

20. FOOD & DRINK

- Packed lunches including plenty of water if hot, shall be provided free to race & class officials, those going afloat on press boats and Event Organiser volunteers.

21. SECURITY

- The Event Organiser shall provide 24hr. security throughout the event. This shall pay special attention to the moorings, storage area, the competitor's marquee, regatta secretariat, race office, jury room, flag poles and press & media centre.

22. PRESENTATION AREA

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

23. INCIDENTALS

- Signage - All of the above facilities are to be well signed except the Results office.
- First Aid facilities - These shall be provided and clearly sign posted 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 programme. Large scale prints of same shall be located in the Regatta Secretariat & Beach Office and on the General Notice Boards.

B: SHORE FACILITY MANAGEMENT

1. COMPETITOR BRIEFING

- A Competitor briefing shall be held before racing commences.
- The Race Officers, Members of the Jury and IMCA Chairman shall be present.
- It shall be held inside in a suitable area with PA system to ensure that everything can be heard
- The Sailing Instructions should be available for sailors to have read them well before the briefing to be able to ask any questions. These shall be put in writing and answers should be published on the official notice board.

2. RACE COMMITTEE BRIEFING

- If a race committee briefing is held during the event for any reason, the IMCA Championship Coordinator shall be present.
- It is recommended that the race committee meet before racing each day.
- The race committee may also want to meet after racing each day.

3. Race Office Desk

- The Race Office shall be manned from 8am until the press have finished the days work to ensure that information is available.

4. RESULTS

- Results should be transmitted ashore at the end of each race.
- Updated provisional 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.
- 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.
- The IMCA have their own scoring programme and system available. The IMCA will expect this service and system to be used unless the club can demonstrate that their own results system can match the IMCA requirements

5. LAUNCHING & LIFTING OUT

- This shall be a managed system by the Event Organiser. It **shall not** be left to the competitors.
- The plans shall be published in advance and displayed at the regatta centre.
- The IMCA expects a high standard of organisation.
- There shall be:
 - a. Easy access to and from the cranes
 - b. Sufficient cranes
 - c. Plenty of space for manoeuvring the boats, rigging, de-rigging
 - d. Sufficient wash down area with water hoses.

Launching

- Melges 24's are simple to launch.
- All boats can erect their own mast.
- Cranes are only required to lift the boat into the water.
- Cranes should be restricted to this task only.
 - It is important that the cranes are positioned so that trailer can be easily manoeuvred under the crane, and removed.
 - All boats should 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.
- Do not allow boats under the cranes until they are ready to be launched
- Boats should be launched and recovered beside a pontoon, which has plenty of fenders.

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 taken 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)

- Organisers 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.
- A suggestion would be to haul out by bow number order.
- It is important that shore organisers know the order of lifting out and enforce it. Pragmatically putting foreign boats from the same country under one crane works well.
- It is considered courteous to give priority to those catching ferries or travelling long distances and needing to leave immediately. Proof of this should be required and presented to the Secretariat Office early in the week.
- Remember to check the route if the mast is to be left up with regard to overhead wires.
- This system will ensure that the operation runs smoothly.

Harbour side 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.
- When a boat is ready, the organiser's vehicle can move it to the launch area and take away the trailer.
- At the end of the regatta, the organiser's vehicle can collect the trailer and when the boat has been recovered take the boat away to be packed up.
- If there are overhead obstructions then the mast will need to be stepped immediately prior to launch, but the mast should be completely ready and need no more than stepping.
- This system avoids the problem of owner's vehicles blocking up launch areas and keeps the flow smooth.

- It also removes the problem of boats abandoned where you do not need them whilst the crew disappear!

6. DAILY PRIZE GIVING

- The daily prize giving ceremony should be held within 90 minutes of the boats returning to their moorings. The top three in each fleet should receive prizes.
- Daily prizes should not be significant trophies.

Single Fleet	Open Division	Corinthian Division
Daily Prizes	Winner of each individual race Current series leaders - 1 st , 2 nd and 3 rd (excluding final day)	Winner of each individual race Current series leaders - 1 st , 2 nd and 3 rd (excluding final day)

Split Fleet	Open Division		Corinthian Division	
Daily Prizes - Races 1 to 6	Winner of each individual race on course A Current series leaders - 1 st , 2 nd and 3 rd	Winner of each individual race on course B	Winner of each individual race on course A Current series leaders - 1 st , 2 nd and 3 rd	Winner of each individual race on course B
Daily Prizes - Race 7 - 12	Winner of each individual race in gold fleet Current series	Winner of each individual race in silver fleet	Winner of each individual race in gold fleet Current series leaders - 1 st , 2 nd and 3 rd (excluding final	Winner of each individual race in silver fleet

	leaders - 1 st , 2 nd and 3 rd (excluding final day)		day)	
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C: EVENT PERSONEL

1. PRINCIPAL RACE OFFICER

- The IMCA shall appoint the PRO and individual course RO's.
- The PRO (and individual course RO's in the event that two courses are required) shall be an experienced race officer – who may be an ISAF International Race Officer.
- They must have the experience to run a Melges 24 class regatta.
- The PRO and individual course RO's must run at least one major Melges 24 event before the championship regatta.
- Proof of the PRO's and individual course RO's experience must be presented to the IMCA at least 2 years prior to the event for approval by IMCA

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 separate personnel and equipment for
 - Mark Laying
 - Mark position recording
 - Safety/Support boats
 - Signals
 - Committee & pin end (& mid line) boat line sighting
 - Finish recording
 - Race course communication
 - Results transmission to the shore
 - Final race results posting
- There shall be a person capable of speaking clear English to give VHF announcements to the fleet.
- The IMCA's Championship Coordinator shall be a member of the Race Committee.
- The IMCA 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 IMCA International Measurer
- The CEI shall have the experience to undertake the task.
- The CEI shall liaise with the IMCA 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

- **The jury shall be approved by the IMCA**
- The number of judges shall be agreed with the IMCA.
- **The jury chairman shall not be from the host country.**
- The jury shall be constituted according to the ISAF Rules.
- Jury members shall receive:
 - Free airfares/transfers to & from their place of residence or previous event,
 - Free accommodation a minimum 3 star hotel or equivalent, this should preferably be within walking distance of the regatta site.
 - Each judges shall have a separate room, there shall be no sharing of accommodation.
 - Daily subsistence allowance for all meals and associated drinks for their stay 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.
 - If hearings may run late, the Event Organiser shall ensure that meals are available if restaurants have closed.
- IMCA juries are expected to undertake Pro-active on the water judging.
- It is very important that judges are fit and competent enough to be able to function in RIB's in all weathers.
- An extra judge will be needed to hear arbitration.
- As fleet sizes increase, more judges will be needed, especially if the fleet is split, then two juries may be needed.
- The jury should expect to pay any additional costs for wives/ husbands or partners should they request to bring them.
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IMCA PERSONNEL

6. IMCA CHAMPIONSHIP COORDINATOR and IMCA ADMINISTRATOR (two people)

The IMCA Championship Coordinator and Administrator are the Official Representatives of the IMCA Class on site during competition. They are responsible to the IMCA 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 are there to help the host club's Organizing Authority run the event to the highest standards.

The IMCA Championship Coordinator and Administrator shall:

- Approve the regatta site including: storage, regatta office, press office, equipment inspection area and equipment, race management equipment, marks, safety equipment and scoring system prior to the start of racing
- 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 Organisers, Press Officer, Official Photographer, Scorer, Webmaster and Class International Measurer.
- The Championship Coordinator shall be a member of the Race Committee and on board the RC signal boat.
- The Championship Coordinator and Administrator shall receive:
 - Free airfares/transfers to & from their place of residence or previous event.
 - Free accommodation in a minimum 3 star hotel or equivalent. This should preferably be 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.

7. IMCA INTERNATIONAL MEASURER

- The International Measurer (IM) for the event shall be appointed by the IMCA.
- 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 rule 64.3(b).
- The IM shall receive
 - Their professional fees for attending the regatta (to be agreed in advance)
 - Free airfares/transfers to & from their place of residence or previous event.
 - Free accommodation in a minimum 3 star hotel or equivalent. This should preferably be 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 fee as determined with the OA.

8. IMCA SCORER, if needed

- The IMCA championship coordinator will discuss with the host club to determine if the IMCA scorer will be required.
- If needed, the scorer for the event shall be appointed by the IMCA.
- The scorer shall assist the championship coordinator to ensure scoring is completed to class standards and requirements.
- The scorer shall receive
 - Free airfares/transfers to & from their place of residence or previous event.
 - Free accommodation in a minimum 3 star hotel or equivalent. This should preferably be 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.

9. IMCA MEDIA COORDINATOR AND EVENT PRESS OFFICER (two people)

- The IMCA Media Coordinator and event Press Officer for the event shall be appointed by the IMCA and are responsible to the IMCA and competitors for the overall smooth running of the event communications and press office functions
- The IMCA Press Team will work with the Event Organisers press team and any event Sponsor press representatives.
- The IMCA Press Team shall ensure that the every reporting is distributed to the correct press circulation.
- The IMCA Press Team must approve all press releases regarding the event.
- The Press team shall receive
 - Free accommodation in a minimum 3 star hotel or equivalent. This should preferably be within walking distance of the regatta site. Rooms should not be shared.
 - Free entry to all official functions and social events.
 - Free transport to / from the race site & harbour under their direct control if necessary.

10. IMCA OFFICIAL PHOTOGRAPHER

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

- Free accommodation in a minimum 3 star hotel or equivalent. This should preferably be within walking distance of the regatta site. Rooms should not be shared.
- Free entry to all official functions and social events.
- Free transport to / from the race site & harbour under their direct control if necessary.

11. ISAF SAILOR CLASSIFICATION COMMISSION REPRESENTATIVE

- ISAF will nominate a Sailor Classification Commission Representative to work with the event to review the ISAF classifications of all sailors competing in the Corinthian Division of the competition.
- The ISAF SCC Representative shall attend the event to conduct face to face competitor interviews.
- The ISAF SCC Representative shall receive
 - Their professional fees for attending the regatta (to be agreed in advance)
 - Free accommodation in a minimum 3 star hotel or equivalent. This should preferably be within walking distance of the regatta site. Rooms should not be shared.
 - Free airfares/transfers to & from their place of residence or previous event.
 - 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.
 - Use of a private office space to conduct the necessary interviews during the registration process and until the close of protest time for classification protests.
 - Access to necessary office facilities

D: RACE MANAGEMENT EQUIPMENT

1. MARKS & GROUND TACKLE

- Marks shall be a minimum 2.0 metres high and either round or tetrahedral in shape. They shall be bright orange, yellow, lime green or a very visible alternative colour.
- Finish line marks shall be clearly distinguished from the course marks and easily 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 staying anchored on station in up to 40 knots of wind, for prolonged periods.

- There shall be sufficient ground tackle on boards each boat to anchor in these conditions.
- RC boats shall be clearly marked and easily identified and able to operate in very rough conditions.
- RC Boats shall be equipped with good sound signalling equipment.
- The following are the requirements for boats per course area:
 - 1. Starting signal vessel**
 - Large weatherproof yacht or motorboat capable of carrying all flags specified in the Sis preferably with two drive units for holding station
 - 2. Port end start boat and gate control boats**
 - Fast dry all weather boats.
 - 3. Starboard end start boat (if needed for 3 boat starting line)**
 - Fast dry all weather boats.
 - 4 Windward Mark set control boats**
 - 5. Mark recording boats**
 - Fast dry boats for moving marks quickly.
 - 6. Safety/support boats**
 - Fast dry boats capable of operating in all weather to assist in case of accident or emergency

3. INTERNATIONAL JURY BOATS

- The Event Organiser shall provide at least three dedicated fast, dry boat to be at the disposal of the chairman of the International Jury. If a second race course is to be used the number of jury boats must be increased accordingly to at least six boats.
- They must be able to accommodate two judges for a full day afloat in all conditions.
- This means a RIB of some min 5.5 metres with a minimum 60hp engine. Melges 24 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 boats should be supplied with VHF radios.

4. INTERNATIONAL MEASURER & CHIEF EQUIPMENT INSPECTORS BOAT

- The Event Organiser shall provide one dedicated fast RIB to be at the disposal of the measurers, at all times, and suitable for all weather.

5. PRESS BOATS

- A dedicated fast RIB or similar boat shall be provided for the sole use of the IMCA Photographer. Suggested size 6 meters with minimum top speed of 30 knots.

- A dedicated fast RIB or similar boat shall be provided for the sole use of the IMCA Event Press Officer. Suggested size 6 meters with minimum top speed of 30 knots.
- At least one other dedicated fast, dry boat shall 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. IMCA ADMINISTRATION & SECONDARY PRESS BOAT

- A dedicated deck salon high speed motor boat (eg Bertram 28) or similar shall be provided for the sole use of the IMCA Championship Coordinator and/or Administrator. This boat will also be used as a secondary IMCA press boat.

6. HARBOUR FACILITIES

- A well protected harbour shall be close to the race site
- The Event Organiser shall arrange for free berthing all craft associated with the regatta including coach boats.
- Boats prefer not to be rafted alongside
- Space for each boat's dock box
- In-port fuelling shall be available at the venue proximity.

7. FLAGS/SOUND SIGNALS

- These shall be a minimum of 500mm x 700mm 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 Control boats shall carry at least the following Flags: S, M, C plus a red rectangular panel and a green triangular panel, plus and minus placards, chalk/white boats and appropriate markers.
- All RC boats shall be equipped with loud sound horns and whistles.

7. 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.
- A dedicated VHF channel for recalls shall be established with a competent operator(s).
- Radio communications shall be possible between all members of the race committee, jury and IMCA team.

E: 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 up to two race courses with a 2 mile beat.
- The anticipated tide 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 obstruction 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

- Mean wind speeds for an acceptable course area shall be between 6 and 30 knots for the period of the event.

3. NUMBER OF ENTRIES

- The usual number of entries for World and Continental Championships will be 50 - 120.
- Over 95 boats have been successfully accommodated on one start line, while using a 3 boat starting line system.
- The layout of committee boats or signal boats must be clear to all boats.
- When the number of entries exceeds 100 the race committee may consider splitting the fleet into two. This should be discussed with the IMCA before implementation.

4. COURSES

- The course shall be a windward leeward course with a leeward gate.
- The number of rounds should be judged considering the weather conditions.
- 2-3 Races per day is normal practice.
- The total length of race should be around 80-100 minutes.
- A windward spreader mark shall be laid
- The Spreader 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.
- There should be a minimum of two start line boats and possible third start lone boat should it be needed.
- Starboard hand courses shall not be used.
- Dog leg finishes shall not be used.

5. LENGTH OF FIRST BEAT

- It is essential that the first beat of the race is sufficiently long to attempt to reduce overcrowding at the weather mark.

- A beat of between 1.5 & 2 nautical miles will be required.
- Subsequent beats may be shorter.
- We recommend a time limit for the first leg of 45 minutes.

6. INDIVIDUAL & GENERAL RECALL SIGNALS

- Recall signals should be displayed for all RC start line boats
- In the case of a Black Flag start sail numbers should be prominently displayed at both ends of the line and at mark one.
- It is essential that all competitors have time to receive or view any recall numbers, both at the start and Mark 1.
- All recalls shall be announced over the VHF.

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.
- To do so after the first leg would require exceptional circumstances.

8. FINISH LINE

- Buoys indicating the end of the finish line should be clearly visible.
- Care should be taken with Dan buoys with small flags which are rarely sufficient.

9. PROTESTS

- Protest time limits under the RRS are based on the time of the RC finish boat's dock arrival time.
- Approximately one hour from this point should give more than enough time for protests to be lodged.

10. RESULTS

- Results must be sent ashore as soon as possible after each race.
- Copies of provisional results for both overall and Corinthian divisions should be available to all competitors as soon as they come ashore.
- Provisional and final results should be posted on the website as soon as possible.

11. BETWEEN RACE SIGNALLING

- If the race committee intends to start another race on the same day, it will display the Second 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..

13. RACE MANAGING

- Bow numbers shall be supplied by the OA, at a minimum height of 450mm.
- Mark rounding lists shall be made and kept for every mark of every race.
- The RC Start lines boats shall keep paper and tape recorded records 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 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. Be prepared to protest a team if necessary.
- 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.

F: 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
 - Scrap yard or name of company which can supply lead (additional corrector weights).

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 is now becoming the norm 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.
- Advance online registration for those elements of registration that can be completed in advance of arrival on site is now becoming the norm. The IMCA 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

- Organisers must check that they have a signed declaration as part of the entry that the boat carries Third Party insurance.
- Organisers are strongly advised not to inspect certificates, as according to some legal opinions an indication that the organisers will require to see proof of insurance may make the organisers liable in the event the boat's insurance is invalid
- The IMCA 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 organisers should keep a 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 refer to rule 78.2.
- 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 IMCA.

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 IMCA website the membership of the owner and helmsman.

ISAF Classification – Corinthian Entries Only

- Immediately on receipt of Corinthian entries the ISAF status of each crew member must be checked using the online ISAF sailor classification register at www.sailing.org. If any competitor's crew member fails to comply with the rules governing the IMCA 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 overall competition).

3. REGISTRATION INFORMATION PACK

- The following information pack 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 pack should also be provided to the race committee, jury and Press Officer.

4. CREW WEIGHT

- Crews shall be weighed in during registration.
- A set of calibrated scales should be available behind screens to allow clothing removal.
- A careful record should be kept of each crew person's weight using the standard IMCA crew weight form provided in Section 6 of these regulations to enable substitutions later if necessary.