



# **ASIAN SAILING FEDERATION EVENTS MANUAL**

**MAY 2017**

**[www.asiansailing.org](http://www.asiansailing.org)**



 **ASAF** Sailing Cup Shanghai 2016  
Sponsored by ChinaEquity  
信义和 亚洲杯帆船赛 上海站

# CONTENTS

GLOSSARY OF ABBREVIATIONS & TERMINOLOGY .....	4
1. GENERAL REGULATIONS .....	5
2. BIDDING FOR AN ASAF EVENT .....	7
3. GUIDELINES FOR ASAF EVENTS .....	8
4. ORGANISING AN EVENT .....	12
5. PUBLICITY, SPONSORSHIP AND WEBSITE.....	31
6. GUIDELINES FOR SAILING EVENTS AT REGIONAL GAMES / CONTINENTAL QUALIFIERS .....	33
7. TECHNICAL REGULATIONS FOR RACE OFFICIALS AT ASAF ENDORSED EVENTS.....	42


## APPENDIX A

STANDARD AGREEMENT BETWEEN EVENT ORGANISERS AND THE ASIAN SAILING FEDERATION...	46
--	----





# GLOSSARY OF ABBREVIATIONS



ASAF	Asian Sailing Federation
AGM	Annual General Meeting
AGOC	Asian Games Organising Committee
CR	Course Representative
CRO	Course Race Officer
EOM	Event Organisational Manual
IJ	International Judge
IM	International Measurer
IRO	International Race Officer
IU	International Umpire
LOA	Local Organising Authority
MNA	Member National Authority
NJ	National Judge
NRO	National Race Officer
NoR	Notice of Race
OA	Organising Authority
OCA	Olympic Council of Asia
PRO	Principal Race Officer
RC	Race Committee
RRS	The Racing Rules of Sailing
SI	Sailing Instructions
TD	Technical Delegate
WS	World Sailing
YOG	Youth Olympic Games

## TERMINOLOGY

Terminology used throughout this document *will* apply with the meanings as follows. The purpose is for consistency and to avoid confusion.

“Shall”	-	mandatory action
“Will”	-	intended action
“Should”	-	best endeavours
“May”	-	optional action
Vessel	–	Any boat or ship

Other words and terms are used in the sense ordinarily understood in nautical or general use.

# 1. GENERAL REGULATIONS

- 1.1 The Asian Sailing Federation (ASAF) organises the following events annually, biennially and quadrennially.
- (a) Sailing competition of the Asian Games in association with Olympic Council of Asia (OCA), the Asian Games Organising Committee (AGOC), World Sailing (WS) and the Member National Authority (MNA) of the host nation.
  - (b) Asian Sailing Championship in association with AGOC, WS and the MNA of the host nation.
  - (c) Continental Qualifiers for Olympic / Youth Olympic Games (YOG) in association with WS and the MNA of the host nation.
  - (d) ASAF Sailing Cup (Olympic Classes)
  - (e) ASAF Youth Sailing Cup (Youth Classes)
  - (f) ASAF Keelboat Cup
  - (g) ASAF Match Race Cup
- Names of the championship from 1.1(d) to 1.1(g) *may* be associated with names of sponsors, subject to the prior approval of the Executive Committee of the ASAF.
- 1.2 The ASAF is officially represented at these events and other related events by its President, or by a member of the Executive Committee specially designated by the President in the case he is unavailable.
- 1.3 The event organisation *shall* comply with specific rules established under the responsibility of the Executive Committee of the ASAF. These rules constitute the ASAF Event Organisational Manual (EOM).
- 1.4 For ASAF Sailing Cup, ASAF Youth Sailing Cup, ASAF Keelboat Cup and ASAF Match Race Cup, the organisation of each event is allocated to a Local Organising Authority (LOA); MNA or Yacht Club, by common agreement between MNA of the ASAF and the Executive Committee of the ASAF, taking into account the interests of the member nations and general harmonisation of the calendar, according to bids received at least one month prior to the Annual General Body Meeting of the ASAF and analysed by the Executive Committee of the ASAF. Bids are taken into consideration only if they are presented by a MNA in good standing with the ASAF. They *shall* include proposals for location(s) and date(s), and all relevant information necessary to make a decision. Bidders *shall* guarantee and provide evidence that no national law or regulation might prevent one or more MNAs to participate in the event. The General Assembly *may* authorise the Executive Committee of the ASAF to make any decision regarding selection of a host OA of a championship listed from 1.1(d) to 1.1(g).

- 1.5 To be eligible, competitors *shall* comply with the eligibility rules of the WS Regulation 19. All events listed in 1.1(d) to 1.1(g) *shall* be open to competitors and coaches from any part of the world, however, they *shall* not be eligible for award of ASAF Nations Cup Trophy. Boats *shall* comply with the class rules and have a valid measurement form. The Executive Committee of the ASAF is the entity in charge of taking final decisions about eligibility of crews and boats.
- 1.6 To enter the championship, competitors *shall* follow the requirements of the relevant Notice of Race (NoR) for the concerned event.
- 1.7 After entry confirmation on site, replacement of one of the two members of a crew *may* be permitted once by the Race Committee of the event, upon submission of valid reasons. The new crew *will* sail the remainder of the event. The previous crew remains the official one and *shall* have the benefit of the results of the new crew for the final classification of the event. This *may* be altered by the event Sailing Instructions (SI).





## 2 **BIDDING FOR AN ASAF EVENT**

**2.1 All ASAF events *shall* abide by this EOM.**

**2.2 Only paid up members of ASAF can bid to host an ASAF event. There are three major steps to follow when bidding to host an ASAF event:**

2.2.1 Submission to ASAF two months prior to the AGM

2.2.2 Selection by AGM

2.2.3 Confirmation by AGM

**2.3 Event Bid Application Form**

The event bid application form *shall* be sent to the ASAF Secretariat not later than two months before the AGM taking place two years before the event is to be held. The earlier the application is sent the better, since it allows extra time to make any necessary changes. The application has a set of notes that guides the bidder on how it should be completed. Any queries *should* be sent to the ASAF Secretariat.

**2.4 Selection of venues at the Annual General Meeting**

The Annual General Meeting (AGM) is held every year and at each meeting the hosts of the ASAF events to be held two years after that meeting, are selected. Voting by proxies is not allowed and voters must be present in person. The bidder's representative *should* have a sound knowledge of the venue and the proposal.

**2.5 Confirmation of venues at the Annual General Meeting**

The venues *shall* be confirmed one year before the event at the AGM.

**2.6 Event Official Appointments**

The Executive Committee of the ASAF, *will* appoint its nominee to be present at the event and the organisers *shall* be responsible for all costs (travel expenses, accommodation, meals and local transport). The appointment of the event race officials *shall* be made in accordance with Regulation 7 of this manual.

**2.7 Event Hosting Fee**

The organisers *shall* be responsible for payment of USD 20 per competitor or fee-paying adult, for each event to the ASAF. This fee should be paid one month prior to the commencement of the event.

# 3 GUIDELINES FOR ASAF EVENTS

## 3.1 Objectives

- 3.1.1 The aim of ASAF events is to promote the sport of sailing in Asia. While doing so, ASAF also promotes and supports the protection of the environment in all sailing competitions and related activities by developing and cultivating efforts towards global sustainability goals.
- 3.1.2 The primary objective of ASAF events is to ensure the highest quality and level of racing for competitors in Asia by having as many competitors compete together amongst a common setting.
- 3.1.3 The ASAF events *shall* provide the atmosphere and environment necessary to ensure that individual friendships could develop among competitors, that the spirit of sportsmanship can be promoted, and goodwill amongst all participating nations regardless of race, language or religion.

## 3.2 Racing Schedule

- 3.2.1 The ASAF Youth Sailing Cup Series events and ASAF Sailing Cup Series events *shall* consist of a minimum of four scheduled days of racing.
- 3.2.2 A practice race *should* be scheduled, the day prior to the schedule stated in 3.2.1, to allow competitors and the race management to test equipment and personnel. One spare or rest day *may* be scheduled depending on the format of the event. The spare day *may* be used for racing *should* racing fall behind schedule.
- 3.2.3 Any national prescriptions that needs to be applied *shall* first be published in the event NoR.

## 3.3 Format of the series

- 3.3.1 Individual fleet racing series which *may* include a qualifying and final series.
- 3.3.2 Team racing series, whereby a team racing competition *may* be organised for a number of national teams for a class or classes of boats.
- 3.3.3 Medal races or umpired fleet racing *should* be conducted at the conclusion of the individual fleet racing series when there is a sufficient number of boats and resources to conduct the medal races.
- 3.3.4 The format of the series *will* be published in the NoR and/or SI.

## 3.4 Prizes

Prizes *should* be awarded to the top three male and female competitors in each class for an individual fleet racing series. However, the final determination of prizes *will* be made between the Executive Committee nominee of the ASAF and the LOA.

## 3.5 Event Organisation

- 3.5.1 The Organising Authority (OA) *shall* include ASAF and the MNA and/or host club.



- 3.5.2 The LOA *shall* appoint the Race Committee except appointments made under Regulation 7 of this manual.
- 3.5.3 Safety facilities and equipment including radio communication and/or mobile phones appropriate for the conditions *shall* be provided by the LOA.
- 3.5.4 Unless otherwise agreed by the ASAF Executive Committee, the LOA *shall* provide for sufficient support vessels for teams not bringing their own vessels, so as to allow each team to have one coach afloat in a shared vessel. The LOA *may* provide charter vessels for a reasonable charge. The ASAF Executive Committee in consultation with the LOA *may* prescribe specific rules for the use of such support vessels.
- 3.5.5 One or more spectator vessels intended to carry country representatives, team leaders, officers of ASAF and competitors' families, *may* be provided by the LOA for a reasonable charge.
- 3.5.6 English *shall* be the official language for the events. The NoR, SI and information relating to sailing conditions *shall* be published in the official language, and *may* also be published in the language of the host member. Any event website *shall* also be written in the official language.
- 3.5.7 The Race Committee *should* use standard race management forms and follow the standard procedures described in the WS Race Management Manual, subject to such variations as *may* be desirable for local conditions and approved by the ASAF Principal Race Officer or ASAF representative.

### **3.6 Advertising**

Sponsorship *should* be encouraged and advertising is permitted as described in the WS Advertising Code Regulation 20 but *may* be limited by the relevant class rules.



### 3.7 Information Sheets

Information sheets containing the following information *should* be circulated to all countries, if possible starting 8 months prior to the event.

#### **Information Sheet 1: 8 to 12 months before event**

- Tentative programme of events
- Local sailing conditions
- Insurance requirements
- Chart of race area
- Inoculation requirements
- Contact details for LOA
- Website address

#### **Information Sheet 2: 6 months before event**

- Notice of Race
- Map layout of shore and event venue
- Information on accommodation for teams, officials and other supporters
- Information about the charter boats
- Information about how to import boats
- Details on special airfares
- Visa requirements
- Special information or other requirements (eg. food, special health cautionary, etc.)

#### **Information Sheet 3: 1 to 3 months before event**

- Arrivals procedure
- Details about special functions and social activities
- Meals
- Registration procedures
- Local transportation
- Storage and handling of boats
- Boat, sail repair and chandlery facilities





- Other local area amenities such as supermarket, doctor, pharmacy, hardware store, convenience store, tourist office, car hire, etc.
- WiFi facilities
- Team leader and spectator boats/Support boats
- Address for any personal parcels

### 3.8 Team Leader and Coaches Meetings

3.8.1 The team leaders are usually the most important link between organisers and competitors, therefore their understanding and co-operation can contribute in a major way to minimising problems. A team leaders meeting is scheduled (in the SI) at the start of each event. This deals with administrative issues such as accommodation, food, security etc.

3.8.2 Daily coaches' meetings are scheduled at a regular time each day prior to the race committee and competitors going afloat. The PRO will usually lead these briefings. The purpose of the meeting is to clarify any questions arising out of the instructions from the LOA, from the SIs and from other arrangements for the conduct of the event.

#### **Clear instructions/guides should be given about:**

- Use of individual team support boats
- Enforcement of the RRS 42
- Rescue procedures
- Tracking procedures (if tracking is provided)
- Weather information
- Individual vs. general recall
- Starting penalties
- Minimum wind speed
- Posting of OCS/BFD/UFD



## 4 ORGANISING AN EVENT

### 4.1 Shore Facilities and Equipment

#### 4.1.1 Launching Area/Beach Team

- (i) The launching area *should* be approximately 200 metres long and *shall* have unimpeded access to the sea. If any, public showers *should* be confined to a set aside area away from the launching area.
- (ii) To facilitate smoother launching and recovery of boats/boards, pit lanes for respective classes (eg. Optimists, Lasers, Skiffs, RSX, etc.) *should* be created, which *will* allow for similar boats/boards moving in a common direction flow which helps reduce the opportunities for accidents during launching and recovering.
- (iii) Launching and recovering a huge number of boats *may* pose problems, particularly if there is limited access to the water. A Beach Team is recommended to help with the launching and recovery of boats. A Beach Team manages the slipway, takes trollies from competitors as they launch and stack or arranges them neatly. An efficient Beach Team can significantly reduce the amount of time taken for the fleet to launch.

#### 4.1.2 Competitors' Village

- (i) A competitors' rest area *should* be provided, which the general public are excluded, of approximately 3000 sq. metres. This area *should* be adjacent to the boat park or boat/board storage area and the launching area, and *shall* provide adequate shade and storage space for personal belongings or equipment.
- (ii) A food and beverage stall *shall* be available at reasonable cost in the village.
- (iii) Plenty of trash disposal containers *shall* be provide within this area. These *should* be emptied at the end of each racing day to prevent pests from infesting the area or create an unhealthy environment for competitors and supporting staff.

#### 4.1.3 Boat Park

- (i) Each time *should* be assigned an area to park its boats and store its equipment. It is recommended that the boundary of each team's boat parking area be conspicuously painted or identified. Adequate amount of space *should* be catered for the movement of boats. Additional space must be allocated for trollies to be stacked whilst boats are on the water.
- (ii) The ASAF standard SIs state that each boat *shall* remain at its designated berthing place until flag D is displayed ashore. If the designated area is not well marked, the implementation of the instruction becomes challenging or impossible, and launching the boats without any specific order can lead to major problems.
- (iii) It is desirable that lockers or containers be provided, unless other facilities are nearby. There *should* be sufficient water supplies and hoses for daily rinsing or hulls and equipment, so that there *will* not be a huge bottleneck of boats queuing up.

#### 4.1.4 Sail Storage Area

- (i) Sails *should* be stored in an appropriately shaded area from the sun in a suitable storage space. The sail storage area *should* be close to the boat park.
- (ii) This can be provided for in a warehouse or marquee with a structure for the mast foot to be slotted into.
- (iii) The sail storage area *should* be surrounded by a perimeter fence of adequate height. If possible, these areas *should* be guarded 24hrs for the period of the event dates as stated in the NoR. The fencing can act as a windbreak if local conditions usually require it.
- (iv) Access *shall* be confined to registered competitors, their support personnel and official event personnel only.
- (v) These facilities *shall* be provided free of charge. Team spaces *should* be marked clearly.

#### 4.1.5 Chandlery and Repairs

It is desirable that a local sailing shop provides parts and repair facilities at or near the site. If extreme weather conditions *may* be expected, additional stocks of wetsuits, drysuits and cold weather clothing *should* be provided. Many teams *may* come from countries with differing climates so thought *should* be given to supply the appropriate weather gears, etc.

#### 4.1.6 Toilets, Showers and Changing Rooms

Sufficient toilets and fresh water showers *shall* be provided for competitors. Toilets *should* be cleaned a minimum of twice a day. Plenty of facilities need to be available for competitors and officials to get ready for sailing including changing facilities, toilets and showers, split by gender.

#### 4.1.7 Car parking

- (i) An adequate number of car parking spaces *shall* be provided for competitors, race officials and support personnel free of charge for the duration of the event as well as any training dates preceding the event.
- (ii) The parking area *should* be sectioned and divided with proper signage for staff members, race officials, competitors and visitors, separately.

#### 4.1.8 Jury office

- (i) The office *shall* be clean, dry and weather proof. It *shall* consist of a long table, or multiple tables combined together, and 10 chairs.
- (ii) The office *shall* be situated next to the Jury Secretary's office, close to the results office, and nearby a toilet.
- (iii) Along with the jury office, there needs to be a waiting area; shaded (for warm environments), warm (for colder environments) and dry with seating for waiting competitors.
- (iv) Relatively good working Wi-Fi connectivity. Preferably a secured net with password access only.
- (v) This room must be lockable. Hot and cold drinks, snacks and fruit need to be available to this group who often work long hours on and off the water. Sufficient number of AC plugs for all jury members *should* be available.

4.1.9 Jury Secretary's office

It *should* be equipped with the following:

- photocopier
- desk and two chairs
- filing trays
- computer
- printer
- relatively good working Wi-Fi connectivity
- working telephone line or mobile phone access
- stationeries
- adequate envelopes for A4 sized papers
- trash disposal container(s)
- all necessary regatta forms

4.1.10 Beach Master's office

- (i) The beach master's office *should* be situated close to the launching area and the official flagstaff.
- (ii) The office *shall* be strictly private and out of bounds to all unauthorised personnel except for authorised officials. This *should* contain the following:
  - a Public Address (PA) system
  - all the visual signals, including sponsor and OA flags to be used ashore
  - air horns/Sound signalling equipment when displaying signals ashore
  - VHF radio communications to each course area
  - working telephone line or mobile phone access
  - relatively good working Wi-Fi connectivity
  - adequate tables and chairs
  - whiteboard(s)
  - trash disposal container(s)
  - stationeries
- (iii) The visual signals listed below, *shall* be made available for signals made ashore on the official flag staff as provided in 4.1.12.

AP		H	
A		L	
D		N	

In addition to the visual signals listed, the appropriate class flags and course area flag designations (if any) *shall* also be available for use ashore. Flags *shall* have a minimum size of 90cm x 60cm and *shall* not be too faded or discoloured.



- (iv) On the external of the beach master's office *should* also contain an official regatta clock. This clock can then provide the official time throughout the event, such as the times for the display and removal of visual signals ashore. The time *shall* be synchronised to local GPS time.

#### 4.1.11 Official Notice Board (ONB)

- (i) The Official Notice Board (ONB) *should* be located close to the results office, race management and jury office.
- (ii) The boards *shall* be well-lit, weather proof, be easily visible to competitors, support personnel and officials, but difficult or impossible to be removed except by authorised personnel.
- (iii) Headers or labels *should* be created, by print and laminated or other suitable means, to demarcate the different sections and *shall* be titled as follows (recommended size of section):

For the overall header,

- OFFICIAL NOTICE BOARD

For the main-headers,

- RACE COMMITTEE (2 x 2 metres)
- RESULTS (2 x 2 metres)
- JURY (2 x 2 metres)
- TECHNICAL COMMITTEE (1 x 2 metres)
- ORGANISING AUTHORITY (1 x 2 metres)
- GENERAL NOTICES (1 x 2 metres)

Sub-headers *should* be created for the several main-headers listed above and be titled as follows:

- Sailing Instructions
- Amendments
- Notice to Competitors
- Scoring Enquiry
- Appendix P Infringements
- Protest Hearing Schedule

- (iv) The boards *should* be evenly spaced apart over a reasonable distance so that competitors and support personnel can get to the board that they wish to during crowded periods.
- (v) Competitors, team support personnel and officials would very much appreciate if there would also be an Online Notice Board. This *will* allow competitors to check for results or other official notices posted after they have left the event venue and the accommodation is not located at the event venue itself. This Online Notice Board is only a courtesy tool by organisers and is by no means an Official Notice Board (ONB). There can only be one ONB and its location *shall* be clearly stated in the SI. The OA *should* however, endeavour to do its best to update the Online Notice Board as soon as reasonably possible.

#### 4.1.12 Official Flag Staff

The official flag staff for visual signals made ashore, *shall* be located close to the beach master's office and be easily visible by competitors at the launching area.

#### 4.1.13 Other flag poles

There *should* also be an adequate number of flag poles for national flags of participating countries, sponsor flags, OA flags. These other flag poles *shall* be kept away from the Official Flag Staff as provided in 4.1.12.

#### 4.1.14 Race Committee Rooms

Separate rooms *shall* be made available for the race management personnel to rest, discuss matters, conduct meetings with key event personnel, etc. It *shall* be an area that is safe for the race management to leave their belongings behind before going afloat, and for storage of equipment. It must have WiFi provision. It might also be used by race recorders who are preparing the provisional and final results. The room *should* be “off limits” for all persons except members of the Race Committee. This room *should* be lockable in order that personal equipment can be left whilst individuals are on the water. It is suggested that a key is left in the Race Office for the Race Committee to use and return. Hot and cold drinks, snacks and fruit need to be available to this group who often work long hours on and off the water.

#### 4.1.15 Measurement Area and Equipment

- (i) The LOA *shall* provide a large enough area for the event Technical Committee to conduct their measurement duties. Tables and other furniture *shall* also be made available and the LOA *should* be mindful of providing tables of appropriate size corresponding to the sizes of the sails and other equipment to be measured. The area *shall* be adequately shaded from the sun and wind.
- (ii) Measurement equipment *should* be provided by the LOA as specified by the chairman of the event Technical Committee upon prior event communications with the chairman.
- (iii) Technical Committee Recommendations
  - Minimum of two volunteers for up to 100 boats and one extra volunteer for every 50 boats. Preferably with basic knowledge of RRS and the English Language. One of the volunteers *should* be from the LOA's country who can speak the local language and English. This person *should* be encouraged to liaise with the Chairman as early as possible through mail or other means of communication.
  - While registration is undergoing, have a team to explain how to fill the Equipment Inspection form and paste equipment limitation stickers.
  - Convey to all participants to be present with hull / sail certificates wherever applicable.
  - Convey that boats and sails have to be in dry condition before bringing them to the inspection area.
  - Have one set of class rules for ready referencing.
  - Inform the charterers of equipment or the team that supplies boats to ensure that all equipment are class legal.
  - Print Equipment Limitation stickers with security features and serial number. For example, if a participant is issued a sticker number 001, a sheet containing 12 stickers is given to each participant, all 12 stickers *will* have the number 001 number.

- Print sufficient Equipment Inspection Forms for each class of boats and Equipment replacement request forms. The format can be requested from the Chairman of the Technical Committee.
- Prepare two or more numbers of event seal with waterproof ink for stamping on sails.
- Provide sufficient number of pens, permanent marker pens, ruler, paper and accurate measuring tape and such items that the Chairman of the Technical committee *may* need.
- Provide an appropriate accurate platform scale with cradle for weighing each class of boat.
- Incorporate Technical Committee chairman's email in NoR and encourage participants/coaches to seek any clarification well before the event.

#### 4.1.16 Race Secretariat

- (i) This is the main administration centre for the event and the go-to area if competitors or support personnel have any queries.
- (ii) It *should* contain desks, chairs, computers, a robust working printer that can print in both colour and black-and-white, and a robust photocopier machine. It *should* also be fully equipped with office stationeries such as pens, staplers, scissors, sticky tape, A4 paper, etc.
- (iii) There *shall* be a clear and visible reception point to serve as the first point-to-point contact. This reception area *shall* be staffed by knowledgeable staff members or volunteers, and *shall* never be left unattended unless closed for the day.
- (iv) It *shall* be equipped with adequate copies of the necessary regatta forms.







#### 4.1.17 Results Office

- (i) The location of this important facility *should* be confidential and only known to key personnel.
- (ii) It *shall* be a quiet room, dry, properly ventilated and *should be* furnished as required:
  - Adequate desks and chairs
  - Paper trays
  - Fast and reliable printer with colour and black-and-white
  - Adequate power supply points
  - WiFi router source or strong internet connection
  - Envelopes and other office stationeries
  - Photocopier

#### 4.1.18 Press Office

- (i) It *shall* be made available to domestic and international journalists and media crew only.
- (ii) It *shall* be well ventilated, quiet, and furnished with adequate working equipment for the media personnel.

#### 4.1.19 Security

The LOA *shall* provide for 24-hour security throughout the period of the event and *should* focus more on key installations and infrastructure. Security issues fall into several categories for example:

- (i) General security of shore venue. There is a need to bar or restrict entry into the shore venue by persons not involved in the event.
- (ii) Safekeeping of valuables. There is a need for safekeeping of passports, cash, traveller cheques, cameras and other high-value personal effects.
- (iii) Security of team boat storage areas. There is a need for secure storage for sails, daggerboards, rudders, tool kits, spare parts and other accessories.

In many past events with poor security, there have been cases of theft, burglaries, and malicious damage of sailing equipment.



#### 4.1.20 First-Aid Post

- (i) A first-aid facility *shall* be provided manned with staff trained and certified in first-aid. It *should* contain the event safety management plan and the contact directory of key event personnel. Proper and sufficient first-aid resources must be readily available.
- (ii) First aid and medical facilities appropriate for the circumstances must be provided at the shore site. Ambulance service *should* be readily available and in contact with emergency hospital facilities. It is recommended to have a qualified doctor available at the venue at all times. There *should* be an emergency procedure in place and all team leaders and coaches should be briefed on this at the first meeting. Language services are often required in a hurry when an injury occurs. Ensure that you have listed all staff on venue who have language skills (even if they are the chef) and have their mobile phone number listed.

## 4.2 Water Based Facilities and Equipment

### 4.2.1 Racing Area

- (i) An open area of water or sea *shall* be sufficiently comfortable to fit a minimum of two racing areas.
- (ii) The area *should* have a small tidal flow range to allow courses to be set close to the event site for easier spectator viewing.
- (iii) If there are medal races, the racing area *will* be close to spectators ashore and thus there must not be marine obstructions to prevent the racing area from being close to shore. It is strongly recommended to provide shore based commentators to keep other fellow competitors and spectators informed of the action happening live on the water. Commentators *should* be knowledgeable, entertaining and informative.
- (iv) Water depth *should* be no more than 30 metres and be such that the race committee can alter the course without unnecessary delay to schedule.
- (v) The holding ground for anchor and ground tackle *shall* be such that marks can hold steady without drifting in 30 knots of wind.
- (vi) Average wind speeds throughout the racing areas *should* be between 5 to 25 knots for the period of the event.

#### 4.2.2 Marks and Ground Tackle

- (i) Rounding marks *shall* be at least 2 metres in height and be either teardrop, cylindrical, conical or tetrahedral in shape. They *shall* be of the following colours for suitable visibility on water: bright orange, bright yellow, lime green or red.
- (ii) Finishing line marks, waiting area marks and other non-rounding marks *may* be slightly smaller in size but *should* still be highly visible using the colours mentioned in 4.2.2(i).
- (iii) All ground tackle *shall* be capable of holding, for prolonged periods, easily in 30 knots of wind and 3 metres of waves. A weight attached directly under the mark *may* be required to keep it upright.

#### 4.2.3 Port or Docking Facilities

- (i) A well protected harbour *should* be provided with separate areas for support vessels and race official vessels.
- (ii) In-port fuelling stations *should* be readily available at venue proximity.

#### 4.2.4 Race Committee Vessels

- (i) Race Committee (RC) vessels *shall* be capable of staying anchored on station in up to 30 knots of wind and 3 metre waves, for prolonged periods. Sufficient ground tackle *shall* be available on board, as well as a spare anchor.
- (ii) The following are the requirements for vessels per course area:
  - (a) 1 start signal vessel
    - Large yacht or powerboat capable of carrying all resources and manpower
    - Needs to have a tall mast or main flag staff for the display of the Orange starting line flag, defining the starboard end of the starting line. The mast *should* be taller than the height of the mast of the competing sailboats/boards.
    - Needs a whiteboard (minimum 1m x 1m) for the display of boats penalised at the start (eg. BFD)
  - (b) 1 start pin end vessel
    - Fast powerboat capable of resetting the start line easily
    - Needs to have a tall mast or main flag staff for the display of the orange starting line flag, defining the port end of the starting line. The mast *should* be taller than the height of the mast of the competing sailboats/boards.
  - (c) 1 finishing vessel
    - Fast powerboat capable of resetting the finish line easily
  - (d) 4 mark laying vessels (for a standard trapezoid course)
    - Fast powerboats capable of moving marks quickly and being on-station to take mark rounding recordings
    - *Should* be Rigid Hull Inflatable Boats (RHIBs).



#### 4.2.5 Rescue/Safety vessels

- (i) The LOA *should* provide for a minimum of 1 independent and dedicated rescue vessel for every 30 competitors on the water. Each rescue vessel *should* be handled by an experienced minimum crew of two, who understands the characteristics of the sailboats or boards. Depending on the level of the event and the experience of the competitors, the guideline of 1:30 *should* be altered accordingly.
- (ii) Rescue vessels *should* be a minimum of 5 metres in length and be RHIBs.
- (iii) Coach or support vessels *shall* only perform as rescue vessels in an emergency or when called upon to assist by the race committee.

#### 4.2.6 Jury/Umpire vessels

- (i) The LOA *shall* provide for at least 3 dedicated RHIBs for the jury team. The RHIBs *shall* be fast and easily manoeuvrable. Each RHIB *should* be no more than 6 metres in length.
- (ii) For medal races or umpired fleet racing, there *should* be one umpire vessel for every three or four racing boats in the fleet.

#### 4.2.7 Technical Committee vessel

The LOA *shall* provide one dedicated RHIB to be at the disposal of the chief measurer for measurement duties or equipment inspection on water.

#### 4.2.8 Press/Media vessels

Dedicated fast, dry vessels that has a steady deck or platform *should* be made available for the press team.

### 4.3 Communications

#### 4.3.1 Public Address (PA) System

- (i) This system *may* play music such as from a radio station, but *shall* be able to cut out the music for immediate announcements.
- (ii) It *should* cover the competitor's village, boat/board and sail storage areas, launching area, ONB and the car park.
- (iii) This is a necessary system to make safety announcements, or to page for competitors who *may* be needed by the race committee, jury or OA.

#### 4.3.2 VHF/Hand-Held Radios

- (i) The LOA *shall* provide for adequate hand-held radios. Each RC, jury, measurer, rescue, press vessel, *will* require the use of one hand-held radio each. The Race Secretariat Office and Beach Master's Office also requires VHF communications. LOA *shall* also have spare sets readily available on shore. The LOA is responsible for ensuring that radios are charged daily. All radio sets must withstand the rigours of the outdoor elements of the sport and must be able to function throughout a normal day's race schedule.
- (ii) Each course racing area *shall* have a separate radio channel for the race management. A separate channel *may* be provided for use amongst the jury team, and a separate channel *should* be provided for the rescue vessels use so they can coordinate safety amongst their teams without unnecessary interference with the race management.

- (iii) If possible, dedicated internal private channels *should* be used by the race management so as to not incur interferences from shipping vessels and other marine users who *may* be using the common channel as well.

#### 4.3.3 Mobile Phone Communication

If possible, the LOA *should* provide local SIM cards with data for key event personnel to be contacted in an emergency or on water when issues need to be discussed in private and not over the radio. Another use for data SIM cards is to readily send pictures of hand-written results from the finishing vessel to the scorer back ashore to facilitate the quick posting of results on the ONB.

### 4.4 Notice of Race and Sailing Instructions

- 4.4.1 Asia has been host to many high-profile sailing events in the recent past. Given the abundance of resources, Asia is poised for unprecedented growth in the sport soon. With such growth, the need for all competitors to sail not only fair competitions but also on equal terms in every part of Asia has become imperative. As in most sailing events worldwide, this equality of terms has been achieved by “standardisation.” With this objective in mind ASAF has laid greater emphasis on policies to make sure that all ASAF events follow certain standards. This includes using standard NoRs and SIs.
- 4.4.2 To achieve the above goals, the LOA *shall* use the standard NoR and SI templates, both of which are prepared by the ASAF Technical Advisory Panel, and can be downloaded on the ASAF website. These are to be completed by the LOA with local information. The LOA *will* then send the completed NoRs and SIs back to the ASAF Technical Advisory Panel for review and approval. This method allows for consistency across all ASAF events and ensures that racing follows a similar standard. See also Regulation 7.4 – Event Documentation.
- 4.4.3 Notice of Race (NoR)
  - (i) The LOA has the sole responsibility to publish the NoR as provided in RRS 89.2(a). The NoR *should* be published in a manner appropriate for the concerned event. A closing date for entry *should* be as close to the event as possible whilst allowing sufficient time to plan for the number of entries received. Such planning *will* cover all areas of the event including safety management.
  - (ii) The NoR *should* be seen as a legal and formal offer of contract to a potential competitor with the conditions under which he or she *will* be allowed to participate in the event. The competitor must be assured that these conditions *will* not vary significantly and that participating in the event *will* not produce any conflict with the World Sailing Eligibility Code.
  - (iii) Because the NoR is a rule, it *should* not contain information about accommodation, social programmes, car parking, meals, weather, etc. This information is vital to competitors and *should* be published in a separate document, or at the end of the NoR with clear headers separating it as non-rules.
  - (iv) The NoR can be amended, and *should* be done by using the same process as the original publication and in reasonable time. Any boats that have already registered for the event before the amendment was published *shall* and must be notified directly.



#### 4.4.4 Sailing Instructions (SI)

- (i) The SI is published by the RC as provided in RRS 90.2(a). When writing the SIs, reference to the NoR *should* be made. This ensures that statements made in the NoR are compatible with the SIs.
- (ii) The SI is extremely important and must be prepared with great care. The effective operation of the event, the responsibility and authority of the officials, are all governed by these instructions as they are rules. All officials associated with the actual conduct of the event *should* be thoroughly conversant with them.

- 4.4.5 The NoR *shall* be posted on the ONB under the section titled “Organising Authority” as provided in 4.1.11. The SI *shall* be posted on the ONB under the section titled “Race Committee” again as provided in 4.1.11. To avoid wasting paper unnecessarily and constant duplication, events now often advertise competitors to download and print the NoRs and SIs prior to the event. However, if a hardcopy of the NoR and/or SI is requested, printed copied *should* be provided.

### 4.5 Clinics and Seminars

- 4.5.1 It is the aim of ASAF to host ASAF regional clinics or seminars prior to the event racing days. A race management clinic or seminar *will* be especially useful for the local race management team who are involved with the event following. Such clinics and seminars *should* be conducted to promote the level of competency amongst developing race officials and helps in the overall growth of race officials in Asia.

- 4.5.2
- (i) An ASAF Clinic must include a minimum of two days instruction. An on-water practical session and a written test *may* be organised at the discretion of the host MNA. Participants *should* have some experience in their respective fields of discipline. MNAs *should* note that the clinics are more suited for participants that need to understand what the respective discipline is all about and thus is more practical in its approach to educating.
  - (ii) An ASAF Seminar must include a minimum of three days instruction. An on-water practical session *may* be included. A written test *should* be administered by the instructors but is not mandatory. Participants *shall* have had experience in their respective fields of discipline at a national level and *should* have attended an ASAF Clinic. The seminar *will* be conducted in the English Language. The ASAF Seminar is intended to be a helpful building platform for participants interested in pursuing a World Sailing Clinic or Seminar. MNAs *should* note that the seminars are more about testing the participants in their skills and providing them the latest information in regard to methods and policies in their respective disciplines.



- 4.5.3 ASAF *shall* be informed during the event bidding about the potential of hosting either a clinic or seminar.
- 4.5.4 These sessions *may* be conducted by the PRO for a race management clinic or seminar; by the jury chairman for a judging clinic or seminar; or by the technical committee chairman (chief measurer) for a measurement clinic or seminar. The clinic or seminar conductor/instructor *shall* be a WS accredited race official in his/her respective discipline.
- 4.5.5 Members of the ASAF Technical Advisory Panel *may* also be tasked to conduct and deliver such clinics and seminars, for instance if no qualified race officials are present to do so. The Local Organising Authority (LOA) *shall* accept the instructor appointment from the ASAF in such circumstances.
- 4.5.6 Presentation content and materials from the ASAF Technical Advisory Panel *shall* not be made circulatory and *will* be exclusive for the panel's use for ASAF regional developmental clinics and seminars only. Contents *shall* not be distributed unless prior permission of the panel is granted. Instructors *may* permit course participants to take pictures of the presentation but no live or video recordings of presentations *will* be permitted.



## 4.6 Manpower Requirements to be provided by the LOA

### 4.6.1 Race Committee Manpower Requirements

- (i) Start Signal Vessel [5 to 7]
  - Course Representative (if any)
  - Course Race Officer
  - Deputy Race Officer
  - Timekeeper/Sound signaller
  - Visual signals
  - Recorders
- (ii) Start Pin End Vessel [2 to 3]
  - Assistant Race Officer
  - Additional line sighter
  - Recorder
- (iii) Finishing Vessel [3 to 5]

At minimum TEAM 1,

- 1 finishing in charge doing line sighting
- 1 recorder
- 1 backup recorder (*may* need to record protesting boats or manage videoing of finish)

If major level event with many boats, include TEAM 2 which is independent of TEAM 1 on board the same vessel,

- 1 line sighter (at a different angle from the chief sighter listed above)
- 1 recorder

#### (iv) Mark laying Vessels [2 to 3]

- 1 in charge of radio calls, positioning, mark rounding (voice recorder callouts)
- 1 or 2 recorders (writing of mark rounding forms, and wind recordings)

Note: *Should* be equipment and personnel be available, one mark laying vessel per mark is desirable. This facilitates the quick adjustment of the course to a new wind. Mark rounding recordings *will* also be made possible with a mark laying vessel stationed at each rounding mark. Between starting and finishing, the mark laying vessels *may* also be used as a rescue/safety vessel, although its main task is to stand by for alterations to the course, or provide wind and/or tide information to the start signal vessel.

#### (v) Beach Master

A Beach Master is usually required for dinghy and board racing events. Such a person ensures the orderly and systematic launching of boats and retrieval upon their recovery. Safety accountability checks such identifying who has or has not gone afloat, and likewise who is still to recover ashore, *should* be completed by the Beach Master. A tally system of Check-Out and Check-In is usually adopted at events. This person is also the overall in charge of displaying and removing the visual signals made ashore as authorised by the PRO. The Beach Master is also usually the person who communicates (by VHF or mobile phone) with the PRO or CROs the time that visual signals such as AP or D is displayed ashore, or the time that the last boat has launched and also the expected number of boats at the starting area based upon the tally system list.

(vi) Chief Safety Officer

Although the PRO is ultimately responsible for the overall safety of the event, the Chief Safety Officer *will* work closely with the race officers to deal with safety and rescue operations so that the race officers can be left to focus on the race management aspects. This person *should* be familiar with the event venue, the characteristics of the classes competing and the SIs. Good working cooperation with local rescue organisations is usually desired.

(vii) Scorer/Results Officer

Scoring is a very important task. An experienced user must be appointed. There are several applications that can be used. Sailwave for example, has all the necessary features needed to score races with fleets. It has been tested at numerous continental, world and international class events with large fleets. It is essential that results are always published quickly and without error. Failure to do so efficiently is a very quick route to losing the trust of competitors. Results *should* be keyed in at the earliest possibility as soon as each race is completed. Each race results *should* be posted on the ONB as soon as it is tabulated, and updated as races are finished. Do not wait for the fleet to come ashore to start scoring.

4.6.2 Event Manager/Regatta Director

The Event Manager *should* have experience managing previous events. They must understand the issues raised by large fleets travelling from abroad. They must manage their staff effectively and delegate nearly all tasks, leaving them to oversee and respond to problems.

4.6.3 Race Secretariat/Office Staff

A minimum of four staff are required to work in the Race Office, depending on the size of the event. Considering that the Race Office is likely to be open 0900 – 2000 hours they *will* need to work on a shift pattern. They *should* be proven administrators, calm under pressure. At least one staff member must have Race Office experience per shift. They must be well briefed by the Event Manager and must be given the responsibility to make decisions where possible.

4.6.4 Press Officer

A Press Officer must be appointed to complete the following tasks;

- Managing any press on site
- Updating website through the day with results, news and photos
- Managing the event photographer
- Maintaining contact with ASAF Events Committee Chairman
- Administering event social media pages
- Liaising with any other members of press

4.6.5 Jury Secretary

A competent administrator must be assigned to assist the Jury in reviewing protest forms, scheduling hearings, and supervising sailors and witnesses waiting to be heard. The LOA *may* suggest a person who *should* be accepted by the Chairman of the Jury before being confirmed. The jury secretary needs an adequate room or reception space to deliver and receive protest forms after the end of racing. They *will* also need photocopy facilities. See also 4.1.9 above.



#### 4.6.6 Volunteer Hosts (Optional)

The LOA *may* assign certain individuals to look after one or more teams, the choice being made on cultural or language capability, among others. These persons might make the airport or other pick-ups, conduct the inspection of regatta site facilities including accommodation, and make a special point for the first two or three days of answering questions and assisting the team to settle in. This initial effort *will* minimise problems down the road, help establish a happy relationship and usually require very little expense or effort. Often, there are interested members of the local community who *may* have language capabilities and are willing to volunteer their time for these hospitality purposes.

### 4.7 Race Management

#### 4.7.1 List of Standard Official Vessels Identification Flags/Support Vessel Identification

(i) Standard Course Area Identification Flags

Course A	A
Course B	B
Course C	C

(ii) Official Vessels Identification Flags

RC Starting Vessel only (corresponding course area flag above)	A, B, C
Other RC vessels (non-starting vessel)	RC
Jury	J
Technical Committee	M
Rescue/Safety	SAFETY
Press/Media	PRESS
Spectator vessel	SPECTATOR
Principal Race Officer	PRO



### (iii) Support/Coach Vessel Identification

At most international events, support vessels are usually crewed by two coaches both affiliated to different competing MNAs. Support vessels *should* be registered with the LOA in advance, and these vessels *will* be identified with the 3 letter MNA codes of the teams whom the coach or coaches are supporting, marked either in black bold letters against a white background flag, or on the engine cowling, or in some other prominent position at all times. This requirement *should* be stated in the support vessel regulations or charter boat agreement, and the LOA *shall* provide the identification flag or letters.

#### 4.7.2 List of Visual Signals for the Race Management

The following are the visual signals commonly needed for each vessel. The list is by no means an exhaustive one and *may* differ from event to event.

##### (i) Start Signal Vessel

The RC Start Signal Vessel *will* require a set of all required class flags (with one set of spares), course area identification flag and the following others (also with one set spares) which are commonly needed:

A		U	
H		X	
L		Y	
N		AP	
O		Black	
P		Blue	
R		Orange	
S		1st Substitute	



(ii) Start Pin End Vessel

The start pin end vessel generally only needs an orange flag and the RC identification flag as provided in 4.7.1.

(iii) Finishing Vessel

Orange, blue, AP, N, H, A, S, class flags and the RC identification flag as provided in 4.7.1.

(iv) Mark Laying Vessels

Class flags, the RC identification flag as provided in 4.7.1, and the following:

C		S	
M		Green Triangle	
N		Red Rectangle	
O		Plus sign (+)	
R		Minus sign (-)	



#### 4.7.3 Sound Signals

Sound signals as stated in the RRS *will* be used by the RC ashore and on water. Sound signals *may* be made by using an air horn or electrical horn. The LOA *shall* provide for a sufficient amount of these sound signalling devices. When starting large fleets, visual signals *may* not be visible for most of the fleet, which makes clear and audible sound signals more important.

#### 4.7.4 Mark Roundings

Mark laying vessels *should* as accurately as possible keep a record of the sail numbers of boats rounding their marks. These lists are very useful to establish the correct finishing orders later on if problems occur at the finish line. Such lists *will* come in handy for the Jury. When boats are requesting redress, the Jury needs to know the positions of the boats at the mark before the alleged incidents occurred. The list is also important for safety. Mark layers have to keep track of the count of boats that have rounded their marks in the case of a discrepancy in the number of boats. It could be a case of competitors not rounding, retiring or even worse, missing. Therefore, keeping a record of rounders is crucial for safety watch over the fleet as well. Lastly, mark laying vessels need to continually monitor wind direction and speed, and report back to the RC Starting Vessel. It is imperative that notes of everything happening including wind reports, *should* be kept by all RC vessels.

#### 4.7.5 Race Management Forms

Various race management forms that *will* be used on the water *may* be downloaded from the ASAF website. These are prepared by the ASAF Technical Advisory Panel and *should* be used at ASAF events.

#### 4.7.6 Results Service

Most smartphones have mobile messaging apps which makes communication so much quicker and easier. The most efficient way that has been tested for many events is for the finishing vessel to snap a picture of the raw results sheet as each race is completed, and send the results directly to the scorer on shore via these mobile messaging apps (eg. WhatsApp, WeChat, etc).



## 5 **PUBLICITY, SPONSORSHIP AND WEBSITE**

- 5.1 Championship Logo. All event organisers are encouraged to create a unique event logo, though there is unlikely to be a problem, the event logo *shall* be approved by the ASAF.
- 5.2 Name of the event. The ASAF Youth Sailing Cup, the ASAF Sailing Cup, the ASAF Keelboat Cup and the ASAF Match Racing Cup events comprise of a series of events organised during the year. The official name of the event *shall* be used in all instances and is as follows;
- ASAF Youth Sailing Cup (20\*\* - 20\*\*) Series #\*
  - ASAF Sailing Cup (20\*\*) Series #\*
  - ASAF Keelboat Cup (20\*\*) Series #\*
  - ASAF Match Racing Cup (20\*\*) Series #\*
- 5.3 Official website of the event. The main purpose of the website is to ensure that timely information is available to all competitors, coaches and officials. During the event, results must be published on the event website daily. In addition, the organisers must post a daily report of activities along with relevant photographs on the ASAF website and the event website.
- 5.4 Why do PR? Public Relations (PR) is about managing the reputation of our organisation. PR can help publicise positive stories to build the reputation of our organisation. The media are highly influential at a local level and having relationships with local people and businesses with knowledge of the area and its issues are essential for them. Therefore, a local organisation who can give a local perspective to the local media can be invaluable. Positive publicity can:
- (a) Make our organisation stand out from other organisations in the area
  - (b) Increase goodwill with members and the local community
  - (c) Increase the profile of our organisation
  - (d) Help publicise our sports and messages to the public
- 5.5 What type of PR? There are so many choices for organisations as to how to communicate their messages to their different audiences;
- (a) Memberships database and regular newsletters or e-zines
  - (b) Website
  - (c) Social Media – Facebook, Twitter, You Tube etc.
  - (d) Blogs
  - (e) Press releases and photo calls
- 5.6 Writing a Press Release for a local Newspaper or your Website

- 5.6.1 A newspaper / website seeks to grab the attention of its readers. It *will* either be through the headline, a picture or even a graphic. Usually there is one thing which catches your eye and gets you to read more. To get noticed your story needs to make a strong impact – quickly.
- 5.6.2 The headline. Too many people make the mistake of trying to do the journalist's job for them and write a headline to the press release as it might appear in the paper / website. Don't. Newspapers / websites have sub editors to do the job and it is a matter of professional pride not to use the one you have thought of; however clever it is. Instead, use the headline as a title. E.g. if the story is about how your club has expanded in the last year, choose a headline such as: "Sailing Club Gets More Local Residents Sailing."
- 5.6.3 The introduction / opening paragraph. This is the key element to your press release. Look at any story in any newspaper / website and you will see that the key elements of the story are all revealed in the first paragraph.
- "Competitors at a regatta in Ras Al Khaimah were yesterday involved in a dramatic rescue when a dolphin upturned their boat." Rather than... "When local competitors, Hamid and Abdullah, set foot on their boat yesterday afternoon they had not foreseen the terror a playful dolphin would cause."
- 5.7 A journalist *will* have many press releases on his or her desk every day. You have seconds to make an impact. A good test is to imagine whether whoever is reading it can immediately draw a picture from your words. If in doubt, say to yourself 'KISS' – Keep It Straight and Simple.





# 6 **GUIDELINES FOR SAILING EVENTS AT REGIONAL GAMES / CONTINENTAL QUALIFIERS**

## **6.1 The Organising Authority**

- 6.1.1 The sailing events associated with regional games *shall* be organised and managed by an Organising Authority. RRS 89.1 defines the Organising Authority.
- 6.1.2 The WS Race Management Manual identifies three main objectives as falling under the authority and responsibility of the Organising Authority:
  - (a) the safety of all competitors,
  - (b) fair competition, and
  - (c) compliance with the RRS

## **6.2 The Technical Delegate**

- 6.2.1 Under normal circumstances, WS in consultation with ASAF *will* appoint a Technical Delegate (TD) at least two years before an event. The TD is the official representative of WS and ASAF at the event and works with the LOA to manage an event characterised by the highest standards of safety, fair-play and compliance with the RRS.
- 6.2.2 The responsibilities of the TD include advice and counsel on all matters related to the on-water and off-water management of the event. WS Regulation 25.9.7 identifies the following as included among the responsibilities of the TD:
  - (a) assisting event organisers in the development and planning of the event;
  - (b) giving advice regarding the NoR and SI before the event;
  - (c) approving any alterations to the SI and other rules relating to the event;
  - (d) co-ordinating the WS Course Representatives and the Race Officers (appointed by the Event Organising Committee) where such officials have been appointed;
  - (e) carrying out such other functions as the Board *may* decide; and
  - (f) submitting a report to the WS if visits are made.
- 6.2.3 Other responsibilities assumed by, or assigned to, the TD *may* include:
  - (a) assistance with checklists for equipment and other material.
  - (b) assistance in communications and coordination with WS staff and volunteers.
  - (c) assistance in communications with the host MNA and local municipal, state and national authorities.
  - (d) assistance in protocol management with VIP's, sponsors and other sport officials.
- 6.2.4 Event organisers are encouraged to open a dialogue with the TD as early as possible in order to take full advantage of the resources and experience represented by the TD.
- 6.2.5 The Chair of the Regional Games Committee *may* also appoint a member of the committee to serve as liaison between the TD and the Regional Games Committee.

## 6.3

### Event Organisation

Event organisers are encouraged to follow the guidelines listed below to ensure smooth conduct of various activities in a timely and effective manner.

#### 6.3.1

##### On the Water: Sailing Areas

- (a) The diameter of the sailing area for each course *should* be between 1.5 and 2.3 nautical miles, smaller for match racing and medal race formats. Courses *should* be located close to shore to facilitate viewing, particularly when match racing and medal race formats are included. Separate courses *should* be located to minimise interference, especially in weather conditions that *may* require changes of course.
- (b) Whenever possible, sailing areas *should* be located so that the water depth does not exceed 45 metres. Where depths are greater than 45 metres, organisers *should* consider the special difficulties that *may* occur.
- (c) Whenever possible, sailing areas *should* be located so that currents do not exceed 1 knot.
- (d) All racing areas *should* be free from commercial and recreational traffic
- (e) One year before the event, the LOA *should* present a report to WS / ASAF with details of expected wind, wave and current conditions.

#### 6.3.2

##### On the Water: Official Vessels

Minimum requirements for official vessels on each course:

- (a) 1 race committee starting vessel
- (b) 1 pin end starting vessel



- (c) 1 finishing line vessel
- (d) 2 mark-laying vessels (3, if trapezoid format used)
- (e) rescue and safety vessels appropriate for the size of the fleet
- (f) 2 jury and/or umpire vessels
- (g) 1 technical committee/measurer's vessel
- (h) 1 WS TD vessel
- (i) 1 or more press and media vessel
- (j) 1 or more VIP and spectator vessel

#### 6.3.3 On the Water: Race Committee (RC) Equipment

- (a) Visual signals: All flags *should* measure at least 90 x 60 cm, and be displayed at least 6 meters above the water.
- (b) Marks: Each racing area *shall* use marks of different colour; marks used in a change of course *shall* be different in shape and colour from the original mark. All marks *should* be approximately 2 meters high, and at least 1 m in diameter. Cubes measuring 2 meters per side, spherical or teardrop marks measuring 2 meters in diameter and tetrahedral marks 2 meters per edge are easily seen. Bright colours such as yellow, orange or red are recommended.
- (c) Identification of competitors' boats: Organisers *may* be required to supply bow numbers to all boats, as well as bibs with national codes to all competitors. Coloured flags or pennants *may* also be required to identify fleets. Coloured disks (yellow, blue, and red for first, second, and third, respectively) supplied by the organisers and affixed to the hull or sails, *may* be used to identify boats leading in the series.
- (d) Identification of RC vessels: coloured or specialised flags *may* be required for the identification of RC vessels.
- (e) Other equipment: The TD can provide organisers with a comprehensive list of the equipment required for race management.

#### 6.3.4 On Shore: General Venue Issues

- (a) Whenever possible, the facilities of the on-shore sailing venue *should* be designed to develop a lasting legacy for sailing in the region.
- (b) At events where access is restricted to the entire site, or to selected areas of the site, the restricted zones *shall* be clearly marked and access protocols *shall* be clearly identified.
- (c) Care should be exercised in the physical planning of the venue to locate certain services and resources in close proximity. For example, facilities for scoring, official notice board and jury *should* be located in the same area and in close proximity to the Athletes' Lounge. For some events, particular care *should* be exercised in the allocation of space to teams for boat storage and maintenance.
- (d) Official Notice Boards (ONB), lockable, *shall* be provided for Race Management, Jury, Technical Committee, Organising Authority, and for general notices. An official flagstaff *should* be located close to the ONB.



- (e) Organisers *may* also be responsible for the coordination of catering services for the preparation of meals for athletes and officials, ashore and afloat. Special attention *should* be given to nutritional balance and to the particular dietary requirements of different cultures and religions. Adequate quantities of fresh water *should* be available to athletes and officials at all times. Packaging and procedures for the distribution of meals ashore and afloat *should* be designed to keep meals fresh and dry and to minimise waste.
- (f) It is recommended that organizers provide access to sail repair, boat and rigging repair, and chandlery services on site whenever possible, especially if these are not commercially available in close proximity to the venue.
- (g) When the event includes disabled competitors or officials, special care must be taken to ensure that all venue facilities are designed to accommodate wheelchair users.

#### 6.3.5 On Shore: Launching Area and Boat Park

- (a) Ramps for launching dinghies and boards *will* normally be required; these *should* terminate below the water surface and slope no more than 10 degrees. Ramps *should* be on the prevailing windward side of the harbour area, and *should* be accessible from different directions on the water. Ramps *should* also have non-abrasive, or padded edges.
- (b) A fixed or movable crane *may* be required for launching and hauling keelboats, heavy dinghies and coach boats.
- (c) Each team requires an area adjacent to the boat park with electric power, fresh water connections and storage space appropriate to the boats and size of the team. If teams bring shipping containers that *will* be used throughout the event, appropriate space must be provided on site for one container per team.
- (d) RC vessels and other equipment *will* require similar secure facilities for staging, repair and maintenance. A separate area for storage and preparation of racing marks *should* be provided.
- (e) The following areas are typically required for different types of boats:
  - boards: 5 x 2 m per board, with additional space for the storage of rigs
  - single-handed: 5 x 4 m
  - double-handed: 7 x 4 m
  - dinghy: 7 x 4 m
  - keelboats: 10 x 5 mNote: the storage area *should* be equipped with provision to tie down all boats.
- (f) The official flagstaff *should* be located in view of this area for signals made ashore.

#### 6.3.6 On Shore: Docking Facilities

- (a) Whether or not organisers decide to haul boats out every day at the end of racing, keelboats *may* elect to remain in the water and *will* require appropriate docking facilities.
- (b) Additional docking facilities *will* be required for all RC and jury vessels, rescue vessels, press and television vessels, VIP and spectator vessels.
- (c) Separate and secure docking facilities *will* be required for support/coach vessels.



### 6.3.7 On Shore: Space Requirements for Competition and Venue Management

Depending on the type of event and venue, organisers *will* typically need to provide space for the following functions and activities:

- (a) Race Committee operations
- (b) Jury and protests
- (c) Registration and measurement
- (d) Scoring and results
- (e) Meteorological reports
- (f) Medical services and doping control
- (g) Social space for athletes and volunteers
- (h) Team meetings and daily briefings
- (i) Toilet and shower facilities
- (j) Radio communications
- (k) Safety and security services
- (l) Language services and general information
- (m) Food services
- (n) Competitors' container and trailer storage
- (o) Vehicle parking
- (p) Access Control and accreditation of athletes, officials and volunteers
- (q) Press and media
- (r) Fuel services
- (s) Sail repair
- (t) Rigging and boat repair
- (u) Boat chandlery

## 6.4 Race Committee Operations

- 6.4.1 The Race Committee *will* require a regatta office, which serves as a central point of communication for all officials and volunteers. Mail boxes for officials and key volunteers are generally located in this office, which *will* be staffed at all times by at least one person.

- 6.4.2 The Race Committee *will* require separate work rooms, lockable, large enough for the secure storage of personal belongings with racks for hanging clothes and services for charging phones, radios and personal computers. These rooms must have access to the internet via wireless network and *shall* be equipped with worktables and chairs.
- 6.4.3 Electronic equipment storage: A secure and protected location is required for storage and recharging of radios and other electronic equipment.

## **6.5 Jury and Protests**

- 6.5.1 The International Jury requires rooms for hearings. These rooms *should* be air-conditioned or appropriately ventilated, and *should* be configured to accommodate at least ten people around a large table. Additional resources required include extra chairs, whiteboards, flipcharts, and video/data projection equipment.
- 6.5.2 The Jury *will* also require a separate work room, lockable, large enough for the secure storage of personal belongings with racks for hanging clothes and services for charging phones, radios and personal computers. This room must have access to the internet via wireless network services or data connections for all judges, and *should* be equipped with a worktable and chairs for eight persons.
- 6.5.3 A Jury Secretary must be provided by the organisers. The Jury Secretary *will* need a 'jury desk' in a clearly marked location, as well as a large office, adjacent or nearby, with working space for three to four support persons.

## **6.6 Medical Facilities and Doping Control**

- 6.6.1 A room for Doping Control must be provided. This could be accommodated in a trailer or other temporary structure, but it must include separate toilet facilities for men and women. Also required is a workstation for the Doping Control Officers, a waiting area, with seating, for athletes, lockable storage for equipment and files. Detailed requirements for the Doping Control Facility can be provided by the WS Competitions Manager.





- 6.6.2 A well-equipped First Aid Facility for all participants in the event *shall* be provided; it *may* be desirable to provide facilities for athletes and regatta officials that are separate from the facilities provided for the public.
- 6.6.3 Facilities for physiotherapy *should* also be provided, when possible.
- 6.6.4 Rigid inflatable boats *shall* be provided for use by the Safety Officer and safety personnel, and *should* be equipped for the transfer ashore of injured persons.

## **6.7 Social Spaces**

- 6.7.1 An athletes' lounge with food and beverage service *should* be available to all competitors. This area is an appropriate location for unofficial results, messages and other services.
- 6.7.2 A separate lounge for regatta personnel and volunteers *should* be provided.
- 6.7.3 All lounges *should* be equipped with televisions, power for laptops and phone charging, as well as wireless and/or data connections to the internet.
- 6.7.4 An 'internet café' for athletes, officials and volunteers provides internet services in a social setting and is a popular addition to any venue.

## **6.8 Toilet and Shower Facilities**

Separate changing rooms with toilet and shower facilities for males and females *shall* be provided for athletes, regatta personnel, support persons and volunteers.

## **6.9 Registration and Measurement**

- 6.9.1 Adequate facilities for registration of athletes, officials and volunteers *shall* be provided.
- 6.9.2 Adequate facilities for measurement of sails and equipment *shall* be provided; for each class requiring measurement services, an area *shall* be reserved, under protection if possible, for measurement of sails and equipment. The WS Competitions Manager or the TD can advise on equipment required and personnel needed to run an efficient measurement facility.
- 6.9.3 Requirements for measurement of sails and equipment *will* vary with the number of events using competitor-supplied equipment.
- 6.9.4 Sheltered facilities for measurement of sails and equipment during the event *will* also be required, as well as scales for weighing persons and clothing.

## **6.10 Scoring and Results**

- 6.10.1 Organisers *shall* provide secure space and all computer resources necessary for results and scoring.
- 6.10.2 Facilities for scoring *should* be located in close proximity to Language Services and the Jury and protest facilities, if possible.
- 6.10.3 Organisers *should* consider taking advantage of new technologies for publishing results, in addition to conventional posting on the official results board. These include the use of a dedicated website for provisional and final results, as well as 'twitter' and other social networking protocols.

## **6.11 Checklist According to Functional Areas**

### **6.11.1 Pre-Event Issues**

- (a) Official documents: Notice of Race and Sailing Instructions.
- (b) Website and other notices: content, timelines, distribution; identify contact for pre-event information.
- (c) Registration: determine type and procedures pre-event (online, fax, mail) and onsite.
- (d) Transportation: assistance with travel and lodging arrangements for officials and VIP's; reception at airport and transportation to site/hotel
- (e) Logistics: shipping and transport of competitor and RC equipment; check-in procedures for early arrivals

### **6.12 Competition Management**

- (a) RC: regatta office, flags and other signalling equipment, storage areas for equipment, rooms for each course team to meet and store clothes and personal equipment, meal arrangements
- (b) RC vessels: mechanics and maintenance, fuel responsibilities, signal flags, GPS and VHF radios, recording equipment, safety equipment, secure docking facilities
- (c) Jury: boats, radios, flags for use on the water, flags for use ashore, jury and protest rooms, secretary and jury desk, meals
- (d) Measurement: pre-event, during the event
- (e) Scoring: provide necessary resources for scoring and posting of results on notice boards and official

### **6.13 Venue Management**

- (a) Access Control and Security: control of access to each of the functional areas and general monitoring of the site (police, army, security firms, volunteers)
- (b) Accreditation and registration: coordinate with security personnel to define zones and identify individuals and groups with right of access
- (c) Ticketing: sale and validation of tickets (athletes and others claim tickets here for guests)
- (d) Transportation: coordinate bus and shuttle services and VIP transportation needs (cars and drivers)
- (e) Ceremonies: opening, closing and awards
- (f) Hospitality and protocol: includes coordination of VIP participation in opening and closing ceremonies and award presentations, VIP lounge, VIP access to spectator boats
- (g) Media: coordinate resources for media, including computer and TV services and internet access
- (h) Language Services: coordinate translation services for designated languages
- (i) Medical Services and Doping Control: provide separate services for athletes, officials and the public
- (j) Food and beverage: provide lunches to athletes, officials and staff (breakfast and dinner services may also be required, depending on the venue)
- (k) Social: provide lounge facilities for athletes and officials with TV and internet service
- (l) Technology services: coordinate all computer and communications services

## **6.14 Other Considerations**

### **6.14.1 Budget issues:**

- (a) Infrastructure
- (b) Equipment
- (c) Boats
- (d) Operations
- (e) Human resources
- (f) Travel and accommodations
- (g) Test event
- (h) Process for budget approval by the WS TD





# 7 **TECHNICAL REGULATIONS FOR RACE OFFICIALS AT ASAF ENDORSED EVENTS**

## **7.1 General Conditions**

- 7.1.1 The ASAF Technical Advisory Panel *shall* exercise the right to appoint and approve race officials for ASAF endorsed events, to ensure that for those events the race officials selected are fully trained and qualified for that event.
- 7.1.2 For appointments under Regulation 7.1.1, the ASAF Technical Advisory Panel *will* appoint and approve after consultation with:
- (a) the Member National Authority (MNA) of the venue
  - (b) the ASAF Events Committee Chairman
  - (c) the Organising Committee or Local Organising Authority (LOA) for the relevant events or championships
- 7.1.3 ASAF endorsed events *shall* include the following but are not exhaustive:
- (a) ASAF Sailing Cups
  - (b) ASAF Youth Sailing Cups
  - (c) Regional Games (Asian Sailing Championships, Asian Games, South-East Asian Games, etc.)
- 7.1.4 Appointments and approvals to Regional Games listed in Regulation 7.1.3(c) *will* also be made in consultation with World Sailing (WS) in accordance with World Sailing Regulation 25.8.3.
- 7.1.5 The committees listed in Regulation 7.2 – Various committees of race officials, *will* be appointed and approved in accordance with the type of format for the relevant events (i.e. fleet racing, match racing, team racing, etc.).
- 7.1.6 Race officials appointed and approved *will* be from an Asian MNA who is affiliated with the ASAF. In exceptional circumstances, such as an illness or emergency, or no qualified replacements are available, *will* a race official from a non-Asian MNA be appointed and approved. World Sailing *may* also require the inclusion of race officials from a non-Asian MNA for certain events where appropriate such as provided in Regulation 7.1.4.

## **7.2 Various Committees of Race Officials**

- 7.2.1 International Jury
- (i) The ASAF technical advisory panel *shall* appoint and approve an international jury properly constituted in accordance with RRS Appendix N. The jury chairman *shall* be a World Sailing International Judge (IJ) and *shall* not be from the country of the organising authority of the event.
  - (ii) Every effort *will* be made to ensure at least one World Sailing International Judge (IJ) or national judge (NJ) be from the country of the organising authority of the event.

- (iii) The ASAF technical advisory panel *may* in conjunction with the relevant organising authority, appoint and approve national judges.

#### 7.2.2 Race Committee

- (i) A Principal Race Officer (PRO) *shall* be appointed and approved to manage the conduct of racing on all course areas. If there is only one course area the PRO *will* be the person responsible for the conduct of racing on that course area.
- (ii) The PRO *shall* be a World Sailing International Race Officer (IRO) and *should* ideally not be from the country of the organising authority of the event. The PRO *shall* be independent of and *shall* not be from the organising authority of the host country of the event.
- (iii) Where there are multiple course areas, the ASAF technical advisory panel *may* in conjunction with the relevant organising authority, appoint and approve national race officers who *will* act as Course Race Officers (CROs) and *will* be responsible for managing the race management team for an assigned course area. The CRO *shall* have a minimum qualification of National Race Officer (NRO).
- (iv) At some events, a WS or ASAF Course Representative (CR) *will* be appointed. The CR *shall* be a World Sailing International Race Officer (IRO). The CRO listed in 7.2.2(iii) *shall* be bounded by the decisions of the CR. The CR is responsible to the PRO and is a member of the RC. The CR *will* work closely with the CRO appointed by the LOA to help ensure a fair and consistent standard to competition that is free of any perceived national bias. The CR *will* be available to attend redress hearings as a witness for the RC.
- (v) Racing *will* be conducted in accordance with the prevailing World Sailing Race Management Policies, and be run in a manner which *will* ensure fair and equal competition in conformity with the highest standards possible.

#### 7.2.3 Umpire team

- (i) Events which require an umpire team include match racing and team racing events.
- (ii) The chief umpire *shall* be a World Sailing International Umpire (IU) and *should* ideally not be from the country of the organising authority of the event.
- (iii) The ASAF technical advisory panel *may* in conjunction with the relevant organising authority, appoint and approve national umpires.
- (iv) For fleet racing events involving medal races, a separate umpire team from the international jury is not required. However, the chief umpire of the medal race *should* ideally also be a World Sailing International Umpire (IU).

#### 7.2.4 Technical Committee

The chairman of the technical committee or chief measurer, *shall* be a World Sailing International Measurer (IM) and *should* ideally not be from the country of the organising authority of the event.

### 7.3 Appointment Procedure and Process

- 7.3.1 A proposed list of race officials, both World Sailing accredited race officials and national accredited officials, *shall* be made on the ASAF Championship Bid Form before sending it in to the ASAF at least one year before the start of the intended event dates. The proposed list *shall* be in conformance to Regulations 7.1.6 and 7.2.

- 7.3.2 Contact from the host organising authority *shall* be established with the ASAF technical advisory panel at least four to six months prior to the start of the relevant event dates to appoint and approve the event race officials.
- 7.3.3 The ASAF technical advisory panel *will* finalise the list of appointed and approved race officials not less than 2 months prior to the start of the relevant event dates.
- 7.3.4 A contact liaison officer from the host organising authority *shall* establish communications with the approved international technical officials (ITOs) to assist them with travel arrangements, accommodation, and any other assistance required pertaining to the event, no later than 1 week after the finalised list of race officials have been appointed and approved by the ASAF technical advisory panel.
- 7.3.5 The organisers *shall* be responsible for all costs (travel expenses, accommodation, meals and local transport) of the Race Officials appointed to the event.

## **7.4 Event Documentation**

- 7.4.1 Notice of Race (NoR)
- (i) The ASAF technical advisory panel *shall* review and approve the NoR for the relevant events listed in Regulation 7.1.3 before it is finalised and published.
  - (ii) The host organising authority *shall* draft the NoR as per RRS 89.2(a) and send the latest version to the ASAF technical advisory panel no later than 6 months prior to the start of the relevant event dates.
- 7.4.2 Sailing Instructions (SI)
- (i) The ASAF technical advisory panel *shall* review and approve the SI for the relevant events listed in Regulation 7.1.3 before it is finalised and published.
  - (ii) The appointed race committee, working together with the host organising authority, *shall* draft the SI as per RRS 90.2(a) send the latest version to the ASAF technical advisory panel no later than 1 month prior to the start of the relevant event dates.
- 7.4.3 Any amendments to the NoR *shall* be reviewed and approved by the ASAF technical advisory panel, and *shall* be sent to the panel as soon as practicable.
- 7.4.4 Any amendments to the SI at the event need not be approved by the ASAF technical advisory panel, however, *shall* be approved by the event Principal Race Officer (PRO) together with the Technical Delegate (TD) when a TD is appointed as well.

## **7.5 Conflict of Interest**

- 7.5.1 A conflict of interest generally exists when a WS Race Official has, or reasonably appears to have, a personal or financial interest, which could affect the official's ability to remain or appear impartial.
- 7.5.2 When a WS Race Official is aware of a potential conflict of interest, he/she *shall* decline an invitation to serve at an event.
- 7.5.3 When the WS Race Official has any doubt as to whether or not there is a level of conflict of interest, the official *shall* promptly consult the ASAF or WS, prior to accepting the invitation, and be bound by its decision.
- 7.5.4 When at an event, a WS Race Official becomes aware of a conflict of interest, the official *shall* disclose the potential conflict to the ASAF, which *will* take appropriate action.



- 7.5.5 WS Race Officials are strongly recommended to refer to the WS Race Officials Committee's guidelines for assessing conflict of interests at [http://members.sailing.org/tools/documents/20130220ROCConflictOfInterestGuidelines-\[14490\].pdf](http://members.sailing.org/tools/documents/20130220ROCConflictOfInterestGuidelines-[14490].pdf), and the World Sailing Conflict of Interest Policy at [http://members.sailing.org/tools/documents/ConflictOfInterestPolicy-\[21523\].pdf](http://members.sailing.org/tools/documents/ConflictOfInterestPolicy-[21523].pdf), which was approved by WS on 3 September 2016.

## 7.6 International Technical Officials Remuneration

The Local Organising Authority (LOA) has an obligation to provide for the following financial responsibilities for WS Race Officials appointed by the ASAF:

- 7.6.1 Return economy air travel expenses, local transportation and any visa costs
- 7.6.2 Accommodation in a single room with full board service and meals, with free access to the internet during the entire duration of the event.
- 7.6.3 Working allowances per diem for each WS International Technical Official *shall* be at minimum according to the following policies:
- (i) USD 75 – if breakfast and lunch is provided
  - (ii) USD 50 – if all three meals are provided

Allowances per diem *should* be increased if local transportation is not provided for the race official.

- 7.6.4 LOAs *may* at their own goodwill and discretion increase the allowances from the above established regulations according to the level, size and budget of the event.
- 7.6.5 Total allowances per diem *will* be remunerated on site after the completion of the event.
- 7.7 The ASAF Technical Advisory Panel and Communications
- 7.7.1 The ASAF technical advisory panel consists of a chairman and seven other members. The chairman and members are all highly experienced and qualified World Sailing accredited race officials from Asian MNAs affiliated with the ASAF.
- 7.7.2 All communications with the ASAF technical advisory panel *shall* be established with the chairman of the panel via electronic mail.



# APPENDIX A

## STANDARD AGREEMENT BETWEEN EVENT ORGANISERS AND THE ASIAN SAILING FEDERATION

### PARTIES

1. The Asian Sailing Federation (ASAF), 1500, East Coast Parkway, National Sailing Centre, Singapore 468963 (the Organising Authority)
2. The \_\_\_\_\_ (insert full address here) (the Host ASAF Affiliated MNA)
3. The \_\_\_\_\_ (insert full address here) (the Host Sailing Club)

**Whereas ASAF has agreed to appoint the Host ASAF Affiliated MNA and its affiliated sailing club to organise the \_\_\_\_\_ (insert event name) to be held at \_\_\_\_\_ (insert venue) during \_\_\_\_\_ (insert dates).**

### Now it is hereby agreed as follows:

#### 1. DEFINITIONS

In this agreement, the following words shall have the following meanings:

“Boat”	shall mean the boats of the classes approved by WS for use in this event.
“Board”	shall mean the sailboards (and/or Kiteboards) of a class or type approved by WS for use in this Event.
“Commercial Rights”	shall mean all rights of a commercial nature relating to the event including without limitation, advertising rights, broadcasting and media rights, concession rights, website rights, ticketing rights, data rights, merchandising rights, publishing rights, video games rights, betting and gaming rights, sponsorship rights, hospitality rights, catering rights, official status rights and other rights.
“Regulations”	shall mean the current ASAF and (if applicable) WS Regulations.
“Event”	shall mean the _____ (insert event name here), to take place at the venue during the Event Period.
“Event Period”	shall mean the dates for the Event, which shall be approved by ASAF, being _____ (insert dates here)
“Event Directions”	shall mean any directions issued by ASAF in relation to the organisation or management of the Event
“Venue”	shall mean the location of the Event, which shall be approved by ASAF, being _____ (insert venue name and place here).

## 2. APPOINTMENT OF HOST MNA AND HOST SAILING CLUB

- 2.1 ASAF grants the right to host the \_\_\_\_\_ (insert Event name, host venue and dates) in accordance with ASAF Regulations, any event directions, this agreement and any agreed budget, to the host MNA and the host sailing club.
- 2.2 ASAF grants use of the commercial rights for exploitation to the host MNA and the host sailing club solely during the period running from the date of signing this contract until six months after the end of the event period (the "Host Commercial Rights Licence Period").
- 2.3 ASAF hereby appoints the host MNA and the host sailing club to be fully responsible **at its sole expense** for the entire organisation of the event in accordance with the regulations, any event directions, this agreement and any agreed budget.
- 2.4 The event shall be organised with no discrimination allowed on the grounds of race, religion or political affiliation.
- 2.5 The Host MNA and the host sailing club hereby acknowledges that all commercial rights and intellectual property in the event are and will remain the exclusive property of the ASAF at all times.
- 2.6 The Host MNA and the host sailing club hereby agrees that it will not, in any existing or future local sponsorship contracts, agree any terms or conditions that would be in conflict or otherwise interfere with any ASAF existing sponsorship contracts (if any) without prior written permission from ASAF. All potential sponsorship and supplier arrangements must be approved by ASAF. ASAF will notify the host MNA and the host sailing club of any existing sponsorships arrangements associated with the event. Any cash income or financial gains from in kind sponsorship shall be retained by the party that has negotiated the sponsorship agreement.
- 2.7 The host MNA and the host sailing club may wish to employ an event management company/consultancy to run, or help run, the event on behalf of the host MNA and the host sailing club; a broadcasting consultant to give advice on how the event should be promoted on television or radio and how best to distribute any footage; a public relations consultant to give advice on press relations and strategy; or a new media specialist to advise on the use of the internet, social and new media promotional options. The host MNA and the host sailing club agrees to submit the name(s) of the person(s)/company(ies) it proposes to employ/retain and ASAF shall have an absolute discretion to refuse (without giving reasons) its approval (which may be conditional) of any such employment. ASAF will be deemed to have accepted the appointment of any given person/company unless it notifies its refusal to the LOA in writing within 21 days after receiving the proposal.
- 2.8 In return for the granting of these rights, the host MNA and the host sailing club will pay a sum of USD 20 for each competitor registered to compete at the event to ASAF. The host MNA and the host sailing club shall pay a minimum amount of USD 1000 to ASAF 60 days prior to the commencement of the event against an invoice which shall be issued by the ASAF. The balance amount shall be paid within 15 days of completion of the event against a firm invoice which shall be issued by ASAF.



### **3. EVENT FORMAT**

The format and the schedule of racing for the event shall be determined by the ASAF in consultation with the host MNA and the host sailing club.

### **4. RESPONSIBILITIES & RIGHTS OF ASAF**

With respect to the event, ASAF shall have the right to:

- 4.1 Approve the venue and event dates;
- 4.2 Issue the Notice of Race and Sailing Instructions;
- 4.3 Appoint of the Event Director, Principal Race Officer, Jury Chairman/Chief Umpire and all other appointments of Race Officials.
- 4.4 Provide guidelines to the host MNA and the host sailing club for organising the event as determined in any event directions, subject to prior agreement with the ASAF if these guidelines or directions incur additional costs not included in the budget;
- 4.5 Decide any disputes regarding participation;
- 4.6 To send an official delegate (technical advisor) to the event at the expense of the host MNA and the host sailing club.

### **5. RIGHTS AND RESPONSIBILITIES OF THE HOST MNA**

- 5.1 The host MNA shall be responsible for obtaining all required permits and permissions to host the event no later than three months prior to the start date.
- 5.2 The host MNA shall bear sole financial responsibility for issuance of letters of invitation to all registered competitors, coaches and support staff and, where appropriate, facilitate issuance and obtaining VISA's for their participation at the event.
- 5.3 In the event of cancellation, for whatever reason, no compensation, or recompense, will be made by ASAF to the host MNA.
- 5.3 The host MNA shall publish all documents in English. The host MNA will ensure that the ASAF logo appears in accordance with the specifications supplied by ASAF on all printed material and electronic media and that the precise name of the event is used at all times on all forms of media, unless specifically denoted otherwise by ASAF.
- 5.4 The host MNA shall endeavour to negotiate with international air carriers, or ferry companies, for special rates for transportation of competitors and equipment to and from the event.
- 5.5 Within one month of the event concluding, the host MNA shall send to ASAF, a full evaluation report of the event.

### **6. RIGHTS AND RESPONSIBILITIES OF THE HOST SAILING CLUB**

- 6.1 The host sailing club shall ensure that a comprehensive budget for the hosting and running of the event is prepared no later than nine months prior to the start date. The minimum requirements that the host sailing club agrees to provide for conduct of a successful event is placed at "Attachment 1" to this agreement.
- 6.2 The host sailing club shall bear sole financial responsibility for the event, and in the event of cancellation, for whatever reason, no compensation, or recompense, will be made by ASAF to the host sailing club.



- 6.3 The host sailing club shall publish all documents in English. The host sailing club will ensure that the ASAF logo appears in accordance with the specifications supplied by ASAF on all printed material and electronic media and that the precise name of the event is used at all times on all forms of media, unless specifically denoted otherwise by ASAF.
- 6.4 Immediately after the event has concluded each day, the host sailing club shall send to ASAF the detailed results of racing, along with a summary report of the event, with photographs of the racing. At the conclusion of the event, the overall results and names of all the medal winners will be made available. All such data must be provided electronically and in a useable format.
- 6.5 The host sailing club will make available a suitable (quiet) working space for the ASAF representative, with unlimited access to the internet and printing facilities.

## **7. PRIZES & AWARDS**

- 7.1 The host sailing club shall organise a suitable “Opening Ceremony” prior to the first day of racing and an appropriate “Closing Ceremony” on the last day of racing.
- 7.2 The host sailing club shall provide gold, silver and bronze ASAF Asian Championship Medals for all crew members in first, second and third place in each discipline, which must be sourced through ASAF.
- 7.3 Where there are perpetual trophies, the host sailing club should liaise with ASAF to ensure they are available for presentation at the prize giving ceremony. They also need to ensure the winners sign the necessary declaration of safe-keeping.
- 7.4 Other prizes considered fit for such an event, but excluding money, unless previously agreed in writing with ASAF, may be provided by the host MNA and the host sailing club, or their sponsors. Such additional prizes are to be encouraged.

## **8. INSURANCE**

The host sailing club shall:

- 8.1 The host sailing club commits to put in place and maintain adequate liability insurance for all those associated with, or taking part in, the event (including the organisers, sponsors, competitors, race officials, ASAF personnel and volunteers) in order to indemnify them against any liability for death or personal injury, damage to property, products, or any equipment used and for any legal expenses associated with such claims.
- 8.2 No later than 45 days prior to the commencement of the event, the host sailing club shall submit to ASAF certificates of fully-paid policies of insurance, naming the ASAF additional insured parties, and requiring that the insurer shall not terminate or materially modify such policy without written notice to ASAF at least thirty (30) days in advance thereof.
- 8.3 Keep ASAF, fully indemnified from and against any and all liabilities, claims, actions, proceedings, loss and costs (including legal fees) suffered or incurred or paid by ASAF in consequence of or arising out of any breach or non-performance of, or which are inconsistent with, all or any of the covenants, warranties, representations, obligations, undertakings or agreements on the Host MNA and the Host Sailing Club's part contained in this agreement.

## **9. MEDIA & MARKETING**

- 9.1 An event website, in English, shall be made available a minimum of six months prior to the event. This should be either as a separate part of an existing website belonging to the event host, or preferably, as a separate entity. ASAF branding must be included on the website. This website must be regularly maintained prior to, during and following the event and show all the race results within two hours of the conclusion of each days racing, along with photographs and video footage taken that day.
- 9.2 Every effort should be made to make full use of social media outlets, such as YouTube, Facebook and Twitter.
- 9.3 Race tracking is to be encouraged. ASAF has an understanding with a company who can (optionally) be invited to provide this facility, along with live on water video coverage. This solution can also include a fully maintained website, complete with a results service and live video footage from the race area to shore, and then to the internet. Details shall be made available on request.
- 9.4 ASAF retains the absolute right to be provided with copies of all the media output in connection with the event, in whatever format it is produced at no cost and without restriction of use.

## **10. EQUIPMENT**

- 10.1 The host sailing club shall ensure that any boats and boards supplied at the event shall fully comply with any class rules and building specifications and shall be of uniform high standard of construction finish, identical in shape, appearance (including decals), weight and weight distribution.
- 10.2 The host sailing club shall also be responsible for providing secure storage for any equipment taken to the event by competitors.



## **11. TERMINATION**

Either party may terminate this agreement by written notice to the other upon the happening of any of the following events:

- 11.1 The other has committed a breach of any of the terms herein and - where such breach is capable of being remedied - has failed to remedy the same within twenty-eight (28) days of receiving a notice specifying the breach and requiring its remedy.
- 11.2 If the other goes into liquidation or receivership or becomes insolvent or ceases or threatens to cease to carry on its business or is or becomes unable to pay its debts or there is a change of control.
- 11.3 If the event is cancelled for whatever reason, including, without limitation, an event of force majeure including state of war, civil disorder, strike and/or act of God. PROVIDED ALWAYS that nothing herein contained shall prejudice any other rights or remedies of either party against the other or against any third party which may have accrued prior to such termination.

## **12. CONFLICT**

In the event of any conflict between the provisions of this agreement and provisions of the Regulations and/or any event direction, the provisions of this agreement shall take precedence.

## **13. NO PARTNERSHIP**

Nothing in this agreement and no action taken by the parties pursuant to this agreement shall constitute, or be deemed to constitute, a partnership between the parties hereto nor constitute any party or the agent of the other party for any purpose.

## **14. ENTIRE AGREEMENT**

This agreement, with attached agreements, forms the entire agreement as between the parties hereto and supersedes all earlier meetings, discussions, correspondence, facsimile transmissions, telexes, E-mails, letters and communications, understandings and arrangements of any kind so relating, and there are no collateral or supplemental agreements at the time this agreement is signed.



## **15. SEVERABILITY**

Should any provision of this agreement become illegal or void for any reason, the validity of the remaining provisions shall not be affected and the parties shall enter into negotiations in good faith to find a replacement for the provision which is of similar economic effect to both parties.

## **16. NO ASSIGNMENT**

The host MNA and the host sailing club may not assign sub-license, charge or otherwise part with any of their rights or obligations herein contained without prior written permission from ASAF.

## **17. GOVERNING LAW**

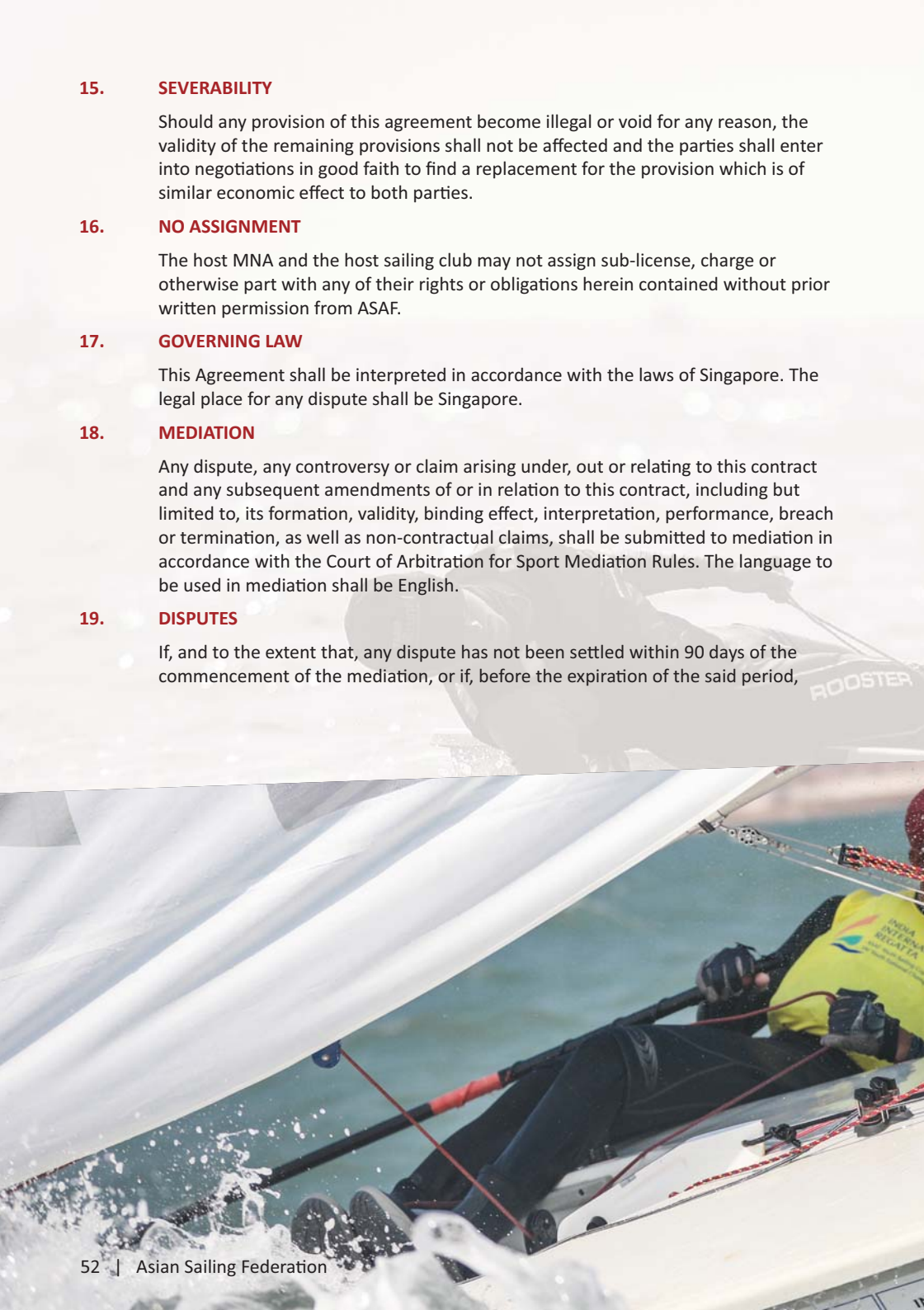
This Agreement shall be interpreted in accordance with the laws of Singapore. The legal place for any dispute shall be Singapore.

## **18. MEDIATION**

Any dispute, any controversy or claim arising under, out or relating to this contract and any subsequent amendments of or in relation to this contract, including but limited to, its formation, validity, binding effect, interpretation, performance, breach or termination, as well as non-contractual claims, shall be submitted to mediation in accordance with the Court of Arbitration for Sport Mediation Rules. The language to be used in mediation shall be English.

## **19. DISPUTES**

If, and to the extent that, any dispute has not been settled within 90 days of the commencement of the mediation, or if, before the expiration of the said period,



either party fails to participate or continue to participate in the mediation, the dispute shall, upon the filing of a Request for Arbitration by either party, be referred to and finally settled by Court of Arbitration for Sport (CAS) arbitration pursuant to the Code of Sports related arbitration. When the circumstances so require, the mediator may, at his own discretion or at the request of a party, seek an extension of the time limit from the CAS President.

SIGNED by [enter name], being the duly authorised signatory (ies) for and on behalf of the Host MNA

.....

SIGNED by [enter name], being the duly authorised signatory (ies) for and on behalf of the Host MNA

.....

SIGNED by the duly authorised and noted signatories of ASAF

.....

President / Secretary General





# **ATTACHMENT 1**

## **(Refers to Article 6.1 of the Agreement)**

The Host Sailing Club agrees to provide the following administrative facilities, services, equipment, personnel, media and promotion, at “No Cost” to the ASAF. The following list is illustrative only and is not intended to limit the definition of the term “Rights and Responsibilities of the Host Sailing Club”: -

### **1. General.**

During the period beginning at least three days prior to the event and ending one day after the Championships, the Host Sailing Club agrees to bear all expenses towards travel, boarding / lodging and local transportation of the President, Asian Sailing Federation, one Technical Delegate appointed by the ASAF, three International Race Officers appointed by the ASAF, six International Judges appointed by the ASAF, two International Measurers and one other delegate appointed by the ASAF.

### **2. Facilities.**

During the period beginning at least three days prior to the event and ending one day after the Championships, the Host Sailing Club shall provide suitable office space for the Race Officials appointed by the ASAF as listed below: -

- (a) 1x Office for the ASAF Technical Delegate
- (b) 1x Race Office
- (c) 1x Office for the PRO
- (d) 1x Jury Office
- (e) 2x Jury hearing rooms
- (f) 1x Measurement and Equipment Inspection Area

### **3. Services, Equipment and Personnel.**

The Host Sailing Club agrees to providing and obtaining sufficient services, equipment and personnel to operate a successful Event.

- (a) All race management equipment and staff for setting up of to 2 race courses, including committee vessels, marks, flags, signalling equipment, etc, suitably qualified staff to manage all on water duties and dedicated office staff to assist in successful conduct of the event.
- (b) Appointment of a third-party company to manage charter equipment

### **4. Promotion and Branding.**

The Host Sailing Club agrees to assist the ASAF with promotion, media coverage, public awareness and advocacy for the Event. As part of such obligations, the Host Sailing Club shall establish a media centre suitable to host up to 10 journalists, shall provide facilities to cover the event and produce both photo and video content, liaise with local media channels for distribution of both photo and video content, shall setup a suitably designed website with up to date content and provide online services for registration of competitors, charter of equipment, etc. The Host Sailing Club shall be responsible for venue and equipment branding. The ASAF shall be responsible for distribution of media content to International audience.

## 5. **Hospitality, VIP Services and Ceremonies.**

During the period beginning at least three days prior to the event and ending one day after the Championships, the Host Sailing Club agrees to provide suitable arrangements for sailors, coaches and support staff. The Host Club also shall provide a VIP Hospitality facility for up to 15 guests. The Host Club agrees to organise a suitable “Opening Ceremony” one day before the racing is scheduled to begin and an “Awards cum Closing Ceremony” on the last day of scheduled racing.





**Asian Sailing Federation (ASAF)**

1500, East Coast Parkway, National Sailing Centre  
Singapore 468963

*World Sailing RRS shall have precedence over these regulations*