International Sunfish Class Association

World Championship Event Guide

As of January 2016

This Worlds Championship Event Guide is a planning document to help event organizers plan and host a successful Sunfish Worlds. All items are guidelines and recommendations based on previous events and can be modified as needed based on your facilities, equipment and capabilities. Variations or changes to items with an (*) need to be coordinated with the ISCA President, ISCA Secretary, ISCA Class Office and/or Factory Representative when practicable.

Recommendations or suggestions are welcome and should be directed to the ISCA Class Office for change or inclusion to this document.
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1. Introduction

Thank you for your interest in hosting the International Sunfish Class World Championship. The Sunfish has been a recognized as an International Class for the past 45+ years. Its popularity and acceptance is worldwide. Hosting a World’s event can bring a large contingent of sailors, friends and families, boats and equipment to your area. The opportunity to host this prestigious event can draw much interest from your community and presents an excellent opportunity to introduce local youth, adults and nearby clubs to the sport of sailing as well as to stimulate the economy of the community (restaurants, hotels and transportation systems, etc.).

This guide lets you know what to expect, what is required, and gives suggestions on how to run the event. Please read this guide carefully and consult with the Class Office to answer any questions you might have before talking with your Club and committing to host the event. It is important that a Club or Facility commit and agree to host the Worlds Championships early on in the planning process.

The Sunfish Class has been in existence since the late 1960s and has hosted over 45 World Championships. Normally you can expect up to 72 competitors with an additional 30 to 40 family members in attendance. The International Sunfish Class Association is recognized by the International Sailing Federation as a one design sailboat and has for many years participated in the Pan American Games. There are over 2000 International Class Members and 23 countries participating in the International Sunfish Class Association.

2. The Bid Form

A bid form is available from the ISCA Class Office. This should be completed and submitted to the ISCA Class Office in advance of the annual ISCA World Council Meeting.

3. Planning Time Line — Ideally, you should start planning 30-36 months in advance.

Three (3) years (30-36 months) prior to the event:
Review this guide and prepare presentation to Club and or Facility for approval to host the event. After receiving your Club or Facility approval in writing, e-mail a request (along with a copy of your Club’s approval) to the International Sunfish Class Office for consideration.
Two (2) years prior to the event:
Present a completed bid form at the Sunfish World Council meeting, outlining the proposed upcoming event. An area of the Bid Form that is looked at closely is Charter Boats (page 6). You should have a proposed plan outlining how many new boats plus like-new boats will be available for entrants to charter. Providing new sails for each entrant is mandatory and must be done using LaserPerformance. Contact the Sunfish Class office to help you with the process of purchasing new sails and to get ideas on how to offset the cost. Also on page 6 of the Bid Form under Entry Fee/Social, include a price package for Coaches that covers meals and all social events.

One (1) year prior to the event:
Negotiate with hotels and airlines for rates and any discounts, as appropriate. Also negotiate any special tours that can be available to family members on race days and a special tour(s) that can be available to sailors, coaches and family members on a day with no racing.
Commit to sail color and logo with LaserPerformance who must be involved. If a sponsorship logo is to be used on sails or boats then it must be negotiated with LaserPerformance.
Finalize race committee principle race officer and all members of the international jury. The International Jury must meet the World Sailing Appendix N requirements with a minimum of five members of which a majority are international judges and with a maximum of two members from any one MNA. Where budgets allow, a six person jury with four international judges is preferable. To organize the international jury, the event chair should first contact the class office which maintains a list of international judges known to the class. The class office can recommend a Chief Judge who, should he/she accept an invitation to serve, can collaborate with the event chair and the class to form an international jury of the necessary quality, yet sensitive to organizers' needs to keep costs reasonable.
Remember to include the ISCA Secretary, who serves on the ISCA Board of Directors as the Race Committee Liaison to the Worlds, as a member of the PRO boat. The Class Liaison is there to answer questions and to help with any decisions you have about Sunfish racing specifically. As an experienced Race Committee officer, the Class Liaison can also provide Race Committee assistance if needed.

Nine (9) months prior to the event:
Submit the Notice of Regatta (NOR) to ISCA for approval. A Notice of Race (NOR) template has been prepared for your use. Please adhere to the template as much as possible. But minor adjustments specific to your Club or Facility are certainly permissible.

Eight (8) months prior to the event:
Finalize the NOR and entry registration process and send to the ISCA Class Office for posting on the Web Site.

Five (5) months prior to the event:
Submit the Sailing Instructions to ISCA for approval. A Sailing Instructions template has been prepared for your use. Please adhere to the template as much as possible. But minor adjustments specific to your sailing venue are certainly permissible.
4. Host Facilities Responsibilities

The Host Club should consider all of the requirements listed below which in hosting the event or discuss with the ISCA Committee:

A. Host Club/Facilities plans and executes the event.

B. Recommended Committees to support the event

1. Planning Committee: Run the event, coordinate all activities, prepare and send updates to the Class Office for the website and social media. Make available rooms for: Advisory Council meeting on Monday for 15 people, a room for the World Council Meeting on Thursday for 30 people and Banquet room for the final awards and trophy presentation.

2. Race Committee: Is to provide all necessary race equipment, manpower, boats and write the NOR and SI (using the templates provided by ISCA). Provide protest committee and daily scoring and reporting to the ISCA representatives. Post all changes and validate all competitors with the ISCA Class Secretary. Send final results to the ISCA Class Office. Ensure that an International Race Officer is available to run the races. Ensure that the International Jury members are available to monitor the competition. The members of the jury are to be reimbursed for their travel expenses and be provided with accommodations and meals during the regatta. With an expectation of judging Rule 42 on the water the jury requires two, and preferably three judge boats. 4.5 to 5M RIBs are ideal, but alternative hard-sided boats may be acceptable. In the US, the 17ft Boston Whaler Montauk is always acceptable. Owner-driven boats are to be avoided if at all possible; judges are experienced operators and better prepared for appropriate jury boat positioning.

3. Grounds Committee/Beach assistance/Security/Provide manpower on the beach to assist with the staging of boats, daily launching/retrieval and assist to the factory representative in unloading and reloading boats into containers. Provide manpower to monitor the removal of boats from the grounds by individuals or companies who purchase boats. Provide security for the protection of boats from the day of arrival, until the boats departure.

4. Registration Committee; Provide manpower to check people in and out. Registration packets should be prepared for Coaches as well as. Handle the boat assignment (including charter boat availability for coaches) and work with the factory representative and local dealers or individuals who purchase boats after the event. Handle all registration funds, damage deposits and returns as approved by the factory representative.

5. Entertainment Committee: Should provide some sort of local flavor entertainment for six of the 7 nights. Plan some special day tours for family members on race days and perhaps a special day tour for all participants, their families and coaches and their families on a day with no racing.

6. Awards/Prizes/Advertisement Committee: Should provide daily prizes and bring competitors together for regatta/race exchanges. Also provide keeper trophies for the final winners. The Class will provide the gold Sunfish insignia for the winner.
7. Ceremonies Committee (Opening & Closing): An opening ceremony with flag raising for each country represented (ISCA Class will provide the country flags) along with entertainment and social hour. Some countries have the Governor/President/Minister of ________ do the opening and closing ceremonies.

8. Food Committee: Provide breakfast, lunch and dinner to competitors and guests from 1st day of the event (check in) through last day of the event (check out). Provide on the water lunches as required. Recommended lunch items should include a Power Bar, water and fruit.

9. Transportation / Housing Committee: Handles the arrangement of the hotels, discounts and airline packages or finds local club members who will put up competitors for the week. Finding a hotel that can accommodate all (or most) of the competitors, family members and coaches is preferred. This allows for more social interaction throughout the event. Arrange for transportation from housing locations to the event site for competitors, coaches and guests daily, plus any additional tours that might be required.

10. On the Water Committee: Spectator boats and a Judge boat along with water and lunch delivery and a boat to assist with breakdowns is needed, in addition to the race committee boats. At least one boat designated for safety is also needed. Coach boats will be on-the-water and can be asked to assist with safety in an emergency.

C. Arranges hotel and transportation discounts as applicable.
D. Arranges local entertainment for all but one night of the Worlds.
E. Provide a banquet facility for the final awards.
F. Have available WiFi access for competitors.

5. Local Support

A. Request support from local government dignitaries for opening ceremonies and final awards banquet.
B. Work with local Chamber of Commerce for support.
C. Request monetary support from local stores, shops, hotels or others who would like to advertise and support the event.
D. Get local support from water and beer distributors to provide product and additional purchased items.
E. Have local travel agencies bid on advertisement to provide discounts for the events.
F. Work with local food vendors to provide lunches and other food as needed.
G. Work with local transportation agents to provide transportation as needed.
H. Work with club members or other to provide housing if needed.

6. Accommodations

If possible, use Club Members to host competitors and families plus work with hotels to obtain group discounts. It is desirable to select a hotel that is close to the event site that can accommodate all competitors, coaches and their families. If needed, provide transportation for competitors, coaches and their families to and from the event site. If split lodging is used, transportation arrangements are needed to insure competitors get to
and from the event site for all activities, and should be flexible enough for weather delays, non-competitors or for rotational qualification series if used.

7. **Announcements**

After approval from the ISCA Class Association, email the Notice of Race, the registration form and travel information to the Class Office for publication on the website.

8. **Class Support**

In accordance with RRS rule 87.2, the Class will assist the organizing authority in developing the Notice of Race (NOR) prior to publication on the class website and approve the Sailing Instructions (SIs) 60 days prior to the event. The online entry process will be administered by the Class Office. The Class will collect the regatta entry and charter Fees for the event. The Class will provide the Perpetual World Championship Trophy and a gold Sunfish sail insignia to the winner. The Class Executive Secretary will be responsible for validating all competitors as current Class members.

9. **Manufacturer Support**

Since World Championship sails are mandatory, a LaserPerformance representative will coordinate with the event organizers to design the logo to be used on the sail.

10. **Reporting**

Daily race results should be sent to the class representative as soon as possible after each day’s event and at the end of the Regatta. Initially, daily results will be posted as “Unofficial Results” until confirmed by the race committee and judges and Class Representative. After the last day of racing, the scores will be posted as “Official Results” only with the confirmation of the ISCA President, Class Secretary and Race Committee.

The event Chairman or a designated representative is responsible for writing up the event and working with the class representative for publication by the Class along with the final results.

Any thank you letters to vendors and organizations will be handled by the event chairman or designate.
11. RECOMMENDED SCHEDULE

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>1000-1800</td>
<td>Registration and boat set-up.</td>
<td>(Location)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lunch &amp; Dinner Available</td>
<td>(not provided)</td>
</tr>
<tr>
<td>Sunday</td>
<td>0800-1000</td>
<td>Continental Breakfast</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1000-1800</td>
<td>Registration and boat set-up.</td>
<td>(Location)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lunch available</td>
<td>(not provided)</td>
</tr>
<tr>
<td></td>
<td>1800-1900</td>
<td>Opening Ceremonies</td>
<td>(Location)</td>
</tr>
<tr>
<td></td>
<td>1930-2100</td>
<td>Cocktail &amp; Dinner</td>
<td>(Location)</td>
</tr>
<tr>
<td>Monday</td>
<td>0800-1000</td>
<td>Continental Breakfast</td>
<td>(Location)</td>
</tr>
<tr>
<td></td>
<td>0900-1000</td>
<td>Skippers Meeting</td>
<td>(Location)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*3 races maximum each day; a 4th only if needed to meet number of races requirement. This Worlds competition is meant to focus on sailing skills rather than be a test of physical endurance.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1130</td>
<td>Races 1, 2 &amp; 3 (on-the-water lunch)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1730</td>
<td>Cocktails</td>
<td>(Location)</td>
</tr>
<tr>
<td></td>
<td>1800</td>
<td>Dinner &amp; Entertainment</td>
<td>(Location)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advisory Council Meeting</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>0800-1000</td>
<td>Continental Breakfast</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1000</td>
<td>Races 4, 5 &amp; 6 (on-the-water lunch)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1730</td>
<td>Cocktails</td>
<td>(Location)</td>
</tr>
<tr>
<td></td>
<td>1800</td>
<td>Dinner &amp; Entertainment</td>
<td>(Location)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>0800-1000</td>
<td>Continental Breakfast</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1000</td>
<td>Races 7, 8 &amp; 9 (on-the-water lunch)</td>
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</tr>
<tr>
<td></td>
<td>1730</td>
<td>World Council Meeting (General Meeting)</td>
<td></td>
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<tr>
<td></td>
<td>1900</td>
<td>Dinner</td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td>0800-1000</td>
<td>Continental Breakfast</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lay Day</td>
<td>(weather day if needed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dinner not provided.</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>0800-1000</td>
<td>Continental Breakfast</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1000</td>
<td>Race 10, 11 &amp; 12</td>
<td></td>
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<tr>
<td></td>
<td>1800</td>
<td>Cocktails</td>
<td>(Location)</td>
</tr>
<tr>
<td></td>
<td>1830-2230</td>
<td>Banquet, Awards &amp; Entertainment</td>
<td>(Location)</td>
</tr>
<tr>
<td>Saturday</td>
<td>0800-1000</td>
<td>Continental Breakfast</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1200</td>
<td>Lunch available</td>
<td>(not provided)</td>
</tr>
<tr>
<td></td>
<td>0900-1500</td>
<td>Boat check in and Departure</td>
<td></td>
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</tbody>
</table>

Note: If a qualification series is used then the schedule above must be changed. A similar 4 to 5-day schedule can be used for the Youth Sunfish Worlds but will not, of course, include the Advisory Council or World Council meetings. And definitely no cocktail hour! Perhaps a time for organized off-the-water games with non-alcoholic beverages served can replace the tradition “cocktail” hour in the Youth Worlds daily schedule.
12. Template Notice of Race (NOR) and Sailing Instructions (SIs)

(See Attached)

**General Guidelines:**

(1) Wind speeds of 4-25 knots are the recommended guidelines for racing conditions. No races should start if wind speed is less than 4 knots. No races should continue if the sustained wind speeds are 25+ knots for longer than 10-minutes.

(2) There should be no more than 3 races per day except for extenuating circumstances of meeting the required number of races. In this case, a 4th race in one day can be sailed if time and safe conditions permit.

(3) A World Championship Event shall have 12 planned races with one (1) throw out.