



International 470 Class Association

May 2018



470 CLASS CHAMPIONSHIPS ORGANISATION MANUAL

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1. - PART 1 - ACCORDING TO BY-LAWS 4.7.(iii)

DEFINITION OF THE CHAMPIONSHIPS, ELIGIBILITY OF THE COMPETITORS AND CHOICE OF THE ORGANISERS

World Sailing Rules, Regulations, policies and instructions always have precedence over the following provisions.

1 - 1. - General provisions

1 - **1.1** - The following International Class Championships are organised once a year:

- World Championship
- Continental or zone Championships
- Junior World Championship
- Junior European Championship
- Master's Cup

Names of these Championships may be associated with names of sponsors, subject to the prior approval of the Management Committee of the International 470 Class Association.

- 1 - **1.2** - The International 470 Class Association is officially represented at these Class Championships and related events by the appointed Class Technical Delegate. Normally this will be the President, or another member of the Management Committee of the International 470 Class Association specially designated by the President in the case he is unavailable.
- 1 - **1.3** - Class Championship organisation shall comply with specific rules established under the responsibility of the Management Committee of the International 470 Class Association. These rules constitute the 470 Class Championship Organisation Manual.
- 1 - **1.4** - For continental or zone Championships, except European Championships, the organisation of each championship is allocated to an Organising Authority (Yacht Club, National Authority, National 470 Class Association, etc.) by common agreement between National Associations of the concerned continent or zone or group of zones and the Management Committee of the International 470 Class Association, taking into account the interests of the concerned nations and general harmonisation of the calendar. This selection may be based on a bidding process similar to the process described in 1 - 1.5 below.
- 1 - **1.5** - For World Championships, European Championships, Junior World Championships, Junior European Championships and Master's Cups, the organisation of each Championship is allocated by the General Assembly to an Organising Authority (Yacht Club, National Authority, National 470 Class Association, etc.), according to bids received at least one month prior to the meeting and analysed by the Management Committee of the International 470 Class Association. Bids are taken into consideration only if they are approved and presented by a National 470 Class Association in good standing with the International 470 Class Association. The bid shall be made on the Championship Bid Applicant Form and shall include all relevant information necessary to make a decision. Bidders shall guarantee and show evidence that no national law or regulation might prevent one or some National 470 Class Associations to take part in the Championship. European Championships and Junior European Championships can only be organised by European countries as defined by World Sailing.



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- 1 - **1.6** - To be eligible, competitors shall comply with the eligibility rules of the World Sailing Regulation 19. In addition, each crew member of a competing boat shall be a national or ordinary resident of the nation where the National Authority the crew intends to represent is established. This requirement does not apply to the Master's Cup, where crews of mixed nationality may participate upon approval of the Management Committee of the International 470 Class Association. Only crews in good standing with the International 470 Class Association can participate. For the World Championships and the Continental and zone Championships, each crew member, and for the Junior Championships and the Master's Cups, at least one member of each crew, shall be member of a National 470 Class Association, affiliated to the National Authority, or of the International 470 Class Association where there is no National Association in the concerned country. Boats shall comply with the Class Rules and have a valid certificate and measurement form. The Management Committee of the International 470 Class Association is the entity in charge of taking final decisions about eligibility of crews and boats.
- 1 - **1.7** – For World and European Championships and for Junior Championships, participating crews in the Championships shall be designated by their National 470 Class Association, or by their National Authority where there is no National Association. To enter any Championship, competitors, or their National 470 Class Association, or their National Authority where there is no National Association, shall fill in the relevant "Request for Entry" and pay the corresponding entry fees according to the Notice of Race. The requests for entry and the entry fees are exclusively and individually collected by the International 470 Class Association via Internet (www.470.org). A request for entry becomes a valid pre-entry when the relevant National 470 Class Association, or the National Authority where there is no National Association, has confirmed that the corresponding crew has effectively been designated to take part in the Championship and meets the eligibility criteria. The International 470 Class Association publishes the list of pre-entries in each Championship on its website. Only crews mentioned on the pre-entry list may take part in the Championship, provided their pre-entry be validated and then confirmed on site.
- 1 - **1.8** – To enter the Master's Cup and the other Championships, competitors shall follow the requirements of the corresponding Notice of Race.

1 - **2. - World Championships**

- 1 - **2.1** - World Championships consist of two series of races organised at the same venue and dates:
 - Men's World Championship for men crews,
 - Women's World Championship for women crews.
- 1 - **2.2** - the Format of these Championships shall conform to the regatta format specified by the Management Committee of the International 470 Class Association.
- 1 - **2.3** - The Men's World Championship is open to all men crews.
- 1 - **2.4** - The Women's World Championship is open to all women crews.
- 1 - **2.5** - The winning crew of the Men's World Championship is declared "470 Class Men's World Champion" until the next World Championship. The winning crew of the Women's World Championship is declared "470 Class Women's World Champion" until the next Women's World Championship. The International 470 Class Association awards gold, silver and bronze medals for the first three crews of each Championship.

1 - **3. - Continental or zone Championships**

- 1 - **3.1** - In addition to European Championships, a Continental or zone Championship is organised for each Continent or zone or group of zones previously designated by the Management Committee of the International 470 Class Association.



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1 - **3.2** - European Championships are organised for European nations as defined by World Sailing. These Championships consist of two series of races organised at the same venue and dates:

- European Championship for men crews,
- Women's European Championship for women crews,

and are part of an international regatta open to all nations, hereinafter called the "Event", and following the same organisation as the European Championships.

The ranking lists for the Championships will be extracted from the ranking lists of the corresponding Events, by deleting the crews who are not originating from a European nation.

1 - **3.3** - Format of these Continental or zone Championships shall conform to the regatta format specified by the Management Committee of the International 470 Class Association.

1 - **3.4** - The European Championship and the corresponding Event for men crews are open to all men crews.

1 - **3.5** - The Women's European Championship and the corresponding Event for women crews are open to all crews.

1 - **3.6** - The name of the Event linked with the European Championships shall be agreed between the International 470 Class Association and the Organising Authority on a case-by-case basis. This name may be contracted with a sponsor and include the sponsor's name, subject to the prior approval of the Management Committee of the International 470 Class Association.

1 - **3.7** - The first crew of a Continental or zone Championship originating from a nation included in the concerned Continent or zone or group of zones is declared "470 Class Champion" of the concerned Continent or zone or group of zones until the next Championship. In particular, for European Championships, the corresponding titles are "470 Class European Champion" for men crews, and "470 Class Women's European Champion" for women crews. For these European Championships, the International 470 Class Association awards gold, silver and bronze medals for the first three crews of each Championship. No title of champion shall be awarded to the winners of the Event.

1 - 4. - Junior World Championships

1 - **4.1** - The Junior World Championships consist of two series of races organised at the same venue and dates:

- Junior World Championship for men crews,
- Junior Women's World Championship for women crews,

1 - **4.2** - Format of these Championships shall conform to the regatta format specified by the Management Committee of the International 470 Class Association.

1 - **4.3** - The Championships are open to all crews provided that each member of the crew does not attain his or her 24th birthday before the end of the year in which the Championships are sailed.

1 - **4.4** - The Organising Authority shall provide at least five competitive and reasonably priced charter boats.

1 - **4.5** - The winning crew of the Junior World Championship for men crews is declared "470 Class Junior World Champion" until the next Junior World Championship. The winning crew of the Junior Women's World Championship is declared "470 Class Junior Women's World Champion" until the next Junior Women's World Championship. The International 470 Class Association awards gold, silver and bronze medals for the first three crews of each Championship.



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1 - 5. - Junior European Championships

- 1 - **5.1** - The Junior European Championships are organised for European nations, and are part of an international regatta open to all nations, hereinafter called the "Event", following the same organisation as the Junior World Championships. The Championships consist of two series of races organised at the same venue and dates:
 - Junior European Championship for men crews,
 - Junior Women's European Championship for women crews,
- 1 - **5.2** - Format of these Championships and of the Event shall conform to the regatta format specified by the Management Committee of the International 470 Class Association.
- 1 - **5.3** - The Championships and the Event are open to all crews, provided that each member of the crew does not attain his or her 24th birthday before the end of the year in which the Championships and the Event are sailed.
- 1 - **5.4** - The ranking lists for the Championships will be extracted from the ranking lists of the corresponding Events, by deleting the crews who are not originating from a European nation..
- 1 - **5.5** - The winning crew of the Junior European Championship for men crews is declared "470 Class Junior European Champion" until the next Junior European Championship. The winning crew of the Junior Women's European Championship for women crews is declared "470 Class Junior Women's European Champion" until the next Junior European Championship. The International 470 Class Association awards gold, silver and bronze medals for the first three crews of each Championship.
- 1 - **5.6** - The name of the Event linked with the Junior European Championship shall be agreed between the International 470 Class Association and the Organising Authority on a case-by-case basis. This name may be contracted with a sponsor and include the sponsor's name, subject to the prior approval of the Management Committee of the International 470 Class Association.

1 - 6. - Master's Cup

- 1 - **6.1** - The Master's Cup consists of one series of races grouping crews of all categories.
- 1 - **6.2** - The Format of this event shall conform to the regatta format specified by the Management Committee of the International 470 Class Association following consultations with the 470 Masters Committee.
- 1 - **6.3** - The Cup is open to four categories of crews, defined as follows:
 - Apprentice Masters: one of the crew members of the boat has attained his or her 30th birthday and the addition of the ages of the two members is more than sixty years before the end of the year in which the Cup is sailed.
 - Masters: one of the crew members of the boat has attained his or her 35th birthday and the addition of the ages of the two members is more than seventy years before the end of the year in which the Cup is sailed.
 - Grandmasters: one of the crew members of the boat has attained his or her 50th birthday and the addition of the ages of the two members is more than one hundred years before the end of the year in which the Cup is sailed.
 - Grand-Grandmasters: one of the crew members of the boat has attained his or her 60th birthday and the addition of the ages of the two members is more than one hundred and twenty years before the end of the year in which the Cup is sailed.



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1 - **6.4** - The International 470 Class Association awards gold, silver and bronze medals for the first three crews of each category.

1 - **7. - Responsibility of the Management Committee** of the International 470 Class Association

The Management Committee of the International 470 Class Association is responsible for carrying out these provisions, part of the "Administration by-laws".

The Management Committee of the International 470 Class Association has power to make exceptions to these regulations and to take urgent measures in the event of unexpected default by any Organising Authority.

The General Assembly may authorise the Management Committee of the International 470 Class Association to make any decision regarding selection of Organising Authority of a 470 Championship.



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2. - GENERAL ORGANISATION RULES AND RECOMMENDATIONS

The organisation of the International 470 Class Championships shall follow the Part 1 of this Manual, the following rules and recommendations, and related documents included in other parts of the "470 Class Championship Organisation Manual".

2 - 1. - General provisions applicable to each Championship

2 - 1.1 - The Championship shall be sailed on a sea or on a lake.

One race area needs approximately two nautical miles of diameter. For World Championships and European Championships, two race areas shall be organised. For other Championships, one race area only is needed.

For all Championships, one additional race area shall be organised on the last day for the Medal race of the Gold fleet(s). This additional race area needs a maximum of 0,8 nautical miles of diameter and shall be as close as possible to spectators ashore.

2 - 1.2 - Championship financing is totally under the responsibility of the Organising Authority. The budget shall include all organisation expenses, including preparatory meetings with the International 470 Class Association, if any, and travel, accommodation and food expenses, based on the World Sailing requirements, of different Committee members involved in the organisation, including Jury members, the Regatta Chief Measurer (and her/his deputy for World and European Championships), the Principal Race Officer and the 470 Class Course representative(s), as well as one International 470 Class Association representative and one 470 Class press officer appointed by the International 470 Class Association. The Organising Authority shall arrange transfers between airport/railways stations and the venue with return for all the above people. The budget may be covered by subsidies, sponsor contracts, entry fees paid by competitors and any other legal means.

Sponsor contracts in the frame of the organisation require prior approval by the International 470 Class Association. Names of sponsors, if any, may be associated with the official name of the Championship or with the name of the Event linked to the European Championships and Junior European Championships, submitted to prior approval by the International 470 Class Association. Sponsorship fees linked to the name of the Championship or of the Event shall be shared between the Organising Authority and the International 470 Class Association, to be agreed on a case-by-case basis. Individual or collective prizes may be granted to competitors, submitted to prior approval by the International 470 Class Association. Challenge trophies periodically placed into the competition are excluded.

The "Commercial Rights" shall mean all rights of a commercial nature relating to the Championships 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. All Commercial Rights of the Championships are and will remain the exclusive property of the International 470 Class Association. The association may grant use of the Commercial Rights for exploitation to the Organising Authority solely during the period running from the date of signing of the contract for Championships, until 12 months after the end of the Championships (the "Host Commercial Rights Licence Period"). In case of any revenues from Commercial Rights of the Championships they shall be shared between the Organising Authority and the Association – the proportion to be agreed on a case-by-case basis.

The entry fee amounts are jointly agreed between the Organising Authority and the International 470 Class Association. For World Championships and for European Championships, the entry fees shall not be higher than 350 Euro per boat, 200 Euro being the share of the Organising Authority and 150 Euro being the share of the



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International 470 Class Association, and 75 Euro per person for coaches, team leaders and representatives of participating nations, 100% being available for the Organising Authority.

For Junior and Master's Cup Championships, the entry fees shall not be higher than an equivalent of 250 Euro per boat, 175 Euro being the share of the Organising Authority and 75 Euros being the share of the International 470 Class Association, and 75 Euro per person for coaches, team leaders and representatives of participating nations, 100% being available for the Organising Authority.

For non-European Continental or zone Championships the entry fees shall be agreed between the Organising Authority and the International 470 Class Association, on a case-by-case basis.

These entry fees shall include all collective services to be normally provided for the organisation, such as social events, car park, boat park, places for coach boats in the harbour, water hoses, toilets and showers, rubbish collection. Additional individual services such as equipment repairs, restaurant and bar may be charged separately.

For World / European Championships and for Junior / Master's Cup Championships, the entry fee is increased by 100 Euro and 50 Euro respectively, which shall be shared equally between the International 470 Class Association and the Organising Authority, if the entry form is sent, and/or the payment of the corresponding entry fee is made, after the deadline shown on the Notice of Race but within 15 days of the start of the Championship. Entries received within 14 days of the start of the Championship may be accepted only at the discretion of the International 470 Class Association, whose decision shall be final.

Entries will be accepted only on receipt of full entry fee payment.

- 2 - **1.3** – The International 470 Class Association grants to the Organising Authority the right to produce specific merchandise (e.g. T-Shirts, Shorts, Memento's), related to the Championship and event. In any case, the International 470 Class Association keeps alone the right to produce and sell 470 Class merchandise on site. The Organising Authority shall provide appropriate spaces and facilities within the regatta site to be used by the International 470 Class Association for the sale of merchandise.
- 2 - **1.4** - All relationships with the National Authority of the organising nation are under the responsibility of the Organising Authority, which shall have an official agreement from its National Authority to organise the Championship.
- 2 - **1.5** - The Championship shall follow the document related to Regatta Format and Course Types (Part 3 of this Manual). The programme shall include six days of races, as detailed in the part related to Regatta Format. According to the number of competitors, a period of two or three days shall be scheduled for entry confirmation and measurement prior to race days. The Organising Authority shall use the Standard Notice of Race, the Standard Sailing Instructions and the Standard Documents to be posted and/or distributed. The draft documents shall be submitted for approval to the International 470 Class Association. The Notice of Race shall include relevant information related to accommodation and to transportation and custom clearances for boats coming from overseas, which the Organising Authority has to make as easy as possible. The Notice of Race shall also include information related to any local fees to be paid or local requirements applicable to coaches and team leaders, if any. For the Junior World Championship, the Notice of Race shall also include the details for chartering boats.
- 2 - **1.6** - The Notice of Race shall be sent by the Organising Authority at least via e-mail to the World Sailing, to the Management Committee members of the International 470 Class Association and to the relevant National Authorities and National Associations. English speaking people should be available to answer on phone numbers mentioned by the Organising Authority in the Notice of Race.
- 2 - **1.7** - The draft Sailing Instructions shall be sent for comments to the Race Manager (Principal Race Officer or Race Officer), to the Chairman of the International Jury, to the Regatta Chief Measurer, to the Race Officer(s) and to the 470 Class Course representative(s). The documents related to Event Committees shall be distributed



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at the same time to the same persons. Comments received shall be considered by the International 470 Class Association. The final version of the Sailing Instructions shall be sent by the Organising Authority to the same persons one month prior to the Championship and may be published on the Website of the Championship.

- 2 - **1.8** - For all Championships the entries and the entry fees shall be received by the International 470 Class Association, which will pay the relevant share of entry fees to the Organising Authority in two instalments – the first one at the latest 14 days before the event and the second one 14 days after by the end of the Championship. The entries shall only be accepted if they come from eligible competitors designated by their National Associations, or their National Authorities for nations without National Association. The Management Committee of the International 470 Class Association is the entity in charge of making final decisions about eligibility of crews and boats. According to RRS N2.2, the Organising Authority shall direct the International Jury that it is not empowered to decide those questions of eligibility.
- 2 - **1.9** - The onsite registration process for Sailors and Coaches shall follow 470 Class protocols. The 470 Class website will generate all online entry forms and receipts, and provide a system to log teams who are registered and measured, and update any changes to personal data. The Organising Authority shall provide appropriate persons to run the onsite registration, including laptops, and the 470 Class will provide full training to administer the online system. Normally there will be a 470 Class representative on site to oversee registration and take any outstanding cash payments for teams. The Organising Authority is responsible to manage the onsite registration of coaches. If required by the Sailing Instructions, upon payment of a deposit, coaches shall be provided with a numbered coach flag for easy identification on the water. Upon return of the coach flag the deposit shall be returned.
- 2 - **1.10** - Official opening of the Championship shall be declared by the representative of the International 470 Class Association during the opening ceremony. The opening ceremony shall include at least a clear presentation of each national team, using relevant national flags. Speeches of officials and sponsors should be limited in term of number as well as in term of total time. The opening ceremony shall end with a drinks party and buffet or similar. The Opening Ceremony schedule and protocols shall be agreed with the 470 Class, at least 2 weeks before the event.
- 2 - **1.11** - The final results of the Championship shall be declared and the titles, medals and prizes awarded not less than two hours and not more than twenty-four hours after the end of the last race, at the occasion of the closing ceremony. The titles, medals and prizes shall be awarded during the closing ceremony, using the national flags of the first three crews and the anthem(s) of the winner(s). Speeches of officials and sponsors should be limited in term of number as well as in term of total time. The closing ceremony presentation protocol shall be provided by the 470 Class. The planning for the closing ceremony shall be agreed with the 470 Class and shall include a drinks reception and buffet or similar.
- 2 - **1.12** – The International 470 Class Association will provide medals for the first three crews of each Championship in each category. The Organising Authority shall provide prizes or trophies as stated in the Notice of Race. This normally includes prizes to the top 8 teams in men and women. The Organising Authority shall provide each competitor with a memento of the Championship, which is normally presented during registration.
- 2 - **1.13** – In addition to the opening and to the closing ceremonies, at least two social events including free food for competitors (or three “pasta nights” for Junior Championships) shall be organised during the Championship, free of charge for all competitors.
- 2 - **1.14** – The Organising Authority may provide free pasta after racing each day for all teams and coaches.
- 2 - **1.15** – The Organising Authority shall make the best efforts to organise ashore a so-called “sailing festival” (music, entertainments, exhibitions, social activities, etc.) aimed at improving conviviality between sailors, coaches and officials and at making the Championship attractive for the surrounding public.



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- 2 - **1.16** - During the two weeks following the end of the last race, a file comprising Sailing Instructions and their alterations, if any, decisions of the International Jury, list of participants in each fleet, final results of each race and the final official ranking lists shall be sent to the International 470 Class Association for approval and Championships records.

2 - **2. - Relationships between the Organising Authority and the Association**

- 2 - **2.1** - The Organising Authority is chosen by the International 470 Class Association according to the rules included in the Part 1 of this Manual.
- 2 - **2.2** - The Organising Authority shall designate one person as the central point of contact for relationships with the International 470 Class Association. The International 470 Class Association shall identify its designated person of contact, which will normally be the Class Technical Delegate as in 1 - 1.2.
- 2 - **2.3** - For the World Championships, the European Championships, the Junior Championships and the Master's Cup, an agreement shall be signed between the Organising Authority and the International 470 Class Association at least 12 months before the event.

2 - **3. – Event Committees**

2 - **3.1 – Generalities**

In accordance with World Sailing Rules and Regulations, all technical matters related to the Championships are delegated by the Organising Authority to event committees fully in charge of managing all aspects of the regattas and aimed at ensuring fair final results.

These event committees are namely:

- the International Jury (the Protest Committee as per RRS 91), headed by its Chairman
- the Race Management Team (the Race Committee as per RRS 90.1), headed by the Race Manager (Principal Race Officer, if any, or Race Officer), consisting of:
 - the Technical Committee (formerly known as Measurement), headed by the Regatta Chief Measurer,
 - the on-the-water Race Committee(s), including the Safety Committee, headed by the Race Officer(s),
 - the Race Office.

In addition the

For World and European Championships, with two course areas, the Race Manager is the Principal Race Officer (PRO). For other Championships (Continental except European, Juniors, Masters), with one course area, the Race Manager is the Race Officer chairing the Race Committee, unless the International 470 Class Association requests to appoint a Principal Race Officer.

The International 470 Class Association will appoint one 470 Class "Course representative" per race area for the World and European Championships and one for the Junior Championships. The Course Representative(s) shall be considered as member(s) of the Race Management Team.

2 - **3.2 - International Jury**

The International Jury shall comply with the terms of the World Sailing Racing Rules of Sailing (R.R.S.), World Sailing Regulations and policies and shall include from six to ten members in order to have a minimum of one jury boat (with two judges on board) per fleet, according to the following criteria:



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- for the World Championships and the Junior World Championships: at least 2 members from other Continents than the hosting Continent, at least 2 members from other parts of the Continent of the hosting country, at least 2 members from the hosting country;
- for the European Championships and the Junior European Championships: at least 4 members from other parts of the Continent of the hosting country, at least 2 members from the hosting country.

For the World Championships, the Jury members are appointed or approved by World Sailing following International 470 Class Association proposals. For the European and Junior Championships, the Jury members are appointed by the International 470 Class Association. The Organising Authority may propose names of International or National Judges to take part in the International Jury to the International 470 Class Association.

The Chairman of the International Jury will be chosen among those members who are not from the country of the Organising Authority.

For the Master's Cup and other Championships, an International Jury is not mandatory but at least the Chairman of the Jury shall be an International Judge and from a country other than the country of the Organising Authority. Jury members are appointed by the Organising Authority, subject to International 470 Class approval.

The Organising Authority shall designate an official Secretary devoted to the International Jury, in charge of collecting the protest forms after races from competitors, and of issuing, distributing and posting on the official notice board the official decisions of the International Jury.

The Secretary shall be trained to use the online race management system provided by the Championship website, which manages:

- Protest Time Limits
- Protests – scheduling, decisions
- Scoring Enquiries
- RRS42
- Notices

2 - 3.3 – Race Manager

The Race Management Team is led by the Race Manager.

The Race Manager is either the Principal Race Officer (World and European Championships), or the Race Officer (other Championships), unless otherwise agreed or requested by the International 470 Class Association.

The Race Manager shall be an International Race Officer. He will be appointed by the Organising Authority after approval of the International 470 Class Association. The International 470 Class Association may propose names of International Race Officers.

2 - 3.4 – Technical Committee (Formerly known as Measurement Committee)

The Technical Committee is responsible for measurement inspections before and after races, and any class rule protests.

For the World Championships, the chairman of the Technical Committee (Regatta Chief Measurer) and her/his deputy are appointed or approved by World Sailing following International 470 Class Association proposals. For the European Championships, the chairman of the Technical Committee and her/his deputy are appointed by the International 470 Class Association. For the Junior Championships, the chairman of the Technical Committee is appointed by the International 470 Class Association.



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The chairman of the Technical Committee (the Regatta Chief Measurer) and her/his deputy (for World and European Championships) shall be 470 Class International Measurers.

Measurement inspections shall be conducted according to the Measurement Regulations. In order to proceed to the pre-race measurement inspections, the Organising Authority shall designate Technical Committee members consisting of a minimum of ten people, preferably already experienced in boat measuring, including one Secretary. Two out of these ten people will help the Regatta Chief Measurer to manage post-race measurement inspections. The others may also be part of the on-the-water Race Committee or of the Safety Committee.

2 - 3.5 – “On-the-water” Race Committee(s)

The on-the-water Race Committee(s) is(are) responsible for the management of the races.

For World, European and Junior Championships, its(their) President(s) (the Race Officer(s)) shall be International Race Officer(s), if he(they) also act(s) as Race Manager(s), i.e. when no Principal Race Officer is appointed to manage the Race Management Team. The Race Officer(s) shall be approved by the International 470 Class Association following Organising Authority proposal. The Organising Authority shall provide information about his (their) experience in such a role.

For the Master’s Cup and other Championships, the Race Officer is appointed by the Organising Authority, subject to prior approval by the International 470 Class.

The members of the Race Committee(s) are appointed by the Organising Authority. They shall form a homogeneous team having previously operated in regattas of the same importance (in terms of level and in terms of number of competitors) and with one-design fleets. They shall be familiar with the racing area. The Race Officer assistants in charge of the starting and finishing line should be well experienced.

2 - 3.6 – Race Office

The Race Office is in charge of organising the communication between competitors and race officials, and managing all matters related to entries and results. Its members are appointed by the Organising Authority. Their number and/or availability shall be commonly defined between the Organising Authority and the International 470 Class Association on a case-by-case basis, depending on the number of competitors, on the equipment available, etc. A minimum of three persons when competitors are ashore, one when competitors are on the water, shall be permanently in charge of welcoming competitors coming to the Race Office, and of posting notices on the official notice board.

The Race Office shall be trained to use the online race management system (see 3.2 above) provided through the Championship website.

2 - 3.7 – 470 Class Course representative

There shall be one “Course representative” per race area for the World and European Championships and one for the Junior Championships. For the World Championships, the Course representative(s) are appointed or approved by World Sailing following International 470 Class Association proposals. The 470 Class Course representative(s) shall advise and guide the on-the-water Race Committee(s) to follow the good implementation of the Manual during the Championship. The Organising Authority, including Event Committees, shall work in close co-operation with the 470 Class Course representative(s). They shall invite him (them) to take part in all discussions related to the general organisation and to the application or modifications of the Sailing Instructions. The 470 Class Course representative(s) shall go on board the Race Committee boat(s) during races. The Organising Authority, including Event Committees, shall take into consideration all advices and recommendations given by the 470 Class Course representative(s).



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The Course Representative(s) shall be considered as member(s) of the Race Management Team. When a Course Representative is on board of the Race Committee boat, the Race Officer shall not take action in relation to any of the following matters without the approval of the Course Representative:

- (a) Postponement (Rule 27.3);
- (b) Course selection, location, configuration and race duration;
- (c) Whether a starting line is to be moved or adjusted (Rule 27.2);
- (d) Starting line decisions (OCS and recalls (Rule 29), starting penalties (Black Flag – Rule 30));
- (e) Changing Course/moving marks - adjusting the course to a new wind strength or direction (Rule 33);
- (f) Abandoning (Rules 27.3, 32 and 35);
- (g) Rule 42 “turning off” and “restoring”;
- (h) Determination of finishing position;
- (i) Corrections due to scoring errors;
- (j) Requesting redress on behalf of a boat;
- (k) Protesting a boat;
- (l) Imposing a penalty;
- (m) Amending the Sailing Instructions or Notice of Race;
- (n) Racing areas to be used; and
- (o) Schedule.

The Course Representative may initiate action in relation to these matters, in which case the Race Officer will be governed by the Course Representative’s decision. The Course Representative may also initiate action if he/she is of opinion that the racing is not conducted according to the rules or 470 Class policies, or for any other reason directly affecting the safety or fairness of the Championship.

2 - 3.8 – 470 Class Technical Delegate (CTD)

The CTD will be normally appointed one year before the event.

The CTD or another member of the Management Committee shall visit the venue at least 10 months prior to the event and monitor the progress of the event preparations. If necessary, a follow up visit shall be made by the CTD. The Organising Authority shall pay the expenses for these visits.

The role of the CTD is to:

- Represent the International 470 Class Association at the event and at all formal ceremonies;
- be the official link between the International 470 Class Association and the Organising Authority;
- ensure that the Manual in force at the time of signing the contract with its agreed amendments is applied by the Organising Authority;
- monitor together with the 470 Class Course representative(s) that the event is organised in accordance with the World Sailing Rules and Regulations;
- advise the Organising Authority on the organisation of the event;
- monitor all the entries to the event and establish the final entry list;
- be, during the event, the link between the competing teams and the Organising Authority, and
- manage all the on-site class finances relevant to the event in liaison with the International 470 Class Association Treasurer.

2 - 3.9 - Roles and responsibilities of the Event Committees

Respective roles and responsibilities of the International Jury, the Technical Committee and of the Race Management Team and its on-the-water Race Committee(s) are regulated by the World Sailing Racing Rules of Sailing (RRS) and the following principles.

According to RRS Appendix N, the International Jury is responsible for hearing and deciding all protests, requests for redress and other matters arising under RRS Part 5, including reports coming from the Race Management Team. For Technical Committee protests relating to application of the Class Rules, the



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International Jury shall hear the Regatta Chief Measurer before reaching its decision. The International Jury is not empowered to decide questions of eligibility of crews. Questions of measurement or boat certificates and substitutions of boats, sails or equipment are under the responsibility of the Technical Committee which may decide to protest the concerned boats, for hearings and decisions by the International Jury. The International Jury is also in charge of direct "on-the-water" judging for application of RRS 42, when applied, and of on-the-water umpiring for the Medal race. Unless authorised or asked by the Race Manager, the International Jury shall avoid giving recommendations to the on-the-water Race Committee, especially when a race is in progress.

The Technical Committee is in charge of keeping compliance with the Class Rules under supervision and initiating class rule infringement protests. Its role is to manage measurement inspections before the first race and then inspections at random or on request from the International Jury or from the Race Management Team after each race. The Technical Committee is also in charge of managing applications from competitors related to any repair or replacement of pieces of equipment on boats following damages, according to the Class Rules, provided that the sail numbers remain the same or that sail number changes are accepted by the Race Manager.

The Race Management Team covers all roles and responsibilities dedicated to the so-called "race committee" in the RRS, mainly Rule 90. The Race Manager manages and supervises all aspects of the regattas which are not specifically dedicated to the International Jury or the Technical Committee, i.e. race management and scoring, in close cooperation with the Organising Authority and the International Jury. The Race Manager may receive comments or information from the Organising Authority or from the International Jury, including during races.

The on-the-water Race Committee is in charge of conducting the races and represents the highest authority on the race area in regards to race management. Its role is to carry out races according to the "rules" as defined in R.R.S., as well as to decide postponement or abandonment of races. "Rules" infringements while racing are reported by the Race Officer(s) to the Race Manager then to the International Jury, except that decisions without a hearing under RRS 30 and A5 are under the responsibility of the Race Committee. The Race Committee may only receive comments or information from the Race Manager or from the 470 Class Course Representative, including during races.

2 - 3.10 – Changes to the Sailing Instructions

Sailing Instructions are issued by the Organising Authority after approval of the International 470 Class Association.

From the first day of the event, any changes to the Sailing Instructions during the Championship shall be agreed by both the Race Manager and the 470 Class Course Representative(s) and signed by both of them before official posting. The following rules apply:

- changes to the time schedule of races, as far as they remain within the general regatta programme and format provided by the Notice of Race, are under the responsibility of the Race Officer(s),
- changes to the measurement regulations, as far as they remain within the general regatta programme and format provided by the Notice of Race, are under the responsibility of the Regatta Chief Measurer,
- any other changes, including proposals coming from the International Jury, shall be jointly agreed on by the International Jury Chairman, the Race Manager, and the 470 Class Course representative.

Before signing and posting any change, the Race Manager shall check the consistency of such change with the general regatta organisation under the responsibility of the Organising Committee (e.g. for need of new equipment or facilities or for links between race schedule and social event programme).



2 - 4. - Recommendations and explanations for application of the Sailing Instructions

2 - 4.1 - Instructions coming from specific Class Rules

- According to the Introduction to Class Rules, the 470 is a dinghy "for a crew of two", without distinction between helmsman and the other member.
- According to Class Rules C.8.1(a), C.9.1(a) and C.10.2, only one set of sails, one mast, one boom, one centreboard, one rudder and one spinnaker boom per boat shall be used during an event, except when an item has been lost or damaged beyond repair. It is understood that the qualifying races and the final races (including the Medal race) are to be considered as one event for the application of these Class Rules. Changes may be authorised, in cases of authentic damage or loss, under the responsibility of the Technical Committee, after inspection of new equipment.
- According to Class Rule C.1.1(a)(1) and Racing Rule P5, if the average wind speed is above 8 knots, the Race Committee may display flag O with the warning signal to signal that pumping, rocking and ooching are allowed after the preparatory signal. If, after the starting signal, the average wind speed increases above 8 knots, the Race Committee may display flag O with repetitive sounds at any rounding mark to signal that pumping, rocking and ooching are permitted. This rule applies to a boat after she has passed the mark. If the Race Committee has acted under Class Rule C.1.1(a)(1) and the average wind speed decreases below 8 knots, the Race Committee may display flag R with repetitive sounds at any rounding mark to signal that RRS 42 applies. This rule applies to a boat after she has passed the mark.

2 - 4.2 - Starting procedure

Starting line: the length of the starting line shall be the number of boats multiplied by 4.7m multiplied by 1.5 (in metres). The starting marks (boats and/or buoys) shall be firmly moored.

Starting system: the starting system described under RRS 26 shall be used. Flag P or flag U should be used as preparatory signal at the first attempt. Flag I or flag Z should not be used as preparatory signal. The "Black flag" rule (RRS 30.3) should be applied by the Race Committee immediately after the first general recall caused by competitors' behaviour (i.e. not due to a badly oriented starting line or to shifting wind or other incident coming from the Race Committee).

Recalls:

- As far as possible, general recalls should be avoided and individual recalls favoured, provided that the Race Committee is sure to have identified all boats started prematurely. Video or other systems may be used by the Race Committee on both ends of the starting line to help the Race Officer's decisions. When bow numbers are used by the Organising Committee for identification of the boats, whatever the reason, the Race Committee should nevertheless rely mainly on sail numbers to identify premature starts.
- In order to save time before the next starting procedure in case of general recall, an attendant boat should display the flag First Substitute and cross in front of the fleet. To avoid any discrepancies between the decision of the Race Committee and the operation of this boat, such a boat should be close to the Race Committee signal boat and start crossing in front of the fleet with the flag First Substitute after having seen this flag displayed by the Race Committee signal boat.

"Attention" signal before the warning signal: the orange flag that RRS Appendix L or LE suggests to use as "attention" signal shall be displayed at least five minutes before a warning signal is displayed.

Order of starts and types of course: for all races except the Medal race for the top ten boats of the Gold fleet, there are two types of course (Olympic trapezoid), the outer-loop course and the inner-loop course. On one race area with several fleets, in order to avoid or minimise fleet mixing, the first fleet to start shall sail an outer-loop course, the second shall sail an inner-loop course, and the third fleet should sail an inner-loop course too, if its start is not postponed. It is up to the Race Committee to decide the order of starts for the fleets. On the



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last racing day, it is expected that the Race Committee organises a windward-leeward course for the Medal race for the top ten of the Gold fleet being as close as possible to the spectators ashore.

2 - 4.3 – The courses

2 - 4.3.1 – Trapezoid course

Course shape: revert to 3.A.5.1

Change of course after the start: The course may be changed after the start in the case of a substantial wind shift or in order to meet the target time. Due to the fact that several fleets are sailing at the same time on the same area, changes of course after the start are difficult to manage. As a consequence, the race should be abandoned when a change of course cannot be properly managed and when the fairness of the race is affected.

Shortened course: the course cannot be shortened.

2 - 4.3.2 – Windward-leeward course

Course shape: revert to 3.A.5.2

Change of course after the start: The course may be changed after the start in the case of a substantial wind shift or in order to meet the target time. The race should be abandoned when a change of course cannot be properly managed and when the fairness of the race is affected.

Shortened course: the course cannot be shortened.

2 - 4.4 – Number of races per day

The normal programme of races shall provide two races per day for each fleet.

However, the Race Committee may decide to start a third race to catch up missing race(s) from previous days.

2 - 4.5 - Application of RRS 42 (Propulsion)

A direct "on-the-water" judging rule is provided in the Standard Sailing Instructions, with application of RRS Appendix P, enabling the International Jury to save time ashore. The suggestion made by RRS Appendix L/LE not to apply RRS P2.3 at the third infringement is not retained, even for Junior Championships.

RRS 42 is altered by Class Rule C.1.1(a)(1) (refer to 4.1 third paragraph here above).

2 - 4.6 - Finishing line

The finishing line will be perpendicular to the last leg of the course. The finishing line shall be 30 - 50 metres long. The finishing marks (boat(s) and/or buoy(s)) should be firmly moored, or, if not possible, maintained in fixed position.

An attendant boat should be located close to the buoy, on the other side of the finishing line compared to the Race Committee boat, in order to double-check the arrival.



2 - 4.7 – Wind strength limits

The Class Rules or the standard Sailing Instructions does not contain any provision dealing with wind strength values or limits, which means that deciding to start and complete a race or to postpone or to abandon it according to the wind strength is under the sole responsibility of the Race Committee.

However, the Race Committee should not give any start if the wind strength is below 4 knots for a five-minute period and should abandon the race if the wind strength is below 3 knots for a fifteen-minute period. The average wind strength shall be measured at the deck level of the Race Committee Signal boat and of the Race Committee boat at the windward mark. The values of 4 knots and 3 knots shall be adapted to the local conditions as height and shape of waves and current strength.

2 - 5. - Technical equipment needed on the race area

2 - 5.1 - Marks

Four course marks, including two gates, are needed. They shall consist of six identical brightly coloured large buoys in order to be visible from a distance of 1,5 nautical miles in clear visibility. The finishing mark, and the starting mark, if any, may be smaller buoys.

2 - 5.2 - Organisation boats

The following boats shall be available on each race area:

- for the Race Committee, a minimum of seven boats is necessary: one Race Committee vessel, one starting mark boat, used also for mark n° 4, three mark boats for marks n° 1, 2 and 3, one finishing mark boat, and one fast boat to lay the marks and change the course between the daily races if needed. Double-checking on the finishing line may be organised from one of the mark boats or an additional boat;
- for safety, a minimum of rescue boats complying with the regulations of the hosting country. This number shall be increased if needed according to local conditions, under the responsibility of the Organising Authority. Operators of these rescue boats shall be trained for this task. Preferably some, if not all, of these boats should be rubber boats;
- the International Jury shall have at its disposal small boats (ribs of at least five-metre long) (one boat for two Jury members);
- the Regatta Chief Measurer shall have at his/her disposal one rubber boat with driver;
- the Race Manager shall have at his/her disposal one fast boat;
- the International 470 Class representative shall have at his/her disposal one fast boat;
- at least one boat shall be devoted to Officials (World Sailing, 470 Class or National Authority representatives);
- at least one boat shall be devoted to Media (including the 470 Class press officer, if any).

The Organising Authority shall provide each competitor with the possibility of having his spare parts available on the race area if he has neither coach nor support boat.

Depending on local conditions, the Organising Authority shall consider the opportunity to have boats for coaches, supporters and spectators.

2 - 5.3 - Other features

Radio communications shall be available between all organisation boats and the Race Office ashore.



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Code flags to be used according to Sailing Instructions shall be of a large size (not less than 50 cm x 70 cm), and visible even when several are displayed together (e.g. on the starting line). Flags used as fleet signals and flags O and R used for the application of the Class Rule C.1.1(a) shall be available on each Race Committee boat in order to be able to indicate fleet(s) for which signals are made and/or to indicate when RRS 42 applies or not.

Sound signals on the starting line shall be loud enough to be heard on the entire starting area.

2 - 6. - Technical equipment needed ashore / staff requirements

2 - 6.1 - Headquarters and related equipment

An office for entry confirmation and for communication between the Organising Committee, competitors and media for solving any problem regarding the general organisation shall be available during the entire regatta ("Race Office" according to the Standard Sailing Instructions). Staff should include interpreters and people in charge of tourism affairs in the area of the regatta.

A technical secretariat with computers, printers, photocopy machine, phone, fax and a computer dedicated to result calculations shall be available. Staff and equipment of this secretariat shall be sufficient to be in a position to issue any official information (final list of entries, changes in programme or in Sailing Instructions, summons by Committees, race results and general ranking lists, etc.) as soon as it is available.

As far as computerised software for result calculations is concerned, special attention has to be paid to the capability and the qualification of the software regarding the number of boats, the number of fleets, the number of races, and more generally the fulfilment of the Sailing Instructions. The software should have been used previously for regattas of the same type and format. The operator shall have practical knowledge of the software and of the regatta organisation.

Measurement equipment and facilities should be provided as specified in the "VENUE PREPARATION FOR 470 CLASS EVENTS INSPECTION" document.

Rooms and equipment shall be available two days before the first day of measurement inspection to enable the Regatta Chief Measurer to prepare measurement marks on equipment and to train the Technical Committee team.

Other rooms to be provided are:

- One room for the Race Manager, one room for the Class Course Representative, if any, one room for the Race Committee, one room for the International Jury. Each room should be equipped with one computer linked to the other ones by an internal network and linked to Internet.
- One press office with phones and Ethernet plugs for internet connections or Wi-Fi for computers, and one room for team leaders and coaches for meetings and for distribution of official information, with plugs for e-mail and Internet connections by computers. Each of these two rooms shall be equipped with a minimum of two Internet networks. One person should be dedicated to press releases and in charge of delivery of information to the local, national and international press and to officials or Class representatives located abroad, on their request. The press releases shall also be posted on the International 470 Class Association Web Page, on International 470 Class social media, or in any other Internet server with a link with the above.

An official notice board, readable by competitors at any time, shall be available near the Race Office. This board shall be large enough to post together, and as long as they remain valid, final list of entries, changes in programme and in Sailing Instructions, race results, general ranking lists, summons and official decisions of Jury and Committees ... To avoid non-official messages on this official notice board, the Organising Authority should also provide a general information board.



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A mast ashore, located near the boat park, shall be available for official signals to be made ashore according to the Sailing Instructions. Use of this mast should be limited to this purpose to avoid any confusion with other flags from the organisation (e.g. national flags, 470 Class flag, sponsor flags).

Loudspeakers operated from the Race Office or from the technical secretariat shall be installed on all locations used for the Championship, including the boat park.

2 - 6.2 - Facilities

The boat park, trailer park and car park shall be organised for the expected number of competitors and coaches. The car park should also include parking spots for the organisers, officials and visitors. The boat park shall be equipped with features enabling competitors to wash their equipment with fresh water.

Toilets and showers shall be available on site in a sufficient number for the expected number of participants.

Repair and spare part services should be organised for sails, spars, fittings, hulls, personal equipment.

The Race Office should be in a position to propose accommodation (as close as possible to the site) to participants not having yet booked anything.

2 - 6.3 – Medical assistance

The Organiser shall provide on-site first-aid assistance throughout the regatta, on the water as well as ashore, free of charge for competitors, in compliance with the regulations of the hosting country. The on-site first-aid centre ashore shall be located close to the boat parking area. Sufficient first-aid supplies and materials shall be available to ensure immediate care. The name, address and telephone number of the local hospital and other emergency services shall be posted on the official notice board. The local hospital shall be made aware of the Championship.



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3. - REGATTA FORMAT AND COURSE TYPES

3 - A – WORLD, EUROPEAN, JUNIOR CHAMPIONSHIPS

3 – A.1. - General principles

3 - A.1.1 – General presentation

Each regatta is governed by the World Sailing Racing Rules of Sailing (RRS), the International 470 Class Rules, the Notice of Race and the Sailing Instructions.

For medal races, World Sailing Addendum Q - Umpired Fleet Racing, available on World Sailing website (as of May 2017 [http://www.sailing.org/tools/documents/AddendumQversion20130121-\[18580\].doc](http://www.sailing.org/tools/documents/AddendumQversion20130121-[18580].doc)) will apply.

The regatta format will consist of an Opening Series and a Medal Race. The opening series may be divided into Qualifying Series and Final Series.

- **Qualifying Series** - five races within the first two days; crews are assigned into qualifying fleets every day according to their previous results, in order to get fleets of approximately equal size and ability; initial assignment will be made by a seeding committee appointed by the International 470 Class Association.
- the qualifying races constitute one **qualifying series** for all boats; at the end of the qualifying series, crews are assigned into the final fleets according to their final qualifying series scores, in order to get fleets of approximately equal size and of different ability levels; the best crews are assigned to the Gold fleet, the following ones to the Silver fleet, and so on;
- **Final Series** - six races from the third to the fifth day;
- **Medal race** - the top ten crews according to the regatta series scores of the Gold fleet at the end of the fifth day sail one Medal race on the sixth day;
- **Single Series** - if there are less than 40 entries at event, then the Championship will be competed in one single fleet with 11 final races at the Opening Series and a Medal Race.

For junior events only, boats not competing in the Medal Race will sail in the Last Race.

3 - A.1.2 – Number of fleets

The number of fleets will be as defined below:

- one fleet up to 40 boats,
- two fleets from 41 to 80 boats,
- three fleets for more than 80 boats

The total number of crews taken into account to decide the number of fleets is the best-known one at the end of the last day for entry confirmation on site, taking into account the list of pre-entries, the list of boats having already shown at that time and all pieces of information collected by the Race Office about the boats not having yet shown.

3 - A.1.3 - Assignment into fleets

The initial assignment into qualifying fleets is made on the regatta site by a seeding committee appointed by the International 470 Class Association and consisting of a representative from the Organising Authority, 470 Class Course Representative(s) and two or three coaches. The assignment made by the seeding committee is final and shall not be grounds for granting redress.



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Reassignments are then automatically made according to previous results in the regatta, every day during the qualifying series, then at the end of the qualifying series to define the final fleets, then, for the Gold fleet only, at the end of the fifth racing day to define participation in the Medal race and in the Last race (for Junior events).

3 - A.1.4 – Scoring

The Low Point scoring system of RRS Appendix A applies.

RRS A4.2 is changed so that those scores are based on:

- the number of boats assigned in the biggest fleet of the Qualifying Series,
- the number of boats assigned in her fleet for the Final Series,,
- the number of boats assigned to compete in the Medal race.

For the Medal race, boat's score shall be double the number of points specified in RRS Appendix A4.1, and the score of that race shall not be excluded from the series score. Ties in the series score between boats with different Medal Race point scores shall be broken in favour of the boat that scored better in the Medal Race.

When fewer than 3 races have been completed, a boat's series score will be the total of her race scores.

When 3 or more races have been completed, a boat's series score will be the total of her race scores excluding her worst score.

The score of the Medal Race shall not be excluded.

3 - A.1.5 – Infractions to RRS 42

RRS 42 is subject to on-the-water judging, with application of RRS Appendix P.

RRS P2.3 will not apply and RRS P2.2 is changed so that it will apply to any penalty after the first one.

3 - A.1.6 - Umpiring

On-the-water umpiring is used for the Medal race and World Sailing Addendum Q shall apply.

3 - A.2. - Qualifying series

3 - A.2.1 – Qualifying series content

A maximum of five races is sailed per fleet within two days, with a maximum of three races per day for each fleet.

3 - A.2.2 – Initial assignment into fleets

The initial assignment into fleets, the number of which being defined according to A.1.3 here above, is made by the seeding committee on the basis of the World Sailing 470 World Sailing Ranking List, the previous World and European 470 Championships and any other relevant information.

The assignment of boats to fleets shall be posted on the Official Notice Board at the latest two hours before the first scheduled warning signal on the first racing day.



3 – A.2.3 - Overall qualifying series scores

One overall ranking list is established at the end of each day based on the qualifying series scores taking into account the highest number of completed races for all fleets at that time. For fleets having completed more races than this number, only races, numbered in order of completion, completed by all fleets will be taken into account in the qualifying series scores.

3 - A.2.4 - Identification of fleets

The fleets are designated “Yellow”, “Blue”, “Red” and “Green” and identified through a pennant of the respective colour.

At the registration each crew racing in a split fleet receives a set of coloured ribbons. Before going on the water, crews shall fix the appropriate ribbon above the top batten of their mainsail, identifying the fleet to which they have been assigned.

3 – A.2.5 - Daily reassignment into fleets

At the end of each day, and if all boats have completed at least one race, boats are assigned to new fleets in order to improve the equilibrium in ability between fleets.

This reassignment is made on the basis of the overall ranking list at that time, and applying the following system :

- With two fleets,
 - the new “Yellow” fleet will consist of the first, fourth, fifth, eighth, ninth, ... of the overall ranking list,
 - the new “Blue” fleet will consist of the second, third, sixth, seventh, tenth, ... of the overall ranking list.
- With three fleets,
 - the new “Yellow” fleet will consist of the first, sixth, seventh, twelfth, thirteenth, ... of the overall ranking list,
 - the new “Blue” fleet will consist of the second, fifth, eighth, eleventh, fourteenth, ... of the overall ranking list,
 - the new “Red” fleet will consist of the third, fourth, ninth, tenth, fifteenth, ... of the overall ranking list.

Once the day’s results are entered, the scoring system will automatically reassign the fleets and print out the new assignments. Each crew’s assignment to a new fleet shall be published on the Official Notice Board at the latest two hours before the first scheduled warning signal of the corresponding racing day.

At the beginning of each racing day, the fleet(s) with the lowest number of races sail(s) the missing race(s) first in their previous configuration, up to reach the same number of completed races for all fleets, where after racing proceeds with new fleets.

3 - A.2.6 - End of the qualifying series

The qualifying series ends normally at the end of the second day, provided four races have been completed for each fleet.

If fewer than four races have been completed for one or several fleet(s) at the end of the second day, the qualifying series is extended into the third day for the concerned fleet(s) in order to complete four races per fleet.



If fewer than four races have been completed for one or several fleet(s) at the end of the third day, the qualifying series is extended as necessary for the concerned fleet(s) in order to complete at least four races per fleet.

The final overall ranking list at the end of the qualifying series is based on the qualifying races completed by all fleets. Other race scores are deleted.

3 - A.2.7 - Points carried forward

For each crew, race scores of the qualifying races completed by all fleets are carried forward to the final series, including the worst one which has been excluded to establish the final overall ranking list according to 1.4.

3 - A.3. - Final series

3 - A.3.1 - Final series content

The final series is sailed from the third day, after the qualifying series has normally ended, or from the racing day the qualifying series has ended when it has been extended.

A maximum of six final races shall be sailed up to the end of the fifth day.

For the Gold fleet, provided that the boats have sailed at least two final races by the end of the fifth day, the first ten boats of the regatta series at the end of the fifth day shall qualify to compete in the Medal race.

In the case when only one fleet is organised and the qualifying series deleted, the final series consists of ten races within five days, then, on the sixth day, and provided that the fleet has sailed at least six races by the end of the fifth day, the first ten boats of the regatta series at the end of the fifth day shall qualify to compete in sail the Medal race.

3 - A.3.2 - Identification of fleets

The fleets are designated "Gold" (yellow), "Silver" (blue) and "Bronze" (red) and identified through a pennant of the respective colour as for the qualifying series (ribbon above the top batten of their mainsail).

3 - A.3.3 – Assignment into fleets

The assignment is made according to the final overall ranking list at the end of the qualifying series.

Gold fleet consists of the first best part of the final overall ranking list, Silver fleet of the second part, and so on. As far as possible, each final fleet shall have the same number of boats. In case the total number of boats cannot be exactly divided by the number of final fleets, the Gold fleet has one additional boat compared to the others, then the Silver fleet if needed, and so on.

Each crew's assignment to a fleet shall be published on the Official Notice Board at the latest two hours before the first scheduled warning signal of the first final race.

3 - A.3.4 – Assignment to the Medal race

The assignment is made according to the overall ranking list of the Gold fleet at the end of the fifth racing day, and provided that at least two final races have been completed for that fleet. The top ten boats shall qualify to compete in the Medal race.



Each crew's assignment from the Gold fleet to the Medal race or to the Last race shall be published on the Official Notice Board at the latest two hours before the first scheduled warning signal of the Medal.

A boat assigned to compete in the Medal race shall make a genuine effort to start, sail the course and finish. In case of breach of this requirement, the boat is ranked tenth in the regatta series. If there are two such boats, they will be ranked ninth and tenth, in order of their opening-series ranks, and so on.

3 - A.3.5 – Final ranking lists

Final ranking lists based on the regatta series scores are established according to 1.4:

- for boats of the Gold fleet taking part in the Medal race,
- for boats of the Gold fleet not taking part in the Medal race,
- or for the Gold fleet as a whole if the Medal race has not been sailed and for each of the other fleets.

The regatta series scores take into account all race scores of both series for each crew, which shall be considered as a single series of scores. The worst score which shall be excluded according to 1.4 is chosen without considering either the original series or the worst score which has been excluded during the qualifying series to enter the final series.

3 - A.4. - Final results

There is only one final official ranking list for the regatta, by combining the final ranking lists. The crews qualified to sail the Medal race rank from 1st to 10th, then the crews of the Gold fleet out of the top ten rank from 11th, the first crew of the Silver fleet ranks a place after the last crew of the Gold fleet, the first crew of the Bronze fleet ranks a place after the last crew of the Silver fleet, and so on.

3 - A.5. - Courses

3 - A.5.1 – Olympic trapezoid courses

Course shape: the course shape has normally angles between legs of 60° and 120° and all windward and leeward legs of identical length, except the first leg between the starting line and the mark 1 which may be up to 0,1 NM longer. The leg length and the number of loops shall be chosen by the Race Committee to have an expected duration of race for the leading boat of 45 – 50 minutes, depending on weather and sea conditions. This leg length should be between 0,5 NM for light winds up to 1,3 NM for strong winds and flat water. The length of the first reach leg should be around 2/3 of the first leg and the one of the last reach leg to finish should be around 0,1 - 0,2 NM, whatever the wind speed is. The values of the angles between the legs may need to be slightly adapted to weather and local conditions (wind, waves, current) to allow for use of spinnaker on reaches. Some local conditions (shape of the sailing area) may impose to modify the shape of the course. Such adaptations shall be discussed and agreed before the Championship between the International 470 Class Association and the Organizing Authority.

The time limits are as follows:

	Time Limit	Mark 1 time limit	Finish window	Race Target time
Fleet race	75 min.	20 min.	10 min.	45 - 50 min.

The course cannot be shortened but may be changed after the start in the case of a substantial wind shift or in order to meet the target time. Due to the fact that several fleets are sailing at the same time on the same area, changes of course after the start are difficult to manage. As a consequence, the race should be abandoned when a change of course cannot be properly managed and when the fairness of the race is affected.



3 - A.5.2 – Windward-leeward courses

Course shape: the length between marks and the number of loops shall be chosen by the Race Committee to have an expected duration of race for the leading boat of 20 - 25 minutes, depending on weather and sea conditions. The length should be between 0,4 NM for light winds up to 0,7 NM for strong winds and flat water, and the number of loops should be either 2 or 3. The length of the reach before the finishing line shall be around 0,1 - 0,15 NM.

The time limits are as follows:

	Time Limit	Mark 1 time limit	Finish window	Race Target time
Fleet race	75 min.	20 min.	10 min.	45 - 50 min.
Medal race	30 min.	10 min.	5 min.	20-25 min.

The course cannot be shortened but may be changed after the start in the case of a substantial wind shift or in order to meet the target time. The race should be abandoned when a change of course cannot be properly managed and when the fairness of the race is affected. .

3 - B – CONTINENTAL CHAMPIONSHIPS OUT OF EUROPE

Unless otherwise agreed between the Organising Authority and the International 470 Class Association, the regatta format shall conform to the following principles.

The Championship shall be open to men and women crews complying with the eligibility criteria. If all categories sailed together in one event leading to an overall ranking list (applying the Low- Point scoring system of RRS Appendix A), the first women crew in the Championship shall be awarded in addition to the top three crews.

The course types to be used shall be the trapezoid courses as per Part 3-A.5. 1, or windward - leeward courses as per Part 3 - A.5.2 of this Manual.

RRS Appendix P shall apply as per Part 3-A.1.5 of this Manual.

3 - C – MASTER’S CUP

Unless otherwise agreed between the Organising Authority and the International 470 Class Association, the regatta format shall conform to the following principles.

There shall not be any overall ranking list of the Master’s Cup grouping all categories. Each category of Masters as defined in Part 1-6 of the Manual shall get scores for each race according to the Low- Point scoring system of RRS Appendix A independently from the other categories, leading to results consisting of one ranking list for each category.

The course types to be used shall be the trapezoid courses as per Part 3-A.5.1 or windward-leeward courses as per Part 3-A.5.2 of this Manual.

For races, categories may be grouped into fleets provided the total number of boats in each fleet does not exceed 50 boats.

RRS Appendix P shall apply as per Part 3-A.1.5 of this Manual.

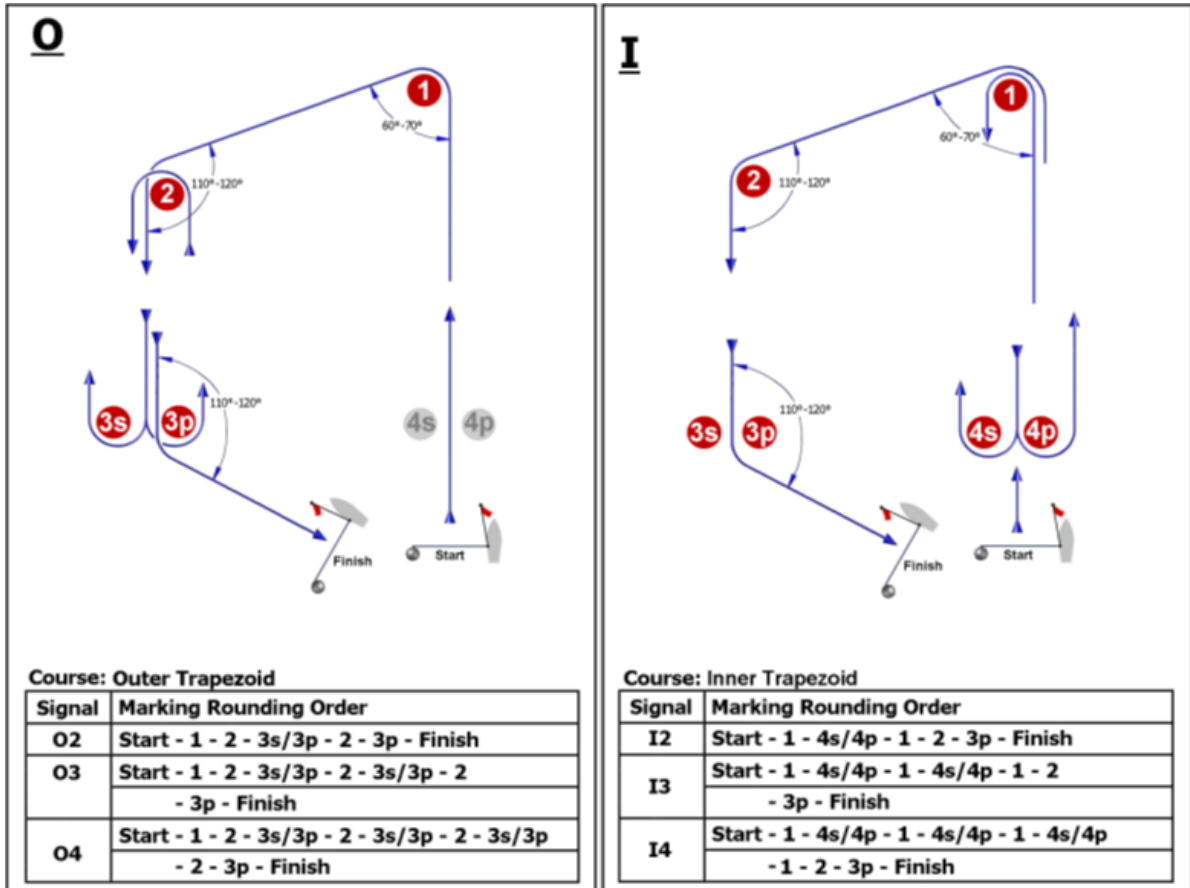


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DRAWING N° 1

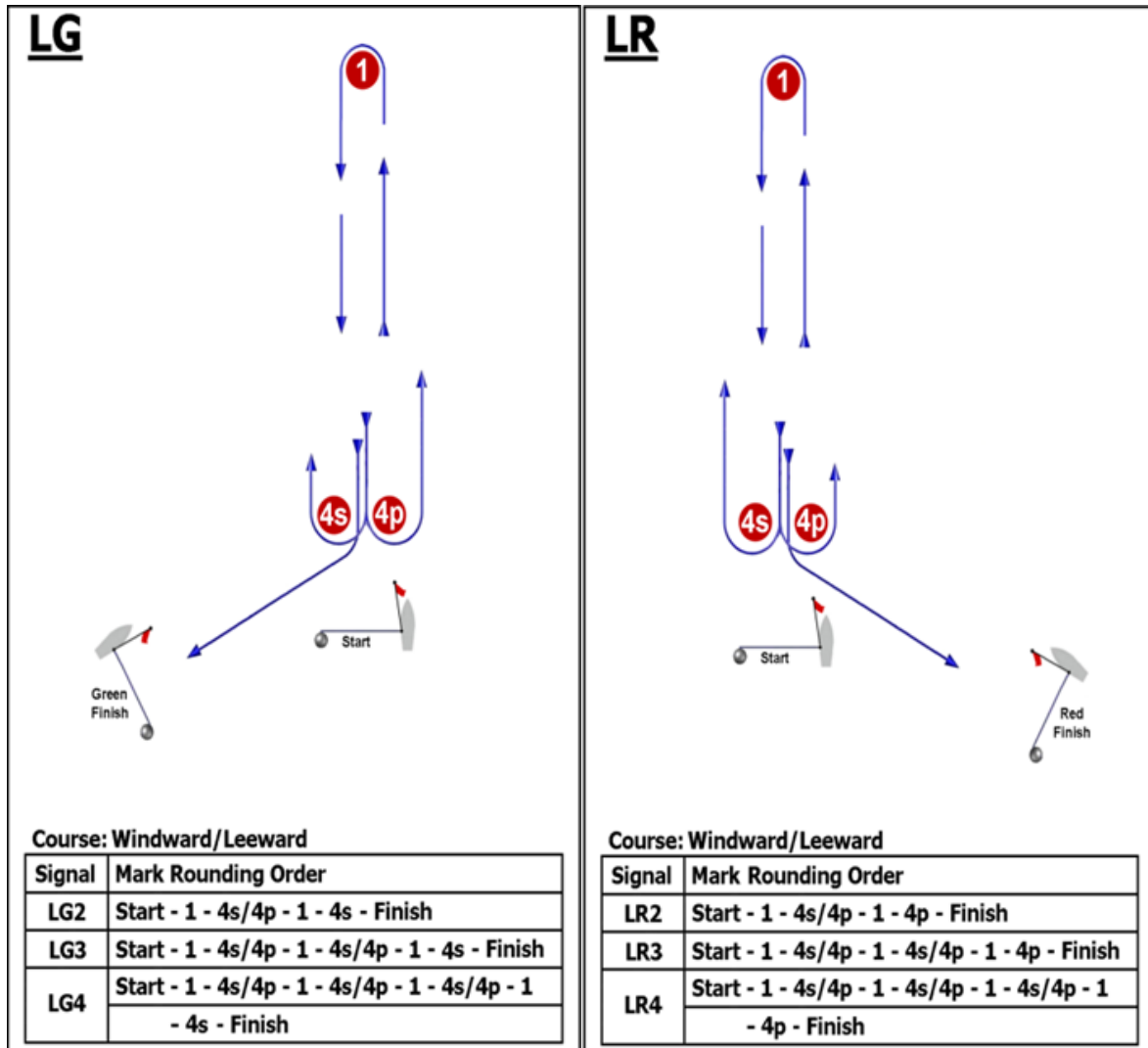
STANDARD TWO-LOOP COURSE TYPES





DRAWING N° 2

STANDARD WINDWARD-LEEWARD COURSE TYPES





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4. APPENDIX A - MEASUREMENT

The Standard “Measurement Regulations and Policies” and the “Venue Preparation for 470 Class Events Inspection” documents are available upon request from: office@470.org



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5. APPENDIX B - STANDARD NOTICE OF RACE

The Standard Notice of Race is available upon request from: office@470.org



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6. APPENDIX C - STANDARD SAILING INSTRUCTIONS

The Standard Sailing Instructions are available upon request from: office@470.org



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7. APPENDIX D - STANDARD DOCUMENTS TO BE POSTED AND/OR DISTRIBUTED

1. - Documents to be issued and distributed before the regatta

- 1.1 -** The draft Notice of Race shall be sent for comments to the Organizing Authority before final approval by the International 470 Class Association.
- 1.2 -** The Notice of Race and the Entry Form shall be issued not later than six months before the event.
- 1.3 -** The draft Sailing Instructions shall be circulated to the Organizing Authority and the chief Race Officials for their comments. The final draft Sailing Instructions taking into consideration all comments received shall be sent to the International 470 Class Association for approval. The final version of the Sailing Instructions shall be sent by the Organising Authority to the persons above 14 days prior to the Championship and may be published on the Website of the Championship.

2. - Documents to be posted the day before registration and possibly distributed during registration

- 2.1 -** The following documents shall be posted the day before the first day of registration on the Official Notice Board and the event website:
- Notice of Race,
 - Sailing Instructions, with a map of the racing area(s),
 - Prescriptions of the hosting National Authority applicable to the regatta, if any, if they have not been included in full in the Sailing Instructions
 - Drawing showing all site offices and facilities (Race Office, Jury Office, Measurement inspection area, boat park, car park,),
 - List of entries received to date by the International 470 Class Association,
 - List of boats subject to full pre-race measurement inspections (according to the Notice of Race, i.e. the boats used by crews within the Top 30 of the World Sailing Men's ranking list or within the Top 20 of the World Sailing Women's ranking list, plus 10 other boats per category, chosen at random by the Regatta Chief Measurer),
 - Document "Event measurement regulations and policies",
 - Time table for pre-race measurement inspections to be filled in by competitors,
 - List of the Race Officials and Jury members duly signed by the Organising Authority.

3. - Documents to be compulsorily distributed during registration

- 3.1 -** The following documents shall be distributed during registration to all participating boats (one copy for each) and shall be made available on request to Race Officials and International Jury members, registered Coaches, team leaders and representatives from participating nations, and International 470 Class Association representatives:
- Sailing Instructions, with a map of the racing area(s),
 - Prescriptions of the hosting National Authority applicable to the regatta, if any, if they have not been included in full in the Sailing Instructions.

4. - Documents to be posted during the regatta (and possibly distributed)

All documents hereafter shall be posted on the Official Notice Board, except the "sign on/sign off" procedure lists, when applicable, which shall be available for signature by competitors at the Race Office. All documents shall be posted under the responsibility of the Race Management Team (namely the Race Office), except those mentioned in italic letters which are under the responsibility of the International Jury.



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Documents underlined should also be distributed to competitors, coaches, team leaders, race officials, press, etc.

4.1 - During registration days

During the day before the last day of registration:

- the instructions for the Opening Ceremony,
- the composition of the seeding committee in charge of establishing initial allocation into qualifying fleets,
- the names of the Race Officials (International Jury Chairman and members, Principal Race Officer (if any) and Race Officer(s), Regatta Chief Measurer, Race Office manager, Class Course Representative (if any).

At the end of registration and pre-race measurement inspections procedures

- the final lists of entries,
- the initial assignments of boats into qualifying fleets, at the latest two hours before the first warning signal of the first racing day.

4.2 - Every racing day

The following documents shall be posted every racing day:

- the weather forecasts, at the latest two hours before the first warning signal of the day,
- the distribution of the fleets to the race areas (when there are two), at the latest two hours before the first warning signal of the day (this applies to each qualifying-series day only),
- the notices from the Race Management, and/or changes to Sailing Instructions (except to the schedule of races), at the latest two hours before the first warning signal of the day, if any,
- when applicable, the "sign on" procedure list to be signed by competitors, at the latest two hours before the first warning signal of the day, and up to the first starting signal of the day for each fleet,
- when applicable, the "sign off" procedure list to be signed by competitors, from the end of the last race of the day of each fleet, and up to the protest time limit for each fleet,
- *the notices related to Jury hearings, namely:*
 - o *the protest time limit for each fleet, as soon as the last race of the day of the fleet has finished,*
 - o *the notices to inform competitors of hearings in which they are parties or named as witnesses, and time schedule of the hearings, within thirty minutes of the protest time limit,*
 - o *the notices of protests by the Race Committee or by the International Jury, to inform boats under Racing Rule 61.1(b),*
- *the list of boats that have acknowledged breaking Racing Rule 42 or have been disqualified by the International Jury under Racing Rule 42, before the protest time limit,*
- the changes to the schedule of races for the next day, before 20.00, or before the protest time limit in the event that this time would be the later, if any,
- the results of each daily race, including:
 - o arrival order on the finishing line, at the latest one hour after the end of each race,
 - o decisions of the Race Committee for OCS and BFD, at the latest one hour after the end of each race,
 - o provisional boat's race scores, including arrival order, decisions of the Race Committee, DNS, DNF, ..., but decisions of the Jury, at the latest one hour after the end of each race,
 - o provisional boat's race scores, updated with decisions of the Jury, at the latest two hours before the first warning signal of the following day,
- the provisional boat's series scores after the races of the day:
 - o without decisions of the Jury, at the latest one hour after the end of each race,
 - o including decisions of the Jury, at the latest two hours before the first warning signal of the following day,
- *the decisions of the Jury, at the latest two hours before the first warning signal of the following day,*



4.3 - At the end of each day of the qualifying series

The revised assignments into qualifying fleets for the following day, according to boat's scores into the qualifying series available at 21.00 each day regardless of protests or requests for redress not yet decided, shall be posted as soon as possible after 21.00, and at the latest two hours before the first scheduled warning signal of the racing day they apply.

4.4 - The last day of the qualifying series

The assignments into final fleets, according to final boat's scores into the qualifying series, shall be posted as soon as possible on the last day of the qualifying series, and at the latest two hours before the first scheduled warning signal of the first final race.

4.5 - The last day before the last day

For the Gold fleet, the boats qualified to sail in the Medal race, according to boat's scores into the regatta series, shall be posted as soon as possible on the last day before the last day, and at the latest two hours before the first scheduled warning signal of the Medal race.

The instructions for the Closing Ceremony shall be posted.

4.6 - The last day

The final results of the regatta series and the final official ranking lists shall be posted as soon as possible.



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8. APPENDIX E - STANDARD AGREEMENT BETWEEN ORGANISERS AND CLASS ASSOCIATION

The Standard Agreement between the Organising Authority and the International 470 Class Association is available upon request from: office@470.org



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9. APPENDIX F - 470 CHAMPIONSHIPS MEDIA PLAN OVERVIEW

Introduction

Our vision is to present the 470 Class and the host venue as world class players in the delivery of Olympic sailing. From a media perspective we must ensure that the package showcases a dynamic and exciting sport, with professional delivery of all elements of the media package.

The following sets out an overview of the delivery package the 470 Class would like to provide for the event promotion and media delivery.

1. Event Website

The 470 Class will provide the websites for each of its Championships, which will be run from the 470 server and provide a consistent and professionally run website for each of the 470 Championships.

The 470 Class will provide the necessary technical briefing to enable the Organizing Authority (OA) to update the website for sailor and coach registration, race management and protests, blog, race status, documents, news, information and images.

The OA will be required to upload results using our results system provided by our website partner SailTi. A Scoring Guide will be provided at least 6 months prior to the Championship and the OA is responsible to appoint a scorer to be responsible to test the results system at least 2 months prior to the Championship, and run the results system throughout the Championship.

Each OA shall provide a copy of the event logo for approval by the 470 Class at least 9 months prior to the Championship. Any other logos that should appear on the event website, such as hosting yacht club, town/city partners, commercial sponsors, which the 470 Class will use to personalize the website to the specific OA and hosting venue should be provided as soon as possible prior to the Championship

The OA will be given access and training to update the website – and the 470 Class will also be able to update the website. This shall be the only official website for the Championship.

The OA may have a complimentary website, which links to the official website, but this should not in any way pertain to represent the official Championship website.

2. Event Reports and Press Releases

Newspaper and TV deadlines are vitally important and the 470 media officer will be aiming to publish his/her daily report within 2 hours after racing each day. Any interviews and flash quotes will be published separately.

It would be helpful if the OA could provide additional support to collect flash quotes and feed through information to the 470 media officer.

Pre-Event – the OA shall provide pre-event Championship news, which shall be submitted to the 470 Class for approval prior to publication on the event website and distribution.

During-Event – the 470 media officer shall write the international daily event reports. The OA shall coordinate with the 470 media officer on the provision of any localized or national media reports to avoid duplication of distribution.

Post-Event – the 470 media officer shall write an event wrap which will be available within 2 days of the event concluding.



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3. Media Accreditation

The 470 Class will run a media accreditation service for international and national media for the 470 Championships, which will ascertain the requirements (press releases, results, photos, deadline requirements) of media. Those intending to attend the event will be required to submit data on arrival/departure, media boat requirements, requiring media reports, results, photos, etc. and those who will be in attendance on site. The 470 Class will share with the OC details of the media who will be on site, and the OA will be responsible to service the onsite media.

All onsite media shall be invited to all social events.

4. Press Office and Media Services

The Press Office must be staffed by experienced professionals who are familiar with the 470 Class and understand the racing.

It is important that only working press people are allowed access to press facilities and are allowed to do their job in the best possible surroundings. Media should be allowed access to all areas of the venue.

- (a) **Press Office** – the OA shall be responsible to run a press office which shall be equipped with telephones, fax machines, printers, high speed and secure internet access, two computers with internet access, sufficient electricity points, suitable desks and chairs, refreshments. The press office shall be accessible as reasonably required by the media and until at least 4 hours after the last boat has come ashore. The press office shall be fully included in the event information and results distribution service. Printed data including results, media guide, press releases, NOR, Sis, entry lists, event background information (past winners), list of relevant contacts, and any notices to sailors shall be available to all media through a clear distribution system. The OA is responsible to manage the press office with suitably experienced personnel, with an appropriate level of resource depending on the media on site. The Press Office personnel should be able to respond to and manage any media requests from magazines, MNAs, sailors and others.
- (b) **Internet Access** - high priority has to be given to upload speed which should be appropriate for the number of journalist/PR feeding videos and photos. It is common to have about five of each at each event. This number is likely to increase with the popularity of multimedia. The internet access used by media should be “secure” so there is no risk of it being overloaded and become unusable because of other users.
- (c) **Media Officer** – the 470 Class shall appoint a 470 media officer. This person shall be responsible for providing comprehensive event reports and interviews from each day's racing. These reports shall be issued as the official press releases each day and shall be the only press releases (translated as necessary) used by the OA for media purposes, apart from any local or national media provision provided by the OA. The 470 Class shall handle all distribution of media releases. The OA shall ensure the 470 media officer has a high speed internet access which is available 24/7. Where necessary, the OC shall provide the 470 media officer with a local mobile telephone and a mobile wireless for local communications and uploading to the event website (blog) whilst on the water.
- (d) **Media Boats** – there shall be at least one boat allocated to the media. However, it is preferable if there can be separate media boats for written press, photographers and film crews. These should be driven by a competent and properly briefed driver who understands the needs of the media and who can get close to the action without interfering with the racing. The boats should be fast enough to keep up with the 470 fleet and dry (low spray), ideally ribs or bigger depending on the media in attendance.
- (e) **Media Guide** – the 470 Class shall prepare an online media guide for each Championship. The OA will provide any specific data required for inclusion, such as venue plans, course areas, venue images, timetable of events etc.



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- (f) **Storage area** – there should be a secure storage area for media to leave equipment.
- (g) **Press Conferences** – as appropriate, press conferences should be held each day after racing depending on the number of media on site. The press conference should be moderated by someone experienced with the class and the sailors. A clear communication system should enable the sailors to be brought to the press conference and media to be informed of the press conference and anticipated start time.

5. Photography

The images from a 470 Championship are the most important PR medium for the host venue, the sponsors and the sailors. Good photography adds value and gives the media an extra reason to print the PR story and showcase our Championship to the world.

The Event Photographer shall be a professional sailing sports photographer who understands the sport and its rules, knows the sailors and knows how to capture the perfect picture both on and off the water.

The Event Photographer shall be appointed by the 470 Class. The OA may propose an event photographer, but the 470 Class has the right to make the final decision regarding the Event Photographer. It is imperative that the event photographer is experienced in photographing sailing and is able to generate outstanding imagery from the racing, as this is what a key element in the promotion of the event, the sailors, the class and the venue.

The OA shall be responsible to cover the daily fee of the Event Photographer, transport, accommodation and sustenance and provide a suitable media boat. The 470 Class has a pool of sailing photographers we work with, who are proven to deliver professional sailing shots.

The OA in partnership with the Class Media Officer will be required to upload to the Championship website the best photos from the event for an online low resolution photo gallery and other editorial use, which shall be captioned.

High resolution captioned photos will be put on a gallery with an access code for media use only using a Photoshelter platform. All images from the event shall be available free of charge and free of rights.

The brief for the event photographer is as set out below. In addition the photographer should be able to respond to the needs of any specific media outlets, MNAs and sailors.

All images uploaded to the event website shall be clearly captioned, including date, race number, sailors' names and nations.

In addition to the placing of the best images of each day on the event website, the 470 Class will run a Championship Gallery on a third party website, such as Flickr or Picasa. The photographer will be required to upload images to this website, ideally credited, and the 470 Class will provide the brief on the uploading procedure.

In addition, within 10 days of the Championship the OA shall provide the 470 Class with DVD disk(s) containing all images taken from the Championship. The disks shall be properly indexed by day with an image description for each photo.

6. Video / Television

The OA shall use its best endeavours to procure local, regional and national media coverage for the Event.

At least at World and European Championships the 470 Class may appoint a third party to produce daily videos/event wrap of the Championship. The OA shall provide an appropriate media boat and onsite facilities within the media office. The class would like to work closely with the OA to ensure the needs of the class, sailors, host club, venue and sponsors are met.



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7. Tracking

The provision of Tracking will vary by Championship. If it is to be provided the OA is responsible to cover the costs, or propose a cost-sharing option.

8. Event Blog

The 470 provided event website can provide an event blog, which for some Championships will be linked to an APP, which the OA and others can update. It is important to have live info on the racing status feeding through the blog. Info can either be updated from the race course or fed back via the Race Committee to a shore based person to update. Data should include, race start, position reporting at marks for top 10, provisional results for top 10, weather conditions, general snippets of information from the race course – and sailors, birthdays, general facts and figures – to provide an informative and entertaining insight into the Championship.

The OA should consider linking the event blog to a large screen at the venue. After racing the screen can be used to show results, photos, video etc.

9. Distribution

The 470 Class will handle the distribution of all media releases, results and photos via our online distribution system.

The 470 distribution system can also be used by the OA in the build up to the event to communicate with media, sailors, NCAs and others. The OA may upload their media list/distribution list to the 470 system.

10. Other Communication Platforms

In addition to the Event Website, the 470 Class will be feeding out news and features via our dedicated social media channels, including Facebook, Twitter and YouTube.

11. Results

Provisional results should be available as soon as a race is completed. Any amendments, protest results can be added as they become available. Results should be posted online (via the 470 website), printed copies should be available in the media office and top results posted on the event blog.

Race Alerts - during the Championship the 470 Class website will provide a blog (which may be linked to a Championship APP) detailing race updates, including race status, mark roundings, weather updates etc. The OA shall provide the person(s) to run this blog, with training provided by the 470 Class

12. Boat Identification

Bow numbers shall be provided by the OA for all boats, to a specification provided by the 470 Class. The 470 Class will advise the protocol for allocating bow numbers - crew's position on the latest World Sailing World Rankings or based on positions at the most recently held 470 Championship. The 470 Class will confirm the protocol for allocation of bow numbers.

The daily race leaders should be provided with leader bibs for first, second and third and sail leader dots may be provided. Each day there shall be a brief ceremony to present the bibs to the new race leaders.

The 470 Class is currently looking at suppliers for bibs which shall be used by the OA. However, the OA must ensure the bibs are of the right colour, suitable sizing and durable. The 470 Class shall approve the provision of leader bibs and approve the branding and logos on the bib, which shall include 470 Class branding.

13. Championship Programme

It is hoped that the OA shall prepare a Championship programme which shall include information on the event, schedule, courses, information on the 470, sailors etc. This shall be published on the Championship website at least 1 month prior to the first day of racing and may also be provided in printed format



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It may be that elements of the Championship programme and Media Pack can be combined and only available online.

14. Event Branding - 470

The 470 Logo (version the boat the world sails) shall be used in all printed material and on the Championship website, including:

- Sailing Instructions
- Changes to SIs
- Results
- Notices to competitors
- Championship Programme, which shall also include a welcome message from the 470 President
- Event and venue signage

15. Style Guide

The 470 Class will provide each OA with a style guide setting out the preferred use of language and terminology related to 470 Championships. It also provides guidance to preferred spelling and style. Its aim is to achieve a unified approach to matters of spelling, acronyms and other 470 terminology.

16. Spectator boats

The provision of spectator boards is an important service to attract visitors and/or sponsor related guests. Some spectator boats should have a specific permission to get very close to the race courses without interfering with the racing.

If possible, on-board commentary by qualified experts helps to show the attractiveness of our sport and to let the spectator become part of the racing nearby.

17. Video and Photographer costs

At events where there is both video and photography coverage upon mutual agreement between the OA and the International 470 Class Association, the OA shall contribute not less than €6.000 to cover these costs, the remaining part to be covered by the International 470 Class Association based on a written agreement between these two parties.



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PHOTOGRAPHY BRIEF FOR 470 CHAMPIONSHIPS

1. INTRODUCTION

This brief aims to set out the role of the Championship Photographer at 470 Championships, as well as the role of the 470 Class Association (470 Class) and OA in working with the photographer. All arrangements are subject to discussions between the 470 Class, OA and photographer.

The role of the photographer is to document the Championship through a wide range of high quality images and also provide promotional images to raise the profile of 470 Class sailing and sailors.

The 470 Class is looking for authentic shots that really tell the story of the racing, the lifestyle of a world class athlete, the technical demands of the racing and the athleticism required to sail the boats.

The 470 Class is looking for shots with the “wow factor”, with dramatic angles to achieve a broad portfolio of images. The style of photography should reflect: excitement, colourful, innovative. We are open to the photographer to try different styles, i.e. wide angle, colour tints, etc. and varying camera angles to present the class in a unique way.

The images will be used on a variety of platforms: print media, website, social media, newsletter etc.

The photographer shall:

- work with all partners to ensure key messages are conveyed
- provide consistent and sustained coverage around the Championship throughout the agreed contract period
- help to grow interest in the Championship

2. REQUIRED IMAGES

a) Sailors General

- Individual and Team shots for all sailors competing (if possible)
- Boat Preparation
- Relaxing/groups of sailors having fun
- Launching/Returning to Shore
- Particular sailors – there may be particular shots of sailors that are requested on a day by day basis by the 470 Class

b) Sailors Racing

The images should show the range of nations participating – through taking fleet shots showing the sail country codes (ideally by the end of the Championship every crew should have been photographed), excitement and tension of the sport, close up shots to really get a sense of the sailors, action shots – particularly round marks and the start. Images to include:

- Various images of the 470s sailing (upwind, downwind, pre and post racing as well as during racing)
- Mix of individual boats as well as start lines and wider views of the race course
- Start line shots (maybe from mast?)
- Finishing shots
- Top 3 each day (male/mixed and female) – identified with dots on sails after day 1

c) Medal Race

- Medal Race pit lane line up
- Medal Race – all teams pre-racing and as collective of teams
- Sailors racing shots as above 2(b) above

d) Race Committee On-Water

- Committee boats and crew on water in action (starting etc.)



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- Mark laying boats – on water, laying marks and taking wind measurements etc.
- Safety boats – on water with fleets
- Jury boats – on water with yellow flags etc.

e) Ashore

- Venue with Championship branding in place and country flags
- Sailors and officials within the venue
- Race office and general shots around the club
- Measurement process
- Slipway and launching – especially the new slip
- On shore volunteers (beach team etc.)
- Sailors on shore – rigging boats etc.
- Volunteers

f) General Views and Venue Images

Images which show the racing looking back to the venue ashore (if this is viable at the venue)
Showcasing venue, venue branding, venue layout

g) Opening Ceremony

- General Shots
- Sailor Shots – team clothing/uniforms
- Nation Flags / Flag hoisting
- Sailors' Oath
- Speeches
- Social

h) Awards Ceremony

- General Shots
- Sailor Shots
- Nation Flags
- Sailors' Oath
- Speeches
- Social
- Medal Presentations by team – nation flag hoisting
- Collective medals – all 470 Men, all 470 Women – both 470 Men and 470 Women

i) VIP Appearances

j) Meetings

- General shots of the 470 Meetings, i.e. General Assembly, Equipment Manufacturers' Meetings
- General shots of any team leader, coaches meetings

k) Organizing Committee Key Messages

Brief to be fulfilled by OA, but may include showcasing:

- [Host venue] is the perfect stage for events
- [Host venue] is a world-class events destination
- [Host venue] has a strong reputation and history in water sports
- Any specific venue development installed
- Key national athletes
- Local welcome/hospitality

l) Sponsor Requirements

To be advised prior to Championship by 470 Class and OC.



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3. PROVISION OF IMAGES TO 470 CLASS

It is critical that images are provided to the 470 Class and/or OA in a timely fashion after racing.

Depending on the schedule of each day, distance of race course to shore, use of technology to upload some images from the water may be useful.

The details of the provision of images are to be discussed specifically with the appointed Photographer, but to note:

- (a) Timeframe – we would like to receive approximately 20-40 images as soon as possible after racing, with the remaining images to be provided as soon as possible thereafter.
- (b) Image Resolution - it is likely that all images will be required both in a “print” resolution (high resolution) and a “web” resolution.
- (c) Image Captioning - as a minimum, images should follow IPTC (International Press Telecommunication Council) protocols and be tagged with:
 - **Caption - full event name, dates, location and the class of boat**
Caption example – 2017 470 World Championship, Thessaloniki, Greece. The 470 Men and 470 Women Olympic sailing events are being contested from 7-15 July 2017. The host venue, Nautical Club of Thessaloniki, is located [insert details] with immediate access to the racing areas.
 - **Keywords – include the class, sailor name, nationality and sail number**
Keyword example – AUS AUS 6 AUSAC30 Alexander Conway AUSPC23 Patrick Conway, 470 Men. That is a men’s 470 competitor, sail number AUS 6, from Australia with both sailors’ names and World Sailing ID. This data can be easily extracted from the entry list and can be copied and pasted into an editing programme.
 - **Copyright and credit – photographers name and mentioning ‘editorial rights’ free**
Copyright example – Nikos Alevromytis/International 470 Class Association
 - **File name - The filename should include the dates and event name.**
File name example 151030_SWC_AbuDhabi_JR_36266.jpg. Start with the year (2 digits) month day _ event short name (Sailing World Cup in this example _ place (Abu Dhabi) _ photographer initials _ and file number. This is a typical file naming system most commonly used and is useful if a request for a specific image is made referencing the file name.
- (d) Website – images will be uploaded to the Championship website by the 470 Class and/or OA.
- (e) Social Media – a daily photo gallery is to be uploaded to the 470 Class Facebook page by the 470 Class and/or OA.
- (f) Photograph Gallery - we will plan to have a Photoshelter account for images to be uploaded to, with daily galleries separated by Class. The appointed Photographer shall implement the upload to Photoshelter.
- (g) Organizing Committee support – if necessary, the 470 Class will ask the OA to provide support to the Photographer to manage the tagging/upload of images.
- (h) Complete Championship Gallery – the Photographer shall supply a complete set of all images in a high resolution format, indexed by day, by class, by function (i.e. Boat Park, social, evening reception) to the 470 Class at the conclusion of the Championship.

4. DISTRIBUTION OF IMAGES

Ideally the photographer should have his/her own distribution network and contacts. Please advise the distribution service the photographer can provide?



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5. PHOTO SHELTER

We will be using the World Sailing image gallery using Photo Shelter. The appointed photographer will be asked to upload a daily selection of images, approximately 20 for each class per day. Upload protocols and login/access details will be provided.

6. PHOTOGRAPHY REQUESTS

The photographer shall be able to respond to any specific image requests from third parties, such as international/national media, World Sailing Member National Authorities, 470 National Class Associations etc. To be discussed whether such requests will be managed through the 470 Class, OA media team or direct to the photographer.

7. VENUE FACILITIES

The OA will provide the photographer with a suitable working area, high speed internet connection, suitable rib with driver, meals and refreshments.

8. PLANNING AND COMMUNICATION DURING CHAMPIONSHIP

Prior to the Championship, the 470 Class, OA and photographer shall agree the planning and communication for the Championship.

9. USE OF IMAGES

The images shall be used by third parties for editorial and promotional use related to the Championship, 470 Class and sailors.

The 470 Class shall have the right to use the images from the Championship in perpetuity.