



Guideline for Europa Cup Regatta's Organization

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1. DEFINITIONS AND ROLES

This chapter clarifies the meaning of the typical words used in the phrasing dialect of sailing organization. That to avoid possible misunderstandings.

1.1. DEFINITIONS

Class	The Laser sailing boat identified by the Laser hull including all rigs (Standard, Radial and Laser 4.7)
Fleet	The Laser class limited to each single rig and/ or sailor gender (Standard, Radial M, & F, Laser 4.7 M, & F)
Group	A fleet which has been split to sail in a series or final races of an event.
Race	A single race that gives a single rank at its finish and constitutes part of an Event.
Event	A series of races that, ranked together, give a final rank.
Series	Many events where a ranking system counts the results of each single event.

- *Sub Region: European Region is divided in 5 sub regions:*
- **North West:** NED, BEL, GER, DEN, GBR, IRL
- **North East:** NOR, FIN, EST, LTU, POL, SWE
- **South West:** ESP, POR, FRA, SUI, MON
- **Central East:** AUT, HUN, SLO, ITA
- **South East:** ROU, GRE, ISR, CRO, SRB, BUL

Organizing Committee - Hereinafter "OC" in this text - is the Hosting Club (or a Committee of Yacht / sailing Clubs or other entities) that organizes a Europa Cup Regatta.

1.2. ABBREVIATION AND ACRONYMS USED IN THE TEXT

ILCA	International Laser Class Association
EurILCA	European Region office of ILCA
WS	World Sailing
NA	National Authority
RRS	Racing Rules
NOR & Sis	Notice of Race and Standard Sailing Instructions
EC	Europa Cup Event
OC	Organizing Committee: <i>a sailing club or any organization aiming to organize an EC event</i>
OCCP	Organizing Committee Contact Person

2. THE EUROPA CUP

The circuit of excellence of the European Laser Class regattas is referred to

- **"Europa Cup Series"** is constituted of 10 events a year.
 - The Europa Cup events are International Events sailed and organized under a common Notice of Race and standard Sailing Instructions. A Europa cup lasts on 3 or 4 days.
 - These events, for Olympic Standard and Radial Women Classes are graded in **World Sailing Ranking List** and overall every year for the Europa **Cup Trophy**.
 - That Guideline is expressly made to help the OC for the best organization of an Europa Cup regatta.

3. BIDDING FOR AN EUROPA CUP EVENT

Districts priority allocation: regattas are allocated every year in time and fixed on the calendar based on a rolling system priority and assigned at the EAGM every year.

Next Regattas allocation schedule based on sub regions geographical groups:

2017	2018	2019
FRA, SUI,	ESP, MON,	POR, ***
GER, NED.	BEL, DEN,	IRL, GBR
ROM, CRO,	BUL, SRB,	ISR, GRE
HUN, SLO,	ITA, AUT	*** **
POL, LTU,	FIN,, NOR,	SWE, ***

Bids: Bid forms confirmation with all details must be received by June 1st of the previous year. That date will not be extensible in any case. The bid form is available on the EurILCA website. Organizing Committee has to read this guideline very well and agree to comply with the key recommendations, see item 3.1 here below.

Dates: Definitive calendar will be issued by July 31st.

The event dates will follow the following recommendations

- possibly grouped with neighboring countries, offering to sailors the possibility to sail two events each time they have to perform a long journey,
- close to the Championships if the venues are close
- fixed avoiding to clash with European Championships.

Actions to do and time table

All the here below listed actions must be done during the previous year of the scheduled event.

Action to do	Who has to do	Timing (previous year)
Fill the bid form and send it to district Laser Class	Allocated District and Organizing Committee	By June 1 st
Approval of the regatta bid	Eurilca Office	By July 31 st
Agreement confirmation	Eurilca Office	By July 31 st
Entry open	Eurilca Office	Beginning of the year

The Organizing Committee – OC - must fill the bid form together with the ILCA District and send it to the EurILCA office (entryeurilca@gmail.com) preferably by **June 1st**. The Eurilca publish the Notice of Race on the Eurilca website.

3.1. KEY RECOMMENDATIONS

The Organizing committee is committed to comply the following procedures.

1) Before the regatta

- To Nominate the Organizing Committee Contact Person. To fully cooperate with the competent ILCA District
- To keep informed the Eurilca office about any issue rising on the regatta's organization.
- To complete the sailing instructions at least 3 weeks before the event
- To provide Eurilca the name and e.mail of the Europa Cup regatta Jury chairman and panel members and PRO at least one week before the event

2) During and After the event

- To cooperate with the EurILCA representative
- To check that all competitor have their WS sailor ID recorded in the scoring files.
- To send results and provide daily reports to the Eurilca office for the regatta records.
- To provide Eurilca the final rank results file immediately after the end of the event.
- Fix the invoice of the Eurilca fee of the regatta.

4. ORGANIZING AUTHORITIES

4.1. THE COORDINATING AUTHORITY

The **coordinating authority** of the Europa Cup Series is EurILCA locally represented by the International Laser Class Associations Districts, and their Officers.

4.1.1. THE EURILCA ROLE

EurILCA is the European Region of ILCA, the Secretary at office and the Executives are serving the European Districts for the best organization of European events. EurILCA issues the guidelines, the agreement draft, the Notice of race (NOR) and the Sailing Instructions (Sis); takes the responsibilities for secretarial and administrative regulatory aspects linked to the sailors and to the regatta management.

EurILCA manages the calendar and entries of each Europa Cup Regatta, publishes NOR, Sis, regatta results, supports the Organization Committee with secretarial and communication services, as well as playing the role of "advisor" for the consistency of an International Jury.

EurILCA executives cannot take any decision regarding local events without involving Local EurILCA District.

4.1.2. THE LOCAL ILCA DISTRICT ROLE

The Local ILCA District approves the agreement signed by the Organizing Committee; cooperates with the Europa Cup Organizing Committee, refers to the EurILCA Executives for any issue that can affect the success of the event and where an appropriate action taken in time can solve it.

The Local ILCA district takes part of the Organizing committee.

The Local ILCA District plays the role of facilitator in introducing the EurILCA Representative and the Race Officials at the time of the Event.

4.1.3. REGATTA QUALITY ASSURANCE AND THE EURILCA REPRESENTATIVE

- a) The EurILCA appoints a representative who will be responsible of the Europa Cup regatta Quality Assurance; he will be call to fill an assessment form about the regatta.
He/she can be an already EurILCA District Officers or an experienced in Laser sailing person. EurILCA recommends that he/she can be part of the Jury, or the Race committee as an active member, or as Measurement inspector if qualified.

Costs.

When the EurILCA representative is involved in the organizational activities as per previous item, the costs of its hospitality and travel has to be charged to the organizing committee; when the EurILCA representative is not involved in the activities as per previous item his hospitality will be charged to the EurILCA.

- b) He/she will be on site to cooperate with the EurILCA District Officer, the Organizing Committee Chairman, the PRO, the Jury Chairman for the best success of the event and for any matter relating to EurILCA or the Sailing Instructions.
 - 1. He/she will take the decisions with PRO / RC / OCCP about the daily regatta's schedule and about safety when there are weather o wind unfavorable conditions.
 - 2. He/she can ask to stop the regatta.
 - 3. Every further changes in Sis made on-site must be approved by the Eurilca Rep as well as the jury.
- c) The competitors, after the regatta may receive an email asking to fill a survey about the regatta.

4.2. THE ORGANIZING COMMITTEE

The **Organizing Committee** - “OC” in this text - is the Hosting Club (or a Committee of Yacht / sailing Clubs or other entities) that, takes the responsibility of each on-shore and off-shore issues, Jury and Race committee, and local secretary services for the best organization of the regatta.

The president of the OC (or someone else appointed by him) must sign the agreement no later than October.

The agreement requires his signature in conjunction with the president or another officer of the local ILCA District for approval.

4.2.1. THE ORGANIZING COMMITTEE CONTACT PERSON (OCCP)

The Organizing Committee appoints an official as Organizing Committee Contact Person (OCCP); he or she will be the interface for any communication with the EurILCA Secretary or the EurILCA Executive responsible for Europa Cup and the OC..

4.2.2. EURILCA SUPPORT TO THE ORGANIZING COMMITTEE.

- i. The Organizing Committee, once signed the agreement, will receive at the e-mail address of the Organizing Committee Contact Person:
 - a “package” including Standard SIs, templates for Coaches registrations, , , etc.
 - EURILCA will send the pre filed forms after the closing date and late entry forms if any 3 days before the event AZn excel file with all information regarding the entries.
 - .
- ii. Beginning of the year, the entries will be open at the website, and closed 10 days before the event.
- iii. EurILCA social media network will be issued to invite the sailors to enter the event.

4.3. OFFICERS TEAMS AND CONSTITUTION

The EurILCA office has to be informed about the names of the Principal Race Officer, the chairman of the jury by sending an email to the EurILCA office at: entryeurilca@gmail.com at least TWO weeks before the event. The list of officer is published on the Regatta page of the EurILCA website and/or the Regatta website.

Jury panel: The OC is committed to constiute an International Jury in place. Complying with WS RRS, the Jury must have at least three International Jury members, and at least three members must come from a country other than the hosting country. EurILCA can help to provide international Judges and one of them can be the EurILCA Representative.

Race committee: The OC shall possibly supply to the race committee an WS International Race Officer (IRO’s) with experience of large single handed fleets per race area. The Race Manager will act following normal WS protocol regarding starting line and course length/direction, change of course, recalls and postponing or abandoning races as recommended by the Race Officer WS Manual.

EurILCA Measurer: there will be an EurILCA Measurer Inspector in the RC team. He/she can be required from the hosting organization to EurILCA through the Laser Class District. He/she could also play the role of EurILCA Representative. Measurement checks are recommended at the finish line of the races and may be made randomly to boats onshore, at the discretion of the Inspector, the Race Committee or the Jury.

Official scorer: the OC shall provide an experienced local scorer who will produce the daily and overall results complying the EurILCA requirements.

5. GENERAL REQUIREMENTS

5.1. PERMITS / LICENSES

It is the OC responsibility to arrange all necessary local permits and licenses.

The OC is responsible for ensuring that any temporary structures erected for the championship meet local building regulations and have all required written consents.

The OC shall seek WS approval through the Local National Authority. EurILCA secretary will be available to assist, when necessary.

5.2. INSURANCES

Eurilca do not accept to have any responsibility for any damage or accident occurring during the event.

Eurilca suggests the OC to provide an appropriate third party and public liability insurance covering for the shore site (including the boat park area for acts against the property), any social/function venues, any transportation provided, boats involved in the afloat organization, personnel performing race management including international judges and race officials and any staff or volunteers arranged by the organizers. Insurance shall include the full period of the EC including any required on-site set-up and post event breakdown and clear away period.

If there are any country-specific insurance requirements for the competitors, must be underlined in the initial bid specifying the type of insurances and level of cover required, additionally the host shall provide a facility for the sailors to buy insurance at the on-site registration or prior to arriving via the internet.

5.3. SECURITY

It is very important that there is a security plan to protect sailors and their goods in the on shore regatta area. Security guards are authorized to request the identification documents and to have the list of accredited persons.

5.4. MEDICAL FACILITIES

Eurilca recommends that a paramedic facility shall be provided ashore from two hours before the start time of each race until all boats have safely returned to shore.

5.5. REGATTA GADGETS AND OTHER SERVICES INCLUDED IN THE ENTRY FEE

5.5.1. GADGETS

The OC shall provide T-shirts or similar memorabilia free of charge to each competitor.
We recommend useful items such as clothing, books, technical stuff.

5.5.2. AFTER RACE WELCOME PARTY

A daily “pasta/rice” snack, fruits and water and soft drink shall be available to sailors free of charge when they come ashore after each race to promote “after sail friendship” not only for competitors, but also for companions. The catering shall be capable of quickly serving a post-race rush when everyone comes ashore at the same time.

5.5.3. SOCIAL EVENTS

The Organizing Committee will prepare the list of social events agreed upon with the Laser Class Local District. It is not required to organize a gala dinner unless approved by Laser Class Local District.
The list of social events should be completed and printed at least one week prior to the event and posted both on the Official notice board and on the website, and EurILCA minisite of regatta’s key information. Water

5.6. OPENING CEREMONY & PRIZE GIVING CEREMONY

5.6.1. OPENING

Eurilca recommends to organize an opening ceremony including a drink buffet or pasta meal at which all competitors and guests can be welcomed to the event.

5.6.2. PRIZE GIVING

A prize giving ceremony including a buffet or pasta meal shall be organized after the last race of the last day.

A three stepped podium is required, is recommended the availability of an audio system for announcements and – if possible - the playing of the respective national anthems. (Available on Internet)

5.6.3. OPENING AND PRIZE GIVING CEREMONY DRESS CODING

We recommend to kindly require to sailors and officers to have an appropriate dress code. It can be fine to wear the T-shirt of the event, or the sailing club.

Inappropriate dressing can be a reason to do not to allow the sailor to step up on the podium.

5.7. ADDITIONAL SERVICES

5.7.1. CUSTOMIZED CLOTHS AND MERCHANDISING

EurILCA recommends additional merchandise available for sale to competitors and supporters.

5.7.2. LASER SPARE PARTS SHOP

EurILCA recommends to the OC to invites the local Laser dealer at the event to provide Laser spare parts and a reasonable quantity of sail numbers and national letters available at the event site for sailors to purchase.

5.7.3. RIBS AND LASERS RENTALS

Eurilca recommends to organise the opportunity for sailors and coaches to rent both Ribs and Boats on site. That it can be reported in the notice of race appendix and in the websites

5.7.4. ACCOMMODATION FOR COMPETITORS

The OC have to provide in time (3 months) on the website a list of hotels as preferred options for competitors. A variety of accommodation should be available within – possibly – a walking distance, ideally consisting of several classes of hotel accommodation, self-catering and camping.

Preferential rates shall be agreed with local accommodation providers and clear guidance on how to benefit from these rates should be published on the championship web site. It is preferable to have preferential rates agreed upon.

If there is limited accommodation within walking distance then accommodating the majority of competitors altogether at a reasonable priced hotel is a popular option.

If the race takes place on an island, it is necessary that the OC provides in due time (three months before the event) all the information needed to access discounted ferry prices.

If the race takes place in a venue near an airport, the OC should provide in due time, all the information about how to get to the event site, and if there are discount flight prices and if there is an agreement with companies chartering boats.

6. RACE MANAGEMENT

6.1. THE NOTICE OF RACE

Eurilca issues the Notice of Race (NOR) and posts it on Eurilca.org website. Here are listed all the races included in the series; logistic information are part of the NOR and are available on the EurILCA website in the global regatta archive, upgraded by the OCCP.

Any request of changes to the Notice of Race must first be shared with the local Laser Class District and approved by the EurILCA executives no later than 120 days before the 1st day of the event. All official changes will be posted on the EurILCA website.

All Europa Cup events are organized to host only Laser Classes ; in the exceptional cases that the Europa Cup regatta is part of a big event hosting other classes, that must be approved by the EurILCA office. A separate Notice of Race shall be made for the other classes.

At the request of an eventual sponsor, a hard paper printed copy of a NOR may be sent to all EurILCA members, this must be arranged in advance. In this case the costs of printing and postage will be paid by the OC, the document has to be approved by EurILCA for image reasons.

6.2. SAILING INSTRUCTIONS

A single set of Standard Series Sailing Instructions is available on the EurILCA website. It is a mandatory requirement that the Standard Series Sailing Instructions are used in their original format. These Sailing Instructions are based on the WS standard Sis and well tested. Are available from January every year and the definitive detailed customized Sis for each single event will be available on the Eurilca website

They also have to be posted on the Official Notice Board; so the sailors can have access to it.

6.2.1. HOW TO SET OR MANAGE CHANGES IN STANDARD SAILING INSTRUCTIONS

- a) The standard SIs are in Microsoft Word template, provided by the EurILCA Office, and published on the website.
- b) Please do not change the template, the graphic format or the numbering.
The SIs are divided in two parts: The first part is the full standard with only very few items that can be changed (in yellow on the screen) The second part, the appendix, contains the specific event information. You shall use this template and fill it in appropriately. The Appendices of the Sailing Instructions are complementary to the Series Sailing Instructions and have to be prepared in time. You can find suggestions and recommendations there. Please do not change the template, the graphic format or the numbering.
- c) The final version has to be approved by the EurILCA Office a minimum three weeks prior to the event start.
- d) Without the EurILCA office's approval of the Sailing Instructions, the Europa Cup event could be downgraded in status on the Europa Cup Trophy Ranking List at the European Executive's discretion.
- e) If you translate the NoR or Sailing Instructions into your local language, it must be stated that the English version shall prevail.
- f) All changes in the Sailing Instructions made at the event, have to be checked by the EurILCA Representative.

6.3. ENTRIES MANAGEMENT

It is mandatory that the entries are managed by the web based entry system at the EurILCA website.

The Organizer will manage the *late entries* at the race office secretary.

6.3.1. ENTRIES ON LINE

- The entries will open at the beginning of the year of the event.
- EACH SAILOR HAS TO REGISTER HIMSELF AT THE EURILCA WEBSITE ONCE – LIKE REQUIRE TO MANAGE MANY WEBSITES.
- ENTRIES CLOSE 10 DAYS BEFORE THE EVENT. AFTER A LATE PERIOD HAPPEN UNTIL 3 DAYS BEFORE THE EVENT.

6.3.2. ENTRIES DATA AVAILABILITY

At the entry closing date the EurILCA entry service makes the files from the private area of EurILCA website available to *the OC Contact Person*:

- An EXCEL FILE with all the information of the entered sailors; it can be used for any scoring program; it is expressly made and fully fits with ZW scoring program requirements and used to process ranks. That it can be used also with Sailwave.

- A PDF file with all the pre-filled entry forms ready to be printed.
- a PDF file with the parental consent standard form
- Blank file will also to be printed

6.3.3. LATE ENTRIES

Late entries are managed by the onsite Secretary. EurILCA provides empty entry forms and parental consent forms. A late entry fee is stated in the event minisite and can be applied by the Organizer.

6.3.4. WS SAILOR ID AND EUROPA CUP TROPHY ON EURILCA WEBSITE REGISTRATION

To attend an Europa Cup event each sailor shall have a valid WS sailor ID number and has to be registered as an EurILCA international sailor at the EurILCA website.

Sailor who made a late application, very often is not yet registered at the EurILCA website. Therefore, the OC must provide to him a web access to reach WS and EurILCA websites to comply with those requirements.

If this obligation is not applied, the sailor's results will be missing in the Europa Cup Trophy ranking and the OC will be responsible for all complaints sent to EurILCA, that excludes the OC to have another assignment and EurILCA can ask reimbursements for damages.

6.4. ENTRIES ELIGIBILITY CHECK

The entry procedures will be completed on site with the signature of the entry form and the payment of the entry fee.

If an anticipated payment is required that has to be noticed in NOR and managed by the OC. The entry fee payment is a different matter than the entries.

6.4.1. ILCA MEMBERSHIP AND ILCA MEMBERSHIP CHECK

Only current fully paid members of the International Laser Class Association may enter the regatta. Sailors must prove their membership at registration. The entry Date of birth

Sailors' date of birth is declared by each sailor during the registration as an international sailor at the EurILCA website. Random checks are recommended to avoid sailors being scored in the wrong age categories.

6.4.2. INSURANCE VALIDITY

1. EurILCA recommends acting as appropriate. In the entry form it is required to confirm that there is a third part liability in place, which is signed also from a parent for minors in the parental consent form. The organizer is not obliged to read the insurance contracts, mainly when they are written in foreign languages. The declaration is enough from the EurILCA point of view.

6.4.3. PARENTAL CONSENT FOR MINORS

- All entrants under the age of 18 must complete the Parental or Guardian Consent Form (PGCF). The completed PGCF will be handed in to the Race Secretary at registration with a photocopy of the parent (or Guardian) ID Card or Passport that signed the PGCF to check the validity of the signature.
- The PGCF identifies the Responsible person for the minor present at the event, and also provides his cell phone contact number, in case he/she needs to be contacted..
- The PGCF gives authority for the nominated responsible adult person to act on behalf of the parent or guardian in case of emergency.

That form is automatically issued by the on line entry form procedures during the standard entry procedures for entrants younger than 18.

Local laws can allow to accept signatures signed by coaches. Minors have to be older than 12, it depending on local regulations if they can sail during the year when they have their 12th birthday or after their 12th birthday.

6.5. RACE FORMAT

- 6.5.1. Two races are required to validate the regatta as a Europa Cup event.
- 6.5.2. There are two races a day for a four day racing series. Three races a day may be sailed on the first two days of a three day series, with two races on the last day.
 - i. An unscheduled third race in the same day may be sailed when there is a delay in the program and only if that possibility has been noticed on the Notice Board.
 - ii. Three races a day should not be attempted in difficult conditions (light winds or winds over 18 knots), as in strong winds competitors will get tired quickly, increasing the likelihood that some younger and older sailors may not be able to self-rescue after a capsize, and in very light winds the conditions make racing unfair and arbitrary. On such days a third race shall only be started after prior approval of the EurILCA Representative on site.
- 6.5.3. If the regatta has many sailors (more than 80 per class and would be required to split a fleet in groups. The big Europa Cup Events can have up to 600 boats. An appropriate number of race officers for the RC Boats is required.
- 6.5.4. The on-site EurILCA Representative has the authority to stop any race. The decision of the on-site EurILCA Representative is final.
- 6.5.5. All other information are available in the NOR.

6.6. REGATTA SCORING MANAGEMENT

- Any sailor who has not completed the registration at the venue shall be removed from the list of sailors for that event and shall not be scored at that event.
- Each regatta shall be scored separately for the Standard Rig, Radial Rig and 4.7 else if all data can be listed in a single file.
- Each sailor has to be identified with his own WS Sailor ID. Results that do not include this WSSailor ID will not be included both in the ISAF ranking system (and may result in the loss of WS grading for your event) or in the Europa Cup Trophy ranking list (and may result in the loss of EurILCA grading for your event).
- The use of the ZW scoring program is strongly recommended. The latest version of the program can be found at www.zw-scoring.nl. After registering on the ZW website you can download and use the program for free. Please check for the latest version before you start the event.

6.6.1. SCORING PUBLICATION

1. Daily results shall be produced for all categories and posted on the official notice board, the championship website and emailed to the EurILCA office.
2. The official results shall be published for each of the age category listed in the NOR and calculated by extraction from the overall results without recalculation. The extraction from the overall results can be based on either or both, gender and age.
3. The overall fleet results shall be provided only for information and to be stored in EurILCA Europa Cup Trophy Ranking.

6.6.2. SCORES RESULTS FILES MANAGEMENT AND DELIVERY TO THE EURILCA OFFICE

The EurILCA entry system provides an Excel file with all competitor's data to the OC. This file is fully compatible with ZW and includes the position of each competitor in the EurILCA ranking list, that allows making balanced groups when it needs to split large fleets in to groups.

That can be done by importing the competitors in ZW using the function *Advanced/Import races/Import overall results as race (1)* and split the groups taking in account the results on race 1, that is reporting the score points in the Europa cup trophy rank.

At the end of the event the results managed with ZW may be exported in excel file and directly stored in to the EurILCA Ranking System from the website.

Also a different scoring system may be used, but **the final overall fleet rank file has to be done by class, reflecting the overall results, (not groups)** to comply with the requirements for storing them in the EurILCA ranking list system.

6.6.3. The results should show what the fleets have sailed on the water. Separate fleets ranks by sex or age groups will be made ONLY when they have raced separately.

6.6.4. Is strongly recommended to use the ZW scoring program. As soon as the final results have been produced (and no later than 2 days after an event), they must be uploaded to the EurILCA site or emailed to EurILCA for inclusion in the overall series results. Please email the final ZW file to the EurILCA office.

6.6.5. **If ZW is not used**, then the results should be supplied to EurILCA as an Excel spreadsheet in the here below shown format.

Class	Name	Sailorid	m/f	Overall	Places race 1l
Laser 4.7	BLOGGS Joe	GBRJB22	M	1	1
Laser 4.7	WILLIAMSON Marie	GBRMW34	F	2 Etc.	2 Etc.

where:

- Class = the only allowed class names are: STANDARD, RADIAL, LASER4.7
- Name = Sailor's name
- Sailorid = Sailor's WS ID
- m/f = Male/Female please use letters "m" and "f", no capital letters.
- Overall = Sailor's final position in the regatta, like 1,2,3 etc When a competitor has only penalties, (DSQ, DNC, etc) please take him away and write DNC at his position.
- Places = Results at each race.

7. WATER BASED FACILITIES

RACE AREA

Each race area shall be 2 nautical miles in diameter and free of commercial shipping and obstructions. The nearest part of the sailing area shall be a maximum 2 nautical miles from the launching area. The racing area map will be posted on the Notice Board.

7.1. COURSES

We normally have one course per race, but it depends on the number of entries, very often we have two courses. A course may be used for a single fleet, or combination of fleets, or for one or more fleets split up into groups. Courses are different and related to the number of boats sailing the groups, or the fleets.

All of the here below described courses are designed for a target time of 60 minutes.

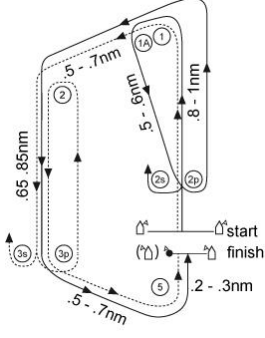
7.1.1. STANDARD COURSE

This course allows the consecutive starts of fleets.

That is used when you have up three fleets. The angle at Mark 1 is 60-70°; the mark angle 2 is 110-120°.

Wind from 5 to 9 knots		Wind stronger than 9 knots
Leg	Leg length	Leg length
Start – 1	0.8 nm	1.0 nm
1 – 1A	0.05 nm	0.05 nm
1-2	0.5 nm	0.6 – 0.7 nm
2 -3	0.65 nm	0.85 nm
1A-4	0.5 nm	0.6 nm
3-5	0.3 nm	0.5 nm

Outer: Start 1, 2, 3, 2, 3, 5, Finish
Inner: Start 1, 1A, 4, 1, 2, 3, 5, Finish



The distance between the Starting and Finish line is roughly 0.1 nm. The 4.7 are usually sent on the inner loop.

ALTERNATIVE COURSE

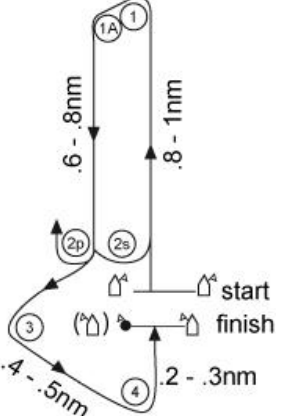
7.1.2. COURSE A

This course allows the consecutive starts of fleets.

This is used when you have to sail in narrow waters, like in a river preferably with no more than two fleets. The angle at Mark 1 is 60-70°; the mark angle 2 is 110-120° to left, angle in mark 3 and 4 is 60°.

Wind from 5 to 9 knots		Wind stronger than 9 knots
Leg	Leg length	Leg length
Start – 1	0.8 nm	1.0 nm
1 – 1A	0.05 nm	0.1 nm
1A-2	0.6 nm	0.8 nm
2-1	0.6 nm	0.8 nm
2-3	0.4 nm	0.5 nm
3-4	0.4 nm	0.5 nm
5-finish	0.2 nm	0.3 nm

Start, 1,1A, 2, 1, 1A, 2, 3, 4, Finish



The distance between the Starting and Finish line is roughly 0.1 nm.

7.2. MARKS

- Using course A or B we suggest to use different colors for the inner and outer course marks. The anchorage has to be very steady.
- Inflatable buoys shall be a minimum of 1.5m in height and 0.80m diameter.
- Flag marks shall have an orange flag minimum of 0.80m in height attached to a rigid pole minimum of 1.5m in height.
- All buoys/marks shall have sufficient ground tackle to hold location in up to 40 knots of wind and a 2.5 metre high wave.

7.2.1. MARK LAYING SUGGESTED PROCEDURE

The Mark Layer Leader with a GPS decides, in collaboration with the Race committee chairman, where put the first mark 1, than, once decided the length based on the wind speed, and the stream and/or the tides, he goes to all the points where laid the marks; because only he has the possibility to fix the correct length. The Mark layers have to drop the anchors and to keep the marks in position (guardians). They can serve also as rescue boats.

7.2.2. STARTING LINE REQUIREMENTS

The starting line will be between two poles displaying the alignment flags. Usually those flags are orange, better if fluorescent. Other colors are allowed, we recommend to use flags with a color that can be visible against the shore color. The flag displayed on the alignment's pole **must** be at minimum height of 7 m above the water. That requirement will be inspected by the Eurilca representative and he can do not allow the start of regatta if that's requirement is not properly applied.

We recommend to have a people on the pin boat side, able to check and get OCS, UFD, BFD boats.

7.3. RACE ORGANISATION BOATS

- 1 Race organisation boats include committee jury boats, line boats, mark layer boats and rescue boats.
- 2 Each race area requires the minimum boats described below:

Name	Number	Description	Equipment	Part of rescue
Mark Layer and Rescue Boat Leader	1	Able to provide a platform to oversee rescue operation and provide a rescue base	Cell phone VHF or similar	Y
Mark Layer & Rescue Boat	4-5*	5.4m RIB with a minimum 40HP engine, capable of towing 3 marks, minimum speed 15kts	VHF or similar	Y
Jury Boats	3-5	5.4m open RIB/sport boats of minimum speed 15kts	VHF or similar	Y
Start / Signal Boat	1	A keel boat with engine or similar, capable of carrying 4 persons and display starting flags with a minimum speed 7kts The flag displayed on the alignment's pole must be at minimum height of 7 m above the water.	Cell phone VHF or similar	
Line Boat (pin side)	1	6m open RIB/sport boats, minimum speed 15kts. The flag displayed on the alignment's pole must be at minimum height of 7 m above the water.	Cell phone VHF or similar	Y
Finishing Boat	1	A keel boat with engine or similar, capable of carrying 4 people with a minimum speed of 7kts	Cell phone VHF or similar	
Spectator / Coach Boat	1	Capable of carrying 20 people		

* The number of rescue boats is subject to the number of competitors.

- 3 The table above lists the requirements for the minimum race organisation boats per race area. The organiser shall show details of where and how the additional patrol boats etc will be provided.
- 4 There shall also be provision for a Press boat of minimum 6m open RIB/sport boat with a minimum speed 15kts. The press boat shall move between course areas. A Media rib. That boat shall be a heavy rib or motorboat, quick, spray-proof, with experienced driver
- 5 If RIBS or inflatables are not used, replacement 'hard hull' boats shall have adequate permanent fendering to protect Lasers from collision damage when coming alongside and a low freeboard sufficient to pull tired or injured sailors aboard.
- 6 Both sides of the starting line must be signaled wit flags at full contrast

7.4. RESCUE BOATS

We suggest having – on average – a boat available for rescue for every 10 Racing boats. The list above (race organization boats) includes the minimum safety provision afloat for 120 competitors or less.

In big events we can count the Coach boats in the list of the rescue boats when they have filled in the accreditation forms.

- 1 Each boat shall be equipped with VHF radio communications equipment, safety knives for cutting up to 8mm rope and anchors and ground tackle to be able to hold station in up to 40kts and 3 meter high waves.
- 2 Patrol boat crews (2 per boat) shall be experienced at providing rescue cover for single-handed dinghy sailors.
- 3 All boats must have a minimum of 2-crew members/jury on board.
- 4 On each course area the rescue team afloat shall include at least one qualified paramedic and 2 persons (divers/swimmers) capable of entering the water to assist the recovery of sailors.
- 5 An emergency evacuation plan shall be in place to deal with a severely injured or disabled sailor that needs to be taken from the course area to a hospital. The evacuation plan shall be circulated to all organization and support boats.

7.4.1. COACHES RIB ACCREDITATION

A coach boat must be accredited to be able to go the race course area. The accreditation form is provided by EurILCA. We suggest to give the coach drivers a flag or consecutive number stickers of 20x20 cm to stick on the rib port side. If the driver is alone on the boat he/she must wear his / her life jacket and kill cord to stop the outboard engine. The motorboat must have onboard all safety equipment required by law as well as a VHF. If the accreditation requirements are not complied with the prescriptions listed above, accreditation may be refused or withdrawn.

Only accredited boats will be authorized to go to the racing area in accordance with the indications stated in the sailing instructions.

7.4.2. MOORING AND TOWING

The Laser fleet is accompanied by many coach ribs, roughly one for every 20 entered, that have to be kept in protected waters or in a harbor with security and free of charge.

Launching and returning to ashore is the responsibility of the organization. Sometimes this means a rigid jetty of with the total weight of several tons, the organization must make one available for free, and also have a crane in the two days prior to the event and at the end.

7.5. RACE COMMITTEE FLAGS

All International code flags must be at least 60 x 40 cm. P, U, 1st substitute, G, A, H, N, L, S, U, Num Pen 1 and 2; enough Flags M (Mike) for the mark guardians, blue (2) yellow (2), orange (2).

Official class Flags (a white, a yellow and a green), if not already present at the hosting club, **are provided by EurILCA on request, that has to be received at least one month in advance.**

We recommend that the alignment flags (have to be large and in a color in contrast of the shore, orange sometime is not the best) and the other flag signals must be displayed **at least 6 meters above the water level.** That can dramatically decrease the number of the 1st substitute recalls.

7.6. RENTING BOAT

7.6.1. LASERS

The OC should provide a certain number of boats that can be rented to competitors. We suggest that charter boats be arranged and administered by charter companies.

7.6.2. MOTOR BOATS – RIBS

The OC should arrange some agreements with companies or club members to provide a certain number of motor boats to rent at a reasonable daily price for sailors coaches or parents.

8. SHORE BASED FACILITIES

8.1. LAUNCHING/ LANDING SITE

The launching area shall be protected from all wind directions and free of obstruction with easy access from the boat park.

The launching area shall be away from any public bathing area and must be in clean water. Slips for launching and hauling boats need to have a one meter front water every 10/12 boats entered to enable a launch of a fleet in about 20 minutes.

At launching time it can be very useful to have a team made up of one volunteer every 20 boats to collect the trolleys.

A secure area shall be available for launching trolley storage whilst the boats are afloat. Trolleys shall be numbered and stored so that it is simple for sailors and helpers to find them when sailors are coming ashore. In the period between launching and coming ashore the trolleys should be reordered by their number into groups of 10.

When coming ashore each volunteer stops the boat at the slipway and indicates to the competitor where he can find his own trolley. This is the fastest method of coming ashore for Lasers.

In order for a smooth launching and coming ashore process it is imperative to have a beach master who is responsible for organizing the helpers and the beach / slipway area.

8.2. BOAT STORAGE PARK

The boat parking area, launching site and the route between, shall be clear of all overhead obstructions. Each boat needs a surface of about 10 square meters: you need about 1,000 square meters every 100 entries. The Boat Park, must be equipped with:

- A fresh water hose for every 20-30 boats provided in the boat park for washing boats and equipment daily, when the course area is in salt waters.
- The boat parking area, launching site and the distance between, shall be clear of all overhead obstructions.
- A lock up storage space is required at the boat park for a Laser dinghy maintenance team with electric light and electric power.
- Overnight security guard protection at the boat park for the duration of the championship must be provided by the organisers.
- Signs to lay on the ground for the alignment of hulls.

The boat park organization will be the responsibility of a “beach master”; he will place the teams in the boat park and assign their numbered areas.

Boats, once placed, will be equipped with 2 stickers with clearly legible digits

- One to be applied at the fore side of each boat.
- One to apply to the trolley.

8.3. CAR PARK

Teams are travelling with minivans and trolleys that can carry up to 8 Lasers. Many other sailors are coming individually. A space must be provided for about the size of a car and a trolley for every 4 sailors entered. The best solution is to park cars and vans close to the boats park, and – if space is an issue - the trolleys can stay in a different parking lot, with the possibility of security.

On-site or nearby secure parking with electric connections shall be provided for motor homes.

8.4. COMMON FACILITIES

Some essential facilities have to be prepared

8.4.1. COMPETITORS VILLAGE/ MEETING AREA

- 1 An all weather meeting/cafe area to competitors and their friends and family capable of seating not less than the entry limit plus 50% people at which refreshments (including beer, wine and soft drinks) and snacks are available at a reasonable price each day of the championships from 08:00 to approx 22:00.
- 2 Plenty of rubbish bins shall be provided within this area. All rubbish bins shall be emptied at least once a day.
- 3 This area shall be in close proximity to the boat storage area.
- 4 This area shall be able to provide free wireless internet access for the sailors.
- 5 An available loudspeaker system shall be provided covering the entire site and music appropriate for the ages of the competitors.

8.4.2. TOILET AND SHOWERING FACILITIES

- 1 All toilet and shower facilities must be cleaned daily several times (preferably at 08:00, 12:00, 16:00 and 20:00).
- 2 A minimum showers units and toilets shall be provided as:

No. of competitors	Boys Toilets	Girls Toilets	Boys Showers	Girls Showers
<150	4	2	3	1
<250	6	3	5	2
<350	10	5	8	4
<450	15	8	10	6
<600	20	10	15	8

Of course it depends if the event includes both competitor genders.

8.4.1. CHANGING ROOMS.

There should be 2 separate areas for gentlemen and ladies provided with showers.

8.5. RACE ORGANISATION OFFICES/ ROOMS

1. A lockable jury office with electric light, wifi, electric power, table and chairs, each capable of seating 10 people.
2. A lockable Race Office with electric light, wifi, electric power, table and chairs for their people.
3. A separate lockable scorer's office situated in a quiet location with 1 telephone line, electric light, electric power, computer and wifi.
4. A General Office near by with
 - A radio system VHS or equivalent
 - An ADSL line for Race Office use only
 - At least a quick photocopier and 2 paper packs
 - A Laser printer for PC with its connecting cable
 - A Wireless LAN for public use, connected to a different ADSL from that of the Race Office.
5. A Media Centre with electric light, electric power, computers and wifi.
6. One official flag pole per race area, close to the Race Office and easily visible from the competitors' area.
 - 6.1. Flags required ashore: International Code Letters: AP, L, V, D.
7. A well lit sheltered sailors' notice area including at least three large (2m x 2m) weather proof official notice boards to be labelled 'Race Management & Class Notices', 'Jury Notices', 'Results'
 - 7.1. A folder where collect the "old" notices has to be left linked to each Notice board.
8. A flag pole per nation for national flags to be situated near the competitors' area.

8.6. MEASUREMENT

Scales for weighing clothing may be needed.

Wet clothing, measurement and equipment checks should be made throughout the event at the discretion of the Measurer, EurILCA Representative, Race Committee or Jury.

Measurer will take in special account to check the full sail number and national letters of the competitor's own Laser in accordance with the NOR.

9. RACE ORGANISATION PERSONNEL

This list identifies key functions. The responsibility of personnel for key functions shall be supplied by the Organising Committee (OC) who will prepare the EC and be on duty during the EC together with the personnel required for the championship. Some personnel may have more than one function although in general this is not advisable. Key functions may be carried out by more than one person or alternates.

- CHAMPIONSHIP CHAIR - overall responsibility.
- PRO - race personnel, race equipment, scoring.
- BOAT MANAGER - all race organisation boats.
- SOCIAL MANAGER - shore personnel, hospitality, daily catering ashore and afloat, all social functions.
- SHORE MANAGER - site, race secretaries, regatta office, beach master, medical.
- FINANCE MANAGER - budget and accounts.
- SAFETY OFFICER – safety of all people afloat.

9.1. ADDITIONAL PERSONNEL REQUIRED ON-SITE DURING THE EC

- A RACE SECRETARY
- A SOCIAL SECRETARY
- A BEACH MASTER
- A HELPER for every 20 competitors - for assistance launching and landing (fit and strong!)
- AN EXPERIENCED SCORER
- A PHOTOGRAPHER who will post pictures to the championship website each day free of charge
- A TWITTER AND WEBSITE MANAGER uploading messages and information on the social networks.

9.2. DAILY BOAT CREW REQUIREMENTS

Per boat afloat during the EC shall be:

- Per Rescue Boat – 2 people, at least one of whom is experienced at providing rescue to single-handed sailing dinghies.
- Per Rescue Leader – 2 people. 1 driver and a Race official
- Per Line Boat – 3 people.
- Per Mark Layers / Mark guardian / Rescue boat – 2 people.
- Per Start/signal Boat- 6 people, made up of a Race Officer, an International Race Manager, flags operator, sound/ timing person, recorder and driver.
- Per Finish boat – 2-4 people.
- Per Spectator / Press Boat – 1 driver.

10. COMMUNICATION

The coordinated image of the event is including the EurILCA and Europa Cup Logos that have widely appear. See below, next item.

- The major tools for communication about the event are:

- EurILCA website
- Hosting Club website
- Twitter
- Facebook.
- The EurILCA office will provide the Organizer the username and password to enter information on EurILCA Twitter and Facebook.

10.1. EVENT LOGOS

EurILCA and Europa Cup Logos must have a wide visibility in every paper, document, websites etc. and appear in any communicational activity.

The EurILCA Logo and the Europa Cup Logo are available in every useful graphic format files at the EurILCA website and issued in the “regatta package” sent to the OC after the application approval.

An original logo can be issued for the event.

Every sponsor’s logo can be included in communication media.

10.2. INFORMATION FLOW AT THE EVENT WEBSITE

The OC can put in line every information on his own website area and or re-direct to a dedicated website of the event.

EurILCA website is widely known and can be the hub for the key information.

The following information will appear at the dedicated section minisite of the EurILCA website before the event:

- Notice of Race and Series Sailing Instructions (including amendments as approved by EurILCA) as soon as available, but not later than a week before the event.
- Site logistic information in addition of the standard information on the NOR like the host club address, maps and driving directions, boat park area, car park area, crane, sleeps etc.
- Coach and coach boat (RIB) registration on-line, if required by the local host and authorities, as soon as the sailor on-line registration opens.
- Proper links to the most relevant local accommodation website(s), weather website(s), etc.
- The link to the eventual dedicated website put in place by the OC

The following information should be available on the website during the event:

- Provisional results, broken down by rig, must be posted as soon as possible, but no later than two hours after the finish of the last race every day.
- When publishing results on the website or on the notice board, please make sure that this data (especially gender) is clearly displayed so that sailors in mixed fleets can easily work out their position from overall scores.
- Any relevant daily information and short news reports.
- Some pictures of the fleet.
- The use of Twitter feeds is strongly encouraged.

The following information should be available on the website during the event

- Final results must be published no later than two hours after the end of the protest hearing on the last day.
- Any relevant daily information and short news reports.
- Some picture made on the water and about the prize giving.

- 10.2.1. The OC, or the District, have to provide the regatta results in the required format to the EurILCA Office the last day of the event.

10.3. IMAGE RIGHTS

All pictures made by the official photographer will be made available to be uploaded to the EurILCA website dedicated area.

The EurILCA community manager will be in contact with the OA

The Image rights are property of the OC that have to make available each image to local EurILCA District and EurILCA for free.

11. FINANCE, EC BUDGET AND CONTRACT

The budget is fully in charge to the OC. The OC will bore all organizational expenses. Those costs will be financed through entry fees, contributions to race organization, local authorities and sponsors support.

A budget spreadsheet template can be provided by EurILCA.

11.1. THE COSTS CHARGED TO THE ORGANIZING COMMITTEE (THE HOSTING CLUB)

The OC will bore all organizational in shore – off shore logistic expenses and the following.

11.1.1. COST OF THE RACE OFFICIALS HOSPITALITY

The OC shall provide and pay hospitality including travel expenses, meals and accommodation for all Jury members, Race Managers, Measurers, and the EurILCA Representative when member of Jury, Race Committee or Measurer.

11.1.2. AWARDS

The OC is free to decide the prizes they want to offer to the winners.

Prizes shall be awarded in the categories (subject to entry numbers) as provided by the NOR.

Standard Class	Radial Class	Laser 4.7 Class
Winner Overall	Winner Woman	Winner Boys Under 18
2nd Overall	2nd Woman	2 nd Boys Under 18
3rd Overall	3rd Woman	3 rd Boys Under 18
Winner Under 21	Winner Under 19 Woman	Winner Girls U18
Winner Under 19	Winner Under 21 Woman	2nd Girls U18
	Winner Men	3rd Girls U18
	2nd Men	Winner Girls U16
	3rd Men	Winner Boys Under 16
	Winner Boys U17	
	Winner Boys U19	

11.1.1. CLASS ADMINISTRATION FEE,

To cover the cost of the class administration the European Region makes a charge per competitor at each event. This charge is 4. - € (four Euros) per competitor.

The invoice for class administration will be sent by the EurILCA office to the Host Club on receipt of the final results.

11.2. FUNDING

11.2.1. ENTRY FEES

- a) The OC – Sailing Club will collect the entry fees.
- b) All figures given in euros
- c) The **maximum** entry fee will be set on 30 euros per day. 3 days races: 90 euros, 4 days: 120 euros.
- d) The 100 % of entry fee will be organizer's part.
- e) The OC will receive an invoice from EurILCA to pay the due fee per entered sailor to the EurILCA office for secretary expenses coverage. (Current fee is 4.-€)

11.2.2. SPONSORSHIPS

- a) The OC has the right to negotiate with and appoint sponsors to the Europa Cup Regatta.
- b) Tobacco sponsorship is prohibited. Alcohol and gambling sponsorships are only permitted with the written permission of EurILCA. Sponsors and advertising shall not be of a political nature and shall meet generally accepted moral and ethical standards for the age of the sailors.
- c) The incomes coming from the sponsors may be used to decrease the individual entry fee.
- d) Requests for applications of trademarks on sails or on boats on the part of the sponsor must comply the Regulation 20 of World Sailing.
- e) No fee is due to EurILCA, for any sponsorship obtained by the Hosting Club of an Europa Cup regatta
- f) Whether a sponsorship was already set by EurILCA, the income will be therefore allocated by a separate agreement. Every income coming from this kind of sponsorship will be allocated into the OC owned account.

11.3. AGREEMENT



























- a) The relationship between the OC and EurILCA will be governed by the agreement.
- b) Both EurILCA and the OC must keep full detailed accounts for the event.

11.4. DEFINITION OF COMPLETION OF EC

The EC is considered completed once all matters arising from the EC have been completed. This would normally include the completion of the sailing, the departure of the sailors, race results files stored in to the EurILCA website and the final reconciliation of any outstanding administration, including the Class administration fee shown above.

Flag signals used at the Europa Cup event

Flag Signal	Sound		Meaning
	Displayed	Lowered	
Warning Signals			
			Laser flags for Standard, Radial and Laser 4.7 Classes. When groups are allocated, an additional flag is displayed, yellow, blue, red or green.
Preparatory Signals			
	P		Normal preparatory signal. A boat over the line at the start can return through the line or will be scored OCS
	U		A boat within the triangle formed by the ends of the line and the first mark during the minute before the start will be scored OCS without hearing.
	BLACK		Black Flag Rule 30.3. A boat within the triangle formed by the ends of the line and the first mark during the minute before the start will be scored BFD.
Postponement Signals			
	AP		The Answering Pennant (AP) with or without a numerical pennant is used to indicate a postponed race. A numerical pennant below the AP denotes the time, in hours, of the race postponement. Here Nr 1.
	AP 1		
	AP A		Races not yet started are postponed. No more racing today. (A like Abandoned)
	AP H		Races not yet started are postponed. More information ashore. (H like Home)
	V		On shore Signal. No boats has to go afloat until "V" is lowered.

Flag Signal	Sound		Meaning
	Displayed	Lowered	
Recall Signals			
	X		With P or I preparatory. One or more boats did not start correctly and must return back and do a proper start.
	1st Sub	 	General recall. All boats are to return and then a new start sequence will begin.
Shortening Course, a new finish line			
	S	 	When 'S' displayed at a line, the finish is that line. When displayed at a gate the finish is between the gate marks.
Abandonment Signals			
	N	  	The race is abandoned. Return to starting area for a new start. The first warning signal will be made 1 minute after N is removed.
	N A	  	All races are abandoned. No more racing today.
	N H	  	All races are abandoned. More information ashore.
Other Signals			
	L		Afloat means: Come within hail or follow this boat. Ashore means: A notice to competitors has been posted.
	M	Many 	A boat displaying this signal replaces a missing mark.
	BLUE		When displayed the race committee boat is in position at the finishing line.
	G		When displayed the race committee boat means a third race will be sailed.