

**INTERNATIONAL
MIRROR
CLASS
ASSOCIATION**

REGATTA

MANUAL



INTRODUCTION

The constitution of the IMCA states among the objects of the Association that we the Association shall maintain the Class Rules and *“encourage and promote and arrange for the organization of World and Regional Championships and other International competition for the class”*.

Following a resolution of the General Meeting of the IMCA in 2017 to suspend temporarily the European Championships, the focus of this manual is the Mirror World Championship however the content could be adapted to meet the needs of other International competition.

A World Championship is controlled by the Rules and Regulations of Sailing, (RRS), the Class Rules, the constitution of the IMCA, the directions of World Sailing, and of the Organising Authority chosen by the host nation approved by the IMCA.

This manual contains directions and guidelines for the selection of the host nation and the appointment of an Organising Authority and the running of the regatta so that Mirror World Championships meet the established expectations of the Class, truly select a crew who meet the criteria of World Champions, promote the Class, and promote the sport of sailing.

The manual provides a chronology for selection, promotion and running the regatta to assist organisers and the IMCA. It should be read in conjunction with the Race management policy that outlines Class specific Race advice and policies.

This manual contains both directions and advice but aims always to make clear the distinction between the two. In the appendices can be found forms and sample documents to give more detailed and specific assistance.

Any change in this document should receive prior approval from the IMCA Executive Committee.

We pay tribute to Kuba Miszewski for his outstanding effort in bringing the first manual into being. This extensive rewrite brings the document into line with current race practice (RRS 2017-2020) and regatta organisation. It should continue to be revised after each World titles and whatever has been learnt during the preparation and execution of that regatta included.

IMCA Executive Committee

November 2018

TERMS AND ABBREVIATIONS

IMCA	International Mirror Class Association
The Executive	Executive of the IMCA as defined by the current constitution
WS	World Sailing
MCA	Mirror Class Association in each country
MNA	the Member National Authority, reporting to the WS that controls racing in each country
The Organisers	The committee approved by the host MCA who contract with the IMCA to run the regatta
The Organising Authority	The body established under Part 7 of the RRS to organise racing

HOSTING A WORLD CHAMPIONSHIP

The Worlds alternate between Northern and Southern Hemisphere. Events are held normally in July/August in the Northern Hemisphere and January in the Southern Hemisphere.

Only members of IMCA may bid to host an IMCA event.

WHAT IS INVOLVED

A Mirror World Championship programme includes a practice race and 12 races over 5-7 days. These are sailed in fleet racing format. There is one start, the fleet is not divided by age or gender.

The Worlds regatta may follow another series such as a National Championship which may constitute a Pre World regatta. While this manual may assist in the organisation of that regatta, that regatta does not have to comply with the conditions set out here.

The programme includes the following social events

- Welcome Night
- Nations Night
- Presentation

The cost of these events for skipper and crew forms part of the entry fee.

Social events play a very important role in the IMCA mission to develop international fellowship among Mirror sailors and their families and should be arranged accordingly.

Presently the only criterion for eligibility is membership of a Mirror Class association. If prequalification, national quotas or other conditions are required, at least 12 months prior to the regatta the host MCA shall either bring to the general meeting a proposal outlining the restrictions or ask the IMCA executive to conduct a ballot of members.

The proposal and reasons why restrictions are required should be circulated to Member Associations prior to the vote.

NOTE: No restrictions on entry will be considered if it is based solely on country of origin, race, gender or creed

CHARTER MIRRORS

The general meeting has determined that a sufficient number of new or as new charter boats rigged to competition standard with measurement certificates but without sails shall be made available by the organisers. The Organising Authority shall set the fee for these boats and the fee shall be agreed by the IMCA. Until amended by a General Meeting or a ballot of MNAs the minimum number of boats is **three**.

If the organisers can provide charter boats for all entries on terms satisfactory to the IMCA Executive Committee, the Executive may declare that all competitors must use charter boats. This decision must be ratified by either a postal ballot or a motion by a General meeting prior to the Regatta. MCAs must be given notice of the motion under the constitution. It cannot be raised as a motion from the floor.

In all circumstances, i.e. when charter boats are mandatory and when they are not, the boat provider shall hold a Mirror boat builder's licence from World Sailing.

SPONSORSHIP

Fees paid by entrants will not cover the costs of a World Title and it will be necessary to seek Sponsorship, however Sponsorship by tobacco, alcohol and other similar substances is not permitted.

If organisers are in any doubt of the suitability of a Sponsor, advice should be sought from the IMCA.

RRS Part 6 regulation covering ADVERTISING must be observed throughout the Regatta.

APPLICATION

The application form (Appendix 3) from a National Member Class Association (MCA) wishing to host a World Championship should be returned to the IMCA Secretariat preferably four years but not later than two months before the AGM prior to the championship calendar year.

This information will be circulated to all members and ratified by the general meeting during the Worlds. If there are valid competing claims, potential host nations will have an opportunity to put their case and members will debate the motion and decide by voting.

The application shall be endorsed by two members of the MCA. This endorsement from the MCA provides an undertaking that the event will be run according to the IMCA Conditions. It is the key to a valid application.

As soon as possible after the host nation has been confirmed a selection process will be completed by the host nation to award the event to a venue. A template for site selection is included at Appendix 4. This appendix also includes advice on what the IMCA regards as essential or desirable in a venue. If an MCA is unable to decide between competing bids, even with advice from the IMCA the IMCA may appoint a distinguished panel preferably of 3 people to report to the executive the preferred bid based on the standard Site Selection criteria.

At the general meeting held at the prior event the venue and Organising Authority will be confirmed, and the next host Nation will be able to promote the event.

SUMMARY

Each regatta will be slightly different however this is a clear outline of the steps required and a suggested order when organising a major IMCA event.

1. 2 Regattas prior to event
 - 1.1. Submission to IMCA two months prior to the AGM (at the latest).
 - 1.2. Selection by AGM
2. Prior to next Regatta
 - 2.1. Site selection
 - 2.2. Establish Organizing Committee and assign key responsibilities
 - 2.3. Develop sponsorship plan
 - 2.4. Develop promotional plan including website
 - 2.5. Prepare preliminary budgets
3. Prior Regatta
 - 3.1. Update information in submission to IMCA
 - 3.2. Confirmation of Organising Authority by AGM
 - 3.3. Determine any restrictions on entry
 - 3.4. Promote Venue
4. Pre-Regatta (note this may be as short as 18 months or as long as 30 months)
 - 4.1. Confirm and augment pre-regatta secretariat
 - 4.2. Prepare and implement organisation charts
 - 4.3. Appoint the Race Committee and Technical Committee (RRS 89, 90 & 92)
 - 4.4. Confirm major sponsor
 - 4.5. Adopt official regatta logo and letterhead
 - 4.6. Accept expressions of interest from competitors
 - 4.7. Confirm dates and agree race schedule along with social events included in Entry Fee with IMCA
 - 4.8. Not less than 12 months prior to regatta, submit to IMCA details required for application to World Sailing to hold World Title.
 - 4.8.1. Full Name of Event
 - 4.8.2. Organising Authority
 - 4.8.3. Regatta dates
 - 4.8.4. Permission from member national authority of World Sailing to hold regatta
 - 4.9. Post preliminary notice of race at least 12 months prior to event
 - 4.10. Post information for competitors on accommodation and facilities, expected weather – particularly as it affects clothing, anything that facilitates transport to venue, visa requirements if applicable, Shipping conditions including carnets and quarantine regulations and any restrictions on delivery or storage of containers, information on charter boats, access to competitor public liability insurance for the duration of the regatta if required, availability of support boats for charter, site restrictions etc. Continue to promote the event.
5. Year of Regatta
 - 5.1. Minus 10 months:
 - 5.1.1. Appointment of the Jury
 - 5.1.2. Arrange transport and accommodation for Jury
 - 5.1.3. Plan for “Keeper” prizes and any additional awards
 - 5.1.4. Report to IMCA
 - 5.2. Minus 6 months:
 - 5.2.1. Publish final Notice of Race and access to Race Entry.
 - 5.2.2. Update or finalise information published the previous year under 4.10 including how to charter and/or pay for services required.
 - 5.2.3. Identify whereabouts of perpetual trophies and the way they will be returned.
 - 5.3. Minus 3 months:
 - 5.3.1. Ensure that requirements under WS regulations for a World titles have been met. (5 countries and 2 continents).
 - 5.3.2. Publish details of Registration procedures including location, booking requirements, paperwork required.
 - 5.3.3. Considering expected entries, carry out a review of all aspects of the organisation. Review health, safety and security procedures across sites including First aid, dietary, competitor safety, (adequate support vessels, signon/off etc), equipment security and management of the boat park, management of support/coach vessels, management of volunteers

- 5.3.4. Review publicity arrangements during regatta, including photography, social media, media coverage, daily reporting, availability of bandwidth for onsite reporting
 - 5.3.5. Review the Race management manual. Consult with Race Officer and Jury to ensure that adequate facilities are in place on water and off water.
 - 5.3.6. Prepare the Sailing Instructions. Consult with Race Officer and Jury before publishing.
 - 5.3.7. Prepare Official Regatta Booklet.
6. Two months after the Regatta:
- 6.1. Report to IMCA Executive Committee including:
 - 6.1.1. A financial outline to assist future events.
 - 6.1.2. Any recommendations or improvements to the Regatta manual
 - 6.1.3. Any significant learnings from your regatta.

SITE SELECTION

The IMCA developed a Tender document and an evaluation document to assist MCAs choose a venue. Even if there are no competing venues the Organising Committee should complete the tender to assure the IMCA that the site meets the standard required for a World Title and the facilities required are available.

ACCOMMODATION

The regatta experience is enhanced when competitors can spend time together off the water. For this reason, preference will always be given to sites where accommodation is available for all competitors on one site, however it is even more important that accommodation options across all price ranges are available to meet the needs of competitors and supporters. The special needs of sailors and their wet gear must be a priority consideration. If a significant number of people will be accommodated where there is no access to meals eg camping or billeted, organisers should consider the option to provide meals. Accommodation must not be a revenue source to run events.

REGATTA ORGANISATION

As soon as the venue has been confirmed by the IMCA the Organising Committee can appoint the Organising Authority.

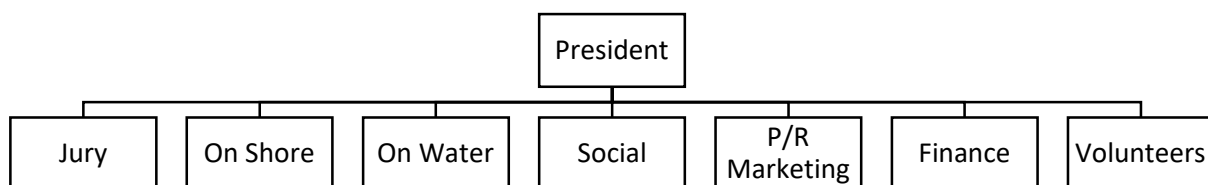
ORGANISING AUTHORITY

The Organising Authority shall be constituted in accordance with the RRS 89. The Organising Authority will act in conjunction with the National Class Association and the International Mirror Class Association.

The IMCA shall be represented on the Organising **Committee** by a member of the Executive of the IMCA.

ORGANISING COMMITTEE

The initial Organising Committee will now need to expand with responsibilities assigned to individuals or committees across the on water/off water activities, social, administrative, financial, media, and personnel requirements. The rest of the manual expands on the steps in the summary and the items listed in the Tender and Site Selection documentation. Organisers may find this a useful way of organising the workforce. Information that follows is structured according to these headings.



JURY

APPOINTING THE JURY

The World Championship requires an International Jury. This is appointed by the organising committee, according to Appendix N of the RRS. There will be one panel of 5 members. Under no circumstances can the Chairman of the Jury be from the host country. The names of the Jury should be forwarded to the IMCA as soon as possible but at least 6 months prior to the regatta.

The provision of a qualified International Jury will constitute one of the largest items in the event budget. Such people are in high demand in the racing season. By acting early, at least 12 months prior to the event, organisers can hope to share travel expenses with other events and secure personnel whose experience matches the Class expectation. Organisers are expected to pay airfares, transfers, accommodation and meals for the Jury.

ACCOMMODATION

Members of the Jury may wish to be accommodated together but they should always have individual rooms unless otherwise requested. Meals and local transportation should be provided.

JURY ROOM

The International Jury needs a secure room to meet before and after each day of racing. This room should be close to the race office. With the prior agreement of the Jury, protest hearings may be held in the Jury Room. In this case there should be a white board, and enough desks and chairs for the jury panel, skippers and witnesses. A waiting room with seating for participants should be close by. Normally, members of the jury can be expected to provide their own rule books, models, etc.

JURY SECRETARY

A competent person (Jury Secretary) must be assigned to assist the Jury in reviewing protest forms, scheduling hearings, and supervising skippers and witnesses waiting to be heard. The Organising Committee may suggest a person who should be accepted by the Chairman of the Jury before being confirmed.

BOATS FOR THE JURY

With 5 jurors, 2 teams of 2 will be on water during competition. Jurors require reliable vessels suitable for the conditions that enable jury members to survey competitors at close quarters. These are berthed and fuelled by the organisers.

REGATTA ON SHORE

MEASUREMENT

The technical committee (RRS92) is responsible for ensuring that Class Rules are maintained to ensure fairness of competition. It also allows the Class to review those areas of the Rules where adjustment may be required.

All boats must be inspected.

The organisers must provide an adequate space in a well lit, comfortable environment sheltered from the weather with sufficient space to spread out sails, measure spars, foils and weigh boats is provided.

The OH&S of measurers, volunteers and competitors should be considered in designing the workspace. As much as possible flat surfaces that allow all measurement to take place without excessive bending down should be provided. The area in which hull measurements takes place should be accessible by boats on trolleys.

In designing the process consider the use of a booking system for measurement slots to ensure maximum through put.

Measurement requires accurate calibrated scales, sail templates and templates for spars, and foils. The use of official IMCA templates is strongly recommended.

Any safety equipment required by the Sailing Instructions should be checked.

After the official measurement days, the measurer may still require the measurement facility to deal with measurement issues that arise during the regatta.

All measurement discrepancies are to be reported in writing to the International Jury for a final decision. Any issue as to the interpretation or application of the IMCA Class Rules under RRS 64.3(b) shall be referred by the International Jury to the Technical Committee.

It is a responsibility of the IMCA Technical Committee to make sure that there are enough members of the Technical Committee (or its nominees) to control the measurement procedures, and this may require the IMCA Measurers to arrive at the regatta site in advance of the first official measurement day.

Measurement Tent: The scrutiny and measurement should be done in a covered and well aired place. We suggest using a tent, which after completion of measurement can be used as a gathering place for competitors.

BOAT PARKING, STORAGE AREAS AND DINGHY PARTS/REPAIRS

PARKING AND STORAGE AREAS

Each boat should be assigned a space in the boat park. It is essential that organizers can control the movement of boats from the boat park to the launching area to ensure that no boats are on water during competition without the knowledge of race officials.

Boats should be on trolleys. If there are any special requirements for trolleys or storage, competitors should be notified in the Notice of Race.

If the organisers suspect that boats in the boat park are at risk of malicious damage or theft they shall organise measures to protect the boats.

It is desirable that lockers or containers which may be locked are provided for portable gear.

There should be sufficient water supplies and hoses for daily washing of hulls and sails.

Where teams have brought containers these shall be accommodated at or near the boat park.

The promotion of any dinghy other than the Mirror on or near the site of the IMCA championship is subject to the approval of IMCA Executive Committee.

CHANDLERY AND REPAIRS

Every effort should be made to have chandlery, spare parts and repair facilities at or near the site. If extreme weather conditions are possible, competitors should be advised as early as possible and the regatta programme should include advice on how to mitigate these circumstances.

LAUNCHING AND RETURNING BOATS

A Beach Team may be necessary to help launch and recover boats. Each organising committee should consider how to identify trolleys, store them during racing and return them as boats are recovered. Careful separation of power boats and dinghies is essential

SIGN ON/SIGN OFF

Paper forms are not considered a sufficient safety measure to ensure that all boats are accounted for. Some form of positive system whereby boats cannot launch without passing through a “gate” and either giving or receiving a “token” for each of crew and skipper is necessary. The token is returned as boats pass through the same point on return. This may require a rule in the Sailing Instructions.

RESULTS

Provisional results should be posted on the notice board prior to all skippers coming ashore.

PUBLIC ADDRESS SYSTEM

A high quality public address system is required at the venue.

Ensure that the loud speaker system reaches all areas of the boat storage area and is installed before the opening of the venue.

OFFICIAL NOTICE BOARDS

According to the standard sailing instructions, there is one Official Notice Board, which should be strictly reserved for official notices.

Provide a second clearly identified Notice board for other communications. Ensure that notices posted here are appropriate and remove any that are out of date or out of bounds.

OFFICIAL FLAG POLE

The official flag pole should be clearly visible from the boat park/rigging area. Ensure that sound signals are audible in the boat park. Ensure that flag and sound signals can be co-ordinated when made ashore.

A complete set of Flags for signals ashore should be available.

The role of the official flag pole is entirely separate from the ceremonial flag poles. Organisers should take steps to ensure there is no confusion.

ADMINISTRATION

RACE OFFICE

An adequately equipped and staffed facility is mandatory. It should be open when it is reasonable to expect that skippers, Race Committee or International Jury may require its services. Its hours should be posted and observed.

The Race Office should be equipped with computers, printers, internet etc. All forms such as change of equipment or crew, protest forms, request to Race Committee etc. are distributed from the Race Office. The jury secretary may also work out of the Race Office to receive protest forms after racing.

There should be appropriate software and qualified staff to receive, process, print and upload results within the timeframes specified or as directed by the Race Officer.

The Race office is an administrative hub and separate from the facilities provided for the Race Committee. These are described in the section on ON WATER organisation.

COMPETITOR MEETINGS

Provide space for meetings of 100-150 competitors plus support personnel. Competitors and supporters should be encouraged to gather after racing for daily prize-givings, and general fellowship. This multi-purpose space will need at least a public address system. Use for other purposes may dictate further requirements.

DAILY BRIEFING FOR TEAM LEADERS

The team leaders are the most important link between organisers and skippers, and their understanding and co-operation can contribute in a major way to minimizing problems. It is recommended that daily meeting between the Race Officer or a representative of the Race Committee and team leaders/coaches be scheduled for each day of competition.

SECURITY

Security problems fall into several categories:

General security of shore venue. Competitors and supporters may require identification to access the shore venue. A venue may be restricted to only those involved in the regatta or it may be open. Provide advice as to the status of the venue.

Safekeeping of valuables. While competitors should generally be able to secure their own effects persons who are camping or in accommodation that is generally insecure may require safekeeping of passports, cash, cards, cameras and other high-value personal effects. Consideration should be given to the needs of these visitors and provision made for safe keeping. Provide advice to competitors and supporters.

Security of boat storage areas. There is a need for secure storage for sails, daggerboards, rudders, tool kits, spare parts and other accessories as well as boats. Organisers should assess the risk and prepare and advise accordingly.

Include advice on these issues in the regatta programme and on the regatta website.

In past regattas, there have been cases of theft, burglaries, and malicious damage of sailing equipment.

ACCREDITATION

The need of accreditation varies from site to site. Identification badges for skippers and officials may be desirable for reasons of security, meal control or other purposes. A good system is identification badges with the bearer's picture and name, in water-proof plastic and a lanyard. Remember that some will be lost and need replacement.

REGATTA ON WATER

RACE MANAGEMENT

A provisional Race Management Manual is found at Appendix 2. It complies with RRS in 2017.

RACE COMMITTEE

The Organising Authority shall appoint the Race Committee in accordance with RRS 89. The IMCA requires that the for a World Title the Race Officer shall be Internationally qualified. There is no requirement for the Race Officer to come from a country different from the host country. The most important qualification is familiarity with the Mirror Class. The IMCA reserves the right to appoint a member to the Race Committee.

DIRECTIONS TO THE RACE COMMITTEE

Racing shall be conducted in accordance with the Sailing Instructions, Class Rules, the current Racing Rules of Sailing and the Mirror Race Management policies.

TECHNICAL COMMITTEE

The Organising Authority shall appoint the Technical Committee in accordance with RRS 92.

Every attempt shall be made to facilitate the presence of the International measurer of the IMCA at an International Regatta.

The technical committee appointed under RRS92 shall include the International Measurer even if he/she is not able to attend the regatta. The International Jury shall refer any issue concerning the interpretation of the Class Rules to the Technical Committee

RACE DOCUMENTS

PRIZES

Prizes awarded form part of the Notice of Race

Organizers shall ensure that the prizes received by competitors in addition to the Perpetual trophies are commensurate with the prestige of the award. It is highly desirable that ALL the skippers receive a memento. These can be in the form of medals, small prizes, photographic record, etc

World Championship

Perpetual Trophies to be awarded are:

The UK Trophy	World Champion	
The Canada Trophy	Runner Up	
Lough Derg Trophy	3rd Place	
The President's Youth Trophy	Youth Trophy	1st Helm and Crew Under 19
The Junior Championship Trophy	Junior Trophy	1st Helm and Crew Under 16
The Masters Trophy	Masters Trophy	1st Helm Over 50
The Seafort Trophy	Women's Trophy	1st Female Helm
Family Trophy		1st Parent Helm with Offspring Crewing
Classic Boat		1st Gunter Rigged Timber Boat
West Australian Trophy	1st Day Heats	Lowest aggregate score in day's heat
The Europe Trophy	2nd Day Heats	Lowest aggregate score in day's heat
Asia Trophy	3rd Day Heats	Lowest aggregate score in day's heat
The America Cup	4th Day Heats	Lowest aggregate score in day's heat

Africa Trophy	5th Day Heats	Lowest aggregate score in day's heat
The Paul Banner	Team Cup	Top Nation; Lowest aggregate score of the top 3 sailors in each nation
The Ireland Trophy	Pre-Worlds	1st Boat in Pre-Worlds
Best Home Boat		1st Boat from the Host Nation

For more information on Perpetual Trophies see the IMCA website <http://www.mirrorsailing.org/index.php/organisation/trophies>

European Championship

Details on prizes for this Championship will be inserted later

Record the name, email and Club for all prize winners along with "a statement of intent to return" to ensure that Trophies are returned.

NOTICE OF RACE AND SAILING INSTRUCTIONS

Preliminary Notice of Race

The Preliminary Notice of Race is drafted by the organisers in conjunction with the Organising Authority and confirmed by the IMCA Executive. It should be published to the web at least 12 months prior to the regatta. Remember that the NOR is a contract between the Organising Authority and the competitor to host and attend a regatta. It need only contain such information as is necessary for a competitor to decide if they should attend. All other items can and should be left to the Sailing Instructions. They should be based on the RRS and organisers should avoid using examples from previous regattas as this leads to an unnecessary accretion of rules.

Before the Notice of Race is published permission to hold a World title must be sought from World Sailing. The application to WS must be accompanied by approval from the Member National Authority.

In designing the proposed race programme including the provision of laydays, race start times and length of races organisers should consider the age of contestants (young and old), the timing of school holidays as well as local conditions.

Sufficient time must be allowed in the programme to ensure that each boat entered is in accordance with her measurement certificate and Class Rules.

Note: if a Pre-Worlds regatta is part of the programme, measurement for a Pre-Worlds shall be sufficient for both regattas if there is no change of gear between regattas and the same measurement rules apply for both regattas.

It is possible to alter Class Rules to require boats to carry electronic tracking devices to enable supporters to follow competitors from afar. (Note that all changes to Class Rules require the permission of the class association RRS 87.)

Final Notice of Race

The Final Notice including the entry form should be published not less than 6 months prior to the regatta. While the regatta is single fleet racing, the entry form should collect sufficient information to allow the organisers to determine eligibility for other prizes. This includes age of skipper and crew, gender of skipper, family relationship between skipper and crew, type of boat (Classic or other), and nation under which boat intends to compete. Nationality: Skippers shall be nationals or bona fide residents of the country they represent.

Entry includes the right to enter the championship and benefit from every aspect strictly related to participating in it (prizes, security matters, social events, etc)

Age and Nationality: Competitors shall be nationals or bona fide residents of the country they represent.

Age: It is recommended that the age qualification date shall predate any preceding regatta. Entry requirements should state the mechanism for verification of date of birth.

Sailing Instructions

The Sailing Instructions are drafted by the organisers and approved by a delegate of the IMCA Executive. The organisers should review the draft Sailing Instructions with the Race Officer and the Jury before submitting them to the IMCA.

They should be published at least 1 week prior to the regatta. They may be published electronically but if there is any delay in issuing the Sailing Instructions, provision must be made by the organisers to provide hard copy preferably including laminated copies of the course map.

ADMINISTRATION

TEAM REPRESENTATIVE MEETINGS

A daily Meeting held before competition (except on the first day) between a representative of each team and the Race Officer allows for general discussion of any issues pertinent to the competition. Small teams can amalgamate to allow their voice to be heard without it becoming burdensome. Should the Race Officer have information, knowledge of which affects the fairness of racing the Race Officer should ensure that this is made available to all competitors. Neither side can issue directions to the other through the meetings. This shall always be done in accord with the Sailing Instructions, the RRS and Class Rules.

DAILY BRIEFINGS

A daily briefing for all competitors is not required however publication of weather reports and tide charts on the Notice Board is valuable.

EQUIPMENT FOR THE RACE COMMITTEE

The number of boats and equipment necessary for the optimal conduct of a Race is detailed in the IMCA Race Management Manual.

RACE COMMITTEE FACILITIES

A separate room ashore should be provided for the Race Committee. This space should be large enough for the necessary meetings of Race Committee, equipped with a white board, adequate for storage of equipment, enough power points for charging radios and devices. It should be secure and not open to competitors.

FLAGS AND SOUND SIGNALS

Organisers must ensure that there is a complete set of flags for the Race committee for on water, and as required for race management boats, and on land.

On water the flag signals must be clearly visible along the full line. They must be of sufficient size, displayed such that one signal does not obscure others that follow and comply with all rules of Part 3 RRS, Class Rules and the Sailing Instructions. The sound signal shall be loud and demonstrably reliable.

Course management boats shall each carry sufficient flags for course changes including shortening a course, abandonment, code flag L and M

COACH/SUPPORT BOATS

All coach boats should be clearly identified and registered. They are governed by the provisions of the RRS (RRS64.4), the Notice of race and the Sailing Instructions.

REFRESHMENTS AFLOAT FOR COMPETITORS

If competitors remain afloat for multiple races, organisers must ensure that there is provision for food and liquids to be provided on water. Organisers must ensure that competitors are aware of RRS55 concerning trash disposal and steps must be taken to assist competitors to comply.

SOCIAL

SPECIAL EVENTS

OPENING CEREMONY

Every effort should be made to give the Opening Ceremony significance for the competitors. By tradition it includes

A parade with skippers, coaches, team leaders and country representatives dressed in their team uniform and carrying a sign with their country's name and/or their national flag.

Flag raising accompanied by the playing of national anthems/songs. The flags together with IMCA Mirror Flag (Red M on White background) fly throughout the regatta. The IMCA Mirror Flag is passed to the next Host Nation during the Closing Ceremony.

It may include some form of national welcome from the host Nation.

Any Speeches should be very brief.

Formerly there was a ceremony of "The mixing of the waters" where each nation brought a sample of their home waters and poured them into the race area so that "all could sail on their own water" however quarantine regulations have ended this tradition.

WELCOME NIGHT

This event can set the tone for a friendly inclusive regatta. Every attempt to ensure engagement amongst participants promotes the family friendly feeling without in anyway diminishing the competitive edge. Simple catering, minimal formality and activities for the full range of ages present.

IMCA Reception (Worlds)

A reception for members of the Organising Authority, Race Committee, International Jury, country representatives and team leaders hosted and paid for by the IMCA. The purpose is for officials and representative to get to know each other. It may take the form of drinks with snacks and/or a meal. It is scheduled as early as possible in the programme.

General Meeting (Worlds)

The General Meeting is normally scheduled outside racing hours and is attended by all country representatives to deal with the business of IMCA. The Agenda for the meeting is prepared and distributed by the IMCA Secretariat. The organisers must provide an adequate meeting room, facilities and equipment for this meeting. (Projector, microphones, enough chairs, etc). Confirm location, time and date with the IMCA executive. Ideally this should be published in the regatta programme but at a minimum it should be posted on the Official Notice Board. English is the official language of IMCA. No translation service needs to be provided.

CLOSING CEREMONY AND PRIZE GIVING

The closing ceremony includes the lowering of the National flags and the official IMCA Mirror Flag. This is presented to representatives of the member hosting the next regatta. It maybe part of the prize giving or a separate brief event.

Present at the prize-giving will be all skippers and crews, families and other adult supporters, coaches, country representatives, sponsors, members of the Organising Authorities and Race Committee and others. A large crowd should be expected. There should be an adequate public-address system. Every effort should be made to ensure this is a fitting spectacle for a World Champion and all prize getters.

During the ceremony, due recognition is usually given to the members of the organising committee, Race Committee, local staff, etc. however it is important to remember that the "stars" of the event are the sailors and prizes to the sailors should take priority.

Return of perpetual trophies

Record the name, email and Club for all prize winners along with "a statement of intent to return" to ensure that Trophies are returned. A photograph of the winners with trophy is also a powerful reminder of which trophy is required.

NATIONS NIGHT

Each National team prepares a short item for the entertainment of the rest of the sailors. The focus is fun, involves as many of the team as possible, and respects the family values of the Mirror Class. It can involve food. The cost of the evening for skipper and crew forms part of the Entry Fee. Tickets should be available for other guests. The next host nation makes a presentation at the end of the evening promoting the next venue and distributing promotional material.

ADMINISTRATION

IMCA OFFICE

The IMCA secretary needs access to office facilities. These may be within the Race Office. A separate office is not required.

REGISTRATION

Registration completes the process begun with entry forms and is usually the visitor's first meeting with the Organisers. Ensure clear signage and access to the Registration area and as much advanced information on how to complete registration as possible. Do not rely only on websites as visitors may have been out of electronic communication in transit. Use signs and handouts as well

The organisers should decide in advance and publicise to competitors and supporter what forms of payment will be accepted prior to and during regatta – cash, card, electronic. This decision will influence equipment required by both the regatta office and registration.

The Registration office requires sufficient space and desks, office equipment, computers, internet, wifi, printers/scanners etc for the task which will involve at a minimum

- Sighting, signing, scanning of paperwork including insurance documents, guardian declarations, proof of age, any queries outstanding on entries
- Merchandise including additional tickets to events, Souvenirs including regatta clothing and other items, Pre-ordered items
- Competitor hand outs, including brochures, items included in entry fee, information on security, boat park, bow numbers, required advertising and anything required to be supplied by organisers.
- Boat registration: - Details of this will be established in liaison with the measurement team who will provide the relevant forms. Registration is not finalised until these are completed.
- Accept balance of fees and receive payment for purchases as determined by the organisers. Note currency restrictions in some countries may mean that fees are not finalised until the regatta.

Registration requires co-operation across all parts of the organisation and requires good communication and planning.

OFFICIAL REGATTA MERCHANDICE

Traditionally some item of clothing for skipper and crew has been included in the entry fee. Examples include polo shirt, rash vest or T-shirt. Most teams also have some form of Team uniform. The host country may consider having a version their Team uniform available for sale to visitors. Other items of merchandise that maybe of interest to visitors include caps, mugs, bags etc. All these items can be branded with sponsors logos.

REGATTA OFFICIAL PROGRAMME

It is the tradition to publish a souvenir programme for distribution to competitors upon arrival at the regatta site. Such information assists supporters as well as competitors. Such a programme might include:

- Messages of Welcome from Organising Authority, Member National Association, IMCA etc
- Details of Organising Authority, Race Committee, International Jury,

- Details of local facilities, medical assistance, dental assistance, chandlery, ATMs (note: while Map searches enable such things to be found easily it can be a source of advertising revenue, and helpful local knowledge)
- Any risks particular to your environment, (eg heat, cold, sun, insects, animals) and how to mitigate them.
- Who to ask for assistance, lost property, bookings, volunteering,
- Tourist attractions and details for supporting members, opportunities to view the regatta
- Schedule of events including details of social activities, how to obtain tickets
- Opening Ceremony programme and arrangements for the parade
- Notice of IMCA General Meeting
- Website for Notice of Race and Sailing Instructions with information on how to obtain a hard copy.

Local advertisers can usually be found to underwrite the cost of such a programme.

BOATS FOR SPECTATORS

At least one spectator boat should be provided to allow supporters an opportunity to view the competition. The Organisers should set the price and ensure supporters are aware of this service.

Spectator and Support boats should be restricted in their movements to avoid interference with racing. The skipper should be experienced in manouvering around dinghy racing. The Sailing Instructions should specify the distance to be maintained from the racing area and racing boats.

MARKETING AND PUBLIC RELATIONS

OFFICIAL WEBSITE OF THE CHAMPIONSHIP

While it is understandable that each organiser is aware of the impact on visitors and sponsors of a well designed, colorful and eye catching website, the regatta website serves not only as a source of information for the present regatta but in the absence of the printed regatta histories of the past as a repository of all information about the regatta for the future.

Organisers may build their own websites but must as a condition of confirmation as a host leave a record including Notice of Race, Sailing Instructions, results and daily reporting on www.mirrorsailing.org

PUBLICITY

Publicity begins at least at the previous Worlds where the next host Nation makes a presentation at Nations Night promoting the next venue. Print, social and electronic media should be used as extensively as possible to promote the venue and event. Organizing committees may use their own websites but ultimately they must ensure that a record of all official documents such as Notice of Race and Sailing instructions, results and a daily report of the regatta are stored on the official IMCA website <http://www.mirrorsailing.org/>

Once the regatta commences it is very important for the Class that publicity continues. The Organizing Committee should ensure that there is daily reporting of racing. This requires competent dedicated personnel close to the race action with facilities available to prepare and upload commentary. Interviews with competitors and supporters help to provide a rounded portrait of the event. Thoughtful consideration of the needs of sponsors will benefit the Class and assist future regattas as they look for sponsorship. It is strongly recommended that personnel other than a competitor be tasked with this responsibility.

Publicity is also enhanced by the presence of a photographer at an event. While there are usually plenty of volunteers with coverage, a professional photographer will usually provide more balanced and universal coverage.

PRESS RELEASES

Hosting the IMCA Worlds provides many opportunities for publicity to promote national sailing programmes. A dedicated publicity officer with copy for print and social media will assist the Class, sponsors and sailing in general.

FINANCE

BUDGETS

One of the earliest priorities for the Organizing Committee will be to prepare a preliminary budget in order to set goals for sponsorship, determine entry fees etc. In time detailed budget will be required. A public version of the financial statements should ultimately be made available to the IMCA as a guide for future events.

BANK ACCOUNT

In addition to establishing the Bank Account the Financial Officer should establish protocols for paying expenses incurred. Information on how to claim, how to receive and receipt money should be made known across all areas of responsibility. What facilities for payment using all or any of cash, card, and online transfer.

INSURANCE

The organisers should provide information on short-term public liability insurance at a reasonable to visiting skippers. If such insurance is not available in the country of the host member, organisers shall inform the IMCA Secretariat as soon as possible and before the Notice of Race is issued.

EARLY ARRIVALS

Teams traveling from abroad may arrive on different dates ranging up to one or two weeks in advance of the first official day of the regatta. They may request access to charter boats, berthing, etc. Organisers should set clear firm policies in advance. Late registrations, late arrivals or no-shows may also cause problems, however early consideration of the financial or organisational difficulties that may follow will limit the impact.

PROBLEM ENTRIES

From time to time certain organisers may not be able to accept entries from one or more IMCA member country due to outside political factors. Such problems should immediately be reported to the IMCA Executive Committee.

VISAS

Letters of invitation should be issued upon request.

IMPORT AND EXPORT OF MIRRORS

Each country has its own customs clearing procedures, and participating members should be given adequate notice of procedures to follow. The organisers may be able to make advance arrangements to facilitate the duty-free import and re-export of equipment.

VOLUNTEERS

Volunteers should be recognised, recognisable and nurtured. This includes

- Clear instructions preferably outlined in writing but at least in regular briefings
- OH&S considerations should be paramount and clearly understood. It is important to collect emergency contact information from volunteers along with an understanding of any personal risk factors.
- Clear lines of reporting including provision for substitution.
- Establish the qualifications required for each position and ensure that these are met. Consider providing training or the opportunity for training if required.
- Identifiable clothing. Eg a coloured T-shirt, a sash, distinguishing cap etc

A simple database eg an excel spreadsheet on line eg Google Docs, Dropbox or other readily accessible place makes this information available across the organisation.

Remember to acknowledge in a meaningful way the massive contribution volunteers make to an event like this. It can be cost effective to include them in the more informal Welcome night rather than the Presentation Night.

FIRST AID

A trained First Aider or medically qualified first responder should always be on hand. They should have facilities to store and administer drugs, look to minimise common injuries associated with sailing, hypothermia, sun burn, concussion and be risk vigilant.



Application to host a World Championship Event

Applicant Information

Hemisphere Southern
Event Calendar Year 2025

Host Nation _____

National Association Responsible	International Mirror Class of South Africa	
Contact Details		
	Name	Role
Email		
	Preferred	Alternate

Agreement

On behalf of the above National Association we agree to ensure to the best of our ability:

1. A host venue and organizing authority will be selected in accordance with the requirements of the current IMCA regatta manual
2. The host organizing committee fulfils the reporting requirements of the IMCA as set out in the current regatta manual
3. This application is endorsed by the host National Association

Consent

Two members of the National Association to sign.

Name: _____ Role: _____

Signed _____

Email _____ Phone: _____

Name: _____ Role: _____

Signed _____

Email: _____ Phone: _____

APPENDIX 1 REPORTS AND FORMS

Report to IMCA – World Sailing Application

Please submit the following details to the executive of the IMCA not less than 12 months prior to the date of the regatta

Full Name of Event

Organising Authority

Name:

Address

Contact details for further information:

Regatta website:

Regatta dates

Please attach documentation from the member national authority of World Sailing authorising the Member Class Association and the Organising Authority to stage the regatta

Please provide contact details for the Organising Committee in case clarification is required

Report to IMCA – 6 months prior to Regatta

Please provide the following details to the Executive of the IMCA

Name & contact details for the following personnel (including WS number)

Race Officer

Members of the Jury

Technical Committee

Considering entries received and expected, and sponsorship secured, how confident are you that

The regatta is financially viable

You can meet the expectations of competitors regarding

Charter boats

Accommodation

Provision of facilities on land

Provision of facilities on water

The provisions of World Sailing for an International regatta will be met

Please be specific about possible risk and steps for managing the risk

RACE MANAGEMENT POLICIES

These policies are guidelines to the Race Management Team. Failure to observe these guidelines are not grounds for redress.

1. DEFINITIONS

- 1.1 **Course Race Officer** - a race officer appointed by the Race Committee to be responsible for managing the race management team.
- 1.2 **Race Management Team** - the Course Race Officer and all the on-the-water volunteers responsible for managing the racing.
- 1.3 "Will" means the intentions of the race management team

2. TIMES/TIMING/CHANGES IN SCHEDULE

- 2.1 Times will be based on GPS time.
- 2.2 Starts will not be delayed for competitors to reach the race area if they could have arrived with reasonable diligence.
- 2.3 To alert boats that a race or sequence of races will start soon, the orange flag on the staff designating the starting line will be displayed (with one sound signal) 5 minutes before a warning signal is displayed.
- 2.4 The orange starting line flag will be removed 4 minutes after the starting signal.
- 2.5 The race management team will use the entire day if necessary to complete the schedule.
- 2.6 Up to 4 races per day may be scheduled over 5 days to a total of 12. Two races will be usual. In favourable conditions 3 races will be sailed to consolidate the series. Four races will be sailed to protect the series total in the event of forecast adverse conditions or to recover the schedule if earlier races have been lost to adverse conditions. (Note this may be varied to suit local conditions)

3. DECISION TO RACE

- 3.1 The race will be started at the scheduled time if the wind conditions are within the parameters outlined in these policies. Waiting for "better" conditions may be unfair, and will be avoided.
- 3.2 The race management team will not wait for the wind to "stabilise". Sailors can compete in "shifty" conditions.
- 3.3 The start may be postponed if a major wind shift is expected based on a known pattern or other reliable information (example: sea breeze can be seen in the distance and is expected to fill in). Otherwise the race management team will start the race. The wind shift may not occur, the course can be corrected, or the shift may occur after the race has been completed.
- 3.4 Wind will be measured from drifting boats and at approximately 2-3 metres above sea level.
- 3.5 Average wind speed will be determined over a five-minute period.
- 3.6 Races will not be started in less than 4 knots of wind established over the entire course area. This limit may be higher depending on sea conditions and current.
- 3.7 Races will not be started in excess of an average of 20 knots. This limit may be lower depending on sea conditions, current, and rapid changes in velocity.

4. SIGHTING THE LINE/TIMING/SIGNALLING/RECORDING

- 4.1 There will be a race officer and another member of the race management team sighting the line from each end.
- 4.2 Each line-sighter will use a hand-held voice recording device and record, without stopping, from at least 90 seconds before the starting signal until after anything of interest after the start. A commentary of anything of interest will be recorded (such as boats getting close to the line, bunching etc).
- 4.3 If tapes are used, they will be labelled and preserved until after the conclusion of the entire event. If digital recorders are used, each day's recording will be saved to computer and indexed for easy retrieval.
- 4.4 An individual recall will include both flag X and one sound. Both signals will be made as soon as possible after the starting signal. In no circumstances will an individual recall be signalled later than 5 seconds after the starting signal.
- 4.5 The race management team will not signal an individual recall and then a general recall.

RACE MANAGEMENT POLICIES

- 4.6 Competitors who have been scored OCS, UFD or BFD may listen to the voice recording(s) of the applicable start(s). A time and location for doing so each day will be posted on the Official Notice Board.

5. CALLING OCS

- 5.1 The race management team will make every effort to identify all OCS boats. The race management team will not permit a race to continue if it is satisfied that unidentified boats were over early.
- 5.2 When the race management team is satisfied that all boats over the line can be identified, an individual recall will be signalled.
- 5.3 Except after a black flag general recall (when the requirements of rule 30.4 will be met), jib numbers of boats recorded as UFD or BFD will be posted on the start boat after boats have rounded Mark 1 for the first time.
- 5.4 In order to avoid possible interference with other boats, the race management team may notify OCS, UFD and BFD boats later in the race.

6. POSTPONING A RACE DURING THE STARTING PROCEDURE

- 6.1 In rapid oscillations of wind direction the race management team will endeavour to set a starting line based on the mean oscillations expected.
- 6.2 The race management team will postpone a race during the starting procedure - even in the last minute before the start - in response to adverse outside effects depriving boats of an equal chance of a good start, i.e. an even spread along the entire length of the line, or heightening the risk of a general recall.
- 6.3 The race management team will also consider postponing the start for other reasons, e.g. mean wind shifts by more than 10 degrees, mark out of position, significant error in the timing of signals, other boats interfering with the competing boats.
- 6.4 For a postponement that the race management committee anticipates to be longer than 5 minutes, the orange flag will be removed (with no sound), and then displayed (with one sound) 5 minutes prior to the warning signal.

7. GENERAL RECALL

- 7.1 In the case of any problems with the starting line (length, angle, etc) a postponement may be signalled, even up to the last second before the start, instead of a general recall.
- 7.2 In the case of a race management error discovered after the starting signal (example: timing), the race management team may abandon the race. In these circumstances, the race management team will not signal a general recall.
- 7.3 When the race management team is not satisfied that all boats over early (or that have broken rules 30.3 or 30.4) have been identified, a general recall will be signalled.

8. STARTING PENALTIES (FLAGS I, Z AND U, BLACK FLAG)

- 8.1 Flag I (rule 30.1) and flag Z (rule 30.2) will not be used.
- 8.2 Flag P will be used for the first attempt of a start.
- 8.3 In the event the start has been postponed, or a general recall has been caused by the length or angle of the starting line, the race management team will adjust the starting line and make another attempt using flag P.
- 8.4 If the race management team is satisfied that 2 successive general recalls under flag P were not the result of the starting line setup, it will make further attempts using flag U (including restarts if the race is abandoned).
- 8.5 If the race management team is satisfied that 2 successive general recalls under flag U were not the result of the starting line setup, it will use the black flag for each subsequent attempt (including restarts if the race is abandoned).
- 8.6 An important principle followed by the race management team is that the U and black flags will only be used when general recalls are being caused by the boats themselves, or rapid oscillations of the wind, and not by actions of the race management team.

RACE MANAGEMENT POLICIES

9. SHORTENING THE COURSE

- 9.1** Courses may be shortened using flag S (rule 32) at either the windward or gybe marks (from an official boat), or by proceeding from the leeward mark to the finish line in accordance with the SI.
- 9.2** Before resorting to shortening course using flag S, consideration will be given to reducing the length of a leg as specified in rule 33 in order to permit the stated number of laps to be completed.

10. ABANDONMENT

- 10.1** On the first half of the first leg, the race management team may abandon the race in the event of a major, persistent wind shift (more than 25 degrees). After that, the race management team will let the race continue if it is able to adjust the course to the changed conditions.
- 10.2** The race management team may abandon the race when the wind collapses and it is unlikely that the leading boat will complete the course within the time limit, even if a new wind were to arrive.
- 10.3** The race management team may abandon the race when a new wind causes unfair place changes.
- 10.4** Once a race has been started, the race management team will not abandon the race simply because the average wind speed increases beyond stated limits. The race management team will consider abandoning the race if it considers that it is unsafe to continue racing. Competitors are aware that the decision to race, or to continue to race, is their sole responsibility.
- 10.5** Some outside influence may have an adverse effect upon the fairness of the race. The race management team will make every effort to ensure that other vessels do not interfere with racing. The race management team will consider abandoning a race if it determines that an outside influence has made the race unfair.
- 10.6** When there are frequent and violent wind shifts the race management team may be unable to adjust the course sufficiently or quickly enough to maintain a race of the required standard. In that case the race may be abandoned.

11. ADJUSTING THE COURSE TO A NEW WIND SPEED OR DIRECTION

- 11.1** Change in wind direction:
- With a persistent shift of 10° or less the course will not be changed;
 - Between 10° and 15° consideration will be given to adjusting the course to the new wind provided that the race management team is confident that the shift is likely to persist;
 - With a persistent shift in excess of 15°, the race management team will attempt to change the course to the new wind;
 - With a persistent wind shift in excess of 45°, the race management team will consider its influence on the race. Under these circumstances the race management team may either change the course or abandon the race;
 - When there are frequent and violent oscillations, the race management team may not be able to adjust the course sufficiently or quickly enough to maintain a race of the required standard. In this case the race may be abandoned.
 - Changes in current or a difference in the angle of the current relative to the wind may justify variations to these guidelines.
- 11.2** Variation in wind speed or current:
- A reduction in the length of a leg may be signalled to ensure that a race finishes within the time limit;
 - Changing the length of a leg to cope with a change in the wind velocity or current may be signalled.
- 11.3** Changes in lengths of legs:
- Change in leg lengths will not be made to reduce a leg to less than 50% or increase a leg to more than 150% of the original leg length;
 - The race management team will attempt to minimise the number of changes in leg length to achieve target time.
- 11.4** When changing the direction of the next leg (rule 33), only a left shift or a right shift will be notified (i.e. the new compass bearing will not be notified).

RACE MANAGEMENT POLICIES

12. COURSES

- 12.1 Course configurations will be windward / leeward or triangle / windward / leeward.
- 12.2 The course length will be set to give the first boat the best chance of achieving the target time.
- 12.3 Unless unavoidable, marks will not be positioned in areas of relatively high current.

13. STARTING LINE

- 13.1 Starting lines will be set square to the median sailing wind. Current, favoured side of the course, expected wind shifts, and other variables may justify variation from this guideline.
- 13.2 The race management team will use a boat length of 3.3m and a multiplying factor of 1.5 to set the length of the starting line. A larger multiplier may be used in strong winds or heavy seas.
- 13.3 Laser rangefinders and GPS will be used to determine starting line length.

14. FINISHING LINE/FINISHING PROCEDURES

- 14.1 The finishing line will be set before the first boat begins the final leg.
- 14.2 The orange flag will be displayed as the first boat rounds mark 1 of a windward / leeward course or mark 2 of a triangle / windward / leeward course.
- 14.3 The finishing line will be set square to the direction from the last mark.
- 14.4 The orange flag will be removed upon the earlier of: (a) expiry of the time limit / finish window, or (b) immediately after the last boat finishes.
- 14.5 The line-sighter will use a hand-held recording device to record the order of finish.
- 14.6 If tapes are used they will be labelled and preserved until after the conclusion of the entire event. If digital recorders are used, each day's recording will be saved to computer and indexed for easy retrieval.
- 14.7 A written record of the finishing order will also be maintained.
- 14.8 Competitors may listen to the voice recording(s) and review the written records of their finishes. A time and location for doing so each day will be posted on the Official Notice Board.
- 14.9 The race committee will endeavour to conduct a Backsweep in accordance with the SI.

15. CORRECTIONS DUE TO SCORING ERRORS/REQUESTS FOR REDRESS

- 15.1 The race management team will adjust posted finishing places if it is satisfied that, based on its records or observation, it has made a scoring error.
- 15.2 If the race management team believes it may have made any other error affecting the outcome of the race for which redress may be available, it may request redress on behalf of the potentially affected competitor(s).

16. RACE COMMITTEE PROTESTS

- 16.1 Since the primary responsibility for protesting breaches of the rules rests with competitors, the race management team will not normally protest a competitor.
- 16.2 The race management team may protest a competitor in the following circumstances:
 - (a) A breach of a sailing instruction that may not be protested by another competitor;
 - (b) An apparent breach of good sportsmanship (rule 2);
 - (c) Failing to take a penalty after knowingly touching a mark, but not protesting another competitor;
 - (d) Failing to sail the course (rule 28).

17. GENERAL PRINCIPLES

A shortage of time or completed races is not a basis for variance from these policies.

18. GPS

- 18.1 All race management boats (signal and mark boat) will be equipped with a GPS.
- 18.2 All GPS units will be set up to display as follows:
 - (a) Distance in nautical miles (nm);
 - (b) Time in local time zone in 24-hour format;
 - (c) Compass bearing in degrees magnetic;
 - (d) Latitude and longitude in degrees and decimal minutes (example: 50° 04.751' North 005° 02.852' West);
 - (e) Map datum WGS 84.

RACE MANAGEMENT POLICIES

Addendum 1 - Flag Lay-out on the Signals Vessel

