



Guideline for the Organisation and Management of Oceania and Australian ILCA Championships

Preamble.

This document is a guide by ILCA Australia to assist ILCA Districts hosting Oceania & Australian Championships. Except where specifically stated it does not mandate processes and procedures for running these events. It seeks to provide information, advice and options based on experience from many previous events.

There are well documented procedures for running of sailing events in particular the RRS <https://cdn.revolutionise.com.au/site/qcxgun9zdvg2kilx.pdf> and World Sailing (WS) resources such as Fleet Racing Race Management Policies <https://d7qh6ksdplczd.cloudfront.net/sailing/wp-content/uploads/2022/05/01110855/WS-Race-Management-Policies-Fleet-Racing-April-2023-ROC-Approved-10May23-amended-15June2023.pdf> and other documents linked on WS Event Organiser Resource Centre at <https://www.sailing.org/event-organiser-resource-centre/> .

The Australian ILCA Championships are held every year and the host Australian ILCA District (AID) is responsible for organisation and regatta management of the event.

The order of rotation of the Open & Youth Championships through the Australian ILCA Districts is;

- NSW and ACT
- South Australia
- Queensland
- Tasmania
- Victoria
- Western Australia

The Oceania Region is the International Laser Class Association ILCA defined region of the world to which the Australian Laser Districts belong. The ILCA Laser Districts which are currently in Oceania Region are;

Country	Organisation
Federated States of Micronesia	Micronesia Laser Association
Australia	ALCA & VIC,NSW,QLD,SA,WA,TAS,NT Districts
Cook Islands	Cook Islands Laser District
Fiji	Fiji Laser District
Guam	Micronesia Laser Association
New Caledonia	New Caledonia Laser District
New Zealand	New Zealand Laser District
Papua New Guinea	Papua New Guinea Laser Association
French Polynesia	Tahiti Laser District

From 2018 the Oceania ILCA Open & Youth Championships will be held alongside the Australian ILCA Open & Youth Championships and the event will then be named the XXXX Oceania and Australian ILCA Open & Youth Championships. The XXXX year will always be the year in which the Championships conclude.

The Open & Youth Championships schedule from 2019 is:

- Measurement 1st January
- Measurement and Test Race 2nd January
- Races 3rd to 8th January (6 days 12 races)

The Australian ILCA Masters Championships are held as separate event hosted in order between Victoria, NSW & ACT and Queensland Districts.

The Oceania ILCA Masters Championships can be combined with the Australian Masters.

The Oceania & Australian Masters Championships are normally run in the February following the Open & Youth Championships. The Masters Championships are generally sailed over 4 days – Friday to Monday however this timing is not mandated and can be changed by the hosting AID to fit in with other events.

The Australian ILCA Championships (Open, Youth and Masters) are the only qualifier and ranking for all Australian ILCA sailors for all ILCA World Championships. Please refer to ALCA policy on selection for World Championships and the separate policy applicable for Laser World Masters Championships for details. These policies are on the ALCA website at <https://ilca.au/worlds-qualification>

From 2018 the Oceania and Australian ILCA Open & Youth Championships will be a World Sailing 100 point regatta for Open Men's (Standard Rig) and Open Women's (Radial Rig). These points from various approved events are accrued by sailors towards World ranking and Olympic selection.

It is proposed ultimately to rotate the Oceania Region Laser Championships outside Australia subject to solving the considerable logistical and financial hurdles involved.

Things to Do

1. A Preliminary Notice

ILCA Australia will prepare an Memorandum of Understanding (MoU) setting the responsibilities of the AID and ILCA Australia to deliver the championships. This MoU will be negotiated and agreed by both parties. The aim is to have the MoU signed 18 months before the event.

The AID in collaboration with the ILCA Australia should determine the club which will host the championship at least 15 months before the event. A preliminary notice (1 page flyer) with details on the host club, regatta dates, web addresses and other details of accommodation in the area is required and this information should be available at the Championships held in the preceding year.

It is recommended, and normal practice that the upcoming host AID has appropriate representation and publicity material for distribution and presentation at the preceding Championships.

2. The Notice of Race NoR

For the Oceania & Australian Open & Youth Championships a draft of the NoR will be prepared by ILCA Australia and forwarded to the host club and hosting AID for agreement and finalisation. The NoR should be officially issued 9 months before the championship event. Any further information on the local accommodation is to be provided by the hosting AID and be made available with the NoR.

The NoR will contain the entry price which will be set by the AID in consultation with ILCA Australia. ILCA Australia will provide estimates of costs for Jury and PRO to the AID to be added in with their other costs to determine the entry fee.

3. Sailing Instructions SI's

A draft of the SI's will be prepared by ILCA Australia and forwarded to the hosting club and AID for agreement and finalisation and should be published on the Club and/or the event web site prior to the first day of the event.

Typical event documents SI's and budget are linked below for reference.

- [Notice of Race Open & Youth](#)
- [Sailing Instructions Open & Youth](#)

- [Notice of Race Masters](#)
- [Sailing Instruction Masters](#)

4. Principal Race Officer and Race Committee Appointment

ILCA Australia will appoint the Principal Race Officer and the Race Committee.

5. Jury

A jury is required for the Open & Youth Championships for judging and protests hearings etc. ILCA Australia will appoint the appointment of the Jury Chairman. The Jury Chairman in conjunction with the host AID will organise the other jury members. The Jury Chairman will manage scheduling and notices of protest hearings and results.

Because of the World Sailing WS 100 point status of the Open & Youth Championships the level of qualification of the Jury may be dictated to ILCA Oceania and ILCA Australia in which event the WS requirements will be passed on the host AID and to the selected Jury Chairman.

A Jury Office and room for protest hearings will be needed. These logistics should be discussed and agreed with the Jury Chairman.

For the Masters Championships the AID will appoint the PRO a jury is not required but the host club must provide a competent Protest Committee.

6. Judge Boats and Rule 42

The Rule 42 process will be included in the SI's.

In the Open & Youth Championships two judge boats, with identifying flags, should be provided for on water judging of Rule 42.

7. Boat Measurement

The host AID will appoint a suitably qualified measurer for the Open & Youth Championships. The Measurer will be responsible for establish a team for measurement duties and a suitable measurement location. The measurer should be available for the whole regatta to approve replacement of broken gear and any other measurement issues that may arise during the regatta.

Each AID has been supplied with [rudder and foil measurement templates](#) and jigs to measure spars are retained by Australian Laser builders [Performance Sailcraft Australia PSA](#). Host AIDs should plan for transport of these jigs to the venue with PSA.

For the Masters Championships official measurement is not required but a suitably person should be available in case of any measurement disputes or protest.

Attached are [example measurement instructions](#) for competitors and a [simplified measurement form](#). The process for which this form and the instructions were designed is;

The sailor is offered a measurement booking slot online. If they book they will have their measurement completed at the designated time. If they don't book they go onto the standby queue and their boat is measured when a measurer becomes free from booked measurements.

The sailor is given the Measurement Instruction and Measuring Form at registration. They come with their boat prepared as per the Instruction and the measuring process is handled by four teams in turn:

- Hull and lines
- Spars
- Foils and Tiller
- Sail and Battens

Each team completes its checks and resolves issues or refers these to the Chief Measurer. At the last check the form, after being signed by the sailor, is retained and subsequently checked off against the competitor list.

Some events don't provide a measurement time booking arrangement. This can work if there is a wide window of time for measurement and/or a smaller number of boats to be measured. If there are a lot of boats and limited time then the no booking arrangement can lead to very long lines and stressed sailors and officials.

To reduce delays in retrieving boats after racing we usually use a system where sailors take any dolly on their return to the beach. The arrangement of dolly selection for the event needs to be clearly outlined either in the SI's or by notice to all sailors. If a dolly sharing system is used (and it is recommended) then an important, and often overlooked check on boats presented for measurement, is that they have a dolly which is working and robust. If there is even one unserviceable dolly it will be left until the last poor tired sailor usually at the back of the fleet comes ashore and likely each day must deal with some else's maintenance problem.

It is also important to have each dolly tagged with the sail number so that each can be re-located at the end of the event. It is best to provide tags for this purpose and check them during measurement.

The Laser rules and regulation covering measurement at on the ILCA web site at <https://www.laserinternational.org/rules-and-regulations/laser-class-rules/>

8. Cube Awards

When the Australian Championships event is combined with the Oceania Championships the combined event is named Oceania & Australian ILCA Open & Youth Championships or Oceania & Australian ILCA Masters Championships – cubes should designate this.

Cubes will be awarded to the winners in each Category as documented in the NoR.

These categories will follow the ILCA policy contained in the [Laser Handbook](#).

For Junior and Youth categories age is by year of birth and as follows:

Class	Division	Age criteria	Birth Year
ILCA 4	Junior	Under 16	2010 & later
	Youth	Under 18	2008 & 2009
ILCA 6	Junior	Under 17	2009 & later
	Youth	Under 19	2007 & 2008
	Women U21	Under 21	2005 & 2006
ILCA 7	Men	Under 21	2005 & 2006
	Men	Under 19	2007 & later

For Master's Categories age is taken from the date of the first race of the event and grouped as:

Age Group	Masters Category
30-44	Apprentice Master ILCA 4, ILCA 6 & ILCA 7
45-54	Masters ILCA 4, ILCA 6 & ILCA 7
55-64	Grand Master ILCA 4, ILCA 6 & ILCA 7
65-74	Great Grand Master ILCA 4, ILCA 6 & ILCA 7
75 and over	Legend ILCA 6

The number of cubes to be allocated to each category is described below and is in accordance with ILCA By-Law 5 Clause 3.

Entries	Cubes Awarded
5-9	1 Cube awarded
10-19	2 Cubes awarded
20-29	3 Cubes awarded
30-39	4 Cubes awarded
Greater than 40	5 Cubes awarded

Cube Colour	Category
Red	Open
Dark Blue	Youth (U21)
Green	Women
Light Blue	Master

Open Category

There are separate male and female cubes for open and youth categories. All sailors are counted towards the Open cube numbers.

Youth Categories

Sailors can receive more than one cube for example an ILCA 4 Open and a single youth category an ILCA 4 First U16.

If there are less than 5 entries in a Youth age division say ILCA 6 Under 17 then the number of sailors in that division can be added to ILCA 6 Under 19 which may increase the number of cubes in that division. An under 17 sailor could then win an Under 19 cube if they finished ahead of Under 19 sailors.

Masters Categories

Apprentice Master, Master, Grand Master, Great Grand Master and Legends are eligible for master cubes in their age category provided there are more than 5 entries in the category. When there are less than 5 entries in any of the Masters, Grand Masters, Great Grand Master and Legends then these entrants can be combined with the next younger category and be eligible for cubes in that category and be included in the number of entries for determining of number of cubes to be awarded.

International Sailors

International visitors competing in these events are eligible for cubes and their entry shall be counted towards total entries for the determination of the number of cubes awarded. Australian perpetual trophies are for the first Australian sailor in the category. International visitors are not eligible for these perpetual trophies. See following Paragraph 8 on Australian Perpetual Trophies for more detail.

Obtaining Cubes

Cubes are purchased from ILCA using the [Cube Order Form](#) emailed to office@laserinternational.org. They can be purchased engraved or blank and then engraved locally.

To be safe orders for cubes should be placed 3 months before the event if you want ILCA to engrave them. As you won't know the category entry numbers three months out from the event you will have to estimate them. Another strategy is to order engraved cubes for the certain numbers and then some un-engraved for the balance. It is always possible to order cubes after the event but this can be disappointing for the sailors who miss out at the presentation so try to avoid the necessity.

Cubes have an embedded rig profile to indicate the division and a coloured base to indicate the categories.

- Red cubes are for Open Category
- Green cubes are for Women Open Category
- Dark blue cubes are for all Under 21, Youth and Junior categories
- Light blue cubes are for Masters in each category.

9. Australian Perpetual Trophies

There are a number of Australian Perpetual Trophies which are to be awarded to the first Australian citizen or Australian permanent resident in the category.

An Australian permanent resident is defined by Australian Government Department of Home Affairs at <https://www.homeaffairs.gov.au/trav/life/Aust-1>

The perpetual trophies are detailed in ALCA document Australian Laser Championship Perpetual Trophies https://ilca.au/wp-content/uploads/ALCA-Laser-perpetual-trophies_sep_2023.pdf

10. Prizes

By tradition prizes are given to accompany cube awards however these are optional at the discretion of the event organisers.

Where there are prizes, unless specifically stated otherwise in the NoR, they should be given irrespective of the Country or Laser District of the sailor.

11. Battens Trophy

The Battens Trophy is awarded each year to the best performed Australian State at the Championships.

The preferred method of scoring for the Battens Trophy is to take the top 10 places in each of the ILCA 7, ILCA 6 and ILCA 4 fleets scoring 10 for first down to 1 for 10th place and adding the points. The award then goes to the State with the highest number of points.

12. Event Web Site

It is preferred that the AID use the web site and the URL <https://www.auslasernationals.com.au/> and the Facebook presence <https://www.facebook.com/auslasernationals/> These can be handed to the new hosting AID from the time their NoR is approved. ILCA Australia will arrange for this handover.

Though ILCA Australia and ILCA Oceania would prefer that AIDs use the above sites AIDs can use their own web hosting and URL if they choose.

13. Promotion and Sponsorship

The AID is best placed, and is responsible for decisions on, promotion and sponsorship. ILCA Australia is generally not involved in any significant commercial relationships hence a clash of sponsor's is most unlikely between host club, host AID and ILCA Australia. To avoid any possibility of such a clash host AID should confer with the ILCA Australia Chair once a significant sponsor has been identified.

14. Online Entry Fees and Grants

Most clubs and or Districts have their favoured online payment arrangements for their events. With already established banking connections these are most convenient to use for the Nationals. In the absence of a preferred system [Try Booking](#) is recommended.

Budget for Oceania & Australian Open & Youth Championships

The hosting AID to set the entry fee for these events after agreement by ILCA Australia. The Model Budget Here shows that for the typical entry level of 200 that an entry fee of \$425 will provide break even on the event without any sponsorship or donations. The equivalent figure for the Masters event is \$300. Each host District's costs will be different and the entry numbers can be lower some years and has ranged in recent years ranges from 150 to 260 for the Open & Youth and 145 to 164 in the Masters.

From the 2018 event an ILCA Oceania levy of \$20 per entry has been introduced to fund the OLCA. This fee will be invoiced by the ILCA Oceania Treasurer to the hosting AID after the event.

From 2023 with the introduction of the Solidarity Program the hosting AID is required to provide a coach and coach boat for program. From 2024 each AID will provide an ILCA 4 boat at the venue for their sailor and ILCA Oceania will provide a charter boat for typically three Oceania Islands and New Zealand sailors.

Historically ALCA paid a grant of \$2,000 to the hosting district. This fee was abolished in 2023 as it represented a cost 50% of ALCA's budget which in the end was passed onto all the Australian Districts.

15. Courses and Race Officers

Trapezoidal courses are preferred for these events. If the infrastructure and the sailing area allows then two courses are ideal. The event can be run successfully however on a single course which can reduce the numbers of marks, support boats and race officials.

The course or each of two courses require inner and outer trapezoid with separate start and finish and an RO. There needs to be a boat crew on each of top two marks and the bottom outer gate to adjust for breeze change and course length.

16. Documenting Logistics & Safety and Response Plans

Most clubs capable of running a National Championship have well documented logistics and incident management plans available. An example of these taken from the 2016 Nationals at Belmont are linked below;

- [Logistics List](#)
- [Incident Management Plan](#)

17. Presentation Management

The event presentation can be stressful for organisers due to the need to get final places sorted and the various category cube winners finalised and listed. It is recommended that a Running Sheet for presentation be prepared especially documenting the order of the presentation who is announcing, who is presenting and who is receiving and what they are to receive.

An example of a simple [Presentation Running Sheet](#) is linked.

18. Test Race

The Test Race is to test organisers as much as sailors. It is usual to give small prizes to winners at the welcome function and perhaps to the last to finish as many will pull out once they have established their bearings on the course.

19. Scoring Systems

There are several options for scoring and the host club may have a preferred system which if they are doing the scoring it may be prudent to use.

Qualifying and finals series scoring is likely required for ILCA 6 fleet at least and scoring can be tricky. Some scoring systems manage qualifying and finals series better than others so make sure that the system proposed can handle this if it needs to be used.

A free and powerful scoring system is Sailwave – <http://www.sailwave.com/>. Sailwave can be configured to manage a qualifying and final series as we often need for the ILCA 6 fleet and a straight 12 race series as usually used for ILCA 7 and ILCA 4 fleets. Details on how to configure Sailwave for a qualifying and finals series are documented [HERE](#).

20. Coach and Support Boat Registration

Provision needs to be made for coaches and coach boats for the Open & Youth Championships and is generally not needed for the Masters event. Information should be provided in advance on registration, trailer parking, launching and arrangements for coach boats. An example of [Coach Boat Information](#) is linked.

Best practice provides for registration of coach boats and the issue of a numbered flag with coach details recorded against the number. This allows coach boats to be identified on the water and if needed be called to provide assistance or to correct a behaviour. Normally coach behaviour is not a problem but some coaches, in their keenness to do their job, forget others and create wash for competitors or stray into start manoeuvring areas etc and need to be identified to correct behaviour.

A clause or Appendix will be included in the ILCA Australia draft NoR to cover coach and support boats. AIDs can tailor these to suit local conditions.

21. Drug Testing

All sailors are subject to Racing Rule 5:

“A competitor shall neither take a substance nor use a method banned by the Olympic Movement Anti-Doping Code or the World Anti-Doping Agency and shall comply with ISAF Regulation 21, Anti-Doping Code. An alleged or actual breach of this rule shall be dealt with under Regulation 21. It shall not be grounds for a protest and rule 63.1 does not apply.”

The ILCA Classes are high profile and any of our sailors could be tested.

In-competition and out-of-competition testing can be undertaken at any event, at any time. In our case by the Australian Sports Anti Doping Agency ASADA <https://www.asada.gov.au/> may choose to test sailors entered in our event. If they do they will give little notice and will have detailed specific requirements as to the facilities that they require us to provide. It is hard to plan for this so flexibility is needed in setting aside rooms, if they come, for their use for the day.

22. Regatta Booklet

A Regatta booklet can be useful to competitors, officials and supporters. The information contained in such a booklet these days is usually available on the web or could be downloaded onto a phone or tablet however these are not always to hand when needed. An example of a [Regatta Program Booklet](#) is linked.

23. Race Office Logistics

The race office is the hub of regatta activity and requires a lot of planning and work. Most host clubs will have facilities which you can use and even volunteers who will help. Things to consider include;

- Race office manning
- Competitor registration arrangements
- Maintain a list of competitor's personal and emergency contact mobile phones
- Sign on/off setup and manning
- Coach registration logistics
- Internet access usually via club WiFi or preferable a WiFi 4G router
- Two way and mobile communications
- Bulk SMS sending to notify sailors of result posting and events
- Scoring and net access computers
- Card and cash payment arrangements bank issued or [Square](#) and cash
- Forms for everything protest, equipment change, scoring review etc
- Ticketing for events distribution and sale
- First aid kit and trained operatives and know how to get escalated medical assistance
- Notice board - prominent and with lots of space around

Regatta Management Systems Options

There are now a number of options for regatta management which can cut paper work and provide entry, sign on/off, notifications to mobile, SMS or email in the process. ILCA Australia encourages paperless working and the use of systems which can provide up to minute information to sailors alongside the mandatory flag, sound and notice board notifications.

This area is quite dynamic, and many AIDs and host clubs already have preferred systems. ILCA Australia does not specify which if any of these systems are used but notes the following have proved useful in the past.

Regatta Operations & Management System (ROMS) & Telegram Channel

ROMS is a system providing paperless sign on/off and management of documents, filling of forms, protests, equipment substitutions, scoring queries, notices of protest hearings etc.

A Telegram messaging channel can be used in conjunction with ROMS to advise sailors of changes to arrangements, scheduling of protests etc. When subscribed to the channel sailors will receive a mobile alert when there is a new message on the channel.

Australian Laser App

The Australian Laser App can be used for notifications to sailors and to provide event entry, sign on/off and access to documents and notifications to sailors.

ILCA Australia and ILCA Victoria have funded the establishment of the Australian Laser App which runs on the backend systems of ClubOps Sailor App and My Sailing Club. This system most recently acquired by American based multinational company Northstar Technologies provides entry, document access, venue and weather information, notifications, scoring and results to sailors via purpose designed iOS and Android mobile apps. Each Australian ILCA District has access to and presence on this system.

Top Yacht

Top Yacht can manage entry, scoring and sign on/off and is used by many sailing clubs in Australia. Top Yacht has also recently been acquired by Northstar Technologies.

SailSys

SailSys evolved from a yacht club focussed scoring and handicapping system and now also provides entry taking. It is web based and uses SMS for notification to mobiles.

Regatta Toolbox

Evolving from a convenient wrist band sign on/off system Regatta Toolbox has evolved to now also manage event entry scoring and email based notifications. This system has been used successfully in a past Laser Nationals for sign on/off.

25. Giveaways

T-shirts or other giveaways expected and usually included in the budget towels,

shirts, gear-bags, rashies etc – can be done as part of a sponsorship with a supplier eg. Zhik.

26. Checking Eligibility of Entrants

Included in the NoR will be the clause:

“All competitors shall be financial members of a district of the ILCA and of a yacht or sailing club affiliated with World Sailing.”

Only the individual AID's keep lists of their own financial members, so it is necessary to email the list of entrants by district to each for them to check that the sailor is a financial member. It is useful to include a field for district or state in the entry so that you know which district to send the entry for membership check. As the membership contacts in the Laser Districts can change you can get the latest contacts from the ILCA Australia Secretary by emailing sec@laser.asn.au.

As all known Laser clubs have all their sailors as Australian Sailing AS members it has been the practice to accept the club membership as meeting this requirement. If there is any doubt this should be verified by the sailor and or AS.

International Sailors also have to be members of a Laser District to compete in these events. Strictly we should check each entry with their ILCA District however it has been the practice to ask the sailor if they are a member of an ILCA District and only to check if there is an issue or uncertainty. The contacts for all the ILCA Laser Districts is at <http://www.laserinternational.org/contacts/>

It is advisable to check the birth date and the entrant's selected age category on the entry form as their selection of age category is sometimes wrong.