

EVENT MANUAL

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WATER

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1. DEFINITION OF THE CHAMPIONSHIPS

1.1 The following international Class Championships are organized once a year:

- **World Championships (WOC)** including the Team Race World Championship (TRW)
- **European Championships (EOC)**
- **Asian and Oceanian Championship (AOC)**
- **Eurochallenge Circuit**, based from 3 international regattas with a final score (ECC)

1.2 The O'pen Skiff Class Association (OSCA) is officially represented at these Class Championships by its President and or by an Executive Committee Member (delegate by the President), or by a member of the Executive Committee designated by the President.

1.3 For **World Championships or European Championships or Asian and Oceanian Championship or Eurochallenge Circuit** the organization of each Championship is allocated by the Executive Committee to an Organizing Authority (or LOA) according to bids received at least three months prior to a meeting of the General Assembly.

1.4 All Class Championship are open to competitors from any nation.

1.5 World and European Titles may be awarded in the following age divisions: under 13, under 17. The title shall be "**O'pen Skiff (division) World (European, Asian or Oceanian) Champion**". Medals or Trophies may be awarded to the top 5 placed competitors in each division plus first Female per division.

1.6 Continental Titles may also be awarded to the highest placed under 13, under 17.

1.7 The name of the championship shall be agreed between the OSCA and the Organizing Authority and may include a title sponsor's name.

2. RULES AND RECOMMENDATIONS

The organization of the international OSCA Championships shall adhere to these Rules and take into consideration the Recommendations.

2.1 General provisions applicable to each Championship

2.1.1 Venue

The Championship may be sailed on the open sea or on inland water. One race area

needs to be approximately **one nautical miles in diameter**.

2.1.2 Championship financing is the responsibility of the Organizing Authority (LOA).

The LOA budget shall meet **all organization expenses** including, but not limited to:
- preparatory meetings with the OSCA;
accommodation and food expenses of Class and other event officials coming to the event, including the OSCA approved International Jury. Travel of international officials shall be met by OSCA, Travel of national officials shall be met by LOA.

The budget may be covered by subsidies, sponsor contracts, and a share of the money paid as competitor entry fees and support boat personnel/coach registration fees

2.1.3 Sponsors

Sponsor contracts made by the LOA may require prior approval by OSCA.

2.1.4 Prizes

Individual or collective prizes may be granted to competitors, submitted for prior approval by the OSCA. Challenge trophies periodically placed into the competition are excluded.

2.1.5 Fees (Entries)

Fees shall be collected by the O'pen Skiff Entry System managed by the Class. Fees are:

- **180€** per boat for World Championships, 40% being available for the LOA and 60% being available for OSCA; **the fee may be increased late entries**
- The entry fee level of European, Asian and Oceanian championships depends on the number of days of the event and is to be negotiated.
- **80€** per boat for Eurochallenge Circuit Regatta, 80% being available for the LOA and 20% being available for OSCA: **the fee may be increased to 90 for late entries, except onsite payment**
- the coach/support personnel registration fee shall be 50-75 Euro per person,
- Entries will be accepted only on receipt of full entry fee payment
- Entry Fees will be managed and collected by OSCA web site.
- Entries paid during the Event shall be surcharged of 50€

For other continental championships the fees shall be agreed between LOA and OSCA.

Fees shall include all services provided by LOA, such as social events, car park, boat park, places for coach boats in the harbor, water hoses, toilets and showers, rubbish collection. **Additional individual services** such as equipment repairs, restaurant and bar may be charged separately.

2.1.6 Merchandise

The OSCA grants to the LOA the right to produce specific merchandise (e.g. T-Shirts, Shorts, Mementos) related to the Championship and event.

2.1.7 MNA Approval

All relationships with the WS Member National Authority (MNA) of the organizing nation are under the responsibility of the LOA, which shall have the official agreement from its

MNA to organize the Championship.

2.1.8 Event Rules

The LOA shall follow the Regatta Format and Course Types (Part 3 of this Manual). The program shall include:

- 4/5/6 (EOC), (AOC) & (WOC) days of races with at least one day for the TRWC.
- 3 days of races for Eurochallenge Circuit

LOA shall adopt the OSCA Standard Notice of Race and the Standard Sailing Instructions. The NoR and SI's shall be submitted for approval to the OSCA.

The NoR shall include relevant information related to: accommodation, transportation and custom clearances for boats coming from overseas, local requirements applicable to coaches and team leaders if any, and the details for chartering competitive and reasonably priced boats.

2.1.9 Enquiries

English speaking people should be available to answer email and telephone requests for further information about the event and venue, as published in the NoR.

2.1.10 Sailing Instructions

The Draft sailing instructions, approved by the OSCA, shall be sent for comments by the Event Manager to the Chairman of the International Jury and President of Race Committee. Final version of sailing instruction shall be approved by OSCA.

2.1.11 Opening Ceremony (Only for WOC and EOC)

Official opening of the Championship shall be declared by the OSCA Representative during a ceremony taking place before the first race. The opening ceremony shall include a presentation of each national team, using relevant national flags and/or anthems. The opening ceremony should end with a social event (no alcohol).

2.1.12 Closing ceremony

The final results of the Championship shall be declared and the titles, medals and prizes awarded, at the closing ceremony. The awards shall be made using the national flags of the first five competitors and the anthem(s) of the winner(s). The closing ceremony should end with a party (no alcohol).

2.1.13 Medals

The OSCA will provide medals or trophies for the first five competitors of each Championship in each category. The Organizing Authority should provide each competitor with a memento of the Championship.

2.1.14 Social event

In addition to the opening and closing ceremonies, **at least one social event** including a dinner for all competitors shall be organized during the Championship, free of charge for all competitors and support persons.

2.1.15 Festival

The LOA shall make the best efforts to organize ashore a "sailing festival" (eg music,

entertainments, exhibitions, social activities) aimed at improving conviviality between sailors, coaches and officials and at making the Championship attractive for the public and media.

2.1.16 Records

During the two weeks following the end of the last race, a file comprising sailing instructions and their alterations, if any, decisions of the International Jury, list of participants in each fleet, final results, shall be sent to the OSCA for its Championships records.

2.1.17 Scoring of regatta

Scoring of the regatta will be in accordance with RRS Appendix A, except for the discard profile. If 4 races have been completed a boat may discard their worst score; if 9 races have been completed a boat may discard their two worst scores.

2.1.18 Eurochallenge final ranking

The final Ranking for a boat in the Year Open Skiff EuroChallenge Series will be the sum of the final positions in her best two Rounds out of three in each division U13 and U17.

A boat's final position in a single Round will be as stated in the Round's final results provided by Local Organising Authorities.

If a boat did not start in a Round her score for that Round would be as DNC for that round (number of competitors +1)

The Price Giving of Eurochallenge Circuit will take place during the Price Giving of the third Eurochallenge Regatta of the year.

2.2 Relationship between the LOA and the OSCA

2.2.1 The LOA shall designate an Organizing Committee for the preparation and the supervision of the Championship. This Committee shall include representatives of the National O'Pen Skiff Class Association, if any. One person of the Organizing Committee shall be specifically designated as the central point of contact for relationships with the OSCA.

Memorandum of Understanding (MOU), shall be signed between the LOA and the OSCA within one month after designation of the LOA. This agreement includes the articles of the Class Championship Organization Manual to be applied, and amendments, if any. The agreement may also include the composition of the Organizing Committee. If there are any conflicts between the MoU and the OSCA event manual, the MoU shall take precedence.

2.3 Technical Teams & Officials

2.3.1 Generalities

The technical teams are namely:

- the International Jury (the Protest Committee as per R.R.S. 91), headed by its Chairman (JC)
- the Race Team (the Race Committee as per R.R.S. 90.1), headed by the Principal Race Officer (PRO), and including the Safety Committee
- the Technical Committee, headed by its Chairman (TC)

An Event Manager has to appointed by LOA, given overall control of the event by the Organizing Committee, who will liase with PRO, JC and the OSCA Representative. The Event Manager has overall responsibility for the Race Office.

The OSCA Representative (CR) is the senior class official at the event and shall be consulted at all times on issues pertaining to the Event Manual and the MOU.

The Class Representative shall approve during the event for each regatta:

- Any NoR and SI amendment proposed by LOA, RC or Jury
- The selected course/s of the day
- The free style maneuver, if any
- The exposure of Oscar/Romeo Flag (Rule 42 WSRRS)
- Number of races of the day
- Additional skipper meeting

2.3.2 International Jury

The International (on water) Jury shall comply with the terms of the WS Racing Rules (RRS) and Regulations. The IJ shall include from five to ten members in order to have a minimum of one jury boat (with one judge on board) per 25 participants, according to the following criteria:

- for World Championships at least 1 member from other Continents than the host Continent; at least 2 members from other countries of the host Continent; the Chairman will be appointed by the OSCA and invited by the LOA.

- for European Championships and Eurochallenge Circuit at least 3 members from other countries of the host Continent; and the Chairman will be appointed by the OSCA and invited by the LOA.

The LOA shall obtain approval of its WS Member National Authority for the International Jury.

The regatta will be managed under WS O'pen Skiff Addendum Q, "on water direct umpiring". According to RRS Appendix N, the International Jury is responsible for direct on water umpiring according to WS Addendum Q, for hearing and deciding all protests, requests for redress and other matters arising under RRS Part 5, including reports coming from the Race Team.

For protests relating to application of the Class Rules, the International Jury shall hear the Regatta Class Representative before reaching its decision.

The International Jury is not empowered to decide questions of eligibility of competitors, and thus shall hear the CR of the OSCA about her/his eligibility before authorizing the substitution of a competitor according to the sailing instructions.

Questions of measurement or boat certificates and substitutions of boats, sails or equipment are under the responsibility of the TC which may decide to report infringements to the PRO in order to protest the concerned boats, for hearings and decisions by the International Jury.

Unless authorised or asked by the PRO, the International Jury shall avoid giving recommendations to the Race Committee, especially when a race is in progress.

2.3.3 Race team (Race Committee)

For World Asian and Oceanian and European Championship PRO shall be an International Race Officer. The LOA shall provide information about his/her experience in such a role.

The other senior officers shall at least have experience of international events; and the majority be experienced in national events.

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

2.3.4 Race Office

The Race Office manages the interface between competitors and race officials, and managing all matters related to entries and results. Its members are appointed by the LOA.

Their number/availability shall be commonly defined between the LOA and the OSCA on a case-by-case basis, eg depending on the number of competitors, on the equipment available. A minimum of three persons when competitors are ashore, one when competitors are on the water, shall be permanently in charge of welcoming competitors coming to the Race Office, and of posting notices on the official notice board.

2.3.5 Technical Committee

The Technical Committee will be in charge to check the compliance of boats with Class Rules. Technical Committee should check boats before and during the event, ashore and on water.

2.3.6 O'pen Skiff Class Representative

The OSCA will appoint one "Class Representative" (CR) for a World, Asian and Oceanian or European Championships and Euro Challenge Circuit to ensure the effective implementation of the Manual, Class Rules and MOU. The LOA, including Technical Teams shall work in close cooperation with the CR.

The CR may participate in meetings related to the general organization of the event; shall approve the scheduling of races and any changes to the sailing instructions; and have the option to go on board the Race Committee boat(s) during races.

The LOA, including Technical Teams, shall take into consideration all advice and recommendations given by the CR.

2.3.7 Other Roles and responsibilities

- The Class Representative is responsible for ensuring compliance with the Class Rules. The role is to manage measurement inspections before the first race and then inspections at random or on request from the International Jury or from the Race Team after each race. The Class Representative is also in charge of managing applications from competitors related to any repair or replacement of pieces of equipment on boats following damages, according to the Class Rules, provided that the sail numbers remain the same or that sail number changes are accepted by the PRO. According to R.R.S. 78.3, Class Rules infringements are reported by the Regatta Class Representative to the PRO in order to possibly protest the concerned boats,

for hearings and decisions by the International Jury.

- The Race Team is in charge of conducting the races and represents the highest authority on the race area. Its role is to carry out races according to the “rules” as defined in R.R.S., as well as to decide postponement or abandonment of races. “Rules” infringements while racing are reported by the Race Officer(s) to the PRO then to the International Jury, except that decisions without a hearing under R.R.S. 30 and A5 are under the responsibility of the Race Committee.

2.4 Sailing Instructions

2.2.1 Sailing instructions are approved by OSCA and published before the Championship begin.

2.4.2 Instruction from specific Class Rule

If the average wind speed is clearly over 12 knots across the course the race committee may signal in accordance with RRS Appendix P5 that pumping, rocking and ooching are permitted except on a windward leg. This changes rules RRS 42.2(a), RRS 42.2(b), RRS 42.2(c). The Race Committee may display flag O with the warning signal to signify that pumping, rocking and ooching are allowed after the starting signal. After the starting signal, if the average wind speed is above 12 knots, the Race Committee may display flag O with repetitive sounds at any rounding mark to signal that pumping, rocking and ooching are allowed. This rule applies to a boat after she has passed the mark. If the average wind speed becomes less than 12 knots, the Race Committee may display flag R with repetitive sounds at any rounding mark to signal that RRS 42 applies. This rule applies to a boat after she has passed the mark.

2.4.3 Starting procedure and other signals

Starting line: the starting line length shall be approximately the number of boats x boat length x 1,5, measured in metres.

The starting marks (boats, preferred, and/or buoys) shall be firmly anchored. **Starting system** - the starting system described under R.R.S. 26 shall be used. **Flag U** – “Uniform” flag is the preferred preparatory signal.

"**Black flag**" rule (R.R.S. 30.3) should be applied by the Race Committee after two general recall's caused by competitors behavior.

Flag G - In case of a fourth or fifth race in a day “Golf” is displayed on the finishing line (to inform competitors that a new race will be sailed soon).

2.4.4 Courses and time target (see also section 3)

Time target in O’pen Skiff Class is 30/35 minutes. During a single day the normal program is 3 races, increase up to 5 if the weather conditions are optimal and the physical conditions of the fleet are excellent (see the use of flag G).

On one race area with several fleets, in order to avoid or minimize fleet mixing, the first fleet to start shall sail an outer- loop course, the second shall sail an inner-loop course, and the third fleet (if any) should sail an inner- loop course if its start is not postponed.

2.5 Technical equipment needed on the race area

2.5.1 Marks

Up to 7 course marks, including two gates, are needed.

2.5.2 Official boats

The following boats shall be available on each race area:

- for the Race Committee, a minimum 6 boats is necessary: one Race Signal vessel, one starting mark boat, one mark boats for marks or gate, one finishing mark boat.

Double-checking on the finishing line may be organized from one of the mark boats or an additional boat.

- for safety, a minimum of rescue boats complying with the regulations of the hosting country. This number shall be increased if needed according to local conditions, under the responsibility of the LOA. Operators of these rescue boats shall be trained for this task.

Preferably some, if not all, of these boats should be rubber boats. - the

International Jury shall have at its disposal small boats (ribs of at least five-meter long) (one boat for each Jury member), at least six (four for Eurochallenge) ribs depending on the

number of participants.) at least one boat shall be devoted to Media (only for WOC and EOC)

- one rib shall be on disposal for the class representative during all

the event The minimum number of boats is:

- 13 to manage WOC e EOC plus the safety boats.
- 9 to manage Eurochallenge Circuit plus the safety boats.

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

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

2.5.3 Other requirements

Radio communications shall be available between all organisation boats and the Race Office ashore. Code flags to be used according to sailing instructions shall be of a large size (around 60 cm x 80 cm), and visible even when several are displayed together (e.g. on the starting line).

Flags used as fleet signals and flags O and R used for the application of the Class Rule shall be available on each Race Committee boat in order to be able to indicate fleet(s) for which signals are made and/or to indicate when R.R.S. 42 applies or not.

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

2.6 **Equipment needed ashore and staffing**

2.6.1 Race Office and related equipment

An office – Race Office - for entry confirmation and for communication between the Organizing Committee, competitors and media for solving any problem regarding the general organisation shall be available during the entire regatta. Staff should include interpreters and people in charge of tourism affairs in the area of the regatta.

A secretariat with computers, printers, photocopy machine, phone, fax and a computer dedicated to scoring shall be available. Staff and equipment of this secretariat shall be sufficient to be in a position to issue any official information as soon as it is available.

Special attention has to be paid to the capability and the qualification of the software for scoring with regard to the number of boats, the number of races, and more generally the fulfilment of the sailing instructions. The software should have been used previously for regattas of the same type and format. The operator shall have both sound practical knowledge of the software and of the regatta organisation.

2.6.2 Other rooms & personnel to be provided

- **one room** for the PRO, the Class Representative, the Technical Team and Race Committee
- **one room** (possible to lock) for the International Jury.

Each room should be equipped with one computer linked to the other ones by an internal network and linked to Internet and a printer.

Also

- **one press office** with independent high speed Internet and printers,
- **one room for team leaders** and coaches for meetings and for distribution of official information, with plugs for e-mail and Internet connections by computers.

One person should be dedicated to prepare press releases and in charge of distribution to national and international press and to officials or Class representatives located abroad, on their request. The press releases shall also be posted, either in the International O'Pen Skiff Class Association Web Page on Internet, or in any other Internet service with a link with the OSCA Web page.

2.6.3 Official Notice Board

An official notice board, readable by competitors at any time, shall be available near the Race Office. This board shall be large enough to post together, and as long as they remain valid, final list of entries, changes in the event schedule and in sailing instructions, race

results, general ranking lists, summons and official decisions of Jury and Committees. To avoid non-official messages on this official notice board, the Organizing Authority should also provide a general information board.

2.6.4 Official Flag Pole

A mast ashore, located near the boat park, shall be available for official signals to be made ashore according to the sailing instructions. Use of this mast should be limited to this purpose to avoid any confusion with other flags from the organization (e.g. national flags, O'Pen Skiff Class flag, sponsor flags).

2.6.5 PA System

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

2.7 Other facilities

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

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

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

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

2.8 Medical assistance

The LOA shall provide on-site first-aid assistance throughout the regatta, on the water as well as ashore, free of charge for competitors, in compliance with the regulations of the hosting country.

The on-site first-aid centre ashore shall be located close to the boat parking area.

Sufficient first-aid supplies and materials shall be available to ensure immediate care.

The name, address and telephone number of the local hospital and other emergency services shall be posted on the official notice board.

The local hospital shall be made aware of the Championship.

3. REGATTA FORMAT AND COURSE TYPES

3.1 Number of fleets

For the qualifying races and the final races, the number of fleets depends on the total number of crews per division (U13, U17). The maximum number of crews in a single fleet cannot be more than 90 irrespective of the division. The total number of crews taken into account to decide the number of fleets is the best-known one at the beginning of the last day for entry confirmation on site, taking into account the list of pre-entries, the list of boats having already shown at that time and all pieces of information collected by the Race Office about the boats not having yet shown.

3.2 Assignment into fleets

If needed, the initial assignment into fleets is made on the regatta site by a seeding committee chaired by the Class Representative and consisting of a representative from the LOA and two or three coaches. The assignment made by the seeding committee is final and shall not be grounds for granting redress.

Reassignments are then automatically made according to previous results in the regatta, every day. The fleets will be designated “Yellow”, “Blue”, (“Pink” and “Green”) and identified through a pennant of the respective colour. At the registration each crew receives a set of coloured ribbons. Before going on the water, crews shall fix to the end or just above of the top batten of their mainsail the appropriate ribbon identifying the fleet to which they have been assigned.

3.3 Scoring

The Low Point scoring system of R.R.S. Appendix A applies.

A boat that did not start, did not finish, retired after finishing or was disqualified is scored points for the finishing place one more than the number of boats entered in her division

3.4 Infringements to R.R.S. 42

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

R.R.S. Appendix P, Racing Rules P2.2 and P2.3 will not apply at any time.

3.5 Courses

Course types applicable to O’Skiffs, are described at the end of this manual in a separate appendix and all of them are normally used for the class events. The time limit for the leading boat to reach to finish is 25-35 minutes and the last boat has to finish within 10 minutes of the leading boat.

Shortening courses may be done according R.R.S. 32.2 (a) and (c).

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Appendix COURSE TYPES

