

# Invitation to Bid Candidates

## Formula 18 2020 World Championship

### 1 General

#### 1.1 Event Title

The official title of the event will be “Formula 18 2020 Worlds” and this title must always be used in relation with the event. Organisers need approval for any translation of the title for the use in the language of the host nation if the official language of the host nation is other than English.

In the event of a title sponsor being found, World Sailing (WS) and the International Formula 18 Class Association (IF18CA) may approve a change of name to reflect the sponsorship arrangements.

#### 1.2 Event Dates

There are no fixed dates for the Championship in 2020 and the IF18CA is prepared to consider a bidder’s preferences subject to these dates supporting entry numbers and facilitating global participation.

However, in case the Championship is to be held in Europe there is a preference for the Championship to be held from the 5th till the 12th of July.

The IF18CA will make the final decision on the dates for the event after consultation with the successful bidder and also considering the Formula 18 racing calendar.

#### 1.3 Bid Process

Deadline for bids for the 2020 Worlds is 15 October 2018 at 12.00hrs UTC

There will be no visits by the members of the IF18CA Executive Committee to the bidding cities or countries and no direct approach for visits must be made to them.

### 2 The Role of the International Formula 18 Class Association after the Bid Process

#### 2.1 IF18CA Delegate

The IF18CA will appoint an IF18CA Delegate who will represent the IF18CA in its relations with the Organising Authority during the preparation of the event and during the Championship. The IF18CA Delegate will conduct a site visit following the award of the bid – this site visit is usually held before the event, but further visits may be made if in the opinion of the IF18CA it is necessary to do so. The Organisers are responsible for the travel and accommodation expenses of the IF18CA Delegate during all site visits and during the event.

#### 2.2 IF18CA’s Responsibilities and Functions

a) To approve the sailing venue

- b) to negotiate and agree the Championship Event Management Contract with the Organising Authority;
- c) to advise on and approve the specification and technical aspects of the venue
- d) to organise and conduct inspection specs and crew weighing during the event
- e) to approve the logistical support for the racing (including race committee boats, judge RIBs, etc.)
- f) to establish the format of competition and the schedule for the Championship, considering the characteristics of the venue
- g) to establish and operate the qualifying system for the Championship
- h) to coordinate the appointment of the WS race officials following consultation with the Organising Authority and to coordinate communications with WS in general
- i) to advise on any sponsorship rights and sales plan with the Organising Authority
- j) to approve all branding, marketing and communication material
- k) to approve the event website (this may be hosted by the IF18CA)
- l) to advise on the communications plan and facilities for the media
- m) to approve the arrangements and programme for the official ceremonies
- n) to approve the social programme.

### 3 The Role of the National Class Association

All bids shall be supported by a recommendation from the Formula 18 National Class Association (NCA) in the host country. An NCA may support a bid for a venue in a country where there is no NCA in place.

Normally an NCA cannot support more than one bid. However, IF18CA may accept more than one bid if the NCA decides that it has equal good propositions for the Championship. In such case, all bids need to be clearly supported by the NCA and IF18CA needs to give permission of allowing more than one bid.

The NCA will be required to sign the Championship Event Management Contract between the IF18CA and the Organising Authority to confirm that they know its contents and terms. The NCA, in support of the Championship, will assist both the Organisers and the IF18CA by providing advice and technical support to the Championship to be run successfully. One or more members of an NCA shall be part of the OA. Alternatively, the NCA itself may act as Organising Authority, in which case the contract will be signed by the IF18CA and the NCA only.

### 4 Fees Charged by IF18CA

The IF18CA will not charge a sanction fee to the Organising Authority.

### 5 Entries

All entries shall be made according to an IF18CA-approved qualification system and the administration of entries, entry payment and accreditation shall be done by the Organising Authority.

#### 5.1 Entry Fee

There shall be an entry fee to be paid by the competitor (the level of the fee must be approved by the IF18CA). The entry fee shall include any applicable taxes.

## 5.2 Damage Deposit

The Organising Authority may charge a damage deposit to be paid by the competitors in exchange for use of supplied equipment (the level of the deposit must be approved by the IF18CA).

## 6 Marketing and Media

### 6.1 Media Rights

The IF18CA are the license holder of all image and moving image rights for the Championship although for the duration of the Championship and up until one year after, the image rights (subject to contract) may be given to the Organising Authority, NCA, event sponsors and accredited media/broadcasters.

Advertising space on the boats will be available to the Organising Authority as per the WS Advertising Code. The IF18CA must approve the advertising arrangements.

### 6.2 Marketing, Media and Sponsorship Support

The Organising Authority will be expected to provide a media programme that delivers international and national coverage of the event and which will include daily press releases and photography.

The IF18CA is responsible for guiding and approving the marketing, media and sponsorship of the event. The Organising Authority will be expected to recruit all personnel or appoint agencies to deliver an appropriate marketing, media and sponsorship programmes.

The IF18CA intends to contribute to marketing and media content and distribution for a maximum amount of €[to be determined]. The final arrangement will be confirmed in the Championship Event Management Contract.

The IF18CA can provide details on preferred media facilities and agencies on request.

### 6.3 Event Logo

The event logo is to be approved by the IF18CA and must be included on all communication material and documentation.

## 7 Schedule of the Championship

The schedule of racing must be approved by the IF18CA before the notice of race is issued.

The schedule shall include:

- registration and equipment checking days and a practice race on the last day of registration;
- there will be no spare day to minimize accommodation costs.

A potential schedule would look like:

Day 1, Friday	14:00 – 17:00	Measurement checking, registration
Day 2, Saturday	09:00 – 17:00	Measurement checking, registration
Day 3, Sunday	09:00 – 17:00 15:00	Measurement checking, registration; Practice race, followed by opening ceremony
Day 4, Monday	From 11:00	Windward/leeward/trapezoid qualification races
Day 5, Tuesday	From 11:00	Windward/leeward/trapezoid qualification races
Day 6, Wednesday	From 11:00	Windward/leeward/trapezoid qualification or final races
Day 7, Thursday	From 11:00	Windward/leeward/trapezoid/long distance final races
Day 8, Friday	From 11:00	Windward/leeward/trapezoid/long distance final races; No first warning signal will be made after 15:00; Prize giving and closing ceremony

## 8 Format of Racing

The format of racing will be decided by the IF18CA in consultation with the Organising Authority. The format typically includes windward/leeward races in case of up to 80 competitors. In case of more than 80 competitors there will be qualifying races and finals sailed on trapezoid courses with inner and outer loop or, alternatively two windward/leeward courses. The maximum number of competitors is 160. Inclusion of one long distance race is optional.

## 9 IF18CA and WS Officials

The following people will be present at the Event (arriving prior day and leaving next day):

- a. 1 IF18CA Executive Committee Member – days to be determined
- b. 1 IF18CA Chief Measurer – days 1 through 8
- c. 3 or 4 WS International Judges (final number determined by WS and IF18CA) – days 3 through 8

### 9.1 Appointment of Officials

The appointment of the WS Officials is solely a matter for WS. The IF18CA will endeavour to have WS appoint a balanced team that does not incur a disproportionate amount of travel expenses; however, the appointments must reflect the status of the event as a World Championship and therefore have a [global] balance of appointments with appropriate strength in the officiating team.

National Judges may be appointed to the judge team at WS's discretion.

### 9.2 Travel, Food & Accommodation for IF18CA and WS Officials

The food and accommodation for the IF18CA and WS Officials and travel for the WS Officials are the financial responsibility of the Organising Authority. The IF18CA will pay the travel costs for the IF18CA Officials.

## 10 Venue Facilities

### 10.1 Venues

The venue should be located reasonably close to the competition (racing) area and have full facilities for competitors and officials (as set out below).

## 10.2 Competition Area

Competition area requires one or two windward/leeward courses of at least 2.0nm, ideally located in close proximity to the shore, to facilitate viewing of the racing.

The minimum depth must be such that the racing boats can get close to the shore with no impediment. The maximum depth shall not be more than 45 metres. If the depth at the course area exceeds this, special permission from obtained from the IF18CA.

Maximum current shall not exceed 1.5 knots. If the current (tide) at the course area exceeds this, special permission should be obtained from the IF18CA. Details on wind, current and waves shall be presented to the IF18CA.

The competition area should be free of any commercial traffic.

## 10.3 On-shore Facilities

Official flagpole for signals ashore should be in or near the boat park(s).

Sufficient toilets/fresh water showers shall be provided for all male/female competitors registered.

Additional shade/shelter should be provided along the edge of the boat park area for teams/groups to relax if hot or wet conditions are likely.

Rubbish collection containers shall be provided within all areas which include setting an example for recycling. These should be emptied daily.

## 11 Additional Requirements

Bids should explain the security arrangements for the venue and the distance to fuelling stations.

## 12 Mooring Facilities

The racing boats should be moored as close as possible to the shore of the venue. Mooring for the judge RIBs, coach boats, media boats and race committee vessels should also be nearby.

## 13 Official Boats

The following is an estimate of required boats:

- a. **Race Committee and Judges:**
  - i. A starting vessel between 30 to 50 feet long typically – 1
  - ii. Mark-laying boats – 2
  - iii. Judge boats (rib) – up to [5] ribs of at least 5 metres in length and which shall be able to accelerate quickly with a small turning radius. Wake should be as little as possible.

b. **Press Boats**

- i. Press Boats – sufficient boats for the number of registered journalists and photographers.

14 **Competitors Facilities**

Changing rooms and shower facilities for the competitors (male and female) shall be provided, with adequate toilet facilities.

A 'Sailors Lounge' or clubhouse facilities (with catering) should be available for all competitors, with a wireless network with sufficient capacity for fast internet access throughout.

15 **Medical & Doping**

First aid facilities for competitors, team support personnel and officials should be available at the venue.

16 **World Sailing Facilities at the Venue**

The International Judges will need a secure office for their meetings. The room should be ventilated, must be able to seat 8 people on chairs around a large table and provide whiteboards, flipcharts etc. The office will require equipment including fast internet connection and printers. This room should not double as a changing facility.

17 **Accommodation**

17.1 **Accommodation for Competitors**

The competitors are responsible for their own accommodation during the Championship. However, it is important for a successful bid that there are sufficient options for competitors to find accommodation relatively close to the venues and at a reasonable cost. A good mix of hotels of different classes, apartments, bed & breakfasts, camp sites etc., are important factors when evaluating the bids.

If the Organising Authority wishes to offer accommodation as part of the entry fee then that is welcomed by the IF18CA.

17.2 **Hotel Accommodation for Officials**

The WS Officials shall be accommodated in a nearby hotel, in single rooms, three-star level, which should be a reasonably close travel distance from the venue.

The Officials may have long days (possibly until 21.00 – 22.00hrs) and arrangements for the evening meal must be able to accommodate this.

18 **Equipment**

The following equipment must be supplied by the Organising Authority:

### 18.1 Sound Signals

Starting signals shall be given with guns or horns and should be able to be heard at a distance of at least 200 metres. Other sound signals shall have a similar effect.

### 18.2 Visual Signals

All visual signals (flags) shall be a minimum size of 50 x 50cm and be displayed at least six meters above the water surface.

### 18.3 Marks

Each mark should be approximately 2 metres high and 1 metre in diameter. A range of different coloured windward marks must be available to facilitate multiple leg changes. The marks shall be suitable for carrying branding material.

## 19 Scoring & Results

It is vital that results are available quickly and are posted online. Consideration should be given by bidders to using Twitter, live blogging or other social media from the course area in order to deliver information quickly.

## 20 Prices

Prizes will be provided by the OA (at a minimum):

1. Podium championship
2. Best female team
3. Best mixed team
4. Best youth team

## 21 Documentation

The text for all official documents for running the competition will be supplied or shall be approved by the IF18CA. The IF18CA must approve the notice of race and sailing instructions and no change may be made to these documents once they have been issued without the approval of the IF18CA.

## 22 Event Information Requirements

The Organising Authority must post online, no later than 6 months before the event, a detailed information package that will be helpful to participants planning their trip and budget for the event. Information should include nearest international airport, accommodation plan and recommendations, local transportation (taxis, buses, etc.), meal plan, average air and water temperature and wind speed, planned racing venue, and other useful planning information.

If the Organising Authority wishes to offer or coordinate (overseas) transportation of catamarans and/or boat charter arrangements then that is welcomed by the IF18CA.

#### Appendix 1 - Process Timetable

Bid Deadline 2018 Championship	Refer to 1.3
Decision by the IF18CA	About two months after bid deadline unless extended by IF18CA
IF18CA Contract and Site Visit	TBD once bid has been awarded

The IF18CA reserves the right to makes amendments to this timetable and process at any point and at its discretion and will advise all bidders immediately if this occurs.



## Appendix 2 - Bid Document Standards

As part of the bid, please ensure the following issues and questions are dealt with:

### 1 Motivation

Principal motivation for hosting the Formula 18 2020 Worlds. The impact and legacy for your city/region of hosting the Championship.

### 2 Organising Authority

Please give details (including addresses etc.) of proposed Organising Authority (OC). Details of Member National Authority and National Class Authority (NCA) and evidence that they approve or support the bid. Detail members of the proposed OC, including a short CV for each member. Detail permanent staff of bidding organisation (if relevant).

If you are outsourcing any event organisation (e.g. marketing/sponsorship), please state your intention to do so and if you have at this stage any details of the proposed partner organisation(s).

What experience have you and any partner organisation(s) had in hosting international sailing events or other international sports events? Please list the major events held over the last ten years, indicating dates.

### 4 Political Support - Government

The status of support of the national, regional, local government and city authorities for your bid and for the organisation of the Formula 18 2020 Worlds in your city/region.

Please confirm that the government guarantees free access to and free movement around the host country for all accredited persons on the basis of a passport (or equivalent document).

### 5 Candidature Budget

Should you be accepted as a candidate to host the Formula 18 2020 Worlds, describe how and by whom your candidature will be financed. What is your budget (in Euros) for staging the event? How will your event budget be structured (private vs. public financing)? What will be the entry fee for the event (not more than €[250] or equivalent)?

### 6 Government Contributions

What financial commitments have you obtained from your national, regional or local government and city authorities?

What are the expectations of the financing body/bodies in respect to rights and hospitality at the event?

## 7 Venue

Provide a map of your city/region on which your bid is superimposed thus giving a complete visual overview of the venue, competition areas and surrounds. This map should include the location of all major infrastructures (venue(s), main hotel area, main transport infrastructure – airport(s), motorways, train station, etc.).

Please give a detailed description of the sailing venue(s) and provide maps and pictures if possible.

### On the Water (Field of Play)

Describe the sailing areas and indicate the position of the racing areas and surroundings - cliffs, mountains, current, sand bars, etc.

Submit nautical chart as attachment.

## 8 Accommodation

Please indicate the likely hotels/apartments where officials and competitors would be likely to stay.

## 9 Transport Infrastructure

Indicate your existing transport infrastructure: motorways and major urban arterial network, suburban rail, subway and light rail public transport systems.

Which is the main international airport you intend to use for the Worlds? Please indicate distance to the venue. For transportation of boats, which is the main international port that you intend to use for the Worlds? Please indicate distance to the venue.

## 10 Logistics

Please state indicative transportation time and costs (calculated per container) for shipment from main participant countries and whether the OA will coordinate transportation of catamarans and/or boat charter arrangements.

## 11 General Conditions

### Proposed Dates of the Worlds:

State your proposed dates to host the Championship and specify your reasons.

### Meteorology:

Please give detailed statistical information for the time of year and hours of racing including:

Average wind speed

Wind direction

Current speed

Current direction

Air temperature  
Water temperature  
Average number of days with precipitation

12 [Environmental](#)

Indicate any environmental programmes envisaged for the Championship. Recycling bins for paper, plastic and glass should be compulsory if there are existing laws in the country.

13 [Other Initiatives](#)

Please indicate any other initiatives that you may introduce to support the event.

14 [Contact](#)

Please provide details of the principal contact persons of the OA and supporting NCA.

All bids must be received by the Executive Committee of the International Formula 18 Class Association by email by 12.00 (UTC) as stated in the Invitation to Bid Candidates / 1.3 Bid Process.

The IF18CA will confirm receipt of all documentation and all bids received will be treated as confidential prior to submission to the World Council of the IF18CA.

For further information, questions about this invitation and to submit a bid please contact:

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Secretary General  
International Formula 18 Class Association  
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## Appendix A – Event Checklist

The Organising Authority shall arrange sub- committees with designated responsibilities for each area of activity of the event.

### A. World Sailing Regulations

- i. Regulation 10.4: a.o. (i) minimum reporting standards and (ii) minimum participation levels.
- ii. Regulation 10.5: Championship dates (d), MNA approval (m) and the requirement of an International Jury (n).
- iii. Regulation 25: requirements with respect to World Championships and other Events, including:
  - 25.7.1: the dates for all World and Continental Championships shall be forwarded to World Sailing no later than the 1st August for the following year including all Championship titles to be awarded at the event;
  - 25.7.3: by 1st October World Sailing shall prepare a list of World Championships approved for the following year;
  - 25.7.4: any conflict of dates in the international calendar shall be settled by World Sailing;
  - 25.8: World Sailing has the right to appoint Race Officials. Note: this is usually delegated to the OA as per 25.8.1;
  - 25.11.1: World Sailing is the first owner of any media rights for events using the Racing Rules of Sailing;
  - 25.11.2 a.: World Sailing Classes shall automatically be licensed by World Sailing without fee to such media rights for their approved World and Continental Championships.
- iv. Regulation 20 / Appendix 1 – Advertising Code;
- v. Regulation 21 / Appendix 2 – Anti-Doping Code;
- vi. Eligibility Code 19 (Appendix 3): individuals' Competition Eligibility;
- vii. Regulation 38 / Appendix 5: Betting and Anti-Corruption Code.

### B. Race Office

- i. Reception and information
- ii. Registration of competitors and coaches
- iii. List of competitors
- iv. PROMPT results service - actual / preliminary subject to protest
- v. Publish Notice of Race after approval of the IF18CA
- vi. Publish Sailing Instructions after approval of the IF18CA
- vii. Supply of Sign on / Sign off sheets
- viii. Listings of On Course Side starters
- ix. List of retirement forms, protest forms, contest on posted ranking forms, infringement acknowledgement forms, damaged equipment replacement forms
- x. Printing and communication to competitors and supporters
- xi. Meteorology reports and previous historical reports

- xii. Tidal reports, if applicable
- xiii. Areas of danger when sailing, commercial traffic lanes
- xiv. Competitor message service
- xv. Photographs of all OA members, Race Officials, etc. on Regatta Notice Board
- xvi. Access for wide loads, police notification if required
- xvii. Jury members, accommodation, expect long hours for meals provided by the OA. The Jury must satisfy Appendix N of Racing Rule of Sailing. Jury expenses for travelling and accommodation are paid for by the OA.
- xviii. Race Management accommodation, again expecting long hours for meals, provided by the OA
- xix. On board tracking devices with accurate reporting boat performance back to land / internet i.e. mark rounding may be required.

### **C. Registration, measurement and equipment checks**

- i. NCA membership of competitors
- ii. Facilities and arrangements for measurement of boats and equipment
- iii. Equipment Check Committee, including IF18CA Chief Measurer (or alternate)
- iv. Presentation of valid F18 measurement certificates
- v. Mandatory equipment checks as part of registration:
  - complete weight of the boat ready to sail;
  - crew weight, in swimming costume;
  - event marking (stamp or sticker) of certain equipment (sails, daggerboards, rudder blades, mast)
- vi. IF18CA Stamping Form
- vii. Publication of the F18 Measurement Report.

### **D. Ashore**

- i. Beach Master, welcoming party, arrival / departure, launching / recovery, beach volunteers
- ii. Adequate allocated space for boat parking
- iii. Adequate allocated space for trailer parking,
- iv. Boat washing
- v. Boat and equipment security
- vi. Secure container storage, trolley storage while boats are sailing
- vii. Competitor shower / toilet facilities
- viii. Equipment check facilities, under cover (clean and dry with electricity and a wood floor minimum 10 x 3m)
- ix. Payment for the IF18CA Chief Measurer (or alternate) travel and accommodation expenses
- x. Area for competitors' briefings
- xi. Notice boards, flag pole, layout of services
- xii. Daily weather and tide information
- xiii. Sign on / sign off boards
- xiv. Public address system, communication to spectator/supporters

- xv. Catering for competitors and supporters
- xvi. Safety officer
- xvii. First Aid facilities, full arrangements for medical services
- xviii. Boat and sail repair facilities
- xix. Facilities for guests, spectators, including showers and, toilets
- xx. International Jury appointed by the OA
- xxi. Jury room, jury secretariat, jury notice boards, hearing schedules, jury decisions
- xxii. Protest forms
- xxiii. Retire forms
- xxiv. Prices
- xxv. Broadband internet facilities, WiFi, access and support for press and TV.
- xxvi. Detailed formal report to the IF18CA ExCo, including financial result compared with budget
- xxvii. Report by IF18CA to World Sailing.

## **E. On the Water**

### **a. Race Committee**

- i. Race Officer
- ii. Assistant Race Officer
- iii. Signals Officer
- iv. Timekeeper
- v. Recorder (s) video operator
- vi. Wind limits, high / low
- vii. Course setter, change of course in a timely manner.

### **b. Boats**

- i. Start / finish line vessels (between two boats, blue / orange flags)
- ii. Spectator boat(s),
- iii. Press / starting pictures,
- iv. Jury boat(s)
- v. Equipment check boat.

### **c. Equipment**

- i. Starting / finishing sounds, gun / hooter
- ii. Marks of the course, racing flags
- iii. Leg mark(s), tidal movement, mark laying, fixing of marks (dragging).

### **d. Safety**

- i. Safety vessels; ratio approximately 1 to 10 competing boats
- ii. Safety Leader manned by staff with detailed knowledge of multihull safety and rescue operations
- iii. Contact with and control of support boats
- iv. Radio contacts to safety Leader / to Beach Master / to Race Management; use of dedicated VHF channels
- v. Contact with local officials, coast guards, harbour authorities, rescue facilities

- vi. Arrangements for medical emergencies, doctor, hospital.

**F. Social Committee**

- i. Opening Ceremony, drinks provided
- ii. Closing Ceremony, drinks provided
- iii. Sailors Party Dinner (at least one during the week)
- iv. Bars / food, cold drinks after sailing, casual relax areas
- v. Designating meeting points
- vi. Social amenities
- vii. Sale of family tickets for meals, etc.,
- viii. Alternative activities if sailing is not possible
- ix. Special arrangements for young sailors
- x. Television replay facilities and dedicated area, Invitations to local elected political members, sponsors facilities to attend activities on and off the water
- xi. Information back from the water, loud speakers, TV screens, race watching, boat tracking
- xii. List of local attractions, promotional material, activities for families
- xiii. Local maps
- xiv. Sale of shirts, posters and event regalia.

**G. Press and Publicity Committee**

- i. Press Manager dedicated to supporting press and publicity, and to coordinate with IF18CA Press Officer.
- ii. Negotiations for local, national TV, written press
- iii. Arrange professional photographer / video
- iv. Arrange Press meeting with leading / local sailors after racing
- v. Access to phones, electricity outlets, internet
- vi. Press accreditation, event badges, clothing
- vii. Press room.

**H. Sponsorship Committee**

- i. Attracting sponsors
- ii. Facilities / services for sponsors, sponsor viewing boats
- iii. Badges, boat "stickers"
- iv. Clothing, "give aways"
- v. Care to avoid conflicts of interest with sponsors
- vi. Allow sponsors "space" for their promotion.