Australian Laser Class Association

Guidelines for the Organisation and Management of Oceania and Australian Laser Championships

Preamble.

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

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 Laser Open Championships will usually be held alongside the Australian Laser Open Championships and the event will then be named the XXXX Oceania and Australian Laser Open Championships. The XXXX year will always be the year in which the Championships conclude.

The Open 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 Laser Masters Championships can be either held in conjunction with the Open Championships or held as a separate regatta. The decision on running a

combined or separate regatta for the Masters is made by the host ALDA but in general Victoria, New South Wales and Australian Capital Territory and Queensland Districts hold separate Masters Regattas while Tasmania, South Australia and Western Australia combine the Open and Masters Championships.

Were separate masters championships are held they are normally run in the February following the Open Championships. The separate Masters Championships are generally sailed over 4 days – Friday to Monday however this timing is not mandated and can be changed by the hosting ALDA to fit in with other events.

The order of rotation of the championships through the Australian Districts is;

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

Presently there are no Australian Championships held in the Northern Territory.

This is the same order as the Sailing Australia Youth Championships.

The Open Laser Championships are the only qualifier and ranking for all Australian Laser sailors for all ILCA World Championships, except for Masters. 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 http://www.lasersdownunder.com/worlds/

From 2018 the Oceania and Australian Laser Open 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.

<u>Things to Do</u>

1. <u>A Preliminary Notice</u>

The ALDA in collaboration with the ALCA 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 Australian Laser Championships held in the preceding year.

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

2. <u>The Notice of Race NoR</u>

A draft of the NoR will be prepared by ALCA and forwarded to the host club and ALDA for agreement and finalisation. The NoR should be officially issued by the end of March in the year of the Australian Laser Championships. Any further information on the local accommodation is to be provided by the local association and be made available with the NoR.

3. <u>Sailing Instructions SI's</u>

A draft of the SI's will be prepared by ALCA and forwarded to the hosting club and ALDA 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](#)
- [Sailing Instructions](#)

4. <u>Principal Race Officer and Race Committee Appointment</u>

The ALDA, the ALCA and the host club in combination will appoint the Principal Race Officer and the Race Committee.

5. <u>Jury</u>

A jury is required for the Open Australian Laser Championships for judging and protests hearings etc. The ALCA and the ALDA are to agree on the appointment of the Jury Chairman. The Jury Chairman in conjunction with the host ALDA will organise the other jury members. The Jury Chairman will normally manage scheduling and notices of protest hearings and results.

Because of the World Sailing WS 100 point status of the Open Championships the level of qualification of the Jury may be dictated to OLCA and ALCA in which event the WS requirements will be passed on the host ALDA 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.

Were a separate Masters National Championships is run 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 Nationals two judge boats, with identifying flags, should be provided for on water judging of Rule 42.

7. Boat Measurement

The host ALDA will appoint a suitably qualified measurer for the Open Laser 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 ALDA 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 ALDA's should make arrangements with PSA for transport of these jigs to the venue.

For a separate Masters National Championship 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 sailors 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 you have 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 has to deal with some else's maintenance problem.

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 Open Laser Championships and/or Oceania & Australian Masters Laser 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:

Age	12	13	14	15	16	17	18	19	20
Birth Year	2007	2006	2005	2004	2003	2002	2002	2000	1999
Laser 4.7	Junior Under 16				Youth U 18				
Laser Radial Youth					Junior U 17		Youth U 19		
Laser Radial Women							Under 21		
Laser Standard Men							Under 21		

Birth Year in the table above is for an event in 2019

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

Age Group	Masters Category
35-44	Apprentice Master Standard and Radial
45-54	Masters Category Standard and Radial
55-64	Grand Master Standard and Radial
65-74	Great Grand Master Standard and Radial
75 and over	Legend Radial

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

There is to be no restriction on the number of cubes that can be given to any one sailor. For example if a sailor is the overall winner of 4.7's, and therefore the winner of the U16 title, they shall be given 2 cubes. In some instances, a sailor may be entitled to receive 3 cubes, e.g. Radial class placed 3rd overall, 2nd in Youth U19 and 1st U17.

Juniors
There are separate male and female categories for juniors with the age requirements being under 16 for the 4.7 and under 17 for the Radial. Juniors are eligible for dark blue cubes suitably engraved to show their category.

Juniors are also eligible to win open cubes when the category is sailed with the open fleet. In this case their entries are counted towards the total number of entries for the open category for determining the number of open cubes awarded.

If less than five entries are received in any of the junior categories then those entries will be eligible to sail in the Youth category and be eligible to win Youth cubes. Their entry shall be included in the Youth entry numbers to determine the number of cubes to be awarded.

Youths
There are separate male and female categories for Youths with the age requirements being under 18 for the 4.7 and under 19 for the Radial. Youths are eligible for dark blue cubes suitably engraved to show their category.

If less than five entries are received in the Youth female Radial categories then those entries will be eligible to sail in the Under 21 Women's Radial category and be eligible to win under 21 cubes. Their entry shall be included in the Under 21 entry numbers to determine the number of cubes to be awarded.

Youths are also eligible for open cubes when their category is sailed with the Open Fleet. In this case their entries are included in the total number of entries for the open category for determine the number of cubes awarded.

Under 21
Under 21 categories are for the Women's Radial and Men's Standard and are eligible for dark blue cubes suitably engraved to show their category.

Under 21s are also eligible for open cubes when their category is sailed with the open fleet. In this case their entries are included in the total number of entries for the open category to determine the number of cubes awarded.

Open
All categories sailing with their open fleet division are eligible for open red cubes and their entries are included in the total number of entries for the open category to determine the number of cubes awarded.

Women Open
Women sailors, as well as being eligible for red cubes when they sailed in the open fleets, are also eligible for Women's Open green cubes. With combined fleets the women results will be determine by their position in overall division fleet results.

Masters
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.

Masters are also eligible for open cubes when the open and masters categories are sailed as a single fleet. With a single fleet the Masters entries are included in the total number of entries for the open division to determine the number of open cube awarded.

International Sailors

International visitors competing in the Australian Laser Championship 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 http://www.lasersdownunder.com/wp-content/uploads/2007/04/ALCA-Laser-perpetual-trophies_jan2017.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.

Various methods of determining the winner have been used over time. A method which has been recently used is to take the top 10 places in each of the Standard Radial and 4.7's 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. This scoring method is suggested but not mandatory.

12. Event Web Site

The hosting ALDA has the option to 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 ALDA from the time their NoR is approved. ALCA will arrange for this handover.

The ALDA can of course use their own web hosting and URL if they choose.

13. Promotion and Sponsorship

The ALDA is best placed, and is responsible for decisions on, promotion and sponsorship. The ALCA is generally not involved in any significant commercial relationships hence a clash of sponsor's is most unlikely between host club, host ALDA and ALCA. To avoid any possibility of such a clash host ALDA should confer with the ALCA President 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.

It is up to the hosting ALDA to set the entry fee for these events. In round numbers it has been found that an entry fee of $320 for the Open and $150 for the Masters will cover costs. Each host District's costs will be different however the sample budget for the 2016 Open event linked below shows a break even with $300 entry and $400 for the small number of late entries.

[Budget for 2016 Open Nationals](#)

From the 2018 event an Oceania Laser Class Association OLCA levy of $20 per entry has been introduced to fund the OLCA. This fee should preferably be added to the entry cost and will be invoiced by the OLCA treasurer to the hosting ALDA after the event. Note the reference to $320 break even above adds the $20 levy to the 2016 event budget $300 entry fee.

An ALCA funded hosting grant (currently $2,000) is available to the organising ALDA. Only one grant is available regardless of whether the state runs the Masters combined with or separate from the Open Championships. ALDA should invoice the ALCA Treasurer to trigger this payment at the conclusion of the Open Championships.

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 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.

If you look at the qualifying and finals series scoring in particular is paragraph 19 of the [2016 Sample SI's](#) you will see that it is quite complex. Some 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 Radial fleet and a straight 12 race series as usually used for Standard and Radial 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 Championships and generally not needed for a separate 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.

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 Laser, Laser Radial and Laser 4.7 are high profile classes, as they are used as youth classes to prepare sailors for the Olympics. 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, [Paypal Here](#) or [Squareup](#) 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

24. Sign On/Off

Mostly sign on/off is done with Sign on/off sheets located at the race office.

An alternative is the use of wrist bands and [Regatta Toolbox](#) consoles. These are more expensive but can allow officials to see who is on the water via web access from anywhere in an emergency. The Association has access to wrist bands with Laser logos so that using the Regatta Toolbox system just requires the hire of sign on/off consoles from [Regatta Toolbox](#).

Another alternative is Top Yacht's web based sign on/off which can be easier if you are already using [Top Yacht](#) for entry and scoring.

25. Giveaways

Tshirts 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 ALDA's keep lists of their own financial members so it is necessary to email the list of entrants by State to each for them to check that the sailor is a financial member. It is useful to include a field for 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 ALCA secretary by emailing secretary @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 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 District however it has been the practice to ask the sailor if they are a member of a Laser 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.