

International Tornado Class Association

Event Requirements

July 25, 2024

Organization of the

20XX Tornado World Open, Mixed and Youth Championships

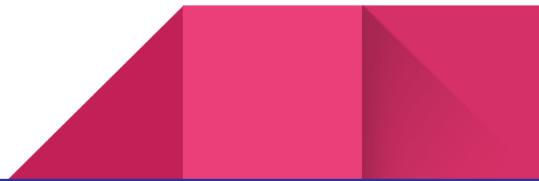
or

20XX Tornado Continental Open, Mixed and Youth Championships

by the International Tornado Class Association (as the ITA)

and

the name of yacht club (as the Organizing Authority or OA)




1. Roles and Responsibilities

a. The ITA shall:

- i. Receive and review Championship proposals from bidding organizing authorities, and award Championships to an organizing authority whose venue complies with the Championship Venue guidelines detailed below.
- ii. Designate the Championship to be subject to the Entry.
- iii. Provide a copy of the ITA Class Rules, including the Appendix to the organizing authority
- iv. Approve the naming of Championship events
- v. Designate an ITA representative to monitor all aspects of the Championship in association with the Organizing Authority (Events Committee Member & ITA Secretary)
- vi. Pay the daily fees of an official photographer and 1 or 2 video makers.
- vii. Provide the standard ITA Notice of Race, completed by the OA, and published after approval by the ITA (this changes RRS 89.2(a))
- viii. Provide the standard ITA Sailing Instructions, completed by the OA, and published after approval by the ITA (this changes RRS 90.2(a))
- ix. Provide medals to the top 3 Helmsmen and Crews of the Open, Mixed and Youth categories. In case of less than 3 participants, the medals will be awarded to the 1st helmsman and crew.

b. The Organizing Authority shall:

- i. Be responsible for the financing of the Championship and of making the payment of the ITA Event Fee (50,00€/Tornado) within 7 days after the Championship.

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- ii. Be responsible for organizing and conducting the Championship in compliance with ITA Class Rules
 - iii. Provide facilities for the measurement of boats, including weighing indoors or under a tent.
 - iv. Notify the MNA of the host country or arrangements by the organizing authority to conduct a Championship in their country and receive co-ordination as they desire.
 - v. Create a structured event program early on, including the opening ceremony, the free Food & Beverage after each racing day and additionally full dinner on at least 1 evening for Europeans and Nationals and 2 evenings during World Championships. All these are included in the entry Fee.
 - vi. Provide daily after racing free drinks (beer, soft drinks and water) and finger food immediately after racing on land for all participants.
 - vii. To inform the ITA of any extra cost to be published early on the Championship ITA homepage and/or the event's website, described well and need to include the possibility for family and friends to join at a reasonable price.
 - viii. Cover the cost of photographer and video makers including housing (can be private), F&B and travel expenses. The organizing club has free use of the photographs and video during the event and thereafter.
 - ix. In case of engaging a local photographer and/or video makers, the club should cover the daily fees of them.
 - x. Cover the cost of 1 International Measurer & 5 International Jury members including housing (can be private), F&B and travel expenses. (This number can be reduced with the use of online juries)
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- xi. Be responsible for organizing an opening ceremony and prize giving ceremony.
 - xii. Suggest activities for the rest day.

c. Letter of Agreement

The Organizing Authority shall enter into a Letter of Agreement with the ITA, and subject to the approval of the ITA, that confirms its commitment to the Championship and this Organizing Guide.

2. Invitations

Invitations shall be circulated to all National Tornado Associations and MNAs no later than 4 months before the first race of the event by the Organizing Authority and posted on website and social media platforms of both Organizing Authority and ITA.

3. Entries

Each entry shall be endorsed by the sailors National Tornado Association or MNA, whichever administers the ranking of sailors for the country.

4. Appointment of Jury and its Terms of Reference



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- a. An International Jury will be appointed as provided under World Sailing Racing Rules Appendix N, and considering World Sailing's policy regarding remote judges. The ITA and the OA will conclude an agreement on the number in the presence of international judges
 - b. The Jury or Protest Committee shall include at least one person International Jury with experience in the Tornado Class.
 - c. The ITA shall select or approve the Jury or Protest Committee.

5. Organizing Authority

- a. Multihull race management experience
- b. Event funding and sponsor relations experience

6. Venue

- a. High quality racing area, with clean, open water and sufficient water depth
- b. Offshore racing area should be available
- c. Easy, affordable travel and accommodation needs to be communicated over the official championship homepage of the ITA
- d. Easy boat shipment
- e. Storage and parking areas for containers, trailers and vehicles within walking distance to the boat park and possibility for competitors to sleep on location
- f. Club facilities within walking distance to the boat park
 - i. FREE Internet for all competitors
 - ii. Snack bar
 - iii. Bathrooms, Showers and Toilets (at least daily cleaned)
 - iv. Changing rooms (at least daily cleaned)
- g. Boat Park facilities with 24hr security

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- i. Ramp capacity for several boats at a time
 - ii. Wash down capacity for several boats at a time
 - iii. Measurement tent with tables
 - iv. Electrical power access
 - v. Anchor or safety weight on the ground in the boat parking area.

- h. Regatta office

Should be easy to access by competitors and equipped with essential resources, including a dedicated Secretary equipped with a laptop or desktop PC. This office is responsible for maintaining an updated event website with notices and results in English on a daily basis.

The laptop or desktop PC computer should be connected to local printers that offer wireless printing capabilities for various devices, as well as photocopying services.

Operating hours for the Race Office extend from 2 hours before the first start until after the conclusion of the final protest hearing on racing days and according to measurement schedule on the measurement days.

The Race Office is also committed to posting race all notices and results within 5 minutes of updates. Radio contact is maintained at all times with all course areas.

High Speed Internet (Upload) with free access to competitors should be available during the event.

- i. Press office

- i. High Speed Internet (Upload)
- ii. Copier
- iii. Press boat with driver

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- j. Award ceremony facilities
 - i. Podium
 - ii. Country flags and country anthems
 - iii. Prizes are allocated to both members of the top 5 boats for Open, 3 for Mixed and 3 for the Youth categories by the hosting club. Top 3 Helmsmen and Crews will receive a medal each, provided by the ITA, as written in point 1.a.ix.. In case of less than 3 participants, only the 1st prizes will be allocated.
 - k. Maintenance & Repair

The OA must provide a list of ship chandlers and sail makers including addresses and phone numbers that are available until 20:00 (8PM) (local time).

7. Pre-Notice of Race on the event's website:

Organizing Authority shall provide to ITA information to be published on ITA site, at latest 4 months prior to the event including:

- a. Housing information, including apartments, hotel, camping
- b. Boat transport information, including the local contact person
- c. Coach boat facilities, including launching and mooring
- d. Car rental information
- e. EV Charging stations
- f. Air connections
- g. Map of club/facilities
- h. Street map of the site

- i. Office contact - Names contact with email and phone

8. Championship Organization Guidelines

Bellow stands an outline of the staffing levels and materials needed that are typically needed to manage a successful Championship event. The following could be modified after approval of the ITA.

Championship Event Staffing Levels

Area	Job Description	Number Needed	Full-Time or Number of Days
Event Management			
	Event Manager	1	
	Promotion/PR/English Press Manager	1	Full-Time
	Secretaries	1	
	Registration/Regatta Office	1	
Race Committee			
	Principal Race Officer (PRO)	1	Practice race day
	Assistant Race Officers	2	&
	Mark Boat Operators	2	

	Start/Finish & Gate Boat Operators	2	Racing Days
	Safety Boat Operators	2 per boat	
Measurement			
	Event Measurer	1	Measurement & Racing days
	Assistant Measurer	1	Measurement Days
	Measurement Assistants	1	
Jury			
	Judges	5	Racing Days
	Jury Boat Operator (on request)	1	
Press/Guests			
	Press/Guest Boat Operator	1	Practice race day & Racing Days

Materials

Area	Item Description	# Needed	Full-Time or # of Days
Communication			
	Website/Scoring Computer	1	Racing days

	Copier	1	
Boats			
	RC Signal Boat(min 10m/100hp)	1	Practice race day
	Mark Boat (min 5m/50hp)	1	&
	Start/Finish/Gate Boat (min 5m/50hp)	1	Racing Days
	Jury Boat (min 10m/100hp)	1	
	Press/Guest Boat (min 10m/100hp)	1	
	Rescue Boats	2 boats as a minimum plus one safety boat every 10 Tornados competing up to 20 Tornados racing	
Flags			
	National Flags	1 per Country	Practice race day
	Official Flags	1 per RC boat	& Racing Days
Marks			
	Windward Marks	2	

Gate Marks	2	Practice race day
Starting Mark	1	&
Finish Mark	1	Racing Days
Change of Course Marks	2	

Measurement

Hall or Tent large enough for: indoor weighing of boats & sail measurement	1	Measurement & Racing Days
Measurement Table	1	
Boat Scales (125 - 175kg) <i>(provided by ITA)</i>	1	
Mast/Equipment Scales (25kg)	2	

9. On-Water Safety Staff

A safety boat team should comprise two individuals, each meeting the following criteria:

- a. **Age Requirement:** Both members should be at least 18 years old.
- b. **Swimming Proficiency:** It is essential that each member possesses strong swimming skills.

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- c. **Safety and Rescue Knowledge:** They should have a solid understanding of safety protocols and rescue procedures, particularly when it comes to the recovery of capsized multihulls, along with their crews and equipment.
 - d. **Operational Expertise:** Team members must be experienced in operating safety boats, demonstrating the ability to do so safely even in challenging conditions.


10. Event fees and budget

Participants in the event are required to adhere to the following entry fee schedule:

- a. **Early Entry Fee:** A fee of 400 Euros is applicable to teams who register up until 4 months prior to the event's commencement.
- b. **Standard Entry Fee:** Teams registering between 4 months and 90 days before the event are subject to a fee of 450 Euros.
- c. **Late Entry Fee:** For teams registering less than 90 days before the event, a Late Entry Fee of 500 Euros applies.
- d. The above fees can be increased by 50€ for the organization of World Championships.
- e. The above entry fees include a Class Fee of 50 Euros per team, paid to the ITA.
- f. **Coach Boat Entry Fee:** An optional fee of 50 Euros per coach boat is available for those who wish to include coach boats in the event.

11. Scorer

The scoring office needs to have sound knowledge of Manage2Sail or Sailwave. They must be familiar with the racing format, general race management and jury procedures, as well as able to deal with the mixed and youth categories. Results should be published in the online notice board as soon as possible after each race.



12. Jury room


The club is required to provide a jury room that offers complimentary Wi-Fi access and is securely lockable. The setup should be conducive to accommodating online judges, thereby enhancing the flexibility and inclusivity of the adjudication process as well as reducing the travel and accommodation costs of the judges.

13. Sailors' Lounge

Sailors' lounge should be established within the club area or within the measurement area, as soon as racing is underway and a suitable location is identified. This lounge will feature amenities such as seating, music, chairs, couches, and tables. It will be accessible to sailors and coaches both before and after races and during any race delays. Daily skippers' meetings can be hosted there.

14. Class meeting spaces (during World championships)

The club is expected to furnish an accommodating space for approximately 35 individuals, equipped with seating arrangements conducive to hosting the Class AGM. This space should be well-connected to the Internet, facilitating the seamless inclusion of sailors who may wish to join the meeting remotely, thereby ensuring the broadest possible participation and engagement. A projector screen should be included.



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