| GUIDELINES TO THE PREPARATION AND ORGANISATION OF ICF OCEAN RACING WORLD CHAMPIONSHIPS AND WORLD CUP |
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1. **APPLICATION**
	1. Application will be made electronically.
	2. The forms containing questions, which will allow or not allow electronic application.
	3. A National Federation applying for World Championships shall submit a bidding file in electronic format to the ICF Secretary General and the Chairman of the Ocean racing Committee
	4. Before 1st January four (4) years before the year of the planned event.
	5. The bidding file shall contain the following details:
		1. Proposed date;
		2. Provisional Competition Schedule
		3. Provisional Budget
		4. Plans and illustrations of the course
		5. Public transportation (the means of transportation; the nearest airport, railway or bus station – distance from the course)
		6. Accommodation (number of the hotels with he distance from the course)
		7. TV/Media requirements
		8. Legacy
		9. Description of the added value of the event;
2. **ALLOCATION**
	1. All applicants must have signed their part of a Letter of Agreement with the ICF before the ICF analyses the bid and start the inspection procedure;
	2. After an inspection the ICF Ocean Racing Committee must confirm the bid fulfils all the requirements to be accepted as an ICF event;
3. **RIGHTS AND RESPONSIBILITIES OF ICF**
	1. All rights in relation to the events are reserved to ICF .
	2. ICF shall receive an entry and additional (if applicable) fees from the participates.
	3. In addition it shall receive an attribution, guarantee, service and additional (if applicable) fees per event from the organiser/host .
	4. ICF must receive all documents from the OC, defined in ICF Rules.
	5. ICF shall not be responsible for any claim for loss, injury or damage arising from the holding of the event.
	6. ICF EC may cancel event up to 3 months before the schedule event, in case OC does not fulfil ICF expectation and regulations or number of registered athletes/teams are not sufficient for the Championship.
4. **RIGHTS AND RESPONSIBILITIES OF THE COMMITTEE**
	1. ICF Ocean Racing Committee Chairman or a Technical Delegate appointed by the Committee prior to the start of the sports events, shall:
		1. maintain close cooperation with the representative of the OC,
		2. ensure that the ICF Rules minimum technical requirements are observe
		3. inspect the sports facilities and the equipment/materials to be used during the competition, at least 4 months prior to the event, gather exact information relating to:
			1. the number and performance level of the participating competitors or teams,
			2. the number and qualification of the referees from the participating delegations and the OC,
			3. the quality of venues,
			4. devise a system for the appointment of referees and other sport officials,
			5. determine the sports competition system and timetable,
		4. The day prior to the start of the event, the technical delegate shall:
			1. convene a technical meeting to which they shall invite responsible for the technical part of the event:
				1. appointed referees, referee observers (if nominated), OC representative and other sport officials (if needed),
				2. shall submit a written report to the ICF Office immediately after the inspection visit and the event.
5. **RIGHTS AND RESPONSIBILITIES OF THE ORGANIZING COMMITTEE**
	1. The member NF of the organizing country may delegate its duties to an OC, which must work in conjunction with the NF .
	2. The President of NF or his/her representative must be a member of the OC. The NF shall nevertheless be directly responsible to ICF.
	3. The OC must ensure that all NF are kept fully informed of all the necessary technical and other arrangements.
	4. That includes the maintenance of an appropriate website, with recommended updates as it is determined in the Guidelines for ICF.
	5. The OC shall publish the contact data of the event office (phone, fax, email) which would be operational within 2 months after attribution of the event. The contact phone and email must be handled by a person with fluent command of English.
	6. The OC shall be responsible for insurance against all claims for loss, injury to individuals or damage to goods arising from the holding of the event.
	7. The OC will collect a participation fee per person
	8. T he OC will be responsible for providing the following:
		1. accommodation agreed on by the ICF on the occasion of the attribution of the event.
		2. The appropriate transportation ICF representatives from their arrival to their departure from the designated pick-up points (at minimum international airport, bus and train station); access to individual means of transport for must be ensured at any time during the event;
		3. the facilities, materials and equipment, officially recognized by the appropriate and approved by the ICF, necessary for the smooth running of the event.
		4. the necessary referees and other sport officials for the effective running of the competitions, according to the respective regulations of ICF except where the Technical Rules determine otherwise.
		5. all the necessary accreditation cards, using the ICF accreditation system;
		6. necessary and efficient information (software) system to keep the participants duly informed of the programme, the results of the event and other relevant information about competition;
		7. adequate medical assistance, hygiene, catering, doping control (optionally, if agreed by ICF in advance),
		8. security and safety assistance, opening, closing and awards ceremonies during the period of the event;
		9. volunteer office, media officer and sports officer, who will cooperate with ICF office from the attribution of the event until its conclusion;
		10. sufficient number of offices, office equipment and supplies, mobile communication system for ICF representatives activities;
		11. all other requirements determined in ICF regulations.
	9. T he OC shall cover:
		1. the costs of travel, accommodation and full board prior to the event for the inspection visit
		2. (once, at least four (4) months before the event);
		3. the costs of all travels, accommodation and full board at the time of the event of:
		4. the representative(s) of IC (Chairs of the ORC),
		5. the costs of internal travels, accommodation and full board at the time of the event of:
		6. the ICF Jury members,
		7. The ICF official (if nominated)
		8. the ICF staff (if nominated max 3 persons).
		9. the costs of internal travels, accommodation and full board at the time of the event of:
		10. The OC must report to the ICF ORC Chairman on organisational progress as each 6 months prior to the event;
		11. The OC shall be responsible to have appropriate insurance in case of cancelation of the event.
	10. The OC is obligated to forward after the event to the ICF the final report containing the following:
		1. Electronic results in PDF and excel format
		2. Set of entry forms, bulletins
		3. Athletes biographies in electronic format (compatible to the ICF database) The list and contact details of all media accredited persons
		4. Minimum of 200 high resolution photographs (pictures of winners; minimum 15cm x 15cm in
		5. 200 dpi; with the name of the photographer and caption for each photo) – ELECTRONIC FORMAT