

**ITCA Ireland Event Hosting Agreement**

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| Guidance notes on completing the form -(1) – All items in **red** should be completed by the club and returned to the **Topper Chair**. Additional information regarding costs, age categories and fees can be downloaded from the Topper Ireland website and are contained in the document:  ***ITCA Fees Age groups 2019.PDF***    Note (2) – Currency is specified in the denomination of the hosting country.  Note (3) – All documents to be freshly downloaded from the Topper Ireland Website (www.topperireland.com).  Note (4) – E-mail contact details for ITCA(IRL) please refer to Topper Ireland Website. |

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| Venue | {CLUB NAME} |
| Event | {Irish Nat, Northerns, Southerns, Winter Regatta, Traveller} |
| Event Date(s) | {Dates} |
| Primary Host Contact | {Name, Mob, Email} |
| Child Protection Officer | {Name, Mob, Email} |
| Event Liaison (ITCA): | To Be Advised by ITCA(IRL) |

## Event Format

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| **Event Type** | **Planned Events** | **Description** |
| 3-Day | Nationals | 9 Races over 3 Days – 45 min/race. |
| 2-Day | Northerns, Southerns, | 6 Races over 2 Days – 45 min/race per race. |
| 2-Day | Winter Regatta | 8 Races over 2 Days. Target 35 – 40 min/race\*.  \* shorter races due to winter conditions and reduced likelihood of getting all races completed |
| 1-Day | Traveller | 4 Races over 1 Day. 35 – 40 min/race. |

* The race will be based on a Trapezoid course with a Gate on the outer leg. Course structure can be found on the Topper Ireland Website
* There are two Topper Sail sizes, resulting in 2 fleets: 5.3m2 and 4.2m2
* At the Race Officers discretion – 5.3 & 4.2 fleets can start together if 4.2 entries are low (<10)
* A Regatta Fleet will be incorporated as specifically agreed with the Host Club. The intention of this is generally to encourage younger and less experienced sailors who are not yet racing in open events. The specific requirements for the Topper Regatta Fleet are included below.

## Support Documentation

* Support documentation can be found on topperireland.com. This includes safety procedures, NOR and SI templates, sample entry forms etc. This must be freshly downloaded each year ay previous versions of the documents have been superseded.

## Event Volunteers / Management

* A recommended staffing list is attached at the end of the document.

## Notice of Race

* Notice of Race sample is available for download on the ITCA website.

## Sailing Instructions

* Sample Sailing Instructions are available on the ITCA (IRL) website and may be amended for club header. Whilst it is understood that SI’s may be amended on the day based on conditions, any changes that result in changes to the course or the way in which the race is run, should be made in consultation with the nominated ITCA(IRL) representative.
* The Host will provide Sailing Instructions to the entrants.

## Event Promotion

* The Event will be promoted on the ITCA(IRL) website.
* Any additional information supplied by the club may be placed on the ITCA (IRL) website.
* Host Club to place all event information & links on their own Website. This may include information on local chandleries, accommodation, camping/motorhome facilities, and on-line entry, etc.
* ITCA may erect displays/flags at event venues to promote ITCA and future Events, the Host Club is to facilitate these.

## Competitors – Event Registration and Numbers Management

*(Numbers will vary across the year and previous events will be a good guide to what may be expected. However, the following requirements are considered to be an essential practice in support of pro-active safety management of the event)*

* The Host Club is required to review the cumulative activity level at the club on the event dates – both onshore and on-water – and declare a maximum number for the Topper entries;
* The Host Club is required to set an entry closure date at least 2 days before the event or when the maximum number of entrants has been reached (a reserve list should be maintained in the event that spaces become available or more resources found); and
* If a club does not have on-line registration, the ITCA will, on request, provide an ‘Registration of Intent to complete’ web page and ask competitors to sign up (non-binding) to help gauge predicted numbers.

## Event Sponsorship and Advertising Displays

* The Host Club is permitted, and encouraged, to obtain sponsorship for an event, however this shall be appropriate in terms of the age profile of the contestants. Any sponsorship should be advised to the Event Liaison in advance of the competition.
* Banners/ Displays for any sponsor can be used around the event, and as a backdrop to the prize giving, however these should be age appropriate and will also be secondary to any ITCA banners/displays.

## Finance

* A Capitation to ITCA (IRL) is taken from the entry fee.
* Entries may be taken in advance via post / club website at the host’s discretion.
* The host club is responsible for payment to the ITCA of capitation fee at the Conclusion of the event.
* Please arrange for capitation and ITCA memberships collected to be transferred to either of the following accounts. *It is expected that this should be within one calendar month.*

If you have any queries re payments, please Contact the ITCA (IRL) Treasurer.

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| **Euro account details**  Account name: Irish Topper Class Association  IBAN  IE69 BOFI 9066 7091 4660 16  BIC: BOFIIE2D |

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| **Sterling account details**  Account name: Irish topper Class Association  IBAN: GB77BOFI90227481319856  BIC: BOFIGB2B |

## Membership of the Topper Class Association

* All entrants resident on the island of Ireland must be members of ITCA(IRL).
* Overseas entrants must be members of their national Topper Class Association.
* ITCA(IRL) will supply an up to date list of paid-up members prior to the event.
* Membership may be paid on the day of the event.
* The Host will provide Membership forms at registration.
* These are available to download from ITCA IRL website.
* The Host will provide Completed membership forms and fees to ITCA IRL at the conclusion of the event.

## GDPR

* The Host Club must comply with the requirements of GDPR when handling personal information related to this event.
* Where personal information is being collected at the event on behalf of ITCA, the person giving it must be advised that it will transferred to ITCA for use in our records.

## Operating Procedures

* The Host club will have up to date Operating Procedures including Health and Safety Assessment, Child Protection Policy, and Risk Assessment.
* Sample documents can be downloaded from the ITCA (IRL) Website.
* Contact the Child Protection Officer / Safety Officer if assistance is required.

## Regatta Fleet

* When a Regatta Fleet is to be included, specific requirements will include:
  + A separate fleet start after 4.2 fleet (N.B.: if less than 5 total number of entries, they will be incorporated into either the 4.2 or 5.3 Fleets, according to competitor sail selection);
  + Same start line;
  + Windward / Leeward Course, typically marks 1 and 5, or alternatives;
  + 3 races – 30 mins max;
  + Whiskey Flag to be encouraged when appropriate to avoid significant Regatta and Main Fleet conflicts; and
  + Dedicated Safety Boat cover will be provided for the Regatta Fleet.

## Insurance

* The Host shall have appropriate insurance cover for sailing events.

## Race Organisation

* The Host shall provide race organisation boats and flags as necessary.
* The Host Club, if possible, will provide a support boat or Mother ship.

## Marks

* Racing marks will be supplied by the Host.
* Marks should be coloured / high visibility.

## Changing Rooms

* Male and Female changing rooms, toilets and showering facilities are to be provided.
* Toilets and showers are to be kept in a clean and in a serviceable state throughout the event.

## Arrival

* The Host will assist with direction to loading / unloading / parking areas.
* Visiting ribs will be advised of launching / recovery procedures.

## Launching

* Launching will be carried out with assistance of volunteers under Host’s Beach Master.
* The launching area to be free from obstructions, seaweed and other substances that render the slipway - slippery.

## SAFETY

## Safety Plan

It is an expectation that the Host Club will develop and implement a Safety Plan for the event which is in compliance with the requirements of the guidance document by National Sailing Body (i.e. IS for ROI / RYA for NI)

## *NB : A draft Safety Plan is offered as a template to be modified and is to be found on the ITCA website*

## Specific “call-out” comments include:

## On Water Safety

* A tallying system MUST be used.
* The tally number will be a sequential number provided at the time of registration.
* A list of sailors with medical conditions shall be given to the Committee Boat and Course Safety Leader (CSL).
* Red Tallies to be offered to sailors with Medical Condition.

## Safety Boat Cover

* The Host Club organizes appropriate rescue cover.
* The ‘Guidelines for Safety Procedures at Topper Events’ on the ITCA (IRL) website must be followed.
* Where a Regatta Fleet is to be included, additional dedicated Safety Boat cover will be provided as per the ITCA(IRL) Safety Guidelines

## Support Boats

* Support Boats shall not be launched until ALL safety boats are afloat. Drivers are asked to keep wash to minimum and clear from the race course & sailors.
* Unloading/loading at water slips is a particular area for care and attention and shall be after competitors and Safety Boats have completed their launch/recovery – or on a separate slip.
* At the CSL discretion – Support boats can be called upon where needed on Safety Grounds.

## Jury on the Water *(\*\*For 3-Day and 2 Day Events\*\*)*

* The club should make best effort to provide a jury on the water to ensure compliance with the rules. A nominated ITCA Representative will be available on the day or racing, please contact the Race Liaison Officer to confirm nomination.

## Coaching

* The Host Club is encouraged to allocate one rib to provide ‘soft’ coaching and encouragement for the approximate trailing 10% of the fleet during races.

## Catering

* The Host Club will to provide a pasta meal, soup or stew or alternative (preferably hot) for each sailor after racing, free of charge.

## Scoring / Results / General

* The host club will be responsible for producing results, but these MUST be sighted and approved by the nominated ITCA Committee Representative prior to posting.
* ITCA (IRL) would ask that a space is available on the Committee boat during the event.
* 4.2 sails are to display High Visibility Ribbon to distinguish from reefed 5.3 sails (Club supply Ribbons).
* ITCA (IRL) would encourage results presented using “SAILWAVE” programme.
* The low point scoring system of Appendix A of the racing rules should be used.
* Protests will be handled by a Protest Committee and will include an ITCA (IRL) representative where possible.
* Published results will contain result codes where applicable (DNF, DNS, DSQ, OCS etc.).
* A copy of the final results will be given to the nominated ITCA representative.
* A digital copy of the final results will be emailed to the ITCA (IRL) Chair.

***It is expected that timely mailing of results will be made within 1 working day***

## Prizes

* Prizes will be supplied by the Host Club and should be prestigious, reflecting the significance of the event and the award.
* Prizes will be awarded at the conclusion of the event as follows:

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| 5.3m2 Fleet | | | |
| Youth \* | 14 + Years | Female | 1st, 2nd, 3rd |
|  |  | Male | 1st, 2nd, 3rd |
| Junior \* | <14 Years | Female | 1st, 2nd, 3rd |
|  |  | Male | 1st, 2nd, 3rd |
| For events of 2 days or more an overall prize will be given, this will be provided by ITCA (Perpetual Trophies). | | | |
| 4.2m2 Fleet | | | |
| Male or Female | | | 1st, 2nd, 3rd |
| Regatta Fleet (If applicable) | | | |
| Male or Female | | | 1st, 2nd, 3rd |
| *\* Age Category defined by year of birth* | | | |

## Event Volunteers / Management

A minimum recommended staffing list is below.

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| Registration | 2 |
| **Principal Race Officer (Mandatory)** | 1 |
| Assistant Race Officer | 1 |
| **Safety Officer (Mandatory)** | 1 |
| **Child Protection Officer (Mandatory)** | If not on site, then must be contactable. |
| Committee Boat Helpers | 3 – 4 (Flags, horns, caller, recorder) |
| Pin Boat | 2 (Caller and recorder) |
| Safety Boats and Parent RIBs | Refer to ITCA(IRL) safety documentation for detailed information |
| Safety Boat (dedicated) – Regatta Fleet | Refer to ITCA(IRL) safety documentation for detailed information |
| Mark Boats | As required |
| Beachmaster | 1 |
| Launch / Recovery | 2 |
| Tally Board | 1 – 2 |
| Protest Committee | 3 |
| Prize giving | 2 |

## ITCA Liaison on the Day of an Event

Over the duration of an event the Host Club will liaise with a member of the ITCA Committee in regard to the following:

* *Assistance regarding general queries;*
* *Review that Hosting Agreement requirements are being followed;*
* *Checking of the results before they are displayed; and*
* *Agreeing and receiving the Capitation Fee and Membership forms.*

The ITCA representative will be advised before the event. Please note that the ITCA are available for general queries only and are not part of the event management or decision-making process.

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**On Behalf of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_