Host Club Event Document 2025

ILCA Ireland runs four regional events and two national championships and an end of season event every year and requires all events to be run in a consistent form to ensure consistency and quality for all ILCA sailors. This document is intended to give host clubs the information required to run championships to this required specification.

Any changes from the prescribed guidelines must be agreed in advance with the ILCA Ireland Events Co-Ordinator or designated ILCA Regional Representative.

SPONSORSHIP

Each Host Club is responsible for obtaining whatever sponsorship it feels appropriate, bearing in mind the number of entries expected and the entry fee being charged. Any ILCA Ireland series sponsors shall have their logos included in the NORs and SIs and also facilitate branding at the event.

For 2025, the following logos shall be included in all event promotional materials, including the Notice of Race:

- ILCA Ireland - artwork here
- Rooster EU - logo here
- CH Marine - logo here

ENTRY FEE

The Entry Fee is set by the Class. 2025 Fees are as follows

- Regional Events - Early Entry Fee €60, Late Entry fee €85
- Nationals - Early Entry Fee €110, Late Entry Fee €160

ILCA Ireland takes a capitation fee of €10 from each entry. (Over 90% of entries are early)

In 2025, ILCA Ireland is providing free event entry for 18-30 year olds. ILCA Ireland refunds clubs with the entry fee for these entrants, less the capitation fee.

NOTICE OF RACE AND ENTRY

The Notice of Race for Regional and National Championships will be provided by the host club and published on the ILCA Ireland website (www.ilcaireland.com) at least one month before the event. Entry itself is online, via the ILCA Ireland website. Link to 2025 standardised NOR

RACE OFFICER

The Host Club, is responsible for providing an experienced Race Officer (expected to be an ISA (or RYA) Certified Race Officer of National level or above. Prior approval of the race officer by the ILA Event Coordinator is required.

PRE ENTRY

Online entries and membership are handled by the ILCA Ireland online entry portal. A soft copy entry list will be available for download for registration & results. (See Appendix 1&2).

ELIGIBILITY

All entrants must be members of ILCA Ireland and can sail ILCA 4,6 & 7 rigs. Entrants from other ILCA Districts are entitled to sail without being members of the ILCA Ireland, provided they can show proof of current membership of the other District's ILCA Association.

If a sailor opts to change rigs at some point during the competition their results earned in the original rig will be lost and they will be scored DNS for any races sailed in that rig.

SAFETY

The Host Club is responsible for the overall safety of the event and are required to undertake their own Risk and Safety audit. A Safety Officer is to be identified and be responsible for all safety aspects both on and off the water. A Medical Doctor should be on call and be identified.

SAFETY TALLY

Adequate safety tally system is recommended to be used and approved with the event coordinator in advance.

REGISTRATION

Registration to be made available as follows:

- Regional Events Friday evening prior to event 19.00 – 20.00 and Saturday 9.00 – 10.30
- Nationals Thursday evening prior to event 19.00 – 20.00 and Friday 09.00 – 10.30

The majority of sailors (90%+) will have pre entered and the registration process will involve
1. Confirming Name, Sail Number and contact details
2. For a Youth sailor, a Parental Consent Form is required to be signed by a responsible adult at registration. These consent forms must be printed off and made available at registration.
3. Issuing of Trolley stickers/tags

A small number of sailors may, at the discretion of the host club, enter on the day and in addition to the above shall:
1. Show evidence of current ILCA Ireland membership (available online in ILCAIreland.com member area).
2. Complete Entry Form at late entry fee of €85 for regionals & €160 for nationals (Link to Template)

A team of four people from the host club are expected to be available to staff the registration process.

The host club will have to register Support Ribs, sell meal tickets etc. Where appropriate

A separate Registration Document (Appendix 1) is attached for those running registration

SLIPWAY

Suitable launching facilities are to be provided with assisted launching and recovery personnel.

A Beach Master controlling a slipway team of at least 10 is required to ensure safe and quick launching. At least 2 adults are required in the water to hold boats in the launching process with the rest of the team retrieving and storing trolleys.

The trolleys are numbered to aid sorting on the final day. On the other days, sailors are to use whichever trolley is presented to them. The host club provides a suitable tagging system to identify trolleys. In the interest of sustainability, the host club shall avoid disposable plastic.

The Beach Master is responsible for flying flag 'D' indicating permission to launch and to inform the Race Officer of this time and progress of launching.

BRIEFING

A briefing is scheduled for 10:30 on the first day's sailing.

SAILING INSTRUCTIONS

The Sailing Instructions and Supplementary SIs will be provided by the host club to ILCA Ireland for publication on ILCA Ireland website during the week before the event. (Link to standardised 2025 SIs)

Note: ILCA Ireland does not provide a template for standardised supplementary sailing instructions, where the club will outline additional information for competitors. e.g. colour of course marks etc.

CLASS FLAGS

The class flags will be as per those in the SIs. ILCA Ireland has a limited number of class flags that can be purchased in advance at a cost of €100 per set of 3 (4,6 & 7 Rigs) or ILCA Ireland committee personnel can lend flags for events.

MARKS

COURSE MARKS
At least five large orange/yellow marks are required and they should have weights on their mooring lines to prevent snagging competitors. Suitable and adequate anchors and mooring lines must be used.

STARTING BOAT - should be a boat with a red and white striped pole and be staffed with experienced personnel to aid the race officer in recording OCS sailors. Both starting boat and pin end boat must have adequate ground tackle to ensure firm position holding.

FINISHING BOAT – a separate finishing boat is required with suitably experienced personnel to enable the race officer to have the next race set up. (ie if ILCA 6 have been slow to start, it is intended that ILCA 7s could start their next race before the finish of the ILCA 6 etc)
A clear description of each of the marks used must be posted in the Supplementary SIs and on the Official Notice Board.

COURSE

A Trapezoid course will be used. The diagram in the standardised SIs shows the course, the order in which marks are to be passed, and the side on which each mark is to be passed. The courses to be sailed will be indicated by boards on the course side of the committee boat. The preferred course, depending on conditions:

ILCA 7   O3
ILCA 6   I3
ILCA 4   O2

There **will** be a separate start and finish boat. The Start line for a subsequent race may be in position while boats are finishing.

The duration of each race should be approximately 35-40 minutes (for the leaders).

SCHEDULE OF RACES

Regional Events   Nationals
Saturday Races 1,2,3   Friday Races 1,2,3
Sunday Races 4,5,6   Saturday Races 4,5,6
                                          Sunday Races 7,8

The intended starting order will be
1st   ILCA 7
2nd   ILCA 6
3rd   ILCA 4

Warning Signals
The scheduled time of the first warning signal on the first day is 11.55.
The scheduled time of the first warning signal on the following days will be 10.55.
No warning signal will be made after 1500 on Sunday.

The Race committee may decide to run a 4th race any day. If so they will signal this by displaying Numeral 4 on the finish boat at the end of race 3.

A minimum of three races will constitute a series and one score will be discarded if four or more races are sailed.

Note that the ILCA 7 and ILCA 4 rig start sequences may be switched. i.e.ILCA 4 may start first and ILCA 7 may start third.

RACE MANAGEMENT

While the ILCA Ireland will rely on the experience of the Race Officer, it is expected that they will liaise with the Event Coordinator / Regional Rep re any clarification or proposed changes to schedule or to ILCA Ireland preferred procedure.

On the water, a single designated sailor / committee member will be appointed by ILCA Ireland in a

consultative capacity for the Race Officer.

RESCUE

As per Irish Sailing guidelines there should be a minimum ratio of one rescue boat per 10 sailors. A mother ship is also required to take onboard retirees and ensure all rescue boats are in the course area. Rescue boats are not to tow individual retirees ashore unless instructed to do so by the race officer.

CATERING

Soup & rolls on coming ashore is most welcome. If the Club is intending to organize food in the evening (barbeque etc) it is advised that it is as close as possible to coming ashore.

RESULTS

The results are to be provided by the host club and to be calculated and produced where possible on the 'SAILWAVE' system. The full Results Procedure is documented in RESULTS PROCEDURE (in Appendix 2)

JURY & JURY BOAT

Two dedicated RIBs are to be provided for the use of two judges. The National Championships requires at least a National- level judge. The Judges will be sourced by the host club and ILCA Ireland strongly recommends the use of on-the-water judging for Rule 42 infringements. Local ILCA Regional Rep may also advise with regard to Event judging. Travel expenses and accommodation costs if required are to be covered by the host club. Packed lunches etc should be provided for all Jury. The Jury RIBs can be included in the count of safety boats.

PROTESTS

The two jury members will normally participate in any protests. The host club should provide 2 additional experienced people for protest duty each day.

PRIZES

National Event

Supplied by ILCA Ireland:

There is a Perpetual Trophy for each overall winner: ILCA 4, ILCA 6 & ILCA 7

Irish Sailing medals- Gold, Silver & Bronze for ILCA 4,6 & 7

Supplied by Host Club:

ILCA 7

        Overall 1st, 2nd, 3rd
        Master 1st,2nd, 3rd
        Youth   1st

ILCA 6

        Overall 1st, 2nd, 3rd
        Silver   1st, 2nd, 3rd
        Master 1st, 2nd, 3rd
        Lady   1st, 2nd, 3rd

Lady Master   (based on no. of entrants)
ILCA 4
        Overall   1st, 2nd, 3rd
        Silver   1st, 2nd, 3rd
        Lady   1st, 2nd, 3rd

Regional Events

Supplied by ILCA Ireland
Perpetual Trophy for ILCA 4, ILCA 6 & ILCA 7(if they exist)
By Host Club
ILCA 7
        Overall 1st, 2nd, 3rd
        Master 1st, 2nd, 3rd
        Youth 1st
ILCA 6
        Overall 1st, 2nd, 3rd
        Silver 1st, 2nd 3rd
        Lady 1st, 2nd, 3rd
        Master 1st, 2nd, 3rd
        Lady master (based on no. of entrants)
ILCA 4
        Overall 1st, 2nd, 3rd
        Silver 1st, 2nd, 3rd
        Lady 1st, 2nd, 3rd

Prizes should be memento type with the event/sponsor details. Some can be practical, non inscribed prizes e.g hat, sailing gloves. Additional 'fun' prizes are also welcome. A host club may award a local prize if they wish. Help on the type/cost of prizes is available through the event coordinator. With the exception of the Irish Open Championship Perpetual Trophy all other perpetual trophies will be awarded only to Irish entrants. A sailor may receive more than one prize if he/she has registered in more than one category (eg 'LY' (both Lady & Youth)).

PAYMENT TO THE HOST CLUB

The Host Club will receive all the entry fees (less €10 Capitation Fee). The Class treasurer will electronically transfer the net funds to the host club with an event reconciliation during the week following the event. The host club should send IBAN bank details
to the Treasurer at treasurer@ilcaireland.com

ILCA Ireland would like to thank the host club and its organizing committee for considering running an ILCA Ireland event. These requirements are intended to make running an event easier for both hosts and sailors. We look forward to visiting your club and enjoying your hospitality and great racing.

Many Thanks
ILCA Ireland

APPENDIX 1

REGISTRATION

A list of the sailors that have pre-entered will be available to the Host Club via Google Docs/Google Drive with a password.

It will be prepared for printing with the following added to the end of the "full list".

● Tally Number
● U18 Parental Consent Form received (tick box)
● Signature box where the sailor can confirm that all details are correct - sail number, emergency contact etc.

The Event Organiser will also have access to the Medical File but should only print the sailors with possible allergies etc to hold for medical personnel in the case of incident for the duration of the event.

Given the sensitivity of the data - all saved sailor personal data should then be deleted from the event organisers PC (following the event) and a copy of the results file forwarded to the secretary@ilcaireland.com for posting.

Fleet sheets - ILCA 4, 6, and 7 are available to print to attach to the front of the registration desk if you have volunteers available to man a station for each fleet.

SAILORS ENTERED ONLINE (All will be current members)

● Double check the data that they entered with - sail number, emergency contact etc. If they are U18 you will require a parental/responsible adult consent form signed. Get all over 18 competitors to sign in on the master registration sheets.

● Tick off your list and give assigned tally number tag/trolley tag to the competitor.

● Ensure that sailors using a different sail to their hull number complete the relevant "alternative sail number form".

SAILORS WHO DID NOT ENTER ONLINE

These sailors must be ILCA Ireland members. Sailors can join ILCA Ireland online via class website (go to Account section).

Add a tally number to the **top right hand corner of their entry.** Hand over the trolley tag. Take payment - Regionals 85 Euro, Nationals 160 Euro.

You will need to add the additional sailors to your master list after registration is finished on Saturday morning. This is the list you will use for results.

WHEN REGISTRATION IS COMPLETE

● Amend sail numbers from the "Alternative sail number sheets" received if

applicable. Add your new sailors to your master list.

●   Save and do a sort by sail number - this will very quickly identify any duplicate sail numbers that may have slipped through the system. Duplicate sail numbers are not permitted (even in different fleets). This will have to be rectified prior to the sailors launching.

●   Give the final number of competitors to the Race Committee. Print breakdown by Fleet (name, sail number and rig) for PRO. The Jury/umpire may also wish to have a copy of this breakdown.

Completed forms (entry and registration along with monies) can be given to Nick Walsh,ILCA Ireland Treasurer. Alternatively the Treasurer may re-calculate to deduct late payments from entry receipts from the online portal. At the end of the event, all parental consent forms, master lists should also be given to a member of ILA (Secretary, President or Treasurer).

Print completed tally number list for the Beachmaster/Safety.

APPENDIX 2

RESULTS

A list of the sailors that have pre-entered will be available to the Host Club via Google Drive with a password.

The following will need to be added to the "Full List" prior to print out -
Tally Number
U18 Parental Consent Form received (tick box)
Signature box where the sailor can confirm that all details are correct - sail number, emergency contact etc.

The Event Organiser will also have access to the Medical File but should only print the sailors with possible allergies etc to hold for medical personnel in the case of incident for the duration of the event.

Given the sensitivity of the data - all saved sailor personal data should then be deleted from the event organisers PC and a copy of the results file forwarded to chair@ilcaireland.com, training@ilcaireland.com and secretary@ilcaireland.com for posting.

Ideally, the results should be published online as soon as they are available (after each race) on the host club website. A link can be put on the ILCA Ireland website.

When registration on Friday/Saturday is completed the csv file exported from the Online Entry system together with the sailors entering in person at registration will need to be input to a file. The only information required for the results are as follows

	A	B	C	D	E	F	G	H
1	Tally	Fleet	Class	Sail No	Helm	Club		
2								
3								
4								

This spreadsheet should be used as a basis for, later, entering those sailors who simply turn up on the morning of the first race as above. Their details can be obtained from their entry forms (these should be very few).

On completion of Registration the non pre-entered sailors should be added onto the same spreadsheet as follows (remember to save the file periodically).
  ● In the "Fleet" column enter "ILCA 7", "ILCA 6" or " ILCA 4" as appropriate.
  ● In the "Class" column enter the following codes for Youths, Ladies and
    Masters Youth - Y
  ● Lady - L Master -
    M

Note that a few competitors may require two code letters (e.g. a Youth Lady - YL)

- In the "Sail No" column enter only the sail number and ignore any National Letters.
- In the "Helm" column enter the first name and the family name of the entrant.
- In the "Club" column enter the name of the Club but abbreviate club types to "YC"

Count the total number of competitors (do not include Row 1 as it contains column headings only) Note this figure for future use.

Save the completed file in ordinary Excel Format (XLS) using the name and year of the event (e.g. Munsters18.xls)

Now save the file again, but this time as a "CSV" type file (comma separated values). To do this go to "File" / "Save As …" and, from the "Save as type" drop-down list, select "CSV (Comma delimited) (*.csv)". Now click on "Save".

Depending on your version of Excel you may get a warning message telling you that if you click "OK" only the active sheet will be saved. As this is exactly what you want - click "OK". At the next warning screen click "Yes".

Close Excel. **Note that** - depending on what files you have already saved it is possible that Excel will ask you some of these questions more than once - this is cumbersome but answer them in the same way until Excel closes.

Open SailWave. Please be aware that these notes relate to version 2.24.0, obtainable free on the Web.

To set up a new series, click on "New" and enter the number of races scheduled for the event (6 for a Regional Championship).

Also enter the number of competitors that you noted in 4 (above).

Click on "OK' and this opens the "working" screen with no competitor details.

Open the "columns" view (3rd row down) and there are two columns showing "View" and "Publish" (2nd and 3rd Columns). A number of the items are marked "Yes" and, with the exception of those shown below, double-click on each of those in turn and untick both the "view column on screen" and the "Publish column". Do the same with any other columns that are marked "Yes" to Publish EXCEPT for the following:-
Rank, Tally, Fleet, Class, SailNo, Helm, Club, Race Columns, Total, Nett

Go to the "Fleet" entry and double click on it. Untick the box marked "Publish Column" (this should leave you with 9 headings remaining as "Yes" in the "Publish" column and all others being shown as "No" in that column. The same 9 headings plus "Class" should be appearing as "Yes" in the "View" Column - with all others showing as "No").

Go to the "Class" entry in the first column. Double-click on it and insert the word "Cat" in the box marked "Use this column name".

"Click on "OK" to close this screen.

Go to "File" (top left) then "Import from CSV File" (2nd option down on the right). Then select "Competitors).

Locate the CSV file that you previously saved (using "Browse" if necessary) and then click "Next".

At the "CSV file field names" screen click "Next".

The next screen checks the field names in your file against the field names expected. If the names do not already match each other click on the "light bulb" to get SailWave to make an intelligent guess.

Once the fields match click on "Next".

Leave the tick in the box and click on "Finish"

The entrants information should now be visible on screen.

The column headings should appear as "**Rank, Fleet, Cat, SailNo, Helm, Club, R 1 (etc), Total and Nett".**

Note that, in the "Club" column each entry may appear with a small square after it. Do not worry about this as it will disappear when results are entered and , in any case, does not appear when the information is printed, e.g. on a list of competitors.

Now save the File. Go to "file" / "save series as …" and taking the example from above, it is useful if you change the name from "ser1.blw" to "Ulster18.blw".

Now click on the "Scoring System" (in 2nd line down).

Using the "series scoring" tab make sure both options are ticked. Change the discard profile so that it reads "0,0,0,1,1,1".

Using the "Fleets" tab click on "New Fleet" then on "Edit Fleet". Change the "and the value is" to "ILCA 4" (upper right) - then click "ok". Click on "New Fleet" then on "Edit Fleet" - change the "and the value is" to "radial" - then click "ok". Do the same process for the standard as above. You should now have all three rigs entered. Close the "Scoring system" window by clicking on "ok".

On the main page click on "series properties" button and then enter the "event name" and the "venue name". Do not bother with the other information unless you are certain of what you are doing.

Enter the results in the normal way and if difficulty is experienced seek advice but above all else **keep backing up your data.** The easiest way to do this is to save the series after each race is entered.

Keep changing the name to relate to the race just entered.

Using the example above change the file name to "Ulster1801.blw" and the results of race 1

have been entered and then "Ulster1802.blw" after race 2 details have been entered and so on.

This means that should something happen you will only have to re-enter one race (and not the whole lot again).

When printing out the results we need individual race results, by fleet and after racing is completed each day - an overall printout again by fleet.

In the "publish series/races" window insert **"Provisional"** in the "title" section.

When printing results make sure that the "**include DNC Results"** is ticked in the "options" tab, which appears when publishing.

Under normal circumstances the results **should show all three fleets** in the "include these scored groups" box.

In the "publish web page destination" window choose **"small"** in the "pick style" box. Leave "browser" in the second box.

<u>PLEASE NOTE</u>
Preparation of Sailwave in this way enables the Race Committee to provide the scorer with a list of finishers without having to separate the ILCA 7 from the ILCA 6 (or ILCA 4).

No two boats will be permitted to sail with the same sail number (even in different fleets). This means that each sail number in the system is unique.

This is not intended to be a guide as to how to use the sailwave program. It is intended only to demonstrate how to set the program up to provide the facilities desired by the ILCA Ireland.
It is important that the results for each race are posted as quickly as possible after each race.