|  |
| --- |
| Information regarding costs, age categories and fees can be downloaded from the Topper Ireland website 1. Currency is specified in the denomination of the hosting country.
2. E-mail contact details for ITCA(IRL) please refer to Topper Ireland Website.
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## Event Format

|  |  |  |
| --- | --- | --- |
| **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 | 1. Races over 1 Day. 35 – 40 min/race.
 |

* At the Race Officers discretion – 5.3 & 4.2 fleets can start together if 4.2 entries are low (<10)
* A Regatta Fleet at the Host Clubs discretion will be incorporated as specifically agreed with the Host Club.

## Support Documentation

* Support documentation can be found on topperireland.com. This includes safety procedures, NOR and SI templates, sample entry forms etc. These should freshly downloaded before any event.

## 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 digitally via the host website

## 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 and inform topper Ireland when this is not possible.

## Marks

* Racing marks will be supplied by the Host.
* Marks should be coloured / high visibility and preferable larger than standard mooring buoys. It is requested that the windward mark number one is a different colour to mark number two to assist the sailors in identification. This should be clearly relayed to the sailors in the sailing instructions and ideally also at the briefing.

## 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)*

* The Host Club shall declare a maximum number for the Topper entries;
* The Host Club shall set an entry closure date 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
* Where ever possible the club should have on-line entry.

## 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.
* Yearly Membership - For any event that takes place over more than 1 day competitors must be yearly members of a Topper Class Association (ITCA) Membership payment will not be accepted on the day of the event. The exception to this rule is for two-day sprints where daily members is allowed
* Daily Membership – This is available for one day and sprint regattas with the appropriate fee to be paid to the club on entry.
* ITCA(IRL) will supply on request an up to date list of paid-up members prior to the event

## 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.

## 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).

## Safety Boat Cover

* The Host Club organizes appropriate rescue cover.
* The ‘Guidelines for Safety Procedures at Topper Events’ on the ITCA (IRL) website is for the club host guidance.
* Where a Regatta Fleet is to be included, additional dedicated Safety Boat cover will be provided
* At the host club discretion – Support boats can be called upon where needed on Safety Grounds.

## Scoring / Results / General

* The host club will be responsible for producing results, but assistance from an ITCA Committee Representative present can be sort.
* 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***

## 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 or its sponsors along with future Events, the Host Club is to facilitate these.

## 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.
* 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.
* The host club is responsible for payment to the ITCA of capitation fee at the Conclusion of the event, along with any daily Memberships taken on entry. *It is expected that this should be within one calendar month.*
* Event Entry Fees:

|  |  |  |
| --- | --- | --- |
| 1 Day | £30 | €30 |
| 2 Day | £60 | €60 |
| 3 Day | £90 | €90 |

## 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.

## Insurance

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

## 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*

## Catering

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

## 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:

|  |
| --- |
| 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 1 day events an overall prize will be provided by the Host club. |
| For events of 2 days or more the overall prize 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 guidance only

A minimum recommended staffing list is below.

|  |  |
| --- | --- |
| 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 with particular reference 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 payments*

Please note that the ITCA are available for general queries only and are not part of the event management or decision-making process.