

# Sail Training International

# Host Port Manual

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**Sail Training International**

*... the international voice of sail training  
... changing young people's lives*

## AIM OF THIS MANUAL

A visit to a port by a Tall Ships event fleet requires considerable organisation by a great many people. The aim of this manual is to provide background, suggestions, recommendations and requirements for those people involved in organising a host-port event (who will be referred to in this document as the Port Committee). A number of points in this manual are stipulations within the host-port contract; the remainder are intended to be guidance for the port organisation.

The manual has been compiled by Sail Training International. It reflects the experience gained whilst organising similar events in many countries since 1956.

Reference to the Event Committee is to the committee created specifically by Sail Training International to run the event.

**All documentation referred to in this manual is available on the Sail Training International website at [www.sailtraininginternational.org](http://www.sailtraininginternational.org)**

Access to these pages is via a user ID and password which is available from the Sail Training International office.

### SAIL TRAINING INTERNATIONAL

Sail Training International is a charity, registered in England, but with global interests. Its members are the national/representative sail training organisations in Australia, Belgium, Bermuda, Canada, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Netherlands, New Zealand, Norway, Poland, Portugal, Russia, South Africa, Spain, Sweden, UK and USA.

Its purpose is the education and development of young people of all nationalities, religions and social backgrounds, through sail training. Its wholly owned subsidiary companies, Tall Ships Races (Europe) Limited and Tall Ships International Limited, organise events for sail training vessels.

### THE EVENTS

The aims of the Tall Ships events are to enable young people of all nations to race together at sea under sail, and to face together in friendship and competition the challenges presented by the races and the associated events and, in addition, to promote the objectives of Sail Training International.

Wherever the Tall Ships fleet meets in port, the organisation is shared between Sail Training International and the host port and city.

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1 **PORT MANAGEMENT**

An event of this size will need considerable detailed planning to start well in advance of the event itself. With the prospect of the number of visitors to the port on a hot summer’s day increasing by perhaps more than ten times, the Port Committee must organise itself and create a “Port Project Plan” to address many aspects, including;

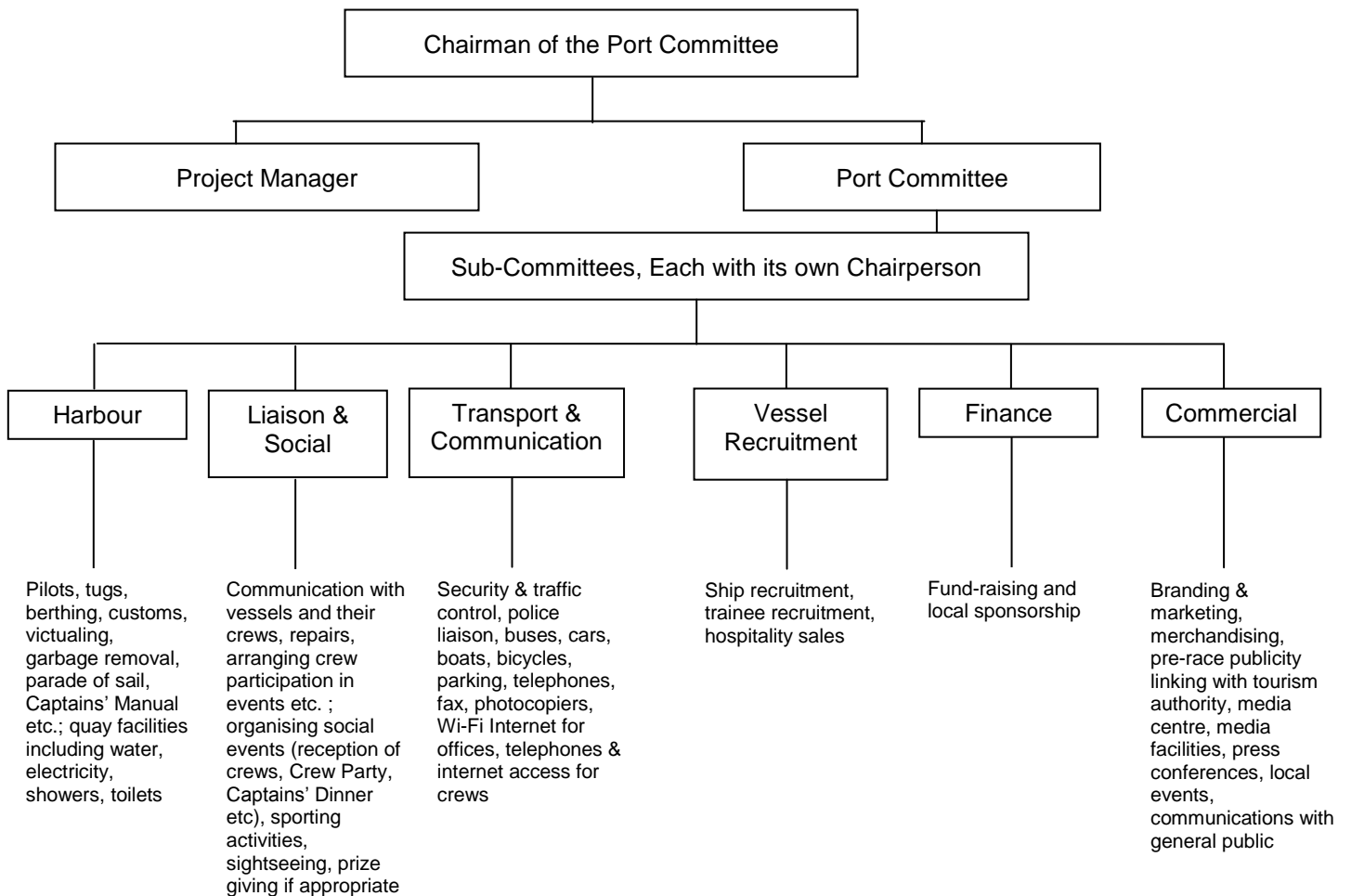
- Overall event plan
- Event safety management plan
- Transport plan
- Economic impact study
- Trainee recruitment methods
- Trainee funding ideas
- The sale of corporate hospitality events
- Local port sponsorships
- Recruiting vessels

**This Port Project Plan is to be provided to the Sail Training International Event Committee within 6 months of signing the host-port contract.**

**Examples of earlier event preparation and organisation structures and activities are available on the Sail Training International website.**

2 **THE PORT COMMITTEE & ORGANISATION**

From our experience of working with many Port Committees, we recommend an organisational structure similar to the following:



## 2.1 **Chairman of the Port Committee**

He or she should be someone of standing in the city and port and it will be helpful if he/she knows personally such civic and military officers as the Mayor, Chief Executive, Chief Naval Officer or Port Captain. He/she should be in contact with the Chamber of Commerce, and it will be useful if he/she is accustomed to dealing with the media at a high level. He/she should also understand the role played by sail training in the education of young people.

## 2.2 **Project Manager**

The Project Manager will have the key role, and will be responsible to the Chairman of the Port Committee for the overall planning and organisation. Their responsibilities include:

- Acting as secretary to the Port Committee
- Attending all sub-committee meetings
- Co-ordinating and monitoring all activities and arrangements
- Acting as the link between the Port Committee, the sub-committees, the Event Committee Chairman, the Race Director and the Commercial Director. This is a vital function; good liaison in this area is essential for the success of the whole event

The Project Manager will require his/her own office and secretarial resources. He/she should be able to devote the whole of his/her working time to the event in the period prior to the arrival of The Tall Ships Races fleet. He/she will need to continue in office until the sub-committees hold their final meetings in the period following the departure of the fleet.

## 2.3 **Sub-committees**

Each sub-committee will require a chairman who is experienced in these specialised activities. For example, the Chairman of the Harbour Committee may well be the Harbour Master, and the Chairman of the Commercial Committee may well be the head of the tourism authority. Each should be supported by a working group having the necessary time and expertise.

The subcommittee responsible for "vessel recruitment" is required to identify the specific person or 3<sup>rd</sup> party organisation responsible for corporate hospitality and in-port income sales.

## 2.4 **Port preparations**

The overall port plan will need to address all of the issues identified as being within the scope of each sub-committee, this plan is to be shared with Sail Training International at the earliest opportunity and, together with the Commercial and Fleet check lists, will form the basis of review between the Port Committee and the Event Committee during port visits and in other progress review discussions.

Given the scale of such an event, particular attention will need to be focused upon (but not limited to):

### 2.4.1 An overall public health and safety review covering:

- Extra police and stewarding
- Emergency services (fire/ambulance) cover
- Crowd control – flow and dispersal
- Parking and traffic flow, road closures
- Public safety on quaysides – barriers, water police patrols
- Safety on the water – water police, lifeboat service
- Control of noise – public entertainment on-site
- On-site security, restrictions to public access

### 2.4.2 Review of emergency/disaster procedures, including:

- Threat assessment
- Establishment of joint control headquarters

- Co-ordination with regional emergency services, hospitals
- Co-ordination with regional maritime authorities, coastguard

2.4.3 A comprehensive review of all insurances, including:

- Overall event insurance
- Professional indemnity insurance
- Third party liability insurance

2.4.4 A review of the publicity/media communication plans, including:

- Use of correct sail training messages and STI/race information
- Creation of event website
- Broadcast, print and social media
- Posters and other print
- Media centre, signage, information boards
- Media briefings/facilities, press boats
- Production of programmes or guides for general public information
- Mobile phone applications

2.4.5 Community involvement:

- Volunteer recruitment
- Liaison Officer selection and training
- Support facilities for volunteers (accommodation, parking, clothing, catering)
- Schools liaison
- Sail training promotion
- Sail trainee recruitment and selection
- Facilities in the Crew Hospitality Centre

## 2.5 **Funding by the ports**

The Port Committee will need a significant budget to cover the costs of the visit of a Tall Ships event fleet. Funding may be available from national, regional or municipal authority budgets, or may have to be raised by private subscription, sponsorship or a combination of these. The overall Event Project Plan must identify at the earliest opportunity the potential and/or confirmed sources of such funds.

## 2.6 **Finance**

The Port Committee will need funds to pay for the visit of Sail Training International's Tall Ships event fleet. If local port sponsorship is identified as one of the methods to be arranged, this must have the prior written consent of Sail Training International:

2.6.1 Sail Training International strongly recommends that it should be handled by a specialist sub-committee (as identified in 15.1), and is not attempted as an additional task of the Project Manager.

2.6.2 The interests of any local port sponsors must not conflict in any way with or compete with the interests of the overall Event Sponsor(s). (**see Section 8**). Sail Training International reserves the right to refuse a proposed local port sponsor if it should be regarded as creating a conflict with the overall Event Sponsor(s) and/or failing to adhere to the guidelines set out by Sail Training International. In the event of such a refusal, Sail Training International will not be held liable for any subsequent loss or reduction in sponsorship income by the port.

- 2.6.3 Neither Sail Training International nor the Event Sponsor(s) wish to exploit the young people taking part, nor enter into conflict with any fund-raising effort that the Port Committee may organise to help to defray the cost of hosting the event.
- 2.6.4 Sail Training International has found from past experience that the organisation of the event is best carried out by the Port Committee, through the Project Manager and the various sub-committees. It is generally undesirable to appoint outside agencies - except for specific tasks such as marketing or media relations and where a sub-committee remains clearly accountable for the oversight of such a 3<sup>rd</sup> party agency.

### **3 SAIL TRAINING INTERNATIONAL'S FUNCTION**

It is Sail Training International's responsibility to take technical control of the Tall Ships race event. Sail Training International will have a working team in each port, and an Event Committee drawn from paid staff, the International Council of Sail Training International and from volunteers with technical expertise. They will be responsible, under the Event Chairman, for all aspects of the organisation and control of the race, for all documentation for the vessels and crews, for vessel inspections, for the captains' briefing and for the race start. The Event Committee will also be responsible for:

3.1 The management of the overall race series by:

- The distribution, collection and collation of all race entries
- The production and distribution of all race documents to the race fleet, which takes part in the event or is connected with the event, including Advance Notice of Race, Arrival Arrangements, Racing & Sailing Rules, Rating Certificates and Sailing and Communications Instructions
- The race-rating of all participating vessels
- Weekly reports to the port from approximately 5 months prior to the event of the number of vessels registered to participate in the race, including data on size and type of vessel
- International publicity of the event, inter alia through the Sail Training International website and social media
- The calculation and dissemination of daily-corrected positions
- The finish
- The calculation of the race results, the prize-giving

3.2 Whilst the event fleet is in port:

- The overall supervision of the event organisation
- The administration of the race vessels as they arrive in port, including distribution of race wristbands and racing pennants (flags), crew T-shirts and other paraphernalia
- The conducting of vessel life saving appliance inspections using Sail Training International staff and volunteers
- Fleet-port relations e.g. corporate hospitality, trainee exchanges, quayside facilities etc.
- The daily briefing of the Port Committee concerning all essential aspects of the event
- Assistance in the briefing of the Liaison Officers
- Liaison between vessels, port communications teams and the media
- Advising on the berthing arrangements
- Organising and chairing the Captains' Briefing
- Advising on the conduct of the Parade of Sail
- Conducting the race start, including the manning of the race start line – if a start port

3.3 Whilst the event fleet is at sea:

- The provision of one or two Communications Officers on the communications vessel that accompanies the fleet to the next port
- Maintaining contact with the fleet during the race
- Twice daily communications reports detailing the positions of vessels

- Up to twice daily publishing of results for the public and on the Sail Training International web site
- Provision of a satellite tracking system for all participating vessels

#### 3.4 **Information**

Sail Training International will produce various items of information for the owners of vessels, for the Port Committees, and for the public.

#### 3.5 **Invitation/Entry Form**

Whilst ultimate responsibility for vessel recruitment lies with the event host-port(s), Sail Training International will issue invitations to take part in the Tall Ships race and associated events. This is sent out to:

- All owners of vessels who have raced with us previously
- Those who have indicated a wish to participate
- Those who we feel might wish to enter if they were informed of our plans

This invitation is sent out by Sail Training International some eight months before the event. At present we send the entry form to about 500 separate vessels/organisations. When completed and returned to the Race Office, this indicates a positive intention to participate. An entry fee is also required at this stage to provide a declaration of intent to compete. The closing date for entries is generally 2 months prior to the event. A reduced entry fee is charged for entries received not less than 6 months prior to the event and a further reduction is offered to those vessels registering at least 10 months prior to the event. This encourages early entry so that we have a good indication of how the fleet is building up.

**The “early registration scheme” requires ports to give early entries preference when in-port income opportunities are being promoted and arranged.**

#### 3.6 **Notification of Entry (Vessel Data Sheet)**

Once a completed Entry Form has been received, Sail Training International will send a Vessel Data Sheet for the vessel concerned to whosoever is nominated by the Port Committee to receive it. This may be the Secretary/Administrator, the Harbour Master or another. A sample Vessel Data Sheet is shown in Section 18, Appendix 2. It gives important data regarding berthing requirements for the vessel, address of the owner, size and details of the crew and various other items which will be required by the port.

#### 3.7 **Marketing**

Sail Training International will publicise the event and the host port via international media (where applicable), its website and social media sites, as well as providing a link from the event specific home page directly to the site of the host port. Additionally the port and event will be publicised in Sail Training International publications and other communications sent to vessel operators, past, present and potential trainees, 3<sup>rd</sup> party agencies, Friend of the Tall Ships (FoTS) members and all member National Sail Training Organisations.

#### 3.8 **Advance Notices**

An Advance Notice is prepared by Sail Training International and sent out to entrants and potential entrants both to keep them informed of progress and to encourage them to enter Sail Training International's Tall Ships event/race.

#### 3.9 **Arrival Arrangements**

About six weeks before the start of the first race of the series Sail Training International will send Arrival Arrangements to all entrants, and a copy to the Port Committee. This document contains details which the captain will require prior to his arrival at the first port, together with other advanced information. Subsequent information may be made available to him by means



of the Captains' Manual. Briefing for the subsequent ports to be visited will be conducted by the port concerned at the Captains' Briefing (see 3.11).

### 3.10 **Sail Training International Racing and Sailing Rules**

A copy of the Racing & Sailing Rules is sent to each entrant after they have returned the Entry Form. Two of the most important rules for vessels which enter the races (and are therefore guests of the host-port) are that they must have a waterline length of not less than 9.14 m (30 ft) and that at least 50% of all on board shall be aged between 15 and 25, though the rules for this as far as Class A vessels are concerned have been amended. If a vessel does not comply with these or any other of our rules she will not be eligible to enter the races. We emphasise that any vessel which is not an official entry should not be entitled to any of the free facilities such as berthing, social activities etc. which are being organised by the Port Committee for the official entries and their young crew, and will not be allowed to be berthed with the race fleet.

### 3.11 **Captains' Briefing**

Prior to the start of a race, a Cruise-in-Company, or a Parade of Sail, Sail Training International will hold a Captains' Briefing. This is usually held in the morning on the day before the fleet's departure. It is organised and chaired by Sail Training International, but with the following assistance from the Port Committee:

- Provision of a suitable location in which to hold the briefing
- Public address equipment
- Provision of computer projection equipment
- Briefing for the undocking of the fleet and the Parade of Sail
- Briefing on the race – given by the Race Director
- Briefing on berthing arrangements at the next event port. This to be given by a representative from the next port that also uses the opportunity to issue Captains' Handbooks. Ten copies of the Captains' Handbook are required for Sail Training International
- Arrangements for a qualified meteorological officer to give a weather forecast for the immediate and near future, plus copies of the 24, 48 and 72 hour future prognosis available for captains to take away
- Seats for approximately 3 persons per vessel
- Tables and chairs at the entrance to lay out the various information documents to be given to the captains

### 3.12 **Parade of Sail**

It has been found that a Parade of Sail on departure, where practicable, adds greatly to the success of the event and attracts many spectators to the port and other viewing areas. The ships are usually happy to take part in such a parade, as it is one way in which they can repay the hospitality that they have received. The organisation of the Parade of Sail is usually carried out by the local port authorities. It is essential that the parade be planned in conjunction with Sail Training International by an authority that understands the matter of controlling ships from many nations, together with control of large spectator fleets, which usually accompany such a parade. It is therefore strongly recommended that such parades are organised, where appropriate, by the naval or harbour authorities of the country concerned. Specimen orders for a Parade of Sail are to be found in SECTION 18, Appendix 3. The Race Director will provide guidance notes well in advance for the Parade of Sail, and is prepared to provide technical help and advice as requested. It is strongly recommended that the Race Director works directly alongside the appointed Parade Commander during the parade itself, to give technical advice as necessary.

### 3.13 **Prize Giving**

Sail Training International will organise the Prize Giving in consultation with the Port Committee.

#### 3.14 **Crew Wristbands**

Sail Training International undertakes to ensure that one official wristband is issued to each crew member. This will act as identification and as a free pass to special facilities.

#### 3.15 **Race Pennants**

Once a vessel is considered ready to take part in the race, the Race Director will issue the captain with a Sail Training International Tall Ships event – Race Pennant, carrying the Tall Ships event logo and the year. These pennants, which are very distinctive, will be to identify participating vessels. In addition to qualify to take part, the vessel must have:

- Submitted a crew list that conforms to the Racing and Sailing Rules
- Passed a Vessel Life Saving Appliance inspection
- Satisfactorily completed other associated forms and documents

#### 3.16 **Ships' Name Banners**

Sail Training International will provide each vessel with:

- A special ship's name display banner for use in harbour. This gives details of the vessel likely to be of interest to the public, such as name, country, size, age, and type of rig
- A Crew Parade board, for use of the ship's crew during the Crew Parade

## 4 **FLEET FACILITIES**

### 4.1 **Berthing**

Before a port's invitation to host a Tall Ships race event fleet is accepted, the availability of sufficient quay space will have been agreed and any other restrictions with regard to bridges, overhead obstructions on the approach to the port etc. The berthing area should be reasonably adjacent to shops, banks etc. and accessible to the public without charge. In tidal harbours or where commercial quays are to be used it is often necessary to use pontoons and access ladders for the safe berthing of the smaller vessels. Safety arrangements shall be such that the crews have safe access to and from their vessels. Any requirement for double-berthing Class A ships should be kept to a minimum, and in such cases Yokohama fendering (or similar) may be required.

### 4.2 **Concentration of berthing area**

Sail Training International places great emphasis on the whole fleet being berthed as close together as possible because, when the fleet is split, the small vessels feel (and often are treated) like 'second class' visitors. A split fleet also undermines the family feeling of the event and means that the young crews of the various ships cannot easily visit each other's vessels. A split fleet increases considerably the problems associated with fleet administration. It is also important to mix the nationalities of the fleet and to avoid berthing all vessels of one country together.

### 4.3 **Number of vessels**

Recruitment of vessels to a Tall Ships event is the joint responsibility of the individual and collective event ports, and Sail Training International. Success in this area will be influenced by many factors, including;

- Advance notice available of the event
- Facilities per port
- Support in recruiting deck hire opportunities for larger vessels
- Support in recruitment of trainee crew places
- Perception of the port as being "sail training friendly"

Therefore no precise number of vessels likely to enter the race, or their size, can be given in advance. The exact number of entries will not be known until the closing date for entries, which is usually about 2 months prior to the event. However, Sail Training International will work closely with the event ports to maximise participation. This will include encouraging early ship registrations via event entry fee discounts in order to give ports a much earlier indication of how many vessels will be taking part. A general trend of the numbers of entries will normally be clear around 6 months prior to the event taking place and the Race Director will pass this information on to allow ports to start their detailed planning by that time. Sail Training International will also work with 3<sup>rd</sup> party commercial "partners" to underpin trainee recruitment for potential participant vessels.

### 4.4 **Visits to ships by the public**

There should be safe and easy access for the public onto the quays so that they can view the ships. Sail Training International does not permit charging the public for entry to the fleet berthing area or to individual ships. Visiting hours are always decided by the individual captains. Most vessels will be engaged in maintenance until 1100 daily; they will be reluctant to open to the public during the ships company's mealtimes or while their cadets are ashore for a major activity. 1400 to 1700 or possibly 1900 are the usual times for vessel access, although this by necessity may vary due to commitments i.e. corporate hospitality, day sailing etc. If advance information is required, Sail Training International recommends that the Port Committee corresponds directly with the owners of the vessels prior to the event or with the captains upon their arrival. Addresses will be available on the Data Sheets (See Sample Data Sheet in SECTION 18 Appendix 2). The public should be informed about visiting hours through the local press, website and media.

#### 4.5 **Number of crew**

From the event entry information an indication of the number of ships' officers, permanent crew and trainees will be available. It is our experience that around 30% of the total may be female. It should be noted that some vessels are crewed entirely by females.

#### 4.6 **Pilots**

The larger Class A, military vessels and some Class B vessels may require the services of a pilot. This service must be provided free of charge upon initial arrival and final departure.

#### 4.7 **Tugs**

Due to their windage and the low power of their auxiliary engines, Class A vessels often require the service of a tug. For a few Class B or smaller Class A vessels this may also be a requirement or at least a "push me" work boat if their berth is difficult to enter or leave, or the wind and sea conditions are adverse. The provision of tugs must be provided free to the fleet upon initial arrival and final departure.

#### 4.8 **Port Facilities for the Vessels**

Vessels will need the following:

- 4.8.1 **Facilities for refuelling.** Direct from the quay, by lorry or by tanker barge. (Vessels pay). The smaller Class B, C and D vessels often cannot accept fuel dispensed at high volume, so provision should be made to deliver small quantities of fuel to these ships. "Tax free" on duty paid fuel should be made available to those vessels entitled to it.
- 4.8.2 **Provision of fresh water.** Provision of free drinking water on quaysides with taps and hoses fitted throughout the event.
- 4.8.3 **Arrangements for the disposal of garbage.** Free daily collection of garbage or, for the smaller vessels, arrangements for them to place their garbage in suitable containers made available on the quaysides. There is normally a lot of garbage on the arrival and departure day particularly. If port authorities require that garbage is sorted into categories, then adequate notice of this must be given to the fleet beforehand in the Arrival Arrangements document published before the race. Free disposal of "grey water" and "black water" should also be arranged on request (limited to one tank discharge per host port visit).
- 4.8.4 **Dedicated and adequate shower, toilet and laundry facilities.** In the case of the Class B, C and D vessels, shower and laundry facilities are not usually available on board. Consequently, on first arrival from sea there is a great demand for these facilities, which must be positioned close to the areas where the Class B, C and D vessels are berthed, open 24 hours per day and cleaned regularly. It is not possible to say exactly how many showers and toilets are required until vessel and crew numbers can be finalised, but, as a guide, there should be 20-30 male and 15-20 female showers, 20-25 toilets and five washing machines and dryers in the Class B, C and D berthing area. Arrangements should be made to have these facilities cleaned regularly, at least four times per day. Access to these facilities should be restricted to crew members only, by the use of stewards or marshals. **A high priority should be placed on providing these facilities** and the necessary facilities budgeted for. 'Wet flush' crew toilets are an essential standard, plastic chemical toilets will not be satisfactory.
- 4.8.5 **Toilets for the public visitors.** Provision of toilets for the public, who come as spectators, must be separate from the crew facilities.
- 4.8.6 **VHF Channel.** If possible a VHF Channel should be allocated for the use of the Tall Ships event fleet when in port. Vessels will be asked to keep listening watch on this

channel as it makes control of the operation very much easier. Channel 72 is suggested, using low power.

- 4.8.7 Electricity. Electricity facilities are to be available on the quayside for vessels to plug in to shore power, in particular in the Class B, C and D berthing area. Vessel requirements will be available on individual data sheets provided by Sail Training International.
- 4.8.8 Telephones and Internet provisions. Pay telephones for use by the ships' crews, together with facilities to buy phone cards, should be available close to the berthing areas. Many young trainees from Europe now have their own mobile telephones, so the need for payphones is less acute than in previous times. Nonetheless, crews from outside Europe may well need to have access to payphones so the existing payphones in the port/city should be clearly marked on the site map for use by crews that need them. If possible, telephones should also be provided for navy Class A ships. At least 10 internet terminals should be provided in the Crew Centre so that crew can gain free access to the internet off the ship. The majority of vessels now require access to the internet so the provision of Wi-Fi broadband internet coverage for the ships in the fleet is strongly recommended and will be greatly appreciated by the ships.
- 4.8.9 Pontoons and boarding ladders. These may be needed if the quay height is unsuitable for any class of vessel. Pontoons are particularly important in either tidal or commercial docks, which were not designed for berthing smaller vessels. The construction of extended pontoons shall be such that they will withstand tidal/current stresses when all the allocated vessels are moored to them.
- 4.8.10 Social events. Where a social function takes place some distance from the berthing area it will be necessary for the crews to be provided with land or sea transport in the form of buses or 'liberty boats'. Provision of such transport must also take account of the needs of trainees with physical disabilities
- 4.8.11 Loudspeakers on the quayside. Where installed, these should be reserved for the announcement of public safety and security information only. They must not be used for broadcasting music.

#### 4.9 Availability of facilities

The official port visit usually covers four days, with the vessels arriving by midday on the first and departing about midday on the fourth, although this may naturally be constrained by local tidal conditions. A number of vessels may arrive a few days earlier and we require that the facilities for the fleet are in place **three days before the official port visit dates**.

#### 4.10 Communications Vessel

Wherever possible, Sail Training International makes arrangements for a naval, Coast Guard or civilian vessel to travel with the race fleet as a Communications Vessel. One or two members of the Sail Training International Race Team will be embarked on this vessel to conduct the twice daily communications schedule with the fleet. The city may well be asked to assist Sail Training International by approaching their navy or Coast Guard and asking for the provision of this communications vessel. If no such vessel can be obtained, Sail Training International will allot the task of Communications Vessel to a race participant. The Sail Training International Race Team members will travel on that ship. This is obviously a less satisfactory option.

## 5. EVENT OFFICE FACILITIES

### 5.1 Offices

The following office accommodation is required from which to run the event:

- 5.1.1 Port Committee General Office
- 5.1.2 Chief Liaison Officer's Office
- 5.1.3 Transportation Office
- 5.1.4 Tourist and Information Office
- 5.1.5 Cruise-in-Company Office, if a Cruise-in-Company start port
- 5.1.6 Sail Training International Event Offices with adequate space and facilities for a minimum of eight people
- 5.1.7 A large, dedicated Meeting Room for morning meetings, with capacity for 20
- 5.1.8 Small meeting room (space for 6 people) for confidential discussions
- 5.1.9 Vessel Inspection Team Office if race start port
- 5.1.10 Media Centre (equipped as detailed in section 9.3)
- 5.1.11 Event Sponsor(s) office.

All of the above need to be appropriately equipped, furnished, identified, signposted and be close to the berthing area, both for ease of control by the organisers and for the convenience of the ships' captains who need to visit the various departments.

The various units listed above could best be combined into three blocks:

- The Port Committee Block
- The Sail Training International Block
- the Media Centre

The three blocks may be separate, but will benefit from being co-located.

In addition, during most Northern Europe based events, Sail Training International will provide its own additional mobile office (length 6 metres, width 3.8 metres, and height 2.8 metres). This will require a 240V 50 cycle 13 amp electricity supply, telephone extension and a broadband internet connection. It must be able to be located on the main quayside adjacent to the Class B, C and D berthing areas and close to the Sail Training International Event Office where it can be seen by, and is accessible to, the fleet. Where the mobile office is not deployed an additional fully equipped race administration office will be required with the same facilities provided as for the mobile office.

### 5.2 Availability of facilities

The Event Committee Chairman, Race Director, Vessel Inspection Team and some other members of the Sail Training International Event Team and their mobile office will arrive in the first port of the race series about three days before the first official vessel port visit date. For subsequent ports the Event Committee Chairman, Race Director and some members of the team will arrive the day after the fleet leaves the previous port. Therefore Sail Training International's requirements for accommodation, transport, offices, communication, etc. must be planned according to the overall programme for the race series. The team will usually leave the port the day after the fleet has departed but the Mobile Office Team may leave earlier or later depending upon ferry programmes. The Sail Training International Event Team will give as much notice as possible of detailed requirements.

### 5.3 Communications

5.3.1 Telephones. The following offices will need telephones and multi-user secure Wi-Fi broadband internet connections to be provided and paid for by the Port Committee:

- Port Committee Offices
- Chief Liaison Officer's Office
- The Media Centre
- Sail Training International Event Race Offices - provision of paid mobile telephones is the flexible alternative to landline telephones
- Sail Training International Mobile Office

On arrival in the port after a race, each young trainee in the fleet should have free access to the internet and be able to telephone home; and this may mean an international call.

Sail Training International publishes the telephone numbers of the Port Committee Office, Liaison Officers' Office, Race Director, Event Office, Sail Training International Mobile Office and hotel in various documents prior to the races. The Port Committee is to provide details of these numbers two months prior to the start of the event or race series.

Access to a fax machine will be required by Sail Training International.

- 5.3.2 Internet. Each office will require free of charge availability of dedicated multi-user Wi-Fi broadband internet access (see paragraph 5.3.1 above).
- 5.3.3 VHF Radio. Sail Training International will provide their own VHF radio equipment.

## 6 **EVENT MANAGEMENT ACCOMMODATION & TRANSPORT**

### 6.1 **Accommodation**

The provision of suitable accommodation for the Sail Training International Event Officials is the responsibility of the hosting port. Accommodation should be of four-star standard and located as close as possible to the berthing area. The location of the hotel may be more important than the standard in order to allow easy access to the fleet. Where the accommodation is some distance from the berthing area, then transport will be required. The requirement is for half board accommodation (breakfast & evening meal provided). The size of the Sail Training International Event Team in each port will vary according to the scale of the event, but can be assumed as from 10 to 14 people. The hotel should provide wireless internet free of charge.

### 6.2 **Transport**

6.2.1 **Cars.** It is a requirement that cars are made available free of charge for Event officials where they are without their own transport, and for other individuals who may need them, such as captains of Class A vessels. A pool of vehicles and drivers, perhaps provided on a sponsorship basis by a local car dealer, would satisfy this need.

6.2.2 **Boats.** Water transport is essential to the efficient organisation of the event, particularly if there are any vessels anchored off, or if they are berthed where access is easier by water than by land. At race start ports the Sail Training International Vessel Inspection Team must be provided with a boat which is dedicated to them for the period from three days before the official dates to the day of the race start.

6.2.3 **Bicycles.** It is suggested that bicycles are provided (free of charge) for the Sail Training International Event Officials as it is often easier to travel around the port area by bicycle than by car if the traffic is heavy.

### 6.3 **Road traffic and car parking**

The arrival of The Tall Ships Event fleet is certain to have a dramatic effect on the traffic systems of the port. Hundreds of thousands of spectators always converge on the berthing area to see the ships and their crews. Even in those countries with a relatively small population this may still cause considerable problems if not adequately planned for. For this reason, it is vital that suitable provision is made for traffic control, and also for the parking of official cars used by members of the Port Committee, Sail Training International Officials, the Event sponsor(s), local port sponsors, and the public. Additionally, the event sponsor(s) may hold a reception on a Tall Ship and will likely need a number of guest parking passes. The police should be consulted at an early stage, as should the river or water police, where applicable.



## **7 VOLUNTEERS and LIAISON**

Arguably the most important aspect of the port's contribution to the overall success of the event as far as the participating fleet is concerned is the establishment of a well-structured and strongly led group of volunteers. Ports can rarely afford to pay all those needed to make the event a success, so they will often need to rely on a large volunteer team. In particular volunteers are needed to act as liaison officers (LOs) for the ships of the fleet and each ship should be allocated its own Liaison Officer. The volunteers will require training in their field of specialisation and, for the LOs; this training will have to be both focused and extensive. Such a system ensures that:

- Captains and crews have someone with knowledge of the local area available to them
- The programme of social and sporting events will run smoothly and be well supported because the LOs can encourage their crews to participate
- Vessels with technical problems can get assistance more easily

**A Chief Liaison Officers Manual will be provided by Sail Training International which covers the following points in more details and is also available on the Sail Training International website.**

### **7.1 Timing**

The following is a suggested programme for the setting up of the liaison system.

- 7.1.1 One year before the ships are due to arrive, a Chief Liaison Officer (CLO) is appointed and subsequently attends all meetings of the Port Committee.
- 7.1.2 Six to eight months before the event, a recruitment campaign for LOs should be undertaken; volunteers selected are given a preliminary briefing and training.
- 7.1.3 Five days before the arrival of the fleet, the CLO sets up his office and a small nucleus of LOs are on stand-by for early arrivals.
- 7.1.4 Three days before the official start date the CLO, and a sufficient number of volunteers, should be working full time to receive and administer early arrivals. The LO HQ should be manned 24 hours per day until all vessels are in port to guarantee proper support.
- 7.1.5 On the days that the ships are in port, the CLO should hold a daily meeting with his/her LOs at 0800.
- 7.1.6 The LO system should remain fully functional until after the last vessel has departed from the port.

### **7.2 The Chief Liaison Officer**

The CLO should be a person of strong personality and a good organiser, and should be able to talk to numbers of people with confidence. Ideally, he/she should have a sound knowledge of the needs of large sailing ships and small yachts, and should preferably have personal experience of sailing. He/she will need to work closely with the Committee Chairman and the Project Manager of the Port Committee. He/she should meet the Sail Training International Race Director before the event. The CLO will need a deputy capable of assuming responsibility in his/her absence. The CLO should attend the daily Sail Training International meeting at 0900 hrs during the event dates.

### **7.3 The Liaison Office**

An office should be established for the CLO and any assistants he/she may have. This office will need telephones. The CLO will also need an area where he/she can hold a 0800 briefing for all LOs. The office should have a 'pigeon-hole' system with a mail box for every vessel. This is used to sort any mail for the ships as well as for any administrative papers from the port, tickets for events, or Sail Training International communications. LOs should be instructed to check their ship's box each time they are in the office.

## 7.4 Liaison Officers

- 7.4.1 Age of LOs. Other than in exceptional cases it is recommended that the majority of LOs should be aged 21 or over. Experience has proven that if the average age of LOs is too low, the system may struggle to work effectively.
- 7.4.2 Qualifications. The key to a successful LO programme is to have members who are keen, enthusiastic and well motivated, who understand the business of being a member of a crew and who have the foresight and training to anticipate the requirements of a ship's captain and his crew. There are several groups of people who typically make excellent LOs, these include:
- Service personnel, either currently serving, retired or in the reserve
  - Yachtsmen or yachtswomen, members of a sailing club
  - Local university students
- 7.4.3 Training. Training should include detailed briefings of LOs duties and responsibilities such that the LO has a thorough knowledge of the liaison system and what it is aiming to achieve, the port social programme, the various repair facilities available in the port and how to get in contact with them, and how to get advice and assistance from the CLO and his staff.
- 7.4.4 LO's Handbook. An LO's Handbook should be produced – based upon the contents of the Captains' Handbook – which will give:
- Organisational chart showing breakdown of LO organisation
  - Details of the exact nature of an LO's duties and responsibilities
  - Details of the captains' and crews' social programmes
  - Details of the sports programmes and excursions
  - Details of training days

**Examples of this document are available on the Sail Training International website.**

- 7.4.5 Languages. It is more important for the LOs to have the right temperament to welcome and look after their vessel than to be able to speak the language of its crew, though this is of course a bonus. It is a Sail Training International requirement that each vessel entered in one of its races shall have at least one member of the crew who speaks reasonable English. In many cases there are also students on board who are learning English.
- 7.4.6 Hours of work. LOs should be available from the 0800 meeting until late evening on each of the days that their vessel is in port. The LO system should allow for round-the-clock manning while the fleet are arriving in port. In an ideal situation the LO becomes a member of the crew and spends all day with the captain or crew and eats with them, only leaving for the night.
- 7.4.7 Number of LOs needed. **There must be at least one LO per vessel and two for Class A ships.** Large vessels may also employ a Ships' Agent to arrange their administrative and technical requirements. Additionally 4 X LO should be assigned for liaison with the Sail Training International event team and 1 X LO for a similar role with the country National Sail Training Organisation team (where applicable).

## 7.5 Daily Meetings

- 7.5.1 The CLO should hold daily meetings of LOs once the vessels have arrived, preferably at about 0800, at which he/she can announce any changes of programme, give out any invitations which may have been sent to his office for distribution, make arrangements for the support of sporting events or special events such as sight-seeing trips, and generally keep LOs up-to-date with the port's plans. The reason for holding this meeting at 0800 is to enable LOs to go straight to their ships and be there at the start of the day's planning. This will assist the captain in briefing his crew for the day.

7.5.2 The Chairman of the Event Committee and the Race Director will attend the initial CLO's meeting to introduce themselves to the LO Team. They may also attend the beginning of each morning meeting to pass any important information to the CLO.

7.5.3 It is usual for Sail Training International to hold its own daily meeting at 0900 each morning. This is timed to be clear of the CLO's meeting. It is important that the Project Manager and a senior representative from each of the following responsible areas attend this meeting:

- the harbour authorities
- a Police representative / event security
- the Chief Liaison Officer
- Social programme
- Port media
- Vessel corporate hospitality

## 7.6 **Mail**

Sail Training International will send one or more Advance Notices to all vessels, which have entered, or are likely to enter the events to inform them, amongst other details, of the port address to which mail for the ships should be sent. Sail Training International will emphasise the requirement to include the vessel's name in the address.

The Port Committee is:

- To provide Sail Training International, 6 months prior to the event, with an address to which mail should be sent, so this information can be passed to competitors before they leave their home waters. This may well be a Post Office Box number.
- To deliver the mail through the liaison system once the fleet is in port.

**8.1 Sponsorship**

For all events, Sail Training International will seek sponsorship support on a variety of levels (including a Title Sponsor with full event naming rights) – collectively referred to in this document as “Event Sponsor(s)”. Sponsorship funding will add value to the events in several ways, most notably it will increase our ability to fund promotional activities and contribute to a bursary programme to assist young trainees financially.

8.1.2 Our selection of Event Sponsor(s) is guided by two main principles. We seek sponsorship arrangements that:

- Are consistent with the ethos and character of the Tall Ships events and from organisations that share our values in relation to sail training for young people
- interfere as little as possible with the ability of a host port to raise local sponsorship funding to support its involvement in the event

In consequence, it should be clearly understood that the appointment of sponsors in the field of (or related to) the following products and services are prohibited:

- Tobacco
- Military / defence
- Strong alcohol
- Gambling

8.1.3 Ports are required to provide a booth, stall or similar all-weather facility in a prominent high footfall location, accessible to the general public visiting the racing fleet, for the Event Sponsor(s) to set up and use the opportunity to sell their products directly to the public and promote their activities. The facilities should have a power supply, lighting and a level floor and be of an area of approximately 225 square metres that can be subdivided (or a number of separate units, as specified by Sail Training International). These facilities should be located in high footfall areas adjacent to the Class A berthing. The size and location of these facilities must reflect the status of the Event Sponsors and be no smaller than the space provided to the Host Port Sponsors. These facilities must be available to the event sponsors for the full duration of all official in-port days, with appropriate access for build-up and break down outside of these dates.

8.1.4 VIP hospitality covered space to include electricity, lighting and water (not including decoration and catering, minimum 50 square metres and facilities to be agreed) for the exclusive use of the organiser for the duration of the event. This may, by agreement with the organiser be a shared facility with the port.

8.1.5 The in-port branding theme/design developed by the host port must incorporate and give priority to the event sponsors logos. The branding theme/design must be approved by Sail Training International. On-site banners/signage and bunting, to be provided by and at the cost of the Event Sponsor(s) to be erected, maintained and taken down by the Civic Authority. Total area of on-site banner space to be given over to the Event Sponsor(s) is set out in Clause 3.8 of the Standard Terms and Conditions in the Host Port Contract.

8.1.5 An agreed number of VIP invitations to events organised as official functions of the event. Such number not to be less than thirty for the Event Sponsor(s) in respect of events planned for at least 100 persons and otherwise to be mutually agreed.

8.1.6 It is important that Sail Training International and host ports work together to avoid conflicts of interest between Event Sponsor(s) and local “Port Sponsors”. **Host ports are required to notify Sail Training International in advance of all local port sponsorship arrangements they wish/plan to make.** In the event of any failure to do so, Sail Training International cannot be held responsible for any related commitments to port sponsors, inter alia, in relation to the appointment of event sponsors.

## 8.2 **Inviting Sail Training International officials to social events**

As organisers of the event, it is expected that Sail Training International officials will be invited to appropriate local events, such as:

- Captains' Dinner
- Trainees' Party
- Ships Afterguard/Officers party (where appropriate)
- Prize Giving
- Parade of Sail

Invitations are required for up to 15 Sail Training International officials, where overall numbers allow. In the event of restricted space and numbers being available the following are expected to be invited as a minimum:

- Event Committee Chairman
- Race Director & Commercial Director

A list of names of those attending will be forwarded, to each port, six weeks prior to the event.

A further 2 tickets may be required for the senior representatives of the country National Sail Training Organisation, where applicable, and where these individuals are not represented within the Sail Training International event team nor the host Port Committee.

The Event Committee Chairman should be regarded as a VIP by the port and included in all royal/national/local dignitary visits, be seated on the stage at a prize giving and on the top table at official functions.

## 9 **THE TALL SHIPS EVENT MEDIA CENTRE**

The purpose of the Tall Ships event Media Centre is to stimulate media interest in the race, sail training for young people, the event and the host port; to provide information, story leads, interview, photo and film opportunities and facilities to transmit these

### 9.1 **Location**

The Media Centre is to be sited close to the fleet where members of the media will have easy access to the ships.

### 9.2 **Staffing**

Sail Training International will provide a communications manager with detailed knowledge of the event and the ships. The Sail Training International communications manager will support and advise the local media team during the event. The country National Sail Training Organisation will also provide a media representative (where possible) to give expert local assistance on aspects of sail training in the respective country. The Event Sponsor will also provide a media representative (where possible) to deal with enquiries related to the activities and involvement of that sponsor.

It is important that the Media Centre should be able to answer questions about the race, sail training and the host port, as well as about the event. Therefore the port should provide staff with knowledge of the local area and the local media, and who speak English as well as the language of the country. The usually acceptable minimum number of local staff is three, although more are often necessary in the case of a large city.

### 9.3 **Equipment**

9.3.1 **Telephones.** Two direct lines for use by the Media Centre staff, except where mobile telephones have been provided for use of the STI team (see 5.3.1) and a dedicated multi-user Wi-Fi broadband internet connection. Additionally it is recommended to install 2 cabled high speed internet access points for the uploading of high resolution images by the media. Depending on the prevalence of mobile phones in the host-port it may also be considered to provide several direct lines (which can be payphones) for use by journalists. The journalists' telephones should be sited away from workstations. If they are payphones, they should accept incoming calls, they should be suitable for international calls, and they should be adaptable for connection to computers with modems.

9.3.2 **Facsimile.** A facsimile machine, with its own telephone line, should be connected, and instructions provided in English and the language of the country.

9.3.3 **Photocopier.** With paper, toner, instructions, and the telephone number of the service engineer.

9.3.4 **Power points.** For all equipment listed and multiple additional power points for the charging of journalists telephones, laptops etc.

9.3.5 **Tables/chairs.** Sufficient for Media Centre staff and hot desking arrangements for visiting journalists.

9.3.6 **Notice boards.** At least two, to be used for media statements and releases; media opportunities; photocall or media tour times; press boat availability, messages and information exchange et al.

9.3.7 **Refreshments.** Facilities for serving refreshments should be provided.

9.3.8 **Sign posting.** The Media Centre is to be clearly sign posted i.e. "The Tall Ships Races - MEDIA CENTRE" (or as otherwise advised by Sail Training International). Lettering and the layout should comply with the Branding & Identity Rules and include opening times and out of hours contact telephone number.

### 9.3.9 Boats for the Media

- Boats are to be provided free of charge, by the port, for taking the media onto the water to see the **arrivals** and **departures** of the Tall Ships event fleet and in-port tours as required. Media vessels must carry only media and be dedicated to this task alone. It is also important that appropriate media boats are provided to cover the race start, which may be a considerable distance from the host port. Booking arrangements for these vessels should be coordinated in liaison with the Sail Training International communications manager
- For the fleet arrivals the vessels provided need not be the same craft as described for departures as there will likely be fewer media wanting to go out. The vessels can be smaller. However they must be ready to go out and meet incoming fleet vessels at very short notice. They should be operated from a point very close to the Media Centre. It is strongly recommended that the provision of boats for the media is finalised several months before the event
- All media boats should display the provided Sail Training International 'MEDIA' boat flag when in use
- For the fleet's departure, these vessels must be manoeuvrable and fast. 15 knots is a minimum speed and 15 metres a minimum length. There must be sufficient deck space, and also sufficient shelter, in the event of bad weather. There must be two vessels of this description. This allows for flexibility with the media's requirements regarding parades of sail and race starts. Past experience has shown that space is required for approximately 30 persons – 15 on each vessel. An appropriate media boat must be able to cover the race start which may be a considerable distance from the host port

9.3.10 Badges and accreditation. A media accreditation process and media passes are to be managed and provided by the port and issued by the Media Centre. All journalists wishing to access the Media Centre will be required to produce proof of accreditation in order to collect their media passes. It is a requirement that the Port Committee supplies the Sail Training International communications manager with a list of the accredited journalists expected to attend the event.

## **10 PORT VISITS BY SAIL TRAINING INTERNATIONAL**

A team from Sail Training International, consisting usually of the Event Committee Chairman, Commercial Director, Race Director and (where appropriate) a representative of the country National Sail Training Organisation, will visit the port at least twice between selection of the port and the event itself. The Sail Training International Communications Manager will attend the final port visit. The port takes on the responsibility of providing air tickets, accommodation, meals and transport for these visits which normally lasts no more than three days. During this visit, the Sail Training International team will expect to meet the chairman and members of the port committee and all those involved in running the event including representatives of 3<sup>rd</sup> party contracted organisations. They also have the chance to go through the contract progress, in detail, by using check lists to help both the port and the Sail Training International team.

### **10.1 Sail Training International Port Check Lists**

Two check lists (Commercial and Fleet) form the basis of the meetings to be held during port visits. Sample check lists are attached to this Port Manual (see appendix 6).



## 11 SOCIAL

### 11.1 Functions

The following social functions are those that have, in the past, been organised in connection with the visit to a port of the Tall Ships event fleet. It is a usual rule of Sail Training International that, in order to be eligible to compete in one of our races, at least half the people on board any competing vessel have to be young men or women between the ages of 15 and 25, who are undergoing the experience as part of their professional sea-going training or as part of their personal development. The emphasis on all social events should therefore be towards these young people. Another fundamental rule is that no one under the age of 15 years is allowed to be on board a vessel taking part in the races. It has also been found that the captains are often overwhelmed with functions and it is the other adults on board the ships who seldom have enough events organised for them.

**The provision of suitable transport and access to facilities for crew members with physical disabilities must be addressed at all events and functions.**

The following paragraphs detail functions which should be organised:

11.1.1 Crew Party. (Free to crew members) It is very important that the crews from many nations, who have raced together and shared a common challenging experience, should be given the opportunity to meet each other ashore. Any party that is organised for trainees and crew should be able to cater for ALL the crews together. Splitting groups of trainees to attend functions on different nights is extremely unpopular and must be avoided. Sail Training International considers that the Crew Party is **the most important of the social events**, focusing as it does on the young people, for which the whole race series is ultimately organised. Various forms of Crew Parties have been organised in the past. Examples are:

- A straightforward reception with music where beer together with soft drinks, are served with simple food. (The control of alcoholic and soft drinks will be controlled by a wristband system that will be issued by Sail Training International)
- A barbecue, together with some form of live music or discotheque. This is the most popular form of party.

**This party is best held on the evening of the second official day**

11.1.2 Control of Crew Parties. The following observations are made as a result of previous experience of these events:

- We believe it is essential that the Crew Party should ONLY be for the crews. In order to achieve this, it is required that the Port Committee arrange for stewards, stationed at the entrance to the party, to allow entry only to those wearing the approved wrist-band (previously issued by Sail Training International) and wearing the official badge to enter. Crews should be accompanied by their vessel Liaison Officers.
- The serving of alcohol should be in accordance with the laws of the country. In other words, alcohol should not be served to those crew members under the legal age limit. This is achieved by the provision of coloured wrist-bands, say, green for over 18s and red for under 18s with 3 tear-off tags - each tag to be redeemable for a half a pint (quarter of a litre) of beer. No spirits should be served and soft drinks should not be limited.
- It should be remembered that the young crews are living in a disciplined environment and Sail Training International requires that one of the ships' officers are also present. In our experience there is seldom any trouble at these events despite the attendance of up to, and sometimes more than, 1,000 young people from a number of different nations.

11.1.3 Captains' Dinner. This is an opportunity for captains of the participating ships to meet together in a relaxed atmosphere and at the same time meet some of the local organisers and committee members. Two invitations per ship are required for this event, allowing the captain to bring a partner.

**This dinner is best held on the evening of the first official day.**

11.1.4 Ships Afterguard/Officers Party. The complement of each vessel includes, apart from the trainees and the captain, a number of adult ships' officers, such as the first officer, engineer, navigator, bosun, etc. This group, which may comprise as much as 20% of the total number, is very often neglected as they are unable to attend the crew party due to the necessity of their vessels remaining manned at all times. An informal reception for them is a welcome addition to the social programme. This reception should be held on an evening that does not clash with the Captains' Dinner.

11.1.5 Sightseeing tours. Many of the young people welcome the opportunity to see some of the sites and experience the culture of the country they are visiting in addition to its docks and the immediate surroundings. It is suggested that coach tours be organised for them. Control can be arranged through Liaison Officers. It should be noted that some captains prefer their trainees to go together on one coach; whilst this is contrary to Sail Training International's policy, their wishes must be respected. Sail Training International can advise on this.

11.1.6 Crew Parade. The crew parade is an opportunity for the trainees and permanent crew members of the event vessels to demonstrate their exuberance and their enjoyment of the host port facilities as a thank you gesture to the people of the host port. Typically the parade will last about 1 hour maximum and take in a route from the main berthing area to the area selected for the prize giving ceremony (see clause 16.1 – 16.9). The timing of the Crew Parade is important in relation to the Prize Giving which should start immediately on arrival of the final trainee.

11.1.7 Free facilities. Cities are encouraged to extend free facilities to the young crews, such as:

- Use of the city transport facilities (buses, underground, trams)
- Visits to city museums, galleries, and other places of interest
- Visits to cinemas, theatres etc.
- Use of the city swimming baths, sport stadiums, skating rink etc.
- Visits to local landmarks and points of interest

Control of the use of such facilities is by use of the Tall Ships event wristband.

11.1.8 Other events. Port Committees may also like to consider the following social events:

- Attendance at a major sporting or music event, taking place during the visit of the Tall Ships Event fleet.
- Invitations from local boat owners and yacht club members for young crew members to sail or race with them in their own boats.

11.1.9 Activities in the port area. In general Sail Training International prefers Port Committees to organise suitable cultural activities for the public in the port area. But the commercial activities of food & drink provision, event related merchandise etc must also be suitably addressed.

11.1.10 Sports and games. Organised sports and games are very popular with the crews of the Tall Ships events fleet and enhance the aim of bringing the crews together. We suggest that these should include maritime or marine focused activities and are to be organised by the Port Committee. **The provision of suitable access to the sports and games areas for crew members with physical disabilities must be addressed**

i.e. wheelchairs struggle to cross sandy beaches. It would be appropriate to also arrange some less physical activities for those unable to participate.

11.1.11 Objective. The aim of organising sports and games for the young crews of the different vessels and nationalities is:

- To encourage friendly competition between them
- To help them to get to know each other
- To provide interest and occupation for them between the time the race finishes and their departure from the port.

11.1.12 Responsibility. The Port Committee is responsible for the organisation and conduct of these events. These notes are provided as a guide.

11.1.13 Events. Events should be of interest to spectators so that those crew-members not directly involved can support their team. The following are examples:

Pulling (rowing) races;	Heaving line throwing;
Beach volley-ball;	Football (soccer);
Swimming races;	Triathlon
Dinghy sailing races;	Water Polo;
Dinghy sailing;	Basket ball;
Tug-of-War matches	Dragon boat racing

11.1.14 Eligibility. It is usual for these events to be open only to the crews taking part in the Tall Ships Event.

11.1.15 Team events. Whilst Class A vessels have no difficulty in raising teams for these events, in fact they may ask (and be permitted) to field more than one team, some small Class B, C and D vessels may only have four trainees, they could be invited to join forces with one or more of the other small vessels to make up a joint team.

11.1.16 Prizes for Sports and Games. Prizes for these sports and games are donated by the Port Committee. They are NOT presented at the main race prize-giving but at a separate event, usually at the conclusion of the particular competition. However, six overall prizes for inter-ship sports and games should be awarded at the main prize giving event in race-start ports as agreed by Sail Training International.

## 11.2 **The Tall Ships event crew wristband**

Sail Training International provides each crew member with a crew wristband carrying the event logo, which is worn throughout the race series. This wristband can be used to identify the wearer as a member of the crew of a competing vessel who is entitled to any free facilities which the port is providing. Wristbands are issued by Sail Training International and strictly controlled.



## **12 THE PROMOTION of SAIL TRAINING**

It is a fundamental requirement for all host ports to do all they can to assist Sail Training International and the country National Sail Training Organisation in promoting sail training for young people.

- 12.1 The Port Contract requires that a port finds a number of trainees and the necessary funding for them to take part in at least one leg of the race. The minimum number of trainees is stated in the Port Contract. Ports can choose their own vessels and Sail Training International will provide contacts with ships and trainee data sheets if required. The country National Sail Training Organisation will also be available to assist and advise the Port Committee, particularly in the area of trainee placement on suitable vessels.
- 12.2 Additionally, ports are required to provide a booth, stall or similar all-weather facility in a prominent location, accessible to the general public visiting the racing fleet, for Sail Training International and the national sail training organisation (NSTO) of their country to set up and use the opportunity to promote sail training. The facility should have a power supply, lighting, 2 X tables, 8 X chairs and (wherever possible) should be able to be secured overnight.
- 12.3 Ports are also encouraged to consider sponsoring a vessel of their own in the race. This will provide additional publicity for the port at the same time as giving added focus to the fact that their city's sail trainees are taking part in the event.
- 12.4 The Sail Training International Communications Manager will support the port by providing key messages about sail training, its work and objectives; video and photo materials; vessel information; interviewees; statements and quotes.

## 13 CORPORATE HOSPITALITY OPPORTUNITIES for the FLEET

13.1 It is a requirement for host ports to provide corporate hospitality and/or day-sailing bookings for Class A ships and other suitable larger vessels whilst they are in port. This is a commercial necessity to assist in off-setting the operating costs of these vessels and **may often be a deciding factor in the attendance of a vessel to a particular port.**

13.2 Charges for these receptions differ from ship to ship and may include the use of just the deck or the whole vessel, use of some of the crew as waiters, provision of catering etc. Numbers of guests that a vessel can accommodate will similarly differ. Individual vessel operators will happily supply such details to the port. Details of vessels requiring/offering such hospitality opportunities will be collected by Sail Training International and distributed to the host ports. It is a requirement that the person responsible for corporate hospitality bookings within the host port team actively makes early contact with the relevant vessels, to discuss their availability, service offerings and pricing.

The allocation of corporate hospitality bookings will largely be driven by vessel type and client choice. However, where possible, corporate hospitality bookings should be spread as widely as possible amongst suitable vessels.

13.3 **The Port Committee is strongly advised that the organising of corporate hospitality for ships is very time consuming and the appointment and declaration of a specific person or 3<sup>rd</sup> party responsible for this activity is required. Such person(s) require well-developed marketing and communication skills.**

**A number of ports hosting previous events have chosen to use 3<sup>rd</sup> party contractors for this service, it must be remembered however that it is the responsibility of the Port Committee to adequately supervise progress of such 3<sup>rd</sup> party activities.**

13.4 **To be eligible for corporate hospitality or day sailing bookings, a vessel MUST be entered into the race series. It is strictly forbidden for any non-competing vessel to attend the port purely to benefit from corporate hospitality bookings.**

## 14 PROVISION OF HOST PORT TRAINEES to the FLEET

14.1 Host ports make a contractual commitment to provide an agreed number of trainees to vessels participating in the races. These 'host port trainees' assist the ships in filling their berths, providing vital operating revenue. For the city, the provision of trainees provides a direct link with the activities, values and ethos of the event, while providing local young people with a life-changing opportunity.

The contracted number of host port trainees should be regarded by the city as the minimum target. Many cities have far exceeded this target, delivering many more sail training experiences for local young people.

The recruitment of trainees is a process that requires planning, lead time and resources (both human and financial) if a successful outcome is to be achieved. The trainee recruitment process can be split into three areas:

- **Finding trainees**
- **Placing trainees with ships**
- **Funding trainees**

### 14.2 **Finding trainees**

Consideration needs to be given to the type of trainees you wish to recruit. There are those who might 'want to go' and those who 'need to go' as they would gain most benefit, perhaps due to difficult personal circumstances. The 'want to go' trainees can be attracted via an appropriate marketing campaign, whereas the 'need to go' trainees will typically come through partnerships with local education bodies, charities, youth groups etc.

Awareness, interest and applications can be generated through multiple channels:

**Media partnerships** (print/broadcast) - features/inserts/advertising/posters

**Online & social media** - websites/viral campaigns – Facebook, Twitter etc.

**Businesses** – event sponsors/company employees & apprentices/chamber of commerce

**Strategic partnerships** – charities/youth groups/social services

As with most marketing campaigns, there is no one single route to success. Multiple streams of activity through different channels are required. Applicants are usually asked to fill in an application form with personal details and a short statement on their background and why they want to be a trainee (STI can give examples of these application forms). These can then be assessed prior to confirming successful applications.

#### 14.3 **Placing trainees**

STI will inform the host ports of the vessels that would like to receive host port trainees. Consideration can be given to the type of vessel each individual trainee would like to sail on. The host port then has the option of administering the placement of trainees via an internal person(s) liaising directly with the vessel operators, or using a specialist external agency (STI can advise on a suitable agency). It should be noted that while the use of an external agency will significantly reduce the workload, the civic authority will still require a nominated internal trainee coordinator.

#### 14.4 **Funding trainees**

It is important for each trainee to make a contribution towards the cost of the voyage, even if only a small percentage of the overall fee. The size of the contribution is decided by the host port. This contribution can be raised through individual sponsorship activity which in itself sets the correct tone, as the young person has to work to gain access to what is for many, the adventure of a lifetime. For those unable to contribute anything financially, a period of voluntary community work could be counted as a relevant contribution.

The balance of the trainee funding can be met from a number of sources, including city budgets, various charitable funds, business sponsorships and community fundraising. Once again, a marketing exercise is required to engage and contract with these funding sources.

#### 14.5 **Resources required**

There is a significant workload associated with all three elements of the trainee recruitment process. This workload can be reduced by using an external agency, however this will reduce the revenue going to the ships (the agency will charge a commission of up to 15%) and it does not remove the need for dedicated resources within the host port team.

The commercial team at STI is on hand to provide advice and support for the host port team, at all stages of the trainee recruitment process. Significant experience is also available through previous host port teams and introductions can be made to facilitate direct contact with the relevant people.

## 15 **BRANDING and IDENTITY**

### 15.1 **Overview**

Every Tall Ships event relies on the participation and cooperation of a number of key stakeholders, including host cities, local sponsors and event sponsors. The branding of the event area and event materials has to give suitable recognition to these organisations, and has to be developed and implemented in a way that is efficient for all concerned.

The general principle which applies to the branding of the event area is that 60% of the available space is allocated to the host port and local sponsors, with the remaining 40% allocated to Sail Training International and the overall event sponsors.

The procurement, placement and removal of the event area branding, including the requirements of Sail Training International and its Event Sponsors, should (where possible) be managed by the host port. This process requires close cooperation between the respective parties to agree final designs and a 'branding map' which shows the positioning of branding throughout the event area. This approach will ensure that the event area branding is presented in a consistent, professional manner.

Sail Training International and the event sponsors will pay the host port for the production of the branded materials they have requested.

The host port undertakes to promote the core messages of Sail Training International and the National Sail Training Organisation (if one exists) as an integral part of the event area branding plan.

All event area and materials branding must be approved by Sail Training International.

### 15.2 **Use of the Official Event Logo**

Host ports will be licensed to use the official title and logo of the Tall Ships event, subject to certain conditions and commercial arrangements with Sail Training International. High resolution digital images of the event logo are available from Sail Training International and may be downloaded from the Sail Training International website.

A copy of the current Branding and Identity Rules are to be found as an appendix (see Appendix 7) to this manual and to the main port contract, they are also available on the Sail Training International website.

### 15.3 **Publicity**

When The Tall Ships event fleet visits a port, hundreds of thousands of spectators can be expected to come to see the ships. A well-organised publicity campaign is required in order to inform the public about the event in advance; persuade them to visit the city; supply them with information while they are there; to attract attention to the city at national and international level and promote the race and sail training for young people. Such a campaign should utilise:

- Broadcast, print and internet advertising
- Social media
- Information brochures/programmes
- Posters
- Event related merchandise
- Dedicated local event website

This campaign is properly the business of the city's tourism or cultural department. Yet there may be aspects of the event, connected with the ships, the crews, or the race itself, about which the city's experts will appreciate some input from outside.

Sail Training International maintains an ongoing public relations programme about the races through its web site, e-magazine and social media sites and will liaise with the port's publicity officers on the design and implementation of a successful campaign. During the event, Sail Training International's Communications Manager will be on hand to provide information about progress of the race, sail training for young people and Sail Training International.

#### 15.3.1 **Approval**

**Sail Training International must view and approve artwork of all material and merchandise before it is produced to ensure the requirements of Branding & Identity Rules and the Port Contract are met. Any materials or merchandise, not having been pre-approved by Sail Training International that is found to be non-compliant with these requirements will be required to be immediately removed and /or amended at the sole cost of the Port Committee**

#### 15.4 **Media relations**

Sail Training International's Communications Manager will assist in the management of the event media arrangements and provide support and advice to the local media team.

15.3.1 **Pre-event.** Sail Training International will publish an event media information page on their website and liaise with the ports on appropriate content.

15.4.2 **Press packs.** To include Sail Training International information and sail training messages

15.4.3 **Press conferences.** In addition to the press conference held in advance of the event, it is advisable to hold an opening press event when all the ships are in port.

15.4.4 **Media releases.** The Sail Training International Communications Manager will collaborate with the port on their news releases, and on media lists. Port media releases must include the full event title and the phrase, "Organised by Sail Training International" and "Presented by (name of sponsor, if applicable)" and editors notes including Sail Training International information and contact details.

15.4.5 **Media Centre.** Having attracted the media to the event, it is important to provide them with up-to-date information and resources.

#### 15.5 **The Masthead**

The Masthead is Sail Training International's e-magazine, published at regular intervals throughout the year. It has a wide readership amongst the owners and crews of vessels as well as the ports, organisers, sponsors, past, present and potential trainees and their families and all those who are interested in Tall Ships and the race events. Ports are encouraged to submit photos, videos and editorial to promote their event in the publication.



**16**     **PARAPHERNALIA**

Sail Training International will be responsible for the design, procurement and distribution of the following items:

- T-Shirt for each crew member
- Race wristband for crew members
- Race Pennants
- Ships' name boards
- Crew parade ships' name boards
- Wristbands for Crew Party

Where appropriate, all items of paraphernalia will carry prominent event sponsor branding.

The total cost of the above items will be borne by Sail Training International.

## 17 **TROPHIES and PRIZE GIVING**

### 17.1 **Responsibility and number of prizes**

Sail Training International will be responsible for the design, procurement and allocation of prizes and the procedure for their presentation in consultation with the Port Committee.

There are usually two race prize-giving ports in a race series and two race start port Prize Givings. The number of prizes presented at the final prize giving is greater than that at the first prize giving because it includes the presentation of several prizes for results in the overall race series, donated by Sail Training International, as well as the Sail Training International Friendship Trophy

### 17.2 **Donations of prizes**

The Event Sponsor(s) and the host-port will be invited to provide 1 prize donation each. Criteria for award selection and the proposed prize / trophy must be discussed and agreed with Sail Training International prior to the event.

### 17.3 **Class Prizes for all event races**

The Tall Ships race events will include Class Prizes (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> for each of the four classes, plus one each for '1<sup>st</sup> across the finish line' and '1<sup>st</sup> to finish on corrected time'.

### 17.4 **Special Prizes**

Some prizes in a Race series are traditionally provided by Sail Training International which includes:

- For each race finish prize-givings:
  - Communications Prize
  - Vessel with the youngest average aged crew
  - Vessel with the most international crew
  - Best crew in the crew parade
- At the end of the Race Series:
  - First Overall for the Race Series in Class A [Cape Horn Trophy]
  - First Overall for the Race Series in Class B [Florence Cup]
  - First Overall for the Race Series in Class C [Angela Cup]
  - First Overall for the Race Series in Class D [Illingworth Trophy]
  - Youngest average aged crew in Class B [Helmut Bastion Bell]
- A minimum of 12 prizes will be required for race start port prize givings. The following special prizes, or similar, will be awarded :
  - Most spectacular arrival in port
  - Special Participation (Vessel furthest from home port (1<sup>st</sup> port only) Oldest ship in the race (other port)
  - Youngest captain
  - Best crew in the crew parade
  - Special Sail Training International Award
  - Best dressed ship in port
  - Six overall inter-ship sports and games prizes (host port - see 11.1.16)

Host ports wishing to donate additional special prizes for race prize-givings must seek approval with Sail Training International in advance (see 16.2).

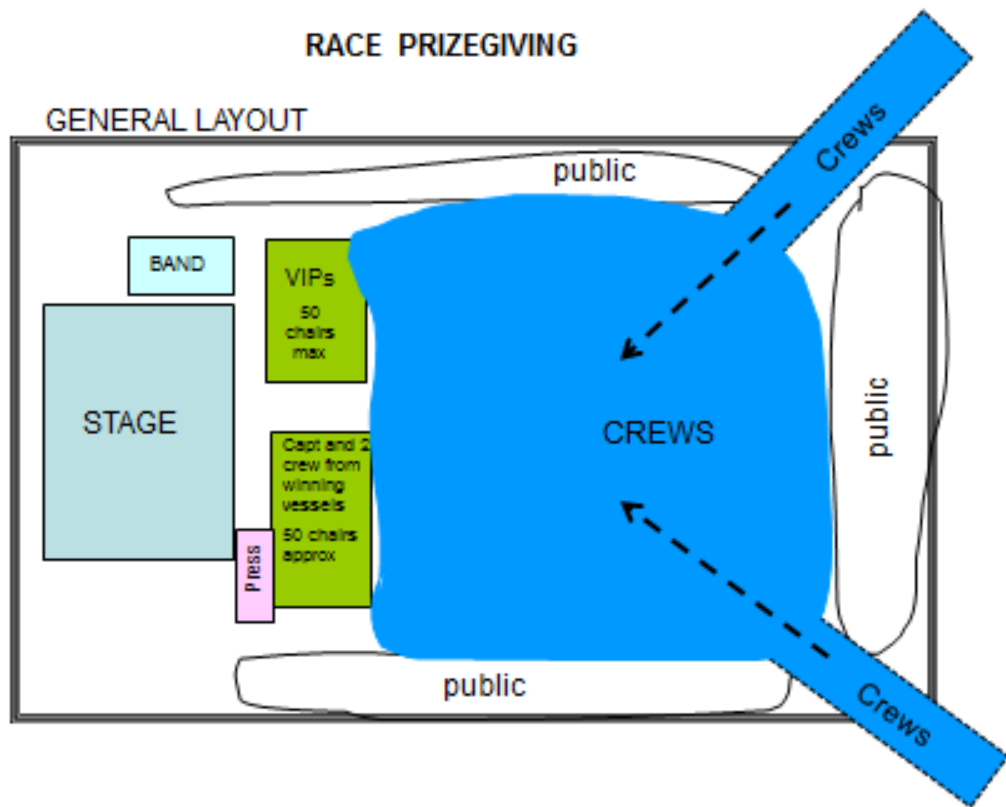
#### 17.5 **Display and Storing of Prizes**

Prior to the Prize Giving, arrangements are sometimes made for prizes to be on display in the city at a large department store or bank, at a yacht club or some other place where they will be seen and appreciated by the public. This should be arranged by the Port Committee.

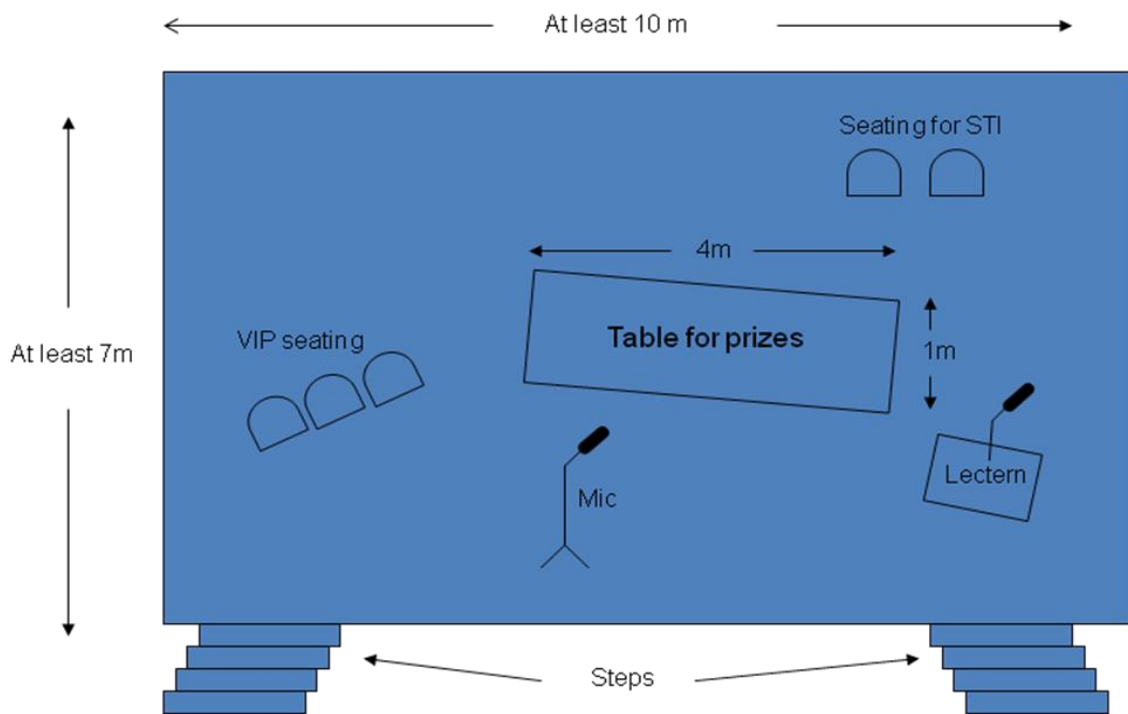
#### 17.6 **Preliminaries to the Prize Giving**

In the days preceding the prize-giving, the Race Director will hold a meeting with the relevant person on the Port Committee to discuss the prize giving layout and procedure. The Port Committee are required to make arrangements to:

- Invite an appropriate VIP dignitary to present the prizes
- Have a suitable stage of approximately 10m x 7m and about 1.5m high, with two sets of steps and suitable provision for access by physically disabled prize recipients
- Collect all the prizes and deliver them to the prize-giving location
- Guard the prizes at the prize-giving location
- Have a table, of sufficient size to accommodate the prizes. This should be covered with an appropriate flag or cloth. Sail Training International will provide race banners to decorate the table and to hang above and behind it
- Arrange for a public address system
- Provide an interpreter (if necessary)
- In consultation with the Sail Training International media representative arrangements for a media stand/enclosure, bearing in mind the particular needs of photographers and television crews
- Organise the forming up and parade of crews through the city to the venue. This is best co-ordinated by the Chief Liaison Officer
- Arrange the setting up of seats for VIPs.



#### STAGE LAYOUT



**17.7 Sail Training International will be responsible for the following:**

- Setting out and labelling of the prizes

- Ensuring captains of vessels which are to receive a prize are notified in order that they can be seated in the VIP area, at the front of the assembly, for ease of access
- Announcing the prize winners.

#### 17.8 **Date and timing of the Prize Giving**

The date and timing of the Prize Giving is important. It should take place on the second day of the port programme, before the crew change takes place, to ensure that the trainees who took part in the race can attend. It should be timed to allow crews to finish any sports activities or cultural visits, return to their ships and prepare for the crew parade. The parade should last no more than one hour, thus the prize-giving should be around 1700 hrs.

#### 17.9 **Procedure for Prize Giving**

16.9.1 As soon as practicable after the completion of the race, the Race Director produces a Results List which is authorised by the Chairman of the Event Committee.

16.9.2 After authorisation the Final Results List is available to competitors and the media.

16.9.3 Once this Final Results List has been published the Chairman of the Event Committee, appropriate members of his Event Committee and the Race Director, meet to prepare the prize list. For race start ports, the prize giving list, the Chairman of the Event Committee will meet to discuss the final Prize List.

17.9.4 The Prize List may include winners of prizes not directly connected with the race results (such as the Sail Training International Friendship Trophy), and is not released until after the prize giving.

17.9.5 Where practicable, the Race Director informs the captains of those vessels which have won a prize so that they can make arrangements for its collection at the Prize Giving.

## 18 EVENT INFORMATION PUBLICATIONS

### 18.1 Captains' Manual

It is recommended that the Port Committee consolidate all their organisational details and instructions for the captains in a Captains' Manual. Details which are to be included:

Banking arrangements	Liaison Officer details
Berthing details	Mail service and post office facilities
Charts and maps	Miscellaneous services
Colours/dress ship times	Outline social programme
Communications	Participating vessels
Currency exchange	Reception details
Customs and immigration	Repairs
Duty Free suppliers	Ships' chandlers
Electricity	Transport details
Emergency services	Tugs and pilots details
Fuel and water	Useful telephone numbers
Garbage disposal	Visits to ships by the public
Contact information for the country	Friend of the Tall Ships scheme
National Sail Training Organisation	Sail Training International event website

All of the above details are to be completed on a template that will be supplied by the Sail Training International Race Office. Each port is responsible for printing its own section of the Captains' Manual. The A4 four ring binders to hold the Captains' Manuals for all the ports and the Cruise-in-Company details are to be provided by the first port and the cost shared between the host ports. **Previous examples of this documentation are available on the Sail Training International website.**

### 18.2 Crews' Handbooks

A small Crews' Handbook should be issued to each crew member to ensure that they know the port programme and layout. It should be simple and cheap to produce and contain an outline berthing plan, a map of the city adjacent to the port and details and times of the crews' programme of sports and social events.

Additionally it must contain contact information for the Country National Sail Training Organisation, information regarding the "Friend of the Tall Ships" scheme and the web address of the Sail Training International event website.

**Previous examples of this documentation are available on the Sail Training International website.**

All documents referred to in this manual are to be included as appendix attachments AND ensure available on web site. Where we have 2-3 examples, include one in the manual binder with others only on the web site.

All sample documentation to be thoroughly checked before posting to site.

## APPENDIX 1

### **EMERGENCY PROCEDURES Guide**

The following guidance notes are for cases when a serious incident or emergency occurs at sea during the event.

#### A1.1 **Introduction**

The purpose of these procedures is to detail the actions which may need to be taken in the event of a major disaster or emergency occurring at any time during the Tall Ships event, or during any of the activities associated with the event.

Host ports will have their own standard procedures which they should use as the basis of any serious incident within their ports, whilst co-operating closely with Sail Training International.

If Sail Training International initiates Search and Rescue (SAR) procedures to ensure that life is saved, it would hand over to the local SAR authorities as soon as possible and would then support such authorities.

When procedures are initiated by the SAR authorities, Sail Training International would re-organise its Event Committee to deal with the emergency in addition to administering those of the fleet not concerned with the emergency.

The Sail Training International Emergency Procedures will be initiated by the Event Committee whose composition will be designated before the commencement of an event. An Emergency Procedures Committee, chaired by the Chairman of the Event Committee, will be formed whose composition will be determined by the Event Committee Chairman after consultation with Race Director and the Chairman of the Port Committee. All communications to others from the Emergency Procedures Committee will be controlled by the Event Committee Chairman who alone may approve and issue statements to the media and public.

#### A1.2 **Envisaged disasters or emergencies**

These procedures are designed to cover the following disasters or emergencies:

- A1.2.1 Incidence of exceptionally heavy weather causing damage to vessels, injury to crew members and/or loss of life
- A1.2.2 A competing vessel foundering
- A1.2.3 A major collision
- A1.2.4 Fire, explosion, dismasting or other disaster
- A1.2.5 A competing vessel reported overdue or missing
- A1.2.6 A competing vessel having a man or men overboard
- A1.2.7 A competing vessel involved in the rescue or standing by another vessel
- A1.2.8 The need to contact a crew member on board a competing vessel due to an on-shore emergency.

#### A1.3 **Fleet communications**

A1.3.1 **Policy.** It is Sail Training International's current policy that VHF Radio must be fitted for all events. In the case of those events involving an ocean crossing or when vessels will be a considerable distance from shore, MF Radio will be required in addition to VHF. 406 EPIRBs are compulsory.

A1.3.2 **Daily radio schedules.** A twice daily radio schedule is operated during Tall Ships Races and Regattas. In addition to increasing the interest of the young crew and acting as a facility for parents and media, it mainly serves as a safety factor in that positions of competing vessels are known on-shore at least twice every 24 hours.

A1.3.3 Communications Vessel. Wherever possible, arrangements will be made for a naval or civilian vessel to “shadow” the fleet. This vessel will have reasonably sophisticated communications equipment and will be tasked to contact competing vessels twice daily and also contact the Race Director, or his representative, on shore. A member of the Race Management Team will be embarked on this vessel.

A1.3.4 SAR Telephone Numbers. The Race Director will have promulgated the telephone numbers and radio frequencies used by SAR authorities in the areas in which the fleet will be operating. This information is listed in the Sailing and Communications Instruction issued for each race.

**A1.4 Sail Training International event headquarters**

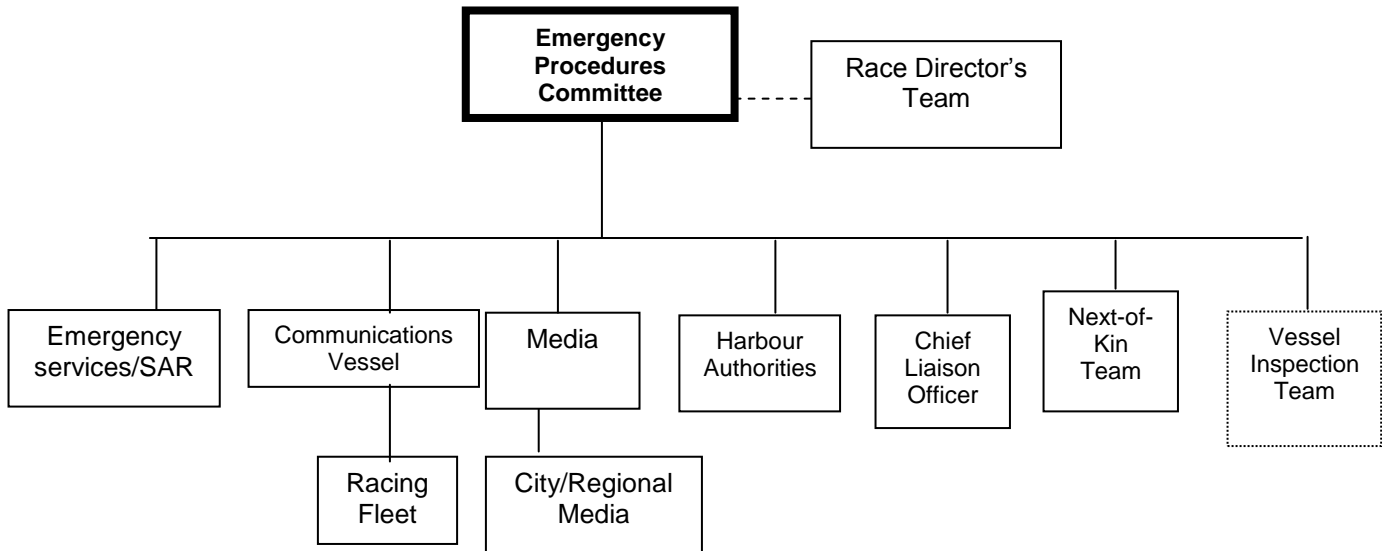
The Sail Training International event headquarters office is normally established in a building adjacent to the berthing area for competing vessels.

**A1.5 Command and control**

The Emergency Procedures Committee will be formed from a combination of the Event Committee and the Port Committee and will be chaired by the Chairman of the Event Committee. It will be tailored to suit the particular emergency and, depending on the nature of the emergency, the sub-committees or ‘teams’ below will be formed as determined by the Emergency Procedures Committee chairman. The individual responsible for each committee is given in brackets:

- A1.5.1 Race Director’s Team (The Race Director)
- A1.5.2 Liaison Officer Team (The Chief Liaison Officer)
- A1.5.3 Event Communications Vessel (the Captain)
- A1.5.4 Vessel Inspection Team (Sail Training International member in charge)
- A1.5.5 Next-of-Kin Team (Nominated Sail Training International members)

Command and control will be exercised as follows:



**A1.6 Responsibilities**

Depending upon the nature of the emergency, the Emergency Procedures Committee and teams listed above will be responsible for the following:

**A1.6.1 The Emergency Procedures Committee**

- A1.6.1.1 Establishing emergency headquarters
- A1.6.1.2 Making available all relevant resources (offices, telephones, computers, personnel)



- A1.6.1.3 Initiating the creation of new telephone numbers for general enquiries
- A1.6.1.4 Co-ordination of all other cells
- A1.6.1.5 Co-operation with senior civil and military directors
- A1.6.1.6 Making initial request for specialised communications facilities, SAR and other emergency services
- A1.6.1.7 Liaison with senior diplomatic officers
- A1.6.1.8 Visits to crews in hospital.

#### A1.6.2 **Race Director's Team**

- A1.6.2.1 Distribution of crew lists to Next-of-Kin Team.
- A1.6.2.2 Creation of telephone directory with all relevant telephone and contact details
- A1.6.2.3 Maintenance of current chart plot (if applicable)
- A1.6.2.4 Maintenance of current situation reports and vessel states
- A1.6.2.5 Circulation of above as detailed in paragraph 7 below
- A1.6.2.6 Act as Point of Contact with SAR authorities
- A1.6.2.7 Act as a co-ordinating headquarters for all other cells
- A1.6.2.8 Establish a permanent communications link with the Sail Training International race media representative
- A1.6.2.9 Organise extra telephone and other communications equipment so that Next-of-Kin and the public can have adequate information
- A1.6.2.10 Establish facilities from which the Next-of-Kin Team can contact Next-of-Kin.

#### A1.6.3 **Liaison Officers' Team**

- A1.6.3.1 Liaison with any competitors, who have arrived at the port
- A1.6.3.2 Reception and re-assurance of competitors as they arrive at the port
- A1.6.3.3 Explanation of any modifications to the crews' shore programme
- A1.6.3.4 Assistance to the Emergency Procedures Committee, Race Director's Team etc, as directed.

#### A1.6.4 **Communications Vessel**

The Sail Training International Communications Officer, in conjunction with the captain/master of the communications vessel will:

- A1.6.4.1 Control initial SAR if appropriate:
  - IF IN PORT - establish and maintain VHF communications with those in port;
  - IF AT SEA - establish and maintain radio communications with the SAR authorities and all competitors currently at sea. If required and if possible, act as a relay between the On Scene Commander and any competitors whom he is unable to contact
- A1.6.4.3 Keep the Race Director informed of the current situation regarding the fleet
- A1.6.4.4 Keep the fleet informed of the current situation.

#### A1.6.5 **Vessel Inspection Team**

Re-deploy as requested by the Race Director.

**NOTE:** This team may only exist at start ports.

#### A1.6.6 **Sail Training International race media representative**

- A1.6.6.1 Liaise with the Chairman of the Emergency Procedures Committee, the Race Director and the port media representative
- A1.6.6.2 Ensure that the media representatives do not hamper the work of the Emergency Procedures Committee and its sub-committees and teams

- A1.6.6.3 Organise press conferences, briefings, interviews or written statements (for the media and/or public, including web sites) in consultation with the chairman of the Emergency Procedures Committee
- A1.6.6.4 Arrange with the Chairman of the Emergency Procedures Committee for press conferences to be held at appropriate and regular intervals
- A1.6.6.5 Establish extra communications facilities for the media if necessary
- A1.6.6.6 Arrange interviews between media and Sail Training International officials
- A1.6.6.7 Keep the race website updated with suitable 'news' statements which have been approved for release by the Chairman of the EPC.

A1.6.7 **Next-of-Kin Team**

- A1.6.7.1 Collect Crew Lists from the Race Director
- A1.6.7.2 Contact the Next-of-Kin of any crew member who is dangerously ill/injured
- A1.6.7.3 Contact the shore organisers of any vessel involved in an emergency
- A1.6.7.4 Arrange room/reception area and, if necessary, emergency accommodation for visiting Next-of-Kin
- A1.6.7.5 Maintain communications with close relatives of any of the above who are passed to them by the emergency authorities
- A1.6.7.6 Assist with the identification and disposal of bodies where appropriate
- A1.6.7.7 Provide immediate assistance to survivors if this is not being carried out by local authorities.

A1.7 **Passage of information**

The Race Director's team will ensure that the following authorities are kept informed regarding the state of competitors, as frequently as the situation allows or requires;

- A1.7.1 SAR Headquarters
- A1.7.2 The Race Committee and Port Committee
- A1.7.3 The Sail Training International race media representative
- A1.7.4 The Next of Kin Team
- A1.7.5 Any civil and military authorities nominated by the Chairman of the Race Committee.

A1.8 **Establishment of emergency communications**

The Race Director's Team will establish emergency communications with the following:

- A1.8.1 Competing vessels already in port
- A1.8.2 The Communications Vessel – at sea or in port
- A1.8.3 The Sail Training International race media representative
- A1.8.4 National SAR authorities
- A1.8.5 The Finishing Line (if appropriate)
- A1.8.6 The Sail Training International office in UK.

A1.9 **Other emergency facilities which may be required**

- A1.9.1 Extra photocopying equipment at the Race Office in order that all teams can be kept fully informed,
- A1.9.2 Office, secretarial and communications facilities for the Event Committee and Port Committee,
- A1.9.3 As many responsible assistants, who speak English as well as the language of the country concerned, to report to the Race Director who will allocate them to teams as required in order that they can establish watch-keeping systems and function on a 24 hour basis if necessary.

A1.10 **Vessels retiring from the event**

Because SAR authorities will want to account for any unreported vessels, it is of great importance that captains/masters remember their responsibility to inform the Event Office of the fact that they have retired from the event, if that is the case, and in due

course report that their vessel is in a place of safety and not requiring outside assistance.

A1.11 **Implementation of these procedures**

Except in the case of an emergency of grave and/or large scale, it may not be necessary to implement all of these procedures. In any case, the degree of implementation will be decided by the Chairman of the Emergency Procedures Committee and will be transmitted to the Race Director for action.

## APPENDIX 2

### SAMPLE DATA SHEET

An Entry has been received for **KRUZENSHTERN**  
for these ports :- **Vigo** **Tenerife** **Hamilton (Bermuda)**

**Charleston** **Boston** **Halifax**

**Entered By:**

Baltic Fleet State Academy

Molodezhnaya str, 6

Kaliningrad 236029

Russia

**Tel:** + 7 4012 965070

**Fax:** + 7 4012 916690

**Mobile:** + 7 909 7750151

**email:** vduryagin@bga.gazinter.net

**Master:**

Michael Novikov

Country of registration: **Russia**

Year Launched: **1926**

Length for Berthing(includes Bowsprit, if any): **114.5** metres

Sail No:

Length (Hull only): **104.2**metres

Height of Rig above waterline: **51.21** metres

Height of main deck above the water: **4.88** metres

Hull Colour: **Blk/Wht**

Maximum - Beam: **14.02** metres

Maximum - Draft: **7.01** metres

Bowsprit: **Yes**

e-mail:**kruzenshtern@radio.amosconnect.com**

Yards Overhang:

Phase: **3/50**

Lay Alongside Another Vessel:**No**

Bow Thrusters: **No**

Requirement for Additional Fenders: **No**

ISPS: **Yes**

Need to be JettySide: **No**

Diesel:

Waste Water:

AIS: **Yes**

Ship & Quayside Min. Clearance:

Requirement to move in Port: **Yes**

Corporate Hospitality Required: **Yes**

Objections/Requests:

Rig: **Barque 4**

Radio Call Sign: **U C V K**

Class: **A**

Military Vessel: **No**

Cell Phone: **+ 7 906 237 1058**

Hull Material: **Steel**

Gross Reg. Tonnage: **3141**

Inmarsat:

MMSI No: **273 243 700**

Shore Side Power Requirements: **Yes**

Voltage: **380**

Amperage: **200**

Max Capacity of Tanks: Water:

<b><u>Composition of Crew</u></b>	<b><u>Male:</u></b>	<b><u>Female:</u></b>
Professional Officers:	<b>60</b>	<b>0</b>
Professional Crew:	<b>0</b>	<b>0</b>
Trainees:	<b>160</b>	<b>0</b>
Total:		<b>220</b>

**This data is supplied by Tall Ships Races (Europe) Ltd**

Address: Charles House Gosport Marina Mumby Road, Gosport, Hampshire PO12 1AH

Telephone: + 44 (0) 23 9258 6367; Fax :+ 44 (0) 23 9258 4661

E-mail: office@sailtraininginternational.org

Website: [www.sailtraininginternational.org](http://www.sailtraininginternational.org)

## APPENDIX 3

### OUTLINE SPECIMEN ORDERS FOR A PARADE OF SAIL

1. Appointment of the Parade of Sail Coordinator/Commander.
2. Details of reviewing ship and its position, together with details of dignitaries and saluting procedures.
3. Details of other official spectator ships.
4. Details of escort vessels, rescue vessels, tugs at turning marks, etc.
5. Details of media vessels.
6. Details of participating vessels with parade serial numbers and times past the Start Line.

[It is suggested that the parade be composed of a Class A ship followed by 4 or 6 Class B, C and D, then a Class A then 4 or 6 Class B, C and D etc. Some of the larger Class B vessels can be counted as equivalent to Class A.]

7. Forming up or anchoring area.
8. Start Line.
9. Route, including navigational information.
10. Average speed. (This should be adjustable on orders from the Parade Commander. The most commonly acceptable average speed is 5 knots.)
11. Distance between vessels - ahead and astern as well as abeam.
12. Dispersal point.
13. Un-docking or docking instructions.
14. Communications plan.
15. Any other vessels which might be participating.
16. Instructions for spectator vessels not in the parade.
17. Liaison with local maritime authorities.
18. Notices to mariners and parade information in local press.
19. Public transport to viewing areas.
20. Crowd control/ safety/ services at viewing areas.

A Parade of Sail Manual will be provided by Sail Training International which covers the points above in more details and is also available on the Sail Training International website.

**APPENDIX 4**

**SAMPLE ENTRY FORM FOR SPORTS EVENTS**

These application forms should be regarded as a guide to providing an indication of the numbers of trainees who plan to participate. The most effective way of attaining accurate numbers will be via individual ship Liaison Officers.

1.TO: The Secretary,  
The Port Committee,

NAME OF VESSEL.....:

NUMBER OF CREW PARTICIPATING.....

H 1.1 PULLING RACE (Crew consists of Coxswain plus 5)

H 1.2 TUG-OF-WAR (Team consists of Coach plus 6)

H 1.3 FOOTBALL (Team consists of 11)

2. The names of the Team Leaders for the events are:

2.1 PULLING RACE:.....

2.2 TUG-OF-WAR:.....

2.3 FOOTBALL:.....

3. HAs our number of Trainees is too small to provide a complete team we will compete for the events in combination with the vessels below:

3.1 PULLING RACE:.....

3.2 TUG-OF-WAR:.....

3.3 FOOTBALL:.....

Signed:.....

Position on Board:.....

## APPENDIX 5

### DEFINITIONS

#### 1. DESCRIPTION OF CLASSES OF VESSELS

- 1.1 CLASS A - All square-rigged vessels and all other vessels over 40m length overall (LOA).
- 1.2 CLASS B - Traditional-rigged vessels with an LOA of less than 40m and with a waterline length (LWL) of at least 9.14m.
- 1.3 CLASS C – Modern-rigged vessels with a LOA of less than 40m and with a LWL of least 9.14m, not carrying spinnaker-like sails (see Rule 28.3).
- 1.4 CLASS D – Modern-rigged vessels with a LOA of less than 40m and with a LWL of at least 9.14m, carrying spinnaker-like sails (see Rule 28.3).

#### Notes:

1. Square-rigged vessels (Class A) are defined as those vessels whose sail plan is ship, barque, barquentine, brig or brigantine.
2. Traditional-rigged vessels (Class B) are defined as those vessels whose sail-plan has a predominance of gaff sails.
2. Modern-rigged vessels (Classes C and D) are defined as those vessels whose sail-plan has a predominance of Bermudan sails.
4. Length Overall (LOA) is the length between the forward end of the STEM post and the after end of the STERN post. It does not include the bowsprit, pulpit or any other extension at the bow or stern.

#### 2. DIVISION OF CLASSES

CLASS A, CLASS B, CLASS C and CLASS D may be divided into divisions if the number of entries warrants it.



**APPENDIX 6**

**THE TALL SHIPS RACES  
COMMERCIAL CHECK LIST**

**HOST CITY:**

**DATE:**

<b>C1</b>	<b>INTRODUCTIONS</b>	
	<b>Sail Training International</b>  Attendees / roles & responsibilities	
	<b>City</b> Attendees / roles & responsibilities	
<b>C2</b>	<b>THE TALL SHIPS RACES CONTRACT</b>	
	<ul style="list-style-type: none"> <li>Confirmed Event Dates</li> </ul>	
<b>C3</b>	<b>THE TALL SHIPS RACES IDENTITY AND BRANDING</b>	
	<ul style="list-style-type: none"> <li>Presentation of Event Identity Rules</li> <li>STI Downloads                             <ul style="list-style-type: none"> <li>Contracted Host Port Log in</li> </ul> </li> <li>Branded materials - approval process</li> </ul>	
<b>C4</b>	<b>HOST PORT MARKETING &amp; PUBLICITY PLAN</b>	
	<ul style="list-style-type: none"> <li>Person responsible &amp; team members</li> <li>Copy of plan to be provided for discussion</li> <li>Pre-event publicity                             <ul style="list-style-type: none"> <li>Core themes and messages</li> <li>Description &amp; values of Sail Training</li> <li>Advertising / signage</li> <li>TV / Print coverage</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Media conferences</li> <li>○ Media releases</li> <li>○ Marketing to attract trainees</li> <li>○ Receptions on board Class A vessels</li> <li>○ Joint ports activities</li> </ul>
	<p><b>Website &amp; Social Media</b></p> <ul style="list-style-type: none"> <li>● URL</li> <li>● Branding &amp; Design</li> <li>● Event Sponsor recognition</li> <li>● Link to Event website</li> <li>● Link to NSTO website</li> <li>● Social Media plans – Facebook / Twitter etc.</li> <li>● Collation of website &amp; social media Statistics</li> </ul>
	<p><b>Media Management</b></p> <ul style="list-style-type: none"> <li>● Name of person responsible</li> <li>● Accreditation system</li> <li>● Press releases (issuing and approval)</li> <li>● Media Centre <ul style="list-style-type: none"> <li>○ Location /Staffing / Equipment</li> <li>○ Sponsors / NSTO</li> <li>○ Security</li> </ul> </li> <li>● Media Boats <ul style="list-style-type: none"> <li>○ Arrivals / In Port / Parade of Sail / Race Start</li> </ul> </li> <li>● Media packs</li> <li>● Displays</li> <li>● Press Conferences during Event</li> <li>● STI and Sponsor involvement</li> <li>● Media figures</li> </ul>
<b>C5</b>	<b>FINANCE</b>
	<p>Host Port Budget</p> <ul style="list-style-type: none"> <li>● Budget Overview</li> <li>● Approach being taken</li> <li>● Income sources</li> <li>● Marketing Budget</li> </ul>


	<p>Expenses for Sail Training International visits</p> <ul style="list-style-type: none"> <li>• Invoicing name and address + contact details for person responsible</li> <li>• Outstanding invoices</li> </ul>	
<b>C6</b>	<b>ACCOMMODATION FOR STI RACE TEAM</b>	
	<ul style="list-style-type: none"> <li>• Half board accommodation for Race Officials</li> <li>• Hotel name and location</li> <li>• Meal arrangements</li> <li>• Room nights</li> </ul>	
<b>C7</b>	<b>THE TALL SHIPS RACES MERCHANDISING &amp; CLOTHING</b>	
	<ul style="list-style-type: none"> <li>• Design and approval / Samples</li> <li>• Quantity &amp; Pricing</li> <li>• Geographical limits / Time limits</li> <li>• Logo licence for city</li> <li>• Crew T-Shirt design process</li> <li>• Volunteers' Clothing Design</li> </ul>	
<b>C8</b>	<b>SHIP RECRUITMENT</b>	
	<ul style="list-style-type: none"> <li>• Principles / shared responsibility</li> <li>• Importance of working with other host ports</li> </ul> <p><b>Commercial Ships</b></p> <ul style="list-style-type: none"> <li>• Recruitment strategy &amp; activities</li> <li>• Influence of deck event and trainee revenue</li> <li>• Importance of regular contact</li> </ul> <p><b>Military Ships</b></p> <ul style="list-style-type: none"> <li>• Joint Effort with other host ports</li> <li>• Letters to Military Attachés</li> </ul>	
<b>C9</b>	<b>CORPORATE HOSPITALITY</b>	

	<ul style="list-style-type: none"><li>• <b>Contracted Minimum - 40 bookings</b></li><li>• Targeted number of deck bookings</li><li>• Project &amp; Marketing plan for corporate hospitality</li><li>• Name of person Responsible</li><li>• Role of STI</li><li>• Use of specialists</li><li>• Bookings to-date</li><li>• Sponsors entitlements</li><li>• Sales to companies</li><li>• individual ticket events</li><li>• Day sailing</li><li>• Parade of Sail</li></ul>
<b>C10</b>	<b>OPEN SHIPS - PUBLIC ACCESS</b>
	<ul style="list-style-type: none"><li>• Balancing the needs of the ships &amp; the port</li><li>• Ultimately the Captains decision</li><li>• Contact ships to agree open ship times</li><li>• Communicating to visitors</li><li>• Managing demand / using volunteers</li></ul>
<b>C11</b>	<b>TRAINEE RECRUITMENT &amp; PLACING</b>
	<ul style="list-style-type: none"><li>• <b>Contracted minimum number – 100 trainees</b></li><li>• Target number</li><li>• Role of STI</li><li>• Host port communication with ships</li><li>• Activities &amp; bookings to-date</li><li>• Method of recruitment</li><li>• Types of trainee (age / background)</li><li>• Funding sources</li><li>• Ship placements</li><li>• Use of agencies</li></ul>
<b>C12</b>	<b>SPONSOR REQUIREMENTS</b>


	<b>EVENT SPONSORS</b> <ul style="list-style-type: none"> <li>• STI sponsorship sales update</li> <li>• Covered promotional space &amp; facilities</li> <li>• Product showcasing / product sales</li> <li>• Office space</li> <li>• VIPs <ul style="list-style-type: none"> <li>○ Opening Ceremony</li> <li>○ Captains' Dinner</li> <li>○ Prize-giving</li> <li>○ Parade of Sail</li> </ul> </li> </ul>	
	<b>PORT SPONSORS</b> <ul style="list-style-type: none"> <li>• Acceptable designations</li> <li>• Branding &amp; identity rules</li> <li>• List of sponsors (name, industry and value)</li> <li>• STI Approval</li> <li>• In- port presence</li> <li>• Banner space</li> </ul>	
<b>C13</b>	<b>IN-PORT BRANDING</b>	
	<ul style="list-style-type: none"> <li>• Provision of a branding 'map'</li> <li>• Allocation of available space</li> </ul> 40% STI & Event Sponsors 60% Host Port and Port Sponsors <ul style="list-style-type: none"> <li>• Event area and stage branding</li> </ul>	
<b>C14</b>	<b>VISITORS FROM FUTURE PORTS</b>	
	<ul style="list-style-type: none"> <li>• Point of contact for arrangements</li> <li>• Meetings with host port team</li> <li>• Meeting Room</li> <li>• Attendee updates from STI</li> </ul>	
<b>C15</b>	<b>EVENT REPORTING</b>	

	Economic Impact Studies <ul style="list-style-type: none"> <li>• Examples / Which Organisation</li> <li>• STI questions</li> </ul> Final Media Report <ul style="list-style-type: none"> <li>• Coverage / Web stats Equivalent Value</li> </ul> STI information
<b>C16</b>	<b>NEXT SAIL TRAINING INTERNATIONAL VISIT</b>


Agreed as a true record of the Check List Meeting on \_\_\_\_\_:

Signed..... Commercial Director

Signed..... Project Manager



**Sail Training International**

... the international voice of sail training  
... changing young people's lives

## THE TALL SHIPS RACES

**FLEET CHECK LIST**

**CITY/PORT:**

**Date:**

<b>F1</b>	<b>INTRODUCTIONS</b>	
1.1	Sail Training International	Race Chairman Commercial Director Race Director Country Representative
1.2	City/Port	Name                                  Position
<b>F2</b>	<b>BERTHING (Section 2 para 1.1-2)</b>	
2.1	Location (not split)	
2.2	Nationalities mixed	
2.3	Preferential berthing for early registered Class A vessels	
2.4	<b>ISPS CODE</b> Interpretation Implementation	
<b>F3</b>	<b>PILOTS (Section 2 para 1.5)</b> Compulsory Pilotage criteria	

<b>F4</b>	<b>TUGS (Section 2 para 1.6)</b>
<b>F5</b>	<b>LIAISON SYSTEM (Section 2 para 8)</b>
5.1	Chief Liaison Officer and Liaison HQ
5.2	Recruitment and Training of Volunteers
5.3	Administration, feeding, clothing
5.4	One LO per vessel
5.5	LOs for Sail Training International
5.6	Daily meetings: LOs 0800, Sail Training International 0900
5.7	Distribution of ships' name boards and T shirts in port Secure storage facilities
5.8	Customs and immigration
5.9	Visas for non – EU crews
<b>F6</b>	<b>QUAY FACILITIES (Section 2 para 1.7)</b>
6.1	Pontoons, access ladders and ships' gangways
6.2	Shower/Toilets/Laundry. Close to Class B, C and D vessels
6.3	Fresh Water
6.4	Fuel
6.5	Gas bottles filling/exchange
6.6	Electricity supply
6.7	Ships' agents
6.8	Garbage disposal, including black/waste water
6.9	Repair facilities (hulls, engines, electronics, sails)
6.10	Crew Centre containing e-mail and internet access (and banking, post office, pay telephones if away from City/Town facilities)

<a href="#">Ready three days before Official Port Days</a>





	Speeches and Presentations
8.3	<p><b>Crew Party</b> Date, time, location Control of drink Food Music</p>
8.4	<p><b>Ships' Officers/Afterguard Party (Optional)</b> Suggested numbers: 5 per Class A, 3 per Class B, C and D</p>
8.5	<p><b>Other Events for Crews</b> Inter-ship sports &amp; competitions Dates Venues Cultural Tours Dates Venues Transport arrangements</p>
8.6	<b>Tall Ships Race Badges</b>
8.7	<p><b>Crews' Parade</b> Date and Timings Route Crew Parade Commander &amp; Organisation</p>
8.8	<p><b>Prize giving</b> Date and Timings Location (wet/dry) Donation of prizes: (1) Class prizes (2) Other prizes Prize giving presenting VVIP</p>
8.9	<b>Crew Handbooks</b>
F9	<b>TRANSPORT (Section 2 para 7)</b>


9.1	To/from social functions	
9.2	Race Officials-land/water Cars Boats (Inspection Team) Bicycles	
9.3	Car Parking (passes etc.)	
9.4	Police and local traffic control	
<b>F10</b>	<b>RACE ADMINISTRATION</b>	
10.1	<b>Race Paperwork</b> Notice of Race, Race Entry Form Advance Notice, Arrival Arrangements Vessel Data Sheets Captains' Handbook	
10.2	Parade of Sail Date/time Undocking Parade Start Route Command and Control	
10.3	Race Start Line	
10.4	Race Finishing Line	
10.5	Vessels to mark Start Line	
10.6	Communications Vessels	
10.7	Official Starter	
	Media Boats for Parade of Sail and Start	
10.8	Cruise in Company arrangements Port/NSTO responsibilities	

10.9	<b>Captains' Briefing</b> , chaired by Sail Training International Venue, Date and Time Numbers attending – 3 per ship Meteorological forecast-printed prognosis Top table and P.A equipment Captains' Handbook
10.10	Sail Training International Trophy
<b>F11</b>	<b>RECRUITMENT OF TRAINEES (MINIMUM 25) TO TAKE PART</b> Advertising and Recruitment Ship placement
<b>F12</b>	<b>AVAILABILITY OF PORT FACILITIES TO SAIL TRAINING VESSELS ALL YEAR ROUND</b> Port Guide
<b>F13</b>	<b>EMERGENCY PROCEDURES COMMITTEE</b> Chairman Members of Emergency Services 'Table Top' Exercise to consider
<b>F14</b>	<b>NEXT SAIL TRAINING INTERNATIONAL VISIT</b>


**PAPERS**

The following will be handed over:

Advance Notice  
Arrival Arrangements  
Captains' Handbook  
Chief Liaison Officers Manual  
Corporate Hospitality Data Sheet  
Crew badges  
Crew List  
Crews' Handbook

Economic Impact & Evaluation  
Economics Review for host ports  
Friends of the Tall Ships Leaflet  
Future Plans  
Lay out of Race Start Line  
Notice of Race  
Port Guide  
Previous Races - vessel numbers and ports

Race Entry Form  
Vessel Data Sheet  
Vessel Dimensions  
Wristbands

## **APPENDIX 7**

### **Branding & Identity rules**

Supplied separately as an event specific document.