Australian Tasar Council

Major Events RFP
Evaluation Guidelines

Document Approved for Use by:	
	Revision Status
President ATC	Version: 1.02
Michael Paynter	Date: 1 February 2009

Document Change Control Form

VER.	DATE	UPDATED BY	DESCRIPTION
1.00	11th Sep 2005	Garry Hosie	Initial draft
1.01	3rd November 2005	Paul Ridgway	Next version
1.02	1 February	Michael Paynter	Update for 2009

Table of Contents

1.   Introduction

1.1   Purpose

The purpose of this document is to assist the Australian Tasar Council to review proposals from interested sailing clubs for the conduct of state, national or world ranked events, to be run on behalf of the ATC or other Tasar associations (the Organising Authority). This document contains sections that correspond to the RFP. Each will outline the criteria appropriate to judge or rate the corresponding RFP section response.

Respondents have been requested to comment on the stated requirements in the RFP and indicate their ability to comply (or not comply) with each requirement. Failure to respond to a requirement should be interpreted as non-compliance.

1.2   Event Outline

The event for which a proposal is submitted is the 37th Tasar National Championships

The preferred start date for the event is tbc

The preferred completion date for the event is tbc

The event would be expected to attract 70 boats.

The Organising Authority for the event will be Australian Tasar Council

1.3   Scope

The scope of the RFP document includes:
- All aspects of race management, including:
  - Courses,
  - Sailing Divisions
  - Results
- Sailing Program
- Race Officers & Support Staff
- Support Craft
- Venue Infrastructure
- Local sailing conditions
- Registration, measurement and administration requirements
- Racing documentation

The scope specifically excludes:
- Social program
- Catering requirements
- Event promotion/publicity
- Event photography

1.4   Audience

The audience for this document is the ATC or Organising Authority.

2.   Evaluation Guidelines

The following guidelines are designed to facilitate the selection of a host club to hold a State, National or World Tasar championship.

2.1   Race Management – General Guidelines

The follow general principles should be applied to the organisation of any Tasar regatta:
1. No more than 70 boats will participate in any given start, limiting start lines to a maximum of 350 metres.
2. No more than 70 boats will sail on a Windward/leeward or Olympic course.
3. Where fleets in excess of 50 boats are expected, the Sailing Instructions should contain the option to sail on trapezoid courses. This would allow divisions to be split across both sides of the course.
4. The regatta should be a mixture of long and short course racing.
5. Each racing session should not be longer than 3 hours desirable, 4 hours maximum.
6. Longer session times than these, or time on the water without a break should only occur in exceptional circumstances – (eg. having to resail several races in order to establish enough results for a series).
7. There should be only one session on any racing day.
8. No more than 3 short races will be sailed in a given session.

2.2   Race Management

2.2.1   Sailing Area

Ideally the event will be conducted in close proximity to the host club.

What is the anticipated sailing time to the starting area?
Any more than 30 minutes from launching to reaching the start area, and finishing and reaching the beach – is undesirable. Times in excess of this would restrict the ability to run morning and afternoon racing sessions, if necessary.

Consideration should be given to the potential impact of commercial or civil boating operations likely to occur in the course area. (for example, Sydney Harbour ferries are not desirable companions).

2.2.2   Course requirements
Course Length

A racing session may consist of a long race or several (usually 2 or 3) short races. Where morning and afternoon sessions are to be held on the same day, the last boat ashore should be allowed one hour on shore before having to leave the shore to sail to the course area for the afternoon session. Sailing Instructions should include the flexibility of race starting times to ensure a suitable lunch break can be held.

Course Configuration

Where it is reasonable to expect 60-70 boats on the same course, the first beat should be long enough (even in a short race) to enable reasonable separation before the first windward mark. For a fleet of 70 or more, this may typically be around one nautical mile on a long course. In this scenario, the start line may be positioned below the leeward mark.
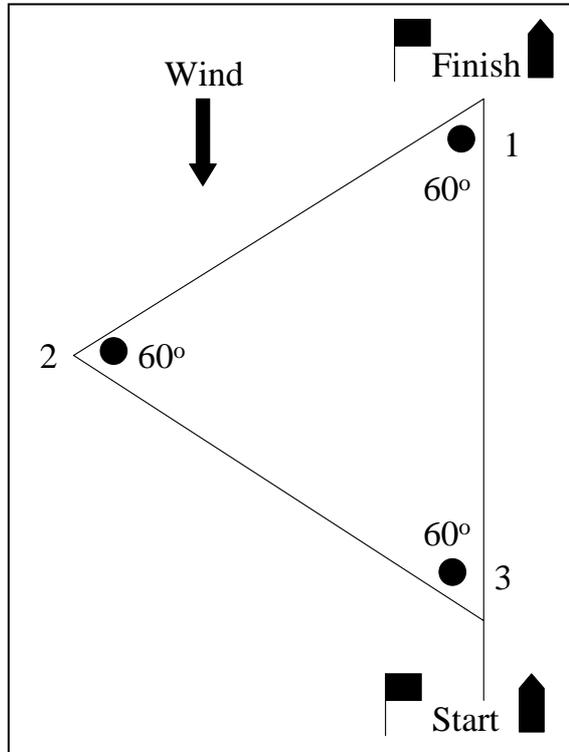
Figure 1 - Preferred Olympic Course

Where the second leg of a course is to be a run, a short 90 degree reach should be used to a "hitch" mark before commencing the run. This will provide some separation between boats approaching the windward mark and those on the run.

If windward/leewards are to be sailed, gate marks should be used for the leeward marks, where possible.
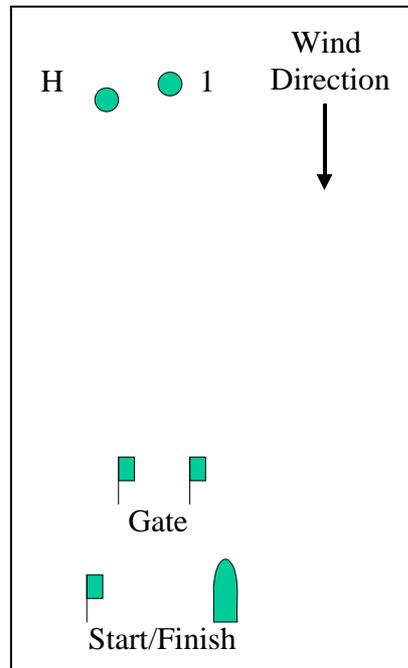

Figure 2 - Windward / Leeward Course

For short course racing, an off-the-wind finish may be acceptable to minimise time between races. Every effort should be made to ensure that competitors are not waiting for a long time between races. For that reason, the maximum elapsed time for a finisher in a "short" race may be set at 20 minutes after the finish of the first boat.
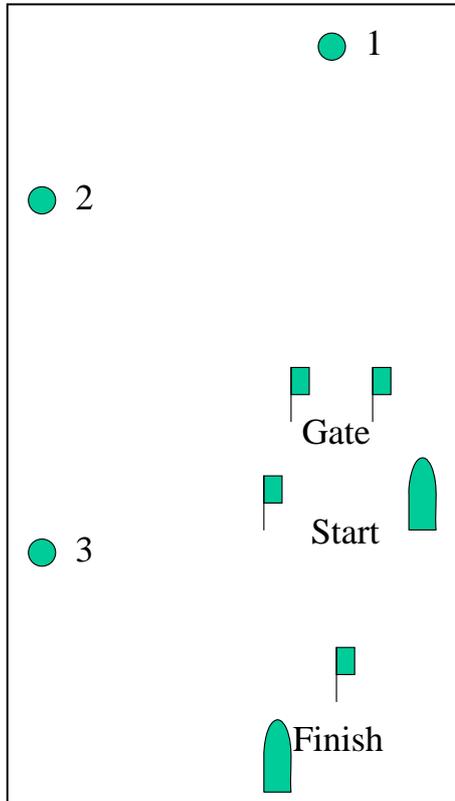

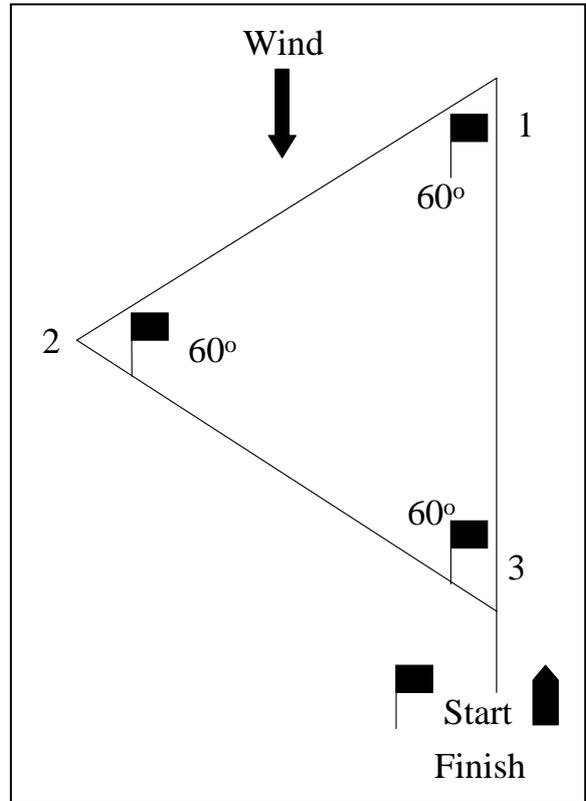**Figure 3 - Trapezoid Course**   **Figure 4 - Olympic Course with Off -Wind Finish**

Figure 3 illustrates a trapezoid course configuration that allows quick turnaround times between races. Figure 4 illustrates an Olympic course configuration that can be used for short course racing. The off-wind finish allows for quick turn around times between races.

2.2.3   Sailing Divisions

Where the number of entries is expected to exceed 70 boats, the fleet may be split across separate courses, each on its own water.

Unless the total number of boats exceeds 70, all divisions will start at the same time.

2.2.4   Sailing Program

The maximum number of races to complete a National or World championship will be 10.

The minimum number of races to constitute National or World championship will be 4.

The Registration period for a National or World championship should be a minimum of 1 day.

Where it is known that the selected venue will incur a longer than desirable time to reach the racing area, the sailing program should be tailored to suit. In this case the program should consist of fewer races (e.g. 7 races), which are predominantly long races.

Where it is known that the selected venue is close to the racing area, sessions should be scheduled to allocate 40% of the racing time to short races and 60% to long races. In such cases, 9 or 10 races may be appropriate, comprising 4/5 short races and 4/5 long races.

2.2.5   Duration of Series

The duration of the main program (excluding practice/warm-up races, invitation races etc.) should not exceed 7 days. Provision should be made in the program to allow competitors to register up to one day before the main series starts. A Lay Day should be included – where possible.

2.2.6   Results

Divisions

The most common way to ensure that people other than the front "hot-shots" are eligible for a trophy is to divide the fleet into Divisions. Results are still tallied overall, but in addition, based on the results of the first few races, the fleet is sorted into Divisions and top places in each Division are eligible for trophies.

Fleets from 30 to 50 boats would typically be divided into 3 Divisions, with roughly 40% of boats in the first division, and 30% in each of the other two.
Fleets over 50 or 60 boats may be divided into 4 divisions, with about 36% in the first division and 22% in each remaining division.

The reason for the bias in the numbers of the first division is because of the larger number of trophies available to the overall placegetters in that division. Trophies for winners of Divisions should be of a similar standard to the minor placegetters overall. For fleets above 50, it is recommended that nominal trophies also be given to skippers and crews who come 2nd and 3rd in each division.

It is useful to use an identifier such as a leech ribbon so that boats in the same division can see who their rivals are. The division seeding should be posted as soon as possible after the required races have been run.

NOTE: some discretion must be used in the seeding of boats to the various divisions. In particular, allowance should be made for the known performance of regular competitors e.g. a top sailor who has a bad day OR a novice sailor who has a day of extraordinary good luck!

Scoring within divisions may be done either using the overall fleet points score OR place in that division. Commercial scoring systems have made the later approach quite easy. However, the overall point score is preferred as being **fairer** for the following reason: it is possible under the division only score for a boat which is ahead of its rival overall to be

beaten within the division due to the vagaries of the number of boats (not in their division) which finish in between them.

Handicaps:
Handicaps are usually based on a back calculated yardstick i.e. each boat's position relative to average fleet time in each of the first few races (usually three) of the regatta. Trophies are usually restricted to the first three placings.

Division Placings Vs Handicaps
The advantage of using Handicap placings over Division placings is that everybody has a chance of winning (although it should be a rule that a winner of an overall fleet trophy is ineligible for a handicap trophy).

The disadvantage is that under a handicap system, it is very difficult to judge how well your performance is relative to your main rivals, and hence there is less close competition on the water in the back half of the fleet. More importantly, there appears to be a greater element of luck in who wins, hence less feeling of achievement for the final "winner".

Some districts have also used a trophy system for the back of the fleet, which is based entirely on luck. It usually involves presenting a trophy to a particular placing – about 60 to 70% back through the fleet. Eg. 27th place in a fleet of 40. This kind of trophy should be presented on the day, along with heat winners.

The system to be used should be clearly identified in the sailing instructions, particularly the method of scoring for divisions. (Lack of definition has caused some problems in the past). The instructions should also give the sailing committee the right to adjust the division seeding for each boat based on known performance with no right of appeal etc.

Regardless of the prizes being offered, where a prize is to be awarded to a boat, both the skipper and crew should be recipients.

2.2.7   Race Officers & Support Staff

The Organising Authority should vet the name of the proposed Principal Race Officer and details of his experience in running events of this nature.

The PRO would ideally have experience running Tasar events or other events for similar OTB classes. Formal qualifications should be commensurate with the event to be conducted. i.e. National Race Officer for a National championship, International Race Officer for an International championship.

The Organising Authority should reserve the right to approve the appointment of the Principal Race Officer or to nominate its own Principal Race Officer.

Other Race Officers nominated to assist in the event would ideally hold Club or State Race Officer qualifications.

The Organising Authority should seek to conduct a debrief session with the PRO or Race Committee representative at the end of each days racing. This will give the association

the opportunity to provide feedback to the club on an ongoing basis. It is preferable to resolve contentious issues as early as possible, rather than to allow a potentially undesirable situation to continue. At the same time, the Race Secretary of the Organising Authority should not seek to unilaterally impose his/her views on the host club, but rather to seek agreement on the event conduct through consensus and diplomatic negotiation.

2.2.8   Support Craft

The Organising Authority should ensure that Race Committee vessels are appropriate to the task for which they are nominated and are suitable for the waters and conditions they will be expected to operate in. While it would be reasonable to expect that the normal club vessels are appropriate, additional vessels sourced specifically for the event may not necessarily be appropriate for the task.

Particular attention should be given to:

1. The type of boats nominated as rescue boats.
2. Clubs should ensure there are an appropriate number of soft-sided RIBs available.
3. The ratio of competitor boats to rescue boats. Note: the Start boat is not considered a rescue boat.
   a. Minimum ratio of 20/1
   b. Preferred ratio of 15/1
   c. Where the event is expected to attract a significant number of junior sailors, the desired ratio would approach 12/1.
4. Qualifications of Race Committee boat operators.
5. The availability of Start, Start Pin, Finish & Signals boats, where each may be deemed necessary.

2.3   Venue Infrastructure & Local Conditions

Consideration should be given to:

Are there other classes scheduled for championships at the same time and what impact will that have on our regatta in terms of on water and off water conjestion?

Security for boats – can they be left at the venue or must they be taken away each evening? If they are left at the venue, what security is available?

How many boats can the rigging area accommodate? Obviously, the venue must be able to accommodate the expected fleet.

Launching facilities - if via a ramp, is the size of the ramp likely to cause problems for the expected fleet size?

Prevailing winds – wind direction, strength & reliability:

Does the venue normally experience a lee shore or weather shore? This may be a consideration if large onshore breaks are likely to deter inexperienced competitors.

Would the wind normally be expected to switch between a land and sea breeze during the course of the day? If so – this will have an impact on the schedule of races. Races should not be scheduled over the period when the change is expected to occur. This fact, and the sailing time to the racing area will influence the racing schedule selected.

Would tidal flows be expected to significantly influence the racing? Venues subjected to strong tidal influences should be avoided.

What is the nominal water depth in the sailing area? Whenever possible, sufficient water should be available in the racing area at low tide to ensure that the mast tip of an inverted Tasar does not touch bottom.

What is the overall accessibility of the venue to local facilities?

2.4   Documentation

The Organising Authority will be responsible for the preparation of the Notice of Race and Entry Form. These should be prepared in a timely manner to provide sufficient notice to prospective competitors. Thus, the Entry Fee and Late Entry Fee should be agreed at an early stage in the process.

The Organising Authority should take an active role in the preparation of the Sailing Instructions in consultation with the host club. The Organising Authority should always be prepared to exercise it authority over this document.

The host club should have an Incident (Emergency) Management plan to cater for significant events (weather and accident). Some evidence should be provided to indicate that the plan is more than a piece of paper. i.e. that the race management crews actually understand how it is meant to operate!

2.5   Registration, Measurement & Administration Requirements

Facilities required at the host club for Registration & measurement:

1. Adequate room for measurement of sails
2. Adequate room for weighing boats
3. Adequate room for weighing competitors
4. Registration desk(s)
5. Jury / Protest room
6. Merchandising stand
7. Meeting facilities to accommodate 50% of competitors (AGM, Measurement Committee etc)

3.   RFP Evaluation

Each RFP response should be evaluated using the following methodology:

Weighting

A Weighting Factor has been allocated to each item. This weighting reflects the relative importance of that item. The weighting scale to be used is:

1	-	Nice to have
2	-	Important
3	-	Mandatory

Scoring

Each requirement will be considered and a number of points allocated in the "Score" column of the table. These points will be allocated as:-

1	-	Cannot meet requirements
2	-	Meets requirements
3	-	Exceeds requirements

The weighting factor will then be multiplied with the points allocated to arrive at a final total for that requirement. This will be entered in the "Total" column. All scores can then be added and entered as the total at the base of the table.

Notes