

IHCA EVENT MANAGEMENT GUIDE



January 2022

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HANSA CLASS ETHOS

The International Hansa Class Association has always been anchored to the principle of inclusion, meaning the Class facilitates and promotes recreational and competitive sailing for everyone regardless of any defining characteristics of a sailor's body.

This goal is achieved through the Hansa sailboats being of Universal Design, a discipline which creates products, in our case sailboats, which everyone can use.

The result is our events are open to all and provide equity, equality, dignity and respect without any need to classify or reference a sailor's physical or mental ability.

That is our uniqueness in the world, and we believe this approach delivers the best outcome for all, by treating everyone as equals. We are therefore more than just a class association as in our DNA is a social justice agenda.

This Ethos needs to be respected by organisers of Hansa class events, and guide the design of pre-event branding, marketing, and promotion. Likewise, this Ethos is behind the specific requirements described in the Hansa Class Race Management Guide which covers the on-water activities. While the conduct of the opening, closing and awards ceremonies also need to reflect this ethos and not blur the distinction that Hansa Class Events are Open to all.

2. MAJOR EVENTS AND SCHEDULE

Hansa Class World, International and Regional Championships are organised to promote Hansa Class sailing all over the world.

The Hansa Class boats are:

Hansa 2.3

Hansa 303

Hansa Liberty

SKUD 18

The 2.3, 303 and Liberty are World Sailing recognised classes.

Not all classes will necessarily sail at all regattas and will be determined by minimum fleet sizes.

The minimum number of entries required for an open division to be valid at Hansa Class Regional Championships is four (4) boats. For servo classes, the minimum number of entries required for a division to be valid at Hansa Regional Championships is three (3) boats.

The minimum number of entries required for a division to be valid at World or International Championships is six (6) boats and the minimum number of entries required for a division to be valid at International Championships is four (4) boats.

Dates of the events

Combined World Championships are currently awarded bi-annually each odd year, having changed from even years following 2018's event to better align with Para World Sailing's World Championships.

Hansa Class World Championships have been held in:

2007 – Whitby, Canada

2010 – Rutland, United Kingdom

2012 – Sydney, Australia

2016 – Medemblik, Netherlands

2018 – Hiroshima, Japan

2021 – Palermo, Italy

In 2023, the Worlds will be held in Portimao, Portugal

Combined Regional Championships are currently awarded for Europe, North America and Asia-Pacific (including the sub-continent) bi-annually on each even year (e.g., 2022 etc.) having changed from odd years, as described above.

Previous Regional Championships have been held in:

2009 – European – Port Carmague, France

2009 – North American – San Francisco, USA

2011 - Asia Pacific – Perth, Australia

2011 – European – Lake Garda, Italy

2013 – Asia Pacific – Canberra, Australia

2013 – European – Arbon, Switzerland

2013 – North American – San Francisco, USA

2015 – European – Rutland, United Kingdom

2017 – Asia Pacific – Geelong, Australia

2017 – European – Meze, France

2019 – European – Portimao, Portugal

2022 – Asia Pacific – Hiroshima, Japan

2022 – European - TBA

Individual Class Regional, International or World Championships may be awarded in addition to the above at the discretion of the International Hansa Class Association.

The dates of World, International and Regional Championships will, wherever practicable, avoid conflict with the dates of other Hansa Class Championships, Olympic and Paralympic sailing events and other major sailing competitions.

Para World Sailing Championships

As part of the Para World Sailing Strategy 2020-2023, Para World Sailing Championships can be held in conjunction with Open Class World Championships in years not coinciding with the Sailing World Championships. The 2021 Hansa Class World Championships in Palermo included a Para World Sailing Championships for the 303 and Liberty classes.

Para World Sailing Championships may also be held in conjunction with Hansa Class Regional and International Championships.

Para World Sailing Championships have additional requirements for organisers, such as providing for Para-Classification Committee and a World Sailing Technical Delegate. An Event Agreement must be signed between the Organising Authority and World Sailing. **(See Section 3 for more information).**

3. WORLD CHAMPIONSHIPS FOR WORLD SAILING CLASSES

The right to conduct World Championships is governed by World Sailing regulations 10.4 and 25.2.

Events not conducted in accordance with these regulations may see the International Hansa Class Association prevented from having future World Championships.

These regulations can be read in full on the World Sailing website via [this link](#).

Some points of note from regulation 10.4:

To maintain the right to hold a World Championship, a Class that holds a World Championship shall:

(c) appoint an International Jury for the World Championships unless otherwise agreed with World Sailing.

(d) appoint an International Measurer to the technical committee for the World Championships unless otherwise agreed with World Sailing.

(e) meet or exceed the following participation levels for two of the last three World Championships (except that for multihull boats up to 6.0m, the required number of entries is 25):

Category according to Hull Length or weight	Number of Entries			Number of Countries	Number of Continents
	<i>Gender open and men's only world championships</i>	<i>Women's, boy's and mixed World Championships</i>	<i>Girls and mixed Youth World Championships</i>		
Boats up to 6.0m	30	20	15	5	2

If a Class has failed to meet this requirement for two of their last three World Championships, it may only call its next such event a World Championships and award World Champion titles if the participation levels at that event meet this requirement.

4. ATHLETE/NATION ELIGIBILITY AND ENTRY FOR IHCA CHAMPIONSHIPS

Participation in Hansa Class Championship events is only open to boats where at least one of the crew is a financial member of a National Hansa Class Association affiliated with the International Hansa Class Association or an individual member of the International Hansa Class Association.

Organisers should include an option for individual membership of the IHCA as part of the online entry process for individuals. Countries that wish to form a National Hansa Class Association should be encouraged to do so, and contact the Vice President of Development for more information via email: vpdevelopment@hansaclass.org

Competitors should also be reminded that they need to comply with the Racing Rules of Sailing entry and qualification requirements, including:

RRS 75 Entering an event

To enter an event, a boat shall comply with the requirements of the organizing authority of the event. She shall be entered by

- (a) a member of a club or other organization affiliated to a World Sailing member national authority,
- (b) such a club or organization, or
- (c) a member of a World Sailing member national authority.

In most cases, one of the crew are required to be a member of a club affiliated to their World Sailing member national authority.

5. APPLICATION PROCESS FOR HOSTING IHCA CHAMPIONSHIPS

Application to host an event will preferably be made at least two years before the event, to the IHCA Executive Committee, in writing.

Current IHCA Executive Committee (as of December 2021)

President – Vera Voorbach (NED) – president@hansaclass.org

Secretary/Executive Officer – David Durston (GBR) – secretary@hansaclass.org

Treasurer – Jackie Kay (AUS) – treasurer@hansaclass.org

VP Championships – Bob Schahinger (AUS) – vpchamps@hansaclass.org

VP Rules & Measurement – John Figgures (GBR) – vprules@hansaclass.org

VP Development – Shauna Phillips (AUS) – vpdevelopment@hansaclass.org

Interested Clubs can complete an expression of interest form, available as part of the IHCA Race Management Guide, via [this link](#) to our website.

When proposing dates for World, International or Regional championships, care must be taken to avoid conflicts with other National Hansa Class Championships, World Sailing events, Olympic, Paralympic, or other major sailing competitions.

Information required for consideration of hosting a World, International or Regional Championships will include details such as:

- Proposed dates
- Venue information including accessibility
- Weather and tide details
- Travel, accommodation, and tourist information, (including type of accommodation, accessibility details and- where possible - prices). **See section 9.**
- Social and official program. **See section 13**
- Proposed Fees and costs – including charter boat opportunity and costs

All information required is available as part of the Race Management Guide, and any further information can be obtained from the IHCA Executive.

6. LOGOS, BRANDING AND PROMOTION

The official logo of the IHCA is the Blue HANSA logo below.



Logos for the class divisions are:



Hansa 2.3 single



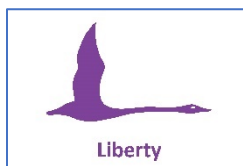
Hansa 2.3 doubles/ Servo



Hansa 303 single



Hansa 303 doubles/ Servo



Hansa Liberty



Hansa Liberty Servo

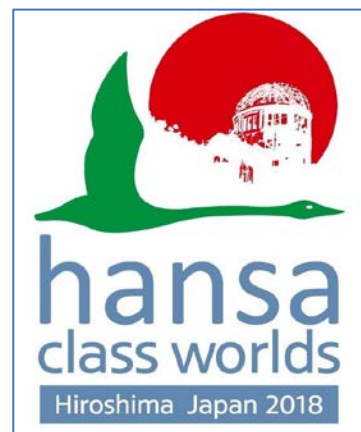


SKUD18

High resolution images and Class flags for all divisions will be provided by the IHCA.

Event Logo

The Organising Authority should look to produce an event specific logo which clearly identifies the event as per below:



BRANDING & PROMOTION

The Hansa Class Championships are an open and inclusive event. Occasionally, there may be a Para World Sailing Championship sanctioned by the IHCA and Para World Sailing for eligible athletes.

In correspondence and press releases, they are to be known as:

The 20XX Hansa Class World and International Championships

or

The 20XX (Regional) Hansa Class Championships.

(It can be referenced that the event will incorporate a Para World Sailing Championship for eligible sailors, if one is to be run.) ***See section 3 for World Sailing requirements for World Championships (Page 6).***

A naming-rights sponsor can be included in the title, where applicable.

The event is not to be called:

Hansa Paralympic Championships

Disabled Hansa Championships

Nor include:

World Sailing, International Sailing Federation or World Cup in the title.

Press releases and all official correspondence needs to refer to the event as being an open and inclusive event of people of all abilities, and not focus on disabilities of some competitors.

7. OFFICIAL EVENT WEBSITE

In order that the record of the World or Regional Championships is not lost, the OA will be given access to the official Hansa Worlds or Regional website.

The websites are set up in Wordpress.

The address for the Hansa Worlds website is: www.hansaworlds.org



These sites will host all information about the event, official documents, entry, links to accessible accommodation and transport, gallery and tourist information.

The Regional Championships website is www.hansa-regionals.org

This main site will provide a split to 3 separate sites – one for Americas, Asia Pacific and European.

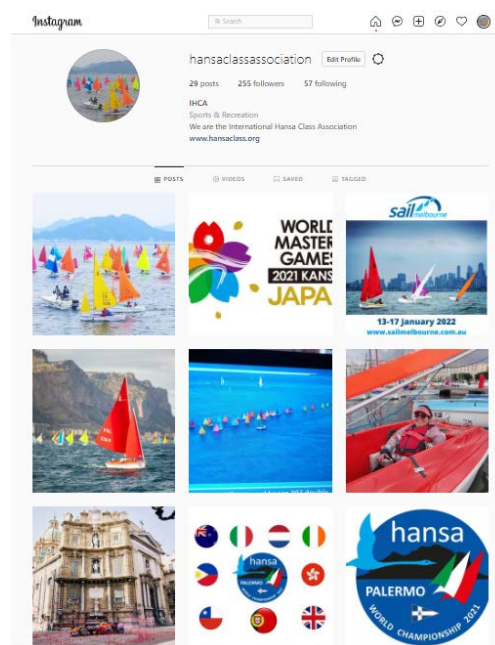
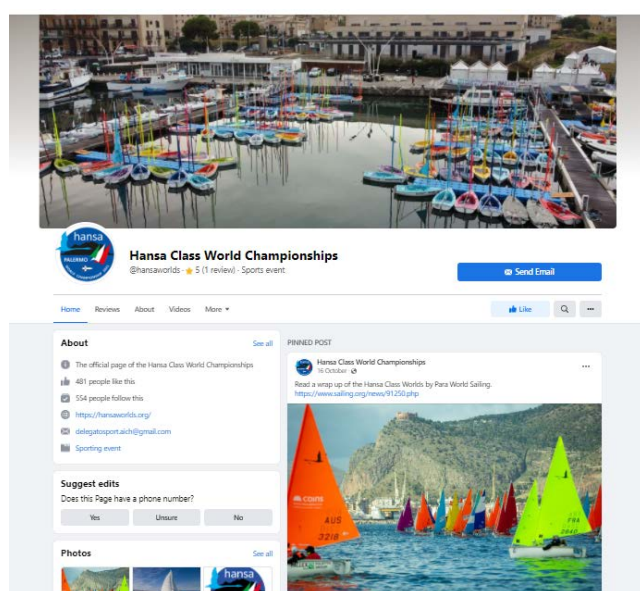
The website is being populated as information becomes available, and the respective OA's will be given login access to update and populate the website relevant to their region.

8. OFFICIAL SOCIAL MEDIA PLATFORMS

Official Social Media platforms – Facebook, Instagram and Youtube

There is a dedicated FB page for World and Regional Championships, and events will also be promoted on the IHCA pages on FB and Instagram. Videos can be uploaded to a dedicated IHCA Youtube channel that is being set up.

Competitors should be encouraged to use specific hashtags for the event and, where appropriate, the current range of hastags promoting Para World Sailing's bid for Paralympic reinstatement.



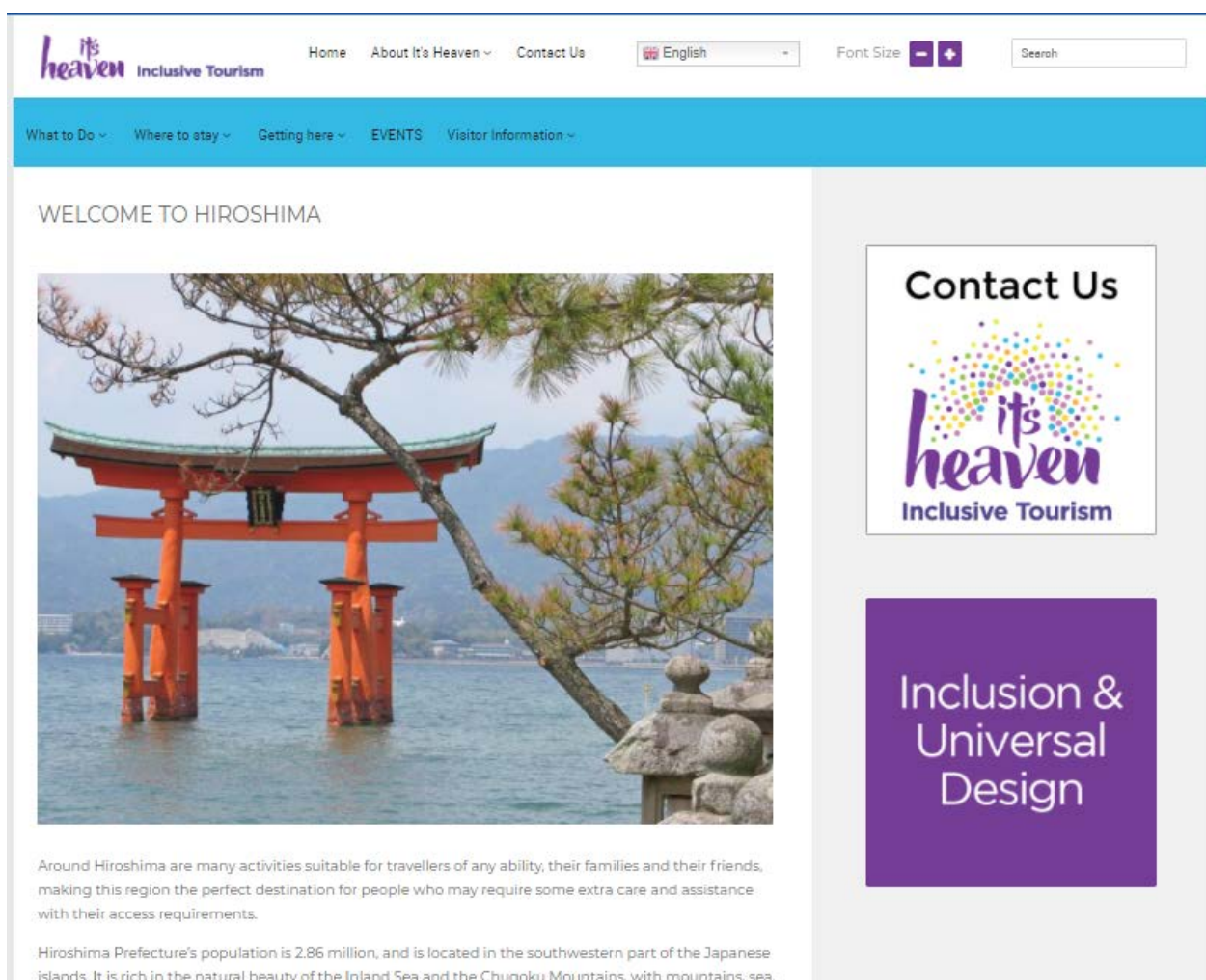
9. OFFICIAL EVENT ACCOMMODATION, FACILITIES, TOURISM AND TRANSPORT WEBSITE

As a legacy from previous events, the IHCA has links to a dedicated website to record information about accessible accommodation, tourism and transport at host venues.

The OA from the Regional and World Championship venues are encouraged to use this site – www.itsheaven.org – to record information for competitors, with specific measurements, photographs, and descriptions for sailors to make informed decisions about accommodation options that suit their specific needs.

A range of all accessible options should be included from high end hotels, B&B's, short term rentals to accessible caravan or camping grounds with distances from the sailing venue noted.

ACCOMODATION




The screenshot displays the 'it's heaven Inclusive Tourism' website. The header includes the logo, navigation links (Home, About It's Heaven, Contact Us), a language dropdown set to 'English', a font size control, and a search bar. A secondary navigation bar lists 'What to Do', 'Where to stay', 'Getting here', 'EVENTS', and 'Visitor Information'. The main content area is titled 'WELCOME TO HIROSHIMA' and features a large image of a traditional Japanese torii gate over water. Below the image, text describes Hiroshima as a suitable destination for travelers of all abilities and provides population and location details. On the right sidebar, there is a 'Contact Us' section with the logo and a purple box labeled 'Inclusion & Universal Design'.

it's heaven Inclusive Tourism

Home About It's Heaven Contact Us English Font Size Search

What to Do Where to stay Getting here EVENTS Visitor Information


WELCOME TO HIROSHIMA



Around Hiroshima are many activities suitable for travellers of any ability, their families and their friends, making this region the perfect destination for people who may require some extra care and assistance with their access requirements.

Hiroshima Prefecture's population is 2.86 million, and is located in the southwestern part of the Japanese islands. It is rich in the natural beauty of the Inland Sea and the Chugoku Mountains, with mountains, sea,

Contact Us



Inclusion & Universal Design



Hotel Information

Accessible Room

(Former Name: Heartful Room)

The Toyoko Inn offers two types of barrier-free rooms so that guests using wheelchairs enjoy a comfortable stay.

[A Type]



Bathing room, toilet and sink are spread out in a single area with lots of space. The size of room, size of bed, and layout of room may vary at each hotel, so please inquire directly to each hotel.

[B Type]



The toilet and sink in this type of room are separate from the bathing room. Type B rooms are designed to accommodate a wide variety of guests, including guests who use wheelchairs. Toyoko Inn is now striving to enhance its efforts on this type of room.
(Utility Model Registration No. 3127972)

For the time being, Internet reservations cannot be accepted for Type A and Type B Accessible Rooms. If you would like to book one of these rooms, please make a reservation directly with a specific hotel by phone or fax.

All Accessible Rooms are non-smoking.

ACCOMMODATION FEATURES & FACILITIES

Guest Rooms

Is designated disabled parking provided for each room?	No
How many rooms are available for guests who use a wheelchair?	Four
Do these rooms have level access (including access by a ramp or lift) from the entrance of the establishment to door of the guest room?	Yes
Can the bedroom furniture be re-arranged, if requested by the guest?	Yes
What is the widest free space at the side of the bed?	200cm
Which types of beds are available in rooms for wheelchair users?	Two double bed
What is the height of the bed from the floor to the top of the mattress?	42cm
What is the clear space height from the floor to under the bed base?	20cm
What is the height to the top of the desk?	72cm
What is the clear space height from the floor to under the top of the desk?	64cm
What is the height of the clothes rail in the wardrobe?	142cm

Electrical Switches

Is there a free power outlet near the bed?	Yes
What is the height of the light switches?	85cm
What is the height of the power outlets?	40cm
Is there a master switch in the bedside unit?	

Ensuite Bathroom for wheelchair users

What is the width of the clear opening of the bathroom door?	78-80cm
Is the bathroom entrance level with the adjacent floor?	Yes

FACILITIES

The itsheaven.org website page will ideally also include information and contact details for care needs and equipment hire.

This could include hiring personal care workers, hire of bathroom aids, disability and support services, local wheelchair accessible public toilets, along with contact details in case of repairs or spare parts are required for wheelchairs – spare tyres, replacement batteries etc.

Ideally, arrangements should be made with accommodation venues that any hired aids can be dropped off and stored before competitors arrive.

Information spreadsheets can be obtained by the OA from VP Development, Shauna Phillips.

Electric Wheelchair Recharge Points

The RECHARGE scheme is a Victorian concept that offers use of free community RECHARGE points for electric wheelchairs and scooters. Find current program partners in and around the Geelong area [here](#).

Beach Wheelchairs

Two wide track wheelchairs are available free of charge. They can be booked year round through Royal Geelong Yacht Club +61 (0)3 5229 3705 or email (info@rgyc.com.au).

Geelong Wheelchairs

Showroom

106 Bailey Street, Grovedale, Victoria, 3216
Grovedale, VIC 3216

[Website Equipment Hire page](#)

Phone +61 (0)3 5244 0844

Offers an extensive range of equipment, including:

- Wheelchairs
- Commodes
- Hoists
- Slings
- Portable ramps
- Shower Chairs
- Pressure Care
- Walking Accessories

Information from Geelong – Asia Pacific Championships 2017

TOURISM

Information about what there is to see and do in the local area. Information shall include entry costs, accessibility, and other relevant information (opening hours, how to get there etc).

Opportunities could be showcased for sailors and non-competitors to sightsee between sailing sessions.

Hiroshima tourism information – 2018 Worlds

JMSDF Kure museum



Japan Maritime Self-Defense Force (JMSDF) introduces and exhibits submarines and minesweeping. It is free to enter this museum. Fully wheelchair accessible, but wheelchair users cannot enter the submarine "Akishio" which is a real submarine.

[READ MORE ...](#)

Peace Memorial Museum



The atomic bomb was dropped on 6th August in 1945. About 140,000 people of the 420,000 population died. Wheelchairs, strollers, walking sticks, and walking frames can access the Museum. The A-Bomb Dome is part of the Peace Memorial Museum and approximately 1 km away from the Museum.

[READ MORE ...](#)

Miyajima



Miyajima is a small island. Ferries run between mainland and the island every 15 minutes. Both JR and Hiroden tram Miyajima-guchi Stations are wheelchair accessible. There are accessible ramps in the ferry ports. The ferries have no special facilities or space for wheelchair users, but there is no difficulty riding the ferries.

Itsukushima shrine is wheelchair accessible. An accessible ramp is provided at the main entrance and at every step in the facility. Wheelchair users can share the same route as other visitors. However, Ropeway to 535m top of the island mountain is not wheelchair accessible. Enjoy waking around the shrine and the shopping arcade.

National Wool Museum



The National Wool Museum is housed in a historic blue-stone building.

Opened in 1988, the Museum chronicles the history of Australia's wool industry from its beginnings in the Geelong region from the 1830's and regularly houses other temporary exhibitions.

The Museum is fully accessible at street entry and there are ramps to every level. Accessible parking is located immediately in front of the Museum. Accessible toilets are located on each level.

[READ MORE ...](#)

The Carousel



The Carousel is an ideal accessible place for the community, and provides a memorable experience for all ages and abilities.

This has been made possible with improved access to the pavilion, the welcome installation of a mobility lift and recharge point. The mobility lift enables a wheelchair to go on the Carousel ride and was specially designed

to respect and complement the history of the Carousel.

[READ MORE ...](#)

TRANSPORT

Information on wheelchair accessible cars for hire to international competitors, also parking and any international driving licence regulations.

The Transport page could also include contact details for wheelchair accessible taxis and other public transport – tram, train, bus etc. If the regatta site is near public transport, accessibility information, stop number, ticket costs, where to purchase etc.

[Orange Rental Car website](#) (Japanese only)

[Email Orange](#)

Orange Rental Car has the following cars for rent:

Size	Carries	Make-Model
Small Car (7 available)	1 wheelchair passenger + 2 (incl. driver)	Suzuki – Every
		Daihatsu – Tanto
		Daihatsu – Atrai
Medium Size (1 available)	1-2 wheelchair passengers + 3 (incl. driver)	Nissan – Serena
Large Size (5 available)	Total 10 ambulant people (incl. driver) 2 wheelchair passengers + 4 (incl. driver) 1 wheelchair passenger + 7 (incl. driver)	Toyota – Hiace
Accessible taxi with driver	Cost – regular fare + 500 yen. English is not available at Orange, so ask hotel staff to organise.	



10. MEDIA

During the regatta, daily press releases – in local language and English – should be sent out to local media, the IHCA, Yachting Associations & Publications, World Sailing etc.

Ideally, professional photographers may be used to take images with the OA or IHCA given approval for all future publication of images with credit given to the photographer.

Provisional results should be included in media reports, with results published to the event website promptly.

For World Championships – it is desirable for a drone to be flown over the course and racing live streamed - with commentary, preferably in English - on event Facebook page and shown on a screen onshore for competitors.

Good wi-fi signal should be available to all competitors and supporters on shore.



11. ON SITE FACILITIES

Strong Wi Fi signal for all attendees onshore.

Clear signage to direct athletes to correct areas, pontoons etc.

Car and trailer parking for competitors – drop off zones for wheelchair passengers.

Sign on/off, Protest/Jury rooms as close to pontoons as practical.

Sufficient space for sail measurement, equipment inspection and boat and sailor weighing (where applicable).

Official Noticeboard – in English and local language – at appropriate height for wheelchair competitors.

Provision to communicate with all sailors for important updates via “WhatsApp” or a “Facebook Messenger” group – ie. changes to the racing schedule – is desirable.

The opportunity for a Sailors’ Forum to discuss development, upcoming events, rules and equipment/manufacturers update. IHCA will provide ZOOM access for this event to be broadcast to sailors unable to attend the regatta.

Sufficient change, bathroom, shower and toilet facilities located as close to pontoons are practical.

Canteen/ food station to allow sailors and supporters to purchase small snacks and drinks close by. Food needs to be suitable for all competitors, taking into account special dietary requirements, vegetarian, gluten free etc. Ability to purchase tea and coffees is also encouraged.

12. ATHLETES AREA

Where possible, at World Championships, an “Athlete’s Village” may be created.

Chairs and tables provided in shaded facilities – tents, gazebo etc.

Lockers, if possible, for secure storage of phones, wallets etc.

Access to power to charge phones, with adapters as required.

Dedicated battery charging station for wheelchair batteries, including equipment to supply 240v power (transformer, generator etc) if necessary.

Water stations for filling drink bottles.

Storage facility for additional sailing gear – spare parts, extra sails, gear etc. Racks/ hangers to dry wet sailing gear also desirable.

Close access to accessible bathrooms, toilets and change facilities.

Interpreters, assistance for blind or deaf sailors where required.



13. CEREMONIES & SOCIAL EVENTS

Where practical an Opening and Closing ceremony event will be held to welcome competitors and supporters, showcase the event, satisfy sponsors etc.

Ideally this event will be held prior to the first full day of racing to allow most competitors and their supporters to attend.

The ceremonies could showcase the culture of the host nation and local area and the Hansa Class ethos of inclusion.



2018 Worlds – Hiroshima, Japan



2016 Worlds – Medemblik, Netherlands



2012 Worlds – Sydney, Australia

Prior to racing, a competitors' briefing should be held with sufficient space and access for all sailors.

A mid-event Sailors Forum should be held with sufficient space to host sailors in wheelchairs, access to a projector, microphone etc as required by the IHCA. The IHCA will provide ZOOM access for this event to be broadcast to sailors unable to attend the regatta.

14. CONDUCT OF THE AWARD PRESENTATION AND CLOSING CEREMONY

Any additional event included within a Hansa Regional or World Championship should not overshadow the message as defined in the Hansa Class Ethos, that the main event is primarily a celebration of inclusion and open to all.

Accordingly, the trophies for the included event will be limited to first, second and third in the classes and categories as agreed in prior negotiation with the IHCA Executive Committee. These trophies are to be named to truly represent the included event and will be the first to be presented at the awards ceremony.

They are followed by the SKUD trophies, if applicable:

- The SKUD 18 International / Regional Champions
- The SKUD 18 International / Regional Championship 2nd Place
- The SKUD 18 International / Regional Championship 3rd Place

Then follows the World Sailing Recognised Classes, the 2.3, 303 and Liberty. These include the Perpetual Trophy plaques provided by IHCA (listed below), and the 1st, 2nd, and 3rd place medals provided by the Event OC (also listed below).

The last 2 awards presented at the ceremony are not class specific, they are perpetual plaques so provided by the IHCA. They are:

- The Chris Mitchell Award for Inclusion
- The Worlds Teams Trophy

For Hansa World Championships the following perpetual trophies will be provided by the International Hansa Class Association.

- The Hansa 2.3 Single Person World / International / Regional Champion's Trophy Plaque
- The Hansa 2.3 Servo-Assist International / Regional Champion's Trophy Plaque
- The Hansa 303 Single Person World / International / Regional Champion's Trophy Plaque
- The Hansa 303 Two Person World / International / Regional Champion's Trophy Plaque
- The Liberty World / International / Regional Champion's Trophy Plaque
- The Liberty Servo-Assist International / Regional Champion's Trophy Plaque
- The SKUD 18 International / Regional Champion's Trophy

The following trophies, medals or prizes are to be provided by the organising authority:

- The Hansa 2.3 Single Person World / International / Regional Champion
- The Hansa 2.3 Single Person World / International / Regional Championship 2nd Place
- The Hansa 2.3 Single Person World / International / Regional Championship 3rd Place
- The Hansa 2.3 Servo-Assist International / Regional Champion
- The Hansa 2.3 Servo-Assist International / Regional Championship 2nd Place
- The Hansa 2.3 Servo-Assist International / Regional Championship 3rd Place
- The Hansa 303 Single Person World / International / Regional Champion
- The Hansa 303 Single Person World / International / Regional Championship 2nd Place
- The Hansa 303 Single Person World / International / Regional Championship 3rd Place
- The Hansa 303 Two Person World / International / Regional Champions
- The Hansa 303 Two Person World / International / Regional Championship 2nd Place
- The Hansa 303 Two Person World / International / Regional Championship 3rd Place
- The Liberty World / International / Regional Champion
- The Liberty World / International / Regional Championship 2nd Place
- The Liberty World / International / Regional Championship 3rd Place
- The Liberty Servo-Assist International / Regional Champion
- The Liberty Servo-Assist International / Regional Championship 2nd Place
- The Liberty Servo-Assist International / Regional Championship 3rd Place

Further trophies, medals or prizes may be awarded with the approval of the IHCA Technical Delegate.