



Mobility
Cup

GUIDELINES

2014

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Deed of Gift for Mobility Cup

Canada's International Regatta for Sailors with a Disability

I the undersigned, am pleased to donate the Mobility Cup trophy, for presentation to the winner of the MOBILITY CUP REGATTA (Mobility Cup), on the condition that it be preserved as a perpetual challenge cup for friendly competition between sailors of all levels of disability, always including those with significant disabilities, from all countries.

It is my wish that Mobility Cup stand as a symbol of freedom and possibility and to demonstrate that all areas of life can be made accessible for people with all levels of disability. It is my hope that those who participate will be inspired to challenge social and physical barriers and to demonstrate that the sport of sailing is open to all.

Purpose & Principles:

The purpose of Mobility Cup is to act as a catalyst to strengthen organizations that do exist for sailors of all levels of disability and to start new sailing organizations where they do not exist for people of all levels of disability.

Mobility Cup will support the creation of inclusive programs for sailors of all levels of disability as part of a global initiative to ensure that people of all levels of disability have a sport and recreation in which they can participate with dignity.

Mobility Cup will strive for the twin objectives of high quality competition and inclusiveness.

Governance:

Mobility Cup will be governed by the Mobility Cup Committee, comprised of 5 people who are geographically dispersed and have demonstrated commitment to making sailing possible for people of all levels of disability.

Mobility Cup will be governed by the MOBILITY CUP GUIDELINES, which shall be the responsibility of the Mobility Cup Committee and reviewed annually.

Sam Sullivan

Sam Sullivan
Founder, Mobility Cup



September 5, 2001

Date

A. Mobility Cup purpose & governance

Mobility Cup is a “regatta of possibility” where personal, social, geographic, technological and organizational barriers are challenged in the spirit of friendly competition. It is international in scope, inviting people from around the globe to participate, for the purpose of excellence, discovery and learning.

The purpose of the Mobility Cup Regatta is to demonstrate that sailing is an inclusive, accessible and integrated sport/recreation available to all persons. Our credo: “ANYONE can sail independently regardless of his or her physical ability or disability”. It is incumbent upon the Host of Mobility Cup and all participants to “do-whatever-it-takes” to assure that all who wish to can participate and contribute to the event as competitors, organizers, promoters, teachers or spectators.

Mobility Cup is a major event. The exposure and fundraising provides a great opportunity for the host committee to leave a legacy of funds, capital equipment, accessible facilities and programs which will have a positive impact for years to come.

The Mobility Cup regatta is governed by the AbleSail Network of Canada (ASN) through the Mobility Cup sub-committee. The sub-committee is comprised of the regatta chairperson of the previous three years’ events, that of the current year, and that of the subsequent year, as well as a chairperson appointed by the ASN board of directors. The chairperson of the committee sits on the organizing committee of the current year’s event.

The ASN Mobility Cup Committee will issue a call for bids to host Mobility Cup twenty-four months prior to the event with a deadline for submissions in December of the same year. The successful bid will be announced 18 months prior to the event. (N.B. This timeline may be adjusted at any time to accommodate special circumstances.) Bids to host must be submitted on the Mobility Cup application form. (See Appendix 1 for more information)

Although this document is titled “Guidelines” it is highly recommended that all the points contained within be adhered to as closely as possible. Departures from these guidelines must be approved by the ASN Mobility Cup Committee.

B. Planning

1. Venue

- Access to club from parking lot or adapted transport stop should be asphalt or concrete
- Extra disabled parking spaces must be made available the week of the event.
- Bar, restaurant, washrooms must be wheelchair accessible. If necessary, small ramps can be installed over door thresholds.
- If portable toilets are used it is important to provide a hand-washing area nearby.
- Ideally ramps to access docks should be at least 2 m. wide so that two wheelchairs can pass. A non-slip surface is essential and handrails on one or both sides are desirable.
- The junctions between ramp and dock or sections of docks should be free of gaps in which wheelchair castors, canes, etc. could get stuck.
- If the ramps are unavoidably steep due to fluctuating water levels, human assistance should be available to assist in going up and down the ramp safely
- Docks should be wide enough to allow two wheelchairs to pass and should have a small lip on the edge so that a wheelchair cannot roll into the water.
- Docks should have sufficient flotation to provide stability, especially for power wheelchairs.
- Dock should not be higher than 30 cm. above the gunnels of the boat being used for the event to facilitate transfers for sailors not requiring a lift.
- A minimum of 4 lifts should be available in order to ensure efficient transfer time (or one lift for every 5 boats.) If possible it is very helpful to paint a spot on the dock that indicates where the optimal placement of the wheelchair in relation to the lift is.
- Provide a designated area for wheelchair storage while racing
- Provide a designated area with sufficient power supply for storing and charging auto-helms and windlasses overnight.

2. Schedule

Below is a typical schedule for the week:

Sunday	AbleSail Network Symposium Registration Container unloading
Monday	Registration Practice race for each fleet Welcome & briefing for sailors & companions Opening ceremonies
Tuesday	Gold Fleet Racing – am Silver Fleet Racing – pm Coaching session Barbecue
Wednesday	Silver Fleet Racing – am Gold Fleet Racing – pm

	AbleSail Network Annual General Meeting
Thursday	Gold Fleet Racing – am Silver Fleet Racing - pm Banquet
Friday	Silver Fleet Racing – am Gold Fleet Racing – pm Closing Ceremonies

3. Website

- Once the bid has been accepted the host will take over the website www.mobilitycup.com
- The website should be ready 8 months prior to the event and maintained for 4 months following the event. Certain elements of it will be permanently archived on the www.mobilitycup.org website.

4. Mobility Cup Logo

- A graphics file will be provided by the ASN Mobility Cup Committee Chairperson. This will be modified to reflect the year and host however the colour scheme must be respected

5. Accommodations

- Information on accommodations should be on the website early so the participants and volunteers can make their arrangements.
- Hotel accommodations have to be identified as well as rooms at universities, religious colleges, and hostels. It is often possible to obtain a group rate for the event.
- There is no universal definition as to what an accessible room is so this must be clarified with each hotel. Ideally the rooms should be checked out by an occupational therapist and, if possible, details can be provided on the website. It may be necessary to find shower/bath chairs that can be rented or loaned.

6. Transportation

- The Mobility Cup Host is expected to provide transportation between the main event accommodation sites and the venue.
- Arrangements for individual travel will include two pick-ups, morning and late morning; some mid day returns and late afternoon returns and evening returns depending on the event schedule.
- The most cost effective transportation is the local adapted transport system. Private transportation operators of vans for the disabled are the most expensive but most convenient.
- Assistance with planning airport, bus depot or train station pick ups and drop offs should be provided but any cost should be assumed by the participant.
- If the banquet is being held off-site adapted transportation arrangements must be made for those requiring it.

7. Eligibility

Mobility Cup provides opportunities for anyone committed to sailing for people with disabilities to participate, whether as a competitor or volunteer. Participants shall not be controlled, classified or otherwise discriminated against, except for the purpose of assuring personal safety and the safety of others.

Mobility Cup is generally over-subscribed, creating the necessity to select some participants over others. Guidelines for addressing eligibility issues, which are in keeping with the purpose and intended outcomes of the Mobility Cup regatta, are:

- **Minimum age:** 18 years is recommended. In the spirit of inclusion, innovation or “possibility” this may be waived at the discretion of the Organizing Authority.
- **Geographic Diversity:** Invite and encourage support and participation of all organizations and sailors and volunteers comprising Canada’s Able Sail Network.
 - Supply Boats, if possible, in the sailboat classes identified in the Notice of Race.
 - Provide encouragement and support to local sailors and volunteers wishing to prepare for, attend and participate in Mobility Cup.
 - Qualify local participants, as appropriate, to match the number of boats and accordingly, the number of competitor seats, made available by the operator of the local accessible sailing program.
 - Consider reserving a seat or two for donation to the host’s charter pool.
- **Accessibility to all:** The Host of Mobility Cup shall provide the means to include by endeavoring to assign a minimum of 10% of the fleet, and provide assistance to participants who otherwise would not be able to compete, including, for example:
 - Participants who do not have the financial means to participate
 - Participants from foreign lands, with no Canadian “club” affiliation
 - Participants from areas in Canada with no active accessible sailing activities
 - Participants with severe disabilities who wish to discover if it is possible for them to sail
 - And any others that make application to participate without local DSA support
- **Eligibility restrictions:** Canadian Sailing Team members, past or present, may not register to compete but may register as volunteers. Priority will be given to sailors who have competed in three or fewer Mobility Cup regattas in the previous four years.
- A sailor who places in the top 3 in the Silver Fleet in two consecutive years must register in the Gold Fleet the following year. Conversely any sailor who places in the bottom 2 in the Gold Fleet in two consecutive years must move down to the Silver Fleet the following year.

8. Registration

- Registration is done through the website. N.B. It is important to follow up on registrations that are incomplete prior to the event.
- Ask who will be the DSA representative(s) attending MOBILITY CUP who will be responsible for their boats and equipment
- Pre-selling event regalia is recommended to avoid ending up with unsold inventory.
- Include registration for volunteers on the website
- Private owners of Martin 16's are encouraged to make their boats available for charter in the fleet they are not racing
- Club or DSA owned Martin 16's may enter one sailor in Gold Fleet and one sailor in Silver Fleet for their first boat. For additional boats, clubs and DSA's may enter one sailor in either Gold or Silver Fleet and will make the boat available to charter sailors in the other fleet.
- Club or DSA boats not chartered by approximately six weeks prior to the event will be first made available to sailors from the organization supplying the boats.

9. Food & beverage

- The Mobility Cup Host is expected to supply a continental breakfast, lunch and two evening meals. For competitors these meals are included in the regatta registration fee.
- Breakfast and lunch are usually provided to volunteers but they must purchase tickets for the evening meals. The cost for these will depend on the catering requirements of the host club. If volunteers can be involved to prepare breakfasts and lunches costs can be drastically reduced versus paying for catering.
- Water should be readily available for participants and volunteers.

10. Boats & equipment

- Boat selection: The Martin 16 has been used since 1998, due to it's suitability for this competition and because there are sufficient numbers available for the size of this event. The MOBILITY CUP Committee will consider the inclusion of other sailboats, if proposed.
- Number of entries: The harbour should be able to accommodate 25 boats in addition to at least 10 rescue & coach boats.
- Boat repairs: A qualified person must be on site for minor boat repairs.
- The Notice of Race will stipulate that all boat providers install painters, fore and aft, 5m. in length.

- Special adaptive equipment (autohelmets, windlass, sip 'n' puff units, slings, harnesses, etc.) Ask each DSA to inform you as to what equipment they will be supplying for their sailors.
- Boat transportation: CN Rail is a major ongoing sponsor of Mobility Cup. They will transport boats from across Canada to the event venue. The contact person may change from one year to the next. Contact the chair of the previous year's Mobility Cup in order to obtain the most recent contact information. CN should be contacted in the early spring in order to begin the preliminary arrangements. Ten days to two weeks should be allowed to move the boats by rail across Canada. (*N.B. It is important to acknowledge CN as a sponsor on the event website, banners, etc.*)
- Contact boat owners to remind them that boats must be sent in good working condition.
- Plan to have extra PFDs and slings for transfers available.

11. Race officials & coaching

- The host must provide the Principal Race Officer, race committee volunteers, mark boats, protest committee and necessary equipment. It is recommended to find these race officials as early as possible as their schedules tend to fill up quickly.
- Funding for an event coach is available through ASN/CYA. The coach should be provided with a boat for on-water observation and will give post-race debriefing to sailors.

12. Safety & First Aid

- The host must provide an on-site First Aid station with qualified personnel present during daytime hours.
- There must be one safety boat for every six boats on the water at all times.

13. Notice of race

- The Notice of Race should be posted on the event website at least 8 months prior to the event
- ASN Mobility Cup Committee must approve the NOR
- See Appendix 2 for NOR guide

14. Sailing instructions

- ASN Mobility Cup Committee must approve the Sailing Instructions
- See Appendix 3 for SI guide

15. Trophies & prizes

- The Mobility Cup is presented to the winner of the Gold Fleet
- Le Coupe Dallaire is presented to the winner of the Silver Fleet
- The Sam Sullivan Trophy is presented to the highest finishing competitor using sip & puff technology
- The Darin Tucker Sportsmanship Award is presented to a sailor, selected by the organizing committee, displaying fair play and grace, respect for the sport and respect for fellow sailors.
- The Debbie Donald Award is presented to the highest placing female sailor
- The Hamilton Harbour Commission Trophy is presented to a first time Mobility Cup participant who has the highest finish amongst all other qualifying rookies and is in the top 75% of his/her class as measured in the Final Results of the regatta. (See Appendix 5 for more details)

The above six prizes are permanent trophies, which should be returned by the previous year's recipients. The organizing committee of the previous year's event will provide the necessary contact information. Keeper prizes are to be awarded to the top five finishers in the Gold and Silver Fleets.

16. Volunteers

- Mobility Cup cannot be a success without a huge contribution from volunteers. You must have an experienced volunteer coordinator.
- See Event Operations section for details of volunteer roles.
- Traditionally disabled sailing associations that are sending sailors to Mobility Cup also provide experienced volunteers who will be responsible for the DSA boats and equipment, as well as ensuring that the sailors' needs are being met. It is strongly recommended that each DSA be contacted prior to the event in order to confirm the volunteer(s) who will be attending and how they wish to help with the event (e.g. transfers, companion, boat repair, etc.) If a DSA is not able to send a volunteer they must make specific arrangements with the organizing committee to find a local volunteer who can assume this role. Once you know how many experienced volunteers will be participating it will be easier to determine how many inexperienced volunteers you need as companions, help with transfers & rigging boats.

17. Damage policy

Recognizing that the Mobility Cup regatta would not take place without the generous equipment donation of the boat owners, and considering the fact that the sailors have the free use of this equipment, the following damage policy applies.

1. All boats used in the regatta must have Hull & Machinery insurance and a minimum of \$1,000,000 Protection & Indemnity (Liability) coverage provided by the boat's owner.
2. All sailors attending the regatta must contribute an amount, to be determined by the event organizer, to a fleet damage fund.

Should there be damage to a boat the skipper found to be at fault will forfeit 100% of their deposit. The balance of damage cost and/or deductible will be covered by the fleet damage fund, to a maximum of \$1,000 per boat.

Racing accident fault will be determined by the protest committee through protest.

In the case of on-water non-racing accidents fault will be determined by the host organizing committee.

If the host committee is unable to make a decision, the final decision will be made by the ASN Mobility Cup Committee.

The host authority will be responsible for any damages during lift in and/or haul out and should verify that they have adequate liability insurance for this.

At the end of the regatta, all unused funds in the fleet damage fund will be equally divided among all registered sailors, who were not found to be at fault in any accidents or incidents causing damage to the boat they were using during the course of the regatta.

18. Budget

Sources of Revenue

- Sponsorship
- Entry Fees
- Grant Funding
- Donations
- In-kind Donations
- Extra meal ticket sales for banquet, caregivers and family members
- Sale of regatta merchandise

Typical Expenses

Marketing

- Marketing to People with Disabilities/Allied Health Professions/Students
- Building Community Relationships and Links (i.e. Sailing Clubs and Associations, Chandlery etc.)
- Website
- Design- poster, promotional material, funding presentation kit, program
- Printing – posters, race material-Notice of Race, Sailing Instructions, program
- Prizes/trophies, recognition awards for contributors
- Banners and signage

- Photography/ Video taping
- Presentation- audio visual, staging
- Regatta regalia – t-shirts, golf shirts, hats etc.

Transportation

- For athletes & care givers
- Lift truck rental (removing boats from the CN container)
- Taxis, delivery

Food & Beverage

- Breakfast and lunch for competitors and volunteers
- Opening and closing ceremonies
- Hosted dinners

Venue / Shore requirements

- Shelter
- Docks, ramps, Hoist installation
- Repairs and maintenance
- Accessible Toilets

(Budgets from previous events available on request)

19. Boat assignments

- Ask the sailors and DSA representatives who will be sailing in which boat in each fleet. Then fill in the blanks for the sailors requiring a chartered boat.
- Contact the representative in the weeks prior to the event to request details of the boats being sent:
 - Original hull number
 - Name of boat (if any) or any other markings on hull
 - One seat or two
 - Capacity to accommodate auto-helmThis information will be invaluable in planning the assignments of both sailors & companions.
- Try to match the type of transfer type between fleets (i.e. if a boat is in the self-transfer area in the Gold fleet use it for a self-transfer sailor in the Silver fleet.)

C. EVENT OPERATIONS

1. Registration desk

- Initial registration has been done on website
- Sailors & volunteers must physically register & sign waivers
- Distribute sailor packages
- Give each sailor & volunteer a name tag
- Regatta fees & damage deposits collected
- Sale of regalia
- Sale of extra dinner tickets for volunteers, family, friends, etc.
- Final confirmation of information re: transfers, equipment needs, etc. If sailor has indicated that they are transferred with a lift ask them to arrive each day with their own sling in place if they have one.
- Collect information on sail number sailor will be using
- Tagging wheelchairs or other mobility devices with sailor's name & boat number in a designated location (e.g. small tag on push handle – not a large sign)

2. Volunteers

Team leaders are needed for each category of volunteers.

Volunteers may receive an event T-shirt & should receive free lunch.

Dockmaster

- Pivotal position to ensure coordinated operation of all teams in dock & harbour area
- Must be a very experienced sailor and be familiar with people with disabilities and Mobility Cup regattas.
- Will work closely with the team leaders for transfers, sailing companions, boat-rigging, and safety & tow boats.

Sailing companions

The team leader is responsible for pairing sailors with appropriate companions as well as determining the rotation schedule in the Silver Fleet.

- All companions should be experienced sailors familiar with the Racing Rules of Sailing. This is very important because in some cases the sailor may be new not only to racing, but even to sailing. Having experienced people with disabilities and/or with the Martin 16 is a bonus.
- Silver fleet companions are rotated among the sailors for the following reasons:

- To ensure fairness: Companions may have a wide range of levels of sailing expertise. The final outcome should not be a result of the level of coaching provided by one companion for all the races.
- To provide the Silver Fleet sailor with input from a variety of companions
- A Silver fleet sailor cannot sail with the same companion more than twice during the regatta. Exceptions are made when the sailor has specific needs that require a companion with the requisite knowledge or experience (e.g. visual impairments, severe communication difficulties, respiratory equipment, etc.).
- A sailor using adaptive equipment should be paired with a companion who is familiar with the equipment and can repair or compensate in case of breakdown.
- Ensure that the sailor and companion can speak the same language.
- In some cases the companion's physical requirements will have to be taken into consideration: A disabled companion should not be paired with a more severely disabled sailor or one using electronic equipment. A very tall companion or disabled companion should not be placed in a boat with two seats as there is not enough room for long legs or for a transfer.
- All companions should be familiar with the Mobility Cup companion guidelines (See Appendix 5)
- In many cases volunteers coming with other DSA's will be invaluable companions. Try to confirm who is coming from each DSA as soon as possible so that you can determine how many companions you will need from your local volunteers.

Transfers

- If possible train these volunteers prior to the event. Less experienced volunteers can be teamed with more experienced. (Students in physical therapy or occupational therapy can be a good source of volunteers.)
- Volunteers coming from DSA's will play a pivotal role

Registration desk

- Regatta registration
- Daily check-in by sailors & volunteers
- Regalia sales

Transportation coordinator

- This person is in charge of coordinating transportation between hotels & the venue (as well as airport, train station, etc.) and must be on-site every day to resolve any problems.

Meal serving & assistance

- Set-up & clean-up of continental breakfast
- Distribution of lunches & water
- Assistance in carrying food & drink to tables

Safety/tow boats

- Team leader must be very experienced in towing & rescue
- Boat operators must be briefed on how to tow a Martin 16
- Will assist sailors in getting to and from the race course as needed depending on weather conditions.
- Will be in radio contact with the dock master to manage boats returning to the harbor based on dock space available.

Container loading & unloading

- The team leader should be very knowledgeable about working with boats and trailers and if possible with Martin 16 experience.
- The volunteers should be able to climb in & out of the containers and know how to use tools

Boat launching & haulout

- Team leader must be experienced in how to rig the Martin 16, including keel operation
- Volunteers must be experienced with crane operation or ramp launching

Boat rigging

- Team leader must be very experienced with Martin 16 rigging
- Volunteers will arrive early in the morning to rig all the boats and install windlasses & autohelms as needed.
- Responsible for de-rigging the boats, tying them securely & ensuring that fenders are in place as needed overnight
- Responsible for ensuring that all electronic devices are put on charge overnight.

Boat moving

- Will paddle or pull boats to dock locations as required for transfers.
- These can be volunteers from the rigging team.
- Must know how to tie up a boat securely

Boat & equipment repairs

- The team leader can also be on one of the other teams
- Contact with local shipwright for fiberglass or rigging repairs
- Knowledgeable in auto-helm & windlass repairs

Wheelchair moving

- Will move wheelchairs off and on the docks
- Must be given training on how to safely move power mobility devices

Race committee & Scoring

- PRO will be team leader and generally recruits own volunteers

First Aid

- Person available at all times to assist those requiring medical attention

Photographer

- Important that a photographer and/or videographer be on site every day to document activities on shore and on the water

Spectator boats

- Will take family, friends, press, etc. out to view racing
- Optimally will be familiar with sailboat racing

Guide-dog sitting

- May not be necessary, but is good volunteer job for a non-sailor

Grounds maintenance

- Ensures that grounds are kept very clean

3. Container loading & re-loading

- See document on ASN website for details
- Schedule loading & unloading times in conjunction with CN contact person
- Ask the DSA representative ahead of time if they want to be present when the boats are unloaded and launched.
- **Ensure that all equipment accompanying the boats (including trailers) is clearly labelled before removing.**
- Detailed information on unloading the boats from the CN containers provided in Appendix 4. Boats must be inspected for damage that may have incurred during shipping. Boats must also be inspected to insure that they are in good working condition. If not, the boat owner must be informed immediately of repairs to be made before racing begins.

4. Harbour operations

- Dockmaster will determine where each boat will be docked, based on the type of transfer used for each sailor & will work with boat moving volunteers to position boats for transfers for each fleet
- Dockmaster will be in radio-contact with safety boat drivers to control flow of traffic in and out of the harbour.
- Dockmaster will be in radio-contact with the race committee to inform them when all boats have left from or returned to harbour

5. Dock operations

- Preparation area: Designate an area near the docks for sailors to put on their lifejackets and have their slings installed if they are transferred by lift. A team of volunteers should be in place to assist with this. Sailors who own their own slings should arrive at the yacht club with them already in place. A supply of spare slings should be available for sailors who need to borrow one.

- Dock access: In most cases space on the docks is limited and access to the docks should be limited to sailors, companions and rigging and transfer volunteers. It is essential to have a designated person who controls access. This person will work closely with the dock master and should be in radio or walkie-talkie contact with him/her if not within shouting distance. Sailors should not come onto the docks without their lifejacket and sling on and not before the dock master has indicated that the sailor's boat is ready. The access controller should try to prevent people who are not involved in dock operations from coming onto the docks.
- Transfers: The dock area should be divided into a self-transfer area and a lift-transfer area. A designated team of volunteers will assist sailors with self-transfers and with releasing/tying bow and stern lines.
- A team of 3 or 4 transfer volunteers will be in place at each lift. If a sailor is not ready to leave the dock immediately after the transfer (e.g. requires sip 'n puff set-up, extra support straps) the boat can be moved to another area of the docks to do this so that the lift space is available as soon as possible for the next transfer.
- Have volunteers available to move wheelchairs out of the way to the designated area once a transfer is completed and to bring it to the dock when the sailor returns.
- It is helpful to have some free dock area to which a boat can be moved after the lift transfer in order to finalize sailor preparation, thereby freeing up the lift for the next transfer.
- Ensure that auto-helms & windlasses are installed & removed as needed

6. Equipment storage

- It is essential to have a dedicated area with sufficient power supply, outlets and extension cords with which to charge all of the power-assist equipment overnight. This area should be as close to the docks as possible.
- Ensure that all equipment is labeled when it arrives (especially power-assist equipment).

7. Practice race

- Practice races should be scheduled for both Gold & Silver fleets on the Monday
- Sailors must sign up for the practice race at registration. If there are not enough boats or companions available for all who have registered priority should be given to sailors who are not familiar with the venue.

8. Coaching seminars

- Seminars are usually held on the Monday for each fleet while the other fleet is doing the practice race
- Ideally post-race debriefing sessions should be held for each fleet every day except the last.
- Funding may be available from CYA for coaching

9. Website

- Ensure that the racing results are posted as promptly as possible
- Post photos to the website during and after the event

10. Transportation

- It is essential that a transportation coordinator be present on site at all times during the event to assist participants with any problems that might come up.

APPENDIX 1

APPLICATION TO HOST MOBILITY CUP

(Provide for reference only. Application to be submitted on official PDF form)

Applications to host Mobility Cup will be reviewed by the ASN Mobility Cup Committee who will make the final decision.

1. HOST

1.1 Full name, abbreviation of name:

Full address:

Telephone: Fax number:

E-mail:

1.2 Name of the person to be contacted for further communications:

2. SCHEDULE

2.1 Proposed dates for this event:

Preparation days:

Race Days:

2.2 Do you know any other Martin 16 events that will coincide with these dates? [Click here to enter text.](#)

2.3 Have any other regattas been scheduled on the same waters at the same time or which may be in conflict with the proposed schedule? State name(s) and classes:

3. RACING AREA

3.1 Attach a chart and mark the area in which the course will be laid, and the distance from the moorings or harbor to the approximate center of the area.

3.2 Give information about meteorological conditions (prevailing winds, force and main direction at the time of the regatta, any possible influence of shoreline):

3.3 Give information about hydrographical conditions (tidal or other currents, water depth(s), obstructions, any restrictions by authorities):

4. RACE MANAGEMENT

4.1 Are experienced regatta personnel available for management of a possibly big fleet?

4.2 Who will be the Principal Race Officer on the course?

4.3 Confirm that you have read and will follow the Mobility Cup Guidelines.

Yes No Comments:

4.4 Are there adequate vessels for race management and rescue available at the time of the regatta? Describe:

4.5 Do you have sufficient equipment (marks, signals, radio communication, navigation aids)?

4.6 Confirm that you will draw up the Sailing Instructions according to the Mobility Cup Guidelines and Martin 16 class rules and the Racing Rules of Sailing.

Yes No Comments:

4.7 Send a draft of the “Notice of Race” and, later on, a draft of the Sailing Instructions to the ASN Mobility Cup Committee for approval.

5. JURY and RACE COMMITTEE

5.1 Recommend members to serve on the Jury and Race Committee (names & experience)

6. FACILITIES ASHORE

6.1 Describe the docks available (type, width, access to, number of boats that can be accommodated). How many hoists will be available?

6.2 Are sufficient rooms available for Regatta Office, Jury room, scoring and printing, presswork, all close to the harbor?

6.3 Describe who will be responsible for container unloading, boat rigging, etc.

6.4 Describe facilities for contestants, committee members and their company in or around the club area (i.e. clubhouse, accessible washrooms).

6.5 Describe hotel and housing facilities (number of accessible rooms available) add list with prices and locations.

6.7 Describe facilities for parking cars, trailers, for camping, caravanning.

6.8 Are boat and sail repair facilities available?

7. TRANSPORTATION

7.1 What air and ground transportation facilities are available to participants?

8. SOCIAL EVENTS

8.1 Describe what social events are intended.

8.2 Describe possibilities for people accompanying participants, and the press to watch the races

9. LOCAL CLASS INFORMATION (to be given by the Host Fleet)

9.1 How many Martin 16 Boats in the Host Fleet?

9.2 How many Fleet members will be participating in the organization and management of the event?

9.3 What activities are available in the area for non-participants and families?

10. PUBLIC RELATIONS / PROMOTION

10.1 To what extent do you think this event will receive coverage by sporting (especially yachting) and local press and international press agencies?

10.2 How many press people do you expect?

10.3 Will special press boats be available?

11. LEGACY

Describe what the legacy of the regatta will be.

12. ENTRY FEE

12.1 What will be the entry fee?

12.2 What is included in these fees and what not?

13. SPONSORING FIRMS / FINANCING / ADVERTISING

13.1 Please inform the ASN Mobility Cup Committee about your budget for this event.

13.2 What are you planning with regard to selling articles like T-shirts, bags, pins, etc.?

13.3 In order to avoid any conflict, please contact the ASN Mobility Cup Committee well in advance to discuss problems regarding sponsoring firms and advertising.



14. What agreement has been reached between your group and the host club or facility? Please note that any signed agreement must be forwarded to the ASN Mobility Cup Committee

Submitted by:

Telephone:

Fax number:

E-mail:

Signature:

Date:

APPENDIX 2

NOTICE OF RACE GUIDE

When using this guide items in brackets () should be replaced by specific details provided by the host organizing committee.

(Title Sponsor) Mobility Cup (2xxx)
(Host Organizing Authority)
(City, Province)
(Dates)

1. RULES

- 1.1 The regatta will be governed by the rules as defined in **The Racing Rules of Sailing**.
- 1.2 The full text of Sail Canada prescriptions that will apply are contained in Appendix A.
- 1.3 The Martin 16 class rules (Ratified January 31, 2005) in Single-Handed format will apply. Class Rules are included in Appendix B
- 1.4 Racing rule 44.1 will be changed as follows: two turns penalty is changed to one turn penalty. The changes will appear in full in the sailing instructions. The sailing instructions may also change other racing rules.
- 1.5 With respect to Martin 16 Class rule 6.2.2, sailing companions are mandatory for Silver Fleet and optional for Gold Fleet.
- 1.6 Martin 16 Class rule 6.2.3 regarding minimum weight will not apply.
- 1.7 If there is a conflict between languages the English text will take precedence.

2. ADVERTISING

- 2.1 Advertising will be ISAF Category C
- 2.2 Boats may be required to display advertising chosen and supplied by the organizing authority.
- 2.3 Boats will be required to display bow stickers supplied by the organizing authority

3. ELIGIBILITY

- 3.1 Mobility Cup is a regatta for sailors with a disability. Sailors with a disability, of all ages and skill levels are encouraged to participate. Examples of disabilities include spinal cord injury, amputations, multiple sclerosis, cerebral palsy, muscle dystrophy, stroke, head injury, etc.
- 3.2 Sailors must indicate the nature of their disability on the entry form. In case of dispute the ASN Mobility Cup Committee will be the sole arbitrator of eligibility.
- 3.3 Canadian Sailing Team members, past or present, are not eligible to compete.

4. ENTRY

- 4.1 The maximum number of entries will be (*insert #*) in the gold fleet and (*insert #*) in the Silver fleet. Priority will be given to sailors who have sailed three or fewer Mobility Cups in the previous four years. A waiting list of competitors will be established based on day and time of receipt of entries once the maximum number of entries has been received.
- 4.2 Competitors may enter Mobility Cup by *describe*.
- 4.3 Late entries received after (date) may be accepted provided the maximum number of entries have not been accepted and with payment of a late entry fee of (\$\$\$)
- 4.4 Competitors shall indicate on the entry form whether they wish to race in Gold fleet or Silver fleet. The Gold Fleet is recommended for experienced sailors who are comfortable in a racing fleet. The Silver Fleet is recommended for less experienced or novice sailors who will sail with a companion.
- 4.5 A sailor who places in the top 3 in the Silver Fleet in two consecutive years must register in the Gold Fleet the following year. Conversely any sailor who places in the bottom 2 in the Gold Fleet in two consecutive years must move down to the Silver Fleet the following year. The Organizing Authority reserves the right to move a sailor registered in Gold Fleet to Silver Fleet, and vice-versa.
- 4.6 Sailing Companions for the Silver Fleet will be provided by the Organizing Authority and will be rotated on a daily basis. If a sailor feels that he/she has special needs which require that he/she sail with a specific companion he/she must justify this at the time of registration. The assignment of Sailing Companions will not be grounds for redress. This changes Rule 62.1a.
- 4.6 Sailing Companion Guidelines are defined in the Mobility Cup Guidelines. The Organizing Authority shall ensure that competitors, Sailing Companions and Race Committee have copies available. A copy will also be posted on the Official Notice Board.

5. FEES

- 5.1 Entry fees are (\$\$\$ CDN) for each competitor
- 5.2 Entries received by the organizing authority after (date) may be accepted with an additional entry fee of (\$\$\$)
- 5.3 Competitors withdrawing before (date) will be refunded their entry fees, less a (\$\$\$) administrative fee. Competitors withdrawing after (date) but before the close of on site registration may be refunded 50 % of their registration fee, at the discretion of the organizing authority. Competitors withdrawing after the on-site registration closes will not receive any refund of entry fees.
- 5.4 Competitors must contribute a \$200 deposit to a fleet insurance fund. At the end of the regatta, all unused funds in the fleet insurance fund will be equally divided among all registered sailors who were not found to be at fault in any accidents or incidents causing damage to the boat they were using during the course of the regatta.

6. DAMAGE POLICY & INSURANCE

- 6.1 All boats used in the regatta must have Hull & Machinery insurance and a minimum of \$1,000,000 Protection & Indemnity (Liability) coverage provided by the boat’s owner. Proof of insurance must be provided to the organizing prior to the practice race.
- 6.2 Racing accident fault will be determined by the protest committee through protest. In the case of on-water non-racing accidents fault will be determined by the host organizing committee. If the host committee is unable to make a decision, the final decision will be made by the ASN Mobility Cup Committee.
- 6.3 The host authority will be responsible for any damages during lift in and/or haul out and should verify that they have adequate liability insurance for this.

7. SCHEDULE OF EVENTS

Typical schedule:

Sunday <i>August- September, 2XXX</i>	AbleSail Network Symposium Registration Container unloading
Monday	Registration Practice race for each fleet Welcome & briefing for sailors & companions Opening ceremonies
Tuesday	Gold Fleet Racing – am Silver Fleet Racing – pm Coaching session Barbecue
Wednesday	Silver Fleet Racing – am Gold Fleet Racing – pm AbleSail Network Annual General Meeting
Thursday	Gold Fleet Racing – am Silver Fleet Racing – pm Banquet
Friday	Silver Fleet Racing – am Gold Fleet Racing – pm Closing Ceremonies

8. BOATS AND EQUIPMENT

- 8.1 Boats and equipment must comply with the class rules of the Martin 16 class.
- 8.2 Private owners of Martin 16’s are encouraged to make their boats available for

- charter in the fleet they are not racing:
- 8.3 Club or DSA owned Martin 16's may enter one sailor in Gold Fleet and one sailor in Silver Fleet for their first boat. For additional boats, clubs and DSA's may enter one sailor in either Gold or Silver Fleet and will make the boat available to charter sailors in the other fleet.
- 8.4 Club or DSA boats not chartered by (date) will be first made available to sailors from the organization supplying the boats.

9. BOAT CHARTERS

- 9.1 Competitors requiring a charter boat must indicate such on their entry form.
- 9.2 The organizing authority will refer requests for charters to club and private owners (*see NOR 7.2 & 7.3*)
- 9.3 Entries requesting a charter boat received by the organizing authority after (*date*) may not be accommodated.
- 9.4 Charter competitors are expected to work closely with boat owners in the care and maintenance of their boats.

10. MEASUREMENT

- 10.1 Martin 16 Sailboats and equipment will not be measured prior racing.
- 10.2 Measurement protests will be heard in accordance with Part 5 of the Racing Rules of Sailing.

11. SAILING INSTRUCTIONS

Sailing instructions will be available (*describe when and where*).

12. ASSISTIVE DEVICES

- 12.1 Competitors may use any assistive device permitted in accordance to the Martin 16 class rules.
- 12.2 A limited number of Martin 16 Autohelm/windlass systems may be available through the organizing authority. Competitors must request an Autohelm/Windlass on their entry form.
- 12.3 Failure of the organizing committee to supply an Autohelm/Windlass shall not be grounds for redress under RRS 62.1a.

13. VENUE

- 13.1 Attachment (XX) shows the location of the (Host Sailing club)
- 13.2 Attachment (XX) shows the location of the sailing area.

14. PENALTY SYSTEM

- 14.1 Rules 44.1 and 44.2 are changed so that only one turn, including one tack and one gybe, is required.

15. SCORING

- 15.1 One race in each fleet is required to be completed to constitute a series for that

fleet.

- 15.3 When five or more races have been completed, a boat's series score will be the total of her race scores excluding her worse score.

16. SUPPORT BOATS

- 16.1 Support boats shall be marked with streamers or flags to be supplied.

17. HAUL OUT RESTRICTIONS

- 17.1 Boats shall not be hauled out during the regatta except with and in accordance to the terms of prior written permission of the race committee.

18. RADIO COMMUNICATIONS

- 18.1 Except in an emergency, a boat shall neither make radio transmissions while racing nor receive radio communications. This restriction also applies to mobile telephones.

19. PRIZES

- 19.1 Prizes will be awarded to the top five finishers in the Gold and Silver Fleets
19.2 The Mobility Cup will be presented to the winner of the Gold Fleet
19.3 Le Coupe Dallaire will be presented to the winner of the Silver Fleet
19.4 The Sam Sullivan Trophy will be presented to the highest finishing competitor using sip & puff technology
19.5 The Darin Tucker Sportsmanship Award will be presented to a sailor, selected by the organizing committee, displaying fair play and grace, respect for the sport and respect for fellow sailors.
19.6 The Debbie Donald Award will be presented to the highest placing female sailor.

20. DISCLAIMER OF LIABILITY

Competitors participate in the regatta entirely at their own risk. See rule 4, Decision to Race. The organizing authority will not accept any liability for material damage or personal injury or death sustained in conjunction with, prior to, during, or after the regatta.

21. SAFETY

- 21.1 Competitors shall wear life jackets or other adequate personal buoyancy devices at all times while on the dock and afloat. A whistle must be attached to every competitor's life jacket unless an exemption is granted.
21.2 Every boat shall have a 5mm X 7mm X 5m painter attached to the bow eye with the free end of the line within easy reach of the skipper.

22. ACCOMMODATIONS

Information will be provided on the website www.mobilitycup.com

23. TRANSPORTATION

23.1 Transportation will be provided free of charge between the main event hotels and the regatta venue. Competitors are responsible for their own transportation between the airport and their hotel however information re: available transportation will be posted on the website.

24. FURTHER INFORMATION

For further information please contact (Name, Title), (Tel #) (e-mail).

APPENDIX 3

SAILING INSTRUCTION GUIDE

To follow

APPENDIX 4

MOBILITY CUP SAILING COMPANION GUIDELINES

The primary duties of the Sailing Companion in Gold Fleet are:

1. ensure the safety of the sailor, the sailboat and their equipment.
2. assist in performing functions that the sailor is not physically capable of.
assist the sailor in avoiding contact with other boats.

For example, the sailor can ask the companion to adjust the boom vang – but must specify if he wants it tighter or looser, and by how much. Or, if the sailor is tired at the end of race she can ask the companion to adjust the sails – to her precise specifications. After the preparatory signal the Sailing Companion may not sit on the deck but must remain seated in the seat behind the sailors, unless it is necessary to stand to make any adjustments. Any adjustments or repairs requiring the companion to go onto the bow of the boat must be done before or between races. A companion may report visual information out of the sailor's range of vision, but may not offer advice based on said information. For example, on the downwind, one could report: "You have a boat 2 lengths behind you and slightly to starboard" but could not add "and you could gybe to get out of their wind shadow".

The goal of the Silver Fleet is to have fun and learn about racing in the process. The duties of the Sailing Companion, in addition to those listed above are:

1. help in identification of flags and placards on the Race Committee boat.
2. assist in timing the start and keeping clear of other boats prior to the start signal.
3. advise the sailor of the present position of boats in the immediate vicinity.
4. help to determine when other boats are on a collision course.
5. advise the sailor about right of way with respect to nearby boats and mark roundings
6. if on a collision course, provide advice to avoid contact with other boats.
7. offer basic coaching

As in the Gold Fleet, the Sailing Companion in Silver Fleet may not sit on any part of the deck but rather must remain seated behind the sailor. Coaching sailors throughout the race is part of the role but the companion should use



his/her judgement and remember that the helmsperson is sailing the boat, not the companion.

In the Silver Fleet the Sailing Companions are rotated on a daily basis. The purpose of this is to ensure fairness: Companions may have a wide range of levels of sailing expertise. The final outcome should not be a result of the level of coaching provided by one companion for all the races. Rotating the companions also provides the racers with a variety of coaching tips, as each companion has their own unique style, as well as particular expertise to share. Coaching should encourage the sailor to discover their own answers and the dialogue should remain in the spirit of teaching and learning – which can include learning from mistakes!

APPENDIX 5

HAMILTON HARBOUR COMMISSION TROPHY "ROOKIE OF THE YEAR"

To be presented to a first time participant who has the highest finish amongst all other qualifying rookies and is in the top 75% of his/her class as measured in the Final Results of the said Mobility Cup.

Qualifications:

- a) must be a first time participant in Mobility Cup
- b) must not have had any previous racing experience, as either an able-bodied sailor or a sailor with a disability, except local ASN club races in the year they are participating in their first Mobility Cup (see note below)
- c) must *register as such prior to the commencement of the first race of the said Mobility Cup*

- The Selection Committee of the said Mobility Cup will choose the winner and their decision will be final.
- If no participant achieves the criteria as described above the trophy will not be awarded that year.
- The trophy will not be a take home item and will remain with ASN however the recipient will receive a keeper prize

Note: The Selection Committee can accept more local race/regatta experience if they deem that there are extenuating circumstances.