



World Sailing

# Steering the Course



## Women's Sailing Festival

Event Handbook

sport / nature / technology



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# Introduction

Following on from our introductory booklet, this guide is the official event handbook, which aims to provide information on activity suggestions for both practical and virtual sessions. We know the current pandemic has made event planning more difficult, and with different restrictions across the world. Therefore, this guide contains sessions that can be run in person, where local rules allow, as well as online virtual sessions and content ideas, for use remotely.

We are so pleased to welcome MNAs from across the world to the event, to celebrate females from all areas of sailing.



# Practical Activity Suggestions

These activity outlines should only be used where your local guidelines and rules allow.

## Taster Sessions:

These are a great way to quickly and safely engage new participants in the sport and can take place across all disciplines. Activities are broken down below, but the main focus is on getting participants quickly out on the water with an experienced sailor, who can show them how it's done or get them immersed in the activity on the shore.

Safety must be the cornerstone of all sailing activities and should be a priority with beginners. All participating clubs and MNAs need to follow the below guidelines for all activities (and adhere to all National Regulations and Guidelines in place):

1. Instructors, coaches and sailors must always wear lifejackets or buoyancy aids when on the water.
2. Ensure that wind and sea conditions can be safely handled by instructors and sailors.
3. Ensure that equipment (safety boats and sailing boats) are well maintained and suitable to the waters and conditions of the day.
4. Ensure you have sufficient safety boats for the number of sailing boats under your supervision – a good guide is 10 sailing boats to one safety boat.
5. Plan what you would do in case of an incident on the water and where medical or other assistance is if needed.
6. Powerboat operators must wear kill chords whenever the engine is running.



### Dinghy and Multihull

1. The boat should be sailed by an experienced, responsible sailor.
2. Do not overload boats; rather, run more sessions.
3. Plan the activity appropriate to the weather.
4. Give a safety brief, which includes what to do in case of a capsize before going afloat.
5. Teach wind direction and basic sail set according to the wind.
6. Get out on the water and have fun – the experienced sailor should explain a little about what they are doing.
7. Signpost where and how further training can be achieved.
8. Signpost pathways to recreational and performance sailing, coaching and instructing, and race management.

### Keelboat

1. As with Dinghy and Multihull above.
2. Ensure you can give personal attention to all attendees; do not put too many people on the boat.
3. Signpost where and how further training can be achieved.
4. Signposts pathways to recreational and performance sailing, coaching, and instructing, and race management.

### Kite

1. Demonstrate the thrill either practically or on video.
2. Provide the opportunity to fly kites, ideally training kites (weather permitting).
3. Signpost where and how further training can be achieved.

4. Signposts pathways to recreational and performance sailing, coaching and instructing, and race management.

### Windsurf

1. Consider ratios to ensure all participants get a good experience.
2. Demonstrate the thrill either practically or on video.
3. Run simulator experiences or board-on-beach basics.
4. Have some boards in the water without sails for fun in the water.
5. Signpost where and how further training can be achieved.
6. Signposts pathways to recreational and performance sailing, coaching and instructing, and race management.





### Para Sailing

1. Ensure equipment is safe and suitable.
2. Ensure easy access.
3. As with Dinghy and Multihull above.
4. Work closely with parents and caregivers.
5. Ensure you can give personal attention to all attendees; do not put too many people on the boat.
6. Signpost where and how further training can be achieved.
7. Signposts pathways to recreational and performance sailing, coaching, and instructing, and race management.

For more information and guidance on Para Sailing, please refer to **Adaptive Sailing Resource Manual**.  
View the guide at:

[ussailing.org/education/adult/adaptive-sailing/resource-manual](https://ussailing.org/education/adult/adaptive-sailing/resource-manual)



## Learn to Sail Courses

Across the course of the festival, some clubs and MNAs may find time to plan and run specific Women's and Girls' Learn to Sail Courses. These courses are longer, more intensive introductions to sailing, often taking place across a weekend or a number of days.

Safety must be the cornerstone of all sailing activities and should be a priority with beginners. All participating clubs and MNAs need to follow the below guidelines for all activities (and adhere to all National Regulations and Guidelines in place):

1. Instructors, coaches and sailors must always wear lifejackets or buoyancy aids when on the water.
2. Ensure that wind and sea conditions can be safely handled by instructors and sailors.

3. Ensure that equipment (safety boats and sailing boats) are well maintained and suitable to the waters and conditions of the day.
4. Ensure you have sufficient safety boats for the number of sailing boats under your supervision – a good guide is 10 sailing boats to one safety boat.
5. Plan what you would do in case of an incident on the water and where medical or other assistance is if needed.
6. Powerboat operators must wear kill chords whenever the engine is running.

## Dinghy and Multihull

Taking into consideration the conditions, try and get out on to the water as quickly as possible (knots and terminology can be taught later).

Full guidance can be viewed in the World Sailing Instructor Resources: [Stages 1-3](#).



### One Person boats:

Ratios should be a maximum of six students to one trained instructor. If in doubt, reduce the ratio.

1. Brief the students on safety and what to wear.
2. Teach the basics of tacking on land, ideally without a sail.
3. Introduce tacking on the water.
4. Practice tacking on the water (using a figure 8 course)
5. Introduce sail control.
6. Practice turning towards and away from the wind, using sail trim and rudder.
7. Introduce and practice beating to windward. Ensure a course that avoids gybing when sailors return downwind.
8. Teach gybing on land, ideally without a sail.
9. Practice gybing on the water (do not gybe beam reach to beam reach).
10. Once sailors are reasonably competent, let them practice in a fun way (not just sailing round a triangle or racing).
11. Signposts pathways to recreational and performance sailing, coaching and instructing, and race management.

### Two or more person boats:

Ratios should be a maximum of three students to one trained instructor on each boat. If in doubt reduce the ratio.

1. Take sailors for a fun sail, teaching wind direction and basic controls on the boat (The instructor sails the boat).
2. Teach the basics of tacking on land, ideally without a sail.
3. Practice tacking on the water (using a figure 8 reach to reach course). Instructor demonstrates then assists students.
4. Introduce sail control.
5. Practice turning towards and away from the wind, using sail trim and rudder.
6. Introduce and practice beating to windward – do not gybe on the way back downwind.
7. Teach gybing on land, ideally without a sail.
8. Practice gybing on the water (do not gybe beam reach to beam reach).
9. Once sailors are confident gybing, instructors can move to a safety boat.
10. Let the sailors practice in a fun way (not just sailing round a triangle or racing).
11. Signposts pathways to recreational and performance sailing, coaching and instructing, and race management.

### Keel Boats:

Ratios should be a maximum of six students to one instructor if the instructor is trained. If in doubt, reduce the ratio.

1. Take sailors for a fun sail, teaching them wind direction and basic controls on the boat (The instructor sails the boat).
2. Teach the basics of tacking, tied to the dock or attached to a mooring without a sail.
3. Practice tacking on the water, allocate each student a place and job on the boat. Instructor demonstrates then assists students, making sure each student rotates through each job.
4. Introduce sail control.
5. Practice turning towards and away from the wind, using sail trim and rudder.
6. Introduce and practice beating to windward – do not gybe on the way back downwind.
7. Teach gybing tied to the dock or a mooring, ideally without a sail.
8. Practice gybing on the water (do not gybe beam reach to beam reach).
9. Once sailors are confident gybing, instructors can move to a less controlling position on the boat.
10. Let the sailors practice in a fun way
11. Further sessions must include leaving the dock, coming in to the dock, picking up a mooring, man over board, anchoring and reefing.
12. Signposts pathways to recreational and performance sailing, coaching and instructing, and race management.





### Windsurf:

Ratios should be a maximum of three students to one instructor.

1. Demonstrate how set boom height just below shoulder height and how to carry the board and rig into the water (sail downwind with mast facing the wind).
2. In shallow water, demonstrate and let students practice getting on the board, standing on the centreline of the board with feet either side of the mast, uphauling the sail and balancing. Hold the mast with both hands, the sail in a flagging position, the wind from straight behind you. Your arms should be straight, knees slightly bent, back straight, and your feet about shoulder width apart – this is the start position.
3. In shallow water, demonstrate and let students practice steering the board towards and away from the wind in “start position.” With two hands on the mast, sail flagging, move the mast forward to turn away from the wind, and backwards to turn towards the wind.
4. In shallow water, demonstrate and let students practice tacking the board from the “start position.” Move the mast backwards, feet shuffling around the mast as the board turns, letting the sail cross the back of the board.

Keep your head up, looking to where you want to go. Keep turning until in start position on the new side of the board.

5. In shallow water, demonstrate and let students practice getting into the sailing position, sailing on a reach, then tacking in start position. From start position, take the front hand off the mast and take hold of the boom, take the back hand off the mast, step back with the backfoot across the centreline of the board and the front foot facing forwards by the mast. Keep the mast and sail flagging in front of you, and balance the rig by looking forward and pulling the rig across in front of you until it is balanced. Put your back hand about a shoulder's width behind your front hand and slowly power the sail up by pulling the back of the sail in towards you. When you feel the sail power up, drop your weight lower over your bent back leg, keeping your front leg and arms straight, look forward and twist your body to face forwards.

To tack, go to start position and tack as before.

### Kite:

Kite training must be run by a trained qualified instructor according to a recognised syllabus.

## Female Race Officers

This idea is great to combine with some of the other formats available, and comes with some interesting development ideas too.

1. **Race Day with Female Race Officers:** On your usual race day/evening, assemble an all-female race committee.
2. **Women Race Day/Event with Female Race Officers:** What better way to celebrate the women in our sport than through a women's race with an all-female race committee?
3. **Shadow Race Officers:** This is a great way to get people to try out race officiating. Following all local safety guidelines and ensuring all people on the water are wearing a lifejacket or buoyancy aid, you can get new volunteers, or even parents of the children, out on the water to experience what it's like to be a race official. Whether it's helping them understand laying the marks, or assisting on a start boat, getting people to have a go can help engage them in future activities.

Getting new volunteers out on the water and seeing what it's all about is a great way to engage them. You could even encourage older sailors to have a go at race officiating for a younger age group.

## Women's Race Day / Event

Sailing clubs and centres are encouraged to host a Women's Race Day or Event. A race with an all-female fleet can be held either by racing the same equipment all together or using a handicap system with different boats.

The idea is to celebrate female racers, so the more boats in the race the better. You could even host a series of events across the festival.

This event can be a great way to introduce younger sailors to racing by hosting an under-18 Women's Race Day.





### Women at the Helm

Again, this is another simple way to help change people's thinking. For a nominated period of time, be it a training session, a race day/event or the entire festival length, a woman must be the helm. So, whether it's swapping roles in a double handed boat, or taking the helm in a bigger crew, we are celebrating putting women in charge.

### Shadow an Instructor or Coach for the Day

This idea is all about showing our youth sailors what it takes to be an instructor or coach, by getting them to assist the roles for a day.

It is important to remember the responsibility for the session lies with the instructor/coach and each sailing club/MNA should follow its own guidelines when choosing this option. However, it can be a great way to show youth sailors what it takes to be a coach, and the job experience can help them when thinking about future roles and career paths.

A shadow instructor/coach can help with demonstrations, laying marks, and observing sailors to provide feedback. This can be done alongside the instructor in their coach boat.

This is a voluntary role that the young person undertakes. Supporting young people to volunteer in sport is vital to ensure they have a positive experience and remain in volunteering as they get older. It can also be used to provide a pathway into your first coach/instructor course.

### Information Sessions

These 20-minute informal sessions can be used to provide an overview of the opportunities to support your club or centre. They can promote volunteer roles such as shore-based regatta assistants, race officials etc.

These are ideal for capturing parents who will often stay during their child's session or race. Be sure to make the sessions informative and engaging.







# Virtual Activities

## Panel Discussions

MNAs and centres can hold a virtual panel discussion utilising video conferencing technology. The panel can consist of local sailors, coaches, instructors, and anyone active in sailing.

They can discuss how to get more people involved in sailing in your club/country, pathways into sailing, or share their own experience.

Advertise your event and ask people to sign up to receive a link to a group call, or record a session and then make it available to view afterwards. There are some free videoconferencing platforms to host these style of events, such as Zoom or BlueJeans.

If you record the session, you can then upload and share the recording on social media so that others can watch. You may also be able to set up your session to be streamed live via Facebook or YouTube, and allow those watching to engage directly through comments and questions in a live chat facility.

## Questions and Answer Sessions

Questions and answer sessions give the opportunity for the sailor/coach/ instructor to tell their own story, whilst also engaging a group of participants to find out the answers to the things they want to know.

Inspirational sessions could take place with an experienced senior sailor from your MNA, engaging with younger sailors. The younger sailors can ask them questions about how they got to where they are now, understanding what it takes to reach your dreams.

Or do you have a group of aspiring coaches/ instructors or race officials. What better way for them to find out more about roles positions and career opportunities, by asking people already in the position.



# World Sailing and World Sailing Trust Activities

## World Sailing Trust Panel Discussion

Join the World Sailing Trust for their second panel discussion. The trust will go live on the following dates during both festivals:

Thursday 27 May – 16:00 UTC

Thursday 7 October – 16:00 UTC

The panel members will be announced closer to the dates and will see the continuation of the Diversity and Inclusion Discussion panel, first broadcast in October 2020.

## Steering the Course eSailing Event

We are pleased to announce two eSailing events to take place during the programs.

Download Virtual Regatta Inshore and Offshore via the App Store or Google Play to play on your tablet or phone, or you can play on your desktop. Get practising ready to join these two special events:



21st – 30th May 2021

### Women's Inshore eSailing Races

(including Practice Races, Semi Finals and a Final)

The winner will receive a direct place to the eSailing World Championships PlayOffs.

Can your nation be the first nation to have more women playing than men?



1st – 10th October 2021

### Women's Offshore eSailing Race

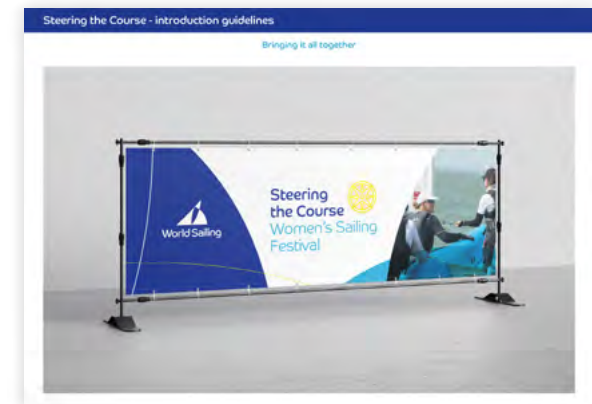
After mastering the Inshore version of the game, why not now have a go at an Offshore challenge?

There will be prizes to be won for both of these challenges, so get involved to find out more.

# Marketing Materials

In order to support your successful Women's Sailing Festival, the following resources are available. These resources will be shared with you for electronic use or for local printing unless stated otherwise. Resources can also be co-branded to include your MNA logo as well as the World Sailing Branding:

- Poster
- Outdoor banner
- Bib
- T-Shirt





# Social Media Calendar

To support and drive the event, whilst also creating a global festival feel, World Sailing will support the event with a large social media campaign, which we also encourage all participating MNAs and their clubs and centres to engage in.

The official event hashtag is  
**#SteeringTheCourse**

The World Sailing media team will be compiling footage from all around the world to use in our own social media content – please send in your own to **content@sailing.org**. For large files, we recommend using WeTransfer.com.

Tag World Sailing on social media and your content may be shared by our accounts:

-  [facebook.com/worldsailingofficial](https://facebook.com/worldsailingofficial)
-  [twitter.com/worldsailing](https://twitter.com/worldsailing)
-  [instagram.com/worldsailingofficial](https://instagram.com/worldsailingofficial)



# Submit your Event Plan

Please submit us your plan for during the festival so that we can help promote your activities and events.

Please outline any days you plan to hold activities and provide a brief description of the activities – this way we can engage with the activities on the day too.



# Role Model Nominations

A large part of the festival involves showcasing fantastic instructors, coaches and race officials in our sport, and we want to promote successful females from within your MNAs. Whether it's the instructor who has taught generations of children to sail safely, or a new upcoming national race official, we would like MNAs to nominate them to be part of the festival. We will feature role profiles and information about the nominated person.

If you would like to nominate someone to be featured, please submit a video of them answering

the following questions, as well as any additional supporting footage they might have of them in their role.

- Name:
- Role (please delete as appropriate): Instructor / Coach / Race Official
- Briefly describe your current role and where you are based:
- How long have you been in the role?
- How did you get into the role?
- What's been your highlight in the role?
- What drives you to get up and come to complete your role each day?
- What challenges did you come across getting to where you are today?
- What advice would you give to someone interested in becoming a....:
- Your favourite motivational message:





# Case Studies

We are also looking for detailed information of existing projects, working to engage, support or empower women in the sport of sailing. We would love to share your stories of projects in a case study resource to help guide future projects.

If you would like to submit a case study, please provide an overview of your project and answer the following questions:

- Aims of the project
- How the project came about/How you knew there was a need for the project
- Key successes
- Things that changed or developed throughout the project
- Challenges the project has overcome
- How people can get involved





**Steering  
the Course**  
Women's Sailing  
Festival



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