



# The International Flying Dutchman Class Organization By laws

Approved at the AGCM 11 November 2012  
To be implemented on 1 January 2013



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## **1.0 INTRODUCTION**

### **1.1 Foundation Rules**

1.1.1 The International Flying Dutchman Class Organization (IFDCO) is constituted as a Dutch foundation and its activities are governed by the IFDCO Foundation Rules. The Foundation Rules were revised in 1988, were ratified on 10 July 1988, at the Annual IFDCO General Committee meeting and registered at the Chamber of Commerce of Amsterdam, Holland under N<sup>o</sup>: S206267 dated 20 September 1988.

1.1.2 The IFDCO Foundation Rules provide for the creation of byelaws.

### **1.2 Byelaws**

1.2.1 The IFDCO Byelaws are the terms of reference which govern all aspects of the IFDCO including the Class Rules, membership of IFDCO, the worldwide organizational structure, responsibilities of class officials and relationship with the International Sailing Federation (ISAF)

1.2.2 Changes to the byelaws may only be made by the IFDCO General Committee at an Annual General Committee Meeting (AGCM) as provided in IFDCO Foundation Rule 14.

1.2.3 Official references to IFDCO Byelaws shall be in the following format:  
IFDCO byelaw X.X.X or  
IFDCO Byelaws Appendix X Para. x.x

### **1.3 ISAF Regulations**

1.3.1 The ISAF is the governing body for international yacht racing and has granted the FD ISAF Class status.

1.3.2 The benefits and obligations of ISAF class status are set out in the ISAF Constitution and Regulations, a copy of which is published in the ISAF Yearbook.

## **2.0 MEMBERS**

### **2.1 Eligibility**

2.1.1 Any person who owns, sails or has a strong interest in the Flying Dutchman (FD) may apply to be a member of the IFDCO.

2.1.2 Applications for membership should include details of the applicant's name, e-mail address, postal address, telephone numbers, and if applicable FD sail number.

2.1.3 Applications for membership should be made to the National FD Class Association Secretary or the IFDCO General Secretary and should be accompanied by the annual IFDCO and the National FD Class Association dues.

2.1.4 Annual membership is from 1st of January till 31st of December each Calendar-year.

## **2.2 Benefits**

2.2.1 Members shall, on payment of the annual IFDCO dues, and National FD Association dues where applicable, are entitled to:

- a) Entry in FD Championships and regattas;
- b) Be included in the International FD Ranking List;
- c) Have access to the class website, where the official communications, the byelaws, the fixture list, World and Open Championships, Euro Cup regatta results, international FD ranking list and other news about the class will be posted;
- d) Shall have access to the class forum and other unofficial internet sites for informal FD discussions and news;
- e) The Class Rules as posted on the ISAF website;
- f) Receive one copy of each FD Bulletin free of charge;
- g) Receive a membership card and number, free of charge;
- h) Propose or support changes to the Class Rules;
- i) Attend and speak at competitors forums;
- j) Attend the AGCM and executive meetings as an observer;
- k) Apply for IFDCO grants;
- l) Be eligible to nominate, stand and vote for positions on the Executive Committee.

## **2.3 Annual Dues**

2.3.1 The annual dues, for a calendar year, are payable by each IFDCO member.

2.3.2 The annual IFDCO dues together with National FD Association dues shall be paid by 1<sup>st</sup> March each year to the National FD Secretary, who shall act as agent for the IFDCO Treasurer or in the absence of a national FD association directly to the IFDCO Treasurer.

2.3.3 The amount of the annual dues shall be published in the FD Bulletin and on the FD website, and may be changed only at an AGCM the year before it takes effect.

## **2.4 Membership Sticker**

2.4.1 On receipt of the annual dues a membership sticker will be issued to the member by the National FD Secretary. This annual sticker shall be affixed to his or her membership card.

## **2.5 Membership Card**

2.5.1 The Secretary of the national FD Association shall provide a new member with a membership card which shall indicate his or her membership number.

2.5.2 A membership card with current membership sticker will be evidence that the annual dues have been paid and shall be produced when required at all events organized or supervised by IFDCO. Failure to produce such evidence of membership may result in additional annual dues being charged.

2.5.3 Only fully paid up members on 1<sup>st</sup> April shall be eligible to vote in IFDCO elections held that calendar year.

## **2.6 Membership Records**

2.6.1 The IFDCO General Secretary shall be responsible for maintaining an up to date record of members and their details, as provided under 2.1.2 above, their membership number, and a record of annual dues paid.

2.6.2 Membership records may be maintained on a computer database for administrative convenience and to provide statistical information, but shall not be made publicly available. For continuity and exchange of records a spreadsheet, such as Excel is recommended.

## **3.0 BOATS**

### **3.1 Building License**

3.1.1 Any one building FD's requires a license from the ISAF. A copy of an application to the ISAF for a license shall be sent to the IFDCO General Secretary.

3.1.2 Builders who do not build more than two FDs a year may obtain a free license from the ISAF.

3.1.3 No license is required to build an FD mould.

### **3.2 ISAF Class Fee**

3.2.1 The ISAF Class Building Fee is payable when a new boat is built and consists of an IFDCO royalty combined with an ISAF fee (~0.5% of the average retail price of a complete new boat ready to sail, excluding transport costs). Payment shall be evidenced by affixing an ISAF plaque to the boat.

3.2.2 The ISAF Class Building Fee is payable in full to:

ISAF Holdings Ltd.

Email: [secretariat@isaf.co.uk](mailto:secretariat@isaf.co.uk) Website: [www.sailing.org](http://www.sailing.org)

3.2.3 The ISAF will supply an ISAF plaque which shall be fixed to the FD in accordance with the Class Rules, before leaving a builder's premises.

3.2.4 The ISAF Class Building Fee is subject to annual review by the ISAF. The IFDCO royalty element of the fee may only be increased at an AGCM.

### **3.3 Class Rules**

3.3.1 The object of the Class Rules is to ensure that all FDs are as nearly the same as possible in shape and weight of hull, and that the centreboard, rudder, mast and shape of sail plan conform to the Class Rules, so that the boats when racing comply with all the Class Rules.

3.3.2 Alterations to the Class Rules shall require the approval of the ISAF except that where in the interests of the Class an immediate alteration is deemed necessary by the IFDCO Executive Committee. In which case action may be taken forthwith but shall be regarded as temporary and must at once be submitted to the ISAF for final decision at its next meeting.

3.3.3 The IFDCO Vice President Technical shall be responsible for ensuring that a current version of the Class Rules is available, on the ISAF website, to members and other interested parties.

### **3.4 Measurement Forms and Certificates**

3.4.1 All FDs shall be measured by a measurer approved by IFDCO using a measurement form which is in accordance with the Class Rules. The measurement form shall be sent to the Boat Registrar who shall, after checking that the boat is class legal in all respects, issue the measurement certificate including the measurement form.

3.4.2 The measurement form and measurement certificate should be taken to all FD regattas as entry may be denied if a valid measurement form and measurement certificate are not available for inspection.

### **3.5 Sail Numbers**

3.5.1 Sail numbers shall be issued through the Boat Registrar in cooperation with the MNA of the country where the boat is registered. Personal sail numbers are permitted in accordance with the Class Rules.

### **3.6 Sail Royalty Buttons**

3.6.1 Sail Royalty buttons, which can be obtained from the Boat Registrar, shall be fixed to each sail in accordance with the Class Rules.

3.6.2 The fee for Sail Royalty buttons may be changed only at an AGCM the year before it takes effect.

### **3.7 Boat Register**

3.7.1 The IFDCO Executive Committee shall appoint an IFDCO Boat Registrar who shall be responsible for maintaining a boat register which should include a record of the builder, date of measurement, measurer and ISAF plaque number for FDs for which an International Class Fee has been paid, together with a copy of the measurement form and measurement certificate, history of owners and Sail numbers.

## **4.0 CHAMPIONSHIPS**

### **4.1 Organisation**

4.1.1 The IFDCO will make arrangements for the following events to be held annually when appropriate:

- a) FD World Championship (WC);
- b) FD Open European Championships (EC);

c) Such other events as prescribed by the IFDCO AGCM.

4.1.2 The Vice President Championships, together with the Championship Sub Committee, are responsible for identifying suitable championship venues. Following General Committee approval of a venue, the Vice President Championships is responsible for working with the organizing authority to ensure that the Championships are run in accordance with the IFDCO Championship Rules, ISAF regulations and as far as possible fulfil the requirements of the IFDCO Check-list and Guidelines document.

#### **4.2 Selection of Venues**

4.2.2 Any National Sailing Authority or National FD Class Association wishing to organize an FD World or Open European Championship should submit a written proposal indicating the proposed venue, proposed date, likely wind conditions, details of tides, and shore facilities. The proposal should also include a map of the area, the names of the promoters, any sponsors, the likely entry fee, living costs, and details of any major championships held at the same venue within the previous five years. A proposed budget should be presented. The FD Championship Rules, Check-list and Guidelines document are available to prospective hosts.

4.2.3 The proposal should be sent to the IFDCO General Secretary who shall notify the General Committee that the proposal has been received and shall forward the proposal to the Vice President Championships and Championship Sub Committee for detailed consideration.

4.2.4 The final selection of a championship venue shall be approved by the General Committee after presentation at the Competitors Forum.

#### **4.3 Entry Qualification**

4.3.1 Entries to World, Open European Championships and Series are open to all IFDCO members, but only if their dues are fully paid up.

#### **4.4 FD Championship Rules and Scoring Systems**

4.4.1 The FD Championship Rules are invoked in the Class Rules 1.2 and 1.3 and form the required basis for all events under the supervision of IFDCO. National FD class associations may adopt the FD Championship Rules for their events.

4.4.2 The FD Championship Rules contain the scoring systems to be used for the International FD Ranking List, i.e. Dawes Cup and the Open European Series, i.e. Euro Cup.

4.4.3 The Championship Rules may be changed only at an AGCM.

## **5.0 ADMINISTRATION OF MEMBERSHIP BENEFITS**

### **5.1 Sponsorship**

- 5.1.1 IFDCO Sponsorship proposals shall be initially evaluated by the President, Treasurer and Vice President Communications.
- 5.1.2 The ratification of any formal sponsorship contract with IFDCO shall require the approval of five members of the Executive Committee.
- 5.1.3 Sponsorship contracts shall be signed on behalf of IFDCO by the President and the Treasurer.

### **5.2 IFDCO Merchandizing**

- 5.2.1 The FD shop is the official merchandizing agent for the IFDCO.
- 5.2.2 Mylar plans, hull templates and other official FD tools, as well as FD Sailing wear, class ties and scarves, models, flags and other promotional items will be exclusively available for sale by IFDCO.

### **5.3 Use of Class logo** For detailed instructions see Appendix V

- 5.3.1 The use of the registered FD Class Logo or the traditional Class Logo on flags, badges, clothing, etc., shall be reserved for use by the IFDCO as authorized by the IFDCO Executive Committee. Changes to the class logo, flag and badges shall be approved at an AGCM.
- 5.3.2 National FD Class Associations shall be both permitted and encouraged to use a version of the registered FD class logo, modified as prescribed in appendix V, as their National FD Class logo and to promote the use of the National FD logo in their communications, promotional material and on their website.
- 5.3.3 A copy of the Class logos, authorised users and permitted modifications shall be included on the IFDCO website together with a guidance note on the usage of the logo(s). The guidance note and any subsequent modifications to the guidance note shall be approved by the IFDCO Executive Committee.

### **5.4 FD Bulletin**

- 5.4.1 The IFDCO Executive Committee shall appoint an editor for the FD Bulletin who shall be responsible for producing the FD Bulletin (at least once a year) and arranging for it to be sent to the National FD secretaries for distribution to all their registered, fully paid up IFDCO members.
- 5.4.2 The Bulletin should contain the official President's and Vice President's reports, and also sailing and general information considered to be of interest to IFDCO members, which need not represent the views of the IFDCO General Committee.

## 5.5 FD Website

- 5.5.1 The IFDCO Executive Committee shall appoint a webmaster to be responsible for developing and maintaining the website in line with the guidelines which may be set, and varied on an annual basis, in conjunction with a budget approved at the AGCM.
- 5.5.2 IFDCO has acquired a domain name, [www.sailifdco.com](http://www.sailifdco.com) and this shall be the official website for the FD Class. Any domain names acquired by IFDCO shall be approved by the IFDCO Executive Committee.
- 5.5.3 National FD Class Associations shall be encouraged to develop websites reflecting their own sailing culture and in their own national language(s).
- 5.5.4 It is expected that the following information shall be maintained up to date by the relevant IFDCO Executive or Administrative officers and made available in English for publishing on the IFDCO website:
- a) Contact information for IFDCO Executive and General Committee members, and Administrative officer;
  - b) Links to all National FD websites;
  - c) Brief information about FD sailing in FD nations without their own website;
  - d) Link to ISAF website;
  - e) Link to the latest version of the FD Class Rules on the ISAF website;
  - f) Copy of the FD Championship Rules;
  - g) Copy of the IFDCO Foundation Rules;
  - h) Copy of the latest version of the IFDCO Byelaws;
  - i) Rules and status for the International FD Ranking list and FD Euro Cup;
  - j) Details of main international FD events and link to the event or host club website and results;
  - k) Full results of World & Continental Championships or such information as is available in relation to past events;
  - l) Photo and description of Trophies awarded by IFDCO with details of past winners;
  - m) Agenda and minutes of AGCM and Executive Committee meetings and officers reports;
  - n) National secretaries reports on FD sailing activity within their Nation;
  - o) Summary of matters arising at recent Competitors Forums;
  - p) Discussion papers on any matters which may lead to a substantive change of Class Rules;
  - q) News of significant matters relating to IFDCO;
  - r) Brief history of FD Class;
  - s) Guidance to FD sailors about FDs and FD sailing.

## 5.6 FD Class Book

- 5.6.1 The webmaster shall maintain the FD Class Book on the website. It shall be the official class publication, should be updated annually and from time to time made available in print for new members and for publicity purposes.
- 5.6.2 It is intended that the FD Class Book contains:
- a) History of the FD Class;



- b) IFDCO Foundation rules;
- c) IFDCO Byelaws;
- d) FD Class Rules link to the ISAF website;
- e) FD Championship Rules;
- f) International FD ranking list;
- g) List of IFDCO committee members with their e-mail addresses;
- h) List of past IFDCO Presidents;
- i) Tables of past and present FD Olympic, World, Continental and National Champions;
- j) Table of the top 3 helms and crews in the International FD Ranking List, i.e. Dawes Cup for each year;
- k) Table of the top 3 helms and crews in the Open European Series, i.e. Euro Cup for each year;
- l) Full FD results of the most recent World Championships;
- m) All international FD trophies/prizes, with photographs.

## **5.7 FD International FD Ranking List**

- 5.7.1 The FD International FD Ranking list shall be maintained by the Vice President Championships.
- 5.7.2 Only fully paid up members of IFDCO shall appear in the International FD Ranking list.
- 5.7.3 Every effort will be made to ensure the accuracy of the International FD Ranking list and members should notify the Vice President Championships of errors and omissions so subsequent International FD Ranking Lists reflect the correct data.

## **5.8 Internet**

- 5.8.1 The IFDCO will be represented on the internet by a website. The content of the webpage is to provide information of commercial, humorous, regatta, rules or technical nature as long as it benefits the FD, IFDCO or National Associations.
- 5.8.2 IFDCO should use social media for additional informative and promotional purposes.
- 5.8.3 Registered names for web based activities by IFDCO will be logged annually in the AGCM minutes.

## **6.0 INTERNATIONAL CLASS ORGANIZATION**

### **6.1 Organizational Structure**

- 6.1.1 The IFDCO international organizational structure shall comprise:
  - Executive Committee,
  - Administrative Officers,
  - Commodores, i.e. National Secretaries of 5 major FD NationsThe above shall form the General Committee,
  - Sub Committee members,
  - National FD Association Secretaries.

## 6.2 Executive Officers

6.2.1 The IFDCO Executive Officers shall be members of the Executive Committee and shall have the following titles:

- President,
- General Secretary,
- Treasurer,
- Vice President Championships,
- Vice President Communications,
- Vice President Technical,
- Vice President Development,

6.2.2 The duties of the Executive Officers are outlined in Appendix III and these may only be modified by the Executive Committee.

6.2.3 If neither the President, the Secretary nor the Treasurer is of Dutch nationality residing in The Netherlands, an Honorary Secretary of Dutch nationality residing in The Netherlands may be appointed to the Executive Committee.

## 6.3 Commodores

6.3.1 The Commodores shall be, *ex officio*, the National Secretary, or their nominee, of the five National FD Associations with the greatest number of fully paid up IFDCO members as determined on April 1<sup>st</sup> every three years, beginning in 2013. (Presently GER, ITA, NED, USA and AUS+NZL).

6.3.2 The Commodores shall represent their National FD Associations on the General Committee. Their names and attendance shall be given in writing to the General Secretary by their National Secretary 6 weeks in advance of the meeting.

6.3.3 It is at the discretion of the General Committee to appoint up to five further National Secretaries, or their nominees, to become Commodores *ex officio* to represent emerging National FD Associations on the General Committee. All such appointments shall expire at the time of the next three-yearly membership determination.

## 6.4 Administrative Officers

6.4.1 The IFDCO Administrative Officers shall be appointed by the Executive Committee for three year terms after which their appointments shall be reviewed, but they are not limited to only three successive terms.

They shall have the following titles:

- Chief Measurer,
- Boat Registrar.

6.4.2 The duties of the Administrative Officers are outlined in Appendix III and these may only be varied by the Executive Committee.

## **6.5 Executive Committee**

- 6.5.1 The IFDCO Executive Committee is responsible for ensuring that the class is organized in accordance with the Foundation rules and byelaws.
- 6.5.2 The Vice President Development is in particular responsible for the development of the class in countries which do not have well established National FD Associations.
- 6.5.3 The quorum for the Executive Committee shall be three members.

## **6.6 General Committee**

- 6.6.1 The IFDCO General Committee, which consists of the Executive Officers, Administrative Officers and Commodores, is responsible for monitoring the activities of the class, determining class policy and approving changes to the Foundation Rules, Byelaws, and Class Rules.
- 6.6.2 The General Committee shall meet at least annually for an AGCM in accordance with the Foundation rules.
- 6.6.3 The quorum for the General Committee shall be seven members.
- 6.6.4 As required by the Foundation Rules a Committee member may give proxy to another Committee member, only in writing prior to the meeting. Such a proxy is valid for one meeting only. One Committee member may not hold more than two proxies.
- 6.6.5 Nominations for appointments to the Executive Committee shall be made in writing to the General Secretary at least three months before the commencement of an AGCM. Each nomination shall be proposed by five IFDCO members from at least three countries and shall indicate that the person nominated has confirmed their willingness to serve in accordance with the Byelaws.
- 6.6.6 On receipt of a valid nomination to fill a vacancy on the Executive Committee, the General Secretary shall post a notice on the IFDCO website, together with a short curriculum vitae supplied by the nominee. Within one month the General Secretary shall notify the IFDCO membership of a vote together with a deadline one month later, and shall then tally the votes and post the results prior to the AGCM.
- 6.6.7 No Commodore or member of the Executive Committee may hold more than one post on the General Committee. If an Administrative Officer is elected they shall only have one vote.
- 6.6.8 The Executive Committee shall appoint the nominee with the most votes to fill the vacant position on the Executive Committee.
- 6.6.9 The transfer of duties to the new executive officer shall take place at the designated juncture of the AGCM following the election, and the term of office is until the third AGCM following.

- 6.6.10 The president shall have been an active FD sailor and or a member of the General Committee with a continued interest in attending FD regattas and representing the class at ISAF.
- 6.6.11 The Chief Measurer shall be ISAF International measurer for the FD Class and the Vice President Technical shall have experience of FD regatta inspection with a view to becoming an International FD measurer.
- 6.6.12 The Vice President Development shall be nominated by IFDCO members who are not represented by the five Commodores.
- 6.6.13 In the event that a member of the Executive Committee is no longer able or willing to serve, the Executive Committee shall appoint an interim member until such time as an election can be held for a replacement member.
- 6.6.14 All members of the General Committee are expected to devote a significant amount of time to communication, the development of FD sailing, and to attend the AGCM.
- 6.6.15 All members of the General Committee shall produce annual reports which shall be sent to the General Secretary at least 6 weeks before the AGCM.

## **6.7 Sub Committees**

6.7.1 The following IFDCO Sub Committee's responsibilities are set out in Appendix IV:

- a) Finance, Chairman Treasurer;
- b) Championship, Chairman Vice President Championships;
- c) Communications, Chairman Vice President Communications;
- d) Technical, Chairman Vice President Technical;
- e) Development, Chairman Vice President Development;
- f) Transportation, Chairman Vice President Championships.

6.7.2 The terms of reference of Sub Committees shall be approved by, and only modified by, the IFDCO Executive Committee.

6.7.3 The Chairman of the Sub Committee is responsible for finding and appointing members for the Sub Committee.

6.7.4 The chairman of each Sub Committee shall prepare a report, for presentation at the AGCM, which shall include a review of activities, and goals for the forthcoming year.

6.7.5 Each Sub Committee shall restrict its official activities to the tasks allocated to that Sub Committee. All other ideas or suggestions should be referred to the General Secretary.

## **6.8 REMUNERATION AND EXPENSES**

- 6.8.1 General Committee members attending the AGCM are entitled to be partially reimbursed for out of pocket expenses.
- 6.8.2 Guidelines for major compensation paid to any IFDCO officer shall be agreed with the President and Treasurer.
- 6.8.3 Executive and Administrative Officers are entitled to be reimbursed all direct expenses in relation to the performance of their duties, so long as they are within guidelines which shall be approved by the Executive Committee.
- 6.8.4 The total sum reimbursed to the Executive officers, the General Committee members, the Administrative officers and Sub Committee members shall be disclosed in the annual accounts, which shall distinguish between expenses and fees.

## **7.0 NATIONAL FD CLASS ASSOCIATIONS**

### **7.1 Constitution**

- 7.1.1 Each nation may form a national FD class association, subject to approval by IFDCO via the Vice President Development.
- 7.1.2 The national class association should be designated "National" Flying Dutchman Class Association.
- 7.1.3 The national class association shall be self governing on local matters so long as they are not in conflict with IFDCO Foundation rules, byelaws or Class Rules.
- 7.1.4 The national class association may use the FD logo in accordance with appendix V. Requests for any additional uses or adaptations of the FD logo shall be addressed to the IFDCO General Secretary
- 7.1.5 The national FD class association shall be an independent organization and shall be self financing.
- 7.1.6 The National FD class Association Secretary shall collect the IFDCO annual membership dues and forward them to the IFDCO treasurer by 1 April each year. A full list of their National paid up IFDCO members including the IFDCO membership number and the details outlined in 2.1.2, shall be sent to the General Secretary and Boat Registrar, by 1 April each year.
- 7.1.7 IFDCO shall not be responsible for any liability of the National FD class associations.

## **APPENDIX I**

### **DUTIES of EXECUTIVE OFFICERS and COMMODORES**

#### **I .1 President**

- I .1.1 Direct the overall activities of the IFDCO.
- I .1.2 Chair Executive and General Committee meetings.
- I .1.3 Member of all Sub Committees.
- I .1.4 Communicate with the ISAF, MNAs and other ISAF Classes.
- I .1.5 Attend ISAF meetings.
- I .1.6 Submit an annual report 6 weeks before the AGCM, for distribution by the General Secretary.

#### **I.2 General Secretary**

- I .2.1 Attend to all communications from:
  - ISAF; submit annual reports, calendar of events, class rule changes
  - National Sailing Authorities (MNAs)
  - General Committee members
  - Secretaries of National FD Associations
- I .2.2 Submit an annual report 6 weeks before the AGCM which shall be posted on the IFDCO website.
- I .2.3 Deal with arrangements for the AGCM, Executive Meetings, Competitors' Forums, collect reports and prepare agendas and minutes.
- I .2.4 Act as post box for IFDCO General Committee members and make them aware of developments.
- I .2.5 Maintain files for Executive and General Committee matters, sponsorship agreements, championship agreement and other general correspondence.
- I .2.6 Ensure the class is in conformity with ISAF regulations 10.5(a) to (e) in order to maintain ISAF status.
- I .2.7 Update the Class membership and dues database and issue membership numbers via the National secretaries. This may be delegated to a Membership Secretary.

#### **I.3 Honorary Secretary**

- I .3.1 Legal representative of the class in Holland, in the absence of a Class President or Treasurer or General Secretary who are of Dutch nationality residing in The Netherlands.

#### **I .4 Treasurer**

- I .4.1 Submit the accounts, future budget and an annual report for distribution by the General Secretary 6 weeks before the AGCM.
- I .4.2 Chair the Finance Sub Committee and ensure it fulfils its mandate within the terms of reference as outlined in Appendix IV section 2.0.
- I .4.3 Collection of annual dues. Maintenance of dues records in conjunction with the General Secretary.
- I .4.4 Maintain bank records, records of income and expenditure.
- I .4.5 Produce annual accounts and arrange for them to be audited.

#### **I .5 Vice President Championships**

- I .5.1 Chair the Championship Sub Committee and ensure it fulfils its mandate within the terms of reference as outlined in Appendix IV section 3.0.
- I .5.2 Promote program of World Championships, Open European Championships and Series, and other FD Events.
- I .5.3 Ensure that Championship proposals, venues, Organizing Authorities, NoR and SIs are in conformance with Class Rules and requirements and ISAF regulation 10.5(f).
- I .5.4 In cooperation with the Treasurer and Vice President Communications actively solicit sponsors for IFDCO.
- I .5.5 Present recommendations to the AGCM regarding FD Championships.
- I .5.6 Act as a liaison between the Organizing Authority and sailors at FD Championships in order to ensure the regatta is run in the best interests of the sailors and conforms to the FD Class Rules and regulations.
- I .5.7 Arrange International FD Ranking list events i.e. Dawes Cup regattas, collect results and maintain an up to date FD International Ranking list.
- I .5.8 Coordinate FD calendar of events for the General Secretary to submit to ISAF.
- I .5.9 In cooperation with the Transportation Officer, coordinate transportation of Boats to championships.
- I .5.10 To maintain details and a record of the location of all Permanent trophies, including individual photographs.
- I .5.11 To arrange for Permanent trophies to be stored or returned in time for presentation at a Championship.

I .5.12 To maintain a list of prize winners.

I .5.13 Together with the treasurer to maintain the insurance policies on all trophies.

I .5.14 Submit an annual report 6 weeks before the AGCM, for distribution by the General Secretary.

## **I .6 Vice President Communications**

I .6.1 Chair Communications Sub Committee, and ensure that it fulfils its mandate as outlined in Appendix IV section 4.0.

I .6.2 Cooperate with the webmaster to ensure that the FD website is up to date with FD news and IFDCO regatta results.

I .6.3 Maintain the “FD Class Book” as a record of the class, and from time to time publish a limited number of paper copies for distribution and publicity activities.

I .6.4 Cooperate with the editor to produce the FD Bulletin, at least one issue per year.

I .6.5 Produce, or delegate production of daily press releases at World and Open European Championships, for ISAF and other websites. Issue press releases.

I .6.6 Keep the IFDCO General Committee advised of promotional activities.

I .6.7 Deal with general enquiries from the press or public about the Class or FD sailing.

I .6.8 Maintain register of and contact with yachting journalists.

I .6.9 Submit an annual report 6 weeks before the AGCM, for distribution by the General Secretary.

## **I .7 Vice President Technical**

I .7.1 Ensure that General Committee is aware of any changes in the ISAF Racing Rules of Sailing (RRS) and the Equipment Rules of Sailing (ERS), and advise on the implications for the Class Rules.

I .7.2 Keep the IFDCO General Committee up to date with technical developments within the dinghy world.

I .7.3 Chair the Technical Committee and ensure it fulfils its mandate within the terms of reference as outlined in Appendix IV section 5.0.

I .7.4 Ensure that the Class Rules and regulations are in conformity with ISAF regulations 10.5(g).

I .7.5 Formulate class rule changes, and liaise with ISAF for their approval.



- I .7.6 Aid the Chief Measurer in arrangements and implementation of regatta inspection at championships.
- I .7.7 Present an annual technical report to the AGCM as well as technical and rule change articles for the website and bulletin.
- I .7.8 In conjunction with the General Secretary and ISAF oversee the issuing of FD building licences.
- I .7.9 Maintain the technical and Class Rules content of website
- I .7.10 Submit an annual report 6 weeks before the AGCM, for distribution by the General Secretary.

## **I .8 Vice President Development**

- I .8.1 The role of the Vice President Development is to represent the smaller National FD Class Associations and fleets on the General Committee.
- I .8.2 Represent IFDCO to the National FD Associations.
- I .8.3 Endeavour to work in conjunction with the National FD Class Associations and fleets, and the National Yachting Authorities to promote FD sailing and IFDCO activities. To ensure that IFDCO receives such information as may be necessary to run and develop FD sailing on a world wide basis.
- I .8.4 Encourage the establishment of New National FD Class Associations.
- I.8.5 Submit an annual report 6 weeks before the AGCM, for distribution by the General Secretary.

## **I .9 Commodores**

- I .9.1 Represent the views and concerns of their National members to the General Committee.
- I .9.2 Maintain liaison with adjoining smaller FD fleets and represent their views and concerns to the General Committee.
- I .9.3 Report on the number of FDs, regattas and developments in their Countries.
- I .9.4 Report to their members on the matters discussed in the General Committee and facilitate communication with the General Committee.
- I .9.5 Submit an annual report 6 weeks before the AGCM, for distribution by the General Secretary.

## **APPENDIX II**

### **DUTIES of ADMINISTRATIVE OFFICERS**

#### **II.1 Chief Measurer**

- II .1.1 Member of the General Committee and of the technical Sub Committee.
- II .1.2 Maintain register of all approved National FD Measurers and ISAF International FD Measurers.
- II .1.3 Train and certify FD Measurers and consult on updates and changes of Class Rules.
- II .1.4 Attend World and Open European Championships and organize regatta inspection by a team of approved measurers.
- II .1.5 Maintain a register of FD measurement equipment and templates.
- II .1.6 Submit an annual report 6 weeks before the AGCM, for distribution by the General Secretary.

#### **II .2 Boat Registrar**

- II .2.1 In conjunction with the Vice President Technical and Chief Measurer record the certification of Flying Dutchman boats subsequent to successful fundamental measurement.
- II .2.2 Maintain a register of all Flying Dutchman boats by ISAF Plaque number.
- II .2.3 Make enquiries about boats for which information appears to be out of date.
- II .2.4 Maintain a database of FD Certificates world wide and of statistics about boats.
- II .2.5 Issue Sail Royalty buttons, and maintain records.
- II .2.6 After verification of the measurement form by the chief measurer issue certificates, sail numbers (in conjunction with the National FD secretaries) and personal sail numbers.
- II .2.7 Communicate with Chief Measurer, Vice President Technical, International FD Ranking List Registrar and Membership Secretary.
- II .2.8 Liaise with the Treasurer, General Secretary and Vice President Technical.
- II .2.8 Submit an annual report 6 weeks before the AGCM, for distribution by the General Secretary.

### **APPENDIX III**

#### **DUTIES of SUB COMMITTEE MEMBERS and NATIONAL SECRETARIES**

##### **III .1 International FD Ranking List Registrar**

III .1.1 Member of the Championship Sub Committee.

III .1.2 Ranking List Registrar to be co opted by the Vice President Championships if required, to undertake the following tasks:

III .1.3 Maintain details of regatta results.

III .1.4 Incorporate the results from all qualifying regattas in International FD Ranking List.

III .1.5 Produce International FD Ranking List in accordance with IFDCO Byelaw 4.4.

III .1.6 Provide the webmaster with copy of annual International FD ranking list on or after the 14th May.

##### **III .2 Membership Secretary**

III .2.1 Membership Secretary to be co opted by the General Secretary if required, to undertake the following tasks:

III .2.2 Accept new members in accordance with IFDCO Byelaw 2.1.

III .2.3 Confirm, with the treasurer, that annual dues have been paid in accordance with Byelaw 2.3.

III .2.4 Maintain membership database in accordance with Byelaw 2.6.

III .2.5 Maintain an information package for new members.

III .2.6 Produce analyses of members by country.

##### **III .3 FD Bulletin Editor**

III .3.1 The FD Bulletin Editor shall be appointed by the General Committee and be a member of the communications Sub Committee.

III .3.2 The FD Bulletin is the official organ of the IFDCO and the editor is responsible for ensuring that the Bulletin reflects the official position of the General Committee in articles submitted by the Class Officers. However, articles submitted by other authors are welcome but should be signed as such.

III .3.3 The FD Bulletin Editor shall undertake the following tasks:

III .3.4 Ensure FD Bulletin contains newsworthy items from a good spread of countries.

III .3.5 Ensure advertisements are within guidelines laid down by the Executive Committee.

III .3.6 Communicate with Membership Secretary, International FD Ranking list Registrar and all General Committee members.

III .3.7 Solicit bulletin advertisers

#### **III .4 FD Webmaster**

III .4.1 The IFDCO webmaster shall be appointed by the General Committee and be a member of the communications Sub Committee.

The IFDCO webmaster shall undertake the following tasks:

III .4.2 Post a pointer to the FD Class Rules on the ISAF website.

III .4.3 Post current details of the IFDCO General Committee and Officers.

III .4.4 Facilitate the posting of content of contributions, in their area of responsibility, from each of the Executive Officers.

III .4.5 Ensure advertisements are within guidelines laid down by the Executive Committee.

III .4.6 Solicit web advertisers.

#### **III .5 Transportation Officer**

III .5.1 The IFDCO Transportation Officer shall be appointed by the General Committee and be a member of the Championship Sub Committee.

III .5.2 Arrange transportation of boats to Championships via Container or other means of transportation.

III .5.3 Coordinate IFDCO transportation subsidies in coordination with the Treasurer.

#### **III .6 National Secretaries**

The National FD class association Secretary shall:

III .6.1 Collect the IFDCO annual membership dues and forward them to the IFDCO treasurer, by 1 April each year.

III .6.2 Maintain a list of all currently fully paid up IFDCO Members within their country, including their details, as provided under bye law 2.1.2, their membership number, and a record of annual dues paid, and shall forward this list to the General Secretary by 1 April each year.

- III .6.3 Issue membership cards and annual dues stickers to their fully paid up IFDCO members, distribute FD Bulletins to them and class books to new members.
- III .6.4 Maintain a list of FD hull plaque numbers and sail numbers of their National FDs, and forward this list, together with a list of available second hand FDs, to the General Secretary and Boat Registrar, by 1 April each year.
- III .6.5 Arrange National FD Championships, and other regattas, and send results, news and articles to the General Secretary, the Ranking list Registrar, the FD Bulletin Editor and the FD Webmaster.

## **APPENDIX IV**

### **IV .1 IFDCO SUB COMMITTEES TERMS OF REFERENCE**

IV .1.1 Each IFDCO Sub Committee shall be governed by IFDCO Byelaw 6.7 Sub Committees.

IV .1.2 The responsibilities of the Sub Committees are as follows:

### **IV .2 FINANCE SUB COMMITTEE**

IV .2.1 Estimating and planning future sources of income.

IV .2.2 Establishing guidelines for expenditure.

IV .2.3 Advising the General Committee on financial matters.

### **IV .3 CHAMPIONSHIP SUB COMMITTEE**

IV .3.1 Developing the Championship Rules.

IV .3.2 Making recommendations for Championship venues.

IV .3.3 Communicating with Championship Race Committees, Measurement Committees, Organizing National authorities and National FD Class Associations.

IV .3.4 Making recommendations for the foreign members of the International Jury in accordance with Appendix 8 ISAF rules. 2.6.

IV .3.5 Advising International Jury on FD Class matters.

IV .3.6 Ensuring availability of permanent trophies and gifts to organizers.

### **IV .4 COMMUNICATIONS SUB COMMITTEE**

IV .4.1 Preparing development plans for consideration by IFDCO General Committee covering:

a) increasing activities of existing FD sailors;

b) attracting new members to class in countries with National FD Class Associations;

IV .4.2 Communicating with National FD Secretaries.

IV .4.3 Producing promotional material for international usage.

IV .4.4 Communicating with other ISAF Classes and monitoring their development efforts.

IV .4.5 Communicating with ISAF in relation to development of international racing and introduction of FD sailing in new countries.

IV .4.6 Produce promotional material for the FD website.

#### **IV .5 TECHNICAL SUB COMMITTEE**

IV .5.1 Exploring possible changes in technology which will keep the FD in the forefront of ISAF classes.

IV .5.2 Monitoring the development of materials to see if they can be used to advantage in the FD class.

IV .5.3 Monitoring developments made by FD sailors.

IV .5.4 Arranging for testing of any proposed developments.

IV .5.5 Communicating with the ISAF regarding changes in the RRS and ERS and class rule changes.

IV .5.6 Enforcing FD Class Rules, ERS and RRS rules relating to measurement matters.

IV .5.7 Proposing changes to Class Rules to protect the one design nature of the class.

IV .5.8 Maintaining contact with FD measurers and providing guidance on the maintenance of high standards.

IV .5.9 Encouraging the appointment of qualified FD Measurers in each nation.

IV .5.10 Communicating with boat builders, sail makers and equipment manufacturers in relation to changes to the Class Rules or problems arising from measurement or construction.

#### **IV .6 DEVELOPMENT SUB COMMITTEE**

IV .6.1 Encourage the establishment of New National FD Class Associations.

IV .6.2 Maintain communications with developing FD Nations.

## APPENDIX V

### Guidance on the Use of FD Logos

#### V .1.1 Logo Definitions

There are two FD logos.

- i. The original IFDCO logo depicting the sailing ship, herein after described as the "Traditional FD logo"
- ii. The FD logo adopted in 2003 depicting the outline of an FD which may be modified by adding relevant text in the box under the logo to create a national FD logo or an event logo or a publication logo.

#### V .1.2 Permitted usage of Traditional Logo

The Traditional logo may only be used by the IFDCO or with the express permission of the IFDCO General Secretary.



#### V .1.3 Authorised IFDCO Logo

This logo is the official registered logo of the International Flying Dutchman Class Organization and may only be used on official correspondence or with the authorization of the Executive Committee.



#### V .1.4 Authorised use of new logo as a national FD Class Association logo

Each National FD Class Association is encouraged to use the registered FD class logo by adding the name of the nation to the logo either in English or their National language. Once a master has been created by the national FD class association a copy shall be emailed to the IFDCO General Secretary.



#### V .1.5 Authorised use of new logo as an Event Logo

The organisers of any FD Event are encouraged to adopt the registered FD Class Logo as the event logo by adding the name of the event in the box below the logo. All such logos should be emailed to the IFDCO General Secretary and to the IFDCO webmaster for registering on the IFDCO website. Event organisers are also encouraged to provide the event website address to the IFDCO webmaster



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#### V .1.6 Members of IFDCO

Any fully paid up member of IFDCO is authorised to use the registered FD class logo by adding their sail number and or name of boat in the box below the logo so long as the boat has a valid measurement certificate and is registered in their name by the IFDCO Boat Registrar.



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**V .1.7 FD Class Officials**

FD class officials including members of Executive Committee, Commodores, Administrative officers and people with designated titles for specific events may use the class logo with the addition of their title for such time as they hold the position. Thereafter, if they wish to use the logo, they must indicate the year/years during which time the position was held or the last year on which the position was held, that is the current IFDCO President may use a logo with "IFDCO President" but a past President must also include either the last year or years during which he was President e.g. "IFDCO President 1996" or "IFDCO President 1994 -1996".

Similarly an official Measurer at the WC in 2002 may use a logo that says "Measurer FD WC 2002". A current ISAF approved FD International Measurer may have a logo saying "International FD Measurer".

The current National FD Class Secretary may use the logo with for example "FD Class Secretary – Italy".

In each case the wording for national appointments may be in the national language but shall be in English for all IFDCO appointments.

**The colours to be used in the logo are as follows**

Blue CMYK: Cyan 100 - Magenta 80 - Yellow 0 - Black - 0  
RGB: Red 43 - Green 67 - Blue 144

Red CMYK: Cyan 0 - Magenta 100 - Yellow 100 - Black - 0  
RGB: Red 194 - Green 13 - Blue 25

Grey CMYK: Cyan 0 - Magenta 0 - Yellow 0 - Black - 25  
RGB: Red 207 - Green 206 - Blue 206