

iQFOiL New Builder Application Process

25 May 2022

The iQFOiL Class will undertake a multi-stage process to assess the suitability of applicants to become approved brands and manufacturers for those equipment items which under the Class rules are required to be from 'licensed builders': boards, foils, masts, booms and sails.

This process is set out to comply with World Sailing's Olympic Equipment Policy and is intended to ensure that any interested party who meets the necessary technical qualifications, regulatory requirements, and who has completed an appropriate tender process has the right to manufacture and sell Olympic equipment.

The iQFOiL was selected by World Sailing as the Equipment for the Men and Women's Windsurfing Olympic Sailing Events following a tender process. The iQFOiL was designed by Starboard and the tender included the commitment to allow for a framework with multiple brands and multiple manufacturers.

The process and requirements set out by the Class aim to maintain the 'one-design' philosophy of the Class and to ensure that approved parties function to the expectations of the Class in a number of areas: quality standards, distribution capacity, customer service, sustainability, continuity, availability...

The Class takes no position as to the level of competition in any market and will not in any way allocate market areas or restrict the ability of any brand or builder to sell eligible equipment wherever it chooses.

The application process will be conducted on a regular basis, the Class however reserves its right to amend the Class rules to consider equipment eligible for use at main events only when it becomes available at a minimum number of countries within a specified timeframe ahead of an event to ensure access to any interested party and avoid brands and manufacturers producing for targeted competitors.

An assessment panel (Panel) consisting of Class Exec. Rep x 2, Class TC x 2, Other Class IM and WS rep, Right holder rep – No vote, Class Manager and independent experts deemed necessary by the Class will undertake the review of the applications. The panel will be guided by the criteria described below, as amended from time to time when approved by the Class.

The decision of this panel is final and through application to the process candidates agree to these terms.

Outline of the Process:

Phase 1:

Preliminary Applications: Invitation for preliminary applications from any interested party to become a builder or supplier of the relevant main equipment items.

Preliminary Application Assessment: Review by *Panel* of preliminary applications against initial acceptance criteria (See Appendix 1)

Phase 2:

Provisional license Applications: Invitation to successful preliminary applicants to submit provisional license applications after signing a non-disclosure agreement and being provided with detailed information on the requirements of the relevant Build Manual and details of all required licenses, fees, etc.

Provisional license Application Assessment: Review by the *Panel* of formal applications against detailed acceptance criteria (See Appendix 2)

Phase 3:

Provisional License: Granting of provisional licenses to build/supply prototypes for approval.

Prototype Assessment: Review by the technical delegates against the acceptance criteria (See Appendix 3)

Phase 4:

Formal license: Granting of Licensed Builder/Supplier status and approval to commence production and sales.

Ongoing Review Compliance: Ongoing production review and compliance audits in accordance with the Build Manual and the requirements of World Sailing.

The following is a description of the costs which are subject to change:

1. £500 non-refundable, invoiced upon application for preliminary applications to cover administrative costs.
2. £5000 for successful phase 1 candidates, invoiced prior to receiving provisional license ahead of phase 3 to cover administrative costs.
3. Costs of Class technical delegate to perform site visits to verify reported requirements and audit docs. Prior to receiving provisional license ahead of phase 3
4. Cost of one technical representative to inspect production against Building Manual and to inspect prototypes at production site. Prior to receiving formal license ahead of phase 4
5. Cost to ship prototypes to Europe for Class evaluation. Prior to receiving formal license ahead of phase 4
6. Costs relating to each equipment item:
 - a. Applicants for boards:
 - i. Requirement to purchase and ship a plug from right holder (Starboard in Asia): £3000
 - ii. Costs associated with adapting the working facility to the requirements to accommodate the specific assembly system: mould production, etc.
 - iii. Producing 2 prototypes per mould for approval
 - iv. Acquiring specific tooling
 - b. Applications for sails:
 - i. Producing 5 prototypes being approved
 - ii. Acquiring specific tooling

- c. Applications for foils:
 - i. Producing 5 prototypes for approval
 - ii. Acquiring specific tooling
 - d. Applications for masts:
 - i. Producing 5 prototypes for approval
 - ii. Acquiring specific tooling
 - e. Applications for booms
 - i. Producing 5 prototypes for approval
 - ii. Acquiring specific tooling
7. Royalties and fees:
- a. Royalty fee to right holder
 - b. Class fee
 - c. WS plaque fee
 - d. Quality Control fee

Preliminary application process:

- Applicants shall send an expression of interest to technical@iqfoilclass.org by filing the form:
 - Preliminary applications must be submitted using the Preliminary iQFOiL Preliminary Application form available for download [here](#)
- Upon receipt the Class shall invoice the preliminary application fee.
- Upon receipt of payment, the Class shall invite applicant to submit the application.
- Applications shall identify the commercial brand under which the equipment will be distributed and the manufacturer which will produce the equipment.
- The applications must include an endorsement from the manufacturer.
- Applicants may apply at any given time, however unsuccessful applicants may be restricted from re-applying for a defined period at the discretion of the Panel.
- Upon application applicants may request the Class representatives to sign a Non-Disclosure Agreement (NDA) to ensure their proprietary information remains confidential.
- Applications shall include all relevant information for the panel to assess the relevant criteria.
- The expected timeframe to receive a decision for this phase is 14 days.

Appendix 1: Preliminary assessment criteria

1. There shall be a manufacturer endorsement of the Brand.
2. Manufacturers shall have no exclusivity for the Brand.
3. For Brands and Manufacturers: The Panel will assess alignment with the vision, mission, goals and objectives of the Class.
4. For Brands and Manufacturers: The Panel will assess their previous sustainability agendas and commitments and the alignment with the Class sustainability objectives.
5. For both the Brand and Manufacturer: The Panel will assess the experience and the capacity in building and selling similar equipment items as the ones applying for. Experience will only be considered suitable for equipment produced using same production methods as below:
 - a. Board = semi custom,
 - i. Min 3 years producing
 - ii. Min Y items produced annually
 - b. Foils = single shot,
 - i. Min 3 years producing
 - ii. Min Y items produced annually
 - c. Rig (masts, booms) = pre-preg wounded,
 - i. Min 3 years producing
 - ii. Min Y items produced annually
 - d. Sails = windsurfing sails,
 - i. Min 3 years producing
 - ii. Min Y items produced annually
6. For both the Brand and Manufacturer: The Panel will assess the Technical Expertise and the Personnel qualifications using the relevant tooling, production methods and customer services.
7. Applicants shall provide warranty history.
8. For the Brand: The Panel will assess experience in providing distribution and service shop services. Brands must have experience distributing similar equipment through a network in at least 3 continents, 5 countries and through retail stores.
9. For the Manufacturer: The Panel will assess the ability of achieving minimum annual production capacity and the viability of the facility to achieve the following capacities:
 - a. Board = 600
 - b. Foils = 600

- c. Rig (booms masts) = 600
 - d. Sails = 1000
10. For the Brand and Manufacturer: The Panel will assess the experience in producing and servicing against the highest standards and the 'racing pedigree' considering past participation in PWA, Windsurfing Classes, other Olympic Classes, or other major sailing events and their QA systems, processes and procedures.
 11. For Brands: The Panel will assess the capacity of the applicants to continue to distribute in at least 3 continents, to 5 countries, continue to sell through retail stores network and maintain the 'racing pedigree'.
 12. For Brands and Manufacturers: The Panel will assess the financial capacity of the applicants to set up and operate a viable production process and provide the expected services.

The adequacy of the application will be assessed as follows:

- For each of the 11 criteria above the panel will assign a percentage score, out of 100, on a fair and reasonable basis, based on the assessed strength of the applicant in that particular area. This assessment will be based on the panel's assessment of the applicant. The panel may seek additional information on the applicant from third parties to guide their assessment.
- The applicant will be assessed on the 11 criteria and assigned a percentage score for each criterion by the panel. In order to progress to the next stage of the process the applicant must score a mark of at least 70% for each of the 11 criteria.
- If the applicant does not meet this requirement the application will be rejected.
- If the application is rejected the applicant may, at the discretion of the panel, be invited to submit additional specific supporting information on any issues with a view to having their application reconsidered.
- The Panel may, at their discretion reject the application and not consider future applications from the applicants within a specified timeframe at their discretion.

Provisional License Application process:

- Successful preliminary applications shall be invited to submit a provisional license application by filling the form... which shall include an NDA.
- Upon receipt of the signed form and NDA, the Class shall provide applicants with information relating to the builder's manual, licensing agreement, World Sailing's Commercial undertakings, quality control requirements, details on associated costs, sustainability program requirements, further assessment criteria including a description of the prototype evaluation methods and other relevant information for the applicant to assess the viability of the operation.
- Applicants will be given 14 days to review the information and provide relevant documentation for the panel to assess the criteria.
- Upon confirmation of interest, the Panel will assess the information provided against the specified criteria. Applicants may be required to cover the cost for a technical representative to audit the building facility and verify the provided information. The expected timeframe for this phase is 30 days.
- Following the audit and subject to the satisfaction of the Panel, applicants will be invoiced the formal license application fee.

Appendix 2: Provisional license application assessment criteria

1. Demonstration that applicant is capable of building in compliance with the Building Manual.
2. Ability and capacity to meet production capacity building and selling equipment produced to the specific requirements of the Building Manual.
3. The quality assurance systems and QA track record and ability to report against quality requirements of the Building Manual.
4. Capacity to comply with the Class sustainability program.
5. Location and suitability of the proposed production facility.
6. Proposed production rate and staffing levels.
7. Proposed distribution systems.
8. Applicant's compliance processes with World Sailing sustainability policy.
9. Staff training programs.
10. Proposed equipment quality guarantees.
11. Commitment to the expansion, development and long-term success of the Class.
12. Commitment to incorporate quality control and sustainability standards.
13. Confirmation that the proposed licensee agrees to sign the World Sailing Commercial Undertakings, Licensing agreement, make the appropriate payments.

The adequacy of the application will be assessed as follows:

- For each of the thirteen criteria above the panel will assign a percentage score, out of 100, on a fair and reasonable basis, based on the assessed strength of the applicant in that particular area. This assessment will be based on the panel's assessment of the applicant. The panel may seek additional information on the applicant from third parties to guide their assessment.
- The applicant will be assessed on the ten criteria and assigned a percentage score for each criterion by the panel. In order to progress to the next stage of the process the applicant must score a mark of at least 70% for each of the nine criteria and score an average of 80% or more.
- If the applicant does not meet this requirement the application will be rejected.
- If the application is rejected the applicant may, at the discretion of the panel, be invited to submit additional specific supporting information on any issues with a view to having their application reconsidered.
- The Panel may, at their discretion reject the application and not consider future applications from the applicants within a specified timeframe at their discretion.

Provisional license process:

- Successful applications shall be invited to sign a provisional license which will grant access to the Build Manual.
- Upon signature, applicants will be invited to build a minimum number of prototypes within an agreed timeframe and with instructions to report production control checks to assess compliance.
- Applicants may be required to purchase specific required tooling and provide training of staff by technical delegates.
- Applicants may be required to cover the cost for a technical representative to audit the production of the prototypes.
- Following the audit and subject to the satisfaction of the Panel, applicants will be invited to ship a number of prototypes to Europe for the Class to perform evaluations which may include sea trials.
- The Panel and the Class reserve the right to include destructive tests of the prototypes during their assessments.

Prototype Assessment criteria:

1. Assessment relating to correct implementation and use of required tooling.
2. Assessment of production process of prototypes against the building manual
3. Assessment of prototypes against building specifications contained in the building manual.
4. Assessment of prototypes by active class sailors against criteria approved by the Class from time to time and provided to the applicants at the time of the provisional license application.

Formal license application process:

- Upon completion of the prototype assessment, the technical delegate in consultation with the Class appointed testers will submit a report to the Panel.
- Applicants deemed successful by the Panel will be invited to become licensed builders.
- Upon approval of the Class and signature of the licensing agreement and World Sailing Commercial undertakings, the brand and manufacturer will become licensed to produce iQFOiL equipment.
- The Class reserves the right to consider the prototypes eligible for competition until the time that equipment becomes available in the market.

Ongoing Review Compliance:

The Class and World Sailing may implement requirements for manufacturers to report production controls and to assess compliance against the agreed terms and conditions.

Note:

New brands applying to produce with manufacturers already approved may not require to undertake all of the above controls linked to the assessment of the manufacturers.

Appendix 3 - Application Assessment Criteria

Rating	Defenition	Score Range Guide
EXCELLENT		
Significantly exceeds the requirements	Significantly exceeds the basic criterion requirements. Exceptional demonstration by the applicant of the relevant ability, understanding, experience, skills, resource or quality measures required to meet the criterion. Proposal identifies factors that will offer potential added value.	90%+
GOOD		
Exceeds the requirements in some aspects	Applicant satisfies the basic criterion requirements with some additional benefits. Above average demonstration by the applicant of the relevant ability, understanding, experience, skills, resource or quality measures required to meet the criterion.	80%+
ACCEPTABLE		
Meets the criterion in full	Satisfies the basic criterion requirements. Demonstration by the applicant of the relevant ability, understanding, experience, skills, resource, or quality measures required to meet the criterion, with supporting evidence.	70%+
MINOR RESERVATIONS		
Marginally deficient	Generally satisfies the basic criterion requirements but with minor deficiencies identified. Minor deficiencies which should be readily addressable of the applicants relevant ability, understanding, experience, skills, resource or quality measures required to meet the criterion.	50% to 70%
SERIOUS RESERVATIONS		
Significant issues that need to be addressed	Major reservations about the applicants ability to satisfy the criterion requirements. Significant reservations of aspects of the applicants relevant ability, understanding, experience, skills, resource or quality measures required to meet the criterion, or serious lack of supporting evidence.	<50%
UNACCEPTABLE		
Significant issues not capable of being resolved	Does not meet the criterion and appears unable to do so. Does not comply and/or insufficient information provided to demonstrate that the applicant has the ability, understanding, experience, skills, resource or quality measures required to meet the criterion.	<30%