

International Cadet Class Association (ICCA) Guidelines for World Championships

(Version March 2019)

Pre-Notice

These guidelines are formed as a manual for the organising committee of a World Championship of the International Cadet Class. It was created by the International Cadet Class Association to ensure a continuous high standard of conditions to ensure the smooth running and success of the event for the Class. The Secretary or Chairman of the National Cadet Class Association (NCCA) shall sign these guidelines before the ICCA may delegate the championship to it. By signing the NCCA guarantees that the NCCA and the local organising committee will accept and follow these guidelines. If it is required by local circumstances, or other valid grounds, it is possible to apply changes, but only after discussing these suggested changes with the Executive Committee of the ICCA.

1. Rules

The World Championship shall be organised according to World Sailing (WS) rules and the rules of the International Cadet Class, latest edition. The organising authority shall follow these guidelines.

2. Name of The World Championship

The name for the championship shall be:

**International Cadet Class ... (year) (name of maximum one sponsor)
World Championship**

**under the Aegis of the ... (Nationality) National Cadet Class
Association**

under the burgee of ... (organising club)

Place: ...

Date: ...

3. Applications

Applications by Authorities interested in hosting the World Championship shall be made to the Executive Committee of the International Cadet Class at the earliest possible time (preferably more than 24 months prior to the year of the championship).

The application shall include a signature at the end of the application confirming that the responsible authority will accept and follow these guidelines.

The National Association shall appoint a championship coordinator for further correspondence.

Applications shall include the following information:

- a) Location of the championship, along with a chart of the sailing area;
- b) Dates of the championship along with the proposed tentative program;

The championship should normally be held during late July to early August (preferably last week of July through first week of August; if it is to be held in the Northern Hemisphere) or between late December and early January (if it is to be held in the Southern Hemisphere). Where possible, consideration should be given to coincide as much as practicable with all country school holidays;

- c) Meteorological and climatic details from a Government agency or other reputable source;
- d) Details of accommodation options for participants, officials and parents;
- e) Name of the club under whose burgee the event will be organised, and details of events of an international nature previously organised by the club concerned;
- f) Entry fee to be charged. The amount set as an entry fee is at the discretion of the organisers, however consultation should be sought from the ICC. Recent history shows a fee of around 350 Euros, including a 20 Euro per boat levy that is collected on behalf of ICC.

The fee is to include benefits such as a welcome function ticket, a presentation dinner ticket and an event memorabilia (e.g. rashie, t-shirt, towel) for each competitor has proven acceptable.



**International
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BANKER

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Swift BIC: BARCGB22

IBAN Euro Account:
GB31 BARC 2026 6286 9543 99

IBAN Pound Sterling Account:
GB38 BARC 2026 6253 4287 45

Sort code: 20 26 62
Account number: 53428745



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- g) Rescue arrangements to be provided as per recommended by either the class or World Sailing (WS);
- h) Arrangements for the Promotional Regatta, a parallel but non-Championship event.



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4. Technical Delegate

The ICC will appoint a Technical Delegate who will be the point of contact for the host NCCA and Club on matters to do with the regatta including Notice of Race, Sailing Instructions, appointment of Jury and Race Officer, and any other matter affecting the success of the regatta.

5. Promotional Regatta

Simultaneous to the World Championship, a Promotional Regatta is to be held for those who are not selected by their NCCA to participate in the World Championship. The Promotional Regatta shall not interfere with the World Championship; the Race Officer and Protest Committee shall preferably be different to the personnel involved with the World Championship, however inner and outer loops on the one trapezoid course may be considered.

6. Races

The preference is to run one (1) Practice Race and up to twelve (12) Championship races with a maximum of three races per day. If re-sails are required then a maximum of four (4) races can be sailed on any one day. The reserve day is also available for re-sails should the need arise. A completed series constitutes five races and there should be two discards, the first discard after race 6 and the second discard after race 9.

Race target length should be 50 minutes. Back-to-back or separate start times are acceptable, depending on local conditions. Course configuration is optional but more, shorter legs, is a preferable configuration than fewer, longer legs.

7. Reserve Day

A reserve day must be incorporated in the program after at least three days' racing. The reserve day may be used for racing, if the required number of races for a valid world championship (5) has not yet been sailed.

8. Entries

Each National Authority is invited to enter a team of seven (7) boats to a World Championship held in a northern hemisphere country and a team of 10 boats to a World Championship held in a southern hemisphere country. In addition to this, the host country may add an additional three (3) boats to a northern hemisphere event (taking the total to 10 boats) and an additional four (4) boats to a southern hemisphere event (taking the total to 14 boats).

Each country may use its own preferred format for selection of the Team. The defending World Champion (helm) if age-eligible will be given an additional entry.

9. Early Information

Information to officials, parents and sailors concerning the event shall be given in the form of a presentation on one of the evenings during a previous World Championship event. This can be done two years out if information is known to assist with promoting the event.

10. Preliminary Notice of Race

A preliminary Notice of Race shall be issued at least one year in advance at the previous year's World Championship and it should be sent to all National Authorities. The draft preliminary notice of race shall be sent to the Executive Committee of the ICCA for approval at least four weeks prior to the previous year's World Championship. Advice given by the Executive Committee in relation to this should be noted and followed.

11. Final Notice of Race

The Final Notice of Race shall be published at least nine months prior the event.

12. Sailing Instructions

It is strongly advised to use the Standard Sailing Instructions of the ICCA, which can be changed in detail to follow local requirements, if necessary.

The draft sailing instructions shall be sent for approval to the Technical Delegate of the ICCA, no later than four months prior to the event. The Technical Delegate will return the sailing instructions duly approved, with amendments if any, to the National Authority no later than three months prior to the event. The National Authority may publish the Final Sailing Instructions two months prior the event.

13. International Jury and Race Officer

An International Jury shall be appointed according to the requirements for International Juries in RRS Appendix N, to supervise the conduct of the Championship.

A Race Officer shall be appointed, who meets current World Sailing (WS) requirements for world championships. It is preferred that an International Race Officer is appointed to the regatta, however the hosts may choose someone of lower accreditation upon approval of the ICCA. The ICCA will be provided with a detailed curriculum vite for the proposed Race Officer prior to any appointment being made.

The Race Officer shall be of a different nationality, whether by birth, WS nationality rules, citizenship or residency, to the Chairman of the International Jury.

Names of the proposed members of the Jury and the name of the race officer shall be sent to the Executive Committee for approval at least four months prior to the event. The previous experience of the members of the Jury and the race officer should be included.

14. Measurement / Equipment Control

The host National Authority shall provide proper facilities for measurement. Measurements shall be carried out by the Official Class Measurer, appointed by the Executive Committee of the ICCA. The host National Authority shall coordinate with the Official Class Measurer, and arrange assistance for measurement. The Organising Authority shall arrange accommodation and be responsible for the costs of accommodation, meals and travel for the Official Class Measurer. The Organising Authority shall provide a suitable boat for the use of the Official Class Measurer.

Any new measurement rules introduced during the period from the previous World Championship to the current event should be highlighted and distributed to all competitors prior to measurement day.

15. Technical Delegate to Attend WC Regatta

The ICCA-appointed Technical Delegate (TD) shall attend the World Championship regatta to provide advice and guidance to the regatta organisers and race management team. The TD will be an International Judge or Race Officer with wide experience in junior regattas and, in particular, the Cadet Class. The Organising Authority shall arrange accommodation and be responsible for the costs of accommodation, meals and travel for the TD.

16. Boat Park and Beach master

During the Championship the boats ashore should be under control of a beach master appointed by the Organising Authority. The boats should be kept in a secure boat park with controlled access. Arrangements for the security of the boat park must be agreed with the ICCA prior to the event.

The Beach master shall record the time that the last competing boat reaches the shore after the completion of sailing for the day.



17. Safety

The Organising Authority shall provide a sufficient number of safety and support boats. The ratio of the number of security boats to competitors shall be agreed with the ICCA and in accordance with World Sailing (WS), at least six months prior to the event.

A safety check each day before the boats launch is strongly recommended. A person qualified in first aid and first aid facilities shall be immediately available. Arrangements shall have been made with the local medical authorities for competitors to be able to see a doctor promptly, and for immediate hospitalisation if necessary.

18. Prizes

Prizes awarded at the World Championship should be of lasting value, and in accordance with the status of the event.

ICCA is entrusted with a large number of perpetual trophies that must be awarded at each WC. Where the word 'perpetual' appears below, this trophy is one of those referred to above.

In addition to these trophies, the regatta organisers shall provide replica, or 'take home' trophies as noted below.

Prizes must include, but are not limited to, the following:

1st Practice race – helm & crew* – Worlds & Promotional Regatta

Daily line honours – 1st, 2nd, 3rd for up to 12 races – helm & crew* – Worlds & Promotional Regatta

Yachting World Trophy – Overall 1st place helm & crew* in Worlds – Perpetual and replica

Overall 2nd through to 10th in Worlds – helm & crew*

Additional Worlds Trophies

- Rotary International – for 1st non-host nation helm – Perpetual and replica
- Alf Simmons Trophy – most improved helm – Perpetual and replica
- Wilson Trophy – 1st under 16 helm – Perpetual and replica
- Ellis Trophy – 1st under 15 helm – Perpetual and replica
- Ladies Trophy – 1st female helm – Perpetual and replica
- Burnell Family Trophy – 1st male helm – Perpetual and replica

Additional Promotional Fleet Trophies

1st - 3rd in promotional fleet – helm & crew*

4th - 10th promotional fleet – helm & crew*

Youngest international competitor – boy & girl

Organisers are asked to keep accurate records of the recipients of perpetual trophies to assist in retrieving the trophies for subsequent presentations.

* helm & crew means one trophy for the helm and one trophy for the crew. Where possible these should be of equal value.

19. Meetings of the ICCA

The Organising Authority shall provide adequate facilities for holding the General Assembly (annual meeting). An Open Forum and a Youth Open Forum of the ICCA is also recommended and should occur in consultation with the Executive Committee. The time and place of the events shall be discussed with the Executive Committee of the ICCA and included in the Program.

20. Social Events

Required components of the Opening Ceremony and Presentation include:

Opening Ceremony:

- Raising of each Country flag, usually by team captains and their team’s youngest sailor
- Raising of the Cadet flag (i.e. ICC flag) by club nominee(s)
- Taking the Cadet Oath on behalf of all competitors
- Acknowledgement of the Chairman of ICCA and invitation to say a few words

Closing Ceremony:

- Recognition of Cadet sailors leaving the class
- Recognition of any new Life Members elected at the AGM
- Lowering of country flags
- Lowering and passing on of the Cadet flag (i.e. ICC flag) to the representative(s) of the country chosen to conduct the next World Championship
- Acknowledgement of the Chairman of ICCA and invitation to say a few words



21. Secretariat

The Organising Authority shall provide an office secretariat with fax, telephone and e-mail facilities for use of the International Jury, national team leaders, officials of the ICCA, etc.

22. Indicative Budget

The proposed Organising Authority shall provide to ICCA an indicative event budget including entry fees. It is understood that events budgets can be fluid as government support and sponsorship comes on line, however the ICCA requires that the event organisers have considered all likely expenses in putting forward their regatta proposal.

23. Internet Access and Publicity

Facilities should be provided for Internet access and public relations. A daily report should be published in English and made available to World Sailing (WS) and other interested organisations involved with publicising the event. Wifi should be freely available for competitors and officials.

24. Preparatory Report

All the information required in these guidelines and the attached Preparatory Report shall be delivered to the Secretary of ICCA at the previous World Championship.

21. Final Report

Within one month of the completion of the event, the host National Association shall forward to the Executive Committee of the ICCA a complete report of the World Championship. It shall include copies of the Final Notice of Race, the Sailing Instructions, details of the International Jury, the Race Officer and the Organising Authority, the complete results of the event, and be accompanied by photographs.

Appendices

- Standard Notice of Race (include: only one suit of sails)
- Standard Sailing Instructions
- Preparatory Report

Date:

.....

Signature of the Chairman of the NCCA applying to organise the World Championship:

.....

Preparatory Report

Additional guidelines/comments

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1. Name, Address, telephone number, fax number and email address of Secretary of NCCA

2. Name, Address, telephone number, fax number and email address of World Championship Organiser

3. Name and CV of Proposed Race Officer

Who is the race officer? Are they a WS International Race Officer? What experience has he/she in managing racing with youth classes, or with the Cadet Class?

4. Name and CV of proposed IJ members

Please note that the Jury has to be constituted in accordance with Appendix N of the Racing Rules of Sailing and be approved by the ICCA. Therefore, have a brief resume of all the members: nationality, age, languages spoken, experience in judging and experience with youth classes.

Who is the chairman of the Jury? Please make sure that the chairman of the jury is not of the same nationality, whether by birth, WS nationality rules, citizenship or residency, as the Race Officer, and is fluent in the English language.

5. Arrangements for Rescue

How many safety and support boats do you plan to provide? Usually the ICCA will require a minimum ratio of 1:12 (support boats:competitors) but this may need to be increased, depending on the venue and predicted weather.

6. Arrangements for First Aid and Medical Support

It is advisable to have a trained first-aider, doctor or nurse in your team. Also the office should have arranged medical cover. The office should have the telephone number and a copy of the route to the nearest hospital and medical facilities.

7. Arrangements for Boat Security Ashore

8. Arrangements for Promotional Regatta

Please make sure that this is organised on the water independently of the World Championship event.

9. Arrangements for Containers & Secure Storage Space

Is there an area near the boats for placing a container, for loading and unloading the boats?

Can you provide a room, space or container for securing spare material, suits of sails, bags etc. during racing, and at night? Each country should have a key to close its own room, or lock its own material. It may be easiest to place containers with boats from overseas near to the harbor and use them as their locker rooms.

10. Arrangements for Measurement

Arrangements to include facilities for the weighing of hulls, rudders, centerboards and rigs, and the measurement of all of the above as well as measurement of sails. These activities are to be undertaken in a safe and comfortable environment, preferably indoors but at least under cover from sun and rain.

11. Arrangements for changing facilities, toilets and washing facilities

Do you have enough toilets near the shore-base? Please note, that they should be cleaned at least 1-2 times a day.

12. Arrangements for Internet Access

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13. Arrangements for Race Office, Results, Press Reports, Public Relations, Photography and Office Support

Please make sure, that the race office does not close during the races or early after the races.

There should be a telephone, a fax and a photocopier, computer(s) and printer(s) in the office.

Please have somebody for photography or video on the course. The skipper of the "press boat" should be a sailor, who is aware of racing events.

It would be greatly appreciated if you can organise a general photo of all the teams and daily photos on the course. Are you planning a general video of the Worlds?

Presenting the results on the Internet immediately after the race is a requirement.

14. Arrangements for Opening and Closing Ceremonies including Prize giving

On the one hand you should be independent of the weather, but on the other hand there should be enough place for parents and interested people to spectate.

Please note that sometimes the prize giving can get out of control! However, it should look formal in accordance with a world championship.

It is difficult to find the best way to run a formal prize giving; do not make it too long or tiring for the young competitors. The prize giving could finish with a disco.

It is a good idea to get the children to socialise after a stressful racing event. It could become the most important social event after the races.

15. Arrangements for a memorial gift

It would be kind to have a reminder for every participant, for example a small flag, rash vest, tee shirt, towel. The distribution of reminders can be included in the registration pack.

16. Arrangements for Perpetual Trophies

There are several annual awards, which you have to get back from the teams from the last Worlds. You should work in co-operation with the ICCA to find the addresses of those people needed to be contacted to get back the trophies. Sometimes it is difficult to find out who has the trophies, and when and how to get them back, so allow sufficient time for this.

The event trophies should be presented before the ICCA trophies. The final part of the ceremony should be the presentation of the prize to the World Champions – this should usually be presented by the Chairman of the ICCA.

17. Proposed Social Program

A social program should be organised for competitors and supporters during the event. Tickets to cover all social events should be available at the beginning of the event. It is helpful and friendly to get the people from different countries together in social settings.

There could be also a disco or a "crazy evening" in the period before the worlds start. During the worlds it's less successful because of the need for the earlier finishing of social activities. What other social events are planned? We should try to get the people from different countries in greater contact!

18. List of Countries who have provisionally entered boats, and how many boats they have entered

19. Arrangements for Committee Boat and equipment

There are often problems trying to identify the flags because of an insufficient size and height of flags used. Please ensure that the starting vessel has a sufficiently high mast for the flags to be readily visible.

20. Arrangements to repair damaged boats.

Are there technical facilities for repairing hulls, foils, sails and equipment? Do you have any nearby or on-site facilities?



21. Availability of charter boats

It is advisable to have an arrangement with a Cadet boat builder or agent to provide charter boats to sailors from far away countries or other continents during the event including a week of training. You can inventory the possible demand beforehand by contacting NCCA's.

22. Arrangements for Spectators

What kind of spectator boats you are planning on being available? Are there facilities for chartering RIBs and other boats by visitors?

23. Problems with Organising the Event

If you have any problems with the organisation of the event, please contact the ICC Technical Delegate, Secretary or Chairman of the ICCA as soon as possible and they will do what they can to advise and help you.