



**International
Cadet Class
Association**



International Cadet Class Protocol for Major Events

including World, Continental and
Regional Championships

(version August 2023)



The Cadet was designed in 1946 by Jack Holt and was adopted as an international class in 1958.

International Cadet Class Association (ICCA) Protocol for Major Events including World, Continental and Regional Championships

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Pre-Notice

This protocol is formed under Clause 11.1 and 11.2 of the International Cadet Class Constitution, as a manual for the organising committee of a World, Continental or Regional Championship of the International Cadet Class.

It is 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 this protocol before the ICCA may delegate the championship to it.

By signing this protocol, the NCCA guarantees that the NCCA and the local organising committee will accept and follow this protocol. 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.

Unless stated otherwise, this protocol applies to all ICC major events.

1. Rules

The 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 this protocol.

2. Code of Conduct

Competitors and other participants will abide by the Cadet Class Code of Conduct as published on the Class website from time to time.

3. Name of the Championship

The name for the championship shall be:

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

World Championship, European Championship, etc

under the Aegis of the ... (Nationality) National Cadet

Class Association

under the burgee of ... (organising club)

Place: ...

Date: ...

4. Applications

Applications by Authorities interested in hosting the 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 this protocol.

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

Applications shall include the following information:

- Location of the championship, along with a chart of the sailing area;
- 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;

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Clyffe House
Tincleton
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Dorset
DT1 1BT
United Kingdom

SECRETARIAT

E icc.cadet@gmail.com

BANKER

Barclays Bank PLC
10 South Street
Dorchester
Dorset
DT1 1BT
United Kingdom

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



World Sailing
INTERNATIONAL CLASS
Since 1958

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



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5. Technical Delegate

The ICC will appoint a Technical Delegate (TD) 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.

6. Promotional Regatta (Applies to World Championship Regattas only)

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, however inner and outer loops on the one trapezoid course may be considered.

7. 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 races are lost due to weather and/or other uncontrollable circumstances then a maximum of four (4) races can be sailed on any one day. The reserve day is also available for racing 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 10.

Race target length should be 50 minutes. Back-to-back or separate start times are acceptable, depending on local conditions. Course configuration shall be inner and outer loop trapezoid or, if approved by the TD, windward/leeward.

8. 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 championship (5) has not yet been sailed.

9. Entries (Applies to World Championship Regattas only)

Each National Authority is invited to enter a team of ten (10) boats to a World Championship. In addition to this, the host country may add an additional four (4) boats 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.

Continental and Regional championships shall be open entry provided all competitors comply with the age and other eligibility requirements of the ICC Rules. Organising Authorities for Continental and Regional events may cap entries, with approval from the ICCA, if there are good reasons to do so.



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10. 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.

11. Preliminary Notice of Race (Applies to World Championship Regattas only)

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.

12. Final Notice of Race

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

13. 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.

14. 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 vitae 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 TD 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.

15. 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.

16. 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.

The TD may be invited to attend Continental and Regional events by agreement with the Organising Authority and the ICCA Executive Committee.

17. 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.

18. Safety

The Organising Authority shall provide a sufficient number of safety and support boats. The ratio of the number of safety 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.

19. Prizes

(Applies to World Championship Regattas only)

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 (see criteria below) – most improved boat (helm & crew*) – 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 collect the perpetual trophies immediately after presentation, giving the families and supporters of the recipients time for photographs to be taken, and package the trophies for return to their storage location as determined by the ICC from time to time.

The Technical Delegate will confirm all winners of perpetual trophies and assist with prize presentation.

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

Prizes for Continental and Regional championships shall be determined by the Organising Authority and should be of lasting value, and in accordance with the status of the event.

20. Criteria for Awarding the Alf Simmons Trophy

The Alf Simmons Trophy is a long-standing perpetual trophy of the ICC. It is awarded to the boat that has improved the most over the course of the regatta. To help Race Committees to determine the winner, the ICC offers the following guidelines.

- Store the overall series scores at the assumed halfway point of the regatta. So for a twelve-race event, this would be after six completed races. It would be prudent to also store copies of the overall scores after Race 4 & Race 5 in the event that the regatta does not run to the full 12 races.
- At the end of the regatta, probably after 12 races but potentially fewer, calculate the boat that has improved the most overall places between completing Race 6 and the final race of the World Championship. That boat is awarded the Alf Simmons Trophy.

If the regatta is for some reason unable to reach say 11 or 12 races, the start point might be brought back to Race 5 or even Race 4 to allow for improved performances to be translated into overall positions.

21. Meetings of the ICCA

(Applies to World Championship Regattas only)

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.

22. 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 Officers of Honour elected at the General Assembly

(WC Only)

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 **(WC Only)**

Acknowledgement of the Chairman of ICCA, if in attendance, and invitation to speak.

23. Secretariat

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

24. 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.

25. 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.

26. Preparatory Report

(Applies to World Championship Regattas only)

All the information required in this protocol 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 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
- Standard Sailing Instructions
- Preparatory Report

Date:

.....

Signature of the Chairman of the NCCA applying to organise the World, Continental or Regional Championship:

.....

Preparatory Report

Additional guidelines/comments

(Version July 2020)



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1. Name, Address, telephone number and email address of Secretary of NCCA
2. Name, Address, telephone number and email address of 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 **(WC Only)**
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 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 regatta?

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 space 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 major 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 social event suitable to young people. 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 **(WC Only)**

The ICCA's perpetual trophies (see Events Protocol) are held in a central place of storage. The Technical Delegate will provide the Organising Committee with contact details to allow timely delivery of the trophies to the event.

Event organisers will collect the perpetual trophies at the end of the event and arrange for them to be returned to the central place of storage. After the official presentation, winners of perpetual trophies are not allowed to take them away from the presentation but should be given the opportunity to take photographs of the trophies with family and supporters.

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 free-form social evening in the period before the event starts. During the event 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.

24. Event Format for Non-WC Events

Entry to World Championship events are restricted by ICCA eligibility rules including a maximum number of entrants from an NCCA. Continental and Regional events are typically not subject to any restrictions. While racing format is for agreement between the Organising Authority and the ICC, a standard format used by many international classes based on numbers of entries is recommended. See below.

Single Fleet Series

When there are fewer than 80 entries, racing will be conducted in a single fleet with a maximum of 12 Championship races as per the World Championship.

Qualifying and Finals Series

When there are 80 entries or more, racing will be conducted in a Qualifying Series (QS) and a Finals Series (FS). For the QS entries shall be divided equally into Blue and Yellow fleets. At the end of each day of the QS boats shall be reallocated to Blue and Yellow according to their current standing in the series. The order is as follows:

1 st Place	Blue
2 nd Place	Yellow
3 rd Place	Yellow
4 th Place	Blue
5 th Place	Yellow
6 th Place	Blue
7 th Place	Yellow and so on until all boats are allocated.

In a five-day regatta the first three days of racing would typically be allocated to the QS. The final two days of racing would be allocated to the FS.

At the end of QS, the fleet is divided as nearly as possible in half with the top half going into the Gold fleet and the bottom half into the Silver fleet. Boats remain in these fleets for the remainder of the regatta.

The QS and FS would each consist of a maximum of six races, giving a total of 12 races, with a minimum of four QS races needing to be completed for a series.

Note: Should total entries exceed 160 a third, Red fleet may be used. The FS would then be conducted in Gold, Silver and Bronze fleets.

Scoring Example

1.2.1 Five Qualifying races are required to be completed to constitute a series.

1.2.2 When five races have been completed a boat's series score will be the total of her race scores. When six to nine races have been completed, a boat's score will be the total of her race scores excluding her worst score. When ten or more races have been completed a boat's score will be the total of her race scores excluding her two



worst scores. Excluded scores can be from the Qualifying Series or the Finals Series.

1.2.3 For the Qualifying Series, RRS A4.2 is changed so that those scores are based on the number of boats assigned to the largest fleet.

1.2.4 All race scores from the Qualifying Series will be carried forward to the Final Series.

1.2.5 Final Series fleets will be scored separately and different Final Series fleets need not have completed the same number of final races. For final overall event ranking, boats assigned to the Gold fleet will be ranked higher in the regatta than the boats assigned to the Silver fleet.