



INTERNATIONAL 420 CLASS ASSOCIATION

INTERNATIONAL CHAMPIONSHIP GUIDELINES

1 International Championships

1.1 Annual International 420 Class Association events

The International 420 Class Association events are organised to promote the International 420 dinghy sailing all over the world. These events shall have the highest quality racing, the best conditions for developing individual friendships and goodwill among all participants.

Annually, the International 420 Class Association organises:

- The International 420 Class World Championship, Ladies World Championship and Under 17 World Championship, collectively known as “The International 420 Class World Championships”;
- The International 420 Class Open European Championship and Under 17 Open Junior European Championship, when the World Championships are organised in the southern hemisphere;
- The International 420 Class Junior European Championship and Under 17 Junior European Championship, collectively known as “The International 420 Class Junior European Championships”;
- The International 420 Class Team Racing Championship.

In addition the International 420 Class Association might encourage the organisation of other continental championships.

1.2 Dates of the events

The International 420 Class Association events will normally be held between 15th July and 25th August after the World Sailing Youth World Championship, when they are in the northern hemisphere. Southern hemisphere World Championships will normally be held between 15th December and 12th January.

2 Terms and Definitions

- CCR shall mean the Class Course Representative appointed by the ICA.
- CM shall mean the event chief measurer appointed by the ICA.
- CRO shall mean the Course Race Officer of an event.
- CTD shall mean ICA technical delegate.
- EC shall mean Executive Committee of the International 420 Class Association.
- GA shall mean general assembly of the ICA.
- ICA shall mean International 420 Class Association.
- MNA shall mean member national authority as defined by WS.
- NCA shall mean a National 420 Class Association recognised by the International 420 Class Association.
- OA shall mean organising authority.
- PRO shall mean Principal Race Officer of an event.
- RC shall mean race committee.

3 How to bid

3.1 Expression of interest

- 3.1.1 Expressions of interest may be made for any of the above events in the coming 6 years.
- 3.1.2 If your club would like to host one of the above events, the first step is to let us know of your interest by sending the ICA Secretary an e-mail with details of the Championship you are interested in hosting and years you would be available to host.
- 3.1.3 Once we have received of your interest in serving as host, we will contact you about potential opportunities. The goal of the ICA is to ensure a good variation of host countries and regions each year for our events.

3.2 Submitting a bid

- 3.2.1 After we identify an opportunity that is mutually agreeable, you will need to submit a formal application to host.
- 3.2.2 The application to host one of the above events shall be made to the ICA Secretary, by 1st July two years before the event. For details of this application see Appendix A.
- 3.2.3 Clubs bidding to host one of the above events shall have the agreement of their NCA and MNA before applying.
- 3.2.4 The NCA shall be a member of the ICA.
- 3.2.5 Upon receipt of the bid the EC will review it and will contact the bidder if they have any queries.
- 3.2.6 A summary of all bids received will be publicised by the EC on the ICA website prior to the GA.
- 3.2.7 A presentation of the bid shall be made, by a representative of the OA at the GA at which the bid is to be considered.
Each presentation shall be limited to 5 minutes with a further 10 minutes for questions and answers.

- 3.2.8 If the bid is successful, a further presentation, with information packs, shall be made at the following GA, i.e. one year before the event. As a minimum, the information packs shall include information on: venue, travel, chart of racing area, shipping arrangements, local sailing conditions, visa requirements, accommodation, travel arrangements, 420 charter boats, coach charter boats, OA and host club contact details, pre-Championship training opportunities, and any special arrangements such as discounts with airlines/ferry companies/insurance etc.
- 3.2.9 The contract between the successful bidder and the ICA will be signed not later than the GA referred to in 3.2.9.

4 Organising Authority

The OA is the committee that is in charge of the complete organisation of the event in accordance with the World Sailing rules and regulations, the 420 Class Championship Guidelines, the International 420 Class Rules, ICA Notice of Race and Sailing Instructions.

This OA is responsible to the EC of the ICA.

5 Application of rules

The event will be organised to comply with the following:

- The World Sailing Racing Rules of Sailing (RRS)
- The World Sailing Equipment Racing Rules of Sailing (ERS)
- The World Sailing Regulations
- The current ICA Class Rules
- The ICA Notice of Race and Sailing Instructions
- No MNA prescriptions shall apply

6 Advertising

Events shall be classified in accordance to the World Sailing Regulation 20 - Advertising Code.

7 Rights and Obligations of the Organising Authority

7.1 Legal authority

- 7.1.1 Any contracts signed by the OA are its sole liability.
- 7.1.2 The ICA is only bound by its agreement with the OA and the written confirmation of sponsorship details.

7.2 Insurance

- 7.2.1 It is the responsibility of the OA to arrange full insurance cover for the entire period of the event itself and associated functions, together with all designated event property.
- 7.2.2 Public liability insurance shall cover the staff, sponsors and event officials of both the OA and the ICA. The level of cover is to be agreed with the ICA prior to the commencement of the event.

7.3 Risk assessment and crisis management

- 7.3.1 It is the responsibility of the OA to ensure that a full risk assessment is carried out when planning for the event.

- 7.3.2 A crisis management plan shall be in place, covering crisis communications and emergency evacuations in case of accidents on the water; accidents or threats ashore.

7.4 Permits and licences

- 7.4.1 It is the OA's sole responsibility to obtain all necessary local permits and licences.
- 7.4.2 The OA shall be solely responsible for ensuring that any temporary structures meet local building regulations and have written agreement, from the necessary authorities, to erect them.

7.5 Commercial rights

- 7.5.1 The ICA is the first owner of the commercial rights of the above events.
- 7.5.2 Any event sponsorship agreement signed by the OA shall not be legally binding on the ICA.
- 7.5.3 Sponsorship shall be appropriate for the age of the competitors and shall not include any alcohol or tobacco sponsorship.
- 7.5.4 Title sponsorship is subject to EC approval.

7.6 Event logo

In advance of productions and printing, the OA shall send the proposed 'Event Logo(s)' to the EC for approval at least 18 months before the event. The final event logo(s) shall be available at least 12 months prior to the event.

7.7 Event website

- 7.7.1 The Championship website shall be provided by the ICA at least 12 months prior to the event and shall be the official website for the event. The OA shall provide the following information to the ICA for publication online at least 12 months prior to the event: venue, travel, chart of racing area, shipping arrangements, local sailing conditions, visa requirements, accommodation and any preferential rates, travel arrangements, 420 charter boats, coach charter boats, OA and host club contact details.
- 7.7.2 The OA shall provide the following information to the ICA for publication online at least 6 months prior to the event: boat, sail repair and chandlery facilities, local amenities for supermarket, doctor, dentist, pharmacy, tourist office and local attractions, car hire and local transport, address for any packages/deliveries, on-site meals, functions and social activities for competitors, coaches, support personnel, friends and family.

7.8 Event media evaluation

The OA shall send the ICA a report on national and regional press coverage achieved and videos generated by its local PR team.

7.9 Event souvenir

All participants (competitors and team leaders/coaches who paid the official registration fee) shall be given a souvenir of the event. The OA shall present the souvenir they intend to give for approval to the CTD. An event souvenir shall also be given to each appointed official.

7.10 Merchandising with the event logo

- 7.10.1 Merchandising includes any form of branded product sold in relation to the event, for example, t-shirts, towels, programmes, mugs, etc.
- 7.10.2 The EC permit the sale of affordable merchandise as appropriate to the age of the competitors.

7.11 International 420 Class Merchandising

The ICA reserves the right to promote, advertise, market and sell their own range of merchandise at the above events. The OA will provide suitably placed facilities for the ICA to undertake this

8 Funding

- 8.1 It is the responsibility of the OA to cover all funding for the event.
- 8.2 For the World and Open European Championships the OA will receive 225 Euros of the entry fee paid by each boat
- 8.3 For the Junior European Championship the OA will receive 175 Euros of the entry fee paid by each boat
- 8.4 The entry fees shall be paid directly by the national teams to the ICA. The ICA will pay 50% of the balance due in accordance with paragraphs 8.2 and 8.3 to the OA, upon completion of registration. The remaining balance will be paid upon successful completion of the event, after deduction of the eligible expenses
- 8.5 Sponsorship is the responsibility of the OA and shall be used for the benefit of competitors and to improve the overall quality of the event.

9 Documents

- 9.1 The official language of 420 events is English. In case of conflict between translations the English version shall prevail.
- 9.2 All official documents are the responsibility of the ICA.

10 Appointments

The OA shall provide and pay for accommodation for the officials detailed below.

The accommodation provided by the OA to all these officials shall be equivalent to at least 3 star hotel standards, in individual rooms each with en-suite facilities. They shall be provided with either a daily catering service or daily food allowance. All officials shall be in a similar level of hotel.

If the hotel(s) is not within a 10 minute walking distance from the venue, sufficient transportation shall be arranged. Such transport should be reasonably flexible, particularly in the evenings due to protest hearings.

The OA shall arrange the reimbursement of the reasonable expenses of travel to/from officials' home origin to the Championship venue. In addition the OA shall arrange and pay in-country transfers between the championship venue and airport(s) and /or train station(s).

10.1 Class Technical Delegate (CTD)

10.1.1 The CTD will be appointed by the EC at least one year before the event.

10.1.2 The CTD or another member of the EC shall visit the venue at least 18 months prior to the event and monitor the progress of the event. If necessary, a follow up visit shall be made by the CTD.

10.1.3 The OA shall pay the expenses for these visits.

10.1.4 The role of the CTD is to:

- be the official link between the ICA and the OA;
- ensure that the guidelines in force at the time of signing the contract are applied by the OA;
- monitor that the event is organised in accordance with the World Sailing Rules and Regulations;
- advise the OA in the organisation of the event;
- monitor all the entries to the event and establish the final entry list;
- be, during the event, the link between the competing teams and the OA;
- manage all the on-site class finances relevant to the event in liaison with the ICA Treasurer.

10.2 Event Chief Measurer (CM) / Deputy Chief Measurer (Deputy CM)

10.2.1 The CM will be appointed by the EC at least six months before the event.

10.2.2 The Role of the CM is to lead the inspection team and take all the decisions on inspection, procedures and execution.

10.2.3 Additionally a Deputy CM for the World Championships and Open European Championships will be appointed by the EC at least six months before the event.

10.3 Class Course Representative (CCR)

10.3.1 The CCR will be appointed by the EC to each course area at least six months before the event.

10.3.2 The CCR will work closely with the PRO/CRO appointed by the OA and approved by the EC. The OA will ensure that the PRO/CRO is fully aware of the role of the CCR prior to the commencement of the event.

10.3.3 Whilst the CRO/PRO will be responsible for managing the race management teams and organising the races, he will not take action in relation to any of the following matters (whether or not altered by the Sailing Instructions) without the approval of the CCR:

- Postponement;
- Course configuration and race duration;
- Whether a starting line be moved or adjusted ;
- Starting line decisions (OCS and recalls), starting penalties (I, Z, U Flag and Black Flag);
- Changing course/moving marks – adjusting the course to a new wind strength or direction
- Shortening course;
- Abandoning;

10.3.4 The CCR may initiate action in relation to these matters, in which case the PRO/CRO will be governed by the CCR's decision.

10.3.5 The CCR may also initiate action if the CCR is of the opinion that the racing is not being conducted according to the rules, or for any other reason directly affecting the safety or fairness of the competition.

10.4 ICA Press Officer

10.4.1 The ICA Press Officer shall be appointed by the EC at least six months before the event.

10.4.2 The OC may appoint their own Press Officer, or have PR staff to promote the event and handle local publicity and reporting and work in collaboration with the ICA Press Officer. The role of the ICA Press Officer is to report the event internationally, including to World Sailing, and he/she will work closely with local PR staff and shall be provided with a local contact prior to the event. In addition the OA shall provide personnel as per 14.4, and these roles may be combined with the OA Press Office/PR staff.

10.5 ICA Result Officer

10.5.1 The ICA Result Officer shall be appointed by the EC at least three months before the event.

10.5.2 The ICA Result Officer will be in charge during the event to update the results, and results updates to live racing and social media.

10.6 International Jury

10.6.1 The international jury members shall be appointed in accordance with the World Sailing Rules and Regulations.

10.5.2 The EC shall appoint the international jury, taking into account the recommendations from the OA.

10.5.3 Final approval of the international jury members rests with the EC.

10.5.4 The number of jury members required is dependent upon numbers of fleets. (2 jury members per fleet)

11 Shore based facilities

The OA shall provide the following facilities. These requirements shall not be changed without the prior agreement of the Class. The OA shall provide 24 hour security for all areas from at least one day before the start of the event until the end of day after the Closing Ceremony.

11.1 Accommodation

11.1.1 A variety of accommodation options should be available ideally within walking distance, ideally consisting of several classes of hotel accommodation and self-catering.

11.1.2 The OA shall work to arrange preferential rates with local accommodation providers. Clear guidance on how to benefit from these rates shall be provided.

11.2 Launch facilities

11.2.1 A beach launching area shall be approximately 200 metres long and shall have unimpeded access to the water.

11.2.2 If launching from ramps, then at least two suitable ramps shall be available.

11.2.3 The OA shall provide sufficient personnel (at least 4 persons per ramp/1 person per 20 boats) to assist with launching and recovery, and trolley management.

11.3 Venue facilities

11.3.1 Food and drink shall be available, at reasonable cost, at the venue.

11.3.2 Plenty of rubbish collection containers shall be provided within this area. They shall be emptied daily.

11.3.3 There shall be an adequate WiFi network provided for competitors, coaches and supporters, which shall be separate from the WiFi network provided for OA and ICA requirements.

11.4 Boat park

11.4.1 The OA shall provide an adequate boat parking area as agreed with the CTD during the site visit. This boat parking area shall be close to the launching area.

11.4.2 The boat park shall have assigned berths for each nation, unless otherwise agreed with the CTD.

11.4.3 The boat park should be fenced and shall be adequately guarded 24 hours per day from at least one day before the start of the event until the day after the Closing Ceremony.

11.4.5 The boat park shall have sufficient shaded areas

11.5 Charter boats

11.5.1 The OA shall facilitate the supply of good quality racing boats for charter at the event at a reasonable charter fee. However, exclusivity agreements with boat builders/dealers are not allowed.

11.5.3 Full details of charter equipment shall be made available on the event website at least 9 months prior to the event.

11.5.4 The OA shall provide, free of charge, a separate storage area, at the venue, to all supplier(s) of charter equipment.

11.6 Toilets, showers and wash down Facilities

11.6.1 Sanitary facilities shall be single-gender. Indicative numbers shall be as follows.

No. of sailors of a single gender	Male toilets	Female toilets	Washbasins male / female	Male showers	Female showers
# ≤ 120	2 WCs 3 urinals	5 to 7 WCs	3 / 3 to 5	3	3
120 < # ≤ 250	4 WCs 6 urinals	10 to 12 WCs	6 / 6 to 7	5 or 6	5 or 6

11.6.2 Hard standing and sufficient fresh water hoses shall be provided for washing sails and boats daily.

11.6.3 Toilets and changing rooms shall be checked and cleaned frequently during the day.

11.7 Competitor and official car/van/trailer parking

11.7.1 A limited number of parking spaces shall be provided, free of charge, adjacent to the event venue for officials, for the duration of the event.

11.7.2 Adequate parking for competitors, coaches and supporters should be in close proximity to the event venue. If there will be a cost for parking, this must be clearly informed to the CTD, so information can be provided to competitors, coaches and supporters.

11.7.3 Secured trailer parking shall be provided.

11.8 Jury room(s)

- 11.8.1 At least 2 rooms shall be provided for jury hearings.
- 11.8.2 These rooms shall be clean, dry and weatherproof and shall be equipped with printing and photocopy facilities, WiFi internet and radio communications.
- 11.8.3 One of the rooms should be equipped with a long table and 10 chairs.
- 11.8.4 The jury secretary's office should be adjacent to the jury rooms.
- 11.8.5 Close to the jury rooms shall be a suitable waiting area, shaded (in warmer climates), warm (in colder climates) and dry, with seating for waiting for at least 20 competitors.

11.9 Notice boards

11.9.1 These shall be located in a position which is well lit and weather proof. Notices shall be easily visible to competitors and officials, but impossible to remove except by authorised personnel.

11.9.2 The following notice boards are required and should be titled as such:

- Race Management Notices 2 x 2 metres
- Results 2 x 2 metres
- Jury Notices 2 x 2 metres
- 420 Class Notices 1 x 2 metres
- Weather 1 x 2 metres
- General Notices 1 x 2 metres
- Press Notice Board 1 x 2 metres
- Measurement Notices 1 x 2 metres

11.9.3 It is recommended that these notice boards be spread out over a reasonable distance to allow easy access during busy times.

11.10 Official flag poles

One official flag pole with at least five halyards shall be provided close to the launch area and easily visible to competitors in the boat park.

11.11 Measurement area and equipment

Equipment will be provided in accordance with the guide for venue preparation for 420 Event Equipment Inspection. These are available on the ICA website.

11.12 Race Office

11.12.1 This is the service centre for competitors' non-technical questions and the main administration centre for the event and shall be fully equipped to deal with the demands of up to 700 sailors and officials, including any lay days.

11.12.2 Staffing requirements:

- On registration and measurement days it shall be adequately staffed during the hours mentioned in the Notice of Race.
- On racing days it shall be adequately staffed from at least one hour before the announced launching time until one hour after the protest time limits.

11.12.4 Insurance cover for competitors and coaches for the duration of the event shall be available from the Race Office. If there are any country specific insurance requirements, these shall be clearly detailed in the NOR.

11.12.5 The Race Office shall be equipped with printing and photocopy facilities, WiFi internet and radio communications.

11.13 Race management room

11.13.1 The OA shall provide a meeting room for the race management committee, to accommodate up to 15 people.

11.13.2 This room shall be equipped with WiFi internet access, printing and photocopying facilities.

11.14 ICA room

11.14.1 The OA shall provide a dedicated room for the ICA. This room shall be secure.

11.14.2 Office facilities shall be provided to include internet access, printing and photocopying facilities.

11.15 Results office

11.15.1 This shall be located in a dedicated, quiet room.

11.15.2 All appropriate facilities shall be provided, including internet access.

11.15.3 The ICA shall use its own results programme. Unless otherwise advised by the ICA, the OA shall provide sufficient results personnel to assist the ICA Result Manager to manage the results. The ICA results programme shall be made available to the OA at least 6 months prior to the event for training purposes.

11.15.4 Provisional series results shall be published, both on notice boards and the internet, as soon after each race as is practical. The expected timescale should be within 30 minutes of the last boat finishing each race.

11.16 Press office

11.16.1 This needs to be located close to the Race Office/Results etc., but to be a quiet area.

11.16.2 This will accommodate the ICA Press Officer and PR staff of the OA, together with any on site media/photographers. It needs to be secure.

11.16.3 It will require high speed WiFi internet access, printer and photocopying facilities.

11.17 Food & drink

11.17.1 Packed lunches shall be provided, free of charge, to all race and ICA officials throughout the event including measurement days. This shall include ample bottled water.

11.17.2 Catering facilities shall be provided for competitors, coaches and support personnel, offering breakfast, lunch and dinner options. The catering service shall be capable of quickly serving and particularly in a pre-race/post-race rush. Pasta or equivalent shall be provided for all competitors and coaches after racing.

11.18 Incidentals

11.18.1 Signage to the venue should be clear throughout the approach.

11.18.2 All of the above facilities shall be clearly signed, with the exception of the results office.

11.18.3 A detailed site plan shall be provided, including all the above facilities, plus the racing areas. It shall be printed in the event programme or issued at registration. It shall also be provided to the ICA at least 9 months in advance of the event for publication on the website.

11.18.4 First Aid facilities shall be provided on site throughout the Championship, on the water as well as ashore free of charge. The First Aid centre ashore shall be, clearly signed and indicated on the event site plan. The name, address and telephone number of the local hospital and other emergency services shall be posted on the official notice board. The local hospital shall be made aware of the Championship.

11.18.5 A full list of essential local services (e.g. chandlery, repair facilities, sail makers, hospital, doctor, dentist, physiotherapist, etc.) shall be clearly available to all competitors. This list shall be provided to the ICA in advance of the event for publication on the website.

11.18.6 A detailed social programme shall be provided to the ICA in advance of the event for publication on the website. The aim of the social programme is to provide opportunity for competitors, coaches and support personnel to relax spending time together. This programme shall indicate whether or not food is provided for competitors.

12 On the Water Facilities

For any combined events the requirements below shall apply to the 420 course e.g Chief Measurer and press boats shall not be shared between the two courses.

12.1 Racing area

12.1.1 The open area of sea/water shall be sufficient to comfortably take two racing areas each with a windward leg of length 1.5 n.m.

12.1.2 Water depth shall be such that the race committee can set/alter the course without undue problem or delay to the racing schedule.

12.1.3 The holding ground shall be such that marks will hold, for prolonged periods, in up to 30 knots of wind.

12.2 Wind

Mean wind speeds for an acceptable course shall be between 4 and 30 knots for the period of the event.

12.3 Marks & ground tackle

12.3.1 Marks shall be 2.0 metres high and either round or tetrahedral in shape. They shall be a colour to be agreed with the ICA.

12.3.2 All ground tackle shall be capable of holding, for prolonged periods, in up to 30 knots of wind.

12.4 Port facilities

12.4.1 The OA shall arrange for free berthing for all craft associated with the event, including coach and support boats.

12.4.2 In-port fuelling shall be available in close proximity to the venue.

12.5 Race committee boats

12.5.1 RC boats shall be capable of staying anchored on station, for prolonged periods, in up to 30 knots of wind.

12.5.2 Each boat shall fly a flag (60 cm x 40 cm), the designated colour of the course, to which it is attached.

12.5.3 The following are the requirements for boats per course area:

1 x Starting signal vessel

Large yacht or motorboat, capable of carrying all flags as specified in the SIs.

1 x Port end start boat

Fast RIB, 5 to 6 metres long.

4 x Mark layer boats

Fast RIBs, 5 to 6 metres long, for laying marks quickly and record mark rounding.

1 x Finishing vessel

Yacht or motorboat capable of moving quickly to reset finishing line.

1 x Fast RIB

To signal general recalls at the starting line.

12.6 Flags / sound signals as specified in the Sailing Instructions

12.6.1 Flags shall be a minimum of 70 cm x 50 cm in size.

12.6.2 On the RC vessel these shall be on a horizontal beam in the case of a yacht, or on a long staff if not, and shall be easily visible to all competitors during the starting sequence.

12.6.3 Sound signals shall be loud enough to be heard along the full starting line.

12.7 Rescue / safety boats

12.7.1 The OA shall provide a minimum of 1 designated rescue boat, with an experienced crew, for every 10 boats on the water.

12.7.2 Rescue boats shall be a minimum of 5 metres in length and be RIBs.

12.7.3 Coach, jury and support boats shall act as rescue boats in an emergency when requested to enter the racing area by the Race Officer, but are not to be considered as rescue boats for the above calculation.

12.8 Mothership

12.8.1 A yacht or motorboat shall be provided as a mothership.

12.8.2 This boat shall anchor below the starting line and be available to competitors for toilets, spare equipment, trash disposal, etc.

12.9 International Jury boats

12.9.1 The number of jury boats required is dependent upon numbers of fleets (1 jury boat per fleet).

12.9.2 Jury boats shall be a minimum of 5 metres in length and be RIBs.

12.10 Chief measurer's boat

12.10.1 The OA shall provide one boat to be at the disposal of the CM at all times.

12.10.2 The chief measurer's boat shall be a minimum of 5 metres in length and be a RIB.

12.11 Coach boats

- 12.11.1 Coach boats are permitted on the water, but shall comply with local regulations.
- 12.11.2 Whilst afloat, coach boats shall fly a white flag, of minimum size 30 cm x 20 cm, displaying clearly the national letters of their MNA. Alternatively they can display their national letters on both sides of the RIB with a minimum height of 20 cm. In either national letters shall be of a contrasting colour. National flags are not acceptable.
- 12.11.3 The OA shall make available RIBs, of a minimum length of 5 metres, available for charter to coaches.

12.12 Press boats

- 12.12.1 The OA shall provide at least one boat to be at the disposal of the ICA Press Officer, at all times.
- 12.12.2 This boat shall be fast, dry and be able to manoeuvre close to the racing for photographic purposes and of a minimum length of 6 metres and capable of minimum speed of 15 knots
- 12.12.3 The OA shall also provide a suitably experienced driver able to get close to the racing.
- 12.12.4 The OA shall provide other suitable media boats for the Championship photographer and any other accredited media. The ICA shall notify the OA at least 2 weeks in advance of accredited media requirements. However, the OA shall be flexible for adequate provision throughout the Championship.

13 Communications

13.1 PA System

- 13.1.1 The OA shall provide a PA system which is functional across all key areas.
- 13.1.2 The PA system shall be suitable for voice and music.
- 13.1.3 The radio microphone shall automatically be able to cut out the music for immediate announcements
- 13.1.4 Loudspeakers should be numerous to allow the system to remain audible to competitors and public, without having to turn up the volume so that it disturbs the local population.

13.2 Radios

- 13.2.1 The OA shall ensure that race committee, rescue, press, jury and measurer's boats carry ship to shore radios.
- 13.2.2 Each course area shall have a separate channel.
- 13.2.3 Jury channel will be separate from course channels.
- 13.2.4 An additional channel shall be provided for use by the safety boats (not channel 16).
- 13.2.5 All necessary permits shall be provided by the OA to allow ICA officials to operate said radios.
- 13.2.6 There may be a supplementary method of communication used for internal OA, APP and ICA communications, such as WhatsApp.

13.3 Internet Access

- 13.3.1 Free Wi-Fi internet access shall be available for all competitors and supporters, with sufficient bandwidth capacity for large numbers (700 users).

- 13.3.2 There shall be a separate and password protected Wi-Fi access at the venue for the Race Office, Press Office, Jury Office and other functional areas as identified by the ICA.

14 Publicity

14.1 Event photographer

- 14.1.1 The OA shall appoint an experienced event photographer, used to shooting sailing images. The appointment of the photographer shall be approved by the ICA. If the OA does not have a sufficiently experienced photographer, the ICA shall appoint a photographer with costs to be covered by the OA.
- 14.1.2 The event photographer shall give free of charge and in perpetuity daily photos for use by the ICA and international sailing media. Full credit will be given, together with links to the OA's or photographers' websites.
- 14.1.3 The event photographer will comply with the brief provided by the ICA Press Officer to ensure excellent international coverage of participating sailors and countries. See Appendix E.

14.2 Media Boats

- 14.2.1 The OA shall provide suitable boats in accordance with Section 12.12.

14.3 Sailor identification

- 14.3.1 Each competitor may be issued with a Lycra race vest. The sailing instructions specify that this shall be worn at all times whilst racing, over other articles of clothing. The design of the race vest provided by the OA shall be approved by the ICA.
- 14.3.2 The OA shall provide additional bibs in yellow, red and blue. These will be awarded daily to the top 3 in each fleet, to make them more identifiable to the press and public.
- 14.3.3 The OA and ICA may organize a daily presentation to award the leader bibs. This may also be an opportunity to engage with the event sponsors.
- 14.3.4 Sailors may be required to display event sponsor stickers on their boats at all times whilst racing. The sponsor stickers provided by the OA shall be approved by the CTD prior to production.
- 14.3.5 Bow numbers shall be used. The size, design and quantity of bow numbers shall be agreed between the OA and CTD.
- 14.3.6 Sufficient quantity of spare bow numbers and sponsor stickers shall be provided.

14.4 Championship Blog and APP

The OA shall provide suitable personnel and equipment (laptops, mobile or other online platform) to support the provision of race updates from the race course for publication on the Championship website (and Championship APP). Updates shall include: weather information, starting updates, race course information such as change in course/shortened course etc, mark rounding and finishing positions (top 5-10). The exact requirements and protocol for this provision shall be agreed with the ICA Press Officer. Normally 2 persons will be required for race updates.

14.5 Video

The OA shall provide daily video highlights of the Championship. The contracted video company and required provision shall be discussed and agreed with the CTD and ICA Press Officer.

15 Registration

Registration shall be led by the CTD. (See Appendix B - Registration Protocol)

16 Meetings and social events

16.1 Daily briefing

An information meeting for team leaders and coaches shall be organised daily, unless agreed. This shall include weather information. Time and venue for the daily briefing shall be issued as an official notice. At least the PRO/CRO, CCR, CTD, CM and Chairman of the Jury will attend.

16.2 Safety briefing

A safety briefing shall take place at the start of the event for all safety and coach boats going on the water. If adverse weather is expected, there may be a further follow-up safety briefing required.

16.3 Opening ceremony

See Appendix C - Ceremonies Protocol for details.

16.4 Food

16.4.1 At least two social events with food shall be included in the entry fee. This may be at the opening and closing ceremonies or a separate event.

16.4.2 Entry to these events shall be free to all participants (competitors and team leaders/coaches who paid the official registration fee) and ICA officials.

16.4.3 Unless otherwise agreed with the CTD, pasta or other suitable food shall be provided for all teams each day after racing.

16.5 Closing ceremony and prize giving

See Appendix C - Ceremonies Protocol for details.

16.6 General assembly

16.6.1 The GA of the ICA takes place annually during either the World Championships, when these are held in the northern hemisphere, or the Open European Championship when the World Championships are held in the southern hemisphere.

16.6.2 The OA shall provide, free of charge, a room for up to 60 people including projector, screen and audio (if required).

16.7 Supporters, Family and Friends

16.7.1 All social events shall be available, at cost price to all other supporters, friends and family.

16.7.2 If spectator boats are to be provided, information shall be provided prior to the Championship, including any costs involved, on-board provision and spectator boat timings.

17 Titles, prizes and trophies

17.1 Official titles

International 420 Class World Champion
International 420 Class Ladies World Champion
International 420 Class U17 Men World Champion
International 420 Class U17 Ladies World Champion
International 420 Class Team Race World Champion
International 420 Class European Champion
International 420 Class Ladies European Champion
International 420 Class U17 Men European Champion
International 420 Class U17 Ladies European Champion
International 420 Class Junior European Champion
International 420 Class Ladies Junior European Champion
International 420 Class U17 Men Junior European Champion
International 420 Class U17 Ladies Junior European Champion

17.2 Trophies, prizes and medals

17.2.1 Perpetual trophies

The ICA will provide details of perpetual trophies.

17.2.2 Event trophies / prizes and medals:

The trophies / prizes and medals are given to both members of a crew.

Medals provided by the ICA:

World Championships & Junior European Championship:

The first three crews of a ranking list being awarded a title will be given a medal, supplied by the ICA.

Open European Championships:

The first European crew of a ranking being awarded a title will be given a medal, supplied by the ICA.

Event trophies / prizes provided by the OA:

World Championships & Junior European Championship:

At least the first three crews in each ranking list, including Gold, Silver and Bronze fleets, Ladies Fleets and Ladies extracted ranking lists shall be given an event trophy.

Open European Championships:

At least the first three crews in each ranking list, including Gold, Silver and Bronze fleets, Ladies Fleets and Ladies extracted ranking lists shall be given an event trophy.

The OA may decide to increase the trophies and prizes defined above.

18 International 420 Class non-European continental championships

18.1 Non-European continental championships may be organised if the number of competitors is sufficient and if the OA demonstrates its capability in such organisation.

18.2 Such a continental championship is subject to prior approval by the Class EC.

18.3 All continental championships shall follow these International 420 Class Championship Guidelines.

19 Team Racing Championship

19.1 Format of the event

The International 420 Team Race Championship shall be competed for using the following format:

- Qualification – round robin
- Final

19.2 Timetable

Day 1 Registration, practice races and opening ceremony

Day 2 Races

Day 3 Races

Day 4 Races

Day 5 Races and prize giving

19.3 Eligibility

19.3.1 The International 420 Class Team Race Championship shall be open to two teams from each country, and three from the host country.

19.3.2 In the event of all places not being allocated, the organisers may allow a third team from each country, allocated in order of application.

19.3.3 Each entitled team will be authorised to defend his title.

19.3.4 Each team shall have at least one ladies boat.

19.4 Equipment and personnel

The OA shall provide the following:

- International 420 Class dinghies (minimum 12 boats).
- Registration staff - at least 4 persons
- Measurement team (9-10) including measurement secretary and measurement coordinator in charge of the preparations on behalf of the OA
- Jury secretary (1)
- Press office – staff member to update the blog on the ICA microsite and to provide photographs and detailed reports which will be used for publication on the ICA website.
- Results staff
- For press boats, the OA shall also provide suitably experienced drivers able to get close to the racing.
- Launch and recovery - at least 4 persons per ramp.