

Appendix C

Ceremonies Protocol

Opening Ceremony

- C.1.1 The focus of the Opening Ceremony shall be on the celebration and welcome for participants.
- C.1.2 The Opening Ceremony shall be at the venue or as close as possible.
- C.1.3 Provision for spectators shall be made with shade or shelter as necessary.
- C.1.4 Presentation shall be made of all teams, with national flags (to be provided by the OA), to dignitaries and spectators without very long parades. After the Opening Ceremony, the national flags shall be clearly on display at the event venue. Parade programme to be discussed with the CTD.
- C.1.5 Welcome speeches shall be concise and relevant and so all can hear. Each speech shall have a duration of maximum 2 minutes and be provided in English (either directly or by means of translation).
- C.1.6 Some 'entertainment' should be provided as discussed with the CTD. Any entertainment shall be short and for all to hear. This should be onsite to avoid transport difficulties and finish early. Clear and early instructions must be given to all team managers, coaches, officials and spectators regarding the protocol for the ceremony. Any dress code must be announced.
- C.1.7 If there is to be a further reception this should be detailed well in advance.
- C.1.8 The arrangements for the Opening Ceremony shall be published and communicated to all participants at least 48 hours in advance.
- C.1.9 Sailor and Race Official Oath

The OA shall appoint a sailor of the host country able to present the Sailor's Oath in English (and in the national language of the host country, as applicable). The text for the Sailor's Oath will be as follows:

"I promise that I will sail in this Championship respecting and complying with all the applicable rules and regulations and I will do all my best to achieve the victory, always in view of promoting the sport of sailing and the friendship among the sailors of all participating countries."

The OA shall appoint a race official of the host country able to present the Race Official's Oath in English (and in the national language of the host country, as applicable). The text for the Race Officials' Oath shall be provided by the ICA, and will be similar to as follows:

"In the name of all the officials, I promise that we shall officiate in this Championship with complete impartiality respecting and abiding by the rules which govern them, in the true spirit of sportsmanship."

Closing ceremony

C.2.1 General

C.2.1.1 The Closing Ceremony shall be at the venue or as close as possible.

C.2.1.2 Provision for spectators must be made with shade or shelter as necessary.

C.2.1.3 The teams must be informed of the time, place and relevant arrangement well before the final day.

C.2.1.4 All thank you and closing speeches should be made before any prize-giving, and kept as concise as possible.

C.2.1.5 Any entertainment should take place before the prize-giving.

C.2.1.6 Good audio equipment to ensure the audience can clearly hear the Closing Ceremony is essential.

C.2.1.7 Closing speeches shall be concise and relevant and so all can hear.

Each speech shall have a duration of maximum 2 minutes and be provided in English (either directly or by means of translation).

C.2.1.8 All instructions must be clear and in advance.

C.2.1.9 Party to follow, on site, with food for all and music.

C.2.1.10 Trophies and medals

- Signing for trophies – the CTD shall ensure that recipients of Trophies sign for receipt.

- The OA shall ensure the Championship Trophies are polished prior to the Closing Ceremony.

C.2.2 Trophies to be presented

C.2.2.1 World Championships

1. Huck Scott Trophy
2. William Sanchez Trophies
3. John Merricks Trophies
4. Bronze Fleet 3,2,1 (if applicable)
5. Silver Fleet 3,2,1 (if applicable)
6. Ladies Junior Worlds Medal
7. Junior Worlds Medal
8. Francis Mouvet Team Trophy
9. Ladies Fleet from 4th to 10th place
10. Gold Fleet from 4th to 10th place
11. Ladies 3, 2, 1 Medals and trophy
12. Open 3, 2, 1 Medals and trophy

C.2.3.1 Open European Championships

1. Bronze Fleet 3, 2, 1 (if applicable)
2. Silver Fleet 3, 2, 1 (if applicable)
3. Gold Fleet 4th to 10 place. Overall (Open) 1, 2, 3 trophy
5. European Ladies 3, 2, 1 Medals and trophy
6. European Open 3, 2, 1 Medals and trophy

C.2.4.1 Junior European Championship

1. Bronze Fleet 3, 2, 1 (if applicable)
2. Silver Fleet 3, 2, 1 (if applicable)
3. Gold Fleet 4th to 10 place
4. Caronis Trophy
5. Overall (open) 1, 2, 3 trophy
6. European Ladies 3, 2, 1 Medals and trophy
7. European Open 3, 2, 1 Medals and trophy

Example of Closing Ceremony for 420 Worlds

Good evening Honoured Guests, Sailors, ladies and gentlemen
Welcome to the prize-giving and medal ceremony of the *[insert year]* International 420 Class World, Ladies World and Under 17 World Championships.
Before we start I'd like to ask _____ to say a few words on behalf of the organisers.
I would now like to introduce *[insert name]*, President of the International 420 Class Association and Technical Delegate for this event.

ICA representative - will give a speech and make presentations

And now we will move on to the awards ceremony and prize-giving.
In addition to the medals presented by the International 420 Class Association and 420 Class Championship trophies, the Organizing Committee will be presenting trophies and some prizes provided by our sponsors [Seiko] and [Helly Hansen].
The first trophy is the **Huck Scott Memorial Trophy**, which is awarded to the youngest boat crew competing in the championship, in either the Open or the Ladies fleets. This trophy will be presented by *[insert name and role]* and is awarded to *[insert name]* and *[insert name]* representing *[insert nation]*

Next we have the top three teams in the **420 Ladies silver fleet**.

The trophies will be awarded by *[insert name and role]*

In 3rd place are

[insert name] and *[insert name]* representing *[insert nation]*

In 2nd place are

[insert name] and *[insert name]* representing *[insert nation]*

And the winners of the **420 Ladies silver fleet** are

[insert name] and *[insert name]* representing *[insert nation]*

Next we have the top three teams in the **420 Open Silver fleet**. The trophies will be awarded by *[insert name and role]*

In 3rd place are

[insert name] and *[insert name]* representing *[insert nation]*

In 2nd place are

[insert name] and *[insert name]* representing *[insert nation]*

And the winners of the **420 Open Silver fleet** are

[insert name] and *[insert name]* representing *[insert nation]*

Next we will present the **William Sanchez Trophies**. These trophies are awarded to the highest placed team, both aged 16 or under, in the year of the Championship.

The presentations will be made by *[insert name and role]*

The winners of the **William Sanchez Trophy** in the **420 Ladies World Championship** are *[insert name]* and *[insert name]* representing *[insert nation]*

The winners of the **William Sanchez Trophy** in the **420 Open World Championship** are *[insert name]* and *[insert name]* representing *[insert nation]*

Now we move on to the **top Junior teams in the 420 Open and 420 Ladies Championships**. They will receive the **John Merricks Trophies** and **International 420 Class Medals**. These awards are made to the highest placed team, both aged 18 or under, at the end of the year.

The trophies and medals will be awarded by *[insert name and role]* and the medals by *[insert name and role]*

The winners of the **420 Ladies John Merricks Trophy** and **top placed Ladies junior team** are *[insert name]* and *[insert name]* representing *[insert nation]*

The winners of the **420 Open John Merricks Trophy** and **top placed Open junior team** are *[insert name]* and *[insert name]* representing *[insert nation]*

Before we proceed to present the medallists of the *[insert year]* 420 Open, Ladies and Under 17 World Championships, we will announce the winner of the **Francis Mouvet Trophy**. This Trophy is awarded to the nation which has the highest placed three boats in the World Championships, across both the Open and Ladies fleets.

The **Francis Mouvet Trophy** has been won by *[insert nation]*

Please could the sailors, coaches and team leaders from *[insert nation]* come to the stage to be congratulated by *[insert name and role]*

And now to the top eight and overall winners of the *[insert year]* **International 420 Class Under 17 World Championship**.

The trophies and prizes will be awarded by *[insert name and role]* and the medals will be presented by *[insert name and role]*

First we will honour the teams placed 8th to 4th overall in the U17 World Championship Fleet. Please could the following teams join me on stage:

In 8th place: *[insert name]* and *[insert name]* from *[insert nation]*

In 7th place: *[insert name]* and *[insert name]* from *[insert nation]*

In 6th place: *[insert name]* and *[insert name]* from the *[insert nation]*

In 5th place: *[insert name]* and *[insert name]* from *[insert nation]*

In 4th place: *[insert name]* and *[insert name]* from *[insert nation]*

Thank you and congratulations.

Now we move to the medal presentations.

In 3rd place and bronze medallists in the *[insert year]* **420 Under-17 Men World Championship**, are *[insert name]* and *[insert name]* representing *[insert nation]*

In 2nd place and silver medallists are
[insert name] and *[insert name]* representing *[insert nation]*

And the winners and gold medallists of the *[insert year]* **International 420 Class Under-17 Men World Championship** are
[insert name] and *[insert name]* representing *[insert nation]*

***Please stand for the National Anthem of *[insert nation]*

In 3rd place and bronze medallists in the *[insert year]* **420 Under-17 Ladies World Championship**, are *[insert name]* and *[insert name]* representing *[insert nation]*

In 2nd place and silver medallists
are *[insert name]* and *[insert name]* representing *[insert nation]*

And the winners and gold medallists of the *[insert year]* **International 420 Class Under-17 Ladies World Championship** are
[insert name] and *[insert name]* representing *[insert nation]*

***Please stand for the National Anthem of *[insert nation]*

And now to the top eight and overall winners of the *[insert year]* International 420 Class Ladies World Championship.

The trophies and prizes will be awarded by *[insert name and role]*
and the medals and Championship Cup will be presented by *[insert name and role]*

First we will honour the teams placed 8th to 4th. Please could the following teams join me on stage:

In 8th place: *[insert name]* and *[insert name]* from *[insert nation]*

In 7th place: *[insert name]* and *[insert name]* from *[insert nation]*

In 6th place: *[insert name]* and *[insert name]* from *[insert nation]*

In 5th place: *[insert name]* and *[insert name]* from *[insert nation]*

In 4th place: *[insert name]* and *[insert name]* from *[insert nation]*

Thank you and congratulations.

Now we move to the medal presentations.

In 3rd place and bronze medallists in the *[insert year]* **420 Ladies World Championship**, are *[insert name]* and *[insert name]* representing *[insert nation]*

In 2nd place and silver medallists are
[insert name] and *[insert name]* representing *[insert nation]*

And the winners and gold medallists of the *[insert year]* **International 420 Class Ladies World Championship** are
[insert name] and *[insert name]* representing *[insert nation]*

***Please stand for the National Anthem of *[insert nation]*

And now to the top eight and overall winners of the *[insert year]* **International 420 Class Open World Championship**.

The prizes and trophies will be awarded by *[insert name and role]*
and the medals and Championship Cup will be presented by *[insert name and role]*

First we will honour the teams placed 8th to 4th. Please could the following teams join me on stage:

In 8th place: *[insert name]* and *[insert name]* from *[insert nation]*

In 7th place: *[insert name]* and *[insert name]* from *[insert nation]*

In 6th place: *[insert name]* and *[insert name]* from *[insert nation]*

In 5th place: *[insert name]* and *[insert name]* from *[insert nation]*

In 4th place: *[insert name]* and *[insert name]* from *[insert nation]*

Thank you and congratulations.

Now to the medallists.

In 3rd place and bronze medallists in the *[insert year]* **420 Open World Championship**, are:
[insert name] and *[insert name]* representing *[insert nation]*

In 2nd place and silver medallists are
[insert name] and *[insert name]* representing *[insert nation]*

And the winners and gold medallists of the *[insert year]* **International 420 Class Open World Championship** are

[insert name] and *[insert name]* representing *[insert nation]*

***Please stand for the National Anthem of *[insert nation]*

Please could the Under 17 World Championship medallists and Ladies World Championship medallists return to the stage, so we can then photos of you all.

Thank you.

Finally, to close the *[insert year]* 420 World Championships, I would like to invite *[insert name and role]* to the stage. *[insert name]* will declare the Championship closed and hand over the 420 flag to *[insert next hosting nation]*, who will host the *[insert year]* 420 Class World Championships. Please would a representative of the Organizing Committee for the *[insert year]* 420 World Championships in *[insert nation]* please come to the stage.

Thank you.