

**CICSA Procedural Rules 2022:**

**All CICSA regattas will be governed by the 2021-2024 World Sailing Racing Rules of Sailing along with the CICSA Procedural Rules laid out below.**

**Definitions:**

The terms below are defined as the following:

**1. Must**

- a. Team is required to meet the expectation laid out. If failed to do so, the host team is subject to protest.

**2. Should**

- a. Team is not required to meet the expectation laid out, however is strongly encouraged to do so.

**3. May**

- a. Team is permitted to.

**2 sets of rules are laid out below:****1. A level regatta**

- a. National level regattas
- b. Qualifying regattas for National events
- c. Regional Championship regattas
- d. Invitational Regattas with 10 or more teams
- e. Any other regatta listed as such in the season schedule

**2. B level regattas**

- a. Invitational Regattas with 9 or less team
- b. Training regattas

**\*Note that all regattas are identified as A or B level prior to the start of the season. This can be found in the the season schedule\***

## Section I: Boat and Event Rules

(Only Applies to Dinghy Events)

### A. A level regatta rules: these **MUST** be accompanied with the standard World Sailing Racing Rules:

#### 1. Boats

- a. A personal flotation device must be worn at all times while on the water, except briefly while changing or adjusting clothing or personal equipment. This amends RRS 40.
- b. All boats **MUST** be drained to the least amount of water in the hulls
  - i. This is subject to the individual teams to drain their own boats at the start of the day.
  - ii. No team can protest another team for not draining a boat.
  - iii. Host school **MUST** be draining the boats at the beginning of every day to ensure all boats are uniform and to the best of their ability.
- c. A team that alters their boat settings prior to a boat rotation in an attempt to hinder the team that gets their boat may be protested under RRS 2 Fair Sailing.
- d. Rule 69 applies at all times both on and off the water throughout the season including but not limited to:
  - i. Post event Socials
  - ii. Training events or Clinics
  - iii. any other such gathering of CICSA Sailors

#### 2. Rigging. This replaces the class rules from the class being used.

- a. All boats **MUST** be set to identical tune and rig settings as best as possible.
  - i. This is the responsibility of the organizing authority and should be completed prior to the start of racing.
  - ii. These settings **MUST** be independently checked by at least one visiting team to validate boat uniformity prior to the start of racing.
  - iii. This **MUST** be discussed at the daily skippers meeting.
- b. Bridles **MUST** be removed or rendered unusable. (i.e. shackle down the block)
  - i. This is a responsibility of the host school.
  - ii. A team **MAY** be protested for sailing with a bridle in use.
    - 1. If protest is successful, the boat using a bridle **MUST** be scored as DSQ for all races that the bridle was in use.
- c. Trapeze wires, and rigging **MUST** be removed or rendered unusable
  - i. I.e. take off the handle/ puck and tie to chainplates or pull ring down to mast cleats and snug up.
- d. Mainsails **MUST** all be rigged loose footed. This means that even if a sail has a bolt rope in the foot it cannot be fed through the boom track.

#### 3. Sails

- a. All sails **MUST** be in good condition. Any rips, tears, or any performance hindering issues **MUST** be repaired prior to the event.

- i. If any sails are not repaired or need to be repaired, the host **MUST** either do so, or provide the team with another sail. Alternatively, the host can supply the necessary tools and provide adequate time for the team to make repairs themselves.
  - 1. Adequate time **MUST** be agreed on with the host and the team repairing
    - a. If the full time is not given, the team repairing the sail **MAY** protest the host team
      - i. If protest is successful the host team **MUST** be scored as DSQ for the day
  - 2. The adequate time **SHOULD** be made aware to the other teams. If the repair is not met within the adequate time the host **MAY** proceed with the event regardless of the repair, and the team repairing **MUST** be scored as DNS for every race

#### 4. Courses

- a. Every race **MUST** be a Windward Leeward course.
    - i. Races **SHOULD** be between minimum 12 minutes and maximum of 20 minutes per race.
    - ii. If a race is longer than an allotted time of 40 minutes it **MUST** be abandoned, and the course must be reset to fit the time limit.
    - iii. Wind conditions must be a minimum of a consistent 3 knots in order for races to run.
    - iv. The starting sequence **MUST** be 3 minutes. The starting sequence **MUST** use the following sound signals:
      - 3:00 - 3 long
      - 2:00 - 2 long
      - 1:30 - 1 long 3 short (optional)
      - 1:00 - 1 long
      - 0:30 - 3 short
      - 0:20 - 2 short
      - 0:10 - 1 short
      - 0:05 - 1 short
      - 0:04 - 1 short
      - 0:03 - 1 short
      - 0:02 - 1 short
      - 0:01 - 1 short
      - 0:00 - 1 long
    - v. Flags **SHOULD** be used as well. In the event of a discrepancy between the flags and the sound signal, or a lack of flag, the sound signal shall be used. This amends RRS 26.
5. Coaches are permitted on the perimeter and outside the starting box of the race course but must not interfere with any other competitors nor put additional wake on the course
- a. Coach boats **MUST** act as safety boats if any team is having a safety issue
    - i. If failed to do so the team who employs the coach **MAY** be protested

1. If protest is successful the team who employees the coach is subject to a DSQ for the whole regatta
6. Garbage
    - a. If competitors have garbage and do not have a coach on the water, the committee boat **MUST** allow teams to give them their garbage to ensure no littering or pollution takes place
  7. Protest and Penalties
    - a. All penalties shall be a one turn penalty except:
      - i. when issued a penalty by an umpire, in which case it will be a two turns penalty
    - b. All protests **SHOULD** be heard under a recognized judge
      - i. If no recognized judge is present, the protest **MAY** go to a non-partial hearing. In cases where no judge will be present at an event, this procedure must be established prior to the event.
        1. However, teams hold the right to file an appeal to CICSA. After doing so, if they are still unhappy they may appeal to Sail Canada. (note: it's unlikely Sail Canada will hear a case centered on the CICSA Constitution or Procedural Rules)

**B. B level regatta rules these MUST be accompanied with the standard World Sailing Racing Rules:**

1. Boats
  - a. A personal flotation device must be worn at all times while on the water, except briefly while changing or adjusting clothing or personal equipment. This amends RRS 40.
  - b. All boats **MUST** be drained to the least amount of water in the halls
    - i. This is subject to the individual teams to drain their own boats at the start of the day.
    - ii. No team can protest another team for not draining a boat.
    - iii. Host school **MUST** be draining the boats at the beginning of every day to ensure all boats are uniform and to the best of their ability.
  - c. A team that alters their boat settings prior to a boat rotation in an attempt to hinder the team that gets their boat may be protested under RRS 2 Fair Sailing.
  - d. Rule 69 applies at all times both on and off the water throughout the season including but not limited to:
    - i. Post event Socials
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    - iii. any other such gathering of CICSA Sailors
2. Rigging. This replaces the class rules from the class being used.
  - a. All boats **MUST** be set to identical tune and rig settings as best as possible.
    - i. This is the responsibility of the organizing authority and should be completed prior to the start of racing.



- 0:10 - 1 short
- 0:05 - 1 short
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- 0:00 - 1 long
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## Section II: Regatta Management

These are our recommendations based on years of experience hosting university events, feedback from sailors, and our strategic priorities.

### A. Event Considerations

1. The courses **SHOULD** be set up to both minimize the amount of time taken to swap between fleets and maximize the spectator experience from ashore. This serves to:
  - a. reduce the amount of time spent rotating allowing for more races or a faster event,
  - b. increase the spectator experience, teams ashore enjoy watching their teams on the water race, the closer to shore it is the better the viewing experience (some races have even had a dock serve as one end of the line)

- c. bringing the course near shore also often provides more obstruction and narrower courses. Although frowned upon in most classes and youth events, in our experience the extra limitations are enjoyed by our sailors as it keeps the fleet even tighter and adds another layer of tactical and strategic considerations which helps compensate for the lack of spin and trap.
  - i. This recommendation only applies to dinghy events as boats are easily handled by the sailors, especially without spin and trap.

## 2. Course Layout

- a. Races **MUST** start upwind.
- b. The leeward mark or leeward gate **MAY** be leeward of the start/finish line.
- c. Courses **MAY** have an upwind finish to compensate for geographical constraints or to shorten the distance from the start/finish to the swap point ashore.
- d. Although a L2 (Windward Leeward 2 laps) course **SHOULD** be used, L3 (3 laps) or L4 (4 laps) **MAY** also be used to compensate for geographical constraints.
- e. Courses **SHOULD** have a leeward gate where possible, especially for larger fleets.

## 3. Events

- a. Fleet racing
  - i. Events **MUST** have both an A fleet and a B fleet.
  - ii. Regattas **MUST** use the low points system
  - iii. Competing teams will field a crew in each fleet otherwise they will receive a DNC in the fleet they are missing
    - 1. as per CICSA Constitution and By-Laws Unit II 1.c.2.d, borrowing sailors from another school is allowed to enable teams to compete
  - iv. The scores of the teams A fleet and B fleet boats will be summed together for their overall team points at that event
  - v. Teams are not permitted any drops
  - vi. The number of races sailed in a 2 day event **MUST** not exceed 24 (12 for A fleet + 12 for B fleet)
    - 1. Any races sailed more than this will not count towards the regatta
  - vii. Fleets **SHOULD** swap boats every 2 races
  - viii. The number of races sailed by A and B fleets are not required to be the same
  - ix. Having more berths than boats **MAY** be allowed under some circumstances at the discretion of CICSA
    - 1. if so an equitable rotation system **MUST** be in place
    - 2. teams **MUST** all sail the same amount of races in the round robin
      - a. if this does not happen, all teams with more races than needed will drop their most recent race regardless of results
      - b. step a is repeated until every team has the same amount of scores

3. the OA **MAY** decide to have a medal race. If so, it **SHOULD** be limited to only a half day
  - a. the qualifying benchmark for the medal race shall be made known to the competitors at the skippers meeting
- b. Team Racing
  - i. Team racing events **SHOULD** use a 5-10 min long digital N course. A box course **MAY** be used instead if geographic constraints or equipment availability does not allow.
  - ii. The OA may use whichever bracket strategy they wish as long as it is communicated to the teams at the skippers meeting
- c. Match Racing
  - i. Races **SHOULD** include spinnakers (if possible)
  - ii. Permitted crew size is 3-4 unless otherwise specified in the NOR/SI's
  - iii. target race length is 10-20 minutes
  - iv. coursed **SHOULD** have a leeward gate
  - v. The OA may use whichever bracket strategy they wish as long as it is communicated to the teams at the skippers meeting.
- d. Keelboat Racing
  - i. Races **SHOULD** include Spinnakers
  - ii. Permitted crew size is 3-4 unless otherwise specified in the NOR/SI's
  - iii. target race length from 20-40 minutes
  - iv. Having more berths than boats **MAY** be allowed
    1. if so an equitable rotation system **MUST** be in place
    2. teams **MUST** all sail the same amount of races in the round robin
      - a. if this does not happen, all teams with more races than needed will drop their most recent race regardless of results
      - b. step a is repeated until every team has the same amount of scores
    3. the OA **MAY** decide to have a medal race. If so, it **SHOULD** be limited to only a half day
      - a. the qualifying benchmark for the medal race shall be made known to the competitors at the skippers meeting

## B. Organizing Authority Considerations

4. The host school/organizing authority is strongly encouraged to plan a post racing social event for the competitors. Potential options may include:
  - a. Restaurant booking
  - b. Post Race BBQ
  - c. Social hosted by the home team

5. The organizing authority **SHOULD** consider having the following positions at events where possible:

- a. Shore Capitan
- b. Principal Race Officer (and RC boat hands as needed)
- c. Mark Boat
- d. Safety/Media Boat
- e. Umpire

6. Responsibilities

- a. Shore Capitan: The most forgotten role at University events, they play a key part in the rotation system and ashore experience of the competitors. Based on the size of the event, this may be multiple people
  - i. responsible for boat swaps and rotation system
  - ii. communicates PRO intentions to sailors ashore
  - iii. able to direct/assist competitors in finding boat parts
  - iv. encouraged to post live results for competitors to see ashore after each race
  - v. ensure adequate facilities available for competitors ashore
    1. washroom
    2. changing area
    3. water fill up
    4. shelter/warmth, especially during cold times of year
  
- b. Principal Race Officer: The only **MUST** have on this list. They are essential for every regatta. Usually has extra people on boat with them (recommended 2 others) to assist in their functions.
  - i. leads skippers meeting
  - ii. writes NOR and SI's
  - iii. decides course layout and placement (within confines of Procedural Rules and SI's)
  - iv. runs start sequence
  - v. records finish order and protest intentions
  - vi. relays race results and intentions to Shore Capitan
  - vii. Where possible, this **SHOULD** be an individual who is not a member of a team within CICSA represented at that event. Alumni, Coaches, or other 3rd party individuals are preferred.
  
- c. Mark Boat: Boat driver + extra person to pull marks
  - i. sets marks as directed by Principal Race officer
  - ii. also serves as safety boat as required

- iii. **MAY** take onboard coaches to spectate from water if there is no Safety/Media boat available or no space on said boat. If a coach is onboard this boat, they cannot tell their team about any course information. This will be considered illegal Outside Help under RRS 41.
- d. Safety/Media Boat: recommended for larger events
  - i. Primary function of safety
  - ii. Secondary Function of photography and media
  - iii. Tertiary function of adjusting marks (if required)
  - iv. **MAY** take onboard coaches or other VIPs to spectate from water.
  - v. If this boat adjusts one or more marks, a coach onboard cannot tell their team about any course information. This will be considered illegal Outside Help under RRS 41.
- e. Umpire: recommended where possible, especially for match racing and team racing
  - i. makes rulings on the water
  - ii. experienced with the rules
  - iii. not required to be officially certified or trained as umpire, although preferred where possible
  - iv. **SHOULD** be a 3rd party individual with no ties to any teams competing
    - 1. Alumni or Coaches **MAY** be permitted to fill this role
  - v. Visiting Coaches or VIP's should not be on this boat unless they are fulfilling the umpire role.

**\*\*\*SI & NOR templates added here\*\***

### **Section III: Season and Region Scoring**

1. A Teams **Region Score** is: the sum of their event points from their events, not including drops allotted, and not including any National Championships. This is used to rank teams within their region. *For weighting purposes, an average of 3 events is assumed and if more or less events are included in their score it's weighted accordingly to an average of 3.*
  - a. Teams are to attend the same number of events as there are events in their region, not including national championships, up to a maximum of 3 events. *(if there are 2 events in your region, you need 2 events, if there are 3 events in your region you need 3 events, if there are 4 events in your region, you only need 3 events)* This is the minimum events they require for their region score. If they are missing an event they will receive a 0 in the scoring system for the event they are missing.
  - b. Teams **MAY** use regional events outside their region in their Region Score

- c. If a team competes in more events than are required for their Region Score, they are entitled to drops. A team's score will be the sum of: their best half of events rounded up, not including national championships. (i.e. a team that competes in 7 events will hold 4 and drop 3 even if there are only 2 events in their region)
  - d. Whichever number of held events is higher between a. and c. **MUST** be the number of events used in their region score.
  - e. To balance sums, a weighting multiple of  $3 / \# \text{of events held}$  is used. (see 6. for example)
2. A Team's **Season Score** is: their Region Score, plus their best score from a National Championship. This is used to rank teams nationally, and dictates the draft order in the following year.
- a. The season aligns with the school year. It starts no sooner than September 1st, and ends no later than April 30st. For ease of reference, the season may be referred to in the year it starts.
  - b. There are 4 different national championships that may be on the season schedule.
    - i. Fleet Racing Nationals
    - ii. Team Racing Nationals
    - iii. Keelboat Nationals
    - iv. Match Racing Nationals
  - c. Where possible, each region (West, Ontario, Quebec, and Atlantic) will be allotted a national championship to host each season. The championship each region hosts will rotate each year. Teams within that region then bid on hosting that event. Exceptions may be made for regions that do not have sufficient resources to host that specific event or do not wish to do so.
  - d. Target National championship division and rotation is as follows:
    - i. 2023
      - 1. West: Match Racing Nationals
      - 2. Ontario: Team Racing Nationals
      - 3. Quebec: Keelboat Nationals
      - 4. Atlantic: Fleet Racing Nationals
    - ii. 2024
      - 1. West: Team Racing Nationals
      - 2. Ontario: Keelboat Nationals
      - 3. Quebec: Fleet Racing Nationals
      - 4. Atlantic: Match Racing Nationals
    - iii. 2025
      - 1. West: Keelboat Nationals
      - 2. Ontario: Fleet Racing Nationals
      - 3. Quebec: Match Racing Nationals
      - 4. Atlantic Team Racing Nationals
    - iv. 2026
      - 1. West: Fleet Racing Nationals
      - 2. Ontario: Match Racing Nationals

3. Quebec: Team Racing Nationals
  4. Atlantic: Keelboat Nationals
  - v. events continue to shift east to west
3. Teams are required to notify CICSA (and the host team) if they are unable to attend an event. They can drop an event up to 72 hours prior without a penalty. If a team does not show up to an event without giving any notice to CICSA, or drops the event unexcused by CICSA within 72 hours of the event report time, the following penalties will be issued:
- a. The team will lose a spot in the draft order for the following year
    - i. this is repeated as many times as there are no shows / unexcused late drops
  - b. Teams will receive an event score of 0 at the event in question
  - c. A team will be required to hold half, rounded down, of their no show or unexcused late drops, including national championships, in their region score. For example:
    - i. a team who no shows / unexcused late drops a single event will receive a 0 at that event, but can drop it
    - ii. a team who no shows / unexcused late drops 2 events, regardless of the event will receive a 0 at both events AND they will be required to hold a 0 in their region score
  - d. A list of competitors will be required to be sent to CICSA and the host school no later than 72 hours prior to the event report time. A team that does not do this may lose their berth at that event.
4. Fleet Racing Nationals is not a draftable event; teams must qualify through the following process:
- a. One automatic berth for the host team.
  - b. One automatic berth for each regional champion, as determined by the highest finisher from the host region at each regional championship.
    - i. *Example: McGill Invitational is the Quebec Regional Championship. The final standings for the regatta are: Queens first; McGill second; U of T third. Since McGill is the highest-finishing Quebec team, they secure the automatic berth, even though Queens won the event.*
  - c. If a regional championship is won by the school that is hosting Fleet Racing Nationals, then no additional automatic berth shall be awarded.
  - d. The rest of the berths to be offered at-large to the highest-ranked teams which have not secured an automatic berth, based on region score at the end of the last weekend before any CICSA National Championship is sailed.
  - e. Teams must either accept or decline their berth to Fleet Race Nationals within 72 hours of it being offered to them.
  - f. In the event that a team declines their berth, that berth is offered:
    - i. If an automatic berth won at a regional championship, to the next highest-finishing team from the host region at the relevant regional

championship. If no team from the region accepts the berth, then it becomes an at-large berth.

- ii. If an at-large berth, to the next highest-ranked team, regardless of region, based on region score.

5. Event points are the points up for grabs at each individual event.
  - a. The points that each team earns at an event can be calculated using the following formula where:
    - i. N is the number of teams present at that event,
    - ii. W is the weight assigned to that event,
    - iii. and P is the place that team came in that event.
  - b. Event points =  $W*((N+1)-P)/(N+1)$ 
    - i. if a team no shows or unexcused late drops an event they are still counted in the number of teams present at that event
    - ii. if a team joins an event at any point, including within 72 hours, they are added to the number of teams present at that event
  - c. Event weights (W) are:
    - i. 15 for Fleet Racing Nationals
    - ii. 13 for all other National Championships
    - iii. 10 for all other A Tier Events
    - iv. 8 for B Tier events
  - d. it is important to note that the more teams at an event, the more points that event is worth
  
6. Example of the scoring system
  - a. Team ABC is in the West region which has 2 regional events that season. ABC attends both events in the West region, and 1 other regional event in another region. They then attend Fleet Racing Nationals. The results are as follows
    1. Event 1: A tier, 9 teams present, ABC came 1st.
      - a. Using formula above:  $10*((9+1)-1)/(9+1) = \underline{9pts}$
    2. Event 2: B tier, 7 teams present, ABC came 2nd
      - a.  $8*((7+1)-2)/(7+1) = \underline{6pts}$
    3. Event 3: A tier, 12 teams present, ABC came 3rd.
      - a.  $10*((12+1)-3)/(12+1) = \underline{7.69pts}$
    4. Fleet Racing Nationals: 14 teams present, ABC came 5th
      - a.  $15*((14+1)-5)/(14+1) = \underline{10pts}$
  - ii. Their region score does not include Fleet Racing Nationals and they are entitled to drop a regional event so their region score is  $(9+7.69)*3/2 = \underline{25.04pts}$  (we need to multiply by 3/2 to compare with teams who held more events because they were in a bigger region or attended more events)
  - iii. Their season score is their region score plus their best national championship,  $25.04+10 = \underline{35.04pts}$

- b. Team XYZ is in the Ontario Region which has 4 regional events. XYZ attends 2 regional events and Team Racing Nationals. Their results are as follows
1. Event 1: A tier, 11 teams present, XYZ came 6th
    - a.  $10*((11+1)-6)/(11+1) = \underline{5pts}$
  2. Event 2: B tier, 6 teams present, XYZ came 5th
    - a.  $8*(6+1)-5)/(6+1) = \underline{2.3pts}$
  3. Team Racing Nationals: 10 teams present, XYZ came 7th
    - a.  $13*((10+1)-7)/(10+1) = \underline{4.7pts}$
- ii. Their region score does not include fleet racing nationals and they are required to hold at least 3 regional events. Their regional score is thus  $(5+2.3+0)*3/3 = \underline{7.3pts}$  (we included a 0 because their region had lots of events and thus they had to be scored in 3 regional events)
- iii. Their season score is their region score plus their best national championship,  $7.3+4.7 = \underline{12pts}$
- c. Given the events listed above, a theoretically perfect season score for a team would have been about = 41pts

Questions and concerns can be directed to CICSA at [cicsailing@gmail.com](mailto:cicsailing@gmail.com)