



INTERNATIONAL 420 CLASS ASSOCIATION

INTERNATIONAL CHAMPIONSHIP GUIDELINES

INTERNATIONAL EVENTS

420 International events are organised to promote 420 dinghy sailing all over the world.

The events shall have the highest quality racing, the best conditions for developing individual friendship among competitors and goodwill among all participating people.

Annually, the International 420 Class Association organises:

- ◆ The International 420 Class World and Ladies World Championships
- ◆ The International 420 Class Junior European Championship

When the World Championship is not organised in Europe, then the International 420 Class organises:

The International 420 Class Open European Championship

Additionally, the International 420 Class may hold

- ◆ The International 420 Class Team Race Championship

Terms and Definitions

- A. The **Class** shall mean the International 420 Class Association.
- B. The **EC** shall mean the Executive Committee of the International 420 Class Association.
- C. **NCA** shall mean a National 420 Class Association recognised by the International 420 Class Association.

- D. **MNA** shall mean Member National Authority as defined by ISAF.
- E. **GA** shall mean the General Assembly of the International 420 Class Association.
- F. **LOA** shall mean Local Organising Authority.
- G. **OC** shall mean Organising Committee.
- H. **RC** shall mean Race Committee
- I. **CTD** shall mean the Class Technical Delegate of the International 420 Class Association.
- J. **CM** shall mean the Chief Measurer of the International 420 Class Association.
- K. **CCR** shall mean the Class Course Representative of the International 420 Class Association.
- L. **RC** shall mean Race Committee
- M. **PRO** shall mean Principal Race Officer

Dates of the events

The International 420 Championship events will be held between 15th July and 25th August, when they are in the northern hemisphere. The World Championships or Open European Championships will be held before the Junior European Championships. Southern hemisphere world championships will be held between 15 Dec and 12 Jan. Championships will not clash with the ISAF Youth Worlds.

How to Bid

A club which wishes to host an International 420 Championship should contact the International 420 Class Association through his National 420 Class Association or MNA if no such NCA exists. The club will then contact the President of the International 420 Class Association, who will discuss opportunities to organise class championships that are not yet granted.

Application to host an event should be made to the EC, in writing, by 1st July two years before the event. For details of this application see Appendix A - Application form.

A National 420 Class Association must have the agreement of their National Authority before applying for an international event, and must be a member of the International 420 Class Association.

A host nation must have read, agreed and signed to be bound by the guidelines, and guarantee that they can fulfil the requirements, before being accepted.

When the International 420 Class Association is confident about the capability of the applicant to organise an international event and have received the official bid, this proposal will be put to the next general assembly of the international class who will make the final decision. The host club, CA or MNA are expected to make a brief presentation to this GA outlining their proposal.

If the bid is successful, a further presentation, with information packs including a preliminary notice of race, will be made at the following GA, i.e. one year before the event.

Organising Authority

The organising authority is the committee that is in charge of the complete organisation of the event in accordance with the ISAF rules, regulations and codes, the present class championship guidelines, the International 420 Class Rules, Standard Notice of Race and Standard Sailing Instructions. This committee includes members of the organising club, National Class Association, and Member National Authority representative.

This committee is responsible to the EC of the International 420 Class Association.

Application of rules

- The current ISAF Racing Rules of Sailing (RRS)
- ISAF Equipment Racing Rules of Sailing
- The ISAF codes and regulations
- the International 420 Class Rules in application
- The International 420 Class Standard Notices of Race and Sailing Instructions
- No national authority prescriptions will apply

Advertising

Each event shall be classified in accordance to the ISAF Regulation 20-advertising code.

Section 1: Rights and Obligations of the Organising Committee

A. Legal Authority

- i. Any contracts signed by the OC are his sole liability. The 420 Class is only bound by its agreement with the LOA and the written confirmation of sponsorship details.

B. Insurance

- i. It is the responsibility of the LOA to arrange insurance cover for the event itself and associated functions, together with all designated event property.
- ii. Public liability insurance shall cover the staff, sponsors and event officials of both the LOA and the 420 Class.
- iii. The LOA shall provide 24 hour cover for the period of the event.

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

C. Permits and Licences

- i. It is the LOA's sole responsibility to obtain all necessary local permits and licences.
- ii. The LOA 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.

D. Sponsorship

- i. Any sponsorship is not legally binding on the 420 Class.
- ii. There will not be an alcohol or tobacco sponsorship.

E. Event Logo

- i. In advance of productions and printing, the LOA shall send the proposed 'Event Logo(s)' and sponsor titles to the 420 Class for approval.

F. Event Website

The Organisers will provide an event website (or dedicated area of the Club, or National Class website) at least nine months before the event to provide information about the event, venue, travel information, accommodation, charter boat facilities and contacts etc., as well as information during the event.

G. Post event Media Evaluation

- i. The LOA shall send the 420 Class a complete set of press cuttings and copy videos generated by his local PR team.

H. Merchandising with the event logo

- i. Merchandising includes any form of branded product sold at the event, for example, T-shirts, towels, programmes, mugs, etc.
- ii. Merchandising may only be sold at the venue, during the event.

I. 420 Class Merchandising

- i. The 420 Class reserve the right to promote, advertise, market and sell their own range of merchandise at 420 sanctioned events. Organisers will afford suitably placed facilities for the Class to undertake this where the sailors congregate.

Section 2: Funding and Sponsorship

- A. It is the responsibility of the host club, host 420 NCA and host MNA to cover all funding for the event.
- B. Entry Fees for the World and Open European Championships will be 300 Euros, of which 75 Euros will be retained by the International 420 Class Association.
- C. Entry Fees for the Junior European Championship will be 200 Euros, of which 25 Euros will be retained by the International 420 Class Association.

- D. The entry fees will be paid directly by the national teams to the International 420 Class Association. The International 420 Class Association will pay 50% of the balance of fees to the organising committee, upon completion of registration. The remaining balance will be paid on successful completion of the event, after deduction of the eligible expenses
- E. Sponsorship is the responsibility of the organising authority and shall be used for the benefit of competitors and to improve the overall quality of the event.

Section 3: Documents

- A. The official language during these events is English. In case of conflict between translations the English version shall prevail.
- B. All official documents such as Notices of Race, Sailing Instructions, Measurement Instructions and Measurement Forms, etc. must be approved by the International 420 CTD and shall be in accordance with the standard documents established by the International 420 Class Association. See Appendices attached.

Section 4: Appointments

All these officials shall be invited by the organisers, and all their expenses shall be met by the organisers.

Class Technical Delegate (CTD)

- A. The Class Technical Delegate will be appointed by the Executive Committee of the International 420 Class Association one year before the event.
- B. The CTD will visit the venue and monitor the progress of the event. The LOA will pay the expenses for this visit.
- C. The role of the CTD is:
 - ◆ to be the official link between the 420 Class and the OC.
 - ◆ to ensure that the current guidelines are applied by the OC.
 - ◆ to monitor that the event is organised in accordance with the ISAF rules.
 - ◆ to assist the OC in the organisation of the event.
 - ◆ to manage all the entries to the event and establish the final entry list.
 - ◆ to be, during the event, the link between the competing teams and the OC.

Event Chief Measurer (CM)

- A. The Event Chief Measurer shall be appointed by the EC of the International 420 Class Association six month before the event.

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

Class Course Representative (CCR)

- A. The Class Course Representative shall be appointed by the EC of the International 420 Class Association six months before the event.
- B. The CCR will work closely with the Principal Race Officer appointed by the OC and approved by the EC.
- C. The PRO will be responsible for managing the race management teams and organising the races.
- D. The PRO 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 (Rule 27.3);
 - ◆ Course configuration and race duration;
 - ◆ Whether a starting line be moved or adjusted (Rule 27.2);
 - ◆ Starting line decisions (OCS and recalls (Rule 29), starting penalties (I, Z, Black Flag – Rule 30);
 - ◆ Changing course/moving marks – adjusting the course to a new wind strength or direction (Rule 33);
 - ◆ Shortening course (Rule 32);
 - ◆ Abandoning (Rule 27.3, 32 and 35).
- E. The CCR may initiate action in relation to these matters, in which case the Race Officer will be governed by the 420 CCR's decision.
- F. 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.

Press Officer

- A. The 420 Class Press Officer shall be appointed by the Executive Committee of the International 420 Class Association six months before the event.
- B. The Organisers may appoint their own Press Officer, or have PR staff to promote the event and handle local publicity and reporting. The role of the Class Press Officer is to report the event internationally, including to ISAF, but he/she will work closely with local PR staff and should be provided with a local contact prior to the event.
- C. Any international press releases to be issued by the Organisers prior to, during and after the event should be agreed with the CTD.

International Jury

- A. The jury members shall be designated in accordance with the ISAF rules and regulations.
- B. The EC shall appoint the international jury, with recommendations from the host nation.
- C. Final approval of the international jury members rests with the EC of the International 420 Class Association.
- D. The number of jury members required is dependent upon numbers of fleets. (2 jury members per fleet)

Section 5: Land Based Facilities

Infrastructure to be provided by the LOA.

The LOA shall provide the following facilities. These requirements may not be changes without the agreement of the 420 Class. Facilities to secure boats arriving on site at least three days before the start should be provided.

A. Launch Facilities

- i. A beach launching area shall be approximately 200 metres long and must have unimpeded access to the sea.
- ii. If launching from ramps, then two ramps, each 10 metres wide, must be available.

B. Venue facilities

- i. A competitor rest area shall be provided, from which the general public are excluded, of approximately 2,000 square metres.
- ii. Food and drink shall be available at reasonable cost at the venue.
- iii. Plenty of rubbish collection containers shall be provided within this area. They should be emptied daily.

C. Boat Park

- i. The LOA shall provide an adequate boat parking area as agreed with the 420 CTD during the site visit. This boat parking area should be close to the launching area.
- ii. The boat park should be fenced and guarded 24hrs per day for at least the period of the event.

D. Charter Boats

- i. The host nation and club must be able to supply good quality racing boats for charter at the event at a reasonable charter fee. However, exclusivity agreements with boat builders/dealers are not valid if not agreed by the EC.
- ii. Competitors will supply their own sails.

- iii. Full details of charter equipment must be available in the preliminary and final Notices of Race.
- iv. The LOA shall provide, free of charge, a separate storage area, at the venue, to all supplier(s) of charter equipment.

E. Toilets, Showers and Wash Down Facilities

- i. Sufficient toilets and fresh water showers shall be provided for competitors.
- ii. Hard standing and fresh water hoses shall be provided for washing sails and boats daily.
- iii. Toilets should be checked periodically during the day and be cleaned at least twice a day.

F. Competitor and Official Car/Van Parking

- i. A limited number of parking spaces shall be provided, free of charge, adjacent to the boat park for officials, for the duration of the event.
- ii. Adequate parking for competitors, coaches and supporters should be in close proximity to the venue.

G. Jury Room(s)

- i. 2 rooms shall be provided for the jury.
- ii. These rooms shall be clean, dry and weatherproof
- iii. One of the rooms should be equipped with a long table and 10 chairs.
- iv. The Jury Secretary's office should be adjacent to the jury rooms.
- v. 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 competitors.

H. Notice Boards

- i. 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.
- ii. 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 2 x 2 metres
 - ◆ Weather 1 x 2 metres
 - ◆ General Notices 1 x 2 metres
 - ◆ Press Notice Board 1 x 2 metres
- iii. It is recommended that these notice boards be spread out over a reasonable distance to allow easy access during busy times.

I. Official Flag Poles

- i. One official flag pole shall be provided close to the launch area and easily visible to competitors in the boat park.

J. Measurement Area and Equipment

- i. See Appendix B – Measurement Area Instructions.

K. Regatta Secretariat

- i. This is the main administration centre for the regatta and should be fully equipped to deal with the demands of up to 700 sailors and officials.
- ii. This is the service centre for competitors' non-technical questions.

L. Organising Committee Room

- i. The LOA shall provide a meeting room for the OC/Race Management Committee, to accommodate up to 15 people.
- ii. This meeting room shall provide facilities to include internet access and printing facilities.

M. 420 Class Association Room

- i. The LOA shall provide a dedicated room for the International 420 Class.
- ii. This room must be secure.
- iii. Office facilities shall be provided to include internet access and printing facilities.

N. Results Office

- i. This should be located in a dedicated, quiet room
- ii. All appropriate facilities should be provided, including internet access.
- iii. Provisional series results should be published, both on notice boards and the internet, as soon after each race as is practical,

O. Press Office

- i. This needs to be located close to the Secretariat/Race Office/Results etc., but to be a quiet area.
- ii. This will accommodate the Class Press Officer and any PR staff of the Organisers', together with any photographers downloading images etc. It needs to be secure.
- iii. It will require internet broadband access, preferably via fast Ethernet cable, as well as WiFi, and at least a PC monitor and colour printer.
- iv. If mark rounding/first finishers and general website blog is to be provided, either radio or telephone monitoring and communication with the Race Committee will be needed.

P. Food & Drink

- i. Packed lunches shall be provided, free of charge, to all race and Class officials. This should include ample bottled water.

Q. Security

- i. The LOA shall provide 24 hour security throughout the event.

R. Incidentals

- i. Signage to the venue should be clear throughout the approach.
- ii. All of the above facilities shall be clearly signed, with the exception of the results office.
- iii. 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.
- iv. First Aid Facilities shall be provided on site, clearly signed and indicated on the event site plan.

Section 6: Water Based Facilities

Infrastructure to be provided by the LOA.

A. Racing Area

- i. The open area of sea/water shall be sufficient to comfortably take two racing areas each with a windward leg of length 1.5 nm.
- ii. Water depth shall be such that the race committee can set/alter the course without undue problem or delay to the racing schedule.
- iii. The holding ground shall be such that marks will hold in 30 knots of wind.

B. Wind

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

C. Marks & Ground Tackle

- i. Marks shall be 2.0 metres high and either round or tetrahedral on shape. They shall be orange, yellow or green in colour.
- ii. All ground tackle shall be capable of holding, for prolonged periods, in 30 knots of wind.

D. Port Facilities

- i. The LOA shall arrange for free berthing for all craft associated with the regatta, including coach and support boats.
- ii. In- port fuelling shall be available in close proximity to the venue.

E. Race Committee Boats

1. RC boats shall be capable of staying anchored on station in up to 30 knots of wind, for prolonged periods.
2. There shall be sufficient ground tackle on board each boat to anchor in these conditions.
3. Each boat shall fly a flag (600 mm x 400 mm), the designated colour of the course, to which it is attached.
4. The following are the requirements for boats per course area:
 - a. 1 x **Starting signal vessel**
 - Large yacht or motorboat, capable of carrying all flags specified in the SIs.
 - b. 1 x **Port end start boat**
 - Fast RIB, 5 to 6 metres long.
 - c. 4 x **Mark layer boats**
 - Fast RIBs, 5 to 6 metres long, for laying marks quickly and record mark rounding.
 - d. 1 x **Finishing vessel**
 - Yacht or motorboat capable of moving quickly to reset finishing line.

F. Flags / sound signals specified in the Sailing Instructions

- i. Flags shall be a minimum of 500 mm x 700 mm in size.

- ii. 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.
- iii. Sound signals shall be loud enough to be heard along the full start line.
- iv. The pin end start boat shall carry a general recall flag / sound signal.

G. Rescue / safety boats

- i. The LOA shall provide a minimum of 1 designated rescue boat, with and experienced crew, for every 10 boats on the water.
- ii. Rescue boats shall be a minimum of 5 metres in length and be RIBs.
- iii. Coach, jury and support boats shall act as rescue boats in an emergency when requested to enter the racing area by the Race Officer.

H. Mothership

- i. A yacht or motorboat shall be provided as a mothership.
- ii. This boat shall anchor below the start line and be available to competitors for toilets, spare equipment, trash disposal, etc.

I. International Jury boats

- i. The number of jury boats required is dependent upon numbers of fleets. (1 jury boat per fleet)
- ii. Jury boats shall be a minimum of 5 metres in length and be RIBs.

J. Chief Measurer's boat

- i. The LOA shall provide one boat to be at the disposal of the chief measurer at all times.
- ii. The Chief Measurer's boat shall be a minimum of 5 metres in length and be a RIB.

K. Coach Boats

- i. Coach boats are permitted on the water.
- ii. Whilst afloat, coach boats shall fly a white flag, of minimum size 30 x 20 cm, displaying clearly the national letters of their country.
- iii. The LOA shall make available RIBs, of a minimum length of 5 metres, available for charter to coaches.

L. Press Boats

- i. The LOA shall provide one boat to be at the disposal of the International 420 Class Press Officer, at all times.
- ii. This boat shall be fast, dry and provide and be able manoeuvre close to the racing for photographic purposes.
- iii. The LAO shall also provide a suitably experienced driver able to get close to the racing.
- iv. The LOA will need to make separate provision for boats for local press and photographers

Section 7: Communications

A. PA System

- i. The LOA shall provide a PA system.

- ii. This may play music.
- iii. The radio mike shall, automatically, be able to cut out the music for immediate announcements
- iv. Loudspeakers should be numerous to allow the system to remain audible by competitors and public, without having to turn up the volume so that it disturbs the local population.

B. Radios

- i. The LOA shall ensure that race committee, rescue, press, jury and measurer's boats carry ship to shore radios.
- ii. Each course area shall have a separate channel.
- iii. A 3rd channel shall be provided for the use of the safety boats (not channel 16).
- iv. All necessary permits shall be provided by the LOA to allow 420 Class Officials to operate said radios.

C. Internet Access

- i. Free internet access (preferably wi-fi) shall be available for all competitors and supporters, with sufficient bandwidth capacity for large numbers.
- ii. There will be a separate wi-fi access at the venue for all the officials.

Section 8: Publicity

A. Event Photographer

- i. The LOA shall appoint an experienced event photographer, used to shooting sailing images.
- ii. The event photographer shall give, free of charge, some daily batches of photographs each day to be used by the 420 Class for ISAF/international media reports and the Class' website. Full credit will be given, together with links to the LOAs or photographers' websites.
- iii. The event photographer will liaise with the 420 Press Officer to ensure good international coverage of the range of sailors and countries in the fleet.

B. Sailor Identification

- i. 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.
- ii. The LOA 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.
- iii. In addition yellow red and blue stickers to adhere to the sails shall be provided to the daily leaders.
- iv. Sailors may be required to display sponsor stickers on their boats at all times whilst racing.
- v. Bow numbers will be used. The class TD will send the LOA the size of the numbers.

C. Daily News Sheet

- i. The organiser may appoint a team to publish a daily news sheet for distribution to all interested parties, which shall contain information about competitors, results, special events, social events, etc.

D. Official Programme

- i. This should be available at registration.

Section 9: Registration

- i. Registration shall be led by the CTD.
- ii. See Appendix **D** - Registration Protocol

Section 10: Meetings and Social Events

A. Daily Briefing

- i. An information meeting for Team Leaders and Coaches shall be organised daily. This should include weather information. At least the PRO, CCR, CTD and Chairman of the Jury shall attend.

B. Safety Briefing

- i. A safety briefing shall take place for all safety and coach boats on the water.

C. Opening Ceremony

- i. See Appendix **F** - Ceremonies Protocol for details.

D. Evening Disco/Party

- i. The LOA will organize a Disco evening for all competitors. This shall take place on the night before the lay day.
- ii. No free alcohol shall be provided to competitors.

E. Sight Seeing

- i. Sight seeing opportunities should be provided on the lay-day.
- ii. This must be flexible. If races have been lost, racing may take place on the lay-day.

F. Food

- i. At least two social events with food should be included in the entry fee. This may be at the opening and closing ceremonies or the evening disco. Entry to these events shall be free to competitors, coaches and team leader that enter officially to the Championship and officials as agreed with the LOA.

G. Closing Ceremony and Prize Giving

- i. See Appendix **F** - Ceremonies Protocol for details.

H. General Assembly

- i. The International 420 Class GA takes place during one of the yearly international events. This is usually the World Championships when these are held in July/August and at the Open European Championship when the World Championships are held in December/January.

- ii. The LOA will provide a room for up to 60 people free of charge include pc projector.

I. Supporters

- i. Social events should be available, at reasonable cost, to all other supporters.

Section 11: Titles, Prizes and Trophies

A. Official Titles

- ◆ International 420 Class World Champion
- ◆ International 420 Class Ladies World Champion
- ◆ International 420 Class Junior World Champion
- ◆ International 420 Class Junior Ladies World Champion
- ◆ International 420 Class Junior European Champion
- ◆ International 420 Class Ladies Junior European Champion
- ◆ International 420 Class European Champion
- ◆ International 420 Class Ladies European Champion
- ◆ International 420 Class Team Race World Champions

B. Trophies

- i. See relevant Standard NOR for details.

C. Prizes and Medals

- i. At least the 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.
- ii. The first three crews of a ranking list awarding a title will be given a medal. The medals will be supplied by the International 420 Class Association. This includes the crews in the World Championships, Junior World Championships and Junior European Championships.
- iii. At least the top ten of crews in each ranking list, including Ladies extracted ranking lists, shall be given a souvenir of the event.
- iv. The trophies, medals and prizes are given to both members of a crew.
- v. The LOA may decide to increase the trophies and prizes defined above.

Section 12: International 420 Class Continental Championships

- i. All other continental championships, for example Asian or South American Championships, may be organised if the number of competitors is sufficient and if the organising committee demonstrates his capability in such organisation.
- ii. All continental championships shall follow these guidelines and be approved by the Class EC.

Section 13: Team Racing Championship

A. Format of the event

- i. The International 420 Team Race Championship shall be competed:
 - ◆ Qualification – round robin
 - ◆ Final

B. Timetable

Day 1	Registration, practice races and opening ceremony
Day 2	Races
Day 3	Races
Day 4	Races
Day 5	Races and prize giving

C. Eligibility

- i. The International 420 Class Team Race Championship shall be open to one team from each country, and two from the host country.
- ii. In the event of all places not being allocated, the organisers may allow a second team from each country, allocated in order of application.
- iii. Each entitled team will be authorised to defend his title.
- iv. Each competitor shall be 21 years or less.
- v. Each team shall have at least one ladies boat.

D. Boats

- i. The LOA shall provide International 420 Class dinghies (minimum 12 boats)

Appendices

- i. App. A – Application Form.
- ii. App. B – Measurement Area Inspection.
- iii. App. C – Measurement Instructions.
- iv. App. D – Registration Protocol
- v. App. E - Course Illustration
- vi. App. F – Ceremonies Protocol

- vii. App. G – Standard NoR
- viii. App. H – Standard SI

Appendix A

To be added soon

Appendix B

VENUE PREPARATION FOR 420 CLASS EVENT INSPECTIONS

(Ver.1 04/2010)

1) INTRODUCTION

This guide is meant to help standardizing the inspection area preparation for 420 Class main events. Event organizers should follow this basic pattern to ensure that 420 inspections are done properly and on the same quality level each and every time.

2) INSPECTION TEAM

The optimum inspection team for a major 420 Class event should include one 420 International Measurer (two for Worlds and Open Europeans) as Chief measurer and 7-8 inspectors plus one secretary.

It is highly recommended that the host Club invites other (local residents) International Measurers, even from Classes other than the 420, the national 420 measurers, and any local measurers whenever possible. To be effective, the inspection team for such an event needs a lot of experience, but this is also a great opportunity to give extra training to people and raise their technical standards.

One local inspector should be designated as the person in charge of the preparations on behalf of the organizing authority. He should contact the appointed Chief measurer of the event as soon as possible, and oversee the area and material preparations before the event. The full team has to be in place from the afternoon of the preparation day and then the 2 or 3 inspection days, depending on the type of event. When racing starts, at least one local inspector must be present to assist the 420 Class IM in post race checks.

3) INSPECTION AREA

The inspection area has to be protected from the elements, being either a fixed building or a tent. In all cases it must be fully enclosed, preferably with separate entry and exit points, and easily accessible from the boat park. It has to be large enough to accommodate all control stations (hull, rig, sail and foil). As an example, an area 10m X 20m usually enough. Having some of the stations in different areas is unacceptable as the chief measurer cannot exercise immediate control of the inspection procedure at all times.

In extreme weather conditions, the inspection area may need to be air-conditioned. It is also desirable to have a small area protected from sun and rain just outside the entry point for boat preparation and initial inspection.



Figure 1. Inspection area inside a Club building, with different entry & exit points.

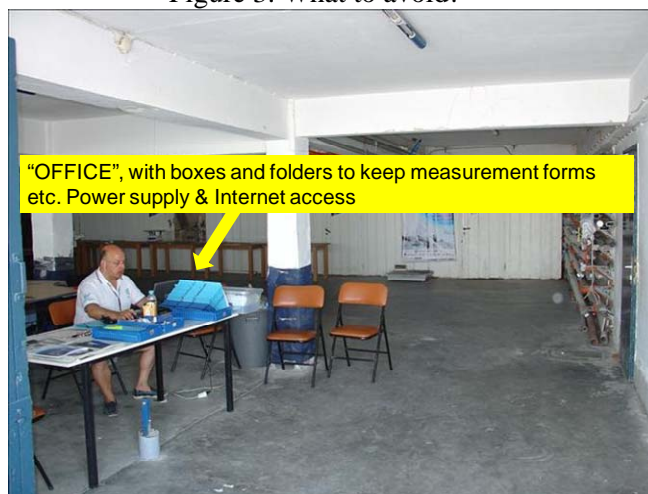


Figure 2. Inspection area inside a tent, same entry & exit point.

The inspection area must have electrical power outlets, appropriate lights, enough chairs for the inspection team, a table for the secretary that doubles as the chief measurer's office and whenever possible, wireless internet connection. If inside a tent, the floor must be solid: areas like grass parks are unacceptable.

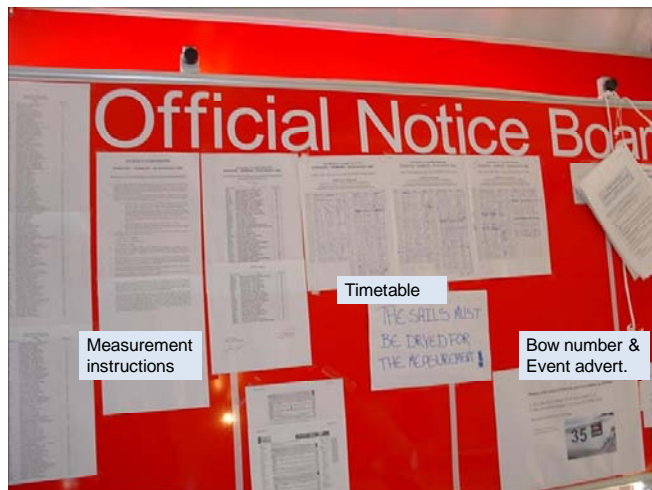


Figure 3. What to avoid!



"OFFICE", with boxes and folders to keep measurement forms etc. Power supply & Internet access

Figure 4. "office" facilities



Measurement instructions

Timetable

Bow number & Event advert.

Figure 5. Notice Board

The measurement notice board should be located just outside the inspection area, to post instructions, guides, the timetable and any other relevant notice.

4) VARIOUS STATIONS

Sail Station:

The organizer must provide one table as shown below, with melamine-coated surface. Height about 90cm and other dimensions as in figure 6. It must have a clean, flat and fair surface, without hard or sharp edges. One roll of clear tape is needed to cover marks and one roll of duct tape to cover table edges for sail and people protection. If space permits and the local inspectors' team includes more people, two tables may be used concurrently to check mainsails on one and jibs & spinnakers on the other.

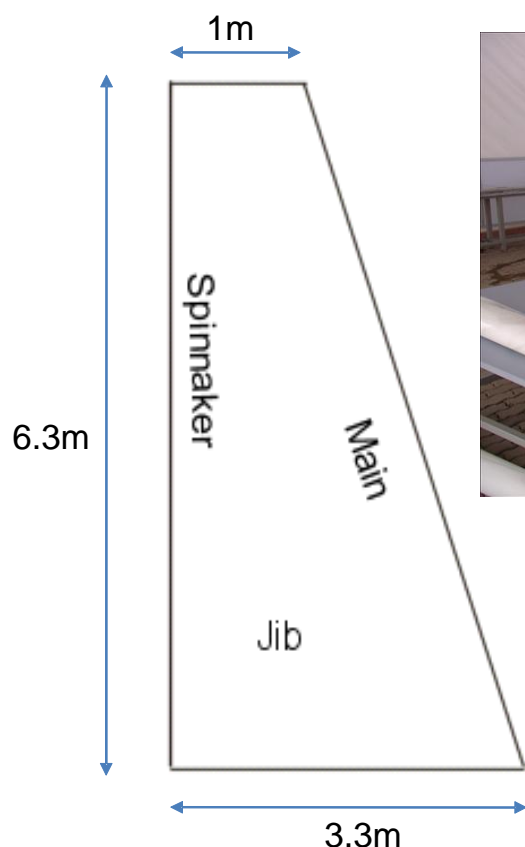


Figure 6. Sail table

Rig station:

The organizer is to provide a table/bench at least 7m long by 30cm wide as in figure 7 for the mast, with another one about 2.60m long by 30-40cm wide. The tables are to be fixed together at right angles to each other, as directed by the Chief Measurer. The table surfaces should be melamine coated, flat and straight. A number of tables joined together or a long plank fixed on suitable supports may be used, but in all cases, there must be a gap at the spreader area as shown in figure 7.

Under normal circumstances, a scale for mast weighing is not needed. However, an event chief measurer may decide to control this and in that case he must request the organizers well in advance to provide: One electronic platform scale with a capacity of **20-30** kilos and resolution of **5** grams. It must be calibrated / certified by a local authority; a 10 kilo test weight should be available for daily checkup if the calibration cannot be performed by the authority each morning. A piece of foam block about 10cm thick may be needed for the mast to rest properly on the scale (see figure 7).

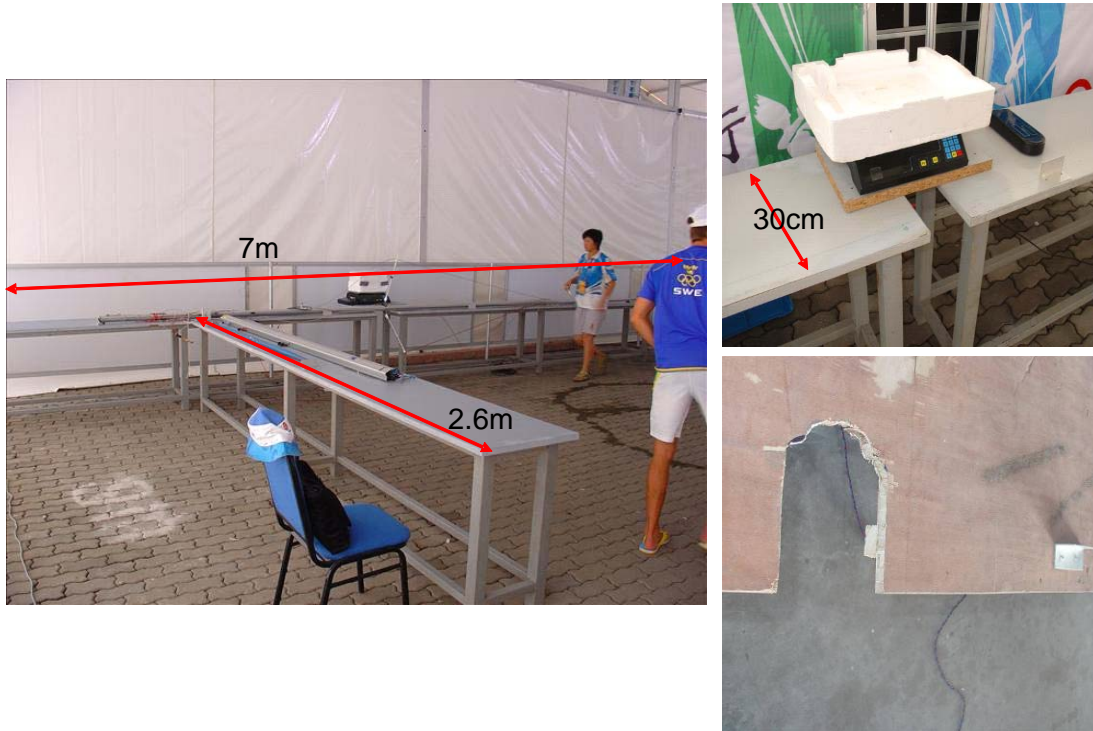


Figure 7. Rig tables

Foil station:

The organizer must provide: one melamine-coated flat rectangular surface for the centreboard, not less than 1.0m X 0.5m, one small table (at least 0.5m X 0.5m) to place the rudder template, and one 1m long hollow square section (20x20mm) aluminum bar.

Hull station:

The Class provides an electronic platform scale that will be transported to the venue by one of the participating teams. However, the organizer must make arrangements with a local authorized body for proper calibration at least before the event and ideally each day (normally, 100 kilos in test weights should be available so that checks can be performed at any time). Foam blocks or a cradle must be provided to create a soft padding for the hull as in Figure 8.

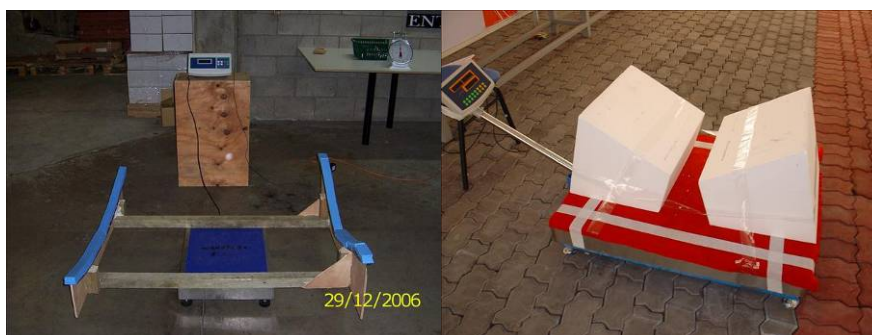


Figure 8. Hull scale setup

5) OTHER EQUIPMENT

The organizer shall provide: a sail stamp with waterproof ink, waterproof stickers in sufficient numbers (6 stickers per boat plus more for corrector weights and replacements), pens, pencils, waterproof marker pens and 2-3 steel rulers (20cm) for the team. During the preparation day, the chief measurer will need one fully equipped toolbox, including a power drill, and fasteners (nails, screws etc). **All tables/benches etc shall be in place and all joints fixed in the morning of the preparation day, AND NOT LATER THAN 10:00 am.** This is critical because the Chief measurer must finish placing marks etc before 16:00 pm, in order to train the team in the afternoon. During racing, a powerboat similar to the ones allocated to the Jury shall be available for the Chief Measurer and his local assistant inspector.

Dimitris Dimou
Chief Measurer
April 2010

Appendix C

EQUIPMENT INSPECTION INSTRUCTIONS

1. RULES

- 1.1 The Equipment Inspection will be governed by:
- The 2009 / 2012 Racing Rules of Sailing
 - The 2009 / 2012 Equipment Rules of Sailing
 - The International 420 Class Rules effective 1st March 2010.
 - These Equipment Inspection Instructions.

2. GENERAL REQUIREMENTS

2.1. The Equipment Inspector (hereafter referred to as the EI), appointed by the Int. 420 Class Association and the Organizing Authority, shall have the responsibility for the Equipment Inspection.

2.2. Equipment Inspection will be undertaken for each boat at a time and place advised at championship pre-registration. When equipment inspection has been completed to the satisfaction of the EI, a boat will be eligible to compete and complete event registration.

3. MEASUREMENT REGISTRATION

3.1. A valid measurement certificate for each boat presented for equipment inspection will be required to be lodged with the EI at the time of equipment inspection registration and may be retained by the EI for the duration of the event.

4. MEASUREMENT

4.1. Before equipment inspection registration, each boat, its sails and equipment intended to be and permitted to be used during the event, shall be certified as in conformity with the Class rules, when required in the class rules.

4.2. All boats, sails and equipment shall be submitted for equipment inspection in dry condition. Any item which is not in such condition to the satisfaction of the EI may be rejected for measurement.

4.3 Only the crew of the boat submitted for equipment inspection and their coach, and any person allowed by the EI, shall be present during equipment inspection.

4.4 Unless authorized by the EI, repairs or alterations to boats, sails or equipment shall not be made in the measurement areas.

4.5 All hulls, sails and equipment shall carry all measurement bands, marks and serial numbers as prescribed in the Class rules. All sails supplied by competitors must have been measured and certified in accordance with the Class rules before being presented for equipment inspection.

4.6 Some items of a boat's equipment, which are subject to measurement and/or limitation control, will be marked with one or more official equipment inspection control marks or stickers. After the items have been marked the person representing the boat will be required to sign the event measurement form declaring the items that have been marked. Marked items will not be changed during the event without the prior approval of the race committee. If, through wear and tear, a mark starts to become obliterated the fact shall be reported to the EI in order that the mark or sticker may be replaced. It is the competitor's responsibility to report this to the EI.

5. EQUIPMENT LIMITATIONS

5.1. The following equipment limitations shall prevail. Not more than:

- 1 hull
 - 1 centerboard
 - 1 rudder blade
 - 1 mast (the rigging and trapeze wire secured along the mast)
 - 1 boom
 - 1 spinnaker boom
 - 1 mainsail (battens removed)
 - 1 headsail
 - 1 spinnaker
 - 2 personal buoyancy vests
- shall be presented for event measurement and used during races.

5.2. The HULL shall be presented, ready for equipment inspection weighing, with the stemhead fitting, shroud plates, headsail and spinnaker fairleads, fixed cleats and blocks, toe-straps, rudder pintles and gudgeons, mainsheet track/bar, inspection hull covers (in the boat but removed), spinnaker bags, corrector weights **IN THE BOAT**.

5.3. The centerboard, the control lines and loose fittings, the rudder and the towing rope (painter) shall be excluded for the weighing.

6. MEASURED BOATS AND EQUIPMENT (After a boat has completed equipment inspection)

6.1 No alterations shall be made to the boat except for the adjustment of fitting and equipment where such an alteration is an integral part of the design and is permitted by the Class rules.

6.2 No replacement or repair, which might effect compliance with Class rules, shall be made without the prior permission of the EI. Boats and marked equipment shall not leave the Championship boat park without written permission of the race Committee.

6.3 Applications to replace measurement control marked items due to damage or loss shall be submitted in writing **to the race committee**.

7. EQUIPMENT INSPECTION DURING THE EVENT

7.1 Any boat, its sails or equipment and crew's clothing and equipment may be inspected or measured at any time during the event.

7.2 At the end of any race, a competitor may be informed by a member of the Equipment Inspection Team, that they have been selected for measurement inspection (afloat or ashore). The Equipment Inspection boat will display a flag with the black letter M on it.

7.3 Non compliance with the measurer's instructions, or changing the sails or any other item marked for the event with one or more official measurement control marks or stickers without the agreement of the race committee will be considered as an infringement of these instructions.

8. WEIGHING OF WET CLOTHING

8.1. Whilst afloat, immediately after the race the EI may require a competitor to present himself for weighing of wet clothing in accordance with RRS App. H and/or Class rules. In such a case the competitor shall act under the direction of the EI.

9. PROTESTS REGARDING MEASUREMENT.

9.1 The International Jury reserves the right to dismiss any protest coming from a team based on measurement, submitted after the end of the protest time limit of the first race.

9.2 For the purpose of RRS 64.3(b) the qualified Authority is the EI

Appendix D

Registration Protocol

1. The International 420 event registration is led by the CTD and is done on a team basis.
2. All national teams shall be registered on-line at www.420sailing.org Entries shall be made by the NCA or MNA where no NCA exists.
3. Teams shall print and sign the declarations as directed on the web site, and bring the signed copies to registration.
4. This information will be passed to the LOA to be used as the basis of the results file.
5. On arrival, the team manager shall bring to registration:
 - i. All completed registration forms
 - ii. Insurance Forms
6. At measurement, the boat measurement form and certificate must be handed to the inspection team.
7. When measurement is completed, the duly signed measurement form is returned to registration where the final registration pack will be available.

Appendix E

COURSE ILLUSTRATIONS

O

Course: Outer Trapezoid

Signal	Marking Rounding Order
O2	Start - 1 - 2 - 3s/3p - 2 - 3p - Finish
O3	Start - 1 - 2 - 3s/3p - 2 - 3s/3p - 2 - 3p - Finish
O4	Start - 1 - 2 - 3s/3p - 2 - 3s/3p - 2 - 3s/3p - 2 - 3p - Finish

I

Course: Inner Trapezoid

Signal	Marking Rounding Order
I2	Start - 1 - 4s/4p - 1 - 2 - 3p - Finish
I3	Start - 1 - 4s/4p - 1 - 4s/4p - 1 - 2 - 3p - Finish
I4	Start - 1 - 4s/4p - 1 - 4s/4p - 1 - 4s/4p - 1 - 2 - 3p - Finish

Appendix F

A. Opening Ceremony Protocol

1. The ceremony shall be at the venue or as close as possible.
2. Provision for spectators must be made with shade or shelter as necessary.
3. Presentation shall be made of all teams, with National flags, to dignitaries and spectators without very long parades.
4. Welcome speeches shall be concise and relevant and so all can hear.
5. Any entertainment shall be short and for all to hear.
6. Nothing special need be provided for officials.
7. Some 'entertainment' should be provided for competitors, such as a disco, to allow teams to mix. This should be onsite to avoid transport difficulties and finish early.
8. 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.
9. If there is to be a further reception this should be detailed well in advance.

B. Closing Ceremony Protocol

1. The ceremony shall be at the venue or as close as possible.
2. Provision for spectators must be made with shade or shelter as necessary.
3. The teams must be informed of the time, place and relevant arrangement well before the final day.
4. All thank you and closing speeches should be made before any prize-giving, and kept as concise as possible.
5. Any entertainment should take place before the prize-giving.

6. Good amplification is essential.
7. All instructions must be clear and in advance.
8. Party to follow, on site, with food for all and music.
9. Photographs
10. Prizes should be as follows:

A. World Championships

- i. Huck Scott Trophy
- ii. William Sanchez Trophies
- iii. John Merricks Trophies
- iv. Bronze Fleet 3,2,1
- v. Silver Fleet 3,2,1
- vi. Ladies Junior Worlds Medal
- vii. Junior Worlds Medal
- viii. Francis Mouvet Team Trophy
- ix. Ladies Fleet from 4th to 10 place
- x. Gold Fleet from 4th to 10th place
- xi. Ladies 3, 2, 1 Medal and trophy
- xii. Open 3, 2,1 Medals and trophy

B. Junior European Championship

- i. Bronze Fleet 3, 2, 1
- ii. Silver Fleet 3, 2, 1
- iii. Gold Fleet 4th to 10 place
- iv. Caronis Trophy
- v. Over all (open) 1, 2, 3 trophy
- vi. European Ladies 3, 2, 1 Medals and trophy
- vii. European Open 3, 2, 1 Medals and trophy

Appendix G & H

Coming soon.