



# **OK Dinghy**

# **Major Championship Event Manual**

**(2016 Edition)**

## **CONTENTS**

- Part A – Major Championship Rules
- Part B – Equipment Inspection
- Part C – Media requirements
- Part D – Bidding procedure
- Part E – Organising Authority Declaration

## **PART A - MAJOR CHAMPIONSHIP RULES**

### **1. Location**

- 1.1 All OK Dinghy major championships shall be sailed on waters that have a record of stable wind directions and good breezes; variable and very light airs venues shall be avoided.
- 1.2 Championships shall be sailed on open water within a one hour sail from the launching area. They should not be held in water that experiences strong tidal currents that vary across the course area or renowned for having predominantly light or unsteady winds.
- 1.3 The course of the OK Dinghy major championship shall be exclusive and separate.
- 1.4 The date and place for shall be published on [www.okdia.org](http://www.okdia.org) no later than 12 months prior to the event. The World and European Championships will take place at a venue to be decided upon by the AGM of OKDIA, or
- 1.5 If, within two years of the expected date of the championship, there are no proposals to run a major championship or the AGM cannot agree on a venue, the OKDIA Executive Committee reserve the right to select the venue.
- 1.6 When choosing a venue, organisers shall make every effort to locate it near to a major container port and ideally an international airport (particularly important for a World Championship).
- 1.7 If the venue is at some distance from a container port, then the organisers shall offer some form of logistical support in transporting boats/containers from the port to the venue. Organisers shall make every effort to ensure that transport expenses of boats/containers is kept to a minimum and shall recommend shipping lines, shipping agents and hauliers which offer the most economical or subsidised rates
- 1.8 The host club should have space for storage of shipping containers and a large measurement tent or shed and ideally space for camper vans and tents.
- 1.9 The language of the regatta is officially English.

### **2. Organisation of the championship**

- 2.1 The Organising Authority (OA) will organise and manage the Championship in close conjunction with the OKDIA Secretary and President. The OA is financially responsible for the whole event.
- 2.2 The organising National Association (or organising authority) of the World, European or Interdominion Championship shall pay to OKDIA a Sailor's Levy for each competitor. The amount of the levy shall be fixed by the AGM and may be changed from time to time. (2015: Worlds GBP 25; Europeans and Interdominions GBP 10).
- 2.3 Payment of the Sailors Levy is due on the final day of the championship and must be paid within one month.
- 2.4 All organisers should inform, consult and liaise with OKDIA at all times in matter pertaining to venue, organisation and racing before announcing details.
- 2.5 OKDIA may, at its discretion, place an advisor to the race committee, or representative, on the main committee vessel.

### **3. Eligibility and entry**

- 3.1 The Class Secretary will invite Member Associations to send their applications for entries six months before the event is held.
- 3.2 The number of boats taking part in a World Championship shall not exceed 80 and the 80 place allocation will reflect the proportion of Full Members in each of the National Associations.
- 3.3 Extra to the 80 places, the current and all previous World Champions, the current Committee and officers of OKDIA may participate in the World Championship.
- 3.4 Entry can be made open with the agreement of both the host club and OKDIA.
- 3.5 For a closed event, the OKDIA committee will determine the number of boats that may be entered by National Associations for World and European Championship.
- 3.6 Applications for places will be determined in relation to the number of registered boats whose owners are members of their respective National Association.
- 3.7 Every National Association must pay its annual subscription to OKDIA before the 1st March. They will lose 25% of their quota in all International Championships if they do not pay all debts and subscriptions to OKDIA before 15th March in any one year. If

all debts and subscriptions owed to OKDIA are not paid before the 1st April they will lose all their places.

- 3.8 If it is a closed event, Member Associations will inform the Class Secretary at least 3 months before the event if they do not intend to take their full allocation. The re-allocation of these places will be at the discretion of the OKDIA Committee. If countries do not pick up their allocated places and have not informed OKDIA at least 3 months before the event, they may have to pay the entry fee either to the organising club, organising National Association, or to OKDIA. Entries can be made only through National Associations that are full members of OKDIA.
- 3.9 OKDIA may accept entries from other countries on application.

#### **4. Dates**

- 4.1 The OK Worlds are usually in the last week of July or the first week in August (Friday to Friday) with, if possible, the Nationals (3 days) preceding the Worlds in the Northern hemisphere. A similar format in the Southern hemisphere, but held during the months of December – February.

#### **5. Format**

- 5.1 The fleet will sail in one group unless entry is open and the entry numbers exceed 100.
- 5.2 The format will be announced in the Sailing Instructions. It will depend on the expected number of entries and what is realistic on the sailing water.
- 5.3 No more than two races should be scheduled on a single day, unless there is a danger that a Series (5 races) may not be completed. The final decision should be left to the discretion of the race officer in consultation with the OKDIA representative.
- 5.4 The race committee has the option to reduce the length of the windward leg and increase the number of rounds where the course area requires it, under exceptional circumstances and with the approval of the OKDIA committee.
- 5.5 The Sailing Instructions may also include an Offset Mark (about ten boat lengths from Mark 1) and a Leeward Gate (separation about 10 boat lengths) as shown on the course diagram. If included in the Sailing Instructions, this will apply for the entire regatta. This course system is recommended.
- 5.6 Only competitors under the age of 21 on the date of the first race of the championship will be eligible for the junior trophy.  
Only competitors over the age of 40 on the date of the first race of the championship will be eligible for the veteran trophy.
- 5.7 Only competitors over the age of 50 on the date of the first race of the championship will be eligible for the veteran trophy.
- 5.8 Where entry is open, the fleet may be sailed in two or more groups. Rule 10 may be changed by the Organising Authority in conjunction with OKDIA.
- 5.9 Identification of the boats in the different groups will be defined in the Sailing Instructions.

#### **6. Scoring**

The series will be scored as provided in Appendix A of the Racing Rules of Sailing using the Low Point System modified so that each boat's score will be the total of her race scores, with her worst score discarded if 5 or more races have been completed. Ten races are scheduled, of which 5 races shall be completed to constitute a Series.

#### **7. Entry Forms And Notice Of Race (NoR)**

- 7.1 The Organising Authority shall publish the official NoR and relevant Entry Forms in the English language during the month of January in the same year of the event, or at least six months prior to the event, whichever is earlier. The NoR shall be subject to the approval of OKDIA before publication.
- 7.2 OKDIA will provide standard OKDIA NoR to an OA for the next Championship. This will be adapted on limited items by the OA.  
The entry fee shall be agreed with OKDIA and shall include the cost of the prizegiving dinner and the Sailor's Levy.
- 7.3 National Prescriptions to the Racing Rules will not apply to OKDIA World

Championships.

## **8. Sailing Instructions**

- 8.1 The Sailing Instructions shall be published by the OA in accordance with the provisions of current RRS, World Sailing Race Standards and OKDIA Class Rules, and the OK Dinghy Major Championship Event Manual, and approved by OKDIA no later than 2 months prior to the event. OKDIA will provide standard OKDIA SI to the OA. These standard SI will be adapted on limited items by the local organisation.

## **9. International Jury**

- 9.1 There must be an International Jury in accordance with RRS Appendix N. It shall include at least five members (2 from the organising country and 3 from other countries) who have proven experience in on the water judging of RRS 42 (Propulsion). At least two should have practical OK Dinghy racing experience. If racing is held in more than one fleet, there shall be a minimum of 6 Jury. A majority must be IJ. The Jury Chairman must not be of the same Nationality as the organising country.
- 9.2 One national judge may be appointed through the Eurosaf exchange scheme. As long as Appendix N is applied, one national judge from the host country may also be appointed.
- 9.3 OKDIA will recommend the constitution of the Jury. Notwithstanding this, the jury must be approved by OKDIA, at least 6 months prior to the event.
- 9.4 Organisers of European Championships shall consult with OKDIA over whether an International Jury is required.

## **10. Courses**

- 10.1 Normally, the course shall be a triangle, a windward/leeward and a beat with angles of 45°, 90° and 45°, start and finish about 200 metres from the marks. The length of the course shall be such that the race takes approximately 70 minutes for the leading boat to complete the course. The course is not to be shortened.
- 10.2 If there are two starting groups the courses shall be discussed with OKDIA but in general shall be trapezoid with an upwind finish.
- 10.3 Time limits  
Start – Mark 1 – Mark 2 = 40 minutes  
Start – Mark 1 – mark 2 – mark 3 – mark 1 = 1 hour 20 minutes  
Start – finish = 2 hours  
Any boat which has not finished within 20 minutes of the leading boat will be scored DNF.

## **11. Advertising**

- 11.1 The Organising Authority may require all participating boats to display the event sponsor's advertising in accordance with RRS.

## **12. Insurance, National Association Dues**

- 12.1 All eligible boats shall be members of a National OK Dinghy Association for the year of the Championship plus hold an Insurance Certificate showing a minimum third party limit of €2,000,000 or equivalent in another currency. Sailors shall sign a declaration, but should not be asked to present the insurance documents.

## **13. Race officer (PRO)**

- 13.1 The PRO shall be a World Sailing qualified International Race Officer (IRO) and his appointment shall be subject to the approval of OKDIA.

## **14. Race office**

- 14.1 Starting from the first measurement day the Race Office should be open daily from 8.30 am until 5 pm.
- 14.2 Preliminary race results must be available as soon as possible after each day's racing and posted onto the Official Notice Board.
- 14.3 The Official Notice Board must be in, or close to, the Race Office.

## **15. Skippers Meeting**

- 15.1 A briefing meeting for the sailors should be held before the start of the practice race, or the first race if no practice race is scheduled. The Race Committee and the International Jury will be introduced to competitors. The Race Officer has to be present.

## **16. Starting signals**

- 16.1 All flag signals should be repeated on all starting line boats.
- 16.2 Audible signs will be given, when possible, by a gun.
- 16.3 The Starting vessel should display the approximate magnetic compass bearing from the leeward mark to the windward mark in clear, large numbers.
- 16.4 The Committee Boat shall ensure that it is able to post all boats numbers that have been black-flagged in a manner that is legible from a reasonable distance.
- 16.5 The Class Flag shall be the OKDIA flag, supplied by OKDIA.

## **17. Start line**

- 17.1 The start line shall be equivalent to 1.5 times the length of the OK Dinghy times the number of starting boats. In addition to the Committee Boat there shall be a pin end boat that shall repeat all flag and sound signals made by the Committee Boat
- 17.2 Both ends of the line shall be boats with high masts showing line flags. All flags shall be hoisted to at least the height of an OK Dinghy mast.

## **18. Windward mark boat**

- 18.1 Wherever possible there should be a mark boat at the windward mark displaying a clearly visible shape or flag, in such a manner as to assist identification of the windward mark. This is particularly important in poor visibility.

## **19. Minimum/maximum wind strength**

- 19.1 Racing shall not be started when the wind strength, measured at not more than 3 metres above sea level, exceeds 14 metres per second. Racing will be abandoned at the discretion of the race committee.
- 19.2 No race shall be started in predominantly less than 3 m/s of wind

## **20. Safety**

- 20.1 There shall be sufficient safety boats in order to secure the competitors safety. There shall be at least 1 patrol boat for 20 competitors. Each designated patrol boat shall have 2 able bodied people on board, of which 1 shall be able to jump into the water for assistance, when necessary.
- 20.2 The Organising Authority should demonstrate they have an adequate safety plan in place. There shall be 24 hours a day security on the camp sites, to continue until 12.00 on the day after the last official day of racing during the Championship
- 20.2 The OA will organise medical assistance and will have contact with a medical doctor.
- 20.3 When sailing at sea or on a wide lake a sign out / sign in system is recommended for each racing day. This will be included in the Sailing Instructions, together with the penalty for not having signed in or out. This will normally be a nominal monetary penalty payable to a local charity.
- 20.4 In poor visibility a lead boat should be provided.

## **21. Prizes**

- 21.1 The OA will provide prizes (i.e. cups) for the top 10 sailors in the Overall Results and for the top three sailors in each age category. OKDIA will supply medals for the top three competitors and top three juniors, and OKDIA ties for the top 10, the top junior and top veteran. The prize giving ceremony should be held as soon as possible after the end of the last race.

## **22. Budget**

- 22.1 No later than one month after the regatta, the OA shall provide to OKDIA a complete budget and financial breakdown of the event.

## **23. Final decisions**

23.1 The final decisions on any matters not covered by the RRS and the International Jury shall rest with OKDIA.

## **24. Accommodation and transport for officials**

24.1 The Organising club shall pay for travel, accommodation and meals for the Class Measurer and the Jury.

## **25. AGM**

25.1 The OKDIA Annual General Meeting shall be held during the World Championship. The date and location shall be decided 2 months prior to the regatta. Facilities required include 2 tables for committee, about 30 chairs, and microphone if the room is large.

## **26. Liability**

26.1 Each competitor is required sign a form to confirm the following items:

26.1.1 A liability clause.

26.1.2 They have understood and abide by the risk statement as written into the notice of race

26.1.3 The boat has a valid measurement certificate and the boat meets the OKDIA Class Rules

26.1.4 The competitor has a third party insurance to an amount of at least €2,000,000. This amount to be fixed in the NoR.

26.1.5 Proof of membership of an OKDIA member association

## **27. Organising Authority**

27.1 The Organising Authority (OA) will appoint one person who will be the primary contact between OKDIA and the OA. The OA will acquire, and take full responsibility for establishing and maintaining all the relevant permissions and licenses required to run the event. This will include liaison with authorities such as the Police, Military, environmental organisations, local and port authorities, community, health and safety, etc

## **28. Other facilities**

28.1 The following facilities should be available:

- Free parking for at least 100 cars
- Campsites with special rates, including sanitary facilities and electric power supply. These sites must be in walking or biking distance.
- Communication services, including adequate wi-fi, for competitors and press
- Fresh water in the dinghy park
- Launching facilities sufficient to launch the fleet in due time
- Emergency medical facilities
- Security in camping sites and boat park.

28.2 The OA must ensure that appropriate road signs are in place to guide motorists to the venue from the main arterial routes. Accommodation must be available on or very close to the venue. Every effort should be made for accommodation to be within walking or biking distance from the boat park.

## **29. Opening and Closing Ceremonies**

29.1 The opening ceremony will include short speeches from the OA's President, the OKDIA President and local officials (i.e. the Mayor of the hosting city) as a welcome to the sailors. This will be followed by a snack buffet and drinks for all competitors and their escorts. Speeches will be as much as possible in the English language. The prizegiving will immediately be followed by a closing ceremony, and championship dinner/buffet for competitors.

29.2 The OA will provide locals gifts for the Measurer and the members of the Jury.

## **30. Arrival and departure**

30.1 The OA should be prepared to receive competitors from three days before the start of the event.

30.2 The OA must be prepared for a staggered departure of competitors after the Championships

### **31. Results**

- 31.1 Four result lists will be printed for use in the prize giving ceremony:
- a) Overall results.
  - b) Results for Juniors
  - c) Results for Masters
  - d) Results for Veterans

### **32. Documents**

- 32.1 The OA shall use templates for the Notice of Race and Sailing Instructions provided by OKDIA.
- 32.2 The NOR and SIs must be approved by the OKDIA Secretary before publishing.
- 32.3 The Notice of Race (NoR) or Sailing Instructions shall not be changed without approval of OKDIA.
- 32.4 The Notice of Race shall be published at least six months before the first race of the Championship.
- 32.5 Preliminary Sailing Instructions shall be published on the event website at least one month before the first race. The final version will be produced at registration.

### **33. Data protection**

- 33.1 At no time may the contact information for competitors be passed to a third party for their use. This would be a breach of data protection.

### **33. Miscellaneous**

- 34.1 The OA will provide each competitor with an event t-shirt or polo shirt
- 34.2 During the week (preferably mid-event) there will be a sailors party evening with a dinner. This dinner will be free of charge for the competitors. Wives or others accompanying will pay at the information desk on arrival and will receive a ticket.
- 34.3 Other after the race parties and social events, e.g. beer and snacks, free or at low cost may be organised at the discretion of the OA.
- 34.6 The OA will ensure that there is adequate internet/Wi-Fi access free to the

## **PART B – EQUIPMENT INSPECTION**

### **1. Overview**

- 1.1 At least four months prior to the regatta the OKDIA Chief Measurer shall be informed of measurement location, the space available, equipment available and the number of local people to assist. He shall then liaise with the designated event measurer to define the measurement procedure. The OKDIA Chief Measurer, if present, shall have the final say on decisions. Organisers are recommended to use the OKDIA standard measurement form which can be adapted if necessary.
- 1.2 The items of sailing equipment to be inspected and the measurement procedure will be discussed with the OKDIA Chief Measurer, but the inspections as mentioned below will always be executed.
- 1.3 An Equipment Inspection Committee (EIC) will be established. The EIC must consist of at least 3 qualified measurers. The EIC should execute spot checks on the class rules during the Championship on boats selected at random. These spot checks will be executed directly after crossing the finishing line. For this purpose a separate inspection boat shall be available.
- 1.4 All eligible boats shall present a current valid OKDIA Measurement Certificate.

### **2. Equipment**

- 2.1 Boats will be measured in accordance with the latest Class Rules and amendments thereto.
- 2.2 The measurer may check any measurements within the class rules at any time during the event. At the measurement the following items shall be scrutinised:

- a) Hull: Weight, including checking amount and location of weight correctors. Arrangements to prevent the mast and rudder from becoming detached in a capsized.
- b) Masts: Max 2 per boat. Weight, centre of gravity and mast limit marks.
- c) Booms: Boom limit marks, and limiting stop with the boom attached to the mast.
- d) Centreboard: Maximum projection from the keel.
- e) Sails: Max. 2 per boat. Only sails that have been certified according to the OKDIA Class Rules shall be presented. It is incumbent on each competitor to ensure that all sails are measured and the OA shall make no provision for sails to be measured.

## **PART C – MEDIA REQUIREMENTS AND GUIDELINES**

### **1. Website**

- 1.1 The main event website will be either okworlds.com or okeuropeans.org.
- 1.2 The OA, in the year they host the major championship, will either manage the event website or delegate to OKDIA.
- 1.3 Entries will be made through the event site and open on 1st January in the event year.
- 1.4 The event website should be up and running no later than November of the previous year.

### **2. Media coverage**

- 2.1 Whenever possible OKDIA will provide the press coverage of the event with daily reports, photos and video footage, published during and after the event on the OKDIA Class website, electronic newsletters and social media feeds.
- 2.2 In return the organisers shall supply travel, accommodation and subsistence to the press officer.
- 2.3 The organisers may be asked to provide additional on-the-water photographs through a local photographer and to provide coverage of the event in local and national media.

### **3. Internet**

The OA shall ensure there is adequate wi-fi internet capacity for media and competitors.

## **PART D – BIDDING PROCEDURE**

### **1. Nominations for a venue**

- 1.1 Nominations for a venue shall be sent to the OKDIA Secretary at least 12 weeks before the AGM at which it will be presented.
- 1.2 New venues may be visited by a representative of OKDIA as soon as possible.
- 1.3 After OKDIA has approved the venue and an agreement has been made on the Event Manual, an invitation to present the venue at the next AGM will follow.
- 1.4 During the AGM a maximum of four potential candidate venues are invited to make a maximum of a 5-6-minute presentation.
- 1.5 All bids must be accompanied by a completed and signed declaration form (Part E), and accompanying papers including a proposed budget, and must be with the OKDIA Secretary one month before the AGM.

### **2. Voting procedure**

- 2.1 After the presentation(s) the competitors present will take a vote.
- 2.2 This decision shall be by a majority show of hands. If all venues get less than 50% of the vote, the venue with the lowest vote will be removed and the vote re-held. This process will be repeated until there are only two venues left, if appropriate.
- 2.3 The decision be ratified by the minutes of the AGM and by the OKDIA Secretary who will confirm the result of the vote in an email to the OA.

### **3. Venue visits**

- 3.1 All bidders must invite a representative of OKDIA for a 1-2 day site visit between



placing the application and the AGM where it is held.

- 3.2 If appropriate, OKDIA will pay for travel and expenses up to the point of arrival. The bidding country will pay for accommodation, meals and internal travel.
- 3.3 Venues that have successfully held previous OK Dinghy championships may not be visited.

#### **4. Documentation**

At least one month before the AGM where the venue will be voted on, the OKDIA Secretary shall be sent the following:

- Signed declaration in Part F, agreeing to all parts of the Rules.
  - A proposed budget for the event
  - Brief details on prevailing weather and sea conditions at the time of year
- 4.2 Bidding clubs shall bring or send documentation to hand out at the AGM where the vote will be take.
  - 4.3 Bidding clubs shall provide a brief article and photos for publication in the OK Dinghy Magazine, if a visit cannot be arranged before publication.

## **PART E – ORGANISING AUTHORITY DECLARATION**

### **ACCEPTANCE OF THESE RULES**

On behalf of the Organising Authority (OA), the below signed agrees to comply with all the requirements laid out in the OK Dinghy Major Championship Event Manual in all matters pertaining to the organisation and running of the OK Dinghy major championship

A representative of the Organising Authority shall sign below to verify that he accepts and will abide by these Rules.

I \_\_\_\_\_ of \_\_\_\_\_

[name]

(name of Organising Authority/Yacht Club)

agree:

- To comply with all points in the OK Dinghy Major Championship Event Manual
- Any deviation will only be on the approval of the OKDIA Secretary or President
- To pay the Sailor's Levy (see Rule A2.2) into the OKDIA account on conclusion of the event and no later than four weeks following the final race of the Championship

On behalf of the Organising Authority

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[print name]

\_\_\_\_\_  
[date]

On behalf of OKDIA

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[print name]

\_\_\_\_\_  
[date]