



International J70 Class Association

ORGANIZING AUTHORITY GUIDELINES

[Version: 2021-02-01]

1. STATUS OF THIS DOCUMENT

- 1.1. For purposes of World and Continental Championships, this document has the status of By-Laws of the International J/70 Class Association (IJ70CA) and will be maintained and updated by the IJ70CA as needed.
- 1.2. For World or Continental Championships, the Organizing Authority (OA) shall consider the provisions of this document to be requirements, which may only be altered in consultation with and the express permission of the IJ70CA Executive Committee.
- 1.3. For J/70 Class events which are not World or Continental Championships, this document is intended to be guidance to the OA, but the provisions are not requirements. However, the intent and principles of this document should be strongly considered when planning a National or Regional Championship or a Worlds qualifying event.

2. GENERAL ORGANIZER OBLIGATIONS

2.1. General

- 2.1.1. The OA will be the Host Club, the IJ70CA, and the National J/70 Class Association (NCA) where applicable.
- 2.1.2. The OA will abide by the current IJ70CA Class Rules, IJ70CA Regatta Regulations, IJ70CA J/70 Equipment Regulations and the provisions of this document. The current versions of all these documents can be found at <http://j70ica.org/class-office-rules/>

2.2. Communications [*Host Club Responsibility*]

- 2.2.1. The Host Club will create and maintain the registration system, such as Yacht Scoring (<https://www.yachtscoring.com>) or an equivalent. The Host Club will

arrange for the J/70 Class Office and other IJ70CA officials as needed to have access to the registration system.

- 2.2.2. The OA will collaborate to promote the event within the Class membership, including newsletter articles, emails, social media posts, etc.
- 2.2.3. The J/70 Class Office should always be included in any event-related organizational emails.
- 2.2.4. The J/70 Class Office should always be copied on any notices or emails sent to competitors.

2.3. Notice of Race and Sailing Instructions [*Host Club Responsibility*]

- 2.3.1. The Host Club will have the responsibility for creating and publishing the primary event documents, including the Notice of Race (NOR) and the Sailing Instructions (SIs). Other documents, such as inspection checklists and/or declaration forms, will be provided by the IJ70CA or the Event Technical Committee as needed.
- 2.3.2. The IJ70CA provides Microsoft Word-formatted templates for the NOR and SI. Use of these templates is mandatory and will streamline approval of the documents.
- 2.3.3. The NOR and SIs must be approved by the IJ70CA prior to their publication. Note that the approval process can take two weeks or more.
- 2.3.4. Timing of Publication:
 - a) For a World or Continental Championship wherein competitors must qualify in order to register, the NOR should be published no less than nine (9) months prior to the event start date. For all other events, the NOR should be published at least six (6) months prior to the event start date.
 - b) SIs should be published no less than one week prior to the event start date.

2.4. Race Officials [*Host Club Responsibility*]

- 2.4.1. The Primary Race Officer (PRO) shall be an IRO or Senior PRO approved by the IJ70CA.
- 2.4.2. For World and Continental championships, an International Jury approved by IJ70CA shall be secured for the event. A jury of nationally certified judges approved by the IJ70CA shall be used for other events. For World and Continental championships, the Chief Judge shall not be a citizen of the host country.
- 2.4.3. On-the-water judging is expected for World Championships and Continental championships and is encouraged for other events. Prior to the event, the jury should be briefed by representatives of the IJ70CA concerning the interpretation of Class Rules and areas of emphasis for on-the-water judging.

- 2.4.4. A Chief Equipment Inspector approved by the IJ70CA (who will also serve as Chair of the Event Technical Committee) shall be secured for the event. All members of the Event Technical Committee shall be International Measurers or J/70 Class Measurers.
- 2.4.5. A contact sheet should be distributed that contains names, mobile numbers and email addresses for all Race Officials.

2.5. Budget *[Host Club Responsibility]*

- 2.5.1. The budget shall include the travel and accommodation expenses of the PRO, Jury members, International Measurers, Chair of the IJ70CA's Technical Committee ("ITC") or Class Measurers designated by the ITC Chair and the accommodations for the Executive Director.
- 2.5.2. The Host Club shall provide trophies for the top 10% or a minimum of the top 5 "open", top 5 "Corinthian" competitors, and top 5 "One-Pro" competitors.
- 2.5.3. The Host Club shall plan at least two social events that include all participants for no extra charge beyond the registration fee.
- 2.5.4. The OA shall assess the equipment needed in Section 2 (Equipment Inspections & Measurement) and Section 3 (Race Management Equipment) below to determine what additional resources will be needed.

3. EQUIPMENT INSPECTIONS & MEASUREMENT

3.1. General

- 3.1.1. Inspections at J/70 Class events broadly comprise: (a) inspection of the boat, including appendages (using keel and rudder templates) and boat weighing; (b) inspection of the equipment, including spars (spreader sweep), deck layout and fittings, and required equipment (such as safety equipment, engines, etc.); and (c) inspection of the sails.
- 3.1.2. The inspection requirements herein generally describe the resources that are required to conduct an inspection at a World or Continental championship. These requirements may have to be scaled up or scaled down dependent on total number of boats and the time allocated to inspection.
- 3.1.3. These inspection resource requirements may also be used for guidance for Class events other than World or Continental championships. It is anticipated, however, that the scope of inspections for these regattas may have to be reduced in light of the resources available. In that case, these requirements may be adjusted as deemed appropriate by the IJ70CA and the Event Technical Committee.

3.2. Facilities Needed

A large area for preparing and lining up boats, with separate entry and exit points. If separate entry and exit points are not possible, the single opening must be large enough for two boats to pass through easily at the same time.

3.3. Inspection Personnel

3.3.1. Equipment Inspectors & Event Technical Committee Members:

- a) Executive Director of the IJ70CA;
- b) The Chief Equipment Inspector / Event Technical Committee Chair appointed for the event;
- c) IJ70CA Technical Committee Chair;
- d) Additional J/70 Class Measurers assigned by IJ70CA as needed based on the number of boats.

3.3.2. Other members of inspection team: *[Host Club Responsibility]*

- a) Two crane operators;
- b) Twelve volunteers;
- c) Two to four additional volunteers for traffic control.

3.4. Equipment and Resources

3.4.1. Scales *[IJ70CA & NCA Responsibility]*

- a) Two (2) recently calibrated Class-approved boat scales with at least 1000kg capacity each.
- b) One (1) recently calibrated hanging scale for anchors, engines, other items.
- c) One (1) back-up scale from NCA.

3.4.2. Cranes *[Host Club Responsibility]*

- a) Two (2) cranes for weighing boats and keel down inspection.
- b) Each crane must have extension and swiveling capability to place boats temporarily on an adjacent trailer or cradle.
- c) The two cranes should be highly stable, not forklifts. Hooks on both cranes must be capable of 6-meter height.

3.4.3. Trailer or fixed cradle for temporary placement of boats next to cranes in keel-down configuration. *[Host Club & NCA Responsibility]*

3.4.4. At least two (2) tractors or the equivalent to move boats in and out of the inspection area and between inspection stations. *[Host Club Responsibility]*

3.4.5. Class templates for sails, keel, rudder, center seam, bowsprit, etc., plus general measuring tools, recently calibrated where appropriate. *[IJ70CA & NCA Responsibility]*

3.5. Sail Inspection Resources *[Host Club Responsibility]*

3.5.1. Adequate space, with overhead cover and protection from wind.

3.5.2. Tables constructed to support J/70 Class sail templates. Tables can be simply constructed from wood supports and plywood surfaces and must be approximately 36 inches or 900 millimeters high.

3.5.3. A table and chairs for two class officials.

3.5.4. An event inspection stamp for sails.

3.5.5. Adequate lighting and electrical connections in sail measurement area.

3.5.6. Class sail templates for main/jib/spinnaker. *[IJ70CA Responsibility]*

3.5.7. Extra J/70 Class Sail Royalty tags. *[IJ70CA Responsibility]*

3.6. Other Resources

3.6.1. Software for scheduling boats and sails into time slots for inspection. *[IJ70CA Responsibility]*

3.6.2. Signage to identify parking, staging and inspection areas and stations *[Host Club Responsibility]*

3.6.3. A map or flow chart showing the facilities, inspection stations and traffic flow. *[Host Club Responsibility]*

3.6.4. At least two (2) step ladders (3m high). *[Host Club Responsibility]*

3.6.5. Clipboards, pens, pencils and paper, in both inspection area and sail measurement area. *[Host Club Responsibility]*

3.6.6. Cold water and lunch provided in the inspection areas. *[Host Club Responsibility]*

3.6.7. Robust wi-fi connection in the inspection areas. *[Host Club Responsibility]*

3.6.8. Access to lead supply for corrector weights. *[Host Club Responsibility]*

3.6.9. Inspection forms and/or checklists *[IJ70CA Responsibility]*

3.7. Inspection Components

The components below represent what Class experience has shown to be an efficient and effective way of organizing the inspection process. Some steps or stations may be combined depending on the facilities and resources available. Stickers or other markings should be placed on boats/equipment as they complete each component of the process, and

a volunteer should maintain a comprehensive list of each boat and its position in the process.

- 3.7.1. **Scheduling:** The IJ70CA will provide online tools for boats to select a date and time when they enter the inspection process. A volunteer should be tasked with managing the overall movement of boats through the process and empowered to alter the order and/or times as needed for efficiency.
- 3.7.2. **Recordkeeping:** The event should have a system for preventing boats from completing check in without proof of completion of all inspection steps. Accordingly, each component of the inspection process should have a system for recording a boat's passage through that station. The Class strongly recommends the use of Class-provided online forms (completed on tablets, small laptops, or smartphones), though paper forms may be used as well. A signature (or online form submission) of a Class Measurer should be required at each inspection station. Stickers, stamps, or other markings applied to boats or equipment can also be extremely helpful for tracking progress.
- 3.7.3. **Bow Number Application & Pre-Inspection Staging:** It is important that this station be first—so that (properly applied!) bow numbers can be the basis for tracking boats through the rest of the process. Two to three volunteers should be at this station and should be familiar with the J/70 Class diagrams for bow number placement (attached below). The volunteers will apply the bow numbers, coordinate traffic flow, line boats up in sequence to enter the inspection process at their assigned times, and make sure each boat is properly prepared and fully informed of the inspection steps.
- 3.7.4. **Mast Inspection:** This station requires one Class Measurer and one volunteer. Typically, masts will be removed from the boat and placed on supports for inspection. Boats should step masts after this step is completed.
- 3.7.5. **Required Equipment Check:** Two volunteers will check the equipment required to be aboard the boat by J/70 Class Rules (e.g., safety equipment), with oversight from a Class Measurer. A scale to weigh anchors should be available at this station. One volunteer will act as a recorder.
- 3.7.6. **Compliance Inspection:** This station reviews the lifeline tension, deck layout, rigging components, all fittings, and interior and exterior of the boat for compliance with Class Rules. This station requires one experienced Class Measurer and two volunteers. One of the volunteers should act as a recorder. If possible, the assigned Class Measurer should stay with this station throughout the inspection process for continuity. Equipment required includes keel wedge template, bowsprit length jig, transom jig, and a reliable metal detector.

- 3.7.7. ***Pre-Weighing Inspection:*** This station inspects the interior of the hull, including all air tanks, for unauthorized equipment and/or moisture. Two volunteers are required, one of whom should be of small stature (ideally a teenager). Boats should be moved to the weight and keel-down inspection station immediately after completing this step, ideally without any further participation from the boat's crew.
- 3.7.8. ***Boat Weight & Keel Down Inspection (Hull/Keel/Rudder):*** This station requires each boat to be completely dry and in conditions specified by the class rules for weighing. Boats will be lifted clear of trailers, weighed, and templates and measurement tools used to inspect the hull, keel, and rudder. Boats should be immediately launched or moved directly to the launch area after this station. Boats not passing inspection at this station should be placed on a nearby keel down trailer or cradle for further inspection or remedial work without interrupting the flow. Two cranes are needed, as well as two Class Measurers (who will stay with the station throughout the event if possible), two crane operators, and at least two volunteer helpers and recorders. If possible, the cranes should be located where there is protection from wind. Equipment required includes two sets of hull and keel templates, rudder templates and trailing edge gauges.
- 3.7.9. ***Sail Inspection:*** This step is independent of the boat and equipment inspection and will typically use a separate scheduling system. Sails will be laid out on the Class-provided sail templates and inspected for compliance with the Class Rules. This station requires one or two Class Measurers and at least five volunteers. Four of the volunteers work with the measurers and one volunteer manages traffic flow, stamps sails, and records approved sails.

3.8. **After Check-In Inspections**

The Class has found that maintaining ongoing inspections throughout the event are very important, and the OA should plan for the Chief Equipment Inspector and/or other members of the Event Technical Committee to be present throughout the regatta.

- 3.8.1. ***“Dock Walking”:*** Equipment inspectors should canvass all boats (or a random subset of boats) after they are launched and fully rigged, as well as before and after racing each day. Areas of particular emphasis should be deck layout and fittings, minimum line diameters, and lifeline tension.
- 3.8.2. ***On-Water Inspections:*** Members of the Event Technical Committee should be on the water during racing. The Inspectors should observe the fleet for compliance and either further inspect or report/protest violations as appropriate. In addition, unless weather conditions make it unsafe, a small number of boats should be randomly selected for brief inspections before racing, between each race, and after racing. The Event Technical Committee should coordinate with the Race Committee on this process.

- 3.8.3. **Communications:** The OA should arrange for notices from the Chief Equipment Inspector to be sent to competitors as needed, and the Chief Equipment Inspector should be given an opportunity to brief competitors throughout the event in a manner similar to the Race Committee.

4. RACE MANAGEMENT EQUIPMENT

The Host Club is responsible for providing equipment of proper size and appropriate for the expected weather and water depth. All boats should be equipped with appropriate safety gear (including PFDs), communications and navigation equipment (VHF and GPS), ample fuel, and proper anchors to secure them for the expected weather and water depth. *Host Club organizers and the PRO should be familiar with the IJ70CA Regatta Regulations to aid in the planning process.*

4.1. Race Committee Equipment Overview

- 4.1.1. A Signal Boat with equipment as specified in 3.2 below;
- 4.1.2. One or two Pin Boats (dependent on a two or three boat line);
- 4.1.3. A Leeward Gate Boat;
- 4.1.4. A Weather Mark Boat;
- 4.1.5. At least one Safety Boat;
- 4.1.6. A Finish Boat (dependent on whether two finish boats will be used – note this may also be a pin boat);
- 4.1.7. Inflatable marks as needed.

4.2. Signal Boat Requirements

- 4.2.1. A complete RRS flag set of approximately 1 x 1 meter in size;
- 4.2.2. Locations and/or apparatus (poles, masts, etc.) to display flags well above the deck in easily visible locations;
- 4.2.3. Large course boards for displaying the range and bearing of the weather mark;
- 4.2.4. At least one large whiteboard with marker set;
- 4.2.5. GPS system;
- 4.2.6. Ship-based 25watt VHF radio, plus one or more handheld VHF radios;
- 4.2.7. Other general RC equipment (clipboards, pens and pencils, hand bearing compass, loud hailer).

4.3. Jury Boats

At least two RIBs of approximately 4.5 to 6 meters in length or appropriate for the expected weather.

4.4. Technical Committee Boat

One RIB of approximately 4.5 to 6 meters in length or appropriate for the expected weather. Very important this be a RIB, so that on-water inspections are practical and safe.

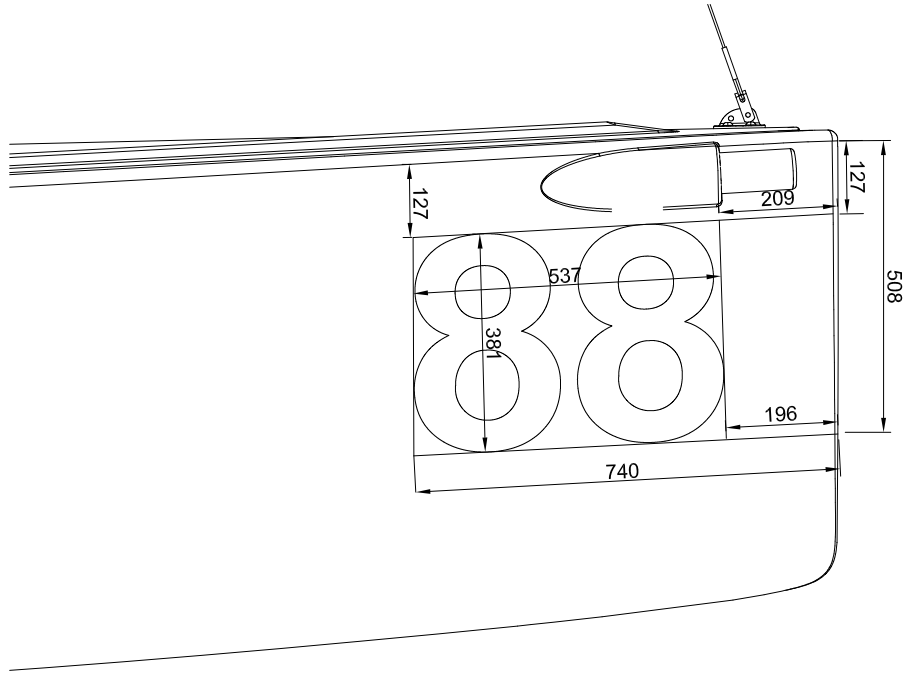
4.5. J/70 Class Association Boat

One boat of approximately 4.5 to 6 meters in length or appropriate for the expected weather.

4.6. Media Boats

Boats as needed of approximately 7 meters or more in length or appropriate for the expected weather.

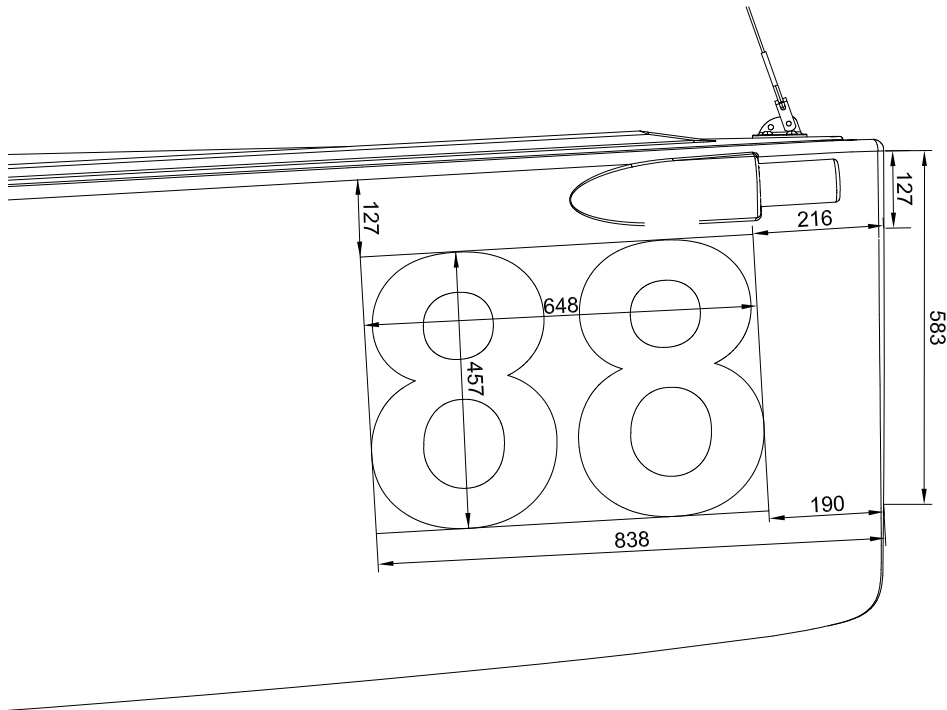
APPENDIX A: BOW NUMBER POSITIONING



381mm / 15 inch

J/70 Class Bow Number Location & Size #1

Standard number - height = 381mm (15")
Dimensions in mm
6-11-2018



457mm / 18 inch

J/70 Class Bow Number Location & Size #2

Large number - height = 457mm (18")
Dimensions in mm
6-11-2018

APPENDIX B: INSPECTION TIERS

In order to allow OAs to plan events other than World or Continental Championships, the IJ70CA has established three “tiers” of equipment inspection with increasing resources and time requirements. OAs should consult with the Class Executive and IJ70CA Technical Chair when considering these options.

Tier III (Typically suitable for regional or national events)

1. A Compliance Declaration form (see J70ER 7) filled out for each participating boat prior to check in.
2. At least one experienced J/70 Measurer (probably the Event Technical Chair) roving the boat rigging and launching area during the time designated by the NOR for registration, check-in, inspection, and launching. The roving inspector(s) will be available to answer questions as needed and should conduct random spot-checks of boats and equipment as possible.
3. At least one experienced J/70 Measurer (probably the Event Technical Chair) on the water (in a dedicated boat, such as a small RIB) to conduct regular random inspections before, between, and after races.
4. As needed or requested by the Event Technical Committee, designated boats can be weighed/templated out of the water, either before or during the event.

Tier II (Typically suitable for national or sub-continental events)

All items 1-4, plus:

5. A pre-launching out-of-water inspection (pursuant to J70ER 8.1-8.5) of each boat by an inspector, who confirms certain elements of compliance, visually inspects foils, and generally looks for areas of concern flags.
6. Inspection of all sails according to J70ER 9.

Tier I (Typically suitable for continental and world events)

All items 1-6, plus:

7. Hull and foil shape compliance checks using measurements and templates, pursuant to J70ER 8.5
8. Boat weighing according to J70ER 8.6.