

Certification, Registration and Paperwork

Effective date: 1st July 2021



Preamble

This document provides details of the process for certification and registration of new and used boats, the issuing of sail numbers, and the services that OKDIA can provide for associations with a small number of members.

MNA = Member National Authority (national federation)

NCA = National Class Association

OKDIA = OK Dinghy International Association

1. Class Management

1.1 National Class Associations

It is strongly encouraged that all countries that have active OK Dinghy sailors should form a National Class Association (NCA). The process is outlined in the OKDIA Constitution. The current minimum membership is for two members (though it can consist of just one sailor) and will cost a minimum of £20 a year (2021). It is recommended that one person from a small NCA take on the responsibility as national secretary to communicate with OKDIA. As mentioned below, OKDIA may act as **administering authority** and as **certification authority** for any small NCA that requests this service.

1.2 Functions of the Administering Authority

- a) Maintain a register of members
- b) Issue Personal Sail Numbers (PSN) and PSN certificates
- c) Distribute World Sailing Building Plaques

NOTE: This is normally the NCA, but can be delegated to OKDIA on the decision of the NCA.

1.3 Functions of the Certification Authority

- a) Issue sequential sail numbers
- b) Record and issue Measurement Certificates

NOTE: This is normally the MNA. On agreement of the MNA this role can be delegated to the NCA, which in turn can delegate it to OKDIA. Any or all of the functions of the Certification Authority may be delegated to the Administering Authority.

1.4 Relevant Rules

The relevant Class Rule that designates the responsibilities for registering and certifying a new boat is A.4.

A.4 ADMINISTRATION OF THE CLASS

A.4.1 *The international administering authority is the OKDIA.*

A.4.2 *The **certification authority** shall be the MNA, except that, in countries where there is no MNA or the MNA does not wish to act as **certification authority**, this function may be delegated to a NCA. If there is no NCA or the NCA does not wish to act as **certification authority** this function shall be carried out by OKDIA.*

A.4.3 *The national administering authority shall be the NCA. Where the NCA does not wish to administer the class in that country this function shall be carried out by the OKDIA.*

The duties and responsibilities of NCAs are listed in the OKDIA Constitution

2. Building Fee/Plaque

For every OK Dinghy that is built, the **Class Rules** require that the builder shall pay a **building fee**. In return, the builder will receive a **building plaque** (blue World Sailing sticker) and a **building fee receipt**.

The plaque is the owner's proof that the building fee has been paid. The payment is split between World Sailing and OKDIA and helps run both organisations.

It is the responsibility of the builder to purchase the plaque. Any boat purchased from a builder should come with a **building plaque** attached. The builder should also hand over a **building fee receipt** to prove that the Building Fee has been paid. If you build your own boat you need to purchase and attach the **building plaque** yourself. Plaques should be attached to the aft cockpit bulkhead on the starboard side.

All builders should purchase plaques from their National Class Associations, or in cases where the **NCA** does not sell them, **OKDIA**. The current fee (2021) is £66.30.

If an existing plaque is lost or damaged, **replacement (R) plaques** can be purchased from OKDIA. These will have an R-XXX plaque number, not the original Plaque Number. The current fee (2021) is £25.50

3. Sail Numbers

3.1 Registered Sail Number

Once the **building fee** has been paid, the builder or owner should apply to the **certification authority** for a **registered sail number**. All new boats should be issued with a unique **registered sail number** and these numbers should be issued sequentially in each country from the last boat registered.

The certification authority is normally the MNA, but in cases where the **MNA** does not wish to administer a class, it is very common for this task to be delegated to the **NCA**.

If there is no NCA, then the first step is to create an NCA and join OKDIA. The NCA may then request permission from their MNA to either act as the

certification authority itself, or request that OKDIA becomes the **certification authority**. **OKDIA** can then issue a sail number based on the latest information on sail numbers in that country.

If details of the last registered sail number are not available, the owner/**NCA** should contact **OKDIA**. **Registered sail numbers** can only be issued to owners that are members of an **NCA**.

The **registered sail number** should be placed on the boat in accordance with Class Rule. D.2.4 (b).

3.2 Boats that move between countries.

If a boat that has previously been issued with a **registered sail number** moves to a different country under a new MNA, then a new **registered sail number** should be issued in that country and placed in the boat (see Rule D.2.4(b)) covering the old number.

3.3 Personal Sail Numbers

Personal sail numbers are issued to the sailor. If the boat is sold, the PSN stays with the sailor. A PSN should only be shown on a sail and not engraved into a boat or shown on the measurement **certificate**.

Personal sail numbers can only be issued by **NCA**s (or OKDIA if so delegated) after a decision by that NCA to adopt them. The **administering authority** (NCA or OKDIA) should also issue the sailor with an official PSN certificate. The template is available on <http://rules.okdinghy.org/personal-sail-number-certificate>

3.4 To clarify

The **registered sail number** is the number issued to the boat by the **certification authority, or their delegates**, and is the number that is printed on the **measurement certificate** and engraved into the hull. The **personal sail number** is the number issued to the sailor by their NCA and should only be displayed on the sail.

4. Measurement and Certification

Each new boat needs to be measured to make sure it is in compliance with the **Class Rules**. The Measurement Form should be completed by an OK Dinghy **official measurer**. The class rules and measurement form can be obtained from the OKDIA or the World Sailing websites. OKDIA has also published a Measurement Manual that can be found on <http://rules.okdinghy.org>

The completed and signed **measurement form** should be returned to the **certification authority**, which will issue a **certificate**.

In countries where neither the **MNA** or the NCA do not wish to carry out certification, **OKDIA** can issue a **certificate** on receipt of the completed **measurement form**, and the **building fee receipt**. The cost of this process, including return of the certificate and documents is £30 (2021). Registered post charged extra.

In countries where there is no OK Dinghy **official measurer (OM)**, there are two options. The first is to take the boat to another country that has an OK

Dinghy **OM**. The second is to ask a measurer, or competent person, from another class to carry out measurement (in this case permission will need to be obtained from the MNA) Either is acceptable. Advice should be requested from OKDIA in the event of the latter.

To obtain a certificate, the boat owner must be a member of an **OKDIA** recognised **NCA**.

It is strongly recommended that manufacturers supply boats with a fully completed and signed **measurement form**, especially when there are no **official measurers** in the country of the sailor.

5. Small National Class Associations

New rules introduced in 2021 have reduced the minimum size of an NCA to one owner and allows for the possibility of an NCA to be formed when there are very few owners. While OKDIA hopes that these NCA will grow over time and that the NCA will be able to self-administer, OKDIA can provide the administrative and certification services while the class in that country grows.

However, the NCA must also request permission from their MNA to delegate responsibility for the **certification authority to either itself or OKDIA**.

OKDIA can offer the following services:

- Issuing of sail numbers.
- Issuing of Measurement Certificates on receipt of a completed Measurement Form
- Issuing of Personal Sail Numbers

These small NCA must first join OKDIA and must pay the fees outlined in this document. OKDIA cannot offer these services to non-members of OKDIA. All owners must either join an existing NCA or create a new NCA with OKDIA as its Administering Authority.

6. Boat registration

6.1 Process for new boats for 'small' National Class Associations

- Order a Building Plaque from OKDIA, if new boat. Cost is £66.30 (2021)
- Request a sail number from OKDIA – free of charge
- Organise an OM to measure the boat – fee payable to OM
- Send measurement form to OKDIA and receive measurement certificate – fee £30.

6.2 Process for relocation of existing boats for 'small' National Class Associations

- Request a new sail number from OKDIA – free of charge
- Send original measurement form to OKDIA and receive measurement certificate – fee £30.