

## Appendix B

### Registration Protocol

- B.1 The International 420 event registration is led by the CTD and is done on a team basis.
- B.2 All national teams shall be registered online at respective Championship website accessible via [www.420sailing.org](http://www.420sailing.org). Each NCA or MNA where no NCA exists shall be sent online entry information and user access and shall be responsible to complete online entry.
- B.3 Teams shall print and sign the entry forms as directed on the website, and the team leader shall bring the signed copies to registration. However, the OA may also be required to print out entry forms and other entry documentation, so printing and photocopying provision must be available in the Race Office.
- B.4 This information will be passed to the OA to be used as the basis of the results file.
- B.5 On arrival, the team leader shall bring to registration:
- All completed registration forms
  - Insurance Forms if required by the OA
- B.6 Equipment inspection
- B.6.1 The blank equipment inspection forms will be given to the teams by the measurement secretary.
- B.6.2 For each boat, the completed equipment inspection form, measurement form and measurement certificate shall be handed to the inspection team
- B.7 When equipment inspection is completed, the duly signed bottom part of the equipment inspection form is returned to registration and attached to the entry form, where the final registration pack will be made available.
- B.8 Registration packs shall include: Sailing Instructions, Programme, Social Functions, Opening Ceremony information, local information, etc.
- B.8 The ICA shall provide access to its online entry system for the OA personnel to assist in updating during the registration process. The OA shall provide sufficient computers for this purpose.
- B.9 Support personnel shall be provided by the OA to fulfil the following additional functions:
- registration of coaches and team leaders and issuing coach ID flags as required;
  - issuing of bow numbers and bow stickers as required;
  - provision of final registration packs;
  - sale of tickets for any social events;
  - sale of insurance;
  - General Championship services