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International Optimist Dinghy Association
www.optiworld.org



IODA Regatta Manual



World Sailing
Class Association

INTRODUCTION

This manual is designed to be a complementary tool for IODA Members that are bidding to host an IODA championship. It is also intended to be a key reference for Members already confirmed to host an IODA championship. The aim of this document is to provide consistency in the organization of IODA championships all over the world. The origins of this present Regatta Manual can be traced directly back to the first version prepared under the guidance of Luis Ormaechea, Chairman, IODA Regatta Committee (2005-2011).

This manual must be a living document. It needs to be updated constantly to accurately reflect the continual evolution of our sport. The responsibility for the contents of the Regatta Manual and for keeping it current lies with the Regatta Committee of IODA. It is by no means perfect, and contributions to improve its contents are always welcome. These will be incorporated and posted on the IODA Website as soon as approved by the Executive Committee.

We want to take this opportunity to thank the many experienced organisers, race officials past and present, and the current IODA Regatta Committee members Andres Peres, and Ilker Bayindir who contributed to this manual. A special mention to Susan Elliot Beatty, our IODA Regatta Committee Secretary and Fiona Kidd, IODA General Secretary, for their contributions and the work in editing this new version.

Ricardo Navarro
IODA Regatta Committee
Chairman October 2017

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2. TERMINOLOGY

Annual General Meeting (AGM): The highest authority of IODA formed by the official representatives of the Members present or their appointed substitutes. In accordance with Article 13 of the Articles of Association in the IODA Handbook, the AGM is held each year in conjunction with the Optimist World Championship.

Boat Builder: As per Class Rule 2.2.

Coach: Appointed by the NCA to deal with all on water and technical sailing issues for a national team.

Country Representative: The person officially registered with a vote at the AGM on behalf of and appointed by the Member NCA.

International Optimist Dinghy Association (IODA): A non-profit association formed with the following objectives, as described in Article 2 of the Articles of Association:

1. To administer the IODA in accordance with the World Sailing requirements, and to see that the Class Rules are observed.
2. To promote the International Optimist Dinghy and the Class.
3. To establish Conditions for the Optimist World and Continental Championships and determine where they are to be held.

IODA Conditions: The rules to be followed by members who want to bid to host an IODA championship, organisers of the corresponding event and members entering an IODA championship. These conditions are published in the [IODA HANDBOOK: Articles of Association and Championship Conditions](#) and can be downloaded from the IODA website (www.optiworld.org)

IODA Course Representative (IODA CR): Appointed in addition to the IODA PRO. At any championship the IODA PRO and the IODA CR may split the stated IODA PRO responsibilities.

IODA Executive Committee: Elected representatives of IODA: a President, a Vice President Europe, a Vice President Africa/Asia/Oceania, a Vice President Americas, Chairman of the Regatta Committee and Chairman of the Technical Committee.

IODA General Secretary: Appointed by IODA in accordance with Article 12 of the Articles of Association in the IODA Handbook.

IODA Microsite: Website platform provided to the OC by IODA for each IODA championship. Use is mandatory, and includes the online entry system, the Official Notice Board, as well as the Jury and the Technical Committee areas.

IODA Official: Executive or Committee member or qualified person appointed by IODA to a role of authority on behalf of IODA at a championship. May include a race officer (PRO, CR), a judge, an umpire, or a technical committee representative.

IODA Principal Race Officer (IODA PRO): Appointed by IODA for IODA World and Continental Championships.

IODA Race Management Guidelines (IODA RMG): States the procedures to be followed by the OC and their race committee when running an IODA championship.

IODA Regatta Committee: As per Article 9 of the Articles of Association in the IODA Handbook.

IODA Regatta Manual: States the complementary requirements to be followed by the organisers and their Race Committees when running an IODA championship.

IODA Regatta Secretary: Appointed by IODA to adequately deal with the affairs of the Regatta Committee under the supervision of the Regatta Committee Chair.

IODA Technical Committee (IODA TC): As per Article 8 of the Articles of Association in the IODA Handbook.

IODA Tracking Operator: Appointed by IODA to run tracking during a championship.

Member: This is a term described in Article 3 of the Articles of Association in the IODA Handbook.

Member National Authority (MNA): The national governing body for sailing recognized by World Sailing.

National Optimist Class Association (NCA): As per Article 3 a) of the Articles of Association in the IODA Handbook.

Official Arrival Day (OAD) and Official Departure Day (ODD): Dates of official arrival and departure at an IODA Championship between which accommodation and meals shall be included in the entry fee.

Organising Authority (OA): As per RRS 89.1. This shall include the IODA.

Organising Committee (OC): Body appointed by the successful host bidder to organise the championship.

Race Committee (RC): As per RRS 90.1

Race Officer: Appointed by the OC to run the races under the guidance of the IODA PRO and/or IODA CR.

Racing Rules of Sailing (RRS): The current World Sailing Racing Rules of Sailing.

“Shall”, “May” “Will”: The word “shall” is mandatory, the word “may” is permissive and the word “will” is intention.

Team Leader: Appointed by an NCA to deal with all onshore issues for a national team. Each team attending an IODA championship shall be accompanied by a Team Leader who shall be the responsible adult for the team.

World Sailing (WS): The world governing body for the sport of sailing.

BEFORE THE EVENT

3. BIDDING TO HOST AN IODA CHAMPIONSHIP

All IODA championships must abide by:

- The current WS Racing Rules of Sailing
- The current IODA Handbook: Articles of Association and Championship Conditions
- The IODA Regatta Manual
- The Race Management Manual
- The Measurement Manual
- The Bid Form
- The Class Rules
- The Notice of Race
- The Fleet Racing Sailing Instructions
- The Team Racing Sailing Instructions
- The IODA Race Management Guidelines

The first step in a bid application to host an IODA championship should be to read the above documentation (excluding the Notice of Race and Sailing Instructions) Only fully paid up members of IODA are eligible to submit a bid to host an IODA championship. There are three major steps to follow when bidding:

1. Submission to IODA by the deadline referred to in Condition 7.1 of the World Championship Conditions, and Condition 8.1 of the Continental Championship Conditions.
2. Selection by AGM (two years prior to date of event by members' vote)
3. Confirmation by AGM (one year prior to the event by the members)

3.1. THE BID FORM

The Bid Form is available from the IODA Secretariat. The completed Bid Form shall be returned to the IODA Secretariat as specified in the IODA Conditions (see 1 in item 3 above). The earlier the application is submitted, the better, since this allows time to make necessary changes. The Bid Form includes a set of notes designed to guide the bidder with the completion of the form. To be valid the Bid Form must be signed by the person authorized to represent the Host Venue, the NCA, and the MNA. By completing and signing the Bid Form, the signatories acknowledge the obligation to conduct the championship in accordance with the IODA Conditions in the IODA Handbook and this Regatta Manual.

The Secretariat is available to assist with information concerning what makes a successful bid, and it is recommended that bidders discuss their submission with the relevant IODA Vice

President or the IODA President. The Secretariat will contact the bidder if any information is missing or incomplete on a submitted Bid Form.

3.2. MEETING WITH THE IODA EXECUTIVE COMMITTEE AND FORMAL PRESENTATION

During the World Championship and prior to the AGM, the bidder or the bidders' representative will be scheduled to meet with the IODA Executive Committee to discuss the details of their proposal. In addition, they will be required to make a formal presentation, approximately 15 minutes in length, to the Members. This will be organized at a convenient time prior to the AGM. The representative of the bid attending the World Championship is recommended to possess a thorough knowledge of the venue and the details of the proposed bid.

3.3. SELECTION OF VENUES AT THE ANNUAL GENERAL MEETING

The Annual General Meeting is held every year during the World Championship at the relevant venue. Host members for IODA championships are selected at the AGM by secret ballot two years in advance of the proposed event.

4. CONFIRMATION BY THE ANNUAL GENERAL MEETING

The AGM shall confirm the selected host member (voted at the AGM the year before) one year before the year of the championship.

The host member, which at this stage are already classified as OC, normally make a new presentation and inform the country representatives on the progress of the organization to demonstrate that they are in full conformity with the current IODA Conditions, Regatta, Race Management and Measurement Manuals and also to the satisfaction of the IODA Executive Committee.

Queries may be raised about issues that were not well defined during the previous year's meeting. The OC should know which these issues are and it is highly recommended that they come to this second AGM with such problems already solved. It is recommended that OC discuss the presentation with the IODA President or relevant Vice President before presentation at the AGM.

5. PROJECT PLANNING

Minus 18 months
Obtain Financial sponsorship, Government Funding
Appoint committee chairs
Prepare budgets
Prepare organizational charts with position descriptions and provide to committee chairs
Arrange special airfares
Determine whether shore venue communications need further capacity
Determine Stakeholders
Contract signed with charter boat provider and support boat provider (submit to IODA)
Plan Official Event Logo (submit to IODA)
Accommodation proposals
Set up Facebook, Instagram, and Twitter pages
Site visit (first) by the IODA Executive Committee representative(s)
Minus 12 months
Update information in submission to IODA, prepare for confirmation at AGM
Confirmation at AGM
Plan and launch Event Microsite (with IODA)
Appointment of Race Committee and Technical Committee
Organise and recruit volunteers for key areas
Accommodation Booked
Finalize Budget
Minus 10 months
Site visit (second) by the IODA Executive Committee representative(s)
Appointment by IODA of the International Jury and invitations sent out by OC
Arrange measurement equipment
Organise race management equipment
Finalize banking details for inclusion in Notice of Race
Organise Food Services, review options
Arrange shore venue layout and signage
Minus 6 months
First Entry Deadline of online registration (thru IODA Microsite)
Finalize race management equipment (delivery, manufacture, source)
Confirm food arrangement, delivery, contracts with third parties
Organise and confirm trophies, medals
Prepare accreditation for competitors, supporters, officials
Organise and recruit additional volunteers for administration work
Arrange first aid provision

Minus 3 months
Confirmation of accommodation. Rooming list completed.
Second Entry Deadline of online registration (thru Event Microsite)
Confirm Food management
Book immigration Fast Tracking for teams and officials
Prepare Opening and Closing Ceremony details
Reconfirm all Race Committee Boats and Safety Boats
Confirm all Race Committee management equipment (marks, flags, tackle, etc...)
Confirm all early arrival details
Organise Spectator boat(s)
Organise and recruit volunteers to work with OC during the early arrival and the event
Prepare all forms and documents sent by IODA from RC and TC
Provide local details to IODA Regatta Secretary for Sailing Instructions writing process
Check all transport booked
Confirm delivery of IODA Trophies
Confirm IODA flag delivered at year's previous championship
2 months after the Championship
Complete Report to IODA Executive Committee (Item 25 of this Manual)

6. THE ROLE OF IODA

6.1. IODA OFFICIALS

Towards the end of one year prior to the championship IODA will appoint an IODA PRO and IODA CR (if appropriate) that will be your key contact for detailed Race Management issues, and two IODA Technical Committee representatives that will be your main contact for measurement issues.

The IODA Regatta Committee Secretary and the IODA Secretary General will be your main contacts regarding all aspects of the championship organization.

Any communication with the IODA should be copied to the relevant Vice President or the President in case of the World Championship.

All Race Officials appointed by IODA shall have full access to the relevant areas and shall be able to work in close proximity with the local officers.

6.2. BEFORE THE VENUE IS CHOSEN

It is not necessary or required that potential hosts receive a visit from any IODA Official before the venue is chosen. If the potential host so wishes, it may invite IODA to send one or more persons, but it must pay all expenses.

6.3. PRE-REGATTA VISITS

6.3.1. World Championship:

After the venue is chosen the OC shall normally receive two visits from IODA Officials. The organisers are responsible for all costs of these visits. (Condition 7.5 for World Championships) One visit shall be from a representative of the IODA Executive Committee and it is strongly recommended that the second visit be undertaken by the IODA Regatta Committee Chairman or designate.

6.3.2. Continental Championships:

After the venue is chosen the OC shall normally receive two visits from IODA Officials. IODA is responsible for the travel costs of the pre-regatta visits, and the OC is responsible for accommodation, food, and local transport. (Condition 8.5 for Continental Championships). One visit shall be from a representative of the IODA Executive Committee and it is strongly recommended that the second visit be undertaken by the IODA Regatta Committee Chairman or designate.

6.4. JURY OFFICIALS

An International Jury of six (Continental Championships) to ten (World Championship) persons is required according to Appendix N of the RRS. IODA appoints the members of the Jury to be invited by the OC. This ensures that decisions taken on protests, race management procedures, or Class Rule enforcement is consistent at all IODA championships. The OC may suggest one jury member for the Continental and two for the World Championship, giving preference to national judges from the host country. The Chairman of the Jury and Chief Umpire cannot be from the host country.

Other than the requirements in RRS Appendix N, when selecting the members of the Jury the IODA Executive Committee gives consideration to the following issues when appropriate:

- Languages: As the official language of the championship shall be English, the Jury should include at least one native English speaking judge. A range of languages should also be available in the constitution of the Jury. The exception is the IODA South American Championship in which the official language is Spanish, therefore the majority of the jury members shall also be Spanish speaking.
- Member from the following year's event host country: The country hosting the following year's relevant IODA event may be invited to nominate a member of the International Jury to gain experience and to provide continuity.
- Umpiring: The Jury must have experience and be fit enough to umpire for team racing. Except for the IODA European Championship, for all IODA events at least two members of the jury must be International Umpires. Additional umpires may be requested from the Organising Committee or members attending the event. They can be from the host country but should be invited with due notice and are usually only required for team racing day(s).

IODA Condition 11.4 (World Championship) and Condition 12.4 (Continental Championships) states that travel expenses, accommodation, meals and local transport shall be the responsibility of the OC. This includes small sundries incurred while en route (parking, coffee, small meals etc). In order to keep accounting simple and avoid small reimbursements some of which may have no receipt, IODA recommends that each jury member shall be given a per diem of USD 50 per championship for racing days plus USD 25 per travelling days.

The OC must take into account that the jury may need to work late hours and that they have been on the water all day. They commonly miss the meal provided for the competitors due to the demands of their duties. Therefore special arrangements for dinner shall be provided along with required transport back to the accommodation.

6.5. IODA TECHNICAL COMMITTEE

All measurement guidelines and requirements are covered in the IODA Measurement Manual. Measurement usually starts two or three days before the Official Arrival Day and the IODA measurers arrive early to prepare the measurement area and train the local measurement team. As per Condition 19 of the World Championship, the OC shall provide travel expenses, accommodation, meals and local transport for two members of the IODA Technical Committee or International Measures nominated by the Executive, including for up to three nights before the OAD.

6.6. RACE OFFICER and IODA PRINCIPAL RACE OFFICER / COURSE REPRESENTATIVE

The Race Officer will be responsible for managing the race management team and conducting the races. The Race Officer is responsible for the management of all safety procedures.

As per IODA Race Management Guidelines there are some race management procedures that the Race Officer shall not take any action (whether or not changed by the Sailing Instructions) without the approval of the IODA PRO or IODA CR. Please refer to that document for a full list of these procedures. The IODA PRO/CR may initiate action in relation to those matters, in which case the Race Officer will be governed by the IODA PRO's/CR's decision. The IODA PRO/CR may also initiate action if he/she is satisfied that the racing is not conducted according to the rules, or for any reason directly affecting the safety or fairness of the competition.

IODA PRO/CR responsibilities include but are not limited to the following;

- Support OC on fleet assignments and Team Racing grid allocation.
- Supervise scoring and be responsible for publishing official results.
- Communication with the Jury in respect to all Notice of Race, Sailing Instructions issues and document changes.
- Approval and publishing (together with local RO) of all Race Committee documents to Official Notice Board.
- Support organisers on coach boat allocation for Team Racing.
- Conduct meetings: daily coach meetings at all events and the Regatta Workshop at World Championship.
- Decide and advise the Race Committee regarding schedule issues and be responsible for changes when needed.
- Attend/Supervise Race Committee meetings (in the morning and afternoon).
- Responsible for all communication with coaches related to the races.
- Approval of all scoring enquiries.
- Represent Race Committee at protest/redress hearings (or nominate a representative).
- Link between IODA and organisers for all race management issues/matters.
- Coordinate with IODA Technical Committee the procedure for inspections on the water.

6.7. IODA MICROSITE

After the event is confirmed one year in advance at the AGM, the IODA Secretariat will work with the OC to design the homepage of the designated event Microsite. The OC will be given access to the Online Entry System, and the News and Media pages. and should begin to populate the microsite with stories, news and information about the venue, the sailing conditions, the accommodation, and the surrounding area. The IODA will manage the Official Notice Board and post relevant documents to that area of the microsite including the Notice of Race, Race Management Documents and Sailing Instructions. The Jury area of the IODA event microsite will be managed by the Jury Secretary appointed by the OC. The OC shall assign a person from their committee to manage the Online Entry System with the assistance of the IODA Regatta Secretary. This connection shall be made early in the planning of the event.

Suggested Posts for the Microsite:

- 12 months before event
 - Tentative programme of events
 - Local sailing conditions
 - Insurance requirements
 - Chart of race area
 - Innoculation requirements
 - Accommodation overview
 - Sailing Venue overview
 - Charter provider information
 - Things to see and do around the venue and surrounding area
 - Visa Requirements
 - Special airfares or sponsorship benefits to teams

- 6 months before event
 - Notice of Race (to be posted on the Official Notice Board by IODA)
 - Map of layout of shore venue
 - Specific Information on accommodation for teams and officials and other supporter
 - Special information (food,health care, transportation, currency)

- 2 months before event.
 - Arrival procedures
 - Details about special functions and social activities
 - Information about Meals
 - Registration procedures
 - Local transportation
 - Storage and handling of boats
 - Boat, sail repair and chandlery facilities

- Other local amenities such as supermarket, doctor, dentist, pharmacy, hardware store, tourist office, car hire, etc
- WIFI facilities
- Team leader and spectator boats
- Address for any personal parcels

6.7.1. Online Entry System of the Event Microsite

Registration for competitors, coaches and team leaders is part of the designated IODA microsite for the championship and is done through the preconfigured online entry system. All essential information, including fees, published in the Notice of Race is represented. To register a team, a password shall be required to enter the system and instructions for its retrieval will be distributed to each eligible member by the IODA Secretariat.

There is a First Entry Stage and a Second Entry Stage reflective of the payment deadlines agreed with the OC. The Online Entry System conforms to the IODA Conditions for the Championship. The First Entry Stage requires that the teams enter the number of competitors and adults planning to attend, charter Optimist and support boats required, along with early arrival fees. The amount due and payable by the First Entry Deadline is calculated and an invoice may be printed. The Second Entry Stage requires that names, nationality, birthdate and other particulars such as special diet requirements shall be entered for each competitor and adult. The passport identification page for each member of the country delegation shall be uploaded, as well as mandatory contact details for each adult. Sailnumbers for each sailor are also required. The balance of fees owing by the Second Entry deadline is automatically calculated and an updated invoice may be printed.

An access password to the backnet of the online entry system will be provided to the OC for the purpose of administering the registration process, which shall be done with the assistance of the IODA Regatta Secretary. The system provides the option to download the information into Excel spreadsheets as required. It is mandatory that all information entered into the registration area of the microsite is complete and reviewed for accuracy, as the Scoring, ONB, Measurement, and Jury Boards are linked to this data.

6.8. TEAM LEADERS MEETING

The team leaders are the most important link between the OC and the teams. Their understanding and co-operation can contribute in a major way toward minimising problems. A team leader's meeting is scheduled (in the Notice of Race) at the start of each championship. This meeting will be run by the IODA President or the relevant IODA Vice President, seconded by a representative of the OC, and deals with administrative issues such as accommodation, food, transport, security, etc. No race management issue should be discussed at this meeting. (There is a specific daily meeting for any issues arising from race management: the coaches meeting.)

6.9. COACH MEETINGS

Daily coaches' meetings are scheduled (in the Sailing Instructions) at a regular time each day prior to the race committee and sailors going afloat. The IODA PRO/CR will lead these meetings together with the Jury Chairman, Chief Umpire, and Technical Committee representative.

The purpose of the meeting is to summarise the previous day, inform the intentions of the current day and to clarify any questions arising from the Sailing Instructions or other arrangements regarding the conduct of the races. Also in attendance: Race Officer of the OC and other key officers of the OC (Safety Officer, Beachmaster, and Event Manager)

6.10 TECHNICAL AND REGATTA WORKSHOPS

There will be a Technical and a Regatta Committee Workshop scheduled during the World Championship, preferably during the evening. The purpose of these meetings is to summarize developments throughout the year and provide a forum for discussion of current issues or new business. The Technical Committee Workshop is conducted by the Technical Committee Chair and will focus on class development and measurement issues. The Regatta Committee Workshop is conducted by the Regatta Committee Chair, is typically directed at coaches and will focus on race management topics.

Suitable meeting space complete with chairs for up to 30, a presentation screen and equipment, and internet is required.

7. NOTICE OF RACE AND SAILING INSTRUCTIONS

IODA is one of the largest sailing classes in the world. Therefore, it is imperative that competitors sail in fair competitions and on equal terms. As with the majority of sailing events worldwide, IODA has achieved these goals by ensuring that all of the Class' events follow approved standards, including:

- Standard Notice of Race and Sailing Instructions.
- Format of racing.
- Coherent criteria in Race Management procedures and decisions taken.
- Coherent criteria when umpiring or judging protests.
- Standard measurement procedures and coherent criteria when applying Class Rules.

To achieve these goals, the IODA Regatta Committee prepares the Notice of Race and Sailing Instructions. The OC is asked to complete both documents with local information. This method allows for consistency across all IODA championships and ensures that the races adhere to the same standard.

8. WORKFORCE

It is vital to have responsibilities clearly delegated, and have clear lines of authority. A common problem of major championships is that only one individual is empowered to make decisions. An organisational chart should be produced with job titles and named individuals. This must be provided to IODA 12 months before the start of the regatta with contact details for all staff members that IODA will be dealing with.

In addition to the Chairman or Event Manager, the following are key administrative areas: accommodation, ceremonies and awards, vendors, food services, sponsorship, medical services, security, site planner and venue services, transportation, volunteer co-ordinator, championship logo and products, media, team liaison, jury official coordinator, registration, athlete information desk, procurement and disposal of supplies, social planning, measurement area and race management. Refer to Appendix I for a suggested organisational structure.

During the championship, the key members of the organisation should meet each day at a designated time in order to plan for the day ahead, and then later, review all problems which occurred during the day, identifying solutions. The IODA President/Vice President and PRO/CR shall be informed of the location and time of these meetings and shall participate at their discretion.

8.1. STAFF TO BE PROVIDED BY OC

8.1.1. RACE COMMITTEE

The Race Committee should be appointed by the Organising Authority and be approved by the IODA Regatta Committee. A WS International Race Officer or a National Race Officer shall be appointed as Race Officer. It is strongly recommended that the National Race Officer is able to speak English and for the South American Championship, Spanish. Preference should be given for individuals with prior experience of Optimist dinghies.

A standard IODA race committee has one starting vessel, start pin vessel, finish and finish pin vessels plus three mark laying boats, follows the requirements on race committee members necessary as minimum crew of these vessels with a brief discussion about their roles.

More detailed information about the roles of all of race committee members and also some recommended procedures can be found in IODA Race Management Manual.

STARTING VESSEL CREW:

- The Race Officer.

- One Deputy Race Officer to coordinate staff onboard starting vessel and help the Race Officer to conduct the races.
- One recorder (keeping record of all things happening in writing).
- One time-keeper (also handling the sound signals).
- One person for the flags.
- One assistant, dealing with communication, keeping an eye on the other side of the committee boat, recoding wind direction and speed, etc.
- One assistant to communicate with the Social Media Team Coordinator onshore, and with the Tracking Operator. For more information regarding Media, refer to Section 8.1.7 of this manual and for more information regarding Tracking refer to Section 21.1.3 of this manual.

START PIN END VESSEL:

- One Assistant Race Officer to call the start line (with tape/digital recorder and radio),
- One Auxiliar Race Officer keeping record in writing.

MARK LAYING BOATS:

- One crew member to drive and work with communication, GPS, anemometer, etc..
- A Mark Layer to deal with marks, weights, ropes, etc.. and to put/retrieve marks on the water.

FINISH VESSEL:

- Five persons, splited in two pairs to call the finish from different places onboard the vessel plus a fitfh one in charge of support tasks.

FINISH PIN VESSEL:

- Two persons are needed and shall be located on the finish line to call the boats finishing.

Experienced crews on the finish vessel and finish pin vessel at the finishing line are very important. Note that a start can always be done over again, but a finish can never be repeated.

8.1.2. EVENT MANAGER

The Event Manager should have experience of previous Championships. He/She must understand the issues raised by large fleets travelling from abroad. **Also, this person** must manage the staff effectively and delegate nearly all tasks, leaving thimself/herself free to oversee and respond to problems. The ability to speak English is mandatory.

8.1.3. RACE OFFICE STAFF

A minimum of four staff are required to work in the Race Office, depending on the size of the Championship. Considering that the Race Office is likely to be open 0800 – 2100 hours they will need to work in shifts. They should be proven administrators, calm under pressure. At least one staff member must have Race Office experience per shift. They must be well briefed by the Event Manager and must be given the responsibility to make decisions where possible. At least one member must be able to speak fluent English. Contact with the IODA Regatta Committee Secretary is mandatory in order to properly administrate the Official Notice Board of the IODA event microsite.

8.1.4. TRACKING VOLUNTEERS

If the OC elects to have tracking at the event, a commitment to supplying volunteers to assist with the daily management of the trackers is mandatory. Every morning the units need to be unplugged from the chargers, turned on, put in plastic bags, sorted by country, and delivered to the team leaders. Every evening the units need to be collected from the team leaders, taken out of the plastic bags, turned off, and plugged into the chargers. These tasks are very time consuming, especially for large events with more than 100 sailors. To ensure that these tasks are done according to the demands of the race day, the organisers must provide three or four helpers in the early morning and again immediately at the end of racing. These volunteers shall be responsible persons who are available and willing to help from the OAD to the last day of races. They may be recent ex-optimist junior sailors.

8.1.5. JURY SECRETARY

A competent experienced administrator must be assigned to assist the Jury with processing protest forms, scheduling hearings, and organising sailors and witnesses waiting to be heard. The OC may suggest a person who should be accepted by the Chairman of the Jury before being confirmed. The jury secretary needs an adequate room or reception space with a large desk to deliver and receive protest forms after the end of racing each day. This place must be away from the dining and active social areas of the venue, close to the jury hearing rooms and should contain a couch or chairs for sailors and witnesses to wait. The jury secretary must also have access to a lap top or computer as all documentation is entered and posted online on the IODA event microsite Official Notice Board. This includes rule 42, protest time limit, protest hearing schedule, and protest decisions. A password to this area of the microsite backnet will be provided by the IODA Regatta Committee Secretary along with an initial tutorial and ongoing support if required. A designated photocopier/printer is also essential. The jury secretary must speak fluent English, and must also speak fluent Spanish for the IODA South American Championship.

8.1.6. VOLUNTEER HOSTS

The OC may assign certain individuals to look after one or more teams, the choice being determined by cultural or language challenges, among others. These persons might make the airport or other pick-ups, and make a special point for the first two or three days of answering questions and assisting the team to settle in.

This initial effort will require very little expense or effort but will provide great benefit toward minimising problems later and helping to establish a positive relationship early. Often, there are interested members of the local community who may have language capabilities and are willing to volunteer their time for these hospitality purposes.

8.1.7. MEDIA OFFICER

IODA strongly recommends that a Media Officer be appointed to complete the following tasks:

- Managing any press on site.
- Updating the relevant area of the IODA Microsite through the daily 'News', Video and photo galleries.
- Liaising with the event photographer.
- Maintaining daily contact with IODA Regatta Secretary and Secretary General.
- Administering event Social Media through the 'LIVE' and 'Social Boards' of the IODA Microsite.
- Liaising with any NCA Media officers and providing appropriate accreditation.

An "IODA Social Media Policy" complete with mandatory requirements and instructions on how to effectively administrate the social media areas of the microsite is available from the IODA Secretariat.

8.1.8. OFFICIAL PHOTOGRAPHER

An official photographer is recommended and shall provide free images upon request to IODA and the OC. They may charge competitors and NCA's for the photographs. A portal may be created on the IODA event microsite to provide instant access to Official Photographer's photo galleries in addition to the Media area of the site.

8.1.9 SCORER

Scoring is a very important task. An experienced person or persons must be appointed with knowledge of preparing results for large fleets with daily fleet divisions in accordance with WS RRS Appendix A - Low Point Scoring System and the Sailing Instructions for the event. The scorer must be available throughout the day to receive the results from the water electronically, and prepare for posting after each race is complete. Good communication with the race

committee and IODA Regatta Secretary is required. Results may change after protest hearings or score reviews, therefore the scorer must be flexible to remain on duty until minimally 2100 or until jury hearings complete. The ability to correctly calculate details under pressure is essential. Instructions regarding use of the IODA Microsite Scoring System, or Sailwave for an IODA Event will be provided by the IODA Regatta Secretary.

8.1.10 BEACH MASTER / LAUNCHING AND RETRIEVE COORDINATOR of BEACH TEAM

An experienced Beach Master shall be appointed to head the Beach Team and liase with the OC and Race Committee on daily issues. The Beach Master shall speak English, and also Spanish for the South American Championship. The Beach Master must have experience with ribs, dinghies, and sailing. He/She must be knowledgable about conditions of the area and informed on proper safety measures. The Beach Master must be calm under pressure and able to effectively lead the Beach Team. The Beach Master will also oversee the proper flag procedure as directed each day by the IODA PRO/CR from the Official Flag Pole.

Launching and beaching Optimist fleets may pose problems, particularly if there is a long haul for sailors or limited access to the water and assistance is necessary. A Beach Team manages the slipway, takes the trolleys from sailors as they launch and stacks them neatly. An efficient Beach Team can significantly reduce the amount of time it takes the fleet to launch. The Beach Team must be experienced to handle wave conditions and challenges posed by high tides. Refer to 10.9.4 of this manual.

8.1.11 CHIEF SAFETY OFFICER

A person, preferably a trained medical practitioner, with knowledge of local medical procedure, customs, personnel and hospitals, shall be designated as the Chief Safety Officer for the event. The Chief Safety Officer shall be responsible for the execution of the championship Safety Protocol, an emergency plan covering both medical, rescue and inclement weather issues that shall be provided in writing and in advance of the championship by the OC to IODA. Please refer to Appendix II for a Recommended Safety Protocol and guidelines for IODA Championships. During racing this person is recommended to be located afloat aboard the main Main Safety Vessel. In the event of a medical emergency the Chief Safety Officer will become the authority to direct boats and people as necessary to meet the requirements of the situation, keeping the IODA PRO/CR fully informed in order to coordinate activities

9. ACCREDITATION AND SECURITY

9.1. ACCREDITATION

It is recommended that some form of accreditation be issued to everyone with an official function at the Championship. The type required will vary from site to site. Identification badges or colour coded wrist bands for sailors and officials are desirable for reasons of security, meal control and identification. They may include a photo of the individual, their country code, role at the championship and name. Different colours may be used to designate between groups in order to determine type of access. For example, entry fee paying competitors and adults will have access to the meal area, but accredited Media may not. The following groups are suggested:

- Sailors.
- Coaches/ Team leaders (this helps identify those with official capacity when dealing with the Race Office).
- OC officials.
- IODA officials.
- Partners of IODA Officials
- Media.
- VIP Guests.

9.2. SECURITY

Security is the responsibility of the OC. The level of security for personal safety and personal effects will differ between each venue. It must be considered that the Optimist teams travel with valuable equipment and personal items. These include not only boats but various electronics. Security problems fall into several categories:

- General security of shore venue: There is a need to bar or restrict entry into the shore venue by persons not involved in the event. In addition all areas of the shore venue need to be well lit at night, and 24 hour foot patrol is recommended.
- Safekeeping of valuables: There is a need for safekeeping of passports, cash, traveller cheques, cameras and other high-value personal effects. The accommodation should provide an adequate room strongbox or secure lock up for such personal items free of charge.
- Security of team boat storage areas: There is a need for secure storage for sails, daggerboards, rudders, tool kits, spare parts and other accessories in the boat park. Large lockable gear boxes positioned in the team's area of the boat park work very well.
- Measurement Area: There is a need for secure (lockable)

- storage for spars, rudders and other valuable equipment used by the measurement team, especially when there is a mandatory charter. Security should also extend to the sail storage area.

9.3 TALLY SYSTEM FOR SAFETY ACCOUNTABILITY OF SAILORS ON THE WATER

A system of accountability for sailors on the water shall be implemented. IODA requires that the sailors be 'Checked Out' and 'Checked In' each day by the team leaders, as detailed in the Sailing Instructions for the championship. Physical sheets, solely designed for this purpose, shall be prepared from the final registration information with country, sailor's name, sailnumber, space for team leader signature, and time of departure and return. These shall be posted daily in an area close to the launch. Each day the sheets shall be collected and delivered to the Race Office, and the fleet on and off the water shall be confirmed to the Signal Boat and the IODA PRO. Sailors who have not been checked out or in shall be reported immediately to the IODA PRO.

The OC, depending on budget and sponsorship, may propose various alternative methods (wristband, bar codes). The system chosen shall be communicated to the IODA Regatta Committee and may supplement the 'Check Out and Check In' sheets as described above.

It is recommended that the OC also use two pairs of volunteers strategically placed in an area close to the launch point to record sail numbers as athletes head out to the race course. These volunteers are variously called 'seagulls'. This provides an additional safety check.

10. ON SHORE FACILITIES

10.1. RACE COMMITTEE FACILITIES

A separate room ashore shall be provided for the Race Committee. This space shall be sufficient for necessary meetings of Race Committee and for adequate storage of equipment, dry or wet. It must have dedicated WIFI provision. A separate office ashore close to this room should be provided for the IODA PRO.

This room shall be able to be secured in order that personal equipment can be left while individuals are on the water. The key should be left with a designated person in the Race Office. Hot and cold drinks, snacks and fruit need to be available to this group who often work long hours on and off the water.

10.2 SCORING OFFICE

A separate room is required for the Scorer(s), equipped with at least one computer and a printer. Good wifi/internet connection is essential. Since preparing the provisional and final results must be done with particular efficiency and accuracy, this room should be "off limits" for all persons except members of the Race Committee.

10.3. JURY FACILITIES

10.3.1 Jury Office

The International Jury needs a room to get organised and meet before and after each day of racing. This room must be lockable. The key must be left with the Jury Chairman or with a designated person in the Race Office. It must have dedicated WIFI provision. Hot and cold drinks, snacks and fruit need to be available to this group who often work long hours on and off the water. Sufficient number of ac plugs are required for all jury members. There must be suitable space provided for the members of the Jury to change their wet gear and store their equipment.

10.3.2 Jury hearing rooms

Two hearing rooms shall be provided for the World Championship and for Continental Championships that have six or more judges which require two panels. For Continental Championships with five Jury members one room shall be provided. Tables and chairs in sufficient number for members of the jury, sailors, interpreters, and witnesses shall be provided. Normally, members of the Jury can be expected to provide their own rule books, models, etc.

10.4. IODA SECRETARIAT OFFICE

The IODA Secretariat shall be provided with a room with power and dedicated internet. A work area table along with printer / photocopier and sufficient supplies (printer ink, paper) is mandatory. This office is best located close to the Race Office and should be equipped with a door. At the World Championship, both the Secretary General and the Regatta Secretary will require adequate desk space in the office.

10.5. IODA VICE PRESIDENT OFFICE (Continental Championship)

A small room or office shall be provided to the IODA Vice President with internet access, ac power and a desk. The space shall be centrally located and is provided for meetings with members.

10.6. IODA EXECUTIVE COMMITTEE MEETING ROOM (World Championship)

A meeting room shall be provided for the IODA Executive Committee to conduct meetings with event bidders and members prior to the AGM. The room shall be large enough for 10 people, include a board type table and seating, and shall have dedicated internet and multiple ac power outlets. Arrangements for coffee and tea should be possible.

10.7. TRACKING FACILITIES

The following shall be provided:

- A secure room for charging.

- Dedicated internet.
- A quiet secure room for working (can be the same as the charging room, if large enough).
- Communication with the Race Committee (on the water), from the working room (radio or cell phones).
- A Java enabled PC so that the IODA tracking operator has two screens, one to view the tracking and the other to access the online tracking manager. The IODA tracking operator brings his/her own laptop computer.
- Onsite display facilities. In order to display the live tracking to the spectators there must be relevant display facilities in place. Tracking is viewed through the IODA Microsite dedicated to the event. In order to show the tracking you need a PC with a stable broadband internet connection connected to a plasma screen in the place you wish to display the tracking (for instance in the club house or meeting place). You can set up as many screens with tracking as you like.

10.8. AGM FACILITIES (World Championship only)

The Annual General Meeting is normally scheduled during racing hours, and is attended by all country representatives to deal with the business of IODA. The Agenda for the meeting is prepared and distributed by the IODA Secretariat.

The organisers shall provide an adequate large conference room, facilities and equipment for this meeting, (Projector, microphones (preferably wireless)), enough chairs for up to 100 people, water for delegates, etc. The meeting should be held at the shore venue or, if not possible, at the hotel accommodation. Transportation shall be provided if the location is different from the shore venue.

In addition, there are several evening meetings that occur throughout which will require a presentation space including the Continental Meetings, the Bid Presentations, and the Workshops by the Regatta and Technical Committees. English is the official language of IODA therefore no translation service needs to be provided.

The Secretariat will distribute a schedule with timetables of the meetings. This programme shall not be considered as part of the Championship's official programme of events stated in the Notice of Race. The IODA Programme, as with other IODA notices shall be published in a designated location of the Official Notice Board of on the IODA microsite for the event.

10.9. SAILOR FACILITIES

10.9.1. BOAT PARK

Each team shall be assigned an area to park its boats and store its equipment. It is recommended that the boundary of each team's boat parking area be conspicuously painted or identified. The

OC shall allow 2.5 m x 1.5 m per Optimist with equivalent amount of space for movement of boats. The designated area shall be well marked.

There should be sufficient water supplies and hoses for daily rinsing of hulls and sails. The decision to restrict or close access to the boat park to supporters with the exception of coaches will be that of the OC but permission to do so must be granted by the IODA Executive Committee and shall be based on stated safety and security requirements.

10.9.2. SAIL STORAGE

A facility shall be provided whereby sailors can remove their entire rig from their boat and store it vertically with the sail up overnight. This can be provided for in a warehouse or marquee and shall include a structure constructed for the mast foot to slot into. Team spaces should be marked. The location of the sail storage area must be close to the boat park as it is not reasonable to expect young sailors to carry their upright rig over a long distance.

10.9.3. CHANDLERY AND REPAIRS

It is desirable that a local sailing shop provides parts and repair facilities at or near the site. This facility should be readily available with accessible hours. If extreme weather conditions are predicted, additional stocks of wetsuits, drysuits and cold weather clothing should be provisioned in the shop. Many teams come from countries with warm climates and therefore have no access to local supplies of cold weather gear.

10.9.4. LAUNCHING AND RECOVERING BOATS

A proper slipway(s) or protected beach wide enough shall be available to launch the entire fleet in not more than 20 minutes. Also a dedicated space on the beach or close to the ramp is necessary for the trolleys to be 'parked' while the sailors are on the water.

10.9.5. OFFICIAL FLAG POLE

There shall be one Official Flag Pole ashore, on which visual signals prescribed by the Race Committee shall be displayed. The minimum number of halyards for the Official Flag Pole is four. Sufficient flags shall be on hand to meet the Race Committee's requirements, as per Appendix III - Required Flags for IODA Championships.

10.9.6. CHANGING ROOMS

Plenty of facilities need to be available for the sailors to get ready for sailing including changing facilities, toilets and showers, split by gender.

10.9.7. FIRST AID

First aid and medical facilities appropriate for the circumstances must be provided at the shore site. Ambulance service must be readily available and in contact with emergency hospital facilities. A fully equipped first aid station must be open during the championship days (suggested 0800 - 1800) and staffed by trained medical personnel. It is recommended to have a qualified doctor available at all times. The hours of the nearest hospital, directions, and phone numbers shall be posted on the Official Notice Board.

An emergency protocol shall be in place and a copy delivered to IODA. All team leaders and coaches should be briefed on this at the first meeting. Refer to Appendix II for the Recommended Safety Protocol for IODA Championships.

In case of an emergency ashore or afloat, whether minor or major, the IODA Vice President or President attending the championship must be immediately briefed and a proper accident/injury report filed. The report should be filed in the incident book maintained in the Race Office, as defined in the Appendix II – Recommended Safety Protocol for IODA Championships.

Language services are often required in a hurry when an injury occurs. Ensure that you have listed all staff at the venue who have language skills and have their mobile phone number listed on the emergency call sheet prepared for this function.

10.9.8. LAUNDRY

Laundry facilities shall be available preferably for free or provided at a low cost. Drying facilities for wet sailing equipment are also required.

10.9.9. INTERNET / WIFI PROVISION

Excellent strong WIFI shall be provided at the shore venue and at the accommodation. The adult supporters who accompany the sailors often require international communication facilities for business purposes, publicity and maintaining contact with relatives and sponsoring organisations. Due to the heavy demand for internet access when the sailors are ashore, a secure private network shall be provided to for the Race Office, the IODA Secretariat, the Jury, the Race Committee and the Media. Wifi for tracking shall be provided on a separate dedicated network as well as for the IODA Microsite.

11. ACCOMMODATION

It is highly desirable that accommodation be located at the shore venue or within easy walking distance. Accommodation any further than 1 km from the shore venue will mean challenges in providing local transport and in commencing Jury hearings within a reasonable time. If it is not possible to accommodate teams within easy walking distance to the shore venue then they must be accommodated close to each other with space for socialising in the early evening.

When the shore venue is not within walking distance, free transportation should run frequently and ideally a regular shuttle service should be provided.

The organisers must provide adequate accommodation for sailors plus three to four adults depending on the number of sailors, for a fixed fee to be agreed by the IODA Annual General Meeting, as stated in conditions 15.1 (Worlds) and 16.1 (Continental). In order to satisfy the stated objective of the IODA Condition 1.3 (Worlds) and 2.3 (Continental) it is mandatory that all teams shall stay in the accommodation provided by the OC unless otherwise approved by the IODA Executive Committee, as per Condition 14.1 (Worlds) and 15.1 (Continental).

By tradition, sailors from the same team sleep in the same room together with their team leader and coach(es). Sailors from different countries shall not be accommodated together unless otherwise required or in the case of girls as stated below. An English speaking staff member should be present at the accommodation and a Spanish speaker for the South American Championship.

11.1. FEMALE SAILOR ACCOMMODATION

Separate accommodation shall be provided for female sailors. Female sailors from the same team are normally to be accommodated together. If acceptable to the team leaders, female sailors from different teams may be combined together in the same room.

11.2. IODA OFFICIALS AND JURY ACCOMMODATION

Accommodation, meals and local transportation for each IODA official and member of the Jury may be of the quality provided to the teams, but individual rooms shall be provided, unless otherwise requested as per the IODA Conditions.

12. CATERING AND NUTRITION

The menu should be simple, wholesome and international, with special foods available to meet dietary requirements. Correct nutrition is extremely important to young athletes who are competing in a long championship and, in many cases, still growing. It is the responsibility of the

OC to ensure that they offer a good range of food options. Food is one of the most important areas of the championship and must be given priority in the budget.

12.1. BREAKFAST

Normally offered at the accommodation. Depending on the size of the championship, it may be required that there are at least two sittings with the teams assigned to one.

- Should include a range of cereals, breads, cheese, yoghurts and fruit.
- Should include a choice of non-caffinated liquids, chilled and including juice, water and milk. Coffee and tea should be offered for the adults.
- Should include a hot option, including eggs.
- Protein is essential in this meal.

12.2. LUNCH

At the competition venue, packed for consumption on the water.

- Should be available for collection one hour before the fleet is released.
- Should be packed in order that it can be taken on the water or eaten beforehand.
- Food should be individually wrapped and a team's complete lunch should be contained inside a designated cooler with a large quantity of ice.
- Should include two large sandwiches or wraps with a range of fillings that can be selected.
- Should be simple and not difficult to handle (nothing too spicy).
- Can include fruit but must be easy to peel or consume such as an apple or orange.
- Can include a granola bar or protein bar.
- The OC may provide a managed sandwich 'make your own' facility in order to cut down on waste and labour costs. This station must be monitored.

12.3. RETURNING ASHORE

At the competition venue after the races.

- Sailors shall be offered some sort of carbohydrate/protein option when returning ashore.
- Pasta and pizza are good options. Smoothies with natural fruits are good as well.

12.4. EVENING MEAL

Please discuss with hotels the requirements for sailors' evening meal.

- The main course should include unlimited vegetable and salad, carbohydrate and protein.
- Meals should not be high fat such as creamy sauces, deep fried, battered.
- Unlimited water and juices – limit on soft drinks.

- Dessert may be offered.

The online entry system is designed to capture information about sailor's special food needs, including dietary restrictions, lactose and gluten intolerances, and allergies. A comprehensive list of all sailors with any food requirements must be made and discussed with all areas handling food production and distribution. The packed lunches for those sailors with special diets must be clearly marked.

12.5. HYDRATION

To minimize the risks of dehydration, adequate fluids shall be readily available at all times. Water should be provided at the venue in bottles and chilled. Drinking water points can be provided for competitors to refill bottles. Reusable water bottles can be provided to competitors. A daily supply shall be provided for each coach boat adequate to the number of sailors being supported. The amount of water available should be unlimited to all groups. Unlimited water must also be available at the accommodation for sailors and coaches who need to rehydrate after a day on the water. Alcoholic drinks shall not be available to competitors.

13. ON WATER EQUIPMENT

13.1. WORKING BOATS REQUIRED

It is important that the Race Committee boats are suitable to run Optimist Racing. If in doubt please discuss with IODA Regatta Committee by contacting the IODA Regatta Secretary.

The minimum number of boats required are:

- One Race Committee Starting Vessel.
- One Start Pin Vessel.
- One Finish Vessel.
- One Finish Pin Vessel.
- Three Mark Laying Boats.
- One Boat for IODA PRO (World Championship only).
- One Rib for Technical Committee.
- Three Ribs for Jury (Continental) / Five Ribs for Jury (World Championship).
- One Safety Boat / per every 20 Competitors (refer also to Appendix II).
- One or two Spectator boats.
- One Media Boat.

13.2. MARKS

An adequate number of inflatable rounding marks, support boat zone marks and change marks shall be provided.

The minimum number of marks required for fleet racing are:

- Four course marks.
- Three change marks that must be different in colour and/or shape from the course marks.
- Two support boat zone marks (may be small ones).

The minimum number of marks required for EACH team racing area are:

- Four course marks (may be smaller than for fleet racing if available).
- Two support boat zone marks (can be smaller ones).
- Two start/finish marks (may be smaller ones).

In the event of a team racing championship with two race areas that are located in close proximity the course marks and start/finish marks for each area shall be different.

All necessary marks shall be available with proper ground tackle.

Rounding Marks and Start/Finish marks for Individual and Team Racing shall have a pocket or other kind of system to fix properly the tracking units.

13.3. FLAGS

Each Race Committee vessel should be equipped with the number and type of flags according to its duties. For a full list please see Appendix III – Required Flags for IODA Championships. Recommended size of flags to be displayed ashore and on the main committee boat(s) are 60x90 cm. If not possible, a minimum size of 50x70 cm shall be provided.

13.4. ADDITIONAL EQUIPMENT FOR TEAM RACING

An adequate number of additional inflatable boats or dinghies is required for umpires. At the discretion of the IODA PRO/CR, three more boats in addition to those required for the jury for the fleet racing for both Continental and World Championship Team Racing may be taken from the coach boat fleet as per the Notice of Race.

13.5. RADIOS

Radios shall be provided to every OC boat on the water including:

- Race Committee Starting Vessel
- Start pin vessel
- Mark Laying boats
- Finish vessel

- Finish Pin vessel
- Jury boats
- Safety boats
- IODA PRO boat
- Technical Committee Representative

Also radios should be provided for:

- The Race Office
- IODA Tracking Operator

13.6. MOBILE PHONES

Should be provided to:

- Race Officer
- Start Pin Line Officer
- IODA PRO
- Jury Chairman
- Finish Race Officer
- Technical Committee Representative
- Race Office
- Any other key OC and OA personnel

Local people in the above list may use their own mobile phones instead of OC ones if they choose.

13.7. RECORDERS AND OTHER ELETRONICS

As per the IODA Race Management Manual, some persons need recorders in other to do their tasks properly. Therefore, the race committee starting vessel, start pin vessel, finish vessel, finish pin vessel, and mark laying boats shall require voice recorders (tape or digital) with an adequate number of spare batteries.

Additionally, and not less important than voice recorders, an adequate number of GPS, hand held compasses, laser range finders and stopwatches must be provided for the race committee as this equipment is necessary to run the races at the expected IODA standard. Details about specifications and quantities may be provided on request by IODA Regatta Committee Secretary.

13.8. SOUND SIGNALS

The RRS state that sound signals shall be used by the race committee ashore and on water. Sound signals may be made using an air horn and special attention must be taken with respect to spare ones available onboard any vessel that needs to display a visual signal, for example:

starting vessel, start pin vessel, finish vessel, finish pin vessel and mark laying boats. Guns for sound signals are not permitted at IODA championships.

13.9. SPECTATOR BOATS

At least one spectator boat should be provided, for a price to be set by the OC. This allows team leaders, supporters and even IODA Officials the opportunity to view the competition. The skipper should be experienced. It shall be required to keep appropriate distance to the racing area and racing boats. The skipper should also understand that he/she should not take any instruction from his/her passengers, with particular reference to positioning on the race area. If the spectator boat is out for the entire day, it is recommended that beverages be available, especially water. A vessel with a workable 'head' is strongly recommended. A radio shall be on board to permit necessary communication with the RC or Safety Team.

13.10. SUPPORT BOATS

All support (coach) boats are governed by the provisions within the Notice of Race and/or the Sailing Instructions. Additional rules may be introduced by OA and shall be approved by the IODA Executive Committee.

13.11. CHARTER SUPPORT BOATS

Information about the support (coach) boat chartering should be noted in the Notice of Race. At least two countries shall be represented on each coach boat (except for special circumstances as provided in a particular Notice of Race) The countries split the cost of chartering the boat. The number of coach boats depends on whether the teams are likely to bring their own. These boats will be identified with white flags, marked with the WS national letter code of the countries on board. No other flags shall be permitted. Coach boats shall be suitable for assisting (including towing) maximum 10 sailors.

Support boats, especially charter support boats, are to be used for the purposes of the championship only. It is strongly encouraged that the OC design a system with the boat provider that will account for the pick up and return of the keys on a daily basis. This suggestion is to ensure that boats are fueled and ready for the day of racing.

The OC shall devise a system to ensure that the coaches or a designate can refuel and pay for fuel as required. A fuel package may be offered in advance, or a registered fuel card or fuel tokens pre-purchased. A 'gas dock' schedule may need to be posted so that all boats are fueled and ready before the morning meetings. Refueling of support boats should be done at the end of the previous day's racing, not in the morning or races may be delayed as a result.

14. CHARTER OPTIMISTS

A sufficient number of first-class charter boats, without sails, shall be supplied (together with an adequate supply of replacement parts) by the OC for a fee agreed by the IODA Executive Committee and submitted to the AGM. If the organisers are in a position to provide charter boats for all entries on terms satisfactory to the IODA Executive Committee, the IODA Executive Committee may declare that charter boats are mandatory in the Notice of Race.

The charter fee to be charged to competitors shall be the fee requested by the boat provider and shall not be increased for the benefit of the OC. The IODA Executive Committee shall ask the OC for a copy of the contract negotiated with the boat provider/s, and this shall be produced before confirmation of the venue by the AGM one year prior to the year of the event. In all circumstances - when charter boats are mandatory and when they are not - the boat provider shall be an IODA registered builder. The choice of builder(s) shall be approved by the IODA Executive Committee.

When the charter boat provision will exceed 80 boats, these shall be supplied by two builders (approximately half each) unless an alternative arrangement is agreed by the IODA Executive Committee.

Each boat will be randomly allocated to individual sailors following a method approved by the IODA Executive Committee. This allocation will be undertaken whether charter boats are mandatory or not. For this allocation the IODA Executive Committee requires the OC or Boat Provider to send the list in an Excel spreadsheet of the WS plaques of all the boats to be chartered well in advance, and ideally prior to the boats being packed into the container. The IODA Executive Committee shall confirm the allocation, and return the allocation list (sorted by country, and matching sailor name and sailnumber to the allocated WS plaque) to the Boat Provider.

15. EARLY ARRIVALS

Teams traveling from abroad may arrive on different dates ranging from up to one or two weeks in advance of the OAD. Normally, official accommodation will not be available and is not required, until the OAD of the event.

A special arrangement may be made with the official accommodation hotels to provide a preferred pricing per night per person in advance of the championship. Details are provided to the teams in the 'Additional Information' section of the Notice of Race and can be part of the online registration process of the IODA microsite. The date of the early arrival and the early availability of the sailing venue is at the discretion of the OC. Consideration must be given to the workforce of volunteers who will experience 'fatigue' by the time the championship starts if the early arrival date is set greater than one week in advance of the OAD. This will negatively impact the success of the championship.

Late arrivals or no-shows may cause a problem especially if firm hotel bookings have been made. Normally all early arrival fees (accommodation, support boats, charter boats) are optional but payment must be in full at the initial registration deadline, and is non-refundable. Organisers may wish to delay making hotel bookings until cash deposits are received, in order to avoid financial losses. However, a clear agreement must be made with accommodation suppliers to ensure that the desired accommodation, as close to the venue as possible, is secured.

15.1. ARRIVAL PROCEDURES

The hospitality that is feasible to provide will vary between venues. The first few days during which time foreign teams are arriving, checking into accommodation, acclimatizing to the venue, and training on the water are extremely important. Airport pick-ups should be provided, with buses or vans capable of carrying spars and other equipment. Expect that teams will bring many large bags.

Having a reception group meeting the teams at the airport makes a great welcome and helps in getting the teams situated more quickly. Using the Optimist logo or official poster of the event makes it easy for teams to recognise the reception group. Arrangements made in advance to 'fast track' through immigration authorities, if available, is a welcome service. Guidelines regarding specifics of arrival can be posted on the IODA Microsite and emailed to all the registered team leaders.

15.2. VISAS

Letters of invitation should be issued upon request by the OC.

15.3. IMPORT AND EXPORT OF OPTIMISTS

Each country has its own customs clearing procedures and participating members should be given adequate notice of procedures to follow. The OC may be able to make advance arrangements to facilitate the duty-free import and re-export of equipment.

15.4. AIR TRAVEL ARRANGEMENTS

Arrangements for any special air fares should be settled and publicised at least twelve to six months prior to the regatta.

15.5. ADDITIONAL SUPPORTERS

In addition to sailors and official adults, most teams travel with one or more supporters who may be class officials, parents, brothers, sisters and others. Often these supporters include photographers for yachting magazines, national yachting officials, coaches and other persons who can make a positive contribution in small ways to the smooth running of the regatta and will

help create good publicity internationally for the event. They should be allowed access to the venue including entry to the opening ceremony, closing ceremony and spectator boats etc.

16. INSURANCE

It is mandatory to issue third-party liability insurance for all IODA Events. There are major differences in insurance and liability policies in member countries. In some member countries, it is not possible to obtain insurance coverage. For this reason, IODA has agreed a contract with Yacht Pool Marine Insurance.

The purchase of third-party liability insurance from IODA shall be done as a requirement of the registration process. The purchase will be arranged through the IODA at a low cost per competitor and per coach, detailed in the Notice of Race for the event. The total amount is payable to IODA and collected in cash by the OC upon arrival, during registration. Alternatively, it may be collected through the microsite. Details of this insurance can be requested from the IODA Secretariat.

DURING THE EVENT

17. ONSHORE ADMINISTRATION

17.1 OFFICIAL NOTICE BOARD

According to the Sailing Instructions, there is one Official Notice Board, which should be strictly reserved for Race Committee, Jury, and Technical Committee. This shall be the Official Notice Board of the IODA Microsite.

If the IODA PRO/CR decides that the Microsite online Official Notice Board is not used, then a physical one must be approved and conveniently located. The physical one shall be divided into separate areas for:

- Race Committee.
- International Jury.
- Technical Committee.
- Results.

The Official Notice Board shall be kept up-to-date, with out-of-date notices being promptly removed.

In the event that the IODA Microsite Official Notice Board is not used, then:

- A copy of the document shall be posted on the physical Official Notice Board and the original kept in a file in the Race Office.
- A copy of every document shall be distributed in all the team mailboxes.
- Access to the physical Official Notice Board shall be restricted to designated personnel under the direction of the IODA PRO/CR.

The Official Notice Board shall be managed at the discretion of the IODA PRO/CR.

17.2. REGISTRATION

The first step delegations follow on arriving at the venue is finishing with the registration process that has already begun via the online entry system of the IODA microsite.

17.2.1. REGISTRATION OFFICE

Only team leaders and country representatives should be allowed to enter the office. Ideally, the registration office should have:

- Several desks with information sheets available for collection by team leaders, each manned by an informed staff member.

- To ensure quick processing of each team it is recommended that you have a senior staff member available for issue resolution, ensuring that non standard requests do not create a long queue.
- Tables and chairs for the team leaders who are waiting for their turn.
- Enough spare pens to lend to team leaders and other adults to fill in the forms.
- Access to credit card on-line payment.
- Internet and free wifi.

17.2.2. REGISTRATION PROCESS

Registration process at the venue is the most important process to avoid problems with fleets and results during the racing days. This work will start months before the event with the online entry system of the event microsite. It is important to assign one person to oversee this area from the beginning and to work with the IODA Regatta Secretary. If the microsite entry system is maintained and managed properly, the registration during the OAD will go very smoothly and quickly. It is recommended that large file folders be organised per team to capture the loose paper that is associated with this process.

There are some important things to consider:

- Registration is a process that is the responsibility of the team leaders. In most cases they are also the designated person who managed the online entry of the team. The identity of sailors and adults is checked against the information that has been uploaded into the microsite by requiring the passports to be shown (it is very important to validate per age and nationality of sailors)
- Other areas that must be confirmed during registration are:
 - Name and surname
 - Gender
 - Nationality
 - Date of birth
 - Sail number
 - Relevant medical information and allergies
 - Contact phone number and email address for the Team Leader
- The information must be accurate on the microsite online entry system because it interfaces with the Official Notice Board, the Jury Board and scoring.
- The registration process of each team is not complete until the team leaders present the completed white team measurement form, signed by the IODA Chief Measurer, to the Registration Office. The sail numbers listed on these forms will

be the definitive numbers of each sailor and must be cross checked against the information on the microsite. Any further change of a sail number after completion of measurement shall be requested via the appropriate "Request" form. This is important because the sail numbers entered at registration are the ones the scorekeeper shall use to allocate fleets. "Request" Forms shall be available in the Race Office during the Championship.

- Liability waivers are signed by team leaders.
- Sailing Instructions, information sheets and any other documents are handed to the team leaders or placed in the team mailbox.
- Distribution for keys for any team lockable areas (storage boxes or lockers) are the responsibility of the team leader.
- Team leaders receive the list of boats allocated to each sailor of their teams.
- Once the teams credentials and measurement documents have been validated and submitted, sail ribbons for fleet racing (provided by OC) can be distributed along with any other material, welcome kits or information sheets.

17.3. RACE OFFICE

The race office should be responsible for providing all IODA Standard Race Management Forms and support services in connection with racing. The forms will be provided by the IODA Regatta Secretary. Often the Registration Office will become the Race Office once registration is complete. It should be open at all times during hours when it is reasonable that sailors, Race Committee, Technical Committee or International Jury may require its services. Its hours should be posted and observed. The staff should at all times include a person fluent in English language and fluent in Spanish for the South American Championship.

The Race Office should be equipped with at least:

- Dedicated internet connection.
- Photocopier, scanner and printer(fast).
- Master files for each team including entry forms, payment records, information returns, etc.
- An adequate supply of notices, information sheets, Sailing Instructions and forms including Request Forms and Score Review Forms.
- Cell phones or radio equipment to communicate with the Race Committee (VHF where permissible). It is sometimes better to have an isolated room for the radio.
- A Cash Lock Box and system to securely handle cash payments for reconciliation and incidentals.

- A point of sale credit card machine.

17.4. IODA RACE MANAGEMENT STANDARD FORMS

These should be distributed from and managed by the Race Office. The IODA Regatta Secretary will provide the OC with the IODA Standard Race Management forms that are required. The list of these follows. Forms should include ONLY the Optimist Class logo. The Event Logo, MNA, NCA or Sponsorship Logos are not permitted and the IODA Standard Race Management Forms cannot be altered in any way unless previously approved by the IODA Regatta Committee.

Some of these forms are managed on the microsite, such as many of the Jury forms, and paper versions are no longer required.

The IODA Standard Race Management Forms Include:

- Notice to the competitors (to be signed by the Principal Race Officer).
- Race Report Form (to be filled up per race, giving a summary of each race; a copy to be handed over to the secretary of the Jury).
- Mark Rounding/Finishing Order Form for 300 competitors (per race to be kept in file with the Race Report; a copy of this finishing order may be posted to inform the people ashore).
- Form for scheduling protest hearings (to be posted within 15 minutes of the expiry of protest time; after the protest hearings the decisions shall be inserted) (Provided by the IODA Microsite).
- Team Race Scoring Form.
- Boats not competing (form to be signed by the coach or Team Leader).
- Change of Material Request (form to be signed by the PRO or Technical Committee)
- DNF/RET Acknowledgement Form.
- Score Review Request Form. (Provided by the IODA Microsite)
- Question Request Form.(Provided by the IODA Microsite)
- Report on RRS 42 infringements.
- RRS 42 Infringement Listing.
- Hearing Schedule (Provided by the IODA Microsite).
- Jury Decisions (Provided by the IODA Microsite).
- UFD/BFD List.
- RC, TC or Jury Protests (Provided by the IODA Microsite).
- Team Race Seeding Form (Provided by the IODA Regatta Secretary).
- Regatta Committee Daily Report Form
- Ammendment to Sailing Instructions. All amendments shall be signed by the IODA PRO/CR and the Race Officer.

17.5. MAILBOXES

A mailbox should be provided for each member competing. These can be as simple as plastic “in-trays”, stacked and labelled. Mailboxes also provide a very effective way for messages to be communicated between teams, in addition to distributing official notices, copies of race results, etc. Additionally, one mailbox must be provided for: IODA, International Jury, IODA PRO/CR, Technical Committee, President of IODA (or the relevant Vice President at the Continental), all Vice Presidents at a World Championship, IODA Secretariat (at World Championship), Race Committee and any other essential official personnel. It is very important that these groups also receive a copy of every notice posted. The mailboxes must be centrally located and accessible in the Race Office or vicinity.

17.6. PUBLIC ADDRESS SYSTEM

A high quality public address system is recommended for communication at the venue. Ensure that the loud speaker system reaches all areas of the boat park and is installed before the opening of the venue.

18. RACE MANAGEMENT ADMINISTRATIVE ORGANISATION

18.1. DIRECTIONS TO RACE COMMITTEE

The OC shall not give directions to the Race Committee, International Jury or Technical Committee. Matters of eligibility shall be referred to the IODA Executive Committee, who may refer to the International Jury.

18.2. RESCUE FACILITIES AND SAFETY PROTOCOL

The Organising Committee shall appoint a Chief Safety Officer who shall be responsible for the safety of the participants while on the water, and report to the IODA PRO. (Refer to Item 8.1.11) The Chief Safety Officer shall lay out an adequate rescue procedure according to the local weather and sailing conditions. A copy of this procedure shall be provided in advance to the IODA Regatta Committee. This procedure should be carefully explained to the coaches during the first coaches’ meeting. The OC shall also provide the necessary equipment and personnel to carry out the procedure when eventually needed. Rescue boats should display a distinctive flag (as per Appendix III) and be equipped with radios to communicate with the Main Rescue Vessel in charge of supervising the rescue team.

The Sailing Instructions contain several safety directives that shall be reviewed in advance with the IODA PRO. Reference shall be made to Appendix II for the Recommended Safety Protocol for IODA Championships.

18.3. RACE COMMITTEE PRACTICE DAY

On the day before the first racing day, the Race Committee will go on the water for practice. Competitors are invited to join on that day. No practice race should be run on this day.

18.4. FORMAT OF RACING

For details of the programme of each championship please consult the IODA Conditions in the IODA Handbook. Regarding the format of IODA championships, the IODA Race Management Manual has a detailed explanation for each of the formats. A brief summary follows:

- IODA runs one World Championship, and Continental Championships for North America, South America, Europe, Africa and Asia/Oceania, plus a European Team Racing Championship.
- Inside each Continental Championship with the exception of the European, IODA runs the Continental Team Racing Championship. Additionally, at the North and South American Championships a second Team Racing event for countries from outside the continent, is held titled The Nations Cup.
- All individual championships are open to Members as defined in Article 3.b of the Articles of Association in the IODA Handbook, and entry rules and quotas are defined in the Conditions for each Championship, with sailors appointed by the NCA following National trials.
- All team-racing events but the European are also open, with teams seeded using the individual scoring of its sailors from the races completed before the team racing day(s). For the European Team Racing, the countries are seeded using the individual sailor's overall results from the previous year's European Championship – the top 16 ranked teams are invited to participate.
- The World Championship programme is designed for twelve races, while the Continental Championship programme is designed for ten races.
- Regarding Team Racing, the World Championship is organized for two racing days with forty-eight teams. At the continentals there is one racing day for sixteen teams, with the same for the Nations Cup. The European Team Racing has its particular format of four racing days, also designed for sixteen teams.
- The individual championships may have the entries divided into fleets if seventy or more sailors enter. If this is the case, there will be a qualification series during the first

50% of the fleet racing days, followed by a final series. There may be a maximum of four fleets and the standard colours are, in this order: yellow, blue, red and green.

- All individual championships are one race overall discard.

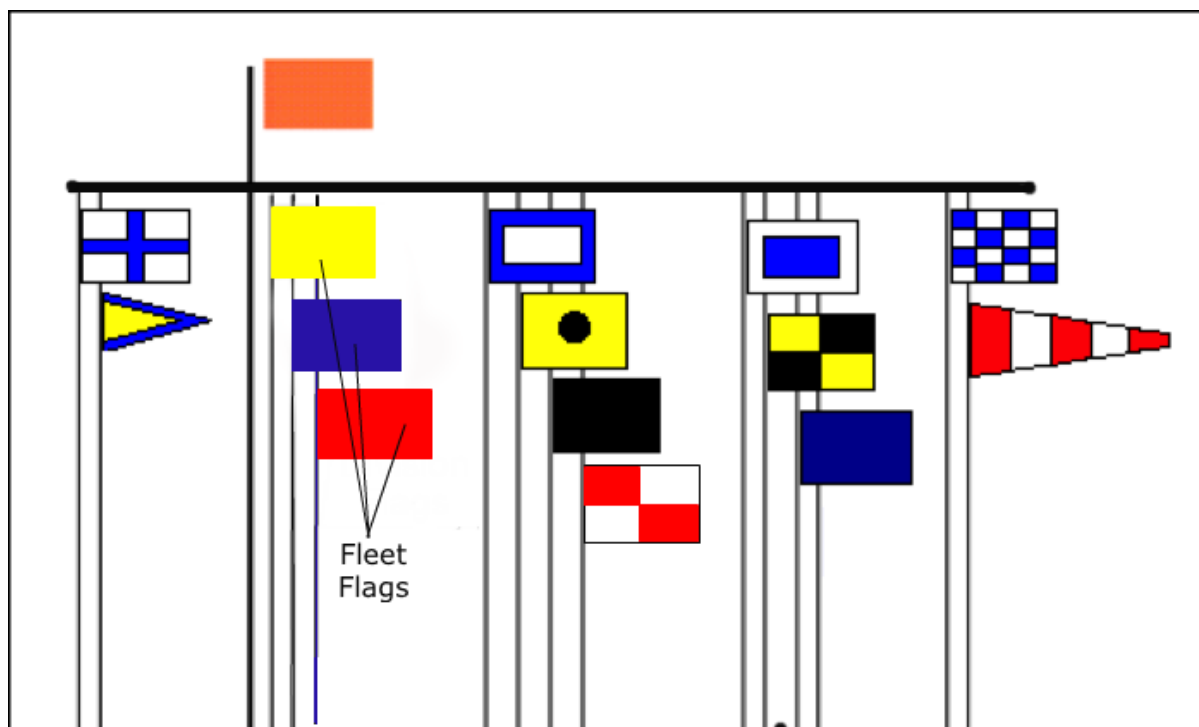
18.5. THE COURSE

IODA has two standard courses. One for fleet racing that is usually called “French Trapezoid” and a second one for team racing, named “Inverted N”. There is an additional alternative course for team racing, but it is used only for the European Team Racing Championship when this event has Ledro/ITA as the venue.

Diagrams of all of these three courses are in Appendix IV of this manual and more detailed explanations about distances, angles and race management procedures can be found in the IODA Race Management Manual.

18.6. STARTING VESSEL AND START PIN VESSEL FLAG POLES

The following illustrates a recommended Race Committee Starting Vessel flag pole.



Refer to Appendix III for specification on numbers and types of flags required to run an IODA championship.

The Race Committee Starting Vessel and the Start Pin End Vessel shall have their orange flags displayed on flagpoles at least 5 m high above the water, to enable it to be seen from the both ends over the top of the sails of the Optimists.

19. SCORING AND PROCESSING RESULTS

It is essential that results are always published quickly and without error. Failure to do so is a very quick route to losing the trust of the fleet.

The standard IODA Sailing Instructions define that the scoring system is the Low-Point-Scoring system, RRS Appendix A.

There are several applications that can be used. In the event that the Sailti system of the IODA Microsite is not available, Sailwave is recommended as an alternative. A guideline for using Sailwave at IODA events can be provided by the IODA Regatta Secretary. It is highly recommended that some simulations be made before the championship itself, i.e. introducing entries and results of past events. Special care shall be taken when scoring points to DNFs, DNSs, DPI etc.

20. ON THE WATER INSPECTIONS

On-the-water measurement checks will be made after each race. This is carried out by a member of the Technical Committee on his/her own boat, properly identified and stationed close to the finish line. The Technical Committee representative may call boats among the fleets to be checked.

For each championship IODA has a standard Graded Penalty System Document for most common infractions that will make references to items of the respective Sailing Instructions and will be published on the Official Notice Board.

21. TRACKING

Since 2010, IODA has offered tracking to all IODA championships. However, delivery depends on local conditions and on the ability of the OC to provide certain facilities and services. Tracking does require a high level of cooperation from OC in providing infrastructure and staffing required by IODA.

IODA requires that the organiser undertake to provide the SIM cards (one for each tracking unit) to the necessary specification. SIM cards can also be provided by TracTrac but for a cost. IODA requires that the OC cover the adult entry fee of the tracking operator. IODA will cover the cost of the tracking units themselves, freight costs and the tracking operator's travel. Any additional customs costs that may be incurred by the organiser due to local customs difficulties or practices will not be paid by IODA. IODA does not pay for the cost of data.

21.1. HOW DOES TRACKING WORK?

21.1.1. PREPARATIONS FOR TRACKING

These preparations are managed by the Tracking Operator. The person managing the tracking needs a work place located at the venue and large enough to contain a desk and chair as well as the two large 'tracking walls'. A dedicated stable broadband connection to the internet is mandatory.

The tracking units must be charged before each racing day. Therefore there must be charging facilities in immediate proximity to the work place. The area must also be air conditioned in order to keep the units 'cool'. Detailed specifics are available from the IODA Secretariat.

21.1.2. DISTRIBUTION AND COLLECTION

The OC is responsible with IODA for distribution and collection of tracking units for both boats and marks. Before the race IODA will hand over the relevant number of tracking units to the responsible person of the organization. Each tracking unit will be configured and prepared for use and labelled with information of the intended use of the unit e.g.:

Competitor label: AAA 9999 Surname Family name GPS-ID 626.025	Mark label: Mark 1 GPS-ID: 626.049
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It is important to advertise the live tracking appropriately to spectators, media and sponsors online and onsite. The IODA event microsite provides strong tools and support for engaging the fans via the internet and social media like Facebook and Twitter.

21.1.3. COMMUNICATION BETWEEN START VESSEL AND TRACKING OPERATOR

To ensure a successful live tracking and to satisfy the live tracking spectators, close communication from the Race Committee Starting Vessel to the Tracking Operator is essential. The IODA PRO/CR must decide whether he/she will perform this task or designate a member of the race committee. The responsibility of this person is to keep the Tracking operator informed about all decisions which may affect tracking like warning signals, general recalls, course changes, postponements, etc..

The Tracking Operator must set the start time accurately for each race. To do this the Race Officer and Tracking Officer must synchronise their watches with the GPS time.

The preferred means of communication is a radio communication (VHF if available). If the tracking is being operated remotely then communication should be by mobile phone calls and SMS.

21.2 TRACKING PROTOCOL

There are specific recommended communication protocols for some of the most common situations that may require an action by the tracking operator, including: Warning Signal, General Recall, Course Change, Postponement, etc.

Regular updates regarding delays are also useful. When a long delay is anticipated the Tracking Operator may decide to place the units into sleep mode to conserve battery power. The tracking site will also carry details of delays or wind shifts – anything which may be of interest to the viewer. These small details are important to the audience's understanding of what is happening on the water.

22. PUBLICITY, SPONSORSHIP AND WEBSITE

22.1. CHAMPIONSHIP LOGO

IODA will approve the championship logo for use. It should be prepared 18 - 12 months in advance and submitted to the Secretariat. The colours and theme will influence the design of the homepage for the designated event Microsite. The Optimist symbol is the copyrighted property of IODA, therefore it cannot be altered without permission. The Logo must contain the complete official name of the Championship as specified in the relevant Conditions for the event in the IODA Handbook. As it will be used on all official documents for the event, including the header of the Notice of Race and Sailing Instructions, it must be legible when reduced.

22.2. NAME OF CHAMPIONSHIP

The official name of the shall solely be used on the IODA Event Microsite and is not permitted to be used on any other website. The official name shall be used in all instances and is as follows:

- 20** Optimist World Championship
- 20** Optimist South American Championship
- 20** Optimist North American Championship
- 20** Optimist African Championship
- 20** Optimist Asian Championship
- 20** Optimist European Championship
- 20** Optimist European Team Racing Championship

22.3. PUBLICITY

Officials actually involved in race management usually have very little time to attend to championship publicity. This requires preparing press releases, providing facilities for Media

correspondents and answering questions of the Media. It is recommended that a separate staff member be assigned responsibilities for publicity.

The Media Officer should be in contact with the IODA Secretariat at least two weeks before the start of a championship. They will be provided with access to the Media and Photo Gallery areas of the event Microsite. Instagram, Twitter and Facebook should already have been linked to the Microsite. The Social Board of the Microsite will be activated and any hashtags being used should be provided.

22.4. DIGITAL MEDIA COVERAGE AND RIGHTS

If the OC is gathering video coverage or any other digital media, this must be available rights free to IODA and the IODA Secretariat should be informed how they may access this or provided with a link.

23. FINANCE

The OC has full financial responsibility for the Championship.

23.1. Revenue

All fees are sent directly by the participating teams to the account of the OC as specified in the Notice of Race. In some instances the fees for the charter and support boats will be sent directly to the Boat Provider. The online entry system of the microsite summarizes the total payable fees for the benefit of each team and a pdf 'invoice' can be printed directly from the site if teams require for their funding applications. It is important to consider that the entry fees only cover approximately 40% of the total expense for each participant. Sponsorship in cash and in kind is essential. At any given championship depending on the size, there will be upwards of 600 people to house and feed. Recent Optimist World Championships calculated that 1000 people were on the ground at the venue during the championship days, including support persons and volunteers. In addition there are substantial costs for the race management and social events which must also be financed by the OC.

23.2. EXPENSES – SUMMARY OF MAIN ITEMS

The overall budget for the championship will be discussed by the IODA Vice President or IODA President during the initial site visit.

The IODA Secretariat can provide additional details, but in summary, the OC is responsible for payment of the following major areas of the championship, keeping in mind that this list is not complete:

- Site Visits by IODA Executive Committee (2) (Air travel for Continental visit paid by IODA)
- International Jury as per IODA Conditions
- IODA Officials – 5 Officials, including airfare for World Championship (Condition 19), additional IODA Officials costs offset by payment of adult entry fee (Condition 20)
- Early Arrival – costs offset by charges to teams
- Transport to and from Airport – on OAD and ODD should be free
- Transport to and from the Venue for Teams and Officials
- Charter Boats - provided to sailors at no profit to OC
- Support Boats - costs offset by charges to teams
- Measurement Area – facilities, equipment, personnel
- Race Management boats and equipment – as detailed in this manual
- Tracking Costs – shared with IODA
- Trophies and medals
- Social entertainment
- Opening and Closing Ceremony
- Welcome gift bags
- Safety facilities (First Aid Station, Paramedic Afloat, Ambulance on Call, Tally System)
- Organisational issues such as VISAs, Letters of Invitation etc
- Printing Costs – Souvenir Brochure, Banners, Documents
- All Meals, including those provided to Volunteers

23.3. SPONSORSHIP

Any acquisition of sponsorship must be approved by IODA before contracts are signed. This is to ensure there is no clash between IODA and OC sponsors. If IODA intend to provide hospitality to sponsors during a Championship it is requested that the OC make this possible.

Sponsorship to raise the funds must be arranged well ahead of time. Ideally discussions with potential sponsors should happen at the time the Bid Form is submitted. When approached ahead of time, local advertising firms may be of substantial assistance in soliciting sponsorship from their clients. Sponsorship logos may be displayed on the IODA event Microsite.

Opportunities for sponsorship vary from venue to venue. Useful ideas may be obtained from the experience of past IODA Regattas. Forms of financial sponsorship include the following:

- Individual and corporate contributions
- Sponsorship of special trophies
- Sale of advertisement in souvenir programmes
- Sale of advertising space at the venue
- Buoy advertising and advertising on committee boats

- Charter fees for charter boats
- Contributions by the National Class Association or National Authority

RRS 80 and ISAF Regulation 20 concerning advertising must be observed throughout the event. Sponsorship by tobacco, alcohol and other similar substances is not permitted. In addition advertising of an overtly sexual nature is not permitted. The OC shall consult the Class Rules regarding these items.

24. SOCIAL EVENTS

24.1. OPENING CEREMONY

It is recommended that the Opening Ceremony is a stand alone event. By tradition, the Opening Ceremony includes a parade with sailors, coaches, and team leaders dressed in their team uniform, and carrying a sign with their country's name and/or their national flag, depending on the local situation. At a World Championship, the Country Representative may also march with the team. The parade moves to a grandstand from which officials of IODA and the organising authority make short opening speeches and announcements.

Part of the Opening Ceremony includes the hoisting of the IODA Optimist Flag, which is handed from host country to host country each year. Teams are required to provide their national flags (1.5 m x 1 m) and may be required to provide their National Anthems upon request.

Drinks and snacks should be provided for sailors near the grandstand. If the Opening Ceremony is held at night, a special dinner arrangement should be made for all parties, especially the sailors. Entertainment may be provided. Notice of the programme and arrangements for the opening ceremony should be distributed well in advance to participating teams.

24.2. GENERAL ENTERTAINMENT

Organisers will face a number of disciplinary problems, as is common in gatherings of young people in all circumstances. Until the racing starts, it may be difficult for sailors to get to bed at a reasonable time, as they will be filled with the excitement of new friends, unknown surroundings, attending an international championship and the effects of jetlag. It is necessary to brief team leaders on the conduct which is expected from their sailors. Laying down a few clear rules will go a long way towards keeping the situation under control.

The more free time the sailors have ashore, the greater the possibility of problems. Providing additional recreational facilities, such as badminton, volleyball, table tennis, soccer etc. and arranging visits to local attractions, can help avoid problems during free time.

24.3. IODA RECEPTION (WORLD CHAMPIONSHIPS ONLY)

IODA bears the expenses of an evening reception for senior members of the Organising Authority, Race Committee, International Jury, Technical Committee, and Country Representatives. This may take the form of a cocktail party with snacks and/or a meal. It is scheduled early in the programme in order to give an opportunity for people to get to know each other. The IODA Secretariat will discuss the arrangements for this party at least six months before the event.

24.4. CLOSING CEREMONY

The Closing Ceremony shall include the Prize Giving and the lowering of the official IODA Optimist Flag and presentation to representatives of the member hosting the next IODA Worlds or Continentals.

Present at the prize-giving will be all sailors, coaches, Team Leaders, Country Representatives, parents, brothers and sisters, other adult supporters, and IODA Officials. Thus a crowd of several hundred or more should be expected. There should be an adequate public address system. The presentation of prizes should be on a stage raised, so that the many photographers present can all have an opportunity to take good pictures. The details of prizes are listed in the conditions of the relevant championship.

The Closing Ceremony should be designed primarily for the enjoyment of the competitors. It is not an appropriate time for long speeches or events of interest only for adults. During the ceremony, due recognition is usually given to the members of the OC, Race Committee, Jury Officials, Technical Committee, local staff, etc. Of course they can also be awarded trophies or mementos but it is important to remember that the “stars” of the event are the sailors and prizes to the sailors should take priority.

A template for the prize giving order shall be provided by the IODA Secretariat.

Following the Closing Ceremony it is traditional to provide a celebratory dinner or party for all participants either at the venue, the hotel accommodation or nearby restaurant.

AFTER THE EVENT

25. REPORT BY ORGANISERS

Report by OC

Name of Event:

Form completed by:

Date:

Venue and country:

List of participants – please attach

Results – please attach

Members of the Race Committee:

Members of the Jury:

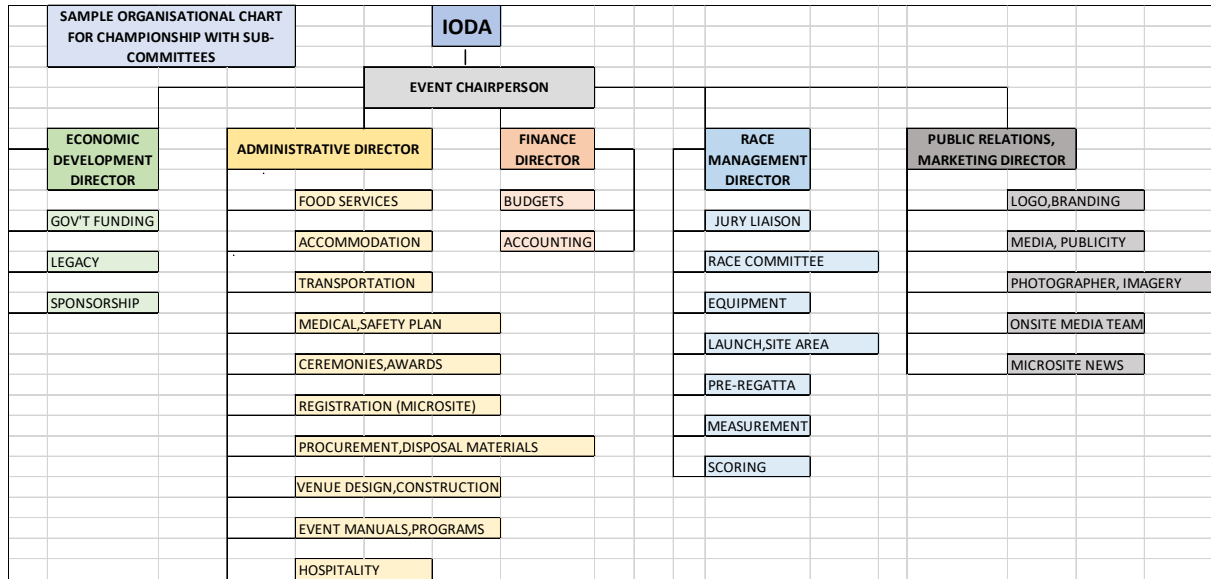
Accommodation. Overview and issues.

Travel and transport. Overview and issues.

Any other issues:

Financial considerations:

APPENDIX I: SUGESTED ORGANISATIONAL STRUCTURE



APPENDIX II: SAFETY PROTOCOL RECOMMENDATIONS FOR IODA EVENTS

The following recommendations are the basic requirements suggested by IODA. They are made with the understanding that each venue is uniquely different and required flexibility is implied.

The race area (course, boats, personnel) fall under the authority of the IODA PRO/CR.

The Sailing Instructions contain several specific safety directives, including the method to be used by the individual competitors if requiring assistance, and rules to follow for Code Flag V and Code Flag B. Review of these instructions shall be done with the IODA PRO prior to the onset of the event. The IODA PRO may decide to implement safety measures as per the Sailing Instructions due to the sudden onset of severe weather threatening the fleet, which may include the imminent onset of fog or quickly moving rain squalls. Accurate radar capable of monitoring weather systems in the greater surrounding area is recommended for the main Signal Vessel. Only in the event of an emergency situation requiring search and rescue will the IODA PRO authorize Code Flag B.

Afloat, it is essential to have a clear and straightforward Safety Protocol for three possible medical emergency scenarios: minor, major, or critical injury. In the event of a medical emergency, the Chief Safety Officer will direct boats and personnel as necessary to meet the needs of the emergency, keeping the IODA PRO/CR fully informed in order to coordinate activities efficiently. While 'sailor' is referred to throughout, injury can happen to anyone at the event.

The following represents the basic requirements suggested by IODA:

- * A physician or trained paramedic available onsite at the event from 0900 until one hour after racing is completed.
- * A clearly identified first aid station with qualified personnel set up at the onshore facility with the hours of operation clearly posted on the ONB.
- The OC shall designate a Chief Safety Officer to be responsible for the safety of all participants on the water.
- * A designated person onshore connected with the Race Office, Starting Vessel, and Chief Safety Officer who can coordinate communication with Team Leaders and/or coaches and/or parents in case of injury. This person must have access to the complete registration files and be able to supply the emergency contact of the Team Leader or adult associated with the sailor (or injured person) as required.
- * A main Safety Vessel positioned close to the racecourse identified with the proper flag as per Appendix III and manned by adult trained volunteers and/or a trained medical officer (who may be the Chief Safety Officer). Initial triage of a medical situation to determine level of critical care required should be handled on this boat and by the Chief Safety

Officer. Blankets and appropriate rehydrating liquids should be readily available on board. Once assessed, the injured person shall be transported back to shore by a safety patrol boat designated for this purpose. A bright pink ribbon shall be visibly tied to an Optimist that is secured but left empty in the area of the course to signify that the skipper has been safely removed, and that the boat must be retrieved at some point.

- * An adequate number of safety patrol vessels on course are required for 180 sailors (Continental Championships) or 300 sailors (World Championship). The ratio of safety patrol and support boats to sailors is 10:1 as 10 Optimists can safely be towed by one support RIB. The safety patrol vessels may also be responsible for spectator control if requested by the IODA PRO/CR. When instructed to tow sailors back to shore during an emergency, all vessels shall report to the Main Signal Boat the sailnumbers of the sailors they have under their control, and all sailors shall observe the Check In procedure immediately upon returning to shore as directed in the Sailing Instructions.

Medical Emergency: Three potential scenarios may arise:

1. For minor injuries or in the case when a sailor requires assessment and minor treatment (ie bandage, warm blanket) the sailor shall be transported to the Main Safety Vessel. This will be considered a temporary stop, and a decision made as to whether the sailor should be permitted to return to the racecourse, or sent ashore for further observation. For the latter, a safety patrol vessel will transport the sailor to shore to be further assessed by the First Aid Station at the onshore venue, with notification immediately to the sailor's coach (if not already achieved afloat) and/or Team Leader and the on-shore designated person.
2. If it is determined that the sailor has a serious, but not critical injury, and should return to shore, the sailor may be transported to the medical first aid station at the venue. Further assessment and observation will occur with the Team Leader present and a decision can be taken whether to transport the sailor to hospital.
3. In the event of critical injury, the plan to transport the sailor immediately to the nearest hospital or medical facility must be activated. This scenario shall be coordinated with the Chief Safety Officer on the Main Safety Vessel, and contact must be made with the coach. The Team Leader must be contacted thru the designated person onshore in the Race Office.

The following is essential to observe:

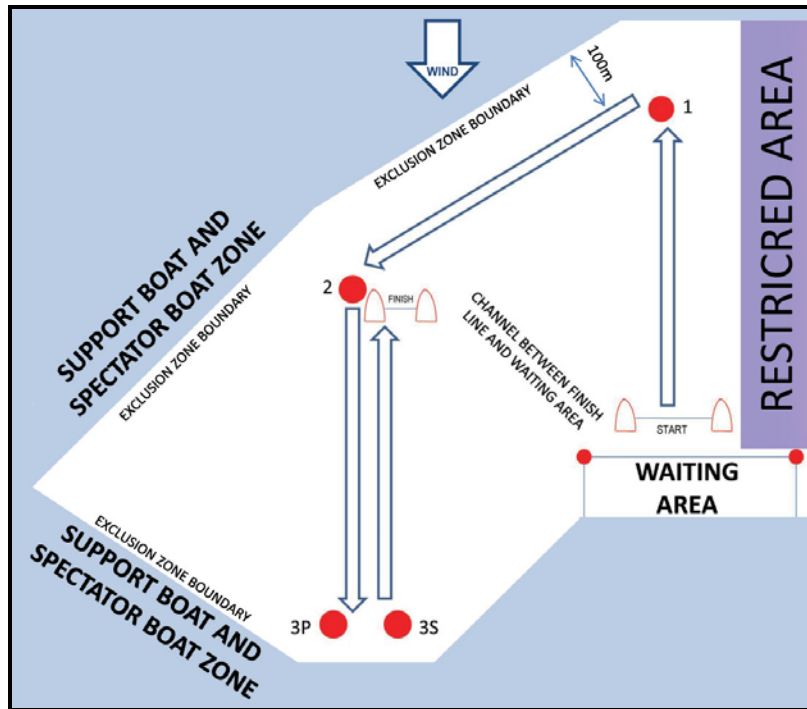
- All course communication must take place via VHF (or similar radio) over the designated safety channel as per the Sailing Instructions. The Chief Safety Officer or designate must be the person in charge of coordinating and reporting between all involved parties. Decisions taken by the Chief Safety Officer on the water will be

communicated to this person. This is usually the Race Officer aboard the Starting Vessel.

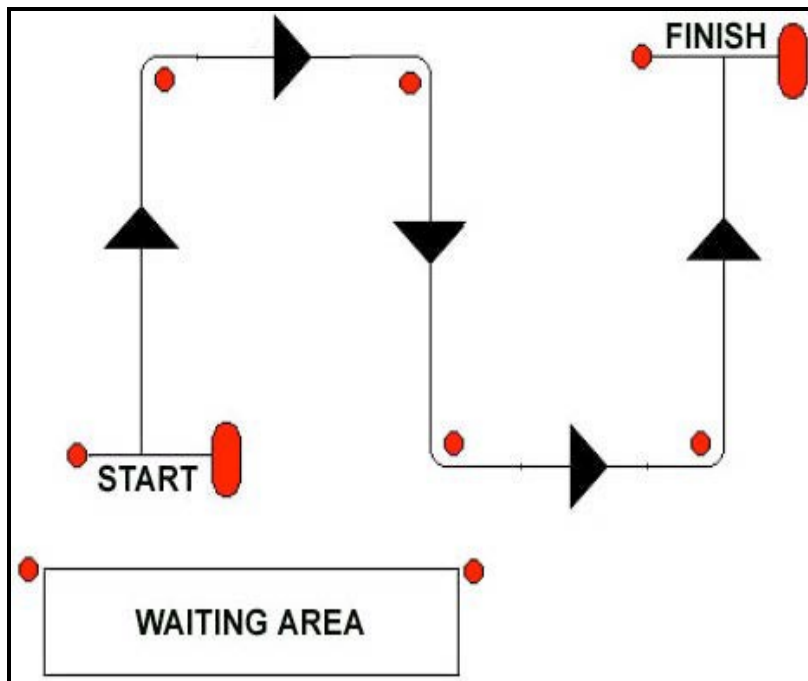
- In the case of serious injury it is strongly to communicate via cell phone and reserve the radio for official communications only including directions to the fleet. A telephone list of key personnel must be distributed to the safety volunteers, to IODA, and to the principal personnel on the water and onshore in the Race Office.
- “Tweeters” and Social Media reporters from the racecourse shall be silenced during an emergency situation. No emergency information shall be shared via Social Media.
- All injury, regardless of how minor must be officially recorded and IODA must be notified. An incident book must be kept in the Race Office and all injury, must be reported in detail in this book.
- A complete list of all sailors who have medical conditions including allergies must be created from the registration data and made available to the Chief Safety Officer. This list should include food allergies as well. It must also list the sailor’s coach and Team Leader with their corresponding phone numbers. One copy must be distributed to the Race Officer on board the Starting Vessel, one copy given to the Chief Safety Officer, one must be given to IODA and one must reside in the Race Office.
- An Epi pen, prescribed to a sailor, must be carried onto the water by the child’s coach. It is recommended that a list of Coaches who are carrying Epi Pens also be created.
- The entire medical safety protocol (from minor to serious) shall be formalized into a notice and posted on the Official Notice Board with the location of the First Aid Station, and along with the phone and address of the nearest hospital and directions. All Safety Notices, especially those containing information about location of the nearest hospital, must be published in English as well as in the language of the country hosting the championship. For the South American Championship this notice must also be published in Spanish. This will ensure that local transport services, if required, will have no difficulty understanding the directions.

APPENDIX IV: STANDARD COURSES FOR IODA EVENTS

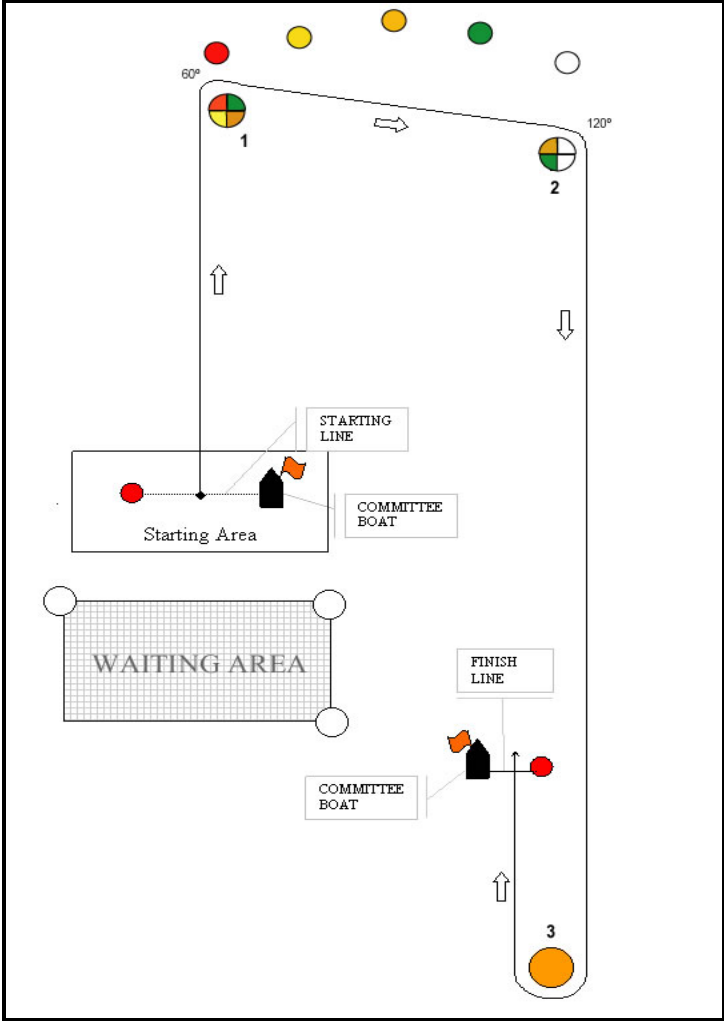
IODA FLEET RACING CHAMPIONSHIPS



IODA TEAM RACING CHAMPIONSHIPS



IODA EUROPEAN TEAM RACING CHAMPIONSHIP – LEDRO COURSE





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