

Guidelines for the Management of an IODAI Event

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This document provides a set of guidelines prepared by IODAI for the information and guidance of clubs responsible for the organisation of Optimist Dinghy events. It is not prescriptive and does not intend to be an instruction manual to override tried and tested systems and procedures already in place by organising clubs. Organising committees may choose to ignore some of the finer details of IODAI recommendations provided that their own procedures satisfy the general principles of the guidelines.

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1.0	1 st Jan 2011	Des Flood	Initial creation of Document
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3.0	2 nd June 2015	Ian Simington	Update of document for 2015 as part of the Document Review Process
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Purpose of this document.

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It is intended as a helping guide and give a general picture of what it takes to run an "Oppy" event. They are not rules or regulations. Remember the IODAI Committee are always willing to help, and any suggestions for improvement are welcome.

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1. Introduction

Optimists are sailed competitively by CHILDREN from seven to fifteen years of age. The word Children is emphasised because it is sometimes difficult to remember just how young and vulnerable some of the "Competitors" are. This is especially true as most of the competitors will talk like adults, but think and behave like children.

Bearing the above in mind the following observations on the special needs that pertain to Optimist racing organisation are made.

The National and Regional events are sailed on two separate courses, one for the Main Fleet another for the Regatta Fleet.

The Main Fleet is divided into Senior and Junior fleets each with separate starts. The division between fleets is decided by the sailor's age on 1st January (the sailor's Oppy age). A sailor 13 or older in the year of competition is in Senior fleet while a sailor 12 or less is in Junior fleet. The Senior and Junior fleets are again each subdivided into Gold and Silver i.e. Senior Gold, Senior Silver, Junior Gold and Junior Silver.

The Regatta fleet will consist of less experienced sailors. The emphasis in this fleet should be on having fun while learning to sail.

Fleet sizes at championships in 2015

Event 2015	Location	Senior	Junior	Regatta	Total
Munsters	Kinsale	41	62	36	139
Ulsters	Ballyholme	31	54	13	98
Connachts	Lough Ree	38	63	33	134
Crosbie Cup	WHSC				
Irish Nationals	Skerries	42	94	45	181
Leinsters	HYC	25	68	54	147

Trials –approximately 80 sailors are invited each year with approximately 65 actually competing.

The National and Regional events count for ranking points, and it is very important that consistency, and high standards in Race Management, are maintained throughout the season. It is required that all host clubs liaise with the IODAI Race Management Representatives to ensure this is achieved. Rebecca Hall (IODAI Hon Sec) & Ian Simington (IODAI Events Coordinator) can be contacted at honsec@iodai.com and iodaievents@gmail.com for advice and clarification of any issues.

2. Organising Committee

An Organising Committee should be formed as early in the year as possible. This will allow any issues to be dealt with early on and allow members to digest the task ahead. The committee should include a Chairperson who may act as the Senior Onsite Event Official. Key roles include Entry & Registration, Beach Master, Race Management team, Safety Officer, Catering and Prizes.

IODAI appreciates the enormous effort required by host clubs and in particular their Organising Committees in staging these events.

3. Notice of Race and Entry Form

IODAI through The IODAI website will provide an on-line entry system. This will remove this onerous administration element required of host clubs and ensure that competitors are entered correctly into the correct fleet and that they are members of IODAI.

IODAI will issue, via their website one standard NOR for the four regional events in Spring. Similarly IODAI will issue standard Major Event Sailing Instructions. There are standard forms for Supplementary Sailing Instructions, which will be provided by IODAI.

Note, the warning signals for the first race on Saturday at a regional championships and Crosbie Cup will be at 12:55. The warning signal for the Sunday will normally be at 10:25. The late start on Saturdays is intended to allow time for those who may wish to travel on the morning of the event rather than on a Friday evening thus avoiding a night's accommodation cost.

Local information about Campsites, Guest Houses, Hotels, Shops and restaurants is appreciated and should ideally be placed on the host clubs website. A link should be created between the websites of IODAI and host club. We would recommend a post on the IODAI website and Facebook page to alert and remind competitors of the event closer to the date. Both of these can also be used to advise and inform potential entrants of the facilities at the club, directions to the club, trailer storage arrangements, rib arrangements, catering provided i.e. to advertise the availability of a meal at the club. (send posts to editor@iodai.com)

The Entry Fees are as below and will be applied to the on-line entry system:

National Championships: Entry fee will be €160 less IODAI capitation of €40 resulting in net income to the host club of €120.

Regional Events and Crosbie Cup: Entry fee will be €60 less IODAI capitation of €20 resulting in net income to the host club of €40.

The fees are the same for Main and Regatta fleet in each event.

We strongly recommend that a Sponsor is sought early on in the process of hosting an event to aid the host clubs ability to provide a really well run event.

4. Sailing Instructions

The IODAI Major Event Sailing Instructions 2015 (SIs) can be located on the IODAI website. These can be amended as necessary for each event by issuing Supplementary Sailing instructions (SSIs) subject to approval of the IODAI event coordinator. Typical items that need to be amended are colour of marks, description of committee boats, locations of race office and notice board. A SSIs template will be provided by IODAI for completion by the host club.

Although most instructions are included in the SIs it is recommended that there is a Sailors Briefing for all sailors, parents and support boats prior to launching. Consideration should be given to providing a PA system where possible.

This is also a good time to remind competitors and supporters of the Fair Sailing award for the event.

5. Race Management

5.1 Race officer

Please liaise with your IODAI race management representative when selecting a race officer. We can offer access to a certified National Race Officer or an Other Person with experience of "Oppy" race management for consultation/advice if required. A list of Race Officers with Regional and/or national qualifications is available on the Irish Sailing Association web site www.sailing.ie

It is especially important that unnecessary delays are avoided (setting up the course, starting line etc) to ensure that the competitors spend as little wasted time on the water as possible.

The approximate upper wind speed limit for sailing an Optimist event is: Main fleet 25knots. It also depends on other factors such as sea conditions, Race Area, Rescue Cover, Weather Forecast, but the final decision must always rest with the PRO.

We must stress that each Regional and National event is a RANKING event where IODAI endeavours to provide high quality racing. Whilst there is no minimum wind speed, IODAI would rather see an event fail to complete its series of races than one that is completed in an unsatisfactory way, e.g. drifting conditions. An alternative date later in the season could be arranged if the host club can facilitate another weekend in the calendar otherwise the event will be abandoned.

It is entirely up to the host club's discretion as to whether Parents are involved on the

Committee or Finish Boat.

5.2 Courses, length of race, finishing, countback

Because of the unusual shape of the "Oppy" course (see Sailing Instructions) and the unpredictable speed of the craft, course setting can be difficult at times. Combined with the above, there are often two or more races on a back-to-back system. IODAI appreciate that the above difficulties are unique to the "Oppy" fleet.

We ask for a pin end starting boat at all ranking events, ideally with a mast that is sufficiently high above the water for sailors and race management to easily identify the starting line.

Target race duration is 45 minutes and the course setting guide below (courtesy of Richard Kissane HYC), also available as an Excel file on the IODAI website, should assist RO's and their mark laying teams in setting courses.

Optimist Course Lengths - Rules of Thumb			
Boat	NM	Metres	Minutes
Optimist	0.65	1,204	23
Typical Upwind Time at 12 Knots breeze			
Trapezoid Course			
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Ian Simington: Length of beat is key to overall race duration </div>			
Leg	Metres	Minutes	
Beat	800	15.3	
Reach	560	5.3	
Run	800	9.2	
Beat	800	15.3	
Run	800	9.2	
Reach	320	3.1	
2,960		45.1	
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Ian Simington: Target race length of 45 mins </div>			
Adjust initial beat to get desired target race time for 12 kts wind Length of other legs automatically adjusts 6kts - reduce beat by approximately 25% 18kts - increase beat length by approximately 20%			

Because the fleet can get quite spread out, the class operates a countback system for awarding finishes to boats which if absent the system would awards DNF results. This system, which is at the RO's discretion, normally comes into play 20 minutes after the first boat has finished. IODAI recommends using the countback system where possible to ensure delays between races are minimised.

Finishing. Given the large fleet and tendency for junior and senior fleet sailors to finish together and often in bunches their needs to be a rigorous system of calling and collating results. A full finishing and results recording SOP is included in appendix A.

5.3 The Main Fleet

The Main fleet consists of the Senior Gold, Senior Silver, Junior Gold and Junior

Silver sailors. The Senior and Junior fleets sail on the same course but start separately at all Regional and National championships (Junior starting first).

At registration the Main fleet is provided with different coloured ribbons, to be flown from the top of their sprits. Please make the ribbon colours as distinctive as possible.

Division / Fleet	Colour
Senior / Gold	Blue
Senior / Silver	Pink
Junior / Gold	Red
Junior / Silver	Green

This will aid in the marshalling of senior fleet boats away from the starting area to the holding area during the Junior fleet start. It is also for ease of identification at the finish, standing down of fleets or divisions and for rescue purposes.

There should be sufficient time left between the start of the Junior fleet and the start of the Senior fleet to allow the Junior starting line to be clear before calling the Senior fleet forward to their start. The gap between starts may need to be extended in very light conditions. The procedure for calling the Senior fleet forward is included in the SI's.

5.4 Protest Committee

A protest Committee must be available from qualified members of the host club. PROTEST FORMS should be readily available. A protest must be lodged within a specific time after racing finishes, i.e. no later than 90 minutes. A notice should be on the official notice board notifying sailors of this time limit.

Arbitration. Arbitration was introduced in 2010. An Arbitrator should be appointed for the event.

5.5 Umpires

UMPIRES and UMPIRE BOATS are required for all Regional events, Nationals and Trials. At least two umpires (on two boats manned by an Umpire and an assistant) are required at each event where they can be split between the Senior and Junior fleets for the Regional and National championships and indeed the whole fleet at the Trials. Two ribs need to be provided by the host club.

IODAI will endeavour to nominate umpires where possible from within the fleet. Such umpires may be parents of competitors but would avoid umpiring the fleet their sailor is competing in. A parent can umpire the Senior Fleet if their own sailor is in the Junior fleet or vice versa.

Note umpires are appointed by IODAI and any issues regarding the quality/suitability of an umpire should be addressed to Ian Simington (IODAI events coordinator) or an IODAI committee member.

6. Regatta Fleet

At the 4 regional championships, Nationals and Crosbie Cup Regatta fleet sailors will train on and off the water with coaches.

The Regatta fleet was developed over a few years to combine coaching with some racing. The regatta fleet however became more of a racing fleet and the tendency was for sailors to stay in the Regatta fleet longer than should have been the case. Indeed the fleet became so successful that the size of the fleet was unmanageable from a coaching point of view with up to 70 sailors entering the fleet in 2009.

Therefore the Regatta Fleet is no longer a racing fleet but a fleet aimed at coaching skills and having fun. The idea is to have coaching in the morning come ashore for lunch followed by some racing in the afternoon. A local PRO is required to run the Regatta fleet racing thus freeing up the Head Coach. There are no Sailing Instructions for the Regatta fleet as all can be explained before the fleet launches to go racing. Only age prizes are awarded. No formal protests can be lodged either with any disputes being determined by the Head Coach.

A Head Coach (and a deputy coach) will be provided by IODAI to run the Regatta Fleet. IODAI will endeavour to nominate the same lead coach/ instructor to run all the events in a given year so that there will be some consistency and rapport built up with the sailors. IODAI will also make a contribution to the cost of the IODAI nominated coaches, however the host club is asked to accommodate them with members.

From 2010, the emphasis for the Regatta fleet has been on coaching. The success of the regatta fleet relies on a low coach to sailor ratio of 1:6 where possible but ideally no greater than 1:8. In the interest of achieving this low ratio late entries cannot be accepted for the Regatta Fleet.

We also ask that suitable 'optimist proficient' instructors be employed provided to support the coaching under the leadership of the IODAI Head Coach. Experience has shown that these local instructors should be paid in some way. Whether it is a full wage or a token wage is up to each club but where instructors have not been paid in the past in any way, resentment can build and those instructors can be harder to motivate.

There should be a short daily briefing each morning for the Regatta fleet outlining what the days plans are based on the expected forecast. This will usually be after the Main fleet briefing or sometimes held after the Main fleet launch.

Therefore the size of the Regatta fleet will now be determined by the number of coaches that can be provided by the host club. This needs to be established well in advance so that the number of places available in the Regatta fleet can be communicated in the NOR. A standby list can also be employed so that additional sailors can be accommodated as coaches are employed.

All coaches for the regatta fleet will require their own coach boat (RIB) to be as effective as possible.

We would recommend that a name sticker be provided and attached to the transom of each Regatta fleet optimist. It makes it easier for coaches and rescue if they know the sailors name and makes the event all the more friendly.

Safety & Rescue -please note that the Regatta fleet also requires its own separate rescue requirements.

VHF -the Regatta fleet should have a VHF channel dedicated to them and different to the main fleet.

The Regatta fleet should launch after the Main fleet.

The IODAI Regatta Event Co-ordinator Amanda Kelly (regatta@iodai.com) is the liaison for host clubs on all matters associated with the Regatta fleet.

Please note: the Regatta fleet is more prone to being “blown out” than the Main Fleet. Contingency planning for such an event, for example by going to a nearby attraction for an afternoon has worked well in the past. The Head and Deputy Head Coaches will also have a windy day plan.

7. Mother Ships

Mother ships have several purposes but are mainly used to provide toilet facilities and to look after sailors who have retired from a race.

It is essential that toilet facilities are available for both male and female competitors. Some of the competitors may be wearing dry suits and may require assistance with opening them. The crew of the mother ship must therefore consist of at least one male and one female.

In the event of competitors retiring in numbers, due to gear failure or adverse weather conditions, it is essential that they do not tie up the rescue fleet unnecessarily; such boats should be taken to the mother ship when possible.

The provision of hot drinks, drinks and snacks would be much appreciated by those who have retired due to poor weather conditions.

A full First Aid Kit must be kept on board.

Ideally two Mother Ships should be provided, one for the Main Fleet and one for the Regatta Fleet. They should be easily identifiable.

The mother ship for the Main fleet should be anchored to the starboard side of the Starting Line, close to the Main committee boat whilst not encroaching on the race area. This encourages sailors between races to sail towards the starting area immediately after finishing.

8. Race Office

The race Office should be manned during the whole event as it is the main focal

point of information for parents and sailors.

8.1 Registration

All entries will be made on line via the IODAI website and will be managed by IODAI. A file with the full list of entries will be sent to the host club when entries close approx. 10 days before the event. Note that the online system does not accept late entries.

At Registration the Race Office must have enough personnel to deal with registering all competitors in the time allocated. Remember that some of the entrants will be as young as eight or nine years old.

The registration process entails a check that the sailor has entered correctly. Checklist items are: Name / Sail No / DOB, Age/ Correct fleet / Boat and Trolley Tags/ Meal tickets/ Supplementary Sailing Instructions/ Parent or Guardian contact details.

Measurement Self Certification (Nationals & Trials only).

Note also that clubs are not required to check for IODAI memberships as this is now captured by IODAI as a precondition for entry via the IODA website.

Tally number: each sailor must be allocated a tally number at registration. Note, the Boat and Trolley tag number will be their safety wrist band also. The Main fleet use Red wrist bands, the Regatta Fleet Blue wrist bands. (The Tally Board and bands will be provided by IODAI). A separate sequence of tally numbers is given to the Regatta fleet (Blue tag board).

We recommend that the entry list with Name, Sail No. and designated fleet is posted up as early as possible after registration so that any mistakes can be identified as soon as possible.

8.2 Measurement

A Class Measurer is no longer a requirement for ranking events. Instead sailors will self-certify with spot checks.

At the Trials all Measurement Certificates must be presented and recorded. Boats may be weighed; hence a covered areal room is required for such a procedure.

9. Results

The Race Office must have the ability to produce results rapidly. In practice this means having completed and checked the original scoring sheets, then transferred from the finishing boat to the race office as soon as possible after completion of each race. Race offices should have standard results query sheets available so that any queries can be logged and checked. IODAI personnel will assist the host clubs in computing the results. For advice regarding results and scoring please contact Scott

Rickard (scott.rickard@gmail.com) of IODAI. He run the results software (remotely or onsite).

For more detailed explanation of procedures please read "IODAI SOP Results Procedures: Race Office & Finish Boat" (included in appendix)

Scoring -The Low Points System is used.

The "results computing area" should not be accessed by competitors and their parents; otherwise the results person may be "overwhelmed".

10. Beach Master

This section and section 11 Safety and Rescue should be read in conjunction with IODAI Guidelines for Safety Procedures at an Optimist Event.

A Beach Master must be appointed. This is one of the most critical tasks in the running of an "Oppy" event. As we are dealing with children, a special effort is needed to organise and manage launch and recovery efficiently. The Beach Master may also be the Senior Onshore Event Official who must remain in attendance throughout the day.

We strongly recommend that the dinghy park and fleet be divided into its 5 distinct divisions -Senior Gold, Senior Silver, Junior Gold, Junior Silver and Regatta. This makes it far easier to control the order in which the fleet is launched. It also makes it more manageable when a division is stood down from racing as that division or divisions can be more readily identified.

Separately the Beach Master should have a plan for support boats: how they should be launched, where trailers stored and mooring arrangements.

We ask that the Junior fleet be launched before the Senior fleet as the Junior fleet are first to start. It also reduces the risk of Junior sailors being late for their start.

It should be a requirement that all trolleys are TAGGED with either the sail number or tally number, depending on the method favoured. They can be returned to their appropriate bay after launching or at least sorted in numerical order to simplify recovery after racing. Main fleet and Regatta fleet trolleys should be kept separate.

Any unserviceable trolleys should be put aside and the relevant sailor or parent notified that this trolley is unsuitable and needs to be replaced or repaired. This is usually best achieved at the time of the first launch and gives opportunity for a repair to be undertaken before the boats are recovered. If all trolleys are in good order it facilitates the option to use any trolley during "mid-event" recovery. Boats have been damaged in the past on another sailor's unserviceable trolley. Having a few spare split pins to hand to replace those that may have been "lost in transit" is an excellent idea as this is the usual cause of failure.

The Beach Master should have VHF radio contact with the Committee Boat and Safety Officer as it may be necessary to postpone the start time due to difficulties

with launching or the PRO may not wish the boats to launch until a more appropriate time. Where two VHF channels are in use for each of the main and regatta fleets it is important that the beach master has an option to listen into both channels at the same time.

Boats should NOT be launched until there is adequate rescue cover on the water. Where rescue is wholly or partly manned by parents it is essential that such volunteers are made aware of their responsibilities at launching i.e. the sailors cannot launch without adequate safety cover.

That last cup of coffee before going afloat can hold up the whole process!

The Beach Master will need assistance with launching and recovery of trolleys. We would strongly recommend having some non-racing sailors/parents in dry suits or waders available from IODAI in the water to speed up the launch and recovery process. Visiting "Oppy" Parents will also gladly help out. For the Nationals a roster for clubs or regions to help could be implemented.

In case of injury where a sailor has to retire and come ashore the Beach Master must have a copy of all the competitors details ie name, Sail number and a contact number for the parent or guardian. We recommend that there is a Doctor on Call or at least a first aider during the event.

PRE-LAUNCH EQUIPMENT CHECKS are recommended at all events.

Sailors who wish to participate in Events run by IODAI are required to comply with minimum safety requirements. Reference should be made to the IODAI web site under documents, "Safety Check List" for a summary of the requirements. It is the responsibility of the parent/guardian of the sailor to ensure that these requirements are met in full. If for any reason a sailor does not have the necessary equipment, he/she should not be allowed launch.

We recommend that all painters be checked to ensure they are free of knots and have a small loop at the end to make towing easier and more efficient i.e. daisy chain.

We also recommend lifting up the mast to ensure that the mast restraint is correctly fitted and thus help avoid unnecessary damage.

11. Safety and Rescue

This section should be read in conjunction with IODAI Guidelines for Safety Procedures at an Optimist Event.

A Safety Officer must be appointed to coordinate and oversee all aspects of rescue and safety afloat. In advance of the event, relevant bodies such as the Coastguard, the RNLI, the Harbour Master and the Gardai should be advised of the event and the expected number of competitors.

A Head of Rescue must also be appointed to the Regatta fleet. This may also be the Regatta Fleet Head Coach/ instructor.

A separate Safety Briefing should be held for those operating under the PRO and Safety Officer which should include all Support boats, some of whom may have been asked to help with rescue.

Local hazards should be made known to all visiting boats, competitors and support boats at the main briefing.

Rescue crews must be experienced and have ISA Powerboat qualifications. (Level 2 or higher). Two crew per rescue boat, ideally one should be prepared to go in the water. Crews should know how to right an optimist and be proficient in towing using the daisy chaining method

If in doubt please ask prior to the event.

Rescue boats should ideally carry:

- a VHF radio -2 designated channels should be established -Main & Regatta fleet
- 2 full fuel tanks at the start of each day - no 1/2 tanks
- additional oil should be available on the water if using 2-stroke engines
- 2 anchors, one for its own use and 1 for anchoring capsized/ retired boats
- anchor warp that is sufficient (rule of thumb is 3x the depth)
- paddles or oars
- First Aid Kit
- Coloured ribbon! cable tie to be tied to an abandoned boat or china graph pencil to mark a capsized boat whose crew has been safely taken off

Each rescue boat should be given a number and a position on the course so that the Race Officer and Safety Officer know the whereabouts of each boat. Consider using the marks of the course to define areas of responsibility.

It is usual to have rescue boats sweep the course from behind the fleet. Where attending to a capsized the rescue boat team should establish in the first instance that the sailor is safe and in control of the situation. The sailor should be given the opportunity to right their boat without assistance and the rescue team should stand by until the sailor is back on board and has baled his/her boat to a point where they can start sailing again. Where assistance is required or requested the sailor will be required to retire from that race, except in the instance where the safety boat deemed it necessary to return the sailor to his/her boat but has not aided the sailor in gaining any forward momentum.

Competitors must be under the control of the rescue fleet at all times. The fleet should be shadowed out to the race track and back again.

The entire SAFETY FLEET must be AFLOAT AND ACTIVE until the last competitor is ashore and all sailors are accounted for.

Where rescue is manned by parents it is essential to make such volunteers aware that they need to be ready and on the water for launching to commence (eg: If they require a cup of coffee before going afloat please ensure that they do so ahead of launching).

TAG SYSTEM -IODAI will provide a TAG SYSTEM at each event. This will be a numbered rubber wrist band which must be picked up and returned through a designated safety gate on the slip and manned by a few chosen people. Rubber wrist bands are handed out as the sailors pass through the gate according to their tally number given to them at registration.

SUPPORT BOATS - Forms should be provided for visiting support boats to sign on and off, so that the PRO knows who else is going to be on the water. It is also essential that the Safety Officer knows who can be called upon in case of emergency. How and when support boats may be called upon to assist in case of an emergency situation should be explained at the Safety Briefing. Support Boats should be aware of the VHF channels being used.

12. Parent's Briefing

All parents and or guardians should be briefed at the start of each event, and / or each day if necessary. The parent's briefing may be incorporated into the Sailor's Briefing. The following points need to be clearly stated:

- Parents/Guardians are responsible for the decision to launch. (NOT the organisers)
- Parents/Guardians are responsible to ensure that competitors have the correct equipment, sailing gear etc., are properly prepared and equipped to launch and that the boat complies with the safety guidelines
- The expected sailing conditions/ weather pertaining to the day's racing should be clearly explained.
- In the event that a parent is concerned and feels the emergency services should be called, such a concern should be communicated to the Senior Onshore Event Officer/ Beach Master so that it can be assessed.

13. Food Ashore

Sailors' Food -,Sailors are particularly hungry immediately after sailing. We strongly recommend that the sailors' food is served immediately as the sailors come ashore and before they go to the changing rooms. Bowl of pasta, soup, hot chocolate and biscuits or similar are recommended. It should be emphasised that the sailors' food should not be construed as being their evening meal. The cost is to be covered by the entry fee.

If there is a specific sailors evening meal, then a snack bar and drink coming off the water will suffice. If food is supplied to non-competitors then they will gladly pay.

Scones -It has become a traditional part of the Optimist circuit that complimentary coffee or tea and scones are made available after the boats have launched. Parents

are appreciative of this even if a small donation for a charity such as RNLI is suggested.

14. Social Events

After sailing activities ashore are always a big hit with sailors. Information relating to this should be communicated at registration and on the host clubs web site. When planning food it is always hard to predict numbers with weather and how long or tiring the day has been impacting the choice on whether to stay and eat at the club. Making it bookable at registration and good communication on the IODAI website and Facebook/other social media both help in providing an early indication on numbers.

During the NATIONAL Championships' some thought may have to be given to entertaining the younger sailors in the Regatta fleet. (Younger brothers and sisters are sometimes at the main event from Registration day). This can be in the form of fun training on the water, or games, depending on the resources of the Host Club.

Also at the NATIONAL CHAMPIONSHIPS a photograph is taken of all sailors attending who are in their final year which can be presented at or before the final prize giving. This is always very well received.

15. Prizes

15.1 Main Fleet

It is suggested that a LIST OF PRIZES is posted on the Official Notice Board so that there is no disappointment at the end of the regatta. This is most important when there is an OPEN EVENT so that overseas visitors know exactly where they stand.

Prizes should be of high standard and reflect the status of the event. The use of a LOCAL CRAFTSMAN to make prizes has been done in the past with great success and is a great way to distinguish one event from another.

Prizes for the NATIONAL AND REGIONAL CHAMPIONSHIPS are awarded to 1st to 5th place prizes in:

- Junior Silver
- Junior Gold
- Senior Silver
- Senior Gold

There are perpetual trophies for the winners of each division at each regional event.

PRIZES should be awarded to each sailor on their merit, regardless of how many prizes they win, (e.g. if a sailor from the Senior Silver Fleet wins a Championship then that sailor will receive both the Championship Trophy and the Senior Silver Fleet Prize).

A full breakdown of prizes for the Nationals will be provided separately.

An additional 'Fair Sailing' prize is to be presented to the Main fleet. This is to promote compliance with the rules and good sportsmanship. Whilst subjective in nature IODAI suggest that the PRO, jurors, parents and sailors on the water are canvassed for an action that merits recognition. A competitor can only be nominated by someone outside of their own club.

Prizes should be presented in reverse order commencing with the Junior Silver (the Regatta Fleet has a separate prize giving).

Prize giving should be as early as possible given the distances that some sailors have to travel to return home. The prize giving should be kept short where possible. Obviously thanks must be given to all those volunteers who have given up their time to make the event a success, but on occasions such thank-you's have taken longer than the handing out of the prizes themselves. Consideration should be given to providing a PA system where possible.

15.2 Regatta Fleet

Merit badges / medals supplied by IODAI will be awarded to all Regatta fleet participants.

Only age prizes from the host club will be awarded to best U12, U11, U10, U9, best local sailor and youngest sailor. Fun or novelty prizes will be awarded at the discretion of the host club and Head Coach. A sailor can only win an U12, U11, U10, U9 or youngest sailor twice in a season then it will pass to the next applicable sailor.

15.3 Crosbie Cup and Other Non-Ranking Events

- Overall Crosbie Cup 1st to 3rd
- Senior Silver 1st to 5th
- Junior Silver 1st to 5th
- Best Local Boat
- Best U10, U11 and U12

Additional prizes may be given as the host club sees fit.

15.4 Perpetual Trophies / Open Events

Perpetual trophies exist for the Nationals, four regional championships and the Crosbie Cup. Details of Perpetual Trophies are available from I.O.D.A.I. No IODAI Trophies are allowed out of the Country. A notice to this effect should be posted.

All Regional and National Championships are Open events. Prizes for THE OPEN EVENT should be given depending on the numbers of overseas visitors entered.

OVERSEAS VISITORS MAY NOT TAKE TROPHIES OUTSIDE IRELAND.

NATIONALS

Please contact IODAI for the list of prizes presented.

NOTES ON PRIZES

ALL PERPETUAL TROPHIES SHOULD BE PRESENTED WITH "KEEPS" I PLAQUES. Jill – what does this mean? (i.e. first prize version of 2nd to 5th). Record of trophies kept by IODAI ...mail to honsec to find trophies.

Trials - there is a perpetual trophy awarded to the overall winner of the Trials.

16 Press and Publicity

The Host Club should liaise with the person responsible for overall publicity from the IODAI Committee. If possible an "on the water" PHOTOGRAPHER should be provided; although it must be ensured that the photographer does not encroach on the course. IODAI operates a twitter account which is a very good way of sharing racing updates from the water. IODAI will make the account available to a nominee of the host club for use during the event.

17 Changing Rooms

At nearly every event clothing is left behind in the changing rooms. Perhaps a final sweep with plastic bags can be made of the changing rooms after racing on the final day so that this clothing may be collected and identified and perhaps returned prior to sailors departing. This also helps check that the changing rooms have been left clean.

IODAI also operate a very useful 'Lost & Found' facility. If a list of found property is sent to editor@iodai.com it can be posted on the IODAI website.

18 IODAI AGM

The IODAI AGM is traditionally held at the NATIONALS. A suitable room should be made available.

19 On Site Chandleries

IODAI have been very well supported by local chandleries from year to year for which we are most grateful. We would ask that an on-site chandler be present where possible. In exchange for space in the boat park the chandlers have been most generous in sponsoring many spot prizes along the way. IODAI would prefer to remain independent of any arrangements made with the chandlers and the host club and therefore ask you to approach the chandler of your choice. Where possible an arrangement where 2 chandlers come to the event on different days for a 2 day event has worked very well.

Recent supporters to the class who travel to events include:

- Richard Tonks of Corksailboats who provides the broadest on-site range of spares for the Optimist class and is willing to travel. richardtonks@eircom.net
Mobile: 0874170342
- Tom Mapplebeck-Curradinghy Sailing -tom@curradinghy.com Mobile:

0862475551

- Seamus McLaverty -ASM-Marine (Cork) -seamus.mclaverty@iol.ie Mobile: 087 9715 746
- Curradinghy and ASM-Marine provide more clothing than boat parts.

The larger chandleries that have shown strong support over the years include (though tend not to travel outside of the region):

- Viking Marine (Dun Laoghaire) -www.vikingmarine.ie -01 280 6654
- Union Chandlery (Cork / Malahide) -info@unionchandlery.com -021 455 2211!
01 8457234
- CH Marine

The above points are intended as a helping guide and give a general picture of what it takes to run an "Oppy" event. They are not rules or regulations. Remember the IODAI Committee are always willing to help, and any suggestions for improvement are welcome.

Appendix.

	When	Who	What
1	After online registration closes	IODAI Results Officer	<p>1a. The preliminary entry lists (in csv format) are downloaded from the IODAI website (requires admin login credentials to the IODAI website).</p> <p>1b. The csv files are imported to excel, and cleaned up (there are usually some formatting issues, etc which are clear when looking at the entries in excel). Tally #'s added to the entries.</p> <p>1c. The excel file is emailed to the local race committee approx 8-10 days in advance.</p>
2	At registration	Local Registration Team	<p>2a. Changes are made to the entries at registration, sailors sometimes added, sail numbers/ages/clubs corrected, etc. All this should be changed in the excel file.</p> <p>2b. The updated (now final) entry excel file emailed back to the IODAI Results Officer.</p>
3	After registration	Results Officer	<p>3a. The entries are uploaded to the results software.</p> <p>3b. The results page post is created on the IODAI site.</p> <p>3c. Final entry lists are published online to the results page.</p>
4	During racing	Finish Boat Team	<p>4a. After each start, the start time is noted on the (to be used) finish sheets and any OCS,UFD,BFD's are noted. Also, RET's are sometimes communicated to the Finish boat and these should also be noted.</p> <p>4b. During the finish, results are taken (see below for recommended procedure)</p> <p>4c. Immediately following the completion of each race, results are condensed down to one final finish sheet.</p> <p>4d. The Final Result sheet is emailed (or given to) the Results Officer.</p> <p>4e. Results entered into sailwave</p> <p>4f. Attempts are made to clarify any anomalies in the results</p> <p>4g. Results posted online</p>
5	After each day of racing	Finish Boat Team	<p>5a. Immediately following last finisher of the day – notify the Race Office of the last boat finish time so that Protest Time Limit notification can go up on the notice board.</p> <p>5b. Deliver all result sheets (including preliminary ones) to the Race Office.</p>

6	After each day of racing	Race Office Local Results Contact (which can be the Results Officer but does not have to be)	6a. Post the Protest Time Limit notification on the notice board 6b. Print out Results and Post them on the Notice Board. 6c. Take queries and update results – many queries (incorrect sail numbers, misidentified sail numbers) can be cleared up without a formal redress request. Others require redress request. 6d. Update results following protests and redress rulings – and keep online and noticeboard posted results up-to-date.
7	After final results for the event are finished	Race Office	7a. Final results are used to determine prize lists, which are passed on to the Race Organizer for prize giving.

Finish Boat Recommended Procedure.

Team structure: 4 member team - one "caller", two "note takers"; one "watcher"

Recording process:

1. The caller calls out the numbers as the boats cross the line into an audio recorder and loud enough for the note takers to hear
2. The two note takers write down the numbers as they hear them from the caller (in general, they are just responsible for writing down what is called and not responsible for watching the finish)
3. If a number of boats finish at once, and the caller cannot see all the numbers - the caller says "skip" for each boat(s) he cannot see. The watcher can then make a note of the numbers and tell the recorders as soon as there is time to do so (usually within a few seconds after the group has passed and the numbers become clear).
4. The watcher should call out the time of the first Junior and First senior finisher when making the calls - and the note takers should write that time down on the sheets.
5. After the finish, the team go over the sheets and make sure that the numbers match - and those are then presented for entry. It is recommended that one of the recorded sheets be used as the final sheet and corrections be made on that sheet, as opposed to creating an additional final sheet from scratch (this eliminates a potential source of transcription error – every transcription introduces errors). Handwriting should be crystal clear for the sheet being used as the final sheet. Sheets should be used which have place numbers 1, 2, 3, etc. and the boats should be entered in the order they finish with no gaps between the fleets. The only case where it is acceptable to have a gap between the fleets on the finish sheets is if there is such a large time gap between finishing that it is possible to give the complete set of results to the Results Officer before the next fleet begins finishing (this will allow for the results to be published faster).

Additional notes:

- The top 3 Seniors get a "hoot" (horn blow) & the top 3 Juniors get a "hoot". The watcher (or helm of the finish boat) can do this
- Blue flag should be flying when the finish boat is in position (and down otherwise). The watcher (or helm of the finish boat) can do this
- Technically, there is a 20-minute timeout window for both senior and juniors (from the time of the first finisher in their respective fleet) - where possible, we allow boats to finish and give them places outside the time limit - if there are boats well behind and it would prevent the efficient running of races to allow them to finish - a count back is called for by the finish boat and a rib drives the course backwards noting the numbers and telling the boats they have "finished" and instructing them to head straight to the start line (or back to shore) as appropriate. For trials, the 20-minute cut-off is enforced without exception.
- It is recommended that the finish line be short (e.g., 20-30 meters) and, where possible, that the boats finish on a reach to make number taking easier.
- If extra people are available, a second caller with recorder can be used (but this person speaks quietly into the recorder – and this recording is used only to clarify)
- Sailors will notify the Finish Boat if they are protesting another boat, this should be noted on the finish sheet.
- The date and time and race number (for the regatta and for the day) should be noted on the top of each sheet. If multiple sheets are used for one race, then 1 of 2 and 2 of 2 should be clearly stated the appropriate sheets.
- If pictures are being emailed to the Results Officer, please ensure that the sent picture is legible and complete (that portions of the sheet are not cut-off).