



Guidelines for the management of an IODAI Event Updated 2025

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.

It is intended as a helping guide and give a general picture of what it takes to run an "Oppi" 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. The overall aim of IODAI is to maximise participation in our sport, while facilitating high-end performance for those sailors who are interested and able.

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 Oppi age). A sailor 13 or older in the year of competition is in the Senior fleet while a sailor 12 or less is in the Junior fleet. The Senior and Junior fleets are again each sub-divided into Gold, Silver and Bronze.

The Regatta fleet will consist of less experienced sailors. The emphasis in this fleet should be on having fun while learning to sail. This fleet is split into Regatta Racing - preparing them for Main Fleet - and Regatta Coaching - focused on building basic sailing skills.

Typically, Regionals attract approx 120 competitors (possibly up to 180 at the last event of the season) and Nationals approx 160-180.

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. The IODAI Hon Sec & IODAI Events Coordinator can be contacted at honsec@iodai.com and events@iodai.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 www.iodai.com 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 a template for the NOR which only requires minimal details to be inserted, agreed with IODAI and then published.

Note, the warning signals for the first race on Saturday at a regional championships will normally be at 11:55. The warning signal for the Sunday will normally be at 10:55. 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 the 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 comms@iodai.com)

Entry Fees

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

Event	Entry Fee €	IODAI €	Host Club €
Nationals	200*	70*	140
Regionals	75	25	50
NTW	200	40	160

**Includes allowance for trackers*

The fees are the same for Main and Regatta fleet in each event. Higher late entry fees may also apply, with the Host Club receiving the same contribution as above for each late entry.

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

IODAI issue standard Major Event Sailing Instructions every year, available on IODAI.com. There are standard templates for Supplementary Sailing Instructions, which will be provided by IODAI and should be agreed with IODAI and the Race Committee in advance.

Typical items that need to be noted in the SSIs are colour of marks, description of committee boats, locations of race office and notice board.

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 another person with experience of "Oppi" 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. A minimum of NRO standard is required for Nationals.

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. To facilitate this, it can be helpful for an assistant to the Race Officer to give the briefing and allow the RO put to sea early.

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

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, but we recommend there are also neutral observers involved.

5.2 Courses, length of race, finishing, countback

Because of the unusual shape of the "Oppi" 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 "Oppi" fleet.

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

The target race duration is 45 minutes and the course setting guide available as an Excel file on the IODAI website, should assist ROs and their mark laying teams in setting courses.

Because the fleet can get quite spread out, the class operates a countback system for awarding finishes to boats which otherwise avoids a lot of DNF scores - "Whiskey" flag. This system, which is at the RO's discretion, normally comes into play 20 minutes after the first boat has finished, or quicker depending on circumstances. IODAI recommends using the countback system where possible to ensure delays between races are minimised. While this can be done at any point, WM2 on the Inner Loop and Gate for Outer Loop are often good points to operate the Whiskey system.

On heavier days, taking numbers at WM2 especially for the Junior Fleet can be very advantageous in managing finishing queries.

Finishing

Given the large fleet and tendency for Junior and Senior fleet sailors to finish together and often in bunches there needs to be a rigorous system of calling and collating results. A full finishing and results recording SOP is included in Appendix 1 & 2.

5.3 The Main Fleet

The Main fleet consists of the Senior Gold, Senior Silver, Senior Bronze, Junior Gold, Junior Silver and Junior Bronze sailors. The Senior and Junior fleets sail on the same course but start separately at all Regional and National championships (Junior typically 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. Refer MESI for ribbon colours.

The ribbons are critical for 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 safety 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 SIs.

5.4 Protest Committee

A Protest Committee must be available from qualified members of the host club. We **require** the use of racingrulesofsailing.org for hearing requests, scoring enquiries, etc. The Major Event SIs set out the hearing request procedures/time limits, etc.

An Arbitrator should be appointed for the event. Where an IS appointed judge is in place, they will usually chair the PC. The PC chair must be a National Judge or higher grade for the National Championships.

A Protest Committee room will be required for hearings and other PC administration tasks.

5.5 Jury

Juries and Jury boats are required for all Regional events and Nationals to police R42 afloat. At least two umpires (on two boats manned by a Judge and an assistant) are optimal at each event where they can be split between the Senior and Junior fleets for the Regional and National championships. Two ribs need to be provided by the host club.

IODAI will endeavour to nominate judges where possible from within the fleet. Such umpires may be parents of competitors but would, to the extent practical, avoid umpiring the fleet their sailor is competing in.

Note judges are appointed by Irish Sailing and allocated to the event by IODAI. Any issues regarding the quality/suitability of a judge should be addressed to the IODAI events coordinator or an IODAI committee member in the first instance.

6. Regatta Fleet

The Regatta Fleet aims to introduce novice sailors to Optimist events, develop lifelong friendships and encouraging sportsmanship while helping the sailor build experience and confidence in their boat. The Regatta Fleet is split into Coaching and Racing fleets. The Coaching Regatta Fleet provides sailors with an opportunity to gain sailing confidence and experience in a fun and safe environment while receiving basic race coaching at an event. The Regatta Racing Fleet provides a gentle introduction to racing before sailors move to the Main Fleet.

Sailors will by default be assigned to Regatta Coaching. Sailors wishing to participate in the Regatta Racing fleet can do so by changing their profile on the IODAI homepage and selecting 'Regatta Racing'. During the event, sailors may also be moved, in consultation with their parents and our Head Coach, between the fleets. On occasion, and where possible, both fleets will be brought together to sail.

REGATTA COACHING FLEET (Key stages 1 & 2 of IODAI Training Policy)

- The designated sailing area will be in a sheltered area closer to shore.
- Sailors from Oppie age 7 can participate but must have the basic competency levels (capable of sailing in moderate breeze and independent capsize recovery) required of all participants.
- There should be lots of shore based activities and a focus on rigging and basic racing in a very safe and controlled environment
- Racing will take place over a shorter triangular course
- Where sailing is not possible, other activities and games such as kayaking, SUP, treasure hunts should be provided to ensure a fun filled event.

REGATTA RACING FLEET (Key stage 3 of IODAI Training Policy)

- The race sailing area will be outside of the Harbour unless conditions are unfavourable
- The sailors will be supported by a full team of coaches and rescue cover
- Coaching will be provided before racing and support during racing
- Racing will take place on a triangular course which will be slightly longer than regional events
- Sailors will be encouraged to be as independent as possible while on the water

There is a facility for protests to be heard in the Racing Regatta Fleet. However, if a Coach or Race Committee member see an obvious infringement they can direct the sailor to perform a 360 degree turn penalty

Sailors are encouraged to progress to the Main Fleet after 1 or 2 seasons. Guidance will be provided by the HeadCoach and IODAI to individual sailors who they feel should consider moving to the Main Fleet. A Bronze Fleet has been created to facilitate sailors transitioning to the Main Fleet.

It is a safe and welcoming environment which encourages friendship, sportsmanship between sailors and the participation of their parents within the class.

Clubs will be required to provide:

- A separate PRO and Committee Vessel (for the Regatta Racing Fleet)
- Mothership (where possible)
- Local Coaches & ribs (Maximum 1:8 Ratio)

IODAI will provide:

- Precedent race documents (though these are generally informal)
- HeadCoach and an Assistant Coach (and an additional 2 Coaches for the Nationals and potentially the end of season regionals depending on numbers)
- Participation medals
- Ribbons for group colours
- Guidance as to the grouping sailors

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. Coach/group allocations remain consistent throughout the event, are determined solely by the Head Coach and will have a dedicated ribbon colour.

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 accommodation of IODAI nominated coaches, however the host club is asked to accommodate them with members.

Local coaches should be 'optimist proficient' and will work under the leadership of the IODAI Head Coach. These coaches should be paid and will be expected to attend morning briefings with the Head Coach.

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

The size of the Regatta fleet will 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 the Sailor's name is written on the transom in Sharpie/on a sticker. It makes it easier for coaches and safety if they know the sailors name and makes the event all the more friendly.

The Regatta fleet also requires its own separate safety requirements, and a VHF channel dedicated to them and different to the main fleet.

The Regatta fleet should launch after the Main fleet.

The IODAI Training Officer (training@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 Assistant Coaches will also have a windy day plan.

Regatta Fleet Prizes

- Racing Fleet - Places 1-5

Coaches awards typically also include:

- Fair Sailing Award
- Most improved
- Sportsmanship
- Youngest sailor
- Best local sailor

IODA will provide participation medals for all of the sailors. These have different ribbons for each event and ideally each sailor will be called up individually to receive their medal.

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 safety 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 online 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. 5 days before the event. Note that the online system does not accept late entries.

Prior to registration, all competitors must have a medical consent, Sailor Code of Conduct and Parent Code of Conduct forms completed via IODAI.com. Main fleet sailors also require a measurement self-declaration form to be completed on IODAI.com.

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.

Registration has been simplified to largely include the provision of Boat and Trolley Tags/Meal tickets/Supplementary Sailing Instructions to sailors.

Note also that clubs are not required to check for IODAI memberships as this is captured by IODAI as a precondition for entry via the IODAI 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. A different colour and number sequence is used for the Main fleet and the Regatta Fleets. The Tally Board, boat and trolley stickers and bands will be provided by IODAI.

We recommend that the entry list with Name, Sail No. ,designated fleet and tally number 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.

9. Results

IODAI will produce the results. The finishing team will complete and check the original scoring sheets, which are then transferred from the finishing boat to the results office as soon as possible after completion of each race. Results queries will be managed through the racingrulesofsailing.org platform. The results officer may go afloat on the finishing boat with a laptop.

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

The results office should not be accessible by competitors and their parents.

10. Beach Master

This section and section 11 Safety and safety 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 "Oppi" 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 distinct divisions - Senior Gold, Senior Silver, Junior Gold, Junior Silver, Junior Bronze, Regatta Racing and Regatta Coaching. As a minimum, Senior, Junior and Regatta Fleets should be separated. 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

It is also preferable to exclude parents from the dinghy park where possible and only permit sailors & coaches.

Separately, the Beach Master should have a plan for support boats: how they should be launched, where trailers are 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. 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. Trolleys are shared during the event, and only returned to the individual sailor on the last day. In the event of the last day's racing being abandoned ashore, boats can be lifted & sorted into correct trolleys ashore.

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 safety cover on the water. Where safety 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.

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 in the water to speed up the launch and recovery process. PFDs MUST be worn with waders/drysuits on the slip. Visiting "Oppi" 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 i.e. 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 as sailors go down the slipway. A full list of required safety equipment is in the IODAI Safety Checklist under <https://iodai.com/documents/> .

It is the responsibility of the parent/guardian of all sailors 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

This section should be read in conjunction with Irish Sailing's "Recommendations to consider in running dinghy events"

<https://www.sailing.ie/News/id/5450/safety-for-dinghy-events> .

In addition to those recommendations, the following should also be considered:

- A Head of Safety must also be appointed to the Regatta fleet. This may also be the Regatta Fleet Head Coach/ instructor.
- Local hazards should be made known to all visiting boats, competitors and support boats at the main briefing.
- Crews should know how to right an Optimist and be proficient in towing using the daisy-chaining method

Where attending to an optimist capsize, the safety 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 safety team should stand by until the sailor is back on board and has bailed 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 Regatta Fleet where if 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.

Where safety 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 (e.g.: If they require a cup of coffee before going afloat please ensure that they do so ahead of launching).

TALLY SYSTEM

IODAI will provide a TALLY 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. Typically, rubber wrist bands are handed out as the sailors pass through the gate according to their tally number given to them at registration. Alternatively, sailors may be permitted to tally prior to the launch signal to speed up the system using the T flag..

SUPPORT BOATS - Support boats must register with the club in advance, and be given a particular colour flag (with deposit). It is also essential 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. **Support boats should have 2 on board at all times, either coaches/parents or volunteers to supplement.**

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 & drink

Sailors are responsible for their own lunches and drinks afloat. We strongly encourage the operation of refill points for reusable water bottles for sailors and race teams alike. Event volunteers should be fed (sandwiches, etc.) afloat by the host club.

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, though pasta can often be wasted/messy. It should be emphasised that the sailors' food should not be construed as being their evening meal. The cost of food on landing ashore is to be covered by the entry fee.

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 club's 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.

15. Prizes

A LIST OF PRIZES must be posted on the Official Notice Board or included in the NOR 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. Consideration should also be given to IS direction on sustainability of prizes. For Nationals, IODAI will make a contribution towards prizes, guided at €400-€500 depending on entries

Unless otherwise agreed with IODAI in advance, prizes for the National and Regional Championships are awarded to 1st to 5th place prizes in:

- Junior Bronze

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

There are perpetual trophies for the winners of each division at each regional event. Perpetual trophy winners should also receive a keepsake.

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. IODAI will retain a record of perpetual trophies awarded and manage the return of those each season for the relevant regatta.

A PA system is required for prizegiving.

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 social media accounts which is a very good way of sharing racing updates from the water. IODAI will facilitate PR via these accounts 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.

Photos of items left behind can be shared with the fleet on Whatsapp groups.

18 Pre-event activities

Host clubs should facilitate pre-event arrivals/training on the day before Regionals and likely the weekend before Nationals through to the event start.

Appendix 1 – Results procedures

	When	Who	What
1	After online registration	IODAI Results officer	<p>The preliminary entry lists (in csv format) are downloaded from the IODAI website (requires admin login credentials to the IODAI website).</p> <p>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>The excel file is emailed to the local race committee approx. 5 days in advance.</p>
2	At registration	Local Registration Team	<p>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>The updated (now final) entry excel file emailed back to the IODAI Results Officer, Training Officer and Regatta Fleet Head Coach</p>
3	After registration	Results Officer	<p>The entries are uploaded to the results software.</p> <p>The results page post is created on the IODAI site.</p> <p>Final entry lists are published online to the results page.</p>
4	During racing	Finish Boat Team	<p>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>During the finish, results are taken (see below for recommended procedure)</p> <p>Immediately following the completion of each race, results are condensed down to one final finish sheet.</p> <p>The Final Result sheet is transmitted (or given to) the Results Officer.</p> <p>Results entered into sailwave</p>

			Attempts are made to clarify any anomalies in the results Results posted online
5	After each day of racing	Finish Boat Team	Immediately following last finisher of the day – notify the Race Office of the last boat finish time Deliver all result sheets (including preliminary ones) to the Race Office.
6	After each day of racing	Race Office Local Results Contact (which can be the Results Officer but does not have to be)	Take queries via racingrulesofsailing.org and update results – many queries (incorrect sail numbers, misidentified sail numbers) can be cleared up without a formal redress request. Others may require a redress request. Update results following protests and redress rulings – and keep online posted results up-to-date.
7	After final results for the event are finished	Race Office	Final results are used to determine prize lists, which are passed on to the Race Organizer for prize giving.

Appendix 2 - Finish Boat Recommended Procedure

Team structure: 4 member team - one "caller", two "note takers"; one "watcher" (one of the team will be from IODAI).

Recording process:

1. A video of the finish is highly recommended.
2. The caller calls out the numbers as the boats cross the line into an audio recorder (or the video above) and loud enough for the note takers to hear
3. 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)
4. 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).
5. 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.
6. 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 the Youth National Championships, 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 and acknowledged.
- 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 on 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).

Appendix 3 - Data file transfers - IODAI-Sailwave-Irish Sailing

SETTING UP A FILE TO IMPORT INTO SAILWAVE (IODAI Results team)

1. Export file from IODAI website (detailed list, not medical)
2. Remove all unnecessary information (materials, contacts.....). Keep same data as previous events (look at sailwave files).
3. Change Column Names (file & display):
 - FLEET : Senior, Junior, Regatta Coaching, Regatta Racing
 - DIVISION: Gold Silver Bronze
 - Make sure no column RATING
4. Merge Club 1 & 2 into a single column (use acronym instead ?)
5. Create 2 new files saved on computer:
 - MAIN: keep only Juniors and Seniors
 - REGATTA: keep only RC and RR
6. Import competitors into Sailwave files. You will have 2 files
7. Set up name of the event, venue, link to logo, check NOR for discards.....
8. Import Competitors
9. Reorder columns as previous events

DON'T FORGET THERE IS NO AUTOSAVE. BE CAREFUL NOT TO HAVE SAME FILE OPEN TWICE.

UPLOAD INTO IRISH SAILING APP (IODAI results team)

1. Please ensure that you have the most UpToDate version of Sailwave downloaded (IODAI Laptop OK)
2. Ensure the title of the Sailwave event name matches (exactly) the title showing on the Irish Sailing App
3. Ensure that the DATES of the event are input – i.e. from start date to finish date of event. - Ensure each race should have a date entered (right click, edit race)
4. Ensure all logo links have NO special characters (when you set up the event name and location, look at all characters of the link, sometimes you could find special characters which are not allowed). Logo should be stored online (ie. Media Library IODAI)
5. Ensure columns are set up properly. Column FLEET is the important one (example below) as you upload fleet by fleet.
6. Once you are satisfied that the content is correct , click on plugins on the tool bar at the top of the relevant results sheet
7. From the drop down window, click on Send Results to Irish Sailing

Examples of files uploaded:

<https://www.sailwave.com/results/2024HYCMainJ.htm>

<https://www.sailwave.com/results/2024GBSCMainS.htm>

<https://www.sailwave.com/results/2024MirrorsEasternBSC.htm>

if you have 2 fleets in same event:

https://www.sailwave.com/results/Topper_Southern_Championship_2024_53.htm

Appendix 4 - IODAI Provided resources for events

IODAI will only provide the below resources for any event being held.

- Tally boards x2
- Tally bands to suit
- Bow/trolley stickers
- Division Ribbons
- Perpetual trophies
- Racing Rules of Sailing platform setup
- Sailwave results platform & Results officer
- Regatta coaches x2