

**IODA REGATTA
MANUAL
2014**

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2. TERMINOLOGY

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

IODA Conditions: these are the rules to be followed by:

- members who want to bid to host an IODA event
- organisers of the corresponding IODA event
- members entering an IODA championship

These conditions are part of the IODA Administrative Handbook that can be downloaded from the IODA website (www.optiworld.org)

IODA Event Manual: States the procedures to be followed by the organisers and their Race Committees when running an IODA event.

IODA Executive Committee: Elected representatives of IODA. President, three Vice Presidents, Chairman of the Technical Committee and Chairman of the Regatta Committee.

Organising Authority (OA): As per RRS 89.1. During an event this will include the IODA nominate (President or Vice President).

Local Organising Authority (LOA): Body appointed to run the Championship.

Regatta Committee: As per RRS 90.1

IODA Race Officer (IODA PRO): appointed by IODA for IODA World and Continental Championships. IODA representative on the Race Course. See IODA PRO Role below.

IODA Course Representative: (IODA CR) Present only at World Championships, in addition to PRO. At the World Championships the IODA PRO and the IODA CR will split the stated IODA PRO responsibilities as suits their skills.

IODA Chief Measurer; See Measurement Manual

Race Officer: Appointed by LOA to run the races.

NODA: National Optimist Class Association.

Team Leader: Appointed by a NODA to deal with all onshore issues for a National Team.

Coach: Appointed by NODA to deal with all on water and technical sailing issues for a National Team.

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

IODA Regatta Secretary: Appointed by IODA

IODA Secretary General: Appointed by IODA

BEFORE THE EVENT

3. BIDDING TO HOST AN OPTIMIST CHAMPIONSHIP

All IODA events must abide by:

- [The current ISAF Racing Rules of Sailing](#)
- [The current IODA Conditions](#) (within Administrative Handbook)
- [The Class Rules](#)
- The Notice of Race
- The [Sailing](#) and Team Racing Sailing Instructions
- [The Measurement Manual](#)
- This Manual

The first step in a bid application should be to read the above documentation. Only paid up members of IODA are allowed to bid to host an IODA event. There are three major steps to follow when bidding to host an IODA event:

- Submission to IODA two months prior to the AGM ([via the Application form](#))
- Selection by AGM
- Confirmation by AGM

APPLICATION FORM

The application form shall be returned to the IODA Secretariat not later than two months before the AGM taking place two years before the Championship to be held. The earlier the application is returned the better, since it allows extra time to make any necessary changes. The application has a set of notes that guides the bidder on how it should be completed.

SELECTION OF VENUES AT THE ANNUAL GENERAL MEETING

The Annual General Meeting is held every year during the World Championship at the relevant venue. At each meeting the hosts of the World and Continentals to be held two years after that meeting, are selected.

During the presentations it is normal for voters to give information and hyperlink to [proxies online](#). Ask for more specific pieces of information. It is recommended that the bidder's representative have a sound knowledge of the venue and the proposal.

4. CONFIRMATION BY THE ANNUAL GENERAL MEETING

At the AGM, members that were selected as hosts of a World or Continental Championship at the previous year's AGM, are confirmed.

Members (which at this stage are already LOA) can make a further a new presentation and inform the country representatives on the progress of the organisation. Normally voters raise queries about issues that were not well defined on the previous year's meeting. Organisers 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 organisers discuss the presentation with their relevant IODA Vice President before delivering it.

5. PROJECT PLANNING

Minus 18 months
Obtain Financial sponsorship
Appoint key officers
Prepare budgets
Arrange special airfares
Determine whether shore venue communications needs further capacity
Commision website
Ensure results system is set up
Contract signed with charter boat provider and support boat provider
Book accommodation
Set up Facebook and Twitter pages
Minus 12 months
Update information in submission to IODA , confirmation at AGM
Establish race office to communicate with NODA's
Prepare organisation charts
Appointment of Race Committee and measurement sub-committee
Distribute information sheet 1
Adopt official regatta logo
Minus 10 months
Site visit by the IODA Executive Committee representative(s)
Appointment by IODA of the International Jury and invitations sent out by LOA
Arrange shore venue layout and signage
Minus 6 months
Distribute information sheet 2 which shall include the Notice of Race and the entry forms
Arrange first aid provision
Minus 3 months
Confirmation of accommodation. Rooming list completed.
Check all transport booked
Distribute Information Sheet 3 including spectating advice
Confirm LOA have IODA flag
2 months after the Championship
Report to IODA Executive Committee

6. THE ROLE OF IODA

All communications with IODA should be to the Secretariat and the Vice President (VP) of your continent or for the World Championships, the President. An IODA Principal Race Officer (IODA PRO) will be appointed towards the end of the year before the Championship. They will be your key contact for detailed Race Management issues in the few months before the Championship.

The IODA Secretariat will be your contact regarding documentation and contacting NODA's. Any communication with IODA should be copied to the relevant VP or the President.

To ensure that decisions taken on protests, race management procedures or Class Rules enforcement follow the same criteria in all events, the IODA Executive Committee recommends and LOA invite the following:

- The International Jury
- The IODA PRO (and IODA CR at World Championships)
- The IODA Measurer

The IODA PRO and IODA Measurer must be accepted by the organisers. They shall have full access to the relevant areas and shall be able to work in close proximity with the local officers under their charge.

IODA OFFICIALS

BEFORE THE VENUE IS CHOSEN

It is not necessary or required that potential hosts receive a visit from any IODA officer 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.

PRE-REGATTA VISITS

WORLD CHAMPIONSHIP

After the venue is chosen a visit will be undertaken by an IODA official. The organisers are responsible for all costs of these visits. (Conditions for World Championships 7.5)

CONTINENTAL CHAMPIONSHIPS

After it is chosen, one IODA officer may visit the venue approximately six months before the event. The responsibility of the organisers regarding the costs incurred in this visit is described below.

DURING THE EVENTS

WORLD CHAMPIONSHIPS

The organisers are responsible for all costs (travel expenses, accommodation, meals and local transport) of the following five persons required by IODA to be present at the event:

- i. The president of IODA, or his nominee, to be a member of the OA
- ii. Two members of the IODA Regatta Committee or IROs nominated by the Executive.
- iii. Two members of the IODA Technical Committee or IMs nominated by the Executive.

The organisers shall provide accommodation, local transport and meals for the following additional people at the same price charged to adult members of participating teams:

- i. Other members of IODA committees and IODA secretaries
- ii. Partners of any of the above
- iii. Other persons, such as representatives of future hosts, if so requested by the IODA Executive.

CONTINENTAL

The Executive Committee may appoint for each championship:

- i. IODA PRO
- ii. a measurer, and
- iii. a nominee of the Executive (normally the vice-president for the continent concerned).

In order to cover the costs incurred by the IODA officials, the organisers shall be responsible for a total cost equal to 4% of the total entry fees received or USD 20 per participant (sailor or fee-paying adult), whichever is the higher.

The organisers shall provide accommodation, local transport and meals for a partner of any of the above at the same price charged to adult members of participating teams if requested.

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. Organisers are requested to provide accommodation and meals for at least three nights before the official arrival day at no extra cost to IODA.

IODA PRINCIPAL RACE OFFICER AND COURSE REPRESENTATIVE

For the IODA Worlds and Continentals, the IODA nominee performing as IODA PRO will work closely with the race officers appointed by the Organising Committee. At the World Championships the IODA PRO and IODA CR will share the stated IODA PRO responsibilities as they see appropriate.

The Race Officer will be responsible for managing the race management team and organising the races. The Race Officer will not take action in relation to any of the following matters (whether or not changed by the Sailing Instructions) without the approval of the IODA PRO:

- Postponement (rule 27.3)
- Course configuration and race duration
- Whether a starting line be moved or adjusted (rule 27.2)
- Starting line decisions [OCS and recalls (rule 29), starting penalties (I, U or Black Flag,)]
- Changing course/moving marks – adjusting the course to a new wind strength or direction (rule 33)
- Shortening course (rule 32)
- Abandoning (rules 27.3, 32 and 35)

The IODA PRO may initiate action in relation to these matters, in which case the Race Officer will be governed by the IODA PRO's decision. The Course Representative may also initiate action if he believes that the racing is not conducted according to the rules, or for any reason directly affecting the safety or fairness of the competition.

PRO responsibilities ashore included the following;

- Support organizers on fleet assignments and TR grid allocation.
- Supervise scoring and be responsible for publishing official results.
- Communication with the Jury in respect to all NOR, SI issues and document changes.
- Approval and publishing (together with local RO) of all Race Committee notices and SI changes to ONB.
- Support organisers on coach boat allocation for TR.
- Conduct meetings: daily coach meeting at all events and Technical Meeting at Worlds.
- Advise Race Committee of schedule issues and be responsible for changes when needed.
- Attend/Supervise Race Committee meetings (in the morning and afternoon).
- Decisions on signals, such as; Delta flag, AP over A.
- Responsible for all communication with coaches.
- Approval of all scoring enquiries granted by Race Committee.
- Represent Race Committee at protest/redress hearings (or nominate a representative).
- Link between IODA and organisers for all technical issues/matters.
- Coordinate with IODA measurers the procedure for inspections on the water and also related issues such as Race Committee protests.

IODA MEASURER

IODA nominates a member of the Measurement sub-Committee. They are responsible for all aspects of measurement and implementing certain measurement procedures specified by the IODA Technical Committee.

All measurement issues are covered in the Measurement Manual ([available here](#)).

INFORMATION SHEETS

Information sheets containing the following information should be circulated to all countries, if possible starting twelve months in advance of the regatta.

Information Sheet 1 – 12 months before event

- Tentative programme of events
- Local sailing conditions
- Insurance requirements
- Chart of race area
- Innoculation requirements
- Contact details for LOA
- Website address

Information Sheet 2 – 6 months before event

- Notice of Race
- Map of layout of shore venue
- Information on accommodation for teams and officials and other supporters
- Information about the charter boats
- Information about how to import boats
- Details on special airfares
- Visa requirements
- Special information (food, , special health care etc)

Information Sheet 3 – 2/3 months before event.

- Arrivals procedures
- Details about special functions and social activities
- 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

ENTRIES

The entry and payment forms are produced by the IODA Secretariat and attached to the Notice of Race. All dates and costs are agreed with the LOA. Once the Notice of Race is published the LOA takes all responsibility for receiving and collating entries and payments.

TEAM LEADER AND COACHES MEETINGS

The team leaders are the most important link between organisers and sailors and their understanding and co-operation can contribute in a major way to minimising problems. A team leaders meeting is scheduled (in the SI) at the start of each Championship. This deals with administrative issues such as accommodation, food, security etc.

Daily coaches meetings are scheduled at a regular time each day prior to the race committee and sailors going afloat. The PRO will lead these.

The purpose of the meeting is to clarify any questions arising out of the instructions from the LOA, from the Sailing Instructions and from other arrangements for the conduct of the regatta.

Clear instructions/guides should be given about:

- Use of individual team support boats
- Enforcement of the RRS 42
- Rescue procedures
- Tracking procedures (if tracking is provided)
- Weather information
- Individual vs. general recall
- Starting penalties
- Minimum wind speed
- Posting of OCS/BFD/UFD

Attendance

- Senior Officer of the LOA
- Chairman of the Race Committee
- IODA PRO
- Chairman of the International Jury
- Key officers of the LOA
- Race Committee
- Measurement Sub-Committee

7. NOTICE OF RACE AND SAILING INSTRUCTIONS

IODA is one of the biggest sailing classes all around the world. With such growth the need for all competitors to sail not only fair competitions but also on equal terms in every part of the world has become imperative. As in the majority of sailing events worldwide, this equality of terms has been achieved by “standardization”

With this objective in mind IODA has policies to make sure that all the Class' events follow certain standards:

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

To achieve the first two goals, the IODA Regatta Committee prepares the Notice of Race and Sailing Instructions, both of which are then completed by the organisers with local information. This method allows for consistency across all IODA events and ensures that the races follow the same standard.

8. WORKFORCE

It is vital to have responsibilities clearly delegated, and have clear lines of authority. An all too common problem of major Championships is that only one individual is empowered to make decisions, creating a bottleneck. This needs to be taken into account when planning. An organisational chart should be produced with job titles and named individuals. This must be provided to IODA 1 month before the start of the regatta with contact details for all staff members that IODA will be dealing with.

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, and identify solutions. Posting pictures of Organising Committee members with their names on a notice board helps sailors and team leaders/coaches to recognise them.

INTERNATIONAL JURY

An International Jury of six (Continental Championships) to eight (World Championships) persons is required. The organisers shall pay for reasonable travel costs, provide accommodation, meals and local transport for all the members of the Jury. It is expected that all air travel will be in "budget" (lowest cost) class, and all airport transfers shall be provided. IODA recommends to the LOA the members and the Chairman of the International Jury, according to Appendix N of the RRS. Once IODA chooses the members, it consults the organisers on whether they agree to the nominees. The organisers can ask IODA to nominate a judge of their preference but IODA may or may not accept him/her. The Chairman of the Jury cannot be from the host country.

Other than the conditions in 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 regatta 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.
- Member from the following year's event host country: The country hosting the following year's relevant IODA event is sometimes invited to nominate a member of the International Jury to gain experience and to provide continuity.
- When appropriate the IODA Executive Committee aim to include a National Judge from the host country, in order that the individual can gain experience of an international regatta.
- Umpiring: The Jury must have experience and be fit enough to umpire for team racing. For IODA team racing events additional umpires may be required. They can be from the host country but should be invited with due notice and are usually only required for one day.

STAFF TO BE PROVIDED BY LOA

RACE COMMITTEE

The Race Committee should be appointed by the LOA and be approved by the IODA Executive Committee. An International ISAF Race Officer or a National Race Officer should be appointed as Race Officer. Preference should be given for individuals with prior experience of Optimist dinghies.

EVENT MANAGER

The Event Manager should have experience of previous Championships. They must understand the issues raised by large fleets travelling from abroad. They must manage their staff effectively and delegate nearly all tasks, leaving them to oversee and respond to problems.

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 – 2000 hours they will need to work on a shift pattern. 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.

PRESS OFFICER

A Press Officer must be appointed to complete the following tasks;

- Managing any press on site
- Updating website through the day with results, news and photos
- Managing the event photographer

- Maintaining contact with IODA Secretariat
- Administering event FaceBook and Twitter pages
- Liaising with any NODA press officers

OFFICIAL PHOTOGRAPHER

A photographer must be contracted to photograph the event. They should provide all photos rights free to IODA and the LOA. They may charge competitors and NODA's for photographs.

TRACKING RUNNERS ([see tracking](#))

Every morning the units need to be unplugged from the chargers, turned on, put in plastic bags, sorted by country, delivered to the coaches. Every evening the units need to be collected from the coaches, taken out of the plastic bags, turned off, plugged in to the chargers. These tasks are very time consuming, especially for large continentals with more than 100 sailors. To ensure that these tasks are done in time, the organisers must provide 3-4 helpers. These people shall be any responsible persons willing to help from the day before the practice race to the last day of races, they can be ex-optimist sailors for example.

JURY SECRETARY

A competent administrator must be assigned to assist the Jury in reviewing protest forms, scheduling hearings, and supervising sailors and witnesses waiting to be heard. The Organising Committee 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 to deliver and receive protest forms after the end of racing. They will also need photocopy facilities.

VOLUNTEER HOSTS – Optional

The organising committee may assign certain individuals to look after one or more teams, the choice being made on cultural or language capability, among others. These persons might make the airport or other pick-ups, conduct the inspection of regatta site facilities including accommodation, 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 minimise problems down the road, help establish a happy relationship and will require very little expense or effort. 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.

9. ACCREDITATION AND SECURITY

ACCREDITATION

It is recommended that some form of accreditation is issued to everyone with an official function of the Championship. However, the need for accreditation varies from site to site. Identification badges or colour coded wrist bands for sailors and officials may be desirable for reasons of security, meal control and identification. The following groups are suggested;

- Sailors
- Coaches/ Team leaders (this helps identify those with official capacity when dealing with the Race Office)
- LOA officials
- IODA officials
- Press

SECURITY

Security is the responsibility of the LOA. It must be remembered that the Optimist fleet travel with a number of high value items. These include not only boats but mobile phones, tablets and laptops. 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 regatta.

Safekeeping of valuables. There is a need for safekeeping of passports, cash, traveller cheques, cameras and other high-value personal effects.

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 past regattas, there have been cases of theft, burglaries, and malicious damage of sailing equipment.

10. ON SHORE FACILITIES

RACE COMMITTEE FACILITIES

A separate room ashore should be provided for the Race Committee. This space should be sufficient for necessary meetings of Race Committee and for storage of equipment. It must have WIFI provision. It might also be used by race recorders who are preparing the provisional and final results. The room should be "off limits" for all persons except members of the Race Committee.

This room should be lockable in order that personal equipment can be left whilst individuals are on the water. It is suggested that a key is left in the Race Office for the Race Committee to use

and return. Hot and cold drinks, snacks and fruit need to be available to this group who often work long hours on and off the water.

JURY FACILITIES

- *Jury Office*

The International Jury needs a room to get organised and meet before and after each day of racing. As above this room must be lockable. It must have 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 for all jury members

- *Jury hearing rooms*

Two hearing rooms for the Worlds and for Continentals with 6 or more judges (two panels) and one room for other Continentals should be provided, with table and chairs in sufficient number for members of the jury, sailors, interpreters, and witnesses. Normally, members of the jury can be expected to provide their own rule books, models, etc.

IODA OFFICE (World Championships only)

The IODA secretary requires a room with power, phone access and internet. It must have WIFI provision. This office is best located close to the race office.

TRACKING FACILITIES ([see tracking](#))

The following are needed:

- A secure room for charging.
- 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 officer has two screens, one to view the tracking and the other to access the online tracking manager. The IODA tracking officer 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 Optiworld.org website. In order to show the tracking you need a PC with a stable broadband internet connection connected to e.g. 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.

FACILITIES FOR AGM (World Championships only, consult conditions for full details)

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 must provide an adequate meeting room, facilities and equipment for this meeting, (Projector, microphones (preferably wireless)), enough chairs for up to 60 people, water for delegates, etc). The meeting should be held at the shore venue.

In addition, there are several evening meetings which will require a room during the World Championships. English is the official language of IODA. No translation service needs to be provided.

The Secretariat will distribute a [programme](#) with timetables of meetings (AGM, continental meetings and the meetings of members of the IODA Executive Committee). A separate noticeboard will be required by the Secretariat for this programme. The programme shall not be considered the Championship's official programme of events (which is stated in the Notice of Race and shall be circulated by the organisers in due course). This IODA programme is not for competitors but for country representatives and will be published on the [IODA website](#).

SAILOR FACILITIES

BOAT PARK

Each team should 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. You should allow 2.5 x 1.5 m per Optimist with equivalent amount of space for movement of boats. Additional space must be allocated for trolleys to be stacked whilst boats are on the water.

The IODA standard Sailing Instruction that each boat shall remain at its berthing place until flag D is displayed applies. If the designated area is not well marked, the implementation of the instruction becomes impossible and launching the boats without any specific order can lead to major problems.

It is desirable that lockers or containers be provided, unless other facilities are nearby. There should be sufficient water supplies and hoses for daily rinsing of hulls and sails.

SAIL STORAGE

A facility should be provided whereby sailors can remove their entire rig from their boat and store it with the sail up overnight. This can be provided for in a warehouse or marquee with a structure for the mast foot to slot into. Team spaces should be marked.

CHANDLERY AND REPAIRS

It is desirable that a local sailing shop provides parts and repair facilities at or near the site. If extreme weather conditions may be expected, additional stocks of wetsuits, drysuits and cold weather clothing should be provided. Many teams come from countries with warm climates and with no local supplies of cold weather gear, etc.

LAUNCHING AND RECOVERING BOATS

Launching and beaching about two hundred Optimists may pose problems, particularly if there is a long haul or limited access to the water. A Beach Team is necessary to help launching and recovery of boats. A Beach Team manages the slipway, take trolleys from sailors as they launch and stack them neatly. An efficient Beach Team can significantly reduce the amount of time it takes the fleet to launch.

OFFICIAL FLAG POLE

According to the standard Sailing Instructions, there is one Official Flag Pole ashore, on which signals prescribed by the Race Committee may be flown. Sufficient flags should be on hand to meet the Race Committee's requirements.

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.

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. It is recommended to have a qualified doctor available on venue at all times. There should be an emergency procedure in place and all team leaders and coaches should be briefed on this at the first meeting. Language services are often required in a hurry when an injury occurs. Ensure that you have listed all staff on venue who have language skills (even if they are the chef) and have their mobile phone number listed.

LAUNDRY

Laundry facilities must be available. Drying facilities for wet sailing equipment are also required.

WIFI PROVISION

Excellent strong WIFI should 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 parents and sponsoring organisations. Due to the heavy demand for internet access when the sailors are ashore, it is required that a secure private network is available for organisers, IODA personnel and the press. Wifi for tracking facilities should be running on a separate network with download speed at least 3Mbps and upload 0.5 Mbps

11. ACCOMMODATION

It is highly desirable that accommodation be located at the shore venue or within easy walking distance. Accommodation any further than 1km from the shore venue will mean problems 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 buses should run frequently and ideally a shuttle service should be provided.

The organisers must provide adequate accommodation for sailors plus 3 to 4 officials 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).

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.

FEMALE SAILOR ACCOMMODATION

It is the practice at IODA events to provide separate accommodation for female sailors. Female sailors from a number of teams can be accommodated together. The Team Leader should be allowed to decide where girl sailors sleep.

IODA OFFICIAL 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 must be provided, unless otherwise requested.

12. CATERING AND NUTRITION

The menu should be simple, wholesome and international, with special foods available to meet dietary requirements. Correct nutrition is of the utmost importance to sailors who are competing in a long championship and, in many cases, still growing. It is the responsibility of the LOA to ensure that they offer a good range of food options.

Breakfast – Normally offered at the accommodation

- Should include a range of cereals, breads, yoghurts and fruit.
- Should include a choice of non-caffeinated liquids, chilled and including water and milk.

- Should include a hot option, including eggs.
- Protein is essential in this meal.

Lunch – At the competition venue

- Should be available for collection 1 hour before the fleet is released.
- Should be packed in order that it can be taken on the water or eaten beforehand.
- Should include 2 large Sandwiches or Rolls with a range of fillings that can be selected.
- can include fruit.
- can include a sweet/ confectionary item/cereal bar.
- The LOA can provide a managed sandwich making facility in order to cut down on waste and labour costs.

Returning ashore – At the competition venue

- Sailors can be offered some sort of carbohydrate/protein option when returning ashore.
- Pasta/ Noodles/ Cake/ Pastries are good options.

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,

HYDRATION

To minimize the risks of dehydration, adequate fluids must 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. 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 should not be available to competitors.

14. ON WATER EQUIPMENT

BOATS REQUIRED

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

RIB for IODA PRO.

Mark rounding vessels with staff to record boats rounding.

An adequate number of rubber boats should be provided for members of the jury to observe competitors at close quarters. For fleet racing this is 5 at the World Championships and 4 for Continental Championships. Additional boats are required for team racing events.

MARKS

An adequate number of rounding marks, including spares, starting and finishing marks and replacement marks need be provided. The standard Sailing Instructions state four rounding marks, starting marks which are boats, a finishing mark and replacement marks to be used if the course is changed.

All necessary marks are available with proper ground tackle.

Marks should have a pocket or other kind of system to fix properly the tracking units.

FLAGS

Each Race Committee vessel should be equipped with the number and type of flags according to its duties. Please see [Appendix 1: Flags](#). Flags to be displayed ashore and on the main committee boat(s) should measure at least 60x90 cm.

The organiser should provide yellow flags for signalling rule 42 breaches.

All other LOA boats should have a flag identifying their role as per SI. LOA should ensure that these are flown from the stern of the boat and do not interfere with signal flags.

EQUIPMENT FOR TEAM RACING

Additional marks and committee boats are required for team racing.

An adequate number of inflatable boats or dinghies is required for umpires. 8 for World championships and 6 for Continental Championships.

Necessary flags for team race umpiring.

For the World Championships where 48 teams are competing 2 courses will be run concurrently. This requires a second start boat, finish boat, and additional marks.

RADIOS

Should be provided to;

- Every LOA boat on the water including;
- Start boat
- Mark rounding boats
- Finish boat
- Jury boats (separate frequency)
- Rescue boats
- IODA PRO.
- The Race Office.
- IODA Tracking Officer.

MOBILE PHONES

- Should be provided to:
- Start boat
- Finish boat
- IODA PRO
- Race Office
- Any other key LOA personnel
- IODA Tracking Officer.

RECORDERS

As per the Race Management section that follows; start, finish and mark rounding boats will require voice recorders.

SOUND SIGNALS

The standard Sailing Instructions state that sound signals will be used by the Race Committee ashore and on water. Sound signals may be made using an air horn, gun or horn. When starting large fleets, visual signals may not be visible for most of the fleet, clear sound signals become more important.

SPECTATOR BOATS

A spectator boat should be provided, for a price to be set by the LOA. This allows team leaders, IODA officials and supporters an opportunity to view the competition. The skipper should be experienced in sailing and required to keep enough distance to the racing area and racing boats. The skipper should also understand that they should not take any instruction from their passengers, with particular reference to positioning on the race course.

COACH BOATS

All coach boats are governed by the provisions within the Notice of Race and/or the Sailing Instructions. Additional rules may be introduced by OA.

CHARTER COACH BOATS

Information about the 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 at the North and South American Championships as described in paragraph 14 of the relevant Notices 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 ISAF national letter code of the countries onboard. Coach boats shall be suitable for assisting (including towing) 10 to 14 sailors.

The LOA must design a system to ensure that the coaches can refuel and pay for fuel as required. This could be a registered fuel card or fuel tokens.

15. 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 organisers for a fee agreed by the IODA 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 NOR.

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 organisers. The IODA Executive Committee will ask the organisers for a copy of the contract with the boat provider/s, which shall be produced before confirmation of the venue by the AGM one year prior to the year of the event. In all circumstances, i.e. when charter boats are mandatory and when they are not, the boat provider shall be an IODA registered builder.

For large events, especially where charter is mandatory, and there will be more than 100 boats, IODA will insist on two charter boat providers, rather than one.

Each boat will be randomly allocated to individual sailors following a method stated by the IODA Executive Committee. This allocation will be undertaken whether charter boats are mandatory or not. For this allocation the IODA Executive Committee needs the Organising Committee to send the list of the ISAF plaques of all the boats to be chartered well in advance, ideally prior to the boats being packed into the container. Once the Executive Committee has done the allocation, the list with the ISAF plaques, sorted by country, is returned to the provider. If the procedure has been done with ample time, the provider will be able to load the truck/container with the boats sorted "by country".

16. EARLY ARRIVALS

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

Late arrivals or no-shows may cause a problem especially if firm hotel bookings have been made. 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 the venue as possible, is secured.

ARRIVAL PROCEDURES

The hospitality which is feasible to provide will vary from site to site. Especially important are the first few days during which foreign teams are arriving, checking into accommodation and rigging their boats. Airport pick-ups should be provided, with buses or vans capable of carrying spars and other equipment. Teams 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.

VISAS

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

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 organisers may be able to make advance arrangements to facilitate the duty-free import and re-export of equipment.

AIR TRAVEL ARRANGEMENTS

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

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 a third-party 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 cover for regatta risks. For this reason, IODA has agreed a contract with Yacht Pool.

The purchase of third-party insurance from IODA is mandatory. The purchase will be arranged through the IODA at a cost of USD 14 or EURO 15 per competitor and per coach, payable to the organisers upon arrival, before registration is completed. Details of this insurance are available [here](#).

DURING THE EVENT

17. ONSHORE ADMINISTRATION

OFFICIAL NOTICE BOARD

According to the standard Sailing Instructions, there is one Official Notice Board (ONB), which should be strictly reserved for official notices.

ONB serve an important function for communications.

ONB should be conveniently located.

The ONB should be divided into separate areas for:

- Organising Committee,
- Race Committee
- International Jury
- Results
- Weather forecast.

The ONB should be kept up-to-date, with out-of-date notices being promptly removed.

A copy of every notice should be kept in a file in the Race Office.

No notice should be posted without approval of the organising committee. All notices must be signed by the correct party and the organising committee and sequentially numbered before posting.

Once posted, all notices must also be distributed in all the mail boxes (see below).

REGISTRATION

The first step delegations follow on arriving at the venue is finishing with the registration process that has already begun via the entry forms and the early payments.

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 a briefed 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
- Telephone and internet

Registration process

Registration process at the venue is the most important process to avoid problems with fleets and results during the racing days. Sometimes is better to start this work during the months before of the event, as soon as LOA has the official entry form from the teams attending to the event.

There are some important things to have in mind:

- Registration forms are filled and signed by team leaders. The identity of sailors and adults is checked by requiring the passports to be shown (it is very important to check the age of the sailors to verify that they are under the age limit).
- Forms may be prefilled with data from final entry forms to speed up the process and to easily see changes. It is vital to have accurate data from competitors:
- Name and surname
- Gender
- Date of birth
- Sail number
- Relevant medical information collected about sailors eg asthmatic, epileptic, serious allergies...
- Name, gender and sail number have to be collected in a spreadsheet or database and send it to the scorekeeper.
- The registration process of each team finishes when the team leaders hand in the measurement form at the Registration office. The sail numbers in these forms will be the definitive numbers of each sailor. Any further change of a sail number shall be requested via the appropriate form. These sail numbers are the ones the scorekeeper shall use to allocate fleets.
- Liability waivers are signed by team leaders.
- Sailing Instructions, information sheets and any other documents are handed to the team leaders.
- Distribution for keys for any team lockable areas. Storage boxes or lockers.
- Team leaders receive the list of boats allocated to each sailor of their teams.
- Once measurement is complete Sail Ribbons (provided by LOA) can be distributed.

RACE OFFICE

An adequately manned and equipped race office is mandatory. The race office should be responsible for providing all forms and support services in connection with racing. 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 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.

The Race Office should be equipped with at least:

- Telephone and 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

- Cell phones or radio equipment to communicate with the Race Committee (VHF). It is sometimes better to have an isolated room for the radio.
- Several computers should be available for processing results and producing necessary forms, changes to instructions, etc

RACE MANAGEMENT FORMS

These should be distributed from and managed by the Race Office. The Regatta Committee holds a library of all Race Management forms that you may require. The list of these follows. Forms should include the event logo and the Optimist Class logo but not the MNA or NODA logos.

- 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 250 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; see manual)
- 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 too)
- Team Race scoring form
- Protest form
- 360-720 acknowledgement form
- Boats not competing (to be signed by the coach or Team Leader)
- Change of material request
- DNF/RAF acknowledgement form
- Score review request form
- Question request form
- Report on RRS 42 infringements
- RRS 42 infringement listing
- Hearing schedule
- Jury decisions
- OCS BFD UFD list
- RC or PC protests
- Team Race seeding form
- RC signal form
- Amendment to SI. All amendments to SIs shall be signed by the Race Officer and the IODA PRO or, if none is appointed, the IODA representative.

MAILBOXES

A mail box should be provided for each NODA competing. These can be as simple as plastic "in-trays". Mail boxes 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 mail box must be provided for: IODA, International Jury, IODA Regatta Committee, IODA Technical committee, President of IODA, Race Committee and any other necessary groups. It is very important that these groups also receive a copy of every notice posted.

PUBLIC ADDRESS SYSTEM

A high quality public address system is recommended 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

DIRECTIONS TO RACE COMMITTEE

The LOA shall not give directions to the Race Committee nor authorise the International Jury to give direction to the Race Committee without prior approval of the IODA Executive Committee. Matters of eligibility should be referred to the IODA Executive Committee, who may refer to the jury.

RESCUE FACILITIES

The Organising Committee shall lay out an adequate rescue procedure according to the local weather and sailing conditions. This procedure should be carefully explained to the coaches during the coaches' meeting. The organisers shall also provide the necessary equipment and personnel to carry out the procedure when eventually needed. Rescue boats should display a distinctive flag and be equipped with radios to communicate with the main rescue vessel in charge of supervising the rescue team.

PRACTICE RACES

Practice races serve two goals: a chance for the competitors to get used to local conditions and an opportunity for the Race Committee to test equipment and procedures. During the practice race the Race Committee will set the course to be used during the Championship.

When there are more than 80 competitors entered to the championship, at least two starts are needed. In the first sequence boats with sail numbers ending with 0, 2, 4, 6, or 8 will start, and boats with sail numbers ending with 1, 3, 5, 7, or 9 will start in the second sequence.

FORMAT OF RACING

For details of the programme of each Championship please consult the IODA Conditions for the relevant Championship.

All the Championships except the Europeans comprise two events:

- An Individual Championship
- A Team Racing Championship

At the Europeans, competitors sail only individual races but girls and boys sail separately and the Team Racing Championship is sailed at a different venue on dates.

INDIVIDUAL CHAMPIONSHIP

FLEET ALLOCATIONS

The format of the championship is a qualifying series followed by a final series. A final series will be scheduled if 5 or more qualifying series are completed for all fleets.

For the races in the Individual Championships the number of sailors starting together should not be more than 65. This number may be changed depending on number of total entries, subject of IODA approval. If the fleet has less than target number of sailors, all of them shall race in a single fleet.

Boats will be assigned to the yellow, blue and red (and green) fleets on basis of their ranks in the qualifying series. Yellow, blue and red will have the same number of competitors. Boats with the best qualifying-series ranks will race all final-series races in the yellow (gold) fleet, blue (silver) will follow red (bronze) in ranking and red will follow blue.

The qualifying series will take place on the first three days of racing; the final races will take place on the following racing days.

If 5 races of a qualifying series have not been completed by the end of the third racing day, the qualifying series will continue on individual schedule racing day until the end of the racing day in which a fifth qualifying series is completed.

The initial assignment will be done on the day of the practice race, upon completion of the registration.

Boats will be reassigned to fleets after each day of racing, except if on the first day only one race is completed. If all fleets have completed the same number of races, boats will be reassigned on the basis of their ranks in the series. If not, the fleets with fewer races will continue racing the following day until all fleets have completed the same number of races. All boats will thereafter race in the new fleets.

Reassignments will be based on the ranking available at 21:00 of the day of racing regardless of protests or redress not yet decided. They will be made as follows:

Rank in series	Fleet Assignment
First	Yellow
Second	Blue
Third	Red
Fourth	Red
Fifth	Blue
Sixth	Yellow
And so on	

For the practice race the fleet will be divided into two fleets as follows:

START	FLEETS	CLASS FLAG
1st start	Boats with an odd sail number (ending in 1, 3, 5, 7, 9)	Yellow
2nd start	Boats with an even sail number (ending in 0, 2, 4, 6, 8)	Blue

For the championship races boats will be assigned to fleets Yellow, Red and Blue of, as nearly as possible, equal size. The target fleet size is between 46 and 65. Initial assignments will be made by the organising authority and posted as per the date in the SI. For the initial assignment to fleets, boats will be sorted by alphabetical order of national letters and then by numerical order of sail number. Boats in the sorted list will be allocated to fleets according to the pattern shown in the table below. Boats will be reassigned to fleets after each day of racing, except if on the first day only one race is completed. If all fleets have completed the same number of races, boats will be reassigned on the basis of their ranks in the series. If all fleets have not completed the same number of races, the series scores for reassignment will be calculated for those races, numbered in order of completion, completed by all fleets. Reassignments will be made as follows:

Rank in series	Fleet Assignment
First	Yellow
Second	Blue
Third	Red
Fourth	Red
Fifth	Blue
Sixth	Yellow
Seventh	Yellow
And so on	

Assignments will be based on the ranking available at 21.00 hrs that day regardless of protests or requests for redress not yet decided. If all fleets have not completed the same number of races by the end of a day, the fleets with fewer races will continue racing the following day until all fleets have completed the same number of races. All boats will

thereafter race in the new fleets. Boats shall display a coloured ribbon corresponding to the colour of her fleet, permanently fixed during the day's races and free to fly from the top of the sprit. The ribbons will be provided by the Race Office.

TEAM RACING

Please consult the conditions of the relevant championship.

Team races are sailed over a short course, with races lasting normally about 10 minutes. Standard Sailing Instructions for the team racing event and team racing management forms have been prepared by the IODA Regatta Committee. The Team Racing Sailing Instructions include a specified grid with the order of races and a pre-determined starting schedule. IODA will provide all standard forms required for Team Racing.

For all the championships except the Europeans, the seeding of the teams is based on the results of the members of the teams in the first five races of the individual championship (or the number of races completed prior to the day of the team racing). For the Europeans, the seeding is based on the final results of the European Individual Championship of the same year.

The LOA may wish to form a special sub-committee to handle this aspect of the regatta. The IODA Regatta Committee will provide if possible additional manpower and support in the conduct of the team racing, as necessary.

NUMBER OF RACES PER DAY

It is an IODA policy to sail not more than three races per day. The Sailing Instructions, however, have a provision to sail four races on a single day in case races are behind schedule due to sailing conditions or any other circumstance. However, a fourth race should have been announced on the previous day and the Race Committee cannot decide on a fourth race on the same day.

The minimum number of races to validate the Championship is three for all IODA events.

STARTING PROCEDURES

- Always use a GPS to measure the length of the starting line.
- Minimum wind is when it is evenly spread on the course and boats can sail and manoeuvre at the time of the start. This should never be less than 4 knots. Don't delay start if conditions fulfil this guideline. Don't start in conditions outside this guideline.
- Always start on time.

- Make every effort to identify as many OCS boats as possible. If the majority of OCS boats have been identified, signal an individual recall even if you have identified a large number of boats as OCS.
- If there are a lot of boats over the line due to a wrongly set line, or in case of a RC error or a big wind shift, use AP well ahead of the starting signal. Don't use it in the last second unless essential. Keep it displayed for 1 minute and start over.
- Post OCS/BFD/UFD boats ashore right after the start.
- Don't keep sailors on the water too long.
- FOLLOW SAME PROCEDURES FROM DAY TO DAY

Below you will find a complete scheme of the normal sequence of starting signals for one race of three starts as per RRS 26. The intervals between the starts are at the Race Committees discretion. In average wind conditions a new sequence can be started approximately 5-7 minutes (the lighter the wind, the longer the interval) after the prior start signal. The goal is to avoid fleets mixing at any mark rounding and especially at the finish.

Starting procedure for one race of three starts:

(-5)	Display of orange flags	The starting procedure will begin in not less than four minutes + sound signal
0	Warning signal 1st start	Display fleet flag + sound signal
1	Preparatory signal 1st start	Preparatory flag displayed + sound signal
4	1-minute-signal 1st start	Preparatory flag removed + sound signal
5	Starting signal 1st start	Fleet flag removed + sound signal

As soon as the Race Committee decide that the fleet already started is far enough from the starting line (approximately 5 minutes, 7 in light winds, use the same interval as much as possible):

0	Warning signal 1st start	Display fleet flag + sound signal
1	Preparatory signal 1st start	Preparatory flag displayed + sound signal
4	1-minute-signal 1st start	Preparatory flag removed + sound signal
5	Starting signal 1st start	Fleet flag removed + sound signal

Repeat for third start in each race.

IODA strongly supports the policy of no General Recall and no Black Flag rule. Since 2014, the use of U flag is also supported. A properly set starting line with no bias and compensating the current should lead to a clean start.

Every effort should be made to identify as many OCS boats as possible. If the majority of OCS boats have been identified, an Individual Recall should be signalled, even if a large number of boats have been identified as OCS. If, however, the fleet insists on being on the course side, the Black Flag may be used but penalizations should be applied carefully and as fairly as possibly.

ORANGE FLAG

The SI reads: "To alert boats that a race or sequence of races will begin soon, the orange flag defining the starboard end of the starting line will be displayed, with one sound signal, at least five minutes before a warning signal is displayed." The orange flag shall be displayed five minutes before the display of the Class Flag of the first start of a sequence of races. In other words, it shall be displayed 10 minutes before the scheduled starting time .

The orange flag is used to alert boats that the line is set and that the starting procedure is about to begin. As the only boats allowed to approach the starting line are those from the fleet to be started, the display of the orange flag "warns" the other boats that they have five minutes to sail off the starting line and go to the waiting area. It is the IODA's policy to use the orange flag not only after long postponements or after the first sequence of races but also for the first start of the day. The orange flag shall be removed 4 min after the last start of the series, together with flag X if any. If, for any reason, there is a long delay between subsequent starts of the same race, AP should be displayed and the orange flag removed.

SIGNALS ASHORE

The SI reads: "Flag D with a sound signal means 'the warning signal will be made not less than 60 minutes (this period of time may be changed depending on local conditions) after flag D is displayed. Boats shall not leave their berthing places until this signal is made'."

This means that AP is never used ashore except for postponing the races to the next day (AP over A). If conditions require that boats stay ashore, do not display flag D.

Before the first start, flag D shall be displayed for the number of minutes stated in SI. Five minutes before the end of this period of time the orange flags shall be displayed at the Race Committee boats. After the period of time mentioned in SI flag D shall be removed from the official flag pole and the warning signal for the first start of the relevant race shall be displayed at the Race Committee signal boat. If conditions do not allow for the first start to be made accordingly, AP shall be displayed at the Race Committee signal boat the moment flag D is removed from the official flag pole. (No orange flag should have been displayed in this situation)

When the starting procedure has already commenced and it becomes apparent that the line is wrongly set or that the start will be too complicated and unfair through no fault of the sailors, the AP shall be displayed well ahead of the starting signal. The line shall be checked and, if it is wrong, shall be re-set before displaying the new preparatory signal. This should be done in a short time, ideally within 2 minutes. Orange flag will remain displayed.

THE COURSE

GENERAL

Several tests with different types of courses had been undertaken before choosing the Trapezoid course with the finish on the second beat.

For races which will last for about 50-55 minutes the length of the beat may be approx. 17-18 minutes = approx. 0.6/0.7 NM, giving more room to the fleets on the course area; in lighter winds the beats will be approx. 0.45 NM. It is not the length of the legs, but the total time of the race that is important.

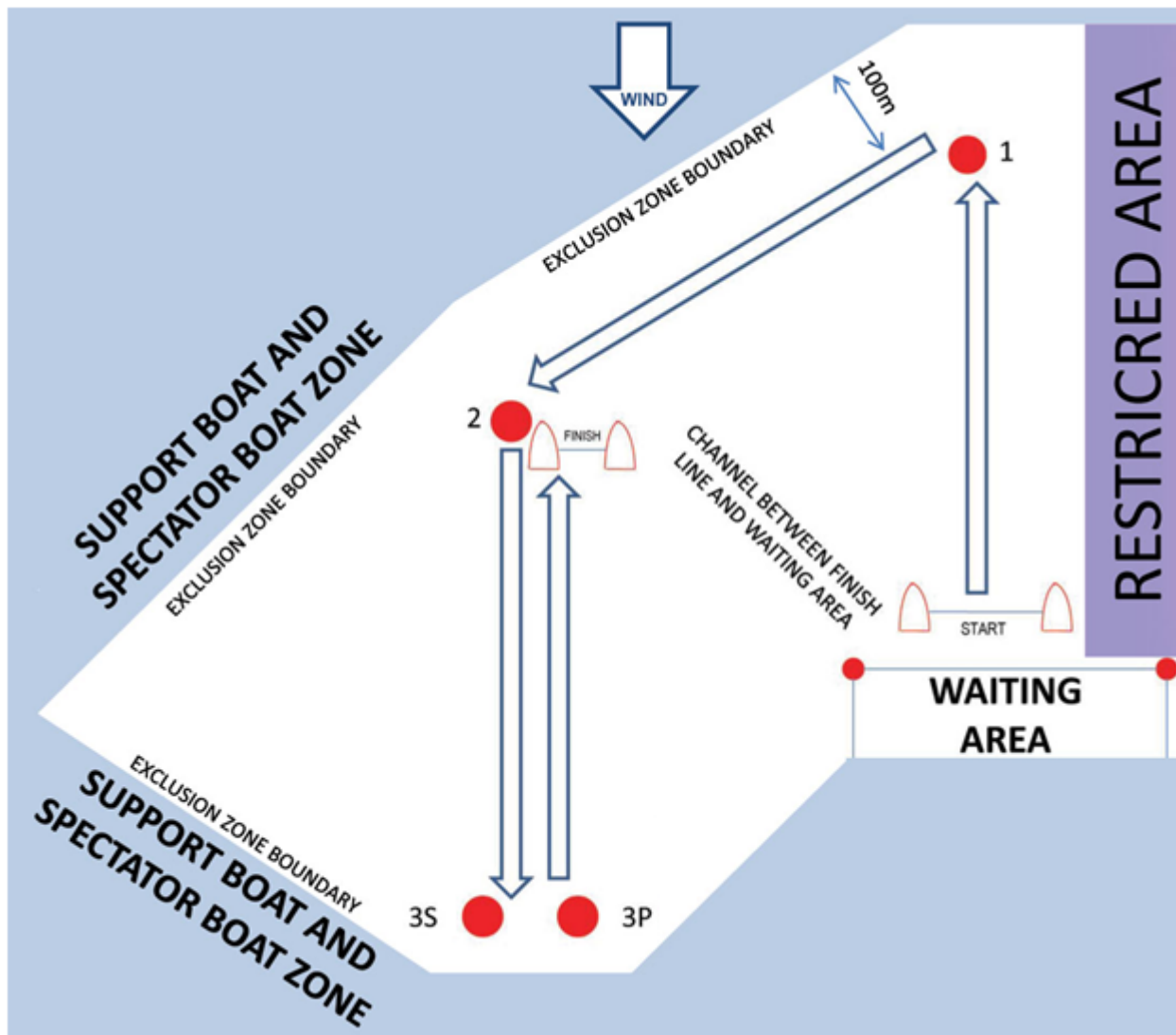
Even with more than two fleets on the course there remains a possibility to adapt the last legs to a wind shift by replacing the gate (mark 3) only, or by moving the finishing line. By keeping all angles to 60° (and placing mark 1 above the middle of the starting line, or above the port end mark of the line) there will be sufficient room for fleets returning from the finish to the starting area, keeping well clear of the other boats still racing. Therefore the course can be easily controlled by the Race Committee.

The leeward mark rounding can be confusing and dangerous for sailors in large fleets. The solution for this is to set up a gate at this mark where the fleet will divide itself by choosing either mark to round (25-30 meters width). Using the trapezoid course, the RC can compensate the current.

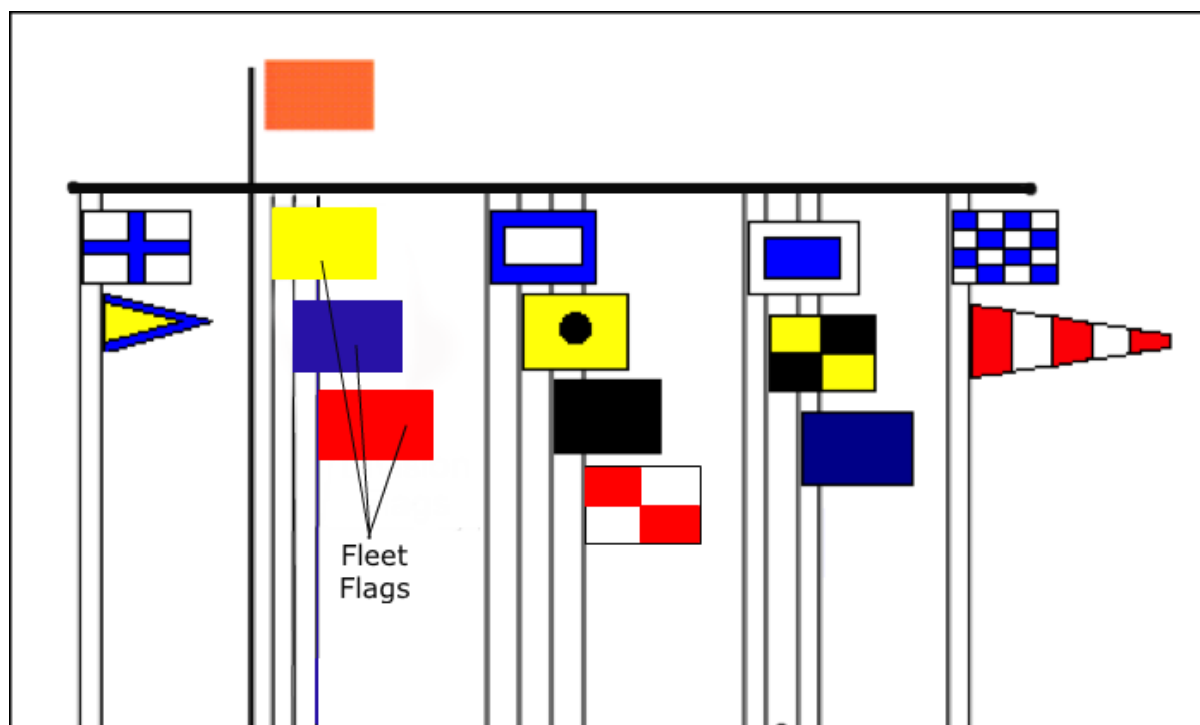
DIAGRAM OF THE OPTIMIST COURSE

Below you will find the diagram of the course. The 50-55 minutes target time in conditions of force 3 -4 requires a leg length of about 0.65 nautical miles for all legs of the course. Legs should be square with the wind, even if this means that the geometry of the course is altered.

Course configuration: start - 1 - 2 - 3 - finish (marks 1, and 2, 3a to starboard and 3b to be rounded to port)



STARTING REQUIREMENTS



FLAGS AND HALYARDS

All flags should measure at least 60 x 90 cm. (Check the excel file accompanying the manual for quantities and sizes of all the flags required for the event). Proper devices shall be on board to make sound signals and to display the boats penalized at the start (OCS, BFD, UFD) as well as radios on all frequencies (when in use): of the Race Committee, the Jury and the Rescue.

The pin end committee boat should have its mark of the starting line (orange flag) also on a mast, at least 5m high above the water, so it can be seen from the starboard end committee boat over the top of the sails of the Optimists. Both committee boats, especially the pin end, should be equipped with good but easy to handle anchoring gear.

At least 6 persons are needed to crew the committee boat at the starboard end:

- Race Officer (in charge of conducting the races and watching the line; with tape/digital recorder)
- ONE assistant to check the line together with the race officer (with tape/digital recorder),
- ONE recorder (keeping record of all things happening in writing, as rewinding tape/digital recorders will take too much time when deciding about individual or general recall, or looking up general information, etc.),
- ONE time-keeper (also handling the sound signals),
- ONE person for the flags,

- and ONE assistant, dealing with the radio's, keeping an eye on the other side of the committee boat, taking wind direction and speed, witnessing for the race officer, etc.

The pin end boat should be crewed by at least three persons:

- TWO watching the line (with tape/digital recorder and radio),
- ONE keeping record in writing.

Each person recording the start should use a hand-held recording device. Each start should be identified with date, race number and color of fleet starting. Then, there should be recording, without stopping, from at least 90 seconds before the starting signal until after anything of interest after the start. The one-minute signal and the starting signal should be heard on the recording. A commentary of anything of interest should be recorded, such as boats getting close to the line, bunching, etc. The recording should include the signaling of flag X, or flag I or black flag or Uniform flag if used.

A proper radio procedure shall be agreed between the two boats. Right after the start the pin end will report to the committee vessel the number of identified OCS/BFD/UFD and the total number of OCS/BFD/UFD (ISAF procedure). Cell phones have proven to be the best solution here.

The length of the starting line to start a fleet of about 70 Optimists should be approximately 200m to 220 m. This makes sufficient room and offers a clear view on what is happening in the line, even in the middle of it.

The bias should be almost neutral. Don't put the pin end more than 1°-2° favoured, because it is usual for starting Optimists to sail on starboard tack alongside the starting line, suddenly luffing over the line at the moment of the starting signal. This is their common habit and works very well as long as there is sufficient room towards the pin end of the line. The Race Officer shall evaluate each start and make the necessary changes.

MARK ROUNDINGS

Committee boats at marks 1 and 3 should try to keep a record, as accurate as possible, of the sail numbers rounding the marks. These lists are very useful to establish the correct finishing orders if problems occur at the finish line. It is also important to ensure that all sailors round the mark. If the crew on the committee boat at the pin end of the finishing line is able, they should take notes of the rounding at mark 2 also.

Such lists are very useful for the Jury. When boats are requesting for redress the Jury needs to know the positions of the boats at the mark before the alleged incidents occurred.

The mark boats need to continually monitor wind direction and speed and report back to the Race Committee. It is imperative that notes should be kept of everything happening on all RC boats including wind speed and direction changes.

CHANGING THE COURSE

As the course will be set for races of approx. 50-55 minutes, there will be less need to change it for wind shifts during a race. However it may occur that it is necessary to adjust it after all fleets have been started.

The Race Officer should consider adjusting the course to a new wind when the wind has shifted more than 15°. The easiest option is to position the finishing line to the new wind or adjust the gate.

When a big wind shift occurs in the first leg, abandoning the race is the standard practice. However, if the wind shift occurs after the first group has completed 2/3 of the first leg, the race should continue and be adjusted by moving the gate or the finishing line.

When severe and unpredictable wind shifts occur after the first leg, challenging the fairness of the competition, the last resort should be to abandon the race. (In all the situations, RRS 32.1 and RRS 36 shall be taken into consideration).

ABANDONING WHEN THE WIND DIES

A wind decrease is not a reason to abandon. If boats can sail but you think they will not reach the finish line on time, be prepared to shorten at the gate. Never shorten earlier than the gate. If the wind dies completely and the boats can't sail, abandon the race.

The knowledge of local conditions is very important here but a few considerations can be taken into account when trying to decide on whether to abandon or not a race due to very light wind (the final decision is made by the IODA PRO). It is important to keep a record of the times at which the wind speed dropped as decisions depend on the elapsed time.

WHEN THE FLEET IS ON THE FIRST BEAT:

If the leader of the fleet is in the first half of the beat and two minutes have passed after the wind died, abandon.

If two minutes have passed after the wind died and the head of the fleet is not further than the two thirds of the beat but there is not a definite leader, abandon.

If two minutes have passed after the wind died and the head of the fleet IS further than the two thirds of the beat but there IS a definite leader, wait. If five minutes have passed and the wind hasn't changed, abandon.

If two minutes have passed after the wind died and the head of the fleet IS further than the two thirds of the beat but there IS a definite leader and positions has changed during these two minutes, abandon.

AFTER THE FIRST UPWIND LEG:

If five minutes have passed after the wind died and the sailors (especially the leaders) have not changed their relative positions, abandon.

If two minutes have passed after the wind died and the leaders have changed their relative positions (causes for these changes may vary), abandon.

FINISHING REQUIREMENTS

The length of the finishing line should be approx. 40-50 meters. When anchoring in very deep waters or strong current the line shall be long enough to allow the committee boats to swing around the anchor without shortening it too much. The finish line boats should be fitted with a mast or pole towards the stern of the committee boat, tall enough to display the orange and any other flags.

Anchoring this boat at the right spot is very important, it shall keep sufficient distance from mark 2 to avoid interfering with the fleet coming from the reach, rounding the mark and heading for the running leg; and the fleet finishing shall have sufficient room to do so also without interfering with the fleet rounding the mark or still on the reach. The best position is at about 4 o'clock and 80m from mark 2.

Experienced crews on the committee boats at the finishing line are very important. Note that a start can always be done over again, but a finish can never be repeated. This team may have to finish up to four races with three starts each, so finishing twelve fleets in one racing day.

The best practice is to have at least four persons on the committee boat at the port end.

Their functions:

- One pair, of which one person calls (with a tape recorder) the sail numbers of the finishing boats and the other one keeps record of it in writing, not watching the line.
- One assistant recording the sail numbers of the finishing boats with a tape recorder.
- One assistant, spotting unidentified boats.

On the committee vessel (starboard end) at least five persons are needed:

- One person keeping record of the finishing order with a tape recorder.
- One pair doing the same as on the port end.
- One person keeping record of protest flags and sail numbers of boats protesting and to be protested.

Comparing the two finishing lists and tapes will help when boats and fleets finish very close.

During finishing, the finishing time of the first competitor of each fleet shall be listed (to be recognized by the colours of the ribbons), and the time limit for finishing after the first boat shall be monitored.

It is important to note the time of the last boat of the day finishing, and this to be radioed to shore immediately for posting the protest time limit.

Finishing order forms for up to 250 competitors are appended to this manual. Finishing orders can be recorded for each completed race (i.e. 1A, 1B and 1C) or for each started race (i.e. 1A only). The later is highly recommended, results can be passed on to the Race Office and scoring tasks can be started earlier. However, when the first competitors of the second or third started races catch up with the latest of the former race, finishing sail numbers must be recorded in the same form whichever their fleet.

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 Sailing Instructions provide the Low-Point-Scoring system, RRS Appendix A.

This refers to the situation in which not all the fleets have the same number of sailors. Some scoring programs allocate different points to DNFs, DNSs, etc when fleets have not the same number of sailors. If that's the case, the scorekeeper has to change the scored points manually. For example, when the numbers of sailors in each fleet are: 34, 34, 34, 34, 35, 35; all DNFs should be allocated 36 points regardless of the race the relevant sailor hasn't finished. If a sailor belongs to a fleet of 34 sailors he shall receive 36 points when he does not finish, not 35.

SI 19.1.a (scoring) reads: Allocation of points according to RRS A4.2 will consider that "the number of competitors entered in the fleet" is the number of boats assigned to the largest fleet.

Scoring is a very important task. An experienced user must be appointed. There are several applications that can be used. Sailwave have all the features needed to score races with fleets; it has been tested at several Continental and World championships with large fleets and have proven very reliable. The other proven software is SailTI (If using Sailwave IODA have a reference document – please contact IODA Secretariat) It is highly recommended that some simulations be made before the championship itself, i.e. introducing entries and

result of past events. Special care shall be taken when scoring points to DNFs, DNSs, OCS, DPI etc.

Between the races the lists with the finishing orders and the OCS/UFD/BFD boats should be sent to the Race Office at the earliest possibility, so that the "Result Officer" can start their work whilst the fleets are still racing.

A copy of the finishing order and the OCS/UFD/BFD lists, brought to the Race Office for processing the provisional results, should be posted on the ONB, stating "provisional" on top of it to prevent any consequences. Provisional results should be posted on the notice board prior to all sailors coming ashore. After the protest hearings the provisional rankings can be changed, so it should be possible to post the rankings late in the evening.

ON WATER MEASUREMENT

On-the-water measurement checks will be made after each race. This is carried out by a member of the Measurement Sub-Committee on the measurement boat, identified by a white flag with an M on it. The measurer will call three boats among the first ten of each race. The positions of these three boats will have been drawn by lot or decided by a member of the Jury.

20. PROTEST PROCEDURES

- Protest procedures are clearly stated in the standard Sailing Instructions. The LOA need to put the following procedures in place to allow the smooth arrangement of protests.
- A recorder on the finishing vessel to record boats reporting protests to the finishing vessel.
- Availability of protest forms and "taken a penalty or retired" declaration forms at the race office ashore.
- A system for accepting protest forms, and marking the time of receipt.
- A system for notifying competitors of protest time limit.
- Preparing copies of protests for the parties and the Jury before a hearing.
- Posting notices after each race listing the protest hearing schedule and all parties involved.
- A system for publishing results of protest hearings and immediately notifying the race office (or person responsible for finalising results of races).

PROTEST HEARINGS

Protest Hearing often continue hours after racing has finished, despite the best intentions for the Jury. The LOA must take account of this when planning dinner and transportation to accommodation.

With an International Jury of six members or 8 members, two panels can be set up to speed up the hearings and limit the waiting time for sailors.

22. TRACKING

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

IODA require that the organiser undertake to provide the SIM cards (one for each tracking unit) to the necessary specification. We also ask that you cover the adult entry fee of the tracking operator. IODA will cover the cost of the tracking units themselves, freight costs and the tracking operators 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.

TRACKING FACILITIES

The following are needed:

- A secure room for charging.
- 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 officer has two screens, one to view the tracking and the other to access the online tracking manager. The IODA tracking officer 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 Optiworld.org website. In order to show the tracking you need a PC with a stable broadband internet connection connected to e.g. 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.
- Wi-Fi for tracking facilities should be running on a separate network with download speed at least 3Mbps and upload 0.5Mbps.
- Marks should have a pocket or other kind of system to fix properly the tracking units.

HOW IT WORKS?

PREPARATIONS FOR TRACKING – Managed by Tracking Officer

The person managing the tracking needs a work place with a stable broadband connection to the internet (>2 MB/s).

The tracking units must be charged before the race. Therefore there must be charging facilities in immediate proximity to the work place.

TRACKING RUNNERS

Every morning the units need to be unplugged from the chargers, turned on, put in plastic bags, sorted by country and delivered to the coaches or team leaders. Every evening the units need to be collected from the coaches, taken out of the plastic bags, turned off and plugged in to the chargers. These tasks are very time consuming, especially for large continentals with more than 100 sailors. To ensure that these tasks are done in time, the organisers must provide 3-4 helpers. These people shall be any responsible persons willing to help from the day before the practice race to the last day of races, they can be ex-optimist sailors for example.

DISTRIBUTION AND COLLECTION

The LOA 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:	Mark label:
CAN 529	Mark 1
Sarah Williams	GPS-ID: 626.049
GPS-ID 626.025	

It is important to advertise the live tracking appropriately to spectators, media and sponsors online and onsite. The IODA website provides strong tools and support for engaging the fans via the internet and social media like Facebook and Twitter.

COMMUNICATION BETWEEN START VESSEL AND TRACKING OFFICER

To ensure a successful live tracking and to satisfy the live tracking spectators, close communication from the Race Committee start vessel to the Tracking systems operator is essential. The IODA PRO 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 systems operator informed about all decisions which may affect tracking:

Warning Signals

- General recalls
- Course changes
- Postponements
- Delays

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

The preferred means of communication is UHF/VHF radio communication. If the tracking is being operated remotely then communication should be by mobile phone calls and SMS.

TRACKING PROTOCOL

Warning signal: After a warning signal is given a radio call or SMS is to be sent to the TSO with the following information and syntax: ‘ <Fleet > <Start time>’

Example: Blue+Green 12:05

Important: The call or SMS is to be sent to the Tracking Officer no later than 3 minutes prior to each start

General recalls: When a general recall has been called a radio call or SMS with the following information and syntax is to be sent: ‘<Fleet> Gen’

Example: Blue+Green Gen

Course changes: All changes to course diagrams, - including the use of replacement marks, - should be communicated as soon as possible through a radio or phone call to the Tracking Officer. The Tracking Officer will need to know which tracking unit has been attached to the new mark, which mark it is replacing and for which race it will apply

Postponements: Whenever racing is postponed this should be communicated to the Tracking Officer. This permits the tracking to be suspended, and the start time to be re set.

Regular updates regarding delays are also useful as when a long delay is anticipated the Tracking Officer 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

CHAMPIONSHIP LOGO

Although there is unlikely to be a problem IODA will need to see and approve the Championship logo for use.

NAME OF EVENT

The official name of the event should be used in all instances and is as follows;

- 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 20**

OFFICIAL WEBSITE OF THE CHAMPIONSHIP

The main purpose of the website is to give information so the content is more important than the design.

A few recommendations are:

Results should be displayed on a separate page (without frames or logos) on a plain html table (easy to print, easy to import or export to any software). Results are to be published on the event website daily. This means that the Press Officer should be on site each racing day (including weekends) from the end of racing until updated results (before protests) are online. Avoid intros that are striking and nice to view for the first-time visitor but become a burden to visitor entering the website - even when there is a 'skip intro' button.

Try to make the first page useful. Many dynamic websites post the latest news on their first page or at least an introduction of the news. IODA encourage the use of Facebook, Twitter and the promotion on NODA blogs, websites and other digital media.

When Spanish is the official language (South Americans) it is recommended that websites be in English. Some competitors come from non Spanish speaking countries and parents are not expected to speak Spanish!

Avoid the use of frames, java script, flash or any other language that may cause the browser to prompt for a specific download or permission. Browsers nowadays come with many security alerts that may prevent an unexperienced visitor, or not computer friendly parent, from viewing the site.

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 press correspondents, and answering questions of the press. It is recommended that a separate

staff member be assigned responsibilities for publicity.

The Press Officer should be in contact with the IODA Secretariat at least two weeks before the start of a Championship. They will discuss links between the Championship and Sail Optimist website, Twitter and Facebook. They should provide the IODA Secretariat with the following on a daily basis:

- Minimum of 3 high resolution photos.
- Results
- A daily press release

DIGITAL MEDIA COVERAGE AND RIGHTS

If the LOA is gathering video coverage or any other digital media, this must be available rights free to IODA and the secretariat should be informed how they may access this.

23. FINANCE

The LOA has full financial responsibility for the Championship. Need more details on who pays which costs for IODA etc

The official fees paid by sailors, officials, IODA officers, etc. will not cover actual costs of accommodation and board, which must be subsidised by the organisers. In addition, there are the substantial costs of race management and social events which must also be financed by the organisers.

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 LOA sponsors. If IODA intend to provide hospitality to sponsors during a Championship it is requested that the LOA make this possible.

Sponsorship to raise the funds must be arranged well ahead of time, ideally before bidding for the event, in order to avoid any financial shortfall which might disrupt the regatta, and in order to maximize publicity packages which may be offered in exchange for sponsorship. When approached ahead of time, local advertising firms may be of substantial assistance in soliciting sponsorship from their clients.

Opportunities for sponsorship vary from site to site. 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 79 and ISAF Regulation 20 concerning advertising must be observed throughout the Regatta. Sponsorship by tobacco, alcohol and other similar substances is not permitted. – to update

2.8 Advertising

2.8.1 Competitor advertising is only permitted as follows: the hull in any area not already designated for Event Advertising. Such advertising may only be applied as a temporary adhesive sticker.

2.8.2 In addition to ISAF Regulation 20.2.4, promotion of tobacco or alcohol products or advertising of an overtly sexual nature, is not permitted.

24. SOCIAL EVENTS

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, team leaders and country representatives dressed in their team uniform, and carrying a sign with their country's name and/or their national flag, depending on the local situation. The parade moves to a grandstand from which officials of IODA and the organising authority make 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 1m) and anthems upon organisers request. Drinks and snacks should be provided for sailors near the grandstand. If the Opening Ceremony is held at night, 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.

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 a world 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.

There have been an increasing number of instances of damage to accommodation by sailors. In order to encourage better behavior by sailors and better supervision by adult supporters, there is growing support for requiring teams to post 'damage deposits' prior to taking possession of accommodation.

SPARE DAY

The "free day" is intended to be a day of rest onshore, with no racing activity unless absolutely necessary. The decision to use the spare day for racing shall be announced as soon as possible. The host country is expected to organise a programme to occupy the sailors for at least half the day, usually a tour to a site of local interest, entertainment, visit to water park etc. Not all sailors will participate in the programme. Some take local tours along with their adult supporters. Others do local shopping, etc.

IODA PARTY (WORLD CHAMPIONSHIPS ONLY)

IODA bears the expenses of an evening reception for senior members of the Organising Authority, Race Committee, International Jury 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 6 months before the event.

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, and other adult supporters. 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 organising committee, Race 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.

DURING THE EVENT

25. REPORT BY ORGANISERS

Report by LOA	
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:	
No. of fleet races	No. of team races
Postponements made before starting sequence	
Postponements made during start sequence	
Races abandoned after start	
Individual boats recalled	
General recalls made	
Rule 30.1 (I flag) invoked	
U flag SI invoked	
Rule 30.3 (Black flag) invoked	
Any comments on above:	
Types of marks and ground tackled used, average water depth and method for laying marks:	

Please attach list of protest hearings

Modifications to the Sailing Instructions;

Any requests for redress, grounds and decision:

Accommodation. Overview and issues.

Travel and transport. Overview and issues.

Any other issues:

Financial considerations:

Suggestions to IODA and future OA's:

27. REPORT BY IODA PRO

28. REPORT BY JURY CHAIRMAN

29. REPORT BY CHIEF MEASURER

This document has been reviewed by:

Event:

Organiser:

IODA Executive:

Date:

29. APENDIX 1: Flags

For fleet championship:

	Number of boats	P	I	U	Black	Fleets	White with Optimist Logo	X	1 st substitute	Orange	AP	L	N	H	A	M	Blue	S	C	Black with J	White with "RC" in black	Yellow with "RC" in black	White with M	White with countries (B)	D	B	Small red flag for Umpire	Small 'green and white' flag for Umpire	Small 'black and white' flag for Umpire	Green for Press / Pink for Spectators	Yellow	Green Triangle (A)	Red Rectangle (A)			
		Official flag pole	1					1 set					1	1	1	1	1											1	1							
Start RC Starboard	1	1	1	1	1	1 set		1	1	1	1	1	1	1	1			1			1															
Start RC Port	1									1	1	1	1	1	1							1														
Finish RC Starboard	1									1	1		1	1	1		1	1				1														
Finish RC Port	1									1												1														
Jury	3																			3												3				
Measurer	1																						1													
Course representative	1																					1														
Coaches	?																							?												
RC boats (mark layers)	3					1 set						1	1	1	1		1	1				3											1	1		
Press	1																															1				
Spectators	1																															1				
Rescue	5																																5			
TOTAL of each flag for individual races		1	1		1	3 sets	0	1	1	4	4	3	5	5	5	1	1	3	1	3	1	7	1	?	1	1	0	0	0	0	2	8	1	1		

For Team Racing championship:

	Number of boats	P	I	U	Black	Fleets	White with Optimist Class Logo	X	1st substitute	Orange	AP	L	N	H	A	M	Blue	S	C	Black with J	White with "RC" in black	Yellow with "RC" in black	White with M	White with countries (B)	D	B	Small red flag for Umpire	Small 'green and white' flag for Umpire	Small 'black and white' flag for Umpire	Green for Press / Pink for Spectators	Yellow	Green Triangle (A)	Red Rectangle (A)		
Team Racing	Official flag pole																								1	1									
	Starboard start RC	2	2				2	2	2	2	2	2	2	2	2						2														
	Starboard finish RC	2							2								2																		
	Coaches	?																						?											
	RC boats (mark layers)	4											4														4								
	Jury	8																			8						8	8	8						
TOTAL of each flag for team races		2	0		0	0	2	2	2	4	2	2	6	2	2	0	2	0	0	8	2	4	0	?	1	1	8	8	8	0	0	0	0		

- Observations:
- (A) or a board for bearing and/or "+" or "-" signals
 - (B) number of countries