

GUIDE FOR NZIODA DEVELOPMENT AND REPRESENTATIVE TEAMS

Congratulations, You're Representing New Zealand!



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Congratulations!

Congratulations, your sailor's ranking in the New Zealand Optimist National Championships has given them the opportunity to represent New Zealand at an IODA event, or your sailor has been chosen to attend an Open International event as part of a Development Team. Once your child's spot has been confirmed on a New Zealand Team you will hear from the NZIODA president by way of a confirmation email.

The goal of this guide is to provide information for parents to assist them in preparing and planning for an IODA (International Optimist Dinghy Association) or Development Team event. This is a generic guide that is applicable to any of the international championships' events and development team events that New Zealand sailors are eligible to attend.

These generic guidelines have been put together so by the time your overseas regatta starts all your sailor is thinking about is the racing. This is all the preparation that needs to happen in the background before the regatta starts or before travel commences.

There are areas that will be worked on in your team, for example this may include setting an optimist up from scratch before going away, which will be led by your designated coach. This is to give your sailor the best possible experience of sailing at an International Regatta, whether it is an IODA or Development Team event.

01 Introduction



Many situations will arise that will be unique to your IODA venue/event, however, the same general themes should still be applicable. The role of the Team Leader and Coach are not described here in full, however there is a separate document available for this.

New Zealand sailors must qualify to attend IODA events, and they are organized and coordinated by NZIODA and led by a Team Leader and Chaperone.

New Zealand sailors do not need to qualify for Open International Events such as the New Caledonia or Australian Nationals. The NZIODA boys and girls development teams are chosen from sailors' rankings at the New Zealand Nationals, however other sailors can choose to attend these events independently of NZIODA. Open events are organised and coordinated by parents and coaches of each team.

NZIODA goals for IODA Teams

- To enhance sailors' development through intensive practices providing feedback and ongoing dialogue from coaches, a fitness and healthy-eating component, and international racing opportunities.
- To place NZ sailors in the top 10 in all the IODA fleet racing championships to which NZIODA sends teams.
- To create pathways for sailors to bridge to other classes of youth racing and potentially Olympic development teams.
- To create sailors well versed in the fundamentals of sailboats and sailing.

NZIODA goals for Girls and Boys Development Teams

- To enhance sailors' development, providing detailed feedback and ongoing dialogue from coaches.
- To develop and prepare sailors for a future invitation to the New Zealand Optimist Sailing Team to compete at IODA events.
- To educate and develop sailors, not just within the realm of their sailing skills, but also their soft skills.
- To create sailors well versed in the fundamentals of sailboats and sailing.

GENDER EQUALITY

It is NZIODA's policy that all international teams adhere to the IODA (International Optimist Dinghy Association) policy that all teams must consist of at least 25% members of the opposite gender, except for the IODA World Championship team.

To which events does NZIODA typically send teams?

Based on the results of the seasons rankings, NZIODA typically sends teams to the following regattas:

- IODA Worlds
- IODA European Championship
- IODA Asian & Oceania Championship
- NZIODA Boys and Girls Development Teams – New Caledonia Nationals in Noumea or Australian Nationals

How quickly do I need to let NZIODA know that my sailor will compete?

NZIODA require a decision within 48 hours of receiving an invite. As you have progressed through the season you, your sailor, and your sailor's coach will have probably discussed the potential of being on a "team" so you have plenty of time to think about whether you would accept a place should you be invited.

NZIODA will ask for a copy of your sailor's passport – it is important that your sailor has a valid passport.

On occasion, a sailor will need to drop from a team, and this will open a new position. If time allows NZIODA will offer the position to the next eligible sailor, even if they have already accepted to participate in another team.

This can create a chain of changes. When these follow-on invitations are made, the parents will have 48 hours to accept.

There will be **no refunds** if a sailor commits to be on an international team and then cancels after payment, unless the spot can be filled. In this case the registration fee, less \$500 will be refunded. The non-refundable deposit is \$1500.00.

There is a parent time commitment as well as a financial cost.

Parent attendance at the Planning and Development Camp in Whangaparoa in May is mandatory. Parent support for club ribs for training in NZ is also requested. For the development of the sailors and the team it is important to try and do as much together as possible and missing training sessions or reducing time spent together at the regatta venue is not ideal. Agreement as a team as to what commitments will be undertaken is important and will be decided and finalised as much as is possible at the Planning and Development Camp in May. This will take into account a balance of the needs and financial/time capability of each individual sailor, their family, the team coach, and the whole team.

Sailors' commitment, responsibility and understanding

Sailors need to understand in full that they are representing NZIODA and every effort needs to be taken to set new goals and work hard from selection until the event.

The traveling team is a mark of the sailor's achievements in New Zealand which comes with the privilege to represent NZIODA and New Zealand on the world circuit to the best of their ability.

At the event Sailors are effectively an ambassador of New Zealand. Sailors are expected to take pride in this opportunity, to work together as a team, and to make every sailor in New Zealand proud.

Success in this challenge will be measured in a sailor's ability to remain respectful and to be fair at all times. Particular support should be shown to their fellow teammates, competitors, coaches and parents.

NZIODA has Codes of Conduct for NZ Travelling Teams that apply to sailors and parents/guardians of sailors. It must be understood that any significant breach of a Code of Conduct by a sailor or parent/guardian will be taken very seriously by NZIODA and will result in appropriate disciplinary action being taken by NZIODA under its Disciplinary Procedure for breaches of the Code of Conduct.

Disciplinary action may have serious consequences and may, for example, jeopardise a sailor's continued participation in their current NZ travelling team and their participation in NZ teams and/or the Optimist class in the future.

NZIODA Codes of Conduct for NZ Travelling Teams

As noted above, NZIODA has Codes of Conduct for NZ Travelling Teams (and a Disciplinary Procedure for breach of Code of Conduct) that apply to sailors and parent/guardians of sailors. It is a requirement for participation in a Team that both the sailor and the parents/guardians of that sailor each sign and return to NZIODA copies of their respective Codes, signifying their understanding of the Codes and agreement to comply with them.

02 Team Management



Each team typically has three levels of management: a coach; team manager; and country representative. Confirmation of these roles are in the NOR's. The roles are defined by the regatta hosts and NZIODA who must approve all coaches and team managers. All coaches and Team Managers are police vetted by NZIODA.

How are NZIODA International Coaches selected?

Coaches are typically selected from among those coaches who have worked with our top NZ Optimist sailors. The NZIODA Sailing Sub Committee tries to find a balance between these highly experienced and well-known local coaches, new coaches to the class, and selected internationally recognized top optimist coaches. NZIODA's first priority is to send the best coach possible for each particular group of sailors.

There are many factors that NZIODA considers when selecting a coach including the sailing competency of the sailors that will be attending the event, the number of sailors attending the event, whether the group of sailors attending the event are



likely to have attended another international regatta, or whether the coach has attended an international event on behalf of NZIODA previously. Participation in training clinics and the NZIODA Optimist Clinics held in the North and South Island are a good way for sailors to get to know the coaches they will likely have at an IODA event for which they qualify.

As you all know, our sailors work very hard, and give up a lot, to achieve the goal of representing New Zealand internationally. In addition, their parents spend a small fortune getting them there with the average cost of attending an international regatta exceeding \$5K and up to \$15K for an IODA event. For these reasons, NZIODA has chosen to implement this method of selecting coaches over rotating coaches.

What does the Coach do?

It is expected that the coaches become well acquainted with sailors and parents within NZIODA.

Coach presence at training clinics and planned major interim regattas is mandatory so that coaches get to know the capabilities of the sailors they are taking overseas.

All pre-regatta performance training and coordination with other travelling teams will be put in place where possible at the Planning and Development Camp (held in May).

Once the team is overseas, Coaches are responsible for all on water sailor support and will work with, and be supported by, the appointed Team Manager who will ensure the logistics of off water and on-shore activities are well co-ordinated and planned.

Once the team is overseas, the coaches' pay rates, airfares, food, accommodation, and entry fees are all paid for by the team and split evenly.

Co-Coach/Manager (Worlds Team only)

The Worlds Team travel with a Co-Coach/Manager (CCM). The CCM's role is to support the on the water coach with information collated through the day, and to assist the coach and sailors while off the water. The CCM will be the liaison person with the regatta officials. This is a very busy and all-encompassing role.

With the inclusion of the CCM role the Worlds Team is well resourced. Sailors' parents are respectfully asked to let the Coach and the Manager do their job with full autonomy and without direct parent involvement. This will ensure that the team can perform to its best potential.

A parent Team Leader will still be required to perform all the pre-regatta manager duties as outlined in the Team Manager Job Description.

If parents are willing to pay for a Co-coach for their overseas regatta, then this needs to be discussed early. Please note that parents will need to cover all appropriate costs relating to this.

What does NZIODA pay Coaches at an International Regatta?

Each coach has a coaching rate per day based on their contract with NZIODA. This contract is agreed at the start of each season when the team coaching role is offered to them. The rate will be shared with the team leader for budgeting purposes.

NZIODA has set a pay scale between \$250 and \$450 per day, based on the coach's prior experience. Coaches are paid fifty percent of their coaching fee for travel days and a \$25 per diem, in the local currency of the regatta, to cover incidentals while travelling.

How are Team Leaders selected?

Team Leaders are selected by NZIODA in consultation with Team Coaches. The goal is to select a parent who has a good working relationship with the coach(es) and has experience with other NZIODA international teams. This role is key and forms a strong backbone for the team.

This is a difficult job, and all parents of international sailors are expected to take on some responsibility to ensure success of the event. NZIODA prefer that a team leader has already participated in an international team, but it is not mandatory. Strong leadership and organisational skills are a benefit.

Team Leader Job Description

If you are interested in becoming a Team Leader, please contact NZIODA on nzoptimist@gmail.com for a job description. Please also chat to other Team Leaders as well.

Miscellaneous Team Leader matters

During training and official race days, it is suggested that the Team Leader is on site until sailors launch and when they come off the water. The Team Leader must be available via cellphone and able to get to the venue in a timely manner in case of emergency or other issues.

The Team Leader will work together with the other parents and coaches to accommodate the needs of the team and reach out to non-chaperoning parents to help and volunteer with any extra duties that may help the team.

The Team Leader is expected to attend all regatta meetings and report back. To support the coach, the Team Leader should double check fleet assignments, ensure notices are communicated, check the protest board, pick up and return GPS's for TracTrac, and double check that everyone has signed in and out etc.

In the event the Coach is incapacitated, the Team Leader may stand in until the team and parents can determine next steps. Prior to the event, the Coach and the Team Leader should discuss the day-to-day operations of the team and agree on how the Team Leader can best support the coach.

Every coach has their own style, so it is very important for the Team Leader and Coach to communicate well in order to establish an efficient routine and optimum level of support for the team.

Team Leaders are expected to provide appropriate supervision of sailors when they are not in the Coach's care. They are expected to remain available to the team and be onsite through the evening and nighttime hours.

IODA events can have up to three adults: a Team Leader; Country Representative; and Coach. The Coach is not a chaperone. The team is normally a mixed gender team, and it is recommended adults on the official New Zealand Team are to be at least one male and one female. This is suggested but not mandatory. In the event of an emergency, one of the adults is required to tend to that emergency. It is therefore appropriate, but not always possible, to have both male and female adults as Team Leader and second in charge. The Coach may also be considered in the gender criteria to accommodate the requirement if necessary.

The team schedule will be established by the Coach and Team Leader. We encourage the Team Leader and 2IC to collaborate on duties but they need to make sure that major changes are agreed to in advance.

As Team New Zealand we will live a communal type life. Therefore, all the sailors are our children. Whoever is chaperoning should treat all the sailors equally and with the same compassion.

Non chaperoning support parents should be cognisant of the team schedule and make every effort not to distract or disrupt the team's focus.

Each IODA Regatta's rules are different for people in the regatta venue. For each regatta, once instructions are posted, decisions on how the NZL Team will run the **boat park** will be made by the head coach, regatta coach, and regatta manager. **Their decision is final and will be strictly adhered to.**

It is understood that non chaperoning parents are at the event to watch and support their sailor and Team New Zealand, but from a distance that will allow the Coaches and athletes to do their job.

Please communicate with the Team Leader prior to the event about any volunteer opportunities that may be available. There is often at least one team dinner with the parents that is scheduled and is a fun night and opportunity for you to spend time with your sailor and the team. Parents who decide to attend the IODA event must understand and accept there is limited contact with your sailor. Any change from the team schedule for your sailor while at the event should be pre-approved by the Team Leader and Coach.

Sailors are expected to do their fair share to help the team. Sailors may be asked to help load and unload the coach boat each day. They are expected to hang up their wet gear at the end of training and racing days. They are expected to take care of their belongings and try not to forget what they need to train and race each day.

A curfew will be set for the sailors by the Coach and Team Leader. Some children need more sleep than others, and some are more diligent than others about that need. Encourage your sailors to respect their teammates and each of their independent needs.

Sailors are not to leave rubbish strewn at regatta and training sites. Please remind them that they are guests at these locations and that they are representing their country. Please also remind your sailors to do a checklist morning and night to make sure they have all their belongings. Sometimes the venue is a distance from the accommodation and not easy for the Team Leader to go back and pick up forgotten watches etc. It should not fall to the coach to have to remind the kids to do this.

After the event, sailors are expected to ensure their team area is clean and it is suggested that they write a joint thank you note to the organizing authority and hosting club.

The Team Leader is permitted, but not required, to supervise the cleanliness of the sailors' rooms.

The Coach boat is for the coaches only. At IODA events the coach boats are shared between two countries. If you would like to watch your child race, please find an alternative arrangement. The host clubs will often organize spectator boats, sometimes for a fee. Another option is for the parents to charter a boat on their own and share the expense.

When and how will the Team Leaders contact the team?

You can expect to be contacted shortly after the team is finished being selected. Sailors do cancel and move between teams, and it takes longer than expected to finalise the teams. Once finalised, NZIODA selects a team leader, who will use the contact information which you gave when you registered with NZIODA at the beginning of the season. The Team Leader will schedule a 1:1 with both sailor and parent to discuss your child's needs and overall goals in more detail. It is very important to speak frankly with the Team Leader about your child so that they have a clear picture of what is motivating them, and how best they can be supported during the regatta.

Country Representative

This role is often well defined in the NOR and sailing instructions and by the Coach and Team Leader. If no official country representative is required/allowed in the NOR or SI's, the roles below must still be assigned to a parent within the team.

- Provide updates on the regatta to sponsors, Yachting New Zealand and supporters.
- Send through a daily report to NZIODA and photos so that NZIODA can post out appropriately.
- Attend any official IODA or regional AGM or regatta meetings. These will be advised and where necessary instructions or advice on any matters should be first sought from NZIODA.
- Attend, as appropriate, the official regatta social functions (often there is a regatta dinner for country representatives).
- Support the Team Leader in their role and be prepared to take on tasks.

03 Paperwork



PASSPORT & VISAS

Most countries require that passports be valid for at least six (6) months after you enter their country. You will also need to check for any visa requirements.

Parental Consents

There is no expectation that a parent must travel with their sailor, however, there is a lot of consideration that needs to be done if you are deciding to send your sailor on their own. All parents who are wanting to send their children without them need to liaise and discuss this option with NZIODA as soon as they make this decision.

Events are run in a way where the sailors from all nations are set up with accommodation, food, and charter boats. If both parents are not accompanying your sailor, it is **mandatory** to complete a parental consent letter, giving the other parent permission to travel alone with your

sailor and to access medical care for your sailor. This is a legally binding consent and will need to be witnessed by a Justice of the Peace. This is especially important if the sailor is not being escorted by either of their parents.

Only you know your sailor best. If they are well travelled and able to cope with new experiences and possible stressful situations on their own, then sending them without a parent could be the right option for your family. NZIODA also realises that some sailors are not able to travel with a parent. Please contact NZIODA for the Consent for International Travel and Medical Care template to be used.

Medical

Check early (ideally as soon as your sailor has been confirmed for an IODA event) with your doctor/tropical disease centre for any vaccines recommended in the host country. Some vaccines require several months to become fully effective.

NZIODA has an insurance company that will provide travel insurance for sailors & coaches. This will be billed separately to parents. All other supporters will need to provide their own insurance.

NZIODA does not pay for the costs associated with obtaining visas.

Monetary Matters



General information

- NZIODA does not provide financial assistance.
- Please **do not** pay any fees directly to the regatta organisers as when bonds are refunded it is far easier to do so on one account. NZIODA will provide a statement and refund any balances from bonds on return to NZ and once refunds have been received from the regatta organisers.
- Parents of sailors heading off to an IODA or Open International Event are encouraged to refer to the Notice of Race (NOR) as soon as it is published. The NOR provides a great base of information and includes key details such as the event schedule and payment due dates.
- The Team Leader will normally advise the team when it is posted on the official event website. IODA usually posts the NOR several months prior to the event.
- Emails are sent out to qualifying sailors and upon acceptance to a team, an initial non-refundable deposit of \$1500.00 is required. This non-refundable deposit will be deducted from the team fees once the sailor's position on a team is confirmed. Team Leaders, with the assistance of the NZIODA treasurer, will advise the parents what the fees will be for the event, when the payment deadlines are to IODA, and when the parents' payments are to be submitted to NZIODA.
- It is important to note the instalment payment due dates to avoid penalties (which are typically 20-25% from IODA). Money is typically routed via the NZIODA treasurer and they in turn arrange for the wire transfers to the event organisers.
- Each sailor is responsible for providing the cash deposit (in the required currency) for their Opti charter (if they are chartering a boat) and their share of the cash deposit (In the required currency) for their share of the accommodation. The NZIODA treasurer will provide a payment schedule for the team. All monies need to be received by the NZIODA treasurer before the event begins or your sailor will not be permitted to participate.
- Fees for IODA events are determined by the organising authority. They include registration, accommodation, food, shuttle services, charter Optis, charter rib, and petrol for the duration of the official event.
- Coach expenses include registration, travel expenses including flights, coaching fees, and team uniform.
- **Added expenses** include a percentage of the Team Leader's registration fees paid by the team. This can be anywhere from 50% to 100% as agreed to by the team. The confirmed percentage will be split amongst the team. Other items that may be included in added expenses include laundry, coach boat, essentials, extra food and water, and possibly items such as a sun umbrella, cooler, sunscreen, cash deposits, potential car rental, taxi, team dinners etc.
- Team New Zealand will arrive at the event site on a date pre-determined by the Team Leader and Coach prior to the official start day of the event for training. Any early arrival expenses will be incurred by the sailor and are also in addition to the Official event fees and the added expenses. These expenses will include accommodation, food, shuttle services, deposits, charters, and petrol for early arrival days.
- The Coach is not expected to provide payment. The Coach will more than likely however have expenses to submit after the event.
- Team Leaders who pay out of pocket will need to submit receipts for reimbursement following the event to the NZIODA treasurer.
- In order for the Team Leader to get timely repayment of out-of-pocket expenses, please ensure all receipts are submitted with a detailed list of your expenses to the NZIODA treasurer within a reasonable amount of time following the event.

Who is responsible for team budget and account?

NZIODA prepares a draft budget and collects the budgeted amount from sailors via xero invoices which will be sent out. The Team Leader has the responsibility for funds, budget, and final accounting for the event. Net proceeds include credit card charges and monies actually paid out in advance by NZIODA on behalf of the team including registrations and charters (if applicable for IODA events), uniforms, coaching costs etc.

How are draft budgets worked out?

NZIODA will liaise with the Team Leader regarding initial budget allocation. The budgets are drafts based on the information available at the time they are created. The dates given on the draft budgets are based on preliminary information.

What if my event is cancelled?

If an event is cancelled by the Organizing Authority (OA), or sailors are not allowed to travel into a certain country based on New Zealand government guidelines, NZIODA will refund to each sailor a pro-rata share of the funds remaining in that team's account, less the \$150/sailor admin fee.

NZIODA admin will immediately begin the process of requesting refunds from the OA, charter companies, airlines, hotels, etc. and additional pro-rata refunds to each sailor will be made as funds are returned.

Please be advised that there may be instances where the OA, charter company, etc. are not able to refund fees based on contracts entered, which will impact the ability for NZIODA to provide refunds to its sailors. This is a risk each family needs to be aware of. It is highly recommended that you only make refundable travel arrangements in light of the current state of travel around the world.

Will my sailor need pocket money?

Sailors often call their parents when they want to purchase memorabilia or goods from vendors etc., so don't be surprised if they call asking for your credit card number. It is up to the parent (not the chaperone) to determine the sailor's personal spending limits. Each parent should discuss this with their child prior to the event. Your sailor can either keep their spending money themselves in their wallet (if the parent feels the sailor is responsible enough) or the Team Leader will keep it safe for them. A Visa or debit card is a good option.

ARE THERE ANY FUNDING OPPORTUNITIES?

The NZIODA Worlds Team consisting of 5 sailors can put forward a Grant Application via the Team Manager in consultation with the NZIODA President to the NZ Sailing Foundation for \$20,000, which is then split between all sailors attending.

For the Girls and Boys Development Teams there are potentially funds made available via OWNZ.

05 Travel



Who helps with the travel arrangements?

In most cases accommodation and charter boats have been prearranged by NZIODA, either because the event is organised by IODA and includes the accommodation and charter arrangements, or because the event is held in the same location each year and NZIODA has a standing reservation which has worked well in past years. The Team Leaders will liaise with NZIODA regarding travel agents who we have dealt with in the past.

All sailors are advised to arrive at the venue a few days before the regatta starts to acclimatise to the conditions and to ensure that they have recovered from jet lag. Your coach will advise you of the departure date.

How is the travel schedule determined?

The budget for each NZIODA International Team is calculated based on the following travel schedule: arrival day, early arrival practice days, lay day (may include measurement, practice race and/or opening ceremony), race days and departure days.

We want to combine this with a family holiday is that possible?

Yes absolutely, what an amazing opportunity for your sailor and their family. However, NZIODA requests that all sailors travel to the event together as part of the team and all holidays are to be taken at the end of the regatta.

Registration, Logistics & Training Schedule



IODA Events

Unlike New Zealand regattas, the entire registration process for an IODA event is through a single point person, which is typically the Team Leader.

It is a good idea for the entire team to study the Notice of Race when it becomes available.

In addition to the registration for the official event, the Team Leader will also arrange early arrival charter Optis and rib charter.

Team Leaders will arrange early arrival accommodation, food, and transportation to and from the airport, as well as daily transportation to and from the accommodation and venue if required.

Often the sailing venue and the official accommodation are not within walking distance of each other. Generally, when this is the case, the host venue will provide ground transportation, but there are instances when having a rental car/minibus dramatically improves the team logistics and should be considered.

Parents are responsible for organizing travel arrangements for their sailor getting to and from the event. Please coordinate with the Team Leader as they may be able to assist in taking sailors if parents are not attending.

Sailors should attempt to travel together as a team and arrive at the official event site together to begin training and establish a routine and schedule set by the Team Leader and Coach. These are important discussions that should be had as early as possible. Ideally Team New Zealand would arrive at the venue to allow up to 5 pre-regatta training days. Depending upon the time zone of the venue, several extra days may be required to acclimatize/recover from time zone changes.

Travelling together as a team can be challenging. With different regatta schedules and sailors travelling from across the country, the team will have to work together to coordinate travel plans to the best of their ability and budget. Please respect the efforts of each family and help one another in the best interest of the team to ensure our sailors arrive at the event safe and sound.

Open International Events

eg New Caledonia Nationals, Sail Sydney, Australian Nationals

A team of sailors can be formed and freely attend open international events, but they are not considered NZIODA sanctioned regattas.

If a team, club, or coach would like to attend an open regatta as Team New Zealand they can approach NZIODA with a request for consideration.

Unlike IODA events, the registration process will be done by individual sailors/parents/teams. NZIODA encourages club programs, parents, and coaches to lead and organize their teams in the way they see fit.

At non IODA events or Open International events such as the Noumea Nationals where the Girls and Boys Development teams generally compete, Teams are not officially competing as Team New Zealand and the events are not considered NZIODA events. Teams are however encouraged to use the Code of Conduct for their sailors.

For these non-NZIODA events, sailors can travel with their families, on their own, or with teammates' families and/or coaches. This is up to each individual sailor to arrange with their parents and/or coach and club. However, it may be more economical for families to plan together. An Open International event would function the same way as any local regatta just on a larger scale. Charter boats are also up to the individual sailor/parent to book. Transportation and food are not included and is up to the families to arrange. Some events provide lunch. It is always a good idea to refer to the NOR as it will provide important and helpful information.

Food 7



Food is provided by the host club and included in registration for the duration of the official IODA event dates. Three meals a day are provided. Breakfast and dinner are usually served in the hotels. Packed lunches will be distributed at the nautical venue, and an after sailing snack is sometimes provided. Sailors expend a lot of energy. They are on the water all day and need large amounts of water and proper nutrition.

It is for that reason we suggest the Team Leader provide additional snacks, ice, and water for the team if necessary. This would fall under “**Added Expenses**”. All teams will be supplied with a Team New Zealand cool bag dependent upon team size.

Early Arrival meals are in addition to meals provided by the organisers for the official event. All IODA events are a little different and some provide the early arrival meals at an additional cost either at the host venue or accommodation, or in some cases the Team Leader and Chaperone must source meals and /or cook for the team.

For **early arrival** days, if at all possible, try to limit dining out at restaurants to keep the budget in check. We know circumstances vary, and that there are places where eating in is next to impossible, especially when travelling. Kitchen facilities may also not be available at the event accommodation which makes it challenging for the Team Leaders to provide meals during early arrival days. Eating out during the early arrival days may be the only option. Please trust that the Team Leader will do their best to save on costs and provide healthy options.

Team Leaders will review the sailor’s profiles which should include dietary restrictions ie; coeliac, allergies, vegetarian, etc. The Team Leader will submit the special dietary request form in advance during the registration process, so the organising committee can accommodate the request. If necessary, the Team Leader will communicate with the contact person dealing with meals at the event in order to accommodate the sailor’s restrictions to the best of their ability.

Please also encourage and remind your child that it is also their responsibility to eat appropriately based upon their special needs. Coaches and Team Leaders will attempt to remind and keep an eye on sailors to ensure they eat and drink enough fluids to avoid dehydration, and that they apply sunscreen. Some sailors can get nervous on race days and ignore such needs unless prodded.

The on-water snack/hydration options available at the venue may not be to your sailor’s liking. It is recommended that you pack some of your sailor’s favourite power bars. Please ensure that they don’t contain too much sugar and they should also remain edible even when in the sun/heat for a long time.

As for hydration, plenty of water will be provided to your sailor but if they are accustomed to sports drinks, the best option is for the sailor to bring their own dry

sports drink powder, since there is a high chance that they will not be available (or really overpriced) at the venue.

For **non IODA events** food is not included, check out the NOR to see if lunches are available to be purchased.

TOP TIPS

- Have designated see through zip locked plastic bags labelled for each day so sailors can “grab and go”
- Pack two water bottles.

What to Bring



Equipment packing

Make sure your sailor packs his/her race sail and **sail measurement certificates**. All sails require an official measurement certificate. If however you do not have one, don't panic, for \$50 USD you can have your sailor's sail approved.

If possible, always order sails with numbers applied by professionals and with a certificate. It is a good policy to verify all your numbers are in the correct location prior to attending your event; local sailmakers can aid in this.

Changing numbers at an IODA event is highly stressful on everyone. It is recommended that your sailor packs two (2) sails (and both certificates) so if something happens to your sailor's primary race sail, they will have a backup.

The best way to keep sails protected during transportation to the race venue is by using a white PVC plumbing tube or purchasing a fishing rod tube known as a Bazuka (Hunting and Fishing). It is a good idea to have your sails rolled around your boom to prevent crushing if customs open the tube for inspection. Or, if the sailor is not bringing a boom, duct tape the joint and label the tube stating, "fragile please do not crush sails." Your Team Leader can arrange for all sails to be rolled together and transported as a group.

If your sailor is chartering a boat at the venue, check the Notice of Race for what equipment is provided with the charter. Encourage your sailor to talk to the Coach prior to the event and go through what they need. Check the latest issue of the

Notice of Race just before you leave New Zealand, since the supplied equipment list may change. If important gear or equipment is forgotten it could be very challenging to locate in a foreign country.

It is a good idea to assign a parent volunteer to help with the return of the charter boats. That parent could keep a hold of spar bags, foil bags etc during the event so they do not go missing if there is no designated secure place for the team to keep them. This parent should also make sure all boats have equipment attached and that the boats are not damaged upon return. In the event of missing or damaged pieces, or damage to the hull, charges will likely apply.

TOP TIP

Put all items taken off charter boats into a zip lock bag with sailor's name and number on.

TOP TIPS

Make sure you are organised to avoid stress for all of those travelling with you!!!

General Packing List

- Every sailor may pack some small New Zealand flags for the opening/closing ceremonies.
- One large flag must be loaned to the host venue for the duration of the event and one large flag is required for the sailors' parade during the opening/closing ceremonies.
- Appropriate and extra clothing and toiletries for your sailor – Team Uniform.
- Equipment not included with charter boats i.e bailers, mast clamps, main sheets, air bags etc (discuss with your coach, every charter company can be a little different and provide different equipment).
- Tube with sails and possibly spars and tiller extension if your sailor would prefer to use their own.
- Extra racing watch, a few wind indicators, sail ties, extra lines and bungee cord, measuring tape, tool kit, whistles, protest flag, electrical tape, white sail tape, sharpie the same colour as your sail numbers, note pad and pencils, mesh laundry bag, camping clothesline for wet clothes, small dry lunch bag, 2 water bottles.
 - Sun block, bug spray, sunglasses, gloves, hats/visors (anything with zinc is the best protection)
 - Heat rash cream (hot climates, wet bathing suits – enough said!)
 - Off the shelf medications (Paracetamol etc)
 - Anti-nausea medications since large waves may impact your sailor
 - Personal medications, i.e: epi pens
 - Sailing clothing and gear: rash shirts; board shorts; athletic tights or sailing pants; Baltics; booties etc
 - Chargers (compatible to the host country)
 - Earphones are a good idea as sailors will be sharing rooms
 - Special preferred snacks, electrolytes, energy drink powder and any special treat that may not be available in the host country
 - Playing cards, New Zealand flags
 - Backpack or dry bag to use for gear going to and from sailing every day (sailors can use this as their plane carry-on bag)
- Everything should be labelled with sailor's name and sail #!

NZIODA recommends that the Team Manager organises a spare kit for the whole group. Please note that at the airport this may need to be divided up among the team members due to luggage restrictions.

LABEL ALL UNIFORM ITEMS

There are a lot of sailors with the same kit and the same size.

NZIODA Uniforms

Sailors will receive exclusively branded members-only items dependent upon their team. This will be available to order online. Please note that you will be advised of the cut-off date. All teams will be issued with a base compulsory kit and there will be the option to order more kit or supporters' kit.

We recommend travelling "light". Remember that you sailor will need to be able to carry their kit, perhaps through two airports, and from the airport to the waiting transport bus

Luggage

Keep luggage to a minimum. Generally, sailors have one travel tube for their sails, one duffel bag, and one carry on for personal items. Some sailors however wish to bring a second small carry on with sailing gear so that in the event their duffel bag does not show up, they can still go sailing. It is also a good idea to share in the cost of checking in by rolling the team's sails in the same tube where possible. Some airlines can only take a few tubes and bringing one tube between a few sailors is cost effective and less risky for loss. The large tubes can hold up to 6 sails with no spars.

Laundry for IODA Events

Make sure that your sailor's clothing has his/her name, initials and/or sail number on every item (including socks and underwear).

The Team Leader will source a laundry facility or service and pass this onto another parent who is travelling with the team to organise. There is normally an additional cost for laundry as noted above. Team Leaders are ultimately not responsible for the sailor's clothes but will do their best to ensure no sailor's clothing gets lost or misplaced.

Please encourage your sailor to know what they have and keep track of their clothing and belongings. Laundry will be done as needed, but not necessarily every day. Sailors should be reminded to hang up any wet clothing or towels. It is not fun heading out for a day of training or racing in wet gear. Any clothing requiring laundering should be placed in laundry bags or as otherwise instructed by the Team Leader

First Aid Kit for Team

We strongly advise that the Team puts together a First Aid Kit as one will be required for the coach to take out each day.



Daily Routine

The coach will establish a daily routine for the sailors. Tasks such as packing to leave for the venue through to washing sailing gear at the end of the day, will be completed by the team and accredited supporters.

This routine includes:

- Packing kit
 - Food and water for the day
 - Rigging and setting up the boat
 - Completing daily boat checks like mast rake etc.
 - Putting on sunscreen, eating and drinking regularly without constant reminding
 - Launching with the help of teammates
 - De-rigging
 - Fixing damage or asking for coach/manager support for major tasks
 - Collecting up all their gear to leave the venue, washing and hanging gear out to dry at night
 - Being able to manage time and turn up to set debrief locations at the assigned time
- Sailors will need to be capable of completing all these tasks before leaving New Zealand.

Cell phone & Internet Access

- Internet, computer and phone devices should be limited and are **not permitted with the sailor during debriefs** unless approved by the coach. It is encouraged that sailors leave their phones locked in their rooms while out sailing. The safety of the devices at the venue is never guaranteed. For most parents the only way to communicate with their child is through their cell phone. Once the team schedule is set parents will have a better idea as to what time of day is a good time to talk to their child.
- The coach will have a cell phone available to him/her throughout the event. Please note that this phone is for the Team Leader to communicate and coordinate with the Coach. If you would like to communicate with the Coach during the day or in the event of an emergency, please communicate directly with the Team Leader and they will reach out to the coach as needed. The Coach will advise the parents about how to best reach them with any questions they may have.
- Internet access is often available at the host club and accommodations. Parents should check with your New Zealand provider and then check available services using a local provider at the venue. Sim cards are also sometimes available at IODA events; however, it is best to make alternative arrangements.

1 For Parents & Guardians



What you need to know

- Attending an international event is the pinnacle for an Opti sailor. Meeting top young racers from around the world is truly a life changing experience. With this experience comes a certain amount of maturity and independence from that sailor, as contact with their parents during the event may be limited.
- It is often useful to have a parent who leads and co-ordinates the supporter's itinerary.
- Parents are welcome to attend IODA events but are not necessarily required. Parents, however, must find their own accommodation. Sailors will stay in accommodation selected by the host venue along with the New Zealand team sailors, Team Leader, Country Representative, Chaperone (if applicable) and Coach. Typically for IODA events, the rooms are double occupancy (i.e. shared by two or three sailors) and sometimes with one of the official adults.
- Unlike typical regattas held in New Zealand, parents should expect limited contact with their sailors at IODA events. Sailors will remain with the members of the New Zealand Team and the NZIODA officials for the event. Parents are welcome to attend the regatta as spectators, however they must provide their own transportation, lodging and meals. It is not recommended for parents to book accommodation at the same hotel as the sailors. However, this is event specific as some venues may have limited accommodation.
- Parents are asked to keep a distance from their sailors for the duration of the official event so that all the sailors can interact and bond with their teammates and coaches and avoid distractions. This idea is also to consider sailors who do not have parents at the event at all. We want all sailors to feel equally supported to maintain a cohesive team.
- The Team Leader and Coach are responsible for the overall well-being of your sailor for the duration of the event and will contact parents should any issues arise. Sailors will train and eat with his or her fellow sailors which means they will not have an opportunity to eat with you unless alternative arrangements have been requested, and previously agreed to, by the Team Leader or Coach.
- Opportunities to visit with the team will be arranged and communicated by the Team Leader and/or Coach.
- Please ensure that your sailor can rig up independently – have a competition and have fun around this!!!!
- There are strict IODA regulations for contact from the spectators with the sailors once they have launched and are on the water. If parents are on the water as spectators, they are **NOT to gesture or vocalize to the sailors, coaches, or officials in any manner.**
- These regulations are strictly enforced by the Race Committee and any contact with the sailor by a spectator once they have reached the course area may result in a penalty or disqualification of the sailor. Further details on the Parents Code of Conduct can be found in the IODA Regatta Manual and NOR.
- For example, spectator boats must stay at least 100 metres from the course, there is no communication (including cheering) permitted with the sailor (since this is disruptive), no waving at the sailor, and no food or drink can be given to the sailor.
- Although your sailor may be considered one of the top Opti sailors in New Zealand, it is important to understand that these events will be very competitive and much more challenging than what they are accustomed to. Your sailor's performance at an international IODA event should not necessarily be measured by overall positioning. It is very important to manage both your own and your sailor's expectations (in conjunction with the coach) so that the sailor can get the most out of the experience at this level of competition.
- NORs and information on each regatta including entry and payment forms are available on the IODA website www.optiworld.org. Please familiarise yourselves with these as they also provide links for an overview of the venues.

Finally, we hope that this guide will help your team to organise the most enjoyable, memorable, and successful trip. Remember these events are a learning experience, as well as a sailing experience, for your sailor.

Information related to this Handbook

Downloadable from NZIODA website under the NZ Teams tab

Team Leader

- NZIODA Team Leader Job Description
- NZIODA Team Leader Checklist – Team Bag
- NZIODA Team Leader Checklist – Measurement and Registration
- NZIODA Team Leader Checklist – Pre-Launching on Race Day
- NZIODA Team Leader Checklist – Sailors returning to land on Race Day

Country Representative

- NZIODA Country Representative Job Description

Coach Boat

- NZIODA Checklist – Spare Gear for Coach Boat

Sailor Checklists

- NZIODA Sailor Daily Checklist – Pre-Launching
- NZIODA Sailor Daily Checklist – Before Leaving for the Venue
- NZIODA Sailor Checklist – Charter Boat Set-Up

Parent Checklists

These are in depth checklists for parents

- NZIODA Parent Checklist – Daily Boat Set-Up (before leaving beach)
- NZIODA Parent Checklist – Charter Boat Set-up

IODA Event

- NZIODA IODA Event Checklist - Sailing Equipment to take

Other

- NZIODA Information Sheet – Uniforms and Trader Goods for Events
- Consent for International Travel & Medical Care
- NZIODA Overseas Regatta Packing List

NZIODA Policies

Downloadable at

<https://optimist.org.nz/nzioda-policies/>

- NZIODA Code of Conduct for Sailors in NZ Representative Travelling Teams
- NZIODA Code of Conduct for Parent/Guardians accompanying sailors in NZ Representative Travelling Teams
- NZIODA Disciplinary Procedure for Sailors in NZ Representative Travelling Teams



For more information

nzioda@gmail.com

