

## WHAT, WHO, WHERE AND WHEN

OCC members are the club's lifeblood, and we rely on you for contributions to all our publications, both paper and electronic. With nine separate inboxes, however, it can be difficult to know where and to whom your submission should be sent, and when the deadline falls for the next issue – always assuming there is a deadline. Neither do we all work from the same office, the same country, or even the same continent.

We hope the following will be useful, but if your submission isn't easily pigeonholed please send it to the publication which looks closest and we'll take it from there. If sending to more than one publication **please** inform all concerned of the duplication.

General club business – initial contact, subscription and membership matters, committee and flag office nominations, deaths etc – should be directed to Club Secretary Rachelle Turk at [secretary@oceancruisingclub.org](mailto:secretary@oceancruisingclub.org). Brief details of forthcoming events should also be sent to Rachelle, with copies to the *Newsletter* at [newsletter@oceancruisingclub.org](mailto:newsletter@oceancruisingclub.org), and the *e-Bulletin* at [e-Bulletin@oceancruisingclub.org](mailto:e-Bulletin@oceancruisingclub.org). Nominations for club awards should be sent to Awards Nominations at [awardsnominations@oceancruisingclub.org](mailto:awardsnominations@oceancruisingclub.org).

Many thanks, and we all look forward to hearing from you!

### FLYING FISH (twice a year)

- **Editor** – Anne Hammick
- **E-mail** – [flying.fish@oceancruisingclub.org](mailto:flying.fish@oceancruisingclub.org)
- **Snailmail** – address on the first page of each issue
- **Membership** – space in Flying Fish is limited, and is normally restricted to articles by members (full or associate) or their spouses, partners or long-term crew. Please make it clear at the outset if none of these apply
- **Subject matter** – cruise and liveaboard accounts (including humour), technical articles, recipes, letters, book reviews, obituaries. Please make contact prior to submitting the latter two
- **Length** – articles usually between 1000 and 3500 words, though longer pieces are sometimes accepted. Length as required for other items
- **Illustrations** – up to 20 captioned photographs per article (high resolution, though thumbnails or embedded pics are fine on initial submission). Also professional standard drawings and cartoons. Consult the *Guidelines for Contributors* and/or *Sending Submissions to Flying Fish* for further details and recommended sending methods
- **Chartlets** – please include a rough chartlet if relevant, for professional re-drawing
- **Cover photo** – eye-catching photographs of high resolution and quality, preferably with fairly plain areas top and bottom to take the wording
- **Deadlines** – 1st February for June publication and 1st October for December publication, though an issue may be closed earlier if it becomes full

### NEWSLETTER (quarterly)

- **Editor** – Jeremy Firth
- **E-mail** – [newsletter@oceancruisingclub.org](mailto:newsletter@oceancruisingclub.org)
- **Subject matter** – news from members: cruise progress, cruise plans, meetings with fellow members, snippets of *news*. Event reports, whether large organised rallies

or three boats getting together: short report plus photos. News from Port Officers: members passing through, changes to your area (berthing, regulations, navigation etc). Details of future events, including dates, venue and contact information

- **Length** – from as few as 50 up to ±800 words for members' news. Event reports up to ±500 words, news from Port Officers up to 800 words according to content
- **Illustrations** – High resolution and/or large size photographs, as nearly 'straight from the camera' as possible, with captions identifying who, what, where, when and why. Send as attachments to multiple e-mails, or via WeTransfer or Dropbox
- **Deadlines** – 20th of month: January, April, July and October

### **E-BULLETIN (monthly)**

- **Editor** – Dick Guckel
- **E-mail** – [captain.dick@verizon.net](mailto:captain.dick@verizon.net) or [e-Bulletin@oceancruisingclub.org](mailto:e-Bulletin@oceancruisingclub.org)
- **Subject matter** – urgent announcements, notification of events, requests from Committee members, website tips and updates, Port Officer update information, location of members' vessels, free OCC Dockage, commercial discounts, welcome to new members, associate members who have qualified for full membership, names of recently deceased members, contact details for club officers and officials, items for sale or wanted, crew needed, advertising for the Forum and the OCC Facebook group
- **The e-Bulletin does NOT include** – communications from the Commodore except in special circumstances, technical articles, full-length obituaries, Facebook-type information (who's where etc), commercial advertisements
- **Length** – generally less than 200 words
- **Illustrations** – generally NO
- **Deadlines** – 22nd of month from May to September inclusive, 24th of month from October to April inclusive, for publication at the end of that month

### **ADVERTISEMENTS**

- **Advertising** – Mike Downing
- **E-mail** – [advertising@oceancruisingclub.org](mailto:advertising@oceancruisingclub.org)
- **Flying Fish** – about 30 pages of commercial advertisements are carried in *Flying Fish*. Details of rates, page sizes, deadlines etc will be found at the back of each issue, or on the website at <http://www.oceancruisingclub.org/index.php/advertisers>
- **Newsletter** – a small number of commercial advertisements are carried in each issue and the Advertising Manager should be contacted regarding rates, page sizes and deadlines. Members wishing to sell yachts or used cruising equipment should contact the editor, Jeremy Firth. Advertisements are normally quarter page or smaller, and there is no charge. Members wishing to sell items commercially, or to promote books, seminars etc, will be charged and should e-mail [advertising@oceancruisingclub.org](mailto:advertising@oceancruisingclub.org) regarding rates etc
- **Members Handbook** – a limited number of commercial advertisements are carried on the inside covers and in the centre, and the Advertising Manager should be contacted regarding rates, page sizes and deadlines
- **E-Bulletin** – no advertising is carried in the monthly *e-Bulletin* other than the (free) 'for sale' and 'wanted' listings – contact the editor, Dick Guckel

## WEBSITE – Homepage

- **Manager** – Daria Blackwell
- **Web address** – [www.oceancruisingclub.org](http://www.oceancruisingclub.org)
- **E-mail** – [PR@oceancruisingclub.org](mailto:PR@oceancruisingclub.org)
- **Subject matter** – general news items of interest to cruisers (changes in country regulations, docking facilities, discounts available etc), brief stories about members and events, short notes on recent achievements and/or accomplishments, upcoming events, requests (for crew, info, assistance etc), comments on club events not covered in the *Newsletter* or *Flying Fish*, and anything that doesn't fit elsewhere! Features include a worldwide events diary and a series on Best Practices in Cruising
- **Length** – any length. The Home page shows only the first few lines, often with a photo, and provides a link to the full article elsewhere on the website. Ideally, you could send a short story to the newsletter and the fully embellished article to the website
- **Illustrations** – one or two good photographs, preferably in higher resolution as we often have to adapt them for multiple purposes
- **Deadlines** – none. New articles are normally posted at least once a month but there is no formal deadline

## WEBSITE – Forum

- **Moderator** – Simon Currin
- **E-mail** – [simon@medex.org.uk](mailto:simon@medex.org.uk)
- **Data Entry** – any member can post messages directly to the Forum by logging on with their usual log-in details
- **Subject Matter** – a wide range of topics is actively discussed, and more will be added if any member has further suggestions. Current topics include: electronics and electrical, best practices, cruising plans and reports, chart and book exchange, crew exchange, various technical issues, radio nets and members' blog sites
- **Length** – no formal restriction, but for a lengthy submission it may be better to post a short introductory text and then attach a PDF. Links can be inserted to other websites
- **Illustrations** – image files, typically JPGs, can be either attached or inserted into a post. A single post can accommodate multiple images
- **Cruising Information** – the old Cruising Information website has been migrated across to a dedicated section of the Forum. This can be navigated by region or by country, and includes recommended online and paper cruising guides, local regulations, local privileges for OCC members, out-of-the-way anchorages and places where yachts can be left for a period of time. If struggling to find what you want then use the search function in the Forum and, in case of difficulties, e-mail Simon at the above address
- **OCC Fleet Map** – members who wish to can have their boat's position displayed on a live, interactive map which is visible only to other members. If you require help in registering your boat for this map please e-mail Simon at the above address

## FACEBOOK

- **Administrators** – Frances Rennie and Jenny Crickmore-Thompson
- **E-mail** – [oceanclub91@gmail.com](mailto:oceanclub91@gmail.com)
- **Subject matter** – anything of interest to other members, queries requiring a quick response, short (very short) sailing comments with photos. This is a closed group accessible to members only

## PRESS RELEASES

- **PR Officer** – Daria Blackwell
- **E-mail** – [PR@oceanclub.org](mailto:PR@oceanclub.org)
- **Subject matter** – member achievements or activities that would be considered newsworthy to sailors globally. We can assist in creating releases for regional/local distribution but please note that all press releases about the OCC must be centrally approved by the PR officer. Please forward clippings about the OCC appearing in regional publications, preferably by e-mail attachment, otherwise in hard copy to Daria Blackwell, Port Aleria, Rosnakilly, Kilmeena, Westport, County Mayo, Ireland

