



# **ISAF Sailor Classification Code, Regulation 22**

## **Guidance Notes for Race Officials, Class Managers and Event Organisers**

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# ISAF Sailor Classification Code, Regulation 22

## Guidance notes for Race Officials, Class Managers and Event Organisers

### Introduction

The ISAF Sailor Classification Commission is available to assist in advising on how to get the best from the Code and comply with its rules. Members of the Commission are also available to attend or liaise on specific events.

The use of the ISAF Sailor Classification Code at an event is determined by the Organiser or Class, not by ISAF, and it is the Organiser or Class that sets the limits on each group ('crew limitations') and publishes them in the Notice of Race or Class Rules.

- The ISAF Sailor Classification Code has existed since November 2002. It came into existence at the request of sailors and event organisers who wished for a clear, world-wide single system of defining sailors in terms of degrees of professionalism. The current ISAF Sailor Classification Code is a successor to the RYA and US Sailing codes previously applied, and the principles are therefore well established. The ISAF Sailor Classification Code is used in many countries.

The ISAF Sailor Classification Code and the comprehensive Frequently Asked Questions (FAQs) on interpretations, which are updated each year, are easily accessible on the website in English, French, Spanish, Italian and German at: <http://www.sailing.org/classification>

### Outline

There are three main ways in which the Code is used by classes and events, each requiring a different approach to the Notice of Race and certain of the considerations to be taken into account. These ways are:

1. Where a single event or series uses the Code for classes that do not otherwise use it and the Notice of Race applies
2. Where a class or event creates a prize for the winning 'Corinthian', (Group 1 or perhaps 2 sailors) within an otherwise unrestricted competition. This can be set out in the Notice of Race or the Class Rules
3. Where the Class sets out its use of the Code in its Class Rules

These Guidance Notes first set out the specific considerations for each of these three ways together with pro formas (see Appendices 1,2 &3) and then consider the areas which are common to all three and ways in which the Commission can assist at major events.

Guidance to Protest Committees is also covered, together with notes on the different ways challenges may be made to the classification of a sailor.

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## Regatta Organisation and Management

The Commission is always available to assist organisers in drafting a Notice of Race or Class rules and to advise on appropriate procedures.

The three principal options are:

### Single event

When using the Code for a single event or series not covered by Class Rules areas to consider include:

- Crew Limitations
- Steering
- The Notice of Race

#### Crew limitations

- It is first necessary to determine the limitations of Group 3, 2 and 1 sailors permitted to race and to steer.
- Options include permitting only Group1 sailors or a combination of Group 1, 2 and/or 3. Consideration needs to be given as to the position of Group 2 sailors.
- The most practical way of limiting Group 3 sailors is to place the restriction on them rather than on the Group1s and 2s. This allows flexibility in the number of Group1s and 2s if crew weight limits apply. Limitation can be by number or percentage, with rounding up or down specified. It is not then necessary for Group 3 sailors to obtain a classification. This also reduces pre-event checking.

#### Limitations on steering

- When Group 2 and/or 3 sailors are permitted to race it is usual to state whether they may steer, other than in an emergency involving the safety of the boat or crew.
- Limitations, if any, on owners and charterers who are Group 2 or 3 should also be set out and where necessary ownership should be defined.

#### Notice of Race

- A pro forma Notice of Race is shown in appendix 1(see also the paragraphs on 'all events').
- Definitions of Crew Deadline and Protest Time Limit are included in the Code

## **For events with a Corinthian/Amateur division or prize**

In addition to the issues covered above the key consideration is the basis of scoring.

There are a number of ways of achieving Corinthian (Amateur) prizes. A pro forma NOR is set out in Appendix 2 but this is only one of many solutions. It should however prompt consideration of the key issues.

## **Class Rules**

A pro forma set of Class Rules is set out in Appendix 3.

Key considerations in addition to those covered above include:

- Which races they apply to
- Checking procedures
- Charter provisions

Notices of Race will not need to cover any provisions already covered by the Class Rules and can usually be limited to setting out the procedures for crew lists, checking, Crew Deadlines and Classification Protest Time Limits

## **For ALL types of event there are six further areas to consider:**

### **Liaison with ISAF Sailor Classification Commission**

- For major events and for classes routinely using the Code it is possible to arrange in advance for direct contact between the Organisers and a member of the ISAF Sailor Classification Commission to assist in clearing any sailor without a valid classification, to assist with checks and/or to review current classifications. Alternatively it can sometimes be arranged that a representative of the ISAF Sailor Classification Commission will be present at Registration to assist or in addition to carry out spot checks on classification. See page 9 for full details.

### **Notice of Race**

- Arrangements for crew substitutions, if any, should be included
- Times and dates for the Crew Deadline and Classification Protest Time Limit defined in the Code should be included along with arrangements for Crew Lists. It is advisable to set the Crew Deadline ahead of Registration (7 to 14 days is usual) to allow adequate time to check classifications thoroughly and resolve issues
- The Protest Time Limit is usually set as the end of the first day's racing. It is designed to ensure that a boat does not hold back a protest to the

end of the week in order to inflict maximum damage on a competitor if upheld. (see also Judging guidance notes)

- If Crew Lists are not to be displayed this should be stated (varying Regulation 22.4.3). Otherwise they shall be displayed.
- Note - The Notice of Race or Sailing Instructions are permitted to alter certain Event Procedures in the Code, Regulation 22.4
- It is advisable to state in the Notice of Race that boats will not be cleared for racing until all checking requirements are met
- Where a Commission member will be present the NOR should state: A representative of the ISAF Sailor Classification Commission will be present during registration and will carry out spot checks.

### **Other pre-event information**

- It is very important to emphasise to competitors the need to start the process of obtaining or updating classifications in plenty of time to meet the Crew Deadline, particularly when they are new to classification.
- The FAQs state: *'90% of all classifications are completed within 7 days. The target is to complete the remainder within 21 days dependent on the complexity of the case and how quickly the applicant corresponds with the review panel. If, therefore, you believe you will need a classification for a particular event please allow plenty of time, particularly if the application may not be straightforward.'*

### **Event procedures**

- It is usual for an Organiser to check all Crew Lists to ensure each boat conforms with the Crew Limitations in the Notice of Race or Class Rules and also check sailors' classifications against the ISAF website for validity. It is not advisable to check certificates as they may well have been superseded by more recent versions.
- In some events checking will be carried out by Class Representatives
- It will then be necessary to follow up missing classifications with owners until each Crew List has been fully completed and checked.
- On reaching the Crew Deadline a report should be made to the Race Committee of all those boats whose crew lists are incomplete.
- Crew Lists should be posted on the Official Notice Board as soon as possible after the Crew Deadline and before the Classification Protest Time Limit unless the Notice of Race states otherwise

- It is helpful to post Crew Lists during Registration prior to them being complete, showing individual crew whose classification are not yet checked or agreed.
- After registration is complete and the Crew Deadline passed the Race Committee or Protest Committee will handle crew substitutions, if allowed, in accordance with the Notice of Race.

### **Crew Lists and User IDs**

When a sailor applies for an ISAF Sailor Classification he will be allocated a unique User ID, for example FRAXY1.

The website [www.sailing.org/classification](http://www.sailing.org/classification) in “Search for a Sailor” shows the user ID, name, classification and expiry date for each sailor. In cases when the User’s full and correct name is not known or illegible, the User ID is essential. For example names, Smith/Smythe and Brown/Browne or ‘nicknames’, cannot always be established. Handwritten lists may also cause a problem.

When drafting the official Crew List the inclusion of a specific requirement to provide the User ID for each crew will (a) prompt sailors to apply in good time and (b) reduce time spent on tracing each sailor in “Search for a Sailor”.

Suggested headings for Crew List:

<b>ISAF User ID</b>	<b>Crew Name</b>	<b>Classification</b>	<b>Position on board</b>
<i>GBRAA1</i>	<i>Alex Alexis</i>	<i>G1</i>	<i>Helmsman</i>
<i>FRAME1</i>	<i>Michel Elias</i>	<i>G2</i>	<i>Bowman</i>
<i>ITA FS1</i>	<i>Franco Serpio</i>	<i>G3</i>	<i>Tactician</i>
<i>ITAGB1</i>	<i>Gino Bolzano</i>	<i>G1</i>	<i>Trimmer</i>

### **Amending the Code:**

ISAF Regulations state that the Code is the only system of Classification that is permitted. Except where specifically allowed the Code shall not be amended.

Crew Limitations may, of course, also include matters not covered by the Code such as Male/Female, ranking or age limitations or Club, Country or industry criteria.

Extra criteria may also be added such as ‘no sailor who has raced in the Olympics or America’s Cup in the last ‘X’ years is permitted to steer’ provided that these extra criteria are not intended to change the classification of a sailor.

## Support by Commission Members at events

### Outline

For major events it is possible to arrange in advance **either** for direct contact between the Organisers and a member of the ISAF Sailor Classification Commission by email or phone to:

- assist in and expedite the clearing of any sailor without a valid classification,
- to assist with checking,
- follow up on challenges to classifications.

**or**, alternatively, it can sometimes be arranged that a representative of the ISAF Sailor Classification Commission will be present at Registration either:

- to carry out the assistance outlined above on site, or
- at a much more 'pro-active' level (see below) to carry out an organised series of spot checks. This requires notification in the NOR (see pro formas)

It is important that the Class or Event agrees in detail with the Commission the exact level of activity required.

### It should be recognised that:

- Whilst the Commission Chairman's identity is public knowledge some members of the Commission wish their identity to remain anonymous. This is permitted and must be respected.
- All contact between individual sailors and Commission members, unless face to face, shall be via the ISAF web based system unless specifically authorised by the Commission representative on a case by case basis. Therefore telephone numbers and email addresses of individual commission members should never be given out to individual sailors without prior agreement. There are two reasons for this policy: (1) it is essential that all information is recorded on the data base of a sailor and (2) it is important that individual Commission members are not put in a position that might lead to harassment.

### Pro-active spot checks at Registration

The steps in the procedure are usually as follows:

Prior to the event:

- A specific Commission representative is appointed by the Chairman for the event
- As soon as practicable after the Crew Deadline all crew lists are sent to the representative by the Organisers

- Any sailors whose classification is suspected by the Organisers to be incorrect are notified to the representative
- The representative will review all crew lists and create a list for interview
- The Organisers will post this list on the Official Notice Board and website and where possible send it to each entrant prior to Registration

At the event, during registration:

- Interviews will be conducted by the representative during registration, with an interpreter if necessary. The method of scheduling will be determined by the Organisers and the representative jointly
- Additions to the list may be made and shall be posted
- The Code permits the Commission to make immediate changes to a sailor's classification (Reg.22.3.5(b)). Normally two interviews with the sailor will be held whenever a classification is changed
- Changes made to classifications will be advised to the Organisers immediately
- At the close of Registration a list of all outstanding interviews will be given to the Organisers. The penalty, if any, for failing to complete the interview process is determined by the Organisers with the Protest Committee and not by the Commission

At the event, after racing has commenced:

- Classification Protests are permitted prior to the Classification Protest Time Limit in accordance with Regulation 22.5
- The representative may assist the Protest Committee as requested by it and, in particular, in accordance with Regulation 22.5.4
- The representative may be asked to investigate the classification of an individual sailor's classification by the Class Association, Organising Authority or Race Committee at any time during the event. The representative shall then interview the sailor, with a witness present (and interpreter if necessary), and determine whether the classification is correct. Where appropriate other Commission members may be consulted. The Code permits the Commission to change or suspend a classification, Regulation 22.3.5(b). If the classification is changed Regulation 22.5.6 applies and a Rule 69 report may also be made.

## The handling of challenges to a sailor's classification

**The classification of a sailor may be challenged in a number of different ways, including:**

- A boat on which the sailor is racing may be protested at an event in accordance with Regulation 22.5
- At any time a sailor may ask the event's Organising Authority or the Class Association in confidence to investigate and if there appears to be good reason to do so they may refer the case to the ISAF Classification Commission, who will review the classification [22.3.5(b)]
- The Commission may review the classification a sailor at an event either on a spot check basis or as a result of information received
- At any time a sailor may make a challenge direct to ISAF - although this route is not encouraged. An anonymous challenge will not be considered and the challenger must explain his racing connection with the challenged sailor and how that classification affects his own racing
- At any time the Commission may review a sailor on the basis of information in the public domain
- In the unusual circumstances where the Organising Authority of an event to which the Code applies has appointed a Classification Committee and an International Jury under Regulation 22.3.8 they have the power to change the classification of a competitor for that event only

The procedures at an event are set out on pages 9 & 10

When the challenge is not at an event the Commission will review the information received and if appropriate request information by email from the sailor, normally giving him not less than 15 days to respond. If no reply is received by the specified time the classification may be suspended.

## Protest Committees & International Judges

The information in this Guidance Note is to clarify the role of Protest Committees with regard to the ISAF Sailor Classification Code, Regulation 22.

### Before the regatta it is recommended that:

- The chairman should review the draft Notice of Race or familiarise himself with the relevant sections of the Class Rules or Notice of Race. Classification requirements are set out in the Class Rules or NOR

Applying for a classification personally is a useful way of getting to know the process.

### Note

Rule 79 and Definitions (from 1<sup>st</sup> January 2009) apply and 'tie in' the Code to the Racing Rules

### At the event

Normally there are **only four** circumstances when a Protest Committee is involved at an event. The first and fourth are handled under Regulation 22, the second and third under the usual RRS procedures

- A boat may be protested after the Crew Deadline but before the Classification Protest Time Limit (if stated) under Reg. 22.5.1 but only if the boat would break the crew limitations were the classification to be corrected.

The regulation sets out the penalties. The Protest Committee shall determine whether the competitor's classification is correct or not. If the classification is found to be incorrect the action to be taken is set out in Reg. 22.5.2. but the Protest Committee must not create a revised classification.

It should be noted that in the application process each sailor declares that he has personally completed the application and also that he realises that if he gives false or misleading information he may be subject to a hearing under RRS 2 and/or 69

- The Commission may make a report on a sailor under Rule 69.1 to an International Jury. Regulation 22.3.9 permits the Classification Commission to provide it with confidential information provided it notifies the sailor beforehand.
- A protest under the usual RRS can, of course, be brought where a boat has simply not complied with the NOR or Class Rules (for example by having more Group 3 sailors on board than permitted or having a crew

member steer when not permitted to do so). In these circumstances the Protest Committee will apply the normal rules (time limits, validity, penalties etc.)

- Where the Commission changes a classification at an event, Regulation 22.5.6 applies

### **Care on Class Rules interpretation**

Where crew limitations are set out in the Class Rules and their interpretation is unclear it is important to ascertain whether they are 'closed rules' or 'open rules' under the Equipment Rules of Sailing (ERS). These are defined in the ERS, page 10, paragraph C. They determine whether something not specifically permitted is prohibited or not.

### **Regulation 22.3.8**

The **only time** an International Jury has the power to classify, or change the classification of, a competitor, and then only for the duration of a **specific event**, is when authorisation to do so has been approved by ISAF in advance and included in the Notice of Race in accordance with Regulation 22.3.8. Given that the Code is complex and still fairly new; very few International Juries have been granted this power. It is important that sailors adhere to the ISAF Sailor Classification Code, and for International Juries to understand how it functions, if competitors are to be prevented from bypassing the application process and asking International Juries for a temporary classification

Please note that except under the circumstances described above, the ISAF Classification Commission is the only body which has the authority to determine the classification of competitors at any time.

### **Assistance**

Arrangements can be made for a member of the Classification Commission to be on standby to assist with the Code or as required by Regulation 22.5.4

### **Commission powers**

- At some events where the ISAF Sailor Classification Code is applied arrangements are made for a Classification Commission member to be available in person or on the telephone.
- Normally the NOR or specific communications with owners will advise competitors that classification checks are to be carried out.
- Regulation 22.3.5(b) permits the Classification Commission to change, suspend or cancel a classification **at any time** 'because it believes it has good reason to do so'. There is a right of appeal to the

Commission but **not** to an International Jury. The Appeal process to the Commission is set out in Regulation 22.3.6

Where a Commission member makes a change to the classification of a competitor at the event and this change may mean the boat is not in compliance with the Class rules or NOR a report in writing will immediately be made to the Race Committee and, in appropriate circumstances, a Rule 69 report to the International Jury. Regulation 22.5.6 applies.

- Regulation 22.3.6(d) makes it clear that the initial review is binding until any Appeal decision is made and published.

## Appendix 1

### Pro forma Notice of Race for a single event

*This guide contains the provisions applicable to events using the ISAF Sailor Classification Code, Regulation 22, for classes that do not specify the Code in their own class rules.*

*These provisions expand those shown in RRS Appendix K4.*

*Select the version preferred where there is a choice and insert text where shown. Select the preferred wording if a choice of options is shown in brackets [...].*

#### 4 CLASSIFICATION

- 4.1 The ISAF Sailor Classification Code, Regulation 22, will apply [to the event] [to classes....].

Details of the ISAF Sailor Classification Code and information on how to apply can be found on the ISAF website at:  
[www.sailing.org/classification](http://www.sailing.org/classification)

- 4.2 Crew limitations:

(a) [In all classes] [In classes...] the crew shall contain no more than ...Group [ 2 or 3] [3] sailors.

(OR)

(a) [In all classes] [In classes...] the crew shall all be Group [1] [1 or 2]. No Group [2 or 3] [3] sailors are permitted.

(OR)

(a) [In all classes] [In classes...] not more than...%, rounded [up] [down] of each crew shall be Group [2 or 3] [3] [and not more than ...% shall be Group 2].

(b) All Group [1] [1 and 2] sailors shall hold a valid classification. Unclassified sailors shall be deemed to be Group 3.

- 4.3 [Steering:  
No Group 3 sailor shall steer in a race [except for emergencies involving the safety of boat or crew.]]

- 4.4 Event procedures:

(a) Not later than the Crew Deadline.....a crew list in the form attached shall be submitted to .... for checking. Registration is not complete until all classifications have been received [checked and agreed]. [A representative of the ISAF Sailor Classification Commission will be present during registration and will carry out spot checks.]

- (b) Crew lists will be posted on the official notice board(s) [and website] as soon as practicable after receipt].
- (c) Crew substitutions before [and during] the event are [not] permitted. [A revised crew list must be submitted to ... and approval received prior to the race to which it applies.]
- (d) The Classification Protest Time Limit is ..... .

## Appendix 2

### Pro forma Notice of Race for events with a Corinthian Prize:

*This guide contains the provisions applicable to events using the ISAF Sailor Classification Code, Regulation 22, for Corinthian prizes*

*These provisions expand those shown in RRS K4.*

*Select the version preferred where there is a choice and insert text where shown. Select the preferred wording if a choice of options is shown in brackets [...].*

The [Championship] [.....] will include two competitions, an Open [Championship] [.....] and a Corinthian [Championship] [.....]. All boats entered for the Corinthian [Championship] [.....] will also be entered for the Open [Championship] [.....].

For the Corinthian [Championship][.....] the ISAF Sailor Classification Code, Regulation 22, will apply and all crew shall hold a valid Group [1] [1 or 2] classification. Unclassified sailors will be deemed to be Group 3.

Details of the ISAF Sailor Classification Code and information on how to apply can be found on the ISAF website: [www.sailing.org/classification](http://www.sailing.org/classification)

All boats shall race together and be scored as if it comprised a single competition. The boats shall be ranked in each competition using these scores.

[A boat entered for the Corinthian [Championship] [.....] shall also be eligible for prizes and trophies in the Open [Championship] [.....]

Corinthian [Championship][....] event procedures:

- (a) Not later than the Crew Deadline.....a crew list in the form attached shall be submitted to .... for checking. Registration is not complete until all classifications have been received [checked and agreed]. [A representative of the ISAF Sailor Classification Commission will be present during registration and will carry out spot checks.]
- (b) Crew lists will be posted on the official notice board(s) [and website] as soon as practicable after receipt].
- (c) Crew substitutions before [and during] the event are [not] permitted. [A revised crew list must be submitted to ... and approval received prior to the race to which it applies.]
- (d) The Classification Protest Time Limit is .....

## **Appendix 3**

### **Pro forma Class Rules**

*This guide contains the provisions applicable to classes wishing to use the ISAF Sailor Classification Code, Regulation 22, in their class rules*

*Select the version preferred where there is a choice and insert text where shown. Select the preferred wording if a choice of options is shown in brackets [...].*

#### **Crew**

##### **Crew limitations**

Whilst racing under these class rules the ISAF Sailor Classification Code, Regulation 22, will apply.

The crew shall contain no more than ....Group [2 and/or] 3 sailors. *(insert the number)*

(OR)

The crew shall contain no more than ....% Group [2 and/or] 3 sailors, rounded [up] [down] .*(insert the number)*

All Group 1 [and Group 2] sailors shall hold valid classifications. Unclassified sailors will be deemed to be Group 3.

Sailors requiring a classification should apply on the ISAF website [www.sailing.org/classification](http://www.sailing.org/classification)

##### **Event procedures**

Not later than the Crew Deadline stated in the Notice of Race for each event a crew list shall be submitted to the [Class Representative] [Organising Authority] for checking. The crew list should list all crew together with their classification and, at least for Group 1 [and 2] sailors, their ISAF Sailor i/d number.

Boats will not be cleared for racing until all classifications have been checked and agreed.

Crew substitutions [before] [before and during] the regatta are [not] permitted. [A revised crew list must be submitted to the [Class Representative] [Organising Authority] and approval received prior to the race to which it applies.]

##### **Steering**

No Group [2 or] 3 sailor shall steer in a race [except for emergencies involving the safety of the boat or crew]

(OR)

No Group 3 sailor unless he is an owner\* shall steer in a race [except for emergencies involving the safety of the boat or crew] \**(define owner)*