



International Sailing Federation

Event Appointments Working Party Procedures

1. GENERAL

1.1 The Event Appointments Working Party ("EAWP") is appointed by the ISAF Executive Committee to make the appointments or give the approvals for all race officials when ISAF exercises its right so to do (as required by Regulation 25.8.2).

1.2 The EAWP consists of:

- (a) an experienced ISAF Race Official (as chairman);
- (b) two further experienced ISAF Race Officials;
- (c) an ISAF Vice President; and
- (d) the ISAF staff manager responsible for the ISAF Race Officials programme.

The current membership is set out in Appendix 1.

1.3 Recommendations to, and discussions within, the EAWP are confidential, and only its decisions are published. The purpose of this document is to define and make public how it collects recommendations, consults with stakeholders in decisions and then makes its decisions.

1.4 Decisions of the EAWP are made by its voting members, although the Vice President will not normally vote unless either a matter of policy or a contentious issue is being considered, or one of the other voting members has a conflict of interest. Members will not take part in any matter where they have a conflict of interest (see section 8 below).

1.5 Communications to the EAWP should be addressed to the ISAF Competitions Manager and he issues responses and decisions on behalf of the EAWP.

2. PURPOSE OF THE EAWP

2.1 The EAWP was first established for two primary purposes:

- (a) to ensure that ISAF appointments are made on merit, in accordance with its Regulations and free from any improper interference; and
- (b) to relieve committee chairmen (who previously were responsible for making the appointments) of this task which could conflict with their role as committee chairman.

2.2 In addition, the EAWP reviews whether appointments are being fairly distributed, between race officials, countries and continents, and liaises with the Race Officials Committee and its Sub-committees with respect to gaps in coverage of the world, and the performance evaluations they undertake on ISAF Race Officials.

2.3 The EAWP also encourages Race Officials Committee and its Sub-committees to identify and develop new race officials, and to ensure each discipline maintains an effective global spread. The EAWP is able to appoint such new race officials to appropriate events to raise their experience.

2.4 The EAWP is also able to make appointments consistent with initiatives or policy directives agreed by the ISAF Council or the ISAF Executive Committee.

2.5 The EAWP regards 'improper interference' (see section 2.1(a) above) any attempt by a person who has no proper interest in the appointment or approval procedure as set out below to:

- (a) influence or pressure EAWP members, consultees or ISAF staff; or
- (b) gain access to confidential information concerning event appointments.

Reports of improper interference should be made to the ISAF Competitions Manager. The EAWP Chairman and Vice President will consider what action is to be taken (which may be referral to the ISAF Ethics Commission for an investigation).

3. EXPERTISE OF THE EAWP

- 3.1 The EAWP is not established to be the “race officials expert” i.e. able to decide whether Race Official “X” is better than Race Official “Y”, or whether Race Official “Z” has the necessary skills and experience for appointment to a specific event. This is the role of the Race Officials Committee and its Sub-committees and it would be wrong for the EAWP to duplicate these functions. Likewise, the EAWP does not maintain records of ISAF Race Official performance. Instead, the EAWP relies on receiving recommendations from authoritative sources with supporting objective justification.
- 3.2 The EAWP is however experienced at reviewing recommendations. The EAWP scrutinises the recommendations it receives, and will challenge them when appropriate. If there is conflict between recommendations, the EAWP will seek clarification or other data to enable it to make a decision.
- 3.3 If the records held by the ISAF Secretariat appear not to support a recommendation made to the EAWP, the ISAF Competitions Manager shall bring the matter to the attention of the EAWP.

4. APPOINTMENT PROCEDURES

- 4.1 The ISAF Competitions Manager identifies the forthcoming appointments or approvals that the EAWP needs to make in conjunction with the relevant events.
- 4.2 For major events (Olympics, ISAF Worlds, Test Events, Olympic Class World Championships etc.), well in advance of the appointments the ISAF Competitions Manager will:
 - (a) set out the timetable for making decisions;
 - (b) provide general guidance on the types of officials the EAWP is interested in receiving recommendations on; and
 - (c) consult with and request recommendations from the Chairman of the Race Officials Committee (in consultation with the relevant ROC sub-committee representatives) and with other appropriate stakeholders.
- 4.3 For other events the ISAF Competitions Manager will undertake section 4.2(c) above, but with shorter timescales and with the consultation limited to key stakeholders.
- 4.4 There are two types of procedure – approvals and appointments.

5. APPROVALS

- 5.1 The organizing authority sends the ISAF Competitions Manager its proposed list of race officials. The ISAF Competitions Manager confirms the proposed list complies with the ISAF Regulations (and for International Juries, the Racing Rules of Sailing) and then forwards it to the Chairman and the member of Race Officials Committee who is the representative of the relevant Sub-committee for comments. These comments are then forwarded to the EAWP for approval by email within seven days.
- 5.2 The proposed list will normally be approved. Exceptions include when an MNA or a particular race official is receiving a disproportionate number of appointments as this may be holding back the development of other officials. In addition, it is expected that annual events will seek to appoint some new race officials, rather than appoint the same team as the previous year. The appointed team should have the necessary mix and level of skills the event requires, and should normally include both experienced and less experienced or newer

officials. Approval may also be withheld when ISAF is aware of circumstances affecting a particular official that the organizing authority may not necessarily be aware of, or when ISAF believes there has been inappropriate political or other interference in the choice of nominated race official.

- 5.3 When the proposed list does not comply with Regulations or Racing Rules of Sailing, or where any of the exceptions in paragraph 5.2 above apply, the EAWP may suggest changes for discussion with the organising authority that the EAWP would be prepared to approve.

6. APPOINTMENTS

- 6.1 The ISAF Competitions Manager contacts the appropriate stakeholders and requests by a specific date their recommendations for a particular appointment. The decision on which stakeholders to consult is made by the ISAF Competitions Manager and the Chairman of the EAWP on an event-by-event basis. Stakeholders to be consulted may include:
- (a) the organizing authority;
 - (b) the class association;
 - (c) the MNA of the venue;
 - (d) the Chairman of Race Officials Committee and, through him, the ROC representative of the relevant Sub-committee;
 - (e) the chairmen of other committees (e.g. IFDS, Regional Games);
 - (f) any ISAF Technical Delegate;
 - (g) the ISAF Secretariat; and
 - (h) the ISAF Executive Committee (for key Olympic appointments; see section 6.5 below).
- 6.2 The various recommendations and comments are then collated by the ISAF Competitions Manager and forwarded to the EAWP, who will normally review recommendations and decide appointments on a conference call. Appointments to a single event may be decided by email. Occasionally the EAWP will meet face-to-face.
- 6.3 In most cases, there is consistency across the recommendations and the EAWP is able to decide the appointment at its first discussion. When the recommendations diverge, or when a particular race official or nationality is receiving a disproportionate number of recommendations, or when a geography or area of expertise appears to be under-represented, the EAWP might defer its decision and seek more information or an alternative recommendation.
- 6.4 The EAWP will also seek to ensure that ISAF's appointments, taken as a whole:
- (a) provide events with race officials who as a team have the appropriate skills and experience for the event, but within the team include race officials of a range of experience levels;
 - (b) provide, as far as is reasonably possible, all those race officials who have the desire and ability to progress further (as assessed by the relevant Race Officials Sub-Committee) with the opportunity to gain the necessary experience;
 - (c) encourage global consistency and fairness through an appropriate proportion of out-of-continent appointments without burdening organizing authorities with excessive costs; and
 - (d) ensure an appropriate rotation of race officials.
- 6.5 If the ISAF Executive Committee is to be consulted, the EAWP shall make its provisional decision and then forward this decision, with reasons, to the Committee. If the Committee

believes it has facts or reasons that might justify a different decision, it shall report these to the EAWP which shall then consider them before coming to its final decision.

- 6.6 For some appointments, the Regulations require consultation with a class association or member national authority of the venue after the EAWP has made its decision and prior to any announcement. The ISAF Competitions Manager conducts this consultation and reports any comments back to the EAWP.
- 6.7 For appointments to the International Jury of principal Olympic Test Event, EAWP will consult with the Chairmen of the Race Officials Committee and Racing Rules Committee before making its final decision (as they are responsible for final Olympic Jury selection under Regulation 23.3.1).

7. NATIONALITY REQUIREMENTS

- 7.1 Regulation 25.8.7 states that ISAF shall not appoint or approve a Jury Chairman or Chief Umpire who is from the country of the Organising Authority of the event. In line with this policy, the EAWP will not normally appoint or approve a Principal Race Officer, ISAF Course Representative or Chief Measurer from the host country.
- 7.2 The EAWP will also, whenever reasonably practical and providing this does not compromise the level of service required by the event, seek to avoid appointing more than one person per country (excluding the host country) to a particular role (e.g. jury member, course race officer, class measurer). Where a team is particularly large, this limit will be increased to two people. Contractual or regional considerations may override this principle.

8. CONFLICTS OF INTEREST

- 8.1 The EAWP adheres to the Race Officials Committee Guidelines for Assessing Conflicts of Interests. If the EAWP receives a recommendation that it is sure will breach the Guidelines, then the ISAF Competitions Manager will liaise with the recommender and seek an alternative recommendation.
- 8.2 However, at all times the responsibility lies with the race official concerned to consider his or her circumstances and declare a conflict if necessary - even if the EAWP has approved or appointed the official, as the EAWP may not be aware all the relevant circumstances. Race officials must ensure they comply with ISAF Regulation 34 (on conflicts of interest) at all times.
- 8.3 On occasion, members of the EAWP, the ISAF Executive Committee or the ISAF Secretariat are nominated for appointment by organizing authorities. This creates a conflict of interests that must be authorised and managed appropriately. The EAWP has established internal rules to govern this process.
- 8.4 In the event of such a conflict of interest arising, approval is first sought to allow the nomination to go forward in the process. Approval is granted by the following persons:

Person nominated	Person(s) approving
Member of the EAWP	The EAWP Chairman or (if the Chairman is nominated) the EAWP Vice-President
Member of the ISAF Executive Committee	Another ISAF Vice President nominated by the ISAF Chief Executive Officer
Member of ISAF Secretariat	The ISAF Competitions Manager and the relevant ISAF Head of Department

ISAF Competitions Manager	The ISAF Head of Competitions and the ISAF Chief Executive Officer
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- 8.5 If approval is granted, then the nomination goes forward in the normal manner, and the conflicted person does not take any part in the discussions or decisions on the appointments to that event.

9. REPLACEMENTS

- 9.1 Once the EAWP has made an appointment or issued an approval, the following procedures shall apply with respect to replacement officials:

- (a) When the appointment is to a significant role and there is time to do so, the original appointment or approval process shall be repeated.
- (b) In other cases, an abbreviated process may be used or the ISAF Competitions Manager is authorised to appoint or approve a replacement (having due regard to the principles of these procedures), but may only do so with the approval of at least one of the following:
 - i) the relevant Sub-Committee representative;
 - ii) the Chairman of the Race Officials Committee;
 - iii) the EAWP Chairman or Vice President; or
 - iv) the ISAF Chief Executive Officer or the ISAF Head of Competitions.

10. FEEDBACK & REVIEWS

- 10.1 Substantiated post-event feedback on the performance of any race official appointed (or approved) is welcomed by EAWP and will be forwarded to the relevant Sub-committee representative for consideration when advising on future appointments. Any feedback to ISAF must be shared with the race official in question. ISAF may at certain events, and in consultation with the Chairman of the Race Officials Committee, appoint assessors or put in place other measures to evaluate the performance of the race officials at that event.
- 10.2 When requested, the EAWP will review an appointment or approval decision and may request additional information from, or provide feedback to, relevant stakeholders. EAWP will then decide whether to confirm the appointment or change it.
- 10.3 As per the Regulations, EAWP decisions represent ISAF's final decision on appointments or approvals.

Event Appointments Working Party

17 September 2014

Appendix 1: EAWP Membership (2013 – 2016)

The membership of the EAWP for 2013 - 2016 is:

- Margriet Pannevis (NED) – Chairman
- Bjørn Anker-Møller (DEN)
- Peter Shrubbs (BER)
- Chris Atkins (GBR) – ISAF Vice President
- Jon Napier - ISAF Competitions Manager (non-voting)