

The following document is designed as a draft a number of draft document to serve the users of the ISAF class rule rolling agenda the stakeholder are as follows:

- *Guidelines to Classes (Classes) (Version 3 - 2nd November 2007)*
- *Procedure Document (Classes and Committee Members) (Version 2 - 24th October 2006)*
- *Committee Guidelines (Committee Members) (Version 2 - 24th October 2006)*
- *Application form for class rule changes (Version 2 - 24th October 2006)*

DRAFT

Version 3 - 2nd November 2007

The following document is designed as a draft document to serve the Classes when changing class rules, or needing interpretations.

Class Rules Sub-Committee (CRSC)

CLASSES GUIDELINES FOR CLASS RULES CHANGES

For General Distribution and to be posted on www.sailing.org

INTRODUCTION

Since 2005 has been possible to change class rules outside the ISAF November conference. This document is intended to clarify the procedure and give guidance on other class rule related subjects.

There are a number of benefits to the classes:

- the application for class rule change deadline is not rigidly linked to the ISAF November conference
- class rules can be changed faster
- there will be a opportunity to invite the classes to comment on the proposals ISAF may question and feedback and adapt the application for class rule changes rather than them being rejected

A more staff focused rather than committee focused system allows for quicker responses to problems and a more consistent application of ISAF standards policies.

The procedure

Below is a possible process of a class rules change procedure:

The class makes an informal contact with the ISAF technical department for guidance on how to proceed the needed changes



Draft change proposals sent by the class to the ISAF technical department



ISAF technical staff gives informal comments on class draft change proposals



Class approve the reasons for changes in accordance with its constitution



Application for class rule change are sent to the ISAF technical department for ISAF approval



The class rule changes are approved, refused or

minor amendments are proposed by the CRSC



The class management gives feedback on
how the decisions shall be implemented



ISAF finalise the wording and implementation
date with the class technical officer

Timetable

While it is very easy to give false promises on timescale simple routine changes can be achieved in 3 weeks (2 weeks consultation period and one week for admin). The staff will try and work to your deadlines, however, it is important for class officers to send the application for class rule changes to ISAF

as soon as they have been formally approved by the class. ISAF cannot process every class in February in time for 1 March.

IMPORTANT NOTE: class rule changes involving advertising and the advertising code are dealt with by the ISAF Executive Committee. These will be added to the next possible agenda for the ISAF Executive Committee. Applications for class rule changes of this nature can take over 4 months although they are normally dealt with sooner.

How should the application look like?

The applications for class rule changes shall be drafted so that they state:

- 1) the existing rule
- 2) proposed change (not mandatory)
- 3) the reasoning (this is very important to be able to help with a proper rule)

The class should clearly identify those rule changes which are significant i.e. requiring ISAF committee approval, and those only involving typographical or other minor changes, which can be dealt with by the ISAF technical staff, see below. The rule changes should not be presented as a new draft document, unless there is a major change e.g. Adopting Standard Class Rules format. This is so that ISAF can focus its attention on the proposed amendments rather than being distracted into discussing the philosophy of the whole document.

Class rules shall be presented on the standard template provided by ISAF. This makes things considerably easier to deal with. Class rule changes involving significant format changes are to be handled on a case-by-case basis.

It is important that that the class approves the reason for the change and accept the wording in draft only. The class technical expert should be able to agree amendments to the application for class rule changes if he feels this improves the class rules. It is also a benefit if this person or the management committee may accept proposed changes in other rules. Often when solving one problem, other problems are found, that would be easier to solve at the same time. It is important that the ISAF staff member conduct communication

with only a single designated representative from the class, to have more than one contact will cause confusion.

When should the class rule change take effect?

If the rule change is to correct an error in the rules, it usually is made effective immediately. If the rule change is to change the equipment it usually should take effect after the important events of the season. The system may not be used by the class as a way of presenting several versions of class rules throughout the season. However, for classes preferring to have effective dates more in-line with their fleet's seasons, other effective dates like the 1st January or 1st June will be possible but limited to one annual date. If a class changes its rules too frequently the implementation dates of amendments may be postponed. This is to prevent confusion among the sailors and race officials regarding which are the current rules. The ISAF technical staff will agree on the effective date with the class technical representative.

How are the rules published?

Class rules are published on a www.sailing.org on class specific page that gathers all technical documents. When posting Class Rules on the ISAF web site, there is a possibility to post future Class Rules to give notice on changes in advance. These rules will have a note when they come into effect. Along with that there are the current class rules that will be moved into the archive part when no longer in effect. Classes are asked to link their rules from the ISAF page. This is where the accepted rules will be published.

Standard Class Rules

ISAF encourages the use of the standard class rules format. This has a number of benefits to the class. The risks for errors in the Class rules are smaller. Equipment control is easier, interpretations of rules are less needed and In House Certification is made possible. Adopting Standard Class Rules makes the rules system as a whole much easier to manage. Any class interested in changing to standard class rules concept should contact the ISAF technical department, before starting the process.

Class Rules Sub-Committee (CRSC)
Rolling Agenda System

PROCEDURE DOCUMENT

Introduction

This documents aims to establish the procedure used for new online rolling agenda for approving class rule changes.

Class Rule Procedure

The following paragraphs give guidance on how to conduct committee business by e-mail. This procedure has been adapted to suit the needs of CRSC class rule approved system. This procedure is not designed for use for day-to-day committee business.

Phase 1 – Informal Application for class rule change

1. **Pre Class AGM Feedback**

The classes are advised that potential application for class rule changes or issues can be discussed with or sent to a technical staff member who will provided guidance on any likely issues or suggestions of ways a problem can be addressed.

Phase 2 – Formal Application for class rule change Process

2. **Class AGM**

Application for class rule changes are approved in accordance with class constitution. The rule change must include the reason for the change. The rule text should if possible only be approved as a draft.

3. **Receipt of Application for class rule change**

All application for class rule changes are received by ISAF technical department and an acknowledgement of receipt will be made. The application for class rule changes is circulated to the Class Rules Sub-Committee and it can include the pre application for class rule change feedback given to the class.

4. **Record Keeping**

All application for class rule changes shall be circulated by members of the ISAF technical department. That staff member will be solely responsible for record keeping. Items may be initiated by the Chairman; in this instance the Technical Manager shall appoint an administrator to record the communications.

5. Tracking Number

Each individual change will be assisting a unique reference number (example YNG2007_001, ...002 etc.)

Class/ Serial Number
Year the rule is to become effective

The identity number assigned to a specific matter is retained throughout the entire decision making process and quoted in e-mails, agenda items and minutes referring to that matter. This will avoid confusion and make it possible to search the minutes on the website for all items containing that number.

Phase 3 – Decision Making Process6. Staff Comments

Every application for class rule change will have staff comments to accompany it. The reason for this is that ISAF staff will be able to comment on the proposals before they are formally submitted to ISAF. By understanding the staff's view point it will be easier to harmonise this with that of the committee.

7. Circulation to the committee

When application for class rule changes are received they will be categorised by the ISAF technical staff into the following areas:

a) Editorial Amendments and Errors

Any editorial amendments (such as spelling mistake or correction will not be circulated to the committee but will be dealt with by the Isaf technical staff) editorial amendments will be added to the supporting paper for the next meeting.

b) Yes/No Decisions

If the matter is straightforward one requiring a yes or no answer, Committee members are requested to respond to the coordinator) by a specified date, normally within 2 weeks of the e-mail being circulated. No response is taken as an agreement. The decision is recorded for the supporting paper and necessary actions are made.

c) Matter Requiring Debate

If the matter requires debate, or if a committee member considers that a yes/no matter does require debate, members e-mail their contributions to all of the members of the committee and the relevant staff members. If the item originated from a yes/no question the ISAF technical staff member will set a deadline date for input. (Normally two weeks) It is for each member to decide if and when to make a contribution to the debate.

All discussion items will also be assigned two individual committee

members who will be responsible for examining everyone's view points and confirming the end decision.

d) Controversial Items

If no clear decision has been reached, the matter will normally become an agenda item for the next meeting. This is particularly relevant for items deemed to be a strategic policy matter requiring considerable debate it will become an agenda item for the next formal meeting and will ideally retain the same identity number.

It will be up to the Chairman or Vice Chairman to deem an item to be of this nature. If the class rule changes are urgent the final decision will be that made by the Chairman in consultation with the Vice Chairman; however the issue will still be raised for general discussion with the Committee.

Phase 4 - Finalisation

8. A new version of the class rules will be produced by the ISAF technical staff member and will be circulated to the Class Association who will be given a certain time to comment that the amendments have been implemented in the way it was meant.
9. If a decision has been agreed, the proposition and decision are noted on a list of decisions taken since the last formal meeting, which will be included in the minutes of the following meeting. The necessary actions are made concerning the matter

Method 1 - By E-mail

Attachments: Committee members should have software compatible with ISAF and be capable of reading e-mail attachments in Microsoft Word and Excel. However every document will be attached in acrobat reader file (.pdf) or copied into the body of the e-mail.

Where paper documents received from outside ISAF need to be circulated, it should be possible to scan them and attach them as pdf files.

E-mail Mailing List: It is the responsibility of the ISAF technical staff to ensure that it maintains an up to date e-mail address group. Please select the 'reply to all' but delete any long chain of message to avoid confusion when archiving.

There should maybe be an application for class rule change log on ISAF website, for the use of committee members and staff.

Method 2 – By Online Forums

At the suggestion of Michael Grandfield it has been decided to evaluate using an online forum. This will be required to run off the ISAF server. A "chat" forum does have a number of advantages, such as provide automatic readily

accessible archive and would be easier to monitor the status of application for class rule changes.

Equipment Control Sub-Committee

If it is deemed that further specialist advice is necessary, this can be sought from the Equipment Control Sub-Committee members. EQSC member may only be invited to comment with the approval of the CRSC Equipment Control representative.

Conflicts of Interests

While we all accept that members of the Class Rules Sub-Committee have conflicts of interest. This is unavoidable because the conflicts of interest are often why people have the specialist knowledge are committee decides. It should be clear that these committee members will not be directly involved in approving the changes for classes they are directly or indirectly involved with. *(perhaps we need to produce a list so all committee members are aware of peoples conflicts of interests?)*

Appeals Process

There is a necessary appeals process in regulation 26.10.5 . If the Class is not happy they can go with their application to Council.

Interpretation (Regulation 26.11)

Class Rules Interpretations can now be dealt with by e-mail in accordance with the regulations using the following minimum communication group. The group will be collected by the CRSC chairman, vice chairman or in urgent cases by the staff representative.

- ISAF CRSC Chairman or Vice Chairman in urgent matters CRSC member
- A ISAF Technical Department Staff Member
- 1 selected committee member
- Class Technical Officer

Class Rules Sub-committee Rolling (CRSC)
Agenda System

COMMITTEE GUIDELINES

Class Rule Changes related to Specific Topic

While a fully democratic process of voting in a very formal manner is certainly suitable for conventional committee work, it is not the best way the Class Rules Sub-Committee can work. E-mail is not a suitable medium, since compromising positions can very easily become entrenched and it would be very easy for the committee to waste all of its resources debating the pros & cons of the compromises used to create the ERS and SCR. Committee feedback should be linked to the thinking of these two documents except for classic classes.

It is proposed that rather than having everyone voicing an opinion (of which they are welcome to in the circulation of comments) for specific items listed below individual committee or experts within ISAF members are consulted by the ISAF technical staff.

Consultants

Alternative One

- Hulls
 - 1)
 - 2)
- Hull Appendages
 - 1)
 - 2)
- Rigs
 - 1)
 - 2)
- Sails
 - 1)
 - 2)
- Safety
 - 1)
 - 2)
- Certification
 - 1)
 - 2)

• **Alternative Two**

- Multihulls
 - 1)
 - 2)
- Windsurfers
 - 1)
 - 2)
- Centreboard
 - 1)
 - 2)
- Keelboats
 - 1)
 - 2)
- Offshore boats
 - 1)
 - 2)

Delegation of Responsibilities

Racing Rules - Changes to the RRS carried out as permitted by the RRS 86.1(c) will be considered by the CRSC Racing Rules Representative, Chairman and Vice Chairman of CRSC.

Metre Class Boats

Responsibility of Gunter Ahlers & Simon Forbes?

Development Classes (eg. I 14, FD etc)

Responsibility of Jason Smithwick and Simon Forbes?

Use of ISAF Offshore Special Regulations &

Responsibility of Special Regulations Representative and the Offshore Representative

Use of ISAF Sailor Classification Code

Responsibility of Chairman of the Classification panel and the Offshore Representative

Advertising Code -

Responsibility and reporting directly to the ISAF Executive Committee

ISAF APPLICATION FOR CLASS RULE CHANGE PROCESS
FOR CLASS RULE CHANGES ONLY

The attached Application for class rule change form should be completed and return to the ISAF office via email: technical@isaf.co.uk

Notes for completing the Application for class rule change form

Please detail any existing rule, with the proposal set out. New words and phrases should be **underlined and in red**, deleted text should be ~~single strike~~ through. Please detail new proposals or policy in its entirety.

Please define clearly the reasons for making this application for class rule change.

Authorisation to make a application for class rule change:

(Note: (In accordance with regulations 26.10.2 a submission may only be made by a Class Owners Association. Please detail name of authorised person).

Name of Authorised Person:

Position:

Contact:

(Note: Please give a contact name and e-mail address for any queries)

Technical Contact:

Name

Position

Contact E-mail address

For further information on the ISAF application for class rule changes process please contact Simon Forbes on + 44 23 80 68 28 40 or email technical@isaf.co.uk.

For Office Use

Date Received:

Coordinator:

Date Acknowledged

Date Circulated:

For Office Use

Type of Application for class rule change
Approved? Yes / No

Editorial / Yes/No / Debate

Committee members &

Date circulated:

Reference Number (e.g. YNG2006_001) 2007 /

Title: _____

Subtitle:

A application for class rule change from the Class Association

Proposal:

Please delete this text and insert your proposal here.

Current Position:

Please delete this text and insert the current position here.

Reason:

Please delete this text and insert your reason here