



**ISAF Sailor Classification Code,
Regulation 22**

Guidance Notes
for Race Officials, Classes
and Organising Authorities

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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 Code has existed since November 2002. It came into existence at the request of competitors and event organisers who wished for a clear, worldwide, single system for defining competitors in terms of degrees of professionalism.

The current Classification Code is a successor of the RYA and US Sailing codes that previously applied, and the principles are therefore well established. The Classification Code is used in many countries.

The Organising Authority or Class, not ISAF, determines the use of the ISAF Classification Code at an event. They also set the limits on each Group of competitor (known as 'crew limitations') and publish them in the Notice of Race or Class Rules.

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

The Classification Code and the comprehensive Frequently Asked Questions (FAQs), 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:

1. Where a single event or series uses the Code for classes that do not otherwise use it, the Notice of Race applies.
2. Where a class or event creates a prize for the winning 'Corinthian' within an otherwise unrestricted competition, the Notice of Race or the Class Rules will apply.
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, 4 & 5). They also 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 competitor.

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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 more notice the Commission can be given of any query, the better.

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
- Helmsman limitations
- The Notice of Race

Crew limitations

It is first necessary to determine what the limitations will be on Group 1 and Group 3 competitors being permitted to race and/or steer.

Options include permitting only Group 1 competitors or a combination of Group 1 and 3.

The most practical way of limiting Group 3 competitors is to place the restriction on them rather than on the Group 1s. This allows flexibility in the number of Group 1s if crew weight limits apply. Limitation can be by number or percentage (rounding up or down rules must also then be specified). It is not then necessary for Group 3 competitors to obtain a classification. This also reduces pre-event checking.

Limitations on steering

When Group 3 competitors 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 3 should also be set out and where necessary 'ownership' should be defined.

Notice of Race

Pro forma Notice of Race provisions are shown in Appendix 1 (see also the section on 'all events').

Please note the definitions of 'Crew Deadline' and 'Classification Protest Time Limit' are stated in the Code. The Notice of Race should state when these are.

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 awarding Corinthian (Amateur) prizes. A pro forma Notice of Race 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. Where a helmsman or owner/driver rule is required Appendix 4 is also applicable.

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

Issues for consideration by all events

Liaison with ISAF Classification Commission

For major events and for classes routinely using the Code it is possible to arrange in advance for direct contact between the organising authority and a member of the ISAF Classification Commission to assist in clearing any sailor without a valid classification, and to assist with checks.

Alternatively it can sometimes be arranged for a representative of the ISAF Classification Commission to 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. Unless there is a provision in the Notice of Race limiting crew substitutions, the default position is that they are permitted without the need to seek permission.

The times and dates for the Crew Deadline and Classification Protest Time Limit should be included along with arrangements for the submission of 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 Classification Protest Time Limit is usually set as the end of the first day's racing. It ensures that a boat does not hold back a protest to the end of the event with the aim of inflicting maximum damage on a competitor if upheld.

If Crew Lists are not to be displayed this should be stated (varying Regulation 22.4.3). Otherwise they shall be displayed on the official notice board as soon as possible after the Crew Deadline.

The Notice of Race or Sailing Instructions are permitted to alter certain Event Procedures in the Code (Regulation 22.4.4). They cannot amend any other section of the Code.

It is advisable to state in the Notice of Race that boats will not be regarded as having a valid entry until all checking requirements are met

Where a Commission member will be present to carry out spot checks the Notice of Race must state:

“A representative of the ISAF Sailor Classification Commission will be present during registration and will carry out spot checks. Competitors shall attend interviews with the Commission when requested to do so.

Competitors are reminded that the Commission has the power to change a classification at the event with no prior notice. Any changes are effective immediately.”

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 Commission's 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.'

Whilst the Commission will try and accommodate last-minute requests for classification, it does not guarantee it can do so. The Commission will not grant a classification where it has concerns just because a competitor needs one to race.

Event procedures

It is usual for the Organising Authority 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 competitors' 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 as well.

It will then be necessary to follow up missing classifications with boats/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 restricted, 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 user ID is based on the competitors' MNA, initials and a random number.

The website 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 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:

ISAF User ID	Crew Name	Classification	Position on board
<i>GBRAA1</i>	<i>Alex Alexis</i>	<i>G1</i>	<i>Helmsman</i>
<i>FRAME1</i>	<i>Michel Elias</i>	<i>G1</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>G3</i>	<i>Trimmer</i>

Owners Declarations on Crew Lists

It is very important that owners sign off the crew lists. A pro forma crew declaration is shown in Appendix 5.

Amending the Code

ISAF Regulations state that the Code is the only system of classification that is permitted. The Notice of Race may only amend the provisions of Regulation 22.2.4 of the Code (event procedures). No other amendment to the Code is allowed. If the Notice of Race is to change the event procedures, then the Racing Rules of Sailing require that specific reference be made to this (i.e. "this changes ISAF Regulation 22.2.4").

Crew Limitations may, of course, also include matters not covered by the Code such as male/female, ranking, 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 act as additional classification rules (i.e. to govern the professional/amateur standing of the competitor). Additional criteria must be fair, objective and proper.

Support by Commission at events

General

It is important that the class or event agrees the exact level of activity required with the Commission. For major events it is possible to arrange in advance either:

for direct contact between the Organisers and a member of the Commission by email or phone to assist in and expedite the clearing of any sailor without a valid classification, to assist with checking and to advise on challenges to classifications; or

- it can sometimes be arranged that a representative of the ISAF Commission will be present at registration in order to carry out an organised series of spot checks at a much more 'pro-active' level (see below). This requires notification in the Notice of Race (see pro-formas)

Anonymity

Whilst the Commission Chairman's identity is public knowledge, some members of the Commission wish their identity to remain anonymous due to the nature of its work. This is specifically authorised by ISAF and must be respected.

All contact between individual sailors and Commission members, unless face to face, must be via the ISAF web based system unless specifically authorised by the Commission representative on a case-by-case basis.

Under no circumstances may telephone numbers and email addresses of individual Commission members 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 competitor by the Commission itself 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 Commission Chairman for the event.
- As soon as practicable after the Crew Deadline, all Crew Lists are sent to that representative by the Organising Authority.

- Any competitors whose classification is suspected by the Organising Authority or Class to be incorrect should be notified to the representative at this time.
- The representative will review all Crew Lists and create a list for interview
- The Organising Authority will post the interview 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 Organising Authority and the representative jointly
- Additions to the list may be made and shall be posted
- Commission representatives attend events to facilitate the classification process (e.g. by assisting competitors with pending classification requests) and, where notified in the Notice of Race, undertake spot checks and interviews. A Commission representative is not present in order to hear complaints, grievances or appeals about a competitor's classification or to make changes to classifications outside of these processes.
- The Code permits the Commission to make immediate changes to a sailor's classification arising from the interviews. Normally two interviews with the competitor will be held whenever a classification is likely to be changed and where possible a witness from the Protest Committee will be invited to attend the second interview.
- Changes made to classifications will be advised to the Organising Authority immediately
- At the close of registration, a list of all outstanding interviews will be given to the Organising Authority. 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. It can be regarded as Gross Misconduct under rule 69 if a competitor fails to attend an interview deliberately.

At the event, after racing has commenced

- Classification Protests by a boat 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. If the representative of the Commission is asked to give an opinion under Regulation 22.5.4, the Protest Committee will be bound by it.
- The representative may be asked to investigate an individual competitor's classification by the Class, Organising Authority or Race Committee at any time during the event. The representative will then interview the competitor, 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 competitor's classification

The classification of a competitor may be challenged in a number of different ways.

1. A boat on which the sailor is racing may be protested at an event in accordance with Regulation 22.5.
2. At any time a sailor may ask the Organising Authority or the Class in confidence to investigate and, if there appears to be good reason to do so, they should refer the case to the Commission.
3. The Commission may review the classification of a sailor at an event either on a spot check basis or as a result of information received.
4. At any time a sailor may make a challenge direct to ISAF - although this route is not encouraged. The policy of the Commission is that anonymous challenges are not considered and challengers must explain the racing connection with the challenged sailor and how that classification affects their own racing
5. At any time the Commission may review a sailor on the basis of information in the public domain.

The procedures at an event are set out on pages 9, 10 & 11.

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 and can ultimately be revoked.

Protest Committees

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 of the Protest Committee review the draft Notice of Race and familiarise himself with the relevant sections of the Class Rules or Notice of Race. Classification requirements are set out in the Class Rules or Notice of Race.

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

Rule 79 and the definition of *rule* apply and 'tie in' the Classification Code to the Racing Rules.

At the event

The Protest Committee can be involved in classification in four scenarios. Some will involve the application of the Classification Code and some the normal RRS

Classification protests

A boat may be protested after the Crew Deadline and before the Classification Protest Time Limit (or 24 hours after a changed Crew List is posted) if:

- information, which would have led to a higher classification, was not disclosed when a competitor applied for a classification; or
- a competitor has, since being classified, engaged in activities incompatible with his classification;

and in either case the boat would break the crew limitations in the Notice of Race, Sailing Instructions or Class Rules.

The penalties are set out in the Classification Code. If the boat has not yet raced, she is not to be penalized. If she has completed a race or races, then the penalty is disqualification from each race (unless the protest arises as a result of a mandatory protest by the Race Committee acting on a report from the Classification Commission, in which case the penalty is at the discretion of the Protest Committee).

Note: The Protest Committee has no power to change a classification, only to determine whether it should be different. The Protest Committee must report its decision on a protest to the Classification Commission.

Rule 69

The Classification Commission can make a report under rule 69.1 to the Protest Committee.

Crew limitation rules

A protest under the usual RRS can, of course, be brought where a boat has simply not complied with the Notice of Race 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.)

Classification changes by the Commission

If the Commission changes a competitor's classification during an event (see below) that change may be backdated to the start of the event. If the Commission believes a boat would now break the crew limitation rules, it will report the matter to the Race Committee, who must then protest the boat. The penalty for the breach is at the discretion of the Protest Committee. 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). This will determine whether something not specifically permitted is prohibited or not.

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. A Protest Committee can refer its facts found to the Commission, and if it does so, it is bound by the decision of the Commission.

Commission powers

At some events where the Classification Code is applied, arrangements are made for a Classification Commission member to be available in person or on the telephone. Protest Committees must be aware that the identities of some members of the Commission are anonymous and they must not disclose the name or contact details of a Commission member without express prior consent.

Normally the Notice of Race 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 within the Commission but not to a Protest Committee. The appeal process is set out in Regulation 22.3.6. There is no right to request redress as the Commission is not part of the Race Committee or Organizing Authority.

Regulation 22.3.6(d) makes it clear that a decision to re-classify is binding until any Appeal decision is made and published.

'Private' concerns

If the Protest Committee receives complaints or information at an event that may cast doubt on a competitor's classification, but for whatever reason there is no protest lodged, then it can still report that information in confidence to the Commission via the ISAF Office as this can inform future decisions of the Commission.

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

4.2 Crew limitations:

- (a) [In all classes] [In classes...] the crew shall contain no more than ... Group 3 competitor[s].

(OR)

- (a) [In all classes] [In classes...] the crew shall all be Group 1. No Group 3 competitors are permitted.

(OR)

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

- (b) All Group 1 competitors shall hold a valid classification. Unclassified competitors shall be deemed to be Group 3.

- 4.3 [Steering:
No Group 3 competitor 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 (which is [...]) 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].
- (b) [A representative of the ISAF Sailor Classification Commission will be present during registration and will carry out spot checks. Competitors shall attend interviews with the Commission when requested to do so. Competitors are reminded that the Commission

has the power to change a classification at the event with no prior notice. Any changes are effective immediately.]

- (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 can be used in the Notice of Race or in 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 [...].

Corinthian [Division and] Trophy

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

A boat entered [in the Corinthian Division] [for the Corinthian Trophy] shall also be entered [automatically] in the [Open Division] [...] and shall be eligible for [prizes and trophies in both divisions] [for all other trophies].

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][and the Corinthian Division shall be scored separately as well as in the Open Division].

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

The closing date for the receipt of valid Corinthian entries shall be.... [insert date which shall be at least 7 days prior to the start of registration].

Each entry shall include a complete crew list and show the classification, ISAF I/D number and classification expiry date for each crew. [All crew shall hold valid classifications prior to this date that do not expire until after the final day of the regatta].

[Late entries and incomplete entries cannot be considered for this division. Should a boat whose Corinthian entry has been checked and accepted need to change a crew member between the closing date of the entry and the start of the regatta, the name of the new crew member with their valid ISAF I/D number must be submitted to the Organizing Authority for their approval [and for the approval of the Jury]].

All crew lists will be posted on the Official Notice Board [and/or website].

[A representative of the ISAF Sailor Classification Commission will be present during registration and will carry out spot checks. Competitors shall attend interviews with the Commission when requested to do so. Competitors are reminded that the Commission has the power to change a classification at the event with no prior notice. Any changes are effective immediately.

The Classification Protest Time Limit is [the end of protest time on the first day of racing][...].

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 [...].

C.2 CREW

C.2.1 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 3 competitor[s]. *(insert the number)*

(OR)

The crew shall contain no more than [...] % Group 3 competitors, rounded [up] [down]. *(insert the number)*

All Group 1 competitors shall hold valid classifications. Unclassified sailors will be deemed to be Group 3.

Competitors requiring a classification should apply on the ISAF website 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 competitors, 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 3 competitor shall steer in a race [except for emergencies involving the safety of the boat or crew]

(OR)

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

Appendix 4

Pro forma Class Rules – Owner/Driver limitations

*This guide, in the ISAF Standard Class Rules format, contains the provisions applicable to classes wishing to use the ISAF Sailor Classification Code, Regulation 22, in their class rules and incorporate a helmsman limitation provision, typically for Owner/Drivers. **It should be read in conjunction with Appendix 3 and inserted into that document.***

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 [...].

INTRODUCTION

[The Class is a Corinthian Owner/Driver Class. Normally boats should be helmed by their bona fide owners or immediate family. The provisions in class rule C.2 are to provide for other helmsmen who are included solely for relief during a race, to accommodate charterers and to provide for an owner or charterer unavoidably absent for part of an event.]

C.2 CREW

Whilst racing under these rules the ISAF Sailor Classification Code, Regulation 22, shall apply. All competitors requiring a classification should apply on the ISAF website www.sailing.org. All Group 1 **crew** shall hold valid classifications. Unclassified competitors will be deemed to be Group 3.

C.2.1 LIMITATIONS

see Appendix 3

C.2.2 WEIGHTS

as per the ISAF Standard Class Rules

C.2.3 HELMSMAN LIMITATIONS

The helmsman shall be designated an Owner, [Alternate], [Charter] or [Relief] helmsman (the category). All helmsmen shall be approved in accordance with C.2.4 and shall not steer until approval has been granted. [In the unavoidable absence of an approved helmsmanmay give temporary approval to a competitor in accordance with the criteria in C.2.5 and with the approval of the protest committee.]

In a race [event] one Owner, [Charter] or [Alternate] helmsman shall steer the **boat** at all times [except that a **boat** in multiple ownership with more than one Owner helmsman on board may change Owner helmsman at any time].

However one Relief helmsman may steer for the following periods to relieve the Owner, Alternate or Charter helmsman :

.....

[If an exceptional circumstance arises and the Owner, Alternate, Relief or Charter helmsman must give up the helm beyond the limits of this rule the protest committee shall be informed in writing and may, at its sole discretion, exonerate the boat from the breach of the rule for the

specific race if it believes the spirit of the rule has not been violated. The Notice of Race may vary this limitation.]

The **boat** may be steered by other members of the **crew** in the case of an emergency involving the safety of the **boat** or **crew**. Any such incident shall be reported to the protest committee which may penalise the **boat**. The penalty may be less than disqualification.]

C.2.4 HELMSMAN APPROVAL

A Helmsman Approval Panel [established in accordance with the XYZ Class Constitution] shall approve all helmsmen in accordance with the criteria set out below.

The Panel shall comprise at least Owners nominated by [the] [each] National Class Association[s] [together with the Class Manager] [andOwners appointed by the XYX Class Association][and...non-owners appointed by....].

They shall serve for....years.

Decisions shall be by simple majority with email balloting accepted and a minimum ... votes to be valid.

Applications for approval, specifying the category required, shall be submitted to the on the Helmsman Application Form [in the form of Appendix XYZ] at leastdays prior to the first Class event for which approval is required [ordays for Charter helmsmen].

A list of all approved helmsmen and their designations will be published on the class association website (www.xyz.org)

An owner or charterer shall make his own application and may make an application for Alternate and Relief helmsmen.

[Notwithstanding the criteria below, the Helmsman Approval Panel may consider and use any other facts that it considers relevant and

- (i) approve an owner as Owner helmsman who does not meet all the criteria in C.2.5 but is considered to meet the Corinthian intent and spirit of the Class, and
- (ii) decline to approve an Alternate helmsman who is not considered to meet the Corinthian intent and spirit of the Class].

Prior to rejecting any helmsman on the grounds that his classification is incorrect it shall consult with the ISAF Sailor Classification Commission.

Any Owner [or Charterer] may request a review of the eligibility of any helmsman by the Helmsman Approval Panel. In considering such a review the Panel:

- (i) shall if relevant confirm eligibility under the relevant criteria; and
- (ii) shall if relevant consider and confirm bona fide ownership or charter; and

- (iii) may consider and use any other facts it may consider relevant; and
- (iv) shall consult with the ISAF Sailor Classification Commission where the review considers the helmsman's classification may be incorrect.

[Panel decisions shall be final [with a minimum ... votes to be valid.]
 [Decisions of the Panel may be appealed to the].

C.2.5. HELMSMAN CRITERIA

Subject to the above helmsmen shall be categorised and eligible as follows:

OWNER HELMSMAN

An Owner helmsman shall be a sailor who:

- (i) owns 100% of a **boat**; or
- (ii) is a Group 1 competitor who is a partial owner with a minimum ...% ownership of the boat and share of its annual operating costs; or
- (iii) [is a Group 1 competitor who is an immediate relative of the owner who owns 100%]; and
- (iv) [is a member of the Class Association.]

Approval of an Owner helmsman is valid throughout ownership provided there is no change in his circumstances that may materially alter the original application.

ALTERNATIVE HELMSMAN

An Alternative helmsman shall be a competitor who:

- (i) holds a valid Group 1 classification; and
- (ii) is a member of the Class Association.

Approval is [**boat**] [event] [...] specific.

RELIEF HELMSMAN

A Relief helmsman shall be a competitor who:

- (i) holds a valid Group 1 classification; and
- (ii) is a member of the Class Association.

Approval is [**boat**] [event] [...] specific.

CHARTER HELMSMAN

A Charter helmsman shall be a competitor who:

- (i) is chartering a **boat**; and
- (ii) holds a valid Group 1 classification; or
- (iii) is an owner in the Class or a potential owner.

Approval is charter specific.

ALL HELMSMEN

[In addition helmsmen, other than Owner Helmsmen with a 100% interest, shall not have in the [] years prior to application:].

PART 3 EVENT RULES

These rules must be invoked individually by the notice of race or sailing instructions and should be considered as standard wording for these documents. The default is these rule do not apply. The notice of race shall state that the XYZ Class rule are invoked plus Section I... and ... is invoked. For a world or continental championships, andmay not be invoked.

I.XYZ ISAF SAILOR CLASSIFICATION ADMINISTRATION

See Guidance Notes Appendix 3 for what to write

I.XYZ REDUCED HELMSMAN LIMITATION

Class Rule C.2.3 is replaced with:

All helmsmen shall be Owner Helmsmen or hold a valid Group 1 Classification.

(OR)

For club level events only:[**Boats** shall be helmed by their bona fide owners or immediate family.]

The intent of the rule above is to allow boats to compete as a sub-class in an event where classification is not used, in an offshore distance race and in lower level events

I.XYZ PROVISIONS FOR A CORINTHIAN DIVISION

See Guidance Notes Appendix 2 for what to write

Appendix 5 Pro Forma Owner's Declaration

The submission of this crew declaration is mandatory and must be received [...] days prior to the first race of the event.

All crew declarations may be posted online prior to the event and may be subject to scrutiny by ISAF, [the Class Association] and [....].

The owner (or someone acting on the express authority of the owner and identified as such) must sign the declaration personally. The owner is personally responsible for the contents of this declaration.

Submitting a false declaration, or recklessly signing a declaration which is incorrect, is potentially Gross Misconduct and will be acted upon as such.

Declaration

I declare that the listed competitors fully comply with the crew limitations in the [Notice of Race] [Class Rules] and hold valid ISAF sailor classifications. I further declare that the ISAF Sailor IDs shown next to the crew name are correct for that crewmember.

I have not made any financial or other arrangements that would invalidate, or are inconsistent with, a Group 1 classification held by a member of my crew.

I know of no reason why any of my crew's classifications may be incorrect and this declaration is true to the best of my knowledge and belief.

Signed by the Owner:

Date:

Boat Name:

Boat Number: