The International Umpires Sub-committee met at 09:30 – 18:00 hours on Saturday 3 November 2012 at the Royal St George Yacht Club, Dun Laoghaire, Ireland

Please refer to the ISAF website www.sailing.org for the details of the submissions on this agenda/referred to in these minutes.

1. Welcome and Introductions
2. Minutes of the Previous Meeting
3. Obituaries
4. Strategy and Development
5. International Umpires Administration
6. ISAF Regulations
7. Conflict of Interest/Code of Conduct
8. Major Events
9. International Umpires at Events
10. Race Officials Reporting Systems
11. Development
12. Seminar and Clinic Programme
13. Appointment of Seminar Instructors
14. Appointment of Test Administrators
15. Appointment of Performance Assessors
17. Communication with International Umpires
18. Calls and Q&As
19. Racing Rules Submissions
20. Umpired Fleet Racing Rules – Addendum Q
21. ISAF Race Officials Uniforms
22. Race Official Testing Process
23. Race Officials Committee Agenda
24. Any Other Business
25. Summary of Meeting
26. Race Officials Performance Investigations
27. Race Officials Commendations
28. Written IU Examination
29. Appointment of Instructors, Performance Assessors and Test Administrators
30. ISAF Race Officials Appointments

Present:
Jan Stage DEN - Chairman
Miguel Allen POR
Neven Baran CRO
Bruce Hebbert GBR
Marianne Middelthon NOR
Alfredo Ricci ITA
Maria Torrijo Moll ESP

Apologies:
Shane Borrell NZL apologies
Ricardo Lobato BRA apologies
Flavio Naveira ARG apologies
Peter Shrubber BER apologies

1. Welcome and Introductions
   The chairman welcomed the members of the committee.

2. Minutes of the Previous Meeting
   (a) Minutes
      The minutes of the previous meeting were noted, having been previously approved.
   (b) Matters Arising
      Added new item: 9 (f) New Events with Umpired Fleet Racing

3. Obituaries
   The loss of the following International Umpires during the period November 2011 and November 2012 was respectfully noted:
      Nick Burgin, GBR.
4. **Strategy and Development**

The progress of the Race Officials Committee and the Sub-Committees in the following areas in respect of the ROC’s strategic plan were noted:

(a) Recruiting and training race officials, particularly from under-served areas

Chris Atkins presented a report on the ISAF Volvo Academy. In the course of the last year, ten clinics were run at the Volvo Ocean Race stop overs which involved local sailors, coaches and race officials with the objective of leaving a legacy, including standardised team race umpiring. Development point for us is to help current IU’s staying up to speed with the standardised practices in team racing. To support this a mini manual needs to be produced for team race umpires.

It is noted that with the exception of South Africa no clinic or seminars have been run on the African continent.

(b) Expanding seminar programme to under-served areas.

Asia and South America are already in development, but Africa needs to be included.

An IU Workshop has been created to help candidates in under-served areas who do not pass at a seminar get up to IU level. Workshops are held a year or two after seminars have been held in a particular area. This year, a workshop will be held in Bahrain in December.

To help promote the sport we need to support with clinic material on how to organise events and present that at clinics.

(c) Coordination between Sub-committees.

The Chairman of Race Officials Committee supported and praised the work to develop coordination among sub-committees, especially the work on manuals, conflict of interest guidance and web site development and emphasized that this should be a key part of the future work.

(d) Linkage with coaches and athletes

The IUSC supported recent initiatives as exemplified by the Volvo Academy where coaches, athletes and umpires rotate roles. Whenever possible this should be done at clinics workshops and events. Debriefs should be encouraged.

5. **International Umpires Administration**

(a) IU application form

Changes to the IU application form were discussed. The application process is improved. Recent sailing experience should be required only for the first time applicants This should be added to the form, and a change to the regulation should be submitted for next year.

(b) IUSC Reference Forms.

An update on the use of the reference form was received, and problems with this requirement were discussed. Many IUs are making reference forms that are too positive, and they are not useful for decisions on first time appointment.

(c) Online Application System

The Competitions Manager gave a progress report on the implementation of the online application system. Ideas for improvement were discussed. The IUSC supports an online reporting system but ISAF should be careful not to implement one before satisfactory testing has been completed.
6. **ISAF Regulations**

(a) Submission 008-12  
*Recommendation to Race Officials Committee*

Reject.

(b) Submission 014-12  
*Recommendation to Race Officials Committee*

Sympathetic to guidelines but not to form a sub-committee.

(c) Submission 015-12  
*Recommendation to Race Officials Committee*

No opinion.

(d) Submission 016-12  
*Recommendation to Race Officials Committee*

No opinion.

(e) Submission 017-12  
*Recommendation to Race Officials Committee*

No opinion.

(f) Submission 087-12  
*Recommendation to Race Officials Committee*

Approve.

(g) Submission 106-12  
*Recommendation to Race Officials Committee*

Approve

(h) Submission 107-12  
*Recommendation to Race Officials Committee*

Approve with re-ordering

(i) Submission 108-12  
*Recommendation to Race Officials Committee*

Approve with editing of item (a)(2) “will, he will may”

(j) Submission 109-12  
*Recommendation to Race Officials Committee*

Approve, perhaps with the friendly amendment that this should be decided by the chairman and not the sub-committee.

(k) Submission 110-12  
*Recommendation to Race Officials Committee*

Approve.

7. **Conflict of Interest/Code of Conduct**
(a) Conflict of Interest.
The Guidelines for the assessment of conflict of interest were reviewed and discussed. Conflict of interest may be in conflict with development in limited geographical areas. The level of event must be added such that conflict of interest is more acceptable in lower ranked events.

(b) Code for the Use of Social Media
A progress report was received from the Social Media Working Party on the development of the guidelines for the use of social media by ISAF Race Officials during and outside events. IOC guidelines are published and IUSC supports their use within ISAF.

(c) Code of Conduct
Jon Napier presented a draft document on the disciplinary Process of ISAF with a suggested submission for the next year. IUSC members are requested to email comments and suggestion to the Chairman.

8. Major Events
(a) America’s Cup
No information received.

(b) Volvo Ocean Race
No information received.

(c) Olympic Sailing Competition
The Chairman of Race Officials Committee commented that the coordination between race officials was the best ever and the appointment process was transparent.

(d) ISAF Sailing World Cup
The Competitions Manager gave a report on the ISAF Sailing World Cup and the involvement of ISAF race officials.

(e) ISAF Sailing Worlds 2014
The selection of race officials for the event has not started yet.

9. International Umpires at Events
(a) Appointment of International Umpires to Events
Margriet Pannevis, Chairman of the events appointment working party, gave a report on the appointment of International Umpires in 2012 and the plans for 2013, and the usefulness of the Grouping System in this respect was discussed. Opportunity was given to new and younger colleagues to get experience. The number of events has significantly decreased leaving some umpires not being appointed. Most IUs are offered one or two events a year.

(b) ISAF Standard Guidelines for Grade 1 and Grade 2 Match Racing Events
The Chairman gave a report on the "ISAF Standard Guidelines for Grade 1 and Grade 2 Match Racing events" (referred to in regulation 27.2.3(d) and 27.2.4) and make recommendations for changes to Race Officials Committee: References to manuals should be replaced with the relevant text. A section on the minimum conditions for race officials relating to accommodation, travel, subsistence, insurance and clarification on officials liability shall be included. The IUSC guidelines for composition of umpire teams should also be included (see next item).
(c) Appointment Procedure
The ISAF procedure for appointment of the umpire teams for grade W, 1 and 2 events and the guidelines for target pool composition of umpire teams were discussed and confirmed (referred to in regulation 25.12.9).

(d) Damage Guidelines
A written report was received from Shane Borrell and Peter Shrubb on the handling of damage at World Tour events and the new damage guidelines document and its relation to the RRS was discussed. They are now integrated in the standard SIs.

(e) Requests for Redress
A discussion about whether requests for redress at high-level match racing events should be limited and how this may be accomplished. World Tour and Medal Racing have eliminated redress. It is recommended that at events where ISAF appoints the umpire team use of rule 62.1(a) is open only to the officials. This should be included in the standard SIs. Guidance notes need to be produced to help officials in consideration of redress.

(f) New Events with Umpired Fleet Racing
It was discussed how new events with umpired fleet racing fit with event appointments and qualification for IU status. Miguel Allen and Maria Torijo agreed to present a proposal on how umpired fleet racing principal events can be integrated into the guidelines for principal event.

10. Race Officials Reporting Systems

(a) Performance Reporting system
The Chairman gave an update on the Performance Reporting System. ISAF is receiving surprisingly few performance reports. The IUSC recommended changing regulation 32 to allow confidential suggestions for an existing IU to receive a performance assessment.

(b) Online Reporting System
The Competitions Manager gave a progress report on the implementation of the online reporting system.

(c) Regatta Report Forms
Neven Baran gave a report on reports and comments from IU Regatta Reports during 2012 and in particular specific incidents/issues raised at events. Suggestions are passed on to the next committee.

11. Development

(a) Status of the Grouping System
The grouping system and its use when appointing IUs to events was reviewed. It was agreed that umpires when submitting their grading form should be asked if they agree that their grading may be shared with event organisers.

(b) Development of the Grouping System
Development of the grouping system was discussed, in particular the form of the feedback that is provided on request and improvements that may be done. For the next grouping process, it will be tried to have the panel approve feedback before it is sent out to the IUs.

(c) Support to Ungrouped and Group 2 IUs
No report was available.

(d) Development of Current IUs
No report was available.

12. Seminar and Clinic Programme

(a) Seminars and Clinics 2012
The Seminars and Clinics held in 2012 were listed: TR seminar in USA, clinics in Estonia, Korea and Hong Kong, and a workshop in Bahrain. TR clinics in the ten Volvo Round the World Race stop overs.

(b) Plans for Seminars and Clinics 2013
A plan for Seminars and Clinics in 2013 and onwards was discussed, and the following were recommended: MR IU seminars in Portugal and Japan, a clinic in relation to the Nations Cup qualifier in Argentina and a clinic in Hong Kong.

(c) Seminar and Clinics Material
The status of the ISAF Seminar and Clinic material was noted. Chris Atkins and David Pyron are producing a new set of IU TR seminar material.

(d) Budget
The expenditure on the seminar/clinic programme in 2012 (previously circulated) and the budget approved by the Executive for 2013 were noted.

(e) NU Programme
No report was available.

13. Appointment of Seminar Instructors

(a) Appointed IU Seminar Instructors
The current list of IU Seminar Instructors are as follows:
Shane Borrell NZL, Sally Burnett GBR, John Doerr GBR, Philippe Gomez FRA, Marianne Middelthon NOR, Jan Stage DEN.

Jack Lloyd has decided to stand down. The IUSC expressed thanks for his contributions to umpire development.

All current instructors will be asked if they want to continue. If so, re-appointment will be for two years.

(b) Additional IU Seminar Instructors
The need for additional IU seminar instructors was discussed and it was decided to initiate the process to identify one or two new seminar instructors for match racing.

14. Appointment of Test Administrators

(a) Appointed Test Administrators
The current list of IU test administrators are as follows.
Neven Baran CRO, Shane Borrell NZL, Sally Burnett GBR, Charley Cook USA, Brad Dellenbaugh USA, John Doerr GBR, Barbara Farquhar USA, Philippe Gomez FRA, Charlotte Grepp SWE, Bruce Hebbert GBR, Jack Lloyd NZL, Henry Menin ISV, Marianne Middelthon NOR, David Pelling CAN, Peter Shrub GBR, Jan Stage DEN, John Standley AUS.
All current test administrators will be asked if they want to continue. If so, re-appointment will be for two years.

(b) Additional Test Administrators
No additional test administrators are needed.

15. **Appointment of Performance Assessors**

(a) Appointed Performance Assessors
The current list of IU Performance Assessors are as follows:

**Match Race:** Shane Borrell NZL, Gerard Bosse FRA, Sally Burnett GBR, John Doerr GBR, Philippe Gomez FRA, Henry Menin ISV, Marianne Middelthon NOR, Jan Stage DEN, John Standley AUS.

Jack Lloyd has decided to stand down.

**Team Race:** Chris Atkins GBR, John Doerr GBR, Jan Stage DEN.

All current performance assessors will be asked if they want to continue. If so, re-appointment will be for two years.

(b) Additional Performance Assessors
No additional performance assessors are needed.

(c) Performance Assessment System
The current performance assessment system was discussed, including feedback to umpires, umpire development at events and involvement of competitors in assessments.

The sailor representative system at SWC events worked well and is recommended to be used as input about umpire performance at other events.

(d) Performance Assessment Criteria
A written report was received from Peter Shrubb on the performance criteria. Marianne Middelthon and Jan Stage will suggest amendments to the assessment criteria.

16. **International Umpires Publications**

(a) International Umpires Manuals
Reports on the updating of the IU Manuals were received:

i) Rewriting of the match racing manual has not been completed yet. To provide a manual until that is accomplished, the current manual will be updated to the new rules by Marianne Middelthon and Alfredo Ricci.

ii) Rewriting of the team racing manual has not been competed. Chris Atkins and David Pyron have agreed to take on this project.

(b) Common Sections
The Chairman gave a report on the writing of sections that will be common for all race officials manuals.

17. **Communication with International Umpires**

(a) IU News and Information
Marianne Middelthon gave a report on IU news and Information. No IU news has been
issued in 2012, but relevant information has been distributed to all ISAF Race Officials as appropriate.

(b) ISAF Website
Miguel Allen gave a report on the IU part of the ISAF website. Proposals are accepted and possible improvements were discussed. Critics were expressed and we recommend that the ROC takes control and re-introduce an IU library with content decided by the IUSC.

(c) Publication of ISAF Standard Documents for IUs
The publication of ISAF Standard documents for IUs in a special section on the website was discussed. Once the situation about the website is clear, structure and contents for an IU library should be decided.

18. Calls and Q&As

(a) Rapid Response Calls
Very few Rapid Response Calls (match racing and team racing) were published in 2012. Calls made at events must be submitted to ISAF as rapid response calls.

(b) Q&As
ISAF Q&As published by the Q&A Panel in 2012 were noted.

(c) Call Books
Marianne Middelthon gave a report on the restructuring of the two call books. It is very important that all IUs get a copy of the call books from ISAF.

19. Racing Rules Submissions
The following submissions proposing changes to the Racing Rules of Sailing were specifically considered and recommendations to the ROC to be made as appropriate:

<table>
<thead>
<tr>
<th>Number</th>
<th>From</th>
<th>About</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>116-12</td>
<td>Chairman Racing Rules Committee</td>
<td>Rule 41 - Outside help</td>
<td>Approve</td>
</tr>
<tr>
<td>117-12</td>
<td>Chairman Racing Rules Committee</td>
<td>New Appendix SY - Superyacht Racing Rules</td>
<td>Approve</td>
</tr>
<tr>
<td>118-12</td>
<td>Canadian Yachting Association</td>
<td>New Case - Basic Principle, Sportmanship and the Rules</td>
<td>Reject</td>
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<tr>
<td>119-12</td>
<td>Canadian Yachting</td>
<td>New Case - Rules 2, 62.1(d), 64.1</td>
<td>Reject</td>
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<tr>
<td>120-12</td>
<td>Royal Yachting Association</td>
<td>New Case - Rules 29.1, 62.1. Race Signals, X</td>
<td>Reject</td>
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<tr>
<td>121-12</td>
<td>Canadian Yachting</td>
<td>New Case - Rules 61.1(a), 63.5</td>
<td>Reject</td>
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<tr>
<td>122-12</td>
<td>Royal Yachting Association</td>
<td>New Case - Rule 61.2</td>
<td>Reject</td>
</tr>
<tr>
<td>123-12</td>
<td>Danish Sailing Association</td>
<td>New Case (A) - Rules 69, 69.2(c)</td>
<td>No opinion</td>
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<tr>
<td>124-12</td>
<td>Danish Sailing Association</td>
<td>New Case (B) - Rules 69, 69.2(c)</td>
<td>No opinion</td>
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<tr>
<td>125-12</td>
<td>Chairman Racing Rules Committee</td>
<td>New Case - Rule 69.2(c)</td>
<td>Approve in principle</td>
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20. Umpired Fleet Racing Rules – Addendum Q

(a) Development and Experiences
The Chairman gave update on the development of Addendum Q and its use at major events. No problem reported rules wise. Kite boarding inclusion is in progress.

Concerns were expressed about using different versions of Addendum Q. It must be stated in the title if an amended version will be used for the specific class. It should be emphasized that changes to Addendum Q are not allowed unless permitted by ISAF.

(b) Training Needs
The consequences of the medal race format and the use of umpired fleet racing in other events for umpire development was discussed. A suggested call book for Addendum Q is not recommended by the IUSC.

21. ISAF Race Officials Uniforms

(a) Update report
The ISAF Competitions Manager gave an update on the Race Officials Uniforms.

(b) Future Plans
No report available.

22. Race Official Testing Process
Practices with regard to the following were discussed:
(a) Management, control and distribution of the test
Original copies of all tests are held by ISAF. Hard copies are given to administrators when needed and destroyed after use.
(b) Re-sit guidelines
The re-sit guidelines are described in Regulation 31.12.1(d)(ii).
(c) Administration
Done by the ISAF office.
(d) Providing feedback to candidates
Always done right after sitting the test.

23. Race Officials Committee Agenda
The agendas of the Race Officials Committee and the other ROC Sub-Committees were reviewed.

24. Any Other Business
There was no other business.

25. Summary of Meeting
The chairman summarized the meeting.

The meeting was closed to observers from the following item onwards

26. Race Officials Performance Investigations
The Chairman gave a report regarding investigations undertaken in accordance with Regulation 32.

27. Race Officials Commendations
Recommendations for ISAF commendations were considered.
Retiring IUs receive a Long Service Certificate when they have served at least two terms (8 years).

28. Written IU Examination
(a) Current IU Tests:
The Chairman gave a report on the current IU tests:
 i) Match Racing tests
The current collection of IU test meet the current needs.

ii) Team Racing tests
   An additional test is needed.

(b) Test Results 2012
   The results of candidates who sat the test in 2012 were noted.

(c) Verbal Test
   There was no verbal test carried out in 2012.

29. **Appointment of Instructors, Performance Assessors and Test Administrators**

   Appointment of new ISAF IU seminar instructors, performance assessors and test
   administrators were considered. Chris Atkins and David Pyron are appointed as new TR IU
   seminar instructors and they are appointed also as performance assessors for team racing and
   test administrators.

30. **ISAF Race Officials Appointments**

   Applications for the appointment to IU status, and the applications for renewal of status were
   considered, and recommendations were made to the Race Officials Committee.

   *There being no further business the meeting was closed.*