The Race Management Sub-committee will meet at 09:30 – 18:00 hours on Saturday 5 November 2011 at the Caribe Hilton Hotel, San Juan, Puerto Rico

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

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**SP = Supporting Paper**

**CM = Paper circulated to Committee Members only**

1. **Welcome & Introductions**

2. **Minutes of the Previous Meeting**
   (a) Minutes
      To note the minutes of the Race Management Sub-committee meeting of 6 November 2010. The minutes can be downloaded at www.sailing.org/meetings.
   (b) Minutes Matters Arising
      To consider any matters arising not covered elsewhere on this agenda.

3. **Obituaries**
   To respectfully note the loss of the following International Race Officers during the period November 2010 and November 2011.

4. **Strategy and Development**
   (a) To discuss the following items with regard to Strategy and Development within the Race Management Sub-committee:
   (b) Recruiting and training more, and younger, race officials
   (c) Expanding seminar programme to under-served areas
   (d) Linkage with coaches and athletes
5. **Reports from Working Parties**

To receive reports from the chairmen of the RMSC Working Parties:

**Task 1 – Race Management Manual**

a) Race Management Manual – Chairman
b) Conflict of interest, fair play education, communication and policy – Chairman
c) Assemble pool sample regatta documents forms – Hans-Peter Hylander

**Task 2 – Appointments, regulations and policies**

a) Review of ISAF Race Management Policies – Adrian Stogall
b) Applications and Renewals – Tomasz Chamera
c) Regulations, legal and liability; Racing Rules, Class Championship and Class Rules in line with ISAF policies – Eckart Reinke
d) Race Officials Guide – John Parrish
e) Insurance for Race Officials - Chairman

**Task 3 - Technology – Adrian Stoggall**

**Task 4 – Education and Seminars**

a) Update seminar and format clinic – Tomasz Chamera
b) Seminar/ Clinics format and coordination – Nino Shmueli
c) Develop plan for assessment of IRO candidates – Tomasz Chamera

**Task 5 – Newsletter**

a) Develop system of communicating – Qu Chun

6. **Internet-Based Application System**

(a) To receive a report on the 2011 applications process

7. **ISAF Regulations**

(a) Submission 119-11

To consider Submission 119-11 from the Chairman of the Match Race Committee and the Chairman of the Race Officials Committee about regulation 27.2.3(c) and make a recommendation to Race Officials Committee.

(b) Submission 132-11

To consider Submission 132-11 from the Chairman of the Race Officials Committee about regulation 25.12.7 and make a recommendation to Race Officials Committee.

(c) Submission 133-11

To consider Submission 133-11 from the Chairman of the Race Officials Committee about regulation 25.12.9 and make a recommendation to Race Officials Committee.

(d) Submission 134-11

To consider Submission 134-11 from the Chairman of the Race Officials Committee about regulation 31.12.1(b) and make a recommendation to Race Officials Committee.
8. **Performance Reporting System**
   
   To receive an update on the Performance Reporting System from the Chairman.

9. **Designated MNAs of Race Officials**
   
   (a) Update report
   
   To receive an update on the Designated Nationalities for Race Officials from the ISAF Competitions Manager.

   (b) Database

   (c) To receive a report from the Competitions Manager about conflicts in nationality in the database.

10. **Conflict of Interest / Code of Conduct**

   (a) Update report

   To receive an update on the development of Guidelines for the assessment of conflicts of interest.

   (b) Requests for clarification received

   To receive an update on requests for clarification under Regulation 51 from the ISAF Competitions Manager.

11. **Major Events**

    a) America’s Cup

    To receive an update on the preparations for the 34th America’s Cup.

    b) Volvo Ocean Race

    To receive an update on the preparations for the Volvo Ocean Race 2011-2012.

    c) Olympic Sailing Competition

    To receive a report from the Chairman on the preparations for the 2012 Olympic Sailing Competition and the selection of race officials.

    d) ISAF Sailing World Cup

    To receive a report from the Chairman on the ISAF Sailing World Cup and the involvement of ISAF race officials.

    e) ISAF Sailing World Championships 2011

    To receive a report from the Chairman on the preparations for the 2011 Worlds.

12. **Race Officials Reporting Systems**

    a) Online reporting system
Race Management Sub-committee Agenda (cont.)

To receive a progress report on the implementation of the online reporting system
b) Regatta Report Forms
   To consider reports and comments from IRO Regatta Reports during 2010 and in particular specific incidents/issues raised at events.

13. Race Officers Conference
   To discuss plans for future race officers conference.

14. Seminar and Clinic Programme
   a) Seminars and Clinics 2011
      To review the Seminar and Clinic Programme 2011.
   b) Plans for Seminars and Clinics 2012
      To discuss a possible plan for Seminars and Clinics in 2012 and onwards.
   c) Entry System to ISAF Seminars and Clinics
      To discuss possible entry requirements for ISAF Seminars and Clinics.
   d) Seminar and Clinics Material
      To note the status of updating seminar materials and examination.

15. Appointment of Seminar Instructors
   a) Appointments of RM Seminar Instructors
      To note the appointments of Seminar Instructors.
   b) RM Seminar Instructors
      To record the list of RM Seminar Instructors and identify potential future instructors.

16. Race Officials Publications
   a) Race Officials Manuals
      To receive a report on the updates of the Race Officials Manuals.
   b) Publication of ISAF Standard Documents
      To discuss and note the publication of ISAF Standard documents.

17. Q&A Panel
   a) Q&As published in 2011
      To receive a report from the chairman of the Q&A Panel.
   b) ISAF Q&A Booklet
      To note the publication of the Q&A booklet.
18. **ISAF Race Officials Uniforms**
   (a) Update report
   To receive an update on the Race Officials Uniforms from the ISAF Competitions Manager.
   (b) Future Plans

   (a) Management, control and distribution of the test
   (b) Re-sit guidelines
   (c) Administration
   (d) Providing feedback to candidates

20. **Race Officials Committee Agenda**
    To review the Race Officials Committee agenda and the ROC Sub-Committee

21. **Any Other Business**

22. **Summary of Meeting**

   The meeting will be closed to observers from the following item onwards

23. **Race Officials Performance Investigations**
    To receive a report from the chairman regarding investigations undertaken in accordance with Regulation 32.

24. **Race Officials Commendations**
    To consider recommendations for ISAF commendations

25. **ISAF Race Officials Appointments**
    To consider applications for the appointment to IRO status, and the applications for renewal of status (previously circulated).

26. **RM Test**
   (a) Current RM Test
   To discuss current RM tests
(b) Test Results 2011
To note the results of candidates who sat the test in 2011 (previously circulated).

(c) Verbal Test
To note the status of the verbal test.

(d) Test Administrators
To discuss the need to identify additional test administrators to facilitate re-sit requests and if agreed, establish a simple policy.