The Race Management Sub-committee will meet at 09:30 – 18:00 hours on Saturday 3 November 2011 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 & Introductions
2. Minutes of the Previous Meeting
3. Obituaries
4. Strategy and Development
5. Race Management Administration
6. Reports from Working Parties
7. ISAF Regulations
8. Conflict of Interest / Code of Conduct
9. Major Events
10. Race Officials Reporting Systems
11. Race Officers Conference
12. Seminar and Clinic Programme
13. Appointment of Seminar Instructors
14. Race Officials Publications
15. Q&A Panel
16. ISAF Race Officials Uniforms
17. Race Official Testing Process
18. Race Officials Committee Agenda
19. Any Other Business
20. Summary of Meeting
21. Race Officials Performance Investigations
22. Race Officials Commendations
23. ISAF Race Officials Appointments
24. RM Test

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 5 November 2011. 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 2011 and November 2010.

4. Strategy and Development
   To discuss the following items with regard to Strategy and Development within the Race Management Sub-committee:
   (a) Recruiting and training more, and younger, race officials
   (b) Expanding seminar programme to under-served areas.
   (c) Coordination between Sub-committees
   (d) Linkage with coaches and athletes
5. **Race Management Administration**
   (a) RM application form
      To discuss changes to the IU application form.
   (b) RMSC Reference Forms.
      To receive an update on the use of the reference form, discuss problems with this requirement, and make a recommendation to Race Official Committee.
   (c) Online Application System
      To receive a progress report from the Competitions Manager on the implementation of the online application system and discuss ideas for improvement.

6. **Reports from Working Parties**
   To receive reports from the chairmen of the RMSC Working Parties:
   (a) Task 1 – Race Management Manual
      i) Race Management Manual – Chairman
      ii) Conflict of interest, fair play education, communication and policy – Chairman
      iii) Assemble pool sample regatta documents forms – Hans-Peter Hylander
   (b) Task 2 – Appointments, regulations and policies
      i) Review of ISAF Race Management Policies – Adrian Stoggall
      ii) Applications and Renewals – Tomasz Chamera
      iii) Regulations, legal and liability; Racing Rules, Class Championship and Class Rules in line with ISAF policies – Eckart Reinke
      iv) Race Officials Guide – John Parrish
      v) Insurance for Race Officials – Chairman
   (c) Task 3 - Technology – Adrian Stoggall
   (d) Task 4 – Education and Seminars
      i) Update seminar and format clinic – Tomasz Chamera
      ii) Seminar/ Clinics format and coordination – Nino Shmueli
      iii) Develop plan for assessment of IRO candidates – Tomasz Chamera
   (e) Task 5 – Newsletter
      i) Develop system of communicating – Qu Chun

7. **ISAF Regulations**
   (a) Submission 008-12
      To consider Submission 008-12 from the Canadian Yachting Association about nomination and appointment process – Regulation 5 and make recommendation to the Race Officials Committee.
   (b) Submission 014-12
      To consider Submission 014-12 from the Chairman of the Regional Games Committee about establishing an ISAF Technical Delegates Sub-committee and make
recommendation to the Race Officials Committee.

(c) Submission 015-12
To consider Submission 015-12 from the Chairman of the Events Committee about bibs at ISAF events - Regulation 20.3 and make recommendation to the Race Officials Committee.

(d) Submission 016-12
To consider Submission 016-12 from US Sailing about advertising on rear competitor’s supplied bibs at ISAF events - Regulation 20.3 and make recommendation to the Race Officials Committee.

(e) Submission 017-12
To consider Submission 017-12 from the Executive Committee about Regulation 20 and make recommendation to the Race Officials Committee.

(f) Submission 087-12
To consider Submission 087-12 from the Executive Committee about new Regulation 25.7.6 and make a recommendation to the Race Officials Committee.

(g) Submission 106-12
To consider Submission 106-12 from the Chairman of the Race Officials Committee about Regulation 31.10 and make a recommendation to Race Officials Committee.

(h) Submission 107-12
To consider Submission 107-12 from the Chairman of the Race Officials Committee about regulation 33.11.1 and make a recommendation to Race Officials Committee.

(i) Submission 108-12
To consider Submission 108-12 from the Chairman of the Race Officials Committee about regulation 31.11.2 and make a recommendation to Race Officials Committee.

(j) Submission 109-12
To consider Submission 109-12 from the Chairman of the Race Officials Committee about regulation 31.13.3 and make a recommendation to Race Officials Committee.

(k) Submission 110-12
To consider Submission 110-12 from the Chairman of the Race Officials Committee about regulation 31.14.1 and make a recommendation to Race Officials Committee.

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

(a) **Conflict of Interest.**
To review and discuss the Guidelines for the assessment of conflicts of interest.

(b) **Code for the Use of Social Media**
To receive a progress report 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.

(c) **Code of Conduct**
To review and discuss the draft Code of Conduct for ISAF Race Officials

9. **Major Events**
Race Management Sub-committee Agenda (cont.)

(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.

10. Race Officials Reporting Systems
(a) Performance Reporting system
To receive an update on the Performance Reporting System from the Chairman

(b) Online Reporting System
To receive a progress report from the Competitions Manager on the implementation of the online reporting system.

(c) Regatta Report Forms
To consider reports and comments from IRO Regatta Reports during 2012 and in particular specific incidents/issues raised at events.

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

12. Seminar and Clinic Programme
(a) Seminars and Clinics 2012
To review the Seminar and Clinic Programme 2012.

(b) Plans for Seminars and Clinics 2013.
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.

13. Appointment of Seminar Instructors
(a) Appointments of RM Seminar Instructors
To note the appointments of Seminar Instructors.
Race Management Sub-committee Agenda (cont.)

(b) RM Seminar Instructors
To record the list of RM Seminar Instructors and identify potential future instructors.

14. 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.

15. Q&A Panel
(a) Q&As published in 2012
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.

16. ISAF Race Officials Uniforms
(a) Update report
To receive an update on the Race Officials Uniforms from the ISAF Competitions Manager.

17. Race Official Testing Process
Discussion concerning the following practices:
(a) Management, control and distribution of the test
(b) Re-sit guidelines
(c) Administration
(d) Providing feedback to candidates

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

19. Any Other Business

20. Summary of Meeting

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

21. Race Officials Performance Investigations
To receive a report from the chairman regarding investigations undertaken in accordance with Regulation 32.
22. **Race Officials Commendations**
   To consider recommendations for ISAF commendations.

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

24. **RM Test**
   (a) **Current RM Test**
       To discuss current RM tests
   (b) **Test Results 2012**
       To note the results of candidates who sat the test in 2012 (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.